



20 November 2024

## AGENDA

### Notice of Ordinary Council Meeting

---

**Date:** Wednesday 27 November 2024

**Time:** Commencing at 3:00pm

**Venue:** Council Chamber  
92 Nelson Street, Nhill

**Council:** Cr Ron Ismay – Mayor  
Cr Chan Uoy – Deputy Mayor  
Cr Roger Aitken  
Cr Rosie Barker  
Cr James Barry  
Cr Tony Clark

**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](http://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.

### **Statement of Values**

Our commitment is to come prepared to every meeting, fostering a respectful and inclusive environment where accountability and approachability are at the core of our actions. We value and encourage innovation, collaboration, and open communication, always keeping in mind the well-being and needs of our community. Together, we stand united as one, working towards shared goals with mutual respect and consideration.

**TABLE OF CONTENTS**

<b>1</b>	<b>ACKNOWLEDGMENT OF THE INDIGENOUS COMMUNITY &amp; LIVE STREAMING STATEMENT</b>	<b>5</b>
<b>2</b>	<b>APOLOGIES</b>	<b>5</b>
<b>3</b>	<b>DECLARATION OF INTERESTS</b>	<b>5</b>
<b>4</b>	<b>CONFIRMATION OF MINUTES</b>	<b>6</b>
<b>5</b>	<b>PUBLIC QUESTION AND SUBMISSION TIME</b>	<b>6</b>
<b>6</b>	<b>CORRESPONDENCE</b>	<b>6</b>
<b>7</b>	<b>ASSEMBLY OF COUNCILLORS RECORDS</b>	<b>6</b>
<b>8</b>	<b>PLANNING PERMITS</b>	<b>6</b>
<b>9</b>	<b>REPORTS REQUIRING A DECISION</b>	<b>7</b>
9.1	DOMESTIC ANIMAL MANAGEMENT PLAN REVIEW 2024	7
9.2	DIMBOOLA MINYIP ROAD, LORQUON NETHERBY ROAD, AND LORQUON ROAD SAFER LOCAL ROADS AND INFRASTRUCTURE PROGRAM GRANT APPLICATIONS	9
9.3	HINDMARSH SWIMMING POOLS	14
9.4	DELEGATIONS AND AUTHORISATIONS	18
9.5	COUNCILLOR INTERACTION WITH STAFF POLICY	23
9.6	FINANCIAL REPORT FOR THE PERIOD ENDING 20 SEPTEMBER 2024	26
9.7	COUNCIL PLAN ACTION PLAN 2024-2025 Q1 UPDATE	30
<b>10</b>	<b>COUNCIL COMMITTEES</b>	<b>44</b>
10.1	ADVISORY COMMITTEES	44
10.2	COMMUNITY ASSET COMMITTEES	45
<b>11</b>	<b>LATE REPORTS</b>	<b>45</b>
<b>12</b>	<b>NOTICES OF MOTION</b>	<b>45</b>
<b>13</b>	<b>OTHER BUSINESS</b>	<b>45</b>

<b>14 CONFIDENTIAL REPORTS</b>	<b>45</b>
--------------------------------	-----------

14.1 AWARD OF CONTRACT

<b>15 LATE CONFIDENTIAL REPORTS</b>	<b>47</b>
-------------------------------------	-----------

<b>16 MEETING CLOSE</b>	<b>47</b>
-------------------------	-----------

## 1 ACKNOWLEDGMENT OF THE INDIGENOUS COMMUNITY & LIVE STREAMING STATEMENT

### ***Acknowledgement of the Indigenous Community***

*Hindmarsh Shire Council acknowledges 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.*

### ***Live Streaming Statement***

*This meeting is being broadcast on the internet and the recording of the meeting will be published on Council's Facebook Page and YouTube Channel.*

*As a visitor in the public gallery, you may be filmed. By remaining in the public gallery, you consent to being filmed and for the recording of you to be made publicly available by the Council.*

*A copy of the Council's Live Streaming and Recording of Council Meetings Policy is available at the back of this room and on the Council's website. Please speak with one of our staff members if you have any questions.*

### ***Statement of Values***

*Our commitment is to come prepared to every meeting, fostering a respectful and inclusive environment where accountability and approachability are at the core of our actions. We value and encourage innovation, collaboration, and open communication, always keeping in mind the well-being and needs of our community. Together, we stand united as one, working towards shared goals with mutual respect and consideration.*

---

## 2 APOLOGIES

---

## 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.

#### 4 CONFIRMATION OF MINUTES

##### **RECOMMENDATION:**

***That the Minutes of the:***

- 1. Ordinary Council Meeting held on Wednesday 23 October 2024 at the Council Chamber, 92 Nelson Street Nhill; and***
- 2. Special Annual Statutory Meeting held on Wednesday 13 November 2024 at the Council Chamber, 92 Nelson Street Nhill***

***as circulated to Councillors be taken as read and confirmed.***

*Attachment Numbers: 3 – 4*

#### 5 PUBLIC QUESTION AND SUBMISSION TIME

Nil.

#### 6 CORRESPONDENCE

Nil.

#### 7 ASSEMBLY OF COUNCILLORS RECORDS

Nil.

#### 8 PLANNING PERMITS

Nil.

**9 REPORTS REQUIRING A DECISION**

**9.1 DOMESTIC ANIMAL MANAGEMENT PLAN REVIEW 2024**

**Responsible Officer:** Director Infrastructure Services

**Attachment Number:** 5 – 6

**Introduction:**

Council is required to review the Domestic Animal Management Plan (DAMP) on an annual basis and report on the performance measures against the identified actions in the current plan. This report presents the 2024 review of the Domestic Animal Management Plan.

**Discussion:**

Under Section 68A of the *Domestic Animals Act 1994*, every Council in Victoria must prepare a Domestic Animal Management Plan every four years.

Council’s Domestic Animal Management Plan 2021-2025 (DAMP) was adopted by Council on 22 September 2021. The purpose of the Plan is to provide Hindmarsh Shire Council with a strategic framework that delivers policy direction and action plans for animal management over a four-year period.

Council is required to review the plan annually and publish a review on the performance measures against the actions under Section 68A(3) of the *Domestic Animal Act 1994*. The list of activities and achievements in the current Plan has been updated and provided as an attachment. Minor editorial changes have been made to the plan to update the statistics that are generated annually.

**Link to Council Plan:**

Strong governance practices

**Financial Implications:**

N/A

**Risk Management Implications:**

Strategic Risk Description	Risk Management Discussion
Community Needs	Updating the DAMP ensures that animals within Hindmarsh Shire Council are managed appropriately for the safety and amenity of our towns. Domestic animals add value to community life, and Council plays an important role, through the DAMP, in protecting the welfare of animals and balancing the right to own pets with the safety, peace and good order of the community.

Strategic Risk Description	Risk Management Discussion
Governance	Reviewing the DAMP ensures that Council meets compliance requirements under the <i>Domestic Animals Act 1994</i> .

**Relevant Legislation:**

*Domestic Animals Act 1994*

**Gender Equality Implications:**

This update does not have a direct and significant impact on the community; therefore 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.

Responsible Officer– Ram Upadhyaya, Director Infrastructure Service

In providing this advice as the responsible officer, I have no disclosable interests in this report at the time of presenting this report.

Author– Cherylee Shandley Manager of Planning and Environment

In providing this advice as the author, I have no disclosable interests in this report at the time of writing.

**Communications Strategy:**

The reviewed plan will be provided to relevant staff as well as submitted to Agriculture Victoria (Animal Welfare Victoria) for review. The amended Domestic Animal Management Plan 2021-2025 will be published on Council’s website, available for public access at Council offices and notice of its review and amendment will be published in Council’s newsletter, e-news and on the Hindmarsh Shire Council Facebook page.

**Next Steps:**

The Domestic Animal Management Plan (DAMP) will continue to be implemented.

**RECOMMENDATION:**

***That the Council notes the reviewed Domestic Animal Management Plan 2021-2025 with minor editorial changes and receives the detailed outcomes achieved during 2023/2024.***

*Attachment Numbers: 5 – 6*



## 9.2 DIMBOOLA MINYIP ROAD, LORQUON NETHERBY ROAD, AND LORQUON ROAD SAFER LOCAL ROADS AND INFRASTRUCTURE PROGRAM GRANT APPLICATIONS

**Responsible Officer:** Director Infrastructure Services

### Introduction:

This report seeks Council approval to submit two applications through the Safer Local Roads and Infrastructure Program (SLRIP) for the Dimboola-Minyip Road and Lorquon-Netherby Road, and to refer \$287,843 in the 2025/2026 draft budget for the required 20% co-contribution.

### Discussion:

Above average rainfall in 2022 has significantly deteriorated Dimboola-Minyip Road and Lorquon-Netherby Road, resulting in potholing, polishing, pavement deformation in outer wheel paths, areas of minimal cross fall, seal degradation, large drop offs from the edge of seal and pavement failure.

Council was unsuccessful in a previous application through another round of funding to fully repair and upgrade these roads, forcing Council to direct own source funding in the 2024/2025 budget to repair smaller sections to make those roads safer. So far, approximately 1km of each site has been budgeted for and is scheduled for the 2024/2025 financial year.

Site inspections show at least 1.65km on Dimboola-Minyip Road and 2.8km of Lorquon-Netherby and Lorquon Roads remain in poor condition and will require budget for full reconstruction and upgrade. All three roads are identified as critical agricultural routes in Hindmarsh, with Dimboola-Minyip Road also heavily utilised by traffic heading to and from the east of Victoria.

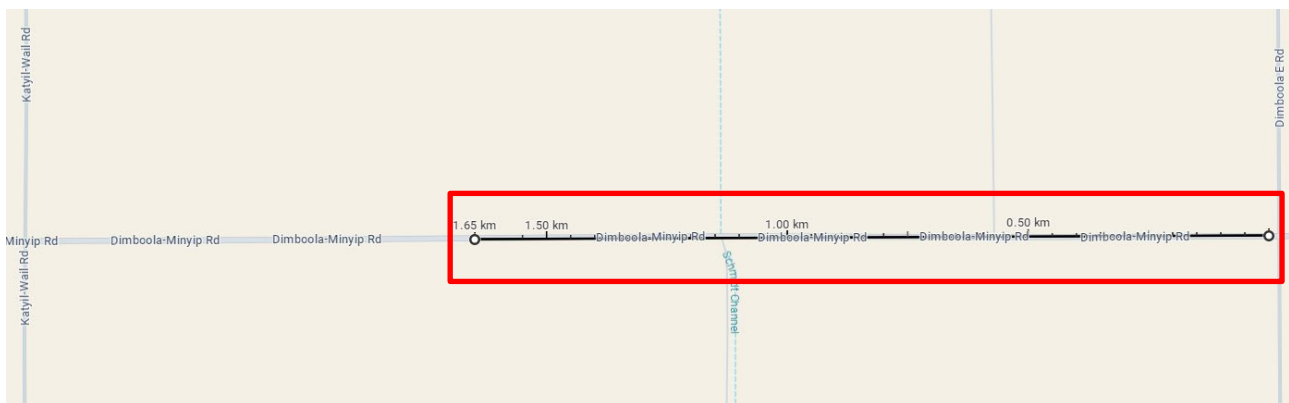


Figure 1.0 – Dimboola-Minyip Road works extent (approx.).



Figure 2.0 – Typical condition of Dimboola-Minyip Road taken following damage in 2022.

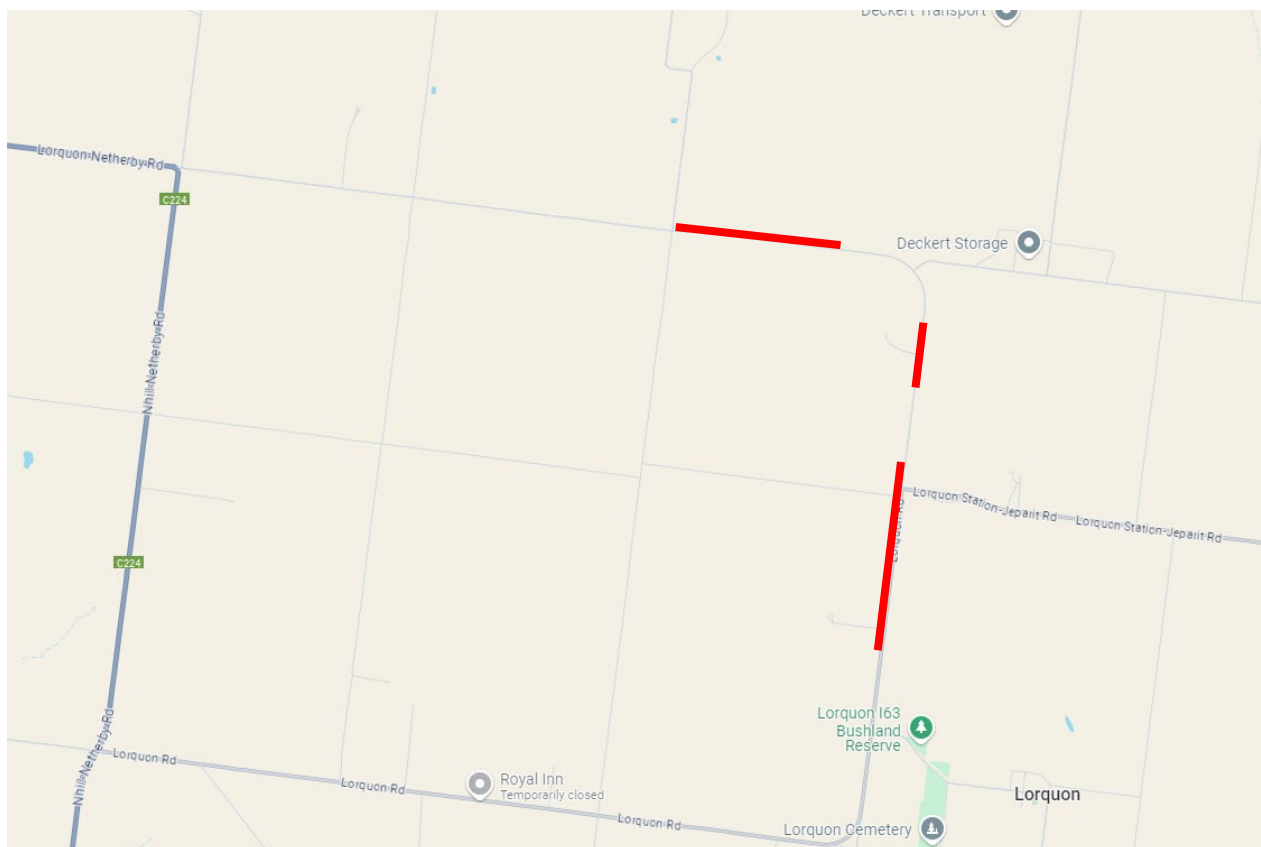


Figure 3.0 – Lorquon-Netherby and Lorquon Road works extent (approx.).



Figure 4.0 – Typical condition of Lorquon Road following damage in 2022

Officers have investigated new funding options to rectify these issues. The Australian Government has implemented the SLRIP that is currently open for applications, accepting project proposals of up to \$5,000,000, with a maximum 80% federal government contribution. The project delivery timeframe is within 36 months of the funding offer being sent.

Council officers have conducted a cost estimate for in-house staff and subcontractors to undertake the works, with a breakdown of the funding required below:

Project	Council Contribution	SLRIP Component	TOTAL exc. GST.
Dimboola-Minyip Road	\$105,998	\$423,991	\$529,989
Lorquon-Netherby & Lorquon Road	\$181,846	\$727,381	\$909,227

Table 1.0 – Project cost estimates and funding breakdown

Should Council resolve to apply for the SLRIP grant, officers would develop an application consistent with the cost estimates in Table 1.0. If successful, both of those projects will be delivered in 2025/2026 financial year.

**Options:**

1. Council can approve the application for the SLRIP grant for the Dimboola-Minyip Road and Lorquon-Netherby & Lorquon Road and refer a \$287,843 Council contribution to the 2025/2026 draft budget.
2. Council can make amendments to the Officers recommendation for the SLRIP application.
3. Council can choose to not approve the Officers recommendation for the SLRIP application.

**Link to Council Plan:**

Sealed road construction works on Dimboola Minyip Road (subject to funding).  
Actively seek funding to upgrade key freight routes for our agricultural economy.

**Financial Implications:**

This proposal requires the Council to refer \$287,843 to the draft 2025/2026 capital works budget towards the project in order to achieve a 20% contribution.

**Risk Management Implications:**

Without directing funding to the Dimboola-Minyip Road and Lorquon Netherby & Lorquon Rd, the condition will deteriorate further.

**Relevant Legislation:**

*Road Management Act 2004*

*Local Government Act 1989*

**Community Engagement:**

The Dimboola-Minyip Road and Lorquon Netherby & Lorquon Road has been identified by assessments undertaken by staff, professional engineering reporting and information gathered by conversations had with community members.

**Gender Equality Implications:**

A Gender Impact Assessment was completed on this review as per the *Gender Equality Act 2020*, with recommendation to attempt to secure funding to complete the projects for the benefit of safety to users.

**Confidential Declaration:**

This Council report does not consider confidential information as defined by Section 3 (1) of the *Local Government Act 2020*.

**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 disclosable interests in this report.

Author – Daniel Griffiths, Manager Works and Operations

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

**Communications Strategy:**

Council officers will liaise with the grant body and prepare an application for submission.

**Next Steps:**

If Council approves the recommendation, Council officers will submit an application for the reconstruction of a section of Dimboola-Minyip Road and Lorquon Netherby & Lorquon Road through the SLRIP grant program and report back to Council on the outcome of the application.

**RECOMMENDATION:**

*That Council approves the application under Safer Local Road and Infrastructure Program for Dimboola-Minyip Road and Lorquon Netherby & Lorquon Road upgrades and refers an allocation of \$287,843 comprising Council's co-contribution, to the 2025/2026 draft budget.*

---

### 9.3 HINDMARSH SWIMMING POOLS

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

#### **Introduction:**

The purpose of this report is to provide Council with an update on the operation of Hindmarsh Outdoor Pools for the 2024/2025 season and to propose fees relating to use for commercial purposes, sole use of pool areas (lap swimming), and out-of-hours use.

#### **Discussion:**

##### Background

At the Council meeting held on 3 April 2024, Hindmarsh Shire Council determined to not extend the contract with YMCA for the management of the four public pools within the municipality. The management and operation of the four pools is now undertaken directly by Council staff, with the pools also being open free of charge for the 2024/2025 season.

##### Update

All four pools opened on 16 November 2024. The pools are open on weekends from 2pm - 7pm, Jeparit Swimming Pool is open from 4pm - 7pm on weekdays, and the Nhill, Dimboola and Rainbow Swimming Pools are open from 3:30pm - 6:30pm on weekdays. Although entry is free to pools, Council is still requesting that users register so that we have emergency contact details and medical information on site. At the time of writing, there are 539 memberships registered online.

To deliver the pools, we have employed a local Team Leader Pools, as well as 26 lifeguards with 25 of them residing within Hindmarsh Shire. We have updated our website and Facebook page – ‘Hindmarsh Outdoor Pools’ – and post updates regularly to keep the public informed. There are already several school swimming programs scheduled for the 2024/2025 season, Watch Around Water is in place and VicSwim registrations are in process.

During the off-season, there has been significant maintenance works and upgrades of all four of the pools. The specific works are detailed below:

#### **Dimboola**

- Installation of a new roof over the toilet block, kiosk and plant room.
- New solar heating.
- New chemical control system to meet current standards.
- Main pool seals replaced and painted.

#### **Nhill**

- New chemical control system to meet current standards.
- New solar heating.

- Major plant room upgrades in the 2023/2024 financial year.

### **Jeparit**

- Pool resealed and painted
- New chemical dosing machine and chemical control system to meet current standards.

### **Rainbow**

- Pool resealed and painted
- New chemical dosing machine and chemical control system to meet current standards.

Rescue medical equipment has been purchased ready use if required, with Life Saving Victoria having been engaged to complete all process and procedure documentation.

### Proposed Fees

Council has committed to making entry to the pools free of charge for the public during normal opening hours. To ensure the pools are sustainable and support commercial and group swim operations while protecting free community access, we recommend that Council resolve to set the following fees:

- \$5.00 charge (Incl GST) for lap swimming or swimming outside of hours
- \$52.50 (Excl GST) per hour per lifeguard for School Swimming
- \$25.00 (Excl GST) per single occasion for paid lessons/groups.

A system will be established that enables payment at Customer Service Centres across the Shire.

These fees reflect the public interest through ensuring that Council delivers the pools under a financially sustainable model and that Council is appropriately compensated for usage for lap swimming, outside of standard opening hours and/or where the pools are used by a business that generates profit.

### **Options:**

1. Council can resolve to amend the Fees and Charges list as contained within the 2024/2025 Budget to include the additional fees.
2. Council can amend the listed fees prior to resolving to amend the Fees and Charges list as contained within the 2024/2025 Budget to include the additional fees.
3. Council can choose to not resolve to amend the Fees and Charges list as contained within the 2024/2025 Budget and no fees will be charged for the listed activities.

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

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

**Financial Implications:**

Costs associated with standard operation of the Hindmarsh Shire Outdoor Swimming Season are accounted for in the Annual Budget as adopted. Providing lifeguard services and opening the pool for private use outside of hours presents significant staffing, resourcing, and maintenance costs that this report aims to offset through the introduction of reasonable fees for uses that are not directly in the public benefit.

**Risk Management Implications:**

Strategic Risk Description	Risk Management Discussion
Community Needs	Operating the pools free-of-charge for public use ensures that Council is providing accessible recreational activities for our rural community. Ensuring that fees outside of standard public use are set means that the operation does not rely excessively on Council’s operational budget when there is a private, commercial, or inequitable benefit.
Financial Sustainability	

**Relevant Legislation:**

*Local Government Act 2020*

**Community Engagement:**

The Upcoming Outdoor Swimming season has been promoted through the following channels:

- Council’s Facebook Page/ Council’s Pools Facebook page
- Council’s website
- Media release distribution
- Council Newsletter and E Newsletter
- Council Caravan parks

**Gender Equality Implications:**

No gender impact assessment is required as this decision has a direct but not a significant impact on the community.

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

Author – Jennie Hauselberger, Coordinator Sport Recreation and Community Development  
In providing this advice as the Author, I have no disclosable interests in this report.



**Communications Strategy:**

If Council determines to set the listed fees, Council officers will prepare a Facebook Post and amend the website to provide this information to the public. On enquiry, these fees will be provided to anyone wishing to use the pools for the relevant uses.

**Next Steps:**

If approved, these fees will be added to the 2024/2025 Budget, booking forms and information will be updated on our website.

**RECOMMENDATION:**

*That Council approves the fees for Hindmarsh Outdoor Pools use as listed below:*

- 1. \$5.00 charge (Incl GST) for lap swimming or swimming outside of public opening hours (single occasion);*
  - 2. \$52.50 (Excl GST) per hour per lifeguard for School Swimming activities; and*
  - 3. \$25.00 (Excl GST) for paid lessons/groups (single occasion).*
-

## 9.4 DELEGATIONS AND AUTHORISATIONS

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

**Attachment Numbers:** 7 – 9

### **Introduction:**

This report presents the following Instruments for Council consideration:

- S5 Instrument of Delegation, Council to Chief Executive Officer
- S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)
- S18 Instrument of Sub-delegation (*Environmental Protection Act 2017*)

The discussion below details each Instrument and how it supports specific Council services and operations.

### **Discussion:**

The *Local Government Act 2020* allows Council to delegate their powers by resolution to ensure the many decisions required to be made are done so in an efficient way, allowing Council meetings to remain focused on strategic matters and community leadership rather than being operationally focused.

Delegations entrust certain types of decisions to the CEO, employees, or committees and empower them with the authority to make binding decisions on behalf of Council. Delegations and sub-delegations are made to a position not an officer, and it is essential that Council's delegations are performed in a manner that is in accordance with the delegation and is compliant with the relevant legislation.

An authorised officer is a person, other than a Councillor, appointed by Council to carry out a compliance function or an enforcement function under legislation related to the functions and powers of Council. Where authorisations and delegations have been made, the decision lies with the delegated officer and cannot be influenced by those initially delegated the powers.

The Instrument of Delegation or Authorisation is documentary evidence of the delegation given to a staff member or their appointment as an authorised person. Delegations are a very effective means of streamlining decision-making and enabling Council to concentrate on broad strategic issues rather than administrative and routine matters.

### S5 Instrument of Delegation

This document is used by Council to delegate powers pursuant to Section 11(1)(b) of the *Local Government Act 2020* to its Chief Executive Officer (CEO). Several conditions and limitations to what can be delegated to the are provided for in Section 11(2) of the *Local Government Act 2020* and are clearly articulated in this document.

At the Council meeting on 28 August 2024, the S5 Instrument of Delegation from Council to the CEO was modified to provide for the limitations on Council decision-making during Caretaker Period (17 September 2024 – 26 October 2024). As this period has finished, a revised document has been drafted by Council Officers and is presented to Council for adoption.

The primary change is the reduction of the financial delegation.

S11A Instrument of Appointment and Authorisation – *Planning and Environment Act 1987*

The purpose of the *Planning and Environment Act 1987* is to establish a framework for planning the use, development and protection of land in Victoria.

The *Planning and Environment Act 1987* sets out procedures for preparing and amending the Victoria Planning Provisions and planning schemes. It also sets out the process for obtaining permits under schemes, settling disputes, enforcing compliance with planning schemes and permits, and other administrative procedures.

Council's responsibility under the *Planning and Environment Act 1987* is to be a planning authority and responsible authority, responsible for preparing and administering planning schemes. This instrument is used by Council to authorise officers to enforce the *Planning and Environment Act 1987* and institute proceedings on behalf of the Council or represent Council.

The Chief Executive Officer recently appointed a Manager Planning and Environment, responsible for management and oversight of Council's internal and contracted planning team. This Instrument has been updated to delegate responsibility under the *Planning and Environment Act 1987* to the Manager Planning and Environment.

S18 Instrument of Sub-delegation (*Environmental Protection Act 2017*)

The *Environment Protection Act 2017*, as significantly amended by the *Environment Protection Amendment Act 2018* and other Acts, came into effect on 1 July 2021. It includes environmental obligations and protections for all Victorians and changes Victoria's focus for environment protection and human health to a prevention-based approach. It includes the General Environmental Duty (GED).

Councils play an important role under the *Environment Protection Act 2017* and *Environment Protection Regulations 2021* (the Regulations). Councils have powers to regulate:

- onsite wastewater management systems with a sewage flow of 5000 litres or less on any day;
- noise from residential premises and residential construction or demolition sites; and
- litter and other waste, including illegal dumping.

This instrument is used by Council to delegate to members of its staff those powers that are contained in the Instrument of Delegation of the Environment Protection Authority under the *Environment Protection Act 2017* dated 4 June 2021.

**Options:**

Council can:

1. approve the delegations and authorisations outlined in the attached Instruments;
2. modify the delegations and authorisations outlined in the attached Instruments;
3. choose to not adopt the Instruments and rely on the current in-force Instruments for delegations of the powers, duties and functions within the relevant legislation.

**Link to Council Plan:**

Strong governance practices

**Financial Implications:**

NIL

**Risk Management Implications:**

Strategic Risk Description	Risk Management Discussion
Organisational Culture and Capability Governance	Failure to update the Instruments of Delegation on a regular basis to accommodate required changes to legislation, organisational structure and position title changes may result in operational inefficiency and lead to decisions becoming invalid. The delegations have been reviewed by the Director Corporate and Community Services in consultation with implicated staff to ensure that all parties are cognisant of the responsibilities and obligations prescribed within the Instruments.  The use of these documents ensures Council has compliant appointments, authorisations and delegations to relevant Council staff in place that meet the requirements of the Acts and regulations contained therein.

**Relevant Legislation:**

*Local Government Act 2020*

*Local Government Act 1989*

*Planning and Environment Act 1987*

*Environmental Protection Act 2017*

**Community Engagement:**

N/A

**Gender Equality Implications:**

A gender impact assessment was not required as the amendments to these Instruments of Delegation and Authorisation have no 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.

Author and 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.

**Communications Strategy:**

All relevant delegations will be available for the public to access in accordance with the *Local Government Act 1989* and the *Local Government Act 2020*.

**Next Steps:**

Should they be adopted, the Instruments will be published on Council's website and provided to relevant officers. Where required, ID cards will be produced, and internal control systems updated relevant to listed authorities, powers and responsibilities.

**RECOMMENDATION:**

***In the exercise of the powers conferred by the legislation referred to in the attached S18 Instrument of Sub-Delegation under the Environmental Protection Act 2017, S11A Instrument of Delegation under the Planning and Environment Act 1987 and S5 Instrument of Delegation from Council to the Chief Executive Officer, Council resolves that:***

- 1. there be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instruments of Delegation to members of Council staff, the powers, duties and functions set out in each Instrument, subject to the conditions and limitations specified in that Instrument;***
- 2. the S11A Instrument of Delegation under the Planning and Environment Act 1987 comes into force immediately when the common seal of Council is affixed to the Instrument;***
- 3. the S18 Instrument of Sub-Delegation under the Environmental Protection Act 2017 and S5 Instrument of Delegation from Council to the Chief Executive Officer come into force immediately upon the resolution being passed and having been signed;***
- 4. on the coming into force of the Instruments all previous delegations to members of Council staff (other than the Chief Executive Officer) pertaining to the same legislated powers, duties and functions are revoked; and***
- 5. the duties and functions set out in the instrument must be performed, and the powers set out in the Instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.***

*Attachment Numbers: 7 – 9*

---

## 9.5 COUNCILLOR INTERACTION WITH STAFF POLICY

**Responsible Officer:** Chief Executive Officer

**Attachment Number:** 10

### **Introduction:**

This report presents the Councillor Interaction with Staff Policy for Council adoption.

### **Discussion:**

Hindmarsh Shire Council has a history of collegiate Councillor groups and strong working relationships between Councillors and Staff. These strong relationships are imperative for navigating the challenging decisions that face Local Government and our growing municipality. Positive relationships are critical for Councillors and staff in achieving our common goal of delivering the best outcomes for the Hindmarsh community.

Like several Council policies, the Councillor Interaction with Staff Policy is responsive to the direct requirements of the *Local Government Act 2020*.

Under Section 46(3)(c) of the *Local Government Act 2020*, the Chief Executive Officer (CEO) is responsible for “managing interactions between members of Council staff and Councillors and ensuring that policies, practices and protocols that support arrangements for interaction between members of Council staff and Councillors are developed and implemented.” Section 28(3) of the *Local Government Act 2020* then states that “the role of a Councillor does not include the performance of any responsibilities or functions of the Chief Executive Officer.”

This Policy supports this aim, but also ensures that Councillors meet their responsibilities under Section 123 regarding the misuse of position, including directing or improperly influencing a member of Council staff.

Specifically, the Councillor Interactions with Staff Policy covers:

- The guiding principles around all Councillor/Staff interactions;
- Councillors interacting with staff in a non-Councillor capacity;
- Councillor/Staff contact matrix;
- Managing requests from community members;
- Requesting information relating to Council meetings;
- Protocols for written requests for information and verbal requests for information;
- Access to workplaces; and
- Managing complaints in relation to the Policy.

The existing Policy has been updated to reflect current staff positions in the contact matrix, as well as other minor administrative changes.

**Options:**

1. Council can choose to adopt the policy.
2. Council can choose to amend the policy prior to adoption; or
3. Council can choose to not adopt the policy.

**Link to Council Plan:**

Strong governance practices

**Financial Implications:**

NIL

**Risk Management Implications:**

Strategic Risk Description	Risk Management Discussion
Governance	This policy is a requirement under the <i>Local Government Act 2020</i> and provides the framework through which Councillors can fulfil their conduct obligations (in terms of improper influence or direction), whilst maintaining the communication pathways that enable them to gain timely, accurate and appropriate information.

**Relevant Legislation:**

*Local Government Act 2020*

**Community Engagement:**

N/A

**Gender Equality Implications:**

Gender impact assessments are required when the program, policy or service has a direct and significant impact on the community. This policy does not have a direct and significant impact on the Community as it relates to Councillor conduct in their interactions with staff, therefore, a Gender Impact Assessment has not been completed.

**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:**

All Council policies are made available on Council's website, in hardcopy on request and will be circulated to staff and Councillors via email and Councillor Sharepoint.

**Next Steps:**

The policy will be circulated as per the communications strategy. New staff included in the contact matrix will be advised of this change in process and given appropriate training relating to Councillor/Staff interaction.

**RECOMMENDATION:**

***That Council adopts the Councillor Interaction with Staff Policy.***

*Attachment Number: 10*

---

## 9.6 FINANCIAL REPORT FOR THE PERIOD ENDING 20 SEPTEMBER 2024

**Responsible Officer:** Chief Executive Officer

**Attachment Number:** 11

### **Introduction:**

The Financial Report for the first quarter of the 2024/2025 financial year has been prepared, including explanations of variances where applicable. The report is presented for Council's information.

### **Discussion:**

Council manages significant finances on behalf of the community and must manage these finances responsibly, effectively, and transparently to ensure the delivery of important services and facilities. As well as reporting quarterly on the delivery of the Council plan, quarterly financial reports are also prepared and provided to Council, forming a key component of Council's planning and reporting framework.

The content of financial reporting to Council summarises Council's financial health and shows how financial performance is tracking against the budget, highlighting any risks faced and providing information on any other relevant issues from that quarter.

Reports consist of the following:

- **Dashboard with both financial and non-financial indicators**

This information provides information in graph format for Council on a range of areas within Council including:

- rates outstanding and rates arrears;
- debtors and infringements outstanding;
- local laws information including after-hours calls, after hours call outs, animals through pound and fines issued;
- capital works update;
- planning permits applications and permits issued;
- staff accrued leave;
- Time in Lieu accrued, sick leave taken and Workcover taken;
- Customer Service data including telephone calls and customers at each centre; and
- Caravan park revenue and visitors for each of the four parks.

- **Executive Summary & Ratio Summary**

Along with the ratio summary, the Executive Summary section presents a high-level summary of YTD budget and actuals with a traffic light system to indicate any high-risk variances.

- **Income Statement**

The information within the income statement is based off accrual accounting, meaning that as soon as rates are raised or invoices are entered into Council's financial management system, they are included in the income statement. The income statement also includes depreciation and asset revaluations which are non-cash items. Commentary is included where variations are over \$10,000 or 10%.

As at 30 September Council surplus is \$13.13m against a budget of \$7.74m. The surplus is predominately due to the Financial Assistance Grant for 2024/2025 that was budgeted to be received quarterly being paid in July.

- **Balance Sheet**

The information within the Balance Sheet includes current assets, non-current assets, current liabilities and non-current liabilities. Commentary is included for most items on the balance sheet.

- **Cash Flow Statement**

The information within the cash flow statement reflects the actual cash received and payments made for items. The cash flow statement will vary from the income statement due to timing of receipts and payments. The cash flow statement also includes payments for capital works, but does not include depreciation.

As at 30 September Council had \$16.91m cash. The high cash balance is due to a number of capital projects being carried forward from 2023/2024 for completion in 2024/2025 and the early payment of the Financial Assistance Grant.

- **Capital Works Statement**

The information within the capital works statement includes projects of a capital nature that improve an asset. The capital works statement is broken into categories including buildings, plant and equipment, infrastructure, which is represented by new assets, renewal of assets, expansion of assets, and upgrades to assets.

As at 30 September Council expenditure on capital works was \$924k against a budget of \$1.52m. The variance is largely due to phasing of budgeted road projects.

- **Key Result Area Summary**

The information within the Key Result Area Summary provides an overview of actual expenditure against budget for all service areas.

- **Detailed Capital Works Scheduling**

The information within the detailed capitals work scheduling provides Councillors with scheduled dates of commencement of capital works projects contained within the annual budget.

**Options:**

Council can note the Financial Report for the period ending 30 September 2024.

**Link to Council Plan:**

Long-term financial sustainability

Ensure responsible risk-management principles

Strong governance practices

**Financial Implications:**

This report is for Council’s information only, there are no direct financial implications.

**Risk Management Implications:**

Strategic Risk Description	Risk Management Discussion
Financial Sustainability	Reporting quarterly on Council’s financial position ensures the accountability and transparency of Council’s financial performance and enables Council to have high-level oversight of the same. Regular reporting allows for early identification of any high-risk items and early intervention should remedial action be required.

**Relevant Legislation:**

*Local Government Act 2020*

**Community Engagement:**

Consultation with the community occurred during the development of the 2024/2025 Council Budget.

**Gender Equality Implications:**

This report provides financial information for Councillor noting only and therefore does not have a direct and significant impact on the community. As a result, 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.

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:**

NIL

**Next Steps:**

NIL

**RECOMMENDATION:**

***That Council notes the Financial Report for the period ending 30 September 2024 as presented.***

*Attachment Number: 11*

---

**9.7 COUNCIL PLAN ACTION PLAN 2024-2025 Q1 UPDATE**

**Responsible Officer:** Chief Executive Officer

**Introduction:**

This report presents Council with an update on the progress of items identified in the Council Plan Action Plan for delivery in the 2024/2025 financial year.

**Discussion:**

Council’s main strategic document, the Council Plan 2021-2025, was developed and adopted on 22 September 2021. The document contains strategic objectives under four themes:

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

Annually, Council adopts an Action Plan that aids in the achievement of the objectives within the Council Plan 2021-2025. Q1 covers July – September 2024, with action against each item detailed with a progress indicator.

**Theme One – Our Community**

Action Item	Q1 Update	Progress %
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.	<p>In this period:</p> <ul style="list-style-type: none"> <li>• 7 fortnightly e-newsletters were produced</li> <li>• 3 monthly newsletters</li> <li>• 1 quarterly hardcopy newsletter</li> <li>• 28 Media Releases</li> <li>• 134 posts on Hindmarsh Shire Council Facebook page (excludes all other pages such as Nhill Cinema, Youth Council, Hindmarsh Libraries) were produced</li> <li>• 29 advertisements placed in newspapers.</li> </ul> <p>Publications were limited from 17 September due to Council election period.</p>	Ongoing
Deliver community safety and education initiatives around Council’s Locals	Community Safety Education Initiatives scheduled for Q2-4. Education planned in the	10%

Action Item	Q1 Update	Progress %
Laws as well as Fire Prevention and animal management.	lead up to the Fire Danger Period around making properties fire safe.	
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.	<p>Classic Movies were delivered in Nhill, Rainbow and Dimboola funded by FRRR, with screenings scheduled into 2025.</p> <p>Cuppa connections continued to be held weekly in all 4 towns across the Shire.</p>	Ongoing
Support and coordinate the Volunteer Taxi Service in Nhill.	<p>Whilst we continue to coordinate this service, it has little uptake with only two bookings for the quarter. Volunteers to provide this service are also limited.</p> <p>Council has appointed a Volunteer Support Officer to engage with existing volunteers and develop and promote new volunteer opportunities.</p>	Ongoing
Develop a Sports and Recreation Strategy to support sports infrastructure, sports organisations and active living in Hindmarsh Shire.	Sports and Recreation Strategy development scheduled for Q3-4 2024/2025.	10%
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.	Council staff have been working with the Victorian Schools Building Authority (VSBA) on the delivery of two new standalone kindergartens at the Dimboola Primary School and Nhill P-12 college. Council staff are working with Emerge on the fit-out requirements to ensure the buildings are ready for the start of term 1 2025.	80%
Continue to advocate for after school care and an	The CEO, Monica Revell, has been working with By-Five and neighbouring Councils to advocate	Ongoing

Action Item	Q1 Update	Progress %
increase in childcare in Hindmarsh Shire.	for an increase in childcare in Hindmarsh, including advocating for Childcare to be funded in Rainbow and Jeparit.	
Continue to deliver Council's youth program, including delivery of the Hindmarsh Shire Youth Strategy, school holidays activities and the Youth Council.	<p>A youth council disco was held in Rainbow with the theme "Let it Glow" on 16 August 2024.</p> <p>The July school holiday program (July 1 - 12) was delivered successfully and included a Basketball Clinic, Tiny Goats, Karaoke, Crafty Arts, Kids Yoga, Mini's Disco, Roller Disco and movie screening.</p> <p>VicHealth Swimming Program was delivered across 3 local schools.</p> <p>Ongoing monthly Youth Council meetings held.</p> <p>Mental Health Podcast recording session delivered on Monday 19 August 2024.</p>	Ongoing
Support significant days/weeks for groups represented within the Shire, including International Day of People with a Disability and Harmony Day.	International Day of People with a Disability scheduled for Tuesday 3 December 2024 with planning in progress. Harmony Day will be celebrated in March 2025. Other significant days continued to be support throughout the year.	Ongoing
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.	Council hosted a NADIOC Week Art Exhibition from 7 July to 14 July 2024 with local artists Gail Harradine and Tanisha Lovett.	Ongoing
Advocate for and host a range of learning and skill development	STEM activities included in school holidays activities where resourcing allows. Funding is regularly sought for opportunities for education	Ongoing



Action Item	Q1 Update	Progress %
opportunities for all ages throughout Hindmarsh	(i.e. cyber-awareness for seniors) to be co-delivered with local learning centres.	

**Theme Two – Built & Natural Environment**

Action Item	Q1 Update	Progress %
Commence construction at Davis Park, Nhill, on the AFL compliant changerooms with undercover seating.	Pre-construction/preliminary works period with close of tender in July 2024. It is anticipated works will commence in the second quarter, with the project expected to be completed by 30 June 2025.	20%
Complete Nhill Aerodrome upgrades including drainage and pavement works.	Nhill Aerodrome Upgrades scheduled to be completed in November 2024.	70%
Continue to advocate for funding for a new weir at Jeparit.	Council staff continue to advocate for funding for a new weir at Jeparit. Funding has been received from Wimmera CMA for a feasibility study.	20%
Seek funding to install solar on Council buildings and halls.	Quotes are being sourced for Council’s six main power-drawing buildings, so that we are prepared to apply should funding become available.	20%
Develop and implement an up-to-date Domestic Wastewater Management Plan.	The Onsite Wastewater Management Plan was adopted on 28 August 2024.	100%
Explore funding options for installation of solar heating at the Dimboola Swimming Pool.	The tender for new solar heating at the Dimboola swimming pool has been awarded. It is anticipated that the new solar heating will be completed in time for the opening of the Dimboola Swimming pool in mid-November	70%
Consider options for delivery of Weeds, Pest and Plant program following the changes to the Landcare network in the region.	Council has employed a Landcare Facilitator who will work with local Landcare groups to prioritise issues within the Shire regarding Pest, Plants and Weeds.	100%

Action Item	Q1 Update	Progress %
Adopt a Climate Adaption Strategy that supports community resilience, risk mitigation and reduced negative environmental impact within the Shire.	The Climate Adaption Strategy was adopted by Council on 28 August 2024.	100%
Increased building and planning enforcement activity to protect Council's environment.	Manager Planning and Environment Position advertised to provide strategic leadership to Council's statutory services team. Relevant delegations that support planning enforcement scheduled to be presented at the November 2024 Council meeting.	25%
Facilitate Hindmarsh Heavy Transport and Freight Working Group.	To re-commence after 2024/2025 harvest. Council are partnering with Horsham Rural City Council to host a Heavy Vehicle workshop at the Nhill Trailer Exchange in November 2024.	Ongoing
Successful delivery of Council's Capital Works program as contained within the 2024-2025 Hindmarsh Shire Council Budget.	Works are underway with several projects completed or commenced, some including Mckenzie Rd, Keams Rd and Netherby Baker Rd.	20%
Sealed road construction works on Dimboola Minyip Road (subject to funding).	The HVSP grant application was unsuccessful. Council's contribution will be used to complete a smaller section of road renewal. Survey and Design is currently underway, with works scheduled to start in Q3. Council will continue to apply for funding to upgrade this key strategic route.	10%
Ensure Council representation on Western Highway Action Committee and Wimmera Regional Transport Group.	Council has a delegate representing Council's interests on these committees.	Ongoing

Action Item	Q1 Update	Progress %
Implement Assetic Cloud as an effective Asset Management software system, improving the financial efficacy, sustainability and usability of our asset management functions.	The database has been provided to Council's IT provider in order for them to commence the data integration.	20%
Install recycling and glass collection bins in main street in Dimboola, Jeparit, Nhill and Rainbow.	Bins have been installed in Nhill, Jeparit, and Rainbow, with Dimboola scheduled in coming months.	70%
Hold free green waste month in September and encourage residents to tidy their properties prior to the fire season.	Free Green Waste month scheduled for October 2024 in the lead up to the Fire Danger Period.	50%
Work closely with conservation partners including the Wimmera CMA to educate the community on land management and conservation strategies.	Council's Landcare Facilitator will work closely with stakeholder groups, including Wimmera CMA to provide education activities for the community.	20%
Continued implementation of the Nhill Streetscape Plan.	Plans are underway for the Centenary Park component of the project, with Council officers continuing to consult with the Nhill Town Committee on project details.	50%
Seek funding to upgrade Rainbow Public Amenities and install new all-abilities amenities and ramp into MECCA Supper Room.	Council continues to advocate for funding for this project and prepare plans to best position Council should a funding opportunity become available.	Ongoing
Continue development and implementation of	The Playground Strategy is scheduled to be presented to Council in draft form in 2025.	10%

Action Item	Q1 Update	Progress %
the Hindmarsh Playground Strategy.		
Complete construction of new Mechanics workshop at Jeparit Depot.	Construction is well underway on the new mechanics workshop at Jeparit Depot with the shed expected to be completed before the end of 2024.	70%
Consider opportunities and seek funding for lighting in public areas.	Lighting posts included as part of the Nhill Streetscape Masterplan Implementation at Centenary Park. Council will continue to seek additional opportunities to improve public lighting.	Ongoing

**Theme Three – Competitive and Innovative Economy**

Action Item	Q1 Update	Progress %
Participate in the Visitor Economy Partnership and commence development of Destination Management Plans and industry development activities.	The GWMTourism Destination Management Plan and Local Area Action Plans are in final edit. Form, with a workplan to be established using the DMP & LAAP as a guide to regional and local priorities.	75%
Continue delivery of Silo Art project at Llew Schilling Silo in Rainbow.	Period of preliminary works with contractors developing critical project components (drawings for staircase/tower) and ongoing collaboration with all project stakeholders.	35%
Deliver a Business Assistance Grants program responsive to the changing economic interests within the Shire.	Recommendations for the 2024/2025 Business Assistance Grants were presented and awarded at the Council meeting on 28 August 2024.	50%
Promote Hindmarsh as a tourism destination to stop, play and stay.	The Economic Development and Tourism team is working on a communications plan to continue online promotion of local attractions and events in parallel to the GWMTourism online marketing campaigns.	90%

Action Item	Q1 Update	Progress %
Host quarterly business networking sessions in Hindmarsh for businesses to come together, network and learn.	A Networking Session was held in Dimboola on 21 August 2024. 27 attended the session with presenters from Donald Mineral Sands, Grampians Wimmera Mallee Tourism and Hindmarsh Shire Council's Economic Development and Tourism team. Another session will be planned for February / March 2025.	25%
Undertake a review of the Hindmarsh Planning Scheme.	The Planning Scheme review is underway with the new Council to be briefed at the commencement of their term.	20%
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.	A grant application has been submitted for studio cabins at the Nhill Holiday Park (formerly Nhill Caravan Park).	50%
Commence implementation planning for Council's Economic Development Strategy 2024-2028.	Economic Development Strategy Actions are being worked through. Progress includes creation of a database of businesses, tourism operators, groups, attractions, trades and professional services. The team has ensured ongoing communication with businesses to understand assistance and support required (e.g. training). Initial conversations have been held with trades and industrial businesses to understand growth/relocation/industrial land requirement in the LGA. Vacant business premises are being benchmarked for ongoing measure; this includes follow up with landowners of vacant premises to gauge future aspirations.	Ongoing
Provide financial and in-kind support to regional	Recommendations for the 2024/2025 Regional Community Events Grants program were	100%

Action Item	Q1 Update	Progress %
community events held in Hindmarsh that increase economic benefit.	presented and awarded at the Council meeting on 28 August 2024.	
Actively seek funding to upgrade key freight routes for our agricultural economy.	The safer local roads and streets program is available with \$2m of funding. Officers are working with TAC and DoT developing a list of eligible projects to be presented to Council.	10%

**Theme Four – Good Governance & Financial Sustainability**

Action Item	Q1 Update	Progress %
Deliver proactive activities aimed at encouraging candidature for the 2024 Council elections, including the MAV Stand for Council Program.	Council hosted MAV Stand for Council and delivered media and social media campaigns to encourage community members to stand for Council. Council developed a document for Council nominees covering relevant Councillor information.	100%
Prepare for, and deliver, a compliant caretaker and election period for the 2024 Local Council Elections.	Council officers have delivered several operational processes to support a compliant caretaker period include <ul style="list-style-type: none"> <li>• Training and guidance documents for staff</li> <li>• Training and guidance documents for Councillors</li> <li>• Internal delivery plan developed and implemented</li> </ul>	90%
Review existing, and develop new, Councillor induction processes (including a training program) to facilitate compliant and effective transition into a new Council period.	Reviewed Councillor Induction Program in development, with Officers awaiting confirmation of legislative changes that will guide training content and requirements.	50%
Review and adopt critical Council policies as per Council’s policy review cycle.	During this period Council adopted Councillor Expense Entitlement Policy, Councillor Complaints Handling Policy, Risk Management Framework, Risk Management Policy and Risk	Ongoing

Action Item	Q1 Update	Progress %
	Appetite and Tolerance Statement. No policy decisions were able to be made by Council at the September Council Meeting due to it falling in Council Election Period.	
Further develop and maintain a panel of preferred suppliers for critical services areas to ensure the efficiency of Council business.	Planned for Q3-4 of this period.	0%
Continue to promote transparency and accessibility of Council meetings through streaming meetings online and including closed captioning where possible.	Council meetings continue to be live streamed, with all Agendas, Minutes and attachments available to the public on Council's website.	Ongoing
Continue to consider trainee, apprenticeship, and work placement opportunities to providing bringing pathways to employment at Council.	Appropriateness of trainee and apprentice opportunities considered for all entry level positions. Council recently advertised Band 2 Outdoor positions in school newsletters.	Ongoing
Develop a guide to assist the community and to provide clarity on the process of public Council meetings and how to participate.	This has not been developed at this time but will be available in the New Year.	0%
Implement the Community Engagement Policy and provide appropriate consultation and engagement methods for policies, projects and plans.	Coordinator Strategic Communications and Information Management appointed to oversee effective engagement. Have Your Say Hindmarsh utilised for all engagement opportunities, as well as drop-in sessions for the Climate Adaption Strategy and additional in-person engagement for projects and documents of interest to the community.	Ongoing

Action Item	Q1 Update	Progress %
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.	Complaints training and guidance documents produced and circulated to staff with full project scheduled for the second half of the 2024/2025 FY.	10%
Update Council’s Long Term Financial Plan.	The long-term financial plan is updated yearly along with the budget. Council adopted the LTFP at its meeting on 26 June 2024 and will review by June 2025.	Ongoing
Continue implementation of Gender Equality Action Plan.	All staff attended Active Bystander training. A gender equity lens is applied to the development of all internal and external programs, policies and procedures.	Ongoing
Continue to collaborate with Horsham Rural City Council and Loddon Shire Council to implement the Rural Council Transformation Project.	Hindmarsh upgraded the financial software in November 2023. New elements included Procure 2 Pay and online leave forms which are being rolled out to staff. The next stages include online timesheets and community engagement.	70%
Maintain the Business Continuity Plan as an active document, ensuring that it is responsive to changing risk environments.	Business Continuity Plan updated annually, provided to the Audit and Risk Committee for endorsement in September 2024.	100%
Enhance the organisations information, communications and technology (ICT) capabilities and systems, including strengthening our cyber-security capability.	<p>Enhance the organisations information, communications and technology capabilities and systems:</p> <ul style="list-style-type: none"> <li>Review of existing staff issued equipment found shortcomings and as a result future “Standard Operating Environment” equipment ordered to a higher specification to meet and stay in line with advances in technology. Higher spec devices issued at a lower per device cost than previous rollouts.</li> </ul>	Ongoing



Action Item	Q1 Update	Progress %
	<ul style="list-style-type: none"> <li>• Wireless Infrastructure Upgrades for stronger more secure connectivity and replacing older end of life equipment. Additional benefits of simplicity of maintaining infrastructure configuration, and visibility of devices connected to our network.</li> <li>• Mobile Devices and User Accounts deployed to Outdoor Infrastructure Staff to enable less paperwork and more connectivity. (Ongoing project)</li> </ul> <p>Cyber Security capabilities and strengthening:</p> <ul style="list-style-type: none"> <li>• Reviewed and migrated Microsoft licensing from Business Basic to Business Premium to align and take advantage of the higher levels of email security. Additional account protections are also included in the licensing.</li> <li>• Review of Existing Firewall environment and addition of Forti Firewall at Jeparit depot.</li> <li>• Review and modifications to back end polices to align with industry best practise.</li> <li>• Increased the frequency of system updates without impacting uptime of infrastructure.</li> </ul>	
<p>Deliver actions within the Hindmarsh Shire Council Cultural Audit to improve the accessibility of Council services and the diversity of our workforce.</p>	<p>Plain English guide to Hindmarsh Shire Council created and translated into Karen.</p>	<p>20%</p>
<p>Engage local sporting clubs in the development and implementation of the Fair Access components of the Sports and Recreation Reserves Allocation and Use Policy.</p>	<p>Council held 3 Sponsored BBQ evenings where we provided and cooked BBQ's and chatted with members of Sporting Clubs as below:</p> <ul style="list-style-type: none"> <li>• Dimboola Sporting Club 11 July 2024</li> <li>• Southern Mallee Thunder 8 August 2024</li> <li>• Nhill Sporting Club 22 August 2024</li> </ul> <p>These BBQs enabled Community Engagement discussions around the Fair Access Policy and were attended by Council Officers, the Chief</p>	<p>30%</p>

Action Item	Q1 Update	Progress %
	Executive Officer and Councillors. There was also a short questionnaire which was filled out by members and the information has been collated and has also become part of the Sport and Rec Roadmap for Sports and Recreation Victoria.	
Undertake review of the Hindmarsh Shire Council Workforce Plan.	This will be addressed in Q3-4.	Not commenced.

**Link to Council Plan:**

The Council Plan Action Plan is designed to support the implementation of the Council Plan.

**Financial Implications:**

Initiatives within the Council Plan Action Plan are accounted for in the Annual Budget as adopted.

**Risk Management Implications:**

Strategic Risk Description	Risk Management Discussion
Governance	The preparation of the Council Plan, incorporating the Health and Wellbeing Plan, and Community Vision is a statutory requirement.
Community Needs	The actions contained within the Annual Action plan represent and allow progress on projects, events and services relevant to the community. This ensures that Council is expending resources efficiently and in line with community needs.

**Relevant Legislation:**

*Local Government Act 2020*

*Gender Equality Act 2020*

*Public Health and Wellbeing Act 2008*

**Community Engagement:**

Community engagement was undertaken as part of the development and adoption of the Council Plan 2021-2025, additional engagement is undertaken in the development of the Annual Action Plans. Annual Action Plans are also informed by ongoing engagement programs and the development of other Council strategies and plans, including Community Action Plans and the Economic Development Strategy.

**Gender Equality Implications:**

As this report presents an update for Council noting only, a Gender Impact Assessment is not required as there is no direct and significant impact on the community.

**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 – Monica Revell, Chief Executive Officer

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

**Communications Strategy:**

The Council Plan Q1 Update will be published via a media release to ensure that the information is available to the community.

**Next Steps:**

Council officers to continue implementation of the Council Plan Action Plan 2024/2025.

**RECOMMENDATION:**

***That Council receives the Council Plan Action Plan 2024/2025 first quarter update.***

---

## 10 COUNCIL COMMITTEES

### 10.1 ADVISORY COMMITTEES

**Responsible Officer:** Chief Executive Officer

**Attachment Numbers:** 12 – 13

**Introduction:**

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

- **Jeparit Township Advisory Committee**  
General Meeting on 9 September 2024
- **Nhill Township Advisory Committee**  
General Meeting on 19 November 2024

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

**Next Steps:**

Advisory Committee Minutes will be published on Council's website.

**RECOMMENDATION:**

***That council notes the minutes of the following Advisory Committees:***

- 1. Jeparit Township meeting held on 9 September 2024; and***
- 2. Nhill Township meeting held on 19 November 2024.***

*Attachment Numbers: 12 – 13*

---

## 10.2 COMMUNITY ASSET COMMITTEES

**Responsible Officer:** Chief Executive Officer

**Attachment Numbers:** 14 – 15

### Introduction:

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

- **Wimmera Mallee Pioneer Museum Community Asset Committee**  
General meeting on 16 September 2024
- **Yurunga Homestead Community Asset Committee**  
General meeting on 16 September 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 following Community Asset Committees:***

- 1. Wimmera Mallee Pioneer Museum meeting held on 16 September 2024; and***
- 2. Yurunga Homestead meeting held on 16 September 2024.***

*Attachment Numbers: 14 – 15*

---

## 11 LATE REPORTS

---

## 12 NOTICES OF MOTION

---

## 13 OTHER BUSINESS

---

## 14 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. 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:***

**14.1 CONTRACT AWARD 2024-2025-20 EMULSION TANK – 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.**

**15 LATE CONFIDENTIAL REPORTS**

---

**16 MEETING CLOSE**

---