



## ATTACHMENTS

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### ITEM 4 CONFIRMATION OF MINUTES

- Item 4 Attachment 1 – Council Meeting 27 September 2023

### ITEM 7 CORRESPONDENCE

- Item 7.1 Attachment 2 – Letter from Nhill & District Sporting Club
- Item 7.1 Attachment 3 – Letter to Graham Nuske RE Public Submission
- Item 7.1 Attachment 4 – Letter to Tom Pintarich RE Public Submission

### ITEM 8 PLANNING PERMITS

- Item 8.2 Attachment 5 – PA1820-2023 Attachments

### ITEM 9 REPORTS REQUIRING A DECISION

- Item 9.1 Attachment 6 – Annual Report 2022-23 (attached separately)
- Item 9.3 Attachment 7 – Community Action Grants Grading
- Item 9.4 Attachment 8 – Business Assistance Grants Grading
- Item 9.5 Attachment 9 – Good Governance Framework
- Item 9.6 Attachment 10 – Economic Development Strategy (attached separately)

### ITEM 10 COUNCIL COMMITTEES

- Item 10.2 Attachment 11 – Jeparit Town Committee Minutes September 2023
- Item 10.2 Attachment 12 – Jeparit Town Committee Minutes October 2023
- Item 10.2 Attachment 13 – Rainbow Town Committee AGM Minutes 2023
- Item 10.2 Attachment 14 – Rainbow Town Committee Minutes September 2023
- Item 10.3 Attachment 15 – WMPM Committee Minutes August 2023
- Item 10.3 Attachment 16 – Yurunga Homestead Committee Minutes August 2023



28 September 2023

## MINUTES

### Ordinary Council Meeting

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**Date:** Wednesday 27 September 2023  
**Time:** Commencing at 3:00pm  
**Venue:** Nhill Memorial Community Centre  
77-79 Nelson Street, Nhill

**Council:** Cr Brett Ireland – Mayor  
Cr Melanie Albrecht – Deputy Mayor (*apology*)  
Cr Debra Nelson  
Cr Robert Gersch OAM  
Cr Ron Ismay  
Cr Wendy Bywaters

**Officers:** Greg Wood – Chief Executive Officer  
Monica Revell – Director Corporate and Community Services  
Michael Tudball – Director Infrastructure Services

### **Acknowledgement of Indigenous Community**

Hindmarsh Shire Council acknowledges the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagalk Nations as Traditional Owners of Country.

We recognise the important ongoing role that Indigenous people have in our community and pay our respects to their Elders, past and present.



### **Public Access**

This meeting is open to members of the public and will be livestreamed from Council's Facebook page at [www.facebook.com/hindmarshshirecouncil](https://www.facebook.com/hindmarshshirecouncil)

### **Live Streaming Statement**

This meeting will be streamed live on the internet and the recording of this meeting will be published on Council's website and/or social media pages after the meeting.

Members of the public attending this meeting may be filmed.

By remaining in the public gallery once the meeting commences, members of the public give their consent to being filmed, and for the recording of them to be made publicly available and used by Council.

Information about the broadcasting and publishing recordings of Council meetings is available in the Council's Live Streaming and Publishing Recordings of Council Meetings Policy is available on the Council's website.



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**In Attendance:**

**Councillors:**

Cr Brett Ireland (Mayor), Cr Wendy Bywaters, Cr Robert Gersch OAM, Cr Ron Ismay and Cr Debra Nelson.

**Officers:**

Mr Greg Wood (Chief Executive Officer), Ms Monica Revell (Director Corporate and Community Services), Mr Michael Tudball (Director Infrastructure Services) and Ms Shauna Johnson (Executive Assisant).

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

Cr B Ireland opened the meeting at 3:02pm by acknowledging the Indigenous Community and by reading out the live streaming statement.

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**2 APOLOGIES**

Cr Melanie Albrecht (Deputy Mayor) was an apology.

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**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 12.1 due to the conference attendance expenditure being for Cr Bywaters.

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**4 CONFIRMATION OF MINUTES**

**RECOMMENDATION:**

***That the Minutes of the Ordinary Council Meeting held on Wednesday 30 August 2023 at the Nhill Memorial Community Centre, as circulated to Councillors be taken as read and confirmed.***

**MOVED: CRS R Gersch/D Nelson**

***That the Minutes of the Ordinary Council Meeting held on Wednesday 30 August 2023 at the Nhill Memorial Community Centre, as circulated to Councillors be taken as read and confirmed.***

**CARRIED**

Attachment Number: 1

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## 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](mailto: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, questions which have been recently answered, or questions that may contain defamatory comments, 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.

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### **Leonie Miller, Nhill:**

#### **Question 1:**

Prior to 2020 members of the public were able to attend council meetings and present impromptu questions to the council.

With the introduction of lockdowns, meetings were moved to an online format with public questions having to be submitted in writing prior to the meeting.

Now that meetings are once again open to the public why does council still only allow pre submitted written public questions during the meetings?

#### **Officer Response:**

*Questions will continue to be submitted 24 hours prior to the Council meeting as per Council's governance rules. Receiving questions in advance allows for accurate responses to be provided to the question, rather than the question being taken on notice.*

#### **Question 2:**

Do members of the public, who submit questions to the meeting, have a right of reply if they require more clarification, after the response is read out? Please explain the rational behind the answer to be given.

#### **Officer Response:**

*Council meetings are a formal decision-making process. Debate on issues can only take place amongst councillors, with advice from officers. Should clarification be required on a question, members of the community are encouraged to speak with councillors or officers at any time outside of the meeting. There are many avenues for speaking with Councillors or officers including telephone or in person conversations or attending community consultation sessions.*

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Mr T Pintarich spoke to his submission to the Councillor Interaction with Developers Policy in item 9.1.

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## 5.1 PETITION PLANNING APPLICATION PA1800-2022 67-69 NELSON STREET NHILL

**Responsible Officer:** Director Infrastructure Services  
**Attachment Number:** 2

### Introduction:

Council has received a petition containing 481 signatures predominantly from Nhill and surrounds within the Hindmarsh Shire objecting to the above Planning Application seeking the Construction of an Unstaffed Service Station, Removal of Vegetation and Demolition of Existing Buildings.

It is recommended that Council resolve to receive the petition and notes that the petition will be considered in the assessment of the planning application at a future meeting.

### Discussion:

The Planning Application is currently under assessment against the Planning Scheme, any relevant schedules, overlays and referred for relevant third party consent or comment. It is anticipated that this will be presented to Council prior to the end of 2023. Consideration of the petitioners' objection will be incorporated into this assessment.

### Options:

Council may resolve to receive the petition, or  
Council can take no further action.

### Link to Council Plan:

A community well informed and engaged  
Strong governance practices

### Financial Implications:

Nil

### Risk Management Implications:

Strategic Risk Description	Risk Management Discussion
Community Needs	Council needs to balance community needs, economic development opportunities and community views in considering such matters.

### Relevant legislation:

*Local Government Act 2020*  
*Planning and Environment Act 1987*  
*Victorian Planning Provisions*

*Hindmarsh Shire Council Planning Scheme*

**Community engagement:**

Council's Community Engagement Policy and relevant legislative requirements (above) have all been complied with.

**Gender equality implications:**

No. There are no Gender Equality implications with the petition itself, this will be considered in the planning application assessment process.

**Conflict of Interest:**

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

Officer Responsible – Michael Tudball, Director Infrastructure Services

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

Author – Michael Tudball, Director Infrastructure Services

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

**Communications Strategy:**

As per Community Engagement Policy and relevant planning legislation this matter has been advertised in print and electronic media and individual letters to affected residents or businesses.

**Next Steps:**

This petition will be referred to the Planning Assessment process which will come before Council at a future meeting.

**RECOMMENDATION:**

***That Council:***

- 1) receives the attached petition containing 481 signatures objecting to Planning Application PA1800-2022 67-69 Nelson Street Nhill - Construction of an Unstaffed Service Station, Removal of Vegetation and Demolition of Existing Buildings, and***
- 2) notes that the objection will be considered in the assessment of the planning application at a future meeting.***

***MOVED: CRS R Ismay/W Bywaters***

***That Council:***

- 1) receives the attached petition containing 481 signatures objecting to Planning Application PA1800-2022 67-69 Nelson Street Nhill - Construction of an Unstaffed Service Station, Removal of Vegetation and Demolition of Existing Buildings, and***

***2) notes that the objection will be considered in the assessment of the planning application at a future meeting.***

**CARRIED**

*Attachment Number: 2*

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## 6 ACTIVITY REPORTS

### COUNCILLOR ACTIVITIES: 22 August – 18 September 2023

#### 6.1 CR IRELAND, MAYOR

Date	Meeting/Event	Location	Comments
23/08/2023	Meeting with CEO re upcoming agenda		
23/08/2023	Conduct CEO interviews with applicants		
23/08/2023	Prepare report to Yurunga Committee Meeting due to apology		
29/08/2023	Media release for new CEO		
30/08/2023	Audit and Risk Meeting		
30/08/2023	Council Briefing		
30/08/2023	Council Meeting		
31/08/2023	Mayoral Matters to newspapers		
01/09/2023	Travelled to Shire Offices to sign new CEO contract		
04/09/2023	Radio interview ABC Wimmera		
11/09/2023	Jeparit Town Meeting		
13/09/2023	Meeting and update with CEO		
16/09/2023	Audit and Risk self-assessment report	Online	
18/09/2023	Rainbow Town Committee AGM		

#### 6.2 CR ALBRECHT, DEPUTY MAYOR

Date	Meeting/Event	Location	Comments
22/08/2023	Wimmera Southern Mallee Development Board Meeting	Online	
Unable to attend other Council commitments during the period due to illness.			

#### 6.3 CR GERSCH

Date	Meeting/Event	Location	Comments
23/08/2023	CEO Interviews		

25/08/2023	RCV Board Meeting		
30/08/2023	Council Meeting		
30/08/2023	Briefing Meeting		
30/09/2023	Risk Management Update		
01/09/2023	Tourist Information Social Afternoon		
04/09/2023	Tourist Information Roster		
10/09/2023	Football/Netball Final at Nhill		
13/09/2023	Presentation of OAM Medal at Government House		
16/09/2023	Football/Netball Grand Final at Dimboola		

#### 6.4 CR NELSON

Date	Meeting/Event	Location	Comments
22/08/2023	Mates Mentoring	DMSC Dimboola	
23/08/2023	CEO Interviews	Nhill	
24/08/2023	CFA Building Auction	Dimboola	
24/08/2023	Dimboola Lion's Club Luncheon Function		
28/08/2023	Dimboola Rowing Club AGM		
29/08/2023	Victorian Grants Commission Seminar	Online	
30/08/2023	Risk Management / Briefing Meeting	Nhill	
30/08/2023	Council Meeting	Nhill	
04/09/2023	Meet in the Middle Ladies / CWA Event	Dimboola	
05/09/2023	Mates Mentoring	DMSC Dimboola	
07/09/2023	DUFB Building Official Opening		
09/09/2023	Tower Park Market	Dimboola	
14/09/2023	WSMLLEN Meeting	Horsham	
14/09/2023	Tim Shaw's Retirement Dinner	Horsham	

## 6.5 CR BYWATERS

Date	Meeting/Event	Location	Comments
24/08/2023	CoRE commitment signing photo with Ange Ballinger of AFL Wimmera	Wimmera River Horsham	
29/08/2023	Statewide Information Session with the Victorian Local Government Grants Commission	Online Teams Meeting	
30/08/2023	Risk Management Workshop, Council briefing, and Council meeting	Nhill Community Centre	
07/09/2023	Official Opening of the new Dimboola Fire station by Jacinta Ermacora MP	Dimboola Fire Station, Dimboola	
09/09/2023	Two-day Multicultural Youth Camp	Ballarat	
10/09/2023			
15/09/2023	Guest Speaker for the Kaniva Progress Association	Kaniva	Alongside Dr Nikki, Vincent, public sector gender, equality, commissioner, and Louise Hobbs, with a bachelor's in science and a major pharmaceutical, Louise was headed for a career in pharmaceuticals, but driven by a desire for creatively and knowledge sharing she found teach for Australia, and realise education was what she was looking for. - A fabulous evening of networking, learning and delicious wood fire pizza at the little guys pizza and cafe in Kaniva.
17/09/2023	Nhill Community Market	Jaypex Park Nhill	
18/09/2023	Nhill Town Committee meeting	Nhill Memorial Community Centre	

## 6.6 CR ISMAY

Date	Meeting/Event	Location	Comments
23/08/2023	CEO Appointment Interviews		
24/08/2023	Meeting with Wayne Street, Peter Shaw and Neville Sleep		Regarding housing projects.
25/08/2023	WHAG Meeting	Via Zoom	



30/08/2023	Risk Management Workshop	Nhill	
30/08/2023	Briefing Meeting	Nhill	
30/08/2023	Council Meeting	Nhill	
04/09/2023	RREC Meeting	Rainbow	

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## **7 CORRESPONDENCE**

No correspondence.

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## **8 PLANNING PERMITS**

No planning permit reports.

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## 9 REPORTS REQUIRING A DECISION

### 9.1 GOVERNANCE UPDATES

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

**Attachment Numbers:** 3 – 6

**Introduction:**

This report seeks adoption of the **Councillor Interaction with Developers Policy** and the **Public Transparency Policy**.

**Discussion:**

***Public Transparency Policy***

The Public Transparency Policy was presented to Council for endorsement subject to a period of community consultation. This consultation has now been undertaken and the final revised Public Transparency Policy is presented to Council for adoption.

One submission was received in relation to the Public Transparency Policy and is attached to this report. The submission related to the implementation rather than the content of the policy with respect to a particular decision made in Rainbow relating to the placement of an electric vehicle charging station. The submission has been attached for Council to note, with the location of the electric vehicle charging station in Rainbow being a decision taken by the Chief Executive Officer. Reviewing the Policy and seeking Councillor endorsement of the principles contained within it serves as a clear statement of Council's approach to transparent decision-making.

No changes have been made to the Public Transparency Policy since presentation on 30 August 2023.

***Councillor Interaction with Developers***

The Councillor Interaction with Developers Policy was presented to Council for endorsement subject to a period of community consultation. This consultation has now been undertaken and the final revised Councillor Interaction with Developers Policy is presented to Council for adoption.

One submission was received in relation to the Councillor interaction with Developers Policy. The submission drew attention to a section of the proposed policy as it relates to a specific matter of concern to the community member. In regards to the concern raised in the submission, it is noted that Councillor Gersch has declared Conflicts of Interest where required and has removed himself from deliberation and decision-making on those matters. The submission has been considered as a Public Submission for this meeting.

No changes have been made to the Councillor Interaction with Developers Policy since presentation on 30 August 2023.

**Options:**

1. Council can choose to adopt one or both of the policies.
2. Council can choose to amend one or both of the policies prior to adoption; or
3. Council can choose to not adopt one of both of the policies.

**Link to Council Plan:**

Strong governance practices

A community well informed and engaged

**Financial Implications:**

NIL

**Risk Management Implications:**

Strategic Description	Risk	Risk Management Discussion
Governance		<p>The introduction of a <b>Councillor Interaction with Developers Policy</b> ensures that risks that might impact the appropriate and transparent undertaking of planning decisions are mitigated. It provides Councillors a uniform set of standards and expectations around these interactions that should reasonably prevent instances of real or perceived conflicts of interest. This also increases planning decision-making efficiency, ensuring that there are no unreasonable delays due to investigations into impartiality or inappropriate conduct.</p> <p>The amended <b>Public Transparency Policy</b> gives rise to Council's commitment to public transparency principles. Maintaining and implementing this policy ensures that Council is compliant and adhering to its own values and goals. It also ensures that Council is meeting its obligations and governance requirements under the <i>Local Government Act 2020</i> and supplementary regulations.</p>

**Relevant legislation:**

*Local Government Act 2020*

*Local Government Act 1989*

*Gender Equality Act 2020*

**Community engagement:**

Both policies were available for Community Consultation for the period 31 August 2023 to 15 September 2023.

**Gender equality implications:**

Gender impact assessments are required when the program, policy or service have a direct and significant impact on the community.

The Public Transparency Policy has a general impact on the public, however the provisions are strictly guided by legislation (Privacy and Data Protection Act 2014, Freedom of Information Act 1982 and the Local Government Act 2020). While Council can take measures to ensure that information is accessible to all members of the community equitably, those measures and mechanisms belong to other policies, process and procedures.

The Councillor Interaction with Developers Policy only has minor direct impacts on the public, with the significant components of planning decisions is guided by Council's planning scheme, the Planning and Environment Act 1987 and operational development decision-making procedures that guide Officer's recommendations. Consultation periods for proposed planning decisions ensure that public views, including those of all genders, are taken into account.

**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 made available on Council's website, in hardcopy on request and will be circulated to staff and Councillors via email and the Councillor SharePoint.

**Next Steps:**

Council officers have established a Councillor Interaction with Developers Register that will be maintained by the Manager Governance and Human Services and updated on the Hindmarsh Shire Council website on a monthly basis.

**RECOMMENDATION:**

***That Council adopts the Public Transparency Policy and Councillor Interaction with Developers Policy.***

***MOVED: CRS W Bywaters/D Nelson***

***That Council adopts the Public Transparency Policy and Councillor Interaction with Developers Policy.***

**CARRIED**

*Attachment Numbers: 3 – 6*

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## 9.2 END OF YEAR FINANCIAL REPORT AND PERFORMANCE STATEMENT FOR THE YEAR ENDED 30 JUNE 2023

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

**Attachment Numbers:** 7 – 8

### **Introduction:**

The purpose of this report is to provide Council with the audited End of Year Financial Report and Performance Statement for the year ended 30 June 2023 and for Council to adopt the statements pending no material change to the reports presented.

### **Discussion:**

The *Local Government Act 2020* (Act) requires a resolution of Council to adopt the In-Principle Financial Statements and In-Principle Performance Statement. The Act also requires a resolution of Council to appoint two Councillors to sign these documents in their final form on behalf of Council, under Section 99 (2) and (3).

The Financial Report and Performance Statements were prepared in accordance with the requirements of the Act and the applicable accounting standards. Copies of the Statements were provided to Crowe (external auditor acting for the Victorian Auditor-General's Office). The audit of the Statements has now been completed.

The Financial Report and Performance Statements were presented to Council's Audit and Risk Committee meeting on Wednesday 20 September 2023 with the recommendation being, pending no material change to the Statements, that Council approve principle the Financial Statements and Performance Statement for the year ended 30 June 2023 and authorise any two Councillors to sign the Financial Report and Performance Statement in their final form.

At the time of preparing this report, the Audit and Risk Committee meeting had not been held. A verbal update will be provided at the Council meeting on the Audit & Risk Committee's recommendation.

Once finalised and certified by Council, the Auditor General will prepare the formal report on the Financial Report and Performance Statements for inclusion in Council's Annual Report 2022/23.

The 2022/23 Financial Statements show a comprehensive surplus of \$4.079 million compared to \$8.349 million in 2021/2022.

Total revenue for the financial year was \$23.59m, a decrease of \$2.78m from the previous financial year. The decrease is due to the reduction in Capital grants received in 2022/23 (\$3.459m) compared to 2021/22 (\$7.064m).



Total expenditure for the financial year was \$19.5m an increase of \$0.5m from the previous financial year.

At 30 June 2023 Council held \$10.588m cash at bank. The higher bank balance is due to receipt of 100% of the 2023/2024 Financial Assistance Grant in June 2023.

Capital works expenditure was \$9.102m for 2022/23, a decrease of \$3.08 from 2021/22. The decrease is due decreased grant funding for capital projects.

**Options:**

Council must comply with its obligations under the *Local Government Act 2020* by passing the resolutions required by Section 99. Council has the option of nominating which Councillors certify the Financial Statements and the Performance Statements or appoint all Councillors to certify with any two Councillors to sign.

**Link to Council Plan:**

An organisation that takes its risk management responsibilities seriously and embeds a culture of risk management throughout the organisation.  
Good Governance and Financial Sustainability.

**Financial Implications:**

There are no financial implications in this process. The statements outline financial performance for the previous year but costs for their production are part of normal operating expenditure.

**Risk Management Implications:**

Strategic Risk Description	Risk Management Discussion
Financial Sustainability	Council to monitor expenditure during the financial year to ensure that the Council remains financially sustainable. End of Year Financial Report presents Council position as at 30 June.
Governance	External audits ensure oversight of Council's compliance under the <i>Local Government Act 2020</i>

**Relevant legislation:**

*Local Government Act 2020*

**Community engagement:**

Not Applicable

**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.

Author – Heather Boyd, Manager Finance and Customer Services In providing this advice as the Author, I have no disclosable interests in this report.

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

**Communications Strategy:**

Following signing of the final form of the Statements, the Statements will be included in Council's Annual Report for 2022/23 as well as being available on Council's website.

**RECOMMENDATION:**

***That, pending no material changes to the Statements, Council:***

- 1. Approves in principle the End of Year Financial Report and Performance Statement for the year ended 30 June 2023; and***
- 2. Authorises Mayor Cr Brett Ireland and Cr Debra Nelson to sign the End of Year Financial Report and Performance Statement in their final form.***

**MOVED: CRS D Nelson/W Bywaters**

***That, pending no material changes to the Statements, Council:***

- 1. Approves in principle the End of Year Financial Report and Performance Statement for the year ended 30 June 2023; and***
- 2. Authorises Mayor Cr Brett Ireland and Cr Debra Nelson to sign the End of Year Financial Report and Performance Statement in their final form.***

**CARRIED**

**Attachment Numbers: 7 – 8**

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### 9.3 ADVISORY COMMITTEE MEMBERSHIP

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

**Introduction:**

This report seeks Council's noting of an amended process for receiving Advisory Committee membership expressions of interest and seeks endorsement of 4 new members to the Nhill Town Advisory Committee.

**Discussion:**

Council's current process for receiving nominations for membership to Advisory Committees is either by application in the formal advertising period, or by endorsing the minutes of a committee meeting where a new member has been noted. The new process requires all prospective members to submit an expression of interest form to Council for approval via a Council Report in both the formal advertising period and outside of this period where there is a membership vacancy. As has been necessary with the Nhill Town Advisory Committee, it also provides for new members to be appointed outside the advertising period and where there is no formal Committee to minute new nominations. This process ensures that Council is able to register volunteers appropriately and that all community members are given equal access to membership outside of the formal nomination period. This form will be available on Council's website for public access, as well as in hardcopy form at Council's Customer Service Centres and Libraries.

The Nhill Town Advisory Committee did not maintain the minimum number of member nominations that were compliant with Council's volunteer requirements. A meeting was held on 19 September 2023 to discuss the future of the Committee with the existing members. This meeting was advertised on the Nhill Town Committee Facebook Page, and a number of residents attended the meeting and submitted expression of interest forms for membership. The nominations for Council consideration are:

- Alison Dahlenburg
- Tina Balter
- Helen Woodhouse-Herrick
- S'oleil Arboladura
- Ross Barker
- Michael Hyde

Nominees were required to express their willingness to attend at least 80% of scheduled meetings and to provide a short outline of what they would bring to the Committee.

**Options:**

1. Council can note the new membership Expression of Interest process and endorse some of all of the listed nominees for Nhill Town Advisory Committee membership.
2. Council can reject the new process and not endorse the new nominees.

**Link to Council Plan:**

A community well-informed and engaged

Provide arts and cultural activities that strengthen social connection

**Financial Implications:**

The Nhill Town Advisory Committee has a separate ledger and budget allocation to spend on town committee projects. All expenditure must be approved by a Council officer or by Council (where the expenditure is over \$2,000).

**Risk Management Implications:**

Strategic Risk Description	Risk Management Discussion
Community Needs	Ensuring the continuity of the Nhill Town Advisory Committee ensures that Council is able to further its engagement and activities with the Nhill community. Retaining this network of volunteers supports the amenity and livability of the Nhill township and wider community through improved consultation and communication with community representatives, facilities and townscape upgrades and events that promote social connection.

**Relevant legislation:**

*Local Government Act 2020*

**Gender equality implications:**

A Gender Impact Assessment was completed for the Advisory Committee Policy that provides for the processes and decision-making around nominations and appointment incorporating intersectional and gender-based considerations.

**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:**

Should they be endorsed, the new members will receive letters noting their approved membership and requesting any additional volunteer requirements.

**Next Steps:**

In addition to the letters, Council will arrange the time and date of an AGM to appoint a Chairperson and Secretary and set a meeting schedule.

The Advisory Committee Terms of Reference and the Advisory Committee Policy will be updated to reflect the new Expression of Interest form process.

**RECOMMENDATION:**

***That Council:***

- 1. notes the new membership Expression of Interest Form process for advisory committee; and***
- 2. endorses Alison Dahlenburg, Tina Balter, Helen Woodhouse-Herrick, Ross Barker, Michael Hyde and S'oleil Arboladura for membership to the Nhill Town Advisory Committee.***

**MOVED: CRS W Bywaters/R Gersch**

***That Council:***

- 1. notes the new membership Expression of Interest Form process for advisory committee; and***
- 2. endorses Alison Dahlenburg, Tina Balter, Helen Woodhouse-Herrick, Ross Barker, Michael Hyde and S'oleil Arboladura for membership to the Nhill Town Advisory Committee.***

**CARRIED**

## 10 COUNCIL COMMITTEES

### 10.1 ADVISORY COMMITTEES

**Responsible Officer:** Chief Executive Officer  
**Attachment Number:** 9

**Introduction:**

The following Hindmarsh Shire Council Advisory Committee's held meetings on the following dates:

- **Rainbow Township Advisory Committee:**  
General meeting on 21 August 2023. *See attachment 9.*

The purpose of this report is to note the minutes from this meeting. A copy of the minutes is included as an attachment for the information of Council.

**RECOMMENDATION:**

***That Council notes the minutes of the Rainbow Township Advisory Committee general meeting held on 21 August 2023.***

**MOVED: CRS R Ismay/D Nelson**

***That Council notes the minutes of the Rainbow Township Advisory Committee general meeting held on 21 August 2023.***

**CARRIED**

*Attachment Number: 9*

### 10.2 COMMUNITY ASSET COMMITTEES

**Responsible Officer:** Chief Executive Officer  
**Attachment Numbers:** 10 – 15

**Introduction:**

The following Hindmarsh Shire Council Community Asset Committee's held meetings on the following dates:

- **Yanac Hall and Recreation Reserve Community Asset Committee:**  
Annual General Meeting and general meetings on 15 August 2023. *See attachments 10 – 13.*
- **Wimmera Mallee Pioneer Museum Community Asset Committee:**



No meeting. Presenting President's Annual Report and Treasurer's Annual Report.  
See *attachments 14 and 15*.

The purpose of this report is to note the minutes and reporting documents from these meetings. A copy of all the minutes and reporting documents are included as attachments for the information of Council.

**RECOMMENDATION:**

***That Council:***

- 1. notes the minutes and reporting documents of the Yanac Hall and Recreation Reserve Community Asset Committee Annual General Meeting and General Meetings held on 15 August 2023; and***
- 2. notes the President's Annual Report and Treasurer's Annual Report of the Wimmera Mallee Pioneer Museum Community Asset Committee.***

**MOVED: CRS R Ismay/D Nelson**

***That Council:***

- 1. notes the minutes and reporting documents of the Yanac Hall and Recreation Reserve Community Asset Committee Annual General Meeting and General Meetings held on 15 August 2023; and***
- 2. notes the President's Annual Report and Treasurer's Annual Report of the Wimmera Mallee Pioneer Museum Community Asset Committee.***

**CARRIED**

*Attachment Numbers: 10 – 15*

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**10.3 AUDIT AND RISK ADVISORY COMMITTEE**

**Responsible Officer:** Chief Executive Officer

**Attachment Number:** 16

**Introduction:**

The Hindmarsh Shire Audit and Risk Advisory Committee held a meeting on 20 September 2023. The purpose of this report is to note the minutes of this meeting and to appoint a new Chairperson on 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 Audit and Risk Advisory Committee meeting held on 20 September 2023; and***

2. *appoints Ashley Roberts as the Chairperson of the Committee until September 2024.*

**MOVED: CRS R Gersch/R Ismay**

***That Council:***

1. *notes the minutes of the Audit and Risk Advisory Committee meeting held on 20 September 2023; and*
2. *appoints Ashley Roberts as the Chairperson of the Committee until September 2024.*

**CARRIED**

*Attachment Number: 16*

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## **11 LATE REPORTS**

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## 12 NOTICES OF MOTION

Cr W Bywaters declared a material conflict of interest and left the room at 3:41pm.

### 12.1 MAV ANNUAL CONFERENCE AND GALA DINNER 2024

**Councillor Responsible:** Cr Wendy Bywaters

**Supported by:** Cr Brett Ireland

#### **Introduction and Discussion:**

The 2023 Annual Conference and Dinner hosted by the Municipal Association of Victoria (MAV) is on Thursday 12 October 2023 at the Sofitel in Melbourne.

The Conference will include presentations from keynote speakers and thought leaders on topics of significant importance to the Victorian local government sector including:

- How councils can partner and engage with Traditional Owners and local Aboriginal and Torres Strait Islander communities.
- Challenges and opportunities surrounding the financial sustainability of local government.
- How communities can rebuild following natural disasters.
- Sustainable planning to create better ways to live, work, and move around.
- How we can use evidence, co-design, and data in place to address child health and developmental inequities.
- Why in times of great uncertainty, the most crucial leadership quality is courageous, intelligent optimism.

The Gala Dinner is a highlight of the Annual Conference, it includes the Councillor Service Awards that acknowledge and celebrates the long-term commitments of the recipients to their communities. This year Cr Debra Nelson will receive a 10-year service award.

Cr Wendy Bywaters would like to attend the Annual Conference and Gala Dinner, seeking Council approval to cover the expenses associated with the conference, dinner, and accommodation. Registration fees for the conference and dinner are \$695 (excl GST). The Mayor Cr. Brett Ireland is Council's delegate for the MAV and will be attending both the conference and dinner and has offered to carpool for the travel to Melbourne. If carpooling or a council vehicle are not available, then approval is sought for travel expenses.

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

A skilled Council and workforce capable of meeting community needs.

#### **NOTICE OF MOTION:**

***That expenses for Cr Bywaters to attend the MAV Annual Conference and Dinner on Thursday 12 October 2023, including registration fees (\$695 excl GST),***

***accommodation, and use of a council vehicle, or travel expenses, be approved and paid by Council.***

**CEO Comments:**

Councillor training, conferences and seminars 2023/2024 budget is \$18,000 which includes \$3,000 for running information sessions in the lead up to the 2024 elections. To date \$3,145.60 has been expended, which is made up the following:

- Cr Brett Ireland \$2,122.92
- Cr Wendy Bywaters \$138.17
- Cr Rob Gersch \$51.33
- Cr Ron Ismay \$138.17
- Cr Debra Nelson \$695.00

The MAV conference can be a worthwhile event for councillors to attend and it would probably good for councillors to consider attendance at least once during their term of office, noting that standard practice is for the MAV delegate to attend as it usually precedes a MAV State Council meeting.

In addition to the \$695 (excl GST) conference and dinner fees accommodation is approximately \$240 for each of two nights. For travel, the mayor has offered to share his car. If that cannot occur for some reason travel expenses should only be paid if a council car cannot be made available.

**CEO RECOMMENDATION:**

***That expenses be approved and paid for by Council, for Cr Bywaters to attend the MAV Annual Conference and Dinner on Thursday 12 October 2023, including registration fees (\$695 excl GST), accommodation and shared travel or use of a council vehicle, or travel expenses if a council vehicle is not available.***

**MOVED: CRS D Nelson/R Ismay**

***That expenses be approved and paid for by Council, for Cr Bywaters to attend the MAV Annual Conference and Dinner on Thursday 12 October 2023, including registration fees (\$695 excl GST), accommodation and shared travel or use of a council vehicle, or travel expenses if a council vehicle is not available.***

**CARRIED**

Cr W Bywaters returned to the room at 3:45pm.

## 12.2 PETER TAYLOR MEMORIAL BAREFOOT TOURNAMENT 2024

**Councillor Responsible:** Cr Debra Nelson

**Supported by:** Cr Wendy Bywaters

### **Discussion:**

Council received a letter from Peter Taylor Memorial Barefoot Tournament which was listed as correspondence inwards on the 30 August Council meeting agenda. ([Council Meeting Attachments](#), see page 59)

The Business Assistance Grants, and Community Assistance Grants are unfortunately rarely fully allocated, and we would like to see the balance of those funds rolled over each year. In the 2022/2023 year only \$18,754.70 of the \$30,000 available was allocated and we would expect a similar result this year.

The Peter Taylor Memorial Barefoot Tournament has a substantial benefit to many businesses within the Shire, this event is proven to have substantial benefits to the Hindmarsh Shire community, and the Wimmera, Mallee region.

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

Provide funding to support local community events that attract visitation to Hindmarsh Shire.  
Increase the range of community activities that support social connections

### **NOTICE OF MOTION:**

***That council provide additional funding of \$7500 to the 2024 Peter Taylor Memorial Barefoot Tournament from the Business Assistance Grants.***

### **CEO Comments:**

If carried, this Notice of Motion would have the effect of undermining two grant processes.

Under the first process the barefoot tournament was allocated \$7,500 at the last council meeting ([30 August 2023](#), Item 9.3) under a competitive grant process for Regional Community Events. All the relevant information was available at the time and no new information has come to light since. The relevant decision was carried without dissent. All the available budget for the Regional Community Events grant program was allocated at this meeting.

The second process is the Business Assistance Grant program which is currently underway and does not close until 29 September 2023. The barefoot tournament does not meet the grants criteria and so it would not be appropriate to use these funds for the tournament – potentially at the expense of businesses which do meet the criteria. Because only \$18,754.70 was allocated out of the \$30,000 budgeted for the Business Assistance Grant program in 2022/23, Council only allocated \$20,000 in its budget for 2023/24, and the other \$10,000 was re-allocated elsewhere in the budget where it was needed for other things.

Recurrent expenditure is not normally carried forward unless it arises from tied grants or has been allocated to something specific but not yet spent.

**CEO RECOMMENDATION:**

***That no further council funding be allocated to the 2024 Peter Taylor Memorial Barefoot Tournament.***

***MOVED: CRS D Nelson/W Bywaters***

***That council provide additional funding of \$7500 to the 2024 Peter Taylor Memorial Barefoot Tournament from the Business Assistance Grants.***

**CARRIED**

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### 13 OTHER BUSINESS

No other business.

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### 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*

No confidential reports.

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### 15 LATE CONFIDENTIAL REPORTS

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**16 RESUMING INTO PUBLIC SESSION**

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**17 MEETING CLOSE**

There being no further business, Cr B Ireland declared the meeting closed at 4:07pm.

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## 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](mailto:secretary@nhillsportingclub.com.au) | WEB: [www.nhillsportingclub.com.au](http://www.nhillsportingclub.com.au)



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

20 September 2023

RE: WFNL Preliminary Final

To whom it may concern,

On behalf of the Nhill & District Sporting Club and its members I would like to sincerely thank the Hindmarsh Shire Council for their assistance in hosting the Wimmera Football Netball League Preliminary Final on Sunday, 10<sup>th</sup> of September. This was a huge undertaking, but the lives of our volunteers were made significantly easier thanks to the Shire's efforts regarding signage, marquees and other equipment. We also received many positive comments regarding the surrounds of Davis Park and appreciate that the roads and small oval were maintained in the lead up to the event.

The gate takings for the day, which belong to the WFNL, were approximately \$16,500. With juniors and officials accessing Davis Park for free, we estimate the total crowd to have been approximately 1,600. From a local commerce perspective, not only did we buy all of our own stock locally to sell on the day, but we have also had very positive reports from businesses within Nhill that they had a large uptick in business on that Sunday. We believe that this flow-on effect of hosting sport at Davis Park is easily overlooked but vital for our community.

Please extend my thanks to everyone that was able to assist.

Yours sincerely,

Robert Bell  
NDSC President

On behalf of the NDSC General Committee and the NDSC members



**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  
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

28 September 2023

Graham Nuske

By email: [REDACTED]

Dear Graham

**Re: Public Transparency Policy Submission**

Thank you for your submission regarding the Public Transparency Policy. This submission was considered at the Council meeting held on 27 September 2023.

Your submission relates to the “open and accountable conduct” principles contained within the policy as they relate to the placement of the Electric Vehicle Charging Station in Rainbow.

Transparent decision-making is an important component of the Public Transparency Policy and, subject to the exemptions listed in the policy, the process by which decisions are made that impact the community will be made publicly available where possible. In this instance, the decision to place the Electric Vehicle Charging Station at that location was taken by the Chief Executive Officer, in consultation with relevant staff and stakeholders.

Reviewing the Public Transparency Policy and seeking Councillor endorsement of the principles contained within it serves as a clear statement of Council’s approach to transparent decision-making.

Yours sincerely

Petra Croot

**Manager Governance and Human Services**



**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](mailto:info@hindmarsh.vic.gov.au)

website:  
[www.hindmarsh.vic.gov.au](http://www.hindmarsh.vic.gov.au)

ABN 26 550 541 746

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**Dimboola**  
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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

28 September 2023

Tom Pintarich

By email: [REDACTED]

Dear Tom

**Re: Councillor Interaction with Developers Policy Submission**

Thank you for your submission regarding the Councillor Interaction with Developers Policy. This submission was considered at the Council meeting held on 27 September 2023.

Your submission relates to any potential “gifts and benefits” received by family members that “may give rise to the appearance of being an attempt to gain favourable treatment” as it relates to Councillor Gersch and a member of his family working on developments in Nhill.

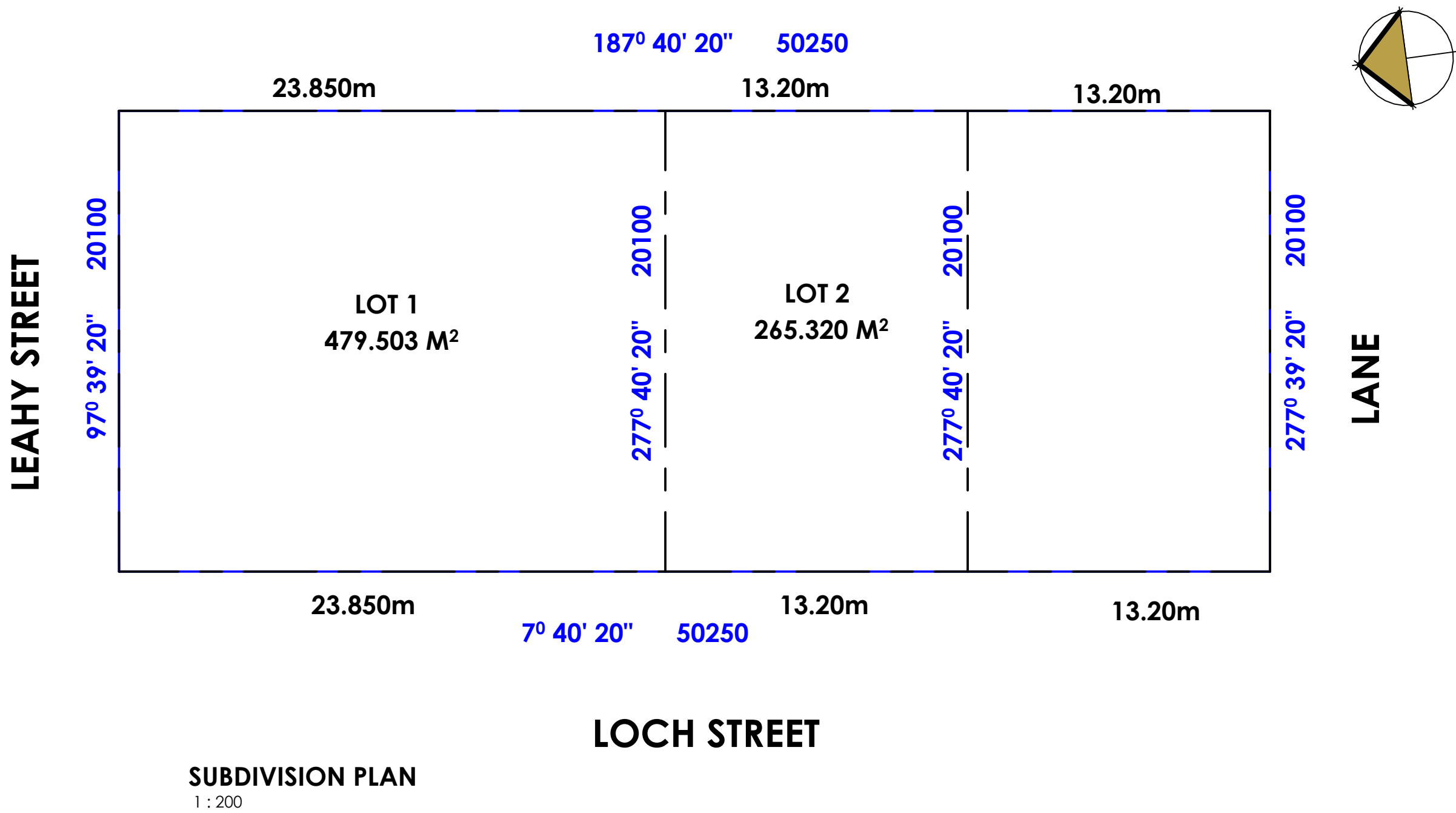
Conflicts of Interest are defined, declared and managed in accordance with the *Local Government Act 2020*, Local Government (Governance and Integrity) Regulations 2020, and Hindmarsh Shire Council’s Governance Rules. All Councillors are aware of their personal responsibility in this regard, and any failure to disclose a conflict of interest may result in criminal or conduct proceedings.

Yours sincerely

Petra Croot

**Manager Governance and Human Services**





6 RINTOULE STREET



11 LEAHY STREET



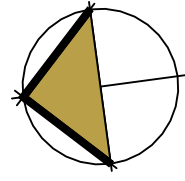
13 LEAHY STREET  
SUBJECT SITE





NO.11  
SINGLE DWELLING  
WEATHERBOARD  
2  
LP1152

POS



VEGETATION TO BE REMOVED  
SHOWN THUS

DRAINAGE NOTES:

- SITE DRAINAGE SHALL COMPLY WITH NCC 3.1.2 'DRAINAGE' AND AS3500 NATIONAL PLUMBING DRAINAGE CODE.
  - BASE OF CUT GRADED TO SILT TRAP AT 1:100 MIN. DRAINS SHALL BE PROTECTED BY GRAVEL FILTERS.
  - TEMPORARY DOWNPIPES CONNECTED TO THE STORM WATER SYSTEM TO BE INSTALLED AS SOON AS ROOF COVER IS COMPLETED.
  - STORMWATER DRAINS ARE INDICATIVE ONLY. DRAINER TO CONNECT TO LEGAL POINT OF DISCHARGE AT THEIR DISCRETION.
- ▲ GRADE SURFACE AWAY FROM HOUSE FOOTINGS (MINIMUM FALL 1:20).
- GRATED INLET PIT CONNECTED TO STORMWATER SYSTEM DIRECTED TO LEGAL POINT OF DISCHARGE.
- PROVIDE AG DRAIN AT BASE OF CUT GRADED TO SILT PIT AT 1:100 MIN.
- SILT PIT CONNECTED TO AG DRAIN & DIRECTED TO LEGAL POINT OF DISCHARGE VIA STORMWATER SYSTEM.

TOWN PLANNING REQUIRED

SITE CUT/FILL LEGEND & NOTES

- DENOTES AREA OF SITE CUT
- DENOTES AREA OF SITE FILL

SITE CUT & FILL NOTE

PROVIDE SITE CUT OF 0mm & FILL 0mm OVER BUILDING AREA & PROVIDE AN ADDITION SCRAPE TO GARAGE TO ACCOMMODATE A 350 mm STEPDOWN NOTE: 45° BATTER ANGLE

PRELIMINARY SITE INFORMATION

THIS SITING IS BASED ON INFORMATION RECEIVED AT THE TIME OF TENDER SIGNING & IS SUBJECT TO RECEIVING ALL PROPERTY SERVICE INFORMATION FROM RELEVANT AUTHORITIES

NOTE: PENETRATIONS THROUGH THE SISALATION PAPER ARE TO BE TAPED AROUND CAREFULLY TO ENSURE ANY GAPS ARE SEALED.

TERMITE TREATMENT REQUIRED

PROVIDE TERMITE TREATMENT IN ACCORDANCE WITH AS 3660.1

STORMWATER LAYOUT

STORMWATER DRAIN LAYOUT IS FOR INDICATIVE PURPOSES ONLY & WILL BE INSTALLED AS PER THE DRAINAGE SUB-CONTRACTORS DISCRETION.

NOTE:  
SITE UNDER ENVIRONMENTAL SIGNIFICANCE OVERLAY (ESO)

SEWER PIPE  
SIZE: 150 mmØ  
DEPTH: TBC mm  
OFFSET: TBC mm

NOTE:  
SEWER TIE TO BE CUT AND SEALED ; NEW SEWER BRANCH TO BE INSTALLED IN ACCORDANCE WITH RESPONSIBLE AUTHORITY

SITE ANALYSIS

GARDEN AREA REQ. FOR GRZ & NRZ ZONES ONLY: 400-500m2 = 25%   501-650m2 = 30%   650m2+ = 35%		
GARDEN AREA	522.60 m²	51.74%
NON-COMPLIANT GARDEN AREA	9.27 m²	0.92%
TOTAL PERMEABLE SPACE	531.87 m²	52.66%
SITE COVER	419.20 m²	41.50%
PAVED AREA	0.00 m²	0.00%
DRIVEWAY AREA	58.96 m²	5.84%
TOTAL HARD COVER	478.16 m²	47.34%
SITE AREA	1010.02 m²	100.00%

LOCH STREET

3/5 Cook Drive, Pakenham 3810 | P. 03 5940 2340 | pakenham@hargreaves.design | www.hargreaves.design | find us on Facebook

proposed: **3-UNIT DEVELOPMENT**

for: **MY PROPERTY EMPIRE**  
drawing: **DESIGN RESPONSE PLAN**

address: **13 LEAHY STREET**  
**NHILL ,3418**

© UNLESS OTHERWISE AGREED IN WRITING THESE DRAWINGS SHALL REMAIN THE PROPERTY OF HARGREAVES DESIGN GROUP

drawn: **RF** date: **15/02/23** scale: **1 : 200**

sheet: **3** of **7** issue: **D** date: **22/06/23** job no.: **22-04947**



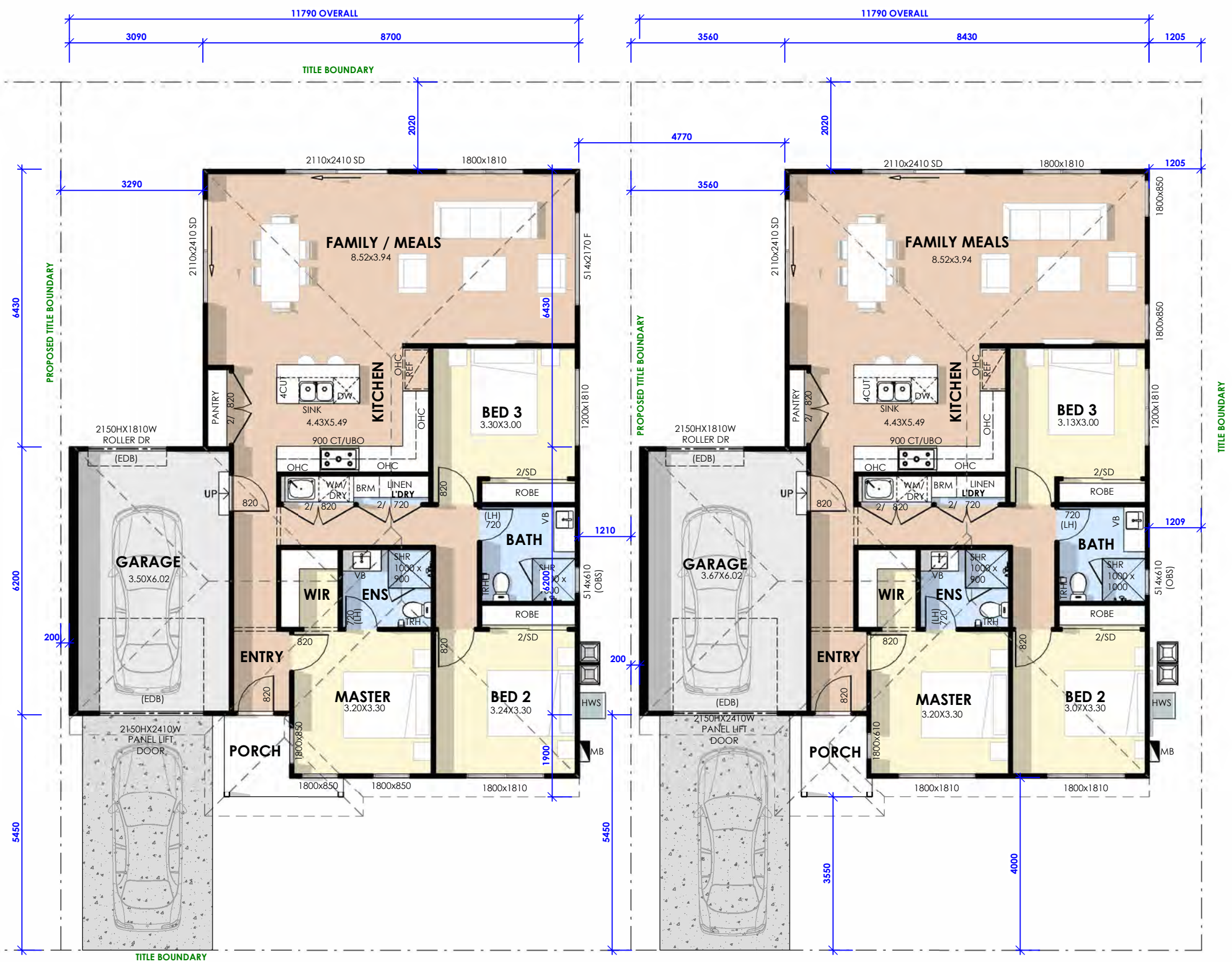
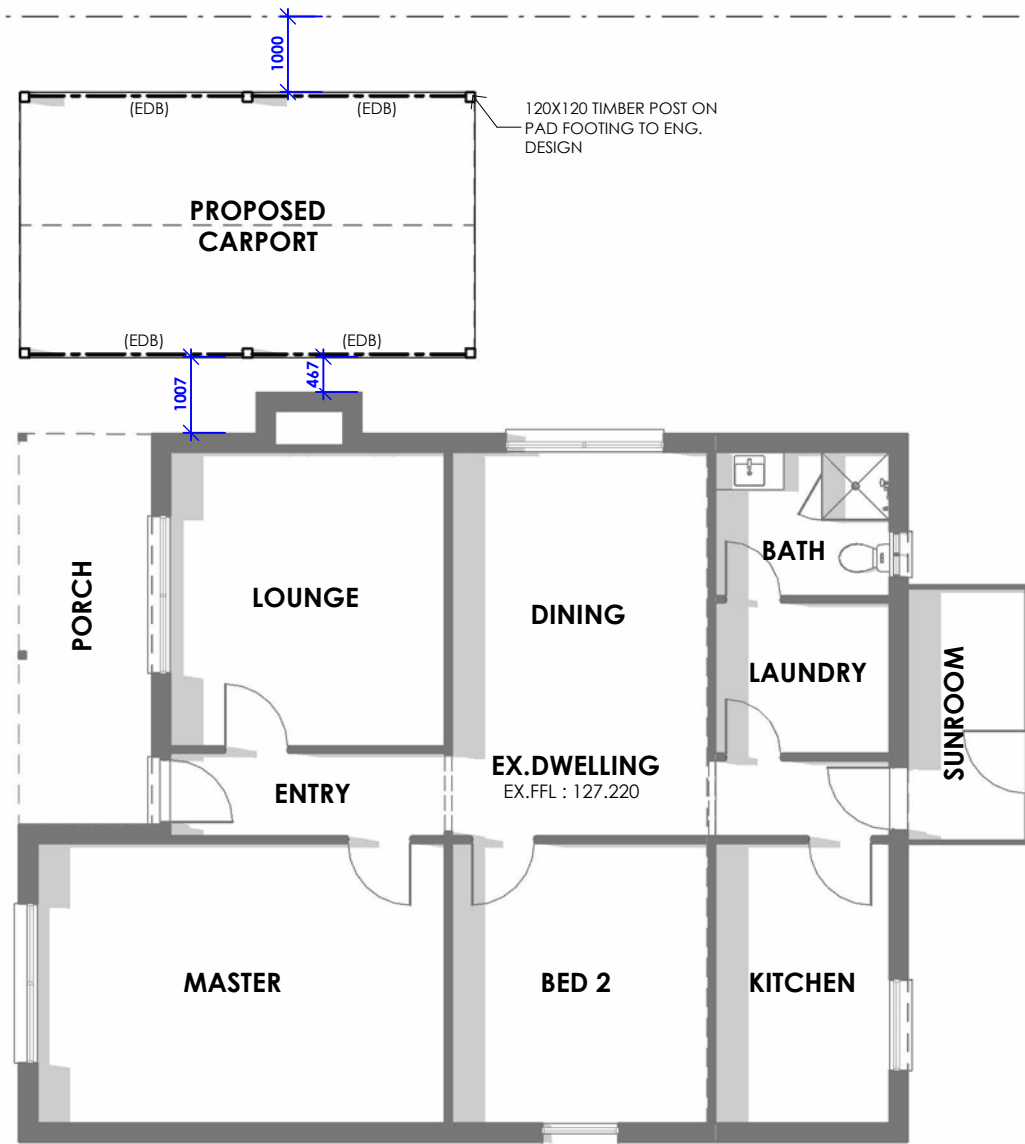
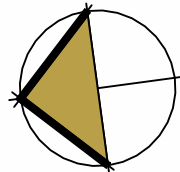






**HARGREAVES**  
DESIGN GROUP

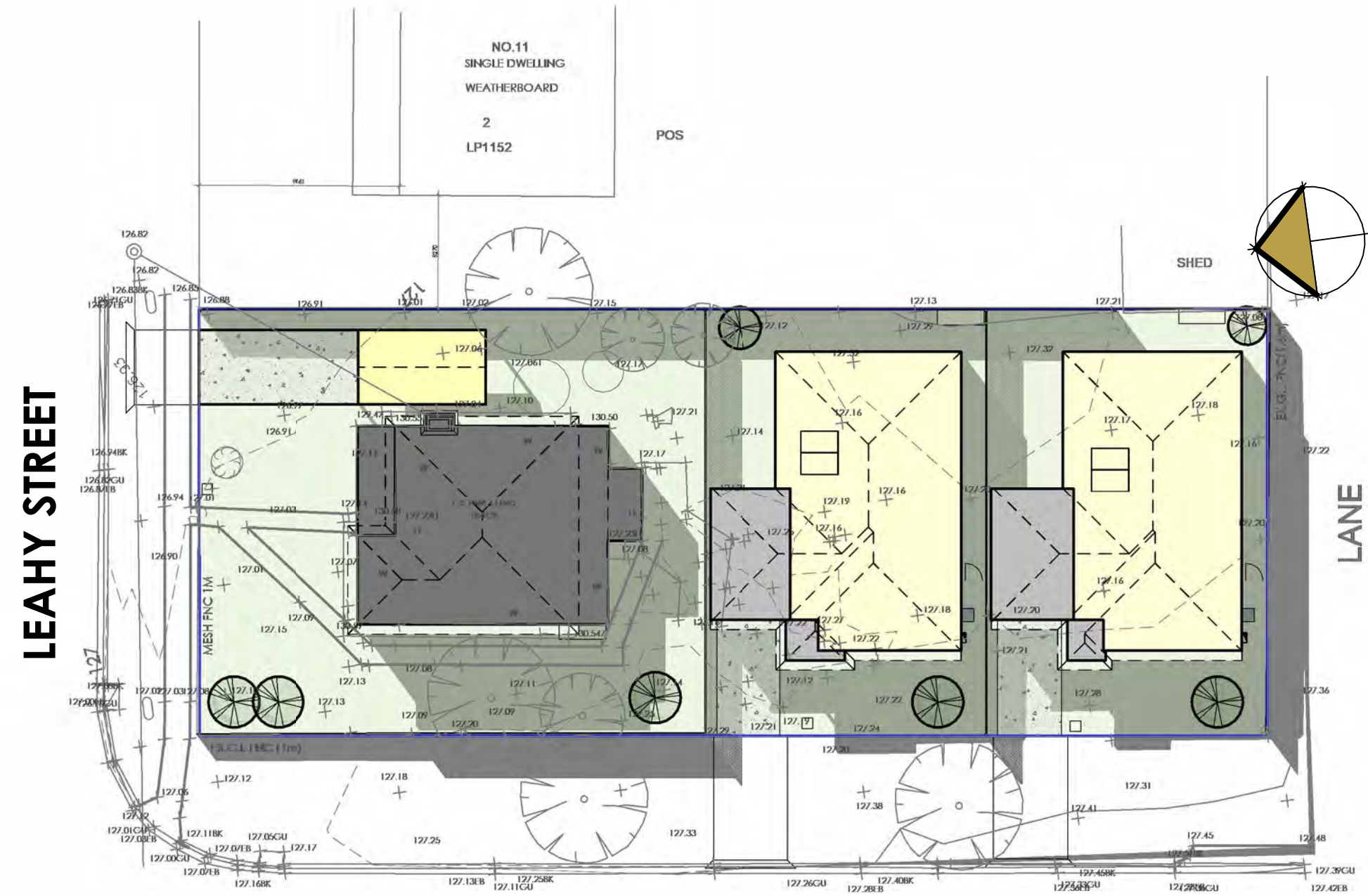




### DUAL OCC FLOOR AREAS

		(sq)
UNIT 1 - EX.GROUND FLOOR	107.13 m <sup>2</sup>	11.53
SUB TOTAL:	107.13 m <sup>2</sup>	11.53
UNIT 1 - PROPOSED CARPORT	21.00 m <sup>2</sup>	2.26
UNIT 1 - EX.PORCH	9.15 m <sup>2</sup>	0.98
TOTAL OTHER	30.15 m <sup>2</sup>	3.25
UNIT 1	137.28 m <sup>2</sup>	14.78
UNIT 2 - GROUND FLOOR	115.94 m <sup>2</sup>	12.48
SUB TOTAL:	115.94 m <sup>2</sup>	12.48
UNIT 2 - GARAGE	22.82 m <sup>2</sup>	2.46
UNIT 2 - PORCH	3.44 m <sup>2</sup>	0.37
TOTAL OTHER	26.26 m <sup>2</sup>	2.83
UNIT 2	142.20 m <sup>2</sup>	15.31
UNIT 3 - GROUND FLOOR	112.90 m <sup>2</sup>	12.15
SUB TOTAL:	112.90 m <sup>2</sup>	12.15
UNIT 3 - GARAGE	23.89 m <sup>2</sup>	2.57
UNIT 3 - PORCH	2.92 m <sup>2</sup>	0.31
TOTAL OTHER	26.81 m <sup>2</sup>	2.89
UNIT 3	139.71 m <sup>2</sup>	15.04

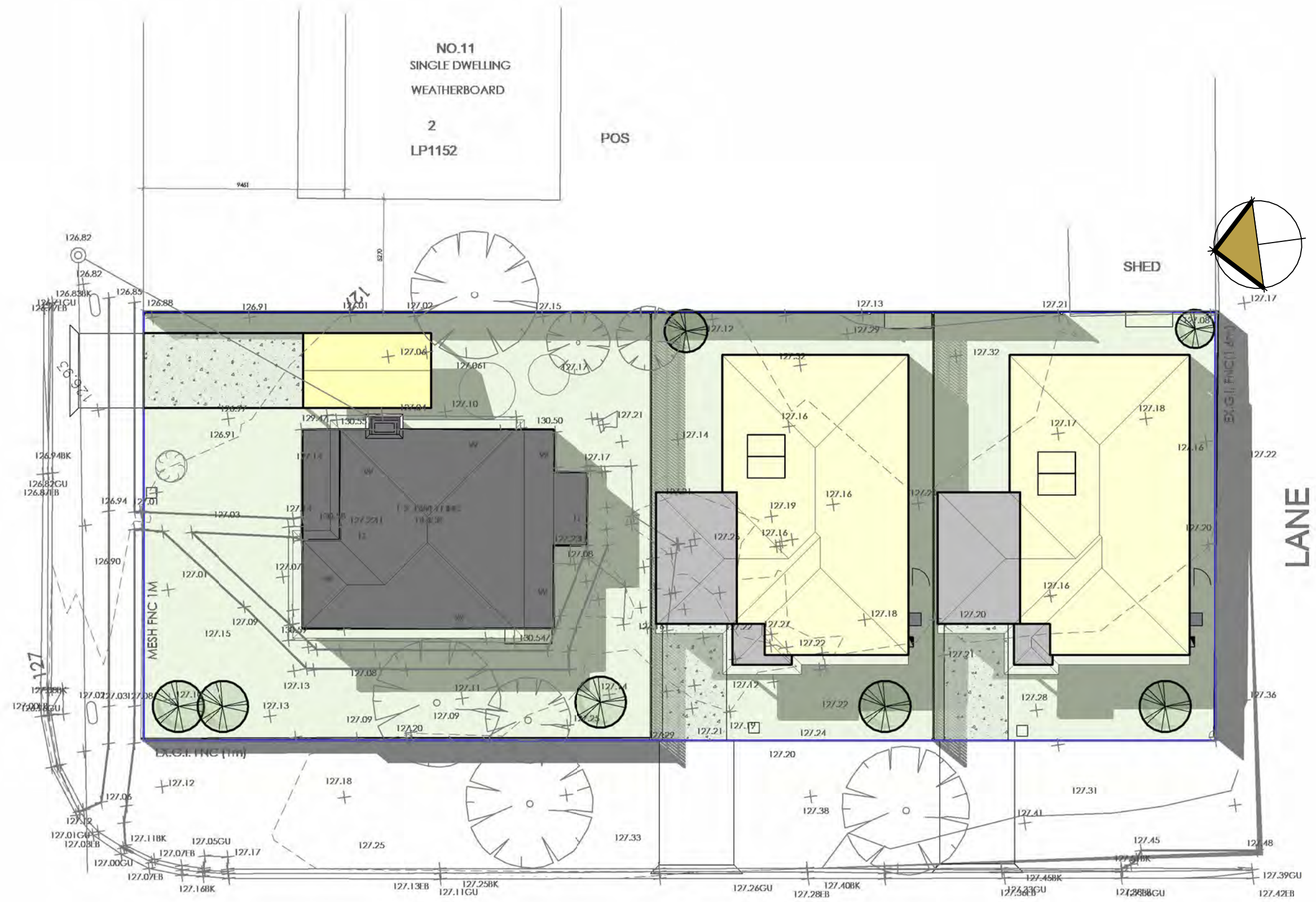




LOCH STREET

SHADOWS SEPT 22 - 9AM

LEAHY STREET



LOCH STREET

SHADOWS SEPT 22 - 11AM

LEAHY STREET



LOCH STREET

SHADOWS SEPT 22 - 12PM

LEAHY STREET



LOCH STREET

SHADOWS SEPT 22 - 3PM



## Attachment 2

### PA1820-2023 - Clause 55 Assessment – 13 Leahy Street Nhill

55.02 NEIGHBOURHOOD CHARACTER AND INFRASTRUCTURE				
<b>55.02-1 Neighbourhood Character</b>	<b>Met?</b>	<b>Standard B1</b>	<b>Met?</b>	<b>Comments</b>
<p><i>To ensure that the design respects the existing neighbourhood character or contributes to neighbourhood character.</i></p> <p><i>To ensure that development responds to the features of the site and the surrounding area</i></p>	Yes	<i>The design response must be appropriate to the neighbourhood and the site.</i>	Yes	<p>As discussed through this report, the character of the area primarily consists of single storey residences on typically 1,000sqm lots with various outbuildings and varied setbacks. Dwelling age, typology and form is also variable in the surrounding area.</p> <p>The proposal represents a small infill development of existing residential allotment, serviced for such purposes. The proposal provides for two new dwellings with conventional built form with appropriate setbacks to Loch Street, while retaining the existing dwelling fronting Leahy Street. This development form is consistent with the broader character despite comprising smaller lots/open space than typically found in the streetscape.</p> <p>For these reasons, it is considered that the proposal is an appropriate intensification in the GRZ having regard to the context of the subject land and surrounding area.</p>
		<i>The proposed design must respect the existing or preferred neighbourhood character and respond to the features of the site</i>	Yes	
<b>55.02-2 Residential Policy</b>	<b>Met?</b>	<b>Standard B3</b>	<b>Met?</b>	<b>Comments</b>

<p><i>To ensure that residential development is provided in accordance with any policy for housing in the Municipal Planning Strategy and the Planning Policy Framework.</i></p> <p><i>To support medium densities in areas where development can take advantage of public transport and community infrastructure and services</i></p>	Yes	<p><i>An application must be accompanied by a written statement to the satisfaction of the responsible authority that describes how the development is consistent with any relevant policy for housing in the Municipal Planning Strategy and the Planning Policy Framework.</i></p>	Yes	<p>A response to relevant Planning Policy has been provided with the application, and applicable policy has been assessed in this report.</p>
<b>55.02-3 Dwelling Diversity</b>	<b>Met?</b>	<b>Standard B3</b>	<b>Met?</b>	<b>Comments</b>
<p><i>To encourage a range of dwelling sizes and types in developments of ten or more dwellings</i></p>	N/A	<p><i>Developments of ten or more dwellings should provide a range of dwelling sizes and types, including:</i></p> <ul style="list-style-type: none"> <li><i>Dwellings with a different number of bedrooms.</i></li> <li><i>At least one dwelling that contains a kitchen, bath or shower, and a toilet and wash basin at ground floor level.</i></li> </ul>	N/A	<p>The development is for two (2) additional dwellings only and a new carport for the existing dwelling.</p>
<b>55.02-4 Infrastructure</b>	<b>Met?</b>	<b>Standard B4</b>	<b>Met?</b>	<b>Comments</b>
<p><i>To ensure development is provided with appropriate utility services and infrastructure.</i></p> <p><i>To ensure development does not unreasonably overload the capacity of utility services and infrastructure.</i></p>	Yes	<p><i>Development should be connected to reticulated services, including reticulated sewerage, drainage, electricity and gas, if available.</i></p>	Yes	<p>All reticulated services are available to the land and will be connected per the requirements of the relevant authority.</p>
		<p><i>Development should not unreasonably exceed the capacity of utility services and infrastructure, including reticulated services and roads.</i></p>	Yes	<p>The development will not unreasonably impact service capacity.</p>
		<p><i>In areas where utility services or infrastructure have little or no spare capacity, developments should provide for the upgrading of or mitigation of the impact on services or infrastructure.</i></p>	Yes	<p>As above.</p>
<b>55.02-5 Integration With The Street</b>	<b>Met?</b>	<b>Standard B5</b>	<b>Met?</b>	<b>Comments</b>

<i>To integrate the layout of development with the street</i>	Yes	<i>Developments should provide adequate vehicle and pedestrian links that maintain or enhance local accessibility.</i>	Yes	Each dwelling is provided with individual vehicular and pedestrian access.
		<i>Development should be oriented to front existing and proposed streets</i>	Yes	The existing dwelling is orientated to Leahy Street and the two proposed dwellings are oriented to Loch Street.
		<i>High fencing in front of dwellings should be avoided if practicable</i>	N/A	No front fencing is proposed
		<i>Development next to existing public open space should be laid out to complement the open space.</i>	N/A	Not applicable.

<b>55.03 SITE LAYOUT AND BUILDING MASSING</b>				
<b>55.03-1 Street Setback</b>	<b>Met?</b>	<b>Standard B6</b>	<b>Met?</b>	<b>Comments</b>
<i>To ensure that the setbacks of buildings from a street respect the existing or preferred neighbourhood character and make efficient use of the site</i>	Yes	<i>The site is on a corner.</i> <ul style="list-style-type: none"> <li><i>Min front setback if there is no building on the abutting allotment facing the front street, 6 metres for streets in a Road Zone, Category 1, and 4 metres for other streets.</i></li> </ul>	Yes	The proposed dwellings are setback 4m from the Loch Street boundary.
		<i>Porches, pergolas and verandahs that are &lt; 3.6m high and eaves may encroach ≤ 2.5m into the setbacks of this standard</i>	Yes	The front porches of the proposed dwellings encroaches 0.450m into the front setback.
<b>55.03-2 Building Height</b>	<b>Met?</b>	<b>Standard B7</b>	<b>Met?</b>	<b>Comments</b>
<i>To ensure that the height of buildings respects the existing or preferred neighbourhood character</i>	Yes	<i>The maximum building height should not exceed 9 metres, unless the slope of the natural ground level at any cross section wider than 8 metres of the site of the building is 2.5 degrees or more, in which case the maximum building height should not exceed 10 metres.</i>	Yes	The dwellings are less than 9m in height.
		<i>Changes of building height between existing buildings and new buildings should be graduated.</i>	Yes	Both dwellings are single storey, consistent with the surrounding streetscape.
<b>55.03-3 Site Coverage</b>	<b>Met?</b>	<b>Standard B8</b>	<b>Met?</b>	<b>Comments</b>
<i>To ensure that the site coverage respects the existing or preferred neighbourhood character and</i>	Yes	<i>The site area covered by buildings should not exceed 60 per cent</i>	Yes	Building site coverage = 41.7%

<i>responds to the features of the site</i>				
<b>55.03-4 Permeability</b>	<b>Met?</b>	<b>Standard B9</b>	<b>Met?</b>	<b>Comments</b>
<i>To reduce the impact of increased stormwater run-off on the drainage system</i>	Yes	<i>The site area covered by the pervious surfaces should be at least 20% of the site</i>	Yes	Permeable area = 52.46%
<i>To facilitate on-site stormwater infiltration</i>		<i>The stormwater management system should be designed to:</i> <ul style="list-style-type: none"> <li>• <i>Meet the current best practice performance objectives for stormwater quality as contained in the Urban Stormwater - Best Practice Environmental Management Guidelines (Victorian Stormwater Committee, 1999).</i></li> <li>• <i>Contribute to cooling, improving local habitat and providing attractive and enjoyable spaces.</i></li> </ul>	Yes	Each dwelling will be required to be connected to a legal point of discharge. Conditions for stormwater management are required by Council's Engineers.
<b>55.03-5 Energy Efficiency</b>	<b>Met?</b>	<b>Standard B10</b>	<b>Met?</b>	<b>Comments</b>
<i>To achieve and protect energy efficient dwellings and residential buildings</i>  <i>To ensure the orientation and layout of development reduce fossil fuel energy use and make appropriate use of daylight and solar energy</i>	Yes	<i>Buildings should be:</i> <ul style="list-style-type: none"> <li>• <i>Orientated to make appropriate use of solar energy</i></li> <li>• <i>Sited and designed to ensure that the energy efficiency of existing dwellings on adjoining lots is not unreasonably reduced.</i></li> <li>• <i>Sited and designed to ensure that the performance of existing rooftop solar energy systems on dwellings on adjoining lots in a General Residential Zone, Neighbourhood Residential Zone or Township Zone are not unreasonably reduced. The existing rooftop solar energy system must exist at the date the application is lodged.</i></li> </ul>	Yes	The existing dwelling orientation and solar access opportunities are not changing. The new dwellings have north, east and west facing windows to all habitable rooms to allow for appropriate solar access. The height and form of the new dwellings will not unreasonably affect solar access on other existing dwellings.

		<i>Living areas and private open space should be located on the north side of the development if practicable</i>	Yes	The SPOS for both the proposed unit 2 and unit 3 is on the North and East. Both areas of SPOS are behind the respective garages.
		<i>Developments should be designed so that solar access to north-facing windows is maximised</i>	Yes	Adequate north facing solar access is available for the two new dwellings.
<b>55.03-6 Open Space</b>	<b>Met?</b>	<b>Standard B11</b>	<b>Met?</b>	<b>Comments</b>
<i>To integrate the layout of the development with any public and communal open space provided in or adjacent to the development</i>	N/A	<i>If any public or communal open space is provided on site, it should:</i> <ul style="list-style-type: none"> <li><i>Be substantially fronted by dwellings, where appropriate</i></li> <li><i>Provide outlook for as many dwellings as practicable</i></li> <li><i>Be designed to protect any natural features on the site</i></li> <li><i>Be accessible and useable</i></li> </ul>	N/A	N/A
<b>55.03-7 Safety</b>	<b>Met?</b>	<b>Standard B12</b>	<b>Met?</b>	<b>Comments</b>
<i>To ensure the layout of development provides for the safety and security of residents and property</i>	Yes	<i>Entrances to dwellings should not be obscured or isolated from the street and internal accessways</i>	Yes	The entrances to each dwelling are readily identifiable from the street.
		<i>Planting which creates unsafe spaces along streets and accessways should be avoided</i>	Yes	No such plantings proposed.
		<i>Developments should be designed to provided good lighting, visibility and surveillance of car parks and internal accessways</i>	Yes	Each car parking space is either contained within a secure garage or in front of the garage which is afforded good passive surveillance from the dwellings and the public realm.
		<i>Private spaces within developments should be protected from inappropriate use as public thoroughfares</i>	Yes	The development does not present opportunity for inappropriate use as a public thoroughfare.
<b>55.03-8 Landscaping</b>	<b>Met?</b>	<b>Standard B13</b>	<b>Met?</b>	<b>Comments</b>

<p><i>To encourage development that respects the landscape character of the neighbourhood</i></p> <p><i>To encourage development that maintains and enhances habitat for plants and animals in locations of habitat importance</i></p> <p><i>To provide appropriate landscaping</i></p> <p><i>To encourage the retention of mature vegetation on the site</i></p>	Yes	<p><i>The landscape layout and design should:</i></p> <ul style="list-style-type: none"> <li><i>Protect any predominant landscape features of the neighbourhood</i></li> <li><i>Take into account the soil type and drainage patterns of the site</i></li> <li><i>Allow for intended vegetation growth and structural protection of buildings</i></li> <li><i>In locations of habitat importance, maintain existing habitat and provide for new habitat for plants and animals</i></li> <li><i>Provide a safe, attractive and functional environment for residents</i></li> </ul> <p><i>Development should provide for the retention or planting of trees, where these are part of the character of the neighbourhood</i></p> <p><i>Development should provide for the replacement of any significant trees that have been removed in the 12 months prior to the application being made</i></p> <p><i>The landscape design should specify landscape themes, vegetation (location and species), paving and lighting</i></p>	Yes	<p>A concept landscape plan is provided in the overall site plan, which shows that meaningful landscaping can be provided on site.</p>
<b>55.03-9 Access</b>	<b>Met?</b>	<b>Standard B14</b>	<b>Met?</b>	<b>Comments</b>
<p><i>To ensure the number and design of vehicle crossovers respects the neighbourhood character</i></p>	Yes	<p><i>The width of accessways or car spaces should not exceed:</i></p> <ul style="list-style-type: none"> <li><i>33% of the street frontage, or</i></li> <li><i>if the width of the street frontage is less than 20m, 40% of the street frontage</i></li> </ul>	Yes	Complies (less than 33%).
		<p><i>No more than one single-width crossover should be provided for each dwelling fronting a street</i></p>	Yes	Complies.
		<p><i>The location of crossovers should maximize the retention of on-street car parking spaces</i></p>	Yes	Crossover locations are designed to minimise impacts on on-street car parking.
		<p><i>The number of access point to a road in a Transport Zone 2 should be minimised</i></p>	N/A	The site does not abut a Transport Zone 2.
		<p><i>Developments must provide access for service, emergency and delivery vehicles</i></p>	Yes	Easy access to each dwelling is provided from the street.



<b>55.03-10 Parking Location</b>	<b>Met?</b>	<b>Standard B15</b>	<b>Met?</b>	<b>Comments</b>
<p>To provide convenient parking for resident and visitor vehicles</p> <p>To protect residents from vehicular noise within developments</p>	Yes	<p>Car parking facilities should:</p> <ul style="list-style-type: none"> <li>• Be reasonably close and convenient to dwellings and residential buildings</li> <li>• Be secure</li> <li>• Be well ventilated if enclosed</li> </ul>	Yes	As above, car parking is provided within garages and in front of garages which is close, convenient and secure for future residents.
		Shared accessways or car parks of other dwellings and residential buildings should be located at least 1.5m from the windows of habitable rooms. This setback may be reduced to 1m where there is a fence at least 1.5m high or where window sills are at least 1.4m above the accessway	N/A	No shared accessways or car parking spaces are proposed.

<b>55.04 AMENITY IMPACTS</b>				
<b>55.04-1 Side And Rear Setback</b>	<b>Met?</b>	<b>Standard B17</b>	<b>Met?</b>	<b>Comments</b>
<p>To ensure that the height and setback of a building from a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings</p>	Yes	A new building not on or within 200mm of a boundary should be set back from side or rear boundaries 1 metre, plus 0.3 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres.	Yes	The dwellings are under 3.6m in height and are setback at least 1m from the side and rear boundaries.
		Sunblinds, verandahs, porches, eaves, fascias, gutters, masonry chimneys, flues, pipes, domestic fuel or water tanks, and heating or cooling equipment or other services may encroach not more than 0.5m into the setbacks of this standard	N/A	None of these elements encroach within the setbacks required by this standard.
		Landings having an area of not more than 2sqm and less than 1m high, stairways, ramps, pergolas, shade sails and carports may encroach into the setbacks of this standard	N/A	No landings are proposed within the side setback area.
<b>55.04-2 Wall On Boundaries</b>	<b>Met?</b>	<b>Standard B18</b>	<b>Met?</b>	<b>Comments</b>
<p>To ensure that the location, length and height of a wall on a boundary respects the existing or preferred</p>	N/A	A new wall constructed on or within 200mm of a side or rear boundary of a lot or a carport constructed on or within 1 metre of a side or rear boundary of a lot should not abut the boundary for a length of more than:	Yes	The garage walls of unit 2 and unit 3 will within 200m of the new internal boundaries, but the length of the walls is within the required limits.

neighbourhood character and limits the impact on the amenity of existing dwellings		<ul style="list-style-type: none"> <li>10 metres plus 25 per cent of the remaining length of the boundary of an adjoining lot, or</li> <li>Where there are existing or simultaneously constructed walls or carports abutting the boundary on an abutting lot, the length of the existing or simultaneously constructed walls or carports, whichever is the greater.</li> </ul>		
		A new wall or carport may fully abut a side or rear boundary where slope and retaining walls or fences would result in the effective height of the wall or carport being less than 2 metres on the abutting property boundary.	N/A	N/A
		The height of a new wall constructed on or within 200mm of a side or rear boundary or a carport constructed on or within 1 metre of a side or rear boundary should not exceed an average of 3.2 metres with no part higher than 3.6 metres unless abutting a higher existing or simultaneously constructed wall.	Yes	The walls of the garages of Proposed unit 2 and unit 3 are 200mm from the side boundaries and will have a height of 2790mm. The eaves will extend to the side boundaries.
<b>55.04-3 Daylight To Existing Windows</b>	<b>Met?</b>	<b>Standard B19</b>	<b>Met?</b>	<b>Comments</b>
To allow adequate daylight into existing habitable room windows	Yes	Buildings opposite an existing habitable room window should provide for a light court to the existing window that has a minimum area of 3sqm and minimum dimensions of 1m clear to the sky. The calculation of the area may include land on the abutting lot	Yes	All existing habitable room windows will have access to the requisite light court.
		Walls or carports more than 3m in height opposite an existing habitable room window should be set back from the window at least 50% of the height of the new wall if the wall is within a 55° arc from the centre of the existing window. The arc may be swung to within 35° of the plane of the wall containing the existing window.  Where the existing window is above ground floor level, the wall height is	N/A	Not applicable to this development.

		<p><i>measured from the floor level of the room containing the window</i></p> <p><i>Refer to Diagram B2</i></p>		
<b>55.04-4 North Facing Windows</b>	<b>Met?</b>	<b>Standard B20</b>	<b>Met?</b>	<b>Comments</b>
<i>To allow adequate solar access to existing north-facing habitable room windows</i>	Yes	<p><i>If a north-facing habitable window of an existing dwelling is within 3m of a boundary on an abutting lot, a building should be setback from the boundary 1m, plus 0.6m for every metre of height over 3.6m up to 6.9m, plus 1m for every metre of height over 6.9m, for a distance of 3m from the edge of each side of the window.</i></p> <p><i>A north-facing window is a window with an axis perpendicular to its surface oriented north 20 degrees west to north 30 degrees east.</i></p> <p><i>Refer to Diagram B3</i></p>	N/A	There are no north facing windows of existing dwellings within 3m of a boundary on an adjoining lot.
<b>55.04-5 Overshadow Open Space</b>	<b>Met?</b>	<b>Standard B21</b>	<b>Met?</b>	<b>Comments</b>
<i>To ensure buildings do not significantly overshadow existing secluded private open space</i>	Yes	<i>Where sunlight to secluded private open space of an existing dwelling is reduced, at least 75%, or 40sqm with minimum dimension of 3m, whichever is the lesser area, of the secluded private open space should receive a minimum of five hours of sunlight between 9am and 3pm on 22 September</i>	Yes	The proposed development will not result in any additional overshadowing to existing areas of private open space.
		<i>If existing sunlight to the secluded private open space of an existing dwelling is less than the requirements of this standard, the amount of sunlight should not be further reduced</i>	N/A	Not applicable.
<b>55.04-6 Overlooking</b>	<b>Met?</b>	<b>Standard B22</b>	<b>Met?</b>	<b>Comments</b>
<i>To limit views into existing secluded private open space</i>	Yes	<i>A habitable room window, balcony, terrace, deck or patio should be located and designed to avoid</i>	Yes	As the dwellings are single storey and the land is relatively flat, overlooking will not occur from the

<i>and habitable room windows</i>		<i>direct views into the secluded private open space of an existing dwelling within a horizontal distance of 9m (measured at ground level) of the window, balcony, terrace, deck or patio. Views should be measured within a 45° angle from the plane of the window or perimeter of the balcony, terrace, deck or patio, and from a height of 1.7m above the floor level</i>		proposed dwellings and will be suitably mitigated by existing and proposed boundary fencing.
		<i>A habitable room window, balcony, terrace, deck or patio with a direct view into a habitable room window of an existing dwelling within a horizontal distance of 9m (measured at ground level) of the window, balcony, terrace, deck or patio should be either:</i> <ul style="list-style-type: none"> <li><i>offset a minimum of 1.5m from the edge of one window to the edge of the other</i></li> <li><i>have sill heights of at least 1.7m above floor level</i></li> <li><i>have fixed, obscure glazing in any part of the window below 1.7m above floor level</i></li> <li><i>have permanently fixed external screens to at least 1.7m above floor level and be no more than 25% transparent</i></li> </ul>	N/A	As above.
		<i>Obscure glazing in any part of the window below 1.7m above floor level may be openable provided that there are no direct views as specified in this standard</i>	N/A	As above.
		<i>Screens used to obscure a view should be:</i> <ul style="list-style-type: none"> <li><i>perforated panels or trellis with a maximum of 25% openings or solid translucent panels</i></li> <li><i>permanent, fixed and durable</i></li> <li><i>designed and coloured to blend with the development</i></li> </ul>	N/A	As above.
<b>55.04-7 Internal Views</b>	<b>Met?</b>	<b>Standard B23</b>	<b>Met?</b>	<b>Comments</b>
<i>To limit views into the secluded private open space and habitable room windows of dwellings and</i>	Yes	<i>Windows and balconies should be designed to prevent overlooking of more than 50% of the secluded private open space of a lower-level dwelling or residential building</i>	Yes	As above, boundary fencing is proposed to limit internal views between dwellings.

<i>residential buildings within a development</i>		<i>directly below and within the same development</i>		
<b>55.04-8 Noise Impacts Objective</b>	<b>Met?</b>	<b>Standard B24</b>	<b>Met?</b>	<b>Comments</b>
<i>To contain noise sources in developments that may affect existing dwellings</i>	Yes	<i>Noise sources, such as mechanical plant, should not be located near boundaries of immediately adjacent existing dwellings</i>	Yes	Standard domestic equipment such as air conditioners and hot water tanks will be suitably located to minimise noise.
<i>To protect residents from external noise</i>		<i>Noise sensitive rooms and secluded private open spaces of new dwellings and residential buildings should take account of noise sources on immediately adjacent properties</i>	Yes	The site is located in a typical residential area with typical noise sources and emissions.
		<i>Dwellings and residential buildings close to busy roads, railway lines or industry should be designed to limit noise levels in habitable rooms</i>	Yes	The subject land is not located near a busy road or industry.

<b>55.05 ON-SITE AMENITY AND FACILITIES</b>				
<b>55.05-1 Accessibility</b>	<b>Met?</b>	<b>Standard B25</b>	<b>Met?</b>	<b>Comments</b>
<i>To encourage the consideration of the needs of people with limited mobility in the design of developments</i>	Yes	<i>The dwelling entries of the ground floor of dwellings and residential buildings should be accessible or able to be easily made accessible to people with limited mobility.</i>	Yes	Each dwelling entry is at ground level and could easily be made accessible to persons with limited mobility.
<b>55.05-2 Dwelling Entry</b>	<b>Met?</b>	<b>Standard B26</b>	<b>Met?</b>	<b>Comments</b>
<i>To provide each dwelling or residential building with its own sense of identity</i>	Yes	<i>Entries to dwellings and residential buildings should:</i> <ul style="list-style-type: none"> <li><i>be visible and easily identifiable from streets and other public areas</i></li> <li><i>provide shelter, a sense of personal address and a transitional space around the entry</i></li> </ul>	Yes	Each entry is readily identifiable and visible from the street and provides a porch/verandah as a transitional space.
<b>55.05-3 Daylight To New Windows</b>	<b>Met?</b>	<b>Standard B27</b>	<b>Met?</b>	<b>Comments</b>
<i>To allow adequate daylight into new habitable room windows</i>	Yes	<i>A window in a habitable room should be located to face:</i> <ul style="list-style-type: none"> <li><i>an outdoor space or a light court with a minimum area of 3sqm and minimum dimension of 1m clear to the sky, not including land on an abutting lot, or</i></li> </ul>	Yes	All new habitable room windows are provided with the requisite light courts.

		<ul style="list-style-type: none"> <li>a verandah provided it is open for at least one third its perimeter, or</li> <li>a carport provided it has two or more open sides and is open for at least one third of its perimeter</li> </ul>		
<b>55.05-4 Private Open Space</b>	<b>Met?</b>	<b>Standard B28</b>	<b>Met?</b>	<b>Comments</b>
To provide adequate private open space for the reasonable recreation and service needs of residents	Yes	<p>A dwelling or residential building should have private open space:</p> <ul style="list-style-type: none"> <li>an area of 40sqm, with one part secluded at the side or rear with a min area of 25sqm, a min dimension of 3m and convenient access from a living room, or</li> <li>a balcony of 8sqm with a min width of 1.6m and convenient access from a living room, or</li> <li>a roof-top area of 10sqm with a min width of 2m and convenient access from a living room</li> </ul>	Yes	Each proposed dwelling has a total POS area of 60 m <sup>2</sup> with SPOS equating to 27m <sup>2</sup> with a minimum dimension of 3.2m and direct access from a living room and is facing north. The existing dwelling has POS area of 145 m <sup>2</sup> and SPOS of 160 m <sup>2</sup> , with a minimum dimension of 3m.
<b>55.05-5 Solar Access To Open Space</b>	<b>Met?</b>	<b>Standard B29</b>	<b>Met?</b>	<b>Comments</b>
To allow solar access into the secluded private open space of new dwellings and residential buildings	Yes	The private open space should be located on the north side of the dwelling or residential buildings	Yes	The secluded private open space (SPOS) is located on the north and east sides of unit 2 and unit 3. The SPOS for the existing dwelling is to the east and west.
		<p>The southern boundary of secluded private open space should be set back from any wall on the north of the space at least (2 + 0.9h) metres, where 'h' is the height of the wall</p> <p>Refer to Diagram B29</p>	Yes	Complies.
<b>55.05-6 Storage</b>	<b>Met?</b>	<b>Standard B30</b>	<b>Met?</b>	<b>Comments</b>
To provide adequate storage facilities for each dwelling	Yes	Each dwelling should have convenient access to at least 6m <sup>3</sup> of externally accessible, secure storage space	Yes	Each dwelling is provided with a 6m <sup>3</sup> storage shed in the rear SPOS.

#### 55.06 DETAILED DESIGN

<b>55.06-1 Design Detail</b>	<b>Met?</b>	<b>Standard B31</b>	<b>Met?</b>	<b>Comments</b>
To encourage design detail that respects the existing or	Yes	<p>The design of buildings, including:</p> <ul style="list-style-type: none"> <li>Facade articulation and detailing,</li> </ul>	Yes	The existing and two proposed dwellings are single storey, commensurate with the prevailing streetscape of a scale and intensity

<i>preferred neighbourhood character</i>		<ul style="list-style-type: none"> <li>Window and door proportions,</li> <li>Roof form, and</li> <li>Verandahs, eaves and parapets,</li> </ul> <i>should respect the existing or preferred neighbourhood character.</i>		appropriate for the location for the reasons discussed in this assessment.
		<i>Garages and carports should be visually compatible with the development and the existing or preferred neighbourhood character</i>	Yes	The garage for each dwelling integrates with the built form of the respective dwellings, and will not dominate the streetscape from Loch Street.
<b>55.06-2 Front Fences</b>	<b>Met?</b>	<b>Standard B32</b>	<b>Met?</b>	<b>Comments</b>
<i>To encourage front fence design that respects the existing or preferred neighbourhood character</i>	N/A	<i>The design of front fences should complement the design of the dwelling and any front fences on adjoining properties</i>	N/A	No front fencing proposed.
		<i>A front fence within 3m of a street should not exceed:</i> <ul style="list-style-type: none"> <li>Streets in a Road Zone – 2m</li> <li>Other Streets – 1.5m</li> </ul>	N/A	No front fencing proposed.
<b>55.06-3 Common Property</b>	<b>Met?</b>	<b>Standard B33</b>	<b>Met?</b>	<b>Comments</b>
<i>To ensure that communal open space, car parking, access lanes and site facilities are practical, attractive and easily maintained</i>  <i>To avoid future management difficulties in areas of common ownership</i>	N/A	<i>Developments should clearly delineate public, communal and private areas</i>	N/A	No common property is proposed
		<i>Common property, should be functional and capable of efficient management</i>	N/A	No common property is proposed.
<b>55.06-4 Site Service</b>	<b>Met?</b>	<b>Standard B34</b>	<b>Met?</b>	<b>Comments</b>
<i>To ensure that site services can be installed and easily maintained</i>  <i>To ensure that site facilities are accessible, adequate and attractive</i>	Yes	<i>The design and layout of dwellings and residential buildings should provide sufficient space (including easements where required) and facilities for services to be installed and maintained efficiently and economically</i>	Yes	The design of the dwellings provides sufficient space for all services to be accommodated and maintained efficiently and economically, including in easements if required.
		<i>Bin and recycling enclosures, mailboxes and other site facilities should be adequate in size, durable, waterproof and blend in with the development</i>	Yes	All such site facilities are of appropriate size, sited appropriately and integrate with the development.

		<i>Bin and recycling enclosures should be located for convenient access</i>	Yes	Bin storage is readily accommodated at the side of each dwelling, easily accessible and moveable to the street frontage and not visible from the street.
		<i>Mailboxes should be provided and located for convenient access</i>	Yes	Mailboxes are appropriately located, clearly identifiable for each dwelling and conveniently accessible.



## Attachment 3

### PA1820-2023 - Clause 56 Assessment – 13 Leahy Street Nhill

#### Clause 56.02 – Policy Implementation

Clause & objective	Standard Met	Objectives Met
Clause 56.02-1 Strategic implementation objective – Standard C1	N/A	N/A

#### Clause 56.03 – Liveable and Sustainable Communities

Clause & objective	Standard Met	Objectives Met
Clause 56.03-1 Compact and walkable neighbourhoods objectives – Standard C2	N/A	N/A
Clause 56.03-2 – Activity Centre objective – Standard C3	N/A	N/A
Clause 56.03-3 – Planning for community facilities objective – Standard C4	N/A	N/A
Clause 56.03-4 Built Environment Objective – Standard C5	N/A	N/A
Clause 56.03-5 Neighbourhood character objective – Standard C6	Yes – the subdivision is associated with the development of two new dwellings and will create smaller lots than prevailing lot sizes in the area. However, the subdivision will adequately respect the existing neighbourhood character	Yes

#### Clause 56.04 Lot Design

Clause & objective	Standard Met	Objectives Met
Clause 56.04-1 Lot diversity and distribution objectives- Standard C7	Yes – Lot 1 - 479.5m <sup>2</sup> , Lot 2 – 265.32m <sup>2</sup> & Lot 3 – 265.32m <sup>2</sup> , which is a higher lot density for proposed Lots 2 and 3 but is acceptable to allow greater	Yes

	lot diversity and infill residential development.	
Clause 56.04-2 Lot area and building envelopes objective – Standard C8	Yes	Yes
Clause 56.04-3 Solar orientation of lots objectives – Standard C9	Yes	Yes
Clause 56.04-4 Street orientation objective – Standard C10	Yes – Lot 1 will be orientated to Leahy Street and Lots 2 and 3 will be orientated to Loch Street.	Yes
Clause 56.04-5 Common area objectives – Standard C11	N/A	N/A

### Clause 55.05 Urban Landscape

Clause & objective	Standard Met	Objective Met
Clause 56.05-1 Integrated urban landscape objectives – Standard C12	Yes – conditions required	Yes
Clause 56.05-2 Public open space provision objectives – Standard C13	N/A	N/A

### Clause 56.06 Access and Mobility Management

Clause & objective	Standard Met	Objective Met
Clause 56.06-1 Integrated mobility objectives – Standard C14	N/A	N/A
Clause 56.06-2 Walking and cycling network objectives – Standard C15	Yes	Yes
Clause 56.06-3 Public transport network objectives – Standard C16	N/A	N/A
Clause 56.06-4 Neighbourhood street network objective – Standard C17	Yes	Yes
Clause 56.06-5 Walking and cycling network detail objectives – Standard C18	Yes	Yes
Clause 56.06-6 Public transport network detail objectives – Standard C19	N/A	N/A
Clause 56.06-7 Neighbourhood street	Yes	Yes

network detail objective – Standard C20		
Clause 56.06-8 Lot access objective – Standard C21	Yes – new crossovers to be constructed to Council standards.	Yes

#### **Clause 56.07 Integrated Water Management**

Clause & objective	Standard Met	Objective Met
Clause 56.07-1 Drinking water supply objective – Standard C22	Yes – conditions required	Yes
Clause 56.07-2 Reused and recycled water objective – Standard C23	Not proposed	Not proposed
Clause 56.07-3 Waste water management objective – Standard C24	Yes – conditions required	Yes
Clause 56.07-4 Stormwater management objectives - Standard C25	Yes – conditions required	Yes

#### **Clause 56.08 Site Management**

Clause & objective	Standard Met	Objective Met
Clause 56.08-1 Site management objectives – Standard C26	Yes - condition required	Yes

#### **Clause 56.09 Utilities**

Clause & objective	Standard Met	Objective Met
Clause 56.09-1 Shared trenching objectives – Standard C27	Yes	Yes
Clause 56.09-2 Electricity, telecommunications and gas objectives – Standard C28	Yes – conditions required	Yes
Clause 56.09-3 Fire Hydrants objective – Standard C29	Yes	Yes
Clause 56.09-4 Public lighting objective – Standard C30	Yes – no new public lighting required	Yes

Project Number	Date Received	Council Meeting	Doc ID	Organisation	Project Name (Description?)	Amount Requested	Total Project Cost	In-Kind/Cash Contribution	Eligible (Y/N)	Community Need 4	Community Wellbeing 3	Social Connectedness 3	Economic Benefit 3	Community Participation 3	Risk Assessment 2	Project summary 4	Acknowledgement 2	Quotes/ Information 1	Budget and In-Kind 1	Total Assessment Score (out of 26)	Community/ Council Plan Reference	Recommended Allocation \$500	Allocated Amount
1	12/09/2023	October	402049	Dimboola Art Inc.	Tower park hosts a 1970's disco party to unite people through dancing and music. Funding towards PA and DJ hire.	\$500.00	\$1,660.00	\$1,160.00	Y	3	2	3	2	2	2	3	2	1	1	21		\$500.00	
																					Total:	\$500.00	



Hindmarsh Shire Council  
Community Action Grants

Community Assistance

Project Number	Date Received	Council Meeting	Doc ID	Organisation	Project Name (Description?)	Amount Requested	Total Project Cost	Cash/in kind Contribution	Eligible (Y/N)	Reason for Ineligibility	WHY				WHAT				HOW		Total Assessment Score	Community/ Council Plan Reference	Recommended Allocation \$1,000.00	Allocated Amount
											Community Need 4	Community Wellbeing 3	Social Connectedness 3	Economic Benefit 3	Community Participation 3	Risk Assessment 2	Project summary 4	Acknowledgement 2	Quotes / Information 1	Budget (BS) and In-Kind 1				
1	31/08/2023	October	402038	Country Fire Authority Nhill Brigade	Purchasing of Milwaukee Light Tower and Battery Charger with additional batteries	\$1,060.91	\$1,167.00	\$106.09	Y	N/A	4	3	1	1	2	2	4	2	1	1	21		\$1,000.00	
2	31/08/2023	October	402039	Nhill Senior Citizens	Purchase of new meal and bingo tables that are safer to move and lift	\$300.00	\$300.00	\$0.00	Y	N/A	4	2	3	0	2	2	4	2	1	1	21		\$300.00	
3	28/09/2023	October	402051	Dimboola Basketball Association	Purchase of a pie warmer and deep freezer	\$1,000.00	\$1,400.00	\$400.00	Y	N/A	3	2	3	2	2	2	3	2	1	1	21		\$1,000.00	
4	29/09/2023	October	402040	Nhill Golf Club	18 New Golf hole flags with logo embroidery	\$984.00	\$984.00	\$0.00	y	N/A	3	2	2	1	3	2	4	2	1	1	21		\$984.00	
5	25/09/2023	October	402041	Nhill RSL Sub Branch	Flags and Flag poles	\$1,000.00	\$1,000.00	\$0.00	y	N/A	4	2	3	1	2	1	4	2	1	1	21		\$1,000.00	
6	20/09/2023	October	402042	Nhill Bowling Club	3 Piece Milwaukee Combination Kit	\$1,000.00	\$1,078.00	\$78.00	y	N/A	3	3	3	2	3	2	4	2	1	1	24		\$1,000.00	
7	29/09/2023	October	402045	Dimboola Bowling Club Jeparit & District	Super Bird Xpellar	\$1,000.00	\$1,700.00	\$700.00	y	N/A	3	3	3	2	3	0	4	2	0	1	21		\$1,000.00	
8	27/09/2023	October	402044	Bowling Club Nhill and District	Laptop and Printer	\$1,000.00	\$1,125.00	\$125.00	y	N/A	3	3	3	2	3	0	4	2	1	1	22		\$1,000.00	
9	26/09/2023	October	402046	Sporting Club	lpad for square purchasing system	\$447.00	\$447.00	\$0.00	y	N/A	3	3	3	3	3	0	2	1	1	1	20		\$447.00	

Project Number	Date Received	Council Meeting	Doc ID	Organisation	Project Name (Description?)	Amount Requested	Total Project Cost	Contribution	Eligible (Y/N)	WHY 30%		WHAT 30%			HOW 40%				Total Assessment Score (22)	Recommended Allocation for Funding Round two	Allocated Amount	Completion Report Submitted	Extension Date	Comments
										Demonstrated need	How will the project improve the business operations and economic situation?	Project summary	Risk Assessment	Acknowledgement	Quotes/ Information	Measure of success	Budget / In-kind contribution complete	Provided all information						
										3	3	4	2	2	2	2	2	2	22					
1	29/09/2023	25/10/2023		Tiny Goats and Co	Business Development- Disability Toilet	\$1,800.00	\$ 2,800.00	\$ 1,000.00	y	3	3	4	2	2	2	2	2	2	22	\$1,800.00				
2	28/09/2023	25/10/2023		Armand Von Benecke	Business Development-OHS Training	\$600.00	\$ 1,101.12	\$ 501.12	y	3	3	3	2	1	2	1	2	2	19	\$600.00				
3	28/09/2023	25/10/2023		Deckert Group	Business Development-Laptop Purchase	\$2,000.00	\$2,679.00	\$679.00	y	2	2	3	1	2	2	1	2	2	17	\$2,000.00				
						\$4,400.00	\$ 6,580.12	\$ 2,180.12												\$ 4,400.00				



2023



# GOOD GOVERNANCE FRAMEWORK



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## About Good Governance

Governance is the processes and culture that guide the activities of an organisation beyond its basic legal obligations. Good governance is important because it supports Councils to make decisions and to act in the best interests of the community.

## Principles of Good Governance

**Driven by a clear vision:** A clear vision defines the priorities and aspirations of the community and enables Council to ensure the best interests of the community are at the centre of the decision-making process.

**Transparent:** People should be able to follow and understand the decision-making process. This means that information, advice and consultation, that Council considers, as well as any legislative requirements Council follows, should be readily available for reference.

**Accountable:** Accountability is a fundamental requirement of good governance. Local government has an obligation to report, explain and be answerable for the consequences of decisions it has made on behalf of the community it represents. Embedding ways to ensure responsibility for own actions, where decisions are delegated to the right people with the right authority promotes accountability.

**Follows the rule of law:** This means that decisions are consistent with relevant legislation or common law and are within the powers of Council. Relevant legislation includes, but is not limited to, the *Local Government Act 2020*. Council must ensure compliance with the basic legal obligations and, furthermore, that it acts with the highest ethical standards.

**Responsive:** Good governance is responsive. Council will always try to serve the needs of the entire community, while balancing competing interests in a timely, appropriate and responsive manner.

**Participatory:** Council believes it is important to consider the views of a community when making decisions about projects and resources that affect their local area or the community as a whole. Community consultation complements, but does not replace, the decision-making role of Council.

**Equitable and inclusive:** A community's well-being results from all of its members feeling their interests have been considered by Council in the decision-making process. Community members should be able to see and understand where their interests have been considered in Council's decision-making process. This means that all groups, particularly the most vulnerable, should have opportunities to participate in the process through carrying out meaningful community engagement and fostering positive relationships both internally and externally with our community.

**Effective and efficient:** Council strives to implement decisions and follow processes that make the best use of the available people, resources and time to ensure the best possible results for the community. A culture of continuous improvement will contribute to the effective and efficient operation of Council.

The principles of good governance can then be applied and achieved through:

- Clearly defined roles, responsibilities and relationships;
- Integrated organisational planning, monitoring and performance – developing strategic and operational plans to guide the delivery of work; and
- An organisational structure to support their delivery;

- Processes that are put in place for making and implementing decisions, to ensure they are made in a fair, rational, informed and transparent way;
- Legal and ethical compliance and that rules, systems and processes are in place, appropriately documented, followed and regularly reviewed; and,
- Leadership fosters a constructive and ethical culture.

## Why is good governance important?

Good governance is important as it gives the local community confidence in Council and promotes confidence that elected members have in the organisation and its decision-making processes. Good governance also leads to better and more efficient decisions, helps local government meet its legislative responsibilities and provides an ethical basis for decision-making.

### **Good governance:**

- Serves the public's interest;
- Promotes community confidences;
- Helps meet responsibilities, including legislative, and measures outcomes to account for performance;
- Supports ethical decision making that ensures decisions are made that consider the interests of the whole community;
- Promotes public trust and gives the local community confidence in Council and how we operate;
- Seeks to achieve a level of mutual respect and trust between the mayor and Councillors, and the Chief Executive Officer (CEO) and staff;
- Provides the mayor and Councillors confidence that the advice provided by staff and that they can trust their views and decisions will be respected;
- Encourages staff to be confident to provide honest advice about issues that require consideration, knowing that their professional opinion is acknowledged and respected; and,
- Leads to better decisions that withstand public scrutiny.

Members of the community are more likely to accept a decision they do not agree with if good governance processes are followed and decisions are made based on full information and data, consideration of stakeholder views and through open and honest debate.

## Consequences of poor governance

There are many compelling reasons why good governance is critical for Council. However, it is important to understand the results of poor governance can pave the way for a range of undesirable and potentially corrupt and criminal conduct that can significantly impact on the people within Council and also the community. Damage to Council's reputation and the community's level of trust are understated consequences of poor governance.

### **Poor governance practices can result in:**

- Inefficient operations of Council, reducing services to the community;
- Policies and procedures that are not followed appropriately or completely ignored;
- More opportunities for fraudulent behaviour from a lack of controls in place;
- Poor practice or performance going undetected or not addressed;
- Misuse of public funds and assets for personal benefit, which takes away from the community;

- Toxic cultures resulting in personal costs that are difficult to accurately measure, such as, high turnover, increased sick leave, stress, anxiety and the triggering of other mental health issues and destructive behaviours;
- Loss of confidence by staff in decision-making;
- Low levels of confidence of action being taken with regard to reporting of undesirable, corrupt or fraudulent behaviour due to fear of personal consequences (such as loss of employment);
- Decisions being made based on biased and incomplete information that are difficult to hold up to public scrutiny;
- Lack of public trust and associated media coverage and reputational damage to Council; and,
- Dysfunction in relationships and other undesirable behaviours such as bullying, harassment or poor communications.

## Role of Local Government

The governance framework for Hindmarsh Shire Council is largely determined by the *Local Government Act 2020* (**LGA 2020**). Section 8(1) of the Act states that “the role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community”.

Section 9(2) requires a Council to give effect to the following overarching governance principles:

- a) Council decisions are to be made and actions taken in accordance with the relevant law.
- b) Priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- c) The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.
- d) The municipal community is to be engaged in strategic planning and strategic decision-making.
- e) Innovation and continuous improvement is to be pursued.
- f) Collaboration with other Councils and governments and statutory bodies is to be sought.
- g) The ongoing financial viability of Council is to be ensured.
- h) Regional, state and national plans and policies are to be taken into account in strategic planning and decision making.
- i) The transparency of Council decisions, actions and information is to be ensured.

## Management and Oversight

Hindmarsh Shire Council is governed by an elected Council, comprising six Councillors who are elected every four years for a four-year term.

The *Local Government Act 2020* (LGA 2020) clearly distinguishes between the roles and responsibilities of Council and elected Councillors and the administrative arm (Council employees) of local government.

The primary role of Councillors is to focus on policy development and strategic delivery of services in the public interest. Council decisions are made to direct the work of the organisation and realise the planned goals that are set out in Council Plan.

The internal day-to-day work of local government is carried out by staff members under the direction of the CEO. This operational work is guided by the decisions of Council made at a formally constituted meeting of Council. In this respect, some of the key decisions Council will make involve the adoption of Council Plan, the annual budget and various plans and strategies.

## Roles, responsibilities and relationships

Many Council officers hold positions that require specialised knowledge and skills and are required to provide information, advice, and recommendations to the best of their professional ability.

Sharing this knowledge with Councillors is a key part of ensuring Council has the information it needs to make informed decisions.

It is important to note that Councillors cannot direct or improperly influence, or attempt to direct or improperly influence, the functions, duties, actions, recommendations, or advice provided by Council officers.

Improper direction and improper influence are covered under Section 8 of the Act and Council's **Councillor Interaction with Staff Policy** and corresponding operational **Working with Councillors Policy**.

To facilitate the efficient functioning of Council, and ensure timely responses, the CEO has put in place a protocol that requires Councillors to direct all their enquiries to the CEO (or in some cases the Executive Assistant), or the appropriate Director. Persistent failure to follow policies and protocols may be addressed through Councillor or staff codes of conduct.

A clear understanding and agreement of roles and responsibilities as outlined below contributes to Councillors and the Executive Leadership Team (ELT) acting as an effective leadership team. It ensures everyone is aware of the boundaries of their role and of the shared areas. At Hindmarsh Shire Council, Councillors and ELT have agreed this works best when there is mutual trust, discussions rather than assumptions, and good communication.

## What are the roles in Hindmarsh Shire Council

An important part of good governance and the successful operations of Council is clarity around roles that exist in Council, the responsibilities, accountabilities and reporting relationships. Effective communication and constructive relationships are critical for an effective and efficiently run Council.

### Roles

- Mayor
- Deputy Mayor (if applicable)
- Elected members serving as Councillors
- CEO
- Directors
- Council employees

Each role has a unique purpose and makes a unique contribution towards good governance within Council.

### Role of the Mayor (Section 18(1) of LGA 2020)

The Mayor of Council has a number of roles, that are both legislative and functional, and is a key civic leader of the community. In the pursuit of good governance, from an internal and external perspective, the Mayor is elected to represent the views and directions of Council.

The Mayor has a pivotal role in both the pursuit and demonstration of good governance. The Mayor should be seen to support good governance by modelling and promoting good behaviour and ethics in fulfilling their leadership role and embedding standards of good governance, behaviours and ethics among Councillors.

The position of Mayor is pre-eminent and when they speak, they are considered by the community to be articulating Council's views. The Mayor must put aside any individual views and clearly outline the views of a Council decision in an all-inclusive way.



The Mayor (who is also a Councillor), has the same responsibilities as a Councillor, however, the mayor also has additional responsibilities -

- Act as a leader of the community
- Lead/Chair Council meetings
- Lead engagement with the community on the development of Council Plan and report back to the community once a year on the implementation of the plan
- Assist Councillors to understand their role
- Represent Council at ceremonial or civic functions
- Act as Council spokesperson to the media or at community events
- Work with the CEO in delivering Council's strategic direction
- Lead and participate in the appointment of the CEO, monitor the CEO's performance and conduct and record the CEO's performance appraisal

The Mayor may provide advice to the Chief Executive Officer when the Chief Executive Officer is setting the agenda, however, the mayor must not give direction to any other Council employee.

Additionally the Mayor has these specific powers -

- To appoint a Councillor to be the chair of a delegated committee;
- To direct a Councillor, subject to any procedures or limitations specified in the Governance Rules, to leave a Council meeting if the behaviour of Councillor is preventing Council from conducting its business;
- To require the Chief Executive Officer to report to Council on the implementation of a Council decision.

Please also refer to **Hindmarsh Shire Council's Governance Rules** regarding the role of the Mayor and the responsibilities imbued on the Mayor in their undertaking as Chair of Council meetings.

### Role of Deputy Mayor

Council may elect to appoint a Deputy Mayor. The role of the Deputy Mayor is to perform the role of the Mayor and may exercise any of the powers of the Mayor if -

- The Mayor is unable for any reason to attend a Council meeting or part of a Council meeting;
- The Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness; or,
- The office of Mayor is vacant.

### Role of Councillors

The primary responsibilities of Councillors are as follows.

- Represent the current and future interests of the entire Shire in Council decision-making;
- Ensure Council is upholding its responsibilities under the *Local Government Act 2020* and abiding by all laws that apply to local governments;
- Contribute to the strategic direction of Council through the development and review of key strategic documents of Council, including Council Plan;
- Support the role of Council and acknowledge and support the role of the Mayor;
- Consider the diversity of interests and needs of the community;
- Act lawfully and in accordance with the oath or affirmation of office;
- Act in accordance with the standards contained within the **Hindmarsh Shire Council Councillor Code of Conduct**;
- Comply with Council procedures required for good governance.

Councillors are not involved in the day-to-day functions of the organisation and are not responsible for implementing Council actions. They do not have authority to give directions to Council employees and must address any concerns through the CEO.

All communication with Council employees must be in accordance with Council policies or procedures set by the CEO and as per the provisions contained within the **Councillor Interaction with Staff Policy**. Councillors who direct, attempt to direct or influence employees in the exercise of their duties will be in breach of the *Local Government Act 2020* and penalties may apply.

Finally, the role of a Councillor does not include the performance of any responsibilities or functions of the Chief Executive Officer.

### Role of the Chief Executive Officer (CEO)

The CEO has a significant role in promoting good democratic governance with a key focus on helping Council and Councillors govern effectively. The CEO plays an important role in balancing Councillor direction with the organisational direction to ensure alignment. The primary responsibility of the CEO is to lead and oversee the day-to-day management of the organisation to ensure the following:

- The effective and efficient management of Council operations;
- Ensuring the Mayor and Councillors have the support and information needed to fulfil their roles;
- Ensuring the decisions of Council are implemented without undue delay;
- Ensuring Council receives timely and reliable advice about its obligations under the *Local Government Act 2020* or any other Act;
- Setting the agenda for Council meetings in consultation with the Mayor;
- When requested by the Mayor, reporting to Council in respect of the implementation of a Council decision;
- Establishing and maintaining an organisational structure for Council and fostering a culture of continuous improvement ensuring organisational change is managed;
- Being responsible for all staffing matters, unless otherwise delegated;
- Carrying out Council's responsibilities as a deemed employer with respect to Councillors, as deemed workers, which arise under or with respect to the *Workplace Injury Rehabilitation and Compensation Act 2013*;
- Managing interactions between members of Council staff and Councillors and ensuring that policies, practices, and protocols that support arrangements for interaction between members of Council staff and Councillors are developed and implemented;
- Being responsible for all staffing matters, including appointing, directing, managing and dismissing members of Council staff;
- Developing and maintaining a Workforce Plan according to the requirements of the Act and in compliance with the requirements of the *Gender Equality Act 2020* and comply with any processes and requirements prescribed by the regulations;
- Good governance, including ensuring that Council is legislatively compliant, makes ethical decisions and abides by the **Employee Code of Conduct**;
- Embedding risk management principles and processes throughout Council's organisation, including fraud and corruption control strategies and mitigations;
- Performing any other function or duty of the Chief Executive Officer specified in the *Local Government Act 2020* or any other Act.

### Role of Directors

- Support the CEO in leading the organisation;
- Responsible for overseeing the efficient operation of the business units within their directorate to assist Council in achieving its vision and objectives. They play a key role in supporting the CEO and providing advice and information to the Mayor and Councillors;
- Providing advice and possible recommendations to Councillors on issues raised by community and stakeholder groups on matters relating to the director's area of management;



- Providing guidance on matters that, for reasons of community interest and benefit, require immediate action and may be advanced under delegated authority of the Chief Executive Officer;
- Providing advice and information on emerging issues and opportunities relating to the directorate;
- Providing direction and advice on matters before Councillors through the review and approval of reports to Councillors.

## Responsibilities of Council Employees

All employees (including the CEO) of Council have the same responsibilities, which are as follows.

- Implement the policies and priorities of Council in a way that promotes the effective, efficient and economical management of public resources, excellence in service delivery and continuous improvement;
- Carry out their duties to ensure Council discharges its responsibilities under the *Local Government Act 2020*, complies with all applicable laws and achieves its Council Plan;
- Carry out duties impartially, ethically and with integrity and provide sound and impartial advice;
- Ensure their conduct does not reflect adversely on the reputation of Council and that they abide by the Staff Code of Conduct.

## Relationship and engagement

Good relationships that are based on understanding and agreements around roles help the different elements of a local government to work together effectively. A good understanding of the different roles in local government will contribute to good governance and help local government function well.

### Mayor and Chief Executive Officer (CEO) relationship

When the Mayor and Chief Executive Officer have a good working relationship, it helps to promote effective understanding and communication between the elected members and the organisation. This in turn promotes good governance. Good relationships help the organisation and Councillors to anticipate, identify and resolve issues, contribute to good planning and create a positive organisational culture.

Establishing and managing an effective working relationship between the Mayor and the CEO is an important component of a well-run Council. Trust is fundamental to the relationship between the Mayor and CEO. Building a relationship based on trust needs to be developed using open and honest communication, understanding of each other's roles and the open sharing of information. Conflicts and differences need to be managed in a constructive way that values the overall goal of providing the best possible outcomes to the community.

The relationship is a partnership of mutual respect, with two leaders both developing a shared vision. Both the Mayor and CEO need to understand and respect the other's role. The Mayor may spend a considerable length of time in Council offices each week so it's important for both to have a clear understanding of their different roles.

Developing a way of working effectively together early in the relationship will be beneficial to a successful CEO and Mayor relationship.

### Mayor and Councillor relationship

The relationship between the Mayor and Councillors is critical to good governance and the development of effective and respectful relationships. The Mayor plays an important role as a leader and facilitator of Councillors and Council interactions. Fostering positive relationships between Councillors and promoting unity within the group are important parts of the role and in developing trust.

The Mayor is responsible for facilitating and managing the conduct of participants at Council meetings by keeping to the agenda, ensuring debate is focused on strategic matters and facilitating and encouraging all points of view to be expressed and respected. Through this facilitation role, the Mayor can manage conflict and differing opinions in a constructive manner. Mayors play an important role in Council meetings by summarising important points and

clarifying misunderstandings. The mayor should encourage Councillors to work effectively together and help manage differences of opinion in a constructive way.

#### Councillor and Councillor relationship

Good governance and the capacity for Councillors to get things done can depend on the quality of the relationships between all parties.

Establishing and maintaining good working relationships between Councillors is important to making good decisions. Relationships between Councillors are best built on mutual respect and an acknowledgment that they all have issues, projects and initiatives that they would like to pursue during their term. However, despite their differences of opinion, Councillors need to work together as members of Council and value and accept the different skillsets and opinions within the group that can positively contribute to the outcomes for the community.

#### Councillor and CEO relationship

The relationship between the CEO and Councillors includes formal roles and day-to-day working interactions. Both are important to good governance. The CEO has a close working relationship with Councillors and is ultimately accountable to Council (and therefore Councillors). The CEO assists Councillors to carry out their role, through sharing information and managing issues as they arise and is a source of valuable support and assistance to Councillors.

As with the relationship between the Mayor and CEO, there needs to be trust between both the CEO and Councillors. This trust should be based on good communication and a clear understanding of each other's roles and functions.

It is important that the operational policies, procedures and processes that are put in place by the CEO are respected. The CEO plays a key role in managing the interactions between Councillors and Council staff to facilitate accountable advice being provided to Councillors to enable them to effectively carry out their role. A positive working relationship between the CEO and Councillors will be built on trust with good communication and respectfully resolving conflict.

## Community engagement

Councils make decisions about things that affect the community. The experiences of the community can make a valuable contribution to better inform decisions on strategies, policies and aspects of the budget which translates into the delivery of programs and services.

Effective community engagement that is transparent, inclusive and well-managed provides a good foundation for decision-making for Council. It also contributes to positive perceptions in the community of the credibility of a decision. It also helps to foster relationships based on mutual understanding, trust and respect, facilitating the sharing of responsibilities and creating more inclusive and sustainable communities.

The Section 56 of the Act establishes five principles for community engagement, and which determine Council's approach to engagement.

- Each process will have a clearly defined objective and scope;
- Participants will have access to objective, relevant and timely information;
- Participants will be representative of the persons and groups affected;
- Participants will receive reasonable support to enable meaningful and informed engagement;
- Participants are informed of the ways in which the community engagement process will influence Council decision-making.

Meaningful community engagement seeks to address barriers and build the capacity and confidence of people to participate in, negotiate and partner with, institutions that affect their lives, in particular those previously excluded or disenfranchised.

Community engagement can include multiple levels of participation, at different stages of the process and as different stakeholders choose to engage at different levels.

The level of community engagement will be in regard to the significance, complexity and anticipated level of impact of what is being proposed, and the stakeholders that will need to be targeted. It will also give regard to any legislative requirements.

The **Community Engagement Policy** broadly outlines approaches to community engagement and where they may be applied in the legislative, strategic and operational context. Council can use one or a combination of approaches in its community engagement.

The policy is essential in guiding a consistent approach to community engagement across Council. This includes the principles and practice of community engagement outlining the roles and responsibilities and channels of engagement such as community reference groups, face-to-face and social media.

Effective community engagement can:

- Inform the community of Council's strategic priorities within Council Plan and other strategies;
- Obtain diverse views on a range of programs and services; and,
- Build the capacity of the community to understand the implications of decisions.

The community engagement framework requires that Council is committed to being honest, fair and respectful in engaging with the community. Inadequate public participation is not fair, can exclude sections of the community and is more likely to result in poorly informed decisions.

## Community satisfaction

The annual state-wide community satisfaction survey evaluates Council performance across a number of core measures. The results inform the key indicators used to assess Council's performance against the strategic objectives and strategies in Council Plan and are reported on in the Annual Report.

## Lobbyists, developers, and submitters

Lobbyists, developers, and submitters may seek access to Councillors to discuss potential and existing development applications, changes to policy and other projects and is part of our democratic and accessible system of government. The way in which these interactions occur needs to be ethical and transparent. While Councillors are free to have any communication with lobbyists, developers, or submitters, it is important to ensure Councillor opinions do not appear to reflect Council's possible position to any potential application, with all decisions subject to Council processes. It is important that records are kept of interactions and that conflicts of interest are disclosed.

Councillors should be familiar with the **Councillor Interaction with Developers Policy** and ensure that the principles contained therein govern contact with developers and any required reporting of the contact.

## Organisational planning, monitoring, and performance

Strategic planning and monitoring assist Council in achieving its long-term goals in an efficient way and is an essential part of good governance.

### Strategic planning

Good strategic planning involves understanding the local community, their needs, and aspirations for their community. It also involves understanding the external environment and resource limitations and integrating community outcomes with financial and asset management planning. A number of strategic planning documents are important to ensure there is cohesive plans that can be used to measure and monitor. The plans should be integrated but focused on their own objectives and monitored through the Annual Report. The *Local Government Act 2020* requires Councils to prepare and adopt the following documents:

- A Council must maintain a Community Vision that is developed with its municipal community in accordance with its deliberative engagement practices with the scope being a period of at least the next 10 financial years.
- A four-year Council Plan that incorporates community engagement, outlines the strategic direction and objectives, and states the strategic performance indicators for measuring progress and provides a description of Council's initiatives and priorities for services, infrastructure, and amenity. Council Plan is also inclusive of the strategic resource plan of at least four years that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in Council plan. It must consider services and initiatives in any plan adopted by Council.
- A long-term Asset Management Plan, including strategies to ensure the sustainable management of the assets, outlining costs for renewing, upgrading and extending assets and linked with the long-term financial forecast.
- A Long-Term Financial Plan (LTFP) is a forecast covering a period of at least 10 years that details the income, expenses, and value of assets, liabilities and equity of Council, it should be reviewed annually and be considered before planning any new borrowings.
- An annual budget for each financial year that is consistent with the four-year Council Plan and must contain financial statements and other information including capital works, human resources, grants and rating information.
- A revenue and rating plan.
- A Workforce Plan: Section 46(4) of the Act requires the Chief Executive Officer to develop and maintain a workforce plan that:
  - a. Describes the organisational structure of Council;
  - b. Specifies the projected staffing requirements for a period of at least four years; and - Sets out measures to seek to ensure gender equality, diversity, and inclusiveness.

The CEO will inform Council before implementing an organisational restructure that will affect the capacity of Council to deliver Council Plan and consult members of Council staff affected by a proposed organisational restructure, before implementing the organisational restructure.

The Workforce Plan must have regard to the requirements of the *Gender Equality Act 2020* and comply with any processes and requirements prescribed by the regulations for the purposes of this section. The Mayor, Deputy Mayor, Councillors and members of Council staff must have access to the Workforce Plan.

### Integrated planning and reporting framework

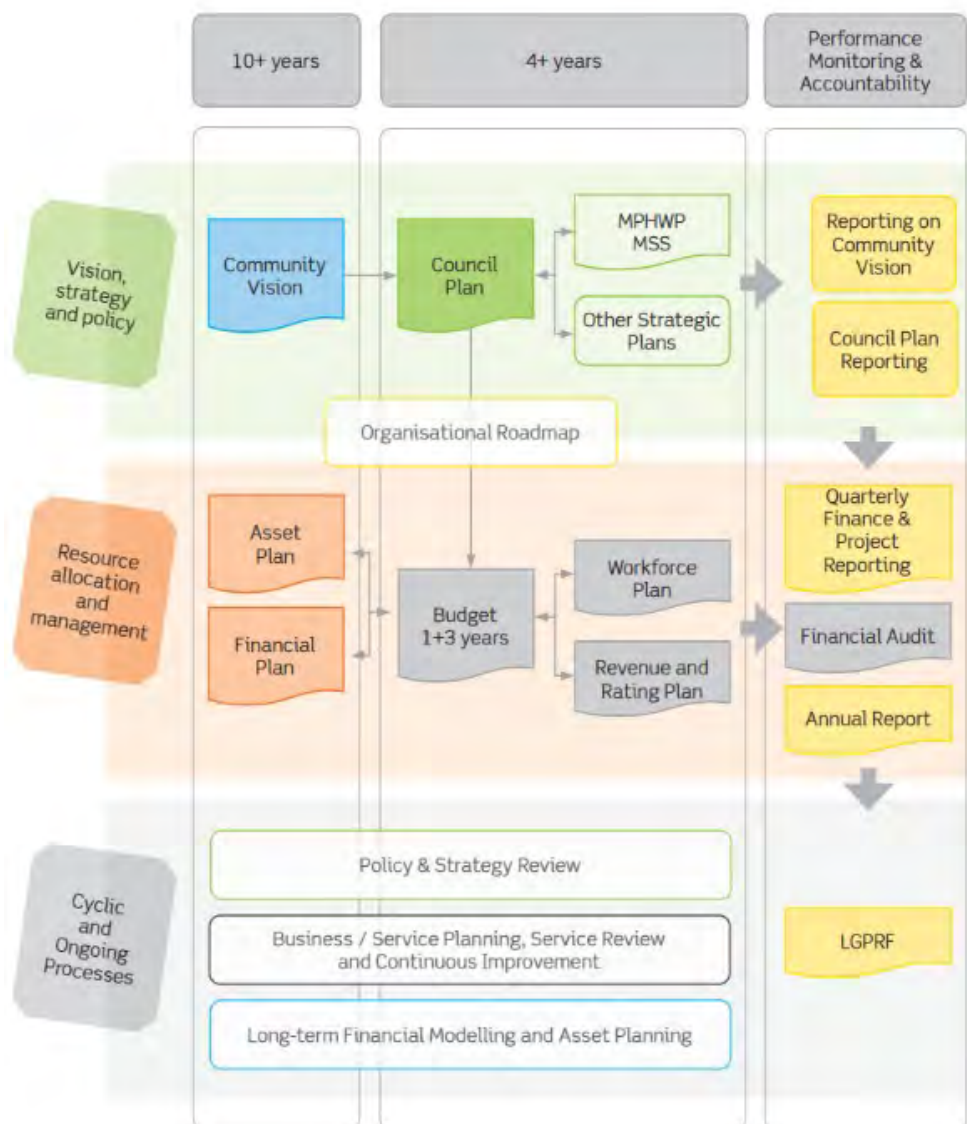
The Act drives an integrated approach to planning and reporting to support strategic decision-making. The framework sets out Council's approach to co-ordinated planning, budgeting, commitments and reporting in an integrated manner. Integrated planning enables alignment of objectives and capabilities and supports an understanding of medium to long-term implications of decisions on resource allocation and Council performance. All elements and parts of the framework are linked and interdependent with inputs and considerations and together, allows Council to turn its long-term aspirations, goals and plans into reality.

The *Local Government Act 2020* signals four key shifts in strategic planning and reporting arrangements that requires Council engagement and response:



- Community Vision – the Act aims to bring community and its aspirations and longer term sustainable thinking to the core of policy and strategy development, planning and fiscal management.
- Outcomes focus – a deliberate move to a principles-based Act shifts regulatory focus from prescriptive rules and defined processes towards broadly stated principles and strategic outcomes.
- Community engagement – rather than prescribing requirements for community engagement all Councils must have appropriate consultation mechanisms (including deliberative engagement) in the context of their community and incorporate these into a policy.
- Additional requirements – new medium and long-term planning elements have been incorporated in the Financial Plan, Asset Plan and Workforce Plan.

**Figure 1: Integrated planning framework**



### Service Planning

Council has a strong commitment to continuously plan, review, and improve its services. In line with the service planning principles, Council will ensure community expectations and standards are met in a cost-effective manner, and that service outcomes are aligned to Council's long-term strategic objectives and comply with relevant legislation and policy. Service plans will inform Council Plan actions, budget, and business plans.

### Monitoring and performance reporting

Measuring performance is necessary to improve the efficiency and effectiveness of Council, and it is vital to have a performance measurement and reporting framework in place. The Annual Report provides an account to the community on the achievement of Council Plan, long-term strategies and annual Budget.

Councillors have an overall accountability for Council's finances, while the organisation, under the direction of the CEO, has responsibility for financial planning and management, and providing regular reports to Councillors through Council meetings. High-level financial reports need to identify key issues in a concise way so that Councillors will understand the information contained. The content of financial reporting to Council should summarise Council's financial health and show how financial performance is tracking against the budget, highlighting any risks faced by Council and providing information on any other relevant issues.

To ensure probity and transparency, disclosure of Council performance occurs in the following ways.

### ***Annual Report***

Every October Council publishes an annual report of its activities and general performance. The annual report includes a statement on progress with implementing Council Plan and a performance statement audited by the Victorian Audit General's Office (VAGO).

The Annual Report also includes:

- A statement on the allowances and expenses paid to Councillors; and,
- Councillor attendance at Council meetings.

### ***Quarterly progress reports***

Each quarter Council reports on its performance against Council Plan and on its financial performance (the standard financial statements).

### ***Local Government Performance Reporting Framework (LGPRF)***

The LGPRF is a Victorian-wide system that measures Council's performance across 66 areas, including a governance and management checklist of 24 items. It enables Hindmarsh Shire Council and its community to benchmark and compare Hindmarsh Shire Council with similar Councils. The LGPRF results are published annually.

## **Individual disclosures**

Both Councillors and staff have requirements around disclosure:

- Biannually Councillors, the CEO, and nominated officers are required to complete a personal interests return. The return discloses interests relating to land ownership, board and company positions, secondary employment, shares and other prescribed interests, and are made publicly available on Council's website.
- Councillors and staff must declare any conflicts of interest, being either a material conflict of interest or a general conflict of interest, as defined under the *Local Government Act 2020*, with disclosure to occur in accordance with the Governance Rules.
- Councillors and staff must disclose any gifts, benefits and hospitality received.
- Councillors also have requirements under the Act to complete campaign donation returns (along with all candidates) and these returns are included on Council web page. The returns must list all monetary donations, in-kind support, or services equal to, or over the value of, \$500.

## Decision-making

Decision-making is the most important activity undertaken by Council. Effective decision-making processes ensures that decisions are made in the best interest of the community. The community expects that Council will make consistent and fair decisions.

### Good and ethical decision-making

When engaging with the community, perceived fairness can be as important as actual fairness. All decisions should be made with an open and impartial mind and be willing to hear and consider all options before reaching a decision.

Council decisions can involve complex financial and legal issues and some decisions may be controversial in the community. Even simple matters can have a serious impact on the community. Council can only make decisions by resolution, that is, a motion being considered at a properly convened meeting and passed by the required majority vote.

The CEO is responsible for ensuring that Council receives quality and timely reports with all the necessary information, options and clear recommendations, including financial impacts and any associated risks in respect of any decision that Council is required to make. It is important that Councillors actively participate in making the decisions of Council. This also involves ensuring that they are informed and understand the issues involved in each decision made. It is important that Council staff provide frank, honest, well-evidenced and timely advice to decision makers.

When making decisions, Council staff should ensure they have the delegated power to make the decision and that they are in possession of all the facts and considered who is likely to be affected. They need to consider all options and the consequences of those options. They need to ensure that anyone affected has been given reasonable opportunity and time to respond. Consideration should be made as to the consistency of the decision with Council's values, policies and legislation. Most importantly Council officers need to act fairly with an unbiased and open mind.

## Delegations of responsibility

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

Delegations entrust certain types of decisions to the CEO, employees or committees. Delegations empower the CEO, employees and committees with the authority to make binding decisions on behalf of Council.

Delegations and sub-delegations are made to a position not an officer. It is essential that Council's delegations are performed in a manner that is in accordance with the delegation and is compliant with the relevant legislation.

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

An appropriate system is in place for the oversight of the exercise of those delegations, monitored by management of Council. Council officers who are approved to act in positions with sub-delegated powers are able to exercise the powers sub-delegated to the position but can no longer exercise the powers of the acting role once they return to their substantive position. A delegation register is maintained and regularly updated with any new or repealed delegation or sub delegation.

## Council meetings

Under the *Local Government Act 2020*, Council can make decisions on any matter of importance for the municipality. Councillors make decisions on strategic matters, however, may approve that the CEO or Council officers make decisions in line with the Act and under delegated authority. Council has Governance Rules that sets out how, from a procedural perspective, these decisions are made.

Decisions can be made by Councillors at Council meetings. Council meetings are held monthly, and most reports are available to the community.

Members of the public are able to attend Council meetings to listen to debate and deliberation and follow the decision-making process. The public can also view Council meetings via the live stream and video recordings as per Council's **Live Streaming and Publishing Recordings of Council Meetings Policy**.

Some Council meeting reports are confidential as permitted under section 66(5) of the *Local Government Act 2020*.

## Conflict of Interest

Conflict of interest is about being transparent. Understanding what this means in the context of local government is essential to good governance. One important aspect of Council's decision-making responsibilities is how conflicts of interests are identified, recorded and treated throughout the organisation. It is not only important to ensure that real or potential conflicts of interests are handled appropriately but also perceived conflicts of interests.

The community has the right to expect that Councillors and Council officers will carry out their roles in a way that ensures decisions are fair to all stakeholders. Councillors and staff are required to disclose any interest that could, or could reasonably be perceived to, adversely affect their impartiality. This includes an interest arising from personal interests, private associations or that result in personal gain or loss to themselves or their family and friends.

Many cases of serious corruption and misconduct have come about as undisclosed, concealed or unmanaged conflicts of interest. Conflicts of interest do occur in the normal course of Council officers or Councillor duties, and being aware of potential conflicts of interest is an important part of acting responsibly and ensuring transparency. Declaring conflicts and withdrawing from the decision-making process and putting in place a management plan are critical parts to appropriately managing a conflict. There could be a perception that there is a conflict of interest, so transparency is important in ensuring perceived conflicts of interest are managed.

Conflicts of interest may be actual, potential or perceived.

Actual conflict of interest	There is a real conflict between public duties and personal interests.
Potential conflict of interest	Personal interests could conflict with public duties. This refers to circumstances where it is foreseeable that a conflict may arise in future and steps should be taken now to mitigate that future risk.
Perceived conflict of interest	The public or a third party could form the view that personal interests could improperly influence their decisions or actions now or in the future. Whilst it may or may not eventuate as an actual conflict it is important to declare it for transparency.



### General conflict

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

"Private interests" means any direct or indirect interest of a relevant person that does not derive from their public duty and does not include an interest that is only a matter of personal opinion or belief.

"Public duty" means the responsibilities and obligations a relevant person has to members of the public in their role as a Councillor, delegated committee member or member of Council staff.

### Material Conflict

A relevant person has a material conflict of interest in respect of 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; and/or,
- In a pecuniary or non-pecuniary form.

An affected person is:

- 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 or an object of a discretionary trust of which the relevant person is a trustee; and/or,
- A person from whom the relevant person has received a disclosable gift.

## **Legal and ethical compliance**

### Ensuring legislative compliance

Council is committed to conducting its business activities lawfully and in a manner that is consistent with its compliance obligations.

Keeping up to-date with legislative changes is important to ensuring Council stays compliant. This responsibility should be clearly designated in relevant Council officer's roles to be responsible for updates and ensuring any changes to legislation are appropriately embedded into the operations of Council.

### Policy, procedures and administrative directives

One of the most important roles of Councillors is to make policy decisions on behalf of the community, in accordance with their role of providing strategic direction. An essential element of policymaking is identifying current and future community needs, setting objectives to meet those needs, consulting relevant stakeholders and analysing the options to establish priorities between competing needs, and allocating appropriate resources. Policies and procedures are in place to establish the overarching principles and commitment to embed a positive compliance culture with appropriate control systems to produce effective compliance outcomes by Council.

Council's policy framework is designed to:

- Ensure that a clear and consistent governance and management approach is adopted in the development of all Council policy that enables improved compliance with relevant legislative and regulatory requirements;
- Enable efficient and effective decision making, which incorporates quality assurance and risk management practices, where appropriate; and,
- Establish clear accountabilities and delegated authorities for individual roles and groups.

Public-facing policies, (strategic and governance policies) are adopted by Council resolution and set out Council's strategic position, viewpoints and values, and assists decision making on matters that impact on, and are of concern to the community.

Operational policies provide direction from the CEO to the organisation to provide direction on the day-to-day operational matters of Council. Procedures are the internal processes required to either implement the strategic and governance policies and operational policies. Other supporting documentation includes strategies, guidelines, manuals and process maps designed to aid in the efficient and effective delivery of programs or services.

### Local laws

Local laws are statutory instruments made by Councils to regulate local issues. The *Local Government Act 2020* provides the power for Council to make and enforce local laws necessary or convenient for the good rule and local government of Council area. Processes are required for making and publishing local laws.

### Risk management

Risk management is an integral part of good governance, good management practice and decision-making in local government. Council is committed to and participates in the risk management program at a strategic and policy level. The CEO and Executive ensure processes are in place for identifying and managing risk, responding to and mitigating such risks.

Council is responsible for providing a wide and diverse range of services to its residents and visitors. It is acknowledged that all of these activities involve some form of risk, which must be managed to ensure that aims and objectives are achieved, services are delivered and that opportunities to deliver better and more cost-effective services are realised. Council is aware of, and has adequately assessed risks, that could result in financial loss, threats to public or employee safety or lead to substantial adverse publicity and reputational damage.

When risk is effectively managed it can reduce both the likelihood of incidents occurring, and the impact on Council and its ratepayers when they do occur. Risk management is also integral to prevention of fraud and corruption. Internal audit and the Risk and Audit Management Committee play an important role in the overall risk management of Councils.

Council has a comprehensive risk management program embedded across all service and functional areas. Rather than being a stand-alone function, the premise for risk management is that it forms a part of all organisational processes.

### ***Under the Risk Management Policy and Procedures:***

- Council's risk appetite and risk tolerance are defined and communicated;
- Managers identify operational risks;
- Identified risks are recorded, assessed, and treated in a timely manner;
- Operational risks are recorded in risk registers and reviewed periodically;
- Strategic risks are managed by the CEO, directors and key Council staff and presented to the Audit and Risk Committee;
- Highest risks are given priority and resources allocated;
- Risk management training is provided;
- Day-to-day conversations about risk implications are encouraged; and,

- Risk analysis and opportunities for improvement are identified and promoted.

Council's Business Continuity Plan is in place to respond effectively and efficiently to crises and lessen the impacts on service delivery to the community.

### Health, safety and wellbeing

Council is legislated under the *Occupational Health and Safety Act 2004* to protect the health, safety and wellbeing (HSW) of employees and other people and that the health and safety of the public is not put at risk by Council work activities.

Council has remote or external sites such as depots and libraries, with these work environments being unique and situational, requiring a more responsive and targeted degree of prevention and early intervention strategies to minimise negative health and safety impacts. There cannot be a one size fits all approach and leadership at these sites is critical to model the expected standards and to address issues as they arise.

Poor governance and non-adherence to HSW obligations can result in a reduction of employee productivity, increased injury and illness, increases in cost of injury and workers compensation/insurances and tensions in the workplace with declining staff morale and relationship conflicts. A good HSW culture plays a huge role in the physical, mental, and social wellbeing of workers.

In recognition of the critical role that HSW and governance plays in the workplace, Hindmarsh Shire Council has looked to increasing the levels of resourcing, has put in place strong and robust systems and processes including committee charters, designated HSW work groups, regular meetings, service reviews, metrics, management reporting, training and education.

Council has taken a strategic approach to prevention and early intervention as not only a means of keeping staff safe and getting them back to work quicker but to have a resulting effect of keeping the related costs at an industry standard.

Managing the behaviour of people is key, along with fostering individual accountability and duty of care for others. This needs to be carried out at all levels of management, with strong support by leadership and quality tactical advice from Human Resources. The tone at the top is important, as is the tone that filters through middle management and down into the organisation, understanding the influence of peers to peer relationships and appropriate role modelling.

## The role of internal and external audits

Under the *Local Government Act 2020* Councils must establish an efficient and effective internal audit function. Internal audit contributes to good governance through providing objective assessments of Council's operations to identify and recommend improvements to internal controls, processes and the management of risks to ensure achievement of strategic goals. Internal audit assesses both the financial and non-financial performance of Council.

Council engages an independent internal auditor to conduct internal audits on specific focus areas within the organisation. The audits identify areas of improvement to assist Council to improve performance and manage risk. The results of the audits are reported to and monitored by the Audit and Risk Committee.

These also play an important part in auditing Council's fraud risk register to ensure risks are being correctly identified, treated and monitored. Additionally, they play a key role in assessing the effectiveness of Council's **Fraud Prevention and Control Policy and Plan** and perform audits to detect or mitigate fraud and corruption matters and evaluate the effectiveness of prevention actions and internal controls implemented within Council.

Council also participates in a range of external audits conducted by the Victorian Auditor General's Officer (VAGO). These fall into two categories – financial audits and performance audits.

When Council participates in an external audit, the Audit and Risk Committee play a key role in understanding the major focus areas of the audit, monitoring matters arising from the audit and monitoring the implementation of the external auditor's recommendations which are adopted by Council.

The audit plan ensures Council has effective internal controls and that they are adequately implemented throughout the organisation.

Audit programs focus on such areas as:

- Financial performance and control;
- Risk management processes;
- Records management;
- Occupational health and safety systems;
- Asset protection;
- Procurement;
- Legislative requirements; and,
- Any other management controls.

An Internal Audit Plan details the roles, relationships and responsibilities as well as the scope of work that internal audit will perform. The internal audit function has unrestricted access to all Council records and information to fulfil their duties. They are required to have unobstructed communication when required with the CEO. Recommendations provided from internal audit (and associated action plans) are developed in consultation with management to ensure buy-in and commitment to implement by the administrative arm of Council. To increase accountability, an owner is assigned to actions and a realistic timeframe provided for implementation. Processes are put in place to monitor the implementation of the recommendations, and report this back to the Audit and Risk Management Committee to increase accountability on action owners to ensure action is taken, and non-action is escalated if required.

### The role of the Audit and Risk Committee

The existence of an independent audit committee is an important feature of good governance.

Under section 53 of the *Local Government Act 2020*, Council is required to establish an Audit and Risk Committee that monitors and reviews the integrity of financial documents, the internal audit function and makes recommendations to Council about matters that need action or improvement. The committee is integral to ensuring Council has appropriate risk, culture, policies, systems and controls in place to function effectively, legally and ethically.

The role of the committee is to:

- Monitor the compliance of Council policies and procedures with the overarching governance principles;
- Monitor Council financial and performance reporting;
- Monitor and provide advice on risk management and fraud prevention systems and controls; and,
- Oversee internal and external audit functions.

Council's **Audit and Risk Committee Charter** establishes the roles, responsibilities and functions of the Audit and Risk Committee. The Chair of the committee must be an independent member. Councillors can play an important role as committee members, however, Councillors are not regarded as independent members.

## Sign-off of financial reports

Council prepares an annual financial report and which is required to be signed off through a resolution of Council.



## Fraud, corruption and improper conduct

Elected Councillors and local government employees make decisions and perform functions that affect the lives and interests of all their community. The community expects - and the law requires - that they do this responsibly and with integrity, accountability, impartiality, and in the public interest.

The culture of an organisation is a key control that can help it to prevent, detect and respond to fraud and corruption. It is critical that the senior leadership of an organisation models, communicates and supports appropriate values and behaviours, to enhance the organisation's ethical culture and reduce its vulnerability to fraud and corruption.

The impact of fraud and corruption on Councils can be significant. Fraud and corruption undermine public trust in local government and damages the reputation of the sector. They undermine the culture of the organisation and can significantly impact employees.

When fraudulent and corrupt activities are undetected, or left unchecked, public money and resources are wasted and this can reduce the quality and effectiveness of services, threaten Council's financial stability and can result in long-lasting reputational damage.

Fraud is dishonest activity involving deception that causes actual or potential financial loss by an entity or others. Fraud is usually carried out by taking advantage of opportunities created by weak control systems, poor governance, and lack of management oversight and use of a position of power or authority. Theft of money, intellectual property, confidential information, and falsely claiming to hold qualifications are all examples of fraud. Fraud is not only a risk within Council but also by customers, contractors and external service providers.

Corruption is dishonest activity in which an employee of an entity acts contrary to its interests, abusing their position of trust to achieve personal gain or advantage. Corruption is the misuse of public power or position to achieve advantage for themselves, family or friends. Examples include taking or offering bribes, dishonestly using influence and/or misusing information, assets, or resources acquired at work.

Hindmarsh Shire Council has a duty to ensure that appropriate controls are in place for the detection, prevention and correct management of fraudulent activities.

Risk management helps to identify internal weaknesses that may give rise to fraud and corruption. Appropriate controls can then be put into place to reduce the number and severity of fraud and corruption activities occurring.

Council has established controls to either eliminate or reduce the possibility of fraud occurring. This includes a **Fraud Prevention and Control Policy and Plan**.

Conflicts of interest, procurement, cash handling, gifts and benefits, employment practices, and information management all present potential corruption risks to Council.

The leadership of Council is integral in setting the tone for tolerance of fraud and corruption by setting the tolerance level for fraud and corruption at the lowest possible level as well as ensuring that internal control systems, that help prevent and detect, and reporting processes are functioning and effective.

Council uses available resources to:

- Implement effective fraud controls;
- Conduct any investigations and analysis of fraudulent activities; and,
- Conduct appropriate awareness training for staff.

Council strives to create a culture of ethical behaviour, honesty and integrity and encourages all Councillors, executive, management, staff, authorised agents, contractors and the community to report any suspicion of fraudulent activities.

### Reporting wrongdoing

Council staff need to feel safe and supported to speak up about wrongdoing. Encouraging Council staff to report wrongdoing can help identify corruption, maladministration, wasting of public funds, danger to public health and safety, and other breaches such as codes of conduct.

The leadership of Council play a key role in building a culture of integrity that supports and encourages reporting of wrongdoing. It is important that the leaders of Council help raise awareness on how to report wrongdoing, the available protections for Council officers who do speak up, and promptly act in accordance with proper process when issues are raised. Having policies, procedures and programs in place to support reporting of wrongdoing is vital in the effective management of reports of wrongdoing and complaints.

Council provides a fair mechanism to ensure that any staff and others who have become aware of, or who suspect that fraudulent activity may be occurring, know how and where to report it, and are provided with appropriate confidentiality and support if they make a report. Furthermore, the mechanisms are designed to ensure they are not victimised or disadvantaged for making allegations as per Council's **Public Interest Disclosure Policy** (*Public Interest Disclosures Act 2012*). Additionally, Council ensures procedural fairness for staff against whom allegations are made. The public disclosure procedure outlines how to make a disclosure and is publicly available on Council's website. All matters are treated with confidence.

## Complaints Handling

In accordance with section 107 of the *Local Government Act 2020*, Council has adopted a **Complaints Handling Procedure**.

The procedure outlines Council's approach to complaint management, ensuring that every complaint is managed consistently, fairly and objectively. The procedure provides an avenue for the community to provide feedback on a range of issues that affect them with complaints submitted on Council's website, email, post, over the phone and in person. The procedure recognises the community has a right to complain where service delivery does not meet reasonable expectations. Effective complaint handling offers many practical benefits. Information gathered from complaints help to provide a solution to a complainant, helps maintain positive relations with the community, evaluate and improve programs and services, and can inform decisions about future services. Analysis of complaints is a useful tool for continuous improvement.

## Service standards

The organisation has adopted a **Customer Service Charter** that outlines Council's customer service standards that the community can expect. The charter sets out Council's commitment to customer service excellence and the levels of customer service performance and accountability. The Charter also outlines how Council expects members of the community to treat Council staff, ensuring that we provide as safe as possible working environment for all employees.

Customer service standards and performance is measured to ensure that the organisation is delivering on its commitments to the community. In addition, business units have developed service specific service standards to signal their commitment to customer service excellence.

## Public Transparency

Hindmarsh Shire Council is committed to the principles of public transparency, good governance, open and accountable conduct and ensuring that Council information is publicly available, except where that information is confidential under the provisions of the Act or contrary to the public's interest.

In accordance with sections 57 and 58 of the *Local Government Act 2020*, Council has adopted a **Public Transparency Policy**. The policy stipulates the types of documents available to the public, to ensure openness with decision-making and Council processes, as well as listing the types of documents that remain confidential. This policy aims to formalise Council's commitment to transparent decision-making processes and freely available public access to Council information.

## Freedom of information

The Victorian *Freedom of Information Act 1982 (FOI Act)*, aims to make more information available, provide equal access to information across all sectors of the community, and provide appropriate protection for individuals' privacy. The right to information means Council must provide information unless there is a good reason to refuse. If there is a good reason not to provide the information, Council must explain the reason.

The community have the right to request access to documents held by Victorian public sector agencies. This right of access is subject to limited exceptions and exemptions. Council can withhold information if its disclosure would be contrary to the public interest. Council is not permitted to withhold information because it might be politically embarrassing, or it might cause a loss of confidence in Council. Information release is about Council proactively pushing information out to the community, as much as possible, with the goal of making formal applications a last resort.

## Privacy

Council has a **Privacy Policy** that explains how Council will collect, store, use and disclose personal information of individuals, how individuals can gain access to their personal information and correct inaccuracies. Additionally, it explains how an individual may complain about possible breaches of the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*.

## Culture, ethics and governance

An ethical culture is a key feature of good governance and is characterised by honesty and integrity. Councillors, the CEO, and Council officers must behave in a way that generates community trust and confidence in them as individuals and enhances the role and image of both Council and the community generally.

For the community to have confidence in those who govern and participate in the governance process, the community must have trust that the local government is acting for the common good. The community need to believe that governance is characterised by honesty and integrity and that those in local government will behave accordingly. Just as importantly, being proactive with integrity initiatives will improve the trust and confidence of employees.

*"A strong and ethical culture exists where organisational values and standards are clearly defined, understood and adhered to by employees"* (IBAC 2021).

## Values

The values and principles of an organisation help staff determine how things are expected to be done. They guide work practices, interactions and behaviour within an organisation. They are the foundation on which an organisation operates and apply across all levels of the organisation.

Council is guided by the following values:

- Transparent and accountable actions and decisions.
- Inclusion and collaboration with residents.
- Showing respect and integrity to all.

- Being proactive and responsible by encouraging innovation.

## Ethical leadership

Good corporate governance is essentially about effective ethical leadership. Strong leadership is fundamental to bringing about substantial changes to building an ethical culture and driving good governance. The role of the leaders in Council is to ensure that the ethical culture within the organisation is aligned to the tone set by the organisation through the implementation of appropriate policies and practices. Governance is focused on efficiency, probity, responsibility, transparency and accountability with effective and ethical leaders a part of a governance system.

Ethical leadership cannot be delegated, and it requires leaders to consistently exemplify and amplify core behaviours of personal integrity, ethical role modelling and ethical management, fairness and transparency.

The goal of ethical leadership is to strongly communicate consistent and clear principled messages to staff in promoting an ethical approach when performing their roles. It needs to be clear from leadership that being truthful at all times is more important than achieving the outcome at any cost.

Ethical leadership is strongly correlated with higher levels of engagement, encouraging ethical behaviours and reporting and influences positive behaviours. It also drives tangible business results by positively influencing culture.

Although executive leaders may perceive their Councils as having a high ethical culture, it is critical that they remain cognisant of their Council's vulnerabilities to corrupt conduct. Executive leaders are responsible for setting organisational priorities, and it is important to recognise the inherent nature of risk. Risk management helps to drive robust corruption prevention strategies and initiatives that are adequately resourced.

## Human Resources

Human resource (HR) practitioners play an important role in identifying what is acceptable and what is not. They develop operational policies, procedures and processes that support good governance and ethical practices.

Good practice that emphasises the importance of ethics include having transparent and fair recruitment, selection and promotion processes, codes of conduct and performance appraisal processes that include expected behaviours. Questions asked during the recruitment process reveals to the applicant the values and ethics that are important to the organisation. Training and education also play an important role in providing a greater focus on organisational values and appropriate workplace behaviours. Leaders need to work with HR during budget cycle to ensure sufficient financial resources and a planned approach to the delivery of relevant training and education across the organisation.

However, managing the behaviour of people is key and needs to be carried out at all levels of management, with strong support by leadership and quality tactical advice from HR. The tone at the top is important but so is the tone that filters through middle management and down into the organisation, understanding the influence of peers to peer relationships and appropriate role modelling.

## Code of Conduct

Codes of conduct provide a framework for staff in relation to demonstrating Council's commitment to the highest levels of integrity and accountability and identifies consistent standards of conduct for all Councillors and employees.



The **Councillor Code of Conduct** and **Employee Code of Conduct** set out the standards of conduct for staff and Councillors that the community could reasonably expect them to demonstrate in the performance of their duties and functions.

The **Employee Code of Conduct** applies to all Council's workforce including permanent, part time, casual, contractors, volunteers and work experience students. Furthermore, application of the codes is supported by requirements in the *Local Government Act 2020*, Council policies, and procedural guidelines, along with appropriate training and education.

Councillors also have their own **Councillor Code of Conduct** that sets the standard of conduct, behaviour and commitments and guides the principles and standards of behaviour expected of Councillors and mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities.

The codes require Councillors and officers to comply with legislative requirements and Council policies for the disclosure of conflicts of interests, and the reporting of gifts and hospitality offered or received.

## Communication

Internal communication systems support the promotion of ethical decision-making and appropriate behaviours by communicating and over communicating expected values and behaviours to staff. Mechanisms such as the intranet, all staff meetings, weekly governance emails and newsletters are good sources of information as to what resources are available to support individual ethical reflections and decision making.

## Influences of external factors

Policies and procedures play an important role in addressing the potential risk of influences from outside an organisation that may arise from a myriad of different areas. These influences may arise from interrelationships or interactions with external parties. Gift policies, procurement policies, conflict of interest requirements, and other protocols reduce negative influences and support Councillors and staff in their moral judgement and decision-making.

## Document Review

Good Governance Framework		Policy Category		Council
Version Number	1.0	Policy Status		Draft
Approved/Adopted By		Approved/Adopted on:		-
Responsible Officer	CEO	Review Date		-
Version History	Date	Version	Description	
	-	1.0	Initial Framework.	

## References

The following documents were used to inform the development of this Good Governance Framework.

Corruption and integrity: Perceptions of Victorian local government employees, Independent broad-based anti-corruption commission (IBAC), June 2021.

Corruption and misconduct risks associated with employment practices in the Victorian public sector, Independent broad-based anti-corruption commission (IBAC), 2018.

City of Casey, Good Governance Framework, City of Casey, 2021.

City of Ipswich Good Governance Guide, City of Ipswich, accessed [www.ipswich.qld.gov.au](http://www.ipswich.qld.gov.au)

City of Wodonga Good Governance Framework, City of Wodonga, 2023.

Framework for the development and review of Council Staff Codes of Conduct, Local Government Victoria (LGV), September 2011

Fraud and Corruption Control - Local Government, VAGO, June 2019.

Good Governance Guide, Victorian Local Governance Association (VLGA), Municipal Association of Victoria (MAV) and Local Government Victoria (LGV) , Local Government Professionals (LGPro), 2012.

*Local Government Act 2020*

Local government integrity frameworks review, Independent broad-based anti-corruption commission (IBAC), June 2019.

Organizational Factors in the Individual Ethical Behaviour. The Notion of the “Organizational Moral Structure”, Paulina Roszkowska & Domènec Melé, 2020.



15<sup>th</sup> September 2023

**MINUTES OF THE JEPARIT TOWNSHIP ADVISORY COMMITTEE MEETING OF THE HINDMARSH SHIRE COUNCIL HELD ON 11<sup>TH</sup> SEPTEMBER 2023 at the Memorial Hall, Roy Street, Jeparit at 7.35pm.**

**Present:** Mayor: Mr. B. Ireland (HSC), Mr. R. Huxley (Regulatory Services Officer of HSC) Jason Hutson (Chair-Person), Teresa Smith (Vice-Chair), Cheryl Quinn (Sec), Sharron Reilly (CM), Annmarie Werner (CM), , Mel Wagener (CM), Craige Proctor (CM), and Tara Paech (CM).including Wendy Werner, Paul Bell, Tony Simpson and Colin Moore (Community Members).

**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**

B. Schultz (CM)

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

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

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

**NIL.**

**4. CONFIRMATION OF MINUTES**

**RECOMMENDATION:**

***That the Minutes of the JTAC Committee Meeting held on 14<sup>th</sup> August, 2023 at 7.30pm at the Memorial Hall, Roy Street, Jeparit. circulated to Committee Members be taken as read and confirmed***

*(Attachment: 1)*

**Moved:** Sharron Reilly

**Seconded:** Teresa Smith

**Carried**

## 5. BUSINESS ARISING FROM THE MINUTES

**5.1** Teresa Smith **Moved** that (CM) Sharron Reilly be reimbursed her expenditure for JTAC Polo Shirts \$481.53 (inc GST) **Seconded:** Annemarie Werner **Carried**

**5.1(a)** Craige Proctor **Moved** that JTAC incur the total cost of Polo shirts issued to Committee Members on the basis that tops be returned (clean) to the Committee upon discontinuance of membership. **Seconded** Mel Wagener **Carried**

**5.2** Re (8.2) J & D Bowling Club and Community Hub (User Agreement) progress discussion still continuing.

## 6. CORRESPONDENCE

### **INWARD:**

**6.1** B. Huxley (HSC) August Minutes Alt - 15/8/23

**6.2** Deb Nitschke – Water Environment (VFA) - 17/8/23

**6.3** (Committee M's) Grampians Tourism News - 18/8/23

**6.4** B. Huxley (HSC) Completed August Minutes - 18/8/23

**6.5** S. Reilly (Committee M) Polo Shirt Invoice – 23/8/23

**6.6** S. Reilly (Committee M) Promotional Polo Shirt – 4/9/23

### **OUTWARD:**

**6.7** Deb Nitschke – Water Environment (VFA) - 17/8/23

**6.8** (Committee M's) Grampians Tourism News - 18/8/23

**6.9** Committee M. -- Completed August Minutes – 18/8/23

**6.10** S. Reilly (Committee M) Promotional Polo Shirt – 4/9/23

**6.11** Committee M - Agenda & Previous Min for next Meeting – 4/9/23

**6.12** B. Ireland (Mayor HSC), B. Huxley (

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

**Moved:** Mel Wagener

**Seconded:** Teresa Smith

**Carried**

## 7. EVENTS

### **7.1.**

Event:		Location:		Date	
<i>Relevant documents</i>					
	Responsibility	Due date	Status		
<b>Risk assessment</b>	JTAC	<b>21<sup>st</sup> Oct 23</b>	<i>Breakfast at Menzies Square</i>		
<b>Food permit</b>	<i>T. Smith</i>				
<b>Local Law permit</b>	<i>Food Street Trader</i>				

### **7.2**

Event:		Location:		Date	
<i>Relevant documents</i>					
	Responsibility	Due date	Status		
<b>Risk assessment</b>	JTAC	<b>13<sup>th</sup> Oct 23</b>	<i>New Resident BBQ @ Jeparit &amp; District Bowling Club</i>		
<b>Food permit</b>	<i>T. Smith</i>				

<b>Local Law permit</b>	<i>Food Street Trader</i>		
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Teresea Smith to email to Secretary - Risk Assessment & Food Street Trader permit.  
**Moved:** Teresa Smith **Seconded:** Annemarie Werner **Carried**

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

**8.1** More New Residence **WELCOME PACKS** needed.

**8.2** Colin Moore (Community Member) asked that when advice is given by reception calls should be channelled to appropriate department.

**8.3** Secretary to send email (letter) to Finance department of HSC asking for items of payment on monthly financial statement be removed as they have been paid several months ago.

**8.4** Jeparit Outdoor swimming pool is due to open at mid Nov, however pipe works are still be commenced/completed. HSC has arrangements with the YMCA to man with lifeguards at each pool within the shire. Available Lifeguards are in short supply.

**Seconded:** Annemarie Werner

**Carried**

**8.5** B. Huxley (HSC) to email to secretary Incorporation association documents for distribution to Committee Members.

**8.6** Re (5.2) progress discussion still continuing.

**8.7** Water environment (VFA) being attended by Community Members

**8.8.** Paul Bell (Community Member) is seeking financial assistance for advertisement of Jeparit celebration weekend in October due to refusal from HSC to financially assist. B. Ireland Mayor to investigate hall hire re-imburement and revisiting original application.

Sharron Reilly **Moved** that JTAC donate \$1,880.00 towards advertising of the township Reconnection event in October. **Seconded:** Craige Proctor **Carried**

## **9. COUNCILLOR REPORT**

**9.1** Welcome to new CEO Jessie Holmes, building relationships, WWH Services on profiles, Jeparit video presentation.

**9.2** Welcome BBQ to meet new CEO date to be confirmed.

**9.3** Jeparit policing (hours have been cut) two members of the Police Force are required at incidents. One police officer based in Jeparit does not meet requirement of the police force.

**9.4** Menzies Foundation have approve grant expenditure on Menzies items for a significant assessment and determination of preservation.

**9.5** Swimming hole nearing completion with landscaping next on the agenda.

## **10. OFFICER REPORT**

**10.1** Fire inspection notices due to be mailed later this month with letter of warning.

**10.2** Green waste commencing this month for residents.

**10.4** W.C. roof instillation at reserve to be completed within a matter of days.

**10.5** School Holiday program St. Vinnes for removal of charity bin at building next to Jeparit Memorial Hall.

## **11. URGENT BUSINESS**

## **12. FINANCE REPORT**

## 12.1 Summary of Balances in Finance Report.

### **RECOMMENDATION:**

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

**Moved:**

**Seconded:** Not Furnished:

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

**Moved:** Craige Proctor

**Seconded:** Annemarie Werner

**Carried**

ITEM NO.	DESCRIPTION	DECISION
8.6	JDBCCH	Garden Project financial assistance \$1,995.00 (J & DBC)
8.8	WMNEWS	Newspaper advertisement \$1,880.00

## 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
4	Minutes	Confirmation of the Minutes
5	Business Arising from Minutes	Nil
6	Correspondence	Approving the Outward Correspondence and Noting the Inward.
7	Events	Nil
8	General Business as Notified to the Chair	8.1 & 8.2
9	Councillor's Report	9.1, 9.2, 9.3 & 9.4
10	Officer's Report	10.1, & 10.2
11	Urgent Business	11.1, 11.2, 11.3 & 11.4
12.1	Finance Report	Not Furnished.
12.2	Purchase Orders to be Raised (\$2,000 or less)	That the Council Officer raise the Purchase Orders listed. (8.6) & (8.8)
12.3	Purchase Orders to be Raised (above \$2,000)	Nil

## 14. MEETING CLOSED

The meeting closed at 8.53pm



## 15. COUNCIL OFFICER AUTHORISATION

\*to be completed by Council Officer

I, Robert Huxley accept the following recommendations made by the

JTA Committee at this meeting held on 11<sup>th</sup> September 2023

ITEM NO.	DESCRIPTION	DECISION
4	Minutes	Confirmation of the Minutes
5	Business Arising from Minutes	Nil
6	Correspondence	Approving the Outward Correspondence and Noting the Inward.
7	Events	Nil
8	General Business as Notified to the Chair	8.1 & 8.2
9	Councillor's Report	9.1, 9.2, 9.3 & 9.4
10	Officer's Report	10.1, 10.2 & 10.3
11	Urgent Business	11.1, 11.2, 11.3 & 11.4
12.1	Finance Report	That the Finance Report as provided with the Agenda be approved.
12.2	Purchase Orders to be Raised (\$2,000 or less)	That the Council Officer raise the Purchase Orders listed.

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

ITEM NO.	DESCRIPTION	DECISION

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

SIGNED: Council Officer



Dated:

22<sup>nd</sup> September 2023



9<sup>th</sup> October 2023

**MINUTES OF THE JEPARIT TOWNSHIP ADVISORY COMMITTEE MEETING OF THE HINDMARSH SHIRE COUNCIL HELD ON 9<sup>TH</sup> OCTOBER 2023 at the Memorial Hall, Roy Street, Jeparit at 7.35pm.**

**Present:** Mayor: Mr. B. Ireland (HSC), Mr. R. Huxley (Regulatory Services Officer of HSC) Jason Hutson (Chair-Person), Cheryl Quinn (Sec), Mel Wagener (CM), Sharron Reilly (CM) B. Schultz (CM) including 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**

Teresa Smith (Vice-Chair), Annmarie Werner (CM), Craige Proctor (CM), Tara Paech (CM) and Paul 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 11<sup>th</sup> September, 2023 at 7.30pm at the Memorial Hall, Roy Street, Jeparit. circulated to Committee Members be taken as read and confirmed***

*(Attachment: 1)*

**Moved:** Mel Wagener

**Seconded:** Sharron Reilly

**Carried**

## 5. BUSINESS ARISING FROM THE MINUTES

- 5.1 Re Reimbursement of \$481.53 (incl GST) for Polo Shirts to Committee Member. Copy of Tax Invoice sent to Mr. Bob. Huxley (HSC)
- 5.2 Re J & D Bowling Club and Community Hub progress. JTAC Funds on hold until documentation finalised, early next year.
- 5.3 Advertising account (received) payment of \$1,440.00 (incl GST) for returning to Jeparit weekend events. Invoice sent to Mr. Bib Huxley (HSC). Balance \$440.00 Tax invoice for balance of funds sent to Mr. Bob Huxley (This expenditure was for hall hire, kitchen hire and coolroom use).
- 5.4 New Resident BBQ 15/10/23 at J & D Bowling Club. Food order placed with supermarket.
- 5.5 Breakfast BBQ Menzies Square 21/10/23 Reconnect with Jeparit weekend (JTAC) Same as Australia Day Breakfast.
- 5.6 Incorporated Association Documentation – discussion to be held when members are present. (Nov. 2023 Meeting)

## 6. CORRESPONDENCE

### INWARD:

- 6.1 P. Bell (Community Member) CC copy Re Tax Invoice 13/9/23
- 6.2 B. Huxley (HSC) – JTAC Minutes completed & Inc documents 22/9/23

### OUTWARD:

- 6.3 B. Huxley (HSC) – JTAC Minutes Draft & Tax Invoice 15/9/23
- 6.4 T. Smith (CM) JTAC BBQ events 15<sup>th</sup> & 21<sup>st</sup> October 15/9/23
- 6.5 H. Boyd cc B. Huxley re: Financial Statement details 15/9/23
- 6.6 B. Huxley (HSC) document request 22/9/23
- 6.7 T. Smith (CM) document request 22/9/23
- 6.8 S. 86 (HSC) Completed Minutes for September 23/9/23
- 6.9 Committee Members copy of Minutes for JTAC Meeting Sept & Inc Documents 23/9/23
- 6.10 Committee M - Agenda & Previous Min for next Meeting – 5/10/23
- 6.11 B. Ireland (Mayor HSC), B. Huxley (
- That the Outward Correspondence be approved and the Inward Correspondence noted.

**Moved:** Sharron Reilly

**Seconded:** Cheryl Quinn

**Carried**

## 7. EVENTS

### 7.1.

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



## 7.2

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

**Moved:**

**Seconded:**

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

**8.1** Purchase Order No's –

Newspaper Advertising, Hall Hire incl Cool room and kitchen hire and Polo Shirt payment to Committee Member Ms. S. Reilly..

**8 2** Current supermarket orders which will require Purchase Orders (Nov. 2023 meeting).

### 9. COUNCILLOR REPORT

**9.1** Swimming hole nearing completion with landscaping next on the agenda. Pathways, lawn and sprinkler system. Solar lights outside Cabins and W.C.'s. Official opening February 2024.

**9.2** Floating Pontoon grant commencing.

**9.3** Kinder closing 2024, staff funding and lack of enrolments, discussion regarding some Primary Schools having Pre prep classes.

**9.4** Johnny Cash entertainment at Nhill on Wednesday 11<sup>th</sup> Oct. (HSC)

**9.5** Thoughts to return free concerts to townships ie: Menzies Square next year.

### 10. OFFICER REPORT

**10.1** Fire arms collect from Museum and stored in locked gun cabinet.

**10.2** Community Hub needs a separate agreement and should be finalised early next year.

**10.3** Menzies Recreation Reserve W.C Roof completed and operational.

**10.4** Riverside Drive Jeparit – drainage issue – no funding for repairs.

### 11. URGENT BUSINESS

### 12. FINANCE REPORT

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

#### **RECOMMENDATION:**

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

**Moved:** Mel Wagener

**Seconded:** Jason Hutson

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

**Moved:**

**Seconded:**

ITEM NO.	DESCRIPTION	DECISION

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

### **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	Nil
6	Correspondence	Approving the Outward Correspondence and Noting the Inward.
7	Events	Nil
8	General Business as Notified to the Chair	8.1 & 8.2
9	Councillor's Report	9.1, 9.2, 9.3 & 9.4
10	Officer's Report	10.1, & 10.2
11	Urgent Business	11.1, 11.2, 11.3 & 11.4
12.1	Finance Report	Not Furnished.
12.2	Purchase Orders to be Raised (\$2,000 or less)	That the Council Officer raise the Purchase Orders listed. (8.6) & (8.8)
12.3	Purchase Orders to be Raised (above \$2,000)	Nil

### **14. MEETING CLOSED**

The meeting closed at 8.11pm

### **15. COUNCIL OFFICER AUTHORISATION**

\*to be completed by Council Officer

I, ROBERT HUXLEY accept the following recommendations made by the

JTA Committee at this meeting held on 11<sup>th</sup> September 2023

ITEM	DESCRIPTION	DECISION
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NO.		
4	Minutes	Confirmation of the Minutes
5	Business Arising from Minutes	Nil
6	Correspondence	Approving the Outward Correspondence and Noting the Inward.
7	Events	Nil
8	General Business as Notified to the Chair	8.1 & 8.2
9	Councillor's Report	9.1, 9.2, 9.3 & 9.4
10	Officer's Report	10.1, 10.2 & 10.3
11	Urgent Business	11.1, 11.2, 11.3 & 11.4
12.1	Finance Report	That the Finance Report as provided with the Agenda be approved.
12.2	Purchase Orders to be Raised (\$2,000 or less)	That the Council Officer raise the Purchase Orders listed.

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

ITEM NO.	DESCRIPTION	DECISION

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

SIGNED: Council Officer



Dated:

13/10/23





To Committee Members,

18<sup>th</sup> September 2023

Notice is hereby given that a Rainbow Advisory Committee **Annual General Meeting** of the Hindmarsh Shire Council will be held at the The Mecca Supper rooms on 18<sup>th</sup> September 2023 commencing at 7:30pm.

**IN ATTENDANCE:**

Allira Roberts, Greg Roberts, Norelle Eckermann, Belinda Eckermann, Graham Nuske, Colleen Petschel, Greg Wood (CEO), Cr Brett Ireland (Mayor)

**AGENDA**

**1 ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY**

---

We acknowledge that this meeting is being held on the lands of the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagalk Nations and we acknowledge them as Traditional Owners of Country.

We recognise the important ongoing role that Indigenous people have in our community and pay our respects to their Elders, past and present.

**2 APOLOGIES**

---

Roger Aikten, Ron Ismay (?)

*Moved that the apologies be accepted Colleen/Allira AiC C*

**3 CONFLICTS OF INTEREST**

---

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

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

## 4 CONFIRMATION OF MINUTES OF PREVIOUS AGM

---

### **RECOMMENDATION:**

*That the Minutes of the Rainbow Advisory Committee Annual General Meeting held on 21<sup>st</sup> February 2022 at the The Mecca Supper rooms circulated to Committee Members be taken as read and confirmed.*

*Moved: Allira*

*Seconded: Graham*

## 5 2022-23 CHAIRPERSON REPORT

---

Greg Roberts read through his report.

*Motion to accept the report Moved Norelle/Belinda AiF C*

*Chairperson requested Cr Brett Ireland to officiate the election of office bearers, declaring all positions vacant.*

## 6 ELECTION OF OFFICER BEARERS

---

### **6.1 Chairperson**

Allira Roberts nominated **Greg Roberts**. Seconded by Colleen Petschel. Greg Roberts accepted the nomination. AiF C

### **6.2 Secretary**

Graham Nuske nominated **Colleen Petschel**. Seconded by Norelle Eckermann. Colleen Petschel accepted the nomination. AiF C

### **6.3 Deputy Chairperson**

Allira Roberts nominated **Graham Nuske**. Seconded by Norelle Eckermann. Graham Nuske accepted the nomination. AiF C

### **6.4 Advisory Committee members**

Allira Roberts  
Norelle Eckermann  
Belinda Eckermann  
Roger Aitken  
Colleen Petschel  
Graham Nuske  
Greg Roberts

*Resolution moved for all other members to be added to the general committee.*

*Moved Graham/Belinda AiF C*

## 5 MEETING CLOSED

---

The meeting closed at 7:51pm

## 6 COUNCIL OFFICER AUTHORISATION

---

\*to be completed by the Council Officer

I Michael Henderson, accept the following recommendations made by the Rainbow Town Advisory Committee at this meeting held on 18<sup>th</sup> September 2023.

ITEM NO.	DESCRIPTION	DECISION
4	CONFIRMATION OF MINUTES OF PREVIOUS AGM	

I Michael Henderson, advise the following items need to be referred to a Council Meeting for a decision:

ITEM NO.	DESCRIPTION	DECISION
6	ELECTION OF OFFICE BEARERS	



SIGNED:

Dated:

26 September 2023



To Committee Members,

18<sup>th</sup> September 2023

NOTICE is hereby given that a Rainbow Advisory Committee Meeting of the Hindmarsh Shire Council will be held at the The Mecca Supper rooms on 18<sup>th</sup> September commencing at 7:30pm.

## **AGENDA**

- |   |
|---|
| <b>1. Acknowledgement of the Indigenous Community</b>   |
| <b>2. Apologies</b>   |
| <b>3. Disclosure by Committee members or Councillors or Council Officers of any interest or conflicts of interest in any item on the agenda</b> |
| <b>4. Confirmation of Minutes</b>   |
| <b>5. Business Arising from the Minutes</b>   |
| <b>6. Correspondence</b>  |
| <b>7. Events</b>  |
| <b>8. General business as notified to the Chair</b><br><a href="#">8.1 Discussion of merger with Rainbow Progress Association (Greg Wood)</a>   |
| <b>9. Councillor Report</b>   |
| <b>10. Officer Report</b>   |
| <b>11. Urgent business</b>  |
| <b>12. Finance report</b>   |
| <b>13. Decisions to be made</b>   |
| <b>14. Meeting Closed</b>   |
| <b>15. Council Officer Authorisation</b>  |



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

***Acknowledgement of the Indigenous Community***

*We acknowledge that this meeting is being held on the lands of the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagalk Nations and we acknowledge them as Traditional Owners of Country.*

*We recognise the important ongoing role that Indigenous people have in our community and pay our respects to their Elders, past and present.*

**2. ATTENDANCE/APOLOGIES**

Allira Roberts, Greg Roberts, Norelle Eckermann, Belinda Eckermann, Graham Nuske, Colleen Petschel, Greg Wood (CEO), Cr Brett Ireland (Mayor)

Roger Aitken, Ron Ismay

*Moved that the apologies be accepted Colleen/Allira AiC C*

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

Colleen Petschel declared that she was Secretary of the Rainbow Progress Association in relation to Agenda item 8.1

**4. CONFIRMATION OF MINUTES**

***RECOMMENDATION:***

***That the Minutes of the Rainbow Committee Meeting held on 20<sup>th</sup> August 2023 at The Mecca Supper Rooms circulated to Committee Members be taken as read and confirmed***

*Moved: Allira*

*Seconded: Belinda AiF C*

**5. BUSINESS ARISING FROM THE MINUTES**

5.1 Graham asked Greg Wood about the progress with the Albacutya Bridge road. He wanted to know specifically if the Shire was paying for it. Greg responded that there is legal action between the Shire & the Contractors. The road poses a danger and as such the Shire is fixing it and bearing the cost in the short term.

**6. CORRESPONDENCE**

***INWARD- Nil***

***OUTWARD - Nil***



**7. EVENTS**

Nil

<b>Event:</b>	<i>Easter Egg Hunt</i>	<b>Location:</b>	<i>Jaypex Park</i>	<b>Date</b>	<i>4 April 2021</i>
<i>Relevant documents</i>					
	<b>Responsibility</b>	<b>Due date</b>	<b>Status</b>		
<b>Risk assessment</b>					
<b>Food permit</b>					
<b>Local Law permit</b>					

**8. GENERAL BUSINESS AS NOTIFIED TO THE CHAIR****8.1 Merger with the Rainbow Progress Association**

- Greg Wood provided insight on the option
- He discussed the Dimboola experience and how their main driving force was to get more autonomy over their funds
- He listed potential advantages of the move:
  - Annual funding would be maintained from the Shire
  - Relationship becomes a service agreement with council
  - Can raise own money, sponsorships etc
- There is a template outlining in very general terms what the Shire money can be spent on (Dimboola meeting July 26<sup>th</sup> 9.4 (13))
- Mentioned that we already had an existing body in the form of the Rainbow Progress Association
- You are always required to get approval to build structures etc on public land.
- Questions asked...
  1. Belinda – can we guarantee the Shire will continue to provide funding  
*A : can guarantee for life of this Shire.but realistically cannot give long term guarantees*
  2. Allira – Didn't the Council cover insurance as it was applied for by the RTC?  
*A : this was actually paid for by the Rainbow Rise Committee*
  3. Graham – what does the template and list of rules & regulations look like?  
*A : Check out details in Dimboola meeting)*

Greg Roberts thanked Greg Wood for his time and involvement in the process.

*Greg Roberts moved the following motion : (seconded Graham AiF C)*

*That the Rainbow Town Committee to organization discussions with the Rainbow Progress Association on the topic of the two bodies merging into one entity.*

## 9. COUNCILLOR REPORT

- The Oasis Big Sky festival received \$7500 to stage the event in April 2024.
- The Rainbow Rise Site is looking good!
- The amenities block for the caravan park is in the construction stage offsite

## 10. OFFICER REPORT

### Caravan Park

- Footings for the two cabins booked in for 26<sup>th</sup> & 27<sup>th</sup> September
- Plumbing and Electrical on site 27<sup>th</sup> September.
- Cabins delivered 12<sup>th</sup> October.
- Amenities block currently being built- Photo's attached, delivery November

### Bins

- Two sets of bins- Three in a set, one glass, one rubbish & one recycling to be put in town. Proposed locations, in front of King Charles Hotel & in front of Jaecam. Photos of what the new surrounds look like attached. If you would prefer other locations please let me know.
- There was a lengthy discussion on the fact that Jaecam is not the ideal location due to a number of issues. It was suggested that the second set of bins could either go in front of the second hand store or in front of the vacant block next to the IGA.
- Once these are installed we will look at removing a couple of other street bins and moving a few others to more prominent locations.

### Albacutya Bridge

- We are currently working on repairing the Albacutya Rd adjoining the bridge. Hoping this will be completed in October, so that the bridge can be reopened prior to harvest and gypsum seasons.

### Rainbow Rises Area

- Rainbow Rises Events Association reviewed draft design, we have their revisions for the new Amenities building which has been sent on to the draftsman for development into plans for a Request for Quotation.
- The Kitchen / Canteen facility layout is also being developed by the Committee, with further information required for our draftsman before he can progress this one too much further.

## 11. URGENT BUSINESS

- Need to get the street closure permit in for the ARB Big Desert 480 ASAP
- it is important that this request highlights and covers the historic car display (issues last year!)
- Allira will investigate the process further

## 12. FINANCE REPORT

### 12.1 Summary of Balances in Finance Report.

#### **RECOMMENDATION:**

*That the Finance Report as provided with this Agenda be approved.*

*Moved : Belinda*  
*Seconded : Graham*

Request to remove the following commitments to projects and return money to available funds:

- Historic Film Farming the Mallee - \$710.00
- Rainbow lighting Project - \$2000.00
- Day at the lake - \$816.75

## 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 9:10pm

#### 15. COUNCIL OFFICER AUTHORISATION

\*to be completed by the Council Officer

I Michael Henderson accept the following recommendations made by the Rainbow Town Advisory Committee at this meeting held on 18<sup>th</sup> September 2023.

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.

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:

Dated: 26 September 2023

# Wimmera Mallee Pioneer Museum

Dimboola Road, Jeparit, Victoria 3423

Email: [wmpmieparit@gmail.com](mailto:wmpmieparit@gmail.com)

Facebook: [www.facebook.com/WMPMJeparit](https://www.facebook.com/WMPMJeparit)

## Minutes – Tuesday, 15 August, 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) **Declarations of interest – NA**

- 3) **Present:** Wendy Werner – Chair (WW); Craig Proctor - Secretary (CNP); Maryanne Paech – Treasurer (MP); Clem Paech (CP); Peter Pampa (PP); Tige Mannington (TM); Brett Gebert (BG); Peter Robson (PR); Terry Wundersitz (TW); Don Pedder (DP); Wendy Zanker (WZ); Cr Brett Ireland (HSC, BI); Simon Landrigan (HSC).  
Guests: Colin Moore; Cheryl Quinn; Tony Simpson; Mel Wagener; Duncan Colbron.

**Apologies:** Cr Wendy Bywaters; Rhys Wilkosz; Jeff Woodward (HSC).

**MOTION: To accept the apologies. Moved: MP Seconded: CP CARRIED**

### 4) **Minutes of Previous Meeting**

The last meeting, on 18 July 2023, was a general meeting.

**MOTION: To accept the Minutes of the 18 July meeting. Moved: CP Seconded: MP CARRIED**

### 5) **Correspondence**

#### **Inwards**

HSC notification that all maintenance and machinery operation must cease until further notice pending OH&S meeting (17 August)

AMaGA notification Collections and Community Resilience application; unsuccessful for 2023.

Invoice from Mick Harrison Signs (\$198.00) (new entrance sign)

JW (HSC) – quote for new Museum sign (\$660.00) and frame (\$398.00) for RV Dump Site

JW (HSC) – Powerpoint slides of (1) HSC Event Management Guide 2019 (28 pages) and (2) Visitor Economy presentation (18 pages)

Letter from John Johnson

*Old Machinery Magazine* (digital) along with notification of how to access the digital version (let Craig know if you wish to have access to it)

#### **Outwards**

Notification to Committee and other volunteers of HSC's new Volunteer Forms requirement.

Notification to Committee members of Greg Wood's formal letter requiring that maintenance and operation of Museum machinery cease until further notice.

**MOTION: To accept the outward correspondence and note the inward Correspondence.**

**Moved: WZ Seconded: PP CARRIED**

### 6) **Business arising from Correspondence**

Cr Brett Ireland clarified that the Council's request that no WMPM machinery be used until further notice, pending the outcome of an OH&S investigation potentially means no WMPM machinery can be used at any forthcoming Rally or other event, a consequence of a letter of complaint to HSC from John Johnson. CNP commented that the work involved in WMPM meeting the requirements will potentially involve countless hours. TM made the point that external exhibitors have their own insurance and would be OH&S compliant but the fact remains that an embargo has been imposed on using WMPM machinery.

OH&S Meeting with HSC personnel, **17 August, 2-4 p.m.** Attendance requested by Committee Members knowledgeable in use, maintenance and safety of machinery. Committee members planning to be on site other than WW, CNP, MP: PP; PR; TM; TW; CP.

### 7) **Treasurer's Report (MP)**

Volunteer Hours: June 2023: 343 hours

Purchases / Finances - Mick Harrison Signs: \$198.00.

<b>July 2023</b>	
Opening balance 01.07.23	26,840.43
Receipts	1,247.40
Expenses	2,073.18
Closing balance 31.07.23	24,212.65



Term Deposits (2)	34,379.17
<b>Total</b>	<b>\$58,853.37</b>

MP noted that one Term Deposit account is maturing shortly and sought advice on how to reinvest this. WW asked whether we should transfer some funds (\$10,000) to a Term Deposit account. TM opposed this suggestion because we should be spending some funds on repairs to tyres on some machinery etc. This was considered a sensible choice. TM and others to work on a shortlist of such maintenance items and report back to the Committee.

**MOTION: To accept the Treasurer's report as circulated. Moved: MP Seconded: BG CARRIED**

**MOTION: To pass invoices and receipts for payment and to reinvest Term Deposit funds at the best available rate for 6-9 months. Moved: MP Seconded: BG CARRIED**

## 1) General Business

### 1) HSC update - Simon Landrigan, presenting JW's Tourism Officer report

#### Volunteer Forms:

- a. If the question around COVID Vaccination is raised then reiterate that the policy is currently being reviewed but at the moment the current policy is still in place and all council volunteers/committee members must be double vaxed.

#### RV Dump Site Sign:

- b. Art work finalised
- c. Frame is currently being fabricated,
- d. Awaiting 2<sup>nd</sup> quote for printing

#### Brochure Update:

- e. Brochure amendments have been sent to graphic designer for corrections to be made before reprinting

#### Maldon Tours: <https://tours.maldonmuseum.com.au/>

- f. Check out the link. This is something that can easily be done on our website. If the committee is interested I will work with Craige to incorporate signage and other researched information into a similar style of online guide.

### 2) Rally 2024 update (following on from June and July meetings). Update by convenor of meeting held on 11 August attended by Cheryl Quinn, Mel Wagener, Wendy Zanker, Rod Cameron, Wendy Werner, Craige Proctor. Further discussion is dependent on the outcome of this week's OH&S meeting. Discussion re car decals as shown by Wendy Zanker at July meeting (to promote Museum, not just the Rally). General support offered for this. CNP and WZ to work on a design and costing for 15 decals.

### 3) Request to reschedule AGM to 19 September.

HSC requires **30 days' notice** of meeting date as it needs to advertise publicly the meeting **21 days** prior to the scheduled date. If meeting is brought forward to 19 September this would give HSC **24 days' notice** of date. CNP showed that HSC has already promoted the 17 October date on its website. Simon Landrigan stated that it is possible to advance the date of the AGM but there would need to be sound reasons for doing this. WW and CNP asked for arguments in support of the date change but aside from October being a busy time for farmers, no specific arguments were advanced. No vote taken due to no stated support for the change.

WW notification that she will not be continuing in the role of Chair.

CNP notification that he will not be continuing in the role of Secretary.

MP notification that she will not be continuing in the role of Treasurer.

WW noted the support she had received as Chair from MP and CNP and CNP expressed that he had enjoyed the role of Secretary and especially engaging with the volunteers.

### 4) Visitors (MP)

#### July Attendance:

Adults	Pens./Conc.	Children	Family	Group
20	23	1	4	77 (44, 27, 3, 3)

Group Bookings: NA

### 5) Community Asset Committee Annual Reporting. Reports and lists of Committee Members to HSC due **31 August** (WW, MP, CNP).

### 6) HEP Partnerships: next meeting to be attended by CNP in September. Brief update on Federation University's development of a Bachelor of History program and microcredential courses for the public

relevant to historical societies and museums including placement of history students in organisations to develop skills relevant to heritage organisations (a potentially very worthwhile benefit for all concerned).

- 7) **Donations** (WW). Kube donation (chaffcutter); still no place for this decided on but PP to work on this prior to next meeting and report back. Sleep Tractor: this arrived at the Museum with no notification and without the proper donations policy being followed but PP believes the 1939 tractor to be an important addition to the collection. Heather McDonald has offered to donate a late-1800s organ in very good condition (built in Vermont, USA). Discussion around the relevance of this item to the museum especially given the advice in the HSC Masterplan not to acquire any more items unless their provenance and relevance to the area can be determined. MP in favour of accepting the donation given that it is in better condition than some of our others; WW and TM reluctant to do so unless another organ can be put in storage.

**MOTION: To accept this donation but on condition that another organ be moved to storage.**

**Moved: WZ Seconded: TM CARRIED**

- 8) **Hammers missing from Antwerp Smithy?** Security cameras. WW presented photos of hammers and other tools in the blacksmith's shop but there is no evidence that any item has gone missing since the Rally. Discussion around installing security cameras in key locations. BG offered to identify the areas in the museum which are most in need of surveillance equipment.

**MOTION: to investigate options for solar security cameras. Moved: BG Seconded: WW CARRIED**

- 9) **Update on Ryko the Byko banner** (WW) - NA

- 10) **Small events**

Back to Jeparit event, 21-22 October. CNP to run two talks/tours on 21 October. MP re-stated that there is potential for us to set up targeted displays relating to Jeparit's history. CNP suggested these could be set up in the verandahed areas.

Father's Day. It was considered too late to organise this event.

Treasure Hunt for October School holidays. CNP to consider options and report back at next meeting.

- 11) **Maintenance** (WW). WW has been liaising with Mick Henderson (HSC) regarding urgent maintenance tasks including the roof of Briarley House. Ongoing discussion.
- 12) **Invitation to Craige from Royal Historical Society of Victoria.** CNP is a committee member of the Western Victorian Association of Historical Societies and as a result of that work he has been invited to become a committee member of the Royal Historical Society of Victoria. He will be travelling to many other museums and heritage bodies and working to support them through RHSV initiatives. This will have potential benefits to WMPM as he will be able to promote the Museum across Victoria and in Melbourne. RHSV leaders are keen to visit WMPM in the future.
- 13) **HSC Update. Cr Brett Ireland.** Update on appointment timeline and process for new HSC CEO. Also flagged the State Government's Land Treaty with Barengi Gadjin Land Council and noting there may be implications for WMPM which is situated on Barengi Gadjin country.

- 14) Next General Meeting **Tuesday 19 September, 7:30 pm** at the Museum. AGM **Tuesday 17 October, 7.30 p.m.**

Meeting closed at 9.16 p.m.

## Yurunga Homestead Community Asset Committee

General Meeting, Thursday, August 24th, 2023, Hayden's Café following working bee.

### **Draft Minutes**

Welcome and Opening at 5:25 pm

Members present: Jennifer Solly (Chair), Peter Solly (Secretary/Treasurer), Heather Drendel, Colin Drendel

Visitors:

Apologies: Lou Ravenhorst, Mayor Cr Brett Ireland may get here - report emailed

Moved: Col Drendel, Heather Drendel, - That the apologies be received c/d

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

- Mellington Baltic Pine flooring – make an offer?
- Tourism Brochure

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 July 27<sup>th</sup> 2023 as circulated be accepted as a true and accurate record.  
c/d

Business Arising:

- July 28: Thanks to Heather and Col for vacuuming and pruning the tree in front of the kitchen
- Thanks Col and Peter for restoring the outside dining room lock and fixing the door
- Jenny fertilized the roses, alliums and weeping cherry. Peter sprayed the roses and trees in the orchard
- Jeff rang regarding Peter's enquiry about using an @hindmarsh email address. It would be too complicated
- July 31: Painter Ray Burzacott started on the grant painting. Ray said that the schoolroom would not be painted at this stage
- Aug 2: Thanks Heather for finishing pruning on a rose arch
- Aug 3: An issue arose with the painting. Several areas of undercoat are not adhering to the walls and are peeling off

- Aug 5: Dr Gary and Elaine visited. There had not been any wall preparation. Painting has continued
- Aug 11: Thanks to Heather and Col for visiting Lindsay's workshop with the remaining garden urn. He can make a mould (several processes) and cast the first urn for about \$5,000. Second urn would cost less. We need to ask the CEO's permission to spend more than \$2,000
- Aug 14: 6 ladies from Community Options Horsham visited (Jenny)
- Elaine has advised that the lino with asbestos stickers could be removed. The maid's room lino is very old and it would be good to retain it if possible. The lino at the top of the stairs seems to be original and doesn't have a sticker (to be retained)
- There is a problem with salt deposits and the paint in the south-west corner of the underground room. Dr Gary has done some scraping of the area, and asks that Peter scrape some more
- Aug 17: We are still looking for a suitable option for relocating the tyres on clean up day (\$9 per tyre at the tip!)
- Aug 17: Contact by text with Brooke Mellington. The Baltic Pine flooring is available but no update on a price.
- Aug 17: Belinda re recorded her reflections on the mural. This has been edited and sent with the accompanying story to Jeff Woodward

#### Correspondence In (Emails)

- Aug 1: Jeff Woodward to Peter re QR Code, brochure photos and email address
- Aug 7: Elaine Doling to Jenny and Peter re image of urn and painted graining technique used on front and dining room doors
- Aug 17: Jessica George, Expanding Horizons (Adelaide) to Peter re she will update their system re bookings and rates

#### Correspondence Out (Emails)

- July 30: Peter to Jeff W re AGM, QR Code, brochure, email address and tyres, entry and catering charges
- July 30: Peter to Council re copies of AGM documents and draft minutes
- Aug 8: Jenny to Elaine Doling re image of urn and restoring graining on doors
- Aug 17: Peter to Jessica George re increased charges
- Aug 17: Peter to Daniel Griffiths re disposal of 100 car tyres on Aug 24
- Aug 17: Peter to Jessica George re detailed information about tours, bookings, rates and catering
- Aug 17: Peter to Jeff Woodward re draft of brochure
- Aug 17: Peter to Jeff Woodward with mp3 files for the mural commentary

#### Late Correspondence In (Emails)

- Aug 22: Jeff Woodward to Peter re mural audio files are on the Yurunga web page [www.hindmarsh.vic.gov.au/Visit-Hindmarsh/Discover-our-Heritage/Yurunga-Homestead](http://www.hindmarsh.vic.gov.au/Visit-Hindmarsh/Discover-our-Heritage/Yurunga-Homestead), and mounting the QR codes

Late Correspondence Out  
(Emails)

- Aug 22: Peter to Monica Revel, Greg Wood, Cr Brett Ireland, Jeff Woodward and committee re solution for \$9 per tyre charge for clean up
- Aug 22: Peter to Jeff Woodward re thanks for mural audio, QR code printing and mounting

Moved: Col Drendel Heather Drendel, – That the inward correspondence be received and the outward endorsed. c/d

Reports  
~Financial

Yurunga Homestead Community Asset Committee

Financial Report

July 1<sup>st</sup> 2023 to July 31<sup>st</sup> 2023

Opening Balance per statement at 1 <sup>st</sup> July	\$12,260.70
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Plus Income:

Entries	
(inc Marulan Group \$330.00)	\$575.00
Produce	\$127.00
Craft Shop (from Feb 23)	\$99.20
Donations	\$44.90
Catering	\$770.00
Total Income	\$1,616.10

Less Expenses:

Pruning (MNC mowing)	\$769.00
Bowls Club Hire (Marulan Group)	\$75.00
Origin Energy Power	\$162.42
Total Expenses	\$1,006.42

Closing Balance per statement 31 <sup>st</sup> July	\$12,870.38
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Term Deposit reinvested with interest on 28<sup>th</sup> April 2023  
at 3.95% % interest pa for 12 months .

To be reinvested by April 28 <sup>th</sup> 2024	\$5,090.82
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*Peter Solly* Secretary/Treasurer, Yurunga Homestead Community Asset Committee

Moved: Peter Solly, Heather Drendel – That the financial report be accepted. c/d

Hindmarsh Shire

~Mayor, Cr Brett Ireland via email

Hi team, hope today was a great success ,sorry I couldn't make it.

Not a lot to report, but our process in recruiting a new CEO is progressing very well and I am very very confident we will end up with a quality person. By next meeting you will know the outcome .

You may have seen the new amenities block for the Rainbow caravan park is well underway. It is being built on site in Bendigo and will be transported as one to the Rainbow caravan park. There have been some pictures circulating on social media. It has male and female toilets, all abilities toilets and shower and change facilities also. It should be a great addition to the developing caravan park.

I managed to speak to Mr Wood last night and he indicated that if there was an expense today for the tyres, he can't see why you couldn't claim it from the maintenance budget, throw in any expense that today incurred if there were costs.

That's about all I have and I am sure you have earned your meal tonight so enjoy and I look forward to the minutes from tonight.

Kind regards

Cr Brett Ireland

~Jeff Woodward

General Business

- Yurunga brochure – We have suggested to Jeff Woodward that we postpone until mid October '23 when the garden is at its best and the house (hopefully) back together. Do really need one? There is already a lot of publicity on Hindmarsh Shire and Rainbow brochures. Who pays for it? We need to talk to Jeff W. Our priorities have changed. We have higher priorities for our finances.

Moved Heather Drendel, Col Drendel that we do not proceed with a stand alone brochure c/d

- Clean up day: reflections – An excellent day. Over 40 hours of volunteer time plus 5 hours from Alan Roberts with the Shire truck. Trees removed, West fence removed, tyres removed, scrap metal, old timber and other rubbish removed, pruning and gardening done, pot hole filled, bricks collected. Good use was made of Sollys' front end loader and mower.

Moved Col Drendel, Heather Drendel That we thank Daniel Griffiths and Alan Roberts for their support. c/d

- Garden urns: update, decision, permission: Lindsay Mew at Sweet Art at Elphinstone has provided an estimate of \$5,000 to produce a mould and

one urn. Subsequent urns would be cheaper. We could possibly on sell extra urns to spread the cost of the mould

Moved: Heather Drendel, Col Drendel - that we proceed and seek permission from the CEO financed by the \$5000 donation in the term deposit. c/d

- Mellington Baltic Pine flooring – make an offer? There is about 270 lm of 150mm X 22mm in about 120 lengths from 0.9 to 4 m in length. On line this is advertised from \$9 to \$20 per linear metre in Melbourne. Dr Gary Hill suggests an offer of \$10 if it is in good condition. – total \$2,700.00
- Moved: Peter Solly, Col Drendel - that we offer \$10 per lm provided it is in good condition and we get approval from the CEO. We ask for it to be funded from the maintenance budget. c/d

Inventory supplied by Brooke Mellington  
150x21/22 boards

4mx30.	120
3mx15.	45
1.2mx21.	24.3
1.1mx12.	13.2
.9m x 12.	8.1
1.7m x 12.	20.4
3.5m x 5.	17.5
1.2m x 6.	7.2
2m x 8.	16

Approx  
270 x .15. 40m2

- Action items review  
All checked ok

### Bookings

Tuesday, October 10, 2023, lunch and tour, seniors group. 22ppl, arrival 12:15-12:45pm Contact: Eve Briere, Trade Travel, Qld

Tuesday, October 24, 2023, Mornington Peninsula car club, tour only, about 22 ppl, will ring 2 weeks before

Contact: [REDACTED] [REDACTED]

Wednesday, May 22, 2024, lunch and tour, Martin's Albury group, 40 ppl, arrival 11:30am

Contact: [REDACTED]

Next Meeting: Thursday September 28, 2023, Yurunga dining room

Closed 6:25 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.