



**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE HINDMARSH SHIRE COUNCIL HELD AT THE COUNCIL CHAMBER, NHILL ON WEDNESDAY 4 OCTOBER 2017, COMMENCING AT 3.00PM.**

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**AGENDA**

**1. Acknowledgement of the Indigenous Community and Opening Prayer**

**2. Apologies**

**3. Confirmation of Minutes**

**4. Declaration of Interests**

**5. Public Question Time**

**6. Correspondence**

**7. Assembly of Councillors**

7.1 Record of Assembly

**8. Planning Permit Reports**

No report

**9. Reports Requiring a Decision**

9.1 Commercial Carpark Upgrade

**10. Special Committees**

10.1 Dimboola Town Committee

10.2 Wimmera Mallee Pioneer Museum Committee of Management

10.3 Yurunga Homestead Committee

10.4 Hindmarsh Shire Council Municipal Fire Management Planning Committee

10.5 Hindmarsh Shire Council Municipal Emergency Management Planning Committee

**11. Late Reports**

No report

**12. Other Business**

No report

**13. Confidential Matters**

No report

**14. Meeting Close**

**Present:** Crs. D. Nelson (Mayor), R. Lowe (Deputy Mayor), D. Colbert, T. Schneider, R. Gersch, R. Ismay

**In Attendance:**

Mr. Shane Power, (Acting Chief Executive Officer), Ms. Anne Champness (Director Corporate and Community Services), Miss Taegan Salt (Executive Assistant), Miss Shelley Gersch (Acting Executive Assistant).

**1. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY AND OPENING PRAYER**

Cr Nelson opened the meeting at 3:00pm by acknowledging the Indigenous Community and offering the opening prayer.

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**2. APOLOGIES**

Mr. Greg Wood, Chief Executive Officer

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**3. CONFIRMATION OF MINUTES**

**RECOMMENDATION:**

*That the Minutes of the Ordinary Council Meeting held on Wednesday 20 September 2017 in the Council Chamber, Nhill as circulated to Councillors be taken as read and confirmed.*

**MOVED: CRS R. Gersch/R. Lowe**

*That the Minutes of the Ordinary Council Meeting held on Wednesday 20 September 2017 in the Council Chamber, Nhill as circulated to Councillors be taken as read and confirmed.*

**CARRIED**

Attachment: 1

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**4. DECLARATION BY COUNCILLORS OR OFFICERS OF ANY DIRECT OR INDIRECT INTEREST IN ANY ITEM ON THE AGENDA.**

- Direct; or
- Indirect interest
  - a ) by close association;
  - b ) that is an indirect financial interest;
  - c ) because of conflicting duties;
  - d ) because of receipt of an applicable gift;
  - e ) as a consequence of becoming an interested party; or
  - f ) because of an impact on residential amenity.

Declaration of direct or indirect interest must also be advised by Councillors at the commencement of discussion of the specific item.

**5. PUBLIC QUESTION TIME**

**6. CORRESPONDENCE**

**6.1 GENERAL CORRESPONDENCE**

**Responsible Officer:** Chief Executive Officer

**Attachment:** 2

**Introduction:**

The following correspondence is tabled for noting by Councillors:

**Options:**

1. That Council notes the attached correspondence:

- 25/09/2017 Ewen Nevitt

Thanking him for the past 7 years as Regional Director of VicRoads and the work done for the Wimmera Southern Mallee and wishing him all the best for future endeavours.

- 25/09/2017 Catherine Morley

Congratulating her on the appointment of CEO to the Wimmera Health Care Group.

**RECOMMENDATION:**

***That Council notes the attached correspondence.***

***MOVED: CRS R. Gersch/T. Schneider***

***That Council notes the attached correspondence.***

**CARRIED**

**Attachment:** 2

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**7. ASSEMBLY OF COUNCILLORS**

**Responsible Officer:** Director Corporate and Community Services

**Attachment:** 3

**Introduction:**

The attached Assembly of Councillors Record is presented as an attachment to the Council agenda for the information of Councillors and recorded at the Council meeting as required under s80A Local Government Act 1989.

**Options:**

1. That Council accepts the Assembly of Councillors Records as presented.

**RECOMMENDATION:**

*That Council accepts the Assembly of Councillors Records as presented.*

**MOVED: CRS R. Lowe/D. Colbert**

*That Council accepts the Assembly of Councillors Records as presented.*

**CARRIED**

*Attachment: 3*

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**8. PLANNING PERMITS**

No report

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**9. REPORTS REQUIRING A DECISION**

**9.1 COMMERCIAL CARPARK UPGRADES**

**Responsible Officer:** Director Corporate and Community Services

**Introduction:**

This report seeks support from Council to approve the proposed Commercial Carpark concept plan and expenditure of \$20,064.00 budget and to approve the expenditure of a \$6,864.00 contribution from the Nhill Town Committee.

**Background:**

The redevelopment of the Commercial Hotel car park was identified and planned as part of the Hindmarsh Open Spaces project that saw the redevelopment of Bonjiornos car park, the installation of new street furniture in Nhill’s CBD, installation of up lights in various parts in Nhill and power upgrades in Goldsworthy Park.

A shortage of funding at the time of the completion of the Hindmarsh Open Spaces project did not permit the project to be completed at that time.

**Discussion:**

Improving public amenity increases community liveability and wellbeing and assists in attracting and retaining tourists.

A conceptual plan (as attached) for the Nhill Commercial Hotel car park upgrade has been developed with significant input from Councils Community Development, and Infrastructure Department staff and the Nhill Town Committee to ensure the plan meets community expectations as well as operational requirements.

A project management plan has been established and can be viewed in Table 1 as follows. It is proposed that established trees will be installed by the middle of November 2017 and installation of the line marking by the end of November.

The conceptual plan was supported by Nhill Town Committee during their committee meeting on the 17 July 2017.

<b>N</b>	<b>Responsi</b>	<b>Work Description</b>	<b>Start Date</b>	<b>Finish</b>
1	Council	Council Report	4-Oct	4-Oct
2	Council	Public Consultation & Notification	9-Oct	23-Oct
3	Council	Vicroads Approval	24-Aug	15-Sep
4	Council	Request For Quotation	23-Oct	6-Nov
5	Contractor	Installation of plants and	6-Nov	11-Nov
6	Council	Installation of linemarking	27-Nov	29-Nov
7	Council	Project Close &	29-Nov	29-Nov

**Table 1 Proposed budget for the Commercial Carpark Upgrades.**

Cost estimates were obtained from local contractors and Councils Infrastructure Department. Costs and were supported by Nhill Town Committee meeting on 21 August 2017.

The project was costed at \$20,064.00 and an itemised cost estimate can be viewed in table 3 below. Funding will be sourced from a number of sources including:

- Council's Urban Trees Replacement Program,
- Carry Forward funding from the Open Spaces Grant,
- Carry forward of surplus funds from Council's 2016/2017 Business Assistance Grants program, and
- Nhill Town Committee

As the Nhill Town Committee's committed expenditure exceeds their approved amount in their Instrument of Delegation, a motion was moved at their 21 August 2017 meeting to seek Councils approval for the expenditure of \$6,864.00.

**Options:**

1. Council can choose to approve the conceptual plan, \$20,064.00 budget and \$6,864.00 expenditure of the Nhill Town Committee.
2. Council can choose to approve the conceptual plan with amendments to the scope of the project and the budget.
3. Council can choose not to approve the expenditure and conceptual plan.

**Link to Council Plan:**

Strategic Objective 2.1 Well-maintained physical assets and infrastructure to meet community and organisational needs  
 Strategic Objective 2.3 Healthy and natural environment  
 Strategic Objective 3.2.2 Appealing tourism facilities that promote visitation and meet visitor needs

**Financial Implications:**

It is proposed that funding be sourced from relevant sources and include areas were under spending has occurred. The relevant budget sources are tabulated in Table 2 below and include business action grants, open spaces grants and urban trees replacement program. Ongoing maintenance will be minimised as plantings will be watered through an irrigation system that is connected to the existing water mains.

Ledger	Item	Amount
30120	Business Action Grants	\$3,000.00
20553	Open Spaces Grants	\$3,400.00
20406	Urban Trees Replacement	\$6,800.00
	Nhill Town Committee Contribution	\$6,864.00
	Total	\$20,064.00

**Table 2, Proposed budget for the Commercial Carpark Upgrades.**

<b>N</b>	<b>Work Description</b>	<b>Quanti</b>	<b>Cost</b>
1	Traffic Management	1	\$400.00
2	Supply and install irrigation system	2	\$3,870.00
3	Supply and install mature Euky Dwarfs (1.7m)	5	\$7,172.00
4	Supply & spread topsoil & Mulch	235 sqm	\$4,200.00
5	Supply and install semi-mature Plants		\$790.00
6	Line Marking (210 LM)	210 m	\$1,807.00
7	Contingency		\$1,824.00
	<b>Total</b>		\$20,064.0 0

**Table 3 Cost Estimate of the Commercial Carpark upgrades. (1.Sqm means Square meters. 2.Lm mean lineal meters.)**

**Risk Management Implications:**

Council’s Project Manager has regular communication with the relevant contractor which will assist in ensuring the project is completed to scope and within the revised budget.

Contractors appointed will observe Councils Contractor Safety Manual as well as their own OHS and risk management protocols.

**Conflict of Interest:**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible – Anne Champness, Director Corporate and Community Services  
In my role as responsible officer, I have no conflicting interests to disclose in this report.

Author – Daniel Haile-Michael, Community Project Engineer  
In providing this advice as the Author, I have no conflicting interests to disclose in this report.

**Communications Strategy:**

Throughout the community consultation, construction and installation, promotion of this project will occur through Council’s website, Facebook page and community newsletter, in association with media release distribution on a local scale.

**RECOMMENDATION:**

**That Council:**

- 1. Approves the Commercial Carpark Upgrade Conceptual plan & \$20,064.00 Budget.**
- 2. Approves the Nhill Town Committee’s request to expend \$6,864.00 on the Commercial Hotel car park upgrades project.**

**MOVED: CRS R. Gersch/T. Schneider**



***That Council:***

- 1. Approves the Commercial Carpark Upgrade Conceptual plan & \$20,064.00 Budget.***
- 2. Approves the Nhill Town Committee's request to expend \$6,864.00 on the Commercial Hotel car park upgrades project.***

**CARRIED**

*Attachment: 4*

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## 10. SPECIAL COMMITTEES

### 10.1 DIMBOOLA TOWN COMMITTEE

**Responsible Officer:** Director Corporate and Community Services  
**Attachment:** 5

**Introduction:**

The Dimboola Town Committee held its Meeting on 4 September 2017. The purpose of this report is to note the minutes from this meeting. A copy of the minutes is included as an attachment for the information of Council.

**RECOMMENDATION:**

*That Council notes the minutes of the Dimboola Town Committee Meeting on 4 September 2017.*

**MOVED: CRS T. Schneider/R. Lowe**

*That Council notes the minutes of the Dimboola Town Committee Meeting on 4 September 2017.*

**CARRIED**

*Attachment: 5*

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### 10.2 WIMMERA MALLEE PIONEER MUSEUM COMMITTEE OF MANAGEMENT

**Responsible Officer:** Director Corporate and Community Services  
**Attachment:** 6

**Introduction:**

The Wimmera Mallee Pioneer Museum Committee of Management held its Meeting on 15 August 2017. The purpose of this report is to note the minutes from this meeting. A copy of the minutes is included as an attachment for the information of Council.

**RECOMMENDATION:**

*That Council notes the minutes of the Wimmera Mallee Pioneer Museum Committee of Management meeting on 15 August 2017.*

**MOVED: CRS R. Ismay/R. Lowe**

*That Council notes the minutes of the Wimmera Mallee Pioneer Museum Committee of Management meeting on 15 August 2017.*

**CARRIED**

*Attachment: 6*

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### 10.3 YURUNGA HOMESTEAD COMMITTEE

**Responsible Officer:** Director Corporate and Community Services  
**Attachment:** 7

**Introduction:**

The Yurunga Homestead Committee held its Meeting on 20 July 2017. The purpose of this report is to note the minutes from this meeting. A copy of the minutes is included as an attachment for the information of Council.

**RECOMMENDATION:**

***That Council notes the minutes of the Yurunga Homestead Committee Meeting on 20 July 2017.***

***MOVED: CRS R. Lowe/R. Ismay***

***That Council notes the minutes of the Yurunga Homestead Committee Meeting on 20 July 2017.***

**CARRIED**

*Attachment: 7*

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### 10.4 HINDMARSH SHIRE COUNCIL MUNICIPAL FIRE MANAGEMENT PLANNING COMMITTEE

**Responsible Officer:** Director Infrastructure Services  
**Attachment:** 8

**Introduction:**

The Municipal Fire Management Planning Committee held a meeting Thursday 13 April 2017. This report presents Council with the minutes of the meeting for noting purposes.

**Discussion:**

Council is required to establish and coordinate a Municipal Emergency Management Planning Committee (MEMPC), in accordance with section 21 (3), of the *Emergency Management Act, 1986*. The Municipal Fire Management Planning Committee (MFMP), is subcommittee of the MEMPC.

The purpose of the MFMP is to plan for and provide advice on emergency response, relief and recovery functions specific to fire risks and emergencies resulting from fire within the municipality of Hindmarsh Shire. The MFMP also prepares and administers the Hindmarsh Shire Municipal Fire Management Plan.

Membership of the MFMP includes representatives from Council, emergency services and state agencies.

The MFMP meets three times a year, with the last meeting being held Thursday 13 April, 2017.

**Link to Council Plan:**

Objective 4.5: “*Support for the community in the areas of emergency preparedness, response and recovery*”.

**Financial Implications:**

Expenditure associated with staff resources for the administration and coordination of the MFMPC, are included in the adopted 2016/2017 and 2017/2018 budgets.

**Risk Management Implications:**

A mandate of the MFMPC is to identify risk of fire to the local community, recommend mitigation measures and to plan for response, relief and recovery arrangements for emergencies arising from fires within the municipality.

**Conflict of Interest:**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible and Author – Shane Power, Director Infrastructure Services

In providing this advice as the Officer Responsible and Author of this report, I have no disclosable interests in this report.

**Communications Strategy:**

Member agencies of the MFMPC consult with the community in undertaking emergency planning and preparedness. Information during emergencies is disseminated by responsible emergency service agencies and approved media outlets.

**Next Steps:**

The MFMPC is scheduled to meet next on Thursday 5 October 2017.

**RECOMMENDATION:**

***That Council notes the minutes of the Municipal Fire Management Committee meeting of 13 April 2017.***

***MOVED: CRS R. Gersch/D. Colbert***

***That Council notes the minutes of the Municipal Fire Management Committee meeting of 13 April 2017.***

**CARRIED**

*Attachment: 8*

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**10.5 HINDMARSH SHIRE COUNCIL MUNICIPAL EMERGENCY  
MANAGEMENT PLANNING COMMITTEE**

**Responsible Officer:** Director Infrastructure Services

**Attachment:** 9

**Introduction:**

The Municipal Emergency Management Planning Committee held a meeting 23 March 2017. This report presents Council with the minutes of the meeting for noting purposes.

**Discussion:**

Council is required to establish and coordinate a Municipal Emergency Management Planning Committee (MEMPC), in accordance with section 21 (3), of the *Emergency Management Act, 1986*.

The purpose of the MEMPC is to plan for and provide advice on risks, emergency response, relief and recovery functions within the municipality of Hindmarsh Shire, and to prepare a Municipal Emergency Management Plan.

Membership of the MEMPC includes representatives from Council, emergency services, health and education providers, state agencies, local industry and infrastructure managers. The MEMPC meets three times a year, with the last meeting being held 23 March, 2017.

**Link to Council Plan:**

Objective 4.5: *“Support for the community in the areas of emergency preparedness, response and recovery”*.

**Financial Implications:**

Expenditure associated with staff resources for the administration and coordination of the MEMPC, are included in the adopted 2016/2017 and 2017/2018 budgets.

**Risk Management Implications:**

A mandate of the MEMPC is to identify risks to the local community, recommend mitigation measures and to plan for response, relief and recovery arrangements for emergencies arising within the municipality.

**Conflict of Interest:**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible and Author – Shane Power, Director Infrastructure Services

In providing this advice as the Officer Responsible and Author of this report, I have no disclosable interests in this report.

**Communications Strategy:**

Member agencies of the MEMPC consult with the community in undertaking emergency planning and preparedness. Information during emergencies is disseminated by responsible emergency service agencies and approved media outlets.

**Next Steps:**

The MEMPC is scheduled to meet next on Tuesday 9 November 2017.

**RECOMMENDATION:**

***That Council notes the minutes of the Municipal Emergency Management Committee meeting of 23 March 2017.***

**MOVED: CRS R. Gersch/R. Ismay**

***That Council notes the minutes of the Municipal Emergency Management Committee meeting of 23 March 2017.***

**CARRIED**

*Attachment: 9*

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#### **11. LATE REPORTS**

No report

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#### **12. OTHER BUSINESS**

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#### **13. CONFIDENTIAL REPORTS**

In accordance with Section 89 (2) of the *Local Government Act* 1989, Council may close the meeting to the public if items to be discussed are deemed confidential, that is, if the items to be discussed relate to:

- (a) Personnel matters;
  - (b) The personal hardship of any resident or ratepayer;
  - (c) Industrial matters;
  - (d) Contractual matters;
  - (e) Proposed developments;
  - (f) Legal advice;
  - (g) Matters affecting the security of Council property;
  - (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
  - (i) a resolution to close the meeting to members of the public.
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#### **15. MEETING CLOSE**

There being no further business, Cr Nelson declared the meeting closed at 3:14pm

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