



ATTACHMENTS

ITEM 4 CONFIRMATION OF MINUTES

- Item 4 Attachment 1 – Minutes of Council Meeting 27 July 2022

ITEM 7 CORRESPONDENCE

- Item 7.1 Attachment 2 – Letter from Carol Paech
- Item 7.1 Attachment 3 – Letter to Yurunga Homestead Community Asset Committee
- Item 7.1 Attachment 4 – Response Letter to Carol Paech
- Item 7.1 Attachment 5 – Letter to Rainbow Township Advisory Committee
- Item 7.1 Attachment 6 – Letter to Yanac Hall and Recreation Reserve Community Asset Committee

ITEM 8 PLANNING PERMITS

- Item 8.1 Attachment 7 – PA1778-2022 Plans for Endorsement

ITEM 9 REPORTS REQUIRING A DECISION

- Item 9.1 Attachment 8 – Amended Governance Rules

ITEM 10 COUNCIL COMMITTEES

- Item 10.1 Attachment 9 – Dimboola Town Committee Minutes May 2022
- Item 10.1 Attachment 10 – Dimboola Town Committee Minutes June 2022
- Item 10.1 Attachment 11 – Dimboola Town Committee Minutes July 2022
- Item 10.2 Attachment 12 – Rainbow Town Committee Minutes May 2022
- Item 10.2 Attachment 13 – Rainbow Town Committee Minutes June 2022
- Item 10.2 Attachment 14 – Rainbow Town Committee Minutes July 2022
- Item 10.2 Attachment 15 – Rainbow Town Committee Minutes August 2022

- Item 10.3 Attachment 16 – Jeparit Town Committee Minutes August 2022
 - Item 10.4 Attachment 17 – Yurunga Homestead Committee Minutes June 2022
 - Item 10.4 Attachment 18 – Yurunga Homestead Committee AGM Minutes 2022
 - Item 10.4 Attachment 19 – Yurunga Homestead Committee Chairperson Report
 - Item 10.4 Attachment 20 – Yurunga Homestead Committee Financial Report
 - Item 10.5 Attachment 21 – Antwerp Hall Committee Financial Report
 - Item 10.6 Attachment 22 – Yanac Hall Committee Minutes AGM 2022
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 - Item 10.6 Attachment 24 – Yanac Hall Committee Annual Report
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MINUTES OF THE COUNCIL MEETING OF HINDMARSH SHIRE COUNCIL HELD WEDNESDAY 27 JULY 2022 AT THE NHILL MEMORIAL COMMUNITY CENTRE, 77-79 NELSON STREET NHILL, COMMENCING AT 3:02PM.

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CRS M Albrecht (Mayor), B Ireland (Deputy Mayor), R Ismay, D Nelson, W Bywaters (via Zoom), R Gersch.

In Attendance:

Mr Greg Wood (Chief Executive Officer), Ms Monica Revell (Director Corporate and Community Services), Ms Jessie Holmes (Director Infrastructure Services – via Zoom), Mr Jeff Woodward (Tourism and Economic Development Officer) and Ms Jennie Hauselberger (Community Development and Projects Officer).

1 ACKNOWLEDGMENT OF THE INDIGENOUS COMMUNITY AND OPENING PRAYER

Cr M Albrecht opened the meeting at 3:02pm by acknowledging the Indigenous Community and offering the opening prayer.

2 APOLOGIES

No 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.

No conflicts of interest declared.

4 CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the Ordinary Council Meeting held on Wednesday 29 June 2022 at the Nhill Memorial Community Centre Nhill, as circulated to Councillors be taken as read and confirmed.

MOVED: CRS R Gersch/R Ismay

That the Minutes of the Ordinary Council Meeting held on Wednesday 29 June 2022 at the Nhill Memorial Community Centre 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 or questions, which have been recently answered, may be excluded at the discretion of the Mayor.

The question must be accompanied by a name and the locality where the questioner resides or works, which will be read out at the meeting. By submitting a question, the questioner gives consent to this information being read out in public. Anonymous questions will not be answered.

Wendy Werner – Jeparit

Question:

The Jeparit Community plan 2016-2019 was a fantastic resource for me as a representative on the Town Committee helping to guide decision making, it was fantastic for me as a resident to help understand where funding was being targeted and allocated, and it was perfect as a go to resource for new residents to understand the plans of the Shire Council. The CEO's stated fear of fuelling open debate regarding Council projects (Council meeting June 29, 2022) is disappointing to say the least. Does the Council support open debate and the publication of community plans and reports?

Response:

The CEO's response to the question raised "have the sums been done to prove how much we spend in each town" was no, we have not, and we are not proposing too because we budget on the overall need of the municipality as a whole and not individual towns.

Council supports open debate and the publication of community plans and reports, with Council's website containing a significant number of documents including the Council Plan 2021-2025; Annual Council Plan Actions; Annual Budget; Four-year financial plan; and large amount of information on Council services, policies, other plans. The website also contains Council minutes where officers regularly report on a range of issues.

6 ACTIVITY REPORTS

COUNCILLOR ACTIVITIES: 22 June – 19 July 2022

Cr ALBRECHT, MAYOR

Date	Meeting	Location	Comments
29/06/2022	Mayoral coaching session	Zoom	
29/06/2022	Council Briefing	Nhill	
29/06/2022	Council Meeting	Nhill	
29/06/2022	Farewell for Wayne Schultz	Nhill	Thank you to Butch for his long-standing dedication to the Hindmarsh Council.
30/06/2022	Australian Citizenship Ceremony	Nhill	It was an honour to officially preside at the citizenship ceremony for Hindmarsh's ten newest Australian citizens.
30/06/2022	Meeting with the Chief Executive Officer	Nhill	
13/07/2022	Meeting with Stuart Grimley MP	Nhill	We appreciate Stuart Grimley MP visited Nhill and we were able to push the importance of funding for an increased rail service, funds for the Nhill sporting club and the challenges with the Council base funding to meet the needs of our communities.
13/07/2022	Meeting with Independent Chair, CEO Employment & Remuneration Committee	Online	
13/07/2022	Meeting with the CEO	Nhill	
15/07/2022	LGPro Education session "Your role in Council Meetings"	Online	The session reiterated the role of the Mayor is to ensure that the governance rules are adhered to in Council meetings.
18/07/2022	Nhill Town Committee	Nhill	Town Committee were proud to nominate Nhill businesses for the Wimmera
19/07/2022	Wimmera Mallee Tourism Strategy Launch	Dimboola	It was excited to see the vision for tourism in the Wimmera Mallee and the how it will positively impact our tourism economy.

Cr IRELAND, DEPUTY MAYOR

Date	Meeting	Location	Comments
24/06/2022	MAV State Conference	Melbourne	Another very rewarding experience to follow up the NGA in Canberra but at a state level. Attended by all the councils in Victoria.

26/06/2022	Tower Park inspection	Dimboola	
29/06/2022	Council Briefing		
29/06/2022	Council Meeting		
10/07/2022	WMPM Volunteers BBQ	Wimmera Mallee Pioneer Museum	Staged as a thank you primarily to volunteers on the Queen's birthday weekend rally.
11/07/2022	Jeparit Town Committee Meeting		
12/07/2022	Old lions club community meeting and dinner		A dinner designed to get some people in town to trade ideas and share themed food (chili on this occasion) and socialise and brainstorm for the future.

Cr GERSCH

Date	Meeting	Location	Comments
23/06/2022	RCV Board Meeting		
26/06/2022	Nhill Lions changeover		
29/06/2022	Council meeting		
29/06/2022	Farewell Wayne Schulze		
30/06/2022	Citizenship Ceremony		
30/06/2022	Chair Broughton Hall AGM		
12/07/2022	Wimmera Tourism Forum		
13/07/2022	Meeting with Stuart Grimley		
15/07/2022	Meeting with Dimboola Football Club		
19/07/2022	Ian McCrae Dimboola 100 th Birthday		

Cr BYWATERS

Date	Meeting	Location	Comments
24/06/2022	Hindmarsh visitor information Centre, Volunteer	Nhill	
25/06/2022	The Rotary Club of Nhill Inc, Presidential Changeover	Amunuca restaurant, Zero Inn, Nhill	I attended the evening on behalf of Council and had a great time learning more about what the club has been doing over the last year. Congratulations to President Wayne Madden

			who will be leading the Rotary Club of Nhill for the coming 12 months.
01/07/2022	Hindmarsh Landcare (Project Hindmarsh 2022) registration and meet the city volunteers	Dimboola	The 25th annual Hindmarsh Landcare Network planting weekend was a great success. Over 100 volunteers made the trip to Dimboola to take part in Project Hindmarsh 2022. A cold and foggy morning greeted everyone on the Saturday morning. A hearty breakfast kicked off the day, then we all piled in buses and cars and headed out to the planting sites. Lunch around the campfire, then back into it. We managed to get all 11,500 plants in the ground. A fantastic effort from everyone! A well-deserved dinner rounded off a great day Saturday. The last of the trees were watered in by midday on Sunday, and many of the city volunteers hit the shops before departing Dimboola. A massive thanks to all the volunteers, Jonathan Starks, HLN Board members and to everyone who helped make the weekend such a success.
02/07/2022	Project Hindmarsh main tree planting Day and Dinner	Dimboola	
03/07/2022	Project Hindmarsh 2022 finish watering trees and pack up	Dimboola	
08/07/2022	WDA Census Presentation	Zoom	WDA Stakeholder Briefing - Census - Housing and Population in the Wimmera Southern Mallee
10/07/2022	WMPM Thank you, BBQ Luncheon for Pioneer Rally Volunteers	Jeparit	
18/07/2022	Road Boss Rally, breakfast volunteer	Boat Shed Dimboola	
19/07/2022	Homework Club Volunteer	The Patch, Nhill	

Cr NELSON

Date	Meeting	Location	Comments
29/06/2022	Council briefing meeting	Nhill	
29/06/2022	Council meeting	Nhill	
29/06/2022	Staff member Farewell event	Nhill	
02/07/2022	Project Hindmarsh 2022 Event	Dimboola	
04/07/2022	Dimboola Town Committee Meeting		
08/07/2022	VAGO Audit Committee Forum	Online	
08/07/2022	NAIDOC Film screening	Nhill	

19/07/2022	WSMLLEN Finance meeting	Horsham	
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Cr ISMAY

Date	Meeting	Location	Comments
22/06/2022	Rainbow Lions club change over dinner		
29/06/2022	Briefing meeting	Nhill	
29/06/2022	Council meeting	Nhill	
29/06/2022	Butch Schulze farewell	Nhill	
01/07/2022	WHAC meeting	Zoom	
19/07/2022	WMT Strategy launch	Dimboola	
19/07/2022	Rainbow rises events meeting		

7 CORRESPONDENCE

7.1 GENERAL CORRESPONDENCE

Responsible Officer: Chief Executive Officer

Attachment Numbers: 2 – 4

Introduction:

The following correspondence is attached for noting by Council.

Inwards:

- 14/07/2022 – Letter from Minister Jaala Pulford RE Public Holiday Arrangements 2022

Outwards:

- 15/07/2022 – Letter to Nhill A and P Society RE Show Day Public Holiday Arrangements 2022
- 15/07/2022 – Letter to Rainbow A and P Society RE Show Day Public Holiday Arrangements 2022

RECOMMENDATION:

That Council notes the attached correspondence.

MOVED: CRS D Nelson/B Ireland

That Council notes the attached correspondence.

CARRIED

Attachment Numbers: 2 – 4

8 PLANNING PERMITS

8.1 PLANNING PERMITS – VICSMART REPORT AND PLANNING APPLICATIONS APPROVED UNDER CEO DELEGATION

Responsible Officer: Director Infrastructure Services

Introduction:

This report is to inform Council and provide an update on VicSmart permits processed for the period 01 April 2022 to 30 June 2022.

This report also lists the Planning Applications approved under delegation by the CEO for the same period.

Discussion:

The VicSmart planning permit process is a statutory process that was introduced to streamline 'simple' planning permit applications.

Key features of VicSmart include:

- A 10-business day permit process
- Applications are not advertised
- Information to be submitted with applications and what Council can consider is pre-set
- The CEO or their delegate decides the application.

The table below lists the VicSmart permits that have been approved within this period.

Permit No.	Address	Proposal	Date Lodged	Trigger	Date approved	Statutory Days
VS1773-2022	6-26 Horsham Rd Dimboola, VIC 3414	Buildings and works to construct a new building (covered shelter basketball / tennis courts area)	16/03/2022, Amended 07/04/2022	Clause 32.08-9 – Buildings and works in the General Residential Zone as a Primary School is a Section 2 use (requires a permit) in this Zone.	26/04/2022	10

In addition, the following Planning Permit Applications were approved under delegation by the Chief Executive Officer.

Permit No.	Address	Proposal	Date Lodged	Trigger	Date Approved	Statutory Days
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PA1762-2021	51 Rainbow Rises Rd Rainbow	Use for a Place of Assembly (car racing events in April 2022 and 2023) – ARB Big Desert	04/01/2022	Clause 35.07-1 (Farming Zone) – A Place of Assembly is a Section 2 use (Permit required) in the FZ.	01/04/2022	17
PA1771-2022	3980 Western Highway, Dimboola	Development of an amenities building associated with the use of land for a rural store (AWB GrainFlow)	07/03/2022	Clause 35.07-4 (Farming Zone) – A permit is required to construct a building as the use as a Rural Store is a Section 2 use (Permit required).	26/04/2022	15
PA1766-2022	277 Albrecht Rd Gerang Gerung	Development of an outbuilding associated with the use of land for a cattle feedlot	28/04/2022	Clause 35.07-4 (Farming Zone) – A permit is required to construct a building as the use as a Cattle Feedlot is a Section 2 use (Permit required).	05/05/2022	7
PA1611-2018	2 Tullyvea St Jeparit	Amended plans and amended pre-amble for construction of two new buildings and associated works including the construction of a levee bank	30/12/2021	Clause 32.05-2 (Township Zone) – Buildings & works for an existing Trade Supplies use which is a Section 2 use (permit required) in the TZ. Clause 44.03-2 – Flood Overlay. Clause 44.04-2 – Land Subject to Inundation Overlay.	Notice of Decision (NOD) by Council 06/04/2022. Amended Permit issued 12/05/2022 following no Appeal at VCat.	57 (NOD)

Options

N/A

Link to Council Plan:

Facilitating and supporting economic development.

Financial Implications:

Fees associated with planning permit applications and amendments are set by the State in accordance with the Planning and Environment (Fees) Regulations 2016. These fees are currently being applied to all applications received by Council.

Risk Management Implications:

Risk is managed appropriately by adhering to the VicSmart process.

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 – Janette Fritsch, Manager Development

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

Officer Responsible – Jessie Holmes, Director Infrastructure Services

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

Communications Strategy:

Nil

Next Steps:

Next Report to be provided October 2022.

RECOMMENDATION:

That Council notes the

- 1. VicSmart planning permits issued for the period 1 April 2022 to 30 June 2022, and*
- 2. Planning Applications approved under delegation by the Chief Executive Officer as listed above, for the period 01 April 2022 to 30 June 2022.*

MOVED: CRS R Ismay/D Nelson

That Council notes the

- 1. VicSmart planning permits issued for the period 1 April 2022 to 30 June 2022, and*
- 2. Planning Applications approved under delegation by the Chief Executive Officer as listed above, for the period 01 April 2022 to 30 June 2022.*

CARRIED

9 REPORTS REQUIRING A DECISION

**9.1 COUNCIL PLAN AND MUNICIPAL HEALTH & WELL-BEING PLAN 2021-2025
PROGRESS REPORT**

Responsible Officer: Director Corporate and Community Services

Introduction:

This report provides Council with a progress update on the actions for 2021/2022 taken against the Council Plan and Municipal Health & Well-being Plan 2021-2025.

Discussion:

Council's main strategic document the Council Plan (incorporating the Health and Well-being 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; and Good Governance & Financial Sustainability with annual actions on how Council will achieve the objective of the plan. The Municipal Health and Wellbeing Plan contains objectives under five themes Healthy Eating; Active Living; Social Connectivity; Mental Health and Preventing all forms of violence and injury.

Progress on the year one actions against the Plan are included below:

Theme One – Our Community

Action Item	Update on Action
Monthly and fortnightly e-newsletters distributed through emails and available on Council's website	<p>Q1: Council continues to distribute monthly and fortnightly e-newsletters. Hard copies of the monthly newsletters are placed at various businesses throughout Hindmarsh and also Council's Customer Service Centres.</p> <p>Q3: Previous editions of Council's fortnightly e-newsletters and monthly newsletters are available on Council's website. To view previous newsletters please visit www.hindmarsh.vic.gov.au/newsletters</p> <p>Q4: ONGOING. Newsletters will continue to be distributed on an ongoing basis.</p>
Redevelopment of Council's website making it easier for our community to navigate	<p>Q1: Council staff are working through the development of pages on Council's new website.</p> <p>Q3: The new Hindmarsh Shire Council website incorporating Visit Hindmarsh went live in March 2022. The new user-friendly website has been well received. The new website allows event organisers to register their events which are then included on the events calendar.</p> <p>Q4: COMPLETED. Website will continue to be monitored to ensure easy navigation.</p>
Councillors and Council Officers attend advisory committees including Town Committees, Wimmera Mallee Pioneer Museum and Yurunga Homestead meetings	<p>Q1: On-line meetings have taken place in lieu of meeting in person due to COVID-19 restrictions on gathering numbers. Officers and Councillors have been attending these meetings.</p> <p>Q3: Advisory Committee meetings including Town Committees, Wimmera Mallee Pioneer Museum and Yurunga Homestead are now moving to in person meetings. Councillors and Officer have been attending these meetings.</p> <p>Q4: COMPLETED. Officers and Councillors will continue to represent Council on Town Committees, WMPM & Yurunga.</p>
Partner with Wimmera Pride to	<p>Q1: On-line workshop conducted with Elite</p>

<p>ensure LGBTIQ+ barriers and views are considered</p>	<p>Counselling and attended by Senior Staff. Q3: Youth Program to deliver IDAHOBIT day activities, including workshop from Nevo Zisin around self-love and how to be a good trans ally. Q4: ONGOING. IDAHOBIT day celebrations conducted from Dimboola library were streamed live via Council's Facebook page. Officers are working through the Rainbow Ready Roadmap for Local Government with the project being shared across governance, libraries and community development.</p>
<p>Develop the Hindmarsh Shire Youth Strategy</p>	<p>Q1: Youth Strategy 2021-2025 draft complete and will be presented to Council in October. Karen translation commissioned by the Migration Translators. Q2: Youth Strategy 2021-2025 was adopted by Council on 15 December 2021. A version of the Youth Strategy was also prepared and adopted in Karen. Q3: After success in applications for Engage, FreeZA and Heywire funding rounds, the target areas of the Youth Strategy are continuing to be implemented. This includes continued work on the mental health podcast. Q4: COMPLETED. Strategy adopted, implementation will continue.</p>
<p>Upgrades to the Nhill Library to encourage use by our multicultural community, children and youth</p>	<p>Q1: In progress, at permit stage for minor structural changes. Electrical upgrades (excluding lighting) have been completed. Currently reviewing fixture upgrades. Q2: Works have commenced at the Nhill library with electrical works completed and new furniture and shelving ordered. The library will be closed for 1 week in early February to allow for the entry way to be increased allowing all abilities to easily access the large room. Q4: COMPLETED. New lighting ordered and will be installed when arrive.</p>
<p>Continue to support early years services in Hindmarsh Shire</p>	<p>Q1: Facility upgrades recently completed at Dimboola & Nhill Early Years Centres. Q4: ONGOING. Council continues to provide facilities for early years services, and subsidise kindergarten in Hindmarsh Shire.</p>
<p>Partner with Nhill Learning Centre to ensure barriers and views of the</p>	<p>Q1: Meeting occurred between Coordinator Libraries, Youth and Community Development</p>

<p>Karen and other multicultural communities are considered</p>	<p>Officer and NNHLC Director Annette Creek. Discussion included potential collaboration; and training sessions. Q4: ONGOING. Quarterly meetings scheduled and will continue.</p>
<p>Ensure the Municipal Emergency Management Committee includes membership from key stakeholders</p>	<p>Q1: The MEMC committee includes membership from external stakeholders including a community representative. Hindmarsh meetings are held 3 times per year, along with 1 combined meeting including Hindmarsh, Horsham, Yarriambiack and West Wimmera Shire. Q4: COMPLETED. Membership includes external stakeholders.</p>
<p>Support our ageing community through hosting seniors concert, social connection activities including movie matinees and morning teas, and delivery of community care services</p>	<p>Q1: Due to the COVID-19 pandemic the 2021 Seniors Concert was postponed and will be held in early 2022, senior's week activities moved online for 2021. Movie Matinees are held when possible which included morning tea prior to the movie. Council continues to deliver community care services to our community and also continue with the social outreach service for vulnerable and isolated community members. Q3: Creedence Clearwater Survival played to an audience on Thursday 10 March 2022. For those unable to attend the concert was livestreamed through Council's Facebook page. Movie Matinees are also continuing monthly, with morning tea prior to the movies enjoyed by all that attend. Q4: ONGOING. Weekly cuppa connections are held in each Hindmarsh Shire library; Officers are providing social support to senior citizens to restart / reconnect and for those not yet comfortable going out social support and welfare calls are being undertaken. We continue to hold movie matinees monthly and have been delivering emergency food parcels to vulnerable members of our community.</p>
<p>Support local community events including the Rainbow Desert Enduro, Great Victorian Bike Ride, Dimboola inaugural Steampunk Festival, Nhill Friday Fiestas in February, Peter Taylor Barefoot Tournament etc.</p>	<p>Q1: Unfortunately due to the COVID-19 pandemic many events have been cancelled (Rainbow Desert Enduro, Great Victorian Bike Ride, Dimboola Steam Punk Festival etc) and or postponed. Support for these and other community events will continue in the future. Q2: To compliment the range of events and functions already mentioned, there will be</p>

	<p>additional community events held in response to funding received through the Regional Recovery Fund.</p> <p>Reconnecting Communities through Small Events in Hindmarsh Shire will support some existing and new events across the shire.</p> <p>Dimboola will have a series of events including an evening concert at the Barefoot Skiing tournament and Friday night events at the Dimboola Visitor Node.</p> <p>Jeparit will utilise funds to support the MOPKE Christmas function and an evening concert following the Easter Fishing competition.</p> <p>Nhill will utilise finds to support their Christmas Carols and other concerts while Rainbow is planning for the return of the Big Sky Festival in March 2022.</p> <p>Q3: Support was provided to the Rainbow Enduro 240 event in March. Officers are working with the Dimboola Town Committee to ensure the Wimmera Steampunk festival runs smoothly.</p> <p>Q4: COMPLETED. Council supported the Wimmera Steampunk Festival and the Dimboola Ski and Boat Club BAREFOOT Skiing competition. Both were very successful events with good numbers of visitors to both events.</p> <p>As part of the Reconnecting Communities through Small Events program, Council also held a community concert on the Sunday following the Steampunk Festival which was also well attended. In addition, The Oasis in Rainbow hosted the Big Sky Festival and the Jeparit Town Committee hosted a movie night and the Wimmera Mallee Pioneer Museum held their annual Vintage Rally for the first time in a number of years because of COVID. Both events in Jeparit were held over the Queen’s Birthday Long Weekend.</p>
Celebrate volunteers week	<p>Q3: Officers are currently organising morning / afternoon teas in each of our 4 towns to celebrate the work of our wonderful volunteers.</p> <p>Q4: COMPLETED. Volunteer morning and afternoon teas were held to celebrate Hindmarsh volunteers and thank them for their service.</p>
Construction of Rainbow Library	<p>Q1: In progress. Framing and roof beams erected. Landscape design prepared.</p>

	<p>Q2: Electrical wiring and plastering has been completed. Painting is well underway. Furniture and shelving have been ordered.</p> <p>Q3: Rainbow Library opened to the public on 1 April 2022. The library has been well received, with many new members signing up for library services on opening day.</p> <p>Q4: COMPLETED. Rainbow Library officially opened in June 2022.</p>
<p>Provide community action grants to support Hindmarsh community groups and organisations</p>	<p>Q1: Round 1 of the Community Action Grants is currently open. Youth Grants have also been established using FReeZA funding to support Youth outcomes.</p> <p>Q2: Round 1 of the Community Action Grants awarded grants to 13 local organisations. Round 2 of the Community Action Grants will be advertised early in 2022.</p> <p>Q4: COMPLETED. Community Action Grants supported 28 community groups and organisations during 2021/2022 with funding totaling \$25,559.66.</p>
<p>Continue to support the Rural Outreach Program</p>	<p>Q1: Council continues to support the Rural Outreach Program. Outreach officers have attended movie mornings.</p> <p>Q4: ONGOING. Council continues to support and promote the Rural Outreach Program providing information to those who contact Council.</p>
<p>Provide school holiday activities throughout Hindmarsh</p>	<p>Q1: Due to the Covid-19 pandemic September school holiday activities were unable to be held. Take home packs were prepared with over 140 packs distributed. Activities are being planned for the remainder of the year once restrictions have eased.</p> <p>Q3: Our Libraries and Youth teams have developed an extensive April school holiday program, including partnering with Uniting and Centre for Multicultural Youth to support Hindmarsh's young people attending their events.</p> <p>Q4: ONGOING. School holiday programs are provided each school holiday with another series of popular school holiday activities planned for June / July school holidays; planning has also commenced on the September school holiday program.</p>
<p>Support and coordinate the volunteer taxi service in Nhill</p>	<p>Q1: Council continues to support and coordinate the volunteer taxi service in Nhill.</p>

	<p>Q3: During our recent Community Consultation sessions a call out for volunteers was discussed.</p> <p>Q4: COMPLETED. Council continues to support and coordinate the volunteer taxi service in Nhill.</p>
Establish and maintain relationships with Barengi Gadjin Land Council (BGLC) and local indigenous groups	<p>Q1: Council staff are working closely with BGLC on projects such as the Wimmera River Discovery trail and will continue to maintain and build on the relationships already established through these and future projects.</p> <p>Q2: Council staff are liaising with BGLC regarding internal cultural awareness training for all staff.</p> <p>Q4: ONGOING. We continue to support BGLC and our relationship with them when and where we can.</p>
Provide public computers and free Wi-Fi at Hindmarsh Shire Libraries	<p>Q1: Public computers and free Wi-Fi are available at Dimboola, Jeparit & Nhill Libraries.</p> <p>Q3: Public computers are now available at Rainbow library. Wi-Fi will be available by the end of May 2022.</p> <p>Q4: PARTIALLY COMPLETED. Public computers are available at all Hindmarsh Shire Libraries; due to shortage of materials public Wi-Fi has been delayed at Rainbow library. It is expected to be installed by mid-August.</p>

Theme Two – Built & Natural Environment

Action Item	Update on Action
Review and update Council's asset management plan	<p>Q3: Officers are currently developing the Asset Management Plans required as part of the <i>Local Government Act 2020</i>. This will be adopted by 30 June 2022.</p> <p>Q4: COMPLETED. Council's Asset Plan was adopted at the Council meeting held on 1 June 2022.</p>
Implement recycling bins in Dimboola, Jeparit, Nhill and Rainbow main business districts	<p>Q2: A strategic plan is to be developed to assist with the identification and roll out of suitable bins for rubbish, recycling, and glass bottles across the municipality.</p> <p>Q4: NOT COMPLETED. Budget allocation in 2022/2023 budget to roll out recycling bins.</p>
Review Council's road management plan	<p>Q4: COMPLETED. Council's road management plan 2021-2023 was adopted at the Council meeting held on Wednesday 4 August 2021.</p>
Construction of Albacutya Bridge and associated road works	<p>Q2: Construction has commenced on the bridge works, due for completion in early 2022. The</p>

	<p>roadworks will also commence in early 2022.</p> <p>Q3: Construction of the bridge and road approaches is nearing completion. Works are on track to be completed before the end of the 21/22 financial year.</p> <p>Q4: COMPLETED. Construction of Albacutya bridge was completed in May 2022. A scope variation has been approved to extend the roadworks, utilizing the remaining funds as the bridge project was under budget, aiming to be completed in December 2022.</p>
<p>Hold free green waste month in September and encourage residents to tidy their properties prior to the fire season</p>	<p>Q1: Free Green waste month was held from 10 September to 10 October.</p> <p>Q4: COMPLETED. Free green waste month was held in September / October 2021.</p>
<p>Consider for adoption of Nhill streetscape plan</p>	<p>Q2: The Draft Nhill Streetscape Plan was presented to Council in December 2021 and endorsed.</p> <p>Q4: COMPLETED. Nhill Streetscape Plan was adopted in December 2021.</p>
<p>Installation of solar heating on Rainbow swimming pool</p>	<p>Q1: Quotations have been obtained for installation of solar heating on Rainbow Swimming Pool.</p> <p>Q3: Rainbow Swimming Pool solar heating has been installed.</p> <p>Q4: COMPLETED. Rainbow Swimming Pool solar heating installed.</p>
<p>Advocate for improved water quality in the regional lakes and rivers</p>	<p>Q4: COMPLETED. Council officers advocate for improved water quality at any opportunity available. Council is working with GWM Water to obtain a grant for a new bore at Nhill Lake.</p>
<p>Construction of new clubrooms at Nhill Tennis Club</p>	<p>Q1: Due to two unsuccessful tender advertising rounds works is currently underway for design and approval of permits prior to re-advertising.</p> <p>Q2: Council has completed design and is in the process of obtaining a building permit to then go to tender as a construction only project.</p> <p>Q4: PARTIALLY COMPLETED. Construction of Nhill Tennis Club rooms is progress after a slow start due to unsuccessful tender rounds and shortage of materials. Works are now well underway on the construction with the concrete slab poured in mid June.</p>
<p>Review and update Waste Management Strategy</p>	<p>Q4: NOT COMPLETED. Review will be undertaken in 2022/2023. The review was delayed due to a number of factors.</p>

<p>Installation of pedestrian safety fencing at Nhill Early Years Centre</p>	<p>Q1: Pedestrian fencing has been installed at Nhill Early Years Centre. Q4: COMPLETED. Pedestrian fencing installed.</p>
<p>Installation of seating and electric barbeques at Rainbow Lake</p>	<p>Q1: Awaiting change of use application (planning permit will be included in October Council meeting). Following approval works will be able to commence. Q2: Design for Amenities Building in progress to obtain a building permit then quote for construction. Once costs finalised then work will commence on BBQ & picnic tables. Q4: PARTIALLY COMPLETED. Construction of Amenities building is underway, BBQ shelter has been ordered - though with supplier lead times isn't expected to arrive until early August. Erection booked with contractor. Installation / concreting of park furniture and seating will be completed by the Lake Committee in coming months at working bees.</p>
<p>Consider opportunities and seek funding for lighting in public areas</p>	<p>Q2: Plans are being prepared to support a funding application in early 2022 for improved street lighting across the shire. Q4: COMPLETED. Solar lighting installed at the Dimboola Visitor Node, in front of Rainbow library. New lighting was installed at WMPM to light Albacutya Homestead to improve security.</p>
<p>Ensure Council representation on Western Highway Action Committee, Wimmera Regional Transport Group and Grampians Central West Waste, Resource Recovery Group and Hindmarsh Landcare Network</p>	<p>Q2: Councillors and Council staff attend Western Highway Action Committee, Wimmera Regional Transport Group and Grampians Central West Waste, Resource and Recovery Group Meetings. A Councillor attends the Hindmarsh Landcare Network meetings. Q4: COMPLETED. Councillors and/or Officers represent Hindmarsh and attend WHAC; WRTG; GCWWRRG; HLN meetings.</p>
<p>Continue to advocate for funding for Davis Park improvements</p>	<p>Q1: Council continues to advocate both state and federal government for funding to improve Davis Park. Q2: A series of schematic plans and cost plans have been developed for various aspects associated with the redevelopment of Davis Park. Council will be holding further discussions with NDSC in early 2022 to determine an appropriate direction. Q3: Council Officers have been receiving requests</p>

	<p>from both Federal and State parties and candidates for Council's top priorities. Davis Park is the number 1 priority for funding.</p> <p>Q4: ONGOING. Council continues to advocate for funding of Davis Park and was disappointed the election commitment did not come off.</p>
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Theme Three – Competitive and Innovative Economy

Action Item	Update on Action
<p>Upgrades to ensuites at Dimboola Caravan Park</p>	<p>Q2: Upgrades to two ensuites have been completed, the other two are scheduled for the new year.</p> <p>Q4: COMPLETED. Upgrades completed to two ensuites.</p>
<p>Provide the business assistance grants program</p>	<p>Q1: Round 1 applications for the Business Assistance Grants Program will be presented to Council in October.</p> <p>Q2: Round 1 applications for the Business Assistance Grants Program were awarded at the October 2021 Council meeting. Round 2 will be advertised in early 2022.</p> <p>Q4: COMPLETED. Council supported 15 businesses through the 2021/2022 business assistance grant program with funding totaling \$36,836.20.</p>
<p>Promote Hindmarsh as a tourism destination to stop, stay and play</p>	<p>Q1: New and updated Visit Hindmarsh webpage is under development as part of the Hindmarsh Shire website development. Regional marketing campaigns being development by WMT through external grant funding.</p> <p>New Visit Hindmarsh website completed and live, content is continually being added and updated.</p> <p>Nhill, Jeparit & Rainbow brochures being finalised and printed.</p> <p>Q2: Radio and print advertising was undertaken leading up to the Christmas/new year period.</p> <p>A regional television campaign is penciled in for March/April 2022.</p> <p>Work is continuing on the funded Silo Art Trail projects.</p> <p>Increased social media undertaken on Albacutya Silo (videos cross-shared by Visit Victoria).</p> <p>Q4: ONGOING. Arkona silo art and Dimboola mural completed with significant social media reach.</p>

	<p>12 more Hindmarsh sites listed on ATDW (Australian Tourism Data Warehouse). WMT are shortly implementing a region-wide project to work with local tourism related businesses to assist getting them listed on the ATDW, which will assist them to be picked up by overarching tourism organisations (such as Visit Victoria), travel agents and tour operators.</p> <p>Tourism business seed funding available through Tourism Business Innovation Grants, part of the Wimmera Mallee Silo Arts Trail funding.</p> <p>Tourism business training and mentoring available through Wimmera Mallee Silo Arts Trail funding.</p> <p>Region-wide marketing strategy completed, including a Social Media guide which will assist local organisations and groups align with regional marketing and get the best benefits from Social Media platforms.</p>
<p>Host business networking session to encourage Hindmarsh businesses to come together and network</p>	<p>Q1: This has been delayed due to the COVID-19 pandemic.</p> <p>Q2: Planning is underway to host a business networking session at the end of February 2022.</p> <p>Q4: ONGOING. Unfortunately due to COVID the May 2022 business networking session was cancelled. The next session will be held in August 2022.</p>
<p>Construction of a camp Kitchen at Jeparit riverbank precinct</p>	<p>Q1: Currently delayed due to slow landowner consent via Parks Victoria.</p> <p>Q2: Draft master plan has been prepared indicating where the camp kitchen is to be located. As indicated above, Parks Vic are currently processing landowner consent.</p> <p>Q4: PARTIALLY COMPLETE. The project is currently awaiting the issue of a building permit. The camp kitchen structure, bbq and seating has all been purchased ready for install.</p>
<p>Installation of cabin accommodation (including all abilities) at caravan parks within Hindmarsh Shire (subject to funding)</p>	<p>Q2: Council awarded the contract for design, construction, and installation of cabins at the November 2021 Council meeting. It is anticipated cabins will be on site at the end of May / early June 2022.</p> <p>A funding application for Regional Tourism Investment Fund is currently being developed (in replace of unsuccessful BBRF application).</p> <p>Q4: COMPLETED. Six new cabins (3 all abilities;</p>

	<p>3 standard) have been installed at Dimboola (2 standard); Nhill (1 standard, 1 all abilities); Jeparit (1 all abilities) and Rainbow (1 all abilities).</p>
<p>Commence review on Council's economic development strategy</p>	<p>Q4: NOT COMPLETED. The review has been delayed due to a range of reasons including awaiting the 2021 census data being released. The review will be undertaken in 2022 / 2023.</p>
<p>Participate in Wimmera Development Association housing strategy meetings</p>	<p>Q1: Council continues to participate in the WDA housing strategy meetings. Q3: WDA presented to Council and discussed the housing strategy. Officers have continued to be involved in housing strategy meetings. Q4: COMPLETED. Council officers participated in WDA housing</p>
<p>Enhance Council's Procurement Policy to support Council purchasing locally</p>	<p>Q1: Council adopted the updated Procurement Policy on 4 August 2021. The policy includes local and regional weighting to support our local and neighbouring businesses. Q4: COMPLETED. Council's updated Procurement Policy was adopted on 4 August 2021 and includes local and regional weighting to support local and neighbouring council businesses.</p>
<p>Commence Silo Art at Llew Schilling Silo in Rainbow and Arkona Silo</p>	<p>Q1: A Silo Art Project Coordinator has been appointed. Arkona Silo Art art curator/artist management has been appointed. Q2: Comprehensive engineering assessment of the Llew Schilling Silo is completed, awaiting final report. Preliminary Budget in development, site being cleared of items belonging to Llew. Expecting to develop EOI for appointment of architect in Q1 2022. Arkona Silo Art awaiting 3 artist options/quotes, expected January 2022. Aiming for April installation. Q3: Artwork on the Arkona Silo will commence in early April 2022 with Smug Q4: PARTIALLY COMPLETED. Arkona Silo Art was completed in May 2022. Simon can you please update on Llew Schilling. Expression Of Interest for appointment of Project Architect process completed and shortlisted respondents invited to Tender for provision of Services. Architect appointed by 30 June 2022.</p>

	Site visits will be scheduled as soon as possible after appointment for development of Concept Design.
Provide a calendar of events to assist community groups and event organisers to promote their events	<p>Q1: As part of the development of the new Hindmarsh Shire website a calendar of events will be established making it easy for community groups to register their events.</p> <p>Q3: With the implementation of the new website, community members and groups can submit event information to be published on Council's website and social media pages.</p> <p>Q4: COMPLETED. Members of the public are now able to list their events on Council's website by completing an online form which is available on Council's website at www.hindmarsh.vic.gov.au/advertising-an-event. When submitted, the event is listed on the Upcoming Events page within 3 working days. Council staff also share the event through the Hindmarsh Shire Council Facebook page and include it in the next fortnightly e-newsletter and/or monthly newsletter.</p>
Provide business concierge services to assist business understand COVID-19 restrictions	<p>Q1: Under the funding received Council has employed a business concierge and hospitality officer until 30 November to assist businesses and community groups understand the COVID-19 restrictions and roadmap.</p> <p>Q4: COMPLETED. Council employed a full-time business concierge and hospitality support officer to assist businesses and community groups to navigate and understand the COVID-19 restrictions.</p>

Theme Four – Good Governance & Financial Sustainability

Action Item	Update on Action
Develop a workforce plan	<p>Q1: Work has commenced on the development of a workforce plan.</p> <p>Q2: The workforce plan was adopted by the CEO in December 2021.</p> <p>Q4: COMPLETED. The workforce plan was adopted in December 2021.</p>
Online streaming of Council meetings through Council's Facebook page	<p>Q1: Council continues to stream Council meetings through Council's Facebook page</p> <p>Q4: COMPLETED. Council continues to livestream Council meetings through Council's</p>

	Facebook page.
Consideration for employing a trainee, or apprentice when vacancies arise throughout the year	Q4: ONGOING. Council considers employing young people when vacancies arise through traineeships and apprenticeships where possible.
Community conversation sessions held annually in our four main towns	Q1: Due to the COVID-19 pandemic restrictions have not allowed for community meetings to be held in person. Q2: A community meeting was held in Jeparit in November to discuss the Riverbank precinct. Q3: Community Conversation sessions were held in our main four towns during March 2022. The meetings included round table sessions where community members could provide their input into Council's 2022/2023 annual action plan and budget through identifying priority projects. Q4: COMPLETED. Community Conversation sessions were held in November 2021 (Jeparit Riverbank Precinct) and March 2022 (all four towns).
Drop in sessions held allowing for community input to Council on key documents or projects	Q1: Drop in sessions were scheduled to be held for the Council Plan but due to the COVID-19 pandemic restrictions have not allowed for community meetings and therefore sessions were required to be cancelled. Q3: A drop-in session was held for the Arkona Silo Art project in March 2022. Q4: ONGOING. A drop-in session was held for Arkona Silo Art project in March 2022. Due to the COVID-19 pandemic the drop-in sessions for the Council Plan were cancelled.
Develop a ten (10) year long term financial plan	Q1: The Long Term Financial Plan has been prepared and was adopted by Council on 20 October 2021. Q4: COMPLETED. Council's Long Term Financial Plan was adopted in October 2021. The plan was revised as part of the 2022/2023 budget process and adopted by Council on 29 June 2022.
Quarterly finance reporting to Council	Q1: Council's first quarter finance report will be presented to the October Council meeting. Q2: Council's second quarter finance report will be presented to the February 2022 Council meeting. Q3: Council's third quarter finance report will be presented to the May 2022 Council meeting. Q4: ONGOING. Finance reports have been presented to Council quarterly.

<p>Review Council's Complaints Policy</p>	<p>Q2: The complaints policy was updated and adopted in December 2021. A copy is available on Council's website. Q4: COMPLETED. Council's Complaints Policy was updated and adopted in December 2021.</p>
<p>Ensure Council representation on Wimmera Development Association, Rural Council's Victoria, and Municipal Association of Victoria</p>	<p>Q1: Council continues to have representation on WDA, RCV and MAV. Q4: COMPLETED. Council continues to have representation on WDA, RCV and MAV.</p>
<p>Quarterly Council Plan reporting to Council</p>	<p>Q1: The first quarterly report to Council will be presented to Council in November 2021. Q2: The second quarterly report to Council will be presented to Council in February 2022. Q3: The third quarter report to Council will be presented to Council in May 2022. Q4: ONGOING. Council plan updates were reported to Council quarterly.</p>
<p>Develop a gender equality action plan</p>	<p>Q1: Work has commenced on the development of a gender equality action plan. Q3: The gender equality action plan was adopted in March 2022 and has been provided to the Gender Equality Commissioner for feedback. Following the review and acceptance of the plan the plan will be available on Council's website. Q4: COMPLETED. The Gender Equality Action Plan was adopted in March 2022.</p>
<p>Collaborate with Horsham Rural City Council, West Wimmera Shire Council and Loddon Shire Council to implement the Rural Council Transformation Project</p>	<p>Q1: RCTP is progressing with evaluation of potential software completed and a recommendation prepared for the board. Q2: A recommendation of the preferred software will be presented to the February 2022 board meeting. Q3: The board has agreed to a preferred supplier and is currently preparing a formal contract. The Board will prepare a report for LGV to accept the recommendation. Q4: COMPLETED. Council continues to collaborate with HRCC, LSC on the Rural Council Transformation Project with a report presented to the 29 June 2022 Council meeting endorsing the preferred tenderer.</p>
<p>Audit & Risk Committee meetings review and consider Council risks at each meeting</p>	<p>Q1: Risk management is a standing item on Audit & Risk Committee meetings Q4: ONGOING. Risk Management is a standing item on Audit & Risk Committee meetings.</p>

Municipal Health and Wellbeing Plan Update

Action Item	Update on Action
Healthy Eating	
Review “Healthy Food Choices Policy” every 12 months	COMPLETED Policy review was completed by Environmental Health Officer (EHO).
Building a healthier food culture by sharing healthy food recipes	IN PROGRESS EHO is working with the Health Promotion team of the local health services
Promoting and participating in national Nutrition Week	IN PROGRESS EHO and Community Development Team of the Council coordinating promotion and Council’s participation.
Providing healthy eating messages available in common areas, intranet, education messages, posters in our parks and across organisation.	IN PROGRESS EHO and Community Development Team of the Council liaising with the Health Promotion Team of the local health services
Including information on our healthy food choices policy in employee Induction	IN PROGRESS EHO providing information to the Council’s Human Resources team
Discussing healthy food with parents in supported playgroup environment and provide information on the ‘traffic light system’	ONGOING Supported Playgroup facilitator provides liaise with parents and families and talk through the healthy eating choices and provide them with the information sheet
Families who feel they require more information or support with healthy eating, the supported playgroup facilitator can assist with a referral to a dietician	ONGOING Playgroup facilitator helps the parents and families who need more guidance/information about healthy eating via referring them to the dietician
Active Living	
Actively promoting and participating in community initiatives that support physical activity including Active April, Walk to School, and Park Run.	ONGOING Council’s Corporate and Community Services team liaise with Health promotion team of the local health services to promote and participate in physical activity
Maintaining and promoting walking and cycling tracks the across the Shire.	ONGOING Council’s Infrastructure team maintains the walking and cycling tracks as needed. Council’s Corporate and Community Services team liaise with Health promotion team of the local health services to promote walking and cycling tracks

Providing maximum shade across the Shire (by planting more trees) in different areas: walking tracks, cycling tracks and outdoor sitting areas.	ONGOING Council's tree strategy sets a target to plant a number of trees each year.
Maintaining and promoting local parks, bike paths, recreation facilities and community activities to encourage physical activity.	ONGOING Council's Infrastructure team plays a role in maintaining parks, bike paths and recreation facilities.
Utilising Hindmarsh Shire Libraries and supporting organisations for a variety of physical activity sessions like yoga classes, Pilates, as well as supporting education sessions from	ONGOING EHO liaises with Health Promotion team of the local health services to identify the areas that needs more attention and then communicate it with the Library coordinator to create an action plan. Additionally, Corporate and Community Services team helps in promoting any sessions at the library
Support and promote outdoor play and provide opportunities for this during playgroup and supported playgroup sessions.	ONGOING Playgroup facilitator supports the outdoor play during the playgroup sessions
Providing parents with tip sheets during playgroup on keeping active and encourage this as a form of self-care.	ONGOING Supported Playgroup Facilitator helps parents and families by giving them information about active living during playgroup sessions.
Social Connectivity	
Supporting our community to use Hindmarsh Shire Libraries and Neighbourhood Houses.	ONGOING Library coordinator and staff work together to get the programs up and running for the community to utilise Hindmarsh Shire Libraries
Increasing awareness and celebration of diversity of people in community.	ONGOING Community Development, Youth and Library staff continue to identify and celebrate both days of significance and the unique contributions of our CALD, First Nations, LGBTQIA+ communities, as well as those with disability.
Increasing the range of community activities that support social connections.	ONGOING Community Development, Youth and Library staff continue to work with community to plan and deliver a diverse and inclusive range of social events. This also includes collaborating with other community organisations and seeking funding opportunities to enhance the capacity of community activities.
Supporting and maintaining the use	ONGOING

of the natural environment for different meet and greet activities.	Council continues to support Town Committees and other community groups to facilitate community connections. This includes working with Uniting to provide community social meals and putting on free morning teas for vulnerable community members.
Increasing the opportunity to meet new and diverse people.	ONGOING Council continues to support Town Committees and community groups to facilitate community events and activities aimed at bringing a broad range of community members together.
Supporting families to meet up outside of playgroup and early years services to strengthen relationships.	ONGOING Playgroup facilitator encourage parents and families to meet outside of group times to strengthen relationships
Referring identified support needs of families to appropriate services to ensure these needs are being met.	ONGOING During the playgroup sessions, our playgroup facilitator gets an opportunity to talk to parents and families about any support they need.
Mental Health	
Supporting and promoting participation in library-based program.	ONGOING EHO and library coordinator liaise with the health promotion team of local health services to create a list of activities that will help in promoting the awareness related to mental health. Council's library coordinator has recently completed the accredited Mental Health First Aid course.
Promoting awareness of support available and raise awareness of the signs of poor mental health through social media.	ONGOING Our team works closely with organisations to promote mental health awareness through various means of social media
Advocating for the continuation of the Rural Outreach Program.	ONGOING Council advocates for the continuation of the Rural Outreach Program at any opportunity they have.
Improving residents' access to the natural environment through appropriate planning, provision and maintenance of open spaces for residents to use and enjoy.	ONGOING Different departments in work together to identify any issues and rectify them for the residents to enjoy natural environment and open spaces. Safety inspections are conducted regularly and on-request as well.
Participating in programs that support Mental Health including Mental Health First Aid Training.	IN PROGRESS Council officers are in the process of organising Youth Mental Health First Aid for the September school holidays. The training will be offered to interested community members and our Youth

Councillors.	
Preventing all forms of violence and injury	
Provide public information and participate in the Victoria Against Violence campaign including but not limited to 16 days of activism against gender-based violence, International Day for the Elimination of Violence against Women and Human Rights Day to raise Awareness of gender equity and family violence.	ONGOING Council participated in the 16 days of activism campaign during 2021. The campaign included an online session for interested community members as well as Facebook promotion and short clips from community members.
Develop a gender equity action plan.	COMPLETED Officers have developed a Gender Equality Action Plan.
Demonstrate leadership on gender equity and promote respectful relationships through partnerships, programs, activities, spaces and education and Council's implementation of the <i>Gender Equality Act 2020</i>	ONGOING Implementation of the Gender Equality Action Plan has commenced and will continue in future years.
Commit to and implement CORE strategy 2021-2025 in partnership with Women's Health Grampians	COMPLETED Council is a member of Women's Health Grampians and a partner of the CORE Strategy 2021-2025.
Promote awareness through social media on the signs of family violence and the support mechanisms in place available for victims.	ONGOING Council will continue to utilise social media on signs of family violence and continue to participate in the 16 Days of Activism campaign.

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 annual actions to achieve the plan under the four key themes.

Financial Implications:

Council's annual budget allocates funding to complete initiatives.

Risk Management Implications:

The preparation of the Council Plan, incorporating the Health and Wellbeing Plan, and Community Vision is a statutory requirement

Relevant legislation:

The Council Plan was developed under the *Local Government Act 2020* and *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.

Gender equality implications:

A gender impact assessment was 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 and Officer Responsible – Monica Revell, Director Corporate & Community Services
In providing this advice as the Author and Officer Responsible, I have no disclosable interests in this report.

RECOMMENDATION:

That Council notes the Council Plan 2021-2025 fourth quarter actions update and the Municipal Health and Well-being Plan 2021/2022 update.

MOVED: CRS R Gersch/R Ismay

That Council notes the Council Plan 2021-2025 fourth quarter actions update and the Municipal Health and Well-being Plan 2021/2022 update.

CARRIED

9.2 PROCUREMENT POLICY

Responsible Officer: Director Corporate and Community Services

Attachment Number: 5

Introduction:

This report seeks Council adoption of the amended Hindmarsh Shire Council Procurement Policy.

Discussion:

At the Council meeting held on Wednesday 4 August 2021, Council adopted the Hindmarsh Shire Council Procurement Policy (Policy) in line with the requirements of the *Local Government Act 2020*.

A review has been conducted of the Policy and officers are recommending minor amendments to the Policy as follows.

2.2.3 Methods

The policy has been updated to include purchasing methods for panel contracts and utilising Procurement Australia, Municipal Association and other State and Federal Government agency or department purchasing panels.

2.2.4 Responsible Financial Management

The policy has been updated to include the following paragraphs:

Council staff must not authorise the expenditure of funds in excess of their financial delegation.

Purchases must not be split to fit within their financial delegation or to avoid requirements under this procurement policy for quotations and tenders. Council staff that breach their delegated authority may face action under Council's Discipline and Termination Policy. The decision to initiate disciplinary action or other action will be taken by the CEO based on a recommendation by the Director Corporate & Community Services following consultation with the relevant Director or Executive Manager.

2.3 Procurement Processes and Thresholds

The policy has been updated to allow for Panel Contracts and Collaborative Procurement, and additional exceptions to obtaining quotations.

Panel Contracts

Contractors may be engaged through the use of panel contracts which Council has put in place. Supplier panels may be appointed by Council after a publicly advertised tender process has taken place.

Purchases may be made directly from the supplier panel to source goods, services of works. A supplier, consultant and / or contractor listed on an approved supplier panel has been assessed against a value for money criteria for inclusion on a preferred supplier panel arrangement.

Collaborative Procurement

In accordance with s 108(c) of the Local Government Act 2020 Council will give consideration to collaboration with other Councils and public bodies or utilise collaborative procurement arrangements, when procuring goods, services or works. This may be done by assessing:

- The nature of the opportunities available (if any), and the councils or public bodies with whom they are available; and
- Whether the identified opportunities should be perused

Council may collaborate with other councils or use other agents (such as MAV Procurement or Procurement Australia) to procure goods, services and works or utilise existing

collaborative procurement arrangements for the procurement of goods, services or works established through a public tender process where it provides an advantageous value for money outcome for Council.

2.3.3 Exceptions to obtaining quotations

The following additional exceptions have been included;

- Legal Services;
- Labour Hire;
- Information technology resellers and software developers;
- Sole supplier services such as Utility providers (power and water).
- Vehicle suppliers where the only option is for central online quotations.

2.3.4 Chief Executive Officers Discretion

The following additional discretion has been included:

- Where there is an inability to obtain sufficient quotations.

Options:

Under the *Local Government Act 2020* Council is required to adopt and maintain a Procurement Policy.

Link to Council Plan:

Strong governance practices

Long-term financial sustainability

Ensure responsible risk management principles.

Financial Implications:

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

Risk Management Implications:

Strong purchasing procedures and processes reduce the risk of fraud. The finance team regularly review purchase and payments to ensure compliance with the policy.

Relevant legislation:

Local Government Act 2020

Gender equality implications:

A gender impact assessment was not 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.

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

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

Communications Strategy:

The Procurement Policy is available on Council's website.

RECOMMENDATION:

That Council adopts the amended Hindmarsh Shire Council Procurement Policy.

MOVED: CRS W Bywaters/B Ireland

That Council adopts the amended Hindmarsh Shire Council Procurement Policy.

CARRIED

Attachment Number: 5

9.3 GOVERNANCE RULES

Responsible Officer: Director Corporate and Community Services

Attachment Number: 6

Introduction:

This report seeks Council endorsement for the draft revised Governance Rules and Election Period Policy to be made available to the public for consultation for the period between 28 July 2022 and 18 August 2022.

Discussion:

Under Section 60 of the *Local Government Act 2020 (Act)*, Council is required to adopt and maintain Governance Rules. Under s60(4) Council is required to undertake a process of community consultation prior to adopting the Governance Rules.

Prior to 2 September 2022, Part 12 of the Act (*COVID-19 temporary measures*) allows Councillors and members of delegated committees to participate in meetings remotely by electronic means of communication. Additionally, it allows for the requirement of some meetings to be "open to the public" to be satisfied through live streaming the meeting on a Council website or uploading the recorded meeting to a Council website as soon as is practicable after the meeting. These temporary measures expire on 1 September 2022 and will be replaced on 2 September 2022 by changes prescribed in the *Regulatory Legislation Amendment (Reform) Act 2022*.

The amendments to the Act prescribed by the *Regulatory Legislation Amendment (Reform) Act 2022* require Council to develop, adopt and keep in force Governance Rules for or with respect to holding Council and delegated committee meetings by electronic means of

communication and requesting approval for attendance at Council meetings and meetings of delegated committees by electronic means of communication.

The Governance Rules have been reviewed and updated to ensure compliance with the new provisions. They have also been reviewed to ensure that all rules are compliant and effective in regulating Council meetings, delegated committee meetings and the Election Period. The sections of the Governance Rules with major amendments include:

- *Section 11 – Election of Mayor*
Amendments to section 11 regarding the election of Mayor.
- *Division 5 – Meetings and the use of electronic means of communication*
Introduction of Division 5, including provision for the attendance and undertaking of meetings by electronic means of communication.

Conclusion:

The draft revised Governance Rules (including the Election Period Policy) will enable Council to conduct its business in an effective, transparent and accountable way.

A report seeking to adopt the Governance Rules will be brought to the Council meeting on 31 August 2022.

Options:

1. Council can choose to approve the draft Governance Rules (including the Election Period Policy) for release to the public for the specified consultation period for comment.
2. Council can choose to amend the draft Governance Rules (including the Election Period Policy) before releasing the draft to the public for the specified consultation period.

Link to Council Plan:

Strong governance practices

Financial Implications:

No financial implications.

Risk Management Implications:

The draft Governance Rules will ensure that Council maintains its governance and community engagement obligations under the Act.

Conflict of Interest:

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

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

Author—Petra Croot, Manager Governance and Human Services

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

Communications Strategy:

Under section 60(4) Council is required to conduct a community engagement process when adopting or amending the Governance Rules. Council will publish the draft Governance Rules (including Election Period Policy) on the Council website from 28 July 2022 to 18 August 2022. The public will be able to make submissions on the Governance Rules until the close of the exhibition period.

Council will run regular social media posts throughout the exhibition period.

Advertisements will be placed into the local newspaper advising the community that documents will be available for viewing.

RECOMMENDATION:

That

- 1. Council endorses the draft Governance Rules and Governance Rules – Election Period Policy for public consultation; and**
- 2. the draft Governance Rules and Governance Rules – Election Period Policy be made available to the public for consultation between 28 July 2022 and 18 August 2022.**

MOVED: CRS D Nelson/W Bywaters

That

- 1. Council endorses the draft Governance Rules and Governance Rules – Election Period Policy for public consultation; and**
- 2. the draft Governance Rules and Governance Rules – Election Period Policy be made available to the public for consultation between 28 July 2022 and 18 August 2022.**

CARRIED

Attachment Number: 6

**9.4 HINDMARSH SHIRE COUNCIL INSTRUMENT OF APPOINTMENT AND
AUTHORISATION (PLANNING AND ENVIRONMENT ACT 1987)**

Responsible Officer: Director Corporate and Community Services

Introduction:

This report seeks to appoint Jessie Holmes as an authorised officer of Hindmarsh Shire Council under the *Planning and Environment Act 1987*.

Discussion:

S224 (1) of the *Local Government Act 1989* provides that a Council may appoint a person to be an authorised officer for the purpose of the administration and enforcement of any Act, regulations or local laws that relate to the functions and powers of Council.

Council is required to have an authorised officer under the *Planning and Environment Act 1987* to attend to enforcement of planning permits. Appointments are reviewed and updated regularly due to changes in staff, amendments to legislation and changes in positions/roles within Council.

Council Officers have prepared the attached Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) which seeks to appoint the following officer as an authorised officer under the *Planning and Environment Act 1987*:

Jessie Holmes

Jessie Holmes has filled the position of Director Infrastructure Services, a role that includes overseeing the development (planning and building) functions of Council. This appointment will ensure that Council can continue to effectively fulfill its planning enforcement obligations under the *Planning and Environment Act 1987*.

Options:

1. Council can choose to adopt the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)
2. Council can choose to not adopt the S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

Link to Council Plan:

Strong governance practices

A skilled Council and workforce capable of meeting community needs

Financial Implications:

N/A

Risk Management Implications:

The appropriate delegations and authorisations conferred to Council Staff will ensure that Council is maintaining good governance and that Council Officers have the appropriate authority to make decisions and undertake relevant functions.

Conflict of Interest:

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

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

Author—Petra Croot, Manager Governance and Human Services
In providing this advice as the Author, I have no disclosable interests in this report.

Communications Strategy:

Council's public list of Delegations and Authorisations will be updated to reflect this change.

RECOMMENDATION:

In the exercise of the powers conferred by s 224 of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached instrument of appointment and authorisation (the Instrument), Hindmarsh Shire Council (Council)

RESOLVES THAT -

- 1. the members of Council staff referred to in the Instrument be appointed and authorised as set out in the Instrument.*
- 2. the Instrument comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke it, and*
- 3. the Instrument be sealed.*

MOVED: CRS R Gersch/R Ismay

In the exercise of the powers conferred by s 224 of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached instrument of appointment and authorisation (the Instrument), Hindmarsh Shire Council (Council)

RESOLVES THAT -

- 1. the members of Council staff referred to in the Instrument be appointed and authorised as set out in the Instrument.*
- 2. the Instrument comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke it, and*
- 3. the Instrument be sealed.*

CARRIED

9.5 INTERIM FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2022

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

Introduction:

The Interim Financial Report for the fourth quarter of 2021/2022 financial year has been prepared, including explanations of variances where applicable, and is presented for the information of Council.

RECOMMENDATION:

That Council notes the Interim Financial Report for the period ending 30 June 2022 as presented.

MOVED: CRS R Ismay/D Nelson

That Council notes the Interim Financial Report for the period ending 30 June 2022 as presented.

CARRIED

Attachment Number: 7

10 COUNCIL COMMITTEES

10.1 YURUNGA HOMESTEAD COMMUNITY ASSET COMMITTEE

Responsible Officer: Director Corporate and Community Services

Attachment Numbers: 8 – 9

Introduction:

The Yurunga Homestead Community Asset Committee held meetings on 28 April 2022 and 26 May 2022. The purpose of this report is to note the minutes from these meetings. A copy of these minutes are included as an attachment for the information of Council.

RECOMMENDATION:

That Council notes the minutes of the Yurunga Homestead Community Asset Committee meetings held on 28 April 2022 and 26 May 2022.

MOVED: CRS B Ireland/R Ismay

That Council notes the minutes of the Yurunga Homestead Community Asset Committee meetings held on 28 April 2022 and 26 May 2022.

CARRIED

Attachment Numbers: 8 – 9

10.2 JEPARIT TOWNSHIP ADVISORY COMMITTEE

Responsible Officer: Director Corporate and Community Services

Attachment Numbers: 10 – 11

Introduction:

The Jeparit Township Advisory Committee held meetings on 20 June 2022 and 11 July 2022. The purpose of this report is to note the minutes from these meetings. A copy of these minutes is included as attachments for the information of Council.

RECOMMENDATION:

That Council notes the minutes of the Jeparit Township Advisory Committee meetings held on 20 June 2022 and 11 July 2022.

MOVED: CRS B Ireland/R Gersch

That Council notes the minutes of the Jeparit Township Advisory Committee meetings held on 20 June 2022 and 11 July 2022.

CARRIED

Attachment Numbers: 10 – 11

11 LATE REPORTS

No late reports.

12 NOTICES OF MOTION

No notices of motion.

13 OTHER BUSINESS

No 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 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:

- 14.1 HINDMARSH SHIRE COUNCIL TOURISM INNOVATION PILOTS GRANT ROUND 1 2022 – this report contains “personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs” insofar as it pertains to personal matters; and**
- 15.1 CONTRACT AWARD 2021-2022-05 CONSTRUCTION OF TRANSFER STATION UPGRADES – CONCRETE HARD STAND AREAS & BUNKER WALLS – 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/B Ireland

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:

14.1 HINDMARSH SHIRE COUNCIL TOURISM INNOVATION PILOTS GRANT ROUND 1 2022 – this report contains “personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs” insofar as it pertains to personal matters; and

15.1 CONTRACT AWARD 2021-2022-05 CONSTRUCTION OF TRANSFER STATION UPGRADES – CONCRETE HARD STAND AREAS & BUNKER WALLS – 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

15 LATE CONFIDENTIAL REPORTS

16 MEETING CLOSE

There being no further business, Cr M Albrecht declared the meeting closed at 4:32pm.

Carol Paech



Rainbow 3424

9th August, 2022

To Angela Hoy, Hindmarsh CEO, Mayor Melanie Albrecht and all Councillors,

I write to you – about the mistakes made when the council issued the mining permit to MIN006003 Albacutya Gypsum using Western Beach Road Rainbow, in particular - stating no amenity would be impacted by the permit.

My amenity is being impacted by the permit.

The permit for 30 trucks per week was a gross underestimate with more than 1200 trucks per week in the first 2021 season.

With the Albacutya bridge now complete, there is anticipation of even more trucks next season.

I would like to know what Council is going to do to address this mistake and prevent any further damage to my amenity.

I look forward to your reply.

Kind regards,

A handwritten signature in black ink that reads "Carol Paech".

Carol Paech

15 August 2022



**Administration
Centre**

PO Box 250
92 Nelson Street
Nhill VIC 3418
Ph: (03) 5391 4444
Fax: (03) 5391 1376

email:
info@hindmarsh.vic.gov.au

website:
www.hindmarsh.vic.gov.au

ABN 26 550 541 746

**Customer Service
Centres**

Jeparit

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

Dimboola

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

Rainbow

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

Yurunga Homestead Community Asset Committee

Email: sols1@iinet.net.au

Re: Endorsement of New Committee Member

I refer to the minutes from the Annual General Meeting for the Yurunga Homestead Community Asset Committee (**Committee**) held on Thursday 28 July 2022, noting Heather Drendel's nomination for membership to the Committee.

Through powers delegated to me under the *Local Government Act 2020* as Chief Executive Officer of Hindmarsh Shire Council, I conditionally endorse the nomination of Heather Drendel to the Yurunga Homestead Community Asset Committee.

Heather is required to complete the required volunteer documentation prior to becoming a voting member, including passing the police check and providing proof of nominating Hindmarsh Shire Council on her Working with Children's Check. I have included the required paperwork with this letter for Heather to complete:

- Volunteer Registration form
- Police Check form (hardcopy)
- Instructions for how to complete a Police Check application online

If Heather doesn't have a current Working with Children's Check, volunteers can apply for them for free at

www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply-1

You will be provided with an additional notification once all of the documentation is finalised, after which Helen's membership will formally commence.

Please send all completed paperwork to HR@hindmarsh.vic.gov.au. If you have any further queries, please contact Petra Croot, Manager Governance and Human Services, telephone 03 5391 4444 or via email pcroot@hindmarsh.vic.gov.au.

Yours sincerely

Greg Wood
Chief Executive Officer



22 August 2022

**Administration
Centre**

PO Box 250
92 Nelson Street
Nhill VIC 3418
Ph: (03) 5391 4444
Fax: (03) 5391 1376

Ms Carol Paech

[REDACTED]
Rainbow VIC 3424

Via email: [REDACTED]

email:
info@hindmarsh.vic.gov.au

Dear Carol

website:
www.hindmarsh.vic.gov.au

Re: Western Beach Road, Hindmarsh

ABN 26 550 541 746

Thank you for your electronic letter sent on 9 August 2022 in relation to ongoing amenity impacts from traffic on Western Beach Road.

**Customer Service
Centres**

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

Council has recently completed the works to the intersection, including widening, of Kurnbrunin Road and Western Beach Road as part of the bridge works.

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

In addition, Council has entered in to an agreement with Parks Victoria to commence the gazettal for the Western Beach Road in to a road reserve under the management of Council and as such we can conduct approved works on the road.

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

We expect that with the bridge becoming operational, the usage of the bypass route will be heavily minimised.

Please feel free to contact me if you have any additional enquiries.

Warm Regards,

Jessie Holmes

Director Infrastructure Services



23 August 2022

**Administration
Centre**

PO Box 250
92 Nelson Street
Nhill VIC 3418
Ph: (03) 5391 4444
Fax: (03) 5391 1376

email:
info@hindmarsh.vic.gov.au

website:
www.hindmarsh.vic.gov.au

ABN 26 550 541 746

**Customer Service
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Ph: (03) 5391 4452
Fax: (03) 5389 1734

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

Greg Roberts
President
Rainbow Town Committee
Email: rainbowtowncommittee@ozemail.com.au

Dear Greg

Re: Rainbow Mural Restoration Project

I refer to the minutes of the Rainbow Town Committee meeting held on Monday 18 July and Monday 15 August 2022 where the committee moved that Council approve the following:

18 July 2022, Item No 8C – Mural Restoration: That a progressive payment of \$2,400 be paid to Belinda Eckermann in acknowledgement of the first mural completed.

15 August 2022, Item No 8C – Mural Restoration: That a payment of \$2,600 be paid to Belinda Eckermann in acknowledgement of the first Mural completed and to finalise the payment for the first mural.

The total amount of \$5,000 for the mural restoration has been approved under delegation.

I would like to remind the Rainbow Town Committee to forward all meeting minutes to Council via email s86@hindmarsh.vic.gov.au in a timely manner so they can be presented to the next scheduled Council meeting after your monthly meeting.

If you have any questions in relation to the approval or invoicing, please contact Mick Henderson, Acting Manager Operations, via email mhenderson@hindmarsh.vic.gov.au or telephone 03 5391 4444.

Yours sincerely

Greg Wood
Chief Executive Officer

24 August 2022



**Administration
Centre**

PO Box 250
92 Nelson Street
Nhill VIC 3418
Ph: (03) 5391 4444
Fax: (03) 5391 1376

email:
info@hindmarsh.vic.gov.au

website:
www.hindmarsh.vic.gov.au

ABN 26 550 541 746

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Dimboola

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

Rainbow

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

Yanac Hall and Recreation Reserve Community Asset Committee
Email: maidenhills@gmail.com

Re: Endorsement of Committee Members

I refer to the minutes from the Annual General Meeting for the Yanac Hall and Recreation Reserve Community Asset Committee (**Committee**) held on Wednesday 17 August 2022.

Through powers delegated to me under the *Local Government Act 2020* as Chief Executive Officer of Hindmarsh Shire Council, I conditionally endorse the following as members of the Yanac Hall and Recreation Reserve Community Asset Committee:

- **President** – Susanne Beattie
- **Vice President** – Shaun Alexander
- **Secretary/Treasurer** – Jenny Smith
- **Committee members** – Bruce Beattie, Craig Smith, Terry Miller, Erin Alexander, Michael Dart, Rebecca Dart, Raelene Dart and Steve Thompson
- **Volunteers** – Brett Wheaton, Karen Wheaton, Lois Miller, David Webb, Sandra Webb, Shane Dickinson, Michelle Dickinson, Peter Duperouzel, Julie Duperouzel, Murray Miller, Adam Webb, Tania Rowe, John Mattschoss and Gary Thompson

All Community Asset Committee members and volunteers are required to complete volunteer documentation prior to becoming a voting member or being able to assist the Committee at events and working bees. This includes passing a police check and providing proof of nominating Hindmarsh Shire Council on a current Working with Children's Check. I have included the required paperwork with this letter for committee members and your volunteers to complete:

- Volunteer Registration form
- Police Check form (hardcopy)
- Instructions for how to complete a Police Check application online

If Committee members and volunteers do not have a current Working with Children's Check, volunteers can apply for them for free at

www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply-1

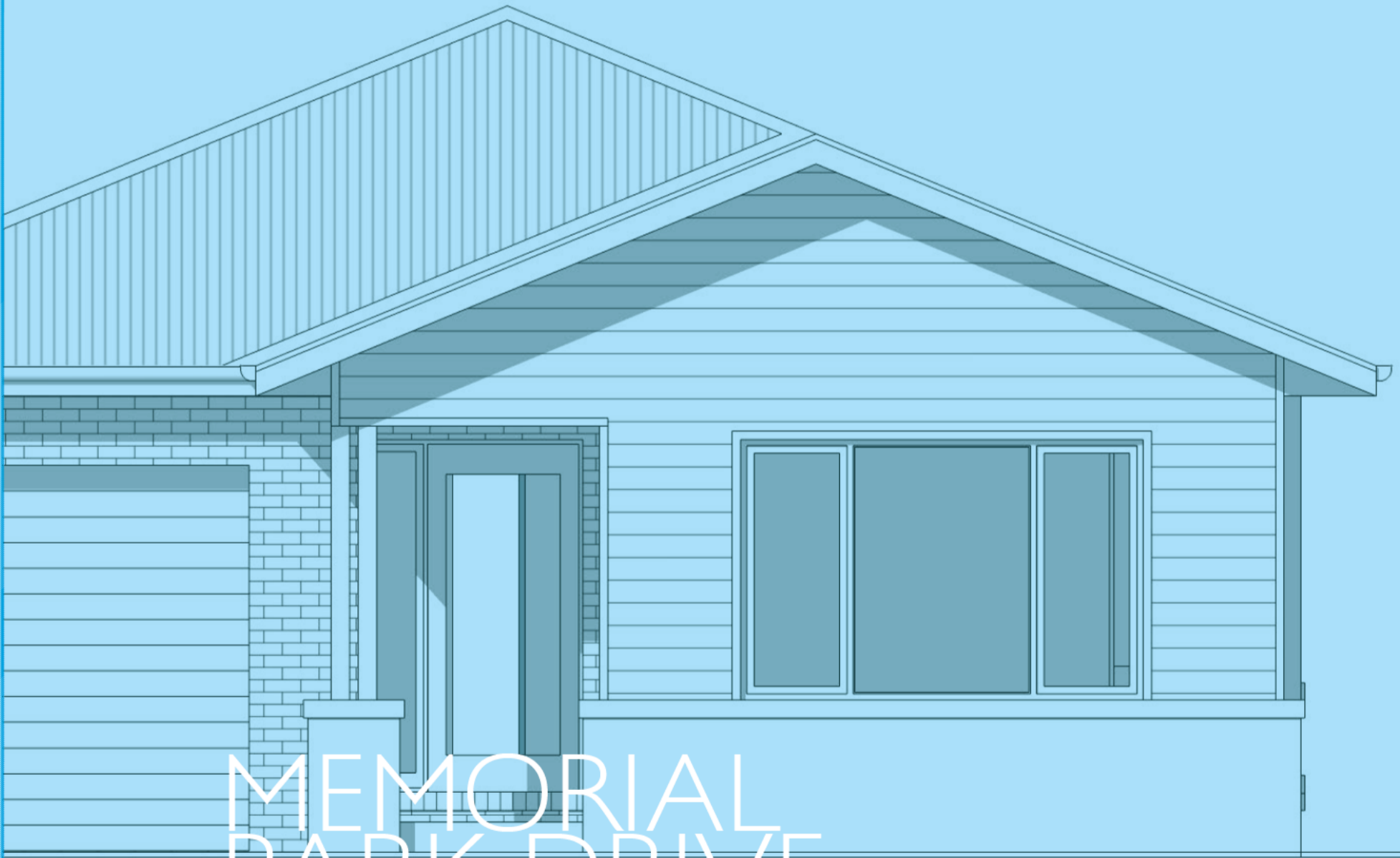
You will be provided with an additional notification once all the appropriate documentation has been received and finalised, after which each Committee member will formally commence and both committee members and volunteers will be covered by Council's insurance.

Please send all completed paperwork to HR@hindmarsh.vic.gov.au. If you have any further queries, please contact Petra Croot, Manager Governance and Human Services, telephone 03 5391 4444 or via email pcroot@hindmarsh.vic.gov.au.

Yours sincerely

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

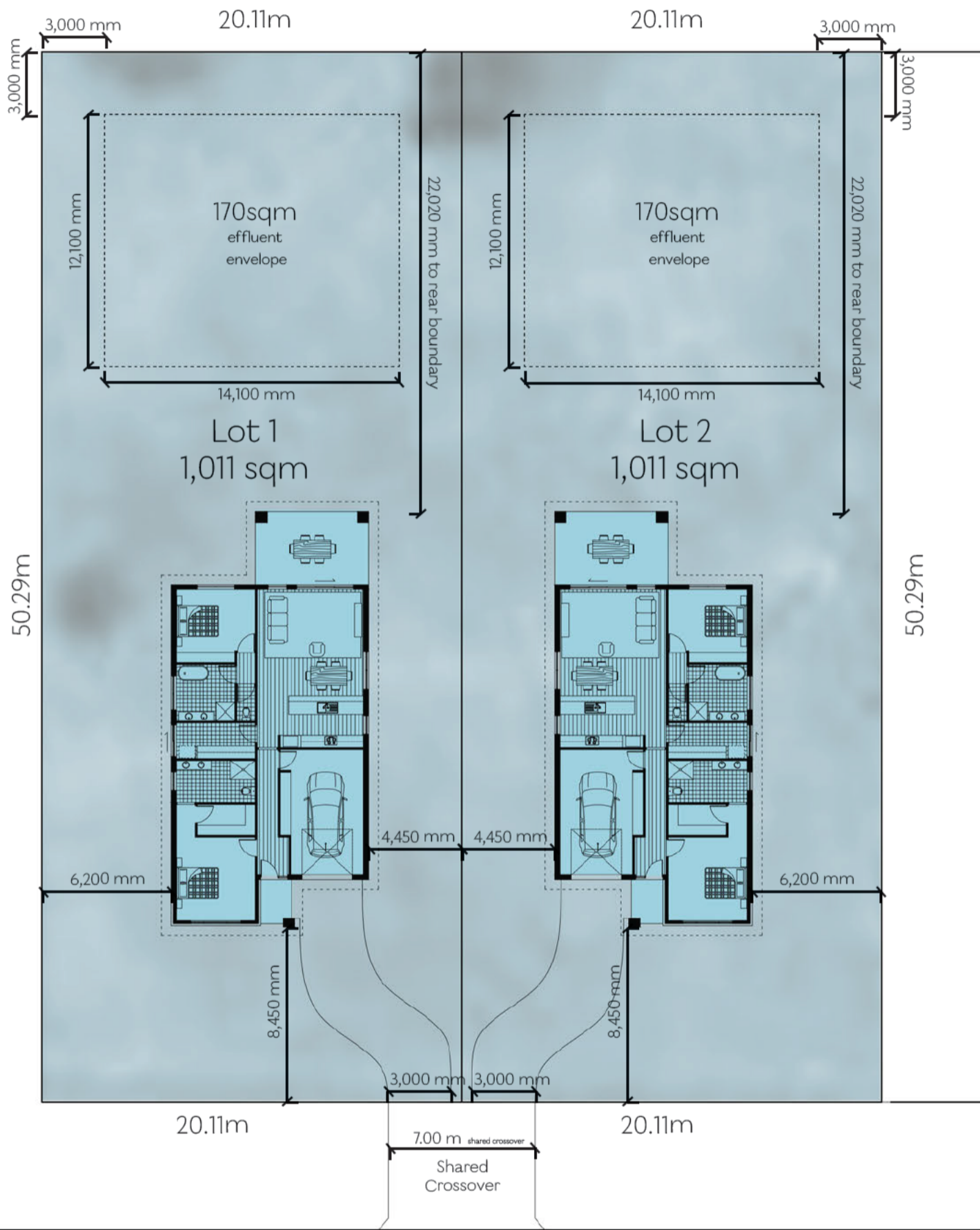
Greg Wood
Chief Executive Officer



MEMORIAL
PARK DRIVE
NETHERBY



Memorial Park Drive



Netherby-Baker Road



Project | P22-011 - Memorial Park Drive - Netherby

Client |

Drawing | INDICATIVE SITE PLAN



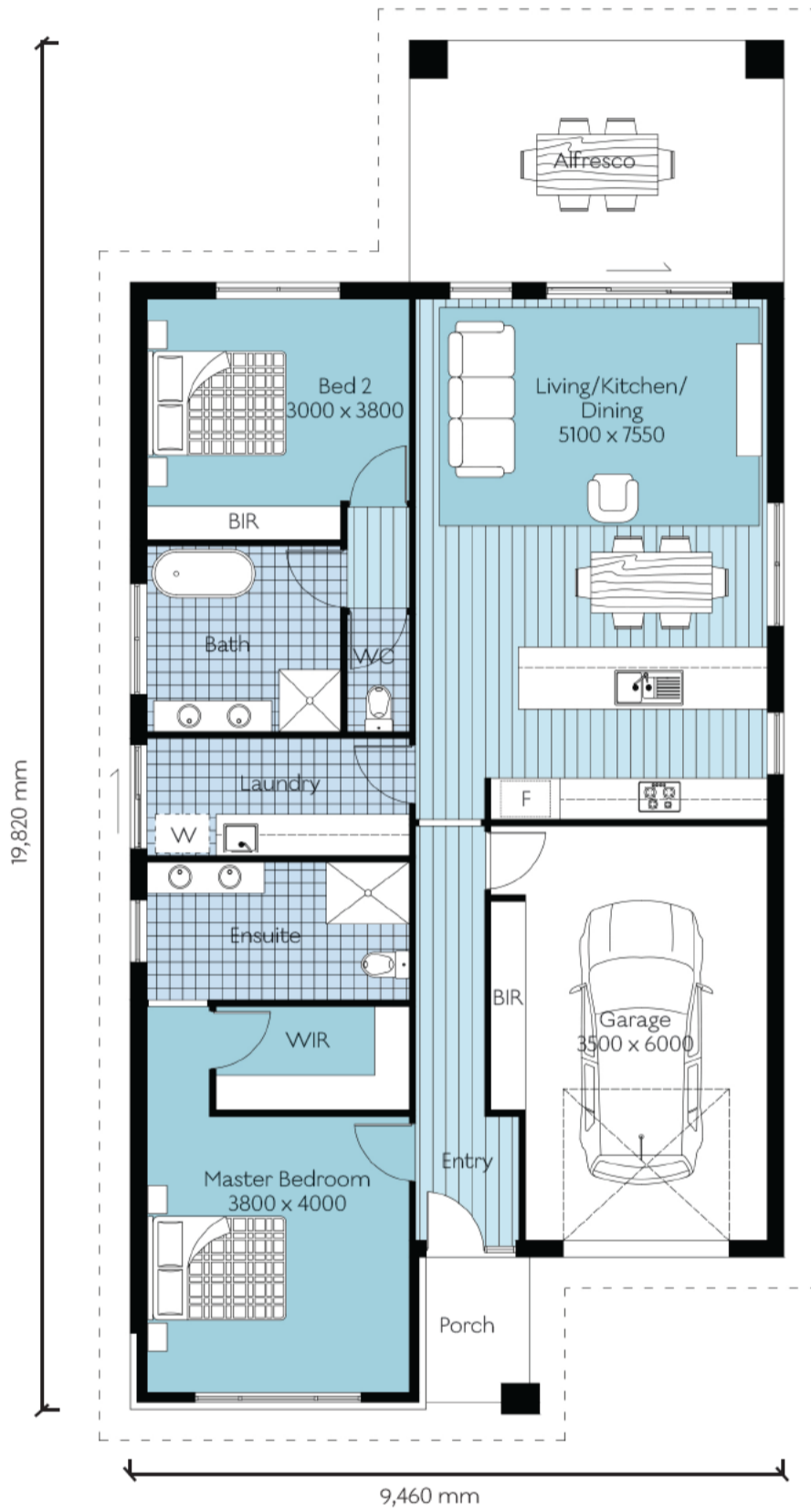
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FOR PLANNING ONLY

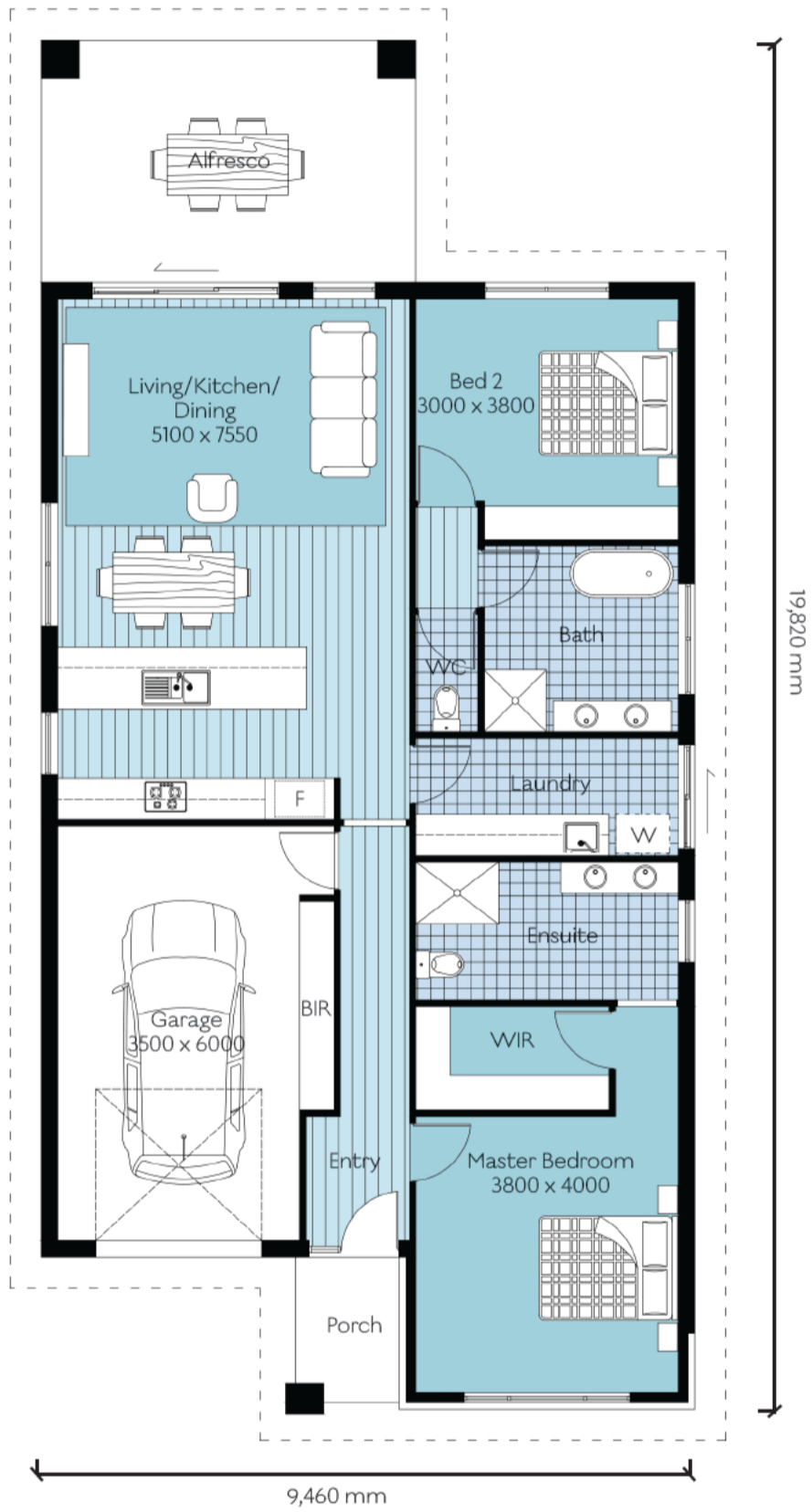
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DWG
A001

Date | 08/06/2022



Dwelling One
*(Not in Position)



Dwelling Two
*(Not in Position)

SITE ANALYSIS

DWELLING ONE	
TOTAL SITE AREA : 1,011 SQM	
Dwellings - 1	Floor area - 109.84 SQM
Car Spaces - 1	Garage - 21.00 SQM
Building Site Area - 149.81 SQM (14.8%)	Alfresco - 18.97 SQM
Open Garden - 826.39 SQM (81.8%)	SPOS: SQM
Driveway - 34.80 SQM (3.4%)	POS: SQM
	Total Floor Area: 149.81 SQM
	16.12 SQ

DWELLING TWO	
TOTAL SITE AREA : 1,011 SQM	
Dwellings - 1	Floor area - 109.84 SQM
Car Spaces - 1	Garage - 21.00 SQM
Building Site Area - 149.81 SQM (14.8%)	Alfresco - 18.97 SQM
Open Garden - 826.39 SQM (81.8%)	SPOS: SQM
Driveway - 34.80 SQM (3.4%)	POS: SQM
	Total Floor Area: 149.81 SQM
	16.12 SQ



Project | P22-011 - Memorial Park Drive - Netherby
Client |
Drawing | PROPOSED PLAN DWELLING 1 & 2



Scale | 1:150 @ A3

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DWG
A002

Date | 08/06/2022

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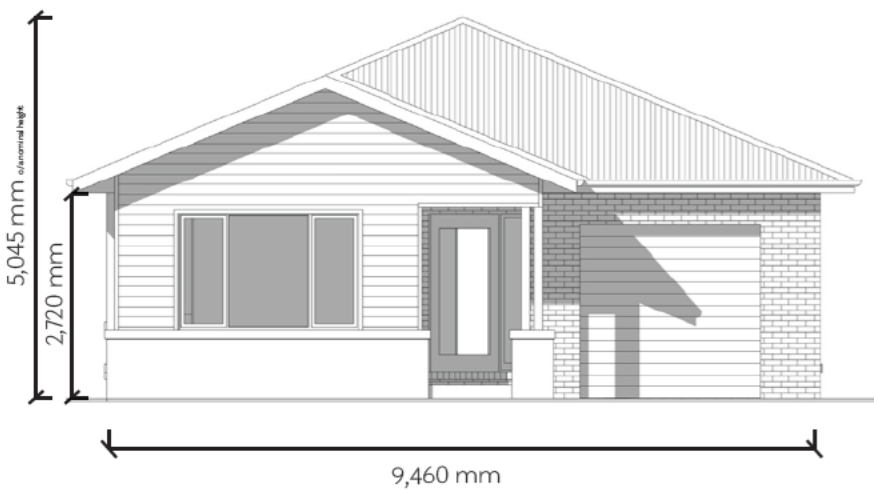
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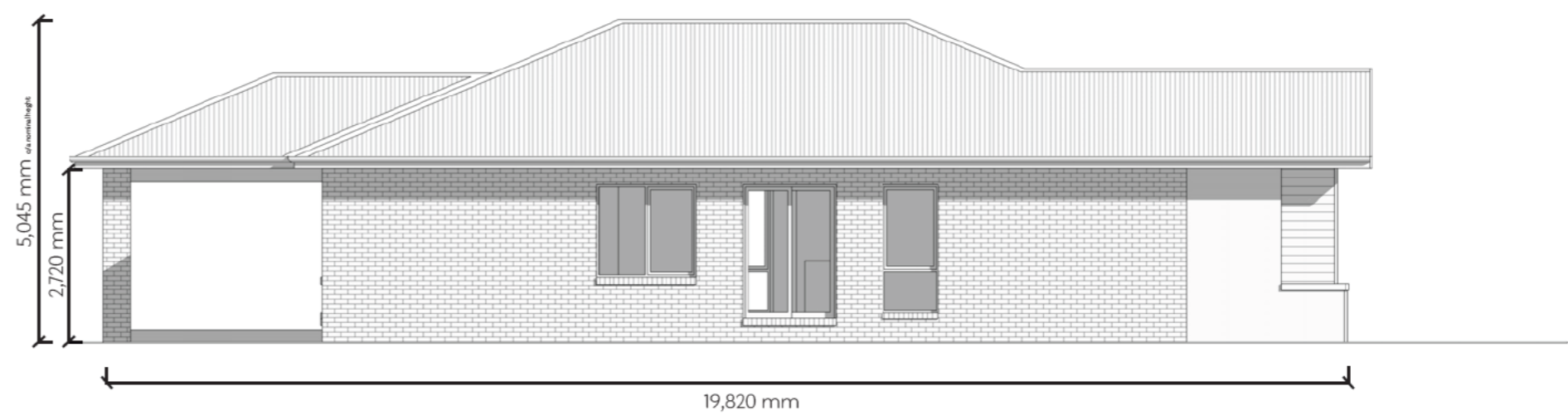
Project | P22-011 - Memorial Park Drive - Netherby

Client |

Drawing | PROPOSED ELEVATIONS - DWELLING ONE



SOUTH ELEVATION (Dwelling One)



WEST ELEVATION (Dwelling One)

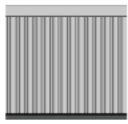
EXTERIOR FINISHES



SELECTED JAMES HARDIE LINEA CLADDING IN DULUX DOMINO (OR SIMILAR)



SELECTED BRICKWORK AUSTRAL BRICKS MORNINGTON (OR SIMILAR)



SELECTED ROOFING COLORBOND BASALT (OR SIMILAR)



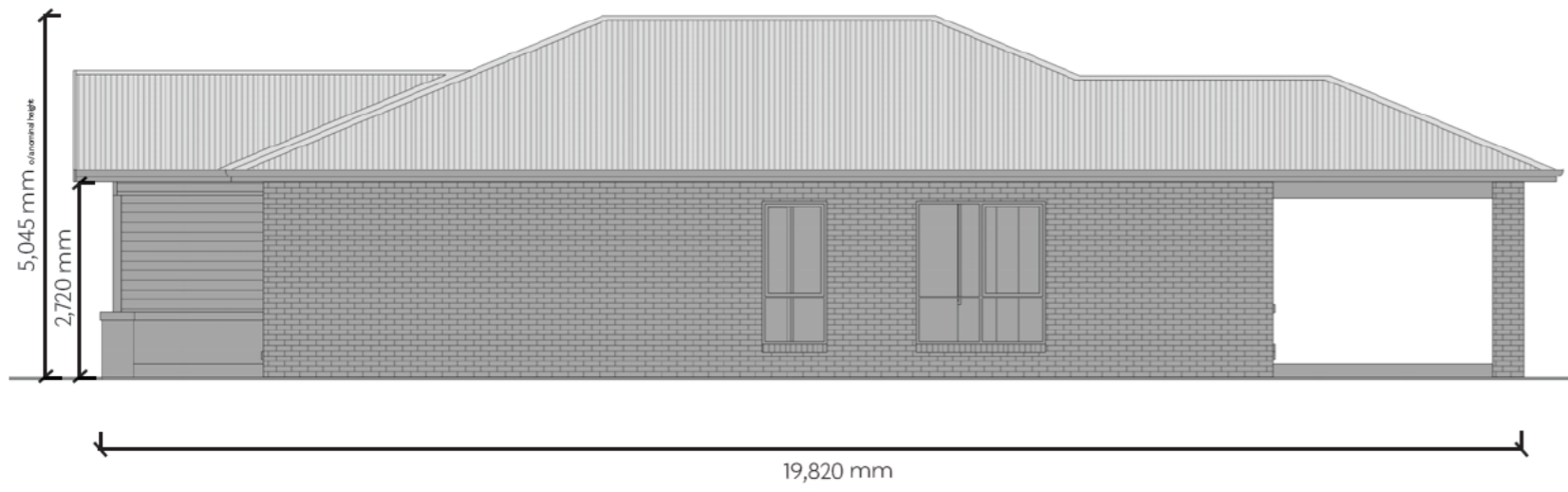
SELECTED JAMES HARDIE LINEA CLADDING IN DULUX CASPER WHITE (OR SIMILAR)



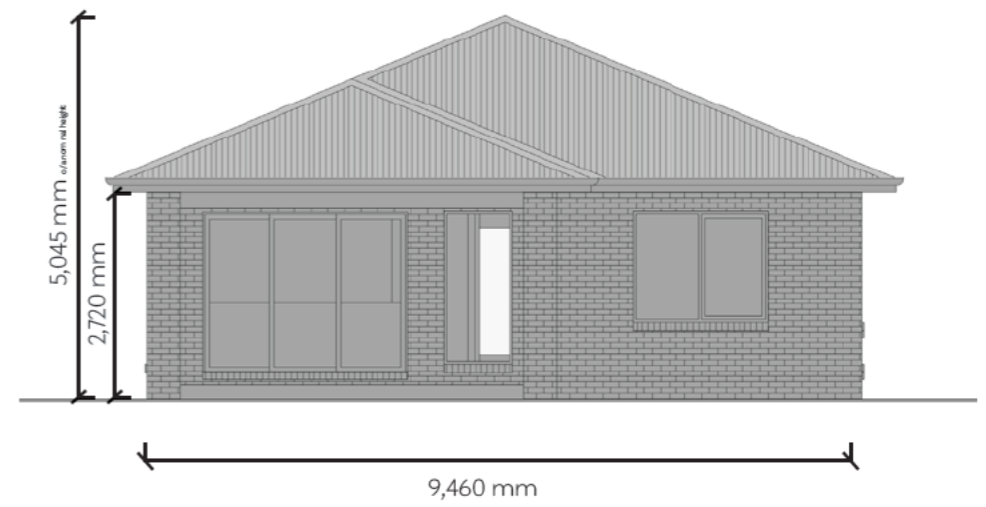
SELECTED FASCIA, GUTTER & DOWNPIPES COLORBOND MONUMENT (OR SIMILAR)



SELECTED WINDOW & EXTERIOR DOORS COLORBOND MONUMENT (OR SIMILAR)



EAST ELEVATION (Dwelling One)



NORTH ELEVATION (Dwelling One)



FOR PLANNING ONLY

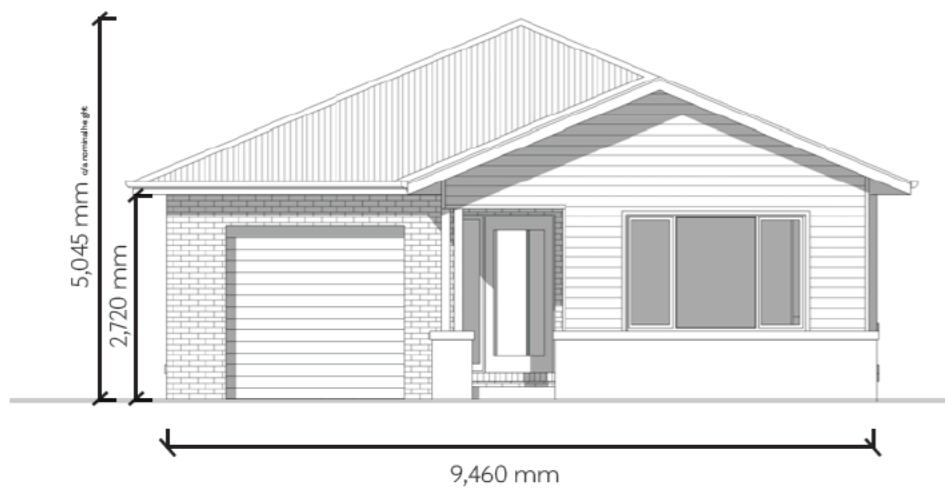
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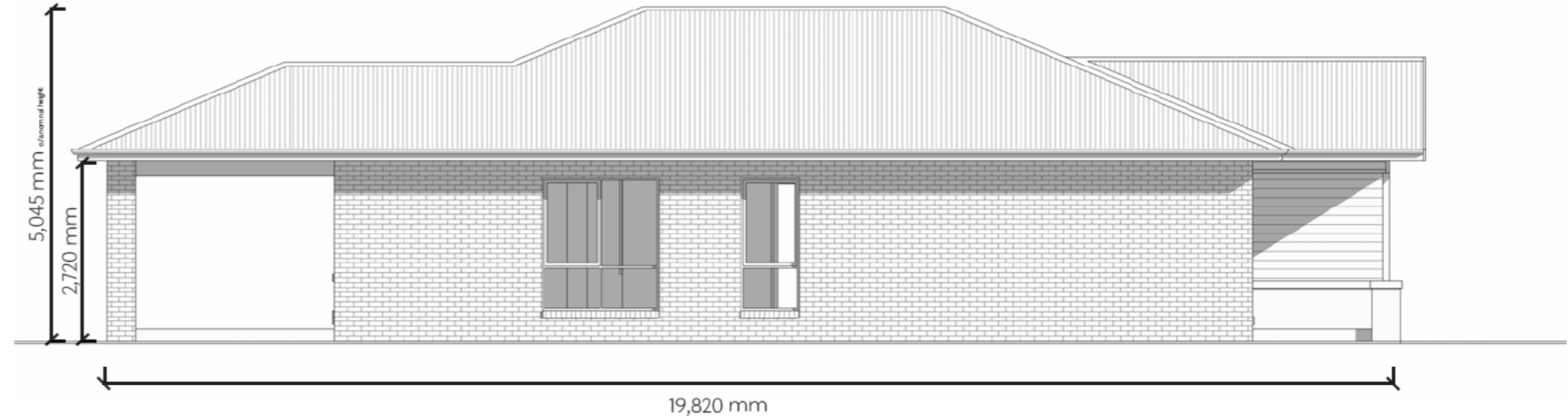
Project | P22-011 - Memorial Park Drive - Netherby

Client |

Drawing | PROPOSED ELEVATIONS - DWELLING TWO



SOUTH ELEVATION (Dwelling Two)



WEST ELEVATION (Dwelling Two)

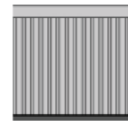
EXTERIOR FINISHES



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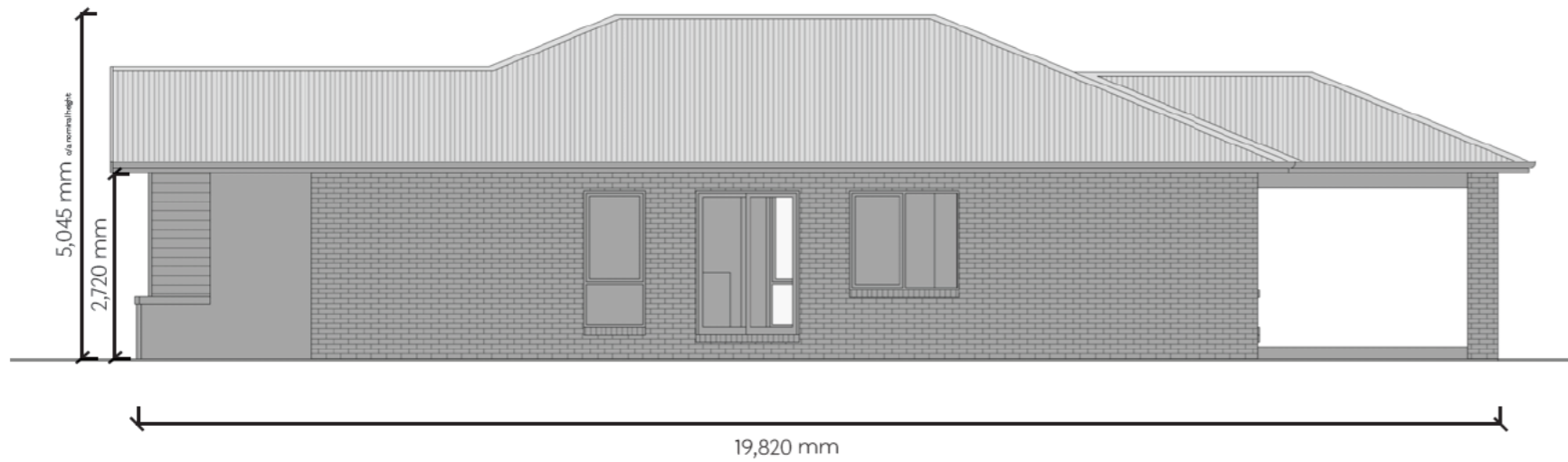
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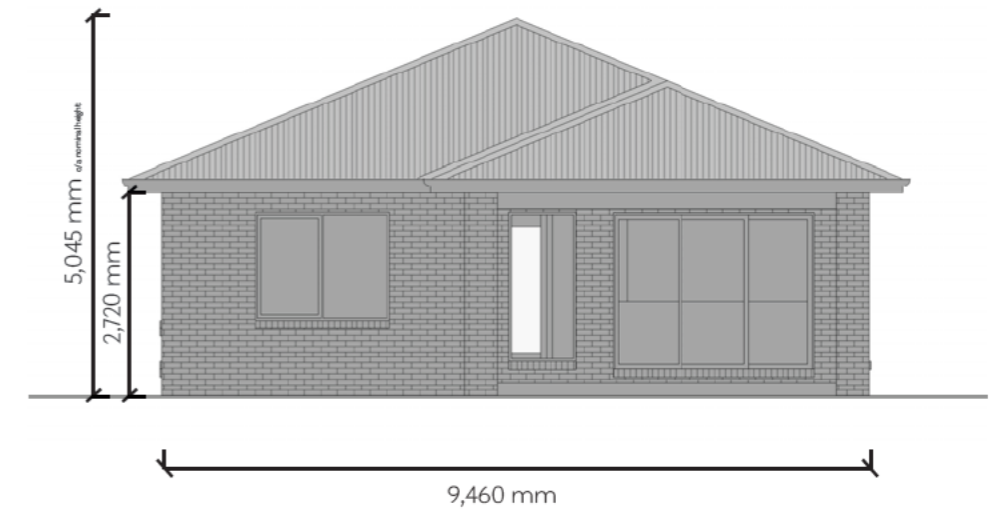
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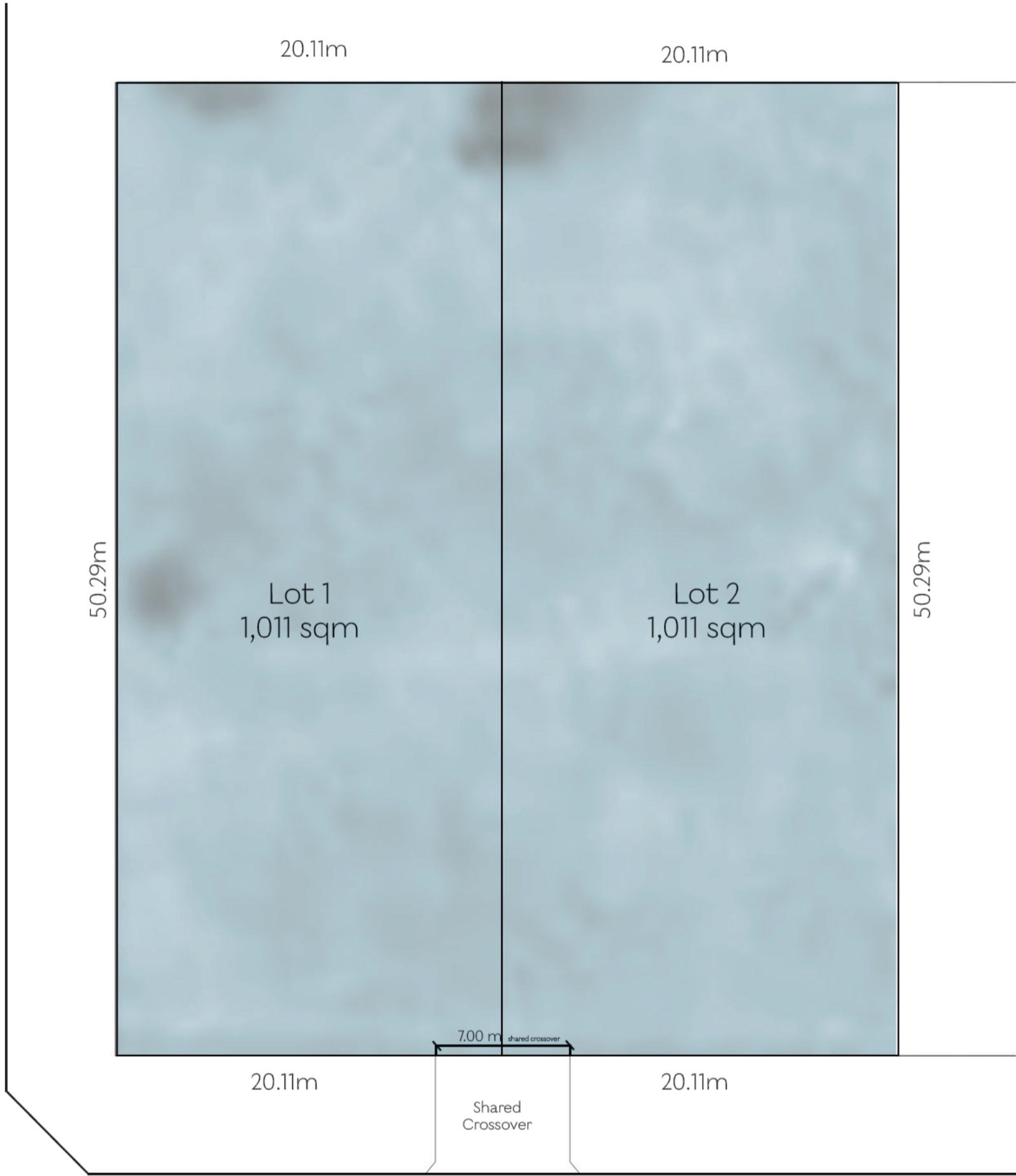
EAST ELEVATION (Dwelling Two)



NORTH ELEVATION (Dwelling Two)



Memorial Park Drive



Netherby-Baker Road



Project | P22-011 - Memorial Park Drive - Netherby

Client |

Drawing | PROPOSED SUBDIVISION PLAN



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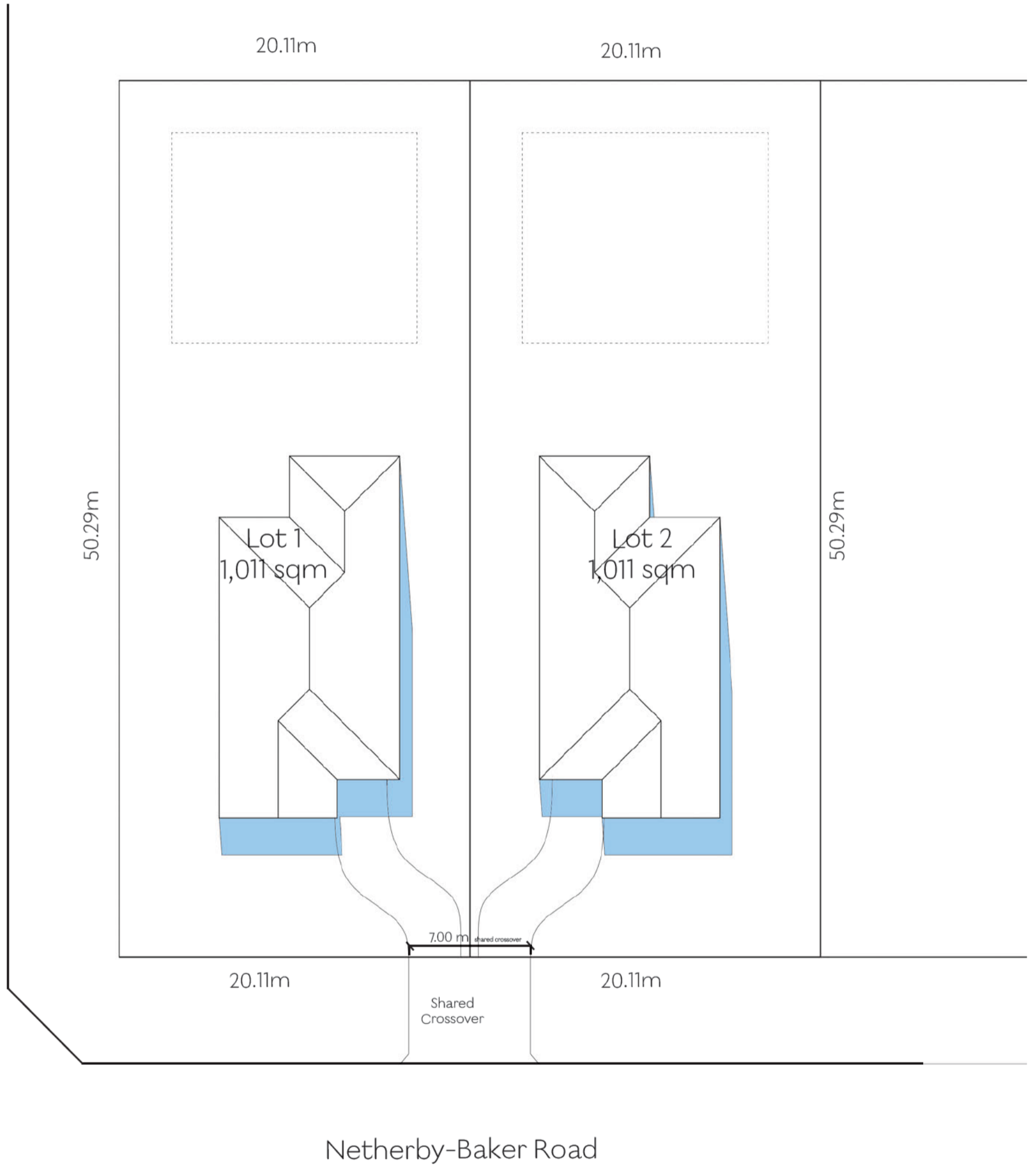
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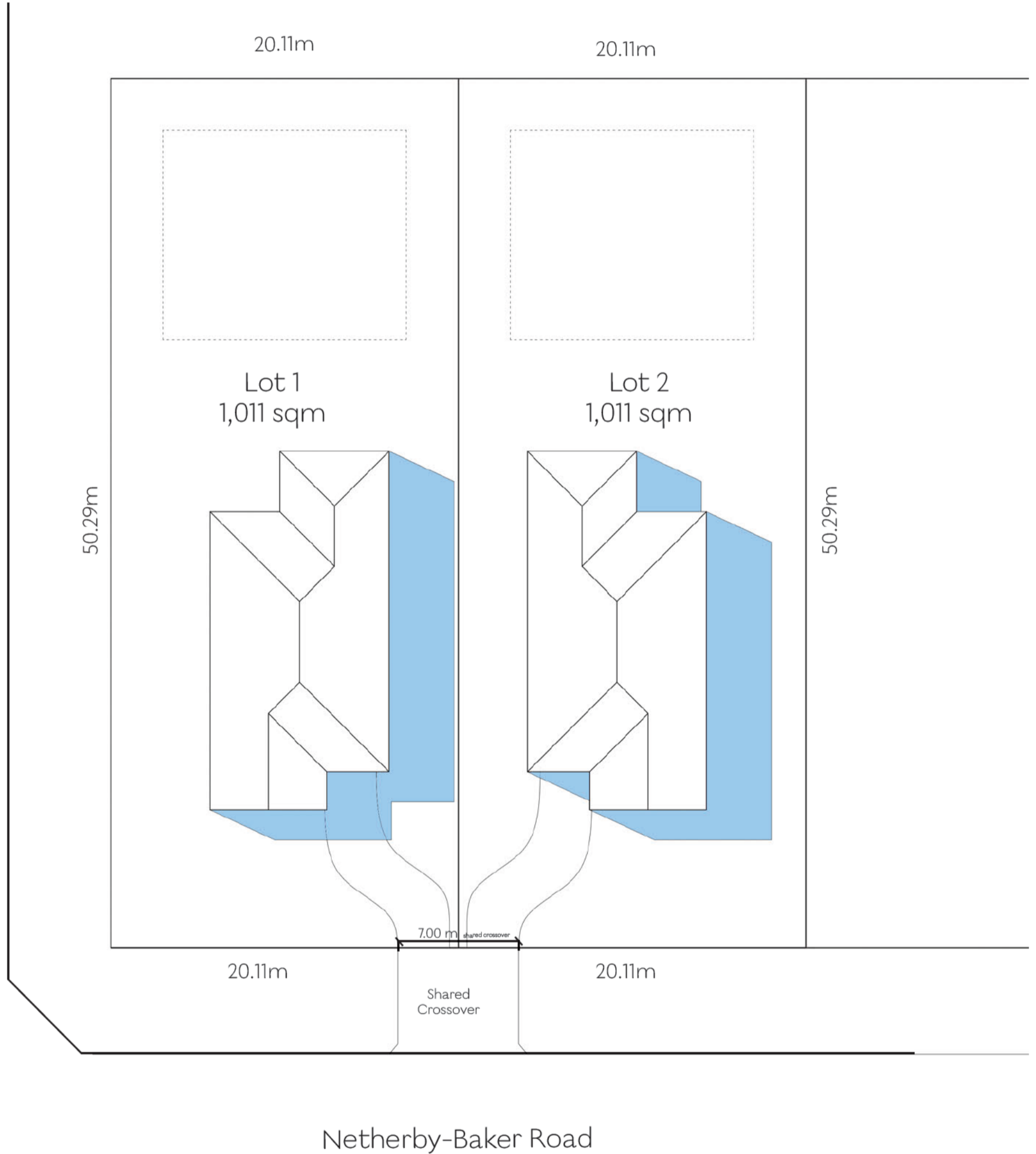
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Hindmarsh
Shire Council

Governance Rules

Adopted 19 August 2020

(Amended Draft for consultation 27 July 2022)

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DRAFT

PART 1 PRELIMINARY

1 Title

Hindmarsh Shire Council Governance Rules

2 Purpose

The purpose of the Governance Rules is to provide for:

- (1) the conduct of Council meetings;
- (2) the conduct of meetings of Delegated Committees;
- (3) the form and availability of meeting records;
- (4) the election of the Mayor and the Deputy Mayor;
- (5) the appointment of an Acting Mayor;
- (6) an election period policy;
- (7) the procedures for the disclosure of a conflict of interest by a Councillor or a member of a Delegated Committee at a meeting of the Council or a Delegated Committee;
- (8) the procedure for the disclosure of a conflict of interest by a Councillor at a meeting under the auspices of Council that is not a meeting of the Council or a Delegated Committee;
- (9) the disclosure of a conflict of interest by a member of Council staff when providing information in respect of a matter;
- (10) the consideration and making of decisions on any matter being considered by the Council fairly and on the merits;
- (11) the institution of decision-making processes to ensure that any person whose rights will be directly affected by a decision of the Council is entitled to communicate their views and have their interests considered; and
- (12) any other matters prescribed by the regulations made under the Act.

3 Objectives

The objectives of this Procedure are to:

- (1) provide a mechanism to facilitate the good governance of the Council through its formal meeting procedure to ensure effective and efficient Council decisions are made in a manner that acknowledges the role of local government within the Australian system of Government;
- (2) to promote and encourage community participation in the system of local government by providing mechanisms for the Council to ascertain the community's views and expectations;
- (3) to regulate and control the election of Mayor, any Deputy Mayor and the chairperson of any Delegated Committees;
- (4) to regulate and control the procedures governing the conduct of meetings including:
 - a. the notice required for meetings; and
 - b. the keeping of minutes;
- (5) to regulate and control the use of the Council's common seal;
- (6) to provide for the administration of the Council's powers and functions; and
- (7) to provide generally for the peace, order and good governance of the municipal district.

4 Role of Council

- (1) The role of Council is to provide good governance in its municipal district for the benefit and wellbeing of the Hindmarsh municipal community.
- (2) Council will provide good governance through –
 - a. the performance of its role in accordance with the overarching governance principles and supporting principles of the Act; and
 - b. the Councillors of the Council performing their roles in accordance with the requirements of the Act;
- (3) In performing its role, Council may –
 - a. perform any duties or functions or exercise any powers conferred on Council by, or under, the Act or any other Act; and
 - b. perform any other functions that Council determines are necessary to enable Council to perform its role.
- (4) If it is necessary to do so for the purpose of performing its role, Council may perform a function outside its municipal district.

5 Overarching governance principles and supporting principles

- (1) Council will, in the performance of its role, give effect to the overarching governance principles.
- (2) The following are the overarching governance principles –
 - a. Council decisions are to be made and actions taken in accordance with the relevant law;
 - b. priority is to be given to achieving the best outcomes for the municipal community, including future generations;
 - c. the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
 - d. the municipal community is to be engaged in strategic planning and strategic decision making;
 - e. innovation and continuous improvement is to be pursued;
 - f. collaboration with other Councils and Governments and statutory bodies to be sought;
 - g. the ongoing financial viability of the Council is to be ensured;
 - h. regional, state and national plans and policies are to be taken into account in strategic planning and decision making; and
 - i. the transparency of Council decisions, actions and information is to be ensured.
- (3) In giving effect to the overarching governance principles, Council will take into account the following supporting principles –
 - a. the community engagement principles;
 - b. the public transparency principles;
 - c. the strategic planning principles;
 - d. the financial management principles; and
 - e. the service performance principles.

6 Council decision making

Council must consider, and make decisions on, any matter being considered by Council fairly and on the merits.

7 Authorising provision

The Council's power to make the Governance Rules is contained in section 60 of the Act.

8 Commencement

These Rules comes into operation on 19 August 2020.

9 Definitions

Unless contrary intention appears in these Governance Rules –

- (1) words defined in section 3 of the Act have the same meaning in these Governance Rules;
- (2) words have the following meaning in these Rules:

Act	means the <i>Local Government Act 2020</i>
Act 1989	means the <i>Local Government Act 1989</i>
Advisory Committee	means a committee established by Council, that provides advice to Council;
Agenda	means the notice of a meeting setting out the business to be transacted at the meeting;
Audit and Risk Committee	means the Audit and Risk Committee established under section 53 of the Act
Authorised Officer	means an Authorised Officer appointed under section 224(1) of the Act 1989.
Business Day	means a normal working day of the Council, usually Monday – Friday excluding declared Public Holidays
Chair	refers to the Chairperson.
Chairperson	means the person who chairs a meeting of the Council or Delegated Committee of the Council and includes an acting, temporary and substitute Chairperson;
Chief Executive Officer	means the person occupying the office of Chief Executive Officer of Council, and includes their delegate;
Council	means Hindmarsh Shire Council.

Hindmarsh Shire Council Governance Rules

Councillor	means a person who is an elected member of the Council.
Council meeting	means a meeting of the Council convened in accordance with these Governance Rules and includes Ordinary and Special meetings of the Council.
Delegated Committee	means a Delegated Committee established by Council under s63 of the Act;
Deputy Mayor	means the Deputy Mayor of Council and any person appointed by Council to act as Deputy Mayor;
Division	means a formal count of those for and those against a motion, generally called to remove any doubt as to whether the motion is supported or opposed.
Procedural Motion	means a motion dealing with the conduct of the meeting as referred in in clause 82.
Mayor	means the Mayor of Council and any person appointed by Council to be acting as Mayor;
Member	refers to a person who is entitled to vote at a meeting of the Council or a Delegated Committee of the Council.
Minister	means the Minister responsible for administering the Act.
Minutes	means the official record of the proceedings and decisions of a Meeting;
Point of Order	means a procedural point (about how the Meeting is being conducted), not involving the substance of a matter before a Meeting;
Quorum	means the minimum number of members of the Council or of a Delegated Committee of the Council required by this Procedure to be present in order to constitute a valid meeting of the Council or the Delegated Committee respectively.
Senior Officer	means— (a) the Chief Executive Officer; and (b) any other member of Council staff nominated as such in writing by the Chief Executive Officer.

Part 2 THE MAYOR, DEPUTY MAYOR AND ACTING MAYOR

10 When is a Mayor to be elected

- (1) The meeting to fill the vacancy of Mayor will be held:
 - a. as soon as practicable after the declaration of the result of the general election and no later than one month after the date of the general election; or
 - b. where the position of Mayor becomes vacant other than as the result of a general election being held, as soon as practicable after the vacancy has occurred.
- (2) Before the election of the Mayor, Council must determine by resolution whether the Mayor is to be elected for a 1-year or a 2-year term.
- (3) If the Mayor is elected for a 1-year term, the next election of the Mayor must be held on a day to be determined by Council that is as close to the end of the 1-year term as is reasonably practicable.
- (4) If the Mayor is to be elected for a 2-year term, the next election of the Mayor must be held on a day to be determined by Council that is as close to the end of the 2-year term as is reasonably practicable.
- (5) The election of a Mayor after the period specified in this clause does not invalidate the election.
- (6) A Councillor elected to fill a vacancy in the office of Mayor caused other than by the expiration of a 1-year or 2-year term serves the remaining period of the previous Mayor's term.

11 Election of Mayor

- (1) The Chief Executive Officer must open the meeting at which the Mayor is to be elected and preside until a Mayor is elected,
- (2) The Chief Executive Officer will invite nominations for the office of Mayor.
- (3) Any nominations for the office of Mayor must be seconded by another Councillor.
- (4) Once nominations for the office of Mayor have been received, the following provisions will govern the election of the Mayor.

Single Nomination

- (5) If there is only one nomination, the candidate nominated must be declared to be duly elected.

Multiple Nominations and Candidate Elected On First Vote

- (6) If there is more than one nomination, the Councillors in attendance at the meeting must vote for one of the candidates.
- (7) In the event of a candidate receiving the votes of an absolute majority of Councillors, that candidate is declared to have been elected.

Three or More Nominations and No Candidate Obtaining Absolute Majority on First Vote

- (8) In the event that:
 - a. there are three or more candidates; and
 - b. no candidate receives the votes of an absolute majority of Councillors;

Hindmarsh Shire Council Governance Rules

the candidate with the fewest number of votes must be declared to be a defeated candidate. The Councillors in attendance at the meeting will then vote for one of the remaining candidates.

- (9) If one of the remaining candidates receives the votes of an absolute majority of Councillors, that candidate is duly elected. If none of the remaining candidates receives the votes of an absolute majority of Councillors, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives the votes of an absolute majority of Councillors. That candidate must then be declared to have been duly elected.
- (10) For the purposes of sub-Rules 11(8) and 11(9), if no candidate can be determined to have the fewest number of votes due to two or more candidates having an equality of votes then the candidate who is to be declared a defeated candidate will be determined by lot.
- (11) If a lot is conducted, the Chief Executive Officer will have the conduct of the lot and the following provisions will apply:
 - a. each candidate who has an equal number of votes with another candidate or candidates will draw one lot;
 - b. the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and
 - c. as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a receptacle. If the lot is being conducted to determine who is a defeated candidate, the word "Defeated" shall be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates until one of those candidates receives the votes of an absolute majority of Councillors).

Two Nominations or Two Remaining Candidates and No Candidate Obtaining an Absolute Majority on First Vote

- (12) In the event of two candidates being nominated or remaining, and neither candidate receiving the votes of an absolute majority of Councillors, the Councillors in attendance at the meeting will consider whether to resolve to conduct a new election at a later date and time.
- (13) If:
 - a. it is resolved to conduct a new election at a later date and time a new election will take place at on the date and at the time resolved upon. In that event the provisions of this Clause 11 will continue to govern the election of the Mayor, and ultimately any candidate whose nomination is the sole nomination or any candidate who receives the votes of an absolute majority of Councillors will be declared duly elected; and
 - b. it is not resolved to conduct a new election at a later date and time Councillors must continue to vote until one of the candidates receives the votes of an absolute majority of Councillors, at which point that candidate will be declared duly elected. If, after two or more further votes are taken neither candidate

receives the votes of an absolute majority of Councillors, the provisions of sub-clause 11(12) and 11(13) must again be followed.

12 Election of Deputy Mayor

- (1) The term for Deputy Mayor shall be the same as determined for the Mayor in 10(2).
- (2) Clause 10, other than subclause (2), applies to the election of a Deputy Mayor by the Councillors as if any reference in that clause to the Mayor was a reference to the Deputy Mayor.
- (3) Clause 11 applies to the election of a Deputy Mayor as if any reference in that section to the Mayor was a reference to the Deputy Mayor.

13 Acting Mayor

- (1) Council must elect a Councillor to be the Acting Mayor when –
 - a. neither the Mayor or any elected Deputy Mayor is able for any reason to attend a Council meeting or part of a Council meeting; or
 - b. the Mayor and any elected Deputy Mayor are both incapable of performing the duties of the office of Mayor and Deputy Mayor respectively for any reason including illness; or
 - c. the office of Mayor and Deputy Mayor are vacant.
- (2) An appointment under subclause (1) must be for a period specified by Council.
- (3) If –
 - a. an appointment has not been made under subclause (1) or has expired; and
 - b. any of the circumstances specified in subclause (1)(a), (b) or (c) apply –Council must elect a Councillor to be the Acting Mayor for a period specified by Council.
- (4) An Acting Mayor –
 - a. must perform the role of the Mayor; and
 - b. may exercise any powers of the Mayor –until the circumstances specified in subclause (1) no longer apply or the period of the appointment expires, whichever first occurs.
- (5) If an Acting Mayor has been elected, unless inconsistent with the context or subject matter, a reference in the Act (except sections 20 and 23, Division 4 of Part 4 and sections 61(6) and 236(4)) to the Mayor includes a reference to the Acting Mayor.

PART 3 COUNCIL MEETINGS

Division 1 Notice and Agendas

14 Dates and times of Ordinary Meetings

The date, time and place of ordinary meetings of the Council are to be fixed by the Council from time to time and appropriate notice of such meetings must be provided to the public.

15 Council may alter meeting dates

The Council may change the date, time and place of any ordinary meeting of the Council which has been fixed and must provide reasonable notice of the change to the public.

16 Special meetings

- (1) The Chief Executive Officer must call a special meeting of Council when requested to do so by the Mayor, or two (2) councillors provided sufficient time to enable reasonable notice can be given to Councillors.
- (2) In giving such notice, Councillors should have regard to any need for preparatory investigations to enable the business to be undertaken.

17 Notice of meeting

- (1) A notice of meeting incorporating or accompanied by an agenda of the business to be dealt with must be delivered to every councillor:
 - a. For an ordinary meeting, at least 5 days before the meeting;
 - b. For a special meeting, within a reasonable time before the meeting; and
 - c. For a Delegated Committee meeting, within a reasonable time before the meeting.
- (2) The notice of agenda for any meeting must state the date, time and place of the meeting and the business to be dealt with and must be sent by email, post or be otherwise delivered to each councillor's place of residence or usual place of business (if applicable) or as otherwise specified by the councillor.
- (3) A notice may be handed personally to a councillor in any location within the time required, or may be delivered to another destination, provided a written authorisation of the relevant councillor is held by the Chief Executive Officer.
- (4) To enable the processes of governance to be efficiently managed, Councillors should keep the Chief Executive Officer informed of their point(s) of contact from time to time.

18 Leave of absence

It will be unnecessary for a notice of meeting or agenda to be served on any Councillor who has been granted leave of absence, unless the Councillor has requested the Chief Executive Officer in writing to continue to give notice of any meeting to be held during the period of their absence.

19 Postponement of meeting for an emergency

In the case of an emergency or unforeseen circumstances, the Chief Executive Officer, or in their absence, a Senior Officer, may, in consultation with the Mayor, postpone a meeting of the Council, without the necessity to comply with clauses 15 – 18 – (inclusive) provided reasonable attempts are made to notify every Councillor.

Division 2 Meetings and the use of electronic means of communication

20 Determination of meeting format

- (1) Council meetings shall be conducted in person except as provided for in this Division.
- (2) Despite this Division, Council may, by resolution, determine that a specific meeting or meetings will be conducted –
 - a. in person; or
 - b. by electronic means of communication.

21 Meetings conducted in person

- (1) At meetings conducted in person, Councillors attending the meeting shall do so physically unless a request to participate by electronic means of communication has been granted in accordance with this clause.
- (2) A request to participate by electronic means of communication must be in writing, signed by the Councillor, and be lodged or sent to the Chief Executive Officer at least 24 hours before the commencement of the meeting.
- (3) A request to participate in a meeting by electronic means of communication must provide an explanation as to why the Councillor cannot reasonably participate in the meeting in person. For the avoidance of doubt, a Councillor's personal preference to participate by electronic communication does not constitute sufficient grounds for making a request. The Chief Executive Officer shall, if requested by the Councillor, keep confidential the submitted reasons for the request.
- (4) If a request to participate in a meeting by electronic means of communication does not comply with subclause (3), the Chief Executive Officer may decline to accept it, and shall notify the Councillor and, if time permits, provide them an opportunity to submit a further request.
- (5) Subject to subclause (6), the Chief Executive Officer may grant requests to participate in the meeting by electronic means of communication, and shall notify all Councillors of the decision.
- (6) The Chief Executive Officer may not grant a request to participate in a meeting by electronic means of communication at the first meeting of Councillors after a general election, or if the meeting will consider:
 - a. the election of the Mayor under section 25 of the Act;
 - b. the election of the Deputy Mayor under section 27 of the Act;
 - c. the adoption of Governance Rules under section 60 of the Act;
 - d. the adoption of a Community Vision under section 88 of the Act;
 - e. the adoption of a Council Plan under section 90 of the Act;
 - f. the adoption of a Long Term Financial Plan under section 91 of the Act;
 - g. the adoption of an Annual Budget under section 94 of the Act;
 - h. the adoption of a Revised Budget under section 94 of the Act;
 - i. the presentation by the Mayor of an Annual Report under section 100 of the Act;or
 - j. the adoption of a Councillor Code of Conduct under section 139 of the Act,unless they are satisfied that extraordinary circumstances warrant it.

- (7) A Councillor who is not physically in attendance at a meeting but is present by electronic means of communication without approval shall be recorded as absent, and shall not be entitled to participate in the proceedings of the meeting, including moving or seconding motions, speaking during a debate or casting a vote on a motion before the meeting.

22 Meetings conducted by electronic means of communication

- (1) Should the Chief Executive Officer determine that extraordinary circumstances warrant it, they are authorised to determine that any meeting be conducted solely by electronic means of communication.
- (2) The Chief Executive Officer may take all relevant factors into account in making a determination that extraordinary circumstances warrant a meeting being conducted solely by electronic means of communication including, but not limited to:
- a. any risk to the health and safety of Councillors, staff and the community;
 - b. whether all or part of the meeting is planned to be closed to members of the public under section 66(2) of the Act;
 - c. the ability to provide public notice to members of the public who had registered to attend the meeting;
 - d. whether the orderly conduct of a meeting may be affected by the choice of meeting format; and
 - e. the availability of suitable meeting facilities.

23 Adjustments to meeting rules

- (1) If a meeting is conducted by electronic means of communication, the following modifications to the application of the Rules in this Chapter are to be made:
- a. references to a Councillor being present at a meeting shall be a reference to a Councillor being able to both hear and see other members in attendance and be heard and be seen by other members in attendance;
 - b. momentary absences (less than one minute) shall not be recorded as absences for the purposes of the meeting minutes, unless a vote or the Mayor's request for the declaration of conflicts of interest occurs during the absence;
 - c. casting a vote may occur by a Councillor either raising their hand in view of their camera such that it can be seen by other members in attendance or, at the Chair's request, verbally stating their vote;
 - d. in the event of the absence of a Councillor during a vote due to an apparent technical failure, a Councillor or member of Council staff may bring this to the attention of the meeting Chair, who may briefly adjourn the meeting to enable the Councillor to re-join the meeting. Should the Councillor be unable to reconnect within five minutes, the meeting shall resume in the Councillor's absence; and
 - e. in the event of a Councillor being required to leave a meeting due following the disclosure of a conflict of interest, a Councillor may leave the meeting by:
 - i. deactivating their microphone and camera (for meetings that are open to the public); or
 - ii. disconnecting from the online meeting platform (for all meetings) or be placed in a waiting room.

- (2) The Chair may, with the consent of the meeting, modify the application of any other of the Rules in this Chapter to facilitate the more efficient and effective transaction of the business of a meeting which is conducted by electronic means of communication.

Division 3 Open Meetings

24 Meetings open to the public

- (1) A meeting of Council, including Delegated Committee meetings, must be kept open to the public unless Council considers it necessary to close the meeting to the public because a circumstance specified in paragraph (2) applies.
- (2) The circumstances are –
 - a. the meeting is to consider confidential information; or
 - b. security reasons; or
 - c. it is necessary to do so to enable the meeting to proceed in an orderly manner.
- (3) If the circumstance specified in paragraph (2)(b) or (2)(c) apply, the meeting can only be closed to the public if the Council or Delegated Committee has made arrangements to enable the proceedings of the meeting to be viewed by members of the public as the meeting is being held.
- (4) For the purposes of subclause 24(3), the arrangements may include provision to view the proceedings on the Internet or on close circuit television.
- (5) If Council or a Delegated Committee determines that a meeting is to be closed to the public to consider confidential information, the Council or Delegated Committee must record in the minutes of the meeting that are available for public inspection –
 - a. the ground or grounds for determining to close the meeting to the public by reference to the grounds specified in the definition of confidential information in clause 3 of the Act; and
 - b. an explanation of why the specified ground or grounds applied.

25 Councillor Code of Conduct

During the course of any Council meeting, Councillors must comply with the Councillor Code of Conduct.

Division 4 Quorums

26 Council meetings

The quorum required for every Council meeting will be a majority of the Councillors capable of being elected to the Council.

27 Meetings of Delegated Committees

The quorum for a meeting of a Delegated Committee will be not less than a majority of members.

28 Inability to gain a quorum

- (1) If a quorum cannot be obtained within thirty (30) minutes of the scheduled starting time of any meeting the Chief Executive Officer, or in their absence, a Senior Officer, may adjourn the meeting for a period not exceeding seven (7) days from the date of the adjournment.
- (2) The Chief Executive Officer must give all Councillors notice of the meeting and every reasonable attempt shall be made to advise the public of the revised meeting date.

29 Inability to maintain a quorum

- (1) If, during any meeting, a quorum cannot be achieved and maintained, the Chief Executive Officer, or in their absence, a Senior Officer, may adjourn the meeting for a period not exceeding seven (7) days from the date of the adjournment.
- (2) If a Council meeting lapses, the unresolved business may be included in the agenda for the next Ordinary Council meeting.

30 Inability to achieve or maintain a quorum due to conflicts of interests of Councillors

- (1) This clause applies if Council cannot maintain a quorum because of the number of Councillors who have a conflict of interest in a decision listed to be made at the Council meeting.
- (2) Council must consider whether the decision can be made by dealing with the matter in an alternative manner, such as under delegation.
- (3) For the purposes of subclause (2), an alternative manner may include –
 - a. the Chair splitting the matter into 2 or more separate parts, so that a quorum can be maintained for each separate part; or
 - b. making prior decisions on component parts of the matter at a meeting for which a quorum can be maintained, before deciding the overall matter at a meeting for which a quorum can be maintained.
- (4) Subject to complying with any requirements under any other Act, if Council is unable to use an alternative manner, Council must decide to establish a Delegated Committee to make the decision in regard to the matter consisting of –
 - a. all the Councillors who have not disclosed a conflict of interest in regard to the matter; and
 - b. any other person or persons that Council considers suitable.
- (5) Section 63(2) of the Act applies to a Delegated Committee established under subclause (4) to the extent possible after excluding all the Councillors who have disclosed a conflict of interest in regard to the matter being decided.

31 Notice of adjourned meeting

The Chief Executive Officer may provide written notice of an adjourned meeting, but where that is not practicable because time does not permit that to occur then, provided a reasonable attempt is made to contact each member, notice by telephone or facsimile, in person or by electronic means will be sufficient.

Division 5 Disclosure of conflict of interest

32 Council meetings and Delegated Committee meetings

- (1) If a Councillor or member of a Delegated Committee has a conflict of interest in a matter which is to be considered or discussed at a meeting of the Council or the Delegated Committee, the Councillor or member must, if they are attending the meeting, disclose the conflict of interest in accordance with this clause.
- (2) At the time indicated in the Agenda, a Councillor or Delegated Committee member with a conflict of interest in an item on that agenda must indicate they have a conflict of interest by clearly stating:
 - a. the item for which they have a conflict of interest; and
 - b. whether their conflict of interest is general or material; and
 - c. the circumstances that given rise to the conflict of interest.
- (3) Immediately prior to the consideration of the item in which they have a conflict of interest, a Councillor or member of a Delegated Committee must indicate to the meeting the existence of the conflict of interest and leave the meeting.
- (4) A Councillor or member of a Delegated Committee who is not present at the designated time in the agenda for disclosures of conflict of interest, must disclose their conflict of interest in the manner required for the declarations of conflicts of interest at clause 32(1) prior to leaving the meeting.
- (5) A Councillor or member of a Delegated Committee who discloses a conflict of interest and leaves a Council meeting or Delegated Committee meeting must not communicate with any participants in the meeting while the decision is being made.
- (6) If disclosing a conflict of interest would mean disclosure of confidential or private information, the Councillor or Delegated Committee member can make a full disclosure to the Chief Executive Officer or delegate in writing before the meeting and then only disclose the class of interest in the meeting.
- (7) While the matter is being considered or any vote is taken in relation to the matter, the Councillor or member of a Delegated Committee must—
 - a. leave the meeting and notify the Mayor or the Chairperson of the Delegated Committee of their departure; and
 - b. remain outside the room and any gallery or other area in view or hearing of the meeting.
- (8) The Mayor or the Chairperson of the Delegated Committee must cause the Councillor or member of a Delegated Committee to be notified that they may return to the meeting after—
 - a. consideration of the matter; and
 - b. all votes have been cast on the matter.
- (9) If a Councillor or member of a Delegated Committee discloses a conflict of interest, the Chief Executive Officer or the Chairperson must record in the minutes of the meeting—
 - a. the declaration of the conflict of interest; and
 - b. the classification of the interest that has given rise to the conflict; and
 - c. if the Councillor or member has disclosed the nature of the interest to the meeting, the nature of the interest.
- (10) The Chief Executive Officer must—

- a. keep written disclosures received under this clause in a secure place for 3 years after the date the Councillor or member of a Delegated Committee who made the disclosure ceases to be a Councillor or member of a committee; and
- b. destroy the written disclosure when the 3-year period referred to in paragraph (a) has expired.

33 Other meetings conducted under auspices of Council

- (1) Councillors must disclose conflicts of interest in other meetings that are conducted under the auspices of the council. This may mean a meeting organised by the council, resourced by the council or arranged with council support, such as:
 - a. regular councillor briefings or forums,
 - b. other briefing meetings,
 - c. committees other than a delegated or community asset committee (such as advisory committees),
 - d. public consultations, and
 - e. site meetings.It will also include meetings the council arranges jointly with other organisations.
- (2) A Councillor who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or if a decision will be made by a member of staff acting under delegation.
- (3) At the time indicated on the Agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest and the matter in which the conflict of interest arises.
- (4) If there is no Agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest as soon the matter arises.
- (5) At the time for discussion of that item, the Councillor will leave the discussion and not communicate with any members of the meeting for the duration of the discussion.
- (6) The existence of a conflict of interest will be recorded in the minutes of the meeting.
- (7) If there are no minutes kept of the meeting, the conflict of interest will be recorded in a meeting record and provided to the Governance team for recording in the register of conflicts of interest.
- (8) The meeting minutes or record will also record the duration of the discussion and whether the Councillor left the meeting.
- (9) Meeting records and reports will be presented to Council for noting and inclusion on the public record.
- (10) At a meeting under the auspices of Council that is not a meeting of the Council or Delegated Committee, the Chief Executive Officer must ensure that a written record is kept of –
 - a. the names of all Councillors and members of Council staff attending;
 - b. the matters considered;
 - c. any conflict of interest disclosures made by a Councillor attending;
 - d. whether a Councillor who disclosed a conflict of interest leaves the meeting.

34 Council staff

- (1) All council staff must act in accordance with the Employee Code of Conduct.

- (2) Council staff must not exercise a delegation or make a decision on any matter where they have a conflict of interest.
- (3) Council staff may be permitted to provide advice to a decision maker if a conflict of interest exists, subject to the procedure and disclosure provisions in this clause and the Employee Code of Conduct.

Procedure

- (4) Council staff must disclose the existence of all conflicts of interest in writing and in the form determined by the Chief Executive Officer.
- (5) All conflicts of interest disclosed by Council staff will be provided to the Governance team for recording in the register of conflicts of interest.
- (6) A Council staff member who has disclosed a conflict of interest may provide advice to Council or another staff member acting under delegation if:
 - a. the number and qualifications of other people providing advice regarding the same matter is equal or greater; or
 - b. the staff member who has disclosed the conflict of interest is the only staff member with expertise in the area; and
 - c. the staff member's manager determines that the conflict of interest has not influenced the advice provided; and
 - d. the existence of the conflict of interest is documented in all advice provided by that staff member, and in the case of verbal advice, is documented by the decision maker.

PART 4 MINUTES

35 Keeping of minutes

The Chief Executive Officer is responsible for arranging the keeping of minutes for Council Meetings.

36 Confirmation of minutes

- (1) An appropriate motion to confirm the minutes would be:
"That the minutes of the (Type of Meeting) held on (Date of Meeting) be confirmed."
- (2) If some slight alterations are required to be made to the minutes, then the following words could be added:
"subject to the following alteration(s)"
- (3) If the Confirmation of the Minutes is to be postponed, an appropriate motion would be:
"That the Confirmation of Minutes be held over until:" OR
"That the Confirmation of Minutes be held over and relisted on the next Agenda."

37 No debate on confirmation of minutes

No discussion or debate on the confirmation of minutes will be permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.

38 Objection to confirmation of minutes

- (1) If a Councillor is dissatisfied with the accuracy of the minutes, then they must:
- a. state the item or items with which they are dissatisfied; and
 - b. propose a motion clearly outlining the alternative wording to amend the minutes.

39 Deferral of confirmation of minutes

Council may defer the confirmation of minutes until later in the meeting or until the next meeting as appropriate.

40 Contents of minutes

- (1) In keeping the minutes of a meeting, the Chief Executive Officer must arrange the recording of minutes so as to show:
- a. the date, place, time, duration and nature of the meeting;
 - b. the names of Councillors and whether they were PRESENT, an APOLOGY, on LEAVE OF ABSENCE, etc;
 - c. the names of members of Council staff providing advice to Council with their organisational title;
 - d. the name of any other person asking questions or making submissions at the meeting and the organisation they represented or the capacity in which they attended;
 - e. the arrival and departure item number of Councillors and members of Council staff providing advice to Council during the course of the meeting (including any temporary departures or arrivals);
 - f. every motion and amendment moved, including the mover (and seconder) of any motion or amendment;
 - g. the outcome of every motion, that is, whether it was put to the vote and the result of either CARRIED, LOST, WITHDRAWN, LAPSED, AMENDED etc. and identification of those motions voted on by secret ballot;
 - h. procedural motions (which might be highlighted);
 - i. where a valid division was called, a table of the names of every Councillor and the way their vote was cast; either FOR or AGAINST;
 - j. details of a failure to achieve or maintain a quorum and any adjournment;
 - k. details of any question directed or taken upon notice;
 - l. details of any deputations made to the Council;
 - m. the time and reason for any adjournment of the meeting or suspension of standing orders;
 - n. any relevant reports or a summary of relevant reports considered by Council;
 - o. any interests or conflicts of interest disclosed at the meeting, including the nature of any such interests or conflicts of interest which were disclosed; and
 - p. any other matter which the Chief Executive Officer thinks should be recorded to clarify the intention of the meeting or the reading of the minutes.
- (1) In addition, the minutes should:
- a. bear the date and time the meeting was commenced, adjourned, resumed and concluded;

- b. be consecutively page numbered; and
- c. contain consecutive item numbers which are clearly headed with subject titles and, where appropriate, sub titles and file references.

41 Availability of minutes

The Chief Executive Officer will make available confirmed minutes of open meetings of Council and Delegated Committees together with relevant reports on Council's website.

42 Recording of meetings

- (1) The Chief Executive Officer (or other person authorised by the Chief Executive Officer) may record with the appropriate recording equipment the proceedings of a Council meeting.
- (2) Subject to paragraph (1), a person must not operate any visual or sound recording equipment at any Council meeting without first obtaining the consent of Council or the Chairperson. Such consent may be, at any time during the course of such meeting, revoked by Council or the Chairperson.

PART 5 BUSINESS OF MEETINGS

43 The order of business

- (1) The order of business appearing on an agenda will be determined by the Chief Executive Officer to facilitate and maintain open, efficient and effective processes of government.
- (2) The order of business appearing on agendas should be consistent from meeting to meeting, however, the order of business can be altered according to the discretion of the Chief Executive Officer to enhance the fluent and open process of government of the Council, to meet identified needs of the Council or to take advantage of opportunities which may arise from time to time.
- (3) In determining the agenda, the Chief Executive Officer must consult with the Mayor.
- (4) As a guide, the Chief Executive Officer should list items, giving priority as follows:
 - a. Opening prayer;
 - b. Acknowledgement of Country;
 - c. Apologies;
 - d. Disclosure by Councillors of any interest or conflicts of interest in any item on the agenda;
 - e. Confirmation of minutes;
 - f. Public question and submission time;
 - g. Councillor activity reports;
 - h. Planning permit reports;
 - i. Reports requiring a decision;
 - j. Reports for noting;
 - k. Late reports;
 - l. Notices of Motion;
 - m. Councillor questions and general business; and

- n. Confidential reports.

44 Change to order of business

Once an agenda has been sent to Councillors, the order of business for that meeting may only be altered by resolution of Council or the submission of late reports by Chief Executive Officer.

45 Chief Executive Officer may include items on an agenda

The Chief Executive Officer may include any matter on an agenda that they think should be considered by the meeting.

46 Time limits for meetings

- (1) No Council meeting will continue longer than three (3) hours unless a majority of the Councillors present vote in favour of an extension of time.
- (2) An extension of time shall not exceed 30 minutes.
- (3) No more than two (2) extensions of time will be permitted at a Council meeting.
- (4) In the absence of such continuance, the Council meeting must stand adjourned to a time, date and place to be determined by the Chairperson.
- (5) The Chief Executive Officer must give notice to each Councillor of the date, time and place to which the meeting stands adjourned, and of the business remaining to be considered, in accordance with clause 84.

PART 6 VOTING AT MEETINGS

47 How a motion is determined

- (1) Subject to clause 61, in determining a question before a meeting, the Chairperson will first call for those in favour of the motion and then those opposed to the motion and will then declare the result to the meeting.

48 Method of voting

- (1) Voting on any matter will be by show of hands.

49 Deciding Vote

- (1) In the event of a tied vote, the Chair must, unless the Act provides otherwise, exercise a casting vote.

50 When a division is permitted

- (1) A division may be requested by any Councillor on any matter.

- (2) The request must be made to the Chairperson either immediately prior to or immediately after the vote has been taken but cannot be requested after the next item of business has commenced.

51 Procedure for a division

- (1) Once a division has been requested the Chairperson will call for a show of hands by those Councillors voting for the motion and then those Councillors opposed to the motion.
- (2) The Chairperson shall name those Councillors voting for the motion and those Councillors voting against the motion and the names shall be recorded in the Minutes of the Meeting.
- (3) Any Councillor abstaining from voting must state their reason for doing so to enable the reason to be recorded in the Minutes of the meeting.

52 Change between original vote and division

- (1) No Councillor is prevented from changing their original vote at the voting on the division, and the voting by division will determine the Council's resolution on the issue.

53 No discussion once declared

- (1) Once a vote on a motion has been taken, no further discussion relating to the motion will be allowed unless the discussion involves:
 - a. a Councillor requesting that their opposition to the motion be recorded in the minutes or a register maintained for that purpose; or
 - b. a subsequent notice of motion following a rescission motion; or
 - c. for a Councillor to call for a division.

54 Application to Delegated Committee meetings

- (1) The provisions of Part 6 apply to meetings of Delegated Committees to the extent that they are relevant to the proceedings of any Delegated Committee and any reference to Councillor in those clauses extends to any member of a Delegated Committee.

PART 7 ADDRESSING THE MEETING

55 Addressing the meeting

- (1) Except for the Chairperson, any Councillor or person who addresses the meeting must stand and direct all remarks through the Chair, however the Chairperson may permit at their discretion any Councillor or other person to remain seated while addressing the Chair.
- (2) Any person addressing the Chair should refer to the Chairperson as:
 - a. Mayor; or
 - b. Chair.

as the case may be.

- (3) All Councillors, other than the Mayor should be addressed as Cr [Surname].
- (4) All members of Council staff should be addressed as Ms or Mr [Surname] as appropriate, or by their official title.

56 Suspension of standing orders

- (1) These Rules may be suspended for a particular purpose by resolution of the Council.
- (2) The purpose of suspending standing orders is to enable the formalities of meeting procedure to be temporarily disposed of while an issue is discussed.
- (3) The suspension of standing orders should not be used purely to dispense with the processes and protocol of the government of the Council.
- (4) No motion can be accepted by the Chairperson or lawfully dealt with during any suspension of standing orders, except a motion to resume standing orders.

57 Interruption for point of order

A Councillor who is addressing the meeting must not be interrupted unless called to order. In that event, they must remain silent until the Councillor raising the point of order has been heard and the point of order determined by the Chairperson.

PART 8 OTHER MEETING PROCEDURES

Division 1 Matters not provided for

58 Matters not provided for

Where a situation has not been provided for under these Rules, the Council may determine the matter by resolution.

Division 2 Motions

59 Chairperson's duty

- (1) Any motion or amendment that:
 - a. is defamatory;
 - b. is objectionable in language or nature;
 - c. is outside the powers of the Council;
 - d. is not relevant to the item of business on the agenda and has not been admitted as general business; or
 - e. purports to be an amendment but is not -must not be accepted by the Chairperson.

60 Moving a motion

- (1) The procedure for moving any motion is
 - a. the mover must state the motion without speaking to it;
 - b. the motion must be seconded by a Councillor other than the mover;
 - c. if a motion is not seconded the motion will lapse for want of a seconder;
 - d. if the motion is seconded, the Chairperson must ask: "Is the motion opposed?";
 - e. if no Councillor indicates opposition, the Chairperson must ask:
 - i. the mover to address Council on the motion;
 - ii. the seconder to address Council on the motion if additional points are to be made.
 - f. if a Councillor indicates opposition, then the Chairperson must ask
 - i. the mover to address the Council on the motion;
 - ii. the seconder of the motion may speak or reserve the right to speak later in the debate;
 - iii. any Councillor opposed to debate the motion; and
 - iv. any other Councillors for and against the motion to debate, in turn.
 - g. Except for the purposes of a right of reply or for the purposes of raising a point of order no Councillor may speak more than once on any motion.
 - h. A Councillor may, with leave of the Chairperson, ask a question for the purpose of clarification. In asking such questions, Councillors must not offer opinions on the issue to be considered. Asking a question for the purposes of clarification will not be deemed as speaking to the motion.
 - i. All addresses under (e) and (g) must be made in accordance with clause 79.

61 Agreement to alter a motion

- (1) With the leave of the meeting, both the mover and the seconder of the motion may agree to an alteration proposed by another Councillor.
- (2) Any such alteration shall not be regarded as an amendment to the motion.

62 Right of reply

- (1) The mover of an original motion which has not been amended may, once debate has been exhausted, have a right of reply to matters raised during debate.
- (2) After the right of reply has been taken, the motion must be immediately put to the vote without any further discussion or debate.

63 No right of reply for amendments

- (1) No right of reply is available when an amendment is before Council.

64 Moving an amendment

- (2) A motion having been moved and seconded may be amended by leaving out, inserting or adding words which must be relevant to the original motion and framed so as to complement it as an intelligible and consistent whole.

65 Who may propose an amendment

- (1) An amendment may be proposed or seconded by any Councillor, other than the mover or seconder of the original motion.

66 Who may debate an amendment

- (1) A Councillor may address the meeting once on any amendment (whether or not they have spoken to the original motion) but debate must be confined to the terms of the amendment.

67 How many amendments may be proposed

- (1) Any number of amendments may be proposed to a motion but only one amendment may be accepted by the Chair at any one time. No second or subsequent amendment, whether to the original motion or an amendment of it, can be taken into consideration until the previous amendment has been dealt with.
- (2) A Councillor cannot move more than one (1) amendment, unless the Chairperson determines that an amendment should be dealt with in part in succession.

68 An amendment once carried

- (1) If the amended motion is carried, it then becomes the question before the Chair.

69 Foreshadowing motions

- (1) At any time during debate, a Councillor may foreshadow a motion to inform the Council of their intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.
- (2) A motion foreshadowed may be prefaced with a statement that, in the event that a particular motion before the Chair is resolved in a certain way, a Councillor intends to move an alternative or additional motion.
- (3) A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the meeting.
- (4) The Chief Executive Officer is not required to have foreshadowed motions recorded in the minutes until the foreshadowed motion is formally moved, but may do if it is thought appropriate.

70 Withdrawal of motions

- (1) Before any motion is put to the vote, it may be withdrawn with leave of the Council.

71 Separation of motions

- (1) Where a motion or amendment contains more than one part, a Councillor may request the Chairperson to put the motion to the vote in separate parts.

72 Motions in writing

- (1) The Chairperson may require any motion to be submitted in writing where it is lengthy or unclear or for any other reason.
- (2) The Chairperson may suspend the meeting while the motion is being written or may request the Council to defer the matter until the motion has been written, allowing the meeting to proceed uninterrupted.

73 Debate must be relevant to the motion

- (1) Debate must always be relevant to the question before the Chair, and if not, the Chairperson may request the speaker to confine debate to the subject motion.
- (2) If, after being requested to confine debate to the motion before the Chair, the Councillor continues to debate irrelevant matters, the Chairperson may require the Councillor to be seated and not speak further in respect of the matter then before the Chair. In that event, the speaker must comply with the Chairperson's requirement.

Division 3 Speaking times

74 Speaking times

- (1) Unless a motion for an extension of time has been carried, the maximum speaking times will be:
 - a. the mover of a motion – three (3) minutes;
 - b. the mover of a motion when exercising their right of reply – three (3) minutes;
 - c. any other Councillor for or against the motion – three (3) minutes.

75 Extension of speaking times by resolution of Council

- (1) An extension of speaking time may be granted by resolution of the Council but only one (1) extension is permitted for each speaker on any question.
- (2) The length of extension must not exceed two (2) minutes.

76 When an extension can be proposed

- (1) A motion for an extension of speaking time must be proposed at the point the allocated time has elapsed.

77 No extension after next speaker has commenced

- (1) A motion for an extension of speaking time cannot be accepted by the Chair if another speaker has commenced his or her contribution to the debate.

Division 4 Points of order

78 Procedure for point of order

- (1) A Councillor raising a point of order must:
 - a. state the point of order; and
 - b. the clause, paragraph or provision upon which the point of order is based.

79 Chairperson to decide

- (1) The Chairperson will decide all points of order by stating the provision, rule, practice or precedent which they consider applicable to the point raised without entering into any discussion or comment.

80 Chairperson may adjourn to consider

- (1) The Chairperson may seek advice from an Officer or adjourn the meeting to consider a point of order but must otherwise rule on it as soon as it is raised.
- (2) All other matters before the Council are to be suspended until the point of order is decided.

81 Final ruling on a point of order

- (1) The decision of the Chairperson in respect to a point of order raised will not be open for discussion and will be final and conclusive unless a motion of dissent is carried.
- (2) A motion of dissent on a point of order must contain the provision, rule, practice or precedent in substitution for the Chairperson's ruling.
- (3) A motion of dissent in relation to a point of order is a motion of dissent in the ruling of the Chair and the Chairperson must at all times remain in the Chair and maintain their rights as the Chairperson.
- (4) A motion of dissent on a point of order will take precedence over all other business and, if carried, must be acted on instead of the ruling given by the Chairperson.

82 Valid points of order

- (1) A point of order may be raised in relation to:
 - a. a procedural matter;
 - b. a Councillor who is or appears to be out of order;
 - c. debate that is irrelevant to the matter under consideration;
 - d. a matter that is outside the powers of Council; or
 - e. any act of disorder.

83 Contradiction of opinion

- (1) Rising to express a mere difference of opinion or to contradict a speaker will not be treated as a point of order.

84 Adjournment and resumption of meeting

- (1) The Chairperson or the Council may adjourn any meeting until a time and place to be determined at the time of the adjournment.
- (2) For the purpose of stating the time to which the meeting is adjourned, that time may be indicated as at the adjournment or conclusion of another meeting or event.

85 The closure

- (1) A motion may be moved “that the motion be now put” –
- (2) The motion in sub-clause (1):
 - a. is a procedural motion which, if carried in respect to an original motion, requires that the original motion must be put to the vote immediately without further debate discussion or amendment other than the original mover’s right of reply;
 - b. if carried in respect to an amendment, requires that the amendment be put to the vote immediately without any further debate or discussion and allows debate on the original motion to continue; and
 - c. if lost, allows debate to continue unaffected.
- (3) The Chairperson has discretion to reject such a motion if the original motion has not in their opinion been sufficiently debated.
- (4) Sufficient debate arises when those possessing different views have been given an opportunity to state them.

86 Adjourning the debate

- (1) A motion may be moved “That the motion and amendments now before the meeting be adjourned”
- (2) The motion in subclause (1):
 - a. is a procedural motion which cannot be moved while any person is speaking or during the election of a Chairperson;
 - b. may only be amended in relation to the time, date and place of the proposed adjournment;
 - c. should provide a date or time to which the adjournment is sought (but if no date or time is included, it may be relisted at the discretion of the Chief Executive Officer or upon a subsequent resolution of the Council); and
 - d. if lost, allows debate to continue unaffected.

87 Procedural motions

- (1) Notwithstanding anything else contained in this Procedure:
 - a. unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chairperson.
 - b. the mover of a procedural motion must not have moved, seconded or spoken to the question before the Chair or any amendment of it.
 - c. procedural motions may be seconded by a Councillor who has already spoken in the debate.

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- d. a procedural motion cannot be moved by the Chairperson.
- e. debate on a procedural motion is not permitted and the mover does not have a right of reply.
- f. a procedural motion cannot be amended.

Division 5 Notice of motion

88 Notice of motion

- (1) A Councillor may submit a Notice of Motion for inclusion in the Agenda of an Ordinary Meeting.
- (2) The Notice of Motion must include concise reference to a Council Plan objective and should demonstrate added value to Council.
- (3) A notice of motion must be in writing by the submitting Councillor, and one other Councillor, and lodged with the Chief Executive Officer no later than 10 days before the meeting to ensure it is listed on the Agenda of the Meeting.
- (4) Councillors are permitted to submit no more than one (1) Notice of Motion per Meeting.
- (5) The Chief Executive Officer may reject any Notice of Motion that is vague or unclear in intention or would be unlawful to implement, but must:
 - a. give the Councillor who lodged it an opportunity to amend it prior to rejection, if it is practicable to do so; and
 - b. notify the Councillor who lodged it of the rejection and the reasons for the rejection.

89 If notice of motion is lost

- (1) Unless the Council resolves to relist at a future meeting a notice of motion which has been lost, a similar motion must not be put before the Council for at least three (3) months from the date it was last lost.

Division 6 Notice of amendment or rescission

90 Procedure

- (1) A Councillor may propose a motion to amend or rescind a decision of the Council provided:
 - a. the previous motion has not been acted upon; and
 - b. a notice endorsed by two (2) Councillors is delivered to the Chief Executive Officer outlining;
 - i. the decision proposed to be amended or rescinded; and
 - ii. the meeting and date when the decision was made.
- (2) A decision will be acted upon once its details have been communicated to persons affected by or reliant on the resolution or where a statutory procedure has been carried out as a result of that decision.

91 Listing notice on agenda

- (1) Unless the notice specifies a particular meeting date, the Chief Executive Officer must list the notice of amendment or rescission, and if more than one, in the order they were received, on the next appropriate meeting agenda, together with a brief report outlining the criteria required for the motion to be amended or rescinded.

92 Criteria to amend or rescind a motion

- (1) For a decision of the Council to be amended or rescinded, the motion for amendment or rescission must be carried by a majority of the votes cast.

93 If notice to amend or rescind is lost

- (1) Unless the Council resolves to relist at a future meeting a notice to amend or rescind which has been lost, a similar motion must not be put before the Council for at least three (3) months from the date it was last considered.

94 If notice of amendment or rescission is not moved

- (1) If a notice of amendment or rescission is not moved and seconded at the meeting for which it is listed, it will lapse.

95 May be moved by any Councillor

- (1) A notice of amendment or rescission listed on an agenda may be moved by any Councillor present but cannot be amended.

96 When not required

- (1) A notice of amendment or rescission is not required where the Council wishes to change a previous decision relating to a policy of the Council.
- (2) However, the following standards should apply:
 - a. any intention to change a Council policy which may result in significant impact should be communicated to those affected and this may require publication and consultations, either formally or informally; and
 - b. the Council may determine the extent to which these standards should be followed which will depend on the circumstances of each case.

97 Councillor questions or general business

- (1) The following matters are not capable of becoming items of general business:
 - a. the creation of abolition of any office;
 - b. the appointment of any person to any office or termination of that appointment;
 - c. employment issues;
 - d. the sale or lease of any asset;

- e. the declaration of any rate or charge;
- f. the creation, alteration or abolition of any strategy, policy or guideline;
- g. any request for an investigation which will, in the opinion of the Chief Executive Officer unreasonably or substantially divert staff resources; and
- h. any request for a report which will, in the opinion of the Chief Executive Officer unreasonably or substantially divert staff resources.

Division 7 Public participation

98 Public question or submission time

- (1) At an ordinary meeting, time may be allocated to enable any member of the community to provide the Council with a question or a general submission.
- (2) Sub-clause (1) does not apply during any period when the Council has resolved to close the meeting in respect of a matter under section 66 of the Act.
- (3) Any questions or general submissions must be submitted in writing to the Chief Executive Officer (or other person authorised for this purpose by the Chief Executive Officer) 24 hours prior to the commencement of the meeting.
- (4) Questions (maximum 100 words including any pre-amble) or general submissions (maximum 100 words) may be submitted by mail, email info@hindmarsh.vic.gov.au or delivered in person to a council customer service centre but are limited to two questions and one general submission per person per meeting.
- (5) At the discretion of the Chairperson, the person submitting the question or general submission must be present at the Council meeting for the question to be answered or the general submission read.
- (6) The question or general submission should only be read to the meeting if the Chairperson has determined that the question or general submission:
 - a. does not relate to a matter of the type described in section 66 of the Act;
 - b. does not relate to a matter in respect of which the Council has no power;
 - c. is not defamatory, indecent, abusive, or objectionable in language or substance;
 - d. is not repetitive of a question already answered (whether at the same meeting or an earlier meeting); and
 - e. is not asked to embarrass a Councillor or member of Council staff.
- (7) If the Chairperson has determined that the question or general submission shall not be read to the meeting:
 - a. the meeting must be advised accordingly; and
 - b. the question or submission shall be available to Councillors upon request.
- (8) The Chief Executive Officer or delegate must read to the meeting the name and locality of the person who has submitted a question or a general submission.
- (9) The Chief Executive Officer or delegate must read the general submission or the question and the Chairperson may then direct that the question be answered by a nominated Councillor or member of Council staff.
- (10) No debate or discussion of a question or submission or an answer is permitted other than for the purpose of clarification.
- (11) A Councillor or member of staff nominated to answer a question or submission may:
 - a. seek clarification of the question or submission from the person who submitted it;

- b. seek assistance of another person in answering the question or submission; and
 - c. defer answering the question or submission, so that the answer may be researched and a written response provided within 10 working days following the meeting.
- (12) If a person who asked a question or made a submission is not satisfied with the answer given, they may follow the question up with the relevant Council Officer by emailing info@hindmarsh.vic.gov.au.
- (13) Community consultation:
- a. Submissions may also be made where called for during community consultation.
 - b. Submissions made in response to a public consultation must be made in writing before the time specified in the consultation process.
 - c. A submission arising from public consultation is not limited in length but will not be read to the meeting as it will be included in the agenda (where practicable) and minutes.
 - d. A person making a submission arising from a public consultation may be, at the discretion of the Chair, permitted to speak to that submission for up to 3 minutes.

99 Conduct during Council Meetings

- (1) Any member of the public or community addressing the Council must extend due courtesy and respect to the Council and the processes under which it operates and must take direction from the Chairperson whenever called upon to do so.

100 Chairperson may remove

- (1) The Chairperson has the discretion to cause the removal of any person including a Councillor who disrupts any meeting or fails to comply with a direction.
- (2) At the request of the Chairperson, a member of Victoria Police may remove from the Council Chamber any person who acts in breach of these Governance Rules.

Division 8 Additional duties of the Chairperson

101 The Chairperson's duties and discretions

- (1) In addition to other duties and discretions provided in these Governance Rules, the Chairperson's duties include but are not limited to:
- a. presiding over and controlling the Meeting to ensure, to the best of their ability, that it is conducted in accordance with these Governance Rules and the Act;
 - b. ascertaining that a quorum is present, and if a quorum is present formally declaring the meeting open;
 - c. welcoming Councillors, Members and visitors;
 - d. calling for disclosure by Councillors of any conflicts of interest in accordance with these Governance Rules and the Act;
 - e. presenting any reports for which they are responsible;
 - f. ensuring debates are conducted in the correct manner; and
 - g. in the case of competition for the right to speak, will decide the order in which the Members concerned will be heard.

- (2) The Chairperson
- a. must not accept any motion, question or statement which appears to the Chairperson to be derogatory, defamatory or embarrassing to any Councillor, member of Council staff, ratepayer, resident or other member of the public;
 - b. must call to order any person who is disruptive or unruly during any meeting;
 - c. must allow the Chief Executive Officer the opportunity to correct factual errors or incorrect assertions that arise during the meeting;
 - d. must call a person to order if their behaviour is disruptive and interferes with the conduct of the meeting; and
 - e. must decide on all points of order and other questions and other questions of procedure.

PART 9 COMMON SEAL

102 The Council's Common Seal

- (1) The Chief Executive Officer must ensure the security of the Council's Common Seal at all times.
- (2) The Council's Common Seal may only be used on the authority of the Council given either generally or specifically and every document to which the seal is affixed must be signed by the Chief Executive Officer, or other Senior Officer authorised by the Chief Executive Officer, and a councillor.

103 Authority for use of Common Seal

- (1) The Common Seal must be affixed to a document only for the purpose of giving effect to a decision which has been made by resolution at a Council meeting.

PART 10 DELEGATED COMMITTEE MEETINGS

104 Minutes

- (1) The Secretary is responsible for the keeping of minutes on behalf of the Delegated Committee.
- (2) No discussion or debate on the confirmation of minutes will be permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.
- (3) If a committee member is dissatisfied with the accuracy of the minutes, then they must:
 - a. state the item or items with which they are dissatisfied; and
 - b. propose a motion clearly outlining the alternative wording to amend the minutes.

105 Business of the meeting

- (1) The Secretary is responsible for the keeping of minutes on behalf of the Delegated Committee.

- (2) No discussion or debate on the confirmation of minutes will be permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.
- (3) If a committee member is dissatisfied with the accuracy of the minutes, then they must:
 - a. state the item or items with which they are dissatisfied; and
 - b. propose a motion clearly outlining the alternative wording to amend the minutes.

106 Addressing the meeting

- (1) Except for the Chair, any committee member or person who addresses the meeting must address all remarks through the Chair.
- (2) A committee member who is speaking must not be interrupted unless called to order when they must sit down and remain silent until the committee member raising the point of order has been heard and the Chairperson has ruled on the point of order.

107 Motions and amendments

- (1) Any motion which is –
 - a. defamatory; or
 - b. objectionable in language or nature; or
 - c. outside the powers of the committee; or
 - d. stated to be an amendment but is notmust not be accepted by the Chairperson.
- (2) The procedure for any motion is –
 - a. the mover must state the motion without speaking to it;
 - b. it must be seconded by a committee member other than the mover;
 - c. if a motion is not seconded, the motion will lapse for want of a seconder; and
 - d. if the motion is seconded the Chair must ask if the mover wishes to address the committee on the motion and if the seconder wishes to address the committee on the motion or if they wish to reserve their address until later in the debate.
- (3) The Chair will then ask if any committee member is opposed to the motion and if they wish to speak. Other committee members for and against the motion can debate in turn.
- (4) The mover of a motion shall have a right of reply after the debate, after which the motion shall be immediately put to the vote. No right of reply is available where an amendment is before the committee.
- (5) An amendment may be proposed or seconded by a committee member, except the mover or seconder to the original motion. An amendment shall not be a direct negative of the motion.
- (6) A committee member may address the meeting once on any amendment, whether or not they have spoken to the original motion but debate must be confined to the terms of the amendment.
- (7) Any number of amendments may be proposed to a motion but only one amendment may be accepted by the Chair at any one time. No second or subsequent amendment, whether to the original motion or an amendment of it, can be taken into consideration until the previous amendment has been dealt with.
- (8) If the amendment motion is carried, it then becomes the final motion before the Chair.

- (9) At any time during debate a committee member may foreshadow a motion to inform the committee of his or her intention to move a motion at a later stage in the meeting.
- (10) Before any motion is put to the vote it may be withdrawn with leave of the mover and seconder.
- (11) The Chairperson may require any complicated or lengthy motion to be submitted in writing.
- (12) Debate must always be relevant to the question before the Chair and, if not, the Chairperson will request the speaker to confine debate to the subject motion.
- (13) If after being requested to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters the Chairperson may require the speaker to be seated and not speak further in respect of the matter then before the Chair.
- (14) Unless a motion for an extension of time has been carried, the maximum speaking times will be:
 - a. the mover of a motion – 3 minutes;
 - b. the mover of a motion when exercising their right of reply – 3 minutes
 - c. any other committee member – 3 minutes.

108 Notice of motion

- (1) Delegated Committee members may submit a Notice of Motion for inclusion in the Agenda of a meeting. The notice of Motion must include concise reference to a current project and should demonstrate added value to the Delegated Committee.
- (2) A notice of motion must be in writing signed by the submitting member, and one other member, and lodged with the Chairperson no later than 10 days before the meeting to ensure it is listed on the Agenda of the Meeting
- (3) Committee members are permitted to submit no more than one (1) Notice of Motion per Meeting.
- (4) The Chairperson may reject any Notice of Motion that is vague or unclear in intention but must:
 - a. give the Committee Member who lodged it an opportunity to amend it prior to rejection if practicable to do so; and
 - b. notify the Committee Member who lodged it of the rejection and the reasons for the rejection.
- (5) The Chairperson must cause all Notices of Motion to be numbered, dated and entered in the Notice of Motion Register in the order in which they were received.
- (6) Unless the Delegated Committee resolves to relist at a future meeting a notice of motion which has been lost, a similar motion must not be put before the Committee for at least three (3) months from the date it was last lost.

109 Other matters

- (1) If the committee is required to deal with:
 - a. divisions;
 - b. procedural motions;
 - c. separation of motions;
 - d. points of order;
 - e. adjournment of meetings;

- f. suspension of standing orders;
- g. a notice of rescission motion;
- h. maintenance of order;
- i. suspension; or
- j. removal from the meeting –

these matters should be dealt with in accordance with the relevant Governance Rules applying to a meeting of Council.

PART 11 CONFIDENTIAL INFORMATION

110 Confidential Information

- (1) If the Chief Executive Officer is of the opinion that information is confidential information within the meaning of the Act, they may designate the information as confidential and may advise Councillors and/or members of Council staff accordingly.
- (2) Information which has been designated by the Chief Executive Officer as confidential information within the meaning of the Act, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be confidential information.

PART 12 ELECTION PERIOD POLICY

111 Purpose

The purpose of this policy is to:

- ensure Council meets its obligations under Section 69 of the Local Government Act 2020 (**Act**) which requires that a Council must include an election period policy in its Governance Rules;
- ensure that the ordinary business of local government for Council continues throughout the election period in a reasonable, transparent and lawful manner;
- assure the community that Council elections are conducted in a manner that is ethical, fair and equitable and are publically perceived as such;
- avoid actions and decisions being made during the election period that may be interpreted as influencing voters or binding the incoming Council.

112 Scope

This policy applies to all employees and Councillors of Council, or a person or Delegated Committee acting under delegation given by Council.

113 Election period

The election period is defined in section 3 of the Act and means the period that starts at the time that nominations close on nomination day and ends at 6pm on election day.

114 Definitions

In this policy the following words and phrases have the following definitions:

Delegated Committee means a delegated committee established by Council under section 63 or 64 of the Act or a Committee exercising any power of Council under the Act.

Election period means the period that –

- (a) starts at the time that nominations close on the nomination day; and
- (b) ends at 6pm on election day.

Electoral material means an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper that is only announcing the holding of a meeting.

Council decision means:

- (a) a resolution made at a Council meeting;
- (b) a resolution made at a meeting of a delegated committee; or
- (c) the exercise of a power of the performance of a duty or function of Council by a member of Council staff (which includes the CEO) or a Community Asset Committee under delegation.

MGHS means Manager Governance and Human Services

DCCS means Director Corporate and Community Services

115 Role of the Chief Executive Officer

In addition to the CEO's statutory responsibilities, the CEO must ensure as far as possible that:

- all Councillors are informed of the requirements of this policy;
- guidelines are issued to staff on their role and responsibilities in the implementation of this policy; and
- matters of Council business requiring major or significant decisions are scheduled for Council to enable resolution prior to the commencement of the election period, or deferred where appropriate for determination by the incoming Council.

116 Decision making

(4) Prohibited decisions

Section 69 of the Act prohibits Council from making a decision:

- during the election period for a general election that:
 - relates to the appointment or remuneration of the CEO but not to the appointment or remuneration of an Acting CEO;
 - commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year;
 - the Council considers could be reasonably deferred until the next Council is in place; or
 - the Council considers should not be made during an election period; or
- during the election period for a general election or a by election that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.

(5) Significant decisions

Over and above the decisions specified in section 69 of the Act, Council will avoid making other decisions during the election period that are of a significant nature that would unnecessarily bind an incoming Council.

Significant decisions include:

- approval of contracts that require significant funding in future financial years or are regarded as politically sensitive matters;
- decisions that have significant impacts on Council's income or expenditure or that relate to expenditure on politically sensitive matters;
- decisions of a politically sensitive nature; and
- policy or strategy decisions.

(6) Scheduling of significant decisions

The CEO should as far as practicable avoid scheduling significant decisions during the election period and instead, ensure that significant decisions are either considered by the Council prior to the election period or scheduled for determination by the incoming Council.

117 Election statement

During the election period, the CEO will ensure that an election statement is included in every report submitted to Council or to a delegated committee of Council for a decision.

The election statement will state that:

The recommended decisions in all reports on this agenda are not prohibited decisions as defined in clause 111 of the Election Period Policy.

118 Council publications during the Election Period

Council publicity will not be used in any way which might influence the outcome of a Council election. Councillors and members of staff are required to comply with section 304(2) of the Act which states that:

A Councillor or member of Council staff must not use Council resources to intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed any electoral material during the election period on behalf of, or purporting to be on behalf of, the Council unless the electoral material only contains information about the election process or is otherwise required in accordance with, or under, any Act or regulation.

Penalty: 60 penalty units.

(7) Prohibition on publishing materials during the election period

Council will refrain from printing, publishing or distributing any materials during the Election Period which relate to issues that are the subject of election campaigns, except if the printing, publishing or distribution of a document or other material is essential for the conduct of Council operations. Where that is the case, the document or material must first be approved in writing by the CEO. This obligation also applies to any publications appearing via Council's social media platforms, including Facebook and Instagram.

(8) Considerations of the Chief Executive Officer in granting publication approval

Except as described more specifically elsewhere in this Policy, in considering whether to grant approval for the publication of material during the election period the CEO:

(a) must not permit any material to be published which include reference to the following:

- (i) a candidate in the election;
- (ii) a current Councillor;
- (iii) the strengths or weaknesses of a candidate;
- (iv) response to claims made by a candidate;
- (v) advocacy for, or criticism of, the policies of the Council or of a candidate;
- (vi) publicity for the achievements of the elected Council;
- (vii) an issue before the voters in connection with the election.

(b) may approve the publication of material which only contains information about:

- (i) the election process itself; or
- (ii) Council information that does not include any reference to a current Councillor otherwise precluded by this Policy.

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(9) Council's website

During the election period the website will not contain material precluded by this Policy. Any references to the election will only relate to the election process. Information about Councillors will be restricted to names and contact details.

Material published on Council's website in advance of the election period is not subject to certification; however, existing material that is prominently displayed will be reviewed and consideration given to the removal of any such material that would be considered electoral matter, were it to be published during the election period.

(10) Council's social media

The social media outlets will continue to operate; however the ability for members of the public to post comments on Council's social media will be removed for the duration of the election period. Any material posted by the authorised social media manager and operators will be first approved by the CEO under the Election Period Certification Procedure.

(11) Annual report

If the publication of the Annual Report occurs during the election period, it is affected by the legislative restrictions on publications and therefore information about Councillors will be restricted to what is required by the Local Government (Planning and Reporting) Regulations 2014 and membership of delegated committees and other bodies to which they have been appointed by Council.

The annual report does not require approval by the CEO; however any publications of an extract or summary of the Annual Report will require approval.

(12) Council publications

Any Council publication which is potentially affected by this policy will be reviewed by the DCCS or DIS and then approved in writing by the CEO in accordance with the Election Period Certification Procedure prior to publication. This is to ensure that any circulated displayed, or otherwise publically available material during the election period does not contain material that may be construed as electoral matter.

Council publicity during the Election Period will be restricted to promoting normal Council activities. Where a publicity campaign is deemed necessary for Council service or function (eg, vaccinations), it must be approved by the CEO. Council funded publicity will not feature Councillors except the Mayor when representing Council in an official capacity.

(13) Council notice boards and buildings

During the election period Council noticeboards and buildings will only be used for display of material that contains information about:

- (a) the election process itself; or
- (b) information that would not reasonably be determined to be electoral material.

119 Misuse of position

Councillors must not misuse, or inappropriately make use of their position to gain an advantage or cause detriment to another person at any time, including during the Election Period. Without limitation if a Councillor chooses to stand as a candidate for the election, the Councillor must:

- (a) continue to act in accordance with their obligations under the Act and relevant codes of conduct;
- (b) take care to maintain the distinction between their position as a current Councillor and their role as a candidate for the election;
- (c) avoid any conflicts of interest between their position as a current Councillor and their role as a candidate for the election; and
- (d) maintain appropriate relationships with Council Officers, including by observing all relevant communication protocols between Councillors and Council Officers.

120 Council resources

Section 304 of the Act provides that a Councillor or member of Council staff must not use Council resources in a way that is intended to or is likely to affect the result of an election. In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice will be sought from the DCCS or the CEO.

(14) Council resources

Council resources including landlines and mobile telephones, computers and email accounts, offices, meeting rooms, secretarial support, equipment and stationary will be used exclusively for normal Council business and must not be used in connection with any candidate's election campaign.

Photographs or images taken by or on behalf of Council must not be used for the purposes of electioneering.

Where Councillors have Council funded services such as mobile phones, landlines, internet connections and where it is impractical to discontinue their use of these during the election, Councillors will reimburse Council for usage of those services during the election period that exceeds normal usage levels.

(15) Correspondence

Councillors will not sign any correspondence during the election period. Correspondence addressed to councillors that relates to operational matters will be referred to the relevant Director for response. The CEO should sign correspondence in respect to significant, sensitive or controversial matters, or to policy matters. All replies to letters must be free from the perception of political bias.

(16) Expenses Incurred by Councillors

Payment or reimbursement of costs relating to Councillors' out-of-pocket expenses incurred during the election period should only apply to necessary costs that have been incurred in the performance of normal Council duties— not campaigning, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign. In the case of Councillor claims that cover a combination of Council and electoral business, the CEO may

approve a partial reimbursement to cover Council activities. No reimbursement for personal internet services or personal mobiles will be made during election periods.

(17) Travel and Accommodation

Councillors shall not undertake any interstate or overseas travel in their capacity as a Councillor during the election period. In circumstances where it is imperative that the Mayor (or delegate) represent Council on a delegation or forum, Council may be resolution approve attendance. The CEO may determine if consideration by Council is impracticable.

(18) Council Branding and Stationery

No Council logos, letterheads, or other Hindmarsh Shire Council branding will be used for, or linked in any way, to a candidate's election campaign.

(19) Support to the Mayor and Councillors

No staff, including support staff for the Mayor and Councillors may be asked to undertake any tasks connected directly or indirectly with an election campaign.

(20) Community Forums and Meetings

No local community forums, ward meetings or any other forums of the type identified in the Community Engagement Framework will be held by Councillors during the election period.

(21) Events

During the election period, current Councillors may continue to attend functions and events. Only events essential to the operation of Council will be scheduled and run during the election period. Council officers will be responsible for speeches during events.

121 Access to Council information

All candidates have equal rights to access public information relevant to their election campaigns from the Council administration. Neither Councillors nor candidates will be provided information or advice from Council staff that might be perceived to support and advise them during the election period.

Any enquiries by Councillors or candidates to staff regarding information requests or briefing material will be referred by staff in the first instance to the DCCS for a determination.

122 Media and media services

The Council's media services are intended to promote Council activities or initiatives and must not be used in any way that might favour a candidate.

(22) Media Advice

Any requests for media advice or assistance from Councillors during the election period will be channelled through the CEO or the CEO's delegate. No media advice or assistance will be provided in relation to election issues or in regard to publicity that involves specific Councillors.

(23) Media Releases/Spokespersons

Media releases will not refer to specific Councillors. Where it is necessary to identify a spokesperson in relation to an issue, the CEO will determine the appropriate staff member to be the spokesperson.

Media releases will require approval by the CEO.

(24) Publicity Campaigns

During the election period, publicity campaigns, other than for the purpose of conducting the election, will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Council activity, it must be approved by the CEO. In any event, Council publicity during the election period will be restricted to communicating normal Council activities and initiatives.

(25) Councillors

Councillors will not use their position as an elected representative or their access to Council staff and other Council resources to gain media attention in support of an election campaign.

(26) Council Employees

During the election period no Council employee may make any public statement that relates to an election issue unless statements relate to the electoral process and have been approved by the CEO.

123 Equity in assistance to candidates

All candidates for the Council election will be treated equally.

(27) Candidate Assistance and Advice

Any assistance and advice to be provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.

(28) Election Process Enquiries

All election process related enquiries from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the MGHS or DCCS.

124 Communication

A copy of this policy must be given to each Councillor as soon as practicable after it is adopted, be available for inspection by the public at the Council office and any district offices, and be published on Council's website.

125 References

Local Government Act 2020 (Vic)

Local Government Act 1989 (Vic)

Hindmarsh Shire Council Election Period Certification Procedure

Hindmarsh Shire Council Councillor Code of Conduct



2 May 2022

To Committee Members,
“as addressed”

NOTICE is hereby given that the Dimboola Township Advisory Committee Meeting of the Hindmarsh Shire Council will be held at the Dimboola Library, on Monday 02 May 2022 commencing at 7pm.

AGENDA

1. Acknowledgement of the Indigenous Community and Country

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 Previous Minutes

5. Business Arising from the Minutes

- Extraordinary Meeting to discuss release of funds to Steampunk Festival

6. Correspondence

RECEIVED

- Email from HSCC confirming deposit of monies into our DTAC Ledger

7. Events

8. General business as notified to the Chair

- a. Storage options for all DTAC assets including files at community centre
- b. Working Bees for 2022
- c. Update on quotes being received from MTB re catering shed

- d. Steampunk Festival (Chan)
- e. Firewood options for Dimboola Holiday Park
- f. Christmas Event planning for early Dec
- g. Christmas Decorations
- h. Bridge located in Nine Creeks Reserve

9. Councillor Report

10. Officer Report

11. Urgent business

12. Finance report

13. Decisions to be made

14. Meeting Closed

15. Council Officer Authorisation

MINUTES

1. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY

Acknowledgement of the Indigenous Community

We acknowledge the Shire's Indigenous community as the first owners of this country.

We recognise the important ongoing role that indigenous people have in our community and pay our respects to their elders and people both living and past.

2. PRESENT AND APOLOGIES

PRESENT: Sharyn Cook, Pru Cook, Amanda Imgeme (guest), Lou Catania, David Kennett (guest), Heather Boyd (HSC Officer), Jeff Donnellon (guest), Owen Pietsch, Kaylene Pietsch, Heidi Bruce, Karen Bennett, Phil King (HSC Officer - arr 7.30pm), Cr Deb Nelson (HSC)

APOLOGIES: Angela Hoy (HSC), Chan Uoy (Steampunk Festival), Tony Schnieder

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.

4. CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the DTAC Committee Meeting held on Monday 4th April 2022 at the Dimboola Library, circulated to Committee Members be taken as read and confirmed.

Moved - Heidi Bruce

Seconded - Karen Bennett

PASSED

RECOMMENDATION:

That the Minutes of the DTAC Extraordinary Meeting held on Monday 7th April 2022 at the Dimboola Library, circulated to Committee Members be taken as read and confirmed.

Moved - Kaylene Pietsch

Seconded - Heidi Bruce

PASSED

5. BUSINESS ARISING FROM THE MINUTES

- Extraordinary Meeting to discuss release of funds to Steampunk Festival

6. CORRESPONDENCE

INWARD

- Email from HSCC confirming deposit of monies into our DTAC Ledger
ACTION: Kaylene to follow up amount and details

OUTWARD

- Letter written to HSC for the release of funds to Steampunk Festival as a result of the extraordinary meeting

7. EVENTS

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

8. GENERAL BUSINESS AS NOTIFIED TO THE CHAIR

- a. **Storage options for all DTAC assets including files at community centre**
 - Plans need to be made to move, archive, sell, give away or destroy
 - Council could archive many files and barbeque to be moved to Holiday Park
ACTION: Kaylene, Pru and Owen to meet at Community Centre to move things to temporary place
- b. **Working Bees for 2022**
 - List includes
 - concrete seats, spreading scoria, weeding
 - June tentative date and Dave (holiday park) to look at calendar
- c. **Update on quotes being received from MTB re catering shed**
 - No quotes received as yet
- d. **Steampunk Festival (Chan)**
 - Chan was an apology and may attend next meeting
 - Pru provided summary of event and initial thoughts on future of event
 - Will probably happen in 2023 and then every two years
 - Festival wanted to thank township committee for its support
 - Now grants are to be acquitted and reports written, etc
 - 633 tix pre-sold, 537 on gate and 80 through library
 - ~2000 attended approx

- Drinks and nibbles for thanks to volunteers and helpers to be arranged soon
- Acts and performers already putting their hands up to attend next event

ACTION: Pru to write letters of appreciation to HSC and Chan Uoy on behalf of the Committee for conducting the Steampunk Festival

e. Firewood options for Dimboola Holiday Park

- Easter made over \$1000 in sales
- Working bee for the start of 2023 to have enough timber for next year's Easter and June long weekends

f. Christmas Event planning for early Dec

- Start early this year
- First task to find best date for event - possibly Dec 2 at this stage
- Working group to include Amanda Ingeme and Jeff Donnellon

g. Christmas Decorations

- Letter from Mary Mason (March) for discussion
- Assets are those of HSC and committee has no authority over these to respond

ACTION: To respond to Mary Mason that the decorations group to have incorporation would be inappropriate. Kaylene to draft and send to Mary Mason

h. Bridge located in Nine Creeks Reserve

- Need still exists to establish who owns it or if it was a gift to the committee and then find a way to relieve them from the committee's assets

i. Initial Concept Design for Soundshell

- Extension of three metres forward from existing structure
- Some funding exists also to be spent by 1 June 2023
- Photo examples from research into similar project of similar size, budget and scale sent around as handout
- Quotes and estimates now needed in budget of ~\$29,000.00

9. COUNCILLOR REPORT

Cr Deb Nelson

- Thanks to everyone involved in the Steampunk Festival and the Recharge event
- April saw 78,000+ visits to the the Visit Hindmarsh website and more than 10,000 since and 60,000 of these visits have been from Melbourne area, mainly thanks to the festival
- Hindmarsh Shire Council annual budget is in process at the moment

10. OFFICER REPORT

Heather Boyd

- Key priorities are being considered in budget planning
- Rate capping is proving difficult to add innovative items as rate is only 1.75% which equates to increase of only \$127,000.00 for entire budget

11. URGENT BUSINESS

11.1 Committee Members Registrations, Working with Children’s Checks, Police Checks and Vaccination Certificates need to be finalised and sent to hr@hindmarsh.vic.gov.au

12. FINANCE REPORT

12.1 Summary of Balances in Finance Report.

- Finance Report presented
- Differential amounts will eventuate due to incomes and expenditures from the Steampunk Festival
- Calendars sold to date have covered costs

Moved - Kaylene Pietsch Seconded - Pru Cook PASSED

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

Creditor	Value \$	Description of Goods or Services

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

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	
5	Business Arising from Minutes	
6	Correspondence	
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)	

12.3	Purchase Orders to be Raised (above \$2,000)	
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14. MEETING CLOSED

The meeting closed at 8.54 pm


15. COUNCIL OFFICER AUTHORISATION

*to be completed by the Council Officer

I Heather Boyd accept the following recommendations made by the Dimboola Town Advisory Committee at this meeting held on 2 May 2022:

ITEM NO.	DESCRIPTION	DECISION
4	Confirmation of Minutes	That the Minutes of the DTAC Committee Meeting held on Monday 4th April 2022 at the Dimboola Library, circulated to Committee Members be taken as read and confirmed.
4	Confirmation of Minutes	That the Minutes of the DTAC Extraordinary Meeting held on Monday 7th April 2022 at the Dimboola Library, circulated to Committee Members be taken as read and confirmed.

SIGNED: Council Officer



Dated: 11 August 2022



6 June 2022

To Committee Members,
“as addressed”

NOTICE is hereby given that the Dimboola Township Advisory Committee Meeting of the Hindmarsh Shire Council will be held at the Dimboola Library, on Monday 6 June 2022 commencing at 7pm.

AGENDA

1. Acknowledgement of the Indigenous Community and Country

2. Apologies

3. Disclosure of conflicts of interest

4. Confirmation of Previous Minutes

5. Business Arising from the Minutes

- a. Letters of thanks post Steampunk Festival
- b. Steampunk Festival Volunteers evening
- c. Storage possibilities for assets
- d. Bridge at Nine Creeks

6. Correspondence

7. Events

8. General business as notified to the Chair

- e. Term Deposit
- f. Dimboola Memorial Secondary College Celebrating 100 years in 2024
- g. Working Bee Dates
- h. Request for memorial seat from Durang Hall Committee

- i. Solar and lighting issues
- j. Signage

9. Councillor Report

10. Officer Report

11. Urgent business

12. Finance report

13. Decisions to be made

14. Meeting Closed

15. Council Officer Authorisation

ATTACHMENTS:

Financial Report

MINUTES

1. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY

Acknowledgement of the Indigenous Community

We acknowledge the Shire's Indigenous community as the first owners of this country.

We recognise the important ongoing role that indigenous people have in our community and pay our respects to their elders and people both living and past.

2. PRESENT AND APOLOGIES

PRESENT: Heather Boyd (Hindmarsh SC), Karen Bennett, Hiedi Cook, Kaylene Pietsch, Owen Pietsch, Cr Deb Nelson, Chan Uoy (guest)

APOLOGIES: Pru Cook, Sharyn Cook, Lou Catania

No Quorum Reached - No recommendations or motions able to be tabled

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.

4. CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the DTAC Committee Meeting held on Monday 2nd May 2022 at the Dimboola Library, circulated to Committee Members be taken as read and confirmed.

Moved - Seconded -

5. BUSINESS ARISING FROM THE MINUTES

a. Letters of thanks post Steampunk Festival

Letter completed and sent to recipients

b. Steampunk Festival Volunteers evening (Chan)

A gathering for celebrating with the friends, volunteers and sponsors of the Steampunk Festival.

Brass Harpies were able to provide a 6pg document with feedback for the event and it included suggestions and ideas for making Dimboola the Steampunk Festival capital.

Date set for 22 April 2023

c. Storage possibilities for assets

Storage Working Bee removed the coolroom and seats from A&P Pavillion, to Ross Johns Shed temporarily. The treasurer's reports will go into Council Archives and the BBQ trailer has been relocated to the holiday park.

d. Bridge at Nine Creeks

Kaylene to follow up re: removal

6. CORRESPONDENCE

INWARD

- Road Boss Rally at Allambie is looking for volunteers to help feed participants
- Lou Catania resigned from the committee

OUTWARD

- Letter to Steampunk festival

7. EVENTS

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

8. GENERAL BUSINESS AS NOTIFIED TO THE CHAIR

e. Term Deposit

Term Deposit rolled over for another 12 months but is earning less than 1%

f. Dimboola Memorial Secondary College Celebrating 100 years in 2024

Calling on locals to join committee or bring forward ideas for the event

Contact is Principal Sally Klinge sally.klinge@education.vic.gov.au

g. Working Bee Dates

Karen to head up organising dates and work to be completed

This includes seating along river and spreading of scoria

h. Request for memorial seat from Gerang Hall Committee

Payment by Gerang Hall Committee needed for plaque to proceed

i. Solar and lighting issues

Wimmera St and Lochiel St Arbor solar panels need replacing/not working efficiently, as well as lights along walking paths from bridge to rowing sheds

j. Signage

Email received from Lou Catania raising issues on current signage projects. The committee acknowledged these issues and raised them for Hindmarsh SC to look into.

9. COUNCILLOR REPORT

Cr Deb Nelson

- Draft Budget available online for 28 days until 24 June

ACTION: Group to discuss whether a response from Dimboola Township Advisory Committee is needed

10. OFFICER REPORT

Heather Boyd

- None

11. URGENT BUSINESS

11.1 Committee Members Registrations, Working with Children’s Checks, Police Checks and Vaccination Certificates need to be finalised and sent to hr@hindmarsh.vic.gov.au

12. FINANCE REPORT

12.1 Summary of Balances in Finance Report.

-

Moved - Seconded -

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

Creditor	Value \$	Description of Goods or Services
Chan & Jamie	\$715.36	Steampunk festival expenses reimbursement

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

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	That the Minutes of the Dimboola Town Advisory Committee meeting held on Monday 2 May 2022 at the Dimboola Library, circulated to Committee Members be taken as read and confirmed.
5	Business Arising from Minutes	
6	Correspondence	
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)	
12.3	Purchase Orders to be Raised (above \$2,000)	

14. MEETING CLOSED

The meeting closed at 8.40 pm

15. COUNCIL OFFICER AUTHORIZATION

*to be completed by the Council Officer

No quorum therefor no decisions were made.

SIGNED: Council Officer



Dated: 11 August 2022



4 July 2022

To Committee Members,
“as addressed”

NOTICE is hereby given that the Dimboola Township Advisory Committee Meeting of the Hindmarsh Shire Council will be held at the Dimboola Library, on Monday 4 July 2022 commencing at 7pm.

AGENDA

1. Acknowledgement of the Indigenous Community and Country

2. Apologies

3. Disclosure of conflicts of interest

4. Confirmation of Previous Minutes

- a. May minutes
- b. June minutes

5. Business Arising from the Minutes

a.

6. Correspondence

7. Events

8. General business as notified to the Chair

- a. Art Inc - Xmas in July shopping night
- b. “Meet in the Middle” - suggestions for entertainment
- c. Steampunk Festival 2023 - Local laws permits
- d. Permanent Street Market ideas
- e. Letter of Support re HSC Community Grants for shade
- f. Former DBA transfer of money from DTAC to Tower Park
- g. Meeting days - change from a Monday?

9. Councillor Report

- a. Cr Deb Nelson

10. Officer Report

- a. Heather Boyd

11. Urgent business

12. Finance report

13. Decisions to be made

14. Meeting Closed

15. Council Officer Authorisation

ATTACHMENTS:
Financial Report

MINUTES

1. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY

Acknowledgement of the Indigenous Community

We acknowledge the Shire's Indigenous community as the first owners of this country.

We recognise the important ongoing role that indigenous people have in our community and pay our respects to their elders and people both living and past.

2. PRESENT AND APOLOGIES

PRESENT: Kaylene Pietsch, Karen Bennett, Heidi Bruce, Heather Boyd (HSC officer), Cr Deb Nelson (HSC), Chan Uoy (guest), Mellissa Haby (guest)

APOLOGIES: Pru Cook, Sharyn Cook, Owen Pietsch

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.

- Kaylene declared a conflict of interest in transfer of funds to Tower Park item.

4. CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the DTAC Committee Meeting held on *Monday 2nd May 2022* at the Dimboola Library, circulated to Committee Members be taken as read and confirmed.

Moved - Karen Bennett **Seconded** - Heidi Bruce **Carried**

RECOMMENDATION:

That the Minutes of the DTAC Committee Meeting held on *Monday 6th June 2022* at the Dimboola Library, circulated to Committee Members be taken as read and confirmed.

Moved - Karen Bennett **Seconded** - Heidi Bruce **Carried**

5. BUSINESS ARISING FROM THE MINUTES

- Working Bees
Two seats with plaques need to be installed while the ground is softer from rain. To be organised in the future.

- Foot Bridge in the Commons
Photo to go on Market Place with Phil hoping to recoup the \$1000 he spent on it originally.
- Signage on Nhill Road
Ms Boyd advised that a permit will be needed from Vic Roads for same.
- Chan Uoy withdrew his resignation and has been reinstated as a member of Dimboola Town Advisory Committee.
- Steampunk Festival
Unfortunately the supplier has yet to fulfill the order for Steampunk souvenir t-shirts due to logistical difficulties at the present time.

6. CORRESPONDENCE

INWARD

-

OUTWARD

- To HSC: A letter of support for community shade grant.
- To HSC: Email to confirm Chan Uoy as the official events coordinator and Pru Cook as Administrator for the Wimmera Steampunk Festival for 2023.

NEW MEMBER - Melissa Haby was nominated by Karen Bennett and seconded by Heidi Bruce to become a member of Dimboola Town Advisory Committee. Motion was Carried. Mellissa was congratulated and welcomed to the group.

7. EVENTS

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

8. GENERAL BUSINESS AS NOTIFIED TO THE CHAIR

- a. Art Inc - Xmas in July shopping night

Event planned for Friday July 29th as a celebration (but not the official opening)for Tower Park being completed. A winter night market with a German fest flavour will be held with 13 stall holders already booked. It is envisioned to incorporate fairy lights, mulled wine, late night shopping offered by local traders, food vendors, a stall in the RSL yard, and possibly

a snow machine to add a magical element to the event. Karen community will be contacted re opportunity for food vendors. Chan will discuss possibility of having a Fire Pit with local laws officer.

Melissa is in charge of marketing and organising stall holders and would also like to host markets from October through to March on the river frontage the second Saturday of each month.

Kaylene moved that Dimboola Town Advisory Committee supports the Christmas in July event with an amount of up to \$500.00 for the purchase of a Snow Machine and advertising costs. Motion was seconded by Heidi and carried.

b. "Meet in the Middle" - suggestions for entertainment

Group of ladies 60+ years will be staying at the Dimboola Riverside Holiday Park August 28th to September 3rd. Discussion has had over any possible event to entertain the group during their stay and hopefully they will be available to attend the Christmas in July festival with no other formal meeting decided on.

c. Steampunk Festival 2023 - Local laws permits

Chan has completed Risk Assessment, liquor licence application, and Traffic Management forms working with HSC Local Laws officer.

d. Permanent Street Market ideas

See General Business point (a)

e. Letter of Support re HSC Community Grants for shade

See Correspondence Outward

f. Former DBA transfer of money from DTAC to Tower Park

Dimboola Town Advisory Committee are holding funds (\$1927.62) from the defunct Dimboola Business Traders Association (DBTA) which the group stipulated had to go to a worthwhile community project. Former DBTA members have agreed that Tower Park would be a fitting use of the funds. Kaylene declared a conflict of interest and left the building.

Heidi Bruce moved and Karen Bennett seconded the motion that \$1927.62 being the funds from Dimboola Business Traders Association be transferred to the Dimboola Arts Inc for the Tower Park project. Carried.

Kaylene entered the building and returned to the meeting.

g. Meeting days - change from a Monday?

Roller Derby is proposed to commence in Dimboola in the near future on Monday Nights so there was discussion about changing the meeting nights to a Tuesday which suited the majority of people.

h. Big Boss Rally

The rowing club is catering breakfast for the Big Boss group on Monday 18th of July from 5 am and have contacted DTC because they are in need of volunteers for this event.

9. COUNCILLOR REPORT

Cr Deb Nelson

- The 2022-23 HSC budget initiatives and the Customer Satisfaction Survey and encouraged members to go peruse the documents online

10. OFFICER REPORT

Heather Boyd

- Spoke about the finance role, the budget and range of services HSC provide.

11. URGENT BUSINESS

11.1 Committee Members Registrations, Working with Children’s Checks, Police Checks and Vaccination Certificates need to be finalised and sent to hr@hindmarsh.vic.gov.au

12. FINANCE REPORT

12.1 Summary of Balances in Finance Report.

-

Moved - Seconded -

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

Creditor	Value \$	Description of Goods or Services
Chan & Jamie	\$715.36	Steampunk festival expenses reimbursement
To be found	<=\$500	Snow Machine and advertising costs

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

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	
5	Business Arising from Minutes	
6	Correspondence	
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)	Purchase of Snow Machine
12.3	Purchase Orders to be Raised (above \$2,000)	

14. MEETING CLOSED

The meeting closed at 9.00pm

15. COUNCIL OFFICER AUTHORISATION

I Heather Boyd accept the following recommendations made by the Dimboola Town Advisory Committee at this meeting held on Monday 4 July 2022:

ITEM NO.	DESCRIPTION	DECISION
8(f)	DTAC are currently holding \$1,927.62 in a term deposit from the Dimboola Business Traders Assoc which was to go to a worthwhile project. It was recommended to transfer that money to the Dimboola Arts Inc for use on the Tower Park Project	That the DTAC transfer \$1,927.62 held in a term deposit the money, previously from the Dimboola Business Traders Assoc, to the Dimboola Arts Inc for use on the tower park. Moved: Heidi Bruce Seconded: Karen Bennett Carried
8('a)	Purchase of a snow machine and advertising costs for the Christmas in July event	Kaylene moved that Dimboola Town Advisory Committee supports the Christmas in July event with an amount of up to \$500.00 for the purchase of a Snow Machine and advertising costs. Moved: Kaylene Pietsch Seconded Heidi Bruce Carried

I Heather Boyd advise that the following items:

ITEM NO.	DESCRIPTION	DECISION
	New committee member	Melissa Haby was nominated by Karen Bennett and seconded by Heidi Bruce to become a member of Dimboola Town Advisory Committee. Motion was Carried.

- Need to be referred to a Council Meeting / CEO for a decision

SIGNED: Council Officer 

Dated: 11 August 2022



NOTICE is hereby given that a Rainbow Township Advisory Committee Meeting of the Hindmarsh Shire Council was held at the Civic Centre Small meeting room on **Monday May 16th 2022** commencing at 7.30pm.

MINUTES

Meeting opened : 19:33pm

1. Acknowledgement of the Indigenous Community

Chairperson opened the meeting by acknowledging the Indigenous community

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

2. Attendance & Apologies

Attendance

Alison Ey, Allira Roberts, Graeme Nuske, Bill Hutson, Greg (ILarry) Roberts, Colleen Petschel, Callum Bull, Ron Ismay, Roger *Aitkins**

Apologies

Belinda Eckermann*, Wayne (Butch) Schulze Max Clark

Moved Graeme Nuske/Allira Roberts AiF C

3. Disclosure by Committee members or Councillors or Council Officers of any interest or conflicts of interest in any item on the agenda

NA

4. Confirmation of Minutes

The minutes of the last meeting be confirmed as a true & correct account of proceedings

Moved Alison Ey/Bill Hutson AiF C

5. Business Arising from the Minutes

NA

6. Correspondence

- *Enduro – street closure request* 4th April 2022

All correspondence be read & accepted

Moved Callum Bull/Allira Roberts AiF C

7. Events

NA

8. General business as notified to the Chair

a. Closure of Federal Street for September Enduro (2nd-4th Sept)

- Town Committee to run the Friday night activities
- If the committee is in charge the Shire waves the fee
- Bill volunteered to organise it but would like someone to learn the ropes
- Organisation includes street closure, street traders, parkin, setting up hall and supper rooms etc
- Alison Ey volunteered
- *The RTC moved that the committee will organise the closing of Federal street on Friday Sept 2nd on behalf of the Enduro committee
Moved Alison Ey/ Callum Bull AiF C*
- *The RTC move that Alison Ey assist Bill Hutson in the organisation of the Street Closrure and activities for Friday 2nd Sept.
Moved Graeme Nuske/Callum Bull AiF C*

b. Disabled parking outside the Doctor's Surgery

- Allira requested that the RTC ask the Shire about the possibility of getting designated disabled parking directly in front of the Surgery.
- Allira outlined how the current situation was untenable and made it very difficult for those with a disability to access the surgery.
- There was a suggestion to perhaps remove part of the lawn to make access easier (as lawn is very spongy)
- Definitely needs to be considered as part of an infrastructure suggestion at the end of the year (Shire process)
- *Ron will take it up with Monica Revell (who is in charge of Infrastructure for the Shire)*
- If no success the RTC will write a letter to the Shire
- Allira is willing to show the Shire the issues with the current set up

c. Town Committee paperwork

- Colleen mentioned that Butch sent through a reminder to ensure all new members had sent in all the required paperwork to be on the committee.
- It was a blanket email to all Town Committees..so he wasn't exactly sure if it referred to anyone at rainbow.

d. Caravan Masterplan

- Larry passed around copies of the Masterplan and outlined the main features
- Discussed the ensuite units
- 25 sites pencilled in at this stage
- First cabin has arrived and is near completion ready for use
- Graeme asked about signage for the park
- The powered sites at the Rec Reserve could also be upgraded.

e. Town Entrance project

- Work in progress
- VicRoads have put their new entry signs up
- Shire logistics is an issues – draftperson/engineer required
- Needs to be on the lefthand side coming in to town
- Not sure if VicRoads would allow any variation to that rule
- Hopefully Angela Hoy will get VicRoads to come for a visit!
- We may need to put our thinking cap on for another design
- Bill passed around the Hopetoun

f. Taverner Street Upgrade

- Wait until state budget is settled
- No action at this stage
- There may be an upgrade to the rail crossing at Albacutya
- Larry will ring the Shire to get an update

g. Albacutya Bridge Plaque update

- There is no money in the budget for the plaque
- Hopefully there will be a large area for parking at the site
- Larry to convene a meeting between Peter Ralph, Parks & the Shire after project completed.

h. LATE ITEM – RTC laptop

- Thanks to Alision Ey for organising and setting up the new laptop for the RTC
- *RTC passed a motion to dispose of the RTC owned laptop by offering it to Bill Hutson for \$50
Moved Callum Bull/Graeme Nuske Aif C*

9. Councillor Report

Ron asked the question as to whether the RTC has considered becoming an Incorporated body. Believed that it needed to be pursued further and suggested that Monica Revell could come up to discuss this in more detail.

10. Officer Report

NA

11. Urgent business

- King Street Playground

- At this stage it seems that it is NOT going to the Lake
- Needs to either be fixed or removed
- Butch said the posts have been ordered
- Larry to follow up with Butch and Trevor Oakley about it
- Alison interested in developing the area and is writing a submission for the current a Shade Sail Grant

12. Finance report

- Sent out with agenda
- Finance record be accepted as a true and correct statement of transactions since previous meeting
Moved Callum Bull/ Alison Ey Aif C

13. Decisions to be made

NA

14. Meeting Closed

20:32

15. Council Officer Authorisation

*to be completed by the Council Officer

I Mick Henderson accept the following recommendations made by the Rainbow Township Advisory Committee at this meeting held on 16 May 2022:

ITEM NO.	DESCRIPTION	DECISION
8h	LATE ITEM – RTC laptop	RTC passed a motion to dispose of the RTC owned laptop by offering it to Bill Hutson for \$50
8a	Closure of Federal Street for September Enduro (2nd-4th Sept)	The RTC moved that the committee will organise the closing of Federal street on Friday Sept 2nd on behalf of the Enduro committee
		The RTC move that Alison Ey assist Bill Hutson in the organisation of the Street Closure and activities for Friday 2nd Sept.



SIGNED:

Dated: 22/08/2022



NOTICE is hereby given that a Rainbow Township Advisory Committee Meeting of the Hindmarsh Shire Council was held at the Civic Centre Small meeting room on **Monday June 20th 2022** commencing at 7.30pm.

MINUTES

Meeting opened : 19:35pm

1. Acknowledgement of the Indigenous Community

Chairperson opened the meeting by acknowledging the Indigenous community

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

2. Attendance & Apologies

Attendance

Alison Ey, Allira Roberts, Graham Nuske, Bill Hutson, Greg (Larry) Roberts, Colleen Petschel, Max Clark & Wayne (Butch) Schulze

Apologies

Ron Ismay

Moved Graeme Nuske/Alison Ey AiF C

3. Disclosure by Committee members or Councillors or Council Officers of any interest or conflicts of interest in any item on the agenda

NA

4. Confirmation of Minutes

The minutes of the last meeting be confirmed as a true & correct account of proceedings

Moved Allira Roberts/ Max Clark AiF C

5. Business Arising from the Minutes

NA

6. Correspondence

- Enduro organisation – Shire permission

- Danthonia quote for entrance sign

All correspondence be read & accepted

Moved Colleen Petschel/Allira Roberts AiF C

7. Events

NA

8. General business as notified to the Chair

a. Enduro Organisation

- All permits have been granted
- Nothing more to do at this stage until they work out how many cars are entering the race
- The risk management needs to be signed off
- Supper room and hall will need to be organised on the day

b. Town Entrance Project update

- Alison went through the attached quote
- Need to get more clarification about footings etc in the quote
- Need to check in with VicRoads
- Colleen sent through a request (19:45) to Phil King to request that the Shire funds of \$10,000 be rolled over
- There should be another \$2500 floating around somewhere (Secretary a tad confused at this point!)

c. New residents meet & greet financial allocation

- **Usually in October/November**
- **Bill asked why the allocation had been cut back from \$500 to \$250**
- **Thinking of doing a stand up & mingle set up this year as greater opportunity for chatting**
- **We also talked about putting together an information pack for new residents**
- **Motion : That Allira Roberts will organise the information pack**
Moved Bill Hutson/ Max Clark AiF C

d. Disabled parking outside the Doctor's Surgery update

- Ron Ismay & Simon Landrigan visited the site with Alan Roberts
- Potential to paint lines but it seems to need more..so may need to be referred to the Asset management Team
- Would have been good if Allira had been part of the consultative process
- Needs to be user friendly
- More relevant community consultation required
- **Motion : Request to include this as a budget proposal to the Shire**
Moved Max Clark/Graham Nuske AiF C

e. Albacutya Bridge Plaque update

- Larry has talked to Parks (Justin Oakley) and Carol Paech.
- Parks is very supportive of the idea
- When the weather improves Larry will organise a site visit.

f. Community consultation for Llew's Silo project

- When the plans are more organised and solid it will go to the community for consultation.

9. Councillor Report

NA

10. Officer Report

- Grading has slowed down due to the inclement weather
- Swimming Pool contractors are still an issue..in discussions with YMCA
- There will be a Transfer Station upgrade
- From the 1st January 2023 there will be glass curb side collections
- The playground at the Court House has started to be removed
- One of the cabins has been installed at the Caravan park
- Tree trimming on rural roads has commenced
- This was Butch's last meeting prior to his retirement...Larry, on behalf of the Committee thanked him for his commitment and service to the Rainbow Community.

11. Urgent business

NA

12. Finance report

- Finance Report handed out at the meeting
- Request for a detailed financial breakdown

Moved Max Clark/ Alison Ey Aif C

13. Decisions to be made

NA

14. Meeting Closed

20:19

15. Council Officer Authorisation

*to be completed by the Council Officer

I Mick Henderson accept the following recommendations made by the Rainbow Township Advisory Committee at this meeting held on 20 June 2022:

ITEM NO.	DESCRIPTION	DECISION
8c	New residents meet & greet financial allocation	That Allira Roberts will organise the information pack
8d	Disabled parking outside the Doctor's Surgery update	Request to include this as a budget proposal to the Shire

SIGNED:



Dated:

22/08/2022



NOTICE is hereby given that a Rainbow Township Advisory Committee Meeting of the Hindmarsh Shire Council was held at the Civic Centre Small meeting room on **Monday July 18th 2022** commencing at 7.30pm.

MINUTES

Meeting opened : 19:30pm

1. Acknowledgement of the Indigenous Community

Chairperson opened the meeting by acknowledging the Indigenous community

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

2. Attendance & Apologies

Attendance

Graham Nuske, Bill Hutson, Greg (Larry) Roberts, Callum Bull, Belinda Eckermann, J.... Fritz (Hindmarsh Shire, Councillor Ron Ismay

Apologies

Colleen Petschel, Alston EY, Allira Roberts, Max Clark, Mick Henderson (Hindmarsh Shire) Ron Ismay

Moved Belinda Eckermann/Callum Bull AiF C

3. Disclosure by Committee members or Councillors or Council Officers of any interest or conflicts of interest in any item on the agenda

Belinda Eckermann – item 3 on the agenda

4. Confirmation of Minutes

The minutes of the last meeting be confirmed as a true & correct account of proceedings

Moved Callum Bull/ Bill Hutson AiF C

5. Business Arising from the Minutes

NA

6. Correspondence

- Alison Ey sent correspondence from the people designing the town entrance sign. As Alison wasn't in attendance the meeting deferred any discussion on this until next meeting.

- J. Fitz suggested that we contact Ben Anderson at VicRoads. She will provide the committee with contact details.

MovedAiF C

7. Events

New members Booklet

Graham gave a brief rundown to the meeting saying that the sub-committee had been throwing some ideas around & would hopefully have a mock-up by next meeting
Chairperson Greg Roberts said that he thought the new members get-together would happen around Oct/ Nov.

8. General business as notified to the Chair

a. Enduro organization

- W Hutson said that the Risk Assessment for the street closure for the Enduro in September had been finalized and submitted.
- G Roberts said that he would speak to his Classic Car Contacts with a view of having a display on the Friday evening in Federal Street
- Federal Street Catering. The meeting deferred this to the next meeting
- W Hutson said he was attempting to get music to be played on the evening of the street closure at the enduro. All felt this would add to the evening.

b. Town entrance sign

- W Hutson expressed some concerns at the texture of the proposed town entrance signs. The meeting suggest that we ask the company making the sign to send out samples of the sign for our approval. That we wanted it to look like an old local stone house.

c. Mural Restoration.

- B Eckermann gave a detailed report as to where she was at with the restoration. She said that the mural on Frews Corner in King St had taken considerably more time that she had anticipated due to the deterioration of the mortar.
- Because of this deterioration the cost for this restoration was considerably higher. The cost was now \$5,215.90. Belinda would be happy with a payment of \$2,500.
- There seemed to be some confusion between Belinda and members who had been in the original discussions as to what the cost should be.
- **Belinda left the meeting at 8.12pm to allow for discussion.**
- **B Hutson moved that" The Town Committee approve payment of \$2,400 to Belinda being for progressive payment for the first mural finished." 2nd C Bull C/D**
- **Belinda returned to the meeting at 8.15pm.**

d. Tourist Map of Rainbow.

- G Roberts asked J Fritz if she could follow up with Jeff Woodward about the revised map of Rainbow.
- Greg reported that he had given Jeff suggestions approx 3-4 years ago.
- J Fritz said she would follow up with Jeff to see where things were at.

e. Albacutya Bridge

- G Roberts had said that he had visited the viewing area at the Albacutya Silo as he had spoken with Michael Henderson from the shire to say there had been works out there.
- Greg reported that it all looked good.

9. Councillor Report

- **Councillor Ismay suggested that we invite a representative from the Council to explain the ins and outs, and the pros and cons of becoming incorporated.**
- **Callum Bull moved that the Rainbow Town Committee would like to invite the appropriate executive officer to come to a meeting to discuss the pros and cons of incorporation or otherwise**
Seconded Belinda Eckermann C/D

10. Officer Report
NA

11. Urgent business
NA

12. Finance report
- B Hutson was to send some information from previous meetings about money that didn't appear to be shown on the Financial reports
- J. Fritz to follow up
Financial report Moved Callum Bull/B. HutsonAif C

13. Decisions to be made
NA

14. Meeting Closed
20:45

15. Council Officer Authorisation

*to be completed by the Council Officer

I Mick Henderson accept the following recommendations made by the Rainbow Township Advisory Committee at this meeting held on 18 July 2022:

ITEM NO.	DESCRIPTION	DECISION
9	Councillor Report	The Rainbow Town Committee would like to invite the appropriate executive officer to come to a meeting to discuss the pros and cons of incorporation or otherwise

I Mick Henderson advise that the following items:

ITEM NO.	DESCRIPTION	DECISION
8c	Mural Restoration	The Town Committee approve payment of \$2,400 to Belinda being for progressive payment for the first mural finished.

- Need to be referred to a Council Meeting / CEO for a decision

SIGNED:



Dated: 22/08/2022



NOTICE is hereby given that a Rainbow Township Advisory Committee Meeting of the Hindmarsh Shire Council was held at the Civic Centre Small meeting room on **Monday August 15th 2022** commencing at 7.30pm.

MINUTES

Meeting opened : 19:30pm

1. Acknowledgement of the Indigenous Community

Chairperson opened the meeting by acknowledging the Indigenous community

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

2. Attendance & Apologies

Attendance

Allira Roberts, Graham Nuske, Bill Hutson, Greg (Larry) Roberts...(not Sleep), Callum Bull, Belinda Eckermann, Max Clark, Councillor Ron Ismay, Mick Henderson (Shire)

Apologies

Alison Ey

Moved Allira Roberts/ Graham Nuske AiF C

3. Disclosure by Committee members or Councillors or Council Officers of any interest or conflicts of interest in any item on the agenda

Belinda Eckermann – item 3 on the agenda

4. Confirmation of Minutes

The minutes of the last meeting be confirmed as a true & correct account of proceedings

Moved Belinda Eckermann/ Callum Bull AiF C

5. Business Arising from the Minutes

NA

6. Correspondence

**- Revised Brochures email 9-8-22 Janette Fritsch
(committee would have liked to have seen a draft!)**

Moved Belinda Eckermann/ Callum Bull AiF C

7. Events

Enduro – see General Business

8. General business as notified to the Chair

a. Enduro organization

- Bill will need a number of people to help set up the Hall on the Friday
- Bins will also need to be placed in the street ready for the event (Friday morning)
- At this stage there are the following food stalls:
 - Scouts – Dim Sims
 - Parents & friends –Hot Roast Rolls
 - School – Donuts*
 - Mariah Heinrich – Popcorn
- No food van for this event
- The car display will not be in the main street due to insurance reasons. It will be located on the vacant block across from the Brewery

b. Town entrance sign

- Allira spoke on behalf of Alison
- The Committee is seeking another quote. This time from Bevan Art
- The process of consultation is that the Shire consults with VicRoads on the Town Committee's behalf
- Serious discussion on the fact that there will be no patting of the wall as the texture will not be available!

c. Mural Restoration.

- ***Belinda left the meeting during the discussion of this agenda item***
- Greg Roberts gave a summary of the existing situation and went through the finances involved in the project
- Due to the extensive restoration works on the first mural Belinda was requesting another \$2600
- There was an extensive discussion on the process and ways we can move forward more effectively.
- ***Motion : The Balance owing on the mural that has been completed to be paid in full to Belinda Eckermann Moved Graham Nuske/ seconded Max Clark AiF Carried***
- ***Amendment to the motion : To allocate half the amount owing to Belinda now and the other half at the completion of the project Moved Bill Hutson/seconded Max Clark amendment defeated***

d. New Residents Booklet.

- Allira handed out a draft of the booklet.
- She outlined the progress made so far.
- Allira showed us the bag and potential items that will go inside including Recycling info, Neighbourhood House booklet, map of Rainbow, brochure of murals, Coffee cards, school magnet
- The Committee will investigate printing options

e. Hindmarsh Shire Heritage

- This was just information regarding the fact that an assessor had completed a condition assessment report on the heritage listed buildings in Rainbow.

f. Other business and information

- VicRoads is going to put a slurry(?) over the top of Taverner Street (to Grey street)
- There was a discussion on the quality of repairs carried out on some of the dirt roads in the Shire..and the materials used.

9. Councillor Report (Ron Ismay)

- Plans going ahead for the footpath in Railway Street
- The Caravan park is getting an extra TWO cabins!
- The existing cabin is just waiting to get the power hooked up
- There is a drainage design for Winifred Street

10. Officer Report

- **Rainbow Lake** (Council projects) – Amenities Building is currently under construction and will hopefully be erected on site before the end of the month (then plumbing fit off to take place). BBQ Shelter has arrived at the Depot and Todd Dickinson hopes to be onsite before the end of the month to erect the shelter, Lake Committee to then install the BBQ which is also at the Depot. Committee will also install park furniture at various working bees over the coming months.
- **Rainbow Change Rooms** are progressing, albeit slowly. Electrical and plumbing rough in due to commence shortly ahead of windows, plastering etc. Chasing ETA for completion (still a few months away I expect).
- **Rainbow Silo** design is underway with a concept design taking shape. Architect is chasing various options for the Elevator which will help shape the experience. Looking to appoint a Structural Engineer and a Building Surveyor shortly as we need to ensure all design elements meet requirements.
- **Rainbow Rises Events Centre** development has commenced (on paper at least) with engineering design for the access road and pit area just completed. I need to prepare documentation shortly so that we can go to tender for the earthworks to be completed. Once tender is awarded this will then guide what building infrastructure is possible within the project budget.

11. Urgent business

NA

12. Finance report

- No financial report received
- Financial report* Moved

13. Decisions to be made

ITEM NO.	DESCRIPTION	DECISION
8C	General Business – Mural Restoration	That a payment of \$2,600 be paid to Belinda Eckermann in acknowledgement of the first Mural completed and to finalise the payment for the first mural.

14. Meeting Closed
20:46

15. Council Officer Authorisation

*to be completed by the Council Officer

I Mick Henderson advise that the following items:

ITEM NO.	DESCRIPTION	DECISION
8c	General Business – Mural Restoration	The Balance owing on the mural (\$2,600) that has been completed to be paid in full to Belinda Eckermann.

- Need to be referred to a Council Meeting / CEO for a decision



SIGNED: _____

Dated: 22 August 2022



MINUTES OF THE JEPARIT TOWNSHIP ADVISORY COMMITTEE MEETING OF THE HINDMARSH SHIRE COUNCIL HELD ON 8TH AUGUST 2022 AT THE JEPARIT FOOTBALL PAVILION RECREATION CENTRE COMMENCING AT 7.40PM.

Present: Councillor in Attendance: Mr. B. Ireland (HSC), Ms. J. Fritsch (HSC), Jason Hutson (Chair-CM), Cheryl Quinn (Secretary-CM), Teresa Smith (VC)(7.42PM), Craige Proctor (CM), Mel Wagener (CM), Sharon Reilly (CM) and Tony Simpson (Community Member)

1. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY AND OPENING PRAYER

We acknowledge the Shire's Indigenous community as the first owners of this country.

We recognise the important ongoing role that indigenous people have in our community and pay our respects to their elders and people both living and past.

2. APOLOGIES

Bec Schultz (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 Jeparit Committee Meeting held on 11th July 2022 Jeparit Football Pavilion Recreation Centre circulated to Committee Members be taken as read and confirmed. (Attachment 1)

Moved: Craige Proctor

Seconded: Mel Wagener

Carried

5. BUSINESS ARISING FROM THE MINUTES

5.1 Funding request from Jeparit A. & P. Society for the JTAC to contribute \$1,000.00 towards the purchase and installation of the split system for the kitchen in the Community Pavilion at Sir Robert Menzies Park.

That the JTAC support the Jeparit A & P Society by contributing \$1,000 towards the purchase and installation of the split system for the kitchen in the Community Pavilion at Sir Robert Menzies Park.

Moved: S. Reilly

Seconded: T. Smith

Carried

6. CORRESPONDENCE

INWARD:

- 6.1** HSC J. Fritsch – Final JTAC Minutes 15/7/22
- 6.2** Melanie Albrecht Re: WBA Nomination 18/7/22
- 6.3** (CM) S. Reilly Drum Wrap pictures for Jeparit Street Scape. 1,2,3, 4 & 5 25/7/22
- 6.4.** (CM) S. Reilly Generation Next 25/7/22
- 6.5** Grampian Tourism Industry Newsletter 27/7/22
- 6.6** HSC J. Fritsch re: Financial statement availability 31/7/22
- 6.7** HSC J. Fritsch re: Hindemarsch Shire Heritage Assessment 2/8/22
- 6.8** Previous Minutes of Meeting July, Agenda of Meeting 8th August 2/8/22
- 6.9** Jeparit A. & P. Society (Hand delivered on 8/8/22)

OUTWARD:

- 6.10** HSC J. Fritsch – Draft JTAC Minutes 14/7/22
- 6.11** (C.M.) Final JTCA Minutes 19/7/22
- 6.12** Melanie Albrecht Re: WBA Nomination 19/7/22
- 6.13** (CM) S. Reilly Drum Wrap pictures for Jeparit Street Scape. 1,2,3, 4 & 5 31/7/22
- 6.14.** (CM) S. Reilly Generation Next 31/7/22
- 6.15** Grampian Tourism Industry Newsletter 31/7/22
- 6.16** HSC – Ms. M. Albrecht, Mr. B. Ireland & HSC Ms. J. Fritsch re: Agenda and Previous Minutes of July 2022. 2/8/22
- 6.17** J. Fritsch re: Hindemarsch Shire Heritage Assessment 2/8/22

RECOMMENDATION

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

Moved: Mel Wagener

Seconded: Craig Proctor

Carried

7. EVENTS

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

Local Law permit			
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8. GENERAL BUSINESS AS NOTIFIED TO THE CHAIR

8.1. Sharon Reilly (CM) provided pictures and a quote of \$14,520.00 for 15 drums painted and wrapped of varying sizes to be grouped in numbers of three. Insufficient time to apply for grant (deadline this Friday 12th August 22). Placement to create enhancement to streetscape. Planters can be moved to suit however a plan needs to be drawn to ensure the safety of the public, vehicles and pedestrians i.e. private land, public land or VicRoads. Approval from property owners required and areas for safe viewing and parking safely too.

8.1.1 Suggested areas are Hopeteoun House to Supermarket – could be done in stages. Committee needs to be formed in readiness for an applicable grant – Jeparit Garden Club could be approached to contribute to the planting of these barrels. Suggestion of succulents to enhance the life span of planting.

8.2 Sharon Reilly was kind enough to design an Organisations, Business and Clubs. Corrections in progress.

9. COUNCILLOR REPORT

9.1 Councillor in Attendance: Mr. B. Ireland - mentioned that the HSC have been unable to secure building quotes for retaining wall and decking. Slab pouring for Camp Kitchen and seating areas at swimming hole is imminent.

9.2 Reinforcement has been installed at the Jeparit Library for new outdoor seating.

9.3 HSC Counsellors will be travelling by bus to see the current works in progress, golf course and caravan park.

9.4 Rainbow Silo plans have been finalised.

9.5 Melbourne University will be inspecting the display of the former Prime Minister Sir Robert Menzies at the Museum.

10. OFFICER REPORT

10.1 Consultation Report/Study on Jeparit Heritage Precinct. Current overlay explanations.

10.2 Question raised as to the MasterPlan for the Jeparit Swimming Hole area - does it contain plans for Play Equipment?

(12/08/2022) - J. Fritsch (HSC) provided confirmation that the MasterPlan for the Swimming Hole area (Node) does include an area for play equipment however, no further details are available at this stage.

11. URGENT BUSINESS

11.1 Some shop owners have received seating furniture permits, combining renewal fees. *(10/08/2022) - J. Fritsch (HSC) provided confirmation that the annual street furniture application and fee came into force at the conclusion of the covid shutdowns and that this had been conveyed to business owners prior to the installation of free street furniture adjacent local businesses. Annual fee is \$72.*

12. FINANCE REPORT

12.1 Summary of Balances in Finance Report.

N/A. No Monthly finance report available until early September 2022.

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

RECOMMENDATION:

That the Council Officer raise the following Purchase Order, being a value of \$2,000 or less.

Moved: Sharron. Reilly

Seconded: Teresa Smith

Creditor	Value \$	Description of Goods or Services
Jeparit A. & P. Society	1,000.00	Contribution towards the purchase and installation of the split system for the kitchen in the Community Pavilion at Sir Robert Menzies Park.

Carried

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

Nil.

13. DECISIONS TO BE MADE

The following decisions are recommendations to Council for endorsement:

ITEM NO.	DESCRIPTION	DECISION
5.1	Donation of \$1,000 towards the installation of split system to kitchen of the Community Pavilion at Sir Robert Menzies Park.	That the JTAC support the Jeparit A & P Society by contributing \$1,000 towards the purchase and installation of the split system for the kitchen in the Community Pavilion at Sir Robert Menzies Park.

14. MEETING CLOSED

The meeting closed at 8.49pm

15. COUNCIL OFFICER AUTHORISATION

*to be completed by the Council Officer

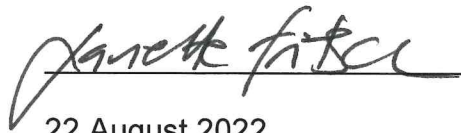
I Janette Fritsch accept the following recommendations made by the JTAC Committee at this meeting held on 8th August 2022:

ITEM NO.	DESCRIPTION	DECISION

5.1	Donation of \$1,000 towards the installation of split system to kitchen of the Community Pavilion at Sir Robert Menzies Park.	That the JTAC support the Jeparit A & P Society by contributing \$1,000 towards the purchase and installation of the split system for the kitchen in the Community Pavilion at Sir Robert Menzies Park.

SIGNED:

Council Officer



Dated:

22 August 2022

Yurunga Homestead Community Asset Committee

General Meeting, Thursday, June 23, 2022 via zoom

Minutes

Welcome and Opening at 7:33 pm

Members present: Jenny Solly (Chair), Peter Solly (Secretary, Treasurer), Lou Ravenhorst, Col Drendel

Visitors: Jeff Woodward (Hindmarsh Shire)

Apologies: Cr Brett Ireland (Deputy Mayor)

Additional items for General Business (to be accepted at Chairperson's discretion)

Nil

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, Lou Ravenhorst - That the minutes of the meeting held May 26th 2022 as circulated be accepted as a true and accurate record. c/d

Business Arising:

- Thanks to Heather and Col Drendel for the fruit fly pack
- We had about 15 students and 2 teachers from Rainbow P-12 visit today as well as Ben Gosling. They are doing a photography elective and enjoyed taking photos
- "Cash only" has been added to our Facebook page
- June 4 and 5: Roll family reunion weekend. We had 31 visitors in all. Thanks to tour guides Col, Robyn, Peter and Jenny. Thanks to Robyn for organizing change. All of Heather Drendel's quince jelly has sold and quince paste is selling well
- June 6: Heather Davidson and Peter worked on two separate lighting issues. The safety switches should no longer drop out. The floodlight was "tripping" due to water damage and ants in the lamp post. Peter has made up a cover to keep rain off the switch
- There is also a fault in the lamp post, so the floodlight has been put on and the lamp is off until Heather can return. She will be available in a week or two but has not returned yet
- There is moisture in the light in the underground water tank. It has not been working for a while and has now been disconnected

- June 7: Jenny booked Mal Drendel to prune the roses. He aims to have them done this month (June). Mal pruned the roses today, 23rd - \$30.00
- June 8: Jenny booked the orchard in for pruning with the Learning Group (Court House). \$5 booking fee has been paid. The pruner, Brian from Ouyen, is expected to start this month. He is usually unable to give much notice. We pick up and dispose of the prunings. Brian pruned the orchard and rose arches yesterday 22nd - \$300.00 cash. Thanks to Lou, Col and Peter for collecting the prunings and Peter for the use of his trailer
- June 12: Thanks to Lou for talking to Lion Ian McLean re mowing around the trees. Ian thinks the area would be right for mowing in a week or so
- June 16: Jenny rang the Eureka Hotel re the possibility of meals and meeting space for our AGM. We could order from 6pm and meet in the restaurant
- Nothing heard from Dr Gary Hill recently about the conservation works. He will be in touch when the permits from Heritage Vic come through
- Monday, July 4, 2022: Gary Spivak and his daughter are visiting to clean and service the threshing machine that Gary restored and donated to Yurunga. The machine will need to be relocated from the shipping container before they arrive. Peter discovered today that the machine is just inside the door of the container. He will use his small front end loader to move it to the coach house arch

Correspondence In

- June 16: Account from Origin – actually a notice about changes in tariffs

Correspondence Out

- None

Reports ~ Financial

Yurunga Homestead Community Asset Committee

Financial Report

May 1st 2022 to May 31st 2022

Opening Balance per statement at 1st May \$14,156.65

Plus Income:

Entries:

General entries	\$277.50
Warracknabeal Probus	
Tour plus lunch 5 th May (17)	\$ 425.00
Trade Travel Tour only	
15 th May (35)	\$262.50
Expanding Horizons Lamble	
Tour plus lunch 23 rd May(17)	\$425.00
Additional catering 23 rd May	\$35.00

Merchandise:	
Jams, paste, jelly	\$55.00
Books	\$15.00
Craft shop jams etc	\$28.00
Donations:	\$60.00
 Total Income	 \$1,583.00

Less Expenses:

Total Expenses	\$0.00
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Closing Balance per statement at 31st May \$15,739.65

Term Deposit reinvested with interest on April 27th 2022
at 0.07% interest pa for 3 months \$5,043.32

Peter Solly Secretary/Treasurer, Yurunga Homestead Community Asset Committee

Moved Peter Solly, Lou Ravenhorst - That the financial report for May be received. c/d

~ Deputy Mayor, Cr Brett Ireland – apology

~Jeff Woodward

Next month we may have some good news items. It will be worth the wait. The Albacutya bridge and road updates look good. Water is visible in Rainbow Lake. The Albacuta and Sheep Hills silo models are “in the area”.

Moved – Col Drendel, Lou Ravenhorst - That the Shire reports be received. c/d

General Business

- Arrangements for the Yurunga AGM, Thursday, July 28, 2022. It was agreed that we have a meal at the Eureka followed by the meetings. Peter is to contact Shauna Johnson to organize advertising.
-

Bookings

Sunday, October 2, 2022, Naracoorte Charters, tour and lunch, approx 30ppl & 2 crew, 11am arrival

Contact: Chelsea Jones, Expanding Horizons, Adelaide

Sunday, November 13, 2022, Trade Travel Qld, 25ppl & 2 crew, lunch and tour, 12:30 pm arrival

Contact: [REDACTED] [REDACTED] [REDACTED]

Next Meeting: Yurunga AGM, Thursday, July 28, 2022

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.

Meeting Close 7:59 pm

Confirmed: Jennifer Solly – Chairperson July 28th 2022

Yurunga Homestead Community Asset Committee

Annual Meeting

Thursday, July 28th 2022

Eureka Hotel, Federal St Rainbow, 7:30pm

Meal available at own expense – order 6:00 – 6:30 pm

Minutes

Meeting opened at 7:35 pm, Jenny Solly chairing.

Welcome to all:

- Hindmarsh Shire Council representatives: Deputy Mayor Brett Ireland, Jeff Woodward.
- Other official visitors: Greg Roberts – Rainbow Town Committee.
- Committee members and community members: Jennifer Solly, Peter Solly, Amaya Woodward. Samantha Smith – Jeparit Rainbow Argus, Via zoom Col Drendel, Heather Drendel.

Apologies: Lou Ravenhorst – may be present on zoom depending on service, Hindmarsh Mayor Melanie Albreight, Cr Ron Ismay, Helen Fisher.

Moved Peter Solly, Col Drendel that the apologies be received. c/d

Minutes of the 2021 Annual Meeting, as circulated.

Moved Col Drendel, Peter Solly that the minutes be received as a true and accurate record. c/d

Chairperson's Report as circulated and read by Jenny Solly

Moved Jenny Solly, Col Drendel that the chairperson's report be received. c/d

Treasurer's Report as circulated and checked by Heather Boyd, Hindmarsh Shire

Working account Balance at 1 st September 2021	\$11,634.27
Working account Balance at 30 th June 2022	\$15,706.62

Term deposit at 30 th June 2021	\$5,040.92
Term deposit at 27 th April 2022	\$5,043.32
Invested until July 27 th at 0.07% PA	

Moved Peter Solly, Greg Roberts that the financial report be received. c/d

Deputy Mayor Brett Ireland took the chair for the election of Office Bearers and Committee Members.

Deputy Mayor Brett acknowledged and paid respects to the traditional owners. He thanked all outgoing office bearers and committee members before declaring all positions vacant and calling for nominations.

1. Election of Office Bearers:

- Chairperson – Jenny Solly, nominated by Col Drendel and elected.
- Secretary – Peter Solly, nominated by Col Drendel and elected.
- Treasurer – Peter Solly, nominated by Col Drendel and elected

2. Nomination of Committee members:

- Colin Drendel nominated by Peter Solly
- Lou Ravenhorst nominated by Peter Solly
- Heather Drendel nominated by Jenny Solly

All accepted and were declared elected.

Hand over to Chairperson Jenny Solly

Business:

- Entry charges – Moved Peter Solly, Col Drendel, That entry charges remain unchanged at \$7.50 per adult, \$5.00 secondary student, younger children free. c/d
- Delegation of duties – Moved Col Drendel, Peter Solly that bank signatories remain unchanged, Peter Solly, Jenny Solly and Col Drendel. c/d

Meeting Closed 7:55 pm.

To be confirmed at 2023 AGM.

Yurunga Community Asset Committee, Rainbow
Chairperson's Report, 2021-2022

I have pleasure in presenting my Chairperson's report for the Yurunga Community Asset Committee for 2021-2022.

At the time of writing my report last year, it had just been announced that Hindmarsh Shire Council had received a Living Heritage grant of \$184,000 from Heritage Victoria, for much needed conservation works at Yurunga Homestead.

Due to COVID-19, there have been cost blowouts as well as a scarcity of qualified tradespeople to quote on the work. Our heritage consultants at Minerva Heritage are currently working with Heritage Victoria to adjust milestones for the project and obtain permits. In the meantime we plan to improve the security of the coach house working man's room and the tack room for storage of exhibits prior to the commencement of the grant works.

There have been some significant changes since last year. In November 2021 Council gave our Committee permission to start Internet banking with the Commonwealth Bank, on a trial basis. This has been very successful. It has been welcomed by local businesses.

Council also gave approval for us to change our financial year to bring it into line with the fiscal year. To make this transition, we have had a reporting period of ten months. This change will make it easier to comply with our reporting requirements to the CEO, as outlined in the Local Government Act, 2020.

We have functioned with a small Committee this year. Peter Solly took on the roles of Secretary and Treasurer. Thank you to Peter for his commitment, and to Committee members Lou Ravenhorst and Col Drendel for their wonderful support. Thank you to the Deputy Mayor, Cr. Brett Ireland, who put his hand up to work with our Committee. His support and input have been invaluable.

Yurunga has been promoted through our Facebook page and the local and regional press. Jenny was interviewed on ABC radio about the Living Heritage grant. Jenny and Peter made a presentation at a Central Wimmera CWA Group meeting in Rainbow, and the Wimmera Mallee Tourism Board held their April meeting at Yurunga.

Minor maintenance, cleaning and garden projects have continued as usual. Thank you to the farmers at ROBCO, who manhandled Belinda Eckermann's mural onto the shipping container at Yurunga. The mural continues to be admired by our visitors. Thank you to Gary Spivak and his daughter Hannah for returning to Yurunga to service the winnower, which was restored and kindly donated by Gary several years ago.

In January 2022, the Department of Justice carried out an online Remote COVID-19 Inspection of Yurunga. All was in order, thanks to the ongoing collaboration between Jeff Woodward at Council and Peter regarding the evolving Covid guidelines and regulations.

The COVID-19 pandemic has continued to affect us all. Yurunga was closed to visitors in September and October 2021. Seven group tours, most including catering, were cancelled. Most of these were later rebooked, generally with lower numbers. Bookings and visitor numbers picked up in 2022, leading to a peak in May and June.

We have had just over five hundred visitors in ten months. Fifty-five people visited during the long weekend in March, and one hundred and fifty people visited in May. An Adelaide based tour wholesaler, Expanding Horizons, brought their first group to Yurunga. We welcomed Probus clubs from Melbourne, Sydney and Warracknabeal as well as groups from Hopetoun, Horsham, Goroke and Edenhope. Other groups included Rainbow College photography students, the Renault car club, Wimmera 4WD car club, the Roll family on their reunion weekend, the Victorian Military Vehicles Corps on Anzac Day and forty-seven Grade One students from Horsham who were studying how people lived one hundred years ago.

Many thanks to all of our volunteers who have so generously given their support to keep Yurunga open to the public, to prepare the catering and to fill in as tour leaders when Covid took its toll. Thank you to those who have worked hard to keep the grounds in shape and those who have kindly made fig jam, quince jelly and quince paste for sale. We could not have managed without you. We have recorded over five hundred and fifty volunteer hours in the last ten months. Thank you to the individuals and groups who have given us donations, support and encouragement.

I wish the incoming Office Bearers and Committee Members a positive and enjoyable year.

Jennifer Solly

**Yurunga Homestead Community Asset Committee
Annual General Meeting 2022
Financial Report September 1st 2021 to June 30th 2022**

Please note that this report is for ten months as we are moving our reporting period to align with the fiscal year.

INCOME

Door takings - entries	\$2,965.00 ✓
Produce sales	\$479.00 ✓
Books etc	\$28.00 ✓
Craft shop produce sales	\$78.40 ✓
Donations	\$268.70 ✓
Catering	\$1,470.00 ✓
TOTAL INCOME	\$5,289.10 ✓

EXPENDITURE

Catering	\$201.67 ✓
Maintenance and Contents	\$130.41 ✓
Power	\$497.42 ✓
Merchandise Advertising	\$47.25 ✓
Orchard and Garden	\$330.00 ✓
Miscellaneous (Hall hire - AGM)	\$10.00 ✓
TOTAL EXPENDITURE	\$1,216.75 ✓

Bank Balance at 1st September 2021 \$11,634.27 ✓

Plus Income \$5,289.10 ✓
Less Expenditure \$1,216.75 ✓

Bank Balance at 30th June 2022 \$15,706.62 ✓

Term Deposit at 30th June 2021 \$5,040.92 ✓
↓ Interest 2.40

Term Deposit at 27th April 2022 \$5,043.32 ✓
Invested until July 27th at 0.07% PA

Peter Solly - Secretary/Treasurer, Yurunga Homestead Community Asset Committee.

*de Bevo. 13/7/22.
Manager France
Windmarsh Shire Council.*

**ANNUAL / QUARTERLY
FINANCIAL REPORT
Antwerp Hall
COMMUNITY ASSET COMMITTEE**

REPORT FOR THE PERIOD 1/7/2021 TO 30/06/2022

Balance Brought forward from previous year \$ 5,078.26

Income Received this financial year

Date	From	Description	Amount	Total
11/10/2021	Trivia day proceeds		\$ 104.00	
19/11/2021	Ahrens Group	donation - junior tennis	\$ 950.00	
Total Received YTD				\$ 1,054.00

Payments Made this financial year

Date	To	Description	Amount	Total
27/08/2021	GWM Water	rates	\$ 36.43	
10/09/2021	Red Energy	electricity	\$ 164.32	
13/10/2021	Dimboola Stockfeed	paint etc.	\$ 192.90	
1/11/2021	Bendigo Bank	debit card fee	\$ 3.00	
25/11/2021	GWM Water	rates	\$ 10.03	
1/12/2021	Bendigo Bank	debit card fee	\$ 3.00	
9/12/2021	Red Energy	electricity	\$ 160.65	
1/01/2022	Bendigo Bank	debit card fee	\$ 3.00	
1/02/2022	Bendigo Bank	debit card fee	\$ 3.00	
1/03/2022	Bendigo Bank	debit card fee	\$ 3.00	
10/03/2022	Red Energy	electricity	\$ 166.61	
1/04/2022	Bendigo Bank	debit card fee	\$ 3.00	
1/05/2022	Bendigo Bank	debit card fee	\$ 3.00	
31/05/2022	GWM Water	rates	\$ 15.39	
1/06/2022	Bendigo Bank	debit card fee	\$ 3.00	
6/06/2022	Red Energy	electricity	\$ 162.82	
25/06/2022	IGA Nhill	table tennis food	\$ 27.18	
27/06/2022	Coles	table tennis food	\$ 77.78	
29/06/2022	Horsham Paintright	paint etc.	\$ 480.00	
28/06/2022	Bec Albrecht	tennis gear from grant money	\$ 650.00	
28/06/2022	JamieLee Jupp	reimbursement tennis requisites	\$ 85.90	
Total Spent YTD				\$ 2,254.01

Total Funds Unspent to date \$ 3,878.25

Commitments for expenditure

Date	To	Description	Amount	Total
Total Commitments				\$ -

Total uncommitted amount available to Committee \$ 3,878.25

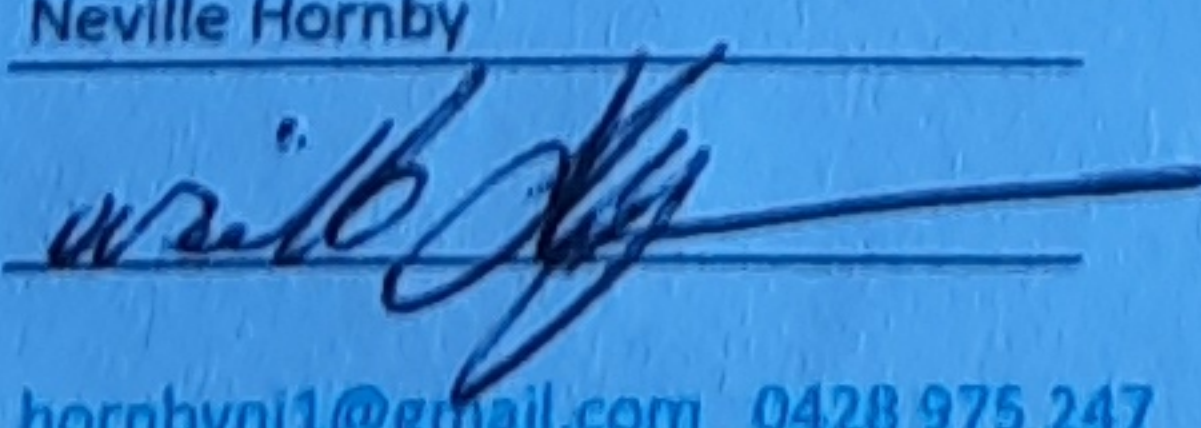
Volunteer hours

	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Total
Total volunteer hours					0

Treasurer

I Certify that the details provided in the financial report are true and correct.

Name: Neville Hornby

Signed: 

Date: 1/08/2022

Contact: hornbyn1@gmail.com 0428 975 247

Yanac Public Hall and Recreation Reserve
101st Annual General Meeting
Wednesday 17th Aug 2022
7.30pm

Present: Cr Ron Ismay, Cr Brett Ireland, Craig Smith, Jenny Smith, Bruce Beattie, Susanne Beattie, Raelene Dart, Shaun Alexander, Gary Thompson

Apologies: Mayor Melanie Albrecht, Michael and Rebecca Dart, Erin Alexander

Craig Smith moved, Shaun Alexander seconded that the apologies be accepted.

CARRIED

Raelene Dart moved, Bruce Beattie seconded, that the minutes of the last AGM as read be received.

CARRIED

Presidents Report:

Its been a tough couple of years dealing with COVID and we have missed meetings and community gatherings. We have got through this time as well as could be expected and it is great to see that the Yanac Hockey Club have got back up and running and using the facilities. The hall was full a couple of weeks ago with the community enjoying the Pizza and Quiz night. Back in March the Yard Dog trials were held again and it was great that the community and visitors from South Australia and Victoria could attend. Thankfully we purchased solar panels in 2018 and these have generated some income to cover running costs whilst we haven't been able to fundraise. Thankyou to everyone that has kept the hall clean and the surrounds mowed. I am looking forward to the next 12months.

Susanne Beattie moved, Shaun Alexander seconded that the Presidents Report be accepted.

CARRIED

Treasurers Report:

Balances as at 30th June 2022

Chq acc \$7,222.32

Term Dep \$35903.30

Petty Cash \$ 5.00

Jenny Smith moved, Raelene Dart seconded that the Profit and Loss statement presented be accepted. Books have been audited by Shire in the past, this years books are still to be audited by Hindmarsh Shire.

CARRIED

All positions were then declared vacant.

Councillor Brett Ireland called for nominations.

President- Susanne Beattie (nominated by Craig Smith) elected

Vice President – Shaun Alexander (nominated by Susanne Beattie) elected

Secretary/Treasurer- Jenny Smith (nominated by Shaun Alexander) elected

Committee

Craig Smith moved, Shaun Alexander seconded that the following be nominated for this years committee.

Bruce Beattie, Craig Smith, Terry Miller, Erin Alexander, Michael Dart, Rebecca Dart, Raelene Dart, Steve Thompson

CARRIED

Appointment of Volunteers

Bruce Beattie moved, Raelene Dart seconded that the following be appointed as volunteers of the hall committee as they assist regularly at events such as the Yanac Yard Dog Trials and with cleaning and grounds keeping.

Brett and Karen Wheaton
Lois Miller
David and Sandra Webb
Shane and Michelle Dickinson
Peter & Julie Duperouzel
Murray Miller
Adam Webb
Tania Rowe
John Mattschoss
Gary Thompson

CARRIED

Meeting Closed: 8.10 pm

**Yanac Public Hall and Recreation Reserve
Committee Meeting
Wednesday 17th Aug 2022
8. 10 pm**

Present: Cr Ron Ismay, Cr Brett Ireland, Craig Smith, Jenny Smith, Bruce Beattie, Susanne Beattie, Raelene Dart, Shaun Alexander, Gary Thompson

Apologies: Mayor Melanie Albrecht, Michael and Rebecca Dart, Erin Alexander

Craig Smith moved, Shaun Alexander seconded that the apologies be accepted.

CARRIED

Raelene Dart moved Craig Smith seconded the motion that the minutes of the last committee meeting as read be received.

CARRIED

Business Arising From Minutes:

Yanac Uniting Church – held over to general business

Correspondences

19th Aug 2019 Ltr to Shire re Section 86 requirements (End of year financial requirements)

5th March 2020 Ltr from Shire re Conflict of Interest Policy

21st July 2020 Ltr from Shire re Local Govt Act 2020 Changes to S86 Committees now **Community Asset**

Committees

10th Feb 2021 Completed COVID safe plan

10th Feb 2021 Submitted Community Action Grants Program application to Hindmarsh Shire Council (Event Sponsorship \$400 Yanac Yard Dog Trials)

23rd Feb 2021 Parks and Reserves Hire Agreement from Yanac Hockey Club

9th March 2021 Ltr from Shire grant approved

20th March 2021 Grant completion report submitted

June 2021 Emails from Shire re end of financial year reporting and the requirement that all committee members needed to complete police checks and working with children checks

July 2021 Emails to Shire and Councillors submitting reports and refusal to get committee members to complete police checks and WWCC.

31st May 2022 Parks and Reserves Hire Agreement from Yanac Hockey Club

3rd June 2022 Parks and Reserves Hire Agreement from John Mattschoss

12th July 2022 Email from Hindmarsh Shire re Grant “Reconnecting Communities Through Small Events \$250”

20th July 2022 Submitted Application for \$250 Shire Grant - successful

25th July 2022 Email from Hindmarsh Shire re end of financial year requirements and advice that **ALL NEW** committee members are required to complete Police Check and Working With Children Check.

Jenny Smith moved, Shaun Alexander seconded that the correspondences as presented be accepted.

CARRIED

Treasurers Report

Jenny Smith moved Raelene Dart seconded that \$50 be added into petty cash

CARRIED

Raelene Dart moved Bruce Beattie seconded we apply to the NAB for full internet banking access to pay accounts.

CARRIED

GENERAL BUSINESS:

Yanac Uniting Church

The church was sold and moved to another location. The church committee wanted the Yanac Hall committee to take over the block, however we declined due to the increase work load of spraying and mowing.

Side Kitchen Door and Gutter Cleaning

Water runs over the gutter at the side kitchen door and the door is in need of repair.

Susanne Beattie moved Craig Smith seconded that we contact Stuart Gutter Cleaning service to clean gutters and that we attend to the necessary repairs to the door and gutter up to the value of \$1000.

CARRIED

Purchase Microwave

Our existing microwave doesn't work.

Shaun Alexander moved, Gary Thompson seconded that we purchase microwave up to the value of \$400.

CARRIED

Purchase Freezer

Our freezer didn't pass the Hindmarsh Shire tag and testing program.

Raelene Dart moved Gary Thompson seconded that we purchase chest freezer up to approximately \$500.

CARRIED

Possum Damage

A possum moved into the hall temporarily and has eaten through some plaster. Repairs need to be completed.

Meeting Closed 8.45 pm

YANAC PUBLIC HALL AND RECREATION RESERVE COMMUNITY ASSET COMMITTEE ANNUAL REPORT

Introduction

Our committee manage the facilities which includes hiring, maintenance, cleaning and insurance issues. We also organise community activities and events. Funds raised from those events are used to keep the facilities modern and safe for all community users.

Achievements

Last year due to COVID, activities and event hiring was very low but we were able to hold the annual Yanac Yard Dog Trials. A very successful event bringing visitors from South Australia and across Victoria. The dog trials is a very good fundraiser as well. The Yanac Hockey Club commenced their season and have been using the facilities again. A community quiz night and pizza night was held bringing the community together again. Various community members have hired the hall catching up on belated special celebrations.

Future Vision

The committee has been an amazing group of hard working volunteers for many years. We wouldn't have the facility we have without the enormous hours of work, that the past and present group of volunteers have put in. Fortunately we have a diverse age group, which is great for future succession planning of the committee. With continued support from the Hindmarsh Shire, the facility should continue to be a pleasant and safe meeting place for the Yanac community, long into the future. A great asset for the town.

The committee will continue to maintain the hall and recreation reserve facilities in conjunction with the Yanac Hockey Club. The Yanac Yard Dog Trials will continue also.

Financial Report Summary

30th June 2022

Petty Cash \$5.00

Cheque Account \$7,222.32

Term Deposit \$35,903.30

Conclusion

After a couple of years with COVID lockdowns, it was pleasing to be able to fit in and hold the Yanac Yard Dog Trials, our major fundraiser and community get together. We are in a strong financial position and that will hold us in good stead for the future. The installation of solar panels in 2018 have proven to be a success covering the ever increasing costs of electricity. We look forward to the year ahead.

5:08 PM
28/07/22
Cash Basis

Yanac Public Hall
Profit & Loss
July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>
Income	
Hire of Facilities	160.00
Solar Credits	342.70
Term Dep Interest	42.06
Yard Dog Trials	2,000.00
Total Income	<u>2,544.76</u>
Expense	
Repairs & Maintenance	4.60
Total Expense	<u>4.60</u>
Net Income	<u><u>2,540.16</u></u>

5:09 PM
28/07/22
Cash Basis

Yanac Public Hall
Balance Sheet
As of June 30, 2022

	<u>Jun 30, 22</u>
ASSETS	
Current Assets	
Chequing/Savings	
Cheque	7,222.32
NAB Term Deposit	35,903.30
Petty Cash	5.00
Total Chequing/Savings	<u>43,130.62</u>
Total Current Assets	<u>43,130.62</u>
TOTAL ASSETS	<u><u>43,130.62</u></u>
LIABILITIES	<u><u>0.00</u></u>
NET ASSETS	<u><u>43,130.62</u></u>
EQUITY	
Opening Bal Equity	32,912.38
Retained Earnings	7,678.08
Net Income	2,540.16
TOTAL EQUITY	<u><u>43,130.62</u></u>