



## ATTACHMENTS

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### ITEM 4 CONFIRMATION OF MINUTES

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### ITEM 7 CORRESPONDENCE

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25 February 2021

To Councillor,  
"as addressed"

NOTICE is hereby given that an **ORDINARY MEETING** of the Hindmarsh Shire Council will be held at the Nhill Memorial Community Centre, 77-79 Nelson Street Nhill on Wednesday 3 March 2021 commencing at **3:00pm**.



Greg Wood  
Chief Executive Officer

## 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. Activity Reports

7. Correspondence

8. Planning Permit Reports

- 8.1 Application for Planning Permit PA1685-2020 – Use and Development of Land for Extractive Industry – 1280 Perenna Road, Netherby
- 8.2 Application for Planning Permit PA1679-2020 – Two-Lot Subdivision – 739 Woorak Ni Ni Lorquon Road, Nhill

## **9. Reports Requiring a Decision**

- 9.1 Councillor Gifts and Hospitality Policy
- 9.2 Gender Equality Policy and Guidelines
- 9.3 Mayoral and Councillor Allowances
- 9.4 Financial Report for the Period Ending 31 December 2020
- 9.5 Council Plan 2017-2021 Progress Report
- 9.6 Hindmarsh Shire Council Community Action Grants Program 2020/21 Round 2
- 9.7 Local Law Review
- 9.8 Nhill and District Sporting Club Budget Request
- 9.9 Roads to Recovery Update
- 9.10 Guideline Standards and Processes for Gazetting of B-Double Roads

## **10. Council Committees**

- 10.1 Yurunga Committee of Management
- 10.2 Dimboola Town Committee

## **11. Late Reports**

- 11.1 Application for Planning Permit PA1680-2020 – Two Lot Subdivision – Tarranyurk East Road, Tarranyurk Vic 3414
- 11.2 Application for Planning Permit PA1701-2021 - Construction of an Open Fronted Storage Shed - 42 Reserve Road, Kiata 3418

## **12. Other Business**

## **13. Confidential Matters**

- 13.1 Hindmarsh Shire Council Business Assistance Grants Program 2020-2021 Round 2
- 13.2 Request for Quote - Award for Purchase of one (1) 3-axle Truck with Tipping Body and one (1) 4-axle Trailer with Tipping Body
- 13.3 Request for Quote – Award for Purchase of one (1) Truck Mounted Street Sweeper
- 13.4 Reappointment of Chief Executive Officer

## **14. Meeting Closed**

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

***Acknowledgement of the Indigenous Community***

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

***Opening Prayer***

*Dear Lord,*

*We humbly request your blessing upon this Council and welcome your guiding presence among us.*

*May our decisions be taken wisely and in good faith, to your glory and the true welfare of the citizens of the Hindmarsh Shire.*

**2. 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 3 February 2021 at the Nhill Memorial Community Centre as circulated to Councillors be taken as read and confirmed.***

*Attachment Number: 1*

**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](mailto: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.

## 6. ACTIVITY REPORTS

### COUNCILLOR ACTIVITIES: FEBRUARY 2021

#### Cr ISMAY, MAYOR

Date	Meeting	Location	Comments
19/01/2021	Meeting with Tourism Vic	Zoom	
20/01/2021	Wimmera Mallee Tourism Meeting	Donald	
20/01/2021	Tour of Donald and Surrounds	Donald	
26/01/2021	Australia Day Ceremony	Rainbow	
26/01/2021	Australia Day Ceremony	Jeparit	
26/01/2021	Australia Day Ceremony	Dimboola	
26/01/2021	Australia Day Ceremony	Nhill	
28/01/2021	Electric Vehicle Charging Station Launch with Linga Network	Nhill	
01/02/2021	Youth Councillor Interview	Rainbow	
03/02/2021	Briefing Meeting	Nhill	
03/02/2021	Council Meeting	Nhill	
08/02/2021	Wimmera Mallee Tourism AR/VR Discussion	Horsham	
11/02/2021	Regional Councils Presentation	Warracknabeal	
11/02/2021	Bank Closure Discussion	Oasis, Rainbow	
12/02/2021	Inspection of Off Road Race Track with BGLC, Darren Griffen	Rainbow	
16/02/2021	Wimmera Mallee Tourism Meeting	Zoom	
21/02/2021	Discussion with Developers	Nhill	
22/02/2021	Off Road Race Meeting	Rainbow	
23/02/2021	Rainbow Progress Association AGM		
23/02/2021	Primary Hub Meeting	Rainbow	

#### Cr ALBRECHT, DEPUTY MAYOR

Date	Meeting	Location	Comments
26/01/2021	Nhill Australia Day Celebrations	Nhill	Congratulations to Pauline McCracken and Mandy

			Stephan OAM.
28/01/2021	Opening of the Electric Vehicle Charging Station	Nhill	An honour for Nhill to host the first Linga Network Electric Vehicle Charging Stations.
29/01/2021	Meeting with CEO	Nhill	
02/02/2021	Hindmarsh Tourism Group Meeting	Nhill	The inaugural meeting of the Hindmarsh Tourism Group welcomed tourism representatives from across the Shire. Keep an eye out for the Council's 'Unearth Amazing' advert.
03/02/2021	Council Briefing	Nhill	
03/02/2021	Council Meeting	Nhill	
09/02/2021	Wimmera Development Association Board Meeting	Zoom	Key business: Adoption of the Housing Strategy
11/02/2021	Wimmera Southern Mallee Council's Introduction to the Regional Approach	Warracknabeal	Presentations: GWM, Regional Roads Victoria, Grampians Central West Waste Resource Recovery Group, Rural Councils Vic, Municipal Council of Victoria, Wimmera Development Association, Emergency Management, Dr Anne Webster

**Cr NELSON**

Date	Meeting	Location	Comments
06/01/2021	With members of Dimboola Bowling Club	Dimboola Bowling Club	To discuss the damage to the greens caused by corellas.
23/01/2021	Welcome to Country and Vic and South Australian Barefoot Waterski Competition	Wimmera River Dimboola	
24/01/2021	2021 Barefoot Waterski Competition	Wimmera River Dimboola	
26/01/2021	Australia Day Ceremony	Dimboola Library	
01/02/2021	Dimboola Town Committee Meeting	Dimboola	
01/02/2021	Interviewed Youth Councillor Applicants	Dimboola	
03/02/2021	Meeting with Dimboola Bowling Club and Amanda Ashton (DELWP)	Dimboola	
03/02/2021	Briefing Meeting	Nhill	
03/02/2021	Council Meeting	Nhill	
10/02/2021	Meeting with EA, Shauna Johnson	Dimboola	RE: technology
11/02/2021	Wimmera Southern Mallee Councils Regional Approach Seminar	Warracknabeal	

**Cr GERSCH**

Date	Meeting	Location	Comments
26/01/2021	Australia Day Ceremony	Rainbow	
26/01/2021	Australia Day Ceremony	Jeparit	

26/01/2021	Australia Day Ceremony	Dimboola	
26/01/2021	Australia Day Ceremony	Nhill	
28/01/2021	Electric Vehicle Charging Station Opening	Nhill	
28/01/2021	Nhill Movies (Break Down)	Nhill Memorial Community Centre	
03/02/2021	Briefing Meeting	Nhill	
03/02/2021	Council Meeting	Nhill	
04/02/2021	Nhill Movies Re-screening	Nhill Memorial Community Centre	
05/02/2021	Wimmera Regional Roads Meeting	Zoom	
08/02/2021	Meeting with EA, Shauna	Nhill	RE: Technology
10/02/2021	Long Phone Call with Marshall Rodda		RE: Truck Routes
11/02/2021	Wimmera Forum Regional Meeting	Warracknabeal	
12/02/2021	Rural Councils Victoria Board Meeting	Zoom	
19/02/2021	Long Phone Call with Roy Dickinson		RE: Truck Routes

**Cr IRELAND**

Date	Meeting	Location	Comments
26/01/2021	Australia Day Ceremony	Rainbow	
26/01/2021	Australia Day Ceremony	Jeparit	Spoke to the crowd with regards to COVID and the future going forward for Jeparit and the Hindmarsh shire
26/01/2021	Australia Day Ceremony	Dimboola	
28/01/2021	Yurunga Homestead Committee Meeting	Rainbow	
29/01/2021	Follow up with Jeff Woodward		RE: Yurunga's wish list and grant requests
01/02/2021	Interviewed Youth Councillor Applicants	Rainbow	
02/02/2021	Lengthy discussion with Rainbow gypsum pit		RE: the entrance to their business not being a gazetted road and her fear of her business longevity.
03/02/2021	Council Briefing Meeting	Nhill	
03/02/2021	Council Meeting	Nhill	
05/02/2021	Meeting with SMS Rural and Council Representatives	Jeparit	To discuss delay in 'hot mixing' the apron of his business and the severe resultant impact that his road being non - gazetted for B-doubles and mass managed trucks would mean to him.
18/02/2021	Wimmera Mallee Pioneer Museum Meeting	Jeparit	
19/02/2021	Meeting with Secretary of WMPM		To discuss the committee and structure going forward RE cataloguing machinery, documenting provenance, etc.

**Cr BYWATERS**

<b>Date</b>	<b>Meeting</b>	<b>Location</b>	<b>Comments</b>
26/01/2021	Australia Day Ceremony	Dimboola	Congratulations to all those who received Australia Day awards at the Australia Day celebrations. Thank you to everyone who took the time to submit Hindmarsh nominations, there were many high standard applications and I hope they will apply again next year.
26/01/2021	Australia Day Ceremony	Nhill	<p>As a proud fourth generation Australian I was very conflicted this Australia Day, wanting to celebrate everything that is wonderful about our beautiful country and being Australian and I was also keen to be in attendance for the community awards. However, with my new knowledge of the 45 Aboriginal people living in the Dimboola area I was even more aware of the hurt holding Australia Day on the 26 of January can cause for our Aboriginal citizens. I look forward to listening to and working with Hindmarsh Shire's First Australians. Let us learn from the past to care for the future.</p>
28/01/2021	Electric Vehicle Charging Station Launch with Linga Network	Nhill	
29/01/2021	Rainbow Talks: Beat Stress & Build Resilience	Zoom	<p>Hindmarsh Shire have partnered with The Wimmera Pride Project to deliver a series of Rainbow Talks to local LGBTQIA+ people and their allies. I joined the Dimboola workshop online; Beat Stress &amp; Build Resilience.</p> <p>Stress is our body's response to pressures from a demanding situation, an adverse event, or negative thoughts. These days, many of us experience high levels of stress which has the potential to impact negatively on our physical, mental, and emotional wellbeing.</p> <p>While everyone is affected by stress, research suggests that those who identify as LGBTQIA+ experience additional stressors in their lives.</p> <p>This information session provided practical stress management techniques that can be applied and utilised in your life immediately. The program discussed how stress can damage your physical, mental, and emotional health and presented a variety of strategies and ideas to help manage stress in a healthy and productive way.</p>
01/02/2021	Meetings	Dimboola	Regarding various issues, concerns, and



	with Residents		suggestions. Industrial Land, Town Clock, why so few people at pools? Disability change rooms and access to Pool, Bus Shelter, Sporting grounds, Australia Post- Office becoming a Community bank and COVID-19 Vaccines.
01/02/2021	East Ward Youth Councillor Interviews with Cr Nelson	Dimboola and Jeparit	
01/02/2021	Dimboola Town Committee Meeting	Dimboola	This was the first official face-to-face meeting since the Covid19 pandemic and I would like to thank and congratulate the volunteer, committee members and their helpers for all the work they have continued to do for the benefit of the community under difficult circumstances. I echo my congratulations and appreciation to ALL volunteers in Hindmarsh Shire!
02/02/2021	Hindmarsh Tourism Meeting	Nhill	This group started 3 years ago as the Nhill Tourism and Business Group and this year has decided to expand to include all of Hindmarsh. The hope is to share knowledge and resources to increase marketing outlook and improve tourism for our region. The next meeting will be held at Rainbow Oasis on Tuesday May 4th, 2021.
03/02/2021	Council Briefing and Meeting	Nhill	
11/02/2021	Wimmera Southern Mallee Regional Approach Day	Warracknabeal	
11/02/2021	Meeting with Secretary of Dimboola Lions	Dimboola	Talks about Lochiel Wayside Stop, Driver Reviver Grant opportunity.
11/02/2021	Meeting with Ratepayer		RE: Anderson Street, Dimboola. Last year's budget submissions and upgrades to Anderson Street in the 2020/2021 financial year.
21/02/2021	Meeting with Property Investors	Nhill	

**7. CORRESPONDENCE**

**7.1 GENERAL CORRESPONDENCE**

**Responsible Officer:** Chief Executive Officer

**Attachment Number:** 2

**Introduction:**

The following correspondence is tabled for noting by Council.

**Inwards:**

- 29/01/2021 – Letter from Rainbow Archive and Historical Society

**Outwards:**

- 11/02/2021 – Letter of Congratulations sent to Robyn Lauricella RE: Opening of Wotjobaluk Knowledge Place in Dimboola
- 10/02/2021 – Letter of Congratulations to 2021 Hindmarsh Shire Youth Councillors

**RECOMMENDATION:**

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

*Attachment Number: 2*

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**8. PLANNING PERMITS**

**8.1 APPLICATION FOR PLANNING PERMIT PA1685-2020 – USE AND DEVELOPMENT OF LAND FOR EXTRACTIVE INDUSTRY – 1280 PERENNA ROAD, NETHERBY**

<b>Responsible Officer:</b>	Director Infrastructure Services
<b>File:</b>	Planning – Applications
<b>Assessment:</b>	107100
<b>Applicant:</b>	Bruce Beacom
<b>Owner:</b>	Bruce Beacom
<b>Subject Land:</b>	1280 Perenna Road, Netherby, 3418 (Crown Allotment 26, Parish of Perenna).
<b>Proposal:</b>	Use and Development for an Extractive Industry (Limestone Quarry).
<b>Zoning &amp; Overlays:</b>	Farming Zone (FZ).
<b>Attachment Number:</b>	3

**Summary:**

This report recommends that Council approve Planning Permit PA1685-2020 for the use and development of an Extractive Industry (Limestone Quarry) on land at 1280 Perenna Road, Netherby, 3418, formally described as Crown Allotment 26, Parish of Perenna.

**Background:**

The application has been lodged by Mr Bruce Beacom, whereby it is proposed to use part of the site, less than 1 hectare, for limestone quarrying, no blasting is proposed. It should be noted that whilst the applicant has identified the subject lot on the application as Marshalls Road, Netherby (and which the Certificate of Title supports), the correct rateable address as established by Council Officers should be 1280 Perenna Road as the secondary address for the property (quarry) and 1160 Perenna Rd as the main property address. The applicant by way of email correspondence dated 3 February 2021 agreed to this change.

Whilst this change of address occurred during public notification, it was of the view by Officers that this had no impact or bearing on the merits of the application. Surrounding properties that were notified were able to access the application and the supporting documentation provided clear information as to the location of the proposal. Further to this, two signs were also located on the subject site during the public notification period.

**Proposal Details:**

It is proposed by the applicant to carry out the quarrying as follows:

- Topsoil to be removed and stockpiled for replacement during rehabilitation;
- Excavation of the land to be a depth of less than of 2 metres;

- Approximately 500 m<sup>2</sup> of the land to be open at a time and once the limestone has been removed the topsoil will be reinstated and grasses planted over the top;
- Bunding or a swale drain will be created on the high side of the quarrying area to divert any surface run off and will be contained within the overall site given the size and setbacks from the site's boundaries.

It is proposed that the limestone will be excavated with a bulldozer and front-end loader with limited truck movements entering and existing from the site from Perenna Road, via Lorquon Netherby Road. No crushing or screening is proposed. The land has been used for farming and cropping which the applicant has advised will continue whilst the limestone is being removed. No trees are being removed and there is no impact to native flora and fauna.

The expected life of the mine is 5 years with annual production expected to be 2,000-3,000 m<sup>3</sup>. The proposed hours of the quarry are from 8am – 5pm, Monday to Saturdays for pickup by wholesale customers. No Work Authority is required due to the small size of the quarry.

**Requirement for Permit:**

A planning permit is required under the following clauses of the Hindmarsh Planning Scheme:

- Clause 35.07-1 (Farming Zone) – An Extractive Industry is a Section 2 use in the Farming Zone, permit required.
- Clause 35.07-4 (Farming Zone) – A Planning Permit is required to construct buildings and works (earthworks) in association with a Section 2 use.

**Definitions:**

Extractive Industry is defined by Clause 73.03 of the Hindmarsh Shire Planning Scheme as:

*Land used for the extraction or removal of stone from land for commercial use, or to use the stone for building, construction, road or manufacturing works.*

*It includes:*

- *The rehabilitation of the land; and*
- *The treatment of stone (such as crushing and processing) or the manufacture of bricks, tiles, pottery, or cement, or asphalt products on or adjacent to the land from which the stone is extracted or removed.*

**Restrictive Covenant or Section 173 Agreement:**

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

**Cultural Heritage Management Plan (CHMP):**

The proposal is exempt from requiring a CHMP pursuant to the Aboriginal Heritage Regulations 2018, as the proposed development is not within part of the land that is affected by an Aboriginal Cultural Heritage Sensitivity Area.

**Subject Site & Locality:**

The subject site is situated on the corner of Netting Fence Track and Perenna Road, Netherby. The proposed quarry is to occupy a small portion of the overall site (most notably on land at 1280 Perenna Road) which will be setback back 32.70 metres from the road frontage and approximately 200 metres from the southern boundary of the site. The subject site is slightly irregular in shape with a frontage to Netting Fence Track of 890.37 metres, a minimum depth of 780.73 metres and an overall area of 75 hectares.



Overall, the subject site is relatively flat and void of any vegetation, including native vegetation, dams or watercourses.

Surrounding land use is predominately farming activity and to the north of the subject site is Wyperfeld National Park managed by DWELP, who as a surrounding landowner were advised of this application and who did not object.



View of the subject lot facing north.

## **Advertising**

### **Section 52 Notice of application**

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

Public Notification was undertaken by way of 2 signs on the land (one sign facing Perenna Road and the other along Netting Fence Road) and letters to adjoining and nearby property owners.

As a result of the advertising process, no objections were received.

## **Referrals:**

### **External Referrals/Notices Required by the Planning Scheme:**

No external referrals were required given the size of the quarry and the minimum depth of excavation.

### Internal Referrals:

*Engineering:*

- No objection subject to permit conditions

### **Planning Assessment:**

#### Planning Scheme Requirements:

### **Planning Policy Framework**

Clause 14.03-1S Resource Exploration and Extraction

#### Objective

- To encourage exploration and extraction of natural resources in accordance with acceptable environmental standards.

#### Strategies

- Provide for the long-term protection of natural resources in Victoria.
- Protect the opportunity for exploration and extraction of natural resources where this is consistent with overall planning considerations and acceptable environmental practice.
- Recognise the possible need to provide infrastructure for the exploration and extraction of natural resources.
- Ensure planning schemes do not impose conditions on the use or development of land that are inconsistent with the Mineral Resources (Sustainable Development) Act 1990, the Greenhouse Gas Geological Sequestration Act 2008, the Geothermal Energy Resources Act 2005, or the Petroleum Act 1998.
- Develop and maintain buffers around mining and quarrying activities.
- Ensure planning permit applications clearly define buffer areas appropriate to the nature of the proposed extractive uses, which are to be owned or controlled by the proponent of an extractive industry.
- Determine buffer areas between extractive activities and sensitive land uses on the following considerations:
  - Appropriate limits on effects can be met at the sensitive locations using practical and available technology.
  - Whether a change of land use in the vicinity of the extractive industry is proposed.
  - Use of land within the buffer areas is not limited by adverse effects created by the extractive activities.
  - Performance standards identified under the relevant legislation.
  - Types of activities within land zoned for public use.

### **Local Planning Policy Framework**

#### **Clause 21.02-2 Vision Strategic Framework**

The following Vision has been derived from the "Hindmarsh Land Use Strategy, 1997", and complements the Vision for the Shire, which is set out in the Corporate Plan.

The Vision is for a Shire where:

*The economy is founded on agricultural production based on diversification and improved production and other value adding activities.*

### **Clause 21.03-2 Objectives, Strategies and Implementation**

Hindmarsh's economy is based on agricultural production, particularly cropping, grazing and wool. While these traditional agricultural pursuits have formed the basis of Hindmarsh's economy, diversity in production is being pursued. New enterprises based on value adding closer to the source of the product is a way of expanding and diversifying the economic base of the Shire. There are also a number of major industries and smaller service business activities which significantly contribute to the economy. More recently, tourism associated with the Shire's environmental features and cultural elements is emerging as a small, but important component of the local economy.

A key Objective that derives from this Strategy is:

*To support economic growth through both the retention and development of agricultural activities and through the development of new activities which are economically, environmentally and socially sustainable.*

#### Response:

The operation of the Limestone Quarry is to be for pickup by wholesale customers who will use the material for a variety of uses.

The planning scheme's policies, as set out in both the SPPF and LPPF, articulate the importance of maintaining and protecting productive farming land. For example, the objective for agriculture as set out at clause 14.01-1S of the planning scheme is to ensure that the state's agricultural base is protected from unplanned loss of productive agricultural land. The protection of the shire's agricultural base is also a key outcome sought in the Shire's MSS. At Cause 21.03-3, the MSS acknowledges *there is the need to pursue improved and alternative agricultural activities and diversify the agricultural base and develop additional local value adding opportunities to support local production and local economies.*

Mining/extractive industry can be considered as an economic activity generator and whilst the proposal does not involve farming, nonetheless, it is compatible with rural use and its products would support local agricultural activity. The limestone products quarried at this site would be used by local farmers who would enjoy the benefit of having them available at a significantly lesser price because of reduced transport costs, and thus providing them with a significant economic benefit.

The proposal therefore complies with both the State and Local Planning Policies, subject to conditions.



### **Zoning Provisions**

As stated above in this report, a planning permit is required for an Extractive Industry in the Farming Zone and for the proposed associated earthworks.

The application for a proposed quarry of this scale satisfies the requirements of the State Planning Policy Framework and the Local Planning Policies above and an assessment is provided below against Clause 35.07-6 (Farming Zone Decision Guidelines). As such, compliance with the overarching objectives and purpose of the Zone has been satisfactorily achieved with this application, noting also that the Planning Scheme encourages economic development compatible with rural activity. The quarrying of Limestone product on this site and making it available for a commercial use is consistent with this purpose.

### **Assessment Against Clause 35.07-6 (Decision Guidelines)**

Of relevance to this application are the following Decision Guidelines of the Farming Zone:

#### General Issues

*The Municipal Planning Strategy and the Planning Policy Framework.*

Addressed above, the proposed Limestone Quarry is not at odds with Councils Local Planning Policies.

*Any Regional Catchment Strategy and associated plan applying to the land.*

The proposal will not raise any issues of concern in relation to the Wimmera Regional Catchment Strategy. The site is located away from any wetlands or waterways with Lake Hindmarsh located approximately 11 kilometres to the east. The land is also currently used for farming purposes so there is no significant vegetation on the site which may be impacted by the proposed quarrying works.

*The capability of the land to accommodate the proposed use or development, including the disposal of effluent.*

The proposed use will occupy only a small portion of the land which will easily be accommodated on the site. No effluent will be required to be disposed of.

*How the use or development relates to sustainable land management. Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.*

The use will contribute to the sustainability of the land. It will occupy a very small part of the land and the current farming activities will continue on the remainder of the land. The quarry will not adversely impact the site or neighbouring sites, noting also that no objections have been received.

*How the use and development makes use of existing infrastructure and services.*

*The use will not need to rely on existing infrastructure and services.*

Agricultural issues and the impacts from non-agricultural uses

*Whether the use or development will support and enhance agricultural production.*

The quarry will support the financial viability of the land and the section of land set aside for the quarry will be reinstated to farmland after the use has been completed.

*Whether the use or development will adversely affect soil quality or permanently remove land from agricultural production.*

The quarry should not adversely affect the quality of the soil. Top soil will be retained on-site and will be reinstated over the quarried land once complete. The land will be reinstated for agricultural purposes subsequent to the use being completed and the existing agricultural activities will continue on the remainder of the land during operations.

*The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.*

The quarry will not limit the operation and expansion of nearby agricultural land uses.

*The capacity of the site to sustain the agricultural use.*

The quarry will assist with the long-term sustainability of the agricultural use of the land.

*The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure.*

These will not be affected by the quarry use.

*Any integrated land management plan prepared for the site.*

No integrated land management plan has been prepared for this area.

Environmental Issues

*The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality.*

There will be little impact resulting from the quarry. As noted above, this is on a small component of the subject site, on a relatively flat section of the land with no outstanding natural or physical features. The topsail will be stored on site for reuse in the reinstatement of the land. The quarry will not impact water quality given its relatively small size and distance from waterways.

*The impact of the use or development on the flora and fauna on the site and its surrounds.*

The site has been used for agricultural purposes and there is no significant flora or fauna on the site.

*The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to revegetate land including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.*

These will not be impacted. There are no riparian buffers, waterways, gullies or ridgelines on the site and no vegetation of any significance on the overall land.

*The location of on-site effluent disposal areas to minimise the impact of nutrient loads on waterways and native vegetation.*

No effluent will be generated by the quarrying.

#### Design and siting issues

Of relevance are the following clauses:

*The impact on the character and appearance of the area or features of architectural, historic or scientific significance or of natural scenic beauty or importance.*

The proposed quarry will not impact any significant features nearby.

*The location and design of existing and proposed infrastructure including roads, gas, water, drainage, telecommunications and sewerage facilities.*

No new infrastructure will be required to service the quarry and existing infrastructure will not be affected.

*Whether the use and development will require traffic management measures.*

The application has been assessed by Councils Engineer who has raised an objection to the impact this proposal will have on traffic and as such, no traffic management issues are warranted.

### **Particular Provisions**

#### **Clause 52.08 Earth and Energy Resources Industry**

The purpose of this clause is to encourage land to be used and developed for exploration and extraction of earth and energy resources in accordance with acceptable environmental standards. A planning permit to use and develop land for earth and energy resources industry is required unless exempted in the table of exemptions. Pursuant to Section 77G of the Mineral Resources (Sustainable Development Act) 1990 (MRSD Act), a Work Plan is not required for the proposed quarry as the area to be quarried is less than 5 hectares and the depth is proposed to be less than 5 metres. These types of quarries are required to comply with a Code of Practice made in accordance with Clause 89A-89H of the MRSD Act.

Pursuant to the Code of Practice, quarries that are less than one hectare in area and less than 2 metres in depth are exempt from regulation under the MRSD Act and therefore this application is exempt from this particular Clause.

#### **Clause 52.09 - Extractive Industry and extractive industry interest areas**

Pursuant to this clause an application to use and develop and for extractive industry must be accompanied by a Work Plan unless exempt from the requirement to obtain a Work Plan under Section 77G of the MRSD Act.

As discussed above, due to the size and depth of the proposed quarry the quarry is exempt from the requirement to obtain a Work Plan.

### **General Provisions**

#### **Clause 65 - Decision Guidelines**

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

#### **Clause 65.01– Approval of an application or plan**

Before deciding on an application or approval of a plan, the Responsible Authority must consider, as appropriate/relevant:

- The matters set out in Section 60 of the Act.
- The Municipal Planning Strategy and the Planning Policy Framework.
- The purpose of the zone, overlay or other provision.
- Any matter required to be considered in the zone, overlay or other provision.
- The orderly planning of the area.
- The effect on the amenity of the area.
- The proximity of the land to any public land.
- Factors likely to cause or contribute to land degradation, salinity or reduce water quality.
- Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.
- The extent and character of native vegetation and the likelihood of its destruction.
- Whether native vegetation is to be or can be protected, planted or allowed to regenerate.
- The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.

#### Response:

The proposed quarry is considered appropriate when assessed against the relevant decision guidelines of this clause. The use and development of the Limestone Quarry will not be at odds with any of the provisions or policy considerations of the Hindmarsh Planning Scheme. On balance, the application will result in a net community benefit.

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

The proposal is consistent with the Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies and the overarching objectives of the Farming Zone in the Hindmarsh Planning Scheme.

**Report to Council:**

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

**Processing Times:**

30/09/2020 – Application was received.

02/10/2020 – Fee Paid.

21/10/2020 – Request for Further Information sent.

04/12/2020 – Response to RFI received.

12/01/2021 – Notification commenced.

29/01/2021 – Notification completed.

03/03/2021 – Planning Permit to be considered by Council (74 statutory days)

The statutory processing time requirements of the *Planning and Environment Act 1987* have not been satisfied in this instance.

**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: Stephen O'Brien, Consultant Town Planner.

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

**Communications Strategy:**

Advise the applicant of Council's decision.

**Next Steps:**

Issue the planning permit and endorse the plans if approved by Council.

**RECOMMENDATION:**

***That Council approves Planning Application PA1685-2020 for the Use and Development of an Extractive Industry, on subject land known as 1280 Perenna Road, Netherby VIC 3418, subject to the following conditions:***

- 1. The Permit hereby issued only allows for the excavation of limestone from the section market as 'proposed quarry' on the plans endorsed as part of this permit.***
- 2. The use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.***
- 3. No blasting may occur on the subject land.***

4. **No crushing or screening is to occur on the subject land.**
5. **The hours of operation must only occur between 8am to 5pm Monday to Saturday provided that the day is not a declared public holiday.**
6. **Noise emissions associated with the conduct of activities on the subject land must comply with any relevant State Environmental Protection Policy or noise guidelines published by the EPA.**
7. **No more than 500 sqm shall be opened at any one time and shall be rehabilitated to the Responsible Authority's satisfaction prior to opening the next section.**
8. **The proposed crossover shall be constructed in accordance with the Infrastructure Design Manual (IDM) to the satisfaction of the Responsible Authority at the applicant's expense.**
9. **The use and development hereby permitted must be managed so that the amenity of the area is not detrimentally affected, through the:**
  - (a) **transport of materials, goods or commodities to or from the land;**
  - (b) **appearance of any works or materials;**
  - (c) **emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil to the satisfaction of the Responsible Authority.**

**Time Limit**

10. **This permit will expire if the use and development does not start within two years of the date of this permit.**

**The Responsible Authority may extend the period referred to above, if a request is made in writing before the permit expires, or within six months afterward if the use and development has not commenced.**

**Notes:**

**Engineering**

- **A Consent to Works Within Road Reserve Permit must be obtained from Council's Infrastructure Department (Phone: 03 53914444) for the construction of the vehicle crossing or any works conducted in the road reserve.**
- **Standard designs / drawings of vehicle crossings can be obtained from Council's Infrastructure Department.**

Attachment Number: 3

**8.2 APPLICATION FOR PLANNING PERMIT PA1679-2020 – TWO-LOT  
SUBDIVISION – 739 WOORAK NI NI LORQUON ROAD, NHILL**

<b>Responsible Officer:</b>	Director Infrastructure Services
<b>File:</b>	Planning – Applications
<b>Assessment:</b>	112940
<b>Application No.</b>	PA1679-2020
<b>SPEAR Ref. No.</b>	S160666C
<b>Applicant:</b>	Andrew Koop, C/- Don Perry, Ferguson Perry Pty Ltd.
<b>Owner:</b>	Kaye Schultz
<b>Subject Land:</b>	739 Woorak Ni Ni Lorquon Road Nhill VIC 3418 (Lot 2 on Title Plan 437025J)
<b>Proposal:</b>	Two lot subdivision
<b>Zoning &amp; Overlays:</b>	Farming Zone No Overlays
<b>Attachment Number:</b>	4

**Summary:**

This report recommends that Council approve Planning Permit PA1679-2020 for a two lot subdivision at 739 Woorak Ni Ni Lorquon Road Nhill VIC 3418 (Lot 2 on Title Plan 437025J), subject to standard conditions.

**Background:**

The site has been used for agricultural purposes, mainly for cropping, for a long time. The existing dwelling and farm sheds in the south-east part of the site have been used in conjunction with the farming enterprise for many years. The owners are seeking to diversify the family farming operations to provide another source of income through the subdivision and the leasing of the farm sheds and silos to the adjoining farming operations.

**Proposal Details:**

The application proposes the two lot subdivision of the subject land, which will enable a smaller lot containing a dwelling and farm sheds to be subdivided from the balance of the land. The original plan of subdivision submitted on 26/08/2020 was amended on 11/11/2020 to reduce the size of proposed Lot 1 from 8.5ha to 5.84ha pursuant to Section 50 of the *Planning and Environment Act 1987*.

The amended plan of subdivision (Version 2) comprises proposed Lot 1 with an area of 5.84ha and proposed Lot 2 with an area of 70.27ha. Proposed Lot 1 contains the existing dwelling, garden area, farm sheds, silos and a small paddock for livestock grazing.

Vehicle access to proposed Lot 1 will be from the existing crossovers on Woorak Ni Ni Lorquon Road to the east and Woorak West Ni Ni Road to the south. Proposed Lot 2 contains existing farming land. The existing vehicle access on Woorak West Ni Ni Road, at the west end of the property that services proposed Lot 2, will need to be upgraded

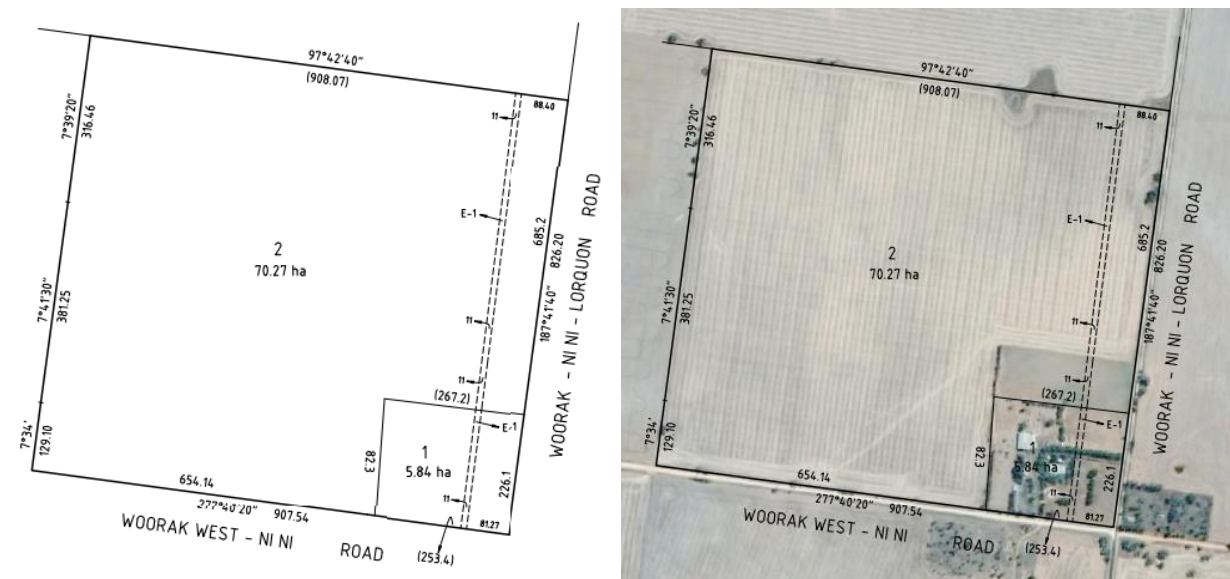
to current standards. An 11m wide power line easement in favour of Powercor Australia Ltd is also proposed to be created by the Plan of Subdivision and will be contained on both lots.

The applicant has stated the following about the amended proposal:

*'The plans originally submitted for endorsement on 26 August 2020 proposed an area of 8.5ha for Lot 1, which included a 3.7ha paddock to the north of the existing dwelling on Proposed Lot 1. In response to Council's concerns about the size of Lot 1, the plans submitted for endorsement have been amended to reduce the size of proposed Lot 1 to 5.84ha. This has been achieved through a reduction in the size of the paddock on proposed Lot 1 by 2.63ha to 1.07ha.*

*This paddock is intended to be retained by the Schultz family for agricultural purposes, being livestock grazing, as it provides them with another supplementary source of income. The paddock is not required by Mr. Koop and would make a negligible contribution to the output of the farmland on Lot 2. Furthermore, Mr. Koop has advised that due to the tree lines and the size of the small paddock, it is cumbersome to maneuver machinery around. Therefore, the paddock is not valued or considered practicable by him from a cropping perspective.*

*The inclusion of the large shed, silos and paddock on Lot 1 will allow the Schultz family to continue the income stream that they have worked hard to cultivate on the property. It is requested that Council recognize this contribution by allowing the Schultz family to retain the large shed, silos and paddock on Lot 1.'*



**Requirement for Permit:**

The subject land is located within the Farming Zone and is not affected by any overlays. A planning permit is required to subdivide land under Clause 35.07-3 Subdivision of the Farming Zone, which states that a permit is required to subdivide land.

**Restrictive Covenant or Section 173 Agreement:**

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



**Cultural Heritage Management Plan (CHMP):**

The proposal is exempt from requiring a CHMP pursuant to the *Aboriginal Heritage Regulations 2018*, as the proposal is not within land affected by an Aboriginal Cultural Heritage Sensitivity Area.

**Subject site & locality:**

The subject site is located on the western side of Woorak Ni Ni Lorquon Road and also fronts the northern side of Woorak West Ni Ni Lorquon Road in Nhill.

The subject site is known as Lot 2 on Title Plan 437025J and has a total area of approximately 75ha. The site contains farming land used for cropping and an associated dwelling and farm sheds in the south-eastern corner of the site. Access to the site is from existing crossovers on Woorak Ni Ni Lorquon Road to the east and Woorak West Ni Ni Road to the south.

The site adjoins farmland to the north and west and the surrounding area comprises farmland, which is also used for cropping with scattered dwellings. The site and all the surrounding land are within the Farming Zone (FZ).

Aerial Photo below (POZI, 2016)



**Consultation:**

Consultation was undertaken and included:

- A request for further information was sent to the applicant via SPEAR on 19 September 2020.

- The further information and amended plans were received in SPEAR on 11 November 2020.

**Section 52 Notice of application:**

The application has been advertised pursuant to Section 52 of the *Planning and Environment Act 1987*, by:

- Sending notices to the owners and occupiers of the adjoining land.
- Placing two (2) notices on site, including one (1) notice on Woorak Ni Ni Lorquon Road to the east and one (1) notice on Woorak West Ni Ni Road to the south.

A statutory declaration form for the public notice was submitted to Council on 27 January 2021. The notification has been carried out correctly. Council has not received any objections to date.

**Referrals:**

External Referrals/Notices were required by the Planning Scheme:

**Section 55 Referrals**

- Powercor – No objections.

**Section 52 Referrals**

- GWM Water - No objections.

Internal Referrals:

- Engineering: Comments provided, and condition required as detailed below.
  - *We have conducted a site visit on 13/01/2021. The following condition needs to be completed before Statement of Compliance can be granted. The current access located at the West side of Lot 2 will need to be upgraded or a new drainage pipe and crossover will need to be constructed as per IDM-255 Standard, with a new fence and gate with recommended setback on Woorak West-Ni Ni Road.*

**Planning Scheme:**

Planning Scheme Requirements:

**Planning Policy Framework (PPF)**

The following relevant Clauses in the PPF have been considered for the application.

Clause 11.01-1S Settlement

Clause 11.01-1R Settlement – Wimmera Southern Mallee

Clause 11.03-6S Regional and local places

Clause 14.01-1S Protection of agricultural land

Clause 14.01-1R Agricultural productivity – Wimmera Southern Mallee

Clause 14.01-2S Sustainable agricultural land use  
Clause 19.03-2S Infrastructure design and provision

### **Local Planning Policy Framework (LPPF)**

The following relevant Clauses in the LPPF have been considered for the application.

Clause 21.00 – Municipal Strategic Statement

Clause 21.02 Vision – Strategic Framework

Clause 21.03 Objectives – Strategies – Implementation

Clause 21.03-2 Economic Development

#### Clause 21.03-3 Agriculture

##### Objective

- *To maintain a viable and sustainable agricultural industry to ensure the future well-being of the Shire and its residents.*

##### Strategies (relevant to application)

- *To promote and support the traditional rural industries such as cropping, livestock and wool production.*
- *To promote effective land management and the integration of economic and environmental needs through sustainable agricultural practices.*
- *To recognise and protect farmland as an important resource through the development and implementation of appropriate provisions in the planning scheme.*
- *Limit the fragmentation of productive agricultural land to maintain sustainable holdings. Ensure that new development does not limit the viability of surrounding enterprises and reflects the optimum use of land.*

#### Planning Response:

The proposed subdivision will comply with the relevant objectives of the PPF, particularly in regard to protecting and enhancing valuable agricultural land and retaining sustainable agricultural uses while minimising land use conflicts with surrounding agricultural uses.

The proposal will comply with the relevant policies of the SPPF including Clauses 14.01-1S, 14.01-1R and 14.01-2S.

The subdivision to create a smaller lot of 5.84ha containing the dwelling, garden, farm sheds and silos and a balance lot of 70.27ha will minimise the loss of productive agricultural land, while protecting and enhancing the existing cropping activities and providing an alternative source of income for the family farming enterprise on the land. A Section 173 Agreement is required to prevent further fragmentation of the land holdings and to ensure the owners of Lot 1 acknowledge the surrounding farming activities may have some amenity impacts.

The proposed subdivision will therefore comply with the relevant provisions of the LPPF including the MSS and the local planning policies including Clause 21.03-3 Agriculture subject to conditions.

## Zoning Provisions

### Clause 35.07 Farming Zone

#### 35.07-3 Subdivision

A permit is required to subdivide land.

Each lot must be at least the area specified for the land in a schedule to this zone. If no area is specified, each lot must be at least 40 hectares.

A permit may be granted to create smaller lots as the following applies:

- The subdivision is to create a lot for an existing dwelling. The subdivision must be a two lot subdivision.

#### Clause 35.07-6 Decision Guidelines

Before deciding on an application to use or subdivide land, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate, matters under the following relevant headings:

- General issues
- Agricultural issues and the impacts from non-agricultural uses
- Environmental issues
- Design and siting issues

#### Planning Response:

The proposed subdivision complies with the relevant decision guidelines in the zone for the following reasons:

#### General issues

- The proposed subdivision will comply with the LPPF and PPF as discussed above.
- The proposed subdivision will be consistent with the current Wimmera Regional Catchment Strategy 2013-2019.
- The septic system of the existing dwelling on proposed Lot 1 will be required to comply with the relevant Acts and Codes of Practice, which will be addressed by a condition.
- The subdivision will encourage sustainable land management by minimising the area of proposed Lot 1 for the dwelling, garden, sheds and silos on a smaller lot and ensuring the balance of the agricultural land is retained on proposed Lot 2.
- The subdivision will allow the dwelling and the immediate area not being used for cropping on a smaller lot and the farming land for cropping to be contained within one contiguous larger lot and used in conjunction with adjoining lots as part of a larger farming enterprise. The proposal will be compatible with the adjoining and nearby agricultural land uses.
- The proposal makes use of existing infrastructure and services by utilising existing vehicle access points where possible. The vehicle access to proposed Lot 2 will need to be upgraded to Council standards. Electricity is connected to the existing

dwelling. Standard conditions will be included for services to be connected as required by the relevant authorities in accordance with the conditions listed in Clause 66.01.

#### Agricultural issues and the impacts from non-agricultural uses

- The subdivision will have a positive effect on the existing agricultural activities on the lots with the retention of the farming infrastructure on proposed Lot 1 to be used by other farming enterprises if required and the creation of a larger balance lot on proposed Lot 2 to be purchased by the owners of the adjoining farming enterprise.
- The existing agricultural activities on the land are unlikely to be affected with the farming infrastructure retained on proposed Lot 1 to provide an alternative income and the more intensive agricultural activities to be located on proposed Lot 2. The subdivision is unlikely to result in any adverse effect on soil quality and does not remove any land from agricultural production.
- The subdivision is unlikely to limit the operation and expansion of adjoining and nearby agricultural uses as the existing uses on the site will be unchanged. A Section 173 Agreement condition will require the owner of proposed Lot 1 (dwelling lot) to acknowledge and accept nuisance from the adjoining agricultural activities on proposed Lot 2 (agricultural lot) and other adjoining agricultural lots.
- The proposed Lot 2 with an area of 70.27ha will be an adequate size to sustain the productive agricultural use and will also be used in conjunction with the adjoining farming lots.
- The subdivision will not adversely affect the current agricultural activities and associated infrastructure.
- There is no applicable land management plan for the site.

#### Environmental issues

- The proposal is unlikely to have an adverse impact on soil and water quality and any other natural physical features and resources. The existing septic system for the dwelling on proposed Lot 1 is required to meet current standards to ensure there are no adverse environmental issues.
- The site and surrounding land have long been largely cleared of native vegetation due to historical broad acre farming activities. The subdivision will allow the existing planted tree buffers to be retained and will not have impacts on remaining flora and fauna in the locality. No other nearby vegetation will be affected by the proposal.
- As discussed above, the existing septic system of the dwelling on proposed Lot 1 is required to comply with the *Environment Protection Act 1970*, *State Environment Protection Policy (Waters of Victoria)* and the *Code of Practice for On-Site Wastewater Management*, which will be included as a condition.

#### **Overlay Provisions**

Nil

#### **Particular Provisions**

Nil

## **General Provisions**

### **Clause 65 - Decision Guidelines**

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

#### **65.01 Approval of an application or plan**

Before deciding on an application or approval of a plan, the Responsible Authority must consider, relevant matters, as appropriate.

#### **65.02 Approval of an application to subdivide land**

Before deciding on an application to subdivide land, the responsible authority must also consider, relevant matters, as appropriate.

#### Planning Response:

The application complies with the relevant decision guidelines as outlined above. The proposal is supportive of, and complies with the Planning Policy Framework, having regard to the protection of agricultural land, preventing land use conflicts with surrounding agricultural land uses and not impacting on the amenity of the area. The proposed subdivision will enable the orderly planning of the area. The proposal therefore complies with Clause 65.

#### **Discussion:**

The proposed subdivision will satisfy the relevant planning policies in the PPF and LPPF and will comply with the relevant decision guidelines of the Farming Zone as outlined above.

The proposal will not adversely impact on the amenity of the area, subject to conditions for a Section 173 Agreement to prevent further subdivision to increase the number of lots and to acknowledge potential nuisance and other impacts from surrounding agricultural activities, as well as a compliant wastewater system and vehicle access to the lots that is constructed to current Council standards. The proposal will enable the orderly planning of the area in accordance with Clause 65.

The proposal should therefore be approved, and a Planning Permit be issued subject to conditions as outlined below.

**Strategic, Statutory and Procedural Requirements:**

The proposal is consistent with the Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies, The Farming Zone and Clause 65.

**Report to Council:**

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

**Processing Times:**

26/08/2020 - Application lodged

01/09/2020 - Fee received

19/09/2020 - Further information requested

11/11/2020 - Response to further information received and amended plan received

23/12/2020 - Advertising instructions sent

13/01/2021 - Responses all received to external referrals

29/01/2021 - Statutory declaration received in SPEAR

03/03/2021 - The report is being presented to Council at the meeting held 03 March 2021 (75 statutory days)

The statutory processing time requirements of the *Planning and Environment Act 1987* have not been satisfied in this instance.

**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: Bernadine Pringle, Consultant Town Planner.

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

**Communications Strategy:**

Advise the applicant of Council's decision.

**Next Steps:**

Issue the planning permit and endorse the plans if approved by Council.

**RECOMMENDATION:**

***That Council approves planning application PA1679-2020 for a Two lot subdivision on the subject land at 739 Woorak Ni Ni Lorquon Road Nhill VIC 3418 (Lot 2 on Title Plan 437025J), subject to the following conditions:***

**Conditions:**

**Endorsed Plans**

- 1. The layout and site dimensions of the subdivision hereby permitted, as shown on the endorsed plan/s, must not be altered or modified without the written consent of the Responsible Authority. There are no requirements to alter or modify the endorsed plan if a plan is certified under the provisions of the Subdivision Act 1988 that is generally in accordance with the endorsed plan/s.***

**Section 173 Agreement**

- 2. Before the plan of subdivision is certified under the Subdivision Act 1988, the owner must enter into an agreement with the responsible authority made pursuant to Section 173 of the Planning and Environment Act 1987 (the Act) and make application to the Registrar of Titles to have the agreement registered on the title to the land under Section 181 of the Act, which specifies:***
  - (a) No further subdivision of the land to increase the number of lots.***
  - (b) The owner of the dwelling on Lot 1 as shown on the plan endorsed under Planning Permit PA1679-2020 acknowledges and accepts the possibility of nuisance from adjoining agricultural operations including animal husbandry, spray drift, agricultural machinery use, pumps, trucks and associated hours of operation necessary for agricultural production.***

***The owner/operator must pay the reasonable costs of preparation, execution and registration of the Section 173 Agreement.***

**Wastewater system on Lot 1**

- 3. The existing wastewater system on Lot 1 must contain all effluent from the existing buildings within the lot and the system must comply with the Environment Protection Act 1970, the State Environment Protection Policy (Waters of Victoria) and the EPA Code of Practice 891.4 (2016) for On-Site Wastewater Management or relevant alternative, to the satisfaction of the Responsible Authority.***

**Access**

- 4. Before the issue of a Statement of Compliance under the Subdivision Act 1988, the existing crossover location at the western end of Lot 2 must be upgraded or a new drainage pipe and crossover must be constructed with a new fence and gate and recommended setback on Woorak West-Ni Ni Road, to the satisfaction of the Responsible Authority.***



5. ***The crossovers and access to the two lots must be constructed to an all-weather standard and must have a minimum trafficable width to accommodate emergency vehicles, to the standards and satisfaction of the Responsible Authority or as otherwise agreed to writing by the Responsible Authority.***

***Subdivision Conditions in Clause 66.01***

6. ***The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas and telecommunication services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.***
7. ***All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.***
8. ***The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.***

***Subdivision Expiry***

9. ***The subdivision will expire if:***
  - (a) ***The plan of subdivision is not certified within two (2) years of the date of this permit.***
  - (b) ***The registration of the subdivision is not completed within five (5) years of the date of certification of the plan of subdivision.***

***In accordance with section 69 of the Planning and Environment Act 1987, the responsible authority may extend the periods referred to if a request is made in writing before the permit expires, or within six (6) months of the permit expiry date.***

***Notes:***

***Infrastructure***

- ***The upgraded or new crossover for Lot 2 on Woorak West-Ni Ni Road must be constructed as per IDM-255 Standard.***

***[https://www.designmanual.com.au/assets/files/documents/Standard\\_Drawings/IDM\\_STANDARD\\_DRGS\\_SET\\_2020-03-24.pdf](https://www.designmanual.com.au/assets/files/documents/Standard_Drawings/IDM_STANDARD_DRGS_SET_2020-03-24.pdf)***

- **A Consent to Works Within Road Reserve Permit must be obtained from Council's Infrastructure Department (Phone: 03 5391 4444) for the construction or alteration/upgrade of any vehicle crossovers or any works conducted in the road reserve.**

Attachment Number: 4

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## 9. REPORTS REQUIRING A DECISION

### 9.1 COUNCILLOR GIFTS AND HOSPITALITY POLICY

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

**Attachment Number:** 5

#### **Introduction:**

This report seeks Council approval of the Hindmarsh Shire Council Hospitality and Gifts Policy in accordance with section 138 of the *Local Government Act 2020*.

#### **Discussion:**

Section 138 of the Act (2020) requires a Council to adopt and maintain a Councillor Gift Policy within the period of 6 months after the section was proclaimed on 24 October 2020. The purpose of the gift policy is to establish appropriate conduct in circumstances where Councillors are offered gifts, benefits, hospitality or are granted awards or win prizes, whether part of their official duties or while attending functions as Council representatives.

Councillors will be responsible for the following moving forward:

- **Refusal of all gifts**

Councillors should refuse all offers of gifts which are deemed inappropriate as per the Policy, only accepting where refusal would be discourteous and in that instance following the Declaration of Gift/Benefit/Hospitality Procedure. No gift may be accepted that could influence, or be perceived to influence, a Councillor in the performance of his or her public or professional duties.

- **Gifts must never be sought**

Councillors must not solicit, demand or request gifts or any personal benefit for themselves or another person by virtue of their position.

- **Declaration of Gift/Benefit/Hospitality**

A gift, benefit, award or prize that must be declared will be done using the Declaration of Gifts Form and the details recorded in the Council Gift Register.

#### **Options:**

1. Council can approve that the Hospitality and Gifts Policy.
2. Council can amend the Hospitality and Gifts Policy and then approve Hospitality and Gifts Policy.

**Link to Council Plan:**

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

**Financial Implications:**

Nil.

**Risk Management Implications:**

The Hospitality and Gifts Policy will assist Council in being compliant with the Act and assist Councillors in avoiding conflicts of interests arising due to receiving inappropriate gifts or hospitality.

**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 – Monica Revell, Director Corporate and 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 officers will upload the Hospitality and Gifts Policy on Council's website and circulate the Hospitality and Gifts Policy to all and Councillors.

**Next Steps:**

Council Officers will undertake the following steps moving forward:

- Providing a copy of the Councillor Gifts and Hospitality Policy on the Councillor Sharepoint.

**RECOMMENDATION:**

***That Council approves the Councillor Gift and Hospitality Policy and Guidelines.***

*Attachment Number: 5*

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**9.2 GENDER EQUALITY POLICY AND GUIDELINES**

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

**Attachment Number:** 6

**Introduction:**

This report seeks Council approval of the Hindmarsh Shire Council Gender Equality

Policy and Guidelines.

**Discussion:**

The *Gender Equality Act 2020 (Act)* was passed in Victorian Parliament at the end of February 2020 and will take effect on 31 March 2021. The Act will apply to public sector organisations, universities and local Councils. The Act will require those organisations to engage in ongoing positive action to achieve gender equality within their organisation.

As part of the compliance requirements of the Act, Council has developed the Gender Equality Policy and Guidelines in line with the requirements of the Act

Council officers will be required to undertake the following tasks moving forward:

- **Gender impact assessment**  
Council will be required to undertake a gender impact assessment each time Council develops or reviews a policy, program or service that has a direct and significant impact on the public.
- **Workplace gender audit**  
Council will conduct a workplace gender audit during July, 2021. A workplace gender audit will be completed every four years thereafter.
- **Gender Equality Action Plan**  
Following the workplace gender audit, Council officers will prepare a Gender Equality Action Plan to be submitted to the Gender Equality Commissioner.
- **Progress report**  
Every second year after Council has submitted the Action Plan, Council must submit a progress report to the Gender Equality Commissioner stating the progress of the measures and strategies set out in the Action Plan.

**Options:**

1. Council can approve that the Gender Equality Policy and Guidelines.
2. Council can amend the Gender Equality Policy and Guidelines and then approve the Gender Equality Policy and Guidelines.

**Link to Council Plan:**

- 1.1 An engaged skilled Council and workforce capable of meeting community needs.

**Financial Implications:**

Nil.

**Risk Management Implications:**

The Gender Equality Policy and Guidelines will assist Council in being compliant with the Act.

**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 – Monica Revell, Director Corporate and 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 officers will upload the Gender Equality Policy and Guidelines on Council's website and circulate the Gender Equality Policy and Guidelines to all relevant Council Officers.

**Next Steps:**

Council Officers will undertake the following steps moving forward:

- completing the workplace gender audit;
- completing the gender equality action plan; and
- implementing a procedure for completing gender impact assessments.

**RECOMMENDATION:**

***That Council approves the Gender Equality Policy and Guidelines.***  
*Attachment Number: 6*

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### 9.3 MAYORAL AND COUNCILLOR ALLOWANCES

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

**Introduction:**

The purpose of this report is to review and determine the Mayoral and Councillor Allowances.

**Discussion:**

The *Local Government Act 2020* has established a new way of setting Councillor and Mayoral Allowances, however, Local Government Victoria have advised that this will not be implemented before 30 June 2021, therefore Council must review and determine the Mayoral and Councillor allowances within the framework established by the *Local Government Act 1989*.

Councillors are democratically elected by the residents and ratepayers of Hindmarsh municipality. Once elected, Councillors are required to carry out various roles and functions impartially, to the best of their ability, and in the best interests of the municipality. This includes providing community leadership and guidance, through

attendance at various Council and community meetings, and setting the strategic direction for the municipality. In recognition of this, Councillors and the Mayor are entitled to receive an allowance.

The *Local Government Act 2020* and the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019* requires the tribunal to make determinations setting the allowances payable to Councillors and Mayors in Victorian Councils. The first determination will come six months after the tribunal has not yet been requested to make a determination on Councillor and Mayoral allowances. As a result of this, Council is required to review Councillor and Mayoral allowances in accordance with the framework set out by the *Local Government Act 1989*.

Under the *Local Government Act 1989* framework, the Victorian Government sets upper and lower limits for all allowances paid to Councillors and Mayors. For the purpose of these allowance limits, councils are divided into three categories based on the income and population of each council. Each council is required to determine the precise annual amount that will be paid to its Mayor and Councillors, within the limits of the categories set by the Victorian Government.

Section 74(1) of the *Local Government Act 1989* requires that councils must review and determine the level of Mayoral and Councillor Allowances within six months after a general election or by the next 30 June, whichever is later. The allowance levels determined apply from the time of Council making a resolution after conducting a review of its allowances and remain in effect until the next election.

The following allowances were gazetted on 13 November 2019. No CPI increases were applied for 2020, so the amount gazette in 2019 remain valid at this point in time.



## Victoria Government Gazette

No. S 459 Wednesday 13 November 2019  
By Authority of Victorian Government Printer

### Local Government Act 1989

#### MAYORAL AND COUNCILLOR ALLOWANCES ADJUSTMENT

Pursuant to section 73B(4)(a) of the **Local Government Act 1989**, notice is hereby given that an adjustment factor of two per cent applies to Mayoral and Councillor allowances.

Pursuant to section 73B(4)(b) of the **Local Government Act 1989**, the new limits and ranges of Mayoral and Councillor allowances, adjusted in accordance with the adjustment factor, are:

Category 1	Councillors: \$8,833–\$21,049 per annum	Mayors: up to \$62,884 per annum
Category 2	Councillors: \$10,914–\$26,245 per annum	Mayors: up to \$81,204 per annum
Category 3	Councillors: \$13,123–\$31,444 per annum	Mayors: up to \$100,434 per annum

This notice does not apply to the Lord Mayor, Deputy Lord Mayor and Councillors of the Melbourne City Council, and the Mayor and Deputy Mayor of the Greater Geelong City Council.

The new adjusted limits and ranges take effect on 1 December 2019.

Dated 12 November 2019

ADEM SOMYUREK MP  
Minister for Local Government

The relevant allowance range limit that applies to Hindmarsh Shire Council (as a Category 1 Shire) from 13 November 2019 (subject to an additional amount equivalent to the superannuation guarantee of 9.5%) are:

- An allowance paid to Councillors for performing their duties – minimum \$8,833, maximum \$21,049 (subject to any amendments by Order in Council).
- An allowance paid to the Mayor for performing their mayoral duties – maximum amount \$62,884 (subject to any amendments by Order in Council).

Hindmarsh Shire Council, like many of its peers in Category 1, has historically opted for the maximum allowance.

### **Community Consultation**

Council is required to consult with the community by giving 28 days' notice of its intention to set Councillor Allowances. Council must also consider any submissions that may be received.

### **Options:**

Council may determine to pay allowances anywhere within the range of \$8,833.00 to \$21,049.00 and up to \$62,884.00 for the Mayor.

Under the *Local Government Act 2020*, Section 39(5) Councillors may choose to do the following:

A Mayor, Deputy Mayor or Councillor may elect:

- (a) to receive the entire allowance to which they are entitled; or
- (b) to receive a specified part of the allowance to which they are entitled; or
- (c) to receive no allowance.

### **Link to Council Plan:**

Strategic Objective 4.1: Long-term financial sustainability

### **Financial Implications:**

Council Officers have included Councillor and Mayoral allowances in the Annual budget.

### **Risk Management Implications:**

No risk management implications.

### **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 – Monica Revell, Director Corporate and 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:**

The community will be able to make submissions as to the Councillor and Mayoral allowances for 28 days following this Council report.

**Next Steps:**

Council Officers will undertake the following steps moving forward:

- Council will make the Mayoral and Councillor allowances available for public submission for a period of 28 days from 10 March 2021 until 08 April 2021.
- Council will make a decision setting the Councillor and Mayoral allowances at the Council Meeting on Wednesday 05 May 2021.

**RECOMMENDATION:**

***That Council***

- 1. consider the review of Mayoral and Councillor Allowances;***
- 2. advertises for public submissions for the period of 28 days from 10 March 2021 to 08 April 2021; and***
- 3. advertises its intention to consider submissions and set the Mayoral and Councillor Allowances at the meeting on Wednesday 5 May 2021.***

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**9.4 FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2020**

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

**Introduction:**

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

**RECOMMENDATION:**

***That Council notes the Financial Report for the period ending 31 December 2020 as presented.***

*Attachment Number: 7*

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## 9.5 COUNCIL PLAN 2017-2021 PROGRESS REPORT

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

**Attachment Number:** 8

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

### **Conflict of Interest:**

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

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

### **RECOMMENDATION:**

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

*Attachment Number: 8*

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## 9.6 HINDMARSH SHIRE COUNCIL COMMUNITY ACTION GRANTS 2020/21 ROUND 2

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

**Attachment Number:** 9

### **Introduction:**

This report seeks endorsement from Council to provide funding through Round 2 of the Community Action Grants Program 2020/2021 to eligible organisation's/community groups.

### **Discussion:**

The Community Action Grants program was established to support communities with funds to provide services, self-help and assist with community development, social action and connectedness. Total annual funding of \$20,000 has been allocated to the program, categorised into four areas:

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

Round two of the 2020/2021 Community Action Grants Program was promoted through direct emailing to community groups; media releases on Council's website and local media; advertisements in local media as well as Facebook promotions on Council's

Facebook page.

Applications for all categories closed on Wednesday 17 February 2021 with ten **(10)** applications received requesting funds totaling **\$11,758**.

Category	Number of Applications	Funding Available	Total Amount Requested
Community Assistance	None (0)	<b>Round 2</b> \$15,000	0
Event Sponsorship	Four (4)		\$1,900
Minor Facility Upgrades	Four (4)		\$7,858
Small Equipment	Two (2)		\$2,000
<b>TOTAL</b>	<b>10</b>		<b>\$11,758</b>

**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; and
- Obtain any / all relevant permits required to host an event within Hindmarsh Shire Council.

***Ineligible Applications:***

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

- Community organisations who do not provide direct benefit to the Hindmarsh Shire community;
- Individuals;
- Applicants who have successfully obtained funding of \$500.00 or more for Community Assistance, Small Equipment and Minor Facility grant through the Community Action Grants Program in the current or previous financial year (organisations can only apply for funding every *two* years) are ineligible to apply, with the exception of community groups and organisations seeking Event Sponsorship for annual events (given they have acquitted any previous funding);
- Capital works on major facility maintenance;
- Funding to groups for purposes already significantly supported by Hindmarsh Shire Council (e.g. groups that use a Council facility free of charge and pay no utility or operating costs);
- Programs considered the major responsibility of the State or Federal Government;

- Schools;
- Projects that are clearly a duplication of an existing service;
- Retrospective funding (projects that have commenced or have been completed will not be funded); and
- Clubs / organisations that have received funds from a successful application through a sub-committee of the club / organisation.

**Assessment Criteria**

Applications will be assessed against a set of Assessment Criteria.

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

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

**Community Assistance**

The **Community Assistance** Program offers grants of up to a **\$1,000.00** to assist with valuable projects that do not fit under the three other categories of the Community Action Grants Program.

**Applicants:**

There were no applications in this category for this round.

### **Event Sponsorship**

**Event sponsorships** offer grants of up to **\$500.00** to assist with an event within Hindmarsh Shire which demonstrates social and economic benefit. For events with a regional impact, Council may allocate an increased sponsorship amount.

There were four **(4)** applications received with funding requests totaling \$1,900.

#### **Applicants:**

**1. Dimboola Town Committee** seeks funding of \$500 to assist with the sponsorship of the 2020 Easter Eggstravaganza to be held in 11 April 2021.

Sponsorship will assist the Dimboola Town Committee purchase Easter eggs for distribution at the Eggstravaganza and help pay for entertainment.

The Dimboola Town Committee has held a number of Easter Eggstravaganza's and all have been very well attended and received by the local Dimboola community and visitors to Dimboola and district over the Easter break.

As they are held at the Sound Shell in the Dimboola Recreation Reserve adjacent to the Riverside Holiday Park, many visitors to Dimboola attend the function and are always positive about it.

The Easter Eggstravaganza includes a BBQ dinner, entertainment for young and old, Easter Egg hunt, etc.

The total cost for the 2021 Easter Eggstravaganza will be \$2,020.00 with a financial contribution of \$500 from the Community Action Grants program, \$200 cash contribution from the Dimboola Town Committee and in-kind contribution of \$1,880 from the Dimboola Town Committee members for event organizing, set up, running and pack up.

**2. Yanac Public Hall – Yard Dog Committee** seeks funding of \$400 to assist with costs to run the 2021 Yard Dog Trials in Yanac. The event will take place on Saturday 13<sup>th</sup> March. The Yard Dog trial are expected to attract competitors from South Australia and NSW, as well as across Victoria. The event is the primary fundraiser for The Yanac Hall, which is an important community hub for the town.

The total cost for the event will be \$4,200, with a grant of \$400, in-kind contributions valued at \$2,600, and a cash contribution of \$1,600 from the committee.

**3. Nhill Aviation and Heritage Centre** seeks funding of \$500 for a 'Start Up Day' event to be held Saturday April 10<sup>th</sup> 2021. The event is centred on the idea that visitors can witness the Aviation Centre's collection of vintage aircraft being started up, and will involve food and other entertainment.

The Nhill Aviation Centre brings tremendous economic benefit to the shire bi-annually with their airshow, has a large membership of over 280 members, and attracts great public interest.

The total cost of the vent will be \$2,500 with a grant of \$500, a cash contribution of \$1,950 to cover advertising, toilet hire, and contingencies, and an in-kind contribution valued at \$2,550.

**4. Dimboola Arts Inc.** seeks funding of \$500 to assist with an opening event for their soon to be completed art space on the site of the old Dimboola Hotel. The newly founded group has been working to transform the site into a public art space to further boost Dimboola's growing cultural vibrancy.

The total project cost will be \$1,500, with a grant of \$500, a cash contribution of \$200 from Dimboola Arts Inc., and in-kind contributions valued at \$1,300.

***NOTE:** Assumptions are made that the events will proceed. Should events be cancelled due to COVID-19 restrictions funding will not be provided.*

#### **Minor Facility Upgrades**

**Minor Facility Upgrade** grants offer financial assistance of up to **\$2,000.00** to upgrade community facilities.

There were four **(4)** applications received with funding requests totaling \$7,858.

#### **Applicants:**

**1. Jeparit Golf Club** seeks funding of \$2,000 to build practice nets at the club. The funding will cover materials for the project. The club is popular with locals, and will be part of the Wimmera Discovery Trail, which adds to the importance of keeping the facility maintained and well facilitated.

The labour will be in-kind and valued at \$600.

**2. Dimboola Bowls Club** seeks funding of \$2,000 for the installation of new undercover seating.

The total project cost will be \$3,238, with \$1,858 from grant funds, and in-kind labour and materials totaling \$1,380.

**3. Dimboola Croquet Club** seeks funding of \$2,000 to replace the front and side clubroom doors.

The total project cost is \$4,700 with a \$2,000 grant from Council, \$2,000 sought from other grants, and \$700 of cash contributions.

**4. Dimboola Sporting Club** seeks funding of \$2,000 for the installation of new netball safety wire and seats at the club’s change rooms. The club has over 400 members, and is an important part of the community.

The total project cost is \$5,348, with a \$2,000 grant, and the remainder of the costs (\$3,348) covered by the club.

**Small Equipment**

**Small Equipment** grants provide funding assistance of up to **\$1,000.00** towards the purchase of small equipment items.

There were two (2) applications with funding requests totaling \$2,000.

**Applicants:**

**1. Lisa’s Creative Hub** seeks funding of \$1,000 for the purchase of items and equipment for running craft workshops. The Hub is just getting started and details are vague, particularly around operating costs and budget in general.

The total project cost is \$4,100, with \$1,000 from grant funding, and the remainder to be covered by the Hub.

The recommendation is to not grant funding to Lisa’s Creative Hub. The applicant is not incorporated, nor is it auspiced by an incorporated organisation. It is therefore ineligible under the guidelines of the grant.

**2. Rainbow Community Gym** seeks funding of \$1,000 for the purchase of a treadmill. The gym has 44 members, and is an important facility for the local community.

The total project cost is \$2,399, with grant funding of \$1,000, and a cash contribution of \$1,399 from the Community Gym.

**Application summary:**

<b>Applicant</b>	<b>Amount Requested</b>	<b>Total Project Cost</b>	<b>Recommended Allocation</b>
<b><i>Event Sponsorship - \$500</i></b>			
Yanac Public Hall – Yard Dog Committee	\$400	\$1,600	\$400
Dimboola Town Committee	\$500	\$2,020	\$500
Nhill Aviation Heritage Centre	\$500	\$2,500	\$500
Dimboola Arts Inc	\$500	\$1,500	\$500
<b><i>Minor Facility Upgrades - \$2,000</i></b>			
Jeparit Golf Club	\$2,000	\$2,000	\$2,000

Dimboola Bowling Club	\$1,858	\$3,238	\$1,858
Dimboola Sporting Club	\$2,000	\$5,348	\$2,000
Dimboola Croquet Club	\$2,000	\$4,700	
<b>Small Equipment - \$1,000</b>			
Lisa's Creative Hub	\$1,000	\$4,100	\$0
Rainbow Community Gym	\$1,000	\$2,399	\$1,000
<b>TOTAL</b>	<b>\$11,758</b>	<b>\$29,405</b>	<b>\$10,758</b>

**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 2020/2021.

**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:**

Council allocated \$20,000 to the Community Action Grants Program for the 2020/2021 financial year and following Round One allocations there is a balance of \$15,000 available for round two.

**Conflict of Interest:**

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

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

Author – Jeff Woodward, Tourism and Economic 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 approve the following funding allocations:***

***Event Sponsorship***

- 1. A grant of \$400 – Yanac Public Hall – Yard Dog Committee***
- 2. A grant of \$500 – Dimboola Town Committee***
- 3. A grant of \$500 – Nhill Aviation Heritage Centre***
- 4. A grant of \$500 – Dimboola Arts Inc.***

***Minor Facility Upgrades***

- 1. A grant of \$2,000 – Jeparit Golf Club***
- 2. A grant of \$1,858 – Dimboola Bowling Club***
- 3. A grant of \$2,000 – Dimboola Sporting Club***
- 4. A grant of \$2,000 – Dimboola Croquet Club***

***Small Equipment***

- 1. A grant of \$1,000 – Rainbow Community Gym***

***That based on the eligibility and assessment criteria, Council do not approve the following funding allocation:***

***Small Equipment.***

- 1. A grant of \$1,000 - Lisa's Creative Hub***

**TOTAL RECOMMENDED FUNDING ALLOCATED: \$10,758**

**Attachment Number: 9**



## 9.7 LOCAL LAW REVIEW

**Responsible Officer:** Director Corporate and Community Services  
**Attachment Number:** 10 – Governance Local Law  
11 – Municipal Local Law

### **Introduction:**

The purpose of this Council Report is seek endorsement of the Hindmarsh Governance Local Law No. 1 2014 and Hindmarsh Municipal Local Law No. 2 2014 to go out for public comment before adoption.

### **Discussion:**

Council Officers have reviewed the previous Hindmarsh Shire Municipal Local Law and the Hindmarsh Shire Meeting Procedure Local Law and now present to Council for endorsement, for public comment, the Hindmarsh Governance Local Law No. 1 and Hindmarsh Municipal Local Law No. 2.

### **1. Relevant legislation to be considered in Local Law review**

The relevant legislation to comply with in the review of the Local Laws is Part 5 of the *Local Government Act 1989*. The provisions of the *Local Government Act 2020* pertaining to the development of Local Laws do not come into effect until 1 July 2021. While the review on these documents will be done under the *Local Government Act 1989*, Council will not have to re-do a review on the documents again after 1 July 2021 due to section 71(6) of the *Local Government Act 2020* which provides that “despite the repeal of Part 5 of the *Local Government Act 1989*, a local law made under that Act continues in force as if that Part had not been repealed and may be amended or revoked by a local law made under this Act”.

### **2. Governance Local Law (previously named Meeting Procedure Local Law)**

The Meeting Procedure was reviewed due to the implementation of the Governance Rules that were approved by Council in August 2020, which replaced a substantial amount of the Meeting Procedure Local Law. The only part of the Meeting Procedure that remains in the now re-named Governance Local Law is the provision for use of the common seal and provisions for offences in the event of inappropriate conduct at Council meetings and meetings of Delegated Committees, which could not be included in the Governance Rules.

A copy of the Hindmarsh Governance Local Law No 1 is attached to this Report and Council is required to authorise its exhibition for a minimum period of 28 days before the required process of amendment can progress.

### **3. Municipal Local Law**

The Municipal Local Law has been re-formatted and all cross-referencing errors contained within the previous Municipal Local Law have been corrected. Primarily the contents of the Municipal Local Law remain the same. A loop-hole in relation to Part 2 – Camping was closed by inserting the phrase ‘in a calendar year’ in clause 8.2.3. In the previous Municipal Local Law, the clarification of the three-month period being in a calendar year was not included; this resulted in authorised officers advising people to move on and then having them come back a few days later.

Division 9.3 - Other Provisions Relating To Streets, Roads And Public Places, clause 59.1 Consumption of Alcohol has been updated to include Goldsworthy Park, Nhill; Nine Creeks Reserve barbeque area and the rear of the Dimboola Library, Dimboola; and Riverbank precinct barbeque area and Jeparit Recreation Reserve, Jeparit.

A copy of the Hindmarsh Municipal Local Law No 2 is attached to this Report and Council is required to authorise its exhibition for a minimum period of 28 days before the required process of amendment can progress.

#### **4. Community Consultation**

The process for community consultation in the development of Local Laws is legislated by sections 119 and 223 of the *Local Government Act 1989*.

Both proposed Local Laws will be available for public inspection and submissions from Thursday 11 March 2021 until Wednesday 14 April 2021. A public notice will be placed in the local papers and the Government Gazette advising that the draft Local Laws will be available to peruse at all Council Offices and online from Thursday 11 March 2021 until Wednesday 14 April 2021.

The draft Local Laws will also be included in the Community Consultation sessions being undertaken as part of the development of the Council Plan throughout March.

The final draft Local Laws will be presented to Council at the meeting on 05 May 2021. Following this meeting, Council Officers will place a notice in local papers and the Government Gazette specifying the title of the local law, the purpose and general purport of the local law and that a copy of each local law may be inspected at any Council office. A copy of both Local Laws will also be forwarded to the Minister.

#### **Link to Council Plan:**

Strategic Objective

#### **Financial Implications:**

N/A

#### **Risk Management Implications:**

No risk management implications.

**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 – Monica Revell, Director Corporate and 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:**

As per above.

**Next Steps:**

Council Officers will undertake the following steps moving forward:

- Publish the required notice in the Government Gazette and in local papers;
- Make both draft Local Laws available in hardcopy at Council Offices and in soft copy on Council's website;
- Provide an update and summary of the review of the Local Laws during the Community Consultations held during March;
- Consider any submissions made to the Local Laws;
- Provide a report to Council on 05 May 2021;
- Publish a notice in local papers and the government;
- Send a copy of the Local Laws to the Minister.

**RECOMMENDATION:**

***That Council:***

- 1. Approves the statutory process to make the Governance Law No 1 2020 in accordance with the provisions of the Local Government Act 1989;***
- 2. Pursuant to s119(2) of the Local Government Act 1989, gives notice in the Government Gazette and a public notice in the local papers stating the purpose and general purport of the proposed local law and invite written submissions under s223 of the Local Government Act 1989;***
- 3. Pursuant to s223 considers any submissions received in relation to the draft Local Law No.1 and hear any persons who in their written submission under s223 of the Local Government Act 1989 who have requested that they be heard in support of their submission; and***
- 4. Considers the adoption of the draft Local Law No. 1 at the Council Meeting on 05 May 2021.***

**RECOMMENDATION:**

***That Council:***

- 1. Approves the statutory process to make the Municipal Law No 2 2021 in accordance with the provisions of the Local Government Act 1989;***
- 2. Pursuant to s119(2) of the Local Government Act 1989, gives notice in the Government Gazette and a public notice in the local papers stating the purpose and general purport of the proposed local law and invite written submissions under s223 of the Local Government Act 1989;***
- 3. Pursuant to s223 considers any submissions received in relation to the draft Local Law No. 2 and hear any persons who in their written submission under s223 of the Local Government Act 1989 who have requested that they be heard in support of their submission; and***
- 4. Considers the adoption of the draft Local Law No. 2 at the Council Meeting on 05 May 2021.***

*Attachment Number: 10 and 11*

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## **9.8 NHILL AND DISTRICT SPORTING CLUB BUDGET REQUEST**

**Responsible Officer:** Director Infrastructure Services

**Introduction:**

This report seeks Council approval to increase the budget allocation for the 2021/2022 financial year to increase the water allocation for the Nhill and District Sporting Club (NDSC) from 10,000 kilolitres to a maximum of 15,000 kilolitres per financial year.

**Discussion:**

The NDSC have previously held a user agreement with the Council that states that any water usage over the 10,000 kilolitres it to be paid for by the club at 100% cost. Any water usage under the 10,000 kilolitres is paid for 85% by Council and the remaining 15% by the club.

Following recent discussions with the NDSC to enter into a new User Agreement, the NDSC has requested the due to their inability to access river water, and limited water harvesting (unlike the other sporting clubs) that the Council considers increasing their water limit in the new user agreement. The club has agreed that if the allocation is increased to 10,000 kilolitres then it will contribute 15% of the cost. There is also an outstanding bill for excess water usage form 2016/17 financial year of \$4,204.42. The club has also agreed to pay 15% of this amount. NDSC will be responsible the cost of any water usage in excess of 15,000 kilolitres. It is proposed to have the new user agreement come into effect from 1 July 2021.

**Options:**

1. Council can approve the water allocation from 10,000 kilolitres to 15,000 kilolitres

- on the basis that Council pays 85% of the usage and the NDSC pays the additional 15%
2. Council can refuse to approve the water allocation from 10,000 kilolitres to 15,000 kilolitres and advise the NDSC that the water allocation will remain at 10,000 kilolitres on the basis that Council pays 85% of the usage and the NDSC pays the additional 15%

**Link to Council Plan:**

- 1.1.2 Maintain Community Action Plans for Dimboola, Jeparit, Nhill and Rainbow. Follow up on Community Action Plans and their working group projects
- 1.3.3 Complete detailed Recreation Reserve Master Plans

**Financial Implications:**

The current budget allocation for NDSC for 10,000 kilolitres in 2020/2021 is \$8,200. Increasing the allocation of water to 15,000 kilolitres requires the budget to be increased to \$11,580 for 2021/2022. This is based on the full allocation of water being used, during years of increased rainfall water usage will decrease.

**Risk Management Implications:**

If council approves the increase in allocation the other clubs may request a similar change to their user agreement to increase their expenditure budgets to reflect the NDSC budget, however this may be unlikely and arguable given they have difference access to water harvesting and other avenues such as the Wimmera river.

**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 and Author – Angela Hoy, Director Infrastructure Services  
In providing this advice as the Officer Responsible and Author, I have no disclosable interests in this report.

**Communications Strategy:**

If adopted this increase in allocation will be included in the 2021/22 financial budget and be made available for public comment

**Next Steps:**

Advise the NDSC of Council's position in regards to this matter.

**RECOMMENDATION:**

***That Council***

1. ***approves the increase in allocation of water for Nhill and District Sporting Club from 10,000 kilolitres to 15,000 kilolitres;***
2. ***refer to the 2021/22 annual budget the increased cost; and***

**3. authorises the CEO to finalise the user agreement with the Nhill and District Sporting Club**

**9.9 ROADS TO RECOVERY UPDATE**

**Responsible Officer:** Director Infrastructure Services

**Introduction:**

This report informs Council of the current 2020/21 Capital Works Program with relation to the Roads To Recovery (R2R) Program and seek approval to re-allocate own source funded projects towards the R2R in order to meet the required expenditure.

**Discussion:**

Council's 2020/21 adopted budget included Capital Works for which \$1,080,798 worth of projects are allocated using Roads to Recovery (R2R) Infrastructure Investment Program funded by the Australian Government. Since Council adopted the budget at its meeting on 24 June 2020, there has been several grant programs approved or added related to road infrastructure with various deadlines. These include:

1. **Local Roads & Community Infrastructure (LRCI) Phase 1** - \$1,080,798. Required to be completed by June 2021.
2. **Heavy Vehicle Safety & Productivity Program (HVSP)** - \$419,936. Required to be completed by October 2022.
3. **Agrilinks** - \$480,581. Required to be completed by May 2022.
4. **Bridge Renewal Program (BRP) Round 5** - \$2,000,000. Required to be completed by October 2022.

Whilst this has been an excellent injection into our infrastructure, it has significantly increased the required works to be undertaken by the Construction Team in the short and medium term. This has led to a third work group, with contracted and casual staff, becoming an almost permanent fixture for this financial year in order to complete as much works as possible.

Despite this, some projects are unlikely to be completed during the 2020/21 financial year. This will lead to these projects being submitted for approval to be carried forward into the 2021/22 financial year, which also includes project that are allocated towards R2R in 2020/21.

The R2R allocations currently are as per Table 1.0:

PROJECT NAME	TYPE	LEDGER	R2R BUDGET
Anderson Street	Kerb & Channel	20152/947	\$412,007.00

Albacutya Road curve	Sealed Reconstruction	20156/878	\$138,237.00
Rainbow-Nhill Rd	Reseal	20154/851	\$146,055.00
Pigick Bus Route	Reseal and Sealed Reconstruction	20156/859 & 20154/859	\$108,711.00
Lorquon Rd	Sealed Reconstruction	20156/592	\$122,985.00
Miatke Rd	Resheet	20160/929	\$80,278.00
Wheatlands Rd	Resheet	20160/796	\$72,525.00
		<b>TOTAL</b>	<b>\$1,080,798.00</b>

Table 1.0 – Adopted 2020/21 R2R allocations.

**Anderson Street Kerb & Channel** – This project was originally scheduled to commence mid 2020/21 financial year. This has been delayed to commence late in the 2020/21 financial year due to Council’s commitment to complete the LRCI Phase 1 program by June 2021. Although the project will likely start in 2020/21, the full \$412,007 will likely not be expended by the end of the current financial year.

**Albacutya Road sealed construction** – This project was originally scheduled mid in the 2020/21 financial year, however due to other grants (LRCI) having an earlier date required for completion this project is recommended to request for deferral until the 2021/22 financial year. There has been some expenditure already with regards to planning and design towards the project.

**Rainbow-Nhill Road** – Due to advice from Inroads seal designer, the scope of the job has reduced to approximately \$80,000.

**Pigick-Bus Route** – This project is projected to run over budget by approximately 20%.

**Lorquon Rd** – This project has been completed on budget with a 50% contribution from the HVSPP grant.

**Miatke Rd** – This project has been completed, under budget by approximately 20%

**Wheatlands Rd** – This project has been completed, under budget by approximately 20%

Due to these circumstances, officers have investigated possible additions to the R2R program in the event not all current projects are completed this financial year. Noting that recent updates to the R2R program now require the full allocation of \$1,080,798 to be expended this financial year or risk losing funds. Table 2.0 below outlines

recommended changes to the program to ensure full expenditure required is met. This includes adding in projects that are currently own source funded.

PROJECT NAME	TYPE	LEDGER	R2R BUDGET (FORECAST EXP. 2020/21)
Anderson Street	Kerb & Channel	20152/947	\$72,196.00
Albacutya Road curve	Sealed Reconstruction	20156/878	\$6,675.00
Rainbow-Nhill Rd	Reseal	20154/851	\$80,000.00
Pigick Bus Route	Reseal and Sealed Reconstruction	20156/859 & 20154/859	\$132,400.00
Lorquon Rd	Sealed Reconstruction	20156/592	\$122,986.00
Miatke Rd	Resheet	20160/929	\$63,559.00
Wheatlands Rd	Resheet	20160/796	\$57,590.00
Block 40 Rd	Sealed Reconstruction	20156/708	\$175,186.00
Block 40 Rd	Shoulder Resheet	20158/708	\$95,877.00
Antwerp-Woorak Rd 'S Bend'	Sealed Reconstruction	20156/1067	\$115,000.00
Croots Rd	Resheet	20160/721	\$52,659.00
Rohde Rd	Resheet	20160/255	\$31,599.00
Nhill-Diapur Rd	Shoulder Resheet	20158/771	\$40,978.00
Detpa Rd	Reseal	20154/977	\$34,093.00
		<b>TOTAL</b>	\$1,080,798.00

Table 2.0 – Recommended updated R2R program for 2020/21.

Note that projects that have further budget to be expended in the 2021/22 financial year can be input into R2R over two financial years. eg, Anderson St is a total value of \$412,007 with forecast \$72,196 in 2020/21 in R2R and the balance can be allocated to R2R in 2021/22.

**Options:**

1. Council approves the reallocation of R2R funding from Table 1.0 to Table 2.0, whilst granting approval to the CEO to make future minor changes that may be required to



adjust for actual expenditure in the 2020/21 financial year.

2. Retains the current R2R program, risking the loss of some of the R2R 2020/2021 grant funding.

**Link to Council Plan:**

- 1.1 An actively engaged community
- 1.1.6 Continue to engage with our farming community on road and road related infrastructure maintenance and improvements
- 2.1 Well-maintained physical assets and infrastructure to meet community and organisational needs
- 2.1.3 Develop and prioritise detailed plans relating to new infrastructure, infrastructure upgrade and renewal (including roads, bridges, drains, footpaths and buildings) for each town.
- 3.4 Transport solutions that support the needs of our communities and businesses
- 3.4.1 Advocate for flexible and responsive public and freight transport

**Financial Implications:**

By adding in suggested projects to the R2R program, this will reduce Council's own source program. An average own source expenditure of \$1,453,286 is required over the four year cycle of R2R. Council is currently in the second financial year of the R2R program and is currently meeting the required average of own source expenditure. However, the 20/21 financial year is much less than the 19/20 financial year, due to the number of projects fully funded requiring none or little financial input from Council. If Council continues this trend in the final two years we will not meet the minimum own source expenditure on average for the four year program.

**Risk Management Implications:**

By updating the R2R program there will be less risk of not meeting the R2R allocation required to be expended in the 20/21 financial year. There will be a higher risk of not meeting the own source expenditure over the four year program which will have to be monitored closely.

**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 have direct communications with the Department of Infrastructure,

Transport, Regional Development and Communications to update the program.

**RECOMMENDATION:**

***That Council approves the reallocation of R2R funding from Table 1.0 to Table 2.0, whilst granting approval to the CEO to make future minor changes that may be required to adjust for actual expenditure in the 2020/21 financial year.***

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**9.10 GUIDELINE STANDARDS AND PROCESSES FOR GAZETTING OF B  
DOUBLE ROADS**

**Responsible Officer:** Director Infrastructure Services  
**Attachment Numbers:** 12 - Draft HSC Guidelines and processes for Gazetting of B Double Routes  
13 - Performance Based Standards for undertaking local government route assessment and network classification  
14 - NHVR Class 2 Heavy vehicle route assessment guidelines for VicRoads

**Introduction:**

The purpose of this report is to adopt the guidelines, standards and processes for future Gazetting of B Double Roads within the Hindmarsh Shire Municipality through the National Heavy Vehicle Register (NHVR) permit system.

**Discussion:**

At the 16 December 2020 Ordinary Council meeting, Council resolved that:

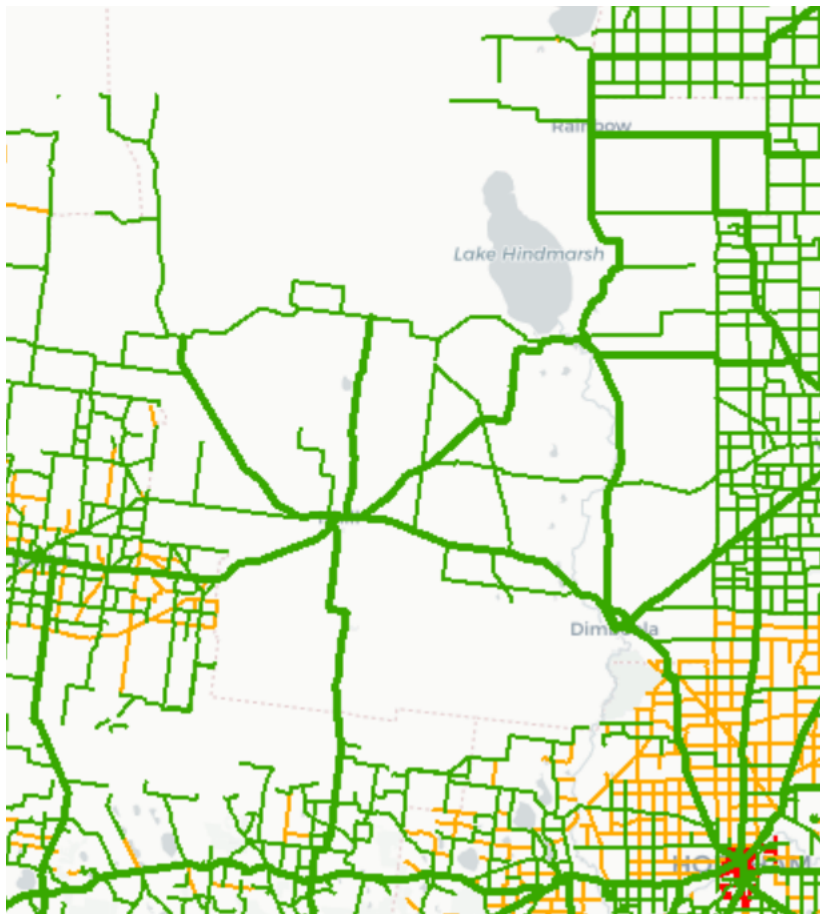
- Council reply to the VFF that it understands the need to improve road transport efficiency, but Hindmarsh Shire Council is unable at this point in time to extend the access to all local roads in the Hindmarsh Shire Municipality for A- Double Access as requested; and
- officers undertake a review of the current roads hierarchy system and roads management plans and begin to re-enter community discussions with key stakeholders on existing road networks within the Hindmarsh Shire Municipality for the purpose of increasing A-Double and B-Double access.

A Double Routes are not covered in this report as only a very small percentage of A Double permits have been given in situations where they are end Routes for access from the Vic Roads C class Roads such as the Rainbow grain rail loading facility. Consequently, correspondence was sent to the VFF advising them of the Council Resolution. Since the closing of the meeting, Council Officers have begun to review the current roads hierarchy systems with a view to presenting this to the community at a later stage in the year.

As previously mentioned in the December Council Report Council's strategy has been to gazette some key connector roads for B-Double routes and issue route specific NHVR permits for road users wishing to connect to this route, rather than the widespread gazetting of almost all roads by neighboring Shires. This conservative approach has come under pressure as the number of B-doubles has grown significantly and many operators are not using the NHVR permit system.

Since the December meeting, the NHVR have undertaken a road block to check freight vehicles for appropriate permits on the Rainbow-Nhill Road in the northern part of the Shire. A number of fines have been issued to vehicles not holding the appropriate permits for the vehicles they are using to transport freight. The Rainbow-Nhill Rd is not currently gazetted for B Double Access, but is available for permit application through NHVR, but some Transport Companies and farmers have chosen not to apply for a permit, or have not have been aware of this requirement and their responsibility and duty of care to comply with the NHVR requirements.

Since the NHVR road block, numerous phone calls have been received from farmers, transport contractors, the Victorian Farmers Associations and members of the public requesting that the Shire follow the same suite as other local municipalities to "blanket" open all roads to B Double Routes. Currently the Shire's B Double gazetted Routes are as below, it should be noted that the Shire currently allows semi, truck and dog carting on all roads within the Municipality.



## Current B-Double Gazetted Routes

Under the Road Management Act 2004 and the Local Government Act 2020, Council is the responsible authority for approving and maintaining transport routes on Local Government Roads within the municipality. It has a duty of care to provide safe and efficient travel for vehicle users on its road networks and to have a road management plan identifying services levels and policies and strategies to ensure the safety of the road traverses.

Under section 156A of the Heavy Vehicle National Law (HVNL), the Road Manager (HSC) can only refuse a heavy vehicle access request for the following reasons

- a. cause damage to road infrastructure; or
- b. impose adverse effects on the community arising from noise, emission or traffic congestion or from other matters stated in the approved guidelines; or
- c. pose significant risks to public safety arising from heavy vehicle use that is incompatible with road infrastructure or traffic conditions;

AND

2. In addition to each of these 3 reasons above, it is not possible to identify suitable road and/or travel conditions that minimize these risks.

The situation that HSC now finds itself in has developed over a long period of time during which the NHVR has been established, and the use of B-Doubles has become more prevalent and decisions are subject to more scrutiny. Consequently, the Shire needs a repeatable, transparent and consistent decision making process to investigate each road for gazettement and recommends the attached Guidelines be adopted and for future use to allow Council Officers to make a decision regarding Gazetting B Double Routes for future access.

### **Options**

Council can:

1. Approve the Guidelines to be used to determine suitable B Double Gazetted Routes going forward, and reduce the need to make permit applications by operators.
2. Request Council Officers to make changes and/or provide further information to the Guidelines to be used to determine suitable B Double Gazetted routes.

### **Link to Council Plan:**

- 1.1 An actively engaged community
  - 1.1.6 Continue to engage with our farming community on road and road related infrastructure maintenance and improvements
- 2.1 Well-maintained physical assets and infrastructure to meet community and organisational needs

- 2.1.3 Develop and prioritise detailed plans relating to new infrastructure, infrastructure upgrade and renewal (including roads, bridges, drains, footpaths and buildings) for each town.
- 3.4 Transport solutions that support the needs of our communities and businesses
  - 3.4.1 Advocate for flexible and responsive public and freight transport
  - 3.4.2 Investigate innovative transport solutions and facility upgrades

**Financial Implications:**

N/A

**Risk Management Implications:**

- An adoption of the guidelines will ensure open and transparency for customers wishing to use or request Council's consideration to open a route to B Doubles. Encourage more heavy vehicles use by responsible vehicle operators and thus increase the numbers of heavy vehicles currently on the roads.
- Reduce the number of permit applications processed by Shire Officers.
- Assist Council Officers in determining strategic freight routes going forward.

**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 – Paul Spencer, Senior Assets Engineer

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

**Communications Strategy:**

Advertise Council's new guidelines

**Next Steps:**

Publish the new guidelines and link on the Shire's Website.

**RECOMMENDATION:**

***That Council approves the guidelines for assessing the suitability of B Double Routes in Hindmarsh Shire Council as attached.***

*Attachment Numbers: 12, 13 and 14*

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**10. COUNCIL COMMITTEES**

**10.1 YURUNGA COMMITTEE OF MANAGEMENT**

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

**Attachment Number:** 15

**Introduction:**

The Yurunga Committee of Management held its meeting on 22 October 2020. The purpose of this report is to note the minutes from this meeting. A copy of the minutes is included as an attachment for the information of Council.

**RECOMMENDATION:**

***That Council notes the minutes of the Yurunga Committee of Management meeting held on 22 October 2020.***

*Attachment Number: 15*

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**10.2 DIMBOOLA TOWN COMMITTEE**

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

**Attachment Number:** 16

**Introduction:**

The Dimboola Town Committee held its meeting on 1 February 2021. The purpose of this report is to note the minutes from this meeting. A copy of the minutes is included as an attachment for the information of Council.

**RECOMMENDATION:**

***That Council notes the minutes of the Dimboola Town Committee meeting held on 1 February 2021.***

*Attachment Number: 16*

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**11. LATE REPORTS**

**11.1 APPLICATION FOR PLANNING PERMIT PA1680-2020 – TWO LOT SUBDIVISION – TARRANYURK EAST ROAD TARRANYURK VIC 3414**

**Responsible Officer:** Director Infrastructure Services  
**File:** Planning – Applications  
**Assessment:** 78020  
**Application No.** PA1680-2020  
**SPEAR Ref. No.** S158362V  
**Applicant:** Wilken Farms Pty Ltd, C/- Tom Hardman, Ferguson Perry Pty Ltd  
**Owner:** Wilken Farms Pty Ltd  
**Subject Land:** Tarranyurk East Road Tarranyurk VIC 3414 (Lot 1 on Title Plan 899086)  
**Proposal:** Two lot subdivision  
**Zoning & Overlays:** Farming Zone  
Environmental Significance Overlay Schedule 2  
**Attachment Number:** 22

**Summary:**

This report recommends that Council approve Planning Permit PA1680-2020 for a two-lot subdivision at Tarranyurk East Road Tarranyurk VIC 3414 (Lot 1 on Title Plan 899086), subject to standard conditions.

**Background:**

The site has been cleared and used for agricultural purposes, namely cropping, for a long time. There are no existing buildings on the site and the Joop Channel easement, extends north to south through the eastern end of the site. The owners are seeking the subdivision for a restructure of the farming operation.

**Proposal Details:**

The application proposes a two lot subdivision of the subject land, which will create two separate lots that are each over 40 hectares (ha) in area.

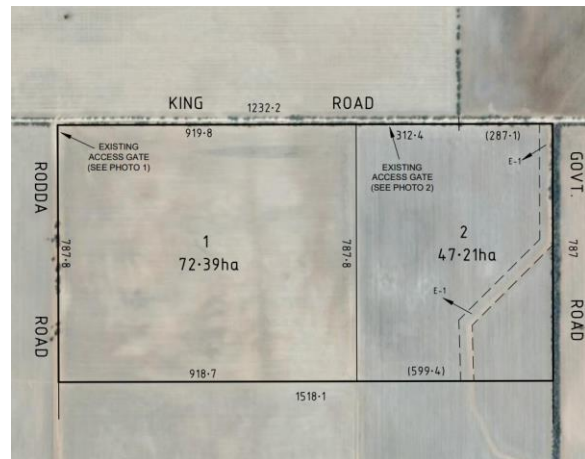
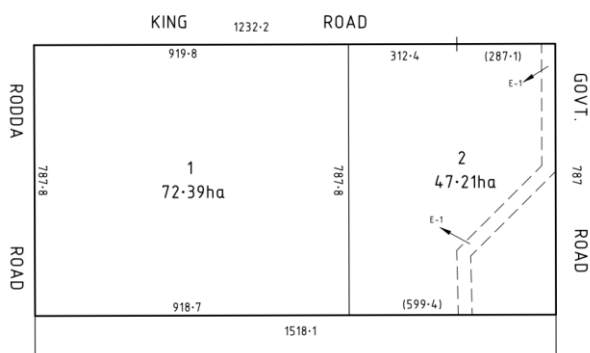
The original plan of subdivision submitted on 8/09/2020 was amended on 15/01/2021 to detail the existing access points to the lots pursuant to Section 50 of the *Planning and Environment Act 1987*.

The amended plan of subdivision (Version 2) comprises proposed Lot 1 with an area of 72.39ha and proposed Lot 2 with an area of 47.21ha. Proposed Lot 1 contains pasture used for cropping and proposed Lot 2 contains pasture used for cropping and the Joop Channel.

Vehicle access to Lot 1 will be from the north end of Rodda Road to the west and vehicle access to Lot 2 will be from King Road to the north. The existing crossovers and vehicle access on Rodda Road and King Road will need to be upgraded to current standards.

The applicant has stated the following about the amended proposal:

*'The application proposes a 2-lot subdivision of the land in order to facilitate a restructure of the farming operation. Proposed Lot 1 has an area of 72.39ha and will take access from the existing crossover to Rodda Road in the west. Proposed Lot 2 has an area of 47.21ha and will take access from the existing crossover to King Road in the north. The existing easement containing the Joop Channel will be contained on Lot 2. Both lots meet the minimum lot size of 40ha as specified in the schedule to the FZ at Clause 35.07. The application does not propose any new development and no vegetation will be removed to facilitate the proposed subdivision. All of the proposed lots will be serviced by existing infrastructure and utilities.'*



**Requirement for Permit:**

The subject land is located within the Farming Zone and the Environmental Significance Overlay Schedule 2.

A planning permit is required under Clause 35.07-3 Subdivision of the Farming Zone and Clause 42.01-2 of the Environmental Significance Overlay, which both state that a permit is required to subdivide land.

**Restrictive Covenant or Section 173 Agreement:**

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

**Cultural Heritage Management Plan (CHMP):**

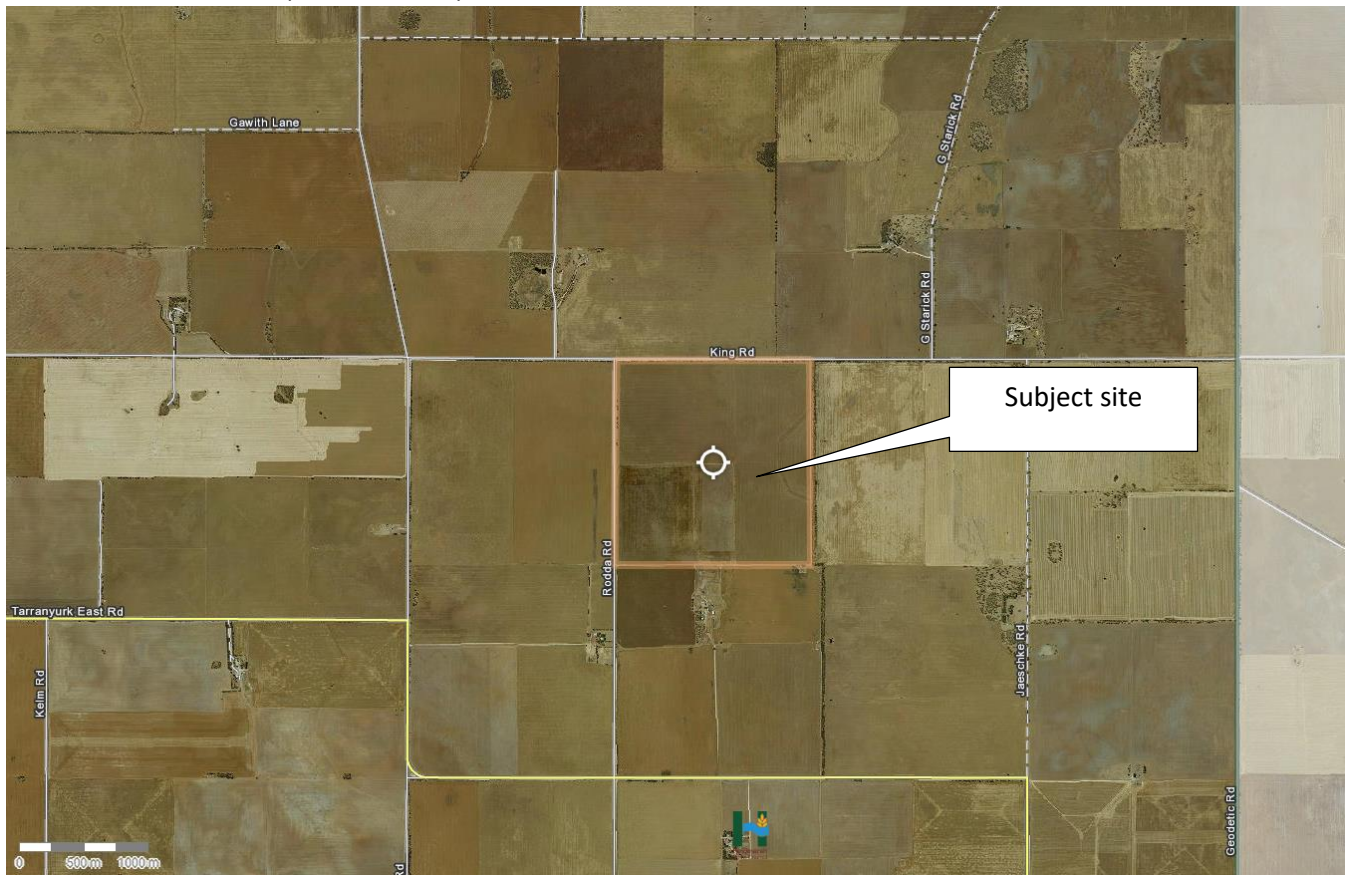
The proposal is exempt from requiring a CHMP pursuant to the *Aboriginal Heritage Regulations 2018*, as the proposal is not within land affected by an Aboriginal Cultural Heritage Sensitivity Area.

**Subject site & locality:**



The subject site is known as Lot 1 on Title Plan 899086G and fronts King Road in Tarranyurk. The subject site has an area of approximately 119.6ha and contains farmland used for cropping. Access to the site is from King Road to the north and Rodda Road to the west. The site has been cleared of vegetation. An easement containing the Joop Channel extends through the eastern portion of the site. The site adjoins farmland to the south and east, farmland along King Road to the north and farmland along Rodda Road to the west with some scattered dwellings. The site and all the surrounding land are within the Farming Zone (FZ).

Aerial Photo below (POZI, 2016)



**Consultation:**

Consultation was undertaken and included:

- A request for further information was sent to the applicant via SPEAR on 6 October 2020.
- A request for an extension of time to submit the information was received via SPEAR on 25 November 2020.
- An extension of time was approved via SPEAR on 30 November 2020 until 2 February 2021.
- The further information and amended plans were received in SPEAR on 15 January 2021.

**Section 52 Notice of application:**

The application has not been advertised pursuant to Section 52 of the *Planning and Environment Act 1987*.

The subdivision application proposes the creation of two lots greater than the minimum lot size of 40ha and will not cause material detriment to any person or property.

**Referrals:**

External Referrals/Notices were required by the Planning Scheme:

**Section 55 Referrals**

Nil

**Section 52 Referrals**

- GWM Water - No objections subject to a condition and a note.

**Internal Referrals:**

- Engineering: Comments provided, and condition required as detailed below.
  - *We have conducted a site visit on 22/02/2021. The following conditions need to be applied to the permit. The current locations of access at Lot 1 and Lot 2 will need to be upgraded or a new drainage pipe and crossover will need to be constructed as per IDM-255 Standard, with a new fence and gate with recommended setback on King Road.*

**Planning Scheme:**

Planning Scheme Requirements:

**Planning Policy Framework (PPF)**

The following relevant Clauses in the PPF have been considered for the application.

Clause 11.01-1S Settlement

Clause 11.01-1R Settlement – Wimmera Southern Mallee

Clause 11.03-6S Regional and local places

Clause 14.01-1S Protection of agricultural land

Clause 14.01-1R Agricultural productivity – Wimmera Southern Mallee

Clause 14.01-2S Sustainable agricultural land use

Clause 14.02-1S Catchment planning and management

Clause 14.02-2S Water quality

Clause 14.03-2S Protection of declared irrigation districts

Clause 19.03-2S Infrastructure design and provision

**Local Planning Policy Framework (LPPF)**

The following relevant Clauses in the LPPF have been considered for the application.

Clause 21.00 – Municipal Strategic Statement

Clause 21.02 Vision – Strategic Framework

Clause 21.03 Objectives – Strategies – Implementation

Clause 21.03-2 Economic Development

Clause 21.03-3 Agriculture

Objective

- *To maintain a viable and sustainable agricultural industry to ensure the future well-being of the Shire and its residents.*

Strategies (relevant to application)

- *To promote and support the traditional rural industries such as cropping, livestock and wool production.*
- *To promote effective land management and the integration of economic and environmental needs through sustainable agricultural practices.*
- *To recognise and protect farmland as an important resource through the development and implementation of appropriate provisions in the planning scheme.*
- *Limit the fragmentation of productive agricultural land to maintain sustainable holdings. Ensure that new development does not limit the viability of surrounding enterprises and reflects the optimum use of land.*

Clause 21.03-5 Water

Objective

- *To protect and manage water resources and floodplains to ensure the long-term sustainability of the Shire.*

Strategies (relevant to application)

- *To maintain rural flows and natural conditions within waterways where possible.*
- *To utilise water in an environmentally sustainable manner.*
- *To promote effective land management as a critical element in the protection of water resources.*

Planning Response:

The proposed subdivision will comply with the relevant objectives of the PPF by protecting and enhancing valuable agricultural land and retaining sustainable agricultural uses that will not create any conflicts with surrounding agricultural uses. The proposal will not impact on the Joop Channel easement. The proposal will therefore comply with the relevant policies of the SPPF including Clauses 14.01-1S, 14.01-2S, 14.02-1S, 14.02-2S and 14.02-3S.

The subdivision to create two lots over the minimum size of 40ha and will prevent the loss of productive agricultural land, while protecting and enhancing the existing cropping activities through a restructure of the existing farming operation on the land. The existing Joop Channel easement will not be impacted by the subdivision. The proposal will therefore comply with the relevant provisions of the LPPF including Clause 21.03-3 Agriculture.

**Zoning Provisions**

## **Clause 35.07 Farming Zone (FZ)**

### **35.07-3 Subdivision**

A permit is required to subdivide land.

Each lot must be at least the area specified for the land in a schedule to this zone. If no area is specified, each lot must be at least 40 hectares.

### **Clause 35.07-6 Decision Guidelines**

Before deciding on an application to use or subdivide land, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate, matters under the following relevant headings:

- General issues
- Agricultural issues and the impacts from non-agricultural uses
- Environmental issues
- Design and siting issues

#### Planning Response:

The proposed subdivision complies with the relevant decision guidelines in the zone for the following reasons:

#### General issues

- The proposal will comply with the LPPF and PPF as discussed above.
- The proposal will be consistent with the current Wimmera Regional Catchment Strategy 2013-2019 and will not affect the existing Joop Channel easement.
- The subdivision will encourage sustainable land management by ensuring the two farming lots are over 40ha.
- The subdivision will allow the restructure of the existing farming operation. The proposal will be compatible with the adjoining and nearby agricultural land uses.
- The proposal makes use of existing infrastructure and services. However, the vehicle crossovers for access the two lots will need to be upgraded to Council standards. Standard conditions will be included for services to be connected as required by the relevant authorities in accordance with the conditions listed in Clause 66.01.

#### Agricultural issues and the impacts from non-agricultural uses

- The subdivision will have a positive effect on the existing agricultural activities on the lots with the retention of the farming land on two lots over 40ha.
- The existing agricultural activities on the land are unlikely to be affected with the restructure of the farming operation. The subdivision will not have in any adverse effect on soil quality and does not remove any land from agricultural production.
- The subdivision is unlikely to limit the operation and expansion of adjoining and nearby agricultural uses as the existing agricultural use of the site will not be altered.

- The two lots of 72.39ha and 47.21ha will be an adequate size to sustain the productive agricultural use and are likely to be used in conjunction with the adjoining farming lots in common ownership.
- The subdivision will not adversely affect the current agricultural activities and associated infrastructure.
- There is no applicable land management plan for the site.

#### Environmental issues

- The proposal is unlikely to have an adverse impact on soil and water quality and any other natural physical features and resources.
- The site and surrounding land have long been largely cleared of native vegetation due to historical broad acre farming activities. The subdivision will not have impacts on flora and fauna in the locality. No vegetation will be affected by the proposal.

#### **Overlay Provisions**

#### **Clause 42.01-2 Environmental Significance Overlay (ESO2)**

##### **42.01-2 Permit requirement**

A permit is required to:

- Subdivide land.

#### **Schedule 2 to the Environmental Significance Overlay**

Channel and Reservoir Protection

##### **2.0 Environmental objective to be achieved**

- To maintain and enhance the quality and supply of irrigation and domestic water throughout the Wimmera region.
- To protect water reservoirs and channels from potential sources of pollution.
- To control the development of land in the vicinity of water supply reservoirs and supply channels.
- To prevent the unauthorised diversion of water into or from water channels.

##### **3.0 Decision guidelines** (relevant to the application)

- The responsible authority is to give consideration to the following matters prior to making a decision on an application:
  - The comments of Wimmera Mallee Water or any other relevant authority;
  - The need to prevent the contamination of water supply;
  - The need to protect water supply resources;
  - The diversion of water into or from channels will not be allowed unless approved by Wimmera Mallee Water or other relevant authority.

#### Planning Response:

The proposed subdivision complies with the relevant decision guidelines in the overlay for the following reasons:

- The subdivision will not affect the existing Joop Channel easement that extends along the eastern portion of the site and will be fully contained within proposed Lot 2.
- The comments of GWM Water have been considered and the condition requested will be included on any permit issued.
- The proposal will not affect the water supply as the Joop Channel was replaced with the Wimmera Mallee Pipeline.
- The channel has been filled in by the property owner with the permission of GWM Water.

### **Particular Provisions**

Nil

### **General Provisions**

#### **Clause 65 - Decision Guidelines**

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

#### **65.01 Approval of an application or plan**

Before deciding on an application or approval of a plan, the Responsible Authority must consider, relevant matters, as appropriate.

#### **65.02 Approval of an application to subdivide land**

Before deciding on an application to subdivide land, the responsible authority must also consider, relevant matters, as appropriate.

#### Planning Response:

The proposal complies with the relevant decision guidelines as outlined above. The proposal is supportive of, and complies with the PPF and LPPF, having regard to the protection of agricultural land, the protection of existing water supply infrastructure and will not impact on the amenity of the area. The proposed subdivision will enable the orderly planning of the area. The proposal therefore complies with Clause 65.

#### **Discussion:**

The proposal will create two lots that are both more than 40ha and the restructure of the farming operation will protect the agricultural use of the land. The proposed subdivision will satisfy the relevant planning policies in the PPF and LPPF and will comply with the relevant decision guidelines of the FZ and ESO2 as outlined above.

The proposal will not adversely impact on the amenity of the area and will enable the orderly planning of the area in accordance with Clause 65.

The proposal should therefore be approved, and a Planning Permit be issued subject to conditions as outlined below.

**Strategic, Statutory and Procedural Requirements:**

The proposal is consistent with the Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies, the Farming Zone, the Environmental Significance Overlay Schedule 2, and Clause 65.

**Report to Council:**

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

**Processing Times:**

08/09/2020 - Application lodged  
10/09/2020 - Fee received  
06/10/2020 - Further information requested  
15/01/2021 - Response to further information received and amended plans received  
05/02/2021 - Referrals sent  
24/02/2021 - Responses all received to external referrals  
03/03/2021 - The late report is being presented to Council at the meeting held 03 March 2021 (47 statutory days)

The statutory processing time requirements of the *Planning and Environment Act 1987* have been satisfied in this instance.

**Conflict of Interest:**

Under section 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: Bernadine Pringle, Consultant Town Planner.

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

**Communications Strategy:**

Advise the applicant of Council's decision.

**Next Steps:**

Issue the planning permit and endorse the plans if approved by Council.

**RECOMMENDATION:**

***That Council approves planning application PA1680-2020 for a two-lot subdivision on the subject land at Tarranyurk East Road Tarranyurk (Lot 1 on Title Plan 899086G), subject to the following conditions:***

**Conditions:**

***Endorsed Plans***

- 1. The layout and site dimensions of the subdivision hereby permitted, as shown on the endorsed plan/s, must not be altered or modified without the written consent of the Responsible Authority. There are no requirements to alter or modify the endorsed plan if a plan is certified under the provisions of the Subdivision Act 1988 that is generally in accordance with the endorsed plan/s.***

***Access***

- 2. Before the issue of a Statement of Compliance under the Subdivision Act 1988, the existing crossover locations for access to Lot 1 and Lot 2 must be upgraded or a new drainage pipe and crossover must be constructed with a new fence and gate and recommended setback on Rodda Road and King Road, to the satisfaction of the Responsible Authority.***
- 3. The crossovers and access to the two lots must be constructed to an all-weather standard and must have a minimum trafficable width to accommodate emergency vehicles, to the standards and satisfaction of the Responsible Authority or as otherwise agreed to writing by the Responsible Authority.***

***Subdivision Conditions in Clause 66.01***

- 4. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas and telecommunication services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.***
- 5. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.***
- 6. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.***



***GWM Water Condition***

- 7. The plan of subdivision submitted for certification must be referred to GWM Water in accordance with Section 8 of the Subdivision Act.***

***Subdivision Expiry***

- 8. The subdivision will expire if:***
- (a) The plan of subdivision is not certified within two (2) years of the date of this permit.***
  - (b) The registration of the subdivision is not completed within five (5) years of the date of certification of the plan of subdivision.***

***In accordance with section 69 of the Planning and Environment Act 1987, the responsible authority may extend the periods referred to if a request is made in writing before the permit expires, or within six (6) months of the permit expiry date.***

***Notes:***

***Infrastructure***

- The upgraded or new crossovers for Lot 1 on Rodda Road and Lot 2 on King Road must be constructed as per IDM-255 Standard. [https://www.designmanual.com.au/assets/files/documents/Standard Drawings/IDM STANDARD DRGS SET 2020-03-24.pdf](https://www.designmanual.com.au/assets/files/documents/Standard_Drawings/IDM_STANDARD_DRGS_SET_2020-03-24.pdf)***
- A Consent to Works Within Road Reserve Permit must be obtained from Council's Infrastructure Department (Phone: 03 5391 4444) for the construction or alteration/upgrade of any vehicle crossovers or any works conducted in the road reserve.***

***GWM Water***

***GWM Water also notes that proposed Lot 2 of the subdivision does not have access to a water supply. Should a separate water supply be required for proposed Lot 2 an extension of the rural pipeline would be required to service the property in accordance with GWM Water's requirements.***

***Attachment Number: 22***

**11.2 APPLICATION FOR PLANNING PERMIT PA1701-2021 - CONSTRUCTION OF AN OPEN FRONTED STORAGE SHED - 42 RESERVE ROAD, KIATA 3418**

<b>Responsible Officer:</b>	Director Infrastructure Services.
<b>File:</b>	Planning – Applications.
<b>Assessment:</b>	94740
<b>Applicant:</b>	Mr Bill Erhardt (10A Building Permit Services)
<b>Owner:</b>	Mr James Turrell.
<b>Subject Land:</b>	42 Reserve Road, Kiata, 3418.
<b>Proposal:</b>	Construction of an Open Fronted Storage Shed.
<b>Zoning &amp; Overlays:</b>	Township Zone (TZ) Bushfire Management Overlay (BMO)
<b>Attachment Numbers:</b>	23 and 24

**Summary:**

This report recommends that Council approve Planning Permit PA1701-2021 for the construction of an open fronted storage shed at 42 Reserve Road, Kiata, formally described as Crown Allotment number 3, Section 18, Township of Kiata, Parish of Kiata. The proposed shed is to be used for the all-weather safe storage of private motor vehicles and motorcycles belonging to the owner.

**Background:**

The application has been lodged by Mr Bill Erhardt of 10A Building Permit Services for the construction of a 162 sqm open frontage storage shed at 42 Reserve Road, Kiata, The application was received on 14 January, 2021 with a request for further information sent to the applicant on the 18 February, 2021 requiring an Outbuilding Bushfire Management Plan (BMP) to support the application. The BMP was received by Council on 23 February, 2021 and was deemed satisfactory by Officers to proceed to a decision.

**Proposal Details:**

The proposal is for a 9.00 metre x 18.00 metre (2.70 metre high) shed that will be used to store the personal collection of motor vehicles and motorcycles that belong to the occupant of the dwelling. Both the wall and the roof colour is to be Zinc which is a considered to be a neutral tone to the bush setting. The east elevation of the shed (18 metres) will be open.

The proposed shed will be located 15 metres from the northern boundary (from the road), 35 metres from the existing dwelling, 66 metres from the southern boundary and 20 metres from the western boundary (approximate distances).

The items being stored are considered ancillary to the dwelling and as such do not require a use permit. It will be a condition on the permit however that the occupant of the dwelling is prohibited to display the stored items as museum exhibits.

**Requirement for Permit:**

A planning permit is required under the following clauses of the Hindmarsh Planning Scheme:

- Clause 32.05-6 (Township Zone) – A permit is required to construct or extend an out-building (other than a garage or carport) on a lot if the gross floor area exceeds 10 square metres.
- Clause 44.06-2 (Bushfire Management Overlay) – A permit is required for buildings or works not used for accommodation and that are ancillary to a dwelling if the floor area is greater than 100 sqm.

**Definitions:**

Under Clause 73.03 of the Hindmarsh Shire Planning Scheme, a “store” is defined as:

*Land used to store goods, machinery or vehicles.*

**Restrictive Covenant or Section 173 Agreement:**

The subject site is not burdened by a Restrictive Covenant or Section 173 Agreement. The reservations, exceptions, conditions and powers shown on the Crown Grant have no bearing to this application.

**Cultural Heritage Management Plan (CHMP):**

The proposal is exempt from requiring a CHMP pursuant to the Aboriginal Heritage Regulations 2018, as the proposed development is not within part of the land that is affected by an Aboriginal Cultural Heritage Sensitivity Area.

**Subject Site & Locality:**

The 32,880 sqm (approximate) subject site is located at 42 Reserve Road, Kiata and has a 116.43 (northern) frontage to Reserve Road, a 114.45 metre western boundary, a southern boundary of 118.35 metres and an eastern boundary of 82.75 metres. The site is considered relatively flat and void of any dams or waterways. The site presently contains a dwelling and a number of outbuildings (sheds) located within proximity to the main residence. Vegetation is scattered across the site, however the positioning of the shed is of such that it will have no impact onto any vegetation.

Land immediately west of the subject site is zoned Farming, to the north is a mix of Township and Public Conservation and Resource Zone (PCRZ) and to the east and south is the Kiata Flora and Fauna Reserve, also within the PCRZ.

**Advertising**

**Section 52 Notice of application**

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

(a) *to the owners (except persons entitled to be registered under the **Transfer of Land Act 1958** as proprietor of an estate in fee simple) and occupiers of*

*allotments or lots adjoining the land to which the application applies unless the Responsible Authority is satisfied that the grant of the permit would not cause material detriment to any person.*

Clause 44.06-7 (Notice and Review) of the Hindmarsh Shire Planning Scheme exempts an application within the BMO from notice requirements. The 'second arm' of the permit trigger, i.e. the development of the shed is not however exempt from notice provisions. Council Officers have reviewed the application and considered it unlikely to cause any material detriment to any persons due to the location of the shed and that the nearest dwelling not in the same ownership is located approximately 200 metres to the east. As such, notification of the application was considered unnecessary.

### **Referrals:**

#### **External Referrals/Notices Required by the Planning Scheme:**

##### Section 55 Referrals:

The application was not required to be referred to the CFA as it met the following exemptions under Clause 66.03 of the Hindmarsh Shire Planning Scheme wherein:

*An application to construct a building or carry out works associated with a dwelling is to be referred to the relevant fire authority. This does not apply to a non-habitable outbuilding that meets the following requirements:*

- *The outbuilding is ancillary to a dwelling.*
- *10 metres of defendable space is provided around the outbuilding in accordance with the vegetation management requirements at Table 6 of Clause 53.02.*
- *The canopy of each tree within the defendable space is separated by at least 2 metres, and;*
- *Where the outbuilding is located less than 10 metres from a dwelling, the outbuilding construction requirements at Table 7 Clause 53.02 are met.*

As stated above, the Applicant has provided a BMP which when assessed by Officers, has been determined to comply with the above exemptions and therefore no referral to the CFA was required.

##### Internal Referrals:

The application was referred to Councils Engineers who have no objection to the issuing of a permit.

##### Planning Scheme Requirements:

### **State Planning Policy Framework**

#### Clause 13.02-1S - Bushfire Planning.

This policy must be applied to all planning and decision making under the *Planning and Environment Act 1987* relating to land that is within a Bushfire Management Overlay. Its objective is to strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life. Several strategies are laid out in this policy which of relevance to application include:

#### Protection of human life Give priority to the protection of human life by:

- Prioritising the protection of human life over all other policy considerations.
- Directing population growth and development to low-risk locations and ensuring the availability of, and safe access to, areas where human life can be better protected from the effects of bushfire.
- Reducing the vulnerability of communities to bushfire through the consideration of bushfire risk in decision making at all stages of the planning process

#### Use and development control in a Bushfire Prone Area

Consideration needs to be given to assessing use and development applications within Bushfire Prone Areas as follows:

- Consider the risk of bushfire to people, property and community infrastructure.
- Require the implementation of appropriate bushfire protection measures to address the identified bushfire risk.
- Ensure new development can implement bushfire protection measures without unacceptable biodiversity impacts.

### **Local Planning Policy Framework**

#### **Clause 21.03-7 Objectives – Strategies – Implementation (Other Townships)**

The following objective is recognised for townships such as Kiata:

*To recognise and promote the strong sense of identity that the small towns provide to the local community.*

Creating this sense of pride and identity is about fostering community spirit by way of nurturing the needs and desires of individuals. The owner of this property is an avid collector of motor cars and motorised bikes who requires them to be protected against the elements of the weather. By providing a shed of this size allows him to build upon his collection with confidence and pride.

#### **Zoning Provisions**

As stated above in this report, a planning permit is not triggered for the proposed use of the shed, rather the development is what triggers the requirement for a planning permit. The proposed shed will be ancillary to the dwelling and will be used to store the personal items (motor vehicles and motorbikes) of the occupant of the dwelling. It is considered that the size, scale and dimensions of the shed is acceptable given the size of the land,

the semi-rural setting and noting sheds of similar sizes within the Kiata environs. One of the purposes of the Township Zone is *to encourage development that respects the neighbourhood character of the area*, and it is considered that the height, massing and style of the shed will not distract or erode from the immediate low scale character of the area.

### **Overlay Provisions**

In accordance with Clause 44.06-2 of the Hindmarsh Shire Planning Scheme, a planning permit is required for buildings and works not used for accommodation and ancillary to a dwelling if the floor area is greater than 100 sqm. The size of the proposed shed is 162 sqm and therefore it's a requirement that a planning permit be sought. When assessed against the purpose and provisions of the Bushfire Management Overlay, it is considered that the proposed shed is acceptable in this setting and does not contravene the requirements of the Overlay.

The applicant has also provided an Outbuildings Bushfire Management Plan, which has been assessed as being suitable and to meeting the requirements that have been established by DELWP. The Management Plan will form part of Endorsed Plans should a permit be issued.

### **General Provisions**

#### **Clause 65 - Decision Guidelines**

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

#### **Clause 65.01– Approval of an application or plan**

Before deciding on an application or approval of a plan, the Responsible Authority must consider, as appropriate/relevant:

- The matters set out in Section 60 of the Act.
- The Municipal Planning Strategy and the Planning Policy Framework.
- The purpose of the zone, overlay or other provision.
- Any matter required to be considered in the zone, overlay or other provision.
- The orderly planning of the area.
- The effect on the amenity of the area.
- The proximity of the land to any public land.
- Factors likely to cause or contribute to land degradation, salinity or reduce water quality.
- Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.
- The extent and character of native vegetation and the likelihood of its destruction.
- Whether native vegetation is to be or can be protected, planted or allowed to regenerate.

- The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.

Response:

It is considered that the application complies with the relevant decision guidelines as outlined. The proposal is supportive of, and complies with the Planning Policy Framework having regard to the benefit the proposal will cause in providing much needed additional storage for occupant of the dwelling.

**Strategic, Statutory and Procedural Requirements:**

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

**Report to Council:**

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

**Processing Times:**

- 14/01/2021 - Application was received
- 05/02/2021 - Fee Paid
- 18/02/2021 - Request for Further Information sent
- 23/02/2021 - Response to RFI received – Application amended with provision of Bushfire Management Plan to be endorsed as part of the Planning Permit
- 03/03/2021 - Planning Permit to be considered by Council (8 statutory days)

The statutory processing time requirements of the *Planning and Environment Act 1987* have been satisfied in this instance.

**Conflict of Interest:**

Under section 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: Stephen O'Brien, Consultant Town Planner.

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

**Communications Strategy:**

Advise the applicant of Councils decision.

**Next Steps:**

Issue the planning permit and endorse the plans if approved by Council.

**RECOMMENDATION:**

***That Council approves Planning Application PA1701-2021 for the construction of an open fronted storage shed, on subject land known as 42 Reserve Road, Kiata 3418, subject to the following conditions:***

- 1. The use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.***
- 2. The construction of the storage shed must be undertaken in accordance with the plans prepared by Eureka Garages and Sheds version 1.5.0. A copy of this plan forms part of this permit.***
- 3. The “Outbuildings Bushfire Management Plan – 42 Reserve Road, Kiata 3418” must not be altered without the written consent of the Responsible Authority. A copy of this plan forms part of this permit.***
- 4. The Permit hereby issued only allows for development of an open fronted storage shed for the benefit and use of the occupant of the dwelling. The use cannot be used a commercial enterprise.***

**Time Limit**

- 5. This permit will expire if one of the following circumstances applies:***
  - a) The development does not start within two years of the date of this permit.***
  - b) The development is not completed within four years of the date of this permit.***

***The Responsible Authority may extend the periods refer to above if a request is made in writing before the permit expires or within 6 months afterwards if the development has not commenced or 12 months after if the development has commenced but is not yet completed.***

***\*\*End of Conditions\*\****

**Notes**

- Building approval must be obtained prior to the commencement of the above approved works.***
- Any request for a variation of this Permit shall be lodged with the relevant fee as determined under the Planning & Environment (Fees) Regulations 2016.***

***Attachment Numbers: 23 and 24***



## 12. OTHER BUSINESS

No report.

## 13. 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*

### **RECOMMENDATION:**

***That the meeting be closed in accordance with Section 66 of the Local Government Act 2020, to consider:***

#### ***a) Council business information***

- 13.1 *Hindmarsh Shire Council Business Assistance Grants Program 2020-2021 Round 2***
  - 13.2 *Request for Quote – Award for Purchase of one (1) 3-axle Truck with Tipping Body and one (1) 4-axle Trailer with Tipping Body***
  - 13.3 *Request for Quote – Award for Purchase of one (1) Truck Mounted Street Sweeper***
  - 13.4 *Reappointment of Chief Executive Officer***
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<b>15. MEETING CLOSE</b>
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The Hon Mary-Anne Thomas MP

Minister for Regional Development  
Minister for Agriculture

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

Ref: BMIN-2-21-9663

Mr Greg Wood  
CEO  
Hindmarsh Shire Council  
gwood@hindmarsh.vic.gov.au

Dear Mr Wood

### **FLAGSHIP TOURISM INFRASTRUCTURE PROJECTS**

As part of the Victorian Budget 2020-21, the Victorian Government announced \$510 million to restart Victoria's visitor economy including \$120.63 million for flagship tourism infrastructure projects.

As a part of this package, I am pleased to offer you grants for the following projects:

- the Rainbow Silo Art Re-imagined project – up to \$1,920,000 (exclusive of GST) (this amount includes up to \$120,000 for project management);
- Dimboola Silo Art project – up to \$120,000 (exclusive of GST); and
- Business Innovation Pilot – up to \$60,000 (exclusive of GST).

Acceptance of this offer should be communicated in writing within 30 days of the date of this letter.

Please note that acceptance of this letter does not constitute a binding legal agreement unless and until a formal Grant Agreement has been executed between the parties. The formal Grant Agreement will set out the conditions upon which the assistance is provided. Regional Development Victoria (RDV) requires that this offer remain confidential until after an agreement has been executed and the funding formally announced.

Consistent with the government's partnership approach, you will be required to assist RDV in capturing and evaluating the benefits of this project after its completion.

Ms Tammy Fitzgerald will be the RDV case officer for this project and will be in contact with you regarding the funding arrangements for the project and any associated conditions.

Please do not hesitate to contact Ms Fitzgerald on telephone 0424 791 795 or email [tammy.fitzgerald@rdv.vic.gov.au](mailto:tammy.fitzgerald@rdv.vic.gov.au) if you have any queries.

I wish you every success and look forward to hearing about the outcomes of your project.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Thomas'.

**The Hon. Mary-Anne Thomas MP**  
Minister for Regional Development

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**From:** Mayor, Clr Darcy Byrne <darcy.byrne@innerwest.nsw.gov.au>  
**Sent:** Tuesday, 23 March 2021 4:32 PM  
**Subject:** Support for raising the rate of Jobseeker

Dear Mayor and Councillors,

I am writing to ask for your advocacy for a decent rate of income for unemployed Australians. The rate of Jobseeker is a matter of national policy, but the human consequences of the inadequate level of this payment will be felt in every local government area across the country.

The Federal Government has recently announced that the rate of payment to unemployed Australians will be reduced from the current rate of Jobseeker and that the increase from the previous level of Newstart will be \$25 per week.

This equates to an increase in income of approximately \$3.50 a day for Australians without work, coming after a quarter of a century with no increase in real terms to the rate of payment.

This decision by the Government will have drastic consequences for the rate of poverty across Australia, in regional, suburban, and inner metropolitan areas. There will be increased rates of child poverty and hunger, as well as hundreds and thousands of families going without basic necessities due to the inadequate rate of income for unemployed citizens.

Inner West Council has recently submitted the following motion for consideration at the National Assembly of Local Government that:

*The Federal Government's revised rate of the Jobseeker payment of \$44 per day is inadequate and will result in millions of Australian citizens being unnecessarily trapped in poverty. After 25 years with no increase to the incomes of unemployed Australians an increase of just \$3.57 per day above the previous rate of the Newstart payment is insufficient.*

Notwithstanding our different political parties and philosophical beliefs, local government representatives across Australia share a concern to make sure that that all Australians are able to afford basic necessities and a decent quality of life.

It is important that Mayors and Councillors representing local communities speak with one voice and advocate to the Federal Government for a more sensible and equitable level of income for unemployed citizens.

I hope you will pass a similar motion through your Council prior to the National Assembly of Local Government and support a strong position from the local government sector on this crucial issue when the National Assembly takes place in late June.

Yours sincerely,  
Darcy Byrne  
Mayor of Inner West Council

Mayor, Cllr Darcy Byrne

Balmain Ward - Baludarri (Leather Jacket)

p +61 2 9392 5900 e [darcy.byrne@innerwest.nsw.gov.au](mailto:darcy.byrne@innerwest.nsw.gov.au)



Council acknowledges the Traditional Custodians of these lands, the Gadigal-Wangal people of the Eora Nation.

**Celebrating our Greek community**

**200 years of independence**



## The Hon Shaun Leane MP

Minister for Local Government  
Minister for Suburban Development  
Minister for Veterans

121 Exhibition Street  
Melbourne, Victoria 3000 Australia  
Telephone: +61 3 8392 2240  
DX 210074

Ref: BMIN-2-21-10613

Cr Ron Ismay  
Hindmarsh Shire Council  
PO Box 250  
NHILL VIC 3418

Dear Mayor Ismay

I write to advise that a high-quality field of applicants from across Victoria nominated for appointment to the 2021 Local Government Mayoral Advisory Panel (LGMAP). After much consideration, I have selected 15 Mayors for this year's panel.

Appointments to the 2021 LGMAP took into consideration applicants' experience and existing participation on Victorian Public Sector Boards, with consideration also given to ensuring the selected panel members reflect the diversity in expertise and background in Victoria's local government sector. I am pleased to announce I have appointed the following Mayors to serve on the LGMAP for 2021:

1. Rt Hon Sally Capp, Lord Mayor of Melbourne
2. Cr Kris Bolan, Mayor of Frankston
3. Cr Louise Crawford, Mayor of Port Phillip
4. Cr Kate Hely, Mayor of Stonnington
5. Cr Joseph Haweil, Mayor of Hume
6. Cr Adele Hegedich, Mayor of Wyndham
7. Cr Despi O'Connor, Mayor of Mornington
8. Cr Kim O'Keefe, Mayor of Greater Shepparton
9. Cr Daniel Moloney, Mayor of Ballarat
10. Cr Mendy Urie, Mayor of East Gippsland
11. Cr Libby Stapleton, Mayor of Surf Coast
12. Cr Jennifer Anderson, Mayor of Macedon Ranges
13. Cr Jenny O'Connor, Mayor of Indigo
14. Cr David Wortmann, Mayor of Towong
15. Cr Jo Armstrong, Mayor of Ararat

The appointments take effect immediately and will cease on 20 October 2021, or earlier if the member ceases to be in the role of mayor as per the Terms of Reference for LGMAP.

I look forward to working with the 2021 LGMAP, individual councils, and peak bodies over the year ahead.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Shaun Leane', written in a cursive style.

**The Hon Shaun Leane MP**  
**Minister for Local Government**  
**Minister for Suburban Development**  
**Minister for Veterans**

Date: 29/03/2021





Your Reference: BMIN-2-21-9663

26 March 2021

**Administration  
Centre**

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92 Nelson Street  
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Ph: (03) 5391 4444  
Fax: (03) 5391 1376

email:  
info@hindmarsh.vic.gov.au

website:  
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**Customer Service  
Centres**

**Jeparit**  
10 Roy Street  
JEPARIT VIC 3423  
Ph: (03) 5391 4450  
Fax: (03) 5397 2263

**Dimboola**  
101 Lloyd Street  
DIMBOOLA VIC 3414  
Ph: (03) 5391 4452  
Fax: (03) 5389 1734

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

The Hon Mary-Anne Thomas MP  
Minister for Regional Development  
Minister for Agriculture  
121 Exhibition Street  
MELBOURNE VIC 3000

Dear Minister

**Re: Flagship Tourism Infrastructure Projects**

Thank you for your letter received on 22 March 2021 via email in relation to an offer of grant funding for flagship tourism infrastructure projects.

On behalf of Hindmarsh Shire Council, I am pleased to advise that Council accepts the offer of funding for the projects as follows:

- Rainbow Silo Art Re-imagined project – funding up to \$1,920,000 (GST Exc). This funding includes an amount up to \$120,000 for project management.
- Dimboola Silo Art project – funding up to \$120,000 (GST Exc), and
- Business Innovation Pilot – funding up to \$60,000 (GST Exc).

Funding for the above initiatives will significantly enhance the potential to increase visitation to Hindmarsh Shire thereby providing economic benefits to local businesses, tourism operators and the broader community.

Phil King, Economic and Community Development Manager, will be Hindmarsh Shire Council's contact for the above projects. His contact details are, office 5391 4444, mobile 0429 406 709 or email [pking@hindmarsh.vic.gov.au](mailto:pking@hindmarsh.vic.gov.au).

Once again, on behalf of Hindmarsh Shire Council and the communities of Rainbow and Dimboola, thank you for the funding as offered and I assure you of Council's co-operation and ability to meet all conditions of the funding agreement.

Please do not hesitate to contact should you require any additional information. I can be contacted by mobile on 0417 153 749 or via email [gwood@hindmarsh.vic.gov.au](mailto:gwood@hindmarsh.vic.gov.au).

Yours sincerely

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

Greg Wood  
**Chief Executive Officer**

# Hindmarsh Shire Council

## AUDIT AND RISK COMMITTEE CHAIR'S REPORT

### **PURPOSE**

To advise Councillors and the Chief Executive Officer at Hindmarsh Shire Council of the activities of the Audit and Risk Committee since June 2020.

### **INTRODUCTION**

The Hindmarsh Shire Council Audit and Risk Committee Charter provides that the Chair will prepare a biannual audit and risk report that “describes the activities of the Audit and Risk Committee and includes its findings and recommendations.” The Charter also provides that this report will be tabled at the next Council meeting by the Chief Executive Officer and that the Chair may present the report to Councillors at that meeting if desired.

The Audit and Risk Committee is established in accordance with s53 and 54 of the Local Government Act 2020. The committee is an independent advisory committee, and assists to strengthen Council to ensure Council's commitment to good governance, public transparency, and accountability.

The key purpose of this report is to provide Council with an overview of the Committee's primary functions and activities during the past 9 months.

### **AUDIT AND RISK COMMITTEE CHARTER**

The Charter was reviewed by the Committee on 17 June 2020 and subsequently approved by Council on 15 July 2020. It outlines the Scope of Authority, Composition and Responsibilities of the Committee

### **COMMITTEE MEMBERSHIP**

The membership of the Committee comprises four members – two councillors and four external, independent members. The committee was established by Council resolution on 15 July 2020 for the term up until 1 November 2024.

The four Independent members are:

- Bernard Young - Chairperson
- Darren Welsh
- Ashley Roberts
- Krista Thiele.

Cr Debra Nelson, Cr Tony Schneider (until November 2020) and Cr Melanie Albrecht (from November 2020) are the councillors who have served on the Committee during this reporting period.

The Committee has met on three occasions during this period and most members have been in attendance. These meetings were held on:

- 17 June 2020
- 15 September 2020, K Thiele was an apology for this meeting
- 10 March 2021, K Thiele was an apology for this meeting.

The two meetings held in the period 2020 were via weblink due to the COVID-19 Pandemic.

The Committee has been supported by the Council's capable and professional staff who have ensured there has been the timely provision of reports and requested information thus enabling the Committee to meet its stated objectives.

## **AUDIT FUNCTIONS**

The Committee continues to assist the Council in addressing financial, strategic and operational risks and also ensuring that the Council maintains a reliable system of internal controls. At the 15 June meeting, the Committee adopted its Work Plan for 2020 - 2021 and this Work Plan is reviewed at each meeting.

## **GOVERNANCE**

In order to ensure accountability, compliance and transparency, in addition to this biannual report, the minutes of each Committee meeting are presented to the next available Ordinary Council meeting.

The meetings are attended by Hindmarsh Shire Council Chief Executive Officer (apology March 2021), Director Corporate & Community Services, Manager Finance & Customer Services, and Manager Governance & Human Services. Council officers are available to answer questions of the committee regarding any legal issues, significant OH&S issues, fraud events, or any other events or issues affecting Council as an organisation at a strategic level.

## **EXTERNAL AUDITORS**

In accordance with the Local Government Act, Council's Auditor is appointed by the Victorian Auditor General (VAGO). For the 2019/2020 financial year VAGO's contracted Agent, Crowe undertook the external audit.

The Committee met on 15 September 2020 and received the Victorian Auditor General's Agent's Final Management Letter on the 2019-2020 Financial Report and Performance Statement of the Hindmarsh Shire Council. The External Auditor confirmed there were two findings to which management has responded.

At that meeting, the Committee also received the draft financial statement and draft performance statement for the 2019/20 financial year. The Committee was very pleased to recommend to Council that it adopt and approve the 2019-20 Financial and Performance Statements in principle and certify the 2019-20 Financial and Performance Statements.

The Council staff are to be commended for the outstanding work they did to ensure that the draft financial and performance statements were ready for the external auditor given the very difficult times of 2020.

## **INTERNAL AUDITORS**

Hindmarsh Shire Council engages RSD Audit Bendigo as its current Internal Auditors. The Committee receives a regular Internal Audit Committee Update Report which provides not only a progress report on the Hindmarsh internal audit program but also a very useful summary of recent reports from public bodies.

During this reporting period the Committee also considered the current Internal Audit Plan for 2019-2021 and received the reports of two internal audits completed during 2019/2020: Occupational Health and Safety, and Risk Management. The Committee also reviewed and recommended to Council the scope of the Asset Management and Road Maintenance Audit.

The Internal Audit Plan for the next three years is intended to cover the following areas and for report at the listed Committee meeting:

- |   |                |
|---|----------------|
| 1. IT General Controls                          | September 2021 |
| 2. Depot Management                             | January 2022   |
| 3. Project Management Framework                 | September 2022 |
| 4. Data Analysis-Accounts Payable & Procurement | January 2023   |

The Audit Program is regularly reviewed to ensure that it remains current to the needs of the Council.

A valuable element of the Plan is that a Strategic Risk Mapping exercise has been undertaken to link the audit plan to the current corporate risk register. This is regularly reviewed by the Committee.

## **MANAGEMENT REPORTS**

In addition to the External and Internal audit functions of the Committee, in order to meet its advisory functions, the Committee also receives regular management reports at each meeting which have incorporated the following:

- Progress on implementing outstanding actions arising from past internal and external audits and other regulatory reports.
- An asset management update is received at each meeting, recognising its importance of Council.
- A risk management update is also presented to each meeting.
- The regular updating of the legislative compliance register is an important tool for Council to be assured that it is meeting its legal obligations.

- Financial Performance reports are received by the Committee for the preceding quarter enabling discussion on management reports, statutory accounts, performance statements and forward looking reports such as the budget and strategic resource plan.
- The Committee also undertakes various management duties such as preparing and reviewing its annual work plan, setting meeting dates and also undertaking its annual self-assessment.

Specific reports were also received in relation to the:

- Fraud Prevention and Detection Policy
- Accounting Policy and Procedures Manual
- Local Government Act 2020 Implementation
- Business Continuity Plan
- Procurement Policy
- Rural Council Transformation Project

## **CONCLUSION**

A very overused word in 2020 has been 'unprecedented'. But, that has certainly been the case for local government in Victoria. Not only did Councils have to deal with the Covid-19 pandemic, but they also had to manage their responses to the new obligations under the Local Government Act, 2020 and the results of the Council elections and consequential councillor induction.

Councillors and staff are to be commended for the outstanding manner in which the obligations arising from these responsibilities have been dealt with. The work of the Audit and Risk Committee has been greatly assisted by the diligence, professionalism and contribution of both Councillors and officers. The Committee looks forward to the continuation of a very strong working relationship with the Council and staff in 2021.

Bernard Young

**Chair**

**Audit and Risk Advisory Committee**

**Hindmarsh Shire Council**



**MINUTES OF THE HINDMARSH SHIRE AUDIT & RISK COMMITTEE HELD AT THE NHILL MEMORIAL COMMUNITY CENTRE, 77-79 NELSON STREET, NHILL, ON WEDNESDAY 10 MARCH 2021, COMMENCING AT 3.00PM.**

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**PRESENT:**

Mr B Young (Chairperson), Mr D Welsh (Member), Mr A Roberts (Member), Cr D Nelson (Councillor Delegate), Cr M Albrecht (Councillor Delegate), Ms M Revell (Director Corporate & Community Services), Ms H Boyd (Manager Finance & Customer Services), Ms H Thomson (Manager Governance & Human Services), Mr D Hair (Contracts & Procurement Officer), Ms Kathie Teasdale & Mr Paul Harrison (Internal Auditor), Mr M Thompson via telephone (External Auditor)

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**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.*

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**2. Apologies**

Ms K Thiele (Member), Mr G Wood (Chief Executive Officer)

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**3. Declaration of Interests**

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

- Material; or
- General.

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

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#### 4. Confirmation of Minutes of Previous Meeting

**MOVED: D WELSH / D NELSON**

***That the Minutes of the Audit & Risk Committee meeting held on Tuesday 15 September 2020 in the Council Chamber, Hindmarsh Shire Council, Nelson Street, Nhill, as circulated to members be taken as read and confirmed.***

Refer attachment 4.1

#### 5. Risk Management Report

**Responsible Officer:** Director Corporate & Community Services  
**Attachment Number:** 5.1 Risk Management Executive Summary  
5.2 Detailed Risk Report

##### **Introduction:**

The purpose of this report is to inform the Audit and Risk Committee of Council's current risk portfolio.

##### **Discussion**

The attached Risk Management Executive Report outlines the top 10 risks associated with Council's business objectives, ordered by current and residual rating. A detailed copy of all risks entered into the Risk Register is attached, which shows number of risks identified sorted by business function.

A detailed summary of all Risks identified has also been attached for the Audit & Risk Committee's information.

The Risk Register is a formal record of all identified potential risks and treatment plans across the organisation. The Risk Register is reviewed frequently working in consultation with management and officers to update the current records and identify any new risks to be included. Risks review dates are scheduled based on the risk rating; higher rated risks are reviewed more frequently and lower rated risks are reviewed less frequently.

The Risk Register will continue to be updated and reviewed regularly with department officers and management.

The future focuses of the Risk Management process will be –

- Regular review of individual risks with consideration of current controls and possible improvements to further reduce the risk;
- Assessing the risk from the identified hazard – both the significance of the risk and the likelihood that the risk will occur;
- Identifying any foreseeable hazard that has the potential to cause harm or damage to persons or property within the Shire;
- Elimination of the hazard or where this is not possible minimising either the likelihood of the risk occurring, or in the event that the risk occurs, its impact;
- Ensuring the treatment plan listed includes achievable treatments to address risks faced by Council;



- Regular discussion with Senior Management Team about high risks faced by Council;
- Review and update Council's Risk Management Framework; and
- Provide ongoing Risk Management awareness training for all staff.

### Residual risks

Council's Audit and Risk Committee has requested more information on Council's highly rated residual risks. The residual risk is the amount of risk or danger associated with an action or event remaining after natural or inherent risks have been reduced by risk controls. Council's current Top 10 Residual Risks are as follows:

Risk No	Risk Description	Risk Level (Current)	Risk Level (Residual)
14	Loss of skills, future entrepreneurs and community leaders as a result of insufficient or unsuitable economic and recreational opportunities.	High	High
170	COVID-19	High	High
17	Unexpected capital expenditure incurred outside funding constraints and/or budget parameters.	High	Medium
21	Poor identification of and/or subsequent control of safety issues throughout the Shire	High	Medium
46	Structural or biohazard risks from Council buildings, due to building age/condition or presence of asbestos.	High	Medium
65	Failure of IT infrastructure.	High	Medium
80	Poor management of Council roads and footpaths	High	Medium
130	Incorrect scoping of capital works projects.	High	Medium
138	Inefficient identification, management and control of trees / native vegetation and cultural heritage impacts in projects throughout the Shire.	High	Medium
147	Inadequate funding to renew infrastructure assets in a timely manner.	High	Medium

#### 14 – Loss of skills, future entrepreneurs and community leaders as a result of insufficient or unsuitable economic and recreational opportunities.

Risk 14 currently has the highest residual rating in our Risk Register. Risk 14 has a residual risk rating of high with the likelihood of the risk being possible and the consequence of the risk being major. Risk 14 is not an operational risk of Council, but a strategic community based risk that focuses on Hindmarsh Shire's failure to retain young people once they finish school. The causal factors for this risk are:

- Failure to retain younger people within the community due to insufficient employment opportunities within the Shire;
- Insufficient provision of relevant services / facilities to engage young people in the community.

Some of the current controls that we have listed for this risk are:

- Employment of a Community Development / Youth Officer;
- Implementation of the FREEZA program;
- Youth Council;
- Council offers opportunities for cadetship / traineeship opportunities for school leavers;
- Improved youth amenities;
- Encourage new businesses to open in the community to provide job opportunities for local people.

The planned treatments for the risk are as follows:

- Polling senior year students to see why they are leaving / staying;
- Develop additional activities and events for young people;
- Market positive aspects of staying in the Shire; and
- Compiling a school leavers register.

### **170 – COVID-19**

Risk 170 relates to COVID-19 and currently has the residual risk rating of high, with the likelihood being classed as likely and the consequence classed as moderate.

The controls that Council has in place with respect to risk 17 are as follows:

- COVID-19 Safe Workplace Policy implemented;
- Continue to follow advice provided by DHHS;
- PPE;
- Initiate Pandemic Plan;
- Allowing / preventing face to face meetings in accordance with directions issued by the Chief Health Minister;
- Implementing triage questionnaire for community care clients;
- Closure of Council facilities in accordance with directions issued by Chief Health Officer;
- Set up employees at offsite locations so that they could work remotely;
- IT controls; and
- Outreach support officer employed to offer support to vulnerable members of the community.

Council will continue to follow advice and direction given by the state government.

### **17 – Unexpected capital expenditure incurred outside funding constraints and/or budget parameters.**

Risk 17 has a medium residual risk rating with the likelihood being possible and the consequence being significant. The causal factors of this risk come from a failure to forecast or plan necessary works leading to incorrect scoping and budgeting.

The risk controls that are in place include:

- Budget and project processes and controls;
- Council's 4 year capital works plan;
- Council's annual capital works plan;
- Greensheet system for cost estimates;
- Inspection process to assist in programming of capital works during pre-budget;

- Council's long term council plan; and
- Long term contracts entered into for large capital works contracts such as sealing contracts.

The treatment plan listed is to formalise the capital works planning procedure that currently occurs in a series of informal meetings and discussions.

### **21 – Poor identification of and/or subsequent control of safety issues throughout the Shire.**

The residual risk rating of risk 21 is medium, with the likelihood being rated as unlikely and the consequence being rated as major.

The controls listed for risk 21 are as follows:

- Council's OHS policy which outlines Council's commitment to providing a safe workplace for all employees;
- Safety inspection;
- Information, training and instruction given to all staff;
- Regular OHS, Safety and Efficiency Meetings and staff meetings all discuss the issue of safety and OHS;
- OHS induction for all staff;

The treatment plan risk 21 include:

- Review Council's management and supervision of volunteers;
- Improve Council's contractor management program;
- Improve near miss and hazard reporting throughout Council staff;
- Implement more training on the importance of near miss and hazard reporting; and
- Reporting against OHS KPIs to OHS Committee and Senior Management Team.

### **46 – Structural of biohazard risks from Council buildings, due to building age/ condition or presence of asbestos**

Risk 46 has a residual risk rating of medium, with the likelihood being rated as unlikely and the consequence rated as moderate.

The controls Council has in place include:

- Building inspections;
- Condition report on Council buildings;
- General maintenance completed on Council buildings; and
- Records of which council buildings contain asbestos.

The treatment plan for this risk include:

- Obtaining quotes for a fresh asbestos audit to be completed; and
- Installing warning signs on buildings that have asbestos.

### **65 – Failure of IT infrastructure**

Risk 65 has a residual risk rating of medium with the likelihood rated as possible and the consequence rated as moderate.

Council's current controls are listed as follows:

- Upgrading systems as allowed by budgetary constraints;

- IT contractor appointed to assist IT Administrator; and
- Windows 7 phased out.

The treatment plan for this risk includes:

- The rural council transformation project which should improve Council's financial IT system;
- Replacement of servers with one physical server; and
- Implementation of 5 year server replacement schedule.

### **80 – Poor management of Council roads and footpaths**

Risk 80 has a residual risk rating of medium, with the likelihood rated as unlikely and the consequence rated as moderate.

The controls for risk 80 are:

- Road Management Plan (reviewed in 2017); and
- Council Asset Inspector appointed to complete asset inspections in accordance with the RMP.

The treatment plan for this risk includes:

- Conducting a review on Council's Road Management Plan; and
- Review of the road hierarchy.

### **130 – incorrect scoping of capital works projects**

\*\*double up of risk 17.

### **138 – Inefficient identification, management and control of trees / native vegetation and cultural heritage impacts in projects throughout the Shire**

Risk 138 has a residual risk rating of medium, with the likelihood considered to be possible and the consequence considered to be moderate.

The controls for this risk are:

- Four year capital works plan / asset management plan in place;
- Design budget allocated for future financial years projects;
- Consultation process involving Barengi Gadjin prior to commencing projects;
- Vegetation identification maps;
- Mydata identification system;
- DELWP training; and
- Engagement of a native vegetation specialist where necessary.

The treatment plan for this risk is as follows:

- Allocate more resources to assist with appropriate planning if possible; and
- Putting together a booklet in consultation with DELWP on common native vegetation that may be on Council worksites.

### **137 – Inadequate funding to renew infrastructure assets in a timely manner**

Risk 137 has a residual risk rating of medium, with the likelihood being rated as rare, but the consequence being rated as catastrophic.

The causal factors for this risk are:

- Lack of accurate asset management data and long term financial projections to identify optimum renewal funding requirements; and

- Funding gap for renewal programs due to funding sacrifices to meet demands for upgrades.

The current controls in place are:

- Asset condition audits conducted every 3 -5 years;
- Audit outcomes prioritised, sorted into categories and assigned to the operations team;
- MyData; and
- Setting of renewal targets.

The treatment plan for this risk is to complete asset management plans for each class of asset including renewal targets with Council endorsement.

**Link to Council Plan:**

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

**Financial Implications:**

Nil.

**Risk Management Implications:**

Management of risks will minimise Council's exposure to adverse financial impacts, improve effectiveness and generate efficiencies.

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

Author: Helen Thomson, Manager Governance & Human Services  
In providing this advice as the Author, I have no interests to disclose.

**MOVED: D WELSH / M ALBRECHT**

***That the Audit & Risk Committee receives the Risk Management update.***

Refer attachment 5.1 & 5.2

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**6. Hindmarsh Shire Council Quarterly Financials**

**Responsible Officer:** Director Corporate & Community Services  
**Attachment Number:** 6.1 Quarterly Finance report ending 31 December 2020

**Introduction:**

The purpose of this report is to provide the Audit & Risk Committee the quarterly finance report to 31 December 2020.

**Discussion:**

The quarterly finance report for the period ending 31 December 2020 was presented to Council on 3 March 2021.

The report includes a comprehensive income statement, balance sheet, cash flow and capital works statement, along with a dashboard providing information on various financial and non-financial elements of councils business, and the half yearly Local Government Performance Reporting data.

As at 31 December 2020 the Comprehensive Income Statement reports a year to date surplus of \$5,203,633 against a budgeted surplus of \$4,107,044. Cash at 31 December 2020 was \$11,942,210, with capital works expenditure \$2,824,368 against a year to date budget of \$3,957,386.

**Link to Council Plan:**

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

**Financial Implications:**

This decision has no financial implications.

**Risk Management Implications:**

The preparation of the quarterly statement is a statutory requirement.

**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.

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

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

**MOVED: D WELSH / A ROBERTS**

***That the Audit & Risk Committee receives the quarterly finance report for the period ending 31 December 2020.***

Refer attachment 6.1

**7. VAGO Audit Update**

**Responsible Officer:** Director Corporate & Community Services  
**Attachment Number:** 7.1 VAGO Audit Findings Action List

Verbal report to be given during the meeting by Mr Martin Thompson, Crowe on the 2020/2021 VAGO Audit and discussions regarding the progress on audit findings.

**MOVED: A ROBERTS / D WELSH**

***That the Audit & Risk Committee receives the verbal audit update and progress on audit findings.***

**8. Internal Audit Update**

**Responsible Officer:** Director Corporate & Community Services  
**Attachment Number:** 8.1 Internal Audit Status Report  
8.2 Internal Audit Recent Publications  
8.3 Internal Audit Report Risk Management  
8.4 Asset Management & Road Maintenance project scope  
8.5 Internal Audit Findings Action List  
8.6 OHS Workplace Inspection Procedure  
8.7 Drug & Alcohol Policy

Verbal report to be given during the meeting by RSD Audit on the internal audit recent publications, recent internal audit for risk management, and project scope for the upcoming Asset Management and Road Maintenance audit.

Discussion to be held on progress on internal audit findings.

**MOVED: D WELSH / M ALBRECHT**

***That the Audit & Risk Committee***

- 1. receives the verbal internal audit update and internal audit report for Risk Management;***
- 2. Notes the progress on internal audit findings; and***
- 3. following reviewing the project scope for the Asset Management and Road Maintenance audit recommend Council undertake the audit.***

Refer attachment 8.1, 8.2, 8.3, 8.4, 8.5, 8.6 & 8.7

*K Teasdale and P Harrison left the room at 3:51pm declaring a material conflict of interest*

## **9. Internal Audit Contract**

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

**Attachment Number:** 9.1 Provision of Internal Audit Services

### **Introduction:**

The purpose of this report is to provide the Audit & Risk Committee information in relation to the end of contract for the internal auditors.

### **Discussion:**

The role of the Internal Auditor is to provide independent assurance that an organisations risk management, governance and internal control processes are operating effectively.

Kathie Teasdale from RSD Audit was awarded Contract 2017-2018-10 for the Provision of Internal Audit Services from 6 June 2018 for a period of three years to conclude on 5 June 2021. Council has now prepared a tender to be advertised in April 2021 for the appointment of an internal auditor to commence on 6 June 2021. It is proposed that the new contract will be for a period of three years with an additional option of a two year extension.

There is a requirement that the Internal Auditor is to attend all Audit and Risk Committee meetings. It is expected that the Internal Auditor, at the first meeting after the awarding of the contract, will consult with the Audit and Risk Committee to develop a complete audit plan for the three year period.

### **Link to Council Plan:**

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

### **Financial Implications:**

This decision has no financial implications.

### **Risk Management Implications:**

The appointment of an Internal Auditor is a statutory requirement.

### **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.

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

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

**MOVED: D WELSH / A ROBERTS**

***That the Audit & Risk Committee notes the information in regards to the tender for the appointment of an Internal Auditor.***



Refer attachment 9.1

*K Teasdale & P Harrison returned to the room at 3:55pm*

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## **10. Procurement Policy**

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

**Attachment Number:** 10.1 Procurement Policy

### **Introduction:**

Under section 108 of the *Local Government Act 2020* Hindmarsh Shire Council is required to prepare and adopt a Procurement Policy.

### **Discussion:**

The *Local Government Act 2020* (LGA) section 108 requires Council to prepare, approve and comply with a Procurement Policy encompassing the principals, processes and procedures applied to all purchases of goods, services and works by the Council. Council must make the policy available for public inspection at Council offices and on the Council's website.

The purpose of this Policy is to:

1. provide process and guidance to Council to allow consistency and control over Procurement activities;
2. demonstrate accountability to rate payers;
3. provide guidance on ethical behaviour in public sector purchasing;
4. demonstrate the application of elements of best practice in purchasing; and
5. increase the probability of obtaining the correct outcome when purchasing goods, services and works.

The 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.

Amendments to the Procurement Policy include:

- Updating references to the relevant sections of the Local Government Act 2020.
- Setting procurement thresholds, which are now determined by Council's Procurement Policy rather than the Local Government Act 1989.
- Updating evaluation of Tenders and Quotes to support Local and Regional Contractors and Suppliers.
- Detailing cumulative spend to provide detail on amounts and period of expenditure with suppliers.
- Including evaluation for Tenders and Quotations to reflect new best practice procurement guidelines.

### **Procurement Thresholds**

Procurement thresholds are now determined by Councils Procurement Policy, rather than the *Local Government Act 1989*. Procurement thresholds will be consistent at \$200,000 for goods, services and works. Quotation thresholds and

requirements updated to reflect the increase to procurement threshold. Based on this, the following paragraph/s has been amended:

### **2.3.2.1 Tenders**

Purchase of all goods, services, building and construction works for which the estimated expenditure exceeds \$200,000 (inclusive of GST) must be undertaken by public tender, 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 s108(3)(d) of the *Local Government Act 2020* which provides for exemption from other provisions of s108 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, services 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.**

A minimum of one verbal quotation must be obtained. For purchases less than \$50, no purchase order is required however an itemised tax invoice must be obtained.

- **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 \$30,000 – 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 \$30,001 to \$125,000 – 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 outcome.

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

- **Items with a value \$125,001 to \$200,000 – Public Advertising.**

Purchases of \$125,001 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 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.

Table Summary:

Procurement Value (Including GST)	Minimum Market Engagement	Payment Method	Record Keeping
\$0 to \$1,000	1 Verbal Quotation	Petty Cash (\$100 limit) Purchase Order \$50 and above	No purchase order required for amounts under \$50 however tax invoice essential
\$1,000 to \$8,000	1 Written Quotation	Purchase Order	Written Quote/s must be saved in Council's records system for Audit purposes
\$8,001 to \$30,000	2 Written Quotations		
\$30,001 to \$125,000	3 Written Quotations		
\$125,001 to \$200,000	Public Advertising unless approval from CEO for 3 Written Quotations		In accordance with Council's Procurement Procedure
\$200,000 and over	Public Advertising		

### Local and Regional Contractors and Suppliers

Council is committed to supporting local and regional contractors and suppliers. Based on this, the following paragraph and table has been inserted into the Policy.

#### 2.3.7 Local Price Preference and Local Supply

Council wishes to maintain and encourage the development of local industry and commerce. Council's preference is to source goods locally from suppliers and contractors within the Prescribed Local Area and Prescribed Regional Area and will provide a price weighting preference for Local Supply.

A price preference will apply to quotations and tenders invited by the Hindmarsh Shire Council, for the supply of goods, services and works, unless Council Officers resolve that this does not apply to a particular quotation or tender.

For Prescribed Local Contractors/Suppliers located in a **Prescribed Local Area**, a 2.5% price preference reduction will be weighted. For Prescribed Regional Contractors/Suppliers located in a **Prescribed Regional Area**, a 2.5% price preference reduction will be weighted.

Where a Prescribed Contractor/Supplier falls under both **Prescribed Local Area** and **Prescribed Regional Area**, they will receive a combined 5% weighting for price preference.

A summary of weighting Council will use during the tender process;

Criteria	Description	Weighting
Local Supply	Percentage of Goods, Services or Works sourced from within the Prescribed Area*	2.5%
	Permanent staff based within the Prescribed Local Area	1.5%
	Employment of trainees and apprentices from within the Prescribed Local Area	1.0%
Prescribed Contractor/Supplier	Principal Place of Business (permanent office in the <b>Prescribed Local Area</b> for a period of at least 6 months)	2.5%
	Principal Place of Business (permanent office in the <b>Prescribed Regional Area</b> for a period of at least 6 months)	2.5%

\*Majority of goods, materials and services sourced from Prescribed Areas. Goods, materials and services may only be sourced from outside the Prescribed Area where Local Supply isn't available. Where Local Supply is sourced from outside the Prescribed Area, Australian made and manufactured products and services will be favoured over imported.

If in the opinion of Hindmarsh Shire Council a Contractor/Supplier has deliberately provided false or misleading information so as to benefit from this preference, their quotation/tender may be considered non-conforming and as such may be excluded from the evaluation process.

Please see Appendix A of the Procurement Policy for further details on Prescribed Local Area, Prescribed Regional Area, Prescribed Local Contractor/Supplier, Prescribed Regional Contractor/Supplier and Prescribed Area.

### Cumulative Spend

Council's procurement policy has not previously included total cumulative spend meaning there were different interpretations, based on this the following has been included in the Policy.

#### 2.3.8 Total Cumulative Spend

Care should be taken when reviewing the limits at 2.3.2.1 and 2.3.2.2 (above). In order to comply with the requirements of the Act where significant sums are spent in aggregate with one supplier or on one service, it is necessary to structure procurement proposals (as requests for tenders, quotations or prices), in order to achieve greatest value and supplier performance by leveraging this cumulative spend, rather than treating each discrete arrangement as a separate procurement

exercise. Council has determined that the cumulative expenditure to a supplier or for a specific product/service for a period of up to two years is to be taken into account unless the exemption is approved by the Chief Executive Officer.

Should the Chief Executive Officer 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 the Council, public tenders may be called for purchase of goods, services and works for which the estimated expenditure is below the thresholds set under this Policy.

### **Sustainable Procurement**

The current review determined that Council's current Policy required updating to reflect the new best practice procurement guidelines for the local government sector in Victoria when evaluating Quotes and Tenders. Based on this, the following paragraph and table has been inserted into the Policy:

Council will include in its tender process, where applicable, a weighting of five percent for environmentally sustainable practices and content when engaging Contractors/Suppliers.

<b>Criteria</b>	<b>Description</b>	<b>Weighting</b>
Sustainable Procurement	Percentage of sustainable content in the delivery of the Goods, Services or Works.	3.5%
	Documented evidence of the organisation's commitment to its own environmental performance. This may include policies, initiatives and environmental management systems.	1.5%

The policy has been reviewed by Council's internal auditors with a suggestion to include criteria to assist Council to evaluate whether a proposed contract provides value for money. The policy has been updated to include a definition of value for money and we are working with the internal auditors on exact criteria for evaluation.

#### **Link to Council Plan:**

Strategic Objective 2.4: A community living more sustainably

Strategic Objective 3.1 A strong rural economy and thriving towns

Strategic Objective 4.1: Long Term financial sustainability

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

#### **Financial Implications:**

The Procurement Policy provides the processes to be followed when tendering for goods and services. Financial delegations are assigned to positions and authorise limits for signing purchase orders and authorising invoices.

#### **Risk Management Implications:**

Purchases and payments are reviewed regularly by the Finance Team to ensure compliance with the policy.

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

Author – Daniel Hair, Contracts and Procurement Officer.  
In providing this advice as the Author, I have no disclosable interests in this report.

**MOVED: D WELSH / M ALBRECHT**

***That the Audit & Risk Committee recommend to Council the adoption of the Hindmarsh Shire Council Procurement Policy, subject to the value for money clause being resolved to the satisfaction of Council staff.***

Refer attachment 10.1

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<b>11. Reimbursements</b>
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**Responsible Officer:** Director Corporate & Community Services

**Attachment Number:** 11.1 Reimbursement Listing

**Introduction:**

This report provides the Audit & Risk Committee with a list of reimbursements made to the CEO and Councillors for the period 01 September 2020 to 28 February 2021.

**Discussion:**

A listing is provided for review by the Audit & Risk Committee of payments made to the CEO and Councillors (excluding Councillor Allowances).

**Link to Council Plan:**

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

**Financial Implications:**

This decision has no financial implications.

**Risk Management Implications:**

Reimbursement will not be made where the transaction cannot be supported with a tax invoice.

**Conflict of Interest:**

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

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

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

**MOVED: D WELSH / A ROBERTS**

***That the Audit & Risk Committee receives the reimbursement listing for the CEO and Councillors for the period 01 September 2020 to 28 February 2021.***

Refer attachment 11.1

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**12. Rural Council Transformation Project**

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

**Attachment Number:**

**Introduction:**

The purpose of this report is to provide the Audit & Risk information on the Rural Council Transformation Project (RCTP)

**Discussion:**

The RCTP project involves six rural Councils collaborating to purchase a common financial management software. The State Government has provided \$5,000,000 for the implementation of the software through the lead Council, Horsham.

In 2020 an expression of interest was issued with regards to the scope of the software which saw 11 providers responding. Of those 11 providers two were eliminated due to being unable to undertake the full scope of the project. In December 2020 the remainder responders were provided with comprehensive tender documents, under a select tender process, with the close of tender 8 February 2021. Three of the select tenderers chose either to not take part or failed to provide all the documentation by the due date.

The project stakeholders are now undertaking a Desktop Evaluation of the 6 conforming tenderers and this process is expected to be completed by 18 March. This phase is expected to provide a shortlist of the three top tenders who will proceed to the next stage of evaluation.

From 22 March through to 13 May Council will undertake a detailed evaluation of the shortlisted responses. This will involve each tenderer providing a week long presentation of their product and will give relevant Council staff the opportunity to question the tenderers on the details provided.

The final choice of tenderer is expected to be submitted to the Rural Councils Collaboration Board in late June with the contract to be awarded in early July.

Hindmarsh have offered to be the first Council to undertake the implementation of the new software.

**Link to Council Plan:**

Strategic Objective 4.4: Long-term financial sustainability.

**Financial Implications:**

This decision has no financial implications.

**Risk Management Implications:**

The risk management for this project is undergoing continual review and updating to mitigate any potential risks to each Council.

**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 interests to disclose.

Author: Heather Boyd, Manager Finance & Customer Services.  
 In providing this advice as the Author, I have no interests to disclose.

**MOVED: M ALBRECHT / D WELSH**

***That the Audit & Risk Committee receives the Rural Council Transformation Project update.***

**12. Local Government Act 2020 Update**

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

**Introduction:**

The purpose of this report is to inform the Audit and Risk Committee of Council's progress with the implementation of the *Local Government Act (Vic) 2020 (Act)*. The Act is being proclaimed in four stages, the first of which occurred on 6 April 2020 and the last of which will be proclaimed on 1 July 2021.

**Discussion**

The Act is a principles based Act, and contains less prescription in comparison with its predecessor, the *Local Government Act (Vic) 1989*, as a result, Council is required to develop its own various policies, strategies and plans while having regard to the overarching governance principles.

The following table contains a summary of how Council is progressing with the implementation of the new Act:

Document	Due date	Status
Governance Rules	1 September 2020	Complete
Councillor Expenses Policy	1 September 2020	Complete
Establishment of Delegated Committees	1 September 2020	N/A
Establishment of Asset Committees	1 September 2020	Completed



Establishment of Audit and Risk Committee	1 September 2020	Completed
Public Transparency Policy	1 September 2020	Completed
Councillor Code of Conduct	24 February 2021	Completed
Community Engagement Policy	1 March 2021	Completed
Gift Policy	24 April 2021	Completed
Annual budget	30 June 2021	Not complete
Revenue and rating plan	30 June 2021	Not complete
Financial Plan	31 October 2021	Not complete
Council Plan	31 October 2021	Not complete
Community Vision	31 October 2021	Not complete
CEO Employment and Remuneration Policy	31 December 2021	Not complete
Workforce plan	31 December 2021	Not complete
Recruitment policy	31 December 2021	Not complete
Staff Code of Conduct	31 December 2021	Complete (awaiting proclamation date)
Complaints Policy	31 December 2021	Not complete
Procurement Policy	31 December 2021	Not complete
Asset management plans	30 June 2022	Not complete.

**Link to Council Plan:**

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

**Financial Implications:**

Nil.

**Risk Management Implications:**

Keeping up to date with the implementation of the *Local Government Act 2020* helps to ensure Council is meeting its legislative requirements.

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

Author: Helen Thomson, Manager Governance & Human Services.  
 In providing this advice as the Author, I have no interests to disclose.

**MOVED: D WELSH / D NELSON**

***That the Audit & Risk Committee receives the Local Government Act 2020 update.***

**13. Audit & Risk Committee Annual Work Plan**

**Responsible Officer:** Director Corporate & Community Services  
**Attachment Number:** 13.1 Audit & Risk Committee Annual Work Plan

**Introduction:**

The purpose of this report is to review the Audit & Risk Committee Annual Work Plan.

**Discussion:**

Section 54(3) of the Local Government Act 2020 provides that the Audit & Risk Committee must adopt an annual work plan.

The plan was adopted in June 2020 to and was developed based on the Audit & Risk Committee charter committee functions.

The plan has been reviewed and officers recommend no significant changes be made.

**Link to Council Plan:**

Strategic Objective 4.4: Long-term financial sustainability.

**Financial Implications:**

This decision has no financial implications.

**Risk Management Implications:**

An effective Audit & Risk Committee will assist with Council's risk management through independent advice and assurance on internal corporate governance, risk management, internal control and compliance.

**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.

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

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

**MOVED: D WELSH / D NELSON**

***That the Audit & Risk Committee adopt the Annual Work Plan for 2021/2022.***

Refer attachment 13.1

#### 14. Audit & Risk Committee Performance

**Responsible Officer:** Director Corporate & Community Services  
**Attachment Number:** 14.1 Audit and Risk Committee Self-Assessment

##### **Introduction:**

The purpose of this report for the members of the Audit and Risk Committee to undertake a Self-assessment.

##### **Discussion:**

Under the section 54 of the Local Government Act 2020 the Audit and Risk Committee must undertake an annual assessment of their performance with the assessment to be tabled at the next meeting of Council.

The self-assessment provides guidance to the Council on the effectiveness of the committee and ensures that the Committee members have the necessary experience to enable the committee to make informed recommendations to the Council. The document also informs the management of any changes that need to be made to reports tabled to the Committee to ensure they are able to make informed recommendations.

Included in the assessment whether the committee has reviewed the internal audit plan and actions taken to address issues identified in the audits of Council.

##### **Link to Council Plan:**

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

##### **Financial Implications:**

This decision has no financial implications.

##### **Risk Management Implications:**

54Audit and Risk Committee Charter

(4) An Audit and Risk Committee must—

- (a) undertake an annual assessment of its performance against the Audit and Risk Committee Charter;

##### **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 interests to disclose.

Author: Heather Boyd, Manager Finance & Customer Services.  
In providing this advice as the Author, I have no interests to disclose.

**MOVED: D WELSH / M ALBRECHT**

***That the Audit and Risk Committee note the requirement to undertake the annual Self-Assessment of the Committee returning responses by Friday 19 March 2021.***

Refer attachment 14.1

## 15. Incident and Hazing Report

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

### Introduction:

The purpose of this report is to provide the Audit Committee with an update on the Hazard, Incident and Injury Reports from 1 December 2020 – 28 February 2021.

### Discussion

A total of 23 reports were received in the period 1 December 2020 - 28 February 2021. 7 were incidents that resulted in injury and remaining 16 were vehicle or plant and equipment damage, near misses and hazards reports.

1 December 2020 – 28 February 2021.



1 incident investigation is in progress. Incident investigation is going to be a focus of 2021 and managers and health and safety representatives will play a key role in that.

At the time of reporting, one of the injuries was sustained by a volunteer, one resulted in lost time and none have resulted in any new WorkCover claims.

A concern regarding the data collected is the delay between the time of an incident and reporting. Almost 35% of these reports took one day or more to be reported to their supervisor, either electronically or on paper forms. Timely reporting enables Council to investigate the causes of incidents and put corrective actions in place as soon as possible to prevent reoccurrence. It also means Council can meet any legislative requirements that may be necessary for WorkSafe or workers compensation. Timely incident reporting will also be a focus of the next 3 months.

It is pleasing to see an increase in hazard and near miss reporting as these are opportunities to make identify issues and make improvements to our workplaces and

systems of work to make them safer, prior to them potentially resulting in an injury in the future.

**Link to Council Plan:**

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

**Financial Implications:**

Nil.

**Risk Management Implications:**

Managing incident and hazard reports is a key aspect of Council's Risk Management Framework. The reporting of hazards and near misses allows hazards to be identified and controlled to mitigate further incidents.

**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 & Author: Monica Revell, Director Corporate & Community Services

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

Author: Helen Thomson, Manager Governance and Human Services

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

***MOVED: D WELSH / A ROBERTS***

***That the Audit & Risk Committee receives the Incident Report update.***

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**16. Late Reports**

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**17. General Business**

- Meeting times – June and September 2021 meetings to commence at 11am.
- 

**18. Next Meeting**

The next meeting will be held on Wednesday 9 June 2021, commencing at 11am.  
Meeting closed at 4:37pm

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**MINUTES OF THE COVID-19 COMMUNITY REVITALISATION REFERENCE GROUP HELD VIA WEB MEETING ON TUESDAY 9 FEBRUARY 2021, COMMENCING AT 5.00PM.**

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**PRESENT:**

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

Mr Phil King – Manager Economic and Community Development

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

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## **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.*

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## **2. Apologies**

Ms Monica Revell – Director Corporate and Community Services

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## **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.

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## **4. Confirmation of Minutes of Previous Meeting**

***MOVED: D Tepper / R Barker***

***That the Minutes of the COVID-19 Community Revitalisation Reference Group meeting held on Tuesday 22 December 2020 via web meeting, as circulated to members be taken as read and confirmed.***

Refer attachment 4.1

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## 5. Hindmarsh Shire Council Recovery Plan

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

### **Introduction:**

The purpose of this report is to discuss the next steps following the adoption of the COVID-19 Recovery Strategy by Council on Wednesday 3 February 2021.

### **Discussion:**

At the Council meeting held on Wednesday 3 February, Council resolved to adopt the COVID-19 Recovery Strategy.

Following the adoption of the strategy the committee need to prepare an action plan.

Mal Coutts from the Rural Outreach Program will be joining the meeting to discuss Mental Health initiatives. The Rural Outreach Program is a rural Victorian mental health initiative which responds to the immediate needs of people living in rural and remote communities across the Wimmera Southern Mallee Shires. The program is designed to improve the health and wellbeing of community members who are struggling to deal with tough times in their lives and support them to get help through service navigation and collaboration with a network of local services.

***MOVED: R Barker/ J Thomas***

***That the COVID-19 Community Revitalisation Reference Group thank Mal Coutts from the Rural Outreach program for joining the meeting.***

Refer attachment 5.1

## 6. General Business

- COVID-19 Revitalisation Overview and Nhill Perspective (prepared by Ross Barker)
  - Not a major economic issue
  - Perspective primarily focuses on Isolation
  - Priorities moving forward
    - Economic activity throughout the municipality
    - Population growth in rural areas
    - Real Estate and Land Development- Properties selling quickly but limited availability of rentals; zoning issues in relation to Housing and Industrial zones
    - March- Enduro and Side by Side- brochures, tourism, business and employment
- Mal Coutts - Mental Health Initiatives
  - Outreach program seeking funding
  - Bowls day in Kaniva for farmers



- Youth Council – mental health concern of Youth Councillors, Mal to attend Youth Council Meeting to discuss mental Health, alcohol and drug use.

***MOVED: J Thomas / D McLaren***

***That a Hindmarsh Shire promotional stand be set up at the Rainbow Market on Sunday 14 March 2021.***

<b>7. Next Meeting</b>
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The next meeting will be held on Tuesday 9 March 2021, commencing at 5pm.

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## **Yurunga Committee of Management**

General Meeting, Thursday, January 28, 2021, Yurunga dining room, 7:30pm

### **Minutes –**

Welcome and Opening at 7:35 pm.

Members present: Jenny Solly (Chair), Peter Solly (Secretary), Sam Smith (Treasurer), Helen Fisher, Lou Ravenhorst, Cr Brett Ireland (Hindmarsh Shire),

Visitors: none

Apologies: Jeff Woodward (Hindmarsh Shire), Debbie Funke, Helen Heinrich

Moved Sam Smith, Lou Ravenhorst -That the apologies be accepted. cd

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

- Ordering Feather Flags
- Current Catering Restrictions
- Orchard security

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

-nil

Minutes of the previous meeting as circulated:

Moved Sam Smith, Helen Fisher - That the minutes of the October 22<sup>nd</sup> meeting be confirmed as a true and accurate record c/d

Business Arising:

- Oct 26-7: Peter contacted Russell Frew re plaque for lamp post & Tony West re lamp installed. Tony has seen it
- Oct 28: Thanks to Lou Schilling for spraying orchard weeds, organized by Helen Fisher
- Oct 28: Jeff W indicated that our application to Regional Arts Victoria for \$5,000 for our shipping container mural was unsuccessful. The container still needs to be moved & secured as per Council regulations
- Many thanks to Ian McLean of the Lions Club for mowing the long grass between the native trees on the perimeter
- Nov 5: Peter emailed the current Shire logo to Ben Gosling for his Feather Flags design
- Nov 7: Jenny & Peter removed the huge succulents along the south verandah, Peter reshaped the garden bed & edged it with stones then carted crushed limestone from West paddock & spread it around the lamp post & newly opened up area on south-east corner of the house

- More crushed limestone is available from Robinsons & also Konings to top dress all of the gravel paths & level them to a safe standard in February, 2021
- Nov 9: Peter repaired the back door, which had moved again & wouldn't close properly
- Nov 9&10: Allan mowed the site & the south lawn. Thanks Allan
- Nov 10: Garry Salt organized a whacker to compact the crushed limestone
- Nov 11: Tree experts from Creswick were engaged by Council to prune the male carob tree & trim the female tree. Thanks Garry Salt
- Nov 11: Peter wet down the limestone gravel & Allan whacked it
- Nov 14: Cleaning working bee & garden tidy up before opening to the public on Nov 15, after Covid-19 lockdown. Many thanks to Barbara Young, Ruth Gosling, Helen Heinrich, Helen Fisher, Ann Thomas, Valma Gregory & Jenny Solly
- Nov 15: Successful reopening day
- Nov 16: Roster done until the end of March, 2021 by Jenny
- Nov 22: Fridge restocked with bottled water
- Dec 5: Interest in a group tour on New Year's Day, 40 elderly Melbourne people. (Laurie Hunter 0409 218 258) Didn't happen due to Covid
- Dec 6: The cherries were picked by Helen F, Robyn Ravenhorst, Ann Stirland & Jenny. Thanks to Robyn & Lou for placing cherries in the craft shop for sale
- Dec 7: Rural NW Health Warracknabeal plan to bring 10 people to Yurunga early Jan, depending on weather (5396 1231) Nothing more heard
- Dec 8: Jenny sent a photo of the destroyed coach house temporary wall to Garry Salt & Jeff Woodward. Garry met Daryl Leonhjelm at Yurunga on Dec 9
- Dec 11: Garry Salt rang. Quote for corrugated iron wall on west side of coach house is \$1,800. Quote for concrete footings for shipping container on the east boundary of the property is \$1,680. There was discussion about updating the container
- Dec 15: Dr Gary Hill & Elaine, heritage consultants, plan to visit mid January, 2021. They are concerned that the kitchen/pantry/laundry wall is unsafe & asked that it be roped off or stop access at kitchen door. Dr Gary will recommend to Council that he apply to Heritage Victoria for a grant to demolish & rebuild that back corner of the house. Grants open first week of Feb 2021 & close late April/May. If successful, work to start at end of Winter. Update at the meeting
- Dec 21: Rose Slade notified that she has planned her wedding in the Yurunga garden for Saturday, March 13, 2021. (It was cancelled in October due to Covid restrictions)
- Jan 18: Peter rang Garry Salt re spider infestation in house, toilet & garden shed. Garry will contact Krahe's re control. (They check our termite bait stations)
- Jan 18: Jenny rang Jeff Woodward re Regional Arts Victoria Quick Response Grants open. Up to \$4,000 is available to organizations. We

could apply for our shipping container mural. Jeff will discuss the application with artist Belinda Eckermann

- Jan 20: Len Fox from Geelong MG car club rang re a tour & afternoon tea on Saturday, May 1, 2021 for 60 people & about 30 cars. This was cancelled last year due to Covid-19
- At least half of our bumper plum harvest was taken between 21<sup>st</sup> and 23<sup>rd</sup> January
- Wednesday January 27<sup>th</sup>. Daryl Leyonjelhm and his apprentice fitted a corrugated iron wall on the back of the Coach House and gave the north verandah a coat of linseed oil. We need to monitor it and recoat as necessary.
- We had a bumper plum harvest – lots were taken by persons unknown.

#### Correspondence In (Emails)

- Oct 27: Elissa Keller to Peter re publishing Chairperson's report
- Oct 27 & 28: Jeff Woodward to Peter re Council logo on Ben's flag design
- Oct 28: Jeff to Peter, Jenny & Belinda re unsuccessful with arts relief grant for the shipping container mural
- Oct 29: Helen Thomson, Hindmarsh Shire re thanks for Councillor induction information
- Oct 29: Jeff to Peter re Yurunga Covid-safe plan for reopening
- Oct 29: Jeff to Jenny re mural application & moving the container
- Nov 5: Jeff to Jenny & Peter re copy of Covid-safe plan & updated reopening plan
- Nov 10 x2: Jeff to Jenny & Peter re reopening & Covid-safe plans
- Nov 11: Jeff to Jenny & Peter re approval for reopening of Yurunga received
- Nov 11: Helen Thomson to Council committees re new Councillors
- Nov 17: Jeff to All re free information webinar for tourism businesses
- Nov 23: Helen Thomson to Committees re list of Councillor & Staff representatives for each
- Dec 2: Jeff to Jenny re fwd from Monica Revell re using QR Code
- Dec 3: Promotion from Wilmar Schiitz, artist
- Jan 5: Cr Brett Ireland to Peter re thanks & looking forward to meeting
- Jan 7: Jenny Creek to Peter re tourism forum Feb 2, 7pm, Nhill Community Centre
- Jan 13&14: Ben Gosling to Peter re flag & brochure design
- Jan 22: Helen Thomson to Council Committees re meeting for 2020 AGMs

#### Correspondence Out (Emails)

- Oct 26: Peter to Monica Revell, Hindmarsh Shire re copies of AGM Minutes & Chairperson's report
- Oct 26: Peter to Jeff Woodward re feather flag designs
- Oct 26 x2: Peter to Russell Frew re lamp post installed & family plaque
- Oct 27 x2: Peter to Elissa Keller re publishing Chairperson's report
- Oct 27: Jenny to Council re copy of Sept. general meeting Minutes

- Oct 28: Peter to Jeff re flag logo, checking support for reopening & reopening plan
- Oct 29 x2: Jenny to Jeff re application for mural, moving & painting container
- Oct 29: Peter & Jenny to Helen Thomson re copy of Yurunga's introduction to newly elected Councillors
- Nov 5 x2: Peter to Jeff re reviewing reopening plans
- Nov 10 x3: Peter to Jeff re reopening Yurunga
- Nov 12: Peter to Jeff & Garry Salt re proposal to update the shipping container
- Nov 13: Peter to Jeff re reopening documents
- Nov 16: Peter to Elissa re publishing the volunteers on duty each week
- Nov 16: Jenny to Yurunga roster volunteers re copy of roster until end of March & the reopening protocol
- Nov 23: Peter to Helen Thomson re thanks
- Dec 3: Peter to Jeff re thanks
- Jan 5: Peter to Cr Brett Ireland re thanks & welcome
- Jan 8: Peter to Jenny Creek re thanks
- Jan 13, 14,18: Peter to Ben Gosling re flags & brochure design

Moved Lou Ravenhorst, Helen Fisher – That the incoming correspondence be received and the outgoing endorsed. c/d

## Reports

Financial Sam Smith:

Opening balance October 1 <sup>st</sup> 2020	\$11545.54
The Argus meeting ads	\$ 54.00
Ismays Lamp restoration	\$889.00
Origin Power	\$153.19
Jenny Solly Covid reopening supplies	\$29.76
IGA furniture polish Coffee and tea	\$31.98
Martin Keller - Laundry table cloth	\$22.00
No income	
Closing balance 31 December 2020	\$10281.11

Term deposit	\$5034.87
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Moved Sam Smith, Helen Fisher - That the financial report be received c/d

Hindmarsh Shire Jeff Woodward - emailed

Unfortunately I'll be an apology for tonight's meeting. However I have prepared a short report below covering what I was planning to talk about, and I'm more than happy for a phone call during the meeting if needed.

1. Happy to hear reports of visitors returning to Yurunga, and understand it may be a while before bus tours are coming back through
2. A shire-wide destination marketing TV ad is being developed for screening on regional TV channels through March (leading up to the Easter Break). Yurunga may or may not directly feature in this as it is focusing on a broader area 'destination' rather than focussing on individual attractions ... however there will definitely be some aspect of Rainbow in it ... and it can be backed up with attractions such as Yurunga on social media at the same time.
3. Plans around the roll-out of the \$4.9m tourism funding across the Wimmera Mallee region (announced by the minister late last year) is progressing. Along with the region's major project at Llew Shillings silo, Hindmarsh will also be allocated some of the funding for an extra silo art project to continue to build the 'link' between Yarrimbiak and West Wimmera silo art.
4. Through the funding mentioned above, Wimmera Mallee Tourism hope to have a replacement for Lauren (previous WMT officer) in the coming months.
5. Albactya Silo Art is still on track to begin in March.
6. Rainbow Caravan Park is getting a detailed masterplan and technical upgrade drawings done as part of the Wimmera Mallee Tourism federal grant funded project which will put it in a good position to leverage for further funding for much needed upgrade implementation.

Cheers,

Jeff.

Moved Lou Ravenhorst, Sam Smith - That the Hindmarsh Shire report be received c/d

From Brett Ireland – Hindmarsh Shire Councillor  
Rainbow Caravan Park is a top priority on the Shire masterplan.  
Rainbow Lake \$90K  
\$100K footpath to Oasis  
\$1.5M for Albacutya Bridge  
\$1.5 approx for Lew's silo.  
For Yurunga, Brett asked how Yurunga is funded?

Moved Sam Smith, Lou Ravenhorst – That the Shire report from Cr Brett Ireland be received. c/d

#### General Business

- Regional Arts Victoria, Quick Response grants open: application for shipping container mural (Jeff?) Opened 18<sup>th</sup> Jan, notification within 2 weeks of application. Cr Ireland will speak to Jeff.
- Update on upgrading & moving the shipping container (Jeff?). Building permits and a decision on a replacement container are needed. A firm quote for a replacement is needed.

Moved Sam Smith, Helen Fisher, That a firm quote for a replacement 20 ft container be obtained from Fred Saul. c/d

- Sunday duty roster from start of April, 2021 (Helen?) Helen will do the roster.
- Update on Ben's feather flags & visitor brochure designs. Ben has provided updated designs.  
Moved Sam Smith, Helen Fisher that we order the feather flags for approx. \$300.00 c/d
- Removing a tree in the toilet corner? The tree was inspected. It needs to be removed as soon as possible.
- Setting date (in February) for working bee to spread & flatten crushed limestone on all paths. Round up workers & ask Shire for help. Sometime between Feb 11<sup>th</sup> and 20<sup>th</sup>. Target date is Sat 13<sup>th</sup> at 9am. Peter to contact Gary Salt re the roller. Helen will ask Don to seek help from the Lions Club.
- Finishing touches to lamp post. Heather Davidson needs to be brought back.
- Attending the tourism forum, February 2, 7pm, Nhill Community Centre. Peter, Jenny and Sam to attend.
- Saturday, May 1, MG car club visit, 60 people & 30 cars, 1.30-2 pm arrival. What price for a cuppa & cake/slice, no sandwiches? Moved Helen Fisher, Sam Smith that the food component be \$10 per person. c/d
- Wedding in garden, Saturday, March 13, 2021. Check any regulations insurance issues etc with Jeanette Fritz. No charge is being made.
- Lace curtains: washing after summer dust and new curtains for Maid's room and a bedroom? – ongoing! Sam may have something suitable.

#### Late items

- Ordering Feather Flags – approx. \$300 for two double sided – done.
- Current Catering Restrictions – see bookings below. Helen will follow up with DHHS. Peter will check on numbers able to be in the house with Jeff.
- Orchard security – Peter has set up 2 cameras. Do we put a notice in the paper? Perhaps a sign on the gate.
- Term deposit reinvest for 3 months

#### Tentative Bookings

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

Contact: Alexandra McGlashan 0403 611 195

Saturday, May 1, 2021, Geelong MG car club, 60 people for tour & maybe afternoon tea, 1.30 or 2pm arrival

Contacts: Organiser - Len Fox                      0438 436 762  
                  On tour – Gordon Reynolds        0413 493 438

Next Meeting: Thursday, February 25, 2021

Please notify the Secretary or Chairperson of any agenda items asap before the meeting

Meeting Close 9:40 pm



## **Dimboola Town Committee Minutes**

1<sup>st</sup> March @ Dimboola Community Centre @ 7.02pm

Present: Jo Donnelly (JD), Kaylene Pietsch (KP), Phil Colquhoun (PC), Bill Eldridge (BE), Debra Nelson (DN), Lou Catania (LC), Wendy Bywaters (WB), Chan Ouy (CO), Tony Schneider (TS), Sharyn Cook (SC), Ross Johns (RJ), Greg Wood (GW)

Apologies: Amanda Ingeme (AI), Jamie Ouy (JO), Angela Hoy (AH)

	<b>Item</b>	<b>Action</b>	<b>Whom</b>
1	Welcome & apologies	Mvd PC 2 <sup>nd</sup> BE	
2	Minutes of last meeting	Mvd PC 2 <sup>nd</sup> DN	
3	Items arising last Minutes	Nil – AI & PC	
4	Further Items for the Agenda	Our of Session Endorsements, Lights on the Bridge Mvd PC, 2 <sup>nd</sup> BE	
5	Treasurer's report	Amanda Ingeme presented the DTC Summary she has been keeping since we converted to an Advisory Committee Angela Hoy to email DTC a copy of our Financial Summary from the Hindmarsh Shire Ledger Summary from (AI): Mvd KP 2 <sup>nd</sup> JD	
5	Correspondence in/out	<b>IN:</b> Various emails from Shire re DTC converting to Advisory Committee, including confirmation of our "Terms of Reference" Various emails re COVID Restrictions / Limitations for meetings & events Email from the Shire asking for "Letter of Support" re funding for extra 2 Bedroom Cabins for the Wimmera Caravan Parks, including Dimboola. Email from LC re designs for the new sign at the entrance to Dimboola on Horsham Road. <b>OUT:</b> Various emails to Phil King & the Building Inspector re Shelter on Banks of Soundshell Project Various emails to Shire re DTC converting to Advisory Committee, including confirmation of our "Terms of Reference" Various emails to members re COVID Restrictions / Limitations for meetings & events Grant submission & Risk Assessment paperwork for Easter Event Streetrader for Easter Event Emails re entertainment for Easter Event Mvd PC 2 <sup>nd</sup> SC	
6	General business		

	Greg Wood answering questions etc re Advisory Council v Incorporation	<p>No longer S86 Committee – now Advisory Council of the Hindmarsh Shire</p> <p>Greg explained that with regard to our request to dissolve the Advisory Council, we probably shouldn't rush in to moving to a separate Corporation.</p> <p>He advised that there would be extra costs involved, we would need to submit a "Terms of Reference" to show that the Shire that the new incorporation would have the best interest at heart for the town / show our structure, &amp; we would need to advise who we are &amp; what we are.</p> <p>Until this is done, our request for dissolution will not be brought to the Shire Meeting. The Shire would need to make sure that there is no void in having a DTC in some form.</p> <p>PC expressed the DTC were happy with the way it was as a S86. It was explained that there is no S86 option any more in Victoria. Other Vic towns have usually moved to the same (Advisory Council). Not all Towns have Town Committees – but a lot have moved to Advisory Council.</p> <p>The only real difference in the S86 and as an Advisory Council is that the Shire look after the money. The DTC money has always been public money, it's now just held by the Shire – no real change</p> <p>TS suggested that if we did move to changing to an incorporation – into our Terms of Reference we would be best to include a section stating that if the membership fell below "?" then the Advisory council would fold &amp; \$'s would move to the Shire.</p> <p>Greg Wood has suggested that we just wait a little longer before we decide to make any big changes. As this is a new situation, &amp; we are just coming out of COVID restrictions, GW suggested that we work together to discuss any improvements in any of the current processes.</p> <p>PC stated that there is an issue that we moved the money out of our Community Bank. GW stated that this cannot stay this way as the \$'s need to stay within the Shire as an Advisory Council.</p>	
	Notification to the Town	WB mentioned that we should probably make a public notice of upcoming Town Committee meetings & to invite the public. JD will make sure that a notice is placed in the local paper & on Social media to invite the public to our meetings.	JD
	New Member nominations	PC nominated Tony Schneider, Lou Catania, Sharyn Cook, Ross Johns, & Chan Ouy as members of the Dimboola Advisory Council. 2 <sup>nd</sup> BE. Moved by all.	DTC
	Dimboola Sound Shell Extension	<p>Phil King has been working with the Building Inspector re the Building Application on the DTC behalf. A recent email from the Building Inspector has advised that there is still a lot of information that needs to be followed up on. JD to email PK as to what needs to be done, &amp; get a copy of everything that has been sent through to Inspector. JD to then work with AH on progressing. (PK has been unwell lately, so this has contributed to the delays)</p> <p>It was suggested that the DTC need to advise on 2 aspects of the Project. One was disability access to the Sound Shell, which can easily be addressed as there is currently only a gap of around 4" to access. Proper access would be an inexpensive project.</p>	JD, PK, AH

		The second aspect for us to consider was whether we should have balustrading at the front of the Sound Shell stage. It was suggested that this would not be necessary, as it is not very high at all, & there are precedents at other local sound shells where there is no railing at higher stage heights.	
	Update on BBQ Shelter on banks of Rec Reserve	We have the Green light from the Building Inspector, & Purchase Orders have been processed for Max Baker & Bruce Miller to commence work. Work will be commencing very soon.	
	Signage – entrance to Town	<p>It was noted that we have a few signs in place advertising Dimboola that need re-doing. One main coming into town from the Highway (Horsham Road) which has leaves/gumnuts at the top is the first priority as the sign has been taken down (in Kaylene’s Shed).</p> <p>LC presented an idea with great graphics which everyone is happy with – we just need suggestions for the wording underneath Dimboola. Details of Tourism Website will be displayed at the bottom of the sign for people to access further information.</p> <p>Some suggestions were:</p> <ul style="list-style-type: none"> <li>• Dimboola Welcomes You</li> <li>• Gateway to the Little Desert</li> <li>• Hidden Jewel</li> </ul> <p>Please forward any further suggestions to Jo Donnelly &amp; she will compile suggestions so that we can make a choice – ASAP please</p> <p>It was also mentioned that there is another “Sad” Dimboola sign just over the railway line on High Street that needs re-doing. Lou asked for suggestions on this one too? JD to take a photo.</p> <p>Lastly, Darryl Hartwick has advised that he is happy to have a sign for Dimboola on his property – but it is within the 100km speed zone. (Keep this in mind)</p>	DTC
	Event Signage into town	JD has been talking to LC (& it was discussed in previous meetings last year) about updating the current entrance signs into town (One located in the Train Park on High Street, & the other on Nhill Rd before the Nursery) which currently have old/faded signs for various clubs etc on them. It was discussed that these could be revamped / updated & the bottom half of the sign could be used for upcoming events. The Town Service plaques will need to be updated & some re-done. JD to discuss with those that are still current.	JD, LC
	Shade / Seating Options for popular area near Swimming / Boating Pontoon near Bridge	<p>It was discussed that further Seating / Table and Shade option needs to be installed down near the Bridge in Dimboola (near the swimming/boating pontoon). It is a Very popular spot for families and visitors to town, and it has been noted that there is hardly any shade down there. People have to sit amongst the trees further down on the dirt.</p> <p>Windfarm has a grant coming up. Maybe we could do that. (asking for help to submit the Grant)</p>	JD, TS, DTC

		KP mentioned the old shelter from behind the library, which was dismantled & is in sections down at the Shire yard next to the tip. It was thought that this belonged to the Shire but it was actually Rotary funded & then Lions took it over. So, it belongs to the town. JD to follow up	
	Round 2 Community Action Grant – Cut-off 17 <sup>th</sup> Feb – ideas?	Round 2 of the Community Action Grant was submitted for Event Sponsorship (\$500) for the Easter Event.	JD
	Easter Event – Sat 3 <sup>rd</sup> April	Sub Committee nominated as Sharyn, Kaylene, Jo, & Amanda to organize. JD has submitted all paperwork to the Shire to run the event – just waiting on approval, & then we will start publicising to the public.	JD, KP, AI, SC
	Anne Webster – Stronger Communities Programme Grant – Closes 22 <sup>nd</sup> March	JD brought this to everyone’s attention again. \$150,000 per electorate. Grants will be given \$2,500 to \$20,000 per project. Any ideas? DTC was successful around 3 years ago for \$20,000 for the walking tracks.	JD
	Horsham Road Walking Track – from Motel	AH advised that for this to happen, it would need to be taken over by a “Committee of Management” and the Hindmarsh Shire would not be interested in taking it on. She advised that it would be possible for the DTC to take it on as the Committee of Management, and go from there? AH also advised that the Hindmarsh Shire submitted into the 2021/22 Budget paving on the other side of the road from the housing down to / past the Lutheran School. This could save on quite a high expenditure, but it would mean that people from the Motel would need to cross the road (80km zone) – but this could be a better option. Need to wait for the Budget to be released to see if this was adopted for the Budget.	DTC, AH
	Storage Ideas for DTC	DTC have assets / equipment / Xmas Decorations stored in various locations (PC’s Sheds, 2 rooms of the Dimboola Community Centre, etc) & would prefer to consolidate it all into the one location. AH mentioned that the CFA building could be an option (when they move to new location). – Unsure if this has already been earmarked for other options. Also, it was brought up again about the GEB Shed/s near the Shire Depot. TS was looking into this for us? JD to follow up with TS any progress. We also have storage in the shed behind Kaylene’s shop. There was a rumour also that the Men’s Shed have been offered the Fire Station (when the Fire Station relocate). It could be possible that we take over the Men’s Shed behind the Community Centre.	JD, TS
	Progress of “Walk of Fame”	PK and TS have been very busy starting on the installation of a “Walk of Fame” walkway showcasing Dimboola’s famous sporting identities, within the Rec Reserve. A walking track has been made from the Ticket Box at the entrance to the Rec Reserve, down to the Skate Park. Seats have been installed, & trees planted along the path. Some have died - PC has volunteered to help plant the replacement trees that are at Kaylene’s shop.	PC, TS

		DN mentioned that maybe the roads in the Rec reserve could be named after famous sportspeople. But it was suggested how would you work out who is the worthiest????	
	Future Projects - Ideas	<p>A donation has been given to the DTC to go towards a shelter / seating at the old Pony Club down near the corner of Lloyd /Park Streets within the Rec Reserve. If anyone wants to apply for funding for this project – please advise.</p> <p>It was suggested that the open area of land in from the walking path heading towards the old stable area (in line with Rhonda Huf’s) would be a great location for a “Dog Off Leash area” within an enclosure. This would also be a deterrent for people camping in this area – which they tend to do. KP was on holidays recently, &amp; saw “Frisbee Golf” in other towns, she suggested stations within the Rec Reserve. AH mentioned this could possibly be an option as well for within the Riverside Caravan Park? Park manager could organize Frisbees? KP to look into costings &amp; advise.</p> <p>It was also mentioned there are quite a few interesting old “Sites” around town and on the outskirts of town that people aren’t aware what they are &amp; their relevance to the Town. Option to look at erecting “Historical Plaques” at these locations? If anyone knows or sees any locations that this could apply – please let us know.</p>	KP, DTC
	Gardening around Town	<p>TS has been very busy &amp; weeded the roundabout &amp; other areas around town. (Thank you Tony)</p> <p>Thank you to TS also for picking up litter around the town over the weekend.</p> <p>Please if anyone sees any areas around town that need attention to the gardens / weeding, if you can help, please do. Otherwise let us know &amp; we will let the Shire know.</p> <p>A lot of litter on the highway. If you see this, report to the Shire &amp; they will action.</p>	DTC
	Update on the “Old Pub” site Cnr Lloyd/Lochiel Streets	JD advised a summary of what will be happening on the corner block. Due to open 2 <sup>nd</sup> July opening day.	JD
	Grainflow BBQ Trailer	After Easter.	PC
	Lights at the Bridge	Not working – Solar lights.	JD
	HRAA Meeting in Horsham – Hanna French Tues 23/2/21	<p>Chan Ouy represented the town at the HRAA Meeting in Horsham.</p> <p>One of the things that was discussed was creating an “Arts trail” in the Wimmera</p> <p>Also, “The Wimmera” Book by Tourism Victoria, will be launched before fathers’ day.</p> <p>They are looking for someone to launch the book. TS to speak to Tim Watson (footballer)</p> <p>(Each town will have a book launch)</p> <p>The sample book was given to Deb Nelson to place in the Dimboola Library.</p>	TS, CO, DN
	Ross Johns 0417 909 225 jrjohns@netconnect.com.au	Ross bought “Dunmills” property on the river. 2Km of Wimmera River property – zoned as Rural Living – can be divided into 5 acre blocks? Ross suggested that the town would not need to worry about funding for any of these projects – he is looking for ideas /suggestions & any info on other	RJ & DTC

		<p>people who might be able to offer advice/suggestions. Ross provided his contact details for this purpose.</p> <p>Ross's intention for any of these projects is to bring families to our area, both to live &amp; to visit.</p> <p>If anyone has any ideas or suggestions for any of these projects</p> <ul style="list-style-type: none"> <li>• Ideas for developing the 2km of land on the Wimmera River to best benefit the community. Some ideas put to Ross were an "Eco Community". (Chan has ordered some info re "Eco building"</li> <li>• Also, any Idea's to make the Wimmera a "Journey", which encompasses the historical sights &amp; destinations within the Wimmera (Could be an extension of the projected "Discovery Trail")</li> <li>• Ross likes the idea of a "Tower" (Ross got a quote for approx \$750,000) – this could be Dimboola's attraction rather than a Silo (our Silo's in town aren't really suitable re viewing area's etc). Chan suggested that if a lot of money was to be spent on a Tower, then it should be unique – a reason to visit the town. Any ideas / suggestions welcome, &amp;/or suggestions of anyone that might have great ideas.</li> </ul>	
	Next Meeting	Monday 12 <sup>th</sup> April 2021 – 7pm at Dimboola Community Centre (The first Monday of the month is Easter Monday)	
	Meeting Closed	Closed at 9.24pm	

**Wimmera Mallee Pioneer Museum  
Dimboola Road,  
Jeparit, Victoria 3423**

Email: [wmpmjeparit@gmail.com](mailto:wmpmjeparit@gmail.com)  
Facebook: [www.facebook.com/WMPMJeparit](http://www.facebook.com/WMPMJeparit)

**WMPM COMMITTEE MEETING MINUTES –  
THURSDAY 18<sup>th</sup> February 2021 at 07.00pm WMPM Museum Jeparit**

**1 Welcome**

The President welcomed members and guests.

**2 Present**

Tige Mannington (TM), Peter Pumpa(PP), Wendy Werner (WW), MaryAnne Paech (MP),  
Merilyn Lowe(ML), Yvonne Dippel(YD), Chris Jose (CJ), Jack Jenkins (JJ), Duncan Colbon (DC),  
Cr Brett Ireland (BI)

**3 Apologies**

,June Gawith(JuG), Jimmy Gawith(JiG), Greg Schwedes (GS),Ron Lowe (RL), Jeff Woodward  
(JW), Aaron McLean (AMcL), Trevor Chilton (TC)

**Motion: To accept the apologies received.**

**Moved: Mary Anne Paech                      Seconded: Tige Mannington                      CARRIED**

**4 Minutes of Previous Meeting**

**Motion: To accept the Minutes of the September 19, 2020 meeting to be a true and correct  
record of that meeting.**

**Moved: Wendy Werner                      Seconded: Mary Anne Paech                      CARRIED**

**5 Treasurer's Report**

Mary Anne Paech report

**Balance Sheet for September 2020**

<b>Opening Balance</b>	<b>Chq#</b>	<b>01.09.2020</b>			<b>\$ 8,447.76</b>
<b>Plus Receipts</b>					
<i>Wood Sales x 5</i>		<i>\$500.00</i>			<b>\$ 8,947.76</b>
<b>Less Expenses</b>			<b>\$ - 00.00</b>		<b>\$ 00.00</b>
					<b>\$ 8,947.76</b>
<b>Less Presented Cheque</b>	\$18.40				<b>\$8,929.36</b>
<b>29.09.2020 BALANCE AS PER BANK STATEMENT</b>					<b>\$ 8,929.36</b>
				Cash Float	<b>\$ 240.00</b>
				Petty Cash	<b>\$ 0.35</b>
<b>Term Deposits</b>		<b>Interest on Maturity</b>			

Mature 23..09.2020	\$13,943.48	\$			
Mature 27.01.2021	\$ 5,107.76				
<b>TOTAL</b>	<b>\$19,051.24</b>				<b>\$19,051.24</b>
<b>Cheque</b>	<b>Account</b>	<b>+Term Deposits</b>	<b>+Float &amp; Petty Cash</b>		
				<b>TOTAL</b>	<b>\$28,270.95</b>

#### Balance Sheet for October 2020

<b>Opening Balance</b>	<b>Chq#</b>	<b>01.10.2020</b>			<b>\$ 8,929.36</b>
<b>Plus Receipts</b>					
<i>Wood Sales x 1</i>		<i>\$ 100.00</i>			
<i>Significant Assessment Grant</i>		<i>\$7,500.00</i>			<b>\$7,600.00</b>
<b>Less Expenses</b>					
Warracknabeal Tyre Service			<i>\$ - 93.00</i>		<b>\$ - 93.00</b>
					<b>\$16,436.36</b>
<b>29.10.20 BALANCE AS PER BANK STATEMENT</b>					<b>\$ 16,436.36</b>
				Cash Float	<b>\$ 240.00</b>
				Petty Cash	<b>\$ 26.45</b>
<b>Term Deposits</b>		<b>Interest on Maturity</b>			
Mature 23.05.2021	\$14,041.57	\$			
Mature 27.01.2021	\$ 5,107.76	\$			
<b>TOTAL</b>	<b>\$19,149.33</b>				<b>\$19,149.33</b>
<b>Cheque</b>	<b>Account</b>	<b>+Term Deposits</b>	<b>+Float &amp; Petty Cash</b>		
				<b>TOTAL</b>	<b>\$35,876.04</b>

#### Balance Sheet for November 2020

<b>Opening Balance</b>	<b>Chq#</b>	<b>31.10.2020</b>			<b>\$ 16,436.36</b>
<b>Plus Receipts</b>					
Wood Sales		\$ 100.00			
Donations -		\$ 20.70			
Ice creams / Drinks -		\$ 55.15			
Souvenirs –		\$ 23.00			
Entries - November-		\$ 120.00			<b>\$ 318.85</b>
<b>Total Receipts</b>		<b>\$ 318.85</b>			<b>\$ 16,755.21</b>
<b>Less Expenses</b>					
			<i>\$ - 00.00</i>		<b>\$ 0.00</b>
					<b>\$ 16,755.21</b>
<b>27.11.2020 BALANCE AS PER BANK STATEMENT</b>					<b>\$ 17,625.41</b>



				Cash Float	\$ 240.00
				Petty Cash	\$ 50.35
<b>Term Deposits</b>		<b>Interest on Maturity</b>			
Mature 23.05.2021	\$14,041.57	\$			
Mature 27.01.2021	\$ 5,107.76				
<b>TOTAL</b>	<b>\$19,149.33</b>				<b>\$19,149.33</b>
	<b>Cheque</b>	<b>Account</b>	<b>+Term Deposits</b>	<b>+Float &amp; Petty Cash</b>	
				<b>TOTAL</b>	<b>\$36,194.89</b>

**Balance Sheet for December 2020 and January 2021**

<b>Opening Balance</b>	<b>Chq#</b>	<b>01.12.2020</b>			<b>\$ 16,755.21</b>
<b>Plus Receipts</b>					
<b>December 2020</b>					
Donations -		\$ 5.10			
Ice creams / Drinks -		\$ 32.60			
Souvenirs –		\$ 55.00			
Entries - December-		\$ 227.00			
<b>January 2021</b>					
Donations -		\$ 39.60			
Ice creams / Drinks -		\$ 33.40			
Souvenirs –		\$ 41.50			
Entries - January-		\$ 436.00			\$ 870.20
<b>Total Receipts</b>		<b>\$870.20</b>			<b>\$ 17,625.41</b>
<b>Less Expenses</b>				<b>\$ - 00.00</b>	<b>\$ 00.00</b>
					<b>\$ 17,625.41</b>
	<b>31.01.2021 BALANCE AS PER BANK STATEMENT</b>				<b>\$ 17,625.41</b>
				Cash Float	\$ 240.00
				Petty Cash	\$ 26.45
<b>Term Deposits</b>		<b>Interest on Maturity</b>			
Mature 23.05.2021	\$14,041.57	\$			
Mature 27.11.2021	\$ 5,182.70	\$ 74.94			
<b>TOTAL</b>	<b>\$19,224.27</b>				<b>\$19,224.27</b>
	<b>Cheque</b>	<b>Account</b>	<b>+Term Deposits</b>	<b>+Float &amp; Petty Cash</b>	
<i>Including Significant Assess</i>	<i>Grant</i>	<i>\$7,600.00</i>		<b>TOTAL</b>	<b>\$37,116.13</b>

**Motion: To accept the Treasurer's report.**

**Moved: Mary Anne Paech**

**Seconded: Yvonne Dippel**

**CARRIED**

**Motion: To pay outstanding invoices as attached**

**Moved: Mary Anne Paech**

**Seconded: Yvonne Dippel**

**CARRIED**

## **6 Correspondence**

### **Inwards**

#### **September 2020:**

- YD: HSC – Unsuccessful Application Notification re Community Action Grant
- Steve Keneally: Request for information for Michael and Margaret Keneally
- PK: PhilKing – order for grant lighting – Green Frog Systems
- John Cook: Request for information on historical machinery
- JW: Reopening Plan
- JW (PROC SA) (Significant Assessment)
- YD: Minutes of 19<sup>th</sup> Sept and Action Sheet
- YD Question for Submission for 2019/2020 Budget
- PK: Delivery of Lights
- MP: Bank Statement for Grant Application (HSC BAG)
- HSC: Committee Introduction – request for information
- HSC: Instrument of Delegation
- HSC: AGM delayed until new council approves procedural changes
- JW: Covid Safe Plan reopening
- WWHS: Community grants to grow health and well being.
- John Johnson: re opening
- HSC: New Councillors and staff representatives – Cr Brett Ireland/Tourism Officer  
Jeff Woodward.
- MAVEC newsletter 26/11/2020
- YD: FWD:”what the Victorian Budget means for the Creative Industries”
- JW: Request original quote for for S.A.
- Aubrey & Areegra: response to WMPM request for marketing meeting
- JW: Grant payment for S.A. must be approved by Council (include motion to approve  
extra \$950 for Travel and Accommodation)
- HSC: Media Release : WMPM Local History Grant and Reopening  
; Yurunga Homestead Verandah restoration and re-opening
- JW: QR Codes as an alternative to Manual Attendance Register
- JW: Listing WMPM inclusion on Australian Tourism Database Warehouse
- HSC: Upcoming round 2 Community and Action /grants (CAG & BAG)
- Green Frog Systems: Sentry operation and installation instructions
- Euan McGillvray(EMc) S.A. update – start beginning April,  
looking for reference organisations
- JW; update on AGM
- HSC: AGM and Covid Safe Plans
- JW: Response for “work for the dole” enquiry
- JW: Follow up Hindmarsh Tourism Meeting
- HSC: Shelly Kaur: Food Premises Registration Inspection.
- JW: Response to Visions Australia Grant: Horsham Art Gallery Curatorial Partnership
- M-AP: Treasurers Report August to January
- YD: Agenda for Distribution
- MAVEC: Feb 2021 Newsletter
-

## **Outwards**

- Letter of Support – JRCC
- Michael and Margaret Kennealy Research (M-AP)
- HSC: Business Action Grant
- Aubrey and Areegra – Marketing Strategy – request to meet
- Horsham Art Gallery – requests to partner Visions Australia Grant
- S86 – May 25 2020 Meeting Minutes
- YD: CAG
- GFS: lighting grant
- JW: request to CEO re GB Posts over election period
- RL/RI; Election period – FB post policy
- JW – reopening
- HSC: Budget question for October 21 Council Meeting
- HSC/WMPM: solar lights arrival / reopening announcement
- JW: Request to print A3 Poster –Briarley House History
- J cook – respond to request for information
- JW – Covid Safe Plan
- WMPM: Reopening Friday 13<sup>th</sup> November 2020
- BI: Masterplan
- WMPM: Forward New Councillor and Staff Reps
- JW: advise extra costs S.A, grant
- WMPM: EOY breakup, QR Code tracking, Media Releases
- JW – lighting installation
- JW – AGM, Work for the Dole
- Aubrey & Areegra – Marketing followup
- JW: Hindmarsh Tourism Meeting follow up-use of “Unearth Amazing”
- HSC: Food premises registration paperwork / inspection
- JW/HRAG Visions Aust Grant
- JW/GS: request for timeline on Albacutya Homestead repairs (stumps/studs)
- YD: Agenda Items
- RL Invite to meeting
- WMPM – Instrument of Delegation

**Motion: To accept the correspondence.**

**Moved: Wendy Werner**

**Seconded: Tige Mannington**

**CARRIED**

## **7 Business arising from Correspondence**

## **8 New Business for Discussion**

- 1) **To Organise an AGM – Committee discussion decided to continue with the current Committee until an AGM is held in September 2021. NFA**

## **9 Update of Business raised from Meeting of 19 Sept2020**

- 2) **HSC: Request for information regarding Community Asset Status for Consideration and Enquiry to Council:**

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

Following on from the original enquiry:

- Format, Responsibilities, Meeting format,
- Reporting Structure,
- Spending Limits inc limit Committee can approve autonomously and when Approvals from Council

**Status: The Committee does not feel that delegations and points of authority as per the the original Letter of Delegation of Authorities sent at the time of changeover to Community Assets Status applies to the duties and authorities of the Museum Committee.**

**Decision: WW to send a letter to the Hindmarsh Shire Council outlining previous delegations and authorities and requesting clarification in writing. ONGOING**

3) **HSC – Local History Grants Program – Significance Assessment Grant Progress .**

- Euan McGillivray has requested Contingency Costs for Travel and Accommodation that will increase the total payable to \$8450 ... grant monies received \$7500 – increase of \$950.
- To cover accommodation and travel from Bendigo to Jeparit for Inspections of the Collection, travel to reference institutions for significant assessment comparison e.g. Wheatlands, Woods, Swanhill

**Progress:** Motion for presentation to HSC for approval:

**Motion: To fund from Committee funds an extra \$950 for the Significant Assessment assessor, Euan McGillivray, to cover contingency costs relating to travel and accommodation from Bendigo to Jeparit and other like pioneer-type facilities to be used as comparison sites, such as Wheatlands, Woods and Swanhill.**

**Moved: Wendy Werner      Seconded: Marilyn Lowe      CARRIED**

**Motion: Request Jeff Woodward to prepare a report to Council for approval to expend the \$7,500 grant funding for the significant assessment works as and when required, with an update to Council when expenditure is made.**

**Moved: Wendy Werner      Seconded: Marilyn Lowe      CARRIED**

4) **Grant lighting-** Order Lighting and Committee to install –

*WW has ordered and received lighting from **Green Frog Systems** for the Solar Light Grant managed by Phil King. This will be for free-standing and attached to buildings. A map for lights positions is attached.*

- Organise a working bee to install the lighting towers (PP)

**Status: Peter Pumpa to follow up with Council, Beau Smith or other suitable earth works contractors to install the 5.4m lighting poles and “dial before you dig” requirements for underground excavations.      ON GOING**

5) **Visions Australia Grant:** *Permission to approach the Horsham Art Gallery curator with a proposal for a Curatorial Partnership, mentoring or skills transfer; ideally a Museum Curator*

- *apply for a grant for this project.*

**Status: Horsham Art Gallery have been emailed with a request but are yet to reply. Wendy Werner to follow up with Horsham Art Gallery.      ON GOING**

6) **Advertising / Marketing:**

- Karen from Aubrey and Agreegra: “*Unearth Amazing*” Advertising Campaign
  - \$3000 Proposed expenditure by WMPM for TV, Print and Social Media Campaign
  - Heather Hewett of the ABC “Backroads” program will be visiting the Wimmera Mallee area - may be able to “piggy back” onto her visit – to be investigated.
  - **Request** to WMT for Silo Art-Jeparit-Nhill marketing campaign.
  - **Letter** to WMT regarding omission of Rally in Hindmarsh Shire events
- Progress: ON GOING**

7) **Progress Report on**

- Restumping of Albacutya – **HSC Garry to engage a “stumper” to carry out this restoration work.**
- Fix Tarranyurk Ceiling
- Items for inclusion in the Budget – WW has photos and submission – **discussed.**

8) **Request for Maintenance to be carried out:** WW to submit request to Council:

- a) Chemist Roof – **discussed – painting determined unnecessary – inspect for leaks**
- b) Sign
- c) Trim on the School to be done by the Painter (scaffolding)
- d) School Walls to be done by Committee (ground level)
- e) Werrap Hall – trim and weather boards, and sign
- f) Werrap Hall – investigate/fix leaking
- g) Briarley House – trim and roof.
- h) Possums need to be excluded from access to the Machinery Shed – health hazard  
May need to investigate **natural deterrent** for possums as can only be moved over the fence.

**Status:**

**ON GOING**

9) **To be actioned at the Working Bee:** *Leaves and other organic rubbish dumped into pond behind Straw Shed.*

*Decided that pond should be cleared of this waste – need to find a place for clean-up waste or build a small enclosure fit for purpose.*

**Status: Duncan to clean up junk. NFA**

10) **Working Bee:**

- signs re Ryko the Byko in carriage shed – **Merilyn Lowe has sourced two posters for display – to be mounted by** [Mick Harrison Signs 0408 504 735]
- Pump up tyre on Ford? Car – **DONE - NFA**
- Clean up re Possums including deterrent - **Sprays of Garlic and Chilli as deterrent – Wendy Werner to try out. Trapping not feasible. ON GOING**
- Move rubbish to compost heap?
- Organ Strapping for organ in Albacutya – *to be completed* – **Aaron McLean**
- Spouting on the small garage – TM to fix – **next visit to precinct. ON GOING**

11) **Rally**

- Yes or No?? – taking into account ongoing Covid lockdown risks
- Need to consider insurance if we proceed to organise but does not eventuate
- Other options??
- Availability of Volunteers to organise / Work at the Rally

**Status: Taking into ongoing risks of lockdown and closures due to lingering Covid restriction, insurance concerns and availability of stall holders and volunteers, the Committee decided to REPLACE the June Long Weekend Vintage Machinery Rally for 2021 with an OPEN DAY incorporating a family barbeque event. Other attractions**

still being considered such as inviting Car Rally Club or Clubs, team up with Murtoa, invite Edenhope Draft Horses.

Prepare an infomercial article for inclusion in tourist brochures through Shire and surrounds. Approach Tour Coach operators for inclusion on round shire tours.

- 12) **Audio update:** Cr Ron Lowe to provide update on status of action progressing on
- Editing Detpa School Reminiscences
  - Transfer to audio units and installation
- Progress: Cr Ron Lowe wants names of other older Depta School attendees who might be available for interview on tape, esp Frank Pill/Bernice and another male.**
- **ONGOING**

13) **Draft Artwork for the Front Gate Signage**

*Discussed. Agreed more designs and ideas to be submitted to Committee for consideration. Carried over to the next meeting.*

**Status:**

- Possibly limit to 4-6 main photos incl. drone photos and small items from inside
- Must be able to see the Steam Engine thru the gate
- See Photos on “Seeds of Change” disc
- **STILL ONGOING**

14) **Metal Art fixture using spare spiked wheels at back of Straw Shed**

*Discussion: Proposal to investigate a metal artist, preferably local, to prepare a feature using the group of big metal wheels currently free standing behind the Straw Shed*

- Feasibility
- Seek a suitable person
- Quote for costs – limit
- Other considerations
- **STILL INVESTIGATING**

## 10 General Business

1) **Visitors/group bookings**

Mary-Anne Paech report-Attendance–

September2020	adults	0	concessions	0	families	0	<b>CLOSED</b>
October2020	adults	0	concessions	0	families	0	<b>CLOSED</b>
November2020	adults	4	concessions	12	families		
December2020	adults	17	concessions	8	child	3	
January2021	adults	16	concessions	5	child	2	families 7
February 2021 to 10th	adults	12	concessions	4	child	3	families 1

No entries from 6<sup>th</sup> August 2020 to 12<sup>th</sup> November due to closure via Covid restrictions.

**Status: Ask volunteers if they would like to open 10am to 4pm weekends to catch more passing weekend travellers.**

2) **Group Bookings:**

- **Greythorn Probus Group** – 36 People Morning Tea and Lunch (\$20 pp with entry) (\$700) – 18 March 2021. Arrival 10.00am Lunch 12.00 Depart 13.00
  - **Geelong MG Cub** – 60 People – Lunch of Soup and Sandwiches ((\$15pp with entry) – Thursday 30<sup>th</sup> April, 2021.
- ON GOING**

3) **Catering Permit** - Class 3 submitted to HSC (all food will be prepared **OFF SITE**)

- **Kitchen Inspection** pending for Wendy Werner's kitchen.
- **INSPECTION TENTATIVELY SET FOR 18<sup>TH</sup> March 2021.**

## 11 New Business

- 1) **Update merchandise prices** – discussion

**Motion: to increase prices of various merchandise sold in the Museum**

**Moved:**

**Seconded:**

**CARRIED**

**Status: No action – ON GOING**

- 2) **Purchase of Laptop** - and internet connection Dongle

- Purpose: for cataloguing online – **APPROVED EXPENDITURE. Side issue – Room to be used for cataloguing base still under repair – stumping, floor covering, storage.**

- Purchase of online card access unit for entry and museum purchases. Seeing as the grant application to fund these items failed on the grounds of non-eligibility of the Museum, it will be necessary to fund these items from existing Museum funds **.ON HOLD PENDING FURTHER RESEARCH ON EFTPOS SUITABILITY AND OPERATION.**

**Motion: To Approve \$1200 for purchase of suitable laptop for cataloguing and Internet connection to the Cloud Storage system.**

**Moved: Yvonne Dippel**

**Seconded: Wendy Werner**

**CARRIED**

## 12 Update on Business Completed since last meeting

- 1) **HSC Facebook Admin – require motion to add editors**

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

**Status: YD added as Administrator - NFA**

- 2) **HSC Community Action Grants** due 30<sup>th</sup> Oct 2020

Applied for **Business Grant for \$750 – advised by HSC as possible “best fit”**

*YD prepared the submission for a HSC Business Grant to be used for Purchasing a Laptop with Internet access for Virtual Meetings, streaming and access to the Cloud based Museum Collection Catalogue and Computer Supplies.*

**Status: Received Notification of Unsuccessful Application – Museum ineligible to apply for these grants on the basis of being an entity directly supported by the Hindmarsh Shire Council - NFA**

- 3) **Magneto Man: Request for assistance with Magneto for engine in Blacksmith Shop**

*Tige Mannington to take engine Magneto to Noel Grellet to fix.*

**Status: Still waiting for Magneto Man to visit Museum. Covid restrictions still hampering visitation. ON GOING**

- 4) **Covid 19 Roadmap for Reopening Museum:**

*WW to submit a request for exemption and possibility of opening for business earlier than 23/11/2020*

**.Status: No longer currently applicable - NFA**

**MEETING CLOSED 21.37 HRS.**

**Next meeting Tuesday 16th March 2021- 7.00 pm at Museum.**

At Museum/Briarley Homestead.

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

*Henry Ford*



## Itemised action items -sorted by Committee member.

ALL: **Precinct Lighting:** Arrange erection of poles and connection of lights

**Rubbish in the pond.** Clean out at working bee. Build small fit for purpose enclosure e.g. such as compost heap?

WW-

**Request for Maintenance** – see Minutes 19/9/2020 New Business

**Radio advertising** to promote Museum and advertise re-opening – rates for radio v. TV costs

**Request** to WMT for Silo Art-Jeparit-Nhill marketing campaign.

**Letter** to WMT regarding omission of Rally in Hindmarsh Shire events

**Letter** to Western Victorian Association of Historical Societies (Cheque from MP)

**Coordinate** with JW for graphics on ‘front gate’.

**Merchandising:** follow up with council re food selling registration

MP **Wimmera Bearings-** Letter of Thanks for \$200 Sponsorship donation.

YD- **Catalogue** Updates

**Facebook Advertising** @ \$55/mth / Premier Service - investigate

Ongoing – arrange with **Victorian Collections about migrating our catalogue**

- Set up access to Victorian Collections online
- Investigate changes to Catalogue to enable migration to VC spreadsheet
- Appears that it will be more effective to arrange migration to Cloud then update
- New ID tags will need to be attached to all items once migration is completed

**Gates Artwork:**

- Possibly limit to 4-6 main photos incl. drone photos and small items from inside
- Must be able to see the Steam Engine thru the gate
- See Photos on “Seeds of Change” disc

**Items to be revisited at future meetings:**

- **Probus Group** – 36 People Morning Tea and Lunch (\$20 with entry) (\$700) – Rebooked for 18 March 2021. **NFA revisit in Feb**
- **Adrian Spurr – Grant Application and Printing Classes**  
Still under consideration but on hold during restrictions.
- **Blacksmith and pricing / 40-40-20 (for materials)**  
Need to clarify who is supplying power/gas (museum v JJ); the agreement for the split of sales; a documented agreement signed by both parties; for Group visits and school holidays only; Museum attendance regulations to be adhered to. JJ may not return as a volunteer.
- **Coordinate** with Heidi Lee to install QR signs **CLOSED**
- **DocuVan** Digitising (Richard) – visit to quote for digitising photos on hold (CV)
- 

AMc Organ Strapping for organ in Albacutya – *to be completed*

PP- Pick up audio units from John Pumpa (with PP/RL) – believed to be still with

Dave Flavel's family. Check with Lindsay Clarke. To be followed up.

- TM- Magneto for engine – arrange to be fixed  
Spouting on small garage – to fix.
- JW- Weatherproofing oil for decks, remove barrels- request 20L (with WW)  
Limestone Coast partnership -How can we leverage this partnership for the museum?  
Wimmera Mallee Tourism projects: Current plans for Silo Art trail driving routes.  
Specific WMPM signage throughout the Shire: Pink lake/Lochiel wayside stop/JAPEX Park  
Nhill, Dimboola truck stop, other  
Maps at each Silo with art promoting Nhill, Jeparit, Warracknabeal (Rupanyup/Sheep  
Hills/Brim/Albacutya/Serviceton, Goroke
- RL- ~~Pick up audio units from John Pumpa (with PP/RL)~~  
Edit Detpa School Reminiscences  
Transfer to audio units and installation

### Upcoming Business:

- ~~1) Printing Workshop in the School 5-10 people in July(?)~~

### ~~50<sup>th</sup> Anniversary celebrations: Discussed and decided:~~

- ~~1) Tentative date 5<sup>th</sup> September 2020—depending on CV Restrictions status~~
- ~~2) Invite Emma Kealy to open the event~~
- ~~3) Book Dave McMaster if available~~
- ~~4) Request involvement from Town Committee—WW~~
- ~~5) Make Daytime Event—Lunch BBQ? Picnic? Food Vendors? DMcMaster in afternoon~~
- ~~6) Claim the Date on Facebook—WW~~

~~Govt Grants to entertainment, museums etc to counteract their losses due to COVID—update?~~

- JiG- ~~Find & copy glass photos of steam engine from Michael Gawith for story board (with JuG)~~  
~~—On hold until COVID restrictions lifted—update~~
- JuG- ~~find & copy glass photos of steam engine from Michael Gawith for story board (with JiG)~~  
~~—See JiG~~

## **REGISTER OF ITEMS TO INCLUDE IN BUDGET SUBMISSION/S**

- 1) a. Discussed submission to HSC for Budget increase for next year as \$20K is inadequate to cover Urgent Maintenance items at the Museum as well as planned Routine Maintenance to Museum buildings. Current Budget is \$39,000 shared with Yurunga House in Rainbow.
- b. Need funding to cover implementation of the Masterplan, and to consider the appointment of a Curator for the Museum. Decision: Include in Submission for Budget 2021.
- c. Ensure that any changes to WMPM Entrance Fees are requested in the WMPM Budget documents prepared for presentation to HSC usually in January, along with funding to implement actions from the Masterplan, and planned Routine Maintenance. Consensus of the Committee was that the current allocation of approximately \$20,000 is insufficient to progress regular general maintenance or to action the Masterplan.



**MINUTES OF THE NHILL TOWN COMMITTEE ANNUAL GENERAL MEETING  
HELD MONDAY 15<sup>TH</sup> MARCH, 2021, AT THE DINING ROOM OF THE FARMER'S  
ARMS HOTEL, NHILL, COMMENCING AT 7:00PM.**

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**AGENDA**

- 1. Acknowledgement of the Indigenous Community**
- 2. Apologies**
- 3. Confirmation of Minutes**
- 4. Disclosure by Committee members or Councillors or Council Officers of any interest or conflicts of interest in any item on the agenda**
- 5. Finance report**
- 6. Decisions to be made**
- 7. Correspondence**
- 8. General business as notified to the Chair**
- 9. Urgent business**
- 10. Meeting Closed**
- 11. Council Officer Authorisation**

**Present:**

Committee members: Pauline McCracken, Catherine Bates

Council officer: Daniel Griffith

Councillor in attendance: Cr Melanie Albrecht

Prospective members: Emily Graham, Darrell Hall

**1. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY**

Chairperson opened the meeting at 7:05pm by acknowledging the Indigenous Community.

**2. APOLOGIES**

Committee members: Leith Dean

**3. CONFIRMATION OF MINUTES**

**RECOMMENDATION:**

*That the Minutes of the AGM held on 18<sup>th</sup> November, 2019, at The Patch, Clarence St, Nhill, as circulated to members be taken as read and confirmed.*

**MOVED COMMITTEE MEMBERS:** Pauline McCracken  
**SECONDED:** Catherine Bates

*That the Minutes of the Committee Meeting held on 18<sup>th</sup> November, 2019, at The Patch, Clarence St, Nhill, as circulated to Committee Members be taken as read and confirmed.*

**CARRIED**

**4. DISCLOSURE BY COMMITTEE MEMBERS OR COUNCILLORS OR COUNCIL OFFICERS OF ANY INTEREST OR CONFLICTS OF INTEREST IN ANY ITEM ON THE AGENDA**

None

**5. FINANCE REPORTS**

A yearly financial report had not been prepared and was not presented at the AGM

**6. DECISIONS TO BE MADE**

The following decisions are recommendation to Council for endorsement:

**6.1 The election of new office bearers and general committee members of NTC**

**7. CORRESPONDENCE**

N/A

## **8. GENERAL BUSINESS AS NOTIFIED TO THE CHAIR**

### **8.1 Acting chairperson's report**

See attached for report from Pauline McCracken

**MOVED COMMITTEE MEMBERS: Catherine Bates**

**SECONDED: Cr Melanie Albrecht**

### **8.2 Election of NTC office bearers**

Cr Melanie, returning officer, declared all positions vacant and called for nominations

#### **Chairperson**

Nominee: Catherine Bates

Nominated: Pauline McCracken

Seconded: Emily Graham

Accepted

In the absence of other nominees, Catherine was appointed to the position of chair

#### **Vice Chairperson**

Nominee: Pauline McCracken

Nominated: Catherine Bates

Seconded: Emily Graham

Accepted

In the absence of other nominees, Pauline was appointed to the position of vice chair

#### **Secretary**

Nominee: Emily Graham

Nominated: Pauline McCracken

Seconded: Catherine Bates

Accepted

In the absence of other nominees, Emily was appointed to the position of secretary

### **8.3 Nomination of general committee**

Nominated: Leith Dean, Darrell Hall

Both accepted

## **RECOMMENDATION**

***That Hindmarsh Shire Council accept the above appointment of individuals to Nhill Town Committee, and the various roles within NTC as listed above.***

**9. URGENT BUSINESS**

N/A

**10. MEETING CLOSE**

There being no further business Chair declared the meeting closed at 7:18pm.

**11. COUNCIL OFFICER AUTHORISATION**

I \_\_\_\_\_ accept the recommendations made by the XX Committee in these minutes dated [DATE] and .

I \_\_\_\_\_ accept the recommendations made by the XX Committee in these minutes dated [DATE] apart from the following items which [require more information / do not align with the Hindmarsh Shire Council Plan / need to be referred to a Council meeting for a decision]:

- Item XX.X

**Nhill Town Committee**  
**Chairperson Report 2020**

Welcome everyone.

I am delighted to be reporting on another year of achievements for the Town Committee, thanks to a very small but dedicated team who have worked through challenging Covid times.

Highlight of the 2019-20 year [and since our last AGM] have included the following:

- Christmas Carols in Jaypex Park, Christmas Tree Displays in shop windows and the Rotunda Christmas Tree Dec 2019
- Fiesta Friday in February Summer Festival held over four nights in Feb 2020. Note the last evening was co-facilitated by Nhill Early Learning Centre
- Commencement of Nhill Truck Bay Beautification Project Sept 2020 ongoing
- Christmas Party in the Park, Christmas Light competition, Drive By Santa and Coloring In Competition [in conjunction with Nhill Lions Club]

A huge thankyou to everyone - individuals and organisations who contributed to these projects and events.

It has also been a year filled with lots of challenges. I am proud to say that co-operatively we have worked together through a pandemic, Committee restructure [as mandated by State Government] and changes to Council staff and Committee members.

I would like to express my sincere appreciation to the wonderful Committee members who have shared time with us during the past 16 months and who have now moved on to other things and places.

Jo Hayes, Bev Walker, David Colbert [Council Rep], Helen Ross, Ross Barker and Helen Woodhouse Herrick.

In late 2020 we welcomed our new Council Representative, Melanie Albrecht into our number and look forward to her continued support and contributions.

On Australia Day 2021 I was delighted to receive the Citizen of the Year Award for my volunteering efforts, following in the footsteps of our current Secretary Catherine Bates [who received the Award in January 2020]. Could we make it a trifecta next year?

As we move out of Covid times into a vastly changed environment, with renewed appreciation of the rural landscape in which we live, work and play, there will be no better time to be part of the Town Committee.

I gratefully acknowledge the vital ongoing support – financially and more broadly, of the Hindmarsh Shire and warmly thank them for it. As part of the Nhill Town Committee, I look forward to working with everyone again this year for the benefit of the whole Nhill community.

Pauline McCracken

Acting Chairperson

Dated: 15/03/2021