

**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE HINDMARSH SHIRE COUNCIL HELD AT THE COUNCIL CHAMBER, NHILL ON WEDNESDAY 20 SEPTEMBER 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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## ASSEMBLY OF COUNCILLORS RECORD

*Assembly of Councillors means a planned or scheduled meeting of at least 3 councillors and one member of council staff which considers matters that are intended or likely to be:*

- a) the subject of a decision of the Council; or*
- b) subject to the exercise of a function, duty of power of the council that has been delegated to a person or committee; but does not include a meeting of the Council, a special committee of the Council, a club, association, peak body, political party or other organisation.*

Requirements to be observed by an assembly of Councillors (Section 80A Local Government Act, 1989)

**Title of Meeting:** Council Briefing Session

**Date:** Wednesday 4 October 2017      **Time:** 1:00pm – 3:00pm

**Assembly Location:** Council Chamber, Nhill

**Present:**

Crs. D. Nelson (Mayor), D. Colbert, R. Lowe, R. Gersch, R. Ismay, T. Schneider

**Apologies:**

**In Attendance:**

Mr. G. Wood (Chief Executive Officer), Mr. S. Power (Director Infrastructure Services)  
Ms. A. Champness (Director of Corporate and Community Services)

**Conflict of Interest Disclosures**

1. Direct; or
2. 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.

**Councillors:**

Nil

**Officers:**

Nil

**Matters Discussed:**

<b>No.</b>	<b>Detail</b>	<b>Presenter</b>
1.	<b>Nhill to Rainbow restriction on trucks</b>	Shane Power
2.	<b>GCWRRRG Waste and Resource Recovery Plan</b>	La Vergne Lehmann, Keith Jackson
3.	<b>Council question time</b>	

Completed by: Greg Wood



Signed:

Date: 04/10/2017

*Must be kept for four years from date of the assembly. Available for public inspection at Council Offices for 12 months after date of assembly.*





**SUBJECT LAND**

1  
PS442525

Grain Bunker

46  
LP20133

11~3 LP1033  
12~3 LP1033  
13~3 LP1033  
14~3 LP1033  
15~3 LP1033  
16~3 LP1033  
17~3 LP1033

1  
TP598722

**DIMBOOLA ROAD**  
WESTERN HIGHWAY

**MCMILLAN STREET**

**WESTERN HIGHWAY**

**BOND STREET**

15 LP11638  
18 LP11638  
21 LP11638  
27 LP11638  
34 LP11638  
37 LP11638  
43 LP11638  
56  
59  
66  
69

1  
TP436997  
1  
TP2234

**LOCALITY PLAN**

This plan refers to Planning

Application No. 1557-2017

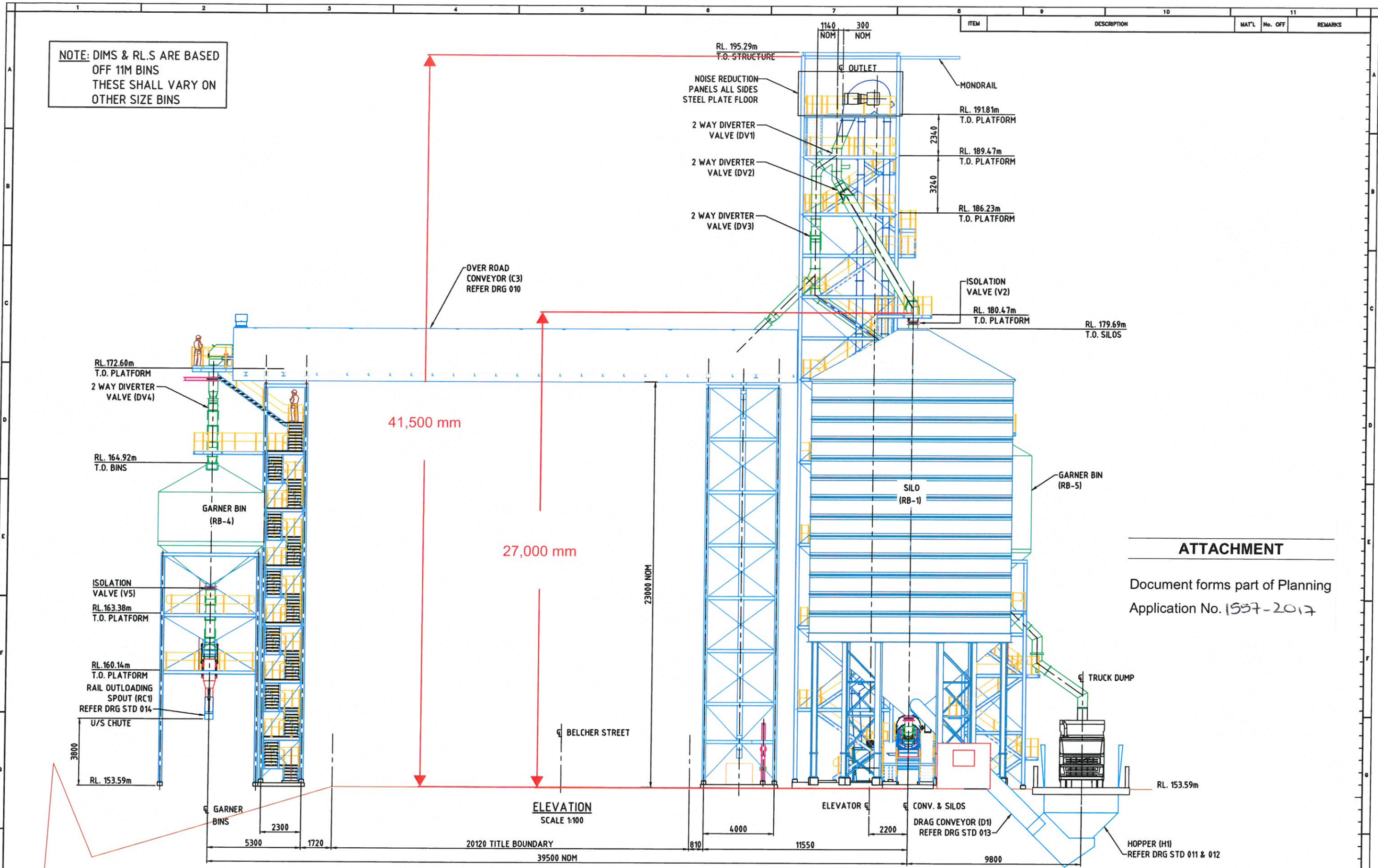








NOTE: DIMS & R.L.S ARE BASED OFF 11M BINS THESE SHALL VARY ON OTHER SIZE BINS



ITEM	DESCRIPTION	MAT'L	No. OFF	REMARKS
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**ATTACHMENT**  
 Document forms part of Planning Application No. 1557-2017

ELEVATION  
SCALE 1:100

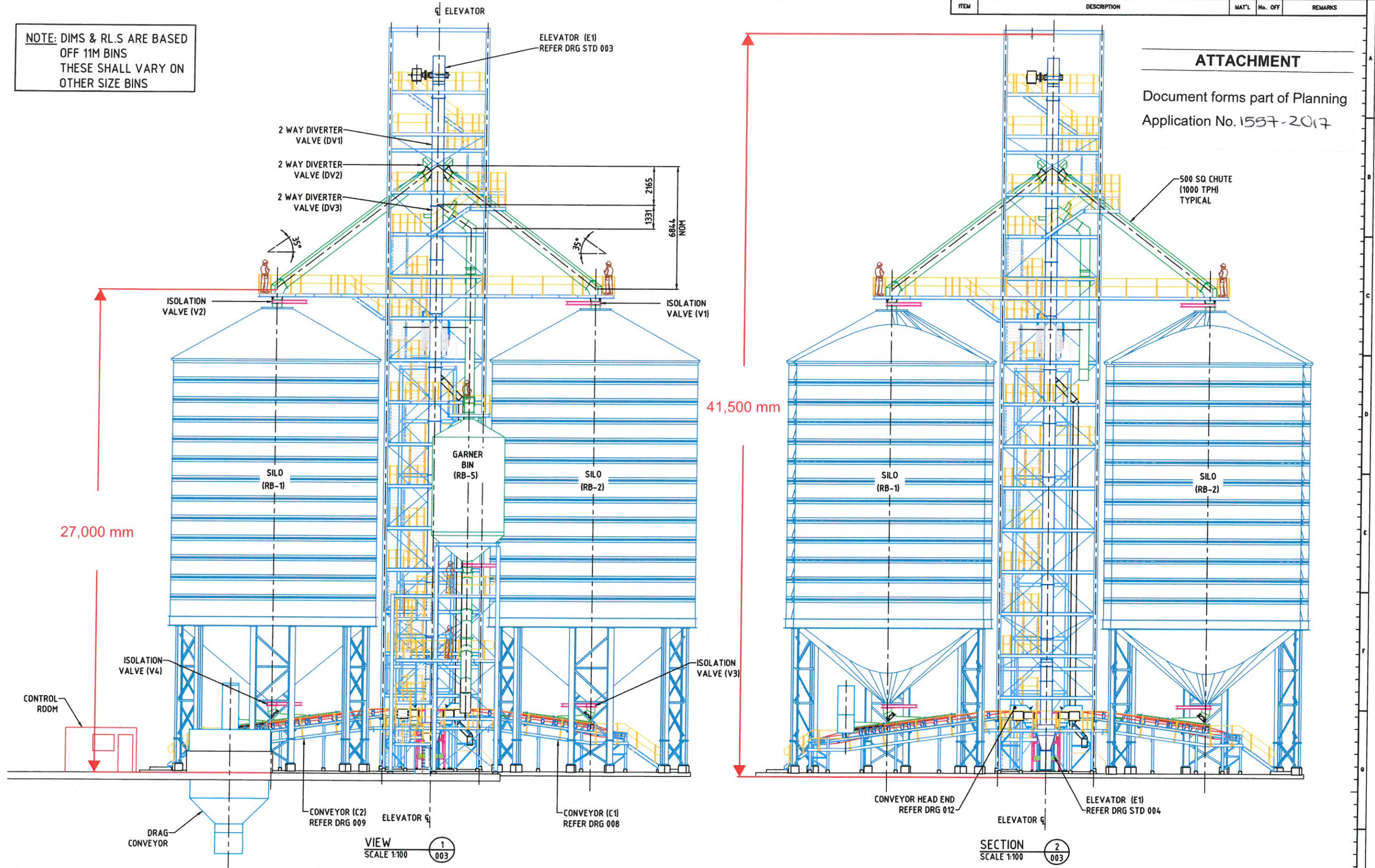
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<table border="1"> <tr> <td>GrainCorp Operations Limited</td> <td>ASB 52 003 075 401</td> <td>www.graincorp.com.au</td> </tr> <tr> <td>Head Office</td> <td>Level 17, Tower 1</td> <td>251 Sussex Street</td> </tr> <tr> <td></td> <td>Sydney NSW 2000</td> <td>Phone (02) 9717 3257</td> </tr> <tr> <td></td> <td></td> <td>enquiries@graincorp.com.au</td> </tr> </table>						GrainCorp Operations Limited	ASB 52 003 075 401	www.graincorp.com.au	Head Office	Level 17, Tower 1	251 Sussex Street		Sydney NSW 2000	Phone (02) 9717 3257			enquiries@graincorp.com.au	<table border="1"> <tr> <td>TITLE</td> <td>PROJECT NUMBER</td> <td>DRAWING NUMBER</td> <td>REVISION</td> </tr> <tr> <td>PROJECT REGENERATION NHILL-PROPOSED RAIL OUTLOADING CONCEPT SITE ARRANGEMENT ELEVATION - SHT 1 OF 3</td> <td></td> <td>20170220-NHI-DWG-004</td> <td>B</td> </tr> </table>	TITLE	PROJECT NUMBER	DRAWING NUMBER	REVISION	PROJECT REGENERATION NHILL-PROPOSED RAIL OUTLOADING CONCEPT SITE ARRANGEMENT ELEVATION - SHT 1 OF 3		20170220-NHI-DWG-004	B						
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NOTE: DIMS & RLS ARE BASED OFF 11M BINS THESE SHALL VARY ON OTHER SIZE BINS

**ATTACHMENT**

Document forms part of Planning Application No. 1557-2017



VIEW 1 SCALE 1:100

SECTION 2 SCALE 1:100

PROJECT No.	SITE	REFERENCE DRAWINGS	DRG. NUMBER	CONTRACTORS PROJECT No:	CONTRACTORS FILENAME:	SCALE 1:	REVISION	DATE	APP.	ENGINEER CHECKED	ENGINEER MANAGER	SIGNATURE	DATE	ITEM	DESCRIPTION	MAT'L	No. OFF	REMARKS	
							B	7.03.17				PT	22.02.17		<b>GrainCorp Operations Limited</b> ABN 52 003 875 401 www.graincorp.com.au Head Office: Level 17, Tower 1, 201 Sussex Street, Sydney NSW 2000. Telephone: (02) 9325 9100.				
							A	26.02.17								TITLE <b>PROJECT REGENERATION</b> <b>NHILL-PROPOSED RAIL OUTLOADING CONCEPT</b> <b>SITE ARRANGEMENT ELEVATION - SHT 3 OF 3</b>			
															PROJECT NUMBER <b>20170220-NHI-DWG-006</b>			DRAWING NUMBER <b>20170220-NHI-DWG-006</b>	REVISION <b>B</b>







# KAREN COMMUNITY PLAN

2017-2021



## ACKNOWLEDGEMENT OF KEY PARTNERS

This plan would not be possible without the cooperation and support of our key partners. Council wishes to express sincere thanks to

- Australian Government
- Victorian Government, Department of Premier and Cabinet, Office of Multicultural Affairs and Citizenship, Victorian Multicultural Commission
- Ballarat Community Health
- John and Marg Millington
- Luv-A-Duck
- Nhill College
- Nhill Karen Community Organisation
- Nhill Learning Centre
- Nhill Lutheran School
- St Patricks Primary School
- West Wimmera Health Service (WWHS)  
- enabling staff to participate in the interviews
- Wimmera Uniting Care
- Wimmera Development Association

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# FOREWORD



**HELEN KAPALOS**  
**CHAIR OF VICTORIAN MULTICULTURAL COMMISSION**

Our state is home to refugees from all over the world, with almost a third of Australia's refugees settling in Victoria. Our vibrant and welcoming community has much to offer refugees, including the experience and support of our well established migrant communities, and we are equally enriched by the contributions of our new arrivals.

For many refugees, adjusting to life in a new country can pose a number of challenges, so it is heartening to see Nhill's Karen community thriving in the place they now call home.

The Karen Community Plan continues to exemplify how diverse sectors and communities can work together to empower refugees to participate in our proudly multicultural state.



**CR. DEBRA NELSON**  
**MAYOR OF HINDMARSH SHIRE COUNCIL**

Hindmarsh Shire is Culturally and Linguistically Diverse (CALD) being home to people from more than twenty five different countries around the world. Our rural Shire provides the opportunity to live in a friendly, safe environment and together with the abundance of natural assets, that provide many opportunities for recreational activities, our residents enjoy a high quality of life.

Our communities are welcoming and caring, accepting and respectful and we are proud of the very high rate of volunteering within our shire. CALD communities have been embraced by our residents and many, many hours of volunteering have been spent to support them and provide opportunities for participation which has benefited the whole community.

Since the development of the first Karen Community Plan in 2014, the Karen community in Nhill has gone from strength to strength. In partnership with the local community, the Karen community has made tangible and significant impacts on the local economy, as well as contributing to the cultural and social fabric of Nhill.

The Karen people's settlement in Nhill is a wonderful refugee success story, and an inspirational settlement model for other local communities to follow. I congratulate and commend the Hindmarsh Shire Council and the wider Nhill and Hindmarsh communities for their leadership in engaging with the Karen community. It demonstrates the Council's commitment to supporting its newest members, while at the same time empowering communities to celebrate their cultural traditions with pride.

The Victorian Multicultural Commission is proud to continue our support for the Karen Community Plan, and wish you every success for its implementation.

We are very grateful to the migrants and refugees who have made the choice to move to our Shire, often for employment in many different fields. The Karen Community is by far the largest ethnic group within our Shire and their settlement, which has become known worldwide, has had a significant economic impact, particularly in Nhill, allowing for business expansion, boosting numbers in kindergarten and schools and stimulating the local property market.

Many migrants are also working in our Hospitals and Aged Care facilities undertaking the important work of caring for our sick and elderly, while others have shown confidence in our Shire by operating businesses. Regardless of employment status, every migrant or refugee is a valued member of our community and we encourage them all to recognise and celebrate their own culture and history for future generations to also appreciate.

# INTRODUCTION

## MULTICULTURALISM IN AUSTRALIA

Australia continues to grow as a culturally diverse nation, allowing those who choose to call Australia home the right to practise and share their cultural traditions and languages within the law and free from discrimination.

Over a quarter of Australians were born overseas and speak a second language, with over 300 languages spoken across the country.

Australian culture is as broad and diverse as the country's landscape. Australia is rich and diverse in cultural influences, reflected in the country's food, lifestyle and cultural practices and experience.

In 2017, the Victorian Government released its Multicultural Policy Statement, Victorian. And proud of it.

The policy is underpinned by the Victorian Values Statement, a set of shared values that the Victorian Government expects everyone to learn, respect and accept – and that Victorians should expect of each other.

These values are those that Victoria accepts and lives by to ensure that the state remains one of the world's most cohesive, multicultural societies.

## THE VICTORIAN VALUES STATEMENT

### ONE LAW FOR ALL

Everyone is equal under the law. All Victorians have the same legal rights, responsibilities and protections.

As Victorians, we all have rights under the law and responsibilities towards each other. By respecting our mutual rights and responsibilities, we can ensure a safe and cohesive society.

### FREEDOM TO BE YOURSELF

Everyone is free to be themselves and to feel safe in being true to themselves. The Government wants every Victorian to be able to celebrate their culture with pride, and practice their traditions in peace.

The freedom to be yourself includes freedom of speech, expressions of gender, sexuality and religion, and peaceful assembly; it does not allow people to break the law or to impinge on the safety or freedom of others.

### DISCRIMINATION IS NEVER ACCEPTABLE

Everyone has a responsibility to promote inclusion and participation and to reject exclusion, racism and all forms of violence. A society free of discrimination is better able to tackle problems like economic and social disengagement and improve health and wellbeing for all.

### A FAIR GO FOR ALL

Everyone deserves a fair go in life. That means giving every Victorian – no matter where they live, their circumstances, or their background – the support they need to enjoy the Victorian way of life. These include quality education and healthcare, accessible transport, equity in employment and a safe place to live.





## 2014 PLAN – UPDATE

The 2014 Karen Community Plan formed part of the Hindmarsh Shire Council Plan 2013 – 2017. It contributes to Council’s long term vision of developing “a caring, active community enhanced by its liveability, environment and economy”.

Developed in consultation with the Karen community, the 2014 plan was a balance of grassroots projects and strategic outcomes to ensure the Karen community of Nhill is supported and provided with opportunities to complete fulfilling lives in Nhill.

The plan has contributed to empowering Nhill’s community and encouraging an inclusive environment for all residents to feel safe. The three main themes of the plan were access, involvement and consultation. These broad themes allowed Council and other key stakeholders to work with the community to provide a long term direction in supporting the Karen community with increased access to settlement services, provision of information sessions for information sharing, increased employment and education opportunities, cultural events and strategic support at a local and regional level.

Council has worked on delivering the actions identified in the 2014 plan while collaborating with key stakeholders to build awareness of the Karen community on a local, regional and national scale. The plan has been an exceptional platform for Council and the wider community to support, advocate for and work with the Karen community of Nhill.

## COUNCIL’S VISION – 2017 AND BEYOND

The Karen Community Plan 2017-2021 has been developed with substantial consultation across a wide range of stakeholders in the Nhill, Hindmarsh and wider Wimmera community.

Aligning with the Hindmarsh Shire Council Plan 2017 – 2021, this plan will continue the long term strategic direction for Council to develop a thriving local economy through increased capacity and leadership within the Karen community of Nhill.

The key aim of the Karen Community Plan 2017-2021 is to build on the actions of the 2014 plan and support the Karen community in increasing their access to settlement services at a local and regional level, developing their leaders with training and education opportunities, increasing employment opportunities through employment and business development and providing new opportunities in sport, recreation, arts and cultural activities.

Empowering the Karen community through continued learning, via training opportunities and mentoring support will see increased capacity throughout the Nhill and Hindmarsh community in areas such as hospitality, tourism, health and agriculture.

## OBJECTIVE

This plan acknowledges the Karen community’s importance in Nhill’s cultural diversity, and the role they play in strengthening the local economy. It identifies key areas for improvement, change and growth that supports and increases the capacity of the Karen community in Nhill through initiatives identified during consultations. In delivering the actions in this plan, Council and other local and regional stakeholders will continue to seek input from the Karen community in the future.



# OUR COMMUNITY PROFILE

## HINDMARSH AT A GLANCE

2016 Census Data

**Towns:** Nhill, Dimboola, Jeparit, Rainbow

**Area:** 7,527 km<sup>2</sup>

**Population:** 5,721



## HINDMARSH DEMOGRAPHICS

Hindmarsh Shire Council is home to 5,721 people. Of these, 2,184 people live in Nhill. According to 2016 Census data, Nhill's population has declined by 94 people since 2011, approximately 4% of the town's population.

82.8% (down from 88.4% in 2011) of Nhill's population were born in Australia, and English is the only language spoken in the homes of 86.1% (5% lower than 2011) of residents.

To create a picture of the town, the median age is 48 years, increasing from 46 years of age in 2011. Most people identify themselves as being Christian, own their home outright, and work in any number of areas within the agriculture sector.

At the 2016 Census, Nhill was home to 83 people who were born in Myanmar (Burma, previously known as the Republic of the Union of Myanmar) and 44 people were born in Thailand.

Over 17% (385) of Nhill's population had at least one parent born overseas, with 289 residents stating both parents were born overseas (13.2%). Of these 385 residents, 135 people living in Nhill at the time of the 2016 Census had one parent born in Myanmar.

The Karen population in Nhill is somewhat higher than the 2016 Census figures suggest. Surveying completed by Council and the local Karen community indicates that the number of Karen living in Nhill is at least 30% higher than the figures provided in Census. This anomaly may be explained by members of the Karen community being elsewhere on the day of the census.

**2184**  
PEOPLE LIVE IN NHILL

**34**  
NUMBER OF KAREN LIVING  
IN NHILL IN 2011

**180**  
NUMBER OF KAREN LIVING  
IN NHILL IN 2014

**182**  
NUMBER OF KAREN LIVING  
IN NHILL IN 2016

**535%**  
GROWTH OF NHILL'S KAREN  
POPULATION IN JUST FIVE YEARS







## HISTORY OF THE KAREN PEOPLE

The Karen people are an ethnic group from Burma (Republic of the Union of Myanmar). Traditionally, many are subsistence farmers, living in small villages in mountainous regions. Karen people are culturally and linguistically diverse, and commonly practice several religions, including Animism, Buddhism and Christianity.

Burma was historically a monarchy, however, this collapsed when it was colonised by Britain in the 19th century. After Burma regained independence in 1948, civil war broke out between the government and the minority ethnic groups. When the military took power in 1962, they established a brutal regime of persecution, extortion and forced labour. Killings, torture and rape are common place, forcing many to flee Burma and seek refuge in Thailand<sup>1</sup>.

Presently, approximately 140,000 Karen live in refugee camps on the Thai/Burma border, administered by the United Nations High Commissioner for Refugees<sup>2</sup>. Refugees in these camps can apply to the Australian Embassy in Bangkok to be resettled in Australia. They have medical checks and are interviewed by the government before they come to Australia.

So far, about 50,000 Karen refugees have been resettled in Europe, America, Canada, and Australia<sup>3</sup>.

The first Karen refugees arrived in Australia in the 1990s and settled in the Western suburbs of Melbourne. There is now a large Karen population in suburbs including Werribee and Truganina and regional cities of Geelong and Bendigo.

The first Karen man arrived in Nhill in 2010, aided by the Wimmera Development Association Migrant Settlement Program and commenced work at Luv-A-Duck. In 2017, approximately 179 Karen refugees now call Nhill home with more families arriving regularly.

The Karen community have adapted to life in Nhill well and have become an integral part of the community. The community's resettlement has assisted Nhill and the Hindmarsh Shire in addressing a declining and ageing population. Nhill's newest residents have helped the community by boosting student enrolments across three schools, early years' services and real estate purchases.

In 2015 AMES (Australian Migrant Employment Services), with the assistance of Deloitte Access launched an economic report 'Small Town Big Returns - Economic and social impact of the Karen resettlement in Nhill', providing new and important insights into the economic and social value that can accrue through these initiatives, and identifies factors that contributed to success of the Karen people's resettlement to Nhill. These insights can both create the case for, and inform planning of, resettlement in other Australian communities. At the time, a total of 70.5 Full Time Equivalent (FTE) positions had been added to the regional economy over the five year period of analysis, representing approximately 3% of total employment across Hindmarsh. The economic impact of this increased labour supply, in terms of Gross Regional Product – as modelled by Deloitte Access Economics, is estimated to be \$41.5 million in net present value terms.

Since 2015, the Karen's journey to Nhill has been catapulted onto the international media stage and continues to be re-ignited as a 'success story' in the resettlement of refugees and migrants into rural Australia.

In 2016 Nhill's retail sector has been injected with diversity with the opening of Nhill Karen Grocery Shop and Paw Po Products. The Nhill Karen Grocery Shop fulfils a need in the current grocery market for Asian-inspired cuisine, ingredients and homewares. The shop has built its customer base from the local Karen market, to the wider Nhill community. Paw Po Products was founded by the Nhill Learning Centre and has provided a retail and training space for the Karen women. These women are students of the Nhill Learning Centre studying and learning English, lifestyle and sewing which has assisted them in operating in the retail space. As the business grows, so have the ladies' repertoire of skills, now focusing on customer service, monitoring finances, implementing pricing and advertising effectively.

These new ventures are just two examples of how the Karen community participate in and contribute to the local economy. As the Karen community's confidence and capacity develops, so too will the economic and social impact on the Nhill community.



## 2010

**January** - First Karen People to visit Nhill

**February** - First Karen people to move to Nhill and five Karen People commence work at Luv-A-duck, First enrolment at Nhill College

**March** - First Harmony day Celebration

**June** - Tha Kar is the first Karen Employed outside Luv-A-Duck  
First Karen enrol in English Classes with Nhill Neighbourhood House

**September** - Ku Po Mya is the first Karen to buy a home in Nhill

## 2011

**January** - First Karen New Year celebrations

**November** - More than 70 Karen living in Nhill  
Four Karen people bought their own houses  
Toh Mae Pa is the first business registered by Karen Community members in the Hindmarsh Shire

## 2012

**January** - Ah Nee New is the first Karen baby born in the Wimmera

**February** - Karen workforce at Luv-A-Duck exceeds 50

**April** - First Karen members join Nhill Sporting Club

**August** - Hal Loo is the first Karen to start an apprenticeship

## 2013

Tha Hser wins the Learner Local of the Year.

**August** - Largest Citizenship ceremony at Hindmarsh Shire Council was 19 people

**December** - First Karen students complete VCAL at Nhill College

## 2014

**January** - Nine families have bought their own homes

**February** - Karen enrolments exceed 20 at the Nhill Learning Centre  
Hindmarsh Shire Council launched the 2014 Karen Community Plan, Settlement Officer and Migration Employment Coordinator commence at Hindmarsh Shire Council, Nhill English Second Language (ESL) Homework Club starts with Wimmera Development Association (WDA) and Foundation for Rural and Regional Renewal (FRRR) funding

## 2015

**January** - Karen New Year festival and Harmony and water festival

**August** - Nhill Neighbourhood House receives AMES diversity Innovation Award  
Nhill Community Garden expands to incorporate two new garden beds

## 2016

**May** - Refugee Health Nurse commences one day a week

**May** - Migrant Employment Co-ordinator commences at Hindmarsh Shire Council, Interpreter commences at West Wimmera Health Service (WWHS), the Nhill Karen Grocery store opens

**October** - Nhill Learning Centre officially opens the Social Enterprise Business Paw Po Products, Hal Loo completes training as a mechanic and is nominated as Apprentice Trainee of the Year and receives the Special Judges Commendation in the Young Apprentice of the Year, at Wimmera Business Centre.  
Three families arrive in Nhill

**December** - Paw Po Products expands to sell flowers from Australian Wildflowers Pty Ltd based in Laharum

## 2017

**February** - Third class of Karen Language Classes at Nhill Learning Centre (NLC), NLC offers four different types of English classes

**May** - Karen cooking classes at Nhill Learning Centre, Refugee Health Nurse commences two days a week at West Wimmera Health Service



## CONSULTATION PROCESS

In preparing this report, Council consulted with many members of Nhill's Karen community. A brief analysis of the feedback collected throughout this process is included in the following pages.

In reviewing the consultation process during the development of the 2014 plan, it was determined that additional high level strategic consultation was required with external stakeholders to ensure that the revised and updated 2017 plan provided the next level of direction for not only Hindmarsh Shire Council, but all stakeholders who support and engage with the Karen community.

During the consultation process there were three main groups forming numerous consultations across Nhill. Students at Nhill College provided feedback on growing up in Nhill, future aspirations of the migrant youth and ideas on how to improve the town's facilities, services and activities for young people.

The Karen community met with Council staff at the Nhill Learning Centre for an open-invitation facilitated session to discuss the long term goals of the community in terms of employment, infrastructure, social activities, health and wellbeing. The session provided insight into the aspirations of the Karen community and the cultural significance of such.

The third consultation was held with an extended group of external stakeholders from local and regional service providers, community organisations and individual community leaders that have a direct role in supporting, engaging and working with the Karen community of Nhill.

Hosting three consultations allowed Council to engage a diverse range of the Karen community and other stakeholders to ensure that the plan for supporting and growing the Karen community is accurate and will provide for their long term sustainability within the community.



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## YOUTH

### *What do you like about living in Nhill?*

- Peaceful
- Not too many people, rural community where everyone knows each other
- Big lake to swim in
- Friends are really close
- Playing netball, football and tennis

### *What don't you like about living in Nhill?*

- Far away from friends in Werribee
- Can't get pizza seven days a week

### *What do you want to be when you grow up?*

- Go to University
- Help the poor people and build schools especially in Thailand
- Auto electrician
- Motor Mechanic

### *What can be improved in Nhill?*

- Bounce centre, heated indoor pool, mini golf course, laser skirmish, gym
- More new homes
- Bigger lake
- Paint/art wall
- Youth centre (stage, games, weights, coffee machine, tv, wifi, table tennis table)

### *Will you stay in Nhill after school?*

- Some will leave Nhill to go to University
- A gap year working at West Wimmera Health Service is attractive to young people
- Get a job locally

### *What would you like to see more of in Nhill?*

- Soccer team, social soccer/round robin for girls and boys
- Volleyball, table tennis, girls soccer, girls football
- Gaming events and opportunities for gaming tournaments
- Movie marathons at Nhill Cinema

### *If you could pick any job in the world what would it be?*

- Governor General of Australia
- Neuro Surgeon
- Teacher

### *If you had one million dollars what would you buy?*

- An army tank
- Bank it or invest in business
- Invest in google

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## KAREN COMMUNITY

### *What do you like about living in Nhill?*

- I feel like I am at home
- I can drive or walk everywhere, there's a community garden
- We feel safe, there's no traffic
- I like the teachers at Nhill Learning Centre, they are friendly and teach us all we need to know.
- Mentally and physically everything is happy, local people are very helpful.
- Living in Australia is a good thing, I can work for a few years and buy a house and car; all those freedoms are good.

### *What don't you like about living in Nhill?*

### *What is the biggest challenge for you living in Nhill?*

- Kids have to leave Nhill after Year 12 for Tertiary Education. We like to stay together as a family and will have to leave to support our children.
- Prices are high and variety of local goods and services are limited. The basic food is here but for choices we have to go to Horsham once a week.
- Building a house and connecting services is very expensive on outskirts of town.
- Not as many job opportunities available for limited English in recent years.

### *Would you like any training on a specific topic/information session?*

- How to care for environment and animals, to build the skills necessary to care for them and what to feed them.
- Information on further/ Tertiary studies available online and through video conferencing
- How to start a business / enterprise
- Dental services and how/ why to quit Betel nut
- Maternal and Child Health Services and ongoing health checks for children
- Cooking classes at Nhill Learning Centre

### *If you could choose any job in the world what would it be?*

- Hands-on farm jobs
- Karen inspired restaurant
- Online shopping
- Chicken farm
- Mushroom farm and factory
- Builders
- Carrot farm
- Local Councillor
- Pop up café at Nhill Lake
- More variety of jobs at Paw Po



# COMMUNITY PROFILES

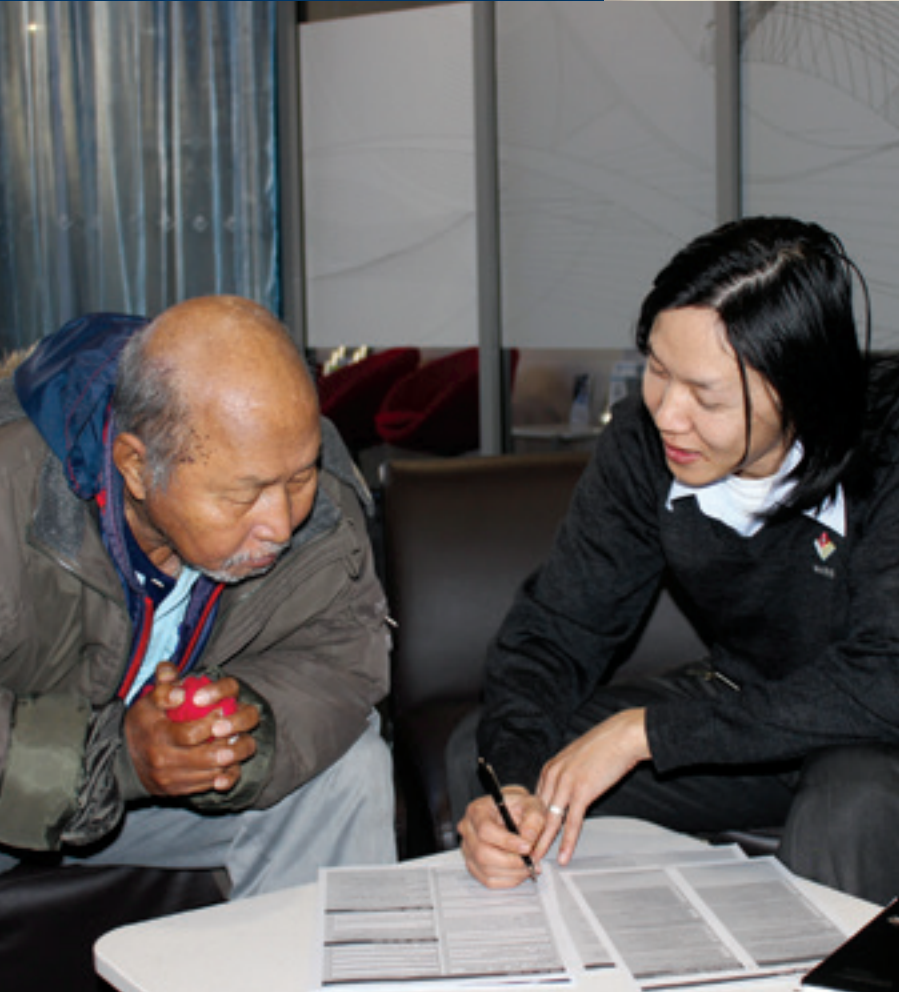
Settlement of Karen people in Nhill is also providing significant benefits to the Nhill community. The Karen people are assisting in arresting the decline of Nhill's population, increasing the workforce and making a valuable contribution to the local economy. This section profiles six Karen community members working in Nhill.



## NAN MYA MYA SOE – [ASOE]

“(I am) Happy, very happy and lucky to be with my husband here. We like everything - the people, the quiet and safety, unlike the city.”

“I have lived here for 6 months. I moved here to be with my husband who works at Luv-A-Duck as a forklift driver. I am happy, very happy and lucky to be living here with my husband here. I didn’t believe my husband. I thought he was joking when he said I needed a licence to go fishing. In Thailand anyone can fish anywhere. I work at Clever Stitch and teach sewing at Paw Po.”



## MOODY TU

“I came here for a new life. We visited friends in Nhill through the Church and loved it. We wanted to get away from the traffic in Werribee. Nhill is like our hometown in Burma.”

“I lived in the Thailand camp for 24 years and I have been in Australia for 8 years. I have lived 1 year in Nhill. I came to Australia for a better life, even though I was born in Burma I was a refugee and had no nationality. The first time I went to KFC I didn’t know how to eat a burger I had to look around and see how others were holding/eating it, I had never seen a burger before. In Nhill the roads are quiet, kids are safe and we can go to Church. We love having a backyard for the children. We also love all the animals and seeing the animals in the wild in the area. I work at West Wimmera Health Service as an Interpreter, translating the hospitals documents and attending appointments with migrants.”

## MURA HTOO

"I want to study a lot as you don't know what is going to be in the future. I want to work every day. It's safe to walk around Nhill, I love the boardwalk."

"I'm Excited as I've bought a block of land to build our family home on. My parents chose to move here as they wanted education and opportunities for us all. I first came to visit friends in Nhill and loved it. I want to buy a house for my parents, we love going to the community garden and can get help from the community. For 12 years I lived in the Thailand Border camp, 8 years in Australia and 1.5 years in Nhill. I work at West Wimmera Health Service in general services working in the kitchen and cleaning."



## P'LEH BENYO

"I love Nhill and how we feel a part of the Nhill Community."

"I have lived in Nhill for 7 years and my Husband works at Luv-A-Duck. I have worked at West Wimmera Health Service at Olivers Café for 2 years as a Café staff Hand/kitchen/cook. I Love Nhill, I feel a part of the Nhill Community. We saved up and bought a house."





## THA BLAY

"Nhill is quiet like our home in Burma and has the same country spirit. The community has welcomed us. I like everything about Nhill. We joke the community garden is mums second home."

"I lived in a small village in the jungle until I was 8 years old. We then lived in Mae La Refugee camp for 7 years. I have lived in Australia 8 years, 5 years in Nhill with my mum, dad and 3 brothers."

I am the Multicultural and Education Aide at Nhill College. I assist communicating between families and the school, translating documents and giving individual help to students. I help the kids and listen to them. We came to Australia for a better life. We applied and had to wait a few years to have medicals and be accepted into the country. Dad got a job at Luv-A-Duck and the family all came to Nhill."



## THA HSER

"We like country living over the city as we are used to living in small towns. Nhill is like my village, surrounded by fields and lakes. Having a house to live in, freedom, safety, education and good health system is why we're here. My kids can go further in education than I did and get a good job and have all the opportunities I didn't in Burma."

"I spent 13 years in Karen state and then 26 years in a Thailand refugee camp. It was limiting. I have lived in Australia for 9 years, with 7 years being in Nhill. It's a safe place to live and good future life."

I moved here as I got a job at Nhill Learning Centre and volunteered there, I also work at Hindmarsh Shire Council as the Migrant Settlement Officer, my wife works at Luv-a-Duck in processing."

# KAREN COMMUNITY ACTION PLAN

## LIFESTYLE

OBJECTIVE	ACTION	LEAD RESPONSIBILITY / STAKEHOLDERS	TIMEFRAME	OUTCOME
1.1 Support the development of early childhood services through increased participation, engagement and educational activities.	1.1.1 Playgroup 'Open Days' with Supported Playgroup and Traditional Playgroups, encouraging participants to attend both sessions.	Lead: Hindmarsh Shire Council Support: Nhill Learning Centre / WDA	October 2017	Successful Open Days held, with increased participation in all playgroup sessions, including Karen involvement in traditional playgroup.
	1.2.1 Installation of raised garden beds.	Nhill Community Garden Committee	June 2018	Four raised garden beds installed and in use.
	1.2.2 Promote the Nhill Community Garden to wider community, attracting other cultures and community members to utilise garden space.	Nhill Community Garden Committee	March 2018	Increased participation and users of Nhill Community Garden.
1.2 Increase participation, awareness and opportunities available through the Nhill Community Garden.	1.2.3 Develop mentoring processes with established garden users for new garden users to build cross-cultural relationships and knowledge sharing.	Nhill Community Garden Committee	March 2018	Mentoring program established with anecdotal evidence of its success. Five mentor partnerships established.
	1.3 Increased participation in structured and non-structured sport and recreation pursuits.	1.3.1 Support local sporting clubs in attracting new members and players from Karen community.	Lead: Sporting clubs Support: Hindmarsh Shire Council Settlement Officer	Ongoing
1.3.2 Establish 'Come and Try' sessions for sports (not currently offered in Nhill).		Lead: Hindmarsh Shire Council Support: Wimmera Regional Sports Assembly	Ongoing	Two 'Come and Try' sessions held in Nhill each year.

OBJECTIVE	ACTION	LEAD RESPONSIBILITY / STAKEHOLDERS	TIMEFRAME	OUTCOME	
1.4	Increase participation of Karen youth through targeted provision of youth activities.	1.4.1 Translated posters for school holiday program, promotion of youth activities in Karen Community newsletter to encourage Karen participation in youth related activities and events.	Lead: Hindmarsh Shire Council Community Development Support: Hindmarsh Shire Youth Council, Schools	Ongoing	Increased participation of Karen youth in Council coordinated and supported youth-related activities and events.
1.5	Increase health literacy among Karen community.	1.5.1 Facilitate a series of information sessions targeting health literacy and promoting the health services available in region.	Lead: West Wimmera Health Service Support: Hindmarsh Shire Council, Nhill Learning Centre	Ongoing	Greater understanding in community, one information session held each year with health focus.
		1.5.2 Facilitate tours, visits and excursions with a health-related focus.	Lead: West Wimmera Health Service Support: Nhill Learning Centre		Greater understanding of health services in the community, successful attendance to tours/visits/excursions.

OBJECTIVE	ACTION	LEAD RESPONSIBILITY / STAKEHOLDERS	TIMEFRAME	OUTCOME
1.6 Support art and cultural pursuits.	1.6.1 Establishment of art wall / community painting project.	Lead: Hindmarsh Shire Youth Council Support: Hindmarsh Shire Council, Nhill Town Committee	December 2019	Completion of community based art project connecting migrants and the wider Nhill community.
	1.6.2 Establishment of cross-cultural, cross-generation community project.	Lead: Nhill Learning Centre Support: Hindmarsh Shire Council, Hindmarsh Shire Youth Council, Schools	September 2019	Completion of a cross-cultural, cross-generation community project.
	1.6.3 Support the community in the coordination of social events that celebrate and share other cultures in the community.	Lead: Nhill Karen Community Organisation Support: Hindmarsh Shire Council	Ongoing	Increased leadership in the coordination, participation and attendance at the annual Karen New Year, Harmony Day and Refugee Week events.
1.7 Housing.	1.7.1 Undertake research for best practice principles for alternative living arrangements (elderly shared housing, kit home packages).	Lead: Hindmarsh Shire Council Support: Wimmera Development Association	September 2020	Housing report completed with recommendations for alternative living arrangements for all demographics within the community.

## EDUCATION, ENTERPRISE AND EMPLOYMENT

2.1 Retention of the existing migrant population in Nhill through the establishment of a strong strategy to retain and attract youth with appropriate employment and education opportunities.	2.1.1 Promote local employment opportunities, traineeships, apprenticeships and internships.	Lead: Hindmarsh Shire Council Support: Employment Agencies, local employers, Nhill Learning Centre	Ongoing	Increased promotion of fortnightly employment vacancies list. Regular visits from employment network providers, Skill Invest to provide information sessions. Promote and advocate to local business about bursary/sponsorship of young people in health and agricultural sectors.
	2.1.2 Support and promote the use of technology in accessing education remotely.	Lead: Nhill Learning Centre Support: Hindmarsh Shire Council	Ongoing	Increase in migrant residents enrolling in courses through online education providers each year

OBJECTIVE	ACTION	LEAD RESPONSIBILITY / STAKEHOLDERS	TIMEFRAME	OUTCOME
2.2 Identify gaps in business and employment, support existing and attract new residents in addressing these issues.	2.2.1 Increase participation in local certificate training to address local employment needs such as aged care, business, hospitality and interpreting.	Lead: Nhill Learning Centre Support: Hindmarsh Shire Council	Ongoing	Increase in migrant residents completing certificate training each year addressing local employment needs, and gaining local employment.
	2.2.2 Advocate for a General Practitioner in Wimmera Region (with accreditation to undertake Refugee Arrival Health Assessments).	Lead: West Wimmera Health Service / Tristar Medical Clinic Support: Hindmarsh Shire Council	December 2020	General Practitioner engaged by Tristar Medical Group to service the needs of the migrant community of Nhill and Wimmera region.
	2.2.3 Expansion of current community enterprise Paw Po Products.	Lead: Nhill Learning Centre Support: Hindmarsh Shire Council	Ongoing	Expansion of Paw Po Products Enterprise to include tailor and dressmaking services and development of traditional weaving.
	2.2.4 Support new community enterprise opportunities to fill gaps in current business services.	Lead: Nhill Learning Centre / Hindmarsh Shire Council Support: Regional Development Victoria / Wimmera Development Association (WDA)	October 2018	Update of gap analysis for businesses in Nhill / Hindmarsh Shire Council and promote opportunities to migrant community.
	2.2.5 Establish a Karen Interpretative Centre to promote cross-cultural exchange with broader community.	Lead: Nhill Learning Centre Support: Hindmarsh Shire Council	December 2019	Establishment of the Karen Interpretative Centre in Nhill.

# INCREASED LEADERSHIP

OBJECTIVE	ACTION	LEAD RESPONSIBILITY / STAKEHOLDERS	TIMEFRAME	OUTCOME
3.1 Empower Karen community members, including youth to assume leadership roles within the community.	3.1.1 Promote leadership opportunities within Local Government, including 2020 local Council elections and Youth Council elections	Lead: Hindmarsh Shire Council Support: Hindmarsh Shire Youth Council	Ongoing	Successful promotion of leadership opportunities for youth and the wider migrant community, including annual Hindmarsh Shire Youth Council election and 2020 Hindmarsh Shire Council election.
	3.1.2 Facilitate leadership training/workshops for Karen community members.	Lead: Hindmarsh Shire Council Support: Nhill Learning Centre, Wimmera Development Association	October 2018	Karen community members successfully completing leadership based training and/or workshops on building capacity and learning leadership skills.
	3.1.3 Develop a mentoring program for aspiring and future community leaders (with migrant background).	Lead: Hindmarsh Shire Council / Nhill Learning Centre Support: Wimmera Development Association, local businesses	October 2018	Mentoring program established and Karen community members successfully partnered with leadership mentors.
3.2 Facilitate leadership activities to build the community's capacity to identify and develop solutions for existing issues and future directions.	3.2.1 Organise a state-wide Karen community gathering to engage the broader community and encourage the exchange of ideas.	Lead: Nhill Karen Community Organisation Support: Hindmarsh Shire Council	October 2018	A successful event held in Nhill with attendees from across Victoria and South Australia meeting to discuss ideas and develop future directions.
	3.2.2 Organise bi-annual workshops to allow the community to interact and share information.	Lead: Nhill Karen Community Organisation Support: Hindmarsh Shire Council	Ongoing	Bi-annual workshops held with attendees from local Karen community.

# SERVICES AND SUPPORT

OBJECTIVE	ACTION	LEAD RESPONSIBILITY / STAKEHOLDERS	TIMEFRAME	OUTCOME
4.1 Advocate for increased access to services in Nhill and Wimmera region.	4.1.1 Advocate for increased access to Medicare and Centrelink services with face to face appointments in Nhill.	Lead: West Wimmera Health Service Support: Wimmera Development Association	December 2020	Medicare and Centrelink services available for face to face appointments at West Wimmera Health Service.
	4.1.2 Advocate for citizenship testing service in the Wimmera.	Lead: Wimmera Development Association Support: Hindmarsh Shire Council	December 2020	Citizenship testing services secured and available in the Wimmera Region.
	4.1.3 Advocate for appropriate, sustainable English as a Second Language (ESL) support at local schools.	Lead: Schools Support: Hindmarsh Shire Council, Wimmera Development Association	Ongoing	Sustainable approach to English as a Second Language (ESL) support to local schools.

OBJECTIVE	ACTION	LEAD RESPONSIBILITY / STAKEHOLDERS	TIMEFRAME	OUTCOME
4.2 Increased awareness of and pathways created to access available services.	4.2.1 Information session facilitated by Centrelink and held in Nhill on reporting methods and updates to system.	Lead: Hindmarsh Shire Council Support: Centrelink, Nhill Learning Centre, West Wimmera Health Service	Ongoing	30 migrant community members attend information session held by Centrelink in Nhill each year.
	4.2.2 West Wimmera Health Service to host Nhill Hospital Tours.	Lead: West Wimmera Health Service Support: Hindmarsh Shire Council	Ongoing	Two hospital tours held per year for new residents and Karen community.
	4.2.3 Facilitate seminars and information sessions to inform the Karen community about services, rights and responsibilities.	Lead: Hindmarsh Shire Council Support: Nhill Learning Centre	Ongoing	One information session held annually about services, rights and responsibilities.
	4.2.4 Quarterly newsletter distributed to Karen community promoting services, topical news and events.	Lead: Hindmarsh Shire Council Support: Nhill Learning Centre, Wimmera Development Association, Schools, West Wimmera Health Service	Ongoing	Quarterly newsletter distributed to community with increased content provided by external stakeholders.

## ENDNOTES

- <sup>1</sup> <http://worldrelieffortworth.org/Burma-myanmar-karen-cultural-profile>  
[http://australiankarenfoundation.org.au/Karen\\_people\\_18.html](http://australiankarenfoundation.org.au/Karen_people_18.html)
- <sup>2</sup> <http://worldrelieffortworth.org/Burma-myanmar-karen-cultural-profile>  
[http://www.karen.org.au/karen\\_people.htm](http://www.karen.org.au/karen_people.htm)
- <sup>3</sup> [http://www.karen.org.au/karen\\_people.htm](http://www.karen.org.au/karen_people.htm)





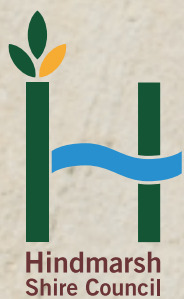


**Hindmarsh Shire Council**

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**INSTRUMENT OF DELEGATION**  
**NHILL TOWN COMMITTEE**

In exercise of the powers conferred by section 86 of the *Local Government Act 1989 (Act)*, Hindmarsh Shire Council (**Council**) delegates to the Nhill Town Committee (**Committee**), established by resolution of Council passed 25 October 2017, the powers, duties and functions specified in the Schedule, and declares that—

1. this Instrument of Delegation is authorised by resolution of Council passed on 25 October 2017;
2. the delegation:
  - 2.1. comes into force immediately the Common Seal of Council is affixed to this Instrument of Delegation
  - 2.2. remains in force until Council resolves to vary or revoke it
  - 2.3. is to be exercised in accordance with any guidelines or policies which Council from time to time approves
  - 2.4. is subject to the limitations and conditions specified in the schedule; and
3. all previous Instruments of Delegation that delegate any powers, duties and functions to Nhill Town Committee are revoked to the extent that they delegate powers, duties and functions delegated by this instrument.

THE COMMON SEAL of the  
HINDMARSH SHIRE COUNCIL

Was hereto affixed on the                      day of                      in the presence of—

.....  
Chief Executive Officer

.....  
Councillor

## **SCHEDULE**

### **NHILL TOWN COMMITTEE**

#### **Powers, Duties and Functions**

To exercise Council's powers and functions to perform Council's duties in relation to the representation of the diverse members of the Nhill community, identification of community needs and interests, and advocacy on behalf of the community, and for those purposes—

1. to provide leadership in the promotion of Nhill and district, the improvement of the community's liveability and its economic development, liaising with sporting groups, community organisations and businesses to identify and help coordinate any such opportunities
2. to advise Council of necessary service delivery and infrastructure improvements in its community, and to prioritise such requests and submit them in January of each year for consideration in Council's budget
3. to provide a means of effective and efficient communication between Council and the community
4. to provide feedback and comments on matters referred by Council or other matters brought to the Committee's attention
5. to facilitate local activities and events, including "welcome" functions for new residents
6. to enter into contracts, and to incur expenditure for an amount not exceeding \$2,000
7. to do all things necessary or convenient to be done for, or in connection with, the performance of the delegated powers, duties and functions.

#### **Limitations and Conditions**

1. The Committee is not authorised by the Instrument of Delegation to—
  - a. enter into contracts, or incur expenditure, for an amount which exceeds that amount defined in this instrument. Where higher contract or expenditure limits are required, approval must be sought from Council.
  - b. exercise the powers, which by force of section 86 of the Act, cannot be delegated.
2. The Committee must comply with all legislation, regulations and local laws applicable to the operations of the Committee.

END



**INSTRUMENT OF DELEGATION**  
**DIMBOOLA TOWN COMMITTEE**

In exercise of the powers conferred by section 86 of the *Local Government Act 1989 (Act)*, Hindmarsh Shire Council (**Council**) delegates to the Dimboola Town Committee (**Committee**), established by resolution of Council passed 6 December 2000, the powers, duties and functions specified in the Schedule, and declares that—

1. this instrument of delegation is authorised by resolution of Council passed on 25 October 2017;
2. the delegation:
  - 2.1. comes into force immediately the Common Seal of Council is affixed to this Instrument of Delegation
  - 2.2. remains in force until Council resolves to vary or revoke it
  - 2.3. is to be exercised in accordance with any guidelines or policies which Council from time to time approves
  - 2.4. is subject to the limitations and conditions specified in the schedule; and
3. all previous Instruments of Delegation that delegate any powers, duties and functions to Dimboola Town Committee are revoked to the extent that they delegate powers, duties and functions delegated by this instrument.

THE COMMON SEAL of the  
HINDMARSH SHIRE COUNCIL

Was hereto affixed on the                      day of                      in the presence of—

.....  
Chief Executive Officer

.....  
Councillor

## **SCHEDULE**

### **DIMBOOLA TOWN COMMITTEE**

#### **Powers, Duties and Functions**

To exercise Council's powers and functions to perform Council's duties in relation to the representation of the diverse members of the Dimboola community, identification of community needs and interests, and advocacy on behalf of the community, and for those purposes—

1. to provide leadership in the promotion of Dimboola and district, the improvement of the community's liveability and its economic development, liaising with sporting groups, community organisations and businesses to identify and help coordinate any such opportunities
2. to advise Council of necessary service delivery and infrastructure improvements in its community, and to prioritise such requests and submit them in January of each year for consideration in Council's budget
3. to provide a means of effective and efficient communication between Council and the community
4. to provide feedback and comments on matters referred by Council or other matters brought to the Committee's attention
5. to facilitate local activities and events, including "welcome" functions for new residents
6. to enter into contracts, and to incur expenditure for an amount not exceeding \$2,000
7. to do all things necessary or convenient to be done for, or in connection with, the performance of the delegated powers, duties and functions.

#### **Limitations and Conditions**

1. The Committee is not authorised by the Instrument of Delegation to—
  - a. enter into contracts, or incur expenditure, for an amount which exceeds that amount defined in this instrument. Where higher contract or expenditure limits are required, approval must be sought from Council.
  - b. exercise the powers, which by force of section 86 of the Act, cannot be delegated.
2. The Committee must comply with all legislation, regulations and local laws applicable to the operations of the Committee.

END



**INSTRUMENT OF DELEGATION**  
**JEPARIT TOWN COMMITTEE**

In exercise of the powers conferred by section 86 of the *Local Government Act 1989 (Act)*, Hindmarsh Shire Council (**Council**) delegates to the Jeparit Town Committee (**Committee**), established by resolution of Council passed 25 October 2017, the powers, duties and functions specified in the Schedule, and declares that—

1. this Instrument of Delegation is authorised by resolution of Council passed on 25 October 2017;
2. the delegation:
  - 2.1. comes into force immediately the Common Seal of Council is affixed to this Instrument of Delegation
  - 2.2. remains in force until Council resolves to vary or revoke it
  - 2.3. is to be exercised in accordance with any guidelines or policies which Council from time to time approves
  - 2.4. is subject to the limitations and conditions specified in the schedule; and
3. all previous Instruments of Delegation that delegate any powers, duties and functions to Jeparit Town Committee are revoked to the extent that they delegate powers, duties and functions delegated by this instrument.

THE COMMON SEAL of the  
HINDMARSH SHIRE COUNCIL

Was hereto affixed on the                      day of                      in the presence of—

.....

.....

Chief Executive Officer

Councillor

## **SCHEDULE**

### **JEPARIT TOWN COMMITTEE**

#### **Powers, Duties and Functions**

To exercise Council's powers and functions to perform Council's duties in relation to the representation of the diverse members of the Jeparit community, identification of community needs and interests, and advocacy on behalf of the community, and for those purposes—

1. to provide leadership in the promotion of Jeparit and district, the improvement of the community's liveability and its economic development, liaising with sporting groups, community organisations and businesses to identify and help coordinate any such opportunities;
2. to advise Council of necessary service delivery and infrastructure improvements in its community, and to prioritise such requests and submit them in January of each year for consideration in Council's budget;
3. to provide a means of effective and efficient communication between Council and the community;
4. to provide feedback and comments on matters referred by Council or other matters brought to the Committee's attention;
5. to facilitate local activities and events, including "welcome" functions for new residents;
6. to enter into contracts and to incur expenditure for an amount not exceeding \$2,000;
7. to do all things necessary or convenient to be done for, or in connection with, the performance of the delegated powers, duties and functions.

#### **Limitations and Conditions**

1. The Committee is not authorised by the Instrument of Delegation to—
  - a. enter into contracts, or incur expenditure, for an amount which exceeds that amount defined in this instrument. Where higher contract or expenditure limits are required, approval must be sought from Council.
  - b. exercise the powers, which by force of section 86 of the Act, cannot be delegated.
2. The Committee must comply with all legislation, regulations and local laws applicable to the operations of the Committee.

END





**INSTRUMENT OF DELEGATION**  
**RAINBOW TOWN COMMITTEE**

In exercise of the powers conferred by section 86 of the *Local Government Act 1989 (Act)*, Hindmarsh Shire Council (**Council**) delegates to the Rainbow Town Committee (**Committee**), established by resolution of Council passed 25 October 2017, the powers, duties and functions specified in the Schedule, and declares that—

1. this Instrument of Delegation is authorised by resolution of Council passed on 25 October 2017;
2. the delegation:
  - 2.1. comes into force immediately the Common Seal of Council is affixed to this Instrument of Delegation
  - 2.2. remains in force until Council resolves to vary or revoke it
  - 2.3. is to be exercised in accordance with any guidelines or policies which Council from time to time approves
  - 2.4. is subject to the limitations and conditions specified in the schedule; and
3. all previous Instruments of Delegation that delegate any powers, duties and functions to Rainbow Town Committee are revoked to the extent that they delegate powers, duties and functions delegated by this instrument.

THE COMMON SEAL of the  
HINDMARSH SHIRE COUNCIL

Was hereto affixed on the                      day of                      in the presence of—

.....  
Chief Executive Officer

.....  
Councillor

## **SCHEDULE**

### **RAINBOW TOWN COMMITTEE**

#### **Powers, Duties and Functions**

To exercise Council's powers and functions to perform Council's duties in relation to the representation of the diverse members of the Rainbow community, identification of community needs and interests, and advocacy on behalf of the community, and for those purposes—

1. to provide leadership in the promotion of Rainbow and district, the improvement of the community's liveability and its economic development, liaising with sporting groups, community organisations and businesses to identify and help coordinate any such opportunities
2. to advise Council of necessary service delivery and infrastructure improvements in its community, and to prioritise such requests and submit them in January of each year for consideration in Council's budget
3. to provide a means of effective and efficient communication between Council and the community
4. to provide feedback and comments on matters referred by Council or other matters brought to the Committee's attention
5. to facilitate local activities and events, including "welcome" functions for new residents
6. to enter into contracts, and to incur expenditure for an amount not exceeding \$2,000
7. to do all things necessary or convenient to be done for, or in connection with, the performance of the delegated powers, duties and functions.

#### **Limitations and Conditions**

1. The Committee is not authorised by the Instrument of Delegation to—
  - a. enter into contracts, or incur expenditure, for an amount which exceeds that amount defined in this instrument. Where higher contract or expenditure limits are required, approval must be sought from Council.
  - b. exercise the powers, which by force of section 86 of the Act, cannot be delegated.
2. The Committee must comply with all legislation, regulations and local laws applicable to the operations of the Committee.

END



## INSTRUMENT OF DELEGATION

### WIMMERA MALLEE PIONEER MUSEUM COMMITTEE

In exercise of the powers conferred by section 86 of the *Local Government Act 1989 (Act)*, Hindmarsh Shire Council (**Council**) delegates to the Wimmera Mallee Pioneer Museum Committee (**Committee**), established by resolution of Council passed 25 October 2017, the powers, duties and functions specified in the Schedule, and declares that—

1. this Instrument of Delegation is authorised by resolution of Council passed on 25 October 2017;
2. the delegation:
  - 2.1. comes into force immediately the Common Seal of Council is affixed to this Instrument of Delegation
  - 2.2. remains in force until Council resolves to vary or revoke it
  - 2.3. is to be exercised in accordance with any guidelines or policies which Council from time to time approves
  - 2.4. is subject to the limitations and conditions specified in the schedule; and
3. all previous Instruments of Delegation that delegate any powers, duties and functions to Wimmera Mallee Pioneer Museum Committee are revoked to the extent that they delegate powers, duties and functions delegated by this instrument.

THE COMMON SEAL of the  
HINDMARSH SHIRE COUNCIL

Was hereto affixed on the

day of

in the presence of—

.....  
Chief Executive Officer

.....  
Councillor

## **SCHEDULE**

### **WIMMERA MALLEE PIONEER MUSEUM COMMITTEE**

#### **Powers, Duties and Functions**

To exercise Council's powers and functions to perform Council's duties in relation to the management of the Wimmera Mallee Pioneer Museum (**Museum**), and for those purposes—

1. the Museum is defined to include all buildings, contents and surrounds occupying Crown Land, Lot 1 TP444686 and Parish Jeparit Allot. 7A, Charles St., Jeparit;
2. to provide a visitor information service, promoting Jeparit, the Hindmarsh Shire and the wider Wimmera Mallee region
3. to manage the day-to-day running of the Museum, including—
  - a. ensuring the Museum is open at all listed times
  - b. coordinating the roster of volunteers to operate the Museum during opening hours
  - c. organising, cataloguing and restoring displays and exhibits
  - d. arranging for the cleaning and routine maintenance of the Museum, so that it is in a safe and satisfactory condition
  - e. advising Council of major maintenance or urgent repairs required
  - f. ensuring the safety of the Museum and its contents;
4. to facilitate Museum activities and events
5. to submit to Council in January of each year requests for improvements/major repairs for consideration in Council's budget
6. to enter into contracts, and to incur expenditure for an amount not exceeding \$2,000
7. to do all things necessary or convenient to be done for or in connection with the performance of those powers, duties and functions.

#### **Limitations and Conditions**

1. The Committee is not authorised by the Instrument of Delegation to—
  - a. enter into contracts, or incur expenditure, for an amount which exceeds that amount defined in this instrument. Where higher contract or expenditure limits are required, approval must be sought from Council.
  - b. exercise the powers, which by force of section 86 of the Act, cannot be delegated.
2. The Committee must comply with all legislation, regulations and local laws applicable to the operations of the Committee.

END



**INSTRUMENT OF DELEGATION**  
**YURUNGA HOMESTEAD COMMITTEE**

In exercise of the powers conferred by section 86 of the *Local Government Act 1989 (Act)*, Hindmarsh Shire Council (**Council**) delegates to the Yurunga Homestead Committee (**Committee**), established by resolution of Council passed 25 October 2017, the powers, duties and functions specified in the Schedule, and declares that—

1. this Instrument of Delegation is authorised by resolution of Council passed on 25 October 2017;
2. the delegation:
  - 2.1. comes into force immediately the Common Seal of Council is affixed to this Instrument of Delegation
  - 2.2. remains in force until Council resolves to vary or revoke it
  - 2.3. is to be exercised in accordance with any guidelines or policies which Council from time to time approves
  - 2.4. is subject to the limitations and conditions specified in the schedule; and
3. all previous Instruments of Delegation that delegate any powers, duties and functions to Yurunga Homestead Committee are revoked to the extent that they delegate powers, duties and functions delegated by this instrument.

THE COMMON SEAL of the  
HINDMARSH SHIRE COUNCIL

Was hereto affixed on the                      day of                      in the presence of—

.....  
Chief Executive Officer

.....  
Councillor

## **SCHEDULE**

### **YURUNGA HOMESTEAD COMMITTEE**

#### **Powers, Duties and Functions**

To exercise Council's powers and functions to perform Council's duties in relation to the management of the Yurunga Homestead (**Homestead**), and for those purposes—

1. the Homestead is defined to include all buildings, contents and surrounds occupying Lot 1 LP87249, corner of Cust and Gray Street, Rainbow
2. to manage the day-to-day running of the Homestead, including—
  - a. ensuring the Homestead is open at all listed times
  - b. coordinating the roster of volunteers to operate the Homestead during opening hours
  - c. organising, cataloguing and restoring displays and exhibits
  - d. arranging for the cleaning and routine maintenance of the Homestead, so that it is in safe and satisfactory condition
  - e. advise Council of major maintenance or urgent repairs required
  - f. monitor the security of the facility and its contents
3. to raise funds for repair and improvement of the Homestead
4. to facilitate Homestead activities and events
5. to submit to Council in January each year requests for improvements/major repairs for consideration in Council's budget
6. to enter into contracts, and to incur expenditure for an amount not exceeding \$2,000
7. to do all things necessary or convenient to be done for or in connection with the performance of the powers, duties and functions.

#### **Limitations and Conditions**

1. The Committee is not authorised by the Instrument of Delegation to—
  - a. enter into contracts, or incur expenditure, for an amount which exceeds that amount defined in this instrument. Where higher contract or expenditure limits are required, approval must be sought from Council.
  - b. exercise the powers, which by force of section 86 of the Act, cannot be delegated.
2. The Committee must comply with all legislation, regulations and local laws applicable to the operations of the Committee.

END



**INSTRUMENT OF DELEGATION**  
**ANTWERP HALL COMMITTEE**

In the exercise of the powers conferred by section 86 of the *Local Government Act 1989* (**Act**), the Hindmarsh Shire Council (**Council**) hereby delegates to the Antwerp Hall Committee (**Committee**), established by resolution of Council passed 25 October 2017, the powers, duties and functions specified in Schedule 1, for the purposes of the Committee managing and controlling the 'facility' as described in Schedule 2 (**facility**) and, declares that—

1. this Instrument of Delegation is authorised by resolution of Council passed on 25 October 2017;
2. the delegation:
  - 2.1. comes into force immediately the Common Seal of Council is affixed to this Instrument of Delegation
  - 2.2. remains in force until Council resolves to vary or revoke it
  - 2.3. is to be exercised in accordance with any guidelines or policies which Council from time to time approves
  - 2.4. is subject to any limitations and conditions specified in Schedule 1; and
3. all previous Instruments of Delegation that delegate any powers, duties and functions to Antwerp Hall Committee are revoked to the extent that they delegate powers, duties and functions delegated by this instrument.

THE COMMON SEAL of the  
HINDMARSH SHIRE COUNCIL

Was hereto affixed on the                      day of                      in the presence of—

.....  
Chief Executive Officer

.....  
Councillor

## **SCHEDULE 1**

### **ANTWERP HALL COMMITTEE**

#### **Powers, Duties and Functions**

1. The power to—
  - a. Enter into contracts for an amount not exceeding \$1,000
  - b. incur expenditure for a single item for an amount not exceeding \$1,000
2. The duty to provide a public hall facility for the use and benefit of the citizens of Antwerp and district.
3. The functions of—
  - a. managing the facility as defined in Schedule 2
  - b. arranging for the cleaning and routine maintenance of the facility, so that it is in a safe and satisfactory condition
  - c. ensuring all permanent and casual users of the facility have public liability insurance to cover their activities where alcohol is served or where more than 50 persons will be using the facility
  - d. to fundraise for capital improvements of the facility
  - e. to implement a system for public booking of the facility, so that it is available on fair and reasonable terms encouraging maximum public access and use
  - f. to ensure the security of the facility and its contents
  - g. to submit a report of activities to the Council on an annual basis
  - h. to implement a fair and reasonable system of user/hire charges and bonds, and procedures for the sharing of joint costs, such as electricity, between users
  - i. to submit to Council in April of each year requests for improvements/major repairs for consideration in the Council's budget

#### **Limitations and Conditions**

1. The Committee is not authorised by the Instrument of Delegation to—
  - a. enter into contracts, or incur expenditure, for an amount which exceeds that amount defined in this instrument. Where higher contract or expenditure limits are required, approval must be sought from Council.
  - b. exercise the powers, which by force of section 86 of the Act, cannot be delegated.
2. The Committee must comply with all legislation, regulations and local laws applicable to the operations of the Committee.



## **SCHEDULE 2**

### **THE FACILITY**

The facility is defined to include the Antwerp public hall and attached supper room and foyer.

END



**INSTRUMENT OF DELEGATION**  
**DIAPUR HALL COMMITTEE**

In the exercise of the powers conferred by section 86 of the *Local Government Act 1989* (**Act**), the Hindmarsh Shire Council (**Council**) hereby delegates to the Diapur Hall Committee (**Committee**), established by resolution of Council passed 25 October 2017, the powers, duties and functions specified in Schedule 1, for the purposes of the Committee managing and controlling the 'facility' as described in Schedule 2 (**facility**) and, declares that—

1. this Instrument of Delegation is authorised by resolution of Council passed on 25 October 2017;
2. the delegation:
  - 2.1. comes into force immediately the Common Seal of Council is affixed to this Instrument of Delegation
  - 2.2. remains in force until Council resolves to vary or revoke it
  - 2.3. is to be exercised in accordance with any guidelines or policies which Council from time to time approves
  - 2.4. is subject to any limitations and conditions specified in Schedule 1; and
3. all previous Instruments of Delegation that delegate any powers, duties and functions to Diapur Hall Committee are revoked to the extent that they delegate powers, duties and functions delegated by this instrument.

THE COMMON SEAL of the  
HINDMARSH SHIRE COUNCIL

Was hereto affixed on the                      day of                      in the presence of—

.....

Chief Executive Officer

.....

Councillor

## **SCHEDULE 1**

### **DIAPUR HALL COMMITTEE**

#### **Powers, Duties and Functions**

1. The power to—
  - a. enter into contracts for an amount not exceeding \$1,000
  - b. incur expenditure for a single item for an amount not exceeding \$1,000
2. The duty to provide a public hall facility for the use and benefit of the citizens of Diapur and district.
3. The functions of—
  - a. managing the facility as defined in Schedule 2
  - b. arranging for the cleaning and routine maintenance of the facility, so that it is in a safe and satisfactory condition
  - c. ensuring all permanent and casual users of the facility have public liability insurance to cover their activities
  - d. to fundraise for capital improvements of the facility
  - e. to implement a system for public booking of the facility, so that it is available on fair and reasonable terms encouraging maximum public access and use
  - f. to ensure the security of the facility and its contents
  - g. to submit a report of activities to the Council on an annual basis
  - h. to implement a fair and reasonable system of user/hire charges and bonds, and procedures for the sharing of joint costs, such as electricity, between users
  - i. to submit to Council in April of each year requests for improvements/major repairs for consideration in the Council's budget

#### **Limitations and Conditions**

1. The Committee is not authorised by the Instrument of Delegation to—
  - a. enter into contracts, or incur expenditure, for an amount which exceeds that amount defined in this instrument. Where higher contract or expenditure limits are required, approval must be sought from Council.
  - b. exercise the powers, which by force of section 86 of the Act, cannot be delegated.
2. The Committee must comply with all legislation, regulations and local laws applicable to the operations of the Committee.

## **SCHEDULE 2**

### **THE FACILITY**

The facility is defined to include the Diapur public hall and attached supper room and foyer.

END



**INSTRUMENT OF DELEGATION**  
**GERANG HALL COMMITTEE**

In the exercise of the powers conferred by section 86 of the *Local Government Act 1989* (**Act**), the Hindmarsh Shire Council (**Council**) hereby delegates to the Gerang Hall Committee (**Committee**), established by resolution of Council passed 25 October 2017, the powers, duties and functions specified in Schedule 1, for the purposes of the Committee managing and controlling the 'facility' as described in Schedule 2 (**facility**) and, declares that—

1. this Instrument of Delegation is authorised by resolution of Council passed on 25 October 2017;
2. the delegation:
  - 2.1. comes into force immediately the Common Seal of Council is affixed to this Instrument of Delegation
  - 2.2. remains in force until Council resolves to vary or revoke it
  - 2.3. is to be exercised in accordance with any guidelines or policies which Council from time to time approves
  - 2.4. is subject to any limitations and conditions specified in Schedule 1; and
3. all previous Instruments of Delegation that delegate any powers, duties and functions to Gerang Hall Committee are revoked to the extent that they delegate powers, duties and functions delegated by this instrument.

THE COMMON SEAL of the  
HINDMARSH SHIRE COUNCIL

Was hereto affixed on the                      day of                      in the presence of—

.....  
Chief Executive Officer

.....  
Councillor

## **SCHEDULE 1**

### **GERANG HALL COMMITTEE**

#### **Powers, Duties and Functions**

1. The power to—
  - a. enter into contracts for an amount not exceeding \$1,000
  - b. incur expenditure for a single item for an amount not exceeding \$1,000
2. The duty to provide a public hall facility for the use and benefit of the citizens of Gerang and district.
3. The functions of—
  - a. managing the facility as defined in Schedule 2
  - b. arranging for the cleaning and routine maintenance of the facility, so that it is in a safe and satisfactory condition
  - c. ensuring all permanent and casual users of the facility have public liability insurance to cover their activities where alcohol is served or where more than 50 persons will be using the facility
  - d. to fundraise for capital improvements of the facility
  - e. to implement a system for public booking of the facility, so that it is available on fair and reasonable terms encouraging maximum public access and use
  - f. to ensure the security of the facility and its contents
  - g. to submit a report of activities to the Council on an annual basis
  - h. to implement a fair and reasonable system of user/hire charges and bonds, and procedures for the sharing of joint costs, such as electricity, between users
  - i. to submit to Council in April of each year requests for improvements/major repairs for consideration in the Council's budget

#### **Limitations and Conditions**

1. The Committee is not authorised by the Instrument of Delegation to—
  - a. enter into contracts, or incur expenditure, for an amount which exceeds that amount defined in this instrument. Where higher contract or expenditure limits are required, approval must be sought from Council.
  - b. exercise the powers, which by force of section 86 of the Act, cannot be delegated.
2. The Committee must comply with all legislation, regulations and local laws applicable to the operations of the Committee.

## **SCHEDULE 2**

### **THE FACILITY**

The facility is defined to include the Gerang public hall and attached supper room and foyer.

END



**INSTRUMENT OF DELEGATION**  
**JEPARIT MEMORIAL HALL COMMITTEE**

In the exercise of the powers conferred by section 86 of the *Local Government Act 1989* (**Act**), the Hindmarsh Shire Council (**Council**) hereby delegates to the Jeparit Memorial Hall Committee (**Committee**), established by resolution of Council passed 25 October 2017, the powers, duties and functions specified in Schedule 1, for the purposes of the Committee managing and controlling the 'facility' as described in Schedule 2 (**facility**) and, declares that—

1. this Instrument of Delegation is authorised by resolution of Council passed on 25 October 2017;
2. the delegation:
  - 2.1. comes into force immediately the Common Seal of Council is affixed to this Instrument of Delegation
  - 2.2. remains in force until Council resolves to vary or revoke it
  - 2.3. is to be exercised in accordance with any guidelines or policies which Council from time to time approves
  - 2.4. is subject to any limitations and conditions specified in Schedule 1; and
3. all previous Instruments of Delegation that delegate any powers, duties and functions to Jeparit Memorial Hall Committee are revoked to the extent that they delegate powers, duties and functions delegated by this instrument.

THE COMMON SEAL of the  
HINDMARSH SHIRE COUNCIL

Was hereto affixed on the                      day of                      in the presence of—

.....  
Chief Executive Officer

.....  
Councillor



## **SCHEDULE 1**

### **JEPARIT MEMORIAL HALL COMMITTEE**

#### **Powers, Duties and Functions**

1. The power to—
  - a. enter into contracts for an amount not exceeding \$1,000
  - b. incur expenditure for a single item for an amount not exceeding \$1,000
2. The duty to provide a public hall facility for the use and benefit of the citizens of Jeparit and district.
3. The functions of—
  - a. managing the facility as defined in Schedule 2
  - b. arranging for the cleaning and routine maintenance of the facility, so that it is in a safe and satisfactory condition
  - c. to implement appropriate sub-leasing arrangements for permanent users of the facility (including the RSL and senior citizens club) on reasonable terms and conditions, in a form approved by Council
  - d. ensuring all permanent and casual users of the facility have public liability insurance to cover their activities where alcohol is served or where more than 50 persons will be using the facility
  - e. to fundraise for capital improvements of the facility
  - f. to implement a system for public booking of the facility, so that it is available on fair and reasonable terms encouraging maximum public access and use
  - g. to ensure the security of the facility and its contents
  - h. to submit a report of activities to the Council on an annual basis
  - i. to implement a fair and reasonable system of user/hire charges and bonds, and procedures for the sharing of joint costs, such as electricity, between users
  - j. to submit to Council in April of each year requests for improvements/major repairs for consideration in the Council's budget

#### **Limitations and Conditions**

1. The Committee is not authorised by the Instrument of Delegation to—
  - a. enter into contracts, or incur expenditure, for an amount which exceeds that amount defined in this instrument. Where higher contract or expenditure limits are required, approval must be sought from Council.
  - b. exercise the powers, which by force of section 86 of the Act, cannot be delegated.
2. The Committee must comply with all legislation, regulations and local laws applicable to the operations of the Committee.

## **SCHEDULE 2**

### **THE FACILITY**

The facility is defined to include the Jeparit Memorial public hall, passage ways, the RSL room, the senior citizens room, Council chambers and upstairs offices. The facility does not include the Hindmarsh Shire Council Centre and HACC office on the ground floor at the front of the building.

END



## INSTRUMENT OF DELEGATION

### LORQUON MEMORIAL HALL COMMITTEE

In the exercise of the powers conferred by section 86 of the *Local Government Act 1989* (**Act**), the Hindmarsh Shire Council (**Council**) hereby delegates to the Lorquon Memorial Hall Committee (**Committee**), established by resolution of Council passed 25 October 2017, the powers, duties and functions specified in Schedule 1, for the purposes of the Committee managing and controlling the 'facility' as described in Schedule 2 (**facility**) and, declares that—

1. this Instrument of Delegation is authorised by resolution of Council passed on 25 October 2017;
2. the delegation:
  - 2.1. comes into force immediately the Common Seal of Council is affixed to this Instrument of Delegation
  - 2.2. remains in force until Council resolves to vary or revoke it
  - 2.3. is to be exercised in accordance with any guidelines or policies which Council from time to time approves
  - 2.4. is subject to any limitations and conditions specified in Schedule 1;
3. all previous Instruments of Delegation that delegate any powers, duties and functions to Lorquon Memorial Hall Committee are revoked to the extent that they delegate powers, duties and functions delegated by this instrument.

THE COMMON SEAL of the  
HINDMARSH SHIRE COUNCIL

Was hereto affixed on the                      day of                      in the presence of—

.....  
Chief Executive Officer

.....  
Councillor

## **SCHEDULE 1**

### **LORQUON MEMORIAL HALL COMMITTEE**

#### **Powers, Duties and Functions**

1. The power to—
  - a. enter into contracts for an amount not exceeding \$1,000
  - b. incur expenditure for a single item for an amount not exceeding \$1,000
2. The duty to provide a public hall facility for the use and benefit of the citizens of Lorquon and district.
3. The functions of—
  - a. managing the facility as defined in Schedule 2
  - b. arranging for the cleaning and routine maintenance of the facility, so that it is in a safe and satisfactory condition
  - c. to arrange appropriate rental agreements for all hirers
  - d. ensuring all permanent and casual users of the facility have public liability insurance to cover their activities where alcohol is served or where more than 50 persons will be using the facility
  - e. to fundraise for capital improvements of the facility
  - f. to implement a system for public booking of the facility, so that it is available on fair and reasonable terms encouraging maximum public access and use
  - g. to ensure the security of the facility and its contents
  - h. to submit a report of activities to the Council on an annual basis
  - i. to implement a fair and reasonable system of user/hire charges and bonds, and procedures for the sharing of joint costs, such as electricity, between users
  - j. to submit to Council in April of each year requests for improvements/major repairs for consideration in the Council's budget

#### **Limitations and Conditions**

1. The Committee is not authorised by the Instrument of Delegation to—
  - a. enter into contracts, or incur expenditure, for an amount which exceeds that amount defined in this instrument. Where higher contract or expenditure limits are required, approval must be sought from Council.
  - b. exercise the powers, which by force of section 86 of the Act, cannot be delegated.
2. The Committee must comply with all legislation, regulations and local laws applicable to the operations of the Committee.

## **SCHEDULE 2**

### **THE FACILITY**

The facility is defined to include the public hall and surrounds as contained in certificates of title vol. 8294 fol. 684 and vol. 8321 fol. 052.

END



## INSTRUMENT OF DELEGATION

### YANAC PUBLIC HALL AND RECREATION RESERVE COMMITTEE

In the exercise of the powers conferred by section 86 of the *Local Government Act 1989* (**Act**), the Hindmarsh Shire Council (**Council**) hereby delegates to the Yanac Public Hall and Recreation Reserve Committee (**Committee**), established by resolution of Council passed 25 October 2017, the powers, duties and functions specified in Schedule 1, for the purposes of the Committee managing and controlling the 'facility' as described in Schedule 2 (**facility**) and, declares that—

1. this Instrument of Delegation is authorised by resolution of Council passed on 25 October 2017;
2. the delegation:
  - 2.1. comes into force immediately the Common Seal of Council is affixed to this Instrument of Delegation
  - 2.2. remains in force until Council resolves to vary or revoke it
  - 2.3. is to be exercised in accordance with any guidelines or policies which Council from time to time approves
  - 2.4. is subject to any limitations and conditions specified in Schedule 1; and
3. all previous Instruments of Delegation that delegate any powers, duties and functions to Yanac Public Hall and Recreation Reserve Committee are revoked to the extent that they delegate powers, duties and functions delegated by this instrument.

THE COMMON SEAL of the  
HINDMARSH SHIRE COUNCIL

Was hereto affixed on the                      day of                      in the presence of—

.....  
Chief Executive Officer

.....  
Councillor

## **SCHEDULE 1**

### **YANAC PUBLIC HALL AND RECREATION RESERVE COMMITTEE**

#### **Powers, Duties and Functions**

1. The power to—
  - a. enter into contracts for an amount not exceeding \$1,000
  - b. incur expenditure for a single item for an amount not exceeding \$1,000
2. The duty to provide a public hall and recreation reserve facilities for the use and benefit of the citizens of Yanac and district.
3. The functions of—
  - a. managing the facility as defined in Schedule 2
  - b. arranging for the cleaning and routine maintenance of the facility, so that it is in a safe and satisfactory condition
  - c. ensuring all permanent and casual users of the facility have public liability insurance to cover their activities where alcohol is served or where more than 50 persons will be using the facility
  - d. to fundraise for capital improvements of the facility
  - e. to administer a Recreation Reserve User Agreement and to ensure the users of the Recreation Reserve comply with the requirements of the agreement
  - f. to implement a system for public booking of the facility, so that it is available on fair and reasonable terms encouraging maximum public access and use
  - g. to ensure the security of the facility and its contents
  - h. to submit a report of activities to the Council on an annual basis
  - i. to implement a fair and reasonable system of user/hire charges and bonds, and procedures for the sharing of joint costs, such as electricity, between users
  - j. to submit to Council in April of each year requests for improvements/major repairs for consideration in the Council's budget

#### **Limitations and Conditions**

1. The Committee is not authorised by the Instrument of Delegation to—
  - a. enter into contracts, or incur expenditure, for an amount which exceeds that amount defined in this instrument. Where higher contract or expenditure limits are required, approval must be sought from Council.
  - b. exercise the powers, which by force of section 86 of the Act, cannot be delegated.
2. The Committee must comply with all legislation, regulations and local laws applicable to the operations of the Committee.

## **SCHEDULE 2**

### **THE FACILITY**

The facility is defined to include the Yanac public hall, and attached supper room and foyer, and the recreation reserve.

END





**INSTRUMENT OF DELEGATION**  
**RAINBOW CIVIC CENTRE COMMITTEE**

In the exercise of the powers conferred by section 86 of the *Local Government Act 1989* (**Act**), the Hindmarsh Shire Council (**Council**) hereby delegates to the Rainbow Civic Centre Committee (**Committee**), established by resolution of Council passed 25 October 2017, the powers, duties and functions specified in Schedule 1, for the purposes of the Committee managing and controlling the 'facility' as described in Schedule 2 (**facility**) and, declares that—

1. this Instrument of Delegation is authorised by resolution of Council passed on 25 October 2017;
2. the delegation:
  - 2.1. comes into force immediately the Common Seal of Council is affixed to this Instrument of Delegation
  - 2.2. remains in force until Council resolves to vary or revoke it
  - 2.3. is to be exercised in accordance with any guidelines or policies which Council from time to time approves
  - 2.4. is subject to any limitations and conditions specified in Schedule 1; and
3. all previous Instruments of Delegation that delegate any powers, duties and functions to Rainbow Civic Centre Committee are revoked to the extent that they delegate powers, duties and functions delegated by this instrument.

THE COMMON SEAL of the  
HINDMARSH SHIRE COUNCIL

Was hereto affixed on the                      day of                      in the presence of—

.....  
Chief Executive Officer

.....  
Councillor

## **SCHEDULE 1**

### **RAINBOW CIVIC CENTRE COMMITTEE**

#### **Powers, Duties and Functions**

1. The power to—
  - a. enter into contracts for an amount not exceeding \$1,000
  - b. incur expenditure for a single item for an amount not exceeding \$1,000
2. The duty to provide a public hall facility for the use and benefit of the citizens of Rainbow and district.
3. The functions of—
  - a. managing the facility as defined in Schedule 2
  - b. arranging for the cleaning and routine maintenance of the facility, so that it is in a safe and satisfactory condition
  - c. ensuring all permanent and casual users of the facility have public liability insurance to cover their activities where alcohol is served or where more than 50 persons will be using the facility
  - d. to fundraise for capital improvements of the facility
  - e. to implement a system for public booking of the facility, so that it is available on fair and reasonable terms encouraging maximum public access and use
  - f. to ensure the security of the facility and its contents
  - g. to submit a report of activities to the Council on an annual basis
  - h. to implement a fair and reasonable system of user/hire charges and bonds, and procedures for the sharing of joint costs, such as electricity, between users
  - i. to submit to Council in April of each year requests for improvements/major repairs for consideration in the Council's budget

#### **Limitations and Conditions**

1. The Committee is not authorised by the Instrument of Delegation to—
  - a. enter into contracts, or incur expenditure, for an amount which exceeds that amount defined in this instrument. Where higher contract or expenditure limits are required, approval must be sought from Council.
  - b. exercise the powers, which by force of section 86 of the Act, cannot be delegated.
2. The Committee must comply with all legislation, regulations and local laws applicable to the operations of the Committee.

## **SCHEDULE 2**

### **THE FACILITY**

The facility is defined to include the Rainbow Civic Centre.

END



## INSTRUMENT OF DELEGATION

### RAINBOW RECREATION RESERVE COMMITTEE

In the exercise of the powers conferred by section 86 of the *Local Government Act 1989* (**Act**), the Hindmarsh Shire Council (**Council**) hereby delegates to the Rainbow Recreation Reserve Committee (**Committee**), established by resolution of Council passed 25 October 2017, the powers, duties and functions specified in Schedule 1, for the purposes of the Committee managing and controlling the 'facility' as described in Schedule 2 (**facility**) and, declares that—

1. this Instrument of Delegation is authorised by resolution of Council passed on 25 October 2017;
2. the delegation:
  - 2.1. comes into force immediately the Common Seal of Council is affixed to this Instrument of Delegation
  - 2.2. remains in force until Council resolves to vary or revoke it
  - 2.3. is to be exercised in accordance with any guidelines or policies which Council from time to time approves
  - 2.4. is subject to any limitations and conditions specified in Schedule 1; and
3. all previous Instruments of Delegation that delegate any powers, duties and functions to Rainbow Recreation Reserve Committee are revoked to the extent that they delegate powers, duties and functions delegated by this instrument.

THE COMMON SEAL of the  
HINDMARSH SHIRE COUNCIL

Was hereto affixed on the                      day of                      in the presence of—

.....  
Chief Executive Officer

.....  
Councillor

## **SCHEDULE 1**

### **RAINBOW RECREATION RESERVE COMMITTEE**

#### **Powers, Duties and Functions**

1. The power to—
  - a. enter into contracts for an amount not exceeding \$1,000
  - b. incur expenditure for a single item for an amount not exceeding \$3,000
2. The duty to provide a public hall facility for the use and benefit of the citizens of Rainbow and district.
3. The functions of—
  - a. managing the facility as defined in Schedule 2
  - b. administer the Rainbow Community Gymnasium and to ensure the users of the Gymnasium comply with the requirements of the membership agreement
  - c. arranging for the cleaning and routine maintenance of the facility, so that it is in a safe and satisfactory condition
  - d. ensuring all permanent and casual users of the facility have public liability insurance to cover their activities where alcohol is served or where more than 50 persons will be using the facility
  - e. to fundraise for capital improvements of the facility
  - f. to implement a system for public booking of the facility, so that it is available on fair and reasonable terms encouraging maximum public access and use
  - g. to ensure the security of the facility and its contents
  - h. to submit a report of activities to the Council on an annual basis
  - i. to implement a fair and reasonable system of user/hire charges and bonds, and procedures for the sharing of joint costs, such as electricity, between users
  - j. to submit to Council in April of each year requests for improvements/major repairs for consideration in the Council's budget

#### **Limitations and Conditions**

1. The Committee is not authorised by the Instrument of Delegation to—
  - a. enter into contracts, or incur expenditure, for an amount which exceeds that amount defined in this instrument. Where higher contract or expenditure limits are required, approval must be sought from Council.
  - b. exercise the powers, which by force of section 86 of the Act, cannot be delegated.
2. The Committee must comply with all legislation, regulations and local laws applicable to the operations of the Committee.

## **SCHEDULE 2**

### **THE FACILITY**

The facility is defined to include the Rainbow Recreation Reserve Pavilion, netball courts, tennis courts, gymnasium and all other buildings and the recreation reserve.

END



## INSTRUMENT OF DELEGATION

### NHILL SUN MOTH RESERVE COMMITTEE OF MANAGEMENT

In the exercise of the powers conferred by section 86 of the *Local Government Act 1989 (Act)*, the Hindmarsh Shire Council (**Council**) hereby delegates to the Nhill Sun Moth Committee of Management (**Committee**), established by resolution of Council passed 25 October 2017, the powers, duties and functions specified in the Schedule and, declares that—

1. this Instrument of Delegation is authorised by resolution of Council passed on 25 October 2017;
2. the delegation:
  - 2.1. comes into force immediately the Common Seal of Council is affixed to this Instrument of Delegation
  - 2.2. remains in force until Council resolves to vary or revoke it
  - 2.3. is to be exercised in accordance with any guidelines or policies which Council from time to time approves
  - 2.4. is subject to any limitations and conditions specified in the Schedule; and
3. all previous Instruments of Delegation that delegate any powers, duties and functions to Nhill Sun Moth Reserve Committee of Management are revoked to the extent that they delegate powers, duties and functions delegated by this instrument.

THE COMMON SEAL of the  
HINDMARSH SHIRE COUNCIL

Was hereto affixed on the                      day of                      in the presence of—

.....  
Chief Executive Officer

.....  
Councillor

## SCHEDULE

### NHILL SUN MOTH RESERVE COMMITTEE OF MANAGEMENT

#### Purpose

The purposes of Nhill Sun Moth Reserve Committee of Management are to co-ordinate, manage, develop, maintain and promote the area known as the Nhill Sun Moth Reserve, for the conservation of rare, threatened and endangered species of flora and fauna found there and, in particular, the nationally endangered Golden and Pale Sun Moths (*Synemon plana* and *S. selene*).

#### Powers, Duties and Functions

1. The power to—
  - a. enter into contracts for an amount not exceeding \$2,000
  - b. incur expenditure for a single item for an amount not exceeding \$2,000
2. The functions of and duties to—
  - a. manage the area known as the Nhill Sun-Moth Reserve ('**area**')
  - b. educate and inform the public about the nationally-endangered Golden and Pale Sun Moths (*Synemon plana* and *S. selene*) and other threatened native grassland species
  - c. promote the area as a tourist destination
  - d. fundraise for expenses toward achieving the purposes of the Committee, as specified in this instrument
  - e. prepare and distribute or otherwise dispose of any publicity material for promotion of the area
  - f. ensure the security of the area and its facilities
  - g. submit a report of activities to the Council on an annual basis
  - h. submit to Council in April of each year recommendations for alterations or additional buildings or for improvements in the area generally for consideration in the Council's budget
  - i. liaise and co-operate with relevant conservation groups and organisations.

#### Limitations and Conditions

1. The Committee is not authorised by the Instrument of Delegation to—
  - a. enter into contracts, or incur expenditure, for an amount which exceeds that amount defined in this instrument. Where higher contract or expenditure limits are required, approval must be sought from Council.
  - b. exercise the powers, which by force of section 86 of the Act, cannot be delegated.
2. The Committee must comply with all legislation, regulations and local laws applicable to the operations of the Committee.

END





# **Section 86 Special Committee Handbook**

REVIEW DATE: October 2017

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## 1 INTRODUCTION

### 1.1 Key Contacts at Hindmarsh Shire Council

Should you have a query regarding your Committee or the contents of this handbook please contact the relevant Council Officer below by calling (03) 5391 4444 or visiting the Shire Office, 92 Nelson St., Nhill and ask for one of the following:

#### Contracts Manager

- Maintenance issues requiring attention at your venue.

#### Risk & Governance Coordinator

- Insurance queries or event / venue risk assessment guidance.

#### Director of Corporate & Community Services

- Instruction / guidance on powers, duties and purpose or procedural matters.

#### Environmental Health Officer

- Instruction / guidance on food preparation, storage and handling requirements, registration of food premises, food stall holders and event caterers.

### 1.2 Purpose of this Handbook

Hindmarsh Shire Council has prepared this handbook to provide members of Special Committees with a better understanding of both the role and responsibility that their Committee has within the community.

The handbook provides an overview to good governance and operational issues for Committee members.

The handbook also provides a set of best-practice guidelines (see Attachment I). The best-practice guidelines cover essentially the same operational issues as this Handbook in a more detailed list-style format. It is not compulsory to follow the best-practice guidelines and they should be treated as guidance only.

### 1.3 What is a Special Committee?

A Special Committee is any committee to which the Council delegates a duty, function or power. When exercising a delegated power, duty or function, a Special Committee effectively "is the Council".

All Special Committees must comply with the rules for Special Committees in the Local Government Act 1989. This includes delegation limits, meeting arrangements and conflicts of interest.

Most Special Committees are specifically established under section 86 of the Act and are sometimes referred to as "Section 86 Committees".

## 2 DELEGATIONS

### 2.1 Delegated Authority

While it is desirable that major decisions be made by the Council, it is useful for lesser decisions to be delegated to Committees. Council delegates powers, duties and functions to Special Committees through an Instrument of Delegation.

When a Council delegates a power, duty or function it provides the Committee with the authority to *act as the Council*.

### 2.2 Register and Review of Delegations

Council must maintain a current register of delegations to Special Committees and is required to review all delegations to Special Committees within 12 months after a general election. This ensures the new Council knows what decisions can be made in its name and who can make them.

Regular review of delegations is also important for probity reasons. Ultimately the Council must accept responsibility for the exercise of its powers, even when exercised by delegates.

### 2.3 Delegation Limits

A Special Committee does **not** have the power to delegate its powers, duties or responsibilities; declare a rate or charge; borrow money; enter into contracts or incur expenditure for an amount exceeding any amount defined in the Instrument of Delegation; or any other power prescribed by regulation.

Although a Committee cannot delegate its powers to any other body, it can establish Working Groups to consider certain matters or help with some of its more labour intensive task (e.g. Rainbow Town Committee Playground Working Group or Nhill Town Committee February Friday Fiestas Working Group). Further information on Working Groups can be found under point 11.2 in the Handbook.

## 3 MEMBERSHIP OF SPECIAL COMMITTEES

### 3.1 Members

A Special Committee may include Councillors, Council staff or any other people as members. All Committee members shall be at least 18 years of age. The membership of a Special Committee is a matter for the Council to decide.

### 3.2 Appointment of Members

Nominations to the Committee may be made at any annual general or ordinary meeting of the Committee. The Committee must notify Council in writing of any new members nominated.

Nominations for community representatives may also be sought by calling for registrations of interest from the community.

The Committee will consider the nominations received and provide a written recommendation to the Council's Chief Executive Officer (CEO). Council will then consider and appoint the community representatives at its next meeting.

Council must be advised in writing as soon as possible of the resignation of any member of the Committee. Any vacancy caused by the resignation of the Council representative shall only be filled by Council.

### 3.3 Election of Office Bearers

At the first meeting after its appointment by the Council, the Committee shall select office bearers from its own members to the positions of Chairperson (President), Secretary, Treasurer and any other positions determined by the Committee as being necessary for the efficient functioning of the Committee. Detailed information regarding the roles and responsibilities of Committee members can be found in the attachment "Roles and Responsibilities".

Afterwards, office bearers shall be selected at the Committee's Annual General Meeting (AGM) which shall be held every 12 months. All office bearers shall hold office until the next AGM or until they resign their office, whichever occurs first.

The Committee shall inform Council about its selection to the position of the Chairperson and forward the Chairperson's contact information (name, address, phone number and email address) to Council.

The Chairperson will then be officially appointed by Council. Under the Local Government Act, Council does not appoint other office bearers. Instead, Secretary, Treasurer and, if applicable, Vice Chairperson are selected and appointed by the Committee.

## 4 MEETINGS

### 4.1 Ordinary Committee Meetings

A Committee can decide its meeting schedule at the start of each year, or determine at the end of each meeting when and where the next one will be held.

A good way to remind Committee members about an upcoming meeting is to circulate the minutes of the last meeting as soon as possible after the meeting, and agenda and any other papers at least seven days prior to the meeting.

All Council meetings must be open to the public, therefore Special Committee meetings have to be open to the public as well. Visitors can take part in discussions only at the invitation of the Chairperson, and cannot propose motions or vote.

The Committee may resolve to close a meeting to the public **only** if any of the following is being discussed:

- (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

If the Committee decides to close its meeting to the public, the reason must be recorded in the minutes of the meeting.

All Special Committees have to follow the meeting procedures described in the *Hindmarsh Meeting Procedure and Common Seal Local Law, Law No 1 of 2014*. The following provides greater detail on meeting procedures to assist Special Committees.

#### **4.2 Advertisement of Dates, Times and Venue of Meetings**

A notice of the meeting, typically accompanied by the agenda, should be circulated to Committee members a week before the meeting. The notice should specify the place, date and time of the meeting.

Reasonable notice of Special Committee meetings should also be provided to the public. This may be done by publishing an annual schedule of meetings or by publishing a notice prior to each meeting.

Any change to the scheduled meeting date, time or venue will require a notice to be published of the change.

#### **4.3 Conduct of Meetings**

Meetings are structured to allow a group to come together for discussion and free debate in its simplest and most direct form. They are forums that respect the rights of every participant to be heard, protect the rights of the minority and ensure the rule of the majority.

Participants have the right to expect that every item for discussion and every proposal will be debated fully and that every person present has an equal right to be heard, to vote as he or she pleases and to be supplied with all the information about the item or the proposal that is available.

Only one proposal should be debated at a time and each participant should speak to the specific item under discussion. There is a need for order and participants should respect this by speaking one at a time.

Committee meetings cannot take place without a Chairperson. The role of the chairperson is to ensure the meeting is conducted efficiently and that meeting rules are adhered to. The chairperson should facilitate discussions, keep members on track and the meeting on time. When a topic has been fully discussed, the chair will often summarise the points and put the motion to the board for a decision or vote.

If the appointed Chairperson is not present, the Committee members present shall appoint a temporary Chairperson for that meeting.

The quorum (the smallest number of members who must be present to constitute a valid meeting) for a Special Committee meeting is determined by the Council. In the absence of Council's determination the quorum required will be a majority of the appointed Committee members.

If a quorum has not been obtained within 30 minutes of the agreed starting time, the Chairperson will decide to:

- Adjourn the meeting for a period not exceeding 7 days from the date of adjournment, or

- Conduct the scheduled business, but refer all decisions and motions to a subsequent meeting, when a quorum is present, for reconsideration and/or ratification.

Matters at Committee meetings shall be determined by a majority of the votes of the members present (indicated by a show of hands) and each member shall have one vote.

If there is an equality of votes, the Chairperson or Acting Chairperson may exercise a second or casting vote.

Resolutions made at a Committee meeting must clearly state their intention and effect.

#### **4.4 Annual General Meetings**

The Annual General Meeting (AGM) should be held between 1st July and 31st October each year on a date fixed by the Chairperson.

The AGM is a public meeting where the Committee shall:

1. Receive the minutes of the previous AGM;
2. Receive the Chairperson's Report of the Committee's activities of the past 12 months;
3. Receive the Treasurer's Report of the past 12 months with the Annual Financial Statement; and
4. Receive a report on the programme of activities for the coming year if applicable.

The AGM should be advertised in local newspapers at least 14 days prior to the meeting.

Committee members should receive the agenda, reports and minutes from the last AGM at least one week before the meeting.

#### **4.5 Special Meetings**

At times it may be necessary to call a Special Meeting to deal with urgent business outside the regular meeting schedule.

The Chairperson, or the Committee by resolution, may call such a Special Meeting. The notice or resolution must specify the date and time of the Special Meeting and the business to be transacted. Unless all Committee members are present and unanimously agree to deal with another matter, only the business specified in the notice or resolution can be transacted.

While regular meetings require notice and agenda at least seven days prior, this is not always achievable for Special Meetings. The notice of meeting incorporating or accompanied by an agenda of the business to be dealt with must instead be provided to all Committee members within a "reasonable time" before the meeting.

#### **4.6 Agenda**

Committee meetings should list the time and place of the meeting, attendees, welcome and apologies, declaration of conflicts of interests, minutes of the previous meeting, correspondence, finance reports, any business arising and general business.

Items of general business should be indicated to the Secretary 48 hours before the meeting. Any urgent matter to be dealt with by the Committee must be indicated at the beginning of the meeting (after the declaration of conflicts of interest).

For the Committee's convenience agenda/minute templates for Committee meetings and the Annual General Meeting are included in the attachments to this handbook.

## **5 MINUTES OF MEETINGS**

### **5.1 Contents of Minutes**

Minutes are a formal, written record of a meeting and must be kept for all meetings of the Committee.

They should record decisions, rather than who said what. At a minimum, the minutes should record:

- The date and time the meeting started and finished;
- The place of the meeting;
- The names of the Committee members present;
- Record of apologies;
- The name of any other person attending the meeting and the organisation they represented or the capacity in which they attended;
- The time of any arrivals and departures of members during the meeting;
- A list of all items of business considered;
- The wording of any motions moved, including the name of the mover and seconder, and the mover and seconder of any amendments to the motion;
- If the meeting calls for a division on a vote, a record shall be kept of any or all of the members who supported or opposed to the motion if requested by any member;
- A member can request that his or her opposition to a motion be recorded in the minutes;
- The results of consideration of any motions - carried, lost, withdrawn, lapsed, amended;
- Details of any questions taken on notice;
- Financial report;
- Details of any deputations made to the Committee, or any guest speakers;
- Disclosure of conflict of interest of any member; and
- The minutes should enable a Committee member, not present at the meeting, to be accurately informed of all actions and decisions arising.

All pages of the minutes should be consecutively numbered.

Minutes are a permanent record of the Committee's decisions and proceedings.

In order to assist Special Committees, the attachments to this handbook also include minutes templates for both the AGM and ordinary meetings.

### **5.2 Correct Approval of Minutes and Forwarding of Minutes to Council**

The Chairperson must provide a copy of the minutes for both ordinary and annual general meetings to the Council ([s86@hindmarsh.vic.gov.au](mailto:s86@hindmarsh.vic.gov.au)) within two (2) weeks after each meeting.



The minutes of a meeting should be confirmed by the following meeting as being a true and accurate record. The motion confirming the minutes of a previous meeting can only be moved by members who actually attended, the motion may be seconded by other members. The Chair should endorse previous confirmed minutes.

The Chairperson must arrange for the minutes of each Committee meeting to be kept for at least seven (7) years.

## **6 COMMITTEE RECORDS**

### **6.1 Proper Financial Record Keeping**

The Committee needs to keep books of accounts in accordance with any direction given by the Council. All moneys received and paid by the Committee need to be entered and recorded.

The minimum records required to be maintained by the Treasurer are: bank statements, cheque book, receipts, invoices and payment advices and details of investments. These records are to be available for inspection by Committee members and the CEO or his representative at any time.

All moneys received by the Committee must be banked timely and receipts issued and regular reconciliation of receipt books and banks deposits shall take place.

The Committee can only expend moneys in accordance with the powers, duties and functions delegated to the Committee in the Instrument of Delegation.

The Committee must by resolution approve the payment of accounts. Council requires that all cheques or electronic payments (EFT) must be signed by two Committee members. A maximum of four Committee members, any two of which will be able to act together, are to be appointed (or confirmed, if signatories remain the same from one year to the next) as signatories to the accounts at the AGM.

Accounts and financial records must be retained for at least seven (7) years after the completion of transactions to which they relate.

The Committee cannot enter into overdraft or borrow any funds.

### **6.2 End of Financial Year Requirements**

The financial year is for the period 1 July to 30 June in the following year.

The accounts of the Committee shall be balanced at the end of the financial year (up to 30 June). Council requires the following information by 31 July each year:

- Complete financial details of income and expenditure for the period ending 30 June;
- Copies of all bank statements and investments held; and
- Particulars of amounts paid and received, i.e. invoices and remittance advices.

Council is able to audit the Committees' financial records if requested.

Committees are asked to forward their financial reports to Hindmarsh Shire Council ([s86@hindmarsh.vic.gov.au](mailto:s86@hindmarsh.vic.gov.au)).

### **6.3 Managing and Disposing of Records**

The records of a Committee are public records and must be kept for seven (7) years.

Each Committee is required to store and maintain its records in a manner that is consistent with general record management practice. This involves:

- Making full and accurate records of the business of its Committee; and
- Storing Committee records responsibly in a readily accessible and secure place.

All vital records of the Committee e.g. minutes, contracts etc. that are essential to its function should be identified and special care taken to prevent their loss or damage. If possible, such records should be duplicated and the duplicates stored at a different location to the originals.

Any electronic record related to Committee business has the status of a public record. This includes electronic records developed or received by a Committee member relating to Committee business.

As part of a Committee's record management function, Committees should identify and dispose of any records no longer in use. Assistance is available from Council.

Under the Freedom of Information Act 1982, the community has the right to access documents and other information generated or held by a Committee, whatever form they may be in (electronic, written, e-mail, fax, etc.).

Documents include:

- Correspondence;
- Minutes of meetings;
- Financial records;
- Tenure agreements; and
- Contracts.

### **6.4 Correspondence**

The Committee can choose to deal with correspondence as it arises. At the first ordinary meeting after the AGM the Committee would pass a motion to "deal with correspondence as it arises."

## **7 CONFLICT OF INTEREST**

### **7.1 What is a Conflict of Interest?**

A "conflict of interest" is when a person has to make a decision on an issue in which they have, or are perceived to have, a personal interest or benefit in a specific outcome.

Council and its Special Committees need to make every effort to ensure that private interests do not, or could not be perceived, to impact on our public duties. Council will meet its requirements under the Local Government Act 1989 (Section 79).

The conflicts can often be based around financial matters such as contracts or the terms and conditions of a rental or tenure arrangement. For example, a local builder

on a Committee would have a financial interest in any building contracts let by the Committee for which he or she had tendered.

A direct interest is one where there is a reasonable likelihood that a member's circumstances would be directly altered if the matter is decided a certain way.

An indirect interest may be one of six kinds:

- A close association;
- An indirect financial interest;
- A conflicting duty;
- An applicable gift;
- A party to the matter; or
- An impact on residential amenity.

## **7.2 Handling and Recording a Conflict of Interest**

Where a Committee member has a direct or indirect conflict of interest in any matter being considered by the Committee, he/she shall advise the Committee before the matter is considered of the class (direct or indirect), particular kind and nature of the interest.

The Committee member may also advise Council's Chief Executive Officer in writing before the meeting of his/her interest. In this case the member must only disclose the class of interest at the meeting.

While the declaration of any conflicts of interests would generally occur at the beginning of the meeting, immediately after welcome and apologies, in some instances conflicts of interest may only become apparent in the course of the meeting. In these instances Committee members must advise the Committee of his/her conflict of interest immediately before the matter is considered.

In all cases, the Committee member must remove themselves from the meeting for the period of discussion and voting on the matter.

The Committee minutes must record how conflicts of interest were handled. If a Committee member has a conflict with an agenda item, the minutes must record:

- What the conflict was;
- That the Committee member left the room (at what time he/she left and returned); and
- The result of the discussion and the decision made.

Under the Act, Special Committee members must complete and submit a primary return of interest within 30 days of becoming a member of the Committee. They must also complete and submit an ordinary return twice a year thereafter, by the dates specified in section 81(5).

- The Act allows Council to exempt non-Councillor members from this requirement.
- Council has exempted all non-Councillor members of Special Committees from this requirement.

## 8 RISK MANAGEMENT

### 8.1 Facilities

Council has a responsibility to ensure all of its properties are safe and that hazardous activities do not occur. Apart from the legal complications, Council does not wish to expose members of the public to a hazard or cause of injury.

The main guiding principle in managing your facility is that it is a public facility for the use and enjoyment of the whole community. This must be balanced with the need to protect and maintain the facility, its natural features and its assets, which may require some regulation or control on use and access.

If the Committee manages a facility and its assets, it may also develop and enhance them with Council's knowledge and consent.

In order to maintain the facility to a safe standard and minimise risk, Committees are encouraged to develop a risk management plan and conduct regular inspections, at least annually. Also used for the risk assessment of events, the attached "Event Site Risk Management Plan" can be used to guide this inspection. Committees that are managing facilities will find more detailed information regarding risk management in the attachment "Risk Management and Insurance".

Should your Committee observe any hazard or defect, please refer to your Accident/Hazard Report book and forward a completed form to the Risk & Governance Coordinator at Council as soon as possible.

The Committee should also ensure all hirers of the facility are aware of the location of lighting, emergency exits and fire protection equipment and familiar with the emergency response procedures. It needs to make sure that proper hire and public liability agreements are in place. Hire agreement templates for halls can be found in the attachments.

Special Committees managing sports and recreation facilities need to have proper user agreements in place for permanent users such as sports clubs and groups. Forms are available at the Council (see section "User Agreements" below).

In the event of an incident, details of insurance coverage afforded each Committee is listed below. Detailed information regarding insurance for events and frequently asked questions can be found in the attachment "Risk Management and Insurance".

Committees are asked to contact Hindmarsh Shire Council as soon as possible in case of any insurance claims (5391 4444).

### 8.2 Insurance Cover

Details of insurance coverage for Committees:

#### Property Insurance

Where applicable, Council provides insurance coverage for Council owned assets against theft, storm and tempest, glass and malicious damage.

The excess is \$5,000 per claim.

#### Public Liability

The actions of the Committee are legally viewed as acts of the Council when acting within the scope of the Instrument of Delegation. The Council has public liability

insurance to protect its interests, however, the Council's liability insurance does not cover hirers or users of facilities. If the Committee is considering organising an activity outside its delegated powers, it is important to notify the Council first. It is too late to obtain cover after a mishap occurs.

In order to protect the Committee, its members and Council, it is necessary for all hirers or users to have public liability insurance to the value of at least \$10 million (the hirer is to provide a Certificate of Currency).

Public liability insurance is a condition of hire for all facilities and event organisers have the option of arranging this coverage through Council.

### Personal Accident

Committee members are appointed by the Council and are covered by a personal accident insurance policy, while engaged in Committee duties.

It is essential that Council is advised of any changes in Committee members to ensure they are legally appointed and covered by the policy.

## **8.3 Occupational Health and Safety**

Council has a responsibility as an employer to ensure that persons are not exposed to risks to their health and safety arising from the conduct of the undertakings of the employer. Special Committees carry the same responsibility due to their delegation from Council.

Consequently, occupational health and safety must be considered when using contractors for routine maintenance (e.g. gardening, cleaning) or projects (e.g. painting, building and fencing). All contractors should be inducted. Induction information is available from the Council's Risk & Governance Coordinator.

Although volunteers and Committee members are not regarded as employees, good practice requires that the same occupational health and safety principles apply.

## **9 HALL HIRE AGREEMENTS**

The Committee manages the hire of the facility, including that proper hire and public liability agreements are in place. [For a full list of responsibilities of Hall Committees and Council, please refer to the best-practice guidelines –Attachment I).

Council officers are able to assist with the drawing up of hire conditions and "Agreement of Hire" forms.

It is essential that the hall hirers provide proof of public liability insurance (Certificate of Currency) cover of not less than \$10 million to the Committee.

## **10 USER AGREEMENTS**

Special Committees managing sports and recreation facilities need to ensure that there are proper user agreements in place for all permanent users such as sports clubs and organisations.

A "Recreation Reserve Seasonal User Agreement" form is available at Council. It states the responsibilities of Council and the permanent user groups, the conditions of use, charging arrangements and insurance.

Permanent users need to have a current public liability insurance cover of a minimum of \$10 million for the period of use.

## **11 ARRANGEMENTS FOR VOLUNTEERS**

### **11.1 Volunteers**

Volunteers are an integral and essential part of community organisations. Volunteers need to be valued, managed and included as part of the organisation.

Committees have to ensure that all volunteers are registered so that they are covered by Council's insurance.

Hindmarsh Shire Council has prepared a volunteer registration form. The form is included in the attachments.

Volunteers are only covered for public liability insurance while they are assisting Council in a clearly defined Council business activity and while this assistance is approved and known by Council. There is also a limited personal accident insurance cover that will be effected by Council subject to the terms and conditions for the policy.

Under the terms of the Occupational Health and Safety Act 2004, volunteers must follow all established practices, procedures and instructions of Council which apply to the tasks they have volunteered to perform.

Where a committee accepts volunteers aged less than 18 years of age, parent or guardian consent will need to be provided on the form. In addition, if other adult volunteers or committee members are interacting with an underage volunteer, those adults may be required to obtain a free volunteer working with children check. An assessment will be undertaken by Council when volunteer forms are submitted and the committee will be notified of the volunteers requiring a working with children check.

### **11.2 Working Groups**

Special Committees often enlist the help of other volunteers to assist with big events, specific tasks, particular areas of interest and so on. Examples may be the group of volunteers that looks after the Rainbow Recreation Reserve Playground or the community members organising the Nhill February Friday Fiestas. While these volunteers may meet regularly under the banner of a Special Committee to organise their activity, their interest lies in progressing their specific project not the much broader agenda of a Town Committee for example.

Appointing all these volunteers as committee members of the Special Committee could result in some unintended consequences. The numbers required to attain a quorum would increase, potentially making it more difficult to achieve on a regular basis. The appointment would also mean that even if the activity was time limited, nominations would have to be agreed on by the Committee, formal appointments made by Council, and, once the activity was complete, either leave of absence requested or a resignation submitted.

To avoid the overly onerous appointment of all volunteers to the Section 86 Committee, working group volunteers can be registered as Special Committee – and therefore Council – volunteers. Upon joining a working group, volunteers will fill out a

Council Volunteer Registration Form “as a member of Rainbow Traders Working Group/ Playground Working Group, a group of the Rainbow Town Committee” for example. The form will be signed by the volunteer as well as the Chairperson of the Committee and forwarded to Council. This registration will ensure volunteers are covered by Council’s insurance while involved in working group activities.

To ensure Council has up-to-date details and complies with insurance requirements, following the Annual General Meeting, the Special Committee will forward a Volunteer Membership List updating details if required and confirming that volunteers are still on board to Council, email [s86@hindmarsh.vic.gov.au](mailto:s86@hindmarsh.vic.gov.au).

However, while working groups are helpful to get lots of people involved in getting projects and initiatives happening, they are not a legal entity in themselves. Decisions, like the commitment of funds or engagement of contractors, still have to be made by the Special Committee. To facilitate that decision making, the Special Committee needs to be fully informed, be it through Committee members participating in the working group, working group members attending Committee meetings and/or regular reports to Committee meetings.

Like a Special Committee, any working group will have to ensure that it acts within the Instrument of Delegation.

## **12 GENERAL**

The Committee will comply with all legislation, regulations and local laws applicable to its operation.

The Committee shall immediately advise the Council’s CEO of any illegal or unethical activity within the Committee.

## **13 HALL COMMITTEES ONLY — RESPONSIBILITIES**

Unless other arrangements have been made between Council and the Committee (see item 7.4), the standard responsibilities are divided as below.

Council will be responsible for—

- a) maintenance of the building and structures (including flooring and foundations)
- b) major repairs to the building and structure (including flooring and foundations)
- c) major repairs to water and sewage
- d) sealing of car parks
- e) maintenance of driveways and car parks
- f) painting of the exterior of the building
- g) tree removal
- h) telephone installations

- i) building insurance

The Committee will be responsible for—

- a) maintenance of the interior of the building
- b) annual septic tank maintenance
- c) maintenance of gardens and lawns
- d) painting of interior surfaces
- e) tree pruning
- f) telephone rental and call charges
- g) contents insurance
- h) utility (electricity, water, gas) charges
- i) cleaning
- j) floor covering
- k) provision and maintenance of fire extinguishers
- l) garbage collection and removal
- m) playground equipment
- n) compost bins

The share of expenditure not defined above will be by agreement between Council and the Committee.

The Council and Committee may agree to any different share of responsibilities as appropriate to each Committee.

#### **14 LIST OF ATTACHMENTS**

- I. Best-practice Guidelines
- II. AGM minutes template
- III. Ordinary Meetings minutes template
- IV. Committee Roles and Responsibilities
- V. Risk Management and Insurance
- VI. Event Site Risk Management Plan
- VII. Conditions for Hire of Halls
- VIII. Volunteer Registration Form







# Section 86 Special Committee Best-Practice Guidelines



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## 1. Membership

- 1.1. All committee members must be at least 18 years of age
- 1.2. The Committee must be comprised of at least five members
- 1.3. All members are to be appointed by Council for a term of 12 months
- 1.4. A member of the Committee is eligible for re-election or re-nomination at expiration of his or her term
- 1.5. Council may at any time, remove a member from the Committee, appoint a member to the Committee or disband the Committee
- 1.6. All new members are to be appointed by Council resolution. The Committee is to inform Council of changes to membership and nominate persons for appointment by Council. All new members appointed

to fill a vacancy are appointed for a term equal to the length of the remainder of the 12 month term of other Committee members

- 1.7. Any member who wishes to resign must do so in writing to the Council and such resignation will take effect on such notice being received by Council. Any extraordinary vacancies are to be filled by Council
- 1.8. The Committee shall accept expressions of interest and nominate preferred members at the Annual meeting (or Special Meeting) and recommend to Council persons for appointment to the Committee
- 1.9. Committee members may be reimbursed for out-of-pocket expenses approved by the Committee, but cannot (other than with the leave of the Council) receive payments or hold a place of profit in the employ of the Committee

## 2. General Responsibilities

- 2.1. The Committee must ensure that Council's image is enhanced and protected by performing all powers, duties and functions in a courteous, efficient and professional manner
- 2.2. The Committee must ensure that information which may be harmful to the Council's image is vetted by the Chief Executive Officer prior to public release and immediately inform the Chief Executive Officer of any issues likely to adversely affect the performance, image or public perception of the image of the Council
- 2.3. The Committee must immediately advise the Chief Executive Officer of any illegal or unethical activity within the committee
- 2.4. The Committee must comply with all legislation, regulations and local laws applicable to the operations of the Committee
- 2.5. The Committee must submit to the Council no later than 15 July each year, a statement of the number of meetings held for the twelve-month period ending 30 June and the number of meetings attended by each member

## 3. Office Bearers

- 3.1. The Committee must at its commencement and then at its Annual Meeting each year elect from its members at a minimum the following office bearers—
  - 3.1.1.1. Chairperson of the Committee
  - 3.1.1.2. Secretary
  - 3.1.1.3. Treasurer

**Note:** As prescribed at item 4.10 if there is an equality of votes for the election of an office bearer, the member to be elected will be decided by lot

- 3.2. The Committee must inform Council of its selection for Chairperson. Council will then officially appoint the Chairperson.

## ***Duties of the Chairperson***

3.3. The Chairperson must—

- 3.3.1. Seek to operate the Committee in accordance with the *Local Government Act 1989*, Council's relevant Local Laws, the Instrument of Delegation and any guidelines or policies (including these guidelines) adopted by Council from time to time
- 3.3.2. Chair the meetings of the Committee OR, if he or she is not present or refuses to act, the other members present must choose one member to be the acting Chairperson, OR the Committee may choose to rotate the role of chairing meetings between all members.

## ***Duties of the Secretary***

3.4. The Secretary must—

- 3.4.1. Conduct the correspondence of the Committee
- 3.4.2. Have the custody of all documents belonging to the Committee
- 3.4.3. Keep correct minutes of all proceedings and records of the Committee, including the names of persons present at meetings
- 3.4.4. Accurately record motions/resolutions in the minutes
- 3.4.5. Carry out the directions of the Committee (under motion/resolution)
- 3.4.6. Forward a copy of the minutes of all meetings and ensure a copy of the Financial statements, tabled at the Annual Meeting, are forwarded to Council within fourteen days of each respective meeting
- 3.4.7. give at least seven days' notice in writing specifying the time and place of the meeting by posting or delivering to all members, but the accidental omission to give to or non-receipt of any such notice will not invalidate a meeting (item 4.3)

## ***Duties of the Treasurer***

3.5. The Treasurer must—

- 3.5.1. Pay into the Bank all monies received by the Committee within seven days of receipt.
- 3.5.2. Keep correct accounts and books showing the financial affairs of the Committee (the minimum accounts to be kept are specified in item 6.4)
- 3.5.3. Prepare statements of receipts and expenditure
- 3.5.4. Provide a financial report to each regular meeting
- 3.5.5. Provide a full statement of all monies received and expended by the Committee for the year ending 30 June each year, to the Annual Meeting
- 3.5.6. Provide a statement of assets and liabilities for the year ending 30 June each year, to the Annual Meeting
- 3.5.7. Provide the Committee's annual financial statements and associated records to Council by 31 July each year.

## Duties of Non-Office Bearers

3.5.8. Non-office bearing members' duties include—

- 3.5.8.1. Actively participating in Committee activities and business
- 3.5.8.2. Where applicable, managing the facility, including preparation and implementation of management plans, financial plans and business plans and subsequent reporting against those plans
- 3.5.8.3. Attending Committee meetings and participating in decision making
- 3.5.8.4. Vote as necessary on issues that may arise or decisions that need to be made
- 3.5.8.5. Bringing to the Committee's attention any identified problems or issues

## 4. Meetings

- 4.1. The Committee must hold its Annual Meeting between 1 July and 31 October each year. The Annual Meeting must be advertised in the local newspaper at least fourteen days prior to the meeting date.
- 4.2. The Committee must meet at intervals of not more than three months. The Committee can determine its meeting schedule at the Annual Meeting each year, or determine at the end of each meeting the time and date of the next meeting.
- 4.3. The Secretary must give at least seven days' notice in writing specifying the time and place of the meeting by posting or delivering to all members, but the accidental omission to give to or non-receipt of any such notice will not invalidate a meeting
- 4.4. Should it be necessary to alter the time or place of a meeting all members of the Committee must be given at least 48 hours' notice in writing of the new time and place
- 4.5. All meetings of the Committee must be advertised to the public and be conducted as open meetings. A meeting may be closed by resolution of the Committee to deal with—
  - a) personnel matters
  - b) personal hardship of any resident or ratepayer
  - c) industrial matters
  - d) contractual matters
  - e) proposed developments
  - f) legal advice
  - g) matters affecting security
  - h) any other matter which the Committee considers would prejudice the Council, Committee or any person
  - i) a resolution to close the meeting to members of the public
- 4.6. If the Committee decides to close its meeting to the public, the reason—as listed at 4.4 a) to i)—must be recorded in the minutes of the meeting

- 4.7. The Chief Executive Officer or his/her delegate has the right to attend any Ordinary or Special meeting of the Committee, including closed meetings (subject to the conflict of interest provisions at item 5)
- 4.8. The quorum of the Committee must be at least half of the members and no business can take place when a quorum is not present
- 4.9. If a quorum is not present within a half hour after the scheduled time of commencement, the meeting must stand adjourned until the same time and place on the same day of the next week or all decisions and motions moved to the next scheduled meeting (whichever is appropriate)
- 4.10. Each member is entitled to one vote (unless the Instrument of Delegation prescribes a person to not have voting rights), indicated by a show of hands, and in the event of equality of votes the Chairperson will have a casting as well as deliberative vote
- 4.11. If there is an equality of votes for the election of an office bearer, the member to be elected must be decided by lot
- 4.12. The Secretary of the Committee must, on resolution of Council or on receipt of a requisition signed by the Chairperson and three other members, stating the object of such meeting, within fourteen days call a Special Meeting. Written notice of such meeting must be given to each member of the Committee specifying the object of the meeting and the time and place where the meeting will be held
- 4.13. No business, apart from that which is described in the object of a Special Meeting, can be conducted or acted upon by the Committee at a Special Meeting
- 4.14. No motion/resolution has any standing if made at a meeting where a quorum was not present
- 4.15. All motions/resolutions of the Committee, apart from day-to-day meeting motions/resolutions, must be placed in writing before being confirmed at the next meeting
- 4.16. If the minutes are confirmed, the Chairperson at the meeting must sign the minutes and certify that they have been confirmed
- 4.17. The Committee must cause minutes to be kept of all meetings and the Secretary must forward to Council such minutes within fourteen days of the meeting where the minutes were confirmed
- 4.18. The Council must be advised if a Committee member is absent without the Committee's leave for three consecutive meetings

## 5. Conflict of Interest

- 5.1. Committee members must observe sections 76 to 79D of the *Local Government Act 1989* as they relate to confidentiality and conflict of interest in matters of business handled by the Committee
- 5.2. Where a committee member has a direct or indirect pecuniary (financial) interest in any matter being considered by the Committee, he or she must—
  - a) disclose the nature of the interest before consideration or discussion of the matter takes place; and
  - b) not vote on such matter and leave the room while discussion and voting takes place

- 5.3. Committee minutes must record how conflicts of interest were handled

## 6. Finance

- 6.1. The Committee must—
- 6.1.1. Maintain an open bank account and advise Council of the name of the bank
  - 6.1.2. Authorise the manager of its bank to supply Council with a copy of the Committee's bank account on the written request of the Chief Executive Officer
  - 6.1.3. Assign a maximum of four committee members, any two of which will be able to act together, as signatories to the accounts (and review, and assign as needed, signatories at each Annual Meeting)
  - 6.1.4. Authorise all expenditure (in accordance with the Instrument of Delegation, or as otherwise authorised by Council), which must be paid by cheque signed by any two of the four assigned signatories
- 6.2. The Treasurer must provide the Committee's annual financial statements and associated records for the financial year ending 30 June to Council no later than by 31 July each year
- 6.3. Council is able to audit the Committee's financial records
- 6.4. The minimum records required to be maintained by the Treasurer are—
- a) carbon receipt book
  - b) bank deposit book
  - c) cheque book
  - d) invoices and vouchers or payments made
  - e) cash book
- and are to be made available for inspection by Committee members and the Chief Executive Officer or his representative at any time.
- 6.5. The following records may be kept depending on the nature of the transactions—
- a) wage records
  - b) debtors and creditors
  - c) petty cash book
- 6.6. All monies received by the Committee must be banked by the Treasurer within seven days and receipts issued and regular reconciliation of receipt books and bank deposits must occur
- 6.7. The Committee cannot enter into overdraft or borrow any funds without the prior written consent of the Council
- 6.8. Accounts and financial records must be retained for at least seven years after the completion of transactions to which they relate
- 6.9. Stocks and assets should be valued at replacement cost.      **END**



<b>Minutes</b>	Committee:	
Date	Start Time:	Location:
Meeting Purpose	<b>Annual General Meeting</b>	
Attendees		
Apologies		

No	Items	Action	Who	When
	<b><u>ANNUAL GENERAL MEETING</u></b>			
1.	<b><u>Welcome and apologies</u></b>  <i>Motion</i> <i>That the apologies be accepted.</i> <i>Moved ...../Seconded .....</i>			
2.	<b><u>Minutes of the last meeting held</u></b>  <i>Motion</i> <i>That the Minutes of the meeting held on .....</i> <i>at....., as circulated to members be taken as read and confirmed.</i> <i>Moved ...../Seconded .....</i>			

No	Items	Action	Who	When
3.	<p><b><u>Reports</u></b></p> <p><i>Motion</i>  <i>That the report/s be received.</i>  <i>Moved ...../Seconded .....</i></p>			
4.	<p><b><u>Election of Chair for the meeting (Chairperson pro tem)</u></b></p> <p><i>nominated</i>  <i>as chair. Carried</i></p>			
5.	<p><b><u>Election of Office Bearers</u></b></p> <p><i>Chairperson:</i>  <i>nominated by:</i>  <i>accepted: declared elected</i>  <i>(or call for vote if more than one nominee)</i></p> <p><i>Vice Chairperson:</i>  <i>nominated by:</i>  <i>accepted: declared elected</i>  <i>(or call for vote if more than one nominee)</i></p> <p><i>Treasurer:</i>  <i>nominated by:</i>  <i>accepted: declared elected</i>  <i>(or call for vote if more than one nominee)</i></p> <p><i>Secretary:</i>  <i>nominated by:</i>  <i>accepted: declared elected</i>  <i>(or call for vote if more than one nominee)</i></p>			
5.	<p><b><u>Nomination of Committee members (ex officio, Council representative etc.)</u></b></p>			

6.	<p><b><u>Appointment of account signatories</u></b>  <i>appoint a maximum of four account signatories, or confirm signatories if they are to remain the same from previous year</i></p>			
7.	<p><b><u>Closure of Annual General Meeting</u></b>  Time:</p>			

Minutes confirmed

Chairperson: .....

Date: .....



<b>Minutes</b>	Committee:		
Date	Start Time:	Location:	
Meeting Purpose	<b>Ordinary Committee Meeting</b>		
Attendees			
Apologies			

No	Items	Action	Who	When
	<b><u>COMMITTEE MEETING</u></b>			
1.	<b><u>Welcome and apologies</u></b>  <i>Motion</i> <i>That the apologies be accepted.</i> <i>Moved ...../Seconded .....</i>			
2.	<b><u>Declaration of any Conflicts of Interests</u></b> <ul style="list-style-type: none"> <li>• Direct; or</li> <li>• Indirect interest <ul style="list-style-type: none"> <li>○ by close association;</li> <li>○ that is an indirect financial interest;</li> <li>○ because of conflicting duties;</li> <li>○ because of receipt of an applicable gift;</li> </ul> </li> </ul>			

No	Items	Action	Who	When
	<ul style="list-style-type: none"> <li>o as a consequence of becoming an interested party; or</li> <li>o because of an impact on residential amenity.</li> </ul> <p>Declaration of direct or indirect interest must also be advised at the commencement of discussion of the specific item.</p>			
3.	<p><b><u>Minutes of the last meeting held</u></b></p> <p><i>Motion</i>  <i>That the Minutes of the meeting held on .....</i>  <i>at....., as circulated to members be taken as read and confirmed.</i>  <i>Moved .....</i>  <i>...../Seconded .....</i></p>			
4.	<p><b><u>Business arising</u></b></p>			
4.1				
4.2				
4.3				
4.4				
4.5				
4.6				

No	Items	Action	Who	When
5.	<p><b><u>Correspondence</u></b></p> <p><i>Motion</i> That the correspondence be dealt with as it arises. Moved ...../Seconded .....</p> <p><b>Inwards</b></p> <p>1. 2. 3. 4.</p> <p><b>Outwards</b></p> <p>1. 2. 3. 4.</p> <p><i>Motion</i> That the correspondence be received. Moved ...../Seconded .....</p>			
6. 6.1	<p><b><u>Reports</u></b></p> <p><b><u>Finance Report</u></b></p> <p><i>Motion</i> That the finance report be received. Moved ...../Seconded .....</p>			

No	Items	Action	Who	When
6.2	<u>Other Reports</u>  <i>Motion</i> <i>That the report/s be received.</i> <i>Moved ...../Seconded .....</i>			
7.	<u>General business</u>			
7.1				
7.2				
7.3				
7.4				
7.5				
7.6				
8.	<u>Date of next meeting</u> <i>dd/mm/yyyy @ pm</i>			
9.	<u>Closure of meeting</u>			

Minutes confirmed

Chairperson: .....

Date: .....



## **1. Committee Roles and Responsibilities**

### **1.1. Chairperson Responsibilities**

Every Committee must have an appointed member as Chairperson. The key responsibility of a Chairperson is facilitating the operations of the Committee.

The Chairperson is the leader of the formal meeting, and as such is responsible for maintaining order; conduct of business, ensuring that procedures adopted are correct and for the tone of the meetings.

The duties of the Chairperson include (but are not limited to):

- Providing coordination, guidance and leadership to ensure the successful functioning of the Committee;
- Representing the Committee in the public domain; and
- Ensuring the administrative and other tasks from meetings are carried out.

Specifically during meetings the Chairperson is responsible for ensuring:

- The agenda is followed;
- Meetings are correctly convened;
- Motions and amendments are unambiguous and otherwise in order;
- All members are given the opportunity to speak;
- A quorum is present for all decisions; and
- Maintaining order.

If the Chairperson is absent from a meeting, the Vice Chairperson will convene the meeting. If the Committee does not have a Vice Chairperson, the Committee may temporarily appoint another of its members as the substitute Chairperson.

The Chairperson may vote on any motion considered by the meeting and in the event of a tied vote, the Chairperson may exercise a second or casting vote.

### **1.2. Vice Chairperson Responsibilities**

The Vice Chairperson's role shadows that of the Chairperson. The Vice Chairperson should be able to stand in for the Chairperson at short notice.

### **1.3. Secretary Responsibilities**

The key responsibility of a Secretary is the administration of the Committee.

The duties of the Secretary include:

- Taking and recording minutes of all meetings;
- Maintaining all records and correspondence;

- Receiving all incoming correspondence and bringing it to the attention of the Committee;
- Writing and dispatching all outwards correspondence required by the Committee;
- Working with the Chairperson to arrange the Annual General Meeting;
- Keeping Committee members properly informed by sending them notices of meetings, agendas and copies of correspondence, reports, etc. as required; and
- Liaising with the Chairperson between meetings so that the business of the Committee is attended to and, when necessary, to call extraordinary meetings.

#### **1.4. Treasurer Responsibilities**

The Treasurer is responsible for keeping the Committees financial records in good order.

The Treasurer's duties include:

- Maintaining a bank account in the name of the Committee; (Signatories to the account should be the office bearers, Chairperson, Vice Chairperson, Secretary and Treasurer, with any two to sign together.)
- Recording and banking money received;
- Paying accounts as authorised by the Committee;
- Keeping all invoices, receipts, cheque butts, bank statements etc. for audit purposes;
- Reporting at each Committee meeting current details on bank balances, transactions since the previous report, the Committee's current financial position and any other information that the Committee may require; and
- Preparing an annual financial report (based on financial year e.g. (1/07/2014 - 30/06/2015)).

#### **1.5. Committee Members (not office bearers)**

Non-office bearing members' duties include:

- Actively participating in Committee activities and business;
- Managing the facility, including preparation and implementation of management plans, financial plans and business plans, and subsequent reporting against those plans;
- Attending all Committee meetings, and participating in decision making; and
- Bringing to the Committee's attention any problems or issues.

#### **1.6. Seeking Specialist Skills**

Committees may find it useful to appoint someone who is not a Committee member, but has relevant skills, to undertake particular tasks such as bookkeeping and secretarial work. In some cases this will be a volunteer; in other cases the Committee may engage a local accountant or bank

manager, for instance, on a retainer or honorarium to keep the accounts.

## **1.7. Handing over to a New Committee**

The outgoing Treasurer should:

- Balance the books and have them audited;
- Provide copies of any business plans and financial reports prepared over the Committee's term;
- Advise the incoming Committee of any committed funds;
- Organise the changeover of bank account signatory details;
- Advise the Australian Taxation Office of the incoming Committee's contact details, if required;
- Advise service providers (e.g. gas, electricity and water) of the incoming Committee's contact details; and
- Hand over the books to the incoming Committee.

The outgoing Secretary should:

- Hand over all correspondence, including minute books, Committee Handbook and all copies of these guidelines;
- Provide copies of all management plans or statements, and corresponding performance reports, prepared by the Committee over its term; and
- Provide all details to the incoming Committee of any contracts (e.g. leases, licenses or any other contracts for services).

The outgoing Chairperson should:

- Ensure that the handover is completed in a timely and professional manner, and that the incoming Committee is adequately briefed.

The incoming Committee members must familiarise themselves with:

- Their responsibilities, both as a Committee and as individual Committee members by reading these guidelines;
- The particulars of the facility they have been appointed to manage including, if necessary, reviewing and updating the management plan or management statement; and
- New Committee members are not formally appointed until approved by the Council, and cannot conduct Committee business until approved.



## **1 Risk Management**

### **1.1 What is Risk Management?**

Risk is the chance of something occurring that has the potential to cause loss, damage or injury. Risk management involves processes that identify and evaluate potential risks and methods that control these risks as well as plans and systems that minimise losses before an incident happens.

### **1.2 Who is the Risk Manager?**

The Committee takes ultimate responsibility for risk management and every Committee member should play a part in minimising risk. The Committee should assign the risk management role to a Committee member who will be responsible for risk management processes. Council can provide assistance to the Committee if required.

It is not expected that the Committee undertakes all the risk procedures listed in this section. Committees are encouraged to develop a risk management plan that covers the facility and its uses.

### **1.3 Risk Management Plan**

Risks can be identified by using checklists, judgements based on experience, records and expert opinion. Once the risks have been identified, the Committee needs to develop a risk management plan. This risk management plan needs to be updated annually.

The risk management plan will:

- Evaluate the risk in terms of probability and consequence;
- Identify priority actions for the highest risk; and
- Assist in monitoring risk.

### **1.4 Concept of Risk**

Risks include:

- Building and property security;
- Occupational health and safety;
- Public liability;
- Financial and administrative; and
- Emergency management.

Risk falls into two categories:

- Generic risk; and
- Site specific risk.

The information below outlines the risks that Committees may be exposed to. Each Committee may identify other unique risks due to the use of the particular building or property. In some cases, risks listed may not apply.

## **1.5 Generic Risk**

### Public Liability

Council requires the Committee to minimise or eliminate the risk of injury, damage and loss to the public and potential exposure to the Council. Council's public liability insurance covers Committees for any approved activity undertaken on the premises owned by the Council. This includes all activities associated with the Committee's operations and property under its control.

The Committee is responsible for providing a safe community venue by:

- Identifying potential public liability risks and hazards and assessing their potential impact; and
- Undertaking actions to minimise these risk exposures.

To meet these responsibilities the Committee will need to:

- Monitor potential risks;
- Implement a Risk Management Plan; and
- Maintain the buildings and facilities in a safe condition.

The Committee must make the building or facility as safe as possible for users. While a facility may meet safety standards for its intended use, it may be unsafe for alternative uses. If a person is injured undertaking an alternative use, Council may be sued if the injury has been caused by any negligence by Committee members or volunteers.

### Asset Security

Committees must maintain Council assets. This includes Council owned buildings and Committee owned contents. Committees may choose to include their assets on the Council's insurance policy or alternatively take out private insurance or leave the contents uninsured. Committees must inform Council's Risk & Governance Coordinator which option they wish to pursue. Building insurance shall be provided by Council at Council's expense under Council's insurance policy.

Any facility that is to be closed for a period should also be secured in order to minimise unauthorised use of a facility or area outside supervised times.

### Financial and Administrative Risks

Committees must also consider the risks associated with financial and administrative tasks.

To meet its responsibilities the Committee will need to:

- Maintain records which preserve Committee memory/history;
- Maintain security measures for financial and administrative records; and

- Store records in a safe and secure location.

### Liability for Volunteers' Actions

Committees must consider the impact of inappropriate behaviour by volunteers such as harassment or assault.

To meet its responsibilities the Committee will need to:

- Develop and implement guidelines for selecting volunteers;
- Develop volunteer standards of behaviour; and
- Train volunteers in volunteer roles and responsibilities.

### Public Safety Standards

Committees are responsible for maintaining the facility to a safe standard. This requires regular inspections, a maintenance program and a system of reporting and remedying faults and defects.

Regular inspections will detect and repair defects before members of the public or volunteers are injured or the defects result in expensive repairs. These inspections need to be conducted at least annually. Inspection records must be maintained.

These records should include:

- The date of inspection;
- The person completing the inspection;
- The inspection checklist;
- Any repairs required; and
- Details of completed repairs (date, contractor etc.).

Faults and defects will also be identified at other times by Committee members, users and the public. Please make sure that hazards and defects which may lead to a claim are recorded and that you inform Council's Risk & Governance Coordinator.

### Occupational Health and Safety

Council has a responsibility as an employer to ensure that persons are not exposed to risks to their health and safety arising from the conduct of the undertaking of the employer. The Special Committee also carries this responsibility due to the Section 86 delegation from Council.

Consequently, occupational health and safety must be considered when using contractors for routine maintenance (e.g. gardening, cleaning) or projects (e.g. painting, building and fencing). All contractors should be inducted. Induction information is available from the Council's Risk & Governance Coordinator.

Although volunteers and Committee members are not regarded as employees, good practice requires that the same occupational health and safety principles apply.

Specific occupational health and safety practices that must be in place include:

- Job Safety Analysis: These provide detail of the safest way of doing a common task. Council's Risk & Governance Coordinator can help in identifying the risks and provide a template to use.
- Machinery and Plant: Plant includes items such as pressure equipment, machinery, hoists, and powered mobile plant, turbines, powered tools, scaffold and temporary access equipment. Plant must only be used if it is in a safe condition and by a competent/qualified operator. A risk assessment must be completed for each type of plant used by Committee members and volunteers. This assessment must be read prior to use.

When hiring plant, the hire company is required to provide information on safe use.

- Injury and Incident Reporting: An incident report must be completed by the injured party within 12 hours of the injury or incident. All injuries must be reported to the Committee and to Council, along with incidents where a person could have been injured or equipment damaged. Forms are available from Council upon request. The Committee is responsible for storing the reports and initiating an investigation. Incident report forms must be accessible to volunteers and Committee members.

The Committee must report all injuries to Council's Risk & Governance Coordinator within 12 hours (phone (03) 5391 4444). Where possible, the site of the incident must be preserved until Council's Risk & Governance Coordinator or a WorkSafe inspector authorises the site to be cleared.

The Risk & Governance Coordinator will require written statements detailing the incident from each party involved. Council will coordinate the lodgement of the WorkCover Incident Notification form.

- Investigation: An incident report must be completed by the Committee for all injuries and incidents. Forms are available from Council upon request. Where possible, photographs supporting the investigation should be submitted with the investigation report. The results of the investigation will help the Committee to determine whether practices are reviewed, or improved supervision is required.

### Emergency Management

Committees need to develop a plan for common emergencies, such as fire and flood.

The Emergency Plan aims to provide an effective response to emergencies to prevent or minimise harm to persons, property and the environment.

The Committee is responsible for:

- Preventing emergencies where possible;
- Identifying potential risks;
- Implementing preventative measures;



- Responding to emergencies;
- Analysing responses following an emergency;
- Nominating and training Committee members in emergency response;
- Cooperating with emergency services personnel; and
- Monitoring the effectiveness of the Emergency Plan.

To meet these responsibilities the Committee will need to:

- Develop an Emergency Plan; and/or
- Implement a fire prevention strategy; and/or
- Implement a flood warning system.

### Signage

All signage should comply, as far as possible, with the Australian Standards. The Australian Standards Association has produced a wide range of pictogram signs, which are designed for visual comprehension by people unable to read English and can be recognised by children.

Care should be taken to ensure that the placement of signs is appropriate to the hazard and that signs are maintained and legible.

### **1.6 Site Specific Risks**

In addition to the generic risk outlined above, the Committee should consider whether any of the following site specific risks are present at the building or facility.

Food and drink: Committees need to ensure that Food Act requirements are met, that user rules are on display and that the policy for the responsible service of alcohol is displayed.

Plant and machinery: Committees need to ensure that machinery is regularly tested, that maintenance records are kept, that work safety procedures are in place and that all users are aware of those safety procedures.

Personal Hazards: Committees need to ensure that all areas are free from obstacles and trip hazards and that surfaces are non-slippery and even. There should be no loose posts, broken fences or unprotected drops.

Dangerous Goods: Committees should be aware of any hazardous objects or dangerous substances on site and ensure that dangerous substances are adequately signed and locked away.

Events: Committees need to assess if crowd/traffic controls are necessary and ensure that emergency procedures are in place. Any special material or equipment used needs to meet regulations and standards.

Fire: Committees need to check if any objects can catch fire. They need to ensure that alarms and extinguishers are in place and checked and an emergency evacuation plan is in place.

## **1.7 Operational Risks**

Committees need to ensure that volunteers are suitable and supervised, that there is a complaints procedure in place and that correct meeting procedures are used. They have to guarantee equal opportunity rights and make sure that persons are not subjected to discrimination or bullying. Committees need to ensure that there is a designated first aid area and an emergency vehicle access.

## **1.8 Environmental Risks**

Committees need to be aware if the building or property is exposed to natural disasters (e.g. bush fires or floods), if there is standing water into which someone could fall and if there is a potential danger by falling trees (need for an inspection program).

## **1.9 Financial Risks**

Committees need to ensure that the spending limits in the Instrument of Delegation are complied with, that regular budget and expenditure reports are obtained and that their reporting/auditing requirements are met to prevent fraud.

## **1.10 Criminal Risk**

Committees need to make sure that there are systems in place to prevent theft and secure the building or property against burglary.

## **1.11 Personal Safety**

Committees need to ensure that volunteers or the public are not exposed to unsafe situations.

# **2 Insurance**

## **2.1 Insurance Options for Community Events**

### Council Auspiced Event

Hindmarsh Shire Council insurance can be extended to cover events that are run by Council.

### Committee Auspiced Events

Hindmarsh Shire Council insurance may be extended to cover events run by Committees acting on behalf of Council under Section 86, depending on the event.

The event must fit within the Committee's delegation, e.g. a fundraising event to raise funds to maintain the Committee building. Please contact Council's Risk & Governance Coordinator for more details.

### Umbrella Insurance from Parent Organisation

If the community group organising the event is a member of a parent company or organisation, their event insurance may be auspiced by the parent company or organisation's insurance.

For example a parents committee running a fundraising event could be covered by the school's insurance policy.

### Community Group Paid Event Insurance

Local Community Insurance Services (LCIS) provide event insurance for not for profit organisations that:

- Provide services to the broader community;
- Have a turnover/funding of up to \$5 million per annum;
- Do not distribute profits to members; and
- Consist mainly of volunteers.

Their contact details are:

[www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au)

Phone: 1300 853 800

Email: [insurance@lcis.com.au](mailto:insurance@lcis.com.au)

### Insuring Your Events

Your standard public liability insurance will cover you for your "**normal**" activities (e.g. if you are a playgroup - you hold activities for children to play). If you also hold a festival where a 1,000 people attend to see all sorts of children's activities that may be deemed by insurers as not being your "normal" activities, you may require separate festival or event cover - if in doubt **CHECK WITH YOUR INSURER**.

Most Local Governments have access to hall hirer insurance for one-off events for their own premises and these often prove the most cost effective if you can use Council facilities.

If you are not in a Council facility you will probably require separate cover.

### Insuring Other People's or Groups' Events

If your Committee looks after a community facility, like a local hall, other people or groups may like to hire your facility for an event. Such events will not be covered by Council's insurance.

The people or group who hire the facility will need to either provide their own insurance for the event or for a fee they are able to access Council's hall hirer insurance for one-off events if using Council facilities.

## **2.2 Insurance – Frequently Asked Questions**

### Public Liability Insurance

Public Liability Insurance provides your club or community group with an indemnity against all sums which you become legally liable to pay by way of compensation for bodily injury and/or property damage to the public resulting from an occurrence which arises from your negligence or the negligence of your members, including voluntary workers, engaged on behalf of the club or community group.

## **PERMANENT USER GROUPS**

**Q. What do you class as a "Permanent User"?**

**A.** A group or organisation that uses the facilities / site on an ongoing basis at least once a week or is permanently based at the site and has an ongoing association with the facilities and its operation.

**Q. Do Permanent User Groups need their own insurance? Who do they give a copy of their insurance to?**

**A.** Yes. A copy of the Certificate of Currency should be provided to Council. There also needs to be a proper user agreement in place for permanent users of recreation reserves. Forms are available at Council.

**Q. Where can 'Permanent User Groups' access insurance cover?**

**A.** There are many options available. You may wish to compare insurance brokers. Local Community Insurance Services (LCIS) [www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au) have information products and how community groups can purchase a range of insurance packages online.

**Q. I'm 20 years of age and I play football for a local team. I pay a membership and football insurance each year. I wish to book the football pavilion for my 21st birthday party. Do I need to pay for the hire of the facility?**

**A.** Yes. The insurance you pay for football is covered only for football purposes. Football insurance does not include hire for private events.

## **CASUAL USER GROUPS**

**Q. What do you class as a "Casual User"?**

**A.** All casual, ad-hoc and regular users who use a facility no more than 52 times per annum.

**Q. In relation to insurance cover, can a Committee or member of, conduct an event?**

**A.** No. Committee members are only covered by Council's public liability insurance policy for the "activities" associated with the management of that facility. A form for the hall hire would need to be completed and handed to the Committee (i.e. a Committee holding a Christmas Party to raise funds for the Committee). See the notes for hall hirers as well as the hire conditions for further information.

**Q. Do yoga or gym instructors need their own insurance?**

**A.** Yes.

# Risk Management Plan



**EVENT NAME**.....

## Introduction

Risk Management is an integral part of good management practice. Commitment to Risk Management will assist in keeping risk exposure to a minimum and help reduce injuries and potential loss.

The Risk Management process involves identifying potential risks, analysing their potential damage and treating the risks (taking action).

The benefits of Risk Management are:

- An organisation can anticipate & respond to risks.
- Likelihood of a loss or damage to financial performance, reputation & stakeholder confidence can be minimised.
- Promotes a risk awareness culture within an organisation.

Having a Risk Management Plan and conducting a risk assessment prior to conducting an activity or event means potential risks can be identified, rated according to probability of occurrence and severity of damages. Controls and actions can then be taken to help reduce or mitigate any potential risks prior to the activity or event taking place.

## Plan Statement

In maintaining this Risk Management Plan, we are committed to managing risk in accordance with the process described in the Risk Management Principles and Guidelines (AS/NZS ISO 31000:2009), by identifying, analysing, assessing, treating, monitoring and communicating risk exposures associated with any of our activities or functions.

The delivery of this plan requires a consistent and systemic approach in recognition of any activities undertaken.

## Responsibilities

Anyone involved with event or activity planning must be familiar with and grow their competence in the application of the risk management plan. All should accept responsibility for the delivery of the plan within their areas of responsibility.

## Risk Assessment Process & Plan Delivery

It should be ensured that the following steps are undertaken for any activity:

1. List details of all potential risks/hazards (Risk Management Plan Assessment Form).
2. Assess the likelihood and consequence of each risk (Using Table 1 & 2).
3. Apply a risk rating (Using Table 3).
4. Identify what action needs to be taken.
5. Allocate the action to a person responsible.
6. Allocate a timeframe for completion.
7. Record the status of the action up to completion.

By following these steps from initial identification of risks through to completion of action it is ensured that a Risk Management Plan is in place.

**AS/NZS 4360:2004 – Risk Consequence, Likelihood & Matrix Tables**

**Risk Consequence: Table 1.**

<b>Consequence</b>		
<b>Level</b>	<b>Descriptor</b>	<b>Detail description</b>
<b>1</b>	Insignificant	No injuries, low loss.
<b>2</b>	Minor	First aid, medium loss.
<b>3</b>	Moderate	Treatment required, high loss.
<b>4</b>	Major	Extensive injuries, major loss.
<b>5</b>	Catastrophic	Death, huge loss.

**Risk Likelihood: Table 2.**

<b>Likelihood</b>		
<b>Level</b>	<b>Descriptor</b>	<b>Detail description</b>
<b>A</b>	Almost certain	Is expected to occur in most circumstances
<b>B</b>	Likely	Once per year
<b>C</b>	Moderate	Possible, once in 10 year period
<b>D</b>	Unlikely	Not impossible, within 50 years
<b>E</b>	Rare	Unlikely within 50 years

**Risk Rating Matrix: Table 3.**

<b>Likelihood</b>	<b>Consequences</b>				
	<b>Catastrophic 5</b>	<b>Major 4</b>	<b>Moderate 3</b>	<b>Minor 2</b>	<b>Insignificant 1</b>
<b>A (Almost Certain)</b>	Extreme	Extreme	High	High	Medium
<b>B (Likely)</b>	Extreme	High	High	Medium	Medium
<b>C (Moderate)</b>	High	High	High	Medium	Low
<b>D (Unlikely)</b>	High	Medium	Medium	Low	Low
<b>E (Rare)</b>	High	Medium	Medium	Low	Low







EXAMPLE TRIATHLON EVENT

<b>ACTIVITY/EVENT DESCRIPTION:</b>	
<b>DATE(S):</b>	10/01/2006

RISK/HAZARD DETAILS	THE CONSEQUENCES OF AN EVENT HAPPENING		RISK RATING	ACTION PLAN	PERSON RESPONSIBLE	TIMEFRAME FOR COMPLETION	STATUS
	LIKELIHOOD	CONSEQUENCE					
SLIP ON WET SURFACE	B	3	HIGH	Put up warning signs at areas around swimming area	Signage & Water Officer	Have signage ready for the day of the swimming event (10/01/2006)	Signage ready to be put up on the day.
NEEDLESTICK INJURY	C	3	HIGH	Pre event inspection of area to ensure all needle sticks found.	Events Coordinator	(10/01/2006)	Checklist to be completed on morning of the event
SUNBURN	A	3	HIGH	Free sun lotion available to spectators and to contestants.	Events Coordinator	Lotion to be made available on the day (10/01/2006)	Lotion to be made available on the day
SPECTATOR CONFLICT	B	2	MEDIUM	Extra security	Security Coordinator	(10/01/2006)	Security requested for event





## HINDMARSH SHIRE COUNCIL

### IMPORTANT NOTES FOR HALL HIRERS

1. The Hall must be vacated by 2am for all functions unless written application is made to Council and an extension granted.
2. The Hirers of the Hall shall leave it in a tidy condition and shall remove all rubbish refuse, bottles and waste matters off the premises.
3. Two large mobile garbage bins have been purchased for use in the hall. If the hirer chooses to use the bins to clear bottles etc from the hall, they must be left empty, washed out and returned inside the hall when cleaning up after a function.
4. The floor, foyer and toilets must be swept and mopped out with a clean mop and soapy water to a standard which returns the hall to the state in which the hall was hired.

A mechanical floor washer is available for hire by experienced users which can be used to clean and vacuum the floor after functions in the hall. The charge is \$20.00 per usage and the hirer must indicate on the agreement sheet if they wish to hire the mechanical cleaner.

5. **Chairs must not be dragged along the floor, but carried when arranging or clearing seating.**

Please note that if these conditions are not carried out as with other notes included in the conditions of hire, the Council shall be entitled to have the hall cleaned and the cost of doing so will be deducted from the bond.

Tony Doyle  
Chief Executive Officer.



HINDMARSH SHIRE COUNCIL  
SHIRE HALLS  
AGREEMENT OF HIRE

I, \_\_\_\_\_  
(Full Name)

of \_\_\_\_\_  
(Postal Address)

the \_\_\_\_\_  
(Mother / Father / Daughter / Son / Secretary / President etc)  
(Relationship to function being held)

of the \_\_\_\_\_  
(Bride / Club or Organisation Name / Celebrant of the 21st etc.)

hereby request the Hire of the following part of the \_\_\_\_\_ Hall  
on \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date)  
between the hours of \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

for the following purpose/s: \_\_\_\_\_

I will / will not require the floor cleaner at a charge of \$20.00.

I enclose the sum \$\_\_\_\_\_ being \$\_\_\_\_\_ bond and \$\_\_\_\_\_ hire  
charge, and agree to be bound by the conditions of hire as attached.

I will require the following parts of the Hall. (Please Tick parts required)

MAIN HALL   
OTHER  (specify) .....  
OUTDOOR OF HALL

I have read the conditions of Hall Hire and agree to comply with the conditions and will have  
the hall vacated at \_\_\_\_\_ am/pm.

\_\_\_\_\_  
Signature of Hirer

\_\_\_\_\_  
Date



## HINDMARSH SHIRE COUNCIL

### HIRE CONDITIONS - COUNCIL HALLS/FACILITIES

#### 1. BONDS

A bond may be required to be lodged at the time of hiring as a guarantee for fulfilment of these conditions and as a security against damage to the building or any furniture, fittings or contents contained therein or for abnormal cleaning of the portion of the building used by the hirer. The hirer shall be liable on demand by the Chief Executive Officer to pay any further amount in excess of such bond so as to meet the full cost of such damage or cleaning.

Should the conditions of hire not be fulfilled by the hirer the bond may be forfeited. If there is no breach of the conditions of the Hire or damage or injury to the building or any fittings or furniture or contents therein or abnormal cleaning to be done (of which the Council shall be the sole judge) the bond will be returned in full.

#### 2. CANCELLATION OF BOOKING

- (i) Any bond or rental lodged will be returned upon condition that notification of such cancellation is received by the Chief Executive Officer at least two weeks before the function.
- (ii) If any function is cancelled within a period of two weeks prior to such function, any rental paid shall be refunded but the return of the bond shall be at the discretion of the Chief Executive Officer.

#### 3. RENTAL

The rent to be paid shall be in accordance with the schedule prepared by the Council from time to time and must be paid in advance and no later than the time of collection of keys for the Hall.

#### 4. KEYS

Keys may be collected on the day prior to the commencement of the Hire of the Hall, and must be returned as soon as practicable after cleaning and vacating the Hall.

#### 5. DAMAGE

The floors, walls, curtains, or any other part of the building or any fitting, fixtures or contents shall not be broken, pierced by nails or screws, or in any such manner or in any way damaged and no notice sign or advertisement of any kind shall be erected in the buildings or attached or affixed to the walls, doors or any other portion of the buildings fittings fixtures or contents without the prior consent of the Chief Executive Officer.

6. **SEATING**

**The hirer may arrange seating in the Hall provided the seating is arranged in conformity within the Public Health Regulations and is re-stacked and returned to their original position after use If extra seating is required it is the hirer's responsibility to procure.**

7. **TABLES**

The hirer may arrange tables and/or trestles in the hall provided they are re-stacked and returned to their original position after use. If extra tables are required it is the hirer's responsibility to procure.

8. **ACCESS**

The Chief Executive Officer, Director Corporate Services, Building Surveyor, Health Surveyor and/or the Hall keeper shall at all times and notwithstanding any hiring be entitled to free access to any and every part of the building.

9. **LIMIT OF USE**

The hirer shall only be entitled to the use of the particular part or parts of the building hired and the Council reserves the rights to let any other portion of the building for any other purpose or purposes concurrent with such hiring.

10. **DESCRIPTION OF USE**

Prior to any use of the Hall, the hirer must advise of the nature of the use and, if required, supply the program to the Chief Executive Officer or Hall Keeper.

11. **REFUSAL TO LET**

It shall be at the discretion of the Chief Executive Officer to refuse to let the hall or other rooms in any case notwithstanding that the hall or other rooms may have been let or these conditions accepted and the rent and deposit paid. The Chief Executive Officer shall have full power, if he/she sees fit, to cancel such letting and direct the return of the rent and bond so paid and the hirer hereby agrees in such case to accept the same and to be held to have consented to such cancellation and to have no claim at law or inequity for any such loss or damage suffered by him/her in consequence thereof.

12. **POLICE ATTENDANCES**

The hirer shall at their own expense, when so directed by the Chief Executive Officer, arrange for police attendances or the attendance of such other persons considered necessary for control of persons attending the function.

13. **SUB-LETTING**

No portion of the building hired shall be sub-let or any tenancy assigned or transferred without the written consent of the Chief Executive Officer.

14. **PIANO**

Any Council piano shall not be taken off the stage without the consent of the Chief Executive Officer and then only under the supervision of the Chief Executive Officer or Hallkeeper.

15. **DECORATIONS, FITTINGS**

All decorations, fittings and catering appliances brought into the Hall shall be approved by the Chief Executive Officer or the Hallkeeper whose decisions shall be final and all such decorations, fittings and appliances shall be removed from the building before 11.00 am on the day following the function failing which a further days hire fee may be charged.

16. **OBSTRUCTION**

The Hirer shall comply in every respect with regulations under the Health Act with regard to public buildings for the prevention of overcrowding and obstruction of passaged, exits etc.

17. **PROTECTION OF FLOORS**

The hirer shall ensure that caterers and persons arranging decorations take every precaution to protect floors from stains and other damage.

18. **PERFORMING RIGHTS**

In the case of a dramatic or other performance or a concert the hirer must not produce or perform or permit to be produced or performed any dramatic or musical work in infringement of the copyright or performing right of any owner of such right or rights and the hirer hereby indemnifies the Council against any claim for breach of copyright in connection therewith.

19. **INSURANCE**

The hirer must submit to the Hall Manager proof of public liability (Certificate of Currency) cover of not less than \$5M. Where the hirer does not have Insurance, an insurance cover can be obtained from the Council at the hirer's expense.

The hirer of the Hall shall not do or neglect to do or permit to be done or left undone anything which will affect the Council's Insurance Policies relating to re, Public Risk or other such Risks in connection with the building.

20. **INCIDENT REPORTS**

The Hirer must report all incidents or accidents to the hall manager as soon as possible after the event."

21. **KITCHEN**

The Hirer of the kitchen shall leave it in a tidy condition and all fixtures, fittings, utensils and contents in good condition and order and shall remove all rubbish, refuse and waste matters. If this is not done the Council shall be entitled to have them cleaned or put in order and the cost of so doing shall be borne by the hirer.

22. **FIXTURES & FITTINGS**

No furniture, fittings, cutlery or crockery is to be removed from any hall under any circumstances.

23. **VACATING AND SECURITY OF BUILDING**

The Hirer of the Hall shall be responsible to see that the hall is vacated by 2 am as well as ensuring that all lights, heaters, other electrical appliances are turned off, candles etc.

extinguished and the building is locked and secure when departing at the conclusion of any function.

If the hirer wishes a function to finish later than 2 am a written application must be made to Council at least 30 days prior to the function.

Council will advise local police of all functions and their finishing times.

24. **SPECIAL CONDITIONS**

The Council reserves the right to impose terms and conditions other than or additional to those contained therein which shall be communicated to the hirer and form part of, and shall have the force of the whole.

25. **EMERGENCY EVACUATION**

The Hirer of the Hall shall be responsible for familiarising themselves with the emergency evacuation plan and ensuring the emergency exit doors are unlocked while the hall is being hired.

I, the undersigned, have read and understand the above conditions and indemnity Council against all actions resulting from the Hire of the Hall.

.....Date.....  
Signed

.....  
Organisation/Club





## COUNCIL VOLUNTEER REGISTRATION FORM

To be completed by (Council) Volunteers

Name:

If under 18, name  
of parent or  
guardian:

Phone Number:

Address:

Volunteer of:

\_\_\_\_\_

(If applicable, list name of committee/working group)

Purpose of volunteering:

\_\_\_\_\_

The Hindmarsh Shire Council offers its thanks to you for offering your services as a  
volunteer for the period: \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_.

As a volunteer of Council the following conditions apply:

1. No payment will be made to you by Council.
2. Your project manager is: \_\_\_\_\_
3. While you are assisting Council in the abovementioned clearly defined Council business activity, and while your assistance is approved/controlled and/or known by Council, you will be covered for Public Liability Insurance.
4. While acting as a volunteer, a limited personal accident insurance cover will be affected by Council subject to the terms and conditions of the policy.
5. Should any injury occur to you while you are acting as a volunteer of Council you must notify your Project Manager immediately, or as soon as practicable.
6. Any incident which occurs in which injury or property damage to other parties may arise must be reported immediately or as soon as practicable to your Project Manager.
7. Under the terms of the Occupational Health and Safety Act 1985, you must follow all established practices, procedures and instructions of Council which apply to the tasks you have volunteered to perform.

## COUNCIL VOLUNTEER REGISTRATION FORM (CONTINUED)

8. You are expected to perform the task you have volunteered to perform with all due care, skill and diligence.
9. Do you have your own transport?  Yes  No
10. Do you have a current drivers licence?  Yes  No
11. Do you have Comprehensive Motor Vehicle Insurance Cover?  Yes  No
12. Do you have any medical condition that may affect your volunteer work?  Yes  No

If yes, please specify: \_\_\_\_\_

### INSURANCE ACKNOWLEDGEMENT

(To be completed only by volunteers intending to drive own vehicle on behalf of Council business)

The motor vehicle I own, which I will use on behalf of Council business, I understand has to have comprehensive motor vehicle insurance. I understand that if this insurance is to lapse that I will no longer drive my vehicle on behalf of Council business and I agree I will inform the Project Manager so alternative arrangements can be made.

Signature \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

I confirm that I have read and understand the abovementioned conditions. I agree to notify Hindmarsh Shire Council if any of the above information changes.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If applicable, parent or guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Date: \_\_\_\_\_

*Project Manager is to ensure the completed form is returned to Hindmarsh Shire Council.*

Office use only:

Does this volunteer require a Working With Children Check?  Yes  No

If yes, has a volunteer Working With Children Check been obtained?  Yes  No

*\*Attach the completed Working With Children Check.*

## Detailed actions and outcomes achieved from the 2013-2017 Domestic Animal Management Plan

1. TRAINING AND DEVELOPMENT				
OBJECTIVE:				
<ul style="list-style-type: none"> <li>Ensure all staff involved in animal management have the knowledge and skills necessary to carry out their work.</li> </ul>				
ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
1.1 Review staff qualifications and	Staff position descriptions include minimum qualifications Cert IV in Animal Control and Welfare	Local Laws HR	June 2014	Achieved June 2014
1.2 Minimum training requirements for Council's animal management staff	Training Plan developed	HR	June 2014	As per Position description
1.3 Conduct an annual skills audit	Audit complete	HR	Annual	Completed
1.4 Encourage AMOs to undergo further training and study	Annual performance reviews include review of skills	Management HR	December 2013	Ongoing support for Officers wishing to expand their knowledge base
1.5 Continue to update and extend officers' skills in dealing with animal management services e.g. diagnosis and treatment of excessive barking, bite avoidance etc.	Staff Performance Reviews include development of staff training plan	Local Laws HR	Ongoing	Training as provided by industry sources.
1.6 Active involvement with Animal Liaison Group	Attendance and contribution to meetings of ALG	Local Laws	Ongoing	Scheduled meetings with neighbouring shires 3 monthly basis



2. ADMINISTRATION				
OBJECTIVE: <ul style="list-style-type: none"><li>To provide the necessary administrative arrangements to implement actions.</li></ul>				
ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
2.1 Development of information sheets for residents on what to do with their animals in event of an emergency Responsible pet ownership	Info sheets published and available on website	Local Laws Customer Service	June 2014	Info sheets available at front counter
2.2 Provide web link to RSPCA website	Web link on Council website	Executive Assistant	June 2014	Outstanding due to web page upgrades. Scheduled to complete November 2017.
1.3 Provide web link to Bureau of Animal Welfare website	Web link on Council website	Executive Assistant	June 2014	Outstanding due to web page upgrades. Scheduled to complete November 2017.
3. REGISTRATION AND IDENTIFICATION				
OBJECTIVES: <ul style="list-style-type: none"><li>Endeavour to have all dogs and cats identified and registered.</li></ul>				



ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
3.1 Prepare and implement an annual plan for doorknocking the community to identify unregistered dogs and cats	Plan prepared Door knock completed	Local Laws	Annual	Completed each June
3.2 Plan one or more annual microchipping days	Plan prepared	Local Laws	Annual	Completed October 2015
3.3 Hold microchipping days in accordance with annual plan	Microchipping day/s held	Local Laws	Quarterly	Irregular due to availability of Vet
3.4 Review Council's microchipping day within 1 month of the last event (appropriateness of publicity, date, venue, results, cost and community satisfaction)	Review completed	Local Laws	6 Monthly	Completed 2014
3.5 Consider the merits of having an officer able to microchip animals	Cost/benefit analysis	Local Laws	June 2014	Cost restrictive
3.6 Use local and community newspapers to promote and advertise registration requirements prior to the renewal period	Newspaper articles published Reduction in non-registered cats and dogs located in municipality	Local Laws	March – April each year	Use of social media on regular basis
3.7 Continue to publish regular articles locally promoting the need for residents to register their pets and ensure they wear identification tags	Rise in registration of cats and dogs	Local Laws	1 Article per quarter	Use of social media on regular basis
3.8 Include registration, identification and renewal information on Councils "on hold" messages	On hold messages include information	Customer Service	Review regularly	Outstanding due to phone issues.



ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
3.9 Include pet registration forms and fact sheets in “new resident” kits.	Information included in kits	Customer Service	June 2014	Kits phased out
3.10 Enable owners to transfer existing registrations from other municipalities to Hindmarsh Shire Council without charge	Dog or cat transfer registrations compared to population increases in Shire	Local Laws	Ongoing	Completed 2014
3.11 Provide “free ride home” for registered dogs found wandering and not causing a nuisance	Data collected	Local Laws	Ongoing	Completed 2014
3.12 Alert residents to registration date on Twitter, Facebook and Web site	Information provided	Customer Service	April each year	Use of social media annually
3.13 Provide for a range of registration payment methods including in person by cheque, money or credit card	Take up of range of payments offered Data collected	Customer Service	Ongoing	Completed. Occurring on a daily basis
4. RESPONSIBLE PET OWNERSHIP				
OBJECTIVE: <ul style="list-style-type: none"> <li>• Implement appropriate community education programs in responsible pet ownership</li> </ul>				



ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
4.1 Ensure prospective pet owners have access to information on appropriate breed selection and animal management responsibilities	Information provided on Council's website and other promotional material available at Customer Service Offices	Customer Service	June 2015	Completed by appointment with LLO
4.2 Encourage the community to provide their dog with appropriate etiquette/obedience training. Provide links on Council's website and other promotional material	Information provided on Council's website and other promotional material	Customer Service	June 2015	Completed by appointment with LLO
4.3 Prepare material on how to minimise excessive barking problems from developing. Include in website and other promotional material. Prepare a press release for rotational inclusion in local media	Material prepared on minimising excessive barking problems from developing and incorporated into Council provided information	Local Laws	Ongoing	Prepared pamphlets available at front counter
4.4 Encourage all schools in the Shire to participate in the State Government's schools visitation program	Letter to each school in the Shire School Participation	Local Laws	Annual	Completed via Department Economic Development Jobs Transport & Resource.
4.5 Identify any locally provided dog training and puppy preschool programs and include links on Council's website	Information provided on web	Local Laws  Customer Service	June 2014	Completed by appointment with LLO. Will be added to new web site when completed.



5. CONFINEMENT OF DOGS AND CATS				
OBJECTIVE: <ul style="list-style-type: none"><li>• Ensure dogs are confined to their property</li><li>• Encourage cats to be confined to their property</li></ul>				
ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
5.1 Continue to treat incidents of dogs wandering at large as an issue demanding priority attention	Reduction in statistics of dogs wandering at large	Local Laws	Ongoing	Reduction achieved on registered dogs entering pound
5.2 Review the procedure for dealing with dogs that are wandering at large	Review completed	Local Laws	June 2015	Procedure maintained
5.3 Ensure information is available on the importance of animal confinement and how Desexing animals can help to reduce wandering.	Information available	Local Laws Customer Service	June 2014	Information available at front counter





6. PROMOTING ANIMAL WELFARE				
OBJECTIVES: <ul style="list-style-type: none"><li>• Reduce the number of unwanted litters</li><li>• Reduce the number of stray, lost and abandoned animals</li><li>• Increase the number of returned animals</li><li>• Increase the number of rehomed animals</li><li>• Ensure wounded and lost animals are treated humanely</li><li>• Encourage pet owners to attend to their pet's basic needs and provide them with a quality home environment</li></ul>				
ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
6.1 Investigate and prepare a report for Council on the issue of mandatory cat and dog Desexing for all current registered animals and new registrations	Report presented to Council	Local Laws	June 2015	Not completed due to resident negativity
6.2 Investigate procedures for dealing with feral or stray cat colonies with a view to reducing unwanted cat populations	Investigation completed Recommendations implemented	Local Laws	June 2016	Advertised use of cat traps for public to assist with capture of animals
6.3 Review Councils procedures for dealing with lost and impounded animals	Review completed	Local Laws	June 2015	Implemented rehoming program. Aimed to identify owners of animals



ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
6.4 Review procedures for dealing with animals entering Council's pound with a view to reducing the numbers of animals that are euthanized. Ensure pets entering shelters are treated humanely	Review completed	Local Laws	June 2015	Entered into agreement with two Pet Rescue Groups for all suitable stray animals
6.5 Review euthanasia procedures	Operational procedures developed	Local Laws	December 2014	Euthanasia is now completed by veterinary services
6.6 Develop procedures for the investigation of stray, lost and un-owned or feral cats and implement as necessary	Operational procedures developed	Local Laws	December 2015	Reviewed method of managing animals improving procedures
6.7 Promote cat cages for hire for property owners to humanely trap cats on their property for handing over to Council or another approved animal shelter	Review completed of Council provided promotional material to ensure this information is provided	Local Laws  Customer Service	Ongoing	Cat traps available on request
6.8 Provide information to encourage prospective pet owners to consider obtaining a pet from an approved animal shelter	Review Information  Include free initial registration for any animal re-homed by local residents from Council's pound	Local Laws	December 2014	Provide customers with pet shelter information



7. NUISANCE ANIMALS				
OBJECTIVE: <ul style="list-style-type: none"><li>Reduce documented cat and dog nuisance complaints by 10% per year</li></ul>				
ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
7.1 Review all procedures for dealing with complaints made and incidents occurring under the DAA	Review completed Recommendations implemented	Local Laws	December 2015	Reviewed incident reporting method amending where required
7.2 Review all animal management laws and orders made under the DAA	Review completed	Local Laws	Ongoing	Ongoing upskilling of knowledge required
7.3 Provide information to assist residents using cat traps to do so humanely and to look after the cats welfare	Information available	Local Laws Customer Service	July 2013	Contract provided explaining required use
7.4 Provide a fact sheet to assist owners to respond to excessive barking by their dog	Factsheet available	Local Laws Customer Service	December 2013	Brochures available at Customer Service
7.5 Maintain a register of all nuisance complaints	Register created Data reported	Local Laws	September 2013	Complaints recorded internally
7.6 Ensure council local laws retain the requirements for owners of more than 2 dogs and/or cats to obtain a permit	Increase in permits	Local Laws	Ongoing	Maintained due to legislation within the Domestic Animals Act



ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
7.7 Impound all unregistered dogs and cats seized while at large Not to be released until registered	Implement	Local Laws	Ongoing	Current policy maintained and ongoing
7.8 Provide a fact sheet to support residents experiencing a nuisance and explain the process for responding to barking complaints	Factsheet available	Local Laws Customer Service	December 2013	Brochures available Customer Service
7.9 Provide a process for responding to barking noise, at large and trespassing related nuisance complaints	Process developed and available for distribution	Local Laws	June 2014	Maintained as per Local Laws Act
8. DANGEROUS, MENACING AND RESTRICTED BREED DOGS				
<b>OBJECTIVE:</b> <ul style="list-style-type: none"> <li>• Identifying and register any declared dogs in the municipality</li> <li>• Inspect and audit all declared dog premises annually to ensure they are complying with legislation requirements</li> </ul>				



ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
8.1 Continue to declare dogs as Restricted Breed, Menacing or Dangerous in accordance with legislation	All declared dogs in municipality identified and reported annually	Local Laws	Annually	Maintained in accordance with the Domestic Animal Act
8.2 Ensure all declared Dangerous dogs are accurately registered on the Victorian Dangerous Dog Registry	All dangerous dogs registered	Local Laws	As required	In accordance with the Domestic Animal Act
8.3 Respond to complaints about Menacing, Dangerous dogs or Restricted Breed dogs	Immediate response	Local Laws	Immediately	In accordance with the Domestic Animal Act
8.4 Ensure all dangerous dogs are microchipped and registered	All dangerous dogs in municipality microchipped and registered	Local Laws	Ongoing	In accordance with the Domestic Animal Act
9. PREVENTION OF ANIMAL ATTACKS AND RISK TO THE COMMUNITY				
OBJECTIVE:				
<ul style="list-style-type: none"> <li>Reduce the incidence and severity of attacks by dogs and cats on people, livestock, pets and wildlife</li> </ul>				
ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
9.1 Review procedures for dealing with dogs attacks and harassment complaints	Review completed	Local Laws	December 2014	Local Laws review as required with minimal changes in current procedure.



ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
9.2 Develop a media release on the implications for your dog if it attacks or bites an animal or human	Media release once a year	Local Laws	June 2014	Information cards available at Customer Service
9.3 Ensure Council has one or more officers trained in an appropriate Dog Safe Program	Review completed Recommendations implemented Staff trained	Local Laws	December 2013	Completed May 2017
9.4 Ensure any dangerous and restricted breed dogs are properly identified and managed by their owners	Conduct annual audit of properties containing dangerous and restricted breed dogs	Local Laws	Annual	In accordance with the Domestic Animal Act
9.5 Ensure all dogs declared dangerous by Council are recorded on the Victorian Declared Dog Register	Annual audit completed	Local Laws	As require	In accordance with the Domestic Animal Act
9.6 Raise awareness of the risk of dog attacks in the neighbourhood on other pets, livestock and people by use of published articles	2 Articles Annually in local papers and in each council newsletter	Local Laws	Ongoing	Social Media
9.7 Distribute fact sheets on dog attacks prevention in “new residents” kit and via Councils Website	Factsheet available	Customer Service	December 2013	Social Media/Facebook ongoing
9.8 Distribute “We are Family” DVD pack which includes information for family pet ownership to childcare centres & Childcare Nursing Providers services	DVD provided	Local Laws	Ongoing	Distributed within all schools 2013



ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
9.9 Provide residents with information on implications for their dog and themselves if their dog attacks a person or animal	2 Articles Annually in local papers and in each council newsletter	Local Laws	Ongoing	Information cards available at Customer Service
9.10 Maintain a register of dog attacks including breed of dog, details of victim, nature of injuries, date and outcome of council action	Register created	Local Laws	December 2013	In accordance with the Local Laws
10. OVERPOPULATION AND HIGH EUTHANASIA				
<p>OBJECTIVE:</p> <ul style="list-style-type: none"> <li>• Achieve a 10% reduction annually in the number of cats euthanized</li> <li>• Increase reclaim and rehoming rates for cats by 10% annually</li> <li>• Reduce euthanasia rates for dogs to less than 10% annually</li> </ul>				
ACTION	TASK COMPLETION INDICATOR	RESPONSIBILITY	TIMEFRAME	OUTCOME
10.1 Promote the benefits of Desexing in local media, in fact sheets and on councils web site	Promotion material available	Customer Service	June 2014	Via Customer Service Centres National Desexing promotional information.
10.2 Provide a subsidised Desexing program for cats	Initiate subsidised Desexing Program Review cost/benefit	Local Laws	June 2014 June 2015	Completed in conjunction with PAWS Horsham



ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
10.3 Investigate reports of backyard breeders to ascertain whether they should be registered as a Domestic Animal Business	Collate data collected	Local Laws	Annually	In accordance with the Domestic Animal Act
10.4 Increase number of cat traps available	Ten cat traps available Collect data on numbers of cats trapped	Local Laws	June 2015	Additional traps purchased and available to public.
11. DOMESTIC ANIMAL BUSINESSES				
OBJECTIVE: <ul style="list-style-type: none"> <li>Work in partnership with the Domestic Animal Businesses to ensure compliance with the Code of Practice</li> </ul>				
ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
11.1 Audit all domestic animal businesses	Audit completed	Local Laws	Annual	Currently non within Council
12. ANNUAL REVIEW AND REPORTING				
OBJECTIVE: <ul style="list-style-type: none"> <li>To capture and manage data to better support reporting of outcomes resulting from the implementation of this Plan.</li> <li>To capture data that will improve the capacity for Council to plan for domestic animal management in future.</li> </ul>				





ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
12.1 Assign responsibility for implementation of the Plan	Local Laws Position description amended	HR	June 2013	Local Laws & Coordinator Completed 2013
12.2 Review and update all data collection methods and procedures	Review conducted Data collected reported	Local Laws	June 2016	Completed 2016
12.4 Review the Plan each year and make adjustments as appropriate	Review completed and Plan amended as appropriate	Local Laws	Annual	Completed annually which is submitted to Bureau of Animal Welfare
12.5 Review all Council local laws and orders relating to animal management.	Review completed	Local Laws	June 2016	June 2014

# **HINDMARSH SHIRE COUNCIL Annual Report**

For the year ended 30 June 2017





Pink Lake, Dimboola



# Welcome to Hindmarsh Shire Council's Annual Report for 2016-17

Each year Hindmarsh Shire Council prepares an Annual Report which provides information on the services we have provided, our finances and our performance to our community.

Under the Local Government Act, the Annual Report must contain:

- a **Report of Operations** of the Council Page 4
- an audited **Performance Statement** Page 71
- audited **Financial Statements** Page 84
- a copy of the **auditor's report on the financial statements** Page 78
- a copy of the **auditor's report on the performance statement** Page 80
- any other matter required by the regulations.

To make it easier to find your way around this report, we have colour coded the different parts.



# Report of Operations

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# 01

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This section provides a snapshot of the municipality and its people, along with a summary of Council's activities during 2016-17. It also includes messages from Hindmarsh Shire Council's Mayor and Chief Executive Officer.



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## Introduction

### Welcome to the Report of Operations 2016/17

Hindmarsh Shire Council is committed to transparent reporting and accountability to the community and the Report of Operations 2016/17 is the primary means of advising our community about Council's operations and performance during the financial year. This introduction provides a brief overview of Council's operation and performance for the year. Further detail can be found in the later parts of this report.

### Snapshot of Council

#### Profile of our Shire:

We are

- Located in the Wimmera region in western Victoria, covering an area of 7,527 km<sup>2</sup>.
- Bound by two National Parks, the Little Desert in the South and Wyperfeld in the North.
- Rich in natural beauty like the Wimmera River and Lakes Hindmarsh and Albacutya.
- Based in or around the Shire's four main towns of Dimboola, Jeparit, Nhill and Rainbow.
- A closely linked community of 5,721 people, with a median age of 50 years.
- Mainly born in Australia (83% of people), with English the only language spoken in 88% of our homes. Our most significant group of migrants are Karen refugees from Burma (Myanmar), with approximately 135 Karen people calling Nhill home.
- Employed in farming, health care, retail, manufacturing, education and transport.
- Community minded with our rate of volunteering 18% higher than the national average.

#### Our purpose:

- Vision** A caring, active community enhanced by its liveability, environment and economy.
- Mission**
- To provide accessible services to enable the community to be healthy, active and engaged.
  - To provide infrastructure essential to support the community.
  - To protect and enhance our natural environment.
  - To foster a thriving and diversified local economy where economic growth is encouraged and supported.
  - To realise the excellence in our people, processes and systems.
- Values**
1. Leadership and direction;
  2. Transparency and accountability;
  3. Honesty and integrity;
  4. Trust and respect;
  5. Diversity and equality;
  6. Justice and fairness;
  7. Sustainability; and
  8. Aspiration.



# FAST FACTS 2016/17

Over 111,000 people viewed Faces of Hindmarsh on Council's Facebook page

276 resolutions were carried at Council Meetings

48 movies were shown at the Nhill Memorial Community Centre

217 calls were made to local laws after hours

152 Animals came through the pound

97 food premises were inspected

5,311 meals were delivered to Hindmarsh Shire residents

80 hours of home and community care assessments were completed

34,444 people visited the libraries in Hindmarsh Shire

9,994 hours of service from home and community care was delivered to 553 residents across Hindmarsh Shire





# The year in review

## Mayor & CEO's Message

We are pleased to report that Hindmarsh Shire Council has performed strongly during the 2016/17 financial year, delivering significant progress in the areas of community communication, new or upgraded community infrastructure and strategic planning. Our successes have been made possible through productive partnerships with our community, businesses and other stakeholders, in particular the state and federal governments. We extend our gratitude to all our project partners and acknowledge the difference they have made to the liveability of our Shire.

It is with great pleasure and pride in the Hindmarsh Shire that we offer this report on the achievements of Council for the financial year ending 30 June 2017.

### Community Planning:

Throughout the past year extensive community consultation was undertaken to ensure the future needs of our community were acknowledged.

Precinct Plans for Dimboola and Nhill were adopted by Council in September 2016, Jeparit and Rainbow Community Plans were adopted in August 2016. Initiatives prioritised in the plans include skate parks in Dimboola and Rainbow. Council has been successful in receiving funding for the skate parks and look forward to works commencing in the 2017/18 year.

Council's settlement officer continues to assist the settlement of our newest residents. Council staff are working with the Nhill Learning Centre on further developing and implementing the capacity building project to improve settlement outcomes, increase community participation and leadership opportunities for our newest residents.

The Wimmera Mallee Pioneer Museum Master Plan was prepared by consultants Lilford Smith Design during 2016/17. The professionally developed document presents an assessment of the current situation and provides clear achievable visions for future redevelopment.

### Grant Funding:

A key role of Council is to advocate and work with other levels of government to bring funding into our Shire which will enable the delivery of community goals. In 2016/17 Council received \$500,000 for the upgrade of the Dimboola Library to incorporate a Civic Hub. Construction of this project will commence in 2017/18.

Funding of \$14,000 received through the Victorian Government's Boating Safety and Facility Program saw the installation of a boating pontoon along the Wimmera River in Dimboola.

The Nhill Integrated Early Years Hub project construction of the Hub commenced in April 2016 and was completed in June 2017. This project was funded by both State and Federal Government. We commend the community on their fundraising efforts raising close to \$200,000.

Council also received funding for smaller projects, effective in terms of improving the liveability and visitor amenity of our towns. This included funding for the Walk to School Program, Youth Participation Program, Mosquito Management and Local History Jeparit Heritage Walk.



Council continued its commitment to the engagement of youth throughout our shire with ongoing support for the Hindmarsh Shire Youth Council. Our youth councillors again provided a fresh perspective to our 'regular' Councillors on all matters relating to youth and with the support of Council's youth and early years officer delivered several major projects including mental health first aid, running quarterly FreeZa events and fundraising to assist Syrian refugees. We look forward to all of the initiatives they will deliver during the remainder of their term.

The Community Action Grants program has enabled 28 community groups from across the shire to undertake projects that have enhanced community engagement and upgraded their facilities with minor works and small equipment. Among the initiatives supported, this program has allowed Dimboola Rowing Club to purchase trophies for their annual Rowing Regatta, Jeparit and District Bowling Club to upgrade their shade sails, Rainbow Tennis to purchase new nets and the establishment of Park Run in Nhill. The program will continue to support community groups in the next financial year to undertake projects to support and enhance the aspirations of our communities.

### **Events:**

Many community groups have worked tirelessly over the past 12 months to ensure Hindmarsh Shire continues to be a great place to live.

Regional events included the inaugural Dimboola Food Festival in August 2016 which attracted 'foodies' from far and wide and showcased the great produce available in our region. The Wimmera Mallee Pioneer Museum Rally on the Queen's Birthday Long Weekend in June continues to attract visitors from all over Victoria, providing a glimpse of what life might have been like in the Wimmera in the 19th and early 20th centuries.

Fishing is a major attraction for our Shire and the Jeparit Easter Fishing Competition, offering thousands of dollars in prizes sees hundreds of keen anglers spend their Easter long weekend on the banks of the Wimmera River at Jeparit. Similarly the annual Dimboola Fishing Classic provides anglers with another opportunity to 'catch the big one', again with thousands of dollars of prizes up for grabs.

Dimboola also hosted its Annual Rowing Regatta and for car enthusiasts the Swap Meet was again a success last October. Motorcycling fans weren't forgotten either with the Nhill Motorcycle Club running their annual Pony Express event back in July 2016.

In June Nhill Aviation Heritage Museum hosted a Military Vehicle Rendezvous with owners of all types of military vehicles travelling to the Museum at Nhill Aerodrome to show off their bikes, motorcycles, jeeps and trucks.

Hindmarsh Shire thanks all of the hardworking volunteers involved in delivering a hectic schedule of events across our Shire!

Other events in the Shire include the Nhill Lake February Fiestas, the Agricultural and Pastoral Society Shows, markets, fun runs and horse races.

### **Volunteers:**

Council would like to thank the many volunteers that support our operations around the Shire. Council has 17 Section 86 Committees, set up as delegates of Council under the Local Government Act. These groups vary from four town committees, who undertake an extraordinary amount of work within our towns and perform a valuable role as Council's conduit to our community, through to hall and other facility managers. The contribution that these committees make to our Shire is significant and Council is very grateful for their



support.

### Community Satisfaction:

Our scores in the Community Satisfaction Survey have continued to improve in community consultation and customer service, with performance on all five core measures, overall performance, community consultation, customer service, advocacy and overall council direction, significantly higher than the Small Rural Shires averages.

Performance Measures	Hindmarsh 2014	Hindmarsh 2015	Hindmarsh 2016	Hindmarsh 2017	Small Rural Shires 2017
<b>Overall Performance</b>	<b>63</b>	<b>64</b>	<b>62</b>	<b>63</b>	58
<b>Community Consultation</b> (community consultation & engagement)	<b>62</b>	<b>59</b>	<b>60</b>	<b>59</b>	55
<b>Advocacy</b> (lobbying on behalf of the community)	<b>60</b>	<b>59</b>	<b>59</b>	<b>60</b>	55
<b>Making community decisions</b> (Decisions made in the interest of the community)	<b>59</b>	<b>60</b>	<b>57</b>	<b>58</b>	55
<b>Sealed Local Roads</b> (Condition of sealed local roads)	<b>47</b>	<b>47</b>	<b>45</b>	<b>52</b>	50
<b>Customer Service</b>	<b>73</b>	<b>71</b>	<b>73</b>	<b>71</b>	69
<b>Overall Council Direction</b>	<b>62</b>	<b>61</b>	<b>57</b>	<b>55</b>	52

The trend over the last four years has been pleasing; however, Council is committed to continuing to improve across all community survey measures.

### Advocacy:

Council continued to work hard during the year ended 30 June 2016 to lobby on behalf of the Shire's community for the services and funding required to make Hindmarsh an even better place to live, improve community well-being and to build our economy.

Many of the successful grant applications discussed above are the direct result of lobbying. The funding received from the Federal Government Department of Employment is a direct result of Council's advocacy work. Council has been very successful in developing partnerships with organisations with which we have common goals.

### Capital Works:

Council completed another challenging Capital Works schedule during 2016/17.

- 2 shoulder resheets totalling \$63,000
- 12 road sealing projects totalling \$702,000
- 5 footpath projects totalling \$181,000
- 10 sealed road construction projects totalling \$940,000
- 13 unsealed road construction projects totalling \$1,034,000
- 1 kerb and channel replacement project \$123,000

These works are in addition to the significant amount of maintenance work Council undertakes on its road network and town amenity projects such as work to maintain and improve playgrounds, parks and sporting facilities.



Maintaining our 3,200kms of roads is a significant challenge for Council and we continue to lobby the state and federal governments for more appropriate funding in recognition of the size of this challenge and the importance of our road network to our economy.

## Community Enquiries

Council received approximately 13,978 telephone calls during the year from residents with various enquiries. Council is looking to provide our community with other options to lodge enquiries or transact with Council. A new website has recently been implemented, which will include the ability for the community to lodge enquiries. Council is working towards the website having the ability for residents to make payments, such as rates and animal registrations online.

## Future

Council looks to the future of our community with excitement and anticipation of the many great initiatives the community and Council, will deliver together over the next five years.

Council is in continued dialogue with the State Government about our priority projects that we are looking to be funded through the Regional Jobs and Infrastructure Fund and the Tourism Pipeline. These will include projects that will focus on building our economy through delivery of initiatives detailed in our Economic Development Strategy, a number of which will be tourism related, including the development of the Wimmera River Discovery Trail.

We will continue to work closely with our regional partners to promote the growth and development of the overall region. The Wimmera municipalities have a long and strong history as collaborators on regional issues such as transportation, sustainability, economic development and so on and we look forward to building on this strength with new projects and activities.

2017/18 will be a busy year as we deliver the significant number of projects that were funded through grants during the 2016/17 year. This includes several construction projects with the most significant being the Dimboola Library incorporating the Civic Hub and Skate Park construction at Dimboola and Rainbow.

We have achieved an extraordinary amount over the last 12 months, making considerable operational reforms to our business which has significantly reduced costs. This work will continue in 2017/18 so that we ensure we are driving great value and return to our community for the rates they pay. We will also continue laying a strong strategic footprint that will deliver exciting outcomes over the next 5 to 10 years.

Council has a dynamic team that is absolutely committed to its community. We look forward to continuing to improve our administrative and operational practises while maintaining our efforts to work with our community to make the Shire of Hindmarsh the best community for all of us.



Cr Debra Nelson  
**Mayor**



Greg Wood  
**Chief Executive Officer**

## Financial Summary

Council's financial position continues to remain sound. A summary of our performance is outlined below. Detailed information relating to Council's financial performance is included within the Financial Statements and Performance Statement sections of this Report.

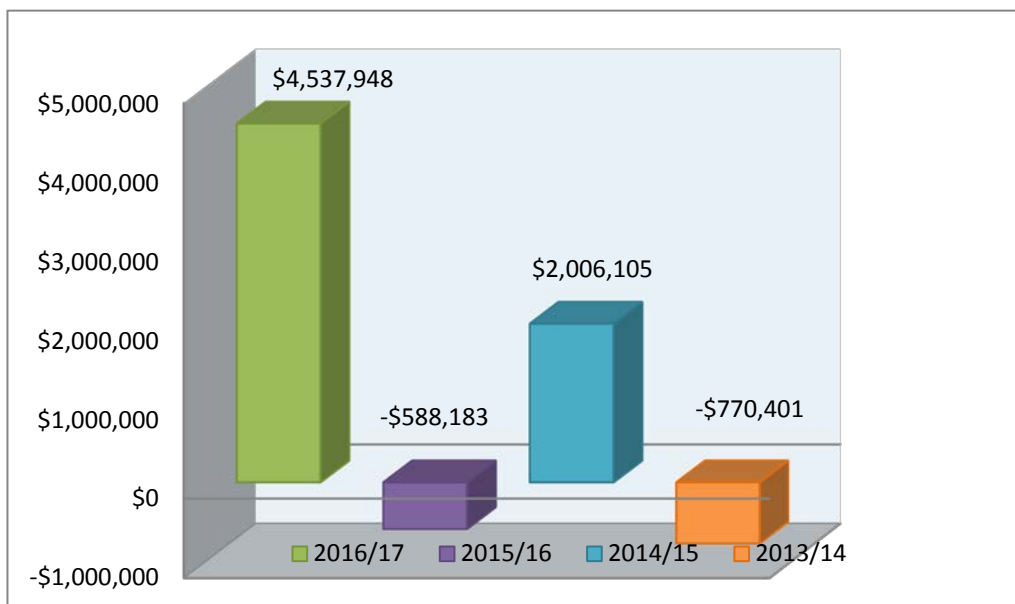
### Operating Position

Council reported a surplus of \$4,537,948 in 2016/17. As per the Comprehensive Income Statement in the Financial Report, the favourable variance is due mainly to the early payment of \$2.096 million from the Victoria Grants Commission received in June 2017 for the 2017/18 financial year.

Council received additional grants that were not budgeted for. These included grants for Youth Inclusion, VicHealth, Mosquito Management, Emergency Water Supply Points and Disaster Recovery.

Employee costs were lower than budgeted due to under expenditure in employees' salaries and the WorkCover premium. Materials and services, depreciation and other expenses show a favourable variance.

Council's adjusted underlying result, that is, the result after removing non-recurrent capital grants, cash capital contributions and non-monetary capital contributions, is a surplus of \$1.965 million.

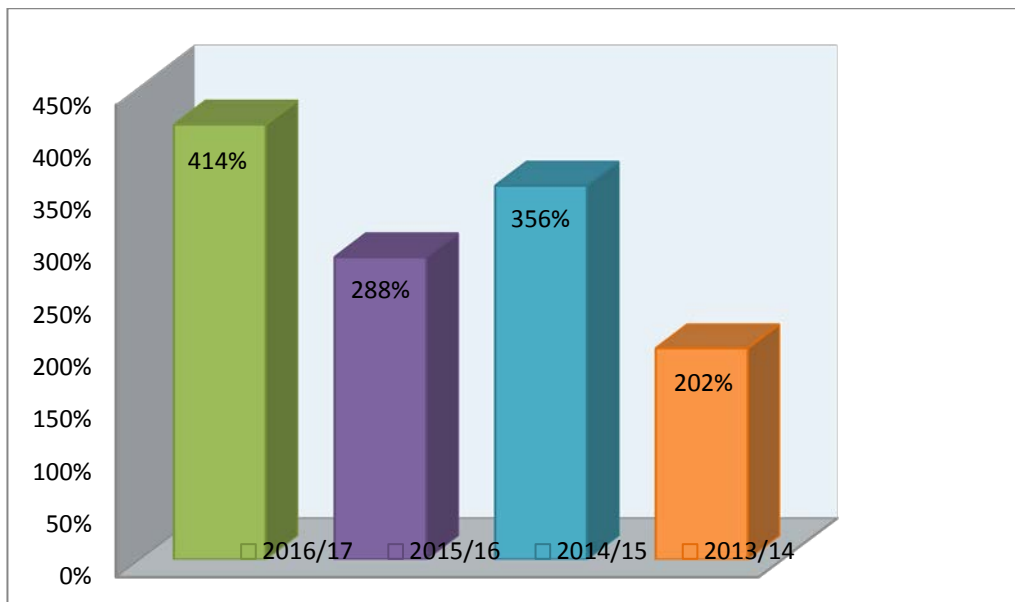


Surplus/(deficit) for the year

### Liquidity

Cash increased by \$3.099 million from the previous year mainly due to the early Victoria Grants Commission payment received on 30 June 2016 for the 2017/18 financial year. The working capital ratio which assesses Council's ability to meet its current commitments is calculated by measuring Council's current assets as a percentage of current liabilities. Council's result of 414% is an indicator of its strong financial position and well within the band of 150% or more for the Victorian Auditor-General's Office's (VAGO) assessment as "low risk".

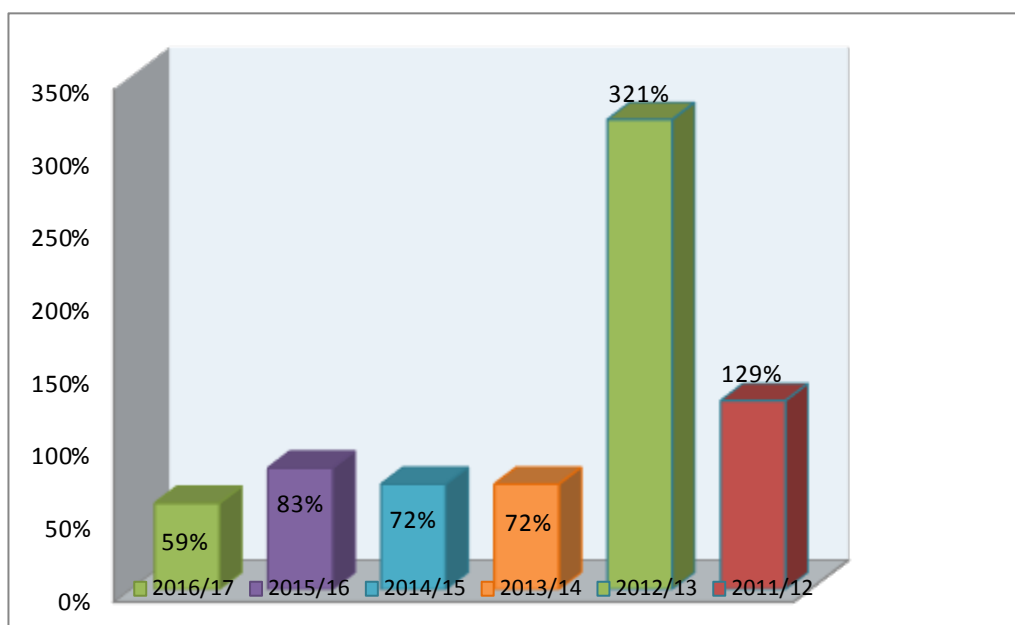




Working capital ratio %

### Obligations

Council aims to ensure that it is able to maintain its infrastructure assets at the expected levels, while at the same time continuing to deliver the services needed by its community. With more than \$125 million worth of land, building and infrastructure assets to maintain with an income of just \$21.70 million, that is a fair challenge. Assets deteriorating faster than their maintenance and renewal can be funded create an “infrastructure renewal gap”. To bridge this gap, Council invested \$2.94 million in infrastructure renewal works during the 2016/17 year. Council’s asset renewal ratio which is measured by comparing asset renewal expenditure to depreciation (the reduction in the value of our assets over time, due in particular to wear and tear) was 59%. While this percentage sits within VAGO’s range of medium risk rather than the low risk spectrum, the impact of the lower renewal expenditure remains manageable for the short term due to the substantial (flood related) renewal expenditure in 2012/13 and 2011/12.



Asset renewal ratio %



## Description of Operations

Hindmarsh Shire Council is responsible for more than 120 services, ranging from services for children to those for older adults, from open space to community buildings, waste management and infrastructure to matters concerning business development, planning for appropriate development and ensuring accountability for Council's budget. This broad range of community services and infrastructure support the wellbeing and prosperity of our community. Council's vision, strategic objectives and strategies to further improve services and facilities are described in our Council Plan 2013-2017 and the associated Budget 2016/2017 and reported upon in this document. More information about Council services is contained in the section on Our Performance.

The delivery of services, facilities, support and advocacy to achieve the Strategic Objectives is measured by a set of service performance indicators and measures. Council also has a wide range of responsibilities under Victorian and Australian legislation.

### Economic or other factors

Due to our relatively remote location, we continued to encounter difficulties in attracting suitable applicants to a number of positions advertised in 2016/17. Having to undertake extended or repeated recruitment processes for a number of critical positions increased recruitment costs and added further pressure to Council's already stretched staff resources.

The uncertainty around Federal and State Government roads funding led to difficulties in the preparation of forecasts and the Budget for the coming year. The discontinuation of the State Government's Roads and Bridges funding continued to impact on Council's ability to undertake road related projects in 2016/17, mitigated to some extent for 2016/17, by an increase in the Federal Government's Roads to Recovery program. The Roads to Recovery program will reduce to normal funding levels from 2018/19.

Council has managed its financial position prudently and remains debt free with a capacity to meet short term unforeseen economic challenges.

### Major Capital Works

During 2016/17 the major capital works included the following:



#### *Riverside Holiday Park, Dimboola*

Council were successful in securing funding from the State Government to further the development of the Riverside Holiday Park with the installation of five cabins. The tender for the cabins was awarded to Kookaburra Homes and the cabins were installed in May 2017. The five cabins consist of four standard two bedroom cabins and one Access-to-All two bedroom cabin to cater for guests with mobility concerns. The cabins enable the Riverside Holiday Park to offer a broader range of accommodation styles and present

modern and attractive facilities to visitors.

The Park's upgrade plans also saw the installation and refitting of a larger recreation room in 2017. The new recreation room offers a substantially larger indoor recreation area for visitors to utilise as well as a more aesthetically pleasing building, deck and ramp, replacing the previous aging building. The new recreation room sits nicely with the cabins and camp kitchen, presenting the Riverside Holiday Park as a more modern and progressive site delivering positive visitor experiences.

### ***Nhill Integrated Early Years Hub***

This new state of the art facility, which will host three and four year old kindergarten programs, childcare facilities, maternal and child health services, playgroups, toy library and other visiting specialist services, was completed in June 2017.



### ***Dimboola boating pontoon***

Boating enthusiasts are now enjoying better access to the Wimmera River at Dimboola with the installation of a boating pontoon on the river adjacent to the Riverside Holiday Park. The low maintenance aluminium pontoon allows for recreational watercraft (fishing, skiing) to be temporarily moored close to the Holiday Park, Recreation Reserve and town centre. The pontoon will also allow easier access for those that are less mobile to hop aboard a boat.

The pontoon also includes a Kayak launching point. A new concept, the Kayak launch allows kayakers to sit in their kayak safely without the risk of overturning before launching off on their river adventure.

### ***Rainbow Community Pavilion Refurbishment***

The Rainbow community are enjoying the benefits of a new Community Pavilion with the major construction project completed at the Rainbow Recreation Reserve in early 2017.

Funded by Regional Development Victoria, Sport and Recreation Victoria, the Rainbow community, and Hindmarsh Shire Council, contractors completed an extensive refurbishment of the pavilion which had remained largely unchanged for almost 50 years.

Externally, the building benefitted from structural upgrades including new windows, doors and low maintenance Colorbond cladding. Internally the upgrades included a new larger kitchen with commercial appliances, new bar area with a large walk in cool room, new toilets and carpeting throughout both the bar area and in the main hall. In line with modern standards, the facility now also has all abilities access provisions including dedicated external parking, an access ramp and accessible toilets.

The financial and in kind contribution of the Rainbow community was integral to delivering a positive outcome for this project.

### ***Infrastructure***

Council's capital works program included a substantial number of road reconstructions,





reseals, final seals and shoulder resheets:

- 2 shoulder resheets totalling \$63,000
- 12 road sealing projects totalling \$702,000
- 5 footpath projects totalling \$181,000
- 10 sealed road construction projects totalling \$940,000
- 13 unsealed road construction projects totalling \$1,034,000
- 1 kerb and channel replacement project totalling \$123,000

Council maintained its ongoing commitment to improve the east-west freight corridor through the reconstruction of another section of the Lorquon East Road. Other reconstruction projects completed during the 2016/17 year included the Rainbow Nhill Road, Lorquon Station Road, George Street, Nhill and McDonald Street, Dimboola.

12 roads were resealed as part of Council's Annual Resealing program and commitment to maintaining our road assets.

Five footpath projects were completed - Broadway and Peterson Avenue in Jeparit, Whitehead Avenue in Nhill, and Wimmera Street and McDonald Street in Dimboola, which enhanced the connectivity of our local communities.

### ***Flood Damaged Infrastructure Recovery Program***

Following extensive rainfall in September 2016, a state of natural disaster was declared throughout a large portion of Victoria, including the entire Hindmarsh Shire.

The impact on Council infrastructure has been significant with damage assessments identifying approximately 150 locations requiring rehabilitation works at a cost of approximately \$3.5 million.

The infrastructure recovery program will be funded through financial assistance from Commonwealth Natural Disaster and Recovery Arrangements administered by the Victorian Government.

Residents will particularly notice works occurring at floodways' and on gravel roads throughout the shire during the 2017/18 financial year.



### **Major Achievements**

During 2016/17 the major achievements included the following:

#### ***Menzies Square Official Opening***

Mr Alexander Menzies, grandson of Sir Robert Menzies was joined by his wife, Maria, Ms Sarah Hardy, CEO Menzies Foundation, Associate Professor Geoff Lord, Federation

University, Cr Debra Nelson, Mayor Hindmarsh Shire Council and other dignitaries at the official opening of the redeveloped Menzies Square in Jeparit on Friday, 16 December 2016. Around 100 locals and visitors joined in the opening celebrations.

Council purchased two blocks of land adjacent to the original Menzies Square after two shops burnt down in May 2012. As there were limited opportunities for new retail outlets to be rebuilt on the site, Council's vision was to extend Menzies Square to include a unique landscape design, activities area, seating, interpretative signage and a BBQ.

Funding for the project was announced in October 2014 from the Victorian Government, Menzies Foundation and Federation University, adding to Hindmarsh Shire Council financial and in-kind contribution.

A key feature of the redeveloped Menzies Square are the interpretative signage which includes twelve panels depicting the life of Sir Robert Menzies with two of these being audio visual panels and large chess set featuring political figures from the Menzies era as the chess pieces.



### ***Hindmarsh Heritage Drive***

The Hindmarsh Heritage Drive (HHD) is a self-guided regional touring route highlighting the heritage of four major townships and surrounding areas in the Hindmarsh Shire. It is a key regional tourism product delivering increased visitation and revenue to all major centres within the Shire.

The drive offers a 150km alternative tourist route to the Western Highway between Dimboola and Nhill along well maintained sealed roads. The route can be extended by utilising a further 126km of side trips on sealed or gravel roads.

The drive plays a unique role in linking major heritage tourism attractions of the region, including the Wimmera Mallee Pioneer Museum (WMPM), Yurunga Homestead, and the Nhill Aviation Heritage Centre (NAHC), visiting 8 Victorian Heritage listed sites and 5 National Trust listed sites.

The self-paced and self-guided drive is supported by an information guide (available from visitor information centres and downloadable from the Visit Hindmarsh website), links to more information on the dedicated HHD webpage ([www.visithindmarsh.com.au/heritagedrive](http://www.visithindmarsh.com.au/heritagedrive)), planned interpretation signage along the route. There is potential for the development of an interactive Hindmarsh Heritage Drive mobile application to further enhance the visitor experience.

### ***Wimmera Pioneer Museum Masterplan and Interpretation Plan***

The Wimmera Mallee Pioneer Museum Master Plan was prepared by consultants Lilford

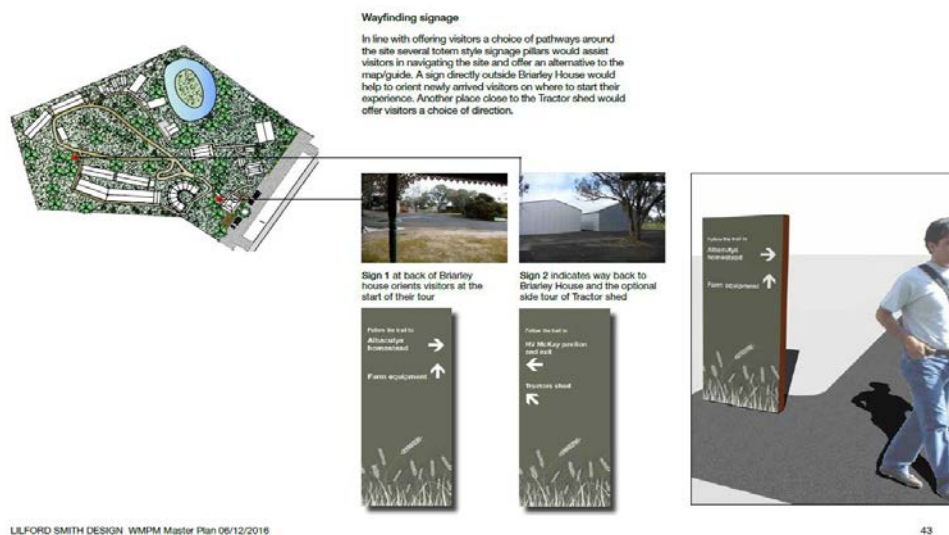
Smith Design following site visits and discussion with Council officers, members of the Wimmera Mallee Pioneer Museum (WMPM) S86 Committee of Management, and WMPM volunteers. The final masterplan was delivered in December following a number of drafts and feedback from both HSC and WMPM.

The Wimmera Mallee Pioneer Museum Master Plan, December 2016 is a professionally developed document presenting an assessment of the current situation and providing clear achievable vision for redevelopment of the WMPM into a relevant and competitive tourism destination reflecting present-day visitor markets and expectations. It represents a guiding document for short term and longer term site and display development. The report recognises that it is imperative for the long term future of the WMPM that visitor numbers are increased and maintained, and presents a re-imagining of the visitor experience through site redevelopment.

The development of the Interpretive Plan was highlighted as a first priority in the staged implementation of the Masterplan and was completed utilising remaining funds from the initial Masterplan project. It provides direction and detail to upgrades of museum assets and displays. It is developed as a working document as a tool to guide focussed research and assessment when deciding on individual collection pieces to highlight in displays and interpretation signage.

This Plan creates a framework to re-imagine the visitor experience and revitalise the Museum. It aims to establish the Museum as a relevant attractive tourist destination in the modern market.

With the Masterplan and Interpretive Plan we now have two inclusive documents to give both future direction and leverage for funding for future upgrades to the facility.



## Advocacy

One of Council’s key roles is to advocate on behalf of our community. Council’s advocacy efforts in 2016/17 continued to be successful, leading to the reinstatement of indexation to the Federal Assistance Grants which provides \$4m funding to Council annually.

## Hindmarsh Community Conversations

In March and April 2017, Council held eight Community Conversation meetings within the Shire. The meetings involved approximately 100 people who provided council with



feedback on our draft 2017/18 budget; 2017-2021 Council Plan incorporating Municipal Health and Wellbeing Plan; and rate cap variation.

### ***Regional Tourism***

Wimmera Mallee Tourism (regional tourism organisation representing Hindmarsh, Buloke, West Wimmera and Yarriambiack) have been proactive throughout 2016/17 capitalising on regional tourism growth through the hugely successful Silo Art Trail initiative of Yarriambiack Shire. In July 2016, the Wimmera Mallee featured in an instalment of the “Travel Oz” series on Chanel Seven and affiliated stations. This initiative by Wimmera Mallee Tourism (WMT) featured a number of Hindmarsh attractions including: Pink Lake, Wimmera Mallee Pioneer Museum, Nhill Golf Club, Nhill Aviation Heritage Centre, Little Desert National Park, Dimboola Print Museum, and Wimmera River. The program will be on repeat rotation over the coming years, and raw footage taken in the creation of the program was supplied to WMT for use for future promotional material. WMT also continued to update regional brochures, increase website and social media reach, and purchased a drone for use by all four councils for producing exciting promotional footage and images.

HSC has been closely involved with other regional tourism projects such as:

- Wimmera Indigenous Tourism Group
- *Wimmera Southern Mallee Socio-Economic Value of Recreational Water* report
- *Grampians Region Cycling and Trails Master Plan* project

Council and Wimmera Mallee Tourism continue to leverage for greater representation and promotion from Visit Victoria and Grampians Tourism.

### ***Faces of Hindmarsh***

During 2016/17 Council was excited to be able to introduce some of our community's unsung heroes and identities through the “Faces of Hindmarsh” project. The project was funded through the Victorian Government and the photos and stories were published on Council's Facebook page and in local media.

Through Facebook the stories reached over 111,000 people.



### ***School Holiday Program & Youth Council***

Council again provided the School Holiday Program in 2016/17. Over 500 young people aged from 0-18 participated in a range of different activities held during school holidays.

The Hindmarsh Shire Youth Council completed several major programs and projects during 2016/17. These included receiving funding to run in school Mental Health First Aid

Training; receiving funding to create a youth and family friendly tourism brochure; running quarterly FreeZa events; Fundraising over \$1,000 for the Syrian Refugees; volunteering with different community groups; attending Youth Forums to provide a voice for rural young people and their needs; attend the National Young Leaders Day; and assist in securing funding to upgrade our skateparks.



### **Challenges**

Councils' need to maintain our existing infrastructure, particularly our extensive road network, whilst funding new projects that improve liveability within our Shire and build a strong future. The introduction of Rates Capping in 2016 has reduced Council's ability to increase rates to meet service requirements. Council are taking a three-pronged approach to address this substantial challenge through continually creating efficiencies and savings within our business, continuing to seek additional funding from the state and federal governments, and pursue a variation of the average rate cap in 2017/18.

Albacutya Bridge, a single lane, 55m long, reinforced concrete T-beam bridge at the terminal of Outlet Creek, built in 1919/1920, created another challenge during the financial year and for years ahead. The bridge was designed for Class A heavy vehicles or 15 to 20 tonnes. Today's B-Double trucks can weigh up to 68 tonnes. Council has progressively introduced weight limits on the bridge to ensure it remains serviceable until a replacement bridge can be funded. In April 2016, Council resolved to commence the design process for a new dual lane bridge that will cross outlet creek at Albacutya. The cost of this development is expected to be approximately \$3.3 million, a major challenge to fund with Council's limited revenue.

### **Efficiencies**

Council staff continue to focus on streamlining operations to achieve organisational efficiencies and reduce operating costs. Initiatives continue with ongoing review to our road making methodology, employing just-in-time principles and new technology and materials that are allowing reuse of road base materials.

During 2016/17 Council identified efficiencies over a range of services which have been summarised below:

Services area	Savings/efficiency measures	Savings
Aged & Disability Services	Outsourcing of property maintenance	\$11,241/year
	Introduction of HACC Pac Mobile	\$16,120/year
Civic Leadership & Governance	Communications Officer	\$19,332/year
Asset Management	Discontinuation of STEP Program	\$8,200/year
Local Roads and Bridges	Shared procurement of bituminous surfacing program	\$120,000/year
	Reuse of crushed concrete waste in place of Class 4 aggregate	\$17,500/year
	Project methodology and construction technique changes	\$260,000/year
	Changing over of all street lighting to LED.	\$30,000/year
Fleet Management	Motor vehicle policy changes – delay change over	\$153,000/year
Financial Management	Electronic purchase orders	\$8,800/year
Payroll and Human Resources Services	Emailing of payslips, previously issued in hardcopy.	\$3,900/year
Customer Services Centres	Change over to updated VOIP phone system	\$8,000/year



## Our Council

### Shire Profile

Hindmarsh Shire is located in the Wimmera region in western Victoria and covers an area of 7,527 km<sup>2</sup>. Situated on the Western Highway, 375km west of Melbourne and 350km east of Adelaide, Hindmarsh Shire is alive with business opportunities as it lies on the second-busiest freight corridor in Australia.

Our Shire is bound by two National Parks, the Little Desert in the South and Wyperfeld in the North. Other distinct natural features include the Big Desert Wilderness Area to the West, as well as the Wimmera River and Lakes Hindmarsh and Albacutya. The central part of the Shire is utilised primarily for broad acre cropping and grazing.

The first Australians in the Hindmarsh area were the Wotjobaluk people. Communities were located near the Nhill Swamp, the Wimmera River at Dimboola, Lake Hindmarsh near Jeparit and Lake Albacutya near Rainbow, while the majority made their home along the Red Gum lined banks of the Wimmera River and Nine Creeks area in Dimboola.

Hindmarsh Shire's four main towns are Nhill, Dimboola, Jeparit and Rainbow. Each community has its own spirit and identity, but all town's offer spacious rural living, inclusive small communities and wonderful natural amenities.

Today, 5,721 people live in Hindmarsh Shire (2016 census data), with a median age of 50 years. 83% of people in Hindmarsh Shire were born in Australia; with English the only language spoken in 88% of homes. Our most significant group of migrants are Karen refugees from Burma (Myanmar), with approximately 135 Karen people calling Nhill home.

The median weekly household income is \$907, and most people own their homes outright. Most people are employed in farming, with employment in health care coming a close second, followed by retail, manufacturing, education and transport. Hindmarsh has a very high rate of volunteering, 18% higher than the national average.



## Council Offices

### Nhill Office

92 Nelson Street  
NHILL VIC 3418  
Phone: 03 5391 4444  
Fax: 03 5391 1376

### Jeparit Office

10 Roy Street  
JEPARIT VIC 3423  
Phone: 03 5391 445  
Fax: 03 5397 2263

Postal address:  
PO Box 250  
NHILL VIC 3418  
Email: [info@hindmarsh.vic.gov.au](mailto:info@hindmarsh.vic.gov.au)

### Dimboola Office

101 Lloyd Street  
DIMBOOLA VIC 3414  
Phone: 03 5361 4452  
Fax: 03 5389 1734

### Rainbow Office

15 Federal Street  
RAINBOW VIC 3424  
Phone: 03 5391 4451  
Fax: 03 5395 1436

Website: [www.hindmarsh.vic.gov.au](http://www.hindmarsh.vic.gov.au)  
Facebook: <http://www.facebook.com/hindmarshshirecouncil>

## Councillors

On 22 October 2016, the Hindmarsh Shire community elected its Council for a four year term to provide leadership for the good governance of the municipal district and the local community. The municipality is divided into three wards, represented by two Councillors in each ward. The Councillors are the elected representatives of residents and ratepayers and have the responsibility for setting the strategic direction for the municipality, policy development, identifying service standards and monitoring performance across the organisation. The Councillors are listed below.

### Cr Debra Nelson Mayor

East Ward  
Date elected: 22 October 2016  
E: [dnelson@hindmarsh.vic.gov.au](mailto:dnelson@hindmarsh.vic.gov.au)  
M: 0459 021 802



### Cr Ron Lowe Deputy Mayor

North Ward  
Date elected: 22 October 2016  
E: [rlowe@hindmarsh.vic.gov.au](mailto:rlowe@hindmarsh.vic.gov.au)  
M: 0427 318 067



### Cr David Colbert

West Ward  
Date elected: 22 October 2016  
E: [dcolbert@hindmarsh.vic.gov.au](mailto:dcolbert@hindmarsh.vic.gov.au)  
M: 0459 034 233



### Cr Rob Gersch

West Ward  
Date elected: 22 October 2016  
E: [rgersch@hindmarsh.vic.gov.au](mailto:rgersch@hindmarsh.vic.gov.au)  
M: 0427 600 122



### Cr Ron Ismay

North Ward  
Date elected: 22 October 2016  
E: [rgersch@hindmarsh.vic.gov.au](mailto:rgersch@hindmarsh.vic.gov.au)  
M: 0459 021 745



### Cr Tony Schneider

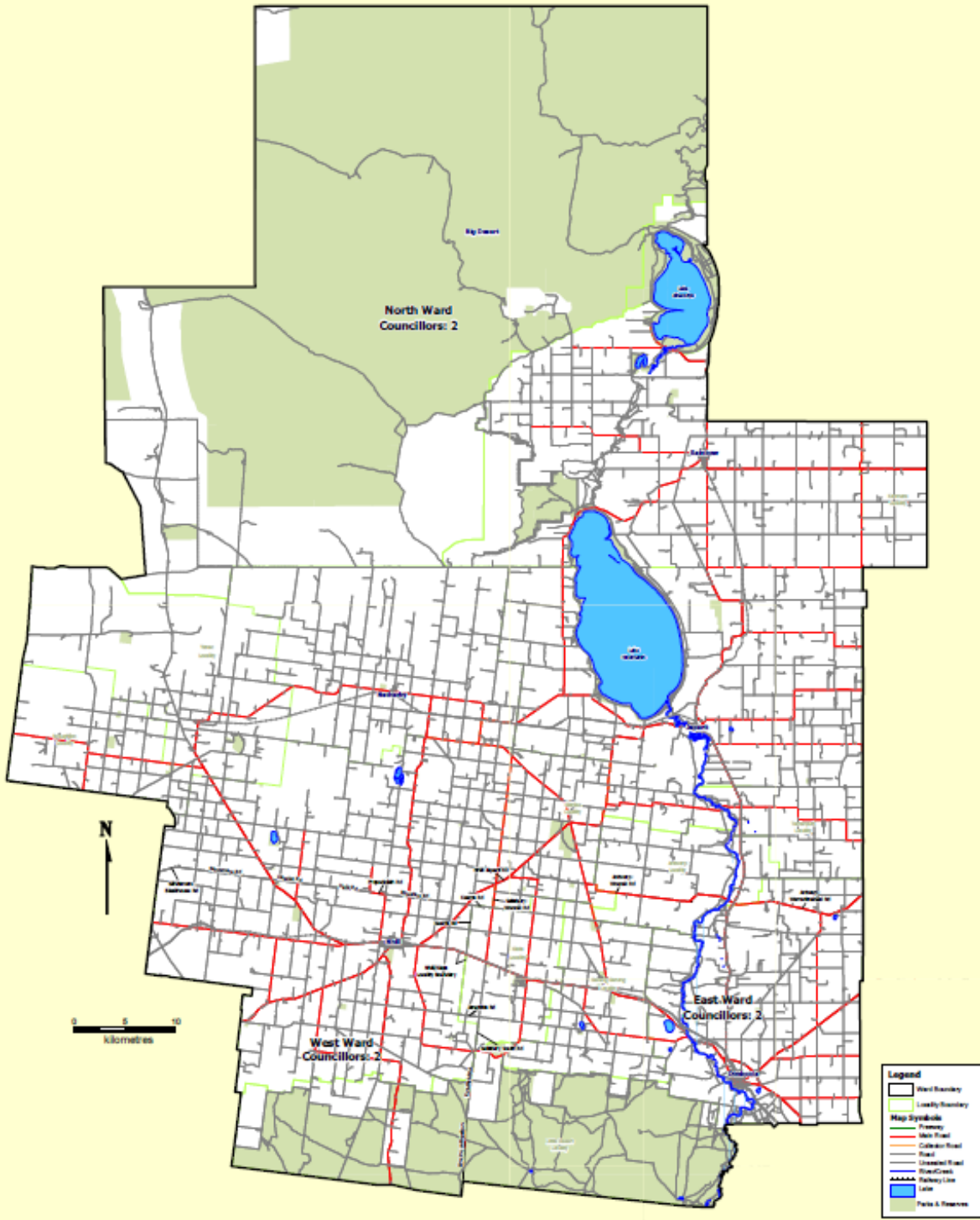
East Ward  
Date elected: 22 October 2016  
E: [tschneider@hindmarsh.vic.gov.au](mailto:tschneider@hindmarsh.vic.gov.au)  
M: 0459 035 917





**Local Government Act 1989  
ELECTORAL STRUCTURE OF HINDMARSH SHIRE COUNCIL**

**NOTE:** By Order in Council made under Section 220Q (k), (l), (m) and (n) of the Local Government Act 1989, the boundaries of the wards, the names of the wards and the number of councillors assigned to each ward of the Hindmarsh Shire Council are fixed as described in this plan.



Not prepared by the Electoral Administration  
 This map is for the purpose of identifying all councillors  
 with digital data and with the assistance of other sources  
 copyright © 2016, Hindmarsh Shire Council  
 All other rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Hindmarsh Shire Council.

This map is based on the electoral boundaries plan as presented in the  
 Electoral Administration System Report for Hindmarsh Shire Council, submitted to  
 the Minister for Local Government on 21 February 2016.  
 Dates: July, Electoral Commission

Electoral Structure of  
 Hindmarsh Shire Council  
**LEGL./04-191**



## Our people

### Organisational Structure

Council is the governing body that appoints a Chief Executive Officer (CEO). The CEO has responsibility for the day to day management of operations in accordance with the strategic directions of the Council Plan. Two Directors and the CEO form the Senior Management Team (SMT) and lead the organisation. Details of the CEO and senior officers reporting directly to the CEO are set out below.



Greg Wood  
**Chief Executive Officer**

Areas of responsibility:  
Overall responsibility for Council's operations.

Senior Officers reporting directly to the Chief Executive Officer:



Anne Champness  
**Director Corporate & Community Services**



Adrian Gasperoni  
**Director Infrastructure Services**

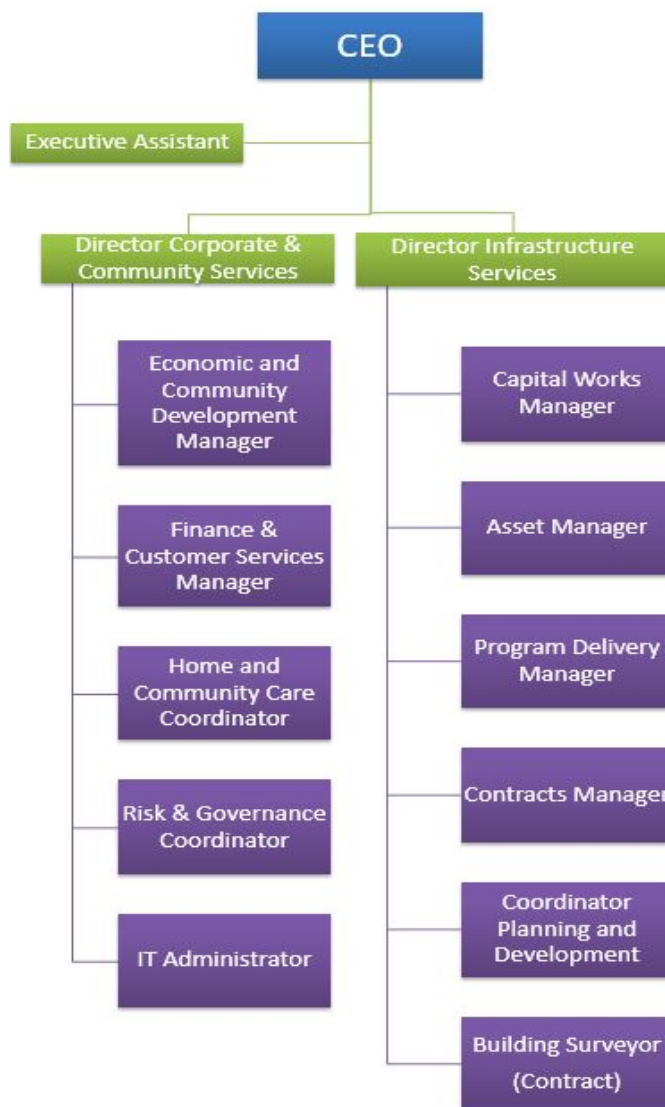
Areas of responsibility:

- Business development
- Finance
- Information technology
- Family, youth and leisure
- Aged and disability
- Governance
- Economic development
- Local laws

Areas of responsibility:

- Asset planning
- Engineering and traffic
- Environment and sustainability
- Infrastructure
- Parks and gardens
- Building
- Planning and development

A chart setting out the organisational structure of the Council is shown below:



### Council Staff

A summary of the number of full time equivalent (FTE) council staff by organisational structure, employment type and gender is set out below.

Employee type/gender	Our People Our Processes	Built and Natural Environment	Competitive and Innovative Economy	Community Liveability	Total FTE
Permanent FT –F	6.70	2.55	1.50	0.25	11
Permanent FT –M	5.20	42.95	2.95	1.90	53
Permanent PT –F	3.89	0.88	1.18	10.75	16.7
Permanent PT –M	0.00	1.10	0.40	0.00	1.5
Casual – F	1.23	0.21	0.10	0.96	2.5
Casual - M	0.00	0.10	0.20	0.00	0.3
SEO FT – F	0.80	0.00	0.00	0.20	1
SEO FT – M	1.30	0.50	0.20	0.00	2

FT-Full time PT-Part time F-Female M-Male SEO-Senior Executive Officer



A summary of the number of full time equivalent (FTE) staff categorised by employment classification and gender is set out below.

Structure	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	All other	Total
Classification	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Permanent Full Time - Female	0.0	0.0	0.0	2.0	3.0	3.0	1.0	2.0	1.0	12.0
Permanent Full Time - Male	0.0	6.0	31.0	3.0	4.0	5.0	1.0	3.0	2.0	55.0
Permanent Part Time - Female	1.4	4.8	1.0	3.9	4.2	0.9	0.5	0.0	0.0	16.7
Permanent Part Time - Male	0.0	0.9	0.0	0.6	0.0	0.0	0.0	0.0	0.0	1.5
Casual - Female	1.1	0.3	0.5	0.2	0.0	0.4	0.0	0.0	0.0	2.5
Casual - Male	0.1	0.0	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.3
<b>TOTAL</b>	<b>2.6</b>	<b>12.0</b>	<b>32.7</b>	<b>9.7</b>	<b>11.2</b>	<b>9.3</b>	<b>2.5</b>	<b>5.0</b>	<b>3.0</b>	<b>88</b>

## Equal Employment Opportunity Program

Council is committed to the principles of Equal Opportunity. In all policies and practices of the Council, there shall be no discrimination relating to sex, marital status, parenthood, race, colour, national origin, physical or mental impairment, or religious or political affiliation. Selection of individuals for employment, promotion or advancement, training and staff development will be on the basis of personal merit in fair and open competition according to the skills, qualifications, knowledge and efficiency relevant to the position involved. Council's policy on Equal Opportunity reflects our desire to enjoy a workplace free of discrimination where each person has the opportunity to progress to the extent of their ability.



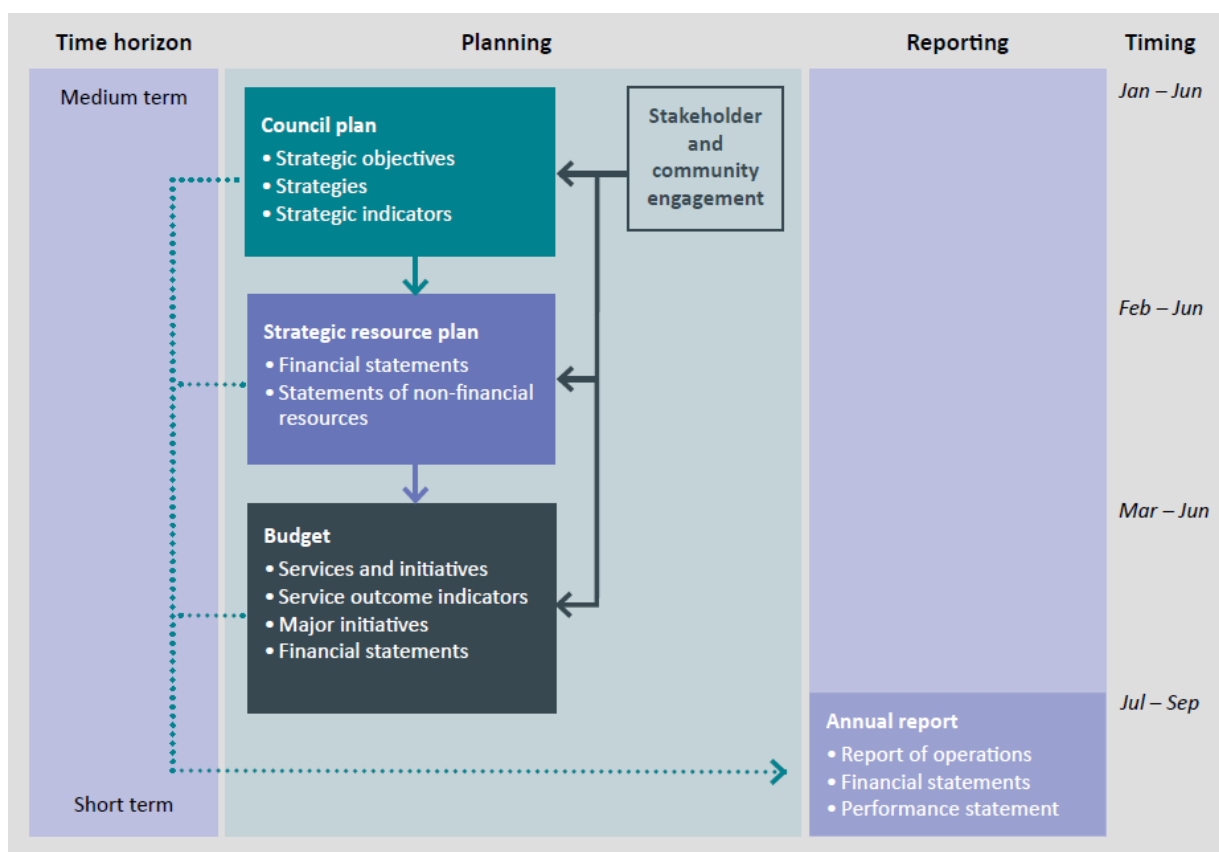
# Our Performance

## Planning and Accountability Framework

The Planning and Accountability Framework is found in part 6 of the Local Government Act. The Act requires councils to prepare the following planning and reporting documents:

- A council plan within the six months after each general election or by 30 June, whichever is later;
- A strategic resource plan for a period of at least four years and include this in the council plan;
- A budget for each financial year;
- An annual report in respect of each financial year.

The following diagram shows the relationships between the key planning and reporting documents that make up the planning and accountability framework for local government. It also shows that there are opportunities for community and stakeholder input and feedback at each stage of the planning and reporting cycle.



## Council Plan

The Council Plan 2013-17 includes strategic objectives, strategies for achieving these for the four year period, strategic indicators for monitoring achievement of the strategic objectives and a strategic resource plan. The following are the four strategic objectives as detailed in the Council Plan.

<b>1. Community Liveability</b> 	1.1 An actively engaged community. 1.2 A range of effective and accessible services to support the health and wellbeing of our community. 1.3 A community that is physically active with access to a wide range of leisure, sporting and recreation facilities.
<b>2. Built and Natural Environment</b> 	2.1 Well-maintained physical assets and infrastructure to meet community and organisational needs. 2.2 A community that reduces its reliance on water and manages this resource wisely. 2.3 A healthy natural environment. 2.4 A community living more sustainably.
<b>3. Competitive and Innovative Economy</b> 	3.1 A strong rural economy and thriving towns. 3.2 A thriving tourism industry. 3.3 Modern and affordable information and communication technology throughout the municipality. 3.4 Transport solutions that support the needs of our communities and businesses.
<b>4. Our people and our processes</b> 	4.1 Long-term financial sustainability. 4.2 Quality customer services. 4.3 An engaged, skilled Council and workforce capable of meeting community needs. 4.4 Efficient and effective information communications technology. 4.5 Support for the community in the areas of emergency preparedness, response and recovery. 4.6 An organisation that takes its risk management responsibilities seriously and embeds a culture of risk management throughout the organisation.

## Performance

Council's performance for the 2016/17 year has been reported against each strategic objective to demonstrate how we are performing in achieving the 2013-17 Council Plan.

Performance has been measured as follows:

- Results achieved in relation to the strategic indicators in the Council Plan;
- Progress in relation to the major initiatives identified in the Budget;
- Services funded in the Budget and the persons or sections of the community who are provided those services;
- Results against the prescribed service performance indicators and measures.

## Strategic Objective 1: Community Liveability



The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

Strategic Indicator/measure	Result	Comments
1.1.1 Strong community and Council ties between City of Port Phillip and Hindmarsh Shire Council.	One event held.	Formal friendship agreement concluded at 30 June 2015, while informal arrangements of mutual support continue. Informal partnership between Hindmarsh and Port Phillips continues with the promotion of activities beneficial to our communities and ongoing support to community members when such opportunities arise.
1.1.2 Establish stronger links with the indigenous community through the Barengi Gadjin Land Council and Wurega Aboriginal Corporation.	One cultural activity.	Council supported the annual NAIDOC week student competition. Cultural awareness training has been undertaken by Senior Management in December 2016, and the Wimmera River Discovery Trail partnership developed.
1.1.3 Review Community Action Plans for Dimboola, Jeparit, Nhill and Rainbow. Follow up on Community Action Plans and their working group projects.	Review and projects underway.	Community Action Plans have been reviewed as part of the Precinct Plan and Recreation Strategy consultations in October 2015. Following further consultation in June 2016, Dimboola and Nhill Community Plans were adopted by Council in September 2016, Jeparit and Rainbow Community Plans were adopted in August 2016.
1.1.4 Develop a Community Engagement Strategy.	Strategy adopted.	The Community Engagement Strategy was adopted by Council on 18 March 2015. No further action required.
1.1.5 Support integration of migrants into the community.	Cultural event and information sessions held.	<p>Council's Settlement Officer continues to assist the settlement of our newest residents. Further Karen information sessions have been held. Council's Migration and Employment Coordinator, a position funded by the Federal Government, commenced in May 2016, to provide further assistance linking business and (prospective) new residents.</p> <p>The Office of Multicultural Affairs and Citizenship has provided additional funding under its Capacity Building and Participation Program. Partners include Nhill Learning Centre, Ballarat Community Health, Wimmera Development Association, West Wimmera Health Service, the Centre for Multicultural Youth and Luv-a-duck.</p>
1.1.6 Support and encourage volunteering and work collaboratively with Volunteering Western Victoria.	Volunteer Week events, youth volunteering workshop, Volunteer awards.	<p>The efforts of our volunteers were recognised during Volunteer Week (May). A handbook for Council's S86 committees was prepared and training undertaken in February and March 2016. Council continues to collaborate with Volunteering Western Victoria on the Memory Lane Café's, HACC Wimmera project group and the Wimmera community transport model.</p> <p>Actively looking for ways to support Council's tourism volunteers, Town Committees, and HACC volunteers. Continue to support local community groups (Rainbow Small Towns Transformation project, Yurunga Homestead, Wimmera Mallee Pioneer Museum etc.).</p>



Strategic Indicator/measure	Result	Comments
1.2.1 Implement initiatives to improve Youth engagement in the Shire.	2017 Hindmarsh Shire Youth Council established.	<p>Activities include the continuation of FReeZA Programs and the facilitation of the Hindmarsh Shire Youth Council. We have run school holiday programs as well as a variety of FReeZA events. Council has increased its reach and engagement of young people substantially over the last 12 months and exceeded its funding targets. Council was successful in gaining renewed FReeZA funding for the next three years.</p> <p>The Hindmarsh Shire Youth Council was established in April 2015. Youth Councillors have supported youth events, attended Community Planning/Precinct Plan/Recreation Strategy consultations, prepared and promoted a youth survey to inform the Hindmarsh Youth Strategy and been closely involved in the Strategy's development.</p> <p>The 2017 Youth Council was officially launched on 5 April 2017. The "new" Youth Councillors have attended a leadership retreat with Y Lead as well as held a couple of Youth Council meetings.</p>
1.2.2 Implement actions in Council's Positive Ageing and Inclusion Plan.	Hindmarsh Seniors Festival hosted.	<p>Aged &amp; Disability Services aim to support people in their own homes and communities by providing services that promote and maintain independence. The program assists frail older people, people with a disability and their carers. In 2016, the team's focus has been on the transition of Home and Community Care services from the State to the Federal Government.</p> <p>In 2016, Council ran another very successful Seniors Concert attended by more than 320 residents.</p>
1.2.3 Review the level of financial support provided to community groups.	Review conducted.	<p>We continue to work proactively with our community groups and Town Committees to use our financial contributions as leverage for the attraction of support from other sources. Council continued to support Community Action Grants program in 2016/17.</p>
1.2.4 Review and implement Municipal Public Health and Community Wellbeing Plan.	Plan adopted 23 August 2017.	<p>The Municipal Public Health and Community Wellbeing Plan was adopted by Council on 23 August 2017. The Plan has been incorporated into Council's 2017-2021 Council Plan.</p>
1.2.5 Adopt and implement Domestic Animal Management Plan.	Domestic Animal Management Plan adopted.	<p>We have undertaken our annual review of the Domestic Animal Management Plan to ensure it remains relevant and in line with regulations. Council will adopt the 2017-2021 Domestic Animal Management Plan prior to 3 November 2017.</p>



Strategic Indicator/measure	Result	Comments
1.2.6 Review and implement Municipal Early Years Plan.	Municipal Early Years Plan (MEYP) reviewed and implemented.	State Government funding of \$800,000 and Federal Government funding for \$500,000 towards the Nhill Integrated Early Years Hub (NiEYH) approved. NiEYH Fundraising Committee established as a S86 committee at Council's December 2014 meeting, and members appointed in August 2015. Tender awarded for the architectural design and project administration in August 2015. The plans for the early years centre have been revised and early years professionals, community members and parents consulted. Final plans were adopted at Council's November 2015 meeting. The construction tender was awarded in March 2016. Construction commenced in April 2016 and the centre commenced operating in August 2017. A review of early years services in the Shire, in particular the transition of Nhill child care from a budget based service to a child care subsidy registered service commenced in May 2016.
1.2.7 Review public safety in the CBDs of our towns.	Safety work (lighting) completed.	Applications for funding to improve lighting in Rainbow and Dimboola were successful and implementation completed. We continue to work with communities and Police to identify opportunities to improve public safety. In response to community priorities, Council officers are currently exploring CCTV with the Dimboola community and Victoria Police.
1.2.8 Establish a training program for S86 committees.	Instrument of Delegation reviewed.	Review of status of S86 Committees continues. One instrument of delegation was rescinded for the Dim-e-Shop in December 2016.
1.3.1 Review Council's Recreation Strategy (including a Skate Park Strategy).	Recreation Strategy adopted by Council.	Consultations for the Recreation Strategy have occurred in conjunction with precinct planning consultations. The Hindmarsh Shire Sport and Recreation Strategy was adopted at Council's May 2016 meeting. Projects completed included the Dimboola and Jeparit Fishing Pontoons and Dimboola Boating Pontoon.
1.3.2 Encourage establishment of community gardens.	Community garden.	Council's Community Grants Program provided \$1000 towards the establishment of Jeparit's Community Garden, however, the proposed location is no longer available and the garden has not progressed further.
1.3.3 Create a trail along the Wimmera River and Lake Hindmarsh, subject to a feasibility study and funding.	Draft Feasibility study developed.	Grant funding was obtained to undertake initial feasibility study. A Hindmarsh Trail Steering Committee was formed and has supported the development of the draft feasibility study and master plan which were presented to the July 2016 Council meeting. Council will continue to advocate and seek funding for the establishment of the Trail.

Strategic Indicator/measure	Result	Comments
1.3.4 Prepare a Precinct Plan for Dimboola.	Precinct Plan adopted.	Contract awarded to SED Consulting to complete Precinct Plans for Dimboola and Nhill. Consultations for Precinct Plans have taken place in conjunction with Recreation Strategy consultations. Consultations commenced with surveys in June 2015, community workshops were held in August and October 2015, May and July 2016. The Plans were formally adopted in September 2016.
1.3.5 Prepare a Precinct Plan for Jeparit.	Precinct Plan adopted and Implementation commenced.	Due to government funding priorities, funding for the Jeparit Precinct Plan is yet to be obtained.
1.3.6 Prepare a Precinct Plan for Nhill.	Draft Precinct Plan developed.	Contract awarded to SED Consulting to complete Precinct Plans for Dimboola and Nhill. Consultations for Precinct Plans have taken place in conjunction with Recreation Strategy consultations. Consultations commenced with surveys in June 2015, community workshops were held in August and October 2015, May and July 2016. The Plans were formally adopted in September 2016.
1.3.7 Review recreation reserve Masterplan for Rainbow.	Masterplan adopted. Community pavilion completed.	The Masterplan was adopted by the Rainbow Recreation Reserve committee of management. Funding was obtained for the redevelopment of the Rainbow Community Pavilion, the project was officially opened on 24 March 2017.
1.3.8 Digital projection equipment for NMCC.	Installation complete.	Digital equipment installed November 2014. First movie screened 12 December 2014. Two screenings per week from January 2015. In addition, Council's most successful events have been children's movies during the school holidays, Andre Rieu's Maastricht Concert and Andrew Lloyd Webber's Phantom of the Opera.

The following statement reviews the progress of Council in relation to major initiatives identified in the 2016/17 budget for the year.

Major Initiatives	Progress
Completed construction of the new Nhill Integrated Early Years Centre.	Construction commenced in 2015/16. The centre began operating in August 2017.
Complete concept designs for a new Library in Dimboola.	Concept designs complete and funding successfully obtained from the State Governments Living Libraries program.
Support locally-significant community-driven events and festivals that stimulate tourism and growth in the region.	<p>Continued support of the Wimmera Mallee Pioneer Museum's <i>Annual Vintage Rally</i>.</p> <p>Increased marketing and promotion support of shire-wide local events through Visit Hindmarsh Facebook page and event listing page, along with continued quarterly events advertising in <i>Out and About</i> magazine.</p> <p>Identified and planned for a <i>Human Powered Vehicle</i> expo event at the Dimboola Recreation Reserve, with potential for future annual full race events.</p> <p>In conjunction with the Victorian Off Road Racing Association, Council hosted the final round of the Australian Off Road Championship at the inaugural Rainbow Desert Enduro.</p>

The following statement provides information in relation to the services funded in the 2016/17 budget and the persons or sections of the community who are provided the service.

<b>Service</b>	<b>Description</b>	<b>Net Cost Actual Budget Variance \$</b>
<b>Community Development</b>	Work with community groups, organisations and individuals to assist communities reach their aspirations and be healthy, active and engaged.	163,862 <u>130,811</u> (33,051)
<b>Maternal Child Health Centres</b>	Maintain the maternal and child health centres in Dimboola and Nhill and provide support to child service providers through the Municipal Early Years Plan. (Council does not provide maternal and child health services. This service is provided by West Wimmera Health Service.)	13,907 <u>17,561</u> 3,654
<b>Kindergarten Services</b>	Provision of Kindergarten services in Dimboola, Jeparit, Nhill and Rainbow under contract with Wimmera Uniting Care. (Council does not directly deliver Kindergarten Services)	1,013,333 <u>21,036</u> (992,297)
<b>Youth Services</b>	Improve the wellbeing and opportunities for youth within the Shire.	21,202 <u>66,605</u> 45,403
<b>Aged and Disability Services</b>	Home and Community Care Services aim to support people in their own homes and communities by providing services that promote and maintain independence. Deliver the full range of services provided by Council's Home and Community Care Department including: <ul style="list-style-type: none"> <li>• Assessments</li> <li>• Delivered Meals and Centre Based Meals</li> <li>• Personal Care</li> <li>• Respite Care services</li> <li>• Home care / Domestic Assistance services</li> <li>• Property Maintenance and minor modifications.</li> </ul>	(75,535) <u>20,386</u> 95,921
<b>Health Promotions</b>	To protect and enhance the health of the community.	48,543 <u>61,434</u> 12,891
<b>Libraries</b>	Provision of permanent library services in Dimboola and Nhill and mobile library services in Jeparit and Rainbow.	(323,812) <u>239,585</u> 563,397
<b>Arts, Culture and Community Events</b>	Promote and support activities relating to arts, culture and community events throughout the Shire.	112,675 <u>92,120</u> (20,555)
<b>Recreation Programs</b>	Providing a range of recreation programs that encourage an active and healthy life.	11,242 <u>11,112</u> (130)
<b>Public Order and Safety</b>	Educate the community about public order and safety and enforce compliance with the local laws when required. Maintain and operate school crossings for Dimboola, Jeparit, Nhill and Rainbow. The school crossing on the Western Highway in Nhill is the only staffed crossing in the Shire. Other crossings on local roads are manned by volunteers or school teachers.	93,732 <u>71,904</u> (21,828)
<b>Early Years</b>	Lead a joint effort that will give Hindmarsh children the best start in life, working collaboratively with community and early years providers.	30,842 <u>33,476</u> 2,634

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

<b>Service/Indicator/measure</b>	<b>Result 2017</b>	<b>Result 2016</b>	<b>Result 2015</b>	<b>Material Variations</b>
<b>Maternal and Child Health (MCH)</b>				
<b>Satisfaction</b>				
<i>Participation in first MCH home visit</i> [Number of first MCH home visits / Number of birth notifications received] x100	n/a	n/a	n/a	Not applicable. Council has no operational control over MCH services.
<b>Service standard</b>				
<i>Infant enrolments in the MCH service</i> [Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] x100	n/a	n/a	n/a	Not applicable. Council has no operational control over MCH services.
<b>Participation</b>				
<i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	n/a	n/a	n/a	Not applicable. Council has no operational control over MCH services.
<i>Participation in the MCH service by Aboriginal children</i> [Number of aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	n/a	n/a	n/a	Not applicable. Council has no operational control over MCH services.
<b>Home and Community Care</b>				
<b>Timeliness</b>				
<i>Time taken to commence the HACC services</i> [Number of days between the referral of a new client and the commencement of HACC service/Number of new clients who have received a HACC service]	n/a	6.64	n/a	Reporting ceased on 1 July 2016
<b>Service standard</b>				
<i>Compliance with Community Care Common Standards</i> [Number of Community Care Common Standards expected outcomes met / Number of expected outcomes under the Community Care Common Standards] x100	n/a	100.00%	100.00%	Reporting ceased on 1 July 2016
<b>Service cost</b>				
<i>Cost of domestic care service</i> [Cost of the domestic care services/Hours of domestic care service provided]	n/a	\$46.40	n/a	Reporting ceased on 1 July 2016.
<i>Cost of personal care service</i> [Cost of the personal care services/Hours of personal care service provided]	n/a	\$42.77	n/a	Reporting ceased on 1 July 2016
<i>Cost of respite care service</i> [Cost of the respite care services / Hours of respite care service provided]	n/a	\$45.47	n/a	Reporting ceased on 1 July 2016

Service/Indicator/measure	Result 2017	Result 2016	Result 2015	Material Variations
<b>Participation</b>				
<i>Participation in HACC service</i>				
[Number of people that received a HACC service / Municipal target population for HACC services] x100	n/a	60.85%	30.09%	Reporting ceased on 1 July 2016
<i>Participation in HACC service by CALD people</i>				
[Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100	n/a	60.53%	30.77%	Reporting ceased on 1 July 2016
<b>Food Safety</b>				
<b>Timeliness</b>				
<i>Time taken to action food complaints</i>				
[Number of days between receipt and first response action for all food complaints / Number of food complaints]	5.25	1.40	0.67	Council shares Environmental Health Services with a neighbouring council. Time taken to action requests is dependent on the days the Environmental Health Officer is present at our Council.
<b>Service standard</b>				
<i>Food safety assessments</i>				
[Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100	77.92	75.64%	50.85%	Council spent considerable time ensuring food assessments for class 1 and class 2 premises were completed during 2015/16 and 2016/17.
<b>Service cost</b>				
<i>Cost of food safety service</i>				
[Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984]	\$750.82	\$740.23	\$701.85	No material variations.
<b>Health and safety</b>				
<i>Critical and major non-compliance outcome notifications</i>				
[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about food premises] x100	0.00%	100.00%	100.00%	Council did not receive any notifications of non-compliance during 2016/17.
<b>Libraries</b>				
<i>Utilisation</i>				
<i>Library collection usage</i>				
[Number of library collection item loans / Number of library collection items]	1.23	1.39	1.28	An increase in virtual loans during 2016/17 saw a decrease in physical loans.

Service/Indicator/measure	Result 2017	Result 2016	Result 2015	Material Variations
<b>Libraries</b>				
<b>Resource standard</b>				
<i>Standard of library collection</i> [Number of library collection items purchased in the last 5 years / Number of library collection items] x100	39.35%	41.75%	41.95%	The overall size of the collection has decreased slightly from 2015/16 to 2016/17.
<b>Service cost</b>				
<i>Cost of library service</i> [Direct cost of the library service / Number of visits]	\$7.14	\$5.47	\$5.14	A reduction in the number of Library visits has meant the cost of delivering the services has increased per visit.
<b>Participation</b>				
<i>Active library members</i> [Number of active library members / Municipal population] x100	10.03%	10.64%	14.30%	Because our rural location means our membership base is small, even a small reduction in membership will show as a material variation.
<b>Animal Management</b>				
<b>Timeliness</b>				
<i>Time taken to action animal management requests</i> [Number of days between receipt and first response action for all animal management requests / Number of animal management requests]	1.00	1.00	1.00	Animal Management requests are responded to within 1 business day.
<b>Service standard</b>				
<i>Animals reclaimed</i> [Number of animals reclaimed / Number of animals collected]	36.69%	41.99%	52.08%	In 2015/2016 and 2016/17, Council dealt with a large amount of feral cats, this was the result of a campaign encouraging rate payers to notify Council of feral cat populations.
<b>Service cost</b>				
<i>Cost of animal management service</i> [Direct cost of the animal management service / Number of registered animals]	\$97.52	\$74.42	\$50.00	At 30 June 2016, the number of animals registered was lower than in the previous year. The decrease in animals along with a slight increase in service costs results in a higher cost of service.
<b>Health and safety</b>				
<i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	0.00	0.00	0.00	No animal matters required prosecution during 2016/17.

## Strategic Objective 2: Build and Natural Environment



The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

Strategic Indicator/measure	Result	Comments
2.1.1 Re-develop and maintain attractive streetscapes, open spaces and public places.	Variety of streetscape projects completed.	Completed the redevelopment of Lochiel St, Dimboola. Open spaces projects completed which included high profile streetscape improvements for Dimboola, Nhill, Jeparit and Rainbow. Funding for the development of Menzies Square, Jeparit, was approved in October 2014 and designs were prepared in partnership with Federation University and the Menzies Foundation in June 2015. The 'new' Square including interpretive panels, shop fronts representing the Menzies family's original shops and BBQ shelter was officially opened in December 2016.
2.1.2 That Council encourage and support residents and ratepayers to maintain the cleanliness and good order of the properties for which they are responsible.	One free green waste collection months held.	Green waste month successfully completed in October 2016.
2.1.3 Re-develop and beautify the Lochiel/Lloyd Streets corner in Dimboola.	Redevelopment complete.	Works completed.
2.1.4 Develop and prioritise detailed plans relating to infrastructure upgrade and renewal (including roads, bridges, drains, footpaths and buildings) for each town.	Capital Improvement Plan developed.	Planning has been completed, forming the basis for Council's 2016/17 Budget. The four year Capital Works Program has been reviewed and an updated plan prepared for the 2017/18 Budget.
2.1.5 Review roads and bridges hierarchy.	Roads and Bridges Hierarchy adopted.	Council approved the revised Road Hierarchy at its April 2016 meeting. The Road Management Plan and Road Hierarchy were endorsed for public consultation at Council's 1 February 2017 meeting. The Plan and Hierarchy were adopted on 17 May 2017.
2.1.6 Implement recommendations from drainage studies.	One drainage project completed.	Major works detailed in the plan (such as Wimmera Street, Dimboola and Ramsay Street, Nhill). Drainage works undertaken in Nhill and Dimboola, most notably the completion of Denham Street drainage project.
2.1.7 Prepare a footpath strategy.	Footpath Strategy adopted.	Council's Pathway and Mobility Strategy 2015 was adopted on 15 July 2015.
2.1.8 Complete Shire Office redevelopment in Nhill.	New building operational.	The office redevelopment achieved practical completion in October 2013. The building was officially opened by the Victorian Governor on 28 March 2014.





Strategic Indicator/measure	Result	Comments
2.1.9 Undertake Heritage Study subject to funding.	Heritage Study adopted.	No further action has been taken as no funding opportunities presented themselves for this venture and current State Government priorities make it unlikely this would occur.
2.1.10 Support the community in determining options for the use of the former Rainbow Primary School.	Options for the former Rainbow Primary School identified.	Council has attended meetings with the Rainbow community in relation to potential uses and lobbied the Minister of Education for the community's use of the site. On 28 January 2016, the Education Department issued a Surplus Government Land First Right of Refusal (FROR) Notification (Local Government). Following its March 2016 meeting, Council formally expressed its interest in acquiring the site. The Rainbow community's funding application to the Small Towns Transformation Program which includes the school site has been successful and the site was purchase in May 2017.
2.1.11 Advocate for the co-location of emergency services in Dimboola	Discussions held with emergency services.	Council has met with the community and stakeholders and progressed discussions about an appropriate site for co-located services. Council wrote to the State Emergency Services Minister in late 2014, advocating for the expedition of the Dimboola development. Meeting between CEO, Ward Councillors and Senior CFA personnel held to discuss options. The CFA has now finalised a site for a CFA only development. Council will continue to advocate for the progression of this development.
2.2.1 Implement recommendations from the Climate Change Adaptation Strategy, subject to funding.	Two projects implemented.	We have undertaken pool leakage repairs (Dimboola, Jeparit and Rainbow pools) and are participating in the Lighting the Regions project.
2.2.2 Implement the Integrated Water Management Plan.	One project implemented.	Council has exchanged potable water use in road construction to bore water utilising the Davis Park Bore. Further work has been done on testing and repairing various pools in the Council's jurisdiction. Further reductions on Council's reliance on potable water are planned, including decreased water use at recreation facilities.
2.3.1 Continue to support local Landcare groups.	Memorandum of Understanding with Hindmarsh Landcare Network.	A new Memorandum of Understanding between Council and the Hindmarsh Landcare Network was signed in 2017.
2.3.2 Review the Minyip Road Revegetation Pilot Project.	Review of the Minyip Road Revegetation Pilot Project completed.	No further action on revegetation project due to lack of funding and reintroduction of roadside cropping.

Strategic Indicator/measure	Result	Comments
2.3.3 Review and implement Hindmarsh Environmental Strategy, subject to funding.	Hindmarsh Environmental Strategy adopted.	We have implemented actions from the Roadside Pest Plant and Animals Plan including rabbit control in line with funding received from the State Government.
2.3.4 Develop a Planning Program to improve tree coverage and shade cover in high traffic urban areas.	Audit completed.	A local contractor was engaged to undertake this work. A report was presented to the June 2016 Council briefing. The 2017 Urban Tree Planting Program saw 300 trees and shrubs purchased and planed, giving consideration to the higher priority locations identified in the 2016 tree audit.
2.4.1 Advocate for distributed energy generation for Shire towns using solar, waste and biomass, wind and geothermal sources, subject to funding.	Renewable energy development underway	Renewable energy trial program dependent on provider interest and proposal of an appropriate project. Private operator currently pursuing wind farm development.
2.4.2 Establishment of Pyrolysis Plan	Deleted.	Not achieved – the limitation of funding for these types of developments has meant the commencement of this project is now likely to be outside the timeframe of the Council Plan. It was deleted in the Council Plan's June 2014 revision.
2.4.3 Continue to support Wimmera Mallee Sustainability Alliance.	Wimmera Mallee Sustainability Alliance membership and support continued.	We continue our membership of the Alliance.

The following statement reviews the progress of Council in relation to major initiatives identified in the 2016/17 budget for the year.

Major Initiatives	Progress
3 large reconstruction projects: sections along the Lorquon East Road, the Lorquon Station Road and the Katyil Wail Road.	The reconstruction projects were completed in time and on budget.
Develop and prioritise detailed plans relating to infrastructure upgrade and renewal (including roads, bridges, drains, footpaths and buildings) for each town.	Ongoing – four year forward capital works program adopted by Council as part of its Annual Budget process.
Implement recommendations from drainage studies.	We have continued the overland path from Denham Street to Upper Regions Street, further works in the 2016/17 budget were not completed due to unforeseen issues encountered during the design phase. Further planning has been undertaken and works are expected to be completed in 2017/18.
Commence the instigation of outcomes and projects identified and prioritised following the development of the Hindmarsh Recreation Strategy.	Initiatives have been identified and funding received for Skate Parks in Dimboola and Rainbow.
Complete Landscaping at the Jeparit Recreation Fishing Pontoon.	Installation of picnic table, pathway and bollards were completed during 2016/17



The following statement provides information in relation to the services funded in the 2016/17 budget and the persons or sections of the community who are provided the service.

<b>Service</b>	<b>Description</b>	<b>Net Cost Actual Budget Variance \$</b>
<b>Local Roads and Bridges</b>	The aim of Council's road and bridges program is to provide safe, all weather access to residences and allow for efficient transport of goods to and from the Shire.	6,385,511 <u>7,559,289</u> 1,173,778
<b>Drainage Management</b>	The aim of this program is to have well maintained, fit for purpose drainage systems within townships.	493,752 <u>735,407</u> 241,655
<b>Paths and Trails</b>	The aim of Council's paths and trails program is to provide well maintained pedestrian, including disabled, access to critical and popular destinations around our townships.	438,147 <u>448,317</u> 10,170
<b>Tree Management</b>	The aim of Council's Tree Management program is to conduct maintenance, inspections and replanting works on Council road reserves, parks and gardens and recreation reserves.	226,080 <u>299,054</u> 72,974
<b>Town Beautification</b>	The aim of Council's Town Beautification program is to maintain and redevelop public open spaces in Dimboola, Jeparit, Nhill and Rainbow.	729,222 <u>799,929</u> 70,707
<b>Community Centres and Public Halls</b>	Maintenance, renewal and upgrade of Council-owned and controlled community centres and halls, and supporting communities that undertake these activities on behalf of Council.	272,357 <u>318,995</u> 46,638
<b>Recreation Facilities</b>	Maintenance, renewal and upgrade of Council owned and controlled recreational land, buildings and facilities. Council also supports groups that undertake these activities on behalf of Council.	901,928 <u>1,074,917</u> 172,989
<b>Waste Management</b>	Management of Council's transfer stations and collection and disposal of domestic waste and recyclables across the Shire.	(50,280) <u>(16,059)</u> 34,221
<b>Quarry Operations</b>	Management of Council-owned and controlled quarries and gravel pits for extraction of gravel for road making.	(107,370) <u>(195)</u> 107,175
<b>Waterway Management</b>	Management of Council-controlled waterways including weir pools and lakes.	85,845 <u>62,072</u> (23,773)
<b>Environment Management</b>	Manage, protect and enhance Council's natural assets in conjunction with Government departments and environmental groups.	49,143 <u>72,315</u> 23,172
<b>Fire Protection</b>	To identify potential fire hazards and to prevent loss to life and property caused by fire.	63,391 <u>59,405</u> (3,986)

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

<b>Service/Indicator/measure</b>	<b>Result 2017</b>	<b>Result 2016</b>	<b>Result 2015</b>	<b>Material Variations</b>
<b>Roads</b>				
<b>Satisfaction of use</b>				
<i>Sealed local road requests</i> [Number of sealed local road requests / Kilometres of sealed local roads] x100	26.53	27.72	4.91	The increase in requests for sealed local roads is a result of the extensive consultations undertaken with farmers.
<b>Condition</b>				
<i>Sealed local roads below the intervention level</i> [Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100	99.91%	97.72%	97.72%	No material variations.
<b>Service cost</b>				
<i>Cost of sealed local road reconstruction</i> [Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]	\$34.95	\$29.36	\$18.74	An increase in urban works during 2016/17 has resulted in a higher cost for local road reconstruction.
<i>Cost of sealed local road resealing</i> [Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]	\$4.79	\$4.32	\$5.61	Council staff spent considerable time crack patching prior to resealing in 2016/17. This allows for a better performing seal.
<b>Satisfaction</b>				
<i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	52	45	47	The increase in satisfaction is a result of community education in relation to Council maintained roads and State Government maintained roads.
<b>Aquatic Facilities</b>				
<b>Service standard</b>				
<i>Health inspections of aquatic facilities</i> [Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities]	0.50	0.00	1.75	Council undertook inspections at two aquatic facilities during the opening periods.
<b>Health and Safety</b>				
<i>Reportable safety incidents at aquatic facilities</i> [Number of Worksafe reportable aquatic facility safety incidents]	0.00	0.00	0.00	No material variations.
<b>Service cost</b>				
<i>Cost of indoor aquatic facilities</i> [Direct cost of indoor aquatic facilities less income received / Number of visits to indoor aquatic facilities]	\$0.00	\$0.00	\$0.00	Council does not operate indoor aquatic facilities.
<i>Cost of outdoor aquatic facilities</i> [Direct cost of outdoor aquatic facilities less income received / Number of visits to outdoor aquatic facilities]	\$17.68	\$18.14	\$17.48	An increase in the number of visits during 2016/17 has resulted in a decrease in the cost of aquatic facility visits per person.

<b>Service/Indicator/measure</b>	<b>Result 2017</b>	<b>Result 2016</b>	<b>Result 2015</b>	<b>Material Variations</b>
<b>Aquatic Facilities</b>				
<b>Utilisation</b>				
<i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	3.47	3.31	3.01	There was a larger utilisation of aquatic facilities in January and March than in the previous year due to warmer weather conditions.
<b>Waste Collection</b>				
<b>Satisfaction</b>				
<i>Kerbside bin collection requests</i> [Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x1,000	11.47	10.17	5.96	Due to Council's small rate base, even a small increase or decrease of requests will result in a material variation. Council received 24 requests in 2015/16 compared to 27 requests in 2016/17.
<b>Service standard</b>				
<i>Kerbside collection bins missed</i> [Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000	3.26	2.11	3.25	The increase is due to one street being missed in December 2016.
<b>Service cost</b>				
<i>Cost of kerbside garbage collection service</i> [Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]	\$165.77	\$164.20	\$171.06	Council contracts out Waste and Recycling collection. The service costs reflect costs invoiced to Council by the contractor.
<i>Cost of kerbside recyclables collection service</i> [Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]	\$80.78	\$78.05	\$70.61	Council contracts out Waste and Recycling collection. The increase in kerbside recycling collection reflects an increase in contractor fees.
<b>Waste Diversion</b>				
<i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	23.29%	21.88%	23.85%	No material variations.

### Strategic Objective 3: Competitive and Innovative Economy



The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

Strategic Indicator/measure	Result	Comments
3.1.1 Run "Open for Business" project in Nhill.	"Open for Business" held.	<i>Nhill Alive with Business Opportunity</i> was held in October 2013.
3.1.2 Market the Shire's liveability.	Development of marketing materials and continued promotion of Council and tourism websites.	Achieved – Council attended the Regional Living Expo in April 2014. Vacant shop and home audits were undertaken in the first half of 2015. While the audit found long term vacant homes to often correlate with the rates arrears data base, the vacant shop audit has proven a useful tool in linking new enterprises to available premises. Council officers are working closely with local real estate agents to keep this data up to date. In August 2016 Council's Visit Hindmarsh tourism website went live.
3.1.3 Support Wimmera Development Association's Cadet Program.	Intern employed.	We continue our partnership with the Wimmera Development Association's internship program and in February 2017 we again employed an engineering cadet.
3.1.4 Develop and implement an economic development strategy with a strong tourism focus.	Economic Development Strategy adopted.	Council adopted the Economic Development Strategy after extensive community consultation on 15 July 2015. Two initiatives from the Strategy, the Town Branding Strategy and Business prospectus, have been completed. The Steering Committee established in July 2014 to help the Economic Development Strategy, will reconvene to facilitate its implementation.
3.1.5 Pilot Emerging Entrepreneurs Program	Not yet commenced.	Professional development activities have not yet commenced.
3.1.6 Active involvement in Rural Councils Victoria (RCV) and Wimmera Development Association (WDA).	Continued membership of Rural Councils Victoria and Wimmera Development Association.	Membership with both organisations continues.
3.1.7 Work regionally/ collaboratively with other organisations.	Continued support/membership of Western Highway Action Group, Wimmera Regional Transport Group and business associations.	Membership with WHAG and WRTG continues.

Strategic Indicator/measure	Result	Comments
3.1.8 Review Hindmarsh Planning Scheme, including Municipal Strategic Statement, with a focus on industrial and residential development.	Revised Municipal Strategic Statement (MSS) adopted.	Adoption of a new MSS was delayed due to changes in Victoria's planning framework. At its May 2015 meeting, Council resolved to proceed with a planning scheme amendment to incorporate a revised Municipal Strategic Statement in the Hindmarsh Planning Scheme.
3.1.9 Advocate for increased supply of appropriate housing within the Shire.	Advocacy undertaken.	Council inspected WWHS housing solution. Onsite visit to Pyrenees Shire residential subdivision at its February 2015 retreat. Several meetings undertaken to lobby for a continuation of NRAS funding. Council officers are working closely with local real estate agents to keep this data up to date.
3.2.1 Develop a Strategic Plan for the Wimmera Mallee Pioneer Museum.	Not achieved.	Council's funding application to the State Government for the development of the Strategic Plan has been declined. An allowance was made in Council's 2016/17 Budget to complete the Strategic Plan with own source funds. Council adopted the Wimmera Mallee Pioneer Museum Master Plan on 1 March 2017. An Interpretive Plan is currently being developed. Initiatives from the plan, such as Wimmera Mallee Pioneer Museum information signage at the front of the museum, have been implemented.
3.2.2 Appealing tourism facilities that promote visitation and meet visitor needs.	Tourism facility improvements completed.	Stage 1 works at the Riverside Holiday Park Dimboola were completed and the Park reopened in December 2015. The installation of camp kitchens at Four Mile Beach and Riverside Holiday Park has been completed. State Government funding was received for the installation of cabins at the Holiday Park, Dimboola. The installation of five cabins was completed in June 2017. The Menzies Square redevelopment has been completed, creating a vibrant visitor and community park in central Jeparit.
3.2.3 Support locally significant community driven events and festivals that stimulate tourism growth in the region.	Community events supported.	Events supported include the Dimboola Rowing Regatta, Wimmera Mallee Bushfire Recovery Concert, and Nhill Air Show. Jeparit Easter Angling Competition, Karen New Year and a broad range of events funded under the State Government's drought support initiatives. An Event Management Guide to assist all business and community group in coordinating successful events in Hindmarsh Shire has been developed by Council's Tourism Officer, in conjunction with other staff.

<b>Strategic Indicator/measure</b>	<b>Result</b>	<b>Comments</b>
3.2.4 Review and upgrade current caravan and camping accommodation in the Shire.	Caravan/ camping facility improvements completed.	Council successfully applied for funding from the State Government for the installation of cabins at the Riverside Holiday Park, Dimboola. After delays due to lack of suitable tenders, installation of five cabins was completed in June 2017. Visitor feedback forms have been developed for the Riverside Holiday Park and Jeparit Caravan Park, encouraging visitors to post on Trip Advisor.
3.2.5 Construct the Nhill Aviation Heritage Centre.	Stage 1 completed.	The Nhill Aviation Heritage Centre was officially opened on 23 May 2014.
3.2.6 Promote and support local historic assets and heritage groups.	Local historic assets and heritage groups supported.	We acknowledge the incredible importance our heritage assets have to the wellbeing of our communities and in the attraction of visitors to our towns. We have worked with a number of our heritage groups to improve these assets, most notably the Wimmera Mallee Pioneer Museum and Yurunga Homestead. A self-drive brochure for Hindmarsh Heritage Trail, linking and promoting our Shire's historic assets, has been developed. Yurunga's restored picket fence, a partnership between the Committee, Hands-On-Learning and Council was officially opened on 16 March 2017.
3.2.7 Consider provision of RV facilities for an 'RV friendly' town.	Dimboola, Jeparit, Nhill and Rainbow to be 'RV friendly'.	Dimboola, Jeparit, Nhill and Rainbow have achieved RV friendly status with RV friendly parking and RV dump points installed.
3.3.1 Advocate for appropriate NBN coverage.	Supported the Wimmera Development Association and Wimmera Mallee councils in advocacy efforts.	Multiple meetings held by CEO and Mayor with external stakeholders and a Heads of Agreement entered into with NBN Co. Case studies on six Hindmarsh based businesses have been presented to the Parliamentary Secretary for Communications. Broadband towers covering Jeparit, Rainbow and part of Dimboola. FTTN confirmed for Nhill in 2018.
3.3.2 Promote the availability and encourage take-up of the NBN.	In progress.	Delayed due to Federal Government policy and implementation changes.
3.3.3 Advocate for appropriate mobile phone coverage.	In progress.	Advocacy to Federal and State Governments has been extensive. Mobile coverage was discussed during Canberra deputations. In response to advocacy efforts, additional infrastructure will be installed at Netherby under round 2 of the Federal Black Spot Program.
3.4.1 Advocate for flexible and responsive public and freight transport.	Active involvement in Western Highway Action Committee and Wimmera Regional Transport Group.	Council's membership with WHAC and WRTG continues. Road transport and bulk grain handling featured heavily in the Economic Development Strategy discussions. Participating in a freight logistics study as part of State Government project.



The following statement reviews the progress of Council in relation to major initiatives identified in the 2016/17 budget for the year.

Major Initiatives	Progress
Identification and construction of infrastructure to improve visitor amenities throughout the Shire, including signage.	<p>Council secured funding from the State Government to the development of the Riverside Holiday Park with the installation of five cabins. The five cabins consist of four standard two bedroom cabins and one Access-to-All two bedroom cabin to cater for guests with mobility concerns.</p> <p>Council also upgraded the Recreation room at the Riverside Holiday Park. The new recreation room offers a substantially larger indoor recreation area for visitors to utilise.</p> <p>Council conducted a sign audit by council staff, this resulted in the development of a signage plan. Quotations are being sought for proposed signage. A priority list will be presented to VicRoads for approval prior to roll out.</p>
Continue the upgrades of infrastructure at Riverside Holiday Park, Dimboola.	As above – completed.
Upgrade Fencing at the Riverside Holiday Park, Dimboola.	Fencing completed during 2016/17.



The following statements provide information in relation to the services funded in the 2016/17 budget and the persons or sections of the community who are provided the service.

<b>Service</b>	<b>Description</b>	<b>Net Cost Actual Budget Variance \$</b>
<b>Economic Development</b>	To encourage Economic Development throughout the municipality.	364,315 <u>394,341</u> 30,026
<b>Tourism</b>	To develop a thriving Wimmera Mallee Tourism industry predominantly based on, but not limited to, the Shire's heritage and environmental assets.	314,216 <u>306,589</u> (7,627)
<b>Private Works</b>	Provision of private civil works services. <ul style="list-style-type: none"> <li>• Provide quotations for private works undertaken by the Council works department to residents, contractors and other authorities.</li> <li>• Potential private works include grading of farm driveways, grading of fence lines, construction of driveway cross-overs, and supply of labour, plant and materials.</li> <li>▪ Private works also include repair to Council's infrastructure caused by repair to third party assets.</li> </ul>	(4,903) <u>(23,034)</u> (22,544)
<b>Caravan Parks and Camping Grounds</b>	Maintenance, renewal and upgrade of Council Caravan Parks and Camping Grounds.	409,800 <u>158,615</u> (251,185)
<b>Land Use Planning</b>	To ensure that any development that occurs in Hindmarsh Shire is carried out in accordance with relevant planning policies, principles and controls. <ul style="list-style-type: none"> <li>• Provide customers with advice on planning scheme requirements.</li> <li>• Prepare and assess planning scheme amendments and consider planning permit applications.</li> <li>• Represent Council at Panel Hearings and at Victorian Civil and Administrative Tribunal.</li> <li>• Undertake planning scheme compliance checks when necessary.</li> <li>• Process subdivisions and planning certificates.</li> <li>• Implement actions from the Wimmera Southern Mallee Regional Growth Plan.</li> </ul>	132,401 <u>135,739</u> 3,338
<b>Building Control</b>	To provide statutory and private building services to the community. <ul style="list-style-type: none"> <li>• To carry out Council's statutory private building requirements.</li> <li>• Issuing of building permits and certificates.</li> <li>• Receipt and recording of building permits undertaken by private building surveyors.</li> <li>• Undertake building enforcement and compliance checks.</li> <li>• Provision of reports to the Building Control Commission.</li> </ul>	115,329 <u>115,183</u> (146)
<b>Aerodrome</b>	Manage and maintain the Nhill Aerodrome.	56,844 <u>73,436</u> 16,592

The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

<b>Service/Indicator/measure</b>	<b>Result 2017</b>	<b>Result 2016</b>	<b>Result 2015</b>	<b>Material Variations</b>
<b>Statutory Planning</b>				
<b>Timeliness</b>				
<i>Time taken to decide planning applications</i> [The median number of days between receipt of a planning application and a decision on the application]	37	31	35	Council received more permits in 2016/17 that required referral onto external authorities, meaning permits were able to be dealt with in a shorter period of time.
<b>Service standard</b>				
<i>Planning applications decided within 60 days</i> [Number of planning application decisions made within 60 days / Number of planning application decisions made] x100	86.67%	97.22%	94.29%	No material variations.
<b>Service cost</b>				
<i>Cost of statutory planning service</i> [Direct cost of statutory planning service / Number of planning applications received]	\$5,350	\$4,366	\$4,092	The increase in costs during 2016/17 is due to additional time required by Council's planning contractor on applications.
<b>Decision making</b>				
<i>Council planning decisions upheld at VCAT</i> [Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	0.00%	100%	0.00%	No planning decisions were taken to VCAT during 2016/17.

## Strategic Objective 4: Our people, our processes



The following statement reviews the performance of Council against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan.

Strategic Indicator/measure	Result	Comments
4.1.1 An equitable, efficient and transparent rating strategy.	Adoption of Stage 2 of Council's Rating Strategy.	We reviewed the rating strategy for Council's 2017/18 Budget.
4.1.2 Further develop 10 year financial plan.	Ten Year Plan updated annually.	We have developed a Long Term Financial Plan, which has been reviewed by our internal auditors and is updated annually as part of the Budget process.
4.1.3 Advocate to State and Federal Governments regarding Victoria Grants Commission funding.	Advocacy on various levels.	Deputations to Canberra were undertaken in March 2016. We will continue to advocate for VGC allocations with Federal and State members.
4.1.4 Advocate for the continuation of Local Roads and Bridges and Local Government Infrastructure Program funding.	Advocacy on various levels.	We will continue to advocate for the restoration of equivalent funding through MAV advocacy efforts and meetings with various State Government Ministers as opportunities arise. Deputations to Canberra were again undertaken in March 2017.
4.2.1 Develop and implement a communications strategy.	Communication Strategy adopted.	The Communications Strategy was adopted at Council's September 2014 meeting.
4.3.1 Implement a project management system, including software and training for key staff.	Risk Management tool developed.	A Risk Management tool has been developed to improve Council's project management processes.
4.3.2 Develop and implement organisation development plan	Not achieved.	Still to be completed.
4.3.3 Provide professional development opportunities for staff and Councillors.	Employees and Councillors participated in professional development opportunities.	A number of staff and Councillors have participated in professional development activities including Induction to Local Government, public speaking, working with media training, Responsible Service of Alcohol, Freedom of Information request and InfoXpert training.
4.3.4 Facilitate a program that encourages women to assume leadership roles in the community.	Community forum/workshop held.	A Community and Candidate Information Session regarding the 2016 General Elections was held in May 2016. A session encouraging women to stand for local government was held in Nhill in June 2016.

Strategic Indicator/measure	Result	Comments
4.4.1 Develop and implement an IT strategy.	IT Strategy completed, implementation underway.	The IT strategy was completed by Fourier in June 2014. New servers have been purchased and the migration of data and programs has been completed. We have updated desktops and computer peripherals. We also introduced HACC PAC mobile to improve rostering, increase safety of staff and achieve payroll efficiencies.
4.5.1 Implement recommendations from Community Flood Response study.	Recommendations implemented.	In progress. Work to implement actions from the Flood Response Study is continuing, including greater communication and involvement with the Catchment Management Authority and affected communities.
4.5.2 Review and update the Hindmarsh Municipal Emergency Management Plan.	Hindmarsh Emergency Management Plan (MEMP) updated.	Council's MEMP was reviewed and adopted in July 2013. In September 2014 and November 2016, an external audit assessed the plan as complying with the guidelines. The plan is currently being reviewed and updated, with draft documentation to be presented to the MEMP Committee in November 2017 for endorsement.
4.5.3 Maintain and improve the Jeparit levee bank.	Jeparit levee bank improved.	A Jeparit Flood Levee Management Plan was developed in March 2014. The Wimmera Catchment Management Authority presented to Council in August on the draft Wimmera Flood Strategy.
4.6.1 Include risk management as a standing item of the Leadership Group and Audit Committee agendas.	All Leadership Group and Audit Committee meetings have considered risk management items.	Risk management is included as a standing item on Audit committee agendas.
4.6.2 Implement improvements to governance framework within Council.	JMAPP audit score and LMI audit score increased.	The LMI audit has been retired, the JMAPP audit is conducted on a biennial basis, last 2014/15.

The following statement reviews the progress of Council in relation to major initiatives identified in the 2016/17 budget for the year.

Major Initiatives	Progress
Complete road and infrastructure audit.	Audit completed in late 2016 by Talis Consultants and Australian Surface Testing. The audit involved both visual condition assessments and high speed laser and video capture.

The following statement provides information in relation to the services funded in the 2016/17 budget and the persons or sections of the community who are provided the service.

<b>Service</b>	<b>Description</b>	<b>Net Cost Actual Budget Variance \$</b>
<b>Civic Leadership and Governance</b>	To ensure that Council provides effective leadership and that its decisions are transparent, inclusive and based on sound recommendations and advice. <ul style="list-style-type: none"> <li>• Management support for the Mayor and Council.</li> <li>• Regular media releases and newsletters to inform the community of current issues.</li> <li>• Lobbying of politicians and government departments.</li> <li>• Advocacy on behalf of the community on key local government issues.</li> <li>• Memberships include Municipal Association of Victoria, Rural Council Victoria, North West Municipalities Association and Wimmera Development Corporation</li> <li>• Community Satisfaction Feedback Survey</li> </ul>	772,490 <u>813,437</u> 40,947
<b>Customer Service Centres</b>	Operation and maintenance of customer service centres to provide facilities from which Council can efficiently deliver services to the community. <ul style="list-style-type: none"> <li>• Management of professionally-focused Customer Service Centres in each township.</li> <li>• Seek improvement in the community satisfaction survey conducted annually.</li> <li>• Adherence to Council's Customer Services Charter.</li> <li>• Provide licensing and registration services on behalf of VicRoads.</li> <li>• Provision of information to ratepayers and the general public on a broad range of services provided by Council and other government agencies.</li> </ul>	527,453 <u>595,121</u> 67,668
<b>Council Elections</b>	Efficient and effective running of Elections by the Victorian Electoral Commission on behalf of Council. <ul style="list-style-type: none"> <li>• Ongoing maintenance of the voters' rolls.</li> </ul>	87,711 <u>104,750</u> 17,039
<b>Financial Management</b>	To ensure the efficient and effective allocation of resources through sound financial planning and management that secures the long term financial viability of the municipality. <ul style="list-style-type: none"> <li>• Preparation of the annual budget, including the capital works budget</li> <li>• Preparation of Council's Annual Report</li> <li>• Preparation of management reports to Council and Senior Managers.</li> <li>• Investment of surplus funds in accordance with Council's investment policy having regard to legislation and financial risk.</li> <li>• Support of the internal and external audit functions</li> <li>• Management of Council's taxation obligations</li> <li>• Continued lobbying of governments for additional funding and resources</li> </ul>	(5,887,283) <u>(3,831,362)</u> 2,055,921
<b>Rating and Valuations</b>	Management of Council's rating system, including valuation of properties and the levying of rates and charges. <ul style="list-style-type: none"> <li>• Maintenance of property and valuation records, including supplementary valuations.</li> <li>• Administering Pensioner rate concessions on behalf of the State Government.</li> <li>• Issue of quarterly Rates and Valuations notices.</li> <li>• Collection of rates and legal action where necessary.</li> <li>• Issue of Land Information Certificates.</li> </ul>	(7,008,897) <u>(7,035,137)</u> (26,240)



<b>Service</b>	<b>Description</b>	<b>Net Cost Actual Budget Variance \$</b>
<b>Records Management</b>	Effective and efficient recording, storage, retrieval and disposal of records in line with the standards of the Public Records Office of Victoria. <ul style="list-style-type: none"> <li>• Compliance with Privacy and Freedom of Information Legislation.</li> <li>• Ensure that Council records, stores and disposes of its records in accordance with statutory obligations.</li> </ul>	59,547 <u>57,306</u> (2,241)
<b>Information Technology</b>	Using Information Technology as a tool to connect with the community and provide efficient and effective services.	286,592 <u>251,671</u> (34,921)
<b>Risk Management</b>	Monitor and manage Council's risks in relation to operations, employment and infrastructure. <ul style="list-style-type: none"> <li>• Monitor and review the Risk Register.</li> <li>• Regular review of the risks and control measures by Senior Management.</li> <li>• Ensuring that Council's assets and interests are insured adequately against risk.</li> <li>• Management of WorkCover Authority insurance and work place injury claims.</li> <li>• Quarterly meetings of the Risk Management Committee.</li> <li>• Quarterly meetings of the Audit Committee.</li> <li>• Advise staff and contractors in relation to Workplace Health and Safety.</li> <li>• Ensure that Council is aware of, and complies with, all of its statutory obligations.</li> </ul>	343,485 <u>392,883</u> 49,398
<b>Contract Management</b>	Preparation of contract specifications, administration of tender processes and management of Council's contracted services. <ul style="list-style-type: none"> <li>• Tender preparation and specification development.</li> <li>• Supervision and management of contracted Council services.</li> <li>• Ensure that Council's tendering process (including letting of tenders and appointment of contractors) comply with Council purchasing policies and statutory obligations.</li> <li>• Ensure value for money and best products are achieved.</li> </ul>	90,376 <u>86,632</u> (3,744)
<b>Payroll and Human Resources Services</b>	Provision of payroll services to Council employees and the provision of human resources services to management.	211,116 <u>219,622</u> 8,506
<b>Emergency Management</b>	Provide support to the community in the areas of emergency preparedness, emergency response and emergency recovery.	57,548 <u>90,290</u> 32,742
<b>Depots and Workshops</b>	Operation of Council's depots and workshops including the provision of heavy plant and equipment. <ul style="list-style-type: none"> <li>• Securely house plant, equipment and materials.</li> <li>• Provide a base for the outdoor staff.</li> <li>• Provide a location to carry out maintenance and repairs of Council's plant and equipment.</li> <li>• Purchase and maintain plant and equipment to enable the delivery of works</li> </ul>	332,171 <u>291,086</u> (41,085)
<b>Asset Management</b>	Provision of skills, resources and systems to ensure the most efficient and effective management of Council's assets. <ul style="list-style-type: none"> <li>• Ensure that Council targets the correct level of asset expenditure to achieve and maintain the desired levels of service into the foreseeable future.</li> <li>• Ensure that Council's asset renewal expenditure targets the most critical assets.</li> <li>• Provide Council's asset valuations.</li> </ul>	268,171 <u>257,077</u> (11,094)

<b>Service</b>	<b>Description</b>	<b>Net Cost Actual Budget Variance \$</b>
<b>Fleet Management</b>	Ensure that Council's vehicle fleet is managed, maintained and replaced in the most efficient and effective way possible. <ul style="list-style-type: none"> <li>• Timely maintenance of fleet vehicles.</li> <li>• Purchase and replacement of fleet vehicles in accordance with Council policy.</li> </ul>	397,614 <u>506,924</u> 109,310
<b>Accounts Payable</b>	Payment of invoices in an efficient and timely manner. <ul style="list-style-type: none"> <li>• Maintenance of secure payment systems and processes.</li> <li>• Payment of invoices in accordance with Councils payment terms (within 30 days).</li> <li>• All payments to be made via EFT or Direct Credit.</li> </ul>	50,793 <u>50,526</u> (267)
<b>Accounts Receivable</b>	Receival of payments from debtors in an efficient and timely manner. <ul style="list-style-type: none"> <li>• Monthly invoicing of accounts.</li> <li>• Ensure Council's Outstanding Debtor Policy is adhered to.</li> <li>• Regular reports to management on outstanding debtors.</li> </ul>	19,538 <u>19,356</u> (182)



The following statement provides the results of the prescribed service performance indicators and measures including explanation of material variations.

<b>Service/Indicator/measure</b>	<b>Result 2017</b>	<b>Result 2016</b>	<b>Result 2015</b>	<b>Material Variations</b>
<b>Governance</b>				
<b>Transparency</b>				
<i>Council resolutions at meetings closed to the public</i> [Number of council resolutions made at ordinary or special meetings of council, or at meetings of a special committee consisting only of councillors, closed to the public / Number of council resolutions made at ordinary or special meetings of council or at meetings of a special committee consisting only of councillors] x100	15.00%	12.58%	16.73%	The majority of Council meetings closed to the public are closed for the consideration of contractual matters, that is, tenders to be awarded.
<b>Consultation and engagement</b>				
<i>Satisfaction with community consultation and engagement</i> [Community satisfaction rating out of 100 with how council has performed on community consultation and engagement]	59	59	59	No material variations.
<b>Attendance</b>				
<i>Council attendance at Council meetings</i> [The sum of the number of councillors who attended each ordinary and special council meeting / (Number of ordinary and special council meetings) x (Number of councillors elected at the last council general election)] x100	99.33%	97.62%	97.10%	No material variations.
<b>Service cost</b>				
<i>Cost of governance</i> [Direct cost of the governance service / Number of councillors elected at the last council general election]	\$45,245	\$42,121	\$40,431	No material variations.
<b>Satisfaction</b>				
<i>Satisfaction with council decisions</i> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	58.00	57.00	60.00	No material variations.

## Governance, management and other information

### Governance

The Hindmarsh Shire Council is constituted under the *Local Government Act 1989* to provide leadership for the good governance of the municipal district and the local community. Council has a number of roles including:

- Taking into account the diverse needs of the local community in decision-making
- Providing leadership by establishing strategic objectives and monitoring achievements
- Ensuring that resources are managed in a responsible and accountable manner
- Advocating the interests of the local community to other communities and governments
- Fostering community cohesion and encouraging active participation in civic life.

Council is committed to effective and sustainable forms of democratic and corporate governance as the key to ensuring that Council and its administration meet the community's priorities. The community has many opportunities to provide input into Council's decision-making processes, including community consultation, public forums such as ward meetings and the ability to make submissions to Special Committees of Council.

Council's formal decision-making processes are conducted through Council meetings and Special Committees of Council. Council delegates the majority of its decision-making to Council staff. These delegations are exercised in accordance with adopted Council policies.

### Meetings of Council

Council conducts open public meetings on the first and third Wednesday of each month. Members of the community are welcome to attend these meetings and observe from the gallery. Council meetings also provide the opportunity for community members to submit a question to the Council, make a submission or speak to an item. For the 2016/17 year, Council held the following meetings:

- 18 ordinary Council meetings
- 7 special Council meetings.

The following table provides a summary of Councillor attendance at Council meetings and Special Council meetings for the 2016/17 financial year.

Councillors	Council Meeting	Special Council Meeting	Total
Cr Debra Nelson (Mayor)	18	7	25
Cr Ron Lowe	18	7	25
Cr Rob Gersch	18	7	25
Cr Ron Ismay	18	7	25
Cr Tony Schneider	18	7	25
Cr Kenneth Colbert	14	2	16
Cr Wendy Robins	4	5	9
Total meetings held	18	7	25



## Special Committees

The *Local Government Act 1989* allows councils to establish one or more special committees consisting of:

- Councillors
- Council staff
- Other persons
- Any combination of the above.

The following table contains a list of all special committees established by Council and the purpose for which each committee was established.

Special Committee	Councillors	Officers	Other	Purpose
Planning Special Committee <sup>1</sup>	6	3	0	To make planning application decisions
Nhill Town Committee	1	1	6	To represent the diverse members of the Nhill community, identify community needs and interests, and advocate on behalf of the community.
Dimboola Town Committee	1	1	12	To represent the diverse members of the Dimboola community, identify community needs and interests, and advocate on behalf of the community.
Jeparit Town Committee	1	1	9	To represent the diverse members of the Jeparit community, identify community needs and interests, and advocate on behalf of the community.
Rainbow Town Committee	1	1	13	To represent the diverse members of the Rainbow community, identify community needs and interests, and advocate on behalf of the community.
Antwerp Hall Committee	No delegate	No delegate	8	To provide a public hall facility for the use and benefit of the citizens of Antwerp and district.
Diapur Hall Committee	No delegate	No delegate	12	To provide a public hall facility for the use and benefit of the citizens of Diapur and district.
Gerang Hall Committee	No delegate	No delegate	9	To provide a public hall facility for the use and benefit of the citizens of Gerang and district.
Jeparit Memorial Hall Committee	No delegate	No delegate	10	To provide a public hall facility for the use and benefit of the citizens of Jeparit and district, and to manage/sub lease the Returned Service League Clubrooms and Senior Citizens Clubrooms.
Lorquon Memorial Hall Committee	No delegate	No delegate	8	To provide a public hall facility for the use and benefit of the citizens of Lorquon and district.

Nhill Early Years Fundraising Committee	1	1	8	To raise funds for the construction fit out and establishment of the centre, including teaching aids
<b>Special Committee</b>	<b>Councillors</b>	<b>Officers</b>	<b>Other</b>	<b>Purpose</b>
Rainbow Civic Centre Committee	1	No delegate	8	To promote, develop and maintain the premises for the benefit of the community and to satisfy the financial return to the Council in
Yanac Hall & Recreation Reserve Committee	1	No delegate	11	To provide a public hall and recreation reserve for the use and benefit of the citizens of Yanac and district.
Dimboola Sports Stadium Committee	No delegate	No delegate	7	To provide a multi-use sports stadium for the use and benefit of the citizens of Dimboola and district.
Rainbow Recreation Reserve Committee	1	No delegate	7	To provide a public hall and recreation reserve facilities for the use and benefit of the citizens of Rainbow and district.
Nhill Sun Moth Reserve Committee of Management	No delegate	No delegate	9	To coordinate, manage, develop, maintain and promote the area known as the Nhill Sun Moth Reserve, area for the conservation of rare, threatened and endangered species of flora and fauna found there and in particular, the nationally endangered Golden and Pale Sun Moths.
Wimmera Mallee Pioneer Museum Committee	1	1	15	To manage the Wimmera Mallee Pioneer Museum.
Yurunga Homestead Committee	1	1	8	To manage the Yurunga Homestead.

<sup>1</sup> Has delegated functions, duties or powers

### Code of Conduct

The Local Government Act 1989 requires councils to develop and approve a Councillor Code of Conduct within 12 months after each general election. On 1 February 2017, Council adopted a revised Councillor Code of Conduct which is designed to:

- Assist Councillors to maintain the highest standards of conduct and behaviour as well as provide a means to deal with problems they may encounter;
- Attract the highest level of confidence from Council's stakeholders;
- Assist the Mayor and Councillors to discharge the responsibilities of their public office appropriately.

In addition to setting out the Councillor Conduct Principles, the Code also outlines:

- Other conduct definitions under the Act, such as those relating to misuse of position, improper direction, breach of confidentiality and conflict of interest;
- Roles and relationships;
- Dispute resolution procedures.

### Conflict of Interest

Councillors are elected by the residents and ratepayers to act in the best interests of the



community. This is a position of trust that requires Councillors to act in the public interest. When a Council delegates its powers to a Council officer or a committee, the committee or officer also needs to act in the public interest.

A conflict of interest occurs when a personal or private interest might compromise the ability to act in the public interest. A conflict of interest exists even if no improper act results from it. Council has a comprehensive procedure in place to accommodate the disclosure of a conflict of interest. Declaration of a conflict of interest is a standard agenda item for all Council and Committee meetings.

While the procedures vary depending on the particular role and circumstances, in general they involve disclosing the relevant interests in a specific way and then stepping aside from the relevant decision-making process or from the exercise of the public duty. A register is maintained to record all disclosed conflict of interests. During 2015/16, six conflicts of interest were declared at Council and Special Committee meetings.

### Councillor Allowances

In accordance with Section 74 of the Local Government Act 1989, Councillors are entitled to receive an allowance while performing their duty as a Councillor. The Mayor is also entitled to receive a higher allowance.

The State Government sets the upper and lower limits for all allowances paid to Councillors and Mayors. Councils are divided into three categories based on the income and population of each Council. In this instance, Hindmarsh Shire Council is recognised as a category one council.

For the period 1 July 2016 to 30 November 2016, the councillor annual allowance for a category 1 council (as defined by the *Local Government Act 1989*) was fixed at \$19,350 per annum and the allowance for the Mayor was \$57,812 per annum. The Minister for Local Government approved an annual adjustment of 2.5 per cent to take effect on 1 December 2016. The annual allowances were adjusted for the period 1 December 2016 to 30 June 2017 to \$19,833 per annum for the councillor allowance and \$59,257 per annum for the Mayoral allowance. The following table contains a summary of the allowances paid to each councillor during the year.

<b>Councillors</b>	<b>Allowance</b> <b>\$</b>
Cr Debra Nelson (Mayor)	\$55,988.69
Cr Ron Lowe	\$20,520.20
Cr Rob Gersch	\$20,520.20
Cr Ron Ismay	\$20,520.20
Cr Tony Schneider	\$20,520.20
Cr David Colbert (from 22 October 2016)	\$13,946.04
Cr Wendy Robins (until 22 October 2016)	\$6,574.16

## Councillor Expenses

In accordance with Section 75 of the *Local Government Act 1989*, Council is required to reimburse a Councillor for expenses incurred whilst performing his or her duties as a Councillor. Council is also required to adopt and maintain a policy in relation to the reimbursement of expenses for Councillors. The policy provides guidance for the reimbursement of expenses and the provision of resources, facilities and other support to the Mayor and Councillors to enable them to discharge their duties. Council also publishes in its Annual Report the details of the expenses, including reimbursement of expenses for each Councillor and member of a Council Committee paid by the Council. The details of the expenses for the 2016/17 year are set out in the following table.

Councillors	TR \$	CM \$	CC \$	IC \$	CE \$	CT \$
Cr Debra Nelson (Mayor)					1312.42	
Cr Wendy Robins (Deputy Mayor)					443.84	
Cr Rob Gersch					731.41	
Cr Ron Ismay		1828.68			497.26	
Cr Tony Schneider					540.64	
Cr Kenneth Colbert					300.64	
Cr Ron Lowe	175	1809.74			1032.00	

Legend: TR-Travel CM-Car Mileage CC-Child Care IC-Information and CE-Communication expenses CT-Conferences and Training expenses.

Note: No expenses were paid by Council including reimbursements to members of Council committees during the year.

## Management

Council has implemented a number of statutory and better practice items to strengthen its management framework. Having a strong governance and management framework leads to better decision making by Council. The Act requires Council to undertake an assessment against the prescribed governance and management checklist and include this assessment in its report of operations. Council's Governance and Management Checklist results are set out in the section below. The following items have been highlighted as important components of the management framework.

## Audit Committee

The Audit Committee's role is to review, evaluate and recommend improvements to the system of procedures and internal controls established by the Council. As part of the audit planning process, the Internal Auditor assists Council in identifying and assessing the operational and financial risks to which it is exposed. The internal audit function monitors compliance to ensure that internal controls over financial and operational areas are effective. The Audit Committee consists of two independent members, Mr Darren Welsh (Chair), Mr Venkata Peteti (until March 2017), and two Councillors. The desired Audit Committee membership comprises two Councillors and up to four independent members and their term of membership coincides with the term of the Councillors of the Hindmarsh Shire Council. The members of the Audit Committee elect a Chairman to fill that role until the Committee resolves that a new Chairman should be elected.

The Audit Committee meets at least three times in each financial year. The Internal Auditor, Chief Executive Officer and Director Corporate & Community Services attend all



Audit Committee meetings. Other management representatives attend as required to present reports. The external auditors generally attend the May and September Audit Committee meetings to present the annual audit plan and Independent Audit Report.

Recommendations from each Audit Committee meeting are subsequently reported to, and considered by Council.

### Internal Audit

Council's internal audit function provides independent and objective assurance that the appropriate processes and controls are in place across Council. A risk based audit plan is prepared annually to ensure the audit resources remain focused on the appropriate areas. The review process considers Council's risk framework, the Council Plan, the impact of any change on operations, systems or the business environment; prior audit coverage and outcomes and management input.

The Internal Auditor attends each Audit Committee meeting to report on the status of the audit plan, comment on the implementation of audit recommendations and to present findings of completed reviews.

Under the 2016/17 audit plan the following reviews were conducted:

- Local Government Act compliance;
- Procurement.

### External Audit

Council is externally audited by the Victorian Auditor-General. For 2016/17, the annual external audit of Council's Financial Statements and Performance Statement was conducted by the Victorian Auditor-General's representative, Mr Richard Ainio of Crowe Horwath.

Crowe Horwath, VAGO's representative since the 2014/15 financial year, attended part of the September Audit Committee meeting via telephone to present the independent audit report for the 2015/16 financial year, and also attended part of the March and May 2017 meetings via telephone. The external audit management letter and responses are also provided to the Audit Committee.

### Risk Management

In July 2013, Council adopted its Risk Management Policy, addressing items such as:

- Risk management processes and procedures;
- Communication and training;
- Responsibilities of internal and external stakeholders;
- Risk registers.

## Governance and Management Checklist

The following are the results in the prescribed form of Council's assessment against the prescribed governance and management checklist.

Governance and Management Items	Assessment <input checked="" type="checkbox"/>
1. <b>Community engagement policy</b> (policy outlining council's commitment to engaging with the community on matters of public interest)	Community Engagement Framework was adopted by Council on 18 March 2015. It combines policy document and guidelines. <input checked="" type="checkbox"/>
2. <b>Community engagement guidelines</b> (guidelines to assist staff to determine when and how to engage with the community)	Community Engagement Framework was adopted by Council on 18 March 2015. It combines policy document and guidelines. <input checked="" type="checkbox"/>
3. <b>Strategic Resource Plan</b> (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next 4 financial years)	Adopted in accordance with section 126 of the Act. Date of adoption: 23 August 2017. <input checked="" type="checkbox"/>
4. <b>Annual budget</b> (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Adopted in accordance with section 130 of the Act. Date of adoption: 23 August 2017. <input checked="" type="checkbox"/>
5. <b>Asset management plans</b> (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Council adopted a new Asset Management Strategy on 17 June 2015. The Strategy guides the development and review of asset management plans that encompass fit-for-purpose services and facilities which are secure, reliable, technologically efficient, innovative, safe and meet customers' needs. Draft versions of Asset Management Plans will be finalised: Roads, Footpath December 2015, Drains, Buildings June 2016, Recreation & Open Space June 2017. <input checked="" type="checkbox"/>
6. <b>Rating strategy</b> (strategy setting out the rating structure of Council to levy rates and charges)	Date of operation of current strategy: 23 August 2017. <input checked="" type="checkbox"/>
7. <b>Risk policy</b> (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Date of operation of current policy: 1 June 2013 <input checked="" type="checkbox"/>
8. <b>Fraud policy</b> (policy outlining council's commitment and approach to minimising the risk of fraud)	Date of operation of current policy: Theft and Fraud Policy 22 August 2008, Protected Disclosure 21 August 2013 <input checked="" type="checkbox"/>
9. <b>Municipal emergency management plan</b> (plan under section 20 of the <i>Emergency Management Act 1986</i> for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the <i>Emergency Management Act 1986</i> Date of preparation: 18 November 2015 <input checked="" type="checkbox"/>
10. <b>Procurement policy</b> (policy under section 186A of the <i>Local Government Act 1989</i> outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	Prepared and approved in accordance with section 186A of the <i>Local Government Act 1989</i> Date of approval: 18 December 2013, reviewed 1 February 2017. <input checked="" type="checkbox"/>
11. <b>Business continuity plan</b> (plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster)	Council has in place a business continuity plan, updated 1 July 2014. <input checked="" type="checkbox"/>





Governance and Management Items	Assessment	☒
<b>12. Disaster recovery plan</b> (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Council has in place a disaster recovery plan, updated 1 July 2014.	☒
<b>13. Risk management framework</b> (framework outlining council's approach to managing risks to the Council's operations)	Date of operation of current Risk Management Strategy, 1 July 2013	☒
<b>14. Audit Committee</b> (advisory committee of council under section 139 of the Act whose role is to oversee the integrity of a council's financial reporting, processes to manage risks to the council's operations and for compliance with applicable legal, ethical, and regulatory requirements)	Established in accordance with section 139 of the Act Date of establishment: 22 January 2003 Reviewed: 16 July 2014	☒
<b>15. Internal audit</b> (independent accounting professionals engaged by the council to provide analyses and recommendations aimed at improving council's governance, risk and management controls)	Date of engagement of current provider: 22 December 2006	☒
<b>16. Performance reporting framework</b> (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)	Date of operation of current framework: 1 July 2014	☒
<b>17. Council Plan reporting</b> (report reviewing the performance of the council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Quarterly reports on the performance against the Council Plan are presented to Council. Date reports presented: 1 February 2017 and 19 April 2017.	☒
<b>18. Financial reporting</b> (quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	Statements presented to Council in accordance with section 138(1) of the Act Date statements presented: 22 July 2016, 19 October 2016, 15 February 2017 and 3 May 2017.	☒
<b>19. Risk reporting</b> (six-monthly reports of strategic risks to council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Date of reports: 16 December 2015, 3 February 2016. Reports were presented to the Audit Committee meeting on 23 March 2017, and Council on 21 June 2017.	☒
<b>20. Performance reporting</b> (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act)	Date of reports: 19 September 2016 and 7 June 2017.	☒
<b>21. Annual report</b> (annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial and performance statements)	Considered at a meeting of Council in accordance with section 134 of the Act Annual report considered: 19 October 2016	☒
<b>22. Councillor Code of Conduct</b> (Code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by Councillors)	Reviewed in accordance with section 76C of the Act Date reviewed: 1 February 2017	☒
Governance and Management Items	Assessment	☒



<p>23. <b>Delegations</b> (a document setting out the powers, duties and functions of council and the Chief Executive Officer that have been delegated to members of staff)</p>	<p>Reviewed in accordance with section 98(6) of the Act Date of review: 1 February 2017</p>	<input checked="" type="checkbox"/>
<p>24. <b>Meeting procedures</b> (a local law governing the conduct of meetings of council and special committees)</p>	<p>Meeting procedures local law made in accordance with section 91(1) of the Act Date local law made: 23 June 2014</p>	<input checked="" type="checkbox"/>

I certify that this information presents fairly the status of Council's governance and management arrangements.



Cr Debra Nelson  
Mayor  
Date: 20 September 2017



Greg Wood  
Chief Executive Officer  
Date: 20 September 2017



## Statutory information

The following information is provided in accordance with legislative and other requirements applying to Council.

### Documents Available for Public Inspection

In accordance with Part 5 of the Local Government (General) Regulations 2004, the following is a list of the prescribed documents that are available for inspection or copies of the documents can be obtained for the purposes of section 222 of the *Local Government Act 1989* at 92 Nelson Street, Nhill:

- details of current allowances fixed for the Mayor and Councillors;
- details of senior officers' total salary packages for the current financial year and the previous year;
- details of overseas or interstate travel (with the exception of interstate travel by land for less than three days) undertaken in an official capacity by Councillors or any member of Council staff in the previous 12 months;
- names of Council officers who were required to submit a return of interest during the financial year and the dates the returns were submitted;
- names of Councillors who submitted returns of interest during the financial year and the dates the returns were submitted;
- agendas for and minutes of ordinary and special meetings held in the previous 12 months, except if the minutes relate to parts of meetings which have been closed to members of the public;
- a list of all special committees established by Council and the purpose for which each committee was established;
- a list of all special committees established by the Council which were abolished or ceased to function during the financial year;
- minutes of meetings of special committees held in the previous 12 months except if the minutes relate to parts of meetings which have been closed to members of the public;
- a register of delegations;
- submissions received in accordance with Section 223 of the Act during the previous 12 months;
- agreements to establish regional libraries;
- details of all property, finance and operating leases involving land, buildings, plant, computer equipment or vehicles entered into by the Council as lessor or lessee, including the name of the other party to the lease and the terms and the value of the lease;
- a register of authorised officers;
- a list of donations and grants made by the Council during the financial year;
- a list of the names of the organisations of which the Council was a member during the financial year and details of all membership fees and other amounts and services provided during that year to each organisation by the Council;
- a list of contracts valued at \$150,000 or more which the Council entered into during the financial year without first engaging in a competitive process.

### Best Value

In accordance with section 208B(f) of the *Local Government Act 1989*, at least once every year a Council must report to its community on what it has done to ensure that it has given effect to the Best Value Principles. Council incorporates Best Value Principles through regular business planning and performance monitoring processes and through a commitment to continuous improvement and innovation. To further reflect Council's commitment to Best Value, Council has commenced the design and planning of a Service Planning Program which will be rolled out in stages across the whole organisation. This



program will provide additional review and improvement mechanisms to ensure that Council's services achieve best practice standards in regards to service performance.

The following Best Value initiatives were undertaken during 2016/17:

- Budget process – review of guidelines and processes for the preparation of the annual budget;
- Long term financial planning – further evaluation and improvement of underlying assumptions.

### **Carers Recognition**

In accordance with the *Carers Recognition Act 2012*, Council is required to report annually on its care measurement obligations under Section 11 of that Act. Council has taken all practicable measures to comply with its responsibilities outlined in the *Carers Recognition Act 2012*. Council has promoted the principles of that Act to people in care relationships who receive Council services, to people in care relationships, and to the wider community by:

- Distributing printed material through relevant Council services;
- Providing information at Council's customer service centres.

Council has taken all practicable measures to ensure staff, Council agents and volunteers working for Council are informed about the principles and obligations of the Act by including information on the care relationship in:

- Council induction and training programs for staff working in Aged and Disability Services;
- Council induction and training programs for staff working in front-line positions with the general community;
- Induction and training programs for volunteers working directly with the community.

Council has taken all practicable measures to review and modify policies, procedures and supports to include recognition of the carer relationship and has provided the following additional activities and resources to recognise the care relationship:

- Provision of respite services for carers;
- Providing regular carer support in the form of Memory Lane Cafés.

### **Contracts**

During the 2016/17 financial year Council did not enter into any contracts valued at \$150,000 or more without first engaging in a competitive process.

### **Disability Action Plan**

In accordance with section 38 of the *Disability Act 2006*, Council has prepared a Disability Action Plan - *Positive Ageing and Inclusion in Hindmarsh Shire 2013 – 2018*. Council must report on the implementation of the Disability Action Plan in its annual report.

Council has prepared a Disability Action Plan and implemented the following actions:

- The creation of the Hindmarsh Shire Event Management Guide, through public safety and security indicates that events are All Access to ensure that events cater for all abilities;
- Council continues to advocate for those with a disability by recognising training needs for staff to assist in giving those with a disability choice and control when it comes to accessing services through council. (attendance at NDIS forums);
- Continued participation in Wimmera Disability Access Forum;
- Continued partnerships with Wimmera service providers that provide Disability

Advocacy;

- Council continues to explore funding opportunities and partnerships to enhance integrated and specific programs for people with disabilities (swimming program with a stroke victim etc.).

### **Domestic Animal Management Plan**

In accordance with the *Domestic Animals Act 1994*, Council is required to prepare a Domestic Animal Management Plan at four yearly intervals and evaluate its implementation in the annual report.

Council adopted its Domestic Animal Management Plan 2013-17 in September 2013. The plan was developed through consultation with Council's Local Laws Team and consideration of input from other Council departments. An operational review of the plan was undertaken in 2016/17.

### **Food Act Ministerial Directions**

In accordance with section 7E of the *Food Act 1984*, Council is required to publish a summary of any Ministerial Directions received during the financial year in its annual report.

No such Ministerial Directions were received by Council during the financial year.

### **Freedom of Information**

In accordance with section 7(4AA)(a) and 7(4AA)(b) of the *Freedom of Information Act 1982*, Council is required to publish certain statements in its annual report or separately such as on its website, concerning its functions and information available. Council has chosen to publish the statements separately, however provides the following summary of the application and operation of the *Freedom of Information Act 1982*.

Access to documents may be obtained through written request to the Freedom of Information Officer, as detailed in section 17 of the *Freedom of Information Act 1982* and in summary as follows:

- Requests should be in writing;
- Requests should identify as clearly as possible what documents are being requested;
- Requests should be accompanied by the appropriate application fee (the fee may be waived in certain circumstances).

Requests for documents in the possession of Council should be addressed to the Freedom of Information Officer. Requests can also be lodged by email.

Access charges may apply once documents have been processed and a decision on access is made (e.g. photocopying and search and retrieval charges).

Further information regarding Freedom of Information can be found at [www.foi.vic.gov.au](http://www.foi.vic.gov.au) and on our website.

### **Protected Disclosure Procedures**

In accordance with section 69 of the *Protected Disclosure Act 2012*, a Council must include in its annual report information about how to access the procedures established by the Council under Part 9 of that Act. It is also required to provide certain information about the number and types of protected disclosures complaints investigated during the financial year.

The *Protected Disclosure Act 2012* aims to ensure openness and accountability in government by encouraging people to disclose improper conduct within the public sector and provide protection for people who make disclosures. Procedures on how to make a disclosure are publicly available on Council's website.

During the 2016/17 year no disclosures were notified to Council officers appointed to receive disclosures, or to the Independent Broad Based Anti-corruption Commission (IBAC).

### Road Management Act Ministerial direction

In accordance with section 22 of the *Road Management Act 2004*, Council must publish a copy or summary of any Ministerial direction in its annual report. No such Ministerial Directions were received by Council during the financial year.

### Victorian Local Government Indicators

The Victorian Government requires all Victorian councils to measure and annually report against 11 Victorian Local Government Indicators (VLGIs). These indicators provide information regarding expenditure, cost of services and infrastructure provision, customer satisfaction and governance. The following table presents the results for the 2016/17 year.

	Indicator	Calculation	2017	2016	2015	2014
	<b>Affordability/ Cost of Governance</b>		\$	\$	\$	\$
1	Average Rates and Charges per Assessment	Total rates and charges receivable at beginning of year / Number of assessments in the adopted budget	1,559	1,526	1,435	1,359
2	Average Rates and Charges per Residential Assessment	Rates and charges declared for residential assessments receivable at beginning of year / Number of residential assessments in the adopted budget	1,202	1,107	1,059	990
	<b>Sustainability</b>					
3	Average Liabilities Per Assessment	Total liabilities / Number of assessments in the adopted budget	564	587	500	764
4	Operating Result Per Assessment	Net surplus / Number of assessments in the adopted budget	882	(116)	395	(147)
	<b>Services</b>					
5	Average Operating Expenditure per Assessment	Operating expenditure / Number of assessments in adopted budget	3,338	3,351	3,302	3,263
6	Community Satisfaction Rating for Overall Performance Generally of the Council*	Result from the Annual Local Government Community Satisfaction Survey	63	62	64	63



	Indicator	Calculation		2016	2015	2014
	<b>Infrastructure</b>		\$	\$	\$	\$
7	Average Capital Expenditure Per Assessment	Capital expenditure / Number of assessments in the adopted budget	1,356	1,117	1,136	2,383
8	Renewal Gap	Capital renewal / Average annual asset consumption	59%	83%	72%	72%
Ratio of current spending on renewal to the long term Average Annual Asset Consumption (AAAC)						
9	Renewal and Maintenance Gap	Capital renewal and maintenance / Average annual asset consumption plus planned maintenance	118%	116%	103%	103%
Ratio of current spending on renewal plus Maintenance to the (AAAC)						
	<b>Governance</b>					
10	Community Satisfaction Rating for Council's Advocacy and Community Representation on Key Local Issues	Result from the Annual Local Government Community Satisfaction Survey	60	59	59	60
11	Community Satisfaction Rating for Council's Engagement in Decision Making on Key Local Issues	Result from the Annual Local Government Community Satisfaction Survey	59	59	59	62



# HINDMARSH SHIRE COUNCIL

## Performance Statement

For the year ended 30 June 2017

### **Our municipality**

Hindmarsh Shire is located in the Wimmera region in western Victoria and covers an area of 7,527km<sup>2</sup>. Situated on the Western Highway, 375km west of Melbourne and 350km east of Adelaide, Hindmarsh Shire is alive with business opportunities as it lies on the second-busiest freight corridor in Australia.

Our Shire is bound by two National Parks, the Little Desert in the South and Wyperfeld in the North. Other distinct natural features include the Big Desert Wilderness Area to the West, as well as the Wimmera River and Lakes Hindmarsh and Albacutya. The central part of the Shire is utilised primarily for broad acre cropping and grazing.

Hindmarsh Shire's four main towns are Nhill, Dimboola, Jeparit and Rainbow. Each community has its own spirit and identity, but all towns offer spacious rural living, inclusive small communities, and wonderful natural amenities.

The first Australians in the Hindmarsh area were the Wotjobaluk people. Communities were located near the Nhill Swamp, the Wimmera River at Dimboola, Lake Hindmarsh near Jeparit and Lake Albacutya near Rainbow, while the majority made their home along the Red Gum lined banks of the Wimmera River and Nine Creeks area in Dimboola.

Today, 5721 people live in Hindmarsh Shire, with a median age of 50 years. 83% of people in Hindmarsh Shire were born in Australia, with English the only language spoken in 88% of homes. Our most significant group of migrants are Karen refugees from Burma (Myanmar), with approximately 135 calling Nhill home.

The median weekly household income is \$907, and most people own their homes outright. Most people are employed in farming, with employment in health care coming a close second, followed by retail, manufacturing, education and transport. Hindmarsh has a very high rate of volunteering, 18% higher than the national average.





# Sustainable Capacity Indicators

For the year ended 30 June 2017

<i>Indicator/measure</i>	<b>Results 2015</b>	<b>Results 2016</b>	<b>Results 2017</b>	<b>Material Variations</b>
<b><i>Own-source revenue</i></b> <i>Own-source revenue per head of municipal population</i> [Own-source revenue / Municipal population]	\$1,661	\$1,811	\$1,880	The variation is due to the 17/18 Victorian Grants Commission payment being made during the 16/17 financial year.
<b><i>Recurrent grants</i></b> <i>Recurrent grants per head of municipal population</i> [Recurrent grants / Municipal population]	\$1,330	\$916	\$1,601	The variation is due to the 17/18 Victorian Grants Commission payment being made during the 16/17 financial year.
<b><i>Population</i></b> <i>Expenses per head of municipal population</i> [Total expenses / Municipal population]	\$2,890	\$3,089	\$3,151	No material variations
<i>Infrastructure per head of municipal population</i> [Value of infrastructure / Municipal population]	\$18,805	\$19,938	\$28,647	Road and Kerb & Channel revaluation during 2016/17 has meant an increase in the infrastructure value.
<i>Population density per length of road</i> [Municipal population / Kilometres of local roads]	1.83	1.73	1.71	No material variations.
<b><i>Disadvantage</i></b> <i>Relative socio-economic disadvantage</i> [Index of Relative Socio-economic Disadvantage by decile]	3	2	2	No material variations.

## Definitions

"adjusted underlying revenue" means total income other than—

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and

(c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

# Service Performance Indicators

For the year ended 30 June 2017

<i>Service/indicator/measure</i>	<b>Results 2015</b>	<b>Results 2016</b>	<b>Results 2017</b>	<b>Material Variations</b>
<b>Governance</b>				
<b>Satisfaction</b>				
<i>Satisfaction with council decisions</i> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	60	57	58	No material variations.
<b>Statutory Planning</b>				
<b>Decision making</b>				
<i>Council planning decisions upheld at VCAT</i> [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	n/a	100%	n/a	No planning applications were taken to VCAT during 2016/17.
<b>Roads</b>				
<b>Satisfaction</b>				
<i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	47	45	52	Satisfaction with Local roads has increased due to educating the community and farmer consultation meetings regarding State maintained rather than Council maintained.
<b>Libraries</b>				
<b>Participation</b>				
<i>Active library members</i> [Number of active library members / Municipal population] x100	14%	11%	10%	No material variations.
<b>Waste Collection</b>				
<b>Waste diversion</b>				
<i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	24%	22%	23%	No material variations.
<b>Aquatic facilities</b>				
<b>Utilisation</b>				
<i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	3	3	3	No material variations.

<b>Service/indicator/measure</b>	<b>Results 2015</b>	<b>Results 2016</b>	<b>Results 2017</b>	<b>Material Variations</b>
<b>Animal management</b> <b>Health and safety</b> <i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	n/a	n/a	n/a	No animal prosecutions during 2016/17.
<b>Food safety</b> <b>Health and safety</b> <i>Critical and major non-compliance notifications</i> [Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100	100%	100%	n/a	Council did not receive any notifications of non-compliance during 2016/17.
<b>Home and community care</b> <b>Participation</b> <i>Participation in HACC service</i> [Number of people that received a HACC service / Municipal target population for HACC services] x100	30%	61%	n/a	Reporting ceased on 1 July 2016.
<b>Participation</b> <i>Participation in HACC service by CALD people</i> [Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100	31%	60%	n/a	Reporting ceased on 1 July 2016
<b>Maternal and child health</b> <b>Participation</b> <i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	n/a	n/a	n/a	Not applicable. Council has no operational control over MCH services.
<b>Participation</b> <i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	n/a	n/a	n/a	Not applicable. Council has no operational control over MCH services.

## Definitions

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006

"active library member" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the Act

"class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

"Community Care Common Standards" means the Community Care Common Standards for the delivery of HACC services, published from time to time by the Commonwealth

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the *Food Act 1984*

"HACC program" means the Home and Community Care program established under the Agreement entered into for the purpose of the Home and Community Care Act 1985 of the Commonwealth

"HACC service" means home help, personal care or community respite provided under the HACC program

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

"target population" has the same meaning as in the Agreement entered into for the purposes of the Home and Community Care Act 1985 of the Commonwealth

"WorkSafe reportable aquatic facility safety incident" means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the *Occupational Health and Safety Act 2004*.

## Financial Performance Indicators

For the year ended 30 June 2017

Dimension/ <i>indicator</i> /measure	Results	Results	Results	Forecasts				Material Variations
	2015	2016	2017	2018	2019	2020	2021	
<b>Operating position</b> <b>Adjusted underlying result</b> <i>Adjusted underlying surplus (or deficit)</i> [Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100	5.9%	-10.4%	10.8%	-2.6%	-5.3%	-11.3%	-14.1%	The positive result in 2016/17 is due to the early payment of the Victorian Grants Commission Grant. The result for this measure is expected to decrease over the 4 years to 2020 mainly due to the introduction of rates capping.
<b>Liquidity</b> <b>Working capital</b> <i>Current assets compared to current liabilities</i> [Current assets / Current liabilities] x100 <b>Unrestricted cash</b> <i>Unrestricted cash compared to current liabilities</i> [Unrestricted cash / Current liabilities] x100	356.1%	287.9%	414.1%	135.9%	90.4%	64.7%	62.8%	At 30 June 2017 Council held a higher cash balance due to the early payment of the Victorian Grants Commission Grant.
<b>Obligations</b> <b>Loans and borrowings</b> <i>Loans and borrowings compared to rates</i> [Interest bearing loans and borrowings / Rate revenue] x100	n/a	n/a	n/a	0.0%	0.0%	0.0%	0.0%	

<b>Dimension/indicator/measure</b>	<b>Results</b>	<b>Results</b>	<b>Results</b>	<b>Forecasts</b>				<b>Material Variations</b>
	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	
<i>Loans and borrowings repayments compared to rates</i> [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	n/a	n/a	n/a	0.0%	0.0%	0.0%	0.0%	Council do not hold any loans or borrowings.
<b><i>Indebtedness</i></b> <i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities / Own source revenue] x100	1.2%	2.3%	2.8%	1.1%	1.0%	1.0%	1.0%	No material variations.
<b><i>Asset renewal</i></b> <i>Asset renewal compared to depreciation</i> [Asset renewal expenses / Asset depreciation] x100	50.82%	66.0%	55.6%	67.5%	82.6%	63.6%	50.8%	During 2016/17 Council spent \$2.9m on renewal projects. Expenditure on Asset in future years renewal is a key focus of Councils capital works program.
<b><i>Stability</i></b> <b><i>Rates concentration</i></b> <i>Rates compared to adjusted underlying revenue</i> [Rate revenue / Adjusted underlying revenue] x100	40.9%	50.5%	41.6%	45.1%	46.0%	48.1%	48.3%	The variation is due to the Victorian Grants Commission payment for 2017/18 being paid during 2016/17.
<b><i>Rates effort</i></b> <i>Rates compared to property values</i>	0.6%	0.7%	0.6%	0.7%	0.7%	0.7%	0.7%	No material variations.

Dimension/indicator/measure	Results	Results	Results	Forecasts				Material Variations
	2015	2016	2017	2018	2019	2020	2021	
[Rate revenue / Capital improved value of rateable properties in the municipality ] x100 <b>Efficiency</b> <b>Expenditure level</b> <i>Expenses per property assessment</i> [Total expenses / Number of property assessments]	\$3,286	\$3,076	\$3,331	\$3,030	\$3,126	\$3,235	\$3,393	No material variations.
<b>Revenue level</b> <i>Average residential rate per residential property assessment</i> [Residential rate revenue / Number of residential property assessments]	\$1,059	\$1,107	\$1,202	\$933	\$937	\$1,033	\$1,088	No material variations.
<b>Workforce turnover</b> <i>Resignations and terminations compared to average staff</i> [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	16%	13%	11%	5.0%	5.0%	5.0%	5.0%	Due to Council's small FTE staff, any small decrease in resignations will result in a material variation, in this instance the reduction is the equivalent of two staff.

### Definitions

"adjusted underlying revenue" means total income other than—

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure



"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"population "means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant "means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

## Other Information

For the year ended 30 June 2017

### **1. Basis of preparation**

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and Local Government (Planning and Reporting) Regulations 2014.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from Council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by Council's strategic resource plan. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variations in the results contained in the performance statement, which have been provided where applicable as appropriate in this first year of reporting under the new Local Government Performance Reporting Framework.

The forecast figures included in the performance statement are those adopted by Council in its strategic resource plan on 23 August 2017 which forms part of the council plan. The strategic resource plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The strategic resource plan can be obtained by contacting Council at its municipal offices at 92 Nelson Street Nhill, by email to [info@hindmarsh.vic.gov.au](mailto:info@hindmarsh.vic.gov.au) or phone 03 5391 4444.

## Certification of the performance statement

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.



Mrs Monica Revell  
**Acting Director Corporate Services**  
**Dated:** 20 September 2017

In our opinion, the accompanying performance statement of the (*council name*) for the year ended 30 June 2017 presents fairly the results of council's performance in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify this performance statement in its final form.



Mr Ronald Lowe  
**Councillor**  
**Dated:** 20 September 2017



Mr Robert Gersch  
**Councillor**  
**Dated:** 20 September 2017



Mr Greg Wood  
**Chief Executive Officer**  
**Dated:** 20 September 2017

# Hindmarsh Shire Council Annual Financial Report



*For the Year Ended 30 June 2017*

# Hindmarsh Shire Council

## Financial Report

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## Comprehensive Income Statement For the Year Ended 30 June 2017

	Note	2017 \$	2016 \$
<b>Income</b>			
Rates and charges	3	8,015,266	7,770,802
Statutory fees and fines	4	151,063	138,832
User fees	5	744,319	769,245
Grants - operating	6	7,140,377	3,107,597
Grants - capital	6	4,192,788	3,167,843
Contributions - monetary	7	126,929	164,081
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	8	(36,032)	(34,654)
Share of net profits (or loss) of associates and joint ventures	14	(9,312)	1,082
Other income	9	1,375,150	1,310,943
<b>Total income</b>		<b><u>21,700,548</u></b>	<b><u>16,395,771</u></b>
<b>Expenses</b>			
Employee costs	10	(6,150,489)	(5,880,343)
Materials and services	11	(4,382,607)	(4,706,266)
Depreciation	12	(5,288,695)	(4,975,432)
Other expenses	13	(1,340,809)	(1,421,913)
<b>Total expenses</b>		<b><u>(17,162,600)</u></b>	<b><u>(16,983,954)</u></b>
<b>Surplus/(deficit) for the year</b>		<b><u>4,537,948</u></b>	<b><u>(588,183)</u></b>
<b>Other comprehensive income</b>			
<b>Items that will not be reclassified to surplus or deficit in future periods</b>			
Net asset revaluation increment/(decrement)	19	44,863,644	-
<b>Total comprehensive result</b>		<b><u>49,401,592</u></b>	<b><u>(588,183)</u></b>

The above comprehensive income statement should be read in conjunction with the accompanying notes.

**Balance Sheet**  
**As at 30 June 2017**

	Note	2017 \$	2016 \$
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	15	9,693,785	6,594,579
Trade and other receivables	16	839,294	1,018,336
Inventories	17	200,668	206,224
Other assets	18	74,798	96,020
<b>Total current assets</b>		<b>10,808,545</b>	<b>7,915,159</b>
<b>Non-current assets</b>			
Trade and other receivables	16	2,463	2,784
Investments in associates and joint ventures	14	450,136	432,440
Property, infrastructure, plant and equipment	19	158,382,239	111,967,135
<b>Total non-current assets</b>		<b>158,834,838</b>	<b>112,402,359</b>
<b>Total assets</b>		<b>169,643,383</b>	<b>120,317,518</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	20	1,056,293	1,113,998
Trust funds and deposits	21	11,728	17,647
Provisions	22	1,542,569	1,617,688
<b>Total current liabilities</b>		<b>2,610,590</b>	<b>2,749,333</b>
<b>Non-current liabilities</b>			
Provisions	22	292,154	229,138
<b>Total non-current liabilities</b>		<b>292,154</b>	<b>229,138</b>
<b>Total liabilities</b>		<b>2,902,744</b>	<b>2,978,471</b>
<b>Net assets</b>		<b>166,740,639</b>	<b>117,339,047</b>
<b>Equity</b>			
Accumulated surplus		63,327,067	58,789,119
Reserves	23	103,413,572	58,549,928
<b>Total Equity</b>		<b>166,740,639</b>	<b>117,339,047</b>

The above balance sheet should be read in conjunction with the accompanying notes.

### Statement of Changes in Equity For the Year Ended 30 June 2017

2017	Note	Total \$	Accumulated Surplus \$	Revaluation Reserve \$
Balance at beginning of the financial year		117,339,047	58,789,119	58,549,928
Surplus/(deficit) for the year		4,537,948	4,537,948	-
Net asset revaluation increment/(decrement)	23 (a)	44,863,644	-	44,863,644
<b>Balance at end of the financial year</b>		<b>166,740,639</b>	<b>63,327,067</b>	<b>103,413,572</b>

2016		Total \$	Accumulated Surplus \$	Revaluation Reserve \$
Balance at beginning of the financial year		117,927,230	59,377,302	58,549,928
Surplus/(deficit) for the year		(588,183)	(588,183)	-
Net asset revaluation increment/(decrement)	23	-	-	-
<b>Balance at end of the financial year</b>		<b>117,339,047</b>	<b>58,789,119</b>	<b>58,549,928</b>

The above statement of changes in equity should be read in conjunction with the accompanying notes.



**Statement of Cash Flows**  
**For the Year Ended 30 June 2017**

	Note	2017 Inflows/ (Outflows) \$	2016 Inflows/ (Outflows) \$
<b>Cash flows from operating activities</b>			
Rates and charges		8,094,642	7,706,228
Statutory fees and fines		14,921	132,669
User fees		935,508	610,480
Grants - operating		7,140,376	3,107,597
Grants - capital		4,192,789	3,167,843
Contributions - monetary		126,929	164,081
Interest received		215,915	228,827
Trust funds and deposits taken		(5,919)	(2,651)
Other receipts		1,177,317	1,090,850
Net GST refund/(payment)		47,403	(93,796)
		(6,162,592)	(5,687,350)
Materials and services		(4,481,697)	(4,158,007)
Other payments		(1,331,369)	(1,792,196)
<b>Net cash provided by/(used in) operating activities</b>	24	<b>9,964,223</b>	<b>4,474,575</b>
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equipment	19	(6,975,590)	(5,662,620)
Proceeds from sale of property, infrastructure, plant and equipment		92,877	89,333
Contribution in an Associate		17,696	8,734
<b>Net cash provided by/(used in) investing activities</b>		<b>(6,865,017)</b>	<b>(5,564,553)</b>
<b>Cash flows from financing activities</b>			
Finance costs		-	-
<b>Net cash provided by/(used in) financing activities</b>		<b>-</b>	<b>-</b>
Net increase (decrease) in cash and cash equivalents		3,099,206	(1,089,978)
Cash and cash equivalents at the beginning of the financial year		6,594,579	7,684,557
<b>Cash and cash equivalents at the end of the financial year</b>		<b>9,693,785</b>	<b>6,594,579</b>
Financing arrangements	25		
Restrictions on cash assets	15		

The above statement of cash flow should be read in conjunction with the accompanying notes.

**Statement of Capital Works  
For the Year Ended 30 June 2017**

	2017 \$	2016 \$
<b>Property</b>		
Land	-	-
Land improvements	-	-
<b>Total land</b>	<u>-</u>	<u>-</u>
Buildings	2,838,378	603,598
Heritage Buildings	-	12,984
Building improvements	-	1,861
Leasehold improvements	-	-
<b>Total buildings</b>	<u>2,838,378</u>	<u>618,443</u>
<b>Total property</b>	<u>2,838,378</u>	<u>618,443</u>
<b>Plant and equipment</b>		
Heritage plant and equipment	-	-
Plant, machinery and equipment	438,131	474,417
Fixtures, fittings and furniture	28,868	-
Computers and telecommunications	69,174	92,699
<b>Total plant and equipment</b>	<u>536,173</u>	<u>567,116</u>
<b>Infrastructure</b>		
Roads	2,972,296	2,867,340
Bridges	8,969	-
Footpaths and cycleways	181,394	50,052
Drainage	21,990	251,741
Kerb and Channel	126,193	67,803
Off street car parks	-	-
Other infrastructure	290,197	1,240,125
<b>Total infrastructure</b>	<u>3,601,039</u>	<u>4,477,061</u>
<b>Total capital works expenditure</b>	<u>6,975,590</u>	<u>5,662,620</u>
<b>Represented by:</b>		
New asset expenditure	2,528,797	703,650
Asset renewal expenditure	2,941,373	3,284,004
Asset expansion expenditure	-	198,362
Asset upgrade expenditure	1,505,420	1,476,604
<b>Total capital works expenditure</b>	<u>6,975,590</u>	<u>5,662,620</u>

The above statement of capital works should be read in conjunction with the accompanying notes.

### Introduction

The Hindmarsh Shire Council was established by an Order of the Governor in Council on 20 January 1995 and is a body corporate.

The Council's main office is located at 92 Nelson Street, Nhill, Victoria.

### Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1989, and the Local Government (Planning and Reporting) Regulations 2014.

### Note 1 Significant accounting policies

#### (a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 1 (i) )
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 1 (j) )
- the determination of employee provisions (refer to Note 1 (o) )

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

#### (b) Changes in accounting policies

There have been no changes in accounting policies from the previous period.

**Note 1 Significant accounting policies (cont.)**

**(c) Accounting for investments in associates and joint arrangements**

*Associates*

Associates are all entities over which Council has significant influence but not control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost.

**(d) Revenue recognition**

Income is recognised when the Council obtains control of the contribution or the right to receive the contribution, it is probable that the economic benefits comprising the contribution will flow to the Council and the amount of the contribution can be measured reliably.

*Rates and Charges*

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

*Statutory fees and fines*

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

*User fees*

User fees are recognised as revenue when the service has been provided or the payment is received, whichever first occurs.

*Grants*

Grant income is recognised when Council obtains control of the contribution. This is normally obtained upon their receipt (or acquittal) or upon earlier notification that a grant has been secured, and are valued at their fair value at the date of transfer.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date, the unused grant or contribution is disclosed in Note 6. The note also discloses the amount of unused grant or contribution from prior years that was expended on Council's operations during the current year.

*Contributions*

Monetary and non monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

*Sale of property, infrastructure, plant and equipment*

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

*Interest*

Interest is recognised as it is earned.

*Other Income*

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

## **Note 1 Significant accounting policies (cont.)**

### **(e) Fair value measurement**

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

### **(f) Cash and cash equivalents**

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

### **(g) Trade and other receivables**

Short term receivables are carried at invoice amount as amortised cost using the effective interest rate method would not impact the carrying value. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred.

### **(h) Inventories**

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential.

All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

### **(i) Recognition and measurement of property, infrastructure, plant and equipment and intangibles**

#### *Acquisition*

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits detailed in Note 1 j have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

## **Note 1 Significant accounting policies (cont.)**

### **(i) Recognition and measurement of property, infrastructure, plant and equipment and intangibles (cont'd)**

#### *Revaluation*

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. Further details regarding the fair value hierarchy are disclosed at Note 23 Property, infrastructure, plant and equipment.

In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 2 to 5 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

#### *Land under roads*

Land under roads acquired after 30 June 2008 is recognised at fair value. Council does not recognise land under roads that is controlled prior to that period in its financial report.

### **(j) Depreciation and amortisation of property, infrastructure, plant and equipment and intangibles**

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

**Note 1 Significant accounting policies (cont.)**

**(j) Depreciation and amortisation of property, infrastructure plant and equipment and intangibles (cont'd)**

*Asset recognition thresholds and depreciation periods*

The threshold limits for Property, Plant & Equipment and Infrastructure is \$1,000.

	<b>Depreciation Period</b>
Property	
land	-
Buildings	
buildings	30 to 100 years
Plant and Equipment	
plant, machinery and equipment	2 to 20 years
fixtures, fittings and furniture	2 to 50 years
Infrastructure	
road - unsealed pavements	15 to 40 years
road - sealed surface	15 to 40 years
road - sealed road pavements	70 to 110 years
road substructure	100 years
road kerb, channel and minor culverts	60 to 100 years
bridges	70 to 120 years
footpaths and cycleways	15 to 80 years
drainage	80 to 120 years
other infrastructure	5 to 100 years

**(k) Repairs and maintenance**

Routine maintenance, repair costs, and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

**(l) Impairment of assets**

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

## Note 1 Significant accounting policies (cont.)

### (m) Trust funds and deposits

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited (refer to Note 21).

### (n) Borrowings

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

#### *Borrowing costs*

Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council. Except where specific borrowings are obtained for the purpose of specific asset acquisition, the weighted average interest rate applicable to borrowings at balance date, excluding borrowings associated with superannuation, is used to determine the borrowing costs to be capitalised.

Borrowing costs include interest on bank overdrafts, interest on borrowings, and finance lease charges.

### (o) Employee costs and benefits

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

#### *Wages and salaries and annual leave*

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulated sick leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

#### *Long service leave*

Liability for long service leave (LSL) is recognised in the provision for employee benefits.

Current liability - unconditional LSL is disclosed as a current liability even when the council does not expect to settle the liability within 12 months because it will not have the unconditional right to defer settlement of the entitlement should an employee take leave within 12 months.

The components of this current liability are measured at :

- present value - component that is not expected to be wholly settled within 12 months.
- nominal value - component that is expected to be wholly settled within 12 months.

#### *Classification of employee costs*

Non-current liability - conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non - current liability. There is an unconditional right to defer settlement of the entitlement until the employee has completed the requisite years of service.

This non-current LSL liability is measured at present value.

### (p) Landfill and Quarry rehabilitation provision

Council is obligated to restore a number of landfill and quarry sites to a particular standard. The forecast life of the site is based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill restoration has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to reinstate the site to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.



## Note 1 Significant accounting policies (cont.)

### (q) Leases

#### *Operating leases*

Lease payments for operating leases are required by the accounting standard to be recognised on a straight line basis, rather than expensed in the years in which they are incurred.

### (r) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the Statement of Cash Flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

### (s) Contingent assets and contingent liabilities and commitments

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed by way of a note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value by way of note and presented inclusive of the GST payable.

### (t) Pending accounting standards

The following new AAS's have been issued that are not mandatory for the 30 June 2017 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

#### *Revenue from contracts with customers (AASB 15) (applies 2019/20)*

The standard shifts the focus from the transaction-level to a contract-based approach. Recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measurement encompasses estimation by the entity of the amount expected to be entitled for performing under the contract. The full impact of this standard is not known however it is most likely to impact where contracts extend over time, where there are rights and obligations that may vary the timing or amount of the consideration, or where there are multiple performance elements. This has the potential to impact on the recognition of certain grant income.

#### *Leases (AASB 16) (applies 2019/20)*

The classification of leases as either finance leases or operating leases is eliminated for lessees. Leases will be recognised in the Balance Sheet by capitalising the present value of the minimum lease payments and showing a 'right-of-use' asset, while future lease payments will be recognised as a financial liability. The nature of the expense recognised in the profit or loss will change. Rather than being shown as rent, or as leasing costs, it will be recognised as depreciation on the 'right-of-use' asset, and an interest charge on the lease liability. The interest charge will be calculated using the effective interest method, which will result in a gradual reduction of interest expense over the lease term.

Council do not currently hold any significant leases.

**Note 2 Budget comparison**

The budget comparison notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$10,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 15 June 2016. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for income and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

**(a) Income and Expenditure**

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	
	<b>2017</b>	<b>2017</b>	<b>2017</b>	
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>Ref</b>
<b>Income</b>				
Rates and charges	7,998,911	8,015,266	16,355	1
Statutory fees and fines	153,500	151,063	(2,437)	2
User fees	918,300	744,319	(173,981)	3
Grants - operating	4,870,086	7,140,377	2,270,291	4
Grants - capital	3,019,673	4,192,788	1,173,115	5
Contributions - monetary	5,197	126,929	121,732	6
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	110,000	(36,032)	(146,032)	7
Share of net profits/(losses) of associates and joint ventures	-	(9,312)	(9,312)	8
Other income	1,910,947	1,375,150	(535,797)	9
<b>Total income</b>	<b>18,986,614</b>	<b>21,700,548</b>	<b>2,713,934</b>	
<b>Expenses</b>				
Employee costs	6,533,706	6,150,489	(383,217)	10
Materials and services	4,401,024	4,382,607	(18,417)	
Depreciation	5,323,620	5,288,695	(34,925)	11
Other expenses	1,924,348	1,340,809	(583,539)	12
<b>Total expenses</b>	<b>18,182,698</b>	<b>17,162,600</b>	<b>(1,020,098)</b>	
<b>Surplus/(deficit) for the year</b>	<b>803,916</b>	<b>4,537,948</b>	<b>3,734,032</b>	

(i) Explanation of material variations

Variance Ref	Item	Explanation
1	Rates and Charges	Rates and Charges are slightly higher than budgeted due to supplementary valuations being included.
2	Statutory fees and fines	Statutory fees and fines are under budget due to a reduction in the number of infringements being issued.
3	User Fees	User fees are under budget due to reduced income from Agency Home Care, Meals on Wheels, Caravan Parks, Nhill Memorial Community Centre and Private Works.
4	Grants - operating	Council received an advance payment for the Victorian Grants Commission's 2017/18 grant. This has resulted in higher than budgeted operating grants.
5	Grants - capital	Council received grants for the Dimboola Library incorporating the Civica Hub, Disaster Recovery, Dimboola & Rainbow Skate Parks, Recreational Fishing and Emergency Water Supply Points which were not in the 2016/17 budget. Council also received final payment for the Rainbow Recreation Reserve Change Rooms, Rainbow Synthetic Bowls Green and Menzies Square Redevelopment which were not in the 2016/17 Budget.
6	Contributions - monetary	Council received contributions towards the Nhill Early Years Centre Community Funds, Tobacco Activity, Recreational Fishing project and Dimboola Boating Pontoon during 2016/17.
7	Net gain/(loss) on disposal of property, infrastructure, plant and equipment	Plant and Machinery as at 30 June 2017 were sold at a loss, this is due to lower than expected trade in prices.
8	Share of net profits/(losses) of associates and joint ventures	Council holds equity in the Wimmera Regional Library Corporation and the Wimmera Development Association. Council do not budget for the share of profits / (losses) in these associates.
9	Other Income	Other income is below budget due to a reduction in Quarry Materials used on jobs and Plant recovery.
10	Employee costs	Employee costs were under budget due to under expenditure in Employee Salaries, training, and the Workcover Premium. Employee Salary under expenditure is due to staff vacancies during the year.
11	Depreciation	Depreciation is under budget due to a number of large projects not being completed in 2016/17, this includes the Nhill Early Years Centre.
12	Other expenses	Other expenses are under budget due to under expenditure in Advertising, Council Contributions, Insurance, Landfill charges, and Memberships / Subscription payments, along with a large number of accounts being underspent by varying amounts.

Note 2 Budget comparison (cont)

(b) Capital Works

	Budget 2017 \$	Actual 2017 \$	Variance 2017 \$	Ref
<b>Property</b>				
Land	60,000	-	(60,000)	1
Land improvements	-	-	-	
<b>Total Land</b>	<b>60,000</b>	<b>-</b>	<b>(60,000)</b>	
Buildings	1,157,465	2,838,378	1,680,913	2
Building improvements	-	-	-	
<b>Total Buildings</b>	<b>3,995,843</b>	<b>2,838,378</b>	<b>(1,157,465)</b>	
<b>Total Property</b>	<b>4,055,843</b>	<b>2,838,378</b>	<b>(1,217,465)</b>	
<b>Plant and Equipment</b>				
Plant, machinery and equipment	465,577	438,131	(27,446)	
Fixtures, fittings and furniture	48,055	28,868	(19,187)	
Computers and telecommunications	42,500	69,174	26,674	3
<b>Total Plant and Equipment</b>	<b>556,132</b>	<b>536,173</b>	<b>(19,959)</b>	
<b>Infrastructure</b>				
Roads	3,239,644	2,972,296	(267,348)	4
Bridges	500,000	8,969	(491,031)	5
Footpaths and cycleways	214,983	181,394	(33,589)	6
Drainage	266,630	21,990	(244,640)	7
Kerb & Channel	232,673	126,193	(106,480)	8
Other infrastructure	427,695	290,197	(137,498)	9
<b>Total Infrastructure</b>	<b>4,881,625</b>	<b>3,601,039</b>	<b>(1,280,586)</b>	
<b>Total Capital Works Expenditure</b>	<b>9,493,600</b>	<b>6,975,590</b>	<b>(2,518,010)</b>	
<b>Represented by:</b>				
New asset expenditure	1,412,095	2,528,797	1,116,702	
Asset renewal expenditure	3,594,642	2,941,373	(653,269)	
Asset expansion expenditure	-	-	-	
Asset upgrade expenditure	1,648,485	1,505,420	(143,065)	
<b>Total Capital Works Expenditure</b>	<b>6,655,222</b>	<b>6,975,590</b>	<b>320,368</b>	

(i) Explanation of material variations

Variance Ref	Item	Explanation
1	Land	Council budgeted to purchase land during 2016/17 which was not purchased.
2	Buildings	Work on the Nhill Integrated Early Years centre was undertaken during the 2016/17 financial year.
3	Computers and telecommunications	Council purchased a new phone system during 2016/17 that was funded by carry forward from the 2015/16 financial year.
4	Roads	Sealed Road Construction, Shoulder Resheet and Unsealed Road construction works are under budget.
5	Bridges	Council budgeted to fund the Albacutya Bridge replacement. Works have not yet commenced on the replacement.
6	Footpaths and cycleways	Footpath works in Bow Street and Sanders Street Rainbow were not completed during 2016/17.
7	Drainage	Works on the Dimboola Overflow path were not undertaken during 2016/17 as budgeted.
8	Kerb & Channel	Kerb and Channel works in Horsham Road, Dimboola were not completed during 2016/17.
9	Other Infrastructure	As at 30 June 2017 expenditure on the Dimboola Recreation Reserve Netball Facilities; Pound upgrades; Town Entry Signs; Dimboola Soundshell Project; Skate Park Facilities; Storage Shed; and Yurunga Homestead Restoration were not completed.

	2017	2016
	\$	\$
<b>Note 3 Rates and charges</b>		
<p>Council uses capital improved value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is the value of the land and all of its improvements.</p> <p>The valuation base used to calculate general rates for 2016/17 was \$1.230million (2015/16 \$1.113 million). The 2016/17 general rate in the dollar was 0.0056412 cents, business / industrial / commercial rate was 0.0050771 cents, farm rate was 0.000771 cents, cultural / recreation rate 0.0028206 cents, and urban vacant land was 0.0112824 cents. (2015/16 general rate 0.0060401 cents, business / industrial / commercial was 0.0054361 cents, farm rate was 0.0054361 cents, cultural / recreation was 0.0030200 cents, and urban vacant was 0.0120803 cents.)</p>		
General rates	6,453,376	6,263,010
Municipal charge	708,635	695,619
Waste management charge	853,255	812,173
<b>Total rates and charges</b>	<b><u>8,015,266</u></b>	<b><u>7,770,802</u></b>
<p>The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2016, and the valuation will be first applied in the rating year commencing 1 July 2016.</p>		
<b>Note 4 Statutory fees and fines</b>		
Building fees	41,812	36,177
Infringements and costs	14,921	13,023
Town planning fees	28,119	17,490
Animal registration fees	66,211	72,142
<b>Total statutory fees and fines</b>	<b><u>151,063</u></b>	<b><u>138,832</u></b>
<b>Note 5 User fees</b>		
Aged services	303,128	371,107
Health fees	23,135	24,815
Private works	53,916	69,462
Aerodrome fees	11,955	11,790
Lease income	35,086	32,938
Caravan parks and camping fees	150,522	93,827
Transfer station fees	50,851	49,367
Commercial garbage collection fees	43,061	40,630
Saleyard fees	2,703	4,710
Film screenings and hall hire	41,982	40,831
Other fees and charges	27,980	29,768
<b>Total user fees</b>	<b><u>744,319</u></b>	<b><u>769,245</u></b>

	2017	2016
	\$	\$
<b>Note 6 Grants</b>		
Grants were received in respect of the following :		
<b>Summary of grants</b>		
Commonwealth funded grants	8,325,895	4,246,657
State funded grants	3,007,269	2,028,783
<b>Total grants received</b>	<u>11,333,164</u>	<u>6,275,440</u>
<b>Operating Grants</b>		
<b>Recurrent - Commonwealth Government</b>		
Victoria Grants Commission - general purpose	3,830,056	1,236,198
Victoria Grants Commission - local roads	2,316,672	758,215
General home care	432,367	-
<b>Recurrent - State Government</b>		
Delivered Meals	1,032	34,446
Home care services	130,597	437,827
Home maintenance	7,887	42,642
Senior Citizens	17,421	43,044
School crossing supervisors	4,707	4,592
Libraries	102,332	98,083
Volunteer week	5,601	13,685
Youth Participation Project	24,500	36,850
State emergency services	-	25,706
Roadside weeds and pest management	73,970	123,970
Other	25,078	35,181
<b>Total recurrent operating grants</b>	<u>6,972,220</u>	<u>2,890,439</u>
<b>Non-recurrent - State Government</b>		
Karen community capacity building & migration project	90,000	51,500
Drought response program	-	43,636
Rainbow synthetic bowls green	-	72,000
Community safety fund	4,538	17,182
Walk to school	10,000	8,600
Youth Participation	25,809	-
Mosquito Management	22,111	-
Other	15,699	24,240
<b>Total non-recurrent operating grants</b>	<u>168,157</u>	<u>217,158</u>
<b>Total operating grants</b>	<u>7,140,377</u>	<u>3,107,597</u>
<b>Capital Grants</b>		
<b>Recurrent - Commonwealth Government</b>		
Roads to recovery	1,746,800	2,152,244
<b>Recurrent - State Government</b>		
<b>Total recurrent capital grants</b>	<u>1,746,800</u>	<u>2,152,244</u>
<b>Non-recurrent - Commonwealth Government</b>		
Transport investing in regions	-	100,000
<b>Non-recurrent - State Government</b>		
Nhill early years centre	780,000	495,000
Dimboola Civic Precinct	510,000	-
Hindmarsh open spaces	-	15,750
Dimboola caravan park	320,000	22,000
Dimboola football club netball facilities	-	86,729
Disaster Recovery	381,900	-
Menzies square redevelopment	16,500	148,500
Rainbow Recreation Reserve Changerooms	180,000	-
Recreational fishing	14,044	81,394
Skate Parks	180,000	-
Shade structure Dimboola recreation reserve	-	31,780
Other	63,544	34,446
<b>Total non-recurrent capital grants</b>	<u>2,445,988</u>	<u>1,015,599</u>
<b>Total capital grants</b>	<u>4,192,788</u>	<u>3,167,843</u>

	2017	2016
<b>Note 6 Grants - cont'd</b>		
<b>Unspent grants received on condition that they be spent in a specific manner</b>	<b>\$</b>	<b>\$</b>
Balance at start of year	625,932	561,201
Received during the financial year and remained unspent at balance date	820,186	591,588
Received in prior years and spent during the financial year	321,094	526,857
Balance at year end	<u>1,125,024</u>	<u>625,932</u>
<b>Note 7 Contributions</b>		
Monetary	126,929	164,081
<b>Total contributions</b>	<u>126,929</u>	<u>164,081</u>
<b>Note 8 Net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>		
Proceeds of sale	92,877	89,333
Written down value of assets disposed	(128,909)	(123,987)
<b>Total net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>	<u>(36,032)</u>	<u>(34,654)</u>
<b>Note 9 Other income</b>		
Fire services levy administration	39,794	38,653
Interest received	215,915	228,827
Plant operations	620,291	598,415
Quarry operations	396,981	318,533
Recoupments	78,427	71,760
Scrap metal and transfer station sales	20,633	22,142
Vicroads agency administration	1,843	2,787
Other	1,266	29,826
<b>Total other income</b>	<u>1,375,150</u>	<u>1,310,943</u>
<b>Note 10 (a) Employee costs</b>		
Wages and salaries	4,830,539	4,344,214
WorkCover	114,471	111,794
Annual leave, sick leave and long service leave	411,130	675,061
Superannuation	540,044	514,124
Fringe benefits tax	82,706	74,648
Training	133,947	128,590
Other	37,652	31,912
<b>Total employee costs</b>	<u>6,150,489</u>	<u>5,880,343</u>
<b>Note 10 (b) Superannuation</b>		
Council made contributions to the following funds:		
<b>Defined benefit fund</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	129,678	138,343
	<u>129,678</u>	<u>138,343</u>
Employer contributions payable at reporting date.	nil	nil
<b>Accumulation funds</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	194,235	163,721
Employer contributions - other funds	216,132	212,060
	<u>410,367</u>	<u>375,781</u>
Employer contributions payable at reporting date.	nil	44,267

Refer to note 35 for further information relating to Council's superannuation obligations.



	2017	2016
<b>Note 11 Materials and services</b>	<b>\$</b>	<b>\$</b>
Materials & contract payments	256,969	283,456
Building & caravan parks maintenance	179,751	266,192
Bushfire, drought & flood recovery expenditure	39,742	12,556
Climate change adaptation initiatives	-	646
Depots & workshops	46,554	32,951
Electoral services	82,581	25,444
Emergency assistance & fire prevention	22,865	38,541
Health promotion	92,895	80,378
Home & community care	94,616	87,429
Community development, tourism & youth activities	201,902	179,831
Garbage & recycling collection and waste disposal	435,595	429,364
Utilities	258,321	239,972
Office administration	48,132	28,027
Information technology	257,896	244,943
Parks, reserves & aerodromes	98,637	267,994
Plant & fleet operations	820,691	813,516
Printing, stationery & advertising	36,125	41,994
Quarry operations	224,707	387,753
Rating & valuation	74,938	87,401
Roads, footpaths, bridges & drainage management	443,028	566,122
Swimming pool maintenance & management	269,608	272,819
Town beautification	16,283	20,331
Consultants & labour hire	190,078	199,051
Other	190,693	99,556
<b>Total materials and services</b>	<b>4,382,607</b>	<b>4,706,266</b>
<b>Note 12 Depreciation</b>		
Property	363,018	382,896
Plant and equipment	765,725	671,368
Infrastructure	4,159,952	3,921,168
<b>Total depreciation</b>	<b>5,288,695</b>	<b>4,975,432</b>
<i>Refer to note 23 and 25 for a more detailed breakdown of depreciation charges</i>		
<b>Note 13 Other expenses</b>		
Advertising	25,722	39,335
Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	44,730	41,470
Auditors' remuneration - Internal	16,603	28,603
Bank charges	29,381	28,078
Community action grants	28,858	28,533
Council contributions - other	25,037	17,327
Councillors' allowances	164,076	167,208
Fire services levy	23,317	22,093
Hindmarsh landcare network contribution	10,000	10,000
Insurance	231,737	221,925
Kindergartens	22,136	54,469
Landfill charges	226,403	224,466
Legal costs	2,939	9,101
Postage	22,653	18,446
Regional library contribution	253,955	252,119
State emergency service contribution	12,000	37,706
Subscriptions	81,805	114,983
Telecommunications	69,477	49,877
Town committees	32,560	29,795
Other	17,420	26,379
<b>Total other expenses</b>	<b>1,340,809</b>	<b>1,421,913</b>

Note 14 Investments in associates, joint arrangements and subsidiaries	2017	2016
	\$	\$
<b>(a) Investments in associates</b>		
Investments in associates accounted for by the equity method are:		
- Wimmera Regional Library Corporation	386,625	385,110
- Wimmera Development Association	63,511	47,330
	<b>450,136</b>	<b>432,440</b>
<b>Wimmera Regional Library Corporation</b>		
<i>Background</i>		
Hindmarsh Shire Council, in conjunction with Horsham Rural City Council, Buloke Shire Council, Northern Grampians Shire Council, West Wimmera Shire Council and Yarriambiack Shire Council, have an interest in the Wimmera Regional Library Corporation		
Hindmarsh Shire has a 13.19% equity in interest (12.32% in 2015/16)		
<b>Council's share of accumulated surplus/(deficit)</b>		
Council's share of accumulated surplus(deficit) at start of year	172,595	170,924
Change in equity share apportionment	13,160	
Reported surplus(deficit) for year	(25,493)	182
Transfers (to) from reserves	(890)	1,489
Distributions for the year	-	-
Council's share of accumulated surplus(deficit) at end of year	<b>159,372</b>	<b>172,595</b>
<b>Council's share of reserves</b>		
Council's share of reserves at start of year	208,603	210,092
Change in equity share apportionment	17,760	
Transfers (to) from reserves	890	(1,489)
Council's share of reserves at end of year	<b>227,253</b>	<b>208,603</b>
<b>Movement in carrying value of specific investment</b>		
Carrying value of investment at start of year	385,110	393,662
Change in equity share apportionment	27,008	
Share of surplus(deficit) for year	(25,493)	182
Share of asset revaluation	-	-
Variation - Increase in equity	-	(8,734)
Carrying value of investment at end of year	<b>386,625</b>	<b>385,110</b>
<b>Wimmera Development Association</b>		
<i>Background</i>		
Hindmarsh Shire Council, in conjunction with Horsham Rural City Council, Northern Grampians Shire Council, West Wimmera Shire Council and Yarriambiack Shire Council, have an interest in the Wimmera Development Association		
Hindmarsh Shire has a 10.34% equity in interest (10.34% in 2015/16)		
<b>Council's share of accumulated surplus/(deficit)</b>		
Council's share of accumulated surplus(deficit) at start of year	33,590	32,690
Change in equity share apportionment	(1,518)	
Reported surplus(deficit) for year	16,181	900
Transfers (to) from reserves	(7,488)	-
Distributions for the year	-	-
Council's share of accumulated surplus(deficit) at end of year	<b>40,765</b>	<b>33,590</b>
<b>Council's share of reserves</b>		
Council's share of reserves at start of year	13,740	13,740
Change in equity share apportionment	1,517	
Transfers (to) from reserves	7,488	-
Council's share of reserves at end of year	<b>22,745</b>	<b>13,740</b>
<b>Movement in carrying value of specific investment</b>		
Carrying value of investment at start of year	47,330	46,430
Share of surplus(deficit) for year	16,181	900
Share of asset revaluation	-	-
Carrying value of investment at end of year	<b>63,511</b>	<b>47,330</b>

	2017	2016
<b>Note 15 Cash and cash equivalents</b>	<b>\$</b>	<b>\$</b>
Cash at bank	5,693,785	2,594,579
Term deposits	4,000,000	4,000,000
	<u>9,693,785</u>	<u>6,594,579</u>
Councils cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:		
- Trust funds and deposits (Note 27)	11,692	17,647
Total restricted funds	<u>11,692</u>	<u>17,647</u>
Total unrestricted cash and cash equivalents	<u>9,682,093</u>	<u>6,576,932</u>
<b>Intended allocations</b>		
Although not externally restricted the following amounts have been allocated for specific future purposes by Council:		
- Cash held to fund carried forward capital works	723,028	2,628,666
- grants unspent	820,186	591,588
Total funds subject to intended allocations	<u>1,543,214</u>	<u>3,220,254</u>

**Note 16 Trade and other receivables**

**Current**

*Statutory receivables*

Rates debtors	528,284	607,660
Building permit debtors	5,709	2,220
Infringement debtors	52,469	50,111
GST receivable	148,989	196,059

*Non statutory receivables*

Sundry debtors	59,316	70,578
Street scheme debtors	7,172	7,081
Other debtors	54,004	101,276
Provision for doubtful debts - other debtors	(16,649)	(16,649)
Total current trade and other receivables	<u>839,294</u>	<u>1,018,336</u>

**Non-current**

*Non statutory receivables*

Street scheme debtors	2,463	2,784
Total non-current trade and other receivables	<u>2,463</u>	<u>2,784</u>

**Total trade and other receivables**

841,757      1,021,120

**(a) Ageing of Receivables**

At balance date other debtors representing financial assets were past due but not impaired. The ageing of the Council's trade & other receivables (excluding statutory receivables) was:

Current (not yet due)	38,982	77,746
Past due by up to 30 days	2,048	4,762
Past due between 31 and 180 days	25,707	27,302
Past due between 181 and 365 days	7,780	5,130
Past due by more than 1 year	31,789	47,346
Total trade & other receivables	<u>106,306</u>	<u>162,286</u>

**(b) Movement in provisions for doubtful debts**

Balance at the beginning of the year	16,649	16,649
New Provisions recognised during the year	-	-
Amounts already provided for and written off as uncollectible	-	-
Amounts provided for but recovered during the year	-	-
Balance at end of year	<u>16,649</u>	<u>16,649</u>

	2017	2016
	\$	\$
<b>Note 16 Trade and other receivables (cont'd)</b>		
<b>(c) Ageing of individually impaired Receivables</b>		
At balance date, other debtors representing financial assets with a nominal value of \$16,649 (2016: \$16,649) were impaired. The amount of the provision raised against these debtors was \$16,649 (2016: \$16,649). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.		
The ageing of receivables that have been individually determined as impaired at reporting date was:		
Current (not yet due)	-	-
Past due by up to 30 days	-	-
Past due between 31 and 180 days	-	-
Past due between 181 and 365 days	-	-
Past due by more than 1 year	16,649	16,649
Total trade & other receivables	<u>16,649</u>	<u>16,649</u>
<b>Note 17 Inventories</b>		
Inventories held for distribution	200,668	206,224
<b>Total inventories</b>	<u>200,668</u>	<u>206,224</u>
<b>Note 18 Other assets</b>		
Prepayments	9,344	30,227
Accrued income	65,454	65,793
<b>Total other assets</b>	<u>74,798</u>	<u>96,020</u>

**Note 19 Property, infrastructure, plant and equipment**

**Summary of property, infrastructure, plant and equipment**

	At WDV 30 June 2016	Acquisitions	Revaluation	Annual Depreciation	Disposal	Transfers	At WDV 30 June 2017
Land	2,370,000	-	-	-	-	-	2,370,000
Buildings	21,276,604	385,138	-	(386,218)	-	201,771	21,477,295
Plant and Equipment	5,897,128	480,053	-	(765,725)	(128,909)	-	5,482,547
Infrastructure	80,751,847	3,310,446	44,863,644	(4,136,751)	-	301,851	125,091,037
Work in progress	1,665,027	2,799,953	-	-	-	(503,622)	3,961,358
	<u>111,960,606</u>	<u>6,975,590</u>	<u>44,863,644</u>	<u>(5,288,694)</u>	<u>(128,909)</u>	<u>-</u>	<u>158,382,237</u>

**Summary of Work in Progress**

	Opening WIP	Additions	Transfers	Closing WIP
Buildings	669,566	2,478,292	201,771	2,946,087
Plant and Equipment	-	36,802	-	36,802
Infrastructure	995,461	284,859	301,851	978,469
Total	<u>1,665,027</u>	<u>2,799,953</u>	<u>503,622</u>	<u>3,961,358</u>

Note 19 Property, infrastructure, plant and equipment (cont'd)

<b>Land and Buildings</b>	Land - specialised	Total Land	Heritage buildings	Buildings - specialised	Total Buildings	Work In Progress	Total Property
At fair value 1 July 2016	2,370,000	<b>2,370,000</b>	214,500	23,907,285	<b>24,121,785</b>	669,565	<b>27,161,350</b>
Accumulated depreciation at 1 July 2016	-	-	(25,335)	(2,819,846)	<b>(2,845,181)</b>	-	<b>(2,845,181)</b>
	<b>2,370,000</b>	<b>2,370,000</b>	189,165	21,087,439	<b>21,276,604</b>	669,565	<b>24,316,169</b>
<b>Movements in fair value</b>							
Acquisition of assets at fair value	-	-	-	385,138	<b>385,138</b>	2,478,292	<b>2,863,430</b>
Transfers	-	-	-	201,771	<b>201,771</b>	(201,771)	-
	-	-	-	586,909	<b>586,909</b>	2,276,521	<b>2,863,430</b>
<b>Movements in accumulated depreciation</b>							
Depreciation and amortisation	-	-	(5,706)	(380,512)	<b>(386,218)</b>	-	<b>(386,218)</b>
	-	-	(5,706)	(380,512)	<b>(386,218)</b>	-	<b>(386,218)</b>
At fair value 30 June 2017	2,370,000	<b>2,370,000</b>	214,500	24,494,194	<b>24,708,694</b>	<b>2,946,086</b>	<b>30,024,780</b>
Accumulated depreciation at 30 June 2017	-	-	(31,041)	(3,200,358)	<b>(3,231,399)</b>	-	<b>(3,231,399)</b>
	<b>2,370,000</b>	<b>2,370,000</b>	183,459	21,293,836	<b>21,477,295</b>	2,946,086	<b>26,793,381</b>

Note 19 Property, infrastructure, plant and equipment (cont'd)

<b>Plant and Equipment</b>	Plant machinery and equipment	Fixtures fittings and furniture	Work In Progress	<b>Total plant and equipment</b>
At fair value 1 July 2016	9,217,453	950,925		<b>10,168,378</b>
Accumulated depreciation at 1 July 2016	(3,615,874)	(655,376)	-	<b>(4,271,250)</b>
	5,601,579	295,549	-	<b>5,897,128</b>
<b>Movements in fair value</b>				
Acquisition of assets at fair value	438,130	41,922	36,802	<b>516,854</b>
Fair value of assets disposed	(251,475)	-	-	<b>(251,475)</b>
	186,655	41,922	36,802	<b>265,379</b>
<b>Movements in accumulated depreciation</b>				
Depreciation and amortisation	(683,987)	(81,738)	-	<b>(765,725)</b>
Accumulated depreciation of disposals	122,566	-	-	<b>122,566</b>
	(561,421)	(81,738)	-	<b>(643,159)</b>
At fair value 30 June 2017	9,404,108	992,847	36,802	<b>10,433,757</b>
Accumulated depreciation at 30 June 2017	(4,177,295)	(737,114)	-	<b>(4,914,409)</b>
	5,226,813	255,733	36,802	<b>5,519,348</b>

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For the Year Ended 30 June 2017

Note 19 Property, infrastructure, plant and equipment (cont'd)

Infrastructure	Roads	Bridges	Footpaths and cycleways	Drainage	Kerb & channel	Other Infrastructure	Total Infrastructure	Work In Progress	Total Infrastructure including WIP
At fair value 1 July 2016	121,800,685	6,545,752	6,294,058	6,212,908	7,851,412	9,427,816	<b>158,132,631</b>	995,461	<b>159,128,092</b>
Accumulated depreciation at 1 July 2016	(65,657,269)	(811,281)	(3,011,418)	(1,918,947)	(3,966,908)	(2,014,961)	<b>(77,380,784)</b>	-	<b>(77,380,784)</b>
	56,143,416	5,734,471	3,282,640	4,293,961	3,884,504	7,412,855	<b>80,751,847</b>	995,461	<b>81,747,308</b>
<b>Movements in fair value</b>									
Acquisition of assets at fair value	2,792,184	-	181,394	7,500	126,680	202,689	<b>3,310,447</b>	284,858	<b>3,595,305</b>
Revaluation increments/decrements	(4,361,523)	-	-	-	10,824,109	-	<b>6,462,586</b>	-	<b>6,462,586</b>
Transfers	49,579	-	-	-	-	252,272	<b>301,851</b>	(301,851)	-
	(1,519,760)	-	181,394	7,500	10,950,789	454,961	<b>10,074,884</b>	(16,993)	<b>10,057,891</b>
<b>Movements in accumulated depreciation</b>									
Depreciation and amortisation	(3,353,233)	(61,564)	(156,330)	(77,740)	(124,865)	(363,018)	<b>(4,136,750)</b>	-	<b>(4,136,750)</b>
Impairment losses recognised in operating result	38,528,109	-	-	-	(127,051)	-	<b>38,401,058</b>	-	<b>38,401,058</b>
	35,174,876	(61,564)	(156,330)	(77,740)	(251,916)	(363,018)	<b>34,264,308</b>	-	<b>34,264,308</b>
At fair value 30 June 2017	120,280,925	6,545,752	6,475,452	6,220,408	18,802,201	9,882,777	<b>168,207,515</b>	-	<b>168,207,515</b>
Accumulated depreciation at 30 June 2017	(30,482,393)	(872,845)	(3,167,748)	(1,996,687)	(4,218,824)	(2,377,979)	<b>(43,116,476)</b>	-	<b>(43,116,476)</b>
	89,798,532	5,672,907	3,307,704	4,223,721	14,583,377	7,504,798	<b>125,091,039</b>	978,468	<b>126,069,507</b>



**Note 19 Property, infrastructure, plant and equipment cont'd**

*Valuation of land and buildings*

Valuation of land and buildings were undertaken by a qualified independent valuer Ben Sawyer, certified practicing valuer AAPI Registration 63163 from Preston Rowe Patterson Horsham & Wimmera Pty Ltd. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

The date of the current valuation is detailed in the following table.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2017 are as follows:

	Level 1	Level 2	Level 3	DoV
Land	-	2,370,000	-	6/15
Specialised land	-	-	-	6/15
Land improvements	-	-	-	6/15
Heritage buildings	-	-	183,459	6/15
Buildings	-	-	21,293,835	6/15
Building improvements	-	-	-	6/15

*Valuation of infrastructure*

Valuation of Roads and Kerb and Channel has been determined in accordance with an independent valuation undertaken by Talis Consultants Pty Ltd of Roads. The valuation of all other infrastructure assets has been determined by Ms Anne Champness, Director of Infrastructure Services.

The date of the current valuation is detailed in the following table.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2017 are as follows:

	Level 1	Level 2	Level 3	DoV
Roads	-	-	89,798,532	6/17
Bridges	-	-	5,672,907	6/17
Footpaths and cycleways	-	-	3,307,704	6/17
Drainage	-	-	4,223,721	6/17
Kerb & Channel	-	-	14,583,375	6/17
Other infrastructure	-	-	7,504,798	6/17
Total	-	-	125,091,037	

Note 19 Property, infrastructure, plant and equipment cont'd

2017  
\$

2016  
\$

*Description of significant unobservable inputs into level 3 valuations*

**Specialised buildings** are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs is calculated on a square metre basis and ranges from \$300 to \$2,600 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 5 years to 75 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

21,477,294

21,276,604

**Infrastructure assets** are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 10 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

124,112,569

80,758,376

	2017	2016
	\$	\$
<b>Note 20 Trade and other payables</b>		
Trade payables	747,922	743,755
Net GST payable	-	-
Accrued expenses	308,371	370,243
<b>Total trade and other payables</b>	<b>1,056,293</b>	<b>1,113,998</b>

<b>Note 21 Trust funds and deposits</b>		
Refundable deposits	11,728	11,406
Fire services levy	-	6,241
<b>Total trust funds and deposits</b>	<b>11,728</b>	<b>17,647</b>

*Purpose and nature of items*

Refundable deposits - Deposits are taken by council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

Fire Service Levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

Retention Amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

**Note 22 Provisions**

	Employee	Long Service Leave	Landfill restoration	Quarry	Total
	\$	\$	\$	\$	\$
<b>2017</b>					
Balance at beginning of the financial year	607,608	1,083,840	21,360	134,018	1,846,826
Additional provisions	223,966	148,923	-	11,273	384,162
Amounts used	(242,632)	(153,633)	-	-	(396,265)
Balance at the end of the financial year	<b>588,942</b>	<b>1,079,130</b>	<b>21,360</b>	<b>145,291</b>	<b>1,834,723</b>
<b>2016</b>					
Balance at beginning of the financial year	616,731	1,033,482	21,360	95,404	1,766,977
Additional provisions	394,062	129,453	-	38,614	562,129
Amounts used	(403,185)	(79,095)	-	-	(482,280)
Balance at the end of the financial year	<b>607,608</b>	<b>1,083,840</b>	<b>21,360</b>	<b>134,018</b>	<b>1,846,826</b>

2017	2016
\$	\$

**(a) Employee provisions**

**Current provisions expected to be wholly settled within 12 months**

Annual leave & Rostered day off	530,891	512,354
Long service leave	93,402	61,980
	<b>624,293</b>	<b>574,334</b>

**Current provisions expected to be wholly settled after 12 months**

Annual leave	58,051	95,254
Long service leave	794,861	869,546
	<b>852,912</b>	<b>964,800</b>
Total current employee provisions	<b>1,477,205</b>	<b>1,539,134</b>

**Non-current**

Long service leave	190,867	152,314
Annual leave	-	-
Total non-current employee provisions	<b>190,867</b>	<b>152,314</b>
Aggregate carrying amount of employee provisions:		
Current	1,477,205	1,539,134
Non-current	190,867	152,314
Total aggregate carrying amount of employee provisions	<b>1,668,072</b>	<b>1,691,448</b>

Note 22 Provisions (cont'd)	2017	2016
<b>(b) Land fill restoration</b>	<b>\$</b>	<b>\$</b>
Current	21,360	21,360
Non-current	-	-
	<u>21,360</u>	<u>21,360</u>
 <b>(c) Quarry restoration</b>		
Current	44,004	57,194
Non-current	101,287	76,824
	<u>145,291</u>	<u>134,018</u>
 Aggregate carrying amount of Landfill & Quarry restoration		
Current	65,364	78,554
Non-current	101,287	76,824
Total aggregate carrying amount of Lanfill & Quarry Provisions	<u>166,651</u>	<u>155,378</u>

Note 23 Reserves

	Balance at beginning of reporting period	Increment (decrement)	Balance at end of reporting period
	\$	\$	\$
<b>(a) Asset revaluation reserves</b>			
<b>2017</b>			
<b>Property</b>			
Land	1,639,099	-	1,639,099
Buildings	9,826,700	-	9,826,700
	<u>11,465,799</u>	<u>-</u>	<u>11,465,799</u>
<b>Infrastructure</b>			
Roads	41,580,141	44,863,644	86,443,785
Bridges	978,437	-	978,437
Footpaths and cycleways	1,479,166	-	1,479,166
Drainage	2,415,701	-	2,415,701
Other infrastructure	602,438	-	602,438
Share of asset revaluation in associates	28,246	-	28,246
	<u>47,084,129</u>	<u>44,863,644</u>	<u>91,947,773</u>
<b>Total asset revaluation reserves</b>	<b><u>58,549,928</u></b>	<b><u>44,863,644</u></b>	<b><u>103,413,572</u></b>
<b>2016</b>			
<b>Property</b>			
Land	1,639,099	-	1,639,099
Buildings	9,826,700	-	9,826,700
	<u>11,465,799</u>	<u>-</u>	<u>11,465,799</u>
<b>Infrastructure</b>			
Roads	41,580,141	-	41,580,141
Bridges	978,437	-	978,437
Footpaths and cycleways	1,479,166	-	1,479,166
Drainage	2,415,701	-	2,415,701
Other infrastructure	602,438	-	602,438
Share of asset revaluation in associates	28,246	-	28,246
	<u>47,084,129</u>	<u>-</u>	<u>47,084,129</u>
<b>Total asset revaluation reserves</b>	<b><u>58,549,928</u></b>	<b><u>-</u></b>	<b><u>58,549,928</u></b>

The asset revaluation reserve is used to record the increased (net) value of Council's

	2017	2016
	\$	\$
<b>Note 24 Reconciliation of cash flows from operating activities to surplus/(deficit)</b>		
Surplus/(deficit) for the year	4,537,948	(588,183)
Depreciation/amortisation	5,288,695	4,975,432
Profit/(loss) on disposal of property, infrastructure, plant and equipment	36,032	34,654
Other	9,312	(1,082)
<b>Change in assets and liabilities:</b>		
(Increase)/decrease in trade and other receivables	179,766	(257,505)
Decrease in prepayments	(20,883)	(30,227)
Increase/(decrease) in accrued income	(339)	(65,793)
Increase/(decrease) in trade and other payables	(14,217)	264,658
(Increase)/decrease in inventories	(5,556)	(86,335)
Increase/(Decrease) in provisions	(11,041)	79,849
(Increase)/Decrease in trust funds and deposits	5,955	(2,651)
Increase/(Decrease) in accrued expenses	(41,449)	151,758
Net cash provided by/(used in) operating activities	<u>9,964,223</u>	<u>4,474,575</u>
<b>Note 25 Financing arrangements</b>		
Credit card facilities	30,000	30,000
Total facilities	<u>30,000</u>	<u>30,000</u>
Used facilities	20,000	15,000
Unused facilities	10,000	15,000
Total facilities	<u>30,000</u>	<u>30,000</u>

**Note 26 Commitments**

The Council has entered into the following commitments

2017	Not later than 1	Later than 1 year and	Later than 2 years	Later than 5	Total
	year	not later than 2 years	and not later than 5 years	years	
	\$	\$	\$	\$	\$
<b>Operating</b>					
Building services	24,614	-	-	-	24,614
Kerbside Recycling collection	161,950	165,999	340,297	-	668,246
Kerbside Waste collection	263,425	270,011	553,522	-	1,086,958
Transport waste & recycling to Dooen	55,350	56,734	116,304	-	228,388
Swimming pool management - Dimboola	58,533	59,703	-	-	118,236
Swimming pool management - Jeparit	57,171	58,314	-	-	115,485
Swimming pool management - Nhill	62,985	64,560	-	-	127,545
Swimming pool management - Rainbow	70,509	71,919	-	-	142,428
Meals on wheels - Wimmera Health Care Group	5,440	-	-	-	5,440
Meals on wheels - West Wimmera Health Service	17,916	-	-	-	17,916
<b>Total</b>	<b>777,893</b>	<b>747,240</b>	<b>1,010,123</b>	<b>-</b>	<b>2,535,256</b>
<b>Capital</b>					
Buildings	-	-	-	-	-
Roads	-	-	-	-	-
Drainage	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

2016	Not later than 1	Later than 1 year and	Later than 2 years	Later than 5	Total
	year	not later than 2 years	and not later than 5 years	years	
	\$	\$	\$	\$	\$
<b>Operating</b>					
Building services	144,080	24,614	-	-	168,694
Electoral Commission	100,000	-	-	-	100,000
Kerbside Recycling collection	158,000	161,950	331,998	-	651,948
Kerbside Waste collection	257,000	263,425	540,021	-	1,060,446
Transport waste & recycling to Dooen	54,000	55,350	113,468	-	222,818
Swimming pool management - Dimboola	56,454	57,865	-	-	114,319
Swimming pool management - Rainbow	68,477	70,189	-	-	138,666
Meals on wheels - Wimmera Health Care Group	14,350	4,903	-	-	19,253
Meals on wheels - West Wimmera Health Service	58,228	19,895	-	-	78,123
<b>Total</b>	<b>910,589</b>	<b>658,191</b>	<b>985,487</b>	<b>-</b>	<b>2,554,267</b>
<b>Capital</b>					
Buildings	1,896,390	-	-	-	1,896,390
Roads	-	-	-	-	-
Other infrastructure	38,335	-	-	-	38,335
<b>Total</b>	<b>1,934,725</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,934,725</b>

<b>Note 27 Operating leases</b>	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
<b>Operating lease receivables</b>		
Council receives lease payments for telephone towers, small sections of land, and rooms within Council owned buildings. The receivable is incidental to the purpose for holding the property. The lease terms are between 1 and 10 years and include a CPI based revision annually.		
Future minimum receivables are as follows:		
Not later than one year	59,546	26,112
Later than one year and not later than five years	170,643	86,969
Later than five years	95,162	84,175
	<u>325,351</u>	<u>197,256</u>

**Note 28 Superannuation**

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

**Accumulation**

The Fund's accumulation categories, Vision MySuper/Vision Super Saver, receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2017, this was 9.5% as required under Superannuation Guarantee legislation).

**Defined Benefit**

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

**Funding arrangements**

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

As at 30 June 2016, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 102.0%. To determine the VBI, the Fund Actuary used the following long-term assumptions:

Net investment returns 7.0% pa  
Salary information 4.25% pa  
Price inflation (CPI) 2.5% pa.



**Note 28 Superannuation (cont'd)**

Vision Super has advised that the estimated VBI at 30 June 2017 was 103.1%.

The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the 2016 interim actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

**Employer contributions**

**Regular contributions**

On the basis of the results of the 2016 interim actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2017, this rate was 9.5% of members' salaries (9.5% in 2015/2016). This rate will increase in line with any increase to the contribution rate. In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

**Funding calls**

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%. In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall. Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated. Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up. If there is a surplus in the Fund, the surplus cannot be returned to the participating employers. In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

**2016 Interim actuarial investigation surplus amounts**

The Fund's interim actuarial investigation as at 30 June 2016 identified the following in the defined benefit category of which Council is a contributing employer:

A VBI surplus of \$40.3 million; and

A total service liability surplus of \$156 million.

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2016. The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses. Council was notified of the 30 June 2016 VBI during August 2016.

**2017 Full triennial actuarial investigation**

A full actuarial investigation is being conducted for the Fund's position as at 30 June 2017. It is anticipated that this actuarial investigation will be completed in December 2017.

**Future superannuation contributions**

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2018 are \$130,000.

**Note 29 Contingent liabilities and contingent assets**

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined in Note 35. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists. At this point in time it is not known if additional contributions will be required, their timing or potential amount.

**Guarantees for loans to other entities**

Council holds financial guarantees totalling \$131,000 held with the National Australia Bank on behalf of the Minister for Energy and Resources for the purposes of ensuring quarry sites are restored to an environmentally satisfactory condition. If Council fail to meet the conditions of these guarantees they may become future liabilities to Council.

The amount disclosed for financial guarantee in this note is the nominal amount of the underlying loan that is guaranteed by the Council, not the fair value of the financial guarantee.

Note 30

**Financial instruments**

**(a) Objectives and policies**

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in Note 1 of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

**(b) Market risk**

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

**Interest rate risk**

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk / Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

**(c) Credit risk**

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. To help manage this risk:

- council have a policy for establishing credit limits for the entities Council deal with;
- council may require collateral where appropriate; and
- council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 36.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

**(d) Liquidity risk**

Liquidity risk includes the risk that, as a result of council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 36, and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

**Note 30**      **Financial instruments (cont'd)**

**(e) Fair value**

*Fair value hierarchy*

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

**(f) Sensitivity disclosure analysis**

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of + 2.0% and -1.0% in market interest rates (AUD) from year-end rates of 2.0%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

	2017 No.	2016 No.
<b>Note 31 Related party disclosures</b>		
<b>(i) Related Parties</b>		
<i>Parent entity</i>		
Hindmarsh Shire Council is the parent entity.		
<i>Subsidiaries and Associates</i>		
Interests in subsidiaries and associates are detailed in note 14.		
<b>(ii) Key Management Personnel</b>		
Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:		
<b>Councillors</b>		
Councillor D. Nelson (Mayor)		
Councillor R. Lowe (Deputy Mayor)		
Councillor R. Ismay		
Councillor R. Gersch		
Councillor T. Schneider		
Councillor D. Colbert (9 November 2016 - 30 June 2017)		
Councillor W. Robins (1 July 2016 - 22 October 2016)		
<b>Total Number of Councillors</b>	7	6
<b>Chief Executive Officer and other Key Management Personnel</b>	3	4
<b>Total Key Management Personnel</b>	<u>10</u>	<u>10</u>
<b>(iii) Remuneration of Key Management Personnel</b>	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
Total remuneration of key management personnel was as follows:		
Short-term benefits	625,481	576,488
Long-term benefits	14,489	23,264
Total	<u>639,970</u>	<u>599,752</u>
The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:		
	<b>2017 No.</b>	<b>2016 No.</b>
\$1 - \$9,999	1	-
\$10,000 - \$19,999	1	-
\$20,000 - \$29,999	4	4
\$30,000 - \$39,999	-	3
\$40,000 - \$49,999	-	1
\$50,000 - \$59,999	-	-
\$60,000 - \$69,999	1	-
\$140,000 - \$149,999	-	1
\$150,000 - \$159,999	2	-
\$160,000 - \$199,999	1	-
\$200,000 - \$209,999	-	-
\$210,000 - \$219,999	-	-
\$220,000 - \$229,999	-	1
	<u>10</u>	<u>10</u>
<b>(iv) Transactions with related parties</b>		
During the period Council entered into the following transactions with related parties.		
<i>Council entered into purchases or materials and services on normal commercial terms and arrangements with the following businesses</i>		
<i>T. Ismay and Co (a related party to Cr R. Ismay) \$6,624 during the 16/17 financial year. (\$13,497 15/16).</i>		
<i>Ed's Automotive ( a related party to Cr R. Lowe) \$330 during the 16/17 financial year. (\$887 15/16).</i>		
All of the above transactions were at arms length and in the normal course of Council's business.		
<i>Three employees of Council are related parties of a member of Key Management Personnel (KMP). The KMP was not involved in the employment process and the employees are engaged on normal terms and conditions applicable to Council employees.</i>		
<b>(v) Outstanding balances with related parties</b>		
The following balances are outstanding at the end of the reporting period in relation to transactions with related parties.		
<i>There are no outstanding balances with related parties at 30 June 2017.</i>		

**Note 32 Senior Officer Remuneration**

A Senior Officer is an officer of Council, other than Key Management Personnel, who:

- a) has management responsibilities and reports directly to the Chief Executive; or
- b) whose total annual remuneration exceeds \$142,000

Council do not employ any Senior Officers.

**Note 33 Events occurring after balance date**

No matters have occurred after balance date that require disclosure in the financial report.

## Certification of the Financial Statements

In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, Australian Accounting Standards and other mandatory professional reporting requirements.



Mrs Monica Revell

**Acting Director Corporate Services**

**Date :** 20-Sep-17

Nhill

In our opinion the accompanying financial statements present fairly the financial transactions of <Name> for the year ended 30 June 2017 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.



Cr Debra Nelson

**Councillor**

**Date :** 20-Sep-17

Nhill



Cr Ronald Lowe

**Councillor**

**Date :** 20-Sep-17

Nhill



Mr Greg Wood

**Chief Executive Officer**

**Date :** 20-Sep-17

Nhill

# Independent Auditor's Report

## To the Councillors of Hindmarsh Shire Council

<b>Opinion</b>	<p>I have audited the financial report of Hindmarsh Shire Council (the council) which comprises the:</p> <ul style="list-style-type: none"> <li>• balance sheet as at 30 June 2017</li> <li>• comprehensive income statement for the year then ended</li> <li>• statement of changes in equity for the year then ended</li> <li>• statement of cash flows for the year then ended</li> <li>• statement of capital works for the year then ended</li> <li>• notes to the financial statements, including a summary of significant accounting policies</li> <li>• certification of the financial statements.</li> </ul> <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the council as at 30 June 2017 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 6 of the <i>Local Government Act 1989</i> and applicable Australian Accounting Standards.</p>
<b>Basis for Opinion</b>	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. My responsibilities under the Act are further described in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Australia. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
<b>Councillors' responsibilities for the financial report</b>	<p>The Councillors of the council are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Local Government Act 1989</i>, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Councillors are responsible for assessing the council's ability to continue as a going concern, and using the going concern basis of accounting unless it is inappropriate to do so.</p>

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**Auditor's responsibilities for the audit of the financial report**

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Councillors
- conclude on the appropriateness of the Councillors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

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MELBOURNE  
25 September 2017

Tim Loughnan  
*as delegate for the Auditor-General of Victoria*



# Independent Auditor's Report

## To the Councillors of Hindmarsh Shire Council

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**Opinion** I have audited the accompanying performance statement of Hindmarsh Shire Council (the council) which comprises the:

- description of municipality for the year ended 30 June 2017
- sustainable capacity indicators for the year ended 30 June 2017
- service performance indicators for the year ended 30 June 2017
- financial performance indicators for the year ended 30 June 2017
- other information and
- the certification of the performance statement.

In my opinion, the performance statement of Hindmarsh Shire Council in respect of the year ended 30 June 2017 presents fairly, in all material respects, in accordance with the performance reporting requirements of Part 6 of the *Local Government Act 1989*.

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**Basis for Opinion** I have conducted my audit in accordance with the *Audit Act 1994* which incorporates the Australian Standards on Assurance Engagements. My responsibilities under the Act are further described in the *Auditor's responsibilities for the audit of the performance statement* section of my report.

My independence is established by the *Constitution Act 1975*. I and my staff are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the performance statement in Australia and have also fulfilled our other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

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**Councillors' responsibilities for the performance statement** The Councillors is responsible for the preparation and fair presentation of the performance statement in accordance with the performance reporting requirements of the *Local Government Act 1989* and for such internal control as the Councillors determines is necessary to enable the preparation and fair presentation of the statement of performance that is free from material misstatement, whether due to fraud or error.

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**Auditor's responsibilities for the audit of the performance statement**

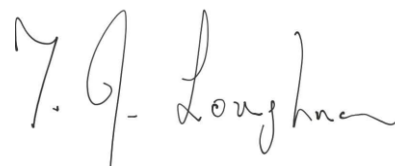
As required by the *Audit Act 1994*, my responsibility is to express an opinion on the performance statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the performance statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Standards on Assurance Engagements will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Standards on Assurance Engagements, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of performance statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the overall presentation, structure and content of the statement of performance, including the disclosures, and whether the statement of performance represents the underlying events and results in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

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MELBOURNE  
25 September 2017

Tim Loughnan  
*as delegate for the Auditor-General of Victoria*

The background of the cover is a photograph of a modern, multi-story building with a large glass facade. The building has a curved top edge and a metallic finish. Through the glass, an office interior is visible, featuring desks, chairs, and bookshelves. The text is overlaid on the central part of the image.

**HINDMARSH SHIRE COUNCIL**

**FINANCIAL REPORT**

**FOR THE PERIOD ENDING  
30 SEPTEMBER 2017**

**Hindmarsh Shire Council  
Management Financial Report  
For the period ending 30 September 2017**

**COMMENTARY**

**General**

This report is for the period ending 30 September 2017.

The Financial report provides financial reporting and variances against budget. This report incorporates Year to Date actual and variance figures for the three months up to 30 September 2017.

**Dashboard**

The Dashboard provides Council with a set of graphs detailing of both financial and non-financial items.

**Executive Summary**

The Executive Summary provides Council with a summary of financial items comparing year to date actuals against year to date budget.

**Financials**

Attached to this report are a set of financial statements consisting of an Income Statement, Balance Sheet, Cash Flow Statement, Capital Works Schedule and Detailed Program Expenditure. These statements are prepared in line with Australian Accounting Standards and the relevant regulations under the Local Government Act 1989, and the Local Government (Planning and Reporting) Regulations 2014. The statements provide YTD Actual data with a comparison against YTD Budget figures.

A brief summary of the major budget variances is outlined on the following pages.

**Comprehensive Income Statement**

The Comprehensive Income Statement shows an operating surplus for the period 1 July to 30 September of \$5,627,410 compared to a budgeted surplus of \$5,211,216.

There are a number of items that make up the overall variances between actual and budget. Explanation of material variances have been detailed against the Comprehensive Income Statement report.

**Balance Sheet and Cash Flow**

Cash and cash equivalents at 30 September shows a balance of \$10,154,011. The higher than expected cash is due to the early payment of the 2017/18 Victorian Grants Commission payment.

**Capital Expenditure**

This report shows Capital works expenditure for the period 1 July to 30 September 2017.

There are a number of items that make up the overall variances between actual and budget. Explanation of material variances have been detailed against the Capital Works report.

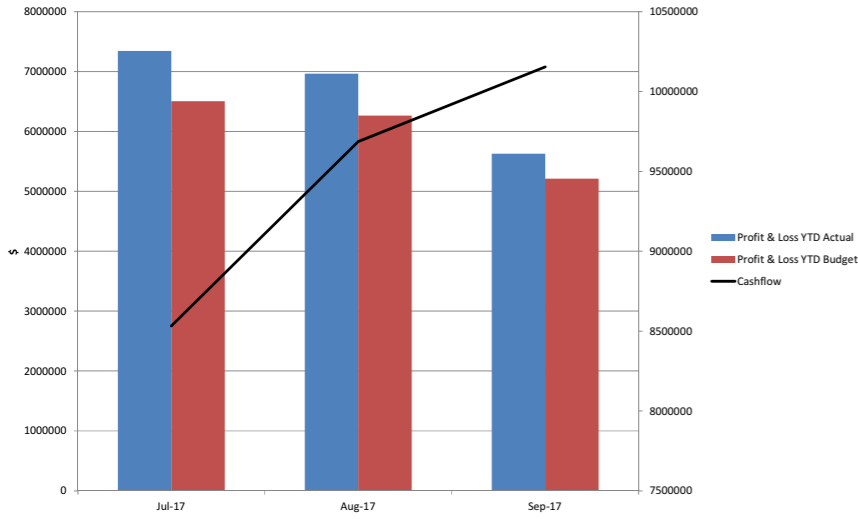
**Detailed Income / Expenditure**

The Detailed Income / Expenditure report now includes Commitments. Online Requisitions were implemented during 2016/17 allowing for more accurate reporting. Any requisitions entered into the financial system that have not been paid show in the Commitments column.



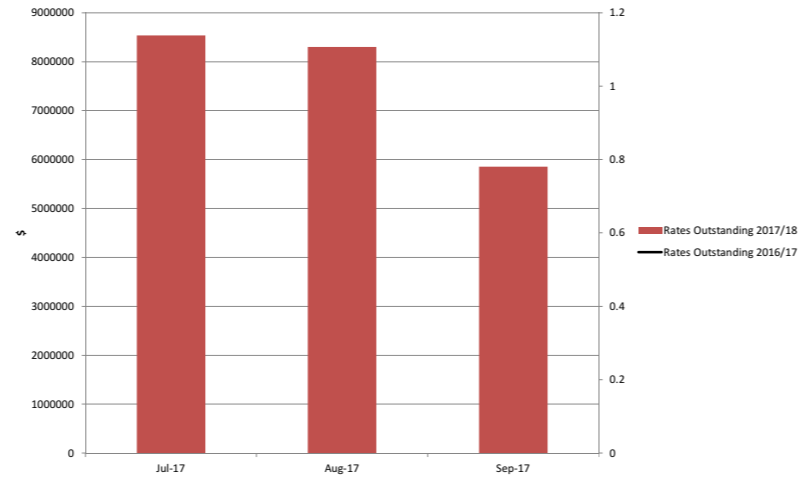
### Hindmarsh Shire Council Performance Dashboard For the period ending 30 September 2017

Profit & Loss

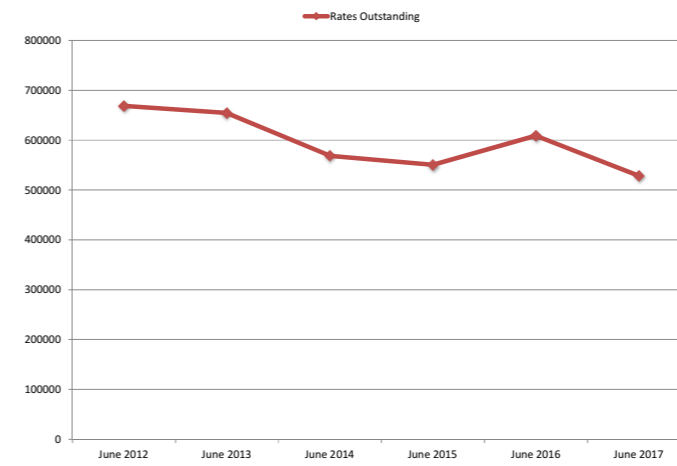


Outstanding Debtors, Rates & Infringements

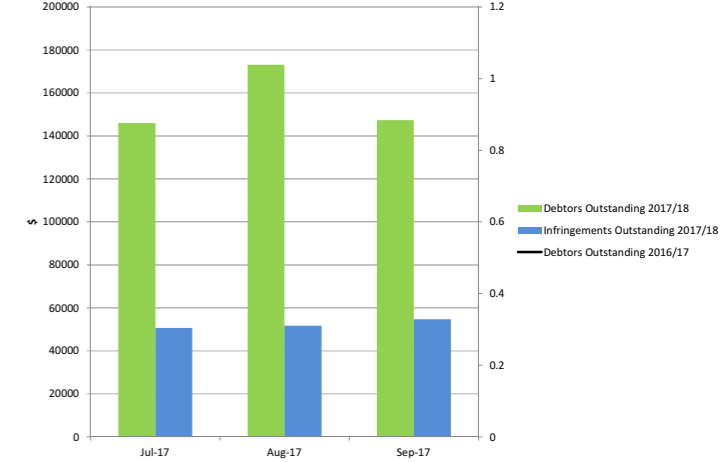
Rates Outstanding



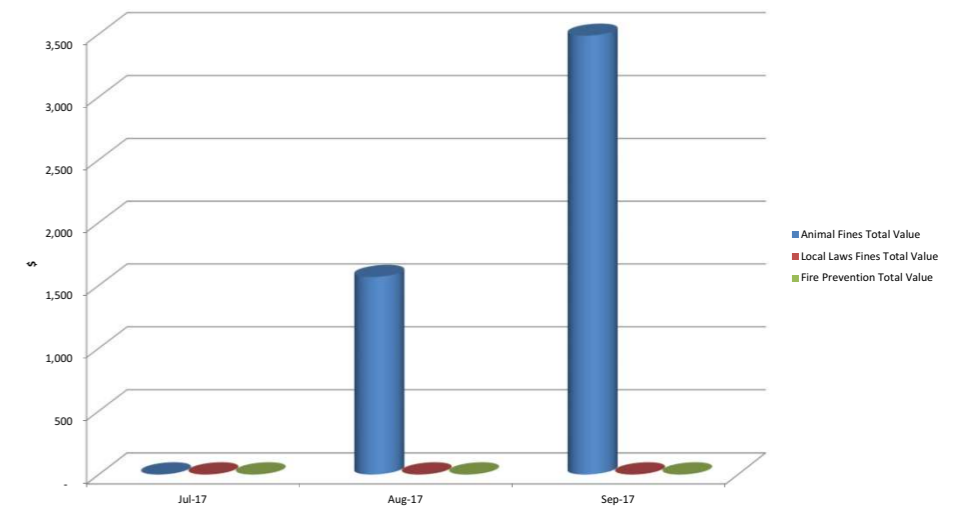
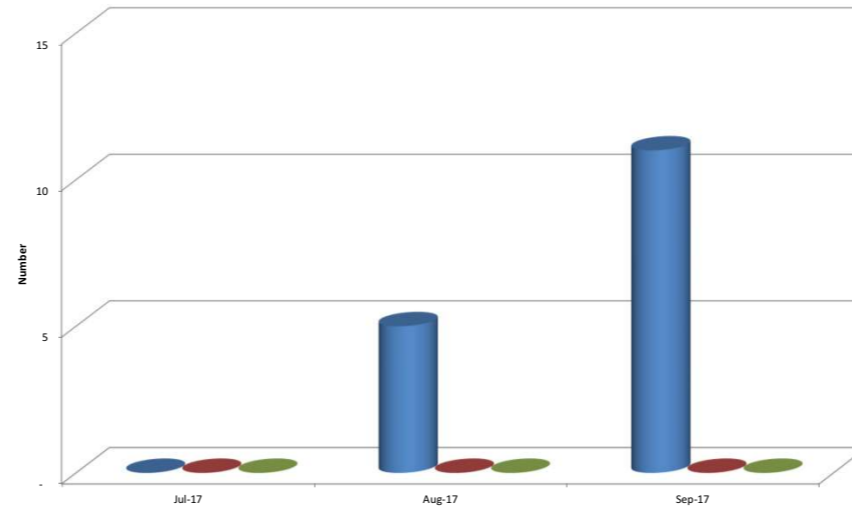
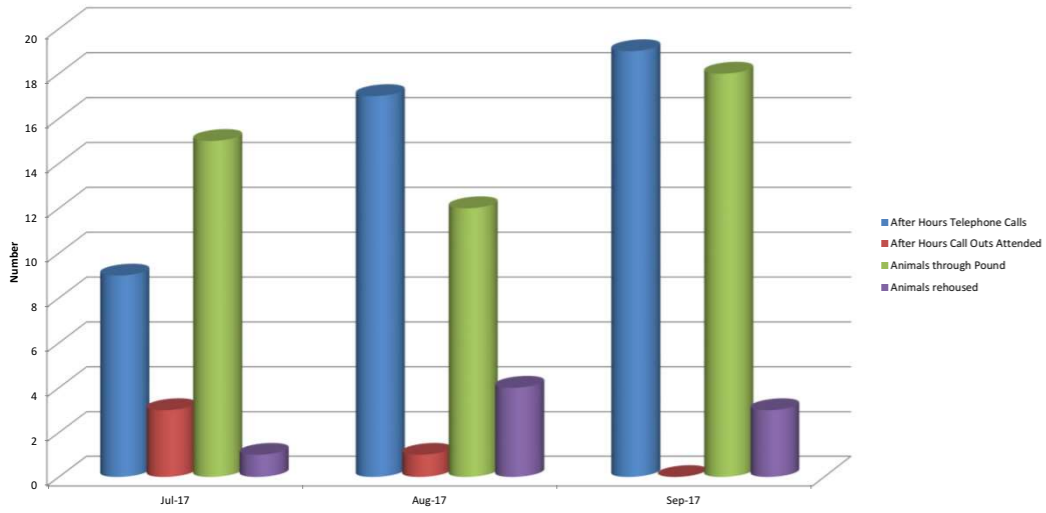
Rates Arrears



Debtors & Infringements

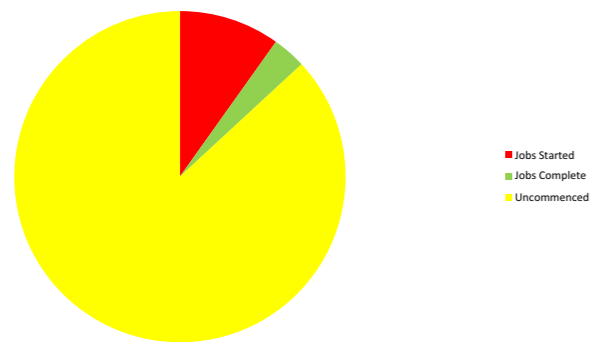


Local Laws



Capital Works

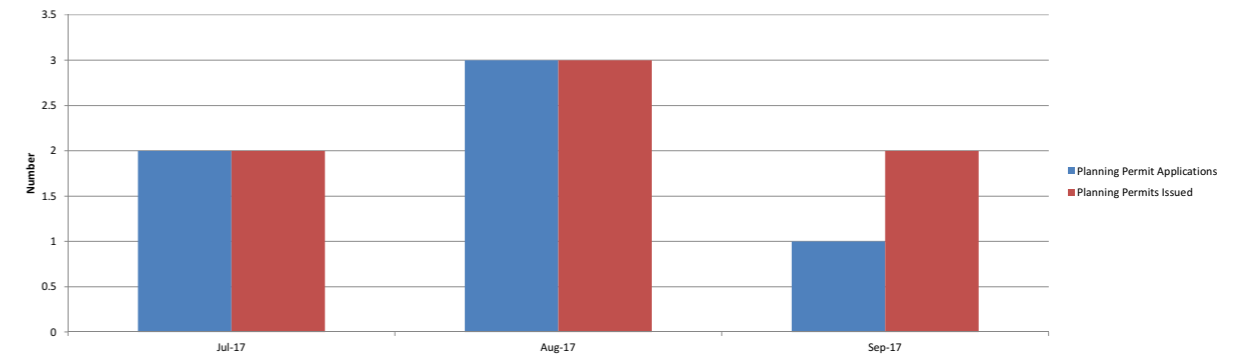
Capital Works



Building data unavailable this quarter

Building & Planning

Planning



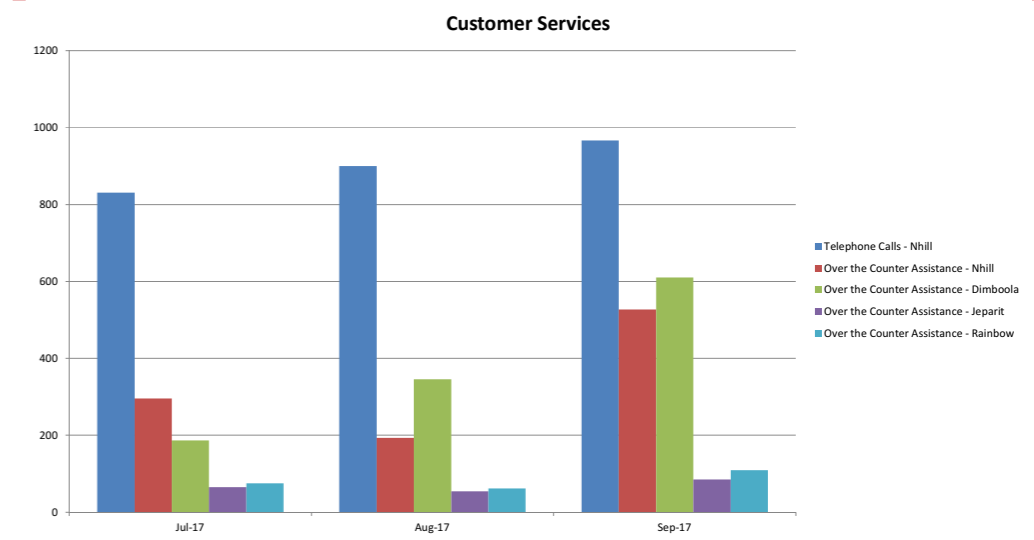
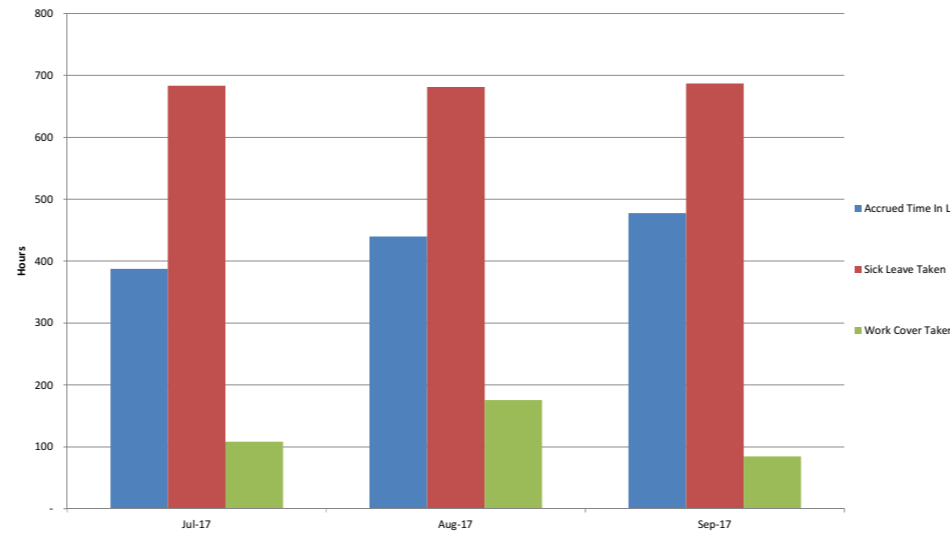
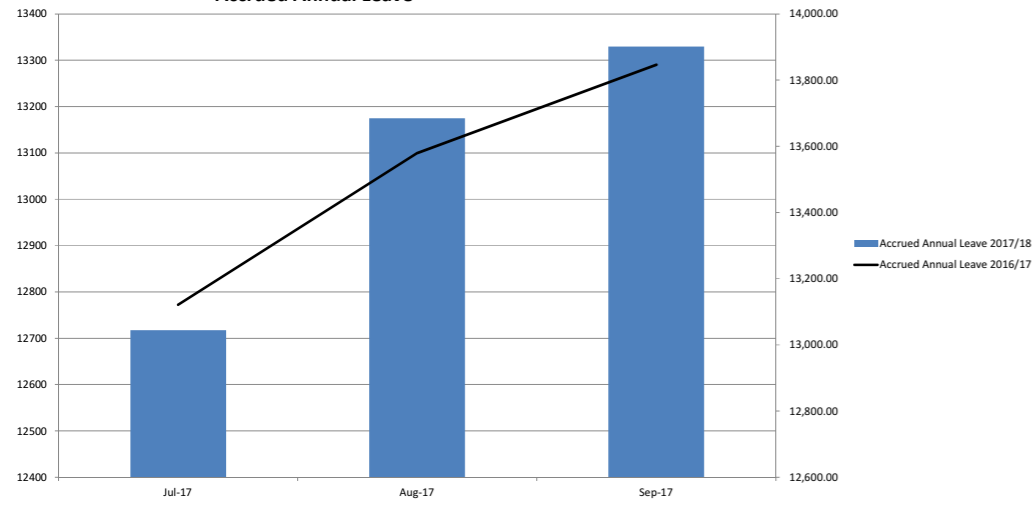


Hindmarsh Shire Council Performance Dashboard  
For the period ending 30 September 2017  
(Continued)

Human Resources

Customer Services

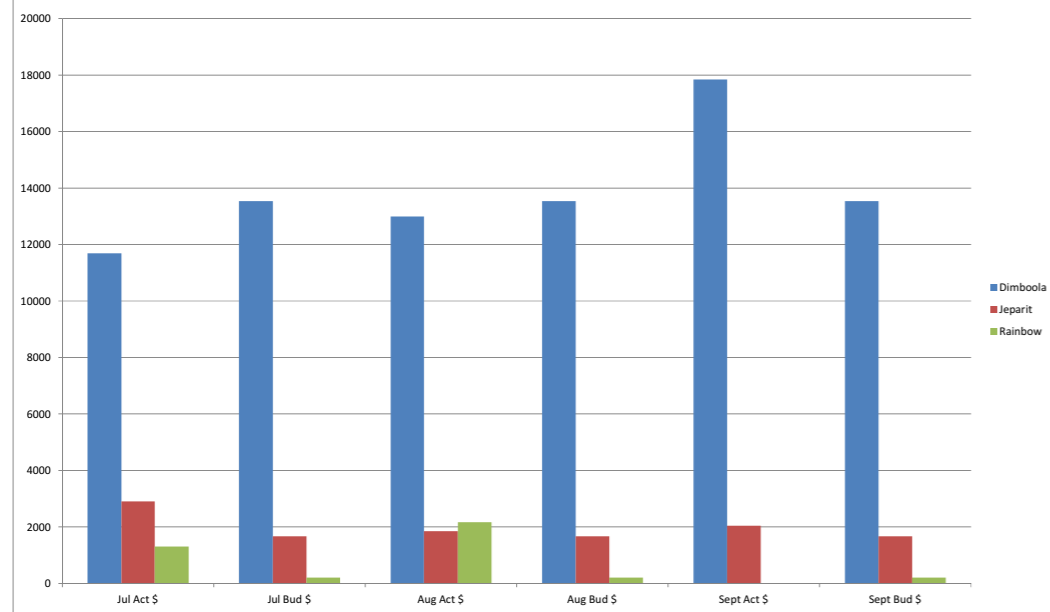
Accrued Annual Leave



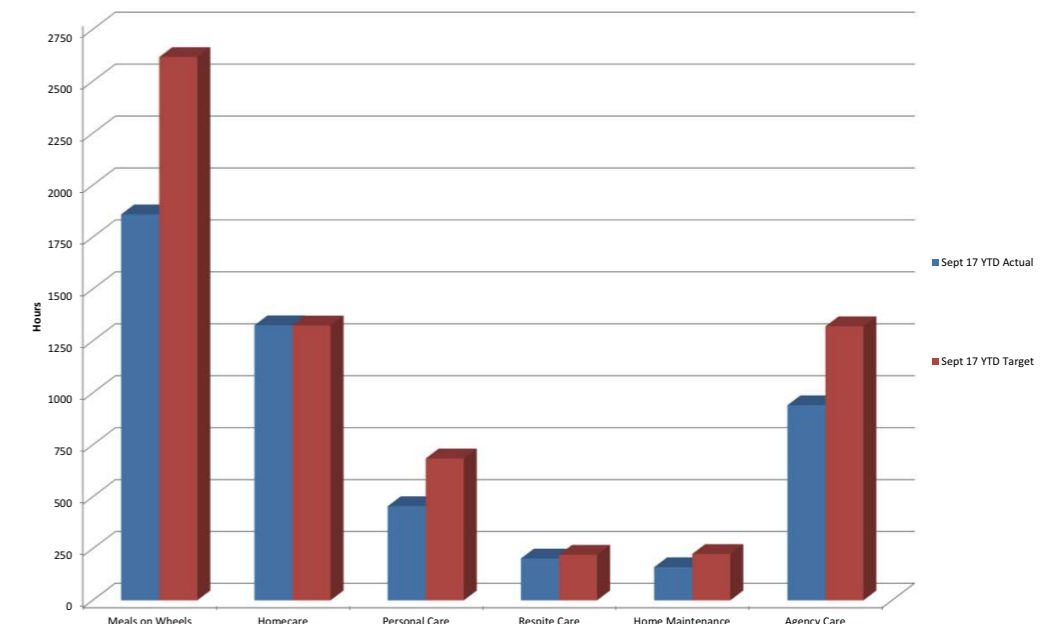
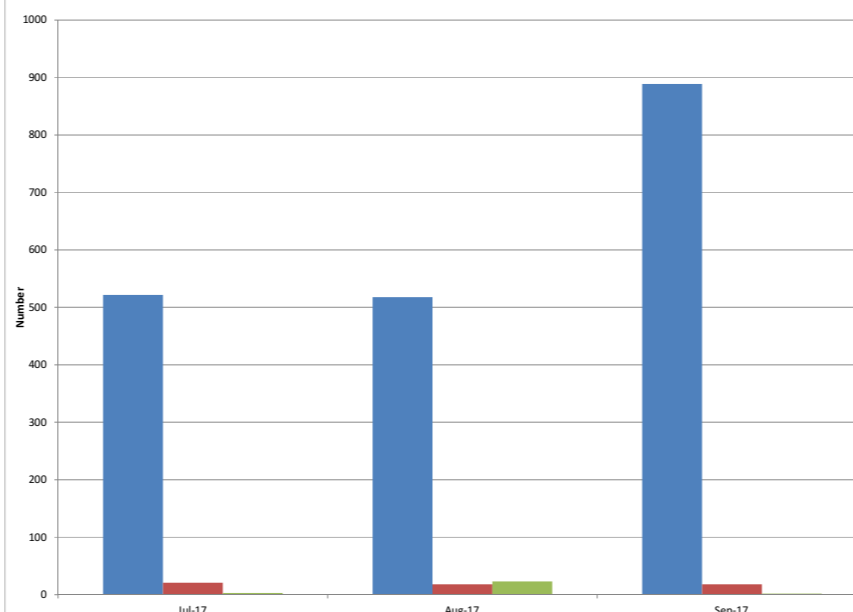
Caravan Parks

Aged & Disability Services

Caravan Park Revenue

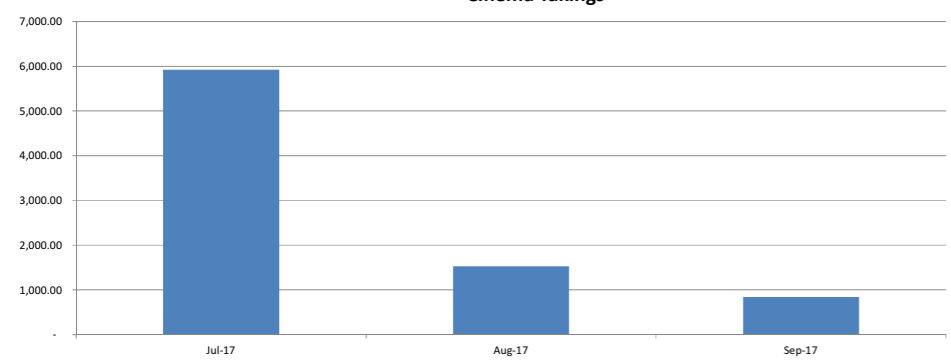


Caravan Park Visitors

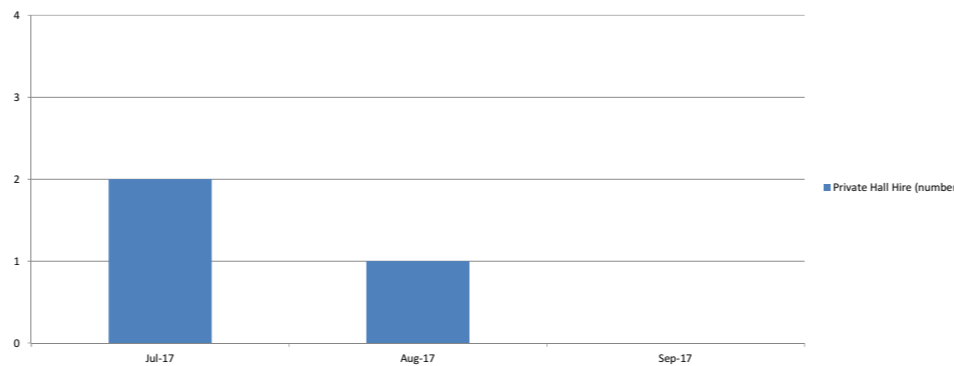


Nhill Memorial Community Centre

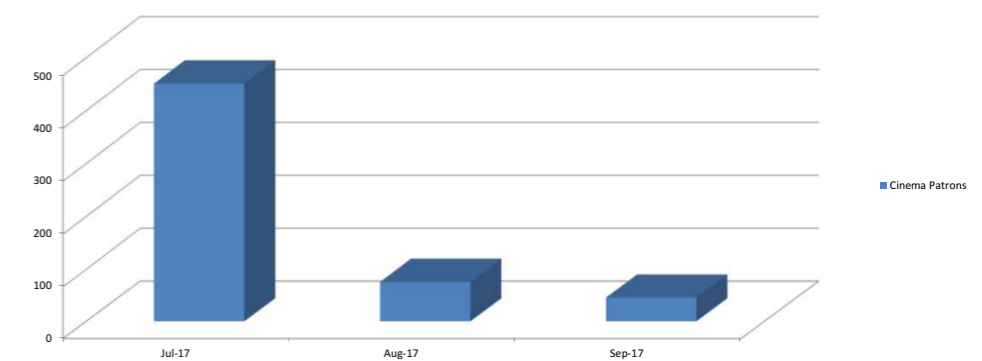
Cinema Takings



Private Hall Hire



Cinema Patrons



**Hindmarsh Shire Council  
Executive Summary  
As at 30 September 2017**

	<b>Actual YTD September 2017</b>	<b>Budget YTD September 2017</b>	<b>Indicator</b>
Rates & Charges Collected	2,798,051	2,080,573	
Income Statement Operating Surplus	5,627,410	5,867,340	
Adjusted underlying surplus	5,619,865	5,735,215	
Cash & Investments	10,154,011	5,867,340	
Rates Debtors	6,051,601		
Sundry Debtors	143,571		
Infringement Debtors	54,655		
Balance Sheet Working Capital	14,532,710	9,503,250	
Total Operating Revenue	9,923,096	10,342,986	
Total Operating Expenditure	4,295,685	4,475,646	
Capital Works Expenditure	498,589	1,805,834	

**Indicator Legend**

	No action required
	Requires active monitoring
	Immediate action required

**Hindmarsh Shire Council**  
**Comprehensive Income Statement**  
**For The Period 1 July to 30 September 2017**

	YTD Actual \$	YTD Budget \$	YTD Variance \$	Ref
<b>Income</b>				
Rates and charges	8,338,017	8,322,293	15,724	1
Statutory fees and fines	5,847	3,248	2,599	
User fees & Reimbursements	217,224	235,431	(18,207)	2
Contributions - cash	1,998	1,443	555	
Grants - operating (recurrent)	723,745	721,007	2,738	
Grants - operating (non-recurrent)	20,667	22,140	(1,473)	
Grants - capital (recurrent)	393,000	379,560	13,440	
Grants - capital (non-recurrent)	18,000	100,000	(82,000)	3
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	10,455	32,125	(21,670)	
Interest	39,589	29,985	9,604	
Other income	154,554	495,754	(341,200)	4
<b>Total Income</b>	<u>9,923,096</u>	<u>10,342,986</u>	<u>(419,890)</u>	
<b>Expenses</b>				
Employee costs	1,878,891	1,688,287	190,604	5
Materials and services	749,186	1,151,772	(402,586)	6
Depreciation	1,199,839	1,258,104	(58,265)	7
Other expenses	467,769	377,483	90,286	8
<b>Total expenses</b>	<u>4,295,685</u>	<u>4,475,646</u>	<u>(179,961)</u>	
Share of net profits/(losses) of associates and joint ventures accounted for by the equity method	-	-	-	
<b>Surplus (deficit) for the year to date</b>	<u>5,627,410</u>	<u>5,867,340</u>	<u>(239,930)</u>	
Other comprehensive income	-	-	-	
<b>Comprehensive result</b>	<u><u>5,627,410</u></u>	<u><u>5,867,340</u></u>	<u><u>(239,930)</u></u>	



**Comprehensive Income Statement**  
**Explanation of material variations**  
**For The Period 1 July to 30 September 2017**

Variance Ref	Item	Explanation
1	Rates & Charges	Rates & Charges are slightly higher than budget due to supplementary valuations being included.
2	User Fees & Reimbursements	User Fees & Reimbursements are under budget due to reduced income from Agency Home Care, Animal Registration Fees, Nhill Memorial Community Centre and Private Works. Caravan Park Fees are currently over budget.
3	Grants - Capital (Non-recurrent)	Council received a grant for a Variable Message Sign that was not budgeted for, the budgeted skate park grant was received in June 2017.
4	Other Income	Other income is below budget due a reduction in Quarry Materials used on jobs and Plant recovery.
5	Employee Costs	Employee costs are currently over budget due to staff working on recurrent projects, and not yet commencing capital works projects, along with the full year's Workcover premium being paid in August.
6	Materials & Services	Materials and Services are under budget due under expenditure and timing of invoices in Utilities, Fuel & Lubricants, Meals on Wheels contracts, Rural Tree Trimming, Kerbside Garbage and Recycling collection, and Quarry expenditure.
7	Depreciation	A full reconciliation for Depreciation will occur with End of Year processes.
8	Other Expenses	Other expenses are over budget due to the full year payment of Council's Insurances.

**Hindmarsh Shire Council**  
**Balance Sheet**  
**For the period ending 30 September 2017**

	Actual 2017/18 \$	Actual 2016/17 \$	Ref
<b>Current assets</b>			
Cash and cash equivalents	10,154,011	9,693,785	
Rates and other receivables	6,792,043	839,294	1
Other assets & Inventories	270,565	275,466	
<b>Total current assets</b>	<u>17,216,620</u>	<u>10,808,545</u>	
<b>Non-current assets</b>			
Investments In associates by equity method	450,136	450,136	
Infrastructure, Property and Plant and Equipment	157,182,401	158,382,239	
Capital Expenditure 2017/18	498,589	0	2
Trade and other receivables	2,377	2,463	
<b>Total non-current assets</b>	<u>158,133,503</u>	<u>158,834,839</u>	
<b>Total assets</b>	<u>175,350,123</u>	<u>169,643,383</u>	
<b>Current liabilities</b>			
Trade and other payables	287,040	1,056,293	
Trust Funds and Deposits	851,654	11,728	3
Provisions	1,545,216	1,542,569	
<b>Total current liabilities</b>	<u>2,683,910</u>	<u>2,610,590</u>	
<b>Non current liabilities</b>			
Provisions	298,164	292,154	
<b>Total non-current liabilities</b>	<u>298,164</u>	<u>292,154</u>	
<b>Total liabilities</b>	<u>2,982,074</u>	<u>2,902,744</u>	
<b>Net assets</b>	<u>172,368,049</u>	<u>166,740,639</u>	
<b>Equity</b>			
Accumulated surplus	63,327,067	63,327,067	
Surplus/(Deficit) for period	5,627,410	0	
Asset revaluation reserve	103,413,572	103,413,572	
<b>Total equity</b>	<u>172,368,049</u>	<u>166,740,639</u>	

**Balance Sheet**  
**Explanation of material variations**  
**For The Period 1 July to 30 September 2017**

<b>Variance</b>		
<b>Ref</b>	<b>Item</b>	<b>Explanation</b>
1	Rates & Other Receivables	Rates and other receivables reflects the total rates outstanding as at 30 September 2017 for the 2017/18 financial year.
2	Capital Expenditure	Capital Expenditure for the period ending year ending 30 September 2017 was \$498,589. Refer to the Capital Works report for further information.
3	Trust Funds and Deposits	As at 30 September Council holds \$839,902 for the Fire Services Levy which will be remitted during the 2017/18 financial year and \$11,752 in refundable deposits.

**Hindmarsh Shire Council  
Statement of Cash Flows  
For the Period Ending 30 September 2017**

**Cash Flows from Operating Activities**

	<b>Inflows/ (Outflows)</b>
<b>Receipts</b>	
Rates & Charges	2,798,051
Statutory Fees and Fines	3,660
User Fees	194,088
Interest	39,589
Contributions - Cash	1,998
Grants - Recurrent	744,412
Net GST refund/(payment)	114,033
Grants - Non Recurrent	411,000
Other Revenue	154,554
<b>Payments</b>	
Employee Costs	(1,870,231)
Other Expenses	(472,212)
Suppliers	(1,509,098)
	609,844
<b>Net cash inflow/(outflow) from operating activities</b>	<b>609,844</b>

**Cash Flows from Investing Activities**

Payments for Property Plant and Equipment and Infrastructure	(498,590)
Proceeds from sale of Property Plant and Equipment	10,455
<b>Net cash inflow (outflow) from investing activities</b>	<b>(488,135)</b>
<b>Cash flows from Financing activities</b>	
Trust	338,515
<b>Net cash inflow (outflow) from financing activities</b>	<b>338,515</b>

<b>Net increase/(decrease) in cash held</b>	460,224
Cash at beginning of the period	9,693,785
<b>Cash at end of the period</b>	<b>10,154,011</b>

**Hindmarsh Shire Council**  
**Capital Works**  
**For The Period 1 July to 30 September 2017**

	YTD Actual \$	YTD Budget \$	YTD Variance \$	Ref
<b>Property</b>				
Land	-	-	-	
<b>Total Land</b>	-	-	-	
Buildings	42,356	365,000	322,644	1
<b>Total Buildings</b>	42,356	365,000	(322,644)	
<b>Total Property</b>	42,356	365,000	(322,644)	
<b>Plant and Equipment</b>				
Plant, machinery and equipment	225,102	208,865	(16,237)	
Fixtures, fittings and furniture	(3,935)	12,384	16,319	
<b>Total Plant and Equipment</b>	221,167	221,249	82	
<b>Infrastructure</b>				
Roads	159,743	993,867	834,124	2
Bridges	-	81,219	81,219	3
Footpaths and cycleways	67,339	1,569	(65,770)	4
Drainage	6,595	2,880	(3,715)	
Other infrastructure	1,389	140,050	138,661	5
<b>Total Infrastructure</b>	235,066	1,219,585	(984,519)	
<b>Total Capital Works Expenditure</b>	498,589	1,805,834	1,307,245	
<b>Represented by:</b>				
New asset expenditure	34,106	142,174	108,068	
Asset renewal expenditure	349,745	1,187,360	837,615	
Asset expansion expenditure	-	-	-	
Asset upgrade expenditure	114,738	476,300	361,562	
<b>Total Capital Works Expenditure</b>	498,589	1,805,834	1,307,245	

**Capital Works**  
**Explanation of material variations**  
**For The Period 1 July to 30 September 2017**

<b>Variance Ref</b>	<b>Item</b>	<b>Explanation</b>
1	Buildings	Work on the Dimboola Library Incorporating the Civic Hub has not yet commenced.
2	Roads	Capital works commencement has been delayed due to the 2017/18 budget not being adopted until 23 August 2017.
3	Bridges	Work on the Albacutya Bridge have not yet commenced.
4	Footpaths and cycleways	Footpath works in Bow Street Rainbow as budgeted in 2016/17 commenced in June 2017. Works have been completed in the 2017/18 financial year.
5	Other Infrastructure	Work on Skate Park construction as budgeted has been delayed due to the Tender being readvertised.

**Detailed Income / Expenditure for the period ending 30 September 2017**

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
<b>101 Community Development</b>			
<b>Income</b>			
10125 Karen Community Capacity Building - Grant	\$153.49	\$ .00	\$ .00
10173 Local History Jeparit Heritage Walk - Grant	\$980.00	\$ .00	\$ .00
10174 Rainbow Desert Enduro - Grant	(\$10,000.00)	\$ .00	\$ .00
<b>Income Total</b>	<b>(\$8,866.51)</b>	<b>\$ .00</b>	<b>\$ .00</b>
	<b>(\$8,866.51)</b>	<b>\$ .00</b>	<b>\$ .00</b>
<b>Expenditure</b>			
10100 Indoor Salaries	\$21,218.04	\$ .00	\$85,092.00
10102 Contract and Materials	\$487.37	\$159.81	\$3,500.00
10104 Town Committees - Council Contribution	\$30,000.00	\$ .00	\$30,000.00
10107 Community Planning Workshops	\$ .00	\$ .00	\$1,000.00
10108 Multi-cultural support	\$ .00	\$ .00	\$3,500.00
10109 Memberships and Subscriptions	\$ .00	\$ .00	\$4,700.00
10116 Software & Licence Fees	\$138.09	\$150.80	\$1,300.00
10118 Reconciliation Activities	\$ .00	\$ .00	\$2,000.00
10123 Rainbow Desert Enduro	\$17,539.01	\$ .00	\$6,500.00
10145 Telecommunication	\$514.30	\$ .00	\$2,400.00
<b>Expenditure Total</b>	<b>\$69,896.81</b>	<b>\$310.61</b>	<b>\$139,992.00</b>
<b>102 Maternal and Child Health</b>			
<b>Expenditure</b>			
10200 Indoor Salaries	\$2,207.31	\$ .00	\$8,451.00
10204 Building Maintenance	\$331.36	\$ .00	\$4,080.00
10244 Utilities	\$179.10	\$ .00	\$1,092.00
10245 Telecommunications	\$63.54	\$ .00	\$480.00
10247 Depreciation on Buildings	\$997.50	\$ .00	\$3,990.00
<b>Expenditure Total</b>	<b>\$3,778.81</b>	<b>\$ .00</b>	<b>\$18,093.00</b>
<b>103 Kindergarten Services</b>			
<b>Expenditure</b>			

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
10300 Indoor Salaries	\$5,185.35	\$ .00	\$15,121.00
10304 Building Maintenance	\$2,182.08	\$764.55	\$14,700.00
10305 Kindergarten Subsidy	\$ .00	\$ .00	\$79,213.00
10344 Utilities	\$349.01	\$ .00	\$15,000.00
10345 Telecommunication	\$213.63	\$ .00	\$2,400.00
10347 Depreciation	\$17,490.66	\$ .00	\$63,000.00
10351 Nhill Early Years Centre	\$5,334.98	\$ .00	\$ .00
<b>Expenditure Total</b>	<b>\$30,755.71</b>	<b>\$764.55</b>	<b>\$189,434.00</b>
<b>Capital</b>			
10351 Nhill Early Years Centre	\$21,423.53	\$2,146.00	\$ .00
<b>Capital Total</b>	<b>\$21,423.53</b>	<b>\$2,146.00</b>	<b>\$ .00</b>
<b>104 Youth Services</b>			
<b>Income</b>			
10471 Freeza	(\$13,377.27)	\$ .00	(\$24,500.00)
10474 VicHealth - Grant	\$700.00	\$ .00	\$ .00
10476 Walk to School - Grant	\$ .00	\$ .00	(\$8,600.00)
<b>Income Total</b>	<b>(\$12,677.27)</b>	<b>\$ .00</b>	<b>(\$33,100.00)</b>
<b>Expenditure</b>			
10400 Indoor Salaries	\$14,361.86	\$ .00	\$56,964.00
10402 Contracts and Materials	\$140.91	\$ .00	\$1,500.00
10403 Advertising	\$513.64	\$ .00	\$1,000.00
10404 VicHealth Bright Futures	\$461.00	\$ .00	\$ .00
10405 Freeza	\$6,065.21	\$85.84	\$24,500.00
10406 ABC Heywire - Back to Bush	\$194.17	\$ .00	\$ .00
10407 Hindmarsh Youth Council	\$ .00	\$ .00	\$10,000.00
10411 Walk to School	\$1,941.95	\$ .00	\$8,600.00
<b>Expenditure Total</b>	<b>\$23,678.74</b>	<b>\$85.84</b>	<b>\$102,564.00</b>
<b>105 Aged and Disability Services</b>			
<b>Income</b>			



<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
10570 Meals on Wheels Grant	(\$8,934.95)	\$ .00	(\$17,624.00)
10571 Meals on Wheels Fees	\$ .00	\$ .00	(\$53,135.00)
10572 General Home Grant	(\$62,880.16)	\$ .00	(\$247,476.00)
10573 General Home Care Fees	(\$9,812.68)	\$ .00	(\$39,750.00)
10574 Case Assessment Grant	(\$23,366.68)	\$ .00	(\$91,039.00)
10575 Personal Care Grant	(\$19,421.66)	\$ .00	(\$76,403.00)
10576 Personal Care Fees	(\$990.52)	\$ .00	(\$7,075.00)
10577 Respite Care Grant	(\$10,487.93)	\$ .00	(\$41,189.00)
10578 Respite Care Fees	(\$915.45)	\$ .00	(\$4,420.00)
10579 Home Care Property Maintenance Grant	(\$11,074.65)	\$ .00	(\$43,580.00)
10580 Home Care Property Maintenance Fees	(\$1,845.00)	\$ .00	(\$11,250.00)
10581 Agency Home Care Fees	(\$46,926.44)	\$ .00	(\$250,000.00)
10582 Senior Citizen - Home Care - Grant	(\$12,078.38)	\$ .00	(\$22,567.00)
10584 Volunteer Coordination Grant	(\$872.75)	\$ .00	(\$9,715.00)
10585 Seniors Week Grant	(\$2,470.68)	\$ .00	(\$2,600.00)
10586 Senior Week - User Fee	\$ .00	\$ .00	(\$1,000.00)
10588 Community Transport Fees	(\$926.67)	\$ .00	(\$1,500.00)
<b>Income Total</b>	<b>(\$213,004.60)</b>	<b>\$ .00</b>	<b>(\$920,323.00)</b>
<b>Expenditure</b>			
10500 Indoor Salaries	\$64,347.25	\$ .00	\$241,869.00
10502 Contracts and Materials	\$1,989.93	\$539.82	\$8,000.00
10503 Advertising	\$ .00	\$ .00	\$500.00
10504 Meals on Wheels - Contracts	\$770.99	\$ .00	\$63,710.00
10505 General Home Care Salaries	\$60,486.07	\$ .00	\$164,671.00
10506 Personal Care Salaries	\$12,448.90	\$ .00	\$43,964.00
10507 Respite Care Salaries	\$12,681.02	\$ .00	\$27,465.00
10508 Agency Home Care Salaries	\$46,383.63	\$ .00	\$232,000.00
10509 Property Maintenance - Home Care - Salaries	\$6,795.58	\$1,096.93	\$24,543.00
10510 Software Maintenance Contract	\$ .00	\$ .00	\$10,000.00
10512 Printing & Postage	\$ .00	\$ .00	\$2,500.00
10513 Senior Citizens - General Expenditure	\$454.55	\$ .00	\$3,000.00
10514 Seniors Week	\$54.73	\$600.00	\$3,600.00
10515 Insurance - Senior Citizens Club Rooms	\$ .00	\$ .00	\$2,500.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
10516 Memberships and Subscriptions	\$72.73	\$ .00	\$500.00
10517 Implement Ageing Strategy	\$ .00	\$ .00	\$2,000.00
10518 Home Care Staff - Training	\$1,070.05	\$ .00	\$14,000.00
10519 Senior Citizens Building Maintenance	\$1,851.80	\$ .00	\$10,000.00
10520 Senior Citizens Centre Cleaning	\$1,063.02	\$ .00	\$7,095.00
10523 Senior Citizens Utilities	\$ .00	\$ .00	\$685.00
10524 Seniors Week Intergenerational Arts Projects	\$205.59	\$ .00	\$ .00
10545 Telecommunications	\$1,594.53	\$ .00	\$7,000.00
10547 Depreciation - Plant & Equipment	\$3,422.28	\$ .00	\$10,641.00
<b>Expenditure Total</b>	<b>\$215,692.65</b>	<b>\$2,236.75</b>	<b>\$880,243.00</b>
<b>Capital</b>			
10550 HACC Minor Capital	\$1,194.09	\$ .00	\$ .00
<b>Capital Total</b>	<b>\$1,194.09</b>	<b>\$ .00</b>	<b>\$ .00</b>
<b>106 Health Promotion</b>			
<b>Income</b>			
10670 Health Registration Fees	(\$530.00)	\$ .00	(\$22,000.00)
10671 Septic Tank Fees	(\$296.00)	\$ .00	(\$1,000.00)
10672 Tobacco Activity	\$ .00	\$ .00	(\$5,775.00)
10673 Immunisation Services Grant	(\$200.00)	\$ .00	\$ .00
10674 Mosquito Management	(\$2,347.21)	\$ .00	\$ .00
<b>Income Total</b>	<b>(\$3,373.21)</b>	<b>\$ .00</b>	<b>(\$28,775.00)</b>
<b>Expenditure</b>			
10600 Indoor Salaries	\$21,819.86	\$ .00	\$102,759.00
10602 Contracts and Materials	\$451.10	\$ .00	\$5,500.00
10604 Software Maintenance Contract	\$2,816.55	\$ .00	\$2,900.00
10605 Environment & Health Officer Contribution to WWSC	\$5,646.60	\$ .00	\$5,660.00
10606 Health & Wellbeing Plan Implementation	\$ .00	\$ .00	\$1,000.00
<b>Expenditure Total</b>	<b>\$30,734.11</b>	<b>\$ .00</b>	<b>\$117,819.00</b>
<b>108 Libraries</b>			

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
<b>Income</b>			
10870 Library Grant	\$ .00	\$ .00	(\$102,809.00)
10872 Dimboola Civic Precinct	\$ .00	\$ .00	(\$500,000.00)
<b>Income Total</b>	<b>\$ .00</b>	<b>\$ .00</b>	<b>(\$602,809.00)</b>
<b>Expenditure</b>			
10800 Indoor Salaries	\$1,355.62	\$ .00	\$6,233.00
10804 Council Contribution to WRLC	\$38,857.25	\$ .00	\$258,238.00
10805 Cleaning - Nhill and Dimbolla Libraries	\$795.02	\$ .00	\$5,650.00
10806 Building Maintenance - Nhill & Dimboola Libraries	\$340.19	\$ .00	\$4,080.00
10844 Utilities	\$162.46	\$ .00	\$3,359.00
10845 Telecommunications	\$323.34	\$ .00	\$2,100.00
<b>Expenditure Total</b>	<b>\$41,833.88</b>	<b>\$ .00</b>	<b>\$279,660.00</b>
<b>Capital</b>			
10852 Dimboola Civic Precinct	\$5,500.00	\$35,750.00	\$700,000.00
<b>Capital Total</b>	<b>\$5,500.00</b>	<b>\$35,750.00</b>	<b>\$700,000.00</b>
<b>109 Arts &amp; Culture and Community Events</b>			
<b>Income</b>			
10970 Children`s Week - Grant	\$ .00	\$ .00	(\$500.00)
<b>Income Total</b>	<b>\$ .00</b>	<b>\$ .00</b>	<b>(\$500.00)</b>
<b>Expenditure</b>			
10900 Indoor Salaries	\$13,049.86	\$ .00	\$49,645.00
10904 Community Action Grant Program	\$4,000.00	\$ .00	\$30,000.00
10905 Children`s Week	\$ .00	\$ .00	\$500.00
10909 Meet & Greet Barbecue	\$ .00	\$ .00	\$2,000.00
10910 Regional Community Events (Arts & Culture)	\$506.37	\$ .00	\$14,000.00
10911 Youth & Volunteer Activities & Events	\$ .00	\$ .00	\$4,000.00
10915 International Day of People with Disabilities	\$ .00	\$ .00	\$1,000.00
10944 Utilities	\$917.27	\$ .00	\$4,650.00
10945 Telecommunications	\$69.23	\$ .00	\$500.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
<b>Expenditure Total</b>	<b>\$18,542.73</b>	<b>\$ .00</b>	<b>\$106,295.00</b>
<b>110 Recreation Programs</b>			
<b>Expenditure</b>			
11000 Indoor Salaries	\$3,183.71	\$ .00	\$11,386.00
<b>Expenditure Total</b>	<b>\$3,183.71</b>	<b>\$ .00</b>	<b>\$11,386.00</b>
<b>111 Public Order and Safety</b>			
<b>Income</b>			
11170 Animal Control Fines	(\$5,042.00)	\$ .00	(\$2,000.00)
11171 Animal Control Registration Fees	(\$4,899.98)	\$ .00	(\$82,000.00)
11172 Pound Fees	(\$1,556.80)	\$ .00	(\$1,000.00)
11173 Local Laws Fees	(\$552.55)	\$ .00	(\$2,000.00)
11174 Local Laws Fines	\$ .00	\$ .00	(\$1,000.00)
11175 School Crossing Grants	(\$7,462.00)	\$ .00	(\$4,848.00)
<b>Income Total</b>	<b>(\$19,513.33)</b>	<b>\$ .00</b>	<b>(\$92,848.00)</b>
<b>Expenditure</b>			
11100 Indoor Salaries	\$41,212.64	\$ .00	\$131,132.00
11102 Contracts and Materials	\$1,150.64	\$290.56	\$10,000.00
11103 Advertising	\$227.00	\$ .00	\$500.00
11104 Animal Registration- Department Fees	\$4,908.50	\$ .00	\$6,600.00
11105 Printing & Postage of Animal Notices	\$ .00	\$ .00	\$2,200.00
11145 Telecommunication	\$194.51	\$ .00	\$960.00
11147 Depreciation - Buildings	\$397.38	\$ .00	\$5,113.00
<b>Expenditure Total</b>	<b>\$48,090.67</b>	<b>\$290.56</b>	<b>\$156,505.00</b>
<b>112 Early Years</b>			
<b>Expenditure</b>			
11200 Early Years	\$8,872.04	\$ .00	\$36,473.00
<b>Expenditure Total</b>	<b>\$8,872.04</b>	<b>\$ .00</b>	<b>\$36,473.00</b>
<b>201 Local Roads and Bridges</b>			

Account	YTD Actuals	Committments	Annual Budget
<b>Income</b>			
20170 Roads to Recovery Grant	(\$393,000.00)	\$ .00	(\$1,518,849.00)
<b>Income Total</b>	<b>(\$393,000.00)</b>	<b>\$ .00</b>	<b>(\$1,518,849.00)</b>
<b>Expenditure</b>			
20100 Indoor Salaries	\$56,751.20	\$ .00	\$225,171.00
20104 Sealed Road Team Leader Inspections	\$6,814.65	\$ .00	\$15,600.00
20105 Sealed Road Programmed Inspections	\$5,303.33	\$ .00	\$24,000.00
20106 Sealed Road Shoulder Maintenance	\$2,740.87	\$819.00	\$193,800.00
20107 Sealed Road Pavement Patching and Repair	\$33,595.56	\$ .00	\$101,000.00
20108 Sealed Road Crack Sealing	\$8,451.40	\$ .00	\$32,000.00
20109 Sealed Road Edge Repairs	\$23,041.68	\$ .00	\$193,000.00
20110 Sealed Road Line Marking	\$3,272.16	\$ .00	\$26,520.00
20111 Unsealed Road Team Leader Inspections	\$5,035.81	\$ .00	\$23,970.00
20112 Unsealed Road Programmed Inspections	\$2,964.47	\$ .00	\$6,000.00
20113 Unsealed Road - Gravel Road Maintenance	\$286,394.36	\$ .00	\$721,400.00
20117 Unsealed Road Earth Grading	\$44,976.72	\$842.40	\$289,374.00
20118 Road Signage	\$19,444.35	(\$550.39)	\$54,060.00
20119 Guide Post Maintenance	\$26,172.77	\$ .00	\$34,870.00
20120 Gypsum Road Maintenance	\$40,385.24	\$ .00	\$43,500.00
20121 Bridge Maintenance	\$1,015.29	\$ .00	\$5,590.00
20122 Street Lighting	\$5,252.16	\$ .00	\$39,056.00
20124 Cathodic Protection - Antwerp Bridge	\$727.82	\$ .00	\$3,000.00
20125 Floods 2016	\$29,018.32	\$14,000.00	\$ .00
20147 Depreciation - Roads & Bridges	\$695,763.90	\$ .00	\$2,847,101.00
<b>Expenditure Total</b>	<b>\$1,297,122.06</b>	<b>\$15,111.01</b>	<b>\$4,879,012.00</b>
<b>Capital</b>			
20100 Indoor Salaries	\$35,304.25	\$ .00	\$102,567.00
20125 Floods 2016	\$4,932.00	\$3,630.00	\$ .00
20152 Kerb & Channel	\$8,494.26	(\$2,006.50)	\$385,820.00
20154 Reseals and Final Seals	\$2,880.66	\$ .00	\$564,235.00
20156 Sealed Road Construction	\$94,724.02	(\$10,215.46)	\$1,250,893.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
20158 Shoulder Resheet	\$6,280.57	\$ .00	\$356,709.00
20160 Unsealed Road Construction	\$7,127.41	(\$10,849.23)	\$576,544.00
20164 Bridges	\$ .00	\$ .00	\$325,000.00
<b>Capital Total</b>	<b>\$159,743.17</b>	<b>(\$19,441.19)</b>	<b>\$3,561,768.00</b>
<b>202 Drainage Management</b>			
<b>Expenditure</b>			
20200 Indoor Salaries	\$10,793.01	\$ .00	\$46,414.00
20204 Sealed Road Drainage and Culvert Maintenance	\$35,329.67	\$163.64	\$64,210.00
20205 Unsealed Road Drainage and Culvert Maintenance	\$31,708.47	\$ .00	\$114,760.00
20206 Underground Drainage Maintenance - Pits	\$3,540.11	\$ .00	\$16,830.00
20207 Underground Drainage Maintenance - Pipework	\$ .00	\$ .00	\$8,670.00
20208 Earth Gutter Maintenance	\$21,053.34	\$ .00	\$27,744.00
20209 Kerb and Channel Maintenance	\$1,688.26	\$ .00	\$6,120.00
20210 Urban Drainage Inspections	\$1,915.16	\$ .00	\$5,100.00
20247 Depreciation - Drainage & Kerb and Channel	\$79,935.72	\$ .00	\$321,631.00
<b>Expenditure Total</b>	<b>\$185,963.74</b>	<b>\$163.64</b>	<b>\$611,479.00</b>
<b>Capital</b>			
20200 Indoor Salaries	\$3,502.45	\$ .00	\$11,526.00
20251 Major Culverts	\$ .00	\$ .00	\$135,735.00
20252 Upper Regions St & Nursery Rd Upgrades	\$3,092.26	\$ .00	\$ .00
<b>Capital Total</b>	<b>\$6,594.71</b>	<b>\$ .00</b>	<b>\$147,261.00</b>
<b>203 Paths and Trails</b>			
<b>Expenditure</b>			
20300 Indoor Salaries	\$10,985.65	\$ .00	\$46,635.00
20304 Footpath Maintenance	\$9,373.85	\$ .00	\$33,660.00
20305 Footpath Inspections	\$ .00	\$ .00	\$1,704.00
20306 Footpath Programmed Inspections	\$1,375.59	\$ .00	\$6,253.00
20307 Footpath Tactile Removal	\$ .00	\$ .00	\$2,000.00
20347 Depreciation - Footpaths	\$38,937.96	\$ .00	\$158,599.00
<b>Expenditure Total</b>	<b>\$60,673.05</b>	<b>\$ .00</b>	<b>\$248,851.00</b>

Account	YTD Actuals	Committments	Annual Budget
<b>Capital</b>			
20300 Indoor Salaries	\$2,064.61	\$ .00	\$6,273.00
20353 Footpaths	\$65,274.77	(\$1,272.73)	\$148,447.00
<b>Capital Total</b>	<b>\$67,339.38</b>	<b>(\$1,272.73)</b>	<b>\$154,720.00</b>
<b>204 Tree Management</b>			
<b>Expenditure</b>			
20400 Indoor Salaries	\$5,779.27	\$ .00	\$21,819.00
20404 Rural Tree Trimming and Removal	\$37,947.13	\$ .00	\$150,700.00
20405 Urban Trees Lopping & Pruning and Removal	\$19,353.60	(\$2,090.00)	\$90,968.00
20406 Urban Trees Replacement Program	\$5,879.99	(\$327.27)	\$30,090.00
<b>Expenditure Total</b>	<b>\$68,959.99</b>	<b>(\$2,417.27)</b>	<b>\$293,577.00</b>
<b>205 Town Beautification</b>			
<b>Income</b>			
20561 Western Highway Median Maintenance	(\$7,544.00)	\$ .00	(\$7,544.00)
20562 Nhill Truck Trailer Exchange (A&P Location)	\$ .00	\$ .00	(\$12,000.00)
<b>Income Total</b>	<b>(\$7,544.00)</b>	<b>\$ .00</b>	<b>(\$19,544.00)</b>
<b>Expenditure</b>			
20500 Indoor Salaries	\$12,819.34	\$ .00	\$52,786.00
20504 Urban Streets - Mechanical Street Sweeping	\$10,537.63	\$ .00	\$44,880.00
20505 Commercial Area - Mechanical Street Sweeping	\$6,936.47	\$ .00	\$14,928.00
20506 Commercial Area Manual Street Sweeping	\$7,570.57	\$ .00	\$37,742.00
20507 Urban Area Litter Removal	\$13,885.20	\$ .00	\$48,804.00
20508 Commercial Area Litter Removal	\$13,601.19	\$ .00	\$51,592.00
20509 Public Toilet Building Maintenance	\$2,797.16	(\$90.91)	\$20,000.00
20510 Public Toilet Cleaning	\$29,936.71	\$126.00	\$115,785.00
20511 Parks and Gardens - Lawn Mowing and Maintenance	\$18,410.70	\$205.45	\$63,766.00
20512 Parks and Gardens - Watering	\$238.95	\$ .00	\$6,750.00
20513 Parks and Gardens - Infrastructure Maintenance	\$8,339.15	(\$432.28)	\$38,872.00
20514 Parks and Gardens - Garden Beds	\$17,385.79	(\$217.45)	\$36,200.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
20515 Parks and Gardens - Grass Maintenance	\$19,608.98	\$ .00	\$55,652.00
20516 Parks and Gardens - Playground Inspections	\$2,559.58	\$ .00	\$13,158.00
20517 Parks and Gardens - Playground Maintenance	\$8,460.43	(\$5,318.18)	\$38,703.00
20522 Western Highway Median Maintenance	\$4,353.27	\$ .00	\$10,710.00
20523 Nhill Truck Trailer Exchange (A&P Location)	\$1,952.05	\$ .00	\$6,120.00
20526 Roy Street Garden Beds	\$ .00	\$ .00	\$3,000.00
20544 Utilities	\$5,431.78	\$ .00	\$49,238.00
20547 Depreciation	\$18,829.65	\$ .00	\$76,485.00
<b>Expenditure Total</b>	<b>\$203,654.60</b>	<b>(\$5,727.37)</b>	<b>\$785,171.00</b>
<b>206 Community Centres and Public Halls</b>			
<b>Income</b>			
20672 Nhill Memorial Community Centre	(\$8,345.42)	\$ .00	(\$50,000.00)
<b>Income Total</b>	<b>(\$8,345.42)</b>	<b>\$ .00</b>	<b>(\$50,000.00)</b>
<b>Expenditure</b>			
20600 Indoor Salaries	\$25,730.69	\$ .00	\$96,668.00
20603 Advertising	\$186.48	(\$25.45)	\$3,000.00
20604 Nhill Community Centre Maintenance	\$2,181.15	\$1,371.64	\$16,320.00
20605 Public Halls Building Maintenance	\$9,823.85	\$2,343.05	\$42,000.00
20606 Public Halls Inspections	\$1,012.23	\$ .00	\$1,750.00
20609 Senior Citizen Centres Utilities	\$256.43	\$ .00	\$ .00
20611 Buildings - Condition Assessment	\$ .00	\$ .00	\$10,000.00
20612 Nhill Community Centre - Film Hire	\$3,348.76	\$351.32	\$19,999.00
20613 Nhill Community Centre Materials	\$669.59	\$215.66	\$4,000.00
20614 Dimboola Community Centre Contribution	\$ .00	\$500.00	\$500.00
20644 Utilities	\$2,408.07	\$ .00	\$17,230.00
20645 Telecommunications	\$74.59	\$ .00	\$600.00
20647 Depreciation	\$27,436.86	\$ .00	\$144,526.00
<b>Expenditure Total</b>	<b>\$73,128.70</b>	<b>\$4,756.22</b>	<b>\$356,593.00</b>
<b>207 Recreation Facilities</b>			
<b>Income</b>			



<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
20770 Recreation Reserve Recoupments	\$ .00	\$ .00	(\$4,000.00)
20774 Skate Park - Grant	\$ .00	\$ .00	(\$200,000.00)
<b>Income Total</b>	<b>\$ .00</b>	<b>\$ .00</b>	<b>(\$204,000.00)</b>
<b>Expenditure</b>			
20700 Indoor Salaries	\$22,562.84	\$ .00	\$98,876.00
20702 Contracts and Materials	\$ .00	\$ .00	\$250.00
20704 Swimming Pool Management	\$ .00	\$ .00	\$253,000.00
20705 Swimming Pool Maintenance	\$ .00	\$ .00	\$24,000.00
20706 Swimming Pool Building Maintenance	\$586.87	\$ .00	\$16,320.00
20708 Swimming Pool Preparation and Painting	\$ .00	\$ .00	\$7,150.00
20709 Swimming Area Ground Maintenance	\$631.14	\$ .00	\$8,000.00
20710 Recreation Reserve Building Maintenance	\$2,329.75	\$ .00	\$27,250.00
20712 Recreation Reserve Oval Mowing and Maintenance	\$3,713.51	\$152.70	\$33,280.00
20713 Recreation Reserve Surrounds Maintenance	\$16,671.16	\$310.00	\$34,630.00
20714 Recreation Reserve Loose Litter Removal	\$827.96	\$ .00	\$3,500.00
20718 Service of Pool Filters	\$ .00	\$ .00	\$14,000.00
20744 Utilities	\$6,079.30	\$ .00	\$46,447.00
20745 Telecommunications	\$79.86	\$ .00	\$502.00
20747 Depreciation - Other Structures	\$65,166.15	\$ .00	\$281,736.00
<b>Expenditure Total</b>	<b>\$118,648.54</b>	<b>\$462.70</b>	<b>\$848,941.00</b>
<b>Capital</b>			
20720 Precinct & Recreation Plan Projects Funding	\$ .00	\$ .00	\$50,000.00
20755 Dimboola Recreation Reserve Netball Facilities	\$8,207.27	(\$12,000.00)	\$ .00
20797 Skate Park Facilities	\$194.54	\$ .00	\$200,000.00
<b>Capital Total</b>	<b>\$8,401.81</b>	<b>(\$12,000.00)</b>	<b>\$250,000.00</b>
<b>208 Waste Management</b>			
<b>Income</b>			
20870 Garbage Charge	(\$873,128.56)	\$ .00	(\$874,716.00)
20871 Commercial Garbage Collection Fees	(\$9,430.51)	\$ .00	(\$40,000.00)
20872 Commercial Recycle Collection Fees	(\$1,076.05)	\$ .00	(\$3,000.00)

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
20873 Transfer Station Sales including Scrap Metal	(\$4,377.55)	\$ .00	\$ .00
20874 Transfer Station Fees	(\$12,033.02)	\$ .00	(\$45,000.00)
20875 Drum Disposal Cost Recovery Grant	\$ .00	\$ .00	(\$1,000.00)
20876 Garbage Bin & Parts Sales	(\$124.28)	\$ .00	(\$2,000.00)
20877 Waste Management Sales	(\$9.09)	\$ .00	(\$1,000.00)
<b>Income Total</b>	<b>(\$900,179.06)</b>	<b>\$ .00</b>	<b>(\$966,716.00)</b>
<b>Expenditure</b>			
20800 Indoor Salaries	\$35,901.64	\$ .00	\$127,939.00
20802 Contracts and Materials	\$584.83	\$ .00	\$2,000.00
20803 Advertising	\$ .00	\$ .00	\$200.00
20804 Kerbside Garbage Collection	\$39,191.22	\$ .00	\$265,000.00
20805 Kerbside Recycle Collection	\$32,058.86	\$ .00	\$166,000.00
20806 Transportation of Garbage to Dooen Landfill	\$9,366.52	\$ .00	\$57,800.00
20807 Dooen Landfill Charges	\$25,475.46	\$ .00	\$183,000.00
20808 Delivery of Recycle	\$2,057.50	\$ .00	\$30,600.00
20810 Transfer Station Recycle Collection	\$ .00	\$ .00	\$6,300.00
20811 Transfer Station Push in Waste and Cover	\$10,861.00	\$ .00	\$19,000.00
20812 Transfer Station Chemical Drum Disposal	\$ .00	\$ .00	\$2,100.00
20813 Transfer Station Maintenance	\$6,403.26	\$225.44	\$16,300.00
20815 Transfer Station Greenwaste Processing	\$2,172.10	\$3,720.00	\$5,100.00
20818 Hard Plastic Disposal	\$ .00	\$ .00	\$15,000.00
20847 Depreciation	\$8,156.25	\$ .00	\$32,629.00
<b>Expenditure Total</b>	<b>\$172,228.64</b>	<b>\$3,945.44</b>	<b>\$928,968.00</b>
<b>209 Quarry Operations</b>			
<b>Income</b>			
20970 Quarry Sales	\$ .00	\$ .00	(\$20,000.00)
20971 Quarry Material Used on Jobs	(\$63,587.50)	\$ .00	(\$635,868.00)
<b>Income Total</b>	<b>(\$63,587.50)</b>	<b>\$ .00</b>	<b>(\$655,868.00)</b>
<b>Expenditure</b>			
20900 Indoor Salaries	\$2,678.90	\$ .00	\$8,782.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
20904 Quarry Raising	\$4,552.93	(\$10,718.19)	\$44,000.00
20905 Quarry Material Crushing	\$0.00	(\$4,534.09)	\$150,000.00
20906 Quarry Material Loading	\$7,643.56	\$0.00	\$40,000.00
20907 Quarry Rehabilitation	\$45,984.56	\$0.00	\$100,000.00
20908 Quarry Compensation Payment	\$10,833.19	\$0.00	\$28,240.00
20909 Quarry Restoration	\$528.36	\$0.00	\$96,900.00
20911 Quarry General Maintenance	\$4,981.96	\$0.00	\$16,320.00
20947 Depreciation	\$2,584.08	\$0.00	\$11,714.00
<b>Expenditure Total</b>	<b>\$79,787.54</b>	<b>(\$15,252.28)</b>	<b>\$495,956.00</b>
<b>210 Waterway Management</b>			
<b>Expenditure</b>			
21000 Indoor Salaries	\$2,622.92	\$0.00	\$10,856.00
21002 Contracts and Materials	\$189.64	\$18.18	\$2,500.00
21006 Weir Operations	\$17,194.04	\$90.91	\$6,000.00
21007 Nhill Lake Water Allocation	\$0.00	\$0.00	\$3,060.00
21044 Utilities	\$3.30	\$0.00	\$7,114.00
21045 Depreciation	\$8,218.29	\$0.00	\$32,869.00
<b>Expenditure Total</b>	<b>\$28,228.19</b>	<b>\$109.09</b>	<b>\$62,399.00</b>
<b>211 Environment Management</b>			
<b>Income</b>			
21170 Roadside Weeds and Pests (DPI)	\$0.00	\$0.00	(\$50,000.00)
<b>Income Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$50,000.00)</b>
<b>Expenditure</b>			
21100 Indoor Salaries	\$2,776.08	\$0.00	\$14,316.00
21104 Hindmarsh Landcare Network Contribution	\$0.00	\$0.00	\$10,000.00
21105 Vermin and Noxious Weeds	\$1,590.48	\$0.00	\$12,400.00
21106 Lanes and Drains Herbicide Spraying	\$7,916.34	\$0.00	\$31,100.00
21107 Wimmera Mallee Sustainability Alliance - Cont.	\$0.00	\$0.00	\$5,000.00
21109 Roadside Weeds and Pests (DPI)	\$10,695.45	\$15,173.85	\$50,000.00
<b>Expenditure Total</b>	<b>\$22,978.35</b>	<b>\$15,173.85</b>	<b>\$122,816.00</b>

Account	YTD Actuals	Committments	Annual Budget
<b>212 Fire Prevention</b>			
<b>Income</b>			
21270 Recoupment of Clean-up Costs at Private Property	\$ .00	\$ .00	(\$3,000.00)
21271 Fire Prevention Fines	\$ .00	\$ .00	(\$10,000.00)
<b>Income Total</b>	<b>\$ .00</b>	<b>\$ .00</b>	<b>(\$13,000.00)</b>
<b>Expenditure</b>			
21200 Indoor Salaries	\$6,664.41	\$ .00	\$23,823.00
21204 Fire Plug Post Maintenance	\$4,972.17	(\$360.00)	\$9,690.00
21205 Rural Roadside Spraying/Slashing	\$8,700.31	\$ .00	\$34,680.00
21206 Town Boundary Spraying/Slashing	\$516.81	\$ .00	\$4,306.00
21207 Private Property Clean-up for Fire Prevention	\$ .00	\$ .00	\$3,000.00
<b>Expenditure Total</b>	<b>\$20,853.70</b>	<b>(\$360.00)</b>	<b>\$75,499.00</b>
<b>301 Economic Development</b>			
<b>Income</b>			
30170 Saleyard Fees - Nhill	(\$1,953.83)	\$ .00	(\$4,000.00)
30171 Saleyard Truckwash Fees - Nhill	\$ .00	\$ .00	(\$500.00)
30179 Karen Settlement Program - Grant	(\$10,000.00)	\$ .00	(\$10,000.00)
30180 Karen Community Capacity - Grant	\$ .00	\$ .00	(\$50,000.00)
30181 Karen Migration Employment - Grant	\$ .00	\$ .00	(\$20,000.00)
<b>Income Total</b>	<b>(\$11,953.83)</b>	<b>\$ .00</b>	<b>(\$84,500.00)</b>
<b>Expenditure</b>			
30100 Indoor Salaries	\$28,554.53	\$ .00	\$119,821.00
30102 Contracts and Materials	(\$6,452.05)	\$ .00	\$5,000.00
30103 Advertising	\$615.91	\$ .00	\$3,000.00
30104 Council Contribution For Grant Funded Projects	\$ .00	\$225.00	\$50,000.00
30105 Saleyard Membership - Nhill	\$ .00	\$ .00	\$800.00
30106 Saleyard Maintenance Nhill - Yard and Pen	\$1,315.00	\$ .00	\$2,000.00
30107 Saleyard Ground Maintenance Nhill	\$147.44	\$ .00	\$4,600.00
30108 Saleyard Utilities Nhill	\$586.01	\$ .00	\$2,964.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
30109 Community Enterprise Centre Dimboola	\$136.26	\$ .00	\$ .00
30110 Economic Development Strategy Implementation	\$ .00	\$ .00	\$10,000.00
30115 Karen Community Capacity Building Project	\$855.32	\$ .00	\$50,000.00
30116 Karen Settlement Building Project	\$9,970.99	\$ .00	\$39,694.00
30120 Business Assistance Grant Program	\$11,375.95	\$ .00	\$20,000.00
30121 Karen Migration Employment Project	\$11,774.69	\$ .00	\$42,568.00
30143 Memberships and Subscriptions - Saleyard	\$330.00	\$ .00	\$ .00
30144 Utilities	\$ .00	\$ .00	\$2,156.00
30147 Depreciation - Buildings	\$12,239.31	\$ .00	\$45,976.00
<b>Expenditure Total</b>	<b>\$71,449.36</b>	<b>\$225.00</b>	<b>\$398,579.00</b>
<b>Capital</b>			
30104 Council Contribution For Grant Funded Projects	\$ .00	\$ .00	\$100,000.00
<b>Capital Total</b>	<b>\$ .00</b>	<b>\$ .00</b>	<b>\$100,000.00</b>
<b>302 Tourism</b>			
<b>Income</b>			
30208 Information Centre Nhill - S86 Funds	(\$670.67)	\$12.93	\$ .00
<b>Income Total</b>	<b>(\$670.67)</b>	<b>\$12.93</b>	<b>\$ .00</b>
<b>Expenditure</b>			
30200 Indoor Salaries	\$35,347.32	\$ .00	\$123,276.00
30202 Contracts and Materials	\$ .00	\$ .00	\$1,000.00
30203 Advertising & Market Promotions	\$1,220.00	\$696.36	\$10,000.00
30205 Regional Tourism Association Contribution	\$5,970.26	\$ .00	\$7,500.00
30206 Information Centre Building Maintenance	\$298.50	\$ .00	\$1,700.00
30207 Information Centre Nhill - Cleaning	\$280.68	\$ .00	\$3,000.00
30208 Information Centre Nhill - S86 Funds	\$158.00	\$ .00	\$500.00
30211 Building Maintenance - Yuranga and Pioneer Museum	\$10,557.14	\$5,801.36	\$38,760.00
30212 RV Dump Point Maintenance	\$ .00	\$ .00	\$2,000.00
30216 Website Maintenance & Subscription	\$ .00	\$ .00	\$6,500.00
30244 Utilities	\$109.00	\$ .00	\$1,202.00
30245 Telecommunications	\$447.15	\$ .00	\$ .00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
30247 Depreciation - Buildings	\$13,306.44	\$ .00	\$41,504.00
<b>Expenditure Total</b>	<b>\$67,694.49</b>	<b>\$6,497.72</b>	<b>\$236,942.00</b>
<b>Capital</b>			
30250 RV Dump Points	\$ .00	\$139.04	\$ .00
30255 Yuranga Homestead - Restoration Works	\$4,139.09	\$3,449.00	\$ .00
<b>Capital Total</b>	<b>\$4,139.09</b>	<b>\$3,588.04</b>	<b>\$ .00</b>
<b>303 Private Works</b>			
<b>Income</b>			
30372 Private Works Fees	(\$13,316.36)	\$ .00	(\$70,000.00)
30375 Private Works - Nhill Truck Trailer Exchange	(\$3,000.00)	\$ .00	\$ .00
<b>Income Total</b>	<b>(\$16,316.36)</b>	<b>\$ .00</b>	<b>(\$70,000.00)</b>
<b>Expenditure</b>			
30300 Indoor Salaries	\$6,714.72	\$ .00	\$24,682.00
30304 Private Works	\$11,791.10	\$1,895.40	\$40,000.00
30344 Utilities	\$372.76	\$ .00	\$1,300.00
<b>Expenditure Total</b>	<b>\$18,878.58</b>	<b>\$1,895.40</b>	<b>\$65,982.00</b>
<b>304 Caravan Parks and Camping Grounds</b>			
<b>Income</b>			
30470 Caravan Park Lease Fees	(\$2,272.73)	\$ .00	(\$10,000.00)
30471 Caravan Park Fees	(\$52,801.84)	\$ .00	(\$185,000.00)
30472 Camping Ground Fees	\$ .00	\$ .00	(\$1,500.00)
<b>Income Total</b>	<b>(\$55,074.57)</b>	<b>\$ .00</b>	<b>(\$196,500.00)</b>
<b>Expenditure</b>			
30400 Indoor Salaries	\$42,712.14	\$ .00	\$200,343.00
30402 Contracts and Materials	\$6,093.91	\$545.46	\$15,000.00
30403 Advertising	\$ .00	\$ .00	\$2,000.00
30404 Caravan Park Building Maintenance	\$10,329.51	\$2,151.83	\$20,000.00
30405 Caravan Parks Ground Maintenance	\$11,133.08	\$855.32	\$22,500.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
30406 Camping Grounds Building Maintenance	\$104.00	\$110.00	\$4,000.00
30407 Camping Grounds Infrastructure Maintenance	\$630.00	\$368.18	\$2,000.00
30408 Camping Ground Beach Cleaning	\$847.08	\$0.00	\$1,000.00
30409 Caravan Parks Marketing & Promotion	\$0.00	\$0.00	\$5,000.00
30410 Online Booking System and Payment Gateway	\$1,158.00	\$0.00	\$6,100.00
30411 Memberships & Subscriptions	\$323.18	\$0.00	\$3,500.00
30412 Caravan Park Linen	\$0.00	\$0.00	\$4,000.00
30444 Utilities	\$6,400.28	\$0.00	\$35,000.00
30445 Telecommunications	\$113.54	\$0.00	\$1,250.00
<b>Expenditure Total</b>	<b>\$79,844.72</b>	<b>\$4,030.79</b>	<b>\$321,693.00</b>
<b>Capital</b>			
30451 Relocation of Portable Building	\$0.00	\$4,868.18	\$0.00
30458 Riverside Holiday Park Canoes & Bikes	\$0.00	\$0.00	\$10,250.00
30460 Riverside Holiday Park Cabins	\$3,086.40	\$1,754.55	\$0.00
<b>Capital Total</b>	<b>\$3,086.40</b>	<b>\$6,622.73</b>	<b>\$10,250.00</b>
<b>305 Land Use Planning</b>			
<b>Income</b>			
30570 Land Use Planning Permit Fees	(\$9,979.55)	\$0.00	(\$12,000.00)
30571 Land Use Planning Certificate Fees	(\$332.80)	\$0.00	(\$1,600.00)
30572 Land Use Planning Enforcement Fees	(\$167.80)	\$0.00	\$0.00
<b>Income Total</b>	<b>(\$10,480.15)</b>	<b>\$0.00</b>	<b>(\$13,600.00)</b>
<b>Expenditure</b>			
30500 Indoor Salaries	\$35,903.54	\$0.00	\$160,935.00
30502 Contracts and Materials	\$118.22	\$55.35	\$500.00
30503 Advertising	\$0.00	\$0.00	\$500.00
30504 Land Use Planning Contractor	\$5,050.00	\$0.00	\$10,000.00
30508 Planning Scheme Amendments	\$0.00	\$0.00	\$10,000.00
<b>Expenditure Total</b>	<b>\$41,071.76</b>	<b>\$55.35</b>	<b>\$181,935.00</b>
<b>306 Building Control</b>			

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
<b>Income</b>			
30670 Building Control Permit Fees	(\$9,233.38)	\$ .00	(\$30,000.00)
30671 Building Control Certificate Fees	(\$584.05)	\$ .00	(\$1,500.00)
30673 Emergency Order Clean Up Works - Recoupment	(\$318.18)	\$ .00	\$ .00
<b>Income Total</b>	<b>(\$10,135.61)</b>	<b>\$ .00</b>	<b>(\$31,500.00)</b>
<b>Expenditure</b>			
30600 Indoor Salaries	\$943.02	\$ .00	\$7,797.00
30602 Contracts and Materials	\$129.79	\$ .00	\$500.00
30604 Building Control Contractor	\$ .00	\$ .00	\$147,500.00
30605 Software & Licence Fees	\$23,422.46	\$ .00	\$650.00
30643 Memberships and Subscriptions	\$ .00	\$ .00	\$500.00
<b>Expenditure Total</b>	<b>\$24,495.27</b>	<b>\$ .00</b>	<b>\$156,947.00</b>
<b>307 Aerodromes</b>			
<b>Income</b>			
30770 Aerodrome Fees	(\$5,807.49)	\$ .00	(\$12,000.00)
<b>Income Total</b>	<b>(\$5,807.49)</b>	<b>\$ .00</b>	<b>(\$12,000.00)</b>
<b>Expenditure</b>			
30700 Indoor Salaries	\$2,875.23	\$ .00	\$18,654.00
30702 Contract and Materials	\$1,076.58	\$ .00	\$4,100.00
30703 Advertising	\$ .00	\$ .00	\$200.00
30704 Aerodrome Inspections	\$3,639.37	(\$2,090.91)	\$13,930.00
30705 Aerodrome Toilet Cleaning	\$1,514.96	\$ .00	\$1,550.00
30706 Runways and Taxiways	\$241.39	\$ .00	\$3,150.00
30707 Aerodrome Lines lights and Markers	\$2,778.11	(\$256.00)	\$6,125.00
30708 Aerodrome Grass Slashing and Spraying	\$3,228.20	\$ .00	\$9,180.00
30709 Aerodrome Membership	\$ .00	\$ .00	\$650.00
30710 Building Maintenance	\$490.81	\$ .00	\$3,600.00
30711 Surrounds Maintenance	\$777.56	\$ .00	\$1,000.00
30744 Utilities	\$401.92	\$ .00	\$1,741.00
30745 Telecommunications	\$134.44	\$ .00	\$917.00



<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
30747 Depreciation - Buildings	\$4,305.87	\$ .00	\$19,430.00
<b>Expenditure Total</b>	<b>\$21,464.44</b>	<b>(\$2,346.91)</b>	<b>\$84,227.00</b>
<b>401 Civic Leadership and Governance</b>			
<b>Expenditure</b>			
40100 Indoor Salaries	\$93,548.79	\$ .00	\$357,284.00
40101 Indoor Training	\$5,001.00	\$ .00	\$39,000.00
40102 Contracts and Materials	\$2,621.31	(\$1,477.27)	\$27,500.00
40103 Advertising	\$1,616.46	\$ .00	\$20,000.00
40104 Mayoral Allowance	\$14,814.24	\$ .00	\$62,060.00
40105 Councillors Allowance	\$28,555.10	\$ .00	\$113,470.00
40107 Civic Receptions	\$1,603.53	\$391.42	\$5,000.00
40108 Councillor Travel & Remote Area Allowance	\$ .00	\$ .00	\$4,000.00
40109 Audit Committee	\$ .00	\$ .00	\$2,400.00
40110 Internal Audit Fees	\$ .00	\$ .00	\$20,000.00
40111 Community Newsletter	\$ .00	\$ .00	\$3,500.00
40113 Legal Fees	\$2,900.00	\$ .00	\$20,000.00
40114 Council Retreat	\$ .00	\$ .00	\$6,000.00
40115 Councillors Training	\$2,509.22	\$ .00	\$9,000.00
40116 Awards & Ceremonies	\$87.46	\$9.99	\$6,000.00
40118 Software & Licence Fees	\$ .00	\$ .00	\$5,000.00
40120 Community Satisfaction Survey	\$ .00	\$ .00	\$15,000.00
40123 Website Maintenance & Subscription	\$769.39	\$ .00	\$6,600.00
40143 Memberships and Subscriptions	\$6,789.99	\$ .00	\$80,000.00
40145 Telecommunication	\$2,093.14	\$ .00	\$13,500.00
40147 Depreciation	\$14,956.47	\$ .00	\$25,286.00
<b>Expenditure Total</b>	<b>\$177,866.10</b>	<b>(\$1,075.86)</b>	<b>\$840,600.00</b>
<b>402 Customer Service Centre</b>			
<b>Expenditure</b>			
40200 Indoor Salaries	\$91,012.49	\$ .00	\$331,737.00
40202 Contracts and Materials	\$1,947.09	\$181.37	\$5,000.00
40204 Postage	\$1,890.34	\$ .00	\$15,000.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
40205 Printing and Stationary	\$4,394.77	\$32.39	\$25,000.00
40206 Customer Service Centre Dim. Library - Salary Reim	\$ .00	\$ .00	\$24,833.00
40207 Cleaning Products	\$914.69	\$130.20	\$2,000.00
40208 Building Maintenance	\$2,267.56	\$ .00	\$26,000.00
40209 Staff Amenities	\$74.55	\$29.63	\$3,000.00
40244 Utilities	\$7,163.33	\$ .00	\$29,152.00
40245 Telecommunication	\$3,889.49	\$ .00	\$26,600.00
40247 Depreciation - Buildings	\$26,657.55	\$ .00	\$116,180.00
<b>Expenditure Total</b>	<b>\$140,211.86</b>	<b>\$373.59</b>	<b>\$604,502.00</b>
<b>Capital</b>			
40255 Rear Verandah Construction	\$ .00	\$ .00	\$15,000.00
<b>Capital Total</b>	<b>\$ .00</b>	<b>\$ .00</b>	<b>\$15,000.00</b>
<b>403 Council Elections</b>			
<b>Expenditure</b>			
40300 Indoor Salaries	\$350.10	\$ .00	\$ .00
<b>Expenditure Total</b>	<b>\$350.10</b>	<b>\$ .00</b>	<b>\$ .00</b>
<b>404 Financial Management</b>			
<b>Income</b>			
40470 Victoria Grant Commission General Purpose Grant	(\$351,740.00)	\$ .00	(\$1,304,435.00)
40471 Victoria Grant Commission Local Roads Grant	(\$195,612.00)	\$ .00	(\$790,243.00)
40472 Interest on Investments	(\$21,439.70)	\$ .00	(\$75,000.00)
40474 Phone Tower Leases	(\$5,747.84)	\$ .00	(\$30,000.00)
40475 Other Corporate Income	(\$3,461.81)	\$ .00	(\$19,100.00)
40477 Interest on Street Construction Debtors	(\$6.89)	\$ .00	\$ .00
40478 Finance - Proceeds on Sale - Plant	(\$10,454.55)	\$ .00	(\$128,500.00)
<b>Income Total</b>	<b>(\$588,462.79)</b>	<b>\$ .00</b>	<b>(\$2,347,278.00)</b>
<b>Expenditure</b>			
40400 Indoor Salaries	\$41,953.96	\$ .00	\$186,472.00
40402 Contracts and Materials	\$2,248.77	\$234.04	\$2,000.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
40403 Advertising	\$ .00	\$ .00	\$2,000.00
40404 Statutory Audit Fees	(\$23,700.00)	\$ .00	\$42,000.00
40405 Bank Account Fees	\$8,454.42	\$ .00	\$29,500.00
40408 Other Bank Fees and Charges	\$302.43	\$ .00	\$1,000.00
40409 Financial Management Software Maintenance Fees	\$53,850.00	\$ .00	\$186,300.00
40443 Memberships and Subscriptions	\$ .00	\$ .00	\$4,500.00
<b>Expenditure Total</b>	<b>\$83,109.58</b>	<b>\$234.04</b>	<b>\$453,772.00</b>
<b>405 Rating and Valuations</b>			
<b>Income</b>			
40570 Rates Revenue	(\$6,734,344.58)	\$ .00	(\$6,712,767.00)
40571 Municipal Charge	(\$736,976.44)	\$ .00	(\$734,810.00)
40572 Interest on Overdue Rates and Charges	(\$11,701.90)	\$ .00	(\$45,000.00)
40573 Recoupment of Legal Fees	(\$2,007.40)	\$ .00	(\$15,000.00)
40574 Fire Services Levy Support	\$ .00	\$ .00	(\$40,969.00)
S0515 Rating and Valuations - Interest	(\$8.80)	\$ .00	\$ .00
<b>Income Total</b>	<b>(\$7,485,039.12)</b>	<b>\$ .00</b>	<b>(\$7,548,546.00)</b>
<b>Expenditure</b>			
40500 Indoor Salaries	\$36,237.73	\$ .00	\$132,602.00
40502 Contracts and Materials	\$598.00	\$15.72	\$3,000.00
40504 Printing and Postage of Rate Notices	\$5,597.75	\$ .00	\$17,000.00
40505 General Revaluation	\$ .00	\$ .00	\$45,000.00
40506 Supplementary Valuations	\$1,400.00	\$ .00	\$7,250.00
40507 Debt Collection Fees	\$534.53	\$ .00	\$15,000.00
40508 Fire Services Levy	\$23,452.21	\$ .00	\$24,000.00
40509 Bad & Doubful Debts	\$ .00	\$ .00	\$5,000.00
<b>Expenditure Total</b>	<b>\$67,820.22</b>	<b>\$15.72</b>	<b>\$248,852.00</b>
<b>406 Records Management</b>			
<b>Expenditure</b>			
40600 Indoor Salaries	\$10,855.07	\$ .00	\$46,133.00
40602 Contracts and Materials	\$157.93	\$ .00	\$4,000.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
40604 Records Management Software Maintenance Fees	\$9,344.00	\$ .00	\$9,500.00
<b>Expenditure Total</b>	<b>\$20,357.00</b>	<b>\$ .00</b>	<b>\$59,633.00</b>
<b>407 Information Technology</b>			
<b>Expenditure</b>			
40700 Indoor Salaries	\$26,668.11	\$ .00	\$100,268.00
40702 Contracts and Materials	\$1,670.92	\$ .00	\$6,340.00
40704 Maintenance Agreements & Software Licences	\$17,921.20	\$ .00	\$75,050.00
40707 Memberships & Subscriptions	\$ .00	\$ .00	\$4,570.00
40710 Internet Services	\$1,733.00	(\$1,733.00)	\$35,000.00
40745 Telecommunications	\$271.23	\$ .00	\$480.00
40747 Depreciation	\$14,503.41	\$ .00	\$59,172.00
<b>Expenditure Total</b>	<b>\$62,767.87</b>	<b>(\$1,733.00)</b>	<b>\$280,880.00</b>
<b>Capital</b>			
40750 Servers Replacement	\$ .00	\$ .00	\$8,500.00
40752 Workstations & Ipads	(\$3,935.00)	\$ .00	\$20,800.00
40756 Storage Area Network Replacement	\$ .00	\$ .00	\$20,250.00
<b>Capital Total</b>	<b>(\$3,935.00)</b>	<b>\$ .00</b>	<b>\$49,550.00</b>
<b>408 Risk Management</b>			
<b>Income</b>			
40870 Insurance Recoupments	(\$56.37)	\$ .00	(\$15,000.00)
<b>Income Total</b>	<b>(\$56.37)</b>	<b>\$ .00</b>	<b>(\$15,000.00)</b>
<b>Expenditure</b>			
40800 Indoor Salaries	\$25,051.44	\$ .00	\$100,689.00
40802 Contracts and Materials	\$ .00	\$152.87	\$1,700.00
40804 Risk Management Software Maintenance Fees	\$ .00	\$ .00	\$4,600.00
40805 Insurance	\$254,252.32	\$ .00	\$250,170.00
40806 Excess on Claims	\$ .00	\$ .00	\$40,000.00
40807 OHS Staff Training	\$ .00	\$ .00	\$10,000.00
40810 OHS Committee Training	\$3,370.00	\$ .00	\$4,000.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
<b>Expenditure Total</b>	<b>\$282,673.76</b>	<b>\$152.87</b>	<b>\$411,159.00</b>
<b>Capital</b>			
40850 Defibrillators	\$ .00	\$ .00	\$8,000.00
<b>Capital Total</b>	<b>\$ .00</b>	<b>\$ .00</b>	<b>\$8,000.00</b>
<b>409 Contract Management</b>			
<b>Expenditure</b>			
40900 Indoor Salaries	\$22,530.31	\$ .00	\$80,499.00
40902 Contracts and Materials	\$1,322.35	\$ .00	\$2,000.00
40904 Contract Management System	\$520.00	\$ .00	\$ .00
40945 Telecommunication	\$350.31	\$ .00	\$1,611.00
<b>Expenditure Total</b>	<b>\$24,722.97</b>	<b>\$ .00</b>	<b>\$84,110.00</b>
<b>410 Payroll and HR Services</b>			
<b>Expenditure</b>			
41000 Indoor Salaries	\$40,446.71	\$ .00	\$151,318.00
41001 Indoor Training	\$ .00	\$104.80	\$ .00
41002 Contracts and Materials	\$282.30	\$181.82	\$2,000.00
41003 Advertising and Recruitment	\$4,987.92	\$ .00	\$5,100.00
41004 Staff Development Training	\$8,065.15	(\$3,122.73)	\$58,010.00
41005 Cadetships	\$ .00	\$ .00	\$7,000.00
41043 Memberships and Subscriptions	\$3,740.00	\$ .00	\$4,400.00
41045 Telecommunications	\$ .00	\$ .00	\$480.00
<b>Expenditure Total</b>	<b>\$57,522.08</b>	<b>(\$2,836.11)</b>	<b>\$228,308.00</b>
<b>411 Emergency Management</b>			
<b>Expenditure</b>			
41100 Indoor Salaries	\$14,893.75	\$ .00	\$70,926.00
41102 Contracts and Materials	\$ .00	\$136.37	\$2,500.00
41104 SES Contribution	\$ .00	\$ .00	\$12,000.00
41105 Emergency Water Supply - Drought Bores	\$585.87	\$ .00	\$4,834.00
41108 Emergency Attendance	\$162.96	\$ .00	\$2,500.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
41145 Telecommunications	\$450.56	\$ .00	\$1,080.00
<b>Expenditure Total</b>	<b>\$16,093.14</b>	<b>\$136.37</b>	<b>\$93,840.00</b>
<b>412 Depots and Workshops</b>			
<b>Income</b>			
41271 Variable Message Sign - Grant	(\$18,000.00)	\$ .00	\$ .00
<b>Income Total</b>	<b>(\$18,000.00)</b>	<b>\$ .00</b>	<b>\$ .00</b>
<b>Expenditure</b>			
41200 Indoor Salaries	\$7,095.45	\$ .00	\$18,820.00
41202 Contracts and Materials	\$ .00	\$ .00	\$1,020.00
41204 Depot Building and Surround Maintenance	\$20,856.58	\$733.18	\$60,484.00
41205 Depot Coordination and Administration	\$27,289.54	\$ .00	\$92,550.00
41206 Purchase of Minor Tools and Traffic Signs	\$4,328.80	\$2,825.00	\$20,910.00
41244 Utilities	\$2,757.14	\$ .00	\$11,683.00
41245 Telecommunication	\$2,365.21	\$392.73	\$17,000.00
41247 Depreciation - Buildings	\$2,424.75	\$ .00	\$9,701.00
<b>Expenditure Total</b>	<b>\$67,117.47</b>	<b>\$3,950.91</b>	<b>\$232,168.00</b>
<b>Capital</b>			
41251 Plant Replacement	\$85,160.00	(\$85,160.00)	\$430,000.00
41255 Nhill Depot Emoleum Tank	\$ .00	\$ .00	\$100,000.00
<b>Capital Total</b>	<b>\$85,160.00</b>	<b>(\$85,160.00)</b>	<b>\$530,000.00</b>
<b>413 Asset Management</b>			
<b>Expenditure</b>			
41300 Indoor Salaries	\$20,369.87	\$ .00	\$94,456.00
41302 Contracts and Materials	\$1,016.93	\$48.99	\$5,000.00
41304 Asset Management GIS Software Maintenance	\$ .00	\$ .00	\$15,000.00
41305 Step Asset Management Program	\$ .00	\$ .00	\$1,000.00
41306 Asset Management Software & Training	\$19,616.78	\$ .00	\$32,000.00
41307 Memberships & Subscriptions	\$ .00	\$ .00	\$200.00
41308 Asset Inspections	\$7,801.01	\$ .00	\$20,000.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
41309 Road & Infrastructure Audit	\$ .00	\$10,290.00	\$60,000.00
41345 Telecommunications	\$632.65	\$ .00	\$2,300.00
<b>Expenditure Total</b>	<b>\$49,437.24</b>	<b>\$10,338.99</b>	<b>\$229,956.00</b>
<b>414 Fleet Management</b>			
<b>Income</b>			
41470 Vehicle Salary Sacrifice	(\$21,342.76)	\$ .00	(\$85,000.00)
<b>Income Total</b>	<b>(\$21,342.76)</b>	<b>\$ .00</b>	<b>(\$85,000.00)</b>
<b>Expenditure</b>			
41400 Indoor Salaries	\$921.68	\$ .00	\$2,677.00
41404 Fleet Servicing and Maintenance	\$ .00	\$272.73	\$10,200.00
41405 Fleet Tyres	\$ .00	\$ .00	\$6,120.00
41406 Fleet Registration & Insurance	\$ .00	\$ .00	\$8,675.00
41407 Fringe Benefit Tax	\$19,832.00	\$ .00	\$100,000.00
41408 Fleet Fuel	\$ .00	\$ .00	\$34,700.00
41447 Depreciation - Fleet	\$16,403.70	\$ .00	\$34,226.00
L0150 Indoor Staff Fleet	\$14.65	\$ .00	\$ .00







The background of the cover is a photograph of a modern, multi-story building with a large glass facade. The building has a curved top edge and is set against a clear blue sky. The interior of the building is visible through the glass, showing office desks, chairs, and bookshelves. The text is overlaid on the central part of the image.

**HINDMARSH SHIRE COUNCIL**

**FINANCIAL REPORT**

**FOR THE PERIOD ENDING  
30 SEPTEMBER 2017**

**Hindmarsh Shire Council  
Management Financial Report  
For the period ending 30 September 2017**

**COMMENTARY**

**General**

This report is for the period ending 30 September 2017.

The Financial report provides financial reporting and variances against budget. This report incorporates Year to Date actual and variance figures for the three months up to 30 September 2017.

**Dashboard**

The Dashboard provides Council with a set of graphs detailing of both financial and non-financial items.

**Executive Summary**

The Executive Summary provides Council with a summary of financial items comparing year to date actuals against year to date budget.

**Financials**

Attached to this report are a set of financial statements consisting of an Income Statement, Balance Sheet, Cash Flow Statement, Capital Works Schedule and Detailed Program Expenditure. These statements are prepared in line with Australian Accounting Standards and the relevant regulations under the Local Government Act 1989, and the Local Government (Planning and Reporting) Regulations 2014. The statements provide YTD Actual data with a comparison against YTD Budget figures.

A brief summary of the major budget variances is outlined on the following pages.

**Comprehensive Income Statement**

The Comprehensive Income Statement shows an operating surplus for the period 1 July to 30 September of \$5,627,410 compared to a budgeted surplus of \$5,211,216.

There are a number of items that make up the overall variances between actual and budget. Explanation of material variances have been detailed against the Comprehensive Income Statement report.

**Balance Sheet and Cash Flow**

Cash and cash equivalents at 30 September shows a balance of \$10,154,011. The higher than expected cash is due to the early payment of the 2017/18 Victorian Grants Commission payment.

**Capital Expenditure**

This report shows Capital works expenditure for the period 1 July to 30 September 2017.

There are a number of items that make up the overall variances between actual and budget. Explanation of material variances have been detailed against the Capital Works report.

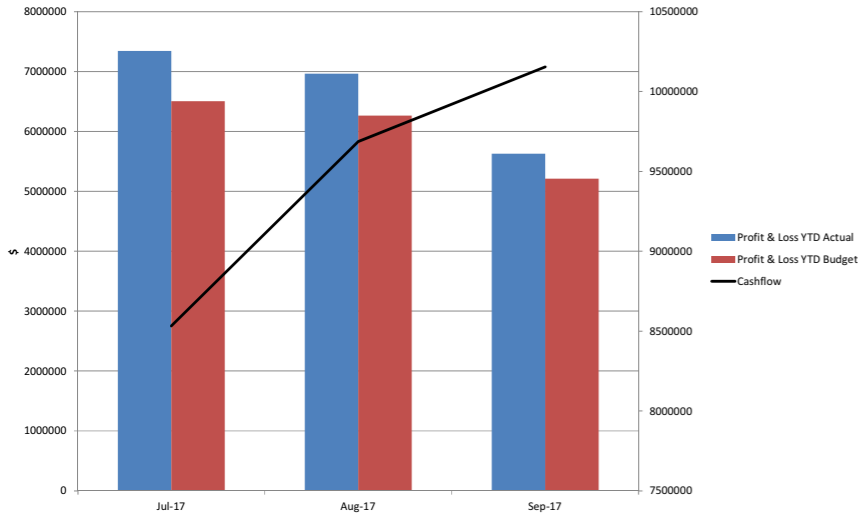
**Detailed Income / Expenditure**

The Detailed Income / Expenditure report now includes Commitments. Online Requisitions were implemented during 2016/17 allowing for more accurate reporting. Any requisitions entered into the financial system that have not been paid show in the Commitments column.



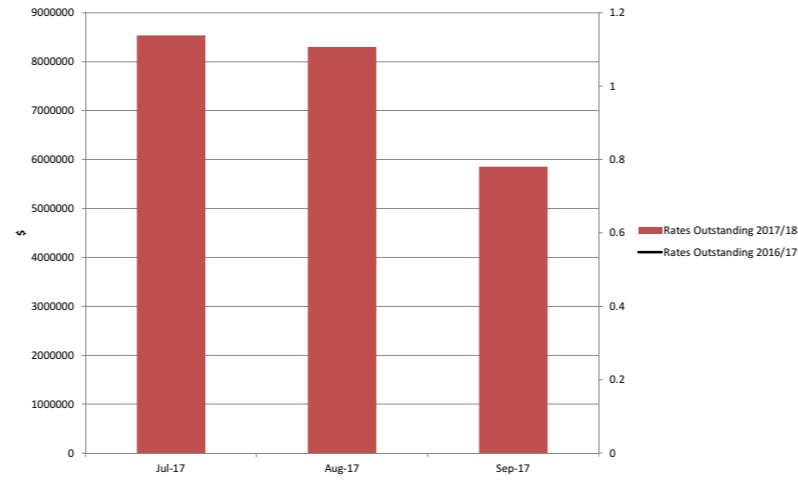
### Hindmarsh Shire Council Performance Dashboard For the period ending 30 September 2017

#### Profit & Loss

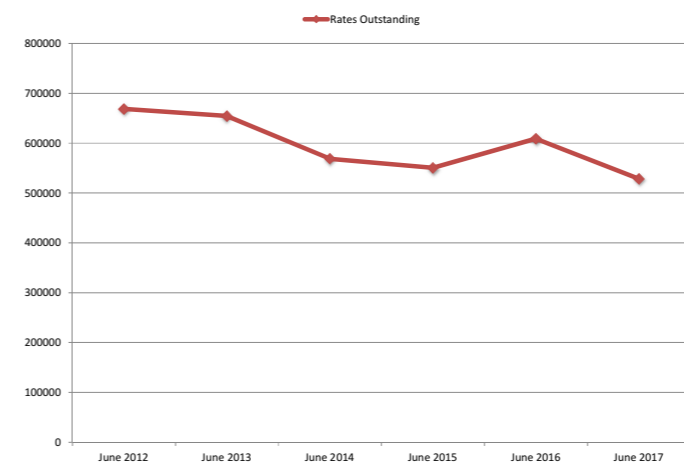


#### Outstanding Debtors, Rates & Infringements

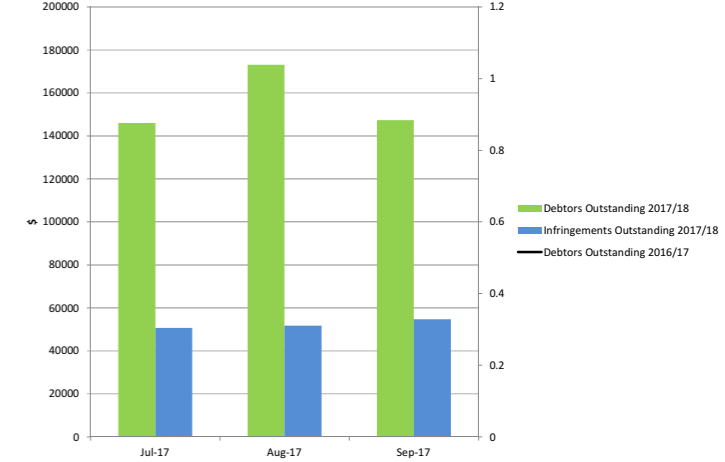
##### Rates Outstanding



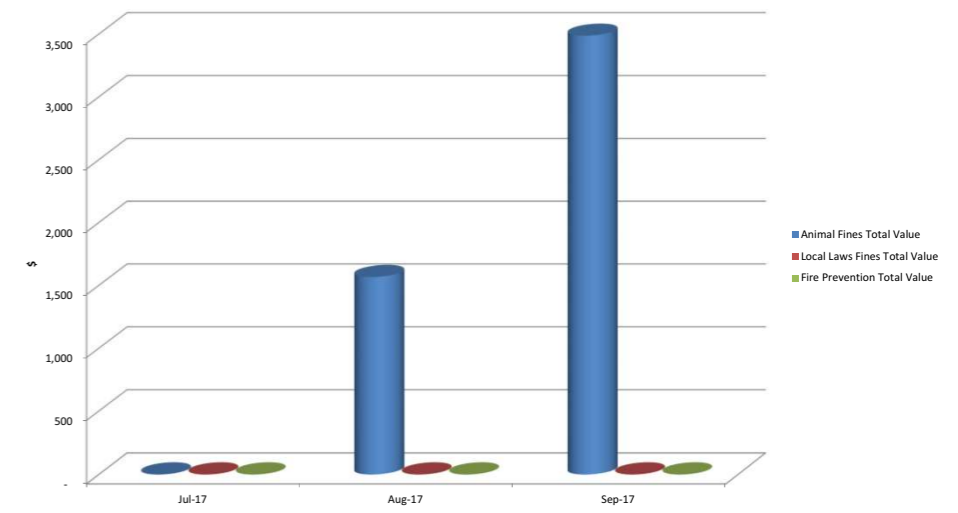
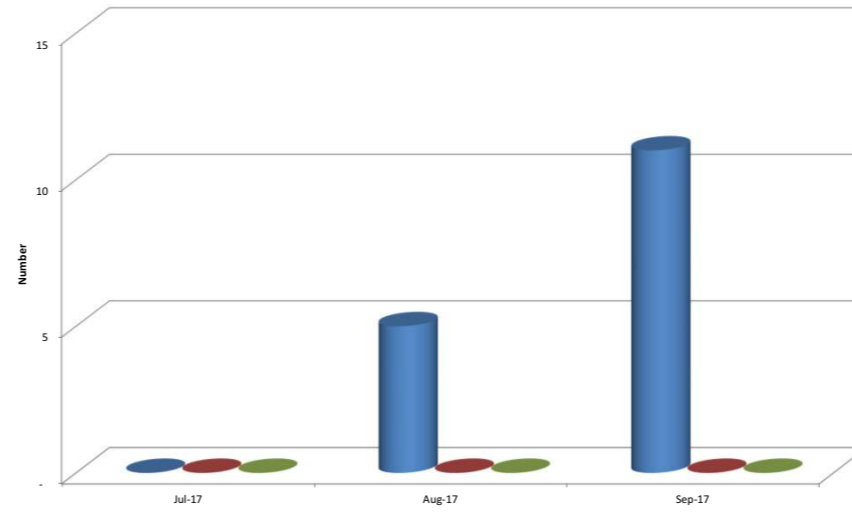
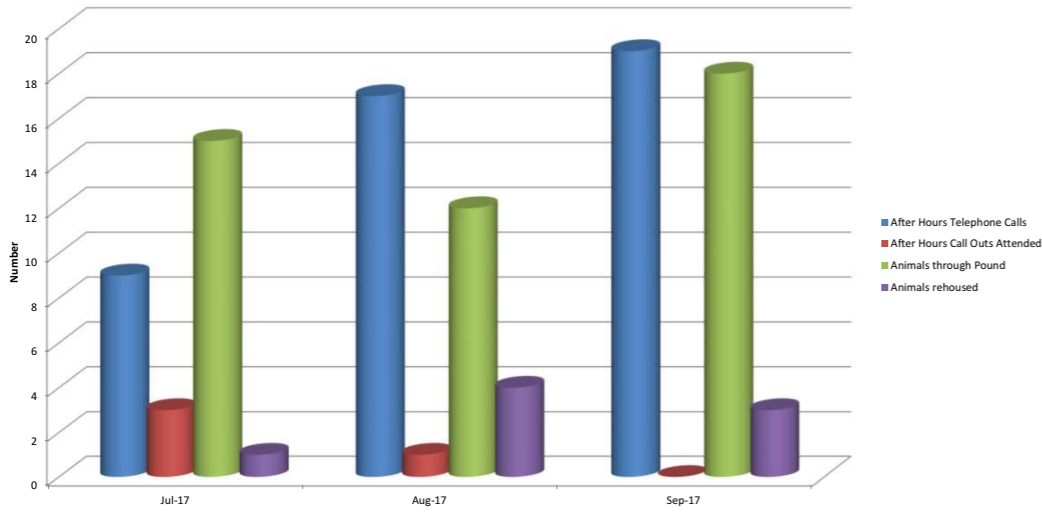
##### Rates Arrears



##### Debtors & Infringements

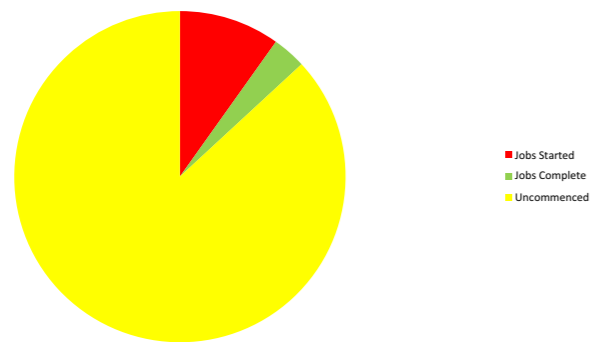


#### Local Laws



#### Capital Works

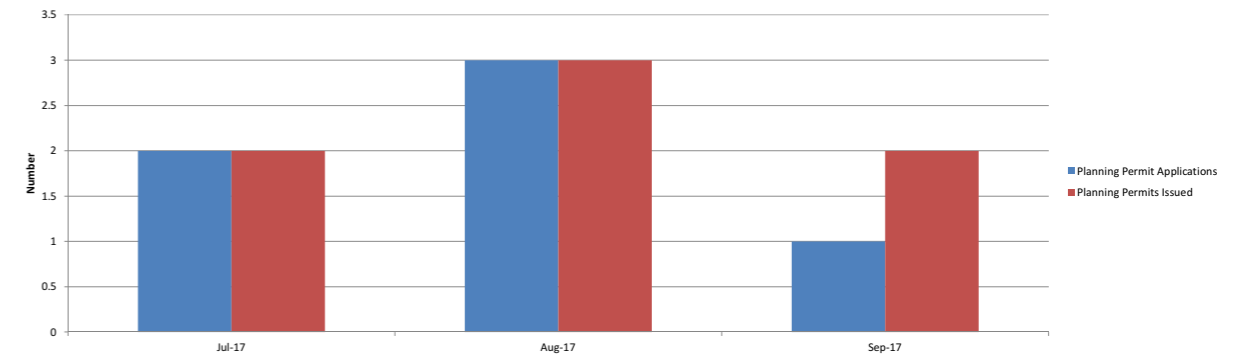
##### Capital Works



Building data unavailable this quarter

#### Building & Planning

##### Planning



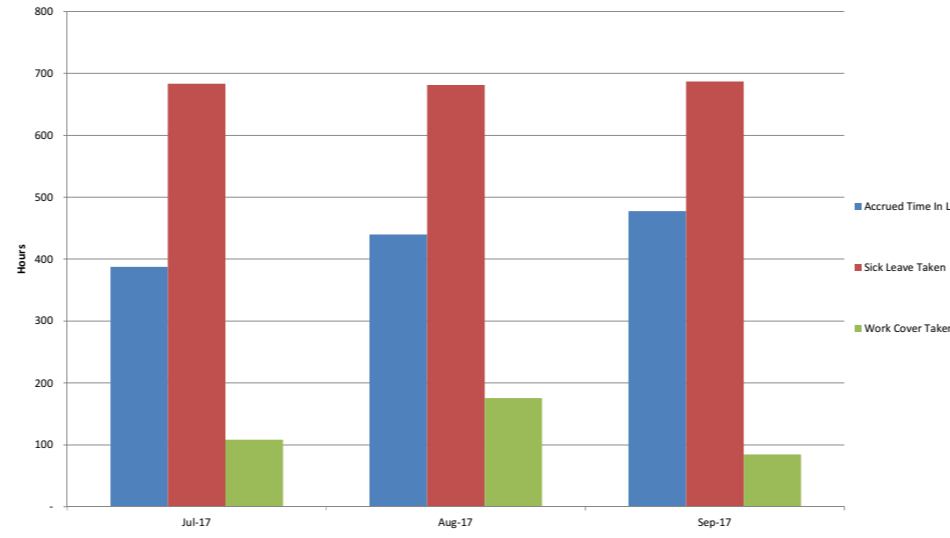
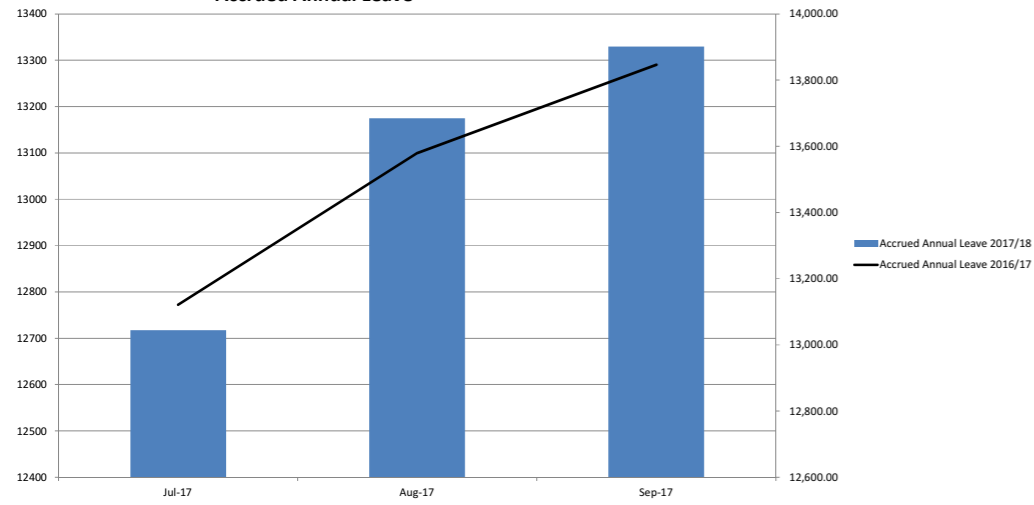


Hindmarsh Shire Council Performance Dashboard  
For the period ending 30 September 2017  
(Continued)

Human Resources

Customer Services

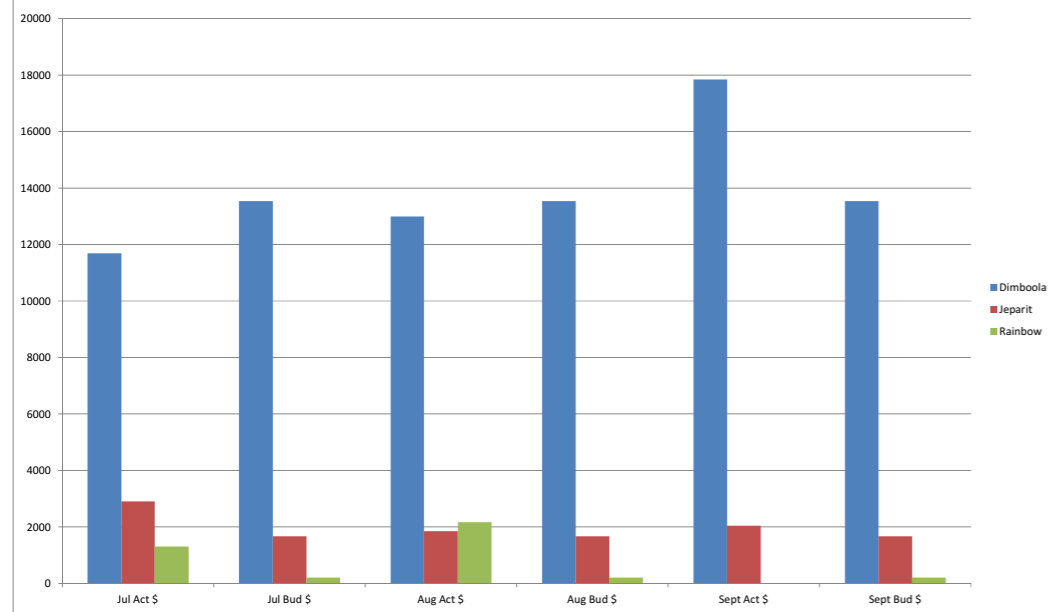
Accrued Annual Leave



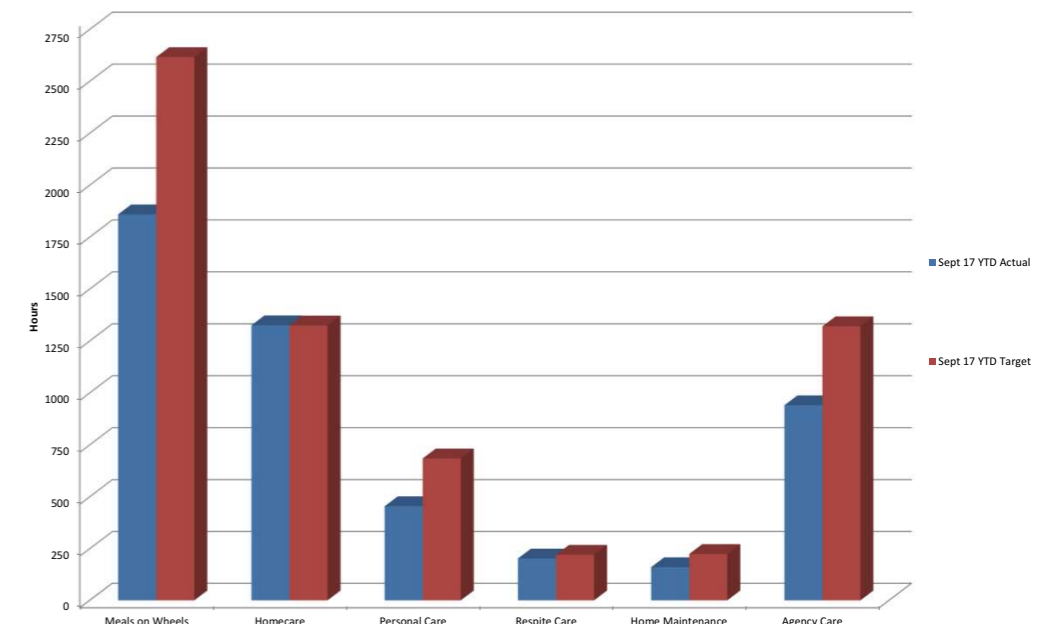
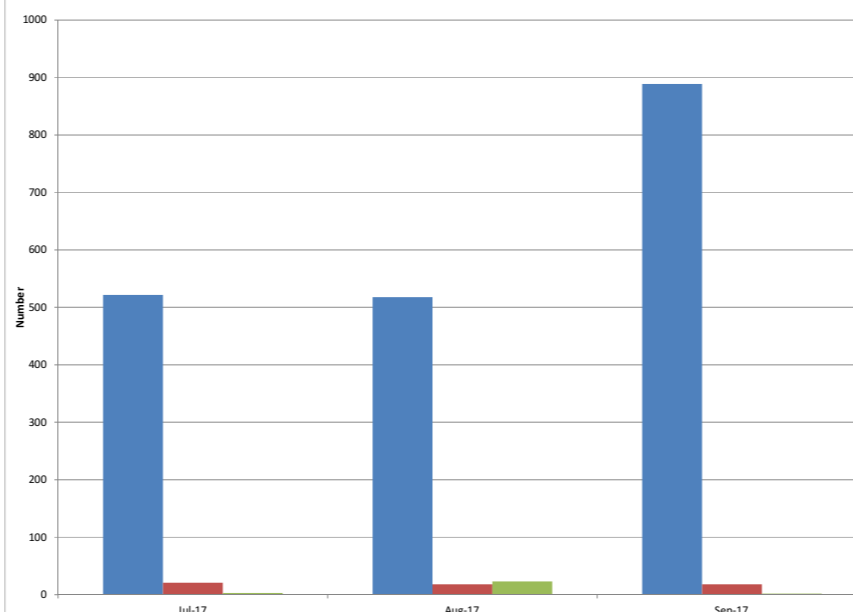
Caravan Parks

Aged & Disability Services

Caravan Park Revenue

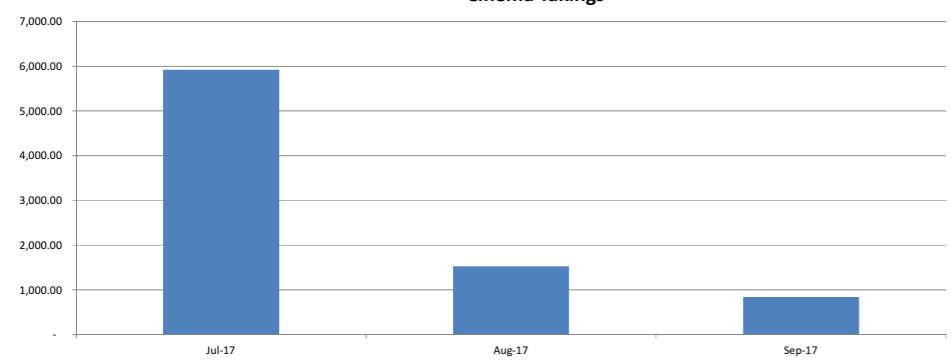


Caravan Park Visitors

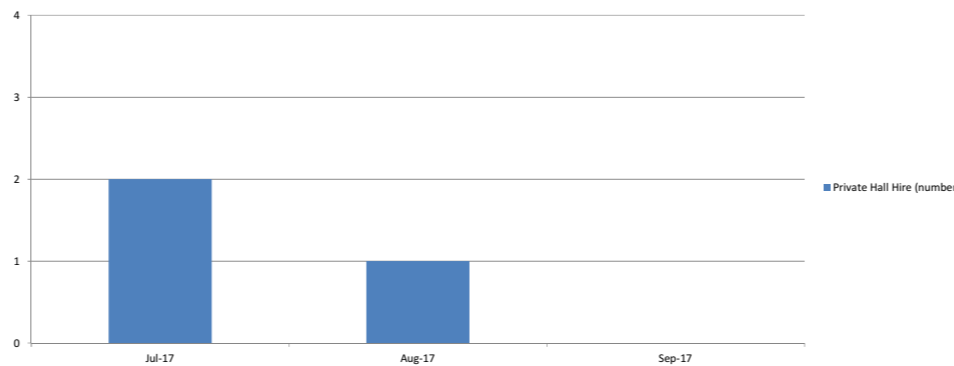


Nhill Memorial Community Centre

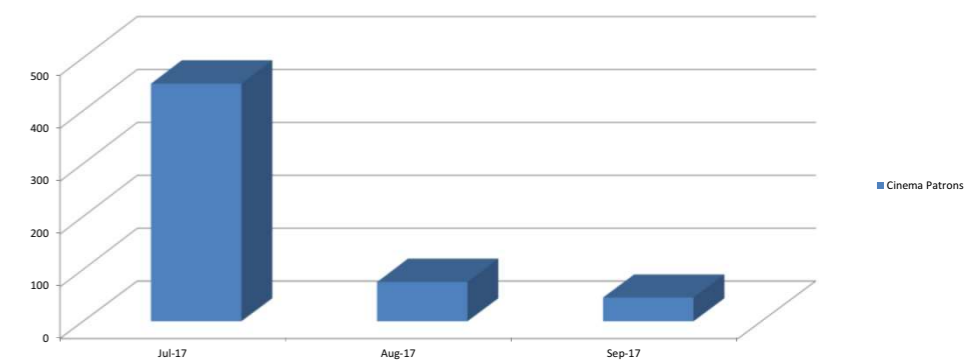
Cinema Takings



Private Hall Hire



Cinema Patrons



**Hindmarsh Shire Council  
Executive Summary  
As at 30 September 2017**

	<b>Actual YTD September 2017</b>	<b>Budget YTD September 2017</b>	<b>Indicator</b>
Rates & Charges Collected	2,798,051	2,080,573	
Income Statement Operating Surplus	5,627,410	5,867,340	
Adjusted underlying surplus	5,619,865	5,735,215	
Cash & Investments	10,154,011	5,867,340	
Rates Debtors	6,051,601		
Sundry Debtors	143,571		
Infringement Debtors	54,655		
Balance Sheet Working Capital	14,532,710	9,503,250	
Total Operating Revenue	9,923,096	10,342,986	
Total Operating Expenditure	4,295,685	4,475,646	
Capital Works Expenditure	498,589	1,805,834	

**Indicator Legend**

	No action required
	Requires active monitoring
	Immediate action required

**Hindmarsh Shire Council**  
**Comprehensive Income Statement**  
**For The Period 1 July to 30 September 2017**

	YTD Actual \$	YTD Budget \$	YTD Variance \$	Ref
<b>Income</b>				
Rates and charges	8,338,017	8,322,293	15,724	1
Statutory fees and fines	5,847	3,248	2,599	
User fees & Reimbursements	217,224	235,431	(18,207)	2
Contributions - cash	1,998	1,443	555	
Grants - operating (recurrent)	723,745	721,007	2,738	
Grants - operating (non-recurrent)	20,667	22,140	(1,473)	
Grants - capital (recurrent)	393,000	379,560	13,440	
Grants - capital (non-recurrent)	18,000	100,000	(82,000)	3
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	10,455	32,125	(21,670)	
Interest	39,589	29,985	9,604	
Other income	154,554	495,754	(341,200)	4
<b>Total Income</b>	<u>9,923,096</u>	<u>10,342,986</u>	<u>(419,890)</u>	
<b>Expenses</b>				
Employee costs	1,878,891	1,688,287	190,604	5
Materials and services	749,186	1,151,772	(402,586)	6
Depreciation	1,199,839	1,258,104	(58,265)	7
Other expenses	467,769	377,483	90,286	8
<b>Total expenses</b>	<u>4,295,685</u>	<u>4,475,646</u>	<u>(179,961)</u>	
Share of net profits/(losses) of associates and joint ventures accounted for by the equity method	-	-	-	
<b>Surplus (deficit) for the year to date</b>	<u>5,627,410</u>	<u>5,867,340</u>	<u>(239,930)</u>	
Other comprehensive income	-	-	-	
<b>Comprehensive result</b>	<u><u>5,627,410</u></u>	<u><u>5,867,340</u></u>	<u><u>(239,930)</u></u>	

**Comprehensive Income Statement**  
**Explanation of material variations**  
**For The Period 1 July to 30 September 2017**

Variance Ref	Item	Explanation
1	Rates & Charges	Rates & Charges are slightly higher than budget due to supplementary valuations being included.
2	User Fees & Reimbursements	User Fees & Reimbursements are under budget due to reduced income from Agency Home Care, Animal Registration Fees, Nhill Memorial Community Centre and Private Works. Caravan Park Fees are currently over budget.
3	Grants - Capital (Non-recurrent)	Council received a grant for a Variable Message Sign that was not budgeted for, the budgeted skate park grant was received in June 2017.
4	Other Income	Other income is below budget due a reduction in Quarry Materials used on jobs and Plant recovery.
5	Employee Costs	Employee costs are currently over budget due to staff working on recurrent projects, and not yet commencing capital works projects, along with the full year's Workcover premium being paid in August.
6	Materials & Services	Materials and Services are under budget due under expenditure and timing of invoices in Utilities, Fuel & Lubricants, Meals on Wheels contracts, Rural Tree Trimming, Kerbside Garbage and Recycling collection, and Quarry expenditure.
7	Depreciation	A full reconciliation for Depreciation will occur with End of Year processes.
8	Other Expenses	Other expenses are over budget due to the full year payment of Council's Insurances.



**Hindmarsh Shire Council**  
**Balance Sheet**  
**For the period ending 30 September 2017**

	Actual 2017/18 \$	Actual 2016/17 \$	Ref
<b>Current assets</b>			
Cash and cash equivalents	10,154,011	9,693,785	
Rates and other receivables	6,792,043	839,294	1
Other assets & Inventories	270,565	275,466	
<b>Total current assets</b>	<u>17,216,620</u>	<u>10,808,545</u>	
<b>Non-current assets</b>			
Investments In associates by equity method	450,136	450,136	
Infrastructure, Property and Plant and Equipment	157,182,401	158,382,239	
Capital Expenditure 2017/18	498,589	0	2
Trade and other receivables	2,377	2,463	
<b>Total non-current assets</b>	<u>158,133,503</u>	<u>158,834,839</u>	
<b>Total assets</b>	<u>175,350,123</u>	<u>169,643,383</u>	
<b>Current liabilities</b>			
Trade and other payables	287,040	1,056,293	
Trust Funds and Deposits	851,654	11,728	3
Provisions	1,545,216	1,542,569	
<b>Total current liabilities</b>	<u>2,683,910</u>	<u>2,610,590</u>	
<b>Non current liabilities</b>			
Provisions	298,164	292,154	
<b>Total non-current liabilities</b>	<u>298,164</u>	<u>292,154</u>	
<b>Total liabilities</b>	<u>2,982,074</u>	<u>2,902,744</u>	
<b>Net assets</b>	<u>172,368,049</u>	<u>166,740,639</u>	
<b>Equity</b>			
Accumulated surplus	63,327,067	63,327,067	
Surplus/(Deficit) for period	5,627,410	0	
Asset revaluation reserve	103,413,572	103,413,572	
<b>Total equity</b>	<u>172,368,049</u>	<u>166,740,639</u>	

**Balance Sheet**  
**Explanation of material variations**  
**For The Period 1 July to 30 September 2017**

<b>Variance</b>		
<b>Ref</b>	<b>Item</b>	<b>Explanation</b>
1	Rates & Other Receivables	Rates and other receivables reflects the total rates outstanding as at 30 September 2017 for the 2017/18 financial year.
2	Capital Expenditure	Capital Expenditure for the period ending year ending 30 September 2017 was \$498,589. Refer to the Capital Works report for further information.
3	Trust Funds and Deposits	As at 30 September Council holds \$839,902 for the Fire Services Levy which will be remitted during the 2017/18 financial year and \$11,752 in refundable deposits.

**Hindmarsh Shire Council  
Statement of Cash Flows  
For the Period Ending 30 September 2017**

**Cash Flows from Operating Activities**

	<b>Inflows/ (Outflows)</b>
<b>Receipts</b>	
Rates & Charges	2,798,051
Statutory Fees and Fines	3,660
User Fees	194,088
Interest	39,589
Contributions - Cash	1,998
Grants - Recurrent	744,412
Net GST refund/(payment)	114,033
Grants - Non Recurrent	411,000
Other Revenue	154,554
<b>Payments</b>	
Employee Costs	(1,870,231)
Other Expenses	(472,212)
Suppliers	(1,509,098)
	609,844
<b>Net cash inflow/(outflow) from operating activities</b>	<b>609,844</b>

**Cash Flows from Investing Activities**

Payments for Property Plant and Equipment and Infrastructure	(498,590)
Proceeds from sale of Property Plant and Equipment	10,455
<b>Net cash inflow (outflow) from investing activities</b>	<b>(488,135)</b>
<b>Cash flows from Financing activities</b>	
Trust	338,515
<b>Net cash inflow (outflow) from financing activities</b>	<b>338,515</b>

<b>Net increase/(decrease) in cash held</b>	<b>460,224</b>
Cash at beginning of the period	9,693,785
<b>Cash at end of the period</b>	<b>10,154,011</b>

**Hindmarsh Shire Council**  
**Capital Works**  
**For The Period 1 July to 30 September 2017**

	YTD Actual \$	YTD Budget \$	YTD Variance \$	Ref
<b>Property</b>				
Land	-	-	-	
<b>Total Land</b>	-	-	-	
Buildings	42,356	365,000	322,644	1
<b>Total Buildings</b>	42,356	365,000	(322,644)	
<b>Total Property</b>	42,356	365,000	(322,644)	
<b>Plant and Equipment</b>				
Plant, machinery and equipment	225,102	208,865	(16,237)	
Fixtures, fittings and furniture	(3,935)	12,384	16,319	
<b>Total Plant and Equipment</b>	221,167	221,249	82	
<b>Infrastructure</b>				
Roads	159,743	993,867	834,124	2
Bridges	-	81,219	81,219	3
Footpaths and cycleways	67,339	1,569	(65,770)	4
Drainage	6,595	2,880	(3,715)	
Other infrastructure	1,389	140,050	138,661	5
<b>Total Infrastructure</b>	235,066	1,219,585	(984,519)	
<b>Total Capital Works Expenditure</b>	498,589	1,805,834	1,307,245	
<b>Represented by:</b>				
New asset expenditure	34,106	142,174	108,068	
Asset renewal expenditure	349,745	1,187,360	837,615	
Asset expansion expenditure	-	-	-	
Asset upgrade expenditure	114,738	476,300	361,562	
<b>Total Capital Works Expenditure</b>	498,589	1,805,834	1,307,245	

**Capital Works**  
**Explanation of material variations**  
**For The Period 1 July to 30 September 2017**

<b>Variance Ref</b>	<b>Item</b>	<b>Explanation</b>
1	Buildings	Work on the Dimboola Library Incorporating the Civic Hub has not yet commenced.
2	Roads	Capital works commencement has been delayed due to the 2017/18 budget not being adopted until 23 August 2017.
3	Bridges	Work on the Albacutya Bridge have not yet commenced.
4	Footpaths and cycleways	Footpath works in Bow Street Rainbow as budgeted in 2016/17 commenced in June 2017. Works have been completed in the 2017/18 financial year.
5	Other Infrastructure	Work on Skate Park construction as budgeted has been delayed due to the Tender being readvertised.

**Detailed Income / Expenditure for the period ending 30 September 2017**

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
<b>101 Community Development</b>			
<b>Income</b>			
10125 Karen Community Capacity Building - Grant	\$153.49	\$ .00	\$ .00
10173 Local History Jeparit Heritage Walk - Grant	\$980.00	\$ .00	\$ .00
10174 Rainbow Desert Enduro - Grant	(\$10,000.00)	\$ .00	\$ .00
<b>Income Total</b>	<b>(\$8,866.51)</b>	<b>\$ .00</b>	<b>\$ .00</b>
	<b>(\$8,866.51)</b>	<b>\$ .00</b>	<b>\$ .00</b>
<b>Expenditure</b>			
10100 Indoor Salaries	\$21,218.04	\$ .00	\$85,092.00
10102 Contract and Materials	\$487.37	\$159.81	\$3,500.00
10104 Town Committees - Council Contribution	\$30,000.00	\$ .00	\$30,000.00
10107 Community Planning Workshops	\$ .00	\$ .00	\$1,000.00
10108 Multi-cultural support	\$ .00	\$ .00	\$3,500.00
10109 Memberships and Subscriptions	\$ .00	\$ .00	\$4,700.00
10116 Software & Licence Fees	\$138.09	\$150.80	\$1,300.00
10118 Reconciliation Activities	\$ .00	\$ .00	\$2,000.00
10123 Rainbow Desert Enduro	\$17,539.01	\$ .00	\$6,500.00
10145 Telecommunication	\$514.30	\$ .00	\$2,400.00
<b>Expenditure Total</b>	<b>\$69,896.81</b>	<b>\$310.61</b>	<b>\$139,992.00</b>
<b>102 Maternal and Child Health</b>			
<b>Expenditure</b>			
10200 Indoor Salaries	\$2,207.31	\$ .00	\$8,451.00
10204 Building Maintenance	\$331.36	\$ .00	\$4,080.00
10244 Utilities	\$179.10	\$ .00	\$1,092.00
10245 Telecommunications	\$63.54	\$ .00	\$480.00
10247 Depreciation on Buildings	\$997.50	\$ .00	\$3,990.00
<b>Expenditure Total</b>	<b>\$3,778.81</b>	<b>\$ .00</b>	<b>\$18,093.00</b>
<b>103 Kindergarten Services</b>			
<b>Expenditure</b>			

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
10300 Indoor Salaries	\$5,185.35	\$ .00	\$15,121.00
10304 Building Maintenance	\$2,182.08	\$764.55	\$14,700.00
10305 Kindergarten Subsidy	\$ .00	\$ .00	\$79,213.00
10344 Utilities	\$349.01	\$ .00	\$15,000.00
10345 Telecommunication	\$213.63	\$ .00	\$2,400.00
10347 Depreciation	\$17,490.66	\$ .00	\$63,000.00
10351 Nhill Early Years Centre	\$5,334.98	\$ .00	\$ .00
<b>Expenditure Total</b>	<b>\$30,755.71</b>	<b>\$764.55</b>	<b>\$189,434.00</b>
<b>Capital</b>			
10351 Nhill Early Years Centre	\$21,423.53	\$2,146.00	\$ .00
<b>Capital Total</b>	<b>\$21,423.53</b>	<b>\$2,146.00</b>	<b>\$ .00</b>
<b>104 Youth Services</b>			
<b>Income</b>			
10471 Freeza	(\$13,377.27)	\$ .00	(\$24,500.00)
10474 VicHealth - Grant	\$700.00	\$ .00	\$ .00
10476 Walk to School - Grant	\$ .00	\$ .00	(\$8,600.00)
<b>Income Total</b>	<b>(\$12,677.27)</b>	<b>\$ .00</b>	<b>(\$33,100.00)</b>
<b>Expenditure</b>			
10400 Indoor Salaries	\$14,361.86	\$ .00	\$56,964.00
10402 Contracts and Materials	\$140.91	\$ .00	\$1,500.00
10403 Advertising	\$513.64	\$ .00	\$1,000.00
10404 VicHealth Bright Futures	\$461.00	\$ .00	\$ .00
10405 Freeza	\$6,065.21	\$85.84	\$24,500.00
10406 ABC Heywire - Back to Bush	\$194.17	\$ .00	\$ .00
10407 Hindmarsh Youth Council	\$ .00	\$ .00	\$10,000.00
10411 Walk to School	\$1,941.95	\$ .00	\$8,600.00
<b>Expenditure Total</b>	<b>\$23,678.74</b>	<b>\$85.84</b>	<b>\$102,564.00</b>
<b>105 Aged and Disability Services</b>			
<b>Income</b>			

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
10570 Meals on Wheels Grant	(\$8,934.95)	\$ .00	(\$17,624.00)
10571 Meals on Wheels Fees	\$ .00	\$ .00	(\$53,135.00)
10572 General Home Grant	(\$62,880.16)	\$ .00	(\$247,476.00)
10573 General Home Care Fees	(\$9,812.68)	\$ .00	(\$39,750.00)
10574 Case Assessment Grant	(\$23,366.68)	\$ .00	(\$91,039.00)
10575 Personal Care Grant	(\$19,421.66)	\$ .00	(\$76,403.00)
10576 Personal Care Fees	(\$990.52)	\$ .00	(\$7,075.00)
10577 Respite Care Grant	(\$10,487.93)	\$ .00	(\$41,189.00)
10578 Respite Care Fees	(\$915.45)	\$ .00	(\$4,420.00)
10579 Home Care Property Maintenance Grant	(\$11,074.65)	\$ .00	(\$43,580.00)
10580 Home Care Property Maintenance Fees	(\$1,845.00)	\$ .00	(\$11,250.00)
10581 Agency Home Care Fees	(\$46,926.44)	\$ .00	(\$250,000.00)
10582 Senior Citizen - Home Care - Grant	(\$12,078.38)	\$ .00	(\$22,567.00)
10584 Volunteer Coordination Grant	(\$872.75)	\$ .00	(\$9,715.00)
10585 Seniors Week Grant	(\$2,470.68)	\$ .00	(\$2,600.00)
10586 Senior Week - User Fee	\$ .00	\$ .00	(\$1,000.00)
10588 Community Transport Fees	(\$926.67)	\$ .00	(\$1,500.00)
<b>Income Total</b>	<b>(\$213,004.60)</b>	<b>\$ .00</b>	<b>(\$920,323.00)</b>
<b>Expenditure</b>			
10500 Indoor Salaries	\$64,347.25	\$ .00	\$241,869.00
10502 Contracts and Materials	\$1,989.93	\$539.82	\$8,000.00
10503 Advertising	\$ .00	\$ .00	\$500.00
10504 Meals on Wheels - Contracts	\$770.99	\$ .00	\$63,710.00
10505 General Home Care Salaries	\$60,486.07	\$ .00	\$164,671.00
10506 Personal Care Salaries	\$12,448.90	\$ .00	\$43,964.00
10507 Respite Care Salaries	\$12,681.02	\$ .00	\$27,465.00
10508 Agency Home Care Salaries	\$46,383.63	\$ .00	\$232,000.00
10509 Property Maintenance - Home Care - Salaries	\$6,795.58	\$1,096.93	\$24,543.00
10510 Software Maintenance Contract	\$ .00	\$ .00	\$10,000.00
10512 Printing & Postage	\$ .00	\$ .00	\$2,500.00
10513 Senior Citizens - General Expenditure	\$454.55	\$ .00	\$3,000.00
10514 Seniors Week	\$54.73	\$600.00	\$3,600.00
10515 Insurance - Senior Citizens Club Rooms	\$ .00	\$ .00	\$2,500.00



<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
10516 Memberships and Subscriptions	\$72.73	\$ .00	\$500.00
10517 Implement Ageing Strategy	\$ .00	\$ .00	\$2,000.00
10518 Home Care Staff - Training	\$1,070.05	\$ .00	\$14,000.00
10519 Senior Citizens Building Maintenance	\$1,851.80	\$ .00	\$10,000.00
10520 Senior Citizens Centre Cleaning	\$1,063.02	\$ .00	\$7,095.00
10523 Senior Citizens Utilities	\$ .00	\$ .00	\$685.00
10524 Seniors Week Intergenerational Arts Projects	\$205.59	\$ .00	\$ .00
10545 Telecommunications	\$1,594.53	\$ .00	\$7,000.00
10547 Depreciation - Plant & Equipment	\$3,422.28	\$ .00	\$10,641.00
<b>Expenditure Total</b>	<b>\$215,692.65</b>	<b>\$2,236.75</b>	<b>\$880,243.00</b>
<b>Capital</b>			
10550 HACC Minor Capital	\$1,194.09	\$ .00	\$ .00
<b>Capital Total</b>	<b>\$1,194.09</b>	<b>\$ .00</b>	<b>\$ .00</b>
<b>106 Health Promotion</b>			
<b>Income</b>			
10670 Health Registration Fees	(\$530.00)	\$ .00	(\$22,000.00)
10671 Septic Tank Fees	(\$296.00)	\$ .00	(\$1,000.00)
10672 Tobacco Activity	\$ .00	\$ .00	(\$5,775.00)
10673 Immunisation Services Grant	(\$200.00)	\$ .00	\$ .00
10674 Mosquito Management	(\$2,347.21)	\$ .00	\$ .00
<b>Income Total</b>	<b>(\$3,373.21)</b>	<b>\$ .00</b>	<b>(\$28,775.00)</b>
<b>Expenditure</b>			
10600 Indoor Salaries	\$21,819.86	\$ .00	\$102,759.00
10602 Contracts and Materials	\$451.10	\$ .00	\$5,500.00
10604 Software Maintenance Contract	\$2,816.55	\$ .00	\$2,900.00
10605 Environment & Health Officer Contribution to WWSC	\$5,646.60	\$ .00	\$5,660.00
10606 Health & Wellbeing Plan Implementation	\$ .00	\$ .00	\$1,000.00
<b>Expenditure Total</b>	<b>\$30,734.11</b>	<b>\$ .00</b>	<b>\$117,819.00</b>
<b>108 Libraries</b>			

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
<b>Income</b>			
10870 Library Grant	\$ .00	\$ .00	(\$102,809.00)
10872 Dimboola Civic Precinct	\$ .00	\$ .00	(\$500,000.00)
<b>Income Total</b>	<b>\$ .00</b>	<b>\$ .00</b>	<b>(\$602,809.00)</b>
<b>Expenditure</b>			
10800 Indoor Salaries	\$1,355.62	\$ .00	\$6,233.00
10804 Council Contribution to WRLC	\$38,857.25	\$ .00	\$258,238.00
10805 Cleaning - Nhill and Dimbolla Libraries	\$795.02	\$ .00	\$5,650.00
10806 Building Maintenance - Nhill & Dimboola Libraries	\$340.19	\$ .00	\$4,080.00
10844 Utilities	\$162.46	\$ .00	\$3,359.00
10845 Telecommunications	\$323.34	\$ .00	\$2,100.00
<b>Expenditure Total</b>	<b>\$41,833.88</b>	<b>\$ .00</b>	<b>\$279,660.00</b>
<b>Capital</b>			
10852 Dimboola Civic Precinct	\$5,500.00	\$35,750.00	\$700,000.00
<b>Capital Total</b>	<b>\$5,500.00</b>	<b>\$35,750.00</b>	<b>\$700,000.00</b>
<b>109 Arts &amp; Culture and Community Events</b>			
<b>Income</b>			
10970 Children`s Week - Grant	\$ .00	\$ .00	(\$500.00)
<b>Income Total</b>	<b>\$ .00</b>	<b>\$ .00</b>	<b>(\$500.00)</b>
<b>Expenditure</b>			
10900 Indoor Salaries	\$13,049.86	\$ .00	\$49,645.00
10904 Community Action Grant Program	\$4,000.00	\$ .00	\$30,000.00
10905 Children`s Week	\$ .00	\$ .00	\$500.00
10909 Meet & Greet Barbecue	\$ .00	\$ .00	\$2,000.00
10910 Regional Community Events (Arts & Culture)	\$506.37	\$ .00	\$14,000.00
10911 Youth & Volunteer Activities & Events	\$ .00	\$ .00	\$4,000.00
10915 International Day of People with Disabilities	\$ .00	\$ .00	\$1,000.00
10944 Utilities	\$917.27	\$ .00	\$4,650.00
10945 Telecommunications	\$69.23	\$ .00	\$500.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
<b>Expenditure Total</b>	<b>\$18,542.73</b>	<b>\$ .00</b>	<b>\$106,295.00</b>
<b>110 Recreation Programs</b>			
<b>Expenditure</b>			
11000 Indoor Salaries	\$3,183.71	\$ .00	\$11,386.00
<b>Expenditure Total</b>	<b>\$3,183.71</b>	<b>\$ .00</b>	<b>\$11,386.00</b>
<b>111 Public Order and Safety</b>			
<b>Income</b>			
11170 Animal Control Fines	(\$5,042.00)	\$ .00	(\$2,000.00)
11171 Animal Control Registration Fees	(\$4,899.98)	\$ .00	(\$82,000.00)
11172 Pound Fees	(\$1,556.80)	\$ .00	(\$1,000.00)
11173 Local Laws Fees	(\$552.55)	\$ .00	(\$2,000.00)
11174 Local Laws Fines	\$ .00	\$ .00	(\$1,000.00)
11175 School Crossing Grants	(\$7,462.00)	\$ .00	(\$4,848.00)
<b>Income Total</b>	<b>(\$19,513.33)</b>	<b>\$ .00</b>	<b>(\$92,848.00)</b>
<b>Expenditure</b>			
11100 Indoor Salaries	\$41,212.64	\$ .00	\$131,132.00
11102 Contracts and Materials	\$1,150.64	\$290.56	\$10,000.00
11103 Advertising	\$227.00	\$ .00	\$500.00
11104 Animal Registration- Department Fees	\$4,908.50	\$ .00	\$6,600.00
11105 Printing & Postage of Animal Notices	\$ .00	\$ .00	\$2,200.00
11145 Telecommunication	\$194.51	\$ .00	\$960.00
11147 Depreciation - Buildings	\$397.38	\$ .00	\$5,113.00
<b>Expenditure Total</b>	<b>\$48,090.67</b>	<b>\$290.56</b>	<b>\$156,505.00</b>
<b>112 Early Years</b>			
<b>Expenditure</b>			
11200 Early Years	\$8,872.04	\$ .00	\$36,473.00
<b>Expenditure Total</b>	<b>\$8,872.04</b>	<b>\$ .00</b>	<b>\$36,473.00</b>
<b>201 Local Roads and Bridges</b>			

Account	YTD Actuals	Committments	Annual Budget
<b>Income</b>			
20170 Roads to Recovery Grant	(\$393,000.00)	\$ .00	(\$1,518,849.00)
<b>Income Total</b>	<b>(\$393,000.00)</b>	<b>\$ .00</b>	<b>(\$1,518,849.00)</b>
<b>Expenditure</b>			
20100 Indoor Salaries	\$56,751.20	\$ .00	\$225,171.00
20104 Sealed Road Team Leader Inspections	\$6,814.65	\$ .00	\$15,600.00
20105 Sealed Road Programmed Inspections	\$5,303.33	\$ .00	\$24,000.00
20106 Sealed Road Shoulder Maintenance	\$2,740.87	\$819.00	\$193,800.00
20107 Sealed Road Pavement Patching and Repair	\$33,595.56	\$ .00	\$101,000.00
20108 Sealed Road Crack Sealing	\$8,451.40	\$ .00	\$32,000.00
20109 Sealed Road Edge Repairs	\$23,041.68	\$ .00	\$193,000.00
20110 Sealed Road Line Marking	\$3,272.16	\$ .00	\$26,520.00
20111 Unsealed Road Team Leader Inspections	\$5,035.81	\$ .00	\$23,970.00
20112 Unsealed Road Programmed Inspections	\$2,964.47	\$ .00	\$6,000.00
20113 Unsealed Road - Gravel Road Maintenance	\$286,394.36	\$ .00	\$721,400.00
20117 Unsealed Road Earth Grading	\$44,976.72	\$842.40	\$289,374.00
20118 Road Signage	\$19,444.35	(\$550.39)	\$54,060.00
20119 Guide Post Maintenance	\$26,172.77	\$ .00	\$34,870.00
20120 Gypsum Road Maintenance	\$40,385.24	\$ .00	\$43,500.00
20121 Bridge Maintenance	\$1,015.29	\$ .00	\$5,590.00
20122 Street Lighting	\$5,252.16	\$ .00	\$39,056.00
20124 Cathodic Protection - Antwerp Bridge	\$727.82	\$ .00	\$3,000.00
20125 Floods 2016	\$29,018.32	\$14,000.00	\$ .00
20147 Depreciation - Roads & Bridges	\$695,763.90	\$ .00	\$2,847,101.00
<b>Expenditure Total</b>	<b>\$1,297,122.06</b>	<b>\$15,111.01</b>	<b>\$4,879,012.00</b>
<b>Capital</b>			
20100 Indoor Salaries	\$35,304.25	\$ .00	\$102,567.00
20125 Floods 2016	\$4,932.00	\$3,630.00	\$ .00
20152 Kerb & Channel	\$8,494.26	(\$2,006.50)	\$385,820.00
20154 Reseals and Final Seals	\$2,880.66	\$ .00	\$564,235.00
20156 Sealed Road Construction	\$94,724.02	(\$10,215.46)	\$1,250,893.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
20158 Shoulder Resheet	\$6,280.57	\$ .00	\$356,709.00
20160 Unsealed Road Construction	\$7,127.41	(\$10,849.23)	\$576,544.00
20164 Bridges	\$ .00	\$ .00	\$325,000.00
<b>Capital Total</b>	<b>\$159,743.17</b>	<b>(\$19,441.19)</b>	<b>\$3,561,768.00</b>
<b>202 Drainage Management</b>			
<b>Expenditure</b>			
20200 Indoor Salaries	\$10,793.01	\$ .00	\$46,414.00
20204 Sealed Road Drainage and Culvert Maintenance	\$35,329.67	\$163.64	\$64,210.00
20205 Unsealed Road Drainage and Culvert Maintenance	\$31,708.47	\$ .00	\$114,760.00
20206 Underground Drainage Maintenance - Pits	\$3,540.11	\$ .00	\$16,830.00
20207 Underground Drainage Maintenance - Pipework	\$ .00	\$ .00	\$8,670.00
20208 Earth Gutter Maintenance	\$21,053.34	\$ .00	\$27,744.00
20209 Kerb and Channel Maintenance	\$1,688.26	\$ .00	\$6,120.00
20210 Urban Drainage Inspections	\$1,915.16	\$ .00	\$5,100.00
20247 Depreciation - Drainage & Kerb and Channel	\$79,935.72	\$ .00	\$321,631.00
<b>Expenditure Total</b>	<b>\$185,963.74</b>	<b>\$163.64</b>	<b>\$611,479.00</b>
<b>Capital</b>			
20200 Indoor Salaries	\$3,502.45	\$ .00	\$11,526.00
20251 Major Culverts	\$ .00	\$ .00	\$135,735.00
20252 Upper Regions St & Nursery Rd Upgrades	\$3,092.26	\$ .00	\$ .00
<b>Capital Total</b>	<b>\$6,594.71</b>	<b>\$ .00</b>	<b>\$147,261.00</b>
<b>203 Paths and Trails</b>			
<b>Expenditure</b>			
20300 Indoor Salaries	\$10,985.65	\$ .00	\$46,635.00
20304 Footpath Maintenance	\$9,373.85	\$ .00	\$33,660.00
20305 Footpath Inspections	\$ .00	\$ .00	\$1,704.00
20306 Footpath Programmed Inspections	\$1,375.59	\$ .00	\$6,253.00
20307 Footpath Tactile Removal	\$ .00	\$ .00	\$2,000.00
20347 Depreciation - Footpaths	\$38,937.96	\$ .00	\$158,599.00
<b>Expenditure Total</b>	<b>\$60,673.05</b>	<b>\$ .00</b>	<b>\$248,851.00</b>

Account	YTD Actuals	Committments	Annual Budget
<b>Capital</b>			
20300 Indoor Salaries	\$2,064.61	\$ .00	\$6,273.00
20353 Footpaths	\$65,274.77	(\$1,272.73)	\$148,447.00
<b>Capital Total</b>	<b>\$67,339.38</b>	<b>(\$1,272.73)</b>	<b>\$154,720.00</b>
<b>204 Tree Management</b>			
<b>Expenditure</b>			
20400 Indoor Salaries	\$5,779.27	\$ .00	\$21,819.00
20404 Rural Tree Trimming and Removal	\$37,947.13	\$ .00	\$150,700.00
20405 Urban Trees Lopping & Pruning and Removal	\$19,353.60	(\$2,090.00)	\$90,968.00
20406 Urban Trees Replacement Program	\$5,879.99	(\$327.27)	\$30,090.00
<b>Expenditure Total</b>	<b>\$68,959.99</b>	<b>(\$2,417.27)</b>	<b>\$293,577.00</b>
<b>205 Town Beautification</b>			
<b>Income</b>			
20561 Western Highway Median Maintenance	(\$7,544.00)	\$ .00	(\$7,544.00)
20562 Nhill Truck Trailer Exchange (A&P Location)	\$ .00	\$ .00	(\$12,000.00)
<b>Income Total</b>	<b>(\$7,544.00)</b>	<b>\$ .00</b>	<b>(\$19,544.00)</b>
<b>Expenditure</b>			
20500 Indoor Salaries	\$12,819.34	\$ .00	\$52,786.00
20504 Urban Streets - Mechanical Street Sweeping	\$10,537.63	\$ .00	\$44,880.00
20505 Commercial Area - Mechanical Street Sweeping	\$6,936.47	\$ .00	\$14,928.00
20506 Commercial Area Manual Street Sweeping	\$7,570.57	\$ .00	\$37,742.00
20507 Urban Area Litter Removal	\$13,885.20	\$ .00	\$48,804.00
20508 Commercial Area Litter Removal	\$13,601.19	\$ .00	\$51,592.00
20509 Public Toilet Building Maintenance	\$2,797.16	(\$90.91)	\$20,000.00
20510 Public Toilet Cleaning	\$29,936.71	\$126.00	\$115,785.00
20511 Parks and Gardens - Lawn Mowing and Maintenance	\$18,410.70	\$205.45	\$63,766.00
20512 Parks and Gardens - Watering	\$238.95	\$ .00	\$6,750.00
20513 Parks and Gardens - Infrastructure Maintenance	\$8,339.15	(\$432.28)	\$38,872.00
20514 Parks and Gardens - Garden Beds	\$17,385.79	(\$217.45)	\$36,200.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
20515 Parks and Gardens - Grass Maintenance	\$19,608.98	\$ .00	\$55,652.00
20516 Parks and Gardens - Playground Inspections	\$2,559.58	\$ .00	\$13,158.00
20517 Parks and Gardens - Playground Maintenance	\$8,460.43	(\$5,318.18)	\$38,703.00
20522 Western Highway Median Maintenance	\$4,353.27	\$ .00	\$10,710.00
20523 Nhill Truck Trailer Exchange (A&P Location)	\$1,952.05	\$ .00	\$6,120.00
20526 Roy Street Garden Beds	\$ .00	\$ .00	\$3,000.00
20544 Utilities	\$5,431.78	\$ .00	\$49,238.00
20547 Depreciation	\$18,829.65	\$ .00	\$76,485.00
<b>Expenditure Total</b>	<b>\$203,654.60</b>	<b>(\$5,727.37)</b>	<b>\$785,171.00</b>
<b>206 Community Centres and Public Halls</b>			
<b>Income</b>			
20672 Nhill Memorial Community Centre	(\$8,345.42)	\$ .00	(\$50,000.00)
<b>Income Total</b>	<b>(\$8,345.42)</b>	<b>\$ .00</b>	<b>(\$50,000.00)</b>
<b>Expenditure</b>			
20600 Indoor Salaries	\$25,730.69	\$ .00	\$96,668.00
20603 Advertising	\$186.48	(\$25.45)	\$3,000.00
20604 Nhill Community Centre Maintenance	\$2,181.15	\$1,371.64	\$16,320.00
20605 Public Halls Building Maintenance	\$9,823.85	\$2,343.05	\$42,000.00
20606 Public Halls Inspections	\$1,012.23	\$ .00	\$1,750.00
20609 Senior Citizen Centres Utilities	\$256.43	\$ .00	\$ .00
20611 Buildings - Condition Assessment	\$ .00	\$ .00	\$10,000.00
20612 Nhill Community Centre - Film Hire	\$3,348.76	\$351.32	\$19,999.00
20613 Nhill Community Centre Materials	\$669.59	\$215.66	\$4,000.00
20614 Dimboola Community Centre Contribution	\$ .00	\$500.00	\$500.00
20644 Utilities	\$2,408.07	\$ .00	\$17,230.00
20645 Telecommunications	\$74.59	\$ .00	\$600.00
20647 Depreciation	\$27,436.86	\$ .00	\$144,526.00
<b>Expenditure Total</b>	<b>\$73,128.70</b>	<b>\$4,756.22</b>	<b>\$356,593.00</b>
<b>207 Recreation Facilities</b>			
<b>Income</b>			

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
20770 Recreation Reserve Recoupments	\$ .00	\$ .00	(\$4,000.00)
20774 Skate Park - Grant	\$ .00	\$ .00	(\$200,000.00)
<b>Income Total</b>	<b>\$ .00</b>	<b>\$ .00</b>	<b>(\$204,000.00)</b>
<b>Expenditure</b>			
20700 Indoor Salaries	\$22,562.84	\$ .00	\$98,876.00
20702 Contracts and Materials	\$ .00	\$ .00	\$250.00
20704 Swimming Pool Management	\$ .00	\$ .00	\$253,000.00
20705 Swimming Pool Maintenance	\$ .00	\$ .00	\$24,000.00
20706 Swimming Pool Building Maintenance	\$586.87	\$ .00	\$16,320.00
20708 Swimming Pool Preparation and Painting	\$ .00	\$ .00	\$7,150.00
20709 Swimming Area Ground Maintenance	\$631.14	\$ .00	\$8,000.00
20710 Recreation Reserve Building Maintenance	\$2,329.75	\$ .00	\$27,250.00
20712 Recreation Reserve Oval Mowing and Maintenance	\$3,713.51	\$152.70	\$33,280.00
20713 Recreation Reserve Surrounds Maintenance	\$16,671.16	\$310.00	\$34,630.00
20714 Recreation Reserve Loose Litter Removal	\$827.96	\$ .00	\$3,500.00
20718 Service of Pool Filters	\$ .00	\$ .00	\$14,000.00
20744 Utilities	\$6,079.30	\$ .00	\$46,447.00
20745 Telecommunications	\$79.86	\$ .00	\$502.00
20747 Depreciation - Other Structures	\$65,166.15	\$ .00	\$281,736.00
<b>Expenditure Total</b>	<b>\$118,648.54</b>	<b>\$462.70</b>	<b>\$848,941.00</b>
<b>Capital</b>			
20720 Precinct & Recreation Plan Projects Funding	\$ .00	\$ .00	\$50,000.00
20755 Dimboola Recreation Reserve Netball Facilities	\$8,207.27	(\$12,000.00)	\$ .00
20797 Skate Park Facilities	\$194.54	\$ .00	\$200,000.00
<b>Capital Total</b>	<b>\$8,401.81</b>	<b>(\$12,000.00)</b>	<b>\$250,000.00</b>
<b>208 Waste Management</b>			
<b>Income</b>			
20870 Garbage Charge	(\$873,128.56)	\$ .00	(\$874,716.00)
20871 Commercial Garbage Collection Fees	(\$9,430.51)	\$ .00	(\$40,000.00)
20872 Commercial Recycle Collection Fees	(\$1,076.05)	\$ .00	(\$3,000.00)



<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
20873 Transfer Station Sales including Scrap Metal	(\$4,377.55)	\$ .00	\$ .00
20874 Transfer Station Fees	(\$12,033.02)	\$ .00	(\$45,000.00)
20875 Drum Disposal Cost Recovery Grant	\$ .00	\$ .00	(\$1,000.00)
20876 Garbage Bin & Parts Sales	(\$124.28)	\$ .00	(\$2,000.00)
20877 Waste Management Sales	(\$9.09)	\$ .00	(\$1,000.00)
<b>Income Total</b>	<b>(\$900,179.06)</b>	<b>\$ .00</b>	<b>(\$966,716.00)</b>
<b>Expenditure</b>			
20800 Indoor Salaries	\$35,901.64	\$ .00	\$127,939.00
20802 Contracts and Materials	\$584.83	\$ .00	\$2,000.00
20803 Advertising	\$ .00	\$ .00	\$200.00
20804 Kerbside Garbage Collection	\$39,191.22	\$ .00	\$265,000.00
20805 Kerbside Recycle Collection	\$32,058.86	\$ .00	\$166,000.00
20806 Transportation of Garbage to Dooen Landfill	\$9,366.52	\$ .00	\$57,800.00
20807 Dooen Landfill Charges	\$25,475.46	\$ .00	\$183,000.00
20808 Delivery of Recycle	\$2,057.50	\$ .00	\$30,600.00
20810 Transfer Station Recycle Collection	\$ .00	\$ .00	\$6,300.00
20811 Transfer Station Push in Waste and Cover	\$10,861.00	\$ .00	\$19,000.00
20812 Transfer Station Chemical Drum Disposal	\$ .00	\$ .00	\$2,100.00
20813 Transfer Station Maintenance	\$6,403.26	\$225.44	\$16,300.00
20815 Transfer Station Greenwaste Processing	\$2,172.10	\$3,720.00	\$5,100.00
20818 Hard Plastic Disposal	\$ .00	\$ .00	\$15,000.00
20847 Depreciation	\$8,156.25	\$ .00	\$32,629.00
<b>Expenditure Total</b>	<b>\$172,228.64</b>	<b>\$3,945.44</b>	<b>\$928,968.00</b>
<b>209 Quarry Operations</b>			
<b>Income</b>			
20970 Quarry Sales	\$ .00	\$ .00	(\$20,000.00)
20971 Quarry Material Used on Jobs	(\$63,587.50)	\$ .00	(\$635,868.00)
<b>Income Total</b>	<b>(\$63,587.50)</b>	<b>\$ .00</b>	<b>(\$655,868.00)</b>
<b>Expenditure</b>			
20900 Indoor Salaries	\$2,678.90	\$ .00	\$8,782.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
20904 Quarry Raising	\$4,552.93	(\$10,718.19)	\$44,000.00
20905 Quarry Material Crushing	\$ .00	(\$4,534.09)	\$150,000.00
20906 Quarry Material Loading	\$7,643.56	\$ .00	\$40,000.00
20907 Quarry Rehabilitation	\$45,984.56	\$ .00	\$100,000.00
20908 Quarry Compensation Payment	\$10,833.19	\$ .00	\$28,240.00
20909 Quarry Restoration	\$528.36	\$ .00	\$96,900.00
20911 Quarry General Maintenance	\$4,981.96	\$ .00	\$16,320.00
20947 Depreciation	\$2,584.08	\$ .00	\$11,714.00
<b>Expenditure Total</b>	<b>\$79,787.54</b>	<b>(\$15,252.28)</b>	<b>\$495,956.00</b>
<b>210 Waterway Management</b>			
<b>Expenditure</b>			
21000 Indoor Salaries	\$2,622.92	\$ .00	\$10,856.00
21002 Contracts and Materials	\$189.64	\$18.18	\$2,500.00
21006 Weir Operations	\$17,194.04	\$90.91	\$6,000.00
21007 Nhill Lake Water Allocation	\$ .00	\$ .00	\$3,060.00
21044 Utilities	\$3.30	\$ .00	\$7,114.00
21045 Depreciation	\$8,218.29	\$ .00	\$32,869.00
<b>Expenditure Total</b>	<b>\$28,228.19</b>	<b>\$109.09</b>	<b>\$62,399.00</b>
<b>211 Environment Management</b>			
<b>Income</b>			
21170 Roadside Weeds and Pests (DPI)	\$ .00	\$ .00	(\$50,000.00)
<b>Income Total</b>	<b>\$ .00</b>	<b>\$ .00</b>	<b>(\$50,000.00)</b>
<b>Expenditure</b>			
21100 Indoor Salaries	\$2,776.08	\$ .00	\$14,316.00
21104 Hindmarsh Landcare Network Contribution	\$ .00	\$ .00	\$10,000.00
21105 Vermin and Noxious Weeds	\$1,590.48	\$ .00	\$12,400.00
21106 Lanes and Drains Herbicide Spraying	\$7,916.34	\$ .00	\$31,100.00
21107 Wimmera Mallee Sustainability Alliance - Cont.	\$ .00	\$ .00	\$5,000.00
21109 Roadside Weeds and Pests (DPI)	\$10,695.45	\$15,173.85	\$50,000.00
<b>Expenditure Total</b>	<b>\$22,978.35</b>	<b>\$15,173.85</b>	<b>\$122,816.00</b>

Account	YTD Actuals	Committments	Annual Budget
<b>212 Fire Prevention</b>			
<b>Income</b>			
21270 Recoupment of Clean-up Costs at Private Property	\$ .00	\$ .00	(\$3,000.00)
21271 Fire Prevention Fines	\$ .00	\$ .00	(\$10,000.00)
<b>Income Total</b>	<b>\$ .00</b>	<b>\$ .00</b>	<b>(\$13,000.00)</b>
<b>Expenditure</b>			
21200 Indoor Salaries	\$6,664.41	\$ .00	\$23,823.00
21204 Fire Plug Post Maintenance	\$4,972.17	(\$360.00)	\$9,690.00
21205 Rural Roadside Spraying/Slashing	\$8,700.31	\$ .00	\$34,680.00
21206 Town Boundary Spraying/Slashing	\$516.81	\$ .00	\$4,306.00
21207 Private Property Clean-up for Fire Prevention	\$ .00	\$ .00	\$3,000.00
<b>Expenditure Total</b>	<b>\$20,853.70</b>	<b>(\$360.00)</b>	<b>\$75,499.00</b>
<b>301 Economic Development</b>			
<b>Income</b>			
30170 Saleyard Fees - Nhill	(\$1,953.83)	\$ .00	(\$4,000.00)
30171 Saleyard Truckwash Fees - Nhill	\$ .00	\$ .00	(\$500.00)
30179 Karen Settlement Program - Grant	(\$10,000.00)	\$ .00	(\$10,000.00)
30180 Karen Community Capacity - Grant	\$ .00	\$ .00	(\$50,000.00)
30181 Karen Migration Employment - Grant	\$ .00	\$ .00	(\$20,000.00)
<b>Income Total</b>	<b>(\$11,953.83)</b>	<b>\$ .00</b>	<b>(\$84,500.00)</b>
<b>Expenditure</b>			
30100 Indoor Salaries	\$28,554.53	\$ .00	\$119,821.00
30102 Contracts and Materials	(\$6,452.05)	\$ .00	\$5,000.00
30103 Advertising	\$615.91	\$ .00	\$3,000.00
30104 Council Contribution For Grant Funded Projects	\$ .00	\$225.00	\$50,000.00
30105 Saleyard Membership - Nhill	\$ .00	\$ .00	\$800.00
30106 Saleyard Maintenance Nhill - Yard and Pen	\$1,315.00	\$ .00	\$2,000.00
30107 Saleyard Ground Maintenance Nhill	\$147.44	\$ .00	\$4,600.00
30108 Saleyard Utilities Nhill	\$586.01	\$ .00	\$2,964.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
30109 Community Enterprise Centre Dimboola	\$136.26	\$ .00	\$ .00
30110 Economic Development Strategy Implementation	\$ .00	\$ .00	\$10,000.00
30115 Karen Community Capacity Building Project	\$855.32	\$ .00	\$50,000.00
30116 Karen Settlement Building Project	\$9,970.99	\$ .00	\$39,694.00
30120 Business Assistance Grant Program	\$11,375.95	\$ .00	\$20,000.00
30121 Karen Migration Employment Project	\$11,774.69	\$ .00	\$42,568.00
30143 Memberships and Subscriptions - Saleyard	\$330.00	\$ .00	\$ .00
30144 Utilities	\$ .00	\$ .00	\$2,156.00
30147 Depreciation - Buildings	\$12,239.31	\$ .00	\$45,976.00
<b>Expenditure Total</b>	<b>\$71,449.36</b>	<b>\$225.00</b>	<b>\$398,579.00</b>
<b>Capital</b>			
30104 Council Contribution For Grant Funded Projects	\$ .00	\$ .00	\$100,000.00
<b>Capital Total</b>	<b>\$ .00</b>	<b>\$ .00</b>	<b>\$100,000.00</b>
<b>302 Tourism</b>			
<b>Income</b>			
30208 Information Centre Nhill - S86 Funds	(\$670.67)	\$12.93	\$ .00
<b>Income Total</b>	<b>(\$670.67)</b>	<b>\$12.93</b>	<b>\$ .00</b>
<b>Expenditure</b>			
30200 Indoor Salaries	\$35,347.32	\$ .00	\$123,276.00
30202 Contracts and Materials	\$ .00	\$ .00	\$1,000.00
30203 Advertising & Market Promotions	\$1,220.00	\$696.36	\$10,000.00
30205 Regional Tourism Association Contribution	\$5,970.26	\$ .00	\$7,500.00
30206 Information Centre Building Maintenance	\$298.50	\$ .00	\$1,700.00
30207 Information Centre Nhill - Cleaning	\$280.68	\$ .00	\$3,000.00
30208 Information Centre Nhill - S86 Funds	\$158.00	\$ .00	\$500.00
30211 Building Maintenance - Yuranga and Pioneer Museum	\$10,557.14	\$5,801.36	\$38,760.00
30212 RV Dump Point Maintenance	\$ .00	\$ .00	\$2,000.00
30216 Website Maintenance & Subscription	\$ .00	\$ .00	\$6,500.00
30244 Utilities	\$109.00	\$ .00	\$1,202.00
30245 Telecommunications	\$447.15	\$ .00	\$ .00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
30247 Depreciation - Buildings	\$13,306.44	\$ .00	\$41,504.00
<b>Expenditure Total</b>	<b>\$67,694.49</b>	<b>\$6,497.72</b>	<b>\$236,942.00</b>
<b>Capital</b>			
30250 RV Dump Points	\$ .00	\$139.04	\$ .00
30255 Yuranga Homestead - Restoration Works	\$4,139.09	\$3,449.00	\$ .00
<b>Capital Total</b>	<b>\$4,139.09</b>	<b>\$3,588.04</b>	<b>\$ .00</b>
<b>303 Private Works</b>			
<b>Income</b>			
30372 Private Works Fees	(\$13,316.36)	\$ .00	(\$70,000.00)
30375 Private Works - Nhill Truck Trailer Exchange	(\$3,000.00)	\$ .00	\$ .00
<b>Income Total</b>	<b>(\$16,316.36)</b>	<b>\$ .00</b>	<b>(\$70,000.00)</b>
<b>Expenditure</b>			
30300 Indoor Salaries	\$6,714.72	\$ .00	\$24,682.00
30304 Private Works	\$11,791.10	\$1,895.40	\$40,000.00
30344 Utilities	\$372.76	\$ .00	\$1,300.00
<b>Expenditure Total</b>	<b>\$18,878.58</b>	<b>\$1,895.40</b>	<b>\$65,982.00</b>
<b>304 Caravan Parks and Camping Grounds</b>			
<b>Income</b>			
30470 Caravan Park Lease Fees	(\$2,272.73)	\$ .00	(\$10,000.00)
30471 Caravan Park Fees	(\$52,801.84)	\$ .00	(\$185,000.00)
30472 Camping Ground Fees	\$ .00	\$ .00	(\$1,500.00)
<b>Income Total</b>	<b>(\$55,074.57)</b>	<b>\$ .00</b>	<b>(\$196,500.00)</b>
<b>Expenditure</b>			
30400 Indoor Salaries	\$42,712.14	\$ .00	\$200,343.00
30402 Contracts and Materials	\$6,093.91	\$545.46	\$15,000.00
30403 Advertising	\$ .00	\$ .00	\$2,000.00
30404 Caravan Park Building Maintenance	\$10,329.51	\$2,151.83	\$20,000.00
30405 Caravan Parks Ground Maintenance	\$11,133.08	\$855.32	\$22,500.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
30406 Camping Grounds Building Maintenance	\$104.00	\$110.00	\$4,000.00
30407 Camping Grounds Infrastructure Maintenance	\$630.00	\$368.18	\$2,000.00
30408 Camping Ground Beach Cleaning	\$847.08	\$0.00	\$1,000.00
30409 Caravan Parks Marketing & Promotion	\$0.00	\$0.00	\$5,000.00
30410 Online Booking System and Payment Gateway	\$1,158.00	\$0.00	\$6,100.00
30411 Memberships & Subscriptions	\$323.18	\$0.00	\$3,500.00
30412 Caravan Park Linen	\$0.00	\$0.00	\$4,000.00
30444 Utilities	\$6,400.28	\$0.00	\$35,000.00
30445 Telecommunications	\$113.54	\$0.00	\$1,250.00
<b>Expenditure Total</b>	<b>\$79,844.72</b>	<b>\$4,030.79</b>	<b>\$321,693.00</b>
<b>Capital</b>			
30451 Relocation of Portable Building	\$0.00	\$4,868.18	\$0.00
30458 Riverside Holiday Park Canoes & Bikes	\$0.00	\$0.00	\$10,250.00
30460 Riverside Holiday Park Cabins	\$3,086.40	\$1,754.55	\$0.00
<b>Capital Total</b>	<b>\$3,086.40</b>	<b>\$6,622.73</b>	<b>\$10,250.00</b>
<b>305 Land Use Planning</b>			
<b>Income</b>			
30570 Land Use Planning Permit Fees	(\$9,979.55)	\$0.00	(\$12,000.00)
30571 Land Use Planning Certificate Fees	(\$332.80)	\$0.00	(\$1,600.00)
30572 Land Use Planning Enforcement Fees	(\$167.80)	\$0.00	\$0.00
<b>Income Total</b>	<b>(\$10,480.15)</b>	<b>\$0.00</b>	<b>(\$13,600.00)</b>
<b>Expenditure</b>			
30500 Indoor Salaries	\$35,903.54	\$0.00	\$160,935.00
30502 Contracts and Materials	\$118.22	\$55.35	\$500.00
30503 Advertising	\$0.00	\$0.00	\$500.00
30504 Land Use Planning Contractor	\$5,050.00	\$0.00	\$10,000.00
30508 Planning Scheme Amendments	\$0.00	\$0.00	\$10,000.00
<b>Expenditure Total</b>	<b>\$41,071.76</b>	<b>\$55.35</b>	<b>\$181,935.00</b>
<b>306 Building Control</b>			

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
<b>Income</b>			
30670 Building Control Permit Fees	(\$9,233.38)	\$ .00	(\$30,000.00)
30671 Building Control Certificate Fees	(\$584.05)	\$ .00	(\$1,500.00)
30673 Emergency Order Clean Up Works - Recoupment	(\$318.18)	\$ .00	\$ .00
<b>Income Total</b>	<b>(\$10,135.61)</b>	<b>\$ .00</b>	<b>(\$31,500.00)</b>
<b>Expenditure</b>			
30600 Indoor Salaries	\$943.02	\$ .00	\$7,797.00
30602 Contracts and Materials	\$129.79	\$ .00	\$500.00
30604 Building Control Contractor	\$ .00	\$ .00	\$147,500.00
30605 Software & Licence Fees	\$23,422.46	\$ .00	\$650.00
30643 Memberships and Subscriptions	\$ .00	\$ .00	\$500.00
<b>Expenditure Total</b>	<b>\$24,495.27</b>	<b>\$ .00</b>	<b>\$156,947.00</b>
<b>307 Aerodromes</b>			
<b>Income</b>			
30770 Aerodrome Fees	(\$5,807.49)	\$ .00	(\$12,000.00)
<b>Income Total</b>	<b>(\$5,807.49)</b>	<b>\$ .00</b>	<b>(\$12,000.00)</b>
<b>Expenditure</b>			
30700 Indoor Salaries	\$2,875.23	\$ .00	\$18,654.00
30702 Contract and Materials	\$1,076.58	\$ .00	\$4,100.00
30703 Advertising	\$ .00	\$ .00	\$200.00
30704 Aerodrome Inspections	\$3,639.37	(\$2,090.91)	\$13,930.00
30705 Aerodrome Toilet Cleaning	\$1,514.96	\$ .00	\$1,550.00
30706 Runways and Taxiways	\$241.39	\$ .00	\$3,150.00
30707 Aerodrome Lines lights and Markers	\$2,778.11	(\$256.00)	\$6,125.00
30708 Aerodrome Grass Slashing and Spraying	\$3,228.20	\$ .00	\$9,180.00
30709 Aerodrome Membership	\$ .00	\$ .00	\$650.00
30710 Building Maintenance	\$490.81	\$ .00	\$3,600.00
30711 Surrounds Maintenance	\$777.56	\$ .00	\$1,000.00
30744 Utilities	\$401.92	\$ .00	\$1,741.00
30745 Telecommunications	\$134.44	\$ .00	\$917.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
30747 Depreciation - Buildings	\$4,305.87	\$ .00	\$19,430.00
<b>Expenditure Total</b>	<b>\$21,464.44</b>	<b>(\$2,346.91)</b>	<b>\$84,227.00</b>
<b>401 Civic Leadership and Governance</b>			
<b>Expenditure</b>			
40100 Indoor Salaries	\$93,548.79	\$ .00	\$357,284.00
40101 Indoor Training	\$5,001.00	\$ .00	\$39,000.00
40102 Contracts and Materials	\$2,621.31	(\$1,477.27)	\$27,500.00
40103 Advertising	\$1,616.46	\$ .00	\$20,000.00
40104 Mayoral Allowance	\$14,814.24	\$ .00	\$62,060.00
40105 Councillors Allowance	\$28,555.10	\$ .00	\$113,470.00
40107 Civic Receptions	\$1,603.53	\$391.42	\$5,000.00
40108 Councillor Travel & Remote Area Allowance	\$ .00	\$ .00	\$4,000.00
40109 Audit Committee	\$ .00	\$ .00	\$2,400.00
40110 Internal Audit Fees	\$ .00	\$ .00	\$20,000.00
40111 Community Newsletter	\$ .00	\$ .00	\$3,500.00
40113 Legal Fees	\$2,900.00	\$ .00	\$20,000.00
40114 Council Retreat	\$ .00	\$ .00	\$6,000.00
40115 Councillors Training	\$2,509.22	\$ .00	\$9,000.00
40116 Awards & Ceremonies	\$87.46	\$9.99	\$6,000.00
40118 Software & Licence Fees	\$ .00	\$ .00	\$5,000.00
40120 Community Satisfaction Survey	\$ .00	\$ .00	\$15,000.00
40123 Website Maintenance & Subscription	\$769.39	\$ .00	\$6,600.00
40143 Memberships and Subscriptions	\$6,789.99	\$ .00	\$80,000.00
40145 Telecommunication	\$2,093.14	\$ .00	\$13,500.00
40147 Depreciation	\$14,956.47	\$ .00	\$25,286.00
<b>Expenditure Total</b>	<b>\$177,866.10</b>	<b>(\$1,075.86)</b>	<b>\$840,600.00</b>
<b>402 Customer Service Centre</b>			
<b>Expenditure</b>			
40200 Indoor Salaries	\$91,012.49	\$ .00	\$331,737.00
40202 Contracts and Materials	\$1,947.09	\$181.37	\$5,000.00
40204 Postage	\$1,890.34	\$ .00	\$15,000.00



<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
40205 Printing and Stationary	\$4,394.77	\$32.39	\$25,000.00
40206 Customer Service Centre Dim. Library - Salary Reim	\$0.00	\$0.00	\$24,833.00
40207 Cleaning Products	\$914.69	\$130.20	\$2,000.00
40208 Building Maintenance	\$2,267.56	\$0.00	\$26,000.00
40209 Staff Amenities	\$74.55	\$29.63	\$3,000.00
40244 Utilities	\$7,163.33	\$0.00	\$29,152.00
40245 Telecommunication	\$3,889.49	\$0.00	\$26,600.00
40247 Depreciation - Buildings	\$26,657.55	\$0.00	\$116,180.00
<b>Expenditure Total</b>	<b>\$140,211.86</b>	<b>\$373.59</b>	<b>\$604,502.00</b>
<b>Capital</b>			
40255 Rear Verandah Construction	\$0.00	\$0.00	\$15,000.00
<b>Capital Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,000.00</b>
<b>403 Council Elections</b>			
<b>Expenditure</b>			
40300 Indoor Salaries	\$350.10	\$0.00	\$0.00
<b>Expenditure Total</b>	<b>\$350.10</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>404 Financial Management</b>			
<b>Income</b>			
40470 Victoria Grant Commission General Purpose Grant	(\$351,740.00)	\$0.00	(\$1,304,435.00)
40471 Victoria Grant Commission Local Roads Grant	(\$195,612.00)	\$0.00	(\$790,243.00)
40472 Interest on Investments	(\$21,439.70)	\$0.00	(\$75,000.00)
40474 Phone Tower Leases	(\$5,747.84)	\$0.00	(\$30,000.00)
40475 Other Corporate Income	(\$3,461.81)	\$0.00	(\$19,100.00)
40477 Interest on Street Construction Debtors	(\$6.89)	\$0.00	\$0.00
40478 Finance - Proceeds on Sale - Plant	(\$10,454.55)	\$0.00	(\$128,500.00)
<b>Income Total</b>	<b>(\$588,462.79)</b>	<b>\$0.00</b>	<b>(\$2,347,278.00)</b>
<b>Expenditure</b>			
40400 Indoor Salaries	\$41,953.96	\$0.00	\$186,472.00
40402 Contracts and Materials	\$2,248.77	\$234.04	\$2,000.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
40403 Advertising	\$ .00	\$ .00	\$2,000.00
40404 Statutory Audit Fees	(\$23,700.00)	\$ .00	\$42,000.00
40405 Bank Account Fees	\$8,454.42	\$ .00	\$29,500.00
40408 Other Bank Fees and Charges	\$302.43	\$ .00	\$1,000.00
40409 Financial Management Software Maintenance Fees	\$53,850.00	\$ .00	\$186,300.00
40443 Memberships and Subscriptions	\$ .00	\$ .00	\$4,500.00
<b>Expenditure Total</b>	<b>\$83,109.58</b>	<b>\$234.04</b>	<b>\$453,772.00</b>
<b>405 Rating and Valuations</b>			
<b>Income</b>			
40570 Rates Revenue	(\$6,734,344.58)	\$ .00	(\$6,712,767.00)
40571 Municipal Charge	(\$736,976.44)	\$ .00	(\$734,810.00)
40572 Interest on Overdue Rates and Charges	(\$11,701.90)	\$ .00	(\$45,000.00)
40573 Recoupment of Legal Fees	(\$2,007.40)	\$ .00	(\$15,000.00)
40574 Fire Services Levy Support	\$ .00	\$ .00	(\$40,969.00)
S0515 Rating and Valuations - Interest	(\$8.80)	\$ .00	\$ .00
<b>Income Total</b>	<b>(\$7,485,039.12)</b>	<b>\$ .00</b>	<b>(\$7,548,546.00)</b>
<b>Expenditure</b>			
40500 Indoor Salaries	\$36,237.73	\$ .00	\$132,602.00
40502 Contracts and Materials	\$598.00	\$15.72	\$3,000.00
40504 Printing and Postage of Rate Notices	\$5,597.75	\$ .00	\$17,000.00
40505 General Revaluation	\$ .00	\$ .00	\$45,000.00
40506 Supplementary Valuations	\$1,400.00	\$ .00	\$7,250.00
40507 Debt Collection Fees	\$534.53	\$ .00	\$15,000.00
40508 Fire Services Levy	\$23,452.21	\$ .00	\$24,000.00
40509 Bad & Doubful Debts	\$ .00	\$ .00	\$5,000.00
<b>Expenditure Total</b>	<b>\$67,820.22</b>	<b>\$15.72</b>	<b>\$248,852.00</b>
<b>406 Records Management</b>			
<b>Expenditure</b>			
40600 Indoor Salaries	\$10,855.07	\$ .00	\$46,133.00
40602 Contracts and Materials	\$157.93	\$ .00	\$4,000.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
40604 Records Management Software Maintenance Fees	\$9,344.00	\$ .00	\$9,500.00
<b>Expenditure Total</b>	<b>\$20,357.00</b>	<b>\$ .00</b>	<b>\$59,633.00</b>
<b>407 Information Technology</b>			
<b>Expenditure</b>			
40700 Indoor Salaries	\$26,668.11	\$ .00	\$100,268.00
40702 Contracts and Materials	\$1,670.92	\$ .00	\$6,340.00
40704 Maintenance Agreements & Software Licences	\$17,921.20	\$ .00	\$75,050.00
40707 Memberships & Subscriptions	\$ .00	\$ .00	\$4,570.00
40710 Internet Services	\$1,733.00	(\$1,733.00)	\$35,000.00
40745 Telecommunications	\$271.23	\$ .00	\$480.00
40747 Depreciation	\$14,503.41	\$ .00	\$59,172.00
<b>Expenditure Total</b>	<b>\$62,767.87</b>	<b>(\$1,733.00)</b>	<b>\$280,880.00</b>
<b>Capital</b>			
40750 Servers Replacement	\$ .00	\$ .00	\$8,500.00
40752 Workstations & Ipads	(\$3,935.00)	\$ .00	\$20,800.00
40756 Storage Area Network Replacement	\$ .00	\$ .00	\$20,250.00
<b>Capital Total</b>	<b>(\$3,935.00)</b>	<b>\$ .00</b>	<b>\$49,550.00</b>
<b>408 Risk Management</b>			
<b>Income</b>			
40870 Insurance Recoupments	(\$56.37)	\$ .00	(\$15,000.00)
<b>Income Total</b>	<b>(\$56.37)</b>	<b>\$ .00</b>	<b>(\$15,000.00)</b>
<b>Expenditure</b>			
40800 Indoor Salaries	\$25,051.44	\$ .00	\$100,689.00
40802 Contracts and Materials	\$ .00	\$152.87	\$1,700.00
40804 Risk Management Software Maintenance Fees	\$ .00	\$ .00	\$4,600.00
40805 Insurance	\$254,252.32	\$ .00	\$250,170.00
40806 Excess on Claims	\$ .00	\$ .00	\$40,000.00
40807 OHS Staff Training	\$ .00	\$ .00	\$10,000.00
40810 OHS Committee Training	\$3,370.00	\$ .00	\$4,000.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
<b>Expenditure Total</b>	<b>\$282,673.76</b>	<b>\$152.87</b>	<b>\$411,159.00</b>
<b>Capital</b>			
40850 Defibrillators	\$ .00	\$ .00	\$8,000.00
<b>Capital Total</b>	<b>\$ .00</b>	<b>\$ .00</b>	<b>\$8,000.00</b>
<b>409 Contract Management</b>			
<b>Expenditure</b>			
40900 Indoor Salaries	\$22,530.31	\$ .00	\$80,499.00
40902 Contracts and Materials	\$1,322.35	\$ .00	\$2,000.00
40904 Contract Management System	\$520.00	\$ .00	\$ .00
40945 Telecommunication	\$350.31	\$ .00	\$1,611.00
<b>Expenditure Total</b>	<b>\$24,722.97</b>	<b>\$ .00</b>	<b>\$84,110.00</b>
<b>410 Payroll and HR Services</b>			
<b>Expenditure</b>			
41000 Indoor Salaries	\$40,446.71	\$ .00	\$151,318.00
41001 Indoor Training	\$ .00	\$104.80	\$ .00
41002 Contracts and Materials	\$282.30	\$181.82	\$2,000.00
41003 Advertising and Recruitment	\$4,987.92	\$ .00	\$5,100.00
41004 Staff Development Training	\$8,065.15	(\$3,122.73)	\$58,010.00
41005 Cadetships	\$ .00	\$ .00	\$7,000.00
41043 Memberships and Subscriptions	\$3,740.00	\$ .00	\$4,400.00
41045 Telecommunications	\$ .00	\$ .00	\$480.00
<b>Expenditure Total</b>	<b>\$57,522.08</b>	<b>(\$2,836.11)</b>	<b>\$228,308.00</b>
<b>411 Emergency Management</b>			
<b>Expenditure</b>			
41100 Indoor Salaries	\$14,893.75	\$ .00	\$70,926.00
41102 Contracts and Materials	\$ .00	\$136.37	\$2,500.00
41104 SES Contribution	\$ .00	\$ .00	\$12,000.00
41105 Emergency Water Supply - Drought Bores	\$585.87	\$ .00	\$4,834.00
41108 Emergency Attendance	\$162.96	\$ .00	\$2,500.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
41145 Telecommunications	\$450.56	\$ .00	\$1,080.00
<b>Expenditure Total</b>	<b>\$16,093.14</b>	<b>\$136.37</b>	<b>\$93,840.00</b>
<b>412 Depots and Workshops</b>			
<b>Income</b>			
41271 Variable Message Sign - Grant	(\$18,000.00)	\$ .00	\$ .00
<b>Income Total</b>	<b>(\$18,000.00)</b>	<b>\$ .00</b>	<b>\$ .00</b>
<b>Expenditure</b>			
41200 Indoor Salaries	\$7,095.45	\$ .00	\$18,820.00
41202 Contracts and Materials	\$ .00	\$ .00	\$1,020.00
41204 Depot Building and Surround Maintenance	\$20,856.58	\$733.18	\$60,484.00
41205 Depot Coordination and Administration	\$27,289.54	\$ .00	\$92,550.00
41206 Purchase of Minor Tools and Traffic Signs	\$4,328.80	\$2,825.00	\$20,910.00
41244 Utilities	\$2,757.14	\$ .00	\$11,683.00
41245 Telecommunication	\$2,365.21	\$392.73	\$17,000.00
41247 Depreciation - Buildings	\$2,424.75	\$ .00	\$9,701.00
<b>Expenditure Total</b>	<b>\$67,117.47</b>	<b>\$3,950.91</b>	<b>\$232,168.00</b>
<b>Capital</b>			
41251 Plant Replacement	\$85,160.00	(\$85,160.00)	\$430,000.00
41255 Nhill Depot Emoleum Tank	\$ .00	\$ .00	\$100,000.00
<b>Capital Total</b>	<b>\$85,160.00</b>	<b>(\$85,160.00)</b>	<b>\$530,000.00</b>
<b>413 Asset Management</b>			
<b>Expenditure</b>			
41300 Indoor Salaries	\$20,369.87	\$ .00	\$94,456.00
41302 Contracts and Materials	\$1,016.93	\$48.99	\$5,000.00
41304 Asset Management GIS Software Maintenance	\$ .00	\$ .00	\$15,000.00
41305 Step Asset Management Program	\$ .00	\$ .00	\$1,000.00
41306 Asset Management Software & Training	\$19,616.78	\$ .00	\$32,000.00
41307 Memberships & Subscriptions	\$ .00	\$ .00	\$200.00
41308 Asset Inspections	\$7,801.01	\$ .00	\$20,000.00

<b>Account</b>	<b>YTD Actuals</b>	<b>Committments</b>	<b>Annual Budget</b>
41309 Road & Infrastructure Audit	\$ .00	\$10,290.00	\$60,000.00
41345 Telecommunications	\$632.65	\$ .00	\$2,300.00
<b>Expenditure Total</b>	<b>\$49,437.24</b>	<b>\$10,338.99</b>	<b>\$229,956.00</b>
<b>414 Fleet Management</b>			
<b>Income</b>			
41470 Vehicle Salary Sacrifice	(\$21,342.76)	\$ .00	(\$85,000.00)
<b>Income Total</b>	<b>(\$21,342.76)</b>	<b>\$ .00</b>	<b>(\$85,000.00)</b>
<b>Expenditure</b>			
41400 Indoor Salaries	\$921.68	\$ .00	\$2,677.00
41404 Fleet Servicing and Maintenance	\$ .00	\$272.73	\$10,200.00
41405 Fleet Tyres	\$ .00	\$ .00	\$6,120.00
41406 Fleet Registration & Insurance	\$ .00	\$ .00	\$8,675.00
41407 Fringe Benefit Tax	\$19,832.00	\$ .00	\$100,000.00
41408 Fleet Fuel	\$ .00	\$ .00	\$34,700.00
41447 Depreciation - Fleet	\$16,403.70	\$ .00	\$34,226.00
L0150 Indoor Staff Fleet	\$14.65	\$ .00	\$ .00









## **Rainbow Town Committee Projects & Commitments**

**Day on the Lake \$816.75**

**Lawn \$802.75**

**Pella Project \$7,682.29**

**Grave Seat \$50.00**

**Open Spaces project \$614.37 (may be used for Federal street tables)**

**Town Traders \$3,017.38**

**Men's Shed \$2600.00**

*Historic Film Farming in the Mallee \$710.00 (Drought Response Funding)*

**Committed funds \$16,293.54**

**Uncommitted funds \$5,978.69**

**Cheque Account \$22,272.23**

**Petty Cash Account \$26.40**

**Accounts Nil**

**Motion:** to adopt Treasurers Report.

**Moved:** Adrian Bennett / Greg Roberts – carried

**Councillor Report: Cr Ron Ismay**

- Skate Park put on hold temporarily as tenders did not come within budget.
- Road works going to be completed on the piece of road this side outlet Creek bridge back this way before the sand hills at Lake Hindmarsh I considered it dangerous.

**Motion:** to Receive Councillor report

**Moved:** Michael Sullivan / Dianne Dickson - carried

**Liaison Officer Report:** Wayne Schulz

- Council are going to have a Free Green Waste Month in the beginning of October 2017 in the hope it encourages the town people and locals to have a clean up around their properties.
- There are grader works and maintenance works being carried out in the Pella area Stasinowsky, Burma and Schillings road.
- A clean up required around town with fallen tree branches around town over the weekend due to the strong winds.
- Council currently through Graze on line auctions as we have excess of unused plant and equipment for sale.

**Caravan Park comments:**

During question time a member asked Liaison Officer if he had anything to do with the Caravan Park, then proceeded to mention about a lot of negative reports on Face book (Rainbows Famous page) regarding the Rainbow Caravan Park Maintenance not being up to scratch. Liaison Officer stated that Council were aware of this problem! Council were hoping that it would be rectified sometime in the future.

**Greg Roberts:** suggested does that facility meet our needs these days? Maybe it should be moved to larger area as caravans are much larger these days.

**Motion:** to Receive Liaison Officer Report.

**Moved:** Greg Roberts / Leonie Clarke - carried

**Inwards correspondence:**

- Email: from Michelle Farinha re New Residents BBQ
- Oasis Official Project Launch Invitation (fw)

**Outwards correspondence**

1. Email: sent to CEO with letter of thanks Re Council support of Enduro (fw)

**Motion:** to receive inwards correspondence and endorse outward correspondence.

**Moved:** Michael Sullivan / Adrian Bennet - carried

**General Business June**

**Decide on date for New Residents BBQ:**

Monday 13<sup>th</sup> November 2017 @ 6.30 pm as decided, still to be advertised.

**Discuss the possibility of Rainbow Desert Enduro:** becoming a Working Group under RTC  
CEO Greg Wood gave an informative talk regarding the situation caused by Central Goldfields Council being sacked mostly due to mismanagement of Section 86 committees and as a precaution Hindmarsh Council had engaged a legal representative to the team. This meant that a great deal of emphasis was placed on Section 86 committees in particular. With this coinciding with Rainbow Desert Enduro meant that it was a good time to tidy up insurance issues and volunteer work forms which has a new remodelled form being made available and there would not be group forms anymore as in the past. Greg then spoke on the development of a suitable committee to work with VORRA suggesting that the simplest scenario would be a working group under the Town Committee. This arrangement could be a workable solution, with the main points being.

- Have formal three year agreement between VORRA & Council a legal identity
- Desert Enduro may Consider Setting up working group under the Rainbow Town Committee at Wednesday Night's next Enduro meeting.
- Consider suggesting 50 % proportion of gate to the Working Group.

**Motion:** Rainbow Town Committee authorises Rainbow Desert Enduro to become a Working Group under the Rainbow Town Committee with names of working group possibly to be selected at Enduro meeting Wednesday evening 27<sup>th</sup> September 2017 or as soon as possible after meeting as RTC must supply and their names and contact details to council, volunteer forms to be supplied and a record to be held by RTC with completed volunteer forms to be sent to Council.

**Moved:** Michael Sullivan / Adrian Bennett – carried

- It was also discussed that RTC would recommend seeking an agreement between Hindmarsh Shire Council and VORRA.

***Motion:*** *Rainbow Town Committee recommends supporting a three year agreement between Hindmarsh Shire Council and VORRA.*

**Moved:** Dianne Dickson / Leonie Clarke – carried

As there was no further business Chairperson declared the General meeting Closed at 8.35pm.

**Chairperson reserves the right to forward any new items not placed on agenda 48 hours prior to the meeting to the next month's agenda.**

## **Yurunga Committee of Management**

General Meeting Tuesday, 22nd August, 2017, 7.30pm, Dawn Saul's residence

### **Minutes**

Welcome and Opening

Members present Jenny Graham Dawn Ewan Kaylene Helen

Apologies: Jan Edelsten, Lynne Gould, Jeff Woodward Move Graham Dawn

Additional items for General Business (to be accepted at Chairperson's discretion)

Restoring Chaise longue in passage

Agm preparation

Coach house quote

Money to be transferred to council

Grant work prioritisation

Declaration of Conflict of Interest in any matter to be discussed

Minutes of previous meeting as circulated

Moved Graham Seconded Ewan

### **Business Arising**

- Kaylene has sorted out payment for the Archive books we sell. In future, we will pay for them up front
- 24<sup>th</sup> July: Dave Reid finished his wall repairs. We pointed out to Simon that Daryl may need to touch up the picture rail
- 30<sup>th</sup> July: Thanks to Elaine Fuller for spraying the fruit trees
- 30<sup>th</sup> July: Big thanks to working bee helpers – Dawn, Graham, Kaylene, Jenny, Di Haydon, Col Fisher & Jeremy Downes – so we could reopen
- Thanks to Graham for doing duty on 30<sup>th</sup> July (7 visitors), advertising Yurunga for the Enduro race people & doing fliers for our Garden Tour on Saturday, 14<sup>th</sup> October
- 2<sup>nd</sup> August: Meeting with Simon to work out how to spend the remaining grant money (\$15,000) using the list from 2012. Thanks to Simon, Kaylene, Graham, Ewan & Jenny
- 8<sup>th</sup> August: Simon emailed Heritage Victoria re permission to do jobs from the list to finalise the grant
- 8<sup>th</sup> August: Simon emailed Grampians IDesign about the Coach House engineer giving advice on the laundry/pantry/kitchen walls
- 5<sup>th</sup>-6<sup>th</sup> August: We opened for about 8 hours for the Enduro event. 2 local visitors
- Thanks to Helen for organising flowers for Marge Wallis
- Thanks to Ewan for spraying
- Jeff Woodward (Shire Tourism Officer) is now in charge of Yurunga maintenance. Simon deals with projects – grants & Coach House

- 18<sup>th</sup> August: Krahe's Pest Control treated the accessible rooms. Dan suggested 5 bait stations be installed on the North & East to protect the North verandah
- Kaylene & Tristin will follow up on our Yurunga mugs in the next week or so
- 10<sup>th</sup> August: Cheryl (Ferry descendant) & Steve Hayes visited to copy photos for a book. Ferry family reunion at Yurunga on 28<sup>th</sup> & 29<sup>th</sup> October
- 18<sup>th</sup> & 21<sup>st</sup> August: Tours went well. Thanks Helen & Jenny
- Maid's room curtains have been replaced and look good. Thanks to Dawn and Di Haydon.
- List of grant jobs approved by Heritage Victoria.
- Guttering and pine logs still a problem for the elderly. Graham will investigate best parking spot for bus drop-offs.

#### Correspondence In

- 27<sup>th</sup> July: x2 Emails from Adelle Rohrsheim (Oasis Project Manager) to Helen & Jenny re holding their Refurbishment & Garden launch on 14<sup>th</sup> October (Yurunga Garden Tour day)
- 28<sup>th</sup> July: Email from Simon to Jenny re grant balance, copy of 2012 jobs list & meeting to discuss
- 31<sup>st</sup> July: x2 Emails from Simon to Jenny re meeting
- 8<sup>th</sup> August: x2 Emails from Simon to Jenny re Heritage Victoria, Krahe's & Grampians IDesign & propping up part of North verandah
- 10<sup>th</sup> August: Email from Simon to Jenny re Local History Grant (film project) announcement is further delayed
- 11<sup>th</sup> Aug: Email from Simon to Jenny re sash windows
- 14<sup>th</sup> Aug: Email from Jeff Woodward to Jenny re North verandah posts & meetings
- 15<sup>th</sup> Aug: x3 Emails from Simon to Jenny re engineer report on laundry, upper sashes & contribution to coach house
- 17<sup>th</sup> Aug: x3 Emails from Simon to Jenny re coach house report & project plans
- 21<sup>st</sup> Aug: Email from Simon to Graham re coach house quote
- 22<sup>nd</sup> Aug: x3 Emails from Simon to Jenny re window sashes & grant works

#### Correspondence Out

- 27<sup>th</sup> July: Email from Jenny to Adelle Rohrsheim re working together on 14<sup>th</sup>-15<sup>th</sup> October
- 31<sup>st</sup> July: x3 Emails from Jenny to Simon re thanks, update & meeting
- 7<sup>th</sup> August: Email to Simon re a summary of our discussion on 2<sup>nd</sup> August – list of jobs to do to finalise the grant, smaller & major maintenance jobs to be done
- 8<sup>th</sup> August: x2 Emails from Jenny to Simon re thanks & propping up part of North verandah
- 10<sup>th</sup> August: Email from Jenny to Simon re Local History Grant
- Email from Graham to Joan Solly (school reunion organizer) re Garden Tour flier
- Fliers sent by Graham to garden clubs in the region

- 15<sup>th</sup> Aug: Email from Jenny to Simon re engineer report on laundry, upper sashes & contribution to coach house
  - 17<sup>th</sup> Aug: Email from Jenny to Simon re coach house report & project plans
  - 18<sup>th</sup> Aug: Email from Graham to Simon re coach house quote
  - 22<sup>nd</sup> Aug: Email from Jenny to Simon re window sashes & grant works
- Moved Kaylene Seconded Dawn

## Reports

### Financial

Moved Kaylene Seconded Graham

## General Business

- Discussion of quotes for Coach House.
1. That the Yurunga Homestead Committee make our contribution of \$20,000 available to Council for the coach house restoration. We request to be updated in writing on the expenditure and balance of our contribution, which has been raised by donations and fundraising. Moved Kaylene Seconded Ewan Carried  
Term Deposit matures on 21<sup>st</sup> September 2017.  
Kaylene needs invoice to forward this money to Council.
  2. That the Yurunga Homestead S86 Committee accept the quotation of Leyonhjelm Building Services for the completion of Stage One of the Yurunga Coach House restoration.  
Moved: Dawn Seconded: Graham. Carried

Grantworks: Heritage Victoria said no to works initially. Simon approached them again and now the works have been accepted. As per documents submitted by Simon.

1. Northside bathroom
  - 2 Replaster outside sills
  - 3 Repair the window sash cords. The committee requires another quote for this.
  4. Board at top of stairs in summer dining room.
  5. Repaint the dining room.
  6. Claim engineers report fees for laundry if money remaining.
- Maybe the completion of the dining room needs to be a priority. This would include the windows if possible.
- Bait stations need to be put in asap.
  - Reimbursing Elaine Fuller for spray  
Graham moved Dawn Seconded. we buy Elaine a \$50 voucher from Ismays
  - Inviting Jeff Woodward to Yurunga He has offered to come to a meeting. He is looking forward to working with us.
  - Need to rearrange some furniture. Limited in what we can do.
  - Have not heard if successful for grant for our film project.
  - AGM book supper rooms. Taegan Salt needs to be emailed to put in diary. Kaylene will book and pay for Hall Meeting room for 7.30. Graham will put notice in paper 4<sup>th</sup> and 11<sup>th</sup> September for AGM.
  - Restoration of Chaise Longue. Cheryl Hayes (Ferry descendant) & husband are upholsterers & have offered cost price. We will ask for a quote.

- Orchard enclosure to be started through the week when suits Col. Kaylene to organize lunch funded by Yurunga.
- Mugs will come on sale and Kaylene and Tristin will organize.

Next meeting to be held is our Annual General Meeting on Thursday, 21<sup>st</sup> September, 2017

Please notify the Secretary or Chairperson of any agenda items 10 days before the meeting

Meeting Closed  
900pm