



ATTACHMENTS

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- Item 10.3 Attachment 12 – Council Plan Action Items 2024-25
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31 May 2024

MINUTES

Ordinary Council Meeting

Date: Wednesday 29 May 2024

Time: 3:00pm

Venue: Council Chamber
92 Nelson Street, Nhill

Council: Cr Brett Ireland – Mayor
Cr Wendy Bywaters – Deputy Mayor
Cr Melanie Albrecht
Cr Debra Nelson
Cr Robert Gersch
Cr Ron Ismay

Officers: Monica Revell – Chief Executive Officer
Petra Croot – Director Corporate & Community Services
Ram Upadhyaya – Director Infrastructure Services

Acknowledgement of Indigenous Community

Hindmarsh Shire Council acknowledges the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagalk Nations as Traditional Owners of Country.

We recognise the important ongoing role that Indigenous people have in our community and pay our respects to their Elders, past and present.



Public Access

This meeting is open to members of the public and will be livestreamed from Council's Facebook page at www.facebook.com/hindmarshshirecouncil

Live Streaming Statement

This meeting will be streamed live on the internet and the recording of this meeting will be published on Council's website and/or social media pages after the meeting.

Members of the public attending this meeting may be filmed.

By remaining in the public gallery once the meeting commences, members of the public give their consent to being filmed, and for the recording of them to be made publicly available and used by Council.

Information about the broadcasting and publishing recordings of Council meetings is available in the Council's Live Streaming and Publishing Recordings of Council Meetings Policy is available on the Council's website.

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In Attendance:

Councillors:

Cr Brett Ireland (Mayor), Cr Wendy Bywaters (Deputy Mayor), Cr Robert Gersch OAM, Cr Ron Ismay, Cr Debra Nelson and Cr Melanie Albrecht.

Officers:

Ms Monica Revell (Chief Executive Officer), Mr Ram Upadhyaya (Director Infrastructure Services), and Ms Mary-Ann Speakman (Customer Service and Councillor Support Officer).

1 ACKNOWLEDGMENT OF THE INDIGENOUS COMMUNITY & LIVE STREAMING STATEMENT

Cr B Ireland opened the meeting at 3:00pm by acknowledging the Indigenous Community and by reading out the live streaming statement.

2 APOLOGIES

Ms Petra Croot (Director Corporate and Community Services).

3 DECLARATION OF INTERESTS

A Councillor or Officer with a conflict of interest in an item on the Agenda must indicate that they have a conflict of interest by clearly stating:

- the item for which they have a conflict of interest;
- whether their conflict is **general** or **material**; and
- the circumstances that give rise to the conflict of interest.

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

Cr R Gersch declared a general conflict of interest in item 9.1 as a family member is a builder.

Cr R Ismay declared a material conflict of interest in confidential item 16.1 in relation to the decision.

Cr B Ireland declared a general conflict of interest in item 10.4 as he will be the conference attendee.

4 CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the Ordinary Council Meeting held on Wednesday 8 May 2024 at the Council Chamber, 92 Nelson Street Nhill, as circulated to Councillors be taken as read and confirmed.

MOVED: CRS R Ismay/R Gersch

That the Minutes of the Ordinary Council Meeting held on Wednesday 8 May 2024 at the Council Chamber, 92 Nelson Street Nhill, as circulated to Councillors be taken as read and confirmed.

CARRIED

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 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, questions which have been recently answered, or questions that may contain defamatory comments, 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.

Ross (Fred) Smith – Kiata:

Question is in relation to proposed subdivision at Kiata. Given that the blocks concerned contain an unknown substance on the topsoil and no doubt buried on the proposed blocks for subdivision who is responsible for disposing of this waste?

Is it the Hindmarsh Shire, the Developer / Owner or the proposed new Owners of these blocks? For some years back a much publicized accident occurred involving a car and a

trailer towing Greyhounds. The residents of the homes were only given less than half an hour to relocate due to asbestos built within these homes. Tree of these houses or sites are part of the proposed development and despite specialist asbestos removalists being involved in the removal there is still a lot of unknown pieces of material on the sites.

My question is who is responsible for determining what this substance is and who is responsible for removing it?

Officer Response:

As the material is in the private property, it is the responsibility of the owner/developer to identify asbestos and dispose it appropriately.

Taking this question as a complaint, Council's Environment Health Officer will be collecting a sample of the suspected material and sending it for testing. Depending on the outcome of the test, the officer will then write to the owner of the property with the instruction to remediate the soil to an appropriate standard.

6 ACTIVITY REPORTS

COUNCILLOR ACTIVITIES: 30 April – 20 May 2024

6.1 Cr IRELAND, MAYOR

Date	Meeting/Event	Location	Comments
07/05/2024	Wimmera Mallee Pioneer Museum Meeting		A debriefing on the difficulties and ultimate cancellation of the rally. Committee members, Mayor and 4 council officers in attendance.
08/05/2024	Council Briefing	Nhill	
08/05/2024	Council Meeting	Nhill	
09/05/2024	Mayoral Matters to media		
09/05/2024	ABC radio interview		Re agenda items.
10/05/2024	Pieces of You jigsaw launch	Dimboola Hub	Culmination of a libraries grant for the benefit of our communities.
13/05/2024	Jeparit town meeting		
20/05/2024	Meeting with Albert Stafford regarding VEP (Visitor Economy Partnership)		

6.2 Cr BYWATERS, DEPUTY MAYOR

Date	Meeting/Event	Location	Comments
08/05/2024	Meeting with By Five and Council	Nhill	
08/05/2024	Council briefing meeting and Council meeting	Council chambers Nhill	
10/05/2024	'Pieces of You' Jigsaw puzzle launch, and exhibition	Dimboola	
15/05/2024	Communities of Respect & Equality (CoRE) Leadership Meeting - Women's Health Grampians	Zoom	
16/05/2024	Research interview	Federation University Horsham	
17/05/2024	Municipal	Melbourne	

	Association of Victoria (MAV) State Council Meeting		
20/05/2024	Volunteer Breakfast	Dimboola	
20/05/2024	Meeting with Albert Stafford & Hindmarsh Shire Councillors	Online	Regarding Visitor Economy Stakeholder Sessions / Destination Management Plan Development.

6.3 Cr GERSCH

Date	Meeting/Event	Location	Comments
06/05/2024	Tourist Info Roster		
07/05/2024	Budget Meeting		
08/05/2024	Council Briefing		
08/05/2024	Council meeting		
20/05/2024	Albert Stafford	Zoom	

6.4 Cr ALBRECHT

Date	Meeting/Event	Location	Comments
08/05/2024	Hindmarsh Shire Council Briefing	Nhill	
08/05/2024	Hindmarsh Shire Council Meeting	Nhill	
14/05/2024	Nhill Town Advisory Committee	Nhill	
20/05/2024	Albert Stafford – Victoria Economy Stakeholder Sessions/Destination Management Plan Development	Online	

6.5 Cr ISMAY

Date	Meeting/Event	Location	Comments
08/05/2024	Council briefing meeting	Nhill	
08/05/2024	Council meeting	Nhill	
20/05/2024	Rainbow Town Committee meeting		

6.6 Cr NELSON

Date	Meeting/Event	Location	Comments
30/04/2024	Wimmera Southern Mallee Development		

	meeting		
06/05/2024	Dimboola Progress Association meeting		
08/05/2024	Council briefing meeting	Nhill	
08/05/2024	Council meeting	Nhill	
09/05/2024	Wimmera Southern Mallee LLEN AGM		
10/05/2024	Pieces of You Jigsaw project launch	Dimboola	
11/05/2024	Tower Park Market	Dimboola	
16/05/2024	Fed Uni Foundation Scholarship Awards ceremony	Horsham	
20/05/2024	Volunteers Thank you breakfast	Dimboola	
20/05/2024	Visitor Economy/ destination management plan meeting		

7 CORRESPONDENCE

Responsible Officer: Chief Executive Officer

Attachment Numbers: 2 – 4

Introduction:

The following correspondence is attached for noting by Council.

Inwards:

- 2024/05/17 – Letter from Jennifer Goldsworthy RE Variety of Concerns

Outwards:

- 2024/05/20 – Letter of Congratulations to Nhill Air Show Committee
- 2024/05/20 – Response Letter to Jennifer Goldsworthy

RECOMMENDATION:

That Council notes the attached correspondence.

MOVED: CRS M Albrecht/R Ismay

That Council notes the attached correspondence.

CARRIED

Attachment numbers: 2 – 4

8 ASSEMBLY OF COUNCILLORS RECORDS

Responsible Officer: Chief Executive Officer

Attachment Numbers: 5 – 6

Introduction:

As required under S33(9) of Hindmarsh Shire Council's Governance Rules, the attached Assembly of Councillors Records are presented as attachments to the Council agenda for the information of Councillors.

RECOMMENDATION:

That Council notes the Assembly of Councillor Records as presented.

MOVED: CRS W Bywaters/D Nelson

That Council notes the Assembly of Councillor Records with two amendments noting that Cr Bywaters declared a material conflict of interest as she operates an Air BNB, and general conflict of interest as she is a member of the Nhill Silo Project.

CARRIED

Attachment Numbers: 5 – 6

9 PLANNING PERMITS

Cr R Gersch declared a conflict and left the room at 3:16pm.

9.1 APPLICATION FOR PLANNING PERMIT 1822-2023 – DEVELOPMENT OF TWO DWELLINGS TO THE REAR OF THE EXISTING DWELLING, ALTERATIONS TO THE EXISTING CARPORT, VEGETATION REMOVAL, CONSTRUCTION OF FENCES AND A THREE (3) LOT SUBDIVISION – 173 NELSON STREET NHILL VIC 3418

Responsible Officer: Director Infrastructure Services
File: Planning – Applications
Assessment: 145520
Application Number: **PA1822-2023**
Application Received: 11 April 2023 (1 May 2023 fee paid), Amended 15 June 2023, 10 October 2023 and 15 February 2024
Subject Land: 173 Nelson Street Nhill VIC 3418 (Lot 1 on TP81575B)
Proposal: Development of two dwellings to the rear of the existing dwelling, alterations to the existing carport, vegetation removal, construction of fences and a three (3) lot subdivision
Zoning & Overlays: General Residential Zone – Schedule 1 (GRZ1)
Environmental Significance Overlay – Schedule 6 (ESO6)
Attachment Numbers: 7 – 9

Summary:

This report recommends that Council approves Planning Permit PA1822-2023 for the development of two dwellings to the rear of the existing dwelling, alterations to the existing carport, vegetation removal, construction of fences and a three (3) lot subdivision on the subject land known as 173 Nelson Street Nhill VIC 3418 (Lot 1 on TP81575B).

Background:

On 11 April 2023, the applicant, Wendy Azzopardi (Dreamworx Drafting and Design) lodged a planning application to the Responsible Authority for the development of two dwellings to the rear of the existing dwelling, alterations to the existing carport, vegetation removal, construction of fences and a three (3) lot subdivision at 173 Nelson Street Nhill. The application was amended on several occasions to correct the plans and address the requirements of GMMWater.

Proposal Details:

The applicant seeks approval for the development of two dwellings to the rear of the existing dwelling, alterations to the existing carport, vegetation removal, construction of fences and a three (3) lot subdivision. The assessment is based on the amended plans received on 15 February 2024 to address GMMWater's requirements.

The proposed subdivision will create three lots from the existing 900m² site. Proposed Lot 1 (451.89m²) fronts Nelson Street and will contain the existing dwelling. Proposed Lot 2 (223.85m²) and Lot 3 (221.69m²) sit to the south of the existing dwelling and will front Langford Street. The lots will be connected to the required services. The site appears to have access to reticulated power, telecommunications, water and sewer. See Figure 1 for the Plan of Subdivision.

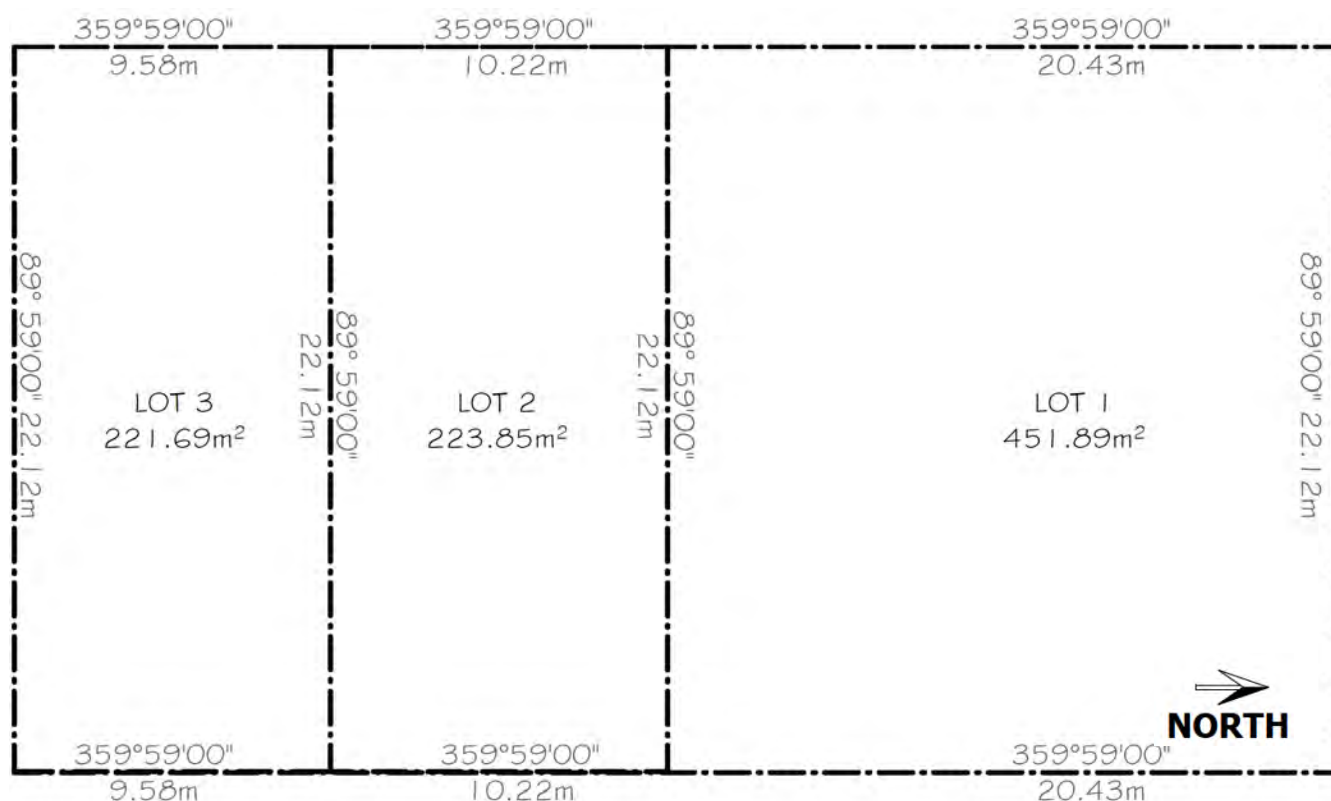


Figure 1 – Plan of proposed subdivision, with Nelson Street to the North

The applicant seeks to develop two new dwellings on proposed Lot 2 and Lot 3 (see Figure 2 and 3 for a Site Plan and Elevations). Each dwelling is single storey with a pitched roof and a gable front porch. External wall cladding consists of a mix of weatherboard and rendered cement sheet and the roof will consist of Colorbond sheeting. The proposed dwellings have similar floor plans with a total floor area of 108m² each, containing:

- Three (3) bedrooms (master bedroom with ensuite);
- Open plan kitchen, dining and living area;
- Bathroom;
- Built in cupboard laundry; and
- Single garage and an additional tandem carparking space.

The amended plans received by Council on 15 February 2024 show the design and layout of Dwelling 3 has been modified slightly to avoid construction of the dwelling over the 3.0m wide sewer easement along the southern boundary. GWMWater has reviewed the amended

plans and provided consent subject to conditions including no external load being applied to GWMWater’s assets and no driven piles being permitted for the footings. To accommodate the development, approximately three (3) small trees and shrubs will be removed on the site and two street trees will be removed from the nature strip on Langford Street. Several outbuildings associated with the existing dwelling will also be demolished, including the existing sunroom on the rear of the dwelling. Colorbond boundary fencing is proposed in between the existing and proposed dwellings.

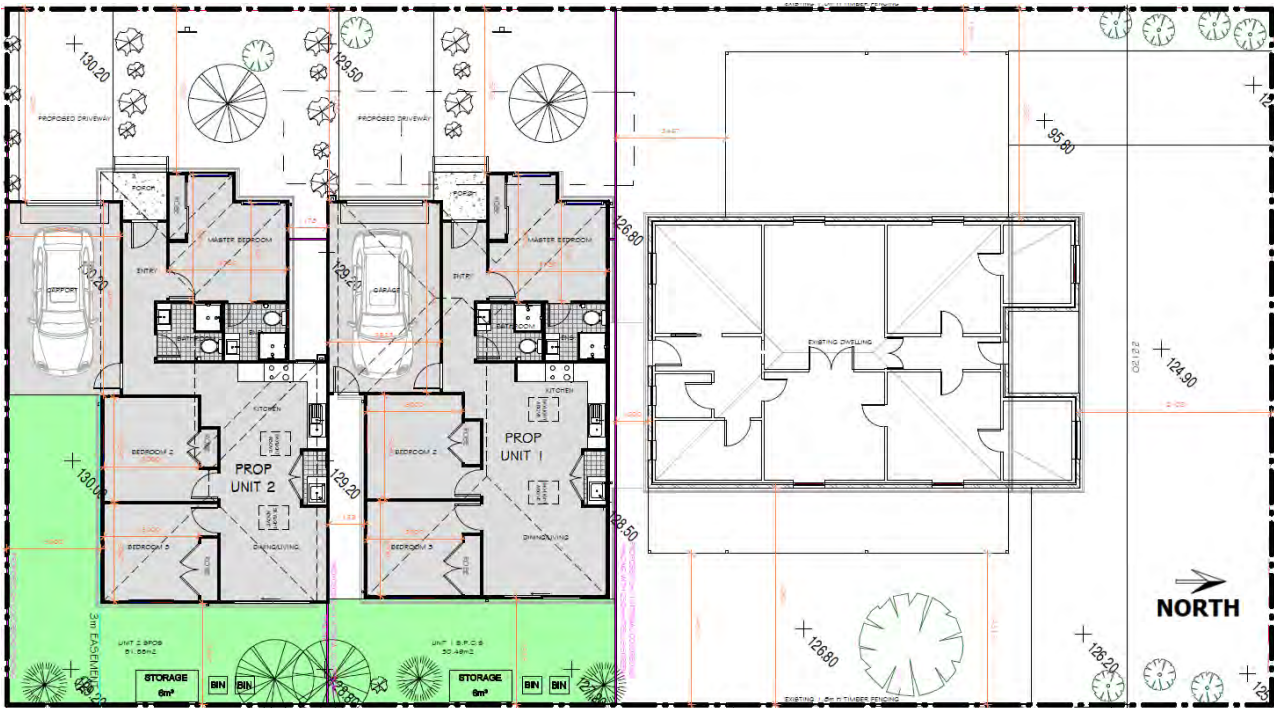


Figure 2 – Amended Site Plan



Figure 3 – North and West Elevations and Colour Schedule



Figure 4 – East and South Elevations



Figure 5 – Garden Area Plan

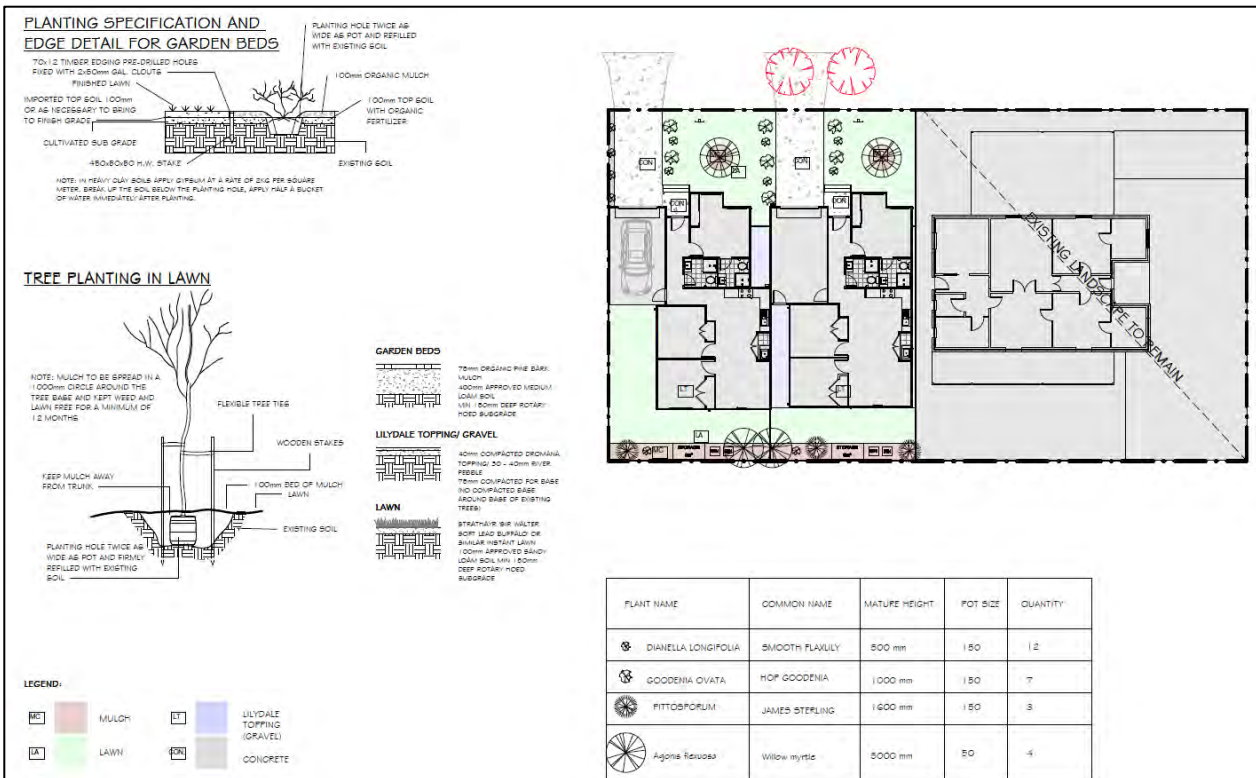


Figure 6 – Landscape Plan

Subject site & locality:

The subject site is a corner lot, known as 173 Nelson Street Nhill VIC 3418 (Lot 1 on TP81575B). The site comprises a single title of approximately 900m². The land is generally flat, with minimal fall across the site. The land currently contains an existing dwelling, carport, various small trees and shrubs and several associated outbuildings. The site has primary access from Nelson Street (to the north) and a secondary access from

Langford Street to the west. There are single dwelling lots immediately to the south and west.

The subject site and surrounding area within the General Residential Zone Schedule 1, and is affected by the Environmental Significance Overlay Schedule 6 for catchments of wetlands of conservation value. Lots in the area are generally between 600-1600m² and mostly contain single dwellings.



Figure 7: Aerial Map showing site surrounds – Hindmarsh POZI



Figure 8: Aerial Map with Zoning – Hindmarsh POZI

Requirement for Permit:

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

- Clause 32.08-3 (General Residential Zone) – A permit is required to subdivide land.
- Clause 32.08-6 (General Residential Zone) – A permit is required to construct a dwelling if there is at least one dwelling existing on the lot.
- Clause 42.01-2 (Environmental Significance Overlay) – A permit is required to construct a fence that may obstruct the flow of water.
- Clause 42.01-2 (Environmental Significance Overlay) – A permit is required for vegetation removal.
- Clause 42.01-2 (Environmental Significance Overlay) – A permit is required to subdivide land.

Definitions:

Dwelling – A building used as a self-contained residence which must include:

- a) a kitchen sink;
- b) food preparation facilities;
- c) a bath or shower; and
- d) a toilet and wash basin.

It includes outbuildings and works normal to a dwelling.

Restrictive Covenant or Section 173 Agreement:

The subject site is not affected by any Covenants or Section 173 Agreements.

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 identified as an area of Aboriginal Cultural Heritage Sensitivity and is an exempt activity under Regulation 9 of the Regulations.

Section 52 Notice of Application

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

- Letters to adjoining and nearby property owners.
- Erection of a sign on site.
- Placing a notice on Council’s website.

No objections were received in relation to the application.

Referrals:

Referrals/Notice	Advice/Response/Conditions
Section 55 Referrals	
Wimmera Catchment Management Authority	<p>No objection, No conditions.</p> <p>Notes:</p> <ul style="list-style-type: none"> • The 1% AEP flood is not the maximum possible flood. A flood larger in height and extent, than the 1% AEP flood, may occur in the future. • Vegetation within ESO 6 plays a number of different roles depending on the proximity of the vegetated land to the high-value wetland.
Grampians Wimmera Mallee Water	<p>Does not object to the granting of a permit subject to conditions.</p> <ol style="list-style-type: none"> 1. The owner/ applicant must provide individually metered water services to each dwelling in accordance with GMMWater's requirements. 2. The owner/ applicant must install sewerage mains and associated works to individually serve each lot/ dwelling of the proposed development, at the owner's cost, in accordance with GMMWater's specifications and requirements. 3. The owner/ applicant must disconnect and abandon the existing property sewer connection point and provide individual sewer services to each dwelling ensuring it is clear of any buildings and in accordance with GMMWater's requirements. 4. The owner/ applicant must provide GMMWater with an updated drainage plans for each dwelling submitted by a qualified plumber.

	<p>5. The owner/ applicant must enter a Build Over Easement Agreement with GWMWater for structures which encroach on sewerage easements.</p> <p>6. The owner/ applicant must ensure the construction will place no additional load on any GWMWater water or sewer assets. Where footings or piers are proposed for the foundations of structures, they must extend to a minimum depth to the angle of repose to the invert level of the trench of any water or sewer mains. Upon request, developer must demonstrate that no external load is applied to GWMWater's assets. Driven piles are not permitted.</p>
<p>Powercor</p>	<p>No objection, subject to conditions:</p> <ul style="list-style-type: none"> • The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to the Distributor in accordance with Section 8 of that Act. • The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor's requirements and standards. • The applicant shall ensure that existing and proposed buildings and electrical installations on the subject land are compliant with the Victorian Service and Installation Rules (VSIR). <p>Notes:</p> <ul style="list-style-type: none"> • Where electrical works are required to achieve VSIR compliance, a registered electrical contractor must be engaged to undertake such works. • Extension, augmentation or rearrangement of the Distributor's electrical assets may be required to make such supplies available, with the cost of such works generally borne by the applicant.
<p>Department of Transport</p>	<p>No objection, subject to conditions:</p> <ul style="list-style-type: none"> • Prior to the commencement of construction of the dwellings, the crossover and driveway to Nelson Street are to be constructed to the satisfaction of the responsible authority. • At all times, driveways must be maintained in a fit and proper state so as not to compromise the ability of vehicles to enter and exit the site in a safe manner or compromise operational efficiency of the road or public safety (e.g. by spilling gravel onto the roadway).

Section 52 and Internal Notices

<p>Engineering</p>	<p>Access/Vehicle crossovers:</p> <ul style="list-style-type: none"> • Before the issue of a statement of compliance, the existing crossover that provides access from Nelson Street to the existing dwelling must be upgraded to the current standard, to the satisfaction of the Responsible Authority.
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	<ul style="list-style-type: none">• Before the issue of a statement of compliance, independent access from Langford Street to each new unit must be provided by way of a crossover, constructed to the satisfaction of the Responsible Authority.• The crossovers must be constructed as per IDM SD-240 standard and at a location and of a size deemed satisfactory to the Responsible Authority.• The vehicle crossing(s) must be constructed at the applicant's expense to provide ingress and egress to the site to the satisfaction of the Responsible Authority. <p>Note: A consent to works within road reserve permit is required prior to construction of the crossovers. https://www.hindmarsh.vic.gov.au/register-for-permits</p> <p>Drainage:</p> <ul style="list-style-type: none">• Before the issue of a statement of compliance, all stormwater and surface water discharging from the existing dwelling and the new units must be directed to the legal point of discharge (LPD) in the Langford Street road reserve to the satisfaction of the Responsible Authority.• Connection to the legal point of discharge can be applied for with the building permit application.
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Planning Assessment:

Planning Scheme Requirements:

Municipal Planning Strategy

Clause 02.02 Vision

Clause 02.03 Strategic Directions

Clause 02.03-1 Settlement and housing

Clause 02.03-2 Environmental and landscape values

Clause 02.03-3 Environmental risks and amenity

Clause 02.03-5 Building Environment and heritage

Council's strategic directions for built environment and heritage includes the need to:

- Promote urban design and architecture that reflects the characteristics, aspirations and cultural identity of the community.

Clause 02.04 Strategic Framework Plans

Nhill Framework Plan

Planning Policy Framework:

Clause 11.01-1L Settlement – Hindmarsh

- Clause 13.02-1S Bushfire planning
- Clause 15.01-1S Urban design
- Clause 15.01-2S Building design
- Clause 15.01-3S Subdivision design
- Clause 15.01-5S Neighbourhood character
- Clause 16.01-1S Housing supply

Planning Response:

The proposed subdivision and development of two single storey dwellings will encourage housing diversity and affordability in a residential zone that is in proximity to existing services and facilities. The proposed development will result in building design and layout that differs to the established residential development of one dwelling on a lot. However, the proposal will allow infill residential development to be accommodated within the town, which is encouraged in Clause 11.01-1L Settlement and Clause 02.03-1 Settlement and housing. The proposed development will adequately respect the character of the area in accordance with Clause 15.01-5S. The subdivision will require new infrastructure to be connected to service the lots and the future dwellings on Lot 2 and Lot 3 in accordance with Clauses 19.03-2S and 19.03-3S. The proposal will generally comply with the relevant planning policies in the MPS and PPF relating to Settlement, Built Environment, Housing, Infrastructure and Urban Development.

Zoning Provisions: Clause 32.08 – General Residential Zone

Clause 32.08 – General Residential Zone (GRZ)

The objectives of the General Residential Zone are:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To encourage development that respects the neighbourhood character of the area.*
- *To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport*

Permit Requirements

- *32.08-3 Subdivision:* A permit is required to subdivide land. An assessment against Clause 56 is required (detailed later in the report).
- *32.08-7 Construction and extension of two or more dwellings on a lot, dwellings on common property and residential buildings:* A permit is required to construct a dwelling if there is at least one dwelling existing on the lot. An assessment against Clause 55 is required (detailed later in the report).

32.08-4 Construction or extension of a dwelling, small second dwelling or residential building

Minimum garden area requirement

An application to construct or extend a dwelling, small second dwelling or residential building on a lot must provide a minimum garden area as set out in the following table:

Lot size	Minimum percentage of a lot set aside as garden area
400-500 sqm	25%

Above 500-600 sqm	30%
	35%

32.08-14 Decision Guidelines

Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, relevant matters, as appropriate.

Planning Response:

The application is generally consistent with the Municipal Planning Strategy and Planning Policy Framework as discussed above. An assessment against Clause 55 ResCode and Clause 56 Residential Subdivision compliance will be provided later in the report. The development will provide more than 25% garden area on each of the three lots including Lot 1 which will have an area of 451.89 sqm to comply with Clause 32.08-4.

The development will alter the existing character of the area, but the new building form will adequately respect the neighbourhood character of the area. The development will encourage a diversity of housing types and housing growth in this location with good access to services and transport in Nhill. The proposal will therefore comply with the purpose and objectives of the zone.

Overlay Provisions:

The subject land is encumbered by Clause 42.01 - Environmental Significance Overlay - Schedule 6 (ESO6). The objective of the ESO6 is to:

- Ensure that land use and development within the primary catchment areas (ESO6) of wetlands of conservation value (ESO5), does not impact on the ecological condition of these wetlands.

Permit Requirements

- *Clause 42.01-2 (Environmental Significance Overlay)* – A permit is required for vegetation removal.
- *Clause 42.01-2 (Environmental Significance Overlay)* – A permit is required to subdivide land.
- *Clause 42.01-2 (Environmental Significance Overlay)* – A permit is required to construct a fence that may obstruct the flow of water.

Decision Guidelines

Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider,

- The Municipal Planning Strategy and Planning Policy Framework.
- The statement of environmental significance and the environmental objective contained in a schedule to this overlay.

Planning Response:

The proposal includes the removal of approximately three (3) trees on the site and two (2) street trees in the road reserve on Langford Street for the new crossovers to Lot 2 and Lot 3, in addition to the construction of Colorbond fences and a subdivision. The proposed development and subdivision will not impact the objective of ESO6 which aims to protect the catchment area of significant wetlands. The construction of the fences between the lots and the removal of vegetation will not adversely impact on the flow of water into the water catchment within the area.

The landscape plan (TP11) proposes four new trees to be planted in the front and rear gardens of the new Dwelling 2 and Dwelling 3 on the site. The application is generally consistent with the Municipal Planning Strategy and Planning Policy Framework subject to conditions as discussed above. The application complies with the environmental objectives of Schedule 6 of the ESO. The application has been referred to the Wimmera Catchment Management Authority in accordance with Clause 66.04, who provided no objection and no conditions.

Particular Provisions:

Clause 52.06 – Car Parking

Clause 52.06-5 – Number of Car Parking Spaces

Table 1 of this clause provides that two (2) car parking spaces are required for each dwelling having 3 or more bedrooms, one of which must be covered.

Planning Response:

The existing dwelling contains an existing carport and driveway which accommodates one covered car parking space and one uncovered car parking spaces. The proposed dwellings each contain a single garage and a tandem car parking space in front of the garage, achieving one covered car parking space and one uncovered car parking space for each dwelling. As such, the proposal meets the requirements of the Scheme in relation to car parking numbers and design standards for car parking.

Clause 53.01 – Public Open Space Contribution and Subdivision

A person who proposes to subdivide land must make a contribution to the council for public open space in an amount specified in the schedule to this clause (being a percentage of the land intended to be used for residential, industrial or commercial purposes, or a percentage of the site value of such land, or a combination of both). If no amount is specified, a contribution for public open space may still be required under section 18 of the Subdivision Act 1988.

Planning Response:

The proposed subdivision does not provide any land for the purposes of public open space. As such, a public open space contribution is required to be paid in accordance with 18(1)(b) of the *Subdivision Act 1988*. The proposed subdivision creates an additional two lots within Nhill which places increased demand on existing public open spaces within the township.

As such, the full 5% contribution will be required as a condition in accordance with this Clause.

Clause 55 – Two or more Dwellings on a lot and Residential Buildings

Provisions in this clause apply to an application to:

- Construct a dwelling if there is at least one dwelling existing on the lot, in the Neighbourhood Residential Zone, General Residential Zone, Residential Growth Zone, Mixed Use Zone or Township Zone.

Planning Response:

The development comprises the construction of two dwellings with one dwelling existing on the lot, and therefore the provisions of Clause 55 apply. Minor changes to the plans are required to clearly show the windows of the bedrooms 2 and 3 of proposed units 1 and 2 on the ground floor plan and to include notations of the maximum height of the carport/garage and garage walls from ground level to ensure compliance, which will be included as amended plans conditions. An assessment against the relevant objectives and standards of Clause 55 is provided in Attachment 2.

Clause 56 – Residential Subdivision

Provisions in this Clause apply to an application to subdivide land in a General Residential Zone. These provisions do not apply to an application to subdivide land into lots each containing an existing dwelling or car parking space.

Planning Response:

The proposed subdivision is sought in conjunction with an application for development where one lot will contain an existing dwelling and two lots are proposed to each contain a dwelling. Given the two proposed dwellings do not currently exist, an assessment against Clause 56 has been undertaken and is in Attachment 3.

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 to the application):

- The matters set out in section 60 of the Act.
- Any significant effects the environment, including the contamination of land, may have on the use or development.
- 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 environment, human health and 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.
- The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.
- The impact the use or development will have on the current and future development and operation of the transport system.

Clause 65.02– Approval of an application to subdivide land

Before deciding on an application to subdivide land, the responsible authority must also consider, as appropriate (relevant to the application):

- The suitability of the land for subdivision.
- The existing use and possible future development of the land and nearby land.
- The availability of subdivided land in the locality, and the need for the creation of further lots.
- The effect of development on the use or development of other land which has a common means of drainage.
- The subdivision pattern having regard to the physical characteristics of the land including existing vegetation.
- The density of the proposed development.
- The area and dimensions of each lot in the subdivision.
- The layout of roads having regard to their function and relationship to existing roads.
- The movement of pedestrians and vehicles throughout the subdivision and the ease of access to all lots.
- The provision and location of reserves for public open space and other community facilities.
- The staging of the subdivision.
- The design and siting of buildings having regard to safety and the risk of spread of fire.
- The provision of off-street parking.
- The availability and provision of utility services, including water, sewerage, drainage, electricity and gas.

- Whether, in relation to subdivision plans, native vegetation can be protected through subdivision and siting of open space areas.
- The impact the development will have on the current and future development and operation of the transport system.

Planning Response:

As previously discussed, the proposal is supported by the relevant provisions of the Municipal Planning Strategy and the Planning Policy Framework. The development provides for a diversity of housing types and housing options in an area well connected to private and public services. The development is unlikely to adversely impact the adjacent environment of Nhill Lake and will not adversely impact the surrounding residential area. Services are required to be connected and will be managed by conditions. There is no staging of the subdivision proposed. The proposal will enable the orderly planning of the area.

Discussion:

Planning Policy Framework (PPF) and Municipal Planning Strategy (MPS)

The proposal complies with the objectives of the relevant provisions of the PPF and MPS for the reasons discussed in the relevant policy section above.

Clause 32.08 General Residential Zone

The proposal complies with the purpose and decision guidelines of Clause 32.08 for the reasons outlined in the planning response to the zone as discussed above.

Clause 42.01 Environmental Significance Overlay – Schedule 6

The proposal complies with the purpose and decision guidelines of Clause 42.01 for the reasons outlined in the planning response to the overlay as discussed above.

Clause 55 Two or More Dwellings on a Lot and Residential Buildings

The proposal complies with the relevant objectives and decision guidelines of Clause 55 for the reasons outlined in the planning response to this clause as discussed above.

Clause 56 Residential Subdivision

The proposal complies with the relevant objectives and decision guidelines of Clause 56 for the reasons outlined in the planning response to this clause as discussed above.

Clause 65 Decision Guidelines

The proposal complies with the relevant decision guidelines of Clause 65 as discussed above.

Processing Times:

13/04/2023 – Application received.

01/05/2023 – Application fee paid.

08/05/2023 – Further information was requested.

- 15/06/2023 – Further information partly received.
- 17/07/2023 – Email sent requesting corrected plans.
- 10/10/2023 – Amended plans received.
- 02/11/2023 – Advertising commenced, and external and internal referrals sent.
- 23/11/2023 – Advertising completed.
- 12/12/2023 – Referral sent to GMMWater.
- 19/12/2023 – Objection received from GMMWater requiring amended plans.
- 15/02/2024 – Amended plans received from the applicant.
- 27/02/2024 – Amended plans referred to GMMWater.
- 30/04/2024 – Full copy of GMMWater S55 referral response received.
- 30/04/2024 – All referral responses received.
- 29/05/2024 – Report presented to Council for approval on 29 May 2024 (103 days).

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

Link to Council Plan:

Objective – Support healthy living and provide services and activities for people of all ages and abilities.

Financial Implications:

Nil

Risk Management Implications:

Strategic Risk Description	Risk Management Discussion
Environmental Sustainability	Buildings will be required to be built to current standards and meet environmental requirements.
Community Needs	There is a need in the community for additional housing, approval of the permit will provide Nhill with an additional two dwellings.

Relevant legislation:

This planning permit application has been considered under the requirements of the *Planning and Environment Act 1987*.

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: Ram Upadhyaya, Director Infrastructure Services

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

Author: Bernadine Pringle, Consultant Town Planner

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

Communications Strategy:

Advise the Applicant of Council's decision.

Next Steps:

Issue a Planning Permit.

RECOMMENDATION:

That Council issues a Planning Permit PA1822-2023 for development of two dwellings to the rear of the existing dwelling, alterations to the existing carport, vegetation removal, construction of fences and a three (3) lot subdivision on the subject land known as 173 Nelson Street Nhill Vic 3418, subject to the following conditions:

THIS PERMIT ALLOWS:

<i>Planning Scheme Clause No.</i>	<i>Description of what is allowed</i>
<i>Clause 32.08-3 (GRZ)</i>	<i>Subdivide land</i>
<i>Clause 32.08-7 (GRZ)</i>	<i>Construction and extension of two or more dwellings on the lot</i>
<i>Clause 42.01-2 (ESO)</i>	<i>Construction of a fence that may obstruct the flow of water, vegetation removal and subdivide land</i>

CONDITIONS:

Compliance with documents approved under this permit

- 1. At all times what the permit allows must be carried out in accordance with the requirements of any document approved under this permit to the satisfaction of the responsible authority.***

Approved and endorsed plans – changes required

- 2. Before the development starts, plans must be approved and endorsed by the responsible authority. The plans must:***
 - a) be prepared to the satisfaction of the responsible authority.***
 - b) be drawn to scale with dimensions.***
 - c) submitted in electronic form.***
 - d) be generally in accordance with the plans forming part of the application and identified as the Ground Floor Plan and Elevations Sheets 1 and 2, being TP 08, TP 13 and TP 14, Rev D date 08/02/2024, Dreamworx Drafting & Design, but amended to show the following details:***

- i) *The location of the external windows for bedrooms 2 and 3 of proposed units 1 and 2 to be shown on the ground floor plan.*
- ii) *Notations of the dimensions of the maximum height of the carport/garage and garage walls including the parapets of proposed units 1 and unit 2 from ground level on the external and proposed internal boundaries to be shown on the elevations.*

Layout not altered

3. *The layout of the development and subdivision must not be altered from the layout on the approved and endorsed plans 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 or Construction of Dwellings to Occupancy Permit

4. *Before the plan of subdivision is certified under the Subdivision Act 1988, the owner must either:*

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 that:

- a) *The development of the lots will be constructed in accordance with the plans endorsed to Planning Permit PA1822-2023.*

The owner of the land must pay all the reasonable costs of preparation, execution and registration of the Section 173 Agreement on title.

OR

- b) *Provide evidence to the responsible authority that the approved dwellings have been constructed in accordance with the plans endorsed to Planning Permit PA1822-2023 and an occupancy permit has been issued.*

Development Conditions

Site Cleared of Building Materials and Debris

5. *Upon completion of the development, the site must be cleared of all excess and unused building materials and debris to the satisfaction of the Responsible Authority.*

Boundary Walls

- 6. Before the development is occupied, all new or extended walls on or facing the boundaries of adjoining properties or a laneway must be cleaned and finished to the satisfaction of the responsible authority.***

Concealed Service Pipes and Equipment

- 7. All pipes, fixtures, fittings vents, plant and equipment servicing any building on the site (excluding storm water down pipes, guttering and rainheads) must be concealed in service ducts or otherwise hidden from view to the satisfaction of the responsible authority.***

External Lighting

- 8. External lighting must be designed, baffled and located to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.***

External Materials and Colours

- 9. The external materials and colours of the buildings must be of a non-reflective nature and / or either painted or have a pre-painted finish in natural, muted toning (or such other colour as is approved by the Responsible Authority) to the satisfaction of the Responsible Authority.***

Landscaping

- 10. Before the occupation of the dwellings approved by this permit, landscaping works as shown on the endorsed plans must be planted and established to the satisfaction of the Responsible Authority.***
- 11. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced with like for like replacements of the same or greater size.***

Waste Management

- 12. Provision must be made on the land for the storage of waste bins and recycling bins in a location that is not visible from the street to the satisfaction of the Responsible Authority.***

Subdivision Conditions

Payment in lieu of Open Space Provision under the Planning Scheme

- 13. Before a Statement of Compliance for the plan of subdivision is issued under the Subdivision Act 1988, the owner or permit holder must pay a monetary contribution for public open space of 5 per cent of the site value of all the land in the subdivision intended to be used for residential purposes, in accordance with Clause 53.01 of the Planning Scheme and Section 18 of the Subdivision Act 1988.***

Telecommunications

14. The owner of the land must enter into an agreement with:

- a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and**
- a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.**

15. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:

- a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and**
- a suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.**

Reticulated Services

16. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, and electricity to each lot shown on the endorsed plan in accordance with the authorities' requirements and relevant legislation at the time.

Engineering Conditions

Access

17. Before the issue of a Statement of Compliance, the existing crossover that provides access to Lot 1 and the existing dwelling on Lot 1 must be upgraded to the current standard, to the satisfaction of the Responsible Authority.

18. Before the issue of a Statement of Compliance, independent access from Langford Street to each of Lot 2 and Lot 3 must be constructed by way of a crossover, all to be constructed to the satisfaction of the Responsible Authority.

19. The crossovers must be constructed as per IDM SD-240 standard and at a location and of a size deemed satisfactory, to the satisfaction of the Responsible Authority.

20. The vehicle crossovers must be constructed at the expense of the permit holder

or owner to provide ingress and egress to the site to the satisfaction of the Responsible Authority.

Drainage

21. Before the issue of a Statement of Compliance, all stormwater and surface water discharging from the existing dwelling on Lot 1 and the proposed dwellings on Lot 2 and Lot 3 must be directed to the legal point of discharge (LPD) in the Langford Street road reserve to the satisfaction of the Responsible Authority.

GMMWater

22. The owner/ applicant must provide individually metered water services to each dwelling in accordance with GMMWater's requirements.

23. The owner/ applicant must install sewerage mains and associated works to individually serve each lot/ dwelling of the proposed development, at the owner's cost, in accordance with GMMWater's specifications and requirements.

24. The owner/ applicant must disconnect and abandon the existing property sewer connection point and provide individual sewer services to each dwelling ensuring it is clear of any buildings and in accordance with GMMWater's requirements.

25. The owner/ applicant must provide GMMWater with an updated drainage plans for each dwelling submitted by a qualified plumber.

26. The owner/ applicant must enter a Build Over Easement Agreement with GMMWater for structures which encroach on sewerage easements.

27. The owner/ applicant must ensure the construction will place no additional load on any GMMWater water or sewer assets. Where footings or piers are proposed for the foundations of structures, they must extend to a minimum depth to the angle of repose to the invert level of the trench of any water or sewer mains. Upon request, developer must demonstrate that no external load is applied to GMMWater's assets. Driven piles are not permitted.

Powercor

28. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to the Distributor in accordance with Section 8 of that Act.

29. The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor's requirements and standards.

30. The applicant shall ensure that existing and proposed buildings and electrical installations on the subject land are compliant with the Victorian Service and Installation Rules (VSIR).

Department of Transport and Planning

31. Prior to the commencement of construction of the dwellings, the crossover and driveway to Nelson Street are to be constructed to the satisfaction of the responsible authority.

- 32. At all times, driveways must be maintained in a fit and proper state so as not to compromise the ability of vehicles to enter and exit the site in a safe manner or compromise operational efficiency of the road or public safety (e.g. by spilling gravel onto the roadway).**

Expiry – Development

- 33. This permit as it relates to development (buildings and works) will expire if one of the following circumstances applies:**

- a) The development is not started within 2 years of the issued date of this permit.**
- b) The development is not completed within 4 years of the issued date of this permit.**

In accordance with Section 69 of the Planning and Environment Act 1987, an application may be submitted to the responsible authority for an extension of the periods referred to in this condition.

Expiry – Subdivision

- 34. This permit as it relates to development (subdivision) will expire if one of the following circumstances applies:**

- a) The plan of subdivision has not been certified under the Subdivision Act 1988 within 2 years of the issued date of this permit.**
- b) A statement of compliance is not issued within 5 years of the date of certification.**

In accordance with Section 69 of the Planning and Environment Act 1987, an application may be submitted to the responsible authority for an extension of the periods referred to in this condition.

Notes:

Planning

- A copy of this permit and endorsed plans must be provided to all builders and contractors who are to work on site so they are aware of the conditions to which this approval applies.**

Engineering

- A consent to works within road reserve permission is required prior to construction of the crossovers.**
<https://www.hindmarsh.vic.gov.au/register-for-permits>
- Connection to the legal point of discharge can be applied for with the building permit application.**

Wimmera CMA

- The 1% AEP flood is not the maximum possible flood. A flood larger in height and extent, than the 1% AEP flood, may occur in the future.**

- **Vegetation within ESO6 plays a number of different roles depending on the proximity of the vegetated land to the high-value wetland.**

Powercor

- **Where electrical works are required to achieve VSIR compliance, a registered electrical contractor must be engaged to undertake works**
- **Extension, augmentation or rearrangement of the Distributor’s electrical assets may be required to make electricity supplies available, with the cost of such works generally borne by the applicant.**

MOVED: CRS M Albrecht/R Ismay

That Council issues a Planning Permit PA1822-2023 for development of two dwellings to the rear of the existing dwelling, alterations to the existing carport, vegetation removal, construction of fences and a three (3) lot subdivision on the subject land known as 173 Nelson Street Nhill Vic 3418, subject to the following conditions:

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CONDITIONS:

Compliance with documents approved under this permit

1. **At all times what the permit allows must be carried out in accordance with the requirements of any document approved under this permit to the satisfaction of the responsible authority.**

Approved and endorsed plans – changes required

2. **Before the development starts, plans must be approved and endorsed by the responsible authority. The plans must:**
 - a) **be prepared to the satisfaction of the responsible authority.**
 - b) **be drawn to scale with dimensions.**
 - c) **submitted in electronic form.**
 - d) **be generally in accordance with the plans forming part of the application and identified as the Ground Floor Plan and Elevations Sheets 1 and 2, being TP**

08, TP 13 and TP 14, Rev D date 08/02/2024, Dreamworx Drafting & Design, but amended to show the following details:

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Layout not altered

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OR

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Development Conditions

Site Cleared of Building Materials and Debris

- 5. Upon completion of the development, the site must be cleared of all excess and unused building materials and debris to the satisfaction of the Responsible**

Authority.

Boundary Walls

- 6. Before the development is occupied, all new or extended walls on or facing the boundaries of adjoining properties or a laneway must be cleaned and finished to the satisfaction of the responsible authority.***

Concealed Service Pipes and Equipment

- 7. All pipes, fixtures, fittings vents, plant and equipment servicing any building on the site (excluding storm water down pipes, guttering and rainheads) must be concealed in service ducts or otherwise hidden from view to the satisfaction of the responsible authority.***

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- 9. The external materials and colours of the buildings must be of a non-reflective nature and / or either painted or have a pre-painted finish in natural, muted toning (or such other colour as is approved by the Responsible Authority) to the satisfaction of the Responsible Authority.***

Landscaping

- 10. Before the occupation of the dwellings approved by this permit, landscaping works as shown on the endorsed plans must be planted and established to the satisfaction of the Responsible Authority.***
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Waste Management

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Subdivision Conditions

Payment in lieu of Open Space Provision under the Planning Scheme

- 13. Before a Statement of Compliance for the plan of subdivision is issued under the Subdivision Act 1988, the owner or permit holder must pay a monetary contribution for public open space of 5 per cent of the site value of all the land in***

the subdivision intended to be used for residential purposes, in accordance with Clause 53.01 of the Planning Scheme and Section 18 of the Subdivision Act 1988.

Telecommunications

14. The owner of the land must enter into an agreement with:

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- *a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.*

15. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:

- *a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and*
- *a suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.*

Reticulated Services

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Engineering Conditions

Access

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18. Before the issue of a Statement of Compliance, independent access from Langford Street to each of Lot 2 and Lot 3 must be constructed by way of a crossover, all to be constructed to the satisfaction of the Responsible Authority.

19. The crossovers must be constructed as per IDM SD-240 standard and at a location

and of a size deemed satisfactory, to the satisfaction of the Responsible Authority.

20. *The vehicle crossovers must be constructed at the expense of the permit holder or owner to provide ingress and egress to the site to the satisfaction of the Responsible Authority.*

Drainage

21. *Before the issue of a Statement of Compliance, all stormwater and surface water discharging from the existing dwelling on Lot 1 and the proposed dwellings on Lot 2 and Lot 3 must be directed to the legal point of discharge (LPD) in the Langford Street road reserve to the satisfaction of the Responsible Authority.*

GMMWater

22. *The owner/ applicant must provide individually metered water services to each dwelling in accordance with GMMWater's requirements.*
23. *The owner/ applicant must install sewerage mains and associated works to individually serve each lot/ dwelling of the proposed development, at the owner's cost, in accordance with GMMWater's specifications and requirements.*
24. *The owner/ applicant must disconnect and abandon the existing property sewer connection point and provide individual sewer services to each dwelling ensuring it is clear of any buildings and in accordance with GMMWater's requirements.*
25. *The owner/ applicant must provide GMMWater with an updated drainage plans for each dwelling submitted by a qualified plumber.*
26. *The owner/ applicant must enter a Build Over Easement Agreement with GMMWater for structures which encroach on sewerage easements.*
27. *The owner/ applicant must ensure the construction will place no additional load on any GMMWater water or sewer assets. Where footings or piers are proposed for the foundations of structures, they must extend to a minimum depth to the angle of repose to the invert level of the trench of any water or sewer mains. Upon request, developer must demonstrate that no external load is applied to GMMWater's assets. Driven piles are not permitted.*

Powercor

28. *The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to the Distributor in accordance with Section 8 of that Act.*
29. *The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor's requirements and standards.*
30. *The applicant shall ensure that existing and proposed buildings and electrical installations on the subject land are compliant with the Victorian Service and Installation Rules (VSIR).*

Department of Transport and Planning

31. ***Prior to the commencement of construction of the dwellings, the crossover and driveway to Nelson Street are to be constructed to the satisfaction of the responsible authority.***
32. ***At all times, driveways must be maintained in a fit and proper state so as not to compromise the ability of vehicles to enter and exit the site in a safe manner or compromise operational efficiency of the road or public safety (e.g. by spilling gravel onto the roadway).***

Expiry – Development

33. ***This permit as it relates to development (buildings and works) will expire if one of the following circumstances applies:***
 - a) ***The development is not started within 2 years of the issued date of this permit.***
 - b) ***The development is not completed within 4 years of the issued date of this permit.***

In accordance with Section 69 of the Planning and Environment Act 1987, an application may be submitted to the responsible authority for an extension of the periods referred to in this condition.

Expiry – Subdivision

34. ***This permit as it relates to development (subdivision) will expire if one of the following circumstances applies:***
 - a) ***The plan of subdivision has not been certified under the Subdivision Act 1988 within 2 years of the issued date of this permit.***
 - b) ***A statement of compliance is not issued within 5 years of the date of certification.***

In accordance with Section 69 of the Planning and Environment Act 1987, an application may be submitted to the responsible authority for an extension of the periods referred to in this condition.

Notes:

Planning

- ***A copy of this permit and endorsed plans must be provided to all builders and contractors who are to work on site so they are aware of the conditions to which this approval applies.***

Engineering

- ***A consent to works within road reserve permission is required prior to construction of the crossovers.***
<https://www.hindmarsh.vic.gov.au/register-for-permits>
- ***Connection to the legal point of discharge can be applied for with the building permit application.***

Wimmera CMA

- *The 1% AEP flood is not the maximum possible flood. A flood larger in height and extent, than the 1% AEP flood, may occur in the future.*
- *Vegetation within ESO6 plays a number of different roles depending on the proximity of the vegetated land to the high-value wetland.*

Powercor

- *Where electrical works are required to achieve VSIR compliance, a registered electrical contractor must be engaged to undertake works*
- *Extension, augmentation or rearrangement of the Distributor's electrical assets may be required to make electricity supplies available, with the cost of such works generally borne by the applicant.*

CARRIED

Attachment Numbers: 7 – 9

Cr R Gersch returned to the room at 3:21pm.

10 REPORTS REQUIRING A DECISION

10.1 DRAFT 2024/2025 BUDGET (INCORPORATING THE LONG-TERM FINANCIAL PLAN FOR 2024/2025 – 2033/2034 AND THE REVENUE AND RATING PLAN)

Responsible Officer: Director Corporate and Community Services

Attachment Number: 10

Introduction:

This report presents the draft 2024/2025 Annual Budget (incorporating the draft Long-Term Financial Plan for 2024/2025-2033/2034 and draft Revenue and Rating Plan) in accordance with the Local Government Act 2020. The report includes a recommendation that Council adopt the draft 2024/2025 Annual Budget incorporating the draft Revenue and Rating Plan and draft Long Term Financial Plan and invites community submissions.

Discussion:

Council is required under Section 94 of the *Local Government Act 2020* to prepare a budget for each financial year and the subsequent 3 financial years by 30 June each year or any other date fixed by the Minister by notice published in the Government Gazette.

The draft budget has been prepared in accordance with relevant statutory requirements, including the Local Government Act 2020 (the Act) and Local Government (Planning and Reporting) Regulations 2014.

A requirement of the *Local Government Act 2020* is that all Victorian Local Governments adopted a Revenue and Rating Plan by 30 June 2021. The Revenue and Rating Plan was developed and adopted on 23 June 2021 and has been revised in conjunction with preparation of the 2024/2025 Budget. The updated draft Revenue and Rating Plan was developed to retain the current differentials for farm and commercial/industrial properties (10 percent discount), recreational properties (50 percent discount) and non-farm vacant land (100 percent penalty).

When revising the plan consideration was given to the capacity for each class of ratepayer to pay rates and benchmarking against similar councils was undertaken.

The draft 2024/2025 budget has been developed to balance the retention of existing community service levels and maintenance and renewal of assets, as well as new initiatives to improve amenity and make Hindmarsh a better place to live. It replicates the format of the four Key Results Areas used in the 2021-2025 Council Plan, namely:

- Our Community;
- Built and Natural Environment;
- Competitive and Innovative Economy; and
- Good Governance and Financial Sustainability.

The draft budget has been prepared based on available information to inform forecasts and assumptions.

Rates and Charges

The rates and charges calculated for 2024/2025 are based on revaluation figures as at 1 January 2024. The draft Revenue and Rating Plan includes differentials for farms and commercial/industrial properties (10 percent discount), recreational properties (50 percent discount), and non-farm vacant land (100 percent penalty).

The Victorian State Government rate cap increase for 2024/2025 has been set at 2.75%. The cap, in line with the Essential Services Commission (ESC) calculation method, applies the increase to the average rates payable per assessment.

The total amount to be raised by general rates and charges in 2024/2025 is \$10.039m which is an increase of \$0.18m from 2023/2024.

Capital Works:

The 2024/2025 draft budget includes capital works expenditure of \$6.335m. The proposed key initiatives for the 2024/2025 financial year are outlined below. Further details are included in the relevant sections of the budget document.

Community Infrastructure

- \$100,000 for the maintenance at the Dimboola & Nhill Depots
- \$350,000 for Council's contribution towards a grant application for upgrades at the Dimboola Swimming Pool, along with automatic dosing machines at Jeparit and Rainbow Swimming Pools
- \$50,000 for repairs to the Nhill Historical Society building.

Tourism

- \$102,000 for completion of the Llew Schilling Silo Project
- \$10,000 for Tourism Signage
- \$30,000 for replacement the laundry at the Riverside Holiday Park Dimboola

Infrastructure

- Reseals and Final Seals: council will undertake reseal and final seal projects totalling \$614,000 in 2024/2025. These include River Road and Katyil Roads in Dimboola, Nhill Murrayville Rd in Nhill, Broadway St and Four Mile Beach Rd in Jeparit and Elizabeth and Railway Streets in Rainbow.
- Sealed Road Construction; Council will undertake sealed road construction projects totalling \$472,000 in 2024/2025. These include Tarranyurk East Road, Netherby Baker Road and Old Minyip Road. \$2.122m will go to sealed road construction on the Dimboola Minyip Road and Lorquon Netherby Road if Council is successful with a grant funding application.

- Road Resheet Projects: council will undertake resheet works on the Dimboola Minyip Road
- Unsealed Road Construction: Council will undertake unsealed road construction on Boundary Road, Tarranyurk West, Tarranyurk East, Keams and McKenzie Roads.

The draft 2024/2025 Budget incorporating the updated draft Rating and Revenue Plan and the draft Long Term Financial Plan have been prepared for approval by Council. Under Council's Community Engagement Policy the draft budget, updated draft Revenue and Rating Plan and draft Long Term Financial Plan will be made available for public inspection and the receiving of submissions for the period Friday 31 May 2024 to Friday 21 June 2024. Council will be advised of any submissions received at the 26 June 2024 Council meeting.

A number of consultation sessions have been planned including farmer consultation in Dimboola, Jeparit, Nhill, Rainbow and Yanac; drop-in sessions in Dimboola, Jeparit, Nhill and Rainbow; and attendance at the June meetings of the Dimboola Progress Association, Jeparit Town Committee, Nhill Town Committee and Rainbow Town Committee.

The draft 2024/2025 Budget incorporating the revised Revenue and Rating Plan and draft Long Term Financial Plan will also be available for public inspection at Council's Customer Service Centers or online on Council's website.

Options:

Council must formally prepare and advertise its 2024/2025 Budget pursuant to sections 94 and 96 of the *Local Government Act 2020*. The draft Revenue and Rating Plan must be prepared pursuant to section 93 of the *Local Government Act 2020*.

Link to Council Plan:

The 2024/2025 Budget provides the funding for Council to undertake its initiatives and activities proposed in the Council Plan's four key result areas. Each program in the Budget contains a statement about how the program will contribute to the initiatives and strategies detailed in the Council Plan 2021-2025.

Financial Implications:

The 2024/2025 draft Budget is consistent with the parameters set out in Council's ten-year financial plan.

Risk Management Implications:

Strategic Risk Description	Risk Management Discussion
Financial Sustainability	The preparation of the Budget is a statutory requirement

Relevant legislation:

Local Government Act 2020

Community engagement:

The draft budget will be advertised from 31 May through to 21 June 2024. A number of consultation sessions have been planned including farmer consultation in Dimboola, Jeparit, Nhill, Rainbow and Yanac; drop-in sessions in Dimboola, Jeparit, Nhill and Rainbow; and attendance at the June meetings of the Dimboola Progress Association, Jeparit Town Committee, Nhill Town Committee and Rainbow Town Committee.

Gender equality implications:

A gender impact assessment is not required on the draft budget. Initiatives contained within the budget will be assessed prior to implementation and gender impact assessments completed where the project or plan has a direct and significant impact on the public.

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 – Petra Croot, Director Corporate and Community Services.

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

Author – Heather Boyd, Manager Finance.

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

Communications Strategy:

In line with Council's Community Engagement Policy, it is proposed that the draft budget be made available to allow for submissions for the period from Friday 31 May 2024 to Friday 21 June 2024. Submissions will be considered at the Council meeting on Wednesday 26 June 2024.

Copies of the draft 2024/2025 budget, including the draft Revenue and Rating Plan and Draft Long Term Financial Plan will be available at Council's Customer Service Centres and on Council's website.

Next Steps:

Submissions in relation to the 2024/2025 Budget incorporating the Revenue and Rating Plan and Long-Term Financial Plan will be presented to the 26 June Council meeting for consideration and adoption.

RECOMMENDATION:

That Council:

1. ***approves the draft 2024/25 Budget incorporating the draft Revenue and Rating Plan and draft Long Term Financial Plan for the purposes of public consultation in***

- accordance with the Local Government Act 2020;*
- 2. gives public notice of the preparation of the draft 2024/2025 Budget, incorporating the draft Revenue and Rating Plan and draft Long Term Financial Plan, inviting written submissions from the public for the period from Thursday 31 May 2024 to Friday 21 June 2024;*
 - 3. considers public submissions and the formal adoption of the draft budget incorporating the draft Revenue and Rating Plan and draft Long Term Financial Plan at the Council meeting on Wednesday 26 June 2024; and*
 - 4. authorises the Chief Executive Officer to undertake minor editorial changes to the draft 2024/2025 Budget incorporating the draft Revenue and Rating Plan and draft Long Term Financial Plan if required.*

MOVED: CRS W Bywaters/D Nelson

That Council:

- 1. approves the draft 2024/25 Budget incorporating the draft Revenue and Rating Plan and draft Long Term Financial Plan for the purposes of public consultation in accordance with the Local Government Act 2020;*
- 2. gives public notice of the preparation of the draft 2024/2025 Budget, incorporating the draft Revenue and Rating Plan and draft Long Term Financial Plan, inviting written submissions from the public for the period from Thursday 31 May 2024 to Friday 21 June 2024;*
- 3. considers public submissions and the formal adoption of the draft budget incorporating the draft Revenue and Rating Plan and draft Long Term Financial Plan at the Council meeting on Wednesday 26 June 2024; and*
- 4. authorises the Chief Executive Officer to undertake minor editorial changes to the draft 2024/2025 Budget incorporating the draft Revenue and Rating Plan and draft Long Term Financial Plan if required.*

CARRIED

Attachment Number: 10

10.2 DRAFT COUNCIL PLAN ACTIONS 2024-2025

Responsible Officer: Director Corporate and Community Services

Attachment Number: 11

Introduction:

This report presents the Council Plan draft Action Plan 2024/2025, including Public Health and Wellbeing Plan actions, Community Action Plan actions and Economic Development Strategy actions and recommends advertising the draft Action Plan 2025/2024 in accordance with Council's Community Engagement Policy from Thursday 30 May 2024 to Wednesday 19 June 2024.

Discussion:

At the Council meeting held on Wednesday 22 September 2021, Council resolved to adopt the Council Plan 2021-2025, incorporating the Health and Wellbeing Plan, and Community Vision 2040.

The Council Plan 2021-2025 incorporates the Community Vision and Public Health and Wellbeing Plan (Plan). In developing the Vision, Council Plan and Health and Wellbeing Plan Council considered the needs and aspirations raised by our communities. Council engaged with the community by conducting an online survey and holding in person community conversation sessions.

In developing the Plan, it was intended to be a living document that will be reviewed and updated annually. The plan contains annual actions, allowing Council to adapt to our changing environment and inform the budget for each financial year. The development of the 2024/2025 Action Plan was informed through community consultation in the initial development of the plan along with consultation sessions around the Community Action Plan and Economic Development Strategy.

The draft action plan continues to work towards the vision: Working together to be a connected, inclusive, and prosperous community.

This vision will be achieved through values with transparent and accountable actions and decisions, inclusion, and collaboration with residents, showing respect and integrity to all; and being proactive and responsible encouraging innovation.

Actions for 2024/2025 are set against four key themes:

- Our Community
- Built and Natural Environment
- Competitive and Innovative Economy
- Governance and Financial Sustainability.

The draft Action Plan 2024/2025 will be made available to allow for submissions for the period Thursday 30 May 2024 to Wednesday 19 June 2024. Submissions will be considered at the Council meeting held on Wednesday 26 June 2024.

Options:

Council must prepare and advertise its Council Plan 2021-2025 and Community Vision 2040 pursuant to the *Local Government Act 2020*. The Health and Wellbeing Plan must be prepared pursuant to the *Public Health and Wellbeing Act 2008*.

Link to Council Plan:

The Council Plan is the overarching plan that sets the strategic objectives for Council over the four-year term and provides initiatives and activities under the four key themes. The annual action plan details action items to be undertaken during the financial year.

Financial Implications:

Cost of Council Plan Actions for 2024/2025 will be contained within the annual budget 2024/2025 and long-term financial plan.

Risk Management Implications:

Strategic Risk Description	Risk Management Discussion
Community Needs	Delivery on actions identified by the community ensures that Council is prioritizing community needs.
Governance	The preparation of the Council Plan, incorporating the Health and Wellbeing Plan, and Community Vision is a statutory requirement.

Relevant legislation:

Local Government Act 2020

Public Health and Wellbeing Act 2008

Community engagement:

The development of the 2024/2025 Action Plan was informed by community consultation in the initial development of the plan along with consultation sessions around the Community Action Plan and Economic Development Strategy. The draft Action Plan will be made available for public submissions in line with Council’s Community Engagement Policy.

Gender equality implications:

Actions identified in the plan that have a direct and significant impact on the community will be subject to a GIA.

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, Chief Executive Officer

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

Author – Petra Croot, Director Corporate and Community Services

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

Communications Strategy:

Copies of the draft Council Plan Actions 2024/2025 will be available at Council's Customer Service Centres and on Council's website.

RECOMMENDATION:

That Council:

- 1. approves the draft Council Plan Actions 2024/2025 incorporating the Health and Wellbeing Plan Actions 2024/2025 for the purposes of public consultation;***
- 2. gives public notice of the preparation of the draft Council Plan Actions 2024/2025 incorporating the Health and Wellbeing Plan Actions 2024/2025 inviting written submissions from the public for the period Thursday 30 May 2024 to Wednesday 19 June 2024; and***
- 3. considers public submissions and the formal adoption of the Council Plan Actions 2024/2025 incorporating the Health and Wellbeing Plan Actions 2024/2025 at the Council meeting on Wednesday 26 June 2024.***

MOVED: CRS R Gersch/M Albrecht

That Council:

- 1. approves the draft Council Plan Actions 2024/2025 incorporating the Health and Wellbeing Plan Actions 2024/2025 for the purposes of public consultation;***
- 2. gives public notice of the preparation of the draft Council Plan Actions 2024/2025 incorporating the Health and Wellbeing Plan Actions 2024/2025 inviting written submissions from the public for the period Thursday 30 May 2024 to Wednesday 19 June 2024; and***
- 3. considers public submissions and the formal adoption of the Council Plan Actions 2024/2025 incorporating the Health and Wellbeing Plan Actions 2024/2025 at the Council meeting on Wednesday 26 June 2024.***

CARRIED

Attachment Number: 11

10.3 GOVERNANCE REPORT

Responsible Officer: Chief Executive Officer

Attachment Numbers: 12 – 13

Introduction:

This report:

- presents the draft Fee Waiver and Reduction Policy, recommended to be made available for public comment for the period 30 May 2024 to 13 June 2024.
- presents the amended Councillor Interaction with Developers Policy, recommended for adoption with minor changes that support compliance with the *Privacy and Data Protection Act 2014*.

Discussion:

Fee Waiver and Reduction Policy

This Policy establishes Council's position in relation to requests to partially or fully waive various types of fees and charges. Its purpose is to manage these requests in a consistent, transparent, and equitable manner that is aligned with Council's goals and priorities. This Policy applies to discretionary fees and charges set by Council as defined in the Fees and Charges Schedule of the Annual Budget and should be read in conjunction with that document.

Exclusions to the scope of this Policy include:

- Statutory fees, which should only be waived, fully or partially, pursuant to relevant legislation.
- Circumstances in which another Council policy that includes a fee waiver component is more applicable.
- Fines and penalties, which should be referred to existing appeal mechanisms.
- Insurance fees.
- Venue hire bonds.
- Bad debts write off.
- Reversal of incorrectly charged fees.
- Council rates and property charges.

The Policy applies to any not-for-profit organisation, incorporated association, or unincorporated community group that provides a community benefit to the residents of the Shire and wishes to apply to have a fee and/or charge waived or reduced. Fee waivers and reductions may also be considered at the CEO's discretion in exceptional circumstances, including but not limited to, those experiencing family violence and those impacted by natural disasters and extreme weather events.

The Policy outlines clear approval processes for such requests, ensuring that facilities and services are utilised in the best interest of our community.

Councillor Interaction with Developers Policy

This policy was adopted in 2023 to increase the transparency and integrity of planning and property development decisions in Hindmarsh Shire. A minor amendment has been made to better provide for privacy requirements under *the Privacy and Data Protection Act 2014* as they relate to the public register published under the Policy. The following text has been inserted under section 4.9:

“In order to comply with the Privacy and Data Protection Act 2014, the names of the parties to an interaction (other than Councillors) will not be released and will instead be substituted with a descriptor to enable the reader to understand the relationship of the third party to Council. For example, the parties may be described as “the landowner of 1234 Wombat Crescent and a Director of XYZ Planning Consultants” rather than using the individual’s names. Names of businesses or organisations will be provided where appropriate.”

The adoption of the Policy will clearly set out how Councillors should interact with developers as well as create the ground rules for interactions, help with transparency and manage community expectations. It is recommended that Council adopt the Policy with the minor amendment.

Options:

1. Council can endorse the draft Fee Waiver and Reduction Policy for community consultation for the period 30 May 2024 to 13 June 2024 and adopt the amended Councillor Interaction with Developers Policy.
2. Council can choose to amend the draft Fee Waiver and Reduction Policy prior to endorsement for a community consultation period and/or amend the amended Councillor Interaction with Developers Policy.
3. Council can not endorse the draft Fee Waiver and Reduction Policy for a period of community consultation and/or not endorse the amended Councillor Interaction with Developers Policy, retaining the current Councillor Interaction with Developers Policy.

Link to Council Plan:

A community well informed and engaged.
Strong governance practices.

Financial Implications:

The intention of the Fee Waiver and Reduction Policy is that there would be a negligible impact on revenue forecasts in the adopted Council budget and that it would be applied infrequently. The financial impact of this Policy also extends to lost revenue where services or facilities with discretionary fees are not utilised due to financial barriers.

Risk Management Implications:

Strategic Risk Description	Risk Management Discussion
----------------------------	----------------------------

Governance	Currently, Council has no policy or procedure for waiving or reducing fees and this is managed differently in each area of the organisation. This policy resolves a significant risk posed by possible unmanaged reduction requests and approvals, including fraudulent behaviour. The amendments to the Councillor Interaction with Developers Policy ensures Council is supporting the information privacy principles as contained within the <i>Privacy and Data Protection Act 2014</i> .
Community Needs	The Fee Waiver and Reduction Policy supports projects, events and activities that are in the community interest by decreasing barriers to accessing services and facilities contained within Council's discretionary cost-recovery fees and charges model.

Relevant legislation:

Local Government Act 2020

Privacy and Data Protection Act 2014

Community engagement:

The draft Fee Waiver and Reduction Policy will be made available for public submissions in accordance with Council's Community Engagement Policy. The Policy will be made available online and in hardcopy form at Council offices, with the submission period being advertised via Council's e-news, social media, newsletters, website, and physical posters. Council will utilise our new EHQ platform to enable community members to provide feedback.

Gender equality implications:

The policies listed in this report impact the community, however that impact has been determined to not be significant enough to warrant a GIA.

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, Chief Executive Officer

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

Author – Petra Croot, Director Corporate and Community Services

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

Communications Strategy:

As per community engagement plan noted above.

Next Steps:

As Above.

RECOMMENDATION:

That Council:

- 1. endorses the draft Fee Waiver and Reduction Policy for a period of community consultation from 30 May 2024 to 13 June 2024; and***
- 2. adopts the amended Councillor Interaction with Developers Policy.***

MOVED: CRS R Ismay/W Bywaters

That Council:

- 1. endorses the draft Fee Waiver and Reduction Policy for a period of community consultation from 30 May 2024 to 13 June 2024; and***
- 2. adopts the amended Councillor Interaction with Developers Policy.***

CARRIED

Attachment Numbers: 12 – 13

Cr B Ireland declared a conflict and left the room at 3:43pm.

10.4 NATIONAL GENERAL ASSEMBLY OF THE LOCAL GOVERNMENT ASSOCIATION

Responsible Officer: Chief Executive Officer

Introduction:

This report seeks approval of expenses for the Mayor to attend the Australian Local Government Association (ALGA) Annual Conference in Canberra from Tuesday 2 July to Friday 5 July 2024.

Discussion:

The National General Assembly of the Local Government is due to be held in Canberra from 2 to 5 July. The theme of the assembly is Building Community Trust with the aim of bringing people together at a grassroots level to work collaboratively for the public good.

The National General Assembly is attended by Council's from across Australia and provides an opportunity for Hindmarsh to network with other Local Government leaders. The program includes an address from the Prime Minister and various keynote speakers.

Council's Councillor Expense Entitlements Policy requires any interstate travel by Councillors be approved by a resolution of Council. At the Statutory Meeting in November 2023 Council nominated the Mayor as the delegate for the Australian Local Government Association.

Options:

1. Council can approve the attendance at the National General Assembly of Local Government from 2 to 5 July 2024 for the Mayor.
2. Council can decide not to send a delegate to the National General Assembly of Local Government from 2 to 5 July 2024.

Link to Council Plan:

Strong governance practices

Financial Implications:

Council budgets annually for costs for the delegate to attend the ALGA in Canberra. Council will incur costs associated with conference registration (\$1,395), airfares (approximately \$449), accommodation (\$1,020) and incidentals for the delegate attending.

Risk Management Implications:

Strategic Risk Description	Risk Management Discussion
Governance	No risk management implications.

Relevant legislation:

Local Government Act 2020

Community engagement:

Not Applicable

Gender equality implications:

A gender impact assessment is not required.

Conflict of Interest:

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

Author & Officer Responsible – Monica Revell, Chief Executive Officer

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

Communications Strategy:

Not Applicable

Next Steps:

Cr Ireland will provide Council with a report regarding the National General Assembly at a future Council meeting.

RECOMMENDATION:

That Council approves costs associated for the Mayor to attend the National General Assembly of Local Government in Canberra from 2 to 5 July 2024 including conference registration, airfares, accommodation and incidentals.

MOVED: R Gersch/M Albrecht

That Council approves costs associated for the Mayor to attend the National General Assembly of Local Government in Canberra from 2 to 5 July 2024 including conference registration, airfares, accommodation and incidentals.

CARRIED

Cr B Ireland returned to the room at 3:45pm.

10.5 MELBOURNE CUP DAY PUBLIC HOLIDAY 2024

Responsible Officer: Chief Executive Officer

Attachment Numbers: 14 – 15

Introduction:

This report outlines the procedure and options for the declaration of substitute public holidays for Melbourne Cup Day 2024.

Discussion:

In 2011, the Victorian Government amended the *Public Holidays Act 1993* to give regional Councils the ability to request alternative local public holiday arrangements in lieu of Melbourne Cup Day. Council need to make the request at least 90 days prior to Melbourne Cup Day.

The Public Holidays Act 1993 section 8A(1) states:

Council may request substitute holiday for Melbourne Cup Day

- (1) *A non-metropolitan Council may request in writing that the Minister make a declaration under section 8(1)—*
 - (a) *that the day appointed under section 6 being the first Tuesday in November (Melbourne Cup Day) is not in a specified year such a public holiday in the whole or any part of the municipal district of that Council; and*
 - (b) *that another day or 2 half-days (one half-day of which may be Melbourne Cup Day) be appointed as a public holiday or 2 public half-holidays in that year.*
- (2) *A request under subsection (1) must—*
 - (a) *be made at least 90 days before the Melbourne Cup Day to which the request relates; and*
 - (b) *specify the day or 2 half-days of the substituted public holiday; and*
 - (c) *specify the reasons for making the request.*
- (3) *In making a declaration on a request under subsection (1), the Minister must not appoint a Saturday or a Sunday as a public holiday or a public half-holiday.*
- (4) *A public holiday or 2 public half-holidays appointed under section 8(1) on a request under subsection (1) in respect of part of a municipal district of a Council applies or apply only in that part of the municipal district.*

Since 2012, Hindmarsh Shire Council has successfully applied to the Minister for Small Business for substitute public holidays to Melbourne Cup Day for the Rainbow and Nhill agricultural shows, as these are held each year on weekdays. Dimboola and Jeparit districts continued to take Melbourne Cup Day as a public holiday, as their respective agricultural shows fall on a weekend.

The show societies have indicated they are planning to hold agricultural shows in 2024 on the following dates:

Rainbow Tuesday 15 October 2024;
Nhill Thursday 17 October 2024;
Dimboola Saturday 19 October 2024;
Jeparit Sunday 20 October 2024.

The Nhill Show public holiday incorporates the localities of Broughton, Yanac, Netherby, Lorquon, Nhill, Glenlee, Kiata, Gerang Gerung and Little Desert.

The Rainbow show public holiday incorporates the localities of Rainbow, Albacutya and Kenmare.

Options:

Council has several options to consider:

1. Council may choose not to nominate any substitutes and Melbourne Cup Day will automatically apply as a public holiday for the whole Shire on the first Tuesday in November, 5 November 2024;
2. Nominate a substitute public holiday for the whole Shire;
3. Nominate substitute public holidays in each part of the Shire; or
4. Parts of the Shire take Melbourne Cup Day on the first Tuesday of November and other parts of the Shire nominate a substitute public holiday.

Link to Council Plan:

A range of effective and accessible services to support the health and wellbeing of our community.

Facilitating and supporting economic development.

Financial Implications:

No Financial Implications.

Risk Management Implications:

There are no risk management implications.

Relevant legislation:

Public Holidays Act 1993 section 8A(1)

Community engagement:

By providing a public holiday for the Rainbow and Nhill Show this will allow community members to attend.

Gender equality implications:

N/A

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, Chief Executive Officer

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

Author – Shauna Johnson, Executive Assistant

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

Communications Strategy:

Rainbow and Nhill A&P Societies will be contacted and advertisements will be placed in each of the local papers following approval of the Gazettal by the Minister for Small Business.

Next Steps:

If Council chooses to endorse substituting public holidays' in lieu of Melbourne Cup Day for the Rainbow and Nhill Show Days, Council officers will write to the Minister for Small Business requesting the substitute days to be gazette in the Victorian Government Gazette.

RECOMMENDATION:

That Council writes to the Minister for Small Business expressing a preference for the following:

- 1. a substitute public holiday in lieu of Melbourne Cup Day for Rainbow Show (Tuesday 15 October 2024) for the localities of Rainbow, Albacutya and Kenmare within the Shire;*
- 2. a substitute public holiday in lieu of Melbourne Cup Day for Nhill Show (Thursday 17 October 2024) for the localities of Broughton, Yanac, Netherby, Lorquon, Nhill, Glenlee, Kiata, Gerang Gerung and Little Desert within the Shire; and*
- 3. Melbourne Cup Day for the remainder of the Shire.*

MOVED: CRS W Bywaters/R Ismay

That Council writes to the Minister for Small Business expressing a preference for the following:

- 1. a substitute public holiday in lieu of Melbourne Cup Day for Rainbow Show (Tuesday 15 October 2024) for the localities of Rainbow, Albacutya and Kenmare within the Shire;*
- 2. a substitute public holiday in lieu of Melbourne Cup Day for Nhill Show (Thursday 17 October 2024) for the localities of Broughton, Yanac, Netherby, Lorquon, Nhill, Glenlee, Kiata, Gerang Gerung and Little Desert within the Shire; and*
- 3. Melbourne Cup Day for the remainder of the Shire.*

CARRIED

Attachment Numbers: 14 – 15

11 COUNCIL COMMITTEES

11.1 ADVISORY COMMITTEES

Responsible Officer: Chief Executive Officer

Attachment Numbers: 16 – 19

Introduction:

The following Hindmarsh Shire Council Advisory Committee held a meeting on the following date:

- **Nhill Township Advisory Committee**
General meetings on 12 March 2024 and 9 April 2024
- **Jeparit Township Advisory Committee**
General meeting on 13 May 2024

A copy of the minutes for each meeting are included as an attachment for the information of Council.

Appointment of New Committee Members:

Alina Rosenthal has submitted a Committee Membership Expression of Interest form to join the Nhill Township Advisory Committee. This has been attached as a confidential attachment for the information of Council.

Next steps:

Advisory Committee Minutes will be published on Council's website and a letter will be sent to Alina with the outcome of their committee membership expression of interest request.

RECOMMENDATION:

That Council:

- 1. notes the minutes of the Nhill Township Advisory Committee meetings held on 12 March 2024 and 9 April 2024;***
- 2. notes the minutes of the Jeparit Township Advisory Committee meeting held on 13 May 2024; and***
- 3. endorses Alina Rosenthal as a member of the Nhill Township Advisory Committee.***

MOVED: CRS R Ismay/D Nelson

That Council:

- 1. notes the minutes of the Nhill Township Advisory Committee meetings held on 12 March 2024 and 9 April 2024;***
- 2. notes the minutes of the Jeparit Township Advisory Committee meeting held on 13 May 2024; and***

3. endorses Alina Rosenthal as a member of the Nhill Township Advisory Committee.

CARRIED

Attachment Numbers: 16 – 19

11.2 COMMUNITY ASSET COMMITTEES

Responsible Officer: Chief Executive Officer

Attachment Number: 20

Introduction:

The following Hindmarsh Shire Council Community Asset Committees held meetings on the following dates:

- **Wimmera Mallee Pioneer Museum Community Asset Committee**
General meeting on 16 April 2024

A copy of the minutes for each meeting are included as an attachment for the information of Council.

RECOMMENDATION:

That Council notes the minutes of the Wimmera Mallee Pioneer Museum Community Asset Committee meeting held on 16 April 2024.

MOVED: CRS R Ismay/M Albrecht

That Council notes the minutes of the Wimmera Mallee Pioneer Museum Community Asset Committee meeting held on 16 April 2024.

CARRIED

Attachment Number: 20

12 LATE REPORTS

No late reports.

13 NOTICES OF MOTION

No notices of motions.

14 OTHER BUSINESS

No other business.

15 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 part IV of the *Freedom of Information Act 1982*, and 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 (2) (a) of the Local Government Act 2020, to consider reports that contain confidential information as defined by section (3) of the Local Government Act 2020, and/or Part IV of the Freedom of Information Act 1982:

16.1 CONTRACT AWARD 2023-2024-28 CONSTRUCTION OF AN AMENITIES BUILDING AT RAINBOW RISES EVENTS CENTRE – this report contains “Council business information, being information that would prejudice the Council’s position in commercial negotiations if prematurely released” insofar as it pertains to contractual matters.

MOVED: CRS R Gersch/M Albrecht

That the meeting be closed in accordance with section 66 (2) (a) of the Local Government Act 2020, to consider reports that contain confidential information as defined by section (3) of the Local Government Act 2020, and/or Part IV of the Freedom of Information Act 1982:

16.1 CONTRACT AWARD 2023-2024-28 CONSTRUCTION OF AN AMENITIES BUILDING AT RAINBOW RISES EVENTS CENTRE – this report contains “Council business information, being information that would prejudice the Council’s position in commercial negotiations if prematurely released” insofar as it pertains to contractual matters.

CARRIED

16 LATE CONFIDENTIAL REPORTS

17 RESUMING INTO PUBLIC SESSION

18 MEETING CLOSE

There being no further business, Cr B Ireland declared the meeting closed at 4:14pm.

31 May 2024



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Committee Secretary
House of Representatives Standing Committee on Regional Development
Infrastructure and Transport
PO Box 6021
CANBERRA ACT 2600

Dear Committee

Re: Inquiry into Local Government Sustainability

Thank you for the opportunity to make a submission to the House of Representatives Standing Committee on Regional Development, Infrastructure and Transport.

Hindmarsh Shire Council, located halfway between Melbourne and Adelaide, is the third largest local government area in the Wimmera Southern Mallee (after West Wimmera and Buloke), comprising 7,500 sq kilometres, and has the second smallest population. At the 2021 Census of Population and Housing, Hindmarsh had a population of 5,698. The four main towns in Hindmarsh are Dimboola, Jeparit, Nhill, and Rainbow.

Hindmarsh Shire Council provides over 100 services to the community, including community services, waste management, recreation facilities, libraries, planning, building, and public parks. Council works closely with community organisations and businesses to deliver and promote social wellbeing and economic development.

Hindmarsh Shire encompasses a diverse agricultural landscape, with broadacre farms growing Barley, Wheat, Canola, Chickpeas, Lentils and Beans to name a few grains and legumes that feed not only Australia but the world. Agriculture is one of the largest employers within Hindmarsh, both directly and indirectly, and contributes significantly to the community both economically and socially.

As a small rural Council, Hindmarsh Shire Council faces many sustainability challenges.

Staffing

Hindmarsh Shire has 116 employees working across a broad range of departments. 84% of employees live within Hindmarsh Shire; 15% live in Neighbouring Councils (West Wimmera, Yarriambiack, or Horsham) and 1%

live further afield in Victoria (Northern Grampians). Local employment is key to supporting the many small businesses located within Hindmarsh and neighbouring Councils.

Council is one of the main employers in Hindmarsh with many opportunities for young people and professionals to gain experience in various aspects of Local Government. Ensuring employment for young people and professionals is key to retaining community members who value living in rural areas and the benefits this brings to families.

Employment within Council also supports key industry and health services by providing opportunities for partners to obtain employment in rural settings and providing cross-sector opportunities for skilled workers to progress their careers in regional contexts.

While being one of the largest employers within the municipality, Council still struggles to attract professionals like engineers, planners, accountants etc. due to its remote location. As a result, Council heavily relies on costly consultants and contractors for professional advice which eventually impacts the financial bottom line. Additionally, the public sector experiences higher-than average employee turnover (17%) than private and not-for-profit sectors. It is our experience that the increasing demands on our employees due to the impact of legislative changes and funding shortages for resources, and additional staff responsibilities contributes significantly to our organisational staff turnover.

Revenue

Rate capping has limited Council's ability to increase rates beyond the cap set by the State Government, consistently being lower than CPI, resulting in prudent budgeting, reduced service levels, and Council being unable to meet the maintenance and rural requirements of our ageing infrastructure.

Council's rates revenue is small, being \$7.67 million in 2023/2024 (approximately 40-50% of Council's annual revenue). Other revenue sources are limited with user fees and charges - \$1.4 million (predominately caravan park revenue which is offset by running expenses). Hindmarsh is heavily reliant on grants, including the Financial Assistance Grants, to deliver services and maintain necessary infrastructure required by the community.

Grants often require a contribution from Council (1:1, 2:1 or 3:1) and finding this contribution is becoming extremely difficult for Council due to low rate revenue, resulting in grant applications not being submitted for much needed infrastructure projects.

Securing a rate cap variation proves challenging and demands significant investment to prepare the required justification and submission. There is also community perception and backlash that needs to be considered as this can have ongoing impacts on the effectiveness of Council operations. Due to the high level of socio-economic disadvantage, Council also needs to balance the ability for residents to pay higher rates with any potential economic benefit. Twenty-eight percent (28%) of residential properties within the Shire have been approved under the Rates Concession Program – our community is not in a position to absorb additional rates.

There are few opportunities for Council to increase revenue through local or discretionary solutions, as additional fees and charges (including for use of facilities, services and town centre parking) are inhibitors to inclusion and accessibility for our financially vulnerable community.

Ageing Infrastructure

Council has a significant number of infrastructure assets nearing or at end of life, including four swimming pools that require significant investment in the short term to remain operational.

20% of the approximately 199 buildings and structures within Hindmarsh are in average to poor state. Council recently resolved to invite public submissions on the sale of the Dimboola Senior Citizens Centre and Gerang Hall due to limited usage and Council not having the required finances to continually maintain and bring the buildings up to safe standards for community use.

For future proofing, any new building assets are built as multipurpose facilities. The recent completion of the Rainbow Female Friendly Changerooms also provides amenities to the Rainbow Caravan Park during peak periods; the Nhill Tennis Clubrooms completed with LRCI funding now also provides a club room for the local Karen Community who utilise the recently installed Cane Ball Court (also funded through LRCI).

Council's road network is the equivalent of driving from Nhill to Darwin, with less than 2 residents per kilometre of road network, but without the commensurate financial resources to maintain, renew, and upgrade. Despite our best efforts, maintaining vital infrastructure (including the significant road network) remains a constant struggle impacted by climate changes and increased heavy vehicle usage.

The following table provides the required minimal renewal budget for each asset category but does not consider maintenance, expansion, and upgrade requirements.

Asset Category	Minimum Required Renewal Budget
Roads	\$2,621,000
Kerb	\$237,000
Bridges & Weirs	\$57,370
Culverts	\$51,632
Buildings	\$322,276
Pathways (Footpaths, Walking Tracks)	\$154,700
Storm Water Pipes	\$64,920
Storm Water Pits	\$19,328
Swimming Pool Structures	\$153,585
Park Infrastructure	\$22,286
Playground Equipment	\$47,258
Transfer Stations	\$78,600
Total Average Required Renewal Budget	\$3,829,955

The Federal Government's Local Roads and Community Infrastructure Funding was extremely welcome, and enabled Council to undertake necessary road and infrastructure upgrades that would not have been possible without the untied grants.

Underfunded renewals will eventually lead to a situation where there will be more assets in unserviceable condition which eventually reduces the level of service provided to the community. Without excessive funding opportunities from other tiers of government, it will practically be impossible for small rural shires like Hindmarsh to catch up on the renewal gap. This issue is further exacerbated by changes in weather patterns and use of assets.

Community Expectations

As the closest level of government to the community we deliver a broad range of services. Community members expect access to services and infrastructure that allow them to live in their chosen location. While they do not expect the same level of services and infrastructure as larger centres, ensuring services and infrastructure that meets the needs of the community is essential. Council advocates for all Federal initiatives that respond to regional poverty and disadvantage and is committed to being part of the solution.

Collaboration

Small Councils collaborate well with their neighbouring Councils in several ways including joint procurement activities for specialised areas including Municipal Building Services and Road Sealing.

Shared services are also established for key areas including emergency management.

Hindmarsh Shire is a participant in the Rural Council's Transformation Program, teaming up with Horsham Rural City Council and Loddon Shire to implement shared financial systems that allow for business continuity during times of leave or when we are unable to recruit qualified staff.

Future Demand

The estimated economic output of the Shire was \$721.5 million (2022), predominately from agriculture. Agriculture forms the economic backbone of our region, with broadacre farming being a significant employer across the Shire. The transportation of food and fodder both locally and interstate requires well-maintained infrastructure including roads.

Changes to farming practices and increasing truck mass will place further pressure on Council's resources and infrastructure. Legal axle loads for trucks are steadily increasing, and the shift towards cropping away from grazing has resulted in a significant increase in the tonnage of goods carted off-farm, with a corresponding effect on the road pavement. Council roads are often the only links for transport from paddock to grain receival centres.

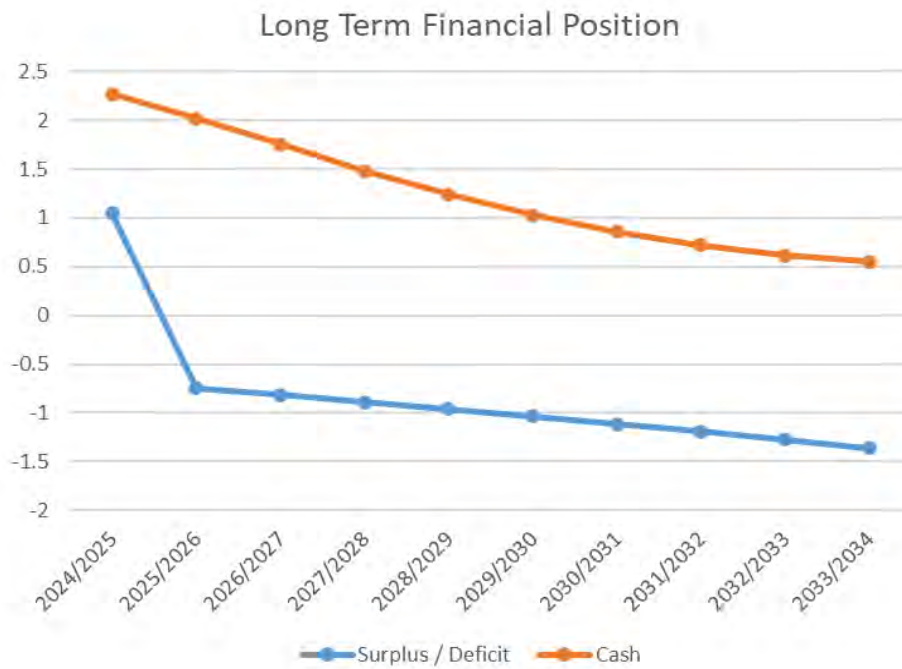
Increased sizes of farming machinery means agricultural businesses are continuously seeking expansion of current road and bridges infrastructure within the municipality. With the current level of funding where Council is struggling to fund asset renewal, asset expansion often takes lower priority. This eventually impacts the agricultural productivity of the nation.

Council's future budget for our capital works program will need to account for the compounding impacts on these key agricultural routes as the below CPI increases in major grants and the rate cap will not support the increase in costs.

Long Term Financial Impacts

Council costs are increasing above CPI with cost shifting from government (such as libraries, school crossing supervision, early years) requiring Council to deliver services without adequate funding and resources. This augments the existing service and infrastructure maintenance shortfall as existing resources are spread over additional programs. Often compliance or reporting requirements that result from changes in legislation are absorbed by current staff, adding to their already full roles.

Council's long term financial plan paints a grim picture of the future for Hindmarsh with continual deficits and diminishing cash.



Council often provides essential services and serves as a resource to other key Federal, State and Social Services that do not have a presence in our region. A sufficiently funded local government is best placed to deliver on strategic, social, and infrastructure priorities of the State and Federal Government through our connection and embeddedness in the community.

It is important that there are adequate funding mechanisms from both Federal and State Government to ensure that local governments, particularly those in rural areas with small rate bases and significant infrastructure assets, can deliver vital services effectively for their communities and ensure those who cannot afford the cost of living in metro areas have capacity to live in rural areas without being further disadvantaged with high rates and charges and reduced services.

Yours sincerely

Monica Revell
Chief Executive Officer



Hindmarsh
Shire Council

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3 June 2024

The Hon. Natalie Suleyman
Minister for Small Business
Minister for Youth
Minister for Veterans
Email: natalie.suleyman@parliament.vic.gov.au

Dear Minister

Re: Public Holiday arrangements in lieu of Melbourne Cup Day 2024

At its meeting on Wednesday 29 May 2024, Council resolved to request the following alterations to public holiday arrangements within Hindmarsh Shire:

- 1. A substitute public holiday in lieu of Melbourne Cup Day for Rainbow Show (Tuesday 15 October 2024) for the localities of Rainbow, Albacutya and Kenmare within the Shire;***
- 2. A substitute public holiday in lieu of Melbourne Cup Day for Nhill Show (Thursday 17 October 2024) for the localities of Broughton, Yanac, Netherby, Lorquon, Nhill, Glenlee, Kiata, Gerang Gerung and Little Desert within the Shire; and***
- 3. Melbourne Cup Day for the remainder of the Shire.***

Your approval to these dates is sought and subsequent advertising in the Government Gazette would be appreciated.

Please contact me via email mrevell@hindmarsh.vic.gov.au or by telephone on 03 5391 4444 should you have any queries.

Yours sincerely

Monica Revell
Chief Executive Officer



ASSEMBLY OF COUNCILLORS RECORD

Title of Meeting: Council Briefing Session

Date: Wednesday 20 May 2024

Time: 7:00pm – 8:24pm

Assembly Location: Online via Microsoft Teams.

Present:

CRS Brett Ireland (Mayor), Wendy Bywaters (Deputy Mayor) item 4, Melanie Albrecht, Debra Nelson, Rob Gersch OAM.

Apologies:

CR Ron Ismay.

In Attendance:

Ms. Monica Revell (Acting Chief Executive Officer) items 1 to 4, Ms. Petra Croot (Acting Director Corporate and Community Services) items 1 to 4, Mr. Mark Fletcher (Manager Economic Development and Tourism) items 1 to 4.

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.

Councillors:

Cr W Bywaters declared a material conflict of interest in item 4 because she owns and operates an Air BNB Business.

Cr W Bywaters declared a general conflict of interest in item 4 because she is a member of the Nhill Silo Committee.



Officers:

Matters Discussed:

No.	Detail
1.	ACKNOWLEDGEMENT OF COUNTRY
2.	APOLOGIES
3.	DECLARATION OF INTERESTS
4.	DESTINATION MANAGEMENT PLAN STAKEHOLDER SESSIONS AND DEVELOPMENT



Monica Revell

Chief Executive Officer

Dated: 20 May 2024

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



ASSEMBLY OF COUNCILLORS RECORD

Title of Meeting: Council Briefing Session

Date: Wednesday 29 May 2024

Time: 1:00pm – 3:00pm

Assembly Location: Council Chamber, 92 Nelson Street Nhill.

Present:

CRS Brett Ireland (Mayor), Wendy Bywaters (Deputy Mayor), Debra Nelson, Rob Gersch OAM, Ron Ismay, Melanie Albrecht.

Apologies:

Ms. Petra Croot (Director Corporate and Community Services)

In Attendance:

Ms. Monica Revell (Chief Executive Officer) items 1 to 12, Mr. Ram Upadhyaya (Director Infrastructure Services) items 1 to 12, Ms. Michelle Stewart (Environmental Health Officer) items 1 to 4, and Ms. Mary-Ann Speakman (Customer Service and Councillor Support Officer) items 6 to 11.

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.

Councillors:

Cr B Ireland declared a general conflict of interest in item 5 as the complaint is regarding him (left the room at 1:49pm, returned at 2:15pm).

Cr M Albrecht declared a material conflict of interest in item 6 as West Wimmera Health Services is her employer (left the room at 2:24pm, returned at 2:31pm).



Officers:

Matters Discussed:

No.	Detail
1.	ACKNOWLEDGEMENT OF COUNTRY
2.	APOLOGIES
3.	DECLARATION OF INTERESTS
4.	DRAFT ONSITE WASTEWATER MANAGEMENT PLAN PRESENTATION
5.	COMPLAINT
6.	QUESTION TIME
7.	BREAK
8.	PREPARE FOR MEETING
9.	COUNCIL MEETING
10.	REGIONAL EVENTS FUND 23/24
11.	NHILL SES REQUEST
12.	SPEED REDUCTION IN URBAN AREAS



Monica Revell

Chief Executive Officer

Dated: 29 May 2024

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



ASSEMBLY OF COUNCILLORS RECORD

Title of Meeting: Council Briefing Session

Date: Wednesday 12 June 2024

Time: 1:00pm – 3:31pm

Assembly Location: Council Chambers, 92 Nelson Street, Nhill VIC 3418.

Present:

CRS Brett Ireland (Mayor) items 1 to 6, Wendy Bywaters (Deputy Mayor) items 1 to 7, Melanie Albrecht items 1 to 6, Debra Nelson items 1 to 7, Rob Gersch OAM items 1 to 7, Ron Ismay items 1 to 7.

Apologies:

No apologies.

In Attendance:

Ms. Monica Revell (Chief Executive Officer) items 1 to 7, Ms. Petra Croot (Director Corporate and Community Services) items 1 to 6, Mr. Ram Upadhyaya (Director Infrastructure Services) items 1 to 7.

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.

Councillors:

CR M Albrecht declared a general conflict of interest in item 7 as she is an employee of West Wimmera Health Service and left the meeting at 2:29pm.

CR B Ireland declared a general conflict of interest in item 7 as his partner is an employee of West Wimmera Health Service and left the meeting at 2:45pm.



Officers:

Ms P Croot declared a general conflict of interest in item 7 as her partner is an employee of West Wimmera Health Service and left the meeting at 2:30pm.

Matters Discussed:

No.	Detail
1.	LUNCH
2.	ACKNOWLEDGEMENT OF COUNTRY
3.	APOLOGIES
4.	DECLARATION OF INTERESTS
5.	MEETING WITH PARKS VICTORIA
6.	BREAK
7.	MEETING WITH WEST WIMMERA HEALTH SERVICE

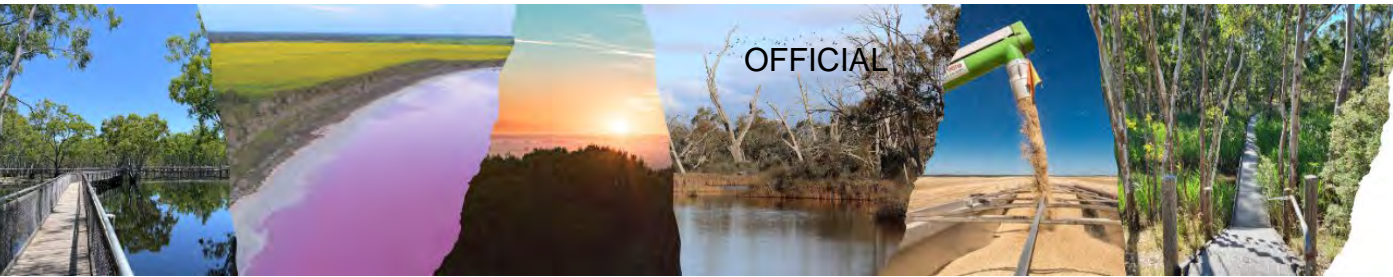


Monica Revell

Chief Executive Officer

Dated: 12 June 2024

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



POLICY

CORP024 Sports and Recreation Reserve Allocation, Use and Fair Access

1 Purpose

The purpose of this policy is to create a transparent, equitable and easily understood framework to manage and maximise the use of Council's current and future facilities and recreation reserves. This policy will provide the community with an insight into the framework that governs the provision of sports and recreation reserves to user groups.

The Fair Access provisions of this Policy seeks to address known barriers experienced by women and girls in accessing and using community sports infrastructure. This Policy aims to progressively build capacity and capabilities of Hindmarsh Shire Council in the identification and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sports infrastructure.

2 Statement of Intent

This Statement of Intent establishes the expectation that gender equality is considered and prioritised in all current and future Hindmarsh Shire Council planning, policy, service delivery and practice as they relate to community sports infrastructure.

- Hindmarsh Shire Council recognises that gender equality is the attainment of equal rights, responsibilities, and opportunities of women, men, trans and gender diverse people. Equality does not mean that women, men, trans and gender diverse people will become the same but that their rights, responsibilities, and opportunities will not depend on their gender.
- Hindmarsh Shire Council recognises that gender equity is the provision of fairness and justice in the distribution of benefits and responsibilities based on gender. The concept recognises that people may have different needs and power related to their gender and these differences should be identified and addressed in a manner that rectifies gender related imbalances.

3 Scope

This policy applies to the formal and structured use of Council owned or managed recreation reserves including sportsgrounds, pavilions, and associated sporting facilities across the Hindmarsh Shire Council.

This policy does not apply at Council's passive recreation reserves, to informal or unstructured use by individual community members or to Council contract managed facilities such as leisure and aquatic facilities.

This policy will impact sporting clubs and facilities not owned or managed by Council, but who apply for sports infrastructure funding through Council.

4 Definitions

CEO means Chief Executive Officer

Council means Hindmarsh Shire Council

Council Officer means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.

User Group All incorporated entities provided access to a recreation reserve through an agreement outlined in this policy.

5 Policy

Organised sport is well established within the Hindmarsh Shire Council and has long played a leading role in keeping the community active and providing opportunities for social connection. Recreation reserves support that role by providing a place for the community to gather, be active and connect.

5.1 Fair Access

This fair access section is designed to comply with the Gender Equality Act 2020 and support the Fair Access Policy Roadmap and wider Victorian Government Gender Equality Strategy.

Hindmarsh Shire Council acknowledges:

- the disadvantaged position some individuals have had in the sport and recreation sector because of their gender; and
- that achieving gender equality will require diverse approaches for women, men, trans and gender diverse people to achieve similar outcomes for people of all genders.

Hindmarsh Shire Council will:

- engage fairly and equitably with all staff, governance working groups, state sporting organisations, regional sport assemblies (where applicable) and members of our sport and recreation community, regardless of their gender, in a positive, respectful, and constructive manner; and

- engage in the process of gender impact assessments to assess the implications for women, men, trans and gender diverse people of any planned action, including policies and communications. This is a strategy for making all voices, concerns and experiences an integral dimension of the design, implementation, monitoring of policies and programs.

5.1.1 Fair Access Principles

The Fair Access Principles have been developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth, in consultation with representatives from local government and the state sport and recreation sector. This Policy and any resultant action plan are based on six principles of inclusivity, full participation, equal representation, encouraging and supporting user groups, and prioritising user groups committed to equality.

1. Community sports infrastructure and environments are genuinely welcoming, safe, and inclusive
2. Women and girls can fully participate in all aspects of community sport and active recreation, including as a player, coach, administrator, official, volunteer and spectator
3. Women and girls will have equitable access to and use of community sport infrastructure:
 - a. of the highest quality available and most convenient
 - b. at the best and most popular competition and training times and locations
 - c. to support existing and new participation opportunities, and a variety of sports
4. Women and girls should be equitably represented in leadership and governance roles
5. Encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement gender equitable access and use practices
6. Prioritise access, use and support to all user groups who demonstrate an ongoing commitment to gender equitable access and use of allocated community sport infrastructure

5.1.2 Compliance and Monitoring - Actions

Hindmarsh Shire Council commits to undertake a GIA on all current community sports infrastructure access and use policies and processes, and to consider opportunities to strengthen gender equitable access and use of community sports facilities in alignment with the Fair Access Principles.

If the process of assessing current policies and processes identifies opportunities to develop or strengthen gender equitable access and use of community sports facilities in alignment with the Fair Access Principles, Hindmarsh Shire Council commits to developing and adopting a locally relevant gender equitable access and use action plan no later than 1 October 2024.

Council acknowledges that the requirement to have a gender equitable access and use policy and action plan (or equivalent) in place, and the ability to demonstrate progress against that policy and action plan (or equivalent), will form part of the eligibility criteria for Victorian Government funding programs relating to community sports infrastructure from 1 July 2024.

5.1.3 Responsibility

Management personnel, staff, volunteers, and user groups of Hindmarsh Shire Council have a shared responsibility to support the realisation of fair access, as outlined below:

- To promote a gender-aware and gender-responsive culture and community and championing the fair access principles
- To promote, encourage and facilitate the achievement of gender equality and improvement in the status of women and girls in sport and active recreation
- Lead the review of sport and recreation policies and process
- Develop and adopt gender equitable access and use policies
- To communicate policy updates
- To monitor compliance and issues
- Support the undertaking of Gender Impact Assessment and submission of progress reports as per the *Gender Equality Act 2020* obligations
- Support the review of sport and recreation policies and processes
- Support the formal adoption process of a new or revised gender equitable policies
- Undertake Gender Impact Assessment and submission of progress reports as per the *Gender Equality Act 2020* obligations
- To communicate and educate sport and recreation infrastructure user groups and users
- To adhere to and communicate the policy when required
- To attend training / awareness programs.

5.2 Allocation

It must be recognised that there are changing trends in the way the community is choosing to be active and to connect outside of organised sport. As Council looks to maximise the use of recreation reserves, there is a requirement for different types of agreements, as outlined in this policy, to ensure opportunities can be provided for all categories of user groups.

Council will consider fair access in all agreements and allocation on Council owned and/or operated facilities.

Any agreement provided to a user group for formal and structured use of an active recreation reserve is intended to:

- Provide inclusive opportunities for the whole community regardless of age, interest, gender, abilities, culture or background.
- Acknowledge and support the leadership role that sporting clubs play in providing opportunities to connect, participate and belong.
- Support local access to local facilities to increase the health and wellbeing of our community.

The user group will also need to demonstrate female representation of women/girls on leadership and/or management Committees and may be asked to demonstrate their inclusivity and their support of the principles of fair access prior to an agreement being finalised.

The following agreement types outline the ways in which access is provided to active recreation reserves for user groups.

5.3 User Agreements

User Agreements can be entered into for various periods, including established sports seasons.

5.3.1 Seasonal User Agreements

Seasonal Tenancy Agreements are required for winter and summer sporting periods of use. Each allocation provides non-exclusive use of Council sportsgrounds and pavilions, unless otherwise provided for in the Seasonal User Agreement. Each tenancy period is:

- Winter Season: 1 April – 30 September
- Summer Season: 1 October – 31 March

Each allocation is provided for regular season training and matches. A user group's allocation may be specific to times and days of the week across their season.

All use of recreation reserves under this agreement is governed by the expectations outlined within the Seasonal User Agreement.

5.3.2 Eligibility

A Seasonal User Agreement may be provided where the proposed user group:

- Demonstrates significant need that benefits Council, community and local residents.
- Is an Incorporated Association with the relevant public liability insurance, renewed on an annual basis;
- Is registered with and have a team or teams competing within a sporting association which is officially recognised by the relevant State Sporting Association. Registration must be consistent with the year in which the application is submitted.
- Applies for an active recreation reserve that is suitable for its intended use.
- Does not have any outstanding financial debt to Council or no agreed payment plan in place.
- **Demonstrates commitment to the principles of Fair Access and gender equality.**

5.3.3 Historic Allocations

In the first instance, existing recreation reserve use will be allocated to user groups that held an allocation in the preceding season and have complied with this policy (**including the eligibility criteria list above**) and the Seasonal User Agreement.

In the instance where an existing group at a shared facility wishes to be considered for additional use that impacts other user groups, then each will be considered on a case-by-case basis.

Priority may be given to the user group with the longest historical allocation if the additional use provides opportunities that are not available elsewhere in that local area or support underrepresented groups across the Hindmarsh Shire Council.

An existing group will not be displaced where an alternative recreation reserve with equivalent access to facilities cannot be provided across the municipality.

5.3.4 New Allocations

New user groups wishing to utilise a recreation reserve must submit a Recreation Reserve User Agreement Expression of Interest Form to be considered for Seasonal User Agreement Allocations. Council will work with the State Sporting Association (SSA) or other relevant body to confirm any new user groups are registered with the relevant SSA.

Expressions of Interests that provide opportunities that are not currently available within Hindmarsh Shire Council will be considered more favorably than those where the existing need is met.

5.3.5 Subletting and Use Outside of Allocated Hours

User groups shall not sublet or allow any other person or group to occupy or use the sportsground or facility without written approval from Council prior to the date of use, or unless such an arrangement is written into the User Agreement. In such circumstances, the user group shall be responsible for ensuring risk management and public liability documentation is provided by the third-party user, the facility is cleaned and free of damage after use and any other requirements specified in the particular User Agreement.

Council is responsible for any use of sporting grounds recreation reserves outside of the allocated hours of the user groups.

5.3.6 Content of User Agreements

At a minimum, User Agreements shall contain the following provisions;

- Parties bound;
- Terms of use;
 - Clear identification of excluded and included facilities at the recreation reserve or sporting ground;
 - Period of use;
 - Limitations and restrictions;
- Insurance requirements;
- Risk management requirements;
- Bond requirements;
- Third party compliance requirements and the retention and availability of evidentiary and supporting documents (i.e. AFL grounds management requirements for Australian Rules football clubs);
- Allocation of responsibilities, including but not limited to;
 - Maintenance
 - Inspections
 - Compliance
 - Capital improvements
 - Amenities fees (water, electricity, gas usage)
- Relationship with other users of the premises;
- Subletting/hiring arrangements with third parties;
- Site inspections;
- Communication between parties bound;
- Dispute resolution;

- Vacation of premises;
- Termination; and
- Review of Agreement.

Council shall meet with representatives from existing and prospective user groups to discuss the terms of the agreement and conduct a walkthrough of the reserve and facilities prior to any new, revised or reviewed agreement being finalised.

5.4 Casual Bookings

Casual bookings provide 'one off' and temporary access to a recreation reserve for a variety of uses. Council acknowledges that there is a growing need for access to be provided for user groups outside of structured competitions and other activities that are eligible for a Seasonal User Agreement.

Casual bookings will only be considered where it does not impact the use of a user group that holds a Seasonal User Agreement or adversely affect the quality and longevity of the active recreation reserve. Casual bookings at leased or licensed active recreation reserves are managed directly by those user groups in line with their specific agreements.

5.4.1 Activities Requiring a Casual Booking

Casual Bookings will be required for activities including, but not limited to:

- School use
- Seasonal user group usages outside of regular season training and matches including:
 - Special Events
 - Pre-season training (if not included in user agreement period of use)
 - Practice Matches (if not included in user agreement period of use)
 - Finals Matches (if not included in user agreement period of use)
- Structured sporting and recreational activities that are not covered or eligible for a Seasonal User Agreement
- Commercial use
- Sporting events

Casual bookings are not required for informal and unstructured use by individual community members at a recreation reserve. Any limitation on use shall be advertised at the site.

5.4.2 Eligibility for a Casual Booking

To be eligible for a Casual booking an applicant must:

- Have public liability insurance with a minimum value of \$20 million.
- Not have any outstanding financial debt to Council.
- Provide a registered business name and ABN if a commercial entity.
- Agree to comply with directions and Conditions of Use as outlined in casual hire agreements as updated from time to time.
- Provide other documents or seek additional approvals or permits as requested by Council.

5.4.3 High Demand Events

Council manages several facilities which have a high demand for casual bookings. In those instances, a time structured booking process will be followed with priority given in order of:

- Events and activities conducted by Council.
- Seasonally allocated user groups within the Hindmarsh Shire Council.
- Schools or sports associations based within the Hindmarsh Shire Council.
- Not for profit user groups within the Hindmarsh Shire Council.
- User groups, schools or sports associations located outside of the Hindmarsh Shire Council.
- Private organisations.
- Commercial use.

The registered address as listed on incorporation certificate, public liability insurance or ABN certificate will be used to determine where a user group is located. **Where any further prioritisation criteria needs to be applied in order to determine access, consideration will be given to the group's commitment to gender equality and supporting the principles of Fair Access.**

5.4.4 Finals Matches

Where a user may be hosting a finals match that may attract significant spectators, traffic and increased consumption of alcohol, the user group should notify Council at least 30 days' prior. In such cases, Council reserves the right to request additional emergency management, traffic management, risk and safety measures be undertaken by the user group to prevent incident, injury, or damage to the facility commensurate to the number of attendees.

5.4.5 Intended Use

A Casual Booking application will only be considered where the intended use is in line with the sport or activity that the recreation reserve supports.

Many of Councils recreation reserves are used for different sports on a seasonal basis and applications for specific sports will only be considered when the recreation reserve is set up for that specific sport.

5.5 Capacity

The use of a sporting ground or recreation reserve enabled under any agreement outlined in this policy may need to be reduced or limited to protect, maintain or renew playing surfaces and/or facilities as determined by Council. This may affect scheduled training sessions and /or scheduled games and matches on occasion.

6 Liquor Licencing

Any user group wishing to obtain a liquor license for a Council-owned premises must have written consent from Council to do so, unless there are provisions within the User Agreement that provide for a liquor licence. Any breach of the liquor license or related obligations may result in termination of the User Agreement.

The user group must provide Council up-to-date copies of all liquor licence documentation.

7 Breaches

Where a user group has been provided with access to an active recreation reserve through any agreement outlined in this policy and have breached the respective conditions, they will be subject to the following performance management process:

- Council Officers will investigate and assess the claimed breach.
- The user group will be notified in writing of the assessed breach and given the opportunity to respond in writing within 7 days.
- Once the user group’s response has been received or the 7-day period has expired, the user group will be notified of the penalty to be applied, if any, in writing within 7 days.
- Any penalty will be determined by Chief Executive Officer following consultation with Council Officers. Penalties may include:
 - Mandatory training for committees and/or members.
 - Recovery of costs for damage, incident or injury.
 - Reporting to law enforcement authorities where there has been identified or alleged illegal activity.
 - Submitting a bond to be held for a period of time.
 - Being reported to respective local, state or national governing body, e.g. Sport and Recreation, SSA, Victorian Commission for Gambling and Liquor Reform.
 - Being ineligible for funding opportunities through Council for a period time.
 - Additional reporting requirements to Council with set timeframes imposed.
 - Review/and or termination of current agreement with Council.
 - Exclusion from future agreements with Council.

8 References

Related documents	Legislation
Recreation Reserve User Agreement Expression of Interest Form Fair Access Policy Roadmap	<i>Gender Equality Act 2020</i> <i>Local Government Act 2020</i> <i>Local Government (General) Regulations 2015</i> <i>Disability Discrimination Act 1992</i> <i>Liquor Control Reforms Act 1998</i>

9 Document Control

Sports and Recreation Reserve Allocation, Use and Fair Access Policy		Policy Category	COUNCIL
Version Number	1.1	Policy Status	DRAFT
Approved/Adopted By	Council	Approved/Adopted on:	XX
Responsible Officer	CEO	Review Date	XX
Version History	Date	Version	Description
	December 2023	1.0	New Policy endorsed by Council for a period of community consultation.
	June 2024	1.1	Policy presented to Council for adoption after period of consultation.



POLICY

C023 Fee Waiver and Reduction Policy

1 Purpose

This Policy establishes Council's position in relation to requests to partially or fully waive various types of fees and charges. Its purpose is to manage these requests in a consistent, transparent, and equitable manner that is aligned with Council's goals and priorities.

2 Scope

This Policy applies to Council-set discretionary fees and charges as defined in the Fees and Charges Schedule of the Annual Budget and should be read in conjunction with that document.

The policy applies to any not-for-profit organisation, incorporated association, or unincorporated community group that provides a community benefit to the residents of the Shire and wishes to apply to have a fee and/or charge waived or reduced. Fee waivers and reductions may also be considered at the CEO's discretion in exceptional circumstances, including but not limited to, those experiencing family violence and those impacted by natural disasters and extreme weather events.

2.1 Exclusions

Exclusions to the scope of this Policy include:

- Statutory fees, which should only be waived, fully or partially, pursuant to relevant legislation.
- Circumstances in which another Council policy that includes a fee waiver component is more applicable.
- Fines and penalties, which should be referred to existing appeal mechanisms.
- Insurance fees.
- Venue hire bonds.
- Bad debts write off.
- Reversal of incorrectly charged fees.
- Council rates and property charges.

3 Definitions

Council means Hindmarsh Shire Council

- Charity** means an entity determined by the Australian Charities and Not-for-profits Commission (ACNC) to be a charity.
- Community benefit** means a demonstrated community need within the Hindmarsh Shire that aligns with Council's strategic priorities.
- Fee waiver** means the reduction of a fee or charge, either partially or in full.
- Not-for-profit** means the same as section 126(1) of the *Local Government Act 2020*, a body that a) operates exclusively for charitable, civil or other social purposes; and b) does not share or allocate the funds or profits of the body or organisation with the owners, shareholders or executives of the body or organisation. This is deemed to include, but is not limited to, sporting clubs, arts societies, and special interest groups.

4 Eligibility Framework

The overarching principles for setting fees and charges are that the waiver of fees and charges:

- Should only be required infrequently.
- Should have a negligible impact on revenue forecasts in the adopted Council budget.
- Will be capped at a cumulative threshold of \$1,000 per applicant per financial year, requests for waivers or reductions over this amount must be submitted by the CEO to Council for approval.
- Should be requested before the fee or charge is incurred or paid. This is considered more efficient for all parties than the fee being paid at the time of application and rebated at a later date.

A fee waiver will not be considered where:

- The activity is a program, service, function, or event that:
 - Is part of Council (for example, where the activities of one business unit are regulated by a permit issued by another business unit).
 - Is undertaken by a contractor engaged by, and conducting works on behalf of, Council.
 - Is contrary to, or inconsistent with, another Council Policy.
 - Is already supported by Council via a financial or in-kind contribution.
 - Is subject to an existing agreement, including but not limited to Memorandums of Understanding.
 - Is a primary or core service of State or Federal Governments.
 - Duplicates existing Council programs or activities.
- It is reasonably likely to result in a disproportionate increase in the number of requests from the benefiting organisation(s) or from similar organisations.

4.1 Exceptional Circumstances Eligibility

Requests for fee waivers or reductions from members of the community may also be considered at the discretion of the CEO on a case-by-case basis. Examples of exceptional circumstances include but are not limited to, where a person is experiencing family violence, where the person has been impacted by a natural disaster or extreme weather event, or where there is significant financial hardship. Requests for waivers or reductions due to exceptional circumstances should

be made in writing and may require additional evidence. All requests under this clause will be handled confidentially.

5 Application, Decision Making, and Authorisation Framework

Requests must be made by submitting the Fee Waiver Request Application Form.

Each application will be assessed by the relevant department's Manager or Director, in accordance with the financial delegations stated in the Responsibilities section of this Policy.

Managers and Directors should ensure that fee waiver requests are considered fairly, equitably, and transparently. All staff are to ensure policies, processes, procedures, and application forms, as appropriate, transparently reflect and promote accessibility of fee waivers.

When considering a request to waive fees or charges, the decision must have regard to the merits of the application as well as the following:

- The activity to which the fee or charge applies demonstrates specific benefits to the Hindmarsh Shire community.
- The activity supports Council's vision and goals as defined in the Council Plan.
- The nature of the applicant, e.g., is the applicant a not-for-profit organisation or recognised by the Australian Charities and Not for Profit Commission?
- The applicant performing the activity is based in Hindmarsh Shire.
- The applicant performing the activity provides services/benefits to residents or the wider Hindmarsh Shire community.
- The scope for waiving the particular fee or charge within the context of departmental budgets, policies, and the broader business activity/market.

To encourage fairness and equity, user groups should be made aware that an application may be unsuccessful where they result in inequitable access to Council facilities or services.

5.1 Reduction/Waiver Amount

It is preferable when considering fee waiver requests, that Council officers apply a 50% reduction rather than a full waiver. This reduces the financial impact to Council and covers the administration costs involved in processing the fee waiver or discount.

Statutory fees may only be waived or reduced in exceptional circumstances, and in accordance with the relevant legislation.

6 Responsibilities

Managers	<ul style="list-style-type: none">• Developing processes and procedures within their business unit for handling requests to waive or reduce fees and charges in line with this Policy.• Ensuring that requests to waive or reduce fees and charges, and the decisions made upon those requests, are appropriately documented in accordance with organisational requirements.• Recording on the request form and register if a Conflict of Interest exists and, if so, details of the conflict.
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	<ul style="list-style-type: none"> Assessing and recommending to the CEO approving or declining fee waivers relevant to their business unit, less than \$500 per fee or charge.
Directors	<ul style="list-style-type: none"> Assessing and recommending to the CEO approving or declining fee waivers relevant to their business unit, from \$500 up to \$1,000 per fee or charge. Assessing and recommending to the CEO approving or declining the waiving of statutory fees and charges in exceptional circumstances, in accordance with the relevant legislation. Ensuring that requests to waive or reduce fees and charges, and the decisions made upon those requests, are appropriately documented in accordance with organisational requirements.
Chief Executive Officer	<ul style="list-style-type: none"> Approving or declining fee waiver recommendations from Managers or Directors of up to \$1,000 per fee or charge. Applications over \$1,000 are reviewed by the Chief Executive Officer and submitted to Council for approval via a formal resolution.

7 Conflict of Interest

If a staff member involved in the process has a conflict of interest, whether it be actual, potential, or perceived, they are required to declare the conflict and remove themselves from the process. Another staff member at a similar or higher delegation level will be required to assess and approve the application in the absence of the conflicted staff member.

8 Human Rights Statement

It is considered that this Policy does not impact negatively on any rights identified in the Charter of *Human Rights and Responsibilities Act 2006*.

9 References

Related documents	Legislation
Hindmarsh Shire Council Fees and Charges as contained in the Annual Budget Hindmarsh Shire Council Financial Hardship Policy	<i>Local Government Act 2020</i>

10 Document Control

Fee Waiver Policy		Policy Category	Council
Version Number	1.0	Policy Status	Draft
Approved/Adopted By		Approved/Adopted on:	
Approver Signature (Operational only – delete if Council policy)			

Responsible Officer	CEO	Review Date	
Version History	Date	Version	Description
	May 2024	1.0	New Policy



FEE WAIVER/REDUCTION APPLICATION

This form is to be used by any organisation or group that provide a community benefit to the Shire, to apply for a fee or charge to be waived or reduced in accordance with Council’s Fee Waiver and Reduction Policy. This does not apply to Council rates and rebates.

The group must confirm that it is a not-for-profit, incorporated association or community group that is based in the Shire or has a demonstrated link to communities in the Shire. The community benefit is a demonstrated community need in the Shire that aligns with Council’s strategic objectives.

Collection Notice

We will handle any personal information you have provided in this form in accordance with the Privacy and Data Protection Act 2014. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.

Contact Details*

Full Name:	
Organisation:	
Address:	
Phone Number:	Email:

Fee Waiver or Reduction Request Details

<i>Type of Fee</i>	<i>Scheduled Fee (\$)</i>	<i>Requested Fee (\$)</i>

Activity Details

Activity to be undertaken	
Description of Benefit to the Community	
Location of Activity	
Recurring/Once Off (please provide detail)	



Applicant Signature

Signature:	
Name printed:	
Date:	

This form can be returned to any of our Customer Service Centres or Libraries, or via the postal and email addresses below.

Hindmarsh Shire Council
PO Box 250, Nhill VIC 3418
info@hindmarsh.vic.gov.au



OFFICE USE ONLY

Date received:	Reviewed by:
Conflict of Interest: Y/N	If yes, conflict description:
Approval Granted:	Amount to be charged:
Signature:	



POLICY

C017 Community Projects Contributions Policy

1 Background

Hindmarsh Shire Council is committed to planning and delivering community projects across the Shire that benefit local communities. This includes developing and redeveloping Council assets, as well as existing community infrastructure that is owned by the Victorian Government (or one of its entities), where Council is required to be the project coordinator.

When seeking funding for projects, partnering with community groups will better position Council to develop and renovate community assets. Where the funding source requires a co-contribution, this could consist of one or a combination of the following:

- A financial contribution from Council
- A financial contribution from the local community (“community contribution”)

The expected contributions, depending on the scope of the project, are detailed in this policy.

2 Purpose

To clearly articulate the steps required for the management of community contributions, relating to development projects within the Shire and provide guidance on minimum contribution requirements from community group/s.

3 Scope

This policy applies to all Council-managed community projects that involve the development or renovation of community infrastructure.

4 Definitions

Council means Hindmarsh Shire Council

5 Fair Access

Council is committed to the implementation of the Victorian Government's Fair Access Policy that aims to improve access to, and use of, community sports infrastructure for women and girls. All project proposals relating to sports infrastructure must be assessed to ensure that they are compliant with the *Gender Equality Act 2020* and support the Fair Access Policy. Community

groups and clubs that will benefit from the proposed project will also be required to evidence support of the Fair Access Policy.

6 Community Contribution Pledge

An individual or community group which wishes or is required by this policy to make a financial contribution to a planned development project within the Shire is required to:

- a) Provide this pledge to Council in writing.
- b) Provide clear written evidence to Council of their financial capacity to honour the pledge, within seven (7) days of providing the written pledge.

7 Funds held in trust by Council

The pledger is required to provide 50% of the pledged financial community contribution to the Council within seven (7) days, following step 6(b) above and prior to the Council submitting the application for the funding.

These funds will be held in trust by Council until required by the project.

The funds held in trust will also be highlighted in Council's funding applications and will significantly and positively strengthen any applications made by Council.

If the grant application or applications lodged by Council with the Victorian and/or Australian Governments are not successful, the funds held in trust will be returned to the pledger.

8 Written agreement with each pledger

Council will enter into individual agreements with each pledger for a development project, which will include the payment of the second half of the community contribution which will be required to be received by Council prior to the signing of the contract documents or authorisation of a purchase order to deliver the project, whichever is applicable.

9 External Funding Application

The next step will be for Council to finalise and lodge its funding application with the relevant Victorian and/or Australian Government, their respective entities or any other funding bodies.

10 Community Contribution

The Financial contribution required by the community group/s proposing or benefitting from the initiative will be in accordance with the following:

- where the project is on Council land or where Council is the Committee of Management (COM) for Crown land and there is no existing User Agreement or Lease applicable to that land, a community contribution may not be required. The Council contribution will be identified and approved by the Council prior to the submission of the application where the project is on land owned or controlled by the Council.

- where the project is on Council land or where Council is the Committee of Management (COM) for Crown land and there is an existing User Agreement or Lease applicable to that land, the community contribution will be determined on a case-by-case by Council in consultation with the User/Lessee, with consideration to the resources of the User/Lessee and the terms of the Lease or Agreement (i.e. sole occupation over an extended period may be considered differently to short-term shared use).
- If Council decides to project manage a community infrastructure project that is not on Council land and/or Council is not the COM for Crown land, the community contribution must be a minimum of 15%.

The total project cost should include the total construction cost, any contingencies and associated project management fees.

10.1 Community fundraising

With consideration of Council policies, procedures and legislative requirements, Council will provide support to community groups who may utilise community fundraising as a means to fund community contributions to Council projects.

11 Outcome of funding application

Following receipt of the funding application outcome, Council will:

- a) Notify each pledger of the outcome.
- b) Return funds held in trust to each respective pledger if the funding application has been unsuccessful.

12 Discretion of Chief Executive Officer

Notwithstanding clauses 6-11 above:

- a) The Chief Executive Officer has the discretion to alter some of the conditions contained in this Policy, if it is in Council's and the community's best interests to do so.
- b) Any such proposed alteration of conditions will be provided to Council within a report from the Chief Executive Officer and presented to a Council Meeting for formal Council approval.
- c) Alteration of conditions will be dealt with strictly on a case-by-case basis.
- d) Should savings be made on any project, Council will not pursue outstanding funds over and above the completed value of the project, from the people or groups who have pledged funds to the project.

13 References

Related documents	Legislation
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Add Related Documents	Add Legislation
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14 Document Control

Community Projects Contributions Policy		Policy Category	Council
Version Number	1.0	Policy Status	Draft
Approved/Adopted By	-	Approved/Adopted on:	
Responsible Officer	CEO	Review Date	
Version History	Date	Version	Description
	April 2024	1.0	Draft Provided to Council



POLICY

C003 Councillor Expense Entitlements Policy

1 Purpose

The purpose of this policy is to define the parameters for the reimbursement of necessary out of pocket expenses incurred while performing duties as a Councillor or a Delegated Committee member as provided by section 41 of the *Local Government Act 2020*.

This policy supports Councillors and members of delegated committees and the Audit and Risk Committee to perform their role, as defined under the *Local Government Act 2020*, by ensuring that expenses reasonably incurred in the performance of their role are reimbursed.

The Act provides that a Council must adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees.

A policy adopted under Section 41 of the Act must:

- specify the procedures to be followed in applying for reimbursement and in reimbursing expenses;
- comply with any requirements prescribed by the regulations in relation to the reimbursement of expenses; and
- provide for the reimbursement of childcare costs where the provision of childcare is reasonably required for a Councillor or a member of a delegated committee to perform their role; and
- have particular regard to expenses incurred by a Councillor who is a carer in a care relationship within the meaning of Section 4 of the *Carer's Recognition Act 2012*.

2 Scope

This policy applies to all Councillors including the Mayor and all Delegated Committee Members and members of the Audit and Risk Committee, **when undertaking duties and activities that are part of their role.**

3 Definitions

Act

means *Local Government Act 2020*

Delegated Committee Member

means a member of a delegated committee established under section 63 of the Act.

CEO	means the Chief Executive Officer of Hindmarsh Shire Council
Council	means Hindmarsh Shire Council

4 Context

4.1 Councillor Allowances

- Councillor allowances are paid in accordance with the Act.
- Council must review Councillor allowances within 6 months of a council election.
- Mayoral and Councillor allowances are subject to the addition of the equivalent of the superannuation guarantee.
- Councillors are deemed not to be an employee under common law.

4.2 Council Expenses

Councillors and members of Delegated Committees are entitled, under section 40 of the Act, to reimbursement of expenses reasonably incurred in the performance of their duties.

This policy ensures that the reimbursement of these expenses is in accordance with the Act and meets the Act's principles of public transparency; achieving the best outcomes for the municipal community; and ensuring the ongoing financial viability of the Council.

Section 40 of the Act provides that a Council must reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses which the Council is satisfied:

- are bona fide expenses;
- have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee;
- are reasonably necessary for the Councillor or member of a delegated committee to perform that role.

Details of all expenses reimbursed under section 40 of the Act must be provided to the Audit and Risk Committee.

5 Travel

5.1 Mayor's Vehicle

A fully maintained vehicle will be provided to assist the Mayor in carrying out their duties and for private use during the Mayoral term.

The vehicle is to be operated and maintained in line with Council's Motor Vehicle Policy, as determined by the CEO from time to time.

5.2 Travelling Expenses

Where practical, Councillors are to use a Council pool car for travel involved in performing their duties. Councillors are encouraged to travel together or with Council Officers **to reduce costs and environmental impact of vehicle use.**

Upon completion and forwarding of a Travel Claim Form to the CEO for approval, travel expenses will be paid to Councillors **and members of Delegated Committees** for out-of-pocket expenses related to travel to and from—

- Council meetings and Committee meetings;
- **Formal briefing sessions and civic or ceremonial functions convened by Council or the Mayor;**
- Meetings of an external body to which a Councillor has been appointed on behalf of Council;
- Meeting attended by a Councillor on the Mayor's behalf, as requested;
- Other meetings or functions, as approved by resolution of Council;
- Other meetings, functions or events as determined by the CEO, that Councillors are required to attend and may claim expenses.

Reimbursement will be paid on a per kilometre rate set in accordance with the Australian Tax Office cents per kilometre method. Councillors cannot claim a personal tax refund for kilometers travelled where Council has reimbursed for those kilometers.

Travel claim forms should contain the odometer at start and odometer at end of each claim for travel, and clearly state the purpose of travel. Councillors will be required to complete a log book and Council staff may at random verify the odometer on the travel claim form against the log book.

All drivers of Council vehicles must comply with the conditions of use specified in the Motor Vehicle Use Policy, as determined by the CEO from time to time.

5.3 Remote Area Travel Allowance

Where a Councillor normally resides more than 50 kilometers by the shortest possible practicable road distance from the location or locations specified for the conduct of ordinary, special or committee meetings or community functions, which have been authorised by Council resolution for the Councillor to attend, they are entitled to be paid an allowance of \$40 per day, up to a maximum of \$5,000 per annum.

5.4 Interstate and International Travel

All international and interstate travel by Councillors performing official duties must be in accordance with the Council Plan and approved by a resolution of Council, **except for travel required as part of a Councillor's duties when appointed as a delegate to the following groups:**

- **National General Assembly of Local Government**

Air travel will be economy class with bookings and payments made by Council. In appropriate circumstances, charter flights may be approved by the CEO.

In line with Council's Public Transparency Policy, Council will maintain a register of travel undertaken by Councillors or Council Staff for public inspection of details and costs relating to all overseas and interstate travel (with the exception of travel by land for less than three days) and present such reports to the Audit and Risk Committee.

5.5 Partner Travel

The costs of a partner accompanying a Councillor on a Council business trip must be borne by a Councillor unless there is a bona fide business purpose or necessity for the presence of their partner.

Where a partner is travelling for bona fide business purposes or from necessity, the reasonable costs associated with travel, accommodation, incidentals for the partner must be approved in writing by the CEO prior to departure.

This will not apply to Delegated Committee Members.

5.6 Car Parking / Public Transport / Taxi Charges

Council will reimburse the costs of car parking, public transport and taxi charges incurred while conducting Council business based on original receipts and relevant details regarding the purpose, date and time of the meeting or function. Travel passes (such as Myki) may be provided to Councillors at the discretion of the CEO.

6 Conferences, Seminars and Personal Development

Councillors are encouraged to attend conferences and seminars relevant to their role, to enhance their personal skills and knowledge. Where a Councillor has identified a training or personal development opportunity or seminar that they wish to attend, the following provisions apply.

6.1 Approval

Councillors must obtain approval from the CEO (under \$1,500) or Council (over \$1,500) to attend a conference or seminar where expenses are likely to be claimed or to use Council pool vehicles to/from conferences or seminars.

Councillors must obtain approval from the CEO (under \$1,500) or Council (over \$1,500) of any proposed expenditure of training funds, and provide details of the proposed course, estimate of costs and purpose of attendance.

6.2 Expenses

Where attendance at a conference or seminar is approved, Councillors shall have all reasonable expenses for travelling, transport, accommodation, registration fees, meals, and out of pocket expenses relating to the conference or seminar reimbursed or paid on their behalf, excluding alcohol (except where alcohol is provided as part of the conference/official dinner or meeting). Upon completing and forwarding a Creditor Voucher to the CEO, as well as all relevant receipts, reimbursement will be paid to Councillors for out-of-pocket expenses related to conferences and seminars.

6.3 Types of Training

As part of the annual budget process an amount will be allocated for attendance of Councillors at participate in personal development training. The allocated funds may be expended by Councillors on—

- seminars or conferences;
- undergraduate and post graduate studies;
- short courses;
- study tours;

provided these relate to local government activity, leadership, or governance in the context of the role of Councillor, or enhance the personal skills of the individual to undertake the role of Councillor (e.g. IT skills).

Training programs that are considered essential for performing the tasks of Councillor will be fully funded by Council. Programs only partly relevant to the position of Councillor may be jointly funded.

Where a Councillor forecasts expenditure beyond the allowance provided by the annual budget process, additional funds may be provided by resolution of Council, **with the understanding that the total budget allocated to Councillor training, seminars and conferences should be available equitably to all Councillors.**

6.4 Administrative Matters

Tax invoices and receipts must be provided with the Creditor Voucher in all instances.

Councillors who attend funded training will prepare reports on areas of major learning when requested to do so by Council.

6.5 Delegated Committee Members

Delegated Committee members wanting to attend conferences, seminars or training will require relevant Committee approval and expenses will be paid from the budget allocated to the Delegated Committee.

Interstate and overseas travel or conferences, seminars or training for Delegated Committee members exceeding \$2,000 will require Council approval.

7 Civic support, Facilities and Equipment

7.1 Communications equipment

Councillors will be provided with appropriate communications equipment to ensure that they can adequately and efficiently perform their role as a Councillor. This may include—

- Mobile phone (smartphone with email and calendar);
- Tablet device (e.g. iPad) with 4G capability;

- Access to a copier/printer;
- Home internet connection where 4G is unavailable;
- Other equipment as determined by Council resolution or by the CEO.

Where a Councillor wishes to retain their personal mobile phone for Council use (instead of being provided a Council phone), Council will reimburse up to \$50 per month to cover the costs of telephone and data usage. If retaining a personal mobile phone, Councillors must make their personal mobile number available for publication. No reimbursement for personal mobile phones will be made during Election Periods.

Where a Councillor wishes to retain their personal home internet connection (instead of being provided with an internet connection by Council), Council will reimburse up to \$60 per month to cover the costs of Council related usage. No reimbursement for personal internet services will be made during Election Periods.

The make, model and specifications of any communications equipment, the associated contracts or plans and the replacement of any communications equipment allocated to Councillors will be at the discretion of the CEO.

Council will meet the purchase, installation, maintenance and service, connection and disconnection, subscription, rental and usage costs for all Council provided communications equipment.

The equipment will remain the property of Council and must be returned at the end of a Councillor's term of office. The equipment must be kept in a secure place and away from any area where the build-up of dust, smoke, grease or other harmful materials is likely. Maintenance of the equipment will be carried out by a person approved by the CEO and be paid for by the Council.

Council provided communications equipment is to be used for Council-related business activities, however it is acknowledged that on occasion there may be limited personal use of communications equipment. Councillors are required to reimburse Council for the cost of their personal use of the equipment.

This will not apply to Delegated Committee Members.

7.2 Stationery

Councillors may access and use standard stationery held or obtained generally for Council's requirements.

The stationery includes items such as business cards, pens, diaries, notepads, paper, and envelopes.

7.3 Office Space

Council will provide a suitably furnished and equipped office, in an appropriate location, for use by the Mayor.

7.4 Administrative support

Reasonable administrative support for work directly relating to the duties of the office of Mayor will be provided **in accordance with the Councillor Interaction with Staff Policy**.

This will not apply to Delegated Committee Members.

7.5 Credit Card

If a Councillor or the Mayor is issued with a credit card, the credit card is to be used strictly in accordance with **any relevant Council Policy and Procedure as adopted from time to time**.

7.6 Meals/Refreshments

At the discretion of the CEO, Council will provide meals or refreshments, which may include the limited serving of alcohol, in conjunction with meetings and events that are Council business.

7.7 Insurance

Councillors are covered by the following Council insurance policies while discharging their duties—

- a) Public and Product Liability/Professional Indemnity;
- b) Personal Accident - Corporate Travel;
- c) Councillors and Officers Liability Insurance (Statutory Liability is incorporated into this policy);
- d) WorkCover Insurance; and
- e) Motor Vehicle Insurance.

All policies have limitations, and most policies require parties covered to act honestly, act in good faith and not act recklessly. Insurance policies generally have requirements for early notification to the insurer of potential claims, the right for the insurer to take over the handling of the matter and appoint lawyers and settle the matter and a requirement for full and frank disclosure of all relevant material.

Council will pay any applicable policy excess in respect of claims made against a Councillor arising from Council business where any claim is accepted by Council Insurers.

7.8 Legal costs

Council will only meet legal expenses incurred as a result of a Councillor, member of a Delegated Committee or a Community Asset Committee performing official duties in accordance with **s43 of the Local Government Act 2020**.

If a Councillor requires legal advice in connection with his or her functions as a Councillor, Council may facilitate and fund such legal advice by resolution. Council will evaluate any request of a Councillor for legal advice against the following criteria—

- a) The extent to which the subject matter of the advice required relates to the Councillor's functions as a Councillor

- b) The extent to which the subject matter of the advice required relates to a matter before Council
- c) The extent to which the subject matter of the required advice will or is likely to be of interest to all Councillors
- d) The public interest
- e) Any other relevant considerations

If the Councillor's need for legal advice cannot be deferred until consideration by Council, the CEO may facilitate such legal advice and confirm that Council will meet expenses, after taking into consideration the same criteria used by Council, above.

In the event that legal advice relates to a writ, action or pending action against Council or Councillors, the Councillors must provide a copy of the writ or action or provide information which may lead to action to the CEO, who will advise Council's insurers as soon as possible, in accordance with Council's insurance policy conditions.

8 Dependent Care Expenses

When attending to legitimate Council business, Councillors may be reimbursed for necessary dependent care incurred for child care/family care **or where the Councillor is a carer in a care relationship within the meaning of the *Carers Recognition Act 2012*.**

Reasonable care expenses may comprise hourly fees, agency booking fees and/or reasonable travelling expenses and will only be reimbursed when paid to—

- a) a recognised dependent care provider;
- b) a person who does not:
 - i. have a familial or like relationship with the Councillor or committee member;
 - ii. reside either permanently or temporarily with the Councillor or committee member;
 - iii. have a relationship with the Councillor or their partner such that it would be inappropriate for Council to reimburse monies paid to the care provider;

when the care is necessary to allow attendance at—

- a) Council meetings and Council business relating to Council meetings;
- b) Council functions;
- c) Meetings arising as a result of the Councillor being appointed by the Council to a committee or external body;
- d) Other Council business as approved by the CEO.

9 Support for a Councillor with a Disability

Council will provide reasonable additional support, facilities, and equipment for any Councillor with a disability to enable that Councillor to perform the duties of a Councillor.

Where reimbursement is claimed for the purchase of an assistive device, that device shall become the property of Council. Claims for reimbursement for assistive devices or assistive personnel will only be considered where the use of the device or the assistance required, relates specifically to the performance of a Councillor's duties.

10 Exclusions

Any expenses arising from a breach of road, traffic, parking or other regulations or laws including Council Local Laws, will not be reimbursed or funded in any way by Council.

11 Delegated Committee Members

This policy will apply to Delegated Committee Members in the same way as Councillors unless expressed otherwise.

12 Submission of claims

All claims are to be submitted on the Travel Claim Form or Creditor Voucher (as applicable). All claims should be accompanied by fully accredited receipts/tax invoices for any expenses claimed. If receipts cannot be produced, Councillors may be required to provide a statutory declaration.

All claims must include sufficient detail to demonstrate that, in accordance with the Act, the expense for which the reimbursement is claimed is a reasonable bona fide out-of-pocket expense incurred while performing the duties of a Councillor.

All claims for allowances or reimbursements including travelling should be made monthly. This is to ensure transparency and accountability. It is the responsibility of the Councillor to make timely claims. Claims not made within 6 months of incurring the expense will not be reimbursed.

13 Administrative Updates

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

14 Communication

This Policy will be placed on Council's website and will be made available to Councillors via SharePoint. This policy will be circulated via email to all Delegated Committees Members.

15 Responsibility

Policy Owner: Director Corporate and Community Services

16 Supporting Documents

Internal Documents	Legislation/Other
Motor Vehicle Use Policy Travel Claims Form Creditor Voucher	<i>Local Government Act 2020</i> <i>Carers Recognition Act 2012</i>

17 Document control

Councillor Expense Entitlements Policy		Policy Category	COUNCIL
Version Number	1.4	Policy Status	DRAFT
Approved/Adopted By	COUNCIL	Approved/Adopted on:	
Responsible Officer	DCCS	Review Date:	
Version History	Date	Version	Description
	November 2009	1.0	New Policy
	6 December 2017	1.1	Update of policy
	15 July 2019	1.2	Update of policy
	19 August 2020	1.3	Update of policy – Local Government Act 2020
	29 May 2024	1.4	Draft presented to Audit and Risk Committee
	26 June 2024	1.5	Draft presented to Council

Hindmarsh Shire Council Council Plan 2021-2025 and Municipal Health & Wellbeing Plan 2021-2025

Action Plan 2024-2025



Theme One – Our Community

Council Plan Reference - “What are we going to do”	Action Item
<i>Use a broad range of communication and engagement techniques with information accessible in different languages</i>	Continue to implement and develop effective communication methods to ensure the community is engaged and informed about Council projects, plans and services, including e-news and newsletters, advertisements and media releases, website development and social media.
	Deliver community safety and education initiatives around Council’s Locals Laws as well as Fire Prevention and animal management.
<i>Support healthy living and provide services and activities for people of all ages and backgrounds</i>	Continue to provide programs and services that promote the health and social engagement of our ageing community, including seniors concert and social connection activities, with a focus on ensuring activities are inclusive and accessible.
	Support and coordinate the Volunteer Taxi Service in Nhill.
	Develop a Sports and Recreation Strategy to support sports infrastructure, sports organisations and active living in Hindmarsh Shire.
<i>Provide infrastructure and support to early years services within Hindmarsh</i>	Facilitate delivery of infrastructure projects in partnership with the Department of Education to provide four-year-old kinder services as of 2025 in Nhill and Dimboola.
	Continue to advocate for after school care and an increase in childcare in Hindmarsh Shire.
<i>Continue to support and facilitate Hindmarsh Shire Youth Council including the development and implementation of a Youth Strategy</i>	Continue to deliver Council’s youth program, including delivery of the Hindmarsh Shire Youth Strategy, school holidays activities and the Youth Council.
<i>Facilitate and support arts, music, and cultural community events, celebrations, and activities to build social connection.</i>	Support significant days/weeks for groups represented within the Shire, including International Day of People with a Disability and Harmony Day.
<i>Acknowledge and preserve Aboriginal values and culture through partnerships, land management practices and understanding to deliver positive outcomes</i>	Deliver service and document reviews, events, activities, and statements that promote reconciliation and advance the objectives of Aboriginal and Torres Strait Islander peoples within the community.
<i>Advocate for a range of learning and skill development opportunities for all ages</i>	Advocate for and host a range of learning and skill development opportunities for all ages throughout Hindmarsh

Theme Two – Built & Natural Environment

Council Plan Reference - “What are we going to do”	Action Item
<i>Advocate for the continuation of State and Federal Government funding to support the maintenance and upgrades of Council’s extensive road network and infrastructure needs.</i>	Commence construction at Davis Park, Nhill, on the AFL compliant changerooms with undercover seating.
	Complete Nhill Aerodrome upgrades including drainage and pavement works.
	Continue to advocate for funding for a new weir at Jeparit.
	Seek funding to install solar on Council buildings and halls.
<i>Implement a range of environmentally sustainable practices throughout the Shire including solar/wind powered infrastructure and water efficient appliances</i>	Develop and implement an up-to-date Domestic Wastewater Management Plan.
	Explore funding options for installation of solar heating at the Dimboola Swimming Pool.
	Consider options for delivery of Weeds, Pest and Plant program following the changes to the Landcare network in the region.
	Adopt a Climate Adaption Strategy that supports community resilience, risk mitigation and reduced negative environmental impact within the Shire.
	Increased building and planning enforcement activity to protect Council’s environment.
<i>Maintain the condition of our existing local road network prioritising capital works investment into renewal on roads and road related infrastructure.</i>	Facilitate Hindmarsh Heavy Transport and Freight Working Group.
	Successful delivery of Council’s Capital Works program as contained within the 2024-2025 Hindmarsh Shire Council Budget.
	Sealed road construction works on Dimboola Minyip Road (subject to funding).
	Ensure Council representation on Western Highway Action Committee and Wimmera Regional Transport Group.
<i>Regularly review Council’s asset management plans, and update the Assets Register</i>	Implement Assetic Cloud as an effective Asset Management software system, improving the financial efficacy, sustainability and usability of our asset management functions.
<i>Continuous improvement of our waste management and transfer stations through upgrades and establishment of rural collection points for increased recycling use and waste services, including transition to a new waste strategy</i>	Install recycling and glass collection bins in main street in Dimboola, Jeparit, Nhill and Rainbow.
<i>Encourage the community to implement waste</i>	Hold free green waste month in September and encourage residents to tidy their properties prior to the fire season.

<i>minimisation and management strategies through education and promotion</i>	Work closely with conservation partners including the Wimmera CMA to educate the community on land management and conservation strategies.
<i>Maintain attractive streetscapes, open spaces and public places</i>	Continued implementation of the Nhill Streetscape Plan.
<i>Well-maintained physical assets and infrastructure to meet community and organisational needs</i>	Seek funding to upgrade Rainbow Public Amenities and install new all-abilities amenities and ramp into MECCA Supper Room.
	Continue development and implementation of the Hindmarsh Playground Strategy.
	Complete construction of new Mechanics workshop at Jeparit Depot.
<i>Upgrade parks and open spaces as funding stream are available, including lighting for increased nighttime use, safety and security.</i>	Consider opportunities and seek funding for lighting in public areas.

Theme Three – Competitive and Innovative Economy

Council Plan Achievement	Action Item
<i>Promote Hindmarsh Shire as a destination of choice by increasing and improving tourism signage to encourage people to stop, stay and play in Hindmarsh Shire.</i>	Participate in the Visitor Economy Partnership and commence development of Destination Management Plans and industry development activities.
	Continue delivery of Silo Art project at Llew Schilling Silo in Rainbow.
<i>Provide support to Hindmarsh businesses through buy local campaigns, Council purchasing locally and promote business assistance grants</i>	Deliver a Business Assistance Grants program responsive to the changing economic interests within the Shire.
<i>Develop and promote local tourism opportunities that attract visitation</i>	Promote Hindmarsh as a tourism destination to stop, play and stay.
<i>Facilitate business networking sessions and showcasing Hindmarsh businesses</i>	Host quarterly business networking sessions in Hindmarsh for businesses to come together, network and learn.
<i>Review and update Council's town planning scheme to allow for urban and commercial development</i>	Undertake a review of the Hindmarsh Planning Scheme.
<i>Develop master plans for all Council owned and operated caravan parks and seek funding to support the implementation of actions and upgrades including cabin accommodation</i>	Seek funding for continued development of Hindmarsh Shire Caravan Parks and implement upgrades to the Nhill Caravan Park as contained in the Nhill Caravan Park Masterplan.
<i>Review and implement Council's Economic Development Strategy</i>	Commence implementation planning for Council's Economic Development Strategy 2024-2028.
<i>Support community initiatives such as markets, pop up shops and appropriate events / activities</i>	Provide financial and in-kind support to regional community events held in Hindmarsh that increase economic benefit.

<i>Facilitating and supporting economic development.</i>	Actively seek funding to upgrade key freight routes for our agricultural economy.
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Theme Four – Good Governance & Financial Sustainability

Council Plan Achievement	Action Item
<i>Promote benefits of being a Councillor encouraging diversity on Council & Ensure compliance with the Local Government Act 2020</i>	Deliver proactive activities aimed at encouraging candidature for the 2024 Council elections, including the MAV Stand for Council Program.
	Prepare for, and deliver, a compliant caretaker and election period for the 2024 Local Council Elections.
	Review existing, and develop new, Councillor induction processes (including a training program) to facilitate compliant and effective transition into a new Council period.
<i>Ensure compliance with the Local Government Act 2020</i>	Review and adopt critical Council policies as per Council's policy review cycle.
	Further develop and maintain a panel of preferred suppliers for critical services areas to ensure the efficiency of Council business.
<i>Continue online streaming of Council meetings to uphold the principles of public transparency and accessibility</i>	Continue to promote transparency and accessibility of Council meetings through streaming meetings online and including closed captioning where possible.
<i>Provide opportunities for culturally diverse and young people through activities such as work experience, cadetships, certificates, apprenticeships and traineeships</i>	Continue to consider trainee, apprenticeship, and work placement opportunities to providing bringing pathways to employment at Council.
<i>Provide a range of engagement and communication methods to ensure open, easily available and transparent communication between Council and the community</i>	Develop a guide to assist the community and to provide clarity on the process of public Council meetings and how to participate.
	Implement the Community Engagement Policy and provide appropriate consultation and engagement methods for policies, projects and plans.
	Develop and integrate organisation-wide framework for managing all complaints relating to Council's functions and services and framework for monitoring success of complaints management processes.
<i>Continue to focus on responsible financial management in budgeting and long-term financial planning</i>	Update Council's Long Term Financial Plan.
<i>Demonstrate leadership on gender equity and promote respectful relationships through partnerships, programs, activities, spaces and education and</i>	Continue implementation of Gender Equality Action Plan.

<i>Council's implementation of the Gender Equality Act 2020</i>	
<i>Enhance our financial management systems through the Rural Council Transformation Project</i>	Continue to collaborate with Horsham Rural City Council and Loddon Shire Council to implement the Rural Council Transformation Project.
<i>Further develop and implement Council's Risk Management Framework and ensure all key risks have been measured and adequately controlled</i>	Maintain the Business Continuity Plan as an active document, ensuring that it is responsive to changing risk environments.
	Enhance the organisations information, communications and technology (ICT) capabilities and systems, including strengthening our cyber-security capability.
<i>Provide for a safe working environment and develop a productive and skilled workforce.</i>	Deliver actions within the Hindmarsh Shire Council Cultural Audit to improve the accessibility of Council services and the diversity of our workforce.
<i>Demonstrate leadership on gender equity and promote respectful relationships through partnerships, programs, activities, spaces and education and Council's implementation of the Gender Equality Act 2020</i>	Engage local sporting clubs in the development and implementation of the Fair Access components of the Sports and Recreation Reserves Allocation and Use Policy.
<i>Enhance our workforce through the development of a Workforce Plan that supports the needs of the organisation and encouraged diversity.</i>	Undertake review of the Hindmarsh Shire Council Workforce Plan.

Public Health and Wellbeing Plan

Action Item
Collaborate with partners to deliver annual priorities from the Public Health and Wellbeing Plan, including – <ul style="list-style-type: none"> - Health promotion initiatives - Gender based violence prevention initiatives - Providing active living opportunities for all ages and abilities.
Review Healthy Food Choices Policy (Annual)

Economic Development Strategy

Action Item
Support Town Committees (or alternative private committee) to develop 'town themes' to promote tourism and economic development.
Enhance the contribution of volunteers within the Shire including; <ul style="list-style-type: none">- Facilitating the annual citizen of the year awards- Celebrating National Volunteers Week- Celebrating volunteers with an annual morning tea- Reviewing volunteer management processes with the view of supporting and retaining existing volunteers as well as promoting volunteer opportunities.
Deliver a Community Action Grants program to support Hindmarsh community groups and organisations, prioritising projects that have town-centre revitalisation objectives.
Consider development opportunities for vacant Council-owned land to support social and affordable housing options.
Conduct initial demand and feasibility assessments for industrial estates in Dimboola, Rainbow, Nhill and Jeparit.
Participate in Wimmera Southern Mallee Development's Wimmera Housing Innovation projects within the Shire.

Community Action Plan

Action Item
Provide training and resources to Customer Service Staff in Dimboola, Jeparit, and Rainbow to deliver effective Visitor Information services at existing Customer Service Centres.
Seek funding for short term/high impact initiatives contained within the Community Action Plan.

Regional Tourism Investment Fund 2024

Program Guidelines



Authorised by the Victorian Government, Melbourne.
Department of Jobs, Skills, Industry and Regions

1 Spring Street, Melbourne, Victoria 3000
Telephone (03) 9651 9999

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To receive this publication in an accessible format, please contact the DJSIR Call Centre on 1800 325 206, using the National Relay Service 13 36 77 if required.

Acknowledgement

We acknowledge and respect the Traditional Owners of Country throughout Victoria, their ongoing connection to lands and waterways upon which we depend, and we pay respects to their culture and their Elders past, present, and future.

We acknowledge that Aboriginal self-determination is a human right enshrined in the United Nations Declaration on the Rights of Indigenous Peoples, and we are committed to working towards social, economic, and cultural equity for Aboriginal Victorians.

We acknowledge the diversity of Aboriginal Victorians, and we acknowledge all other people of Aboriginal and Torres Strait Islander descent living in Victoria.

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Message from the Minister

No matter what time of year, there's always something exciting to see or do in Victoria. From hot springs and cultural experiences to boutique distilleries and world-class restaurants, Victoria has something for everyone.

To complement our exceptional tourism offerings, Victoria's packed major events calendar attracts visitors from across Australia and the world to experience the wonders of our state.

Victoria's tourism industry continues to thrive, with the recent *National and International Visitor Survey* reporting the state's tourism spending was \$37.8 billion in 2023 – a new record high.

The *Regional Tourism Investment Fund 2024* will support continued growth by backing new and innovative tourism infrastructure projects designed to improve the quality of experiences and encourage visitors to stay longer.

In 2023 we released *Experience Victoria 2033*, our strategic plan to shape the future of Victoria's visitor economy towards the projected \$58 billion over the next 10 years.

The *Regional Tourism Investment Fund 2024* will focus on the five product priorities identified in the plan: First Peoples-led experiences, wellness, arts and culture, food and drink, and nature.

By supporting the pipeline of demand-driven tourism infrastructure across small and large projects, the fund intends to create more tourism experiences, attract more visitors and employ more people across every corner of the state.

Victoria's visitor economy is booming, and we're proud to continue supporting that growth through the *Regional Tourism Investment Fund 2024*.



Steve Dimopoulos

Minister for Tourism, Sport and Major Events

1. Context

The *Regional Tourism Investment Fund 2024* (RTIF) is part of the \$170 million Regional Tourism and Events Fund (RTEF) that will ensure our regional tourism offering continues to be the very best by supporting new events, attractions and more accommodation for visitors.

The RTIF will help build tourism infrastructure projects that improve visitor experience and increase visitor spending across Victoria – creating new jobs, benefiting tourism operators and regional communities.

The fund will support the attraction of visitors to key destinations and support tourism businesses across the state with a focus on the five product priorities identified in Experience Victoria 2033 (EV33) – First Peoples-led experiences, wellness, arts and culture, food and drink and nature.

1.1. Experience Victoria 2033

Experience Victoria 2033 is the State’s strategic plan to shape the future of Victoria’s visitor economy over the next 10 years. The plan will strengthen Victoria’s enviable tourism offering by leveraging the state’s competitive advantages.

The plan has five product priorities:

Product priorities	Types of products and experiences
First Peoples-led experiences – prioritising the world’s oldest continuous living culture that will contribute to the future of Victorian tourism driven by Aboriginal self-determination.	<ul style="list-style-type: none">• Immersive experiences• Story telling settings• Art and heritage trails.
Wellness – experiences and products that broaden Victoria’s wellness offering.	<ul style="list-style-type: none">• Mindfulness retreats• Wellness resorts• Geothermal and natural springs.
Arts and Culture – experiences and products that enable the visitor to engage with art and culture in new and innovative ways.	<ul style="list-style-type: none">• Museums• Storytelling settings• Multicultural centres• Art and heritage trails• Public art installations• Galleries• Creative venues.
Food and Drink – culinary and gastronomic experiences and products that highlight provenance and demonstrate innovation.	<ul style="list-style-type: none">• Agricultural and regenerative farming experiences• Cellar doors• Distilleries• Breweries.
Nature – experiences, products and accommodation that activate regional Victoria’s natural assets and contribute to a healthy and resilient environment.	<ul style="list-style-type: none">• Tracks and trails• Accommodation in / adjacent to nature-based settings.

The examples provided above are not intended to be prescriptive.

2. The Regional Tourism Investment Fund 2024

2.1. About the Regional Tourism Investment Fund 2024

The RTIF is a competitive Victorian Government investment program supported by the RTEF to fund high-potential tourism infrastructure projects that support the delivery of EV33 across regional Victoria.

The RTIF promotes partnerships between the Victorian Government, Local Government Authorities (LGAs), Alpine Resorts Victoria (ARV) and the broader tourism sector including private operators, not-for-profit organisations, Traditional Owners and Aboriginal organisations.

The RTIF is underpinned by the Department of Jobs, Skills, Industry and Regions' (the Department) priorities of driving a strong and resilient economy that benefits all Victorians – by creating more opportunities for people through jobs and skills, supporting businesses and industries to grow and prosper, and building vibrant communities and regions.

2.2. Objectives

The objectives of the RTIF are to:

1. Deliver strategic tourism infrastructure and accommodation projects that will increase visitation, improve quality of visitor experience, and increase length of stay
2. Deliver projects that broaden Victoria's tourism offering, and support and encourage year-round visitation and dispersal across regional Victoria
3. Leverage and facilitate private sector investment, including through strengthening public tourism infrastructure
4. Drive new jobs and improved outcomes for the State's visitor economy.



Photo Credit: Helen and Joey's Estate

2.3. Short-Term outcomes

RTIF reflects the Victorian Government's commitment to strengthening the visitor experience in Regional Victoria and will invest in projects that can demonstrate a commitment to achieving the following outcomes:

1. Regional Victoria has a strengthened pipeline of experience products and accommodation
2. Regions are developing a more compelling visitor offering
3. Regional accommodation is more attractive to visitors
4. Regional accommodation is more accessible.

2.4. Longer-Term outcomes

The longer-term outcomes of the RTIF are:

1. Investment in regional destinations is increasing
2. Regional destinations are attracting more visitors, getting them to stay longer and spend more
3. More international visitors are attracted to regional destinations
4. The visitor economy has an increased contribution to regional and Victorian economic growth.



Photo Credit: Central Goldfields Art Gallery

2.5. Investment priorities

Activities funded through the RTIF must support the delivery of the outcomes identified in EV33. These seven guiding principles will inform decision making:

- **Driving economic growth** – Victoria's visitor economy attracts more visitors to our state who stay longer, produce higher yield, and be more likely to return.
- **Innovative and outstanding** – Victoria pushes the boundaries and transforms original ideas into brilliant businesses, exciting products and events and ultimately, a richer experience for visitors.
- **Sustainable and regenerative** – Victoria's visitor economy creates experiences that stand the test of time by protecting and enhancing our extraordinary landscapes and biodiversity.
- **Inclusive and welcoming** – Victoria's visitor economy delivers meaningful experiences and employment for people of all identities, cultures and abilities.
- **First Peoples focused** – Victoria's First Peoples are self-determining their priorities for tourism development, creating wealth and contributing to positive outcomes for their communities and Country.
- **Valuable for our communities** – Our tourism investments align with the plans and aspirations of local communities and generate positive benefits for local communities.
- **Unique to place** – Our tourism products build on the different signature personalities of our suburbs, towns, cities and regions.

2.6. Program timelines

Applications Open	16 May 2024
Application Close	2:00 pm, 19 July 2024
Outcomes Announced	November 2024
Grant Agreements Executed	December 2024

3. Funding details

3.1. Funding streams

Funding from the RTIF is available under the following streams:

	Minimum grant amount	Maximum grant amount
Stream 1: Small-scale projects	\$100,000	\$1,000,000
Stream 2: Large-scale projects	\$1,000,001	\$5,000,000
Stream 3: Accommodation Uplift	\$500,000	\$2,000,000

Applicants can submit a maximum of one application and must choose the most appropriate stream. Please refer to [Section 4.2.2](#) for details.

3.2. Funding ratios

Applicants are required to meet the funding ratios and co-contributions outlined in the table below:

Applicant	Maximum funding ratios for co-contributions	Notes
Private applicants <ul style="list-style-type: none"> Private sector proponents 	Up to RTIF \$1:\$2 applicant <i>Example: RTIF grant amount \$100,000, applicant co-contribution \$200,000.</i> Total project cost \$300,000	Higher applicant co-contributions will be considered favorably during assessment. <i>*Please note Tier 1 and Tier 2 locations do not apply to private applicants.</i>
Public, not-for-profit <ul style="list-style-type: none"> Local and State Government entities Incorporated associations Not-for-profit organisations 	TIER 1 LOCATION* Up to RTIF \$2:\$1 applicant <i>Example: RTIF grant amount \$100,000, applicant co-contribution \$50,000.</i> Total project cost \$150,000 TIER 2 LOCATION* Up to RTIF \$3:\$1 applicant <i>Example: RTIF grant amount \$100,000, applicant co-contribution \$33,333.</i> Total project cost \$133,333	Projects located across both a Tier 1 and Tier 2 location* will be considered on a case-by-case basis. The Tier 1 co-contribution will apply to relevant projects (RTIF \$2:\$1). <i>*Please note Tier 1 and Tier 2 locations do not apply to private applicants.</i>
Traditional Owner applicants <ul style="list-style-type: none"> Traditional Owner corporations, Aboriginal owned organisations and groups 	Up to RTIF \$4:\$1 applicant <i>Example: RTIF grant amount \$100,000, applicant co-contribution \$25,000</i> Total project cost \$125,000	

* See [Section 4.2.3](#) for the list of Tier 1 and Tier 2 locations

3.3. Co-contribution requirements

Projects that have received or will receive Victorian Government funding from other sources outside RTIF may apply, however any such funding cannot be considered as part of the organisation's co-contribution.

Applicant contributions may comprise of applicant's own funding or from other organisations including local government authorities, schools, educational institutions, Australian Government, and community organisations.

In-kind contributions will not be considered as part of the funding co-contribution.

In exceptional circumstances, projects requesting funding outside of the co-contribution ratios will be considered on a case-by-case basis and subject to Ministerial discretion.



4. Eligibility

4.1. Applicant eligibility

4.1.1. Eligible applicants

Applicants must be one of the following types of entities to apply:

- Private sector proponents (defined as a privately-owned or commercial organisation that has overall control and responsibility for a project that is predominantly funded through private capital)
- Local and State Government entities, based in Victoria including:
 - Public Land Managers
 - Land Management Authorities and Committees of Management
 - Local Government Authorities
 - A Victorian Alpine Resort¹.
- State or Local Government owned entities
- Incorporated associations
- Not-for-profit organisations, including community groups that are an incorporated body, cooperative or association
- Traditional Owner Corporations, Aboriginal organisations and groups, and Aboriginal-owned businesses (refer to [Section 4.1.2](#)).

In addition, to be eligible for funding applicants must:

- Have an Australian Business Number (ABN), and
- Provide audited financial reports for the past 3 years.

Where an entity is not incorporated, an auspice arrangement may be considered. The applicant and proposed project is still required to meet all other eligibility criteria.

4.1.2. Traditional Owner Corporations and Aboriginal-owned Business

Applications from Traditional Owner Corporations, organisations and groups, and Aboriginal-owned businesses must meet one of the following:

- Registered with Consumer Affairs Victoria
- Registered with the Office of the Register of Indigenous Corporations
- Registered with the Australian Securities and Investment Commission, or
- A body corporate constituted under section 8 of the *Aboriginal Lands Act 1970 (Vic)*.

To discuss if your organisation or group meets the eligibility criteria, please contact tourism.projects@ecodev.vic.gov.au.

Please include details of the project scope, location and organisation details in the email.

4.1.3. Ineligible applicants

The following applicants/entities are not eligible to apply:

- Unincorporated organisations or joint ventures (unless under an auspice arrangement)
- Individuals (Sole Traders)
- Utility and services providers
- Water corporations
- Commonwealth Government owned entities
- Businesses who are not able to meet the mandatory financial requirements (as outlined in [Section 6](#) – Supporting Documentation).

4.2. What will be funded?

The Victorian Government is looking to invest in bold, innovative, and inspiring tourism products and experiences that attract more visitors to Victoria, stay longer, and spend more.

Applications should describe or 'tell the story' of how the proposed project is a demand-driven tourism project that is connected to, or developing, a 'unique to place' experience in regional Victoria. e.g. by creating demand or a more compelling visitor offering for the town or region or providing more reasons to stay longer.

Proposed projects must focus on or align with one or more of the five product priority areas (see [Section 1.1](#)) and either build on Victoria's existing strengths and specialisations or propose a new experience.

Stronger applications will be able to show alignment to other relevant strategies and plans, for example those developed by the relevant Regional Tourism Board, Visitor Economy Partnership, and Local Government.

1. Six alpine resorts are legally incorporated under the *Alpine Resorts (Management) Act 1997* and managed by [Alpine Resorts Victoria](#)

4.2.1. Project timing

Projects funded under all streams must be:

- ‘Shovel-ready’ and commence construction within 9 months of the execution of a Grant Agreement, and
- Be completed by 30 June 2027.

4.2.2. Project Streams

Stream 1: Small-Scale Projects

Stream 1 projects take advantage of opportunities to invest in a town or region’s ‘unique to place’. It supports the development of new, or the redevelopment of existing, smaller-scale tourism infrastructure that improve useability and quality to attract new visitors and offers experience in one or more of the product priority areas identified in [Section 1.1](#).

Examples may include:

- Enhancement to a cellar door
- Extensions to wildlife sanctuary’s
- Smaller-scale accommodation options, such as new on-site eco-pods
- Development of interpretive garden, parks, cultural works.

Stream 2: Large-Scale Projects

Stream 2 supports the development of new infrastructure that is of strategic importance and contributes to ‘unique to place’ tourism experiences in regional destinations. Alignment in one or more of the product priority areas identified in [Section 1.1](#) is required. Projects must demonstrate innovative or outstanding offerings that broadens Victoria’s tourism experience along with significant benefits and outcomes for regional Victoria.

Examples may include:

- Development of a new restaurant dining area at a winery
- Development of a new exhibit at a wildlife sanctuary
- Development of a new museum or gallery
- Construction of new accommodation offerings
- Development of a new wellness retreat.

Applications for enabling activities for projects that solve site constraints that are preventing development of a broader tourism infrastructure project from progressing will be considered (e.g. road construction, site services, utility services e.g. power and wastewater infrastructure). These elements must form part of a broader project that leverages tourism investment and will not be accepted as a standalone project.

Stream 3: Accommodation Uplift

Stream 3 supports the revitalisation of existing accommodation to align with modern visitor expectations at an accommodation site.

Applications to this Stream must show evidence for demand (current or future) for the upgraded accommodation (e.g. probable increase in number of visitors, types of visitors and length of stay).

The application should demonstrate how an upgrade to the accommodation is needed not only for the business, but why it will enhance and support the town or region’s existing visitor experience.

The application should support the region’s ‘unique to place’ visitor experience and align with one or more of the product priority areas. Applicants must show how demand from these experiences supports the upgrade proposal.

Upgrades that will provide an uplift in accommodation star ratings and provide greater accessibility will be assessed more favourably.

The types of projects that are eligible for support include:

- Works that uplift and modernise e.g. upgrade from 2-star to 3.5-star rating
- Works to improve visitor amenities at camp/ caravan sites
- Upgrades to lodgings to meet a demonstrated ‘luxury’ market need
- Works on shared or private spaces that increases accessibility for all user groups.

This may be achieved through a **combination of activities** such as:

- Increasing comfort through bedroom and bathroom upgrades
- Revitalising rooms and shared spaces to create a unique accommodation offering
- Improvements to multipurpose areas that contribute to a better visitor experience (swimming pool, BBQ spaces, shared shower amenities, dining rooms etc)
- Accessibility modifications e.g. modifications to showers and vanities, door widening, installation of hoists, ramps and paths to achieve DDA requirements.

As stated in [Section 4.2.1](#) Project Timing, applications into all streams must be ‘shovel-ready’. To assist in determining the current stage of your project before applying, please visit:

[A Guide to Tourism Investment from Concept to Reality](#)

4.2.3. Eligible project location

Projects located within the following Local Government Authority areas are eligible to apply:

Tier 1 locations Local Government Areas	Tier 2 locations Local Government Areas and Alpine Resorts	
Ballarat	Alpine	Moira
Greater Bendigo	Ararat	Moorabool
Greater Geelong	Bass Coast	Mount Alexander
Greater Shepparton	Baw Baw	Mount Buller and Mount Stirling
Horsham	Benalla	Mount Hotham
Latrobe	Buloke	Moyne
Mildura	Campaspe	Murrindindi
Mornington Peninsula	Central Goldfields	Northern Grampians
Nillumbik	Colac Otway	Pyrenees
Wangaratta	Corangamite	Queenscliffe
Warrnambool	East Gippsland	Southern Alpine (Lake Mountain and Mount Baw Baw)
Wodonga	Falls Creek	Southern Grampians
Yarra Ranges	Gannawarra	South Gippsland
	Glenelg	Strathbogie
	Golden Plains	Surf Coast
	Hepburn	Swan Hill
	Hindmarsh	Towong
	Indigo	Wellington
	Loddon	West Wimmera
	Macedon Ranges	Yarriambiack
	Mansfield	
	Mitchell	



Photo Credit: Hammon Park Trail Head

4.2.4. Environmental and accessible design considerations

Projects should be consistent, where possible, with the following:

- Environmentally Sustainable Design (ESD): Infrastructure proposals are encouraged to incorporate ESD initiatives into project designs
- Universal Design (UD): A philosophy that encourages building development beyond what is required by the Disability Standards for Access to premises. The intent of UD is to create environments to be usable by all people, to the greatest extent possible, and
- [The Burra Charter](#) (BC): The BC is a set of principles that have been adopted to create a nationally accepted standard for heritage conservation practice in Australia. It is not a legal requirement to adopt the BC guidelines, however they are well entrenched in policy.

4.2.5. Ineligible projects

The following projects will not be considered for funding under the RTIF:

- Project planning for infrastructure projects such as a feasibility study, demand study, or a business case to enable prospective applications to investigate the technical and or economic viability of an infrastructure project (design and construction projects may be considered)
- Local strategic planning including economic development strategies and plans for future growth and infrastructure needs
- Projects that require ongoing funding from the Victorian Government for operation or maintenance
- Retrospective funding, where projects have been completed or have started prior to receiving funding approval e.g. where construction commences prior to December 2024
- Standalone projects purchasing plant machinery and equipment
- Projects that are considered core business for local government, for example but not limited to:
 - Construction of carparks and toilets (unless they are a component part supporting a broader tourism project)
 - Construction and maintenance of Visitor Information Centres
 - Enabling infrastructure not directly linked to unlocking private investment.

4.2.6. Ineligible expenses

The following expenses will not be funded under the RTIF:

- General business operating costs and administrative running costs, such as:
 - Costs related to lease, rent and utilities
 - Costs involved with planning or building permits
 - Costs involved in the purchase or upgrade/hire of software and ICT hardware unless it directly relates to the project or experience (e.g. wayfinding technology for an experience).
- Capital expenses such as purchasing assets for everyday business activities (e.g. drinking glasses for a new cellar door, linen for bedding)
- Purchase of non-fixed equipment and furnishings (e.g. dining tables, beds)
- Marketing, advertising, or product promotion including signage that is outside of a broader infrastructure project such as wayfinding/interpretive signage
- Maintenance of existing infrastructure / assets
- Repair of facilities where the damage can be or should have been covered by insurance
- Staff wages, training and development costs
- Purchase of land.

4.2.7. Performance

An applicant's past performance and the organisation's capacity to deliver projects on-time based on recent performance or current project management capacity will be considered.

Compliance with past Grant Agreements, the number of overdue milestones for existing projects, and current projects with unresolved budget shortfalls will also be considered.

4.3. GST

Applicants should note that all project costs included in the application must be exclusive of GST. If successful, GST will be added to your grant payment (for businesses registered for GST).

Ensure your project budget clearly states GST amounts and the grant request and co-contribution values are GST exclusive.

Example: If the approved funding is \$100,000 GST exclusive, the Department will process payments totalling \$110,000 (\$100,000 GST exclusive funding + \$10,000 GST).

5. Assessment Criteria

Streams 1, 2 and 3.

Please note each assessment response section has a character limit of 5000.

Criteria	Weighting	Considerations
1. Project need and alignment with program objectives, program outcomes and the EV33 priorities	30%	<p>How well the proposed project aligns with RTIF objectives and outcomes through demonstration of:</p> <ul style="list-style-type: none"> • Current and/or future demand from tourism visitors to drive economic growth, e.g. attracts more visitors to our state who stay longer, produce higher yield, and be more likely to return • Support for demand from different visitor cohorts e.g. international visitors, those from diverse backgrounds or with accessibility needs • Support for the development of a more compelling visitor offering for a region by alignment with or development of the 'unique to place' visitor experience for that region. <p>How well the proposed project focuses on or aligns with one of more of the EV33 product priorities and creates or supports a high-quality product or experience: (Section 1.1)</p> <ul style="list-style-type: none"> • First Peoples-led experiences • Wellness • Nature • Arts and Culture • Food and Drink. <p>For Stream 3 further considerations will be given to:</p> <ul style="list-style-type: none"> • How the upgrade will provide modernised facilities that support the local tourism experience (potentially resulting in an increased star rating) • Provision of better accessibility through universal design.
2. Project readiness and deliverability	25%	<p>The state of readiness and level of planning undertaken to ensure that the proposed project can be delivered in the RTIF timeframes, including demonstration of:</p> <ul style="list-style-type: none"> • A clear and achievable project scope • How well the organisation ensures the funded project scope will be delivered on budget • A realistic and detailed budget • Comprehensive quotes • For projects under \$1 million, quotes/independent cost estimate (less than 6 months old) are required • For projects costing over \$1 million Quantity Surveyor estimates (less than 12 months old) will be required • Sufficient risk planning and mitigation strategies • Designs, statutory planning approvals and feasibility studies • Project timeline outlining the steps that will be taken to commence works within 9 months of an executed Grant Agreement and to finish works by 30 June 2027.

Criteria	Weighting	Considerations
3. Strategic Alignment	20%	<p>How well the identified project opportunity:</p> <ul style="list-style-type: none"> • Builds on or supports a region’s tourism brand to create or support ‘unique to place’ experiences • Aligns with relevant strategies and plans (for example, Regional Tourism Board, Visitor Economy Partnership, and Local Government) • Supports delivery of the investment priorities as noted at Section 2.4, which may include: <ul style="list-style-type: none"> - demonstrates a sustainable and regenerative approach - is inclusive and welcoming - demonstrates value for our communities - demonstrates innovation (Stream 2 specific).
4. Capability and Expertise	15%	<p>How well the applicant has demonstrated the ability to deliver on the project plan and details of key steps the organisation will take to deliver the proposed project including:</p> <ul style="list-style-type: none"> • Who will oversee and manage the day-to-day delivery of the project? Who is the project manager, what is their experience? • Details of third parties to be appointed to contribute to the project, such as architects, engineers, building contractor • Experience of the organisation in delivering successful infrastructure projects • What’s next after the project is completed? How will the infrastructure operate once opened? <p><i>Details provided in this section should be evidenced through the activity schedule and governance structure in the project plan template.</i></p>
5. Value for Money (return on investment)	5%	<p>How well does the proposed project:</p> <ul style="list-style-type: none"> • Demonstrate a need for government funding as an investment in Victorian tourism infrastructure • Detail return on investment and projections following project completion • Provide evidence of matched funding in the supporting documentation • Provide evidence confirming commitment to delivering the scope of the project and coverage of any project overspends.
6. Traditional Owner Organisations and Businesses	5%	<p>Demonstration that applicant is a Traditional Owner Corporation, organisation or group, or an Aboriginal-owned businesses.</p>

6. Supporting documentation

6.1. Documentation and information requirements

The table below outlines the mandatory and desired supporting documentation for all funding streams. Supporting documentation is used to verify statements made in response to criteria.

Please submit all documentation with your application to ensure eligibility and demonstrate project readiness. The desired supporting documentation is not a requirement, however it will further demonstrate project readiness, if applicable.

The quality of the documentation will be assessed in conjunction with its alignment to the applicant's responses to the assessment criteria outlined in [Section 5](#).

Mandatory Documents	Mandatory	Document / Evidence
Detailed Project Management Plan / Project Plan	Mandatory	<p>Project management plan (which must include risk management plan, itemised and detailed project budget, activity schedule, governance structure and ongoing operating model, including details of the project control group as outline in Section 9.8).</p> <p>Template is provided on the Business Victoria website</p>
Evidence of company registration or Aboriginal Organisation Registration	Mandatory	Evidence of appropriate registration (not for-profit organisation, incorporated associations and Aboriginal-owned businesses) as identified in Section 4.1.2
Project Costing	Mandatory	<ul style="list-style-type: none"> Quantity surveyor estimates (less than 12 months old) for project costs over \$1 million For projects under \$1 million, quotes/cost estimate are required (less than 6 months old) Projects are required to include a minimum of 10% contingency Consideration of a higher contingency for projects in complex delivery environments is recommended (up to 30%). <p><i>* Budget and costing details to be included in the project plan template. Contingency costs to be entered as a separate line in the budget table.</i></p>

Mandatory Documents	Mandatory	Document / Evidence
<p>Evidence of Financial Stability</p> <p><i>* Local Government Authorities, Alpine Resort Management Boards, State Government Departments and Statutory Agencies are not required to provide evidence of financial stability.</i></p>	Mandatory	<ul style="list-style-type: none"> Audited Financial Reports for the last three financial years, including the 'final accounts' with Directors' Report and Declaration and should include Profit and Loss Statement, Balance Sheet, Cash Flows, and notes to the accounts. <p><i>* Unaudited accounts prepared by an Accountant registered on the Tax Practitioner Board will be accepted if audited accounts are not available.</i></p> <ul style="list-style-type: none"> If the latest financial report is more than six months old, Interim Accounts (Profit & Loss Statement, Cash Flow Statements, Financial Projections & Balance Sheet) for the current year, and, in the case of public listed corporations, a half yearly financial report must be provided. The Company's financial projections for the next three financial years, including Profit and Loss and Cash Flow Statements. <p>Refer to Section 8.2 for details.</p>
<p>Funding structure and evidence confirming all funding sources, including organisation's ability to finance the co-contribution</p>	Mandatory	<ul style="list-style-type: none"> Funding from a Private Entity – letter required from a CEO or person authorised to bind the organisation confirming funding commitment and evidence of available funding via a bank statement/s Funding from an LGA – Council Resolution or letter from CEO confirming funding amount requested and applicants funding commitment to the project. Funding from a Government Department – evidence of funding via letter or funding agreement must be provided. <p>Where funding from the applicant (non-LGA) is indicated:</p> <ul style="list-style-type: none"> Letter from the relevant organisation's authorised officer stating the funding amount committed Current bank statement/s demonstrating the funding amount is held by the organisation Applicant confirmation to commit to underwrite cost escalations to deliver the scope outlined in the application. This provides further confidence that the project can proceed.
<p>Letters of Support</p>	Mandatory	<p>Letters of support that demonstrate project alignment to strategies/plans may include from Regional Tourism Boards (preferred), Visitor Economy Partnerships (preferred), local councils, local business and tourism associations, Traditional Owner Organisations.</p>
<p>Evidence of Designs</p>	Mandatory	<p>Detailed design package including schematic plans</p>
<p>Activity Schedule/ Project Delivery Timelines</p>	Mandatory	<p>Details to be provided in the project plan template indicating construction will commence within 9 months of the execution of a grant agreement and completed by June 2027.</p>

Mandatory Documents	Mandatory	Document / Evidence
Evidence of relevant reports/plans	Mandatory	<ul style="list-style-type: none"> Completed Cultural Heritage Management Plan Vegetation Assessments Environmental Management Plans Heritage Victoria approval Planning Permit approvals – development and use Accessibility Assessment Report/support of Universal Design (if proposing accessibility improvements) Alternatively, evidence that these types of plans are not required.
Evidence of Landowner Consent (if applicable)	Mandatory	<p>Landowner consent form (template is provided on the Business Victoria page) where the applicant is not the landowner or evidence of land ownership and tenure where the applicant is the landowner.</p> <ul style="list-style-type: none"> If Applicable a legally binding land use agreement.
Evidence of an Auspice Organisation (where appropriate)	Mandatory	<ul style="list-style-type: none"> Letter from auspice organisation detailing the auspice arrangement Statutory Declaration confirming the auspice organisation has agreed to the activity.
Evidence of Insurance	Mandatory	<ul style="list-style-type: none"> Public Liability Insurance Certificate of Currency.
Evidence to support the potential of the project (where applicable)	Mandatory	<ul style="list-style-type: none"> Viability assessments Business case Feasibility study. <p>Please refer to the Tourism Investment guidelines and ensure your project has undertaken the necessary steps to be 'shovel ready'.</p>
Desired Documents	Desired	Document / Evidence
In-kind (where appropriate) <i>* In-kind contributions will not be considered as part of the financial contribution.</i>	Desired	Completed and signed In- kind form. (Template provided on Business Victoria Website)
Stakeholder consultation	Desired	Community Consultation plan
Evidence to demonstrate Environmental Sustainability	Desired	ESD report

Applications must demonstrate how projects will be completed by 30 June 2027. Project supporting documentation including an Activity Schedule and comprehensive Project Plan Template should evidence project readiness.

All attachments and information provided as part of the application will be taken into consideration during the assessment phase.

The Department reserves the right to request the applicant provide further details should it be deemed necessary.

All supporting documentation as outlined above, is required to be submitted via the Tourism Projects tourism.projects@ecodev.vic.gov.au by 2pm on 19 July 2024. Refer to [Section 7.3](#) for instructions.

7. Application process

7.1. Prior to application

Prior to submitting a formal application, applicants are advised to:

- Read these Program Guidelines to establish eligibility
- Read the terms and conditions for the funding offered
- Work with their local and industry organisations to identify and refine potential activities
- Seek independent financial, business and legal advice to support the completion of mandatory documentation where required
- Should you have questions regarding project eligibility or scope, contact the Tourism Infrastructure team on tourism.projects@ecodev.vic.gov.au. Requests should include:
 - Details of the project scope
 - Location of the project
 - Specific query – noting the department is unable to provide financial, business or legal advice.

7.2. Prepare an application

There is a 5000 character limit per section in the online application portal, so applicants are encouraged to clearly and succinctly address the assessment criteria outlined in [Section 5](#) and use supporting documentation to provide evidence and further detail as needed.

Applications must have the approval of the Chief Executive Officer (or equivalent duly authorised representative with the requisite authority to bind the organisation) and the person submitting the application form will be required to attest to this as part of the application process.

Before applying for funding under this program or making any decision, applicants should seek advice from their legal, business and financial advisers to determine their eligibility and the terms of the funding, including compliance with supporting document requirements.

Applicants should note that all activity costs included in the application and activity documentation must be exclusive of GST.

Any costs or risks associated with an application are the sole responsibility of the applicant.

Applicants should seek professional financial advice on the tax implications of receiving Government grants.

Applications will be accepted via the online form only. Applications via email will be deemed ineligible.

The Department makes no representation that a grant of funds will be made to any applicant and reserves the right to amend, suspend or withdraw funding under the RTIF.

Please check with a Department representative if you are unclear about any part of the application. To contact the Department, please email tourism.projects@ecodev.vic.gov.au. Please include details of the project scope and location in the email.

7.3. Submit supporting documents by closing date

Email all supporting documents by 2pm by clicking here tourism.projects@ecodev.vic.gov.au on Friday 19 July 2024. Please ensure all supporting documents are clearly named (for example, Plans – Project Name, Costs – Project Name).

Zip all supporting documents into one compressed folder. Please see instructions below on how to zip files into a compressed folder.

Quote your project name in the subject line of your email.

If documentation is not provided at the time of application the Department reserves the right to deem the application ineligible.

Please email tourism.projects@ecodev.vic.gov.au if you experience any issues with emailing your supporting documentation.

The size limit of an email varies between 20mb to 30mb. If your documents combined exceed this, you will need to split them into separate compressed folders and email them separately (for example, Part 1 – Project Name, Part 2 – Project Name).

7.4. Compressed files

Compressing files into a compressed folder: Select all files using your mouse, then right click, select Send to and then select Compressed (zipped) folder. This will prompt a Save window allowing you to save all selected files into one compressed folder.

The size limit of an email varies between 20mb to 30mb. If your documents combined exceed this, you will need to split them into separate compressed folders and email them separately (for example, Part 1 – Project Name, Part 2 – Project Name).

8. Assessment and approval process

8.1. Assessment process

- The Department will determine the project's eligibility against the relevant eligibility criteria
- Applications that are incomplete or deemed ineligible will not proceed to assessment
- Applications will be assessed and scored against the assessment criteria by an Assessment Panel
- All supplementary attachments and information provided as part of the application will be taken into consideration during the assessment process.
- An assessment panel may consider the below points and will make recommendations to the Executive Panel:
 - a. the second business unit assessment,
 - b. the due diligence and financial risk assessments (FRA) outcomes,
 - c. funding to Traditional Owner Corporation, organisation or group, or an Aboriginal-owned business
 - d. distribution of funding across Victoria's regions, including consideration for communities experiencing natural disaster impacts.
- An Executive Panel will endorse and make recommendations to the Minister for Tourism, Sport and Major Events.

Decisions regarding funding by the Minister for Tourism, Sport and Major Events are final and no further correspondence shall be entered into regarding such decisions.

8.2. Due diligence assessments

Applicants will be subject to a risk assessment to verify business details provided by an applicant with the Australian Business Register, Australian Securities and Investment Commission, Australian Charities and Not-for-profits Commissioner, Consumer Affairs Victoria and/or another applicable regulator.

Any of the following circumstances may be taken into consideration in any decision whether to award a grant:

- Any adverse findings by a regulator regarding an applicant
- An applicant is placed under external administration

- There is a petition to wind up or deregister the applicant, or
- The applicant is or becomes deregistered or unregistered (including cancellation or lapse in registration).

The Department may at any time, remove an application from the process, if in the Department's opinion association with the applicant may bring the Department, a Minister or the State of Victoria in disrepute.

Where applicants are not Local Government Authorities, a Victoria Alpine Resort, State Government Departments or statutory agencies, the Department will undertake a financial risk assessment of the applicant to assess the ability of the applicant to deliver the proposed activity.

Please note that Committees of Management are required to meet the financial mandatory documentation.



Photo Credit: Sovereign Hill

The financial risk assessment requires at a minimum, the provision of the following:

- Financial Reports for the last three financial years. This should be the 'final accounts' with Directors' Report and Declaration and should include Profit and Loss Statement, Balance Sheet, Cash Flows, and notes to the accounts. If accounts are not audited, unaudited accounts prepared an Accountant registered on the Tax Practitioner Board will be accepted
- If the latest financial report is more than six months old, up-to-date Management or Interim Accounts for the current year including Profit and Loss Statement and Balance Sheet, and, in the case of public listed corporations, a half yearly financial report
- Current Business Plan, or project proposal
- The company's financial projections for the next three financial years, including Profit and Loss and Cash Flow
- An attestation of whether the applicant is or has been the subject of any investigations by the State Revenue Office (SRO) and/ or Australian Taxation Office (ATO).

Outcomes from the financial risk assessment and other due diligence assessments will be taken into consideration in any decision to recommend and award the grant.

Decisions on all matters pertaining to the award of grant funding under the RTIF are at the Department's and Minister's absolute discretion. This includes approving a lesser amount than that applied for, amending funding conditions or withdrawing the RTIF without notice.

Applications to the RTIF must include sufficient information to enable the Department to assess financial and other non-financial risks associated with the proposal as part of its due diligence. This includes consideration of elements that may pose a reputational risk to the State, such as:

- Whether the applicant has failed to meet key contractual obligations for previous Grant Agreements with the State
- Where the proposal has already been fully funded by the applicant through other means (e.g. capital raising on the Australian Stock Exchange)
- Whether the applicant is or has been the subject of any investigations by the SRO and/ or ATO.



Photo Credit: Passing Clouds Winery

9. Conditions of funding

9.1. Acceptance of letter of offer

Applicants will be advised of the decision relating to their application in writing. Successful applicants will receive a Letter of Offer from the Minister for Tourism, Sport and Major Events.

Successful applicants will have 10 business days from the date of the Letter of Offer to accept the offer in writing after which a Grant Agreement will be drawn up between the applicant and the Department.

9.2. Grant Agreements

Successful applicants will be required to enter into a legally binding Grant Agreement with the Department on its standard terms and conditions. The Grant Agreement details all funding obligations and conditions.

Grant Agreements must be signed by the organisation's Chief Executive Officer (or equivalent duly authorised representative with the requisite authority to bind the organisation) and will:

- Describe the purpose for which the funding must be used
- Set out any requirements or conditions that must be met prior to the payment of a grant instalment, and
- Outline agreed milestones and activity outcomes that must be achieved before payment of a grant instalment.

Once the Grant Agreement has been duly executed by both the successful applicant and the Department, the applicant will be required to actively manage and deliver the activity and provide accurate progress reports to the Department.

The documents provided as part of the application and as outlined in [Section 6.1](#), will become addendums to the Grant Agreement and form part of the final executed agreement.

These Guidelines and any discussions you may have with representatives of the Department are for information only, and do not constitute advice.

Applicants should seek independent advice before making an application or entering into a Grant Agreement.

9.3. Local Jobs First Policy

The Local Jobs First Policy (LJF Policy) issued under the Local Jobs First Act 2003 supports businesses and workers by ensuring that small and medium size enterprises are given a full and fair opportunity to compete for both large and small government contracts, helping to create job opportunities, including for apprentices, trainees and cadets. The LJF Policy is implemented by Victorian Government departments and agencies to help drive local industry development. The LJF Policy applies to grant projects where the value of the grant is above the threshold values of:

- \$3 million or more in metropolitan Melbourne, and
- \$1 million or more in regional Victoria.

Projects in regional Victoria funded through the RTIF must comply with the Local Jobs First Policy.

Further information regarding the requirements can be found at: localjobsfirst.vic.gov.au

9.4. Acknowledgement and Publicity Requirements

Successful applicants must acknowledge the Victorian Government's support through the RTIF. Promotional guidelines form part of the funding agreement and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material.

Successful applicants must liaise with the Department's program area to coordinate any public events or announcements related to the project. Plaque proofs (if applicable) MUST be submitted to the Department's program area for approval before being displayed at any public event by emailing tourism.projects@ecodev.vic.gov.au.

9.5. Capital works signage requirements

Successful applicants need to acknowledge the State Government's support for the project through appropriate signage consistent with the Victorian Government's Capital Works Signage Requirements (available at vic.gov.au/capital-works-signage-guidelines) or as otherwise specified by the Department.

9.6. Program Evaluation reporting

Reporting is critical to the Department in understanding program impact, supporting continuous improvement in program design and delivery, and delivering more effective grant programs to the people of Victoria.

After completion of the project, applicants must submit annual evaluation reports assessing the project's success in meeting its stated objectives, outputs, and outcomes. Depending on the significance of the project, these evaluation reports may be required for up to three years following completion of the funded activity.

Successful applicants may be required to contribute information on project outcomes, including longer-term impacts beyond activity completion, for use in program evaluation reviews and the Department marketing materials. It is the responsibility of successful applicants to put in place adequate collection arrangements to capture the appropriate data in relation to outputs and outcomes. Non-compliance could impact future applications to the Department's programs.

9.7. Activity commencement

The activity and any expenditure of funds associated with the activity must not commence until after the Grant Agreement has been duly executed by both the Department and the successful applicant.

Once the Grant Agreement has been executed, the successful applicant will be required to commence the activity within the agreed timeframe. If a successful applicant does not commence the activity by the commencement date, the Department may terminate this agreement in its absolute discretion.



Photo Credit: Itinerant Spirits

9.8. Project control groups

A project control group (PCG) (or equivalent) must be established within 90 days once the Grant Agreement has been executed. The PCG will meet regularly to monitor and support the Project's progress in line with reporting requirements. The PCG shall comprise of representatives from the Recipient, the Department, and any other relevant stakeholders.

The PCG should be evidenced through the activity schedule and governance structure in the project plan in line with assessment criteria (Section 5).

9.9. Audit

The Department may conduct, or the Department may engage a third party to conduct, a performance review or audit of funding recipients. Funding recipients must:

- Actively cooperate with and aid the Department or any third party engaged by the Department to conduct an audit or performance review
- Make available to the Department or any third party engaged by the Department all information and records needed for the audit or performance review in accordance with any written request from the Department or third party engaged by the Department, and
- Provide the Department or any third party engaged by the Department with access to the Organisation's premises or place of business to carry out the audit or performance review.

9.10. Privacy and confidentiality

Any personal information provided by the applicant in an application will be collected and used by the Department for the purposes of assessing eligibility, program administration, and for program review and evaluation.

The Department completes a range of eligibility assessments that may include data matching to clarify the accuracy and quality of information supplied. This is part of our auditing and monitoring processes and for confirming eligibility across this program.

In the assessment of an application for the program, it may be necessary to share personal information with State and Commonwealth Government departments and agencies, as well as other external experts. If personal information about a third party is included in the application, the applicant must ensure the third party is aware of and consents to the contents of this privacy statement.

The Department collects demographic information for economic reporting purposes. No personal information is used in reporting; all reports are presented with aggregated data.

Any personal information about the applicant or a third party will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014 (Vic)* and other applicable laws.

Enquiries about access or correction to your personal information, can be emailed to tourism.projects@ecodev.vic.gov.au.

Other concerns regarding the privacy of personal information, can be emailed to the Department's Privacy Unit at privacy@ecodev.vic.gov.au. The Department's privacy policy is also available by emailing the Department's Privacy Unit.

9.11. Competitive neutrality

All successful applications to the RTIF from a Government body, including Local Government Authorities and Government agencies, will be required to comply with the Competitive Neutrality Policy Victoria (if applicable) in respect of any commercial goods or services offered by the body because of the grant.



Photo Credit: All Saints Estate

10. Terms of applying

10.1. Probity and decision making

The Victorian Government makes every effort to ensure the grant application and assessment process is fair and undertaken in line with the published program guidelines.

The decisions on all matters on recommending and awarding grant funding under this program are at the absolute discretion of the Minister and Department. This includes approving a lesser amount than that applied for.

These guidelines and application terms may be changed from time to time, as appropriate.

The Department may request the applicant provide further information should it be necessary to assess an application to the program's policy objectives.

Victorian Government staff work to the Code of Conduct for Victorian Public Service Employees (Section 61) of the *Public Administration Act 2004* (Vic), including processes set out to avoid conflicts of interest.

10.2. Disrepute

The Department may at any time, remove an applicant from the application and assessment process, if in the Department's opinion association with the applicant may bring the Department, a Minister or the State of Victoria in disrepute.

10.3. Conflict of interest

A conflict of interest arises where a person makes a decision or exercises a power in a way that may be, or may be perceived to be, influenced by either material personal interests (financial or non-financial) or material personal associations. A conflict of interest may arise where a grant applicant:

- Has a professional, commercial, or personal relationship with a party who is able to, or may be perceived to, influence the application assessment process, such as a Victorian Government staff member, or
- Has a relationship with, or interest in, an organisation which is likely to interfere with or restrict the applicant from carrying out the proposed activities fairly and independently.

Applicants must advise the Department of any actual, potential, or perceived conflicts of interest relating to a project for which it has applied for funding.

Victorian Government staff are required to act in accord with the Code of Conduct for Victorian Public Sector Employees (Section 61) issued under the *Public Administration Act 2004* (Vic). This includes an obligation to avoid conflicts of interest wherever possible and declare and manage any conflicts of interest that cannot be avoided.

10.4. Related entities

The applicant cannot use grant funding available through this program to engage the services (including supplier or consultancy services) and/or purchase products from another entity that is wholly or partly owned or controlled by the applicant. Applicants and Service Providers must be entirely separate entities. They may not be owned by the same parent company, share governance or have common directors.

In the application, applicants are required to declare any existing governance relationships between themselves and the nominated service providers. Including whether any of the activity Service Providers are subsidiaries or related bodies corporate within the meaning of the *Corporations Act 2001* or share common directors, officers or senior managers.

The Department may apply this provision at any time to disqualify an applicant from receiving grant funding if a connection between the applicant and an associated entity is identified that is not in keeping with the purpose and objectives of the program.

11. Additional information and resources

11.1. Support for applications

To help applicants prepare their application, additional information and resources are available on the Business Victoria website, including relevant application templates and frequently asked questions.

Please check with the Department representative prior to submitting if you are unclear about any part of the application.

To contact the Department regarding RTIF, please email tourism.projects@ecodev.vic.gov.au and include information regarding your location and project details.

11.2. Complaints or feedback

Applicants may request feedback on their unsuccessful application by directing their request in writing to the program team tourism.projects@ecodev.vic.gov.au

Requests can be made in relation to any of the following:

- dissatisfaction with the process and/or timeliness of the process
- communication provided by the Department or
- adherence to the published program guidelines.

The Department aims to respond to all complaints within 28 days.

Re-assessment of an application or overturning of a funding decision for a merit-based grant, will not be considered through the complaints process.

11.3. Links to online resources

[Experience Victoria 2033](#)

[Regional Tourism Boards](#)

[Visit Victoria](#)

[Tourism industry research and data](#)

[Creative Victoria](#)

[Tourism Australia](#)

[The Burra Charter](#)

[Australian Tourism Awards](#)

[Accessible Tourism – Tourism Accessibility Resource Kit](#)

[Regional Partnerships](#)

[Business Victoria](#)



Photo Credit: Murtoa Silo Painted and Digital Art Project

tourism.vic.gov.au



Regional Community Events Grant 2023-2024



Funding Guidelines
Hindmarsh Shire Council's vision is to be a connected. Inclusive and a prosperous community

Background

Hindmarsh Shire Council has allocated \$30,000 in the 2023/2024 budget to provide funding for Regional Community Events within Hindmarsh Shire. The aim of this funding is to support community events which celebrate culture, heritage and community wellbeing, boost the economy and increase visitation to Hindmarsh Shire. Grant recipients will be able to apply for funding of up to \$7,500 (made up of cash and in-kind determined by Council) for their event if they meet the eligibility and selection criteria.

Eligibility

Applications must meet the following criteria in order to be eligible for a Regional Community Events Grant:

All applications must:

- Be holding the event within Hindmarsh Shire and supported by a committee/organisation based within Hindmarsh Shire
- Have relevant followed and obtained any relevant permit processes/liquor licences and comply with all relevant regulations and council requirements.
- Be an incorporated not for profit organisation based in Hindmarsh Shire
- Have public liability insurance and complete a risk assessment for the event seeking funding
- Be an event open to the public, and also be inclusive and accessible for everyone

Ineligibility

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

- Any organisation that is not located within Hindmarsh Shire or supported a committee/organisation based within Hindmarsh Shire.
- Any organisation owing money to council
- Private events and functions
- Events which exclude parts of the community
- Government bodies and subsidiaries (eg parents and friends)
- Events which have been held/completed (retrospective funding is not available)
- Events taking place outside Hindmarsh Shire
- Anyone who has received council funding/regional community events grant funding in the same financial year

Regional Community Events Grant 2023-2024

Assessment Criteria

Applications will be assessed against a set of Assessment Criteria.

- Events which will actively promote Hindmarsh Shire and deliver community and/or tourism, visitor and economic outcomes
- Events which encourage partnerships and collaborations between groups and businesses within Hindmarsh Shire
- Compliance with council and other authority requirements (eg permits, traffic management plans, insurance)
- Have an event management plan and budget
- Provide evidence of community support and community engagement
- Events which celebrate cultural, heritage, and community wellbeing
- Be willing to sign a funding agreement, acknowledgements, reporting, photos, media releases, testimonials.

Applications will need to Include:

Event details

- Event Overview/Event Management Plan
- Marketing and promotions plan
- Completed Budget
- Risk Assessment
- Proof of insurance and permit applications/approval

Funding Details-How will the funding be used

- How will the event be funded, including quotes
- Requirements of council (in-kind contribution) eg waste collection, road closure
- signs

Applicants Details

- Event Manager
- Name/Address/Email/Phone

Regional Community Events Grant 2023-2024

Deadlines

Application Deadline

Applications will be open throughout the year until all funds are exhausted. Applications need to be received one month prior to the event to allow for consideration at the next council meeting. Council will evaluate all applications based on eligibility, information provided and assessment criteria as part of their decision making.

Announcement of Grant recipients and distributions of funds

Applicants will be notified on the outcome of their grant application via phone call and written confirmation following the appropriate council meeting.

Funds will be provided as follows:

- Signing of agreement 20%
- Proof of all approvals and permits granted 60%
- Completion of grant acquittal 20%

Grant Acquittal

All successful grant recipients will be required to provide evidence to Council that the grant was expended in accordance with their application. A completion report template will be provided to grant recipients prior to receiving funds. The final date for acquittals will be 30 June of the financial year funding was obtained, failure to do so may hinder future funding opportunities.

Further Information

If you have any queries please contact the Community Development Team, on 5391 4444 or via email grants@hindmarsh.vic.gov.au.

Applications can be submitted via the online form. Alternatively, the application form can be downloaded and completed.

Applications should be forwarded to the Community Development Officer via any of the below methods marked 'Application- 2023/24 'Regional Community Events Grants Program'.

Online	Visit our website, or use this link: https://www.hindmarsh.vic.gov.au/Community/Apply-for-Grants
Email	Email your application, along with all required attachments to grants@hindmarsh.vic.gov.au
In Person	Hand in your printed application and attachments to any of our Customer Service Centres in Dimboola, Jeparit, Nhill and Rainbow
Mail	Send your printed application and attachments to: Community Development Team Hindmarsh Shire Council, PO BOX 250, Nhill VIC 3418

**Regional Community Events Grant
2023-2024**



Hi Monica

The Rainbow Rises Events Association applied for funding from Council to help with the cost of running the event.

As you will be aware a lot permits and approvals need to be obtained for this event to run. This year we ran in to some last-minute issues with the Planning Permit after one other Permit was questionable at the very last minute.

Hundreds of volunteer hours are spent working through the Permit Process as well as significant Financial Expenditure to see these events run with the Hindmarsh Shire.

These events create a huge boost of both visitor numbers and income to our area and while many businesses benefit significantly, we as an organisation don't make much money from hosting the events.

We have budgeted on receiving these funds from Council and are hopeful that Council will still support us in this case.

Norelle Eckermann
Committee Member



To Committee Members,
"as addressed"

12th May 2024

NOTICE is hereby given that a Nhill Town Advisory Committee Meeting of the Hindmarsh Shire Council will be held at the Senior Citizens Building on Tuesday 14th May at 7pm.

AGENDA

1. Acknowledgement of the Indigenous Community

PRESENT:

Petra Croot, (Director of Corporate and Community Services), Cr Melanie Albrecht, Heather Dufty (Vice-Chair, Acting Secretary), Alison Dahlenburg, Helen Woodhouse-Herrick, Alina Rosenthal.

2. Apologies

Pauline McCracken, Michael Hyde, Vanessa Drendel

3. Disclosure by Committee members or Councillors or Council Officers of any interest or conflicts of interest in any item on the agenda

4. Confirmation of Minutes

The minutes of the 12th April 2024 were accepted as a true record.

MOVED: A Dahlenburg

SECONDED: H Woodhouse-Herrick

5. Business Arising from the Minutes

6. Correspondence

Inward: 30th April 2024 – Grampians Tourism Industry News

30th April 2024 – Nhill Free Press re Advertising for Volunteer Week

2nd May 2024 – Email from Mark Fletcher, Manager of Economic Development and Tourism, Hindmarsh Shire – introduction and request to attend NTC Meeting in the future

8th May 2024 – Grampians Tourism Invitation to join Webinar

8th May 2024 – Automated email from Daniel Griffith, Hindmarsh Shire to advise leave until 20th May 2024

10th May 2024 – Email from Alina Rosenthal to express interest in joining NTC

12th May 2024 – Confirmation email from Hindmarsh Shire to notify Alina Rosenthal has registered an expression of interest to join NTC

Outward: 18th April 2024 – Email from NTC to CEO/representative extending an invitation to attend NTC Meeting on 11 June 2024 at Zero Inn Motel to discuss 24/25 draft Budget and Council Action Plans

8th May 2024 – Email to NTC [all] request for May Agenda items

8th May 2024 – Email to NTC [all] re Grampians Tourism Webinar invitation

Correspondence: M Albrecht

MOVED: M Albrecht

SECONDED: A Dahlenburg

7. Events

New Resident Event – August 2024 H.Dufty

2nd Tuesday in August, coincide with August meeting.

To be held at the Church of England Hall, from 6pm to 9pm.

- Town Flyer/leaflet to promote event

An opportunity for all past “New Residents” to attend and tell the Town Committee what they would like to have had in a “Welcome Pack” and what information they would have liked to have had in an A-Z of Nhill.

- Emily Gladdis from the Nhill Free Press/ Kaniva Times has offered to sponsor this with a free one-month subscription to the local paper.
- Include a West Wimmera Health Service brochure.
- Westech Ag Real Estate, Joanne Perkins, will include in her New Resident’s Rental Pack a card stating that people can collect a “Welcome Pack” from the Hindmarsh Shire Office.

December Event – Carols in the Park V. Drendel

8. General business as notified to the Chair

Lions Club Garden – possible collaboration with Lions to provide seating at the rose garden. [H. Dufty]

Pressure Washer – Should NTC investigate the purchase of a high-pressure washer for NTC and/or Shire usage. Prices vary from \$140 - \$600. Potentially small outlay for a piece of equipment that would be a valuable asset at key times of the year ie. Show time/spring or festive season/December time. Could be stored for collective use in the NTC Shed.

The Hindmarsh Shire (C/O Nigel Laverty) offered the use of the pressure washer for weekend working-bees. Hopefully an instruction lesson will be included.

JUNE – King's Birthday Long weekend – Nhill Golf Course Tournament

- Gallery Central “Clay works” exhibition opens.

OCTOBER – Nhill A & P Society Show, Garden Walk. Helen Woodhouse-Herrick trying to get Costa to attend and ABC radio have a breakfast show in Nhill to coincide with Garden Walk.

9. Councillor Report

Cr. M Albrecht discussed the Nhill Caravan Park upgrade. Public Consultation, Thursday 4-5.30pm in Goldsworthy Park, possible ideas, Glamping, Pool with spa & sauna.

Approval of Local Laws/ Range Officer to wear body camera.

Lowan Shire Hall, Nhill & District Historical Society, roof repair to begin.

SILO – not open for people to tour site, no set opening times advertised.

Water Tower - possible painting

Gereng-Gerung Hall advertised on Shire's Facebook page to be for sale

Farmer Consultation re-road concerns Thursday 20th June

Youth Council Disco

Shire's E-Newsletter

10. Officer Report

Council Officer Daniel Griffiths absent until 20th May 2024. No report.

Petra Croot: Power Box in Jaypex Park near BBQ Rotunda, connected to Caravan Park. In future organise events based on Sound Shell circuit board until power problems fixed on other circuit.

Town Committee Trailer now housed at Nhill Depot.

An **ASSET REGISTRY** of Nhill Town Committee items be made as soon as possible.

11. Urgent business – Other Reports

Nhill Street Signage Working Party –

Nhill Dog Park Working Party – Awaiting Grant Outcome.

End of May / early June the grant body, Tidy Towns will notify of outcome.

Truck Bay Beautification Project – Final regeneration site [North Garden] has been planted out with ground covers and small shrubs. Entire area has been poisoned and whipper snipped. Bark chips required along show ground fence and some areas of the regeneration area. Signage to notify that these areas are regeneration areas would be appreciated. Project Leader to investigate cost of signage and bring to next meeting.

12. Finance report

Current: \$19,004.71

13. Decisions to be made

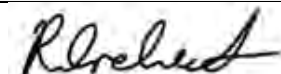
1. Nhill Free Press Advertising – inclusion in Volunteer Week. Do we wish to advertise and if so, preferred size - colour or black/white?

No participation this year.

14. Meeting Closed

8.20pm

15. Council Officer Authorisation



Petra Croot

NEXT: Tuesday 11 June, 7pm at the Zero Inn Motel.
RSVP Alina Rosenthal 03 5391 1622



20th May 2024

To Committee Members,

NOTICE is hereby given that a Rainbow Advisory Committee Meeting of the Hindmarsh Shire Council will be held at the Supper rooms on Monday 20th May.

AGENDA

- 1. Acknowledgement of the Indigenous Community**
- 2. Apologies**
- 3. Disclosure by Committee members or Councillors or Council Officers of any interest or conflicts of interest in any item on the agenda**
- 4. Confirmation of Minutes**
- 5. Business Arising from the Minutes**
- 6. Correspondence**

IN		
Mick Henderson	Bill's water troughs	17/5
Petra Croot	Volunteer Requirements FAQ	7/5
Monica Revell	24/25 Draft Budget & Plan of Action	10/4
- 7. Events**
- 8. General business as notified to the Chair**

 - A. Volunteer Breakfast**
 - B. Truck parking on old tennis court site**
 - C. Dirt area outside kinder**
 - D. Road counter placement and timing**
 - E. Update on Winifred Street**
 - F. Draft Advisory Committee Policy and Terms of Reference**
 - G. RTC Assets list update**
- 9. Councillor Report**
- 10. Officer Report**

11. Urgent business

12. Finance report

13. Decisions to be made

14. Meeting Closed

15. Council Officer Authorisation

1. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY AND OPENING PRAYER

Acknowledgement of the Indigenous Community

We acknowledge that this meeting is being held on the lands of the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagalk Nations and we acknowledge them as Traditional Owners of Country.

We recognise the important ongoing role that Indigenous people have in our community and pay our respects to their Elders, past and present.

2. ATTENDANCE & APOLOGIES

In attendance : Greg Roberts, Graham Nuske, Allira Roberts, Ron Ismay, Mick Henderson, Colleen Petschel

Apologies : Roger Aitken, Belinda Eckermann & Norelle Eckermann

Apologies be received Graham/Allira AiF C

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

NA

4. CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the Rainbow Committee Meeting held on 18th September 2023 at the Supper rooms circulated to Committee Members be taken as read and confirmed. *Allira/Graham AiF C*

5. BUSINESS ARISING FROM THE MINUTES

- A high level meeting regarding the organisation of the Enduro has been arranged
- There is no current document in place regarding how residents are notified about overgrown yards but there is one in the works with a document being drafted

6. CORRESPONDENCE

INWARD

- Michael Henderson – Bill's water troughs
- Petra Croot – Volunteer requirements FAQ
- Monica Revell – 24/25 Draft Budget & Plan of Action

OUTWARD

RECOMMENDATION

That the Outward Correspondence be approved and the Inward Correspondence noted.

Moved : Graham

Seconded : Allira

7. EVENTS

8. GENERAL BUSINESS AS NOTIFIED TO THE CHAIR

8.1 Volunteer Breakfast

- In Rainbow Thursday 23rd may from 7:00-8:30am

8.2 Truck parking on old tennis court site

- Question was asked if it was possible to park truck trailers on old tennis court site
- Mick said you would need a permit
- It is a RV dump site and people do stay there
- To move forward need to know sizes, turning circle
- Moved that Greg Roberts to investigate the feasibility of this idea further
Moved GN/AR AiF C

8.3 Dirt area outside the kinder

- The area is between the footpath and the carpark
- Bringing mud into the Kinder area
- Discussed paving as a possible option.as not a big space
- Mick to look at it
- Short term solution could be to put some road base down.

8.4 Road counter placement and timing

- The placement and timing of counters was questions as it seemed to co-incide with school holidays and lower traffic rates
- Mick stated that there is an assets management plan that has a 12-month planner and they stick to that schedule.
- There is also limited number of counters available for use.

8.5 Update on Winifred Street

- It is in the proposed 24/25 budget
- It has been pushed by local councilors
- It is tied to funding.so if we get the funding it will happen
- The water run off will not change unless if the vacant blocks are developed.

8.6 Draft Advisory Committee Policy & Terms of Reference

- Requesting RTC feedback on this
- This will be general business next meeting.

8.7 RTC Assets list update

- Audit on Shire assets
- We have the Christmas tree and decorations
- CP has a laptop which she is not using (it will be returned at the next meeting)

8.8 Welcome to new residents

- Agenda item at the next meeting.

9. COUNCILLOR REPORT

- Llew Schilling's silo project going ahead

10. OFFICER REPORT

Rainbow Silo

Contract with builder signed last week so they are starting to place their orders for materials, steel fabrication etc. Finally getting underway. Building permit being finalised with a few minor details still needed. Amendment to Planning Permit expected next week so all is progressing.

Rainbow Rises Events Centre

Council were unable to award the Request For Quotation for the new Amenities Building at Rainbow Rises so it has been readvertised again, closing at the end of the month. With a few small changes we are hopeful of awarding this second time around.

Rainbow Lake Fishing Pontoon

No news yet but funding applications have been assessed and announcements to be made soon. Council is hoping to secure funds via the Victorian Fisheries Authority (VFA) for an All Abilities Accessible fishing pontoon to be installed on the Lake. The VFA have advised that applications for funding were oversubscribed so it is a competitive process but fingers crossed!

Other info...

- Albacutya road as mentioned by Graham, works team will be assessing next week with the plans to take down the 60 K signage.
- Albacutya road culvert- Works team will be assessing next week to finalise a plan to repair before busy season.
- Farmer Consultation meeting 4th June 9:30-11:00am talk about roads, trees, pests, weeds etc
- Mark Fletcher is the new Tourism manager and will be in rainbow Wednesday 29th May 9:30-10:30am
- We should see Shire reps a lot more out and about in the community.

11. URGENT BUSINESS
Nil

12. FINANCE REPORT

12.1 Summary of Balances in Finance Report.

RECOMMENDATION:

That the Finance Report as provided with this Agenda be approved.

Moved Graham
Seconded Allira AiF C

12.2 Purchase Orders to be raised - \$2,000 or less

RECOMMENDATION:

That the Council Officer raise the following Purchase Orders, being a value of \$2,000 or less.

Moved
Seconded

Creditor	Value \$	Description of Goods or Services
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12.3 Purchase Orders to be raised – Greater than \$2,000

RECOMMENDATION:

That the Council Officer, following approval by Council or the CEO, raise the following Purchase Orders greater than \$2,000.

Moved

Seconded

Creditor	Value \$ (> \$2,000)	Description of Goods or Services

13. DECISIONS TO BE MADE

The following decisions are recommendations to Council for endorsement:

ITEM NO.	DESCRIPTION	DECISION
4	Minutes	Confirmation of the Minutes
5	Business Arising from Minutes	-
6	Correspondence	Noting the Inward.
7	Events	-
8	General Business as Notified to the Chair	
9	Councillor’s Report	
10	Officer’s Report	
11	Urgent Business	
12.1	Finance Report	That the Finance Report as provided with the Agenda be approved.
12.2	Purchase Orders to be Raised (\$2,000 or less)	That the Council Officer raise the Purchase Orders listed.
12.3	Purchase Orders to be	That the Council Officer, following approval by Council or the CEO, raise the following Purchase Orders listed which are

	Raised (above \$2,000)	greater than \$2,000.
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14. MEETING CLOSED


The meeting closed at 8:31 pm

15. COUNCIL OFFICER AUTHORISATION

I Michael Henderson accept the following recommendations made by the Rainbow Town Advisory Committee at this meeting held on: 20 May 2024

ITEM NO.	DESCRIPTION	DECISION
4	Minutes	Confirmation of the Minutes
5	Business Arising from Minutes	
6	Correspondence	Approving the Outward Correspondence and Noting the Inward.
7	Events	
8	General Business as Notified to the Chair	
9	Councillor's Report	
10	Officer's Report	
11	Urgent Business	
12.1	Finance Report	That the Finance Report as provided with the Agenda be approved.
12.2	Purchase Orders to be Raised (\$2,000 or less)	That the Council Officer raise the Purchase Orders listed.

SIGNED: Michael Henderson



Dated: 03/06/2024



MINUTES OF THE HINDMARSH SHIRE AUDIT & RISK COMMITTEE MEETING HELD VIA MICROSOFT TEAMS, WEDNESDAY 12 JUNE 2024, COMMENCING AT 11AM.

PRESENT:

Mr A Roberts (Chairperson), Mr D Welsh (Member), Mr S Coutts (Member), Mr A Cordy (Member), Cr D Nelson (Councillor Delegate), Mayor M Albrecht (Councillor Delegate), Ms Monica Revell (CEO), Ms P Croot (Director Corporate and Community Services), Mr R Upadhyaya (Director Infrastructure Services), Ms H Boyd (Manager Finance), Ms Kathie Teasdale (Internal Auditor), Ms A Veitch (Coordinator People and Safety), Item 15.

1. Welcome and Acknowledgement of the Indigenous Community

Welcome and acknowledgement of the indigenous community by the Chairperson.

Hindmarsh Shire Council acknowledges the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagalk Nations as Traditional Owners of Country.

We recognise the important ongoing role that Indigenous people have in our community and pay our respects to their Elders, past and present.

2. Apologies

Mr Paul Harrison (Internal Auditor); Mr Tim Fairclough (External Auditor)

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 Committee Members at the commencement of discussion of the specific item.

Nil Interests declared.

4. Internal & External Auditor Assurance

Assurance from the internal and external auditors that there have been no obstructions to work undertaken.

Nil obstructions disclosed.

5. Confirmation of Minutes of Previous Meeting

MOVED: D WELSH / M ALBRECHT

That the Minutes of the Audit & Risk Committee meeting held on Wednesday 13 March 2024 via Teams, as circulated to members, be taken as read and confirmed.

Refer attachment 5.1

6. Draft Budget 2024/2025, Incorporating the draft Long Term Financial Plan and revised Revenue and Rating Plan

Responsible Officer: Manager Finance

Attachment Number: 6.1 Draft 2024/2025 Budget incorporating Revised Revenue and Rating Plan and Long-Term Financial Plan

Introduction:

This report presents the draft 2024/2025 Annual Budget incorporating the draft Long Term Financial Plan and the revised Revenue and Rating Plan in accordance with the *Local Government Act 2020*.

Discussion:

Council is required under Section 94 of the *Local Government Act 2020* to prepare a budget for each financial year and the subsequent 3 financial years by:

- a) 30 June each year; or
- b) Any other date fixed by the Minister by notice published in the Government Gazette.

The draft budget has been prepared in accordance with relevant statutory requirements, including the *Local Government Act 2020 (the Act)* and *Local Government (Planning and Reporting) Regulations 2014*.

A requirement of the *Local Government Act 2020* is that all Victorian Local Governments are required to adopt a Revenue and Rating Plan by 30 June 2021. The draft Revenue and Rating Plan was developed and adopted on 23 June 2021 and has been revised as part of the draft Budget 2024/2025. The Revenue and Rating Plan was developed to retain the current differentials for farm and commercial/industrial properties (10 percent discount), recreational properties (50 percent discount) and

non-farm vacant land (100 percent penalty). When revising the plan consideration was given on the capacity for each class of ratepayer to pay rates and benchmarking against similar councils was undertaken.

The 2024/25 draft budget has been developed to balance the retention of existing community service levels, maintenance, and renewal of assets, as well as new initiatives to improve amenity and make Hindmarsh a better place to live. It replicates the format of the four Key Results Areas used in the 2021-2025 Council Plan, namely:

- Our Community;
- Built and Natural Environment;
- Competitive and Innovative Economy ; and
- Good Governance and Financial Sustainability.

The budget has been prepared based on available information, including the State and Federal Budget, to inform forecasts and assumptions.

Rates and Charges:

The rates and charges calculated for 2024/25 are based on revaluation figures as at 1 January 2024. The revised Revenue and Rating Plan includes differentials for farms and commercial/industrial properties (10 percent discount), recreational properties (50 percent discount), and non-farm vacant land (100 percent penalty).

The Victorian State government rate cap increase for 2024/2025 has been set at 2.75%. The cap, in line with the Essential Services Commission (ESC) calculation method, applies the increase to the average rates payable per assessment.

The total amount to be raised by general rates and charges in 2024/2025 is \$10.039m which is an increase of \$0.18m from 2023/2024.

Capital Works:

The draft 2024/2025 budget includes capital works expenditure of \$6.335m. The proposed key initiatives for the 2024/2025 financial year are outlined below. Further details are included in the relevant sections of the budget document.

Community Infrastructure

With the finalisation of LRCI funding, community infrastructure projects will be delivered in accordance with Council's own budget and any grants received or to be actioned within the financial year. Planned projects include:

- Davis Park Upgrades including AFL compliant Changerooms and tiered seating;
- \$50,000.00 for the Nhill Historical Society building; and
- Swimming Pool Upgrades, including solar heating upgrades in Dimboola and the installation of automatic dosing machines at Jeparit and Rainbow.

Tourism

- \$102,000 for Silo Art;
- \$10,000 for Tourism Signage; and
- \$30,000 for replacement of industrial laundry appliances at Hindmarsh Shire Council Caravan Parks

Infrastructure

- Reseals and Final Seals: Council will undertake reseal and final seal projects totalling \$613,230 based on condition audits in 2024/2025.
- Sealed Road Construction: Council will undertake sealed road construction projects totalling \$2,793,578 in 2024/2025. These include: Tarranyurk East Rd, Netherby Baker Rd and Old Minyip Rd. Dimboola Minyip Rd and Lorquon Netherby Rd will be undertaken subject to successful funding applications.
- Road Resheet Projects: Council will undertake resheeting Dimboola Minyip Rd during 2024/25 totalling \$45,713.
- Footpaths: Footpath projects totalling \$70,000 will be undertaken during 2024/2025 including replacing damaged sections of footpaths and improving crossings.
- Unsealed Road Construction. Council will undertake 14 unsealed road construction projects totalling \$402,184 during 2024/2025. These include: Tarranyurk East Rd, Tarranyurk West Rd, Boundary Rd, Keams Rd and McKenzie Rd.

The draft 2024/2025 budget incorporating the revised Rating and Revenue Plan and the draft Long Term Financial Plan was presented to Council on Wednesday 29 May 2024. Under Council's Community Engagement Policy, the draft budget, revised Revenue and Rating Plan and draft Long Term Financial Plan has been made available for public inspection and the receiving of submissions for the period Thursday 30 May 2024 to Friday 21 June 2024. Council will be advised of any submissions received at the 26 June 2024 Council meeting.

The draft 2024/2025 budget incorporating the revised Revenue and Rating Plan and draft Long Term Financial Plan was also available for public inspection at Council's Customer Service Centres or online on Council's website.

Link to Council Plan:

The 2024/2025 Budget provides the funding for Council to undertake its initiatives and activities proposed in the Council Plan's four key result areas. Each program in the Budget contains a statement about how the program will contribute to the initiatives and strategies detailed in the Council Plan 2021-2025.

Financial Implications:

The 2024/2025 Budget is consistent with the parameters set out in Councils' ten-year financial plan.

Risk Management Implications:

The preparation of the Budget 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: Health Boyd, Manager Finance.

In providing this advice as the Author and Officer Responsible of this report I have no interests to disclose.

MOVED: A CORDY / D WELSH

That the Audit & Risk Committee receives the draft 2024/2025 budget

incorporating the revised Revenue and Rating Plan as well as the draft Long Term Financial Plan.

Refer attachment 6.1

7. Hindmarsh Shire Council Quarterly Financials

Responsible Officer: Manager Finance

Attachment Number: 7.1 Quarterly Finance Report ending 31 March 2024

Introduction:

The purpose of this report is to provide the Audit & Risk Committee the quarterly finance report to 31 March 2024.

Discussion:

The quarterly finance report for the period ending 31 March 2024 was presented to Council on Wednesday 8 May 2024.

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 March 2024 the Comprehensive Income Statement reports a year to date surplus of \$3,627,369 against a budgeted surplus of \$4,152,680. Cash at 31 March 2024 was \$12,834,671, with capital works expenditure \$5,459,316 against a year to date budget of \$5,911,876.

Link to Council Plan:

Long-term financial sustainability: Continue to focus on responsible financial management in budgeting and long-term financial planning.

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: Heather Boyd, Manager Finance

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

MOVED: S COUTTS / D WELSH

That the Audit & Risk Committee receives the quarterly finance report for the period ending 31 March 2024.

Refer attachment 7.1

8. Internal Audit Update

Responsible Officer: Director Corporate and Community Services
Attachment Number: 8.1 Payroll Procedure Internal Audit Project Scope
8.2 Internal Audit Findings Action List
8.3 Internal Audit Status Report
8.4 Internal Audit Update Report

Verbal report to be given during the meeting by RSD Audit on the recent internal audit publications, internal audit plan, internal audit status, recently completed and underway internal audits.

Manager Finance to discuss progress on internal audit findings action list.

MOVED: M ALBRECHT / D NELSON

That the Audit & Risk Committee

- 1. Notes the Payroll Procedure Internal Audit Project Scope that was endorsed out-of-session;***
- 2. Receives the internal audit status report;***
- 3. Receives the update on the recently completed and underway internal audits; and***
- 4. Notes the progress on internal audit findings.***

Refer attachment 8.1, 8.2, 8.3 & 8.4

9. VAGO Audit Update

Responsible Officer: Director Corporate and Community Services
Attachment Number: 9.1 VAGO Report on Local Government

Verbal report to be given during the meeting by Mr Tim Fairclough, Crowe.

MOVED: M ALBRECHT / S COUTTS

That the Audit & Risk Committee notes the VAGO Report on Local Government and notes that the Interim Management Letter remains outstanding.

10. Risk Management Report

Responsible Officer: Director Corporate & Community Services
Attachment Number: 10.1 Strategic Risk Report
10.2 Risk Appetite and Tolerance Statement
10.3 Draft Risk Management Policy
10.4 Draft Risk Management Framework

Introduction:

The purpose of this report is to inform the Audit and Risk Committee of Council's current strategic risk portfolio through the presentation of the Strategic Risk Report It also provides Council's draft Risk Appetite Statement, Risk Management Policy, and Risk Management Framework for Committee endorsement.

Discussion

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

At the Audit and Risk Committee meeting held on 13 March 2024, the Committee noted that there were a significant number of overdue treatments associated with Strategic Risks and requested attention be given to updating the register accordingly. As part of our risk register internal reporting, tasks are now included in progress tracking.

Risk Appetite and Tolerance Statement

Council Officers have developed a Risk Appetite and Tolerance Statement (the Statement) that describes how much risk Council is willing to accept in pursuit of our Strategic goals. The Statement has been developed in consideration of risk appetites adopted by organisations within the Local Government sector and has been contextualised to Council's unique risk, financial and resource landscape. Officers have recommended that Council adopt an overarching 'cautious' approach to risk tolerance, as this reflects the requirement for prudent and conservative planning in an environment where key variables are outside Council's control, in balance with the need to utilise risk as an opportunity to explore innovative and progressive change to the benefit of our organisation and community. If adopted, Council will need to review and update our risk matrix to align with the Statement.

Draft Risk Management Policy and Risk Management Framework

Council officers have reviewed and updated Council's Risk Management Policy and Risk Management Framework.

Key proposed changes to the Risk Management Policy include:

- Introducing and embedding the three lines of defence model;
- Updating the wording of the definition of 'Risk' to improve clarity;
- Minimising the inclusion of large bodies of text that are directly copied from a relevant source of truth (i.e. legislation or ISO);
- Defining clear responsibilities.

Key proposed changes to the Risk Management Framework include:

- Inclusion of the three lines of defence model;
- Updated responsibilities in line with policy and framework requirements;
- Reference to new Risk Appetite Statement;
- Updated response requirements for risk rating levels;
- Inclusion of reporting schedules;
- Inclusion of risk management maturity model;
- Inclusion of training requirements.

The continuing focus of the Risk Management process will be –

- Focusing on the upcoming Local Council elections and ensuring that governance and compliance processes and requirements are embedded in Council's transition planning;
- Reviewing Council's Business Continuity Plan annually, to be presented to the Audit and Risk Committee in September 2024 (inclusive of additional critical function sub-plans)
- Maintaining Council's Strategic Risk framework in consultation with the Audit and Risk Committee;

- Ensuring that Council’s policies, procedures, plans and decision-making responds to the changing legislative and risk environment around climate change;
- Regular review of individual risks with consideration of current controls and possible improvements to further reduce the risk;
- The provision of appropriate risk management training given staffing changes across both organisational directorates;
- Ensuring the treatment plan listed includes achievable treatments to address risks faced by Council and that treatments are updated and reviewed regularly; and
- Regular discussion with Senior Management Team about high risks faced by Council.

Link to Council Plan:

Ensure responsible risk management principles: Further develop and implement Council’s Risk Management Framework and ensure all key risks have been measured and adequately controlled.

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.

Author and Officer Responsible: Petra Croot, Director Corporate & Community Services.

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

MOVED: D WELSH / S COUTTS

That the Audit & Risk Committee:

- 1. receives the Risk Management update;***
- 2. endorses the Risk Appetite and Tolerance Statement for Council consideration;***
- 3. endorses the Risk Management Policy for Council consideration; and***
- 4. endorses the Risk Management Framework for Council consideration.***

Refer attachment 10.1, 10.2, 10.3 & 10.4.

11. Governance and Compliance Report

Responsible Officer: Director Corporate and Community Services
Attachment Number: 11.1 Fee Waiver and Reduction Policy
 11.2 Councillor Interaction with Developers Policy
 11.3 Councillor Expense Entitlements Policy

Introduction:

The purpose of this report is to inform the Audit Committee of an update of governance and compliance measures undertaken since the previous meeting on 13 March 2024

and provide the Committee with a report on any disclosable gifts, hospitality or benefits to Councillors or Council employees.

It also seeks Committee endorsement of the Councillor Expense Entitlements Policy and Fee Waiver and Reduction Policy prior to final consideration by Council.

Discussion

Local Government Act 2020

Council has completed its substantive implementation of the *Local Government Act 2020*, with updates to policies and processes undertaken in line with amendments and reforms. Council is anticipating additional reforms to be publicised in the coming 12 months and will act in accordance with any changes in requirements.

Compliance Reviews – Council Policies

At the meeting held on 29 May 2024, the following policies were considered by Council:

- **Fee Waiver and Reduction Policy**

This Policy was presented at this meeting to align with the presentation of the draft Budget 2024-2025 (incorporating Council's proposed discretionary fees and charges). It is presented to the Audit and Risk Committee for review and comment prior to presentation to Council for final adoption.

- **Councillor Interaction with Developers Policy**

This Policy was adopted by Council with an additional minor provision to better support the principles and requirements of the *Privacy and Data Protection Act 2014*, with the policy no longer requiring the publication of unreasonable personal information of prospective or current developers on the public register.

The Draft Councillor Expense Entitlements Policy is presented to the Committee for endorsement prior to presentation to Council.

- **Councillor Expense Entitlements**

Minor updates, clarifications and details have been added to this draft policy, including:

- Clarifying Councillor allowances and Councillor expenses;
- Strengthening all provision to ensure that they are reflective of the *Local Government Act 2020*;
- Inclusion of a pre-approved expense entitlement for interstate travel involved in representing Council at the National General Assembly of Local Government;
- Clarifying approval requirements for Council and the CEO when Councillors request expenses to be paid for seminars, workshops and professional development.
- Including a limitations note in the insurance section of the Policy;
- Including a reference to s43 of the *Local Government Act 2020* that provides that indemnity would be provided in instances where the Councillor (past and current) has acted in good faith;
- Including provisions for entitlements where the Councillor is a carer or where the Councillor has a disability.

Gifts and Hospitality

Council is responsible for maintaining a Gifts and Hospitality Register in accordance with both its Councillor (C007) and Staff (HR010) Gifts and Hospitality policies and for reporting on compliance with the policy to the Audit and Risk Committee. In the period since the previous Audit and Risk Committee meeting, there were no disclosed gifts, hospitality or benefits to Councillors and one disclosed gift to a member of Council Staff valued at \$7.99.

Procurement Non-compliances

In the period since the last Audit and Risk Committee meeting, there were no reported or detected procurement non-compliances. Council has implemented a two-party approval process for all purchase orders, this has ensured that there is a significant increase in internal controls to prevent procurement non-compliances.

Legislative Update

In 2024, changes to the following pieces of legislation that impact Council operations have been noted and considered by Officers for any required action.

- *Food Act 1984*
Modernising and clarifying notice requirements, enabling written directions to be issued by registration authorities to a food premises proprietor to revise their FSP.
- *Fair Work Act 2009* (further proposed changes anticipated in August 2024)
Labour hire arrangements, workplace delegate's rights, clauses in relation to discrimination based on family violence, extension of the right to family violence leave to 10 days from 9 June 2024, criminal offence for intentional underpayment (no earlier than 1 January 2025), increase of civil penalties for a range of contraventions.
- Local Government Amendment (Governance and Integrity) Bill 2024 (before Parliament) – Council is working closely with VEC to prepare for any changes to election timelines based on the proposed Bill.

Business Continuity Plan

Council is currently undertaking a review of its Business Continuity Plan (**BCP**) to be presented at the September Audit and Risk Committee Meeting.

Link to Council Plan:

Strong Governance Practices: Ensure compliance with the *Local Government Act 2020*.

Financial Implications:

Nil.

Risk Management Implications:

The updated policies and plans will ensure that Council maintains its governance, transparency and community engagement obligations under the Act and other relevant regulations.

Keeping up to date with the implementation of the *Local Government Act 2020* and legislation relevant to Council ensures that Council is meeting its compliance 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.

Author & Officer Responsible – Petra Croot, Director Corporate and Community Services.

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

MOVED: D WELSH / M ALBRECHT

That the Audit & Risk Committee

- 1. receives the governance and compliance update;***
- 2. notes the Councillor Interaction with Developers Policy;***
- 3. endorses the Draft Fee Waiver and Reduction Policy for Council consideration; and***
- 4. endorses the Councillor Expense Entitlements Policy for Council consideration.***

Refer attachment 11.1, 11.2 & 11.3

12. Rural Council Transformation Program

Responsible Officer: Manager Finance

Verbal report to be given during the meeting by Heather Boyd, Manager Finance, on the current status of the Rural Council Transformation Program.

MOVED: A CORDY / D NELSON

That the Audit & Risk Committee receives the verbal audit update on the Rural Council Transformation Program.

13. Audit and Risk Committee Self-Assessment

Responsible Officer: Director Corporate & Community Services

Attachment Number: 13.1 Audit & Risk Committee Self-Assessments

Introduction:

This report provides the Audit & Risk Committee with the findings of the self-assessment conduction in May 2024.

Discussion:

Under 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 management of any changes that need to be made to reports tabled to the Committee to ensure they can make informed recommendations.

The online self-assessment was distributed to Committee members on Monday 15 May 2024. At the time of writing this report, 4 self-assessments were received. The Committee will review the self-assessment during the meeting and discuss its performance.

Skill matrix of current independent Committee members for Committee noting:

Member	Financial Management (accounting and auditing standards, accounting and financial management)	Risk Management (public/private sector risk management experience, good understanding of public sector emerging risks)	Public Sector Management (sound understanding of entity's purpose, business and services, operating environment and performance framework)
Independent		X	X
Independent	X	X	X
Independent		X	X
Independent	X	X	

Link to Council Plan:

Strong governance practices

Financial Implications:

This decision has no financial implications.

Risk Management Implications:

A high performing Audit & Risk Committee will ensure strong oversight of Council's financial, risk and governance responsibilities.

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

MOVED: D WELSH / S COUTTS

That the Audit & Risk Committee discuss the performance of the Committee and self-assessment questionnaire, recommend improvements relating to the performance of the Committee and include an agenda item at the next meeting to consider meeting frequency.

Refer attachment 13.1

14. Reimbursements & Interstate Travel Register

Responsible Officer: Director Corporate & Community Services

Attachment Number: 14.1 CEO Credit Card Listing

Introduction:

This report provides the Audit & Risk Committee with a list of reimbursements made to the CEO and Councillors, and the interstate travel by staff and Councillors for the period 01 March 2024 to 31 May 2024.

Discussion:

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

Councillor	Reimbursement (\$)	Purpose
W Bywaters	298.00	Attendance ALGWA Conference
R Gersch	180.00	Internet Fees
B Ireland	194.00	RCV Event Attendance

There has been no interstate travel between 01 March to 31 May 2023.

Link to Council Plan:

Strong governance practices

Financial Implications:

This decision has no financial implications.

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

MOVED: D WELSH / S COUTTS

That the Audit & Risk Committee

- 1. receives the reimbursement listing for the CEO and Councillors for the period 01 March 2024 to 31 May 2024; and***
- 2. notes that there was no overseas or interstate travel for the period 01 March 2024 to 31 May 2024.***

Refer attachment 14.1

14. Incident and Hazing Report

Responsible Officer: Coordinator People and Safety

Introduction

The purpose of this report is to provide the Audit Committee with an update on the Hazard, Incident and Injury Reports from 1 March 2024 and 22 May 2024 and a comparison with the same period in 2023.

Discussion

37 reports were received in the period 1 March 2024 and 22 May 2024. This is in comparison to 11 reports during the same period in 2023.



1 March 2024 – 22 May 2024



1 March 2023 – 22 May 2023

General Insurance:

No reports received.

Hazards:

6 hazards have been reported during this time, of which 3 were reported as speeding within worksites where adequate traffic management was in place (reports of 1 council employee and 2 public vehicles). 2 hazards involved plant/equipment that have been tagged out or booked for repair. 1 hazard involved overgrown vegetation at an intersection which resulted in a near miss with another vehicle due to the need to encroach on the intersection for clear vision around the vegetation. This has been referred on as a Customer Action Request to the Infrastructure team.

During the same period in 2023, 0 hazards were reported. Looking at this comparison the overall push for our employees to report more hazards is working. We will continue to encourage more hazards to be reported.

Incidents:

18 incident reports were received during this time, of which included 8 reports of minor injury which resulted in first aid or early intervention physiotherapy. 1 of these incidents has resulted in a Workcover claim.

1 incident was a report of a psychological injury relating from the second lift breakdown in recent weeks. The employee got stuck in the lift and couldn't easily get out. There was 1 report of improper use of equipment and 9 reports of harassment involving the public, either via face-to-face confrontation or phone call. This is compared to 9 incident reports during the same period in 2023, of which 5 were abusive phone calls / interactions and 4 incident reports resulting in a minor injury.

Two new WorkCover claims were accepted during this period. Neither have made a return to work as yet.

Notifiable Incidents under the OHS Act:

Nil

Motor Vehicle:

2 Motor vehicle incidents were reported, both were minor damage compared to 1 motor vehicle report in this same period in 2023.

Near Miss:

4 Near Misses have been reported during this period in comparison to 0 reported near misses in this same period in 2023.

Plant and Equipment:

There have been 6 reports of Plant and Equipment based incidents (minor damage) all of them are minor as reported in Elumina compared to 1 report of plant damage in this same period in 2023.

OHS Updates / General Discussion:

The OHS Management Plan (OHSMP) has been updated with targets to measure how OHS is tracking over each quarter. These may need to be adjusted pending any observations that are made over the coming months. This should give Council sufficient scope to see how safety and reporting is trending in the workplace and will be supported by audits, general participation and accountability.

Wellbeing initiatives have also been added to the OHSMP and these will be reviewed and decided on by the Health and Safety Committee on a yearly basis.

David Rowe, Health and Safety Officer, attended a Psychosocial Health seminar online that will support Council's continued development in this area.

David has begun discussing and generating Safe Operating Procedures (SOP's) and processes with various staff, prior to presenting to the Health and Safety Committee. The Local Laws role is a high-risk area and will be one David will focus on in the coming months.

David is working closely with the Works and Operations team, as another goal for this position is to revise a safety induction that can be done by any employee or new starter for specific roles that may have specific duties. The induction will not

determine their competence but will give them an understanding of processes and procedures and give a reference document if they need to revise the information. This won't be a quick process, but it will be something that can be built, adjusted, and grown over time.

Link to Council Plan:

Ensure responsible risk management principles.
A skilled Council and workforce capable of meeting community needs.

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.

Author: David Rowe, Health and Safety Officer
In providing this advice as the Author, I have no interests to disclose.

Officer Responsible: Ange Veitch, Coordinator People and Safety.
In providing this advice as the Officer Responsible, I have no interests to disclose.

MOVED: D WELSH / A CORDY

That the Audit & Risk Committee receives the Incident Report update.

15. Late Reports

16. General Business

17. Next Meeting

The next meeting will be held via Microsoft Teams on Wednesday 18 September 2024, commencing at 11am.

Meeting closed 12:23pm.

Yurunga Homestead Community Asset Committee

General Meeting, Thursday May 23rd 2024, Yurunga Homestead Rainbow

7:30 pm

Draft Minutes

Welcome and Opening at 7:35 pm

Members present: Jennifer Solly (Chair), Peter Solly (Secretary/Treasurer), Heather Drendel, Colin Drendel

Visitors: Mayor Cr Brett Ireland (HSC) , Mark Fletcher (HSC) - welcome

Apologies: Lou Ravenhorst, Petra Croot, Jeff Woodward

Moved Heather Drendel, Col Drendel – That the apologies be accepted c/d

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

- Tourism Strategy meeting Wednesday May 29th

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: Col Drendel, Heather Drendel – That the minutes of the general meeting held on April 25th 2024 as circulated be accepted as a true and accurate record.
c/d

Business Arising:

- April 26: Peter rang Dion Paech (local electrician) re repairs – bathroom light switch, east floodlight and lamp post light (which is shorting out due to water)
- April 26: Bernard Young (Rainbow Landcare secretary) emailed re the possibility of having a pruning workshop/community event in our heritage orchard this year
- April 29: Jeff Woodward requested some information to assist in addressing the criteria for the grant application to assess the significance of the Yurunga collection (due May 9)
- May 1: Jenny sent some information to Jeff
- May 1: Peter met Dion Paech at Yurunga re the electrical work. A solution was worked out for the lamp post light

- Many thanks to Heather for her efforts in seeking quotes for the conservation of Esther Liesfield's water damaged painting
- May 9: Thanks to Jeff W for completing and submitting the grant application for assessing the significance of our collection
- May 14: Great to see a photo of the Rainbow and Jeparit hospital residents at Yurunga in the West Wimmera Health Service magazine, "Connection"
- May 14: Peter rang Expanding Horizons re their booking for a tour and lunch on May 22. It had been cancelled due to lack of numbers
- May 14: Lots of activity! Peter and Dion worked on electrical repairs, Heather and Jenny worked in the garden, Col put up a piece of lacework, replaced the hinges on the back screen door and cleaned the verandah, Peter brought in and took away the trailer, Heather put new price labels on her jam
- May 14: Dr Gary Hill rang Peter. He will be having discussions with Council next week to talk figures and plan ongoing maintenance, particularly the south verandah and underground room
- Dion Paech obtained new reproduction light switches from Heather Davidson and has on sold them to us
- May 18: Dr Gary Hill rang Peter re getting a quote from Marcus to do south verandah work

Correspondence In (Emails)

- April 26: Bernard Young to Peter re possible pruning workshop in Yurunga orchard
- April 26: Phil King to Peter re no record of previous Community Heritage Grants and seeking a quote from Minerva Heritage
- April 26: Jeff Woodward to Peter and others re looking for records of previous grant applications
- April 29: Jeff Woodward to Jenny and Peter re request for information to assist with Community Heritage Grant application
- April 30: Petra Croot to Peter re end of financial year reporting requirements and processes. More detail will be provided closer to the date
- April 30: Jeff Woodward to Peter re additional quotes for artwork restoration
- May 1: Jeff Woodward to Jenny re thank you for information
- May 2: Jeff Woodward to Peter re 2022-23 financial report information required for grant application
- May 6: Jeff Woodward to Peter re volunteer numbers – for grant application
- May 6: Aiden Dent to Peter – automatic reply
- May 7: Jeff Woodward to Peter and Jenny – emails and phone calls - several minor questions re details for grant application
- May 7: Petra Croot to Peter re end of financial year and AGM arrangements
- May 7: Petra Croot to Peter re Council volunteer arrangements

- May 14: Jenni Kippert – Expanding Horizons to Peter re cancellation of Martins Albury tour May 22nd (original dated March 8th but not received)

Late Correspondence In

(Emails)

- May 17: Jeff Woodward to Peter re Painting restoration quotes. Passing information on to Petra
- May 20: Aiden Dent to Peter re electrical work done at Yurunga and process to be followed
- May 21: Mark Fletcher to Peter re Tourism Strategy Information Sessions – Rainbow Mecca Wednesday May 29 9:30-10:30am
- May 22: Mark Fletcher to Peter re he and Petra attending the meeting on Thursday

Correspondence Out

(Emails)

- April 26: Peter to Phil King and Jeff Woodward re previous Community Heritage Grants and process for having our collection assessed and catalogued
- April 30: Peter to Bernard Young re pruning workshop and finding a good pruner
- April 30: Jenny to Jeff Woodward re preparing information to assist with grant application
- May 1: Jenny to Jeff Woodward with detailed information about the significance of our collection
- May 2: Peter to Jeff Woodward re copy of 2022-23 financial report
- May 5: Peter to Petra Croot re details of our normal end of financial year process and requesting details of new procedures for our AGM
- May 5: Peter to Jeff Woodward with painting restoration quotes from Grimwade (painting and frame), Catherine Nunn (painting only) and Rich and Davis (frame only)
- May 6: Peter to Jeff Woodward re volunteer numbers
- May 6: Peter to S86 re April draft minutes forwarded
- May 6: Peter to Aiden Dent re urgent electrical issues and copy of maintenance issues minuted in our April meeting
- May 7: Peter to Jeff Woodward– emails and phone calls – several minor questions re details for grant application
- May 14: Peter to Jessica George – Expanding Horizons re Martins Albury tour May 22nd
- May 14: Peter to Jenni Kippert re thanks for clarifying cancellation of Martins Albury tour

Late Correspondence Out

(Emails)

- May 17: Peter to Jeff Woodward re update on quotes for Esther's painting restoration
- May 17: Peter to Aiden Dent re electrical repairs completed at Yurunga
- May 22: Peter to Mark Fletcher re Tourism Strategy Information Session

- May 22: Peter to Mark Fletcher re thanks for coming to tomorrow's meeting

Moved: Heather Drendel, Col Drendel – That the inward correspondence be received and the outward endorsed. c/d

Reports

~Financial

Yurunga Homestead Community Asset Committee

Financial Report

April 1st 2024 to April 30th 2024

Opening Balance per statement at 1st April \$3,725.63

Plus Income:

Craft Shop - 4 bags pears		\$11.20
Entries –		
General Entries	\$60.00	
Shepparton Group	\$100.00	
Rainbow/Jeparit Residents	\$110.00	
Nhill Volunteers (Mar 4 th)	\$230.00	
Birchip Probus +2	\$180.00	
Geelong Group	\$190.00	
Spirit Travel and Tours	\$170.00	
Nhill Probus + 2	\$140.00	
General Entries	\$360.00	
Total Entries		\$1,540.00
Donations		\$57.00
Books etc		\$5.00
Catering –		
Nhill Volunteers (Mar 4 th)	\$460.00	
Nhill Probus	\$260.00	
Landcare Fruit Fly	\$600.00	
Total Catering		\$1,320.00
Total Income		\$2,933.20

Less Expenses:

Origin Energy Power	\$176.33
Bow Bakery - Bread	\$9.40
Jenny Solly – Catering reimbursement	\$26.58

Total Expenses	\$212.31
Closing Balance per statement 31 st March	\$6,446.52
Term Deposit reinvested with interest on 28 th April 2024 at 3.45% % interest pa for 12 months . To be reinvested by August 28 th 2024	\$5,292.46
Term Deposit invested 8 th Feb for 3 months At 3.45% pa To be reinvested by May 8 th 2024	\$10,094.52
Total funds	\$21,833.50

Peter Solly Secretary/Treasurer, Yurunga Homestead Community Asset Committee

Moved: Peter Solly, Col Drendel – That the financial report be accepted c/d

Hindmarsh Shire

Mayor Cr Brett Ireland –

- Albert Stafford, a tourism consultant will be here next week for consultation.
- There was a Jigsaw day in Dimboola. Craig Holloway has made a series of jigsaws of attractions of the area.

Mark Fletcher

- Work is starting on Lou's Silo. The structure will be manufactured off site and moved in.
- The Visitor Economy Partnership is the new visitor support and marketing organization for the wider area developing the Destination Management Plan Grampians Wimmera Mallee Tourism. Ace radio network are promoting this
- Future meetings Mark or Jeff will attend
- New CEO Monica is out and about
- The Grant application has been submitted
- Electrical maintenance work has been done. Shire will pay from the maintenance budget
- Membership ads will run again for our committee
- Dr Gary Hill is working with the Shire on maintenance issues on the South verandah
- The Shire is happy to go ahead with insurance claim on Esther's painting. Our committee would prefer to use Grimwade quote as others have considerable logistical issues with different business doing the frame and painting conservation work. The committee also feels that as the Shire owns the property and everything in it so it is liable for the excess
- Qn: Can the committee apply for grants? – Mark will make some enquiries

Moved Heather Drendel, Col Drendel – That the Shire reports be received c/d

General Business:

- Annual General Meeting business: The AGM will be a public meeting to present reports and elect officers from pre approved committee members. To be held in Mecca meeting room on Thursday July 25th at 7:30 pm. Normally the Shire would advertise this. Contact Petra.
- Pruning the orchard/Bernard's suggestion Landcare exec are working on the concept of a community workshop. Our orchard is available.
- Maintenance issues update - Dr Gary is working on funding options to see how far we can go with the verandah work.
- Action items – nothing outstanding – contact Seymour Railway Heritage Centre
- Tourism Strategy meeting Wednesday May 29th. Mark's drop in session – Tourism is everybody's business. It would be great if we can attend. The brochure is available.

Bookings

Sunday, October 6, 2024, Seymour Railway Heritage Centre, train bringing up to 50 ppl for a tour of Yurunga, midday arrival

Contact: [REDACTED]

Friday May 31st Hopetoun Day Centre 10 clients plus staff. 10:30 – 11:00am arrival. Contact [REDACTED]

Meeting closed 8:55pm

Next Meeting: Thursday June 27, 2024, 7:30 pm at 5 Taverner Street, Rainbow

If you have an idea or would like some action taken, please notify the Secretary or Chairperson so that it can go on the agenda for discussion at the meeting. If something comes up after the agenda goes out (usually a week before the meeting), it can be listed on the night.