



ATTACHMENTS

ITEM 4 CONFIRMATION OF MINUTES

- Item 4 Attachment 1 – Council Meeting Minutes 1 March 2023

ITEM 7 CORRESPONDENCE

- Item 7.1 Attachment 2 – Letter from Nhill & District Sporting Club
- Item 7.1 Attachment 3 – Letter to Rainbow Town Committee RE Expenditure
- Item 7.1 Attachment 4 – Letter to Dimboola Town Committee RE Expenditure

ITEM 8 PLANNING PERMITS

- Item 8.1 Attachment 5 – PA1794-2022 Plans
- Item 8.1 Attachment 6 – PA1794-2022 Planning Report
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ITEM 9 REPORTS REQUIRING A DECISION

- Item 9.1 Attachment 9 – Public Interest Disclosure Policy
- Item 9.1 Attachment 10 – Fraud Prevention Policy and Plan
- Item 9.1 Attachment 11 – Public Art Policy

ITEM 10 COUNCIL COMMITTEES

- Item 10.1 Attachment 12 – Audit and Risk Committee Minutes 8 March 2023
- Item 10.2 Attachment 13 – Dimboola Town Committee Minutes 7 March 2023
- Item 10.3 Attachment 14 – Jeparit Town Committee Minutes 13 February 2023
- Item 10.3 Attachment 15 – Jeparit Town Committee Minutes 13 March 2023
- Item 10.4 Attachment 16 – Nhill Town Committee Minutes 20 March 2023
- Item 10.5 Attachment 17 – Rainbow Town Committee Minutes 20 March 2023

- Item 10.6 Attachment 18 – WMPM Minutes 16 December 2022
 - Item 10.6 Attachment 19 – WMPM Minutes 21 February 2023
 - Item 10.7 Attachment 20 – Yurunga Homestead Minutes 24 November 2022
 - Item 10.7 Attachment 21 – Yurunga Homestead Minutes 30 January 2023
 - Item 10.7 Attachment 22 – Yurunga Homestead Minutes 20 February 2023
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**MINUTES OF THE COUNCIL MEETING OF HINDMARSH SHIRE COUNCIL HELD
WEDNESDAY 1 MARCH 2023 AT THE NHILL MEMORIAL COMMUNITY CENTRE, 77-79
NELSON STREET NHILL, COMMENCING AT 3:00PM.**

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

In Attendance:

Mr Greg Wood (Chief Executive Officer), Ms Jessie Holmes (Director Infrastructure Services), Ms Monica Revell (Director Corporate and Community Services), and Ms Shauna Johnson (Executive Assistant).

1 ACKNOWLEDGMENT OF THE INDIGENOUS COMMUNITY

Cr B Ireland opened the meeting at 3:00pm by acknowledging the Indigenous Community.

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.

Cr W Bywaters declared a material conflict of interest in item 13.1 as it is her own request for personal development.

Cr M Albrecht declared a material conflict of interest in item 9.3 as her employer is an applicant and a material conflict of interest in item 14.2 for a confidential reason.

4 CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the Ordinary Council Meeting held on Wednesday 1 February 2023 at the Nhill Memorial Community Centre Nhill, as circulated to Councillors be taken as read and confirmed.

MOVED: CRS R Gersch/W Bywaters

That the Minutes of the Ordinary Council Meeting held on Wednesday 1 February 2023 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.

T Pintarich, Nhill:

At the Council meeting held on Wednesday 1 February 2023, a question was taken on notice from Mr Pintarich. Mr Pintarich asked why Cr Gersch, when he makes statements regarding certain construction works inside the Council, does not physically declare that there is a potential conflict of interest?

Response, Director Corporate and Community Services:

The allegation of the potential conflict of interest was referred to the Local Government Inspectorate who investigated the allegation. The Local Government Inspectorate has advised the CEO that there was no conflict of interest.

Tony Schneider, Dimboola:

Question 1:

Is free camping permitted right throughout the Dimboola Recreation Reserve?

Response, Director Corporate and Community Services:

Free camping is only permitted in the designated area of the Dimboola Recreation Reserve. When you enter the recreation reserve the designated area is towards the left. Signs have been installed to notify where camping is permitted and where there is no camping.

Question 2:

What are the arrangements for the reporting and enforcement of any concerns about free camping in the Dimboola Recreation Reserve?

Response, Director Corporate and Community Services:

Concerns can be lodged through a customer action request on Council's website or by attending one of our Customer Services Centres to complete a customer action request form. Council will follow up on the requests and try to work with people to move them to appropriate locations and connect them with local support organisations who provide housing assistance.

6 ACTIVITY REPORTS

COUNCILLOR ACTIVITIES: 24 January 2023 – 20 February 2023

Cr IRELAND, MAYOR

Date	Meeting	Location	Comments
24/01/2023	Australian Citizenship Ceremony	Nhill Memorial Community Centre	It was great to be able to induct 5 local residents as Australian citizens, congratulations to them.
24/01/2023	Meeting with CEO	Nhill	RE the agenda for next meeting
26/01/2023	Australia Day Ceremony	Rainbow	Great turnouts in all our towns... A big thank you to the clubs involved for supplying food, coffees, etc, and to the 4 guest speakers on the day whose stories were all interesting and well received.
26/01/2023	Australia Day Ceremony	Jeparit	
26/01/2023	Australia Day Ceremony	Dimboola	
26/01/2023	Australia Day Ceremony	Nhill	
30/01/2023	Yurunga Homestead Meeting		
01/02/2023	Council Briefing		
01/02/2023	Council Meeting		
02/02/2023	Mayoral Matters column to		

	newspapers		
08/02/2023	Radio Interview Flow FM		Regarding tourism in the Shire.
10/02/2023	Meeting with Dorothy McLaren WWHS		Regarding health and well-being in our shire and a study to be done by students from Latrobe university in Jeparit.
10/02/2023	Picked up Anne Webster MP from airport		Discussed numerous projects needing funding in our shire.
10/02/2023	Nhill Lawn Tennis Club opening of new clubrooms	Nhill	The shire, with the help of LRCI funding, have done a great job in seeing this community asset is usable for future generations.
10/02/2023	Youth Council Dinner and Presentations	Dimboola Civic Hub	Congratulations to our 12 youth councillors and our 2 youth council mentors. Good luck to Georgia in her role.
13/02/2023	Jeparit Town Meeting		
15/02/2023	LGPro Jobs and inclusive employment summit	Nhill	Lots of interesting ideas to help transition our multicultural community on career paths.
15/02/2023	Meeting with CEO regarding relevant issues and updates	Shire Office	
18/02/2023	Happy Snap Art and Photographic Exhibition	Nhill Gallery	
20/02/2023	Yurunga Homestead Meeting		

Cr ALBRECHT, DEPUTY MAYOR

Date	Meeting	Location	Comments
01/02/2023	Council Briefing	Nhill	
01/02/2022	Council Meeting	Nhill	
08/02/2023	Hindmarsh LGBTIQ+ Advisory Committee Meeting	Nhill	Expressions of interest are welcome for community members to join.
09/02/2023	Historical Society visit	Nhill	Cr Rob Gersch and I were invited to meet the Historical Society Executive to discuss their plans for the building.
10/02/2023	Nhill Tennis Club Room Opening	Nhill	Wonderful to see this facility opened and well done to the Council Staff and Tennis Club members that made it happen.
10/02/2023	Hindmarsh Youth Council Presentations	Dimboola	Congratulations to the 2023 Youth Councillors. We look forward to hearing all the ideas the 2023 group have for Hindmarsh.
18/02/2023	Happy Snaps – Nhill Gallery Central	Nhill	Congratulations to Meg Lee and the amazing group of young Karen people on the photographic exhibition on at the Nhill Gallery.

20/02/2023	Nhill Town Advisory Committee Meeting	Nhill	
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Cr ISMAY

Date	Meeting	Location	Comments
26/01/2023	Meeting with President of ATPA	RBW Rises Site	
14/02/2023	Impromptu Meeting with EPA	Bow Hill Site	
20/02/2023	Rainbow Town Committee Meeting		

Cr GERSCH

Date	Meeting	Location	Comments
24/01/2023	Australian Citizenship Ceremony		
26/01/2023	Australia Day Celebrations	Rainbow	
26/01/2023	Australia Day Celebrations	Jeparit	
26/01/2023	Australia Day Celebrations	Dimboola	
26/01/2023	Australia Day Celebrations	Nhill	
01/02/2023	Council Meeting		
09/02/2023	Meeting with Nhill Historical Society		
10/02/2023	Open Nhill Tennis Club Pavilion		
15/02/2023	LG Pro Employment Forum		

Cr NELSON

Date	Meeting	Location	Comments
07/12/2022	Dimboola and District Historical Society AGM		
08/12/2022	Mixx FM Christmas Function	Horsham	
10/12/2022	Tower Park Market	Dimboola	
10/12/2022	Karen New Year Celebrations	Horsham	
14/12/2022	Briefing Meeting	Nhill	
14/12/2022	Council Meeting	Nhill	
14/12/2022	Councillor and SMT Christmas Dinner	Nhill	

15/12/2022	Allambi Elderly People's Home AGM		
22/12/2022	HSC Staff Christmas Lunch		
26/01/2023	Australia Day Ceremony	Dimboola	
01/02/2023	Council Briefing Meeting	Nhill	
01/02/2023	Council Meeting	Nhill	
07/02/2023	Town Committee	Dimboola	
10/02/2023	Youth Council Presentations	Dimboola	

Cr BYWATERS

Date	Meeting	Location	Comments
24/01/2023	Australian Citizenship Ceremony	Nhill	
26/01/2023	Australia Day Awards Presentation	Dimboola	
28/01/2023	Nhill Pool Party	Nhill Aquatic Centre	
01/02/2023	Council Briefing and Council Meeting	Nhill	
05/02/2023	West Wimmera Health Service's virtual Annual General Meeting 2022	Online	
10/02/2023	Nhill Lawn Tennis clubrooms, official opening by Dr Anne Webster MP	Nhill	
10/02/2023	Hindmarsh Youth Council, 2023 certificate presentation	Dimboola	
11/02/2023	Tower Park Market	Dimboola	Regular monthly market on the second Saturday of every month. Coming soon, after nearly 20 years, there is a new beginning for the former Dimboola hotel site. The new Tower Park will officially open on 11 March. The formalities will commence at 5 pm, with the Tower Park market and free music. Lochiel Street will be closed off so people can mingle and celebrate the new town Square that is Tower Park.

14/02/2023	Homework Club	The Patch, Nhill	
15/02/2023	LGPro Hindmarsh Inclusive Employment Community Conversation & Lunch	Nhill	<p>We heard about the lived experiences of applying for Local Government jobs and working in local government from a special panel of guest speakers; Silvia Renda – VMC Commissioner, Chair of Grampians Regional Advisory Committee, and former council officer, Thablay Khinshwe – Nhill Learning Centre, and Pradip Bhujel – Yarriambiack Shire Council.</p> <p>This was a great opportunity to hear directly about the challenges that jobseekers face in gaining employment in local government, and an opportunity for attendees to discuss this further with council officers sitting at the tables that were keen to listen. It was also an opportunity for the audience to hear about the benefits of working in local government.</p>
18/02/2023	Happy Snap: (Tha Pwe) exploring happiness and well-being	Gallery Central Nhill	<p>Gallery Central is hosting an interesting photographic exhibition. Ballarat based Meg Lee has based her PhD research project on what well-being means to Karen youth aged 15-25 years. Ms Lee has engaged the Nhill Karen young people to express their 'happy place' through photos.</p> <p>So many different views of what well-being means through various eyes. The exhibition opened on Saturday the 18th of February and will be open for five weeks.</p>

7 CORRESPONDENCE

7.1 GENERAL CORRESPONDENCE

Responsible Officer: Chief Executive Officer

Introduction:

The following correspondence is attached for noting by Council.

Inwards:

- Nil

Outwards:

- Nil
-

8 PLANNING PERMITS

No planning reports.

9 REPORTS REQUIRING A DECISION

9.1 GOVERNANCE UPDATES

Responsible Officer: Director Corporate and Community Services

Attachment Numbers: 2 – 4

Introduction:

This report seeks Council adoption Council's Policy Framework and Media Policy.

This report also seeks the endorsement for the Public Interest Disclosure Policy to be made available to the public for consultation for the period between 2 March 2023 and 16 March 2023.

Discussion:

Media Policy

Council's media policy provides for the transparent, consistent and accurate interaction between Council spokespersons and the media. It allows for Council to provide timely, proactive and critical information about the function and services of Council thus enhancing the reputation and furthering the values of the organisation. The policy is due for evaluation every three years and as such has been reviewed and updated to align with the current legislative environment and best practice. Amendments to the policy include:

- reference to Council's media release process;
- the process for nomination of spokesperson on Council matters in the absence of the Mayor or where the Mayor has a conflict of interest in relation to the matter; and
- A provision for the equitable maintenance of good working relationships with media outlets.

Policy Framework

Council maintains a Policy Framework Policy to provide for operational and Council policy design, approval, implementation, monitoring and evaluation. The policy is required to be reviewed at a minimum every three years and as needed within that period. The policy has been reviewed with minor administrative updates, including the re-naming of Administrative Policies (those approved by the CEO) to Operational Policies, to better align with existing Council terminology.

Public Interest Disclosure Policy

This policy fulfils Councils requirement to establish and publish procedures under s 58 of the *Public Interest Disclosures Act 2012* and in accordance with the Guidelines of the IBAC published under s 57 of the same Act.

Council's Public Interest Disclosure Policy has been reviewed and updated as described below:

- *Definitions and Terms*

The policy's definitions have been reviewed and updated for clarity and accuracy

against the PID Act and guidance materials, including the meaning of corrupt conduct and improper conduct. Additionally, terms relating to the *Local Government Act 1989* (i.e. S86 Committees) have been amended to reflect the *Local Government Act 2020*. The policy has also been amended to ensure the use of gender-neutral language.

- *Broadening the explanation of who can make a disclosure*

This section has been updated to more comprehensively reflect the PID Act and ensure that anyone accessing the policy is provided detailed and clear information around making a Public Interest Disclosure.

The Public Interest Disclosure Policy will be made available for public consultation from Thursday 2 March 2023 to Thursday 16 March 2023 and a report seeking to adopt the policy will be brought to the April Council meeting.

Options:

1. Council can choose to adopt the Media Policy and Policy Framework Policy and approve the Public Interest Disclosure Policy for release to the public for the specified consultation period;
2. Council can choose to make amendments to the Media Policy, Policy Framework Policy and/or Public Interest Disclosure Policy prior to adoption and, for the latter, release to the public for the specified consultation period.

Link to Council Plan:

Strong governance practices

Financial Implications:

NIL

Risk Management Implications:

Media Policy

Maintaining a clear and comprehensive media policy ensures that any risk to Council representation through ineffective or inaccurate communication with media outlets is minimised.

Policy Framework Policy

Established a consistent and compliant approach to policy development, review, implementation and evaluation ensures that Council's policies are consistent and developed with the principles, values and goals of Council in mind.

Public Interest Disclosure Policy

Council's Public Interest Disclosure Policy ensures that employees, Councillors and the public are provided a clear mechanism through which they can access and understand the process of making a Public Interest Disclosure. Such a mechanism provides for Council to effectively and appropriately respond to conduct that may impact Council's reputational and financial position.

Relevant legislation:

Public Interest Disclosure Act 2012

Interdependent Broad-based Anti-Corruption Commission Act 2011

Local Government Act 2020

Local Government Act 1989

Community engagement:

The report recommends a consultation period for the Public Interest Disclosure Policy, whereby the community will be able to provide feedback to Council regarding the revised policy.

Gender equality implications:

A Gender Impact Assessment has been conducted against the Public Interest Disclosure Policy as its implications have a direct and significant impact on the public.

Conflict of Interest:

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

Officer Responsible – Monica Revell, Director Corporate and 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:

All policies will be placed on Council's website, will be available for public viewing on request and will be distributed to Council staff.

Next Steps:

As above.

RECOMMENDATION:

That Council adopts the Media Policy and Policy Framework Policy and endorses the Public Interest Disclosure Policy to be available for public consultation from 2 March 2023 to 16 March 2023.

MOVED: CRS W Bywaters/D Nelson

That Council adopts the Media Policy and Policy Framework Policy and endorses the Public Interest Disclosure Policy to be available for public consultation from 2 March 2023 to 16 March 2023.

CARRIED

Attachment Numbers: 2 – 4

**9.2 HINDMARSH SHIRE COUNCIL COMMUNITY ACTION GRANTS PROGRAM
 2022/2023 ROUND 2**

Responsible Officer: Director Corporate and Community Services
Attachment Number: 5

Introduction:

This report seeks Council approval to provide funding through Round 2 of the 2022/2023 Community Action Grants Program to eligible community organisations/groups.

Discussion:

The Community Action Grants Program was established to support communities with funds to provide services, self-help and assist with community development, social action, and connectedness.

Total annual funding of \$20,000 has been allocated to the program and categorised into three areas:

- Community Assistance
- Event Sponsorship
- Small Equipment

Round Two of the 2022/2023 Community Action Grants Program was promoted through direct emailing to community groups; media releases on Council’s website and local media; advertisements in local media as well as Facebook promotions on Council’s Facebook page.

At the time of closing on Friday 10 February 2023, five (5) applications were received requesting funds totalling **\$4,500**. The recommendation is to award funds of **\$3,500.00**. Total projects costs for all applications is **\$12,090.00**.

Category	Number of Applications	Funding Available	Total Amount Requested
Community Assistance	Four (4)	Round 2 \$13,181.05	\$4,000
Event Sponsorship	One (1)		\$500
Small Equipment	Zero (0)		\$0
TOTAL	Five (5)		\$4,500

Funding applications have been assessed against the following eligibility criteria:

All applications must:

- Demonstrate direct economic and social benefit to the community;
- Not already receive substantial support from Hindmarsh Shire Council;

- Be made by an incorporated community group or not-for-profit organisation or auspiced by such a group;
- Apply for one category per funding round; and
- Obtain any / all relevant permits required to host an event within Hindmarsh Shire Council.

Ineligible Applications:

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

- Community organisations who do not provide direct benefit to the Hindmarsh Shire community;
- Individuals;
- Applicants who have successfully obtained funding of \$500.00 or more for Community Assistance, Small Equipment and Minor Facility grant through the Community Action Grants Program in the current or previous financial year (organisations can only apply for funding every *two* years) are ineligible to apply. The exception is for community groups and organisations seeking Event Sponsorship for annual events (given they have acquitted any previous funding);
- Capital works on major facility maintenance;
- Funding to groups for purposes already significantly supported by Hindmarsh Shire Council (e.g. groups that use a Council facility free of charge and pay no utility or operating costs);
- Programs considered the major responsibility of the State or Federal Government;
- Schools and parents and friends organisations;
- Projects that are clearly a duplication of an existing service;
- Retrospective funding (projects that have commenced or have been completed will not be funded); and
- Clubs / organisations that have received funds from a successful application through a sub-committee of the club / organisation.

Assessment Criteria

Applications will be assessed against a set of Assessment Criteria.

Applications scoring highly against the criteria detailed below are more likely to receive funding.

Why? 40%	<ul style="list-style-type: none"> - Explain the demonstrated community need. - How will the project improve social connections and build community wellbeing? - How will the project achieve economic benefit for the community? - Has the project been identified in a Community Plan?
What? 40%	<ul style="list-style-type: none"> - Provide a brief summary of what you are going to do. - How will your project increase community participation? - Complete and submit a Risk Assessment for any Event. - Provide details on how Hindmarsh Shire Council's contribution will be recognised and acknowledged.

How? 20%	<ul style="list-style-type: none"> - Provide quotes/ information on specific item(s) funds will be used to purchase. - Provide a copy of the applying organisation's most recent bank statement and banking details. - Complete the budget and in-kind contribution templates. - Provide details on how your event's success will be measured? - Provide a copy of public liability insurance (events only). - Applicants must have obtained any/all relevant permits required to host an event within the shire.
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Community Assistance

The **Community Assistance** Program offers grants of up to a **\$1,000** to assist with valuable projects that do not fit under the two other categories of the Community Action Grants Program.

There were four (4) applications in this category for this round, requesting a total of \$4,000.

Applicants:

1. **Rainbow Lake Association** seeks funding of \$1,000 to assist with the signage at and around the recently established Rainbow Lake. The signage proposed is to welcome visitors to the attraction and to make them aware of the rules that the Rainbow Lake Committee would like them to adhere to.
 It will also make visitors aware of the dangers of deep-water entry at certain areas of lake, appropriate parking locations, and more.
 The entire project cost is \$2,100 and will include in-kind/volunteer labour and equipment, signage and installation costs.
 Based on the application and the association’s eligibility, the recommendation is to grant \$1,000 towards this project.

2. **CWA Nhill Twilight Branch** seeks funding of \$1,000 to assist with the continuation of upgrades to the CWA building, including the renovation and re-hanging of two notice boards, installation of a corner shelf for a microwave, bi-fold door and shelf in kitchen corner cupboard, and re-hanging the pioneer honor board.
 These small projects and renovations will be of great benefit to all members that use this facility and will provide improvements to the historic building to present-day standards.
 Upgrades target the range of community groups currently using the facility including CWA members, craft group, flag bridge charity group, and more.
 The entire cost for this project was quoted \$1,120, CWA will contribute \$120 to this cost and based on their eligibility criteria and demonstrated needs for this upgrade the recommendation is that Council grants \$1,000 to this project.

3. **Nhill-Dimboola Band** seeks funding of \$1,000 towards the cost of expenses to enable them to continue their regular band activities and spread the joy of listening to brass band music and to attract and teach new members to continue the long-held tradition of brass bands. They have expressed that since Covid-19 pandemic there has been a significant

decline in events and playouts, which has created a need for financial assistance to help reduce their losses and return to regular activities.

Nhill Dimboola Band estimated expense for the year is \$4,475 including cleaning fee's, rent, affiliation fee, liability insurance, licensing fees, instrument repairs and costs of hosting events.

They typically plan on paying these expenses through donations, interest, playout payments, membership fees, and from their own band funds.

Based on their eligibility and need for assistance, the recommendation is to grant funds of \$1,000 to ease the financial pressure and allow the group to return to their regular activities as soon as possible.

4. **Fit to Drive** seeks funding of \$1,000 to enable the Fit to Drive workshop to attend Nhill College and Dimboola Memorial Secondary College to present these workshops to Year 11 students.

The Fit to Drive Foundation provides road safety education programs for young people, their families and the wider community. They pride themselves on delivering relevant, informative, and interactive workshops including the F2D Workshop, Steer Right online webinar, and the Green Light Initiative (GLI). These programs are offered in partnership with education providers, local councils and service groups, and emergency services including Victoria Police and Fire Rescue Victoria.

The recommendation is to not allocate funds of \$1,000 as this company is not a community group and are not located within Hindmarsh Shire meaning they do not meet eligibility requirements for funding even though the programs are very worthwhile.

They have stated in their application they are attending Nhill College in June and plan on attending Dimboola Memorial Secondary College, and therefore do not appear to require financial assistance to pursue these workshops.

Event Sponsorship

Event sponsorships offer grants of up to **\$500** to assist with an event within Hindmarsh Shire which demonstrates social and economic benefit. For events with a regional impact, Council may allocate an increased sponsorship amount.

There was one (1) application with a total funding request of \$500.

Applicants:

1. **Wimmera Band Group** is a collective group of bands from across North-West Victoria. Each year the Wimmera Band Group runs an event called "Band Sunday" where all bands gather to perform a public concert and to promote themselves in the hope of inspiring people to get into music and recruit new members.

The 2023 'Band Sunday' performance will be hosted by the Nhill Dimboola Band and is scheduled to be held at the Dimboola Memorial Secondary College Assembly Hall.

It is the responsibility of the host band (Nhill-Dimboola Band) to organise and run the 'Band Sunday' concert.

The Wimmera Band Group has submitted the grant application on behalf of the Nhill-Dimboola Band and seeks funding of \$500 as sponsorship to plan and organise the

‘Band Sunday’ event which is expected to attract 200 people.

The total cost is estimated at \$1,950 and will cover hall hire, afternoon tea, printing of music sheets and programs, advertising and other promotional costs.

Wimmera Band Group plan to contribute \$600 while the host band (Nhill-Dimboola Band) will contribute \$850.

The recommendation is to grant \$500 sponsorship towards the ‘Band Sunday’.

Small Equipment

Small Equipment grants provide funding assistance of up to **\$1,000** towards the purchase of small equipment items.

There were no applications for this category for Community Action Grant Round Two.

Applicants:

Not applicable.

Application summary:

Applicant	Amount Requested	Total Project Cost	Recommended Allocation
<i>Community Assistance - \$1000</i>			
Rainbow Lake Association	\$1,000.00	\$2,100.00	\$1,000.00
CWA Nhill Twilight Branch	\$1,000.00	\$1,120.00	\$1,000.00
Nhill-Dimboola Band	\$1,000.00	\$4,475.00	\$1,000.00
Fit to Drive	\$1,000.00	\$2,445.00	\$0.00
TOTAL	\$3,000.00	\$12,090.00	\$3,000.00
<i>Event Sponsorship - \$500</i>			
Wimmera Band Group	\$500.00	\$1,950.00	\$500.00
TOTAL	\$1,000.00	\$1,950.00	\$500.00
<i>Small Equipment - \$1,000</i>			
No application			
TOTAL	\$0.00	\$0.00	\$0.00
FULL TOTAL	\$0.00	\$0.00	\$0.00

Options

Council can choose to support some or all, partly or in full, or none of the applications to Round Two of the Hindmarsh Shire Council Community Action Grants 2022/2023.

Link to Council & Community Plans:

The Community Action Grants relate to Council’s Vision of “a caring, active community enhanced by its liveability, environment and economy”.

Strategic Objectives:

Theme One - Our Community

- A community well informed and engaged
- Communities that feel safe and are resilient
- Provide arts and cultural activities that strengthen social connection
- A range of effective and accessible services to support the health and wellbeing of our community
- Support healthy living and provide services and activities for people of all ages and abilities.
- Assist our Community to recover from COVID-19
- Digital connectivity to support learning and work

Theme Two – Built and Natural Environment

- Well-maintained physical assets and infrastructure to meet community and organisational needs

Theme Three – Competitive and Innovative Economy

- Develop and promote local tourism opportunities that attract visitation

Financial Implications:

Council has allocated \$20,000 to the Community Action Grants Program for the 2022/2023 financial year. Following grant allocations from Round 1 there is a balance of \$13,181.05 available for Round 2.

If all recommendations are approved for Round 2 a balance of \$8,681.05 will remain.

Risk Management Implications:

Each applicant has been requested to complete a project risk assessment as part of the application process.

Relevant legislation:

Local Government Act 2020

Community engagement:

The Community Action Grants 2022/2023 program has been widely publicised through media releases, social media and Council's website.

Gender equality implications:

No gender impact assessment is required.

Conflict of Interest:

Under section 80c of the *Local Government Act 2020* officers providing advice to Council must disclose any interests, 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 – Georgia Gelligen, Community Development and Youth Officer

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

Risk Management Implications:

Risks are to be managed by the successful applicants.

Communications Strategy:

Successful and unsuccessful applicants will be notified of Council's decision by phone and via letter correspondence regarding application outcomes.

RECOMMENDATION:

That based on the eligibility and assessment criteria, Council approves the following funding allocations:

Community Assistance

- 1. A grant of \$1,000 – Rainbow Lake Association***
- 2. A grant of \$1,000 – CWA Nhill Twilight Branch***
- 3. A grant of \$1,000 – Nhill-Dimboola Band***

Event Sponsorship

- 1. A grant of \$500 – Wimmera Band Group***

Unsuccessful Applicants:

Community Assistance

- 1. A grant of \$1,000 – Fit to Drive***

TOTAL RECOMMENDED FUNDING ALLOCATED: \$3,500.

MOVED: CRS M Albrecht/W Bywaters

That based on the eligibility and assessment criteria, Council approves the following funding allocations:

Community Assistance

- 4. A grant of \$1,000 – Rainbow Lake Association***
- 5. A grant of \$1,000 – CWA Nhill Twilight Branch***
- 6. A grant of \$1,000 – Nhill-Dimboola Band***

Event Sponsorship

- 2. A grant of \$500 – Wimmera Band Group***

Unsuccessful Applicants:

Community Assistance

2. A grant of \$1,000 – Fit to Drive

TOTAL RECOMMENDED FUNDING ALLOCATED: \$3,500.

CARRIED

Attachment Number: 5

Cr M Albrecht declared a conflict of interest and left the meeting at 3:18pm.

9.3 HINDMARSH SHIRE COUNCIL BUSINESS ASSISTANCE GRANTS PROGRAM 2022/2023 ROUND 2

Responsible Officer: Director Corporate and Community Services

Attachment Number: 6

Introduction:

This report seeks approval from Council to provide funding through Round 2 of the Business Assistance Grants 2022/2023 program to eligible businesses as outlined in the following report.

Discussion:

The Business Assistance Grants program (BAGs) was established in July 2016 to support local business to expand their operations or for new businesses, large and small, to establish themselves in the shire. It provides assistance to offset costs associated with expanding or establishing a business in Hindmarsh Shire.

This program addresses the ongoing need to attract new business and support existing business in our towns, as more and more small businesses close their doors.

Council has allocated \$30,000 towards the 2022/23 Business Assistance Grants program in the 2022/2023 Annual Budget.

Total funding of \$30,000 has been allocated to the program from the 2022/23 annual budget and split into two categories:

- Business Development (up to \$2,000)
- Streetscapes (up to \$3,000)

Category	Number of Applicants	Funding Available	Total Amount Requested
Business Development	1	\$17,036.50	\$2,000.00
Streetscapes	1		\$790.70
TOTAL	2		\$2,790.70

Applications for this round of the Business Assistance Grants Program closed at 5.00pm on Friday 10 February 2023 with two (2) applications received for funding totalling \$2,790.70.

Applications must meet the following criteria in order to be eligible for a Business Assistance Grant:

All applications must:

- Have a registered ABN,

- Provide evidence that the business is currently operating in the Hindmarsh Shire (for businesses relocating to Hindmarsh provide evidence of premises relocating too),
- Demonstrate an economic benefit and value for money,
- The project will result in the creation and / or retention of employment,
- Demonstrate a financial viability of the business,
- Submit only one application per business/property owner,
- Obtain written consent from property/building owner for any structural alterations,
- Only be applying for one category per funding round, and
- Obtain all relevant permits from Council / other authorities as required.

Ineligible Applications

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

- General business operating expenses including salaries, wages, overheads, general business material expenses, rental costs, utility usage costs etc.,
- Legal and financial advice or market research,
- Applications made by small businesses that have outstanding amounts owing to Council (rates, permit payments etc.),
- Schools and their Parents and Friends organisations,
- Businesses owned/operated by Council staff or Councillors or relatives that prompt a perceived or actual conflict of interest,
- Projects that are clearly a duplication of an existing service,
- Retrospective funding (projects that have commenced or have been completed will not be funded),
- Businesses who have successfully obtained funding in the current or previous financial year

Assessment Criteria

Applications have been assessed against a set of Assessment Criteria:

Why? 30%	<ul style="list-style-type: none"> - Explain the demonstrated need for the project - How will the project improve the business operations and economic situation?
What? 30%	<ul style="list-style-type: none"> - Provide a brief summary of what you are going to do. - Complete and submit a Risk Assessment for the project - Provide detail on how Hindmarsh Shire Council's contribution will be recognised and acknowledged.
How? 40%	<ul style="list-style-type: none"> - Provide quotes/ information on specific item(s) that funds will be used to purchase. - Provide the organisations banking details and evidence that the organisation can complete the project on time and within budget. - Complete the budget and in-kind contribution templates - How will your projects success be measured? (including number of employment opportunities gained) - Provide a copy of a bank statement to demonstrate financial viability - If the property is leased or rented provide written consent from property owners for streetscape applications.

Business Development: up to \$2000 (business must match \$1:\$2 to grant)

This grant supports the establishment of new and innovative businesses that increase diversity of the Shire's business community and provide the potential for local residents to start new businesses.

There was one (1) application for Business Development in this round of Business Assistance Grants.

Applicant:

1. **West Wimmera Health Service (Business Development)** seeks funding of \$2,000 to help towards the purchase of indoor and outdoor play equipment and furniture for the Positive Parenting Centre being relocated from Emerge Early Years Centre to a West Wimmera Health Service residential property at 79 Victoria Street, Nhill. They would like to provide a home-like environment for families to feel comfortable while accessing the program/service. Based on the application, the recommendation is to grant funding of \$2,000.

Streetscapes: up to \$3000 (business must match \$1:\$2 to grant)

This grant is open to existing businesses to improve the exterior façade of their building (must have property owners' approval)

There was one (1) application for Streetscapes in this round of Business Assistance Grants.

Applicant:

1. **Shalom Hair Salon (Streetscapes)** seeks funding of \$790.70 towards improving the signage at Shalom Hair Salon so that people are aware there is a hairdressers further down the street. This will include new signage, flags and banners in front of the building. Based on the application, the recommendation is to grant funds of \$790.70.

Applicant	Amount Requested	Total Project Cost	Recommended Allocation
West Wimmera Health Service	\$2,000.00	\$3,782.00	\$2,000.00
Shalom Hair Salon	\$790.70	\$1186.00	\$790.70

Options:

Council can choose to support some or all, partly or in full, or none of the applications to the Hindmarsh Shire Council Business Assistance Grants 2022/2023.

Successful applicants would be required to complete their projects and acquit the funds received by 30 June 2023.

Link to Council Plan:

Facilitating and supporting economic development: Provide support to Hindmarsh businesses through buy local campaigns Council purchasing locally and promote business assistance grants.

Financial Implications:

Total funding available for 2022/23 Business Assistance Grants Round 2 is \$17,036.50. This is made up of the 2022/2023 budget allocation of \$30,000 for both round one and round two.

Risk Management Implications:

Each applicant has been requested to complete a project risk assessment as part of the application process.

Relevant legislation:

Local Government Act 2020

Community engagement:

The Business Assistance Grants 2022/2023 program has been widely publicised through media releases, social media and Council's website.

Gender equality implications:

No gender impact assessment is required.

Conflict of Interest:

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

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

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

Communications Strategy:

The Business Assistance Grants Program has been promoted through the following channels:

- Council's Facebook Page
- Council's website
- Media release distribution
- E-marketing to local businesses

Following Council's endorsement of the allocation of funding, further media releases and promotion of outcomes will be undertaken.

RECOMMENDATION:

That Council, based on the eligibility and assessment criteria, approves the following successful round 2 Business Assistance Grants:

Business Development

- 1. \$2,000 to West Wimmera Health Service***

Streetscapes

- 1. \$790.70 to Shalom Hair Salon***

TOTAL RECOMMENDED FUNDING ALLOCATED ROUND TWO: \$2,790.70

MOVED: CRS W Bywaters/D Nelson

That Council, based on the eligibility and assessment criteria, approves the following successful round 2 Business Assistance Grants:

Business Development

- 1. \$2,000 to West Wimmera Health Service***

Streetscapes

- 1. \$790.70 to Shalom Hair Salon***

TOTAL RECOMMENDED FUNDING ALLOCATED ROUND TWO: \$2,790.70.

CARRIED

Attachment Number: 6

Cr M Albrecht returned to the meeting at 3:21pm.

10 COUNCIL COMMITTEES

10.1 HINDMARSH LGBTIQ+ ADVISORY COMMITTEE

Responsible Officer: Chief Executive Officer

Attachment Numbers: 7 – 8

Introduction:

The Hindmarsh LGBTIQ+ Reference Group Advisory Committee held a meeting on Wednesday 8 February 2023. The purpose of this report is to note the minutes from this meeting, acknowledge the resignation of Johana Ireland, and endorse the appointment of Lou Bellizzi to the committee. A copy of the minutes is included as an attachment for the information of Council.

RECOMMENDATION:

That Council:

- 1. Notes the minutes of the LGBTIQ+ Advisory Committee meeting held on Wednesday 8 February 2023;***
- 2. Acknowledge the resignation of Johana Ireland from the committee; and***
- 3. Endorse the appointment of Lou Bellizzi to the committee.***

MOVED: CRS R Ismay/D Nelson

That Council:

- 1. Notes the minutes of the LGBTIQ+ Advisory Committee meeting held on Wednesday 8 February 2023;***
- 2. Acknowledge the resignation of Johana Ireland from the committee; and***
- 3. Endorse the appointment of Lou Bellizzi to the committee.***

CARRIED

Attachment Numbers: 7 – 8

10.2 DIMBOOLA TOWNSHIP ADVISORY COMMITTEE

Responsible Officer: Chief Executive Officer

Attachment Numbers: 9 – 11

Introduction:

The Dimboola Township Advisory Committee held meetings on 8 December 2022 and 7 February 2023. The purpose of this report is to note the minutes from these meetings. A copy of the minutes are included as attachments for the information of Council.

RECOMMENDATION:

That Council:

- 1. notes the minutes of the Dimboola Township Advisory Committee meetings held on 8 December 2022 and 7 February 2023; and***
- 2. approves the expenditure of up to \$50,000 (excluding GST) on the Dimboola Steampunk Festival.***

MOVED: CRS D Nelson/W Bywaters

That Council:

- 1. notes the minutes of the Dimboola Township Advisory Committee meetings held on 8 December 2022 and 7 February 2023; and***
- 2. approves the expenditure of up to \$50,000 (excluding GST) on the Dimboola Steampunk Festival.***

CARRIED

Attachment Numbers: 9 – 11

10.3 RAINBOW TOWNSHIP ADVISORY COMMITTEE

Responsible Officer: Chief Executive Officer
Attachment Number: 12

Introduction:

The Rainbow Township Advisory Committee held its meeting on 20 February 2023. The purpose of this report is to note the minutes from this meeting. A copy of the minutes are included as an attachment for the information of Council.

RECOMMENDATION:

That Council:

- 1. notes the minutes of the Rainbow Township Advisory Committee meeting held on 20 February 2023; and***
- 2. approves the expenditure of \$5,097.40 (including GST) to assist the Rainbow Lake Committee with funding for the Rainbow Lake Solar Light Project.***

MOVED: CRS R Ismay/M Albrecht

That Council:

- 1. notes the minutes of the Rainbow Township Advisory Committee meeting held on 20 February 2023; and***
- 2. approves the expenditure of \$5,097.40 (including GST) to assist the Rainbow Lake Committee with funding for the Rainbow Lake Solar Light Project.***

CARRIED

Attachment Number: 12

11 LATE REPORTS

**11.1 PLANNING PERMIT APPLICATION PA1786-2022 – THREE (3) LOT SUBDIVISION
AT 35-37 LOCHIEL STREET, DIMBOOLA, VIC 3414**

Responsible Officer:	Director Infrastructure Services
File:	Planning – Applications
Assessment:	86220
Application No.	PA1786-2022
Applicant:	The Ballarat Diocesan Trustees, C/- Angela Plazzer Ferguson Perry Surveying Pty Ltd
Owner:	The Ballarat Diocesan Trustees Corporation of Ballarat
Subject land:	35-37 Lochiel Street, Dimboola, VIC 3414 (Crown Allotment 9, Section 13, Township of Dimboola, Parish of Dimboola)
Proposal:	Three lot (3) subdivision
Zoning and Overlays:	General Residential Zone Schedule 1 (GRZ1) Environmental Significance Overlay Schedule 6 (ESO6) Heritage Overlay Schedule 34 (HO34) <ul style="list-style-type: none">• Clause 32.08-3 - Subdivision – GRZ1• Clause 42.01-2 – Subdivision – ESO6• Clause 43.01-1 – Subdivision – HO4
Attachment Numbers:	17 – 18

Summary

This report recommends that Council approve Planning Permit PA1786-2022 for a three (3) lot subdivision at 35-37 Lochiel Street, Dimboola VIC 3414 (Crown Allotment 9, Section 13, Township of Dimboola, Parish of Dimboola), subject to standard conditions.

Background

Planning Application PA1786-2022 was lodged with Council on 24 June 2022 for a three (3) lot subdivision. The plan of subdivision for the application was amended on 19 September 2022 and 21 November 2022 to revise the access to the lots for the subdivision.

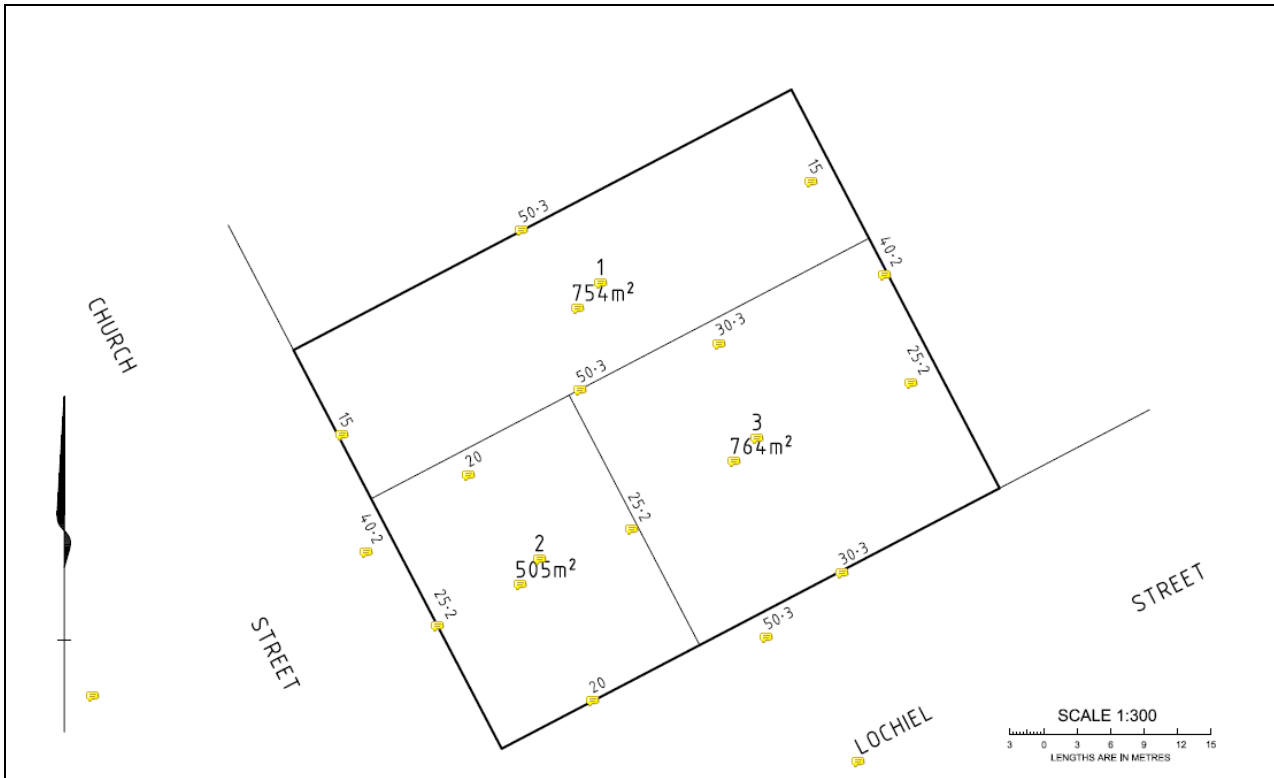
Proposal

The application proposes the subdivision of the existing 2023m² site into a total of three (3) lots, as follows:

- Lot 1 – 754m²
- Lot 2 – 505m²
- Lot 3 – 764m²

The three lots will each contain an existing building. Lot 1 contains the Church Hall, Lot 2 contains the Church building and Lot 3 contains an existing dwelling. The three lots are already connected to the required services.

Proposed Plan of Subdivision below:



Proposed Plan of Subdivision showing existing features below:



Requirement for Permit:

The subject land is located within the General Residential Zone Schedule 1, the Environmental Significance Overlay Schedule 6 and the Heritage Overlay Schedule (H04).

A planning permit is required to subdivide land under Clause 32.08-3 Subdivision of the General Residential Zone. A planning permit is also required to subdivide land under Clause

42.01-2 of the Environmental Significance Overlay and Clause 43.01-1 of the Heritage Overlay.

Subject Site and Locality

The subject site is located on the north-east side of Lochiel Street, Dimboola and fronts Church Street to the south-west. The site has a total area of approximately 2023m². The site contains existing Church buildings including St Peter’s Anglican Church, the Church Hall and the Church residence (manse).

Access to the existing Church and Church Hall is currently via an existing crossover and driveway from Church Street and access to the Church residence is via an existing crossover and driveway from Lochiel Street.

The site is within a predominantly residential area in the centre of the township of Dimboola. The commercial centre of Dimboola is located approximately 230 metres to the south-west of the site with the majority of commercial premises fronting Lloyd Street and Victoria Street.

The adjacent properties are developed with single storey dwellings fronting Lochiel Street and Church Street. The Dimboola Primary School is located further south and fronts both Church Street and Hindmarsh Street. The Dimboola Railway Station and railway line is situated at the eastern end of Lochiel Street and the station buildings are approximately 110m from the site.

Aerial Map of the site and surrounding area below (POZI):



Site History/Planning Permit History

The site has been occupied by the St Peter's Anglican Church, Church Hall and Church residence for a long time. There is no recent planning permit history other than the current subdivision planning application.

Restrictive Covenant or Section 173 Agreement

The subject site is not burdened by a Restrictive Covenant or Section 173 Agreement.

Cultural Heritage Management Plan (CHMP)

The proposal is exempt from requiring a CHMP as the proposal is not within land affected by Aboriginal Cultural Heritage Sensitivity and is not a high impact activity pursuant to the *Aboriginal Heritage Regulations 2018*.

Advertising

Section 52 Notice of Application

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

- Sending notices to the owners and occupiers of the adjoining land.
- Placing two public notices on site fronting Lochiel Street and Church Street for a period of 14 days.
- Placing a public notice in The Dimboola Banner newspaper.
- The application was made available for public viewing with the public notice on Council's website.

The applicant has submitted a statutory declaration to confirm the public notice was erected on the site for the required time as directed by Council. The notification has been carried out correctly by the applicant as directed.

Council has not received any objections to date.

Referrals

External Referrals

Section 55

Wimmera Catchment Management Authority (Wimmera CMA)

The WCMA have advised the following:

- Based on the information provided, Wimmera CMA does not object to the granting of a permit.

Please Note:

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

Internal Referrals

The application was referred internally to the following Departments:

Engineering – Comments provided. Advice provided that there are no objections to the subdivision based on the current practice and information provided. A Consent for works application can be applied for, if future access to Lot 2 is required.

Heritage Advisor – Comments provided about the heritage significance of the place (HO4). Advice was provided that the proposed subdivision is acceptable in relation to heritage.

Planning Scheme:

Planning Scheme Requirements:

Municipal Planning Strategy (MPS)

Clause 02.02 Vision

Clause 02.03 Strategic Directions

Clause 02.03-1 Settlement and housing

Clause 02.03-2 Environmental and landscape values

Clause 02.03-3 Environmental risks and amenity

Clause 02.03-5 Building Environment and heritage

Clause 02.04 Strategic Framework Plans - Dimboola Framework Plan

Planning Policy Framework (PPF)

Clause 11.01-1S Settlement

Clause 11.01-1R Settlement - Wimmera Southern Mallee

Clause 11.01-1L Settlement - Hindmarsh

Clause 15.01 Built Environment

Clause 15.01-3S Subdivision design objective is:

To ensure the design of subdivisions achieves attractive, safe, accessible, diverse and sustainable neighbourhoods.

Clause 15.01-5S Neighbourhood character objective is:

To recognise, support and protect neighbourhood character, cultural identity, and sense of place.

Clause 15.03-1S Heritage conservation objective is:

To ensure the conservation of places of heritage significance.

Clause 19.03-2S Infrastructure design and provision objective is

To provide timely, efficient and cost-effective development infrastructure that meets the needs of the community.

Planning Response:

The site contains existing buildings that are connected to infrastructure and services and are in close proximity to facilities within Dimboola. The proposal to contain each building on three separate lots will respect the subdivision pattern of the area and will protect the heritage significance of the buildings within the heritage place in accordance with Clause 15.01-3S Subdivision design, Clause 15.03-1S Heritage Conservation and Clause 02.03-5 Built Environment and Heritage. The subdivision will comply with the relevant planning policies in the MPS and PPF relating to Settlement, Built Environment and Heritage and Infrastructure.

Clause 32.08 – General Residential Zone

Clause 32.08-3 Subdivision

Permit requirement

A permit is required to subdivide land.

An application to subdivide land, other than an application to subdivide land into lots each containing an existing dwelling or car parking space, must meet the requirements of Clause 56 and:

- Must meet all of the objectives included in the clauses specified in the following table.
- Should meet all of the standards included in the clauses specified in the following table.

Class of subdivision	Objectives and standards to be met
3 – 15 lots	All except Clauses 56.02-1, 56.03-1 to 56.03-4, 56.05-2, 56.06-1, 56.06-3 and 56.06-6

Schedule 1 to the General Residential Zone

There are no relevant requirements for subdivision in the Schedule.

Planning Response:

The application is consistent with the Municipal Planning Strategy and Planning Policy Framework as discussed above. The subdivision will respect the neighbourhood character of the area. The subdivision will allow for the creation of separate lots for the three existing buildings on the site. The proposal will comply with the objectives of the zone. Standard conditions are required to ensure the three lots are connected to all services before new titles can be issued.

Clause 42.01 Environmental Significance Overlay (ESO)

42.01-2 Permit requirement (relevant to application)

A permit is required to:

- Subdivide land. This does not apply if a schedule to this overlay specifically states that a permit is not required.

42.01-5 Decision guidelines

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

- The Municipal Planning Strategy and Planning Policy Framework.
- The statement of environmental significance and the environmental objective contained in a schedule to this overlay.
- The need to remove, destroy or lop vegetation to create a defensible space to reduce the risk of bushfire to life and property.
- Any other matters specified in a schedule to this overlay.

Schedule 6 to the ESO – Catchments of Wetlands Conservation Value (ESO6)

3.0 Permit requirement

There are no relevant permit requirements for subdivision in the Schedule.

Planning Response:

The application is consistent with the Municipal Planning Strategy and Planning Policy Framework as discussed above. The Wimmera CMA has advised they have no objections to the proposal and have not required any conditions. The application complies with the decision guidelines of the ESO.

Clause 43.01 Heritage Overlay (HO)

43.01-1 Permit requirement

A permit is required to subdivide land.

43.01-8 Decision guidelines (relevant to application)

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

- The Municipal Planning Strategy and the Planning Policy Framework.
- The significance of the heritage place and whether the proposal will adversely affect the natural or cultural significance of the place.
- Any applicable statement of significance (whether or not specified in the schedule to this overlay), heritage study and any applicable conservation policy.
- Whether the proposed subdivision will adversely affect the significance of the heritage place.
- Whether the proposed subdivision may result in development which will adversely affect the significance, character or appearance of the heritage place.

Schedule 4 of the HO

The site is within the HO4 for the Dimboola Anglican Church.

Planning Response:

The proposed subdivision will not adversely affect the significance of the heritage place. Council's Heritage Advisor has confirmed that the subdivision is acceptable in relation to heritage. The existing buildings will be sited within each of the lots and will not adversely affect the significance, character or appearance of the heritage place. The proposal complies with the relevant decision guidelines of the HO4.

Particular Provisions

Clause 52.06 Car Parking

There are no car parking implications as the existing uses of the land are unchanged and the uses rely on existing on-street car parking spaces for any demand. There is no planning permit required under this Clause.

Clause 53.01 Public Open Space Contribution and Subdivision

A person who proposes to subdivide land must make a contribution to the council for public open space in an amount specified in the schedule to this clause (being a percentage of the

land intended to be used for residential, industrial or commercial purposes, or a percentage of the site value of such land, or a combination of both). If no amount is specified, a contribution for public open space may still be required under section 18 of the *Subdivision Act 1988*.

53.01-1 Exemption from public open space requirement specified in the scheme

A subdivision is exempt from a public open space requirement specified in this scheme if:

- *It is one of the following classes of subdivision:*
 - *Class 1: The subdivision of a building used for residential purposes provided each lot contains part of the building. The building must have been constructed or used for residential purposes immediately before 30 October 1989 or a planning permit must have been issued for the building to be constructed or used for residential purposes immediately before that date.*
 - *Class 2: The subdivision of a commercial or industrial building provided each lot contains part of the building.*
 - *It is for the purpose of excising land to be transferred to a public authority, council or a Minister for a utility installation.*
 - *It subdivides land into two lots and the council considers it unlikely that each lot will be further subdivided.*

Planning Response:

There is no record of a public open space contribution ever having been paid for this site. The proposed subdivision does not meet the exemptions under Clause 53.01-1. Therefore, a 5% public open space contribution to the value of the land is required in accordance with this Clause, which will be required as a condition.

Clause 56 – Residential Subdivision

The application has been assessed against the requirements of Clause 56 and complies with the relevant objectives and standards of the Clause including the following:

- The subdivision of existing buildings to be located on separate lots will not change the existing neighbourhood character (Standard C6) and is consistent with the relevant provisions of the Municipal Planning Strategy and the Planning Policy Framework.
- The subdivision of the existing buildings will result in lot diversity and comply with Standard C7 (Lot diversity and distribution).
- All three existing buildings on the lots are oriented towards the street frontages to comply with Standard C10 (Street orientation).
- The existing crossovers for vehicle access to Lot 1 from Church Street and to Lot 3 from Lochiel Street are acceptable. There is no existing crossover for vehicle access to Lot 2 as this is currently located on Lot 1 as access to the Church Hall and Church. The absence of a crossover to Lot 2 is acceptable in this instance as the existing access arrangements rely on on-street car parking and there is adequate space within the road reserve for the parking of hearses for funerals as required. If a

crossover is required for vehicle access to Lot 2 in the future, Council's Engineers have confirmed that a works permit will be required.

- The site has access to existing infrastructure including reticulated water, sewer, electricity and telecommunications connections to comply with Standards C22, C24 and C25. Standard conditions under Clause 66.01 are required to ensure the existing infrastructure for the lots is appropriate.

General Provisions

Clause 65 - Decision Guidelines

Because a permit can be granted does not imply that a permit should or will be granted. The Responsible Authority must decide whether the proposal will produce acceptable outcomes in terms of the decision guidelines of this clause.

Clause 65.01 Approval of an application or plan

Before deciding on an application or approval of a plan, the Responsible Authority must consider, relevant matters, as appropriate.

Clause 65.02 Approval of an application to subdivide land

Before deciding on an application or approval of a plan, the Responsible Authority must consider, relevant matters, as appropriate.

Planning Response:

The proposed subdivision will enable each lot to be sold separately in the future if the Church is no longer used on this site. The area and dimensions of the three lots will allow for spacing around the existing buildings and will respect the prevailing subdivision pattern of the area. The lots are connected to the required services and standard conditions are required. The proposal complies with the relevant decision guidelines of this Clause.

Strategic, Statutory and Procedural Requirements:

The proposal is consistent with the Municipal Planning Strategy and Planning Policy Framework, the General Residential Zone, the Environmental Significance Overlay Schedule 6, the Heritage Overlay Schedule 4, Clause 56 and Clause 65 of the Hindmarsh Planning Scheme.

Report to Council:

The Manager of Development advises that all obligations of Council (strategic, statutory and procedural) have been addressed and discharged in this planning application.

Processing Times:

24/06/2022 Application lodged

11/07/2022 Fee received

20/07/2022 Further information requested

19/09/2022 Written response to further information and planning report received in SPEAR pursuant to Section 50 of the *Planning and Environment Act 1987*

14/10/2022 Outstanding further information requested

21/11/2022 Amended plans (Version 3) received in SPEAR pursuant to Section 50 of the *Planning and Environment Act 1987*
22/12/2022 Advertising documents sent to the applicant via email.
13/01/2023 External referrals and internal referral sent via SPEAR
18/01/2023 Advertisement appeared in Dimboola Banner
08/02/2023 Responses all received to external and internal referrals
09/02/2023 Public notices – signs erected by the applicant on site
23/02/2023 Statutory declaration for the advertising received from the applicant
01/03/2022 Presented to Council for approval

The report is being presented to Council for approval at the meeting held 01 March 2023 (37 statutory days).

The statutory processing time requirements of the *Planning and Environment Act 1987* have been satisfied in this instance.

Link to Council Plan:

Not applicable

Financial Implications:

The subdivision will have positive financial implications through a potential increase in Rates income to Council.

Risk Management Implications:

There are no risks to be managed by Council, except if the planning permit is not approved, Council could be seen to be holding up development within the municipality.

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 – Jessie Holmes, Director Infrastructure Services

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

Author – Bernadine Pringle, Consultant Town Planner

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

Communications Strategy:

Advise the applicant of the Council's decision.

Next Steps:

Issue Planning Permit and endorse the plans if approved by Council.

RECOMMENDATION:

That Planning Permit PA1786-2022 be approved by Council, to allow a three (3) lot subdivision on the subject land at 35-37 Lochiel Street, Dimboola, VIC, 3414 (Crown Allotment 9, Section 13, Township of Dimboola, Parish of Dimboola), subject to the following conditions:

Endorsed Plans

- 1. The layout and site dimensions of the subdivision hereby permitted, as shown on the endorsed plan/s, must not be altered or modified without the written consent of the Responsible Authority. There are no requirements to alter or modify the endorsed plan if a plan is certified under the provisions of the Subdivision Act 1988 that is generally in accordance with the endorsed plan/s.***

Public Open Space Contribution for Subdivision

- 2. Before the issue of a Statement of Compliance under the Subdivision Act 1988, the owner must pay a Public Open Space Contribution to the Responsible Authority of 5% of the site value. Such payment will satisfy in full any Public Open Space requirement under the Planning Scheme.***

Access/Vehicle Crossovers

- 3. The vehicle crossovers and access to the lots must be constructed and maintained to the satisfaction of the Responsible Authority.***

Mandatory Conditions in Clause 66.01

- 4. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity and gas (where it is proposed to be connected) services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.***
- 5. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.***
- 6. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.***

Subdivision Expiry

- 7. The subdivision will expire if:***
 - a) The plan of subdivision is not certified within two (2) years of the date of this permit.***
 - b) The registration of the subdivision is not completed within five (5) years of the date of certification of the plan of subdivision.***

In accordance with Section 69 of the Planning and Environment Act 1987, the responsible authority may extend the periods referred to if a request is made in

writing before the permit expires, or within six (6) months of the permit expiry date.

Notes:

Planning

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

Engineering

- A Consent to Works Within Road Reserve Permit must be applied for from Council's Engineering Department (Phone: 03 5391 4444) if future access to Lot 2 is required.

Wimmera CMA

- The 1% AEP flood is not the maximum possible flood. A flood larger in height and extent, than the 1% AEP flood, may occur in the future.
- Should you require further information please contact Wimmera CMA Floodplain Officer, on (03) 5382 1544. To assist Wimmera CMA in handling any enquiries please quote WCMA-F-2023-00002 in your correspondence with us.

MOVED: CRS M Albrecht/R Ismay

That Planning Permit PA1786-2022 be approved by Council, to allow a three (3) lot subdivision on the subject land at 35-37 Lochiel Street, Dimboola, VIC, 3414 (Crown Allotment 9, Section 13, Township of Dimboola, Parish of Dimboola), subject to the following conditions:

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Mandatory Conditions in Clause 66.01

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

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CARRIED

12 NOTICES OF MOTION

No notices of motion.

13 OTHER BUSINESS

Cr W Bywaters declared a conflict of interest and left the meeting at 3:29pm.

13.1 AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION CONFERENCE

As per the Councillor Expense Policy, Cr W Bywaters has applied to attend the ALGWA (all inclusive) Conference 17-20 May 2023 at the RACV Cape Schanck resort, Mornington Peninsula, VIC. Early bird bookings for the 2023 ALGWA National and State Conference are open now.

Conference investment:

Conference fees \$1400 per person | \$1260 Early Bird

Early bird prices available until Friday 17 March 2023.

Further 10% off available at checkout with the ALGWA member discount code and Cr Bywaters is a member.

Accommodation at RACV Cape Schanck Resort at \$266 per night for three nights.

Transport will be via council vehicle.

The conference brings together councillors and officers from across Australia to advance female participation in local government and put a spotlight on issues facing women in the sector. Delegates draw inspiration from the thought-provoking presenter's, network with other attendees, and benefit from the peer support offered by Australian Local Government Women's Association.

MOVED: CRS D Nelson/M Albrecht

That Cr Bywaters attend the ALGWA Conference from 17-20 May, and that her expenses be covered by Council.

CARRIED

Cr W Bywaters returned to the meeting at 3:34pm.

14 CONFIDENTIAL REPORTS

In accordance with Section 66 (2) (a) of the *Local Government Act 2020*, Council may close the meeting to the public to consider confidential information. Confidential information is defined by part IV of the *Freedom of Information Act 1982*, and by Section 3 of the *Local Government Act 2020* as being:

- a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;
- b) security information, being information that if released is likely to endanger the security of Council property or the safety of any person;
- c) land use planning information, being information that if prematurely released is likely to encourage speculation in land values;
- d) law enforcement information, being information which if released would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person;
- e) legal privileged information, being information to which legal professional privilege or client legal privilege applies;
- f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;
- g) private commercial information, being information provided by a business, commercial or financial undertaking that—
 - i. relates to trade secrets; or
 - ii. if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;
- h) confidential meeting information, being the records of meetings closed to the public under section 66(2)(a);
- i) internal arbitration information, being information specified in section 145;
- j) Councillor Conduct Panel confidential information, being information specified in section 169;
- k) information prescribed by the regulations to be confidential information for the purposes of this definition;
- l) information that was confidential information for the purposes of section 77 of the *Local Government Act 1989*

RECOMMENDATION:

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

- 14.1 *AUDIT AND RISK COMMITTEE – 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***

- 14.2 SUPPORT AT HOME – 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 Ismay/M Albrecht

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

- 14.1 AUDIT AND RISK COMMITTEE – 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**
- 14.2 SUPPORT AT HOME – 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 B Ireland declared the meeting closed at 3:56pm.



Nhill & District Sporting Club Inc.

A0002504B | ABN: 59 724 724 462
Davis Park, Davis Avenue, NHILL VIC 3418
POSTAL: P.O. Box 165, NHILL VIC 3418

EMAIL: secretary@nhillsportingclub.com.au | WEB: www.nhillsportingclub.com.au



A Nhill Community Club providing Cricket, Football, Hockey & Netball

28 March 2023

RE: Davis Park Redevelopment and Budget Priorities

Dear Councilors of the Hindmarsh Shire,

We, the committee of the Nhill & District Sporting Club, write to you on behalf of the NDSC members requesting an urgent update regarding the funding and priorities for Davis Park. Specifically, we have a list of questions and concerns that we would like addressed and we would like this correspondence to be formally tabled at the next council meeting as a matter of priority.

Our small Steering Subcommittee have been working with council for a number of years now regarding improvements to our facilities, with no success. Indeed, we are possibly the only sporting organisation in the Wimmera whose facilities have gone backwards over the past five years, with many others having new function rooms or changerooms built through a combination of grants, election commitments and funding from local government. We now face our sixth season playing at Davis Park since the grandstand was condemned, still with no resolution in sight. Our last meeting with council was at the end of 2022, where we thought we had made progress regarding new change facilities that also could have included tiered and under covered seating. Since that time we have received no further updates, other than being told that another project in Jeparit has taken priority.

Therefore, we would like a reply to this letter from council to our members, which answers the following?

1. Are the redevelopments at Davis Park still the number one funding priority for council, as was previously indicated at last year's community forum and elsewhere?
2. How much money has council spent on maintenance at Davis Park since 2018?
3. How much money did council spend specifically on the grandstand in the decade leading up to its demolition in 2020?
4. How much money has council spent on drafting new plans for Davis Park over the past five years?
5. How many grants has council applied for in relation to Davis Park over the past five years, and were unsuccessful applications reviewed internally?
6. What shelter or other assistance has council provided at Davis Park since the demolition of the grandstand at the start of 2020?
7. What is council's short-term commitment to the facilities at Davis Park, especially in relation to the 2023 football, netball and hockey seasons?
8. What is council's long-term commitment to the facilities at Davis Park, for 2024 and beyond?
9. What money does council currently have set aside for future upgrades at Davis Park, and will money continue to be set aside by council until upgrades are realised?
10. Who is council currently working with to try and secure funding for Davis Park?

11. Does council believe long-term that the Hindmarsh Shire Council can support three football/netball clubs and their respective facilities across the shire?
12. To prevent this same situation occurring in another 12 months, what action does council think is required, and over what timeframe, so that we can start to see some improvements?
13. What guarantees are council willing to make regarding the remaining facilities at Davis Park, and what assurances do we have that these will not also go the same way as grandstand?

We, the NDSC general committee, are accountable to our members. The vast majority of our members are also rate payers in the Hindmarsh Shire Council. These and similar questions were raised at our AGM in 2022, and we believe our members, players and supporters have a right to know what the council's plans are for Davis Park in both the short- and long-term.

We request a response to our members by Friday, 14th of April, allowing for five business days after the next council meeting. We hope that all questions are relatively straightforward to answer, but if you need anything clarified please make contact with myself or our Steering Subcommittee.

Yours sincerely,

The image shows two handwritten signatures in blue ink. The signature on the left is a stylized, cursive name that appears to be 'Robert Bell'. The signature on the right is a more compact, circular scribble, possibly a second signature or a mark.

Robert Bell
NDSC President
On behalf of the NDSC General Committee and the NDSC members



2 March 2023

Greg Roberts
Chairperson
Rainbow Township Advisory Committee
Email: rainbowtowncommittee@ozemail.com.au

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

Dear Greg

Re: Approval of Funds for Release to Rainbow Lake Committee

I refer to the minutes of the Rainbow Township Advisory Committee meeting held on 20 February 2023 where the committee moved that Council approve the following:

- **Item No 8.6:** The Rainbow Town Committee will fund the Rainbow lake solar light project for \$5,097.40 with in-kind Labour TBC. Plaques will be erected at the site to acknowledge the RTC contributions to the project.

At the Council Meeting held on Wednesday 1 March 2023, Hindmarsh Shire Council endorsed the following:

That Council:

- 1. notes the minutes of the Rainbow Township Advisory Committee meeting held on 20 February 2023; and***
- 2. approves the expenditure of \$5,097.40 (including GST) to assist the Rainbow Lake Committee with funding for the Rainbow Lake Solar Light Project.***

All invoices in relation to the festival should be addressed to Hindmarsh Shire Council clearly stating they are for the Rainbow Lake Solar Light Project and forwarded to accounts@hindmarsh.vic.gov.au for payment.

If you have any questions in relation to the approval or invoicing, please contact Heather Boyd, Manager Finance & Customer Services, via email hboyd@hindmarsh.vic.gov.au or telephone 03 5391 4444.

Yours sincerely

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

Greg Wood
Chief Executive Officer

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



Hindmarsh
Shire Council

**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
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Dimboola
101 Lloyd Street
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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

2 March 2023

Kaylene Pietsch
Chairperson
Dimboola Township Advisory Committee
Email: dimboolatc@gmail.com

Dear Kaylene

Re: Approval of Funds for Release to Steampunk Festival

I refer to the minutes of the Dimboola Township Advisory Committee meeting held on 7 February 2023 where the committee moved that Council approve the following:

- **Item No 7.c:** For Hindmarsh SC to receive and accept the draft budget and financials for the Dimboola Steampunk Festival as presented and approve the expenditure of up to \$50,000 (excluding GST) as per the draft budget.

At the Council Meeting held on Wednesday 1 March 2023, Hindmarsh Shire Council endorsed the following:

That Council:

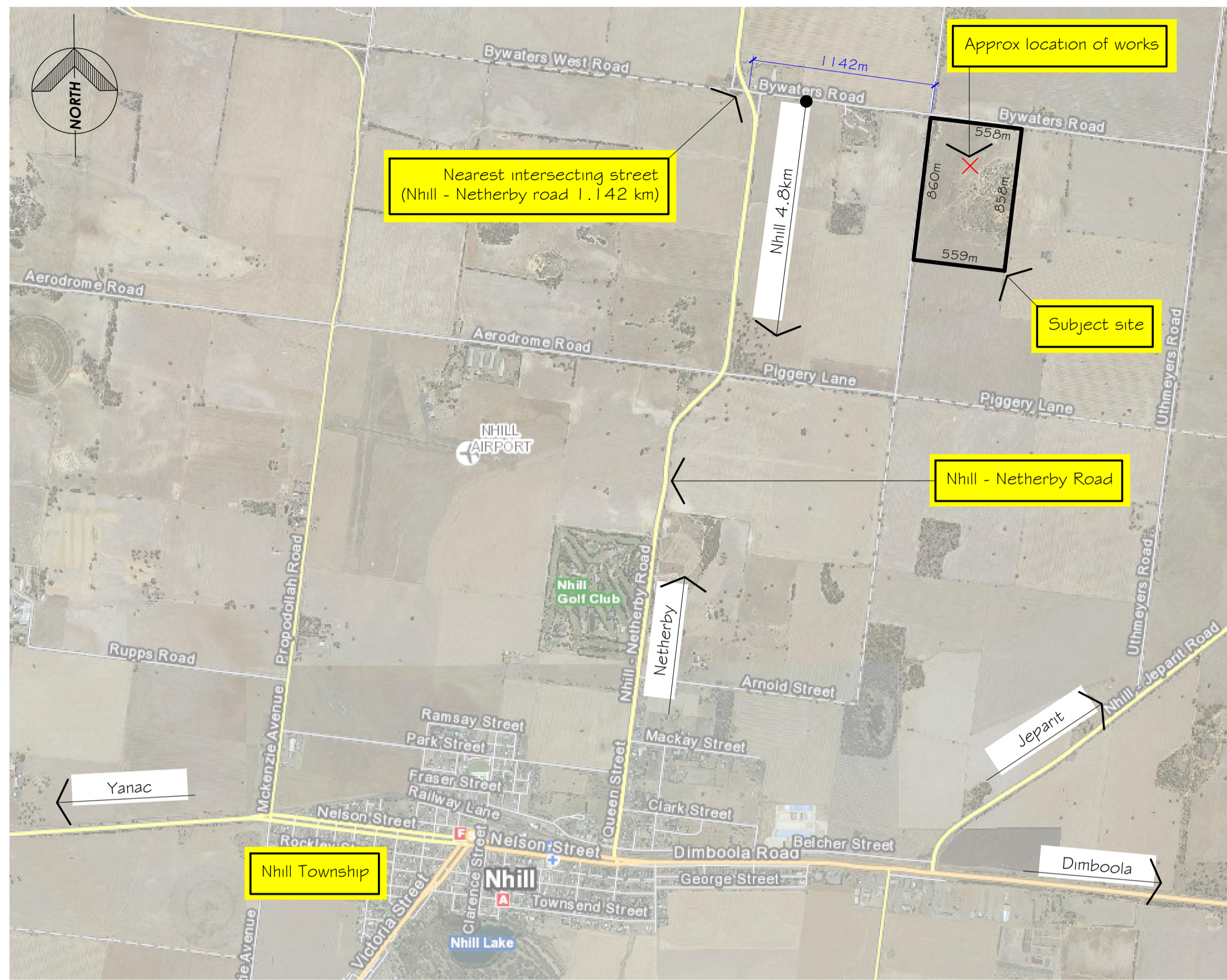
- 1. notes the minutes of the Dimboola Township Advisory Committee meetings held on 8 December 2022 and 7 February 2023; and***
- 2. approves the expenditure of up to \$50,000 (excluding GST) on the Dimboola Steampunk Festival.***

All invoices in relation to the festival should be addressed to Hindmarsh Shire Council clearly stating they are for the Wimmera Steampunk Festival and forwarded to accounts@hindmarsh.vic.gov.au for payment.

If you have any questions in relation to the approval or invoicing, please contact Heather Boyd, Manager Finance & Customer Services, via email hboyd@hindmarsh.vic.gov.au or telephone 03 5391 4444.

Yours sincerely

Greg Wood
Chief Executive Officer



LOCALITY PLAN
N.T.S.

General Notes (NCC 2019 BCA Vol 1 AMENDMENT 1)

- All materials and work practices shall comply with, but not limited to the Building Regulations 2018, the National Construction Code Series 2019 Building Code of Australia Volume 1 Amendment 1 and all relevant current Australian standards (as amended) referred to therein.
- Unless otherwise specified, the term BCA shall refer to National Construction Code Series 2019 Building Code of Australia Volume 1 Amendment 1.
- All materials and construction practice shall meet the Performance Requirements of the Building Code of Australia. Where a performance solution is proposed then prior to implementation or installation it first must be assessed and approved by the Relevant Building Surveyor as meeting the Performance Requirements of the Building Code of Australia.
- Window sizes nominated are nominal only. Actual size may vary according to manufacturer. Windows to be flashed all around.
- Waterproofing of wet areas to comply with BCA Part F1.7
- Buildings in marine or other exposure environments shall have masonry units, mortar and all built in components and the like complying with the durability requirements of AS3700-2011 Masonry structures.
- All storm water to be taken to the legal point of discharge to the relevant authorities' approval.
- These drawings shall be read in conjunction with all architectural specifications, relevant structural and all other consultants' drawings/details and specifications and with any other written instructions issued in the course of the contract.
- All measurements and levels in millimetres unless noted otherwise.
- Figured dimensions take precedence over scaled dimensions.
- The builder shall take all steps necessary to ensure the stability and general water tightness of all new and/or existing structures and all essential services to be maintained during all works.
- A building Permit is required prior to the commencement of these works. The release of these documents is conditional to the Owner obtaining the required Building Permit.
- The builder and subcontractors shall check and verify all dimensions, setbacks, levels and specifications and all other relevant documentation prior to the commencement of any works. Report all discrepancies to this office for clarification.
- Installation of all services shall comply with the respective Supply Authority requirements.
- The builder and subcontractor shall ensure that all storm water drains, sewer pipes and the like are located at a sufficient distance from any buildings footing and/or slab edge beams so as to prevent general moisture penetration, dampness, weakening and undermining of any building and its footing system.
- These plans have been prepared for the exclusive use by the client of Grampians i-Design Pty Ltd ('the Designer') for the purpose expressly notified to the Designer. Any other person who uses or relies on these plans without the Designer's written consent does so at their own risk and no responsibility is accepted by the Designer for such use and/or reliance.
- The Client and/or the Client's Builder shall not modify or amend the plans without the knowledge and consent of Grampians i-Design Pty Ltd except where a Registered Building Surveyor makes minor necessary changes to facilitate the Building Permit application and that such changes are promptly reported back to Grampians i-Design Pty Ltd.
- The approval by this office of a substitute material, work practice, variation or the like is not an authorisation for its use or a contract variation. All variations must be accepted by all parties to the agreement and where applicable the Relevant Building Surveyor prior to implementing any variation.
- Refer to Civil Engineers design and details for all storm water, car parking and driveway construction requirements.

Electrical switchboards located in the path of travel to exits to be enclosed in a metal or other non combustible cabinet with smoke proof doors. Significant switchboards shall be provided with a 5kg carbon dioxide extinguisher or another type of extinguisher with a minimum classification of 1A:E and fitted with a hose complete with extinguisher identification signage and shall be located between 2m and 20m from the significant switchboard.

Fire hazard properties of materials and assemblies to comply with BCA Specification C1.10.

Mechanical ventilation or air-conditioning of rooms to be provided with a system complying with AS1688.2 and AS/ NZS 3666.1 as amended. Exhaust outlets to be located no closer than 6.0m to fresh air inlets.

Sediment pollution control:
- A site management plan is to be implemented during construction to control sediment run-off in accordance with EPA Victoria publication #275 'construction techniques for sediment pollution control'.
- Provide 'propex' or written approved equivalent silt fences to the low side of the allotment and around all soil stockpiles and storm water inlet pits / sumps and install 'silt stop' filter bags over all storm water entry pits during construction works.
- 'Superego' or written approved equivalent erosion control fabric to be placed over garden beds to prevent surface erosion during re vegetation period.

Personnel loading:
Based on sanitary facilities provided per BCA Table. F2.3
Male Employees: 3
Female Employees: 2
Male Patrons: N/A
Female Patrons: N/A

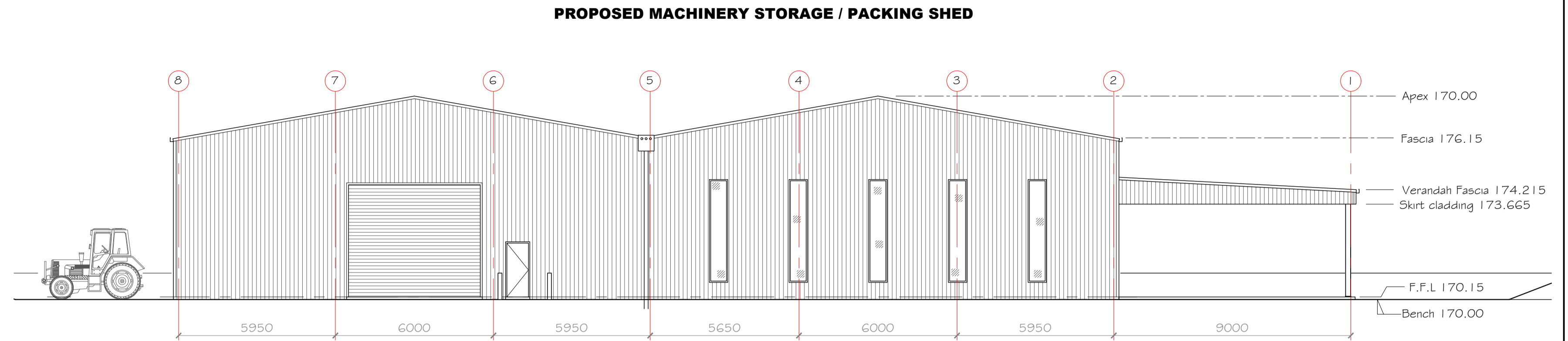
Authorities List:
Municipality: Hindmarsh Shire Council.
Sewerage authority: Hindmarsh Environmental Health Department
Drainage authority: Hindmarsh Shire Council.
Relevant Building Surveyor: TBC
Relevant Fire Authority: Fire Rescue Victoria
Relevant Electrical Supply Authority: N/A - Offgrid facility.

Planning Permit: Planning Permit No: TBC Issue Date: TBC
Builder to allow for all works to comply and include all required conditions in accordance with the Planning Permit and shall be responsible for compliance with all Planning Conditions at the completion of works.

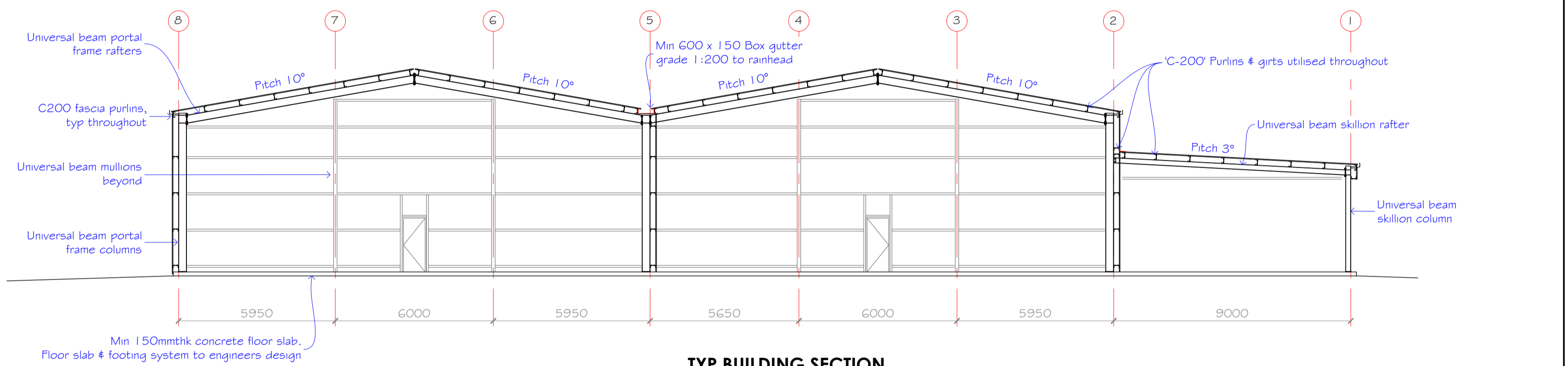
Project Consultants List:
Consulting Structural Engineer: JLP Consulting Engineers
Consulting Civil Engineer: JLP Consulting Engineers
Consulting Fire Service Design: Grampians i-Design
Consulting Geotechnical Engineer: Davies Civil Engineering
Consulting LCA / Septic Designer: Wartook Woods

Site geotechnical investigation:
Refer to geotechnical investigation report no: TBC By: Leigh Davies

NOTES:
These plans have been issued for the purpose of planning permit application only and shall not be used for building approval or construction purpose. Upon receiving planning approval these plans will be further further progressed to incorporate the imposed planning conditions & fully detailed suitable for building permit assessment & approval.



TYP EAST ELEVATION
1:125



TYP BUILDING SECTION
1:125

DESIGN PRACTITIONER DETAILS	
Item	Description
Drawn:	Rohan Fry
Registered Practitioner:	DP AD - 26583
Dwg Ref:	RFID-497
Date:	30th June 2022
Revision:	B - Planning Permit Issue
Revision Date:	30th June 2022
Approved on behalf of Client:	Matthew Koop.

DRAWING REGISTER	
Drq No.	Description
SK.01	Locality Plan, Project Notes, Frame details
SK.02	Entire site survey & setout plan
SK.03	Part site survey plan, roof drainage
SK.04	Proposed building Elevations
SK.05	Floor plans detailing staged building use.
SK.06	Reserved for BP use
SK.07	Reserved for BP use

PROJECT NOTES	

BUILDING & SITE DETAILS	
Site Address:	Bywaters Road Nhill Vic 3418, CA G1A TP356821H Parish of Balrootan
Site Area:	49.4 Ha
Planning Zone:	Farming Zone (FZ)
Existing Site Use:	Cropping of Muntnes, Wattle Seed, & Quandong.
Planning overlays impacting the site:	None identified, Designated bushfire prone area.
Proposed Development works:	Construction of farm building used for cleaning & packing of produce harvested on farm + storage of agricultural plant & equipment. Construction of gravel access roadway, cut & fill operation to form approx 2300m ² bench for building & hardstand purpose, construction of fire service tank, solar system installation, septic system installation, misc services works.
Proposed Building Development:	1103m ² floor area shed to be constructed in stages:
Stage 1:	Entire superstructure & internal floor slabs used as agricultural machinery storage shed & storage of fodder whilst site development works are in progress & cropping matures (Approx 3 years)
Stage 2:	Internal fitout works, amenities, office, coolrooms, etc suitable for use by employees for the purpose of cleaning & packing harvested produce.
Anticipated Building Occupancy levels:	Max 5 persons infrequently, managed by family members.
Proposed Building Class:	
Stage 1 - Class	7b Farm Shed.
Stage 2 - Class	7b/8 Farm Building.
Refer planning response report:	compiled by North West Planning for detailed site specific activities & vehicular movements.

SUPPORTING PLANS & DOCUMENTATION TO ACCOMPANY BUILDING PERMIT APPLICATION				
Item	Description / Reference	Rev No.	Date	Consultant
Planning Response Report	TBC			North West Planning
Structural plans - Superstructure	TBC			Supplied by McDonald Steel
Structural plans - Floor Slabs & Pavements	TBC			Supplied by McDonald Steel
Structural Computations	TBC			Supplied by McDonald Steel
r12G Certification	Design Certification			Supplied by McDonald Steel
Civil Works Plans	TBC			Supplied by Davies Civil Engineering
NCC Part JG Report	Energy Report - Req'd Stage 2			Supplied by Grampians i-design
Technical Specification	Req'd Stage 1 & Stage 2			Supplied by Grampians i-design
Septic Permit	LCA & Design			Supplied by Wartook Woods
Req 610(2)	Legal Point of SAN Discharge			Hindmarsh Shire Council
Req 326(2)	Property information request.			Hindmarsh Shire Council
Shop Drawings	TBC			Shed builder to provide own shop drawings

Grampians i-design
ACN 120 602 664
P.O. Box 671 Stawell, Victoria 3380.
Ph: 03 5356 6159 Fax: 03 5356 6156
E-mail: grampiansidesign@bigpond.com

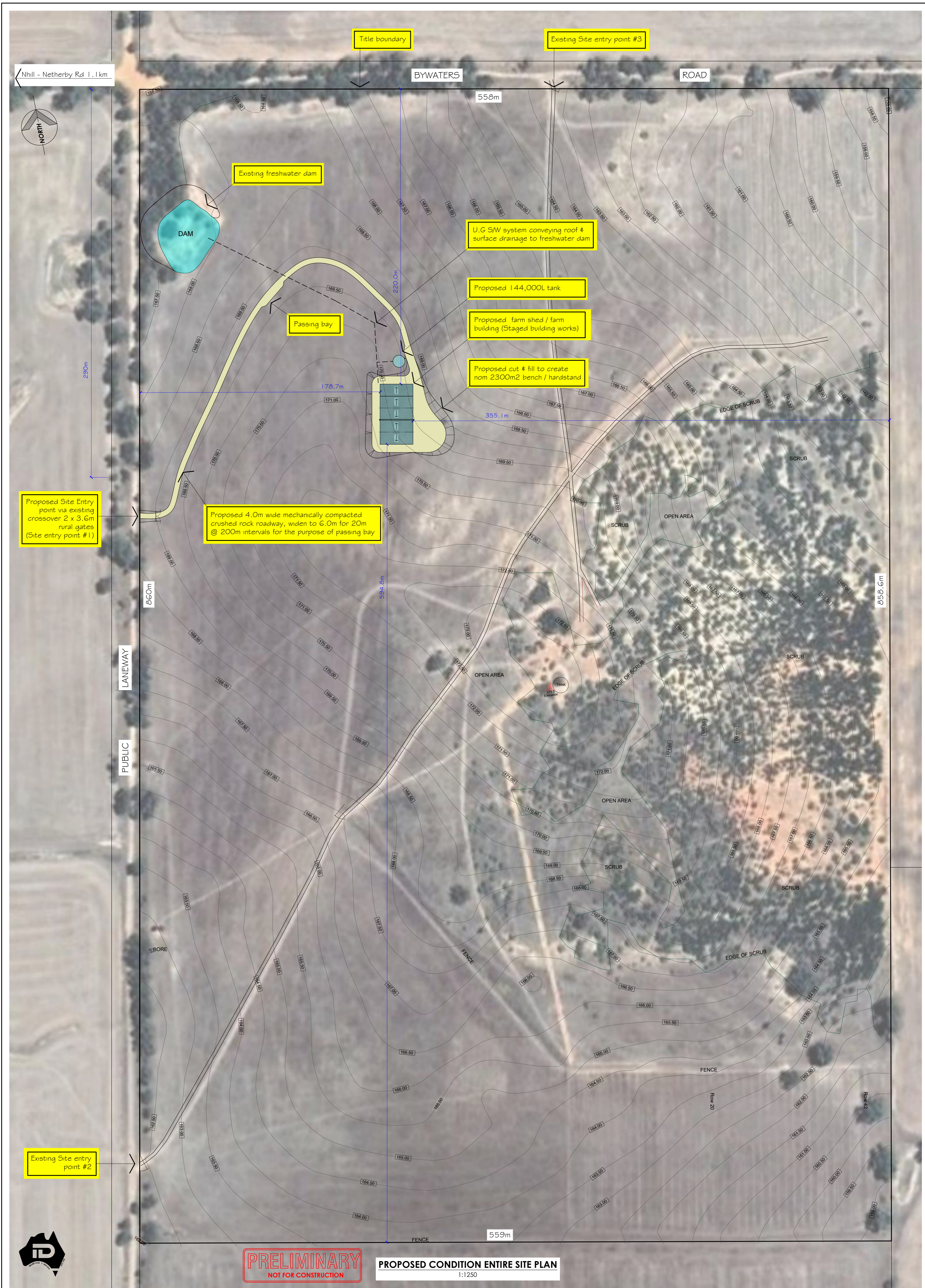
REGISTERED Building Practitioner
bdav
MBAV

NOTES:
These plans have been issued for the purpose of planning permit application only and shall not be used for building approval or construction purpose. Upon receiving planning approval these plans will be further further progressed to incorporate the imposed planning conditions & fully detailed suitable for building permit assessment & approval.

PRELIMINARY
NOT FOR CONSTRUCTION

REV NO.	DESCRIPTION:	DATE:	CLIENT:	DRAWING NO.:	DATE:	SCALE:
A	PRELIMINARY	9-3-22	MATTHEW KOOP	RFID-497	9/03/2022	N.T.S.
B	PLANNING PERMIT ISSUE	30-6-22	ADDRESS: 571 WINIAM EAST ROAD, NHILL VIC 3418	DRAWING NAME: PROPOSED MACHINERY & PACKING SHED		
			PROJECT: PROPOSED STAGED RURAL MACHINERY SHED & PACKING SHED.	DRAWN: ROHAN FRY	SIZE: A1	SHEET: SK.01
			LOCATION: CROWN ALLOTMENT G1A TP356821H - BYWATERS ROAD NHILL 3418	REV: B		APPROVED





Proposed Site Entry point via existing crossover 2 x 3.6m rural gates (Site entry point #1)

Proposed 4.0m wide mechanically compacted crushed rock roadway, widen to 6.0m for 20m @ 200m intervals for the purpose of passing bay

U.G S/W system conveying roof & surface drainage to freshwater dam

Proposed 144,000L tank

Proposed farm shed / farm building (Staged building works)

Proposed cut & fill to create nom 2300m² bench / handstand

PRELIMINARY
NOT FOR CONSTRUCTION

PROPOSED CONDITION ENTIRE SITE PLAN
1:1250

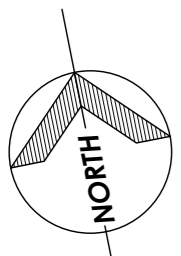
Grampians i-design
ACN 120 602 664
P.O. Box 671 Stawell, Victoria 3380.
Ph: 03 5356 6159 Fax: 03 5356 6156
E-mail: grampiansidesign@bigpond.com

These plans have been issued for the purpose of planning permit application only and shall not be used for building approval or construction purpose. Upon receiving planning approval these plans will be further further progress to incorporate the imposed planning conditions & fully detailed suitable for building permit assessment & approval.

REV NO:	DESCRIPTION:	DATE:
A	PRELIMINARY	9-3-22
B	PLANNING PERMIT ISSUE	30-6-22
C	VERIFY EXISTING SITE ENTRY POINT	14-7-22

CLIENT: MATTHEW KOOP
ADDRESS: 571 WNIAM EAST ROAD, NHILL VIC 3418
PROJECT: PROPOSED STAGED RURAL MACHINERY SHED & PACKING SHED.
LOCATION: CROWN ALLOTMENT G I A TP356821 H - BYWATERS ROAD NHILL 3418

DRAWING NO:	DATE:	SCALE:		
RFID-497	09/03/2022	1:1250		
DRAWING NAME:				
SITE SURVEY & SETOUT PLAN.				
DRAWN:	SIZE:	SHEET:	REV:	APPROVED
ROHAN FRY	A1	SK_02	C	



144,000L Tank c/w CFA compatible large outlet tank located > 10.0m from the building line & within 90m of the furthest part of the building

Widened driveway / hardstand to allow CFA access within 4.0m of hard suction point.

Existing vehicular track

Proposed farm shed / farm building (Staged building works) Floor area 1100m², F.F.L 170.15

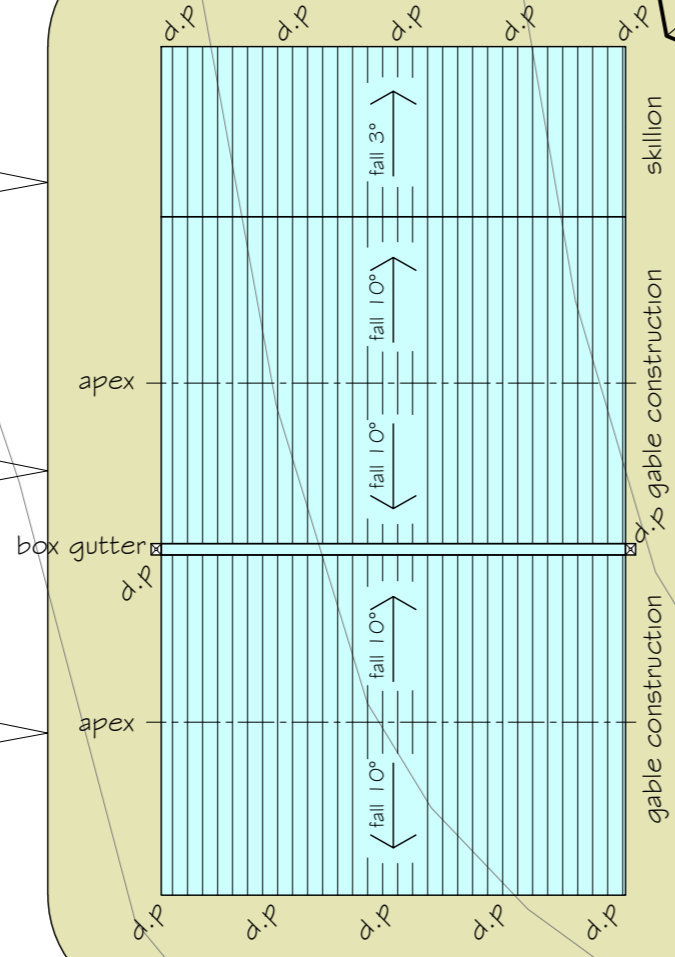
Extent of fill

Extent of cut

Proposed bench / hardstand

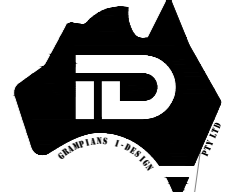
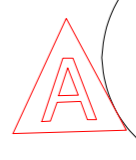
Existing vehicular track

Existing irrigation system header tank



PROPOSED CONDITION PART SITE PLAN
1:400

PRELIMINARY
NOT FOR CONSTRUCTION



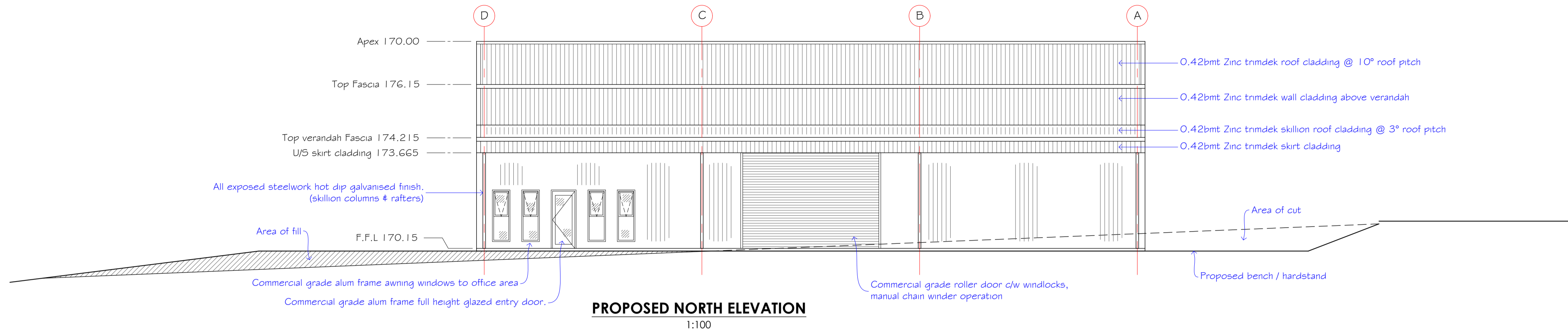
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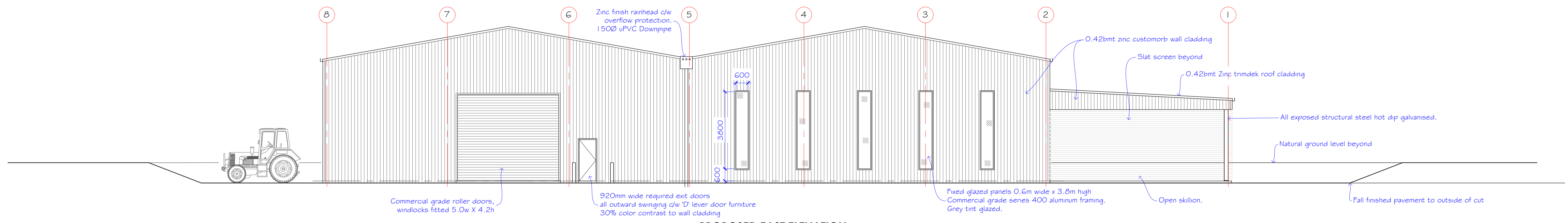
REV NO:	DESCRIPTION:	DATE:	CLIENT:
A	PRELIMINARY	9-3-22	MATTHEW KOOP
B	PLANNING PERMIT ISSUE	30-6-22	571 WNIAM EAST ROAD, NHILL VIC 3418

PROJECT: PROPOSED STAGED RURAL MACHINERY SHED & PACKING SHED.	DRAWING NO: RFID-497	DATE: 09/03/2022	SCALE: 1:400
LOCATION: CROWN ALLOTMENT G I A TP356821H - BYWATERS ROAD NHILL 3418	DRAWING NAME: PART SITE SURVEY PLAN & ROOF DRAINAGE		
DRAWN: ROHAN FRY	SIZE: A1	SHEET: SK.03	REV: B
APPROVED:			

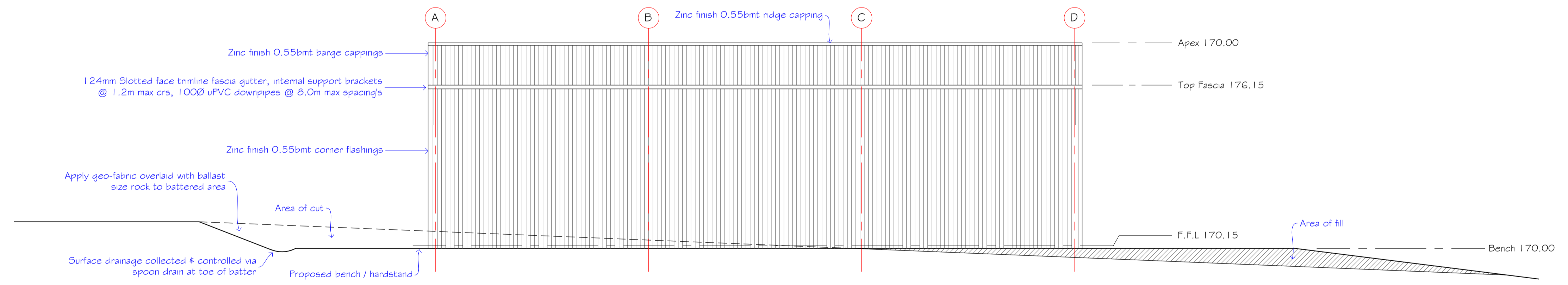
DRAWN: ROHAN FRY	SIZE: A1	SHEET: SK.03	REV: B	APPROVED:
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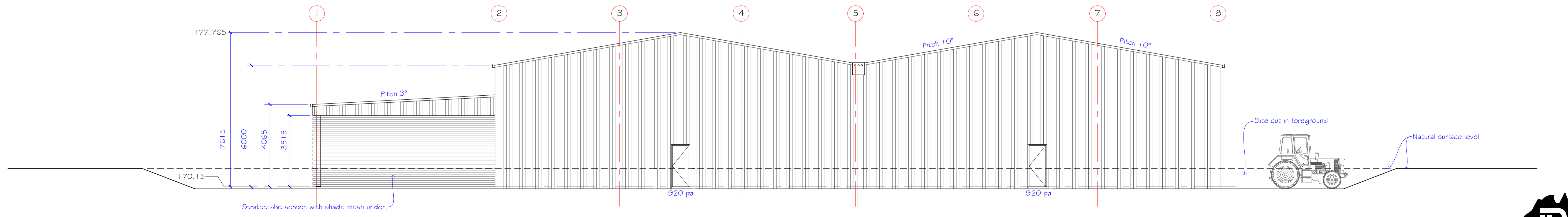
PROPOSED NORTH ELEVATION
1:100



PROPOSED EAST ELEVATION
1:100



PROPOSED SOUTH ELEVATION
1:100



PROPOSED WEST ELEVATION
1:100

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MEMBER
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Building Designers
Association Victoria

REGISTERED
Building Practitioner

MEMBER
MBAV
Member

NOTES:
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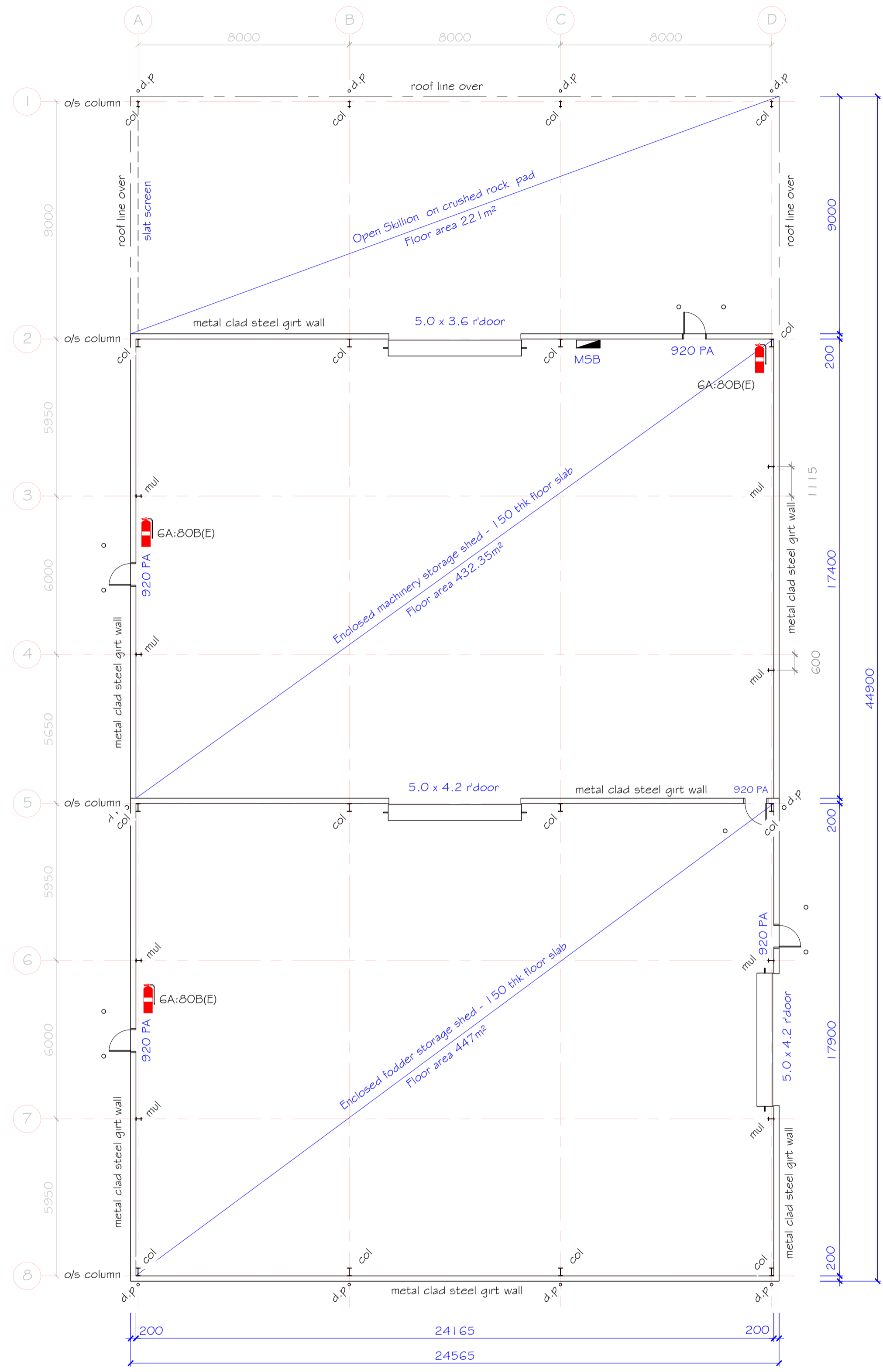
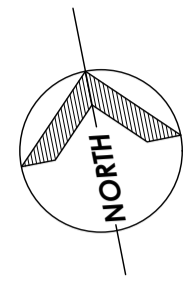
PRELIMINARY
NOT FOR CONSTRUCTION

REV NO:	DESCRIPTION:	DATE:	CLIENT:
A	PRELIMINARY	9-3-22	MATTHEW KOOP
B	PLANNING PERMIT ISSUE	30-6-22	ADDRESS: 571 WINIAM EAST ROAD, NHILL VIC 3418
C	SLAT SCREEN TO WEST SIDE OF CANOPY	14-7-22	PROJECT: PROPOSED STAGED RURAL MACHINERY SHED & PACKING SHED. LOCATION: CROWN ALLOTMENT G1A TP356B21H - BYWATERS ROAD NHILL 3418

DRAWING NO:	DATE:	SCALE:		
RFID-497	09/03/2022	1:100		
DRAWING NAME:				
PROPOSED ELEVATIONS - FARM BUILDING				
DRAWN:	SIZE:	SHEET:	REV:	APPROVED
ROHAN FRY	A1	SK_04	C	



**INITIAL BUILDING PERMIT APPLICATION - PROPOSED MACHINERY / FODDER SHED
ESTIMATED 3 YEAR USAGE PRIOR TO UPGRADE (FARM SHED)**



FLOOR PLAN - MACHINERY SHED (FARM SHED)
1:125

SITE PREP & CONC FLOOR SLAB NOTES

Any new filling under the slab shall be compacted fill complying with clause G.4.2 (a) of AS2870, and shall meet all requirements of the referenced soil report.
Surface drainage around the site to be in accordance with AS2870.
Swivel & expansion joints shall be installed to sewer & stormwater pipework at perimeter of the floor slab

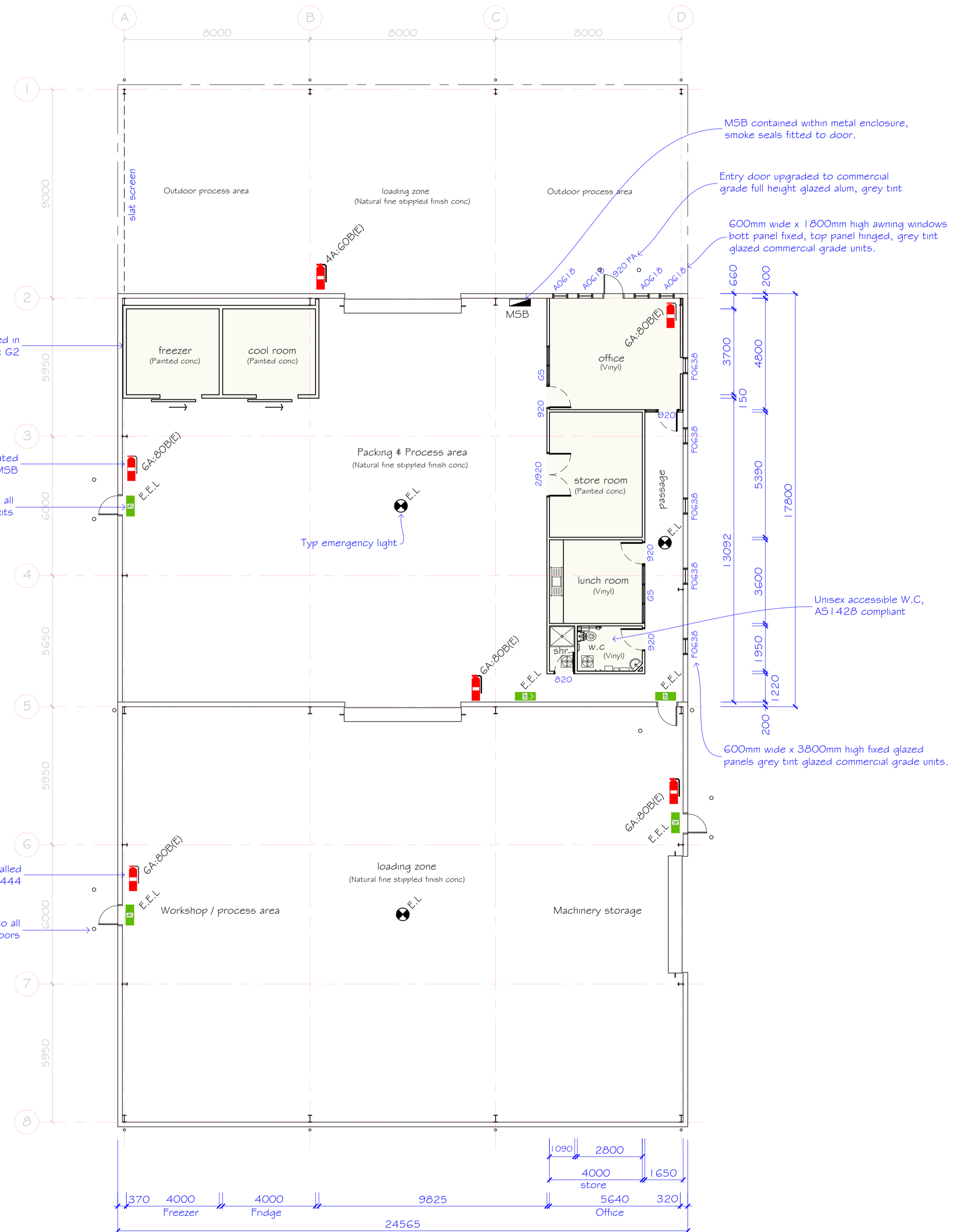
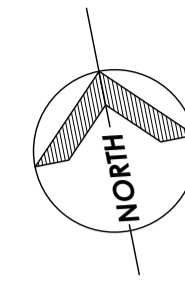
TERMITE PROTECTION NOTES

Install full chemical termite barrier in accordance with AS3660.1 Section 8 All timber framing shall be preserved treated timber in accordance with appendix D of AS3660.1

NOTES:

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**FUTURE BUILDING PERMIT APPLICATION - PROPOSED PACKING SHED
(FARM BUILDING)**



FLOOR PLAN - PACKING SHED (FARM BUILDING)
1:125

BUILDING DETAILS

Floor area under roof - 1103m²
Building Volume - 6750m³
Building Construction Type - Type C
Building Classification - 7b / 8 (Warehouse / processing shed)

PRELIMINARY
NOT FOR CONSTRUCTION

REV NO:	DESCRIPTION:	DATE:	CLIENT:	DRAWING NO:	DATE:	SCALE:
A	PRELIMINARY	9-3-22	MATTHEW KOOP	RFID-497	09/03/2022	1:125
B	PLANNING PERMIT ISSUE	30-6-22	ADDRESS: 571 WINIAM EAST ROAD, NHILL VIC 3418	PROPOSED FLOOR PLAN (ILLUSTRATING STAGING)		
C	REDUCE OFFICE WIDTH, SLAT SCREEN	14-7-22	PROJECT: PROPOSED STAGED RURAL MACHINERY SHED & PACKING SHED.	DRAWN: ROHAN FRY		
			LOCATION: CROWN ALLOTMENT G1A TP356B21H - BYWATERS ROAD NHILL 3418	SIZE: A1	SHEET: SK.05	REV: C
				APPROVED:		

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REGISTERED
Building Practitioner
bdov
MBAV
MEMBER





NORTH WEST PLANNING

Rural & Regional Planning Services

PLANNING REPORT

PROPOSAL:

Use and Development of a Rural Industry and associated works.

ADDRESS:

Bywaters Road, Nhill

PREPARED BY:

Jodie Senior – North West Planning

Address: PO Box 716, Stawell Vic 3380
Email: admin@northwestplanning.com.au
Website: www.northwestplanning.com.au

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Name	Title	Date
Jodie Senior	Planning Report - Final	31 August, 2022
Jodie Senior	Planning Report – Amended - Rewording underneath heading 'Access' (page 3) - Rewords Figure 11 description (page 8) - Rewords 'Stage 1' (page 9) - Rewords Clause 02.03-6 Economic Development (page 22) - Addition of photographs in 'Attachments' (page 30)	04 September, 2022

1. PROPERTY DETAILS

ADDRESS

Bywaters Road, Nhill

LEGAL DESCRIPTION

The subject land is identified on Register Search Statement (Title Search) Volume 04845 Folio 937 as being Crown Allotment 61A Parish of Balrootan.

Please find **attached** for further information:

- Search Statement and Title Plan;
- Mapshare Property Report; and
- VicPlan Planning Property Report

SITE AND SURROUNDS

The Land

The subject land is rectangular in shape and comprises approximately 48ha (118acres).

The land has a high peak in the centre of the land with a 10m fall to all boundaries.

On the eastern half of the subject land is a large area (approx. 12ha) of vegetation which appears to be revegetated since the landholder has purchased the land (see **attached** aerials for comparison). In the north western corner of the subject land is a small patch of native vegetation, as well as a catchment dam.

The land appears to have previously been used for grazing, however the current landholder has undertaken some land and farm management practices in recent years and has commenced a horticultural enterprise on the land.

Located in the north east and south east corners of the land, are patches of planted native plants that are specifically grown and harvested for their seed. Plants include Muntries, Wattles and Quandong.



Image sourced from Hindmarsh POZI 23/08/2022

Access

The subject land currently has access from Bywaters Road, mid-way along the northern boundary, and from the public road midway along western boundary of the land which is on a sandy rise. Please refer to **attached** photographs regarding new access and gateway. Note: There was initial access in the south western corner, but this has been closed off and revegetated.

The public road intersects with Bywaters Road to the north, and Piggery Lane to the south (the main route proposed to the property).

The Surrounds

Land surrounding the subject land is zoned Farming Zone and is predominantly high productive farm land, whether it be cropping or grazing.

There is a Pistol Club Reserve approx. 400m to the west of the subject land, and the Wimmera Gun Club approx. 840m to the west, which is located on the corner of Bywaters and Nhill-Netherby Roads.

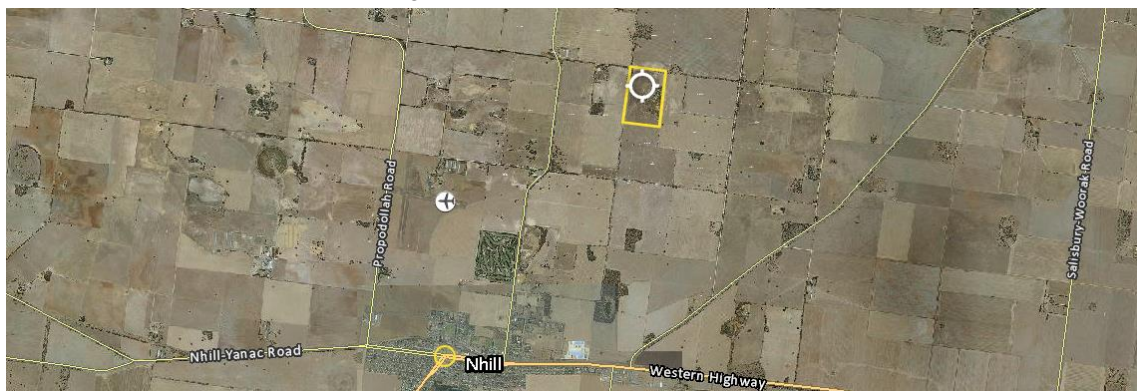
The Nhill Golf Course and Aerodrome are 2.3 and 2.6km respectively to the south west, and Nhill's central business district approx. 6km to the south west of the subject land.



Aerial - Image sourced from Hindmarsh Pozi 23/08/2022



Zones - Image sourced from Hindmarsh Pozi 23/08/2022



Location - Image sourced from Hindmarsh Pozi 23/08/2022

ABORIGINAL CULTURAL HERITAGE SENSITIVITY

In accordance with the Aboriginal Cultural Heritage Register and Information system (ACHRIS) the subject land is not within a sensitive area.

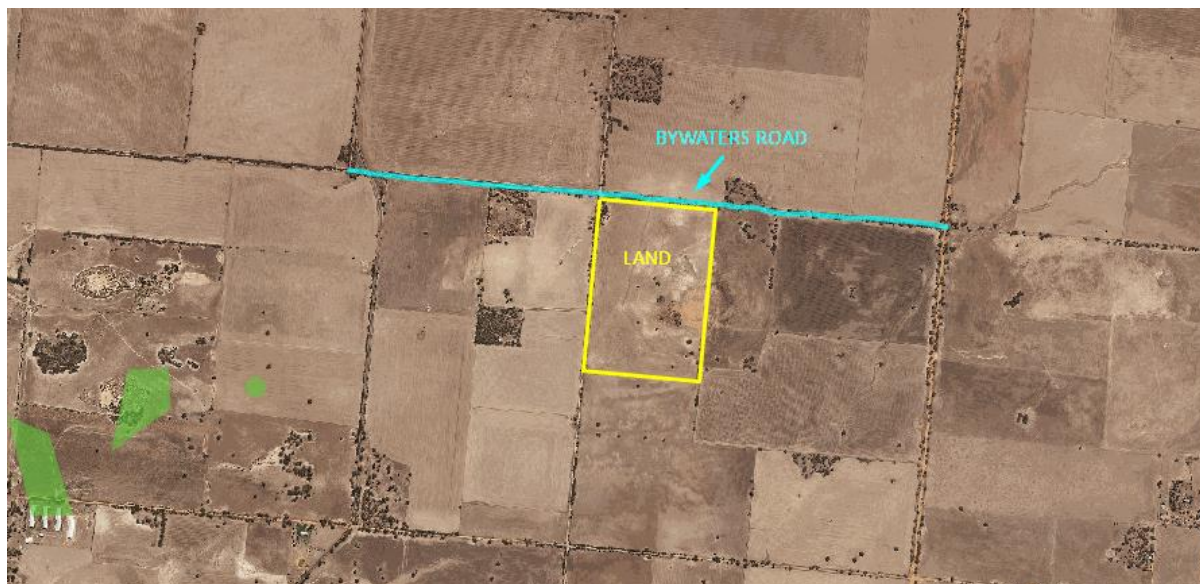


Image produced from the Aboriginal Cultural Heritage Register & Information System (ACHRIS) 23/08/2022

PHOTOGRAPHS

Below is a site plan showing the approximate locations and directions of the photographs that were taken on 8 April, 2022.



Image sourced from Hindmarsh Pozi – 23/08/2022

The photographs:



Figure 1. Photograph taken at proposed shed site, looking North towards Bywaters Road



Figure 2. Photograph taken at proposed shed site, looking West



Figure 3. Photograph taken at proposed shed site, looking South



Figure 4. Photograph taken at proposed shed site, looking East



Image 5. Photograph taken on site of Muntries growing in north east corner.



Figure 6. Photograph taken at edge of native scrub area



Figure 7. Photograph taken near northern boundary looking east towards 'Muntrie' plants.



Figure 8. Photograph taken at 'crossroads' of Bywaters road and public road.



Figure 9. Photograph taken at 'crossroads' of Bywater Road and public road, looking east along Bywaters Road.



Figure 10. Taken on Public Road, looking north towards Bywaters Road



Figure 11. Former entrance to the site in the south west corner of the land – which has been closed and recently revegetated.



Figure 12. Intersection of Piggery Lane and Nhill-Netherby Road

2. PROPOSAL

PROJECT SCOPE

The Background

The subject land is currently used as a small horticultural business whereby the landholder together with family members, and additional workers during harvest time, have planted and harvested seeds from native plants such as Quandongs, Muntries and Wattles.

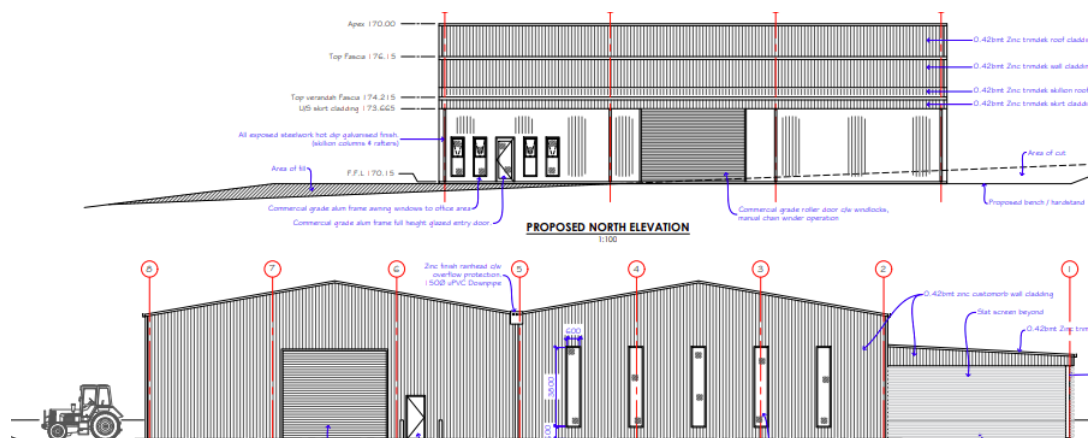
The Proposal

The proposal is for the staged construction of 44.5m x 24m shed to be used in conjunction with the existing horticulture business on the land. Due to the type of use on the land and the proposed development, the land use is considered as a 'Rural Industry'. It is requested that the expiry of the proposed permit (if issued) be at least 5 years to complete the works.

The proposed building is to be used for packing and processing of seed, and to store plant and equipment to maintain the crop and the site. The proposed building also includes an office, store room, lunch room, 2 cool rooms and toilet facilities.

The total floor area of the building is 1100m², which exceeds the area specified in Section 1 of the Table of Uses of the Farming Zone. The total height of the building is 7.615m with the skillion roof being a total of 4m in height.

Other works associated with the development include internal all-weather gravel driveway, a 144,000l water tank, solar system for power, and a wastewater system. Some earthworks (cut & fill 2300m²) will also be required for the building and hardstand purposes. Please refer to Sheet 3 of the attached Drawings for further details.



As noted in the Drawings prepared by Grampians i-Design, the proposed development is to be staged as follows:

Stage 1: Entire superstructure & internal floor slabs used as agricultural machinery shed, workshop and storage of general farm equipment and supplies whilst site development works are in progress and crops mature (approx. 3 years).

Stage 2: Internal fitout works, amenities, office, coolrooms etc, suitable for use by employees for the purpose of cleaning and packing harvested produce.

Setbacks

The proposed building will be setback

- 220m to the northern boundary;
- 355.1m to the eastern boundary;
- 594.8m to the southern boundary; and
- 178.7m to the eastern boundary.

Images of Native Plants

Please find below images of existing plants that are located on the site.
Photographs have been provided by the landholder – Matthew Koop.



Images of Muntrie - provided by landholder – located in north east corner of the subject land



Images of Quandongs - provided by landholder





Images of Wattle varieties & seeds - provided by landholder – located in the south east corner of the land



3. PLANNING PROVISIONS

ZONE

35.07 FARMING ZONE

The subject land is zoned Farming Zone (FZ).



Image from VicPlan Planning Report 23/08/2022

Purpose

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To provide for the use of land for agriculture.
- To encourage the retention of productive agricultural land.
- To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.
- To encourage the retention of employment and population to support rural communities.
- To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.
- To provide for the use and development of land for the specific purposes identified in a schedule to this zone.

Comments:

- The Planning Strategies and Frameworks have been considered as part of this application. Please refer to Item 4 below.
- Part of the subject land is currently used for horticultural purposes.
- The proposed development will be associated with the existing horticultural industry, and provides a place for processing and packaging, as well as storing agricultural plant and equipment.
- The proposed use and development encourages a new and sustainable agricultural land use and operation on the outskirts of Nhill.
- The proposed use and development is not likely to have an impact on, or be impacted by, the surrounding land uses.

35.07-1 Table of uses

The proposed development is considered a Section 2 Use as the gross floor area is more than 200 square meters as noted under the 'Condition' of the Table of Uses.

35.07-4 Buildings and works

A permit is triggered under this clause as the development is a considered a 'Section 2 Use' as noted above.

35.07-6 Decision guidelines

General issues	Comments
The Municipal Planning Strategy and the Planning Policy Framework.	<i>Please refer to Item 4 Planning Provisions for further information.</i>
Any Regional Catchment Strategy and associated plan applying to the land.	<i>The subject land is located within the Wimmera Catchment Management Authority district.</i>
The capability of the land to accommodate the proposed use or development, including the disposal of effluent.	<i>The subject land is approx. 48ha in size and is capable to accommodate the proposed use and development, including effluent disposal which can be managed and retained on site.</i>
How the use or development relates to sustainable land management.	<i>The land has previously been managed by the landholder as it can be seen in the aerial images provided. By permitting the proposed use and development, it enables the landholder to enhance and grow their horticultural business and manage their land in a more efficient manner.</i>
Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.	<i>The subject land currently contains two small areas that have been planted out with local native plants such as Muntries, Quantongs and Wattles. The seeds from the plants are then harvested, processed and packaged. The proposal will not have an impact on adjoining and nearby land uses.</i>
How the use and development makes use of existing infrastructure and services.	<i>The proposed use and development will make use of existing road infrastructure. The building will be 'self-sufficient' and relevant services will be connected as follows: – power (solar panels and batteries, with possible diesel generator backup) with the possibility of a small domestic wind turbine at a later date; – water (bore water & potable water tanks); – wastewater (septic).</i>
Agricultural issues and the impacts from non-agricultural uses	
Whether the use or development will support and enhance agricultural production.	<i>The proposed use and development will support and enhance agricultural production. Currently, my client does not have a suitable building for processing and packaging of seeds.</i>
Whether the use or development will adversely affect soil quality or permanently remove land from agricultural production.	<i>The proposed use and development will not affect soil quality, nor remove land from agricultural production.</i>

The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.	<i>The proposed use and development will not limit the operations and expansion of adjoining or nearby agricultural uses.</i>
The capacity of the site to sustain the agricultural use.	<i>The subject land will continue to be used for agricultural purposes – although as a Rural Industry.</i>
The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure.	<i>The property is fenced with post and wire fencing. The landholder has made improvements to the site since purchasing the land – such as weed and pest control and revegetated a patch of native vegetation. The soil type across the land, in accordance with the OzDSM website, consists mainly of sandy soils. Please refer to details specified below in regards to soil type and conditions.</i>
Any integrated land management plan prepared for the site.	<i>As noted above, the landholder has already made some improvements on the site, such as weed control, and managing the native and planted vegetation on the site.</i>
Whether Rural worker accommodation is necessary having regard to: - The nature and scale of the agricultural use. - The accessibility to residential areas and existing accommodation, and the remoteness of the location.	<i>The land holder does not propose rural worker accommodation at this stage. This option may be considered in a couple of years, depending on production of the native plant/seeds.</i>
The duration of the use of the land for Rural worker accommodation.	<i>Not applicable to this application.</i>
Accommodation issues	
Whether the dwelling will result in the loss or fragmentation of productive agricultural land.	<i>Not applicable to this application.</i>
Whether the dwelling will be adversely affected by agricultural activities on adjacent and nearby land due to dust, noise, odour, use of chemicals and farm machinery, traffic and hours of operation.	<i>Not applicable to this application.</i>
Whether the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses.	<i>Not applicable to this application.</i>
The potential for the proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture.	<i>Not applicable to this application.</i>
The potential for accommodation to be adversely affected by noise and shadow flicker impacts if it is located within one	<i>Not applicable to this application.</i>

<p>kilometre from the nearest title boundary of land subject to:</p> <ul style="list-style-type: none"> - A permit for a wind energy facility; or - An application for a permit for a wind energy facility; or - An incorporated document approving a wind energy facility; or - A proposed wind energy facility for which an action has been taken under section 8(1), 8(2), 8(3) or 8(4) of the <i>Environment Effects Act 1978</i>. 	
<p>The potential for accommodation to be adversely affected by vehicular traffic, noise, blasting, dust and vibration from an existing or proposed extractive industry operation if it is located within 500 metres from the nearest title boundary of land on which a work authority has been applied for or granted under the <i>Mineral Resources (Sustainable Development) Act 1990</i></p>	<p><i>Not applicable to this application.</i></p>
<p>Environmental issues</p>	
<p>The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality.</p>	<p><i>The proposed use and development will require some cut and fill on the northern side of the peak, however is not likely to have an impact on soil and water quality.</i></p>
<p>The impact of the use or development on the flora and fauna on the site and its surrounds.</p>	<p><i>The proposed development will not have an impact on existing flora or fauna on the site or surrounds.</i></p> <p><i>By permitting the proposed use and development enables the landholder to manage the land in a more appropriate manner.</i></p>
<p>The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to revegetate land including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.</p>	<p><i>The proposed use and development will not have an impact on the biodiversity of the area.</i></p> <p><i>Part of the site has been revegetated and it is likely that future plantings will occur in the future.</i></p>
<p>The location of on-site effluent disposal areas to minimise the impact of nutrient loads on waterways and native vegetation.</p>	<p><i>The subject land is large enough to accommodate, retain and manage on-site effluent disposal on site.</i></p>
<p>Design and siting issues</p>	
<p>The need to locate buildings in one area to avoid any adverse impacts on surrounding agricultural uses and to minimise the loss of productive agricultural land.</p>	<p><i>There are no other buildings on the land. The proposed building will not have an impact on the use of the land, or on surrounding agricultural land uses.</i></p>
<p>The impact of the siting, design, height, bulk, colours and materials to be used, on the natural environment, major roads, vistas and water features and the measures to be undertaken to minimise any adverse impacts.</p>	<p><i>The land has a high peak (hill) in the centre of the land.</i></p> <p><i>The proposed building is to be sited on the north east side of this peak (as highlighted by a yellow dot in the image below). Due to this location, it will minimise any visual impact on surrounding roads and</i></p>

properties. The building is proposed to be setback:

- 178.7m from the eastern boundary;
- 220m from the northern boundary;
- 355.1m from the eastern boundary
- 594.8m from the southern boundary.

External materials proposed to be used are zinc customorb wall cladding, with zinc trimdek roof cladding.

The closest dwelling (not in the same ownership) is approx. 1.6km to the south west – see image below.

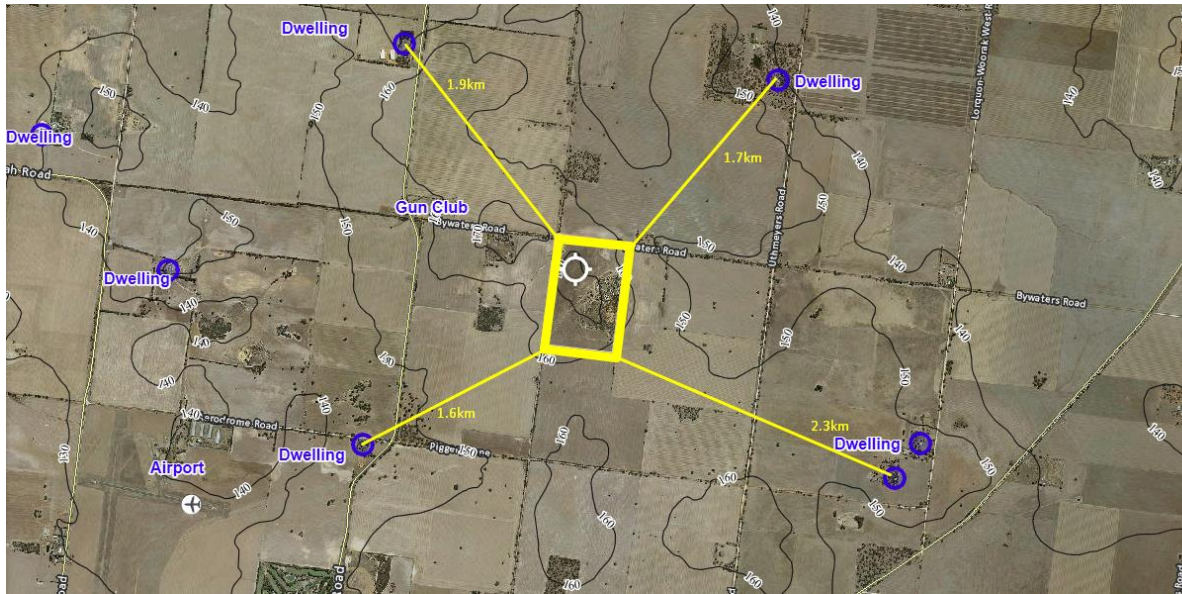


Image sourced from Hindmarsh Pozi – 23/08/2022

The impact on the character and appearance of the area or features of architectural, historic or scientific significance or of natural scenic beauty or importance.

The proposed development is not likely to have an impact on the character or appearance of the area.

The location and design of existing and proposed infrastructure including roads, gas, water, drainage, telecommunications and sewerage facilities.

Access will consist of a 4m wide all-weather (crushed rock) driveway, from the public road on the western boundary.

Water will be collected on site, in a 144,000l tank. There is already an existing tank on the top of the peak which is pumped from the existing bore near the western boundary.

The building will be connected to a suitable wastewater system.

Standard drainage requirements will be required including retaining and managing stormwater.

Whether the use and development will require traffic management measures.

A traffic management plan will not be required as part of this proposal.

The need to locate and design buildings used for accommodation to avoid or reduce noise and shadow flicker impacts from the operation of a wind energy facility

Not applicable to this application.

<p>if it is located within one kilometre from the nearest title boundary of land subject to:</p> <ul style="list-style-type: none"> - A permit for a wind energy facility; or - An application for a permit for a wind energy facility; or - An incorporated document approving a wind energy facility; or - A proposed wind energy facility for which an action has been taken under section 8(1), 8(2), 8(3) or 8(4) of the <i>Environment Effects Act 1978</i>. 	
<p>The need to locate and design buildings used for accommodation to avoid or reduce the impact from vehicular traffic, noise, blasting, dust and vibration from an existing or proposed extractive industry operation if it is located within 500 metres from the nearest title boundary of land on which a work authority has been applied for or granted under the <i>Mineral Resources (Sustainable Development) Act 1990</i>.</p>	<p><i>Not applicable to this application.</i></p>

SOIL TYPES

The following images and information have been sourced from OzDSM Australian Digital Mapping as at 23/08/2022.



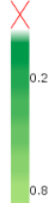
Name: Molineauz Sand (Qxm): generic **Geologic Unit type:** Lithostratigraphic (sand; fine sand)

Description: Aeolian dune sand, fine to medium grained; quartz-rich and clay-poor.

Soil Salinity

Legend

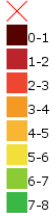
EC 1: 0-5 cm



Soil pH

Legend

pH_1: 0-5cm

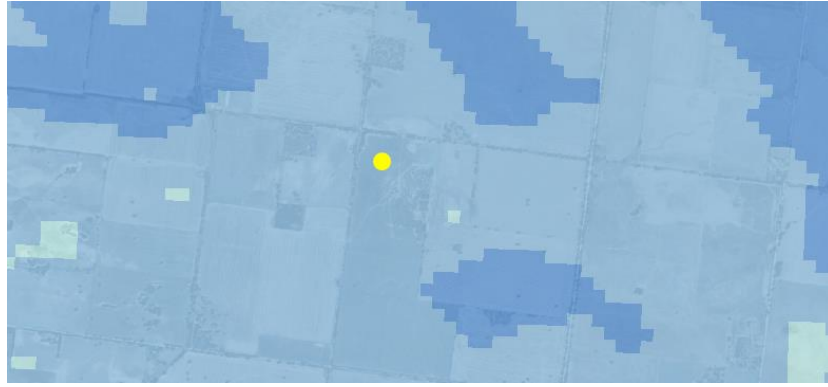


Available Water Holding Capacity

Legend

AWHC_2: 5-15cm

- < 5
- 5 - 10
- 10 - 15
- 15 - 20
- 20 - 25
- > 25



Field Capacity

Legend

FC_1: 0-5cm

- <= 15
- 15 - 20
- 20 - 28
- 28 - 33
- 33 - 40
- >40



Clay

Legend

Clay_1: 0-5cm

- <= 10
- 10 - 20
- 20 - 30
- 30 - 35
- 35 - 45
- > 45



Sand

Legend

Sand_2: 5-15cm

- <= 20
- 20 - 40
- 40 - 49.1
- 49.1 - 60
- > 60



Silt

Legend

Silt_1: 0-5cm

- <= 5
- 5 - 10
- 10 - 15
- 15 - 20
- > 20

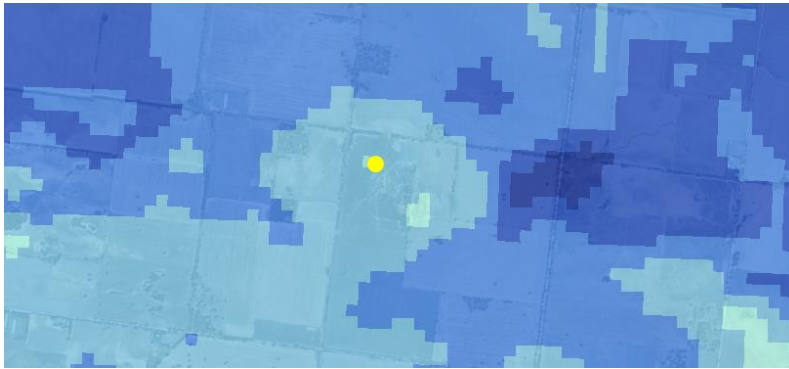


pH Water

Legend

pH Water_1: 0-5cm

- 1.8 - 3.4
- 3.5 - 4.4
- 4.5 - 5.0
- 5.1 - 5.5
- 5.6 - 6.0
- 6.1 - 6.5
- 6.6 - 7.3
- 7.4 - 7.8
- 7.9 - 8.4



OVERLAY/S

There are no overlays that apply to the subject land.

DESIGNATED BUSHFIRE PRONE AREA

This property is in a designated bushfire prone area.

Special bushfire construction requirements apply



Image sourced from VicPlan Planning Report 23/08/2022

PARTICULAR PROVISIONS

CLAUSE 52.05 SIGNS

Sign requirements are at Clause 52.05. This zone is in Category 4.

No signage is proposed as part of this application. There may be some direction signage at this point in time which does not trigger the need for a permit.

Any future 'Business Identification' signage will require a permit, and must not exceed 3sqm as per table under 52.05 Category 4 – Sensitive areas

CLAUSE 52.06 CAR PARKING

Carparking requirements for Industry other than listed in the table are 2.9 to each 100 sq m of net floor area.

Carparking has not been highlighted on the Site Plan, however the land is quite capable of providing car spaces if required.

It is requested that should car parking be required to be shown or provided on the Site Plan, that this be included in a condition (amended plan) in a proposed Planning Permit, should one be issued.

4. POLICY FRAMEWORKS

PURPOSE & VISION - MUNICIPAL PLANNING STRATEGY

The following strategic directions were considered **of relevance to this particular proposal**:

02.03 STRATEGIC DIRECTIONS

02.03-3 Environmental risks and amenity

There are large areas of grass/cropping land and bushland in the Shire which regularly burn as a result of natural causes, accidents or deliberate action. Bushfire risks need to be managed to decrease the level of risk to life and property.

Council's strategic directions for environmental risks and amenity are to:

- Minimise fire risk and include adequate fire protection measures.

Comment:

The Bushfire Management Overlay does not apply to the land however it is within a Bushfire Prone Area. Accordingly, the building must be constructed to Australian Standards. The proposed works includes the installation of a 144000l water tank, suitable for fire-fighting purposes.

02.03-4 Natural resource management

While traditional forms of farming have formed the backbone of the economy for many years, profitability is declining. There is a need to pursue improved and alternative agricultural activities, diversify the agricultural base and develop additional local value adding opportunities.

Council's strategic directions for natural resource management are to:

- Promote the expansion or establishment of agricultural and horticultural activities, having regard to potential impacts on natural resources.
- Facilitate drainage of agricultural land that has regard for adjoining, downstream and upstream land and is ecologically sustainable.
- Protect and enhance the integrity, security of supply and water quality in the catchment area.

Comment:

*The proposed use and development meets the above strategic direction in that it promotes expansion and supports a horticultural activity.
As part of the construction requirements, drainage and stormwater will need to be addressed, and this can be conditioned should a permit be issued.*

02.03-6 Economic development

Hindmarsh's economy is based on agricultural production, particularly cropping, grazing and wool.... New enterprises based on value-adding closer to the source of the product is a way of expanding and diversifying the economic base of the Shire.

Council's strategic directions for economic development are to:

- Retain and develop agricultural activities.
- Develop new activities that are economically, environmentally and socially sustainable.
- Support manufacturing and processing industries in rural areas that could not be accommodated in or close to existing urban areas.

Comment:

Approval of the proposed use and development will allow and support the existing horticultural enterprise to expand. By fostering a new form of agriculture which uses local native foods, less land and more human resources, Council will be fostering economic diversification, employment and opportunities for value added enterprise in a high growth, high value sector.

PLANNING POLICY FRAMEWORK

The following Planning Policy Framework objectives and strategies were considered of relevance to this particular proposal:

11 SETTLEMENT

11.01 VICTORIA

11.01-1R Settlement – Wimmera Southern Mallee

Strategies

Support the ongoing growth and development of Edenhope, Hopetoun, Nhill, St Arnaud, Stawell and Warracknabeal as the key service hubs in their sub-regional communities of interest.

11.01-1L Settlement – Hindmarsh

Policy application

This policy applies to land within the Nhill, Dimboola, Rainbow and Jeparit Framework Plan areas shown at Clause 02.04.

Strategies

- Enhance Nhill as a key area for additional manufacturing and industrial establishments.
- Promote Nhill as a nature based tourism destination.
- Retain the natural setting of Nhill by maintaining the remnant vegetation and encouraging sensitive design and development.

Comment:

By permitting the proposed use and development, encourages growth for an existing horticultural business on the outskirts of the Nhill township.

No vegetation is proposed to be affected by the proposal.

13 ENVIRONMENTAL RISKS AND AMENITY

13.02 BUSHFIRE

13.02-1S Bushfire planning

Policy application

This policy must be applied to all planning and decision making under the Planning and Environment Act 1987 relating to land that is:

- Within a designated bushfire prone area;
- Subject to a Bushfire Management Overlay; or
- Proposed to be used or developed in a way that may create a bushfire hazard.

Objective

To strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

Strategies

- Protection of human life
- Bushfire hazard identification and assessment
- Settlement planning
- Areas of biodiversity conservation value
- Use and development control in a Bushfire Prone Area



Location of Bushfire Management Overlay, subject land, and central business district of Nhill.
Image sourced from Hindmarsh Pozi – Interactive Mapping - 23/08/2022

Comment:

As noted earlier in the Report, the Bushfire Management Overlay does not apply to the land but is located within a Bushfire Prone Area, therefore must be constructed in accordance with the Australian Standards.

14 NATURAL RESOURCE MANAGEMENT

14.01 AGRICULTURE

14.01-1S Protection of agricultural land

Objective

To protect the state's agricultural base by preserving productive farmland.

Strategies

- Identify areas of productive agricultural land, including land for primary production and intensive agriculture.
- Consider state, regional and local, issues and characteristics when assessing agricultural quality and productivity.
- Avoid permanent removal of productive agricultural land from the state's agricultural base without consideration of the economic importance of the land for the agricultural production and processing sectors.
- Protect productive farmland that is of strategic significance in the local or regional context.
- Protect productive agricultural land from unplanned loss due to permanent changes in land use.

14.01-2S Sustainable agricultural land use

Objective

To encourage sustainable agricultural land use.

Strategies

- Ensure agricultural and productive rural land use activities are managed to maintain the long-term sustainable use and management of existing natural resources.
- Support the development of innovative and sustainable approaches to agricultural and associated rural land use practices.
- Support adaptation of the agricultural sector to respond to the potential risks arising from climate change.
- Encourage diversification and value-adding of agriculture through effective agricultural production and processing, rural industry and farm-related retailing.
- Assist genuine farming enterprises to embrace opportunities and adjust flexibly to market changes.

- Support agricultural investment through the protection and enhancement of appropriate infrastructure.

14.01-2R Agricultural productivity - Wimmera Southern Mallee

Strategies

- Support local industries, activities and infrastructure that complement and enhance the region's agricultural sector.
- Facilitate the economic opportunities presented by the Wimmera Mallee Pipeline taking advantage of water security to encourage more intensive agriculture.


Comment:

The above objectives and strategies have been considered as part of the proposal. By permitting the proposed use and development, it allows the existing horticultural industry to expand. It also supports a local business, which could provide future employment, and be of an economic interest to the township of Nhill. (It could even end up being a tourist attraction like the Grampians Olives in HRCC).

5. CLAUSE 65 DECISION GUIDELINES

65.01 APPROVAL OF AN APPLICATION OR PLAN

Before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:

DECISION GUIDELINES	COMMENT
Any significant effects the environment, including the contamination of land, may have on the use or development.	<i>There will be no impact to the proposed development.</i>
The Municipal Planning Strategy and the Planning Policy Framework.	<i>These have been considered above under Item 4 Planning Policy Framework.</i>
The purpose of the zone, overlay or other provision.	<i>The proposed development is consistent with the purpose of the Farming Zone. Please refer to Item 3 Planning Provisions for further information.</i>
Any matter required to be considered in the zone, overlay or other provision.	<i>As per comments above.</i>
The orderly planning of the area.	<i>The proposed development will enhance and support the existing horticultural business on the land.</i>
The effect on the environment, human health and amenity of the area.	<i>The proposed development will not have an impact on the environment or human health.</i>
The proximity of the land to any public land.	<i>There is a small parcel approx. 400m to the west of the subject land that is considered public land, being the Pistol Club.</i>
 <p><i>Image sourced from DELWP MapShare Interactive Mapping – Public Land – 23/08/2022</i></p>	
Factors likely to cause or contribute to land degradation, salinity or reduce water quality.	<i>The proposed development will not cause or contribute to any land degradation, salinity or reduce water quality.</i>
Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.	<i>Stormwater can be managed and retained on site, and to Council's satisfaction.</i>

The extent and character of native vegetation and the likelihood of its destruction.	<i>No native vegetation will be affected by the proposed development.</i>
Whether native vegetation is to be or can be protected, planted or allowed to regenerate.	<i>Please refer to above comments.</i>
The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.	<i>The subject land is not liable to flooding, but is located within the Bushfire Prone Area (as noted above). The proposed use and development will not create any hazard.</i>
The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.	<i>There is ample room on the site for loading or unloading purposes, and it will not have an impact to or from traffic or road safety.</i>
The impact the use or development will have on the current and future development and operation of the transport system.	<i>The proposed development will not have an impact on current or future transport systems.</i>

6. CONCLUSION

CONCLUSION

The proposed use and development is required so that the existing horticultural business can operate in a more efficient and practical manner.

The site of the proposed building is considered the most appropriate location on the site, and will not be affected by the agricultural activities on or near the land.

Based on the information provided, it is considered that the application for the proposed dwelling meets the purpose of the Hindmarsh Planning Scheme and should be supported by Council.



Jodie Senior
North West Planning

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Disclaimer

North West Planning has taken appropriate care to ensure that the information in this report is accurate. North West Planning does not accept any liability for error, omission, loss, damage or other consequence that may arise from reliance on information contained in this report.

7. ATTACHMENTS

ATTACHMENTS:

- Current Search Statement & Title Plan
- MapShare Property Report
- VicPlan Planning Property Report
- Horsham POZI Aerials
- New access - photographs
- Drawings prepared by Grampians i-Design

EMAIL dated 07/12/2022
 Matthew Koop to HSC
 Doc ID: 378934

To HSC

Below is estimated traffic volumes for different types of vehicles.

Type of vehicle	NOTES	Initial Development Stage		Expansion Stage	
		Estimated average per day	Estimated average per week	Estimated average per day	Estimated average per week
Light vehicles (utes with/without trailers, cars, motorcycles)	My own access and any tradesmen, visitors and employees	3	21	10	70
Small rigid trucks	Deliveries of irrigation equip, machinery, fencing supplies, fertiliser, compost, packaging, etc. Construction phase will involve visits from medium rigid trucks Pick-up by small and medium refrigerated trucks of chilled and frozen berries and wattle seed.		0.25		0.5
Medium rigid trucks			0.25		0.5
Semi trailers	These will be very rare. Mostly during construction. Perhaps also a load of straw bales or duck litter once or twice per year on average.		After construction, about 3 -6 visits per year		Still only rare. Maybe 5-10 visits per year

GENERAL NOTES

DO NOT SCALE PLANS, USE WRITTEN DIMENSIONS ONLY.

THE OWNER/BUILDER SUBCONTRACTOR SHALL VERIFY ALL DIMENSIONS, LEVELS, SETBACKS AND SPECIFICATIONS PRIOR TO COMMENCING WORKS OR ORDERING MATERIALS AND SHALL BE RESPONSIBLE FOR ENSURING THAT ALL BUILDING WORKS CONFORM TO THE NCC OF AUSTRALIA 2017, CURRENT AUSTRALIAN STANDARDS, BUILDING REGULATIONS AND TOWN PLANNING REQUIREMENTS, REPORT ANY DISCREPANCIES TO THIS OFFICE.

ALL WORKS SHALL COMPLY WITH BUT NOT LIMITED TO THE NCC AND THE AUSTRALIAN STANDARDS.

AS1288-2006 GLASS IN BUILDINGS – SELECTION AND INSTALLATION
AS2047-2014 WINDOWS & EXTERNAL GLAZED DOORS IN BUILDINGS
AS1562-1992 DESIGN AND INSTALLATION OF SHEET ROOF AND WALL CLADDING
AS1684-2010 NATIONAL TIMBER FRAMING CODE
AS2049-2002 ROOF TILES
AS2050-2002 INSTALLATION OF ROOF TILES
AS2870-2011 RESIDENTIAL SLAB AND FOOTINGS – CONSTRUCTION
AS/NZ2904-1995 DAMP-PROOF COURSES AND FLASHINGS
AS3600-2009 CONCRETE STRUCTURES
AS3660 – 2014 BARRIERS FOR SUBTERRANEAN TERMITES
AS3700-2011 MASONRY IN BUILDINGS
AS3740-2010 WATERPROOFING OF WET AREAS IN RESIDENTIAL BUILDINGS
AS3786-2014 SMOKE ALARMS TO BE HARWIRED & INTERLINKED
AS4055-2012 WIND LOADING FOR HOUSING
AS4100-1998 STEEL STRUCTURES

THESE PLANS SHALL BE READ IN CONJUNCTION WITH ANY STRUCTURAL AND CIVIL ENGINEERING COMPANIONS AND DRAWINGS.

ALL BUILDINGS SHALL BE PROTECTED AGAINST TERMITE ATTACK IN ACCORDANCE WITH AS3660.1 AND A DURABLE NOTICE SHALL BE PLACED IN THE METER BOX INDICATING TYPE OF BARRIER AND REQUIRED PERIODICAL INSPECTIONS.

SAFETY GLAZING TO BE USED IN THE FOLLOWING CASES-
-ALL ROOMS-WITHIN 500mm VERTICAL OF THE FLOOR
-BATHROOMS-WITHIN 1500mm VERTICAL OF THE BATH BASE
-FULLY GLAZED DOORS
-SHOWER SCREENS
-WITHIN 300mm OF A DOOR AND <1200mm ABOVE FLOOR LEVEL
-WINDOW SIZES ARE NOMINAL ONLY ACTUAL SIZES WILL VARY
-WITH MANUFACTURER FLASHING ALL ROUND.

GUTTERS WILL BE AS PER SPECIFICATION WITH MIN.100 X 50 RECTANGULAR , DOWNPIPES OR 75mm PVC, BE POSITIONED AS PER AS 3500.3, 2003, SECTION 3.

STORMWATER TO BE TAKEN TO THE LEGAL POINT OF DISCHARGE AS DETERMINED BY THE RELEVANT AUTHORITY.

TILED DECKS OVER LIVABLE AREAS ARE TO BE IN THE FOLLOWING ORDER OVER THE FLOOR JOISTS; 19mm COMPRESSED FIBRE CEMENT SHEET,

FOOTINGS NOT TO ENCROACH TITLE BOUNDARIES OR EASEMENTS, IT IS RECOMMENDED THAT WHERE BUILDINGS ARE TO BE LOCATED IN CLOSE PROXIMITY OF BOUNDARIES, A CHECK SURVEY BE CONDUCTED BY A LICENSED SURVEYOR.

ALL STEELWORK IN MASONRY TO BE HOT DIP GALVANIZED.

ALL WET AREAS TO COMPLY WITH NCC AND AS 3740 . SPLASH BACKS SHALL BE IMPERVIOUS FOR 150mm ABOVE SINKS, TROUGHS AND HAND BASINS WITHIN 75mm OF THE WALL.

PROVIDE WALL TIES AT 300mm SPACINGS BOTH VERTICAL AND HORIZONTAL AND WITHIN 300mm OF ARTICULATION JOINTS, BRICK TIES TO BE GALVANISED.

SUB-FLOOR VENTILATION MINIMUM 750mm.SQ FOR EXTERNAL WALLS AND 1500mm. SQ FOR INTERNAL WALLS BELOW BEARER.

THERMAL INSULATION AS PER ENERGY RATING REPORT.

G.J. Gardner. **HOMES**

DRAWING LIST

DRAWING No.	DRAWING TITLE	DATE DRAWN	REVISION
P-0	TITLE PAGE	11/07/2022	3
P-1	SITE PLAN	11/07/2022	3
P-2	SITE PLAN	11/07/2022	3
P-3	GROUND FLOOR PLAN	11/07/2022	3
P-4	BUILDING ELEVATIONS	11/07/2022	3
P-5	BUILDING ELEVATIONS	11/07/2022	3
P-6	DOOR & WINDOW SCHEDULE	11/07/2022	3
P-7	FLOOR COVERING	11/07/2022	3
P-8	WET AREA ELEVATIONS	11/07/2022	3
P-9	WET AREA ELEVATIONS	11/07/2022	3
P-10	ELECTRICAL PLAN	11/07/2022	3
P-11	LIGHTING PLAN	11/07/2022	3



STAIR REQUIREMENTS: MIN. TREAD 250mm. RISER 115mm. MAX. RISER 190mm,SPACE BETWEEN OPEN TREADS MAX. 125mm. TREADS TO BE NON SLIP SURFACE. BALUSTRADES: MIN. 1000mm ABOVE LANDINGS WITH MAX. OPENING OF 125mm. AND IN ACCORDANCE WITH NCC FOR STAINLESS STEEL BALUSTRADES REFER TO TABLE 3.9.2.1. (WIRE BALUSTRADE CONSTRUCTION – REQUIRED WIRE TENSION AND MAXIMUM PERMISSIBLE DEFLECTION) OF THE NCC. THE BUILDER SHALL TAKE ALL STEPS NECESSARY TO ENSURE THE STABILITY OF EXISTING AND NEW STRUCTURES THROUGH-OUT CONSTRUCTION.

IMAGES AND PHOTOGRAPHS MAY DEPICT FIXTURES, FINISHES AND FEATURES EITHER NOT SUPPLIED BY G.J. GARDNER HOMES OR NOT INCLUDED IN THE QUOTE AND CONTRACTS, INCLUDING SPECIFICATIONS AND COLOUR SELECTIONS. THESE ITEMS MAY INCLUDE FURNITURE, SWIMMING POOLS, POOL DECKS, FENCES, LANDSCAPING - INCLUDING PATHS, DRIVEWAYS, PLANTS, GARDENS, PLANTER BOXES, RETAINING WALLS, WATER FEATURES, PERGOLAS, SCREENS AND DECORATIVE LANDSCAPING ITEMS SUCH AS FENCING AND OUTDOOR KITCHENS AND BARBEQUES.

LEGEND

DP	DOWNPIPE	NGL	NATURAL GROUND LINE
FP	FIRE PLACE	UBO	UNDER BENCH OVEN
FW	FLOOR WASTE	WO	WALL OVEN
HWS	HOT WATER SYSTEM	DW	DISHWASHER
AC	AIR CONDITIONING	MW	MICROWAVE
PS	PLUMBING STACK/DUCT	WM	WASHING MACHINE
SP	STEEL POST	WIR	WALK-IN ROBE
TBC	TO BE CONFIRMED	SD	SLIDING GLASS DOOR
RL	RELATIVE LEVEL	AAW	ALUMINIUM AWNING WINDOW
AHD	AUSTRALIAN HEIGHT DATUM	ADH	ALUMINIUM DOUBLE HUNG WINDOW
CSD	CAVITY SLIDING DOOR	ASW	ALUMINIUM SLIDING WINDOW
OHC	OVER HEAD CUPBOARD	ALW	ALUMINIUM LOUVRE WINDOW
FG	FIXED GLASS	NCC	NATIONAL CONSTRUCTION CODE OF AUSTRALIA
FSR	FLOOR SPACE RATIO	AS	AUSTRALIAN STANDARDS
LB	LOAD BEARING		
S			

WIND SPEED AS NOMINATED ON BRACING PLAN.

PROVIDE LIFT OF HINGES TO W.C. OR OPEN OUT DOOR OR MIN.1200MM CLEARANCE FROM DOOR TO PAN.

THESE NOTES ARE NEITHER EXHAUSTIVE NOR A SUBSTITUTE FOR REGULATIONS STATUTORY REQUIREMENTS, BUILDING PRACTICE OR CONTRACTUAL OBLIGATIONS.

ALL CONSTRUCTION MATERIALS SUPPLIED MUST TAKE INTO ACCOUNT PROXIMITY TO COSTAL OR INDUSTRIAL ENVIRONMENTS, IN ACCORDANCE WITH MANUFACTURERS SPECIFICATIONS.

THE CONSTRUCTION OF DECK/S MORE THAN 1000mm ABOVE GROUND ARE TO BE SECURELY FIXED TO THE EXISTING BUILDING BY THE MEANS OF A POLE PLATE OF EQUAL OR GREATER STRENGTH AS THE BEAM/S IN THE DECK CONSTRUCTION. THE POLE PLATE IS TO BE FIXED TO THE EXISTING BUILDING BY THE USE OF 2/M12 BOLTS TO & BOTTOM @ 450 CENTERS. IF A SECURE FIXING CAN NOT BE MADE BY WAYS OF A POLE PLATE THAN IT IS THE RESPONSIBILITY OF THE BUILDER TO CONTACT TONY JAMES DESIGN FOR ADDITIONAL DESIGN INFORMATION

SITE NOTES

ALL STORMWATER AND DRAINAGE TO BE IN COMPLIANCE WITH NCC AS WELL AS/NZ8 3600-2009

ENSURE 90mm DIAMETER AGRICULTURAL DRAINS ARE PROVIDED TO THE BASE OF ALL CUTS AND RETAINING WALLS AND ARE CONNECTED TO THE STORMWATER SYSTEM VIA SILT PIT/S TO THE RBS REQUIREMENTS. THE EXTERNAL FINISHED SURFACE SURROUNDING THE BUILDING MUST BE DRAINED TO MOVE SURFACE WATER AWAY FROM THE BUILDING AND GRADE TO PROVIDE A SLOPE NOT LESS THAN 50mm OVER THE FIRST 1000mm FROM THE BUILDING.

A MINIMUM HEIGHT OF 150mm SHALL BE MAINTAINED BETWEEN THE TOP OF THE OVERFLOW GULLY RISER & THE LOWEST FIXTURE CONNECTED TO THE DRAIN. THE OVERFLOW GULLY RISER SHALL BE LOCATED AT 75mm ABOVE SURROUNDING GROUND LEVEL OR SHALL BE FINISHED AT A HEIGHT TO PREVENT THE INGRESS OF WATER WHEN LOCATED IN A PATH OR PAVED AREA.

CONNECT DOWNPIPES TO LEGAL POINT OF DISCHARGE VIA 100mm DIAMETER UPVC STORMWATER PIPE LAID WITH A MINIMUM FALL OF 1:100, DISCHARGE TO THE SATISFACTION OF THE RELEVANT AUTHORITY.

ALL STORMWATER DRAINAGE BELOW GROUND SHALL BE SEWER GRADE WITH NO JOINTS UNDER SLAB INSTALLED TO AS3500:3,2003.

ALL POOL FENCING SHALL BE MINIMUM 1200mm HIGH AND IN ACCORDANCE WITH AS 1926.1-2012

I/WE HAVE CHECKED THE PLANS AND AGREE THEY ACCURATELY DEPICT THE HOUSE FOR CONSTRUCTION. ANY VARIATIONS REQUESTED AFTER SIGNING WILL INCUR A PROCESSING FEE IN ADDITION TO THE COST OF THE VARIATION ITEM/S AND ANY FURTHER PLANS TO BE PREPARED

OWNER SIGNED:.....DATE:.....

OWNER SIGNED:.....DATE:.....

BUILDER SIGNED:.....DATE:.....

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G.J. Gardner. HOMES

HOMESTEAD 131
CLASSIC

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W: www.tonyjames.com.au

CLIENT:
VALARIE TERRY

DRAWING TITLE:
TITLE PAGE

PROJECT: PROPOSED NEW RESIDENCE
LOT 01
3751 NHILL - JEPARIT ROAD
JEPARIT VIC 3423

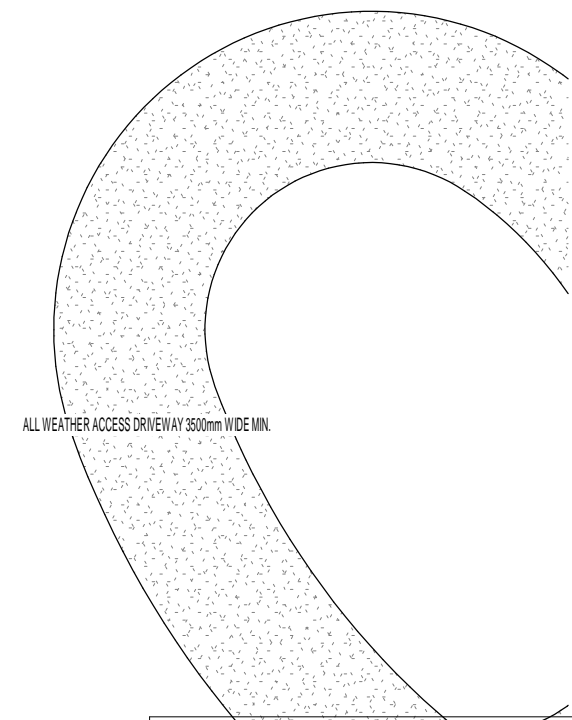
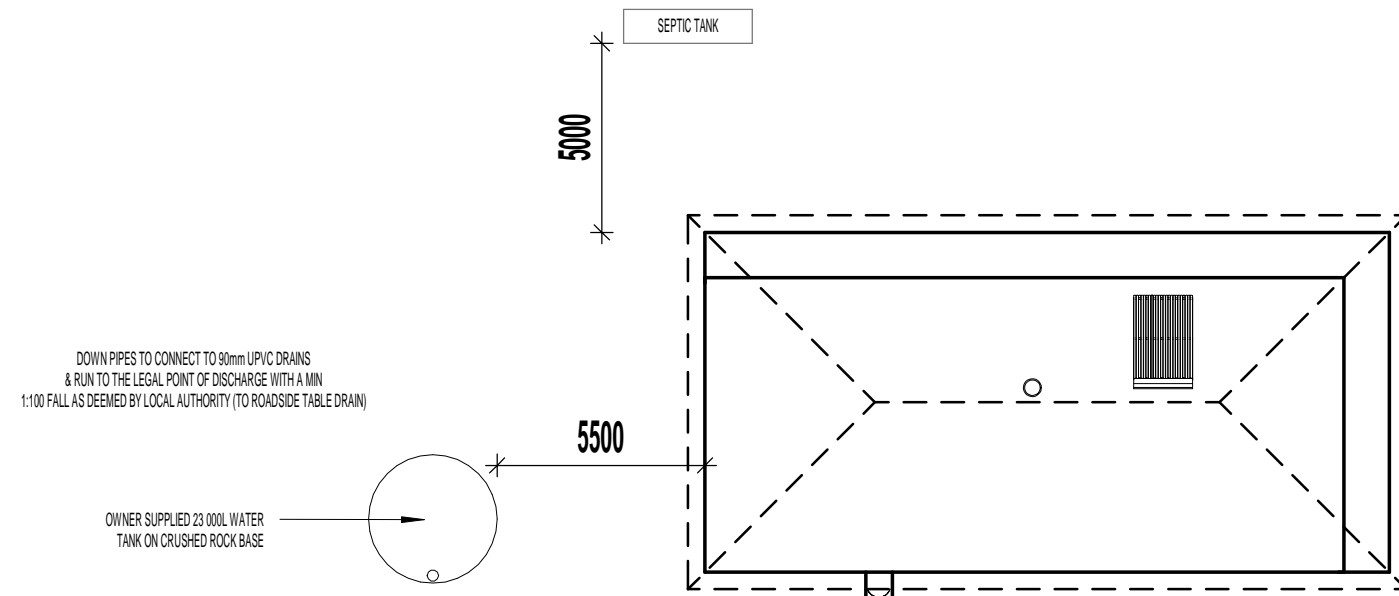
PAGES: P-0 OF 11
SHEET SIZE: **A3**
JOB NO: 190418
DRAWN: JG
DATE: 11/07/2022

FLOOR AREAS:
GROUND FLOOR LIVING 131.73 m²
VERANDAH 31.08 m²
162.81 m²

REV:	DETAILS:	DATE:
1	PRELIMINARY ISSUE	17/06/2022
2	PRELIMINARY ISSUE	11/07/2022
3	PLANNING AMEND	18/11/2022

DISCLAIMER:

- SURFACE WATER IS TO BE TREATED IN ACCORDANCE WITH BCA 3.1.2.3
- THE OWNER ACKNOWLEDGES AND AGREES THAT IT IS THE OWNER'S RESPONSIBILITY (PRIOR TO AND DURING CONSTRUCTION) TO PROVIDE ALL WEATHER ACCESS, SUITABLE TO ALLOW VEHICLES AND MACHINERY, AS NORMALLY USED IN THE BUILDING INDUSTRY, FREE AND UNINTERRUPTED ACCESS IN AND OUT OF THE LAND. (REFER CONTRACT SC 15)
- POWER CONNECTION - THE CONTRACT ALLOWS FOR CONNECTION FROM THE POWER PIT DESIGNATED FOR THE SAID BUILDING SITE. IF NO PIT IS AVAILABLE FOR THE UNDERGROUND, THE SUPPLY WILL BE VIA THE NEAREST POWER POLE LOCATED ON THE SAME SIDE OF THE STREET/ROAD. (SUBJECT TO POWERCOR GUIDELINES AND REGULATIONS). ADDITIONAL CHARGES MAY BE APPLICABLE FOR POWER SUPPLY IF NO PIT IS AVAILABLE OR IF THE POWER SUPPLY IS ON THE FAR SIDE OF THE STREET/ROAD. FOR ADDITIONAL INFORMATION AND ESTIMATED COSTS PLEASE SEE SCHEDULE 1 OF THE CONTRACT. (REFER CONTRACT SC6)
- DIMENSIONS ON DRAWINGS ARE DIMENSIONED TO THE STRUCTURAL TIMBER FRAME & DO NOT INDICATE THE FINISHED ROOM SIZE OR CEILING HEIGHT. ALLOWANCES OF UP TO AND EVEN GREATER THAN 40MM FOR FINISHED ROOM SIZES WILL BE ACCEPTABLE. CEILING HEIGHTS ARE MEASURED FROM THE CONCRETE SLAB TO THE UNDERSIDE OF THE TRUSS WITH ALLOWANCES OF 60MM FOR THE FINISHED CEILING HEIGHT.
- THE BUILDER RESERVES THE RIGHT TO INSTALL PROMOTIONAL SIGNAGE ON THE BUILDING SITE AND CARRY OUT INSPECTIONS OF THE WORKS WITH PROSPECTIVE CLIENTS AND OTHER ASSOCIATES DURING CONSTRUCTION.



NOTE:
SURFACE WATER IS TO BE TREATED IN ACCORDANCE WITH BCA 3.1.2.3

SITE PLAN
1 : 200

SITE INFORMATION

SITE AREA - 95 760m²
SITE COVER - 0.17%

I/WE HAVE CHECKED THE PLANS AND AGREE THEY ACCURATELY DEPICT THE HOUSE FOR CONSTRUCTION. ANY VARIATIONS REQUESTED AFTER SIGNING WILL INCUR A PROCESSING FEE IN ADDITION TO THE COST OF THE VARIATION ITEM/S AND ANY FURTHER PLANS TO BE PREPARED

OWNER SIGNED:..... DATE:.....
OWNER SIGNED:..... DATE:.....
BUILDER SIGNED:..... DATE:.....

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E: anthony@tonyjames.com.au
W: www.tonyjames.com.au

CLIENT:
VALARIE TERRY
DRAWING TITLE:
SITE PLAN

PROJECT: PROPOSED NEW RESIDENCE
LOT 01
3751 NHILL - JEPARIT ROAD
JEPARIT VIC 3423

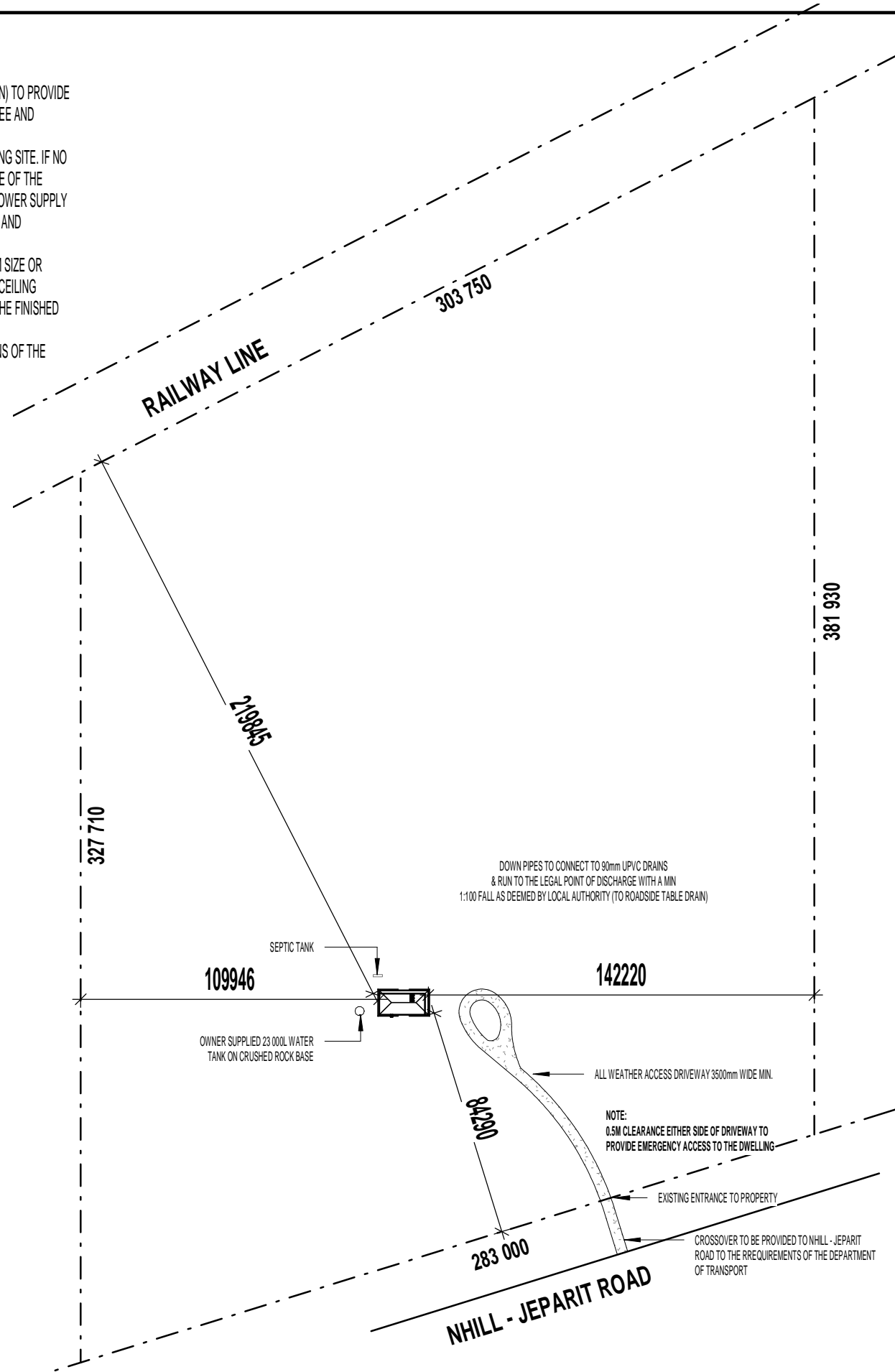
PAGES: P-1 OF 11
SHEET SIZE: **A3**
JOB NO: 190418
DRAWN: JG
DATE: 11/07/2022

FLOOR AREAS:
GROUND FLOOR LIVING 131.73 m²
VERANDAH 31.08 m²
162.81 m²

REV:	DETAILS:	DATE:
1	PRELIMINARY ISSUE	17/06/2022
2	PRELIMINARY ISSUE	11/07/2022
3	PLANNING AMEND	18/11/2022

DISCLAIMER:

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NOTE:
SURFACE WATER IS TO BE TREATED IN ACCORDANCE WITH BCA 3.1.2.3

SITE PLAN
1 : 2000

SITE INFORMATION

SITE AREA - 95 760m²
SITE COVER - 0.17%

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E: anthony@tonyjames.com.au
W: www.tonyjames.com.au

CLIENT:
VALARIE TERRY

DRAWING TITLE:
SITE PLAN

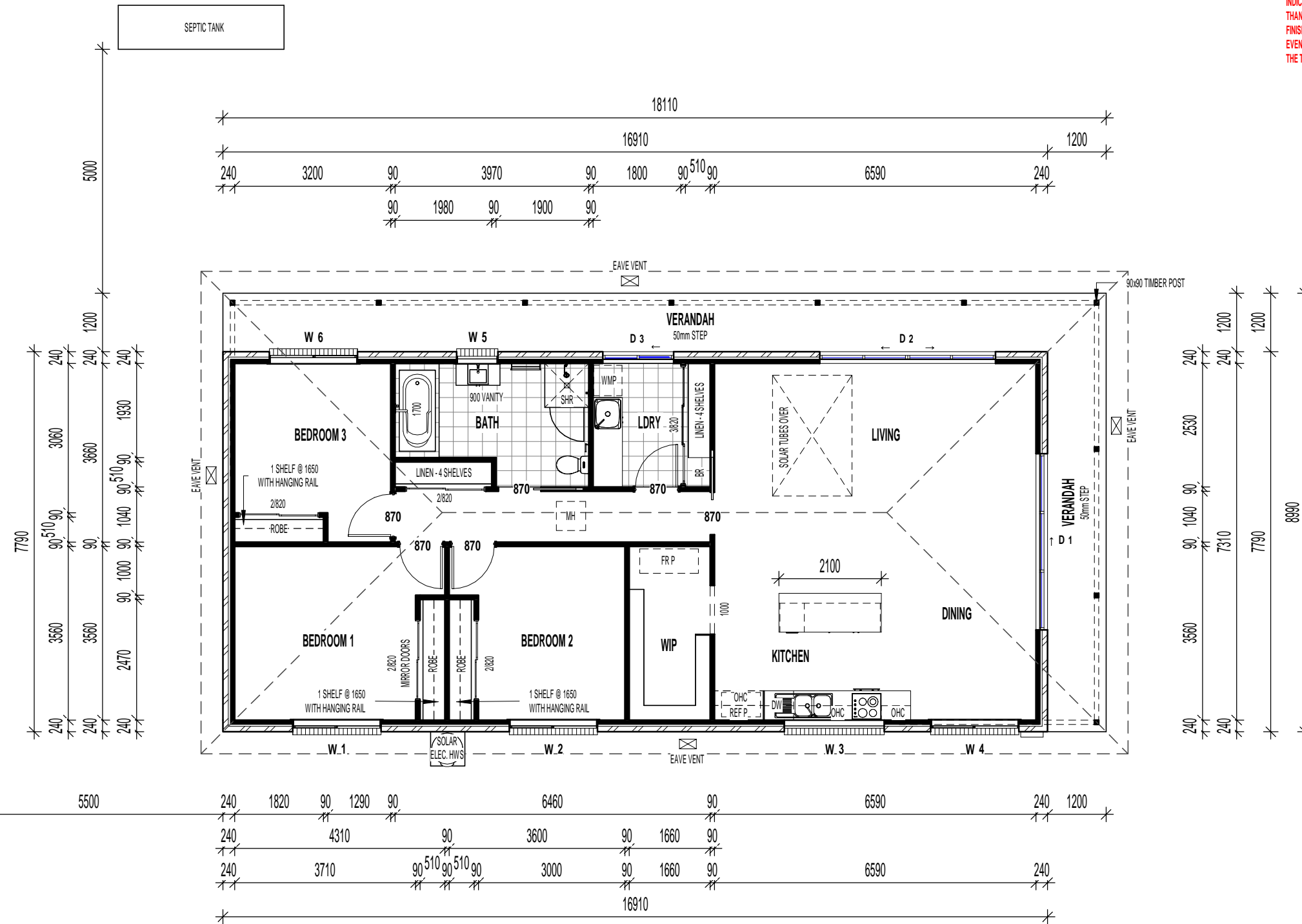
PROJECT: PROPOSED NEW RESIDENCE
LOT 01
3751 NHILL - JEPARIT ROAD
JEPARIT VIC 3423

PAGES: P-2 OF 11
SHEET SIZE: **A3**
JOB NO: 190418
DRAWN: JG
DATE: 11/07/2022

FLOOR AREAS:
GROUND FLOOR LIVING 131.73 m²
VERANDAH 31.08 m²
162.81 m²

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NOTE:
EXHAUST FANS ARE TO BE EXTRACTED TO THE OPEN AIR

GROUND FLOOR PLAN

1 : 100

DISCLAIMER:

- THE OWNER, OR AN AGENT ACTING ON BEHALF OF THE OWNER OR AN OFFICER OF THE LENDING BODY, MUST NOT MAKE INQUIRY OF OR GIVE DIRECTIONS TO THE BUILDER'S WORKERS OR SUB-CONTRACTORS ON THE BUILDING SITE OR ELSEWHERE. (REFER CONTRACT CLAUSE 27)
- ALL DEFECTS WILL BE ASSESSED IN ACCORDANCE WITH THE CURRENT GUIDE TO MATERIALS & WORKMANSHIP FOR RESIDENTIAL BUILDING WORK AS ISSUED BY THE HOUSING INDUSTRY AUSTRALIA AT THE TIME OF THIS CONTRACT OR IF NOT ADDRESSED IN THE GUIDE THE RELEVANT INDUSTRY STANDARD. (REFER CONTRACT SC5)
- MAXIMUM ROOFING SPANS BETWEEN SUPPORTS FOR CORRUGATED IRON IS 900MM END SPAN & 1200MM FOR INTERNAL/INTERMEDIATE SPANS.

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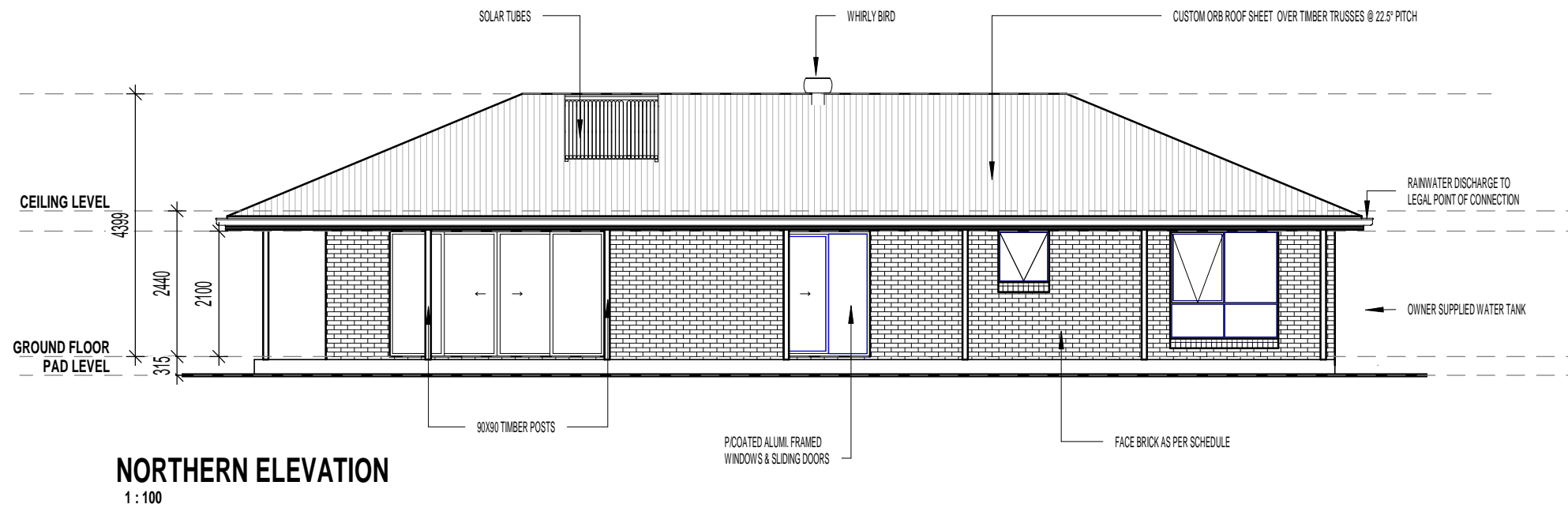
CLIENT:
VALARIE TERRY
 DRAWING TITLE:
GROUND FLOOR PLAN

PROJECT: PROPOSED NEW RESIDENCE
LOT 01
3751 NHILL - JEPARIT ROAD
JEPARIT VIC 3423

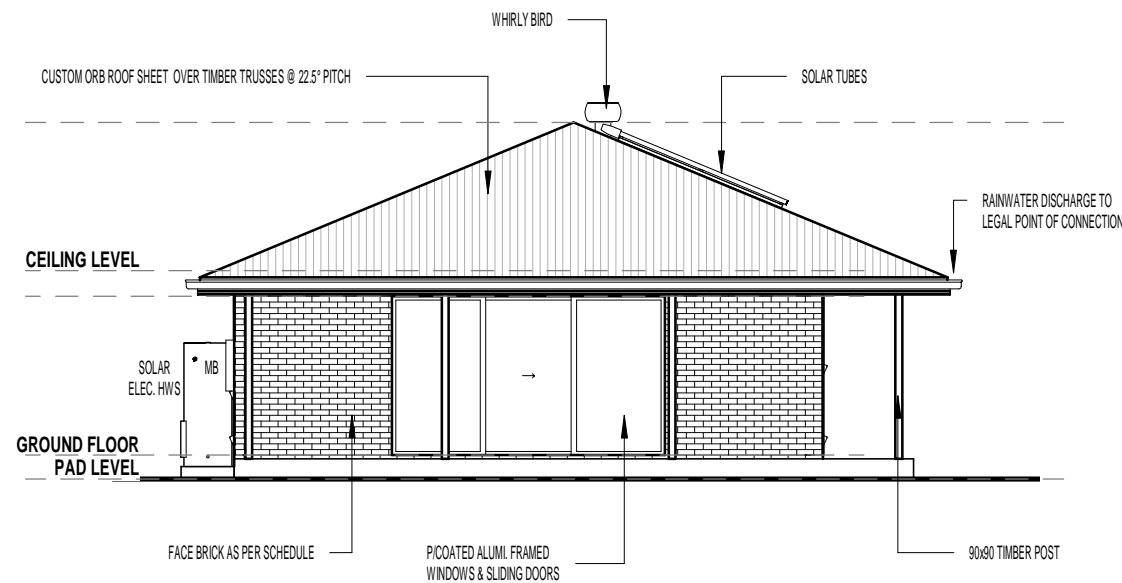
PAGES:
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 SHEET SIZE:
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FLOOR AREAS:
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COLORS WILL BE IN SUBDUED AND NON-REFLECTIVE COLOUR TONES - TO BE CONFIRMED



NOTE:
 STAIR REQUIREMENTS: MIN. TREAD 250mm. RISER 115mm. MAX. RISER 190mm. SPACE BETWEEN OPEN TREADS MAX. 125mm.
 TREADS TO BE NON SLIP SURFACE. BALUSTRADES: MIN. 1000mm ABOVE LANDINGS WITH MAX. OPENING OF 125mm. AND IN ACCORDANCE WITH NCC
 FOR STAINLESS STEEL BALUSTRADES REFER TO TABLE 3.9.2.1. (WIRE BALUSTRADE CONSTRUCTION - REQUIRED WIRE TENSION AND MAXIMUM PERMISSIBLE DEFLECTION) OF THE NCC.
 THE BUILDER SHALL TAKE ALL STEPS NECESSARY TO ENSURE THE STABILITY OF EXISTING AND NEW STRUCTURES THROUGH-OUT CONSTRUCTION.

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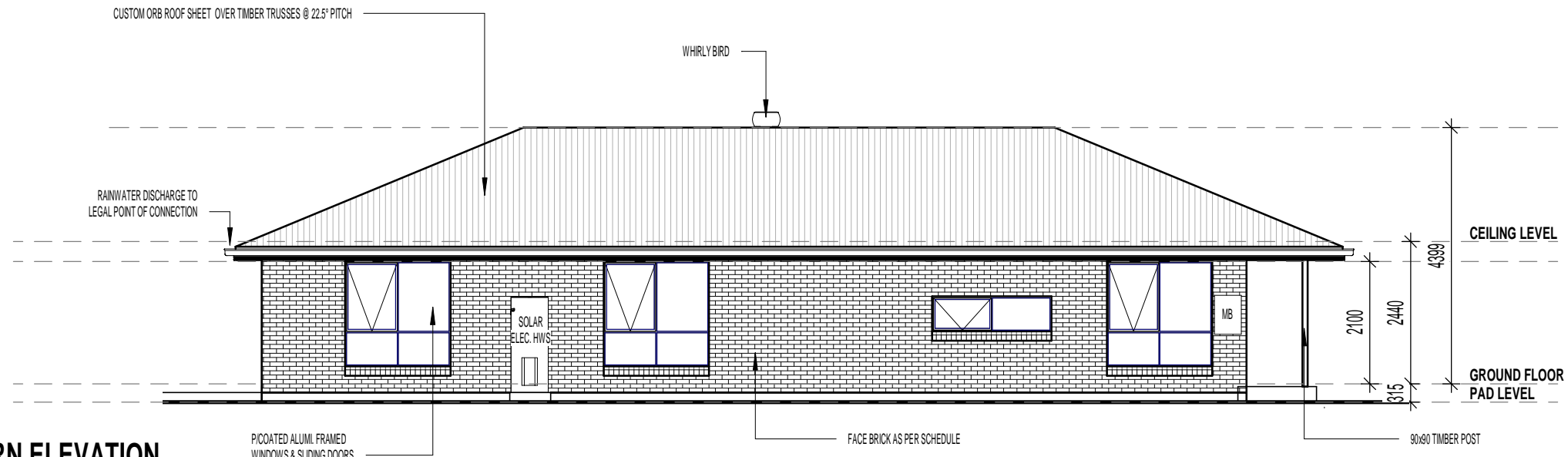
CLIENT:
VALARIE TERRY
DRAWING TITLE:
BUILDING ELEVATIONS

PROJECT: PROPOSED NEW RESIDENCE
LOT 01
3751 NHILL - JEPARIT ROAD
JEPARIT VIC 3423

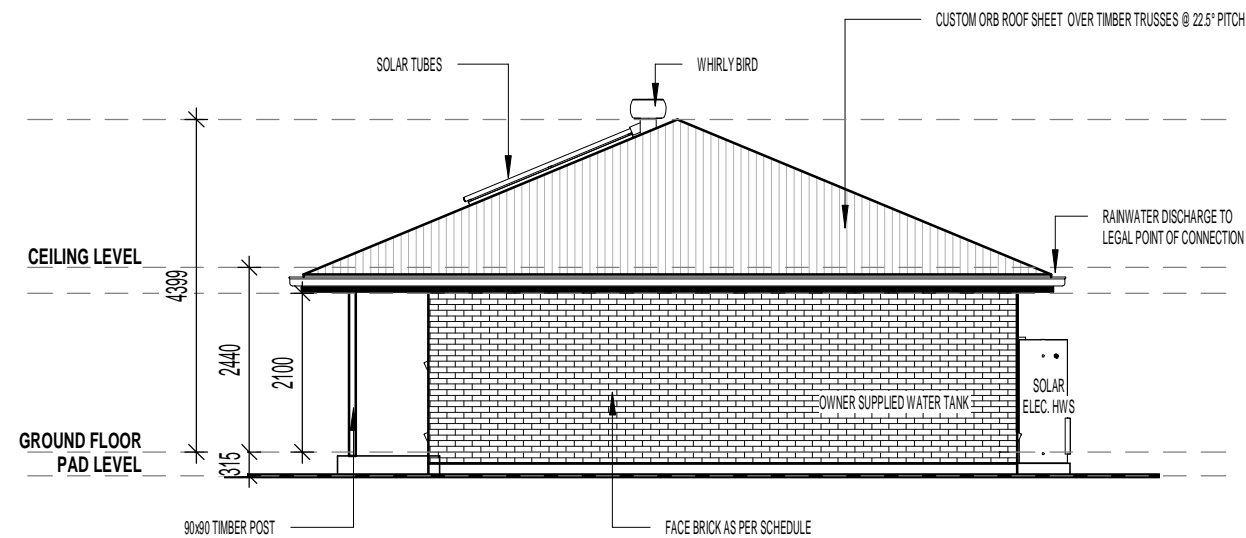
PAGES: P-4 OF 11
 SHEET SIZE: **A3**
 JOB NO: 190418
 DRAWN: JG
 DATE: 11/07/2022

FLOOR AREAS:
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162.81 m²

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3	PLANNING AMEND	18/11/2022



SOUTHERN ELEVATION
1 : 100



WESTERN ELEVATION
1 : 100

COLORS WILL BE IN SUBDUED AND NON-REFLECTIVE COLOUR TONES - TO BE CONFIRMED

NOTE:
STAIR REQUIREMENTS: MIN. TREAD 250mm. RISER 115mm. MAX. RISER 190mm. SPACE BETWEEN OPEN TREADS MAX. 125mm.
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CLIENT:
VALARIE TERRY
DRAWING TITLE:
BUILDING ELEVATIONS

PROJECT: PROPOSED NEW RESIDENCE
LOT 01
3751 NHILL - JEPARIT ROAD
JEPARIT VIC 3423

PAGES:
P-3 OF 11
SHEET SIZE:
A3
JOB NO: 190418
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DATE: 11/07/2022

FLOOR AREAS:
GROUND FLOOR LIVING 131.73 m²
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162.81 m²

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WINDOW SCHEDULE						
WINDOW	CODE	HEIGHT	WIDTH	TYPE	NOTE	GLAZING
1	DA1818	1800	1810	AWNING		DOUBLE
2	DA1818	1800	1810	AWNING		DOUBLE
3	DA0918	600	2050	AWNING		DOUBLE
4	DA1818	1800	1810	AWNING		DOUBLE
5	DA0909	857	850	AWNING	OBSCURE A GRADE SAFETY GLASS	DOUBLE
6	DA1818	1800	1810	AWNING		DOUBLE

DOOR SCHEDULE						
DOOR	CODE	HEIGHT	WIDTH	TYPE	NOTES	GLAZING
1	SD2136-3	2100	3610		ALUM. FRAMED SLIDING DOOR	DOUBLE
2	SD2148-4	2100	4810		ALUM. FRAMED SLIDING DOOR	DOUBLE
3	DSD2115-2	2100	1450		ALUM. FRAMED SLIDING DOOR	DOUBLE

NOTE: DPC AROUND WINDOWS

WINDOW & GLAZED DOOR SCHEDULE
 WINDOWS BY: DOWEL WINDOWS & DOORS
 INTERNAL DOORS TO BE 2040 HIGH

ALL FRONT ENTRY DOOR AND EXTERNAL HINGED DOOR FRAMES
 ARE TO BE ALUMINIUM FRAMES

ALL WINDOWS & EXTERNAL DOORS SHALL BE WEATHER STRIPPED FOR
 THEIR ENTIRETY ALL GLAZING TO COMPLY WITH AS 1288 & AS 2047 WINDOWS
 WITH THE SAME 'Ü-VALUE & 'SHGC' VALUES AS OUTLINED ON THE
 ENERGY REPORT SHALL BE USED ONSITE

NOTES:

- LINTEL SIZES AS PER TRUSS & WALL FRAME MANUFACTURES SPECIFICATIONS IN ACCORDANCE WITH AS 1684-2006
- LINTELS SUPPORTING CONCENTRATED LOADS SHALL BE DESIGNED IN ACCORDANCE WITH AS 1684-2004 & CONFIRMED WITH ENGINEERS DESIGN
- MULTIPLE MEMBERS SHALL BE VERTICALLY NAIL-LAMINATED
- LINTELS IN SKILLION OR GABLE END WALLS, NOT SUPPORTING LOADS SHALL BE DETERMINED AS PER AS1684-2006
- MINIMUM BEARING LENGTH AT SUPPORTS SHALL BE 35mm

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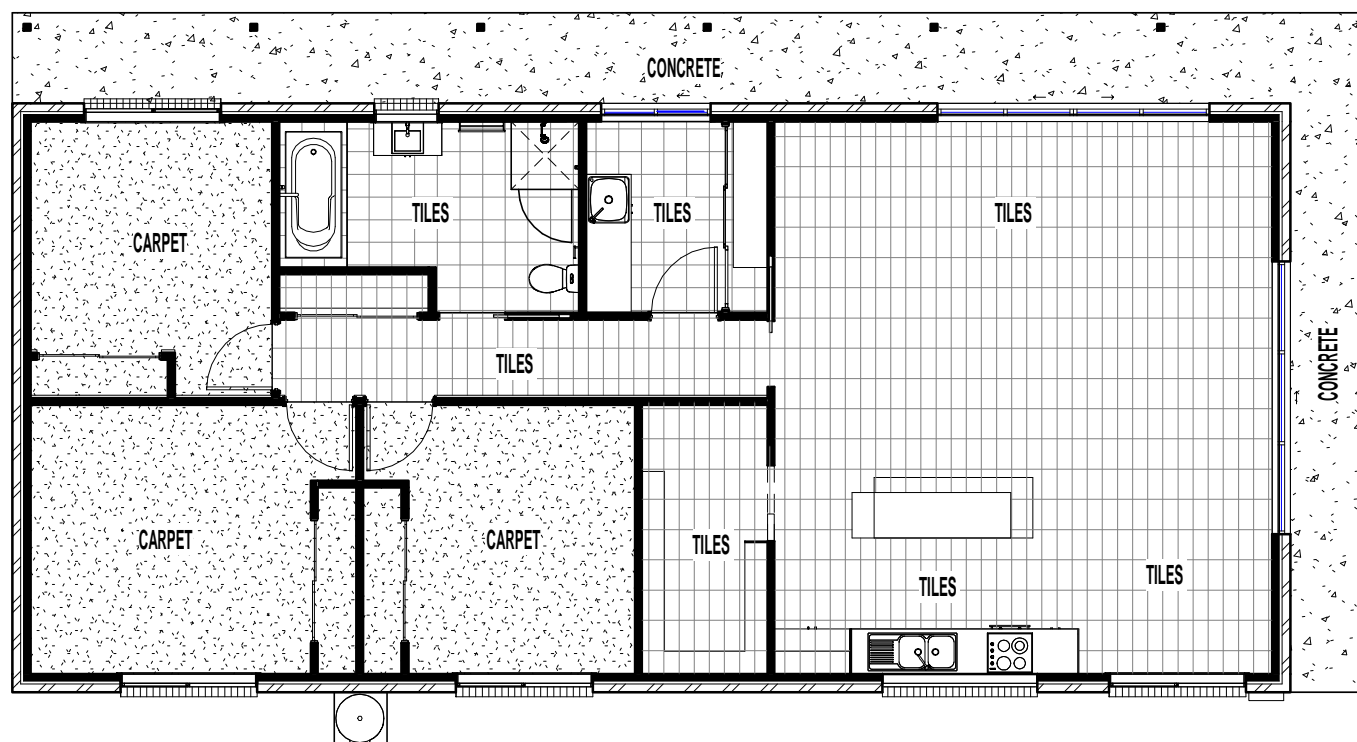
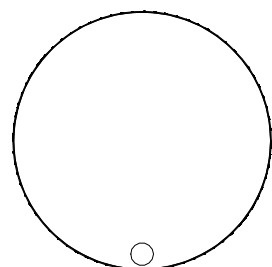
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G.J. Gardner. HOMES G.J. GARDNER ARARAT <small>Jacorey Pty Ltd T/A G.J Gardner Ararat 92 Barkly St, Ararat Vic 3377 CDB-U 49694 P: (03) 5352 3298 F: (03) 5352 5657 www.gjgardner.com.au/ararat-home-builders www.gjgardner.com.au/hamilton-home-builders www.gjgardner.com.au/horsham-home-builders</small>	HOMESTEAD 131 CLASSIC © COPYRIGHT EXCLUSIVE TO G.J.GARDNER HOMES	TONY JAMES DESIGN PTY LTD A.B.N: 96 486 946 536 V.B.A License: DP-AD-44789 M: 0412 832 646 P: (07) 5665 9230 E: anthony@tonyjames.com.au W: www.tonyjames.com.au	CLIENT: VALARIE TERRY DRAWING TITLE: DOOR & WINDOW SCHEDULE	PROJECT: PROPOSED NEW RESIDENCE LOT 01 3751 NHILL - JEPARIT ROAD JEPARIT VIC 3423	PAGES: P-8 OF 11 SHEET SIZE: A3 JOB NO: 190418 DRAWN: JG DATE: 11/07/2022	FLOOR AREAS: GROUND FLOOR LIVING 131.73 m ² VERANDAH 31.08 m ² 162.81 m ²	REV: 1 PRELIMINARY ISSUE 2 PRELIMINARY ISSUE 3 PLANNING AMEND	DATE: 17/06/2022 11/07/2022 18/11/2022
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LEGEND



FLOOR COVERING

1 : 100

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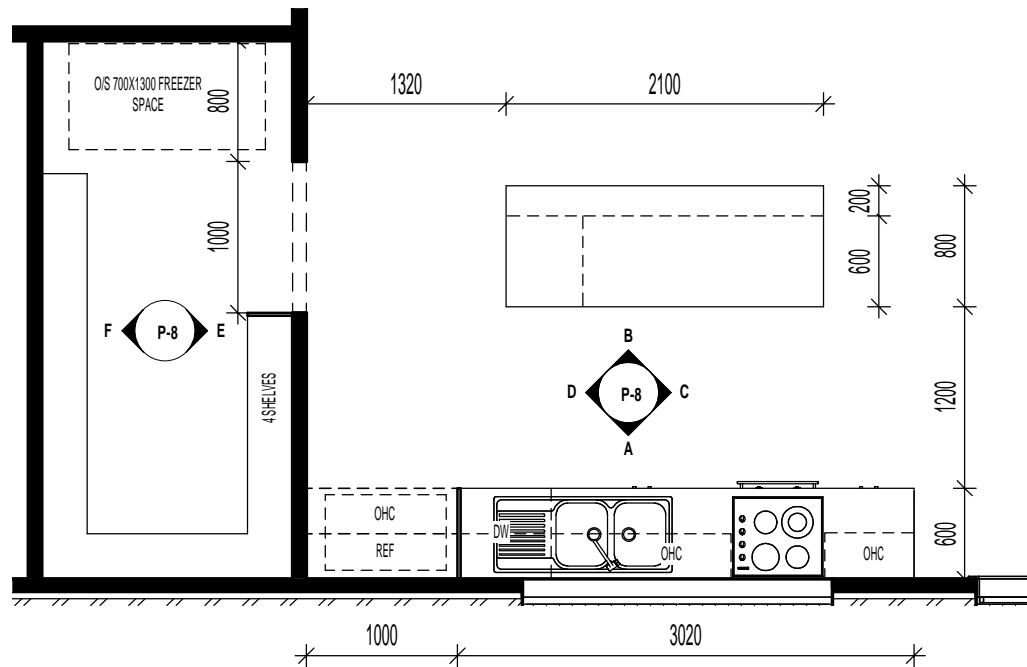
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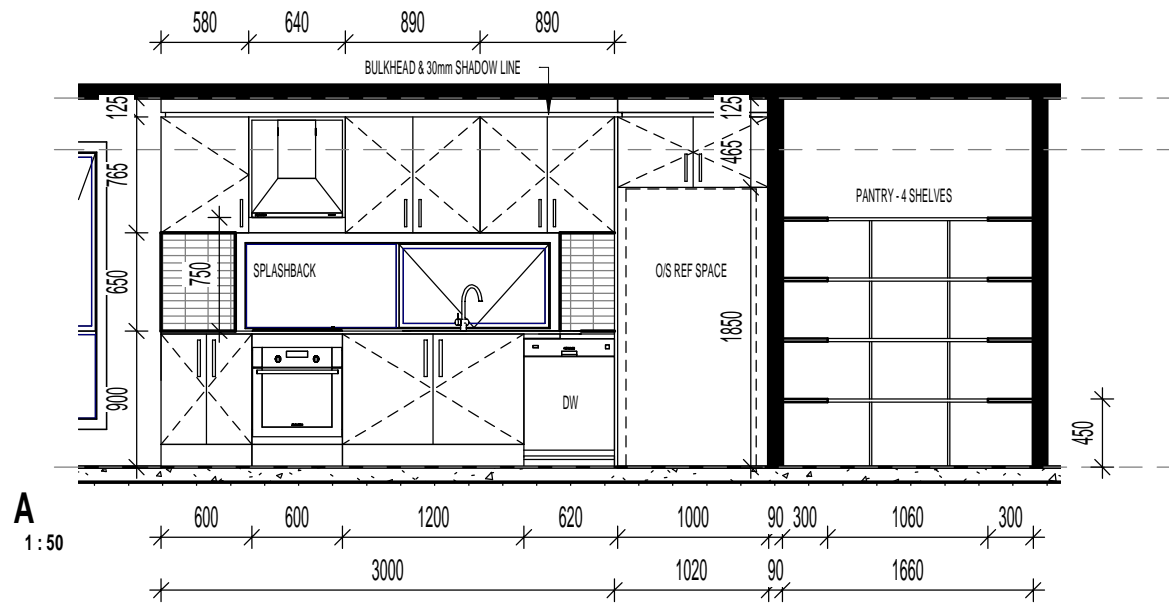
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FLOOR AREAS:
 GROUND FLOOR LIVING 131.73 m²
 VERANDAH 31.08 m²
162.81 m²

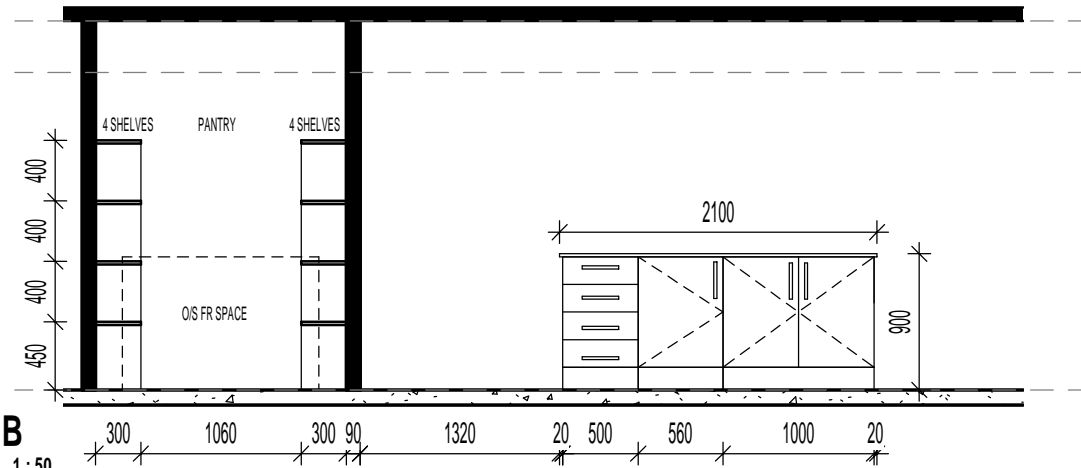
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1	PRELIMINARY ISSUE	17/06/2022
2	PRELIMINARY ISSUE	11/07/2022
3	PLANNING AMEND	18/11/2022



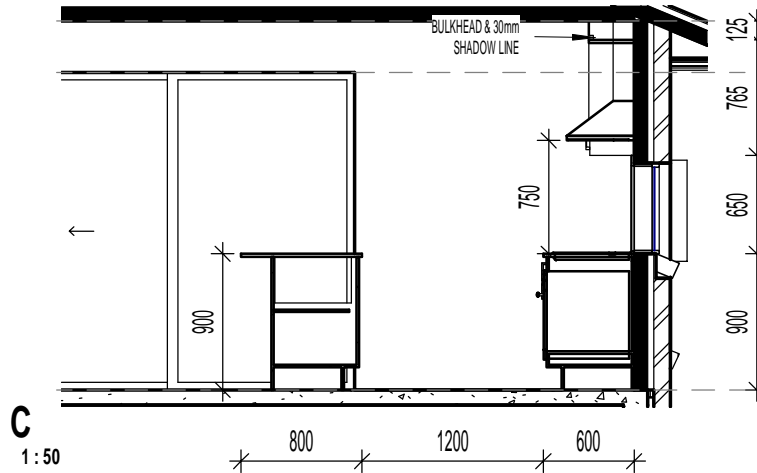
D1 - KITCHEN & WIP FLOOR PLAN
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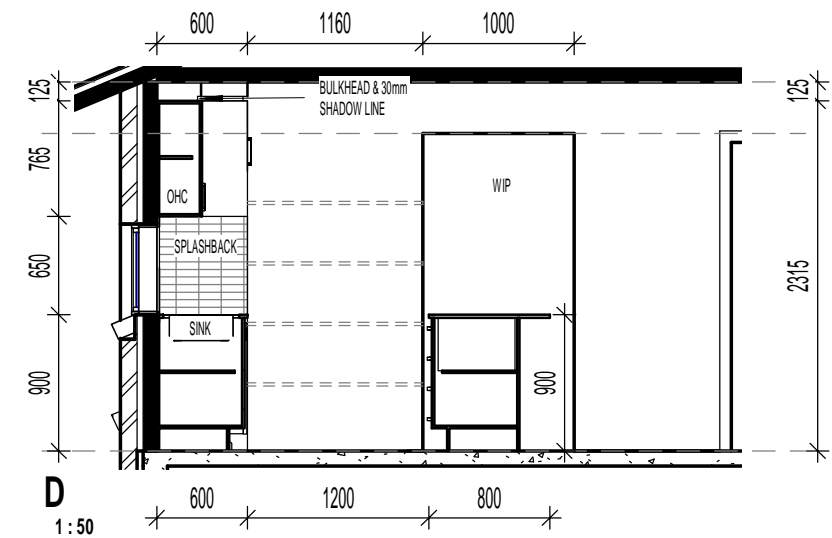
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B
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C
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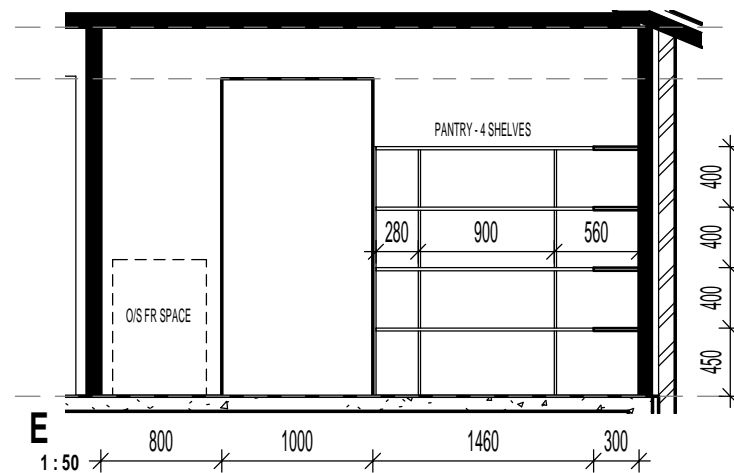
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NOTE:

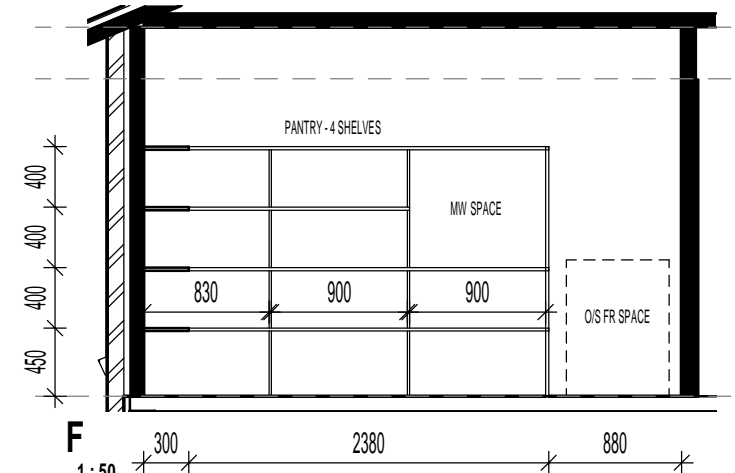
• JOINERY ELEVATION & HANDLE DIMENSIONS ARE NOMINAL ONLY & ANY FURTHER CLARIFICATION WILL BE AVAILABLE VIA THE CABINET MAKER. REFER TO THE DETAILED CABINET MAKER DRAWINGS FOR ACCURATE DIMENSION CLARIFICATION.

HEIGHTS ARE APPROX. ONLY

- 850mm VANITY UNIT HEIGHT
- 900mm NOMINAL LAUNDRY BENCH HEIGHT
- 900mm NOMINAL KITCHEN BENCH HEIGHT
- 1300mm NOMINAL SHOWER SHELF HEIGHT
- 1100mm NOMINAL SHOWER MIXER HEIGHT
- 1900mm NOMINAL SHOWER ROSE HEIGHT & 600mm OUT FROM SHR WALL
- 1850mm NOMINAL SHOWER SCREEN HEIGHT
- 800mm NOMINAL TOILET ROLL HOLDER HEIGHT & 800mm FROM CISTEN WALL
- 1100mm NOMINAL TOWEL RAIL HEIGHT
- 2100mm (CENTERED) NOGGING FOR DRYER
- SHR MIXER SET IN 200mm FROM INSIDE SHR SCREEN



E
1:50



F
1:50

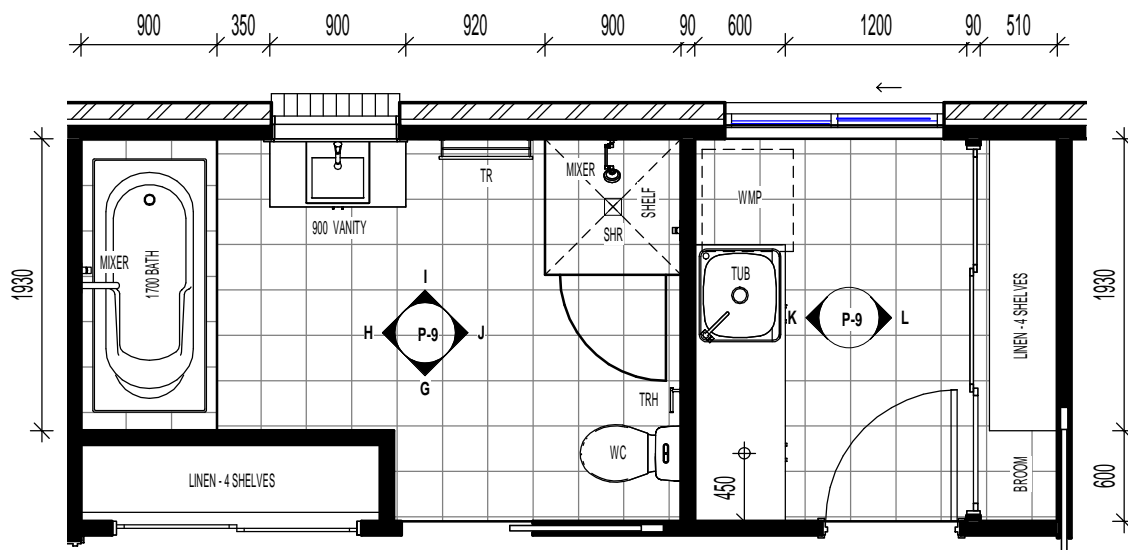
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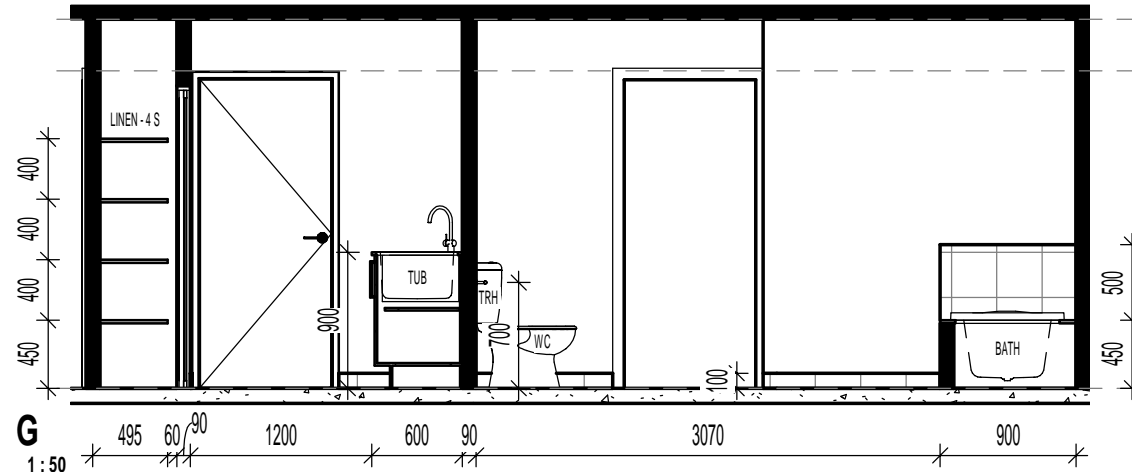
BUILDER SIGNED:.....DATE:.....

G.J. Gardner. HOMES G.J. GARDNER ARARAT Jacorey Pty Ltd T/A G.J Gardner Ararat 92 Barkly St, Ararat Vic 3377 CDB-U 49694 P: (03) 5352 3298 F: (03) 5352 5657 www.gjgardner.com.au/ararat-home-builders www.gjgardner.com.au/hamilton-home-builders www.gjgardner.com.au/horsham-home-builders	HOMESTEAD 131 CLASSIC © COPYRIGHT EXCLUSIVE TO G.J.GARDNER HOMES	TONY JAMES DESIGN PTY LTD A.B.N: 96 486 946 536 V.B.A License: DP-AD-44789 M: 0412 832 646 P: (07) 5665 9230 E: anthony@tonyjames.com.au W: www.tonyjames.com.au	CLIENT: VALARIE TERRY DRAWING TITLE: WET AREA ELEVATIONS	PROJECT: PROPOSED NEW RESIDENCE LOT 01 3751 NHILL - JEPARIT ROAD JEPARIT VIC 3423	PAGES: P-8 OF 11 SHEET SIZE: A3 JOB NO: 190418 DRAWN: JG DATE: 11/07/2022	FLOOR AREAS: GROUND FLOOR LIVING 131.73 m ² VERANDAH 31.08 m ² 162.81 m²	REV: 1 2 3	DETAILS: 1 PRELIMINARY ISSUE 2 PRELIMINARY ISSUE 3 PLANNING AMEND	DATE: 17/06/2022 11/07/2022 18/11/2022
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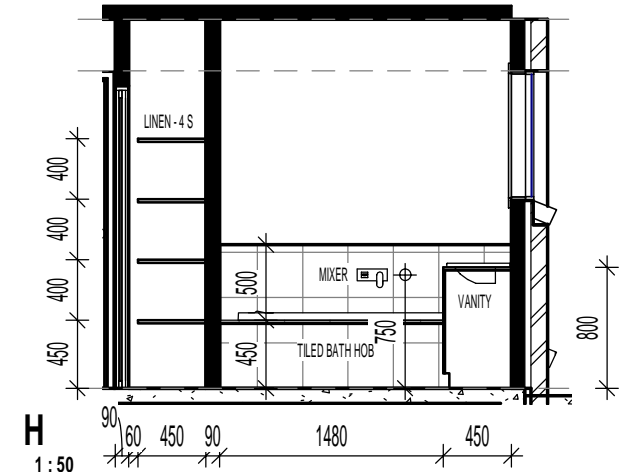
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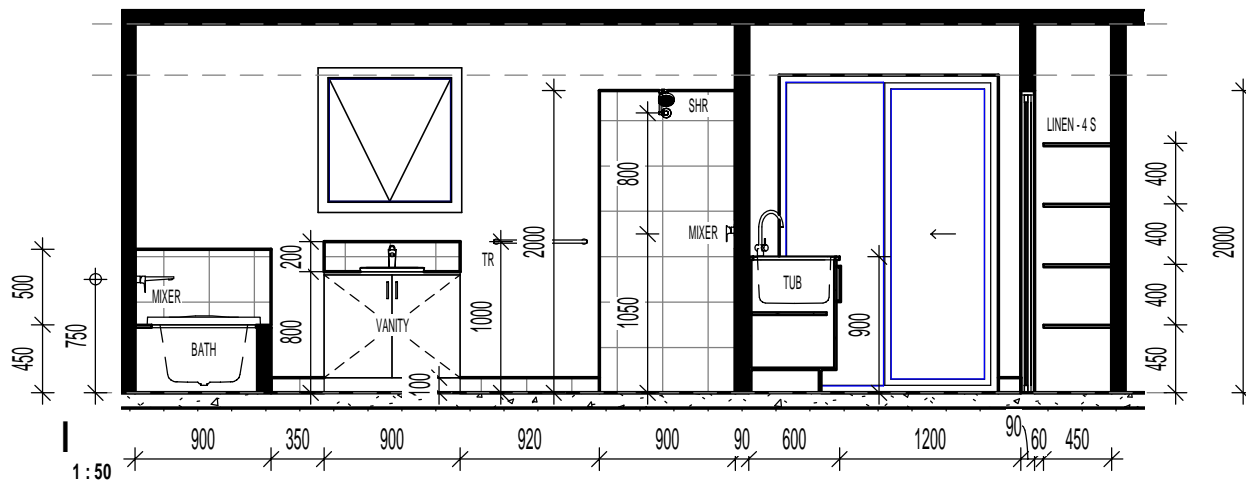
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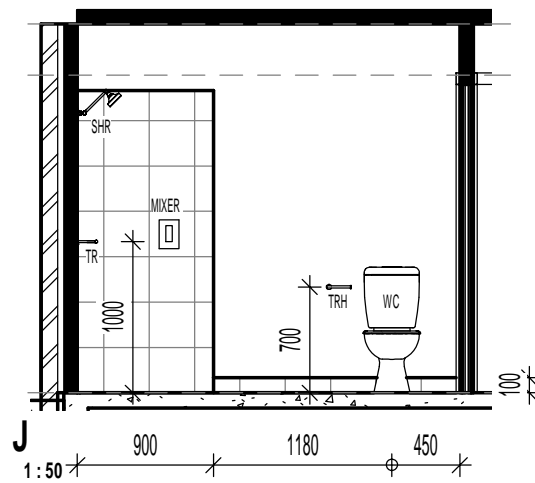
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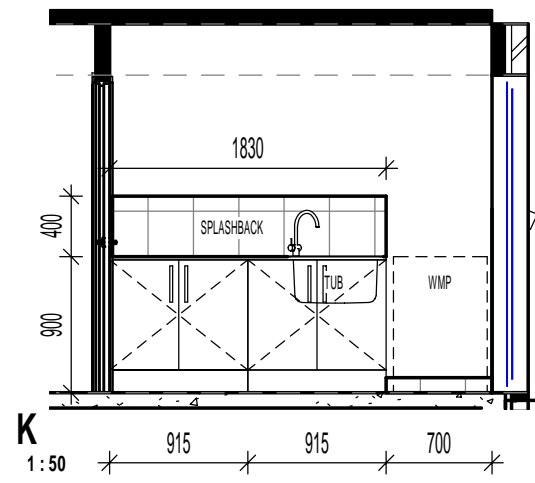
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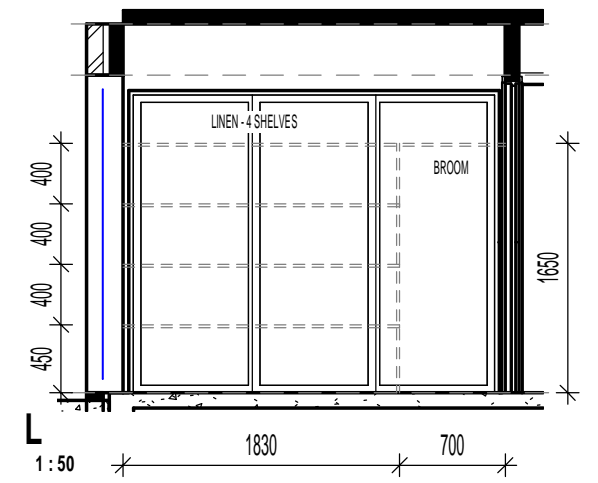
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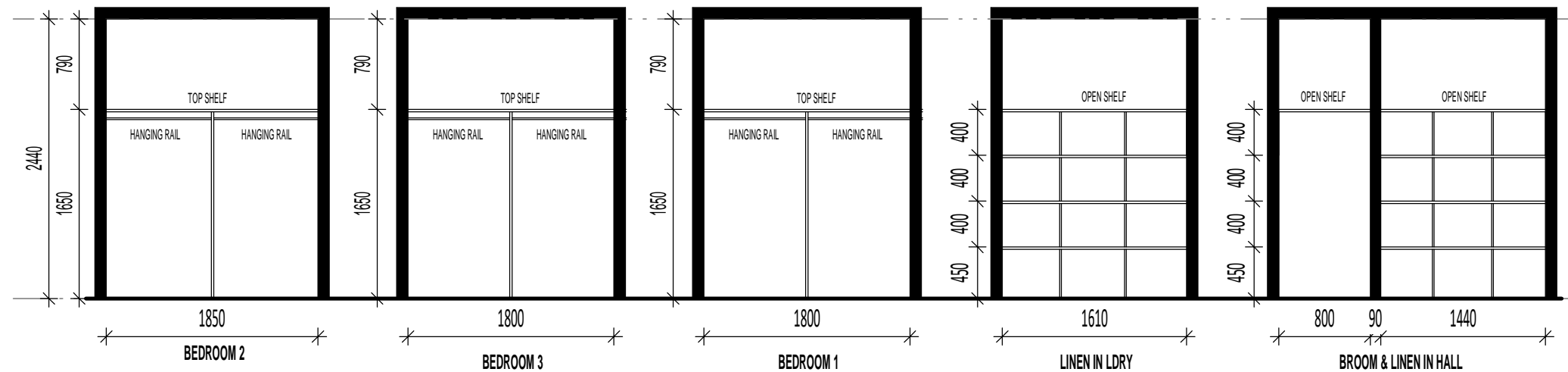
K

1:50



L

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TYPICAL CUPBOARD SHELVING DETAIL

1:50

NOTE:

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 M: 0412 832 646
 P: (07) 5665 9230
 E: anthony@tonyjames.com.au
 W: www.tonyjames.com.au

CLIENT:
VALARIE TERRY
DRAWING TITLE:
WET AREA ELEVATIONS

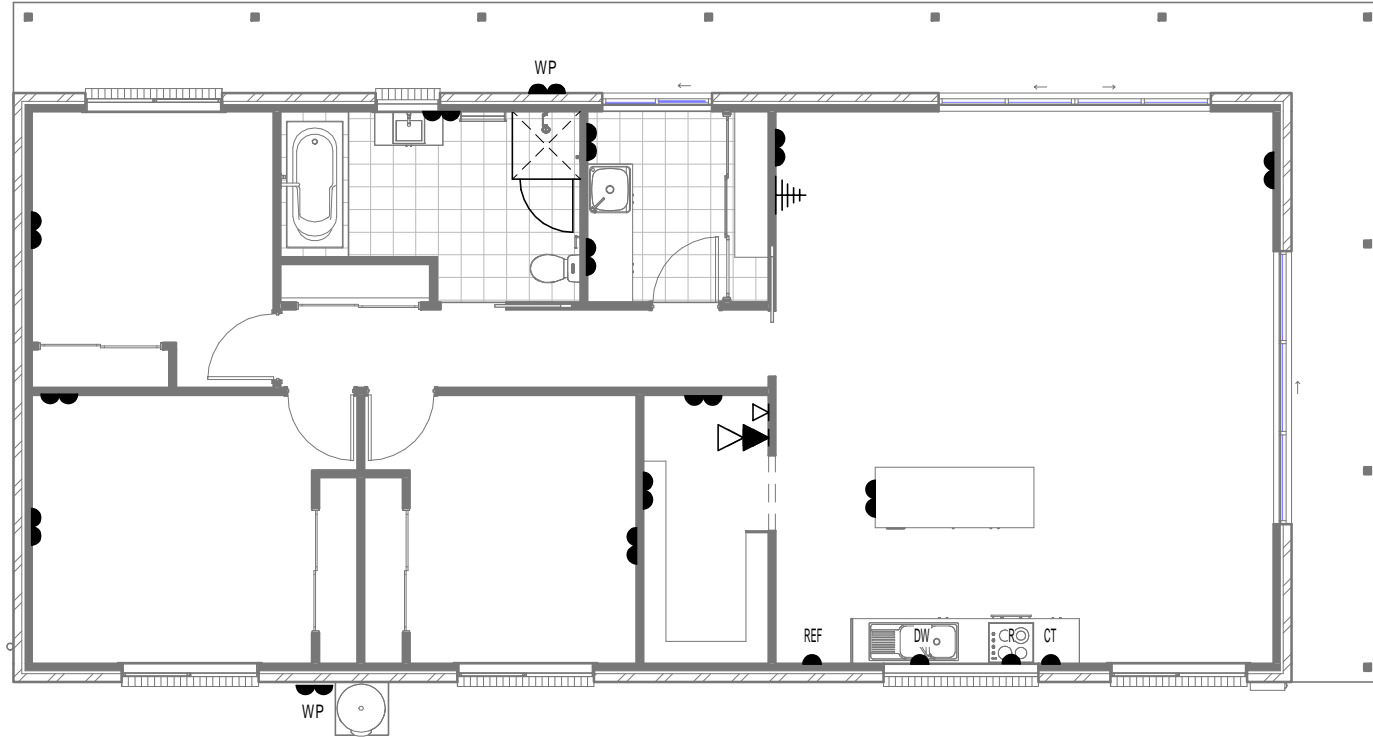
PROJECT: PROPOSED NEW RESIDENCE
LOT 01
3751 NHILL - JEPARIT ROAD
JEPARIT VIC 3423

PAGES: P-9 OF 11
 SHEET SIZE: **A3**
 JOB NO: 190418
 DRAWN: JG
 DATE: 11/07/2022










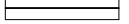








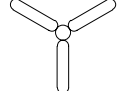


FLOOR AREAS:
GROUND FLOOR LIVING 131.73 m²
VERANDAH 31.08 m²
162.81 m²

REV:	DETAILS:	DATE:
1	PRELIMINARY ISSUE	17/06/2022
2	PRELIMINARY ISSUE	11/07/2022
3	PLANNING AMEND	18/11/2022

NOTE:
EXHAUST FANS ARE TO BE EXTRACTED TO THE OPEN AIR



ELECTRICAL LEGEND

-  DOUBLE GPO - 12
-  WP WATER PROOF DOUBLE GPO - 2
-  P CLIENT SUPPLIED PENDANT LIGHT - 0
-  SINGLE GPO - 4
-  WP WATERPROOF SINGLE GPO - 0
-  LED LIGHTS - 0
-  CEILING MOUNTED LIGHT - 11
-  E CEILING MOUNTED LIGHT EXTERNAL - 3
-  EXTRACTION FAN - 1
-  DOUBLE-FLURO LIGHT - 0
-  SPOTLIGHT - 0
-  HARD WIRED SMOKE ALARM - 2
-  TELEVISION POINT - 1
-  TELEPHONE POINT - 1
-  HEAT / LIGHT / FAN - 0
-  NBN POINT - 1
-  B EXTERNAL UP / DOWN LIGHTS - 0
-  USB USB POWER OUTLET - 0
-  CEILING FAN WITH LIGHT - 0
-  G GAS HEATING OUTLET - 0
-  E EVAPORATIVE COOLING OUTLET - 0
- 2 WAY SWITCH - 1

GENERAL NOTES:
METERBOX LOCATION TO BE CONFIRMED. THE POSITIONING OF ELECTRICAL OUTLETS & LIGHT SWITCHES, AS SHOWN, ARE INDICATIVE. LIMITATIONS IE. STUD POSITIONS.

ALL ELECTRICAL OUTLETS & LIGHT SWITCH POSITIONS SHOULD BE CONFIRMED BY CLIENT. ALL CHANGES TO THESE PLANS WILL BE ADDITIONAL COST TO THE HOME OWNER.

ALL WIRING & ELECTRICAL WORK IS TO BE IN ACCORDANCE WITH AS 3000

I/WE HAVE CHECKED THE PLANS AND AGREE THEY ACCURATELY DEPICT THE HOUSE FOR CONSTRUCTION. ANY VARIATIONS REQUESTED AFTER SIGNING WILL INCUR A PROCESSING FEE IN ADDITION TO THE COST OF THE VARIATION ITEM/S AND ANY FURTHER PLANS TO BE PREPARED

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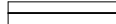












ELECTRICAL PLAN

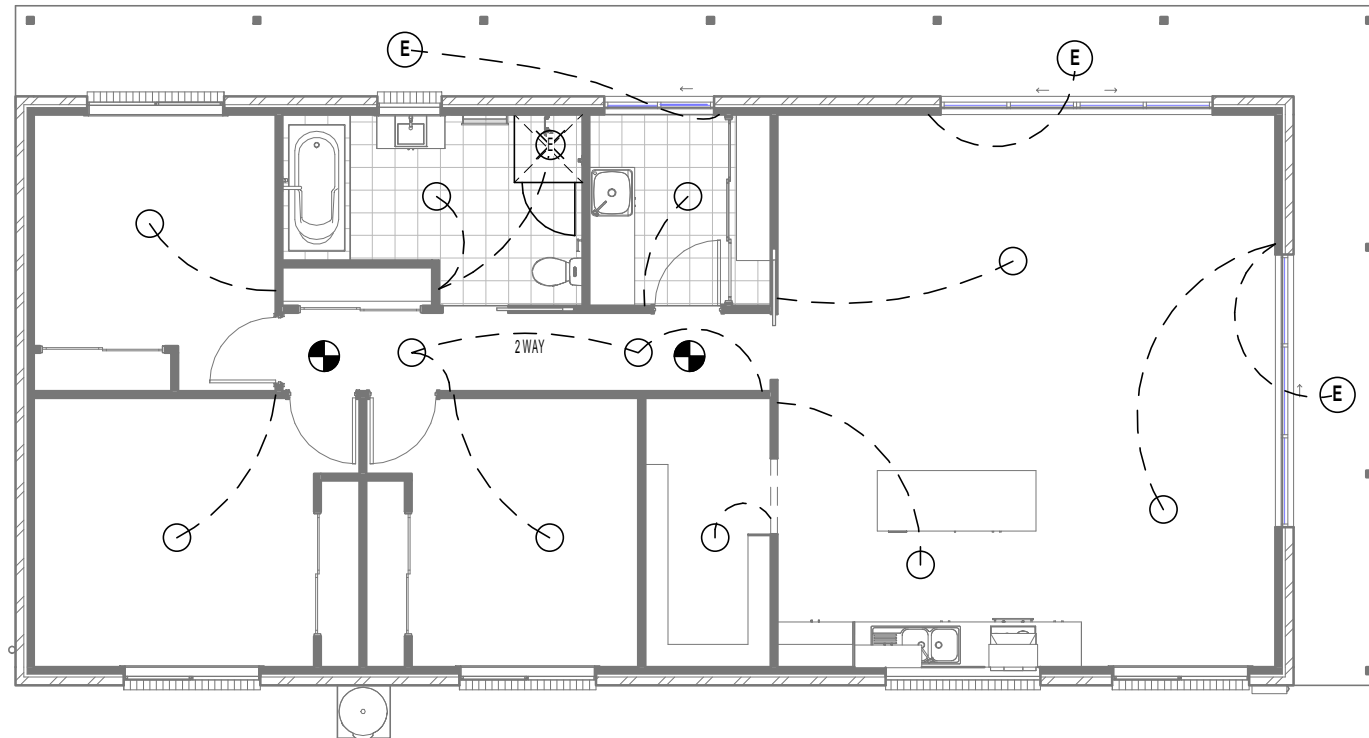
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G.J. Gardner. HOMES G.J. GARDNER ARARAT Jacorey Pty Ltd T/A G.J Gardner Ararat 92 Barkly St, Ararat Vic 3377 CDB-U 49694 P: (03) 5352 3298 F: (03) 5352 5657 www.gjgardner.com.au/ararat-home-builders www.gjgardner.com.au/hamilton-home-builders www.gjgardner.com.au/horsham-home-builders	HOMESTEAD 131 CLASSIC © COPYRIGHT EXCLUSIVE TO G.J.GARDNER HOMES	TONY JAMES DESIGN PTY LTD A.B.N: 96 486 946 536 V.B.A License: DP-AD-44789 M: 0412 832 646 P: (07) 5665 9230 E: anthony@tonyjames.com.au W: www.tonyjames.com.au	CLIENT: VALARIE TERRY DRAWING TITLE: ELECTRICAL PLAN	PROJECT: PROPOSED NEW RESIDENCE LOT 01 3751 NHILL - JEPARIT ROAD JEPARIT VIC 3423	PAGES: P-100F 11 SHEET SIZE: A3 JOB NO: 190418 DRAWN: JG DATE: 11/07/2022	FLOOR AREAS: GROUND FLOOR LIVING 131.73 m ² VERANDAH 31.08 m ² 162.81 m ²	REV: 1 2 3 DETAILS: PRELIMINARY ISSUE PRELIMINARY ISSUE PLANNING AMEND DATE: 17/06/2022 11/07/2022 18/11/2022
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ELECTRICAL LEGEND

-  DOUBLE GPO - 12
-  WP WATER PROOF DOUBLE GPO - 2
-  (P) CLIENT SUPPLIED PENDANT LIGHT - 0
-  SINGLE GPO - 4
-  WP WATERPROOF SINGLE GPO - 0
-  ● LED LIGHTS - 0
-  ○ CEILING MOUNTED LIGHT - 11
-  (E) CEILING MOUNTED LIGHT EXTERNAL - 3
-  (X) EXTRACTION FAN - 1
-  DOUBLE-FLURO LIGHT - 0
-  SPOTLIGHT - 0
-  ● HARD WIRED SMOKE ALARM - 2
-  ≡ TELEVISION POINT - 1
-  ▽ TELEPHONE POINT - 1
-  ● HEAT / LIGHT / FAN - 0
-  ▸ NBN POINT - 1
-  (B) EXTERNAL UP / DOWN LIGHTS - 0
-  USB USB POWER OUTLET - 0
-  CEILING FAN WITH LIGHT - 0
-  (G) GAS HEATING OUTLET - 0
-  (E) EVAPORATIVE COOLING OUTLET - 0
-  2 WAY SWITCH - 1



GENERAL NOTES:

METERBOX LOCATION TO BE CONFIRMED. THE POSITIONING OF ELECTRICAL OUTLETS & LIGHT SWITCHES, AS SHOWN, ARE INDICATIVE. LIMITATIONS IE. STUD POSITIONS.

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ALL WIRING & ELECTRICAL WORK IS TO BE IN ACCORDANCE WITH AS 3000

ELECTRICAL LIGHT WATTAGE LIMIT AS PER NCC VOL 2.3.12.5.5

DWELLING - 5 WATTS/ SQ.M

	ALLOWED	PROPOSED
LIVING AREA	131.73m ²	858.1W
		659 W

GARAGE - 3 WATTS/ SQ.M

GARAGE	-m ²	119W	-W
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ALFRESCO / PORCH / VERANDA - 4 WATTS/ SQ.M

ALFRESCO	31.08m ²	53.9 W	124.3 W
PORCH	-m ²	6.3 W	- W

ITEM	COUNT	WATTAGE	TOTAL
WALL / CEILING MOUNTED BATTEN LIGHT	11	11 W	121 W
LED DOWNLIGHTS	0	11 W	-
DOUBLE TUBE FLURO LIGHT	0	2x36 W	-
SINGLE TUBE FLURO LIGHT	0	36 W	-
FLOOD LIGHT	0	30 W	-
WALL MOUNTED LIGHT	0	15 W	-
CEILING FAN WITHOUT LIGHT	0	15 W	-

ITEM	COUNT
EXHAUST FANS	2
DOUBLE GPO	12
WATERPROOF DOUBLE GPO	2
SINGLE GPO	4
WATERPROOF SINGLE GPO	0
HARD WIRED SMOKE ALARM	2
TELEVISION POINT	1
TELEPHONE POINT	1
DATA POINT	0
CEILING FAN NO LIGHT	0

NOTE: EXHAUST FROM A BATHROOM, WC OR LDY MUST BE DIRECTLY DISCHARGED VIA A DUCT OR SHAFT TO OUTSIDE AIR IN ACCORDANCE WITH NCC 3.8.7.3
 - 25L/S FOR WC OR BATHROOM
 - 40L/S FOR LDY OR KITCHEN

NOTE: PROVIDE A POWER POINT & LIGHT SWITCH FOR ROOF CAVITY LOCATED AT THE MANHOLE LOCATION. SMOKE ALARMS TO BE HARDWIRED & INTERCONNECTED AS PER AS3786-2014

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					JOB NO: 190418	1 PRELIMINARY ISSUE 2 PRELIMINARY ISSUE 3 PLANNING AMEND		17/06/2022 11/07/2022 18/11/2022		
					DRAWN: JG					
					DATE: 11/07/2022					

POLICY



C016 Public Interest Disclosure Policy

1 Purpose

To establish a policy and procedure for reporting and handling disclosures of improper or corrupt conduct, or detrimental action, by Hindmarsh Shire Councillors, special committee members or employees.

2 Scope

This policy applies to all Hindmarsh Shire Councillors, special committee members, volunteers, contractors and employees, as well as any person who makes a public interest disclosure in accordance with the *Public Interest Disclosures Act 2012*.

3 Definitions

Council means Hindmarsh Shire Council

Detrimental Action means (under section 3 of the PID Act);

- action causing injury, loss or damage;
- intimidation or harassment; and
- discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business, including the taking of disciplinary action.

Under the PID Act it is an offence for an employer to take, or threaten to take, detrimental action against person in because the employer believes that the person has given information to the office of the Ombudsman. The person need not have actually taken the action, but can just have threatened to do so. The person need not have taken or have threatened to take the action against the person themselves, but can have incited or permitted someone else to do so. The detrimental action need not be taken against a discloser, but against any person.

The PID Act makes it an offence for a person to take detrimental action against a person in reprisal for a protected disclosure. Detrimental action can be taken by any person. However, a disclosure made under the PID Act can only be made about detrimental action by a public officer or public body.

Corrupt Conduct means conduct

- a) of any person that adversely affects the honest performance by a Public Officer or Public Body of his or her or its functions as a Public Officer or Public Body; or
- b) of a Public Officer or Public Body that constitutes or involves the dishonest performance of his or her or its functions as a Public Officer or Public Body; or
- c) of a Public Officer or Public Body that constitutes or involves knowingly or recklessly breaching public trust; or
- d) of a Public Officer or a Public Body that involves the misuse of information or material acquired in the course of the performance of his or her or its functions as a Public Officer

or Public Body, whether or not for the benefit of the Public Officer or Public Body or any other person; or

- e) that could constitute a conspiracy or an attempt to engage in any conduct referred to in the above paragraphs,

being conduct that would, if the facts were found proved beyond reasonable doubt at a trial, constitute a Relevant Offence

Discloser means a person who makes a disclosure that may be public interest disclosure

Improper Conduct means

- a) Corrupt conduct;
- b) conduct of a Public Officer or a Public Body engaged in by the Public Officer or Public Body in their capacity as a Public Officer of Public Body that constitutes:
 - i. A criminal offence;
 - ii. Serious professional misconduct;
 - iii. dishonest performance of public functions;
 - iv. an intentional or reckless breach of public trust
 - v. an intentional or reckless misuse of information or material acquired in the course of the performance of the functions of the public officer or public body;
 - vi. a substantial mismanagement of public resources;
 - vii. a substantial risk to the health or safety of one or more persons;
 - viii. a substantial risk to the environment; or
- c) conduct of any person that
 - i. adversely affects the honest performance by a public officer or public body of their functions as a public officer or public body;
 - ii. is intended to adversely affect the effective performance or exercise by a public officer or public body of the functions or powers of the public officer or public body and results in the person, or an associate of the person, obtaining:
 - A. zthat the person or associate would not have otherwise obtained; or
- d) conduct of any person that could constitute a conspiracy or attempt to engage in any of the conduct referred to in the above paragraphs.

Independent Broad-based Anti-Corruptions Commission (IBAC) is Victoria's anti-corruption body with responsibility for identifying and preventing serious corrupt conduct across the whole public sector, including members of Parliament, the judiciary and state and local government.

IBAC Act means the *Independent Broad-based Anti-Corruptions Commission Act 2011*

Natural Person means a human being, not a legal entity like a body corporate

PID Act means *Public Interest Disclosure Act 2012*

Public Interest Disclosure means disclosure by a natural person of information that shows / tends to show or information that the person reasonably believes shows / tends to show improper conduct or detrimental action (previously a protected disclosure)¹.

¹ Public Interest Disclosure Act 2012 Section 9.

Public Interest Complaint means a public interest disclosure that has been determined by IBAC, the Victorian Inspectorate or IOC to be a Public Interest Complaint.²

Public Interest Disclosure Coordinator has a central role in distributing information or assistance in the internal reporting system.

Public Interest Disclosure Officer will be a contact point for general advice about the operation of the PID Act.

Serious Professional Misconduct means conduct that constitutes a serious breach of an established professional code of conduct and/or other serious departures from the person's professional responsibilities.

Welfare Manager is responsible for looking after the general welfare of any persons making public interest disclosures.

4 Policy

4.1 Introduction

Hindmarsh Shire Council is committed to the aims and objectives of the *Public Interest Disclosures Act 2012 (PID Act)* as amended. It does not tolerate improper conduct by its employees, officers or members, nor the taking of reprisals against those who come forward to disclose such conduct.

Hindmarsh Shire Council recognises the value of transparency and accountability in its administrative and management practices, and supports the making of disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the environment.

Hindmarsh Shire Council takes seriously its responsibilities to persons who may make a disclosure in respect to improper conduct or corruption. This policy has been established to ensure the confidentiality of any persons making a disclosure, and their welfare are protected. All reasonable steps will be made to protect such persons from any detrimental action in reprisal for making the disclosure. It will also afford natural justice to the person who is the subject of the disclosure.

This Policy establishes a system for reporting disclosures of improper or corrupt conduct or detrimental action by Hindmarsh Shire Councillors or employees.

The PID Act provides protection from detrimental action to any person affected by a protected disclosure and establishes a system for the matters disclosed to be investigated and rectifying action to be taken. Under the PID Act, any person can be one who makes a disclosure, is a witness, or a person who is the subject of an investigation.

² Public Interest Disclosure Act 2012 Section 6.

4.2 What is Public Interest Disclosure

A public interest disclosure is a report about the **improper conduct** of public bodies or public officers that a person makes to any organisation specified in Part 2 of the PID Act, which includes a Council.

A public interest disclosure can also be made about **detrimental action** that a public officer or public body takes against a person in reprisal for them (or another person) having made a protected disclosure or cooperated with the investigation of a protected disclosure.

The disclosure can relate to conduct or action that may have already taken place (including conduct that occurred before the PID Act came into effect on 10 February 2013), may be occurring now, or may happen in the future.

A complaint or allegation that is already in the public domain will not normally be a protected disclosure – for example, if the matter has already been subject media or other public commentary.

Term	Example
Improper Conduct	<p><i>To avoid closure of a town's only industry, an environmental health officer ignores or conceals evidence of illegal dumping of waste.</i></p> <p><i>A finance officer approves a colleague's corporate expense account for payment even though it appears to have non-work related expenditure items listed.</i></p> <p><i>A building inspector tolerates poor practices and structural defects in the work of a leading local builder.</i></p> <p><i>A Council employee is witnessed using a Council grader on private property on a weekend.</i></p>
Corrupt Conduct	<p><i>A Council officer takes a bribe or receives a payment other than his or her wages or salary in exchange for the discharge of a public duty.</i></p> <p><i>A Council officer favours unmeritorious applications for jobs or permits by friends and relatives.</i></p> <p><i>A Council officer or Councillor sells confidential information.</i></p>
Detrimental Action	<p><i>Council refuses a deserved promotion of a person who makes a disclosure.</i></p> <p><i>Council demotes, transfers, or isolates in the workplace or changes the duties of a discloser due to the making of a disclosure.</i></p> <p><i>A person threatens, abuses, or carries out other forms of harassment directly or indirectly against the discloser, his or her family or friends.</i></p>

	<i>Council discriminates against the disclosure or his or her family and associates in subsequent applications for jobs, permits or tenders.</i>
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4.3 Who can make a disclosure?

Any natural person can make a disclosure about improper conduct or detrimental action—including members of the public and employees of Council.

A disclosure may

- be made by an individual or by a group;
- be made anonymously;
- be made even when the discloser is unable to identify precisely the individual or the organisation to which the disclosure relates; and
- also be a complaint, notification or disclosure (however described) made under another law.

4.4 Who can a disclosure be made to?

A person must make a disclosure, allegation or complaint to the appropriate person or body for the disclosure to be assessed as a protected disclosure under the PID Act.

Hindmarsh Shire Council can only receive disclosures that relate to the conduct of:

- a. Its own officers or employees
- b. A person/s whose actions relate to a Hindmarsh Shire Council officer or employee
- c. Members of a Council Advisory or Community Asset Committee

If Hindmarsh Shire Council receives a disclosure about an employee, officer or member of another public body, Hindmarsh Shire Council will advise the person making the disclosure as to whom the correct person or body the disclosure should be made.

Disclosures relating to Hindmarsh Shire Council, its employees, or members of special committees can be made to:

- **Public Interest Disclosure Coordinator** – Director Corporate and Community Services
- **Chief Executive Officer**
- **Public Interest Disclosure Officer** – Manager Governance & Human Services
- **Welfare Manager** – Human Resources & Safety Officer
- **Supervisor** of the discloser or of the person who is the subject of the disclosure. The supervisor will make the matter immediately known to the Public Interest Disclosure Coordinator for further action in accordance with the PID Act.

A disclosure about improper conduct or detrimental action by Hindmarsh Shire Council, or its employees may also be made directly to the Victorian Ombudsman, IBAC, the Victorian Inspectorate (in relation to IBAC and the Public Interest Monitor) or Victoria Police (for limited types of disclosures).

Disclosures relating to **Councillors** must be made directly to the Ombudsman or IBAC.

Victorian Ombudsman

Level 9, North Tower, 459 Collins Street, Melbourne VIC 3000

Internet: www.ombudsman.vic.gov.au

Email: ombudvic@ombudsman.vic.gov.au

Phone: (03) 9613 6222

Toll Free (regional only): 1800 806 314

IBAC

Level 1, North Tower, 459 Collins Street, Melbourne, VIC 3000

Internet: www.ibac.vic.gov.au

Phone: 1300 735 135

The following table sets out to whom a disclosure can be made depending on the subject of the disclosure:

Person who is the subject of the disclosure	Person/body to whom the disclosure must be made
Employee, volunteer, contractor or consultant	Hindmarsh Shire Council or IBAC
Councillor	The Ombudsman or IBAC
Council Committee Member	Hindmarsh Shire Council, the Ombudsman or IBAC

4.5 Receiving a Disclosure

If an employee receives something that they believe may be a Public Interest Disclosure they must direct the information to the Public Interest Disclosure Coordinator.

All correspondence, phone calls and emails from internal or external disclosers must be referred to the Public Interest Disclosure Coordinator, and need to be treated as confidential.

4.6 Making a Disclosure

To be assessed as a Public Interest Disclosure, a disclosure must meet all of the following criteria:

- a. A natural person (rather than a corporation) has to have made the disclosure;
- b. The disclosure has been made verbally or in writing to either the Protected Disclosures Coordinator, Chief Executive or those identified in this policy (including the Ombudsman or IBAC);
- c. The disclosure relates to conduct of a Hindmarsh Shire Councillor, Council officer or member of a Council Committee, acting in their official capacity;
- d. The alleged conduct is either improper or corrupt conduct or detrimental action taken against a person in reprisal for making a Public Interest Disclosure; and
- e. The person making the disclosure has reasonable grounds for believing the alleged conduct has occurred.

A person can make a **verbal disclosure** in person, by phone or by leaving a voice mail message. A verbal disclosure must be made in private. This does not preclude a group of individuals from making a joint disclosure at one time.

A person may make a **written disclosure** provided to Council by delivering in person, mailing, or emailing or via an online form (in the case of disclosures to IBAC and the Ombudsman).

A person does not need to identify themselves to make a disclosure under the PID Act. An anonymous disclosure can be made by using an unverifiable email address, through anonymous phone calls, or in a face-to-face conversation or meeting where the person refuses to identify themselves.

Where a person is contemplating making a disclosure and is concerned about approaching the Public Interest Disclosure Coordinator or a Public Interest Disclosure Officer in the workplace, they can call the relevant officer and request a meeting in a discreet location away from the workplace.

4.7 Assessing a Disclosure

Where the Public Interest Disclosure Coordinator receives information relating to the conduct of an employee, Council committee member or officer of Hindmarsh Shire Council, the Public Interest Disclosure Coordinator must assess whether the disclosure meets the criteria of the PID Act to be a protected disclosure.

A discloser does not need to refer to the PID Act in making a disclosure. An assessment is to be made on the nature of the information disclosed (and not on the discloser's intention and/or knowledge of the PID Act).

If one or more of the criteria in section [4.6](#) of this policy are not satisfied, the person has not made a Public Interest Disclosure under Part 2 of the PID Act. If a disclosure does not meet the requirements of Part 2 of the PID Act, the assessor should inform the discloser about the correct way to make a disclosure or seek further information from the discloser so that they have an opportunity to meet the legislative requirements.

Where a disclosure is assessed not to be a public interest disclosure, the Public Interest Disclosure Coordinator will decide how the matter should be responded to, including whether it could be dealt with in accordance with Council's Complaints Handling Policy or other relevant policy, procedure, legislation or regulation.

4.8 Protections

Protections under Part 6 of the PID Act apply to a protected disclosure from the time the disclosure is made.

Part 6 of the PID Act includes a number of protections for a discloser:

- That they are not subject to any civil or criminal liability or administrative action (including disciplinary action) for making the disclosure
- That they are not committing an offence against the *Constitution Act 1975* or any other Act that imposes obligations of confidentiality or any other restriction on the disclosure of information
- That they are not breaching any other obligation (made by oath, rule of law or practice) requiring them to maintain confidentiality or otherwise restrict confidentiality
- That they cannot be held liable for defamation in relation to information included in a protected disclosure.

If a person has made a false or misleading disclosure, the person is not covered by the protections of the PID Act.

4.9 Reporting a Disclosure to IBAC

Where the Public Interest Disclosure Coordinator has received a disclosure that has been assessed to be a Public Interest Disclosure, the Public Interest Disclosure Coordinator must —

- Notify IBAC in writing within 28 days after the disclosure was made that a disclosure may be a Public Interest Disclosure and that Council is notifying the disclosure to IBAC for assessment under s21 of the PID Act.
- Notify the discloser in writing within 28 days after the disclosure was made that the disclosure has been notified to IBAC for assessment and that it is an offence under s45 of the PID Act to disclose that the disclosure has been notified to IBAC for assessment.

Once a notification is made to IBAC, IBAC will assess whether the disclosure is a Public Interest Disclosure and determine whether to dismiss, investigate or refer the disclosure complaint.

5 Administrative Updates

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

6 Relevant Documents

Related documents	Legislation
Councillor Code of Conduct Employee Code of Conduct	<i>Public Interest Disclosure Act 2012</i>

Fraud Prevention and Control Policy and Plan	
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7 Document Control

Public Interest Disclosure Policy		Policy Category	COUNCIL
Version Number	1.0	Policy Status	APPROVED
Approved/Adopted By	COUNCIL	Date approved/adopted	18 December 2019
Responsible Officer	CEO	Review Date	
Version history	Date	Version	Description
	July 2013	1.1	Creation of Policy
	November 2015	1.2	Administrative Update
	November 2017	1.3	Administrative Update
	December 2019	1.4	Legislative Changes Update
	March 2023	1.5	Policy Review

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**HINDMARSH SHIRE COUNCIL
FRAUD CONTROL AND PREVENTION POLICY & FRAUD
CONTROL AND PREVENTION PLAN**

POLICY



C006 Fraud Prevention and Control Policy

1 Purpose

The purpose of this policy and plan is to demonstrate Council's commitment to the prevention, detection and investigation of all instances of fraud and corrupt activity. Council does not tolerate fraud and corruption and is committed to protecting its reputation and assets from any attempt by employees or others to gain financial or other benefits by deceit or dishonest conduct.

This policy requires Councillors and officers to:

- Demonstrate transparency and build integrity into every decision and action;
- Develop and maintain evidence based risk registers;
- Ensure impartiality of decision making, advice and review;
- Provide clarity around responsibility and accountability, including disclosures, conflicts of interest and reporting; and
- Support the approach through education and training.

This policy should be read in conjunction with the Fraud Prevention and Control Plan.

2 Scope

This policy applies to all Councillors, Council employees, contractors and volunteers.

3 Definitions

CEO means Hindmarsh Shire Council's Chief Executive Officer

Corrupt conduct is defined as per section 4 (1) of the *Independent Broad – Based Anti-corruption Commission Act 2011 (IBAC Act)* as conduct:

- (a) of any person that adversely affects the honest performance by a public officer or public body of their or its functions as a public officer or public body; or
- (b) of a public officer or public body that constitutes or involves the dishonest performance of their or its functions as a public officer or public body; or
- (c) of a public officer or public body that constitutes or involves knowingly or recklessly breaching public trust; or
- (d) of a public officer or a public body that involves the misuse of information or material acquired in the course of the performance of their or its functions as a public officer or public body, whether or not for the benefit of the public officer or public body or any other person; or

- (e) of a person (the first person) intended to adversely affect the effective performance or exercise by a public officer or public body of the functions or powers of the public officer or public body and result in the first person or an associate of the first person obtaining—

Council means Hindmarsh Shire Council

Conflict of Interest has the same meaning as in Part 4 of the LGA

Fraud means an “intentional act by one or more individuals among management, those charged with governance, employees, or third parties, involving the use of deception to obtain an unjust or illegal advantage”.¹

For the purpose of this policy, fraud is not restricted to tangible benefits only and includes intangibles such as information.

A fraudulent act can also be committed by an act of omission, dishonesty or deceitful and misleading behavior.

Fraud Control Plan means a document summarising Council’s fraud risks and associated action strategies, either in place or in development, to minimise or combat those risks. The control plan is intended to prevent and limit the effects of fraud. It can be found attached to this Policy.

Investigation means a search for evidence connecting or tending to connect a person (either a natural person or a body corporate) with conduct that infringes the criminal law or the policies and standards set by the Council.

LGA means the *Local Government Act 2020* (Vic)

Management means staff in supervisory positions.

Reasonable Grounds for Suspicion means that there is a real possibility of corrupt conduct. ‘Suspicion’ must be based on facts and circumstances that would be sufficient to make a reasonable person suspect corrupt conduct had occurred or was occurring.

4 Policy Statement

Elected Councillors and Council’s administration are committed to preventing, deterring and detecting fraudulent and corrupt behavior in the performance of all Council activities.

This commitment shall be met by:

- Identification of business processes which are potentially at the risk of fraud and corrupt conduct;
- Controls to mitigate the risk of exposure;
- Procedures to investigate allegations of fraudulent or corrupt conduct;
- Provision of training, awareness and enforcement of Codes of Conduct to ensure employees and contractors are aware of their responsibilities in the prevention and management of fraud and corrupt conduct;
- Ensuring an environment in which fraudulent or corrupt conduct is discouraged.

¹ Auditing Standards ASA 240, 2009

In order to meet this commitment, any evidence of fraudulent or corrupt conduct must be brought to the attention of management as detailed in section 6.

5 Corrupt Conduct

5.1 IBAC Mandatory Notification

Section 57A of the *Independent Broad-based Anti-corruption Commission Act 2011 (IBAC Act)* requires that the principal officers, as defined in the IBAC Act, of a Public Sector body notify IBAC of any matter they suspect on reasonable grounds involves corrupt conduct.

There is no legislative obligation for relevant principal officers to search out corrupt conduct, only report it when suspected. To meet the threshold for notification to IBAC, the conduct must:

- Be corrupt;
- Be an indictable offence or a prescribed common-law offence committed in Victoria; and
- Lead a reasonable person to suspect that corrupt conduct has occurred or is occurring (reasonable suspicion).

All staff should report suspected or real matters involving corrupt conduct to the principal officer. Council's principal officer is the Chief Executive Officer.

6 Protected Disclosure

6.1 Public Interest Disclosures Act

Employees should be aware of the provisions of the *Public Interest Disclosures Act 2012 (PID Act)* and Council's Public Interest Disclosure Procedure. A person is entitled to report suspicions of fraud and receive the protections afforded by the PID Act. In such circumstances, the report should be forwarded to the Independent Broad Based Anti-Corruption Commission (IBAC) in accordance with Council's Public Interest Disclosure Procedure.

For further information about Public Interest Disclosures please see Council's Public Interest Disclosure Policy.

7 Procedures

7.1 Reporting of fraud

Employee reporting is vital to fraud detection. Staff who come forward and report incidents of wrongdoing are helping to promote integrity, accountability and good management within Council.

The following table summarises the reporting chain:

ACTIVITY INVOLVING	REPORT TO
A fellow employee	Line Manager / Supervisor; and Departmental Manager; and Director of Corporate and Community Services.
Manager	Director of Corporate and Community Services; and Relevant Departmental Director
Director	Chief Executive Officer
Chief Executive Officer	Mayor
Mayor or Councillor	Chief Executive Officer
Non-staff member	Departmental Manager; and Director of Corporate and Community Services.

All reports of fraud received should be reported to the Director of Corporate and Community Services (**DCCS**). The DCCS is responsible for reporting the fraud allegation to the Human Resources, to ensure the relevant Human Resource policies are being complied with. Reports of fraud can be made anonymously if necessary. A report of fraud has to be made on reasonable grounds.

7.2 Investigations

Council will implement procedures to facilitate investigation of allegations of fraudulent and corrupt conduct. Where such allegations are substantiated, Council will respond by either reporting the incident to relevant authorities or undertaking investigative or disciplinary action under the Employee Code of Conduct and Hindmarsh Shire Council's Disciplinary Procedure.

A flowchart outlining the process to be followed is contained in **Appendix 1**.

The confidentiality of persons who raise such concerns will be maintained.

The constitution of the Fraud Investigation Team (**FIT**) is outlined in the Fraud Prevention and Control Plan which can be found attached to this policy.

The process of fraud investigations is outlined in Council's Fraud Prevention and Control Plan.

7.3 Conduct and discipline

Council is committed to ensuring a corporate culture of honesty and integrity. Council is committed to investigating all complaints of fraud, corruption, dishonest acts and conflicts of interest made against Councillors, staff and contractors.

Councillors

Where any matter is investigated and an incident of fraud or corrupt conduct in respect of an Councillor is affirmed, the procedure as outlined in Hindmarsh Shire Council's Councillor Code of Conduct are to be followed.

Employees

Where any matter is investigated and an incident of fraud or corrupt conduct in respect of an employee is affirmed, employment ramifications, including termination, will be considered on a case by case basis in accordance with Hindmarsh Shire Council's Disciplinary Procedure.

7.4 External notification

Council is committed to ensuring that all allegations, breaches of the Code of Conduct, or this policy which are considered to be prima facie cases supported by evidence of fraudulent or corrupt conduct are notified to the appropriate law enforcement agency or regulatory agency for investigation.

7.5 Prosecution

Instances of fraud will be prosecuted in accordance with the detailed procedures documented in the Fraud Prevention and Control Plan.

8 Policy implementation

In seeking to prevent fraudulent activity it is important for Council to maintain an effective internal control environment, develop and foster an ethical culture amongst stakeholders, and to enhance awareness of the risk of fraud across all levels. His policy will be implemented in association with three other documents:

- The Fraud Prevention and Control Plan; and
- The Conflict of Interest Policy.

9 Responsibility

The assignment of responsibility for the various elements of Fraud and Corruption Control is a critical prerequisite for the establishment of a successful fraud and corruption policy. All levels within Council have responsibilities in terms of fraud control. Specific responsibilities are as follows

9.1 Councillors

- Ensuring an appropriate Fraud Prevention and Control Policy is adopted.
- Maintain compliance with the Conflict of Interest obligations pursuant to Part 4 of the LGA and Council's Conflict of Interest Declaration Form.
- Comply with the Councillor Code of Conduct.
- Promote a genuine commitment to fraud control within Council.

Ensure the highest standards of integrity and ethical leadership are maintained.

9.2 Executive Management (CEO & Directors)

- The CEO has principal responsibility for fraud control to ensure compliance with Standards and Guidelines and that appropriate governance structures are in place.
- The CEO or delegate will investigate any allegations of fraud (reported or otherwise), take legal action and/or report to Council when necessary.
- Implement and promote the Fraud Prevention and Control Policy and Plan across Council.
- Establish and maintain an effective internal control environment.
- Provide appropriate organisational resources to ensure proper implementation of the Fraud Prevention and Control Policy and Plan, including running fraud awareness training every two years.
- Investigate all reports of fraud in accordance with Council policy.
- The Director of Corporate Services will be responsible for fraud control and reporting from an organisational perspective, including the reporting of fraud to the CEO and the Audit Committee.
- Comply with the Employee Code of Conduct, Staff Conflict of Interest Policy and other Council policies.

9.3 Managers, Coordinators, Team Leaders and Site-Supervisors

- Establish and maintain effective management practices, systems, procedures and controls.
- Ensure that staff understand their responsibilities through adequate supervision, written procedures and awareness training.
- Be aware of and actively monitor key financial systems and fraud indicators and symptoms.
- Respond positively to matters raised by Internal and External Audit.
- Act upon all reports of fraud in accordance with this Policy and the Fraud Prevention and Control Plan.
- Monitor and actively manage excessive outstanding leave of staff.
- Comply with the Employee Code of Conduct, Staff Conflict of Interest Policy and all other Council policies.

9.4 Employees, Contractors and Volunteers

- Not using their position with Council to gain personal advantage or to confer undue advantage, or disadvantage, on any other person or entity.
- Report suspected instances of fraud or misuse of Council assets and resources.
- Comply with the Employee Code of Conduct, Staff Conflict of Interest Policy and all other policies.

9.5 Audit and Risk Committee

- Monitor the implementation of the Fraud Prevention and Control Policy and Plan and all other Council policies.

- Direct and guide the internal audit function and approve, monitor and manage the annual internal audit plan.
- Liaise closely with internal and external auditors and ensure issues and recommendations are appropriately actioned.

10 Fraud Risk Controls

Council's commitment to the mitigation of fraud and corrupt conduct is supported by Council's implementation of controls and risk treatment plan as documented in Council's Risk Register.

The potential risk of fraud is inherent in all risk assessments and internal audit reviews, allowing the implementation of controls to mitigate the risk of exposure, further strengthening the organisation's ability to prevent fraud and corrupt conduct.

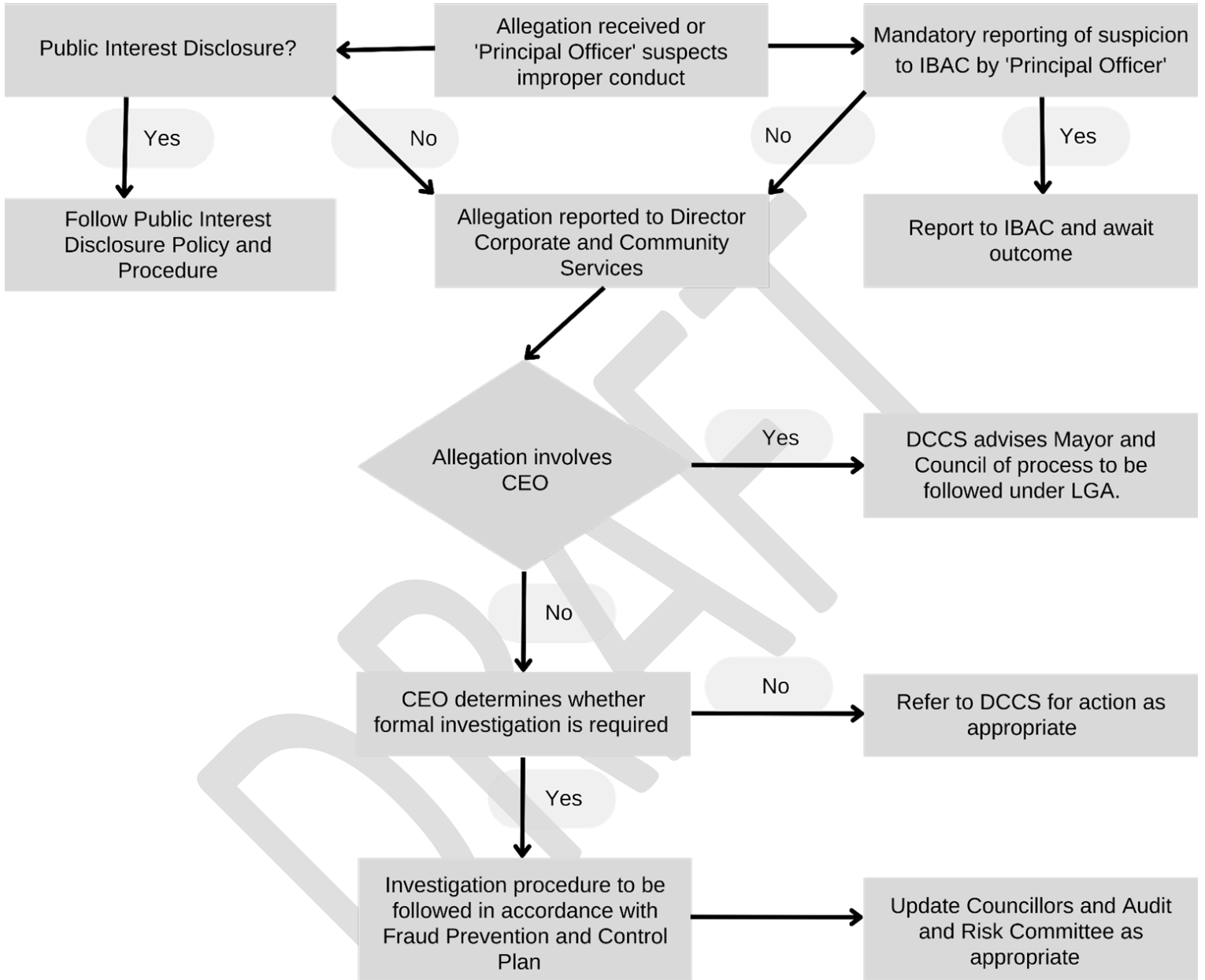
11 Related Documents

Council Documents
Hindmarsh Shire Council Conflict of Interest Policy Hindmarsh Shire Council Employee Code of Conduct Hindmarsh Shire Council Fraud Control Plan Hindmarsh Shire Council Public Interest Disclosure Policy Hindmarsh Shire Council Councillor Code of Conduct
Legislation
<i>Independent Broad – Based Anti-corruption Commission Act 2011</i> <i>Local Government Act 1989</i> <i>Local Government Act 2020</i> <i>Public Interest Disclosure Act 2012</i>

DOCUMENT CONTROL

Hindmarsh Shire Council Fraud Prevention and Control Policy		Policy Category	Council
Version Number	3.0	Policy Status	APPROVED
Approved/Adopted By	Council	Approved/Adopted on:	23 October 2019
Responsible Officer	CEO	Review Date	
Version History	Date	Version	Description
	February 2008	1.0	Initial Theft and Fraud Policy
	October 2019	2.0	Updated policy
	February 2023	3.0	Administrative review and update

Appendix 1 – INVESTIGATION OF ALLEGATIONS





**HINDMARSH SHIRE COUNCIL
FRAUD PREVENTION AND CONTROL PLAN**

DRAFT

1 DEFINITIONS

CEO means Hindmarsh Shire Council's Chief Executive Officer

Corrupt Conduct is defined as per section 4(1) of the *Independent Broad – Based Anti-corruption Commission Act 2011* as conduct:

- (a) of any person that adversely affects the honest performance by a public officer or public body of his or her or its functions as a public officer or public body; or
- (b) of a public officer or public body that constitutes or involves the dishonest performance of his or her or its functions as a public officer or public body; or
- (c) of a public officer or public body that constitutes or involves knowingly or recklessly breaching public trust; or
- (d) of a public officer or a public body that involves the misuse of information or material acquired in the course of the performance of his or her or its functions as a public officer or public body, whether or not for the benefit of the public officer or public body or any other person.

Conflict of Interest has the same meaning as in the *Local Government Act 2020* and the *Local Government (Governance and Integrity) Regulations 2020*

Council means Hindmarsh Shire Council

Delegated Committee has the same meaning as in the *Local Government Act 2020*

Executive Management Team means the CEO, Director Infrastructure Services and Director Corporate and Community Services.

Fraud Control Plan means a document summarising Council's fraud risks and associated action strategies, either in place or in development, to minimise or combat those risks. The control plan is intended to prevent and limit the effects of fraud. It can be found attached to this Policy.

Fraud means an intentional act by one or more individuals among management, those charged with governance, employees, or third parties, involving the use of deception to obtain an unjust or illegal advantage.

A fraudulent act can also be committed by an act of omission, dishonesty or deceitful and misleading behavior.

LGA means the *Local Government Act 2020*

Management means staff in supervisory positions.

2 PURPOSE

Fraud is a serious crime that can affect all organisations. It can be perpetrated by individuals within Council and by people that Council has dealings with, including contractors, consultants and volunteers.

The effects of fraud can include:

- loss of public confidence in Council;

- loss of stakeholder confidence in Council;
- depriving the community of resources, funding and services;
- reduction of the effectiveness of Council assets and equipment;
- harming Council's clients;
- damaging Council staff morale and wellbeing;
- damaging Council's reputation; and
- wasting Council resources in the investigation of fraudulent activity and management of the consequences of such activity.

It is critical that Council has systems and procedures in place to ensure the risk of fraud is minimised as far as possible, and that where instances may occur, there is a prompt and effective response to them.

The Hindmarsh Shire Council Fraud Prevention and Control Plan (**Plan**) and the associated policy aim to:

- demonstrate Council transparency;
- ensure that all Council decisions are made with integrity;
- ensure that Council develops and maintains evidence based Risk Registers;
- ensure impartiality of decision making, advice and review;
- provide clarity around responsibility and accountability, including disclosures, conflicts of interest and reporting; and
- support the approach through tailored education and training.

3 APPLICATION

This Plan applies to all Hindmarsh Shire Council employees, Councillors, volunteers and contractors.

4 OUTCOMES

This Plan aims for the following outcomes:

- **Fraud prevention** – initiatives to deter and minimise the opportunity for fraud;
- **Fraud detection** – initiatives to detect fraud as soon as possible after it occurs (also includes identifying and eliminating weaknesses in controls that could allow for fraud to be perpetrated); and
- **Fraud response** – initiatives to appropriately and effectively deal with detected or suspected fraud.

5 FRAUD PREVENTION

The most effective control against fraud is a well-informed workforce who are prepared to disclose corrupt behavior. Council's Employee Code of Conduct encourages staff to report all incidents of suspected corrupt conduct (including fraud), misconduct, serious mismanagement or a substantial waste of public resources.

Fraud prevention mechanisms employed by Council will comprise of:

- **Documenting and communicating Council's stance on fraud** and its expectations around fraud management through Council's fraud Prevention and Control Framework.
- **Undertaking a Fraud Risk Assessment** to identify fraud risks within the organisation implementing controls to minimise the risk of fraud.
- **Implementing Fraud Management Education** through a range of training and document dissemination programs to foster fraud awareness.

a) Codes of Conduct

Employee Code of Conduct

Council's Employee Code of Conduct includes provisions relating to conflict of interest, gifts and hospitality, and fraud.

Councillor Code of Conduct

The Councillor Code of Conduct recognises the importance of Councillors maintaining the highest levels of integrity and ethical behavior. It is used to guide the behavior of Councillors and provide a mechanism for accountability on issues of good governance.

b) Pre-Employment Screening

It is important that relevant checks are carried out on all new employees before an appointment is made.

Council's Recruitment Procedure requires two referee checks to be completed for the preferred applicant to be appointed to a position.

All jobs offers are provisional based on the satisfactory completion of screening checks which may include one or more of the following:

- Medical checks;
- Police check;
- Pre-existing injury form;
- Capacity testing (if required);
- Working with Children Check); and
- Provision of evidence of any pre-requisite qualifications.

All of the above documentation is to be saved in hardcopy on the relevant personnel file.

c) Annual Leave

Where fraud occurs, it can sometimes be associated with a pattern of the employee not taking annual leave. It is therefore important that annual leave levels are monitored and employees take leave on a regular basis.

Measures in place to monitor leave balances involves the following three step process:

1. Leave reports are run each fortnight by the Finance Department to monitor employee's leave balances;
2. Employees and their managers are alerted to their leave balance as it approaches six weeks;

3. Once an Employee has in excess of six weeks annual leave, they are required to enter into a formal leave plan in consultation with their manager.

d) Conduct principles and conflict of interest

Statutory requirements

The LGA contains provisions relating to the conduct and interests of Councillors, members of Council Delegated and Advisory Committees, the Audit and Risk Committee and members of Council staff.

These provisions cover:

- principles of conduct and code of conduct for Councillors (section 139);
- misuse of position by Councillors, members of Delegated Committees and the Audit and Risk Committee (section 123);
- improper direction and improper influence (sections 123(3), 124 and 300);
- treatment of confidential information (section 125);
- conduct principles and code of conduct for members of Council staff (section 49);
- disclosures of conflicts of interest and the register of interests applying to Councillors, members of Council Section Delegated Committees, the Audit Committee and members of Council staff (section 126 to 131); and
- the Audit and Risk Committee (section 54).

e) Conflicts of Interest

A conflict of interest is a situation where there is potential that a Councillor, member of a Delegated Committee, the Audit and Risk Committee or an employee can be seen to influence a decision or action of the Council or its employees to gain benefit for themselves and/or a third party.

A conflict of interest may also exist due to the business activities of a partner, relative or friend, where there may be a perceived interest.

Not disclosing a conflict of interest may constitute fraudulent activity.

The LGA deals extensively with conflicts of interest and imposes specific obligations on Councillors, members of Council Delegated Committees, the Audit and Risk Committee, members of Council staff and contractors engaged to provide advice or services to the Council.

Under the LGA, a conflict of interest arises if a relevant person has a 'material' conflict of interest (as defined in the LGA) or a 'general' conflict of interest (as defined in the LGA) in a matter.

A person has a 'material' conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter. The benefit may arise or the loss incurred

- Directly or indirectly; or
- In a pecuniary or non-pecuniary form.

A relevant person as a 'general' conflict of interest in a matter if an impartial, fair-minded person would consider that a person's private interests could result in that person acting in a manner that is contrary to their public duty.

An affected person includes any of the following;

- The relevant person
- A family member of the relevant person
- A body corporate of which the relevant person or their spouse or domestic partner is a Director or a member of the governing body;
- An employer of the relevant person, unless the employer is a public body;
- A business partner of the relevant person;
- A person for whom the relevant person is a consultant, contractor or agent;
- A beneficiary under a trust of an object of a discretionary trust of which the relevant person is a trustee;
- A person from whom the relevant person as received a disclosable gift.

The full legislative definitions of 'general' and 'material' conflicts of interest can be located in the LGA.

The onus is on the Councillor, member of a Council Delegated Committee, the Audit and Risk Committee, member of Council staff or contractor involved for being alert to and promptly declaring a conflict of interest in a relevant matter. Advice can be sought from the Director Corporate and Community Services.

6 FRAUD RISK ASSESSMENTS

a) Risk Management Principles

The Risk Management Policy sets out key elements to be employed by all employees, contractors, committees and volunteers engaged in Council business and it defines the responsibilities of individuals and committees involved in the risk management process.

The Risk Management Policy provides that processes will be undertaken to identify, evaluate and treat risks across the organisation, and to develop and monitor risk treatment plans. In order to make effective use of the resources available, and in recognising that not all risks can be immediately addressed, the actions to address risk will be based on assessed priorities.

b) Consideration of Fraud Risk

Fraud risks are to be assessed within the context of the Risk Management Policy as one element of the organisation's risk focus. Without considering the controls that are in place, fraud will generally be considered a high risk due to its potential impact on Council's financial position and reputation.

Formal fraud risk assessments will be conducted every second year, with the results to form part of Council's existing risk management framework and be incorporated into Council's risk register.

c) Implementation of Actions

The results of risk assessments undertaken and subsequent actions required are documented in Council's risk register. This provides a mechanism for tracking of risks and resulting activity.

Actions relating to fraud risks that have a 'high' residual risk rating will be reported to the Senior Management Team to monitor the progress of activity against those actions.

d) Review of fraud control arrangements

Review of controls in context of fraud investigation

In the event of fraud occurring, the CEO or delegate will, as part of the investigation of that fraud, review the reasons for any failure of internal controls and recommend improvements to systems and controls to prevent future occurrences.

Review of risk assessments and actions

Risk assessments relating to fraud and resultant actions will be reviewed biennially by Manager Governance and Human Services as part of Council's risk management process. This review should consider the effectiveness of any actions undertaken and introduce changes to activities where required.

Review of fraud prevention and control strategy

Fraud control is an area where there is continual discussion and innovation. The measures included within this Plan will be reviewed on a regular basis to ensure they are continually improved where possible, in order for the Plan to remain appropriate to Council's needs.

A formal review of this Plan will take place every two years.

7 FRAUD TRAINING

Appropriate training will be provided at all levels to ensure that management and employees are aware of their various responsibilities in regard to fraud control.

This will be done through:

- providing new employees with induction training which includes fraud awareness and code of conduct elements;
- training relevant finance staff in policies and procedures for write-off, recovery, losses and deficiencies;
- inclusion of this Plan and the associated policy in the induction program;
- other targeted training as required.

Training will be coordinated by the Manager Governance and Human Services in conjunction with the Director Corporate and Community Services and Manager Finance and Customer Service.

8 FRAUD DETECTION

Fraud detection programs will comprise of:

- the encouragement of reporting of suspected fraud from staff, stakeholders, partners, suppliers and members of the public through confidential reporting mechanisms.
- conducting annual reviews of Council's control environment, including ongoing review of the risk register and delivery of the audit program.
- established effective accounting and system controls (including audit logging) that minimizes the risk of fraud and maximizes the chances of early detection should it occur.

9 INTERNAL CONTROLS

Adequate internal control systems are critical for preventing and detecting frauds.

Council's internal control structure in relation to corruption and fraud control includes:

- leadership from the CEO, Senior Management Team and Audit and Risk Committee;
- policies and procedures in place ensuring a work culture that does not tolerate corrupt conduct or fraudulent activities; and
- an internal audit program.

Key areas of fraud risk and prevention/detection measures in place

The key areas of fraud risk in Council and the relevant controls in place are as follows:

RISK	INTERNAL CONTROLS	MONITORING/REV IEW	RESPONSIBLE OFFICER
Theft of cash	Theft and Fraud Policy Finance Procedure Employee Code of Conduct	VAGO audit; Updated as required	DCCS and MFCS
Theft/ misuse of assets	Theft and Fraud Policy Employee Code of Conduct	Updated as required	DCCS and MFCS
Accounts payable	Finance Procedure	VAGO audit; Updated as required	DCCS and MFCS
Payroll fraud	Finance Procedure	VAGO audit; Updated as required	DCCS and MFCS
Procurement fraud	Procurement Policy		DCCS and MFCS
Recruitment fraud	Recruitment Procedure	Updated annually	DCCS and MFCS
Misuse of credit card	Council has a 'no credit card' policy	N/A	DCCS and MFCS
IT and information security	Records Management Procedure IT Procedures	Updated as required	DCCS and MFCS
Collection of revenue	Finance Procedure	VAGO audit; Updated as	DCCS and MFCS

		required	
Reimbursement of employee and Councillor expenditure	Finance Procedure Staff Travel and Accommodation Policy Councillor Expense Entitlements Policy	VAGO audit; Updated as required	DCCS and MFCS

10 FRAUD RESPONSE

Procedures for Reporting and Investigating Fraud

a) Reporting of Suspected Fraud

Any employee who has knowledge of an occurrence of fraud, or has reason to suspect that a fraud has occurred, has a duty to raise that matter immediately. The matter should be raised with their Line Manager / Supervisor, their Departmental Manager and then subsequently, the Director of Corporate and Community Services.

If the employee wishes to make a disclosure in accordance with the *Public Interest Disclosure Act 2012*, the disclosure will be made to the Director Corporate and Community Services as Council's Public Interest Disclosure Officer

b) Protection of Employees Reporting Suspected Fraud

No individual reporting suspected fraud or otherwise will be discriminated against.

Confidentiality of the information and the identity of the employee making the allegation of suspected fraud will be maintained throughout the process.

An employee seeking to disclose a suspected fraud may be protected by the *Public Interest Disclosure Act 2012* that covers the disclosure of improper conduct serious enough to constitute a criminal offence or reasonable grounds for dismissal.

Procedures relating to the *Public Interest Disclosure Act 2012* must be followed if an employee wishes to raise a suspected fraud. The reporting structure, investigation procedures are included in Council's Public Interest Disclosure Policy.

c) Investigation Processes

The investigation of suspected fraud will be performed in a timely, consistent, methodical and comprehensive manner.

Within 72 hours of being advised, the Fraud Investigation Team consisting of the CEO, Manager Finance and Customer Services and Departmental Manager (of the employee being accused of engaging in fraudulent activity, unless the employee is in the Customer Service and Finance Team in which case another Manager as determined by the CEO) (**FIT**), will impartially assess the fraud allegation to determine whether it warrants further investigation.

The initial assessment will be based on the following criteria:

- does the disclosure relate to the conduct of a Council employee?
- is the alleged conduct improper?
- does the person making the disclosure have reasonable grounds for believing the alleged conduct has occurred?

If it is decided that further investigation is warranted, the FIT will perform an initial review based on the following:

- financial impact;
- impact on Council's reputation;
- legal exposures; and
- risks to health and safety.

Care will be taken to ensure that procedures are fair and a decision is reached by an objective decision maker. Maintaining procedural fairness protects the rights of individuals involved in the process.

Following consideration of all evidence and investigation, the FIT will determine whether an external investigation will follow. The FIT will determine how and by whom, the investigation will be conducted and whether the Victoria Police, Council's Insurers and or any other external assistance (eg, internal auditors, external investigators etc) will be utilised.

The following protocols shall apply if a fraud is suspected:

Record Security – the Departmental Manager will take action to prevent the theft, alteration, or destruction of records that may be relevant to the investigation.

Personnel Actions – if the occurrence of fraud is substantiated by the investigation, disciplinary action will be taken in accordance with Council's Employee Code of Conduct and Disciplinary Procedure.

Confidentiality – all participants in a fraud investigation will keep the details and results of the investigation confidential except as expressly provided in this document.

Media – no employee, other than the CEO, will discuss suspected fraud with the media.

Contributors – the fraud investigation procedure will consider all realistic contributors and their contributions will be assessed and documented.

Reporting – if there is a suspicion that a crime has been committed, the police will be involved at the earliest opportunity.

If there is suspicion that fraud arises from corrupt conduct, the CEO will report the matter to the Independent Broad-based Anti-Corruption Commission (IBAC) pursuant to the mandatory reporting requirements legislated under s57A of the IBAC Act.

Council will fully cooperate with any investigation of fraud undertaken by law enforcement or regulatory authorities.

Procedures relating to the *Public Interest Disclosure Act 2012* must be followed if an employee wishes to raise a suspected fraud. The reporting structure, investigation procedures are included in Council's Public Interest Disclosure Policy.

Remedial Actions / New Controls – Upon conclusion of the investigation, any remedial actions or new controls, such as new accountabilities, training/awareness, risk assessment/control will be noted as actions on the Risk Register and be actioned in a timely manner.

11 ROLES AND RESPONSIBILITIES

All Councillors and staff need to be aware of their responsibility to maintain the highest standards of integrity and promote an ethical workplace.

Roles and Responsibilities within Council

ROLE	RESPONSIBILITY
Chief Executive Officer	<ul style="list-style-type: none"> • The CEO has overall responsibility for fraud control to ensure compliance with Legislation, Standards and Guidelines. • The CEO has overall responsibility to ensure that there are appropriate guidelines in place. • The CEO must be a member of the FIT. • The CEO must ensure legal action is taken and/or report to Council when necessary.
Council	<ul style="list-style-type: none"> • Council is the key driver of good governance of the municipality • Council is responsible for setting the highest standards of honesty, accountability and integrity in the provision of services to the community and the management of the organisation. • Council will ensure that the CEO has appropriate measures in place to detect and prevent fraud.
Councillors	<ul style="list-style-type: none"> • Adhere to the LGA • Adhere to the Councillor Code of Conduct • Abide by these when: <ul style="list-style-type: none"> ○ Considering reports; ○ Making decisions; and ○ scrutinising Council's activities. • Councillors will support all policies and measures to deter, detect, identify, report, investigate, and action suspected instances of fraud and corruption.
FIT	<ul style="list-style-type: none"> • CEO, Manager Finance and Customer Services and Departmental Manager (of the employee being accused of engaging in fraudulent activity) • Immediately investigate any allegations of fraud (reported or otherwise), to determine whether it warrants further investigation.
Audit and Risk Committee	<ul style="list-style-type: none"> • The Audit and Risk Committee play a key role in fraud control through providing an independent review of Councils audit controls, annual financial statement and review of key policies (as per Terms of Reference). • This includes revenue and expenditure, assets and liabilities.
Senior Management Team (SMT)	<p>It is management's responsibility to:</p> <ul style="list-style-type: none"> • Identify risk exposures to corrupt and fraudulent activities • Establish controls and procedures for prevention and detection of such activities • Arrange guidance and instruction to all staff relative to responsibilities and

	<p>fraud reporting requirements to be overseen by Finance and Information Services.</p> <ul style="list-style-type: none"> • Maintain effective auditing and reporting on key financial systems. • Immediately implement action plans identified in any risk assessments to eliminate or reduce the fraud risk and report on the outcome of these plans within 12 months of implementation. • Monitor and actively manage excessive outstanding leave for staff.
Manager Finance and Customer Service and Manager Governance and Human Services	<ul style="list-style-type: none"> • Overseeing the implementation of Council's Fraud Prevention and Control Policy and Plan. • Biennial review of Fraud Prevention and Control Policy and Plan. • Coordinating fraud control activities within Council as part of the overall risk management function. • Participation and communication with Executive Management Team and Audit and Risk Committee regarding the implementation of the policy.
Employees / Contractors / Volunteers	<p>Employees, contractors and volunteers are responsible for:</p> <ul style="list-style-type: none"> • Acting with propriety and the highest standards of ethical behaviour in all Council activities • Not using their position within the Council to gain personal advantage or to confer undue advantage, or disadvantage, on any other person or entity • Safeguarding Council funds, assets and intellectual property against theft, misuse or improper use • Reporting any suspected fraud
Internal audit	<p>Internal audit assists management and in turn Council to achieve sound managerial review and control over all Council assets and activities. Internal audit provides an independent and objective assurance and consulting activity, enabling Council to accomplish its objectives by bringing a systematic disciplined approach to:</p> <ul style="list-style-type: none"> • Evaluating and checking control systems • Improving the effectiveness of management and corporate governance <p>The main objectives of internal audit are to report on whether:</p> <ul style="list-style-type: none"> • there are sufficient internal controls in place to safeguard Council's finances, assets and integrity of information • there is adequate compliance with relevant laws / statutes and with Council's policies and procedures • functional areas are being operated efficiently and effectively.
External audit	<ul style="list-style-type: none"> • External audit is conducted by the Victorian Auditor General's Office (VAGO) to verify Council's annual reported financial performance. • External audits also have a role in the process of achieving fraud control by reviewing internal policies and procedures and testing systems via specific guidelines developed in accordance with relevant legislation, accounting standards and the Auditor-General's code of ethics.

12 RELATED DOCUMENTS

Council Documents
<p>Hindmarsh Shire Council Conflict of Interest Policy Hindmarsh Shire Council Employee Code of Conduct Hindmarsh Shire Council Fraud Employee Guide Hindmarsh Shire Council Public Interest Disclosure Policy Hindmarsh Shire Council Procurement Policy Hindmarsh Shire Council Recruitment Procedure Hindmarsh Shire Council Gifts, Benefits and Hospitality Policy Hindmarsh Shire Council Councillor Code of Conduct; and</p>
Legislation
<p><i>Local Government Act 1989 (VIC)</i> <i>Local Government Act 2020</i> <i>Public Interest Disclosure Act 2012</i> <i>Independent Broad-based Anti-corruption Commission Act 2011</i></p>

DOCUMENT CONTROL

Hindmarsh Shire Council Fraud Prevention and Control Plan		Policy Category	COUNCIL
Version Number	1.1	Policy Status	ADOPTED
Approved/Adopted By	COUNCIL	Approved/Adopted on	23/10/2019
Responsible Officer	CEO	Review Date	
Version History	Date	Version	Description
	October 2019	1.0	New Policy
	February 2023	1.1	Administrative review and update

POLICY

C015 Public Art Policy



1 Purpose

Hindmarsh Shire Council's Public Art Policy aims to support the delivery of dynamic, contemporary public art to our diverse communities in a creative celebration of place, culture, heritage and environment.

Art in public places creates distinctive, safe and vibrant environments. It promotes community identity and wellbeing and increases the livability of the Shire.

This policy provides direction to Council with a clear and transparent process for assessing and making decisions about the design, placement and conservation of public art spaces in the Hindmarsh Shire, with the aim of ensuring artworks are:

- Placed strategically.
- Relevant to our community
- Supported by our community
- Appropriate to their context, with consideration given to Indigenous or other heritage within the community, if applicable.
- High aesthetic value and of excellent quality
- Pose no danger to our environment or to people.

The Public Art Policy also guides the management of Council's public art collection to ensure its longevity and protect its significance.

2 Scope

This policy applies to all public artworks currently in Council's public art collection and new or proposed public artworks created using Council's resources. It applies to projects and decision-making processes within Council with aspects of the policy applying to public artworks created by external parties on Council owned or managed property. The policy applies to both temporary and permanent works.

3 Definitions

Council means Hindmarsh Shire Council

Public Art describes artwork which is displayed in public places such as parks, streets, buildings and other publicly accessible areas. It does not include art that is displayed in spaces which are specifically dedicated to the presentation of the arts such as museums, galleries, theatres and concert halls.

Temporary Works mean works that are generally designed to last between 0 – 5 years. These may include performance-based works or temporary installations. Occasionally a work which is intended to be temporary may outlive its designated time. This decision is usually made by the commissioning body when the work proves to be very popular and/or the community attaches a particular significance to the work.

Permanent Works mean works that are generally intended to last between 5 – 15 years or occasionally longer depending on the durability of the materials, and the ongoing relevance of the work. For example a “permanent” wall mural is likely to last for 5 – 6 years while a steel sculpture is likely to last up to 15 years or longer.

4 Guiding Principles

In delivering public art project around Hindmarsh Shire, Council will follow these guiding principles:

4.1 Purpose

Public art should contribute to the social, cultural and economic vitality of Hindmarsh. Public art should promote local identity and a sense of place, stimulate creativity, expression and innovation by artists and the community and provide an opportunity for diverse communities across Hindmarsh to participate in arts activities and experiences.

4.2 Placement

Consideration will be given to the placement of public art projects, including accessibility, appropriateness, local history, Indigenous heritage. Public art projects will endeavour to enhance the community’s experience of Hindmarsh Shire’s public spaces. Public art should not be detrimental to the amenity of public spaces or to the environment and should be accessible to people of all abilities. Public art shall not be detrimental to public safety, including inhibiting the vision of drivers through the use of reflective materials or blocking visibility of, or access to, roads or footpaths.

Public art projects, subject to community interest and funding requirements, shall be equitably spread across Hindmarsh Shire.

4.3 Respect

Art is subjective and may not be interpreted by all members of the community in the same way, or in the way intended by Council or the artist. In all possible ways, Council should ensure that public art avoids offence, exclusion or disrespect.

4.4 Climate Considerations

Consideration shall be given to the materials, methods, placement and process of the public art project to ensure minimal impact to the natural environment. When calling for proposals for public art projects, Council should request that applicants provide evidence of how they will apply this principle.

4.5 Quality

Consideration should be given to the quality of design and implementation. This means ensuring that the budget allocated to the project is maximised and that the final artwork is the result of a well-planned process and excellent handiwork.

4.6 Supporting Local Artists and Businesses

The public realm offers a rich variety of settings in which artists can extend their creative practice. By providing and facilitating opportunities for artists who live or work in Hindmarsh, including students, emerging and established artists, to present their work within the public realm, Council and other commissioners of public art in Hindmarsh can contribute to the sustainability of artists and arts practice in our community.

5 Funding

Funding for public art projects may be sourced through the following mechanisms

- Council's recurrent budget and capital works program;
- One-off budget submissions to deliver a public art project identified through community consultation or interest;
- External grant funding from a government agency or philanthropic organisation;
- Private business and property owners; or
- Community fundraising.

6 Procedure

6.1 Public Art Project Proposal - External

Where an external party (individual, business, community group) initiate a proposal for a public art project, the request shall be directed to the Manager Community and Economic Development (MECD). The MECD will consult with internal work areas, including Local Laws, Risk Management, Asset Management and Planning to determine the viability of the proposal, including the requirement for any permits or any external consultation that may need to be undertaken with relevant authorities. Prior to consideration by Council, where necessary, the individual, community group or external party must provide written evidence of 'in-principle' support from the landowner to use the site.

6.2 Public Art Project Proposal – Internal

Where Council is considering funding a public art project, Council will publicise a detailed brief and invite responses/proposals from artists or appropriately skilled individuals/groups. Appropriate contract arrangements should be put in place to provide for, at a minimum, project timelines, insurance, projected lifespan of the artwork, repairs and maintenance, funding body acknowledgements, permit requirements and ownership.

6.3 Site Selection

All public art projects require an assessment of the proposed site, including –

- Possible geo-technical issues (e.g. stability of soil)
- Accessibility (e.g. physical access, traffic, safety)
- Ownership (e.g. private/public, council/state/federal)
- Heritage (e.g. overlays, historic significance)
- Environmental concerns (e.g. materiality, local flora and fauna, noise)
- Indigenous significance of site
- Permits required

6.4 Consultation

It is important to recognise that regardless of the location in which a public art work is to be developed, the different needs and character, as well as cultural, social, environmental and aesthetic values attached to each place are considered. There will be some approaches to public art which may be better suited to some local contexts than others, taking into account both the existing local character of the built environment and the communities who live there.

Effective community consultation and feedback processes are important in order to build meaningful participation and a sense of ownership by communities in relation to public art where public art is to be introduced.

As part of its commitment to building a sense of ownership and meaningful participation by local communities in relation to public art, Council will provide effective community consultation and feedback processes particularly in relation to large scale, permanent works which are likely to have a significant impact on the local environment. These consultation and feedback processes may themselves employ creative approaches and outcomes and can also help to build stronger understandings within the community about the nature and value of public art in general.

6.5 Approval

Councillors will make the final decision regarding new permanent and major public art projects.

6.6 Decommissioning, Removal or Replacement

A work may be considered for decommissioning, removal or replacement when

- It is deemed to be beyond repair or less value than the cost of repair;
- The cost of ongoing maintenance is prohibitive;
- The artwork is unsafe or presents a danger to the public;
- The artwork is being replaced with a new piece of artwork that has been identified to be more suitable for the site; or
- The nature of the artwork is no longer considered appropriate for public display.

7 Document Control

Public Art Policy		Policy Category	COUNCIL
Version Number	1.2	Policy Status	APPROVED
Approved/Adopted By	Council	Date Approved/Adopted	15 August 2018
Responsible Officer	CEO	Review Date	
Version History	Date	Version	Description

	August 2018	1.0	New Policy
	May 2023	1.1	Policy Review

DRAFT



MINUTES OF THE HINDMARSH SHIRE AUDIT & RISK COMMITTEE HELD VIA MICROSOFT TEAMS, WEDNESDAY 08 MARCH 2023, COMMENCING AT 11:00AM.

PRESENT:

Mr D Welsh (Interim Chairperson), Mr A Roberts (Member), Mr A Cordy (Member), Cr B Ireland (Councillor Delegate), Cr D Nelson (Councillor Delegate), Mr G Wood (Chief Executive Officer), Ms M Revell (Director Corporate & Community Services), Ms J Holmes (Director Infrastructure Services), Ms H Boyd (Manager Finance & Customer Services), Ms P Croot (Manager Governance & Human Services), Ms Kathie Teasdale (Internal Auditor), Mr M Thompson (External Auditor), Mr S Coutts (Member) item 14.

1. Welcome and Acknowledgement of the Indigenous Community

Welcome and acknowledgement of the indigenous community by Ms M Revell (Director Corporate & Community Services).

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

3. Declaration of Interests

Committee Members to declare any known interests in relation to any item published on the agenda for this meeting, either:

- Material; or
- General.

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

No conflicts of interest declared

4. Internal & External Auditor Assurance

Assurance from the internal and external auditors that there have been no obstructions to work undertaken.

Nil obstructions noted.

5. Confirmation of Minutes of Previous Meeting

MOVED: D WELSH / A ROBERTS

That the Minutes of the Audit & Risk Committee meeting held on Tuesday 21 September 2022 via Teams, as circulated to members be taken as read and confirmed.

Refer attachment 5.1

6. Election of Chairperson

Director Corporate & Community Services will assume the role of temporary chair and call for nominations of Chairperson.

Chairperson: A ROBERTS

Nominated by: D WELSH accepted: No

Chairperson: D WELSH

Nominated by: A ROBERTS accepted: Yes, interim for March and June meetings.

New Chairperson to assume the Chair.

MOVED: B IRELAND / A ROBERTS

That the Audit & Risk Committee recommend, that Council appoints Darren Welsh as the interim Chairperson of the Audit & Risk Committee until September 2023.

7. Audit & Risk Committee Annual Work Plan

Responsible Officer: Director Corporate & Community Services

Attachment Number: 7.1 Audit & Risk Committee Annual Work Plan

Introduction:

The purpose of this report is to review the Audit & Risk Committee Annual Work Plan.

Discussion:

Section 54(3) of the *Local Government Act 2020* provides that the Audit & Risk Committee must adopt an annual work plan.

The plan was adopted in June 2020 and was developed based on the Audit & Risk Committee charter committee functions.

The plan has been reviewed and is attached for the Audit & Risk Committee to discuss and amend if necessary.

Link to Council Plan:

Long-term financial sustainability.

Financial Implications:

This decision has no financial implications.

Risk Management Implications:

An effective Audit & Risk Committee will assist with Council's risk management through independent advice and assurance on internal corporate governance, risk management, internal control and compliance.

Conflict of Interest:

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

Author & Officer Responsible: Monica Revell, Director Corporate & Community Services
In providing this advice as the Author & Officer Responsible, I have no interests to disclose.

MOVED: B IRELAND / A ROBERTS

That the Audit & Risk Committee adopt the Annual Work Plan for 2023/2024.

Refer attachment 7.1

8. Audit & Risk Committee Performance

Responsible Officer: Director Corporate & Community Services

Attachment Number:

Introduction:

The purpose of this report for the members of the Audit and Risk Committee to consider delaying the self-assessment until September 2023.

Discussion:

Under the section 54 of the *Local Government Act 2020* the Audit and Risk Committee must undertake an annual assessment of their performance with the assessment to be tabled at the next meeting of Council.

The self-assessment provides guidance to the Council on the effectiveness of the committee and ensures that the Committee members have the necessary experience to enable the committee to make informed recommendations to the Council. The document also informs the management of any changes that need to be made to reports tabled to the Committee to ensure they are able to make informed recommendations.

Due to the resignation of two external members, and appointment of two new external members it is recommended that the Audit & Risk Committee self-assessment be delayed until September 2023. Undertaking the self-assessment will not provide the committee with accurate information on how the committee are performing.

Link to Council Plan:

Strategic Objective 4.6: An organisation that takes its risk management responsibilities seriously and embeds a culture of risk management throughout the organisation.

Financial Implications:

This decision has no financial implications.

Risk Management Implications:

Section 54 Audit and Risk Committee Charter

- (4) An Audit and Risk Committee must—
 - (a) undertake an annual assessment of its performance against the Audit and Risk Committee Charter;

Conflict of Interest:

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

Author & Officer Responsible: Monica Revell, Director Corporate & Community Services
In providing this advice as the Author & Officer Responsible, I have no interests to disclose.

MOVED: D NELSON / A ROBERTS

That the Audit and Risk Committee delay the annual Self-Assessment of the Committee until September 2023.

9. Internal Audit Update

Responsible Officer:	Director Corporate & Community Services
Attachment Number:	9.1 Internal Audit Findings Action List 9.2 Internal Audit Status Report 9.3 Internal Audit Update Report 9.4 Project Scope Records Management

Verbal report to be given during the meeting by RSD Audit on the recent internal audit publications, internal audit plan, internal audit status, recently completed internal audit on capital projects, and project scope for records management internal audit.

Discussion to be held on progress on internal audit findings action list.

MOVED: B IRELAND / A ROBERTS

That the Audit & Risk Committee

- 1. Receives the internal audit recent publications and audit status report;***
- 2. Receives the update on the recently completed capital projects internal audit;***
- 3. Notes the progress on internal audit findings; and***
- 4. Notes the scope of the records management internal audit and recommends the audit be undertaken.***

Refer attachment 9.1, 9.2, 9.3 & 9.4

10. VAGO Audit Update

Responsible Officer: Director Corporate & Community Services
Attachment Number: 10.1 VAGO Audit Findings Action List
10.2 VAGO Audit Strategy
10.3 Results of 2021-2022 Local Government Audits

Verbal report to be given during the meeting by Mr Martin Thompson, Crowe on the 2022/2023 VAGO Audit strategy.

The results of the 2021/2022 Local Government Audits is included for the Audit & Risk Committee's information.

MOVED: D NELSON / A CORDY

That the Audit & Risk Committee receives the VAGO audit update including the action on the Audit findings and 2022/2023 Audit Strategy.

Refer attachment 10.1, 10.2 & 10.3

11. Risk Management Report

Responsible Officer: Manager Governance & Human Services
Attachment Number: 11.1 Strategic Risk Report
11.2 Detailed Risk Report
11.3 Risk Management Executive Summary

Introduction:

The purpose of this report is to inform the Audit and Risk Committee of Council's current risk portfolio.

Discussion

The attached Risk Actions Report outlines actions associated with Council's identified risks. A detailed copy of all risks entered into the Risk Register is attached, which shows number of risks identified sorted by business function.

The Risk Register is a formal record of all identified potential risks and treatment plans across the organisation. The Risk Register is reviewed frequently working in consultation with management and officers to update the current records and identify any new risks to be included. Risks review dates are scheduled based on the risk rating; higher rated risks are reviewed more frequently and lower rated risks are reviewed less frequently.

The Risk Register will continue to be updated and reviewed regularly with department officers and management.

The future focus of the Risk Management process will be –

- Regular review of individual risks with consideration of current controls and possible improvements to further reduce the risk;
- Assessing the risk from the identified hazard – both the significance of the risk and the likelihood that the risk will occur;
- Identifying any foreseeable hazard that has the potential to cause harm or damage to persons or property within the Shire;
- Elimination of the hazard or where this is not possible minimising either the likelihood of the risk occurring, or in the event that the risk occurs, its impact;
- Ensuring the treatment plan listed includes achievable treatments to address risks faced by Council;
- Regular discussion with Senior Management Team about high risks faced by Council;
- Provide ongoing Risk Management awareness training for all staff.

Link to Council Plan:

Ensure responsible risk management principles: Further develop and implement Council's Risk Management Framework and ensure all key risks have been measured and adequately controlled.

Financial Implications:

Nil.

Risk Management Implications:

Management of risks will minimise Council's exposure to adverse financial impacts, improve effectiveness and generate efficiencies.

Conflict of Interest:

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

Author & Officer Responsible: Monica Revell, Director Corporate & Community Services
In providing this advice as the Author & Officer Responsible, I have no interests to disclose.

MOVED: A ROBERTS / D NELSON

That the Audit & Risk Committee receives the Risk Management update.

Refer attachment 11.1, 11.2 & 11.3

12. Rural Council Transformation Program

Responsible Officer: Manager Finance & Customer Services
Attachment Number:

Verbal report to be given during the meeting by Heather Boyd, Manager Finance & Customer Services on the current status of the Rural Council Transformation Program.

MOVED: B IRELAND / A CORDY

That the Audit & Risk Committee receives the verbal audit update on the Rural Councils Transformation Program.

13. Reimbursements & Interstate Travel Register

Responsible Officer: Director Corporate & Community Services
Attachment Number: 13.1 Expenses Reimbursement Listing

Introduction:

This report provides the Audit & Risk Committee with a list of reimbursements made to the CEO and Councillors, and the interstate travel by staff and Councillors for the period 01 September 2022 to 28 February 2023.

Discussion:

A listing is provided for review by the Audit & Risk Committee of payments made to the CEO and Councillors (excluding Councillor Allowances).

There has been no interstate travel between 01 September 2022 to 28 February 2023.

Link to Council Plan:

Strong governance practices

Financial Implications:

This decision has no financial implications.

Risk Management Implications:

Reimbursement will not be made where the transaction cannot be supported with a tax invoice.

Conflict of Interest:

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

Author & Officer Responsible: Monica Revell, Director Corporate & Community Services
In providing this advice as the Officer Responsible, I have no interests to disclose.

MOVED: A ROBERTS / A CORDY

That the Audit & Risk Committee

- 1. receives the reimbursement listing for the CEO and Councillors for the period 01 September 2022 to 28 February 2023; and***
- 2. Notes that there was no overseas or interstate travel for the period 01 September 2022 to 28 February 2023.***

Refer attachment 13.1

14. Governance Compliance Report

- Responsible Officer:** Manager Governance & Human Services
- Attachment Number:**
- 14.1 Council Policy Framework
 - 14.2 Councillor Code of Conduct
 - 14.3 Financial Hardship Policy
 - 14.4 Draft Public Interest Disclosure Policy
 - 14.5 Fraud Prevention and Control Policy and Plan

Introduction:

The purpose of this report is to inform Audit Committee of:

- Councils progress with the implementation of the *Local Government Act (Vic) 2020 (Local Government Act)*;
- Council's progress with the implementation of the *Gender Equality Act (Vic) 2020 (Gender Equality Act)*;
- Council's update of the Council Policy Framework, Councillor Code of Conduct and Financial Hardship policies as required by both amendments to the Local Government Act and intermittent review periods.
- The review of and amendments to the **Fraud Prevention and Control Policy and Plan** and to request endorsement of the amended document; and
- Any disclosable gifts, hospitality or benefits to Councillors or Council employees.

Local Government Act 2020

Council has completed its substantive implementation of the Local Government Act 2020, with updates to policies and processes undertaken in line with amendments and reforms. A summary of Council's progress with the implementation of the Local Government Act 2020 is included below:

Document	Due date	Status
Governance Rules	1 September 2022	Completed
Councillor Expenses Policy	1 September 2020	Completed
Establishment of Delegated Committees	1 September 2020	N/A
Establishment of Asset Committees	1 September 2020	Completed
Establishment of Audit and Risk Committee	1 September 2020	Completed
Public Transparency Policy	1 September 2020	Completed
Councillor Code of Conduct	24 February 2021	Completed
Community Engagement Policy	1 March 2021	Completed
Gift Policy	24 April 2021	Completed
Annual budget	30 June 2021	Completed
Revenue and rating plan	30 June 2021	Completed

Financial Plan	31 October 2021	Completed
Council Plan	31 October 2021	Completed
Community Vision	31 October 2021	Completed
CEO Employment and Remuneration Policy	31 December 2021	Completed
Workforce plan	31 December 2021	Completed
Recruitment policy	31 December 2021	Completed
Staff Code of Conduct	31 December 2021	Completed
Complaints Policy	31 December 2021	Completed
Procurement Policy	31 December 2021	Completed
Gender Equality Action Plan	31 March 2022	Completed
Asset management plans	30 June 2022	Completed

Compliance Reviews – Council Policies

At the Council meetings held on 4 January 2023 and 1 March 2023, Council resolved to adopt the following updated policies –

- **Council Policy Framework**
 Council maintains a Policy Framework Policy to provide for operational and Council policy design, approval, implementation, monitoring and evaluation. The policy is required to be reviewed at a minimum every three years and as needed within that period. The policy has been reviewed with minor administrative updates, including the re-naming of Administrative Policies (those approved by the CEO) to Operational Policies, to better align with existing Council terminology.
- **Councillor Code of Conduct**
 The introduction of the new Victorian Child Safe Standards has required a review of a number of Council’s policies, including its Employee and Councillor Codes of Conduct. Relevant Council policies must affirm Council’s commitment to Child Safety and provide clear guidance as to appropriate interaction with children both in person and online, as well as around reporting requirements for Councillors, staff and volunteers. Additionally, the provisions in the Code of Conduct have been expanded to provide clear guidance for when a Councillor is a candidate in a State or Federal election. Additions have been informed by best practice guidelines produced by MAV. Ensuring that there is a clear process to be followed when a Councillor is a candidate prevents any occurrences of conflict of interests, misuse of position or misuse of Council resources.
- **Financial Hardship Policy**
 Changes to the policy reflect the *Local Government Legislation Amendment (Rating and Other Matters) Act 2022*, and included updated provisions around payment plans, notice of amount owed, informal referrals to financial counselling services, rights of appeal, conflict of interest management and detailed provisions on the three relevant sections of the Local Government Act 1989; Deferment of Rates and Charges, Waiver of Rates and Charges and Waiver of Interest and Legal Charges.

The **Public Interest Disclosure Policy** has also been updated and will be available for public consultation from 2 March 2023 to 16 March 2023. This policy fulfils Councils requirement to establish and publish procedures under s 58 of the *Public Interest*

Disclosures Act 2012 and in accordance with the Guidelines of the IBAC published under s 57 of the same Act.

Council's Public Interest Disclosure Policy has been reviewed and updated as described below.

- *Definitions and Terms*

The policy's definitions have been reviewed and updated for clarity and accuracy against the PID Act and guidance materials, including the meaning of corrupt conduct and improper conduct. Additionally, terms relating to the *Local Government Act 1989* (i.e. S86 Committees) have been amended to reflect the *Local Government Act 2020*. The policy has also been amended to ensure the use of gender-neutral language.

- *Broadening the explanation of who can make a disclosure*

This section has been updated to more comprehensively reflect the PID Act and ensure that anyone accessing the policy is provided detailed and clear information around making a Public Interest Disclosure.

Fraud Prevention and Control Policy and Plan

Council maintains a Fraud Prevention and Control Policy and Plan that demonstrates Council's commitment to the prevention, detection and investigation of fraud, and details the processes that have been put in place to do so. The adopted Fraud Prevention and Control Policy and Plan was last reviewed prior to the implementation of the *Local Government Act 2020*. While the principles and processes within the document remain substantially unchanged, administrative updates have been undertaken to ensure cohesion with the new Act. The amended policy is being made available to the Audit and Risk Committee for review prior to being presented to Council for adoption.

Gifts and Hospitality

Council is responsible for maintaining a Gifts and Hospitality Register in accordance with both its Councillor (C007) and Staff (HR010) Gifts and Hospitality policies and for reporting on compliance with the policy to the Audit and Risk Committee. In the period of 1 September 2022 to 28 February 2023, there were no disclosed gifts, hospitality or benefits to Councillors and four disclosed gifts to Council staff.

Gender Equality Act 2020 Update

Council's Gender Equality Action Plan (**GEAP**) was approved by the Gender Equality Commission on 25 July 2022. The Gender Equality Action Plan, a component of Council's obligations under the Gender Equality Act, is an organisational commitment to improving gender equality in the workplace. Actions undertaken in relation to Council's GEAP since September 2022 include;

- Revising Council's Gender Equality Leadership Statement;
- HR memo regarding family violence leave distributed to all staff;
- Cultural Awareness undertaken by select staff, with more training scheduled for community-facing staff in the coming months;
- Internal employee satisfaction survey, including indicators on gender equality and inclusion;
- LGBTQIA+ reference group formed and advice given relating to days of significance;

- Annual review of exit interview data completed; and
- Policy Framework reviewed by Council to ensure that gender is considered when developing or amending policies.

Under the *Gender Equality Act 2020 (GE Act)*, Council must also complete Gender Impact Assessments (**GIAs**) for all Council projects, policies and services that have a direct and significant impact on the community. The Director Corporate and Community Services and Manager Governance and Human Services are providing ongoing support and guidance to management and staff in the undertaking of GIAs to ensure compliance with the GE Act.

Link to Council Plan:

Strong Governance Practices: Ensure compliance with the *Local Government Act 2020*.
Gender Equity respect and leadership: Demonstrate leadership on gender equity and promote respectful relationships through partnerships, programs, activities, spaces and education and Council's implementation of the *Gender Equality Act 2020*.

Financial Implications:

Nil.

Risk Management Implications:

The updated policies and plans will ensure that Council maintains its governance, transparency and community engagement obligations under the Act and other relevant regulations.

Keeping up to date with the implementation of the *Local Government Act 2020* and *Gender Equality Act 2020* ensures that Council is meeting its legislative requirements.

Conflict of Interest:

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

Author: Petra Croot, Manager Governance & Human Services

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

Officer Responsible: Monica Revell, Director Corporate & Community Services

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

MOVED: A CORDY / D NELSON

That the Audit & Risk Committee receives the Governance compliance update and endorses the Fraud Prevention and Control Policy and Plan be submitted to Council for adoption.

Refer attachment 14.1, 14.2, 14.3, 14.4 & 14.5

15. Hindmarsh Shire Council Quarterly Financials

Responsible Officer: Manager Finance & Customer Services

Attachment Number: 15.1 Quarterly Finance report ending 31 December 2022

Introduction:

The purpose of this report is to provide the Audit & Risk Committee the quarterly finance report to 31 December 2022.

Discussion:

The quarterly finance report for the period ending 31 December 2022 was presented to Council on 1 February 2023.

The report includes a comprehensive income statement, balance sheet, cash flow and capital works statement, along with a dashboard providing information on various financial and non-financial elements of Councils business, and the half yearly Local Government Performance Reporting data.

As at 31 December 2022 the Comprehensive Income Statement reports a year to date surplus of \$6,248,590 against a budgeted surplus of \$5,624,154. Cash at 31 December 2022 was \$14,723,989, with capital works expenditure \$3,603,697 against a year to date budget of \$4,496,682.

Link to Council Plan:

Long-term financial sustainability: Continue to focus on responsible financial management in budgeting and long-term financial planning.

Financial Implications:

This decision has no financial implications.

Risk Management Implications:

The preparation of the quarterly statement is a statutory requirement.

Conflict of Interest:

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

Author & Officer Responsible: Monica Revell, Director Corporate & Community Services
In providing this advice as the Officer Responsible, I have no interests to disclose.

MOVED: A ROBERTS / B IRELAND

That the Audit & Risk Committee receives the quarterly finance report for the period ending 31 December 2022.

Refer attachment 15.1

16. Incident and Hazing Report

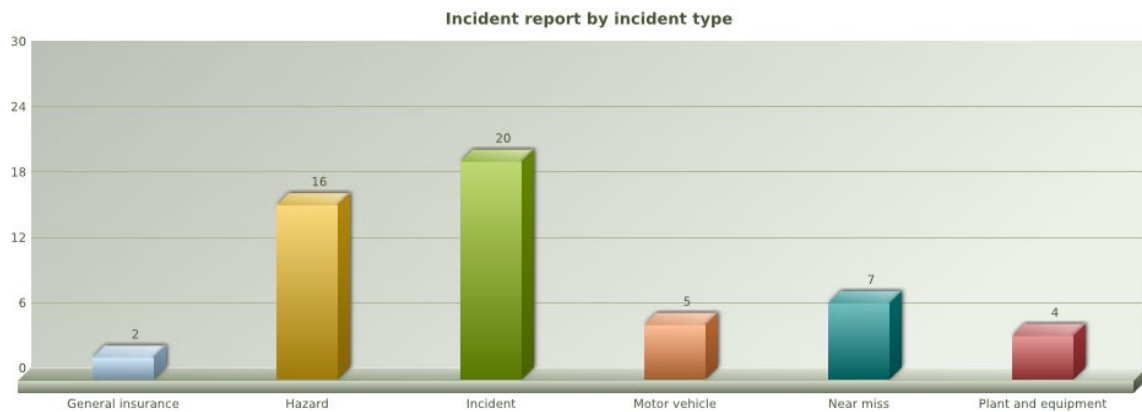
Responsible Officer: Manager Governance & Human Services
Attachment Number:

Introduction

The purpose of this report is to provide the Audit Committee with an update on the Hazard, Incident and Injury Reports from 1 September 2022 to 28 February 2023 and a comparison between the 12 months to 28 February 2022 and 28 February 2023.

Discussion

54 reports were received in the period 1 September 2022 and 28 February 2023.



1 September 2022 – 28 February 2023

Incidents:

Of the 20 Incident reports received included 4 reports of verbal abuse or harassment by customers and 5 injuries resulting from manual handling.

There are impending changes to the OHS regulations to increase obligations surrounding psychosocial hazards. Council will need to invest additional time and resources identifying and controlling such hazards, like occupational violence and aggression.

Council's ageing work force can mean an increase in the risk of manual handling injuries. An audit of hazardous manual handling activities and subsequent risk management strategies are required.

Four new WorkCover claims were accepted during this period and all have returned to work, either on suitable or full duties. Three of these claims were musculoskeletal injuries resulting from a manual handling incident and the average age 58.3yrs, highlighting the need to further investigate this hazard.

Notifiable Incidents under the OHS Act:

Council was required to assist WorkSafe in relation to one reportable incident notified to them by a Contractor and an improvement notice was issued to improve signage. The notice was complied with and no further action required.

Council also cooperated with an investigation by Energy Safe Victoria relating to an incident involving a contractor. No further action taken by ESV at this stage.

General Insurance:

Two reports of accidental damage to private property by council equipment.

Hazards:

16 hazards reported during this period. All hazards investigated with action plans in place using the tasks assigned to responsible officers through Elumina.

Near Misses:

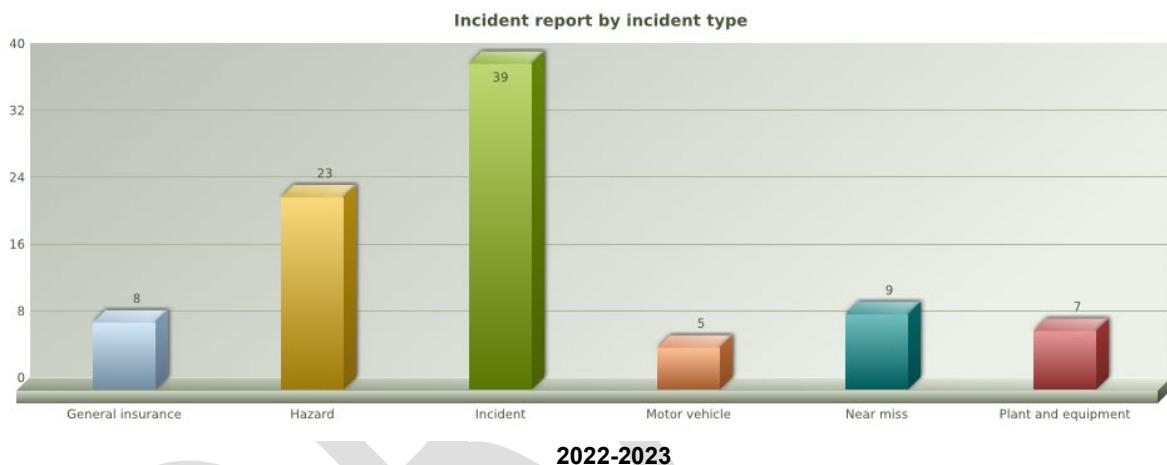
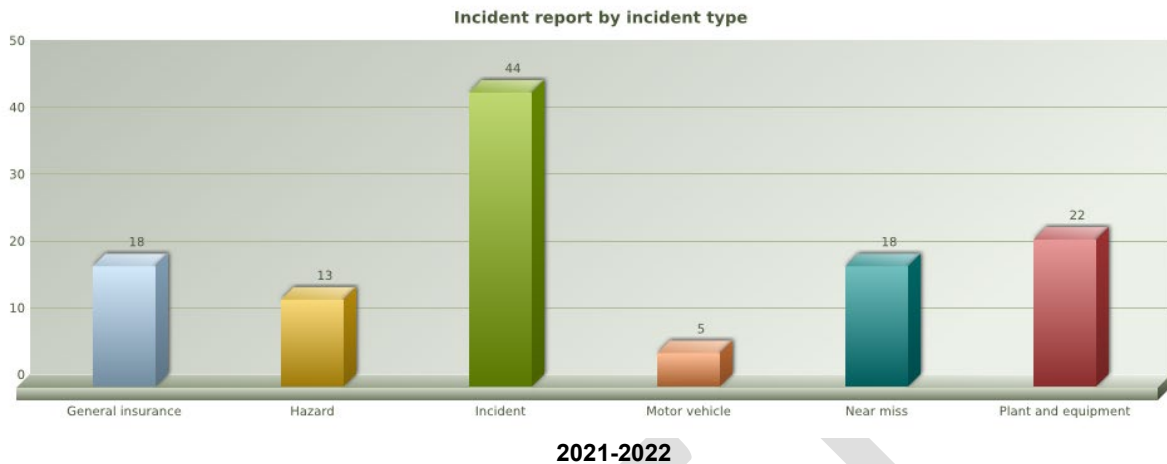
7 near misses reported that had potential to cause injury with investigations carried out as required.

Plant and Equipment:

4 incidents involving accidental damage to items of plant.

Comparison:

The below tables list incidents reported for the periods 1 March 2021 to 28 February 2022 and 1 March 2022 to 28 February 2023.



During the period 1 March 2021 to 28 February 2022, a total of 120 reports were received, compared to a total of 91 reports for the current 12 months. This is a reduction of 24% in reports received. The number of incidents reported has remained relatively constant (44 and 39), General Insurance reports has reduced by over half as has Near Misses and Plant and Equipment incidents. Hazard reports has increased significantly (up to 23 from 13) which is pleasing as this allows for a more proactive response.

It is unlikely that a significant improvement in safety performance was the cause in the reduction of reporting as no major safety initiatives have been undertaken by Council during this 2-year period. There has been a significant turnover of staff, which may have led to a lack of knowledge around the importance of reporting any incident.



To increase awareness and accessibility to Council's incident reporting system, Elumina, QR codes have been generated and distributed. These have been laminated and hole punched to allow them to be attached to vehicle key rings or otherwise mounted in vehicles and items of plant. It is hoped that by having this easily accessible, visual cue will drive an increase in reporting.

Management will continue with safety messaging at every available opportunity, focusing on hazard and near miss reporting.

Link to Council Plan:

Ensure responsible risk management principles.
A skilled Council and workforce capable of meeting community needs.

Financial Implications:

Nil.

Risk Management Implications:

Managing incident and hazard reports is a key aspect of Council's Risk Management Framework. The reporting of hazards and near misses allows hazards to be identified and controlled to mitigate further incidents.

Conflict of Interest:

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

Author: Angela Veitch, HR and Safety Officer
In providing this advice as the Author, I have no interests to disclose.

Officer Responsible: Monica Revell, Director Corporate & Community Services
In providing this advice as the Officer Responsible, I have no interests to disclose.

MOVED: A ROBERTS / A CORDY

That the Audit & Risk Committee receives the Incident Report update.

17. Late Reports

18. General Business

19. Next Meeting

The next meeting will be held on Wednesday 14 June 2023, commencing at 11am.
Meeting closed 11:50am



7 March 2023

To Committee Members,
“as addressed”

NOTICE is hereby given that the Dimboola Township Advisory Committee Meeting of the Hindmarsh Shire Council will be held in the Dimboola Library, on Tuesday 7 March 2023 commencing at around 7pm.

AGENDA

1. Acknowledgement of the Indigenous Community and Country

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

Received: Sharyn Cook

3. Disclosure of conflicts of interest

Please disclose any conflict that may relate to our agenda for this meeting

4. Confirmation of Previous Minutes

- a. February minutes

5. Business Arising from the Minutes

- a. Terms of Reference & Advisory Committee Policy discussion
- b. Membership of Tony Schnieder & Heidi Bruce

6. Correspondence

- Inward
 - Hindmarsh SC Confirmation of expenditures for Steampunk Festival
 - Financial report
 - Nhill TAC resource library enquiry
- Outward

7. Events

- a. Steampunk Festival
 - a. Petty Cash & EFTPOS
 - b. Billet and Camping Space
- b. Tower Park Opening
 - a. Raffle

8. General business as notified to the Chair

- a. Soundshell Update
- b. Plan 23
- c. Solar Lighting
- d. Concrete Quote
- e. Community Happenings - 15 March
- f. Bins
- g. Trestle tables and Cool room repairs
- h. Working Bee schedule 2023
- i. Dimboola Urban Landcare

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 Close

Attachments

- Hindmarsh SC Confirmation of expenditures for Steampunk Festival
- 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 Bennet, Chan Uoy, Heather Boyd (HSC officer), Owen Pietsch, Melissa Haby, Pru Cook, Deb Nelson (HSC)

APOLOGIES: Sharyn Cook

RESIGNATIONS: Tony Schneider*, Heidi Bruce**

* Tony Schneider will be notified of intention to disqualify from the Committee due to recurring absences (Under Clause 5.12 of the Committee Terms of Reference)

** Heidi Bruce notified the chair of her intention to resign

3. DECLARATION OF ANY DIRECT OR INDIRECT INTEREST IN ANY ITEM ON THE AGENDA

4. CONFIRMATION OF MINUTES

MOTION:

That the Minutes of the DTAC Committee Meeting held on Tuesday 6 February 2023 at the Dimboola Library, circulated to Committee Members be taken as read and confirmed.

Moved - Kaylene Pietsch **Seconded** - Chan Uoy **Carried**

5. BUSINESS ARISING FROM THE MINUTES

- Euroa Connect - Kaylene followed up and contacted group to exchange details.
- The 8 ball association table and chairs were borrowed for Tower Park opening. They will be reallocated to the DFNL rec reserve for permanent home
- Pool Equipment - waiting on YMCA to provide invoice to DTAC

6. CORRESPONDENCE

1. INWARD

- a. Letter from Hindmarsh SC approving the expenditure for the Steampunk festival
- b. Email from Nhill TAC enquiring about building a resource library to then share amongst other TACs around the Hindmarsh area.

ACTION: Respond agreeing with the proposal and to gain next steps
In terms of storage space, Lions have offered space, while old CFA shed may be an option and TFW shed an option into the future maybe also.

- c. Monica Revell (Hindmarsh SC) alerting committee to the business network meeting on March 15

2. OUTWARD

None

7. EVENTS

a. Steampunk Festival

- a. Need to arrange EFTPOS machines from Bendigo Bank

Petty cash will also need to be arranged for merchandise stands and ticket stands

MOTION: A cash float be made available from DTAC account in the amount of \$2,000.00 in denominations of \$5, \$10 & \$20 for the Steampunk Festival

Moved: Kaylene Pietsch **Second:** Pru Cook **CARRIED**

- b. Accommodation shortages in Dimboola is an issue, identified as a risk
Some shop owners are offering rear access spaces for RV parking
Allambie is offering rooms to performers as priority

b. Tower Park Market

- a. Call out for raffle draw prizes which Kaylene can accept at her salon
Tower Park Opening event starts at 4pm, 11 March

8. GENERAL BUSINESS AS NOTIFIED TO THE CHAIR

a. Soundshell Update

None

b. Plan 23

None

c. Solar Lighting

Lighting is confirmed for installation

d. Concrete Quote

Unofficial quotes have been received (via sms) from Dylan Baker
Food Pavillion \$6,788.00 and chairs \$797.00 each

ACTION: Kaylene to continue together quotes from other businesses

- e. Community Happenings - 15 March
- f. Bins

- g. Trestle tables and Cool room repairs

Purchases have been made towards these repairs and trestle tables

ACTION: The Dimboola Township Advisory Committee acknowledges and appreciates the work and skill of Lou Catania in undertaking these activities

- h. Working Bee schedule 2023

Schedule to be worked in with the Plan for 2023 (Plan 23) when finalised

- i. Dimboola Urban Landcare

Karen presented a discussion paper on the potential arrangements for care of the Commons area in Dimboola

ACTION: Karen Bennet to approach Dept Energy, Environment, and Climate Action (DEECA) to open this dialogue and invite to a DTAC meeting to discuss plans for the Common.

9. COUNCILLOR REPORT

Cr Deb Nelson

- Has reported the caravan in the free parking area, car at the bus depot and dripping tap at Accessible toilets
- Nhill Concert - March 18 - Community Hall

10. OFFICER REPORT

Heather Boyd

- None

11. OTHER BUSINESS

12. FINANCE REPORT

12.1 Summary of Balances in Finance Report.

- Attached to minutes

Moved - Pru Cook **Seconded** - Kaylene Pietsch **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	RECOMMENDATION: That the Minutes of the DTAC Committee Meeting held on Tuesday 6 February 2023 at the Dimboola Library, circulated to Committee Members be taken as read and confirmed. Moved - Kaylene Pietsch Seconded - Chan Uoy Carried
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 8.40pm

15. COUNCIL OFFICER AUTHORISATION

I Heather Boyd accept the following recommendations made by the Dimboola Township Advisory Committee at this meeting held on 7 March 2023:

ITEM NO.	DESCRIPTION	DECISION
4	Minutes of meeting 6 February 2023	That the Minutes of the DTAC Committee Meeting held on Tuesday 6 February 2023 at the Dimboola Library, circulated to Committee Members be taken as read and confirmed. Moved - Kaylene Pietsch Seconded - Chan Uoy Carried
7a	Wimmera Steampunk Festival	A cash float be made available from DTAC account in the amount of \$2,000.00 in denominations of \$5, \$10 & \$20 for the Steampunk Festival. Moved: Kaylene Pietsch Second: Pru Cook CARRIED

SIGNED:

Council Officer



Dated:

____ 17/3/2023 ____



13th February 2023

MINUTES OF THE JEPARIT TOWNSHIP ADVISORY COMMITTEE MEETING OF THE HINDMARSH SHIRE COUNCIL HELD ON 13TH FEBRUARY 2023 at the Memorial Hall, Roy Street, Jeparit at 7.30pm.

Present: Mayor: Mr. B. Ireland (Councillor - HSC), Ms. J. Fritsch (Officer - HSC), Jason Hutson (Chair-CM), Teresa Smith (VC-CM), Cheryl Quinn (Secretary-CM), Annmarie Werner (CM), Craig Proctor (CM), Mel Wagener (CM), Paul Bell (Community Member) 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), Louise Dillion (CM), Alan Hewitt (CM), Sharon Reilly (CM) and Jen Bell (Community Member)

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

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

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

NIL.

4. CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the JTAC Committee Meeting held on 14th November, 2022 at 7.30pm at the Memorial Hall, Roy Street, Jeparit. circulated to Committee Members be taken as read and confirmed
(Attachment: 1)

Moved: Mel Wagener

Seconded: Teresa Smith

Carried

5. BUSINESS ARISING FROM THE MINUTES

5.1 Mr. Paul Bell discussed the events of the planting day held at the Jeparit Bowling Club held on 23/11/2022 to ascertain interest in the community.

The days events were pleasing even with varying changes to the event. Primary School attendance was uneventful however some supplies are in readiness for a future event.

6. CORRESPONDENCE

INWARD:

- 6.1** P. Bell Street Scape Maintenance 17/11/22
 - 6.2** P. Bell Street Scape Maintenance II 17/11/22
 - 6.3** S.86 Committee – Council Workshop 15/11/22
 - 6.4** J. Fritsch (HSC) Draft of Meeting Minutes 17/11/22
 - 6.5** J. Fritsch (HSC) Concept Design 17/11/22
 - 6.6** J. Fritsch (HSC) Final Minutes of Meeting 17/11/22
 - 6.7** J. Fritsch (HSC) Purchase orders 17/11/22
 - 6.8** J. Fritsch (HSC) Auto response 18/11/22
 - 6.9.** P. Bell – M. Henderson (HSC) Street scape 18/11/22
 - 6.10** Hindemarsch Executive Assistant – Notification of Appt. 21/11/22
 - 6.11** Hindemarsch Executive Assistant – Aust. Day Celebration 22/11/22
 - 6.12** HSC Policy Terms 14/12/22
 - 6.13** HSC H. Boyd Re: Budget 22/12/22
 - 6.14** P. Bell Seed Planting photos 24/11/22
 - 6.15** P. Bell Seed Planting photos II 24/11/22
 - 6.16** (HSC) S. Johnson Re: Letter via Chairperson 16/1/23
 - 6.17** (HSC) S. Johnson Australia Day Event 17/1/23
 - 6.18** (HSC) S. Johnson Anthem music 17/1/23
 - 6.19** (HSC) S. Johnson Booklet and Signage 18/1/23
 - 6.20** T. Smith (CM) Re Australia Day Event 19/1/23
 - 6.21** T. Smith (CM) Re Australia Day Set Up 20/1/23
 - 6.22** S. Reilly (CM) Attendance Aust. Day 23/1/23
 - 6.23** (HSC) J. Fritsch Pre Budget Submission 23/1/23
 - 6.24**(JTAC) J. Hutson Pre Budget Submission 28/1/23
 - 6.25** (JTAC) J. Hutson Pre Budget Submission 29/1/23
 - 6.26** (HSC) J. Fritsch & H. Boyd - Pre Budget Submission 30/1/23
 - 6.27** (JTAC) Grampians News Letter 2/2/23
 - 6.28** (HSC) P. King – Re free Music Concert 7/2/23
- It is taken on notice that two correspondence received from Community Members after agenda's had been forwarded to Committee Members*
- 6.28(a)** Mr. P. Bell (Community Member) re attending next JTAC 9/2/23
 - 6.28(b)** Ms. W. Werner (Community Member) re Conflict of Interest 13/2/23

OUTWARD:

- 6.29** S.86 Committee – Council Workshop 15/11/22
- 6.30** (HSC) J. Fritsch – Minutes Draft 15/11/22
- 6.31** S86 (HSC) Final Minutes of Meeting 18/11/22
- 6.32** JTAC Members Final Minutes of Meeting 18/11/22
- 6.33** P. Bell Street Scape Maintenance 18/11/22
- 6.34** P. Bell Street Scape Maintenance II 18/11/22
- 6.35** (CM) T. Smith – 3 Purchase Orders 18/11/22

- 6.36 J. Fritsch (HSC) Concept Design 18/11/22
 - 6.37.P. Bell – M. Henderson (HSC) Street scape 18/11/.22
 - 6.38 Hindemarsh Executive Assistant – Notification of Appt. 21/11/22
 - 6.39 P. Bell Seed Planting photos 24/11/22
 - 6.40 P. Bell Seed Planting photos II 24/11/22
 - 6.41(HSC) Policy Terms & Ref - 14/12/22
 - 6.42 (JTAC) Grampians News Letter 17/12/23
 - 6.43 Hindemarsh Executive Assistant – Aust. Day Celebration 22/12/22
 - 6.44 (HSC) S. Johnson Re: Letter via Chairperson 17/1/23
 - 6.45 (HSC) S. Johnson Australia Day Event 17/1/23
 - 6.46 (HSC) S. Johnson Anthem music 17/1/23
 - 6.47 (HSC) S. Johnson Booklet and Signage 19/1/23
 - 6.48 T. Smith (CM) Re Australia Day Event 19/1/23
 - 6.49 T. Smith (CM) Re Australia Day Set Up 23/1/23
 - 6.50 S. Reilly (CM) Attendance Aust. Day 23/1/23
 - 6.51 T. Smith (CM) Presentation Cert. 24/1/23
 - 6.52 J. Hudson (CP) Budget submission 25/1/23
 - 6.53 (HSC) J. Fritsch Pre Budget Submission 23/1/23
 - 6.54(JATC) J. Hutson Pre Budget Submission 28/1/23
 - 6.55 (JTAC) J. Hutson Pre Budget Submission 29/1/23
 - 6.56 (HSC) J. Fritsch & H. Boyd - Pre Budget Submission 30/1/23
 - 6.56 (JTAC) Members - Pre Budget Submission 30/1/23
 - 6.57 (JTAC) Grampians News Letter 2/2/23
 - 6.58 (HSC) J. Fritsch & H. Boyd Re (JTAC) Financial Statement 31/1/23 – 3/2/23
 - 6.59 (HSC) B. Ireland, J. Fritsch & (JTAC) Members –
 - 6.60 (JTAC) Members – Agenda for Meeting 13/2/23 & Previous Minutes
 - 6.61 (HSC) P. King – Re free Music Concert 8/2/23
- It is taken on notice that two correspondence received from Community Members after agenda's had been forwarded to Committee Members*
- 6.61(a) Mr. P. Bell (Community Member) re attending next JTAC 10/2/23
 - 6.61(b) Ms. W. Werner (Community Member) re Conflict of Interest 13/2/23

RECOMMENDATION:

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

Moved: Teresa Smith

Seconded: Mel Wagener

Carried

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

8.1 Jeparit New Residents Welcome Packs to be continued and supplies left at Post Office (with permission) local Supermarket with a record of recipient to ensure exposure and not double handling. Cabins would also benefit from a welcome pack supply. Secretary to contact Committee Member to assist in distribution.

8.2 River weir has not been repaired and Angling club have written to HSC and expressed their disappointment in readiness for their fishing competition in April 2023. Water currently flowing through Tarranyurk is needed for the Easter flow.

8.3 Running water and waste disposal for the Club rooms of Jeparit Garden Club have not been completed. Janette (HSC) to further liaise with Aiden (HSC) to arrange an on-site meeting with Committee Member Mel Wagener.

8.4 JTAC monogram tops to be ordered. Committee member Sharon Reilly to obtain Committee Members sizing. Secretary will obtain varying sizing. Each CM to pay for their tops. Black Polo shirts with red monogram.

8.5 Community member Mr. P. Bell discussed the following items to benefit the Jeparit Township;

- a.) Wickerbed planting boxes for main street of Jeparit may be of benefit.
- b.) Jeparit location signage(near Museum) heading towards the riverbank heading into Jeparit from Dimboola way is in such disrepair. Along with Weir signage.

Janette (HSC) suggested that lodging a Customer Action Request with the Infrastructure Team (Sam) would generate an inspection and work ticket if action was deemed necessary.

- c.) Main Street thoroughfare trees solar lights need removal and replacement. Mr. Bell is happy to check if operational. If found to be choking the tree then removal undertaken and report back to JTAC of replacement requirements.

- d.) House block clean ups?

Fire Prevention notices have already been issued and state what type of work is required and is based on actual risk or conditions.

- e.)Permission to grow grevillea seaspray at nature strip
Per b) above – Customer Action Request suggested.
- f.) Hindmarsh Shire building in Roy Street (Workshop) plans
see Councillors Report.

- g.) Jeparit Community Garden possibilities.

Interest is very strong to commence a Community Garden.
A number of positions are being considered.

COUNCILLOR REPORT

9.1 Council Workshop (Roy Street) will be closing and moving to Works Depot over railway line once a workshop building has been erected and the existing building will be auctioned.

9.2 Shelter for new picnic settings at the Memorial Hall – A full Heritage Impact Assessment was required as the land is Heritage listed. The shelter is therefore on hold for now.

9.3 Swimming hole must be completed by 30th May 2023, decking will arrive in four sections, foundation for Wc & shower block installation and road closure. Then landscape garden completion.

9.4. Jeparit Weir – Council is looking at options for Disaster Resilience funding to conduct investigations into whether refurbishment or replacement is best and at what cost. Works anticipated to be in the range of \$5-6M.

9.5. Jeparit swimming pool – Council is looking to undertake an aquatic study to determine the long term future of all HSC swimming pools.

10. OFFICER REPORT

10.1 Mick Henderson (HSC) has issued the purchase order for the contractor to construct the roof over the ladies amenities at the Jeparit Recreation Reserve. Solar lighting will also be installed.

10.2 Janette asked members which newspaper publication was best to reach out to Jeparit residents. CM's confirmed both the Weekly Advertiser and Rainbow Argus.

10.3 Music Concert – Flyers available for free music concert featuring Aaron Murray to be held at Menzies Square on Friday 24 March 2023 from 6-9pm. It would be appreciated if the JTAC could help promote this event and if they or any other organisation wanted to run a BBQ etc that will be up to them to organise and operate. It would also be good if the supermarket / café and the Hopetoun House Hotel were notified of the event in case people want to buy take away or have a meal on the night. Members to contact the Hotel and Supermarket.

10.4 Community Consultations are being held across the shire to review previous community plans and to assist with the development of new 2023 – 2028 plans. The Community Plans will also provide input for the development of a new 2023 – 2027 Economic Development Strategy.

Jeparit – Monday 3 April 2023, Jeparit Library / Hall 6.00pm – 7.00pm

11. URGENT BUSINESS

11.1 Documentation from Jeparit supermarket receipts to be scanned and forwarded to Ms. J. Fritsch. (Purchase Order 110826 as yet \$80.00 has not been recouped)

11.2 All Committee Members to supply preferred sizing of black Polo Shirts with logo to be ordered by the end of February 2023.

12. FINANCE REPORT

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

RECOMMENDATION:

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

(Attachment 2)

Moved: Annemarie Werner

Seconded: Mel Wagener

Carried

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

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
	Nil.	

14. MEETING CLOSED

The meeting closed at 8.55pm.

Next JTAC meeting to be held Monday 13 March 2023, **at the Memorial Hall, Roy Street, Jeparit at 7.30pm.**

15. COUNCIL OFFICER AUTHORISATION

*to be completed by the Council Officer

I _____ accept the following recommendations made by the JTAC Committee at this meeting held on 13th February, 2023:

Nil.

ITEM NO.	DESCRIPTION	DECISION

I _____ advise that the following items:

ITEM NO.	DESCRIPTION	DECISION
	Nil.	

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

SIGNED: Council Officer



Dated:

20 February 2023



14th March 2023

MINUTES OF THE JEPARIT TOWNSHIP ADVISORY COMMITTEE MEETING OF THE HINDMARSH SHIRE COUNCIL HELD ON 13TH MARCH 2023 at the Memorial Hall, Roy Street, Jeparit at 7.30pm.

Present: Mayor: Mr. B. Ireland (Councillor - HSC), Ms. J. Fritsch (Officer - HSC), Jason Hutson (Chair-CM), Teresa Smith (VC-CM), Cheryl Quinn (Secretary-CM), Craige Proctor (CM), Mel Wagener, Bec Schultz (CM), Brett Schultz (Community Member), 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

Annamarie Werner (CM), Louise Dillion (CM), Alan Hewitt (CM), and Jen & Paul Bell (Community Members)

Moved: Bec Schultz

Seconded: Mel Wagener

Carried

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

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

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

NIL.

4. CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the JTAC Committee Meeting held on 13th February, 2023 at 7.30pm at the Memorial Hall, Roy Street, Jeparit as circulated to Committee Members be taken as read and confirmed
(Attachment: 1)

Moved: Craige Proctor

Seconded: Bec Schultz

Carried

5. BUSINESS ARISING FROM THE MINUTES

5.1 Unisex sizing through JB's Ware similar to the order placed by the Jeparit Tennis Club – Nil Distribution.

Secretary to check with C.M S. Reilly to see if all shirt sizing has been received from other members.

5.2 Mel. Wagener (CM) has been in contact with Aiden from (HSC) regarding Jeparit Garden Club water connection which does not seem to be a problem, however it is taking longer to investigate the grey water disbursement issues at hand.

5.3 Supermarket Vouchers for purchase orders (X-Mas light prize's 2022) have been sent to HSC. One voucher is still outstanding and winner will be reminded of it's use.

6. CORRESPONDENCE

INWARD:

6.1 (Community) P. Bell Signage Museum 14/2/23

6.2 (Community) P. Bell Signage Menzies Square 14/2/23

6.3 (Community) P. Bell Signage More signage information 14/2/23

6.4 (HSC) J. Fritsch Tourism Sign 14/2/23

6.5 (HSC) J. Fritsch Signage questions 14/2/23

6.6 (HSC) J. Fritsch Community consultation 14/2/23

6.7 (HSC) J. Fritsch Governance Update 14/2/23

6.8 J. Fritsch (HSC) Draft of Meeting Minutes 17/2/23

6.9 J. Fritsch (HSC) Final Minutes of Meeting 20/2/23

6.10 (Community) P. Bell Streetscape Solar light report 22/2/23

6.11 (Community) P. Bell Nature strip ground cover consent 22/2/23

6.12 S.86 Committee – Thanks Minutes received 23/2/23

6.13 Alana Storey Chairperson of Nhill Town Committee re Asset Register 25/2/23

6.14 (JTAC) Grampians News Letter 28/2/23

6.15 (HSC) J. Fritsch Financial Statement 2/3/23

6.16 (Community) P. Bell Streetscape Solar light further report 4/3/23

6.16 (i) (HSC) Conflict of Interest – Information Sheet (after Agenda Creation)

OUTWARD:

6.17 (Committee Members) W. Werner - Governance Update resent 13/2/23

6.18 (Committee members) Re: Phil Kings letter resent 13/2/23

6.19 (Community) P. Bell response to emails received 14/2/23

6.20 (HSC) J. Fritsch Draft of Meeting Minutes 15/2/23

6.21 (HSC) J. Fritsch – Minutes Draft confirmation received 17/11/22

6.22 (CM) T. Smith – 1 Purchase Order (voucher)17/2/23

6.23 (CM) S. Reilly – Re Polo shirt sizing 17/2/23

6.24 CM) S. Reilly – Re Community welcome Pack 17/2/23

6.25 (Mayor) B. Ireland, S.86 (HSC) J Fritsch Minutes of Feb Meeting 23/2/23

6.26 JTAC Members Final Minutes of Meeting 23/2/23

6.27 (Community) P. Bell Fairy lights further report 23/2/23

6.28(CM) T. Smith Re: Voucher 23/2/23

6.29 Alana Storey Chairperson of Nhill Town Committee re Asset Register 25/2/23

6.30 (JTAC) Grampians News Letter 28/2/23

6.31 (Community) P. Bell Fairy lights report 7/3/23

6.32 (Mayor) B. Ireland, (HSC) J Fritsch Agenda, Fin & Previous Min 7/3/23

6.33 (Committee Members) Agenda, Finance & Previous Minutes 7/3/23

6.33 (i) (HSC) Conflict of Interest – Information Sheet to CM (after Agenda Creation)

RECOMMENDATION:

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

Moved: Mel Wagener

Seconded: Teresa Smith

Carried

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

8.1 Community Welcome Packs

Jeparit New Residence Welcome Packs to be continued and supplies left at Post Office (with permission) local Supermarket with a record of recipient to ensure exposure and not double handling. Cabins would also benefit from a welcome pack supply. Secretary to contact Committee Member to assist in distribution.

8.2 Previous BBQ for New Residents was held 20th March 2022, JTAC thoughts that perhaps October prior to harvest would be a better consideration this year.

8.3 Polo Shirts **See 5.1**

8.4 Streetscape Fairy Lights: Committee decided to accept Mr. Paul Bell’s kind offer to investigate appropriate clear fairy lights for the main street thorough fare. (Previously mentioned 24 lights, length required and pricing - consideration should be for copper wiring and solar power). The committee have allocated a budget of approximately \$500.00 and look forward to receiving more information from Mr. Bell.)

Secretary to write to Paul Bell and suggest same.

8.5 Nhill Town Committee re: Asset Register. Discussion regarding shared asset register. As a small township advisory committee it was decided that our assets be of like to other townships but a register of items for use through the HSC would be of more benefit.

Secretary to send write to Alana Storey Chairperson of Nhill Town Committee.

8.6 Motion was **Moved:** by Teresa Smith to have these accounts paid to Secretary for printer cartridges purchased by Secretary of JTAC.- 2 x Accounts handed to J. Fritsch (HSC) **Seconded:** Bec Schultz **See 12.2** **Carried**

8.7 Museum Reception issue should finally be addressed.

9. COUNCILLOR REPORT

9.1 Health & Wellbeing Brochure for Townships –Jeparit Township Profile 2022 copy received. Selection of varying people of different ages, length of residential timing in area, requirements, single, married with or without children are taking part in a study by a Student Body Committee to have a better understanding of Jeparit Town Profile.

9.2 (HSC) Home Care Services will change by the middle of the year after which another service provider is likely to continue the services.

9.3 Community Planning Meeting at Memorial Hall on **Monday 3 April 2023, Jeparit Library / Hall 6.00pm – 7.00pm**

9.4. Swimming Hole – WC facilities in place, New Seating Pod to be installed due to damage incurred.

9.5. Jeparit river still offering 1.3 to 1.6 meters depth however lake is showing some evaporation.

9.6 Ms. J. Fritsch (HSC) is retiring from HSC this Friday 17th March 2023 being her last day. Wishing her well in her chosen path with a celebration for her.

10. OFFICER REPORT

10.1 J. Fritsch (HSC) suggested a change of date for next meeting being as it would fall on a public holiday otherwise. Date changed to 17th April 2023 at 7.30pm.

11. URGENT BUSINESS

N/A

12. FINANCE REPORT

12.1 Summary of Balances in Finance Report.

RECOMMENDATION:

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

(Attachment 2)

Moved: Bec Schultz

Seconded: Mel Wagener

Carried

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

Moved: Teresa Smith

Seconded: Bec Schultz

Carried

ITEM NO.	DESCRIPTION	DECISION
8.6	Ink Cartridges x 2 Total \$186.87	Secretary of JTAC to be reimbursed for expenditure of Accounts

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

14. MEETING CLOSED

The meeting closed at 8.25pm.

Next JTAC meeting to be held Monday 17 April 2023, at the Memorial Hall, Roy Street, Jeparit at 7.30pm.

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 13th March, 2023:

ITEM NO.	DESCRIPTION	DECISION
8.6	Reimbursement	Decision to reimburse JTAC Secretary for ink cartridges used to print Agendas, Minutes and Letters.

I _____ advise that the following items:

ITEM NO.	DESCRIPTION	DECISION

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

N/A.

SIGNED: Council Officer



Dated: 16 March 2023.



20 March 2023

To Committee Members,
“as addressed”

NOTICE is hereby given that a Nhill Township Advisory Committee Meeting of the Hindmarsh Shire Council will be held at the Nhill Memorial Centre, on the 20th of March 2023 commencing at 7.30pm.

AGENDA

1. Acknowledgement of the Indigenous Community

2. Apologies

Vicki Natt

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

4. Confirmation of Minutes

5. Business Arising from the Minutes

Town committee asset register enquiry to other town committees in Hindmarsh

6. Correspondence

In

- Request for new member information – Anne Rowe
- Nhill Music Concert
- Nhill IGA January statement
- Request for new member information – Heather Dufty
- Free Music Concert - Nhill

Out

- Minute template – for Melanie
- Town Committee Assets
- April meeting date discussion
- NTC Easter Hunt Documentation
- Dog Park Survey – to project members
- Other Dog Park documents – to project members
- March meeting agenda request

7. Events

Easter Egg Hunt

8. General business as notified to the Chair

- 8.1 Nhill Railway Station – guest speaker Helen Woodhouse-Herrick
- 8.2 Nhill Dog Park
- 8.3 Planning day possibility
- 8.4 Increasing membership and friends of NTC

9. Councillor Report

10. Officer Report

11. Urgent business

12. Finance report

13. Decisions to be made

14. Meeting Closed

15. Council Officer Authorisation

1. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY AND OPENING PRAYER

Acknowledgement of the Indigenous Community

We acknowledge 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

Apologises: Darrell Hall, Vicki Natt and Jenny Dufty

Attendees: Cr Melanie Albrecht, Council Officer Daniel Griffiths (via video conference), Rhys Webb, Alana Storey and Pauline McCracken.

Guests: Heather Dufty and Helen Woodhouse-Herrick

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

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

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

No declaration of a conflict of interest was made by members in attendance.

4. CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the Nhill Town Committee Meeting held on the 20th of February 2023 at the Nhill Memorial Centre, circulated to Committee Members be taken as read and confirmed.

Attachment: 1

Due to a quorum not being reached by members at the meeting the minutes from the previous meeting were able to be confirmed.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Town committee asset register enquiry to other town committees in Hindmarsh

Chairperson Alana Storey provided an update regarding our conversation at the last meeting regarding the possibility of creating a shared asset register with the other Town Committee's in Hindmarsh Shire. She the Jeparit Town Committee, who had discussed the possibility at their last meeting on the 13th of March 2023 and given the below response:

It was ascertained that our assets would be the same as most townships, being BBQ, chairs and portable shade units as we do not own other substantial assets however it would be of benefit to obtain from the Hindmarsh Shire Council a list of assets that Townships can

use.

Those in attendance were grateful for the response and the shared interest about the idea by the Jeparit Town Committee. It was decided to leave this as an agenda item for next month and see if we get responses from any of the other Town Committees before formally approaching the shire, noting it would be good if we could do an audit of our assets before doing so.

6. CORRESPONDENCE

INWARD

- Request for new member information – Anne Rowe
- Nhill Music Concert
- Nhill IGA January statement
- Request for new member information – Heather Dufty
- Free Music Concert - Nhill

OUTWARD

- Minute template – for Melanie
- Town Committee Assets
- April meeting date discussion
- NTC Easter Hunt Documentation
- Dog Park Survey – to project members
- Other Dog Park documents – to project members
- March meeting agenda request

RECOMMENDATION

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

Moved: Rhys Webb

Seconded: Pauline McCracken

7. EVENTS

Chairperson Alana Storey advised that the permit documentation has been submitted to the Hindmarsh Shire Council for the Committee to run the annual Easter Egg Hunt and Easter games on Easter Saturday.

Further to last meeting's discussion around concerns about whether or not the Committee would be able to hold the event due to potentially not having enough volunteers on the day was continued. This concern was raised last meeting and again this meeting as it was noted that it was possible a number of our members would be away that weekend and unable to assist, and a request was put to members to let Alana know if they were able to assist before today's meeting. Unfortunately, she did not receive a response from members stating that they would be able to assist on the day. It was discussed and agreed that it would be disappointing if we could not run the event as it is very simple to organise and a lot of fun for kids at Easter, and thus the decision was made to put a call out to our own members and possibly on our Facebook page requesting volunteers for the event. It was noted that we would need to ensure that those that did volunteer had a current Working with Children's Check, and possibly the best places to ask were other services clubs in town because of this.

The pre-event organisation was decided to be handled by Alana, who assisted Cr Melanie Albrecht with the event last year, and she would be assisted by Cr Melanie

Albrecht.

Event:	<i>Easter Egg Hunt</i>	Location:	<i>Jaypex Park</i>	Date	<i>8th of April 2023</i>
<i>Relevant documents</i>					
	Responsibility	Due date	Status		
Risk assessment	<i>Alana Storey</i>		<i>Sent to Shire for approval</i>		
Food permit					
Local Law permit	<i>Alana Storey</i>		<i>Sent to Shire for approval</i>		

8. GENERAL BUSINESS AS NOTIFIED TO THE CHAIR

8.1 Nhill Railway Station – guest speaker Helen Woodhouse-Herrick

Local resident Helen Woodhouse-Herrick attended today’s meeting as a guest to discuss the Nhill Railway Station and some thoughts about its upkeep. Helen shared a number of concerns she had about the current state of the Nhill Railway Station, which she felt was in need of a good clean up and beautification. Helen shared that currently gardening at the station is done by the Rotary Club of Nhill twice a year, and local resident Henry, who was commended by all in attendance, looks after the station, however she shared her concerns that despite this the Station is not looking the best currently.

Helen told the Committee of her idea for the station and a way of beautifying it, which focused on cleaning and tidying up the garden and possible putting in some big concrete pots to hold native plants on the platform. She also felt that it would be good if a gardener could be hired to regularly come and attend to the Station’s garden. Others in attendance also shared their ideas of what could be done at the station. One idea in particular which was very popular was inspired by something people had seen in Warracknabeal, and that was that images of local attractions in Warracknabeal had been painted at the Motel and that possibly having poster paintings of attractions in Nhill and a ‘Welcome to Nhill’ sign at the Station could be a good way to bring people into town. Another idea which was shared was the possibility of repurposing some of the benches that the Shire had replaced around town recently with the pod seating, which are currently in the Nhill Transfer Station, getting the local Mens shed to fix them up as needed and put them on the platform as a place for people to sit whilst waiting for the train.

Those in attendance in attendance were largely in support efforts being made to tidy and beautify the Nhill Railway Station, however a couple of members shared concerns around how exactly this would work and whose responsibility the ongoing costs and care would fall to as the Station is owned by Vic Tracks. Due to this it was decided that Helen contact those at Vic Tracks she had spoken to previously about the Station and find out how looking after stations in other towns has worked and if possibly they would be able to assist the beautification and upkeep of the station. It was also

decided to contact Jeff Woodward at the Council as a number of the ideas shared during the meeting could have a tourism impact that the Shire may want to be involved with.

8.2 Nhill Dog Park

Rhys Webb the leader of the Nhill Town Committee Dog Park working group shared an update on the progress of the project. He has been reviewing past documents on the project, including reviewing the survey that was developed to get community feedback on the project, and in conversations with Home Hardware to get a renewed quote. As a response to getting a renewed quote from Home Hardware a discussion was had about the logistics and sustainability of the Dog Park, with particular consideration that if the Town Committee were to pay for the materials and installation of the Dog Park we would need to consider who we got to build it and who would be responsible for its going maintenance. It was noted by a couple of people that had been long term members of the Committee that in the past it had been discussed that the Committee organise the community feedback survey about the possibility of installing a dog park in Nhill, the result of which would be provided to the Shire for them to use as a potential resources to look into possible funding or grants they could obtain to build it and hence would be under the Shire's purview long term.

It was also decided that the Town Committee move forward with doing the community feedback survey and that Rhys would write an article to be sent to the paper to advertise it, with the assistance of Alana who will set an online version of the survey. The Committee will also be checking with the Shire if it is still possible, as discussed when first considering doing the survey, to leave hard copies of the survey at the Shire offices and let people return them there. It was decided that we first run the survey for a month to begin with and see how we go with responses.

8.3 Planning day possibility

Pauline McCracken shared an enquiry with the rest of the Committee if we would be holding another planning day this year. She felt the one held last year was a great way to bring everyone together and a good team building afternoon. This was a largely liked idea by those in attendance, however it was noted that whilst we would like the planning day to be at the beginning of the year the current member term period is ending on the 30th of June. It was decided to hold the next planning day on the second weekend in July to allow for any new members to attend and any not continuing not needing to be in attendance.

8.4 Increasing membership and friends of NTC

Pauline McCracken shared that it would be great if we could encourage more people to attend our meetings to increase the diversity and have more people part of our discussions. All those in attendance thought this was a great thought.

9. COUNCILLOR REPORT

Cr Melanie Albrecht shared a couple of reminders with those in attendance that the Hindmarsh Shire Harmony Day celebrations would be happening the following day at the Nhill Memorial Centre 10:15am and the Community

Consultations, also happening at the Nhill Memorial Centre, will be on the 4th of April.

Cr Melanie Albrecht also advised those in attendance that Hindmarsh libraries still have access to the same number of books they have always had access to as they are still part of the Victorian Library Services. This information was shared as she had recently received a number of concerns from locals that the library books were very limited.

A local resident had also shared a query with Cr Melanie Albrecht that she wanted to get the Committee’s opinion on. The query was whether the Aviation Centre sign could be moved to replace the current Mallee Foul sign at the entrance to town. The consensus in the group was not to remove the sign but rather update it possibly with something depicting different Nhill aspects. It was also noted that due to Vic Roads rules and regulations it is a lot easier to get a sign updated rather than replaced.

10. OFFICER REPORT

It was noted that there was no Officers report to give.

11. URGENT BUSINESS

12. FINANCE REPORT

12.1 Summary of Balances in Finance Report.

The opening balance for the financial report was \$14,708.32. Since the last financial report there had been a number of expenses over the Christmas period in regards to the carols, Christmas decorations and gifts for those that participated in the Nhill Christmas Lights. Chairperson Alana Storey noted on behalf of Vicki Natt who was an apology this evening that the item ‘Glow Sticks for Christmas’ be changed to ‘Printing and Glow Stick for Christmas Carols’ to ensure accuracy as the printing costs for advertising the carols was the majority of the cost noted in the report. It was noted that this amendment will need to be made prior to the report be approved.

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

RECOMMENDATION:

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

Moved

Seconded

Creditor	Value \$	Description of Goods or Services

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

RECOMMENDATION:

That the Council Officer, following approval by Council or the CEO, raise the following Purchase Orders greater than \$2,000.

Moved
Seconded

Creditor	Value \$ (> \$2,000)	Description of Goods or Services

13. DECISIONS TO BE MADE

The following decisions are recommendations to Council for endorsement:

ITEM NO.	DESCRIPTION	DECISION
4	Minutes	Confirmation of the Minutes
5	Business Arising from Minutes	
6	Correspondence	Approving the Outward Correspondence and Noting the Inward.
7	Events	
8	General Business as Notified to the Chair	
9	Councillor’s Report	
10	Officer’s Report	
11	Urgent Business	
12.1	Finance Report	That the Finance Report as provided with the Agenda be approved.
12.2	Purchase Orders to be Raised (\$2,000 or less)	That the Council Officer raise the Purchase Orders listed.
12.3	Purchase Orders to be Raised (above \$2,000)	That the Council Officer, following approval by Council or the CEO, raise the following Purchase Orders listed which are greater than \$2,000.

14. MEETING CLOSED

The meeting closed at 8:59pm

15. COUNCIL OFFICER AUTHORIZATION

*to be completed by the Council Officer

I _____ accept the following recommendations made by the XX Committee at this meeting held on [DATE]:

ITEM NO.	DESCRIPTION	DECISION
4	Minutes	Confirmation of the Minutes
5	Business Arising from	

	Minutes	
6	Correspondence	Approving the Outward Correspondence and Noting the Inward.
7	Events	
8	General Business as Notified to the Chair	
9	Councillor's Report	
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11	Urgent Business	
12.1	Finance Report	That the Finance Report as provided with the Agenda be approved.
12.2	Purchase Orders to be Raised (\$2,000 or less)	That the Council Officer raise the Purchase Orders listed.

I _____ advise that the following items:

ITEM NO.	DESCRIPTION	DECISION
12.3	Purchase Orders to be Raised (above \$2,000)	That the Council Officer, following approval by Council or the CEO, raise the following Purchase Orders listed which are greater than \$2,000.

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

SIGNED:

Council Officer

 _____

Dated:

27/03/23 _____



19th March 2023

To Committee Members,

NOTICE is hereby given that a Rainbow Township Advisory Committee Meeting of the Hindmarsh Shire Council will be held at the Civic Centre Small Meeting Room on **Monday 20th March 2023** commencing at 7.30pm.

AGENDA

1. **Acknowledgement of the Indigenous Community**
2. **Apologies**
3. **Disclosure by Committee members or Councillors or Council Officers of any interest or conflicts of interest in any item on the agenda**
4. **Confirmation of Minutes**
5. **Business Arising from the Minutes**
6. **Correspondence**
 - [Town Committee Assets](#)
 - [Approval for funds for release to Rainbow Lake Committee](#)
 - [Lake committee In-kind labour for lighting project](#)
7. **Events**
8. **General business as notified to the Chair**
 - a. [Christmas In Rainbow](#)
 - b. [Community consultation](#)
 - c. [Interior of the Mecca](#)
 - d. [Town Committee TV](#)
9. **Councillor Report**
10. **Officer Report**

11. Urgent business

12. Finance report

13. Decisions to be made

14. Meeting Closed

15. Council Officer Authorisation

1. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY AND OPENING PRAYER

Meeting started : 19:32

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. APOLOGIES

Graham Nuske, Bill Hutson, Allira Roberts, Greg Roberts, Colleen Petschel, Belinda Eckermann, Ron Ismay, Michael Henderson

No apologies were received

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

Nil

4. CONFIRMATION OF MINUTES

That the Minutes of the RTAC Committee Meeting held on at the Civic Centre Meeting Room on Monday 20th February 2023, circulated to Committee Members be taken as read and confirmed.

Moved Graham Nuske/Allira Roberts AiF C

5. BUSINESS ARISING FROM THE MINUTES

- Letter outlining in-kind labour for lighting project at the Rainbow Lake Received (total \$1670)

6. CORRESPONDENCE

INWARD –

- **- Town Committee Assets**
Motion: The committee will respond to the email politely declining the request *Moved Graham Nuske/Allira Roberts AiF C*
- **- Approval for funds for release to Rainbow Lake Committee**
- **- Lake committee In-kind labour for lighting project**

OUTWARD - Nil

RECOMMENDATION

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

Moved : **Belinda Eckermann**

Seconded : **Bill Hutson AiF C**

7. EVENTS Nil

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

The committee is saddened to hear of Leonie Clarke’s passing and conveys its condolences to the family & friends of Leonie. She was a proactive and enthusiastic past chair of this committee

8.1 Christmas in Rainbow

- Colleen update the committee on the progress with this project
- A small subcommittee has been formed
- Hopefully they will provide a report & a request for funding at the next meeting.

8.2 Community Consultation

- Next Tuesday 28th March @ 18:00-19:30
- Bernard met with Greg and in a joint effort with the Progress Association as designed a brief survey to get more ideas and feedback
- Outline attached to minutes

8.3 Interior of the Mecca

- Discussion on the state of the interior of the building with particular focus on the rising damp in the left back corner (when walking in) and the crack at the right back corner
- Concerns have been reported to the shire in the past.

8.4 Town Committee TV

- Bill mentioned that it has come to grief as it was in the back of Callum Bull’s shed and was potentially damaged during his move
- Ron mentioned
- That it may have been donated to the committee
- It was 4/5 years old
- Once the new owners of the Café settle in we might approach them to see if they are interested in having a small TV in the corner to promote the town and events.

9. COUNCILLOR REPORT (Ron Ismay)

- Mentioned the upcoming consultation meeting on Tuesday 28th March 2023
- Free music concert at the Oasis was a success
- Switchboard has been installed at the Rec Reserve...but not operational yet.

10. OFFICER REPORT (Michael Henderson)

Rainbow Rises Events Centre Development taking shape

Development of the Rainbow Rises Events Centre site, on the outskirts of Rainbow, has taken a significant step forward. Local contractors Mallee Earthmoving, are well underway with construction of the new access road and pit / hardstand area which will support the staging of off road racing and other large events at Rainbow.

With the national off road series visiting over the long weekend for the ARB Big Desert 480, feedback from off road racers, support crews and enthusiasts was all extremely positive, with several leading competitors suggesting it is developing into the best off road racing facility in Australia!

The next stage of the project will see Council tendering for construction and installation of a kitchen / canteen facility and an ablutions block to help deliver an even better experience for attendees.

This project has been made possible with funding from the Victorian Government and Hindmarsh Shire Council.

Llew Schilling Silo Tourism Development secures planning approval

An important milestone was reached for the development of the Llew Schilling Silo as a tourist attraction, with planning approval for the design now secured. The project will see the Silo transformed into a large scale art activation, along with a viewing platform at the top of the Silo so visitors may take in the panoramic views across the Mallee from 10 storeys up. An elevator and stairway will provide access to the platform.

Design work is being finalised currently, with the expectation that the project will be advertised for tender in the near future.

This project is being funded by the Victorian Government with support from Hindmarsh Shire Council.

Change rooms

I am reluctant to include anything about the change rooms as the project just goes on and on. The electrician just keeps extending when they will have their works completed. Once they are finished the builder will then need to come back and finish their works inside the change rooms (not much to do).

Mick Henderson on leave at the time of the next meeting, Aiden Dent to attend on his behalf.

11. URGENT BUSINESS

Nil

12. FINANCE REPORT

12.1 Summary of Balances in Finance Report.

RECOMMENDATION:

That the Finance Report for February as provided with this Agenda be approved.

Moved by Colleen Petschel/Allira Roberts AiF C

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

RECOMMENDATION:

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

Moved

Seconded

Creditor	Value \$	Description of Goods or Services

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

RECOMMENDATION:

That the Council Officer, following approval by Council or the CEO, raise the following Purchase Orders greater than \$2,000.

Moved

Seconded

Creditor	Value \$ (> \$2,000)	Description of Goods or Services

13. DECISIONS TO BE MADE

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11	Urgent Business	
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12.3	Purchase Orders to be Raised (above \$2,000)	That the Council Officer, following approval by Council or the CEO, raise the following Purchase Orders listed which are greater than \$2,000.

14. MEETING CLOSED

The meeting closed at [20:17](#)

15. COUNCIL OFFICER AUTHORISATION

*to be completed by the Council Officer

I Michael Henderson accept the following recommendations made by the Rainbow Town Action Committee at this meeting held on 20/03/23

ITEM NO.	DESCRIPTION	DECISION
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5	Business Arising from Minutes	
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- Require more Information
- Do No align with the Hindmarsh Shire Council Plan

SIGNED:

Council Officer



Dated:

27 March 2023

Wimmera Mallee Pioneer Museum

Dimboola Road, Jeparit, Victoria 3423

Email: wmpmjeparit@gmail.com

Facebook: www.facebook.com/WMPMJeparit

Minutes – Friday 16 December, 2022, 10.00 a.m. at Briarley House

1) **Welcome and Acknowledgement of Country**

The President welcomed members and delivered the Acknowledgement of Country.

2) **Conflicts of interest - NA**

3) **Present**

Wendy Werner – President (WW); Maryanne Paech – Treasurer (MP); Clem Paech (CP);
Craig Proctor - Secretary (CNP); Tige Mannington (TM);

Apologies

Cr Brett Ireland – HSC (BI); Jeff Woodward - HSC (JW)

4) **Minutes of Previous Meeting**

The last meeting, on 15 November 2022, was an official meeting.

Motion: To accept the Minutes of the 15 November 2022 meeting.

Moved: WW **Seconded:** CP **CARRIED**

5) **Correspondence**

Inwards

Ongoing communication with Samantha Rogers (RMI) re James Menzies bale hessian conservation.

Aiden Dent (HSC) re men's toilet.

The Old Machinery Magazine.

Book by Ann Delahoy: *Mallee Dust: the life of George Oscar Delahoy*

HSC – Application for renewal of registration, Food Act 1984

Portland Visitor Information Centre – requesting more WMPM brochures.

Jeff Woodward (HSC) notifying of Local History Grants Program.

WVAHS – *Western Historian* newsletter Dec. 2022

Jeff Woodward (HSC) – digital copy of Iain Sedgeman's *Liquid fuelled Lighting & Heating Appliances in the Wimmera Mallee Pioneer Museum* (a 38-page booklet produced for WMPM).

HSC – notification of Cr Brett Ireland's appointment as delegated representative of the WMPM.

MAVED Newsletter (digital).

Ken Arnold – response to WW's email re collaboration on storyboards with additional info. on resources.

CNP – article on history of WMPM included in Dec. 2022 issue of *Western Historian*.

Outwards

Submission of application for renewal of registration, Food Act 1984.

CNP to Shauna Johnson (HSC) requesting Facebook page administrator access.

WW – email to Ken Arnold re collaborating on producing one or more storyboards on farm machinery.

CNP – email to Alison O'Connor and Matthew Phelan, Dept. of Premier and Cabinet, seeking update on Report on WMPM's indigenous artefacts.

Motion: To accept the outward correspondence and note the inward Correspondence.

Moved: TM **Seconded:** CP **CARRIED**

6) **Business arising from Correspondence**

Send 20 brochures to Portland after stickers have been attached with new opening hours.

Send Thank You card to Ann Delahoy.

Motion: To accept the copy of Ann Delahoy's book and Iain Sedgeman's booklet and to approach Barengi Gadjin Land Council re indigenous collection.

Moved: TM **Seconded:** MP **CARRIED**

7) Treasurer's Report

Maryanne Paech circulated a financial report

Volunteer Hours: 294

Purchases / Finances

November 2022	
Opening balance 1.11.2211	\$30,175.77
Receipts	\$715.50
Expenses	\$41.85
Closing balance 30.11.22	\$30,849.42
Term Deposits (2)	\$19,325.76
Total	\$50,422.63

Motion: To accept the Treasurer's report as circulated.

Motion: MP **Seconded:** TM **CARRIED**

Motion: To pay outstanding invoices as attached - NA

Moved: MP **Seconded:** TM **CARRIED**

8) General Business

1) Visitors:

Maryanne Paech reported on Attendance -

	Adults	Concession	Children	Families
November 2022	18	13		

2) Maintenance:

Ongoing issue with men's toilets. Volunteers have asked for a latch to be attached to the carriage shed. WW to follow up.

3) CNP attended virtually the second meeting of the Heritage, Preservation and Partnerships meeting (Federation University) on 1 Dec.

9) New/Urgent Business:

Plans and priorities for the coming year - Talking points:

- How should we use our funds?
- Storage (how/where); utilisation of Animal Pens area. There was general agreement that investigating options for storing surplus items should be a priority.
- Exhibits (e.g. display, H.V. McKay Shed) – TM suggested focussing on displaying machinery effectively, to tell the stories of evolution of technology and to rationalise space in sheds which have become cluttered. TM also asked the question for consideration: 'What is the cut-off for determining 'pioneer'?'
BI raised the issue of having interactive displays for children.
- Grants for conservation and other projects. CNP suggested applying for grants for creating storyboards relating to machinery.
- Cataloguing and digitisation. WW – seeking grants for conservation.
- Increasing volunteer base
- Rally and/or other smaller events
- Indigenous artefacts
- Additional storyboards and general signage
- Risk management
- Piano tuner (Lloyd Baker)
- Sawpit. MP raised the replacement of this feature and its conservation.
- Painting and mechanical repairs
- Security

Discussion resulted in identifying seven key priorities for the coming year:

1. Storage
2. Reorganising McKay Shed
3. Signage across site and implementation of QR Codes
4. Cataloguing and digitisation
5. Rally
6. Indigenous display
7. Risk Management

10) Visit to Woods' Museum, Rupanyup. Suggestion made for several members to visit in early January.

11) **Hindmarsh Shire Update:** NA

12) **Councillor update:** Cr Brett Ireland. N/A

13) **Next Meeting: Tuesday 21 February 2023, 7.30 p.m. at Briarley House.**

Meeting Closed at 11.30 a.m.

Wimmera Mallee Pioneer Museum

Dimboola Road, Jeparit, Victoria 3423

Email: wmpmjeparit@gmail.com

Facebook: www.facebook.com/WMPMJeparit

Minutes – Tuesday, 21 February 2023, 7.30 p.m. at Briarley House

1) **Welcome and Acknowledgement of Country**

The President welcomed members and delivered the Acknowledgement of Country.

2) **Conflicts of interest** – NA. There was some discussion over whether WW's submission of invoices to be paid constituted a Col but it was decided that reimbursement for outlays on behalf of the Museum does not constitute a Col.

3) **Present:** Wendy Werner – President (WW); Maryanne Paech – Treasurer (MP); Clem Paech (CP); Craig Proctor - Secretary (CNP); Tige Mannington (TM); Peter Pumpa (PP); Brett Ireland (BI) **Apologies:** Jeff Woodward - HSC (JW)

4) **Minutes of Previous Meeting**

The last meeting, on 16 December 2022, was a planning meeting.

Motion: To accept the Minutes of the 16 December 2022 meeting. Moved: WW Seconded: CNP CARRIED

5) **Correspondence**

Inwards

- Janette Fritsch – Draft HSC Heritage Assessment Study report (feedback sought by 20 Jan.)
- Dept of Health – Streatrader registration due 26 January. Renewal needed for Rally and catering.
Action: CNP/WW to submit renewal application. DONE
- MAVEC Newsletter January 2023
- Bryson Ingamells – re fixing broken handle on pump. Bryson spent three days working on this.
Action: CNP to extend formal Thanks to Bryson. DONE
- Samantha Rogers, Menzies Institute – notification that grant for Jeparit HS submitted
- WW/JW – drafting and approval of New Year's Message for publication on Facebook and papers
- Keith Blokes Business Group – Museum visit 21 Feb. from 11 a.m.
- Group Link Tour – 13 plus driver, Thursday 2 March, 10.15 a.m.
- JW – request from Nhill Historical Society to retrieve six Lowan Shire chairs at WMPM
- Horsham Camera House – quote for supplying photographic goods (see Business arising)
- Notification from Shauna Johnson that CNP has been given Facebook Administrator access
- Email response from Barengi Gadjin Land Council (see below); Darren Griffin and Michael Douglas from BGLC to make contact with WMPM

Outwards

- Email (CNP) to Barengi Gadjin Land Council requesting a line of communication re preserving and displaying our indigenous collection
- WMPM 2023 New Year's message (WW)
- Responses to Nhill Historical Society's request for six chairs to be returned
- Responses to Samantha Rogers, Menzies Institute re grant application for Jeparit Historical Society

Motion: To accept the outward correspondence and note the inward Correspondence.

Moved: WW Seconded: TM CARRIED

6) **Business arising from Correspondence**

1. Return of Lowan Shire chairs to Nhill. HSC has received request from Nhill Historical Society to have six former Lowan Shire chairs returned for display at their Heritage Centre.

Motion: To agree to Nhill Historical Society's request for six original Lowan Shire Chairs to be returned to Nhill. Moved: CP Seconded: TM All in favour CARRIED

Action: CNP to respond to NHS's request via HSC. DONE

2. Keith Blokes Business Group visit 21 February. Thanks were extended to Peter and Rhys for tidying up site (mowing etc.) from 7.30 a.m. in preparation for the visit. One of the visitors had served on the 'Jeparit' and has a collection of photos etc. WW has his details for future contact.
3. HSC Heritage Assessment Study Draft Report. CNP stated that this document provides a valuable resource for the Museum in terms of the heritage buildings' history. WW pointed out

there are some typographical errors; can we still have these corrected?

Action: CNP to liaise with Janette Fritsch about late feedback. **DONE**

4. Camera House quotation for photographing equipment (for digitisation projects):

1x Falcon Eye Constant light set.	\$353.64	\$389.00
2x stands 2x soft box heads with lights		
1x Promaster SP528K Pro Tripod	\$362.73	\$399.00
1x Promaster Digital Exposure Grey Card (8x10 2x Pack)	\$27.23	\$29.95
1x Savage Universal Background Stand	\$459.00	
1x Savage Widetone Background Paper Pure White 2.7m wide X 11M long	\$232.00	
1x 60cm x 60cm Photo Studio light tent kit with LED lighting	\$210.00	
Total		\$1,718.95

WW explained the uses of this equipment. Purchasing it aligns with one of our key goals for 2023 i.e. cataloguing and digitisation of collection. Victorian Collections can provide training in use of equipment and related processes.

Motion: To accept quote from Camera House and to purchase equipment as stated.

Moved: WW **Seconded:** CNP **CARRIED Action:** WW to follow through. **Items ordered.**

7) **Treasurer's Report**

Maryanne Paech circulated a financial report.

Volunteer Hours: December 2022: 289.5 January 2023: 294.25

Purchases / Finances Accounts for payment/reimbursement: Wendy Werner \$130.04 reimbursement; Maryanne Paech \$20 reimbursement for visitors' book; Jeparit Supermarket \$359.97; Total: \$510.01.

December 2022		January 2023	
Opening balance 1.12.22	\$30,849.42	Opening balance 1.1.23	\$30,964.05
Receipts	\$136.20	Receipts	\$844.00
Expenses	\$21.57	Expenses	\$72.13
Closing balance 31.12.22	\$30,964.05	Closing balance 31.1.23	\$31,735.92
Term Deposits (2)	\$19,346.88	Term Deposits (2)	\$19,346.88
Total	\$50,558.38	Total	\$51,330.25

Motion: To accept the Treasurer's report as circulated. Moved: MP **Seconded:** PP **CARRIED**

Motion: To pay outstanding invoices as presented. Moved: MP **Seconded:** TM **CARRIED**

8) **General Business**

Visitors: Maryanne Paech reported on Attendance -

	Adults	Concession	Children	Family	Group
December 2022	10	16		1	7
January 2023	18	6	2	9	

Group Bookings: Group Link Visit: 13 seniors + driver and guide. 10.15-11am. 2/3/23

1. **Volunteers:**

Scheduled tasks/advice for volunteers (yard maintenance, machinery upkeep, decobwebbing, washing and dusting, general cleaning of buildings etc.)

Action: WW, MP and CNP to draft a list of cleaning and maintenance duties for volunteers. **DONE**

Advertising for new volunteers.

Working Bee: Saturday 25 February, 9 a.m., followed by BBQ and meeting (open to public).

Action: WW/CNP to promote Working Bee and BBQ. **DONE**

2. **Community Heritage Grant (CHG)** (applications due March 2023)

Need to follow through on Significance Assessment. Preservation needs/Conservation plan.

Euan McGillivray who produced earlier documentation (Significance Assessment) has indicated he is happy to continue with the second phase of this process.

Motion: WW to apply for CHG and to approach Euan McGillivray for a quote for services to be submitted. Moved: WW **Seconded:** MP All in favour **CARRIED**

3. **Donations** from Andrew Kube (welder, baler, wagon, old bales)

Action: WW to look further into the history of the firm and apparatus in question. **DONE**

4. **Storyboards:** what should they look like? Using existing funds available to expedite implementation rather than seeking funding.

Action: CNP to liaise with John Pumpa re signage recently produced and to consider options for

- permanent signage in terms of design/themes.
5. **Display cabinet.** Commissioning a full-sized cabinet to display military uniform. **Action:** MP to follow up.
 6. **Indigenous artefacts:** need to liaise with BGLC (CNP)
 7. **Rally in June?**
 HSC paperwork needs to be submitted re holding an event. **Action:** CNP to submit. **DONE**
 PA/electronics upgrade essential.
 Call a public meeting to enlist support. When? See above under volunteers/Working Bee. **DONE**
Working bee held on 23 February.
 CNP stated that no formal decision to hold a Rally in 2023 had been made at previous meetings. WW and CNP pointed out that staging a Rally will take away time from achieving some of our other goals this year.
Motion: To hold a Rally over the King's Birthday weekend, 2023 (June 10-11).
Moved: TM **Seconded:** WW All in favour **CARRIED**
 8. **Maintenance:**
 Carriage shed latch. **Latch purchased and installed by Sharlene and GG.**
 Log cabin slats. Urgent need to fix fallen pine slats. **Repaired at working bee.**
 Chemist's door. Repaired.
 Church door. **New lock and metal plate purchased.**
 Painting (progressive and new). **North side of the chemist has been painted, the rear appears to be prepped and almost ready for painting.**
 Defibrillator. We really need to have one on site for potential emergencies. **HSC is sourcing one.**
Action: CNP to investigate options for Museum acquiring a defibrillator (St John's Ambulance). **DONE**
 9. **Future goals (discussion points):**
 - Where to display some stationary machinery? Which are important to display? Are there duplicates. How can we store them? Discussion focussed on Shire Work Depot as a potential repository for storing machinery and other surplus items. **Action:** Letter to HSC CEO expressing interest in leasing Shire Work Depot in Roy Street as a potential storage site. Machinery has been measured, discussed display with Rod Cameron who may be able to help.
 - H.V. McKay Shed. How to display collection? Remove duplicates. How do we link this to another shed?
 - Improving signage across site. **Action:** CNP to start working on this.
 - Maintenance of log cabin kitchen.
 - Visit to Woods' Museum. Deferred.
 - Update brochure. **Action:** approach JW to place Jeparit brochure (and Museum brochure) in cabins. **DONE**
 - Vision/mission planning. Discussion deferred.
 - A3 posters (lake, caravan park, Roy Street). WW reported that these have been produced. Discussion around a new metal sign promoting Museum at Dump Point.
Motion: To approach JW for Museum signage to be erected at RV Dump Point for which the Museum will pay. Moved: MP **Seconded:** CP All in favour **CARRIED**
Action: WW/CNP to liaise with JW. **DONE**
 - 9) **New/Urgent Business:** NA
 - 10) **Shire Update:** Jeff Woodward - NA
 - 11) **Councillor update:** Cr Brett Ireland
 - 12) Next Meeting **Tuesday 21 March, 2023** 7:30 pm at the Museum.
- Meeting Closed at 10.30 p.m.

Yurunga Homestead Community Asset Committee

General Meeting, Thursday, November 24, 2022, Drendel residence, 201 Stasinowsky Road, Rainbow or via Zoom, 6:30pm

Draft Minutes

Welcome and Opening at 6:45 pm

Congratulations to Brett Ireland on being elected Mayor of Hindmarsh Shire Council and being reappointed as delegate on Yurunga Homestead Community Asset Committee. Thank you very much.

Members present: Jenny Solly (Chair), Peter Solly (Secretary/Treasurer), Col Drendel, Heather Drendel,

Visitors: Hindmarsh Shire Mayor Brett Ireland and Leslie

Apologies: Jeff Woodward, Lou and Robyn Ravenhorst

Moved: Heather Drendel, Col Drendel – That the apologies be accepted. c/d

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: Heather Drendel, Col Drendel - That the minutes of the general meeting held on October 27th 2022 as circulated be accepted as a true and accurate record. c/d

Business Arising:

- Congratulations to Heather for successfully having her kitchen registered with Council and for obtaining food handling qualifications.
- Oct 30: Thanks to the Lions for mowing the North area
- Nov 2: Jenny cleaned the house
- Nov 3: Dr Gary Hill rang Peter. The stone mason would like to start the conservation works on Nov 23 to finish before Christmas
- Nov 3: Peter sprayed limestone paths.
- Nov 9: Peter mowed along neighbour's fence
- Nov 10: Ray Burzacott of Hopetoun visited then emailed quotes for painting the picket fence – the tops only or the whole fence.

- Nov 12: Ben Gosling emailed his finished design for our new visitor brochure. Thank you to Ben for donating his time. It can be emailed to the Learning Group (Court House) for printing
- Nov 13: A puddle of water leaked onto the kitchen floor from the vent on the verandah after heavy rain with strong south easterly wind
- Nov 13: Thanks to Les Graetz for taking about 50 photos of the back room exhibits before we empty the rooms for the conservation works
- Nov 15 & 16: Marcus worked on securing the front Coach House rooms. Timber arrived for the temporary floor in the groom's room on Nov 15
- Thanks to Heather for checking the fruit fly traps in the orchard
- Nov 16 & 17: The six back rooms were cleared during both mornings by Col and Heather Drendel, Peter and Jenny Solly and Rob Koning. Thanks all, a job well done
- Thanks to Marcus Feher for reattaching the legs on the large display cabinet in the school room. The legs are screwed into fresh wood. The cabinet is now safe to move
- Nov 18: Ray Burzacott of Hopetoun visited to quote on the conservation painting
- Thanks to Brett for following up on the termite check with Council. Monica said that we are on the list for the next visit to Rainbow (not sure who or when)
- Painter Tim Elliot of Warracknabeal has quoted on the conservation painting. He plans to visit and quote on the fence painting
- Petra Croot is still to reply regarding a list of our volunteers who have completed their volunteer forms
- Peter wrote to CEO Greg Wood with details of the temporary floor in the groom's room and seeking approval for us to fund the works (over \$2,000), but no decision as yet

Late items:

- November 21st Stonemason Ian Parker arrived in his motorhome. He is working alone. He will do about 10 days at a time then go home to Inverloch for 3 or so days. He started work at Yurunga on Tuesday 22nd.
- November 23rd: Marcus repaired the school room floor – through the man hole!
- November 24th: Dr Gary Hill and Elaine and Jeff Woodward visited

Correspondence In (Emails)

- Oct 28&29: Brett Ireland to Peter re termite inspection
- Nov 4: Jeff W to Peter re discussion with Monica about GST on invoice for groom's room floor
- Nov 9: Ben Gosling to Peter re Yurunga brochure
- Nov 10: Jeff to Peter re logos on the new Yurunga brochure
- Nov 10: Raymond Burzacott to Peter re quote for painting of entire picket fence plus travel (\$5,679.00)
- Nov 10: Raymond Burzacott to Peter re quote for touch up painting of picket fence plus travel (\$2,403.00)
- Nov 12: Ben Gosling to Peter re brochure

- Nov 14: Jeff to Peter re entrance fees for the 2022/24 budget
- Nov 15x2: Shauna Johnson, Executive Assistant, to Peter re draft minutes
- Petra Croot, Manager Governance and Human Services, to Peter re issues raised at the Council Committee Workshop in Dimboola on October 5
- Nov 18: Ray Burzacott to Peter re quotes for conservation painting – forwarded to Minerva Heritage

Late Correspondence In (emails)

- Nov 21st: Shauna Johnson re copy of letter from CEO Greg Wood notifying re appointment of Cr Brett Ireland as the delegated representative for Yurunga
- Nov 22nd: Maddison Thommers of Trade Travel with new booking details for 26th March 2023.
- November 24th: From Petra Croot re volunteer registrations etc

Correspondence Out (Emails)

- Oct 28&29: Peter to Brett re thanks
- Oct 31: Peter to Petra Croot, re request for feedback on which volunteers have completed the required forms
- Nov 10: Peter to Jeff re logos on visitor brochure
- Nov 10: Peter to Ben Gosling re logos on visitor brochure
- Nov 12: Peter to Ben re thanks
- Nov 14: Peter to Council re copy of October draft minutes
- Nov 14: Peter to Jeff re current entrance fees
- Nov 15: Peter to Shauna Johnson re draft minutes

Late Correspondence Out (Emails)

- Nov 20th: Peter to Minerva Heritage re quote for painting from Ray Burzacott
- November 24th: Peter to Petra Croot re volunteer registrations etc

Moved: Col Drendel, Heather Drendel - That the incoming correspondence be received and the outgoing endorsed. c/d

Reports ~ Financial

Yurunga Homestead Community Asset Committee

Financial Report

October 1st 2022 to October 31st 2022

Opening Balance per statement at 1st October \$16,120.91

Plus Income:

Entries:

Oct 4 th Trade Travel Lunch	\$402.50
Entries	\$172.50
General entries	\$90.00
Produce	
Quince Paste	\$40.00
Books etc	\$15.00
Donations	\$44.50
Total Income	\$764.50

Less Expenses:

Origin Energy - Power	\$171.95
J Solly Catering supplies	\$28.99
Bow Bakery – Bread	\$18.53
Total Expenses	\$219.47

Closing Balance per statement 31st October \$16,665.94

Term Deposit reinvested with interest on 27th October 2022
at 1.45% % interest pa for 3 months .

To be reinvested by January 27th 2023 \$5,048.01

Peter Solly Secretary/Treasurer, Yurunga Homestead Community Asset
Committee

Moved: Peter Solly, Col Drendel – That the financial report be received. c/d

~ Mayor, Cr Brett Ireland

The tender is out for the Rainbow Rises development.

The deck for Jeparit Swimming Hole is being updated and the swimming hole is
being cleared.

The Rainbow Lake opens on December 7th

Shire funding priority for next years will be on roads

~ Jeff Woodward apology

Moved: Col Drendel, Heather Drendel – That the Shire report be received. c/d

General Business

- Conservation Management Plan – Dr Gary Hill informed Peter that he had a purchase order from Council to do it but Covid intervened. It was budgeted for and is on hold.
- Future of the Australian made cabinet with map drawers

We will shift to the coach house if possible. Jenny and Peter have another small desk that they may be able to donate.

- Following up on permission to pay the account for the temporary floor in the groom's room. \$6,500.00 (includes GST: \$590.91) Can we avoid paying GST. Can the Shire pay Marcus and claim back GST and we reimburse the Shire the amount less GST?
- Painting the picket fence. Ray Burzacott's quotes -
Touch up: \$2,403.00 Entire fence: \$5,679.00

Moved: Heather Drendel, Col Drendel - We get a second quote and ask if the maintenance budget can contribute c/d

- Date for our next meeting, due on January 26, Australia Day. It was decided we meet a week earlier, January 19th 2023 at 7:30 pm

Bookings

Wednesday, March 22, 2023, Marulan Coaches (NSW), Historical Society and CWA, lunch and tour, approx 35 ppl & 2 crew, midday arrival

Contact: [REDACTED] [REDACTED]

NEW BOOKING: Trade Travel, Sunday March 26th 2023, lunch and tour. 20 ppl plus 2 crew. Arrival 11:30 am Contact [REDACTED] Mon-Fri 9am-5pm

Next Meeting: January 19th at 7:30

Meeting closed 7:55 pm

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.

Confirmed: Jennifer Solly – January 30th 2023

Yurunga Homestead Community Asset Committee

General Meeting, Monday January 30th, 2023, Yurunga dining room, 7:30pm

Minutes

Welcome and Opening at 7:40 pm

Members present: Jenny Solly (Chair), Peter Solly (Secretary/Treasurer), Col Drendel, Heather Drendel

Visitors: Hindmarsh Shire Mayor Brett Ireland, Jeff Woodward (by phone)

Apologies: Lou Ravenhorst

Moved: Heather Drendel, Col Drendel – That the apologies be accepted. c/d

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

- Termite check and bait station repair. Continue to wait or contact Krahe's ourselves?
- Display Fridge
- Professional Carob tree pruning
- Cleaning lino floor and beading
- Repairing South verandah roofing
- Oiling the North verandah
- Lawn edging
- Rolly-pollies and potato weed

Declaration by a Councillor, Officer or Committee Member of any direct or indirect interest in any item on the agenda
Nil

Minutes of the previous meeting as circulated

Moved: Col Drendel, Heather Drendel – That the minutes of the general meeting held on November 24th 2022 as circulated be accepted as a true and accurate record. c/d

Business Arising:

- A big thank you to Heather and Col for their wonderful hospitality and meal for our last meeting in 2022
- Nov 30: Peter emptied the water tank and put a washer in the bush house tap
- Dec 2: CEO Greg Wood gave us permission to spend more than \$2,000 on the floor in the groom's room (coach house). This work was not covered in the grant

- Dec 2: Monica Revell outlined the steps for us to take to invoice Council and pay for the work on the groom's room floor, minus the GST
- Dec 5: Thank you to Jan Edelsten for replacing the hessian on the Coolgardie safe. It looks terrific
- Dec 7: Painter Tim Elliot looked at the fence and will submit a quote for painting
- Dec 8: Jenny and Ian Parker (stone mason) were interviewed on ABC radio about the conservation work
- Dec 8: Marcus Feher's account for the coach house floor was received (\$6,226.23 including \$566.02 GST). Peter wrote a Yurunga cheque for the amount, minus the GST, and sent it to Heather Boyd at Council with a cover letter. Thank you to Monica and Heather for allowing us to follow this process. Marcus has been paid
- Dec 9: Stone mason Ian Parker finished the wall conservation work. He thinks that a wall in the vestibule is still moving and should be monitored. He plans to return in March '23 to reinstate the drainage system (grant work)
- Dec 13: We put 7 bags of cherries in the craft shop for sale
- Dec 15: New indoor Shire workers visited with Jeff W, Simon L and Phil K on their tour of Shire facilities. Peter, Col and Jenny met them
- Thanks to Allan Roberts for mowing the lawn for the visit
- Dr Gary and Elaine sent photos of a wardrobe for sale. Are we interested in it?
- We had a phone inquiry about holding a wedding ceremony in the garden on Saturday, February 18, from Peter Luxford 0419 357 731
- Jan 9: Phone call from Bill Dorrington who would like to donate his grandfather's pocket watch to Yurunga. He rang again and will visit Yurunga on Friday, Jan 13 around 9:30am Bill: 0415 121 540. Bill and his cousin Perry Mellington visited on Jan 13th. It became clear that Bill intended to donate the watch to the Archive and Historical Society.
- Jan 11: Ann Thomas offered Yurunga a reupholstered chair, originally from the Catholic church
- Jan 12: Peter repaired the leaking tap at the bush house
- Nothing more heard from Council re the termite and bait station check

Late items

- Jan 15: Dr Gary Hill visited to look at the original drainage system. He also said the hard stuff stuck on the lino and beading would come off with a paint scraper and hammer. He also has a way of rejuvenating the lino.
- Jan 18: Peter had a phone call from Dr Gary Hill re conservation work and furniture offer.
- Jan 21: Ann Thomas donated a chair with gold upholstery to Yurunga. It used to be in the Rainbow Catholic Church. It was collected on Jan 21st.
- Jan 23: Committee decided to put in an offer of \$250 to Callum Bull for a display fridge. It was accepted. We need to contact the new business owner to collect.
- Jan 30: Dr Gary Hill rang re safety rails for outdoor painting and other issues

Correspondence In
(Emails)

- Dec 2: CEO Greg Wood to Peter re expenditure is approved
- Dec 2: Monica Revell to Peter re requirements for payment of Marcus Feher's invoice
- Dec 5: Jeff Woodward to Peter re Local History Grants Program
- Dec 7: Marcus Feher (Auspro Carpentry) to Peter re invoice sent to Council for floor
- Dec 8 and 9: Jeff W to Peter re new indoor staff Shire tour and thanks
- Dec 12: Dr Gary Hill and Elaine Doling to Peter re images of wardrobe for sale
- Dec 14: Shae Pilmore, Customer Service Officer, re copy of receipt for contribution to works made by Yurunga Committee
- Jenny received a Certificate of Registration of Food Premises from Hindmarsh Shire Council

Correspondence Out
(Emails)

- Nov 9 and Dec 2: Peter to CEO Greg Wood re background to groom's room floor work and request for permission for our committee to spend more than \$2,000, but not including the GST
- Dec 5: Peter to Monica re thanks
- Dec 9: Peter to Jeff W re new indoor staff Shire tour
- Dec 15: Peter to Dr Gary and Elaine re will discuss wardrobe at next meeting

Moved: Heather Drendel, Col Drendel – That the incoming correspondence be received and the outgoing endorsed. c/d

Reports

~ Financial

Yurunga Homestead Community Asset Committee

Financial Report

November 1st 2022 to December 31st 2022

November	
Opening Balance per statement at 1 st November	\$16,665.94
Plus Income:	
General entries	\$30.00
Postcards	\$3.00
Total Income	\$33.00

Less Expenses:		
	IGA catering 1 chicken	\$10.49
Total Expenses		\$10.49
Closing Balance per statement 30 th November		\$16,688.45
	December	
Opening Balance per statement at 1 st December		\$16,688.45
Plus Income:		
	Total Income	\$0.00
Less Expenses:		
	M Keller Dry Cleaning	\$53.90
	Hindmarsh Shire	
	Contribution for Coach House Floor	\$5660.21
Total Expenses		\$5714.11
Closing Balance per statement 31 st December		\$10974.34
Term Deposit reinvested with interest on 27 th October 2022		
at 1.45% % interest pa for 3 months .		
To be reinvested by January 27 th 2023		\$5,048.01

Peter Solly Secretary/Treasurer, Yurunga Homestead Community Asset Committee

The Term Deposit was reinvested at 1.95% pa interest for 3 months on Jan 27th.

Moved: Peter Solly, Heather Drendel – That the financial report be received. c/d

~ Mayor, Cr Brett Ireland

No council meetings have been held since November. Council's Financial Commitment for next year will be predominantly for roads. The Rainbow Lake opened 7th Dec. Lake Hindmarsh is back to about 40% capacity which is a good start for next year.

~ Jeff Woodward

Little to report – Just before Christmas Jeff got a drone! He will be creating some footage during this year.

Heather Drendel asked Jeff to outline his role on Council. His title is Tourism and Economic Development. He is responsible for websites, events, grants etc.

Moved: Col Drendel, Heather Drendel – That the Shire reports be received. c/d

General Business

- Wardrobe for sale (Dr Gary Hill & Elaine Doling)
Images were emailed December 12, forwarded to committee Jan 29th – estimated cost is about \$1000.00
Discussion emphasized the desire to have items in the house that have a connection to the property, the residents or the local area.

Moved: Heather Drendel, Col Drendel – That we thank Dr Gary for the offer but that we decline the offer due to space and lack of real connection to the property
c/d

- Wedding in garden, Saturday, February 18
Jenny and Heather had a working bee in the garden on Jan 25. There is more to do. Jenny sent a voicemail and text message to the groom, Peter Luxford 0419357731. No response so far. Col Drendel is to check with Mick Fraser, a friend of Peter. We will continue with getting the garden in order
- Ann's chair, originally from the Catholic church, gold upholstery – collected from Ann on Jan21 by Heather, Col, Jenny and Peter and placed in the master bedroom.

Moved Heather Drendel, Col Drendel – That we send Ann a thank you for the donation of the chair c/d

- Painting the picket fence
Waiting on Tim Elliot's quote – he was reminded before the original set date for our meeting, and again Sunday 29th. Quote received \$7,260.00
Ray Burzacott's quote:
Touch up: \$2,403 Entire fence: \$5,679.00
Both painters will do undercoat
Peter is to contact the Shire re maintenance budget via Aiden Dent

Moved Heather Drendel, Col Drendel – That we approach Ray Burzacott to do entire fence. That we ask Aiden Dent to have the shire pay for this from the maintenance budget. c/d

- Termite check and bait station repair. Continue to wait or contact Krahe's ourselves? Peter is to contact Aiden Dent again and also contact Krahes.
- Display Fridge. Callum Bull was taking offers and accepted our offer of \$250.00. We are waiting for his banking details. We have to arrange with the new business owner to collect.
- Professional Carob tree pruning – last done by a Creswick company. Again we ask Aiden Dent – Given the age of the trees we check their heritage status with Dr Gary Hill.
- Cleaning lino floor and beading – leave until after the painters are done.
- Repairing South verandah roofing outside the kitchen window. Place this on an action list. Also the old bathroom hole on the West verandah roof
- Oiling the North verandah - we will work on it as a February job.

- Contacting Brooke Mellington re floor boards to be on the action list.
- Lawn edging, rolypollies, potato weed and general gardening will be worked on over the next few days .

Bookings

Wednesday, March 22, 2023, Marulan Coaches (NSW), Historical Society and CWA, lunch and tour, approx 35ppl & 2 crew, midday arrival

Contact: [REDACTED] [REDACTED]

NEW BOOKING: Trade Travel, Sunday March 26th 2023, lunch and tour. 20 ppl plus 2 crew. Arrival 11:30 am Contact [REDACTED] Mon-Fri 9am-5pm

Meeting closed 9:20 pm

Next Meeting: Monday February 20, 2023, 7:30pm Note change of date as Heather and Col are unavailable on Thursday 23rd.

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.

Confirmed: Jennifer Solly – February 20th 2023

Yurunga Homestead Community Asset Committee

General Meeting, Monday, February 20th, 2023, Yurunga dining room, 7:30pm

Agenda

Welcome and Opening at 7:40 pm

Members present: Jenny Solly (chair), Peter Solly (secretary/ treasurer), Col Drendel, Heather Drendel

Visitors: Cr Brett Ireland (Hindmarsh Shire Mayor)

Apologies: Lou Ravenhorst

Moved: Heather Drendel, Col Drendel – That the apology be accepted. c/d

A big thanks to all that helped get the garden ready for the wedding! From chair, Jenny Solly

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

- Table cloths
- Picking peaches
- Review of action items
- Heritage register for carob trees
- Clean up behind container etc

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: Heather Drendel, Col Drendel – That the minutes of the general meeting held on January 30th 2023 as circulated be accepted as a true and accurate record. c/d

Business Arising:

- Feb 5: Dr Gary Hill rang Peter re visiting Yurunga to do paint scraping and meet up with stone mason Ian Parker who will be stitching the vestibule/maid's room wall
- Safety scaffolding is available from Mildura for the exterior grant painting, for a reasonable price
- Feb 6: Ian Parker, Dr Gary and Elaine met at Yurunga with Heather, Col, Peter and Jenny to discuss aspects of the grant works and other issues
- The verandah should be cleaned with sugar soap and a brush and sealed with linseed oil and turps (Dr Gary will check the ratios)

- The carob trees are automatically covered in the heritage listing of the whole property. All plants will be classified from most significant down to what should be eradicated
 - Elaine did paint scrapings and she will prepare a map of colours for the painter.
 - Elaine will look up the recipe of simple ingredients for rejuvenating the lino (after the painting)
 - Only walls which have been stitched by the stone mason are covered for painting by grant funding. We indicated a wish to paint the other walls too. We are working towards this
 - Refitting the exterior laundry door: Dr Gary explained that the easiest way to do this is to move the lock parts on the door architrave
 - We could apply for a grant to fix the south verandah roof joins properly
 - The gap at the top of the laundry wall can be filled with foam
 - The round hole in the west verandah roof could be covered
 - Feb 7: Ian Parker finished the walls
 - Feb 7: We put 8x1kg bags of plums in the craft shop, \$7 each. They sold very quickly
 - Heather and Jenny put in numerous hours getting the garden into shape for the wedding on February 18th. Col put in many hours chipping weeds, spraying the lawn edges and cleaning the entire verandah
 - Feb 8: Aiden Dent visited Yurunga and spoke to Peter, Jenny, Heather and Col about finance for repainting the picket fence. The cost will come out of our maintenance budget. Thanks very much Aiden
 - Aiden said that it costs \$2,000 to have trees inspected. It hasn't been budgeted for this year, but the carob trees may be done next year.
 - Aiden said that the Shire has just signed a contract with Krahes to do termite control
 - Feb 8: Peter Luxford and Mylin have donated \$100 for their wedding in the garden
 - Feb 9: Peter sent a text to Brooke Mellington about the pine flooring. Brooke plans to visit the area in the next month and will get in touch
 - Feb 9: Another 8kgs of plums were placed in the craft shop for sale
 - A big thank you to Heather who has made 12kgs of plums into jam and 4kgs into plum chutney!!
 - Feb 11: Allan offered to mow the big area early this week to smash up the weeds. Thanks Allan
 - The Bigham family asked to take Deb photos outside Yurunga (their family only) in mid March. We said it was fine
 - Feb 14: Krahes spent over an hour at Yurunga inspecting and treating for all pests. No fresh termite activity was found
 - Feb 14: Jenny sent a thank you card to Ann Thomas for the chair
- Late items
- Feb 18: Card given to Mylin and Peter on their wedding day
 - Feb 18: Jenny spoke to Sharon re the fridge. It can be collected from Hayden's café Tuesday or Wednesday
 - Feb 19: Dr Gary Hill rang Peter re verandah treatment, Elaine's visit with paint Wednesday approx 1:30 pm, working on permits for painting,

Less Expenses:	
Origin Energy Power	\$198.00
Total Expenses	\$198.00
Closing Balance per statement 31 st January	\$10,800.34
Term Deposit reinvested with interest on 27 th January 2023 at 1.95% % interest pa for 3 months . To be reinvested by April 27 th 2023	\$5,066.46

Peter Solly Secretary/Treasurer, Yurunga Homestead Community Asset Committee

\$250 to Callum Bull for fridge paid 20/2/23
\$19.50 to Ismays paid 20/3/23

Moved: Peter Solly, Heather Drendel – That the financial report be received. c/d

~ Mayor, Cr Brett Ireland

Lake Hindmarsh has dropped about 2 feet to 30%.

Surveys show life expectancy in country is 6 years less than city. There is a push from West Wimmera Health Service to improve health and well being.

The Jeparit Swimming Hole works and toilet are to be completed by 30th May.

~ Jeff Woodward absent

Moved: Col Drendel, Heather Drendel – That the Shire report be received. c/d

General Business

- Mural: recording the script and setting up a QR Code for visitors. Seal coat on mural is still required. Script has been written and approved. We need to decide who will read it.
- Obtaining photos of the intact west wall of the coach house: available from Melinda (nee Dickson /West) Jenny to follow up, also try facebook Rainbow Famous Australian Town.
- Strategy for our booked group tours in March, if we have not reopened by then. A mini internal tour will be available. Cleaning needs to be done particularly dining room and main bedroom. Peter to Contact tour groups to explain.
- Availability for our lunch tours on March 22nd and March 26th All are available March 26th. Colin not on 22nd. Other volunteers may be available. Mar 1st will be in house. Peter is to email Jeff re the March 1st tour.

- New Sunday roster needed after March 26, 2023. Wait until we know when we will open.
- Display fridge – Jenny has arranged for it to be collected from the café at 9:30 Tuesday 21st.
- Recipes for cleaning and treating the verandah – Dr Gary Hill recommends two coats of 50/50 turps and raw linseed oil. Raw linseed can be obtained for around \$200 for 20 L, turps for around \$100 for 20 L
- Moved Col Drendel, Heather Drendel - We get 40 litres each of raw linseed oil and turps, and 40 pref through Ismays. March We ask Aiden Dent to fund through the shire maintenance budget. c/d

Col to organize ordering ASAP 1st

Plan - Thurs 2nd 4 pm wash. 1st coat Sat 4th 8am, 2nd coat Thurs 9th 3 pm

- Moved Heather Drendel, Col Drendel - We also ask Aiden Dent about surplus redgum from the verandah project and seek to get it back as we now have facilities to store locally. cd
- Items for Conservation Management Plan – suggestions from Dr Gary Hill, We compile a list of items that we think should be included. Eg south verandah roof, old flu hole in west verandah, restoration of toilet and coach house etc Awning for Laundry window, Flu for wood heater in bathroom.
- Nominating Carob Tree more info needed Elaine has provided links. continue to research.
- Table cloths for dining room – Heather and Jenny are to check.
- Peaches need to be picked ASAP and placed in the craft shop
- Review of action items – most items have been completed
- Jenny is to check on reproducing original urns with Elaine. Replace at front of house
- Clean up behind container etc. To be placed on the action list to be done when we can.

Bookings

Wednesday, March 22, 2023, Marulan Coaches (NSW), Historical Society and CWA, lunch and tour, approx 35 ppl & 2 crew, midday arrival

Contact: [REDACTED] [REDACTED]

NEW BOOKING: Trade Travel, Sunday March 26th 2023, lunch and tour. 20 ppl plus 2 crew. Arrival 11:30 am Contact [REDACTED] Mon-Fri 9am-5pm

Wednesday, March 1, 2023, Nhill Visitor Centre volunteers, 20 to 25 people, light lunch and quick tour sometime between 12 and 1 pm. Contact [REDACTED]
[REDACTED]

Next Meeting: March 23, 2023, 7:30pm

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.