



Australasian Legal Information Institute

New South Wales Consolidated Regulations

LOCAL GOVERNMENT (GENERAL) REGULATION 2005 - SCHEDULE 7

LOCAL GOVERNMENT (GENERAL) REGULATION 2005 - SCHEDULE 7

SCHEDULE 7 – ELECTION OF MAYOR BY COUNCILLORS

(Clause 394)

Part 1 - Preliminary

1 RETURNING OFFICER

The general manager (or a person appointed by the general manager) is the returning officer.

2 NOMINATION

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor.
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee).
The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.

(4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

3 ELECTION

(1) If only one councillor is nominated, that councillor is elected.

(2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.

(3) The election is to be held at the council meeting at which the council resolves on the method of voting.

(4) In this clause--

"ballot" has its normal meaning of secret ballot.

"open voting" means voting by a show of hands or similar means.

Part 2 - Ordinary ballot or open voting

4 APPLICATION OF PART

This Part applies if the election proceeds by ordinary ballot or by open voting.

5 MARKING OF BALLOT-PAPERS

(1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.

(2) The formality of a ballot-paper under this Part must be determined in accordance with clause 345 of this Regulation as if it were a ballot-paper referred to in that clause.

(3) An informal ballot-paper must be rejected at the count.

6 COUNT--2 CANDIDATES

(1) If there are only 2 candidates, the candidate with the higher number of votes is elected.

(2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

7 COUNT--3 OR MORE CANDIDATES

(1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.

(2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.

(3) If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.

(4) A further vote is to be taken of the 2 remaining candidates.

(5) Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.

(6) If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

Part 3 - Preferential ballot

8 APPLICATION OF PART

This Part applies if the election proceeds by preferential ballot.

9 BALLOT-PAPERS AND VOTING

- (1) The ballot-papers are to contain the names of all the candidates. The councillors are to mark their votes by placing the numbers "1", "2" and so on against the various names so as to indicate the order of their preference for all the candidates.
- (2) The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

10 COUNT

- (1) If a candidate has an absolute majority of first preference votes, that candidate is elected.
- (2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.
- (3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.
- (4) In this clause,
"absolute majority" , in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

11 TIED CANDIDATES

(1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal—the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.

(2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

Part 4 - General

12 CHOOSING BY LOT

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

13 RESULT

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is—

- (a) to be declared to the councillors at the council meeting at which the election is held by the returning officer, and
- (b) to be delivered or sent to the Secretary and the Chief Executive Officer of Local Government NSW.

Document Name	Document Version Number	Review Date
Footway Dining and Temporary Structures on Footway (Road Reserve) Policy	Insert Version Number Here	Click Here to Enter Date
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Select Status Here

Purpose

That Council regulates the use of the footway area to avoid nuisance or inconvenience to the public.

Scope

This policy applies mainly to urban commercial centres in the Greater Hume Shire Council area.

Definitions

Contained within the Footway Dining and Temporary Structures on Footway (road reserve) Conditions and Procedures Manual.

Policy Content

The increasing use of footways (road reserves) for the exposure of articles (whether for sale or not) and for dining by businesses, has highlighted the need to formalise a policy and procedures to assist in reducing Council's liability with such activities.

It is a key consideration of the policy to ensure that business activity on footways does not impinge upon the need for access by people with disabilities.

This policy refers to non-permanent structures such as tables, baskets, sandwich boards, racks used for display of goods, brochures, or information/advertising/promotional material that relates to the adjoining business activity. The only non-permanent structure that does not have to be directly related to the core business activity will be plant boxes/pots used for beautification purposes only and having no advertising content.

This policy will also cover areas to be used for footway/alfresco dining and includes the use of items with the activity such as tables, chairs, umbrellas, dividers where the items are not permanently fixed and are removed at the end of the trading day.

Approval may also be subject to local or specific Development Control Plan conditions, agreements/conditions formed by a town's Development Committee, Industry or any other sectors approved by Council.

Council has the authority to grant approval and regulate the use of the footway for business purposes.

The approval of temporary structures applies mainly to urban commercial centres in the Greater Hume Shire Council area.

The approval is granted within specific conditions and any request for the use of a classified road must be with the concurrence of **Transport for NSW**.

Placement of structures must be on the actual shop frontage and should not impinge on adjacent business frontages.

This policy does not cover any structures that are permanent or are not removed at the end of each day's trading.

Links to Policy

Links to Procedure

Links to Forms

References

Responsibility

Environment and Planning Department

Document Author

Director Environment and Planning.

Relevant Legislation

Council's authority to approve footway dining activities is covered under:

Local Government Act 1993 – Section 68

Roads act 1993 – Section 125 and 126

Council's authority to approve temporary structures on footway (Road Reserve) is covered under:

Local Government Act 1993 – Section 68

Associated Records

Footpath Dining and Temporary Structures on footway (road reserve) Conditions and Procedures Manual

Footway Dining & Temporary Structures on footway (road reserve)
Conditions & Procedures Manual

CONDITIONS & PROCEDURES MANUAL

**FOOTWAY DINING & TEMPORARY
STRUCTURES ON THE FOOTWAY
(ROAD RESERVES)
IN
GREATER HUME COUNCIL**



**Footway Dining & Temporary Structures on footway (road reserve)
Conditions & Procedures Manual**

1. INTRODUCTION	3
2. AIMS & OBJECTIVES.....	3
3. DEFINITIONS	3
4. STATUTORY REQUIREMENTS	4
5. APPROVALS.....	4
5.1 GENERAL	4
5.4 LOCATION	8
6. OUTDOOR FURNITURE – SUN PROTECTION.....	8
7. INSURANCE REQUIREMENTS	9
8. MAINTENANCE OF TEMPORARY STRUCTURES.....	9
9. INITIAL APPLICATION REQUIREMENTS	9
10. RENEWAL APPLICATION REQUIREMENTS	10
11. FEES.....	10
12. ASSESSMENT OF APPLICATIONS	10
13. APPROVAL DETAILS	10



**Footway Dining & Temporary Structures on footway (road reserve)
Conditions & Procedures Manual**

1. INTRODUCTION

The use of temporary structures on the footway and footway dining provides commercial retailers with an opportunity to integrate commercial activities into pedestrian areas. This will increase exposure of specific commercial activities, which gives the opportunity for increased business.

2. AIMS & OBJECTIVES

- To legitimise and manage an existing retail business practice that impacts on pedestrian safety in commercial areas.
- To ensure that businesses participating are adequately covered by public liability insurance.
- To regulate the use of the areas in a consistent and equitable manner.
- To provide guidelines for the establishment and maintenance of the use of temporary structures on the footway for the sale of items/services/advertising/information or beautification purposes.
- To ensure that such structures do not cause inconveniences or disrupt pedestrian or vehicular traffic or adjoining businesses.
- To create a cosmopolitan alfresco dining/café atmosphere in appropriate areas of Greater Hume Shire.
- To increase tourism potential.

3. DEFINITIONS

Applicant – means any of the following: person(s), holders of a current licence for a temporary structure on the footway, being the owner, leasee, of the commercial premises etc. Can also include a Corporation, a firm trading under a business or trade name and a partnership or an individual.

Carriageway – that portion of the road reserve devoted particularly to moving vehicles and parked vehicles.

Classified road – means any of the following: a main road, a State highway, a freeway, a controlled access road, a secondary road, a tourist road, a tollway, a transit way, a State work.

Footway – that part of a road as is set aside or formed as a path or way for pedestrian traffic (whether or not it may also be used by bicycle traffic).

Kerb – a raised border of rigid material formed at the edge of a carriageway.

Public place – means a public road, bridge, jetty, wharf, road ferry, public bathing reserve, public bath, public land and other land which is a public place under the Local Government Act 1993.



**Footway Dining & Temporary Structures on footway (road reserve)
Conditions & Procedures Manual**

Public road – means a road which the public are entitled to use.

Public street – means any street, road, lane, thoroughfare, footway or place open to or used by the public and includes any place at the time open to or used by the public on the payment of money or otherwise.

Road reserve – the entire right-of-way devoted to public travel, including footways, shoulders, verges and carriageways – the whole width between adjacent property boundaries.

Road users – includes pedestrians, motorists, cyclists and motor cyclists.

Street vending vehicle – for the purpose of street vending approval under the Local Government Act 1993, this term includes all types of vehicles (registered or unregistered) which are used for the sale of articles in a public road or public place.

Street vending – involves the selling of articles either directly or from a stall or standing vehicle in a public street or a public place.

Approval Number – a number issued by Council on approval of an application.

4. STATUTORY REQUIREMENTS

An application for approval to use temporary structures on the footway for the exposure of articles (whether for sale or not) is made under Section 125, of the Roads Act 1993 and Section 68, of the Local Government Act 1993.

5. APPROVALS

5.1 GENERAL

- Use of part of the footway can only be considered where that use is in association with an established commercial retail outlet. The applicant must be the owner/proprietor/manager of that business.
- The holder of the approval is to indemnify Council in writing against any action taken against it by persons aggrieved by the use of the footway (this indemnity is part of the application form). Council will not accept liability for damage to or loss of furniture or personal property from the approved area.
- Any application to use a footway on a main road or state highway ("classified road" as specified under section 125 of the Roads Act, 1993) must be accompanied by a letter from the **Transport for NSW**.
- Public risk insurance to a minimum value of ten million dollars (\$10,000,000) must be maintained by the applicant/holder of the approval. (see section 7. Insurance Requirements for full details and conditions).
- Erecting advertising sign(s) apart from sandwich boards; or any other activity not specified in these conditions is not allowed.



**Footway Dining & Temporary Structures on footway (road reserve)
Conditions & Procedures Manual**

- Applicants must complete new documentation if they intend to alter or amend any details between the renewal dates.
- Approval shall not be construed as conferring any ownership to the site. The Applicant shall not be entitled to any compensation or consideration if for any reason part or all of the approved site becomes permanently or temporarily unavailable, for example during footpath reconstruction or installation of new public utilities.
- The area under the approved licence is not a saleable item when businesses are sold or transferred. A new application form must be submitted by new owners and supported with the necessary insurance documentation. When new applicants are not altering the usage and area details compared with the previous Applicant, Council may waive the initial application fee and only charge the renewal fee. **(see section Initial Application Requirements & Renewal Application Requirements)**
- Council will consider the cleanliness and continued suitability of the footway for the temporary structure use at the time of routine inspections.
- The Applicant shall clean the footway at his/her expense when deemed necessary by Council.
- Approval will only be issued if pedestrians can clearly and easily negotiate the footway when table and chairs are in place.
- Approval may also be subject to local or specific Development Control Plan conditions, agreements/conditions formed by the Community Development Committee or any other sectors approved by Council.
- The use of non-permanent umbrellas may be permissible when used in conjunction within the approved footway dining area.
- Any application to use a footway that is not adjacent to the applicant's business requires written consent from the adjacent property owner and the relevant road authority.
- Approval may be cancelled at any time.

5.2 SPECIFIC REQUIREMENTS & SAFETY

The Applicant must not cause, permit or allow:

- (a) Any other goods to be stored, displayed upon or sold from the footway except those items as specified in the approved application.
- (b) The use of the footway or the Premises by or on behalf of the Applicant to give rise to "pollution" [as defined in the Protection of the Environment Operations Act, 1997, which includes but is not limited to that noise which (by reason of its level, nature, character, quality or the time at which it is made) is or is likely to



**Footway Dining & Temporary Structures on footway (road reserve)
Conditions & Procedures Manual**

be harmful to any person outside the Premises or unreasonably interferes with the comfort or repose of a person outside the Premises] or a nuisance.

- (c) Interference with access to any public utility or public amenity (including but not limited to fire hydrants, inspection chambers, telephone and electricity underground cables, water service pipe or service ducts) within the footway.
- (d) Any furniture, barrier, structure or other items to be used or placed upon the footway so as to obstruct or interfere with the flow of pedestrian (including pedestrians with any disability) passage over the footway or adjacent footway areas. Unless otherwise agreed in writing this requires that an adequate clear path of at least 2 metres width (or such other width as Council may direct in writing) is to be maintained across the footway or adjacent footway areas for pedestrian use at all times.
- (e) The installation or use of any furniture, barrier or structure that is not of a design, colour and specification submitted with their application and approved on such application by the Director **Planning & Environment**. Council has the option to have structures removed if they are not adhering to this condition or if Council considers that the structure detracts from the visual character of the area.
- (f) Any furniture, barrier or structure to be permanently fastened to the footway unless the Applicant has obtained prior written approval from Council.
- (g) Any furniture, barrier or structure to be placed in any position that might impede any vehicle travelling along any adjoining road way or that might pose a risk of damage or a nuisance to any person.
- (h) The display of any advertisement or the erection of structures without the prior written consent of the Council.
- (i) Action in any way contrary to the Council's interests.
- (j) Any person to serve or consume alcoholic beverages within the Premise or on the footway unless the licensee has first obtained, and provide copies of each to the Licensor, all necessary licenses and approvals, including but not limited to those required by the Liquor Act, 1982 from the Licensing Court of New South Wales.

The Applicant must ensure:

- (a) That any food shall be stored and prepared within the approved food preparation area of the premises.
- (b) That all structures are confined to the approved area and do not encroach onto any adjoining businesses.
- (c) That all structures are stable and weighted for varying weather conditions but not permanently fastened.
- (d) That all structures are removed from the approved area upon completion of each day's trading.



**Footway Dining & Temporary Structures on footway (road reserve)
Conditions & Procedures Manual**

- (e) That statutory authorities have right of access to approved areas to effect repairs or to maintain their equipment.
- (f) That any improvements to the footway are undertaken at his/her expense. Where the surface of the footway in the proposed area is damaged, cracked or deteriorated or is otherwise unsuitable for a temporary structure area, the Applicant shall bear the cost of all pavement repairs carried out by the Council which have been caused by the use of temporary structure activities.
- (g) That the use of the footway does not result in offensive noise to adjoining businesses or pedestrians.
- (h) That the footway area is in a clean and tidy condition at all times.
- (i) That liquid wastes are not discharged onto the footway or street.
- (j) That structures remain clean and in good repair at all times.
- (k) That the structure area be paved or sealed for its full width.

5.3 ADDITIONAL REQUIREMENTS FOR SANDWICH BOARDS

1. Sandwich boards are to be a maximum height of 1.6 metres and a maximum width of 1.2 metres.
2. Signs are to be professionally sign written. Chalkboard areas are permitted provided that a header exists displaying the business name.
3. Sandwich boards may be placed within the road reserve immediately fronting the business premises so advertised (frontage is that portion of the road reserve defined when side boundary lines are extended to the road reserve), or alternatively, sandwich boards may be installed on side boundaries (where the property is a corner block) or on a rear boundary (where the property also backs on to a road reserve).
4. Sandwich boards are to be placed so as not to hinder or restrict pedestrian movement within the road reserve. A proposed location sketch is to be included in the location plan section of the form so as Council can assess the likely impact of the sign on pedestrian movement.
5. Sandwich boards are only to be displayed during normal trading hours of the business.
6. The approved advertising sign *approval number* as issued by Council is to be clearly displayed on both faces of the sandwich board and be positioned in the lower right corner of the sign.
7. Sandwich boards must not be erected within the road carriage way.
8. In urban commercial areas sandwich boards must be located in the area for temporary structures (See section 5.4 Location).



**Footway Dining & Temporary Structures on footway (road reserve)
Conditions & Procedures Manual**

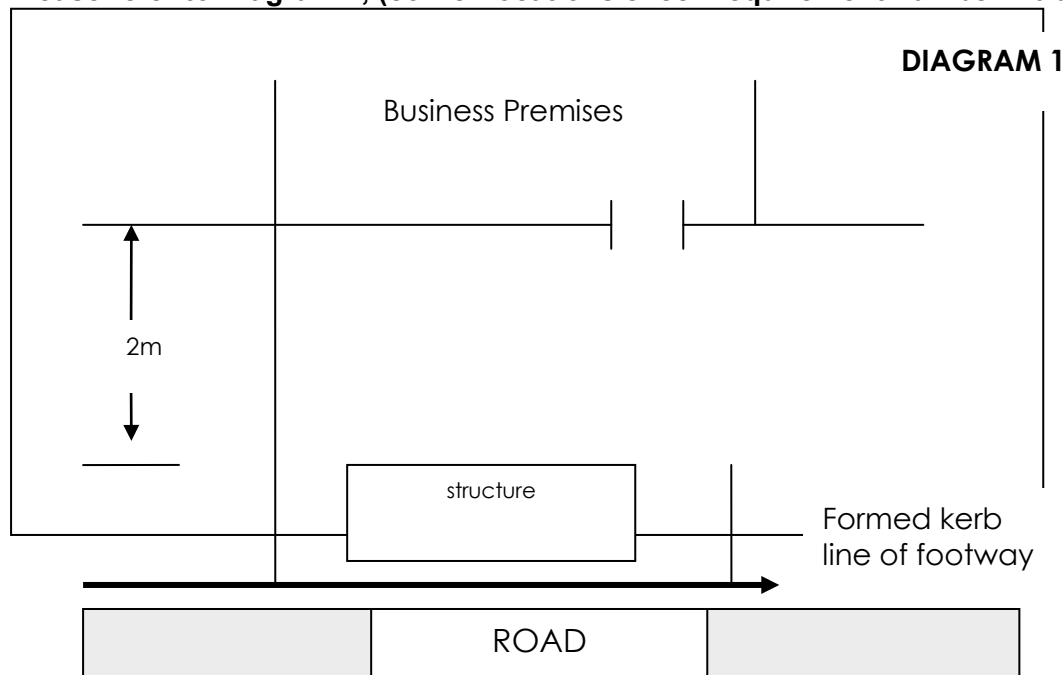
9. Sandwich boards are to be manufactured in materials which are unlikely to injure or damage pedestrians or motor vehicles if accidental collisions occur.
10. Sandwich boards must be securely anchored in position when displayed but removed at the end of the trading day.
11. Sandwich boards are permitted outside urban commercial areas.

5.4 LOCATION

Temporary structures must be within the following requirements:

- A minimum half (0.5) a metre clearance on each side of the applicants doorway.
- Corner properties must allow a minimum of one (1) metre clearances from the end of the structure to the start of the kerb or other permanent fixtures.

Please refer to Diagram 1, (corner locations check requirement number 2 above)



6. OUTDOOR FURNITURE – SUN PROTECTION

Licensees are encouraged to consider providing tables with securely anchored umbrellas of such size as to provide adequate sun protection to patrons during hours of daylight.

It is suggested that consideration be given to the following protective shade qualities of the furniture:



**Footway Dining & Temporary Structures on footway (road reserve)
Conditions & Procedures Manual**

Orientation

Areas that receive high levels of ultraviolet radiation should provide customers with protective summer and winter shade. Priority for shade cover should be for the hours between 11am and 3pm.

Reflectivity

Levels of reflectivity of ultraviolet radiation need to be considered when selecting material and colours. Sites where reflective materials occur in abundance, such as commercial or retail zones where large areas of paving or glass exist, may require a more concentrated use of shade devices in order to achieve protective shade.

Solar Paths

Protective shade, where provided, should be designed for maximum protection through the location of shade devices according to the sun's position.

7. INSURANCE REQUIREMENTS

The Applicant must hold public risk insurance to a minimum value of ten million dollars (\$10,000,000).

Existing policies shall include the following co-insurance clause: -

"It is hereby agreed that the indemnity given by this policy is extended to Greater Hume Shire Council, in respect to the operation of an approved structure on the footway area".

The Applicant shall lodge a copy of the policy with Council prior to the issue of an approval. A certificate of currency needs to be furnished at the expiration of insurance and with each renewal application.

8. MAINTENANCE OF TEMPORARY STRUCTURES

Temporary structures are to be supplied and maintained by the Applicant at their own expense.

9. INITIAL APPLICATION REQUIREMENTS

Applications for approval to use temporary structures on the footway for the exposure of articles (whether for sale or not), need to be made on the approved form and accompanied by the appropriate fee.

Applications for alterations to detail of an existing approval will be dealt with as for a new approval upon payment of the appropriate fee.

An application for approval needs to be supported by the following documentation: -

- A copy of a dimensional drawing (A4 size) indicating frontage of the site and size of the area proposed for the use of the structure;



**Footway Dining & Temporary Structures on footway (road reserve)
Conditions & Procedures Manual**

- A colour photograph detailing the type of structure intended to be placed on the footway.

10. RENEWAL APPLICATION REQUIREMENTS

Applications for renewal to use structures on the footway need to be made on the approved renewal form and accompanied by the appropriate fee.

11. FEES

Fees will be set annually during the formation of the Management Plan and the Revenue Policy.

Fees at the time of printing are:

Initial Application Fee

Annual Renewal Fee

Actual fees will be in accordance with the current Greater Hume Council Schedule of Fees.

12. ASSESSMENT OF APPLICATIONS

Applications would be unlikely to be approved where: -

- (a) The proposal is located in a residential neighbourhood that would have an adverse effect on residential amenity.
- (b) The use would create an obstruction or hazard to either vehicular or pedestrian traffic on the carriageway or road.
- (c) It is considered bad taste or offensive.
- (d) It does not comply with other statutory or regulatory requirements.

13. APPROVAL DETAILS

An approval may be revoked at any time when in the opinion of the Council, the conditions applying to the approval are not being satisfactorily met.

Council may delete, amend or add further conditions to any approval to suit changing circumstances, at its discretion.

If the conduct of the area used for the structure(s) causes undue inconvenience or disruption to pedestrian, vehicular traffic or the occupants of adjoining business premises, the Council, after considering any representations from the approval holder within seven (7) days of being notified, may terminate the approval with one month's notice in writing.

In the event of the approval holder failing to remove the structure or other property following the expiration or termination of the approval, the Council may remove and dispose of such property at its discretion if not claimed within seven (7) days of notification for removal having been given to the approval holder.

Delegation of Authority
Section 378, Local Government Act, 1993
Mayor

Document Control

Document Name	Document Version Number	Review Date
Delegation of Authority Mayor		September 20
Date Adopted	Minute Number	Summary of Changes
25 September 2019	5389	Readopted – No Alterations

In order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business and responsibilities, Greater Hume Shire Council, as provided under Section 377 of the Local Government Act, 1993, hereby delegates to the person holding the position of Mayor COUNCILLOR HEATHER WILTON and to the Deputy Mayor when acting in place of the Mayor, the following functions, duties and authorities as specified in Schedule 1 subject to the limitations specified in Schedule 2. This delegation shall commence on 26 September 2018 and remain in force until specifically altered or revoked in writing.

Schedule 1

1. To give effect to the provisions of the Local Government Act, 1993 and any other Act conferring powers or duties upon the Mayor and to any resolution of direction given to the Mayor by the Council.
2. To obtain legal advice from council's solicitor and/or the legal advisor of the NSW Shires Association.
3. To represent the council, in conjunction with the general manager, in deputations to government, inquiries, appropriate forums and at meetings of organisations which council has resolved to be a member of and for which an alternative delegate has not been specifically appointed.
4. To make media statements and issue media releases in respect of council decisions and relevant issues.
5. To carry out the general supervision, control and direction of the General Manager.
6. Appointment of an Acting General Manager for a period of up to 10 working days following a recommendation from the General Manager. Where possible an information report be submitted to Council on such appointments prior to the appointments taking effect.
7. To determine applications by the general manager for various classes of leave.
8. To determine, in conjunction with the general manager, requests from community groups for minor subsidies of up to \$300 and requests for *in-kind* assistance to an estimated value of \$300.
9. To authorise appropriate presentations to be made to visiting dignitaries and to residents in recognition of achievements and milestones.

10. To exercise the powers of expulsion from meetings of council pursuant to section 10(2)(b) of the Local Government Act for persons guilty of acts of disorder as prescribed in the Local Government (Meetings) Regulation 1999.
11. In conjunction with the General Manager, to engage consultants to undertake projects, on behalf of Council, in those circumstances where the Council does not have the capacity or expertise to undertake the project. However, other than in an emergency the engagement of a consultant must be in accordance with a decision of the Council, or a general budgetary provision. If there is no budget provision, the consultancy is not to exceed \$10,000.
12. To authorise any works deemed urgent within the sums provided in the Council's budget at a cost not exceeding \$20,000 in any particular situation.
13. To perform citizenship ceremonies and present Certificates of Australian Citizenship as provided by the relevant Act.
14. Approve attendance by Elected Members and Senior Staff at conferences and seminars, etc. within NSW and the ACT to a maximum of three days and within budget provisions.

Schedule 2

Limitations

1. The following functions of Council are specifically excluded in accordance with Section 377 (1) of the Local Government Act, 1993.
 - The appointment of a general manager.
 - The making of a rate.
 - A determination under section 549 as to the levying of a rate.
 - The making of a charge.
 - The fixing of a fee.
 - The borrowing of money.
 - The voting of money for expenditure on its works, services or operations.
 - The compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment).
 - The acceptance of tenders which are required under this Act to be invited by the council.
 - The adoption of a management plan under section 406.
 - The adoption of a financial statement included in an annual financial report.
 - A decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6.
 - The fixing of an amount or rate for the carrying out by the council of work on private land.
 - The decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work.
 - The review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 92 A of the Environmental Planning and Assessment Act 1979.
 - The power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194.
 - A decision under section 356 to contribute money or otherwise grant financial assistance to persons.
 - The making of an application, or the giving of a notice, to the Governor or Minister.

**Delegation of Authority
Section 378, Local Government Act, 1993
Mayor**

- This power of delegation.
- Any function under this or any other Act that is expressly required to be exercised by resolution of the council.

End of delegation.

**Adopted 17 August 2005
Minute No. 344
Reviewed 26 September 2007
Minute No. 1170
Reviewed 24 September 2008
Minute No. 1622
Reviewed 16 September 2009
Minute No. 2016
Readopted 15 September 2010
Minute No. 2438
Readopted 14 September 2011
Minute No. 2832
Readopted 19 September 2012
Minute No. 3199
Readopted 11 September 2013
Minute No. 3546
Readopted 17 September 2014
Minute No. 3880
Readopted 16 September 2015
Minute No. 4175
Readopted 21 September 2016
Minute No. 4483
Revised 20 September 2017
Minute No. 4807
Readopted 26 September 2018
Minute No. 5081
Readopted 25 September 2019
Minute No. 5389**

Document Control

Document Name	Document Version Number	Review Date
Delegation of Authority - General Manager		September 20
Date Adopted	Minute Number	Summary of Changes
25 September 2019	5389	Re-adopted

Greater Hume Shire Council in order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business and responsibilities hereby delegates under Section 377 of the Local Government Act, 1993, to the person specified by resolution of the Council to have the functions of the GENERAL MANAGER, STEVEN PINNUCK and to the person holding the aforementioned position in an acting capacity the exercise of Council's powers, functions, duties and authorities contained in legislation and matters specified in Schedule 1 subject to the limitations specified in Schedule 2. This delegation shall commence on 26 September 2018 and remain in force until specifically altered or revoked in writing in accordance with a resolution of the Council.

Schedule 1

General

- Functions which relate to the role of the General Manager as specified in the Local Government Act 1993 its Regulations, Cognate and related legislation.
- For the purposes of Section 381 of the Act, The General Manager's delegated authority to act on behalf of Council includes all functions and powers conferred or imposed by any of the legislation set out from time to time in Section 22 of the Act, including but not limited to the following:
 - Biosecurity Act 2015
 - Companion Animals Act 1998
 - Companion Animal Regulation 2008
 - Crimes Act 1990
 - Community Land Development Act 1989
 - Conveyancing Act 1919
 - Contaminated Land Management Act 1997
 - Crown Lands Act 1989
 - Crown Lands Regulation 2006 and Crown Lands (General Reserve) By-Law 2006
 - Environmental Planning and Assessment Act 1979
 - Environmental Offences and Penalties Act 1989
 - Environmental Protection and Biodiversity Conservation Act 1999
 - Fines Act 1996
 - Fire Brigades Act 1989
 - Food Act 2003
 - Government Information (Public Access) Act 2009
 - Heritage Act 1977
 - Impounding Act 1993
 - Impounding Regulation 2008
 - Land Acquisition (Just Terms Compensation) Act 1991
 - Land and Environment Court Act 1979
 - Library Act 1939
 - Local Government (General Regulation) 2005

- Protection of the Environment Operations Act 1997, Protection of the Environment Operations Regulation 2000, Protection of the Environment Operations Amendment Act 2005 (POEO Amendment Act)
 - Public Health Act 1991
 - Recreation Vehicles Act 1983
 - Protection of the Environment Operations Act 1997
 - Protection of the Environmental Operations (Clean Air) Regulation 2010
 - Protection of the Environmental Operations (Noise Control) Regulation 2008
 - Protection of the Environmental Operations (Waste) Regulation 2005
 - Public Health Act 1991
 - Roads Act 1993
 - Roads Regulation 2008
 - Roads Rules 2008
 - Roads Transport (Safety and Traffic Management) Act 1999
 - Roads Transport (Safety and Traffic Management) Regulation 1999
 - Road Transport (General) Act 2005
 - Road Transport (General) Regulation 2005
 - Rural Fires Act 1997
 - Rural Fires Regulation 2008
 - State Emergency and Rescue Management Act 1989
 - Swimming Pool Act 1992
 - Threatened Species Conservation Act 1995
 - Unclaimed Money Act 1995
- Functions which relate to the role of the General Manager as specified in Council's adopted Codes, Policies and Procedures.
 - Functions relative to the achievement of performance objectives as listed in the General Manager's employment contract.
 - Authority to prepare submissions and make representations to Members of Parliament, Ministers of the Crown and Government Departments in accordance with policy and the best interests of Council.
 - Authority to execute documents, contracts and agreements on behalf of Council including those requiring the affixing of the Common Seal of the Council.
 - To affix the Common Seal of the Council in conjunction with the Mayor or Deputy Mayor to any necessary document pursuant to or consequent upon any decision of Council.

Administration

- To fulfill the responsibilities of Public Officer as defined in the Local Government Act 1993.
- To carry out the role of Privacy Contact Officer of Council.
- To carry out the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with any policy or resolution of the Council.
- To perform or authorise any action necessary to comply with any decision, policy or code of Council, any statutory requirements of the local Government Act or regulation or any other law, rule or regulation affecting Council.
- Reject any application within the prescribed period if it is not clear as to the approval sought or if it is not easily legible.
- Request any additional information that is reasonably necessary to determine any application.
- Subject to Council for its consideration any application or submission for a review of any decision or determination.
- To sign purchase orders on Council's behalf.
- To approve the use and arrange the lettings of the Council Chambers, meeting rooms and administrative buildings and approve or refuse such applications and apply any conditions of approval considered necessary.
- Authorised key personnel officer for the provision of Aged Care Services (as required by the Australian Government's Department of Health and Ageing) including authorisation to complete returns and legislative reports pertaining thereto.
- Authorised representative to contact Centrelink and Department of Veteran Affairs with regard to confirming hostel bonds.
- Nominated as the Authorised Officer under the Companion Animals Act 1998, No. 87.
- Sign documentation on behalf of Family Day Care requiring the signature of the Coordinator and/or representative of the Licensee including funding agreements, grant applications and quarterly funding agreements.
- Act as Council's Public Officer with authority to accept, consider and determine GIPA applications.
- Reject any application within the prescribed period if it is not clear as to the approval sought or if it is not easily legible.
- Request any additional information that is reasonably necessary to determine any application.
- Subject to Council for its consideration any application or submission for a review of any decision or determination.

Animals

- Nominated as the Authorised Officer under the Companion Animals Act 1998, No. 87.

Animal Control

- To impound or seize any animals in accordance with the provisions contained in the Companion Animals Act 1998.
- To issue Penalty Infringement Notices where owners fail to comply with the necessary provisions of the Companion Animals Act 1998.
- To impound straying stock or abandoned articles in accordance with the provisions of the Impounding Act 1993.
- To make determinations in relation to declarations of dangerous dogs, objections from owners of proposed dangerous dogs and revocation of dangerous dog declarations (including restricted, menacing and nuisance dog orders in accordance with the Companion Animals Act 1998.

Approvals

- To consider any application for approval for any item in the Table of Approvals in Chapter 7 of the Local Government Act 1993:
 - 1) If in the opinion that such application can be approved, grant such approval either conditionally or subject to conditions, or
 - 2) If of the opinion that such applications should be refused report such matter to Council for its determination.
- Submit to Council for its determination any application "for approval in principle" or "stage approval".
- To approve of the use of swimming pools, recreation areas, etc., for any legitimate purpose and to accept and arrange lettings of the Council Chambers, and Administrative Buildings and approve or refuse such applications and apply any conditions of approval considered necessary.
- To grant approval for conduct of Street Stalls/Door Knock Appeals and allocate dates to applicant bodies.
- To approve the use of roads and streets for charitable and other legal purposes.
- Approve of the holding of festive celebrations such as Carols by Candlelight and the like in Council's Parks and Gardens.
- The power to determine an objection under Section 82(3) of the Local Government Act 1993 in relation to Council's Local Approvals Policy.

Biosecurity

- Appoint Authorised Officers under the *Biosecurity Act 2015* (the Act), pursuant to section 372 of the Act.

Building

- Make determinations in regard to the provisions of the Building Code of Australia (Administrative Provisions).
- To approve applications for Construction Certificates which comply in all respects with the Building Code of Australia, the Local Government Act 1993, as amended by the Environmental Assessment Act 1979 and Regulations, Council's Planning Controls and Policies and do not depart from the conditions and plans of development consent.
- The function of making recommendations for the purposes of Section 5 (1A) of the Building Professionals Act 2005 (Accreditation of Council Building Surveyors).

Bush Fire Hazard Reduction

- To make determinations, serve notices and review objections to notices where bush fire hazard reduction works are considered appropriate in accordance with Division 2 of the Rural Fires Act 1997.

Business Papers

- To determine the matters which are to be included in the Business Papers subject to the inclusion of the following items whenever they arise, namely:-
 - a) Reports on matters which cannot be determined under Delegated Authority.
 - b) Reports required to be submitted under any Act or regulation.
 - c) Reference to any deputations which the Council has agreed to receive.
 - d) Matters requiring a determination of policy.
 - e) Reports directed by Council to be submitted.
 - f) Matters essential for the Council's information.
 - g) Matters requiring a vote of money.
 - h) Matters where the General Manager is of the opinion that any application should be refused.

Certificates

- To issue any Certificate for which provision is made for the issue of Certificates by the Council under any Act or Regulation.
- To issue Certificates under section 603 of the Local Government Act, on behalf of Council.

Child Care

- Be authorised to undertake requirements as the Child Protection Disclosure Officer under the Child Protection (Prohibited Employment) Act, 1998 and Council's Child Protection Policy and Procedures.

Communications

- To respond to media publicity on Council matters and to issue media releases and make statements to the media on behalf of Council if the Mayor is unavailable or if the Mayor so authorises.

Contracts

- To sign Contracts for the sale and purchase of land where the sale or purchase has been approved by Council.
- To approve and sign lease agreements for aged accommodation and low income rental properties.

Correspondence

- To reply to all routine correspondence not involving a monetary vote by Council, not effecting Council policy and not requiring the consideration of Council.

Dogs

- To declare a dog "dangerous" in accordance with the Companion Animals Act.

Environment

- Be authorised to issue Self Enforcing Infringement Notices under the Environmental Offences and Penalties Act.

Finance

- To authorise the payment of salaries and wages of the employees of the Council within the sums voted by the Council for expenditure thereon.
- To authorise payment of accounts in respect of works or votes authorised by Council or associated with the functions of Council.
- Determine requests for in kind assistance from locally based, not-for-profit organisations and citizens of the Shire where such works can be reasonably accommodated with the programs and budget of Council.
- To approve applications for extension of time to pay accounts where acceptable case is made out.
- To invest surplus Council funds in accordance with section 625 of the Local Government Act, Local Government Regulations and Council Policies.
- To sign cheques drawn on Council's bank account and authorise and transmit electronic transfers from Council's bank account in conjunction with any other person authorised to sign cheques or electronic transfers on Council's behalf.
- Refund of Trust Fund Deposits including Contract Deposits on the recommendation and certification of the appropriate servant.

Food Act 2003

- Pursuant to Section 377(1) of the Local Government Act 1993 Council resolve to delegate to the General Manager the power to appoint authorised officers under Section 114 of the Food Act 2003.
- Pursuant to Section 377(1) of the Local Government Act 1993 Council resolve to delegate to the General Manager the power to serve Prohibition Orders under Section 60 of the Food Act 2003.
- Pursuant to Section 378(a2) of the Local Government Act 1993, and conditional upon advice from the NSW Food Authority, Council resolve to approve the General Manager to sub-delegate the power to serve Prohibition Orders under Section 60 of the Food Act 2003 to the Director, Planning and Environment.
- Pursuant to Section 381(3) of the Local Government Act 1993 Council resolve to approve the NSW Food Authority's delegation to the General Manager to provide written approvals for dispensations and alternative methods of compliance in regard to the Food Standards Code's Standard 3.2.2 (clauses 15 and 17) and Standard 3.2.3 (clauses 10 and 14).
- Pursuant to Section 109E of the Food Act 2003, and conditional upon approval from the NSW Food Authority Council resolve to approve the General Manager to sub-delegate the power to provide written approvals for dispensations and alternative methods of compliance in regard to the Food Standards Code's Standard 3.2.2 (clauses 15 and 17) and standard 3.2.3 (clauses 10 and 14) to the Director, Planning & Environment.

Grants

- Submit grant applications on Council's behalf subject to any budgetary commitment being consistent with Council's Management Plan and Annual Budget.
- Sign Income and Expenditure Statements in relation to Grant applications.

Impounding

- To be an impounding Officer in terms of the Impounding Act 1993 and to implement the objects of the Act and carry out all functions of the Act as outlined in Section 3.

Insurances

- To affect appropriate and adequate property and indemnity insurance in respect to any property of or under the control and management of Council or any civil liability of Council which may arise in connection with the exercise of its powers and authorities, duties or functions.
- Sign insurance claim forms on behalf of Council.
- Negotiate settlement of all insurance claims up to the current excess applicable to each policy.

Legal Proceedings

- Institution of:-
 - a) To authorise the issue of any penalty notice on the laying of any information or complaint or the institution of any other proceedings pursuant to the Local Government Act for the recovery of any penalty or the making of any ORDER for or in respect of any offence, nuisance or any other matter or thing whatsoever which the Council might be entitled to recover to seek under any Act or Regulation.
 - b) In respect to the institution, conduct and defence of legal proceedings concerning Councils activities in any Court to instruct and engage Council's Solicitors and counsel where necessary.
 - c) Lay information and appear in Court on behalf of Council in respect of any offence which prosecution is authorised by Council or provided by section 684 and 687 of the Local Government Act.
- To obtain legal advice from Council's Solicitors or counsel where considered necessary.
- Authorise the institution of legal proceedings for the recovery of all outstanding rates and other debts owing to Council and take all necessary action to recover such debts in accordance with Council Policy, after consultation with Director Corporate & Community Services.
- Sign Court documentation and Summonses to the point of Garnishee Action. After consultation with Director Corporate & Community Services.

- Represent Council at proceedings in any court of competent jurisdiction in relation to the recovery of outstanding rates and all other charges in accordance with the provisions of Section 687 of the Local Government Act, 1993 after consultation with Director Corporate & Community Services.

Loans

- Make applications for loan funds on behalf of Council to various lending authorities up to the maximum borrowing limit as determined by the Department of Local Government and in accordance with the Council Management Plan and Council resolutions.

Orders

- In accordance with Section 124 of the Local Government Act 1993 and Section 121 of the Environmental Planning & Assessment Act 1979 to give notice to any person to whom in the opinion of the General Manager an Order should be given in respect of any matters contained in any Act or regulation that Council intends to issue an Order.
- To issue an order in accordance with the above notice and to report to Council the circumstances where an order has been issued.

Note

This delegation shall include but is not limited to the following Acts:-

- Companion Animals Act 1998
- EPA Act 1979
- Food Act 1989
- Impounding Act 1993
- Noxious Weeds Act 1993
- Protection of Environment Operations Act 1997
- Public Health Act 1991
- Roads Act 1993
- Swimming Pools Act 1992
- Waste Avoidance and Resource Recovery Act 2001

Planning

- Sign linen plans of subdivision upon certification that all Council requirements have been complied with or that satisfactory bonding arrangements have been entered into.
- Council accept the offered delegation for plan making function under Section 59 of the Environment Planning and Assessment Act 1979 made by the Minister for Planning and Infrastructure under Section 23 of the Environment Planning and Assessment Act 1979. In accordance with Section 381 of the Local Government Act 1993 Council delegate the offered plan making functions under Section 59 of the Environment Planning and Assessment Act 1979 to the General Manager.
- In accordance with Section 381 of the Local Government Act 1993 should the General Manager concur, the plan making function under Section 59 of the Environment Planning and Assessment Act 1979 be sub-delegated to the Director Environment and Planning.
- To approve of all Development Applications within the Greater Hume Shire Council and in accordance with Council's Local Environmental Plan subject to the following:

- a) Where objections are received following notification procedures, application be brought to Council's attention. In situations where an objection is considered by the General Manager (in consultation with the Director Environment and Planning) to be vexatious in nature, then such will not act as a trigger for referral of the application to Council.
 - b) Any application recommended for refusal (except where refusal is recommended following two written requests seeking further information and that information has not been provided within the requested time frame).
 - c) Any application where the applicants seeks to depart from the standards contained in a development Control Plan or policy of Council (except for minor variations).
 - d) Any application where the applicant is objecting to a development standard contained in a local planning instrument in accordance with State Environmental Planning Policy (SEPP) 1.
 - e) Any application considered by the General Manager (in consultation with the Director, Environment and Planning) to be of significant public interest.
- Applications approved under this delegated authority shall be reported to the next monthly meeting of Council.
 - Approve Complying Development Certificates.
 - In relation to delegation of waiving of non-compliance with the Greater Hume Development Control Plan 2013:
 - a) in accordance with Section 377 of the Local Government Act 1993 Council delegate to the General Manager the ability to waive areas of non-compliance with the GHDCP 2013 where no submissions have been received to the neighbour notification of development applications and the objectives of the GHDCP 2013 are met; and
 - b) Council note that the General Manager will sub delegate this function to the Director Environment and Planning under Section 378 of the Local Government Act 1993.

Plumbing and Drainage Act

- in accordance with Section 381 of the Local Government Act 1993, Council delegate the offered functions under Section 21 of the Plumbing And Drainage Act 2012 to the General Manager.
- in accordance with Section 381 of the Local Government Act 1993 should the General Manager concur, the functions under Section 21 of the Plumbing And Drainage Act 2012 be sub-delegated to the Director Environment and Planning, Council's Building Surveyor and Environmental Health and Building Surveyor.
- Council authorise the affixing of the common seal upon all return correspondence to NSW Fair Trading.

Powers of Entry and Inspection

- To grant from time to time to any employee of the Council the authority vested in Council under the provisions of the Local Government Act or any other Act to enter and inspect premises and to carry out works deemed necessary.
- To enter upon any land or building, for the purpose of making an inspection, under any Act of Parliament, or any rule, Regulation, Ordinance or Bylaw under or pursuant to any such Act.

Private Works

- To reach agreement with the owner or occupier of any private land to carry out private works on the land in accordance with any fee scale set by Council.

Rating

- To categorise all rateable land according to Section 514 of the Local Government Act 1993.
- Determine the eligibility for farmland rating in accordance with section 515 of the Local Government Act 1993 subject to appeals against eligibility being referred to Council.
- To prepare and serve rate notices at any time following the making of the rate by Council.
- In relation to payment of rates by instalments to determine if extenuating circumstances exist when instalment payments are not made by the due date and decide whether the instalment will be accepted as a bonafide payment.
- To authorise the Institution of Legal Proceedings for the recovery of outstanding rates and other debts due to the Council.
- To amend or alter the rate book where necessary.
- To adjust, recover or refund rates in respect to land owned by the Crown.
- To issue rate notices requiring rents due and payable on land to be paid to Council in liquidation of outstanding rates.
- Authority to authorise the writing off of rates and charges where the amount of any individual rate or charge is less than \$1,000.

Records - Destruction and Disposal of

- Subject to any reasonable requests or lawful direction to the contrary to destroy or dispose of by other means, records of the Council subject to the requirements of any Act or regulation and the general records disposal schedule for Local Government Records in New South Wales.

Roads

- That the General Manager be an authorised Officer in terms of Section 251 of the Roads Act 1993.
- That the General Manager be the authorised Officer pursuant to Section 121(1) of the Road Transport (General) Act 2005 for the purpose of the following sections:

Section 136:	Direction to stop vehicle or combination: to enable exercise of other powers.
Section 137:	Direction to move vehicle or combination: to enable exercise of other powers.
Section 138:	Direction to move vehicle or combination: where danger or obstruction.
Section 140:	Manner of giving directions under this Division.
Section 171:	Authorised officer may require production of driver licence and name and address from driver or rider.
Section 173:	Authorised officer may require responsible person for vehicle and others to disclose identity of driver who commits offence.

Service of Notices

- To serve on any person or body on behalf of the Council in the prescribed format any notices required by or under any Act or Regulation or consequent to any decision of Council.

Staff

- To authorise approval of leave of absence for all Staff of the Council.
- To apply to wages and salaries any automatic award variations basic wage variation or cost of living adjustments subject to official notification from the Local Government NSW or Fair Work Australia legislation or total financial resource allocation in Council's Annual Budget.
- To approve attendance by Council Officers and Staff at Conferences and Seminars which are conducted by or endorsed by the Division of Local Government and other relevant authorities and/or Local Government NSW.
- To approve attendance by Staff at training courses included in Council's Staff Training Programme together with associated User Group Meetings and for which funds are available in Council's Budget.
- To authorise Council Staff to attend Professional Conferences in accordance with Councils policy.
- Deal with industrial disputes.
- Grant authority for the placement or Work Experience students, subject to such authorisation being in accordance with Council's policy. Such authorisation is to be undertaken in conjunction with accepted Human Resource Management guidelines.
- Approve and authorise payment of salary and wages to members of staff including overtime and time in lieu of payment.

Swimming Pools

- To exercise the functions of the Council under the Swimming Pools Act, 1992 including the power to appoint "inspectors" to perform the duties empowered by the Act.
- Affixing of the Common Seal of Greater Hume Shire Council upon certificates of identification to Council staff involved in undertaking functions under the Swimming Pools Act 1992.

Schedule 2

1. Council may by resolution direct the General Manager in the exercise of any function herein delegated.
2. The General Manager shall exercise the functions herein delegated in accordance with and subject to:
 - a) the provisions of the Local Government Act, 1993, as amended
 - b) the policies of the Council adopted by Resolution and current at the time of the exercise of the functions herein delegated.

3. Submissions received in response to a notice of intention to serve a Section 18 Notice being referred to Council for consideration.

Adopted 17 August 2005
Minute No. 344
Amended 16 November 2005
minute no. 437
Reviewed 26 September 2007
Minute No. 1170
Amended 21 November 2007
Minute No. 1250
Amended 24 September 2008
Minute No. 1622
Amended 16 September 2009
Minute No. 2016
Amended 15 September 2010
Minute No. 2438
Amended 14 September 2011
Minute No. 2832
Amended 19 September 2012
Minute No. 3199
Revised 11 September 2013
Minute No. 3546
Readopted 17 September 2014
Minute No. 3880
Readopted 16 September 2015
Minute No. 4175
Readopted 21 September 2016
Minute No. 4483
Revised 20 September 2017
Minute No. 4807
Revised 26 September 2018
Minute No. 5081
Readopted 25 September 2019
Minute No. 5389

Risk Management Policy

Document Name	Document Version Number	Review Date
Risk Management Policy		September 2020
Date Adopted	Minute Number	Status
		Revised

Purpose

Greater Hume Shire Council **is committed to the development of a robust risk aware and safety culture. Council** recognises that risk is inherent in all of its activities and that effective management of risk is necessary in order to protect its employees, assets, liabilities and community against potential losses.

This policy aims to ensure that sound risk management practices and procedures are fully integrated into Council's WHS & Insured Risk Management System (plan) and Council's strategic and operational planning processes.

The implementation of this policy will ensure that elected members and management recognise that they have a responsibility to ensure that Council identifies and addresses all threats and opportunities associated with carrying out its functions.

Scope

The scope of risk management at Greater Hume Shire Council will be 'enterprise wide'. This means that Council **recognises that it is exposed to a diverse and complex array of potential risks due to the nature of its activities and the demanding natural, social and business environment in which it operates. Council** will consider risks across all Council strategies, plans, activities and processes.

Therefore, this policy applies to all Councillors, management, staff, contractors and volunteers across all Council activities and processes.

Definitions

Risk – effect of uncertainty on objectives.

- Risk Management – Coordinated activities to direct and control an organisation with regard to risk.
- Risk Management Policy – a statement of the overall intentions and direction of an organisation related to risk management.
- Risk Management System (plan) – specifies the approach, the management components and resources to be applied to the management of risk.

Policy Content

Greater Hume Shire Council is committed to ensuring a strong risk management culture exists and will undertake a range of activities to help promote and embed enterprise wide risk management policies by:

- Managing risk based on AZ/NZS ISO 31000:2018 Risk Management and other relevant guidelines and standards.
- Maintaining policies that compliment risk management such as fraud prevention, business continuity management, WH&S, good governance and code of conduct.
- Aligning risk management to Council's existing planning and operational processes.
- Allocating sufficient funding to risk management activities.
- Providing all Council staff with sufficient and appropriate training.
- Including risk management information and updates in Council reports and on Council intranet/internet sites.

Risk Management Policy

- Update WHS & Insured Risk Management System (plan) annually.
- Make informed judgements concerning the level and costs of risk involved in achieving cost- effective outcomes.
- Maintaining a risk management component in its project management software.

Council supports the following principles as listed in AS/NZS ISO 31000:2018:

- Risk management creates and protects value.
Risk Management contributes to the demonstrable achievement of objectives and improvement of performance on, for example, human health and safety, security, legal and regulatory compliance, public acceptance, environmental protection, product and service quality, project management, efficiency in operations, governance and reputation.
- Risk management is an integral part of all Council processes.
Risk management is not a stand-alone activity that is separate from the main activities and processes of Council. Risk management is part of the responsibilities of management and an integral part of all Council's processes, including strategic planning and all project and change management processes.
- Risk management is a part of decision-making.
Risk management helps decision makers make informed choices, prioritise actions and distinguish among alternative courses of action.
- Risk management explicitly addresses uncertainty.
Risk management explicitly takes account of uncertainty, the nature of that uncertainty, and how it can be addressed.
- Risk management is systematic, structured and timely.
A systematic, timely and structured approach to risk management contributes to efficiency and consistent, comparable and reliable results.
- Risk management is tailored.
Risk management is aligned with Council's external and internal context and risk profile.
- Risk management considers human and cultural factors.
Risk management recognises the capabilities, perceptions and intentions of external and internal people that can facilitate or hinder achievement of Council's objectives.
- Risk management is transparent and inclusive.
Appropriate and timely involvement of stakeholders and, in particular, decision makers at all levels of Council, ensures that risk management remains relevant and up-to-date. Involvement also allows stakeholders to be properly represented and to have their views taken into account in determining risk criteria.
- Risk management is dynamic, interactive and responsive to change.
Risk management continually senses and responds to change. As internal and external events occur, context and knowledge change, monitoring and review of risks takes place, new risks emerge, some change and others disappear.
- Risk management facilitates continual improvement of Council.
Council should develop and implement strategies to improve their risk management maturity alongside all other aspects of Council.
- Risk management is based on the best available information.
The inputs to the processes of managing risk are based on information sources such as historical data, experience, stakeholder feedback, observation, forecasts and expert judgement. However, decision makers should inform themselves of, and should take into account, any limitations of the data or modelling used or the possibility of divergence among experts.

Risk Management Policy

Links to Policy

Work Health & Safety Policy
Work Health & Safety Consultation Policy
Asset Management Policy
Contract Management Policy
Customer Service Policy
Records Management Policy

Links to Procedure

Nil, at date adopted

Links to Forms

Nil, at date adopted

References

Nil, at date adopted

Responsibility

Councillors

Councillors (or a representative committee of Councillors), with assistance from MANEX and external experts, are responsible for overseeing Council's ERM through the normal course of good governance.

Audit & Risk Committee

The Audit & Risk Committee will provide independent assurance, advice and assistance to Council on risk management, control, governance and external accountability responsibilities as defined in the Audit & Risk Committee Charter.

General Manager

The General Manager is responsible for ensuring that a risk management process is established, implemented and maintained in accordance with this Risk Management Policy.

Directors – (MANEX)

MANEX chaired by the General Manager is responsible for oversight of the risk management process, for determining an acceptable level of risk and for monitoring Council's overall risk profile and risk treatment strategies.

Business Units

Managers/Team Leaders are responsible for the implementation of the Risk Management Policy and WHS and Insured Risk Management System (plan) within their respective areas of responsibility including the identification, assessment and recording of risks identified, and the acceptance or assignment of risk responsibility, ongoing assessment and registering of risk as part of business and project planning and management.

Employees, Contractors and Volunteers

All employees, contractors and volunteers are responsible for identifying potential risks and for the effective management of risk. As such, they will have access to information regarding the Council's risk management process, and the identified risks in their work area from the Risk Register.

Risk Management Policy

Document Author

Risk & Safety Coordinator

Relevant Legislation

Work Health and Safety Act 2011

Work Health and Safety Regulation 2017

Local Government Act 1993

Civil Liabilities Act 2002

International Risk Management Standard AS/NZS: ISO 31000:2018

NSW Office of Local Government Risk Management and Internal Audit Framework

Associated Records

Nil, at date adopted

Draft

Annual Conference 2020

Monday 23 November 2020

DRAFT PROGRAM (as of 25 August 2020)

MONDAY 23 NOVEMBER 2020 – Business Session	
8.45am	Demonstration of voting procedure and getting online.
9.00am – 9.05am	Conference introduction by Scott Phillips , Chief Executive, LGNSW
9.05am – 9.45am	<p>President's Welcome: Address by Cr Linda Scott, President, LGNSW Acknowledgement of Country and Opening of conference</p> <p>Opening of the Federal Conference: adoption of standing orders, presentation of the auditor's report, general financial report and operating report to members, business session and consideration of motions.</p> <p>Opening of the State Conference including adoption of standing orders, presentation of the auditor's report, general financial report and operating report to members, business sessions, and consideration of motions.</p> <p>Chaired by Cr Linda Scott Treasurer's report, Cr Jerome Laxale, Treasurer, LGNSW Adoption of the Treasurer's report</p>
9.45am – 10.35am	<p>Meet the Politicians Forum with Masters of Ceremony: Cr Linda Scott, President and Scott Phillips, CE, LGNSW</p> <p>Presentation from Premier of NSW, The Hon Gladys Berejiklian (15 mins) (invited)</p> <p>Followed by the Politicians' panel & Q&A: What is the best way for State Government to partner with councils to assist in a locally led recovery?</p> <ul style="list-style-type: none"> • The Hon Shelley Hancock MP, Minister for Local Government (invited) • Ms Jodi McKay, Leader of the Opposition (invited) • Mr David Shoebridge, MLC (invited)

10.35am – 11.15am	<p>Presentation: Facilitated by Linda Scott</p> <p>Keynote address: Building resilience through partnership.</p> <p>Presented by Commissioner of Resilience NSW, Shane Fitzsimmons (sponsor) (10 mins)</p> <p>Panel: Recovery and Resilience & Q&A: local strategies and actions to prepare for, recover from and build resilience to disasters and crisis.</p> <ul style="list-style-type: none"> • Leanne Barnes OAM, GM, Bega Shire Council (invited) • Mick Willing, NSW Assistant Police Commissioner, Bushfire Recovery (invited) • Shane Fitzsimmons, Commissioner of Resilience NSW (invited)
11.15am – 11.30am	<ul style="list-style-type: none"> • Sponsor address • Presentation of the AR Bluett Awards by the Trustees
11.30am – 11.45am	LGNSW President and Elite Sponsor presents Outstanding Service Awards to elected members
12.00pm – 12.30pm	<p>General Manager's Virtual Lunch (sponsor) (exclusive to GMs)</p> <p>Delegates break for lunch</p>
12.30pm-4.30pm	Conference business if required

Circular Details	20-32 / 14 August 2020 / A708384
Previous Circular	19-25 – <i>Penalties available to councils for code of conduct breaches by councillors</i>
Who should read this	Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Complaints Coordinators / Conduct Reviewers
Contact	Council Governance Team/ 02 4428 4100/ olg@olg.nsw.gov.au
Action required	Council to Implement

Amendments to the Model Code of Conduct for Local Councils in NSW and Procedures

What's new or changing

- The *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* (the Procedures) have been amended in response to the decision by the Supreme Court in the matter of *Cornish v Secretary, Department of Planning, Industry and Environment* [2019] NSWSC 1134.
- Amendments have also been made to the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).
- The new Model Code of Conduct and Procedures have been prescribed under the *Local Government (General) Regulation 2005*.
- The new prescribed Model Code of Conduct and Procedures are available on the Office of Local Government's (OLG) website.

What this will mean for your council

- The new Model Code of Conduct and Procedures take effect immediately. This is because the amendments to the Procedures largely reflect existing practice following the Supreme Court's decision and the amendments to the Model Code of Conduct are minor in nature.
- Councils should adopt a code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures as soon as possible.
- Councils' complaints coordinators should bring this circular to the attention of their council's conduct reviewers. Complaints coordinators should also inform conduct reviewers when the council has adopted a new code of conduct and procedures and provide copies.

Key points

Amendments to the Procedures

- Consistent with the Supreme Court's decision, councils have the following options when taking disciplinary action against councillors for breaches of their codes of conduct under the new Procedures:
 - that a councillor be formally censured for the breach under section 440G of the *Local Government Act 1993* (the Act), or

- that a councillor be formally censured for a breach under section 440G and the matter referred to OLG for further disciplinary action under the misconduct provisions of the Act.
- The process for censuring councillors for breaches of the code of conduct has been significantly strengthened to ensure councillors are made publicly accountable to their electors for their conduct. When censuring councillors, councils are required to specify in their resolution the grounds on which the councillor is being censured by disclosing the investigator's findings and determination and any other grounds that the council considers may be relevant or appropriate.
- Councillors may seek to avoid public censure for breaches of the code of conduct by voluntarily agreeing to undergo training or counselling, to apologise for their conduct or to give undertakings not to repeat their conduct before the investigator finalises their report to the council. Investigators can finalise their investigations without a report to the council where they consider these to be an appropriate outcome to the matter they are investigating. However, it will remain open to investigators to finalise their report and to recommend censure where they consider this is appropriate and warranted.
- The process for referral by councils of code of conduct breaches by councillors to OLG for further disciplinary action under the misconduct provisions of the Act has been streamlined. Investigators are required to consult with OLG before recommending the referral of matters to ensure the conduct in question is sufficiently serious to warrant disciplinary action for misconduct and that there is sufficient evidence of the breach to allow OLG to take further disciplinary action.
- Other amendments have been made to the Procedures to:
 - allow panels of conduct reviewers to be appointed without a resolution of the council, and
 - allow the referral of investigators' reports to OLG for action under the misconduct provisions of the Act where the council will not have a quorum to deal with the matter.

Amendments to the Model Code of Conduct

- The Model Code of Conduct has been amended to:
 - remove as a breach, failure to comply with a council resolution requiring action in relation to a code of conduct breach (because it is now redundant)
 - update the language used to describe the various heads of discrimination in clause 3.6 to reflect more contemporary standards
 - include in the definition of council committee and council committee members, members of audit, risk and improvement committees (ARICs) in anticipation of the commencement of the requirement for all councils to appoint an ARIC following the next local government elections.
- Amendments have also been made to the gifts and benefits provisions of the Model Code of Conduct in response to feedback from some councils. The amendments:
 - lift the \$50 cap on the value of gifts that may be accepted to \$100
 - clarify that items with a value of \$10 or less are not "gifts or benefits" for the purposes of the Model Code of Conduct and do not need to be disclosed

- clarify that benefits and facilities provided by councils (as opposed to third parties) to staff and councillors are not “gifts or benefits” for the purposes of the Model Code of Conduct, and
- remove the cap on the value of meals and refreshments that may be accepted by council officials in conjunction with the performance of their official duties.
- Councils are not obliged to amend their codes of conduct to lift the cap on the value of gifts that may be accepted if they do not wish to. It is open to councils to retain the existing \$50 cap or to impose another cap that is lower than \$100.

Where to go for further information

- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



Tim Hurst
Deputy Secretary
Local Government, Planning and Policy

Greater Hume Shire Council

General Purpose Financial Statements

for the year ended 30 June 2020

Statement by Councillors and Management made pursuant to Section 413(2)(c) of the Local Government Act 1993 (NSW) (as amended)

The attached General Purpose Financial Statements have been prepared in accordance with:

- the *Local Government Act 1993* (NSW) (as amended) and the regulations made thereunder,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- the *Local Government Code of Accounting Practice and Financial Reporting*.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 23 September 2020.

Councillor Heather Wilton

Mayor

23 September 2020

Councillor Doug Meyer OAM

Councillor

23 September 2020

Steven Pinnuck

General Manager

23 September 2020

Dean Hart

Responsible Accounting Officer

23 September 2020

Greater Hume Shire Council

Special Purpose Financial Statements

for the year ended 30 June 2020

Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- the NSW Government Policy Statement '*Application of National Competition Policy to Local Government*',
- the Division of Local Government Guidelines '*Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality*',
- the Local Government *Code of Accounting Practice and Financial Reporting*,
- the NSW Office of Water *Best-Practice Management of Water and Sewerage Guidelines*.

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and
- accord with Council's accounting and other records.
- present overhead reallocation charges to the water and sewerage businesses as fair and reasonable.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 23 September 2020.

Councillor Heather Wilton

Mayor

23 September 2020

Councillor Doug Meyer OAM

Councillor

23 September 2020

Steven Pinnuck

General Manager

23 September 2020

Dean Hart

Responsible Accounting Officer

23 September 2020

Investment Policy

Document Name	Document Version Number	Review Date
Investment Policy	Insert Version Number Here	Click Here to Enter Date
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Select Status Here

Purpose

To provide a framework for the investing of Council's funds at the most favourable rate of interest available at the time whilst having due consideration of risk and security for that investment type and ensuring that liquidity requirements are being met.

- Preservation of capital is the principle objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding of the investment portfolio. This includes managing credit and interest risk with identified thresholds and parameters.
- Undertake investment of available funds in line with Council's current practices and any future Investment Strategy.
- Investments should be allocated to ensure that there is sufficient liquidity to meet all reasonably anticipated cash flow requirements as and when they fall due.
- Maximise earnings from authorised investments and ensure the security of Council funds whilst maintaining a level of support for banks/financial institutions located within Greater Hume Shire.
- Ensure compliance with statutory prudential requirements for accommodation bonds held by Council.
- Ensure residents of all Council's aged care facilities receive repayment of bond balance entitlements on a timely basis and within legislated time frames.

Scope

This policy applies to the investment of Council funds by Council officers.

Definitions

Nil

Policy Content

As trustees of public monies, Council officers are to manage Council's investments to safeguard the portfolio in accordance with this Investment Policy and the Ministerial Investment Order. Under no circumstances are Council officers to make investment decisions that are in any way speculative or seek to maximise investment returns at the expense of investment security.

1. Authorised investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government on 11 February 2011 and are defined as:

- Any public funds or securities issued by or guaranteed by the Commonwealth, any State of the Commonwealth or a Territory;
- Any debentures or securities issued by a council (within the meaning of the Local Government Act 1993 NSW);

Investment Policy

c) Interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the Banking Act 1959 (Cwth), but excluding subordinated debt obligations;

d) Any bill of exchange which has a maturity date of not more than 200 days, and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;

e) A deposit with the New South Wales Treasury Corporation or investments in TCorp IM Funds of the New South Wales Treasury Corporation.

2. Prohibited Investments

This Investment Policy prohibits investments carried out for speculative purposes including:

- a) Derivative based investments.
- b) Principal only investments or securities that provide potentially nil or negative cash flow; and
- c) Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

3. Risk Management Guidelines

Investments obtained are to be considered in light of the following key criteria:

- a) Preservation of capital – the requirement for preventing losses in an investment portfolio's total value;
- b) Diversification – setting limits to the amounts invested with a particular financial institution or government authority to reduce credit risk;

Investment Policy

- c) Credit risk – the risk that an investment that a council has invested in fails to pay the interest and or repay the principal of an investment. Council will invest funds in accordance with the limits detailed in Table 1 below:

Credit Risk – Table 1

The investment portfolio is to be managed within the following credit risk constraints:

Institution	Standard & Poor's Long Term Credit Rating September 2020	Maximum Limit
Securities issued by the Commonwealth of Australia or any state of the Commonwealth or Territory		100% in total all institutions 100% per institution
TCorplm Funds		100% in total
Major Banks Example: Commonwealth Bank, NAB, Westpac, ANZ (combined with related entities such as Bank West and Bank of Melbourne)	AA-	100% in total all institutions 40% per institution
Other 'AA' Rated Institutions		100% in total all institutions 30% per institution
'A' Rated Institutions Examples: Suncorp, ING Bank, Rabobank	A+ A A-	30% in total all institutions 20% per institution
'BBB+' Rated Institutions (excluding BBB and BBB-) Examples: AMP, Bendigo and Adelaide Bank, ME Bank, Credit Union Australia	BBB+	20% in total all institutions 10% per institution
Hume Bank and WAW Credit Union	Unrated	20% in total all institutions 10% per institution

Investment Policy

- d) Liquidity risk – the risk relating to the length of term to maturity of an investment. The larger the term, the greater the length of exposure and risk to market volatilities.

When placing investments that extend beyond one year, Council's working capital requirements are to be assessed by taking into account Council's Operational Plan, Four Year Delivery Program and Long Term Financial Plan.

Liquidity Risk – Table 2

The investment portfolio is to be managed within the following maturity constraints:

Overall Portfolio Term to Maturity Limits		
Investment Horizon	Minimum	Maximum
<1 Year	40%	100%
>1 Year <3 Years	0%	60%
>3 Years <5 Years	0%	20%

4. All investments are to be made in accordance with:

- a) Local Government Act 1993 – section 625;
- b) Local Government (General) Regulation 2005– Clause 212;
- c) Local Government Act 1993 Investment Orders as issued by the Minister for Local Government
- d) Prudential Compliance (Aged Care) Act 1997 and User Rights Principles 1997 (as amended by the Amendment Principle)
- e) Local Government Code of Accounting Practice and Financial Reporting
- f) Australian Accounting Standards
- g) All investments will be in Australian Dollars

5. All Investments shall be also in accordance with provisions of Department of Local Government Circulars as issued wherein particular attention is drawn for the need for councils to exercise prudential care when making investment decisions through third parties.

6. Quotations on Council's Direct Investments (i.e. Term Deposits, Bank Bills, etc.)

- a) At least two (2) quotations shall be obtained from authorised institutions when an investment is proposed.
- b) The term to maturity of any Council's direct investments may range from "At Call" to 18 months or otherwise as approved by Council.

Investment Policy

7. Consideration is to be given to local economic benefit when making investment decisions. The relative economic benefit provided by financial institutions is to be considered when making investment decisions. Preference is to be given to investments with locally owned and operated financial institutions that support the local region, when:
 - o They are offering a competitive rate of return; and
 - o The investment does not breach Greater Hume Council's investment credit risk framework as detailed in Table 1 of this Policy.
8. Documentary evidence must be held for each investment and details thereof maintained in an Investments Register
9. The documentary evidence must provide Council with legal title to the investment.
10. Certificates must be obtained from the financial institutions confirming the amounts of investments held on Council's behalf as at 30 June each year and reconciled to the Investments Register.
11. A monthly report will be provided to Council. The report will detail the investment portfolio in terms of performance, maturity date and changes in market value.
- ~~12. The Chief Financial Officer and Revenue Accountant have the authority to invest surplus funds.~~
13. Council shall, at least once in each year, review the performance of its investments (individually and as a whole) and review their investment strategy/policy.

Links to Policy

Guarantee of Service Statement

Links to Procedure

Nil

Links to Forms

Nil

References

- Local Government Act 1993 – Section 625
- Local Government Act 1993 – Investment Order (of the Minister) as in force from time to time;
- The Trustee Amendment (Discretionary Investments) Act 1997 – Sections 14A(2), 14C(1) & (2);
- Local Government (General) Regulation 2005 – Clause 212 • Division of Local Government Investment Policy Guidelines May 2010
- Local Government Code of Accounting Practice & Financial Reporting
- Australian Accounting Standards • Office of Local Government Circulars
- Trustees Act 1925

Responsibility

Director Corporate & Community Services

Document Author

Director Corporate & Community Services

Relevant Legislation

Local Government Act 1993

Ministerial Investment Order as issued.

Investment Policy

Associated Records

Nil

Draft

Health Promoting Council Policy

Document Name	Document Version Number	Review Date
Health Promoting Council Policy	Insert Version Number Here	Click Here to Enter Date
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Select Status Here

Purpose

The purpose of this policy is to describe how Greater Hume Shire Council is a role model for the community implementing an inclusive culture and initiatives, policies, actions and activities that have the potential to impact positively on the health and wellbeing of the community. Council recognises that health and wellbeing can be enhanced by addressing the social determinants of health and health inequality in the community.

Council also has a role in considering how planning the built environment can be undertaken in a way that promotes health recognising that the impact of Australia's major preventable health issues can be mitigated by planning for an ageing community, social connectedness, access to services, inclusiveness and workplace practices that support good mental health and physical activity.

Scope

The Health Promoting Council Policy and Health and Wellbeing Plan will apply to all Councillors, Council officers, contractors and Consultants engaged by Greater Hume Shire Council. It will also influence all strategies, plans and activities developed or conducted by Greater Hume Shire Council.

Definitions

Health is a state of physical, mental and social wellbeing and not merely the absence of disease or infirmity.

Wellbeing is defined as a state in which a person is able to realise their potential, cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to the community.

Social Determinants: The social determinants of health (SDH) are the conditions in which people are born, grow, work, live, and age, and the wider set of forces and systems shaping the conditions of daily life. These forces and systems include economic policies and systems, development agendas, social norms, social policies and political systems.

Inclusive organisation: a learning-centred organization that values the perspectives and contributions of all people, and incorporates the needs and perspectives of the community into policy, activities and initiatives and programs. Inclusive organizations recruit and retain diverse staff and volunteers to reflect the racial and ethnic composition of the community it serves.

Accessible: equal access to social, political, and economic life which includes not only physical access but access to the same resources, services, organizations and facilities for all people.

Diversity: encompasses acceptance and respect, understanding that each individual is unique, and recognizing our individual differences- race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies.

Social connectedness: Social connectedness refers to the relationships people have with others and the benefits these relationships can bring to the individual as well as the community.

It includes relationships with family, friends, colleagues and neighbours, as well as connections people make through paid work, sport and other leisure activities, or through voluntary work or community service.

Health inequality: Health inequalities can be defined as differences in health status or in the distribution of health determinants between different population groups. For example, differences in mobility between elderly people and younger populations or differences in mortality rates between people from different social classes.

Health Promoting Council Policy

Policy Content

As a health promoting council, Greater Hume Shire Council will develop and promote an inclusive culture and implement initiatives, policies, actions and activities that have the potential to impact positively on the health and wellbeing of the community. Council will recognise and monitor the relationship between health status and corresponding council activities for example, the link between the natural and built environments, land use planning, public and open space, transport and physical activity, chronic disease, obesity and mental health and wellbeing.

Links to Policy

Greater Hume Shire Community Health and Wellbeing Plan

Links to Procedure

Nil

Links to Forms

Nil

References

Nil

Responsibility

Director Corporate & Community Services

Document Author

Director Corporate & Community Services

Relevant Legislation

- NSW Public Health Act 2010
- NSW Carer's Strategy
- NSW Disability Implementation Plan
- NSW 2021 Regional Action Plans (released December 2012).
- NSW Long Term Transport Master Plan
- NSW State Infrastructure Strategy
- NSW Ageing Strategy: Department of Family and Community Services, Office for Ageing 2012
- Regional Ageing Strategies 2014 developed under Regional Action Plans –
- NSW Carers (Recognition) Act 2010
- NSW Carers Strategy 2014 - 2019
- NSW Disability Inclusion Act 2014
- NSW Implementation Plan of the National Disability Strategy
- NSW State Health Plan (Towards 2021)
- NSW Healthy Eating and Active Living Strategy: Preventing Overweight and Obesity in New South Wales 2013 – 2018
- NSW Economic Development Framework

Associated Records

Nil

Section 355 Committee Development Fees Policy

Document Name	Document Version Number	Review Date
Section 355 Committee Development Fees Policy	Insert Version Number Here	Click Here to Enter Date
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Select Status Here

Purpose

The purpose of this policy is to describe how the payment of Development Application fees will be treated in respect to projects managed by Section 355 Committees.

Scope

This policy applies to all Section 355 Committees appointed by Greater Hume Council.

Definitions

Nil

Policy Content

In cases where a development application is submitted by a Section 355 Committee appointed by Council to manage a public facility on its behalf, all Council fees associated with the development application shall be waived for the Section 355 Committee and paid by Council.

The waiving of development application fees for other community organisations will be considered by Council on a case by case basis.

Links to Policy

Nil

Links to Procedure

Nil

Links to Forms

Nil

References

Nil

Responsibility

Director Corporate & Community Services

Document Author

Director Corporate & Community Services

Relevant Legislation

Nil

Associated Records

Nil

Industrial Land Sale @ Holbrook

Holbrook Industrial Estate
Millswood Road - Enterprise Drive



SALE

SALE

Industrial Land Sale @ Holbrook NSW

2 fully serviced allotments. Services includes water, sewer and electricity.

Contact: Economic Development Team
Greater Hume Council
T (02) 6036 0100
M 0429 310 205
E mail@greaterhume.nsw.gov.au



Greater
Hume
Council

SALE

Holbrook Industrial Estate



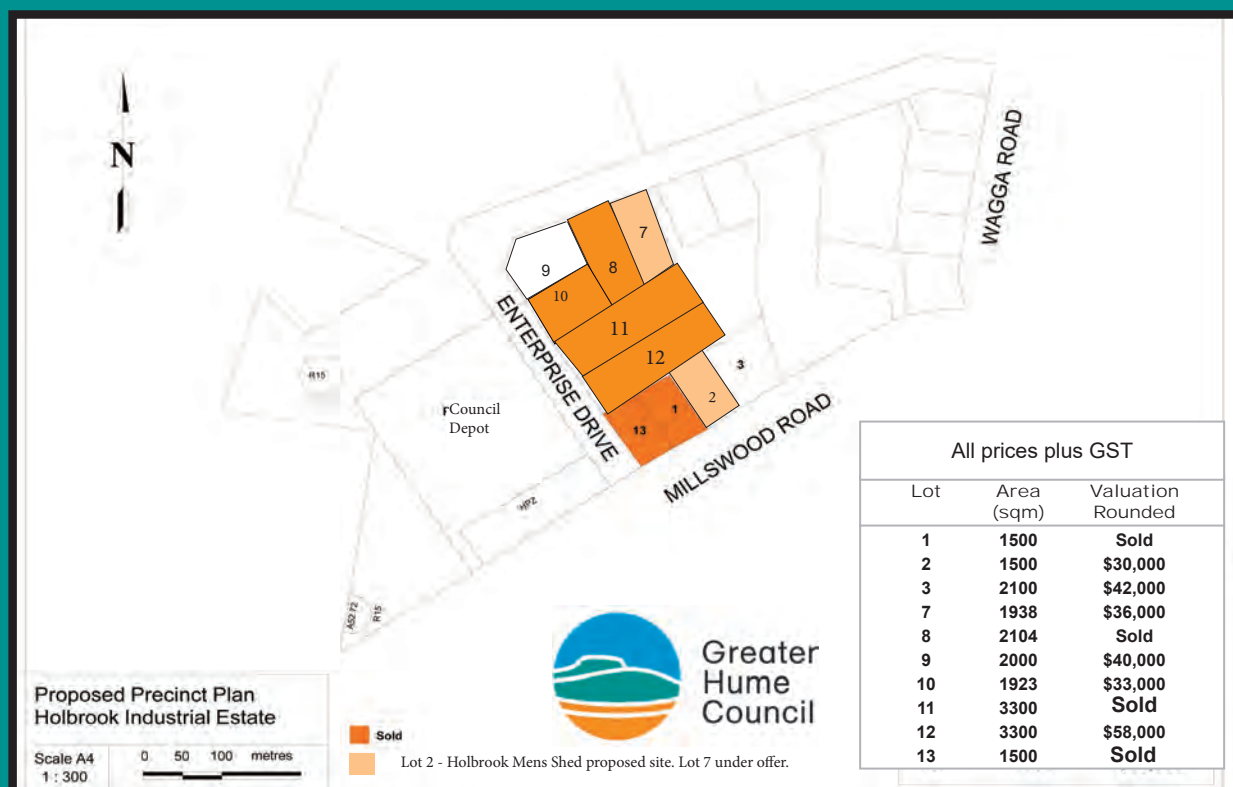
Hume Freeway to
Melbourne 389 km

Hume Freeway to
Sydney 492 km

Holbrook Industrial Estate

Fully serviced industrial land available. Close proximity to Hume Freeway on/off ramps at Holbrook. Two industrial lots remains for sale - sized 2,000 and 2,100 sq m.

Enquiries - contact Steven Pinnuck, General Manager, T: (02) 6036 0100 or E: spinnuck@greaterhume.nsw.gov.au



TOURISM AND PROMOTIONS REPORT (August 2020)

Areas Projects	Objectives	Progress and Comments
Visitor Information Centre and Submarine Museum	Offering visitors to Greater Hume information and advice on accommodation, places to eat, attractions, maps, tours, road conditions, events and other general information. Reception and admission to Submarine Museum. Implement the Greater Hume Visitor Experience Plan. Delivery Plan 3.3.1.1.06, 3.3.1.1.05	<ul style="list-style-type: none"> Visitor Information Centre and Submarine Museum closed to the general public on 15 March due to COVID 19 and reopened on 10 June 2020. Visitor Information Centre Statistics: Walk In – 85, Phone Calls - 13, Emails – 0. Submarine Museum Adult - 8, Child - 3, Concession - 6, Family - 6. Graphs have not been included in this report.
Events	To assist with the promotion of Greater Hume's many and varied events. Implement the GH Visitor Experience Plan. Delivery Plan 3.3.1.1.01, 3.3.1.1.08	<ul style="list-style-type: none"> Assisted events to promote cancellations and postponements due to COVID 19. Garage Sale Trail has been changed to 21/22 November 2020. Started to receive information on planning for 2021 events.
Social Media	Implement and enhance online communication tools using technologies such as social networking mechanism. Implement the Greater Hume Visitor Experience Plan Delivery Plan 3.3.1.1.09	<ul style="list-style-type: none"> Instagram, #visitgreaterhume – 610 followers Individual facebook pages: <ul style="list-style-type: none"> Greater Hume Council – 2138 followers Greater Hume Visitor Information Centre – 509 followers Holbrook Submarine Museum – 978 followers Greater Hume Children's Services – 794 followers Greater Hume Youth Advisory Committee – 340 followers Buy Local in Greater Hume – 402 followers
Promotions	To promote Greater Hume as a place to visit or stay, whether for ½ day, full day or more. Implement the GH Visitor Experience Plan. Delivery Plan 3.3.1.1.01, 3.3.1.1.08	<ul style="list-style-type: none"> Submitted visitor and What's On advertising in Out and About Spring 2020 Edition in Border Mail. Emailed 'What's On in September leaflets to Visitor Information Centres in NSW and VIC, coach/bus/tour companies, tourism operators within shire and regional, media, visitor information points and to interested residents in shire. Submitted Visit Greater Hume advertising in Henty Machinery Field Days 2020 Edition in Border Mail, Daily Advertiser, The Rural, The Land, The Canberra Times and a number of other regional publications (a combined readership of 2.3 million and facebook follows of over 800,000). Developing and have commenced rolling out of social media tiles on towns and villages, tours and itineraries.
Signage	Implement the Greater Hume Visitor Experience Plan. Delivery Plan 3.3.1.1.03	<ul style="list-style-type: none"> Ooh Media – request for signage revamp on Hume Highway.
Greater Hume Council Newsletters	Redesign the format and content of Council's quarterly newsletter to ensure effective and targeted content. Delivery Plan 1.2.1.1.3	<ul style="list-style-type: none"> Greater Hume Second 2020 Newsletter - current planning, due out first week of November.
Murray Arts	Murray Arts aim is to actively assist the ongoing development of, and participation in, arts and culture throughout the Border region. Implement the Greater Hume Visitor Experience Plan. Delivery Plan 3.3.1.1.04	<ul style="list-style-type: none"> Murray Arts are currently advising local artists and creatives via social media on ways to seek alternative avenues of funding through the COVID 19 crisis. Developed a Cultural Round Table Group to support the arts in the Murray Region.

TOURISM AND PROMOTIONS REPORT (August 2020)

Australia Day	Recognise community leaders and their efforts and encourage others in the community to take up leadership roles. <i>Delivery Plan 1.1.2.8.1 and 2.1.1.1.1</i>	Australia Day 2021 will be held in Walbundrie.
Greater Hume Tourism	Implement the Greater Hume Visitor Experience Plan which was endorsed March 2014 by Greater Hume Council. <i>Delivery Plan 3.3.1.1.06, 3.3.1.1.05</i>	<ul style="list-style-type: none"> Monthly newsletters are being sent to all Greater Hume Tourism Operators, providing latest information on COVID 19, tourism opportunities, marketing, social media and promotional campaigns as well as relevant contacts and statistics. Developing the new Greater Hume Visitor's Guide. Have engaged a printer (Conway Printers), designer (Nicole Dawes) and copy developer (John Ryan, Sitegiest). We have been able to secure 39 adverts for the Visitor Guide and are currently working with the designer. Visitor Guide currently being printed.
Museums and Heritage	GHS currently has 10 public or private museums and three historical society's. Museum Advisor (Vanessa Keenan) – In partnership with Albury City Council and Museums and Galleries NSW we have engaged the services of a museum advisor. <i>Delivery Plan 3.3.1.1.14</i>	<ul style="list-style-type: none"> The Museum Adviser has been contacting museums via phone and email assisting with developing plans to reopen, developing exhibitions, seeking funding etc.
Grants and Funding	Greater Hume Council and community groups have had the opportunity to bid for funds from NSW and Federal Government for various projects across the Shire <i>Delivery Plan 3.3.1.1.04</i>	Stronger Country Communities Fund (NSW Government) <ul style="list-style-type: none"> Round 2 – Many of the Round 2 projects are nearing completion or completed, which means acquittals to the NSW Government are currently being processed. Round 3 6 projects were successful, Burrumbuttock P & C – Covered Outdoor Learning Area, Greater Hume Council – Youth Program, Holbrook Netball Club – Shelters, seating and landscaping, Greater Hume Council – Walla Walla Shared Path, Jindera Netball Committee – repair and resurface netball courts and Henty Australian Football Club – repair and resurface netball courts. Greater Hume's allocation is \$794,431. Female Friendly Change Rooms (NSW Government) Four applications were submitted from Brocklesby Recreation Ground, Walbundrie Recreation Ground, Jindera Recreation Reserve and Holbrook Sporting Complex. Walbundrie Recreation Ground has completed their Female Friendly Change Rooms. Currently working with NSW Office of Sport on funding deeds for Brocklesby, Jindera and Holbrook. Finalising acquittals for many successful grant applications.
Murray Regional Tourism	The Murray Regional Tourism (MRT) is a joint venture between Albury, Balranald, Berrigan, Campaspe, Corowa, Deniliquin, Gannawarra, Greater Hume, Mildura, Moira, Murray, Swan Hill, Wakool, Wodonga, as well as Tourism Vic and Destination NSW. Implement the Greater Hume Visitor Experience Plan. <i>Delivery Plan 3.3.1.1.04, 3.3.1.1.07, 3.3.1.1.16</i>	Murray Regional Tourism is currently holding monthly Zoom meetings with all Tourism Managers to assist with advocacy and commence planning for reigniting the region as a place for domestic tourists to visit. A Visitor Information Centre network has been developed and they have commenced meeting via Zoom on a monthly basis.

TOURISM AND PROMOTIONS REPORT (August 2020)

Council Website	Develop a new Greater Hume Council website including a dedicated Have Your Say portal which is compliant with accessibility standards.	SeamlessCMS(OpenCities) is the provider of Council's websites – Greater Hume Council, Visit Greater Hume, Greater Hume Children Services and Town and Village websites.						
Delivery Plan 1.2.1.1.4			Greater Hume greaterhume.nsw.gov.au		GH Children Services ghchildren.com.au		Visit Greater Hume Visitgreaterhume.com.au	
			August 2020	August 2019	August 2020	August 2019	August 2020	
	Website Traffic	New	2964	2966	209	207	141	
		Returning	1138	1134	150	151	19	
	Device Paths	Desktop	1987	1651	166	170	73	
		Mobile	1454	1227	176	160	65	
		Tablet	178	249	17	28	10	
	Traffic Source	Organic	2767	2279	195	205	58	
		Direct	713	600	124	102	34	
		Referral	178	103	22	23	48	
		Social	29	212	18	28	10	
Bounce Rate	%	57.15	53.14	54.60	56.98	45.50		
www.greaterhume.nsw.gov.au - top pages:								
<ol style="list-style-type: none">1. Living in Greater Hume – Waste Facilities Opening Times Charges and Accepted Waste2. Your Greater Hume Council – Building and Development3. Contact Us4. Your Greater Hume Council – Careers With Us5. Your Greater Hume Council – Council Meetings								
www.ghchildren.com.au – top pages:								
<ol style="list-style-type: none">1. Enrol Your Children2. Meet Our Team3. Information for Families4. Business Opportunity for Greater Hume Children Services5. Business Opportunity for Greater Hume Children Services – Educator Application Form								
www.visitgreaterhume.com.au – top pages:								
<ol style="list-style-type: none">1. Featured Content – Planning Trips and Tours2. Featured Content – Be Inspired3. Featured Content – Natural Wonders4. Contact Us5. Featured Content – What's On								

GREATER HUME SHIRE COUNCIL

Schedule of the Director Corporate Community Services' Schedule of Information to Council Meeting -
Wednesday 16th September, 2020

COMBINED BANK ACCOUNT FOR THE MONTH ENDED August 31st, 2020***CASHBOOK RECONCILIATION***

	General Fund	Trust Fund
General Ledger Cashbook Balance as at 1st August 2020	-459,511.08	44,028.25
Cashbook Movement as at 31st August 2020	414,633.83	397.40
Less: Term Deposits included in Cashbook Balance (Trust only)	0.00	0.00
General Ledger Cashbook Balance as at 31st August 2020	-44,877.25	44,425.65

BANK STATEMENT RECONCILIATION

Bank Statement Balance as at 31st August 2020	NAB	\$0.00	44,425.65
	Hume	\$13,194.43	
	Bendigo	\$0.00	
	WAW	-\$4.00	
	Total	13,190.43	44,425.65
(LESS) Unpresented Cheques as at 31st August 2020		-68,540.52	0.00
(LESS) Unpresented EFT Payments as at 31st August 2020		0.00	0.00
PLUS Outstanding Deposits as at 31st August 2020		10,472.84	0.00
PLUS / (LESS) Unmatched Cashbook Transactions 31st August 2020		0.00	0.00
Cashbook Balance as at 31st August 2020		-44,877.25	44,425.65

I certify that all of Council's surplus funds have been invested in accordance with the Act, the regulations and Council's investment policies and that all cheques drawn have been checked and are fully supported by vouchers and invoices and have been certified for payment.



Responsible Accounting Officer
2 September 2020

This is page no.1 of Schedule No.1 of the Director Corporate & Community Services' Schedule of Information to Ordinary Council Meeting held on 16th September, 2020

GENERAL MANAGER

MAYOR

**GREATER HUME SHIRE COUNCIL
COMBINED INVESTMENT ACCOUNT - MONTH ENDED 31 August 2020**

Investment Number	Financial Institution	Rating	Amount Invested	Interest Rate %	Term (Days)	Date Invested	Maturity Date
<u>National Australia Bank</u>							
GHS204	NAB	A- 1+	500,000.00	1.00%	92	18-May-20	18-Aug-20
GHS180	NAB	A- 1+	509,765.32	1.40%	184	14-Mar-20	14-Sep-20
GHS213	NAB	A- 1+	500,000.00	1.47%	366	06-Dec-19	06-Dec-20
GHS204	NAB	A- 1+	500,000.00	0.90%	365	18-Aug-20	18-Aug-21
GHS224	NAB	A- 1+	500,000.00	0.85%	365	27-Aug-20	27-Aug-21
	NAB	A- 1+	5,137,953.69	1.00%	@ Call	27-Apr-09	Variable
			<u>7,647,719.01</u>				
<u>Hume Bank</u>							
GHS215	HUME	Unrated	500,000.00	1.30%	92	10-Jun-20	10-Sep-20
GHS216	HUME	Unrated	500,000.00	1.30%	92	10-Jun-20	10-Sep-20
GHS200	HUME	Unrated	500,000.00	1.20%	100	20-Jun-20	28-Sep-20
GHS205	HUME	Unrated	500,000.00	1.20%	100	23-Jun-20	01-Oct-20
GHS074	HUME	Unrated	500,000.00	1.60%	153	05-May-20	05-Oct-20
GHS221	HUME	Unrated	500,000.00	1.10%	122	10-Jun-20	10-Oct-20
GHS155	HUME	Unrated	500,000.00	1.10%	100	25-Jul-20	02-Nov-20
GHS190	HUME	Unrated	500,000.00	1.60%	200	18-May-20	04-Dec-20
GHS214	HUME	Unrated	500,000.00	1.50%	366	06-Dec-19	06-Dec-20
GHS054	HUME - Trust	Unrated	66,761.10	1.45%	365	01-Mar-20	01-Mar-21
GHS251	HUME	Unrated	46,751.06	1.60%	365	02-May-20	02-May-21
GHS192	HUME	Unrated	500,000.00	1.60%	365	08-May-20	08-May-21
GHS160	HUME	Unrated	500,000.00	1.20%	366	19-Jun-20	20-Jun-21
GHS142	HUME - Trust	Unrated	49,345.29	1.20%	366	30-Jun-20	01-Jul-21
			<u>5,662,857.45</u>				
<u>Bendigo Bank</u>							
GHS098	BENDIGO	A-2	250,000.00	1.60%	213	06-Jan-20	06-Aug-20
GHS185	BENDIGO	A-2	500,000.00	1.60%	213	07-Jan-20	07-Aug-20
GHS187	BENDIGO	A-2	500,000.00	1.60%	213	07-Jan-20	07-Aug-20
GHS186	BENDIGO	A-2	500,000.00	0.85%	92	07-Jun-20	07-Sep-20
GHS219	BENDIGO	A-2	500,000.00	1.15%	92	10-Jun-20	10-Sep-20
GHS220	BENDIGO	A-2	500,000.00	1.15%	92	10-Jun-20	10-Sep-20
GHS199	BENDIGO	A-2	500,000.00	1.55%	213	28-Feb-20	28-Sep-20
GHS182	BENDIGO	A-2	500,000.00	1.55%	214	07-Mar-20	07-Oct-20
GHS207	BENDIGO	A-2	500,000.00	1.30%	214	21-Mar-20	21-Oct-20
GHS165	BENDIGO	A-2	300,000.00	1.30%	365	21-Nov-19	20-Nov-20
GHS161	BENDIGO	A-2	500,000.00	1.30%	366	09-Dec-19	09-Dec-20
			<u>5,050,000.00</u>				
<u>WAW Credit Union</u>							
GHS218	WAW	Unrated	500,000.00	1.30%	92	10-Jun-20	10-Sep-20
GHS202	WAW	Unrated	500,000.00	1.15%	92	13-Jun-20	13-Sep-20
GHS223	WAW	Unrated	500,000.00	1.30%	90	16-Jun-20	14-Sep-20
GHS128	WAW	Unrated	450,000.00	1.85%	184	06-May-20	06-Nov-20
GHS159	WAW	Unrated	500,000.00	1.85%	184	08-May-20	08-Nov-20
GHS179	WAW	Unrated	500,000.00	1.85%	184	09-May-20	09-Nov-20
GHS169	WAW	Unrated	500,000.00	1.50%	183	01-Jun-20	01-Dec-20
GHS211	WAW	Unrated	500,000.00	1.50%	183	03-Jun-20	03-Dec-20
GHS217	WAW	Unrated	500,000.00	1.25%	183	10-Jun-20	10-Dec-20
GHS222	WAW	Unrated	500,000.00	1.25%	180	16-Jun-20	13-Dec-20
GHS151	WAW	Unrated	600,000.00	1.10%	183	27-Jun-20	27-Dec-20
GHS212	WAW	Unrated	500,000.00	1.55%	396	06-Dec-19	05-Jan-21
GHS168	WAW	Unrated	500,000.00	1.70%	365	09-May-20	09-May-21
			<u>6,550,000.00</u>				

General Fund Total
Trust Fund Total

24,747,719.01

162,857.45

\$24,910,576.46

Total Investment at 31-Aug-20

1.28%

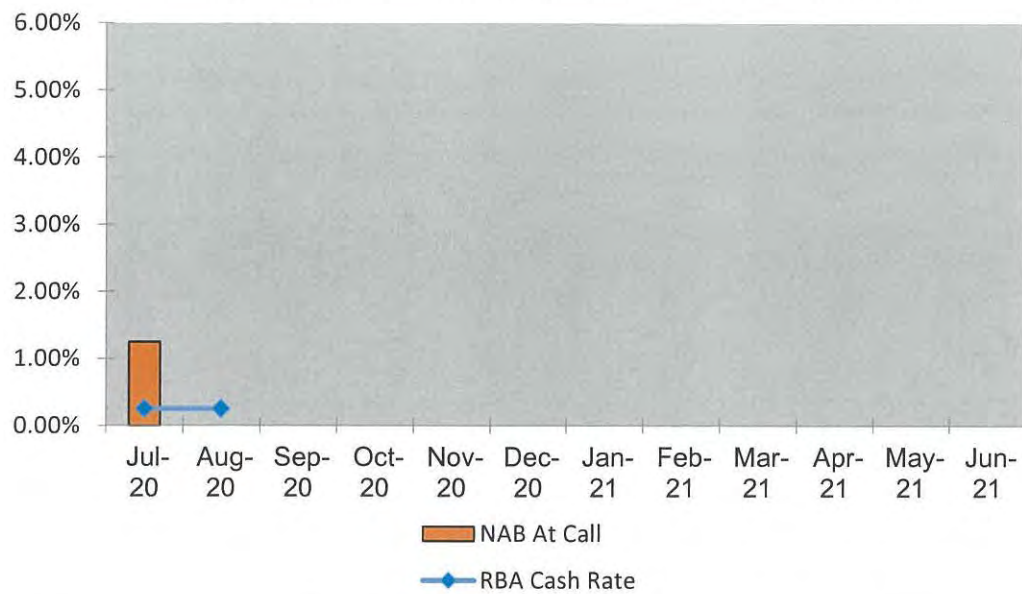
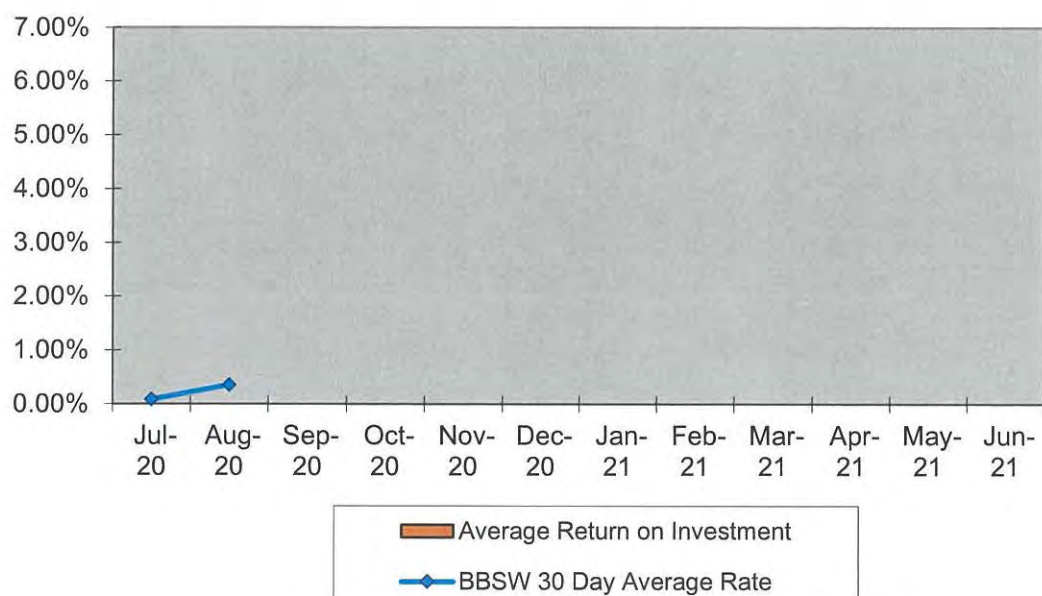
Average Rate of Interest on Investment

1.78%

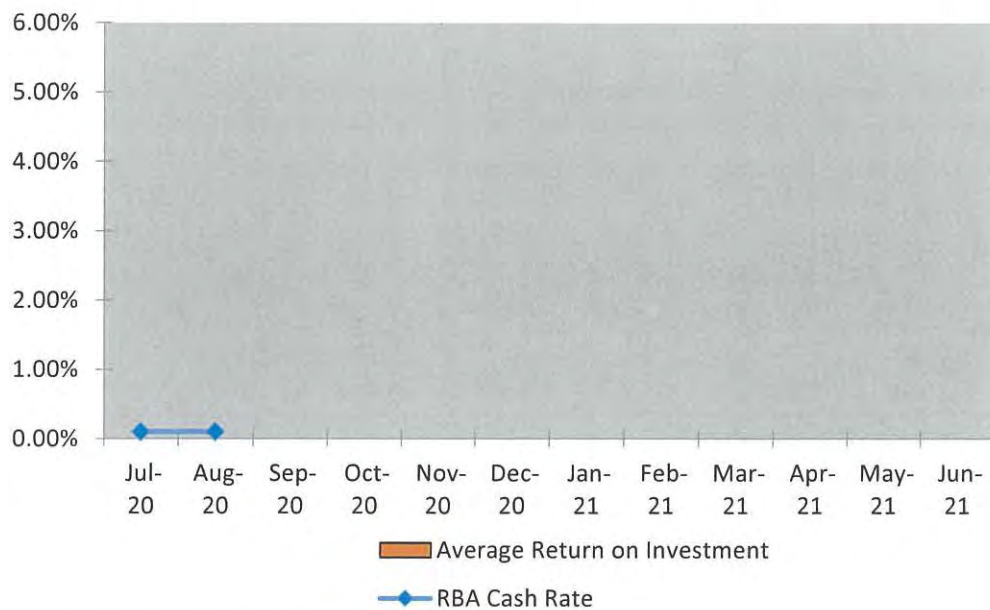
Average Rate of Interest over 12 Months

This is the Schedule of Investments presented to Council for consideration on 16th September 2020. I hereby certify that the investments have been made in accordance with Section 625 of the Local Government Act, 1993, the Regulations and Council's Investment Policy.

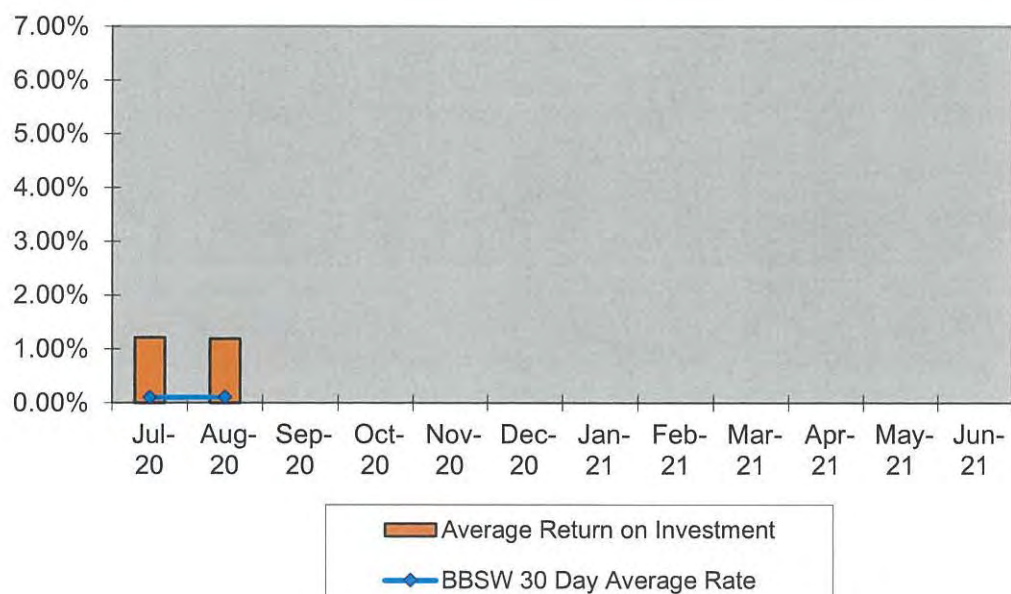

Responsible Accounting Officer
Tuesday, 8 September 2020

Cash Fund Performance Against RBA Cash Rate**30 Day Term Deposit Performance Against BBSW Index**

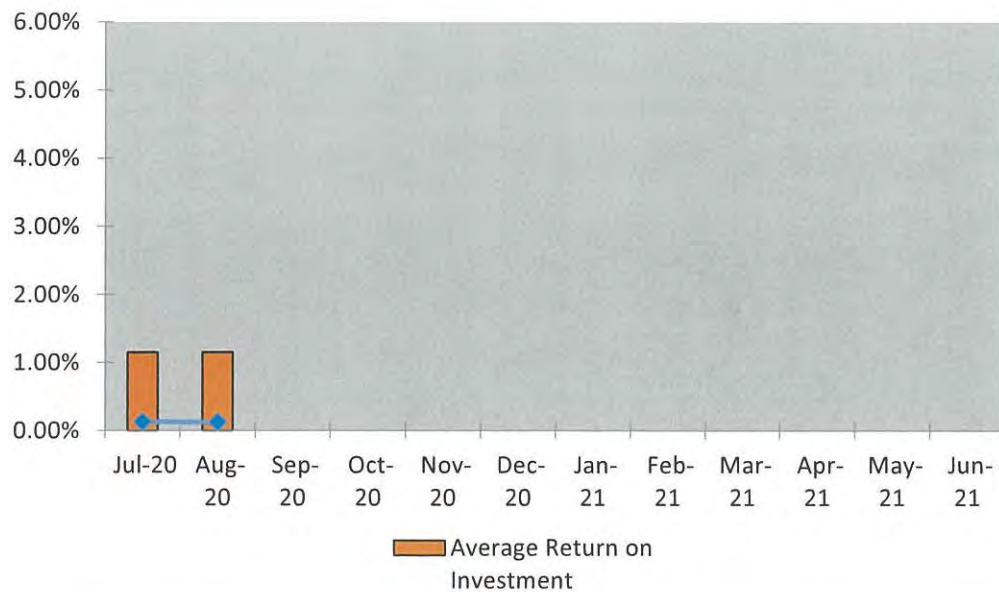
60 Day Term Deposit Performance Against BBSW Index



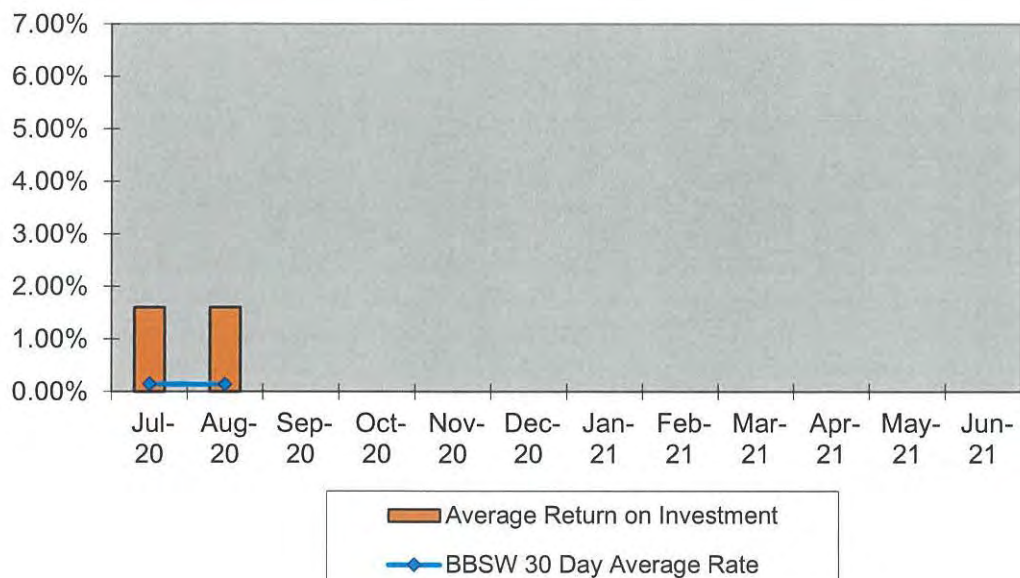
90 Day Term Deposit Performance Against BBSW Index



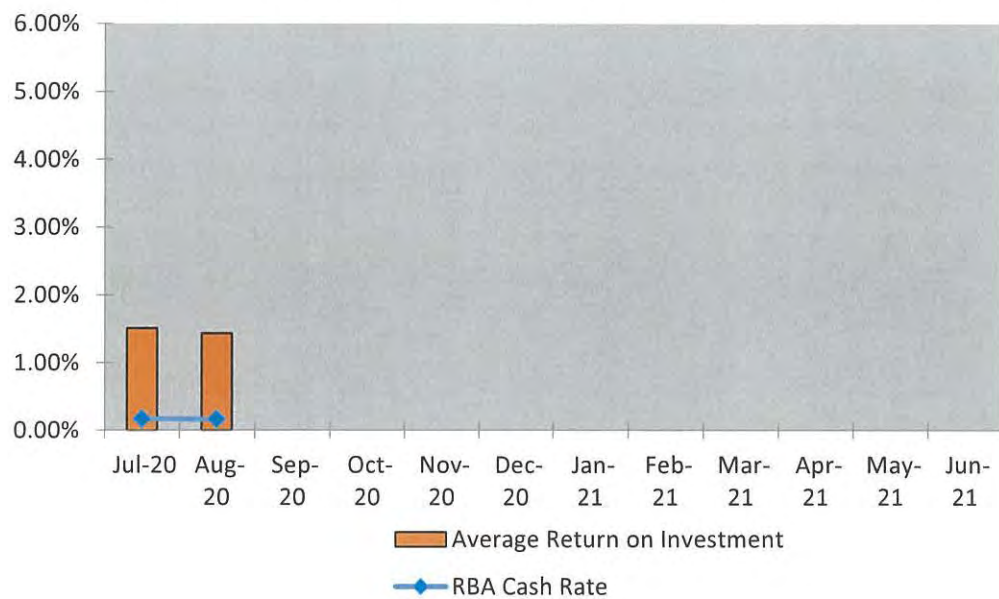
120 Day Term Deposit Performance Against BBSW Index



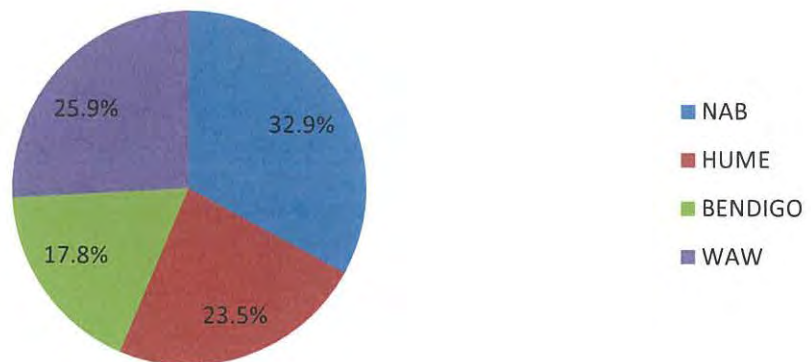
150 Day Term Deposit Performance Against BBSW Index



180 Day Term Deposit Performance Against BBSW Index



INVESTMENT DISTRIBUTION



Applications Approved

c_dm073

Approved Between 1/08/2020 and 31/08/2020

04/09/2020

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days	
DA/2019/149	Applicant: G A Hocking 28 Vine ST HOLBROOK Lot: 4 DP: 41585 Lot: 5 DP: 41585	Shipping Container	\$4,000	13/11/2019	Approved	26/08/2020	9	279	9
DA/2020/70	Applicant: S J Browne 11 Klinberg RD JINDERA Lot: 11 DP: 1106221	New Carport	\$4,990	22/05/2020	Approved	25/08/2020	6	90	6
DA/2020/72	Applicant: Rob Pickett Design 167 Albury ST HOLBROOK Lot: 1 DP: 1103160	Dwelling Alterations & Additions & Patio & Deck	\$89,000	25/05/2020	Approved	11/08/2020	65	14	65
DA/2020/73	Applicant: L & L Projects Pty Ltd 11 Klein CT JINDERA Lot: 90 DP: 1258064	New Dwelling Garage Shed & Shipping Container	\$365,305	26/05/2020	Approved	4/08/2020	13	58	13
DA/2020/76	Applicant: Eslers Land Consulting 732 Bungowannah RD JINDERA Lot: 3 DP: 259195	2 Lot Subdivision	\$0	27/05/2020	Approved	11/08/2020	61	16	61
DA/2020/97	Applicant: J Hassard 23 Gordon ST CULCAIRN Lot: 8 Sec: 1 DP: 2211	Dual Occupancy - Secondhand Dwelling & Carport	\$65,000	24/06/2020	Approved	5/08/2020	19	24	19
DA/2020/98	Applicant: J A Weston 2420 Culcairn Holbrook RD CULCAIRN Lot: A DP: 421337	New Transportable Dwelling - Dual Occupancy	\$95,000	25/06/2020	Approved	27/08/2020	8	112	16
DA/2020/100	Applicant: Malec Holdings Pty Ltd 13 Bond ST HOLBROOK Lot: 1 DP: 1067432	Change of Use - Freight Transport Facility - Time Limited 18 Months	\$0	2/07/2020	Approved – Councillors	19/08/2020	49	0	49

c_dlm073

Approved Between 1/08/2020 and 31/08/2020

04/09/2020

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
DA/2020/104	Applicant: Narellan Pools 315 Gerogery West RD GEROGERY WEST Lot: 2 DP: 1059386	New Swimming Pool & Spa	\$61,900	8/07/2020	Approved	15	20	15
DA/2020/105	Applicant: D J Cottrell 7 Spring ST HOLBROOK Lot: 248 DP: 753340	New Carport	\$13,260	10/07/2020	Approved	18	29	18
DA/2020/106	Applicant: Peak Survey & Developments 24 Federal ST CULCAIRN Lot: 6 DP: 248455	2 Lot Subdivision	\$0	13/07/2020	Approved	33	0	33
DA/2020/108	Applicant: J A Bellette 2 Frosty LA JINDERA Lot: 411 DP: 1252780	New Shed	\$26,000	16/07/2020	Approved	21	0	42
DA/2020/109	Applicant: L & L Projects Pty Ltd 5 Klein CT JINDERA Lot: 87 DP: 1258064	New Dwelling Garage & Shed	\$323,559	17/07/2020	Approved	14	7	14
DA/2020/110	Applicant: Spanline Albury Wodonga 7 St Johns CT JINDERA Lot: 12 DP: 773623	New Carport	\$7,000	23/07/2020	Approved	19	0	19
DA/2020/111	Applicant: Assemble Pty Ltd 13-15 Begg DR JINDERA Lot: 4032 DP: 1264061	New Storage Sheds	\$149,000	24/07/2020	Approved	21	0	42
DA/2020/115	Applicant: G & P Connelly Pty Ltd 25 Mulgrave RD JINDERA Lot: 510 DP: 1236708	New Dwelling and Garage	\$426,000	28/07/2020	Approved	15	17	15

ANNEXURE 12

c_dm073

Approved Between 1/08/2020 and 31/08/2020

04/09/2020

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
DA/2020/116	Applicant: G O Takle 179 Walla Rd West RD WALLA WALLA Lot: 432 DP: 706186	Home Business - Welding Business - Motor Vehicle Repairs	\$0	31/07/2020	Approved	19	0	19
DA/2020/118	Applicant: Rob Pickett Design Bowler ST HOLBROOK Lot: 186 DP: 753340	Demolish Existing Changerooms-Storage & New Clubrooms	\$0	6/08/2020	Cancelled	1	0	1
CDC/2020/33	Applicant: Metricon Homes 10 Frosty LA JINDERA Lot: 410 DP: 1252780	New Dwelling and Garage	\$635,518	3/08/2020	Approved – Private Certifier	1	0	1
CDC/2020/34	Applicant: J R Phillips 15 Balfour ST CULCAIRN Lot: 1 DP: 341592	New Swimming Pool	\$29,000	12/08/2020	Approved			
CDC/2020/35	Applicant: Afonso Building Solutions 20 Cade CT JINDERA Lot: 10 DP: 1249885	New Dwelling and Garage	\$327,535	13/08/2020	Approved – Private Certifier	1	0	1
CDC/2020/38	Applicant: Lewis Dickson Homes Pty Ltd 217 Coogera CCT JINDERA Lot: 512 DP: 1236708	New Dwelling and Garage	\$483,088	31/08/2020	Approved – Private Certifier	1	0	1
CDC/2020/39	Applicant: E Desharnais 16 Senna CT JINDERA Lot: 506 DP: 1236708	New Swimming Pool Director Environment & Planning Greater-Hume Shire Council	\$39,991	28/08/2020	Approved – Private Certifier	1	0	2

Report Totals & Averages

Average Elapsed Calendar Days: 51.23

Total Number of Applications : 23

Average Calendar Stop Days: 30.27

Total Estimated Cost : 3,145,146.00

Total Elapsed Calendar Days: 1127.00

Total Calendar Stop Days: 666.00

Total Adjusted Calendar Days: 461.00

ANNEXURE 12

Item

Action



Minutes

1. Date and time

AGM Thurs 19 Mar 2020, 7pm, St Paul's College

2. Committee members present (7 people)

John Borchert, Dorothy Brinkman, Geoff Dunlop, Andrew Kotzur, Dan Mueller, Daniel Nadebaum, Raquel Ortega.

3. Community observers present (1 people)

Leon Schoff

4. Apologies

Marg Killalea, Graeme Sheppard, Kim Lieschke.

5. Opening

Meeting opened at 7:05pm.

6. Minutes of previous meeting (19 Feb 2020)

RESOLVE: Minutes of previous meeting be accepted.

Moved: Geoff D. Seconded: Andrew K. **CARRIED.**

7. Business arising from previous minutes

(a) Albury Congolese Community

Action: Daniel N mentioned at Walla town meeting.

Correspondence

8. Correspondence in

(a) Resume from Basel

Action: Daniel N to follow up resume.

9. Correspondence out

(a) Minutes and agenda

General business

10. Election of office bearers.

Chair. Dan M nominated Andrew K for chair. Leon S moved nominations closed. Geoff D seconded. Andrew K elected to chair.

Secretary. Dan M nominated by Daniel N. Daniel N moved nominations closed. Raquel O seconded. Dan M elected to secretary.

Action: Inform council and Walla town of election results.

Item	Action
11. Visit from 21 Feb (Sam and Darlene) Darlene not interested in an available position in Walla. We could not find a position for Sam.	
12. Expectations People are expecting to arrive and have a job regardless of suitability and availability. In reality we need a suitable fit. In addition we are finding the level of English is not enough for securing some types of work. A case worker/interpreter (like in disability employment) would be really helpful. Assyrian community may have become disillusioned because we are not just handing out jobs.	Action: Andrew K to try to contact MCNSW again for advice.
Reports from working groups	
13. Community liaison Daniel N wrote article for Greater Hume Business news. AGM in newsletter and Facebook. Mostly positive community response.	
14. Housing SPC house next to principal. Julie B/Ron W house still available.	Action: John B to enquire about SPC house.
15. Employment Effects of drought, coronavirus, and matching experience/ability/expectations are our problems at the moment.	
16. Promotion to refugee communities Organic promotion so far. Hold off on further promotion at this stage.	
17. Integration Work in progress.	
Open Q&A session	
No questions.	
19. Next meeting Wed 27 May 2020, 7pm, location to be confirmed.	
20. Close The meeting was closed at 7:40pm.	

MINUTES**GREATER HUME COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE,
HELD ON 8 SEPTEMBER 2020 AT GREATER HUME CHAMBERS, CULCAIRN**

Present: Mr David Maxwell – Independent Chairperson
 Mr John Batchelor – Independent Committee Member
 Cr Heather Wilton – Mayor, Greater Hume Council
 Cr Tony Quinn – Greater Hume Council

Observers: David Smith – Director Corporate and Community Service, Greater Hume Council
 Steven Pinnuck – General Manager, Greater Hume Council
 Dean Hart – Chief Financial Officer, Greater Hume Council
 Camilla Webb – Accounting Officer, Greater Hume Council
 Brad Bohun – External Auditor, Crowe Albury

Apologies: Nil

Meeting Commenced 10.10am

ITEM 1 Welcome and Apologies
 Nil

ITEM 2 Acknowledgement of Country
 The Chair offered an acknowledgement of Country

ITEM 3 Declarations of Interest
 NIL

ITEM 4 Confirmation of Minutes from the meeting held on 4 August 2020

RESOLVED [Cr Quinn/Mr Batchelor]

That the Minutes of the Greater Hume Council Audit, Risk and Improvement Committee meeting held on 4 August 2020 as printed and circulated be confirmed as a true and correct record of the proceedings of the meeting.

ITEM 5 External Audit – Review of 2019/2020 Draft Annual Financial Statements

The 2019/2020 Draft Annual Financial Statements were tabled and considered by the Committee. The following matters were raised during discussions:

Chief Financial Officer, Dean Hart, presented a summary of the Financial Statements for the benefit of the Committee.

- Not expecting any material changes to the major financial reports
- Strong operating result from continuing operations of \$4.442m
- Total income received was \$37.223m up from \$35.879m in 2018/2019
- Total expenses from continuing operations were \$32.729m compared with \$28.887m in 2018/2019
- Capital expenditure for the year was \$12.842m
- Infrastructure renewal ratio of 121% achieved which indicates that Council is renewing its assets in excess of depreciation
- Provisions have increased by \$4.927m to meet the expected present value of the cost to rehabilitate all gravel pits and landfills

MINUTES**GREATER HUME COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE,
HELD ON 8 SEPTEMBER 2020 AT GREATER HUME CHAMBERS, CULCAIRN****RESOLVED [Cr Quinn/Mr Batchelor]**

That the Committee reports that it has reviewed the unaudited draft Annual Financial Statements and associated reports and confirms that it has reviewed the accounting policies applied by management in relation to Riverina Regional Library, Riverina Joint Organisation and Rural Fire Service assets and supports management's conclusions in each case.

Comments presented by Committee members to be referred to Finance and/or external audit for review:

- Note 2, Page 13 Income in Governance and Rec & Culture requires review
- Minor discrepancy in Trust amount shown on Page 29, Note 7 (c) and Page 44 Note 14
- Page 30, Note 7 (c), Chair commented on number and quantum of funds held in Internal Reserves. General Manager commented that all Internal Reserves are necessary and required to be detailed in Financial Statements
- Page 34, Note 9 Non-current asset movement of \$344k requires review
- Page 41, Note 13 maturity analysis requires review
- Page 68, Note 22 Tips and quarries carried at cost and not fair value.

RESOLVED [Cr Quinn/John Batchelor]

That the Audit, Risk & Improvement Committee reports as follows:

1. The Committee has considered the unaudited draft Annual Financial Statements, Special Purpose Reports and Special Schedules and asked such questions as it considered appropriate of Council's finance staff and auditors in attendance, and is satisfied with the responses received.
2. It acknowledges that the audit is as yet incomplete and further issues may arise prior to completion.
3. It requests that it be advised out of session of any significant amendments arising from the audit process, and that the Chairman be advised of these prior to completion of Council's certificates and referral of the Annual Financial Statements to Council.
4. Subject to the above, it is not aware of any matter that would prevent the Council from executing the certificates to the Annual Financial Statements and Special Purpose Reports required by section 413(2)(c) of the Local Government Act 1993.

RESOLVED [Cr Wilton/Mr Maxwell]

That the Committee commends the Chief Financial Officer and all finance staff on the timely preparation of the draft 2019/2020 annual financial statements.

ITEM 6 Reports from Other Agencies**a. Verbal Report from General Manager**

No issues to report.

Next meeting dates

Tuesday 27 October 2020

(NOTE: All meetings will commence 10am at the Culcairn Chambers)

There being no further business the meeting closed at 11.45am

Cr Doug Meyer OAM Attend Logs Sept 2019 to Sept 2020 as Deputy Mayor

02-09-19 LGNSW Water Management Conf Albury to 04-09-19
 04-09-19 GHC Workshop – Solar
 10-09-19 Statewide Mutual Risk Review Culcairn
 11-09-19 Water Meeting Henty Showground Morning
 11-09-19 Reroc Meeting Canberra Afternoon & Evening
 12-09-19 Reroc Meeting Canberra Parliament House All Day
 25-09-19 Greater Hume Shire Meeting Holbrook.
 30-09-19 Henty C D C Meeting

09-10-19 GHC Workshop
 12-10-19 Deputy Mayor at Alma Park Fire Shed Opening
 13/16-10-19 Local Government Conference Warwick Farm Sydney representing Mayor
 23-10-19 Mens Breakfast Culcairn
 23-10-19 GHC Council Meeting.
 30-10-19 RWCC Board Meeting
 30-10-19 GHC Workshop
 11-11-20 Represent GHC Armistice Day
 06-11-19 GHC Workshop & Extra Ordinary Meeting
 07-11-19 Department of Planning Meeting Jindera

20-11-19 GHC Council Meeting
 25-11-19 HCDC Meeting
 26-11-19 MLHD Annual Meeting Wagga
 27-11-19 Justin Clancy Meeting Henty

07-12-19 Culcairn Skate Park Opening
 10-12-19 St Pauls School Henty Presentations
 11-12-19 Murray Conservatorium Schools
 12-12-19 Henty Public School Presentation
 17-12-19 Billabong High School Presentation
 18-12-19 Riverina Water Opening Glenoak Reservoir
 18-12-19 RWCC Board Meeting
 18-12-19 RWCC Board Lunch with Staff
 19-12-19 GHC Council Meeting

07-01-20 Jingellic
 17-01-20 Holbrook Funeral
 22-01-20 Jingellic Community Revival
 24-01-20 Henty Swamp Meeting GHC
 25-01-20 Aus Day Dinner Culcairn
 26-01-20 Australia Day Culcairn
 31-01-20 Meeting Mayor Holbrook

07-02-20 Rural Fire Service Emergency Management Meeting Albury
 07-02-20 HCDC Meeting Henty Barbecque
 08-02-20 Henty Show GHC & RWCC
 19-02-20 GHC Council Meet Culcairn
 21-02-20 Meet Mayor Holbrook
 24-02-20 General Manager Performance Appraisal Culcairn
 24-02-20 GHC Workshop Culcairn
 26-02-20 RWCC Water Conservation Workshop

26-02-20 RWCC Board Meeting and Delivery Plan Workshop & GM Performance Review
 26-02-20 GHC Flight to Sydney for Reroc
 26-02-20 Reroc Dinner in Sydney
 27-02-20 Parliament House Sydney ReRoc Meeting Day

02-03-20 HCDL Meeting Henty
 11-03-20 GHC Preliminary Budget Meeting
 18-03-20 GHC Council Meeting Lankeys Creek
 25-03-20 GHC Final Roads Workshop Holbrook

01-04-20 GHC Final Budget Meeting Zoom
 07-04-20 GHC Zoom Meeting
 15-04-20 GHC Council Meeting Zoom
 22-04-20 RWCC Board Meeting Zoom
 22-04-20 GHC Budget Workshop Zoom
 25-04-20 Represent GHC Wreath Anzac Day
 29-04-20 GHC Budget Workshop Zoom

06-05-20 GHC Budget Zoom Meeting
 20-05-20 GHC Council Meeting Zoom

03-06-20 GHC Workshop Solar Holbrook
 17-06-20 RWCC Board Meeting
 17-06-20 GHC Council Meeting

01-07-20 GHC Workshop Holbrook
 15-07-20 GHC Council Holbrook
 17-07-20 Deputy Mayor Cr Osborne Retirement Orange Promise
 27-07-20 Mayoral Discussion Holbrook

19-08-20 GHC Council Holbrook
 25-08-20 Henty Showground Trust Meeting

08-09-20 Observer Audit Meeting Culcairn
 09-09-20 GHC Workshop Holbrook
 16-09-20 GHC Council Holbrook
 18-09-20 Road Safety Training PD
 23-09-20 Hume Bushfire Management Delegate

Does not include local community functions proposals and discussions.