



13<sup>th</sup> November 2023

**MINUTES OF THE JEPARIT TOWNSHIP ADVISORY COMMITTEE MEETING OF THE HINDMARSH SHIRE COUNCIL HELD ON 13<sup>TH</sup> NOVEMBER 2023 at the Memorial Hall, Roy Street, Jeparit at 7.35pm.**

**Present:** Ms. H. Boyd (Manager Finance & Customer Service HSC), Teresa Smith (Vice-Chair), Cheryl Quinn (Sec), Mel Wagener (CM), Sharon Reilly (CM) Annmarie Werner (CM), Craige Proctor (CM), including Wendy Werner, Tony Simpson, Colin Moore and Fay Gourdes (Community Members).

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

*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**

Mr. B. Ireland (Mayor HSC), Jason Hutson (Chair-Person) and Tara Paech (CM).

**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.

**NIL.**

**4. CONFIRMATION OF MINUTES**

**RECOMMENDATION:**

***That the Minutes of the JTAC Committee Meeting held on 9<sup>th</sup> October, 2023 at 7.30pm at the Memorial Hall, Roy Street, Jeparit. circulated to Committee Members be taken as read and confirmed***

*(Attachment: 1)*

**Moved:** Mel Wagener

**Seconded:** Annmarie Werner

**Carried**

## **5. BUSINESS ARISING FROM THE MINUTES**

**5.1** (9.3) Further to Jeparit Kinder, the establishment will remain in use for the next twelve months with Jeparit Primary School taking over the future running dynamics

## **6. CORRESPONDENCE**

### **INWARD:**

- 6.1** P. Bell (Community Member) - Apology for October meeting 9/10/23
- 6.2** P. Bell (Community Member) copy Re Tax Invoice 10/10/23
- 6.3** Dept. Health – Code verification 11/10/23
- 6.4** Dept. Health – Code verification 11/10/23
- 6.5** B. Huxley (HSC) – New Res Bags 11/10/23
- 6.6** B. Huxley (HSC) – New Res Bags Drop Off 11/10/23
- 6.7** Dept. Health – Code verification 11/10/23
- 6.8** P. Bell (Community Member) - Tax Invoice for Hire of equipment 12/10/23
- 6.9** J. Woodward (HSC) Re: Menzies Square event 13/10/23
- 6.10** B. Huxley (HSC) – Final draft of Oct Min & Purch. Orders 13/10/23
- 6.11** Dept. Health – Code verification 15/10/23
- 6.12** Dept. Health – Code verification 15/10/23
- 6.13** J. Woodward (HSC) Re: Menzies Square event FORMS 18/10/23
- 6.14** Dept. Health – Code verification 19/10/23
- 6.15** S. Johnson (HSC) Re: Australia Day event 20/10/23
- 6.16** C. Proctor (Committee Member) Aust. Day response 20/10/23
- 6.17** Dept. Health – Code verification 20/10/23
- 6.18** Dept. Health – Code verification 20/10/23
- 6.19** S. Reilly (Committee Member) Agenda Item 24/10/23
- 6.20** S. Johnson (HSC) Australia Day Event 26/10/23
- 6.21** J. Woodward (HSC) Re: Food Trader Statement 26/10/23
- 6.22** B. Huxley (HSC) – Bin Positioning & Creditor forms 31/10/23
- 6.23** B. Huxley (HSC) – Auto Response 3/11/23
- 6.24** C. Proctor (Committee Member) Bin positioning 3/11/23
- 6.25** T. Smith (Committee Member) Bin positioning 3/11/23
- 6.26** B. Ireland (Mayor) HSC Bin positioning / B. Huxley forwarded info 3/11/23
- 6.27** S. Reilly (Committee Member) Bin positioning 6/11/23
- 6.28** S. Reilly (Committee Member) Reimbursement Form 6/11/23
- 6.29** Heather Boyd (HSC) Financial Report 6/11/23
- 6.30** Heather Boyd (HSC) Communication directive 8/11/23

### **OUTWARD:**

- 6.31** T. Smith (Committee Member) Dept. Health – Code verification 11/10/23
- 6.32** T. Smith (Committee Member) Dept. Health – Code verification 11/10/23
- 6.33** T. Smith (Committee Member) Dept. Health – Code verification 11/10/23
- 6.34** B. Huxley (HSC) – Reply to Welcome Bags 11/10/23
- 6.35** B. Huxley (HSC) – JTAC Minutes Draft & Tax Invoice 12/10/23
- 6.36** P. Bell (Community Member) – Reconnect to Jeparit funds 12/10/23
- 6.37** P. Bell (Community Member) copy Re Tax Invoice 12/10/23
- 6.38** T. Smith (Committee Member) Risk Assessment 13/10/23
- 6.39** T. Smith (Committee Member) Documentation requirement 15/10/23
- 6.40** Committee Members Final Minutes of October Meeting 15/10/23
- 6.41** B. Ireland (Mayor) HSC Final Minutes of Meeting 15/10/23
- 6.42** B. Huxley (HSC) – Purchase Orders query 15/10/23

- 6.43 T. Smith (Committee Member) Paperwork Forms 18/10/23
- 6.44 J. Woodward (HSC) Re: Food Trader Statement 18/10/23
- 6.45 T. Smith (Committee Member) Dept. Health – Code verification 19/10/23
- 6.46 Committee Members re Australia Day Event thoughts 20/20/23
- 6.47 T. Smith (Committee Member) Dept. Health – Code verification 20/10/23
- 6.48 T. Smith (Committee Member) Dept. Health – Code verification 20/10/23
- 6.49 T. Smith (Committee Member) Dept. Health – Code verification 20/10/23
- 6.50 T. Smith (Committee Member) Dept. Health – Code verification 20/10/23
- 6.51 S. Reilly (Committee Member) Agenda Item 23/10/23
- 6.52 S. Reilly (Committee Member) Items in need of replacement 23/10/23
- 6.53 S. Johnson (HSC) Re: Australia Day Event 25/10/23
- 6.54 T. Smith (Committee Member) Food Trader Cert 26/10/23
- 6.55 B. Huxley (HSC) document request 3/11/23
- 6.56 B. Ireland (Mayor) HSC Re: auto Response from B. Huxley 3/11/23
- 6.57 Committee Members – Pictures of bin receptacles 3/11/23
- 6.58 S. Reilly (Committee Member) Creditors form 3/11/23
- 6.59 P. Bell (Community Member) Creditors form 3/11/23
- 6.60 C. Proctor (Committee Member) Reply to contact 3/11/23
- 6.61 B. Ireland (Mayor) HSC Re: Direction of communication 3/11/23
- 6.62 Committee Members – Agenda, Fin State & Previous Minutes – 8/11/23
- 6.63 B. Ireland (Mayor - HSC), H. Boyd (That the Outward Correspondence be approved and the Inward Correspondence noted.

**Moved:** Craige Proctor

**Seconded:** Sharon Reilly

**Carried**

<b>7. EVENTS</b>
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7.1.

Event:	Location:	Date	
<i>Relevant documents</i>			
	Responsibility	Due date	Status
Risk assessment			
Food permit			
Local Law permit			

7.2

Event:	Location:	Date	
<i>Relevant documents</i>			
	Responsibility	Due date	Status
Risk assessment			
Food permit			
Local Law permit			

**Moved:**

**Seconded:**

<b>8. GENERAL BUSINESS AS NOTIFIED TO THE CHAIR</b>
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**8.1** Community member Ms. F. Gourdes (Jeparit) explained concern for adding value to our community, incorporating freedom, employment access, mental health and additional access to V. Lines and transportation to Horsham for medical or personal needs. Craige Proctor **Moved:** That the JTAC Secretary write a letter of support for Ms. Gourdes on the township's transportation issues.

**Seconded:** Annemarie Werner

**Carried**

**8.2** Sharon Reilly (CM) – Reminded that refurbishment of BBQ trailer with items is needed and the need to purchase a new urn for up and coming events. Terese Smith **Moved:** that Sharon Reilly (CM) using the Supermarket account restock the BBQ and obtain quotes for new Urn from existing creditors of HSC.

**Seconded:** Annemarie Werner

**Carried**

**8.3** Discussion was held over priorities for 2024/25 Budget Submissions. Ms. H. Boyd (HSC) strongly urged financial contributions to submission items. This submission is normally required by the middle of January, 2024, however an extension of time is possible if necessary.

**8.4** JTAC Community Member for nomination for our Australia Day Event. Discussion to be held early January 2024. Nominations welcome and will be shared among Committee Members.

**8.5** X-mas light completion 2023:

- |    |                                     |                              |
|----|-------------------------------------|------------------------------|
| 1: | Best Christmas lights               | \$100.00 Supermarket Voucher |
| 2. | Runner up to Best Christmas Lights  | \$80.00 Supermarket Voucher  |
| 3. | Best new Entrant to the competition | \$80.00 Supermarket Voucher  |

**8.6** JTAC Secretary asked to write to GWM regarding road repair in Broadway Jeparit.

## **9. COUNCILLOR REPORT**

**9.1** Swimming hole nearing completion with landscaping next on the agenda. Pathways, lawn, sprinkler system and solar lights outside Cabins and W.C.'s. George Street closure. Removable bollards, trees and shrubs and new play equipment. Official opening February 2024.

**9.2** In the next few weeks river water influx for breeding of Yellow Belly could cause some flooding on bike track.

**9.3** YMCA pool season opening this coming weekend. Previously the Jeparit Primary School has given students free pool season family passes, it is unsure if this has continued this season. (CM) T. Smith will enquire.

**9.4** Mayor Mr. Brett Ireland sent his Christmas wishes to all Committee members.

## **10. OFFICER REPORT**

**10.1** Phil King (HSC) will be conducting a drop in afternoon on Monday 27<sup>th</sup> November 2023 for consultation. Further information will be forthcoming.

## **11. URGENT BUSINESS**

## **12. FINANCE REPORT**

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

### **RECOMMENDATION:**

That the Finance Reports as provided with this Agenda be approved.

**Moved:** Craige Proctor

**Seconded:** Mel Wagener

**Carried**

**12.2** Purchase Orders to be raised - \$2,000 or less

Moved:  
Seconded:

ITEM NO.	DESCRIPTION	DECISION

**12.3 Purchase Orders to be raised – Greater than \$2,000  
NIL.**

<b>13. DECISIONS TO BE MADE</b>
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The following decisions are recommendations to Council for endorsement:

ITEM NO.	DESCRIPTION	DECISION
4	Minutes	Confirmation of the Minutes
5	Business Arising from Minutes	Nil
6	Correspondence	Approving the Outward Correspondence and Noting the Inward.
7	Events	Nil
8	General Business as Notified to the Chair	8.1 & 8.2
9	Councillor's Report	9.1, 9.2, 9.3 & 9.4
10	Officer's Report	10.1, & 10.2
11	Urgent Business	11.1, 11.2, 11.3 & 11.4
12.1	Finance Report	Not Furnished.
12.2	Purchase Orders to be Raised (\$2,000 or less)	That the Council Officer raise the Purchase Orders listed. (8.6) & (8.8)
12.3	Purchase Orders to be Raised (above \$2,000)	Nil

<b>14. MEETING CLOSED</b>
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The meeting closed at 9.55pm

<b>15. COUNCIL OFFICER AUTHORISATION</b>
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\*to be completed by Council Officer

I, Heather Boyd accept the following recommendations made by the

JTA Committee at this meeting held on 13<sup>th</sup> November 2023

ITEM NO.	DESCRIPTION	DECISION
4	Minutes	Confirmation of the Minutes
5	Business Arising from Minutes	Nil
6	Correspondence	Approving the Outward Correspondence and Noting the Inward.
7	Events	Nil
8	General Business as Notified to the Chair	8.1 & 8.2
9	Councillor's Report	9.1, 9.2, 9.3 & 9.4
10	Officer's Report	10.1, 10.2 & 10.3
11	Urgent Business	11.1, 11.2, 11.3 & 11.4
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.

I \_\_\_\_\_ advise that the following items:

ITEM NO.	DESCRIPTION	DECISION

- Need to be referred to a Council Meeting / CEO for a decision
- Require more Information
- Do No align with the Hindmarsh Shire Council Plan

SIGNED: Council Officer 

Dated: \_20/11/2023