



ATTACHMENTS

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**MINUTES OF THE COUNCIL MEETING OF THE HINDMARSH SHIRE COUNCIL
HELD 25 NOVEMBER AT THE NHILL MEMORIAL COMMUNITY CENTRE, 77-79
NELSON STREET NHILL COMMENCING AT 3:00PM.**

AGENDA

1. Acknowledgement of the Indigenous Community and Opening Prayer

2. Apologies

3. Declaration of Interests

4. Confirmation of Minutes

5. Public Question and Submission Time

6. Correspondence

7. Planning Permit Reports

8. Reports Requiring a Decision

- 8.1 Hindmarsh Shire Council Community Action Grants 2020/21
- 8.2 Hindmarsh Shire Council Business Assistance Grants 2020/21
- 8.3 Reviewed and Updated Privacy Policy
- 8.4 Rainbow Recreational Lake
- 8.5 Riverside Holiday Park Management
- 8.6 Geoscience Australia-Tripartite Site Access Deed Nhill Aerodrome
- 8.7 Albacutya Bridge Construction
- 8.8 Establishment of the Municipal Emergency Management Planning Committee

9. Council Committees

- 9.1 Wimmera Mallee Pioneer Museum Committee
- 9.2 Yurunga Homestead Committee of Management

10. Late Reports

11. Other Business

12. Confidential Matters

13. Meeting Closed

Present:

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

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), Ms Helen Thomson (Manager Governance and Human Services), Mr Daniel Griffiths (Manager Capital Works) items 5 to 13

1. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY AND OPENING PRAYER

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

2. APOLOGIES

No apologies.

3. DECLARATION BY COUNCILLORS OR OFFICERS OF ANY MATERIAL OR GENERAL INTEREST IN ANY ITEM ON THE AGENDA.

- Material; or
- General.

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

4. CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the Ordinary Council Meeting held on Wednesday 21 October 2020 at the Nhill Memorial Community Centre, Nhill and the Minutes of the Annual General Statutory Meeting held on 18 November 2020 at the Nhill Memorial Community Centre, Nhill as circulated to Councillors be taken as read and confirmed.

MOVED: CRS R Gersch/D Nelson

That the Minutes of the Ordinary Council Meeting held on Wednesday 21 October 2020 at the Nhill Memorial Community Centre, Nhill as circulated and the Minutes of the Annual General Statutory Meeting held on 18 November 2020 at the Nhill Memorial Community Centre, Nhill noting Cr Nelson as the interim representative on the Dimboola Town Committee be taken as read and confirmed.

CARRIED

Attachment Numbers: 1-2

5. PUBLIC QUESTION AND SUBMISSION TIME

Community members wishing to ask questions at council meetings may do so, in writing, at least 24 hours prior to the council meeting. Both the question and answer will be read out at the meeting. Questions may be submitted by mail, email info@hindmarsh.vic.gov.au or delivered in person to a council customer centre but are limited to two questions and 100 words including any pre-amble. Offensive, trivial and repetitive questions or questions, which have been recently answered, may be excluded at the discretion of the Mayor.

The question must be accompanied by a name and the locality where the questioner resides or works which will be read out at the meeting. By submitting a question, the questioner gives consent to this information being read out in public. Anonymous questions will not be answered.

Wendy Werner – Jeparit

Wendy's questions exceeded the word limit so have been summarized.

Wendy's first question asks: Could the Councillors of the North Ward please explain how they have allowed the latest version of the Hindmarsh Planning Scheme to effectively relegate Jeparit and Rainbow to a one line statement.

Response:

The latest version of the Hindmarsh Planning Scheme contains Clause 21.01 and Clause 21.03 which make various references to Jeparit and Rainbow – in terms of the municipal profile and objectives for urban development, economic growth and encouraging tourism. Clause 21.03-2 and 21.03-6 refer to both towns and are particularly relevant.

Wendy's second question is in relation to the Hindmarsh Shire Planning Scheme 2006 requiring a minimum of five indigenous trees to be planted for everyone removed. Wendy asks if Council has been forcing this policy, and does this policy remain in force with the new revision of the planning scheme?

Response:

The native vegetation controls in the Hindmarsh Planning Scheme (and all other Planning Schemes in Victoria) have changed substantially several times since 2006, and the current planning scheme does not refer to replacement of indigenous trees. Hindmarsh Shire Officers on receipt of a complaint adhere to the DELWP's Guidelines for the investigation of removal, destruction or lopping of native vegetation (Department of Environment, Land, Water and Planning, 2017) (the Guidelines) guide the use of Clause 52.17.

6. CORRESPONDENCE

No report

7. PLANNING PERMITS

No report

8. REPORTS REQUIRING A DECISION

8.1 HINDMARSH SHIRE COUNCIL COMMUNITY ACTION GRANTS 2020/21

Responsible Officer: Director Corporate and Community Services

Attachment Number: 3

Introduction:

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

Discussion:

The Community Action Grants program was established to support communities with funds to provide services, self-help and assist with community development, social action and connectedness.

Round one was modified to assist groups and organisations with any financial difficulties they may have experienced during the COVID-19 Pandemic. Total annual funding of \$20,000 was allocated to the program in the 2020/21 budget, categorised into two areas:

- Utility Assistance
- Rent/Lease Assistance

The 2020/21 Community Action Grants Program was promoted with a media release on the Council's website, to local media, and Facebook promotions on Council's Facebook page.

Applications for both categories in round one of funding closed on Friday 30 October 2020 with seven (7) applications for funding totaling **\$3,500.00**.

Category	Number of Applicants	Funding Available	Total Amount Requested
Utility Assistance	Six	Round 1	\$3,000

Rent/Lease Assistance	One	\$20,000	\$500
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Funding applications have been assessed against the following eligibility criteria:

All applications must:

- Demonstrate direct economic and social benefit to the community.
- Not already receive substantial support from Hindmarsh Shire Council.
- Be made by an incorporated community group or not-for-profit organisation or auspiced by such a group.
- Apply for one category per funding round.

Ineligible Applications:

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

- Community organisations who do not provide direct benefit to the Hindmarsh Shire community;
- Individuals;
- Capital works on major facility maintenance;
- Funding to groups for purposes already significantly supported by Hindmarsh Shire Council (e.g. groups that use a Council facility free of charge and pay no utility or operating costs);
- Church groups;
- Parents and Friends Societies/Groups; Projects that are clearly a duplication of an existing service;
- Retrospective funding (projects that have commenced or have been completed will not be funded); and
- Clubs / organisations that have received funds from a successful application through a sub-committee of the club/ organisation.

Utility Assistance

The **Utility Assistance** Program offers grants of up to a **\$500.00** to assist with the ongoing costs of running an organisation. These include utility fees, such as electricity, phone and internet, as well as insurance fees.

Applicants

1. **The Rotary Club of Nhill** seeks funding of \$500.00 to contribute towards its annual insurance costs. As the insurance was due prior to the closing of this round, the club have already expended these funds. However, the COVID-19 restrictions have made it difficult for the organisation to raise funding this year, and a small contribution from the Council would go some way to alleviating this, ensuring this valuable organisation continues to operate. The annual cost of the Club's insurance is \$1,040.00.
2. **Woorak Hall Inc.** seeks funding of \$500.00 to assist with electricity and insurance costs. Due to COVID-19 restrictions, the organisation has been unable

to hold its usual fundraising events, which it would normally use to cover these overheads. The organisation's annual insurance fee is \$1,042.53

3. **Nhill & District Historical Society** seeks funding of \$500.00 to assist with annual utilities fees. The Society's combined utilities totaled \$1,020.58 for the last financial year.
4. **Nhill Lawn Tennis Club** seeks funding of \$500.00 for ongoing costs related to the continuance of the club. The loss of clubrooms has meant that the Club have had to hire toilets and other equipment to continue operation, adding significantly to their annual expenses.
5. **Rainbow Archive & Historical Society** seeks funding of \$500.00 towards its annual electricity fees. The total overall cost of electricity was \$619.00 for the last financial year.
6. **The Rainbow Progress Association** seeks funding of \$500.00 to contribute to its overall running costs for the Oasis (Rainbow Primary Hub), in particular electricity. Based on their last quarterly statement, the Association expects to pay at least \$1,500.00 for electricity for the year.

Rent/Lease Assistance

The **Rent/Lease Assistance** Program offer grants of up to **\$500.00** to assist groups or organisations with fees associated with renting, leasing or hiring venues, room, or buildings in which the organization or group operates.

Applicants

1. **Rainbow Innovation Centre** seeks funding of \$500.00 to assist with the rental cost of workshop space at the Oasis Community Hub. The Centre provides education opportunities to people with disabilities through a range of workshops and activities, and has more than 20 regular participants. The overall annual hire of the room is \$1,000.00

Application summary:

Applicant	Amount Requested	Total Overhead Cost	Recommended Allocation
Utility Assistance - \$500			
Rotary Club of Nhill	\$500.00	\$1040.00	\$500.00
Nhill Lawn Tennis Club	\$500.00	N/A	\$500.00
Rainbow Progress Association	\$500.00	\$1,500.00 (est.)	\$500.00
Woorak Hall Inc.	\$500.00	\$1,042.55	\$500.00
Rainbow Archive & Historical Society	\$500.00	\$619	\$500.00
Nhill Historical Society	\$500.00	\$1,020.58	\$500.00
Rent/Lease Assistance - \$500			
Rainbow Innovation	\$500	\$1,000.00	\$500.00

Centre			
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Options

Council can choose to support some or all, partly or in full, or none of the applications to the Hindmarsh Shire Council Community Action Grants 2020/21.

Successful applicants will be required to complete their projects and acquit the funds received by 30 June 2021.

Link to Council & Community Plans:

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

Strategic Objectives:

- 1.1 An actively engaged community.
- 1.1.6 Support and encourage volunteers and work collaboratively.
- 1.2 A range of effective and accessible services to support the health and wellbeing of our community.
- 1.3 A community that is physically active with access to a wide range of leisure, sporting and recreation facilities.
- 2.1 Well-maintained physical assets and infrastructure to meet community and organisational needs.
- 3.2 A thriving tourism Industry.
- 3.2.2 Appealing tourism facilities that promote visitation and meet visitor needs.
- 3.2.3 To ‘support locally-significant community-driven events and festivals that stimulate tourism growth in the region’.
- 3.2.6 Promote and support local historic assets and heritage groups

Financial Implications:

The Community Action Grants Program has \$20,000 available for community groups and organisations for the 2020/21 Financial Year. Council will distribute these funds across two rounds of grant offers.

Conflict of Interest:

Under section 130(2) of the *Local Government Act 2020* officers providing advice to Council must disclose any interests, including the type of interest.

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

Author – Matt Sherwell, Community Development Officer
In providing this advice as the Author, I have no disclosable interest in this report.

Risk Management Implications:

Risks are to be managed by the successful applicants.

Communications Strategy

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

RECOMMENDATION:

That based on the eligibility and assessment criteria, Council approves the following funding allocations:

Utility Assistance

- 1. A grant of \$500.00 – Rotary Club of Nhill***
- 2. A grant of \$500.00 – Rainbow Progress Association***
- 3. A grant of \$500.00 – Woorak Hall Inc.***
- 4. A grant of \$500.00 – Nhill Lawn Tennis Club***
- 5. A grant of \$500.00 – Rainbow Archive & Historical Society***
- 6. A grant of \$500.00 – Nhill & District Historical Society***

Rent/Lease Assistance

- 1. A grant of \$500.00 – Rainbow Innovation Centre***

TOTAL RECOMMENDED FUNDING ALLOCATED IN ROUND ONE: \$3,500.00

MOVED: CRS R Gersch/B Ireland

That based on the eligibility and assessment criteria, Council approves the following funding allocations:

Utility Assistance

- 1. A grant of \$500.00 – Rotary Club of Nhill***
- 2. A grant of \$500.00 – Rainbow Progress Association***
- 3. A grant of \$500.00 – Woorak Hall Inc.***
- 4. A grant of \$500.00 – Nhill Lawn Tennis Club***
- 5. A grant of \$500.00 – Rainbow Archive & Historical Society***
- 6. A grant of \$500.00 – Nhill & District Historical Society***

Rent/Lease Assistance

- 1. A grant of \$500.00 – Rainbow Innovation Centre***

TOTAL RECOMMENDED FUNDING ALLOCATED IN ROUND ONE: \$3,500.00

CARRIED

Attachment Number: 3

8.2 HINDMARSH SHIRE COUNCIL BUSINESS ASSISTANCE GRANTS 2020/21

Responsible Officer: Director Corporate and Community Services

Attachment Number: 4

Introduction:

This report seeks endorsement to provide round one funding through the Business Assistance Grants Program to eligible organisations as outlined in the following report.

Discussion:

The Business Assistance Grant Program (BAGP) was established in July 2016 to support local business to expand their operations or for new businesses, large and small to establish themselves in the Shire. It provides assistance to offset costs associated with expanding or establishing a business in Hindmarsh Shire.

This program addresses the ongoing need to attract new business and support existing business in our towns, as more and more small businesses close their doors. Council allocated a total funding amount of \$20,000 to the program for 2020/21, categorised into two areas:

- Business Promotion
- COVID-19 Safety

Council promoted the 2020/21 Business Assistance Grants Program with a media release on the Council's website, to local media, and Facebook promotions on Council's Facebook page.

Applications for both categories in round one of funding closed on Friday 30 October 2020 with five **(5)** applications for funding totaling **\$2,894.30**.

Category	Number of Applicants	Funding Available	Total Amount Requested
Business Promotion	Two	Round 1 \$20,000	\$2,076.40
COVID-19 Safety	Two		\$817.90

Funding applications have been assessed against the following eligibility criteria:

All applications must:

- Demonstrate direct economic and social benefit to the community.
- Not already receive substantial support from Hindmarsh Shire Council.
- Apply for one category per funding round.

Applications must meet the following criteria in order to be eligible for a Business

Assistance Grant:

All applications must:

- Have a registered ABN.
- Provide evidence that the business is currently operating, or is planning to operate in the Hindmarsh Shire.
- Demonstrate an economic benefit and value for money.
- Demonstrate a financial viability of the business.
- Submit only one application per business/property owner.
- Only be applying for one category per funding round.

Ineligible Applications:

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

- General business operating expenses including salaries, wages, overheads, material expenses, utility usage costs etc.
- Legal and financial advice or market research.
- Applications made by small businesses that have outstanding amounts owing to Council (rates, permit payments etc.).
- Schools and their Parents and Friends organisations.
- Businesses owned/operated by Council staff or Councillors or relatives that prompt a perceived or actual conflict of interest.
- Projects that are clearly a duplication of an existing service.
- Retrospective funding (projects that have commenced or have been completed will not be funded).

Applicants:

Business Promotion:

Supports businesses in the purchasing of promotional goods and services. This includes print media, radio, television, and internet advertising fees, promotional signage and business cards, or any service that facilitates the promotion of the business.

1. **J & A Spreading Pty Ltd** seek funding of \$576.40 to purchase a large, premium grade laminated aluminum sign, digitally printed with their logo and business details.
2. **Nhill Gutter Cleaning Services** seek funding of \$750.00 for print media and radio advertisement cost, as well as the printing of business cards.

COVID-19 Safety:

Open to businesses to purchase equipment/supplies related to COVID-19 safety compliance. This includes items such as sneeze guards, masks, hand-sanitizing equipment/supplies, and signage and stickers related to COVID-19 safety compliance.

1. **Emma Dickinson Group Fitness** seek funding of \$241.50 for antibacterial wipes to use on gym and other equipment used by the participants.

Ineligible Applicants:
Business Promotion:

1. **The Wimmera Mallee Pioneer Museum** sought funding of \$750.00 to develop and maintain an online cataloguing system, build a website, and maintain their social media sites. However, the Wimmera Mallee Pioneer Museum are a community asset committee of Council, therefore their application has been deemed ineligible.

COVID-19 Safety:

1. **J & A Spreading** sought funding of \$485.00 for an automatic hand sanitiser. However, according to the guidelines businesses can only apply for one category per round. As such, this application has been deemed ineligible.

Application summary:

Applicant	Amount Requested	Total Cost	Recommended Allocation
<i>Business Promotion - \$750</i>			
J & A Spreading Pty Ltd	\$576.40	\$576.40	\$576.40
Nhill Gutter Cleaning Services	\$750.00	\$750.00	\$750.00
Wimmera Mallee Pioneer Museum	\$750.00	\$750.00	\$0.00
<i>COVID-19 Safety - \$500</i>			
Emma Dickinson Group Fitness	\$241.50	\$241.50	\$241.50
J & A Spreading Pty Ltd	\$485.00	\$485.00	\$0.00

OPTIONS

Council can choose to support some or all, partly or in full, or none of the applications to the Hindmarsh Shire Council Business Assistance Grants 2020/2021.

Successful applicants are required to complete their projects and acquit the funds received by 30 June 2021, unless the Director of Corporate and Community Services gives prior consent.

LINK TO COUNCIL PLAN:

Strategic Objective 3.1: A strong rural economy and thriving towns.

FINANCIAL IMPLICATIONS:

A budget total of \$20,000 has been allocated for two rounds of funding.

CONFLICT OF INTEREST:

Under section 130(2) of the *Local Government Act 2020* officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible: Monica Revell, Director of Corporate and Community Services.
In providing this advice as the Officer Responsible, I have no disclosable interest in this report.

Author: Matt Sherwell, Community Development Officer.
In providing this advice as the Author, I have no disclosable interest in this report.

RISK MANAGEMENT IMPLICATIONS:

Risks are to be managed by successful applicants.

COMMUNICATIONS STRATEGY:

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

RECOMMENDATION:

- 1. That based on the eligibility and assessment criteria; Council approves the following grants:***

Business Promotion:

- a) \$576.40 to J & A Spreading Pty Ltd.***
- b) \$750.00 to Nhill Gutter Cleaning Services***

COVID-19 Safety:

- a) \$241.50 to Emma Dickinson Group Fitness.***

- 2. That based on the eligibility and assessment criteria the following grant applications are ineligible:***

Business Promotion:

- a) \$750.00 to the Wimmera Mallee Pioneer Museum***

COVID-19 Safety:

- a) \$485.00 to J & A Spreading Pty Ltd***

TOTAL RECOMMENDED FUNDING ALLOCATED ROUND 1: \$1,567.90

MOVED: CRS D Nelson/M Albrecht

1. That based on the eligibility and assessment criteria; Council approves the following grants:

Business Promotion:

- a) \$576.40 to J & A Spreading Pty Ltd.
- b) \$750.00 to Nhill Gutter Cleaning Services

COVID-19 Safety:

- a) \$241.50 to Emma Dickinson Group Fitness.

2. That based on the eligibility and assessment criteria the following grant applications are ineligible:

Business Promotion:

- a) \$750.00 to the Wimmera Mallee Pioneer Museum

COVID-19 Safety:

- a) \$485.00 to J & A Spreading Pty Ltd

TOTAL RECOMMENDED FUNDING ALLOCATED ROUND 1: \$1,567.90

CARRIED

Attachment Number: 4

8.3 REVIEWED AND UPDATED PRIVACY POLICY

Responsible Officer: Director Corporate and Community Services

Attachment Number: 5

Introduction:

This report recommend Council endorsement of the reviewed and updated Privacy Policy.

Discussion:

The ten Information Privacy Principles (IPP) contained within the *Privacy and Data Protection Act 2012* make up the basis for Council's Privacy Policy. The ten IIPs comprise of the following:

- 1. IPP 1 – collection of personal information
- 2. IPP 2 – use and disclosure of information
- 3. IPP 3 – data quality
- 4. IPP 4 – data security
- 5. IPP5 – openness
- 6. IPP 6 – how to access correct information
- 7. IPP 7 – unique identifiers

8. IPP 8 – anonymity
9. IPP 9 – transferring information outside Victoria
10. IPP 10 – sensitive information

Council officers reviewed the Privacy Policy in light of the ten IPPs and with reference to newly adopted Public Transparency Policy. The reviewed version of Council's Privacy Policy includes definitions and a Policy Statement which expresses Council's commitment to managing personal information in a responsible manner which is compliant with the IPPs outlined in the *Privacy and Data Protection Act 2014*.

Conclusion

The Policy will assist Council in complying with the *Privacy and Data Protection Act 2014*.

Options:

1. Council can choose to approve the reviewed and updated Privacy Policy;
2. Council can choose to amend the reviewed and updated Privacy Policy;
3. Council can choose to not approve the reviewed and updated Privacy Policy.

Link to Council Plan:

Strategic Objective 1.1 an actively engaged community.
Strategic Objective 4.6 an organisation that takes its risk management responsibilities seriously and embeds a culture of risk management throughout the organisation
Strategic Objective 4.6.2 Develop a governance and compliance framework within Council

Financial Implications:

No financial implications.

Risk Management Implications:

The Policy will assist Council to be compliant with the *Privacy and Data Protection Act 2014* and manage personal information responsibly and sensitively.

Conflict of Interest:

Under section 130(2) of the *Local Government Act 2020* officers providing advice to Council must disclose any interests, including the type of interest.

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

Author—Helen Thomson, Manager Governance and Human Services
In providing this advice as the Author, I have no disclosable interests in this report.

Communications Strategy:

Council will publish the reviewed and updated Privacy Policy on our website and circulate to all staff and Councillors.

RECOMMENDATION:

That Council approves the reviewed and updated Privacy Policy.

MOVED: CRS M Albrecht/D Nelson

That Council approves the reviewed and updated Privacy Policy.

CARRIED

Attachment Number: 5

8.4 RAINBOW RECREATIONAL LAKE

Responsible Officer: Director Corporate and Community Services

Introduction:

This report recommends the transfer of ownership from Rainbow Progress Association to Council of the decommissioned GWM Reservoir site south of Rainbow to assist the development of the Rainbow Recreational (swimming and fishing) Lake.

Discussion:

The Rainbow community is one of few in the Wimmera region that doesn't have close access to recreational water. Although situated between Lakes Hindmarsh and Albacutya, dry conditions for many years has seen these lakes almost permanently dry. The Wimmera River at Jeparit (almost 40km away) is the nearest recreational water for Rainbow residents to enjoy fishing, kayaking and swimming. Access to the local pool is seasonal and doesn't provide for activities beyond swimming.

In 2018 several members of the local community started working on plans to re-purpose a decommissioned water reservoir for the establishment of a small recreational lake for fishing, swimming and kayaking. The project continued to develop through 2019 in consultation with the Victorian Fisheries Authority (VFA), GWM Water and Council.

In mid-2019 GWM Water secured funding from the VFA of approximately \$100,000 for connection of the Wimmera Mallee Pipeline to provide water supply to the lake. Importantly, GWM Water has also committed to a 'secure' supply for this project. Additionally, Council has recently received further funding from the VFA (on behalf of the recently established Lake Committee Inc.) for initial site development. Although physical works are yet to start, the new Rainbow Lake draws closer to reality.

In late 2019 ownership of the reservoir site transferred from GWM Water to the Rainbow Progress Association with the plan to eventually see ownership transfer through to the Rainbow Lake Committee Inc.

Unfortunately planning constraints make it difficult for a Lake to be operated as a public recreational zone whilst the land is privately held.

To support the development of the Rainbow Recreational Lake, it is proposed that ownership be transferred from Rainbow Progress Association to Council and then a long-term lease arrangement be entered into, passing control of the site to the Rainbow Lake Committee Inc. With Council ownership of the site the rezoning will be possible and will allow for development to re-purpose the Reservoir.

The Committee would then be responsible for the development, maintenance and insurance of the site. The Committee are actively fundraising (via raffles and grain donations) to support the project and will ultimately install a donation box and charge fees for camping to generate income once operational.

Under Section 190(c) of the Local Government Act 1989 Council must, at least 4 weeks before the lease is made, publish a public notice of the proposed lease. Under Section 223 of the Local Government Act 1989 a person has a right to make a submission on the proposed lease.

Link to Council Plan:

Strategic Objective 1.1 An actively engaged community

Strategic Objective 1.3 A community that is physically active with access to a wide range of leisure, sporting and recreation facilities

Strategic Objective 2.1 Well maintained physical assets and infrastructure to meet community & organisational needs

Strategic Objective 3.1 A strong rural economy and thriving towns

Strategic Objective 3.2 A thriving tourism industry

Financial Implications:

Council have not made any financial contributions to the development of the Rainbow Lake at this stage nor is there an expectation that Council will contribute to the ongoing maintenance or costs of running the site.

The Rainbow Lake Committee Inc. will be responsible for all costs (estimated at approximately \$1,200) associated with the transfer of ownership from the Rainbow Progress Association to Council.

Risk Management Implications:

The Rainbow Lake Committee Inc. will be responsible for public liability insurance and asset coverage for the site.

There is a risk of liability for council under this scenario. However, it can be managed with appropriate lease requirements via a written agreement.

The council as the owner of the land will have a duty of care as occupier under s14B of the Wrongs Act. The Committee of management will also be an occupier and have a duty of care under the Wrongs Act. Therefore, the council will need to ensure that the proposed activities/use to be undertaken on the land under the lease are appropriate and do not present a significant risk to the public using the land. If the proposed use is considered appropriate, it will be important for the lease agreement to clearly outline the responsibilities of the Committee of Management, including for the day to day management. It is recommended that this be very clear and include requirements that council considers necessary given the types of use, including having a risk management plan in place, emergency management plan, inspections, repairs, and maintenance etc. Additionally, it is recommended the lease agreement require the Committee have appropriate insurance to cover the use of the land and provide an indemnity in favour of the council. Placing conditions in the agreement will assist the council in demonstrating it has met its duty of care as occupier by acting reasonably. (Kristine Minghella MAV Insurance Counsel)

Conflict of Interest:

Under section 130(2) of the *Local Government Act 2020* officers providing advice to Council must disclose any interests, including the type of interest.

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

Author – Simon Landrigan, Project Management & Early Years Coordinator
In providing this advice as the Author, I have no disclosable interests in this report.

Communications Strategy:

Council will advertise its intention to enter into the lease in local newspapers, on the Council website and Council's Facebook page.

RECOMMENDATION:

That Council

- 1. approves the transfer of ownership of the Rainbow Lake (former GWM Water Reservoir site) from Rainbow Progress Association to Council.***
- 2. advertises its intention to lease the site to the Rainbow Lake Committee Inc. for 20 years for \$10 per year in order to facilitate development, with ongoing management by the Rainbow Lake Committee Inc.***
- 3. authorises the CEO to prepare the lease documentation following the public submission period should no submissions be received or prepare a further report to Council if submissions are received.***

MOVED: CRS D Nelson/B Ireland

That Council

- 1. approves the transfer of ownership of the Rainbow Lake (former GWM Water Reservoir site) from Rainbow Progress Association to Council;***
- 2. advertises its intention to lease the site to the Rainbow Lake Committee Inc. for 20 years for \$10 per year in order to facilitate development, with ongoing management by the Rainbow Lake Committee Inc; and***
- 3. authorises the CEO to prepare the lease documentation following the public submission period should no submissions be received or prepare a further report to Council if submissions are received.***

CARRIED

8.5 RIVERSIDE HOLIDAY PARK MANAGEMENT

Responsible Officer: Director Corporate and Community Services

Introduction:

This report seeks support to retain Riverside Holiday Park Dimboola management under council control.

Discussion:

At the meeting held on 22 May 2019 council resolved retain management of the Riverside Holiday Park Dimboola until 30 June 2022 and review as part of the 2021/22 budget preparation.

Since February 2013, Council has managed the Riverside Holiday Park (previously known as the Dimboola Caravan Park). Prior to February 2013, the park was leased to a private operator resulting in Council having no control over the operations of the park. The park was run down, and Council has developed a Master Plan for the Park and continues to invest in the Park to improve the visitor experience.

Improvements to the park have included:

- The installation of five new cabins (four two bedroom cabins, and one access all abilities cabin) during 2016/17
- Works improving the grounds
- Upgrades to two studio cabins
- New laundry equipment
- Painting outside of ensuite blocks

Council has also recently obtained funding to build all-abilities amenities located on the south side of the camp kitchen, and install barbeques and picnic tables in front of the camp kitchen.

Following Council undertaking direct management of the park, visitor numbers have been steadily increasing with the park now being heavily booked during peak periods.

Reviews on Trip Advisor rate the park 4.5 out of 5 stars. Reviews praise the cleanliness, size of sites, location and enjoyment staying at the park.



Greg W wrote a review Apr. 2020
Wagga Wagga, Australia • 7 contributions • 2 helpful votes



What a pleasant surprise

"Ended up staying here after we couldn't get in elsewhere!! So glad we did ! Thouroughly enjoyed this park. Beautiful grass sites with plenty of room. The park is kept very clean and tidy and the ammenities were spotless."

[Read more](#) ▼

Date of stay: March 2020



BarbaraM5000 wrote a review Mar. 2020
Adelaide • 5 contributions • 1 helpful vote



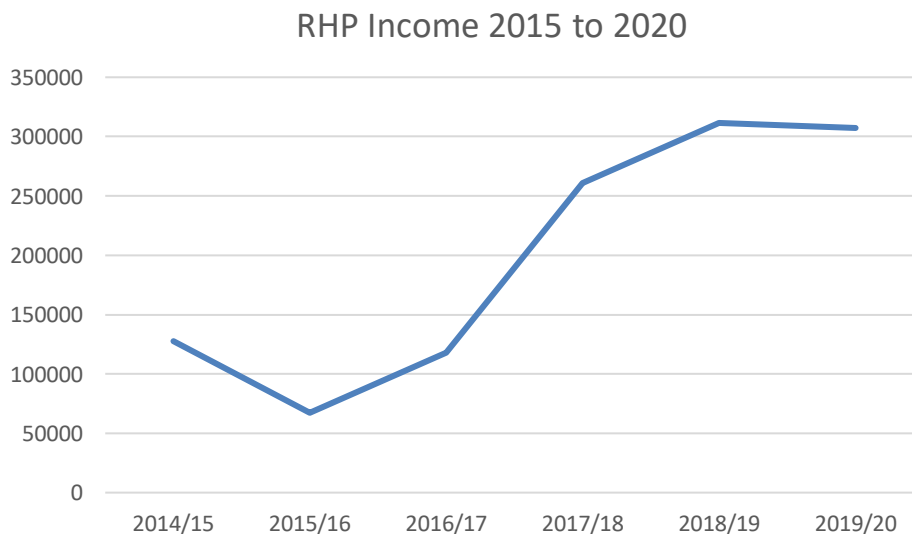
A welcome resting spot

"Dimboola is a really convenient stop over during the caravan journey between Adelaide and almost anywhere! The park is grassed, has some shade, offers modern & clean facilities & is our little home away from home after staying here regularly on our adventures. Almost too good to share! Dimboola is a treasure of a town. Maybe I shouldn't tell everyone!"

[Read more](#) ▼

Date of stay: March 2020

The below graph shows income steadily increasing following the redevelopment. (The COVID-19 pandemic from March 2020 resulted in the park being closed during restrictions).



Current management of the park is undertaken by Council, with staff employed in a contracted full-time, part-time or casual basis.

The current management arrangements allow Council to have full control of the operation, decision making and development of the park.

Following the appointment of a full time caretaker in September 2019, Council's caretaker now lives on site ensuring late check-in's can be assisted during peak periods and unacceptable behaviour by patrons can be quickly addressed.

The current income and expenditure at the park for 2018/19 & 2019/20 is shown below:

Income		Actuals to 30 June 2019	Actuals to 30 June 2020
		\$	\$
	Caravan Park Fees	311,513	307,424
Expenditure			
	Indoor Salaries – Direct	143,587	198,322*
	Indoor Salaries – General	20,132	24,522
	Contracts and Materials	5,969	4,861
	Caravan Park Building Maintenance	43,656	23,249
	Caravan Parks Ground Maintenance	7,000	10,506
	Online Booking System	5,114	4,188
	Caravan Park Linen	740	1,544
	Memberships & Subscriptions	1,702	4,944
	Utilities	26,205	24,023
Total Expenditure		254,105	296,339
Net Profit / (Loss)		57,408	11,085
Capital Expenditure			
	Upgrades to Fire Equipment	0	7,350
Total Capital Expenditure		0	7,350

*Increased cleaning requirements under COVID-19 restrictions resulted in a significant increase in direct salaries.

The following table provides a summary of occupancy rates for the Riverside Holiday Park, including camping sites and cabins for the period 1 July 2019 to 30 June 2020. Occupancy for 2018/19 is for the twelve month period 1 July 2018 to 30 June 2019.

2019/20*	Nights Available	Nights Occupied	Occupants	Occupancy Percentage	2018/19 Occupancy Percentage
All abilities cabin	366	188	385	51.36	48.21
2 bedroom cabins	1,464	1,138	2,236	77.73	62.32
Studio cabins	732	497	865	67.89	64.67
Powered ensuite sites	3,660	717	1,331	19.59	23.26
Powered sites	15,372	2,987	5,627	19.43	22.24

Non-powered sites	12,444	992	1,653	7.97	9.1
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*2019/20 RHP was closed to holiday makers during COVID-19 restrictions which is reflected in lower occupancy rates.

Based on the above information and statistics it is recommended that Council retain the current management method.

Options:

1. Council can choose to retain the current management method.
2. Council can choose to contract or lease the Riverside Holiday Park.

Link to Council Plan:

Strategic Objective:

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

Financial Implications:

Council will need to include income and expenditure future budgets.

Risk Management Implications:

By retaining management, Council is able to manage risks as they arise and ensure the park is kept to a high standard. There are risks to Council reputation through outsourcing the management of the Riverside Holiday Park.

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.

Communications Strategy:

Council will promote the Riverside Holiday Park through traditional methods and social / online media in line with Council's Communications Strategy.

RECOMMENDATION:

That Council retains internal management of the Riverside Holiday Park Dimboola.

MOVED: CRS R Gersch/D Nelson

That Council retains internal management of the Riverside Holiday Park Dimboola.

CARRIED

8.6 GEOSCIENCE AUSTRALIA-TRIPARTITE SITE ACCESS DEED NHILL AERODROME

Responsible Officer: Director Infrastructure Services

Attachment Number: 6

Introduction:

This report seeks Council (as Landholder) approve and delegate the Chief Executive Officer to enter into a Tripartite Site Access Deed with DELWP (Existing Operator) and the Commonwealth of Australia, represented by Geoscience Australia.

Discussion:

As part of the Positioning Australia program, Geoscience Australia (Commonwealth Government) and the Department of Environment Land Water and Planning (DELWP) have entered into a Collaborative Project Agreement that will see Geoscience Australia take over responsibility for the operation and maintenance of the Global Navigation Satellite System (GNSS) ground station at the Nhill aerodrome, 78 Aerodrome Road, Nhill.

The original Memorandum of Understanding provided DELWP (Represented by Land Victoria) permission to use the land at the Nhill Aerodrome for the establishment of an AuScope GNSS Continuously Operating Reference Station (CORS), including its responsibility for the ongoing maintenance and operation of the station. At the time of establishing the CORS, Geoscience was the agent for AuScope and has agreed to take over responsibility for the GNSS.

The existing operator has requested that a Collaborative Project Agreement be entered into with Hindmarsh Shire Council and Geoscience Australia, so that Geoscience Australia can access the land for the purposes of:

Collecting and communicating geoscientific and geospatial data by constructing, maintaining and operating scientific equipment including a Global Navigation Satellite System (GNSS) 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.

Options:

1. Council can choose to approve and delegate the CEO to enter into a Tripartite Site Access Deed with DELWP (Existing Operator) and the Commonwealth of Australia, represented by Geoscience Australia

2. Council can choose not to approve and delegate the CEO to enter into a Tripartite Site Access Deed with DELWP (Existing Operator) and the Commonwealth of Australia, represented by Geoscience Australia

Link to Council Plan:

2.4 A community living more sustainably

Financial Implications:

There are no financial implications to Hindmarsh Shire. However, if required 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.

Risk Management Implications:

If Council chooses not to enter into a tripartite agreement then operation and maintenance of the GNSS system will be unable to operate from the current site.

Conflict of Interest:

Under section 130(2) of the *Local Government Act 2020*, officers providing advice to Council must disclose any conflict of interest, including the type of interest.

Officer Responsible – Angela Hoy, Director Infrastructure Services

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

Author – Wayne Schulze, Manager Operations

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

Communications Strategy:

Council will enter into a Tripartite Site Access Deed for a period of 20 years with DELWP and Geoscience Australia.

Next steps:

Hindmarsh Shire Council's CEO will sign the Tripartite Site Access Deed for a period of 20 years and forward to the other parties for execution of the deed.

RECOMMENDATION:

That Council authorises the CEO to enter into a Tripartite Site Access Deed with DELWP and Geoscience for a period of twenty (20) years for access to the Nhill Aerodrome, 78 Aerodrome Road, Nhill as per the terms and conditions of the Deed.

MOVED: CRS B Ireland/R Gersch

That Council authorises the CEO to enter into a Tripartite Site Access Deed with DELWP and Geoscience for a period of twenty (20) years for access to the Nhill Aerodrome, 78 Aerodrome Road, Nhill as per the terms and conditions of the Deed.

CARRIED

Attachment Number: 6

8.7 ALBACUTYA BRIDGE CONSTRUCTION

Responsible Officer: Director Infrastructure Services

Introduction:

This report recommends Council approval for the Chief Executive Officer to finalise federal and state grant agreements and to tender for the construction of a new Albacutya Bridge.

Discussion:

Albacutya Bridge has been a top priority for Council for a number of years due to its critical role in servicing the Albacutya region for farmers and earth resource delivery.

A 15 tonne weight limit has been in place following a level three structural report, conducted in December 2015, which found the presence of serious structural defects. A bypass is currently in place through the creek bed to allow for heavy vehicles to directly access the west side of Outlet Creek without having to travel significantly further around. This route carries over 200 vehicles per day during the peak season due to it being used as access the gypsum and limestone mines on the West side of Outlet Creek.

Council has committed \$815,000 (carried forward from the 2016/17 and 2017/18 budget) and were successful in obtaining \$1.3m from the State Government in late 2018 to undertake strengthening works. Council further engaged engineering consultants to undertake level 3 assessments in 2019 that concluded the 2-5 year plan should now be to "secure funding and implement a program for the replacement of the structure".

Further funding opportunities were prioritised to supplement the \$1.3m state funding and \$815,000 Council funding. Following strong lobbying Council has been offered a \$2,000,000 grant from the Federal Government - Bridge Renewal Program Round 5. This grant will provide sufficient funding to allow the construction of a new Albacutya Bridge and supplementary works including road approaches as recommended in the engineering report. The official notification and grant agreement was sent to Council on 28 October 2020 with requirement to be signed and returned by 30 November 2020. The state government grant agreement will need to be renegotiated to be consistent

with a new timeframe and allow for the construction of a new bridge rather than undertake strengthening works.

With both the state and federal funding and council contribution, it is anticipated that the replacement and upgrade project for a dual lane bridge will be achievable. Best estimates from consultant engineers predict a cost of around \$4,000,000 to complete the project when compared to other similar projects.

Options:

1. Council authorises the Chief Executive Officer finalise and sign federal and state funding agreements and proceed to tender for a new Albacutya bridge
2. Council not proceed with the construction of a new Albacutya bridge

Link to Council Plan:

Strategic Objective 2.1: Well-maintained physical assets and infrastructure to meet community and organisational needs.

Strategic Objective 3.1: A strong rural economy and thriving towns.

Financial Implications:

The Albacutya Bridge project will be funded through the Federal and State Governments and Council. It is anticipated that the Albacutya Bridge project will cost just over \$4,000,000. This may vary depending on tender prices to be confirmed following advertisement, but is based on engineering consultant's estimate. The cost will be confirmed in a future Council report to award the contract.

Risk Management Implications:

A new bridge will avoid the ongoing use of a less safe alternative truck route

Conflict of Interest:

Under section 130(2) of the *Local Government Act 2020*, officers providing advice to Council must disclose any conflict of interest, including the type of interest.

Officer Responsible – Angela Hoy, Director Infrastructure Services

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

Author – Daniel Griffiths, Manager Capital Works

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

Communications Strategy:

Council Officers will publicise the construction of the new bridge through our usual channels.

Next Steps:

Finalise grant agreements and advertise tender documents for the design and construction of the Albacutya Bridge in accordance with our procurement policy.

RECOMMENDATION:

That Council authorises the CEO to finalise federal and state grant agreements and finalise documentation for tendering of the Albacutya bridge project with a budget of \$4,115,000 comprising:

\$815,000 council funds

\$1,300,000 state grant

\$2,000,000 federal grant

MOVED: CRS R Gersch/B Ireland

That Council authorises the CEO to finalise federal and state grant agreements and finalise documentation for tendering of the Albacutya bridge project with a budget of \$4,115,000 comprising:

\$815,000 council funds

\$1,300,000 state grant

\$2,000,000 federal grant

CARRIED

8.8 ESTABLISHMENT OF THE MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

Responsible Officer: Chief Executive Officer

Introduction:

This report notes that the existing Municipal Emergency Management Planning Committee (MEMPC) ceases to exist because of legislative change and it is recommended that the Chief Executive Officer be authorised to establish a new MEMPC in accordance with the provisions of s.68 of the *Emergency Management Legislation Amendment Act 2018*.

Discussion:

For many years, Council has chaired, organised and participated in the Municipal Emergency Management Planning Committee (MEMPC). The MEMPC consisted of Council staff and our Emergency Management (EM) partners in Hindmarsh Shire and the Grampians Region. The MEMPC plans for the actions that agencies will take in the response to and recovery from emergencies in the municipality.

Due to legislative changes, the current MEMPC committee ceases to exist and a new MEMPC must be established by Council before 1 December 2020, or as soon as

possible after this date.

The establishment of the new committee is guided by s.68 of the *EMLA Act* and s.59 of the *Emergency Management Act 2013*. Council Officers have been guided by these documents, as well as documentation from Emergency Management Victoria.

On 21 August 2018, the *Emergency Management Legislation Amendment (EMLA) Act 2018* received Royal Assent, inserts, and amends sections of the *Emergency Management Act 2013*. The introduction of the EMLA Act 2018 was completed in three stages being, state, regional and municipal level changes.

The new legislation addresses known and documented risks in emergency management planning by establishing an integrated, comprehensive and coordinated framework for emergency management planning at a state, regional and municipal level.

In the past, the MEMPC was made up of both emergency management response and recovery agencies. The new legislation provides greater clarity of position and identifies more clearly the role in which the MEMPC plays in the overall emergency management planning hierarchy.

As per Section 59 of the *Emergency Management Act 2013*, Council must establish a MEMPC and this is recommended to be done under the Chief Executive Officer's existing delegation. The new Hindmarsh Shire Council Municipal Emergency Management Planning Committee must consist of members or officers from the following organisations:

- Municipal Council
- Victoria Police
- Country Fire Authority
- Fire Rescue Victoria
- Ambulance Victoria
- Victoria State Emergency Service
- Australian Red Cross
- Department of Health and Human Services

After this Committee is established, the MEMPC will invite others to join, including community members, members from industry and a member from a recovery agency.

Options:

Council can note that the legislation supporting the existing Municipal Emergency Management Planning Committee (MEMPC) established under s21(3)-(5) of the *Emergency Management Act 1986* will be repealed on 1 December 2020. Council can also authorise the Chief Executive Officer to establish a new MEMPC under the provisions of s59 and s59F(a) of the *Emergency Management Act 2013* as inserted by the *Emergency Management Legislation Amendment Act 2018*.

Link to Council Plan:

- 4.5. Support for the community in the areas of emergency preparedness, response and recovery.

Financial Implications:

The MEMPC plans to reduce the likelihood of emergency management incidents, thus reducing the financial impact on Council and the community should an event occur.

Risk Management Implications:

Local Government Act 2020 (LGA 2020)

Implications	Applicable to this Report
Governance Principles (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Policy/Relevant Law (Consideration of the Governance Principles under s.9 of LGA 2020)	Yes
Environmental/Sustainability Implications (Consideration of the Governance Principles under s.9 of LGA 2020)	No
Community Engagement (Consideration of Community Engagement Principles under s.56 LGA 2020)	Yes
Public Transparency (Consideration of Public Transparency Principles under s.58 of LGA 2020)	No
Implications	Applicable to this Report
Strategies and Plans (Consideration of Strategic Planning Principles under s.89 of LGA 2020)	No
Financial Management (Consideration of Financial Management Principles under s.101 of LGA 2020)	No
Service Performance (Consideration of Service Performance Principles under s.106 of LGA 2020)	No
Risk Assessment	No
Communication	No
Human Rights Charter	No

Conflict of Interest:

Under section 130(2) of the *Local Government Act 2020*, officers providing advice to Council must disclose any conflict of interest, including the type of interest.

Officer Responsible – Greg Wood (Chief Executive Officer)

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

Author – John Hutchins, (Wimmera Emergency Management Team)

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

Communications Strategy:

After the new MEMPC is established, the MEMPC will engage with the community via community representation on the committee, as well as other opportunities as identified by the committee

RECOMMENDATION:

- 1. That Council notes that the legislative authority for Councils existing Municipal Emergency Management Planning Committee (MEMPC) established under s21(3)-(5) of the Emergency Management Act 1986, is repealed on 1 December 2020, by s82(2) of the Emergency Management Legislation Amendment Act 2018 and replaced by the provisions of s68 of the Emergency Management Legislation Amendment Act 2018.***
- 2. That Council authorises the Chief Executive Officer to establish a new MEMPC in accordance with the provisions of s68 of the Emergency Management Legislation Amendment Act 2018 (which inserts a new 'Part 6-Municipal Emergency Management Planning Committees' into the Emergency Management Act 2013 on 1 December 2020).***
- 3. That Council notes that responsibility for municipal level planning is to transfer from the municipal council to the MEMPC and that the MEMPC now reports to and is accountable to the relevant Regional Emergency Management Planning Committee and not to the municipal council.***

MOVED: CRS B Ireland/M Albrecht

- 1. That Council notes that the legislative authority for Councils existing Municipal Emergency Management Planning Committee (MEMPC) established under s21(3)-(5) of the Emergency Management Act 1986, is repealed on 1 December 2020, by s82(2) of the Emergency Management Legislation Amendment Act 2018 and replaced by the provisions of s68 of the Emergency Management Legislation Amendment Act 2018.***
- 2. That Council authorises the Chief Executive Officer to establish a new MEMPC in accordance with the provisions of s68 of the Emergency Management Legislation Amendment Act 2018 (which inserts a new 'Part 6-Municipal Emergency Management Planning Committees' into the Emergency Management Act 2013 on 1 December 2020).***
- 3. That Council notes that responsibility for municipal level planning is to transfer from the municipal council to the MEMPC and that the MEMPC now***

reports to and is accountable to the relevant Regional Emergency Management Planning Committee and not to the municipal council.

CARRIED

9. COUNCIL COMMITTEES

9.1 WIMMERA MALLEE PIONEER MUSEUM COMMITTEE

Responsible Officer: Director Corporate & Community Services

Attachment Number: 7

Introduction:

The Wimmera Mallee Pioneer Museum Committee held its meeting on 19 September 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 Committee meeting held on 19 September 2020.

MOVED: CRS R Gersch/B Ireland

That Council notes the minutes of the Wimmera Mallee Pioneer Museum Committee meeting held on 19 September 2020.

CARRIED

Attachment Number: 7

9.2 YURUNGA HOMESTEAD COMMITTEE OF MANAGEMENT

Responsible Officer: Director Corporate & Community Services

Attachment Numbers: 8 - 9

Introduction:

The Yurunga Homestead Committee of Management held a general meeting and annual general meeting on 17 September 2020. The purpose of this report is to note the minutes from these meetings. A copy of the minutes is included as an attachment for the information of Council.

RECOMMENDATION:

That Council notes the minutes of the Yurunga Homestead Committee of Management meetings held on 17 September 2020.

MOVED: CRS B Ireland/D Nelson

That Council notes the minutes of the Yurunga Homestead Committee of

Management meetings held on 17 September 2020.

CARRIED

Attachment Numbers: 8 - 9

10. LATE REPORTS

No report

11. OTHER BUSINESS

No report

12. CONFIDENTIAL REPORTS

In accordance with Section 66 (2) (a) of the *Local Government Act 2020*, Council may close the meeting to the public to consider confidential information. Confidential information is defined by Section 3 of the *Local Government Act 2020* as being:

- a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;
- b) security information, being information that if released is likely to endanger the security of Council property or the safety of any person;
- c) land use planning information, being information that if prematurely released is likely to encourage speculation in land values;
- d) law enforcement information, being information which if released would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person;
- e) legal privileged information, being information to which legal professional privilege or client legal privilege applies;
- f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;
- g) private commercial information, being information provided by a business, commercial or financial undertaking that—
 - i. relates to trade secrets; or
 - ii. if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;
- h) confidential meeting information, being the records of meetings closed to the public under section 66(2)(a);
- i) internal arbitration information, being information specified in section 145;
- j) Councillor Conduct Panel confidential information, being information specified in section 169;
- k) information prescribed by the regulations to be confidential information for the purposes of this definition;
- l) information that was confidential information for the purposes of section 77 of the *Local Government Act 1989*

No Report

13. MEETING CLOSE

There being no further business Cr R Ismay declared the meeting closed at 3:36pm.



**MINUTES OF THE COUNCIL MEETING OF THE HINDMARSH SHIRE COUNCIL
HELD 8 DECEMBER 2020 AT THE NHILL MEMORIAL COMMUNITY CENTRE, 77-
79 NELSON STREET NHILL COMMENCING AT 4:00PM.**

AGENDA

1. Acknowledgement of the Indigenous Community and Opening Prayer

2. Apologies

3. Declaration of Interests

4. Reports Requiring a Decision

4.1 Dimboola Water-ski Event 2021

5. Meeting Closed

Present:

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

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 Ismay opened the meeting at 4:00pm by acknowledging the Indigenous Community and offering the opening prayer.

2. APOLOGIES

No apologies.

3. DECLARATION BY COUNCILLORS OR OFFICERS OF ANY MATERIAL OR GENERAL INTEREST IN ANY ITEM ON THE AGENDA.

- Material; or
- General.

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

4. REPORTS REQUIRING A DECISION

4.1 DIMBOOLA WATERSKI EVENT 2021

Responsible Officer: Chief Executive Officer

Introduction:

Cr Nelson has requested the Mayor to call a special council meeting to consider a request from the Dimboola Boat and Water Ski Club to hold a water ski event from 22 January to 26 January 2021.

Discussion:

Council received an application from the Dimboola Boat and Water Ski Club on 26 November 2020 to hold an event for 50 participants and 400 spectators on the Wimmera River in Dimboola from 22 January to 26 January 2021.

Further to the application received, the following documentation will be required to consider final approval of the event.

1. Risk Management Plan
2. Tier 3 COVID Safe Event procedure
3. COVID -19 Safety Plan
4. Traffic Management Plan and Advertising in Media
5. Map / Layout of requested area of use
6. Certificate of Currency for Public Liability (Dimboola Ski Club)
7. List of Vendors and retailers and performers selling goods and items during event
8. Certificate of Currency for Public Liability (Vendors and Sellers)
9. Notification to VicPol, Vic Ambulance, SES and CFA
10. Possible permits for Fire Works, Fire Pits etc.

Council's event application process requires a minimum notice period of 12 weeks; the application was received on 26 November 2020, allowing less than the 12 weeks required for all external approvals to be obtained. The event is also required to follow the state government's COVIDSafe – Public Events Framework.

As the total number of people gathering would be more than 100, the event would require an exemption from the Chief Health Officer to declare it as an 'exempt public event' under Restricted Activity Directions (Victoria) (No 3) clause 19(3). It is unknown how long the exemption approval process will take.

Approval may also be required from Barengi Gadjin Land Council (BGLC) as closing the river could impact usage and access rights. Transport Safety Victoria approval will also be required for the closure of the river.

The weekend of 22 to 26 January 2021 will see an influx of tourists to the Riverside Holiday Park Dimboola and other Dimboola natural attractions. Many of these tourists utilise the river for boating, fishing, swimming and kayaking. Our local businesses have suffered as a result of the COVID-19 pandemic restrictions. It would be beneficial to local businesses for the event to be held on another weekend to maximize patronage outside of peak tourist season.

Options:

Given that complete information required is not available, Council can only give in-principle support and not final approval for the event at this stage. If all requirements are satisfied, the Chief Executive Officer can give final approval under delegation.

1. Council approves in-principle the Dimboola water ski event to be held during the period 22 – 26 January 2021 subject to all requirements to run an event by both Council, the state government and other authorities.
2. Council approves in-principle the Dimboola water ski event for a weekend after the end of January 2021 subject to any necessary approvals and any restrictions in place around gatherings.

Link to Council Plan:

Strategic Objective 3.1: A strong rural economy and thriving towns.

Strategic Objective 3.2: A thriving tourism industry.

Financial Implications

Council does not have a budget allocation for expenditure incurred with the event. The Dimboola boat and water ski club will be invoiced for expenses incurred with the event including rubbish collection.

Risk Management Implications

A detailed risk management plan and COVID-19 Safety plan will be required as part of the approval process. As a result of the COVID-19 pandemic, additional risks will need to be considered to address Chief Health Officer Directions.

Conflict of Interest:

Under section 130(2) of the *Local Government Act 2020*, officers providing advice to Council must disclose any conflict of interest, including the type of interest.

Author & Officer Responsible – Greg Wood, Chief Executive Officer

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

Communications Strategy:

To be established.

RECOMMENDATION:

Council approves, in-principle, the Dimboola Water Ski Event to take place after the end of January 2021 subject to any necessary approvals and any restrictions in place around gatherings at the time.

MOVED CRS: D Nelson/R Gersch

Council approves, in-principle, the Dimboola Water Ski Event to be held during the period 22 – 26 January 2021 subject to all requirements to run an event by both Council, the State Government and other authorities.

CARRIED

5. MEETING CLOSE

There being no further business Cr R Ismay declared the meeting closed at 4:13pm.



ICAN 2017
NOBEL
PEACE
PRIZE
AUSTRALIA

PO Box 1379
Carlton VIC 3053
Australia

+61 3 9023 1958
info@icanw.org
www.icanw.org.au

ABN: 96 291 421 937

November 10th, 2020

ASSESS #	
ACTION	EA
INFO	
X REF	

RECEIVED

18 NOV 2020

Attn: Mayor and Councillors
Hindmarsh Shire Council
PO Box 250
NHILL VIC 3418

Dear Mayor and Councillors at Hindmarsh Shire Council,

History was made last month as the Treaty on the Prohibition of Nuclear Weapons achieved a momentous tipping point on the pathway to permanent international law.

On October 24, the Treaty on the Prohibition of Nuclear Weapons received its 50th ratification, triggering its entry into force 90 days later. Nuclear weapons will be banned under international law on January 22, 2021.

The nuclear ban treaty prohibits nations from developing, testing, producing, manufacturing, transferring, possessing, stockpiling, using or threatening to use nuclear weapons, or allowing nuclear weapons to be stationed on their territory.

Australia has not yet joined the Treaty. In just a few months, Australia will be out of step with international law, and an outlier in our Pacific region where most of our neighbours, including New Zealand, have completed the ratification process.

The International Campaign to Abolish Nuclear Weapons 'Cities Appeal' is the best way local governments across Australia can show their support for nuclear disarmament.

Fremantle Mayor Dr Brad Pettitt, our region's representative in the international Mayors for Peace Network, has called on Australian councils to take action and participate in the nuclear weapons debate of our time. He notes that; *"This is a crucial issue for cities and towns because nuclear weapons, by their very nature, target civilians, our homes and workplaces. As local government bodies, we have a duty to protect our constituents from the escalating threat of nuclear war."*

In August 2020, after receiving submissions from local councils across the nation, the Australian Local Government Association wrote to the Senator the Hon. Marise Payne Minister for Foreign Affairs with a message: *Councils urge the Australian Government to sign and ratify the United Nations Treaty on the Prohibition of Nuclear Weapons.*

Thirty-one Australian councils including Sydney, Melbourne, Fremantle, Port Adelaide, Newcastle and Hobart have endorsed the Cities Appeal, and encouraged our federal government to sign and ratify this landmark treaty.

The 'Cities Appeal' has also been supported by Washington DC, Hiroshima, Berlin, Geneva and Los Angeles and hundreds of cities and towns worldwide.

We now invite your council to endorse the ICAN Cities Appeal in celebration of the Treaty on the Prohibition of Nuclear Weapons' impending entry-into-force.

The treaty's entry-into-force will cement the illegality of nuclear weapons in international law. This change will influence the behaviour of states, even those which don't join the treaty, interrupt the flow of funds to nuclear arms producers, stimulate debate and increase pressure on nuclear weapons states to disarm.

Wherever they are, cities and towns can be champions in addressing the world's most urgent existential challenges. A suggested council motion in support of the Treaty on the Prohibition of Nuclear Weapons could read as follows:

1. *The 2017 United Nations Treaty on the Prohibition of Nuclear Weapons is the first treaty to comprehensively outlaw nuclear weapons and provide a pathway for their elimination. Having received its 50th ratification in October 2020, the treaty will enter into force on 22 January 2021. All national governments are invited to sign and ratify the treaty.*
2. *Entry into force is an important milestone on the path to a nuclear weapon-free world. It will make concrete the standard that nuclear weapons are illegal and illegitimate for all states. It will mark the moment that the treaty becomes a permanent part of international law.*
3. *To commemorate this achievement of global diplomacy, our council endorses the International Campaign to Abolish Nuclear Weapons 'Cities Appeal', which reads:*
4. *Our city/town is deeply concerned about the grave threat that nuclear weapons pose to communities throughout the world. We firmly believe that our residents have the right to live in a world free from this threat. Any use of nuclear weapons, whether deliberate or accidental, would have catastrophic, far-reaching and long-lasting consequences for people and the environment.*
5. *Therefore, we warmly welcome the entry into force of the UN Treaty on the Prohibition of Nuclear Weapons on 22 January 2021, and we call on our national government to sign and ratify it without delay.*

Your support for this motion will be a small but meaningful step towards Australia's ratification of the treaty, which in turn will contribute to the stigmatisation, prohibition and elimination of nuclear weapons.

The entry-into-force of this treaty is the beginning of the end of nuclear weapons.

Supporters of the nuclear ban treaty in Australia include the Australian Red Cross and the Australian Medical Association, both of whom see this as a fundamentally humanitarian issue, beyond party politics.

Australia has joined the treaties prohibiting other inhumane and indiscriminate weapons including biological weapons, chemical weapons, landmines and cluster munitions. Nuclear weapons do not enhance security, and the global tide is turning against them. It is only a matter of time before Australia plays its part and joins the treaty.

I look forward to your council pledging its support for Australia joining the Treaty and joining the cities and towns in support of a more peaceful world.

Kind Regards



Jemila Rushton

International Campaign to Abolish Nuclear Weapons, Australia

Once passed, the Mayor or elected official can send an email to jemila@icanw.org indicating that the council endorses the International Campaign to Abolish Nuclear Weapons (ICAN) Cities Appeal. It is recommended that council writes to inform the Foreign Minister and local federal representatives that the council has endorsed the ICAN Cities Appeal.

Gayle Tierney MP

STATE UPPER-HOUSE MEMBER FOR WESTERN VICTORIA

RECEIVED

4 DEC 2020

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ACTION	EA
INFO	
X REF	



November 24, 2020

Cr Ron Ismay
Hindmarsh Shire Council
92 Nelson St
NHILL VIC 2418

Dear Cr Ismay,

I write to offer my warmest congratulations on once again being elected as the Mayor of Hindmarsh Shire Council.

Your previous work as a councillor and Mayor has been invaluable, and to be re-appointed by your peers as Mayor is a just reward for your efforts.

I know you will carry out the duties of this office with enthusiasm and integrity befitting the role, and serve the Hindmarsh Shire Council effectively and with distinction.

I wish you all the very best for your new term of office and look forward to continuing to work with you for the betterment of the Hindmarsh community.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Gayle Tierney".

GAYLE TIERNEY MP
Member for Western Victoria

Minister for Training and Skills
Minister for Higher Education



Attachment 1

Clause 55 Assessment – 4 Elizabeth Street, Nhill

Neighbourhood Character Clause 55.02

Clause & Objective	Standard Met	Objectives Met
Clause 55.02-1 - Neighbourhood character objectives -Standard B1	Yes	Yes
Clause 55.02-2 - Residential policy objectives -Standard B2	Yes	Yes
Clause 55.02-3 - Dwelling diversity objective - Standard B3	N/A	N/A
Clause 55.02-4 - Infrastructure objectives - Standard B4	Yes	Yes
Clause 55.02-5 - Integration with the street objective Standard B5	Yes	Yes

Site Layout and Building Massing Clause 55.03

Clause & Objective	Standard Met	Objectives Met
Clause 55.03-1 - Street setback objective - Standard B6	Yes	Yes
Clause 55.03-2 - Building height Objective - Standard B7	Yes	Yes
Clause 55.03-3 - Site coverage objective - Standard B8	Yes	Yes
Clause 55.03-4 - Permeability objectives - Standard B9	Yes	Yes
Clause 55.03-5 - Energy efficiency objectives - Standard B10	Yes	Yes
Clause 55.03-6 - Open space objective - Standard B11	Yes	Yes
Clause 55.03-7 - Safety objective - Standard B12	Yes	Yes
Clause 55.03-8 - Landscaping objectives - Standard B13	Yes	Yes
Clause 55.03-9 - Access objectives - Standard B14	Yes	Yes
Clause 55.03-10 - Parking location objectives - Standard B15	Yes	Yes

Amenity Impacts Clause 55.04

Clause & Objective	Standard Met	Objectives Met
Clause 55.04-1 - Side and rear setbacks objective - Standard B17	Yes	Yes
Clause 55.04-2 - Walls on boundaries Objective - Standard B18	Yes	Yes
Clause 55.04-3 - Daylight to existing windows objective - Standard B19	Yes	Yes

Clause & Objective	Standard Met	Objectives Met
Clause 55.04-4 - North facing windows objective - Standard B20	Yes	Yes
Clause 55.04-5 - Overshadowing open space objective - Standard B21	Yes	Yes
Clause 55.04-6 - Overlooking objective - Standard B22	Yes	Yes
Clause 55.04-7 - Internal views objective - Standard B23	Yes	Yes
Clause 55.04-8 - Noise impacts objectives - Standard B24	Yes	Yes

On-Site Amenity and Facilities Clause 55.05

Clause & Objective	Standard Met	Objectives Met
Clause 55.05-1 - Accessibility objective - Standard B25	Yes	Yes
Clause 55.05-2 - Dwelling entry objective - Standard B26	Yes	Yes
Clause 55.05-3 Daylight to new windows objective - Standard B27	Yes	Yes
Clause 55.05-4 - Private open space objective - Standard B28	Yes	Yes
Clause 55.05-5 - Solar access to open space objective – Standard B29	Yes	Yes
Clause 55.05-6 - Storage objective - Standard B30	Yes	Yes

Detailed Design Clause 55.06

Clause & Objective	Standard Met	Objectives Met
Clause 55.06-1 - Design detail objective - Standard B31	Yes	Yes
Clause 55.06-2 - Front fences objective - Standard B32	N/A	N/A
Clause 55.06-3 - Common property objectives - Standard B33	N/A	N/Z
Clause 55.06-4 - Site services objectives - Standard B34	Yes	Yes

Attachment 2

Clause 56 Assessment - 4 Elizabeth Street, Nhill

Clause 56.02 – Policy Implementation

Clause & objective	Standard Met	Objectives Met
Clause 56.02-1 Strategic implementation objective – Standard C1	Yes	Yes

Clause 56.03 – Liveable and Sustainable Communities

Clause & objective	Standard Met	Objectives Met
Clause 56.03-1 Compact and walkable neighbourhoods objectives – Standard C2	N/A	N/A
Clause 56.03-2 – Activity Centre objective – Standard C3	N/A	N/A
Clause 56.03-3 – Planning for community facilities objective – Standard C4	N/A	N/A
Clause 56.03-4 Built Environment Objective – Standard C5	N/A	N/A
Clause 56.03-5 Neighbourhood character objective – Standard C6	Yes	Yes

Clause 56.04 Lot Design

Clause & objective	Standard Met	Objectives Met
Clause 56.04-1 Lot diversity and distribution objectives- Standard C7	Yes	Yes
Clause 56.04-2 Lot area and building envelopes objective – Standard C8	Yes	Yes
Clause 56.04-3 Solar orientation of lots objectives – Standard C9	Yes	Yes
Clause 56.04-4 Street orientation objective – Standard C10	Yes	Yes
Clause 56.04-5 Common area objectives – Standard C11	N/A	N/A

Clause 56.05 Urban Landscape

Clause & objective	Standard Met	Objective Met
Clause 56.05-1 Integrated urban landscape objectives – Standard C12	N/A	N/A
Clause 56.05-2 Public open space provision objectives – Standard C13	N/A	N/A

Clause 56.06 Access and Mobility Management

Clause & objective	Standard Met	Objective Met
Clause 56.06-1 Integrated mobility objectives – Standard C14	N/As	N/A
Clause 56.06-2 Walking and cycling network objectives – Standard C15	Yes	Yes
Clause 56.06-3 Public transport network objectives – Standard C16	N/A	N/A
Clause 56.06-4 Neighbourhood street network objective – Standard C17	N/A	N/A
Clause 56.06-5 Walking and cycling network detail objectives – Standard C18	N/A	N/A
Clause 56.06-6 Public transport network detail objectives – Standard C19	N/A	N/A
Clause 56.06-7 Neighbourhood street network detail objective – Standard C20	N/A	N/A
Clause 56.06-8 Lot access objective – Standard C21	N/A	N/A

Clause 56.07 Integrated Water Management

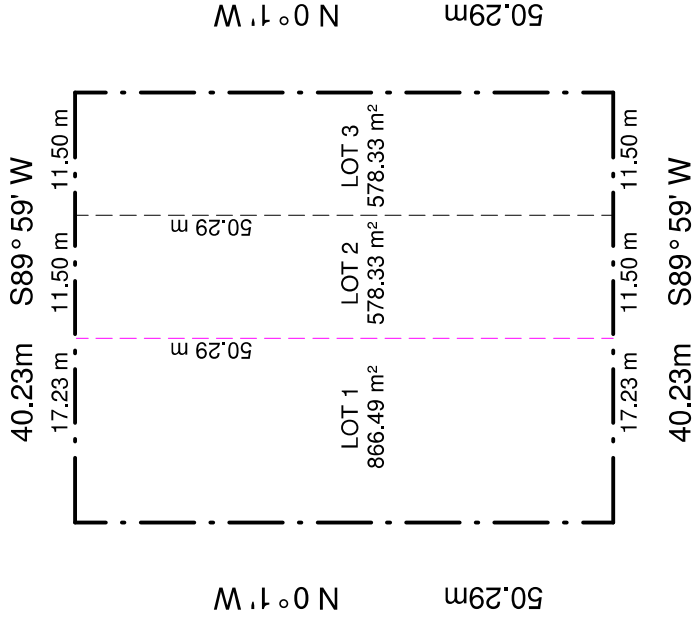
Clause & objective	Standard Met	Objective Met
Clause 56.07-1 Drinking water supply objective – Standard C22	N/A	N/A
Clause 56.07-2 Reused and recycled water objective – Standard C23	N/A	N/A
Clause 56.07-3 Waste water management objective – Standard C24	N/A	N/A
Clause 56.07-4 Stormwater management objectives - Standard C25	N/A	N/A

Clause 56.08 Site Management

Clause & objective	Standard Met	Objective Met
Clause 56.08-1 Site management objectives – Standard C26	N/A	N/A

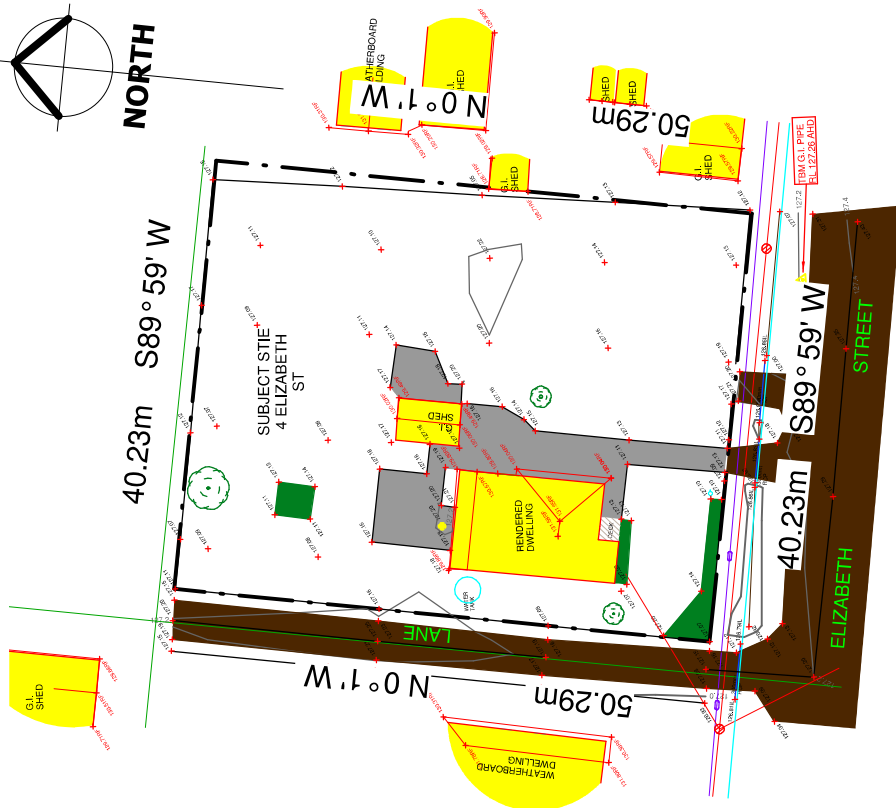
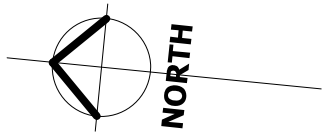
Clause 56.09 Utilities

Clause & objective	Standard Met	Objective Met
Clause 56.09-1 Shared trenching objectives – Standard C27	N/A	N/A
Clause 56.09-2 Electricity, telecommunications and gas objectives – Standard C28	N/A	N/A
Clause 56.09-3 Fire Hydrants objective – Standard C29	N/A	N/A
Clause 56.09-4 Public lighting objective – Standard C30	N/A	N/A



ELIZABETH STREET

2 SUBDIVISION PLAN
1 : 500



1 SITE SURVEY
1 : 500

- LEGEND**
- OH ELECTRICITY
 - U/G WATER MAIN
 - U/G SEWERAGE
 - U/G TELECOMMUNICATION
 - FENCE
 - EDGE OF GARDEN
 - ROOF LINE
 - EDGE OF TRACK
 - CROWN OF ROAD
 - ELECTRICITY POLE
 - SEWERAGE INSPECTION OPENING
 - WATER METER
 - TELECOMMUNICATION PIT
 - TREE
 - CONCRETE
 - RAISED GARDEN
 - INVERT OF PIPE
 - ROOF LINE

DATE	ISSUE	AMENDMENTS
08/09/20	REV A	DRAWINGS PREPARED FOR COUNCIL SUBMISSION
09/10/20	REV B	DRAWINGS AMENDED AS PER PA 1662-2020 ON 07/10/20

Project Number	01ELI	DRAWING TITLE	SITE SURVEY
Date	09/10/20	SHEET NUMBER	TP 04
Drawn by	RT	TOWN PLANNING DRAWINGS	SHEET SIZE A3
Checked by	IJA	Scale	As Indicated

4 ELIZABETH STREET NHILL 3418

COMPLETE BUILDING SOLUTIONS GROUP PTY LTD
 DESIGN, CONSTRUCTION & TOWNPLANNING SERVICES
 PO Box 792 Melton Vic. 3037 info@cbsgroup.net.au
 Phone +61 421 112 856 ian@cbsgroup.net.au

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Complete Building Solutions Group

DATE	ISSUE	AMENDMENTS
08/09/20	REV A	DRAWINGS PREPARED FOR COUNCIL SUBMISSION
09/10/20	REV B	DRAWINGS AMENDED AS PER PA 1682-2020 ON 07/10/20

4 ELIZABETH STREET NHILL 3418

Project Number	01ELI
Date	09/10/20
Drawn by	RT
Checked by	IJA

DRAWING TITLE

PROPOSED SITE PLAN

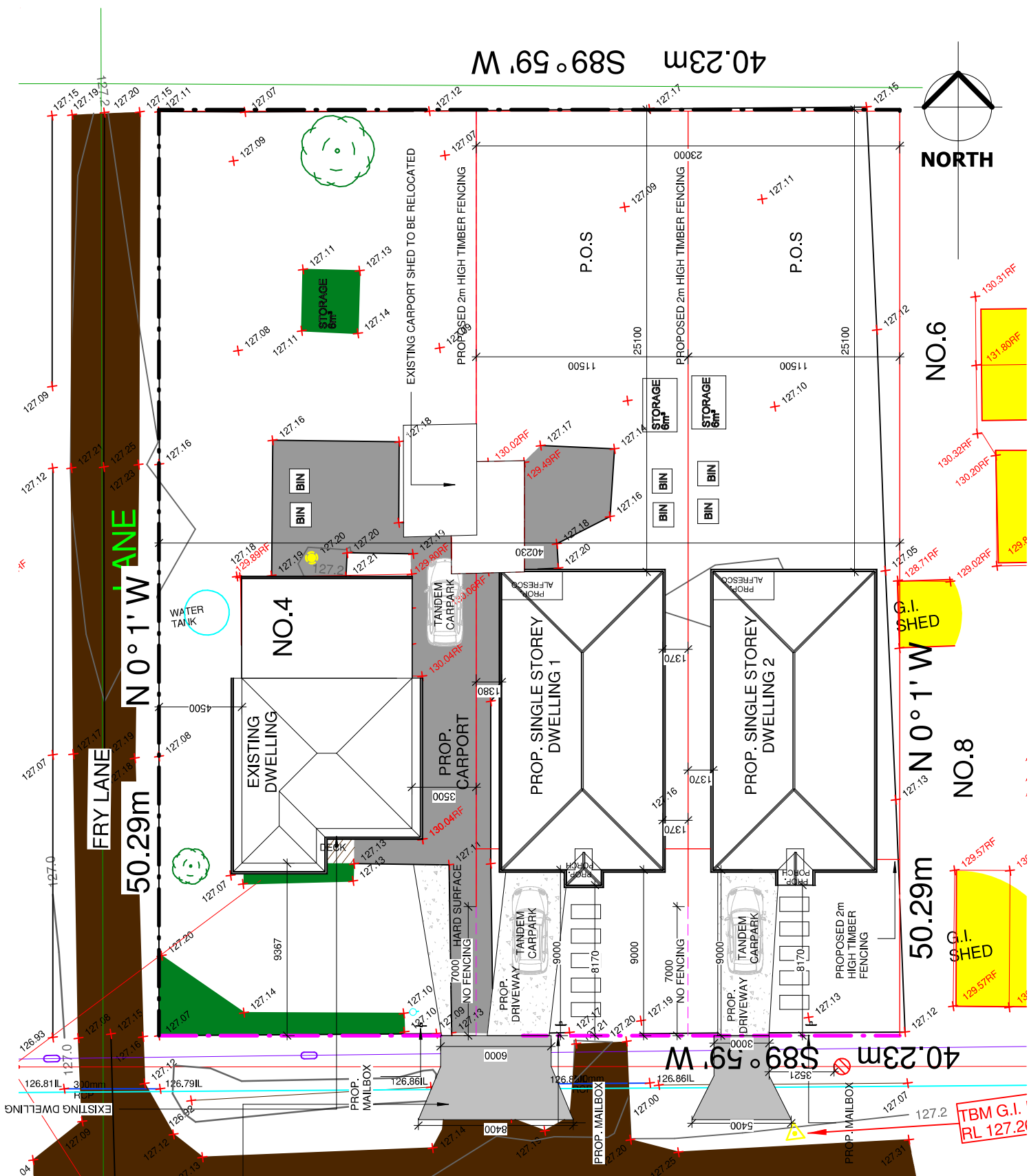
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TOWN PLANNING



ELIZABETH STREET

FRY LANE
50.29m

FRY LANE
50.29m

50.29m

40.23m

40.23m S89°59'W

NO.6

NO.8

G.I. SHED

G.I. SHED

TBM G.I. RL 127.20

EXISTING VEHICLE CROSSING TO BE MODIFIED

DATE	ISSUE	AMENDMENTS
08/09/20	REV A	DRAWINGS PREPARED FOR COUNCIL SUBMISSION
09/10/20	REV B	DRAWINGS AMENDED AS PER PA 1682-2020 ON 07/10/20

4 ELIZABETH STREET NHILL 3418

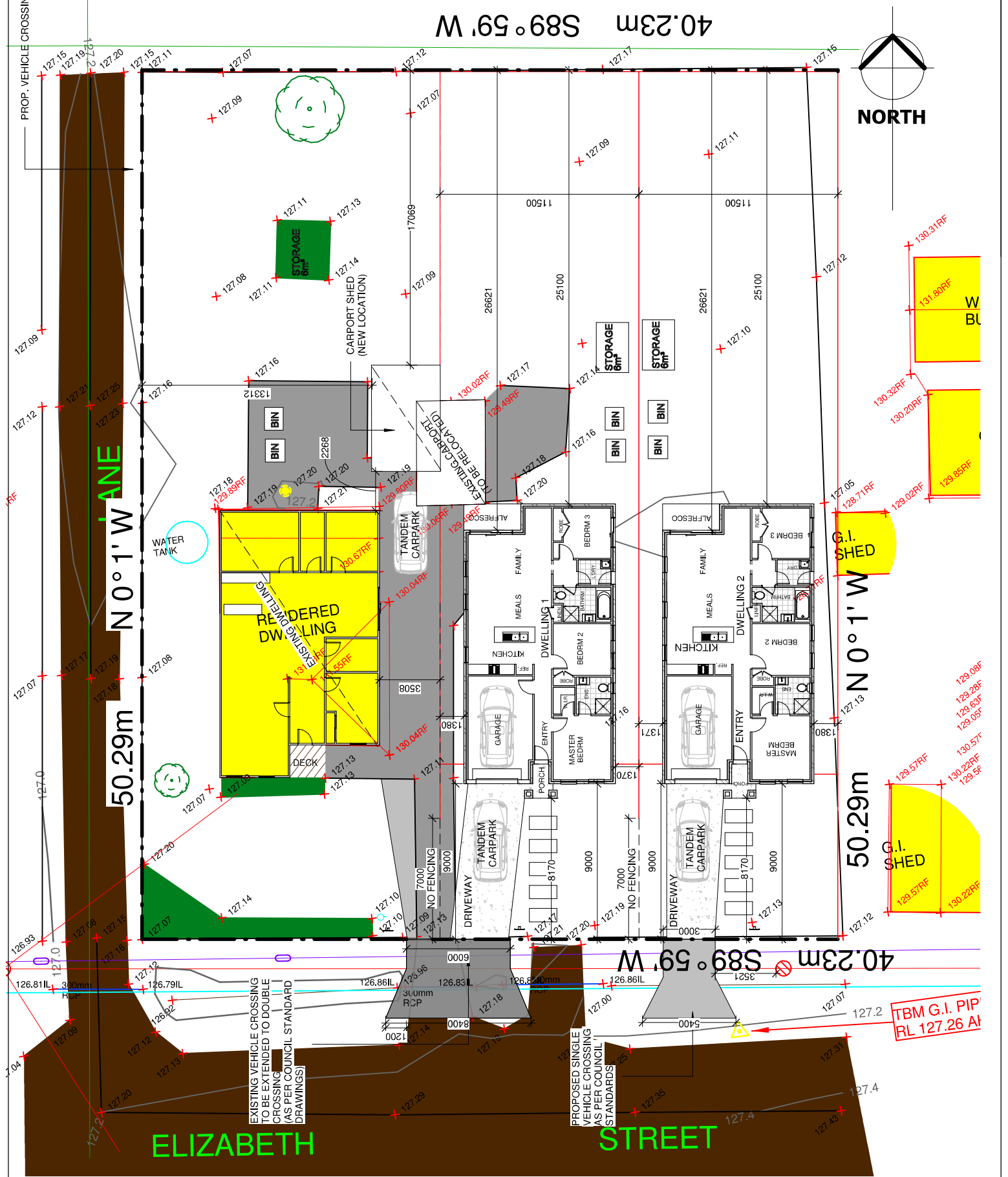
Project Number	01ELI
Date	09/10/20
Drawn by	RT
Checked by	IJA

DRAWING TITLE
PROPOSED GROUND FLOOR PLAN

SHEET NUMBER
TP 06

SHEET SIZE A3
Scale 1:200

TOWN PLANNING



40.23m S89° 59' W

50.29m N 0° 1' W

50.29m N 0° 1' W

40.23m S89° 59' W

ELIZABETH STREET

ELIZABETH STREET



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Area Analysis

Name	Area	Percentage	Comments
CARPOR	24.32 m ²	1.20%	IMPERVIOUS
DWELLING 1 DRIVEWAY	30.24 m ²	1.49%	IMPERVIOUS
DWELLING 1 DRIVEWAY LANDSCAPE	9.96 m ²	0.49%	PERMEABLE
DWELLING 1 FRONTYARD	61.74 m ²	3.05%	PERMEABLE
DWELLING 1 SECLUDED PRIVATE OPEN SPACE	288.64 m ²	14.27%	PERMEABLE
DWELLING 1 SIDE SETBACK 1	22.34 m ²	1.10%	PERMEABLE
DWELLING 1 SIDE SETBACK 2	22.19 m ²	1.10%	PERMEABLE
DWELLING 2 DRIVEWAY	27.43 m ²	1.36%	IMPERVIOUS
DWELLING 2 DRIVEWAY LANDSCAPE	14.49 m ²	0.72%	PERMEABLE
DWELLING 2 FRONTYARD	60.02 m ²	2.97%	PERMEABLE
DWELLING 2 SIDE SETBACK 1	22.33 m ²	1.10%	PERMEABLE
DWELLING 2 SIDE SETBACK 2	288.65 m ²	14.27%	PERMEABLE
DWELLING 2 SECLUDED PRIVATE OPEN SPACE	563.38 m ²	27.85%	PERMEABLE
EXISTING DWELLING SECLUDED PRIVATE OPEN SPACE	563.38 m ²	27.85%	PERMEABLE
EXISTING DWELLING STIE COVERAGE	132.87 m ²	6.57%	IMPERVIOUS
HARDSURFACE	145.92 m ²	7.21%	IMPERVIOUS
PROP. DWELLING 1 SITE COVERAGE	143.22 m ²	7.08%	IMPERVIOUS
PROP. DWELLING 2 SITE COVERAGE	143.22 m ²	7.08%	IMPERVIOUS
LAND SIZE	2023.17 m ²		

TOTAL SITE COVERAGE : 443.63 m² 21.93%

TOTAL PERMEABLE : 1286.88 m² 63.60%

EXISTING DWELLING GARDEN AREA : 563.38 m² 65.01%

DWELLING1 GARDEN AREA : 404.87 m² 70.00%

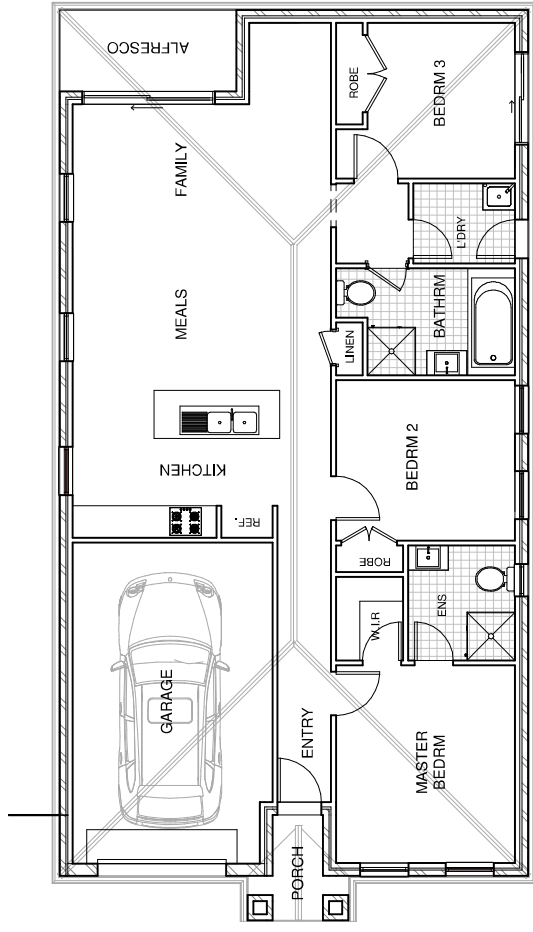
DWELLING2 GARDEN AREA : 408.68 m² 70.49%

DWELLING 1 SIZE

Name	Area	Area (sq)
DWELLING 1 LIVING	109.95 m ²	11.84
DWELLING 1 GARAGE	25.62 m ²	2.76
DWELLING 1 ALFRESCO	5.02 m ²	0.54
DWELLING 1 PORCH	2.63 m ²	0.28
Total	143.22 m ²	15.42

DWELLING 2 SIZE

Name	Area	Area (sq)
DWELLING 2 LIVING	109.95 m ²	11.84
DWELLING 2 GARAGE	25.62 m ²	2.76
DWELLING 2 ALFRESCO	5.02 m ²	0.54
DWELLING 2 PORCH	2.63 m ²	0.28
Total	143.22 m ²	15.42



TYPICAL GROUND FLOOR PLAN

1 : 100

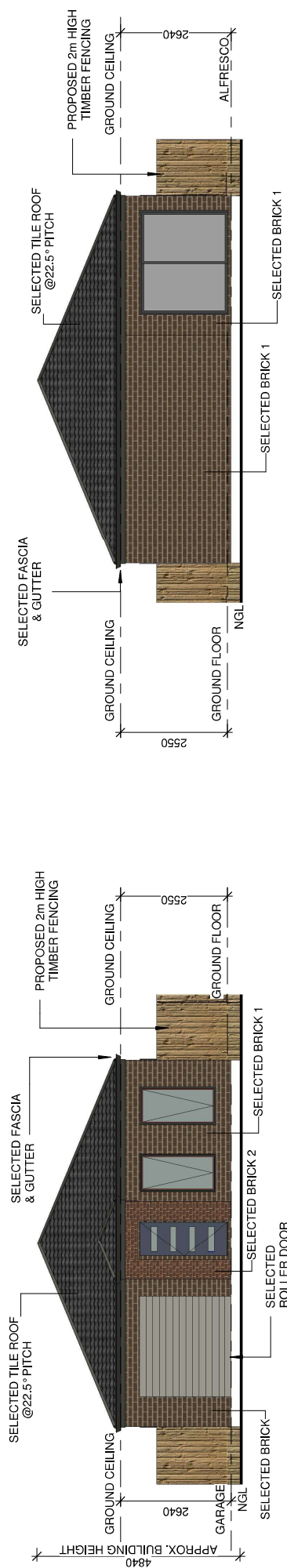
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DATE	ISSUE	AMENDMENTS
08/09/20	REV A	DRAWINGS PREPARED FOR COUNCIL SUBMISSION
09/10/20	REV B	DRAWINGS AMENDED AS PER PA 1662-2020 ON 07/10/20

Complete Building Solutions Group

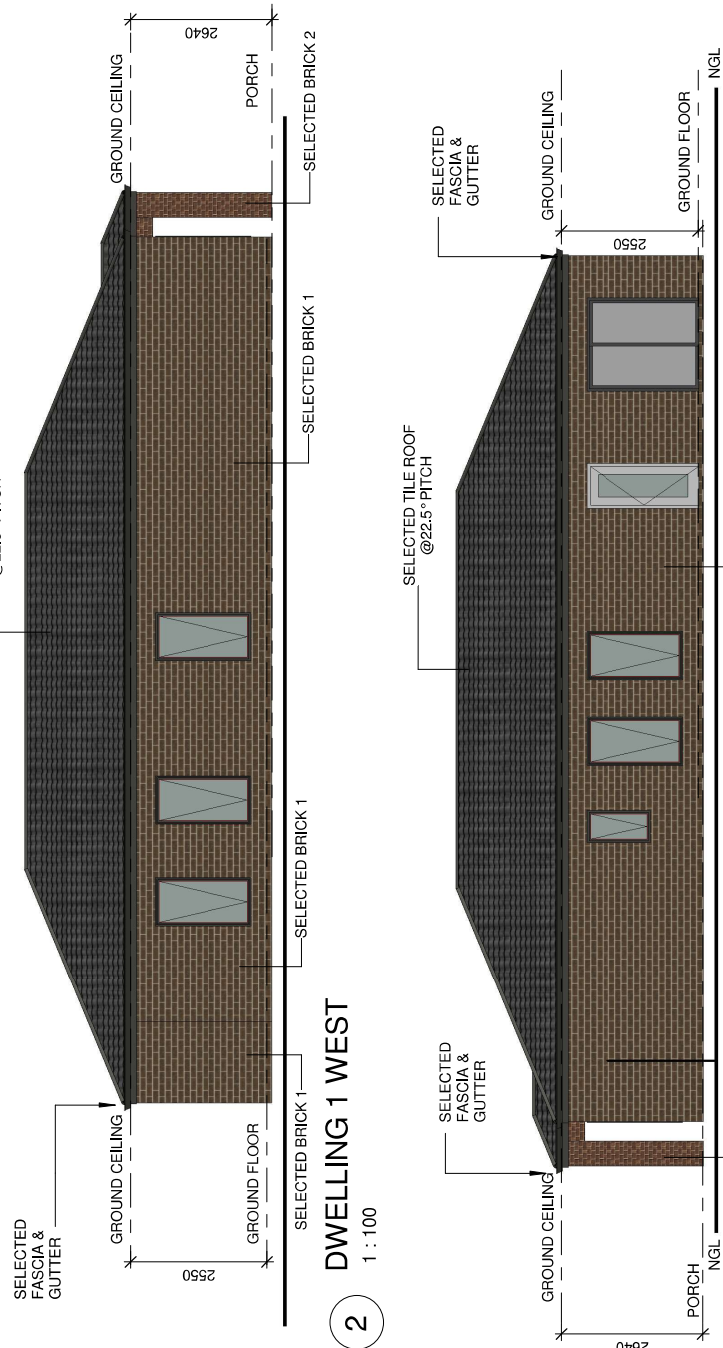
4 ELIZABETH STREET NHILL 3418
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 Phone +61 421 112 856 ian@cbsgr.net.au
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Project Number	01ELI	DRAWING TITLE	TYPICAL FLOOR PLAN
Date	09/10/20	SHEET NUMBER	TP 07
Drawn by	RT	TOWN PLANNING DRAWINGS	SHEET SIZE A3
Checked by	IJA		Scale 1 : 100



1 DWELLING 1 SOUTH
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3 DWELLING 1 NORTH
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2 DWELLING 1 WEST
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4 DWELLING 1 EAST
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SELECTED MATERIAL

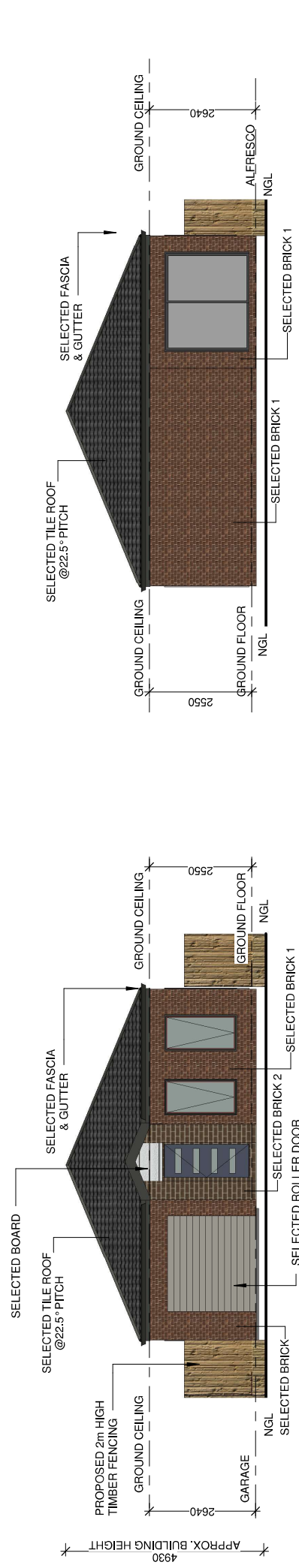
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SELECTED ROOF TILES:		MAGNUM
SELECTED GUTTER:		WOODLAND GREY
SELECTED FASCIA:		WOODLAND GREY
SELECTED DOWNPIPE:		WOODLAND GREY
SELECTED BRICK 2:		MERBAU
SELECTED ENTRY DOOR:		WOODLAND GREY
SELECTED WINDOWS:		WOODLAND GREY
SELECTED GARAGE DOOR:		DUNE
DRIVEWAY:		SLATE GREY

DATE		ISSUE		AMENDMENTS		PROJECT NUMBER		DRAWING TITLE		ELEVATION (1)	
08/09/20	REV A	DRAWINGS PREPARED FOR COUNCIL SUBMISSION				01ELI		4 ELIZABETH STREET NHILL 3418		ELEVATION (1)	
09/10/20	REV B	DRAWINGS AMENDED AS PER PA 1662-2020 ON 07/10/20				Date		Date		SHEET NUMBER	
						09/10/20		09/10/20		TP 08	
						Drawn by		Drawn by		TOWN PLANNING DRAWINGS	
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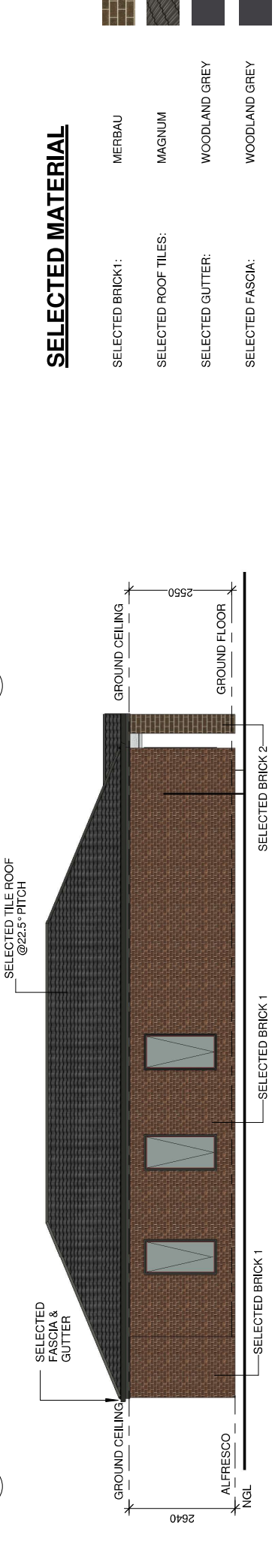
4 ELIZABETH STREET NHILL 3418
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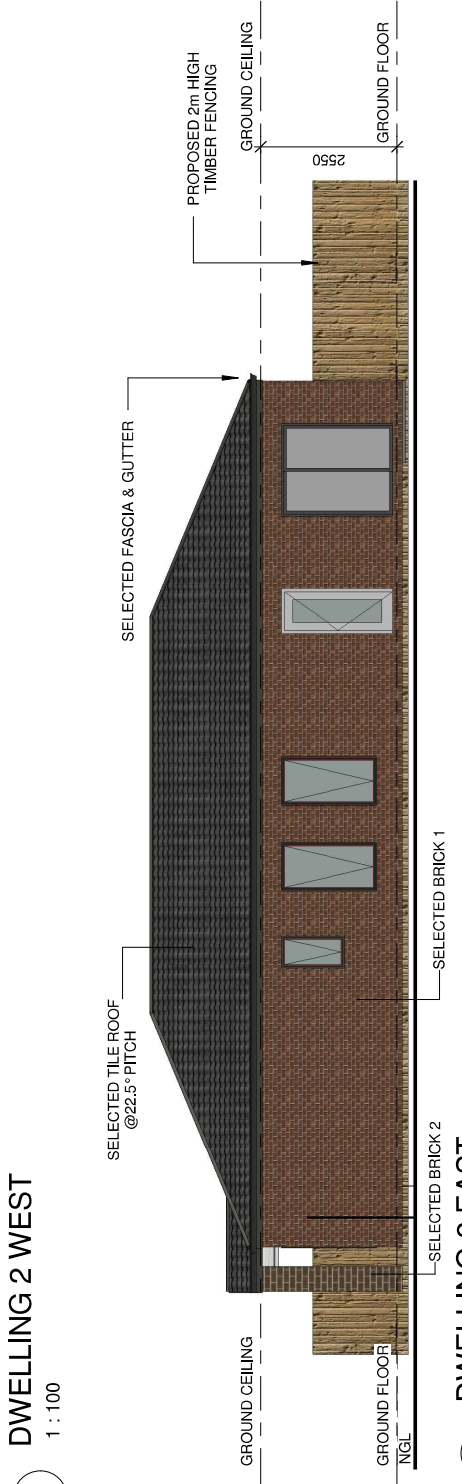


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SELECTED MATERIAL

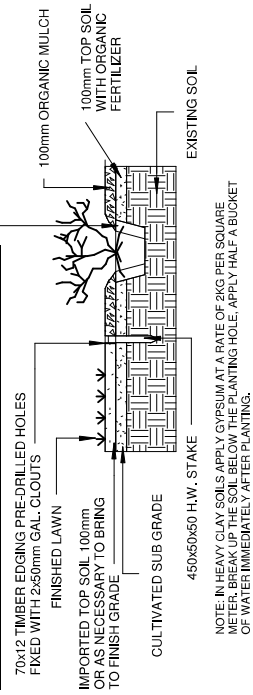
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SELECTED ROOF TILES:	MAGNUM
SELECTED GUTTER:	WOODLAND GREY
SELECTED FASCIA:	WOODLAND GREY
SELECTED DOWNPIPE:	WOODLAND GREY
SELECTED BRICK 2:	BARWON
SELECTED ENTRY DOOR:	WOODLAND GREY
SELECTED WINDOWS:	WOODLAND GREY
SELECTED GARAGE DOOR:	DUNE
DRIVEWAY:	SLATE GREY

DATE	ISSUE	AMENDMENTS	Project Number	01ELI	DRAWING TITLE	ELEVATION (2)
08/09/20	REV A	DRAWINGS PREPARED FOR COUNCIL SUBMISSION				
09/10/20	REV B	DRAWINGS AMENDED AS PER PA 1662-2020 ON 07/10/20	Date	09/10/20		
			Drawn by	RT		
			Checked by	IJA		
					SHEET NUMBER	TP 09
					TOWN PLANNING DRAWINGS	SHEET SIZE A3
						Scale 1 : 100

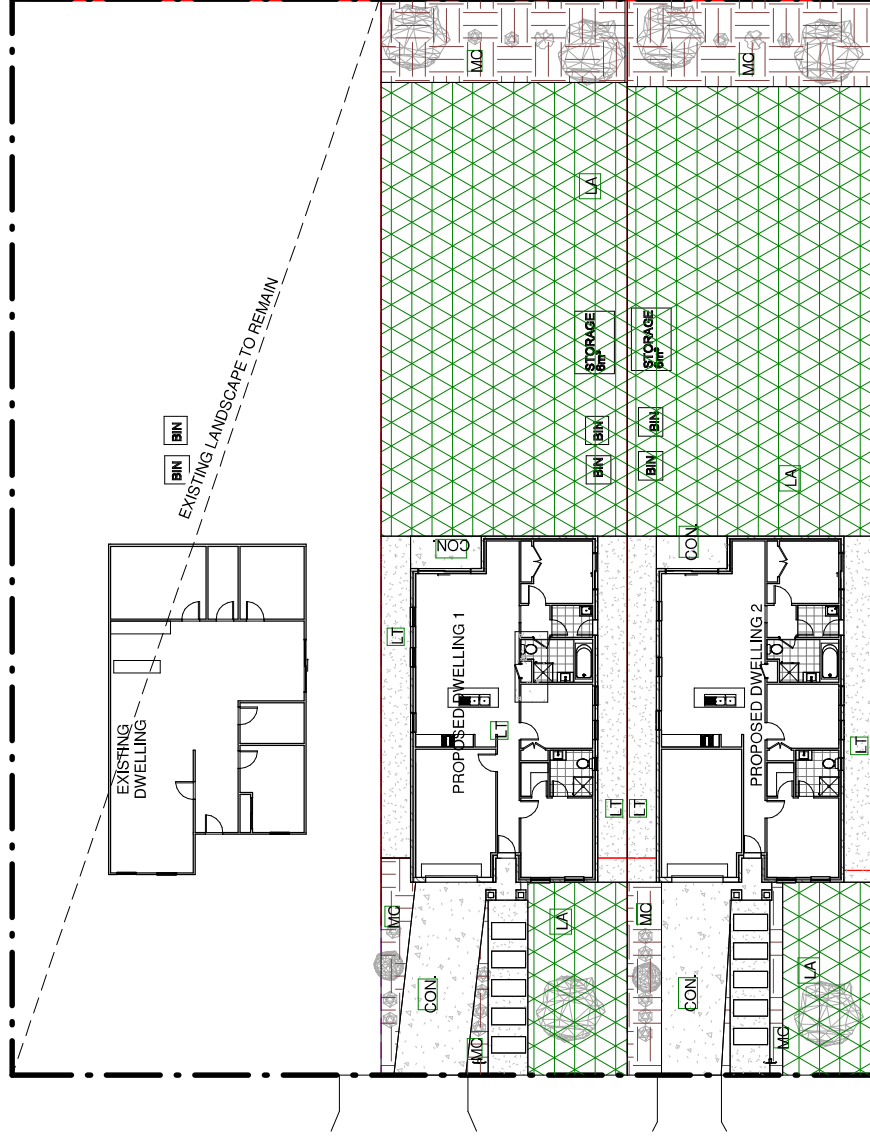
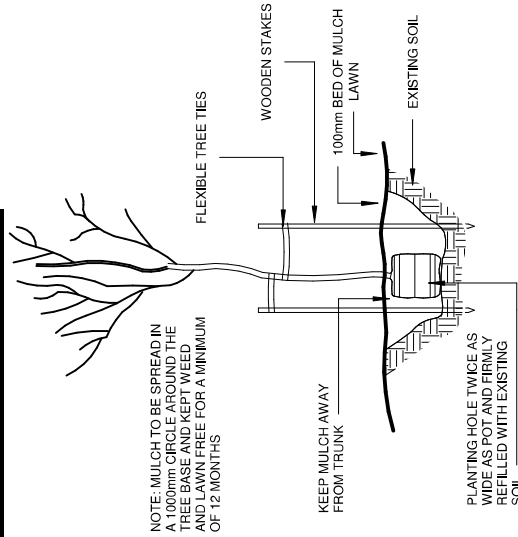


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PLANTING SPECIFICATION AND EDGE DETAIL FOR GARDEN BEDS



TREE PLANTING IN LAWN



LANDSCAPE PLAN

1 : 250

1

	MULCH	MC
	LAWN	LA
	LILYDALE TOPPING	LT
	CONCRETE	CON



PLANT NAME	COMMON NAME	MATURE HEIGHT	POT SIZE	QUANTITY
	DIANELLA LONGIFOLIA	500 mm	150	18
	GOODENIA OVATA	1000 mm	150	2
	PITTOSPORUM	1600 mm	150	3
	Agonis flexuosa	5000 mm	50	6

DATE	ISSUE	AMENDMENTS
08/09/20	REV A	DRAWINGS PREPARED FOR COUNCIL SUBMISSION
09/10/20	REV B	DRAWINGS AMENDED AS PER PA 1662-2020 ON 07/10/20



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Project Number	01ELI	DRAWING TITLE	LANDSCAPE PLAN
Date	09/10/20	SHEET NUMBER	TP 11
Drawn by	RT	TOWN PLANNING DRAWINGS	SHEET SIZE A3
Checked by	IJA	Scale	As indicated



Hindmarsh Shire Council

Procurement Policy

Adopted 7 February 2018

Amended 16 December 2020

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1 Principles

1.1 Background

Hindmarsh Shire Council

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

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

1.2 Scope

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

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

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

1.3 Purpose

The purpose of this Policy is to:

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

1.4 Treatment of GST

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

2 Effective Legislative and Policy Compliance and Control

2.1 *Ethics and Probity*

2.1.1 Requirement

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

2.1.2 Conduct of Councillors and Council Staff

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

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

2.1.3 Tender Processes

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

2.1.4 Conflict of Interest

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

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

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

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

2.1.5 Fair and Honest Dealing

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

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

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

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

2.1.6 Gifts and Hospitality

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

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

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

2.1.7 Disclosure of Information

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

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

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

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

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

2.2 Governance

2.2.1 Structure

Council shall:

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

2.2.2 Standards

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

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

2.2.3 Methods

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

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

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

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

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

2.2.4 Responsible Financial Management

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

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

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

Council staff must not disclose allocated tender budgets to suppliers.

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

2.3 Procurement Processes and Thresholds

2.3.1 Process

Council procurement processes are based on a number of principles:

- **Best Value**

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

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

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

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

- **Open and Fair Competition**

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

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

Late tenders will not be accepted under any circumstances.

- **Accountability**

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

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

Additionally:

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

- **Risk Management**

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

- **Probity and Transparency**

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

- **Expression of Interest**

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

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

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

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

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

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

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

2.3.2 Minimum Spend Competition Thresholds

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

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

2.3.2.1 Tenders

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

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

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

2.3.2.2 Quotations

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

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

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

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

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

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

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

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

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

Public advertising is not required.

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

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

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

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

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

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

- Public Advertising.

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

2.3.3 Exceptions to obtaining quotations

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

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

2.3.4 Chief Executive Officers Discretion

In the event of:

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

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

2.3.5 Shared Services

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

2.3.6 Statutory Payments

The Chief Executive Officer has authority to approve statutory payments (eg. Fire Services Levy, fortnightly payroll) to Government and Legislated authorities and in line with legislated requirements that are in excess of the Chief Executive Officer delegations.

2.4 Delegation of Authority

2.4.1 Requirement

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

2.4.2 Delegations

2.4.2.1 Council Staff

Council shall maintain a documented scheme of procurement delegations, identifying the Council staff authorised to make such procurement commitments in respect of goods,

services and works on behalf of the Council and their respective delegations contained in financial delegations policies

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

2.4.2.2 Delegations Reserved for the Council

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

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

2.5 Internal Controls

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

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

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

2.6 Risk Management

2.6.1 General

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

2.6.2 Supply by Contract

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

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

2.7 Contract Terms

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

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

2.8 Dispute Resolution

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

2.9 Contract Management

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

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

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

2.11 e-Procurement

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

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

3 Demonstrate Sustained Value

3.1 Integration with Council Strategy

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

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

3.2 Achieving Best Value

3.2.1 Requirement

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

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

3.2.2 Approach

This will be facilitated by:

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

3.2.3 Role of Specifications

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

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

3.3 *Performance Measures and Continuous Improvement*

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

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

The performance measurements developed will be used to:

- highlight trend and exceptions where necessary to enhance performance;

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

3.4 Corporate Social Responsibility

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

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

3.4.1 Social Procurement

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

Council is committed to Social Procurement by:

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

3.5 Sustainability

3.5.1 General

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

- waste management;

- recycling;
- energy management;
- emission management;
- water conservation;
- green building design; and
- environmentally sustainable procurement.

3.5.2 Sustainable Procurement

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

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

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

3.6 Diversity

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

4 Apply a Consistent and Standard Approach

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

4.1 Standard Processes

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

This will be achieved via establishing the following:

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

4.2 Performance Indicators

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

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

4.3 Management Information

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

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

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

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

5 Build and Maintain Supply Relationships

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

5.1 *Developing and Managing Suppliers*

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

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

5.2 *Supply Market Development*

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

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

5.3 *Relationship Management*

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

- Size of spend across Council

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

5.4 Communication

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

6 Review Process

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

7 Policy Owner and Contact Details

Responsible Officer: Director Corporate & Community Services
Adopted by Council: 7 February 2018
Review Date: 16 December 2020

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

Appendix A Definitions and Abbreviations

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

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

POLICY



Community Engagement Policy

1 Purpose

The purpose of this policy is to give effect to the community engagement principles provided in the Act and to provide guidance on the requirements and processes for staff when undertaking community engagement.

The community engagement principles are:

- a community engagement process must have clearly defined objective and scope;
- participants in community engagement must have access to objective, relevant and timely information to inform their participation;
- participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement;
- participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement;
- participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.

2 Scope

This policy applies to Councillors, Council staff including senior managers, contractors and consultants when undertaking community engagement on behalf of Council.

The policy applies to planning, design, implementation and evaluation of community engagement activities as directed by Council, recommended by staff or legislated by the Victorian Local Government Act 2020 including:

- Community Vision;
- Council Plan;
- Asset Plan;
- Financial Plan;
- Other engagement processes as determined, which may include but are not limited to:
 - The making of local laws;
 - Budget and policy development;
 - When decisions of a strategic nature, where community input will inform outcomes, are required – including for strategies, projects, assets and/or services which directly impact the community.

The policy does not apply to community engagement processes that are subject to prescribed processes imposed by other Victorian legislation such as land-use planning applications or other Council processes such as service requests or complaints.

3 Background

Section 55 of the *Local Government Act 2020* requires a Council to adopt and maintain a community engagement policy.

A community engagement policy must:

- be developed in consultation with the municipal community; and
- give effect to the community engagement principles; and
- be capable of being applied to the making of Council's local laws; and
- be capable of being applied in relation to Council's budget and policy development; and
- describe the type and form of community engagement proposed, having regard to the significance and complexity of the matter and the level of resourcing required; and specify a process for informing the municipal community of the outcome of the community engagement; and
- include deliberative engagement practices which must include and address any matters prescribed by the regulations for the purposes of this paragraph and be capable of being applied to the development of the Community Vision, Council Plan, Financial Plan and Asset Plan; and
- include any other matters prescribed by the regulations.

4 Definitions

Council	means Hindmarsh Shire Council
Act	means <i>Local Government Act 2020</i>
Community	means the people who have a stake and interest in Hindmarsh Shire and includes people who live, work, study or conduct business or are involved in local community groups or organisations in the municipality
Deliberative engagement	means engagement that is measured, considered and has the involvement of others.
Community engagement	is a planned process with the specific purpose of working with individuals and groups to encourage active involvement in decisions that affect them or are of interest to them.

5 Community engagement

Council will call for different levels of engagement, having regards to the significant, complexity and anticipated level of impact of what is being proposed, and the stakeholders we need to target.

Council operates under five levels of public participation:

1. **Inform:** providing the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.
2. **Consult:** obtaining public feedback on analysis, alternatives and/or decisions.
3. **Involve:** working directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

4. **Collaborate:** to partner with the public in each aspect of the decision including the development of alternatives and identification of the preferred solution.
5. **Empower:** to place final decision making in the public.

5.1 Type of community engagement

Community engagement may include multiple levels of public participation, both at different stages of the process and because different stakeholders will chose to engage at different levels. The type or form of engagement practices undertaken can be broadly described as either deliberative or participatory.

5.1.1 Deliberative engagement

Deliberative engagement involves the highest three levels of public participation, 'involve', 'collaborate' and 'empower'. Deliberative engagement allows for discussion and the possibility of consensus. The key features of a deliberative process are to come to a decision after considering all information and prioritising and weighing solutions. Deliberative engagement can be scaled to fit the size and impact of the project.

Examples of deliberative engagement practices are:

- Working with advisory groups;
- Proposals and ideas are discussed by a panel of community members;
- Participants are asked to consider and prioritise ideas;
- A representative group participates in a series of sessions of information exchange in order to reach consensus.

Projects most suited to deliberative engagement include those where the outcome will have far-reaching or long term effects and issues where there is considerable community concern or division about the alternatives.

5.1.2 Participatory engagement

Participatory practices take place at the first two levels of public participation, 'inform' and 'consult' and involve one-way information exchange either from Council to community or community to Council. Participatory engagement typically occurs when feedback is invited on ideas, alternatives or draft documents.

Examples of participatory practices are:

- Surveys;
- Polls, idea gathering;
- Submissions.

5.1.2.1 Submissions process

On matters where the only form of community participation is an invitation to make submissions, and engagement on the matter was formerly governed by section 223 of the *Local Government Act 1989*, Council will make the information available to the community for 21 days and invite the community to make submissions to Council with their feedback.

6 Statutory requirements

Some elements of community engagement are directed by statutory requirements. Under the Act, Council has a statutory obligation to develop a long term Community Vision, Financial Plan and Asset Plan, as well as a four-year Council Plan.

Under the *Public Health and Wellbeing Act 2008*, Council has a statutory requirement to develop a four-year Municipal Public Health and Wellbeing Plan. Council has an obligation to ensure the community has an opportunity to participate in the development of these plans.

7 Community engagement guide

As a guide, the lowest type of community engagement to be implemented for these plans is set out below:

MATTER	COMMUNITY ENGAGEMENT APPROACH
Community vision	Deliberative engagement
Council plan	Deliberative engagement
Financial plan	Deliberative engagement
Asset plan	Deliberative engagement
Budget	Participatory engagement
Making of a local law	Participatory engagement
Acquiring or selling land	Participatory engagement
Leasing Council land	Participatory engagement
Other statutory and non-statutory plans, strategies or policies, service planning and capital works projects	Level to be selected depending on the complexity of the matter*

*when assessing what level of community engagement to undertake consideration must be given to the following factors:

- Level of community interest;
- Effect on the community; and
- Who or which part of the community the matter effects.

8 Community engagement planning, implementation and evaluation

To ensure effective community engagement, Council implements the following eight steps to design, deliver and complete community engagement.

1. Clearly define the purpose and scope of the community engagement

- 1.1. Document the project purpose, scope, engagement objectives, timelines, and the decision to be made.
- 1.2. Take into account relevant legislation in framing community engagement.
- 1.3. Determine initial expectation of the level of participation outlined in clause 5.

2. Understand stakeholder and community interests:

- 2.1. Identify the stakeholders who are affected by, interested in, or who can influence or inform the decision.
- 2.2. Consider if there are barriers to participation that need to be removed to ensure an appropriate balance of views.
- 2.3. Identify the preferred methods for engagement.
- 2.4. Ensure that participants understand their role and level of influence on the decision making process.

3. Design an appropriate community engagement process

- 3.1. Identify the stages of the engagement process and any negotiable or non-negotiable aspects.
- 3.2. Ensure those who will be involved in the community engagement process have access to objective, relevant and timely information.
- 3.3. Plan inclusive and accessible communications and methods to support engagement.
- 3.4. Identify data requirements that are relevant and measurable, and how it will be analysed.
- 3.5. Plan how the data collected will be managed and ensure compliance with Council's privacy policy.
- 3.6. Identify the skills and resources needed to ensure effective community engagement.
- 3.7. Document the approach and obtain authorisation.

4. Deliver genuine and respectful engagement

- 4.1. Ensure all activities are inclusive and accessible.
- 4.2. Be clear about the purpose and level of engagement.

5. Review and interpret the engagement data

- 5.1. Collate and review the data from each engagement activity.
- 5.2. Identify any limitations to the appropriate balance of information.
- 5.3. Analyse the data to identify themes, priorities and preferences.

6. Apply the outcomes of the engagement to inform the decision making process

- 6.1. Include outcomes of community engagement when preparing Council reports regarding subjects or issues that have been the subject of community engagement.
- 6.2. Where appropriate, provide further opportunity for community input, for example to comment on a draft document.

7. Inform the community of the outcomes of the engagement

7.1. Reporting of outcomes and updates will always be through Council's website "Have Your Say" engagement platform as well as provided directly to those who asked to be kept informed and have provided contact details.

8. Evaluate the community engagement process for improvement

8.1. Assess whether community engagement objectives were achieved.

9 Responsibilities

Responsibilities for implementing this policy are shared as follows:

PARTY / PARTIES	ROLES AND RESPONSIBILITIES
Councillors	Ensure that matters under consideration are informed by the planned level of community engagement.
Executive leadership team	Consult with councillors to establish the engagement process to be used. Champion better practice community engagement through policy, process and leadership. Monitor implementation and compliance with this policy.
Managers	Manage areas of responsibility to ensure community engagement is consistent with this policy.
Staff	Undertake to make community engagement activities consistent with this policy.

10 Human rights charter

This policy is consistent with the Charter of Human Rights and Responsibilities Act 2006.

11 Related documents

Hindmarsh Shire Council Public Transparency Policy

Hindmarsh Shire Council Privacy Policy

Local Government Act 1989

Local Government Act 2020

Privacy and Data Protection Act 2014

Victorian Charter of Human Rights and Responsibilities 2006

Public Records Act 1973

12 Version history

Community Engagement Policy		Policy Category	Community Engagement
Version Number	01	Policy Status	DRAFT
Approved/Adopted By		Approved/Adopted on:	
Responsible Officer	DCCS		
Version History	Date	Version	Description
	XX February 2021	01	

DRAFT

Appendix 1 COMMUNITY ENGAGEMENT PLAN TEMPLATE



Project summary:

Item	Details
Project Name	
Project Manager	
Project Details	
Project Purpose	
Start Date	
End Date	

Engagement summary: *(please overwrite section in italics)*

Item	Details
Objective of engagement	<i>What is Council engaging on and why?</i>
Scope	<i>Who will the engagement be with? Who does it affect?</i>
Type of engagement	<i>Deliberative engagement or participatory engagement?</i>

Item	Details
Key stakeholders	<i>Who will be impacted by any decisions?</i>
Target audience	<i>Who will engagement be conducted with?</i>
Engagement design: <ul style="list-style-type: none"> • Method/s • Venue/s • Time/s • Location/s • Resources 	<i>How will the engagement be undertaken?</i> <i>List, expand on and repeat to all planned activities...</i>
Purpose of engagement findings	<i>How will the information gathered be used? Information needs to be used in line with Council's Privacy Policy.</i>
Communicating outcomes of engagement	<i>How will the community be updated or informed on the outcome of the community engagement?</i>
Other relevant information	<i>May include stakeholders, multiple phases of engagement, questions, methods of promotion, etc</i>

Sign off and approval

Project Manager

Date

Director

Date

POLICY



Media Policy

1 Purpose

The purpose of this policy is to establish protocols for managing communication between the Council and media, to ensure coordinated, coherent, professional, accurate, and reliable presentation of Council and Council business.

2 Scope

This policy applies to all Councillors, including the Mayor, and all Youth Councillors and all Council employees.

- For the purposes of this Policy the reference to Council employees includes—
- Full-time, part-time and casual employees;
- Contractors and agency personnel;
- Members of Council committees including advisory committees; and
- Volunteers.

3 Definitions

Media	For the purposes of this policy, the term media refers to all mainstream external news channels, including newspapers, radio, television, online news services, and magazines. It does not refer to Social Media (refer to the Social Media Policy).
Media Release	means any information the Council proactively provides to Media, including via the Council's website.
Social Media	means the online technologies, platforms and practices that people use to share content, opinions, insights, experiences, perspectives, and media themselves. This is media for social interaction enabled by a plethora of web technologies.

4 Policy

1. Based on the principles of democracy, Hindmarsh Shire Council encourages open, prompt, and accurate communication with the media, with an emphasis on promoting a positive, progressive and professional image of Council.
2. It is vital that all media inquiries are treated by the official spokespersons, efficiently and courteously with due regard to the fact that all media work to stringent deadlines, which require prompt responses. All inquiries by media received by persons other than an official spokesperson must be passed on to the relevant official spokesperson as soon as practicable.
3. The Mayor and Chief Executive Officer are the official spokespersons on all matters of Council policy, interpretation of policy, or reaction to external matters. Where appropriate or expedient for a specific issue, the Mayor or CEO may authorise another Councillor to make a statement (on behalf of Council).
4. The CEO is the official spokesperson for staffing and other organisational matters. Other Council employees may be delegated by the Chief Executive Officer to discuss a specific issue.
5. Media comment by the official spokespersons must accurately reflect the Council's position on the topic as determined by the Council in adopted documents, including the Council Plan, Strategies, Policies, and Minutes.
6. In the case of matters with possible legal consequences, any statements made to the media must be authorised by the Chief Executive Officer.
7. Any person who wishes to make a personal statement on a topic must clearly inform the media:
 - their comment is being made as an individual
 - their comments are not necessarily the view of the Council
 - the matter has (or has not) been determined by the Council, and
 - the majority of Council may hold a different opinion.
8. Persons should consider the short and long term impact of such personal comments, and the possible detrimental impact on Council credibility and unity. Comments which are critical of majority Council decisions or Councillors, will damage credibility and unity. Comments by Councillors must be in accordance with the Councillor Code of Conduct. Comments by employees must be in accordance with the Employee Code of Conduct.
9. All decisions made in open Council are public and can readily be quoted, or made available, to the media. Matters of staff, personal privacy, contract and legal proceedings may be restricted, as their discussion may contravene Council's duty of care, contractual obligations, or legislation. Councillors and Council employees are required to comply with the statutory requirements contained in the *Privacy and Data Protection Act 2015*

and *Local Government Act 2020*, which prohibit the disclosure of personal and confidential information. Matters raised in closed Council sessions are confidential and cannot be discussed with the media.

10. Council employees will not engage in media activity which may be to the personal advantage of a Councillor (i.e. during an election campaign). During local government election campaigns, Councillors must ensure that their media comments as a candidate are clearly distinguished from their role as a Councillor.
11. All items of advertising must be approved by the Chief Executive Officer prior to submitting to the media.
12. In relation to social media, the Social Media Policy applies.
13. Breach of this policy may lead to disciplinary action under the relevant Code of Conduct.

5 Administrative Updates

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

6 Related documents

- Hindmarsh Shire Council Social Media Policy
- Hindmarsh Shire Councillor Code of Conduct
- Hindmarsh Shire Council Employee Code of Conduct
- Hindmarsh Shire Council Policy Framework
- Hindmarsh Shire Council Governance Rules
- *Local Government Act 2020*
- *Privacy and Data Protection Act 2015*

7 DOCUMENT CONTROL

Media Policy		Policy Category	Council
Version Number	3.0	Policy Status	UNDER REVIEW
Approved/Adopted By	Council	Approved/Adopted on:	
Prepared By	CEO		
Version History	Date	Version	Description
	November 2009	1.0	Creation of Policy
	6 December 2017	2.0	Update of Policy
	3 December 2020	3.0	Review of Policy



Victorian
Farmers
Federation

16 September 2020

Cr Rob Gersch
92 Nelson Street,
Nhill Victoria 3418
Via email: rgersch@hindmarsh.vic.gov.au

Dear Cr Gersch,

Re: A-double access in Hindmarsh Shire

On behalf of the Victorian Farmers Federation (VFF) Grains Group I would urge Hindmarsh Shire to gazette access for a-double roadtrains on local roads in the Hindmarsh Shire.

Improved heavy vehicle access is critical for the productivity and profitability of the Australian grain industry. Supply chain costs are typically the single largest cost in grain production, directly impacting the profitability of Australian farmers and threatening the global competitiveness of Australian grain.

Under the new National Road Train Notice, A-Double vehicles up to 36.5 metres long will be permitted to operate on set routes within North West Victoria without a permit.

The VFF would urge Hindmarsh Shire to follow Mildura Rural City Council in extending this access to local roads to maximise the potential productivity benefits.

As a key grain growing region, extending road train access to local roads will remove red tape for local growers having to apply for permits and reduce supply chain costs for transporting grain to market.

It is important to note that the transport of bulk commodities associated with grain farming differs from other industries such as dairy, in that the locations required for heavy vehicle access will vary year to year rather than the fixed collection point of a dairy and it is typically the grain growers who will bear the costs of permits, as truck ownership is high amongst grain farmers.

The recent success of the current Temporary Drought Road Train Notice has highlighted that A-Doubles can safely operate in the region, whilst removing trucks from the road and improving productivity.

The VFF Grains Group looks forward to working with Hindmarsh Shire on this matter.



Victorian
Farmers
Federation

Further information on specific matters mentioned in this letter can be provided on request and all enquiries should be directed to Annabel Mactier, Grains Senior Policy Advisor, on 0408 567 321 or by email (amactier@vff.org.au).

Yours sincerely,

Ashley Fraser
President, Victorian Farmers Federation Grains Group



1 December 2020

MINUTES OF THE COVID-19 COMMUNITY REVIATLIASTION REFERENCE GROUP HELD VIA WEB MEETING ON TUESDAY 1 DECEMBER 2020, COMMENCING AT 5:00PM.

PRESENT:

Cr Ron Ismay – Chairperson
Mr Ross Barker – Member
Ms Joanne Thomas – Member

Ms Monica Revell – Director Corporate & Community Services
Mr Phil King – Manager Economic & Community Development

Mr David Tepper – DHHS (Emergency Management division)
Ms Dorothy McLaren – West Wimmera Health Services

A G E N D A

1. Welcome and Acknowledgement of the Indigenous Community

Welcome and acknowledgement of the indigenous community by the Chairperson.

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.

2. Apologies

3. Declaration of Interests

Committee Members to declare any known interests in relation to any item published on the agenda for this meeting, either:

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

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

4. Confirmation of Minutes of Previous Meeting

MOVED: D Tepper / D McLaren

That the Minutes of the COVID-19 Community Revitalisation Reference Group meeting held on Tuesday 6 October 2020 via web meeting, as circulated to members be taken as read and confirmed.

Refer attachment 4.1

5. Hindmarsh Shire Council Recovery Plan

Responsible Officer: Director Corporate & Community Services
Attachment: 5.1 Draft Recovery Strategy

Introduction:

The purpose of this report is to discuss the draft COVID-19 Recovery Strategy.

Discussion:

At the meeting held on 6 October 2020 discussion was held regarding the proposed layout for the COVID-19 Recovery Strategy. Following this discussion a draft COVID-19 Recovery Strategy has been prepared and is provided to the committee for consideration and discussion.

MOVED: J Thomas / R Barker

That Hindmarsh COVID-19 Revitalisation Reference Group members consider the draft COVID-19 Recovery Strategy and provide suggested initiatives and opportunities to Hindmarsh Shire Director Corporate & Community Services.

Refer attachment 5.1

6. General Business

7. Next Meeting

The next meeting will be held on Tuesday 22 December 2020, commencing at 5pm.
Meeting closed at 6:07pm.
