

Pre-election guide

for councils

2021



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Introduction

This Guide provides guidance to councils on key tasks that need to be completed prior to the council election. The Guide also provides guidance to councils on the rules, restrictions and other considerations that apply to the decisions councils make and the way they exercise their functions in the lead up to the election.

Preparation and confirmation of non-residential electoral rolls

Under the *Local Government Act 1993* (the Act), all non-resident owners, occupiers and ratepaying lessees of rateable land in each local government area are eligible to vote at council elections. These electors are referred to below as 'non-residential electors'.

There are two non-residential rolls:

- the roll of non-resident owners of rateable land, and
- the roll of occupiers and rate-paying lessees.

These are referred to below as the non-residential rolls.

After each election, the non-residential rolls lapse and the general manager must prepare new rolls for the next election and keep them updated.

Councils need to ensure that everyone eligible to vote at their elections, including non-residential electors, can do so.

Councils should provide information, including eligibility criteria and the process for making a

claim for inclusion on the non-residential rolls on their websites.

Councils should also make their customer service staff aware of this so that they can assist any person wishing to make a claim for inclusion on the rolls.

The non-residential rolls must include the names of the persons who:

- have applied, at any time, for the inclusion of their name in the relevant roll, and
- on the closing date (40 days prior to the election) are, in the opinion of the general manager, qualified for inclusion in that roll.

This means that when preparing the non-residential rolls, the general manager must:

- include the names of all persons who have previously applied for enrolment, and
- check that those persons continue to be eligible to be enrolled.

Forty days before election day, general managers must finalise the non-residential rolls.

In the case of council elections administered by the Electoral Commissioner, the general manager must certify each roll as being, in the general manager's opinion, a roll of the persons who on the closing date are qualified for inclusion in the roll. The Commissioner must confirm the non-residential rolls after they are certified by the general manager.

In the case of council elections administered by a provider other than the NSW Electoral Commissioner, the general manager must confirm each roll if, in the general manager's opinion, the roll contains the names of the persons who on the closing date are qualified for inclusion in the roll.

Further information about the preparation of non-residential rolls is available at the NSW Electoral Commission's website at www.elections.nsw.gov.au.

Use of council resources, council publications and other activities prior to the elections

Councils and all council officials should be mindful of the need to maintain community confidence in the integrity of the performance of the council's functions and activities in the lead-up to elections.

Councils also need to be mindful of how the community may perceive any of their activities or actions during this time.

Use of council resources for election purposes

Council resources (including council information) are public resources and must be used ethically, effectively, efficiently and carefully.

The rules governing the use of council resources for election purposes are prescribed under the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct) and councils' codes of conduct. There are two key obligations:

- Cause 8.17: This provides that council resources (including council staff), property or facilities must not be used for the purpose of assisting anyone's election campaign unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- Cause 8.18: This provides that council letterhead, council crests, council email or social media or other information that

could give the appearance it is official council material must not be used for the purpose of assisting anyone's election campaign.

Councils and all council officials should consider the following matters to ensure compliance with clauses 8.17 and 8.18:

- council "resources" include council ICT (including phones, social media sites, phone, email addresses), intellectual property, staff and council facilities
- council resources including intellectual property should not be used by candidates in such a way to suggest they are supported or endorsed by the council
- the prohibition on the use of council resources does not only apply to each councillor's election campaign – it also applies to the election campaigns of others including other candidates
- the prohibition on the use of council resources also applies to council staff campaigning for election to another council or council staff supporting the election campaign of other candidates
- it is permissible to use council facilities but on the same terms as all other candidates including the payment of any advertised fee for use
- breaches by councillors and staff are grounds for disciplinary action.

Staff political activities

There is no outright ban on staff participation in candidates' campaigns under the Model Code of Conduct.

This is in recognition of the implied freedom of political communication under the Australian Constitution. This provides that legislation cannot impermissibly burden political communication (including participation in political activities) other than for a legitimate public purpose and only in a way that is proportionate to that purpose.

However, clause 7.5(b) of the Model Code of Conduct places an obligation on staff to

ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

Risks to manage in relation to staff participation in political activities include the following:

- staff do not participate in campaigning activities during work time
- staff do not use council resources for campaigning purposes (see clauses 8.17 and 8.18)
- managing interactions between staff and councillors whose campaigns they are supporting
- managing community perceptions arising from council staff participation in councillors' campaigns.

Council publications during the “regulated period”

To keep elections fair, and ensure voters are not misled, there are strict rules about the information that candidates and their supporters can publish or distribute.

These rules are prescribed under the *Local Government (General) Regulation 2021* (the Regulation) and are enforced by the relevant election manager.

These rules apply during what is known as the “regulated period”. The “regulated period” starts when the electoral rolls close 40 days before election day and ends on election day.

The key requirement is that all “electoral material” published or distributed during the “regulated period” must contain the name and address of the person who authorised the material and the name and address of the printer.

This is an important electoral integrity measure which is designed to ensure electors can verify the bona fides of electoral material that is printed, published, distributed, or publicly

displayed for campaigning purposes during the “regulated period”.

The key definitions are contained in clause 356A of the Regulation.

“Electoral material” is defined very broadly under the Regulation. It means anything, including without limitation a ‘how-to-vote’ card, poster or advertisement, containing “electoral matter” (whether in a tangible or an electronic form).

“Electoral matter” is in turn defined to include:

- any matter that is intended or calculated or likely to affect or is capable of affecting the result of any election held or to be held or that is intended or calculated or likely to influence or is capable of influencing an elector in relation to the casting of his or her vote at any election, or
- the name of a candidate at any election, the name of the party of any such candidate, the name or address of the committee rooms of any such candidate or party, the photograph of any such candidate, and any drawing or printed matter that purports to depict any such candidate or to be a likeness or representation of any such candidate.

Councils need to be aware that their publications may contain “electoral matter” and may therefore be inadvertently captured within the definition of “electoral material”.

Whether a council publication constitutes “electoral material” is an assessment that needs to be made by each council on a case-by-case basis.

A council publication that makes no reference to the mayor or councillors who are candidates and does not carry their images or statements will not constitute “electoral material” if it is not intended or likely to affect voting at the election.

However, council publications that promote the achievements of the council may potentially have this effect and therefore may

constitute “electoral material” even if they do not carry the images or statements of the mayor or councillors.

Affected publications may include:

- the mayoral column where the mayor is a candidate
- any publication or material carrying the name and/or images of the mayor or councillors who are candidates
- the end of term report – because this identifies the activities and achievements of the council over its preceding term, it has the potential to impact on voting at the election (further information on this is provided below).

The requirements that apply to council publications published or distributed during the “regulated period” containing “electoral matter” can be easily satisfied by including in it the name and address of the general manager and the printer of the publication.

However, the perceptions that this may give rise to, including that the council is a participant in the election and that council resources may be seen to have been utilised to support the campaigns of the incumbent mayor and councillors, are not as easily addressed.

Mitigation strategies to address this risk may include:

- publishing the mayoral column in the 40 days preceding the election as a generic council column
- deferring issuing potentially affected publications until after the election.

Publication of the end of term report

Under the currently applicable (March 2013) *Integrated Planning and Reporting Guidelines for Local Government in NSW*, a report on the progress of implementation of the Community Strategic Plan (the end of term report) must be presented at the final meeting of an outgoing

council.

Because the end of term report identifies the activities and achievements of the council over its preceding term it may potentially constitute “electoral material” for the purposes of the Regulation because of its potential to impact on voting at the election.

The provisions in the Regulation relating to “electoral material” do not prevent the end-of-term report being presented to the council or from being published on a council’s website as part of the business papers of the meeting.

However, councils should be mindful of the requirements of the Regulation relating to “electoral material” when issuing the end of term report as a publication during the “regulated period”.

Attendance at community events

Mayors and councillors will continue to need to exercise their official functions in the lead up to the election. This is both permissible and appropriate.

Mayors or councillors who are candidates may continue to attend or preside over council-arranged or community events in the lead up to the election in an official capacity.

However, mayors or councillors who are candidates must not use council arranged events that they attend in an official capacity to actively campaign for re-election.

Media comment

There is nothing to prevent the mayor or councillors who are candidates from offering media comment, provided that comment is not made in an advertisement, newspaper column, or a radio or television broadcast paid for by the council or produced by the council or with council resources.

When making media and any other public comment, mayors and councillors should continue to comply with the council's adopted media policy.

Council decision-making

Caretaker restrictions

Under the Regulation, councils are required to assume a "caretaker" role in the four weeks preceding the election day (see clause 393B).

The caretaker restrictions are designed to prevent outgoing councils from making major decisions that will bind the new council or limit its actions.

The caretaker period for the 4 December 2021 local government elections commences on Friday 5 November 2021 and ends on Saturday 4 December 2021.

During the caretaker period, councils, general managers and other delegates of councils (other than a joint regional planning panel, a local planning panel or the Central Sydney Planning Committee) must not exercise the following functions:

- enter into any contract or undertaking involving an expenditure or receipt by the council of an amount equal to or greater than \$150,000 or 1% of the council's revenue from rates in the preceding financial year (whichever is the larger)
- determine a "controversial development application", except where a failure to make such a determination would give rise to a deemed refusal, or such a deemed refusal arose before the commencement of the caretaker period, or
- appoint or reappoint the council's general manager (except for temporary appointments).

"Controversial development application" means a development application for designated development under section 4.10 of the *Environmental Planning and Assessment Act 1979* for which at least 25 persons have made submissions during community consultation.

Councils should plan ahead to avoid the need to make these types of decisions during the caretaker period.

In certain circumstances, these functions may be exercised with the approval of the Minister.

Timing of the first meeting of the new council following the election

In response to changing postal delivery services, on the advice of the NSW Electoral Commission, the time for the receipt of postal votes has been extended to 13 days after election day.

This change has been made to provide a greater opportunity for valid postal votes to be received and counted.

This change will mean that the council elections held on 4 December 2021 are not likely to be declared before 21 December 2021.

Councils should schedule the timing of their first meetings following the election on this basis.

Councils that elect their mayor must hold a mayoral election within 3 weeks of the declaration of the ordinary election and are required to schedule a meeting for this purpose within 3 weeks of the declaration of the election.

When scheduling the first meeting following the election, councils will also need to factor in the Christmas/New Year period.

Delegations during the election period

Under the Act, all current councillors and mayors elected by the councillors cease to hold their civic offices on election day 4 December 2021.

This means that councils will be without a governing body from 4 December 2021 until the declaration of the election between 21 and 23 December 2021 at the earliest.

Because the declaration of council elections will coincide with the Christmas/New Year period, it is possible that some councils may not meet for some time after election day.

As noted above, councils that elect their mayor will be required to meet within 3 weeks of the declaration of the ordinary election to hold a mayoral election.

Prior to the election, councils should ensure that appropriate delegations are in place for their general managers so that they can continue to exercise the functions of the council as required in the period between election day and the first meeting of the council following the election.

Councils may wish to consider delegating all delegable functions to the general manager at the last meeting before the election for the period between election day and the first meeting of the council following the election.

Councils that elect their mayors will not have a mayor in the period between election day and the first meeting after the election when the mayoral election is held.

There is nothing to prevent councils from authorising the general manager to exercise the civic and ceremonial functions normally exercised by the mayor during this period in the absence of a mayor.

The Office of Local Government is aware that some councils that elect their mayors have expressed a preference that the outgoing

mayor should continue to exercise the functions of mayor in the period between election day and the holding of the mayoral election after the election.

There is nothing to prevent councils from authorising the outgoing mayor to continue to exercise the civic and ceremonial functions normally exercised by the mayor during this period in the absence of a mayor should they wish to do so, (even though the outgoing mayor will have ceased to hold any civic office in the council as of the day of the election).

Given the possibility that the outgoing mayor may not be re-elected at the election and may therefore cease to be accountable to the council and the community, councils should refrain from making any delegations to the outgoing mayor.



Educational Programme and Practice Policy

Document Name	Document Version Number	Review Date
Educational Programme and Practice Policy		Click Here to Enter Date
Date Adopted	Minute Number	Status
Click Here to Enter Date		New Policy

Purpose

This policy will provide guidelines to ensure and children at Greater Hume Children Services are treated equitably and with respect, regardless of their background, ethnicity, culture, language, beliefs, gender, age, socio-economic status, level of ability, additional needs, family structure or lifestyle. As per the United Nations Rights of the Childhood, 1990, Greater Hume Children Services commits to providing an inclusive environment without discrimination of any kind, irrespective of the child's or his/her parent's or legal guardian's race, colour, sex, language, religion, political or other opinion, nationality, ethnic or social origin, property, disability, birth or other status. Greater Hume Children Services will consult with families to create appropriate developmental plans to meet the needs of children.

Scope

Approved Provider, Nominated Supervisor, Centre Directors, Early Childhood educators, casual staff and families

Definitions

Inclusion - means children of all abilities have equal access to and participate meaningfully in child care programs. When children are together as part of the group, their development is enhanced and positive social attitudes are fostered.

'A round table' discussion - is a regular (quarterly/6 monthly) meeting involving the child's educator and other relevant staff, the child's parents/guardians, allied health professionals, therapist or others who are deemed to be appropriate contributors.

An Individual Learning Plan (ILP) is a document developed by the above listed participants and will support the implementation and evaluation of the educational programme.

Policy Content

Educational staff at Greater Hume Children Services will provide programmes that reflect the interests, strengths, abilities of all children. Some children may require or benefit from additional supports or adaptations to participate fully in the education and care programmes.

Children requiring additional support may include children with disability or developmental delay; children experiencing physical, medical or mental health conditions; Aboriginal children; Torres Strait Islander children; children from culturally and linguistically diverse backgrounds; refugees; gender-diverse or gender-fluid children, and children from lesbian, gay, bisexual, transgender or intersex (LGBTI) families; children with complex social; emotional or behavioural needs; children who are gifted; children experiencing social; economic or geographic disadvantage; children at risk of abuse; neglect or family violence.

Communication with parents/guardians, and professionals working with the child is crucial in establishing individual needs, goal setting and the implementation and evaluation of programmes. Greater Hume Children Services staff will work alongside families to create developmental plans ILP. Allied health professionals, therapists and any other professional working with the child and family will contribute to the ILP which will be reviewed evaluated as documented in the ILP.

Links to Policy

Interactions with children

Links to Procedure

Educational programme and practice – consultation and individual plan procedure

Educational Programme and Practice Policy

Links to Forms

Individual Learning Plan

References

Early Childhood Australia <http://www.earlychildhoodaustralia.org.au/>
KU Inclusion Support <https://www.ku.com.au/childcare/about/inclusion>

Responsibility

Nominated Supervisor, Centre Directors, Early Childhood Educators, families

Document Author

Nominated Supervisor

Relevant Legislation

Education and care Services National Regulations, 2011

Disability Discrimination Act, 1992

Disability Inclusion Act 2014 and the Disability Inclusion Regulation 2014.

Associated Records

ILP

Engagement and Registration of Family Day Care Educators Policy

Document Name	Document Version Number	Review Date
Engagement and Registration of Family Day Care Educators Policy	Insert Version Number Here	October 2021
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Revised

Purpose

To create and maintain a positive and professional approach to engaging educators through the provision of effective induction and development of procedures for Educators. Our FDC educators are registered on the basis of their suitability to provide high quality education and care and meet the needs of the service, the children and their families. Educators will meet and maintain the standards expected by the service, the National Quality Regulations Framework, families, and the community.

Scope

Approved Provider, Nominated Supervisor, Early Childhood Educators, service Coordination staff, relief educators, children and families

Definitions

FDC educators are fully licensed educators in accordance with service policies and procedures.

Policy Content

Greater Hume Children Services will ensure that:

- i. Educators are at least 18 years of age
- ii. Complete registration application form and provide a resume
- iii. Educators are to hold a valid New South Wales or Victorian Working with Children Check. *In Victoria, a Victorian Institute of Teaching (VIT) registration can be accepted, Educators will need to comply with the current Public Health Orders in our state and territory Applicant to undergo a criminal history check (Police check)*
- iv. Assurance by the applicant to take out public liability insurance as per the Annual Educator Agreement.
- v. All potential Educators are provided with information about the service, vision, mission and philosophy, and the requirements that they are expected to meet in order to register as a Family Day Care Educator
- vi. All Educators are provided with comprehensive training and induction so as to ensure they have a clear understanding of the obligations under the Education and Care Service National Law and Education and Care Service National Regulations, for example child protection laws and child safe standards and the specific requirements of their role as a self-employed Educator and the expectations for their performance and suitability.
- vii. Educators understand the stringent requirements working with children, specifically the requirement that all Educators and other residents over 18 residing at educators address are deemed fit and proper, and must have a current WWCC
- viii. Applicants must agree to abide by all conditions as set out in the Annual Offer of Registration

Engagement and Registration of Family Day Care Educators Policy

Links to Policy

- Greater Hume Child Protection Policy and Procedure
- Greater Hume Council Model Code of Conduct
- Child Safe Environment
- Interactions with Children
- Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students
- Incident Injury Trauma and Illness
- Emergency and Evacuations
- Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid
- Monitoring Support and supervision of Family Day Care Educators
- Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises
- Provision of Information assistance and Training to Family Day Care Educators

Links to Procedure

- Excursions Procedure
- Interactions with children
- Dealing with Medical Conditions Procedure
- Nutrition Food and Beverages and Dietary Requirements Procedure
- Incident Injury Trauma and Illness Educator Procedure
- Incident Injury Trauma and Illness Office Procedure
- Child Safe Environment Educator Procedure
- Child Safe Environment Office Procedure
- Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students

Links to Forms

- Annual offer of Registration
- Household members responsibilities and agreement

References

- ACECQA – Family day care approved provider compliance responsibilities acecqa.gov.au/media/22851 •
- ACECQA – Family day care educator compliance responsibilities acecqa.gov.au/media/22856 • ACECQA – Family day care nominated supervisor compliance responsibilities acecqa.gov.au/media/22861
- NSW Office of the children's guardian
- Child safe Standards
- VIC: Commission for children and young people
- Child safe standards

Responsibility

Service Manager

Relevant Legislation

- Education and Care Services National Regulation
- Education and Care Services National Law
- Australian Government Department of Education and Training Child Care Services Handbook

Engagement and Registration of Family Day Care Educators Policy

Associated Records

Nil

Draft

Keeping a Register of Family Day Care Educators Policy

Document Name	Document Version Number	Review Date
Keeping a Register of Family Day Care Educators Policy	Insert Version Number Here	October 2021
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Revised

Purpose

We are committed to efficient record keeping practices at our service and will create and maintain a register of Family Day Care Educators in accordance with regulatory and legislative requirements in regulation 153 of the Education and Care Services National Regulation.

Scope

Approved Provider, Nominated Supervisor, Early Childhood Educators, service coordination staff, relief educators, children and families

Definitions

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

Nominated Supervisor: is the responsible person of the service under the Education and Care Services National Regulations 2011. The Service Manager has agreed to the position of responsible person and Nominated Supervisor of the service.

Policy Content

Greater Hume Children Services will ensure that the register is developed and maintained of Family Day Care Educators and includes the following information in relation to each Family Day Care Educator engaged by or registered with the service:

- i. the full name, address and date of birth of the Educator.
- ii. the contact details of the Educator.
- iii. the address of the residence or approved Family Day Care venue where the Educator will be providing education and care to children as part of the service, including a statement as to whether it is a residence or a venue.
- iv. the date that the Educator was engaged by, or registered with the service.
- v. when applicable, the date that the Educator ceased to be engaged by or registered with the service, for the period of three years following that date.
- vi. the days and hours when the Educator will usually be providing education and care to children as part of the service.
- vii. If the educator is an approved provider , the number of the provider approval and date approval was granted (with evidence)
- viii. evidence of any relevant qualifications held by the Educator, Minimum Certificate III is a requirement for registration with our service. evidence that the Educator has completed; current approved first aid training, current approved anaphylaxis management training and current approved emergency asthma management training.
- ix. evidence of any other training completed by the Educator.
- x. if the Educator provides education and care to children where the Children's law and Vulnerable people Law are in place, educators will be asked to provide WWCC number and expiry date

Keeping a Register of Family Day Care Educators Policy

- xi. for each child educated and cared for by the Educator as part of the Family Day Care service; the child's name and date of birth and the days and hours that the Educator usually provides education and care to that child.
- xii. if the education and care is provided in a residence; the full names and dates of birth of all persons aged 18 years and over who normally reside at the Family Day Care residence, and the full names and dates of birth of all children aged under 18 years who normally reside at the Family Day Care residence.
- xiii. a record of the identifying number of the New South Wales or Victorian (depending on the state in which the Educator operates) Working with Children Check, Working with Children Card, Working with Vulnerable People Check or Criminal History Record Check or teacher registration of each person referred to in paragraph (xiv) who is required to provide the check, card, record or registration under regulation 163 and the date of expiry of that check, card or registration, if applicable, and:
- xiv. the date that the check, card, record or registration was sighted by the approved provider or Nominated Supervisor of the service.

Links to Policy

- Greater Hume Child Protection Policy and Procedure
- Greater Hume Council Model Code of Conduct.
- Emergency and Evacuations
- Providing a child safe environment
- Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid
- Incident Injury Trauma and Illness
- Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students
- Monitoring Support and supervision of Family Day Care Educators
- Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises
- Provision of Information assistance and Training to Family Day Care Educators

Links to Procedure

- Greater Hume Child Protection Providing a child safe environment

Links to Forms

- Fit and Proper Person medical declaration for child care educators

References

- ACECQA – Requirements for family day care providers acecqa.gov.au/media/23141ACECQA
– Register of family day care educators, co-ordinators and assistants
acecqa.gov.au/media/22746
- ACECQA – Record keeping in family day care services acecqa.gov.au/media/25926

Responsibility

Service Manager

Keeping a Register of Family Day Care Educators Policy

Relevant Legislation

- Education and Care Services National Regulation
- Education and Care Services National Law
- Australian Government Department of Education and Training Child Care Services Handbook

Associated Records

Nil

Draft

Excursion and Transportation of Children Policy

Document Name	Document Version Number	Review Date
Excursion and Transportation of Children Policy	Insert Version Number Here	October 2021
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Revised

Purpose

The purpose of the policy is to guide all staff members and Educators when considering excursions to adequately determine their value against the risk of leaving the Family Day Care premises or venue, and to ensure the safe transportation of children in our service by educators. It is critical that educators are following the correct policies and procedures

Scope

Approved Provider, Nominated Supervisor, Early Childhood Educators, casual staff, relief educators, children and families

Definitions

Routine Excursion: refers to any excursion where the Educator and children leave the designated Family Day Care premises while children are in the care of the Educator that happens on a regular monthly basis or at least on 12 occasions over the year.

Non Routine Excursion: refers to any other excursion where the Educator and children leave the designated Family Day Care area of the premises while children are in the care of the Educator.

Educators: are fully licensed registered educators in accordance with service policy and procedure

Policy Content

Excursions are a valuable experience for children, families and educators. Greater Hume Children Services believe well thought out excursions expand, complement and enhance Educators programs to ensure children are offered a wide range of experiences and allow children to be explore different environments ,connected and make contributions to their world and local community. Educators in many instances also must provide drop-off and pick-up services to facilitate the inclusion of children and meet the needs of families. When transportation is a part of our service, we remain responsible for the health, safety and wellbeing of the children, and will follow all regulatory requirements to ensure the safe transportation of children by our service.

The service will:

1. Ensure that required documentation, including risk assessment forms, and authorisation from families, and coordination unit staff are completed at least 24 hours prior to the excursion taking place,
2. Collaborate with Educators to Identify and manage risks associated with transporting children and follow the services Excursions and Transportation of children Risk management procedure
3. Ensure that parents/guardians are included in making decisions with Educators and staff about their children and are consulted about how often and where children are taken on excursions.
4. Ensure that a parent or authorised person provides written permission for their child to go to the excursion and use transportation
5. Inform families of the details of the excursion including destination, objectives and outcomes, and what the child should bring. Ensure that the unique and individual needs of children are considered, along with a view that children are accomplished and capable and will have the opportunity to provide input when making decisions about excursions.

Excursion and Transportation of Children Policy

6. Ensure that Educators and coordination unit staff thoroughly plan and fully assess the worth of excursions against the risks of leaving the regulated environment of the family day care premises.
7. Ensure that coordination unit staff actively guide and inform Educators and ensure they receive training prior to commencement. Staff and Educators will remain vigilant when planning and conducting excursions and continuously update their knowledge about safety for children.
8. Ensure that all excursions are conducted in the safest manner possible.

Links to Policy

- Greater Hume Shire Child Protection Policy and Procedure
- Greater Hume Shire Council Model Code of Conduct
- Child safe Environment Policy
- Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students
- Interactions with children
- Incident Injury Trauma and Illness
- Emergency and Evacuations
- Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid
- Monitoring Support and supervision of Family Day Care Educators
- Visitors to the Family Day Care Residence and Venues
- Provision of Information assistance and Training to Family Day Care Educators
- Medical conditions policy

Links to Procedure

- Excursions and transportation of children risk management procedure
- Nutrition Food and Beverages and Dietary Requirements Procedure
- Injury Incident Procedure
- Sun Protection Procedure
- Water Safety Procedure
- Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students
- Child Safe environment Procedure
- Emergency evacuation procedure

Links to Forms

Medical conditions and Additional needs Risk Minimisation Plan

References

- Guide to the Education and Care Services National Law and the Education and Care Services
- National Regulations – November 2016
- Belonging, Being and Becoming; The Early Years Learning Framework for Australia; Commonwealth of Australia 2009
- My Time, Our Place. Framework for School Age Care in Australia; Commonwealth of Australia 2011
- Kidsafe Family Day Care Safety Guidelines (accessed 12.1.12 8.59 am)
- ACECQA – Safe transportation of children information sheet
- Kid safe Child restraints
- Kids and Traffic: <http://www.kidsandtraffic.mq.edu.au/>

Responsibility

Service Manager

Document Author

Service Manager

Relevant Legislation

- Education and Care Services National Regulation
- Education and care service National Law act 2010

Associated Records

Nil



Children Services - Safe Sleep and Rest Policy

Document Name	Document Version Number	Review Date
Safe Sleep and Rest Policy	1.0.2	September 2021
Date Adopted	Minute Number	Status
20 September 2017	4819	Policy – Review

Purpose

The purpose of this policy is to ensure the safety, health and wellbeing of children attending our service and appropriate opportunities are provided to meet each child's need for sleep, rest and relaxation.

The policy aims to explain and guide Greater Hume Children Services staff, educators and stakeholders on service philosophy on providing opportunities for safe sleep and rest.

The Education and Care Services National Regulations requires approved providers to ensure their services have policies and procedures in place for children's sleep and rest. Our Sleep and rest for children policy means our educators, management, co-ordinators, other staff, families and the community can be confident that children's needs for sleep and rest are met while attending the service.. While all children need rest and sleep to be happy and healthy, this is an area of service policy and procedure that needs to be very carefully considered, monitored and actively reviewed to ensure risks are appropriately addressed at all times.

Scope

Approved Provider, Nominated Supervisor, Early childhood Educators, Service coordination staff, casual staff, relief educators, children and families

Definitions

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

Service Manager: The Service Manager is the recognised title under Council and responsible for the overall service operation and has agreed to the responsibility of the Nominated Supervisor.

Nominated Supervisor: is the responsible person of the service under the Education and Care Services National Regulations 2016. Relevant staff have agreed to the position of responsible person and/or Nominated Supervisor of the service particular to their circumstance.

Practice Mentor: Referred to as Coordinator in Education and Care Services National Regulations 2016 and National Quality Standards; supports and facilitates the overarching needs of Educators and children and assists the Team Leader FDC and Service Manager.

Centre Directors: persons employed to oversee the operations of the Centre and assist the Team Leader Centres and Assistant Team Leader Centres.

Policy Content

Greater Hume Children Services will ensure that safe sleeping practices are implemented for children in accordance with the guidelines developed and promoted by **Red Nose**

Educators will also be aware of the sleep and rest practices that are consistent with contemporary views about children's health, safety and welfare and that meet children's individual needs.

We recognise that children have different sleep, rest and relaxation needs. Children of the same age can have different sleep patterns, each child's individual needs will be provided for and there will be appropriate opportunities to meet each child's sleep, rest and relaxation needs.



Children Services - Safe Sleep and Rest Policy

For Safe Sleep and Rest, Greater Hume Children Services will:

- i. Consult with families about child's routine for sleep and rest where safe to do so, but safe sleep practices will be implemented
- ii. Consider the beliefs of the family in making decisions regarding sleep and rest needs of the children
- iii. Ensure bedding is safe, in good condition, is age appropriate and meets Australian Standards
- iv. Ensure individual needs are met, allowing children who do not wish to sleep are provided alternative quiet activities and a restful time
- v. Ensure those children who wish to sleep are able to do so without being disrupted
- vi. Ensure the physical environment is safe and fit for purpose conducive to sleep
- vii. Ensure children are monitored and supervised at all times? Active supervision how can we do this?
- viii. Ensure staff are trained at induction and on an ongoing basis in current safe sleeping techniques

Where children attend care overnight with FDC, Greater Hume Children Services will:

- i. Ensure the sleeping environment is, safe and fit for purpose conducive to a good night's sleep
- ii. Ensure children are aware of the emergency evacuation procedures, ensuring these are practiced on a regular basis
- iii. Ensure children have access to bathroom and other facilities as needed
- iv.
- v. Ensure children have access to drinking water as required during the night

Links to Policy

- Health and Safety Policy
- Emergency and Evacuation Policy
- Victoria to Family Day Care Educators Policy
- Dealing with Medical Conditions Policy
- Incident, Injury Trauma and Illness Policy
- Child Safe Environment Policy
- Fit and proper assessment of Family Day Care Educators, Assistants and adults residing at Family Day Care residence Policy

Links to Procedure

- Incident, Injury, Trauma and Illness Educator Procedure Incident, Injury, Trauma and Illness Office Procedure Emergency and Evacuation Procedure
- Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students
- Child Safe Environment Office Procedure Child Safe Environment Educator Procedure

Links to Forms

- Safe Sleep and Rest Plan
- Sleep Record

References

- Australian Children's Education and Care Quality Authority (ACECQA) Education and Care Services National Regulations
- Red Nose- Saving little lives www.rednose.com.au
- UNCROC Rights of the Child – Article 31
- Disability Inclusion Act 2014 and the Disability Inclusion Regulation 2014

Children Services - Safe Sleep and Rest Policy

Responsibility

Nominated supervisor

Document Author

Service Manager

Relevant Legislation

Education and Care Services National Regulation
Education and Care Services National Law Act 2010

Associated Records

Nil

1. Purpose

To outline communication between the Landowner and Council regarding the project, including the works involved, the timeline and the costs. Under the Roads Act 1993 Section 217 it is Council's policy to recover a portion of the cost, up to 50% of the construction of new Footpaths/Kerb and Channel from the owners of the properties with frontage/s to a public street. It does not apply to the renewal or repair of any footpaths or kerb and channel.

2. Scope

Instructions for Engineering Staff and Finance Staff.

3. Definitions

Footpaths – Also referred to as Footway, Pathway, Pavement and Path - Are defined as the work constructed for the specific purpose of conveying pedestrian traffic.

Kerb and Channel – Also referred to as Kerb, Guttering, Kerb and Gutter - Is defined as the civil works necessary to contain rainwater runoff to the road carriage way.

4. Responsibility

Engineering Staff, Finance Staff

5. Procedure Instruction

After Budget Has Been Approved, Start of Financial Year

- At the beginning of the Financial Year, after the budget has been approved, the Works Engineer is to liaise with the Rates Officer to identify the current property ownership of properties involved with footpath/kerb and channel projects programmed for the financial year ahead.
- The Rates Officer is to extract an excel spreadsheet for each project from current property system data including owner name/s, postal addresses, property addresses and assessment numbers and forward to the Works Engineer.
- The Works Engineer is to measure the property frontages and determine costs for construction of all programmed projects and enter this information onto each project's relevant spreadsheet. This information is to be included in Letter 1 which is sent out after Council approval. (Report 1.)
- Prior to works commencing on each project the Works Engineer develops Report 1 to be tabled for approval at the July Council meeting notifying Council of the apportionment and estimated costs for each project. The report is to include a map of the project and an excel spreadsheet containing the Landowner contact details and apportionments. This report is to provide Councillors on who may be affected by the proposed scheme.

After July Council Meeting

Contributions for Footpath Kerb and Channel - Construction Proposed - Notification - Letter One (1)

- The Works Engineer is to forward the approved apportionment and estimated costs for all projects to the Engineering Administration Officer to use when drafting Letter 1. Letter 1 is to be sent out to all Landowners for all footpaths/kerb and channel projects as a notification of proposed works.
- A minimum of four (4) Weeks, after Letter 1 has been sent, is required to allow for any feedback from Landowners. Any feedback is to be addressed prior to works commencing.

Document Name	Version Number	Date of Issue	Review Date
ENG -		Click here to enter date	

- Once Letter 1 has been sent out to the Landowners the Engineering Administration Officer is to then forward the apportionment and estimated costs for all proposed footpaths/kerb and channel projects to Rates Officer to be noted on the rates cards as a memo for 603 purposes.
- If any alterations are made due to feedback the Engineering Administration Officer is to inform the Rates Officer so an amendment can be made on the appropriate rates card.

Contributions for Footpath Kerb and Channel - Construction Commencing – Landowner Notification - Letter Two (2)

- The Works Engineer is to supply information including the proposed start date, approximate completion date to the Engineering Administration Officer to be included in Letter 2 and sent out to the Landowner prior to works commencing.

Contributions for Footpath Kerb and Channel - Construction Commencing - Resident Notification - Letter Three (3)

- The Works Engineer is to supply information including the proposed start date, approximate completion date to the Engineering Administration Officer to be included letter 3. This letter is to be delivered by a letter drop, prior to works commencing, to the Residents affected by the works.

Works are Undertaken

- After the works are completed the Works Engineer physically measures the property frontages and determines the actual cost for construction for each property and records this information in the relevant excel spreadsheet.
- The Works Engineer then forwards this updated information confirming the measurement and actual cost per Landowner to the Engineering Administration Officer. The Engineering Administration Officer then forwards the information to the
 - Rates Officer to update the memo on the rates cards for 603 purposes
 - Debtor Officer so invoices can be raised.
- The Debtor Officer raises the invoices and sends to the Engineering Administration Officer for inclusion with Letter 4

Final Letter Including Invoice – Letter Four (4)

- The Engineering Administration Officer drafts up letter 4 including final figures and invoice of actual costs and sends to Landowner

6. Training

Nil

7. Links to Policy

Contributions for Footpath/Kerb and Channel Construction Policy

8. Links to Other Procedures

Nil

9. Links to Forms

- Contributions for Footpath/Kerb and Channel - Construction Proposed - Notification - Letter 1
- Contributions for Footpath/Kerb and Channel - Construction Commencing – Landowner Notification - Letter 2
- Contributions for Footpath/Kerb and Channel - Construction Commencing – Resident Notification - Letter 3
- Contributions for Footpath/Kerb and Channel - Construction Completed - Invoicing - Letter 4
- Contributions for Footpath Kerb and Channel - Report 1
- Contributions for Footpath Kerb and Channel - Report 2

10. References

Nil

11. Relevant Legislation

- Roads Act 1993

12. Associated Records

- Council Fees and Charges
- Council Delivery Program
- Council Operational Plan

[Enter Name and Address]

Dear [Enter Salu]

**Proposed Footpath Kerb and Channel Construction Proposed
Landowner Notification**

Rates Assessment Number

Property Address

Greater Hume Council has a policy of improving amenity to urban streets throughout the Shire. Each year a number of local streets are identified as benefiting from the construction of new footpath or new kerb and channel. As part of the 2019/2020 budget Councillors approved the construction of footpath kerb and channel in front of your property.

This letter is to inform you that Council proposes to construct concrete footpath kerb and channel in front of your property as part of this year's Capital Works Program.

As provided for in the Roads Act 1993 it is Council's policy to recover a portion of the cost of constructing a footpath or kerb and channel from the owners of properties with frontage to a public street.

The way the charges are calculated is set out in Council's Contributions for Footpath Kerb and Channel Construction Policy. For your information, in general;

1. Kerb and Channel construction.

- a. Landowners are only charged for a portion of the concrete kerb and channel itself.
- b. Usually the construction of kerb also involves work such as road reconstruction or widening, the construction of drainage, topsoiling work but all of these costs are fully funded by Council.
- c. The portion of the cost that is chargeable to the landowner is;
 - i. 50% if the kerb and channel is constructed on the front boundary and,
 - ii. 25 % if the kerb and channel is constructed along the side boundary of a corner block.
- d. For estimation purposes Council currently uses a rate of \$154.00 including GST per metre for standard kerb and channel in your area. It is this rate that is used to estimate the charge applicable to the landowner.

2. Footpath construction.

- a. The standard footpath constructed within Greater Hume Shire is 1.5 metres wide.
- b. The portion of the cost that is chargeable to the landowner is;
 - i. 50% if the work is carried out on the front boundary and,
 - ii. 25 % if the works are to be carried out along the side boundary of a corner block.

- c. Landowners are only charged for the portion of the concrete path itself without any charges for any additional items such as topsoiling, drainage works or road construction.
- d. Some properties may already have concrete driveways. Obviously the width of any concrete driveway is deducted from the total frontage length of the property when calculating the landowner portion.
- e. Occasionally a wider path may be required for use as a shared footpath. This may be if the path will be used, for example, by school students walking or riding to school. In this instance the landowner is still only charged for a portion of the standard 1.5 metre path with any additional width being paid for by Council.
- f. For estimation purposes Council currently uses a rate of \$88 (including GST) per square metre for the construction of the 125mm thick reinforced concrete path in your area. So the total full cost for each metre of 1.5m wide path is \$132 (including GST). It is this rate that is used to estimate the charge to the landowner.

Therefore based on the measurement of your property, the estimated cost of your contribution is \$1165.97 including GST. Calculations - $m \times \$ \times 50\% \times 25\% =$

Naturally, Council does not necessarily expect landowners to pay this cost as a lump sum. Most landowners choose to spread the cost over 5 years by making 20 quarterly payments. Certainly there is no need to consider payment at this stage. You will receive further correspondence regarding this matter prior to construction with an account not being forwarded until after completion of the work.

Council will endeavour to carry out the work with a minimum of disruption and at this stage commencement is anticipated later this financial year dependant on weather conditions.

Formal comments regarding this project can be submitted to Council and will be accepted up until close of business on **date allow 4 weeks**. E. mail@greaterhume.nsw.gov.au or Post. PO Box 99, Holbrook NSW 2644

Should you have any queries in relation to this matter please do not hesitate to contact Council's **Works Engineer, Andrew Walls** on 02 6036 0100.

Yours faithfully

Greg Blackie
Director Engineering
 GREATER HUME COUNCIL

22 June 2017

Our Ref: **AW:SS**

[Enter Name and Address]

Dear [Enter Salu]

**Footpath Kerb and Channel Construction Commencing
Landowner Notification**

Rates Assessment Number

Property Address

Further to previous correspondence sent, Council wishes to advise that the **kerb and channel footpath** construction on **Urana Road, Burrumbuttock** is planned to commence on **Monday, 21 January 2019** and it is envisioned that the works will be completed by **Monday 23 January 2018** weather permitting.

The Contractor, engaged by Council, to undertake the works will be in close liaison with you as the Landowner throughout the project.

During the construction process every attempt will be made to minimise the disruption.

Should you require any further information regarding this matter please contact **Council's Works Engineer** on 02 6036 0100.

Yours faithfully

Greg Blackie
Director Engineering
GREATER HUME COUNCIL

3 January 2019

Our Ref: **AW:SS**

To The Resident

Dear Sir/Madam

**Footpath Kerb and Channel Construction Commencement
Resident Notification**

Property Address

Council wishes to advise that the footpath kerb and channel construction on Urana Road, Burrumbuttock is planned to commence on Monday, 21 January 2019 and it is envisioned that the works will be completed by Monday 23 January 2018 weather permitting.

The Contractor, engaged by Council, to undertake the works will be in close liaison with you as the Resident throughout the project.

During the construction process every attempt will be made to minimise the disruption.

Should you require any further information regarding this matter please contact Council's Works Engineer T. 02 6036 0100.

Yours faithfully

Greg Blackie
Director Engineering
GREATER HUME COUNCIL

3 January 2019

Our Ref: AW:SS

[Enter Name and Address]

Dear [Enter Salu]

**Footpath Kerb and Channel Construction Completed
Invoice Attached**

Rates Assessment Number

Property Address

The installation of the **Footpath Kerb and Channel** in front of your property at **address** is complete and final measurements have been taken and actual costs have been determined.

Your final cost is \$ +GST. Determined by /m x \$? Per metre = ?

Please find attached and invoice reflecting your portion of the costs for the installation of the **Footpath Kerb and Channel**.

As previously stated you can either pay the full amount owing by the due date on the invoice or make arrangements to repay the costs by quarterly instalments over a five year period.

Should you wish to make arrangements for payments by instalment, please contact Council's Finance Officer, **Barbara Campbell** on 02 6036 0100 prior to the due date on the invoice.

Should you have any queries in relation to this matter please do not hesitate to contact Council's **Works Engineer, Andrew Walls** on 02 6036 0100.

Yours faithfully

Greg Blackie
Director Engineering
GREATER HUME COUNCIL

22 June 2017

Our Ref: **AW:SS**

Enc. Invoice

1. **PROVISION OF FOOTPATH/KERB AND CHANNEL, LOCATION**

Report prepared by Works Engineer – **Name of Officer**

REASON FOR REPORT

To consider the construction of a **footpath/kerb and channel** in **Location** and to advise Council of the proposed cost and apportionment for adjacent landowners as required by Council policy.

REFERENCE TO DELIVERY PLAN ACTION

Objective Our development and maintenance is sustainable, environmentally responsible, accessible and enjoyed by our community

Outcome 4.1 Infrastructure and facilities meets the needs of our communities.

DISCUSSION

(Description of works including specifications like type, size and length and location detailing key location points like intersections etc. The reasons and benefits for the).

A sketch of the proposed works is included for Councillors information. (Please see next page)

A table of apportionment used to assess the landowner contributions is **ENCLOSED SEPARATELY** for Councillors information.

If you are attaching an annexure, it is attached in **ANNEXURE X**.

BUDGET IMPLICATION

The cost of these **footpath and/or kerb and channel works** falls within the budget allowance of **(Budget Allowance)** including landowner contributions. The projected price does not include the possibility of provisional items which in any case would be expected to be of a nominal amount.

CONCLUSION

An estimate for the **extension of the footpath and kerb and channel** is **(Budget Allowance)** and can be funded along with landholder contributions.

RECOMMENDATION

That Council:

1. Approve the construction of **concrete footpath/kerb and channel** in **Location**
2. That the cost to land owners be as detailed.
3. That the landowners be notified of the estimated amount of their contribution to the project

1. **PROVISION OF FOOTPATH/KERB AND CHANNEL, LOCATION**

Report prepared by Works Engineer - **Name of Officer**

REASON FOR REPORT

To inform Councillors of the response from landowners following their notification of apportioned contributions for the construction of a new

- a. **Concrete footpath** and/or
 - b. **Kerb and channel**
- in **(Location)**

REFERENCE TO DELIVERY PLAN ACTION

Objective Our development and maintenance is sustainable, environmentally responsible, accessible and enjoyed by our community

Outcome 4.1 Infrastructure and facilities meets the needs of our communities.

DISCUSSION

This project is part of the Council **(Financial Year)** Delivery Plan.

This project was the subject of a previous report tabled at the **(Month)** meeting. At that meeting Council resolved;

1. That the landowners be notified of the amount of their contribution to the project as detailed.

The proposed works include the construction of a **(Description of works including specifications like type, size and length and location detailing key location points like intersections etc. The reasons and benefits for the).**

Following the Council meeting landowners were notified via letter **(Mailed or Emailed Date)** of the amount of their contribution to the project.

A table showing the current estimated rates used to calculate the landowners contributions is **ENCLOSED SEPARATELY** for Councillors information.

A plan of the proposed works is included for Councillors information. (Please see next page) **(Insert Plan Next Page)**

There were no submissions received from landowners regarding the proposed charges.

BUDGET IMPLICATION

The cost of these **footpath and/or kerb and channel works** falls within the budget allowance of **(Budget Allowance)** including landowner contributions. The projected price does not include the possibility of provisional items which in any case would be expected to be of a nominal amount.

CONCLUSION

The project scope has been costed and apportioned to show landowner estimated contribution costs.

No objections to the contribution scheme was received.

RECOMMENDATION

1. That Council adopt the scheme as detailed and arrange for construction to proceed.
2. That the landowners be notified of the intention to proceed with the scheme as previously advised.

Report 2. Example



NSW RURAL FIRE SERVICE

Mr Steven Pinnuck
 General Manager
 Greater Hume Shire Council
 PO Box 99
 HOLBROOK NSW 2644

30 September 2021

Dear Mr Pinnuck

2021-22 ALLOCATIONS – NSW RURAL FIRE FIGHTING FUND

The Minister for Police and Emergency Services, the Honourable David Elliott MP, has approved allocations for the 2021-22 Rural Fire Fighting Fund, which supports volunteer brigades who protect your local community.

Following amendments to the *Rural Fires Act 1997* during 2017, the statutory contribution by relevant Councils is now determined by reference to the 'rural fire brigade funding target' defined in section 103 of the Act. For 2021-22 the funding target is \$411.200 million, a decrease of \$151.989 million or a reduction of 27% from the prior year. This decrease predominantly arises from a reduction in presumptive cancer legislation costs offset by funding for purchases of emergency supplies inventory and NSW Bushfire Inquiry Recommendations.

As you are aware the NSW Government commissioned an independent NSW Bushfire Inquiry into the 2019/20 fires, which examined the causes, preparation and response to the devastating bushfires. The Inquiry handed down its recommendations in August 2020 and the Government has accepted all 76 recommendations, announcing a number of funding packages to improve our preparedness and response to bush fires and support our volunteers, these include:

- \$69.1 million over 3 years for an additional 420 new appliances and 140 refurbished appliances;
- \$20.6 million over 3 years to modify safety components on NSW RFS appliances;
- \$42.9 million over 3 years to employ an additional 100 mitigation work crew;
- \$24.9 million over 5 years to implement a new risk-based multi-tenure hazard reduction planning and upgraded audit and compliance functions;
- \$36 million over 5 years for a new first responder mental health strategy for emergency services;
- \$3.4 million over 5 years to increase the number of Fire Behaviour Analysts and enhanced training;
- \$8.3 million over 5 years to enhance the integrated dispatch capability;

Postal address

NSW Rural Fire Service
 Locked Bag 17
 GRANVILLE NSW 2142

Street address

NSW Rural Fire Service
 4 Murray Rose Ave
 SYDNEY OLYMPIC PARK NSW 2127

T (02) 8741 5555
 F (02) 8741 5550
www.rfs.nsw.gov.au

- \$15 million over 5 years for additional personal protective clothing for frontline firefighters;
- \$43.9 million to fund initial priority works for the fire trail network;
- \$2.5 million improvements to NSW RFS's Fires Near Me app;
- \$3.1 million over 4 years to develop an integrated Heavy Plant management and training system;
- \$21.6 million over 5 years to upgrade the NSW RFS aviation capability;
- \$10.6 million to implement the new National Fire Danger Rating system;
- \$15 million over 2 years for upgrades to Fire Control Centres;
- \$3 million for improvements to bush fire risk management modelling tools.

These programs will also create hundreds of manufacturing and other jobs for regional economies, which have been hit hard by drought, fire and now a global pandemic. There are 17 regionally based vendors who provide maintenance and refurbishment of appliance services. These vendors are located across NSW from Inverell to Tumut and out to Cudal. This investment benefits the whole community as each vendor engages local services to support the refurbishment and maintenance activities.

The Mitigation Crew program provides employment within regional areas with 81% of the positions being located regionally. These crews carry out mitigation works focusing on local outcomes, Councils across the State have been supported by mitigation crews delivering essential hazard reduction works protecting their local communities. There are two recent projects which exemplify the support the mitigation crews can provide:

NSW RFS has worked closely with Gwydir Shire Council to provide a whole of community bushfire risk reduction solution for the town of Warialda in North Western NSW. Engaging with all stakeholders including land owners and managers to identify a plan that will provide a high level of protection to the community. Both Gwydir Shire Council and NSW RFS share a common purpose in ensuring all that can be done is being done to protect local communities. This has resulted in ongoing regular work in Warialda including increased bushfire protection zones and hazard reduction mitigation work being both mechanical and burning.

The community at Coolah has benefited from increased bushfire risk reduction and protection thanks to a project to create an Asset Protection Zone adjacent to the Coolah Hospital and residential properties. Warrumbungle Shire Council identified this opportunity and partnered with NSW RFS to plan and complete the works. NSW RFS Mitigation teams undertook the planning and carried out the works that are now completed, which will provide additional significant protection for important and vulnerable assets such as the Coolah Hospital. NSW RFS will continue to work with Warrumbungle Shire Council to maintain this important community protection and continue to identify additional opportunities to protect the community.

Should Councils need assistance in carrying out mitigation works you should contact your local Fire Control Centre who will arrange crews through the Area Commands.

It has been just over 12 months since we first launched our priority projects. I am proud of what we have achieved so far and am committed to continue to deliver these initiatives. Our nine priorities were developed to establish our future capability by focusing on how we communicate and engage with members, the equipment that is provided, and ensuring our people can effectively respond to incidents and get home safely.

Across all priority projects we have kept you, our members, at the heart of what we do. We have continued to consult and engage directly with our membership to ensure what we are doing is the best practice for you. In some instances, we have paused on projects to take feedback from members and rework areas which didn't meet the needs or the standards we want.

In the past 12 months we have successfully:

- Launched RFS ACTIV, our new member availability system, which has enhanced our response process for volunteers;
- Implemented a new Computer Aided Dispatch (CAD) system for a more seamless response across all Districts on Centralised Dispatch and we are working to include the remaining Districts;
- Called tenders, which are in the final stages of contract negotiation for supply, for Mobile Data Terminals (MDT) for firefighting vehicles;
- Delivered more than 22,000 brand new BR9 helmets to nearly 800 brigades, along with 8,000 new torches. We are on track for delivery of 6,000 new hearing protection units to distribute to brigades;
- Conducted two successful studies with members to test respiratory PPE for matters including thermo-regulatory impacts, which will inform our next steps for rollout of better protection;
- Engaged Monash University Accident Research Centre to conduct a review of our appliances and how we can greater protect our members in the event of falling objects and roll overs. The project team has commenced capturing data on significant incidents involving appliances from the last five years;
- Engaged with regionally based members, farmers and farming communities to develop an updated Draft Operational Guide and flyer for Farm Fire Units;
- Developed a new eMembership application system, digitising and streamlining our application and transfer system;
- Collaborated with members to develop a new One NSW RFS Member Website to replace our outdated MyRFS.

I would like to also acknowledge the NSW RFS and Brigades Donations Fund Trust (DGR), which contributed too many of these programs using donated funds received from the various communities during the 2019-20 fire season. This has allowed us to accelerate work and deliver benefits to volunteers that otherwise may not have occurred for many years.

The DGR provided \$30 million to support the roll out of Mobile Data Terminals (MDTs) across the firefighting fleet, \$15 million to support the helmets and respiratory protection program, \$1.5 million to support the development of the eMembership portal and \$2.5 million to support the development of the RFS ACTIV member availability system. In addition the DGR provided \$38 million in grants to directly support volunteers in Districts and Brigades and \$3 million for volunteer training programs.

To continue the development of our future capability by focusing on how we communicate and engage with members, the equipment that is provided, and ensuring our people can effectively respond to incidents and get home safely, I have initiated a number of new projects commencing this year.

➤ Australian Fire Danger Rating System

The Australian Fire Danger Rating System is a new approach to forecasting and communicating fire danger across Australia. It will improve public safety and reduce the impact of bush fires.

➤ Benevolent Fund

To better support our members when they need it most, we will establish a fund to distribute money to injured or deceased firefighters and their families, and create other safe connections to support

families in distress. This is a step towards our longer term vision to provide broader support for NSW RFS families suffering from financial hardship and distress.

- Brigade connectivity
We will explore opportunities to further connect Brigades to the organisation through internet connectivity, member e-mail addresses, and telephony services for key roles.
- Mapping Software
Quality in-field mapping helps us make better operational decisions and is critical for situational awareness, fire spread predictions and warnings. We will explore and scope what is needed to allow our members in the field to undertake mapping and easily transmit this to each other, incident management teams and the community.
- Digital ID
We will introduce a new digital identity system, where you can identify yourself as a NSW RFS member as needed, and into the future use it to replace authority cards.
- Mental Health
We are committed to providing the highest standard of support so members can cope with the effects and lessen the impact of stressful and potentially traumatic experiences associated with their role. To achieve this, we will implement a new Mental Health Strategy, Framework and Action Plan.
- Workplace Conduct
Every person has a fundamental right to a physically and psychologically safe workplace - we are steadfast in our resolve to ensuring every member feels safe and respected in the RFS. We will improve our approach to the management of grievance and disciplinary issues and put in place preventative programs to encourage an inclusive and 'speak-up' workplace.
- Next Generation Fleet
To identify the needs of the NSW RFS for our next generation of firefighting appliances, we will engage with all stakeholders including our members, industry, and the sector to inform the design of our future firefighting fleet.
- Emergency Logistics Program
By enhancing our emergency logistics systems and processes, we will ensure our firefighters and IMTs are supported with an end to end, user-friendly procurement and logistics approach that enables us to get what we need where we need it.

The Office of State Revenue has previously provided each Council with an Annual Assessment Notice that identified the amount of statutory contribution in respect of 2021-22.

As previously advised, the NSW Rural Fire Service moved to a percentage based allocation of the Rural Fire Fighting Fund in 2016-17. This has been used to determine the allocation by Council.

Shown at Appendix A is a schedule of key allocations including firefighting appliances, infrastructure, equipment and grants that will be provided directly to your Council in the 2021-22 year. Attached at Appendix B, for relevant councils, is a schedule of approved Hazard Reduction works funding. Your attention to completing and claiming reimbursement for the outlined infrastructure and hazard reduction works listed in Appendix A & B during the 2021-22 year is requested.

RFS will seek to make payments to Council for the Maintenance and Repairs grant towards the end of 2021, provided Council has made all Rural Fire Fighting Fund contributions due to the Office of State Revenue at that time.

Council will continue to receive ongoing additional support to Rural Fire Districts including:

- Training and Volunteer Support
Costs associated with volunteer relations including the cadets program, work health and safety programs for volunteers, critical incident support, Chaplaincy, learning and development, volunteer training and competency.
- Fire Mitigation Works
Bush fire mitigation works including the Mitigation crews that operate across Local Government areas completing mitigation works, fire trail and hazard management works.
- Insurances
Volunteer workers compensation insurance and other insurances (excluding red fleet insurance).
- Radio Communications
Costs associated with communication assets, the private mobile radio network, the paging network and the Government Radio Network.
- Emergency Fund
Costs associated with responding to bush fire emergencies including out of area assistance.
- Aviation and Other Operational Support
Provision of the State Air Desk and aviation resources for emergency events, training and support of volunteers in aircraft operations and other operational support services such as Neighbourhood Safer Places, RART team and vulnerable communities support.
- Engineering and Other Infrastructure
Design and development of mobile infrastructure including tankers, other vehicles and firefighting equipment. Insurance of the red fleet of firefighting appliances. Development of designs and standards for the construction of brigade stations and fire control centres.
- Communications and Public Awareness
Management of media and corporate communications including the community advertising campaign, social media monitoring and provision of emergency messaging in emergency events.

If you have any questions or would like further information, please contact Mr Myles Foley, Director, Finance and Procurement on (02) 8741 5523 or at myles.foley@rfs.nsw.gov.au.

Yours sincerely



Rob Rogers AFSM
Commissioner

cc: Mayor
General Manager
NSW RFS Area Director
NSW RFS Area Commander
NSW RFS District Manager

NSW Rural Fire Fighting Fund Allocation - 2021-22

Council: GREATER HUME

Infrastructure Projects

Nil	-
Subtotal: Infrastructure Projects	-

Appliances

Walla Walla	Refurbished Appliance - Cat 1 Crew	\$118,000.00
Bungowannah	Refurbished Appliance - Cat 1 Crew	\$118,000.00
Bungowannah	2nd Hand Appliance - Cat 1 Crew - (11-15 years old)	\$191,595.04
Wantagong	2nd Hand Appliance - Cat 7 Single - (11-15 years old)	\$84,216.00
Southern Border	Other Vehicle - Cat 12 - Sprinter Proto	\$130,000.00
Disposed Appliance	Bungowannah - BF07950	\$0.00
Disposed Appliance	Wantagong - BF07650	\$0.00
Disposed Other Vehicle	Southern Border - BF07342	\$0.00
Subtotal: Appliances		\$641,811.04

Equipment

Fire Fighting Equipment	\$36,250.00
Personal Protective Equipment	\$77,262.00
Subtotal: Equipment	\$113,512.00

Hazard Reduction

Hazard Reduction Grant	\$0.00
Subtotal: Hazard Reduction	\$0.00

Maintenance and Repairs

The Maintenance and Repair Grant supports Councils in meeting the costs of maintaining Appliances and Other Vehicles (not White Fleet), Stations and FCC's, Utilities and other miscellaneous costs.

Maintenance and Repairs Grant	\$327,400.00
Subtotal: Maintenance and Repairs	\$327,400.00

Approved RFF/BFRMR Hazard Reduction - 2021-22

Appendix B

Council: GREATER HUME

ID	Fund Type	BRIMS HR#	LGA	Title	Selected Methods	Total Ground Cost
Totals						\$0.00

TOURISM AND PROMOTIONS REPORT - OCTOBER 2021

Prepared by: Kerrie Wise, Executive Assistant, Governance, Tourism and Promotions

Greater Hume Council Websites

Delivery Plan - 1.1.2.1

Objective - Engagement by Council to demonstrate Council leadership. (Continued implementation of the GHC Communication Plan.) (Maintain and manage the Greater Hume Council suite of websites which are compliant with accessibility standards. Seamless CMS(OpenCities) is the provider of Council's websites – Greater Hume Council, Visit Greater Hume, Greater Hume Children Services and Town and Village websites.)

Comments

		Greater Hume greaterhume.nsw.gov.au		GH Children Services ghchildren.com.au		Visit Greater Hume visitgreaterhume.com.au	
October 2021		21	20	21	20	21	20
Website Traffic	New	7882	3895	360	383	540	240
	Returning	1771	1141	140	212	71	34
Traffic Source	Organic	5083	2924	193	283	320	164
	Direct	3401	878	274	260	68	53
	Referral	199	186	6	20	176	40
	Social	224	576	27	32	9	4
Device Paths	Desktop	4988	2123	244	363	266	122
	Mobile	3619	2104	256	224	262	122
	Tablet	207	251	0	8	31	13
Bounce Rate	%	70.81	60.45	65.60	54.29	72.15	61.31

www.greaterhume.nsw.gov.au - top pages:

1. Living in Greater Hume - COVID 19 Information in Greater Hume Area - COVID 18 Testing Clinic Locations
2. Living in Greater Hume - COVID 19 Information in Greater Hume Area
3. Living in Greater Hume – Waste Facilities Opening Times Charges and Accepted Waste
4. Your Greater Hume Council - Careers With Us
5. Your Greater Hume Council – Building and Development

www.ghchildren.com.au – top pages:

1. Family Day Care – Enrol Your Child/Children
2. Family Day Care
3. Contact Us
4. Featured Content – Children and Families
5. Culcairn Centre

www.visitgreaterhume.com.au – top pages:

1. Featured Content - Natural Wonders - Wymah Ferry
2. Featured Content – Natural Wonders - Morgan's Lookout
3. Culcairn - Explore Eat Stay/ Culcairn Caravan Park
4. Natural Wonders - Table Top Reserve
5. Featured Content – Be Inspired

Social Media

Delivery Plan - 1.1.2.1

Objective - Engagement by Council to demonstrate Council leadership. (Continued implementation of the GHC Communication Plan.) Implement and enhance on line communication tools using technologies such as social networking mechanism.

Comments

- Instagram, #visitgreaterhume – 878 followers
- Individual facebook pages:
 - Greater Hume Council – 2800 followers
 - Greater Hume Visitor Information Centre – 572 followers
 - Holbrook Submarine Museum – 1123 followers
 - Greater Hume Children's Services – 895 followers
 - Greater Hume Youth Advisory Committee – 446 followers
 - Buy Local in Greater Hume – 548 followers

Greater Hume Council Newsletters

Delivery Plan - 1.2.1.1

Objective - Implement the planned community engagement processes using various communication strategies. (Develop two Council newsletters (Autumn and Spring) and a rates notice insert whilst ensuring effective and targeted content.)

Comments

Planning is under way for Greater Hume Council Newsletter Spring edition which is due out in November. Articles included are Community Strategic Plan, NSW Local Government Elections, Swimming Pool Information, Australia Day and Bushfire preparation.

Grants and Funding

Delivery Plan - 3.2.1.2, 4.1.1.1

Objective - Continue to support and develop sporting facilities and other community infrastructure. Identify opportunities for external grant funding.

Comments

Greater Hume has now partnered with GrantGuru to provide is the most comprehensive grants database in Australia that includes grants and assistance across all levels of government and the private sector (philanthropic grants), each summarised into a one-page template for easy comparison. This grant portal will be available to Council staff, local businesses, community and sporting groups throughout Greater Hume. The portal will go live towards the end of November/early December.

The following grant applications have been recently submitted:

Name	About	Current
Austrade's Regional Tourism Bushfire Recovery Grant – Stream One - \$30,000 – Greater Hume and Henty Machinery Field Days Promotional Production	This project will be developing and promoting the videos, photography, social media posts, advertising and Hume Highway signage in order to attract visitors both old and new to Greater Hume and Henty Machinery Field Days.	Extension has been approved to move this project to 2022. Angry Ant Marketing, Wagga Wagga has been engaged to develop videos and develop and implement a social media strategy and campaign.
Create NSW - Regional Cultural Fund - Digitisation Round – \$332,745 - In partnership with Albury City (lead agency)) - Murray Region Digitisation Hub	The Project involves the engagement of a Digitisation Project Officer and development of a Digitisation Hub (Thurgoona Collection Store, 2 Hoffman Road, Thurgoona) to implement professional training programs for individual museums and facilitating the digitisation of at least 400 objects. AlburyCity is lead agent.	AlburyCity as the lead agency has engaged Hayley Lander as the Digitisation Project Officer, Digitisation Hub (Thurgoona Collection Store, 2 Hoffman Road, Thurgoona) has been developed and first training workshop with museums has now been delayed until February due to COVID.
Museums & Galleries NSW - \$13,000	Greater Hume has engaged Nomad Films to research, develop, film and edit a 6 episode web series focused on the interpretation of objects and stories from each of the community museums, Culcairn Station Masters House Museum, Headlie Taylor Header Museum, Holbrook Submarine Museum, Holbrook Woolpack Inn Museum, Jindera Pioneer Museum and Wymah Schoolhouse Museum.	Helen Newman and Alyson Evans from Nomad Films (http://www.nomadfilms.com.au/) are near completion on script developed in conjunction with volunteers from museums. It is hoped filming will take place November and December, depending on COVID restrictions.
NSW Government - Bushfire Local Economy Recovery Fund - \$451,054 – Hanel's Lookout	This project at Hanel's Lookout (Woomargama National Park) will create viewing platforms, walk ways, sealed car park, sealed Hanel's Road, toilet, picnic area and signage.	Successful - Just completed the paperwork accepting the funding from NSW Government. Tenders and environmental assessment will commence late 2021, major works during 2022 with minor works completed by April 2023.
Stronger Country Communities Fund - Round 4	11 applications were submitted from various community groups and 9 GH Council applications. Totaling \$3,224,567.00	Awaiting Outcome
Crown Reserves Grant	4 applications from community groups were submitted. Totaling over \$800,000.	Awaiting Outcome

Greater Hume Tourism

Delivery Plan - 3.3.1.1

Objective - Implement the Greater Hume Visitor Experience Plan which was endorsed March 2014 by Greater Hume Council.

Comments

- 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.
- Currently managing 160 Greater Hume ATDW Listings. The Australian Tourism Data Warehouse (ATDW) is Australia's national platform for digital tourism marketing in Australia. Established in 2001, the ATDW is jointly owned and managed by all Australian state and territory government tourism bodies. ATDW distributes this information to over 60 partners' websites to support local tourism businesses in expanding their on line exposure, bookings and marketing.
- Scheduled a six month social media Welcome to Greater Hume, providing tours and ideas of what people can do in Greater Hume between August 2021 and February 2022.

Visitor Information Centre and Submarine Museum

Delivery Plan - 3.3.1.1.06, 3.3.1.1.05

Objective - 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.

Comments

Visitor Information Centre Closed due to COVID lockdown, from 14 August and reopened on .

Visitor Information Centre Statistics:

October 2021 - Walk In – 194, Phone Calls - 43, Emails – 1.

October 2019 - Walk In – 959, Phone Calls - 45, Emails – 51.

Submarine Museum Statistics:

October 2021 - Adult - 22, Child - 8, Concession - 22, Family – 15, Group – 0, Total - 67.

October 2019 - Adult - 122, Child - 70, Concession - 158, Family – 45, Group –9, Total - 404.

Events

Delivery Plan - 3.3.1.1, 2.1.1.1

Objective - To assist with the promotion of Greater Hume's many and varied events. Encourage more residents to be involved in Greater Hume and events.

Comments

- Supporting the following events - Battle of the Border (Carriage Driving) at Mullengandra (12 and 13 December 2021) and Henty Machinery Field Days (Hello Henty, Saturday 12 and Sunday 13 March 2022), Jindera Pioneer Museum and G -Rodge Markets.
- Many events have been cancelled due to COVID restrictions for second half of 2021.

Australia Day

Delivery Plan - 1.1.2.7 and 2.1.1.1

Objective - Recognise community leaders and their efforts and encourage others in the community to take up leadership roles.

Comments

Nominations are now open for Greater Hume's Top Citizens, advertising via website, social media, community newsletter and emails sent to all community groups.

Promotions

Delivery Plan - 3.3.1.1

Objective - Implement the Greater Hume Visitor Experience Plan which was endorsed March 2014 by Greater Hume Council.

Comments

- Submitted visitor and What's On advertising in Out and About Summer 2021 Editions in Border Mail. The print run is 24,000, 14,000 are inserted into The Border Mail and the additional 10,000 distributed. Distribution is to all Visitor Information Centres through NE Victoria and South West NSW/Riverina plus Canberra and Melbourne. Other business (inc motels) and advertisers.
- Emailed (over 600) 'What's On in November 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.
- Developed a six month schedule (August 2021 to February 2021) and have commenced rolling out of social media tiles on towns and villages, tours and itineraries etc.
- Wagga Wagga City Council (WWCC) partnership for an upcoming spring marketing cooperative involving Lockhart, Narrandera, Coolamon, Junee, Cootamundra/Gundagai and the unique and authentic experiences we have here through day trip itineraries.

Signage

Delivery Plan - 3.3.1.1

Objective - Implement the Greater Hume Visitor Experience Plan which was endorsed March 2014 by Greater Hume Council.

Comments

Currently organising visit Greater Hume signage on Hume Highway, replacing Andrew Hoy signs at Culcairn, Holbrook Submarine Welcome signs, Munyabla heritage signs and Halvewate Recycling Banners for Wastes and Landfill sites.

Murray Regional Tourism (MRT)

Delivery Plan - 3.3.1.1

Objective - Implement the Greater Hume Visitor Experience Plan which was endorsed March 2014 by Greater Hume Council. (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.)

Comments

- Currently attending monthly zoom meetings with MRT and the VIC network group.
- Planning to extend the Love The Murray campaign and cooperative marketing initiatives.
- Continuous advocacy during the COVID 19 crisis.
- Makers and Creators Campaign - MRT will be launching a social media campaign into regional NSW/VIC and Melbourne under 'Made in the Murray' banner, we have sent information on 14 Makers and Creators in Greater Hume who have an online shopping platform. The campaign will feature makers and creators from the Murray under the Made in the Murray branding. A webpage has also been created with links to each of the makers and creators shopping platforms, <https://www.visitthemurray.com.au/things-to-do/food-drink/made-in-the-murray>.
- Tripadvisor Campaign - Murray Regional Tourism - The campaign will build the profile of the Murray River region and destinations through targeted ads and content creation with Tripadvisor.

Museums and Heritage

Delivery Plan - 3.3.1.1

Objective - Implement the Greater Hume Visitor Experience Plan which was endorsed March 2014 by Greater Hume Council. (GHC currently has 11 public or private museums and three historical societies. Museum Advisor (Vanessa Keenan) – In partnership with Albury City Council and Museums and Galleries NSW.)

Comment

The Museum Adviser has been reaching out to museums mostly relating to the two successful grants we have obtained (Let's Get Digital and Digitisation of Museums), see Grants and Funding for more information.

Murray Arts

Delivery Plan - 3.3.1.1

Objective - Implement the Greater Hume Visitor Experience Plan which was endorsed March 2014 by Greater Hume Council. (Murray Arts aim is to actively assist the ongoing development of, and participation in, arts and culture throughout the Border region.)

Comment

Have been appointed to the Murray Arts Strategic Advisory Council (MASAC), which meets twice a year and sits alongside the Murray Arts Board to guide the direction of the organisation towards achieving its goals.

GREATER HUME SHIRE COUNCIL

Schedule of the Director Corporate Community Services' Schedule of Information to Council Meeting -
Wednesday 10th November, 2021

COMBINED BANK ACCOUNT FOR THE MONTH ENDED 31st Oct, 2021**CASHBOOK RECONCILIATION**

	General Fund	Trust Fund
General Ledger Cashbook Balance as at 1st Oct, 2021	-552,368.70	41,620.47
Cashbook Movement as at 31st Oct, 2021	521,288.18	0.00
Less: Term Deposits Included in Cashbook Balance (Trust only)	0.00	0.00
General Ledger Cashbook Balance as at 31st Oct, 2021	<u>-31,080.52</u>	<u>41,620.47</u>

BANK STATEMENT RECONCILIATION

Bank Statement Balance as at 31st Oct, 2021	NAB	\$0.00	41,620.47
	Hume	\$2,884.00	
	Bendigo	\$0.00	
	WAW	\$0.00	
	Total	<u>2,884.00</u>	<u>41,620.47</u>
(LESS) Unpresented Cheques as at 31st Oct, 2021		-34,833.11	0.00
(LESS) Unpresented EFT Payments as at 31st Oct, 2021			0.00
PLUS Outstanding Deposits as at 31st Oct, 2021		150.70	0.00
PLUS / (LESS) Unmatched Cashbook Transactions 31st Oct, 2021		717.89	0.00
Cashbook Balance as at 31st Oct, 2021		<u>-31,080.52</u>	<u>41,620.47</u>

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
 3 November 2021

This is page no.1 of Schedule No.1 of the Director Corporate & Community Services' Schedule of Information to Ordinary Council Meeting held on 10th November, 2021

GENERAL MANAGER

MAYOR

Applications Approved



c_dm073

Approved Between 1/10/2021 and 31/10/2021

01/11/2021

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
DA/2021/184	Applicant: L & L Projects Pty Ltd Yankee Crossing RD HENTY Lot: 3 DP: 13322 Lot: 4 DP: 13322 Lot: 5 DP: 13322	43 Lot Subdivision	\$0	31/08/2021	Approved	45	0	45
DA/2021/185	Applicant: Blueprint Planning Development 3791 Jingellic RD LANKEYS CREEK Lot: 411 DP: 577575	Alterations & Additions to Dwelling	\$210,500	2/09/2021	Approved	58	0	58
DA/2021/188	Applicant: Bridgewood Homes 8 Protea CT JINDERA Lot: 905 DP: 1264008	New Dwelling	\$307,213	3/09/2021	Approved	26	9	26
DA/2021/189	Applicant: Bridgewood Homes 4 Wagner DR JINDERA Lot: 114 DP: 1267384	New Dwelling and Garage	\$364,994	6/09/2021	Approved	26	0	26
DA/2021/190	Applicant: Cavalier Homes Albury 129 Coogera CCT JINDERA Lot: 913 DP: 1264008	New Dwelling and Garage	\$566,360	6/09/2021	Approved	22	10	22
DA/2021/193	Applicant: Walpole Surveying Pty Ltd 109 Creek ST JINDERA Lot: 61 DP: 1228759	2 Lot Subdivision	\$0	6/09/2021	Approved – Councillors	38	0	38
DA/2021/194	Applicant: J A Hunter 27 Sladen Street East HENTY Lot: 2 DP: 1128127	New Shed and Carport	\$32,500	6/09/2021	Approved	26	0	26

Applications Approved



c_dm073

Approved Between 1/10/2021 and 31/10/2021

01/11/2021

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
DA/2006/57	Applicant: Habitat Planning 15778 Hume HWY TABLE TOP Lot: 50 DP: 1125663	Mod Consent Existing Quarry-Permit Blasting accept foundry slag & sand	\$0	3/08/2021	Approved	80	0	80
DA/2021/53	Applicant: B D Sullivan 66 Comer ST HENTY Lot: 12 DP: 1103921	New Transportable Dwelling - As Modified	\$0	21/09/2021	Approved	29	0	29
DA/2021/171	Applicant: J M Towell 125 Daly RD MULLENGANDRA Lot: 101 DP: 1012277	New Farm Shed	\$60,000	16/08/2021	Approved	10	55	10
DA/2021/175	Applicant: Metricon Homes 53 Macinnes ST HOLBROOK Lot: 17 Sec: D DP: 5364	New Dwelling & Garage	\$294,542	27/08/2021	Approved	47	0	47
DA/2021/176	Applicant: B Lansdown Thomas ST GEROGERY WEST Lot: 164 DP: 753339	New Shed	\$53,350	27/08/2021	Approved	10	44	10
DA/2021/180	Applicant: R L Williams 15 Terlich WY JINDERA Lot: 107 DP: 1267384	New Shed	\$39,900	30/08/2021	Approved	9	35	9
DA/2021/181	Applicant: Barry Leahy Engineering 3114 Corowa Rand RD GOOMBARGANA Lot: 8 DP: 753737	New Farm Structures	\$389,250	2/09/2021	Approved	30	0	30
DA/2021/182	Applicant: C P Williams 1 Polack ST JINDERA Lot: 109 DP: 1267384	New Shed	\$45,000	1/09/2021	Approved – Councillors	43	0	43

Applications Approved



c_dm073

Approved Between 1/10/2021 and 31/10/2021

01/11/2021

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
DA/2021/195	Applicant: G J Gardner Homes 1 Polack ST JINDERA Lot: 109 DP: 1267384	New Dwelling and Garage	\$551,371	9/09/2021	Approved	28	0	28
DA/2021/196	Applicant: Klaar Projects Pty Ltd 141 Dight ST JINDERA Lot: 5 DP: 246459	New Shed	\$15,000	7/09/2021	Approved	20	5	20
DA/2021/197	Applicant: P Curran 95 Wood ST JINDERA Lot: 91 DP: 612700	Mobile Coffee Van	\$0	6/09/2021	Refused – Councillors	38	0	38
DA/2021/198	Applicant: Bluey's Plumbin' & Diggin' Pty Baird ST CULCAIRN Lot: 2 Sec: 24 DP: 9695	Shed Demolition	\$0	7/09/2021	Approved	22	15	22
DA/2021/200	Applicant: Phil Wilkins Building Design 387 Knox RD TABLE TOP Lot: 12 DP: 561421	Remove Transportable Site Shed & Stable Extension Staff Amenities Room	\$142,278	16/09/2021	Approved	27	0	27
DA/2021/201	Applicant: R L Hadkins Olympic HWY CULCAIRN Lot: 6 DP: 7064	New Workshop Shed	\$227,000	17/09/2021	Approved	29	0	29
DA/2021/202	Applicant: Vincent Ross Homes Pty Ltd 144 Coogera CCT JINDERA Lot: 917 DP: 1264008	New Dwelling & Garage	\$650,000	20/09/2021	Approved	21	5	21
DA/2021/203	Applicant: M R Krautz 6 Senna CT JINDERA Lot: 505 DP: 1236708	New Shed	\$60,610	20/09/2021	Approved	24	0	24

Applications Approved



c_dm073

Approved Between 1/10/2021 and 31/10/2021

01/11/2021

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days	
DA/2021/206	Applicant: J L Milham 212 Hueske RD JINDERA Lot: 1 DP: 1245667	New Shed	\$52,633	24/09/2021	Approved	18/10/2021	6	19	6
DA/2021/207	Applicant: Ten Mile Engineering 24 Railway PDE HOLBROOK Lot: 7 Sec: K DP: 4843	New Shed	\$43,200	24/09/2021	Approved	18/10/2021	25	0	25
DA/2021/211	Applicant: Shed Boss 26 Bowler ST HOLBROOK Lot: 3 Sec: 44 DP: 758522 Lot: 4 Sec: 44 DP: 758522	New Shed	\$36,557	29/09/2021	Approved	21/10/2021	23	0	23
DA/2021/212	Applicant: Shed Boss 4 Kohn PL JINDERA Lot: 18 DP: 1132425	New Shed	\$22,958	29/09/2021	Approved	22/10/2021	24	0	24
DA/2021/222	Applicant: M C King 598 Woomargama WY WOOMARGAMA Lot: 251 DP: 753359	Demolition of Dwelling	\$0	18/10/2021	Approved	28/10/2021	11	0	11
CDC/2021/159	Applicant: B D Klemke 35 Sladen Street East HENTY Lot: 5 DP: 1128127	New Swimming Pool	\$47,950	19/10/2021	Approved - Private Certifier	19/10/2021	1	0	1

Report Totals & Averages	Total Elapsed Calendar Days: 995.00
Total Number of Applications: 29	Total Calendar Stop Days: 197.00
Total Estimated Cost: 4,213,166.00	Total Adjusted Calendar Days: 798.00

Director Environment & Planning
Greater Hume Shire Council

CULCAIRN COMMUNITY DEVELOPMENT COMMITTEE MEETING 12TH OCTOBER 2021
CULCAIRN COUNCIL CHAMBERS 7.30PM

PRESENT: Phillip McCarton, Les Frazer, Karen Schoff, Jennifer Christensen, Michelle Goode, Nicole Pope, Kirsty Wilksch, Ken Scheuner, Terry Weston, Glenice Miller

APOLOGIES: Jacob Wilksch

MINUTES FROM THE LAST MEETING 5TH JUNE 2021 were accepted on the motion of Michelle, seconded Karen and carried.

GENERAL BUSINESS

1. Medical services in Culcairn update. Les reported on the LHAC's frustration as services are less (now 2 days instead of 3 and phone calls ring out) not more or as promised since the Medical Forum in March. Les to speak on CCDC's behalf at a meeting with Steven Pinnuck and Heather Wilton, to express our concerns about the declining level of Medical services in Culcairn. This is not the situation discussed or promised at the Medical Forum and we are very concerned, frustrated and disappointed that what Sarkon had promised hasn't happened. Moved Michelle, seconded Jennifer, carried.
2. Asbestos money- 2 table and seat set ups on cement pads are now in place in Eric Thomas Park. Thanks to Michelle for all the liaising.
3. Facebook page-the CCDC page has been taken down due to the recent High Court ruling that administrators are personally liable for any comments on the page. How do we communicate now with locals? The Oasis, Michelle to do an article with regards to the new table and chairs in Eric Thomas Park and the 100yr Centenary book re-print.
4. 110yr Centenary book-now available for \$25 each. Karen to talk to Kerrie Wise re the Council purchasing the books then selling on. Suggested that we ask businesses to buy books up front- moved Jennifer, seconded Karen and carried.
5. Stationmaster's house update-garden soil requested months ago arrived today, no communication so dumped in the wrong spot. Les has spoken to Colin Kane re the sagging guttering and the trees needing lopping. Much frustration with the lack of communication and action from Council staff.
6. Recycling/return and earn Walla Walla-Nicole reported that people have embraced the idea and the bins have been overflowing on a number of occasions. Council have commented once (or twice?) about bins being full- initially the Walla people said they would empty the bins twice a week on their way to Holbrook, this hasn't been happening and texts have been sent to tell them the bins are full. Also, accountability-3 lots of money paid so far (totally \$123.50), but there should be at least 2 or 3 more deposits by now. Step 1-Karen to investigate with the Walla CDC and step 2 would be for a couple of committee members to meet up with them to discuss. Les to look at the dropped door on the recycling bin that can't be locked now. A big thanks to Nicole and her family for painting and putting the bins in the park.

7. Garage sale day-register online , Garage Sale Trail, 13-14th and 20-21st of November
<https://www.garagesaletrail.com.au/>
8. Railway-the Council has accepted the 'gifting' of the top of the Railway Footbridge to be placed in Eric Thomas Park. For the Inland Rail project, public submissions regarding it will be in March next year. Suggested that we ask for a noise monitor and begin to lobby the Council about acquiring the land on the western side of the railway line, a proper fence for safety and noise reasons. Write to Steven Pinnuck with the question-can we write a letter of support for Council's negotiations with ARTC and if we sent proposed plans for the area, would that help?
9. Volunteer working bees under this committee, Karen to follow up with Kerrie Wise as the Walla CDC have been able to run 2 such working bees.
10. Strategic plan- if members of the Committee would be interested in completing this survey on the future direction of the Greater Hume Shire. Here is the link:

<https://www.greaterhume.nsw.gov.au/Your-Greater-Hume-Council/Have-Your-Say-On-Exhibition/Community-Strategic-Plan-Consultation?fbclid=IwAR2pnlqVALugPpkuB0Boh-3kYG6t84XKTCabl-dEW6vFv1Rn6h-mtb769Q>

Karen asked about running an event for Women-there is a grant out at the moment for groups- \$3-5,000. She will look into the idea.

A letter of thanks to be sent to Lolita for her contributions to the committee as she has stepped down and we officially welcome Phillip onto the committee.

NEXT MEETING TUESDAY 26TH OF OCTOBER 2021, 7.30pm-ABOUT THE MEDICAL SITUATION AND THE TOWN MASTERPLAN, please read the emails with the Project Matrix from Regional Designers beforehand.

NEXT REGULAR MEETING 16TH OF NOVEMBER 2021-7.30PM, drinks provided, please bring a plate to share.

Meeting closed 9.50pm

Since spoken to a couple of business owners about the selling of the 100yr Centenary book-they would have books on consignment only-perhaps ask Council to buy upfront and keep a record of books held by businesses on consignment? Discuss at next meeting

NEXT HALL MEETING MONDAY 1ST NOVEMBER 2021 AT 5.30PM

Minutes of Walla Walla Community Hall Committee meeting held Monday 11th October 2021.

Meeting opened by President Jeff Grosse who welcomed all.

Present: Jeff Grosse, Duina Hoffmann, Janet Paech, Herb Simpfendorfer, Leon Schoff, Ross & Helen Krause.

Apologies: Elaine Krause, Karen Ofak. Moved Leon seconded Duina apologies be accepted. Carried. Minutes of meeting held 2nd August 2021 taken as read and circulated. Moved Leon seconded Janet. Carried.

Business out of Minutes:

1. A reminder invoice to Back of Track Physiotherapy sent. Account now paid.
2. Comparing of costing with Red Energy has not been done yet.
3. The Lutheran Church Art Exhibition planned for 21st August cancelled (Covid 19)
4. No action from Riverina Life re hiring the Hall for Services.
5. Markets – Elisa has indicated she would not be able to continue running the Walla Markets. It was suggested Karen might be interested or perhaps Dawn Beechcroft.
6. Hand Rails at front Doorways. No action from Council. Ross interested in this project.

Correspondence:

1. Notice to Committee members of September 6th meeting cancelled because of NSW lockdown.
2. Email to Back on Track Physiotherapy re overdue invoice.
3. Email from Council re 2021-2022 Halls Financial contribution (\$1400.00)
4. Email from Essential Energy requesting story re use of \$200 grant.
5. Email back to Essential Energy with story and photo of purchase of 2 stainless steel Stockpots and Strainer.

Treasurer's Report:

Interest Bearing Deposit	\$15965.10
S18 Account	<u>\$10121.60</u>
Total funds	\$26086.70

Jeff moved this report be adopted and accounts paid be ratified. Seconded Janet. Carried.

General Business:

1. It was suggested could we pay for the Front Door Handrails and install them?
2. It was noticed neighbours were parking vehicles in the back car park. Council may attend to this.

There being no further business Jeff closed the meeting at 6.15pm and thanked all for attending.

**Minutes of the Holbrook Business & Community Meeting
– Monday 4 October 6.30pm @ The Riverina Hotel**

Present: Vicki Schuur, Kayleen Laffan, Rita Bowler, Elizabeth MacLean, Gail Chynoweth, Sam Pincott & Phoebe Bull

Apologies: Stephen Lum, John Simpson, Sarah King, Bob Ellwood & Irene Liston.

No meeting was held in September due to lockdown.

Minutes of the August meeting: To be moved as a correct record of the meeting.

G Chynoweth / K Laffan C.

Business Arising: Phoebe Bull been in contact with Marg Killalea about accessing a copy of the Masterplan for Snowy Valleys Council. She has also obtained one for Jugiong. The download size of the Snowy Valleys document made it difficult to email on to the group. There were some really good ideas in this document, particularly since it covers a region. The Jugiong Masterplan concentrates on using funding they received to upgrade the main street.

Kaylene has a contact who may be able to offer some ideas about what is required to put together a good Masterplan.

Greater Hume Council is in the process of revising their Strategic Plan. Are we able to access the current one? Ideas are already being entered into their questionnaire for the “Big Idea” – can be access through the website or facebook link.

General Business:

Some suggestions for areas of Holbrook which could be included in a plan:

Museums

Schools

Pubs & RS Club

HEC – requires improved signage to direct visitors to it

Sporting venues – e.g. Holbrook Sporting Complex & HEC

Retail

General query from Rotary - would this committee be interested in taking on the Rotary Welcome Pack? Not at this stage but it could be a good fit for the group in the future.

Next meeting: 6.30pm Monday 1 November @ The RS Club

Meeting closed: 7.30pm

HENTY COMMUNITY DEVELOPMENT COMMITTEE MEETING AGENDA 25/10/2021
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Meeting Opened: 6.30PM

Present: Steph Bedggood, Dahnne Hannam, Councilor Doug Meyer, Neil Meyer, Dennis Kane, Yvonne Booth, Ed Dale, Garry Small

Apologies: Jessica Kane, Graham Klemke
 Moved: Steph Bedggood Seconded: Yvonne Booth

Minutes of the last Meeting: 31-05-2021

Moved: Ed Dale Seconded: Steph Bedggood

Business Arising: See General Business

Treasurers Report: Steph Bedggood

Attached Report. Closing Balance: \$133.93

Accounts to be paid: Yvonne Both \$120.

We submit a letter to council requesting funds of \$300.00
 Moved: Steph Bedggood, Seconded: Yvonne Booth

Correspondence:

IN: Emails have been continually forwarded during the month

- Greater Hume Council Minutes distributed as received
- Greater Hume Council "Whats On" distributed as received.
- Greater Hume Shire "Meet & Greet " Documentation / Invitation

OUT:

- 10/9/2021-Article for Headerlines re- HCDC AGM

Greater Hume Shire Council Report:

Doug Meyer (Deputy Mayor)

- Discussion Land Development rear of Bowling Club
- Discussion Land Development Yankee Crossing Road. Dennis Kane suggested that council should consider plant trees along Third Avenue and the Wester End of Yankee Crossing Road in front of the grain sheds to screen grain sheds. This will create both a screen for dust and noise from the grain sheds. If planted now it will give plants time to mature. (Doug to include Dennis Kane in discussion when council meets residents.)
- Fire break Smith Street & Govt Dam.
- Council Election early December. Residents required to vote on wards

- Sports Ground Redevelopment will be connected to sewerage.
- Cemetery Plinths
- Upgrade of Holbrook – Culcairn Road between Morvan & Thugga Road.
- Henty – Cookardinia Road to field days upgrade.

General Business

1/ Off the Leash area Smith Street: **No Changes.**

UPDATE

- GHC (Colin Kane) investigating availability of Land. *(Committee to request an update from Colin Kane). No reply yet.*

2/ Facebook' page... an ongoing project. Community Opportunity Log

Update: *Growing in community use. Organization are beginning to contact HCDC members to share their events. Use continues to grow.*

3/ Sign Railway Parade

Update: *Jess & Steph Nothing to update*

4/ PROJECT: Cleanup Railway yard beside Dales Funeral Service and South side of Sladen Street

UPDATE:

Letter Sent to Council. No reply

5/ *Welcome Packs* – Discussion re content- Approach retailers/businesses to provide vouchers etc., Information packs

UPDATE; Yvonne Booth

6 New packs distributed

Meet and greet new residents Function: Date Monday 15th November 2021 from 6pm until 8pm at the Henty Community Club. Approximately 36 new residents' addresses have been invited and 11 organizations. HCDC discussed 6 others to be added. HCDC will forward invitation to community organization email address lists.

Bendigo Bank approached and committed \$400 sponsorship, GHC will add to sponsorship.

6/ Greater Hume Shire Australia day Citizen of the Year 2022.

Event of the year: Book Launch "Yvonne Booth"

Nominated; Neil Meyer Seconded: Steph Bedggood

Citizen of the Year: Russ Davies
Nominated; Yvoone Booth Seconded: Daphnie Hannam

Junior Citizen of the Year: Jessica Toogood
Nominated; Dennis Kane Seconded: Steph Bedggood

7/ ANZAC Day ceremony 2022 Discussion re possibly HCDC involvement
Approached Louisa Heycox. Henty to likely to join The Rock chapter.
Discussed HCDC assisting with BBQ on ANZAC day in the park.
BB have indicated they will consider sponsoring BBQ

8/Henty Museum Project –

- *The first AGM to be held Tuesday 16th November 2021. Several executive positions and Committee persons required. Building design and costing being sort. Cataloguing of Less Dale collection has commenced.*

9/ Greater Hume Council “Big Ideas”. Discussion/Ideas

- G. Small: Projector for silos \$140,000??
- Yvoon Booth: Heat Henty Swimming Pool

It was decided committee members to put together any ideas and submit to the next meeting and DK will submit prior to deadline 8th December 2021.

FROM THE FLOOR:

Ed Dale: Plinth Project

Road Base required at Henty Cemetery. Letter to council as they may have some product at rail crossing site.

Next Meeting: Monday 29th November 2021 General Meeting 6.30pm
followed by AGM

Meeting Closed: 7.45pm