



20 November 2024

**MINUTES OF THE NHILL TOWNSHIP ADVISORY COMMITTEE MEETING HELD ON 19 NOVEMBER 2024 AT THE NHILL SENIOR CITIZENS COMMENCING AT 7:00PM.**

- 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**
- 7. Events**
- 8. General business as notified to the Chair**
- 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. APOLOGIES**

Alison Dahlenburg, Melanie Albrecht, Helen Woodhouse-Herrick.

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

- General conflict of interest; or
- Material conflict of interest

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

Petra Croot, Director Corporate and Community Services, declared a general Conflict of Interest in item 8.1.

**4. CONFIRMATION OF MINUTES**

*NIL – Previous Meeting information as no Quorum*

**5. BUSINESS ARISING FROM THE MINUTES**

- 5.1 Out of meeting motion to approve Carols budget carried via email:  
\$3,300.00 expenditure approved in total for Carols event  
Additional amount for plant hire from Home Hardware – variable price ~\$450.00

These items noted in **blue** in the financial reporting section.

**6. CORRESPONDENCE**

***INWARD***

- Jennifer Dufty – re Gallery Central Sponsorship Request
- Nhill Leos – re Christmas Tree in Rotunda
- Jeff Woodward – re Application for Christmas Carols Event
- Hindmarsh Executive Assistant – Notification of Councillor Delegate, Cr Rosie Barker
- Thai Massage Business – re Advertising on Facebook Page

**OUTWARD**

- Petra Croot – re Hire of Equipment
- Town Committee Members – re Carols Event and Letter from Gallery Central

**RECOMMENDATION**

That the Outward Correspondence be approved and the Inward Correspondence noted.

*Moved – M Hyde*

*Seconded – A Rosenthal*

**CARRIED**

**7. EVENTS**

<b>Event:</b>	<i>Nhill Street Party</i>	<b>Location:</b>	<i>Goldsworthy Park</i>	<b>Date</b>	<i>6 December 2024</i>
<i>Actions:</i>					
<ul style="list-style-type: none"> <li>- <i>Determine MC and/or entertainment</i></li> <li>- <i>Lock in final details</i></li> </ul>					
	<b>Responsibility</b>	<b>Due date</b>	<b>Status</b>		
<b>Risk assessment</b>	<i>P.M.</i>	<b>Complete</b>	<i>Complete – meeting with staff 20/11</i>		
<b>Food permit</b>	<i>Individual Businesses/Orgs</i>				
<b>Local Law permit</b>	<i>P.M.</i>	<b>Complete</b>	<i>Complete – meeting with staff 20/11</i>		

<b>Event:</b>	<i>Nhill Christmas Carols</i>	<b>Location:</b>	<i>Jaypex Park</i>	<b>Date</b>	<i>14 December 2024</i>
<i>Relevant documents</i>					
	<b>Responsibility</b>	<b>Due date</b>	<b>Status</b>		
<b>Risk assessment</b>	<i>P.M.</i>	<b>Complete</b>	<i>Complete – meeting with staff 20/11</i>		
<b>Food permit</b>	<i>Individual Businesses/Orgs</i>				
<b>Local Law permit</b>	<i>P.M.</i>	<b>Complete</b>	<i>Complete – meeting with staff 20/11</i>		

Food, volunteers and performers organised.

Communications/Marketing:

- Booklets printed by CFA
- Melanie doing the Carols Poster
- Social media posts to be shared by Petra on main Hindmarsh Page

<b>Event:</b>	<i>Christmas Lights Tour</i>	<b>Location:</b>	<i>Township</i>	<b>Date</b>	<i>December 2024</i>
<i>Actions Required</i>					

- Pamphlet
- Map
- Registration
- Marketing

Cr Rosie Barker and Ross Barker to investigate.

**8. GENERAL BUSINESS AS NOTIFIED TO THE CHAIR**

**8.1 Request from Gallery Central re Donation/Sponsorship**

**9. COUNCILLOR REPORT**

Councillor report verbally discussed.

**10. OFFICER REPORT**

Officer report verbally discussed.

**11. URGENT BUSINESS**

The Committee requested that Nelson Street be pressure washed in the lead up to the Street Party and Carols events.

**12. FINANCE REPORT**

**12.1 Summary of Balances in Finance Report.**

*Provided to the Committee for noting.*

**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 – Cr Barker

Seconded – Pauline McCracken

<b>Creditor</b>	<b>Value \$</b>	<b>Description of Goods or Services</b>
Various	\$1000	Street Party Musicians Specifics to be notified to DCCS
Nhill Free Press	\$250	Advertising – Street Party
Flyers	\$50	Street Party
Home Hardware	\$450	Plant Hire – Christmas Decorations
To be advised	\$217	Glow Sticks - Carols
Lions Club	\$250	Santa Sweets – Carols
Misc. (Petty Cash)	\$200	Stationary, decorations, printing, hardware - Carols
Breuers Hire	\$120	Bubble Machine Hire – Carols & Street Party

Carol Nicholls	\$50	Flyers Delivery – Carols
Marty Lieschke	\$760	Sound Engineer – Carols
Nhill Lions Club	\$1,000	BBQ - Carols
Mitre 10 Nhill	\$150	Paint & Supplies
Spotlight Horsham	\$300	Red Tuille
To be advised	\$300	Christmas Light Prize

**13. DECISIONS TO BE MADE**

NIL Additional Items.

**14. MEETING CLOSED**

The meeting closed at 9:00pm.

**15. COUNCIL OFFICER AUTHORISATION**

I, Petra Croot, accept the following recommendations made by the Nhill Township Advisory Committee at this meeting held on 19 November 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	
12.2	Purchase Orders to be Raised (\$2,000 or less)	That the Council Officer raise the Purchase Orders listed.

SIGNED: 

Dated: 20 November 2024