



**MINUTES OF THE COUNCIL MEETING OF THE HINDMARSH SHIRE COUNCIL
HELD 21 OCTOBER 2020 AT THE NHILL MEMORIAL COMMUNITY CENTRE, 77-79
NELSON STREET, NHILL COMMENCING AT 3:00PM.**

*I certify that this material is suitable for printing, publishing or distribution on behalf of
Hindmarsh Shire Council during the election period.*

Greg Wood
Chief Executive Officer

AGENDA

1. Acknowledgement of the Indigenous Community and Opening Prayer

2. Apologies

3. Confirmation of Minutes

4. Declaration of Interests

5. Public Question Time

6. Correspondence

7. Assembly of Councillors

7.1 Record of Assembly

8. Planning Permit Reports

No reports.

9. Reports Requiring a Decision

- 9.1 Consideration of Hindmarsh Shire Council 2019/2020 Annual Report
- 9.2 Financial Report for the Period Ending 30 September 2020
- 9.3 Council Plan 2017-2021 Progress Report

10. Special Committees

- 10.1 Wimmera Mallee Pioneer Museum Minutes
- 10.2 Covid-19 Revitalisation Reference Group Minutes
- 10.3 Yurunga Committee of Management Minutes

11. Late Reports

12. Councillor Questions and General Business

13. Confidential Matters

14. Meeting Closed

Present:

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

In Attendance:

Mr Greg Wood (Chief Executive Officer), Ms Monica Revell (Director Corporate and Community Services), Ms Angela Hoy (Director Infrastructure Services), Ms Shauna Johnson (Executive Assistant), Mr Jeff Woodward (Tourism and Economic Officer).

1. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY AND OPENING PRAYER

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

2. APOLOGIES

3. CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the Ordinary Council Meeting held on Wednesday 24 September 2020 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/D Colbert

That the Minutes of the Ordinary Council Meeting held on Wednesday 24 September 2020 at the Nhill Memorial Community Centre, 77-79 Nelson Street Nhill as circulated to Councillors be taken as read and confirmed.

CARRIED

Attachment: 1

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

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

Declaration of direct or indirect interest must also be advised by Councillors at the

commencement of discussion of the specific item.

5. PUBLIC QUESTION TIME

Public question time is not available during the Election Period.

6. CORRESPONDENCE

6.1 GENERAL CORRESPONDENCE

Responsible Officer: Chief Executive Officer

Attachment Numbers: 2 - 4

Introduction:

The following correspondence is tabled for noting by Council.

Inwards:

- 30/09/2020 – Letter to Dr Anne Webster from The Hon Jason Wood MP regarding medical testing for citizenships in the Wimmera
- 12/09/2020 – Letter to Greg Wood from Colin Morrison, Acting Executive Director for Local Government Victoria, regarding Hindmarsh Annual Report 2019-2020

Outwards:

- 30/09/2020 – Letter to Minister for Local Government the Hon Shaun Leane MP regarding Hindmarsh Annual Report 2019-2020

RECOMMENDATION:

That Council notes the attached correspondence.

MOVED: CRS T Schneider/R Lowe

That Council notes the attached correspondence.

CARRIED

Attachments: 2 - 4

7. ASSEMBLY OF COUNCILLORS

Responsible Officer: Chief Executive Officer

Attachment Number: 5

Introduction:

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

RECOMMENDATION:

That Council accepts the Assembly of Councillors Record as presented.

MOVED: CRS D Nelson/R Ismay

That Council accepts the Assembly of Councillors Record as presented.

CARRIED

Attachment: 5

8. PLANNING PERMITS

No reports.

9. REPORTS REQUIRING A DECISION

9.1 CONSIDERATION OF HINDMARSH SHIRE COUNCIL 2019/2020 ANNUAL REPORT

Responsible Officer: Director Corporate & Community Services

Attachment Number: 6

Introduction:

The purpose of this report is to present the 2019/20 Annual Report for consideration by Council.

Discussion:

Council's Annual Report for the year ended 30 June 2020 has been prepared and forwarded to the Minister for Local Government in accordance with the Act, on 30 September 2020. The Annual Report provides a comprehensive overview of Council's activities for the period 1 July 2019 to 30 June 2020, including achievements in respect of a range of projects, services and assets managed and financial performance for the year ended 30 June 2020, for which the Auditor-General has provided unqualified audit opinions on the financial and performance statements. The report is intended as a point of reference for Council, staff, residents, shire businesses, community organisations and government departments.

Council has a statutory responsibility under the *Local Government Act 1989* (the Act) to prepare an Annual Report in respect of each financial year, containing a report on its operations, audited performance statement, audited financial statements and any other matter required by the Local Government Planning and Reporting Regulations.

Under section 134 of the *Local Government Act 1989*, Council must consider the Annual Report at a meeting open to the public as soon as practicable but within the time required by the regulations, after the Council has sent the annual report to the Minister. The meeting must be advertised at least 14 days prior in a public notice stating when the annual report will be discussed and the place from which copies of the annual report can be obtained before the meeting.

Notice of the preparation of the Annual Report and its consideration at the Council meeting on Wednesday 21 October 2020 was published in the Nhill Free Press and Dimboola Banner on Wednesday 07 October 2020, Rainbow Jeparit Argus on Thursday 08 October 2020 as well as on Council's website from 30 September 2020. The public notice advised that copies of the Annual Report could be inspected at Council's customer services centre in Nhill and on Council's website.

Options:

It is recommended that Council considers and notes the Annual Report 2019/2020.

Link to Council Plan:

4.6 An organisation that takes its risk management responsibilities seriously and embeds a culture of risk management throughout the organisation.

Financial Implications:

No implications.

Risk Management Implications:

Management of Council's legislative responsibilities in a timely manner will minimise Council's exposure to adverse impacts, improve effectiveness and generate efficiencies.

Conflict of Interest:

Under section 80C of the LGA officers providing advice to Council must disclose any interests, including the type of interest.

Author & Officer Responsible: Monica Revell, Director Corporate & Community Services

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

Communications Strategy:

Public notice of the preparation of the Annual Report was given in accordance with the *Local Government Act 1989*.

Electronic copies of Council's Annual Report will be made available on Council's website and in hard copy at Customer service centres within the Shire.

RECOMMENDATION:

That having considered the Annual Report 2019/2020 as presented, Council notes the report.

MOVED: CRS T Schneider/D Nelson

That having considered the Annual Report 2019/2020 as presented, Council notes the report.

CARRIED

Attachment: 6

9.2 FINANCIAL REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2020

Responsible Officer: Director Corporate and Community Services

Attachment Number: 7

Introduction:

The Financial Report for the first quarter of 2020/21 financial year has been prepared, including explanations of variances where applicable, and is presented for the information of Council.

RECOMMENDATION:

That Council notes the Financial Report for the period ending 30 September 2020 as presented.

MOVED: CRS R Ismay/R Lowe

That Council notes the Financial Report for the period ending 30 September 2020 as presented.

CARRIED

Attachment: 7

9.3 COUNCIL PLAN 2017-2021 PROGRESS REPORT

Responsible Officer: Director Corporate and Community Services

Attachment Number: 8

An update regarding the status of the strategic actions in the council plan 2017-2021 has been provided for Council information.

Conflict of Interest:

Under section 80C of the LGA officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible & Author: Monica Revell, Director Corporate & Community Services
In providing this advice as the Officer Responsible, I have no interests to disclose.

RECOMMENDATION:

That Council notes the Council Plan update for the first quarter of 2020/21.

MOVED: CRS T Schneider/R Ismay

That Council notes the Council Plan update for the first quarter of 2020/21.

CARRIED

Attachment: 8

| |
|-------------------------------|
| 10. SPECIAL COMMITTEES |
|-------------------------------|

10.1 WIMMERA MALLEE PIONEER MUSEUM MINUTES

Responsible Officer: Director Corporate & Community Services

Attachment Number: 9

Introduction:

The Wimmera Mallee Pioneer Museum held a meeting on 23 May 2020. The purpose of this report is to note the minutes from this meeting. A copy of the minutes is included as an attachment for the information of Council.

RECOMMENDATION:

That Council notes the minutes of the Wimmera Mallee Pioneer Museum meeting held on 23 May 2020.

MOVED: CRS D Colbert/R Lowe

That Council notes the minutes of the Wimmera Mallee Pioneer Museum meeting held on 23 May 2020.

CARRIED

Attachment: 9

10.2 COVID-19 REVITALISATION REFERENCE GROUP MINUTES

Responsible Officer: Director Corporate & Community Services
Attachment Number: 10

Introduction:

The Hindmarsh Shire Council COVID-19 Revitalisation Reference Group held a meeting on 6 October 2020. The purpose of this report is to note the minutes from this meeting. A copy of the minutes is included as an attachment for the information of Council.

RECOMMENDATION:

That Council notes the minutes of the Hindmarsh Shire Council COVID-19 Revitalisation Reference Group meeting held on 6 October 2020.

MOVED: CRS D Nelson/R Ismay

That Council notes the minutes of the Hindmarsh Shire Council COVID-19 Revitalisation Reference Group meeting held on 6 October 2020.

CARRIED

Attachment: 10

10.3 YURUNGA COMMITTEE OF MANAGEMENT MINUTES

Responsible Officer: Director Corporate and Community Services
Attachment Number: 11

Introduction:

The Yurunga Committee of Management held its general meeting on 27 August 2020. 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 Yurunga Committee of Management meeting held on 27 August 2020.

MOVED: CRS R Ismay/R Lowe

That Council notes the minutes of the Yurunga Committee of Management meeting held on 27 August 2020.

CARRIED

Attachment: 11

11. LATE REPORTS

No reports.

12. COUNCILLOR QUESTIONS AND GENERAL BUSINESS

13. CONFIDENTIAL REPORTS

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

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

14. MEETING CLOSE

There being no further business Cr R Gersch declared the meeting closed at 3:35pm.



MINUTES OF THE ANNUAL STATUTORY MEETING OF THE HINDMARSH SHIRE COUNCIL HELD 18 NOVEMBER 2020 AT THE NHILL MEMORIAL COMMUNITY CENTRE, 77-79 NELSON STREET NHILL COMMENCING AT 6:00PM.

AGENDA

1. Welcome – Chief Executive Officer

2. Acknowledgement of the Indigenous Community

3. Apologies

4. Oath of Office and Councillor Code of Conduct

5. Mayoral Term

6. Election of Mayor

7. Mayoral Response

8. Election of Deputy Mayor

9. Appointment of Delegates to Council Committees and External Organisations

10. Date of Next Annual Meeting

11. Councillor Service Awards

12. Meeting Close

Present:

Crs R Gersch, R Ismay, D Nelson, T Schneider, B Ireland, M Albrecht

In Attendance:

Mr Greg Wood (Chief Executive Officer), Ms Monica Revell (Director Corporate and Community Services), Ms Angela Hoy (Director Infrastructure Services), Ms Shauna Johnson (Executive Assistant).

1. WELCOME – CHIEF EXECUTIVE OFFICER

The Chief Executive Officer, Mr Greg Wood, declared the meeting open at 6:00pm.

The Chief Executive Officer advised that for the first part of the meeting he will act as Chairperson while several formal procedures are completed.

2. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY

Mr Greg Wood acknowledged the Indigenous Community.

Acknowledgement of the Indigenous Community

We acknowledge the Shire's Indigenous community as the first owners of this country. We recognise the important ongoing role that indigenous people have in our community and pay our respects to their elders and people both living and past.

3. APOLOGIES

4. OATH OF OFFICE AND COUNCILLOR CODE OF CONDUCT

Attachment Number: 1 – Oath/Affirmation of Office and Councillor Code of Conduct Declaration

Pursuant to the *Local Government Act 2020*:

Section 30 Oath or Affirmation of Office

- (1) A person elected to be a Councillor is not capable of acting as a Councillor until the person has taken the oath or affirmation of office in the manner prescribed by the regulations.
- (2) The oath or affirmation of office must be—
 - (a) administered by the Chief Executive Officer; and
 - (b) dated and signed before the Chief Executive Officer; and

- (c) recorded in the minutes of the Council, whether or not the oath or affirmation was taken at a Council meeting.

Section 139 Councillor Code of Conduct

- (6) Until a Council adopts a Councillor Code of Conduct under subsection (4), the Councillors must comply with the existing Councillor Code of Conduct.

Pursuant to the *Local Government (Governance and Integrity) Regulations 2020*:

Section 5 Oath or Affirmation of Office

For the purposes of section 30(1) of the Act, the prescribed manner for taking the oath or affirmation of office is—

- (a) in accordance with the requirements of Part 2 of the Oaths and Affirmations Act 2018; and
(b) in person or, with the approval of the Chief Executive Officer, by means of an audio visual link; and
(c) in the following form—

"I will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 and any other Act to the best of my skill and judgement."

The councillors-elect each decided to take the Oath of Office in the following order:

Ms Melanie Albrecht

Mr Rob Gersch

Mr Brett Ireland

Mr Ron Ismay

Ms Debra Nelson

Attachment Number 1 (attached to this document)

5. MAYORAL TERM

Section 23 (3) of the *Local Government Act 2020* states that before the election of the Mayor, a Council, other than the Greater Geelong City Council, must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.

RECOMMENDATION:

That the next Mayor of Hindmarsh Shire Council be elected for a one-year term.

MOVED: Cr R Gersch/Cr M Albrecht

That the next Mayor of Hindmarsh Shire Council be elected for a one-year term.

CARRIED

6. ELECTION OF MAYOR

Under Part 2 Clause 11 of Hindmarsh Shire Council Governance Rules:

- (1) At a Council meeting that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.
- (2) Subject to section 167 of the Act, any Councillor is eligible for the election or re-election to the office of Mayor.
- (3) The election of the Mayor, Deputy Mayor or acting Mayor must be chaired by the Chief Executive Officer.
- (4) The Mayor must be elected by an absolute majority of the Councillors.
 - (a) If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified time and date.
 - (b) If only one Councillor is a candidate for Mayor, the meeting must declare that Councillor to be duly elected as Mayor.
- (5) In this clause, absolute majority means the number of Councillors which is greater than half the total number of Councillors of Council.
- (6) The Chief Executive Officer will invite nominations for the office of Mayor.
- (7) Every nomination shall require a seconder.
- (8) Any Councillor may refuse nomination.
- (9) The method of voting will be by show of hands.
- (10) In determining the election of Mayor, the following will apply:
 - (a) where two nominations are received, the Councillor with the majority of votes will be declared elected;
 - (b) where there are two or more nominations and all votes cast are equally divided between two or more nominees, the election must be determined by lot;
 - (c) where there are two or more nominations received and the result has not been determined under (4)(b) and (10)(a) of this clause, the nominee with the fewest number of votes cast must be eliminated (and if more than one of them, the nominee determined by lot) and the names of the remaining nominees must be put to the vote again;
 - (d) the procedure in paragraph (10)(c) must be repeated until the

circumstances in paragraph (10)(b) apply or until there are only two nominees remaining in which case a further vote must be taken and the nominee with a majority will be declared elected or, if there is an equal division of votes, the election must be determined by lot.

- (11) If it is necessary to determine an election by lot, the Chief Executive Officer must place the names of the remaining candidates in a container and the candidate whose name is drawn first by the Chief Executive Officer will be declared elected as Mayor.
- (12) If the Mayor is unable to attend a Council meeting for any reason:
 - (a) any Deputy Mayor will be acting Chair; and
 - (b) if no Deputy Mayor has been elected, an acting Chair must be elected.
- (13) Any election of a Deputy Mayor or acting Chair of a Council meeting will follow the same procedure as that for an election of the Mayor.

Chief Executive Officer called for nominations and conducted the election for Mayor.

**Cr R Ismay nominated by Cr B Ireland, seconded by Cr R Gersch.
Cr D Nelson nominate by Cr D Nelson, seconded by Cr M Albrecht.**

Voting was by a show of hands.

Cr R Ismay was declared elected 3 votes to 2 votes.

Following declaration of voting, Cr R Ismay assumed the chair as Mayor.

| |
|----------------------------|
| 7. MAYORAL COMMENTS |
|----------------------------|

Mayor thanked councillors for their support and outlined some of his priorities as Mayor.

| |
|------------------------------------|
| 8. ELECTION OF DEPUTY MAYOR |
|------------------------------------|

Pursuant to the *Local Government Act 2020*:

Section 20A Office of Deputy Mayor

- (1) A Council may establish an office of Deputy Mayor.
- (2) If the Council has established an office of Deputy Mayor, the provisions of this Act relating to the office of Deputy Mayor apply.

RECOMMENDATION:

That Council elects a Deputy Mayor for the 2020/2021 year.

MOVED: Cr M Albrecht/Cr D Nelson

That Council elects a Deputy Mayor for the 2020/2021 year.

CARRIED

Under Part 2 Clause 12 of Hindmarsh Shire Council Governance Rules:

- (1) Clause 10, other than subclause (2), applies to the election of a Deputy Mayor by the Councillors as if any reference that clause to the Mayor was a reference to the Deputy Mayor.
- (2) Clause 11 applies to the election of a Deputy Mayor as if any reference in that section to the Mayor was a reference to the Deputy Mayor.

If the recommendation to elect a Deputy Mayor is adopted the Mayor will ask the Chief Executive Officer to conduct the election for a Deputy Mayor.

Chief Executive Officer called for nominations and conducted the election for Deputy Mayor.

Cr M Albrecht nominated by Cr D Nelson, seconded by Cr B Ireland.

There being no other nominations, Cr M Albrecht was declared elected.

| |
|---|
| 9. APPOINTMENT OF DELEGATES TO COUNCIL COMMITTEES AND EXTERNAL ORGANISATIONS |
|---|

The following Council organisations and external committees require the appointment of Council delegates for the period 2020/2021.

It is important that this list of Council appointments to external organisations is as complete as possible, as Council policy provides that travelling expenses and out of pocket expenses are payable for attendance at meetings of these organisations.

A Councillors role with these organisations is to provide strategic input, influencing outcomes that are consistent with goals in Council's Plan, and be a communication conduit between the organisation and Council.

Previous delegates, and appointments, are listed for convenience.

RECOMMENDATION:

That the Council's delegates for 2020/21 as proposed be adopted.

| No. | COUNCIL ADVISORY COMMITTEES | 2019/2020 DELEGATE | 2020/2021 DELEGATE |
|------------|--|-------------------------------|------------------------------|
| 1 | Audit Committee (2 required) | Cr T Schneider Cr D Nelson | Cr D Nelson Cr M Albrecht |
| 2 | Nhill Aerodrome Master Plan Advisory Committee | Cr D Colbert | No Delegate |
| 3 | Wimmera River Advisory Committee | Cr D Nelson | No Delegate |
| 4 | Nhill Town Committee | Cr D Colbert | Cr M Albrecht |
| 5 | Dimboola Town Committee | Cr T Schneider | New East Ward Councillor |
| 6 | Jeparit Town Committee | Cr R Lowe | Cr B Ireland |
| 7 | Rainbow Town Committee | Cr R Ismay | Cr R Ismay |
| 8 | COVID-19 Community Revitalisation Reference Group | Mayor Cr R Gersch | Mayor Cr R Ismay |
| | COMMUNITY ASSET COMMITTEES | | |
| 9 | Rainbow Civic Centre Committee | Cr R Lowe | Cr B Ireland |
| 10 | Rainbow Recreation Reserve Committee | Cr R Ismay | Cr R Ismay |
| 11 | Wimmera Mallee Pioneer Museum Committee | Cr R Lowe | Cr B Ireland |
| 12 | Yurunga Homestead Committee | No Delegate | Cr B Ireland |
| | EXTERNAL ORGANISATIONS | | |
| 13 | Municipal Association of Victoria | Cr R Gersch | Mayor Cr R Ismay |
| 14 | Rural Councils Victoria | Cr R Gersch | Cr R Gersch |
| 15 | North West Municipalities Association | Cr R Gersch | Cr R Gersch |
| 16 | Wimmera Development Association | Cr D Nelson | Cr M Albrecht |
| 17 | Wimmera Regional Transport Group | Cr T Schneider | Cr R Gersch |
| 18 | Western Highway Action Committee | Cr R Ismay | Cr R Ismay |
| 19 | Rail Freight Alliance | Cr R Ismay | Cr R Ismay |
| 20 | Wimmera Mallee Tourism Association | Cr R Ismay | Cr R Ismay |
| 21 | Grampians Central West Waste and Resource Recovery Group | Cr R Gersch | Cr R Gersch |
| 22 | Hindmarsh Landcare Network | Cr D Colbert | Cr M Albrecht |
| 23 | Wimmera Mallee Sustainability Alliance | Cr D Colbert | Cr D Nelson |
| 24 | Local Learning and Employment Network | Cr D Nelson | Cr D Nelson |

MOVED: Cr R Gersch/Cr B Ireland

That the Council's delegates for 2020/21 as proposed be adopted.

CARRIED

10. DATE OF NEXT ANNUAL MEETING

The date of the next Annual Meeting must be after the fourth Saturday in October and prior to 30 November 2021.

RECOMMENDATION:

That a Special Meeting to elect a Mayor and appoint delegates be held at 6pm Wednesday 10 November 2021 at the Nhill Memorial Community Centre, 77-79 Nelson Street, Nhill.

MOVED: Cr D Nelson/Cr R Gersch

That a Special Meeting to elect a Mayor and appoint delegates be held at 6pm Wednesday 10 November 2021 at the Nhill Memorial Community Centre, 77-79 Nelson Street, Nhill.

CARRIED

11. COUNCILLOR SERVICE AWARDS

The CEO presented MAV service awards to the following Councillors:

Cr R Ismay - 15 year's service
Cr R Gersch - 35 year's service

12. MEETING CLOSE

There being no further business Cr R Ismay declared the meeting closed at 6:22pm.



Hindmarsh
Shire Council

**Administration
Centre**

PO Box 250
92 Nelson Street
NHILL VIC 3418
Ph: (03) 5391 4444

email:
info@hindmarsh.vic.gov.au

website:
www.hindmarsh.vic.gov.au

ABN 26 550 541 746

**Customer Service
Centres**

Jeparit

10 Roy Street
JEPARIT VIC 3423
Ph: (03) 5391 4450

Dimboola

101 Lloyd Street
DIMBOOLA VIC 3414
Ph: (03) 5391 4452

Rainbow

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

Oath

I promise by Almighty God that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of the conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 or any other Act to the best of my skill and judgement.

Melanie Albrecht
Councillor

Date

Signature witnessed by:

Greg Wood
Chief Executive Officer

Date



Hindmarsh
Shire Council

**Administration
Centre**

PO Box 250
92 Nelson Street
NHILL VIC 3418
Ph: (03) 5391 4444

email:
info@hindmarsh.vic.gov.au

website:
www.hindmarsh.vic.gov.au

ABN 26 550 541 746

**Customer Service
Centres**

Jeparit

10 Roy Street
JEPARIT VIC 3423
Ph: (03) 5391 4450

Dimboola

101 Lloyd Street
DIMBOOLA VIC 3414
Ph: (03) 5391 4452

Rainbow

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

Oath

I swear by Almighty God that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of the conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 or any other Act to the best of my skill and judgement.

Rob Gersch
Councillor

18.11.2020

Date

Signature witnessed by:

Greg Wood
Chief Executive Officer

18/11/2020

Date



Hindmarsh
Shire Council

**Administration
Centre**

PO Box 250
92 Nelson Street
NHILL VIC 3418
Ph: (03) 5391 4444

email:
info@hindmarsh.vic.gov.au

website:
www.hindmarsh.vic.gov.au

ABN 26 550 541 746

**Customer Service
Centres**

Jeparit
10 Roy Street
JEPARIT VIC 3423
Ph: (03) 5391 4450

Dimboola
101 Lloyd Street
DIMBOOLA VIC 3414
Ph: (03) 5391 4452

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

Oath

I swear by Almighty God that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of the conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 or any other Act to the best of my skill and judgement.

Brett Ireland
Councillor

Date

Signature witnessed by:

Greg Wood
Chief Executive Officer

Date



Hindmarsh
Shire Council

**Administration
Centre**

PO Box 250
92 Nelson Street
NHILL VIC 3418
Ph: (03) 5391 4444

email:
info@hindmarsh.vic.gov.au

website:
www.hindmarsh.vic.gov.au

ABN 26 550 541 746

**Customer Service
Centres**

Jeparit
10 Roy Street
JEPARIT VIC 3423
Ph: (03) 5391 4450

Dimboola
101 Lloyd Street
DIMBOOLA VIC 3414
Ph: (03) 5391 4452

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

Oath

I swear by Almighty God that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of the conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 or any other Act to the best of my skill and judgement.

Ron Ismay
Councillor

18-11-2020

Date

Signature witnessed by:

Greg Wood
Chief Executive Officer

18/11/2020

Date



Hindmarsh
Shire Council

**Administration
Centre**

PO Box 250
92 Nelson Street
NHILL VIC 3418
Ph: (03) 5391 4444

email:
info@hindmarsh.vic.gov.au

website:
www.hindmarsh.vic.gov.au

ABN 26 550 541 746

**Customer Service
Centres**

Jeparit

10 Roy Street
JEPARIT VIC 3423
Ph: (03) 5391 4450

Dimboola

101 Lloyd Street
DIMBOOLA VIC 3414
Ph: (03) 5391 4452

Rainbow

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

Oath

I promise by Almighty God that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of the conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 or any other Act to the best of my skill and judgement.

Debra Nelson
Councillor

18.11.2020

Date

Signature witnessed by:

Greg Wood
Chief Executive Officer

18/11/2020

Date

Community Action Grants 2020-21 – Round One Assessment

| Organisation | Project No. | Funds requested | Hindmarsh Based Community Group / Organisation | Purpose | Quotes/ Supporting Docs | Bank Statement | Notes | Recommended Funding Amount |
|------------------------------|-------------|-----------------|--|----------------------------|-------------------------|----------------|--|----------------------------|
| Rotary Club - Nhill | 1 | \$500.00 | Yes | Insurance costs | Yes | Yes | Has had difficulty with usual fundraising events due to COVID-19 | \$500.00 |
| Rainbow Innovation Centre | 2 | \$500.00 | Yes | Room hire for Workshops | Yes | Yes | Hires space at the Oasis Rainbow, for a total of \$1,000 per annum | \$500.00 |
| Rainbow Progress Association | 3 | \$500.00 | Yes | Electricity | Yes | Yes | | \$500.00 |
| Woorak Hall Inc | 4 | \$500.00 | Yes | Insurance & Electricity | Yes | Yes | Has had difficulty with usual fundraising events due to COVID-19 | \$500.00 |
| Nhill Lawn Tennis Club | 5 | \$500.00 | Yes | Ongoing overheads for site | Yes | Yes | Has had to hire extra equipment due to loss of clubrooms | \$500.00 |
| Nhill Historical Society | 6 | \$500.00 | Yes | Utilities & ongoing costs | Yes | Yes | | \$500.00 |
| Rainbow Historical Society | 7 | \$500.00 | Yes | Utilities & ongoing costs | Yes | Yes | | \$500.00 |

Business Assistance Grants 2020-21 – Round One Assessment

| Organisation | Project No. | Funds requested | Business | Purpose | Quotes/ Supporting Docs | Bank Statement | Notes | Recommended Funding Amount |
|-------------------------------|-------------|-----------------|----------|--------------------------------|-------------------------|----------------|--|----------------------------|
| Nhill Gutter Cleaning | 1 | \$750.00 | Yes | Print/Radio business promotion | Yes | No | | \$750.00 |
| Emma Dickinson Group Fitness | 2 | \$241.50 | Yes | COVID-19 sanitising equipment | Yes | Yes | | \$241.50 |
| Wimmera Mallee Pioneer Museum | 3 | \$750.00 | No | Web-based business promotion | Yes | Yes | Community asset committee under council delegation | \$0.00 |
| J.A. Spreading Pty. Ltd. | 4 | \$485.00 | Yes | COVID-19 safety equipment | Yes | No | Ineligible (applied for other category) | \$0.00 |
| J.A. Spreading Pty. Ltd. | 5 | \$576.40 | Yes | Premium Signage | Yes | No | | \$576.40 |

POLICY

Privacy Policy



1 Purpose

The purpose of this policy is for Council to meet the Information Privacy Principles set out in the *Privacy and Data Protection Act 2014*, in relation to the management and handling of personal information.

2 Scope

This Policy applies to Council employees, Councillors, volunteers, Committee members and contractors of Hindmarsh Shire Council.

This Policy covers all personal information of person collected or received by Hindmarsh Shire Council, regardless of format, including information on forms; information collected in person; via telephone; any correspondence; or information collected from Council websites.

3 Definitions

Council means Hindmarsh Shire Council

IPPs means Information Privacy Principles

PDPA means Privacy and Data Protection Act

Personal information means information or an opinion about an individual whose identity is obvious or can reasonably be established, other than certain health or generally available information.

4 Policy statement

Council seeks to responsibly manage the personal information we handle and are committed to ensuring full compliance with the IPPs outlined in the Privacy and Data Protection Act. We believe that the responsible handling of personal information is a key aspect of democratic governance and are strongly committed to protecting an individual's right to privacy.

5 Information Privacy Principles

The ten Information Privacy Principles form the basis of the *Privacy and Data Protection Act 2014*. Municipal Councils must comply with the Information Privacy Principles, as set out below.

5.1 Collection of personal information (IPP 1)

Council will only collect personal information that is necessary for carrying out its functions or activities, and where reasonable and practicable, collection will be from a person directly.

Council will collect information in a variety of ways, including:

- during conversations between a person and Council representatives (face to face or via phone)
- when a person accesses and interacts with Council websites, social networking sites or send messages (SMS/MMS) to Council
- when a person makes an enquiry, provide feedback or complete an application form (online or in hard copy)
- from other sources (i.e. referred from another entity or unsolicited).

Depending on the reason, personal information collected typically includes, but is not limited, to the following:

- name
- address (residential, postal and/or e-mail)
- telephone number (work, home or mobile)
- date of birth
- signature
- motor vehicle registration number
- photograph and/or video footage.

Council holds personal information in various formats, including:

- public registers administered under various Acts
- general correspondence files
- personnel files
- client files
- property files
- rate database
- valuations database
- customer service databases
- mailing lists

Council shall take reasonable steps to ensure the person supplying the personal information is aware of the purpose the information is being collected for; how to contact Council; any third parties Council may disclose personal information to; any law that requires the information to be collected; and the main consequences, if any, for the person if all or part of the information is not provided.

Where lawful and practicable, Council will offer a person the option of remaining anonymous as part of a transaction with Council. However, as anonymity may limit Council's ability to process a complaint or other matter, Council reserves the right to take no action on any matter where an a person chooses not to supply relevant personal information so that it can perform its functions.

5.2 Use and disclosure of Information (IPP 2)

Council will take all necessary measures to prevent unauthorised access to, or disclosure of, personal information. Council will only use personal information within Council or disclose it outside of Council for the purpose for which it was collected, unless one the following apply:

- where Council has a person's consent
- for a related secondary purpose a person would reasonably expect
- or as required or permitted by the PDPA or any other legislation.

Council discloses personal information to external organisations such as contracted service providers, who perform various services for and on behalf of Council. Information provided to these contractors is limited to the information required for them to provide services to an individual on behalf of Council.

The law may authorise or require Council to disclose personal information about a person to debt collection agencies; other Government agencies; and law enforcement agencies (including a Court or the Police) in instances where Council is required to respond to a subpoena or provide information to assist with a criminal investigation.

Personal information provided by a person as part of a submission to Council or to a Committee of Council may be included with the published Agenda papers and Minutes of the meeting. The published Council Agenda papers and Minutes are available to view online at Councils website.

Personal information may also be contained in Council's Public Registers that are required or permitted by law to be made available for inspection by a member of the public.

5.3 Data Quality (IPP3)

Council will take reasonable steps to ensure that the personal information it collects, uses, holds, or discloses is accurate, complete, up to date, and managed in accordance with the *Public Records Act 1973*.

A person may request that Council amend any personal information they have supplied to it. See 5.1 for how to access and correct information.

5.4 Data Security (IPP4)

Council will take reasonable steps to ensure that personal information is stored safely and securely to protect it from misuse, loss, and unauthorised modification and disclosure. This applies regardless of the format in which the information is held.

Personal information that a person provides to Council which is no longer necessary for Council purposes will be disposed of in accordance with the *Public Records Act 1973*.

5.5 Openness (IPP5)

This policy details Council's management of personal information.

5.6 How to access and correct information (IPP6)

As Council is subject to the *Freedom of Information Act 1982* (Vic) (FOIA), access to, or correction of personal affairs information is managed under that legislation. For details on how to make an application under the FOIA to access personal affairs information please refer to Hindmarsh Shire Council's website at www.hindmarsh.vic.gov.au.

Under the FOIA, a person is also entitled to seek correction or amendment of a document containing their personal affairs information, where they believe the information is inaccurate, incomplete, out of date, or would give a misleading impression.

5.7 Unique Identifiers (IPP7)

Schedule 1 to the PDPA defines 'unique identifier' as:

An identifier (usually a number) assigned by an organisation to an individual uniquely to identify that individual for the purposes of the operations of the organisation but does not include an identifier that consists only of the individual's name but does not include an identifier within the meaning of the Health Records Act 2001.

Council will not assign, adopt, use, disclose, or require unique identifiers from persons except for the course of conducting normal Council business, or if required by law.

Council will only use or disclose unique identifiers assigned to a person by other organisations, if the person consents to the use and disclosure, or the conditions for use and disclosure as set out within the Act are satisfied.

5.8 Anonymity (IPP8)

Where lawful and practicable, Council will give a person the option of remaining anonymous as part of his or her transaction with Council.

Before a member of Council staff collects personal information they must first establish whether that particular information is required to complete their function or activity.

Anonymity may limit Council's ability to process a complaint or other matter. Therefore, if a person chooses not to supply personal information that is necessary for the Council to perform its functions, then Council reserves the right to take no further action on that matter.

5.9 Transferring Information Outside Victoria (IPP 9)

Council will only transfer personal information to an individual or organisation outside Victoria in the following circumstances:

- where Council has a person's consent
- if disclosure is in accordance with Privacy and Data Protection Act or other laws

5.10 Sensitive Information (IPP10)

Sensitive information is a subset of personal information. It is defined in the PDPA as *information or an opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, criminal record.*

Council will not collect sensitive information about a person except in circumstances prescribed in the PDPA or in circumstances whereby such information is both directly pertinent and necessary to the specific, proper and legitimate functions of one or more of its activities.

6 How to make a complaint or enquiry concerning privacy

The PDPA gives a person the right to complain if they believe their personal information has been mishandled.

Please note:

- complaints can only be made about an alleged breach that occurred after 1 September 2002, unless it is continuing
- a complaint must relate to a breach of one or more of the ten Information Privacy Principles
- a complaint should be made within 45 days of the complainant being made aware of the breach (although it may still be considered if there are reasons a person was not able to complain within the specified timeframe)
- complaints can only be about personal information that is recorded in some form.

Complaints must:

- be in writing and accompanied by a suitable form of identification (such as a copy of a driver's licence).
- provide a brief description of the incident: for example, the date of the incident, what personal information was involved and what form it was in (if known), for example paper records, electronic database.

The complainant must be the person who is directly involved in the complaint or the person making the complaint must be authorised in writing to represent the person directly involved in the complaint.

A complaint will be acknowledged within two business days and will be investigated as soon as practicable. A complainant will be provided with a written response within 30 days of the date the complaint is received by Council.

Complaints should be submitted to:

Manager Governance and Human Services
PO Box 250
Nhill VIC 3418

Alternatively, a complaint can be made to the Office of the Victorian Information Commissioner (OVIC), however the OVIC may decline to hear the complaint if the person has not made a complaint to Council first.

Where a complainant is not satisfied with the decision of the Council's Information Privacy Officer they may apply to the OVIC.

Contact details for the Commissioner are:

Office of the Victorian Information Commissioner

Phone: 1300 666 444

Email: privacy@cpdp.vic.gov.au

7 Relevant legislation

Privacy and Data Protection Act 2014

Freedom of Information Act 1982

Health Records Act 2001

Victorian Charter of Human Rights and Responsibilities Act 2006

Local Government Act 2020

Public Transparency Policy

8 Document Control

| | | | |
|--|-------------------|-----------------------------|---|
| Hindmarsh Shire Council Privacy Policy | | Policy Category | CORPORATE |
| Version Number | 3.0 | Policy Status | UNDER REVIEW |
| Approved/Adopted By | | Approved/Adopted on: | |
| Responsible Officer | DCCS | Review Date: | |
| Version History | Date | Version | Description |
| | July 2009 | 1.0 | Creation of Policy |
| | 7 December 2017 | 2.0 | Update of Policy |
| | 30 November 2018 | 2.1 | Review of Policy – minor formatting |
| | 21 September 2020 | 2.2 | Review of Policy – minor formatting changes. Inclusion of definitions and policy statement (Part 4) |



Australian Government

Geoscience Australia

Tripartite site access deed

Nhill Aerodrome – 78 Aerodrome Road, Nhill Victoria 3418

NHIL

Hindmarsh Shire Council (**Landholder**)

The Victoria State Government, represented by the Department of Environment, Land, Water and Planning (**Existing Operator**)

Commonwealth of Australia represented by Geoscience Australia (**Geoscience Australia**)

Tripartite site access deed

Nhill Aerodrome – 78 Aerodrome Road, Nhill Victoria 3418 - NHIL

| | |
|--|-----------|
| Details | 3 |
| Agreed terms | 4 |
| 1. Defined terms & interpretation | 4 |
| 1.1 Defined terms | 4 |
| 1.2 Interpretation | 4 |
| 1.3 Governing law and jurisdiction | 4 |
| 2. Geoscience Australia may access and use the Site | 5 |
| 2.1 Access to the Site | 5 |
| 2.2 Use of Site | 5 |
| 3. Term of the Deed and holding over | 5 |
| 3.1 Term of the Deed | 5 |
| 3.2 Yearly holding over | 5 |
| 4. Existing Access Agreement | 5 |
| 4.1 Compliance with Existing Access Agreement | 5 |
| 4.2 Remedy period | 5 |
| 5. GA Infrastructure | 5 |
| 5.1 Ownership of GA Infrastructure | 5 |
| 5.2 Removal of GA Infrastructure | 6 |
| 6. Insurance and indemnities | 6 |
| 6.1 Insurance | 6 |
| 6.2 Mutual indemnities | 6 |
| 7. General | 6 |
| 7.1 Inconsistency | 6 |
| 7.2 Counterparts | 6 |
| 7.3 Further action | 6 |
| 7.4 Waiver | 6 |
| 7.5 Costs and disbursements | 6 |
| Annexure A – Existing Access Agreement | 7 |
| Annexure A – Site Plan | 9 |
| Signing page | 10 |

Details

Date

Parties

Name Hindmarsh Shire Council
ABN 26 550 541 746
Short form name **Landholder**
Notice details 92 Nelson Street, Nhill VIC 3418
Email: wschulze@hindmarsh.vic.gov.au
Attention: Wayne Schulze

Name The Victoria State Government, represented by the Department of Environment, Land, Water and Planning
ABN 90 719 052 204
Short form name **Existing Operator**
Notice details 11, 2 Lonsdale Street, Melbourne, Victoria 3000
Email: alex.woods@delwp.vic.gov.au
Attention: Alex Woods

Name **Commonwealth of Australia represented by Geoscience Australia**
ABN 80 091 799 039
Short form name **Geoscience Australia**
Notice details Cnr Jerrabomberra Ave and Hindmarsh Drive, Symonston ACT 2609
Email: hanna.slattery@ga.gov.au
Attention: Hanna Slattery

Term **20 years**

Commencement date 1 December 2020
Expiry date 30 November 2040

Background

- A The Landholder is either the owner of the Land or has another form of long-term interest in the Land.
- B The Landholder and the Existing Operator have entered into the Existing Access Agreement to provide the Existing Operator with access to the Existing Site.
- C The Existing Operator and Geoscience Australia have entered into the Collaborative Project Agreement.
- D The Landholder and the Existing Operator have agreed that Geoscience Australia may access and use the Site on the terms of this document.

Agreed terms

1. Defined terms & interpretation

1.1 Defined terms

In this document:

Collaborative Project Agreement means the agreement of that name between the Existing Operator and Geoscience Australia in relation to agreement for collaboration on the National Positioning Infrastructure.

Commonwealth Entity means a Commonwealth Company, a Corporate Commonwealth Entity or a Non-corporate Commonwealth Entity as those terms are defined in the *Public Governance, Performance and Accountability Act 2013* (Cth).

Existing Access Agreement means the agreement between the Landholder and the Existing Operator, which may be in the form of a lease, licence or another form of agreement or deed providing for the access and use of the Existing Site by the Existing Operator, a copy of which is included at Annexure A to this document.

Existing Site means the part of the Land the Existing Operator is permitted to access and use in accordance with the Existing Access Agreement.

GA Infrastructure means any object, equipment, infrastructure or other item of personal property that is placed on or affixed to the Site by Geoscience Australia.

Land means the land known as Nhill Aerodrome – 78 Aerodrome Road, Nhill Victoria 3418 being the land described in certificate of title Volume 10882 Folio 727 Lot 2.

Permitted Use means collecting and communicating geoscientific and geospatial data by constructing, maintaining and operating scientific equipment including a Global Navigation Satellite System ground station, including but not limited to installing, storing, operating, repairing, maintaining, altering, and replacing scientific equipment consistent with the evolving nature of geoscientific and geospatial technology and any other use permitted by the Existing Access Agreement.

Site means the Existing Site as described in the Existing Access Agreement at Annexure A.

State means the state or territory in which the Land is located.

Term means the term of the Deed set out in Details

1.2 Interpretation

In this document, unless the contrary intention appears:

- (a) the singular includes the plural and vice versa, and a gender includes other genders;
- (b) another grammatical form of a defined word or expression has a corresponding meaning;
- (c) a reference to a party includes the party's executors, administrators, successors and permitted assigns and substitutes;
- (d) the meaning of general words is not limited by specific examples introduced by **including, for example** or similar expressions;
- (e) a rule of construction does not apply to the disadvantage of a party because the party was responsible for the preparation of this document or any part of it; and
- (f) headings are for ease of reference only and do not affect interpretation.

1.3 Governing law and jurisdiction

This document is governed by the law of the State and each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of the State.

2. Geoscience Australia may access and use the Site

2.1 Access to the Site

- (a) The Landholder and the Existing Operator consent to Geoscience Australia, its contractors and other persons authorised by Geoscience Australia, with or without materials, plant and other apparatus and vehicles, entering the Land during the Term to access the Site.
- (b) Without limiting clause 2.1(a), Geoscience Australia will endeavour to access the Site using the access routes agreed by the Landowner and Existing Operator (if any).

2.2 Use of Site

The Landholder and the Existing Operator consent to Geoscience Australia using the Site for the Permitted Use during the Term.

3. Term of the Deed and holding over

3.1 Term of the Deed

The Term commences on the Commencement Date and expires on the Expiry Date, subject to the provisions of this document.

3.2 Yearly holding over

If Geoscience Australia occupies the Site after the Expiry Date (other than pursuant to the grant of a further agreement) Geoscience Australia must do so as a yearly occupant for yearly terms thereafter on the same terms and conditions as this document as far as they apply to such a yearly occupation.

4. Existing Access Agreement

4.1 Compliance with Existing Access Agreement

- (a) The Existing Operator covenants with Geoscience Australia that it will:
 - (i) comply with the terms of the Existing Access Agreement; and
 - (ii) not cause the Existing Access Agreement to end prior to the expiry of its term.
- (b) Geoscience Australia covenants with the Existing Operator that it will not do anything which would result in the Existing Operator being in breach of the terms of the Existing Access Agreement.

4.2 Remedy period

The Landlord covenants with Geoscience Australia not to terminate the Existing Access Agreement in accordance with its terms on the basis of a breach or default of the Existing Operator without first giving written notice and allowing Geoscience Australia a reasonable period to remedy the breach or default.

5. GA Infrastructure

5.1 Ownership of GA Infrastructure

- (a) Geoscience Australia owns the GA Infrastructure.
- (b) Ownership of any GA Infrastructure left at the Site after the end of the Term will not pass to the Landholder or the Existing Operator.

5.2 Removal of GA Infrastructure

Geoscience Australia must remove any GA infrastructure from the Site within six months after the end of the Term unless the parties agree otherwise in writing.

6. Insurance and indemnities

6.1 Insurance

While Geoscience Australia is a Commonwealth Entity and maintains arrangements for risk coverage through Comcover or any equivalent successor, it is not required to take out any other insurance under this document.

6.2 Mutual indemnities

Each party will indemnify the other parties from and against all losses, damages, liabilities, actions, suits, claims, demands, costs and expenses of every kind arising from negligent or unlawful acts or omissions and any breach of the Existing Access Agreement or this document, by the indemnifying party except to the extent caused, or contributed, to by the indemnified party's act, omission, neglect or default.

7. General

7.1 Inconsistency

If any provision in this document is inconsistent with the Existing Access Agreement, the provision of this document prevails.

7.2 Counterparts

This document may be executed in any number of counterparts.

7.3 Further action

Each party must use reasonable efforts to do all things necessary or desirable to give full effect to this document.

7.4 Waiver

Waiver of any provision of or right under this document:

- (a) must be in writing signed by the party entitled to the benefit of that provision or right; and
- (b) is effective only to the extent set out in any written waiver.

7.5 Costs and disbursements

Geoscience Australia will reimburse the Landholder for its reasonable legal costs in relation to the preparation, review, negotiation and execution of this document, not exceeding \$1,000.00 (including GST) subject to receipt of a valid tax invoice and evidence of such legal costs being incurred and paid for by the Landholder.

Annexure A – Existing Access Agreement

In the matter of the provision, maintenance and operation of an AuScope GNSS Continuously Operating Reference Station [CORS] within the boundaries of the Nhill Aerodrome, owned and maintained by Hindmarsh Shire Council.

MEMORANDUM OF UNDERSTANDING

Dated:

Between:

The Department of Sustainability and Environment represented by ***Land Victoria*** through the Office of Surveyor General of Marland House, 570 Bourke Street, Melbourne, Vic 3000.

and

Hindmarsh Shire Council of 92 Nelson Street, Nhill, Vic 3418.

Background:

Land Victoria has requested of Hindmarsh Shire Council that an AuScope CORS be established within the boundaries of the Nhill Aerodrome. This Memorandum of Understanding is to formalise the conditions which apply to the services for the ongoing maintenance and operation of such a station.

Services:

The undersigned, representing the organisations named above, agree to the provision of the separate services, at their own costs, as set out below.

Land Victoria

- To establish the CORS in accordance with the specifications as supplied by Geoscience Australia acting as an agent for AuScope.
- To provide a bollard-surrounded site and local infrastructure and support as appropriate for the purposes of maintenance and equipment replacement.
- To conduct local surveys for reference and ancillary marks as and when agreed between Geoscience Australia and Land Victoria.

Hindmarsh Shire Council

- To provide general monitoring of the site and report any obvious damage or threats to the installation to Land Victoria.
- To provide all reasonable access to Land Victoria staff for the purposes of necessary maintenance, software upgrade or equipment replacement, recognising the specific security requirements of the Nhill Aerodrome.
- To provide an early warning of any local physical changes which may affect the operation of the CORS.

Representatives and Parties:

Land Victoria

Hindmarsh Shire Council

Any change of representative of either Organisation is to be notified to the other representative.

Signed as a Memorandum of Understanding:

Signed for Land Victoria by its duly appointed representative

Representative's Signature

Witness' Signature

Representative's Position

Date

Signed for Hindmarsh Shire Council by its duly appointed representative

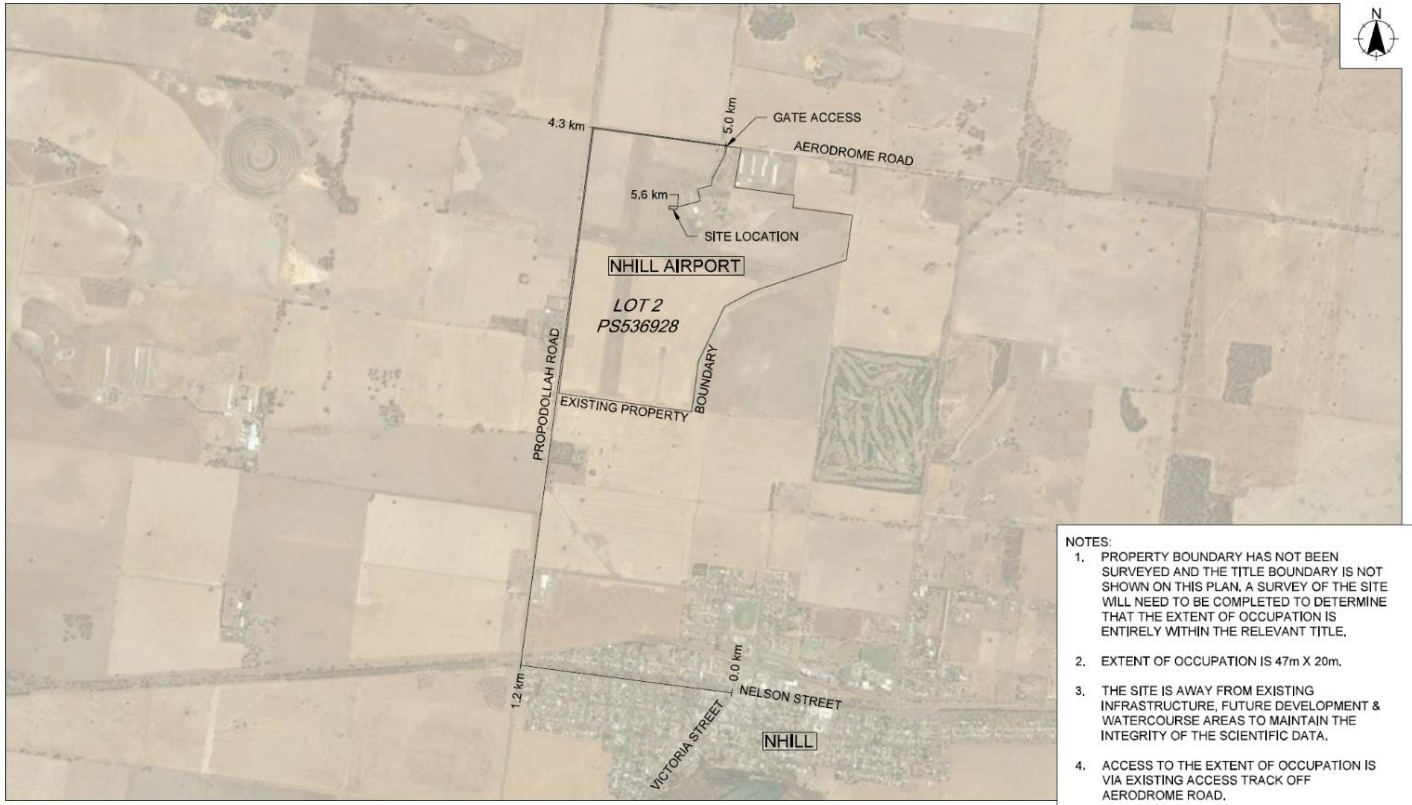
Representatives Signature

Witness' Signature

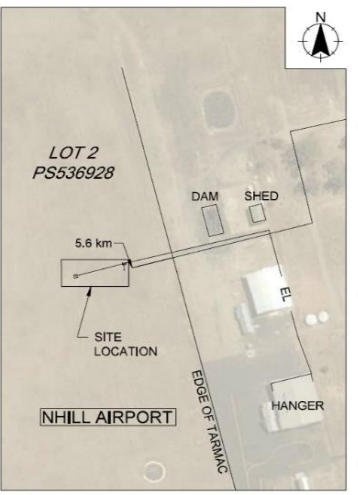
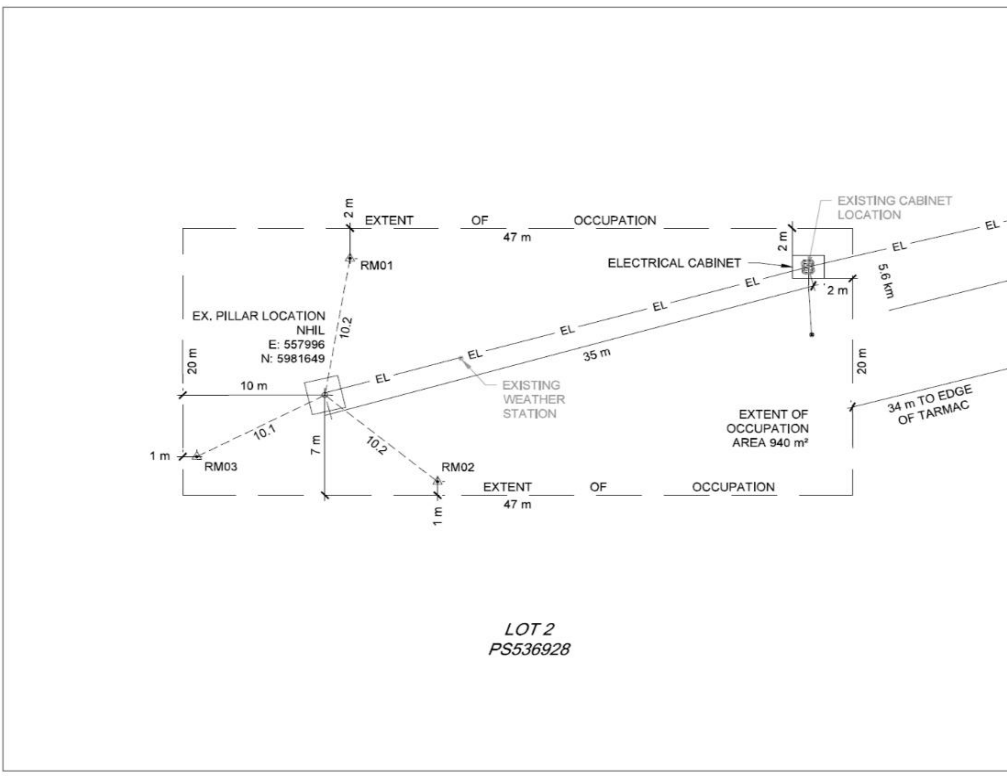
Representative's Position

Date

Annexure A – Site Plan



- NOTES:**
1. PROPERTY BOUNDARY HAS NOT BEEN SURVEYED AND THE TITLE BOUNDARY IS NOT SHOWN ON THIS PLAN. A SURVEY OF THE SITE WILL NEED TO BE COMPLETED TO DETERMINE THAT THE EXTENT OF OCCUPATION IS ENTIRELY WITHIN THE RELEVANT TITLE.
 2. EXTENT OF OCCUPATION IS 47m X 20m.
 3. THE SITE IS AWAY FROM EXISTING INFRASTRUCTURE, FUTURE DEVELOPMENT & WATERCOURSE AREAS TO MAINTAIN THE INTEGRITY OF THE SCIENTIFIC DATA.
 4. ACCESS TO THE EXTENT OF OCCUPATION IS VIA EXISTING ACCESS TRACK OFF AERODROME ROAD.



- NOTES:**
1. ALL DIMENSIONS SHOWN ON THIS PLAN ARE APPROXIMATE ONLY AND MAY BE SUBJECT TO CHANGE. FINAL DIMENSIONS WILL BE CONFIRMED AT CONSTRUCTION.
 2. FINAL POSITION OF PILLAR AND FEATURES WILL BE SURVEYED UPON COMPLETION OF CONSTRUCTION. COORDINATES SHOWN ARE APPROXIMATE UNTIL THEN.
 3. ACCESS TO THE SITE, ONGOING & FOR CONSTRUCTION, WILL BE VIA EXISTING ACCESS TRACK OFF AERODROME ROAD.
 4. CABLE LOCATION SHOWN ARE INDICATIVE ONLY AND BASED UPON INFORMATION SUPPLIED AND HAVE NOT BEEN VERIFIED. OTHER UNDERGROUND OR ABOVE GROUND CABLES MAY ALSO EXIST WITHIN THE SITE

| | | | | | | | | | | | | | | | |
|-------|----|------|----------|--|--|--|--|---|--|---|--|--|--|---|--|
| | | | | <p>UNLESS OTHERWISE NOTED DIMENSIONS SHOWN ARE IN METRES, COORDINATES SHOWN ARE 254 GDA2020, ALL COORDINATES AND DIMENSIONS SHOWN ARE APPROXIMATE ONLY.</p> <p>SUBJECT PROPERTY: Land Description: LOT 2 PS536928 Local Authority: Hindmarsh Shire Council Tenure/Freehold: Crown Land</p> | | | | <p>DRAWN WM DATE 20.07.2020</p> <p>CHECKED JK DATE 20.07.2020</p> <p>DESIGNED WM DATE 20.07.2020</p> <p>APPROVED JK DATE 20.07.2020</p> | | <p>Australian Government Geoscience Australia</p> <p>POSITIONING AUSTRALIA</p> <p>CNR JERRARDOMBERA AVE & HINDMARSH DR SYDNEY NSW ACT 2059 www.ga.gov.au AEN 80 051 799 029</p> | | <p>TITLE Proposed Site Layout - Nhill CORS</p> <p>SCALE DO NOT SCALE</p> <p>DRAWING NUMBER NPL_VIC_NHILL_SL1</p> <p>SHEET 2 of 2</p> | | <p>REV 0</p> <p>A3</p> <p>CAD FILE NO. NPL_VIC_NHILL_SL1_20200720</p> | |
| ISSUE | BY | DATE | REVISION | ZONE | | | | | | | | | | | |

Signing page

EXECUTED as a deed

| | |
|--|--|
| SIGNED Hindmarsh Shire Council | |
| _____ Signature of witness | _____ Signature of delegate/director |
| _____ Name of witness (BLOCK LETTERS) | _____ Name of delegate/director (BLOCK LETTERS) |
| _____ Address of witness | _____ Position of delegate/director |
| _____ Occupation of witness | |

Landholder execution

| | |
|---|---|
| SIGNED for and on behalf of The Victoria State Government, represented by the Department of Environment, Land, Water and Planning by its duly authorised delegate in the presence of | |
| _____ Signature of witness | _____ Signature of delegate |
| _____ Name of witness (BLOCK LETTERS) | _____ Name of delegate (BLOCK LETTERS) |
| _____ Address of witness | _____ Position of delegate |
| _____ Occupation of witness | |

Existing Operator execution

Geoscience Australia execution

SIGNED for and on behalf of the
Commonwealth of Australia as represented
by **Geoscience Australia** by its duly authorised
delegate in the presence of

Signature of witness

Signature of delegate

Name of witness (BLOCK LETTERS)

Name of delegate (BLOCK LETTERS)

Address of witness

Position of delegate

Occupation of witness

Wimmera Mallee Pioneer Museum

Dimboola Road,
Jeparit, Victoria 3423

Email: wmpmjeparit@gmail.com
Facebook: www.facebook.com/WMPMJeparit

Minutes for Saturday September 19, 2020 10.30am Briarley House

1 Welcome

The President welcomes members and guests.

2 Present

Tige Mannington (TM), Peter Pumpa (PP), Wendy Werner (WW), Mary Anne Paech (MP),
Merilyn Lowe (ML), Yvonne Dippel (YD),

3 Apologies

Trevor Chilton (TC), Aaron McLean (AMc), Greg Schwedes (GS),
Ron Lowe (RL), Jeff Woodward (JW)

Motion: To accept the apologies.

Moved: Mary Anne Paech Seconded: Tige Mannington CARRIED

4 Minutes of Previous Meeting

Our last OFFICIAL meeting was May 23, 2020. The last meeting, on June 06, 2020 was an unofficial meeting due to Corona Virus restrictions. The actions are therefore incorporated into this meeting. Motions moved at the June meeting are now carried forward for **ratification** at this meeting.

Motion: To accept the Minutes of the May23 2020 meeting to be a true and correct record of that meeting.

Moved: Yvonne Dippel Seconded: Merilyn Lowe CARRIED

Resolutions and Proposed Motions from June 06 Meeting to be finalised

- 1) Refund of \$99 to Y Dippel to cover Microsoft Fee for use of Word10 program for preparation of Minutes, Agendas, and poster artwork for the Museum. Council was previously requested to provide Word software for the Museum use in 2019 – not supplied

Motion: To refund Y Dippel \$99 for this year. Alternative solution to be found for future. [Note: Suitable Program disc supplied since this meeting for next year]

Moved: Mary Anne Paech Seconded: Merilyn Lowe CARRIED

- 2) a. Submission to HSC for Budget increase for 2020/2021FY. Current Budget of \$39,000 shared with Yurunga House in Rainbow adequate only for Urgent Maintenance.
b. Request funding for implementation of the Masterplan, and possible appointment of a Curator for the Museum. Decision: Include in Submission for Budget 2021.
c. Ensure that changes to WMPM Entrance Fees are requested in the WMPM Budget submission for presentation to HSC in January.
d. Request funding for planned Routine Maintenance including building painting.

Motion1: In the 2021 Budget Submission to HSC, request an increase in the allocation for Urgent Maintenance, planned Routine Maintenance for Buildings and Exhibits, and to push forward the items of the Masterplan as separate items.

Moved: Yvonne Dippel. Seconded: Tige Mannington Motion LOST – 4:2

**Motion2: In the next Budget Submission, include a 2nd Budget item to be used specifically for the Masterplan items to be actioned during each Financial Year.
 Moved: Yvonne Dippel. Secended: Merilyn Lowe CARRIED**

**From the meeting of May 23,2020: This item needs to be revisited to clarify next action.
 Grant lighting- Decide on Lighting supplier and positions –**

- Commercial lighting options determined as best “fit for purpose” compared to Vintage-look options. **CARRIED BY CONCENSUS May 23.**
- Seven lights for \$10K for Century 40. **CARRIED BY CONCENSUS May 23**
- Seven poles at \$330/ea. **CARRIED BY CONCENSUS May 23**
- WC to investigate if better pricing is available from importers. If not, order from Green Frog **CARRIED BY CONCENSUS May 23**
- Positions determined. Committee to install poles and fitting. **CARRIED BY CONCENSUS May 23**

Motion in two parts:

- a) Will Chilton to investigate better price direct from importers. **DONE – UNSUCCESSFUL**
- b) Contact **Green Frog Systems** and order lighting for the Solar Light Grant managed by Phil King. This will be for free-standing and attached to buildings. A map for lights positions is attached. Committee to arrange installation.

Moved: Trevor Chilton Secended: Merilyn Lowe CARRIED

Motion as Ratified: Wendy Werner to contact Green Frog Systems and order lighting for the Solar Light Grant as managed by Phil King.

Moved: Yvonne Dippel Secended: Merilyn Lowe CARRIED

5 Treasurer’s Report

Mary Anne Paech report

Balance Sheet May 2020

| | | | | | |
|---|--------------------|-----------------------------|----------|------------|---------------------|
| Opening Balance | Chq# | 01.05.2020 | | | \$ 11,218.57 |
| Plus Receipts | | | | | |
| Wood Sales x 2 | | \$ 300.00 | | | |
| Wimmera Bearings - Sponsorship | | \$ 200.00 | | | |
| | | \$ 500.00 | | | \$ 500.00 |
| | | | | | \$ 11,718.57 |
| Less Expenses | | | | | |
| T Ismay & Co - | | | \$ 33.44 | | |
| Kitchen Window Glass | | | | | |
| Total Expenses | | | \$ 33.44 | | \$ - 33.44 |
| | | | | | \$ 11,685.13 |
| Less Cheques Presented | | | - | | |
| | | | | | |
| Plus Unpresented Cheques | | | - | | |
| | | | | | \$ - |
| | | | | | \$ 11,685.13 |
| 31.05.2020 BALANCE AS PER BANK STATEMENT | | | | | \$ 11,685.13 |
| | | | | Cash Float | \$ 240.00 |
| | | | | Petty Cash | \$ 50.35 |
| | | | | | |
| Term Deposits | | Interest on Maturity | | | |
| Mature 23.09.2020 | \$13,943.48 | \$ 70.30 | | | |
| Mature 27.01.2021 | \$ 5,107.76 | \$ 74.94 | | | |
| TOTAL | \$19,051.24 | | | | \$19,051.24 |

| Cheque | Account | +Term Deposits | +Float & Petty Cash | TOTAL | \$31,026.72 |
|--------|---------|----------------|---------------------|-------|-------------|
|--------|---------|----------------|---------------------|-------|-------------|

Balance Sheet June 2020

| | | | | | |
|---|--------------------|-----------------------------|--------------------------------|--------------|---------------------|
| Opening Balance | Chq# | 31.05.2020 | | | \$ 11,685.13 |
| Plus Receipts | | | | | |
| Wood Sales x8 @ \$100 | | \$ 800.00 | | | |
| Museum Entries - June | | \$ 182.00 | | | |
| Souvenirs – June | | \$ 40.00 | | | |
| Ice-creams / Drinks - June | | \$ 4.00 | | | |
| Donation | | \$ 25.00 | | | |
| | | \$ 1,051.00 | | | \$ 1,051.00 |
| | | | | | \$ 12,736.13 |
| Less Expenses | | | | | |
| Wendy Werner– (Binding Machine) | 1112 | | \$ -159.00 | | |
| Yvonne Dippel | 1118 | | \$ -975.00 | | |
| - Camera (Cataloguing) | | \$ - 876.00 | | | |
| - Microsoft Software | | \$ - 99.00 | | | |
| Elliot Quality Painters (Woorak West Church) | 1119 | | \$-5,500.00 | | |
| Total Expenses | | | \$ -6,634.00 | | \$ - 6,634.00 |
| | | | | | \$ 6,102.13 |
| Plus Unpresented Cheques | | | | | |
| Wendy Werner (1112) | \$ 159.00 | | | | \$ 159.00 |
| 30.06.2020 BALANCE AS PER BANK STATEMENT | | | | | \$ 6,261.13 |
| | | | | Cash Float | \$ 240.00 |
| | | | | Petty Cash | \$ 50.35 |
| Term Deposits | | Interest on Maturity | | | |
| Mature 23.09.2020 | \$13,943.48 | \$ 70.30 | | | |
| Mature 27.01.2021 | \$ 5,107.76 | \$ 74.94 | | | |
| TOTAL | \$19,051.24 | | | | \$19,051.24 |
| Cheque | Account | +Term Deposits | +Float & Petty Cash | TOTAL | \$25,602.72 |
| ** \$24.00 Discrepancy (less) | | | | | |

Balance Sheet July 2020

| | | | | | |
|----------------------------|-------------|--------------------|-------------|--|--------------------|
| Opening Balance | Chq# | 01.07.2020 | | | \$ 6,261.13 |
| Plus Receipts | | | | | |
| Wood Sales x9 @ \$100 | | \$ 900.00 | | | |
| Museum Entries - July | | \$ 482.00 | | | |
| Souvenirs – July | | \$ 110.50 | | | |
| Ice-creams / Drinks - July | | \$ 67.50 | | | |
| Donation | | \$ 74.70 | | | |
| Sale Garden Shed | | \$ 120.00 | | | |
| | | \$ 1,754.70 | | | \$ 1,754.70 |
| | | | | | \$ 8,015.83 |
| Less Expenses | | | | | |
| Yvonne Dippel | | | | | |
| Camera Stand (Cataloguing) | | | \$ - 349.00 | | |
| Elgas Ltd | | | \$ - 126.13 | | |
| The Old Machinery Magazine | | | \$ - 65.00 | | |
| - Subscription | | | | | |
| Jeparit Supermarket | | | \$ - 72.84 | | |
| Total Expenses | | | \$ - 612.97 | | \$ - 612.97 |
| | | | | | \$ 7,402.86 |

| | | | | | |
|---|--------------------|-----------------------------|-----------------------|--------------------------------|--------------------|
| 30.07.2020 BALANCE AS PER BANK STATEMENT | | | | | \$ 7,402.86 |
| | | | | Cash Float | \$ 240.00 |
| | | | | Petty Cash | \$ 50.35 |
| Term Deposits | | Interest on Maturity | | | |
| Mature 23.09.2020 | \$13,943.48 | \$ 70.30 | | | |
| Mature 27.01.2021 | \$ 5,107.76 | \$ 74.94 | | | |
| TOTAL | \$19,051.24 | | | | \$19,051.24 |
| | Cheque | Account | +Term Deposits | +Float & Petty Cash | |
| | | | | TOTAL | \$26,744.45 |

Balance Sheet for August 2020

| | | | | | |
|---|--------------------|-----------------------------|-----------------------|--------------------------------|--------------------|
| Opening Balance | Chq# | 01.08.2020 | | | \$ 7,402.86 |
| Plus Receipts | | | | | |
| Wood Sales x15 @ \$100 | | \$ 1,550.00 | | | |
| Museum Entries - August | | \$ 64.00 | | | |
| Souvenirs – August | | \$ | | | |
| Ice creams / Drinks - August | | \$ 11.50 | | | |
| Donation - August | | \$ 22.00 | | | |
| Total Receipts | | \$ 1647.50 | | | \$ 1,647.50 |
| | | | | | \$ 9,050.36 |
| Less Expenses | | | | | |
| Elgas Ltd | 1124 | | \$- 79.20 | | |
| Wimmera Native Nursery | 1125 | | \$ -221.40 | | |
| Northwest Print – A4Museum Posters | 1126 | | \$ -143.00 | | |
| Jeparit Supermarket | 1127 | | \$ - 18.40 | | |
| Total Expenses | | | \$ -462.00 | | \$ -462.00 |
| | | | | | \$ 8,588.36 |
| Plus Unpresented Cheques | | | | | |
| Supermarket | 1127 | \$ 18.40 | | | \$ 8,606.76 |
| Less Presented Cheque | 1112 | | \$ -159.00 | | \$ 8,447.76 |
| | | | | | |
| 31.08.2020 BALANCE AS PER BANK STATEMENT | | | | | \$ 8,447.76 |
| | | | | Cash Float | \$ 240.00 |
| | | | | Petty Cash | \$ 50.35 |
| Term Deposits | | Interest on Maturity | | | |
| Mature 23.09.2020 | \$13,943.48 | \$ 70.30 | | | |
| Mature 27.01.2021 | \$ 5,107.76 | \$ 74.94 | | | |
| TOTAL | \$19,051.24 | | | | \$19,051.24 |
| | Cheque | Account | +Term Deposits | +Float & Petty Cash | |
| | | | | TOTAL | \$27,789.35 |

Motion: To accept the Treasurer's report.

Motion: Mary Anne Paech Seconded: Merilyn Lowe CARRIED

Motion: To pay outstanding invoices as attached

Motion: Mary Anne Paech Seconded: Merilyn Lowe CARRIED

Motion: To re-invest Term Deposit maturing 23/09/2020 at best interest rate/time available as determined by the Treasurer.

Motion: Mary Anne Paech Seconded: Merilyn Lowe CARRIED

6 Correspondence

Inwards

- HSC Changes to Local Govt Act - S86 Committees replacement options
- JRCCI – request for Letter of Support
- Hindmarsh Shire Community Action Grants
- YD – Meeting Agenda
- YD – Artwork draft for Front Gate Signage
- Victorian Collections: New Password
- HSC Facebook Admin – require motion to add editors
- JW – Reopening Plan
- Heidi Lee- QR Code Poster
- WC – Engineering/Lighting advice
- JW – Drone photos of museum (front gate project)
- Alex Brereton – Probus media kit
- HSC – Covid 19 updates
- YD – Artwork for reopening poster
- J Johnson – Blacksmith timetable
- YD – Photos from BBQ, new ramp at Brierley and Albacutya
- WMT – tourism master plans (2)
- D Topping: Blacksmith photos for Facebook
- Greythorn Probus reschedule visit from 27/8/2020 to 18/3/2021
- Louise Dillon – Request for letter of support Jeparit Rural Community Centre Inc
- MAVEC: July Newsletter
- MP – May/June Treasurer’s Report
- HSC Community Action Grants (possible internet connection) due October 30th 2020
- HSC – Stump replacement Albacutya
- HSC – Closure of Museum – Wed 5th August
- WNN Invoice for plants – front of Brierley Homestead
- HSC – Forward Invoice Bake Builders – re straightening Straw Shed (\$12,103.52)
- MP – June and July 2020 Treasurer’s Report
- Adrian Spurr – Grant Application and Printing Classes (on hold during restrictions)
- HSC – Local History Grants Program – Significance Assessment – Successful.
- HSC AGM Notification – Election Period – no AGM, general meetings/media postings, Sept 21 to Oct24 2020.
- Steve Kennealy: Research request – local Carpenter/Builder.
- Victor: Cartalk Website – Posting for Jeparit incl. Museum.
- YD – draft Agenda and Gates design
- J Johnson: Question regarding reopening
- ML: Dimboola Historical Society, Stawell Historical Society and Sporting Club Constitution and Statement of Purpose

Outwards

- JRCCI –Letter of Support
- Responses and forward inward mail
- YD Arts and culture return to Business Guidelines update
- Intent to hold Event – 50th Anniversary
- HSC: Request to update Covid Plan – to include masks
- HSC: Facebook editors
- HSC Reporting

- Victorian Collections: Request to change password
- Magneto Man: Request for assistance with Magneto for engine in Blacksmith Shop
- HSC: Request for information regarding Community Asset Status
- Northwest Press: Request for poster printing for advertising in regional motels
- HSC Committee: Let's Stay Connected Grant: Request for Internet access, laptop, Website?
- Request to Advertise: AGM Saturday 31st Oct 2020 at the Museum.
- HSC Grant Connect: Visions Australia Request for help to write Grant
- HSC: Request to allow sale of food goods (sauces and relishes)

Motion: To accept the correspondence.

Moved

WW

Seconded

CARRIED

7 Business arising from Correspondence

1) **HSC Changes to Local Govt Act 2020 - S86 Committees replacement options.** S86 Committees will become either

- a Delegated Committee which must include 2 Councillors and any other persons appointed by the Council who are entitled to vote. A Delegated Committee Meeting must be chaired by a Councillor appointed by the Council or the Mayor. Also required to comply with the Governance Rules and Committee members must complete personal interest returns under Sec 132 -134 of the Act.
- or
- a Community Asset Management Committee may be established by the Council for the purpose of managing a community asset in the municipality. Council may appoint as many members as required to achieve the purpose of the CAM Committee. The CEO may delegate any power, duty, or function as held by the CEO to members of the CAM Committee, specifically including financial delegation to a specified limit; compliance with specified governance requirements to ensure standards of probity; and specified monitoring and reporting of activities of the CAM Committee. **An annual report** will need to be submitted to Council detailing activities and performance of the CAM Committee.
- Committees also have the option to become an incorporated association which means that they will no longer fall under the scope of Council and will be **responsible of their own public liability**.
- **Council is proposing that the WMPM Committee should become a Community Asset Management Committee, responsible for reporting to the CEO in lieu of the Council and comprising of 1 Councillor and 1 staff member, with the remainder being volunteers from the Community.**
- Council has advised that should the WMPM Committee elect to become a Delegated Committee that it is not in a financial position to fund any paid personnel to facilitate such a Committee. Possible conclusion: Delegated Committee could be detrimental to the continuance of the Museum as a working facility
- Discussion points:
- Changes to our operations
- Any changes to Maintenance funding

Included as Information Only: *Original Motion Lapsed due to Lack of Timely Meeting during Covid 19 Restrictions to consider the Motion.*

2) **JRCCI – Letter of Support – Discussion considered the implications of involvement with this group. Consensus saw advantages and benefits to the Museum of supporting the JRCCI.**

Motion: that the letter of support be sent to the JRCCI.

Moved:

Wendy Werner

Seconded:

Yvonne Dippel

CARRIED

NFA

3) **HSC Community Action Grants due 30th Oct 2020**

Discussion: How to best use the funding from such a grant up to \$500 to benefit the Museum. Computer and Stationery Supplies, Internet Access for streaming and meeting

purposes during continuing Covid restrictions.

Motion: YD to prepare the submission for a HSC Community Action Grant to be used for Internet access for Virtual Meetings, streaming and access to the Cloud based Museum Collection Catalogue, Computer Supplies, and Stationery items.

Moved: Wendy Werner Seconded: Mary Anne Paech CARRIED

- 4) **Grant Connect** – Australian Gov Grant Opportunities due 2nd Oct 2020 GO4297
Visions Australia – Objectives are to increase Access for Australian audiences to exhibitions of quality Australian arts and cultural material with particular focus on regional and remote Australia; foster partnerships between organisations such as museums and galleries, particularly their collections, to form curatorial partnerships.
Discussion: Committee considered approaching Horsham Art Gallery to form a Curatorial Partnership to assist with exhibit displays in the Museum in return for possible Events/ Art Exhibitions of Gallery items at the Museum to engender greater exposure for the Museum and simultaneously enable the Art Gallery to achieve their aim of greater Regional exposure for the Gallery exhibitions.

Motion: WW to approach the Horsham Art Gallery curator with a proposal for a Curatorial Partnership funded by the Visions Australia Grant.

WW to follow up this liaison with an application for the Grant, closing 2nd Oct 2020.

Moved: Merilyn Lowe Seconded: Mary Anne Paech CARRIED

- 5) **Draft Artwork for the Front Gate Signage**
Presented Committee with ideas for changes/ accept or resubmit with changes / Obtain Quotes / Funding and payment for Signage
Discussed. Agreed more designs and ideas to be submitted to Committee for consideration.
Carried over to the next meeting – 31st Oct 2020. YD to prepare and submit.

- 6) **HSC Facebook Administrator – require motion to add editors**
Facebook Coordinator: Discussed previously and approved in principle. However, apart from the necessary paperwork, Council requires that the proposed co-ordinator/s be approved by a recommendation from the Committee:

Motion: To recommend to Council that Yvonne Dippel be appointed as an administrator of the WMPM Facebook page, reporting to the Media Administrator in Council. Responsibilities to be posting and photos relating to the activities at the Museum, including event promotions as they occur.

Moved: Wendy Werner Seconded: Merilyn Lowe CARRIED

- 7) **Adrian Spurr – Grant Application and Printing Classes**
Still under consideration but on hold during restrictions.
- 8) **HSC – Local History Grants Program – Significance Assessment – Successful.**
This Grant will give the Museum scope to move forward with the more costly conservation of significant items, such as repairs to the Horse-Drawn Hearse, the old Tractor including engine parts which need to be re-engineered in Australia.
- 9) **HSC AGM Notification – Election Period** – no AGM, general meetings/media postings, during the period Sept 21 to Oct24 2020. AGM to be held on 31 Oct 2020.
- 10) **Steve Kennealy: Research request for information re a local Carpenter/Builder.**
MP has compiled the research on Michael Kennealy, a local builder in the early 1900's. In 1918, he built the Smit house in Jeparit, and the one beside it. Died of pneumonia in 1922,

followed by his wife soon after, leaving several children but no indication of their fate was found. MP advised that S Kennealy will be sent the research, which exceeds his original brief.

11) Victor: Car-talk Website – Posting for Jeparit incl. Museum.

WW advised that Victor has a website displaying photos and news stories about small towns, with his specialty being Old Cars and Engines, hence his interest in the Museum. Committee considered that a feature story/photos on his website will increase the exposure of the Museum to our benefit. **WW to follow up**

12) J Johnson: Question regarding reopening – to be held over until re-opening is underway.

13) Magneto Man: Request for assistance with Magneto for engine in Blacksmith Shop

Following discussion, TM suggested that he would contact Noel Grellet at Great Western re fixing the Magneto, instead of contacting Magneto Man.

Motion: Tige Mannington to take engine Magneto to Noel Grellet to fix.

Moved: Merilyn Lowe Seconded: Mary Anne Paech CARRIED

14) HSC: Request for information regarding Community Asset Status

Following discussion re the changeover of the Committee status under the new Local Government Act 2020 to a **Community Asset Management Committee**, the Committee requested that the following point be raised for Consideration and Enquiry to Council:

How will the Independence of the Committee be affected given the documented voting rights of Councillors at the Committee Meetings and again at Council Meetings?

WW to follow up the enquiry.

15) Northwest Press: Request for poster printing for advertising in regional motels

Approved by Committee. **Completed. NFA**

16) HSC Committee: Let's Stay Connected Grant: Request for Internet access, laptop,

Lapsed – timed out. Request to be included in Community Action Grant application. **NFA**

17) Request to Advertise: AGM Saturday 31st Oct 2020 at the Museum.

Pending: **WW to follow up** previous request to HSC.

18) HSC: Request to allow sale of food goods

Original request has been withdrawn. However, as some regular Group bookings e.g. Probus, depend on the Museum being able to supply morning tea and lunch to the group during their visit, it was decided that the Committee still needs to be registered to supply food to patrons, sourced from an external supplier, such as sandwiches from the supermarket.

Motion: The Museum will apply for Food Registration to provide food at the Museum from January 2021.

Moved: Wendy Werner Seconded: Mary Anne Paech CARRIED

8 General Business

1) Visitors/group bookings

Mary-Anne Paech report- Attendance –

| | | | |
|-------------|-----------|----------------|------------|
| August 2020 | 3 adults | 4 concessions | |
| July 2020 | 20 adults | 23 concessions | 9 families |
| June 2020 | 5 adults | 22 concessions | 1 family |

Group Bookings:

- 2) **Probus Group** – 36 People Morning Tea and Lunch (\$20 with entry) (\$700) – **Cancelled 27 August booking due to Covid closures.** Rebooked for 18 March 2021.
- 3) **WW advised re new volunteers and their skills:**
Three new volunteers from new residents - Natalia and Jamie are experienced food business operators and keen gardeners. Have replanted and weeded the garden in front of Briarley House. Following up on possibly acquiring a coffee machine for Museum visitors, provided Food Registration is successful.

Unfinished business from June Meeting:

- 4) **Blacksmith and pricing / 40-40-20 (for materials)**
On hold: To be revisited if John Johnson decides to return as a volunteer after the Museum reopens in line with the Covid19 Roadmap next step – perhaps 23/11/2020 provided there are nil new cases of Corona virus across Victoria in the preceding 14 days.
- 5) **Aubrey and Aveega - Marketing**
Are a local business marketing the promotion of the region to visitors and regional locals using various local media. Discussion re suitability of marketing the Museum, both for year-round visitors and especially for the Rally and similar events, using TV and Radio, possibly setting up a Museum Website.
Motion: WW to request possible marketing strategies and related costs for the Museum and the Rally at a cost less than \$3,000.
Moved: Tige Mannington Seconded: Mary Anne Paech CARRIED

9 New Business

- 1) **Covid 19 Roadmap for Reopening Museum:** perhaps 23/11/2020 provided there are nil new cases of Corona virus across Victoria in the preceding 14 days.
WW to submit a request for exemption with possibility of opening for business earlier than 23/11/2020.
- 2) **Request for Maintenance to be carried out: WW to submit request** to Council:
 - a) Chemist Roof – to be painted
 - b) Sign – to be painted
 - c) Trim on the School to be done by the Painter (scaffolding)
 - d) School Walls to be done by Committee (ground level)
 - e) Werrap Hall – trim and weather boards, and sign
 - f) Werrap Hall – investigate/fix leaking
 - g) Briarley House – trim and roof.
 - h) Possums need to be excluded from access to the Machinery Shed – health hazard
May need to investigate **natural deterrent** for possums as can only be moved over the fence.
 - i) Spouting on the small garage – TM to fix
 - j) Tarranyurk Hall – roof and ceiling leaks to be fixed – damaging contents
 - k) Spray Cobwebs and Termites
- 3) **Discussion:** Leaves and other organic rubbish dumped into pond behind Straw Shed.
Decided that pond should be cleared of waste – need to find a place for clean-up waste or

build a small enclosure fit for purpose. **For Action at the Working Bee.**

MEETING CLOSED AT 12.50 PM.

Next meeting: Saturday 31 Oct 2020 at 11 am. At Museum/Briarley Homestead.
*2020 AGM Meeting, followed by a General Meeting of the new Community Asset
Management Committee*

*“Coming together is a beginning, staying together is progress and working together is success.”
Henry Ford*

Yurunga Homestead Committee of Management

Annual Meeting

Thursday, September 17, 2020, via Zoom, 7.30pm

Minutes

Welcome to all present:

- Hindmarsh Shire Council representatives - Jeff Woodward, Cr Ron Ismay
- Committee members and Rainbow community members – Jenny Solly, Peter Solly, Helen Fisher, Lou Ravenhorst, Samantha Smith

Apologies: Debbie Funke

Moved – Helen Fisher, Samantha Smith that the apology be accepted. c/d.

Minutes of the 2019 Annual Meeting, as circulated.

Moved Lou Ravenhorst, Samantha Smith that the minutes of the 2019 Annual General Meeting as circulated be accepted as a true and accurate record. c/d.

Chairperson's Report as circulated.

Moved Jenny Solly, Lou Ravenhorst that Jenny's chairperson's report be accepted. c/d.

Treasurer's Report, as circulated shows a closing balance at 31st August 2020 of \$11,545.54.

Moved Jenny Solly, Samantha Smith that the treasurer's report be received. c/d.

Elections:

All positions were declared vacant. Hindmarsh Shire representative Jeff Woodward took the chair.

- Chairperson – Jenny Solly, nominated by Helen Fisher and elected.
- Treasurer – Samantha Smith, nominated by Helen Fisher and elected.
- Secretary- Peter Solly, nominated by Lou Ravenhorst and elected.
- Committee members, existing members Helen Fisher, Lou Ravenhorst and Helen Heinrich were nominated by Peter Solly and elected.

Confirmation of bank signatories:

Moved Helen Fisher, Lou Ravenhorst, that Samantha Smith, Jenny Solly and Peter Solly be signatories for the Yurunga Homestead Committee of Management bank accounts. c/d

Hand over to Chairperson: Jeff Woodward handed the chair back to Jenny Solly.

Jeff then gave a brief Shire report as he was unable to remain for the general meeting.

Meeting Closed 7:45 pm.

Yurunga Chairperson's Report 2019-2020

I have pleasure in presenting my Chairperson's report for the Yurunga Committee of Management for 2019-20.

Late last year, Hindmarsh Shire Council received a grant from Heritage Victoria to replace Yurunga's north and west verandah. The work was undertaken during Covid-19 lockdown in April. The verandah has now been coated with linseed oil and looks magnificent!

The heritage consultants strongly recommended that a Conservation Management Plan be developed for the Yurunga site. This would guide the planning of urgent restoration work and include a cyclical maintenance plan. Thank you to Jeff Woodward and Hindmarsh Shire Council for supporting this concept. Minerva Heritage of Bendigo (Dr Gary Hill and Elaine Doling) were engaged by Council in January to prepare the document. It will be finalized soon.

Spring and Autumn have become our peak times for group tours and catering. We welcomed 6 group tours in a fortnight in September 2019. Bookings for 2020 were strong, but after a final lunch tour on March 11, Covid-19 changed everything. Eight group tours were gradually cancelled. Trade Travel in Mildura, and Spirit Travel & Tours from Melbourne had booked most of these tours. Our Garden Day, a major fundraiser planned for October this year, has been postponed.

On March 18, we made the decision to close Yurunga for the duration of the State of Emergency, due to the risk of Covid-19. We are still closed. On March 20, Greg Wood, the CEO of Hindmarsh Shire Council, advised that we should not hold meetings or events due to the Covid-19 pandemic. We circulated information sheets to Committee members each month, and feedback was sought from them via emails and text messages. Our August meeting was held on Zoom.

The State Government has changed the arrangements for Council Committees. From August 19, we became an Asset Management Committee. We are now responsible directly to the CEO rather than to Hindmarsh Shire Council. We are a committed group of six volunteers. Peter Solly is our efficient Secretary. Helen Fisher is our hard working catering coordinator. She also organizes our Sunday duty roster. Lou Ravenhorst, Samantha Smith and Helen Heinrich are our other valued Committee members. Thank you to our reliable team of volunteers who help to keep Yurunga operating. We are very grateful for your support. We will reopen when it is considered safe to do so.

Our volunteer work, Shire outdoor work and smaller projects have continued at Yurunga during shutdown. Many thanks to Allan Roberts for his ongoing assistance. We have been kept busy with cleaning, gardening, pruning, spraying, fruit picking, administration and maintenance. Work included giving the cedar tree a substantial prune, removing a thorny tree, planting a weeping apricot and lifting and relocating several roses. Late last year Frank Mellington painted the picket fence. The leaking joins in the south verandah roof have been repaired. A

whirley ventilator was installed in the toilet. Termite bait stations, fire extinguishers and electrical appliances were checked.

Several labour intensive outdoor jobs were recently completed with the willing assistance of two Wimmera Catchment Management Authority crew members. We are very appreciative of their efforts. Thank you to Garry Salt and Hindmarsh Shire Council for making them available for two days.

Over four hundred people visited Yurunga from the start of September 2019 until we closed to the public in mid-March this year. Our funds have been raised from doortakings, catering and donations as well as the sale of fresh fruit from the heritage orchard, plum sauce, quince paste, local history books, postcards and Yurunga mugs. Thank you to individuals and groups in our community and beyond, for your kind support and encouragement. We look forward to welcoming you all back to Yurunga as soon as possible.

We are looking to the future at Yurunga, with plans for a couple of exciting projects in the grounds in the next year. We also look forward to doing more restoration and maintenance work, according to the priorities that will be outlined in the Conservation Management Plan.

I wish the incoming Office Bearers and Committee Members an enjoyable and productive year.

Jennifer Solly, Chairperson, Yurunga Homestead Committee of Management

Yurunga Committee of Management

General Meeting on Zoom, Thursday, September 17, 2020, 7.45pm

Minutes

Welcome and Opening at 7:50 pm following the Annual General Meeting

Members present: Jenny Solly – chair, acting treasurer, Peter Solly – Secretary, Helen Fisher, Lou Ravenhorst, Samantha Smith

Visitors: Cr Ron Ismay – Hindmarsh Shire.

Apologies: Jeff Woodward – Hindmarsh Shire

Additional items for General Business (to be accepted at Chairperson's discretion)

- Next meeting - Peter suggests a twilight outdoor meeting at Yurunga if weather and restrictions allow.

Declaration by a Councillor, Officer or Committee Member of any direct or indirect interest in any item on the agenda - Nil

Minutes of the previous meeting as circulated.

Moved Lou Ravenhorst, Sam Smith that the minutes of the August meeting as circulated be accepted as a true and accurate record. c/d

Business Arising:

- August 31: Jenny rang Jeff Woodward about applying for a Covid-19 relief grant from Regional Arts Victoria for a mural on the shipping container, to be painted by Belinda Eckermann (up to \$5,000). Jeff is supportive and preparing the submission. It was suggested that the meaning of Yurunga "place of beautiful views" be included. Belinda will include a QR code with an audio link.
- September 1: Builder Daryl Leyonhjelm & worker repaired the leaking joins in the south verandah roof each side of the dining room windows (part of the grant works)
- September 3: the fire extinguishers in Yurunga were checked
- September 3: Belinda & Jenny met to discuss the grant application for the shipping container mural
- All members supported the idea that our committee contribute \$400 to the mural project if the application is successful. This will be made formal at our next meeting.

- September 4: Daryl applied a coat of linseed oil mix onto the new verandah. He thought a second coat would be necessary. It should be redone every 2-3 years.
- September 7: Garry Salt (Coordinator Facilities and Environment HSC) rang re Wimmera Catchment Management Authority workers would be available to help at Yurunga this week or next
- September 9: We rang Garry Salt to clarify if a planning permit is required for the shipping container. It needs a building permit & concrete footings. Discussion Garry & Peter at Yurunga re shifting the container
- September 9 & 11: Jeff rang Jenny re difficulties with application
- September 11: Discussion Jenny & Jeff re permit exemption from Heritage Victoria for the mural project. Permit exemption is not needed as the land we propose to place the container on is outside the heritage overlay on the property. This land had been given to Yurunga in the 1970's.
- September 10 & 11: The two Wimmera CMA crew members were a huge help. They worked with Peter, his tractor & Lou to cut some long grass and lift most of the boundary polypipe and north stones. They did a great job to clear the gravel gardens inside the picket gate ready for the lamp installation and landscaping
- Thanks to Allan who mowed the property and carted some rubbish away
- The torn sisilation on the coach house has not yet been replaced

Correspondence In (Emails)

- Aug 31: Alexandra McGlashan, Trade Travel (Mildura) updating 2021 itineraries
- Sept 1: Alexandra McGlashan to Peter re thanks
- Sept 2: Helen Thomson, HSC to Peter re AGM
- Sept 2: Garry Salt to Peter re may have some CMA funded workers to work at Yurunga
- Sept 3 x2: Garry Salt to Peter re CMA crew due to start with Shire next week
- Sept 3: Shauna Johnson, Executive Assistant HSC, to Section 86 Committees re AGM & no meetings during election caretaker period
- Sept 8: Shauna Johnson to Peter re AGM advertisements
- Sept 10: Monica Revell, Director Corporate & Community Services HSC to Peter re Yurunga Facebook page
- Sept 10: Ben Gosling to Peter re design work

- Sept 11: Jeff Woodward to Peter & Jenny re Yurunga has two separate titles. No need to go to Heritage Vic if container is on Lot 1 (outside heritage overlay)

Correspondence Out (Emails)

- Sept 1: Peter to Alexandra McGlashan, Trade Travel re welcome back when safe & catering cost increase in 2021
- Sept 3 x2: Peter to Garry Salt re we could make use of CMA crew
- Sept 4: Peter to Committee Members re bringing AGM forward
- Sept 4: Peter to Jeff re availability for AGM on Sept 17
- Sept 4 x3: Jenny to Belinda Eckermann & Jeff re copies of photos for her mural design
- Sept 4: Jenny to Jeff re dot points to help address assessment criteria for mural grant application, sample budget & Belinda's quote for the painting
- Sept 7: Jenny to Belinda Eckermann re copy of Cust family photo
- Sept 8: Peter to Shauna Johnson re AGM advertisements
- Sept 9: Peter to Monica Revell re Facebook page administration
- Sept 10: Peter to Ben Gosling re photo for visitor brochure and banners/flags
- Sept 10: Peter to Jeff re Belinda's photo collage and drawing for the shipping container mural
- Sept 10: Jenny to Jeff re copy of Yurunga visitor leaflet and Belinda's information for grant application including CV, concept description, photo collage, drawing and statement about effect of Covid-19 on her business
- September 11: Jenny to Jeff re photos of the north-east corner of the Yurunga site and two options for permanent placement of the shipping container

Late Correspondence

- September: from Belinda Eckermann, samples of her work forwarded to Jeff Woodward
- September 15th Thanks for making CMA workers available and summary of work.

Moved Helen Fisher, Sam Smith that the inwards correspondence be accepted and the outwards endorsed. c/d

Reports

Jeff Woodward, Hindmarsh Shire – presented at the end of the AGM.

- The grant application for the shipping container is going ahead. No planning permit is required. It is recommended that the whole container be painted. He is working with Garry Salt on all required permits. The Eastern strip of land is not in the heritage overlay which simplifies things.

Financial – For the month of August 2020

- Income – donation of \$200 for roses.
- Expenses - \$335.40

- Balance at 31st August 2020 - \$11545.54 plus term deposit of \$5028.53.

Moved Jenny Solly Lou Ravenhorst that the financial report be received. c/d.

General Business

- Visitor leaflet: Ben Gosling has offered a photo & also to redesign the leaflet, no charge.
- Update on entrance banners/flags: Ben is willing to design

Moved Sam Smith, Helen Fisher that we accept Ben's offers. c/d

- Update on lamp post restoration (at Ismays). Painting has been completed. We need to contact the Frew and West families.
- Garden bed in front of kitchen window: gravel has been removed (6 inches deep). It was suggested that we reduce the size of the area and create a succulent garden. Spikes on succulents are a concern and need to be avoided if possible.
- Male carob tree (original) is under stress. Several new trees have grown up from horizontal boughs. Consult a tree specialist? More research is required from specialists.
- Formal decision to contribute \$400 to the mural project if the grant application is successful.

Moved Helen Fisher, Lou Ravenhorst that we contribute what is necessary to support the container mural project. c/d.

- Update on the shipping container mural grant application. Covered previously. If the grant is unsuccessful we look for other sources of funding. The last resort is to use the term deposit. A letter of support is required from our committee.

Tentative bookings

Monday, October 26, 2020, Trade Travel (Mildura), 27ppl for lunch & tour, 12.45pm arrival

Contact: Alexandra McGlashan 0403 611 195

Tentative booking – unlikely to proceed due to restrictions.

March 22, 2021, Trade Travel (Mildura), Sisterhood Women's Travel, 11ppl & 2 crew for lunch & tour, 11.15am arrival, 1.15pm departure

Contact: Alexandra McGlashan 0403 611 195

Next Meeting: Thursday, October 22, 2020

Please notify the Secretary or Chairperson of any agenda items asap and at least 10 days before the meeting.

Meeting Closed 8:45 pm