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**MINUTES OF THE COUNCIL MEETING OF THE HINDMARSH SHIRE COUNCIL HELD  
20 NOVEMBER 2019 AT THE COUNCIL CHAMBERS, 92 NELSON STREET NHILL  
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. Deputations**

**7. Activity Reports**

**8. Correspondence**

**9. Assembly of Councillors**

9.1 Record of Assembly

**10. Planning Permit Reports**

10.1 Planning Application PA1642-2019 For The Construction of a Store on Lot 1  
TP251227, 28 Victoria Street Nhill

**11. Reports Requiring a Decision**

- 11.1 Yurunga Restoration Request for Re-Allocation of Funds

**12. Special Committees**

- 12.1 Wimmera Mallee Pioneer Museum Committee  
12.2 Yurunga Homestead Management Committee  
12.3 Jeparit Town Committee  
12.4 Nhill Town Committee  
12.5 Dimboola Town Committee

**13. Late Reports**

- 13.1 Late Report – Hindmarsh Shire Community Action Grants 2019/20 Round 1

**14. Other Business**

**15. Confidential Matters**

- 15.1 Request for Quote - Award for Purchase of One (1) Compact Track Loader

**16. Confidential Late Reports**

- 16.1 Confidential Late Report – Buyback of One (1) Articulated Motor Grader

**17. Meeting Close**

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**Present:**

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

**Apologies:**

**In Attendance:**

Mr Greg Wood (Chief Executive Officer), Ms Monica Revell (Director Corporate and Community Services), Mr Daniel Griffiths (Manager Capital Works), Ms Sarah Dickinson (Executive Assistant), Ms Laura Sonnberger (Design and Project Engineer) (Items 13 to 16.1)

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

Cr R Gersch opened the meeting at 3:03pm by acknowledging the Indigenous Community and offering the opening prayer.

**2. APOLOGIES**

No apologies.

**3. CONFIRMATION OF MINUTES**

**RECOMMENDATION:**

***That the Minutes of the Ordinary Council Meeting held on Wednesday 23 October 2019 at the Community Centre, 12 Wimmera Street Dimboola and the minutes of the Special Council Annual Statutory Meeting held on Wednesday 6 November 2019 at the Nhill Memorial Community Centre, 77-79 Nelson Street Nhill as circulated to Councillors be taken as read and confirmed.***

**MOVED: Crs R Lowe/R Ismay**

***That the Minutes of the Ordinary Council Meeting held on Wednesday 23 October 2019 at the Community Centre, 12 Wimmera Street Dimboola and the minutes of the Special Council Annual Statutory Meeting held on Wednesday 6 November 2019 at the Nhill Memorial Community Centre, 77-79 Nelson Street Nhill as circulated to Councillors be taken as read and confirmed.***

**CARRIED**

Attachments: 1 & 2

**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.

None declared.

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**5. PUBLIC QUESTION TIME**

No public in attendance.

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**6. DEPUTATIONS**

No deputations.

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**7. ACTIVITY REPORTS**

**COUNCILLOR ACTIVITIES: OCTOBER 2019**

**Cr GERSCH, MAYOR**

Attended:

02/10/2019	Dimboola rowing club pontoon opening
02/10/2019	Council briefing and meeting
07/10/2019	Meeting with Sporting club
08/10/2019	WDA board meeting
11/10/2019	CEO performance review Phil Shanahan
14/10/2019	NWMA meeting at Stawell
16/10/2019	RCV Annual meeting
16/10/2019	RCV forum

16/10/2019 RCV board meeting  
17/10/2019 MAV state council  
17/10/2019 MAV dinner and presentations  
18/10/2019 Contact youth council  
21/10/2019 Wimmera regional library meeting  
21/10/2019 Youth council interviews  
23/10/2019 Seniors ABBA concert  
23/10/2019 Council briefing and meeting at Dimboola  
24/10/2019 Rainbow mens shed opening  
25/10/2019 Shire reception at Dimboola for Tidy Towns  
26/10/2019 Bush Blitz at Nhill

**Cr COLBERT, DEPUTY MAYOR**

Attended:

02/10/2019 Council Briefing, Nhill.  
02/10/2019 Council Meeting, Nhill.  
23/10/2019 Council Briefing, Dimboola.  
23/10/2019 Council Meeting, Dimboola.

**Cr ISMAY**

Attended:

01/10/2019 WMT special meeting Warracknabeal  
02/10/2019 Rowing pontoon opening Dimboola  
02/10/2019 Briefing meeting Nhill  
07/10/2019 Davis park Grandstand meeting Nhill  
08/10/2019 Tidy Towns meeting Oasis Rainbow  
08/10/2019 Ross lake / Rainbow Reservoir discussion Rainbow  
11/10/2019 Albacutya Bridge / CMA meeting Nhill  
11/10/2019 CEO review Nhill  
11/10/2019 Regional Achievement Awards Flemington  
13/10/2019 DMSC Avenue of Honour Re dedication Dimboola  
14/10/2019 WMT /Tatiara joint meeting Kaniva  
14/10/2019 NWM Exec Meeting Stawell  
15/10/2019 Open Rainbow A&P Show  
16/10/2019 RCV conference Melbourne  
17/10/2019 MAV Conference Melbourne  
17/10/2019 MAV Awards night Melbourne  
18/10/2019 MAV Resolution voting Melbourne  
22/10/2019 Youth Council interviews Rainbow  
22/10/2019 Youth council interview Jeparit  
23/10/2019 Open seniors SOS/ ABBA concert Nhill  
23/10/2019 Briefing meeting Dimboola  
23/10/2019 Council meeting Dimboola  
24/10/2019 Rainbow Mens shed opening Rainbow  
24/10/2019 Youth council meeting Rainbow

24/10/2019 Meeting with Rural Outreach members  
25/10/2019 Western Highway Action Group Meeting Ararat  
25/10/2019 Tidy Towns welcome Rowing Club Dimboola  
26/10/2019 Tidy towns presentation dinner Dimboola  
27/10/2019 Working bee oasis Rainbow  
28/10/2019 Rainbow town committee meeting  
30/10/2019 DELWP / Off Road meeting Rainbow

**Cr LOWE**

Attended:

02/10/2019 Council Briefing, Nhill.  
02/10/2019 Council Meeting, Nhill.  
08/10/2019 Public Meeting for Recreational Reservoir "Rainbow Lake", Rainbow.  
12/10/2019 CEO Performance Review, Nhill.  
22/10/2019 Interview Youth Council applicants, Rainbow & Jeparit.  
23/10/2019 Seniors Concert, Nhill.  
23/10/2019 Council Briefing, Dimboola.  
23/10/2019 Council Meeting, Dimboola.  
24/10/2019 Opening Men's Shed, Rainbow.  
24/10/2019 Interview Youth Council applicant, Rainbow.  
24/10/2019 Inspect footpath works with DCCS, Albert St. Rainbow 25/10/19. Tidy  
Towns Welcome, Dimboola.  
26/10/19 Tidy Towns Presentation Evening, Dimboola.

**Cr NELSON**

Attended:

01/10/2019 Victoria Police Award Presentation Ceremony, Horsham  
01/10/2019 March and National Police Remembrance Day Service, Horsham  
02/10/2019 Official Opening River / Rowing Pontoon, Dimboola  
02/10/2019 Briefing Meeting, Nhill  
02/10/2019 Council Meeting, Nhill  
07/10/2019 Town committee Meeting, Dimboola  
08/10/2019 Wimmera development Association meeting, Horsham  
11/10/2019 CEO performance Review  
12/10/2019 Dimboola CFA Annual Dinner  
13/10/2019 Rededication of Avenue of Honour, DMSC, Dimboola  
16/10/2019 Youth Council Interviews, Dimboola  
23/10/2019 SOS Seniors Concert, Nhill  
23/10/2019 Briefing Meeting, Dimboola  
23/10/2019 Council Meeting, Dimboola  
25/10/2019 ABC Radio Interview, Dimboola  
25/10/2019 Working Bee DMSC Hall, Dimboola  
25/10/2019 Tidy Towns Welcome event, Dimboola  
26/10/2019 Tidy Towns Awards Dinner, Dimboola  
27/10/2019 Tidy Towns Breakfast event, Dimboola

31/10/2019 Cancer Crusaders High Tea, Dimboola

**Cr SCHNEIDER**

Attended:

02/10/2019 Council Briefing, Nhill  
02/10/2019 Council Meeting, Nhill  
23/10/2019 Council Briefing, Dimboola  
23/10/2019 Council Meeting, Dimboola

**MOVED: T Schneider/R Ismay**

***That the CEO write letters of congratulations/thanks to***

- 1. Nhill Aviation Heritage Centre following the successful Nhill Airshow 2019,***
- 2. Dimboola Town Committee for Dimboola Tidy Towns Event,***
- 3. Dimboola Rowing Club for a successful Regatta, and***
- 4. Clive Eastwood for his service.***

**CARRIED**

**SENIOR MANAGEMENT ACTIVITIES: OCTOBER 2019**

**GREG WOOD, Chief Executive Officer:**

Attended:

01/10/2019 EBA Negotiations, Council Chambers, Nhill  
02/10/2019 Official Opening Dimboola Rowing Pontoon, Dimboola  
02/10/2019 Mayor/CEO Meeting, Nhill  
02/10/2019 Council Briefing Meeting, Nhill  
02/10/2019 Council Meeting, Nhill  
03/10/2019 Dimboola Library contractors meeting, Dimboola  
04/10/2019 Swift/Public Libraries Meeting, Stawell  
04/10/2019 Movie volunteer, Nhill  
08/10/2019 WDA Meeting, Horsham  
11/10/2019 CEO Performance Review, Nhill  
16/10/2019 RCV Forum, Melbourne  
17/10/2019 MAV Annual Conference and Dinner, Melbourne  
18/10/2019 MAV State Council, Melbourne  
23/10/2019 SOS ABBA Tribute Seniors Concert, Nhill  
23/10/2019 Mayor/CEO Meeting, Dimboola  
23/10/2019 Council Briefing Meeting, Dimboola  
23/10/2019 Council Meeting, Dimboola  
24/10/2019 LGPro CEO Forum, Ballarat  
29/10/2019 Hindmarsh and RDV planning workshop, Nhill  
31/10/2019 RCTP Governance Workshop, Wedderburn  
31/10/2019 Movie volunteer, Nhill

**ANGELA HOY, Director Infrastructure Services:**

Attended:

02/10/2019 Council Briefing, Nhill  
02/10/2019 Council Meeting, Nhill  
23/10/2019 Council Briefing, Dimboola  
23/10/2019 Council Meeting, Dimboola  
24/10/2019 Municipal Fire Management Planning Committee Meeting, CFA Meeting Rooms, Nhill  
25/10/2019 Lessons in Disaster Training, Coughlin Park Horsham  
29 – 30/10/2019 Introduction to Emergency Management Training, Bungaree Community Centre

**MONICA REVELL, Director Corporate and Community Services:**

Attended:

02/10/2019 Official Opening Dimboola Rowing Pontoon  
02/10/2019 Council Briefing, Nhill  
02/10/2019 Council Meeting, Nhill  
04/10/2019 Public Libraries Victoria Meeting  
09/10/2019 DHHS Emergency Preparedness & Engagement Forum  
15/10/2019 Dealing with Conflict of Interest Training  
15/10/2019 Local Government Elections 2020 Information Forum  
23/10/2019 Council Briefing, Dimboola  
23/10/2019 Council Meeting, Dimboola  
24/10/2019 Rainbow Mens Shed Official Opening  
25/10/2019 Keep Victoria Beautiful Tidy Towns Welcome Function  
26/10/2019 Keep Victoria Beautiful Awards Presentation  
29/10/2019 Regional Development Victoria Project Planning Workshop  
30/10/2019 My Community Directory Platform Overview Webinar  
31/10/2019 Rural Council Transformation Project Governance Workshop

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**8. CORRESPONDENCE**

**8.1 GENERAL CORRESPONDENCE**

**Responsible Officer:** Chief Executive Officer

**Attachment:** 3

**Introduction:**

The following correspondence is tabled for noting by Council,

Inwards:

- Letter from Emma Kealy MP re Nhill Rainbow Road
- Reply letter from Hon Jaala Pulford MP re Rainbow Nhill Road Upgrades

Outwards:

- Reply letter to Emma Kealy MP re Nhill Rainbow Road



**RECOMMENDATION:**

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

**MOVED: Crs R Ismay/T Schneider**

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

**CARRIED**

*Attachment: 3*

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**9. ASSEMBLY OF COUNCILLORS**

**Responsible Officer:** Chief Executive Officer

**Attachments:** 4 & 5

**Introduction:**

The attached Assembly of Councillors Records are 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 D Nelson/T Schneider**

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

**CARRIED**

*Attachments: 4 & 5*

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**10. PLANNING PERMITS**

**10.1 PLANNING APPLICATION PA1642-2019 FOR THE CONSTRUCTION OF A STORE ON LOT 1 TP251227, 28 VICTORIA STREET NHILL**

**Responsible Officer:** Director Infrastructure Services

**File:** Planning – Applications

<b>Assessment:</b>	147840
<b>Applicant:</b>	Ms Katrina Anic
<b>Owner:</b>	Ms Katrina Anic
<b>Subject Land:</b>	Lot 1 TP251227, 28 Victoria St Nhill
<b>Proposal:</b>	Construction of Outbuilding (Store)
<b>Zoning &amp; Overlays:</b>	Commercial 1 Zone (C1Z), Environmental Significance Overlay Schedule 6 (ESO6)
<b>Attachment:</b>	6

**Summary:**

This report recommends Council approves planning application PA1642-2019 for the construction of a store on Lot 1 TP251227, 28 Victoria St Nhill.

**Proposal Details, Subject Site and Locality:**

The proposal seeks a planning permit for buildings and works to construct an outbuilding for the purposes of a store on land adjacent to 28 Victoria St Nhill. The outbuilding is sited on a parcel of land separated from the main parcel via a laneway. The land which contains the existing residence (formerly used as a bank, fruit shop, and a pharmacy) is on a separate parcel. The 2 x separate titles were to be consolidated as a part of a planning permit granted on the 20 March 2006 (Permit No. 1006/06) for the in-ground pool, but this has not occurred and will be re-conditioned as part of this permit.

On the site of the proposed application, the aforementioned pool exists, as does a spa, a smaller shed, and a toilet facility. The nearest residentially zoned land is 22 metres to the west of the subject site. The proposed store measures 12 metres in length, 7 metres in width, and 5 metres in height from natural surface level to roof gutter (2 x storey), and will be used to store motor vehicles, and equipment. No native vegetation is proposed to be removed as a part of this application.

The site area is 784 sqm in area, and is located at the southern end of the Nhill CBD, approximately 230 metres south west of the Nhill Post Office.

**Requirement for Permit:**

A planning permit is triggered for this application pursuant to Clause 34.01-6 of the Hindmarsh Planning Scheme for buildings and works in the Commercial 1 Zone.

**Definitions:**

A "store" is defined under the provisions of the Hindmarsh Planning Scheme as "Land used to store goods, machinery, or vehicles".

**Restrictive Covenant or Section 173 Agreement:**

The subject site is not burdened by a Restrictive Covenant or Section 173 Agreement.

**s52 Notice of application**

- (1) *Unless the Responsible Authority requires the applicant to give notice, the Responsible Authority must give notice of an application in a prescribed form—*

- (a) *to the owners (except persons entitled to be registered under the **Transfer of Land Act 1958** as proprietor of an estate in fee simple) and occupiers of allotments or lots adjoining the land to which the application applies unless the Responsible Authority is satisfied that the grant of the permit would not cause material detriment to any person.*

Under the provisions of the C1Z, an application to construct a building or construct or carry out works is exempt from the notice requirements of section 52(1)(a), (b) and (d), the decision requirements of section 64(1), (2) and (3) and the review rights of section 82(1) of the Act. This exemption does not apply to land within 30 metres of land (not a road) which is in a residential zone. As such, the application was publicly notified by way of the placing of a sign on the land in the prescribed manner, and letters to adjoining landowners and occupiers. No objections have been received at the time of the writing of this report.

### **Referrals:**

External Referrals/Notices Required by the Planning Scheme:

Section 55 Referrals: Not required.

Section 52 Notices: Not required.

Internal Referrals:

- Engineering: Access to property will be gained via the existing sealed laneway.
- Environmental Health: Not required
- Building: Not required
- Economic Development and Tourism: Not required

### **Planning Assessment:**

Planning Scheme Requirements:

#### **Planning Policy Framework**

Clause 11.01-1R Settlement - Wimmera Southern Mallee

Clause 15.01-2S Building design

Clause 15.01-1S Urban design

Clause 17.01-1R Diversified economy - Wimmera Southern Mallee

#### **Local Planning Policy Framework**

Clause 21 - Municipal Strategic Statement

#### **Zoning Provisions**

Clause 34.01 - Commercial 1 Zone (C1Z)

#### **Overlay Provisions**

Clause 42.01 – Environmental Significance Overlay Schedule 6 (ESO6) – Catchments of Wetlands of Conservation Value

### **Particular Provisions**

None applicable.

### **General Provisions**

Clause 65 - Decision Guidelines, states that:

*“Because a permit can be granted does not imply that a permit should or will be granted. The Responsible Authority must decide whether the proposal will produce acceptable outcomes in terms of the decision guidelines of this clause”.*

The decision guidelines relevant to this application are stated within Clause 65.01 of the Hindmarsh Planning Scheme – Approval of an application or plan.

It is considered that the application complies with the relevant decision guidelines as outlined.

### **Decision Guidelines**

#### **General Issues:**

The proposal is considered to accord with the applicable decision guidelines as outlined within the Planning Scheme, having particular regard to the interface with adjoining residential areas. Built form in the immediate vicinity of the subject land is of a similar bulk, height and scale, and the use of the store for domestic purposes will not cause detrimental amenity impacts to the nearby residential neighbourhood.

#### **Building and works:**

The movement of pedestrians and cyclists, and vehicles providing for supplies, waste removal, emergency services and public transport will not be detrimentally impacted upon other than at construction stage.

Consideration of the overlooking and overshadowing as a result of the proposed works has been undertaken and it is considered that the proposal will have no impact.

#### **Strategic, Statutory and Procedural Requirements:**

The proposal is consistent with the Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.

#### **Report to Council:**

The Coordinator Planning and Development advises that all obligations of Council (strategic, statutory and procedural) have been addressed and discharged in this planning application.

#### **Processing Times:**

The application was received on 23 August 2019, with an information response received by Council on the 03 October 2019. The report is being presented to Council at its meeting on the 20 November 2019 (47 statutory days). The statutory processing time requirements of the Planning and Environment Act 1987 have been satisfied in this instance.

**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: Angela Hoy, Director Infrastructure Services

In providing this advice as the Officer Responsible, I have no interests to disclose.

Author: Andre Dalton, Coordinator Planning and Development

In providing this advice as the Author, I have no interests to disclose.

**RECOMMENDATION:**

***That Council approves planning application PA1642-2019 for the construction of a store on Lot 1 TP251227, 28 Victoria Street, subject to the following conditions:***

**Endorsed Plans**

1. ***The location and design of the development as shown on the endorsed plans shall not be altered or modified, whether or not in order to comply with any statute or statutory rule or local law or any other reason without the written consent of the Responsible Authority.***

**Amenity**

2. ***The construction of the store must be managed so that the amenity of the area is not detrimentally affected through the:***
  - (a) ***Transport of materials, goods or commodities to or from the land;***
  - (b) ***Appearance of any buildings, works or materials;***
  - (c) ***Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, or oil;***
  - (d) ***Presence of vermin; or***
  - (e) ***In any other way.***
3. ***The site must be kept in an ordered and tidy state and its appearance must not prejudicially affect the amenity of the area.***
4. ***All loading and unloading of vehicles and delivery of goods to and from the premises must occur on site.***

**Minimising Glare**

5. ***The exterior colour and cladding of the building must be of a non-reflective nature to the satisfaction of the Responsible Authority.***

**Engineering**

6. ***Any proposed vehicular crossing shall have satisfactory clearance to any power or telecommunication pole and street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the Responsible Authority and shall be at the applicant's expenses.***

**Consolidation**

7. ***The titles to the subject land (Lot 1 TP251227 and Lot 1 TP113637) shall be consolidated by a plan of consolidation, to be certified by the Responsible Authority pursuant to the provisions of the Subdivision Act 1988, within twelve (12) months of the date of issue of the permit and thereafter immediately lodged in the Office of Titles, for approval and the issue of a consolidated title, prior to the issue of a Certificate of Final Inspection for the store on Lot 1 TP251227.***

**Permit Lapse/Extension**

8. ***The development approved by this permit will expire if one of the following circumstances applies:***
- (a) ***Construction is not commenced within two years of the date of this permit.***
  - (b) ***Construction is not completed within four years of the date of this permit.***

***The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or:***

- (a) ***Within six months afterwards for commencement, or***
- (b) ***Within twelve months afterwards for completion.***

**Notes:**

- (1) ***This permit is not a Building Permit. Please consult a Building Surveyor and ensure a Building Permit is obtained for the construction of the store.***
- (2) ***Approval must be obtained from Council's Engineering Department (Phone: 03 5391 4444) for the construction or alteration of any vehicle crossings, should this be required.***
- (3) ***A copy of this permit and endorsed plans must be provided to all builders and contractors who are to work on site so they are aware of the conditions to which this approval is subject.***

**Attachment: 6**

**MOVED: Crs R Ismay/R Lowe**

***That this item be deferred to a future council meeting at the request of the applicant.***

**CARRIED**

## **11. REPORTS REQUIRING A DECISION**

### **11.1 YURUNGA RESTORATION REQUEST FOR RE-ALLOCATION OF FUNDS**

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

**Attachments:** 7, 8 & 9

#### **Introduction:**

This report recommends that Council reallocate \$25,000 of funds, originally allocated for restoration works of the Yurunga Homestead veranda.

It is proposed the re-allocated funds will be utilised to fund the development of a Conservation Management Plan (CMP) for Yurunga Homestead which has the full support of the Yurunga Homestead Committee of Management (letter of support attached).

#### **Background:**

Funding of \$27,400 (G/L 30255) for the restoration of the Yurunga Homestead north veranda was originally allocated in Council's 2018/19 Budget.

An additional carry forward of \$8,433 from the 2017/18 Budget was also allocated providing a total of \$35,833 which has been carried forward to the 2019/20 Budget.

It is proposed that \$25,000 of this \$35,833 be reallocated to fund the CMP with the remaining \$10,833 to stay allocated as a contingency for the grant funded works.

#### **Discussion:**

##### **1. Restoration of North Veranda**

Since the 2019/20 carry forward of \$35,833 allocated to the Yurunga Homestead northern veranda restoration Council has been successful in obtaining a grant of \$65,000 from Heritage Victoria, which will fully cover the necessary restoration work.

This funding does not require a co-contribution from Council.

Restoration work is planned to begin in January/February 2020.

##### **2. Conservation Management Plan (CMP)**

Heritage consultants Minerva Heritage were engaged to assist with the preparation of the Heritage Victoria grant application. Minerva Heritage has again been engaged to provide heritage advice and project management assistance for the restoration project which was a requirement of the grant.

As part of the documentation preparation for the grant application, Minerva Heritage carried out a review and assessment of Yurunga Homestead and presented the *Yurunga Homestead Directions Report* (refer to pages 5 and 6 of report attached) to the Yurunga Homestead Committee of Management.

This report prioritised the development of a Conservation Management Plan to best direct Council and the Committee of Management in critical building conservation priorities.

The Conservation Management Plan will assist Council in:

- Prioritising maintenance spend and conservation/restoration projects,
- Providing leverage for grant funding for conservation/restoration projects,
- Providing clear understanding of the current structural state and integrity of the homestead, and
- Giving Council a clear direction for the on-going conservation of Yurunga Homestead (a legal responsibility of Council due to its Heritage Listing)

Minerva Heritage prepared a fee proposal of \$22,800 for the preparation of a CMP for Yurunga Homestead however the project will be further scoped and additional call for quotations will be made in accordance to Council's procurement policy.

**Link to Council Plan:**

Strategic Objective 2.1	Well-maintained physical assets and infrastructure to meet community and organisational needs
Strategic Objective 3.1	A strong rural economy and thriving towns
Strategic Objective 3.2	A thriving tourism industry
Strategic Objective 3.2.2	Appealing tourism facilities that promote visitation and meet visitor needs

**Financial Implications:**

There has been a carry forward of \$35,833 approved for the Yurunga Homestead north veranda restoration (G/L 30255) in the 2019/20 Budget.

As Council has now received funding of \$65,000 from Heritage Victoria for this restoration work it is proposed that \$25,000 of the original allocation of \$35,833 be re-allocated to fund the Conservation Management Plan and the remaining \$10,633 to stay allocated to the restoration project as a contingency for the grant funded works.

Failure to develop a CMP will lead to more reactionary maintenance spend rather than strategic conservation works as advised from heritage experts. This may lead to continued structural degradation and greater maintenance funding needed in the future.

**Risk Management Implications:**

Appropriate Risk Assessments will be prepared in accordance to Councils procedures and policies prior to the implementation of any initiatives.



**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 – Monica Revell Director Corporate and Community Services,  
In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Jeff Woodward, Tourism Officer

In providing this advice as the Author, I have no other disclosable interests in this report.

**Communications Strategy:**

To be established.

**Options:**

1. Council supports the proposal for the reallocation of \$25,000 funds to enable the development of a Conservation Management Plan.
2. Council declines to support the reallocation of funds, or requests further information regarding the proposal before making a decision.

**RECOMMENDATION:**

*That Council approves the re-allocation of \$25,000 from the \$35,833 Yurunga Homestead veranda restoration budget (G/L 30255) for the development of a Conservation Management Plan for Yurunga Homestead.*

**MOVED: Crs D Nelson/D Colbert**

*That Council approves the re-allocation of \$25,000 from the \$35,833 Yurunga Homestead veranda restoration budget (G/L 30255) for the development of a Conservation Management Plan for Yurunga Homestead.*

**CARRIED**

Attachments: 7, 8 & 9

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**12. SPECIAL COMMITTEES**

**12.1 WIMMERA MALLEE PIONEER MUSEUM COMMITTEE**

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

**Attachments:** 10 & 11

**Introduction:**

The Wimmera Mallee Pioneer Museum Committee held its general meeting on 17 September 2019 and its annual general meeting on 17 October 2019. The purpose of this report is to note the minutes from the meetings and appoint members of the committee. A copy of the minutes is included as an attachment for the information of Council.

**RECOMMENDATION:**

1. ***That Council notes the minutes of the Wimmera Mallee Pioneer Museum Committee general meeting held on 17 September 2019 and annual general meeting held on 17 October 2019.***
2. ***That, in exercise of the powers conferred by sections 86 and 87 of the Local Government Act 1989 (the Act), Council appoints as members of the Wimmera Mallee Pioneer Museum Committee:***
  - ***Peter Pumpa (President)***
  - ***Aaron McLean (Vice President)***
  - ***Wendy Werner (Secretary)***
  - ***Mary Anne Paech (Treasurer)***
  - ***Merilyn Lowe***
  - ***Greg Schwedes***
  - ***June Gawith***
  - ***Jim Gawith***
  - ***Tige Mannington***
  - ***Trevor Chilton***

**MOVED: Crs D Colbert/R Lowe**

1. ***That Council notes the minutes of the Wimmera Mallee Pioneer Museum Committee general meeting held on 17 September 2019 and annual general meeting held on 17 October 2019.***
2. ***That, in exercise of the powers conferred by sections 86 and 87 of the Local Government Act 1989 (the Act), Council appoints as members of the Wimmera Mallee Pioneer Museum Committee:***
  - ***Peter Pumpa (President)***
  - ***Aaron McLean (Vice President)***
  - ***Wendy Werner (Secretary)***
  - ***Mary Anne Paech (Treasurer)***

- **Merilyn Lowe**
- **Greg Schwedes**
- **June Gawith**
- **Jim Gawith**
- **Tige Mannington**
- **Trevor Chilton**

**CARRIED**

Attachments: 10 & 11

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## 12.2 YURUNGA HOMESTEAD MANAGEMENT COMMITTEE

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

**Attachment:** 12

**Introduction:**

The Yurunga Homestead Management Committee held its annual general meeting on 26 September 2019. The purpose of this report is to note the minutes from this meeting and appoint members of the committee. A copy of the minutes is included as an attachment for the information of Council.

**RECOMMENDATION:**

1. ***That Council notes the minutes of the Yurunga Homestead Management Committee annual general meeting held on 26 September 2019.***
2. ***That, in exercise of the powers conferred by sections 86 and 87 of the Local Government Act 1989 (the Act), Council appoints as members of the Yurunga Homestead Management Committee:***
  - ***Jennifer Solly (Chairperson)***
  - ***Peter Solly (Secretary)***
  - ***Helen Fisher (Acting Treasurer)***
  - ***Lou Ravenhorst***
  - ***Samantha Smith***
  - ***Helen Heinrich***

**MOVED: Crs R Lowe/D Nelson**

1. ***That Council notes the minutes of the Yurunga Homestead Management Committee annual general meeting held on 26 September 2019.***
2. ***That, in exercise of the powers conferred by sections 86 and 87 of the Local Government Act 1989 (the Act), Council appoints as members of the Yurunga Homestead Management Committee:***
  - ***Jennifer Solly (Chairperson)***

- **Peter Solly (Secretary)**
- **Helen Fisher (Acting Treasurer)**
- **Lou Ravenhorst**
- **Samantha Smith**
- **Helen Heinrich**

**CARRIED**

*Attachment: 12*

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### **12.3 JEPARIT TOWN COMMITTEE**

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

**Attachment:** 13

**Introduction:**

The Jeparit Town Committee held its meeting on 14 October 2019. The purpose of this report is to note the minutes from the meeting. A copy of the minutes is included as an attachment for the information of Council.

**RECOMMENDATION:**

***That Council notes the minutes of the Jeparit Town Committee meeting held on 14 October 2019.***

***MOVED: Crs R Ismay/R Lowe***

***That Council notes the minutes of the Jeparit Town Committee meeting held on 14 October 2019.***

**CARRIED**

*Attachment: 13*

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### **12.4 NHILL TOWN COMMITTEE**

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

**Attachment:** 14

**Introduction:**

The Nhill Town Committee held its meeting on 21 October 2019. The purpose of this report is to note the minutes from the meeting. A copy of the minutes is included as an attachment for the information of Council.

**RECOMMENDATION:**

***That Council notes the minutes of the Nhill Town Committee meeting held on 21 October 2019.***

***MOVED: Crs D Colbert/T Schneider***

***That Council notes the minutes of the Nhill Town Committee meeting held on 21 October 2019.***

***CARRIED***

***Attachment: 14***

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## **12.5 DIMBOOLA TOWN COMMITTEE**

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

**Attachment:** 15

### **Introduction:**

The Dimboola Town Committee held its ordinary meeting on 4 November 2019. The purpose of this report is to note the minutes received. A copy of the minutes is included as an attachment for the information of Council.

The Dimboola Town Committee requires approval to engage MTB Carpentry Pimpinio for concrete works at the Dimboola Recreation Reserve to the value of \$5,320 including GST and also request approval to purchase materials to erect a shelter at the Dimboola Recreation Reserve (near the soundshell) to the value of \$6,291.93 including GST.

The Dimboola Town Committee have obtained grant funding to undertake these projects. Under the delegation set by Council, Dimboola Town Committee cannot enter into purchases over \$2,000 without Council approval.

### **RECOMMENDATION:**

#### ***That Council***

- 1. notes the minutes of the Dimboola Town Committee ordinary meeting held on 4 November 2019, and***
- 2. approves expenditure of \$5,320.00 (including GST) to MTB Carpentry Pimpinio for concreting works at the Dimboola Weir Shelter, and \$6,291.93 (including GST) to Keith Timber for the purchase of materials to erect a shelter at the Dimboola Recreation Reserve.***

***MOVED: Crs D Nelson/T Schneider***

***That Council***

1. ***notes the minutes of the Dimboola Town Committee ordinary meeting held on 4 November 2019, and***
2. ***approves expenditure of \$5,320.00 (including GST) to MTB Carpentry Pimpinio for concreting works at the Dimboola Weir Shelter, and \$6,291.93 (including GST) to Keith Timber for the purchase of materials to erect a shelter at the Dimboola Recreation Reserve.***
3. ***release funds from the Dimboola Swimming Pool Committee account to purchase 3 x table and chair settings as requested by the current contract manager.***

**CARRIED**

Attachment: 15

**13. LATE REPORTS**

**13.1 HINDMARSH SHIRE COMMUNITY ACTION GRANTS 2019/20 ROUND 1**

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

**Attachment:** 17

**Introduction:**

This report seeks endorsement from Council to provide funding through the Community Action Grants Program to eligible organisation's / community groups as outlined in the following report.

**Discussion:**

The Community Action Grants program was established to support communities with funds to provide services, self-help and assist with community development, social action and connectedness. Total annual funding of \$30,000 has been allocated to the program, categorised into four areas:

- Community Assistance
- Event Sponsorship
- Minor Facility Upgrades
- Small Equipment

The 2019/20 Community Action Grants Program was promoted with a media release on the Council's website and to local media; adverts were displayed in shop front windows as well as Facebook promotions on Council's Facebook page.

Applications for all categories in round one of funding initially closed on Friday 20 September 2019, however the closing date was extended to Thursday 31 October 2019. Eight (8) applications for funding totaling **\$7,679.00** was received.

Category	Number of Applicants	Funding Available	Total Amount Requested
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Community Assistance	Nil (0)	<b>Round 1</b> \$15,000	\$0
Event Sponsorship	Three (3)		\$1,500
Minor Facility Upgrades	Two (2)		\$4,000
Small Equipment	Three (3)		\$2,179

**Funding applications have been assessed against the following eligibility criteria:**

***All applications must:***

- Demonstrate direct economic and social benefit to the community;
- Not already receive substantial support from Hindmarsh Shire Council;
- Be made by an incorporated community group or not-for-profit organisation or auspiced by such a group.
- Apply for one category per funding round.
- Obtain any / all relevant permits required to host an event within Hindmarsh Shire Council

***Ineligible Applications:***

Applications by, or for, the following purposes will not be eligible for funding:

- Community organisations who do not provide direct benefit to the Hindmarsh Shire community;
- Individuals;
- Applicants who have successfully obtained funding of \$500.00 or more for Community Assistance, Small Equipment and Minor Facility grant through the Community Action Grants Program in the current or previous financial year (organisations can only apply for funding every *two* years) are ineligible to apply, with the exception of community groups and organisations seeking Event Sponsorship for annual events (given they have acquitted any previous funding);
- Capital works on major facility maintenance;
- Funding to groups for purposes already significantly supported by Hindmarsh Shire Council (e.g. groups that use a Council facility free of charge and pay no utility or operating costs);
- Programs considered the major responsibility of the State or Federal Government;
- Schools;
- Projects that are clearly a duplication of an existing service;
- Retrospective funding (projects that have commenced or have been completed will not be funded); and
- Clubs / organisations that have received funds from a successful application through a sub-committee of the club / organisation.

**Assessment Criteria**

Applications will be assessed against a set of Assessment Criteria.

Applications scoring highly against the criteria detailed below are more likely to receive funding.

<p><b>Why?</b> <b>40%</b></p>	<ul style="list-style-type: none"> <li>- Explain the demonstrated community need.</li> <li>- How will the project improve social connections and build community wellbeing?</li> <li>- How will the project achieve economic benefit for the community?</li> <li>- Has the project been identified in a Community Plan?</li> </ul>
<p><b>What?</b> <b>40%</b></p>	<ul style="list-style-type: none"> <li>- Provide a brief summary of what you are going to do.</li> <li>- How will your project increase community participation?</li> <li>- Complete and submit a Risk Assessment for any Event.</li> <li>- Provide details on how Hindmarsh Shire Council's contribution will be recognised and acknowledged.</li> </ul>
<p><b>How?</b> <b>20%</b></p>	<ul style="list-style-type: none"> <li>- Provide quotes/ information on specific item(s) funds will be used to purchase.</li> <li>- Provide a copy of the applying organisation's most recent bank statement and banking details.</li> <li>- Complete the budget and in-kind contribution templates.</li> <li>- Provide details on how your event's success will be measured?</li> <li>- Provide a copy of public liability insurance (events only).</li> <li>- Applicants must have obtained any/all relevant permits required to host an event within the shire.</li> </ul>
<p><b>Finally</b></p>	<ul style="list-style-type: none"> <li>- Complete eligibility and submissions checklist.</li> </ul>

### **Community Assistance**

The **Community Assistance** Program offers grants of up to a **\$1,000** to assist with valuable projects that do not fit under the three other categories of the Community Action Grants Program.

### **Applicants**

There were no applications received for the Community Assistance Program.

### **Event Sponsorship**

**Event sponsorships** offer grants of up to **\$500** to assist with an event within Hindmarsh Shire which demonstrates social and economic benefit. For events with a regional impact, Council may allocate an increased sponsorship amount.

There were three applications received with funding requests totaling \$1,500.

### **Applicants**

**1. Dimboola Rowing Club Inc** seeks funding of \$500 to assist with the sponsorship of the 2019 Annual Rowing Regattas which was held over the weekend of Saturday 9 and Sunday 10 November 2019.

Sponsorship will assist the club in purchasing trophies to the value of \$7,240 for the winning crews of both regattas.



On Saturday 9 November 2019 the Dimboola Rowing Club hosted their 132<sup>nd</sup> annual regatta which is held over a 750 meter course, on Sunday 10 November the annual Head of the Wimmera was held over a 6.2km course. The Dimboola Rowing Regatta attracts over 500 rowers and officials from across Victoria, South Australia and New South Wales to Dimboola which contributes significant economic benefits to local businesses as well as the Dimboola Rowing Club.

Dimboola Rowing Club Inc is affiliated with Rowing Victoria and Rowing Australia and is an incorporated organisation with Consumer Affairs Victoria.

The date of the Dimboola Rowing Regatta is set by Rowing Victoria.

The total project cost to conduct the Dimboola Rowing Regatta is \$55,170, with a financial contribution of \$10,170 that is made up by sponsorships, entry fees, club contribution and an in-kind contribution of \$45,000 from the Dimboola Rowing Club Rowing Victoria.

**NOTE:** *The sponsorship application from the Dimboola Rowing Club was received prior to the Regatta taking place.*

**2. Piggery Lane Players Inc** seeks funding of \$500 to assist with cost to perform the family friendly pantomime 'Captain Hook's Revenge'.

The pantomime was performed at the Nhill Memorial Community Centre on Saturday 19 October as a matinee and as an evening performance in front of audiences of more than 150 at each session which was the best attendance for many years.

Piggery Lane Players Inc is a local Nhill volunteer drama group that has provided the broader Nhill and district community with entertainment over many years.

Where possible they support local businesses for the supply of materials for sets, costumes, make-up, catering etc which provides local economic benefits.

The total cost to provide the performances was \$5,350 which consists of a financial contribution of \$600 from Piggery Lane Players, Council's grant application of \$500, ticket sales of \$1,750 and in-kind contribution of \$2,500.

**NOTE:** *The sponsorship application from Piggery Lane Players Inc was received prior to their pantomime performances.*

**3. Nhill Neighbourhood House Learning Centre** seeks funding of \$500 as the auspice organisation for the Nhill Karen community's, 2020 Karen New Year Celebrations.

The Nhill Karen community will hold the Karen New Year celebrations on Saturday 25 January 2020 at the Nhill Memorial Community Centre.

Karen people from Werribee, Geelong, Bendigo and Mount Gambier will join Nhill's Karen community and many residents of Nhill and the broader Wimmera Region for celebrations lasting approximately five hours that includes traditional song, dance, dress and food.

The 2020 Karen New Year will be the tenth year that the event has been celebrated and it is anticipated that at least 450 people will be in attendance which will provide significance economic benefits to Nhill and the broader Hindmarsh Shire.

The total cost to host the 2020 Karen New Year will be \$12,000 with financial contributions of \$500 sponsorship from Council, \$2,000 sponsorship from the Victorian Multicultural Commission, \$3,500 cash contribution and \$6,000 of in-kind support from the Nhill Karen community.

### **Minor Facility Upgrades**

**Minor Facility Upgrade** grants offer financial assistance of up to **\$2,000** to upgrade community facilities.

There were two applications received with funding requests totaling \$4,000.

### **Applicants**

**1. Winiam Hall Committee** seeks funding of \$2,000 to undertake the partial renovation of the kitchen by replacing existing circa 1960's kitchen cupboards with new modular kitchen units. Existing kitchen cupboards are out dated and not rodent proof which means that crockery, cutlery, food and other kitchen items need to be kept in plastic air tight tubs when not in use which in turn creates OHS issues for the hall committee, volunteers and any user ground that hire the hall.

The hall is regularly used by numerous community organisations and residents for both community and private functions and events and it is expected that improvements to the kitchen will lead to increased patronage.

The total project cost is \$3,398, with a financial cash contribution of \$398 and in-kind contribution of \$1,000 from the Hall Committee.

**2. Nhill Bowling Club** seeks funding of \$2,000 to replace the existing floor covering in their clubroom's kitchen which has been in service for nearly 32 years.

After constant use throughout this period of time the existing linoleum floor covering in the kitchen has become worn, faded, stained and is hard to keep hygienically clean.

In addition to use by its own members, the Nhill Bowling Club is regularly booked by community organisations, businesses and residents for a range of functions and events.

The existing kitchen floor covering does not provide a positive reflection on the club which is

in contrast the rest of the clubrooms, bowling greens and surrounds.

It is anticipated that an upgraded kitchen will encourage greater use by the community as it will provide a hygienic and safe environment from which to prepare meals, afternoon teas and general catering requirements.

The total project cost is \$4,610 which includes a financial cash contribution of \$2,110 and in-kind of \$500 from the Nhill Bowling Club in addition to the grant of \$2,000 from Council.

### **Small Equipment**

**Small Equipment** grants provide funding assistance of up to **\$1,000** towards the purchase of small equipment items.

There were three applications with funding requests totaling \$2,179.

### **Applicants**

**1. Nhill Urban Fire Brigade** seeks funding of \$980 for the purchase of a new fire hose washer fitted with a quick-connect coupling. This new hose washer will replace a complex and out dated, difficult to use hose washer with a new unit that is user friendly, easier to connect, efficient and therefore more effective in the cleaning of dirty fire hoses.

As with all volunteer CFA units, there is an expectation to maintain equipment in good working condition so that they are ready for immediate operational use.

Because fire hoses are vitally important for the control of fires, it is imperative that they are kept in good condition. This new fire hose washer will assist in keeping hoses in good operational condition and will also be made available to other Fire Brigades in the Lowan Group including Broughton, Diapur, Lorquon, Netherby, Propodollah, Winiam, Woorak and Yanac.

The total project cost is \$980 which is the total amount of the grant application.

**2. Nhill and District Historical Society Inc** seeks funding of \$199 for the purchase of a portable wheel chair ramp to enable all-ability access into the building.

The portable wheel chair ramp will allow people who are currently unable to enter the Nhill and District Historical Society building access to view exhibits, carry out research or to volunteer their services.

The total project cost is \$199 which is the total amount of the grant application.

**3. Nhill and District Sporting Club** seeks funding of \$1,000 to assist with the purchase of cricket helmets which have now become mandatory when playing cricket.

Funding will assist the NDSC in ensuring that all players have access to a cricket helmet which will assist in reducing the financial burden on individuals and families whilst at the same time increasing participation levels.

Since the decision to disband the West Wimmera Cricket Association, the local clubs

amalgamated to become the West Wimmera Warriors and now compete under the operation of the Nhill and District Sporting Club with three teams competing in the Horsham Cricket Association.

The total project cost is \$3,450 with Nhill and District Sporting Club and players contributing \$2,450 and the balance of \$1,000 from the grant application.

**Application summary:**

<b>Applicant</b>	<b>Amount Requested</b>	<b>Total Project Cost</b>	<b>Recommended Allocation</b>
<b><i>Community Assistance - \$1,000</i></b>			
No applications received			
<b><i>Event Sponsorship - \$500</i></b>			
Dimboola Rowing Club	\$500	\$55,170	\$500
Piggery Lane Players	\$500	\$5,350	\$500
Nhill Neighbourhood House Learning Centre	\$500	\$12,000	\$500
<b><i>Minor Facility Upgrades - \$2,000</i></b>			
Winiam Hall Committee	\$2,000	\$3,398	\$2,000
Nhill Bowling Club	\$2,000	\$4,610	\$2,000
<b><i>Small Equipment - \$1,000</i></b>			
Nhill Urban Fire Brigade	\$980	\$980	\$980
Nhill and District Historical Society	\$199	\$199	\$199
Nhill and District Sporting Club	\$1,000	\$3,450	\$1,000

**Options**

Council can choose to support some or all, partly or in full, or none of the applications to the Hindmarsh Shire Council Community Action Grants 2019/2020.

**Link to Council & Community Plans:**

The Community Action Grants relate to Council's Vision of "a caring, active community enhanced by its livability, environment and economy".

**Strategic Objectives:**

- 1.1 An actively engaged community.
- 1.1.6 Support and encourage volunteers and work collaboratively.
- 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.
- 2.1 Well-maintained physical assets and infrastructure to meet community and organisational needs.
- 3.2 A thriving tourism Industry.
  - 3.2.2 Appealing tourism facilities that promote visitation and meet visitor needs.
  - 3.2.3 To 'support locally-significant community-driven events and festivals that stimulate tourism growth in the region'.
  - 3.2.6 Promote and support local historic assets and heritage groups

**Financial Implications:**

The Community Action Grants Program has \$30,000 available for the 2019/2020 financial year.

**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 – Monica Revell, Director of Corporate and Community Services

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

Author – Phil King, Manager Economic and Community Development

In providing this advice as the Author, I have no disclosable interest in this report.

**Risk Management Implications:**

Risks are to be managed by the successful applicants.

**Communications Strategy**

Successful and unsuccessful applicants will be notified of Council's decision by phone and via letter correspondence regarding application outcomes.

**RECOMMENDATION:**

*That*

- a) ***based on the eligibility and assessment criteria, Council approves the following funding allocations:***

***Community Assistance***

***No applications received***

***Event Sponsorship***

1. ***A grant of \$500 – Dimboola Rowing Club***
2. ***A grant of \$500 – Piggery Lane Players***

**3. A grant of \$500 – Nhill Neighbourhood House Learning Centre**

**Minor Facility Upgrades**

- 1. A grant of \$2,000 – Winiam Hall Committee**
- 2. A grant of \$2,000 – Nhill Bowling Club**

**Small Equipment**

- 1. A grant of \$980 – Nhill Urban Fire Brigade**
- 2. A grant of \$199 – Nhill and District Historical Society**
- 3. A grant of \$1,000 – Nhill and District Sporting Club**

**There were no ineligible applications.**

**TOTAL RECOMMENDED FUNDING ALLOCATED: \$7,679.00**

**MOVED: Crs R Lowe/T Schneider**

**That**

- a) based on the eligibility and assessment criteria, Council approves the following funding allocations:**

**Community Assistance**

**No applications received**

**Event Sponsorship**

- 1. A grant of \$500 – Dimboola Rowing Club**
- 2. A grant of \$500 – Piggery Lane Players**
- 3. A grant of \$500 – Nhill Neighbourhood House Learning Centre**

**Minor Facility Upgrades**

- 1. A grant of \$2,000 – Winiam Hall Committee**
- 2. A grant of \$2,000 – Nhill Bowling Club**

**Small Equipment**

- 1. A grant of \$980 – Nhill Urban Fire Brigade**
- 2. A grant of \$199 – Nhill and District Historical Society**
- 3. A grant of \$1,000 – Nhill and District Sporting Club**

**There were no ineligible applications.**

**TOTAL RECOMMENDED FUNDING ALLOCATED: \$7,679.00**

**CARRIED**

**Attachment: 17**

**14. OTHER BUSINESS**

***MOVED: Crs R Ismay/D Nelson***

***That the Chief Executive Officer be authorised to commit to council funding of up to \$500,000 for the Davis Park redevelopment project subject to grant funding of \$500,000 and a funding commitment of \$500,000 from the Nhill and District Sporting Club.***

***CARRIED***

***MOVED: Crs R Ismay/D Nelson***

***That the Chief Executive Officer write a letter of support for the Rainbow Off Road Race application through Confederation of Australian Motor Sports (CAMS) to Sport and Recreation Victoria for the development of a new pit and spectator area.***

***CARRIED***

**15. 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.

***RECOMMENDATION:***

***That the meeting be closed in accordance with Section 89 of the Local Government Act 1989, to consider:***

***15.1 Request for Quote - Award for Purchase of One (1) Compact Track Loader***

***And***

**16.1 Confidential Late Report – Buyback of One (1) Articulated Motor Grader**

**MOVED: Crs R Lowe/T Schneider**

**That the meeting be closed in accordance with Section 89 of the Local Government Act 1989, to consider:**

**15.1 Request for Quote - Award for Purchase of One (1) Compact Track Loader**

**And**

**16.1 Confidential Late Report – Buyback of One (1) Articulated Motor Grader**

**CARRIED**

Council moved into confidential session at 3:53pm.

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Council resumed in open session at 4:05pm.

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**17. MEETING CLOSE**

There being no further business Cr R Gersch declared the meeting closed at 4:06pm.

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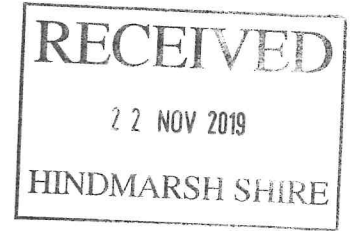


# Anne Webster MP

Federal Member for Mallee



ASSESS #	
ACTION	
INFO	
X REF	



7<sup>th</sup> November, 2019

Greg Wood CEO  
Hindmarsh Shire Council  
PO Box 250  
Nhill Vic 3418

Dear Greg,

Please find included a copy of the response letter from the Hon Michael McCormack MP, Minister for Infrastructure, Transport and Regional Development regarding your letter and possible funding for the Albacutya Bridge.

Kind regards

Dr Anne Webster MP  
Federal Member for Mallee

DW



COPY

The Hon Michael McCormack MP

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Deputy Prime Minister  
Minister for Infrastructure, Transport and Regional Development  
Leader of The Nationals  
Federal Member for Riverina

Ref: MC19-004705

Dr Anne Webster MP  
Member for Mallee  
PO Box 1133  
MILDURA VIC 3502

23 OCT 2019

Anne

Dear Dr Webster

Thank you for forwarding a letter on 30 September 2019 from your constituent Mr Greg Wood, Chief Executive Officer of Hindmarsh Shire Council, regarding funding for the replacement of the Albacutya Bridge north of Rainbow.

The Australian Government understands the crucial role that bridges play in connecting communities and industry throughout the country and is committed to improving Australia's regional road network. To this end, the Government is providing \$640 million under the Bridges Renewal Program (BRP) from 2015-16 to 2022-23, with an on-going commitment of \$85 million each year following, to upgrade bridges to enhance access for local communities and facilitate higher productivity vehicle access.

The Government is currently undertaking preparations for the opening of Round Five of the BRP. Dates and guidelines are yet to be finalised. However, once the round has opened, the Government would welcome an application from Council for the Albacutya Bridge replacement, should it be eligible. The Department of Infrastructure, Transport, Cities and Regional Development will notify state, territory and local governments when Round Five is open for applications. Additionally, the opening will be announced on the Department's website and I would encourage Council to continue to monitor the site at [www.infrastructure.gov.au/bridges](http://www.infrastructure.gov.au/bridges).

Thank you again for your correspondence and I trust this is of assistance.

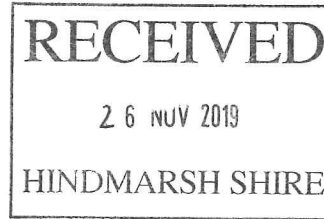
Yours sincerely

Michael McCormack

21 November 2019

Mr Greg Wood  
Chief Executive Officer  
Hindmarsh Shire Council  
PO Box 250  
Nhill Vic 3418

ASSESS #	
ACTION	DCCS -
INFO	EA
X REF	



68-72 Macpherson Street  
PO Box 187 Nhill, Victoria 3418  
Telephone 03 5391 1348  
Facsimile 03 5391 3156  
Email [manager@avonlea.org.au](mailto:manager@avonlea.org.au)

Dear Greg

We write to you today to share some positive news about the future of Avonlea.

Following notice from the Chief Executive Officer of her intention to retire, a review of Avonlea's infrastructure and operations, and taking into consideration the increasingly complex and competitive aged care environment, the Board and Members of Avonlea Inc have decided to transfer control of Avonlea Inc to Respect Group Limited (known as Respect Aged Care) so the home has the opportunity to grow and thrive under a larger, specialist aged care organisation.

Respect Aged Care has more than 1200 residents and 1300 employees in 10 other communities across rural and regional Tasmania and Victoria.

The Board and Chief Executive Officer of Avonlea Inc fully support the transfer to an organisation that has a strong reputation for compassion and significant experience in delivering quality care in rural and regional areas. Being part of a larger organisation with greater capacity to invest in systems, staffing and facilities will mean stronger aged care services for Nhill and its surrounding regions.

Respect Aged Care will assume control and operation of Avonlea Inc from today, 21 November 2019, and will merge Avonlea Inc into Respect Group Limited in due course.

We are excited to announce that Respect will be embarking on a significant redevelopment of Avonlea which will transform the home into a first-class aged care residence including a 45-room aged care home, up to 10 assisted living units, and a community centre. Respect will also be transitioning the home to a 24x7 Registered Nurse model to enable continuity of care, including residents with the highest level of care needs.

We would like to take this opportunity to thank you for supporting Avonlea. It is with local support and enthusiasm that Avonlea has been able to operate a loving and caring service since 1961. We look forward to seeing Avonlea grow and prosper to support the elderly in the community of Nhill.

Yours faithfully

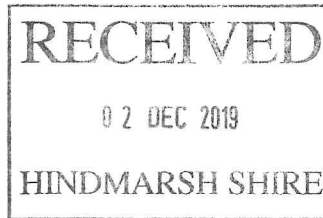


Mr Philip Lipshut  
Chairman



Jaclyn Symes MP

Minister for Regional Development  
Minister for Agriculture  
Minister for Resources



ASSESS #	
ACTION	
INFO	
X REF	

121 Exhibition Street  
Melbourne, Victoria 3000 Australia  
Telephone: +61 3 8392 2261  
DX 210074

Ref: BMIN-2-19-830

Mr Greg Wood  
Chief Executive Officer  
Hindmarsh Shire Council  
PO Box 250  
NHILL VIC 3418

Dear Mr Wood

**AIJF - ALBACUTYA BRIDGE**

Thank you for your letter of 4 October 2019 regarding the Albacutya Bridge Restoration project.

I understand that Hindmarsh Shire Council has recently completed two road upgrade projects, the Nhill-Rainbow Road Upgrade and the Antwerp-Woorack Road Upgrade, funded through the Agriculture Infrastructure and Jobs Fund (AIJF). I am pleased to hear that the Council is continuing to examine avenues to progress the Albacutya Bridge Restoration project under this Fund.

I appreciate that this is a complex project and understand that further work is underway to identify the feasibility and cost to replace the bridge, as well as identify options for securing any required additional funding. As you are aware, AIJF closed in June 2019 to further funding applications.

Until the project details, timelines, and arrangements to secure any required additional funding have been confirmed with my department, I am not in a position to consider and make a decision on varying the contract.

The department will continue to engage with the Council on the progress of the project and I look forward to updates on the project.

For further information, please contact Sean Arundell of the Department of Jobs, Precincts and Regions on (03) 9027 5479 or [sean.arundell@rdv.vic.gov.au](mailto:sean.arundell@rdv.vic.gov.au)

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jaclyn Symes', with a stylized flourish at the end.

**Jaclyn Symes MP**  
Minister for Agriculture

Date: 26/11 /2019



17 December 2019

## **Hindmarsh Shire Council Grant Application**

Dear Jeff,

I am writing in support of your application for funding from Regional Development Victoria to upgrade the Dimboola Human Powered Vehicle (HPV) circuit for use by local and interstate teams as part of the Dimboola HPV Expo and for potential use with the Australian HPV Super Series.

Holy Trinity Racing have been involved with the development and planning of the Dimboola HPV Expo since its inception, assisting the Hindmarsh Shire council with preparation and promotion of the event as well as testing of the circuit. The existing layout at the Recreation Reserve is one of the best that we have been involved with, and provides unique challenges for all riders. With additional track widening and resurfacing to make for a smoother path around the circuit, an HPV circuit here could be a drawcard for the series and for Western Victoria, bringing visitors to the region to compete in events with anywhere between 60 and 120 teams.

Holy Trinity Racing currently participate in the Australian HPV Super Series, which requires extensive travel throughout South Australia. Our team alone consists of over 50 students across 5 teams, with the majority of those students racing at each event. Students must compete to be involved at each event due to the popularity of the program and the important health and physical activity benefits it provides to all young people. In 2019, Holy Trinity Racing fielded two all-female teams for the first time, with our team consisting of approximately 40% female students.

A complete upgrade of the circuit and facilities would provide the Hindmarsh Shire with a facility equivalent to that of the Criterium courses in Melbourne and Adelaide to use for both HPV, Energy Efficient Vehicle (EEV) and road cycling training sessions. In Horsham alone, three schools compete in the Australian HPV Super Series, entering in excess of 10 vehicles and catering for between 100 and 150 students. With many of these vehicles either currently holding a National Championship or having finished in the top five positions in the series, the potential for teams here to utilise the Dimboola Recreation Reserve as a training base would greatly improve the competitiveness of teams at the top end of the competition.

For the reasons mentioned above, Holy Trinity Racing fully endorse the proposal for the development of a HPV racing circuit in Dimboola.

Yours in Christ,

Matt McLoughlin  
Secondary Sport Coordinator  
Holy Trinity Lutheran College

Jeff Woodward  
Tourism & Economic Development Officer  
Hindmarsh Shire Council  
PO Box 250  
Nhill VIC 3418

10 December 2019

Dear Jeff

**Re: Grant Application**

I am writing in support of your application for funding from Regional Development Victoria to upgrade the Dimboola Human Powered Vehicle (HPV) circuit for use in 2021 as a Round of our Series.

Australian International Pedal Prix Inc conducts the UniSA Australian HPV Super Series, a 6 event 8 race program of HPV events in SA and WA. We currently conduct events in a number of regional centres and in the city of Adelaide. Our calendar for 2020 is as follows:

Mt Gambier SA	8-hour race in March
Loxton SA	6-hour race in May
Adelaide	2 x 6-hour races in June
Adelaide	2 x 6-hour races in July
Busselton WA	6-hour race in August
Murray Bridge SA	24-hour race in September

We are constantly looking for opportunities to bring HPV racing to new venues, particularly in regional areas. Western Victoria is particularly appealing to us as we have significant participant numbers from Horsham, Hamilton, Bendigo and Ballarat and a huge participant base in Melbourne. Our teams compete over a number of different categories ranging from year 5 Primary students, through middle and upper Secondary and our open categories which cater for mature riders.

Based on our experience with the introduction of new events (Loxton & Busselton 2014, Mt Gambier 2016) we would expect at least 60 teams to attend an initial event in Dimboola. This equates to around 500 individual competitors and a further 1,000 support personnel attending the event.

To maximize the positive impact, we split activities over 2 days with vehicle scrutineering taking place on day 1 and race day on day 2. This ensures teams require a minimum of 1 night and potentially 2 nights' accommodation and consequently has a greater economic impact.

---

**P:** 08 83557450 | **M:** 0417824361 | **E:** [office@ahpvss.com](mailto:office@ahpvss.com) | **W:** [www.ahpvss.com](http://www.ahpvss.com)

Military Road, West Beach SA 5024 | PO Box 69 Glenelg SA 5045

We visited Dimboola in August 2019 during your HPV demonstration event which gave us the opportunity to assess the potential track and amenities. In our opinion the proposed venue is, subject to track improvement, ideal for our style of events for the following reasons:

- Town Location - midway between the 2 major HPV centres of Adelaide and Melbourne.
- Track Location - within a self-contained park meaning minimal disruption to local traffic but centrally located within walking distance to the commercial centre of the town, maximizing the impact on local traders.
- Amenities - the availability of onsite accommodation, toilets, showers etc means teams are able to stay on site for the duration of an event, increasing the economic benefit to the town.
- Existing Roads - the internal roadway layout of the reserve is, subject to widening and extensive surface upgrade, ideal for our competition.

The Board of Australian International Pedal Prix Inc. fully endorse the proposal for the development of a HPV racing circuit in Dimboola.

With kind regards,



Andrew McLachlan  
Chairman AIPP Inc.





2019



UniSA

**Australian HPV Super Series**

# Our Sport



- Our sport is racing Human Powered Vehicles (HPV)
- It is competitive
- The UniSA Australian HPV Super Series is the only National series
- There are numerous Categories, including women and masters
- Our six round season runs April – September
- The UniSA Australian HPV Super Series attracts entries from Australia and overseas
- HPVs can be technologically advanced and cost in excess of \$10,000 to build
- The series is managed by Australian International Pedal Prix Incorporated (AIPP Inc.)



# Our History



HPV racing has been run by AIPP Inc. since 1986

It was initiated as a hands on education exercise by a group of high school Engineering and Technology teachers

Initially, and for many years, just one event was held annually – the Australian International Pedal Prix

The Uni SA Australian HPV Super Series was launched in 2003, with additional events being progressively added

Since it's beginnings, an estimated half a million people have been involved



# Our Vision

Our vision is to be the best HPV racing series in the world.



# Our Calendar

---

Rnd 1 **Mt Gambier**, April

Rnd 2 **Loxton**, May

Rnd 3 **Adelaide**, June

Rnd 4 **Adelaide**, July

Rnd 5 **Busselton**, August

Rnd 6 **Murray Bridge**,

September



# Our Agreements

- **City of Mt Gambier** 1 year funding for 2020 applied for annually. Agreement in place with McNamarra Park for 3 years.
- **Loxton Waikerie Council** 1 year remaining of current 3 year contract. We have commenced discussions re a new 3 year contract.
- **City of Adelaide** 5 year licence to occupy Victoria Park - 3 years remaining.
- **City of Busselton** 2019 was the final year of a 3 year contract. We have applied for a further 3 years funding and expect a response by 30 November.
- **Rural City of Murray Bridge** 10 year contract with 7 years to run. Subject to review at year 5.



# Our Opportunities



**Regional Victoria** - Hindmarsh Shire (Western Victoria) regarding a potential event in Dimboola. We visited them in August and a delegation from the Shire attended the 2019 Murray Bridge event. Potential "State of Origin". Negotiations continue.

**Adelaide Southern Suburbs** - short duration low impact events at the Edwardstown velodrome through 2020

**Victoria Park** - additional short course racing

**Tailem Bend** – Initial meeting conducted highlighting further opportunities in a well positioned and established sport specific venue



# Our Attributes

---



When our community was surveyed, they said this about our sport:

- 95% described it as beneficial or highly beneficial to **Physical Fitness**
- 82% said it was beneficial or highly beneficial to **Mental Health**
- 60% said it was beneficial or highly beneficial to developing **Technology and Engineering** skills
- 68% described it as beneficial or highly beneficial to **Family Engagement**
- 78% said it was beneficial or highly beneficial to **Community and Networking**
- 93% described it as beneficial or highly beneficial to developing **Teamwork** skills



# Our Economic Impact



**Loxton** - conducted their own study in 2015 and derived a value of \$300,000. Extrapolating to current entry numbers the impact in 2019 would be of the order of \$415,000.

**Busselton** - estimate approximately \$250,000

**Murray Bridge** - conducted a formal assessment of the 2016 event which arrived at a value of \$2.19 million including the flow on effect to Tourism.





## Our Relationships

# Our Community – Qualitative



Our community is comprised of students, (primary, secondary and tertiary), parents, families, teachers, and in the Open Categories, a broad cross section of society, all passionate HPV racers.

At events, many are actively involved taking the roles of competitor, team manager, mechanic, pit crew and support staff (eg logistics, catering)



# Our Community – Participation



## Riders

Mt Gambier	588
Loxton	908
Adelaide June	1,843
Adelaide July	1,973
Busselton	320
Murray Bridge	2,042

## Entries

Mt Gambier	76
Loxton	119
Adelaide June	217
Adelaide July	245
Busselton	48
Murray Bridge	207

# Our Community – Growth



Event	2014	2015	2016	2017	2018	2019
Mt Gambier	0	0	52	57	69	76
Loxton	65	82	88	96	101	119
Adelaide June	183	184	199	209	214	217
Adelaide July	186	188	211	207	217	245
Busselton	36	43	50	47	48	48
Murray Bridge	220	226	205	209	207	207
Totals	690	723	805	825	856	912

# Our Community – Data



- 41% of teams compete in Open Categories (non school entries)
- 55% have been involved in the sport for 5 or more years
- 45% of teams competing in the 24hr event will have a contingent of 40 + attending
- 94% follow us on social media
- 91% ride or own a bicycle
- 94% gave the 2018 24hr event a 4 star or higher rating out of 5
- 89% plan to enter in 2020 with a further 9% under consideration



# Our Connections - Live Experience



Round	Location	Duration	Entries	Days	Daily Attendance			Event
1	Mt Gambier	8hr	76	1	2,000			2,000
2	Loxton	6hr	88	1	3,000			3,000
3	Adelaide	6hr	232	2	4,000	4,000		8,000
4	Adelaide	6hr	244	2	5,000	5,000		10,000
5	Busselton	6hr	49	1	2,000			2,000
6	Murray Bridge	24hr	209	3	5,000	10,000	10,000	25,000
Season Attendance								50,000

# Our Connections - facebook



- 6,720 Page Followers

- Gender:

- Male 55%
- Female 45%

- Age:

- 18-24 29%
- 25-34 15%
- 35-44 18% (parents)
- 45-54 22% (parents)

- Location

- Country – Top 5

- Australia 88%
- USA 3%
- UK 1%
- Germany 1%
- Netherlands 1%

- City – Top 10

- Adelaide 51%
- Melbourne 8%
- Perth 4%
- Bendigo 3%
- Mt Gambier 3%
- Murray Bridge 2%
- Darwin 1%
- Loxton 1%
- Brisbane 1%
- Sydney 1%



# Our Connections - facebook



- 2019 AIPP on Facebook

- 22 Posts
- 88,000 cumulative reach
- 8,700 peak post reach

- Highlights

- Aerial view of circuit 8.7k
- Winners photo 7.1k
- Presentation album inc. Uni SA 6.3k reach + 853 reactions

### Post Details

Australian International Pedal Prix added a new photo to the album: 2019 Australian International Pedal Prix Presentations — at Sturt Reserve.  
Published by Marcus Lacey · September 22 ·

**Get More Likes, Comments and Shares**  
Boost this post for A\$29 to reach up to 4,600 people.

<b>6,342</b> People Reached	<b>2,631</b> Engagements	<a href="#">Boost Post</a>
--------------------------------	-----------------------------	----------------------------

William Bremner, Anna Finster and Tiffany Lalor Hughes

Like    Comment    Share

### Performance for Your Post

**6,342** People Reached

**853** Reactions, Comments & Shares

<b>666</b> Like	<b>351</b> On Post	<b>315</b> On Shares
<b>93</b> Love	<b>50</b> On Post	<b>43</b> On Shares
<b>2</b> Haha	<b>1</b> On Post	<b>1</b> On Shares
<b>4</b> Wow	<b>3</b> On Post	<b>1</b> On Shares
<b>73</b> Comments	<b>0</b> On Post	<b>73</b> On Shares
<b>17</b> Shares	<b>0</b> On Post	<b>17</b> On Shares

**1,778** Post Clicks

<b>769</b> Photo Views	<b>0</b> Link Clicks	<b>1,009</b> Other Clicks
---------------------------	-------------------------	------------------------------

#### NEGATIVE FEEDBACK

<b>0</b> Hide Post	<b>1</b> Hide All Posts
<b>0</b> Report as Spam	<b>0</b> Unlike Page

Reported stats may be delayed from what appears on posts

# Our Connections -



- 3,315 Peak Impressions



- 1,544 Followers

- Gender:

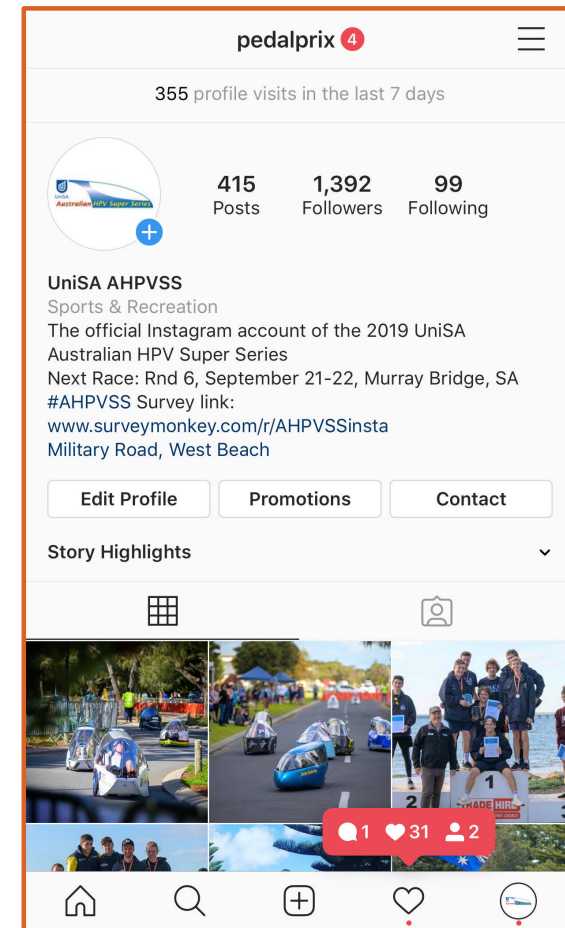
- Male 67%
- Female 33%

- Age:

- 13-17 21%
- 18-24 32%
- 25-34 16%
- 35-44 13% (parents)
- 45-54 13% (parents)

- Location

- Top 5
  - Adelaide 50%
  - Melbourne 11%
  - Bendigo 7%
  - Perth 3%
  - Mt Gambier 3%



# Our Connections -



- 2019 AIPP on Instagram

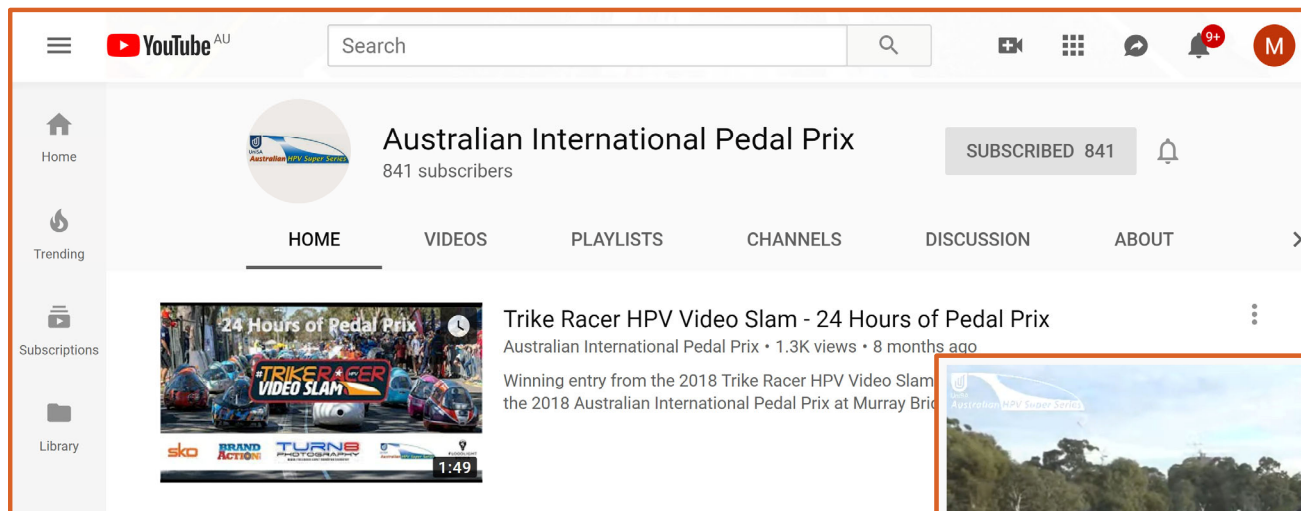
- 19 Posts
- 20,221 cumulative reach
- 2,003 peak post reach

- Highlights

- Race start 1,512
- Night racing promo 1,446
- Bellotti Corner with Uni SA branding posts 5,752 agg.



# Our Connections - Livestream and Video



 Livestream

■ 1,124 Viewers



■ 840 Subscribers

■ 1,373 Pinned Post Views



# Our Connections - Website



ahpvss.com – the essential source  
utilised by the UniSA AHPVSS community

The screenshot shows the website's navigation bar with the UniSA logo and menu items: RACES, RESULTS, EDUCATION, MERCHANDISE, CLASSIFIEDS, and a TEAM MANAGER button. A central orange banner displays a countdown timer '25 : 18 : 02 : 27 UNTIL 24 HOUR RACE START!' and a 'Enter Races Now' button. Below this is a '2019 RACES' section with a table of race details.

RACE	Location	Duration	Circuit	Date	Link
RACE 1	Mount Gambier	8 hour - Series	McNamara Park	March 30th, 2019	Entries
RACE 2	Loxton	6 hour - Series	Street Circuit	May 5th, 2019	Entries
RACE 3	Adelaide Race 1	6 hour - Series	Victoria Park	June 15 - 16th, 2019	Entries
RACE 4	Adelaide Race 2	6 hour - Series	Victoria Park	July 27 - 28th, 2019	Entries
RACE 5	Busselton	6 hour - Series	Street Circuit	August 18th, 2019	Entries
RACE 6	Murray Bridge	24 hour - Series	Street Circuit	September 21 - 22nd, 2019	Entries

# Our Connections - TV, Radio and Newspaper

---



- Uni SA AHPVSS receives television news coverage on commercial free to air and ABC at Adelaide Rounds (3 + 4) and Round 6, Murray Bridge.
- Local radio coverage at all six rounds of the, predominantly by interview, both live and recorded. This included ABC radio, local AM and FM stations, and community radio.
- Newspaper coverage at every round in local press including photos, stories and quotes.

# Our People Say

---



What draws you to the sport?

“It is a different sport and **professionally run.**”

“Working in teams in a unique activity that involves **families**”

“The great **sportsmanship** between teams.”

“The energy of race day and organisation of the event is **outstanding.**”

“The fun of racing, the **excitement** on race day.”

“Love the **high speed racing** & competitive aspects, great way to keep fit.”

“Great events and circuits, **national coverage.**”

“The **community spirit**, the feeling of belonging to a club.”

“Parents working together and **supporting their children.**”

“Seeing students **achieve** things they didn't think possible.”

“The community feeling and having formed life long **mates.**”

“Love the **team spirit**, the racing and whole sense of community. “

“It helped me to talk to other people and **make new friends.**”

“Being a part of a large community of people who **will help anyone** with whatever is needed.”



University of  
South Australia



Univer  
Sout



Australian International Pedal Prix Inc.  
Military Road  
West Beach, SA 5074  
P: +61 8 83557450  
E: office@ahpvss.com.au



UniSA

**Australian HPV Super Series**





11 December 2019

**Administration  
Centre**

PO Box 250  
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Nhill VIC 3418  
Ph: (03) 5391 4444  
Fax: (03) 5391 1376

email:  
info@hindmarsh.vic.gov.au

website:  
www.hindmarsh.vic.gov.au

ABN 26 550 541 746

**Customer Service  
Centres**

**Jeparit**

10 Roy Street  
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Fax: (03) 5397 2263

**Dimboola**

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Fax: (03) 5389 1734

**Rainbow**

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RAINBOW VIC 3424  
Ph: (03) 5391 4451  
Fax: (03) 5395 1436

Mr Rob Lynch  
President  
Nhill Aviation Heritage Centre  
PO Box 42  
NHILL VIC 3418  
Email: [nhillairshow19@gmail.com](mailto:nhillairshow19@gmail.com)  
[nahc3418@gmail.com](mailto:nahc3418@gmail.com)

Dear Rob

**Re: 100 Years of Aviation - 2019 Nhill Airshow**

At its meeting held on 20 November 2019, Council resolved that I write on its behalf to congratulate and thank you and members of the Nhill Aviation Heritage Centre on hosting and coordinating such a brilliant event.

The 100 Years of Aviation – 2019 Nhill Airshow was one of the most anticipated events of 2019 within the shire and surrounding regions. Any event that attracts nearly 3,000 people from across Australia to Nhill for an event of this magnitude can only be considered as an outstanding success.

I would particularly like to commend you and your organisers on the way you handled the rearrangement of entertainment, food stalls etc and of course the flying events as a result of the adverse weather experienced on the day.

The community of Nhill and the broader Hindmarsh Shire are fortunate to have people of the calibre of you and your hard working committee members to plan, coordinate and run such a successful event.

Again, congratulations and best wishes for any future endeavours you are planning.

Yours sincerely

Greg Wood  
Chief Executive Officer



11 December 2019

**Administration  
Centre**

PO Box 250  
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**Rainbow**  
15 Federal Street  
RAINBOW VIC 3424  
Ph: (03) 5391 4451  
Fax: (03) 5395 1436

Kaylene Pietsch  
President  
Dimboola Town Committee  
PO Box 211  
DIMBOOLA VIC 3418  
Email: [dimboolatc@gmail.com](mailto:dimboolatc@gmail.com)

Dear Kaylene

**Re: Keep Victoria Beautiful - Tidy Towns Awards, Dimboola**

At its meeting held on 20 November 2019, Council resolved that I write on its behalf to congratulate and thank you and members of the Dimboola Town Committee on hosting a successful Keep Victoria Beautiful - Tidy Towns Awards in Dimboola.

There were many positive comments received from visitors to Dimboola about the Tidy Towns Awards weekend so you and your committee should be justifiably proud of your work to host such an event.

Congratulations also to the Dimboola Town Committee on being awarded the Victorian 2019 Community Action & Leadership Award – Population below 3,000.

This award reinforces the level of work undertaken by the Dimboola Town Committee, in conjunction when appropriate with many individuals, other community groups and Hindmarsh Shire Council on projects around Dimboola.

Again congratulations on hosting a successful event and thank you for all your work in and around Dimboola.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Greg Wood', written over a horizontal line.

Greg Wood  
Chief Executive Officer



Hindmarsh  
Shire Council

**Administration  
Centre**

PO Box 250  
92 Nelson Street  
NHILL VIC 3418  
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**Rainbow**  
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RAINBOW VIC 3424  
Ph: (03) 5391 4451

11 December 2019

Mr Michael Salter  
President  
Dimboola Rowing Club  
PO Box 23  
DIMBOOLA VIC 3418

Dear Michael

**Re: 2019 Dimboola Rowing Regatta and Head of the Wimmera**

At its meeting held on 20 November 2019, Council resolved that I write on its behalf to congratulate you and the Dimboola Rowing Club on successful 2019 Dimboola Regatta events.

Council recognises that the Annual Rowing Regatta and Head of the Wimmera are very important events for both the Dimboola and broader Hindmarsh community.

We would like to take this opportunity to thank all members of the Dimboola Rowing Club who contribute an enormous amount of hours into the planning, preparation and running of not only the events held on the regatta weekend but also the training and coaching of rowers.

It has also been pleasing to see a number of Schools and Colleges using the Dimboola Rowing Club facilities and the Riverside Holiday Park for training camps.

Again, congratulations on a fantastic weekend of rowing events and we look forward to the 2020 Rowing Regatta and Head of the Wimmera.

Yours sincerely

Greg Wood  
Chief Executive Officer



11 December 2019

Clive Eastwood  
131 Ellerman Street  
DIMBOOLA VIC 3418

**Administration  
Centre**

PO Box 250  
92 Nelson Street  
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Ph: (03) 5391 4452

**Rainbow**  
15 Federal Street  
RAINBOW VIC 3424  
Ph: (03) 5391 4451

Dear Clive

**Re: Thank you for your contribution to the Dimboola community**

At its meeting held on 20 November 2019, Council resolved that I write on its behalf to thank you for your voluntary contributions to the community of Dimboola through the regular cleaning of the BBQ facilities.

Hindmarsh Shire Council thanks you for your efforts in cleaning BBQs and for the other projects that you have been involved with around the town.

Council wishes you all the best for the future and trust that you and your family have a Happy Christmas and safe and prosperous 2020.

Yours sincerely

Greg Wood  
Chief Executive Officer



## 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 20 November 2019      **Time:** 1:00pm – 3:00pm

**Assembly Location:** Council Chambers, 92 Nelson Street, Nhill

**Present:**

Crs. Robert Gersch (Mayor), David Colbert (Deputy Mayor), Ronald Ismay, Ronald Lowe, Debra Nelson, Tony Schneider

**Apologies:**

**In Attendance:**

Mr Greg Wood (Chief Executive Officer), Ms Monica Revell (Director Corporate and Community Services) (Items 2 to 6), Mr Daniel Griffiths (Manager Capital Works) (Items 2 to 6), Mr Paul Spencer (Senior Assets Engineer) (Items 2 to 2), Ms Laura Sonnberger (Design and Project Engineer) (Items 3 to 3), Ms Sarah Dickinson (Executive Assistant) (Items 3 to 3), Ms Janelle Reichelt (Manager Finance and Customer Services) (Items 4 to 4), Mr Phil King (Manager Economic and Community Development) (Items 5 to 5)

**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>CEO Update</b>	Greg Wood
2.	<b>Heavy Truck Routes for Grain Transport Report*</b>	Paul Spencer
3.	<b>Compact Track Loader Presentation</b>	Laura Sonnberger
4.	<b>2020/2021 Budget</b>	Janelle Reichelt
5.	<b>Davis Park Update</b>	Phil King
6.	<b>Councillor Question Time</b>	Greg Wood

Completed by: Greg Wood

Signed:



Date: 20/11/2019

*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.*

# Attachment 1.1

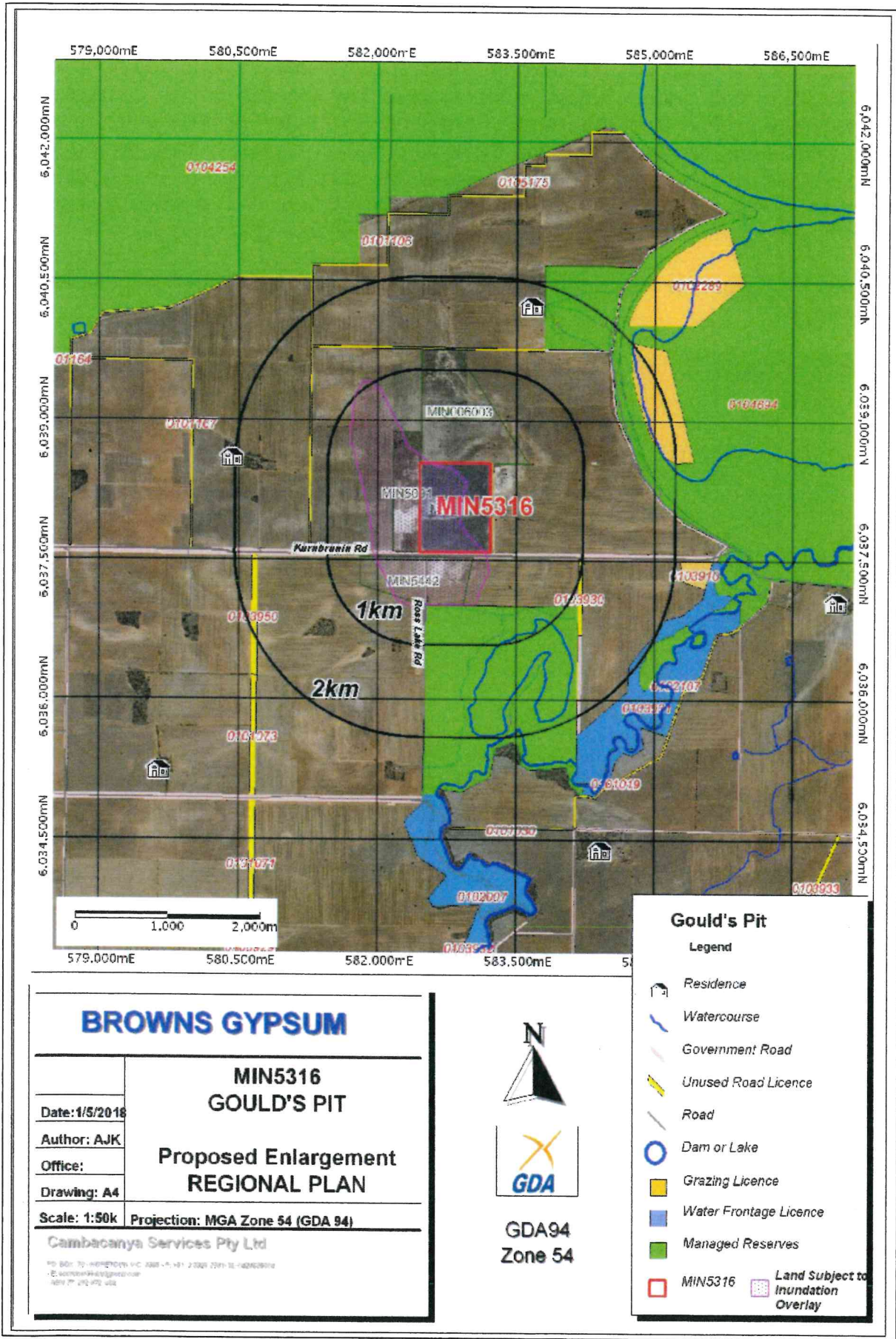


Figure 1.1b: Gould's Pit Regional Plan.

# Attachment 1.2

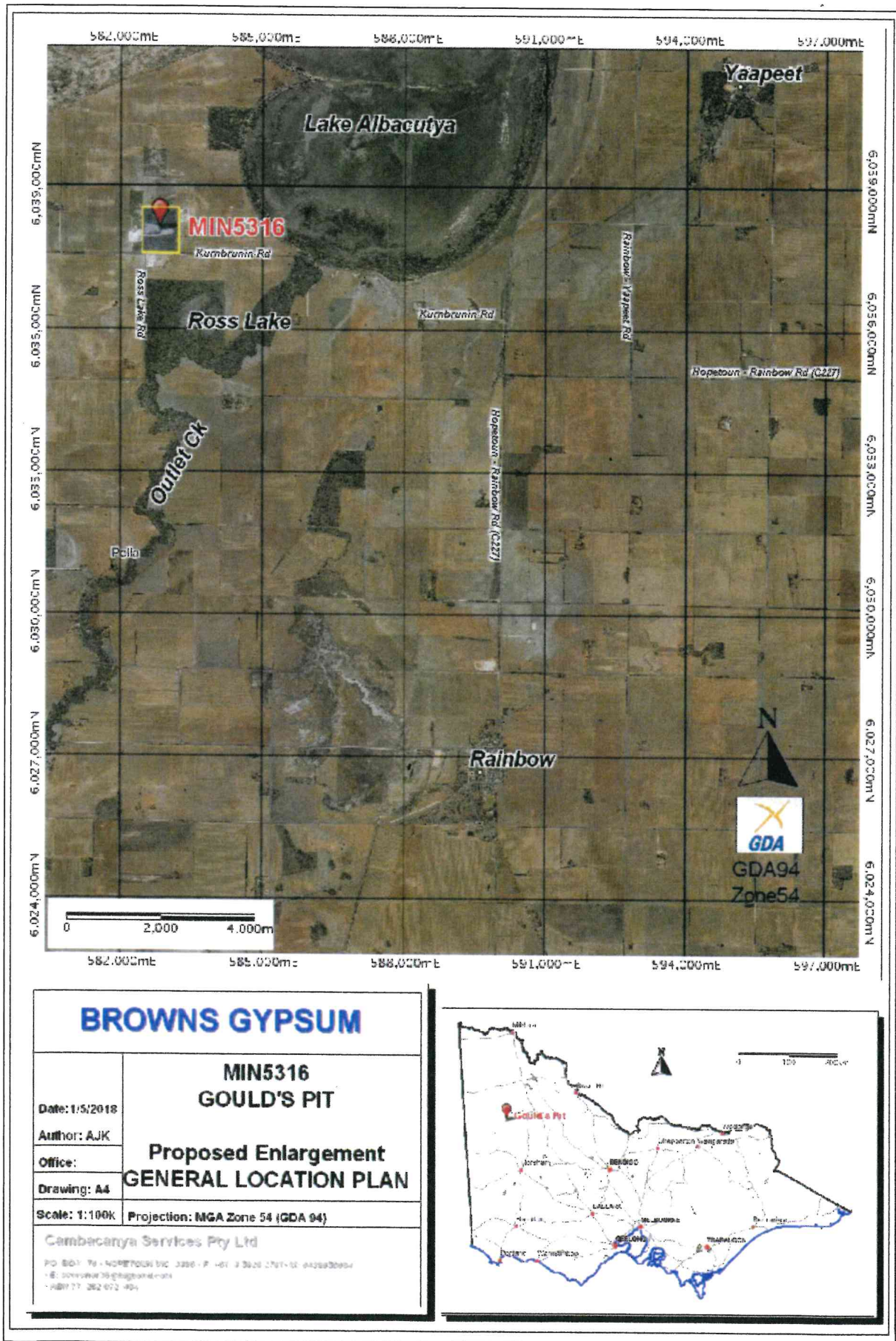


Figure 1.1a: Gould's Pit General Location Plan



# Attachment 1.3

Cambacanya Services Pty Ltd

Gould's Pit, Work Plan

June 2018

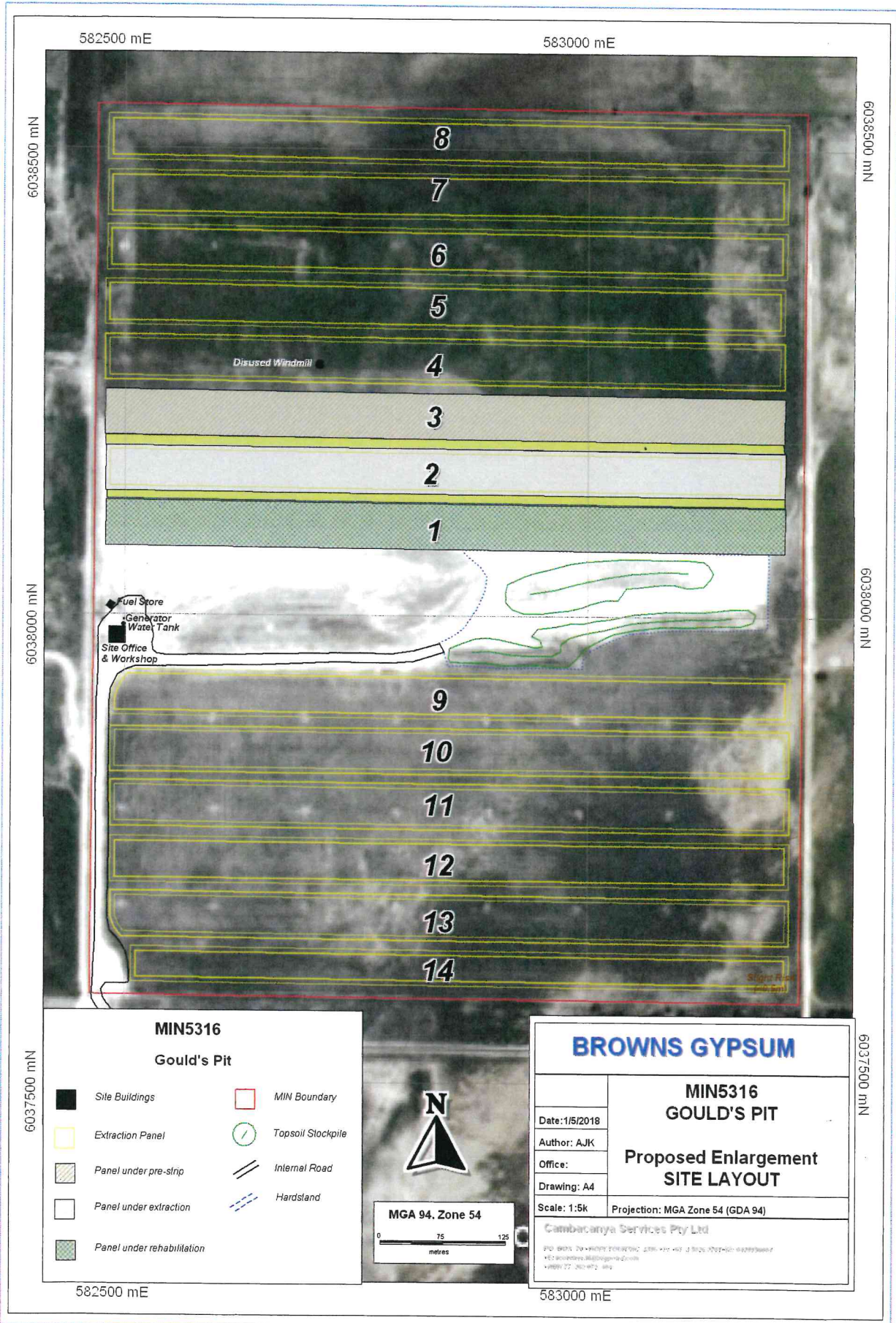


Figure 1.4.1: General Site Layout

# Attachment 1.4



Figure 1.4.2: Dhurringile Quarry Expansion showing Section Orientations.

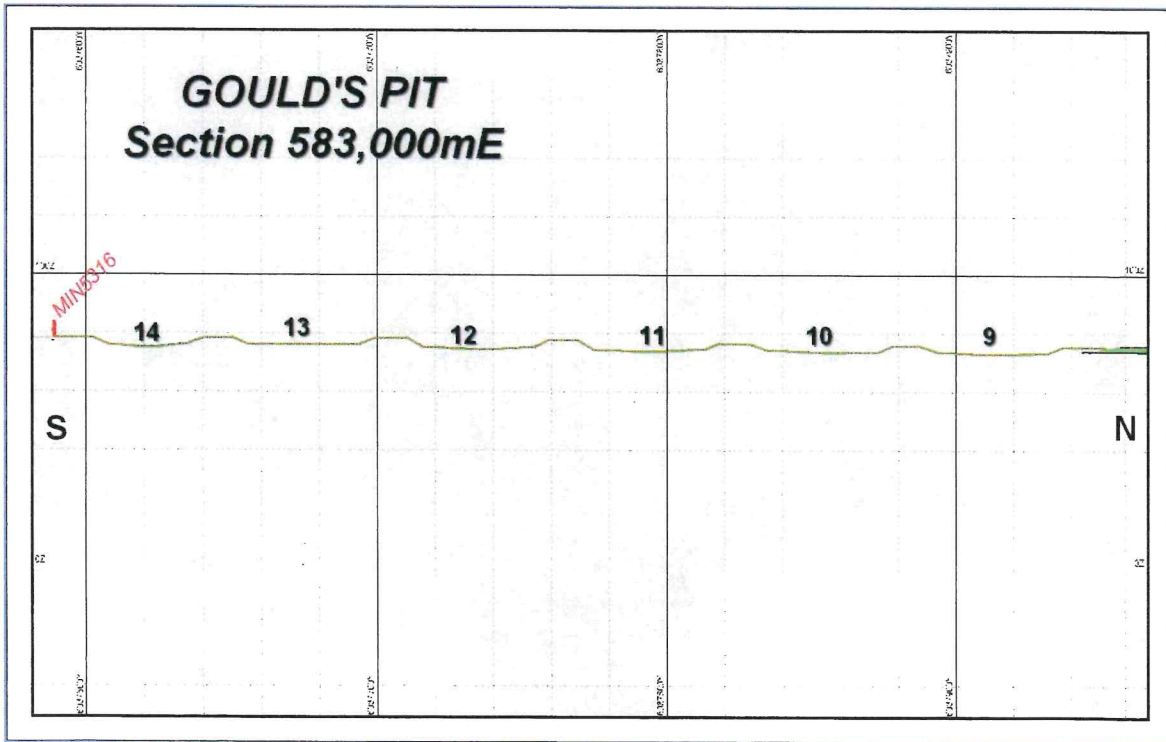


Figure 1.4.3: Longitudinal Section thru southern portion of Proposed Gould's Pit (583,000mE).

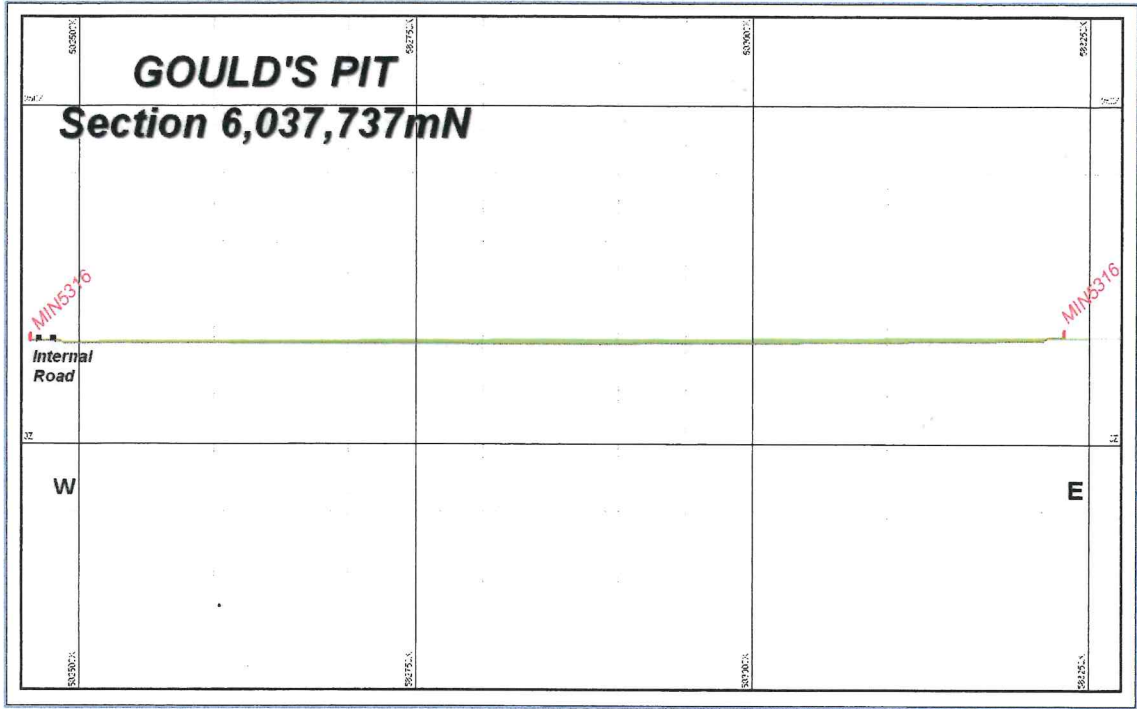


Figure 1.4.4: Transverse Section thru Proposed Gould's Pit (6,037,737mN).

# Attachment 1.5



Figure 5.1: Gould's Pit – Current Appearance

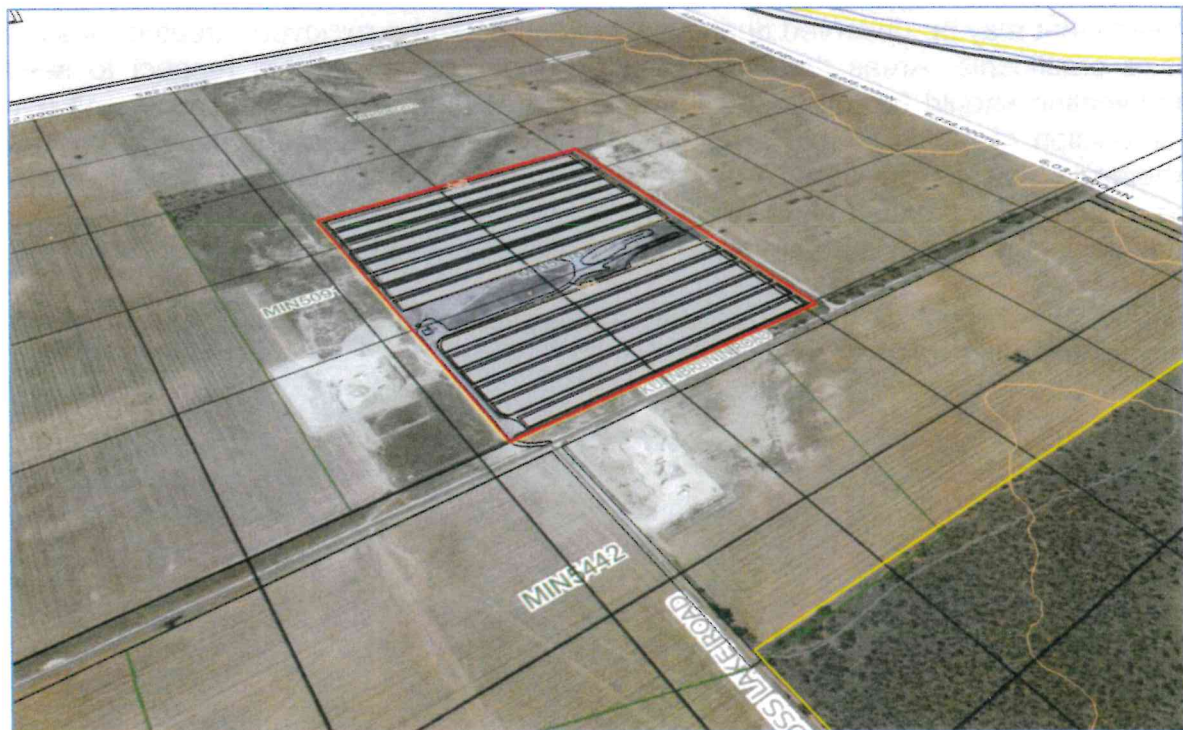
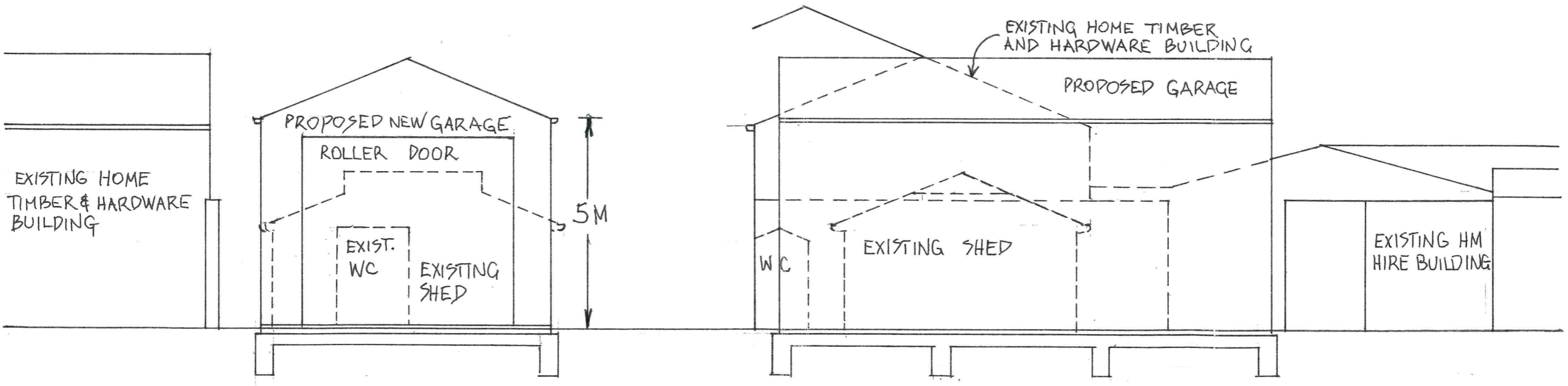
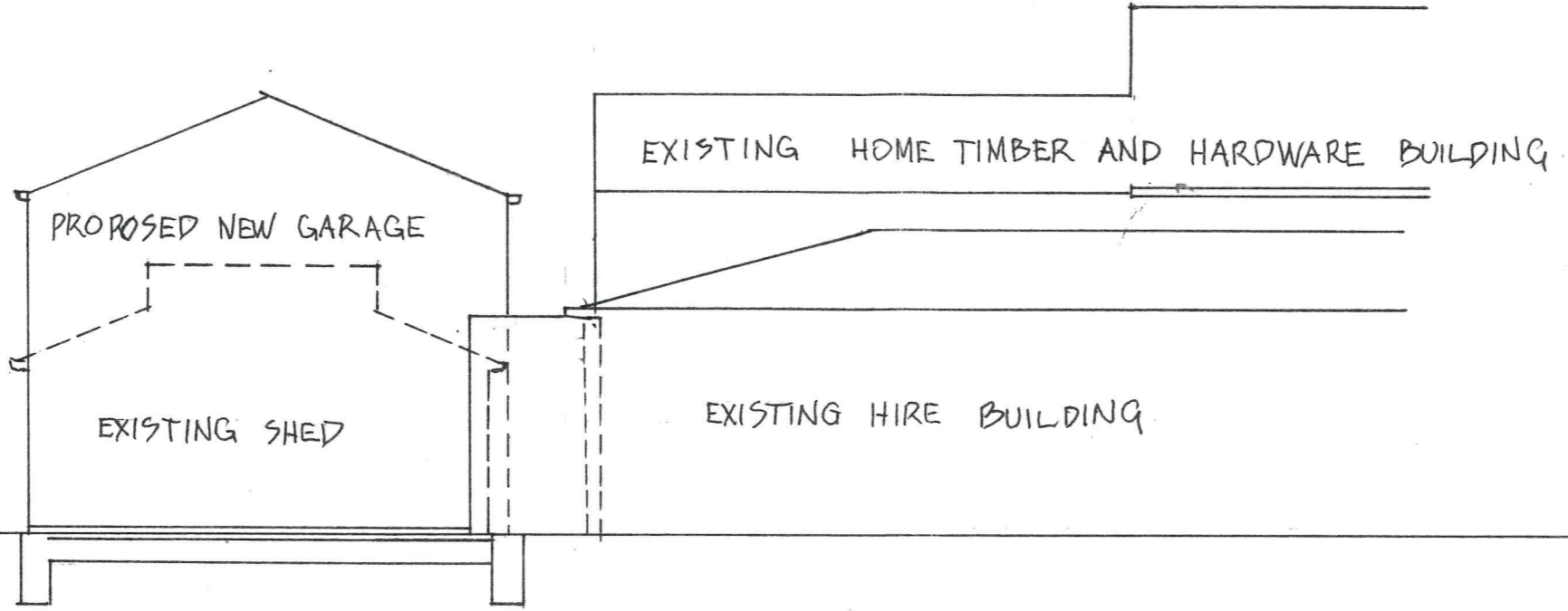


Figure 5.2: Gould's Pit – Final Extent



Figure 5.3: Gould's Pit – Rehabilitated Landform

PROPOSED GARAGE	KATRINA ANIC
28 VICTORIA ST NHILL	0431 87 1564
VICTORIA 3148	SCALE 1:100



PROPOSED GARAGE	KATRINA ANIC
28 VICTORIA ST NHILL	0431871564
VICTORIA 3148	SCALE 1:100

EXISTING HIRE BUILDING

1M

PROPOSED NEW GARAGE

EXISTING SHED

EXIST.  
WC

12M

60CM

EXISTING HOME TIMBER AND  
HARDWARE BUILDING

EXISTING BRICK WALL

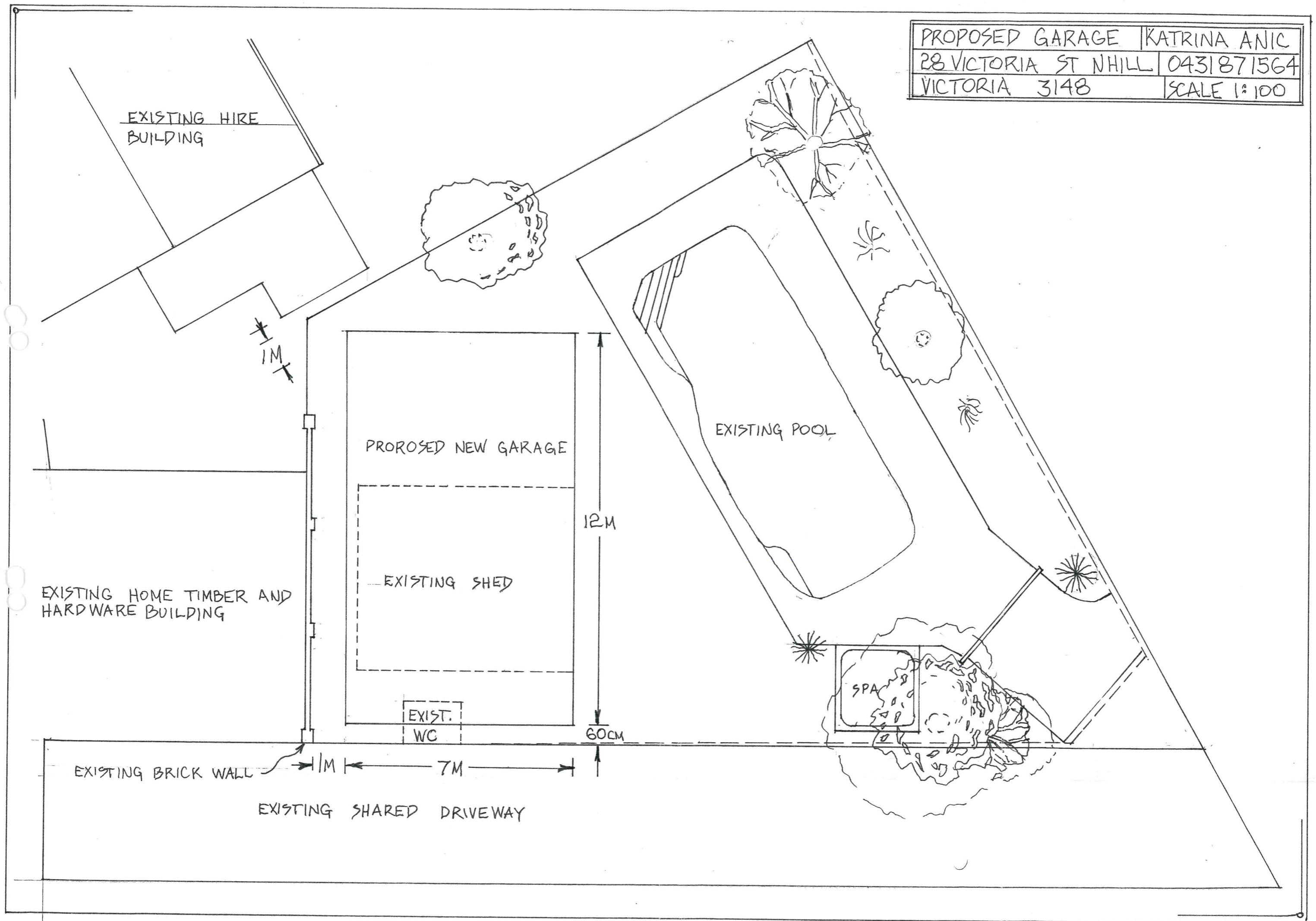
1M

7M

EXISTING SHARED DRIVEWAY

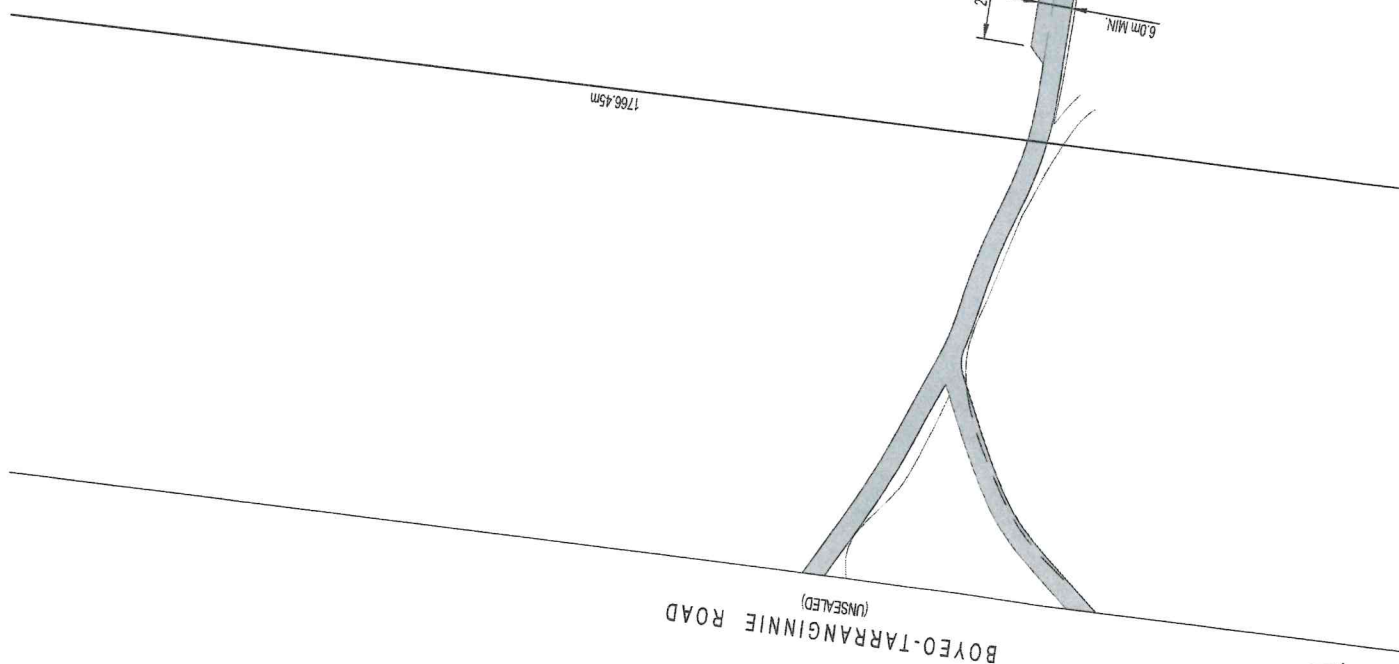
EXISTING POOL

SPA





**KEY PLAN**  
N.T.S.



PASSING BAY FOR FIRE TRUCKS AT 200m  
MAX. INTERVALS. 20.0m MIN LONG x 6.0m  
MIN WIDE (INCLUDING DRIVEWAY).

PROPOSED DWELLING - REFER TO  
SHEET '03' FOR SITEWORKS PLAN.

T' SHAPED TURNING AREA FOR FIRE TRUCKS  
TO REVERSE INTO SO THEY CAN TURN  
AROUND - MINIMUM LENGTH 8 METRES.

ENSURE EXISTING DRIVEWAY IS DESIGNED, CONSTRUCTED &  
MAINTAINED FOR A LIMIT LOAD OF AT LEAST 15 TONNES & BE  
OF ALL-WEATHER CONSTRUCTION. DRIVEWAY TO HAVE MIN.  
WIDTH OF 3.5m & BE SUBSTANTIALLY CLEAR OF  
ENCROACHMENTS FOR AT LEAST 0.5m MIN. EACH SIDE & BE  
CLEAR OF ENCROACHMENTS AT LEAST 4m MIN. VERTICALLY.

**STASSI**  
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17B Darling Terrace, Whyalla SA 5600  
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www.stassieng.com.au

Whyalla - Port Lincoln - Adelaide

B | 04/08/19 | CONSTRUCTION ISSUE  
A | 27/06/19 | PRELIMINARY ISSUE

**NEW RESIDENCE**

AT 71 BOYEO - TARRANGINNIE  
ROAD, NHILL  
FOR J PILGRIM & T DICKINSON  
C/O KOOKABURRA HOMES

**SITE PLAN**

Scale 1:1000 at A3  
Date 04/08/19  
Design Drawn Approved  
S.T. S.T./C.P. N.S.

Job No. Drawing Number  
Sheet No. Rev.

**19221 C02 B**

Contractors shall verify all dimensions and levels on site prior to commencing work. Any discrepancies to be reported to the designer immediately. Drawing not to be scaled - use figured dimensions only. © Copyright remains the property of the designer.

**SITE PLAN**  
SCALE 1:1000





**LEGEND**

- EXISTING SPOT LEVELS
- EXISTING CONTOUR LEVELS
- TOP OF KERB
- WATERABLE INVERT
- WATER METER
- SA POWER NETWORK BOX
- TELSTRA PTT
- SEWER IP
- LIGHT POLE
- BOREHOLE LOCATION
- DENOTES STORMWATER PIPE
- PIPE TO BE DN100 CLASS SNG DWV SOLVENT WELDED
- PIPE TO BE INSTALLED AT 1% MIN GRADE TYPICAL UNO
- DENOTES SEALED WET SYSTEM STORMWATER PIPE
- DIRECTED TO RAIN WATER TANK
- PIPE TO BE DN100 CLASS SNG DWV SOLVENT WELDED
- DOWNPIPE
- INSPECTION POINT WITH SCREW LID
- 200 SQ. POLY SUMP

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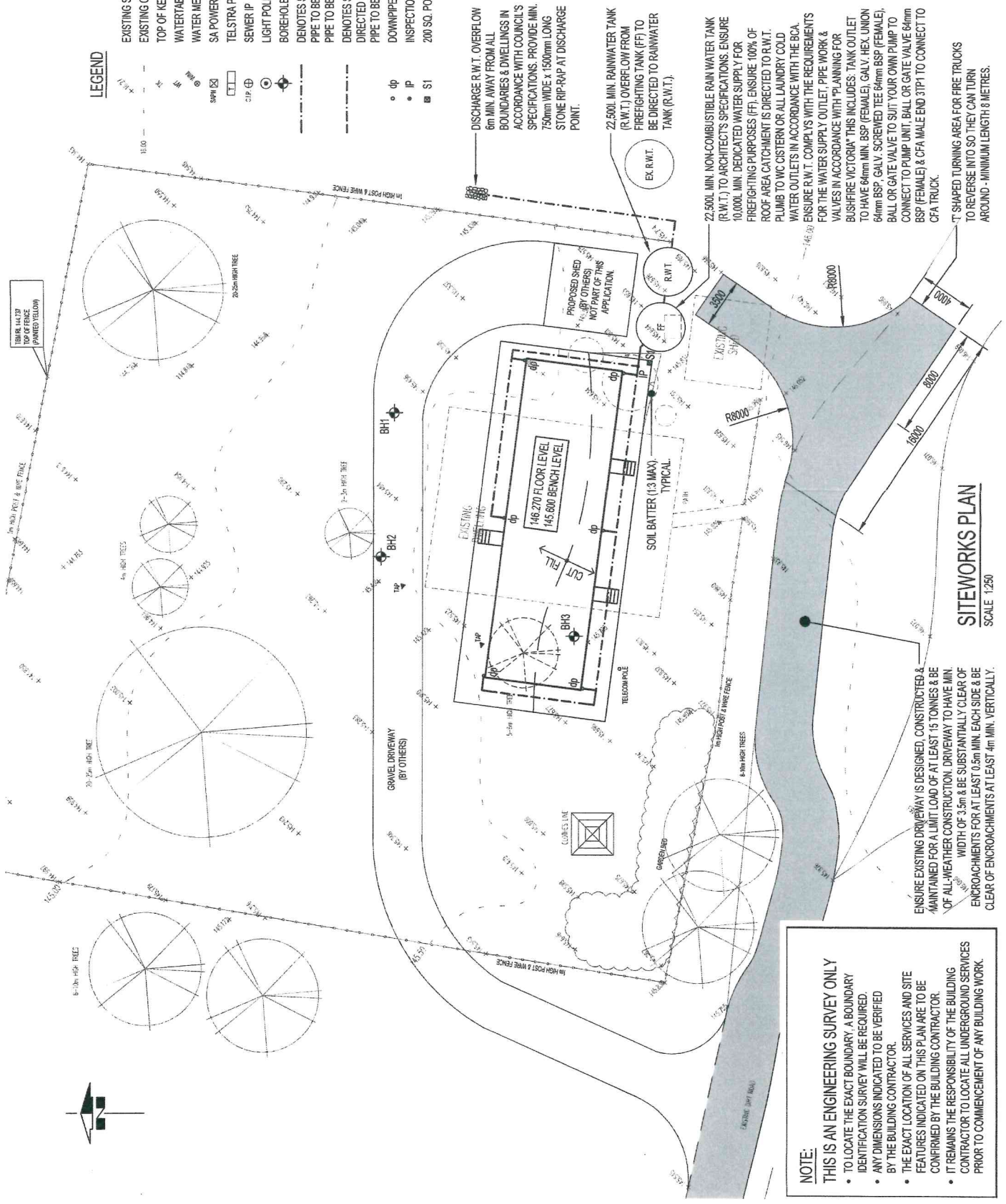
B	04/09/19	CONSTRUCTION ISSUE
A	27/08/19	PRELIMINARY ISSUE

**NEW RESIDENCE**  
 AT 71 BOYEO - TARRANGINIE ROAD, NHILL  
 FOR J PILGRIM & T DICKINSON  
 C/O KOOKABURRA HOMES

**SITWORKS PLAN**

Scale	Date
1:250 at A3	04/09/19
Design	Drawn
S.T.	S.T./C.P.
	N.S.
Job No.	Drawing Number
	Sheet No.
	Rev.
	<b>19221 C03 B</b>

Contractors shall verify all dimensions and levels on site prior to commencing work. Any discrepancies to be reported to the designer immediately. Drawing not to be scaled - use figured dimensions only. © Copyright remains the property of the designer.



DISCHARGE R.W.T. OVERFLOW  
 6m MIN. AWAY FROM ALL  
 BOUNDARIES & DWELLINGS IN  
 ACCORDANCE WITH COUNCILS  
 SPECIFICATIONS. PROVIDE MIN.  
 750mm WIDE x 1500mm LONG  
 STONE RIP-RAP AT DISCHARGE  
 POINT.

22.500L MIN. RAINWATER TANK  
 (R.W.T.) OVERFLOW FROM  
 FIREFIGHTING TANK (FF) TO  
 BE DIRECTED TO RAINWATER  
 TANK (R.W.T.).

22.500L MIN. NON-COMBUSTIBLE RAIN WATER TANK  
 (R.W.T.) TO ARCHITECTS SPECIFICATIONS. ENSURE  
 10,000L MIN. DEDICATED WATER SUPPLY FOR  
 FIREFIGHTING PURPOSES (FF). ENSURE 100% OF  
 ROOF AREA CATCHMENT IS DIRECTED TO R.W.T.  
 PLUMB TO WC CISTERN OR ALL LAUNDRY COLD  
 WATER OUTLETS IN ACCORDANCE WITH THE BCA.  
 ENSURE R.W.T. COMPLYS WITH THE REQUIREMENTS  
 FOR THE WATER SUPPLY OUTLET. PIPE WORK &  
 VALVES IN ACCORDANCE WITH 'PLANNING FOR  
 BUSHFIRE VICTORIA' THIS INCLUDES: TANK OUTLET  
 TO HAVE 64mm MIN. BSP (FEMALE), GALV. HEX UNION  
 64mm BSP, GALV. SCREWED TEE 64mm BSP (FEMALE),  
 BALL OR GATE VALVE TO SUIT YOUR OWN PUMP TO  
 CONNECT TO PUMP UNIT, BALL OR GATE VALVE 64mm  
 BSP (FEMALE) & CFA MALE END 3/11 TO CONNECT TO  
 CFA TRUCK.

SHAPED TURNING AREA FOR FIRE TRUCKS  
 TO REVERSE INTO SO THEY CAN TURN  
 AROUND - MINIMUM LENGTH 6 METRES.

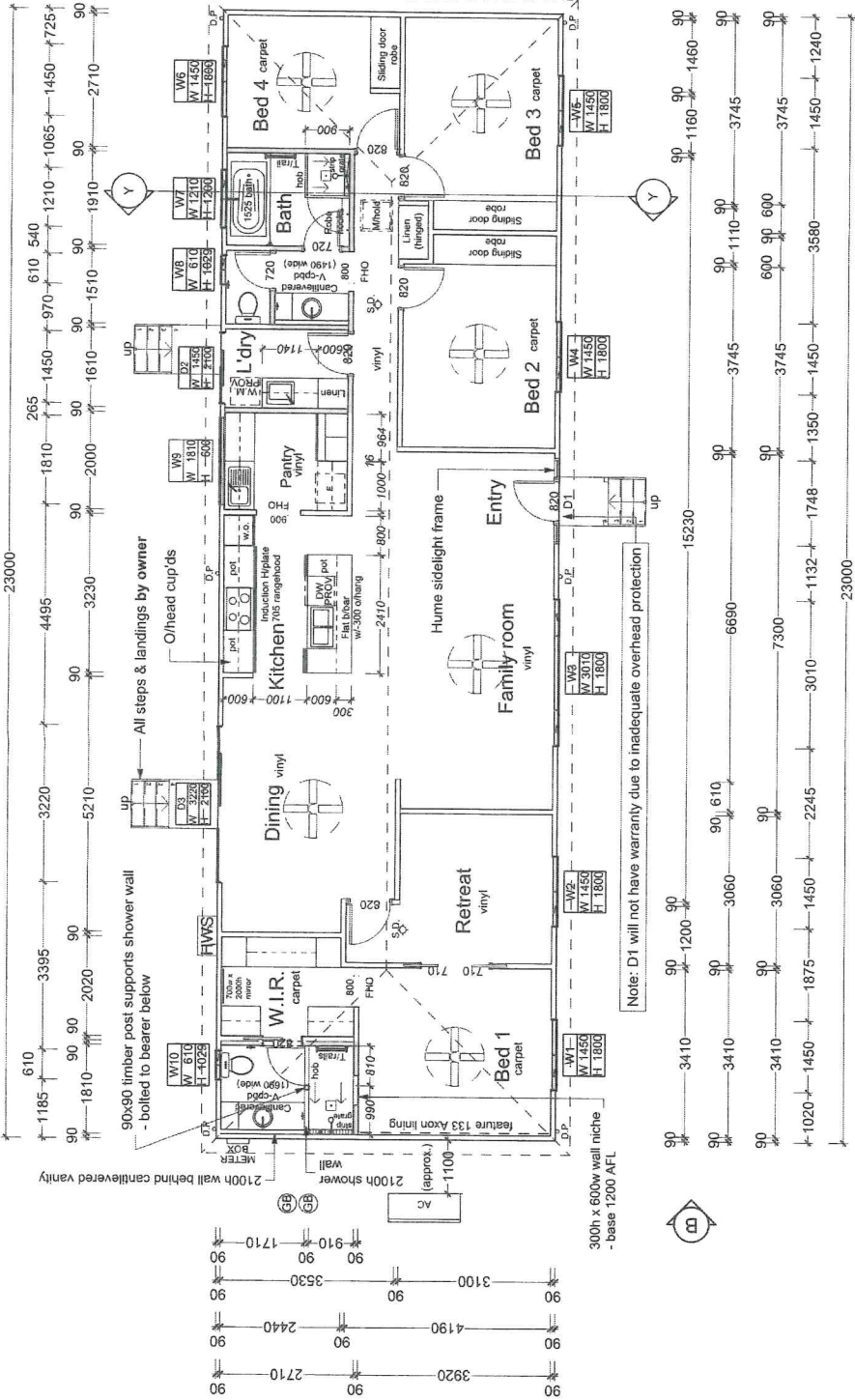
**SITWORKS PLAN**  
 SCALE 1:250

**NOTE:**  
 THIS IS AN ENGINEERING SURVEY ONLY  
 • TO LOCATE THE EXACT BOUNDARY, A BOUNDARY IDENTIFICATION SURVEY WILL BE REQUIRED.  
 • ANY DIMENSIONS INDICATED TO BE VERIFIED BY THE BUILDING CONTRACTOR.  
 • THE EXACT LOCATION OF ALL SERVICES AND SITE FEATURES INDICATED ON THIS PLAN ARE TO BE CONFIRMED BY THE BUILDING CONTRACTOR.  
 • IT REMAINS THE RESPONSIBILITY OF THE BUILDING CONTRACTOR TO LOCATE ALL UNDERGROUND SERVICES PRIOR TO COMMENCEMENT OF ANY BUILDING WORK.

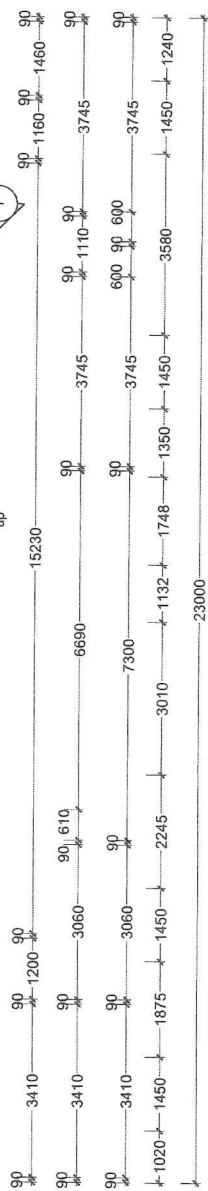
ENSURE EXISTING DRIVEWAY IS DESIGNED, CONSTRUCTED & MAINTAINED FOR A LIMIT LOAD OF AT LEAST 15 TONNES & BE OF ALL-WEATHER CONSTRUCTION. DRIVEWAY TO HAVE MIN. WIDTH OF 3.5m & BE SUBSTANTIALLY CLEAR OF ENCROACHMENTS FOR AT LEAST 0.5m MIN. EACH SIDE & BE CLEAR OF ENCROACHMENTS AT LEAST 4m MIN. VERTICALLY.



N



Note: DT will not have warranty due to inadequate overhead protection



Floor Plan 1:100 Bushfire Attack Level - BAL 12.5

Insulation R4.0 insulation to ceiling The blanket to roof P2.5 HD insulation to external walls F1.5 insulation to internal walls only (shown shaded) Aircraft insulation to underfloor

LEGEND:

- Self-contained ceiling mounted smoke detector/alarm, which complies with - AS 3786-1993 & the National Construction Code - be connected to consumer mains power with battery backup - be interconnected where there is more than 1 alarm Refer floor plan for smoke alarm locations.



Ceiling fan by builder

Built on line 'GRAND KESTREL' amended

Table with project details: Project: PROPOSED DWELLING, Client: J. PILGRIM & T. DICKINSON, Site: 71 BOYEO - TARRANGINNIE RD, NHILL

Table with drawing details: Drawn by: John Howard, Date: 31/10/2019, Sheet No: 2 of 16, Title: CONSTRUCTION PLANS, DWG No: M19-018, Client ID No: T10029

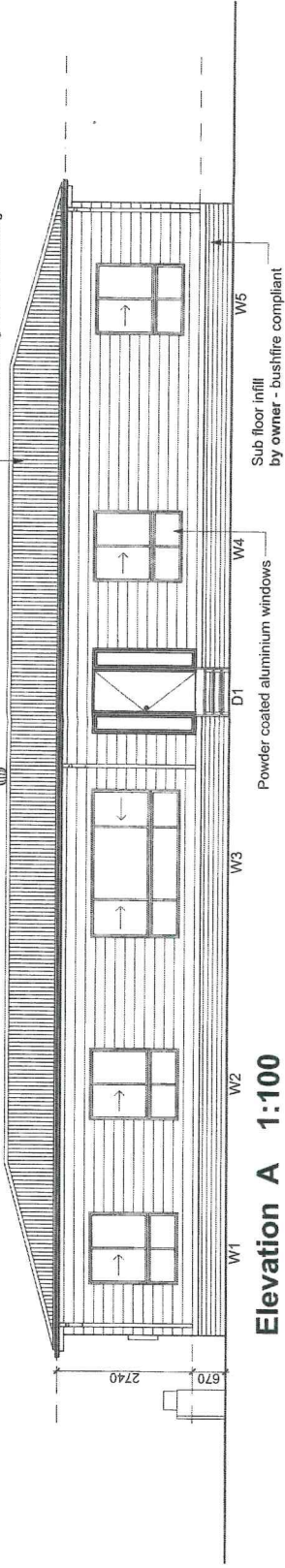
Table with areas: AREAS, Living Area 158.70 m²



PH: 85310233

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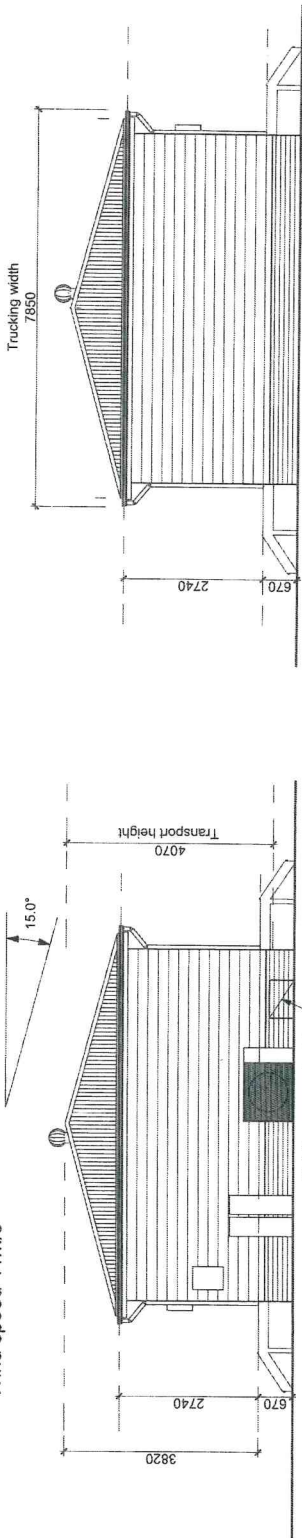
Per BCA part 3.8.7 - Condensation Management provide 1 proprietary roof ventilator & 2 x eaves vents min. 200mm x 100mm at opposite ends of the dwelling - refer roof catchment plan for eaves vent locations



**Elevation A 1:100**

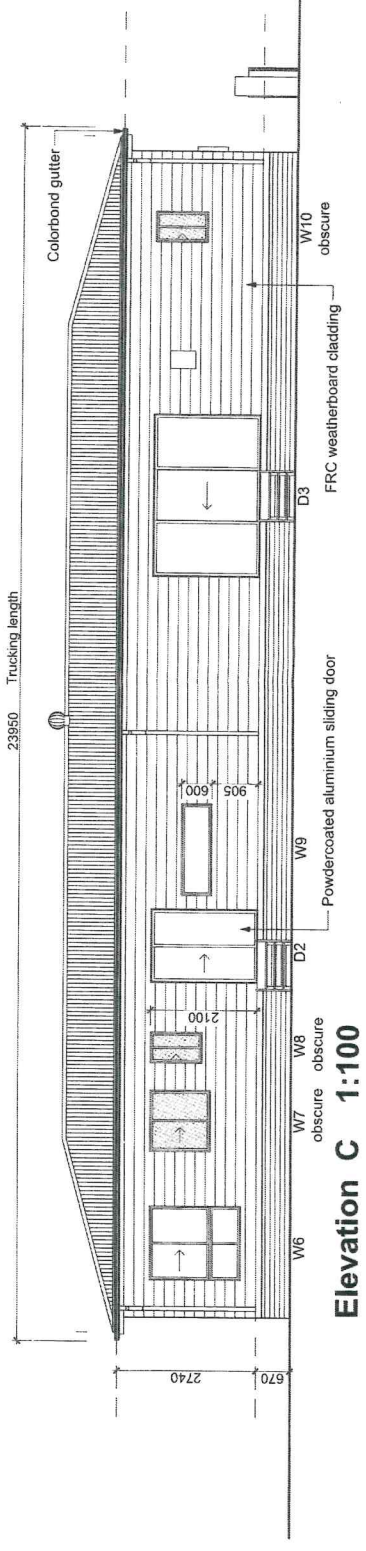
Wind speed 41m/s

ROOF PITCH 15.0°



**Elevation B 1:100**

**Elevation D 1:100**



**Elevation C 1:100**

Built on line 'GRAND KESTREL' amended

Figured dimensions take precedence over scaled drawings. Verify all dimensions & levels before commencing any work or shop drawings. Any discrepancy shall be reported to designer immediately.

Drawn by:	John Howard	Date:	31/10/2019	Sheet No:	3 of 16
Title:	CONSTRUCTION PLANS				
DWG No:	M19-018	Client ID No:	T10029		

Project: PROPOSED DWELLING

Client: J. PILGRIM & T. DICKINSON

Site: 71 BOYEO - TARRANGINNIE RD, NHILL

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PH: 85310233

Amended 18-10-18  
Amended 23-08-18  
Amended 05-05-18

A3

---

**From:** nigel crisp  
**Sent:** Wednesday, 27 November 2019 2:03 PM  
**To:** carley tong  
**Subject:** RE: Peter Taylor Memorial.

---

To whom it may concern.

I am writing this letter as I am the event promotor for the Peter Taylor Memorial barefoot Tournament.

The event has been ran by the Dimboola Boat and Water ski Club in conjunction with Barefoot South Australia twice before with great success.

The next event is to be held on the dates of 27<sup>th</sup>/28<sup>th</sup> of March 2020 on the section of the Wimmera River inside the Dimboola sports ground on the Dimboola Rowing club foreshore.

The event brings competitors and spectators from across most states of Australia and gaining genuine interest from international competitors for the next tournament in 2020.

As it is now recognised as the number 1 rated Barefoot Tournament in Australia.

By the Professional standards, Atmosphere and Facilities provided.

The Event started out as a Dimboola Ski Club Event but after the first event the ski club realised it attracted more interest within the local community and surrounding areas than expected as we had a crowd of 400+ attend when we were expecting numbers of maybe 200 to 250 people so it quickly evolved to a Dimboola Tourism event in the Ski Clubs and my personal opinion as most of the local community groups are now or have been involved with its growth and success as the last tournament held attracted a crowd of 800+ people bringing economic benefits above 250,000 dollars to the local shire economy and businesses.

The event has been ran in the past by 100 percent sponsorship of either financial donations or infrastructure to assist in making this event the success it is now.

But with its success the financial cost to run the event is growing each time and the infrastructure requirement increases to successfully host the event for competitors, visitors and the local crowd the event now attracts.

I have travelled home as I grew up in the surrounding area to the other tourism events such as the Rainbow Desert Enduro and the Dimboola HPV in the last couple of years hosted within the shire and noticed greater amounts of the Hindmarsh shire staff and infrastructure contributions and assistance. Also read shire press releases showing the financial contributions to these events.

So I decided to write to you as the shire to ask for a greater assistance with Event Promotion, Infrastructure and if there is any possibility of any financial assistance to make the event another great Tourism and Community Event that is now and moving into the future.

- Rubbish bins and there disposal of the rubbish as we ran out of bin space during the event last time which we had to use sponsorship funds to pay the cost of rubbish bins and the disposal. We have already had had 500 dollars removed from our tourism grant to cover this cost once again and we thought the shire may have absorbed this cost considering the amount of Tourism and boost it brings to the local area. And better use those funds to promote the event or to assist in its running. We would be really grateful to have another 8-10 bins on top of the amount supplied with the bin trailer as we don't want anyone to have a reason for people to just drop rubbish and it ends up in the river or around the sporting area. As we highly respect the area and the privilege to be able to use it.
- Assistance with the cost of Accommodation with International Competitors and some of the officials at the Riverside caravan park in Dimboola.
- Watering and mowing the lawn area on the Rowing club foreshore to make it more attractive and comfortable to sit on this was one of the complaints received from a number of patrons that attended the last event this would improve the atmosphere also show cases the area as a place to come and enjoy the Wimmera river and sit on the lawn.
- Shire staff assistance to help with some of the infrastructure management. As in a 3-4 staff for maybe 4 hours on the Thursday before the event being the 26<sup>th</sup> of March to assist with securing and bunting off no go areas and road signage to make sure patrons can navigate there way safely throughout the event.
- If there is any possibility for further financial assistance to make the event a great success as our budget is very restrictive with the amount of growth the event.

I wish to thank you for taking the time to read this letter as I believe small communities deserve the opportunities to showcase there abilities and towns in the bush because we always do it better because we want it more.

Kind Regards Nigel Crisp

Event Promoter Peter Taylor Memorial.



# Hindmarsh Shire Council

## Procurement Policy

Adopted 7 February 2018

Amended 18 December 2019

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# 1 Principles

## 1.1 Background

Hindmarsh Shire Council

- Recognises that:
  - Developing a procurement strategy and adopting appropriate best practice contracting and procurement principles, policies, processes and procedures for all goods, services and works by Council, will enhance achievement of Council objectives such as sustainable and social Procurement; bottom-line cost savings, supporting local economies; achieving innovation; and better services for communities.
  - The elements of best practice applicable to local government procurement incorporate:
    - broad principles covering ethics, value for money, responsibilities and accountabilities, probity and transparency;
    - guidelines giving effect to those principles;
    - a system of delegations (i.e. the authorisation of officers to approve and undertake a range of functions in the procurement process); and
    - procurement processes, with appropriate procedures covering minor, simple procurement to high value, more complex procurement.
- Council's contracting, purchasing and contract management activities endeavour to:
  - support Council's corporate strategies, aims and objectives including, but not limited to those related to sustainability, protection of the environment, and corporate social responsibility;
  - take a long term strategic view of its procurement needs while continually assessing, reviewing and auditing its procedures, strategy and objectives;
  - provide a robust and transparent audit trail which ensures that procurement projects are delivered on time, within cost constraints and that the needs of end users are fully met;
  - are conducted, and are seen to be conducted, in an impartial, fair and ethical manner;
  - achieve value for money and quality in the acquisition of goods, services and works by Council;
  - ensure that risks are identified, assessed and managed at all stages of the procurement process;
  - use strategic procurement practices and innovative procurement solutions to promote sustainability and best value, in particular making use of collaboration and partnership opportunities;
  - use social procurement to enhance sustainable and strategic procurement to effectively contribute towards building stronger communities and meeting the wider social objectives of Council;

- comply with legislation, corporate policies or other requirements, ensuring that all staff responsible for procurement and contract management are aware of and adhere to the legislative requirements, Council standards and best practice.

### **1.2 Scope**

This Procurement Policy is made under Section 186A of the *Local Government Act 1989*. The Act is the key legislative framework that regulates the process of all local government procurement in Victoria. Section 186A of the Act requires Council to prepare, approve and comply with a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by Council.

This policy applies to all contracting and procurement activities at Council and is binding upon Councillors, Council staff and temporary employees, contractors and consultants while engaged by Council.

The Act and Council's Procurement Policy are the primary reference point for how all procurement should be performed.

### **1.3 Purpose**

The purpose of this Policy is to:

- provide policy and guidance to Council to allow consistency and control over Procurement activities;
- demonstrate accountability to rate payers;
- provide guidance on ethical behaviour in public sector purchasing;
- demonstrate the application of elements of best practice in purchasing; and
- increase the probability of obtaining the right outcome when purchasing goods and services.

### **1.4 Treatment of GST**

All monetary values stated in this policy include GST except, where specifically stated otherwise.

## 2 Effective Legislative and Policy Compliance and Control

### 2.1 *Ethics and Probity*

#### 2.1.1 Requirement

Council's Procurement activities shall be performed with integrity and in a manner able to withstand the closest possible audit scrutiny.

#### 2.1.2 Conduct of Councillors and Council Staff

Councillors and Council staff shall at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity and *will*:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
- maintain confidentiality of Commercial in Confidence information such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
- comply with the respective codes of conduct;
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest;
- provide all suppliers and tenderers with the same information and equal opportunity; and
- be able to account for all decisions and provide feedback on them.

#### 2.1.3 Tender Processes

All tender processes shall be conducted in accordance with the requirements of this policy and any associated guidelines and procedures, relevant legislation, relevant Australian Standards and the Act.

#### 2.1.4 Conflict of Interest

Councillors and Council staff shall at all times avoid situations in which private interests conflict, or might reasonably be thought to conflict, or have the potential to conflict, with their Council duties.

Councillors and Council staff involved in the procurement process, in particular preparing tender documentation, including writing tender specifications, tender opening, and tender evaluation panels, must:

- **Avoid** conflicts, whether actual, potential or perceived, arising between their official duties and their private interests. Private interests include the financial and other interests of Councillors and Council staff, plus their relatives and close associates.

- **Declare** that there is no conflict of interest. Where future conflicts or relevant private interests arise, Council Staff must make their manager or the chairperson of the relevant tender assessment panel or board aware and allow them to decide whether the officer should continue to be involved in the specific Procurement exercise.
- **Observe** prevailing Council, VGPB and e-hub guidelines on how to prevent or deal with conflict of interest situations; and not take advantage of any tender related information whether or not for personal gain.

### 2.1.5 Fair and Honest Dealing

All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote.

Impartiality must be maintained throughout the procurement process so it can withstand public scrutiny.

The commercial interests of existing and potential suppliers must be protected.

Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, manufacturing and product information.

### 2.1.6 Gifts and Hospitality

No Councillor or member of Council staff shall, either directly or indirectly solicit or accept gifts or presents from any member of the public involved with any matter that is connected with the duties of the officer, or in which Council is interested.

Councillors and Council staff must exercise the utmost discretion in accepting hospitality from contractors or their representatives, or from organisations, firms or individuals with whom they have official dealings. Councillors and Council staff should also avoid the ambiguous situation created by visiting the premises of a contractor, organisation, firm or individual uninvited and/or not on official business.

Offers of bribes, commissions or other irregular approaches from organisations or individuals (no matter how flimsy the evidence available), must be promptly brought to the attention of the CEO.

### 2.1.7 Disclosure of Information

Commercial in-confidence information received by the Council must not be disclosed and is to be stored in a secure location.

Councillors and Council staff are to protect, by refusing to release or discuss the following:

- allocated Council budgets for proposed tenderers, unless included in tender documents;
- information disclosed by organisations in tenders, quotation or during tender negotiations;
- all information that is Commercial in Confidence information; and

- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

## **2.2 Governance**

### **2.2.1 Structure**

Council shall:

- establish a procurement management responsibility structure and delegations ensuring accountability, traceability and auditability of all procurement decisions made over the lifecycle of all goods, services and works purchased by Council;
- ensure that Council's procurement structure:
  - is flexible enough to purchase in a timely manner the diverse range of material, goods, works and services required by Council;
  - provides prospective contractors and suppliers an equal opportunity to tender/quote;
  - encourages competition.

### **2.2.2 Standards**

Council's procurement activities shall be carried out to the professional standards required by best practice and in compliance with:

- The Act,
- Council policies,
- Council's Codes of Conduct,
- Local Government Best Practice Procurement Guidelines
- Other relevant legislative requirements such as but not limited to the Trade Practices Act, Goods Act, the relevant provisions of the Competition and Consumer Act 2010 and the Environmental Protection Act. Procurement operations are consistent with prescribed rights and responsibilities and they respect the 20 fundamental rights within the Victorian Charter of Human Rights and Responsibilities Act 2006.

### **2.2.3 Methods**

Council's standard methods for purchasing goods, services and works shall be by some or all of the following methods:

- purchasing card;
- purchase order following a quotation process from suppliers for goods or services that represent best value for money under directed quotation thresholds;
- under contract following a tender process;

- using collaborative or aggregated purchasing arrangements with other councils, MAV Procurement, Victorian Government, or other bodies;
- contracts entered into under an arrangement approved by the Minister for LG;
- other arrangements authorised by Council or the CEO on a needs basis as required by abnormal circumstances such as emergencies

Council may, at the CEO's discretion and based on the complexity and cost of the project, conduct one stage or multi-stage tenders.

Council may also choose to seek Requests for Information or Requests for Proposals as a precursor to the tender process.

#### **2.2.4 Responsible Financial Management**

The principle of responsible financial management shall be applied to all procurement activities.

Accordingly, to give effect to this principle, the availability of existing funds within an approved budget, or source of funds, shall be established prior to the commencement of any procurement action for the supply of goods, services or works.

Council staff must not authorise the expenditure of funds in excess of their financial delegations.

Council staff must not disclose allocated tender budgets to suppliers.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

### **2.3 Procurement Processes and Thresholds**

#### **2.3.1 Process**

Council procurement processes are based on a number of principles:

- **Best Value**

The benefits of the purchase are weighted against the costs necessary for the optimum result for Council and the local community. Council is not required to accept the lowest tender. Instead, Council is required to take into account issues of quality, cost, the accessibility of the service and other factors relevant to the overall objectives of the Local Government Act.

Best value is often mistaken for meaning the lowest price, however, in terms of the contracting process, best value requires us to balance quality and price with as much transparency as is reasonably achievable. In this context price should take into account the whole life cost of the provision so far as is practicable. It follows that the delivery of best value is dependent upon Council priorities.

Achieving best value also requires *challenging* the need for the procurement and the way in which the service may be reconfigured to achieve improvements in service delivery, *comparing* service provision options against all those available, *consulting* with key stakeholders and ensuring *competition* in the open market.

Achieving best value for money must be the basis of all procurement decisions within the Council.

- **Open and Fair Competition**

All suppliers are treated fairly in an open and transparent manner and have access to the same information. During a public tender process, all prospective providers must be afforded an opportunity to tender.

The commercial interests of suppliers and potential suppliers must be protected.

Late tenders will not be accepted under any circumstances.

- **Accountability**

Council maintains consistency in the approach to procurement across the whole organisation through coherent frameworks, policies and procedures. Accountability in procurement means being able to explain and provide evidence on the process followed. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

Therefore the processes by which all procurement activities are conducted will be in accordance with Council's procurement policies and procedures as set out in this policy and related, relevant Council policies and procedures.

Additionally:

- all Council staff must be able to account for all procurement decisions made over the lifecycle of all goods, services and works purchased by Council and provide feedback on them; and
- all procurement activities are to provide for an audit trail for monitoring and reporting purposes.

- **Risk Management**

Council will manage all aspects of its procurement processes in accordance with its adopted risk management policy and in such a way that all risks, including occupational health and safety are identified, analysed, evaluated, managed, monitored and communicated.

- **Probity and Transparency**

Councillors and members of staff (and all persons engaged in procurement on Council's behalf) must exercise the highest standards of integrity in a manner able to withstand the closest possible scrutiny. All members of staff have an overriding responsibility to act impartially and with integrity, avoiding conflicts of interest.

- **Expression of Interest**

An Expression of Interest (EOI) is an invitation process involving the marketplace, to provide information to Council, where Council wishes to consider ahead of formal tender processes such issues as whether:

1. Those suppliers likely to tender possess the necessary technical, managerial and financial resources to successfully complete the project; the requirement is complex, difficult to define, unknown or unclear.
2. The requirement is capable of several technical solutions;

3. Tendering costs are likely to be high and Council seeks to ensure that companies incapable of supplying the requirement don't incur unnecessary expense;
4. It is necessary to pre-qualify suppliers and goods to meet defined standards; or
5. The requirement is generally known but here is still considerable analyses, evaluation and clarification required (both of the objective and solution).

This process may in turn lead to a request for tender or request for quotation process, or directly to a negotiation with one or several preferred suppliers.

The actual EOI is submitted from the marketplace to Council in response to the EOI invitation.

The key document involved in an EOI process is the scoping document. This scoping document outlines the type of information Council is seeking and must be:

- In writing
- Clear and unambiguous
- Prepared by persons (staff or third party) with sufficient expertise to prepare the scoping specifications, and
- Address evaluation criteria that may be used should a formal request for quotation or request for tender follow the initial EOI.

### **2.3.2 Minimum Spend Competition Thresholds**

Any Council procurement under the LG Act thresholds must comply with Council's own policy, guidelines and procedures.

Council will from time to time decide and publish in this policy clear guidelines for minimum spend competition thresholds. These will be decided by Council by analysing the historical size and complexity of the procurement activity and of proposed procurement activities.

#### **2.3.2.1 Tenders**

Purchase of all goods and services for which the estimated expenditure exceeds \$150,000 (inclusive of GST) and building and construction works for which the estimated expenditure exceeds \$200,000 (inclusive of GST), must be undertaken by public tender as per the thresholds contained in the Local Government Act, except that these limits shall not apply for the supply of fuel for plant and vehicles provided that:

- Arrangements entered into must satisfy an approved Ministerial arrangement under s186(5)(c) of the Local Government Act 1989 which provides for exemption from other provisions of s186 of the Act requirements for public tendering by a Council, and
- The Chief Executive Officer must consider price and any detrimental effect on local businesses of any contract entered into, before entering into such a contract.

However, should the CEO consider that the nature of the requirement and the characteristics of the market are such that the public tender process would lead to a better result for Council, public tenders may be called for purchase of goods, services and works for which the estimated expenditure is below these thresholds.



### 2.3.2.2 Quotations

Purchase of goods and services having a total valuation of \$150,000 (inclusive of GST) and construction works having a total valuation of \$200,000 (inclusive of GST) or less may be undertaken using the procurement by quotation method as described below:

- Items with a value up to \$1,000 – does not require a written quotation.
- Items with a value up to \$8,000 – Request for Quotation.

A minimum of one written (including email/fax) quotation must be obtained or a preferred supplier used. The details must be recorded before placing an order (similar details must be recorded where more than one supplier has quoted) and documented in Council's records system.

- Items with a value \$8,001 to \$25,000 – Request for Quotation.

Council will request a minimum of two written (including email/fax) quotations.

The quotation offering the best value for money must be confirmed by the supplier on company letterhead and the order placed with that firm.

Details of the suppliers contacted and their quotations must be recorded on at least a simple spreadsheet or similar document in Council's records system.

- Items with a value \$25,001 to \$100,000 – Request for Quotation.

Council will receive a minimum of three written quotations by issuing a written Request for Quotation.

Public advertising is not required.

Quotations returned by the nominated closing date must be evaluated and a recommendation made in favour of the supplier offering the best value outcome.

The original suppliers' quotations must be maintained in Council's records system.

- Items with a value \$100,001 to \$149,000/\$199,000 – Public Advertising.

Purchases of \$100,001 and over must be publicly advertised unless prior approval from the Chief Executive Officer is sought to receive a minimum of three written quotations by issuing a written Request for Quotation instead.

Quotations returned by the nominated closing date must be evaluated and a recommendation made in favour of the supplier offering the best value outcome.

The original suppliers' quotations must be maintained in Council's records system.

- Public Advertising.

Quotations may be advertised at the Chief Executive Officer's discretion in addition to the methods above. This may occur when a field of potential tenderers has not been established, or an innovative approach is required, or the project has broad appeal that may attract keen prices, etc.

### 2.3.3 Exceptions to obtaining quotations

The required number of quotations must be obtained in all circumstances except for:

- Emergency response, relief or recovery including urgent medical attention.
- Plant and equipment servicing and spare parts and similar under warranty.
- Legal services.
- Specialist knowledge and skill or sole supplier of intellectual property.
- Conferences, Training Courses, Seminars, Information Forums.
- Sole supplier services such as library, water and fire.
- At the Chief Executive Officers discretion in accordance with section 2.3.4.

### **2.3.4 Chief Executive Officers Discretion**

In the event of:

- An unforeseen urgency; or
- a strong preference for continuity of supply; or
- goods, services or works being of such a specialised nature that there are insufficient known Suppliers from which to seek the required number of quotations.

The Chief Executive Officer may, upon receiving a written explanation from the relevant Director, give approval to seek less than the number of quotations required by section 2.3.2.2.

### **2.3.5 Shared Services**

Where Council has entered into Shared Services with one or more Councils, individual Councils will not be required to obtain tender/quotations. Tenders/quotations will be sought by the lead Council and approved according to the individual Council's procurement policy.

## **2.4 *Delegation of Authority***

### **2.4.1 Requirement**

Delegations define the limitations within which Council staff are permitted to work. Delegation of procurement authority allows specified Council staff to approve certain purchases, quotation, tender and contractual processes without prior referral to the Council. This enables Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

### **2.4.2 Delegations**

#### **2.4.2.1 Council Staff**

Council shall maintain a documented scheme of procurement delegations, identifying the Council staff authorised to make such procurement commitments in respect of goods, services and works on behalf of the Council and their respective delegations contained in financial delegations policies

- Acceptance of tenders
- Acceptance of quotes

- Contract term extensions (within authorised budget)
- Contract amendment (non-financial)
- Contract amendment (financial)
- Appointment to register of pre-qualified suppliers
- Credit card purchases
- Procedural exceptions

#### **2.4.2.2 Delegations Reserved for the Council**

Commitments and processes which exceed the CEO's delegation and which must be approved by Council are:

- Initial signing and sealing of contract documents.
- Tender recommendations and contract approval for all expenditure over \$150,000 (inclusive of GST) for goods and services and \$200,000 (inclusive of GST) for construction works in value.
- Variations of more than \$150,000 (inclusive of GST) for goods and services and \$200,000 (inclusive of GST) for construction works in value or variations requiring additional budget.
- Contract term extensions.

### **2.5 Internal Controls**

Council will install and maintain a framework of internal controls over procurement processes that will ensure:

- more than one person is involved in and responsible for a transaction end to end;
- transparency in the procurement process;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented; and
- systems are in place for appropriate monitoring and performance measurement.

Council will develop and maintain a procurement manual to provide guidance to staff on all operational aspects of procurement. The manual will include all checklists and forms required in Council's procurement process.

### **2.6 Risk Management**

#### **2.6.1 General**

Risk Management is to be appropriately applied at all stages of procurement activities which will be properly planned and carried out in a manner that will protect and enhance Council's capability to prevent, withstand and recover from interruption to the supply of goods, services and works.

## **2.6.2 Supply by Contract**

The provision of goods, services and works by contract potentially exposes Council to risk. Council will minimise its risk exposure by measures such as:

- standardising contracts to include current, relevant clauses;
- requiring security deposits where appropriate;
- referring specifications to relevant experts;
- implementing a robust, systematic and unbiased tender evaluation and due diligence process;
- requiring contractual agreement before allowing the commencement of work;
- use of or reference to relevant Australian Standards (or equivalent); and
- effectively managing the contract including monitoring and enforcing performance.

## **2.7 Contract Terms**

All contractual relationships must be documented in writing based on standard terms and conditions. Where this is not possible, approval must be obtained from the appropriate member of Council staff listed in the Council Delegations.

To protect Council's best interests, terms and conditions must be settled in advance of any commitment being made with a supplier. Any exceptions to doing this expose Council to risk and thus must be authorised by the appropriate member of Council staff listed in the Council Delegations.

## **2.8 Dispute Resolution**

All Council contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the chance of disputes getting out of hand and leading to legal action.

## **2.9 Contract Management**

The purpose of contract management is to ensure that Council, and where applicable its clients, receive the goods, services or works provided to the required standards of quality and quantity as intended by the contract by:

- establishing system monitoring and meeting the responsibilities and obligations of both parties under the contract; and
- providing a means for the early recognition of issues and performance problems and the identification of solutions.
- adhering to Council's Risk Management Framework and adhering to relevant Occupational Health and Safety Contractor Compliance Procedures.

All Council contracts are to include contract management requirements. Furthermore, contracts are to be proactively managed by the member of Council staff responsible for the delivery of the contracted goods, services or works to ensure Council receives best value.

### **2.11 e-Procurement**

e-Procurement is integral to the overall development of procurement processes and involves the use of an electronic system/s to acquire and pay for supplies, services` and works. Council may use e-procurement to:

- reduce transaction costs
- achieve greater leverage
- make processes more efficient;
- improve management information and visibility of spend;
- increasing control and consistency of processes, and
- improve spend compliance.

## **3 Demonstrate Sustained Value**

### **3.1 Integration with Council Strategy**

The Council procurement policy shall support its corporate strategy, aims and objectives, including but not limited to those related to sustainability, protection of the environment, corporate social responsibility and meeting the needs of the local community such as:

- feeling safe,
- living in a clean and pleasant environment, and
- receiving good quality and well managed Council services that are value for money

### **3.2 Achieving Best Value**

#### **3.2.1 Requirement**

Council's procurement activities will be carried out on the basis of obtaining best value.

This means minimising the total cost of ownership over the lifetime of the requirement consistent with acceptable quality, reliability and delivery considerations. Lowest price is not the sole determinant of best value.

#### **3.2.2 Approach**

This will be facilitated by:

- developing, implementing and managing procurement strategies that support the co-ordination and streamlining of activities throughout the lifecycle;
- effective use of competition;
- using aggregated contracts where appropriate;
- identifying and rectifying inefficiencies in procurement processes;
- developing cost efficient tender processes including appropriate use of e-solutions;
- Council staff responsible for providing procurement services or assistance within the Council providing competent advice in terms of available products and agreements; and
- working with suppliers to create relationships that are professional and productive, and are appropriate to the value and importance of the goods, services and works being acquired.

### **3.2.3 Role of Specifications**

Specifications used in quotations, tenders and contracts are to support and contribute to Council's best value objectives through being written in a manner that:

- ensures impartiality and objectivity;
- clearly defines Council's requirements;
- encourages the use of standard products;
- encourages sustainability;
- eliminates unnecessarily stringent requirements.

### **3.3 Performance Measures and Continuous Improvement**

Appropriate performance measures are to be established and reporting systems will be used to monitor performance and compliance with procurement policies, procedures and controls

Procurement procedures, practices and costs will be benchmarked externally. Internal service standards will be agreed within Council and performance against these targets will be measured and reviewed regularly to support continuous improvement.

The performance measurements developed will be used to:

- highlight trend and exceptions where necessary to enhance performance;
- improve the internal efficiency of the procurement process and where relevant the performance of suppliers;
- facilitate programs to drive improvement in procurement to eliminate waste and inefficiencies across key spend categories.

### **3.4 Corporate Social Responsibility**

Corporate Social Responsibility (CSR) is about taking positive action to demonstrate Council's commitment to the local community and environment on which it impacts. This means Council maximising the benefits of the services it provides across the community and minimising the negative aspects of its activities.

Council integrates CSR into its organisational policies and practices through social procurement, sustainability and diversity.

#### **3.4.1 Social Procurement**

Social Procurement generates positive outcomes by building on initiatives already undertaken by the Council in enhancing sustainable and strategic procurement practice, further enabling procurement to effectively contribute towards building stronger communities and meeting the social objectives of the Council.

Council is committed to Social Procurement by:

- ensuring all procurement practices are sustainable and strategically aligned with the wider Council objectives;
- achieving greater value for money across the community through the use of effective procurement;
- ensuring all businesses have the same opportunity to tender for Council contracts;
- enhancing partnerships with other Councils, suppliers and community stakeholders;
- building and maintaining a strong community by exploring ways to generate local employment (particularly among disadvantaged residents) and further strengthening the local economy;
- purchasing ethical and fair trade goods to support equitable, local, national and international trade;
- supporting procurement from local businesses where purchases can be justified on best value grounds.

### **3.5 Sustainability**

#### **3.5.1 General**

Council is committed to achieving sustainability and ensuring it monitors and reports on Council activities and programs that have an impact on or contribute to the environment, including but not limited to the following:

- waste management;
- recycling;
- energy management;
- emission management;
- water conservation;
- green building design; and

- environmentally sustainable procurement.

### **3.5.2 Sustainable Procurement**

Council recognises it has an implicit role in furthering sustainable development, through its procurement of goods, and services and works.

In addition, Council recognises the potential impact this spend has on the environment and where applicable will integrate sustainability, environmental and social issues into the procurement process. Council aims to achieve this by:

- taking into account the need to minimise emissions and reducing the negative impacts of transportation when purchasing goods and services;
- taking steps to minimise carbon dioxide and other greenhouse gas emissions through the detailed consideration of products and services procured;
- considering the environmental performance of all suppliers and contractors, and encouraging them to conduct their operations in an environmentally sensitive manner;
- considering the basic life cycle analysis of products to minimise the adverse effects on the environment resulting directly or indirectly from products;
- selecting products / services that have minimal effect on the depletion of natural resources and biodiversity;
- giving a preference to Fairtrade, or equivalent, and ethically sourced and produced goods and services;
- working with local suppliers to ensure they are encouraged to bid for Council's business in line with the Procurement Policy;
- ensuring all relevant procurement contracts and tenders contain sustainability specifications as appropriate to the product or service being procured;
- complying with all Australian regulations and legislation and ensuring our suppliers do the same;
- training all Council staff on sustainability considerations within the procurement process.

### **3.6 Diversity**

Promoting equality through procurement can improve competition, best value, the quality of public services, satisfaction among users, and community relations. It should be a consideration in every procurement project and reflect corporate commitment to diversity and equal opportunities wherever possible.

## **4 Apply a Consistent and Standard Approach**

Council will provide effective and efficient commercial arrangements for the acquisition of goods and services.



#### **4.1 Standard Processes**

Council will provide effective commercial arrangements covering standard products and provision of standard services across the Council to enable employees to source requirements in an efficient manner.

This will be achieved via establishing the following:

- pricing where relevant;
- processes, procedures and techniques;
- tools and business systems (e.g. implementing appropriate e-tendering, e-evaluation; e-catalogue or e-sourcing arrangements);
- reporting requirements;
- application of standard contract terms and conditions.

#### **4.2 Performance Indicators**

A list of performance indicators will be developed to measure procurement performance. They will include criteria such as:

- the proportion of spend against corporate contracts;
- user and supplier satisfaction levels;
- knowledge and skill of Council employees in procurement process;
- level of compliance and understanding of Council procurement policies;
- measuring the success of procurement initiatives e.g. procurement cards.

#### **4.3 Management Information**

Council seeks to improve its' performance by capturing and analysing procurement management information in a variety of areas, including:

- Volume of spend
- Number of transactions per supplier
- Compliance
- Supplier performance
- User satisfaction

Council will also use external sources of management information to assist with the procurement decision making process including:

- Benchmarking data
- Information from professional bodies such as the Chartered Institute of Purchasing and Supply Australia
- Supplier reports

## **5 Build and Maintain Supply Relationships**

Council recognises that in order to achieve sustainable value, a strategic assessment of the appropriate 'channel to market' should be undertaken – whether to go to market on its own, participate in regional or sector aggregated projects or panels, access State Government panel agreements or other means. Council will consider supply arrangements that deliver the best value outcomes in terms of time, expertise, cost, value and outcome.

### **5.1 *Developing and Managing Suppliers***

Developing and managing suppliers is essential to achieving a competitive market capable of delivering Council's services and works requirements.

Council needs to interact with the market and our suppliers in particular to understand their views and what enables and encourages diverse parts of the market to bid for work with Council. At the same time Council will ensure that our relationship with strategic suppliers is mutually productive and that goals are shared. Council aims to develop a relationship with suppliers that creates mutually advantageous, flexible and long term relations based on the quality of performance and best value.

### **5.2 *Supply Market Development***

A wide range of suppliers should be encouraged to compete for Council work. The focus for new work need not always be with the larger, more familiar businesses. Other types of organisations offering business diversity include:

- Local businesses
- Green suppliers
- Small to medium sized enterprises (SMEs)
- Social enterprises
- Ethnic and minority business
- Voluntary and community organisations

### **5.3 *Relationship Management***

Council is committed to developing constructive long-term relationships with suppliers. It is important that Council identifies its key suppliers so that its efforts are focused to best effect. Such areas may include:

- Size of spend across Council
- Criticality of goods / services to the delivery of Council's services
- Availability of substitutes

#### **5.4 Communication**

External communication is very important in ensuring a healthy interest from potential suppliers and partners. Council will use its website and local media to promote forthcoming contract opportunities.

### **6 Review Process**

Council endeavours to continually improve its procurement performance such that all relevant policies, guidance and training are continually reviewed and updated.

### **7 Policy Owner and Contact Details**

**Responsible Officer:** Director Corporate & Community Services  
**Adopted by Council:** 7 February 2018  
**Review Date:** 26 June 2019

For further information on this policy, please contact via email: [info@hindmarsh.vic.gov.au](mailto:info@hindmarsh.vic.gov.au) or phone **03 5391 4444**.

## Appendix A Definitions and Abbreviations

Term	Definition
Act	<i>Local Government Act 1989.</i>
Commercial in Confidence	Information that, if released, may prejudice the business dealings of a party e.g., prices, discounts, rebates, profits, methodologies and process information.
Contract Management	The process that ensures both parties to a contract that fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Council Staff	Includes full-time and part-time Council staff, and temporary employees, contractors and consultants while engaged by Council.
Probity	Within Local Government, the word "probity" is often used in a general sense to mean "good process." A Procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
e-Procurement	e-Procurement is integral to the overall development of procurement processes and involves the use of an electronic system/s to acquire and pay for supplies, services` and works.
Corporate Social Responsibility (CSR)	Corporate Social Responsibility (CSR) is about taking positive action to demonstrate the Council's commitment to the local community and environment on which it impacts.
Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
Social Procurement	Social Procurement uses Procurement processes and purchasing power to generate positive social outcomes in addition to the delivery of efficient goods, services and works.

Tender Process	The process of inviting parties to submit a quotation by tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Thresholds	The value above which a procurement, unless exempt, is subject to the mandatory procurement procedures prescribed under Section 186 (1) of the Act.
Expression of Interest (EOI)	An invitation for persons to submit an EOI for the provision of the Goods and/or Services generally set out in the overview of requirements contained in the document. This Invitation is not an offer or a contract
Request for Proposal (RFP)	A request for proposal is generally sent to the supplier market, designed to capture commercial information and pricing. Allows Council to assess suitability and evaluate responses against a set of pre-defined requirements
Best Value	Best value in Procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including: <ul style="list-style-type: none"><li>• contribution to the advancement of Council's priorities;</li><li>• non-cost factors such as fitness for purpose, quality, service and support; and</li><li>• cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.</li></ul>
VGPB	The Victorian Government Purchasing Board (VGPB) sets the policies that govern procurement of non-construction goods and services across all Victorian Government departments and some public bodies.

# POLICY

## Public Interest Disclosure



### Objective

To establish a policy and procedure for reporting and handling disclosures of improper or corrupt conduct, or detrimental action, by Hindmarsh Shire Councillors, special committee members or employees.

### Scope

This policy applies to all Hindmarsh Shire Councillors, special committee members and employees, as well as any person who makes a public interest disclosure in accordance with the *Public Interest Disclosures Act 2012*.

### Policy

#### 1. Introduction

Hindmarsh Shire Council is committed to the aims and objectives of the *Public Interest Disclosures Act 2012 (PID Act)*. It does not tolerate improper conduct by its employees, officers or members, nor the taking of reprisals against those who come forward to disclose such conduct.

Hindmarsh Shire Council recognises the value of transparency and accountability in its administrative and management practices, and supports the making of disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the environment.

Hindmarsh Shire Council takes seriously its responsibilities to persons who may make a disclosure in respect to improper conduct or corruption. This policy has been established to ensure the confidentiality of any persons making a disclosure, and their welfare are protected. All reasonable steps will be made to protect such persons from any detrimental action in reprisal for making the disclosure. It will also afford natural justice to the person who is the subject of the disclosure.

This Policy establishes a system for reporting disclosures of improper or corrupt conduct or detrimental action by Hindmarsh Shire Councillors or employees.

The PID Act provides protection from detrimental action to any person affected by a protected disclosure and establishes a system for the matters disclosed to be investigated and rectifying action to be taken. Under the PID Act, any person can be one who makes a disclosure, is a witness, or a person who is the subject of an investigation.

## 2. Definitions

**Public Interest Disclosure** means disclosure by a natural person of information that shows / tends to show or information that the person reasonably believes shows / tends to show improper conduct or detrimental action (previously a protected disclosure)<sup>1</sup>.

**Public Interest Complaint** means a public interest disclosure that has been determined by IBAC, the Victorian Inspectorate or IOC to be a Public Interest Complaint.<sup>2</sup>

**Improper conduct** means conduct that amounts to any of the following:

- Corrupt conduct;
- A criminal offence;
- Serious professional misconduct;
- Dishonest performance of public functions;
- Intentional or reckless breach of public trust;
- Intentional or reckless misuse of information;
- Substantial mismanagement of public resources;
- Substantial risk to health or safety of a person;
- Substantial risk to the environment;
- Conduct of any person that adversely affects the honest performance by a public officer of their functions;
- Conduct of any person that is intended to adversely affect the effective performance by a public officer of their functions for the benefit of the other person.

**Natural person** means a human being, not a legal entity like a body corporate.

**Serious professional misconduct** means conduct that constitutes a serious breach of an established professional code of conduct and/or other serious departures from the person's professional responsibilities.

### **Detrimental action**

Under the PID Act it is an offence for an employer to take, or threaten to take, detrimental action against person in because the employer believes that the person has given information to the office of the Ombudsman.

Section 3 of the PID Act defines detrimental action as including:

- Action causing injury, loss or damage;
- Intimidation or harassment; and
- Discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business, including the taking of disciplinary action.

The person need not have actually taken the action, but can just have threatened to do so. The person need not have taken or have threatened to take the action against the person themselves, but can have incited or permitted someone else to do so. The detrimental action need not be taken against a discloser, but against any person.

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<sup>1</sup> Public Interest Disclosure Act 2012 Section 9.

<sup>2</sup> Public Interest Disclosure Act 2012 Section 6.

The PID Act makes it an offence for a person to take detrimental action against a person in reprisal for a protected disclosure. Detrimental action can be taken by any person. However, a disclosure made under the PID Act can only be made about detrimental action by a public officer or public body.

**Discloser** A person who makes a disclosure that may be a protected disclosure

### **Independent Broad-based Anti-corruption Commission (IBAC)**

IBAC is Victoria’s first anti-corruption body with responsibility for identifying and preventing serious corrupt conduct across the whole public sector, including members of Parliament, the judiciary and state and local government.

### **Public Interest Disclosure Coordinator**

The Public Interest Disclosure Coordinator has a central role in distributing information or assistance in the internal reporting system.

### **Public Interest Disclosure Officer**

Public Interest Disclosure Officers will be a contact point for general advice about the operation of the PID Act.

### **Welfare Manager**

The Welfare Manager is responsible for looking after the general welfare of any persons making public interest disclosures.

## **3. What is a public interest disclosure?**

A public interest disclosure is a report about the **improper conduct** of public bodies or public officers that a person makes to any organisation specified in Part 2 of the PID Act, which includes a Council.

A public interest disclosure can also be made about **detrimental action** that a public officer or public body takes against a person in reprisal for them (or another person) having made a protected disclosure or cooperated with the investigation of a protected disclosure.

The disclosure can relate to conduct or action that:

- May have already taken place (including conduct that occurred before the PID Act came into effect on 10 February 2013)
- May be occurring now, or
- May happen in the future.

A complaint or allegation that is already in the public domain will not normally be a protected disclosure – for example, if the matter has already been subject media or other public commentary.

<b>Improper Conduct examples:</b>	<i>To avoid closure of a town’s only industry, an environmental health officer ignores or conceals evidence of illegal dumping of waste.</i>
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	<p><i>A finance officer approves a colleague’s corporate expense account for payment even though it appears to have non-work related expenditure items listed.</i></p> <p><i>A building inspector tolerates poor practices and structural defects in the work of a leading local builder.</i></p> <p><i>A Council employee is witnessed using a Council grader on private property on a weekend.</i></p>
<b>Detrimental Action examples:</b>	<p><i>Council refuses a deserved promotion of a person who makes a disclosure.</i></p> <p><i>Council demotes, transfers, or isolates in the workplace or changes the duties of a discloser due to the making of a disclosure.</i></p> <p><i>A person threatens, abuses, or carries out other forms of harassment directly or indirectly against the discloser, his or her family or friends.</i></p> <p><i>Council discriminates against the disclosure or his or her family and associates in subsequent applications for jobs, permits or tenders.</i></p>

#### 4. Who can make a disclosure?

Any natural person can make a disclosure about **improper conduct** or **detrimental action**—including members of the public and employees of Council.

A disclosure can be made by an individual or with a group.

#### 5. Who can a disclosure be made to?

A person must make a disclosure, allegation or complaint to the appropriate person or body for the disclosure to be assessed as a protected disclosure under the PID Act.

Hindmarsh Shire Council can only receive disclosures that relate to the conduct of:

- a. Its own officers or employees
- b. A person/s whose actions relate to a Hindmarsh Shire Council officer or employee
- c. Members of a Council Section 86 Special Committee

If Hindmarsh Shire Council receives a disclosure about an employee, officer or member of another public body, Hindmarsh Shire Council will advise the person making the disclosure as to whom the correct person or body the disclosure should be made.

Disclosures relating to Hindmarsh Shire Council, its employees, or members of special committees can be made to:

- **Public Interest Disclosure Coordinator**– Director Corporate and Community Services
- **Chief Executive Officer**

- **Public Interest Disclosure Officer**– Manager Governance & Human Services
- **Welfare Manager** – HR & Governance Officer
- **Supervisor** - of the discloser
- **Supervisor** - of the person who is the subject of the disclosure

A disclosure about improper conduct or detrimental action by Hindmarsh Shire Council, or its employees may also be made directly to the Victorian Ombudsman, IBAC, the Victorian Inspectorate (in relation to IBAC and the Public Interest Monitor), Victoria Police, the judicial Commission of Victoria, or IOC (in relation to the Victorian Inspectorate).

Disclosures relating to **Councillors** must be made directly to the Ombudsman or IBAC.

**Victorian Ombudsman**

Level 9, North Tower, 459 Collins Street, Melbourne VIC 3000

Internet: [www.ombudsman.vic.gov.au](http://www.ombudsman.vic.gov.au)

Email: [ombudvic@ombudsman.vic.gov.au](mailto:ombudvic@ombudsman.vic.gov.au)

Phone: (03) 9613 6222

Toll Free (regional only): 1800 806 314

**IBAC**

Level 1, North Tower, 459 Collins Street, Melbourne, VIC 3000

Internet: [www.ibac.vic.gov.au](http://www.ibac.vic.gov.au)

Phone: 1300 735 135

The following table sets out to whom a disclosure can be made depending on the subject of the disclosure:

Person who is the subject of the disclosure	Person/body to whom the disclosure must be made
Employee	Hindmarsh Shire Council, the Ombudsman or IBAC
Councillor	The Ombudsman or IBAC
Section 86 Committee Member	Hindmarsh Shire Council, the Ombudsman or IBAC

**6. Receiving a disclosure**

If an employee receives something that they believe may be a protected disclosure they must direct the information to the Public Interest Disclosure Coordinator.

All correspondence, phone calls and emails from internal or external disclosers must be referred to the Public Interest Disclosure Coordinator, and need to be treated as confidential.

## 7. Making a disclosure

To be assessed as a protected disclosure, a disclosure must meet all of the following criteria:

- a. A natural person (rather than a corporation) has to have made the disclosure
- b. The disclosure has been made verbally or in writing to either the Protected Disclosures Coordinator, Chief Executive or those identified in this policy (including the Ombudsman or IBAC)
- c. The disclosure relates to conduct of a Hindmarsh Shire Councillor, Council officer or member of a Section 86 Special Committee, acting in their official capacity
- d. The alleged conduct is either improper or corrupt conduct or detrimental action taken against a person in reprisal for making a protected disclosure
- e. The person making the disclosure has reasonable grounds for believing the alleged conduct has occurred

A person can make a **verbal disclosure** in person, by phone or by leaving a voice mail message. A verbal disclosure must be made in private. This does not preclude a group of individuals from making a joint disclosure at one time.

A person may make a **written disclosure** provided to Council by delivering in person, mailing, or emailing or via an online form (in the case of disclosures to IBAC and the Ombudsman).

A person does not need to identify themselves to make a disclosure under the PID Act. An anonymous disclosure can be made by using an unverifiable email address, through anonymous phone calls, or in a face-to-face conversation or meeting where the person refuses to identify themselves.

Where a person is contemplating making a disclosure and is concerned about approaching the Public Interest Disclosure Coordinator or a Public Interest Disclosure Officer in the workplace, he or she can call the relevant officer and request a meeting in a discreet location away from the workplace.

## 8. Assessing a disclosure

Where the Public Interest Disclosure Coordinator receives information relating to the conduct of an employee, special committee member or officer of Hindmarsh Shire Council, the Public Interest Disclosure Coordinator must assess whether the disclosure meets the criteria of the PID Act to be a protected disclosure.

A discloser does not need to refer to the PID Act in making a disclosure. An assessment is to be made on the nature of the information disclosed (and not on the discloser's intention and/or knowledge of the PID Act).

If one or more of the criteria (a. to e.) (see part 7 of this policy) are not satisfied, the person has not made a public interest disclosure under Part 2 of the PID Act. If a disclosure does not meet the requirements of Part 2 of the PID Act, the assessor should inform the discloser about the correct way to make a disclosure so they have an opportunity to meet the legislative requirements.

Where a disclosure is assessed not to be a public interest disclosure, the Public Interest Disclosure Coordinator will decide how the matter should be responded to, including whether it could be dealt with in accordance with Council's.

## 9. Protections

Protections under Part 6 of the PID Act apply to a protected disclosure from the time the disclosure is made.

Part 6 of the PID Act includes a number of protections for a discloser:

- He or she is not subject to any civil or criminal liability or administrative action (including disciplinary action) for making the disclosure
- He or she is not committing an offence against the *Constitution Act 1975* or any other Act that imposes obligations of confidentiality or any other restriction on the disclosure of information
- He or she is not breaching any other obligation (made by oath, rule of law or practice) requiring him or her to maintain confidentiality or otherwise restrict confidentiality
- He or she cannot be held liable for defamation in relation to information included in a protected disclosure

If a person has made a false or misleading disclosure, the person is not covered by the protections of the PID Act.

## 10. Reporting a disclosure to IBAC

Where the Public Interest Disclosure Coordinator has received a disclosure that has been assessed to be a public interest disclosure, the Public Interest Disclosure Coordinator must —

- Notify IBAC in writing within 28 days after the disclosure was made that a disclosure may be a protected disclosure and that IBAC is notified of the disclosure for its assessment.
- Notify the discloser in writing within 28 days after disclosure was made that the disclosure has been notified to IBAC for assessment and that it is an offence to disclose that the disclosure has been notified to IBAC for assessment.

Once a notification is made to IBAC, IBAC will assess whether the disclosure is a protected disclosure and determine whether to dismiss, investigate or refer the disclosure complaint.

## Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

## Resources

Hindmarsh Shire Council: Management of Public Interest Disclosures— Internal Procedures

Public Interest Disclosures Act 2012 (Vic)

### DOCUMENT CONTROL

Public Interest Disclosure Policy		<b>Policy Category</b>	Council
<b>Version Number</b>	3.0	<b>Policy Status</b>	CURRENT
<b>Approved/Adopted By</b>	Council	<b>Approved/Adopted on:</b>	XX
<b>Responsible Officer</b>	CEO		
<b>Version History</b>	<b>Date</b>	<b>Version</b>	<b>Description</b>
	July 2013	1.1	Creation of Policy
	November 2015	1.2	Administrative Update
	November 2017	2.0	Updated Policy to provide more information
	December 2019	3.0	Legislative changes update

**RAINBOW TOWN COMMITTEE 28<sup>RD</sup> OCTOBER 2019**

Small meeting room @ 7:40 pm start

**Members Attending:** Ross Hienrich, Michael Sullivan, Adrian Bennett, Bill Hutson, Greg Roberts and Pea Bennett.

**Visiting:** Was Mayor Cr Ron Ismay,

**Welcome:** Vice Chairperson Ross Heinrich welcomed all to the meeting.

**Apologies:** Leonie Clarke, Julie McLean, Roger Aitkin and Liaison Officer Wayne Schulze.

**Motion:** to except apologies.

**Moved:** Michael Sullivan /Adrian Bennett - carried

*Declaration by members of any conflict of interest in any item of the agenda, either,*

Direct; or

Indirect interest of one of five types;

a close association;

an indirect financial interest;

a conflicting duty;

an applicable gift or

a party to the matter in any term on the agenda

An impact on residential amenity.

Chairman requests members declare any known conflicts of and/or pecuniary interests.

**Motion:** to adopt September 2019 circulated minutes as correct

**Moved:** Adrian Bennett / Peta Bennett - carried

Business arising from last meeting: no

**Treasures Report:** Adrian Bennett

24/09 /19 – 28/10/19

**Opening Balance**     \$56,982.02

**Income**                 \$4,650.00

**Payments**              \$3,048.00

**Closing Balance**       \$58,584.02

**Income**

RTT \$4,650.00

**Payments**

RDE The Argus \$54.00

RDE Mallee Earthmoving P/L \$2,530.00

RDE Jeparit Mopoke Club \$200.00

RDE Robinson Plumbing \$264.00

**Rainbow Town Committee Projects & Commitments**

**Day on the Lake \$816.75**

**Lawn \$802.75**

**Pella Project \$282.29**

**Grave Seat \$50.00**

**Open Spaces project \$422.37** *(reallocated to TV/Info Station)*

**Rainbow Town Traders \$7,667.38**

**Historic Film Farming in the Mallee \$710.00** (Drought Response Funding)

**Rainbow Desert Enduro \$7,849.50**

**Hindmarsh Shire Grant 2017 \$6,500.00** (Unallocated).

**Hindmarsh Shire Grant 2018 \$6,500.00** (Unallocated).

**Hindmarsh Shire Grant 2019 \$6,500.00** (Unallocated).

**Rainbow Silo Art \$7,400.00** (transferred from Pella Project)

**Town Entrance Project \$2,505.00**

**Project funds \$48,006.04**

**Uncommitted funds \$10,554.08**

**Cheque Account \$58,560.12**

**Petty Cash Account \$23.90**

**Accounts**

RTT \$1000.00 Cash Float

RTT \$800.00 Dragon City Ride

RTT \$1800.00 Dragon City Ride

RTT \$1900.00 Dragon City Ride

RTT \$400.00 Mopoke

***Motion:*** to receive treasurer's report and pass accounts for payment

**Moved:** Adrian Bennett / Peta Bennett – carried

### **Liaison Officer Report: Wayne Schulze**

No report

**Cr Report:** Mayor Cr Ron Ismay.

- Outlet bridge road has been sealed
- Safety barriers all in place
- Council have purchased line marking machine of their own which will have significant cost savings.
- Early part of next year all road work should be finished
- As previously mentioned Enduro representatives met with Cams people and have submitted a very high quality professional application prepared by Bernard King for infrastructure.
- Attended Dimboola Tidy Towns awards night Dimboola won under 3000 population Tidy Towns Award.
- Rainbow Oasis received a commendation
- Wimmera Mallee Tourism had joint meeting with Anne Champness re venture south Australia and Victoria which should open up funding for tourism.
- Albacutya Bridge has deemed to be unfit to exclude all trucks
- There has been a consultant's report on Llew silo.

**Motion:** to receive Cr report

**Moved:** Michael Sullivan / Peta Bennett – carried



### **Inwards correspondence:**

- Monica Revell: re Gender equity training at Jeparit (fw)
- Email: from Phil King re Budget Direct Grant opportunities (fw)
- Letter: from Carol Paech re increased gypsum traffic on the West Beach Road.

### **Outwards correspondence**

- Emailed out information re seat colours also slat colours decisions to be finalized at this meeting.
- Reminder sent out: re changes to Rainbow Brochure.
- Email: to Shane Brown re information on Brewery for brochure
- Emailed out information re seat colours also slat colours decisions to be finalized at this meeting.
- Reminder sent out: re changes to Rainbow Brochure.
- Email: to Shane Brown re information on Brewery for brochure.

***Motion:*** to receive inwards and endorse outwards correspondence

**Moved:** Greg Roberts / Michael Sullivan - carried

### **General Business**

**Ben Gosling an addition to Town Traders Working Group motion required**

**Motion:** to approve the addition of Ben Gosling to be a member of Town Traders Working Group

**Moved:** Adrian Bennett / Peta Bennett - carried

- Decision re Federal Street seat and slat colours: next meeting.
- Corrections to tourism brochure: next meeting

**Greg Roberts: Is there going to be signage for the weather station on Jeparit Rainbow road.**

After Mayor Ron Ismay explained the possible problem with this it was decided to sit on it.

**Update to NRBBQ:** was confirmed that it would be held on the 18<sup>th</sup> November, supper room starting at 6.30 pm mingle and eat at 7.00 pm

Any salad, materials to be purchased from IGA

**Motion:** to pay Chug Fuller up to \$500 for the supply of Christmas trees for Federal St gardens

**Moved:** Adrian Bennett / Michael Sullivan - carried

As there was no further business Chairperson Ross Heinrich thanked all for their attendance. And closed the meeting

**Meeting Closed @ 8.10pm**

**RAINBOW TOWN COMMITTEE MEETING 25<sup>TH</sup> NOVEMBER 2019**

Small meeting room @ 7:30 pm start

**Members Attending:** Ross Hienrich, Michael Sullivan, Adrian Bennett, Bill Hutson, Greg Roberts Leonie Clarke.

**Visiting:** Cr Ron Ismay, Bernard Young from Rainbow Plantation Timber and Water Reserves Committee, Graham Nuske, Liaison Officer Wayne Schulz also Trevor Oakley of the Rainbow Lake committee.

**Welcome:** Chairperson Leonie Clarke welcomed all to the meeting.

**Apologies:** Julie McLean, Roger Aitken

**Motion:** *to except apologies.*

**Moved:** Michael Sullivan / Greg Roberts - carried

*Declaration by members of any conflict of interest in any item of the agenda, either,*

Direct; or

Indirect interest of one of five types;

a close association;

an indirect financial interest;

a conflicting duty;

an applicable gift or

a party to the matter in any term on the agenda

An impact on residential amenity.

Chairman requests members declare any known conflicts of and/or pecuniary interests.

**Motion:** *to adopt October 2019 circulated minutes as correct*

**Moved:** Greg Roberts / Michael Sullivan – carried

**Motion:** to receive corrected 2019 AGM Balance Sheet

**Moved:** Adrian Bennett / Ross Heinrich - carried

Business arising from last meeting: no

## Rainbow Town Committee:

**Treasures Report:** Adrian Bennett

29/10 / 19 – 18/11/19

<b>Opening Balance</b>	<b>\$55,587.52</b>
<b>Income</b>	<b>\$7,090.54</b>
<b>Payments</b>	<b>\$6,890.00</b>
<b>Closing Balance</b>	<b>\$55,788.06</b>

### Income

RTT \$5,302.20

RDE \$1,788.34

### Payments

RTT Cash Float \$1,000.00

RTT Dragon City Ride \$1,900.00

RTT Dragon City Ride \$1,800.00

RTT Dragon City Ride \$800.00

RTT Jeparit Mopoke Club \$440.00

RTT Wimmera Amusements \$550.00

RTT DJ Jords \$400.00

## **Rainbow Town Committee Projects & Commitments**

**Day on the Lake \$816.75**

**Lawn \$802.75**

**Pella Project \$282.29**

**Grave Seat \$50.00**

**Open Spaces project \$422.37** *(reallocated to TV/Info Station)*

**Rainbow Town Traders \$6,079.58**

**Historic Film Farming in the Mallee \$710.00** (Drought Response Funding)

**Rainbow Desert Enduro \$9,637.84**

**Hindmarsh Shire Grant 2017 \$6,500.00** (Unallocated).

**Hindmarsh Shire Grant 2018 \$6,500.00** (Unallocated).

**Hindmarsh Shire Grant 2019 \$6,500.00** (Unallocated).

**Rainbow Silo Art \$7,400.00** (transferred from Pella Project)

Town Entrance Project \$2,505.00

Project funds \$48,206.58

Uncommitted funds \$7,581.48

Cheque Account \$55,766.66

Petty Cash Account \$21.40

#### Accounts

RTC New Res BBQ costs

**Motion:** to receive treasurer's report and pass accounts for payment

**Moved:** Adrian Bennett / Michael Sullivan – carried

#### **Liaison Officer Report: Wayne Schulze**

- Maintenance front, Graders will be back up here after Christmas doing maintenance work upgrading the outlet creek area and various bus routes around the area
- Closed for Christmas shut down the Council offices will be closed down from 3.00 pm 24<sup>th</sup> December and reopen on Thursday the 2<sup>nd</sup> of January
- Christmas break up at Rainbow Bowling Club.
- Construction team will see a tidy up in Albert Street.
- Still some construction work being done on Rainbow Nhill Road.
- Pools have opened recently.
- Budget submissions applications are available early in January.
- There is funding available for caravan park upgrades Council have an intension to put in a grant application at this stage.

At question time Graham Nuske stated that the work done on the Nhill Rainbow Road is fantastic.

Graham from Wimmera Mallee Waste advised there would be no alterations to the garbage pickup over Christmas

**Motion:** to receive Liaison Officer report

**Moved:** Adrian Bennett / Greg Roberts – carried

**Cr Report:** Cr Ron Ismay:

- At the last council meeting I spoke to both CEO Greg Wood and Mayor Rob Gersch regarding Caravan Park, it seemed that they would put forward submissions.
- Our Tourism committee have committed to allocate money for Albacutya silo painting.
- There is also talk of some discussion re Llew Schillings Silo

**Motion:** to receive Cr report

**Moved:** Michael Sullivan / Peta Bennett – carried

Chairperson Leonie Clarke thanked Cr Ron Ismay for his commitment while fulfilling his mayoral duties during his tenor.

### **Inwards correspondence:**

- Monica Revell: re Gender equity training at Jeparit (fw)
- Email: from Phil King re Budget Direct Grant opportunities (fw)
- Email: Bernard Young re EWG
- Email: from Julie McLean re Christmas decorations (fw)
- Email: Simon Landrigan re Community Awareness BBQ Breakfast 7.30 am Tuesday morning in Federal St it will be conducted at the community BBQ east end of Federal St (fw)
- Info: re local history grants criteria etc (fw)
- Email: Paul Spencer re Town Entrance structures (fw)
- Email: from Kendra Clegg Murtoa Progress association re support local business.

### **Outwards correspondence**

- Emailed out information re seat colours also slat colours decisions to be finalized at this meeting.
- Reminder sent out: re changes to Rainbow Brochure.
- Email: to Shane Brown re information on Brewery for brochure

- Emailed out information re seat colours also slat colours decisions to be finalized at this meeting.
- Reminder sent out: re changes to Rainbow Brochure.
- Email: to Shane Brown re information on Brewery for brochure.

***Motion:*** to receive inwards and endorse outwards correspondence

**Moved:** Ross Heinrich / Greg Roberts - carried

### **General Business**

**Bernard Young Water Reserve Committee:**

**Summary of Project from Bernard Young Information:**

The development of permanent facilities, and control of the area used for the VORRA Rainbow Enduro, will ensure the long term viability of this important event. The development will also provide facilities for training and for staging of other events and activities.

**The estimated cost for the project is \$433,000, including contingency.**

The project will generate a **local economic benefit of \$486000**, bring at least 1000 tourists.

The Benefit: Cost ratio is positive after just one year.

The project land identified is currently Crown Land which managed by a local committee of management. DELWP and the committee currently license the use of the site to VORRA for Enduro events for the next three years.

The local management committee is aware of, and is supportive of the proposal, as it will benefit the Rainbow community.

The Proposal developed by Russell Eckermann of developing Enduro site has the potential to provide many benefits including Emergency activities Town protection.

**Motion:** Rainbow Town Committee approved Russell Eckermann the meeting Convenor of the Enduro Working Group to supply his infrastructure plans for the Enduro site to Bernard Young of the Plantation Timber and Water Reserve Committee.

**Moved:** Greg Roberts / Ross Heinrich – carried

**After further discussion a motion was passed supporting the application:**

**Motion:** that Rainbow Town Committee endorse, supports and strongly recommends the Enduro Working Group Project application proposal to enhance the Enduro OFF Road Race to reach future full economic potential for Rainbow community and business within the Municipality of Hindmarsh.

**Moved:** Michael Sullivan / Peta Bennett - carried

**Lighting and decoration Christmas for trees:**

**Motion:** for Julie McLean to spend up to \$400 on solar lights and decorations

**Moved:** Greg Roberts / Michael Sullivan - carried

**Decision re Federal Street seat and slat colours:**

**Motion:**

- Seat colours Green Frame with arm rests.
- Slat Colours Jarrah brushed.

**Moved:** Adrian Bennett / Peta Bennett – carried

**Corrections to tourism brochure:**

**Motion:** After some discussion it was decided that Ron Ismay would arrange a meeting with himself Greg Roberts, Graham Nuske and Jeff Woodward to work on this with and RTC to see a result prior to a final draft.

**Moved:** Michael Sullivan / Peta Bennett

**Lake Update from Trevor Oakley:**

- In the hands of solicitors to do transfers
- GWM suggested it could be from four to Six months before the pipe line goes in.

- We are trying to get some funding to push north bank out to aid access.
- Have had talk with Peter Ralph re looking to Veteran affairs of supplying a toilet and BBQ as a Memorial to returned Services.
- The committee will be Running Christmas raffle voucher

**New residents BBQ:**

Chairperson Leonie Clarke thanked everyone for their help with the New Residents BBQ suggesting that it was the most successful one we have had.

**ATM in Rainbow: is it possible:**

**Leonie suggested that we need an ATM in Rainbow**

This being the last meeting Chairperson Leonie Clarke wished all a joyous Christmas.

**As there was no further business Meeting Closed @ 8.39pm**



# MINUTES

## NHILL TOWN COMMITTEE

### Monday 18<sup>th</sup> November Annual General Meeting 2019

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#### 1. In Attendance

Brian McGennicken, Helen Ross, Pauline McCracken, Ross Barker, Catherine Bates, Bev Walker, Cr. David Colbert, Leith Dean, Jo Hayes, Janelle Reichelt and two Visitors.

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#### 2. Apologies

Helen Woodhouse-Herrick, Wes Dean.

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#### 3. Minutes

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#### 4. Finance Report

Finance report for the year ending 18/11/2019 was presented and accepted by the meeting on a show of hands.

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#### 5. Election of Office Bearer

Janelle Riechelt took the Chair, welcomed everyone to the AGM of the Nhill Town Committee and announced that all positions were declared vacant.

Nominations for the position of Chairperson of the Nhill Town Committee were asked for and Ross Barker was nominated by Helen Ross, seconded by Brian McGennicken. No other nominations were received. Passed by a show of hands.

A discussion was held and a new position of Vice Chair was created. All members were in agreement that this position be created. This was considered necessary to provide a Chair person during the absence of the nominated Chair. Nominations for this position were asked for and Pauline McCracken was nominated by Ross Barker, seconded by Helen Ross. No other nominations were received. Passed by a show of hands.

Nomination for the position of Secretary were asked for. Catherine Bates was nominated by Ross Barker and seconded by Pauline McCracken. No other nominations were received. Passed by a show of hands.

Nominations were asked for the position of Treasurer. Helen Ross, who had been acting Treasurer since March 2019 offered to continue in the position if a replacement was not found. Joanne Hayes nominated herself and a vote was taken. Helen and Jo left the room at 8.15 p.m. and returned at 8.20 p.m. The vote awarded the position to Joanne Hayes.

This concluded the election of Office Bearers and Janelle handed over the Chair to the newly elected Chairperson, Ross Baker who closed the proceedings of the Annual General Meeting for 2019.

FINANCIAL STATEMENT FOR TRADING FOR NHILL TOWN COMMITTEE

FROM 1<sup>ST</sup> DECEMBER 2018 TO 18<sup>TH</sup> NOVEMBER 2019

	Opening Bal.	Debits	Credits	Closing Bal.
Dec '18 – March '19	\$22,253.26	12,362.72	29.80	10,697.42
Mar/April 2019	10,697.42	413.27	500.00	9,822.54
April/May 2019	No transactions			
May/June 2019	9,882.54	777.08		9,105.46
June/July 2019	No Transactions			
July/August 2019	9015.46	39.00	7,500.00	16,556.46

Nhill Town Committee Treasurers Report 17/10/2019 to 18/11/2019

Chq #	Details	Date presented	Debit	Credit	Account Balance
	Opening Balance				\$13,741.68
285	Neighborhood House	21/10/2019	\$11.00		\$13,730.68
286	Nhill Free Press	25/10/2019	\$39.00		\$13,691.68
288	Nhill Free Press	18/11/2019	\$78.00		\$13,613.68
Closing Balance					\$13,613.68

Unpresented cheques

Chq #	Details	Chq date	Debit	Credit	Future balance
					\$0.00
					\$13,613.68

Overall financial position
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