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## ATTACHMENTS

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### ITEM 4 CONFIRMATION OF MINUTES

- Item 4 Attachment 1 – Council Meeting Minutes 25 October 2023
- Item 4 Attachment 2 – Annual Statutory Meeting Minutes 8 November 2023

### ITEM 7 CORRESPONDENCE

- Item 7.1 Attachment 3 – Letter to Dimboola & District Historical Society
- Item 7.1 Attachment 4 – Letter to Dimboola Progress Association
- Item 7.1 Attachment 5 – Letter to Ilse Aschenbrenner
- Item 7.1 Attachment 6 – Letter to Jan John
- Item 7.1 Attachment 7 – Letter to Leigh Corbett
- Item 7.1 Attachment 8 – Letter to Tony Schneider

### ITEM 9 REPORTS REQUIRING A DECISION

- Item 9.1 Attachment 9 – Councillor Interaction with Staff Policy
- Item 9.2 Attachment 10 – Domestic Animal Management Plan Review
- Item 9.2 Attachment 11 – Domestic Animal Management Plan Action List
- Item 9.3 Attachment 12 – Finance Report for period ending 30 September 2023

### ITEM 10 COUNCIL COMMITTEES

- Item 10.1 Attachment 13 – Nhill Town Committee AGM Minutes 30 October 2023
  - Item 10.2 Attachment 14 – WMPM Committee Minutes 19 September 2023
  - Item 10.2 Attachment 15 – WMPM Committee AGM Minutes 17 October 2023
  - Item 10.2 Attachment 16 – Yurunga Homestead Minutes 21 September 2023
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26 October 2023

## MINUTES

### Ordinary Council Meeting

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**Date:** Wednesday 25 October 2023

**Time:** 3:00pm

**Venue:** Nhill Memorial Community Centre  
77-79 Nelson Street, Nhill

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

**Officers:** Monica Revell – Acting Chief Executive Officer  
Petra Croot – Acting Director Corporate & Community Services  
Michael Henderson – Acting Director Infrastructure Services

### **Acknowledgement of Indigenous Community**

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

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



### **Public Access**

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

### **Live Streaming Statement**

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

Members of the public attending this meeting may be filmed.

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

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



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**In Attendance:**

**Councillors:**

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

**Officers:**

Ms Monica Revell (Acting Chief Executive Officer), Ms Petra Croot (Acting Director Corporate and Community Services), Mr Michael Henderson (Acting 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 3:00pm by acknowledging the Indigenous Community and by reading out the live streaming statement.

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**2 APOLOGIES**

No apologies.

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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.

Ms M Revell declared a material conflict of interest in confidential item 14.3.

Ms P Croot declared a material conflict of interest in confidential item 14.3.

Cr B Ireland declared a general conflict of interest in items 9.3 as he assisted with the grant application and 9.4 as his employer is an applicant.

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**4 CONFIRMATION OF MINUTES**

**RECOMMENDATION:**

*That the Minutes of the Ordinary Council Meeting held on Wednesday 27 September 2023 at the Nhill Memorial Community Centre, as circulated to Councillors be taken as read and confirmed.*

**MOVED: CRS R Ismay/M Albrecht**

*That the Minutes of the Ordinary Council Meeting held on Wednesday 27 September 2023 at the Nhill Memorial Community Centre, as circulated to Councillors be taken as read and confirmed.*

**CARRIED**

Attachment Number: 1

## **5 PUBLIC QUESTION AND SUBMISSION TIME**

Community members wishing to ask questions at council meetings may do so, in writing, at least 24 hours prior to the council meeting. Both the question and answer will be read out at the meeting. Questions may be submitted by mail, email [info@hindmarsh.vic.gov.au](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.

Ms Evelyn King from the Dimboola & District Historical Society spoke to her submission on the Proposed Sale of 41 Victoria Street Dimboola Senior Citizens Centre.

Ms Jo Donnelly from the Dimboola Progress Association spoke to her submission on the Proposed Sale of 41 Victoria Street Dimboola Senior Citizens Centre.

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**6 ACTIVITY REPORTS**

**COUNCILLOR ACTIVITIES: 19 September – 16 October 2023**

**6.1 CR IRELAND, MAYOR**

<b>Date</b>	<b>Meeting/Event</b>	<b>Location</b>	<b>Comments</b>
03/09/2023	Interview with Wimmera Times		Regarding our Shires Housing Strategy
09/09/2023	Jeparit Town Advisory Committee Meeting		
11/09/2023	Seniors Concert	Nhill	A well-attended function by around 300 people who enjoyed a tribute show of olden days Johnny Cash and Elvis Presley songs, appeared very well received.
12/09/2023	MAV State Conference	Sofitel Melbourne	
12/09/2023	MAV Gala Awards Dinner	Sofitel Melbourne	Awards night for councillors with outstanding service to their communities. Our own Councillor Debra Nelson receiving her award for 10 years' service to Hindmarsh Shire, a great achievement.
13/09/2023	MAV State Council	Melbourne	As approved delegate, I attended same to vote on various motions that local government intend to lobby the state and federal government with.
15/09/2023	New Residents Barbecue and Welcome	Jeparit Bowling Club	
19/09/2023	WWHS Video Shoot in Nhill for Mental Health Profiles in our Shire		West Wimmera Health were making a presentation in Melbourne to emphasise the need for an increase in a whole range of services needed in regional areas.
19/09/2023	Wimmera Mallee Pioneer Museum Meeting	Jeparit	
20/09/2023	Audit and Risk Committee Meeting	Zoom	
21/09/2023	Yurunga Homestead Meeting	Rainbow	
27/09/2023	Council Briefing	Nhill	
27/09/2023	Council Meeting	Nhill	
27/09/2023	Staff Break Up Function for Chief Executive Officer	Nhill	

28/09/2023	Mayoral Matters Column to Media		
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## 6.2 CR ALBRECHT, DEPUTY MAYOR

Date	Meeting/Event	Location	Comments
Unable to attend other Council commitments during the period due to illness.			
11/10/2023	Nhill Town Committee Christmas Carols Working Group	Nhill	Looking forward to the wonderful Christmas Carols event in Nhill.

## 6.3 CR GERSCH

Date	Meeting/Event	Location	Comments
19/09/2023	Retirement Dinner for GWM Water Chairman Peter Vogels		
22/09/2023	Wimmera Regional Roads Meeting		
22/09/2023	RCV Board Meeting		
24/09/2023	Nhill Aviation Information Day		
27/09/2023	Council Meeting		
27/09/2023	CEO Greg Wood Farewell		
02/10/2023	Tourist Information Centre Roster		
06/10/2023	RCV Annual Meeting		
11/10/2023	Seniors Concert Johnny Cash		
13/10/2023	Meeting with CEO Greg Wood Last Day		

## 6.4 CR NELSON

Date	Meeting/Event	Location	Comments
20/09/2023	Audit and Risk Committee		
20/09/2023	Councils Coming Out Meeting	Online	
27/09/2023	Council Briefing Meeting	Nhill	
27/09/2023	Council Meeting	Nhill	
02/10/2023	Dimboola Progress Association Meeting		

04/10/2023	Dimboola and District Historical Society Meeting		
04/10/2023	Mates Mentoring	DMSC Dimboola	
06/10/2023	RCV AGM	Online	
08/10/2023	Dimboola Urban Fire Brigade Building Open Day		
11/10/2023	Travel to Melbourne		
12/10/2023	MAV Conference		
12/10/2023	MAV Gala Dinner Awards Presentation		

### 6.5 CR BYWATERS

Date	Meeting/Event	Location	Comments
27/09/2023	Meeting with Wayne Street to present the Draft Economic Development Strategy Council briefing and Council meeting	Nhill	
11/10/2023	The Seniors' Concert, the Johnny Cash Show	Nhill Memorial Community Centre	
11/10/2023 – 13/10/2023	MAV Conference and Awards Dinner		I had the privilege to attend for the first time and I found it informative. Cr Nelson received the Municipal Association of Victoria (MAV) Councillor Service Award for 10 years of service. Thank you to Cr Debra Nelson for 10 years' service with Hindmarsh Shire Council, including two years as Mayor. Cr Debra Nelson was the first female Mayor and is the longest serving female councillor at Hindmarsh Shire Council.
14/10/2023	Dimboola Polling Place	Dimboola	I attended the Dimboola Polling Place (all day) for the referendum on behalf of Wimmera for yes campaign 2023. A quick visit to the Tower Park market and the shops
16/10/2023	Attended the studio of Glenda King Artist	Dimboola	Called in to welcome the new owners of the Harris Mensland shop, Alethea and John to Dimboola.

**6.6 CR ISMAY**

No activity report provided.

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## 7 CORRESPONDENCE

### 7.1 GENERAL CORRESPONDENCE

**Responsible Officer:** Acting Chief Executive Officer

**Attachment Numbers:** 2 – 4

**Introduction:**

The following correspondence is attached for noting by Council.

**Inwards:**

- 2023/09/20 – Letter from Nhill & District Sporting Club RE WFNL Preliminary Final

**Outwards:**

- 2023/09/28 – Letter to Graham Nuske RE Public Transparency Policy Submission
- 2023/09/28 – Letter to Tom Pintarich RE Public Transparency Policy Submission

**RECOMMENDATION:**

*That Council notes the attached correspondence.*

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

*That Council notes the attached correspondence.*

**CARRIED**

*Attachment Numbers: 2 – 4*

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**8 PLANNING PERMITS**

**8.1 VICSMART REPORT AND PLANNING APPLICATIONS APPROVED UNDER CEO DELEGATION**

**Responsible Officer:** Acting Director Infrastructure Services

**Introduction:**

This report provides Council with an update on VicSmart permits processed by Council for the period 01 July 2023 to 30 September 2023.

The report also lists the Planning Applications approved under delegation by either the CEO or delegate for the same period.

**Discussion:**

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

Key features of VicSmart include:

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

There have been no VicSmart permits approved within this period.

The following Planning Permit Applications were approved by either the CEO or delegate, during this period.

Permit No.	Address	Proposal	Date Lodged	Trigger	Date approved	Stat Days
PA1816-2023	Rupps Rd Nhill	Waste Water Lagoon	16/02/2023	Clause 35.07-4 Farming Zone	12/7/2023	39
PA1811-2022	60 Upper Regions Street, Dimboola	Two lot subdivision (re-subdivision of two lots)	29/11/2022	Clause 32.08-3 Subdivision	24/07/2023	123
PA1761-2021-A1	51 Rainbow Rises Road, Rainbow VIC 3424	Change date VORRA Event	23/05/2023	Clause 35.07.1 Farming Zone	18/07/2023	29
PA1815-2023	133 Nhill-Jeparit Road, Nhill	Two lot subdivision (re-subdivision of two lots)	15/02/2023	Clause 35.07.3 Farming Zone	10/8/2023	86



Permit No.	Address	Proposal	Date Lodged	Trigger	Date approved	Stat Days
PA1821-2023	16 High Street, Dimboola	Two lot subdivision	06/04/2023	Clause 32.08-3 Subdivision	10/8/2023	88
PA1825-2023	1A Wimmera Street, Dimboola	Dwelling to replace fire damaged dwelling	01/06/2023	Clause 42.01-2 (ES03) Clause 44.03-2 (FO)	2/8/2023	44
PA0039-1999-A1	142 Drapers Road, Nhill	Increase duck numbers to 24,000	17/03/2023	VCAT – NOD (not issued)	12/07/2023	
PA1804-2022	80 McDonalds Road, Nhill	Two Lot Subdivision	14/10/2022	Clause 35.07-3 Farming Zone Clause 42.01-2 Environmental Significance Overlay	22/08/2023	73

**Options:**

N/A

**Link to Council Plan:**

Facilitating and supporting economic development.

**Financial Implications:**

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

**Risk Management Implications:**

Strategic Risk Description	Risk Management Discussion
Governance	Risk is managed appropriately by adhering to the VicSmart process

**Conflict of Interest:**

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

Author – Robert Huxley, Manager Regulatory Services

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

Officer Responsible – Michael Henderson, Acting Director Infrastructure Services

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

**Communications Strategy:**

Nil

**Next Steps:**

Next Report to be provided in February 2024.

**RECOMMENDATION:**

*That Council notes the Planning Applications approved by the Chief Executive Officer or delegate, for the period 1 July 2023 to 30 September 2023.*

**MOVED: CRS M Albrecht/R Ismay**

*That Council notes the Planning Applications approved by the Chief Executive Officer or delegate, for the period 1 July 2023 to 30 September 2023.*

**CARRIED**

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**8.2 APPLICATION FOR PLANNING PERMIT 1820-2023 – DEVELOPMENT OF TWO DWELLINGS TO THE REAR OF THE EXISTING DWELLING AND A CARPORT FOR THE EXISTING DWELLING, VEGETATION REMOVAL, CONSTRUCTION OF FENCES AND A THREE (3) LOT SUBDIVISION - 13 LEAHY STREET NHILL VIC 3418**

<b>Responsible Officer:</b>	Acting Director Infrastructure Services
<b>File:</b>	Planning – Applications
<b>Assessment:</b>	142940
<b>Application Number:</b>	<b>PA1820-2023</b>
<b>Application Received:</b>	29 March 2023 (1 May 2023 fee paid)
<b>Applicant:</b>	Hargreaves Design Group
<b>Owner:</b>	Christopher Dickinson
<b>Subject Land:</b>	13 Leahy St Nhill VIC 3418 (Lot 1 Block L on PS001152)
<b>Proposal:</b>	Development of two dwellings to the rear of the existing dwelling and a carport for the existing dwelling, vegetation removal, construction of fences and a three (3) lot subdivision
<b>Zoning &amp; Overlays:</b>	General Residential Zone – Schedule 1 (GRZ1) Environmental Significance Overlay – Schedule 6 (ESO6)
<b>Attachment Number:</b>	5

**Summary:**

This report recommends that Council issues a Notice of Decision to Grant a Planning Permit PA1820-2023 for the Development of two dwellings to the rear of the existing dwelling and a carport for the existing dwelling, vegetation removal, construction of fences and a three (3) lot subdivision on the subject land known as 13 Leahy St Nhill Vic 3418 (Lot 1 Block L on PS001152).

**Background:**

On 29 March 2023, Hargreaves Design Group on behalf of Christopher Dickinson lodged a planning application to the Responsible Authority for the development of two dwellings to the rear of the existing dwelling and a carport for the existing dwelling, vegetation removal, construction of fences and a three (3) lot subdivision at 13 Leahy St Nhill.

**Proposal Details:**

The permit applicant, Hargreaves Design Group seeks approval for the development of two dwellings to the rear of the existing dwelling and a carport for the existing dwelling, vegetation removal, construction of fences and a three (3) lot subdivision.

The subject land contains an existing dwelling in the north portion of the site which will remain on the land. The subdivision will create three lots, one of which will contain the existing dwelling (479.503m<sup>2</sup>) and the remaining two will each contain a new dwelling proposed as part of this application (265.320m<sup>2</sup> and 265.261m<sup>2</sup>). The proposed dwellings have a mirrored floor plan with a total floor area of 115.94m<sup>2</sup> each, containing:

- Three (3) bedrooms (master with walk in robe and ensuite);
- Open plan kitchen, dining and living area;
- Bathroom;
- Built in cupboard laundry; and
- Single garage.

The dwellings are single storey with a pitched roof and a gable front porch. External wall cladding consists of a mix of weatherboard and rendered cement sheet and the roof will consist of Colorbond sheeting.

To accommodate the development, approximately 12 small trees and shrubs will be removed as well as several sheds and a garage associated with the existing dwelling. Boundary fencing is proposed between the existing and proposed dwellings.

A site plan and elevations of the proposed dwellings are contained in Figure 1 and 2 below and the plan of subdivision is contained within Figure 3 below.

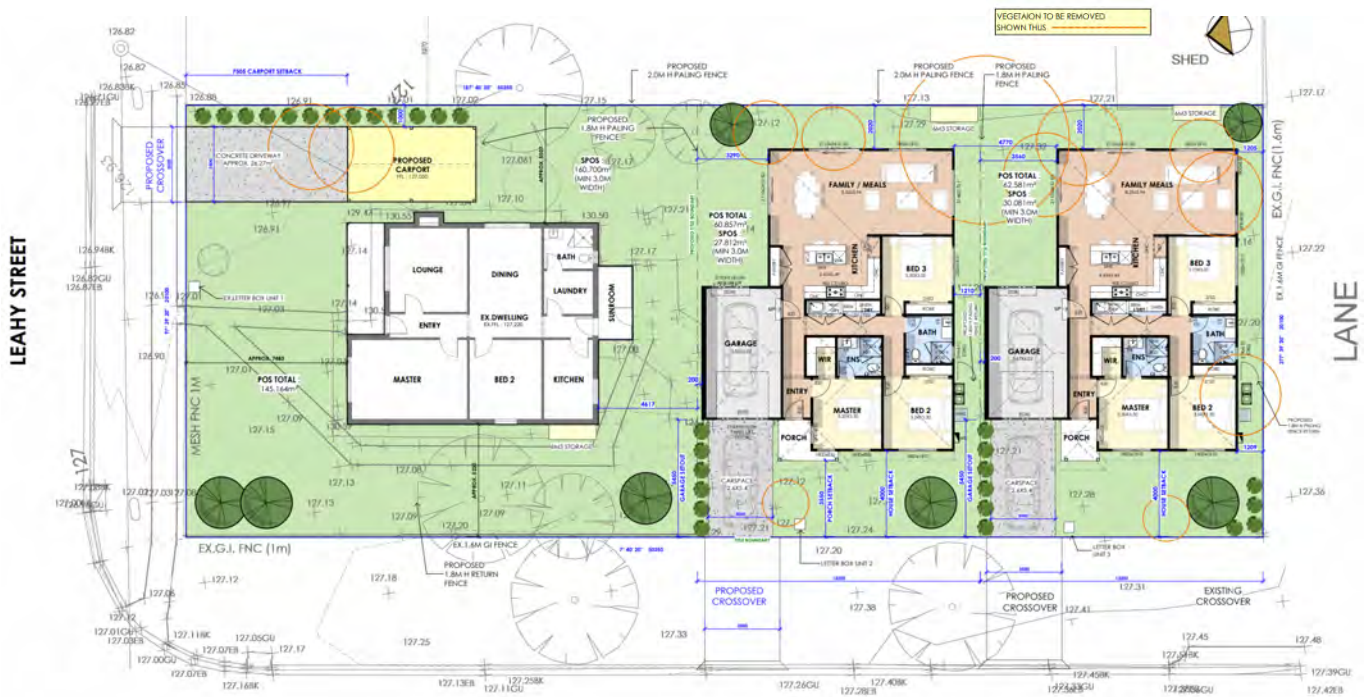


Figure 1 – Site Plan

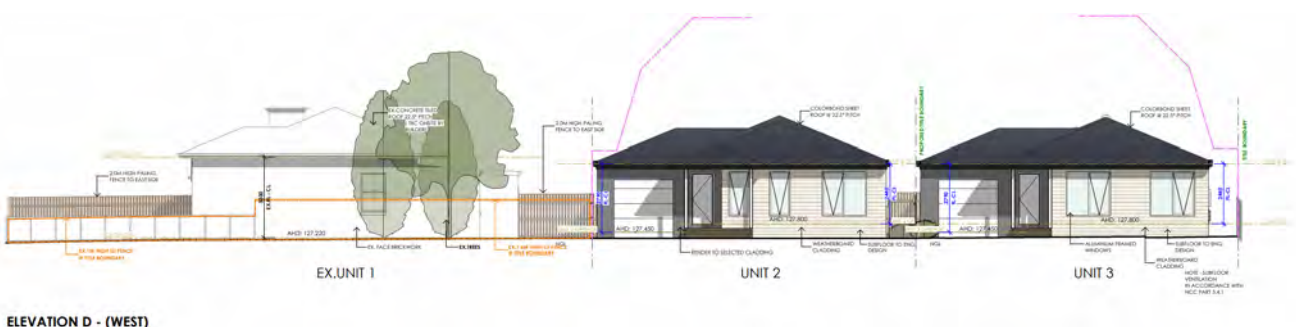


Figure 2 – Elevations

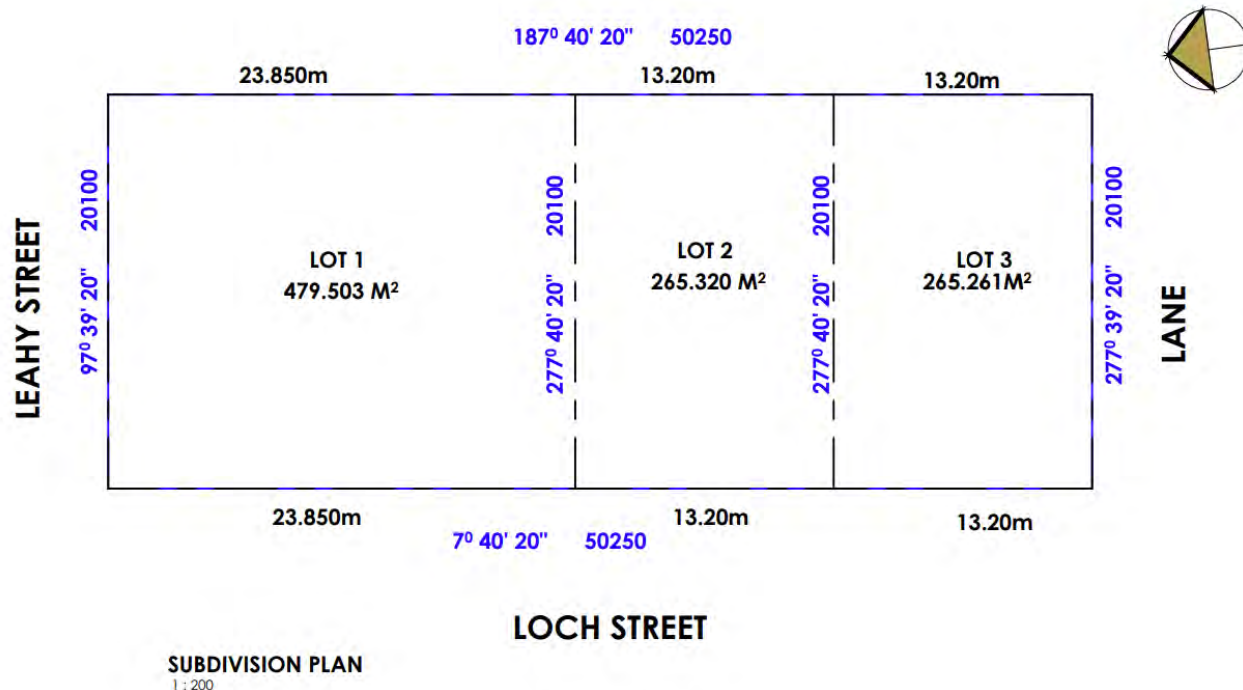


Figure 3 – Plan of proposed subdivision

### Requirement for Permit:

A Planning Permit is required under the following clauses of the Hindmarsh Planning Scheme:

- Clause 32.08-3 (General Residential Zone) – A permit is required to subdivide land.
- Clause 32.08-6 (General Residential Zone) – A permit is required to construct a dwelling if there is at least one dwelling existing on the lot.
- Clause 42.01-2 (Environmental Significance Overlay) – A permit is required to construct a fence that may obstruct the flow of water.
- Clause 42.01-2 (Environmental Significance Overlay) – A permit is required for vegetation removal.
- Clause 42.01-2 (Environmental Significance Overlay) – A permit is required to subdivide land.

### Definitions:

Dwelling – A building used as a self-contained residence which must include:

- a kitchen sink;
- food preparation facilities;
- a bath or shower; and
- a toilet and wash basin.

It includes outbuildings and works normal to a dwelling.

### Restrictive Covenant or Section 173 Agreement:

The subject site is not affected by any Covenants or Section 173 Agreements.



**Cultural Heritage Management Plan (CHMP):**

The proposal is exempt from requiring a CHMP pursuant to the *Aboriginal Heritage Regulations 2018*, as the proposal is not within land affected identified as an area of Aboriginal Cultural Heritage Sensitivity and is an exempt activity under Regulation 9 of the Regulations.

**Subject site & locality:**

The subject site is known as 13 Leahy Street Nhill VIC 3418 (Lot 1 Block L on PS001152), which comprises a single title of approximately 1012.036m<sup>2</sup>. The land is generally flat, with minimal fall across the site. The land currently contains an existing dwelling and several associated outbuildings with access from Rintoule Street.

The subject site is a corner lot, with road frontage to the North and East, a laneway to the south and a dwelling to the East. Land surrounding the site is in the General Residential Zone, and generally comprises lots of between 600-1600m<sup>2</sup> and is also affected by the Environmental Significance Overlay Schedule 6. The site appears to have access to reticulated power, telecommunications, water and sewer and services will need to be connected to the two new dwellings on Lots 2 and 3.

Aerial Map below – Hindmarsh POZI





Aerial Map with Zoning below – Hindmarsh POZI



**Section 52 Notice of Application**

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

- Letters to adjoining and nearby property owners;
- Erection of a sign on site; and

One objection was received in relation to the application. The objection raised concerns relating matters summarised as follows:

- Increased traffic and related safety impacts.
- Minimal parking on Rintoule Street and impacts on availability of on-street parking during construction and by occupants of the dwellings.
- Increased noise during construction and from additional dwellings.
- Loss of privacy due to overlooking into adjoining backyards and proximity to dwellings.
- Drainage in laneway and location of stormwater pipes may cause flooding and impact to adjacent buildings.
- Removal of vegetation will affect the environment.

The applicant has provided a written response to the objections.

The applicant's response was sent to the objector, however no further response was received from the objector. The objection has not been withdrawn.

**Referrals:**

Referrals/Notice	Advice/Response/Conditions
<b>Section 55 Referrals</b>	
Wimmera Catchment Management Authority	<p>No objection and no conditions.</p> <p>Please Note:</p> <ul style="list-style-type: none"> <li>• The 1% AEP flood is not the maximum possible flood. A flood larger in height and extent, than the 1% AEP flood, may occur in the future.</li> <li>• Vegetation within ESO 6 plays a number of different roles depending on the proximity of the vegetated land to the high-value wetland.</li> <li>• Earthworks for footings associated with this development will not impact conservation values identified in the Environmental Significance Overlay - Schedule 6 in the Hindmarsh Shire Council planning scheme.</li> </ul>
Grampians Wimmera Mallee Water	<p>No objection subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1. The owner/applicant must enter into a Developer Agreement with GMMWater for the supply of water and sewerage to each lot of the subdivision.</li> <li>2. The owner/applicant must install sewerage mains and associated works to individually serve each lot/dwelling of the proposed development, at the owner's cost, in accordance with GMMWater's specifications and requirements.</li> <li>3. The owner/applicant is responsible for verifying the condition of any existing sewer connection point/s to determine their suitability for use.</li> <li>4. The owner/applicant must provide individually metered water services to each lot/dwelling in accordance with GMMWater's requirements.</li> <li>5. The owner/applicant must provide plans and estimates of all proposed sewerage works prior to commencement for GMMWater's approval.</li> <li>6. The owner/applicant must provide three metre wide easements in favour of GMMWater over all existing and proposed sewers located within private land.</li> <li>7. The owner/applicant must pay to GMMWater a fee of 3.25% of the total cost of construction (including design and supervision) for its review of design documentation and supervision of works. This fee relates to checking that the works are designed and constructed in accordance with GMMWater's requirements and does not relieve</li> </ol>

	<p>the developer from ensuring proper design and appropriate supervision.</p> <ol style="list-style-type: none"> <li>8. The owner/applicant must provide written notification of commencement of the works to enable GWMWater to organise inspections and coordinate with its staff.</li> <li>9. The owner/applicant must ensure all infrastructure is tested in accordance with the relevant WSA and GWMWater standards. This includes compaction and air pressure testing as directed by GWMWater.</li> <li>10. The owner/applicant must provide “as constructed” plans and a schedule of final asset costs at the level identified in GWMWater’s asset register for all sewerage works upon completion.</li> <li>11. The plan of subdivision submitted for certification must be referred to GWMWater in accordance with Section 8 of the Subdivision Act.</li> <li>12. The owner/applicant must provide GWMWater with an updated drainage plan for each lot/dwelling submitted by a qualified plumber.</li> <li>13. The owner/applicant must ensure any existing water or sewer services and GWMWater assets made redundant by this development are abandoned, at the owner’s cost, in accordance with GWMWater’s standards.</li> </ol>
<p>Powercor</p>	<p>Subject to the following conditions, Powercor Australia Ltd (the Distributor) does not object to the issue of a planning permit for the abovementioned application.</p> <p>Conditions Required by the Distributor:</p> <ol style="list-style-type: none"> <li>1. This letter shall be supplied to the applicant in its entirety.</li> <li>2. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to the Distributor in accordance with Section 8 of that Act.</li> <li>3. The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor’s requirements and standards. Notes: Extension, augmentation or rearrangement of the Distributor’s electrical assets may be required to make such supplies available, with the cost of such works generally borne by the applicant.</li> <li>4. The applicant shall ensure that existing and proposed buildings and electrical installations on the subject land are compliant with the Victorian Service and Installation Rules (VSIR). Notes: Where electrical works are required to achieve VSIR compliance, a registered electrical contractor must be engaged to undertake such works.</li> </ol>

	<p>*** END OF CONDITIONS ***</p> <p>It is recommended that applications for electricity supply to each lot be submitted at the earliest opportunity so that the precise requirements of the Distributor can then be determined and accommodated. Applications for electricity supply shall be submitted via the Distributor’s web portal, “mySupply” which can be accessed via the following link:</p> <p><a href="https://customer.portal.powercor.com.au/mysupply/CIAWQuickCalculator">https://customer.portal.powercor.com.au/mysupply/CIAWQuickCalculator</a></p>
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<b>Section 52 and Internal Notices</b>	
<p>Engineering</p>	<p>No objection to the development subject to conditions:</p> <p><b>Access/Vehicle crossovers:</b></p> <ol style="list-style-type: none"> <li>1. Before the issue of a statement of compliance, a new crossover is to be constructed from Leahy Street to the existing dwelling to have independent access to the satisfaction of the Responsible Authority.</li> <li>2. Before the issue of a statement of compliance, a new crossover is to be constructed from Rintoule Street to each unit to have independent access to the satisfaction of the Responsible Authority.</li> <li>3. The crossovers must be constructed as per IDM- 240 standard and at a location and of a size to the satisfaction of the Responsible Authority.</li> <li>4. The vehicle crossing(s) must be constructed at the cost of the permit holder/owner to provide ingress and egress to the site to the satisfaction of the Responsible Authority.</li> </ol> <p><b>Note:</b>                  A consent to works within road reserve permission is required prior to construction of the crossovers.</p>

**Planning Assessment:**

Planning Scheme Requirements:

**Planning Policy Framework:**

- Clause 11.01-1L Settlement – Hindmarsh
- Clause 13.02-1S Bushfire planning
- Clause 15.01-1S Urban design
- Clause 15.01-2S Building design
- Clause 15.01-3S Subdivision design
- Clause 15.01-5S Neighbourhood character

Clause 16.01-1S Housing supply

**Zoning Provisions:**

**Clause 32.08 – General Residential Zone (GRZ)**

**32.08-3 Subdivision**

A permit is required to subdivide land.

**32.08-6 Construction and extension of two or more dwellings on a lot, dwellings on common property and residential buildings**

A permit is required to construct a dwelling if there is at least one dwelling existing on the lot.

**Planning Response:**

The key considerations applying to this application and the application of policy relate to the level of intensity of development in the GRZ and Clause 55 ResCode and Clause 56 Residential Subdivision compliance, with the overwhelming policy direction being to intensify residential development in such areas in close proximity to jobs, transport and services.

When assessing the application against the state policies in the PPF, there is clear support for the proposed increase in density on the site as the site is well serviced by infrastructure and community services. This ensures efficient use of infrastructure and supports the usual preference that established residential areas experience residual increase in population and density. State policy also encourages new medium density housing to respect neighbourhood character, to which the proposal responds satisfactorily encouraging housing diversity in established areas with access to services.

The built form of the development will achieve architectural and urban design outcomes that contribute positively to the local urban character as required by Clause 15.01-1S of the Scheme given the similar scale, bulk and mass in relation to the adjoining development. The built form of the dwellings and the area of secluded private open space for each dwelling is appropriate, there are ample landscaping opportunities within the site. The intensity of the development is consistent with relevant planning policies.

The development achieves a garden area of 51.58%, well above the 35% required by Clause 32.08-4. The proposal will not affect rooftop solar systems. The proposal will comply with the relevant objectives of Clause 55 as applicable to this proposal.

**Overlay Provisions:**

The subject land is encumbered by Clause 42.01 - Environmental Significance Overlay - Schedule 6 (ESO6). A permit is required for vegetation removal, including planted vegetation and to construct fencing that may obstruct the flow of water and to subdivide land.

**Planning Response:**

The proposed works and subdivision would not impact the objective of ESO6 which aims to protect the catchment area of significant wetlands.

The *Shire of Hindmarsh, Wetlands and Catchments of Conservation Value (WCMA 2007) Decision Guidelines* provides Matrix and Criteria to establish if the proposed removal of vegetation is appropriate.

The below criteria have been identified as relevant to the proposal to remove vegetation:

*Criteria for Matrix 2 ESO6:*

*Vegetation removal should not degrade the ecological condition of areas covered by ESO 5.*

*Vegetation within ESO 6 plays a number of different roles depending on the proximity of the vegetated land to the high value wetland.*

*(Refer to Appendix 5, Table 3 of buffer distances applicable to vegetation removal).*

*The material used in the construction of a fence should not act as a barrier that would redirect surface water flow. Any mounding of soil associated with the construction of a fence should not result in the redirection of surface water flow.*

The proposed development is situated approximately 180 metres from Nhill Lake (the closest point of the PPRZ boundary). Appendix 5, Table 3 of the Decision Guidelines outlines that the role of the vegetation to be removed contributes to protection from rising salinity (being greater than 250m but less than 2000m from the Nhill Lake). Based on these criteria, an assessment has been undertaken to ascertain the level of risk likely to occur from the proposed development, including vegetation removal and boundary fencing.

Given the location of the subject land in the Nhill Urban Area, stormwater discharge from the site will be diverted to the existing table drain and into the Council drainage system. Similarly, wastewater will be directed to existing public sewerage infrastructure and will not be retained and treated on-site. The removal of approximately 12 small trees and solid boundary fencing may marginally alter stormwater flows off the site, however, any such increase is unlikely to result in adverse impacts to the water quality of the Nhill Lake. The subdivision has no effect on water flows or quality. The Wimmera CMA has reviewed the application and did not object to the granting of a permit.

On this basis, the proposal is considered to be acceptable.

**Particular Provisions:**

**Clause 52.06 – Car Parking**

**Clause 52.06-5 – Number of Car Parking Spaces**

Table 1 of this clause provides that two (2) car parking spaces are required for each dwelling having 3 or more bedrooms, one of which must be covered.



**Planning Response:**

The existing dwelling is proposed to contain a carport and driveway which accommodates one covered car parking space and two uncovered car parking spaces. The proposed dwellings each contain a single garage and a tandem car parking space in front of the garage, achieving one covered car parking space and one uncovered car parking space for each dwelling. As such, the proposal meets the requirements of the Scheme in relation to car parking numbers and design standards for car parking.

**Clause 53.01 – Public Open Space Contribution and Subdivision**

A person who proposes to subdivide land must make a contribution to the council for public open space in an amount specified in the schedule to this clause (being a percentage of the land intended to be used for residential, industrial or commercial purposes, or a percentage of the site value of such land, or a combination of both). If no amount is specified, a contribution for public open space may still be required under section 18 of the Subdivision Act 1988.

Section 18(1) of the Subdivision Act 1988 states:

*A Council acting as a responsible authority or a referral authority under the Planning and Environment Act 1987 may require the applicant who proposes to create any additional separately disposable parcel of land by a plan of subdivision to—*

- (a) set aside on the plan, for public open space, in a location satisfactory to the Council, a percentage of all of the land in the subdivision intended to be used for residential, industrial or commercial purposes, being a percentage set by the Council not exceeding 5 per cent; or*
- (b) pay or agree to pay to the Council a percentage of the site value of all of the land in the subdivision intended to be used for residential, industrial or commercial purposes, being a percentage set by the Council not exceeding 5 per cent; or*
- (c) do a combination of (a) and (b) so that the total of the percentages required under (a) and (b) does not exceed 5 per cent of the site value of all the land in the subdivision.*

Further, Section (1A), of the Subdivision Act 1988 states:

*The Council may only make a public open space requirement if it considers that, as a result of the subdivision, there will be a need for more open space, having regard to—*

- (a) the existing and proposed use or development of the land;*
- (b) any likelihood that existing open space will be more intensively used after than before the subdivision;*
- (c) any existing or likely population density in the area of the subdivision and the effect of the subdivision on this;*

- (d) *whether there are existing places of public resort or recreation in the neighbourhood of the subdivision, and the adequacy of these;*
- (e) *how much of the land in the subdivision is likely to be used for places of resort and recreation for lot owners;*
- (f) *any policies of the Council concerning the provision of places of public resort and recreation*

**Planning Response:**

The proposed subdivision does not provide any land for the purposes of public open space. As such, a public open space contribution is required to be paid in accordance with 18(1)(b) of the *Subdivision Act 1988*. The proposed subdivision creates an additional two lots within Nhill which places increased demand on existing public open spaces within the township. As such, the full 5% contribution will be required as a condition in accordance with this Clause.

**Clause 55 – Two or more Dwellings on a lot and Residential Buildings**

Provisions in this clause apply to an application to:

- Construct a dwelling if there is at least one dwelling existing on the lot, in the Neighbourhood Residential Zone, General Residential Zone, Residential Growth Zone, Mixed Use Zone or Township Zone.

**Planning Response:**

The development comprises the construction of two dwellings with at least one dwelling existing on the lot, and therefore the provisions of Clause 55 apply. An assessment against the relevant objectives and standards of Clause 55 is provided in Attachment 2.

**Clause 56 – Residential Subdivision**

Provisions in this clause apply to an application to subdivide land in a General Residential Zone. These provisions do not apply to an application to subdivide land into lots each containing an existing dwelling or car parking space.

**Planning Response:**

The proposed subdivision is sought in conjunction with an application for development where one lot will contain an existing dwelling and two lots are proposed to contain a dwelling. Given the two proposed dwellings do not currently exist, an assessment against Clause 56 has been undertaken and is in Attachment 3.

**General Provisions**

**Clause 65 - Decision Guidelines**

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

**Clause 65.01– Approval of an application or plan**

Before deciding on an application or approval of a plan, the Responsible Authority must consider, as appropriate (relevant to the application):

- The matters set out in section 60 of the Act.
- Any significant effects the environment, including the contamination of land, may have on the use or development.
- The Municipal Planning Strategy and the Planning Policy Framework.
- The purpose of the zone, overlay or other provision.
- Any matter required to be considered in the zone, overlay or other provision.
- The orderly planning of the area.
- The effect on the environment, human health and amenity of the area.
- The proximity of the land to any public land.
- Factors likely to cause or contribute to land degradation, salinity or reduce water quality.
- Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.
- The extent and character of native vegetation and the likelihood of its destruction.
- Whether native vegetation is to be or can be protected, planted or allowed to regenerate.
- The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.
- The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.
- The impact the use or development will have on the current and future development and operation of the transport system.

**Clause 65.02– Approval of an application to subdivide land**

Before deciding on an application to subdivide land, the responsible authority must also consider, as appropriate (relevant to the application):

- The suitability of the land for subdivision.
- The existing use and possible future development of the land and nearby land.
- The availability of subdivided land in the locality, and the need for the creation of further lots.
- The effect of development on the use or development of other land which has a common means of drainage.
- The subdivision pattern having regard to the physical characteristics of the land including existing vegetation.
- The density of the proposed development.
- The area and dimensions of each lot in the subdivision.
- The layout of roads having regard to their function and relationship to existing roads.
- The movement of pedestrians and vehicles throughout the subdivision and the ease of access to all lots.

- The provision and location of reserves for public open space and other community facilities.
- The staging of the subdivision.
- The design and siting of buildings having regard to safety and the risk of spread of fire.
- The provision of off-street parking.
- The availability and provision of utility services, including water, sewerage, drainage, electricity and gas.
- Whether, in relation to subdivision plans, native vegetation can be protected through subdivision and siting of open space areas.
- The impact the development will have on the current and future development and operation of the transport system.

**Planning Response:**

As previously discussed, the proposal is supported by the relevant provisions of the Municipal Planning Strategy and the Planning Policy Framework. The development provides for a diversity of housing types and housing options in an area well connected to private and public services. The development is unlikely to adversely impact the adjacent environment of Nhill Lake and will not adversely impact the surrounding residential area. Services are required to be connected and will be managed by conditions. There is no staging of the subdivision proposed. The proposal will enable the orderly planning of the area.

**Discussion:**

**Planning Policy Framework (PPF) and Municipal Planning Strategy (MPS)**

The proposal complies with the objectives of the relevant provisions of the PPF and MPS for the reasons discussed in the relevant policy section above.

**Clause 32.08 General Residential Zone**

The proposal complies with the purpose and decision guidelines of Clause 32.08 for the reasons outlined in the planning response to the zone as discussed above.

**Clause 42.01 Environmental Significance Overlay – Schedule 6**

The proposal complies with the purpose and decision guidelines of Clause 42.01 for the reasons outlined in the planning response to the overlay as discussed above.

**Clause 55 Two or More Dwellings on a Lot and Residential Buildings**

The proposal complies with the relevant objectives and decision guidelines of Clause 55 for the reasons outlined in the planning response to this clause as discussed above.

**Clause 56 Residential Subdivision**

The proposal complies with the relevant objectives and decision guidelines of Clause 56 for the reasons outlined in the planning response to this clause as discussed above.

**Clause 65 Decision Guidelines**

The proposal complies with the relevant decision guidelines of Clause 65 as discussed above.

**Strategic, Statutory and Procedural Requirements:**

The proposal is consistent with the Planning Policy Framework and the Municipal Planning Strategy, including the General Residential Zone, Environmental Significance Overlay Schedule 6 and Clause 55, Clause 56 and Clause 65 of the Hindmarsh Planning Scheme.

**Report to Council:**

The Acting Chief Executive Officer advises that all obligations of Council (strategic, statutory and procedural) have been addressed and discharged in this planning application.

**Processing Times:**

- 29/03/2023 The application was received.
- 25/04/2023 Further information was requested.
- 01/05/2023 The fee was paid.
- 07/07/2023 Further information was received.
- 14/07/2023 Application referred to Wimmera CMA, GWM Water and Engineering.
- 18/07/2023 Advertising commenced and external and internal referrals sent.
- 25/07/2023 Objection received.
- 04/08/2023 Advertising completed.
- 16/08/2023 Objection sent to applicant.
- 23/08/2023 External referral responses received.
- 28/08/2023 Response to objection received from applicant.
- 29/08/2023 Response to objection from applicant sent to the objector.
- 25/10/2023 The report is being presented to Council at the meeting on 25 October 2023 (93 days).

The statutory processing time requirements of the *Planning and Environment Act 1987* have not been satisfied in this instance.

**Link to Council Plan:**

Support healthy living and provide services and activities for people of all ages and abilities.

**Financial Implications:**

Nil

**Risk Management Implications:**

Strategic Risk Description	Risk Management Discussion
Environmental Sustainability	Buildings will be required to be built to current standards and meet environmental requirements.
Community Needs	There is a need in the community for additional housing,

	approval of the permit will provide Nhill with an additional two dwellings.
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**Relevant legislation:**

This planning permit application has been considered under the requirements of the *Planning and Environment Act 1987*.

**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 Henderson, Acting Director Infrastructure Services  
In providing this advice as the Officer Responsible, I have no interests to disclose.

Author: Bernadine Pringle, Consultant Town Planner, on behalf of Bob Huxley, Manager Regulatory Services.

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

**Communications Strategy:**

Advise the Applicant of Council's decision.

**Next Steps:**

Issue the Notice of Decision to Grant a Planning Permit.

**RECOMMENDATION:**

***That Council issues a Notice of Decision to Grant a Planning Permit PA1820-2023 for the Development of two dwellings to the rear of the existing dwelling and a carport for the existing dwelling, vegetation removal, construction of fences and a three (3) lot subdivision on the subject land known as 13 Leahy Street Nhill Vic 3418 (Lot 1 Block L on PS001152), subject to the following conditions:***

**Endorsed Plans**

- 1. The development as shown on the endorsed plans must not be altered or modified, whether or not in order to comply with any statute or statutory rule or local law or any other reason without the written consent of the Responsible Authority.***
- 2. The subdivision as shown on the endorsed plans, must not be altered or modified without the written consent of the Responsible Authority. There are no requirements to alter or modify the endorsed plan if a plan is certified under the provisions of the Subdivision Act 1988 that is generally in accordance with the endorsed plan/s.***

**Section 173 Agreement or Construction of Dwellings to Occupancy Permit**

3. ***Before the plan of subdivision is certified under the Subdivision Act 1988, the owner must either:***

***Enter into an agreement with the responsible authority made pursuant to Section 173 of the Planning and Environment Act 1987 (the Act) and make application to the Registrar of Titles to have the agreement registered on the title to the land under Section 181 of the Act, which specifies that:***

- a) ***The development of the lots will be constructed in accordance with the plans endorsed to Planning Permit PA1820-2023.***

***The owner/operator must pay the reasonable costs of preparation, execution and registration of the Section 173 Agreement.***

**OR**

- b) ***Provide evidence to the responsible authority that the approved dwellings have been constructed in accordance with the plans endorsed to Planning Permit PA1820-2023 and an occupancy permit has been issued.***

**Development Conditions**

4. ***Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.***
5. ***Upon completion of the development, the site must be cleared of all excess and unused building materials and debris to the satisfaction of the Responsible Authority.***
6. ***All pipes, fixtures, fittings and vents servicing any building on the site must be concealed in service ducts or otherwise hidden from view to the satisfaction of the Responsible Authority.***
7. ***External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.***
8. ***The exterior colour and cladding of the buildings must be of a non-reflective nature and / or either painted or have a pre-painted finish in natural, muted toning (or such other colour as is approved by the Responsible Authority) to the satisfaction of the Responsible Authority.***

**Landscaping**

9. ***Before the occupation of the dwellings approved by this permit, landscaping works as shown on the endorsed plans must be planted and established to the satisfaction of the Responsible Authority.***
10. ***The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced with like for like replacements of the same or greater size.***

**Waste management**

11. ***Provision must be made on the land for the storage of waste bins and recycling***



*bins in a location that is not visible from the street to the satisfaction of the Responsible Authority.*

**Subdivision Conditions**

12. *Before the issue of a Statement of Compliance under the Subdivision Act 1988, the owner or permit holder must pay a public open space contribution of 5 per cent of the site value of all of the land in the subdivision intended to be used for residential purposes, in accordance with Clause 53.01 of the Planning Scheme and Section 18 of the Subdivision Act 1988.*
13. *The owner of the land must enter into an agreement with:*
  - *a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and*
  - *a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.*
14. *Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:*
  - *a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and*
  - *a suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.*

**Engineering Conditions**

15. *Before the issue of a statement of compliance, a new crossover must be constructed from Leahy Street to the existing dwelling on Lot 1 to have independent access to the satisfaction of the Responsible Authority.*
16. *Before the issue of a statement of compliance, a new crossover must be constructed from Rintoule Street to Lot 2 and Lot 3 to have independent access to the satisfaction of the Responsible Authority.*
17. *The crossovers must be constructed as per IDM- 240 standard and at a location and of a size to the satisfaction of the Responsible Authority.*
18. *The vehicle crossing(s) must be constructed at the cost of the permit*

*holder/owner to provide ingress and egress to the site to the satisfaction of the Responsible Authority.*

**GMMWater**

- 19. The owner/applicant must enter into a Developer Agreement with GMMWater for the supply of water and sewerage to each lot of the subdivision.**
- 20. The owner/applicant must install sewerage mains and associated works to individually serve each lot/dwelling of the proposed development, at the owner's cost, in accordance with GMMWater's specifications and requirements.**
- 21. The owner/applicant is responsible for verifying the condition of any existing sewer connection point/s to determine their suitability for use.**
- 22. The owner/applicant must provide individually metered water services to each lot/dwelling in accordance with GMMWater's requirements.**
- 23. The owner/applicant must provide plans and estimates of all proposed sewerage works prior to commencement for GMMWater's approval.**
- 24. The owner/applicant must provide three metre wide easements in favour of GMMWater over all existing and proposed sewers located within private land.**
- 25. The owner/applicant must pay to GMMWater a fee of 3.25% of the total cost of construction (including design and supervision) for its review of design documentation and supervision of works. This fee relates to checking that the works are designed and constructed in accordance with GMMWater's requirements and does not relieve the developer from ensuring proper design and appropriate supervision.**
- 26. The owner/applicant must provide written notification of commencement of the works to enable GMMWater to organise inspections and coordinate with its staff.**
- 27. The owner/applicant must ensure all infrastructure is tested in accordance with the relevant WSA and GMMWater standards. This includes compaction and air pressure testing as directed by GMMWater.**
- 28. The owner/applicant must provide "as constructed" plans and a schedule of final asset costs at the level identified in GMMWater's asset register for all sewerage works upon completion.**
- 29. The plan of subdivision submitted for certification must be referred to GMMWater in accordance with Section 8 of the Subdivision Act.**
- 30. The owner/applicant must provide GMMWater with an updated drainage plan for each lot/dwelling submitted by a qualified plumber.**
- 31. The owner/applicant must ensure any existing water or sewer services and GMMWater assets made redundant by this development are abandoned, at the owner's cost, in accordance with GMMWater's standards.**

**Powercor**

- 32. This letter (dated 13 October 2023) shall be supplied to the applicant in its entirety.**
- 33. The plan of subdivision submitted for certification under the Subdivision Act 1988**

*shall be referred to the Distributor in accordance with Section 8 of that Act.*

- 34. The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor's requirements and standards.**

**Notes: Extension, augmentation or rearrangement of the Distributor's electrical assets may be required to make such supplies available, with the cost of such works generally borne by the applicant.**

- 35. The applicant shall ensure that existing and proposed buildings and electrical installations on the subject land are compliant with the Victorian Service and Installation Rules (VSIR).**

**Notes: Where electrical works are required to achieve VSIR compliance, a registered electrical contractor must be engaged to undertake such works.**

**Time Limit – Development and Subdivision**

- 36. The development will expire if either of the following circumstances arise:**

- a) The development is not started within two (2) years of the date of this permit; or**
- b) The development is not completed within four (4) years of the date of this permit.**

- 37. The subdivision will expire if either of the following circumstances arise:**

- a) The plan of subdivision is not certified within two (2) years of the date of this permit; or**
- b) The subdivision is not completed within five (5) years of the date of certification.**

**The Responsible Authority may extend the periods referred to if a request is made in writing in accordance with Section 69 of the Planning and Environment Act 1987**

**Notes:**

**Planning**

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

**Engineering**

- A consent to works within road reserve permission is required prior to construction if working in road reserve.**

<https://www.hindmarsh.vic.gov.au/register-for-permits>

**Wimmera CMA**

- The 1% AEP flood is not the maximum possible flood. A flood larger in height and extent, than the 1% AEP flood, may occur in the future.**
- Vegetation within ESO 6 plays a number of different roles depending on the proximity of the vegetated land to the high-value wetland.**

- **Earthworks for footings associated with this development will not impact conservation values identified in the Environmental Significance Overlay - Schedule 6 in the Hindmarsh Shire Council planning scheme.**

**Powercor**

**It is recommended that applications for electricity supply to each lot be submitted at the earliest opportunity so that the precise requirements of the Distributor can then be determined and accommodated. Applications for electricity supply shall be submitted via the Distributor's web portal, "mySupply" which can be accessed via the following link:**

**<https://customer.portal.powercor.com.au/mysupply/CIAWQuickCalculator>**

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

**That Council issues a Notice of Decision to Grant a Planning Permit PA1820-2023 for the Development of two dwellings to the rear of the existing dwelling and a carport for the existing dwelling, vegetation removal, construction of fences and a three (3) lot subdivision on the subject land known as 13 Leahy Street Nhill Vic 3418 (Lot 1 Block L on PS001152), subject to the following conditions:**

**Endorsed Plans**

- 1. The development as shown on the endorsed plans must not be altered or modified, whether or not in order to comply with any statute or statutory rule or local law or any other reason without the written consent of the Responsible Authority.**
- 2. The subdivision as shown on the endorsed plans, must not be altered or modified without the written consent of the Responsible Authority. There are no requirements to alter or modify the endorsed plan if a plan is certified under the provisions of the Subdivision Act 1988 that is generally in accordance with the endorsed plan/s.**

**Section 173 Agreement or Construction of Dwellings to Occupancy Permit**

- 3. Before the plan of subdivision is certified under the Subdivision Act 1988, the owner must either:**

**Enter into an agreement with the responsible authority made pursuant to Section 173 of the Planning and Environment Act 1987 (the Act) and make application to the Registrar of Titles to have the agreement registered on the title to the land under Section 181 of the Act, which specifies that:**

- a) The development of the lots will be constructed in accordance with the plans endorsed to Planning Permit PA1820-2023.**

**The owner/operator must pay the reasonable costs of preparation, execution and registration of the Section 173 Agreement.**

**OR**

- b) Provide evidence to the responsible authority that the approved dwellings have been constructed in accordance with the plans endorsed to Planning Permit PA1820-2023 and an occupancy permit has been issued.**

**Development Conditions**

- 4. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.**
- 5. Upon completion of the development, the site must be cleared of all excess and unused building materials and debris to the satisfaction of the Responsible Authority.**
- 6. All pipes, fixtures, fittings and vents servicing any building on the site must be concealed in service ducts or otherwise hidden from view to the satisfaction of the Responsible Authority.**
- 7. External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.**
- 8. The exterior colour and cladding of the buildings must be of a non-reflective nature and / or either painted or have a pre-painted finish in natural, muted toning (or such other colour as is approved by the Responsible Authority) to the satisfaction of the Responsible Authority.**

**Landscaping**

- 9. Before the occupation of the dwellings approved by this permit, landscaping works as shown on the endorsed plans must be planted and established to the satisfaction of the Responsible Authority.**
- 10. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced with like for like replacements of the same or greater size.**

**Waste management**

- 11. Provision must be made on the land for the storage of waste bins and recycling bins in a location that is not visible from the street to the satisfaction of the Responsible Authority.**

**Subdivision Conditions**

- 12. Before the issue of a Statement of Compliance under the Subdivision Act 1988, the owner or permit holder must pay a public open space contribution of 5 per cent of the site value of all of the land in the subdivision intended to be used for residential purposes, in accordance with Clause 53.01 of the Planning Scheme and Section 18 of the Subdivision Act 1988.**
- 13. The owner of the land must enter into an agreement with:**
  - a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in**

*accordance with the provider's requirements and relevant legislation at the time; and*

- a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.*

**14. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:**

- a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and*
- a suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.*

#### **Engineering Conditions**

**15. Before the issue of a statement of compliance, a new crossover must be constructed from Leahy Street to the existing dwelling on Lot 1 to have independent access to the satisfaction of the Responsible Authority.**

**16. Before the issue of a statement of compliance, a new crossover must be constructed from Loch Street to Lot 2 and Lot 3 to have independent access to the satisfaction of the Responsible Authority.**

**17. The crossovers must be constructed as per IDM- 240 standard and at a location and of a size to the satisfaction of the Responsible Authority.**

**18. The vehicle crossing(s) must be constructed at the cost of the permit holder/owner to provide ingress and egress to the site to the satisfaction of the Responsible Authority.**

#### **GMMWater**

**19. The owner/applicant must enter into a Developer Agreement with GMMWater for the supply of water and sewerage to each lot of the subdivision.**

**20. The owner/applicant must install sewerage mains and associated works to individually serve each lot/dwelling of the proposed development, at the owner's cost, in accordance with GMMWater's specifications and requirements.**

**21. The owner/applicant is responsible for verifying the condition of any existing sewer connection point/s to determine their suitability for use.**

**22. The owner/applicant must provide individually metered water services to each**

*lot/dwelling in accordance with GWMWater's requirements.*

- 23. The owner/applicant must provide plans and estimates of all proposed sewerage works prior to commencement for GWMWater's approval.*
- 24. The owner/applicant must provide three metre wide easements in favour of GWMWater over all existing and proposed sewers located within private land.*
- 25. The owner/applicant must pay to GWMWater a fee of 3.25% of the total cost of construction (including design and supervision) for its review of design documentation and supervision of works. This fee relates to checking that the works are designed and constructed in accordance with GWMWater's requirements and does not relieve the developer from ensuring proper design and appropriate supervision.*
- 26. The owner/applicant must provide written notification of commencement of the works to enable GWMWater to organise inspections and coordinate with its staff.*
- 27. The owner/applicant must ensure all infrastructure is tested in accordance with the relevant WSA and GWMWater standards. This includes compaction and air pressure testing as directed by GWMWater.*
- 28. The owner/applicant must provide "as constructed" plans and a schedule of final asset costs at the level identified in GWMWater's asset register for all sewerage works upon completion.*
- 29. The plan of subdivision submitted for certification must be referred to GWMWater in accordance with Section 8 of the Subdivision Act.*
- 30. The owner/applicant must provide GWMWater with an updated drainage plan for each lot/dwelling submitted by a qualified plumber.*
- 31. The owner/applicant must ensure any existing water or sewer services and GWMWater assets made redundant by this development are abandoned, at the owner's cost, in accordance with GWMWater's standards.*

**Powercor**

- 32. This letter (dated 13 October 2023) shall be supplied to the applicant in its entirety.*
- 33. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to the Distributor in accordance with Section 8 of that Act.*
- 34. The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor's requirements and standards.  
Notes: Extension, augmentation or rearrangement of the Distributor's electrical assets may be required to make such supplies available, with the cost of such works generally borne by the applicant.*
- 35. The applicant shall ensure that existing and proposed buildings and electrical installations on the subject land are compliant with the Victorian Service and Installation Rules (VSIR).  
Notes: Where electrical works are required to achieve VSIR compliance, a registered electrical contractor must be engaged to undertake such works.*



**Time Limit – Development and Subdivision**

**36. The development will expire if either of the following circumstances arise:**

- a) The development is not started within two (2) years of the date of this permit; or**
- b) The development is not completed within four (4) years of the date of this permit.**

**37. The subdivision will expire if either of the following circumstances arise:**

- a) The plan of subdivision is not certified within two (2) years of the date of this permit; or**
- b) The subdivision is not completed within five (5) years of the date of certification.**

**The Responsible Authority may extend the periods referred to if a request is made in writing in accordance with Section 69 of the Planning and Environment Act 1987**

**Notes:**

**Planning**

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

**Engineering**

- A consent to works within road reserve permission is required prior to construction if working in road reserve.**

<https://www.hindmarsh.vic.gov.au/register-for-permits>

**Wimmera CMA**

- The 1% AEP flood is not the maximum possible flood. A flood larger in height and extent, than the 1% AEP flood, may occur in the future.**
- Vegetation within ESO 6 plays a number of different roles depending on the proximity of the vegetated land to the high-value wetland.**
- Earthworks for footings associated with this development will not impact conservation values identified in the Environmental Significance Overlay - Schedule 6 in the Hindmarsh Shire Council planning scheme.**

**Powercor**

**It is recommended that applications for electricity supply to each lot be submitted at the earliest opportunity so that the precise requirements of the Distributor can then be determined and accommodated. Applications for electricity supply shall be submitted via the Distributor's web portal, "mySupply" which can be accessed via the following link:**

<https://customer.portal.powercor.com.au/mysupply/CIAWQuickCalculator>

**CARRIED**

*Attachment Number: 5*

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## 9 REPORTS REQUIRING A DECISION

### 9.1 HINDMARSH SHIRE COUNCIL ANNUAL REPORT 2022/2023

**Responsible Officer:** Acting Chief Executive Officer

**Attachment Number:** 6

#### **Introduction:**

The purpose of this report is to present the Annual Report 2022/2023 for consideration by Council.

#### **Discussion:**

Council has a statutory responsibility under the *Local Government Act 2020* (the Act) to prepare an Annual Report in respect of each financial year, containing a report on its operations, audited performance statement, audited financial statements and any other matter required by the Local Government Planning and Reporting Regulations.

Under section 100 of the *Local Government Act 2020*, Council must consider the annual report within 4 months of the end of the financial year.

The Annual Report for the year ended 30 June 2023 has been prepared, providing a comprehensive overview of Council's activities for the period 1 July 2022 to 30 June 2023. The report includes achievements in respect of a range of projects, services, and assets managed and financial performance for the year ended 30 June 2023, for which the Auditor-General has provided unqualified audit opinions on the financial and performance statements.

The report is intended as a point of reference for Council, staff, residents, shire businesses, community organisations, and government departments.

#### **Options:**

It is recommended that Council considers and notes the Annual Report 2022/2023.

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

Strong governance practices: Ensure compliance with the *Local Government Act 2020*.

#### **Financial Implications:**

No financial implications

#### **Risk Management Implications:**

Strategic Risk Description	Risk Management Discussion
Governance	Management of Council's legislative responsibilities in a timely manner will minimise Council's exposure to adverse

	impacts, improve effectiveness and generate efficiencies.
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**Relevant legislation:**

*Local Government Act 2020*

**Community engagement:**

Public notice of the preparation of the Annual report will be advertised in local newspapers, and in Council's newsletters and social media.

**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 & Officer Responsible – Monica Revell, Acting Chief Executive Officer

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

**Communications Strategy:**

Preparation of the Annual report will be published in local newspapers, and in Council's newsletters and social media.

**Next Steps:**

Copies of the Annual Report 2022/2023 will be available at Council's Customer Service Centres and on Council's website.

**RECOMMENDATION:**

*That Council, having considered the Annual Report for the year ending 30 June 2023, receives the report.*

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

*That Council, having considered the Annual Report for the year ending 30 June 2023, receives the report.*

**CARRIED**

*Attachment Number: 6*

## 9.2 COUNCIL PLAN 2023/2024 ACTIONS PROGRESS REPORT

**Responsible Officer:** Acting Chief Executive Officer

### Introduction:

This report provides Council with a progress update on the actions for 2023/2024 taken against the Council Plan and Municipal Health & Wellbeing Plan 2021-2025.

### Discussion:

Council's main strategic document the Council Plan 2021-2025 was developed and adopted on 22 September 2021. The document contains strategic objectives under four Themes Our Community; Built and Natural Environment; Competitive and Innovative Economy; and Good Governance & Financial Sustainability with annual actions on how Council will achieve the objective of the plan.

Progress on the 2023/2024 actions against the Council Plan are included below:

### Theme One – Our Community

Action Item	Update on Action	Status
Promotion and marketing of Council information including the monthly hardcopy newsletters available at customer service centres and libraries, and fortnightly e-newsletters distributed through emails and available on Council's website	<b>Q1.</b> Council staff continue to prepare and distribute monthly newsletter and fortnightly e-newsletters. Monthly newsletters are printed for free collection from Council Customer Service Centres and Libraries, and fortnightly e-newsletters are sent to our subscribers. All newsletters are available for viewing on Council's website at <a href="http://www.hindmarsh.vic.gov.au/newsletters">www.hindmarsh.vic.gov.au/newsletters</a>	<b>Ongoing</b>
Support our ageing community through hosting inclusive seniors concert and social connection activities including movie matinees and morning teas, with a focus on diversity (refugee background, migrants, aboriginal and Torres Straight Islanders, all	<b>Q1.</b> Planning is underway for the 2023 Seniors Concert on Wednesday 11 October.	<b>Underway</b>

abilities and LGBTIQ+)		
Continue to support early years services including the roll out of up to 30 hours of four-year old kindergarten in Hindmarsh	<p><b>Q1.</b> A new kinder in school facility was announced for Dimboola which will help to meet the greater need due to the implementation of up to 30 hours of four-year-old kinder in 2025 and increased enrolments.</p> <p>An application was submitted (with support from Dept. of Education) for new standalone four-year-old Kindergarten at Nhill. The proposal is for both new centres to be built on School sites, assisting with the transition from Kindergarten to School.</p>	<b>Ongoing</b>
Continue to advocate for after school care and an increase in childcare in Hindmarsh Shire	<p><b>Q1.</b> Council supported West Wimmera Health Services application for after school care in Nhill. The announcement of a new kinder in school facility in Dimboola will allow for additional childcare spaces to open up from 2025.</p>	<b>Ongoing</b>
Continue to implement the Hindmarsh Shire Youth Strategy	<p><b>Q1.</b> Hindmarsh Shire Youth Council with support from Hindmarsh Shire Council's Youth Officer are working closely to address and implement the Hindmarsh Shire Youth Strategy; including but not limited to hosting events and initiatives that empower, welcome, and involve other young people; and facilitating spaces that create opportunities for connection, expression, and community.</p>	<b>Ongoing</b>
Support and host youth events that are accessible to all Hindmarsh Shire youth.	<p><b>Q1.</b> Youth Councillors have organised and hosted several events, and have an 'Aussie Disco' currently in the middle of the planning stage – this event was decided on after multiple young people in all major towns expressing to the Youth Councillors that they love the 'disco' type events and find these a great way to unwind and socialise with their friends near and far.</p>	<b>Ongoing</b>
Work with various agencies to host and promote school holiday activities throughout the Shire	<p><b>Q1.</b> Hindmarsh Shire Council recently completed their September School Holiday Program, with over 130 people registered for several events and total event attendance total of over 300, these school holidays were once again another success for Hindmarsh Shire and the various partners utilised throughout the program including; Level Up Gaming, Jeparit Angling Club, local Dimboola fisherman, Rainbow Lake</p>	<b>Ongoing</b>

	Association and Hindmarsh Shire Libraries.	
Host outdoor music sessions in Dimboola, Jeparit, Nhill and Rainbow	<b>Q1.</b> There is an outdoor music concert scheduled for November in Nhill at Jaypex Park. This is currently in the planning stages, but is set to be a great event.	<b>Ongoing</b>
Work with various agencies to facilitate and host information sessions to inform multicultural community members on Council services and services of public and private agencies and organisations	<b>Q1.</b> Council has recently employed a Karen Liaison / Customer Service Officer who will work with agencies and community.	<b>Ongoing</b>
Key documents translated into Karen	<b>Q1.</b> Karen Liaison Officer employed to assist Council with interpreting services and to advise on key documents to be translated.	<b>Ongoing</b>
Consider community garden opportunities in Dimboola	<b>Q1.</b> A Community Garden is being investigated by the Dimboola Urban Landcare Group.	<b>Ongoing</b>
Support and coordinate the volunteer taxi service in Nhill	<b>Q1.</b> Council continues to support and coordinate the volunteer taxi service in Nhill	<b>Ongoing</b>
Commence implementation of the recommendations from the Cultural Audit	<b>Q1.</b> Council has amended recruitment processes to encourage multicultural community members to apply for positions.	<b>Ongoing</b>
Celebrate volunteers week, International Day of People with Disability and Harmony day	<b>Q1.</b> Planning will commence shortly for an activity to support IDPWd which will be held in December 2023.	<b>Ongoing</b>
Support culturally significant days including for first peoples	<b>Q1.</b> Hindmarsh Shire Libraries hosted the First NAIDOC Week Exhibition showcasing both local and statewide indigenous artists. This inaugural event will continue to be on our library calendar moving forward. Hindmarsh Shire Libraries continue to extend upon their cultural knowledge, including indigenous Australians with representation on the State Library Victoria steering committee Libraries for Aboriginal Peoples.	<b>Ongoing</b>
Provide community	<b>Q1.</b> Community Action Grants are currently	<b>Ongoing</b>



action grants to support Hindmarsh community groups and organisations	being advertised and round one application will be presented to Council in October 2023.	
Advocate for and host a range of learning and skill development opportunities for all ages throughout Hindmarsh	<b>Q1.</b> Hindmarsh Shire Libraries host a range of activities including literacy development, digital literacy and creative endeavors, across a range of ages and demographics throughout the Shire.	<b>Ongoing</b>

**Theme Two – Built & Natural Environment**

Action Item	Update on Action	Status
Continue to advocate for funding for Davis Park upgrades including undercover seating	<b>Q1.</b> Funding for stage one has been allocated through Council and LRCI phase 4, with a grant application submitted through the Country Football Netball Program 2023/2024 pending. If successful, this additional funding will secure completion of stage one upgrades which include the construction of AFL compliant change rooms and undercover seating.	<b>Underway</b>
Facilitate Hindmarsh Heavy Transport and Freight Working Group	<b>Q1.</b> Council continues to facilitate the Heavy Transport and Freight working group.	<b>Ongoing</b>
Seek funding for shade structure over Jeparit recreation reserve playground	<b>Q1.</b> Awaiting suitable grant programs.	<b>Not yet commenced</b>
Install recycling and glass collection bins in main street in Dimboola, Jeparit, Nhill and Rainbow	<b>Q1.</b> Council has purchased bin surrounds that will be installed in the central business district in each town that include recycling and glass collection bins.	<b>Underway</b>
Sealed road construction works on Dimboola Minyip Road (subject to funding)	<b>Q1.</b> Assessment and cost estimate completed, we are currently awaiting the outcome from NDFA regarding flood recovery funding.	<b>Completed</b>
Hold free green waste month in September and encourage residents to tidy their properties prior to the fire season	<b>Q1.</b> Free green waste month is being held from 16 September to 15 October 2023.	<b>Underway</b>
Continue implementation of the	<b>Q1.</b> Stage 1 (Nhill Lake Pathway) is underway and currently awaiting on required approvals	<b>Underway</b>

Nhill Streetscape Plan	from various authorities before works can commence. Planning for stage 2 (pathway from Goldsworthy to Jaypex Park) will soon commence.	
Refurbishment and repairs of Dimboola toddler swimming pool	<b>Q1.</b> No update	<b>Not yet commenced</b>
Commence implementation of the Hindmarsh playground strategy	<b>Q1.</b> Council is currently implementing community engagement software as part of the Rural Council Transformation Project. Community engagement on the playground strategy will commence once the software is set up.	<b>Underway</b>
Advocate for funding for a new weir at Jeparit	<b>Q1.</b> Council continues to advocate for funding for a new weir at Jeparit.	<b>Ongoing</b>
Facilitate designs for the Rainbow Football Changerooms	<b>Q1.</b> Preliminary construction plans have been prepared and reviewed and endorsed by Sport and Recreation Victoria and AFL Victoria. Full plans will be prepared as funding is allocated to establish a shovel ready project	<b>Underway</b>
Seek funding to undertake a solar assessment on Council buildings and halls	<b>Q1.</b> No update – awaiting suitable funding	<b>Delayed</b>
Construction of shade structure at Rainbow Skatepark	<b>Q1.</b> A meeting with The Oasis committee has been organised to determine a suitable location which will also determine an appropriate size for the shelter. Once this consultation has occurred quotations for the supply and installation will be obtained.	<b>Underway</b>
Consider opportunities and seek funding for lighting in public areas	<b>Q1.</b> No update – Council continues to monitor funding opportunities to enable increased / improved lighting in public areas.	<b>Delayed</b>
Ensure Council representation on Western Highway Action Committee, Wimmera Regional Transport Group and Hindmarsh Landcare Network	<b>Q1.</b> Council continues to be represented on the WHAC, WRTG, and HLN.	<b>Ongoing</b>
Work closely with conservation partners including the Wimmera	<b>Q1.</b> No update	<b>Not yet commenced</b>

CMA to educate the community on land management and conservation strategies.		
Work with Hindmarsh Landcare Network in addressing pest and weed problems throughout Hindmarsh including Gazania and Fleabane which is spreading along roadside verges	<b>Q1.</b> No update	<b>Not yet commenced</b>
Seek funding for BMX dirt tracks, pocket parks, dog parks	<b>Q1.</b> No update – Council continues to monitor for funding opportunities	<b>Not yet commenced</b>
Seek funding for permanent Caneball and Volleyball courts in Nhill	<b>Q1.</b> A contract for the construction of the permanent Caneball court at the Nhill tennis Club has been awarded. Works are expected to commence in late 2023 / early 2024.	<b>Underway</b>
Commence construction of new Mechanics workshop at Jeparit Depot and upgrades to Dimboola Depot	<b>Q1.</b> The contract for the construction of the new mechanics workshop at Jeparit has been awarded. The Dimboola Depot has been placed on hold following unsuccessful tender.	<b>Underway</b>

**Theme Three – Competitive and Innovative Economy**

Action Item	Update on Action	Status
Installation of cabins at Dimboola, Jeparit and Rainbow caravan parks	<b>Q1.</b> Footings will be installed in early October, with cabins anticipated to be delivered mid-late October 2023.	<b>Underway</b>
Provide the Business Assistance Grants program	<b>Q1.</b> Round one Business Assistance Grant applications will be presented to Council in October 2023.	<b>Ongoing</b>
Promote Hindmarsh as a tourism destination to stop, play and stay	<b>Q1.</b> Council continues to promote Hindmarsh through print and social media channels. Utilising drone and video footage has resulted in higher engagement. Specific Stop, Play and Stay campaign currently being developed.	<b>Ongoing</b>
Host quarterly business networking sessions in Hindmarsh for businesses to come	<b>Q1.</b> A Business Networking session will be planned for the second quarter of 2023/2024.	<b>Ongoing</b>

together, network and learn		
Undertake a review of the Hindmarsh Planning Scheme	<b>Q1.</b> No update.	<b>Not yet commenced</b>
Seek funding for continued development of Hindmarsh Shire Caravan Parks including master plan for Nhill Caravan Park	<b>Q1.</b> Development of the Nhill Caravan Park masterplan is currently underway and monitoring for appropriate funding for continued development of the shires caravan parks is ongoing.	<b>Underway</b>
Adopt and Commence implementation of Council's Economic Development Strategy 2023-2028	<b>Q1.</b> Council has worked with Wayne Street to develop the draft Economic Development Strategy for 2024-2028. The draft plan will be presented to Council in October 2023, inviting public submissions.	<b>Underway</b>
Support and seek funding and implement components of the Wimmera Mallee Pioneer Museum Masterplan	<b>Q1.</b> Interpretive signage developed and installed at the WMPM. Council's Tourism & Economic Development Officer continues to work closely with committee to continue to develop additional interpretive signage.	<b>Ongoing</b>
Support Wimmera Development Association housing strategy through identification of suitable land and advocacy for funding additional housing in Hindmarsh	<b>Q1.</b> Council continues to support the WSMDA housing strategy.	<b>Ongoing</b>
Continue construction of Silo Art project at Llew Schilling Silo in Rainbow	<b>Q1.</b> Development continues of a revised design of the Silo Tourist Attraction to deliver a project with available budget. It is expected that the revised designs will be advertised for tender late October / early November 2023.	<b>Underway</b>
Installation of new amenities at Rainbow Caravan Park that include access for all abilities	<b>Q1.</b> Construction of the new Rainbow Caravan Park Amenities is underway with delivery anticipated in Mid-late November 2023.	<b>Underway</b>
Provide funding to support local community	<b>Q1.</b> Council allocated funding for four community events at the August Council	<b>Completed</b>

events that attract visitation to Hindmarsh Shire	meeting, this included the Dimboola Barefoot Ski Event, Rainbow Enduro, Rainbow Oasis Big Sky Event, and Nhill Aviation Heritage 2024 Airshow.	
Actively seek funding to upgrade key freight routes for our agricultural economy	<b>Q1.</b> Council continues to seek funding for infrastructure upgrades.	<b>Ongoing</b>

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

Action Item	Update on Action	Status
Continue implementation of strategies identified in the Workforce Plan	<b>Q1.</b> Implementation of the Workforce Plan continues, with the recruitment procedure recently reviewed. Most year two projects are underway or completed.	<b>Ongoing</b>
Host information sessions on a Councillor role in the lead up to the 2024 Council elections	<b>Q1.</b> No update	<b>Not yet commenced</b>
Online streaming of Council meetings through Council's Facebook page that include closed captions with meetings available to view through a link on Council's website	<b>Q1.</b> Council continues to live stream all Council meetings through Facebook's page, which are linked to the Council website with the Minutes from each meeting.	<b>Ongoing</b>
Consideration for employing a trainee, or apprentice when vacancies arise throughout the year	<b>Q1.</b> Ongoing assessment of opportunities that may be suitable for a trainee or apprentice undertaken. Council is currently advertising a Local Laws trainee position.	<b>Ongoing</b>
Community conversation sessions held annually in our four main towns	<b>Q1.</b> No update	<b>Ongoing</b>
Drop-in sessions held allowing for community input on key documents or projects	<b>Q1.</b> Increased opportunities for community consultation and engagement will be available through Council's new engagement program through Granicus as part of the Rural Council Transformation Process.	<b>Ongoing</b>
Update Long Term	<b>Q1.</b> No update	<b>Ongoing</b>

Financial Plan		
Implement recommendations from LGPro Inclusive Employment Pathways forum	<b>Q1.</b> Ongoing implementation of recommendations, including provision of questions ahead of time. Council has employed three employees with a Karen background in the first quarter of 2023/2024.	<b>Ongoing</b>
Continue implementation of gender equality action plan	<b>Q1.</b> Implementation continues, with reporting on progress due in February 2024. Council has applied through the Free from Violence Local Government grant scheme for a position to assist in the implementation of the GEAP.	<b>Ongoing</b>
Continue to collaborate with Horsham Rural City Council and Loddon Shire Council to implement the Rural Council Transformation Project	<b>Q1.</b> Hindmarsh are in the final stages of testing of this project and the anticipated go live date for Civica Altitude is 9-10 November 2023. Additional modules will be implemented as they become available.	<b>Ongoing</b>

**Link to Council Plan:**

The Council Plan is the overarching plan that sets the strategic objectives for Council over the four-year term and provides annual actions to achieve the plan under the four key themes.

**Financial Implications:**

Council’s annual budget allocates funding to complete initiatives.

**Risk Management Implications:**

Strategic Risk Description	Risk Management Discussion
Governance	The preparation of the Council Plan, incorporating the Health and Wellbeing Plan, and Community Vision is a statutory requirement.

**Relevant legislation:**

The Council Plan was developed under the *Local Government Act 2020* and *Public Health and Wellbeing Act 2008*.

**Community engagement:**

Community engagement was undertaken as part of the development and adoption of the Council Plan 2021-2025.

**Gender equality implications:**

A gender impact assessment was not required.

**Conflict of Interest:**

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

Author and Officer Responsible – Monica Revell, Acting Chief Executive Officer

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

**RECOMMENDATION:**

*That Council receives the Council Plan actions 2023/2024 first quarter update.*

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

*That Council receives the Council Plan actions 2023/2024 first quarter update.*

**CARRIED**

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Cr B Ireland declared a conflict of interest and left the room at 3:56pm.

### 9.3 HINDMARSH SHIRE COUNCIL COMMUNITY ACTION GRANTS PROGRAM 2023/2024 ROUND ONE

**Responsible Officer:** Acting Chief Executive Officer

**Attachment Number:** 7

**Introduction:**

This report seeks Council approval to provide funding through Round One of the 2023/2024 Community Action Grants Program to eligible community organisations/groups.

**Discussion:**

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

Total annual funding of \$20,000.00 has been allocated to the program and categorised into three areas:

- Community Assistance
- Event Sponsorship
- Small Equipment

Round One of the 2023/2024 Community Action Grants Program was promoted through direct emailing to community groups; media releases on Council’s website and local media; advertisements in local media; promotion on Council’s website as well as Facebook promotions on Council’s Facebook page.

At the time of closing on Friday 29 September 2023, thirteen (13) applications were received requesting funds totalling **\$11,211.91**. The recommendation is to award funds of **\$11,151.00**. Total projects costs for all applications is **\$69,621.00**.

Category	Number of Applications	Funding Available	Total Amount Requested
Community Assistance	Three (3)	<b>Round 1</b> \$20,000.00	\$2,920.00
Event Sponsorship	One (1)		\$500.00
Small Equipment	Nine (9)		\$7,791.91
<b>TOTAL</b>	<b>Thirteen (13)</b>		<b>\$11,211.91</b>

**Funding applications have been assessed against the following eligibility criteria:**

**All applications must:**

- Demonstrate direct economic and social benefit to the community;
- Not already receive substantial support from Hindmarsh Shire Council;
- Be made by an incorporated community group or not-for-profit organisation or auspiced by such a group;
- Apply for one category per funding round; and
- Obtain any / all relevant permits required to host an event within Hindmarsh Shire Council.

**Ineligible Applications:**

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

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

**Assessment Criteria**

Applications will be assessed against a set of Assessment Criteria.

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

<b>Why? 40%</b>	<ul style="list-style-type: none"> <li>- Explain the demonstrated community need.</li> <li>- How will the project improve social connections and build community wellbeing?</li> <li>- How will the project achieve economic benefit for the community?</li> <li>- Has the project been identified in a Community Plan?</li> </ul>
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<b>What? 40%</b>	<ul style="list-style-type: none"> <li>- Provide a brief summary of what you are going to do.</li> <li>- How will your project increase community participation?</li> <li>- Complete and submit a Risk Assessment for any Event.</li> <li>- Provide details on how Hindmarsh Shire Council's contribution will be recognised and acknowledged.</li> </ul>
<b>How? 20%</b>	<ul style="list-style-type: none"> <li>- Provide quotes/ information on specific item(s) funds will be used to purchase.</li> <li>- Provide a copy of the applying organisation's most recent bank statement and banking details.</li> <li>- Complete the budget and in-kind contribution templates.</li> <li>- Provide details on how your event's success will be measured?</li> <li>- Provide a copy of public liability insurance (events only).</li> <li>- Applicants must have obtained any/all relevant permits required to host an event within the shire.</li> </ul>

**Community Assistance**

The **Community Assistance** Program offers grants of up to a **\$1,000.00** to assist with valuable projects that do not fit under the two other categories of the Community Action Grants Program.

There were four (4) applications in this category for this round, requesting a total of \$4,000.00.

**Applicants:**

1. **Jeparit Heritage Walk** seeks funding of \$1,000.00 to assist with the continuation of the heritage Walk in Jeparit to its final stage. To complete the project, they require more materials to install individual place of interest signage and a combined signboard with maps identifying the routes for locals and visitors to undertake the walk. The entire project cost is \$2,000 and will include In-Kind/Volunteer labour. Based on the application and the association's eligibility, the recommendation is to grant \$1,000.00 towards this project.
  
2. **Nhill & District Historical Society Inc.** seeks funding of \$920.00 for a glass tabletop for old Lowan Shire Council meeting table. This glass top will protect the table from wear and tear and will also allow for photos, maps, and other historical information to be placed and protected under the glass for display purposes. The entire project cost is \$920.00 and the recommendation based on the application and eligibility is to grant \$920.00 towards this project.
  
3. **St. John's Lutheran Church, Jeparit** seeks funding of \$1,000.00 to go towards the restoration of the front wall of the church hall. The front wall has succumbed to major cracking and needs to be replaced for the hall to be able to be used safely. This church is one of only two operational churches in the Jeparit community and are used

not only by the local congregation but by the broader Jeparit and district community and beyond. The total project cost is \$57,000.00. Based on the application and assessment of eligibility the recommendation is to grant \$1,000.00 with conditions if the works do not happen.

### **Event Sponsorship**

**Event sponsorships** offer grants of up to **\$500.00** to assist with an event within Hindmarsh Shire which demonstrates social and economic benefit. For events with a regional impact, Council may allocate an increased sponsorship amount.

There was one **(1)** application with a total funding request of **\$500.00**

### **Applicants:**

1. **Dimboola Art Inc.** seeks funding of \$500.00 towards a New Years Eve event at Tower Park, Dimboola. Dimboola Art Inc. have identified a need for a New Year's Eve event in Dimboola and plan to run an event at Tower Park that hosts a 1970's disco party theme to unite people through dancing and music. This event will bring people of different ages and backgrounds together for an evening of fun. The total cost for this project will be \$1,160.00. Based on the application and assessment of eligibility the recommendation is to grant \$500.00 towards this event.

### **Small Equipment**

**Small Equipment** grants provide funding assistance of up to **\$1,000.00** towards the purchase of small equipment items.

There were nine **(9)** applications for this category with a total funding request of **\$7,791.91**.

### **Applicants:**

1. **Country Fire Authority Nhill Brigade** seeks funding of \$1,060.91 to purchase a Milwaukee Light Tower, Battery Charger and additional batteries. These items would be used to provide better lighting at incidents Nhill Brigade attend and the additional batteries will help with extended use of other Milwaukee tools the brigade has and ensuring the longevity of the light tower. The total project cost is \$1,167. Based on the application and assessment of eligibility the recommendation is to grant \$1,000.00 to adhere to current Community Action Grant guidelines stating that eligible parties can apply for up to \$1,000.00 for small equipment.
2. **Nhill Senior Citizens** seek funding of \$300.00 towards the purchasing of new tables for senior citizens Nhill. The tables will be used as meal tables and for bingo games. They will replace the current tables that are both small and extremely heavy for Senior Citizen members to be lifting and moving. The entire cost for this project is \$300.00. Based on the application assessment of eligibility the recommendation is to grant \$300.00 towards this project.

3. **Dimboola Basketball Association** seeks funding of \$1,000.00 towards the purchase of a chest freezer and pie warmer for the canteen. These items will allow Dimboola Basketball Association to continue to strengthen their association in a post-COVID environment and to give families who often spend several hours at the stadium over summer evenings a chance to purchase fresh snacks during these times. The profit made from these purchases is used to supplement fees for children experiencing hardship to ensure equitable access to the game. The total cost for this project is \$1,400.00. Based on the application and meeting of eligibility criteria the recommendation is to grant \$1,000.00.
4. **Nhill Golf Club** seeks funding of \$984.00 for the purchase of 18 new golf hole flags with Nhill Golf Club logo embroidered on them. The Club's current hole flags are old and worn and do not present this aspect of the club in its best light. By purchasing new, brighter flags with the Club's logo on them it will send a message of freshness and semi-professionalism to further enhance the appeal of the course. The total cost for this project is \$984.00. Based on the application and assessment of eligibility the recommendation is to grant \$984.00.
5. **Nhill RSL Sub Branch** seeks funding of \$1,000.00 for flags and flag poles to honor servicemen and women at the Nhill Cemetery. The Australian flags would be displayed on ANZAC Day and Remembrance Day each year behind the graves of these veterans. These will be displayed in consultation of family members and the Nhill Cemetery trust. This display has been successful in other parts of the Wimmera and is believed it will benefit the Nhill Community with another reason to stop in Nhill. The total cost for this project is \$1,000.00 and based on the application and assessment of eligibility the recommendation is to grant \$1,000.00.
6. **Nhill Bowling Club Inc.** seeks funding of \$1,000.00 to assist in the purchase of a 3-piece Milwaukee combination kit consisting of a hammer drill, impact driver and angle grinder together with batteries and chargers. Currently the club does not own any of these items and relies on members to provide their own equipment to attend to maintenance tasks around the club and/or at working bees. The total cost for this equipment is \$1,078.00 and based on the application and assessment of eligibility the recommendation is to grant \$1,000.00.
7. **Dimboola Bowling Club** seeks funding of \$1,000.00 to support their purchase of a Super Bird XPellar Pro2. This is an electronic bird scaring device that takes full advantage of a bird's natural developed instinct to fly away from its natural predators. The Super Bird XPellar Pro emits a high definition, naturally recorded bird distress calls and predator cries – meaning birds are repelled and deterred in the most natural way. The club is seeking this equipment in order to ensure local birds do not continue to attack and destroy the synthetic greens at the club. The clubs green has suffered

significant damage and the advice from other bowling clubs is that this is a device which will deter said birds. The total cost for this equipment is \$1,700.00 and based on the application and assessment of eligibility the recommendation is to grant \$1,000.00.

**8. Jeparit & District Bowling Club** seeks funding of \$1,000.00 to purchase a laptop and printer. These items would improve and ease administrative duties of the Club Secretary, improve the collection and preservation of archival information, and ease communications between club members and the wider community. A laptop and printer would ensure the Bowling Club’s documents and financial information are held in one central location that can be accessed by any of the executive/board members. This will aide in ensuring appropriate information is stored, and can be provided to successive board members, and in the archival storage of documentation, digital copies of photos, etc. This will improve the resilience of the Club in ensuring ongoing success. The total cost for this equipment is \$1,125.00. Based on the application and eligibility the recommendation is to grant \$1,000.00.

**9. Nhill & District Sporting Club** seeks funding of \$447.00 for an additional iPad for their Square (EFTPOS) purchase system. Currently they are borrowing iPads from their members to use with the purchasing system. The Square application has been very successful this year for NDSC and has made life so much easier for their volunteers and treasurer as the system has helped keep track of sale amounts, reduce wastage, and most importantly reduce volunteer burnout. Another iPad will allow them to run Square in more locations successfully. The total cost for this equipment is \$447.00. Based on the application and eligibility the recommendation is to grant \$447.00.

**Application summary:**

<b>Applicant</b>	<b>Amount Requested</b>	<b>Total Project Cost</b>	<b>Recommended Allocation</b>
<b><i>Community Assistance - \$1000</i></b>			
Jeparit Heritage Walk	\$1,000.00	\$2,000.00	\$1,000.00
Nhill & District Historical Society Inc.	\$920.00	\$920.00	\$920.00
St. John’s Lutheran Church Jeparit	\$1,000.00	\$57,000.00	\$1,000.00
<b>TOTAL</b>	<b>\$2,920.00</b>	<b>\$59,920.00</b>	<b>\$2,920.00</b>
<b><i>Event Sponsorship - \$500</i></b>			
Dimboola Art Inc.	\$500.00	\$1,660.00	\$500.00
<b>TOTAL</b>	<b>\$500.00</b>	<b>\$1,660.00</b>	<b>\$500.00</b>
<b><i>Small Equipment - \$1,000</i></b>			
Country Fire Authority Nhill Brigade	\$1,060.91	\$1,167.00	\$1,000.00

Nhill Senior Citizens	\$300.00	\$300.00	\$300.00
Dimboola Basketball Association	\$1,000.00	\$1,400.00	\$1,000.00
Nhill Golf Club	\$984.00	\$984.00	\$984.00
Nhill RSL Sub Branch	\$1,000.00	\$1,000.00	\$1,000.00
Nhill Bowling Club Inc.	\$1,000.00	\$1,078.00	\$1,000.00
Dimboola Bowling Club	\$1,000.00	\$1,700.00	\$1,000.00
Jeparit & District Bowling Club	\$1,000.00	\$1,125.00	\$1,000.00
Nhill & District Sporting Club	\$447	\$447	\$447
<b>TOTAL</b>	<b>\$7,791.91</b>	<b>\$9,201.00</b>	<b>\$7,731.00</b>
<b>FULL TOTAL</b>	<b>\$11,211.91</b>	<b>\$70,781.00</b>	<b>\$11,151.00</b>

### Options

Council can choose to support some or all, partly or in full, or none of the applications to Round One of the Hindmarsh Shire Council Community Action Grants 2023/2024.

### Link to Council & Community Plans:

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

### Strategic Objectives:

#### Theme One - Our Community

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

#### Theme Two – Built and Natural Environment

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

#### Theme Three – Competitive and Innovative Economy

- Develop and promote local tourism opportunities that attract visitation

### Financial Implications:

Council has allocated **\$20,000.00** to the Community Action Grants Program for the 2023/2024 financial year.

**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, Acting Chief Executive Officer

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

Author – Georgia Gelligen, Community Development and Youth Officer

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

**Risk Management Implications:**

Strategic Risk Description	Risk Management Discussion
Community Needs	Risks are to be managed by the successful applicants.

**Communications Strategy**

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

**RECOMMENDATION:**

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

**Community Assistance**

1. ***A grant of \$1,000.00 – Jeparit Heritage Walk***
2. ***A grant of \$920.00 – Nhill & District Historical Society Inc.***
3. ***A grant of \$1,000.00 – St. John’s Lutheran Church Jeparit***

**Event Sponsorship**

1. ***A grant of \$500.00 – Dimboola Art Inc.***

**Small Equipment**

1. ***A grant of \$1,000.00 – Country Fire Authority Nhill Brigade***
2. ***A grant of \$300.00 – Nhill Senior Citizens***
3. ***A grant of \$1,000.00 – Dimboola Basketball Association***
4. ***A grant of \$984.00 – Nhill Golf Club***
5. ***A grant of \$1,000.00 – Nhill RSL Sub Branch***
6. ***A grant of \$1,000.00 – Nhill Bowling Club Inc.***
7. ***A grant of \$1,000.00 – Dimboola Bowling Club***



8. ***A grant of \$1,000.00 – Jeparit & District Bowling Club***
9. ***A grant of \$447.00 – Nhill & District Sporting Club***

**TOTAL RECOMMENDED FUNDING ALLOCATED: \$11,151.00**

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

***That Council awards \$1,000.00 to the Jeparit Heritage Walk.***

**CARRIED**

Cr B Ireland returned to the room at 4:00pm.

Cr W Bywaters declared a general conflict of interest and left the room at 4:00pm.

**MOVED: CRS M Albrecht/R Ismay**

***That Council awards \$1,000.00 to the Country Fire Authority Nhill Brigade.***

**CARRIED**

Cr W Bywaters returned to the room at 4:01pm.

Cr M Albrecht and R Gersch declared a general conflict of interest and left the room at 4:01pm.

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

***That Council awards \$447.00 to the Nhill and District Sporting Club.***

**CARRIED**

Cr M Albrecht and R Gersch returned to the room at 4:03pm.

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

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

**Community Assistance**

- ***A grant of \$920.00 – Nhill & District Historical Society Inc.***
- ***A grant of \$1,000.00 – St. John's Lutheran Church Jeparit***

**Event Sponsorship**

- ***A grant of \$500.00 – Dimboola Art Inc.***

**Small Equipment**

- ***A grant of \$300.00 – Nhill Senior Citizens***
- ***A grant of \$1,000.00 – Dimboola Basketball Association***
- ***A grant of \$984.00 – Nhill Golf Club***
- ***A grant of \$1,000.00 – Nhill RSL Sub Branch***
- ***A grant of \$1,000.00 – Nhill Bowling Club Inc.***
- ***A grant of \$1,000.00 – Dimboola Bowling Club***
- ***A grant of \$1,000.00 – Jeparit & District Bowling Club***

**CARRIED**

*Attachment Number: 7*

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Cr B Ireland declared a conflict of interest and left the room at 4:08pm.

**9.4 HINDMARSH SHIRE COUNCIL BUSINESS ASSISTANCE GRANTS PROGRAM  
 2023/2024 ROUND ONE**

**Responsible Officer:** Acting Chief Executive Officer

**Attachment Number:** 8

**Introduction:**

This report seeks approval from Council to provide funding through Round 1 of the Business Assistance Grants 2023/2024 program to eligible businesses as outlined in the following report.

**Discussion:**

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

This program addresses the ongoing need to attract new business and support existing business in towns across the shire and assists them in becoming more sustainable and viable.

Council has allocated \$20,000.00 towards the 2023/24 Business Assistance Grants program in the 2023/2024 Annual Budget.

Total funding of \$20,000.00 has been allocated to the program from the 2023/24 annual budget and is split into 2 categories:

- *Business Development (grants up to \$2,000.00)*
- *Streetscapes (grants up to \$3,000.00)*

<b>Category</b>	<b>Number of Applicants</b>	<b>Funding Available</b>	<b>Total Amount Requested</b>
Business Development	3	<b>\$12,500.00*</b>	\$4,400.00
Streetscapes	0		\$0.00
<b>TOTAL</b>	<b>3</b>		<b>\$4,400.00</b>

***\*Note: Funding has been reduced to \$12,500.00 as per the resolution passed at the Council meeting held Wednesday 27 September 2023 where Council allocated \$7,500.00 to Dimboola Ski Club from Business Assistance Grant funding allocation.***

Applications for this Round of the Business Assistance Grants Program closed at 5:00pm on Friday 29 September 2023. Three (3) applications were received for funding totalling **\$4,400.00**.

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

**All applications must:**

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

**Ineligible Applications**

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

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

**Assessment Criteria**

Applications have been assessed against a set of Assessment Criteria:

<b>Why? 30%</b>	<ul style="list-style-type: none"> <li>- Explain the demonstrated need for the project</li> <li>- How will the project improve the business operations and economic situation?</li> </ul>
<b>What? 30%</b>	<ul style="list-style-type: none"> <li>- Provide a brief summary of what you are going to do.</li> <li>- Complete and submit a Risk Assessment for the project</li> <li>- Provide detail on how Hindmarsh Shire Council's contribution will be recognised and acknowledged.</li> </ul>

<b>How? 40%</b>	<ul style="list-style-type: none"><li>- Provide quotes/ information on specific item(s) that funds will be used to purchase.</li><li>- Provide the organisations banking details and evidence that the organisation can complete the project on time and within budget.</li><li>- Complete the budget and in-kind contribution templates</li><li>- How will your projects success be measured? (including number of employment opportunities gained)</li><li>- Provide a copy of a bank statement to demonstrate financial viability</li><li>- If the property is leased or rented provide written consent from property owners for streetscape applications.</li></ul>
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**Business Development: up to \$2,000.00 (business must match \$1: \$2 to grant)**

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

***Applications:***

There were three applications for Business Development in this round of Business Assistance Grants.

**Applications:**

1. **Tiny Goats and Co (Business Development)** seeks funding of \$1,800.00 to help towards the purchase of a portable disabled toilet for wheelchair access and for elderly people with mobility issues. The business attracts a lot of elderly and disabilities groups and would like to have all-ability facilities available. Some people with accessibility issues are not able to attend this new business because of a lack of facilities. Based on the application, the recommendation is to grant funding of \$1,800.00.
  
2. **Armand Von Benecke Engineering (Business Development)** seeks funding of \$600.00 to help towards the cost of undertaking a 5-day HSR OHS training course to improve knowledge of safety with regards to labour work. Based on the application, the recommendation is to grant funds of \$600.00.
  
3. **Deckert Group (Business Development)** seeks funding of \$2,000.00 towards the purchase of a new laptop to upgrade from a desktop computer allowing flexibility and allowing tasks to be completed offsite. Based on the application, the recommendation is to grant funds of \$2,000.00.

**Streetscapes: up to \$3,000.00 (business must match \$1: \$2 to grant)**

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

**Applications:**

There were no applications for Streetscapes in this round of Business Assistance Grants.

Applicant	Amount Requested	Total Project Cost	Recommended Allocation
Tiny Goats and Co	\$1,800.00	\$2,800.00	\$1,800.00
Armand Von Benecke Engineering	\$600.00	\$1,101.12	\$600.00
Deckert Group	\$2,000.00	\$2,679.00	\$2,000.00

**Options:**

Council can choose to support some or all, partly or in full, or none of the applications to the Hindmarsh Shire Council Business Assistance Grants 2023/2024

Successful applicants would be required to complete their projects and acquit the funds received by 30 June 2024.

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

**Financial Implications:**

Total funding available for 2023/24 Business Assistance Grants Round 2 is \$15,600.00. This is made up of the 2023/2024 budget allocation of \$20,000.00 for both round one and round two.

**\*Note: As per council meeting Wednesday 27 September 2023 Council allocated \$7,500.00 to Dimboola Ski Club from Business Assistance grant funding.**

**Risk Management Implications:**

Strategic Risk Description	Risk Management Discussion
Community Needs	Each applicant has been requested to complete a project risk assessment as part of the application process.

**Relevant legislation:**

*Local Government Act 2020*

**Community engagement:**

The Business Assistance Grants 2023/2024 program has been widely publicised through media releases, social media and Council’s website.

**Gender equality implications:**

No gender impact assessment is required.

**Conflict of Interest:**

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

Officer Responsible – Monica Revell, Acting Chief Executive Officer

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

Author – Jennie Hauselberger, Community Development and Project Officer.

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

**Communications Strategy:**

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

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

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

**RECOMMENDATION:**

***That Council, based on the eligibility and assessment criteria, approves the following successful Round 1 Business Assistance Grants:***

**Business Development**

- 1. \$1,800.00 to Tiny Goats and Co**
- 2. \$600.00 to Armand Von Benecke Engineering**
- 3. \$2,000.00 to Deckert Group**

**TOTAL RECOMMENDED FUNDING ALLOCATED ROUND ONE: \$4,400.00**

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

***That Council, based on the eligibility and assessment criteria, approves the following successful Round 1 Business Assistance Grants:***

**Business Development**

- 1. \$1,800.00 to Tiny Goats and Co**
- 2. \$600.00 to Armand Von Benecke Engineering**
- 3. \$2,000.00 to Deckert Group**

**TOTAL RECOMMENDED FUNDING ALLOCATED ROUND ONE: \$4,400.00**

**CARRIED**

*Attachment Number: 8*

Cr B Ireland returned to the room at 4:12pm.

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## 9.5 GOOD GOVERNANCE FRAMEWORK

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

**Attachment Number:** 9

### Introduction:

The purpose of this report is to present the draft Good Governance Framework, addressing some of the key governance requirements, standards, and best practices relevant to Local Government.

### Discussion:

The draft Hindmarsh Shire Council Good Governance Framework has been developed in consultation with the Good Governance Framework developed by Wodonga City Council, the VLGA Good Governance Guide, and the findings and recommendations of the Commission of Inquiry report (the report) that was released by Victorian Local Government Minister Melissa Horne in Parliament in March 2023, regarding Moira Shire Council.

The report and its findings provide the framework by which other local governments can self-assess the systematic weaknesses, risks, controls, and actions that currently exist at all levels of an organisation. There are opportunities to assess and identify the actions required to strengthen risk management, ensure accountabilities are clear and set at the right levels, and that all levels of the organisation are united around common values and goals.

The Good Governance Framework is intended to be used as a resource to build a practical understanding and promote the value of good governance practices. The document covers the key policies, procedures, regulations, and legislation that guides Council's governance practices, but also provides a framework around Council culture, relationships, and the *purpose* of key governance practices in ensuring the effective functioning of the elected Council, maintaining community trust, and ethically managing public resources.

### Options:

1. Council can choose to adopt the Good Governance Framework
2. Council can choose to not adopt the Good Governance Framework

### Link to Council Plan:

Strong governance practices

### Financial Implications:

NIL

### Risk Management Implications:

Strategic Risk Description	Risk Management Discussion
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Governance	<p>The Good Governance Framework formalises Council’s commitment to functioning in compliance with the law, best practice governance principles and to acting at all times in the interests of the community. Setting expectations both around mandated governance responsibilities as well as culture and Councillor relationships enhances Council’s capacity to make decisions, work effectively as a group as well as with Executive Management and to undertake their responsibilities as elected officials.</p> <p>Managing the risks associated with non-compliance, Councillor conflict, and poor oversight of governance principles ensures that Council enables the fulfilment of its key objectives, maintains its reputation and continues to be able to deliver effective community projects and services.</p>
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**Relevant legislation:**

*Local Government Act 2020*

*Local Government Act 1989*

**Community engagement:**

As per Council’s Community Engagement Policy, consultation was not required for the Good Governance Framework.

**Gender equality implications:**

Gender impact assessments are required when the program, policy or service have a direct and significant impact on the community. The Good Governance Framework has impacts on Councillors but does not directly or significantly impact on the community.

**Conflict of Interest:**

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

Officer Responsible – 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, Acting Director Corporate and Community Services

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

**Communications Strategy:**

The Good Governance Framework will be made available to Councillors via the Councillor SharePoint.

**Next Steps:**

As above.

**RECOMMENDATION:**

*That Council adopts the Good Governance Framework.*

**MOVED: CRS R Ismay/M Albrecht**

*That Council adopts the Good Governance Framework.*

**CARRIED**

*Attachment Number: 9*

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**9.6 HINDMARSH SHIRE COUNCIL DRAFT ECONOMIC DEVELOPMENT STRATEGY  
2024-2028**

**Responsible Officer:** Acting Chief Executive Officer  
**Attachment Number:** 10

**Introduction:**






This report seeks endorsement for the Hindmarsh Shire Council draft Economic Development Strategy 2024-2028 to be made available to the public for consultation for the period between Thursday 26 October and Thursday 23 November 2023.

**Discussion:**

The draft Hindmarsh Shire Council Economic Development Strategy 2024-2028 (Strategy) has been prepared following consultation processes with the community in late March / early April 2023.

The draft Strategy has taken the current economic foundation of the shire into consideration using the themes of our people, employment and socio-economic wellbeing, housing, and economic output. The status of each of these themes is included in the draft Strategy.

The Strategy considers current estimates and sets targets to guide the communities through a period when the Shire is expected to have many emerging economic development opportunities; attract investment in industry sectors; participate in innovative housing development initiatives; deliver infrastructure to support and drive potential population growth; attract new investment and reinvestment in innovative and sustainable businesses; collaborate with regional activities; assist key towns to increase visitation and the economic impact of visitors; and cost-effectively resource Council’s involvement in local economic development and tourism with a small team and selective outsourcing.

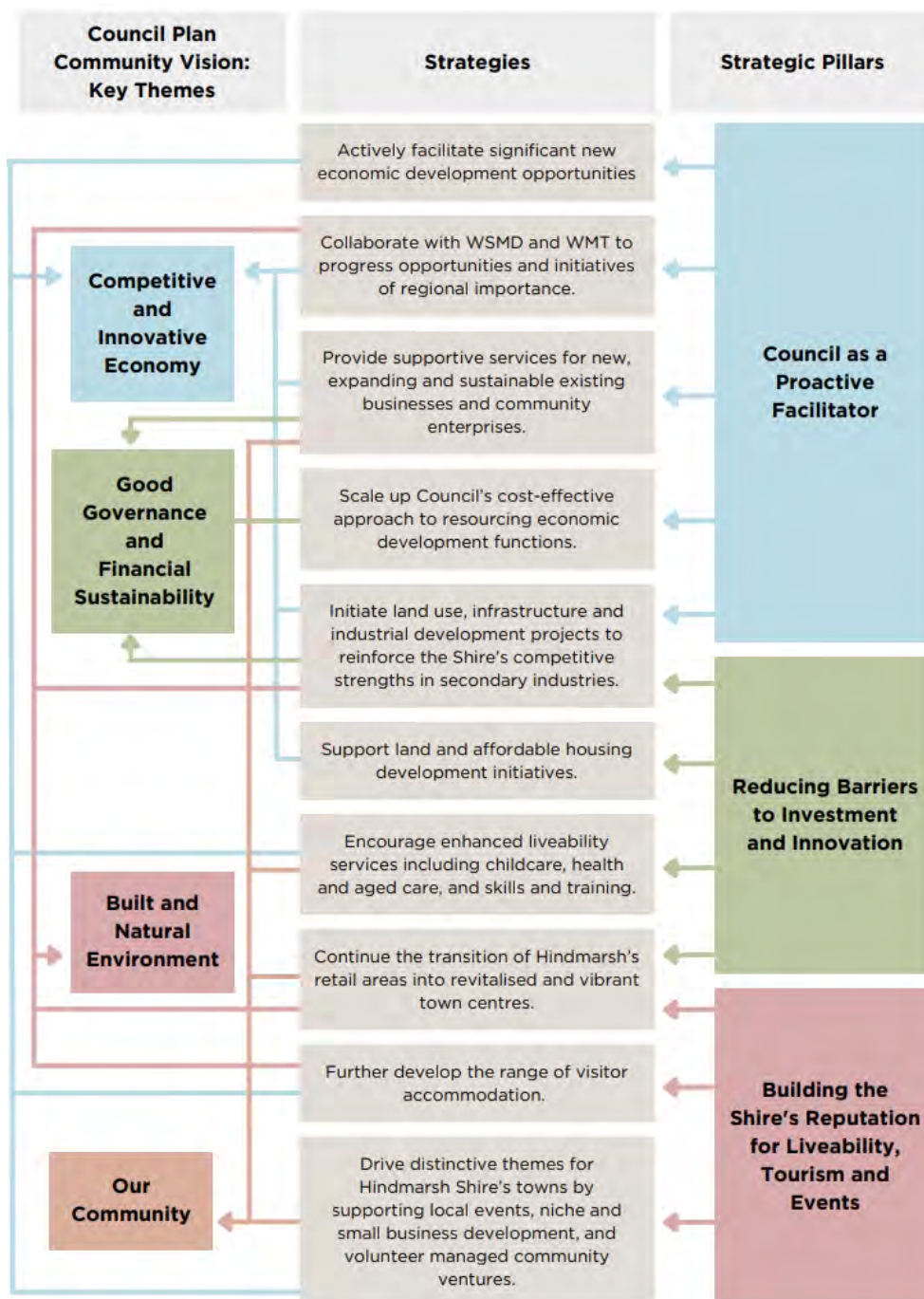
Current Estimates			Strategy Targets
Shire population	5,698		5,650 by 2036
Shire local jobs	2,233		2,300 by 2036
Dwelling stock	2,954		3,280 by 2036
Visitor economy	\$17.8 million		\$25.5 million by 2028
Total output	\$721.5 million		\$800 million by 2028

Three strategic pillars (as listed below) have been developed for the Strategy with each strategic pillar having multiple strategies and actions.

1. Council as a proactive facilitator;
2. Reducing Barriers to Investment in the local economy; and
3. Building the Shire’s Reputation for Lifestyle, Tourism and Events.

The Strategy contains 10 strategic directions and 40 actions with some actions crossing over into multiple strategic pillars.

Each strategic pillar and strategic direction have a direct correlation to the Key Themes detailed in the Council Plan Community Vision.



A key direction from the Strategy is that Council should act as a facilitator of economic development rather than the driver. This will require support in future annual budgets for appropriate funding of resources to carry out facilitation processes.

It is proposed to make the draft Strategy available for public consultation between Thursday 26 October and Thursday 23 November. Submissions received and the final version of the Strategy will be presented to the December 2023 Council meeting.

**Options:**

1. Council can choose to endorse the draft Economic Development Strategy 2024-2028 and make available for public consultation for the period Thursday 26 October to Thursday 23 November 2023; or
2. Council can choose to make amendments to the draft Economic Development Strategy 2024-2028 prior to making available for public consultation.

**Link to Council Plan:**

Facilitating and supporting economic development: Review and implement Council's Economic Development Strategy

**Financial Implications:**

Initiatives contained within the draft Economic Development Strategy 2024-2028 will be referred to Council's annual budget.

**Risk Management Implications:**

Strategic Risk Description	Risk Management Discussion
Community Needs	The draft Economic Development Strategy provides initiatives for Council to implement to facilitate and promote economic development within Hindmarsh Shire, setting clear pillars for Council to focus on.

**Relevant legislation:**

*Local Government Act 2020*

**Community engagement:**

Community engagement was undertaken as part of the development of the draft Strategy. The report recommends a consultation period for the draft Economic Development Strategy 2024-2028, whereby the community will be able to provide feedback to Council regarding the draft Strategy.

**Gender equality implications:**

Gender impact assessments will be completed as part of the implementation of initiatives contained within the Strategy.

**Conflict of Interest:**

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

Author & Officer Responsible – Monica Revell, Acting Chief Executive Officer

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

**Communications Strategy:**

A copy of the draft Economic Development Strategy 2024-2028 will be placed on Council's website and advertised in local newspapers inviting public submissions.

**Next Steps:**

Submissions and the final version of the Strategy will be presented to Council in December 2023.

**RECOMMENDATION:**

***That Council endorse the draft Economic Development Strategy 2024-2028 and make it available for public consultation between Thursday 26 October and Thursday 23 November 2023.***

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

***That Council endorse the draft Economic Development Strategy 2024-2028 and make it available for public consultation between Thursday 26 October and Thursday 23 November 2023.***

**CARRIED**

*Attachment Number: 10*

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## 9.7 HINDMARSH SHIRE SWIMMING POOLS 2023/2024 SEASON

**Responsible Officer:** Acting Director Infrastructure Services

### **Introduction:**

This report provides Council with an update on the Dimboola, Jeparit, Nhill and Rainbow Swimming Pools and recommends Council provides funding of \$20,000 to the YMCA for additional chemicals. The report also recommends Council refer to the 2024/2024 annual budget \$330,000 to purchase required chemical dosing machines and chemical controllers, and re-seal and re-paint the pools.

### **Discussion:**

Council awarded the tender for the management of Hindmarsh Shire Swimming Pools to YMCA for a period of three years with the option of two x one-year extensions. The 2023/2024 swimming season is year three of the contract.

Officers have been working closely with YMCA in the lead up to the swimming season, and to work through issues with the ageing infrastructure at each of the swimming pools in the aim of ensuring a smooth season with little to no disruptions to opening days.

Recent upgrades to our facilities include disability lifters at Rainbow and Dimboola, Procal units at Dimboola and Nhill, and new filters at Nhill. These upgrades were part of the 2022/2023 swimming pool upgrades allocated from Phase 3 of the Local Roads & Community Infrastructure Program (LRCIP). Still outstanding from this package is the Nhill Solar heating. Officers have been in regular contact with the Department of Education to obtain the necessary agreement to allow installation of the solar heating. Council is currently waiting on a joint user agreement between Council and Nhill College to be drawn up by the education department. Officers are contacting the Department of Education on a regular basis to try and move this along.

In March 2023 council officers engaged Lacus Consulting, Aquatic Engineers specialising in swimming pools, to provide council with a report on each pool outlining structural, operational plant, equipment, and OH&S issues.

Each swimming pool has different issues, but all relate to ageing infrastructure, and changes to the Work Health and Safety (WHS) Act for swimming pools across all four pools.

The four reports recommend changing the chemical control systems which currently does not comply with current Department of Health requirements for commercial swimming pools. Rainbow & Jeparit pools are recommended to have Procal Units installed (dry/powdered chlorine), which we had installed in Nhill & Dimboola already as part of the 2022/2023 pool upgrades package. Installing these units will also eliminate the use of liquid chlorine being



delivered to the pools and eliminate the need for bunding for delivery trucks & also bunding for the storage of the liquid.

Dimboola, Jeparit, & Rainbow need further investigation works undertaken on the filter system to ensure they are meeting current standards. Nhill filters were replaced as part of the 2022/2023 swimming pool upgrade package.

Dimboola, Jeparit, & Rainbow pools are all due for re-sealing of the main seals & re-painting before the 2024/2025 pool season which will cost approximately \$200,000. Re-sealing the pools will help reduce water leaks from the pools.

During the 2023/2024 season all four pools will require additional chemicals and additional testing due to the changes in WHS regulations and the issue council has with the chemical controlling system not complying with the DHHS requirements. The additional costs for purchasing chemicals will be approximately \$20,000.

**Options:**

1. Provide the contractor additional funding of \$20,000 on top of the original tender price to allow them to add the required chemicals and to do further testing to make the swimming pools are safe to swim in for the 2023/2024 season, and refer to the 2024/2025 annual budget capital expenditure of \$130,000 for the Procal units at Rainbow & Jeparit and also the new automatic chemical control systems for each of the four pools, and \$200,000 for re-sealing and re-painting Dimboola, Jeparit & Rainbow swimming pools.
2. Do not provide additional funding of \$20,000 to the contractor for required chemicals, or refer funding to the 2024/2025 annual budget for capital expenditure, re-sealing and re-painting of the swimming pools noting that this may result in increased swimming pool closures during the season.

**Link to Council Plan:**

Promote Hindmarsh as a tourism destination to stop, play and stay.

Support and host youth events that are accessible to all Hindmarsh Shire youth.

**Financial Implications:**

2023/24 financial year- extra \$20,000 to be used to provide assistance in keeping our four pools open and in a safe condition for swimmers.

2024/25 financial year- \$330,000 in capital upgrades to provide required chemical dosing machines, chemical controllers, re sealing & re painting pools.

**Risk Management Implications:**

Strategic Risk Description	Risk Management Discussion
Community Needs	Our four communities have always had and continue to have needs to provide a safe swimming area for children to learn

	to swim. Community groups and schools use these facilities throughout the summer period.
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**Relevant legislation:**

*Local Government Act 2020*

**Community engagement:**

The community provide regular feedback to Council regarding pool closures and poor management of the swimming pools.

**Gender equality implications:**

No gender impact assessment is required on this decision.

**Conflict of Interest:**

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

Officer Responsible – Monica Revell, Director Corporate & Community Services

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

Author – Michael Henderson, Acting Director Infrastructure Services

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

**Communications Strategy:**

Council will communicate the opening of the swimming pools through Council’s newsletter and social media platforms.

**Next Steps:**

The decision will be communicated to the swimming pool contractor.

**RECOMMENDATION:**

**That Council:**

- 1. Provide the contractor additional funding of \$20,000 on top of the original tender price to allow them to add the required chemicals and to do further testing to make the swimming pools are safe to swim in for the 2023/2024 season; and**
- 2. refer to the 2024/2025 annual budget capital expenditure of \$130,000 for the Procal units at Rainbow & Jeparit and also the new automatic chemical control systems for each of the four pools, and \$200,000 for re-sealing and re-painting Dimboola, Jeparit & Rainbow swimming pools.**

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

**That Council:**

- 1. Provide the contractor additional funding of \$20,000 on top of the original tender price to allow them to add the required chemicals and to do further testing to make the swimming pools are safe to swim in for the 2023/2024 season; and**
- 2. refer to the 2024/2025 annual budget capital expenditure of \$130,000 for the Procal units at Rainbow & Jeparit and also the new automatic chemical control systems for each of the four pools, and \$200,000 for re-sealing and re-painting of Dimboola, Jeparit & Rainbow swimming pools.**

**CARRIED**

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## 10 COUNCIL COMMITTEES

### 10.1 AUDIT AND RISK ADVISORY COMMITTEE CHAIR'S REPORT

**Responsible Officer:** Acting Chief Executive Officer

#### **Introduction:**

This report provides Council and the Chief Executive Officer an update of the activities of the Hindmarsh Shire Council Audit & Risk Committee since March 2023 to meet legislative requirements under the *Local Government Act 2020 (Act)*.

#### **Discussion:**

The Hindmarsh Shire Council Audit and Risk Committee Charter provides that the Chair will prepare a biannual audit and risk report. The Charter also provides that this report will be tabled at the next Council meeting by the Chief Executive Officer and that the Chair may present the report to Councillors at that meeting if desired. The activities and recommendations of the committee are described in the minutes of each meeting, and these are tabled at council meetings.

The Audit and Risk Committee is established in accordance with s53 and 54 of the Act. The committee is an independent advisory committee and assists to strengthen Council to ensure Council's commitment to good governance, public transparency, and accountability.

#### Audit And Risk Committee Charter

The Charter outlines the Scope of Authority, Composition and Responsibilities of the Committee. The Charter was last reviewed in 2020.

#### Committee Membership

There are six members – two councillors and four external, independent members. The committee was established by Council resolution on 15 July 2020 for the term up until 1 November 2024.

The four independent members are:

Ashley Roberts (Chair), Darren Welsh, Simon Coutts, and Aaron Cordy. The Committee thanks Darren Welsh who served as interim Chair for two meetings.

Cr Debra Nelson and Cr Brett Ireland are the councillors who have served on the Committee during this reporting period.

The Committee has met three times during this period on 8 March, 14 June (which included the draft budget papers), and on 21 September (which included the annual accounts review and certification).

### Audit Functions

The Committee continues to assist the Council in addressing financial, strategic, and operational risks and ensuring that the Council maintains a reliable system of internal controls.

### Governance

To ensure accountability, compliance, and transparency, in addition to this biannual report, the minutes of each Committee meeting are presented to the next available Ordinary Council meeting.

### External Auditors

In accordance with the Local Government Act 2020, the Victorian Auditor General (VAGO) appoints Council's Auditor. Crowe Australasia have been appointed by VAGO to audit Council, with Mr Martin Thompson as the designated partner leading the audit for 2022/2023.

### Budget Meeting

The Audit and Risk Committee met on 14 June 2023 to consider the 2023/2024 Budget and associated Asset and Financial Plans, and Action Plans. The Committee endorsed the draft budget and commended the work of staff in preparing the budget.

### Hindmarsh Shire Annual Accounts

At its meeting held 20 September 2023, the Committee received the Victorian Auditor General's agent's Closing Report on the 2022/2023 Financial Report and Performance Statements of the Hindmarsh Shire Council.

The Closing Report indicated that no adjustments or unadjusted differences were identified, concluding that the financial and performance reports were presented fairly. Council staff are to be commended for the producing such a quality outcome.

### Internal Auditors

Hindmarsh Shire Council continues to engage RSD Audit Bendigo as its Internal Auditors. The Committee receives a regular Internal Audit Committee Update Report which provides not only a progress report on the Hindmarsh internal audit program but also a very useful summary of recent reports from public bodies.

The Audit Program is regularly reviewed to ensure that it remains current to the needs of the Council.

During the 2023 to date internal audits around Scoping of Capital Works Projects and Records Management (PROV Compliance) have been delivered, with Environmental Health internal audit scoped and anticipated to be completed before the end of the year. The Committee continues to monitor progress regarding recommendations from these audits.

### Management Reports

In addition to the External and Internal audit functions of the Committee, to meet its advisory functions, the Committee also receives regular management reports at each meeting which included the following at the September meeting:

- A Strategic Risk report, including:
  - o Strategic Risk Register and treatments
  - o Strategic Risk Management Work Plan
  - o Draft Business Continuity Plan
  - o Technology Risk
- Governance Compliance – outlining progress against legislative compliance required under the Local Government Act 2020.
- Incident and Hazard Report – outlining incidents, Hazards and near misses
- Rural Councils Transformation Program – an update on the implementation of the Rural Councils Transformation Program

### Audit And Risk Committee Self-Assessment

At its September 2023 meeting the Committee received the outcomes of its Annual Self-Assessment. The Committee identified that a report outlining the skills matrix of the Committee would be beneficial for identifying and mapping further development opportunities.

### Conclusion

The work of the Audit and Risk Committee in this reporting period has been greatly assisted by the diligence, professionalism and contribution of Councillors and Officers.

### **Options:**

This report is for noting.

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

Strong governance practices.

Long-term financial sustainability.

Ensure responsible risk management principles.

### **Financial Implications:**

As part of the annual budget Council allocates funding for sitting fees for independent members.

### **Risk Management Implications:**

Strategic Risk Description	Risk Management Discussion
Governance	Council's Audit & Risk Committee oversees Council's adherence to the Local Government Act 2020 and associated regulations and risk management practices.

**Relevant legislation:**

*Local Government Act 2020*

**Community engagement:**

N/A

**Gender equality implications:**

No gender impact assessment is required.

**Conflict of Interest:**

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

Officer Responsible – Monica Revell, Director Corporate & Community Services

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

Author – Ashley Roberts, Chair Hindmarsh Shire Council Audit & Risk Committee

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

**Communications Strategy:**

N/A

**Next Steps:**

N/A

**RECOMMENDATION:**

*That Council receives the Hindmarsh Shire Council Audit & Risk Committee chair's report.*

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

*That Council receives the Hindmarsh Shire Council Audit & Risk Committee chair's report.*

**CARRIED**

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## 10.2 ADVISORY COMMITTEES

**Responsible Officer:** Acting Chief Executive Officer

**Attachment Numbers:** 11 – 14

### **Introduction:**

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

- **Jeparit Township Advisory Committee:**  
General meetings on 11 September 2023 and 9 October 2023. *See attachments 11 – 12.*
- **Rainbow Township Advisory Committee:**  
Annual general meeting on 18 September 2023 and general meeting on 18 September 2023. *See attachments 13 – 14.*

The purpose of this report is to note the minutes from these meetings and endorse the Rainbow Township Advisory Committees elected Office Bearers. A copy of the minutes are included as attachments for the information of Council.

### **RECOMMENDATION:**

#### ***That Council:***

1. ***notes the minutes of the Jeparit Township Advisory Committee general meetings held on 11 September 2023 and 9 October 2023;***
2. ***notes the minutes of the Rainbow Township Advisory Committee Annual General Meeting and General Meeting held on 18 September 2023;***
3. ***endorses the following office bearers for the Rainbow Township Advisory Committee:***
  - ***Chairperson – Greg Roberts***
  - ***Secretary – Colleen Petschel***
  - ***Deputy Chairperson – Graham Nuske; and***
4. ***notes the following committee members for the Rainbow Township Advisory Committee:***
  - ***Allira Roberts***
  - ***Norelle Eckermann***
  - ***Belinda Eckermann***
  - ***Roger Aitken***

**MOVED: CRS R Ismay/M Albrecht**

#### ***That Council:***

1. ***notes the minutes of the Jeparit Township Advisory Committee general meetings***



*held on 11 September 2023 and 9 October 2023;*

2. *notes the minutes of the Rainbow Township Advisory Committee Annual General Meeting and General Meeting held on 18 September 2023;*
3. *endorses the following office bearers for the Rainbow Township Advisory Committee:*
  - *Chairperson – Greg Roberts*
  - *Secretary – Colleen Petschel*
  - *Deputy Chairperson – Graham Nuske; and*
4. *notes the following committee members for the Rainbow Township Advisory Committee:*
  - *Allira Roberts*
  - *Norelle Eckermann*
  - *Belinda Eckermann*
  - *Roger Aitken*

**CARRIED**

*Attachment Numbers: 11 – 14*

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### 10.3 COMMUNITY ASSET COMMITTEES

**Responsible Officer:** Acting Chief Executive Officer

**Attachment Numbers:** 15 – 16

#### **Introduction:**

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

- **Wimmera Mallee Pioneer Museum Community Asset Committee:**  
General meeting on 15 August 2023. *See attachment 15.*
- **Yurunga Homestead Community Asset Committee:**  
General meeting on 24 August 2023. *See attachment 16.*

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 of the Wimmera Mallee Pioneer Museum Community Asset Committee meeting held on 15 August 2023; and***
2. ***notes the minutes of the Yurunga Homestead Community Asset Committee meeting held on 24 August 2023.***

#### **MOVED: CRS M Albrecht/R Ismay**

##### ***That Council:***

1. ***notes the minutes of the Wimmera Mallee Pioneer Museum Community Asset Committee meeting held on 15 August 2023; and***
2. ***notes the minutes of the Yurunga Homestead Community Asset Committee meeting held on 24 August 2023.***

#### **CARRIED**

**Attachment Numbers:** 15 – 16

## 11 LATE REPORTS

### 11.1 S6 INSTRUMENT OF DELEGATION

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

**Attachment Number:** 19

#### **Introduction:**

This report seeks adoption of an updated S6 Delegation from Council to Council Staff.

#### **Discussion:**

##### ***S6 Instrument of Delegation***

The S6 Instrument of Delegation from Council to members of Council staff (**Attachment 19**) relates to Council powers, duties and functions within various Acts and Regulations (or specific parts of those Acts or Regulations), that contain a specific power of delegation. This Instrument was last reviewed in May 2023, and due to vacancies in key employee positions, Council staff have conducted a review.

Changes made to the S6 Instrument of Delegation include:

- updated delegations to particular staff to reflect current roles and responsibilities and to ensure that there is a secondary delegate for all functions and responsibilities.

The current Instrument was adopted by resolution of Council on 31 May 2023.

#### **Options:**

Council can:

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

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

Strong governance practices

#### **Financial Implications:**

NIL

#### **Risk Management Implications:**

<b>Strategic Risk Description</b>	<b>Risk Management Discussion</b>
Organisational Culture and Capability	Failure to update the Instruments of Delegation on a regular basis to accommodate required changes to legislation, organisational structure and position title changes may
Governance	

	<p>result in operational inefficiency and lead to decisions becoming invalid. The delegations have been reviewed by the Manager Governance and Human Services in consultation with implicated staff to ensure that all parties are cognisant of the responsibilities and obligations prescribed within the Instruments.</p> <p>The use of these documents ensures Council has compliant appointments, authorisations and delegations to relevant Council staff in place that meet the requirements of the Acts and regulations contained therein.</p>
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**Relevant legislation:**

*Local Government Act 2020*

*Local Government Act 1989*

*Planning and Environment Act 1987*

*Environmental Protection Act 2017*

*Cemeteries and Crematoria Act 2003*

*Domestic Animals Act 1994*

*Food Act 1984*

*Heritage Act 2017*

*Local Government Act 1989*

*Planning and Environment Act 1987*

*Residential Tenancies Act 1997*

*Road Management Act 2004*

*Cemeteries and Crematoria Regulations 2015*

*Planning and Environment Regulations 2015*

*Planning and Environment (Fees) Regulations 2016*

*Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020*

*Road Management (General) Regulations 2016*

*Road Management (Works and Infrastructure) Regulations 2015*

**Gender equality implications:**

No gender impact assessment was required as the amendments to this Instrument of Delegation has no direct and significant impact on the public.

**Conflict of Interest:**

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

Officer Responsible – Monica Revell, Acting Chief Executive Officer

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

**RECOMMENDATION:**

***In the exercise of the powers conferred by the legislation referred to in the Instrument of Delegation from Council to Council Staff, Council resolves that –***

- 1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation, the powers, duties and functions set out in the Instrument, subject to the conditions and limitations specified in that Instrument.***
- 2. The S6 Instrument of Delegation from Council to Council Staff come into force immediately upon the resolution being passed and being signed by the Chief Executive Officer;***
- 3. On the coming into force of the Instruments all previous delegations to members of Council staff (other than the Chief Executive Officer) pertaining to the same legislated powers, duties and functions are revoked.***
- 4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.***

**MOVED: CRS R Gersch/M Albrecht**

***In the exercise of the powers conferred by the legislation referred to in the Instrument of Delegation from Council to Council Staff, Council resolves that –***

- 1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation, the powers, duties and functions set out in the Instrument, subject to the conditions and limitations specified in that Instrument.***

- 2. *The S6 Instrument of Delegation from Council to Council Staff come into force immediately upon the resolution being passed and being signed by the Chief Executive Officer;***
- 3. *On the coming into force of the Instruments all previous delegations to members of Council staff (other than the Chief Executive Officer) pertaining to the same legislated powers, duties and functions are revoked.***
- 4. *The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.***

**CARRIED**

Attachment Number: 19

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## 12 NOTICES OF MOTION

No notices of motions.

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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*

**RECOMMENDATION:**

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

- 14.1 QUOTATION AWARD FOR PURCHASE OF ONE (1) ROAD PATCHING TRUCK – this report contains “Council business information, being information that would prejudice the Council’s position in commercial negotiations if prematurely released” insofar as it pertains to contractual matters;**
- 14.2 QUOTATION AWARD FOR PURCHASE OF TWO (2) WATER TRUCKS – this report contains “Council business information, being information that would prejudice the Council’s position in commercial negotiations if prematurely released” insofar as it pertains to contractual matters; and**
- 14.3 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER – this report contains “personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs” insofar as it pertains to CEO employment matters.**

**MOVED: CRS M Albrecht/W Bywaters**

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

- 14.1 QUOTATION AWARD FOR PURCHASE OF ONE (1) ROAD PATCHING TRUCK – this report contains “Council business information, being information that would prejudice the Council’s position in commercial negotiations if prematurely released” insofar as it pertains to contractual matters;**
- 14.2 QUOTATION AWARD FOR PURCHASE OF TWO (2) WATER TRUCKS – this report contains “Council business information, being information that would prejudice the Council’s position in commercial negotiations if prematurely released” insofar as it pertains to contractual matters; and**
- 14.3 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER – this report contains “personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs” insofar as it pertains to CEO employment matters.**

**CARRIED**



**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 5:27pm.

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9 November 2023

## MINUTES

### of Annual Statutory Meeting

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**Date:** Wednesday 8 November 2023

**Time:** 6:00pm

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

**Council:** Cr Brett Ireland  
Cr Debra Nelson  
Cr Melanie Albrecht  
Cr Robert Gersch OAM  
Cr Ron Ismay  
Cr Wendy Bywaters

**Officers:** Monica Revell – Acting Chief Executive Officer  
Petra Croot – Acting Director Corporate & Community Services  
Daniel Griffiths – Acting Director Infrastructure Services

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## **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, Cr Debra Nelson, Cr Melanie Albrecht, Cr Robert Gersch OAM, Cr Ron Ismay and Cr Wendy Bywaters

**Officers:**

Ms Monica Revell (Acting Chief Executive Officer), Ms Petra Croot (Acting Director Corporate and Community Services), Mr Daniel Griffiths (Acting Director Infrastructure Services) and Ms Shauna Johnson (Executive Assistant).

**1 WELCOME**

The Acting Chief Executive Officer, Ms Monica Revell, declared the meeting open at 6:00pm.

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

Ms M Revell acknowledged Indigenous Community and read out the live streaming statement.

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**3 APOLOGIES**

No apologies.

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**4 MAYORAL REPORT 2022/2023**

**Cr Brett Ireland to present the Mayor's report for 2022/2023.**

***Mayoral Report 2022/2023***

It has been an honour to serve as Mayor of Hindmarsh Shire for the last twelve months.

There have been many highlights, which include the opening of the Nhill Tennis Club, Rainbow Lake facility and the female friendly netball change rooms at the Rainbow Recreation Reserve. Also, attending various conferences on behalf of the shire including the National General Assembly in Canberra, MAV State Conference and Rural Summit in Echuca were also most beneficial in my role in bringing information and sharing it back to our communities.

Performing citizenships is always a pleasurable experience, welcoming community members who are pledging their loyalty to this great country of ours is very rewarding.

I would like to thank my Deputy Mayor Cr Albrecht for her support and all my fellow Councillors for their guidance and advice also. It would be remiss of me not to thank my employer Deckert Group who have allowed me time off to perform my role as Mayor, which obviously can be very time consuming.

Lastly to all Council staff who have made it so easy for me to obtain answers, implement change and do all the behind the scenes work at events and our meetings, a big thank you.

Cr Brett Ireland  
**Mayor**

***RECOMMENDATION:***

***That Council accepts the outgoing Mayor's report for 2022/2023.***

***MOVED: CRS W Bywaters/M Albrecht***

***That Council accepts the outgoing Mayor's report for 2022/2023.***

***CARRIED***

**5 TERM OF OFFICE OF MAYOR**

Section 26(3) of the *Local Government Act 2020* requires Council to determine the length of the Mayoral term prior to the election of the Mayor. The term decided will apply to the Deputy Mayor, if one is also elected. The term of office of the Mayor and Deputy Mayor may be a 1-year term or a 2-year term.

Under the Act, where the Mayor is elected for a 1-year term, the next election of the Mayor must be held on a day to be determined by Council that is as close to the end of the 1 year term as is reasonably practicable.

Where the Mayor is elected for a 2-year term, the next election of the Mayor must be held on a day to be determined by Council that is as close to the end of the 2 year term as is reasonably practicable.

**RECOMMENDATION:**

***That Council determines that the Term of Office of the Mayor be a period of one year.***

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

***That Council determines that the Term of Office of the Mayor be a period of one year.***

**CARRIED**

---

**6 ELECTION OF MAYOR – CHIEF EXECUTIVE OFFICER**

The election of the Mayor will be conducted in accordance with the provisions of the *Local Government Act 2020* Section 25

**25 Election of Mayor**

- (1) *At a Council meeting that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.*
- (2) *Subject to section 167, any Councillor is eligible for election or re-election to the office of Mayor.*
- (3) *The election of the Mayor must—*
  - (a) *be chaired by the Chief Executive Officer; and*
  - (b) *subject to this section, be conducted in accordance with the Governance Rules.*
- (4) *Subject to subsections (5) and (6), the Mayor must be elected by an absolute majority of the Councillors.*
- (5) *If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified time and date.*
- (6) *If only one Councillor is a candidate for Mayor, the meeting must declare that Councillor to be duly elected as Mayor.*
- (7) *In this section, **absolute majority** means the number of Councillors which is greater than half the total number of the Councillors of a Council.*

**The Acting Chief Executive Officer called for nominations and conducted the election for Mayor.**

**Cr R Ismay nominated Cr B Ireland, seconded by Cr M Albrecht.**

There were no further nominations.

**Cr B Ireland was declared elected.**

---

**7 CONGRATULATORY REMARKS TO MAYOR**

Councillors congratulated the Mayor.

---

**8 MAYORAL RESPONSE**

Incoming Mayor thanked Councillors for their support.

---



**9 DETERMINATION OF POSITION OF DEPUTY MAYOR**

Pursuant to the *Local Government Act 2020*:

**Section 20A Office of Deputy Mayor**

- (1) A Council may establish an office of Deputy Mayor.
- (2) If the Council has established an office of Deputy Mayor, the provisions of this Act relating to the office of Deputy Mayor apply.

**RECOMMENDATION:**

***That Council elects a Deputy Mayor for a term of one year.***

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

***That Council elects a Deputy Mayor for a term of one year.***

**CARRIED**

---

**10 ELECTION OF DEPUTY MAYOR – CHIEF EXECUTIVE OFFICER**

The Acting Chief Executive Officer will conduct the election for a Deputy Mayor.

The election of the Deputy Mayor will be conducted in accordance with the provisions of the *Local Government Act 2020* Section 27

**27 Election of Deputy Mayor**

- (1) *Section 25, other than subsection (3)(a), applies to the election of a Deputy Mayor by the Councillors as if any reference in that section to the Mayor was a reference to the Deputy Mayor.*
- (2) *Section 26 applies to the election of a Deputy Mayor as if any reference in that section to the Mayor was a reference to the Deputy Mayor.*

**The Acting Chief Executive Officer called for nominations and conducted the election for Deputy Mayor.**

**Cr D Nelson nominated Cr W Bywaters, seconded by Cr R Ismay.**

There were no further nominations.

**Cr W Bywaters was declared elected.**

---

**11 CONGRATULATORY REMARKS TO DEPUTY MAYOR**

Councillors congratulated the Deputy Mayor.

---

**12 DEPUTY MAYORAL RESPONSE**

Incoming Deputy Mayor thanked Councillors for their support.

---

**13 APPOINTMENT OF DELEGATES TO COUNCIL COMMITTEES AND EXTERNAL ORGANISATIONS**

The following Council organisations and external committees require the appointment of Council delegates for the period 2023/2024.

It is important that this list of Council appointments to external organisations is as complete as possible, as Council policy provides that travelling expenses and out of pocket expenses are payable for attendance at meetings of these organisations.

A Councillors role with these organisations is to provide strategic input, influencing outcomes that are consistent with goals in Council's Plan, and be a communication conduit between the organisation and Council.

Previous delegates, and appointments, are listed for convenience.

No.	COUNCIL ADVISORY COMMITTEES	2022/2023 DELEGATE	2023/2024 DELEGATE
1	Audit Committee (2 required)	Cr D Nelson Cr B Ireland	Cr M Albrecht Cr D Nelson
2	Nhill Aerodrome Master Plan Advisory Committee	Cr W Bywaters	Cr W Bywaters
3	Nhill Town Committee	Cr M Albrecht	Cr M Albrecht
4	Dimboola Town Committee	Cr D Nelson	No longer a committee
5	Jeparit Town Committee	Cr B Ireland	Cr B Ireland
6	Rainbow Town Committee	Cr R Ismay	Cr R Ismay
7	Hindmarsh Pride Committee	Cr M Albrecht	Cr M Albrecht
8	Hindmarsh Heavy Vehicle Transport Working Group	Cr M Albrecht	Cr M Albrecht
	<b>COMMUNITY ASSET COMMITTEES</b>		
9	Rainbow Civic Centre Committee	Cr B Ireland	Cr B Ireland
10	Rainbow Recreation Reserve Committee	Cr R Ismay	Cr R Ismay
11	Wimmera Mallee Pioneer Museum Committee	Cr B Ireland	Cr B Ireland
12	Yurunga Homestead Committee	Cr B Ireland	Cr B Ireland
	<b>EXTERNAL ORGANISATIONS</b>		
13	Municipal Association of Victoria (Mayor and Deputy Mayor as substitute)	Cr B Ireland Cr M Albrecht (Substitute)	Cr B Ireland (Mayor) Cr W Bywaters (Deputy Mayor / substitute)

14	National General Assembly of Local Government (Mayor and Deputy Mayor as substitute)	<b>Cr B Ireland Cr M Albrecht (Substitute)</b>	<b>Cr B Ireland (Mayor) Cr W Bywaters (Deputy Mayor / substitute)</b>
15	Rural Councils Victoria	<b>Cr R Gersch</b>	<b>Cr R Gersch</b>
16	North West Municipalities Association	<b>Cr R Gersch</b>	<b>Cr W Bywaters</b>
17	Wimmera Southern Mallee Development Limited (Director)	<b>Cr M Albrecht</b>	<b>Cr D Nelson</b>
18	Wimmera Regional Transport Group	<b>Cr R Gersch</b>	<b>Cr R Gersch</b>
19	Western Highway Action Committee	<b>Cr R Ismay</b>	<b>Cr D Nelson</b>
20	Rail Freight Alliance	<b>Cr R Ismay</b>	<b>Cr W Bywaters</b>
21	Wimmera Mallee Tourism Association	<b>Cr R Ismay</b>	<b>Cr R Ismay</b>
22	Hindmarsh Landcare Network	<b>Cr W Bywaters</b>	<b>Cr W Bywaters</b>
23	Local Learning and Employment Network	<b>Cr D Nelson</b>	<b>Cr D Nelson</b>
24	Local Government State Wide Forum – Recycling and Waste Matters	<b>Cr R Gersch</b>	<b>Cr R Gersch</b>

**RECOMMENDATION:**

*That the Council delegates for 2023/2024 as proposed be adopted.*

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

*That the Council delegates for 2023/2024 as proposed be adopted.*

**CARRIED**

---

**14 DATE OF NEXT ANNUAL MEETING**

---

The date of the next Annual Meeting must be held to allow for the election of the next Mayor, on a day to be determined by the Council, that is as close to the end of the mayoral term as is reasonably practicable.

**RECOMMENDATION:**

***That a Special Meeting to elect a Mayor, Deputy Mayor and appoint delegates be held at 6pm Wednesday 13 November 2024 at the Hindmarsh Shire Council, Council Chambers, 92 Nelson Street, Nhill.***

**MOVED: CRS R Ismay/M Albrecht**

***That a Special Meeting to elect a Mayor, Deputy Mayor and appoint delegates be held at 6pm Wednesday 13 November 2024 at the Hindmarsh Shire Council, Council Chambers, 92 Nelson Street, Nhill.***

**CARRIED**

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**15 MEETING CLOSE**

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There being no further business, Cr B Ireland declared the meeting closed at 6:23pm.

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27 October 2023

**Administration  
Centre**

PO Box 250  
92 Nelson Street  
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**Dimboola**

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Fax: (03) 5389 1734

**Rainbow**

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

Evelyn King  
Dimboola & District Historical Society Inc.  
67 Lloyd Street  
DIMBOOLA VIC 3414  
Email: [REDACTED]

Dear Evelyn

**Re: Submission regarding Dimboola Senior Citizens Centre 41 Victoria Street Dimboola**

Hindmarsh Shire Council (Council) would like to thank you for your submission in relation to the proposed sale of the Dimboola Senior Citizens Centre, 41 Victoria Street Dimboola. Council would also like to thank you for your presentation to Council at the meeting held on Wednesday 25 October 2023.

Following discussions regarding the submissions received and subsequent presentations to Council, Council has decided to delay its decision regarding the sale of 41 Victoria Street Dimboola.

A community meeting will be held in mid to late February 2024 to discuss with interested community members the future of the building. This meeting will be advertised in local newspapers, in Council's fortnightly and monthly newsletter, and on Council's Facebook page.

If you have any questions or require any further information, please do not hesitate to contact me by telephone 03 5391 4444 or email [mrevell@hindmarsh.vic.gov.au](mailto:mrevell@hindmarsh.vic.gov.au).

Yours sincerely

Monica Revell  
**Acting Chief Executive Officer**



**Hindmarsh**  
Shire Council

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27 October 2023

Jo Donnelly and Kaylene Pietsch  
Dimboola Progress Association Inc.  
Email: [REDACTED]

Dear Jo and Kaylene

**Re: Submission regarding Dimboola Senior Citizens Centre 41 Victoria Street Dimboola**

Hindmarsh Shire Council (Council) would like to thank you for your submission in relation to the proposed sale of the Dimboola Senior Citizens Centre, 41 Victoria Street Dimboola. Council would also like to thank you for your presentation to Council at the meeting held on Wednesday 25 October 2023.

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Yours sincerely

Monica Revell  
**Acting Chief Executive Officer**



27 October 2023

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Ilse Aschenbrenner

Email: [REDACTED]

Dear Ilse

**Re: Submission regarding Dimboola Senior Citizens Centre 41 Victoria Street Dimboola**

Hindmarsh Shire Council (Council) would like to thank you for your submission in relation to the proposed sale of the Dimboola Senior Citizens Centre, 41 Victoria Street Dimboola.

Following discussions regarding the submissions received and subsequent presentations to Council, Council has decided to delay its decision regarding the sale of 41 Victoria Street Dimboola.

A community meeting will be held in mid to late February 2024 to discuss with interested community members the future of the building. This meeting will be advertised in local newspapers, in Council's fortnightly and monthly newsletter, and on Council's Facebook page.

If you have any questions or require any further information, please do not hesitate to contact me by telephone 03 5391 4444 or email [mrevell@hindmarsh.vic.gov.au](mailto:mrevell@hindmarsh.vic.gov.au).

Yours sincerely

Monica Revell  
**Acting Chief Executive Officer**





27 October 2023

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Jan John

[REDACTED]  
DIMBOOLA VIC 3414

Email: [REDACTED]

Dear Jan

**Re: Submission regarding Dimboola Senior Citizens Centre 41 Victoria Street Dimboola**

Hindmarsh Shire Council (Council) would like to thank you for your submission and photos in relation to the proposed sale of the Dimboola Senior Citizens Centre, 41 Victoria Street Dimboola.

Following discussions regarding the submissions received and subsequent presentations to Council, Council has decided to delay its decision regarding the sale of 41 Victoria Street Dimboola.

A community meeting will be held in mid to late February 2024 to discuss with interested community members the future of the building. This meeting will be advertised in local newspapers, in Council's fortnightly and monthly newsletter, and on Council's Facebook page.

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Yours sincerely

Monica Revell  
**Acting Chief Executive Officer**



27 October 2023

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Leigh Corbett

Email: [REDACTED]

Dear Leigh

**Re: Submission regarding Dimboola Senior Citizens Centre 41 Victoria Street Dimboola**

Hindmarsh Shire Council (Council) would like to thank you for your submission in relation to the proposed sale of the Dimboola Senior Citizens Centre, 41 Victoria Street Dimboola.

Following discussions regarding the submissions received and subsequent presentations to Council, Council has decided to delay its decision regarding the sale of 41 Victoria Street Dimboola.

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If you have any questions or require any further information, please do not hesitate to contact me by telephone 03 5391 4444 or email [mrevell@hindmarsh.vic.gov.au](mailto:mrevell@hindmarsh.vic.gov.au).

Yours sincerely

Monica Revell  
**Acting Chief Executive Officer**



27 October 2023

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Fax: (03) 5395 1436

Tony Schneider

Email: [REDACTED]

Dear Tony

**Re: Submission regarding Dimboola Senior Citizens Centre 41 Victoria Street Dimboola**

Hindmarsh Shire Council (Council) would like to thank you for your submission in relation to the proposed sale of the Dimboola Senior Citizens Centre, 41 Victoria Street Dimboola.

Following discussions regarding the submissions received and subsequent presentations to Council, Council has decided to delay its decision regarding the sale of 41 Victoria Street Dimboola.

A community meeting will be held in mid to late February 2024 to discuss with interested community members the future of the building. This meeting will be advertised in local newspapers, in Council's fortnightly and monthly newsletter, and on Council's Facebook page.

If you have any questions or require any further information, please do not hesitate to contact me by telephone 03 5391 4444 or email [mrevell@hindmarsh.vic.gov.au](mailto:mrevell@hindmarsh.vic.gov.au).

Yours sincerely

Monica Revell  
**Acting Chief Executive Officer**

# POLICY



## C001 Councillor Interaction with Staff

---

### 1 Purpose

This policy sets out and provides clarity around the arrangements for interaction with Councillors and employees of Hindmarsh Shire Council in accordance with the *Local Government Act 2020* (the Act).

This policy will:

- Enable Councillors and Council staff to work together in the capacity of their respective roles and responsibilities in accordance with the *Local Government Act 2020* and associated regulations, relevant policies, Councillor Code of Conduct and Employee Code of Conduct.
- Support professional, respectful effective working relationships and building of trust between Councillors and Council staff.
- Support Councillors to fulfil their role pursuant to the Act by:
  - ensuring Councillors are provided consistent, coordinated, accurate, timely and well-informed advice and information to help them to fulfil their role in an effective manner;
  - incorporating good governance principles to information-sharing, including transparency, accessibility and accountability;
  - supporting Councillors to conduct themselves with Integrity as outlined in Part 6 of the Act (Section 123, relating to misuse of position; Section 124, relating to directing a member of staff; and Section 125, relating to confidential information).
- Enable Council staff to discharge their obligations and responsibilities pursuant to their delegated authority and/or in accordance with relevant legislation.
- Support customers to receive efficient and timely processing of requests for information, service requests and operational matters that they may choose to submit via Councillors.

### 2 Scope

This Policy applies to all Councillors and employees of Hindmarsh Shire Council and all interactions between Councillors and employees whether face-to-face, in writing or via electronic means of communication. This policy is also applicable to volunteers in delivering Council services.

This policy is not intended to limit a Councillor's ability to interact with staff as ordinary residents or ratepayers of Hindmarsh Shire Council.

### 3 Definitions

**Council** means Hindmarsh Shire Council

**CEO** means Chief Executive Officer

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

## **4 Background**

The core role of a Councillor is to participate in the decision-making of the Council; represent the local community in that decision-making and contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan. Collectively, Councillors exercise leadership in providing good governance of the organisation and the local community to which they are ultimately accountable.

The administrative or operational arm of Council comprises the Chief Executive Officer and Council staff who are responsible for implementing Council policy and decisions, service delivery and providing professional advice to Councillors to enable decision-making by Council. Amongst other functions, Section 46(3)(c) of the Act states the CEO is responsible “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”.

The Act provides clear separation between the governance function of Councillors and the administrative and operational functions of the organisation.

This Protocol is intended to contribute to respectful, trusting, and constructive relationships between Councillors and staff, by articulating their different but complementary roles, defining reasonable expectations, and establishing clear and effective interaction and communication protocols.

## **5 Protocols**

### **5.1 All Interactions**

- Communication between Councillors and Council staff must be professional, courteous, and respectful.
- Where possible, communication should be written via email. This allows for appropriate record keeping and tracking of Councillor requests.
- Communication between Councillors and Council staff is private and should not be circulated, forwarded to members of the public, posted on social media, or otherwise released without the permission of the author.
- Private email accounts are not appropriate for Council-related interactions and should not be used by Councillors or staff for Council-related matters (unless the Councillor is acting in their capacity as a resident/ratepayer).
- Councillors and Council staff may contact each other outside of business hours due to work and other commitments. Councillors and Council staff are not expected to read or respond to correspondence outside business hours.
- From time to time, Councillors and Council staff may interact in a personal capacity. In such situations, both parties are to refrain from discussing Council business.

## 5.2 Councillor and Staff Contact Matrix

- It is preferred that all Councillor enquiries, including requests for information or officer advice, are to be writing and directed to the CEO.
- Notwithstanding, Councillors may contact approved staff nominated in Table 1.
- If a matter or interaction falls outside of those outlined in Table 1 or if a Councillor is unsure, then they should direct their enquiry to the Chief Executive Officer.
- A Councillor may request that a staff member attend to provide advice and support in a meeting with a member (or members) of the public. Such a request must be made through the CEO or relevant Director.

Table 1 – Approved Councillor and Staff Contact Matrix

*Where multiple options exist, Councillors may contact any or all of the identified staff*

Type of Interaction	CEO	Relevant Director	EA	MGHS	IT
Confidential or sensitive matters relating to an individual Councillor, staff complaint or breach of Code of Conduct or policy	X				
Matters relating to Council reports (including requests for additional information)	X	X			
Matters to be considered or presented at Council meetings (including alternative motions, items of general business, petitions and joint letters) – in first instance	X	X			
Governance matters, including Council meeting rules and procedure, conflicts of interest enquiries, personal interests returns etc	X	X		X	
Matters relating to enforcement, investigations, or other statutory compliance matters	X				
General requests for information and advice relating to Council operation, strategy, services, and business.	X	X			
Media and communications issues	X	X	X		
Matters relating to the Planning and Environment Act 1987	X	X			
Operational requests / complaints from residents and community members escalated to Councillors	X	X			
Councillor administrative matters, including invites,	X		X		

meeting requests, expense reimbursements and IT					
IT technical issues			X		X
Advisory and Asset Committee administration	X		X	X	
Correspondence	X	X	X		

In addition to the matters set out in the matrix, specific arrangements not anticipated at the time of preparing this protocol may be approved by the CEO from time to time.

### 5.3 Councillor Influence

- A Councillor, in any private or public forum, is not to direct, unduly influence, or pressure Council staff.
- Councillors are not to influence the authoring of Council reports or recommendations. The report and recommendation are the responsibility of the authoring officer and reflect their professional knowledge and assessment of the relevant issues.
- Councillors are not to create a perception or promise of urgent, preferential, or favourable treatment to community members/customers. All routine community/customer requests and responses will be treated as per standard service levels and protocols, and/or legislative and statutory processes and timeframes.
- Councillors should not request access to documents or copies of information that relate to operational matters or decisions made by officers under their delegated authorities or as Authorised Officers.
- Council has an adopted Complaints Handling Policy. Councillors are not to influence matters subject to this process.

### 5.4 Councillor Requests from Community Members

Community members may not be familiar with or understand the role of the Councillors as defined under the Act and may ask Councillors to intervene, 'fast track' or respond personally on a matter.

Councillors are to:

- Encourage community members to contact Council (customer service at [info@hindmarsh.vic.gov.au](mailto:info@hindmarsh.vic.gov.au), or 03 5391 4444, or by completing a Customer Action request on the council website [www.hindmarsh.vic.gov.au](http://www.hindmarsh.vic.gov.au)) in the first instance for routine customer service requests. This helps reduce delay, enables the most appropriate support or advice, and easily connects the customer to those responsible for the day-to-day operations of Council.

Councillors may lodge a request on behalf of a customer/community member. In this instance, they should contact Council via the method above, including the contact information of the relevant community member. Council staff will respond to and assist the community member directly.

#### 5.4.1 Correspondence Addressed to Councillors

On occasion, Council may receive correspondence from community members addressed to Councillors that is clearly operational in content.

- Where hardcopy or electronic mail is received that is addressed to Councillors or Councillors and Council Officers and is operational in nature, this shall be provided to the appropriate Council officer for action and provided to all Councillors for their information. This includes -
  - Service requests
  - Complaints relating to Council staff
  - Enquiries about operational matters and/or services
  - Customer Action Requests

As a general rule, all correspondence received by Council staff that is addressed to Councillors will be provided to Councillors with advice as to how the matter has been dealt with from a service level/operational perspective.

### **5.5 Information for Council Meetings**

Councillors will be provided with the information necessary to effectively undertake their decision-making role. Where a decision is to be made by Council through resolution, the relevant information to assist their consideration and decision making will be made available through a report or attachment to a report in the Council meeting agenda. Most information required for Councillors to perform their roles is provided through Council Meeting and Councillor Briefing agendas, the Council SharePoint portal and via Council's public website; however, Councillors - in their capacity as elected representatives of the community - may at times, request action, advice and/or information on matters pertaining to their obligation as a Councillor.

Reasonable requests for advice and information prior to a Council meeting will be prioritised.

### **5.6 Written Requests for Information**

Where the matter is of broad interest to Council or Councillors, or may result from or be expected to be, brought to a Councillor Briefing or Council Meeting –

- It is appropriate to share information with all Councillors to support informed discussion and decision-making through all Councillors having access to the same information, particularly when it is in Council's interest such as when a decision of the Council may be needed.
- The Councillor or staff member that initiates the correspondence will generally include as a minimum all Councillors and the Executive Leadership Team as recipients to the communication.
- If a communication, including an email, does not include all Councillors as recipients, the staff member will provide the response to all Councillors inclusive of the complete email chain.
- If a Councillor has a concern about other Councillors, staff or any other person being made aware of their request or the subsequent response, or the preceding email or its content, then the Councillor should not send the email or request that information.

### **5.7 Verbal Requests for Information**

Where the matter is of broad interest to Council or Councillors, or may result from or be expected to be brought to a Councillor Briefing or Council Meeting



- It is appropriate to share information with all Councillors to support informed discussion and decision-making.
- The staff member will advise the relevant Executive Member or CEO of the discussion between Councillor and staff member.
- The staff member will provide an overview of the discussion to all Councillors either through:
  - Email with relevant details; or
  - Inclusion in a Councillor Briefing report.

### 5.8 Access to Workplaces

Councillors are provided with areas in Council offices within which to conduct Council business. These spaces should be used when Councillors and staff need to meet or discuss Council- related business. Councillor access to operational areas or work locations will only occur with the consent of the CEO.

### 5.9 Council Staff

Staff are to

- Treat Councillors with respect due to their office as elected representatives of their community.
- Understand they are not accountable to individual Councillors and are not required to take direction from them.
- Address Councillors in all formal and public settings as 'Mayor', 'Deputy Mayor' or 'Councillor (last name)'.  
• Should a staff member not listed in Table 1 be contacted by a Councillor, they must refer the matter to the relevant Director or Manager.
- Respectfully provide impartial, valid, and fearless advice to Council to support decision-making in the best interest of the municipality.
- Except for senior management, refrain from approaching Councillors directly on Council matters so as not potentially use their position to improperly direct, influence, or seek to direct or influence Councillors.

## 6 Complaints

Council staff are empowered to advise Councillors where an interaction is inappropriate. If a Council staff considers that a Councillor has failed to adhere to this Protocol they must contact the relevant Director or CEO for guidance, and then provide their complaint in writing to the CEO.

For complaints relating to Council staff, Councillors should provide their complaint in writing to the CEO.

Complaints relating to a breach of these protocols shall be dealt with in accordance with the process set out in the Councillor Code of Conduct or the Staff Code of Conduct, as applicable.

## 7 References

Related documents	Legislation
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Councillor Code of Conduct Employee Code of Conduct Hindmarsh Shire Council Good Governance Framework	<i>Local Government Act (Vic) 2020 Occupational Health and Safety Act 2004 Equal Opportunity Act 2010</i>
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## 8 Document Control

<b>Councillor Interaction with Staff Policy</b>		<b>Policy Category</b>	Council
<b>Version Number</b>	1.1	<b>Policy Status</b>	DRAFT
<b>Approved/Adopted By</b>	Council	<b>Approved/Adopted on:</b>	XX
<b>Responsible Officer</b>	CEO	<b>Review Date</b>	XX
<b>Version History</b>	<b>Date</b>	<b>Version</b>	<b>Description</b>
	November 2020	1.0	New Policy
	November 2023	1.1	Policy Review



Hindmarsh Shire Council  
**Domestic Animal  
Management Plan**

2021-2025





## 1 INTRODUCTION

### 1.1 Purpose of Domestic Animal Management Plan

*The Domestic Animals Act 1994 (the Act)* requires council to prepare a Domestic Animal Management Plan (**plan**) every four years.

The plan must set out a method for evaluating whether the animal management services provided by council are adequate to give effect to requirements of the Act and the *Domestic Animal Regulations 2015*.

The plan must also outline programs for the training of authorised officers along with programs, services and strategies to:

- ensure that people comply with the Act, the regulations and any related legislation; and
- minimise the risk of attacks by dogs on people and animals; and
- address any over-population and high euthanasia rates for dogs and cats; and
- encourage the registration and identification of dogs and cats; and
- minimise the potential for dogs and cats to create a nuisance; and
- effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations; and
- provide for the review of existing orders made under this Act and local laws that relate to the Council's municipal district with a view to determining whether further orders or local laws dealing with the management of dogs and cats in the municipal district are desirable; and
- provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary; and
- provide for the periodic evaluation of any program, service, strategy or review outlined under the plan.

Council is also required to review and where appropriate amend the plan and publish an evaluation of the implementation of the plan in the Council annual report.

### 1.2 Process applied in developing the plan

This plan has been developed in reference to the relevant legislation and regulations and Council's Domestic Animal Management Plan 2017 – 2021.

Council made the draft plan available to the Hindmarsh community, inviting submissions, from 5 August 2021 until 6 September 2021.

Council did not receive any submissions from the community.

### 1.3 Overarching objectives

The overarching objectives of this plan are to:



1. **Promote and encourage** responsible pet ownership in the Hindmarsh Shire Community
2. **Contribute** to the health and wellbeing of pets and people in the Hindmarsh Shire Community
3. **Reduce** domestic animal nuisance issues and dog attacks

The Plan is based on the follow strategic directions for the delivery of Council's animal management services:

- Training of authorised officers
- Promoting and educating people about responsible pet ownership
- Addressing overpopulation
- Registration and identification
- Nuisance
- Dog attacks
- Dangerous, menacing and restricted dogs
- Domestic animal businesses

### 1.4 Demographic and profile of Shire

The Shire of Hindmarsh is located in the Wimmera Region halfway between Melbourne and Adelaide and comprises 7,500 square kilometers and a population of 5,700. Our four main towns (Dimboola, Jeparit, Nhill and Rainbow) are attractive and have a rich history dating back to the 19th century. The Shire shares its boundaries with West Wimmera Shire Council, Yarriambiack Shire Council, Horsham Rural City Council and Mildura Rural City Council.

Recent years have seen an increase in residents from a culturally and linguistically diverse background, particularly in Nhill. Approximately 180 Karen have made their home in Nhill since Luv-a-duck initiated employment of five migrants in 2010.

On census night 2021, there were 5,698 people in the Shire. There were 91 people of Indigenous origin. The median age in Hindmarsh is 50 years compared with Australia's median of 38 years.

82.6% stated that they were Australian-born. English was the only language spoken in 86.0% of homes. Of the other languages spoken at home, the most common were Karen (3.7% or 213 people), Tagalog (0.3%), Malayalam (0.3%), Filipino and Vietnamese (both 0.2%).

### 1.5 Context and current situation

Description of current animal management and responsible pet ownership programs and services.

Programs / service	Service level
<i>Identification and registration</i>	Approximately 1,500 dogs and cats registered each year
<i>Identification and registration – door knock campaigns</i>	Hindmarsh Shire Council conducts a doorknocking campaign to identify animals that have not been registered
<i>Domestic animal complaints</i>	A response will be provided within 2 days
<i>Dangerous dog complaints</i>	Same day response
<i>Routine street patrols</i>	Council routinely patrols the streets in Nhill, Jeparit, Rainbow and Dimboola
<i>Pound</i>	Council has a domestic animal pound
<i>After hours emergency service</i>	Council provides after hours emergency service 24/7

### 1.6 Domestic animal statistics

	2018/2019	2019/2020	2021/2022	2022/2023
<i>Dogs registered</i>	1187	1012	1023	893
<i>Cats registered</i>	402	366	350	306
<i>Dogs impounded</i>	17	21	17	20
<i>Dogs euthanised</i>	0%	9%	0%	2
<i>Cats impounded</i>	152	67	123	152
<i>Cats euthanised</i>	85%	37%	91%	93%
<i>Number of declared dogs</i>	1 menacing	1 menacing	1 menacing 2 dangerous	1 menacing
<i>Number of animals seized / surrendered</i>	152	88	141	172
<i>Number of animals reclaimed/transferred for adoption.</i>			11 cats 17 dogs	8 cats 18 dogs
<i>Number of prosecutions</i>	0	0	1	1
<i>Number of complaints relating to dogs and cats</i>	351	397	453	350

## 2 TRAINING OF AUTHORISED OFFICERS

Local Laws Officers undertake training to ensure they comply with all requirements as per their position description. This section of the plan outlines the programs for the training of Local Laws officers to ensure that they can properly administer and enforce the requirements of this Act in the Council's municipal district. Recurring training should include;

- Animal behaviour management
  - Dog behaviour and body language

- Working with fearful/aggressive dogs
- Dog handling equipment
- Defensive dog handling skills
- Investigations and Prosecutions
- Dealing with difficult and vexatious customers
- Pound maintenance and compliance
- Records management
- Prevention of family violence and responding to disclosures

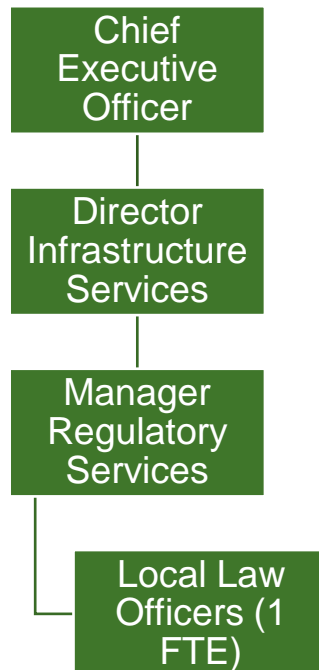
As well as ad-hoc training regarding legislative changes, regulatory requirements and other education and enforcement-related areas.

### 2.1 Context and current situation

All Animal Management Officers receive ongoing on-the-job training and are encouraged to have or attain the Certificate IV in Animal Control and Regulation. Council's annual performance reviews include a review of the staff members' skills and training undertaken in the last year.

Council currently has **one full time Local Laws officer** whose responsibilities include enforcing a wide range of legislation. Domestic animal management services form only a part of each role.

#### 2.1.1 Organisational structure



## 2.2 Our plans

**Objective 1: develop a training plan that clearly identifies minimum training requirements and any additional training opportunities that should be undertaken by animal management officers.**

ACTION	EVALUATION	WHO	WHEN
Identify minimum training requirements for Council's Animal Management staff	Training Plan for Council's Animal Management staff finalised and approved	HR	Annual
Review staff qualifications	Staff have the relevant training	HR	Annual
Identify additional training opportunities by consulting with relevant staff and management	Annual performance reviews include review of skills	Management HR	Annual

**Objective 2: Council will encourage officers to undergo further study to obtain higher animal management, welfare qualifications and, where practical, to attend relevant conferences and seminars.**

ACTION	EVALUATION	WHO	WHEN
Identify additional training opportunities eg, prosecutions training, conflict management, communication / education technique, networking opportunities and conferences	Annually review what training officers undertook that was in addition to their minimum requirements. Meet the objective of providing at least 2 additional training opportunities annually.	Management HR	Annual

## 3 PROGRAMS TO PROMOTE AND ENCOURAGE RESPONSIBLE PET OWNERSHIP AND COMPLIANCE WITH LEGISLATION

Council plays an important leadership role in supporting and promoting responsible pet ownership. This section outlines how council promotes and encourages responsible pet ownership and compliance with legislation.

### 3.1 Context and current situation

Council provides information to pet owners within the Shire to encourage responsible pet ownership. Council also makes use of social media and newsletters to promote and encourage responsible pet ownership and compliance with legislation. Council provides information packs to all educational facilities and community groups to encourage the education of Responsible Pet Ownership for Children, which will focus on the following priorities:

- Registration and microchipping of dogs and cats;
- Desexing of dogs and cats; and
- Confinement of dogs and cats. Council will annually undertake regular doorknocks to identify unregistered dogs and cats.



### 3.2 Our Orders, Local Laws, Council Policies and Procedures

Council’s Municipal Local Law provides that a person must obtain a permit if they wish to keep more than:

- Two (2) dogs over three (3) months of age; or
- Two (2) cats over three (3) months of age; or
- Two (2) dogs over three (3) months of age and two (2) cats over three (3) months of age.

Council’s Municipal Local Law also provides that it is an offence for a dog or cat to roam at large between dusk and dawn in a residential area.

Both provisions are in place to encourage responsible pet ownership.

Council has an Enforcement Policy in place which guides Council’s approach in enforcement action.

### 3.3 Our plan

<b>Objective 1: Reduce the number of pecuniary compliance actions by educating the community about their legislative obligations.</b>			
<b>ACTION</b>	<b>EVALUATION</b>	<b>WHO</b>	<b>WHEN</b>
Review fact sheets and web content regarding legislative obligations to ensure that it is relevant, engaging and accessible	Reduce infringements issued	Management	Annually
<b>Objective 2: promote ‘Safe Cat, Safe Wildlife’ messaging among residents.</b>			
<b>ACTION</b>	<b>EVALUATION</b>	<b>WHO</b>	<b>WHEN</b>
Circulate safe Cat, Safe Wildlife education material throughout municipality (Find out more: <a href="http://www.safecat.org.au">www.safecat.org.au</a> )	Less reports of wandering/nuisance cats per annum	Local Law Officers	Annually in March

## 4 PROGRAMS TO ADDRESS OVER POPULATION RATES AND ANY HIGH EUTHANASIA RATES

This section outlines how Council addresses over population and high euthanasia rates in dogs and cats.

### 4.1 Context and current situation

Council’s pound and euthanasia policies are guided by the *Domestic Animal Act* 1994. Council operates under its own pound and policies and procedures in accordance with the *Domestic Animals Act* 1994 and code of practice for shelters and pounds.

Council’s Municipal Local Law provides that a person must obtain a permit if they wish to keep more than:

- Two (2) dogs over three (3) months of age; or
- Two (2) cats over three (3) months of age; or

- Two (2) dogs over three (3) months of age and two (2) cats over three (3) months of age.

Council has cat cages which can be hired out to community members to assist with trapping nuisance cats.

Council currently undertakes the following compliance activities in support of increasing registration and reducing euthanasia rates:

- Renewal follow-ups for registration and identification for domestic dogs and cats;
- Vehicle patrols;
- Nuisance complaint response;
- Compulsory registration of animal released from the pound;
- Enforcement where required.

<b><i>Euthanasia Rates</i></b>				
	<b>2018/2019</b>	<b>2019/2020</b>	<b>2021/2022</b>	
<i>Dogs euthanised</i>	0	2	0	2
<i>Cats euthanised</i>	129	25	112	142

## 4.2 Our Plan

<b>Objective 1: To provide readily accessible information to the public in relation to overpopulation and high euthanasia rates</b>			
<b>ACTION</b>	<b>EVALUATION</b>	<b>WHO</b>	<b>WHEN</b>
Promote confinement of animals to owner's premises to prevent stray cats and dogs and possible euthanasia if the animal is not microchipped and registered.	Promote compliance and the importance of registration	Local Law Officers	Ongoing
Circulate safe Cat, Safe Wildlife education material throughout municipality (Find out more: <a href="http://www.safecat.org.au">www.safecat.org.au</a> )	Less reports of wandering/nuisance cats per annum	Local Law Officers	Annually in March
<b>Objective 2: Reduce the number of cats and dogs euthanised</b>			
<b>ACTION</b>	<b>EVALUATION</b>	<b>WHO</b>	<b>WHEN</b>
Investigation of the suitability of entering into section 84Y agreements with animal welfare, re-housing and adoption groups. A section 84Y agreement can allow for a person or body to seize, retain or dispose of cats or dogs.	This can be evaluated against figures for euthanasia after the program is up and running.	Manager	Ongoing
<b>Objective 3: Apply for government grant funding to support delivery of a low cost (or free) cat desexing program.</b>			
<b>ACTION</b>	<b>EVALUATION</b>	<b>WHO</b>	<b>WHEN</b>
Implement the Hindmarsh Shire Council Cat Desexing Program, as funded through the Animal Welfare Grants Program.	Number of cats desexed by the end of the desexing program.	Manager	January 2024 completion. Reapply as opportunities arise.

## 5 REGISTRATION AND IDENTIFICATION

Registration and identification of domestic animals is considered to be a core task for animal management. It is the basis for distinguishing between owned and unowned animals, returning lost pets to their owners, identifying offending animals etcetera. This section of the plan outlines the programs services and strategies to encourage the registration and identification of dogs and cats.

All newly registered dogs and cats now need to be microchipped before they can be registered. Council recognises that this is difficult in isolated areas with few veterinarians.

### 5.1 Context and current situation

Hindmarsh Shire Council's current identification and registration activities include:

- Publishing regular articles in Council’s community newsletter and social media promoting the need for residents to register their pets and to keep their pets contained to their property.
- Increased application of Infringement Notices to owners of unregistered animals.
- Providing a ‘free ride home’ for registered dogs found wandering at large and not causing a nuisance provided it is not a repeat offence or an ongoing concern.
- Conducting door knocking campaigns to identify unregistered pets.

	2018/2019	2019/2020	2021/2022	
<i>Dogs registered</i>	1187	1012	1023	893
<i>Cats registered</i>	402	366	350	306

## 5.2 Our Orders, Local Laws and Policies

Council has no Orders or Local Laws relevant to the registration of cats and dogs, however, Council’s Municipal Local Law does require a person to have an excess animal permit if they have more than two dogs or two cats (or a combination of both). Council’s main controls relating to registration of animals come from the *Domestic Animal Act 1994*. Council currently provides:

- Registration and identification for dogs and cats, including renewal and follow-ups and doorknocks;
- Registration and identification of dangerous, menacing and restricted breed dogs;
- Regular animal registration updates via our website and social media.

Council’s current compliance activities are:

- Issuing registration notices annually;
- Following up non-renewals with phone calls and door knocks;
- Conducting random door knocking each year to check for unregistered cats and dogs
- Requiring that all seized and impounded animals are registered and microchipped prior to their release;
- Patrolling public places, such as streets, reserves and parks to check that dogs are registered;
- Issuing notices to comply, infringements where required and prosecution of owners with unregistered dogs and cats.

### 5.3 Our plan

<b>Objective 1: Increase the number of dog and cat registrations by conducting door knocks and educating residents in relation to their legislative obligations</b>			
<b>ACTION</b>	<b>EVALUATION</b>	<b>WHO</b>	<b>WHEN</b>
Increase registration by conducting annual door knocks throughout the municipality to ensure dogs and cats are registered	Demonstrate increase in numbers of pets registered with Council following annual door knocks	Local Law Officers	Annually
Advertise pet registration renewals – webpage, entry points of Council and social media posts	Increase in numbers of pets registered with Council	Local Law Officers	Annually

## 6 NUISANCE

Nuisance complaints received by Council are generally related to barking dogs, dogs at large, dog attacks and feral cats. This section outlines the programs and services in place to minimise the potential for dogs and cats to create a nuisance.

### 6.1 Context and current situation

Council’s response to barking complaints is to encourage the complainant to discuss the problem with their neighbour. If this course of action fails, Council will inform the dog owner of the problem and provide them an opportunity to rectify it. Council employs investigation, negotiation, communication and education strategies to resolve most nuisance issues. If legal action is identified as being required, it is necessary for the complainant to become involved and provide much of the evidence.

Council provides a dog seizure and impoundment service to help prevent dogs found at large from being harmed or becoming a nuisance. Registered dogs found at large are returned to their owners who are informed of their obligation to keep their dog contained. Unregistered dogs at large are delivered to the pound and penalties applied.

Council has for many years made up to ten cat traps available for hire by residents. These traps are continually out for hire with on-going demand reflected in a waiting list of residents seeking to access the cat trapping program in order to alleviate their cat related problems.

### 6.2 Our orders, local laws, Council policies and procedures

Council’s Municipal Local Law contains provisions to mitigate domestic animals causing a nuisance including:

- A person must obtain a permit if they wish to keep more than:
  - Two (2) dogs over three (3) months of age; or
  - Two (2) cats over three (3) months of age; or
  - Two (2) dogs over three (3) months of age and two (2) cats over three (3) months of age.

- A person must not allow any dog or cat to be in or on any road, public place or Council land unless the dog or cat is under effective control.
- A person must not, in a residential area, release a dog or cat so as to enable that dog or cat to attack or endanger any person or animal.
- A person in charge of a dog that defecates in a public place must immediately remove the faeces.

Council responds effectively to nuisance complaints relating domestic animals.

### 6.3 Our plan

<b>Objective 1: Reduce cat nuisance complaints</b>			
<b>ACTION</b>	<b>EVALUATION</b>	<b>WHO</b>	<b>WHEN</b>
Provide education material about cat enclosures	Increased use of cat enclosures	Local Law Officers	Ongoing
Circulate safe Cat, Safe Wildlife education material throughout municipality (Find out more: <a href="http://www.safecat.org.au">www.safecat.org.au</a> )	Less reports of wandering/nuisance cats per annum.	Local Law Officers	Annually in March

## 7 DOG ATTACKS

Whilst the number of dog attacks is not high in the Hindmarsh Shire, managing them is a critical animal management role. This section outlines the programs, services and strategies Council has in place to minimise the risk of attacks by dogs on people and animals.

### 7.1 Context and current situation

All dogs are required to be confined to their property. This is a requirement under the Act and Council will continue to place importance on the need for dogs to be confined. Council will also continue to place importance on the need for cats to be confined. Council will encourage people to have their dogs and cats de-sexed. This can help to reduce aggressive tendencies.

Council believes the State Government's state-wide schools visitation program is an excellent means for educating children in how to behave around dogs.

Council currently investigates reported dog attacks and where a serious attack has been substantiated, endeavours to have the dog(s) responsibly euthanized. If an owner refuses to surrender a dog for euthanization, Council will investigate the matter with intention of prosecuting, provided there is adequate evidence to support a successful prosecution.

Infringements are issued for minor attacks and articles are routinely published in local media alerting residents to the potential consequences of allowing their dog to wander at large.

	<b>2018/2019</b>	<b>2019/2020</b>	<b>2021/2022</b>	
<i>Number of declared dogs</i>	1 menacing	1 menacing	1 menacing 2 dangerous	1 menacing
<i>Number of prosecutions</i>	0	0	1	1

## 7.2 Our orders, local laws, Council policies and procedures

Council follows the requirements set out in the *Domestic Animal Act 1994*. Council's Municipal Local Law additionally provides that a person must not, in a residential area, release a dog or cat so as to enable that dog or cat to attack or endanger any person or animal.

Council has a Dog Attack Procedure which outlines the process that should be undertaken in the event of a Dog Attack.

## 7.3 Our plan

<b>Objective 1: increase reporting of dog attacks in the community</b>			
<b>ACTION</b>	<b>EVALUATION</b>	<b>WHO</b>	<b>WHEN</b>
Improve public awareness of what a dog attack is and how to report it	Evaluate this activity (and overall objective) by comparing number of dog attacks reported to council pre and post campaign. Meet objective of increasing reports by (number) % Could also consider doing a community survey to measure awareness of dog attacks and how to report them, before and after the campaign.	Local Law Officers	Ongoing
Review Council's dog attack procedure	Improve investigation process	Management	Minimum every 2 years
Develop information pack for owner of attacking dog and owners of attacked animal	Ensure dog attacks are being reported	Local Law Officers	Complete, review and update as required

## 8 DANGEROUS, MENACING AND RESTRICTED BREED DOGS

This section outlines how Council effectively identifies all dangerous dogs, menacing dogs and restricted breed dogs in the Shire and ensures those dogs are kept in a way which complies with the *Domestic Animal Act 1994* and the regulations.

### 8.1 Context and current situation

Very few dogs are declared in Hindmarsh Shire Council as owners of dogs that are involved in serious attacks are encouraged to surrender their dog to council to be euthanised if the attack is proven.

Council's approach will continue to involve removing dangerous or restricted breed dogs with consent of owners from within the community. In any situation where an owner refuses to surrender their dog, Council will investigate the matter with a view to prosecute. Council will continue to respond to reports of Restricted Breed Dogs as per requirements of the Act.

### 8.2 Our policies and procedures

Dangerous, menacing and restricted breed dogs are controlled by the *Domestic Animal Act 1994*.

Council provides the community with information regarding declared dogs. Council treats all dangerous, menacing and restricted breed dogs very seriously and undertakes the following compliance activities:

- Declaration of dogs in appropriate situations;
- Registration and identification of dangerous, menacing and restricted breed dogs; and
- Updating the declared dog database.

**Objective 1: Developing a policy to assist in deciding whether or not to declare a dog dangerous, menacing or restricted breed dog provides assurance to local residents the decision making is fair and nonbiased.**

<b>ACTION</b>	<b>EVALUATION</b>	<b>WHO</b>	<b>WHEN</b>
Develop a policy to assist decision making regarding the declaration process	Policy implemented	Management	Complete. Review every 2 years or as required.

**Objective 2: Ensure declared dogs are compliant to relevant legislation and regulations**

<b>ACTION</b>	<b>EVALUATION</b>	<b>WHO</b>	<b>WHEN</b>
Conduct random property inspections of declared dogs to ensure compliance	Compliance with declared dog requirements	Local Law Officers	Ad hoc

## 9 DOMESTIC ANIMAL BUSINESSES

This section outlines programs, services and strategies Council has in place or plans to have in place to ensure that people comply with the Act, regulations and relevant legislation regarding domestic animal businesses.

### 9.1 Context and current situation

Hindmarsh Shire Council does not have many domestic animal businesses. However, Council does provides information and guidance to people who want to start a domestic animal business. There are approved Codes of Practice for the operation of breeding and rearing establishments, boarding establishments and shelters and pounds. Council ensures that relevant organisations are aware of and comply with the relevant code of practice.

### 9.2 Current policies and procedures

Domestic animal business registration is controlled by the *Domestic Animal Act 1994*.

### 9.3 Our plan

**Objective: identify and register all Domestic Animal Businesses in the municipality**

<b>ACTION</b>	<b>EVALUATION</b>	<b>WHO</b>	<b>WHEN</b>
Identify all businesses that should be registered DABs in the municipality, including businesses selling pets / pet products / services in the municipality. Follow up	Compare number of registered DABs before and after activity.	Local Law Officers	Annually



to determine whether they are and should be registered with council.

Inspect properties with excess animal permits to ensure they are not a breeding business

Identify domestic animal businesses

Local Law Officers

Annually

## 10 ANNUAL REVIEW OF PLAN AND ANNUAL REPORTING

The *Domestic Animal Act 1994* requires that a Council must review its domestic animal management plan annually, and if appropriate, amend the plan. This plan will be reviewed on an annual basis by the Manager Regulatory Services in conjunction with council officers and key stakeholders. A report will be presented to Council and any amendments made to the plan will be forwarded the secretary.

Council Officers will also ensure that the outcomes of this Plan are reported in the Hindmarsh Shire Council Annual Report to the Auditor General.

## Domestic Animal Management Plan 2021-2025 Action List

Council will implement the following Action Plan over the next 4 years to achieve its goals and objectives. The Action Plan is based on the objectives developed in Sections 2 through 9 of the Domestic Animal Management Plan 2021-2025.

1. TRAINING OF AUTHORISED OFFICERS				
OBJECTIVE:				
<ul style="list-style-type: none"> <li>Develop a training plan that clearly identifies minimum training requirements and any additional training opportunities that should be undertaken by animal management officers.</li> </ul>				
ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
1.1 Identify minimum training requirements for Council's Animal Management staff	Training Plan for Council's Animal Management staff finalised and approved	HR	Annually	Review of position descriptions to identify minimum training requirements. Training plan identified in annual staff review
1.2 Review staff qualifications	Staff have the relevant training	HR	Annually	As per position description and annual staff review
1.3 Identify additional training opportunities by consulting with relevant staff and management	Annual performance reviews include review of skills	Management HR	Annual	Completed at annual review for relevant staff

**OBJECTIVE:**

- *Council will encourage officers to undergo further study to obtain higher animal management, welfare qualifications and, where practical, to attend relevant conferences and seminars.*

1.4 Identify additional training opportunities, e.g., prosecutions training, conflict management, communication / education technique, networking opportunities and conference	Annually review what training officers undertook that was in addition to their minimum requirements. Meet the objective of providing at least 2 additional training opportunities annually.	Management HR	Annually	Difficult Conversations training undertaken in previous reporting period Records Management training completed in 2023 Prosecutions and Investigations, and Dangerous Dog training planned for 2024
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## 2. PROGRAMS TO PROMOTE AND ENCOURAGE RESPONSIBLE PET OWNERSHIP AND COMPLIANCE WITH LEGISLATION

### OBJECTIVE:

- *Reduce the number of pecuniary compliance actions by educating the community about their legislative obligations.*

ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
2.1 Develop fact sheets and web content regarding legislative obligations to ensure that it is relevant, engaging and accessible.	Reduce infringements issued	Management	March 2022	Information developed for new Council website. Fact sheets regarding pet ownership, dangerous dog declarations, firewood collection etc available from Customer Service Centres Updated to annually to ensure ongoing review

### OBJECTIVE:

- *Promote 'Safe Cat, Safe Wildlife' messaging among residents.*

2.2 Circulate safe Cat, Safe Wildlife education material throughout municipality (Find out more: <a href="http://www.safecat.org.au">www.safecat.org.au</a> )	Less reports of wandering/nuisance cats per annum	Local Laws	Annually in March	Ongoing Information posted on Council's social media pages and included in Council newsletters
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### 3. PROGRAMS TO ADDRESS OVER POPULATION RATES AND ANY HIGH EUTHANASIA RATES

**OBJECTIVE:**

- *To provide readily accessible information to the public in relation to overpopulation and high euthanasia rates*

ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
3.1 Promote confinement of animals to owner's premises to prevent stray cats and dogs and possible euthanasia if the animal is not microchipped and registered.	Promote compliance and the importance of registration	Local Laws	Ongoing	Information posted on Council's social media pages, website and included in Council newsletters
3.2 Circulate safe Cat, Safe Wildlife education material throughout municipality (Find out more: <a href="http://www.safecat.org.au">www.safecat.org.au</a> )	Less reports of wandering/nuisance cats per annum	Local Laws	Annually in March	Information posted on Council's social media pages and included in Council newsletters

**OBJECTIVE:**

- *Reduce the number of cats and dogs euthanised*

3.3 Investigation of the suitability of entering into section 84Y agreements with animal welfare, re-housing and adoption groups. A section 84Y agreement can allow for a person or body to	This can be evaluated against figures for euthanasia after the program is up and running	Manager Governance and Human Services	March 2022	84Y Agreement entered into with animal rescue organisation in Stawell.  Amended to ongoing to encourage consistent review of Agreements
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seize, retain or dispose of cats or dogs.				
<b>OBJECTIVE:</b> <ul style="list-style-type: none"> <li>• <i>Reduce the number of cats and dogs euthanised</i></li> </ul>				
3.4 Complete and lodge a grant application to run a low-cost desexing program to support disadvantaged Victorian families within our municipality	Number of cats desexed by the end of the desexing program.	Manager Governance and Human Services	March 2022	Funding successfully received through the Animal Welfare Grants Program, program scheduled to be completed in January 2024

#### 4. REGISTRATION AND IDENTIFICATION

**OBJECTIVE:**

- *Increase the number of dog and cat registrations by conducting door knocks and educating residents in relation to their legislative obligations*

ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
4.1 Increase registration by conducting annual door knocks throughout the municipality to ensure dogs and cats are registered	Demonstrate increase in numbers of pets registered with Council following annual door knocks	Local Laws	Annually	Local Laws Officers continue to assess registrations and conduct area assessments where safe to do so. Doorknocking not utilised as frequently in this period due to lone worker safety considerations
4.2 Advertise pet registration renewals – webpage, entry points of Council and social media posts	Increase in numbers of pets registered with Council	Local Laws	Annually	Completed by Local Laws Officers and Customer Service Officers

## 5. NUISANCE

### OBJECTIVE:

- *Reduce cat nuisance complaints*

ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
5.1 Provide education material about cat enclosures	Increased use of cat enclosures	Local Laws	March 2022	Information published on Council's website ( <a href="http://www.hindmarsh.vic.gov.au/resources-for-pet-owners">www.hindmarsh.vic.gov.au/resources-for-pet-owners</a> ).
5.2 Circulate safe Cat, Safe Wildlife education material throughout municipality (Find out more: <a href="http://www.safecat.org.au">www.safecat.org.au</a> )	Less reports of wandering/nuisance cats per annum	Local Laws	Annually in March	Information posted on Council's social media pages and included in Council newsletters



## 6. DOG ATTACKS

### OBJECTIVE:

- *Increase reporting of dog attacks in the community*

ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
6.1 Improve public awareness of what a dog attack is and how to report it	Evaluate this activity (and overall objective) by comparing number of dog attacks reported to council pre and post campaign. Meet objective of increasing reports by (number) % Could also consider doing a community survey to measure awareness of dog attacks and how to report them, before and after the campaign.	Local Laws	Ongoing	Reporting information available on Council's website, including updated Dog Attack Procedure. Information scheduled to be published on social media and Council's newsletters
6.2 Review Council's dog attack procedure	Improve investigation process	Management	October 2021	Reviewed January 2023
6.3 Develop information pack for owner of attacking dog and owners of attacked animal	Ensure dog attacks are being reported	Local Laws	July 2022	Information produced by Animal Welfare Victoria provided when Dangerous Dog Declaration is recommended after attack

## 7. DANGEROUS, MENACING AND RESTRICTED DOG BREEDS

### OBJECTIVE:

- *Developing a policy to assist in deciding whether or not to declare a dog dangerous, menacing or restricted breed dog provides assurance to local residents the decision making is fair and nonbiased.*

ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
7.1 Develop a policy to assist decision making regarding the declaration process	Policy implemented	Management	October 2022	Completed January 2023

### OBJECTIVE:

- *Ensure declared dogs are compliant to relevant legislation and regulations*

7.2 Conduct random property inspections of declared dogs to ensure compliance	Compliance with declared dog requirements	Local Laws	Ad hoc	No dangerous dogs held on private properties in 2023
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## 8. DOMESTIC ANIMAL BUSINESSES

### OBJECTIVE:

- *Identify and register all Domestic Animal Businesses in the municipality*

ACTION	TASK COMPLETION INDICATORS	RESPONSIBILITY	TIMEFRAME	OUTCOME
8.1 Identify all businesses that should be registered DABs in the municipality, including businesses selling pets / pet products / services in the municipality. Follow up to determine whether they are and should be registered with council.	Compare number of registered DABs before and after activity.	Local Laws	Annually	Ongoing
8.2 Inspect properties with excess animal permits to ensure they are not a breeding business	Identify domestic animal businesses	Local Laws	Annually	Properties with permits were inspected in 2023 to ensure compliance and ascertain breeding business activity.

The background of the cover is a photograph of a modern building with a large, curved glass facade. The building's interior is visible through the glass, showing office desks, chairs, and bookshelves. The sky is a clear, light blue. The text is centered over the image in a bold, black, sans-serif font.

**HINDMARSH SHIRE COUNCIL**

**FINANCIAL REPORT**

**FOR THE PERIOD ENDING  
30 SEPTEMBER 2023**



**Hindmarsh Shire Council  
Management Financial Report  
For the period ending 30 September 2023**

**COMMENTARY**

**General**

This report is for the period ending 30 September 2023

The Financial report provides financial reporting and variances against budget. This report incorporates Year to Date actual and variance figures for the two months up to 30 September 2023.

**Dashboard**

The Dashboard provides Council with a set of graphs detailing both financial and non-financial items. This will be available for distribution at the Council meeting.

**Executive Summary & Ratios**

The Executive Summary and ratios provides Council with a summary of financial items comparing year to date actuals against year to date budget.

**Financials**

Attached to this report are a set of financial statements consisting of an Income Statement, Balance Sheet, Cash Flow Statement, Capital Works Schedule and Detailed Program Expenditure. These statements are prepared in line with Australian Accounting Standards and the relevant regulations under the *Local Government Act 2020*, and the *Local Government (Planning and Reporting) Regulations 2014*. The statements provide YTD Actual data with a comparison against YTD Budget figures.

A brief summary of the major budget variances is outlined on the following pages.

**Comprehensive Income Statement**

The Comprehensive Income Statement shows an operating surplus for the period 1 July 2023 to 30 September 2023 of \$9,570,704 compared to a budgeted surplus of \$7,416,956.

There are a number of items that make up the overall variances between actual and budget. Explanation of material variances have been detailed against the Comprehensive Income Statement report.

**Balance Sheet and Cash Flow**

Cash and cash equivalents at 31 September 2023 shows a balance of \$15,946,158.

**Capital Expenditure**

This report shows Capital works expenditure for the period 1 July 2023 to 30 September 2023.

"The Chief Executive Officer, as required under Section 97(3) of the *Local Government Act 2020* is of the opinion a revised budget is not required"



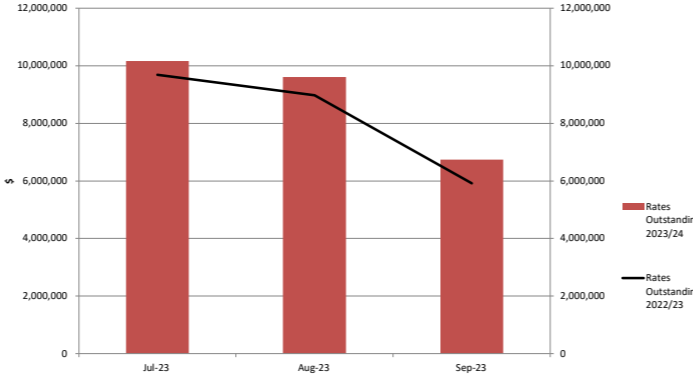
### Hindmarsh Shire Council Performance Dashboard For the period ending 30 September 2023

#### Profit & Loss

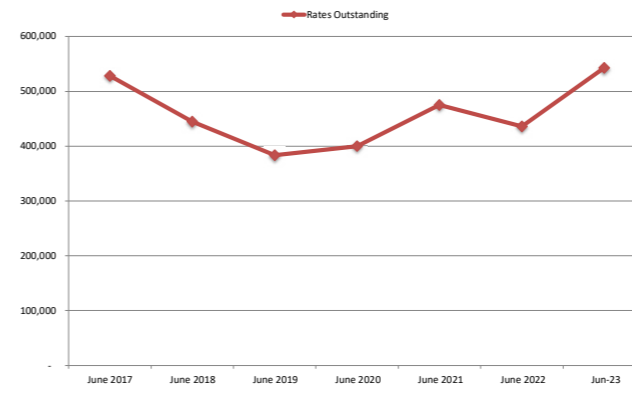


#### Outstanding Debtors, Rates & Infringements

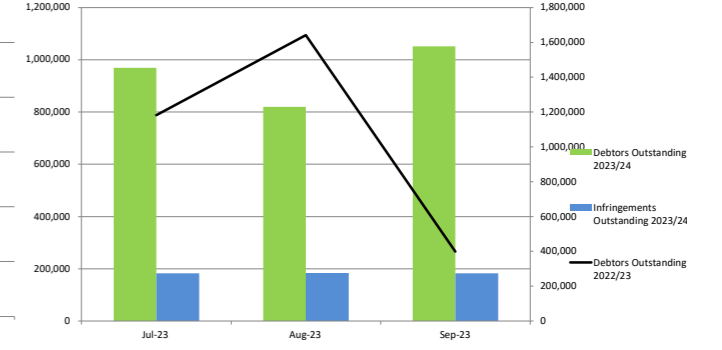
##### Rates Outstanding



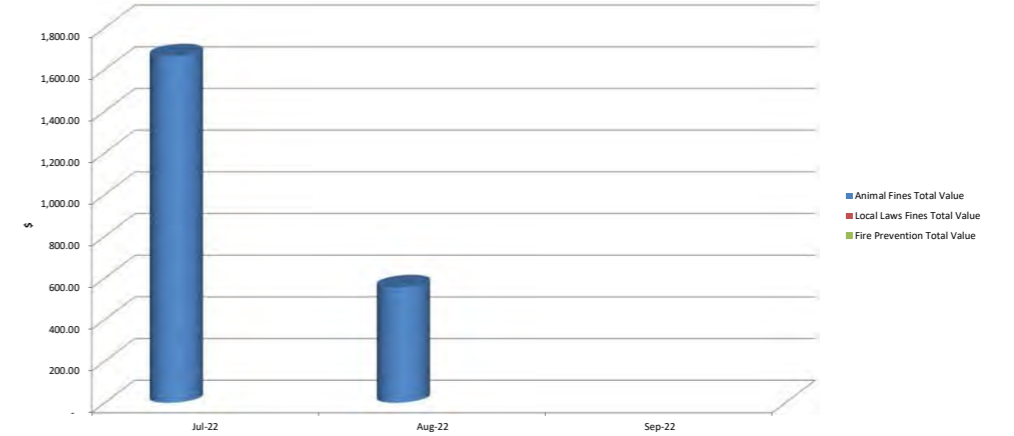
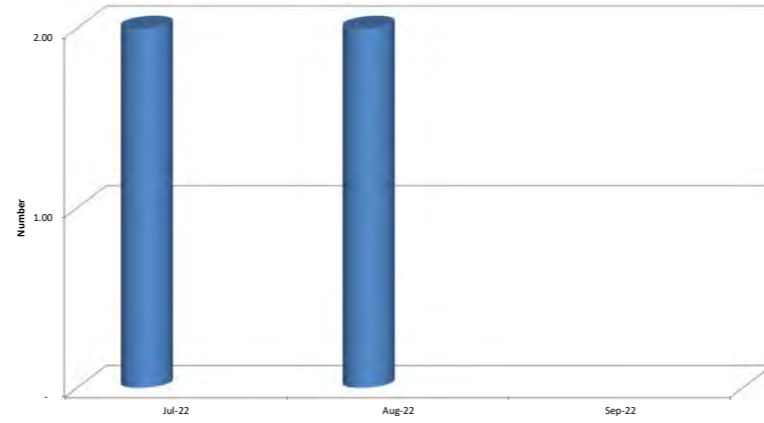
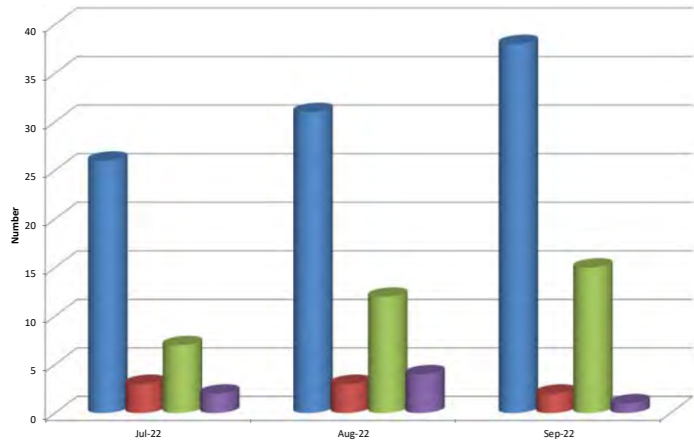
##### Rates Arrears



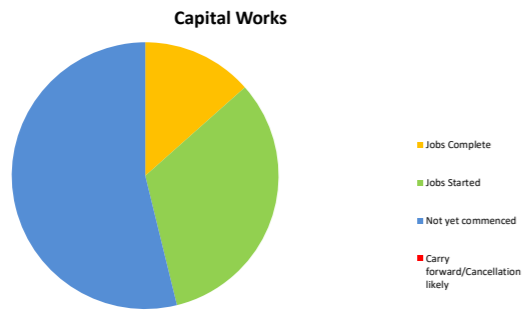
##### Debtors & Infringements



#### Local Laws

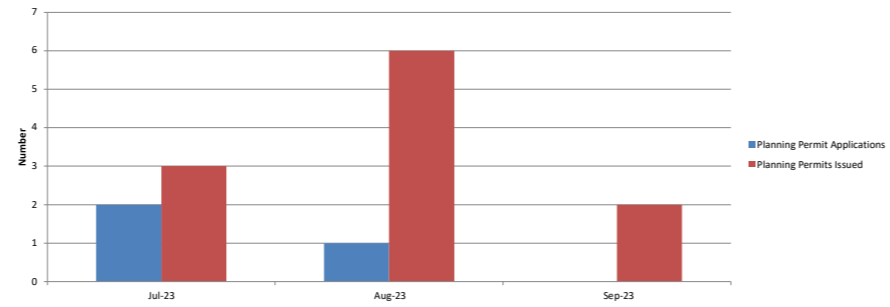


#### Capital Works

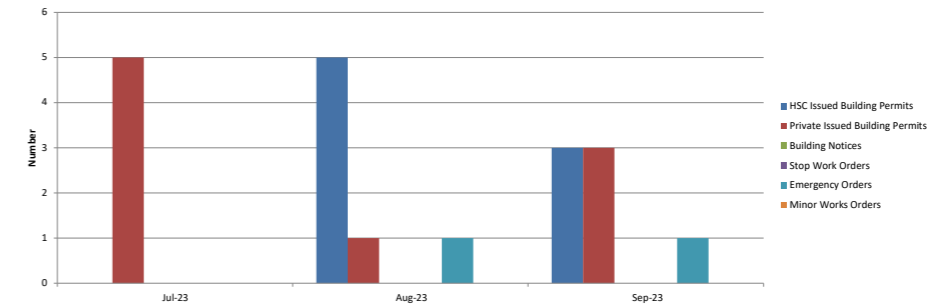


#### Planning and Building

##### Planning



##### Building

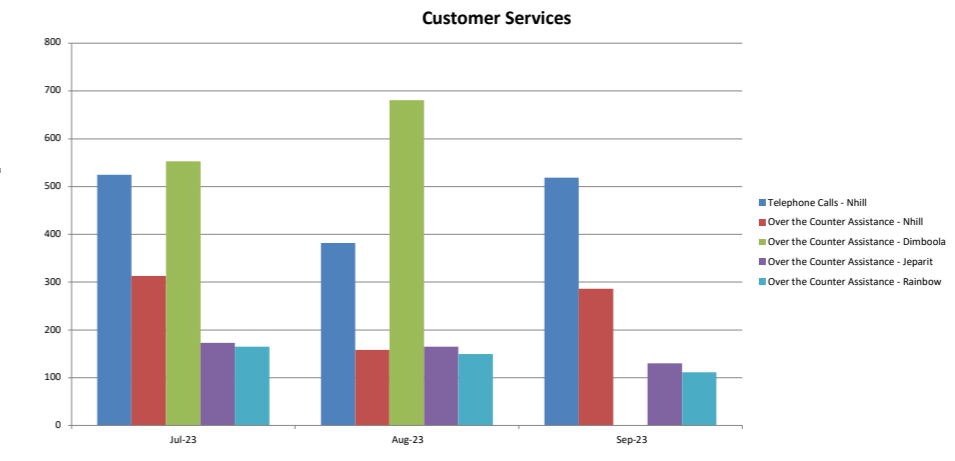
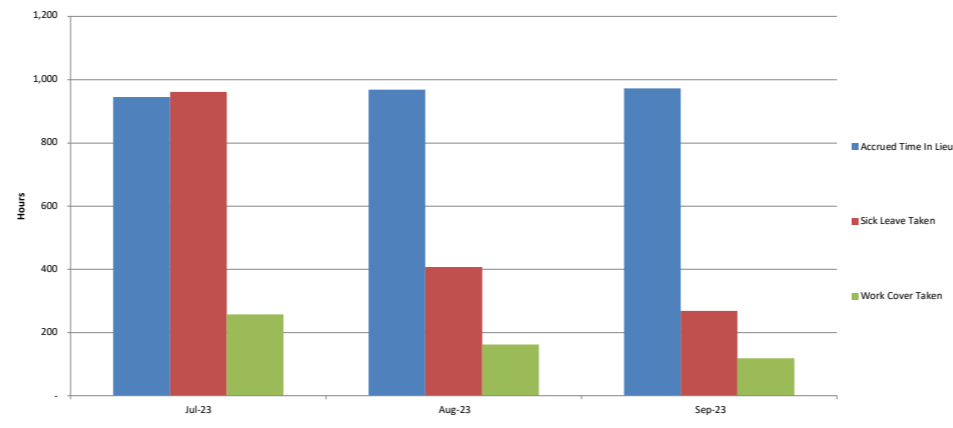
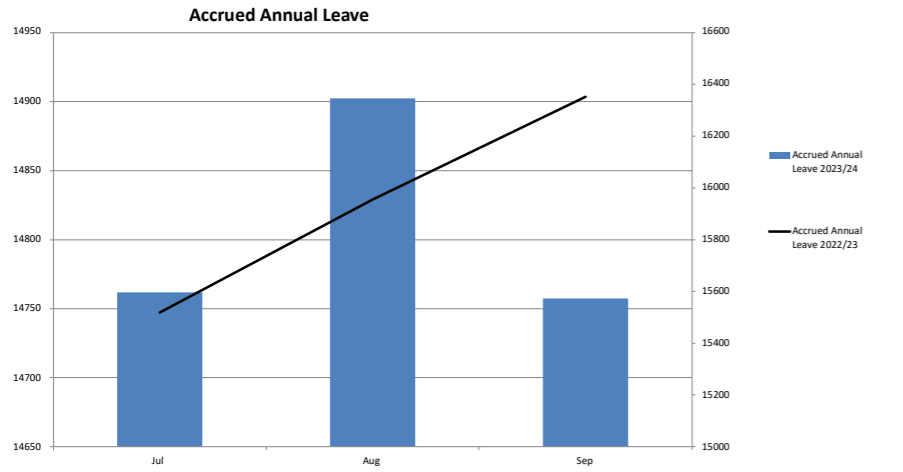




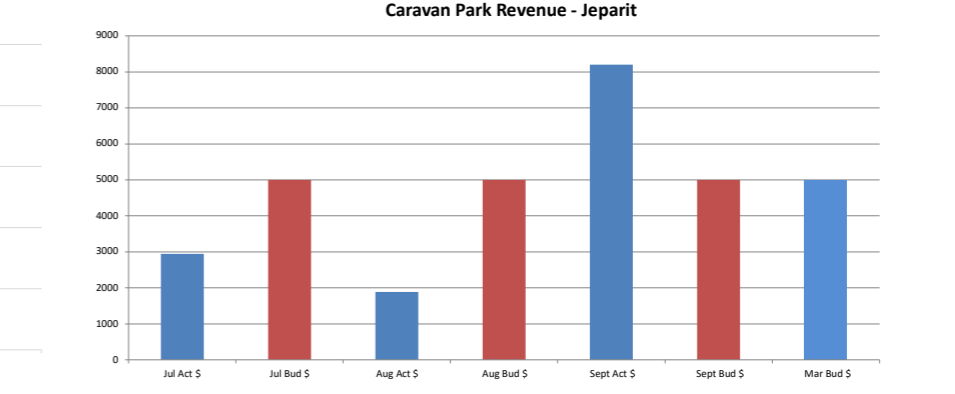
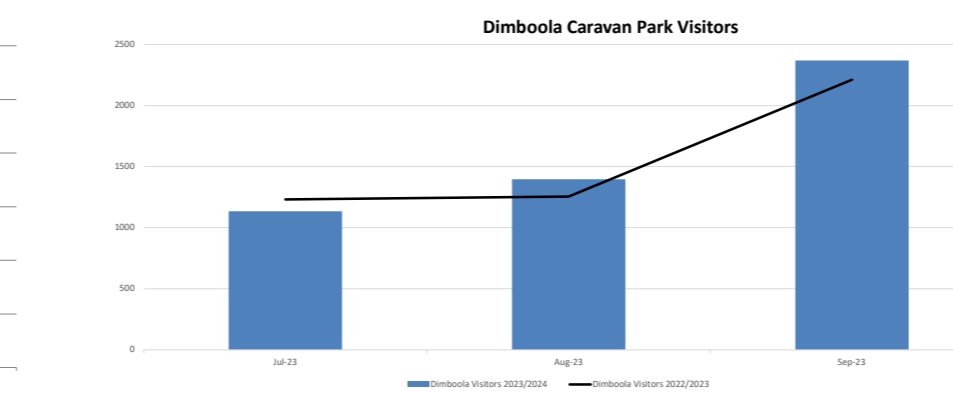
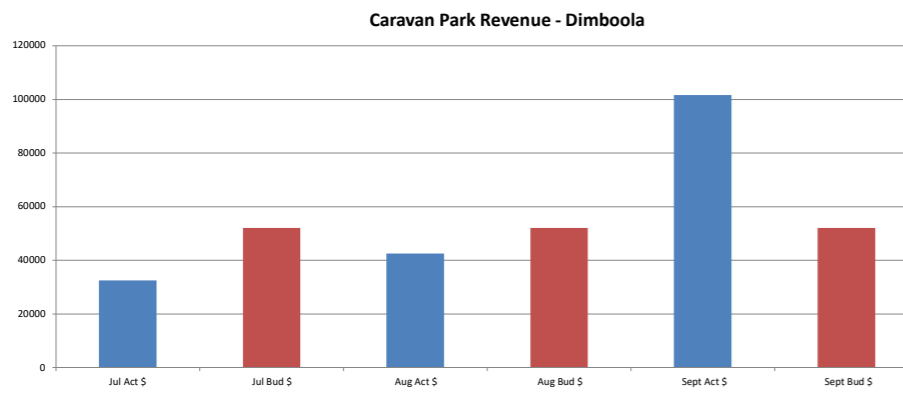
Hindmarsh Shire Council Performance Dashboard  
For the period ending 30 September 2023

Human Resources

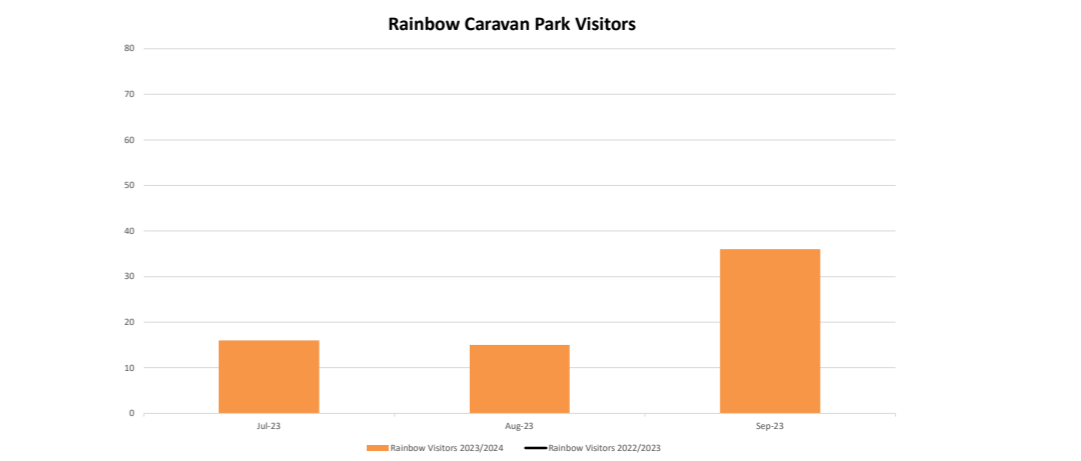
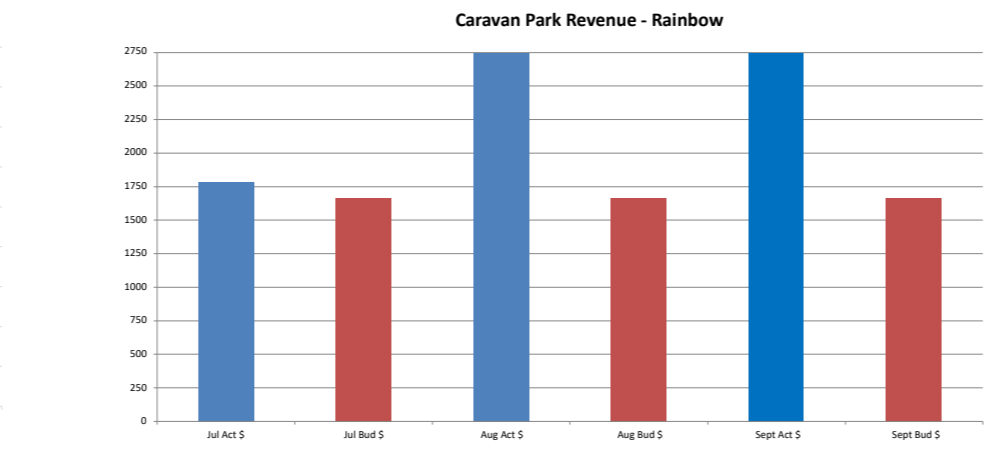
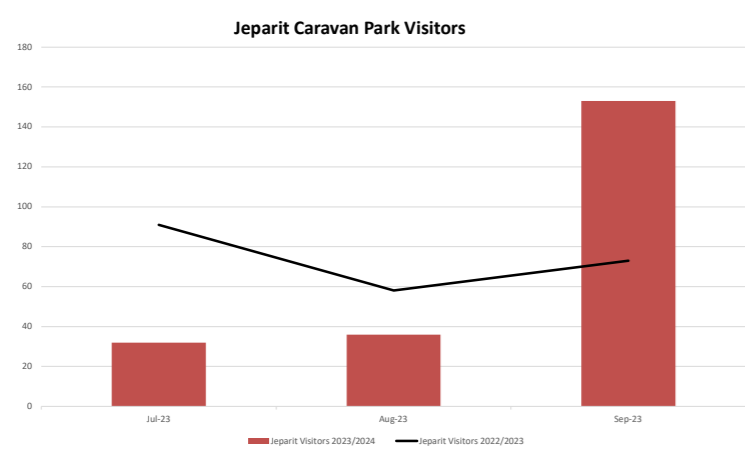
Customer Services



Caravan Park



Caravan Park





**Hindmarsh Shire Council  
Executive Summary  
As at 30 September 2023**

	<b>Actual YTD September 2023</b>	<b>Budget YTD September 2023</b>	<b>Indicator</b>
Rates & Charges Collected	3,497,731	7,261,301	
Income Statement Operating Surplus/(Deficit)	9,570,704	7,416,956	
Adjusted Underlying Surplus/(Deficit)	5,412,803	6,374,922	
Cash & Investments	15,946,157		
Rates Debtors	6,727,735		
Sundry Debtors	398,579		
Infringement Debtors	182,640		
Balance Sheet Working Capital	21,447,590		
Total Operating Revenue	14,847,223	12,935,236	
Total Operating Expenditure	5,276,519	5,518,280	
Capital Works Expenditure	2,109,941	1,540,292	

**Indicator Legend**

	No action required
	Requires active monitoring
	Immediate action required

**Hindmarsh Shire Council  
Ratio Summary  
As at 30 September 2023**

	Actual YTD	Budget	Indicator
<b>Working Capital</b> (This ratio identifies if the Council has sufficient Current Assets to meet its due debts with a safety margin. A generally acceptable current ratio is 2 to 1.)	702%	107%	
<b>Asset Renewal</b> (This ratio identifies councils expenditure renewing assets compared to the depreciation of the asset)	22%	42%	
<b>Own Source Revenue Coverage Ratio</b> (This ratio is the measurement of a Council's ability to cover its costs through its own revenue efforts.)	196%	186%	
<b>Operating Surplus Ratio</b> (This ratio is a measure of a Council's ability to cover its operational costs and have revenues available for capital funding or other purposes.)	92%	72%	
<b>Liquidity</b> (This ratio is the measurement of a Council's current assets compared to current liabilities.)	448%	118%	
<b>Unrestricted Cash</b> (This ratio is the measurement of a Council's cash compared to current liabilities.)	307%	400%	
<b>Indebtedness</b> (This ratio is the measurement of a Council's non-current liabilities compared to own source revenue.)	2%	31%	
<b>Rates Concentration</b> (This ratio is the measurement of a Council's rate revenue compared to total revenue.)	65%	49%	
<b>Cash Expense Ratio (months)</b> (This ratio indicates (in months) how long Council can continue to undertake operations without any revenue being received.)	16.09		

**Indicator Legend**

	No action required
	Requires active monitoring
	Immediate action required

**Hindmarsh Shire Council**  
**Comprehensive Income Statement**  
**For the period ending 30 September 2023**

	YTD Actual \$	YTD Budget \$	YTD Variance \$	Ref
<b>Income</b>				
Rates and charges	9,694,026	9,681,735	12,291	
Statutory fees and fines	(1,450)	9,309	(10,759)	1
User fees & Reimbursements	311,603	442,826	(131,223)	2
Contributions - cash	40,239	3,000	37,239	3
Grants - operating (recurrent)	247,612	1,375,400	(1,127,788)	4
Grants - operating (non-recurrent)	82,203	0	82,203	5
Grants - capital (recurrent)	0	270,199	(270,199)	6
Grants - capital (non-recurrent)	4,157,901	922,034	3,235,867	7
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	0	120,000	(120,000)	8
Interest	168,213	59,976	108,237	9
Other income	146,877	50,757	96,120	10
<b>Total Income</b>	<u>14,847,223</u>	<u>12,935,236</u>	<u>1,911,987</u>	
<b>Expenses</b>				
Employee costs	1,832,905	2,150,901	(317,996)	11
Materials and services	1,415,472	1,452,874	(37,402)	12
Depreciation	1,312,276	1,209,150	103,126	13
Other expenses	715,865	705,355	10,510	14
<b>Total expenses</b>	<u>5,276,519</u>	<u>5,518,280</u>	<u>(241,761)</u>	
Share of net profits/(losses) of associates and joint ventures accounted for by the equity method	-	-	-	
<b>Surplus (deficit) for the year to date</b>	<u>9,570,704</u>	<u>7,416,956</u>	<u>2,153,748</u>	
Net asset Revaluation increment / (decrement)		-	-	
<b>Comprehensive result</b>	<u><u>9,570,704</u></u>	<u><u>7,416,956</u></u>	<u><u>2,153,748</u></u>	

**Comprehensive Income Statement**  
**Explanation of material variations**  
**For the period ending 30 September 2023**

Variance		
Ref	Item	Explanation
1	Statutory Fees and Fines	Statutory fees and fines are below budget due to a fire prevention fine being withdrawn under special circumstances.
2	User fees & Reimbursements	User fees and charges are below budget due to Council ceasing to provide Aged Care Services. There have been no Rural Roads Victoria year to date.
3	Contributions - cash	Contributions is higher than budgeted due to the receipt of funds from the Dimboola Town Committee for the Dimboola Soundshell.
4	Grants - operating (recurrent)	Recurrent operating grants are below budget due to Council ceasing to provide aged care services. Grants commission income was budgeted for 23/24 however was received in June 2023.
5	Grants - operating (non-recurrent)	Operating Grants - non recurrent is higher than budgeted due to income from State Library Innovation Grant as well as the Digital Planning Grant. There was a grant received from Vic Fisheries for the school holiday program.
6	Grants - Capital (recurrent)	Capital grants recurrent is less than budget due to the timing of receipt of the Roads to Recovery funding.
7	Grants - capital (non-recurrent)	Capital grants is higher than budgeted due to the recognition of funding received in 2022/2023 committed to capital projects.
8	Net gain/(loss) on disposal of property, infrastructure, plant and equipment	Net gain/loss on disposal of plant and assets for 2023/2024 will be reconciled at the end of the financial year.
9	Interest	Revenue from interest is higher than budgeted due to increases in interest rates.
10	Other Income	Other income is higher than budgeted due to the receipt of insurance recoupments for the damage to the NMCC.

**Comprehensive Income Statement**  
**Explanation of material variations**  
**For the period ending 30 September 2023**

8	Employee Costs	Employee costs are currently under budget due to a number of vacancies, and wages being accrued at the end of 2022/2023.
9	Materials and services	Materials and services is lower than budgeted as the invoices for September for waste collection have yet to be received.
10	Depreciation	Depreciation for 2023/2024 will be reconciled at the end of the financial year.
11	Other Expenses	Other expenses are higher than budgeted due to the timing of the budget in relation to insurance.

**Hindmarsh Shire Council  
Balance Sheet  
As at 30 September 2023**

	<b>YTD Actual 2022/23 \$</b>	<b>Actual 2021/22 \$</b>	<b>Ref</b>
<b>Current assets</b>			
Cash and cash equivalents	15,946,158	14,980,215	1
Rates and other receivables	8,306,515	1,902,961	2
Other assets & Inventories	757,144	587,151	
<b>Total current assets</b>	<u>25,009,818</u>	<u>17,470,327</u>	
<b>Non-current assets</b>			
Investments in associates by equity method	233,067	295,103	
Infrastructure, Property and Plant and Equipment	202,506,916	201,579,255	
Capital Expenditure 2023/2024	2,109,941	0	3
Trade and other receivables	2,207	2,207	
<b>Total non-current assets</b>	<u>204,852,131</u>	<u>201,876,565</u>	
<b>Total assets</b>	<u>229,861,949</u>	<u>219,346,892</u>	
<b>Current liabilities</b>			
Trade and other payables	(842)	2,752,875	4
Trust Funds and Deposits	1,346,868	101,886	5
Provisions	2,216,202	2,166,346	6
<b>Total current liabilities</b>	<u>3,562,228</u>	<u>5,021,107</u>	
<b>Non current liabilities</b>			
Provisions	206,928	198,473	6
<b>Total non-current liabilities</b>	<u>206,928</u>	<u>198,473</u>	
<b>Total liabilities</b>	<u>3,769,156</u>	<u>5,219,581</u>	
<b>Net assets</b>	<u>226,092,793</u>	<u>214,127,311</u>	
<b>Equity</b>			
Accumulated surplus	83,961,743	71,533,642	
Surplus/(Deficit) for period	9,570,704	8,349,185	
Asset revaluation reserve	132,560,343	134,244,484	
<b>Total equity</b>	<u>226,092,790</u>	<u>214,127,311</u>	

**Balance Sheet**  
**Explanation of material variations**  
**As at 30 September 2023**

<b>Variance</b>		
<b>Ref</b>	<b>Item</b>	<b>Explanation</b>
1	Cash and Cash Equivalents	Cash and Cash Equivalents reflects the receipt of substantial grant funding late in the previous financial year that was carried forward for projects as well as the Victorian Grants Commission grant for 2023/24 which was received in 2022/23.
2	Rates and Other Receivables	Rates and other receivables recognise total rates raised for the 2023/2024 financial year.
3	Capital Expenditure	Capital Expenditure as at 31 September 2023 was \$2,109,941. Refer to the Capital Works report for further information.
4	Trade and Other Payables	Trade and Other Payables represents the amount outstanding to creditors as at 31 September 2023.
5	Trust Funds and Deposits	As at 31 September 2023 Council holds \$1,346,249 for the Fire Services Levy which will be remitted during the 2023/2024 financial year.
6	Provisions	Provisions represents the amount held for Long Service and Annual Leave as well as quarry and landfill restoration.

**Hindmarsh Shire Council**  
**Statement of Cash Flows**  
**For the period ending 30 September 2023**

**Cash Flows from Operating Activities**

	<b>Inflows/ (Outflows)</b>
<b>Receipts</b>	
Rates & Charges	3,497,731
Statutory Fees and Fines	3,432
User Fees	945,095
Interest	168,213
Contributions - Cash	40,239
Grants - Recurrent	329,815
Net GST refund/(payment)	66,964
Grants - Non Recurrent	2,431,408
Trust	480,338
Other Revenue	146,877
<b>Payments</b>	
Employee Costs	(1,860,425)
Other Expenses	(747,622)
Suppliers	(2,034,568)
	3,467,496
<b>Net cash inflow/(outflow) from operating activities</b>	<b>3,467,496</b>

**Cash Flows from Investing Activities**

Payments for Property Plant and Equipment and Infrastructure	(2,109,941)
Proceeds from sale of Property Plant and Equipment	-
	(2,109,941)
<b>Net cash inflow (outflow) from investing activities</b>	<b>(2,109,941)</b>

**Cash flows from Financing activities**

<b>Net cash inflow (outflow) from financing activities</b>	<b>-</b>
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<b>Net increase/(decrease) in cash held</b>	1,357,554
Cash at beginning of the period	14,588,603
<b>Cash at end of the period</b>	<b>15,946,157</b>



**Hindmarsh Shire Council**  
**Capital Works**  
**For the period ending 30 September 2023**

	YTD Actual \$	YTD Budget \$	YTD Variance \$	Ref
<b>Property</b>				
Land	-	-	-	
<b>Total Land</b>	-	-	-	
Buildings	622,864	294,890	(327,974)	1
<b>Total Buildings</b>	622,864	294,890	327,974	
<b>Total Property</b>	622,864	294,890	327,974	
<b>Plant and Equipment</b>				
Plant, machinery and equipment	181,954	-	(181,954)	2
Fixtures, fittings and furniture	31,460	34,989	3,529	
<b>Total Plant and Equipment</b>	213,414	34,989	(178,425)	
<b>Infrastructure</b>				
Roads	368,684	980,136	611,452	3
Bridges	-	-	-	
Footpaths and cycleways	386,486	32,445	(354,041)	4
Drainage	65,264	8,706	(56,558)	5
Other infrastructure	453,229	189,126	(264,103)	6
<b>Total Infrastructure</b>	1,273,663	1,210,413	63,250	
<b>Total Capital Works Expenditure</b>	2,109,941	1,540,292	(569,649)	
<b>Represented by:</b>				
New asset expenditure	792,161	98,918	(693,243)	
Asset renewal expenditure	888,007	1,316,217	428,210	
Asset expansion expenditure	189,370	32,445	(156,925)	
Asset upgrade expenditure	240,403	92,712	(147,691)	
<b>Total Capital Works Expenditure</b>	2,109,941	1,540,292	(569,649)	

**Capital Works**  
**Explanation of material variations**  
**For the period ending 30 September 2023**

Variance Ref	Item	Explanation
1	Buildings	Rainbow Caravan Park amenities and Caravan Park cabins has continued from 2022/23 using carried forward funding.
2	Plant, machinery and equipment	The purchase of plant and machinery is higher than budgeted due to a number of fleet items being purchased in the first quarter.
3	Roads	The shortfall in actual expenditure to budgeted is due to the phasing of the budgeted projects.
4	Footpaths and cycleways	Work is being undertaken on the Wimmera Discovery Trail using carried forward grant funds.
5	Drainage	Drainage work which commenced in 2022/23 has been undertaken using carried forward funds.

**Hindmarsh Shire Council**  
**Key Result Area Summary**  
For the period ending 30 September 2023

Service area	Description of services provided	2023/2024 YTD Actual \$	2023/2024 YTD Budget \$	2023/2024 Annual Budget \$	
<b>Theme 1: Our Community</b>					
<b>Community Development</b>	Councils community Development Team works with community groups, organisations and individuals to assist communities reach their aspirations and be healthy, active and engaged.	Operating Expenditure	128,327	44,364	177,509
		Operating Revenue	166,479	-	-
		NET Expenses (Revenue)	(38,152)	44,364	177,509
		Capital Expenditure	-	-	-
<b>Maternal and Child Health Centres</b>	Maintain maternal and child health facilities in Dimboola and Nhill. Council provides support to early years' services through the Municipal Early Years Plan. Council does not provide Maternal and Child Health Services. This service is provided by West Wimmera Health Services in Dimboola, Jeparit, Nhill and Rainbow.	Operating Expenditure	1,181	4,380	17,542
		Operating Revenue	-	-	-
		NET Expenses (Revenue)	1,181	4,380	17,542
		Capital Expenditure	-	-	-
<b>Kindergarten Services</b>	Provision of Kindergarten services in Dimboola, Jeparit, Nhill and Rainbow under contract with Horsham District Kindergarten Association. Council does not directly deliver Kindergarten Services.	Operating Expenditure	49,085	33,555	134,235
		Operating Revenue	15,951	15,240	60,980
		NET Expenses (Revenue)	33,134	18,315	73,255
		Capital Expenditure	-	-	-
<b>Youth Services</b>	Improve the wellbeing of and opportunities for youth within the Shire.	Operating Expenditure	25,224	38,565	154,298
		Operating Revenue	29,005	10,683	42,750
		NET Expenses (Revenue)	- 3,781	27,882	111,548
		Capital Expenditure	-	-	-
<b>Aged &amp; Disability Services</b>	Council's Aged and Disability Services aim to support people in their own homes and communities by providing services that promote and maintain independence. The program assists frail older people, people with a disability and their carers. These services provide basic support and maintenance to people living at home or who are at risk of premature or inappropriate admission to long-term residential care.	Operating Expenditure	36,422	244,728	434,920
		Operating Revenue	58,322	82,608	330,587
		NET Expenses (Revenue)	(21,901)	162,120	104,333
		Capital Expenditure	2,447	-	-
<b>Health Promotion</b>	To protect and enhance the health of the community.	Operating Expenditure	47,553	40,167	160,741
		Operating Revenue	1,238	7,749	31,000
		NET Expenses (Revenue)	46,315	32,418	129,741
		Capital Expenditure	-	-	-
<b>Community Transport</b>		Operating Expenditure	-	-	-
		Operating Revenue	-	-	-
		NET Expenses (Revenue)	-	-	-
		Capital Expenditure	-	-	-

Service area	Description of services provided	2023/2024	2023/2024	2023/2024	
		YTD Actual	YTD Budget	Annual Budget	
		\$	\$	\$	
<b>Libraries</b>	Provision of permanent library services in Dimboola and Nhill, and improving services to Jeparit and Rainbow.	Operating Expenditure	77,318	102,375	409,619
		Operating Revenue	22,883	32,274	129,156
		NET Expenses (Revenue)	54,436	70,101	280,463
		Capital Expenditure	23,352	13,995	56,000
<b>Arts, Culture and Community Events</b>	Promote and support activities relating to arts, culture and community events throughout the Shire.	Operating Expenditure	17,828	32,787	131,179
		Operating Revenue	1,489	-	-
		NET Expenses (Revenue)	16,339	32,787	131,179
		Capital Expenditure	-	-	-
<b>Recreation Programs</b>	Providing a range of recreation programs that encourage an active and healthy life.	Operating Expenditure	2,727	3,789	15,167
		Operating Revenue	-	-	-
		NET Expenses (Revenue)	2,727	3,789	15,167
		Capital Expenditure	-	-	-
<b>Public Order &amp; Safety</b>	Educate the community about public order and safety and enforce Council's compliance with the local laws when required. Operate the school crossing on the Western Highway in Nhill and maintain school crossings throughout the Shire.	Operating Expenditure	43,911	51,846	209,966
		Operating Revenue	6,234	20,307	81,250
		NET Expenses (Revenue)	37,677	31,539	128,716
		Capital Expenditure	-	-	-
<b>Early Years</b>	Lead a joint effort that will give Hindmarsh children the best start in life, working collaboratively with community and early years providers.	Operating Expenditure	4,083	7,347	29,401
		Operating Revenue	-	-	-
		NET Expenses (Revenue)	4,083	7,347	29,401
		Capital Expenditure	-	-	-

Service area	Description of services provided	2023/2024	2023/2024	2023/2024	
		YTD Actual	YTD Budget	Annual Budget	
		\$	\$	\$	
<b>Theme 2: Built &amp; Natural Environment</b>					
<b>Local Roads &amp; Bridges</b>	Provide safe, all weather access to residences and allow for efficient transport of goods to and from the Shire. <ul style="list-style-type: none"> <li>The aim of the road network is to provide property access for local traffic. Council endeavours to provide all-weather access to existing residential homes and dry weather access roads to non-residential properties.</li> <li>Council's road network comprises 573 kilometres of sealed roads, 845 kilometres of gravel roads (all weather) and approximately 1470 kilometres of earth roads (dry weather only, some contain gravel sections, though not maintained to an all-weather standard). The network also comprises six bridges and a significant number of large culverts.</li> <li>VicRoads is responsible for main roads including highways and marked routes. Similarly, state government agencies are responsible for roads and tracks within declared parks such as the Little Desert, Big Desert and along the Wimmera River.</li> </ul>	Operating Expenditure	1,169,058	1,147,579	4,592,042
		Operating Revenue	1,200,000	922,034	3,688,926
		NET Expenses (Revenue)	(30,942)	225,545	903,116
	Capital Expenditure	368,684	980,136	3,922,094	
	<b>Drainage Management</b>	Well maintained, fit for purpose drainage systems within townships.	Operating Expenditure	102,560	135,855
		Operating Revenue	-	-	-
		NET Expenses (Revenue)	102,560	135,855	543,628
		Capital Expenditure	65,264	8,706	34,839
<b>Paths &amp; Trails</b>	Well maintained pedestrian access, including disabled access to critical and popular destinations around our townships.	Operating Expenditure	78,504	62,937	251,848
		Operating Revenue	-	-	-
		NET Expenses (Revenue)	78,504	62,937	251,848
		Capital Expenditure	386,486	32,445	129,839
<b>Tree Management</b>	Conduct maintenance, inspections and replanting works on Council road reserves, parks and gardens, and recreation reserves.	Operating Expenditure	52,929	93,930	375,807
		Operating Revenue	-	-	-
		NET Expenses (Revenue)	52,929	93,930	375,807
		Capital Expenditure	-	-	-

Service area	Description of services provided	2023/2024	2023/2024	2023/2024	
		YTD Actual	YTD Budget	Annual Budget	
		\$	\$	\$	
<b>Town Beautification</b>	Maintain and redevelop public open spaces in Dimboola, Jeparit, Nhill and Rainbow.	Operating Expenditure	150,967	199,086	796,511
		Operating Revenue	1,000	-	-
		NET Expenses (Revenue)	149,967	199,086	796,511
		Capital Expenditure	483	38,736	155,000
<b>Community Centres &amp; Public Halls</b>	Maintenance, renewal and upgrade of Council-owned and controlled community centres and halls, and support of communities that undertake these activities on behalf of Council. To protect and enhance the health of the community.	Operating Expenditure	83,405	69,315	277,330
		Operating Revenue	2,651	1,248	5,000
		NET Expenses (Revenue)	80,755	68,067	272,330
		Capital Expenditure	59,842	43,734	175,000
<b>Recreation Facilities</b>	Maintenance, renewal and upgrade of Council owned and controlled recreational land, buildings and facilities. Council also supports groups that undertake these activities on behalf of Council.	Operating Expenditure	163,064	270,033	1,080,437
		Operating Revenue	103,664	1,500	6,000
		NET Expenses (Revenue)	59,400	268,533	1,074,437
		Capital Expenditure	174,694	234,906	940,000
<b>Waste Management</b>	Management of Council's transfer stations and collection and disposal of domestic waste and recyclables across the Shire.	Operating Expenditure	323,788	358,116	1,432,927
		Operating Revenue	1,462,687	1,271,514	1,433,142
		NET Expenses (Revenue)	(1,138,899)	(913,398)	(215)
		Capital Expenditure	46,744	-	-
<b>Quarry Operations</b>	Management of Council-owned and controlled quarries and gravel pits for extraction of gravel for road making.	Operating Expenditure	243,937	163,722	655,080
		Operating Revenue	96,479	100,584	402,500
		NET Expenses (Revenue)	147,457	63,138	252,580
		Capital Expenditure	-	-	-
<b>Waterway Management</b>	Management of Council-controlled waterways including weir pools and lakes.	Operating Expenditure	12,290	24,330	97,351
		Operating Revenue	-	-	-
		NET Expenses (Revenue)	12,290	24,330	97,351
		Capital Expenditure	-	-	-
<b>Environmental Management</b>	Manage, protect and enhance Council's natural assets in conjunction with Government departments and environmental groups.	Operating Expenditure	65,841	39,867	159,489
		Operating Revenue	85,000	18,741	75,000
		NET Expenses (Revenue)	(19,159)	21,126	84,489
		Capital Expenditure	-	-	-
<b>Fire Prevention</b>	Identification of potential fire hazards and prevention of loss of life and property caused by fire.	Operating Expenditure	28,515	37,605	150,447
		Operating Revenue	-	8,745	35,000
		NET Expenses (Revenue)	32,181	28,860	115,447
		Capital Expenditure	-	-	-

Service area	Description of services provided	2023/2024	2023/2024	2023/2024	
		YTD Actual \$	YTD Budget \$	Annual Budget \$	
<b>Theme 3: Competitive and Innovative Economy</b>					
<b>Economic Development</b>	Facilitate an environment that is conducive to a sustainable and growing local business sector and provides opportunities for residents to access employment.	Operating Expenditure	45,507	36,654	146,649
		Operating Revenue	-	1,875	7,500
		NET Expenses (Revenue)	45,507	34,779	139,149
		Capital Expenditure	-	12,495	50,000
<b>Tourism</b>	To develop a thriving Wimmera Mallee Tourism industry predominantly based on, but not limited to, the Shire's heritage and environmental assets.	Operating Expenditure	52,069	75,531	302,206
		Operating Revenue	1,332,857	-	-
		NET Expenses (Revenue)	(1,280,788)	75,531	302,206
		Capital Expenditure	29,417	34,935	139,796
<b>Private Works</b>	Provision of private civil works services. • Provide quotations for private works undertaken by Council's works department to residents, contractors and other authorities. • Potential private works include grading of farm driveways, grading of fence lines, construction of driveway cross-overs, and supply of labour, plant and materials. • Private works also include repair to Council's infrastructure caused by repair work to third party assets.	Operating Expenditure	38,242	110,655	442,726
		Operating Revenue	31,966	126,948	508,000
		NET Expenses (Revenue)	6,275	(16,293)	(65,274)
		Capital Expenditure	-	-	-
<b>Caravan Parks and Camping Grounds</b>	Maintenance, renewal and upgrade of Council Caravan Parks and Camping Grounds.	Operating Expenditure	173,083	149,034	596,271
		Operating Revenue	166,529	182,424	730,000
		NET Expenses (Revenue)	6,554	(33,390)	(133,729)
		Capital Expenditure	588,812	41,489	166,000
<b>Land Use Planning</b>	To ensure that any development that occurs in Hindmarsh Shire is carried out in accordance with relevant planning policies, principals and controls.	Operating Expenditure	69,416	72,741	291,086
		Operating Revenue	71,808	20,367	81,500
		NET Expenses (Revenue)	(2,392)	52,374	209,586
		Capital Expenditure	-	-	-
<b>Building Control</b>	To provide statutory and private building services to the community	Operating Expenditure	47,183	61,404	245,713
		Operating Revenue	10,085	12,249	49,000
		NET Expenses (Revenue)	37,098	49,155	196,713
		Capital Expenditure	-	-	-
<b>Aerodrome</b>	Manage and maintain the Nhill Aerodrome	Operating Expenditure	13,883	23,505	94,069
		Operating Revenue	82,616	1,248	5,000
		NET Expenses (Revenue)	(68,733)	22,257	89,069
		Capital Expenditure	162,753	7,497	30,000

Service area	Description of services provided	2023/2024	2023/2024	2023/2024	
		YTD Actual	YTD Budget	Annual Budget	
		\$	\$	\$	
<b>Theme 4: Good Governance &amp; Financial Sustainability</b>					
<b>Civic Governance &amp; Leadership</b>	To ensure that Council provides effective leadership and that its decisions are transparent, inclusive and based on sound recommendations and advice.	Operating Expenditure	312,669	306,759	1,227,525
		Operating Revenue	-	-	-
		NET Expenses (Revenue)	312,669	306,759	1,227,525
		Capital Expenditure	-	-	-
<b>Customer Service Centres</b>	Operation and maintenance of customer service centres to provide facilities from which Council can efficiently deliver services to the community. Provision of information to ratepayers and the general public on a broad range of services provided by Council and other government agencies.	Operating Expenditure	126,211	145,962	584,074
		Operating Revenue	-	-	-
		NET Expenses (Revenue)	126,211	145,962	584,074
		Capital Expenditure	2,249	44,985	180,000
<b>Council Elections</b>	Efficient and effective running of Elections by the Victorian Electoral Commission on behalf of Council.	Operating Expenditure	225	999	4,000
		Operating Revenue	-	-	-
		NET Expenses (Revenue)	225	999	4,000
		Capital Expenditure	-	-	-
<b>Financial Management</b>	To ensure the efficient and effective allocation of resources through sound financial planning and management that secures the long term financial viability of the municipality.	Operating Expenditure	97,859	132,564	530,444
		Operating Revenue	1,434,835	1,715,196	6,860,872
		NET Expenses (Revenue)	(1,336,975)	(1,582,632)	(6,330,428)
		Capital Expenditure	-	-	-
<b>Rating and Valuations</b>	Management of Council's rating system, including valuation of properties and the levying of rates and charges.	Operating Expenditure	67,566	58,166	232,748
		Operating Revenue	8,469,557	8,445,626	8,512,912
		NET Expenses (Revenue)	(8,401,991)	(8,387,460)	(8,280,164)
		Capital Expenditure	-	-	-



Service area	Description of services provided	2023/2024	2023/2024	2023/2024	
		YTD Actual	YTD Budget	Annual Budget	
		\$	\$	\$	
<b>Records Management</b>	Effective and efficient recording, storage, retrieval and disposal of records in line with the standards of the Public Records Office of Victoria.	Operating Expenditure	13,258	26,688	106,779
		Operating Revenue	-	-	-
		NET Expenses (Revenue)	13,258	26,688	106,779
		Capital Expenditure	-	-	-
<b>Information Technology</b>	Using Information Technology as a tool to connect with the community and provide efficient and effective services.	Operating Expenditure	134,881	105,027	420,250
		Operating Revenue	-	-	-
		NET Expenses (Revenue)	134,881	105,027	420,250
		Capital Expenditure	27,875	21,243	85,000
<b>Risk Management</b>	Monitor and manage Council's risks in relation to operations, employment and infrastructure.	Operating Expenditure	499,262	479,360	687,523
		Operating Revenue	68,190	8,748	35,000
		NET Expenses (Revenue)	431,073	470,612	652,523
		Capital Expenditure	-	-	-
<b>Contract Management</b>	Using Information Technology as a tool to connect with the community and provide efficient and effective services.	Operating Expenditure	68,590	50,709	202,911
		Operating Revenue	-	-	-
		NET Expenses (Revenue)	68,590	50,709	202,911
		Capital Expenditure	-	-	-
<b>Payroll and Human Resources Services</b>	Provision of payroll services to Council employees and the provision of Human Resources services to management.	Operating Expenditure	272,303	97,431	389,840
		Operating Revenue	-	-	-
		NET Expenses (Revenue)	272,303	97,431	389,840
		Capital Expenditure	-	-	-
<b>Emergency Management</b>	Provide support to the community in the areas of emergency preparedness, emergency response and emergency recovery.	Operating Expenditure	12,269	20,367	81,476
		Operating Revenue	-	-	-
		NET Expenses (Revenue)	12,269	20,367	81,476
		Capital Expenditure	-	-	-
<b>Depots &amp; Workshops</b>	Operation of Council's depots and workshops including the provision of heavy plant and equipment.	Operating Expenditure	55,208	74,586	298,409
		Operating Revenue	-	-	-
		NET Expenses (Revenue)	55,208	74,586	298,409
		Capital Expenditure	21,020	24,990	1,145,000

Service area	Description of services provided	2023/2024	2023/2024	2023/2024	
		YTD Actual	YTD Budget	Annual Budget	
		\$	\$	\$	
<b>Asset Management</b>	Provision of skills, resources and systems to ensure the most efficient and effective management of Council's assets. • Ensure that Council targets the correct level of asset expenditure to achieve and maintain the desired levels of service into the foreseeable future. • Ensure that Council's asset renewal expenditure targets the most critical assets. • Provide regular condition and defect audits of Council's assets to ensure safety and levels of service are maintained. • Provide Council's asset valuations.	Operating Expenditure	296,436	310,263	1,241,505
		Operating Revenue	403	501	2,000
		NET Expenses (Revenue)	296,033	309,762	1,239,505
		Capital Expenditure	-	-	-
<b>Fleet Management</b>	Ensure that Council's vehicle fleet is management, maintained and replaced in the most efficient and efficient way possible.	Operating Expenditure	54,117	54,447	217,864
		Operating Revenue	18,557	21,540	86,200
		NET Expenses (Revenue)	35,560	32,907	131,664
		Capital Expenditure	149,820	-	246,000
<b>Accounts Payable</b>	Payment of invoices in an efficient and timely manner.	Operating Expenditure	6,671	9,348	37,412
		Operating Revenue	-	-	-
		NET Expenses (Revenue)	6,671	9,348	37,412
		Capital Expenditure	-	-	-
<b>Accounts Receivable</b>	Receival of payments from debtors in an efficient and timely manner.	Operating Expenditure	2,502	4,506	18,030
		Operating Revenue	-	-	-
		NET Expenses (Revenue)	2,502	4,506	18,030
		Capital Expenditure	-	-	-



30 October 2023

To Committee Members,  
“as addressed”

## MINUTES

### 1 ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY

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Chairperson opened the meeting at 7.02 pm by acknowledging 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

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Helen Woodhouse-Herrick, Rhys Webb, Soleil Arbola Dura

**In attendance:** Pauline McCracken, Ross Barker, Heather Dufty, Tina Balter, Alison Dahlenburg, Michael Hyde, Cr Melanie Albrecht, Monica Revell, Daniel Griffiths

### 3 CONFLICTS OF INTEREST

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None disclosed.

### 4 CONFIRMATION OF MINUTES OF PREVIOUS AGM

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**RECOMMENDATION:**

*That the Minutes of the Nhill Township Advisory Committee Annual General Meeting held on 28 FEBRUARY 2022 at the NMCC circulated to Committee Members be taken as read and confirmed.*

**Moved: Pauline McCracken**

**Seconded: Tina Balter**

## 5 ELECTION OF OFFICER BEARERS

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### 5.1 Chairperson

Nominee: Pauline McCracken

Nominated by: Heather Dufty

Seconded by: Tina Balter

As there were no other nominees for the position of chairperson, Pauline was elected unopposed.

### 5.2 Secretary

Nominee: Ross Barker

Nominated by: Heather Dufty

Seconded by: Tina Balter

As there were no other nominees for the position of secretary, Ross was elected unopposed.

### 5.3 Other Office Bearers (up to 2)

Nominee: Heather Dufty

Nominated by: Pauline McCracken

Seconded by: Tina Balter

As there were no other nominees for the position of vice chairperson, Heather was elected unopposed.

## 6 MEETING CLOSED

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The meeting closed at 7:09pm.

## 7 COUNCIL OFFICER AUTHORISATION

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\*to be completed by the Council Officer


I  Daniel Griffiths , accept the following recommendations made by the Nhill Advisory Committee at this meeting held on 30 OCTOBER 2023:

ITEM NO.	DESCRIPTION	DECISION
4	CONFIRMATION OF MINUTES OF PREVIOUS AGM	Read and confirmed.

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

ITEM NO.	DESCRIPTION	DECISION
6	ELECTION OF OFFICE BEARERS	Pauline McCracken as Chairperson. Ross Barker as Secretary. Heather Dufty as Vice Chairperson.

SIGNED: Council Officer

  
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Dated:

3/11/23   
\_\_\_\_\_

# Wimmera Mallee Pioneer Museum

Dimboola Road, Jeparit, Victoria 3423

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## Minutes – Tuesday, 19 September, 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 Pumpa (PP); Tige Mannington (TM); Peter Robson (PR); Terry Wundersitz (TW); Wendy Zanker (WZ); Cr Brett Ireland (HSC, BI); Jeff Woodward (HSC). Guest: Colin Moore.

**Apologies:** Cr Wendy Bywaters; Rhys Wilkosz; Don Pedder; Brett Gebert; Mel Wagener.

**MOTION: To accept the apologies. Moved: WZ Seconded: TM CARRIED**

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

The last meeting, on 15 August 2023, was a general meeting.

**MOTION: To accept the Minutes of the 15 August meeting. Moved: CP Seconded: MP CARRIED**

### 5) **Correspondence**

#### **Inwards**

HSC – notification of endorsement of Terry Wundersitz and Don Pedder as new Committee Member.

HSC – postponement of OH&S Meeting scheduled for 17 August until 23 August.

HSC – letter and draft Rally Registration Form following preliminary OH&S inspection.

WVAHS – *Western Historian* newsletter

WVAHS – membership renewal (local heritage groups which are also members: Rainbow; Nhill; Nhill Silo; Dimboola; Warracknabeal; Hopetoun; Horsham; Natimuk.

Menzies Institute – notification of successful PROV grant application for Jeparit Historical Society

Nhill Vintage Club – invitation to attend Nhill Show 19 October

WVAHS – notification of theft of guns and other items from Langi Morgala Museum, Ararat

#### **Outwards**

To HSC – Annual Report and Annual Treasurer’s Report submitted 30 August

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

**Moved: Seconded: CARRIED**

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

OH&S Review and Draft Rally Registration Form. WW showed draft Rally Registration Form produced by HSC. JW clarified that all exhibitors will need to provide a Certificate of Currency 21 days prior to a Rally. Some discussion about the logistics of this and whether exhibitors could ‘just turn up’; not an option. The OH&S Review is ongoing and we should have an outcome in the near future.

Public Record Office of Victoria (PROV) grant. The Menzies Institute has been notified of its successful grant application to provide support to the Jeparit Historical Society which will result in a Significance Assessment of its collection. The PROV will send two staff members for several days to view and assess what needs to be done to conserve the collection for the future. Related to this WW suggested we may consider applying for a grant to mark, in some way, the 130<sup>th</sup> anniversary of the birth of Sir Robert Menzies in December 2024. We should start considering options.

Theft from Langi Morgala Museum, Ararat. Considerable discussion was held regarding our collection of weapons (guns) and establishing how secure they are as currently displayed. A number of options was discussed including, in the short term, removing the items from display until more secure storage and display arrangement can be created. PR to investigate a number of options including installing a proper gun safe. Other options include installing security cameras. We need to undertake an inspection of the display as it currently stands.

WVAHS Membership Renewal - \$30. **Motion: to renew WMPM’s subscription to the W.V.A.H.S.**

**Moved: MP Seconded: WZ CARRIED**

### 7) **Treasurer’s Report (MP)**

Volunteer Hours: August 2023: 351.5 hours  
Purchases / Finances -

<b>August 2023</b>	
Opening balance 01.08.23	24,212.65
Receipts	606.40
Expenses	220.99
Closing balance 31.08.23	24,065.31
Term Deposits (2)	34,685.84
<b>Total</b>	<b>\$59.012.70</b>

**MOTION: To accept the Treasurer's report as circulated. Moved: MP Seconded: TM CARRIED**  
**MOTION: To pass invoices and receipts for payment. Moved: MP Seconded: TM CARRIED**

### General Business

1) **HSC update.** RV Dump Site sign and frame update. Volunteer/committee member update. (JW) WMPM's opening hours on the Visit Hindmarsh site are incorrect, requiring an update.

2) **Visitors (MP):**

August Attendance:

Adults	Pens./Conc.	Children	Family	Group
19	20	0	2	0

3) **HSC OH&S Meeting, 23 August (WW).** WW and CNP met with Hindmarsh Shire personnel. Draft Rally Permit Form circulated.

4) **Rally 2024 update.** While Hindmarsh Shire's ongoing exploration of OH&S issues relating to machinery exhibits is yet to be finalised, this doesn't necessarily prevent planning for a 2024 Rally going ahead.

5) **Donations.** Kube donation; organ (PP, MP) No further developments on the chaffcutter; deferred pending OH&S notifications. An organ donated two years ago has finally arrived and the McDonald organ has arrived.

6) **McKay Shed reorganisation (WW)**

7) **Fibreglass horses.** WW has been exploring options for life-sized fibreglass horses for displaying on site. There was general agreement that these would enhance the site. CNP suggested one could go near the front fence. WW to continue investigating options.

8) **Membership drive:** Friend of the Museum card. CNP showed a draft membership card; general agreement that he should proceed with exploring options for having these printed.

9) **WMPM car decal (WZ).** **Motion: That we have 15 car decals promoting WMPM produced (\$12 each).**  
**Moved: WZ Seconded: CM CARRIED** WZ to organise.

10) **New flag.** Thanks to JW of HSC for providing us with a new Australian flag.

11) **Maintenance (WW,; BG; TM).** Discussion around painting jobs especially in regard to Briarley House and the challenges of this especially the roof.

12) **Events**

Back to Jeparit event, 21-22 October. CNP will give two talks on 21 October and MP and the volunteers are overseeing a display of memorabilia.

13) **RHSV webinar, 'Marketing, Promotion and Partnerships', 5 September.** CNP attended an excellent Royal Historical Society of Victoria webinar on promoting a group or heritage body. In regard to WMPM the most important elements were on maintaining a social media presence, increasing the volunteer base and seeking sponsorships. CNP has all the documentation/presentations from the two-hour webinar.

14) **WVAHS 60<sup>th</sup> Anniversary lunch in Horsham, Wednesday 27 September.** CNP has co-organised this event and was representing WMPM at the lunch; he would also be presenting a Report to be included in the next WVAHS Newsletter in December.

15) **Horsham Museum? (WW).** Brief discussion around the proposed new agricultural machinery museum for Horsham and potential impact of this on WMPM. Are we doing enough to promote WMPM?

16) **AGM:** procedures, roles, nominations. CNP, in consultation with WW and MP has produced a set of minimum expectations and lists of roles and responsibilities for office holders; this should be shared with

anyone interested in taking on one of the three roles.

- 17) **Volunteers.** WW explained that due to a variety of factors WMPM has been short-staffed with volunteers lately, requiring the Chair, Secretary and Treasurer to undertake significantly more hours on site. WW proposed that all committee members should consider making themselves available as an emergency replacement and that an availability roster be implemented. No objection to this from any committee members.
- 18) **HSC Update - Cr Brett Ireland**
- 19) Next Meeting: **AGM, Tuesday 17 October** 7:30 pm at the Museum.

Meeting closed at 10.00 p.m.



17 October 2023

The Wimmera Mallee Pioneer Museum Community Asset Committee Annual General Meeting of the Hindmarsh Shire Council was held at the Wimmera Mallee Pioneer Museum on 17 October, 2023 commencing at 7.30pm.

## MINUTES

Cr Brett Ireland took the Chair.

In Attendance: Wendy Werner; Craige Proctor; Maryanne Paech; Clem Paech; Terry Wundersitz; Peter Robson; Tige Mannington; Don Pedder; Peter Pumpa; Wendy Zanker; Rhys Wilkosz; Monica Revell (HSC); Jeff Woodward (HSC); Cr Brett Ireland. Guests: Colin Moore; Aaron McLean; Mel Wagener; Jeff Perkins.

### 1. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY

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The committee of management of the Wimmera Mallee Pioneer Museum acknowledges the First Nation peoples of the Wimmera and Mallee regions, traditional custodians of the local lands and waterways and pay our respects to their Elders and people past present and emerging.

### 2. APOLOGIES

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Brett Gebert

### 3. CONFLICTS OF INTEREST

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None

### 4. CONFIRMATION OF MINUTES

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Recommendation:

That the Minutes of the Wimmera Mallee Pioneer Museum Community Asset Committee Meeting held on October 18, 2022 at the Wimmera Mallee Pioneer Museum as circulated to Committee Members be taken as read and confirmed.

Moved: Tige Mannington

Seconded: Maryanne Paech

All in favour

### 5. CHAIR HANDOVER REPORT

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I am pleased to present the Wimmera Mallee Pioneer Museum Asset Committee President's Report for the last financial year. It has been a busy year not without its challenges as we continue to act on the Masterplan in the face of strong headwinds. I am proud to commend to the Shire the boundless energy of Maryanne Paech (Treasurer) and Craige Proctor (Secretary) who have both been a joy to work with, ready to step in and volunteer wherever needed but



especially on the front desk at a moment's notice, engaging with our customers and diligently working toward a better organisation working toward a higher standard of exhibits for our customers.

This year the Committee identified seven areas of undertaking.

1. **Storage:** This is a difficult topic with ongoing discussions. We identified the Hindmarsh Shire Workshop and a neighbouring vacant land as a possible site for storage along with repurposing some more conventional storage areas (especially for textiles, photos, artwork etc).

2. **Reorganisation of the McKay Shed:** This area was identified as an important project to tell the story of H.V. McKay and his Sunshine Harvester company and the importance of his contribution to modern day farming. The rearrangement of harvesters and other implements to convey a story will allow visitors to make more sense of the display and highlight our rare push harvester, bringing a richer understanding of this important man and his contribution to modern day agriculture.

3. **Signage:** Upgrades to current information signs which are fading has been successfully completed. We are continuing to install storyboards and QR codes around the facility. A further nine story boards have been installed. This was a collaboration of between Craige Proctor (content), Jeff Woodward (graphic design) and Peter Pumpa (frames). Well done to all involved!

4. **Cataloguing and digitisation:** | attended a digitisation workshop with NAHC which led to the purchase of professional photographic equipment in readiness for updating the domestic catalogue this coming year.

5. **Rally.** We decided to hold a 2-day Rally in the face of waning enthusiasm amongst committee members and concern for involvement/attendance of Sandy Creek Clydesdales. The weekend was very successful with 665 visitors over the two days. We thank the Maldon Vintage Engine Club for their generous donation of a commercial coffee machine which a local teen - Natalie Jenz - successfully ran all weekend for the Museum. We again welcomed many exhibitors who generously donate their time to help make our weekend successful.

6. **Indigenous display.** The Committee was keen to upgrade our indigenous artefacts display as originally envisioned by the Museum founders. We reached out to Barengi Gadjin Land Council to collaborate on a new exhibit. This collaboration is waiting for available funding for their involvement.

7. **Risk Management:** Craige Proctor attended an online course: Disaster Risk for Heritage Collections, and with rising waters in the Wimmera river the CMA flood map was analysed for low areas in the compound in preparation for sandbagging.

In addition, this year we formed collaborations with

- First Peoples State Relations to register and catalogue our indigenous artefacts.
- The Menzies Institute to bring a stronger presence to our longest serving Prime Minister's humble beginnings.
- Federation University to develop a curriculum which may bring history students in to help with much-needed research and curatorial efforts in our organisation in the future.
- Royal Historical Society of Victoria and the Western Victorian Association of Historical Societies to bring a higher profile to our Museum amongst Historical Societies in the western region of our state.
- Nhill Aviation Heritage Centre and Nhill Historical Society to foster closer relationships and exchange of knowledge.

Further, we attended governance and tourism forums and began the arduous task of digitising our collection with the purchase of professional camera equipment. A big thank you to Craige Proctor for his tireless involvement in these practices which will no doubt lead to a stronger organisation into the future.

The Committee has ensured the day-to-day upkeep of the facility with ongoing exterior painting of the Chemist and Detpa School, and electrical upgrades to the food hall, and we continue to foster a good working relationship with the Shire infrastructure management.

In June we held a successful Rally with numbers up by 7% overall from the previous year. We welcomed 55 exhibitors with the local Garden and Craft Clubs exhibiting for the first time. We also welcomed the Nhill Historical Society, Nhill Silo Heritage Project and NAHC to exhibit for the first time this year. We held a number of successful talks building on the success of our twelve new storyboards and Maryanne Paech entertained the children with stick shed building activities. Early in 2023 the Committee opted to run a series of smaller events with themed pop-up displays throughout the coming year, rather than holding a two-day Rally in 2024. This decision was largely made due to the limited number of committee members and volunteers in the organisation of the Rally, and the conflicting timeframe with cropping taking farmers away from organisational activities in the weeks leading up to the Rally. Concerningly, the organisation of such a large event has taken our focus away from our primary role of the day-to-day running and upgrades to the Museum, specifically the

difficulty in finding time to devote to the execution of the Masterplan. This announcement has mobilised the community and we were pleased to welcome four new committee members and a working group of a further four community members to organise next year's event.

Our year was not without its issues with the possible theft of some vintage hammers and rope makers from the Blacksmith Shop and perceived volunteer conduct issues. A split in the committee became evident following this year's Rally, prompting the vacation of the President, Secretary and Treasurer's positions for the coming year. It will fall on the incoming president to resolve these issues, find appropriately qualified members for these positions and work towards a more harmonious committee.

This year has seen a continued stream of donations offered to the museum to improve our visitor experience, with a rare straw baler (chaff cutter), tractor, organ, children's clothing and wedding attire, multiple historical publications and a cash donation from the Jeparit Lions Club which will be used for a cabinet to protect our army uniform display. We also donated six chairs from the original Lowan Shire Council Chambers to the Nhill Historical Society to round out their own display.

Visitor numbers continue to rise since COVID, up 4% over last year's visitors and 22% over 2019 visitors. We have also welcomed a small number of group bookings.

As we move onto the next era in Museum management we will contend with increased scrutiny in governance and OH&S issues which will need to be addressed along with further improvements to preservation and in bringing our precious items and stories to the public. I have been honoured to serve as President and a big thank you to all who have supported me in this role. Thanks to all the committee members for donating their time, the volunteers that keep the doors open and those who help us each year at the Rally. Without their ongoing support and hard work this valuable asset for our town and Shire could not continue to function. We look forward to a prosperous new year in 2023-24.

Wendy J. Werner, Outgoing Chair

## 6. TREASURER'S FINANCIAL REPORT

Maryanne Paech presented the Annual Financial Report.

### WIMMERA MALLEE PIONEER MUSEUM TREASURER'S REPORT FOR THE FINANCIAL YEAR 2022 – 2023

<u>Opening Balance</u>	30/06/2022	As per Bank	Statement	\$28,331.52
<u>Income</u>				
Museum Entry	\$ 5,399.00			
Souvenirs	\$ 972.00			
Ice-creams/drinks	\$ 795.60			
Donations	\$ 396.35			
Group Entry	\$ 440.00			
Unallocated Funds	\$ 53.80			
Catering	\$ 110.00			
Rally Float	\$ 3,000.00			
Rally Entry 2022	\$ 1,110.00			
Rally Entry 2023	\$ 7,375.00			
Rally Raffle	\$ 263.00			
Rally Catering	\$ 2,421.35			
CC Grant	\$ 2,000.00			\$ 24,336.10
Unallocated Funds	-\$ 141.50	-\$10 Cash taken	For Ryko Book	-\$ 151.50
				\$24,184.60
<u>Expenses</u>				+\$28,331.52
Term Deposit	\$15,000.00		<u>Petty Cash opening</u>	\$52,516.12
Elgas/Gas supplies	\$ 83.60		<u>balance</u>	
Magazine Subs	\$ 109.00		\$ 16.15	
Maintenance	\$ 462.51		+\$50.00 Petty Cash	
Sign Printing	\$ 2,420.00		-\$39.80 Misc	
Catering Supplies	\$ 1,177.24		(Fuel, stamps, repair,	

Miscellaneous	\$ 648.72		+ cleaning expense)	
Rally expense	\$ 960.40		<u>Closing balance</u>	
Souvenirs	\$ 445.50		\$ 26.35	
Supermarket	\$ 1,187.43			
Office Supplies	\$ 284.50			
Rally Float	\$ 3,000.00			
Merchant Fees	\$ 309.32			
Petty Cash	\$ 50.00			
Catalogue Equip	\$ 1,497.95			
Advertising	\$ 220.00 <u>-\$ 27,856.17</u>			<u>-\$ 27,856.17</u> \$24,659.95
Unpresented Chq's	1185, 1194, 1195,	1198		<u>+\$ 3,347.74</u>
				\$28,007.69
Presented Chqs	1159, 1160, 1162,	1165, 1166		<u>-\$ 1,167.26</u>
	Bank Balance	@ 30.06.2023	as per Bank balance	<u>\$26,840.43</u>
		<i>Interest rec TD's</i>		
<u>Term Deposits</u>	\$ 14,138.26	\$ 21.12	Cash Float	\$ 240.00
	\$ 20,240.91	\$ 43.11	Petty Cash	\$ 26.35
		<i>Invest \$15,000.00</i>	Term Deposits	<u>\$34,379.17</u>
<b>Total Investment</b>	<b>\$ 34,379.17</b>		<b>TOTAL</b>	<b>\$61,485.95</b>

Motion that the Annual Financial Report be passed: Moved: Wendy Werner; Seconded: Wendy Zanker. Carried.

## 7. NOMINATION OF COMMITTEE MEMBERS

The following Community representatives were nominated: Tige Mannington; Don Pedder; Wendy Zanker; Wendy Werner; Clem Paech; Peter Robson; Craige Proctor; Peter Pumpa (8 Committee Members). Terry Wundersitz will consider nominating and Rhys Wilkosz may nominate eventually.

Resolution to accept and pass the nominations: Moved: Don Pedder; Seconded: Wendy Werner. Passed.

## 8. ELECTION OF OFFICER BEARERS

Cr Brett Ireland thanked the Committee and volunteers for all their contributions during the year and referenced the Masterplan for the Museum as a key document informing the development and management of the Museum going forward. Craige Proctor reminded those present that we now have a document specifying roles and responsibilities of office bearers and that those considering nominating for roles need to be able to fulfil the obligations of these roles in the light of WMPM being a Shire Asset Committee and a tourist destination.

Cr Ireland called for nominations for the officer bearer positions. Peter Robson was nominated by Don Pedder. Prior to accepting the nomination Peter Robson sought clarification from Jeff Woodward and Monica Revell (HSC) regarding ongoing OH&S issues. This led to an extended discussion about compliance issues etc. (further details included in Minutes of Meeting for 17 October under Hindmarsh Shire Officer's Report). Peter Robson decided he needed more time to consider nominating in the light of OH&S issues needing to be resolved. Peter Pumpa was asked if he would nominate for the position of Chair but declined. There were no further nominations and so it was resolved that nominations for Chair would be deferred until the 21 November meeting.

No nominations were received for the roles of Secretary and Treasurer.

Consequently, the outgoing Chair (Wendy Werner), Secretary (Craige Proctor) and Treasurer (Maryanne Paech) would continue in these roles temporarily for the next month until the 21 November meeting.

1. Chairperson (temporarily for one month): Wendy Werner
2. Secretary (temporarily for one month): Craige Proctor
3. Treasurer (temporarily for one month): Maryanne Paech

## **9. RECOMMENDATION TO COUNCIL FOR APPOINTMENT OF MEMBERS**

### RECOMMENDATION TO COUNCIL:

That the following be appointed to continue as office bearers of the Wimmera Mallee Pioneer Museum Community Asset Committee temporarily pending further nominations at the 21 November 2023 Meeting:

1. Chairperson (temporarily for one month): Wendy Werner
2. Secretary (temporarily for one month): Craige Proctor
3. Treasurer (temporarily for one month): Maryanne Paech

That the following be appointed as members of the Wimmera Mallee Pioneer Museum Community Asset Committee for the next 12 months:

Tige Mannington; Don Pedder; Wendy Zanker; Wendy Werner; Clem Paech; Peter Robson; Craige Proctor; Peter Pumpa. (Potential additional members: Rhys Wilkosz; Terry Wundersitz)

## **11. MEETING CLOSED 8.30 p.m.**

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Yurunga Homestead Community Asset Committee

General Meeting, Thursday, September 21, 2023, Yurunga dining room, 7:30pm

## **Agenda**

Welcome and Opening *at* 7:30 pm

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

Thanks to all for the work done recently

Visitors: Mayor Cr Brett Ireland, Jeff Woodward (Hindmarsh Shire)

Apologies: Lou Ravenhorst

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

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

- Plumbing to check drainage system around underground room
- Quote for blinds in grant rooms
- Check the materials used for curtains
- Transparency and contact details re Shire Maintenance Budget
- Appropriate channels for communication with CEO
- Catering arrangements for October 10<sup>th</sup>
- Outside Grant Painting arrangements

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 August 24<sup>th</sup> 2023 as circulated be accepted as a true and accurate record. c/d

Business Arising:

- Aug 24: Clean up day was a resounding success. We have recorded the work done on Aug 23<sup>rd</sup> and 24<sup>th</sup>, the donated time, labour and equipment. Thank you to our volunteers, Council, Mayor Brett for his support and Allan Roberts
- Aug 27: Thanks to Greg Roberts for mowing the north and east perimeters using the Lions mower

- Aug 29-Sept 7: The QR Code audio for the shipping container mural was organised. Thanks to Jeff Woodward for emailing the artwork to Ron Ismay. Thanks to Ron's staff for printing the code onto metal, and to Peter for attaching it to the container
- Sept 4: Ray Burzacott finished the grant painting in the domestic rooms. It looks amazing.
- Sept 7: Electrician Dion Paech met Peter to examine the faulty light in the original lamp post. The top was full of water. The task now is to work out how to prevent water getting in
- Sept 8: Helen Woodhouse-Herrick of Nhill rang. She was to talk about Yurunga on ABC radio, possibly early the next day.
- Sept 8: Peter checked with Commbank in Horsham re the lack of interest on our working account. It is a no fees/no interest account. The recommendation was to put money into term deposits to attract interest
- Re the green asbestos stickers on the lino at Yurunga: Peter was told at a meeting in Nhill that the stickers were placed where samples were taken. The samples are to be tested for asbestos. We don't have any results so far
- The following dates have been set for cleaning the domestic rooms after the conservation work: Sunday, 17<sup>th</sup> September, 3pm, meeting to assess and plan. Monday 18<sup>th</sup> and Tuesday 19<sup>th</sup> September, cleaning and moving (whatever we can manage)
- Sunday September 17<sup>th</sup> to Tuesday September 19<sup>th</sup>: Huge effort – Heather, Col, Jenny and Peter Planning and working bees in grant rooms. Barbara Young assisted Sept 19. Still more to do.
- Sept 20: Phone call from Jeff Woodward to Peter re firearms at Yurunga (NONE) and burglaries at nearby museums.
- Sept 20: Phone call from Dr Gary Hill to Peter re email:

Outside Grant Work painting is likely to be done by "Frank" from Mildura. On site accommodation would be desirable. Can we provide a caravan?

Underground room moisture is probably due to the wet spring last year we need to be patient and let it dry out. Drain checking is best done with a camera. This can be very expensive!

A plan to restore the brick drain west and North of the house is still being developed. We may be able to assist to control costs and divert budget funds. Dr Gary will talk to Elaine re colours in the School Room and if the left over paint can be used. She may have done some scraping. It may have been wallpapered. Blinds and curtains fall under a general permit exemption as they are not permanently attached. We need to maintain as best we can the original styles.

- Thanks to the Dimboola worker for mowing the grass

#### Correspondence In (Emails)

- Aug 30x2: Jeff Woodward to Peter re copies of artwork for shipping container mural QR Code audio
- Sept 11: Glenda Bish, Wycheproof activity group to Peter re tour booking on Wednesday, October 18<sup>th</sup>

#### Late Correspondence In (Emails)

- Sept 18: Alexander McGlashan (Trade Travel) to Peter re confirmation and dietary requirements for October 10<sup>th</sup> visit

Correspondence Out  
(Emails)

- Aug 30: Peter to CEO Greg Wood and others at Council re thanks for assistance provided for our Committee clean up day, the work completed, over 50 hours of volunteer time and more to do
- Sept 11: Peter to Glenda Bish re tour booked and new entry charge
- September 16: Peter to S86 with draft minutes from the August meeting.

Late Correspondence Out  
(Emails)

- Sept 20: Peter to Alexander McGlashan re thanks for Oct 10 tour confirmation
- Sept 20: Peter to Dr Gary Hill (Minerva Heritage) re queries about School Room painting and left over paint, moisture in Underground Room and replacement of blinds and curtains

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

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

Opening Balance per statement at 1<sup>st</sup> August    \$12,870.38

Plus Income:

Entries	
General entry	\$10.00
Wimmera Community Options Group	\$45.00
 Total Income	 \$55.00

Less Expenses:

Bow Bakery Catering Bread	\$17.80
IGA Catering Chickens	\$23.86
Heather Drendel Reimbursement	
Vaccuum bags	\$56.98
Jenny Solly Reimbursement	
West Vic Wholesalers cups etc	\$46.30

Total Expenses	\$144.94
Closing Balance per statement 31 <sup>st</sup> July	\$12,780.44

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

*Peter Solly* Secretary/Treasurer, Yurunga Homestead Community Asset  
Committee

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

Hindmarsh Shire report

~Mayor, Cr Brett Ireland ~ Jeff Woodward

- The new CEO Jess Holmes starts on October 16th
- The Shire needs to re gain confidence of communities
- Work is progressing in the Rainbow Caravan Park
- The Jeparit swimming deck is finished
- The Albacutya bridge will be repaired before harvest
- The Rainbow rises development is progressing
- The Jeparit heritage trail is being developed with a web launch soon
- A kayacing group will be doing trips in the Wimmera river
- A tour map for the area is available
- GWM reports more water may be available for Hindmarsh and Albacutya if we get another good rain
- Rainbow's Big Sky event has a grant

Moved: H C - That the Hindmarsh Shire reports be received. c/d

General Business

- Update on cleaning and moving furniture/exhibits back

Lots done – more to do. Some rationalizing will be necessary and we may set up some displays in the Coach House

- Target reopening date - Sunday volunteer duty roster

We aim to finish returning displays for the Oct 10th tour. Official Opening day will be later. ASAP

- Updates on garden urn and Baltic pine flooring

One original can be used to make a mould and one urn for about \$5000.00. We can use the \$5,000.00 donation.

Brooke Mellington has been offered \$10/lm for the Baltic Pine.

- Printing our revised visitor brochure ready for reopening. We need to get 100 copies? Printing can be done at the Court House? Can we add the QR codes for mural



- New sign for toilet door (current one unreadable)  
Contact is now Mick Henderson for maintenance work.
- Next clean up day in grounds? eg. Clean out garden shed, path stones. We will leave this until next year
- Painting the schoolroom? Aim to do it do research and start permit process with Dr Garry Hill
- Transparency and contact details re Shire Maintenance Budget  
The new contact is Mick Henderson – [mhenderson@hindmarsh.vic.gov.au](mailto:mhenderson@hindmarsh.vic.gov.au)  
[REDACTED]
- Appropriate channels for communication with the CEO. We should Email Shauna Johnson cc Jeff
- Plumbing to check drainage system around underground room. Dr Gary is aware of the problems and providing advice
- Quote for blinds in grant rooms – Jenny has talked to Amy at Robyn Creeks. Robyn will be in touch – fall under a general exemption as they are not permanently attached
- Check the materials used for curtains – try to match as well as we can
- Catering arrangements for October 10<sup>th</sup>  
We now have the dietary requirements and an updated arrival time from Ally McGlashen. Peter, Jenny, Heather and Cynthia are available
- Outside Grant Painting arrangements. We recommend a cabin at the caravan park as accommodation for Frank

#### Action items

- Contact Jeff re coating on the mural – Belinda and re the defibrillator
- Add rock removal to the list
- New display in tack room

#### Bookings

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

Wednesday, 18<sup>th</sup> October, 2023, Wycheproof activity group, tour only, 6-8 ppl, 1pm arrival Contact: [REDACTED] [REDACTED]

Tuesday, October 24, 2023, Mornington Peninsula car club, tour only, about 22 ppl, will ring 2 weeks before. Tour Only  
Contact: [REDACTED] [REDACTED]

Friday, 1<sup>st</sup> December, 2023, tentative booking at this stage, lunch and tour, Nhill Visitor Centre volunteers  
Contact: Helen Woodhouse-Herrick

Wednesday, May 22, 2024, lunch and tour, Martin's Albury group, 40 ppl, arrival 11:30am  
Contact: Jessica George, Expanding Horizons, Adelaide [REDACTED]

Next Meeting: Thursday October 26, 2023, Yurunga dining room, 7:30pm

If you have an idea or would like some action taken, please notify the Secretary or Chairperson so that it can go on the agenda for discussion at the meeting. If something comes up after the agenda goes out (usually a week before the meeting), it can be listed on the night.