



ATTACHMENTS

ITEM 4 CONFIRMATION OF MINUTES

- Item 4 Attachment 1 – Council Meeting Minutes 6 March 2024

ITEM 7 CORRESPONDENCE

- Item 7.1 Attachment 2 – Letter of Congratulations to Mr. and Mrs. Flack

ITEM 9 REPORTS REQUIRING A DECISION

- Item 9.1 Attachment 3 – Privacy and Data Protection Policy
- Item 9.1 Attachment 4 – Procurement Policy

ITEM 10 COUNCIL COMMITTEES

- Item 10.1 Attachment 5 – Audit and Risk Committee Minutes 13 March 2024
 - Item 10.1 Attachment 6 – Jeparit Town Committee Minutes 12 February 2024
 - Item 10.1 Attachment 7 – Jeparit Town Committee Minutes 11 March 2024
 - Item 10.1 Attachment 8 – Rainbow Town Committee Minutes 18 March 2024
 - Item 10.2 Attachment 9 – WMPM Committee Minutes 20 February 2024
 - Item 10.2 Attachment 10 – Yurunga Homestead Minutes 22 February 2024
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7 March 2024

MINUTES

Ordinary Council Meeting

Date: Wednesday 6 March 2024

Time: 3:00pm

Venue: Council Chamber
92 Nelson Street, Nhill

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

Officers: Monica Revell – Acting Chief Executive Officer
Petra Croot – Acting Director Corporate & Community Services
Ram Upadhyaya – 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

Live Streaming Statement

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

Members of the public attending this meeting may be filmed.

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

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

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In Attendance:

Councillors:

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

Officers:

Ms Monica Revell (Acting Chief Executive Officer), Mr Ram Upadhyaya (Director Infrastructure Services), Ms Petra Croot (Acting Director Corporate and Community 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.

2 APOLOGIES

No apologies.

3 DECLARATION OF INTERESTS

A Councillor or Officer with a conflict of interest in an item on the Agenda must indicate that they have a conflict of interest by clearly stating:

- the item for which they have a conflict of interest;
- whether their conflict is **general** or **material**; and
- the circumstances that give rise to the conflict of interest.

Declaration of material or general conflict of interest must also be advised by Councillors and Officers at the commencement of discussion of the specific item.

No conflicts of interest declared.

4 CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the Ordinary Council Meeting held on Wednesday 7 February 2024 at the Council Chamber, as circulated to Councillors be taken as read and confirmed.

MOVED: CRS R Gersch/M Albrecht

That the Minutes of the Ordinary Council Meeting held on Wednesday 7 February 2024 at the Council Chamber, as circulated to Councillors be taken as read and confirmed.

CARRIED

Attachment Number: 1

5 PUBLIC QUESTION AND SUBMISSION TIME

Community members wishing to ask questions at council meetings may do so, in writing, at least 24 hours prior to the council meeting. Both the question and answer will be read out at the meeting. Questions may be submitted by mail, email info@hindmarsh.vic.gov.au or delivered in person to a council customer centre but are limited to two questions and 100 words including any pre-amble. Offensive, trivial and repetitive questions, 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.

No public questions or submissions received.

6 ACTIVITY REPORTS

COUNCILLOR ACTIVITIES: 30 January – 26 February 2024

6.1 Cr IRELAND, MAYOR

Date	Meeting/Event	Location	Comments
31/01/2024	Rainbow Youth Council Interviews		
31/01/2024	Consultation with CEO re upcoming agenda		
01/02/2024	Youth council interviews	Jeparit	
05/02/2024	Media release prepared for CEO resignation		
07/02/2024	Council briefing	Nhill	
07/02/2024	Council meeting	Nhill	
08/02/2024	Addressed all council staff regarding resignation of CEO and actions going forward	Nhill	
08/02/2024	Dimboola Cuppa Connections	Dimboola	
08/02/2024	Mayoral matters article to media		
08/02/2024	Quarterly regional mayor and CEO lunch and meeting	Horsham	Meeting with various representatives from BGLC and the Justice dept from Melbourne to discuss the recognition and land settlement treaty.
08/02/2024	Radio interview with ABC regarding council meeting		
09/02/2024	Youth council presentation night		
12/02/2024	Jeparit town advisory meeting		
20/02/2024	Wimmera mallee pioneer museum meeting		
20/02/2024	Drop in session Dimboola Hub	Dimboola	Regarding future of the Senior citizens building
22/02/2024	Zoom meeting		Regarding recommendations to changes in

	regarding consultation paper		the governance laws. Heavily based around mayor and Councillor training and code of conduct consistency.
22/02/2024	Yurunga Homestead meeting		
24/02/2024	Guest speaker at the Peter Taylor barefoot waterskiing event		

6.2 Cr BYWATERS, DEPUTY MAYOR

No activity report received.

6.3 Cr GERSCH

Date	Meeting/Event	Location	Comments
29/01/2024	Citizenship Ceremony	Nhill	
05/02/2024	Youth council interviews	Nhill	
05/02/2024	Information Centre roster	Nhill	
07/02/2024	Council briefing	Nhill	
07/02/2024	Council meeting	Nhill	
08/02/2024	RCV interviews		
16/02/2024	RCV board meeting		

6.4 Cr NELSON

Date	Meeting/Event	Location	Comments
07/02/2024	Council Briefing	Nhill	
07/02/2024	Council Meeting	Nhill	
09/02/2024	Youth Council presentations / dinner	Dimboola	
20/02/2024	Meeting re Dimboola Senior Citizens Building	Dimboola	
23/02/2024	Western Highway Action Committee meeting	Horsham	
24/02/2024	Peter Taylor Barefoot Waterski Tournament	Dimboola	

6.5 Cr ISMAY

Date	Meeting/Event	Location	Comments
01/02/2024	Rainbow Rises amenities buildings discussion with		

	Simon Landrigan		
05/02/2024	Rainbow Rises Events AGM		
05/02/2024	Rainbow Rises General meeting		
07/02/2024	Council Briefing	Nhill	
07/02/2024	Council Meeting	Nhill	
09/02/2024	Youth Council presentation	Dimboola	
19/02/2024	Rainbow Town committee meeting		

6.6 Cr ALBRECHT

Date	Meeting/Event	Location	Comments
05/02/2024	Youth Council Interviews	Nhill	
07/02/2024	Hindmarsh Shire Council Briefing	Nhill	
07/02/2024	Hindmarsh Shire Council Meeting	Nhill	
09/02/2024	Youth Council Presentation	Dimboola	
11/02/2024	Nhill Town Committee Planning Day	Nhill	

7 CORRESPONDENCE

No correspondence.

8 PLANNING PERMITS

No planning reports.

9 REPORTS REQUIRING A DECISION

9.1 ASSET DISPOSAL SALE – 41 VICTORIA STREET, DIMBOOLA (KNOWN AS DIMBOOLA SENIOR CITIZENS BUILDING)

Responsible Officer: Director Infrastructure Services

Introduction:

This report seeks approval from Council to commence the process to dispose of the asset currently known as the Dimboola Senior Citizens Centre, located at 41 Victoria Street Dimboola through sale of the property. The recommendation is based on the feedback from the recent community consultation session in Dimboola.

Discussion:

Council has a number of buildings across the Shire that are approaching end of life or are already at end of life. This report discusses an option to reduce the number of buildings by selling assets that are surplus to Council's needs and becoming ongoing liabilities.

The last condition and valuation audit on Council's building assets showed many were in fair to poor condition – with operation and maintenance costs increasing to meet user demand. Dimboola Senior Citizens Centre has not been utilised post covid and has shown some significant deterioration pattern. This particular asset will need a significant amount of investment to make it suitable for use. The community, however, does not have a defined pattern of use for this building. This justifies the need for disposal of this building.

During March 2022, Council undertook discussions with members of the community seeking the re-establishment of the Senior Citizens. No support was achieved at the meeting.

At the August 2023 Council meeting, Council resolved to advertise its intention to dispose of the asset calling for submissions from the community. Six submissions were received with two submissions being heard at the October 2023 Council meeting. The predominant request from the submissions was for the community to have time to consider uses for the building. It was decided a specific community meeting should be held on the matter and this was held on Tuesday 20 February 2024. Those in attendance (approximately 14) discussed the current state of the building, works required, and suitable other locations within Dimboola for use by community groups.

The general opinion at the community meeting was to move to sell the building and invest the funds secured through proceeds of sale in Dimboola. In the situation where this building does not get sold due to buildings structural defects, those in attendance at the meeting wished to demolish the building for the purpose of a community garden.

There is also a significant Olive tree at the rear of the block which many community members would like to see retained. The general consensus was to put this tree into the heritage listing to protect it from being removed.

Options:

1. Council approves the disposal of the asset through a public sale process.
2. Council investigates the ability to demolish the building and establish a user or community group for a community garden.
3. Council undertakes the repairs at significant cost for the building and seeks to find a user.

Link to Council Plan:

Built and Natural Environment - Well maintained physical assets and infrastructure to meet community and organisational needs.

Financial Implications:

Council will incur selling and legal fees for the sale of the property. Upon the sale of the property rates and charges may be able to be levied. Council will no longer be responsible for the Fire Services Levy and insurance and maintenance on the property. Costs will be re-couped through any ultimate sale of the property.

There are significant financial implications from the current needs of the buildings that Council is responsible for. Many of these buildings are non-revenue generating and are approaching or are at the end of life. There are minimal grants available for many of these buildings and Council buildings all have condition audits and valuations undertaken on them every four years with the next audit to take place in the 24/25 financial year.

Demolition of the building would be approximately \$60,000 given the presence of asbestos.

Risk Management Implications:

Strategic Risk Description	Risk Management Discussion
Asset Management	It is critical that Council and the community understand the principles around Asset Lifecycle and the financial implications of the cycle for Council. The appropriate planning for the buildings includes asking the community what they need for the future. This can sometimes be a difficult discussion if we are attempting to be aspirational but dealing with demographic change and needs.
Financial Sustainability	The costs involved in maintaining or repairing the building for no known use are prohibitive.

Relevant legislation:

Under Section 114 of the *Local Government Act 2020* (Act) Restriction on power to sell or exchange land (2) Before selling or exchanging the land, the Council must—

- (a) at least 4 weeks prior to selling or exchanging the land, publish notice of intention to do so—
 - (i) on the Council's Internet site; and
 - (ii) in any other manner prescribed by the regulations for the purposes of this subsection; and
- (b) undertake a community engagement process in accordance with its community engagement policy; and
- (c) obtain from a person who holds the qualifications or experience specified under section 13DA(2) of the *Valuation of Land Act 1960* a valuation of the land which is made not more than 6 months prior to the sale or exchange.

Community engagement:

Council advertised its intention to dispose of the asset in the locally circulating newspaper and on the internet for four weeks. As a result, six submissions were received, with two submitters speaking at the October 2023 Ordinary Council meeting requesting further time and specific engagement in the community over the proposal.

A community meeting was held on Tuesday 20 February 2024 and approximately 14 people attended with the consensus being to move to the disposal of the asset with consideration of the significant tree on the property.

Gender equality implications:

The building was not being used by any clubs or groups and as recently as March 2022 Council sought tenants for the building. Following the cessation of the Senior Citizens Group, there are several groups that use the refurbished library facility to meet. The impact is more significant on the older demographic and ensuring they have safe and accessible meeting spaces which the newly refurbished library facility provides.

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 – Mick Henderson, Manager Assets & Facilities

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

Officer Responsible – Ram Upadhaya, Director Infrastructure Services

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

Communications Strategy:

Following the Council resolution – the potential disposal of the asset will be communicated to the Dimboola community through the locally circulating newspaper and the internet.

Next Steps:

Should Council resolves to dispose of 41 Victoria Street Dimboola a real estate agent will be appointed to undertake the sale of the property.

RECOMMENDATION:

That Council:

- 1. approves the disposal of 41 Victoria Street, Dimboola; and***
- 2. authorises the CEO to undertake the sale process and sign all necessary documents for sale of land and the building located at 41 Victoria Street, Dimboola.***

MOVED: CRS D Nelson/W Bywaters

That Council defer the disposal of 41 Victora Street, Dimboola and apply for Heritage listing of the significant olive tree.

CARRIED

**9.2 HINDMARSH SHIRE COUNCIL BUSINESS ASSISTANCE GRANTS PROGRAM
2023-2024 ROUND 2**

Responsible Officer: Acting Director of Corporate and Community Services

Attachment Numbers: 2 – 3 (*Attachment 3 is confidential*)

Introduction:

This report seeks approval from Council to provide funding to eligible businesses through Round 2 of the Business Assistance Grants 2023/2024 program.

Discussion:

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

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

Council has allocated \$20,000 towards the 2023/24 Business Assistance Grants program in the 2023/2024 Annual Budget. This allocation is split into two categories.

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

Applications for this Round of the Business Assistance Grants Program closed at 5:00pm on Friday 09 February 2024 with four (4) applications received that requested funding totalling \$9,398.00.

Category	Number of Applicants	Funding Available	Total Amount Requested
Business Development	1	\$8,100.00*	\$2,000.00
Streetscapes	3		\$7,398.00
TOTAL	4		\$9,398.00

**Note: As per council meeting Wednesday 27 September 2023 council allocated \$7,500.00 to Dimboola Ski Club from Business Assistance grant funding. Round one funding allocated \$4,400.00 leaving a balance of \$8,100.00 available for Round 2.*

Applications must meet the following criteria 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 planned operation),
- Demonstrate an economic benefit and value for money,
- Demonstrate that the project will result in the creation and / or retention of employment,
- Demonstrate a financial viability of the business,
- 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.

Only one application can be submitted per business.

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:

<p>Why? 30%</p>	<ul style="list-style-type: none"> • Explain the demonstrated need for the project • How will the project improve the business operations and economic situation?
<p>What? 30%</p>	<ul style="list-style-type: none"> • Provide a brief summary of what you are going to do. • Complete and submit a Risk Assessment for the project • Provide detail on how Hindmarsh Shire Council's contribution will be recognised and acknowledged.
<p>How? 40%</p>	<ul style="list-style-type: none"> • Provide quotes/ information on specific item(s) that funds will be used to purchase. • Provide the organisations banking details and evidence that the organisation can complete the project on time and within budget. • Complete the budget and in-kind contribution templates • How will your projects success be measured? (including number of

	employment opportunities gained) <ul style="list-style-type: none">• Provide a copy of a bank statement to demonstrate financial viability• If the property is leased or rented provide written consent from property owners for streetscape applications.
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Business Development: up to \$2000 (business must match \$1:\$2 to grant)

This grant stream 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:

1. **Pink Lake Creative, Dimboola (Business Development)** seeks funding of \$2,000.00 to develop a formal marketing plan for their business that is focused on screen media and digital design services. This business has two strands, one of which is development and production of new screen content and the other the delivery of storytelling workshops, screen content and interactive augmented reality content for a range of government and institutional clients.

Assessment Score – 21/22

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

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

Applications:

1. **Mallee Magic, Rainbow (Streetscapes)** seeks funding of \$1,398.00 to help towards the cost of repainting the shop front façade and get a sign in the window to revitalise the look of the shop and encourage locals and visitors to stop and have a look in the shop.

Assessment Score – 19/22

2. **Cambrelle’s, Nhill (Streetscapes)** seeks funding of \$3,000.00 to help towards the cost of repairs and downsizing the shop window to eliminate sun damage and to establish an area where they can do some creative showcase displays. The Façade will be glass and timber cladding.

Assessment Score – 19/22

3. **XDirect P/L-Trading as The Forbidden Forest, Dimboola (Streetscapes)** seeks funding of \$3,000.00 to help towards the cost of new signage and painting of front façade and posts for their newly opened business is Dimboola.

Assessment Score – 20/22

All application assessments are contained in Attachment 2.

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

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, noting that the amount requested exceeds the budgeted amount by \$1,298.00 and Council would be required to reallocate budget in order to cover the excess amount. Based on the assessment scoring, Council could allocate the budgeted amount as follows (proportionate to the weighted score):

Option 1:

No additional budget allocation:

Applicant	Amount Requested	Total Project Cost	Recommended Allocation
Pink Lake Creative	\$2,000.00	\$4,500.00	\$1,825.75
Mallee Magic	\$1,398.00	\$2,097.01	\$1,123.75
Cambrelle's	\$3,000.00	\$13,090.00	\$2,506.75
Xdirect P/L trading as The Forbidden Forest	\$3,000.00	\$4,500.00	\$2,643.75
Total	\$9,398.00	\$24,187.01	\$8,100.00

These totals were determined by applying the weighted score (as a percentage) to the total requested amount, and then reducing the recommended allocation equally across all applicants to bring the total allocated to within budget.

Option 2:

Additional budget allocation:

Applicant	Amount Requested	Total Project Cost	Recommended Allocation
Pink Lake Creative	\$2,000.00	\$4,500.00	\$2,000.00
Mallee Magic	\$1,398.00	\$2,097.01	\$1,398.00
Cambrelle's	\$3,000.00	\$13,090.00	\$3,000.00
Xdirect P/L trading as The Forbidden Forest	\$3,000.00	\$4,500.00	\$3,000.00
Total	\$9,398.00	\$24,187.01	\$9,398.00

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 \$8,100.00. This is made up of the 2023/2024 budget allocation of \$20,000.00 for both round one and round two.

As per the Council Meeting held on Wednesday 27 September 2023, Council allocated \$7,500.00 to Dimboola Ski Club from Business Assistance grant funding. Funding allocated for Round One was \$4,400.00, leaving a balance of \$8,100.00.

Risk Management Implications:

Strategic Risk Description	Risk Management Discussion
Community Needs	Business Assistance Grants support Council's economic landscape and community resources by encouraging innovation and supporting the success of local enterprise.

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:

This decision images specific businesses rather than the 'general public,' so it has been determined that due to the lack of direct and significant impact on the community, 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 – Jennie Hauselberger, Community Development and Project Officer.

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

Officer Responsible – Petra Croot, Acting Director of Corporate and Community Services

In providing this advice as the Officer Responsible, 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 based on the eligibility and assessment criteria, Council approves the following successful 2023 – 2024 Round 2 Business Assistance Grants:

a) Business Development

- ***\$1,825.75 to Pink Lake Creative***

b) Streetscapes

- ***\$1,123.75 to Mallee Magic***
- ***\$2,506.75 to Cambrelle's***
- ***\$2,643.75 to XDirect T/A The Forbidden Forest***

MOVED: CRS M Albrecht/W Bywaters

That based on the eligibility and assessment criteria, Council approves the following successful 2023 – 2024 Round 2 Business Assistance Grants:

a) Business Development

- ***\$2,000 to Pink Lake Creative***

b) Streetscapes

- ***\$1,398 to Mallee Magic***
- ***\$3,000 to Cambrelle's***
- ***\$3,000 to XDirect T/A The Forbidden Forest***

TOTAL FUNDING ALLOCATED: \$9,398.00

CARRIED

Attachment numbers: 2 – 3 (Attachment 3 is confidential)

Cr W Bywaters declared a general conflict of interest as she is a member of the Nhill Silo Committee and left the room at 3:29pm.

9.3 HINDMARSH SHIRE COUNCIL COMMUNITY ACTION GRANTS PROGRAM 2023-2024 ROUND 2

Responsible Officer: Acting Director Corporate and Community Services

Attachment Numbers: 4 – 5 (*Attachment 5 is confidential*)

Introduction:

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

Discussion:

The Community Action Grants Program was established to support communities to provide services and to assist with community development, social action, and connectedness. \$20,000.000 has been allocated to the program and is categorised into three areas:

- Community Assistance
- Event Sponsorship
- Small Equipment

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

At the time of closing on Friday 9 February 2024, eleven (11) applications were received requesting funds totalling **\$9,548.97**.

Following the allocation of funds from Round 1, available funds for Round 2 total \$8,788.09.

Category	Number of Applications	Funding Available	Total Amount Requested
Community Assistance	Three (3)	Round 2 \$8,788.09	\$2,600.00
Event Sponsorship	Two (2)		\$1,000.00
Small Equipment	Six (6)		\$5,948.97
TOTAL	Eleven (11)		\$9,548.97

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 (if applicable).

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 Event Sponsorship 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.

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

Community Assistance: up to a \$1,000.00 to assist with eligible projects that do not fit under the two other categories of the Community Action Grants Program.

There were three (3) applications in this category for this round, requesting a total of \$2,600.00.

Applicants:

1. **Snape Reserve Trust for Nature Committee of Management, Dimboola** seeks funding of \$600.00 to install 9 bush seats at various locations around the reserve. The seating will give locals and visitors a place to rest in some of the best birding watching areas.
Assessment Score – 23/26

2. **Nhill Lake Committee of Management** seeks funding of \$1,000.00 for installation and improvement of public safety signage. New signage will benefit the community and visitors by providing them with clear and accurate information.
Assessment Score – 20/26

3. **Friends of Lake Albacutya Regional Park Inc** seeks funding of \$1,000.00 to utilise an unused tank at the amenities block at Western Beach and convert into a CFA access tank for emergencies. This tank will increase access and availability of water in times of need and will improve social connections with the community by working with Parks Victoria, CFA, and other emergency services.
Assessment Score – 23/26

Event Sponsorship: 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 were Two (2) applications with a total funding request of **\$1,000.00**.

Applicants:

1. **Winiam Hall Committee** seeks funding of \$500.00 towards hosting an educational and social function in the form of a hummus making workshop on Friday 5 March 2024. There will be 30 participants and they will be shown how to make traditional Greek hummus in three different flavors sourced from locally grown chickpeas.

Assessment Score - 24/26

2. **Nhill A & P Society** seeks funding of \$500.00 towards Messy Play and Face Painting activities for the Nhill Show in October 2024. The Messy Play Company helps encourage and bring the joy of experimentation and fun to kids and adults while face painting allows children to become creative with their imagination. Both activities would be free to patrons that visit the show.

Assessment Score – 23/26

Small Equipment: up to \$1,000.00 towards the purchase of small equipment items.

There were six (6) applications for this category with a total funding request of **\$5,948.97**.

Applicants:

1. **Dimboola Hockey Club** seeks funding of \$1,000.00 to purchase a junior goalkeeper kit and club equipment to allow new players able to borrow. Dimboola Hockey Club is working on building up their junior teams and under 16's following several years of decline during and following COVID.

Assessment Score – 25/26

2. **Nhill Silo Heritage Project** seek funding of \$977.00 towards a BGA 86 which is a battery blower for removing leaves, plant waste and dirt to maintain and preserve the Noske Silo complex and to make it more attractive for tours to show people the workings of the silo.

Assessment Score: 20/26

3. **Jeparit and District Historical Society** seeks funding of \$1,000.00 towards the purchasing of appropriate archival storage materials. An assessment was conducted, and it was determined that increased and improved storage facilities were "desperately needed" because there is a lot of material that tells the history of Jeparit that is not appropriately archived and stored. Items include photographic materials, newspapers, business and government journal, school records and materials from private collections.

Assessment Score: 21/26

4. Rainbow Badminton Club seeks funding of \$1,000.00 for the purchasing of equipment to set up the Badminton courts. The Club has had to relocate due to plans to demolish the Rainbow P12 Assembly Hall. The Mecca Committee has offered the Club the opportunity to relocate to the Mecca Hall, however the hall does not court markings and no options to install a net. The grant would assist the Club in its plans to relocate to the Mecca.

Assessment Score: 25/26

5. Rainbow Bowling Club seeks funding of \$1,000 for an ASC Mechanical Vacuum Sweeper. It would assist with the removal of items such as leaves and grass cuttings, twigs, feathers that wind has blown onto the synthetic playing surface. The equipment would help prolong the life of the synthetic green at the Rainbow Bowls Club.

Assessment Score – 21/26

6. Wimmera Mallee Pioneer Museum seeks funding of \$971.97 to assist in the purchase of a laptop computer, portable hard drive, and mouse to digitise and catalogue the Wimmera Mallee Pioneer Museum’s domestic artefacts, photographs, documents, and textiles collections.

Assessment Score – Ineligible. Wimmera Mallee Pioneer Museum Committee is a Community Asset Committee of Council and receives \$20,000.00 per year from Council to assist with the maintenance of the asset. Funding for the laptop can be allocated from this budget.

All application assessments are contained in Attachment 4.

Options

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

Option 1:

Based on the assessment scoring, Council could allocate the budgeted amount as follows:

Applicant	Amount Requested	Total Project Cost	Recommended Allocation
Community Assistance - \$2,600.00			
Snape Reserve Trust for Nature Committee of Management	\$600.00	\$814.32	\$600.00
Nhill Lake Reserve Committee of Management	\$1,000.00	\$1,000.00	\$1,000.00
Friends of Albacutya Regional Park Inc	\$1,000.00	\$1,591.29	\$1,000.00

TOTAL	\$2,600.00	\$3,405.61	\$2,600.00
<i>Event Sponsorship - \$1,000.00</i>			
Winiam Hall Committee Inc	\$500.00	\$1,400.00	\$500.00
Nhill A & P Society Inc	\$500.00	\$660.00	\$500.00
TOTAL	\$1,000.00	\$2,060.00	\$1,000.00
<i>Small Equipment - \$5,948.97</i>			
Dimboola Hockey Club	\$1,000.00	\$1,838.90	\$1,000.00
Nhill Silo Heritage Project	\$977.00	\$977.00	\$977.00
Jeparit and District Historical Society	\$1,000.00	\$3,181.67	\$1,000.00
Rainbow Badminton Club	\$1,000.00	\$1,849.70	\$1,000.00
Rainbow Bowls Club	\$1,000.00	\$1,985.50	\$1,000.00
Wimmera Mallee Pioneer Museum	\$971.97	\$971.97	\$0.00
TOTAL	\$5,948.97	\$10,804.74	\$4,977.00
FULL TOTAL	\$9,548.97	\$16,270.35	\$8,577.00

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, and
- 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. Following allocations from Round 1 the balance of funding for the Community Action Grants, Round 2 is \$8,788.09.

Risk Management Implications:

Strategic Risk Description	Risk Management Discussion
Community Needs	The delivery of Community Action Grants ensures that Council provides timely and targeted support to groups working within the community to strengthen services, connection and opportunities. The funding enables self-determination and groups an identify their own projects and needs when requesting support.

Community Engagement:

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

Gender equality implications:

This decision images specific community organisations rather than the ‘general public’, so it has been determined that due to lack of direct and significant impact on the community, 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 – Nan Da San Bleh Dah, Community Development and Youth Officer.

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

Officer Responsible – Petra Croot, Acting Director Corporate & Community Services.

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

Communications Strategy:

The Community Action Grants Program has been promoted through the following channels:

- Council’s Facebook Page
- Council’s website
- Media release distribution
- E-marketing to appropriate community organisations

Following Council’s endorsement of the allocation of funding, further media releases, promotion of outcomes and direct communication with applicants will be undertaken.

RECOMMENDATION:

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

Community Assistance

- 1. A grant of \$600.00 – Snape Reserve Trust for Nature**
- 2. A grant of \$1,000.00 – Nhill Lake Reserve Committee of Management**
- 3. A grant of \$1,000.00 – Friends of Lake Albacutya Regional Park Inc**

Event Sponsorship

- 1. A grant of \$500.00 – Winiam Hall Committee Inc.**
- 2. A grant of \$500.00 – Nhill A & P Society Inc**

Small Equipment

- 1. A grant of \$1,000.00 – Dimboola Hockey Club**
- 2. A grant of \$977.00 – Nhill Silo Heritage Project**
- 3. A grant of \$1,000.00 – Jeparit and District Historical Society**
- 4. A grant of \$1,000.00 – Rainbow Badminton Club**
- 5. A grant of \$1,000.00 – Rainbow Bowls Club**

TOTAL RECOMMENDED FUNDING ALLOCATED: \$8,577.00

MOVED: CRS R Ismay/D Nelson

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

Community Assistance

- 1. A grant of \$600.00 – Snape Reserve Trust for Nature**
- 2. A grant of \$1,000.00 – Nhill Lake Reserve Committee of Management**
- 3. A grant of \$1,000.00 – Friends of Lake Albacutya Regional Park Inc**

Event Sponsorship

- 1. A grant of \$500.00 – Winiam Hall Committee Inc.**
- 2. A grant of \$500.00 – Nhill A & P Society Inc**

Small Equipment

- 1. A grant of \$1,000.00 – Dimboola Hockey Club**
- 2. A grant of \$977.00 – Nhill Silo Heritage Project**
- 3. A grant of \$1,000.00 – Jeparit and District Historical Society**
- 4. A grant of \$1,000.00 – Rainbow Badminton Club**
- 5. A grant of \$1,000.00 – Rainbow Bowls Club**

TOTAL RECOMMENDED FUNDING ALLOCATED: \$8,577.00

CARRIED

Attachment numbers: 4 – 5 (Attachment 5 is confidential)

Cr W Bywaters returned to the room at 3:31pm.

9.4 POLICY UPDATES

Responsible Officer: Acting Chief Executive Officer

Attachment Numbers: 6 – 12 (*Attachments 8, 9 and 10 are confidential*)

Introduction:

This report presents four Policies for Council consideration:

1. The draft *Body-Worn Camera Policy* to be endorsed for consultation for the period of 7 March 2024 to 21 March 2024. Consultation is proposed to take place by online survey, with written and verbal submission options also available.
2. The draft *Community Engagement Policy* to be adopted following an endorsed period of consultation;
3. The draft *Gender Equality Policy and Guidelines* to be adopted with minor formatting updates.
4. The draft *Live Streaming and Publishing Records of Council Meetings Policy* with minor wording changes regarding streaming and publishing platforms.

Discussion:

Body-Worn Camera Policy

The Body-Worn Camera Policy provides guidance to Authorised Officers, employees, elected representatives, and other stakeholders on the ethical, lawful, and efficient use of body-worn cameras (BWCs) and recorded data. The purpose of Body-Worn Cameras is to promote and maintain a safe work environment (e.g., by discouraging and documenting occupational violence) and will assist Authorised Officers in carrying out their operational tasks related to investigation of breaches of Acts, regulations, and the Hindmarsh Shire Council Municipal Local Laws. The Policy has been formally endorsed by Council's Health and Safety Committee.

Working in isolation and the occurrence of harassment and abuse are significant risks to the health and safety of Council staff. Given the scope of our operations and staff resource limitations, Council must think proactively and progressively about safety initiatives that reduce the risk of occupational violence to staff working alone in high-risk situations. Council has developed a draft operational procedure that provides for the implementation of the Body-Worn Camera Policy.

Body-worn cameras are not intended for monitoring residents. Their primary purpose is to record interactions between Authorised Officers and the public while upholding privacy rights. Council Officers will adhere to all relevant privacy legislation, including but not limited to the *Privacy and Data Protection Act 2014 (PDP Act)*, when using body-worn cameras and when managing recorded data. Any personal information contained in recorded data will be kept confidential by all Council employees, contracted Authorised Officers and other parties to whom it is disclosed and otherwise handled in accordance with the Council's privacy policy and legal obligations.

In recognition of the privacy implications of this program, Council Officers have also completed a Privacy Impact Assessment (PIA). A PIA is a process for analysing a program's impact on individuals' information privacy. The process of conducting a PIA helps identify potential privacy risks and develop risk mitigation strategies to address these privacy impacts before a project or initiative commences. Although conducting a PIA is not mandatory under Victorian privacy law, VPS organisations are required to comply with Part 3 of the PDP Act. The process of undertaking a PIA can assist organisations in assessing a program against the 10 Information Privacy Principles (IPPs), contained in Schedule 1 of the PDP Act.

It is recommended that Council present the policy to the Community and invite feedback prior to formal adoption.

Community Engagement Policy

At the Council Meeting held on 7 February 2024, the Draft Community Engagement Policy was endorsed for a period of community consultation for the period 8 February 2024 to 22 February 2024. The consultation included seeking feedback on effective consultation methods that could be used to improve Council's engagement practices. At the close of the consultation period, 3 submissions were received.

None of the submissions noted that amendments were required to the Community Engagement Policy, however key points were made that can inform how Council improves our engagement processes into the future, namely:

- Increasing awareness of consultation opportunities; and
- Communicating outcomes with the community.

It is recommended that Council adopt the Community Engagement Policy and that feedback provided during the consultation process is absorbed into our engagement planning and delivery. Submissions contain confidential information regarding the submitters and have been provided to Council for noting as confidential attachments.

Gender Equality Policy and Guidelines

The Gender Equality Policy and Guidelines are due for review in accordance with the review cycle. The document reiterates and affirms Council's commitment to the principles and actions contained within the *Gender Equality Act 2020*. Council Officers have undertaken a review of the Policy and determined that only minor formatting amendments be made. Council has several other operational documents that guide Council's actions in this area, including:

- The Gender Equality Action Plan
- The Executive Leadership Statement of Commitment to Gender Equality
- Participation in the People Matters Survey
- Completion of the Gender Equality Act progress reporting, including workforce audit.

It is recommended that Council adopt the revised Policy in recognition of the importance of high-level commitment to the principles and enactment of gender equality.

Live Streaming and Publishing Records of Council Meetings Policy

This policy has been reviewed with minor updates to refine the publishing options for Council throughout the policy to include all Council social media platforms and Council’s website. This ensures that should there be technical difficulties with the live-stream, the recording can still be published in an alternative location to Facebook.

Options:

1. Council can choose to adopt the Community Engagement Policy, Gender Equality Policy and Guidelines, and Live Streaming and Publishing Recordings of Council Meeting Policy, and endorse the Body-Worn Camera Policy for community consultation; or
2. Council can choose to amend the Policies prior to adoption and endorsement; or
3. Council can choose to not adopt the Community Engagement Policy, Gender Equality Policy and Guidelines, and Live Streaming and Publishing Recordings of Council Meeting Policy and not endorse the Body-Worn Camera Policy for community consultation.

Link to Council Plan:

A community well informed and engaged.
 Strong governance practices.

Financial Implications:

Nil.

Risk Management Implications:

Strategic Risk Description	Risk Management Discussion
Community Needs	Ensuring that Council policies are up-to-date, clear, and accessible supports effective engagement between Council and the community on important issues and the delivery of key policies, programs and plans. The Community Engagement Policy ensures that Council and the community are building a strong and effective engagement relationship through clearly defined terms and methodologies that are underpinned by Council’s values. Strong engagement practices result in community projects, programs and services that are purpose-built, meeting identified needs and efficiently using Council resources. The Body-worn Camera Policy ensures that community and officer safety is supported in the delivery of critical services, including the administration of local laws and environmental health services.

Governance	Establishing a policy that provides for Community Engagement activities ensures that Council is compliant with the <i>Local Government Act 2020</i> . Establishing a Body-worn Camera Policy ensures that Council is delivering a program that is underpinned by appropriate governance and legislative frameworks and that all key factors, namely privacy, are built into the Policy and any implementation plan.
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Relevant legislation:

Local Government Act 2020

Gender Equality Act 2020

Privacy and Data Protection Act 2014

Community engagement:

The draft Community Engagement Policy was made available for public consultation for the period of 8 February 2024 to 22 February 2024.

The draft Body-worn Camera Policy is proposed to be made available for public consultation for the period between 7 March 2024 and 21 March 2024.

Gender equality implications:

A Gender Impact Assessment has been completed for the Community Engagement Policy.

Conflict of Interest:

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

Author – Petra Croot, Acting Director Corporate and Community Services

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

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:

The draft Body-Worn Camera Policy will be made available on Council’s website and in hardcopy on request. The consultation period and process will be advertised via Council’s website, newsletters, Facebook page and via public advertisement in local newspapers and posters in public locations, including libraries and businesses.

If adopted, the Community Engagement Policy, Gender Equality Policy and Guidelines and Live Streaming and Publishing Records of Council Meetings Policy will be distributed to Councillors and staff, published on Council’s website and advertised via Council’s Social Media pages.

Next Steps:

Council officers will undertake the consultation and communication processes detailed in this report.

RECOMMENDATION:

That Council:

- 1. Endorses the draft Body Worn Camera Policy for community consultation for the period 7 March 2024 to 21 March 2024;***
- 2. Adopts the Community Engagement Policy;***
- 3. Adopts the Gender Equality Policy and Guidelines; and***
- 4. Adopts the Live Streaming and Publishing Recordings of Council Meetings Policy.***

MOVED: CRS R Gersch/M Albrecht

That Council:

- 1. Endorses the draft Body Worn Camera Policy for community consultation for the period 7 March 2024 to 21 March 2024;***
- 2. Adopts the Community Engagement Policy;***
- 3. Adopts the Gender Equality Policy and Guidelines; and***
- 4. Adopts the Live Streaming and Publishing Recordings of Council Meetings Policy.***

CARRIED

Attachment numbers: 6 – 12 (Attachments 8, 9 and 10 are confidential)

9.5 DELEGATIONS UPDATE

Responsible Officer: Acting Chief Executive Officer

Attachment Numbers: 13 – 15

Introduction:

This report seeks the formal appointment of Council Officers as Authorised Officers or delegated officers through the adoption of the following updated Instruments of Delegation:

- S6 Delegation from Council to Council Staff
- S11A *Planning and Environment Act 1987 (P & A Act 1987)* Delegation
- S18 Sub-Delegation under the *Environmental Protection Act 2017 (EPA Act 2017)*

Discussion:

S6 Instrument of Delegation

The S6 Instrument of Delegation from Council to members of Council staff (**Attachment 13**) 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 October 2023.

Changes made to the S6 Instrument of Delegation include updated delegations to staff to reflect current roles (including role titles) and responsibilities and to ensure that there is a secondary delegate for all applicable functions and responsibilities.

S11A Planning and Environment Act 1987 Delegation

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

Council Officers have prepared the Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) (**Attachment 14**) which seeks to appoint the following officers as authorised officers under the *Planning and Environment Act 1987* –

- Michelle Stewart (Environmental Health Officer)
- Ram Upadhyaya (Director Infrastructure Services)

Appropriate authorisations allow Council and Council staff to operate effectively and within legislative frameworks.

S18 Sub-Delegation under the Environmental Protection Act 2017

The *Environment Protection Act 2017* and Environment Protection Regulations 2021 came into effect on 1 July 2021. Under the new Act and Regulations, the scope of Council's role as a regulator has not changed, however, there have been changes to the laws and powers

of councils, including a new delegation of powers directly from the Environment Protection Authority Victoria (EPA) to Councils.

Pursuant to section 437(1) of the Act, the EPA has issued an Instrument of Delegation dated 4 June 2021 directly to Council. Following this, Council can sub-delegate these powers, as conferred by section 437(2) of the Act, to Council officers. The Instrument of Sub-Delegation from Council to Members of Council Staff (**Attachment 15**) reflects this advice and is presented to Council for adoption.

Council’s current S18 Instrument was endorsed at the Council meeting held on 31 May 2023 – a review has been undertaken to ensure that it reflects the positions and responsibilities of the current organisational structure.

Options:

Council can:

1. approve the delegations and authorisations outlined in the attached Instruments;
2. modify the delegations and authorisations outlined in the attached Instruments;
3. choose to not adopt the Instruments 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:

Strategic Risk Description	Risk Management Discussion
Organisational Culture and Capability Governance	Failure to update the Instruments of Delegation on a regular basis to accommodate required changes to legislation, organisational structure and position title changes may result in operational inefficiency and lead to decisions becoming invalid. The delegations have been reviewed by the Manager People and Performance in consultation with implicated staff to ensure that all parties are cognisant of the responsibilities and obligations prescribed within the Instruments. 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.

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.

Author – Petra Croot, Acting Director Corporate and Community Services

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

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:

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 attached S18 Instrument of Sub-Delegation under the Environmental Protection Act 2017, S11A Instrument of Delegation under the Planning and Environment Act 1987 and S6 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 Instruments of Delegation to members of Council staff, the powers, duties and functions set out in each Instrument, subject to the conditions and limitations specified in that Instrument.***
- 2. The S11A Instrument of Delegation under the Planning and Environment Act 1987 comes into force immediately when the common seal of Council is affixed to the Instrument;***
- 3. The S18 Instrument of Sub-Delegation under the Environmental Protection Act 2017 and S6 Instrument of Delegation from Council to Council Staff come into force immediately upon the resolution being passed and having been signed by the Chief Executive Officer;***
- 4. 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.***
- 5. 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 M Albrecht/R Ismay

In the exercise of the powers conferred by the legislation referred to in the attached S18 Instrument of Sub-Delegation under the Environmental Protection Act 2017, S11A Instrument of Delegation under the Planning and Environment Act 1987 and S6 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 Instruments of Delegation to members of Council staff, the powers, duties and functions set out in each Instrument, subject to the conditions and limitations specified in that Instrument.***

- 2. *The S11A Instrument of Delegation under the Planning and Environment Act 1987 comes into force immediately when the common seal of Council is affixed to the Instrument;***
- 3. *The S18 Instrument of Sub-Delegation under the Environmental Protection Act 2017 and S6 Instrument of Delegation from Council to Council Staff come into force immediately upon the resolution being passed and having been signed by the Chief Executive Officer;***
- 4. *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.***
- 5. *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 numbers: 13 – 15

10 COUNCIL COMMITTEES

10.1 ADVISORY COMMITTEES

Responsible Officer: Acting Chief Executive Officer

Attachment Number: 16

Introduction:

The following Hindmarsh Shire Council Advisory Committees held meetings on the following dates:

- **Rainbow Township Advisory Committee**
General meeting on 19 February 2024

A copy of the minutes for each meeting are included as an attachment for the information of Council.

RECOMMENDATION:

That Council notes the minutes of the Rainbow Town Advisory Committee held on 19 February 2024.

MOVED: CRS R Ismay/M Albrecht

That Council notes the minutes of the Rainbow Town Advisory Committee held on 19 February 2024.

CARRIED

Attachment Number: 16

10.2 COMMUNITY ASSET COMMITTEES

Responsible Officer: Acting Chief Executive Officer

Attachment Numbers: 17 – 18

Introduction:

The following Hindmarsh Shire Council Community Asset Committees held meetings on the following dates:

- **Wimmera Mallee Pioneer Museum Community Asset Committee**
General meeting on 18 December 2023 (*see attachment 17*)
- **Yurunga Homestead Community Asset Committee**
General meeting on 18 January 2024 (*see attachment 18*)

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

RECOMMENDATION:

That Council notes the minutes of the following Community Asset Committees;

- ***Wimmera Mallee Pioneer Museum meeting on 18 December 2023; and***
- ***Yurunga Homestead meeting on 18 January 2024.***

MOVED: CRS D Nelson/R Ismay

That Council notes the minutes of the following Community Asset Committees;

- ***Wimmera Mallee Pioneer Museum meeting on 18 December 2023; and***
- ***Yurunga Homestead meeting on 18 January 2024.***

CARRIED

Attachment Numbers: 17 – 18

11 LATE REPORTS

11.1 AQUATIC FACILITIES GRANT OPPORTUNITY – DIMBOOLA SWIMMING POOL

Responsible Officer: Director Infrastructure Services

Introduction:

This report seeks a resolution from the Council for a funding application under Regional Community Sports Infrastructure Fund for upgrade of Dimboola Swimming Pool with the total project cost of approximately \$800,000 and the Council contribution of up to \$200,000.

Discussion:

In 2023 Council commissioned aquatic engineering reports on the condition of all four pools. The combined reports show that a significant amount of work and funding is required to keep the pools operational as they are predominantly at end-of-life stage in the asset cycle.

In recent years, funding has only been available for change room upgrades and the pools themselves have been considered council maintenance budget responsibility. However, after effective lobbying from many councils and other bodies – this year in the community infrastructure funding guidelines, outdoor aquatic facilities including pool shells have been included as an option for funding.

Each Council is permitted one application in the outdoor aquatic stream and there are approximately 16 requirements to apply for funding.

Dimboola Swimming Pool meets the criteria for funding the most closely of all four pools as it has nearly 50% more attendance than the next pool (Nhill) and has an engineering report that best supports a pool shell replacement. Applying for a grant to undertake:

1. Wet deck conversion to the pool including a balance tank and in pool hydraulics.
2. Expansion joint repair
3. Pool Painting
4. Filtration upgrade to meet DHHS requirements.
5. Solar to replace the existing solar which is not functional and 67% too small for the pool.

Obtaining grant funding to undertake the above works would address all of the major concerns raised in the Dimboola report at a quarter of the cost should Council be successful.

Options:

1. Council applies for a grant through the Aquatic Stream of the Sport and Recreation Infrastructure Funding with contribution amount of approximately \$800,000.
2. Council does not apply for a grant through the Aquatic Stream of the Sport and Recreation Infrastructure Funding.

Link to Council Plan:

A Built Environment that has suitable and sustainable infrastructure to meet community needs.

Financial Implications:

There are several components to the proposed grant which include:

1. Wet deck conversion to the pool including a balance tank and in pool hydraulics
2. Expansion joint repair
3. Pool Painting
4. Filtration upgrade to meet DHHS requirements
5. Solar to replace the existing solar which is non operation and 67% to small for the pool

The budget for these works is \$800,000, meaning Council would need to contribute \$200,000. \$70,000 of the contribution is already allocated to Dimboola Pool through LRCI phase 4, of the \$300,000 in the 2024/25 draft budget \$50,000 could be utilised towards the grant, requiring a further \$80,000 in the 2024/25 budget.

Risk Management Implications:

Strategic Risk Description	Risk Management Discussion
Asset Management	Council has the four pool engineering reports that prioritise funding required to keep the pools operational and safe. This is the first time that Sport and Recreation Funding has allowed for pool shell applications, and it is a 3:1 ratio meaning a substantial amount of the Dimboola report priorities could be met.
Community Needs	All four pools require substantive structural work and are of importance to the their communities, however Dimboola is the most used pool by a significant margin and the funding requires usage as a criteria.
Financial Sustainability	The combined pool reports require significant investment in the structural integrity of the pool shells and this is a grant with a strong funding ratio that could address a costly investment.

Relevant legislation:

Under Section 116 of the *Local Government Act 2020* Council has objectives to consider the economic, environmental and community needs in their decision making.

Community engagement:

Pools and their conditions as well as operations have continued to be raised throughout community consultation and the Dimboola Pool was ranked as medium to high priority in the community plans adopted by Council in February.

Gender equality implications:

The pools are used by a range of demographics and the proposed Sport and Recreation Strategy will look at the gender equality implications across all sporting and aquatic facilities.

A Gender Impact Assessment is required as part of the grant application 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 – Ram Upadhyaya, Director Infrastructure Services

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

Communications Strategy:

Council will advise the community through the locally circulating newspapers, newsletters and online that a grant application has been made in relation to the Dimboola Pool shell and solar.

Next Steps:

Applications for the aquatic stream grant are due by the 28th March. Consultation with Sport and Rec Victoria as well as site specific engineering plans will be completed by 20 March.

A Council resolution or letter from the CEO is required to be included with the application.

RECOMMENDATION:

That Council:

- ***submits a funding application through the Regional Community Sports Infrastructure Fund for upgrades to Dimboola Swimming Pool with total project cost of approximately \$800,000 with a Council contribution of up to \$200,000; and***
- ***authorises the CEO to provide the letter of support required to support the funding application.***

MOVED: CRS D Nelson/W Bywaters

That Council:

- ***submits a funding application through the Regional Community Sports Infrastructure Fund for upgrades to Dimboola Swimming Pool with total project cost of approximately \$800,000 with a Council contribution of up to \$200,000; and***
- ***authorises the CEO to provide the letter of support required to support the funding application.***

CARRIED

12 NOTICES OF MOTION

13 OTHER BUSINESS

14 CONFIDENTIAL REPORTS

In accordance with Section 66 (2) (a) of the *Local Government Act 2020*, Council may close the meeting to the public to consider confidential information. Confidential information is defined by 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) and section 66 (2) (f) 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 REQUEST FOR QUOTATION – CONTRACT NO. 2023-2024-20 – PURCHASE OF TWO LIGHT DUTY 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 RFQ Award for Purchase of two Light Duty Trucks;**
- 14.2 HINDMARSH SHIRE COUNCIL PROPOSAL TO DELIVER LANDCARE FACILITATOR FUNCTION – 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 State Government grant funding that has not yet been executed; and**
- 14.3 NHILL CARAVAN PARK MANAGEMENT - 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 the lease of the Nhill Caravan Park.**

MOVED: CRS R Gersch/D Nelson

That the meeting be closed in accordance with section 66 (2) (a) and section 66 (2) (f) 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 REQUEST FOR QUOTATION – CONTRACT NO. 2023-2024-20 – PURCHASE OF TWO LIGHT DUTY 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 RFQ Award for Purchase of two Light Duty Trucks;**
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- 14.3 NHILL CARAVAN PARK MANAGEMENT - 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 the lease of the Nhill Caravan Park.**

CARRIED

15 LATE CONFIDENTIAL REPORTS

16 RESUMING INTO PUBLIC SESSION

17 MEETING CLOSE

There being no further business, Cr B Ireland declared the meeting closed at 4:35pm.



Hindmarsh
Shire Council

**Administration
Centre**

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

email:
info@hindmarsh.vic.gov.au

website:
www.hindmarsh.vic.gov.au

ABN 26 550 541 746

**Customer Service
Centres**

Jeparit

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

Dimboola

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

Rainbow

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

7 March 2024

Mr Ernest & Mrs Shirley Flack



Dear Mr & Mrs Flack

Re: Congratulations – 60th Wedding Anniversary

On behalf of the Mayor, Councillors, and staff of Hindmarsh Shire Council, I would like to extend our congratulations on your 60th wedding anniversary on 22 February 2024.

To reach 60 years of marriage is a remarkable achievement and I am sure that you have shared many enjoyable memories and witnessed and lived through a lot of events and changes during those years.

Wishing you both continued love, joy, and more memories to cherish in the future.

Yours sincerely

Monica Revell
Acting Chief Executive Officer



POLICY

C028 Privacy and Data Protection Policy

1 Purpose

The purpose of this policy is to support Hindmarsh Shire Council in meeting its obligations under the *Privacy and Data Protection Act 2014* in the collection, management, and disclosure of personal information, and to ensure that the Information Privacy Principles are embedded in our operational environment.

2 Scope

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

This policy applies to all personal information held by Council, including information sourced by Council from third parties.

Third Party Contractors Bound by Act

Where a contractor of Council breaches the Information Privacy Principles (IPPs), Council will be held responsible unless the contractor has agreed to be bound by the IPPs in an enforceable contract with the Council.

For this reason, all new contracts should include a provision ensuring that third party contractor, including subcontractors to them, are bound by the IPP's in the same way and to the same extent as Council. Model Terms to be used in contracts, MOU's and/or agreements have been included in section [4.13](#) of this policy.

To assist with compliance the contractor must be provided with a copy of this policy.

3 Definitions

Council	means Hindmarsh Shire Council
IPPs	means Information Privacy Principles
PDPA	means the <i>Privacy and Data Protection Act 2014</i>
Personal information	means information or an opinion about an individual whose identity is obvious or can reasonably be established, other than certain health or generally available information.
Policy	means this Privacy and Data Protection Policy

Primary Purpose	means the purpose/s for which an individual's personal information was collected.
Secondary Purpose	means a purpose related to the primary purpose; or where an individual would reasonably expect Council to use or disclose their personal information.

4 Policy Statement

Council seeks to responsibly manage the personal information it handles and is committed to ensuring full compliance with the IPPs outlined in the PDPA. Council believes that the responsible handling of personal information is a key aspect of democratic governance and is strongly committed to protecting an individual's right to privacy.

4.1 Principle 1 - Collection

4.1.1 The Type of Information Collected

The type of personal information collected by Council will depend on the functions, services, events, and activities offered by Council. The personal information Council typically collects includes, but is not limited to an individual's:

- name
- date of birth
- address
- contact information (email & phone number)
- signature
- vehicle registration number
- payment or billing information

Council will only collect personal information that is necessary for carrying out its functions or activities. Before collection occurs, Council staff must have established the type of personal information they will be collecting and confirm that all personal information proposed to be collected is required for the program, service, or activity they provide. Collecting personal information with no identifiable purpose is not acceptable.

Council must collect personal information only by lawful and fair means and not in an unreasonably intrusive way. Council must have the appropriate power to collect the information it is requesting and that there are no other laws prohibiting such collection.

Information has been collected unfairly if it was obtained by trickery, misrepresentation, deception or under duress. For example, information would have been collected by unfair means if Council knowingly accepts personal information from someone who it knows is under the mistaken belief that they have no choice but to provide said information.

4.1.2 Informed Consent for Collection

Council must take reasonable steps to provide the individual with full information regarding the collection by including a collection notice at the point of collection stating:

- why Council is collecting personal information;
- how that information can be accessed;

- the purpose for which the information is collected; ·
- with whom the Council shares this information;
- any relevant laws; and
- the consequences for the individual if all or part of the information is not collected.

The following collection notice applies to all personal information collected by Council unless specifically stated otherwise:

Hindmarsh Shire Council collects personal information to enable us to perform our statutory functions and provide services, activities and events. Council stores personal information in secure information technology systems and shares information, only when necessary, amongst internal work areas (including contractors) to facilitate a more efficient customer experience across Council's business. If the personal information is not collected, Council may not be able to provide you with Council services, discharge our functions or keep you updated on the progress of your service request.

We will handle any personal information you have provided in this form in accordance with the Privacy and Data Protection Act 2014. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.

4.1.3 Direct Collection and Anonymity

Under normal circumstances Council must collect personal information about an individual only from that individual. This enables individuals to have some control over what is collected, by whom and for what purpose. Direct collection provides the individual with the opportunity to refuse to provide their information. It also makes it more likely that the information collected by Council is relevant, accurate and complete. Information may be collected from a third party where that party has legal authority to act on the primary person's behalf.

However, if Council collects personal information about an individual from someone else, Council must take all reasonable steps to ensure that individual is informed of their rights relating to the information collected.

Where lawful and practicable, Council will offer a person the option of remaining anonymous as part of a transaction with Council. However, as anonymity may limit Council's ability to process a complaint or other matter, Council reserves the right to take no action on any matter where a person chooses not to supply relevant personal information so that it can perform its functions.

4.1.4 Website Third Party Providers

Council uses various external applications to conduct online surveys, send newsletters, reserve tickets, book Council services and measure website use. These external providers may also collect your personal information. To ensure that you are fully informed on how any personal information is being collected it is recommended you read the privacy policy of the third-party provider prior to participating. Following is a list of current third-party providers used on Council's website and/or by Council Committees:

- Mailchimp

- Jotform
- Engagement HQ
- TryBooking
- Eventbrite
- eProcure

4.1.5 Social Media

Council uses Facebook, Instagram, and YouTube to communicate with the public. To protect your own privacy and the privacy of others please do not include any personal information including phone numbers and email addresses. The social networking services will also handle your personal information for its own purposes. These sites have their own privacy policies that users should be aware of.

4.1.6 Visual Surveillance Devices

Corporate Surveillance Devices and Systems installed in public spaces, on council facilities and land.

These systems are managed and monitored by Council employees or contractors. This includes but is not limited to Council offices, pools, libraries, community halls, public toilets, sporting grounds, and waste management facilities.

These devices are used to:

- Support and implement broader crime prevention and reduction strategies;
- Enhance actual and perceived safety and security for staff and users of Council facilities;
- Discourage damage and vandalism of Council assets;
- Detect and manage any illegal activities on Council facilities and land (eg rubbish dumping or graffiti);
- Enhance site security and security for equipment at Council construction sites;
- Support legislated responsibilities and operational business (eg aerial mapping for fire prevention);
- Assist with traffic planning and road management such as traffic counts on local roads;
- Enhance biodiversity activities, such as wildlife monitoring and pest animal control in local bushland and parks;
- Monitor any unauthorised access to 'staff only' areas; and
- Record and promote Council events.

4.2 Principle 2 – Use and Disclosure of Information

Council will take all necessary measures to prevent unauthorised access to, or disclosure of, personal information. Council will only use personal information within Council or disclose it outside of Council for the purpose for which it was collected, unless one the following apply:

- where Council has a person's consent
- for a related secondary purpose a person would reasonably expect
- or as required or permitted by the PDPA or any other legislation.

Council will only use personal information within Council, or disclose it outside Council:

- a) for the primary purpose it was collected;
- b) in accordance with legislative requirements;

- c) for a secondary purpose with the consent of the individual concerned; or
- d) for a secondary purpose related to the primary purpose where an individual would consider it reasonable to do so

The majority of personal information collected by Council is collected to enable Council to perform our statutory functions and provide services, activities and events. As the responsibilities for many of Council's functions and services often overlap between department's internal disclosure, and external disclosure to contracted service providers, of personal information is necessary to satisfactorily perform this primary purpose.

Secondary purposes for use and disclosure must be related (or, in the case of sensitive information, directly related) to the primary purpose of collection AND consistent with what an individual would reasonably expect. Reasonableness requires that the related secondary use or disclosure is also proper and fair, and generally not incompatible with the primary purpose of collection. When establishing 'reasonably expected' you must ask what an ordinary person, not an expert in local government would consider reasonable.

4.2.1 Other Departments within Council

Personal information will be disclosed internally to other work areas within Council to assist in the efficient actioning of enquiries. The personal information (contact details) contained in the single customer view may also be used to liaise with the customer in relation to the delivery of other Council services.

4.2.2 Contracted Service Providers

Council outsources some of its functions and services to third party contractors who perform them on Council's behalf. To enable this to occur efficiently, Council may disclose personal information we have collected about an individual to the contractor. Council will only disclose the personal information if it is necessary for the contractor to carry out its specific task.

All contracts with contracted service providers should require contractors be bound by the IPP's in the same way and to the same extent as Council. All contracted service providers should also be provided with a copy of this policy.

4.2.3 Legislation and Law Enforcement

The disclosure of personal information by Council in accordance with legislative requirements is not a breach of the Information Privacy Principles.

Personal information may also be contained in Council's Public Registers. Under the *Local Government Act 1989*, any person is entitled to inspect Council's public registers, or make a copy of them, upon payment of the relevant fee. Council maintains the following public registers containing personal information:

- Details of overseas or interstate travel undertaken in an official capacity by Councillors or any Council employee in the previous 12 months
- Register of interests kept under section 81 of the Act
- Record of persons who inspect the register of interests (limited inspection rights)
- Minutes of meetings of special committees established under section 86 of the Act and held in the previous twelve months
- Register of delegations kept under sections 87, 88 and 98 of the Act
- Register of leases entered into by Council
- Register of authorised officers appointed under section 224 of the Act

- A listing of donations and grants made by Council during the financial year including the names of recipients and the amounts received
- Register of election campaign donation returns
- Register of Planning Permits
- Register of Building Permits
- Register of all registered dogs and cats
- Written record of an assembly of Councillors

Council may also disclose personal information to law enforcement agencies, including the courts and Victoria Police, if it believes that the disclosure is reasonably necessary for the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of a law imposing a penalty or sanction.

4.2.4 Submissions to Council

Council believes in an ongoing dialogue between the community and Council. As such, Council regularly engages with individuals in the community through advisory committees as well as formal community consultation programs and activities. Personal information provided by an individual as part of an advisory committee application or community consultation will be made available to Councillors and may be included in Council reports and working documents.

Personal information provided by an individual as part of a written public submission to a Council or committee meeting may be included in the published agenda and minutes of the meeting. These documents are displayed online and available in hardcopy format for an indefinite period of time.

Any individual who addresses a public Council or committee meeting will be heard and may be seen on the live stream. Any audio and video capture on the night will be recorded. Further information on the live streaming of Council meetings can be found in Council's Live Streaming and Publishing Recordings of Council Meetings Policy.

4.3 Principle 3 – Data Quality

Council must take reasonable steps to ensure that the personal information it collects, uses, or discloses, is accurate, complete, and up to date.

'Accurate' means that the personal information is free from error or defect. If personal information used as the basis for Council decision is incorrect the resulting Council action may unintentionally cause harm to an individual or the community.

'Complete' means having all its parts or elements. It is important that all information is complete as partial information may be misleading to Council and result in an incorrect decision that may affect an individual or the community.

'Up to date' means extending to the present time; including the latest facts. This requirement is intended to deal with situations in which subsequent information would make the existing record inaccurate. It might not always be appropriate to delete the out-of-date information; the Public Records Act may require its retention. In these situations, it is best for Council staff to add a note detailing the information's lack of currency and add any new information.

Personal information must be accurate for the purpose it was collected. If the purpose has been completed and the records have been archived they no longer need to be monitored for data quality.

4.4 Principle 4 – Data Security

Council will take all necessary steps to ensure that personal information is stored safely and securely. This will ensure that all personal information held by Council is protected from misuse, loss and unauthorised modification and disclosure.

Personal information that a person provides to Council which is no longer necessary for Council purposes will be disposed of in accordance with the *Public Records Act 1973*.

4.5 Principle 5 – Openness

This document and Council's website details Council's management of personal information.

On request, Council will inform an individual, in general terms, of what information it holds on the individual, for what purpose this information is held and how the information is collected, held, used and disclosed. If the individual then requests further details, the individual can access their personal information held by Council as outlined in 'Access and Correction'.

4.6 Principle 6 – Access and Correction

Individuals have a right to ask for access to their personal information and seek corrections. Access will be provided except in the circumstances outlined in the Act, for example, where the information relates to legal proceedings, if it would pose a serious and imminent threat to life or health or impact the privacy of others.

Where a person requests Council to correct their personal information, Council will take reasonable steps to notify the person of the decision of the request as soon as practicable.

Personal information cannot be removed from records, but a correcting statement may be added.

As Council is subject to the *Freedom of Information Act 1982 (Vic)* (FOIA), access to, or correction of personal affairs information is managed under that legislation. Under the FOIA, a person is also entitled to seek correction or amendment of a document containing their personal affairs information, where they believe the information is inaccurate, incomplete, out of date, or would give a misleading impression.

4.7 Principle 7 - Unique Identifiers

IPP7 provides a safeguard against the creation of a single identifier that could be used to cross match data across various government departments. Council will not assign, adopt, use, disclose, or require unique identifiers from persons except for the course of conducting normal Council business, or if required by law.

Council will only use or disclose unique identifiers assigned to a person by other organisations, if the person consents to the use and disclosure, or the conditions for use and disclosure as set out within the Act are satisfied.

4.8 Principle 8 - Anonymity

Where lawful and practicable, Council will give a person the option of remaining anonymous as part of his or her transaction with Council.

Before a member of Council staff collects personal information they must first establish whether that particular information is required to complete their function or activity.

Anonymity may limit Council's ability to process a complaint or other matter. Therefore, if a person chooses not to supply personal information that is necessary for the Council to perform its functions, then Council reserves the right to take no further action on that matter.

4.9 Principle 9 – Transborder Data Flows

The development of new technologies, such as the internet and the 'cloud' has meant that transborder data flows between organisations have become more common.

The transfer of personal information outside of Victoria is not prohibited. It is however, highly restricted to when it can occur. The basic premise behind IPP 9 is that when personal information subject to the Victorian legislation travels outside Victoria, the privacy protection in the Act should travel with it.

Council will only transfer personal information to an individual or organisation outside Victoria in the following circumstances:

- the individual has provided consent
- disclosure is authorised by law
- the recipient of the information is subject to a law, binding scheme or contract with similar principles as the Act; or
- the transfer is for the benefit of the individual and it is impracticable to obtain their consent before transfer however, it is apparent that they would likely provide consent to consent if it was practicable to obtain.

4.10 Principle 10 – Sensitive Information

Sensitive information is a subset of personal information. It is defined in the PDPA as *information or an opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, criminal record.*

Council will not collect sensitive information about a person except in circumstances prescribed in the PDPA or in circumstances whereby such information is both directly pertinent and necessary to the specific, proper and legitimate functions of one or more of its activities.

4.11 Chief Privacy Officer

The Manager People and Performance is the Chief Privacy Officer responsible for:

- overseeing the implementation of the policy;
- monitoring the performance of the policy;
- reviewing the policy and recommending any desirable amendments; and

- periodically reporting to the Audit Committee on Council's performance pursuant to the policy.

4.12 How to Make a Complaint or Enquiry Concerning Privacy

Individuals who are concerned by Councils handling of their personal information are encouraged to contact the Chief Privacy Officer. The Chief Privacy Officer will then conduct a preliminary investigation and provide a written response within a reasonable timeframe. Complaints or enquiries to the Chief Privacy Officer should be sent to:

Manager People and Performance

PO Box 250

Nhill VIC 3418

Email: compliance@hindmarsh.vic.gov.au

Alternatively, complaints or enquiries may be made directly to the Office of the Victorian Information Commissioner. It should be noted that the Commissioner may decline to hear the complaint if the individual has not yet contacted Council with their concerns.

Office of the Victorian Information Commissioner PO Box 24274

Melbourne VIC 3001

Email: enquiries@ovic.vic.gov.au

Website: www.ovic.vic.gov.au

Complaints must be lodged within 6 months of the time the complainant first became aware of the conduct or misconduct. At all times the contents of the complaint will be kept confidential.

Employees who are in breach of this policy may be subject to disciplinary action, performance management and review. Serious breaches may result in termination of employment, in accordance with Council's Disciplinary Guidelines.

4.13 Contract, MOU and Agreement Requirements

The following text outlines the minimum terms for Privacy provisions in contracts between Council and third parties.

- i) The Recipient agrees that it is bound by the Information Privacy Principles and any applicable Code of Practice with respect to any act done, or practice engaged in, by the Recipient for the purposes of this Agreement in the same way and to the same extent as Council would have been bound by them in respect of that act or practice had it been directly done or engaged in by Council.
- ii) Council may disclose to any person the fact that the Recipient is a party to this Agreement for the purpose of allowing such person to assess whether Transferred Personal Information is adequately protected in the hands of the Recipient. Council may also disclose a pro forma document containing terms substantially similar to the terms of this Agreement to any person for such purpose.
- iii) The Recipient agrees that it will not at any time do an act, or engage in a practice, in respect of Transferred Personal Information, that would breach an Information Privacy Principle. Specifically the Recipient:

- a) will not collect, use, disclose and otherwise handle the Transferred Personal Information for any purpose other than the primary purpose specified in this Agreement without the prior written permission of Council or the Data Subject or where required or authorised by or under Law;
 - b) will not disclose the Transferred Personal Information to a person (further recipient) who is not Council;
 - c) will take reasonable steps to ensure the security and quality of the Transferred Personal Information.
- iv) The Recipient will immediately notify Council, in writing, of any breach or suspected breach of its obligations under this Agreement whether on the part of itself or its officers, employees, volunteers, agents or sub-contractors and of the steps taken to repair the breach.
- v) The Recipient will allow and cooperate with any independent investigation of complaints by Council, OVIC or any person or body nominated by Council and provide appropriate redress to complaints for any harassing from it failure to effectively uphold the IPPs
- vi) The Recipient at all times indemnifies and holds harmless Council from and against any loss, cost (including legal costs and expenses) or liability incurred or suffered by any of those indemnified arising from or in connection with any complaint, claim, suit, demand, action or proceeding by any person (including, but not limited to, any award, order or similar judgment or direction by the OVIC) where such loss or liability was caused or contributed to by the Recipient's act or omission in handling Transferred Personal Information, whether deliberate or not.
- vii) Upon the termination of this Agreement, or upon the Council's written request prior to the termination of this Agreement, the Recipient will return or destroy Transferred Personal Information including all copies, in whatever form, of the Transferred Personal Information held or controlled by the Recipient.

5 References

Related documents	Legislation
Public Transparency Policy	<i>Privacy and Data Protection Act 2014</i> <i>Freedom of Information Act 1982</i> <i>Health Records Act 2001</i> <i>Victorian Charter of Human Rights and Responsibilities Act 2006</i> <i>Local Government Act 2020</i>

6 Document Control

CORP028 Privacy and Data Protection Policy		Policy Category	Council
Version Number	1.1	Policy Status	DRAFT
Approved/Adopted By	CEO	Approved/Adopted on:	XX
Responsible Officer	MPP	Review Date	XX
Version History	Date	Version	Description

	July 2009	1.0	New Policy
	December 2017	1.1	Update of Policy
	November 2018	1.2	Update of Policy – Formatting
	November 2020	1.3	Review of Policy – minor formatting changes. Inclusion of definitions and policy statement (Part 4)
	XX 2024	1.4	Update of Policy – website information, collection statements, third party requirements, expansion of use and disclosure provisions.

DRAFT



POLICY

C022 Procurement Policy

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1 Principles

1.1 Background

Hindmarsh Shire Council recognises that:

- Developing a procurement strategy and adopting appropriate best practice contracting and procurement principles, policies, processes and procedures for all goods, services and works by and for Council, will enhance the achievement of Council objectives such as sustainable and social Procurement; bottom-line cost savings, supporting local economies; achieving innovation; and better services for communities.
- The elements of best practice applicable to local government procurement incorporate:
 - broad principles covering ethics, value for money, responsibilities and accountabilities, probity and transparency;
 - guidelines giving effect to those principles;
 - a system of delegations (i.e. the authorisation of officers to approve and undertake a range of functions in the procurement process); and
 - procurement processes, with appropriate procedures covering minor, simple procurement to high value, more complex procurement.

Council's contracting, purchasing and contract management activities endeavour to:

- support Council's corporate strategies, aims and objectives including, but not limited to those related to sustainability, protection of the environment, and corporate social responsibility;
- take a long-term strategic view of its procurement needs while continually assessing, reviewing and auditing its procedures, strategy and objectives;
- provide a robust and transparent audit trail that ensures that procurement projects are delivered on time, within cost constraints and that the needs of end users are fully met;
- are conducted, and are seen to be conducted, in an impartial, fair and ethical manner;
- achieve value for money and quality in the acquisition of goods, services and works by Council;
- ensure that risks are identified, assessed and managed at all stages of the procurement process;
- use strategic procurement practices and innovative procurement solutions to promote sustainability and value for money, in particular making use of collaboration and partnership opportunities;
- use social procurement to enhance sustainable and strategic procurement to effectively contribute towards building stronger communities and meeting the wider social objectives of Council; and
- comply with legislation, corporate policies or other requirements, ensuring that all staff responsible for procurement and contract management are aware of and adhere to the legislative requirements, Council standards and best practice.

1.2 Scope

This Procurement Policy is made under Section 108 of the *Local Government Act 2020 (the Act)*. The Act is the key legislative framework that regulates the process of all local government procurement in Victoria. Section 108 of the Act requires Council to prepare, approve and comply with a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by Council.

This policy applies to all contracting and procurement activities at Council and is binding upon Councillors, Council staff and temporary employees, contractors and consultants while engaged by Council.

The Act, Council's Procurement Policy and Council's documented contract management processes are the primary reference points for how all procurement are to be performed.

1.3 Purpose

The purpose of this Policy is to:

- provide policy and guidance to Council to allow consistency and control over Procurement activities;
- demonstrate accountability to ratepayers;
- provide guidance on ethical behaviour in public sector purchasing;
- ensure continuous improvement in the provision of services for the community;
- ensure that Council resources are used efficiently and effectively;
- demonstrate the application of elements of best practice in purchasing; and
- increase the probability of obtaining the right outcome when purchasing goods and services.

1.4 Treatment of GST

All monetary values stated in this policy excludes GST except, where specifically stated otherwise.

2 Effective Legislative and Policy Compliance and Control

2.1 Ethics and Probity

2.1.1 Requirement

This Policy represents the principles, processes and procedures that will be applied to the purchase of all goods, services and works by Council. The scope of this Policy commences from when Council has identified a need for procurement requirements through to the delivery of goods or completion of works or services.

This Policy will apply to Councillors, Council staff and all persons undertaking procurement on Council's behalf and they are accountable for complying with all relevant procurement legislative and Policy requirements.

2.1.2 Conduct of Councillors and Council Staff

Councillors and Council staff (and all persons engaged in procurement on Council's behalf) must at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity and *will*:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
- maintain confidentiality of Commercial in Confidence information such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
- comply with the respective codes of conduct;
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest;
- provide all suppliers and tenderers with the same information and equal opportunity; and
- be able to account for all decisions and provide feedback on them.

2.1.3 Tender Processes

All tender processes shall be conducted in accordance with the requirements of this policy and any associated guidelines and procedures, relevant legislation, relevant Australian Standards and The Act.

2.1.4 Conflict of Interest

Councillors and Council staff must avoid situations in which private interest's conflict, or might reasonably be thought to conflict, or have the potential to conflict, with their Council duties.

Councillors and Council staff involved in the procurement process, in particular preparing tender documentation, including writing tender specifications, tender opening, and tender evaluation panels, must:

- **Avoid** conflicts, whether actual, potential or perceived, arising between their official duties and their private interests. Private interests include the financial and other interests of Councillors and Council staff, plus their relatives and close associates.
- **Declare** that there is no conflict of interest. Where future conflicts or relevant private interests arise, Council Staff must make their manager or the chairperson of the relevant tender assessment panel or board aware and allow them to decide whether the officer should continue to be involved in the specific Procurement exercise.
- **Observe** prevailing Council and Victorian Local Government guidelines on how to prevent or deal with conflict of interest situations; and not take advantage of any tender related information whether or not for personal gain.

2.1.5 Fair and Honest Dealing

All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote.

Impartiality must be maintained throughout the procurement process so it can withstand public scrutiny.

The commercial interests of existing and potential suppliers must be protected.

Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, manufacturing and product information.

2.1.6 Gifts, Benefits and Hospitality

No Councillor or member of Council staff shall, either directly or indirectly solicit or accept gifts or hospitality from any member of the public involved with any matter that is connected with the duties of the officer, or in which Council is interested.

Councillors and Council staff must not accept gifts, benefits or hospitality from contractors or their representatives, or from organisations, firms or individuals with whom they have official dealings. Councillors and Council staff must also avoid the ambiguous situation created by visiting the premises of a contractor, organisation, firm or individual uninvited and/or not on official business.

Offers of bribes, commissions or other irregular approaches from organisations or individuals (no matter how slight the evidence available), must be promptly brought to the attention of the CEO.

2.1.7 Disclosure of Information

Commercial in-confidence information received by the Council must not be disclosed and is to be stored in a secure location.

Councillors and Council staff are to protect, by refusing to release or discuss the following:

- allocated Council budgets for proposed tenderers, unless included in tender documents;
- information disclosed by organisations in tenders, quotation or during tender negotiations;
- all information that is Commercial in Confidence information; and
- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier. Such discussions must only occur with the Contract Manager.

2.2 Governance

2.2.1 Structure

Council shall:

- establish a procurement management responsibility structure and delegations ensuring accountability, traceability and auditability of all procurement decisions made over the lifecycle of all goods, services and works purchased by Council;
- ensure that Council's procurement structure:
 - is flexible enough to purchase in a timely manner the diverse range of material, goods, works and services required by Council;
 - provides prospective contractors and suppliers an equal opportunity to tender/quote;
 - encourages competition.

2.2.2 Standards

Council's procurement activities shall be carried out to the professional standards required by best practice and in compliance with:

- The Act,
- Council policies procedures and guidelines,
- Council's Codes of Conduct,
- Local Government Best Practice Procurement Guidelines
- Other relevant legislative requirements such as but not limited to the *Goods Act (1958)*, the relevant provisions of the *Competition and Consumer Act 2010* and the *Environmental Protection Act 2018*. Procurement operations are consistent with prescribed rights and responsibilities and they respect the 20 fundamental rights within the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

2.2.3 Methods

Council's standard methods for purchasing goods, services and works shall be by some or all of the following methods:

- purchasing card;
- purchase order following a quotation process from suppliers for goods or services that represent best value for money under directed quotation thresholds;
- under contract following a tender process
- under panel contract following a tender process;

- using collaborative or aggregated purchasing arrangements with other Councils, Procurement Australia, the Municipal Association of Victoria (Vendor Panel), and other State and Federal Government Agency or Department Purchasing Panels. Utilising this method would not require Council to go to market.
- contracts entered into under an arrangement approved by the Minister for LG;
- other arrangements authorised by Council or the CEO on a needs basis as required by abnormal circumstances such as emergencies

Council may, at the CEO's discretion and based on the complexity and cost of the project, conduct one stage or multi-stage tenders.

Council may also choose to seek Requests for Information or Requests for Proposals as a precursor to the tender process.

2.2.4 Responsible Financial Management

The principle of responsible financial management shall be applied to all procurement activities.

Accordingly, to give effect to this principle, the availability of existing funds within an approved budget, or source of funds, shall be established prior to the commencement of any procurement action for the supply of goods, services or works.

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

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

Council staff must not disclose allocated tender budgets to suppliers.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

2.3 Procurement Processes and Thresholds

2.3.1 Process

Council procurement processes are based on a number of principles:

- **Value for Money**

The benefits of the purchase are weighted against the costs necessary for the optimum result for Council and the local community. Council is not required to accept the lowest tender. Instead, Council is required to consider issues of quality, cost, the accessibility of the service and other factors relevant to the overall objectives of the *Local Government Act 2020*.

Value for Money is often mistaken for meaning the lowest price, however, in terms of the procurement process, Value for Money requires us to balance quality and price with as

much transparency as is reasonably achievable. In this context price should take into account the whole-of-life cost of the provision.

Achieving Value for Money also requires *challenging* the need for the procurement and the way in which the service may be reconfigured to achieve improvements in service delivery, *comparing* service provision options against all those available, *consulting* with key stakeholders and ensuring *competition* in the open market.

Achieving value for money must be the basis of all procurement decisions within the Council.

- **Open and Fair Competition**

All suppliers are treated fairly in an open and transparent manner and have access to the same information. During a public tender process, all prospective providers must be afforded an opportunity to tender.

The commercial interests of suppliers and potential suppliers must be protected.

Late tenders will not be accepted under any circumstances.

- **Accountability**

Council maintains consistency in the approach to procurement across the whole organisation through coherent frameworks, policies and procedures. Accountability in procurement means being able to explain and provide evidence on the process followed. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

Therefore the processes by which all procurement activities are conducted will be in accordance with Council's procurement policies and procedures as set out in this policy and related, relevant Council policies and procedures.

Additionally:

- all Council staff must be able to account for all procurement decisions made over the lifecycle of all goods, services and works purchased by Council and provide feedback on them; and
- all procurement activities are to provide for an audit trail for monitoring and reporting purposes.

- **Risk Management**

Council will manage all aspects of its procurement processes in accordance with its adopted risk management policy and in such a way that all risks, including occupational health and safety are identified, analysed, evaluated, managed, monitored and communicated.

- **Probity and Transparency**

Councillors and members of staff (and all persons engaged in procurement on Council's behalf) must exercise the highest standards of integrity in a manner able to withstand the closest possible scrutiny. All members of staff have an overriding responsibility to act impartially and with integrity, avoiding conflicts of interest.

- **Expression of Interest**

An Expression of Interest (EOI) is an invitation process involving the marketplace, to provide information to Council, where Council wishes to consider ahead of formal tender processes such issues as whether:

1. Those suppliers likely to tender possess the necessary technical, managerial and financial resources to successfully complete the project; the requirement is complex, difficult to define, unknown or unclear.
2. The requirement is capable of several technical solutions;
3. Tendering costs are likely to be high and Council seeks to ensure that companies incapable of supplying the requirement don't incur unnecessary expense;
4. It is necessary to pre-qualify suppliers and goods to meet defined standards; or
5. The requirement is generally known but there is still considerable analyses, evaluation and clarification required (both of the objective and solution).

This process may in turn lead to a request for tender or request for quotation process, or directly to a negotiation with one or several preferred suppliers.

The actual EOI is submitted from the marketplace to Council in response to the EOI invitation.

The key document involved in an EOI process is the scoping document. This scoping document outlines the type of information Council is seeking and must be:

1. In writing
2. Clear and unambiguous
3. Prepared by persons (staff or third party) with sufficient expertise to prepare the scoping specifications, and
4. Address evaluation criteria that may be used should a formal request for quotation or request for tender follow the initial EOI.

- **Panel Contracts**

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

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

- **Collaborative Procurement**

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

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

Council may collaborate with other councils or use other agents (such as MAV Procurement or Procurement Australia) to procure goods, services and works or utilise existing collaborative procurement arrangements for the procurement of goods, services or works established through a public tender process where it provides an advantageous value for money outcome for Council.

2.3.2 Minimum Spend Competition Thresholds

Any Council procurement under the thresholds must comply with Council's own policy, guidelines and procedures.

Council will from time to time decide and publish in this policy clear guidelines for minimum spend competition thresholds. These will be decided by Council by analysing the historical size and complexity of the procurement activity and of proposed procurement activities.

2.3.2.1 Cumulative Spend

Council has a cumulative spend competition threshold. A cumulative spend competition threshold is where spend with any one supplier or any one product category is at risk of exceeding the threshold for public tender, unless exempt.

2.3.2.2 Tenders

Purchase of all goods, services, building and construction works for which the estimated expenditure exceeds \$200,000 (exclusive of GST) or cumulative spend threshold (as defined in sub-section 2.3.2.1.) over a 12 month rolling period is expected to exceed \$200,000, must be undertaken by public tender, except that these limits shall not apply for the supply of fuel for plant and vehicles provided that:

- Arrangements entered into must satisfy an approved Ministerial arrangement under s108(3)(d) of the *Local Government Act 2020* which provides for exemption from other provisions of s108 of *the Act* requirements for public tendering by a Council, and
- The Chief Executive Officer must consider price and any detrimental effect on local businesses of any contract entered into, before entering into such a contract.

However, should the CEO consider that the nature of the requirement and the characteristics of the market are such that the public tender process would lead to a better result for Council, public tenders may be called for purchase of goods, services and works for which the estimated expenditure is below these thresholds.

2.3.2.3 Quotations

Purchase of goods, services and construction works having a total valuation of \$200,000 (exclusive of GST) or less may be undertaken using the procurement by quotation method as described below:

- **Items with a value up to \$1,000 – does not require a written quotation.**
A minimum of one verbal quotation must be obtained. For purchases less than \$100, no purchase order is required however an itemised tax invoice must be obtained.
- **Items with a value up to \$10,000 – Request for Quotation.**
A minimum of one written (including email/fax) quotation must be obtained or a preferred supplier used. The details must be recorded before placing an order (similar details must be recorded where more than one supplier has quoted) and documented in Council's Electronic Document and Records Management System (**EDRMS**).
- **Items with a value \$10,001 to \$30,000 – Request for Quotation.**
Council will request a minimum of two written (including email/fax) quotations.

The quotation offering the best value for money must be confirmed by the supplier on company letterhead or with an email signature and the order placed with that firm.

Details of the suppliers contacted and their quotations must be recorded on at least a simple spreadsheet or similar document in Council's EDRMS.

- **Items with a value \$30,001 to \$125,000 – Request for Quotation.**

Council will receive a minimum of three written quotations by issuing a written Request for Quotation.

Public advertising is not required.

Quotations returned by the nominated closing date must be evaluated and a recommendation made in favour of the supplier offering the best outcome.

The original suppliers' quotations must be maintained in Council's records system.

- **Items with a value \$125,001 to \$200,000 – Public Advertising.**

Purchases of \$125,001 and over must be publicly advertised unless prior approval from the Chief Executive Officer is sought to receive a minimum of three written quotations by issuing a written Request for Quotation instead.

Quotations returned by the nominated closing date must be evaluated and a recommendation made in favour of the supplier offering the best outcome.

The original suppliers' quotations must be maintained in Council's records system.

- **Public Advertising.**

Quotations may be advertised at the Chief Executive Officer's discretion in addition to the methods above. This may occur when a field of potential tenderers has not been established, or an innovative approach is required, or the project has broad appeal that may attract keen prices, etc.

Table Summary:

Procurement Value (excluding GST)	Minimum Market Engagement	Payment Method	Record Keeping
\$0 to \$1,000	1 Verbal Quotation	Petty Cash (\$100 limit) Purchase Order \$100 and above	No purchase order required for amounts under \$100 however tax invoice essential
\$1,000 to \$10,000	1 Written Quotation	Purchase Order	Written Quote/s must be saved in Council's records system for Audit purposes
\$10,001 to \$30,000	2 Written Quotations		
\$30,001 to \$125,000	3 Written Quotations		

\$125,001 to \$200,000	Public Advertising unless approval from CEO for 3 Written Quotations		In accordance with Council's Procurement Procedure
\$200,001 and over*	Public Advertising and Tenders		

*Including Cumulative Spend Threshold.

2.3.3 Exceptions to obtaining quotations

The required number of quotations must be obtained in all circumstances except for:

- Emergency response, relief or recovery and public safety situations requiring immediate action including urgent medical attention.
- Plant and equipment servicing and genuine parts and similar under warranty.
- Legal services.
- Labour Hire.
- Electoral or valuation services.
- Specialist knowledge and skill or sole supplier of intellectual property.
- Information technology resellers and software developers.
- Conferences, Training Courses, Seminars, Information Forums.
- Insurance.
- Sole supplier services such as Utility providers (power and water).
- Vehicle suppliers where the only option is for central online quotations.
- At Council or the Chief Executive Officers discretion in accordance with section 2.3.4.

2.3.4 Chief Executive Officers Discretion

Where a member of Council staff has taken all reasonable steps to comply with this policy and its associated procedures but is unable to meet requirements the Chief Executive Officer can use discretion in the event of:

- An unforeseen urgency; or
- Where there is an inability to obtain sufficient quotations; or
- a strong preference for continuity of supply; or
- goods, services or works being of such a specialised nature that there are insufficient known suppliers from which to seek the required number of quotations; or
- other exceptional circumstances.

The Chief Executive Officer may, upon receiving a written explanation, give approval to not advertise or to seek less than the number of quotations required by section 2.3.2.3. All CEO exemptions are to be provided to the Audit and Risk Committee for notification.

2.3.5 Shared Services

Where Council has entered into Shared Services arrangement with one or more Councils, individual Councils will not be required to obtain tender/quotations. Tenders/quotations will be sought by the lead Council and approved according to the individual Council's Procurement Policy.

2.3.6 Statutory Payments

The Chief Executive Officer has authority to approve statutory payments (eg. Fire Services Levy, GST, fortnightly payroll expenses and deductions) to Government and Legislated authorities and in line with legislated requirements that are in excess of the Chief Executive Officer delegations.

2.3.7 Local Price Preference and Local Supply/Local Jobs First

Council wishes to maintain and encourage the development of local industry and commerce including local employment. Council's preference is to source goods locally from suppliers and contractors within the Prescribed Local Area and Prescribed Regional Area and will provide a price weighting preference for Local Supply/Local Jobs First.

A price preference will apply to quotations and tenders invited by the Hindmarsh Shire Council, for the supply of goods, services and works, unless Council Officers resolve that this does not apply to a particular quotation or tender.

For Prescribed Local Contractors/Suppliers located in a **Prescribed Local Area**, a 2.5% price preference reduction will be weighted. For Prescribed Regional Contractors/Suppliers located in a **Prescribed Regional Area**, a 2.5% price preference reduction will be weighted.

Where a Prescribed Contractor/Supplier falls under both **Prescribed Local Area** and **Prescribed Regional Area**, they will receive a combined 5% weighting for price preference.

A summary of weighting Council will use during the tender process;

Criteria	Description	Weighting
Local Supply / Local Jobs First	Percentage of Goods, Services or Works sourced from within the Prescribed Area*	2.5%
	Permanent staff based within the Prescribed Local Area	1.5%
	Employment of trainees and apprentices from within the Prescribed Local Area	1.0%
Prescribed Contractor/Supplier	Principal Place of Business (permanent office in the Prescribed Local Area for a period of at least 6 months)	2.5%

	Principal Place of Business (permanent office in the Prescribed Regional Area for a period of at least 6 months)	2.5%
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*Majority of goods, materials and services sourced from Prescribed Areas. Goods, materials and services may only be sourced from outside the Prescribed Area where Local Supply isn't available. Where Local Supply is sourced from outside the Prescribed Area, Australian made and manufactured products and services will be favoured over imported.

If in the opinion of Hindmarsh Shire Council a Contractor/Supplier has deliberately provided false or misleading information so as to benefit from this preference, their quotation/tender may be considered non-conforming and as such may be excluded from the evaluation process.

Please see Appendix A for further details on Prescribed Local Area, Prescribed Regional Area, Prescribed Local Contractor/Supplier, Prescribed Regional Contractor/Supplier and Prescribed Area.

2.3.8 Total Cumulative Spend

Care should be taken when reviewing the limits at 2.3.2.1 and 2.3.2.2 (above). In order to comply with the requirements of the Act where significant sums are spent in aggregate with one supplier or on one service, it is necessary to structure procurement proposals (as requests for tenders, quotations or prices), in order to achieve greatest value and supplier performance by leveraging this cumulative spend, rather than treating each discrete arrangement as a separate procurement exercise. Council has determined that the cumulative expenditure to a supplier or for a specific product/service for a rolling period of three (3) years is to be taken into account unless the exemption is approved by the Chief Executive Officer.

Should the Chief Executive Officer consider that the nature of the requirement and the characteristics of the market are such that the public tender process would lead to a better result for the Council, public tenders may be called for purchase of goods, services and works for which the estimated expenditure is below the thresholds set under this Policy.

2.4 Delegation of Authority

2.4.1 Requirement

Delegations define the limitations within which Council staff are permitted to work. Delegation of procurement authority allows specified Council staff to approve certain purchases, quotation, tender and contractual processes without prior referral to the Council. This enables Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

2.4.2 Delegations

Council shall maintain a documented scheme of procurement delegations to the CEO to make procurement commitments in respect of goods, services and works on behalf of the Council. The CEO may sub-delegate these functions to Council staff in an Instrument of Delegated Staff Purchase Authorities.

2.5 Internal Controls

Council will install and maintain a framework of internal controls over procurement processes that will ensure:

- more than one person is involved in and responsible for a transaction end to end;
- transparency in the procurement process;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented; and
- systems are in place for appropriate monitoring and performance measurement.
- Maintain all records relevant to administering this Policy in accordance with the *Public Records Act 1973 (Vic)*.

Council will develop and maintain a Contract Management Manual to provide guidance to staff on all operational aspects of procurement. The manual will include all checklists and forms required in Council's procurement process.

2.6 Risk Management

2.6.1 General

Risk Management is to be appropriately applied at all stages of procurement activities which will be properly planned and carried out in a manner that will protect and enhance Council's capability to prevent, withstand and recover from interruption to the supply of goods, services and works.

2.6.2 Supply by Contract

The provision of goods, services and works by contract potentially exposes Council to risk. Council will minimise its risk exposure by measures such as:

- standardising contracts to include current, relevant clauses;
- requiring security deposits where appropriate;
- referring specifications to relevant experts;
- implementing a robust, systematic and unbiased tender evaluation and due diligence process;
- requiring contractual agreement before allowing the commencement of work;
- use of or reference to relevant Australian Standards (or equivalent); and
- effectively managing the contract including monitoring and enforcing performance.

2.7 Contract Terms

All contractual relationships must be documented in writing based on standard terms and conditions. Where this is not possible, approval must be obtained from the appropriate member of Council staff listed in the Council Delegations.

To protect Council's best interests, terms and conditions must be settled in advance of any commitment being made with a supplier. Any exceptions to doing this expose Council to risk and thus must be authorised by the appropriate member of Council staff listed in the Council Delegations.

2.8 Dispute Resolution

All Council contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the chance of disputes getting out of hand and leading to legal action.

2.9 Contract Management

The purpose of contract management is to ensure that Council, and where applicable its clients, receive the goods, services or works provided to the required standards of quality and quantity as intended by the contract by:

- establishing system monitoring and meeting the responsibilities and obligations of both parties under the contract; and
- providing a means for the early recognition of issues and performance problems and the identification of solutions.
- adhering to Council's Risk Management Framework and adhering to relevant Occupational Health and Safety Contractor Compliance Procedures.

All Council contracts are to include contract management requirements. Furthermore, contracts are to be proactively managed by the member of Council staff responsible for the delivery of the contracted goods, services or works to ensure Council receives value for money.

2.10 e-Procurement

e-Procurement is integral to the overall development of procurement processes and involves the use of an electronic system/s to acquire and pay for supplies, services` and works. Council may use e-procurement to:

- reduce transaction costs;
- achieve greater leverage;
- improve audit trail for internal control, compliance and accountability;
- make processes more efficient;
- improve management information and visibility of spend;
- increasing control and consistency of processes, and
- improve spend compliance.

3 Demonstrate Sustained Value

3.1 Integration with Council Strategy

The Council procurement policy shall support its corporate strategy, aims and objectives, including but not limited to those related to sustainability, protection of the environment, corporate social responsibility and meeting the needs of the local community such as:

- feeling safe,
- living in a clean and pleasant environment, and
- receiving good quality and well managed Council services that are value for money

3.2 Achieving Value for Money

3.2.1 Requirement

Council's procurement activities will be carried out on the basis of obtaining value for money. This means minimising the total cost of ownership over the lifetime of the requirement consistent with acceptable quality, reliability and delivery considerations.

Lowest price is not the sole determinant of value for money and it is a balanced judgement of financial and non-financial factors relevant to the procurement. Value for money must be taken into account for all procurement activities Council engages.

3.2.2 Approach

This will be facilitated by:

- developing, implementing and managing procurement strategies that support the co-ordination and streamlining of activities throughout the lifecycle;
- effective use of competition;
- using aggregated contracts where appropriate;
- identifying and rectifying inefficiencies in procurement processes;
- developing cost efficient tender processes including appropriate use of e-solutions (e.g. e-Procure);
- Council staff responsible for providing procurement services or assistance within the Council providing competent advice in terms of available products and agreements;
- working with suppliers to create relationships that are professional and productive, and are appropriate to the value and importance of the goods, services and works being acquired.

3.2.3 Role of Specifications

Specifications used in quotations, tenders and contracts are to support and contribute to Council's value for money objectives through being written in a manner that:

- ensures impartiality and objectivity;
- clearly defines Council's requirements;
- encourages the use of standard products;
- encourages sustainability;
- eliminates unnecessarily stringent requirements.

3.2.4 Applying and measuring value for money

Value for money takes into account a wide range of factors such as quality, costs and resources, fitness of purpose, timelines and risk. Financial and non-financial factors are both critical elements for measuring value for money. The key elements of the value for money procurements process is;

- analysis
- stakeholders
- market engagement
- innovation
- delivery
- reporting

3.2.5 Total cost of ownership

Calculating the total cost of ownership includes a 'whole of lifecycle' analysis taking into account the costs of acquiring, operating, maintaining and disposing. Total cost of ownership involves all costs associated with ownership (calculated over whole of life of procurement and contract cycle) including residual / salvage values.

For high risk and high value projects spanning over a number of years, it may be necessary to analyse cash flow taking into account net present value, return on investments and internal rate of return into the total cost of ownership calculation as well as other financial indicators.

3.3 Performance Measures and Continuous Improvement

Appropriate performance measures are to be established and reporting systems will be used to monitor performance and compliance with procurement policies, procedures and controls.

Procurement procedures, practices and costs will be benchmarked externally. Internal service standards will be agreed within Council and performance against these targets will be measured and reviewed regularly to support continuous improvement.

The performance measurements developed will be used to:

- highlight trend and exceptions where necessary to enhance performance;
- improve the internal efficiency of the procurement process and where relevant the performance of suppliers;
- facilitate programs to drive improvement in procurement to eliminate waste and inefficiencies across key spend categories.

3.4 Corporate Social Responsibility

Corporate Social Responsibility (CSR) is about taking positive action to demonstrate Council's commitment to the local community and environment on which it impacts. This means Council maximising the benefits of the services it provides across the community and minimising the negative aspects of its activities.

Council integrates CSR into its organisational policies and practices through social procurement, sustainability and diversity.

3.4.1 Social Procurement

Social Procurement generates positive outcomes by building on initiatives already undertaken by the Council in enhancing sustainable and strategic procurement practice, further enabling procurement to effectively contribute towards building stronger communities and meeting the social objectives of the Council.

Council is committed to Social Procurement by:

- ensuring all procurement practices are sustainable and strategically aligned with the wider Council objectives;
- achieving greater value for money across the community through the use of effective procurement;
- ensuring all businesses have the same opportunity to tender for Council contracts;
- enhancing partnerships with other Councils, suppliers and community stakeholders;
- building and maintaining a strong community by exploring ways to generate local employment (particularly among disadvantaged residents) and further strengthening the local economy;
- purchasing ethical and fair trade goods to support equitable, local, national and international trade;
- supporting procurement from local businesses (please see 2.3.7 local and regional preference for further information).

Council will include in its tender process, where applicable, a weighting of two and a half percent (2.5%) for social procurement practices when engaging Contractors/Suppliers.

Criteria	Description	Weighting
Social Procurement	Employment of Aboriginal people and purchasing goods, services and works from Aboriginal Businesses*.	1.0%
	Contractors/Suppliers employing people with a disability or disadvantaged people such as long term unemployed, single parents, migrants and refugees etc.	0.5%
	Engaging Contractors/Suppliers that promote gender equality, provide training and services in relation to family violence, mental health etc.	1.0%

*Please see Appendix A for further details.

3.5 Sustainability

3.5.1 General

Council is committed to achieving sustainability and ensuring it monitors and reports on Council activities and programs that have an impact on or contribute to the environment, including but not limited to the following:

- waste management;
- recycling;
- energy management;
- emission management;
- water conservation;
- green building design; and
- environmentally sustainable procurement.

3.5.2 Sustainable Procurement

Council recognises it has an implicit role in furthering sustainable development, through its procurement of goods, and services and works.

In addition, Council recognises the potential impact this spend has on the environment and where applicable will integrate sustainability, environmental and social issues into the procurement process. Council aims to achieve this by:

- taking into account the need to minimise emissions and reducing the negative impacts of transportation when purchasing goods and services;
- taking steps to minimise carbon dioxide and other greenhouse gas emissions through the detailed consideration of products and services procured;
- considering the environmental performance of all suppliers and contractors, and encouraging them to conduct their operations in an environmentally sensitive manner;
- considering the basic life cycle analysis of products to minimise the adverse effects on the environment resulting directly or indirectly from products;
- selecting products / services that have minimal effect on the depletion of natural resources and biodiversity;
- giving a preference to Fairtrade, or equivalent, and ethically sourced and produced goods and services;
- working with local suppliers to ensure they are encouraged to bid for Council's business in line with the Procurement Policy and Regional Price and Local Supply (please see 2.3.7 for further details);
- ensuring all relevant procurement contracts and tenders contain sustainability specifications as appropriate to the product or service being procured;

- complying with all Australian regulations and legislation and ensuring our suppliers do the same;
- training all Council staff on sustainability considerations within the procurement process.

Council will include in its tender process, where applicable, a weighting of two and a half percent (2.5%) for environmentally sustainable practices and content when engaging Contractors/Suppliers.

Criteria	Description	Weighting
Sustainable Procurement	Percentage of sustainable content in the delivery of the Goods, Services or Works.	1.5%
	Documented evidence of the organisation's commitment to its own environmental performance. This may include policies, initiatives and environmental management systems.	1.0%

3.6 Diversity

Promoting equality through procurement can improve competition, value for money, the quality of public services, satisfaction among users, and community relations. It should be a consideration in every procurement project and reflect corporate commitment to diversity and equal opportunities wherever possible.

4 Apply a Consistent and Standard Approach

Council will provide effective and efficient commercial arrangements for the acquisition of goods, services, building and construction works.

4.1 Standard Processes

Council will provide effective commercial arrangements covering standard products and provision of standard services across the Council to enable employees to source requirements in an efficient manner.

This will be achieved via establishing the following:

- pricing where relevant;
- processes, procedures and techniques;
- tools and business systems (e.g. implementing appropriate e-tendering, e-evaluation; e-catalogue or e-sourcing arrangements);
- reporting requirements;
- application of standard contract terms and conditions.

4.2 Performance Indicators

A list of performance indicators will be developed to measure procurement performance. They will include criteria such as:

- the proportion of spend against corporate contracts;
- user and supplier satisfaction levels;
- knowledge and skill of Council employees in procurement process;
- level of compliance and understanding of Council procurement policies;
- measuring the success of procurement initiatives e.g. procurement cards.

4.3 Management Information

Council seeks to improve its' performance by capturing and analysing procurement management information in a variety of areas, including:

- Volume of spend
- Number of transactions per supplier
- Compliance
- Supplier performance
- User satisfaction

Council will also use external sources of management information to assist with the procurement decision making process including:

- Benchmarking data
- Information from professional bodies such as the Chartered Institute of Purchasing and Supply Australia
- Supplier reports

5 Build and Maintain Supply Relationships

Council recognises that in order to achieve sustainable value, a strategic assessment of the appropriate 'channel to market' should be undertaken – whether to go to market on its own, participate in regional or sector aggregated projects or panels, access State Government panel agreements or other means. Council will consider supply arrangements that deliver the value for money in terms of time, expertise, cost, value and outcome.

5.1 Developing and Managing Suppliers

Developing and managing suppliers is essential to achieving a competitive market capable of delivering Council's services and works requirements.

Council needs to interact with the market and our suppliers in particular to understand their views and what enables and encourages diverse parts of the market to bid for work with Council. At the

same time Council will ensure that our relationship with strategic suppliers is mutually productive and that goals are shared. Council aims to develop a relationship with suppliers that creates mutually advantageous, flexible and long term relations based on the quality of performance and value for money.

5.2 Supply Market Development

A wide range of suppliers should be encouraged to compete for Council work. The focus for new work need not always be with the larger, more familiar businesses. Other types of organisations offering business diversity include:

- Local businesses
- Green suppliers
- Small to medium sized enterprises (SMEs)
- Social enterprises
- Ethnic and minority business
- Voluntary and community organisations

5.3 Relationship Management

Council is committed to developing constructive long-term relationships with suppliers. It is important that Council identifies its key suppliers so that its efforts are focused to best effect. Such areas may include:

- Size of spend across Council
- Criticality of goods / services to the delivery of Council's services
- Availability of substitutes

5.4 Communication

External communication is very important in ensuring a healthy interest from potential suppliers and partners. Council will use its website and local media to promote forthcoming contract opportunities.

6 Review Process

Council endeavours to continually improve its procurement performance such that all relevant policies, guidance and training are continually reviewed and updated.

7 Policy Owner and Contact Details

Responsible Officer: Director Corporate & Community Services
Adopted by Council: 27 July 2022
Review Date: 04 August 2025

For further information on this policy, please contact via email: info@hindmarsh.vic.gov.au or phone 03 5391 4444.

8 Document Control

Procurement Policy		Policy Category	Council
Version Number	1.4	Policy Status	Approved
Approved/Adopted By	Council	Approved/Adopted on:	27 July 2022
Prepared By	CEO		
Version History	Date	Version	Descriptions
	7 February 2018	1.0	Creation of Policy
	16 December 2020	1.1	Update of Policy
	4 August 2021	1.2	Review of Policy to comply with new LGA 2020
	27 July 2022	1.3	Update of Policy
	XX 2024	1.4	Update of policy and revision of cumulative spend provisions.

Appendix A Definitions and Abbreviations

Term	Definition
Aboriginal Business	An entity where an Aboriginal person has direct control and management of at least 50% of the business. E.g. a Director in a Company, Partner in a Partnership etc.
Act / The Act	<i>Local Government Act 2020.</i>
Commercial in Confidence	Information that, if released, may prejudice the business dealings of a party e.g. prices, discounts, rebates, profits, methodologies and process information.
Contract Management	The process that ensures both parties to a contract that fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Council Staff	Includes full-time and part-time Council staff, and temporary employees, contractors and consultants while engaged by Council.
Probity	Within Local Government, the word "probity" is often used in a general sense to mean "good process." A Procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
e-Procurement	e-Procurement is integral to the overall development of procurement processes and involves the use of an electronic system/s to acquire and pay for supplies, services' and works.
Prescribed Local Area	Municipal areas of Hindmarsh Shire Council
Prescribed Regional Area	Municipal areas of Hindmarsh Shire Council, Yarriambiack Shire Council, Horsham Rural City Council, Northern Grampians Shire, West Wimmera Shire Council and Buloke Shire Council.
Prescribed Local Contractor/Supplier	Contractor or supplier located within the municipal areas of Hindmarsh Shire Council.
Prescribed Regional Contractor/Supplier	Contractor or supplier located within the municipal areas of Hindmarsh Shire Council, Yarriambiack Shire Council, Horsham Rural City Council, Northern Grampians Shire, West Wimmera Shire Council and Buloke Shire Council.
Prescribed Area	means either the Prescribed Local Area or the Prescribed Regional Area.
Corporate Social Responsibility (CSR)	Corporate Social Responsibility (CSR) is about taking positive action to demonstrate the Council's commitment to the local community and environment on which it impacts.

Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
Social Procurement	Social Procurement uses Procurement processes and purchasing power to generate positive social outcomes in addition to the delivery of efficient goods, services and works.
Tender Process	The process of inviting parties to submit a quotation by tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Thresholds	The value above which a procurement, unless exempt, is subject to the mandatory procurement procedures prescribed under this policy as outlined by Section 108 of <i>the Act</i> .
Expression of Interest (EOI)	An invitation for persons to submit an EOI for the provision of the Goods and/or Services generally set out in the overview of requirements contained in the document. This Invitation is not an offer or a contract
Request for Proposal (RFP)	A request for proposal is generally sent to the supplier market, designed to capture commercial information and pricing. Allows Council to assess suitability and evaluate responses against a set of pre-defined requirements
Value for money	Value for money in Procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including: <ul style="list-style-type: none"> • contribution to the advancement of Council's priorities; • non-cost factors such as fitness for purpose, quality, service and support; and • cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.



MINUTES OF THE HINDMARSH SHIRE AUDIT & RISK COMMITTEE MEETING HELD VIA MICROSOFT TEAMS, WEDNESDAY 13 MARCH 2023, COMMENCING AT 11AM.

PRESENT:

Mr A Roberts (Chairperson), Mr D Welsh (Member), Mr S Coutts (Member), Mr A Cordy (Member), Cr D Nelson (Councillor Delegate), Mayor M Albrecht (Councillor Delegate), Ms Monica Revell (Acting CEO), Ms P Croot (Acting Director Corporate and Community Services), Ms H Boyd (Manager Finance), Mr P Harrison (Internal Auditor), Mr M Thompson (External Auditor), Item 9, Ms A Veitch (Coordinator People and Safety), Item 15.

1. Welcome and Acknowledgement of the Indigenous Community

Welcome and acknowledgement of the Indigenous community by the Chairperson.

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.

2. Apologies

Ms Kathie Teasdale (Internal Auditor)

3. Declaration of Interests

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

- Material; or
- General.

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

S Coutts declared that he is undertaking work with Council's Environmental Health Department as an external consultation in relation to onsite wastewater management.

4. Internal & External Auditor Assurance

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

Nil obstructions noted.

5. Confirmation of Minutes of Previous Meeting

MOVED: D WELSH / D NELSON

That the Minutes of the Audit & Risk Committee meeting held on Wednesday 20 September 2023 via Teams, as circulated to members, be taken as read and confirmed.

Refer attachment 5.1

6. Audit & Risk Committee Annual Work Plan

Responsible Officer: Acting Director Corporate & Community Services
Attachment Number: 6.1 Audit & Risk Committee Annual Work Plan (Actions)
6.2 Audit & Risk Committee Annual Work Plan

Introduction:

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

Discussion:

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

The original plan was adopted in June 2020 and was developed based on the Audit & Risk Committee Charter committee functions; this has been reviewed annually.

The plan has been reviewed for the period June 2024 to March 2025 and is attached for the Audit & Risk Committee to discuss and amend if necessary.

Council Officers have included specific actions that will ensure compliance with the work plan actions.

Link to Council Plan:

Long-term financial sustainability.

Financial Implications:

This decision has no financial implications.

Risk Management Implications:

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

Conflict of Interest:

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

Author & Officer Responsible: Petra Croot, Acting Director Corporate & Community Services

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

MOVED: S COUTTS / A CORDY

That the Audit & Risk Committee adopt the Annual Work Plan for 2024/2025 and endorses the proposed Officer's action items.

7. Audit & Risk Committee Performance

Responsible Officer: Acting Director Corporate & Community Services

Introduction:

The purpose of this report for the members of the Audit and Risk Committee to consider delaying the self-assessment until June 2024.

Discussion:

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

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

Self-assessments are scheduled in March of each year, however the self-assessment in 2023 was delayed until September. As this was completed so recently, it is recommended to delay the self-assessment until June 2024.

Link to Council Plan:

Ensure responsible risk management principles.

Financial Implications:

This decision has no financial implications.

Risk Management Implications:

Section 54 Audit and Risk Committee Charter

- (4) An Audit and Risk Committee must—
- (a) undertake an annual assessment of its performance against the Audit and Risk Committee Charter.

Conflict of Interest:

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

Author & Officer Responsible: Petra Croot, Acting Director Corporate & Community Services

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

MOVED: D WELSH / S COUTTS

That the Audit and Risk Committee delay the annual self-assessment of the Committee until June 2024.

8. Internal Audit Update

Responsible Officer: Acting Director Corporate & Community Services
Attachment Number: 8.1 Internal Audit Findings Action List
8.2 Internal Audit Status Report
8.3 Internal Audit Update Report
8.4 Environmental Health Internal Audit Report
8.5 Accounts Payable and Procurement Project Scope

Verbal report to be given during the meeting by RSD Audit on the recent internal audit publications, internal audit plan, internal audit status, the recently completed internal audit on environmental health and the proposed project scope for the accounts payable and procurement internal audit.

Officers have reviewed the strategic risks of Council along with the recent internal audits and are recommending to the Audit and Risk Committee that the Accounts Payable internal audit be delayed and replaced with an internal audit on payroll. The previous payroll audit was completed over 10 years ago. Officers have identified several high-risk areas that may be included in the audit scope:

- Employees undertaking higher duties;
- Employees working outside the spread of hours;
- Employees engaged under the special engagement clause of the Enterprise Agreement; and
- Employees engaged in multiple positions with Council.

Discussion to be held on progress on internal audit findings action list.

MOVED: D WELSH / S COUTTS

That the Audit & Risk Committee

- 1. Receives the internal audit recent publications and audit status report;***
- 2. Notes the progress on internal audit findings;***
- 3. Receives the update on the recently completed internal audit on Environmental Health.***
- 4. Notes the scope of the accounts payable and procurement internal audit and recommends that the audit be delayed and that RSD initiates an internal audit of Council's Payroll function.***
- 5. That the Payroll Internal Audit Scope be provided to Audit and Risk Committee members out-of-session endorsement.***

9. VAGO AUDIT UPDATE

Responsible Officer: Acting Director Corporate & Community Services
Attachment Number: 9.1 VAGO LG Status Report – November 2023
9.2 VAGO LG Status Report – January 2024
9.3 VAGO Final Management Letter 2021-22
9.4 VAGO LG Status Report – February 2024

Verbal report to be given during the meeting by the attending VAGO representative on the 2023/2024 VAGO Audit strategy.

The results of the 2022/2023 Local Government Audits are included for the Audit & Risk Committee's information.

MOVED: S COUTTS / M ALBRECHT

That the Audit & Risk Committee

- 1. Receives the VAGO audit update, and***
- 2. Acknowledges the efforts of Martin Thomson and on behalf of Council, wish him all the best for the future.***

10. Risk Management Report

Responsible Officer: Acting Director Corporate & Community Services
Attachment Number: 10.1 Strategic Risk Report
10.2 Risk Management Executive Summary

Introduction:

The purpose of this report is to inform the Audit and Risk Committee of Council's current risk portfolio.

Discussion

The attached Risk Management Executive Summary outlines Council's top 10 risks, alongside Council's Strategic Risk Report.

The Risk Register will continue to be updated and reviewed regularly with department officers and management.

The future focus of the Risk Management process will be –

- Reviewing risk treatments and controls in consideration of resourcing and creating reporting systems that ensure that management and the Committee are made aware of any resourcing shortfalls for high-rated risks.
- Developing a new risk appetite statement that articulates the level of risk Council is willing to accept and its tolerance regarding that risk and consider metrics that are sufficiently representative to enable the Committee and Council to measure where the organisation is operating against risk appetite and tolerance.
- Regular review of individual risks with consideration of current controls and possible improvements to further reduce the risk;
- Ensuring the treatment plan listed includes achievable treatments to address risks faced by Council;
- Regular discussion with Senior Management Team about high risks faced by Council;
- Provide ongoing Risk Management awareness training for all staff.

Link to Council Plan:

Ensure responsible risk management principles: Further develop and implement Council's Risk Management Framework and ensure all key risks have been measured and adequately controlled.

Financial Implications:

Nil.

Risk Management Implications:

Management of risks will minimise Council's exposure to adverse financial impacts, improve effectiveness and generate efficiencies.

Conflict of Interest:

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

Author & Officer Responsible: Petra Croot, Acting Director Corporate & Community Services

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

MOVED: D WELSH / A CORDY

That the Audit & Risk Committee receives the Risk Management update.

11. Rural Council Transformation Program

Responsible Officer: Manager Finance & Customer Services

Attachment Number:

Verbal report to be given during the meeting by Heather Boyd, Manager Finance & Customer Services on the current status of the Rural Council Transformation Program.

MOVED: D WELSH / M ALBRECHT

That the Audit & Risk Committee receives the verbal audit update on the Rural Councils Transformation Program.

12. Reimbursements & Interstate Travel Register

Responsible Officer: Director Corporate & Community Services
Attachment Number: 12.1 Expenses Reimbursement Listing

Introduction:

This report provides the Audit & Risk Committee with a list of reimbursements made to the CEO and Councillors, and the interstate travel by staff and Councillors for the period 01 September 2023 to 29 February 2024.

Discussion:

A listing is provided for review by the Audit & Risk Committee of payments made to the CEO and Councillors (excluding Councillor Allowances).

There has been no interstate travel between 01 September 2023 and 29 February 2024.

Link to Council Plan:

Strong governance practices

Financial Implications:

This decision has no financial implications.

Risk Management Implications:

Reimbursement will not be made where the transaction cannot be supported with a tax invoice, ensuring that appropriate records are kept and all reimbursements are in accordance with approved policies and processes.

Conflict of Interest:

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

Author & Officer Responsible: Petra Croot, Acting Director Corporate & Community Services

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

MOVED: D WELSH / D NELSON

That the Audit & Risk Committee

1. **Receives the reimbursement listing for the CEO and Councillors for the period 01 September 2023 and 29 February 2024; and**
2. **Notes that there was no overseas or interstate travel for the period 01 September 2023 and 29 February 2024.**

13. Governance Compliance Report

Responsible Officer: Manager Governance & Human Services
Attachment Number: 13.1 Privacy and Data Protection Policy
13.2 Procurement Policy
13.3 Senior Management Team Meeting Plan
13.4 RelianSys Organisational Compliance Profile

Introduction:

The purpose of this report is to inform Audit Committee of:

- Councils progress with the implementation of the *Local Government Act (Vic) 2020 (Local Government Act)*;
- Council's update of policies relevant to the Committee Charter, including the Privacy and Data Protection Policy and Procurement Policy.
- An update on the Councillor Code of Conduct and Councillors Gifts and Hospitality Policy; and
- Any disclosable gifts, hospitality or benefits to Councillors or Council employees.

Discussion

Local Government Act 2020

Council has completed its substantive implementation of the Local Government Act 2020, with updates to plans, policies and processes undertaken in line statutory reporting period, legislative amendments and reforms.

Local Government Reforms

The Allan Labor Government will be introducing legislation in early 2024 aimed at strengthening the governance and integrity standards of local government. The reforms will introduce mandatory training for Councillors and a uniform Councillor Code of Conduct. Council Officers and Councillors are engaging in reform consultations to ensure that we remain engaged and informed as these changes are introduced.

Local Government Election 2024

Council's governance unit will be focusing on ensuring that the 2024 elections are delivered and that a compliant and effective transition and training plan is in place. Council is working within relevant networks to develop training plans and induction processes, transition plans, as well as planning for all document reviews mandated by the Act after an election. Council will also be participating in the MAV Stand for Council Program to promote candidature in the coming months.

Compliance Reviews – Council Policies

The following policies have been reviewed and are presented to the Committee for consideration endorsement prior to presentation to Council and the community.

- **Privacy and Data Protection Policy (*Attachment 13.1*)**

This Policy was last reviewed in 2020 and has been updated in line with Council's current information landscape. This update has included website information (including third party providers), an updated collection statement that allows for inter-organisational information sharing, third party requirements (i.e. contractors and those collecting information for or on behalf of Council) and expansion of use and disclosure provisions.

- **Procurement Policy (Attachment 13.2)**

Council's Procurement Policy was last reviewed in 2022 and has been presented as a best practice policy by the Local Government Inspectorate. The policy has been updated in two areas:

1. *Cumulative Spend*

Previously, the policy noted that if the total amount spent on a single supplier over a three-year period exceeds the thresholds for each section under section 2.3.2. then Council officers would need to meet the quotation/tendering requirements of the cumulative/aggregate amount. This is challenging to monitor/implement and is not suited to our processes.

The new proposed wording and requirements are contained in section 2.3.2.1., 2.3.2.2. and 2.3.2.3. and are reflective of standard practice across the Local Government Sector.

2. *Reporting to Audit and Risk Committee – CEO Exemptions*

As an additional measure to monitor and prevent possible instances of fraud or non-compliance with the Policy, section 2.3.4. now states that all exemptions requested under this section are reported to the Audit and Risk Committee.

Gifts and Hospitality

Council is responsible for maintaining a Gifts and Hospitality Register in accordance with both its Councillor (C007) and Staff (HR010) Gifts and Hospitality policies and for reporting on compliance with the policy to the Audit and Risk Committee. In the period of 1 September 2023 to 29 February 2024, there was 1 disclosed gifts, hospitality or benefits to a Councillor and four disclosed gifts to Council staff.

Gift	Outcome
Flowers (Councillor)	Delivered to Nhill Office for public display
Cash - \$50 Library Donation	Stored in Nhill Office Safe
Promotional Calendar	Disposed of
Promotional Calendar	Disposed of
Tin of biscuits	Put out on circulation desk to give away to patrons visiting the Dimboola Library

Organisational Governance – Senior Management Team Planning (Attachment 13.3)

Council's Executive Leadership Team have developed a monthly plan for Senior Management Team/Staff meetings to better support organisational information sharing, governance and strategic planning and execution. The Plan will ensure that critical risks and strategies are embedded in our operational activities and that progress against key adopted plans and compliance obligations are tracked and reported on. The monthly plan as been attached to this report for the Committee's information.

RelianSys Organisational Profile (Attachment 13.4)

As noted in previous Committee meetings, Council has commenced implementation of RelianSys as a method through which to allocate, track and report on compliance measures. The report provided considers Council's compliance with legislation applicable to our functions and services and provide an initial overview of our progress in implementing the software. Council officers have allocated 676 of the 2967 obligations to Council staff for monitoring and sign off. To transition into using this software, we have focused on obligations that apply to high-risk areas such as enforcement, as well as areas relevant to the governance unit. We will continue to allocate responsibility and ensure each obligation is reviewed and signed off on at appropriate intervals.

Link to Council Plan:

Strong Governance Practices: Ensure compliance with the *Local Government Act 2020*

Ensure Responsible Risk Management Principles

Financial Implications:

Nil.

Risk Management Implications:

The updated policies and plans will ensure that Council maintains its governance, transparency and community engagement obligations under the Act and other relevant regulations.

Keeping up to date with the implementation of the *Local Government Act 2020* and *Gender Equality Act 2020* ensures that Council is meeting its legislative requirements.

Conflict of Interest:

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

Author and Officer Responsible: Petra Croot, Acting Director Corporate and Community Services

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

MOVED: D WELSH / S COUTTS

That the Audit & Risk Committee receives the Governance compliance update and endorses the Privacy and Data Protection Policy and the Procurement Policy be submitted to Council for consideration.

14. Hindmarsh Shire Council Quarterly Financials

Responsible Officer: Manager Finance & Customer Services

Attachment Number: 14.1 Quarterly Finance Report Ending 31 December 2023

Introduction:

The purpose of this report is to provide the Audit & Risk Committee the quarterly finance report to 31 December 2023.

Discussion:

The quarterly finance report for the period ending 31 December 2023 was presented to Council on 7 February 2024.

The report includes a comprehensive income statement, balance sheet, cash flow and capital works statement, along with a dashboard providing information on various financial and non-financial elements of Councils business, and the half yearly Local Government Performance Reporting data.

As at 31 December 2023 the Comprehensive Income Statement reports a year to date surplus of \$6,353,596 against a budgeted surplus of \$5,789,068. Cash at 31 December 2023 was \$13,642,825, with capital works expenditure \$4,258,515 against a year to date budget of \$4,371,584.

Link to Council Plan:

Long-term financial sustainability: Continue to focus on responsible financial management in budgeting and long-term financial planning.

Financial Implications:

This decision has no financial implications.

Risk Management Implications:

The preparation of the quarterly statement is a statutory requirement.

Conflict of Interest:

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

Author & Officer Responsible: Heather Boyd, Manager Finance and Customer Service.

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

MOVED: A CORDY / M ALBRECHT

That the Audit & Risk Committee receives the quarterly finance report for the period ending 31 December 2023.

16. Incident and Hazard Report

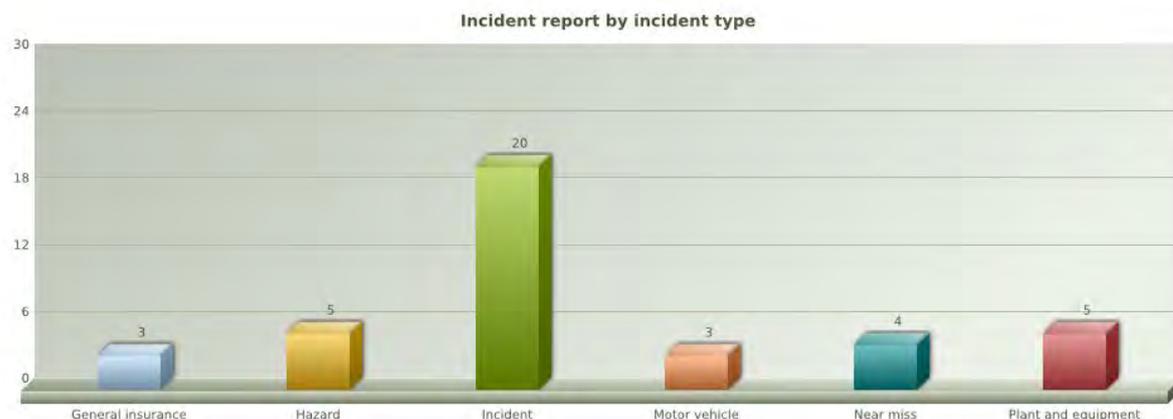
Responsible Officer: Acting Director Corporate & Community Services

Introduction

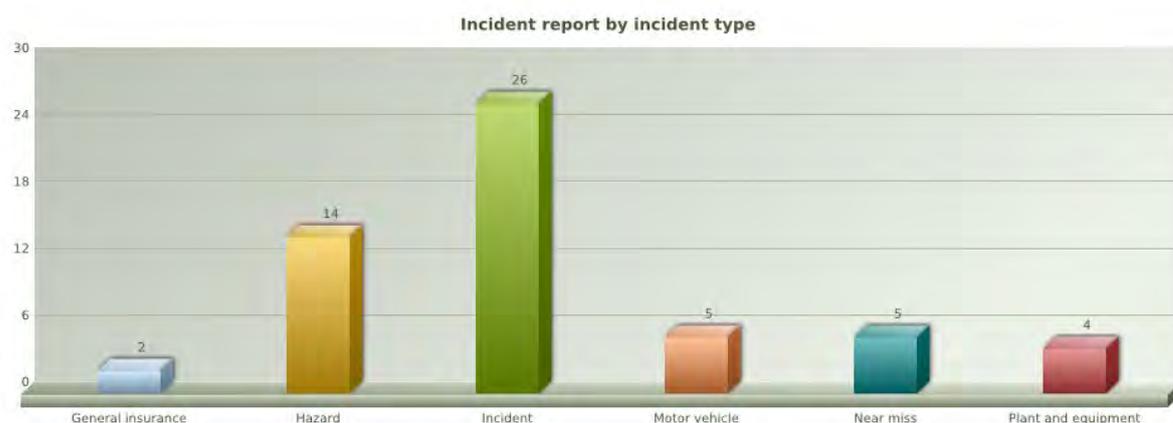
The purpose of this report is to provide the Audit Committee with an update on the Hazard, Incident and Injury Reports from 1 September 2023 and 29 February 2024 and a comparison with the same period in 2022-2023.

Discussion

40 reports were received in the period 1 September 2023 and 29 February 2024. This is in comparison to 56 reports during the same period in 2022-2023.



1 September 2023 – 29 February 2024



1 September 2022 – 29 February 2023

General Insurance:

Three reports received, two involved vandalism and one was theft of fuel from Council plant that was left on site over a weekend. All matters have been reported to police.

Hazards:

5 hazards reported, compared to 14 in the same period 12 months prior. Several issues with Council facilities were reported during that time and it is unclear why there has been such a reduction in hazard reports this year. This highlights a need for a renewed focus on hazard reporting as an incident prevention strategy. Outdoor staff will have hazard reporting linked to their annual performance review objectives in 2024 as a way to highlight the importance of taking notice of hazards and rectifying them.

Incidents:

20 Incident reports were received during this time, which included 9 reports of verbal abuse or harassment by customers. Six incidents required first aid treatment or physiotherapy, with the main mechanism of injury being manual handling. No WorkCover claims have been lodged relating to those injuries. Manual handling training has been arranged for all employees in March 2024.

Notifiable Incidents under the OHS Act:

Nil

Motor Vehicle:

Three reports of minor accidental damage to motor vehicles.

Near Miss:

Four Near Misses reported, narrow avoidance of injury or motor vehicle incident.

Plant and Equipment:

Three reports of minor damage to council equipment and one report of minor damage to private property caused by council equipment.

Link to Council Plan:

Ensure responsible risk management principles.
A skilled Council and workforce capable of meeting community needs.

Financial Implications:

Nil.

Risk Management Implications:

Managing incident and hazard reports is a key aspect of Council's Risk Management Framework. The reporting of hazards and near misses allows hazards to be identified and controlled to mitigate further incidents.

Conflict of Interest:

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

Author: Angela Veitch, Coordinator People and Safety
In providing this advice as the Author, I have no interests to disclose.

Officer Responsible: Petra Croot, Acting Director Corporate & Community Services
In providing this advice as the Officer Responsible, I have no interests to disclose.

MOVED: M ALBRECHT / D NELSON

That the Audit & Risk Committee receives the Incident Report update.

17. Late Reports

18. General Business

19. Next Meeting

The next meeting will be held on Wednesday 12 June 2024, via Microsoft Teams, commencing at 11am.

Meeting closed 12:53pm



12th February 2024

MINUTES OF THE JEPARIT TOWNSHIP ADVISORY COMMITTEE MEETING OF THE HINDMARSH SHIRE COUNCIL HELD ON 12TH FEBRUARY 2024 at the Memorial Hall, Roy Street, Jeparit at 7.40pm.

Present: Mr. B. Ireland (Mayor HSC), Mr. P. King (Economic Community Development Manager - HSC), Jason Hutson (Chair-Person) Teresa Smith (Vice-Chair), Cheryl Quinn (Sec), Mel Wagener (CM), Annmarie Werner (CM), Craige Proctor (CM) Bec Schultz (CM) and Tara Paech (CM) Including Tony Simpson, and Colin Moore (Community Members).

1. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY AND OPENING PRAYER

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

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

2. APOLOGIES

Sharon Reilly (Committee Member)

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

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

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

Teresa Smith (Vice-Chair) and Craige Proctor (Committee Member) raised their hands to show that both are committee member of Jeparit Historical Society.

4. CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the JTAC Committee Meeting held on 13th November, 2023 at 7.30pm at the Memorial Hall, Roy Street, Jeparit. circulated to Committee Members be taken as read and confirmed

(Attachment: 1)

Moved: Craige Proctor

Seconded: Annemarie Werner

Carried

5. BUSINESS ARISING FROM THE MINUTES

5.1 Craige Proctor (CM) **Moved:** that the JTA Committee defer the motion raised and recorded on the JTAC Minutes of 15/8/23 (8.2) for Community Garden financial assistance of \$1,995.00.

(“**8.2** W. Werner (Community Member) Bowling Club/Community Hub represented their financial request for Community Garden assistance.

After a discussion and explanation into the short term vision and long term goals of JDBCCH, Wendy Werner and John Knickholds were asked to leave the room to enable the JTAC to have an open discussion involving contribution of funding to Jeparit & District Bowling Club (Community Hub). Receipts of expenditure will be furnished to the JTAC. Funds will not be paid until a User Agreement between HS Council and J & D Bowling Club is signed. Upon correct documentation completion Craige Proctor (CM) **Moved:** that the JTAC furnish the JDBCCH with a cheque to the amount of \$1,995.00 to assist financially with the proposed programme.

Seconded: Annemarie Werner (CM) **Carried”)**

It is requested that the Bowling Club/Community Hub reapply for funding to the JTAC with greater clarity and an updated progress plan.

Seconded: Teresa Smith (CM) **Carried**

Letter to be sent to JDBCCH representative within seven days. **Completed**

5.2 Budget Submissions 2024 Circulated amongst members, proposal accepted copy to be forwarded to Phil King (Economic Community Development Manager - HSC) and Heather Boyd Manager finance & Customer Service (HSC). **Completed**

6. CORRESPONDENCE

INWARD:

6.1 J. Mendoza (Community Mem) – Strategic Pillar 3: Strategy 3.1 x 2 - 28/11/23

6.2 S. Johnson (HSC) Australia Day - 11/12/23

6.3 Jeparit & District Bowling Club Hall hire Account – 13/12/23

6.4 Phil King (HSC) Roy Street suggestion & Play equipment – 26/11 & 19/12/23

6.5 S. Johnson (HSC) Australia Day - 21/12/23

6.6 Grampian Tourism Industry News – 21/12/23

6.7 Clugston Butcher Account (New Res BBQ) -23/12/23

6.8 C McKenzie (Commun Mem) Tiny Town Community Grants x 2, 10 & 19/1/24

6.9 S. Johnson (HSC) Australia Day x 2 - 11 & 17 /1/24

6.10 H. Boyd (HSC) next JTAC meeting details – 17/1/24

6.11 C. Proctor (as Commun Mem) Support for Jeparit Historical Society – 20/1/24

6.12 P. Bell (Community Mem) re outstanding account 2/2/24

OUTWARD:

6.13 Phil King (HSC) Roy Street suggestion & Play equipment – 26/11/23

6.14 J. Mendoza (Community Mem) –Town Centre Strategic Pillar 3: - 28/11/23

6.15 Committee Mem 21/12/23

6.16 S. Johnson (HSC) Australia Day x 2- 21/12/23

6.17 Committee Mem Grampians Tourism - 23/12/23

6.18 Jeparit & District Bowling Club Hall re :hire Account – 23/12/23

6.19 JTAC Tiny Town Community Grants , 20/1/24

6.20 S. Johnson (HSC) Australia Day x 2 - 11 & 17 /1/24

6.21 JTAC Economic Development – 20/1/24

6.22 JTAC J. Hutson & T. Smith Re: Austra Day Events & Guest Speaker 20/1/24

6.23 H. Boyd (HSC) next JTAC meeting details – 20/1/24

6.24 JTAC Support for Jeparit Historical Society – 20/1/24

6.25 S. Reilly (Committee Mem) Refurbishment of trailer - 20/1/24

- 6.26 P. Bell (Community Mem) re outstanding account - 8/2/24
- 6.27 JTAC Min of Meet 13/11/23 and Agenda 12/2/24 – 8/2/24
- 6.28 H. Boyd – Financial Statement end 31/1/2024 – 8/2/24

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

Moved: Mel Wagener

Seconded: Bec Schultz

Carried

7. EVENTS

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

8. GENERAL BUSINESS AS NOTIFIED TO THE CHAIR

8.1 Fay Goudes (Community M) Letter to be sent to thank Mrs Goudes for her updated communication. **Completed**

8.2 John Mendoza (Community Member) - Secretary to send email informing Mr. Mendoza of the tabling of his submission Re: Development Strategy 20224-2028 HSC at meeting held on 12th February 2024. **Completed**

8.3 Jeparit Historical Society Initiative & Support request. Background information was presented to the committee regarding the Historical Societies need to protect and correctly store along with preliminary sorting to correctly archive our History to date and future documentation. Mel Wagener **Moved:** That funding to the Jeparit Historical Society to the amount of **\$3,181.00** be allocated. **Seconded:** Annemarie Werner. (Committee members C. Proctor & T. Smith did not vote due to Section 3) Unanimous show of hands. **Carried** (See 12.3)

8.4 Sharron Reilly (Committee Member) – Purchase of urn. - **Completed**

8.5 Purchase Order to be raised for;

Clugston Butchers – Meat New res bbq - \$78.85 - (See 12.2)

JDB Club rooms –Hall Hire New res bbq. - \$100.00 - (See 12.2)

Jeparit Supermarket – Accounts x 2 \$511.12 and \$277.80 - (See 12.2)

8.6 Purchase Orders No: 112341, 112342 & 112343 – Paid **Completed**

9. COUNCILLOR REPORT

9.1 Mr. B. Ireland talked about a the unfortunate of position of CEO not being completed as Jessie Holmes will not be able to proceed due to health reasons. Nick Kelly has been appointed as consultant and will proceed to find applicants.

9.2 Land next to Museum owned by HSC has had a flood overlay placed on it.

9.3 Discussion regarding Granny Flats (60sqm) not requiring a permit. However still require regulatory statute of sewerage and water.

10. OFFICER REPORT

10.1 Phil King (Economic Community Development Manager - HSC) mentioned that a proposed official opening of new swimming hole with live music is on 16th March 2024 at 6.00pm – JTAC to provide BBQ and it will be BYO. Note from HSC will be in usual media.

Discussion about the benefits to Jeparit with the beautification of this area. Light in need of repair, wc block some repair, garden mulch, dining pod to be moved, play equipment to be installed (may not be ready by march) some of the removed gym equipment is not repairable, remaining items to be re installed , fencing and screen planting still work in progress. Future discussions will involve Pontoon, diving platform and kayak tie up station.

10.2 Tiny Town Grants up to \$50,000.00 require financial input by shire councils, HSC has applied for Jeparit streetscape to \$50,000 which would require financial input from HSC and JTAC. Approx \$6,068.00 would be JTAC share.

Mr. King furnished photos of proposed garden edging to be used, replacement of mulch and replanting of trees is part of this proposal from Charles Street to Broadway.

11. URGENT BUSINESS

12. FINANCE REPORT

12.1 Summary of Balances in Finance Report.

RECOMMENDATION:

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

Moved: Mel Wagener

Seconded: Bec Schultz **Carried**

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

Moved: Cheryl Quinn

Seconded: Teresa Smith **Carried**

ITEM NO.	DESCRIPTION	DECISION
8.5	New Res BBQ	Clugston Burchers \$78.85
8.5	New Res BBQ	JDDB hall hire \$100.00
8.5	Jeparit Supermarket	\$511.12-3609 & \$277.80-3601 = \$788.92

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

Moved: Mel Wagener

Seconded: Annemarie Werner **Carried**

ITEM NO.	DESCRIPTION	DECISION
8.3	Jeparit. Hist Society	\$3,181.00

13. DECISIONS TO BE MADE

The following decisions are recommendations to Council for endorsement:

ITEM NO.	DESCRIPTION	DECISION
4	Minutes	Confirmation of the Minutes
5	Business Arising from Minutes	5.1 & 5.2
6	Correspondence	Approving the Outward Correspondence and Noting the Inward.
7	Events	Nil
8	General Business as Notified to the Chair	8.1, 8.2, 8.3, 8.4, 8.5, & 8.6
9	Councillor's Report	9.1, 9.2, & 9.3
10	Officer's Report	10.1. & 10.2
11	Urgent Business	Nil
12.1	Finance Report	Furnished.
12.2	Purchase Orders to be Raised (\$2,000 or less)	That the Council Officer raise the Purchase Orders listed
12.3	Purchase Orders to be Raised (above \$2,000)	That the Council Officer raise the Purchase Order listed

14. MEETING CLOSED

The meeting closed at 9.30pm

15. COUNCIL OFFICER AUTHORISATION

I, Phil King accept the following recommendations made by the JTA Committee at this meeting held on 12th February 2024

ITEM NO.	DESCRIPTION	DECISION
4	Minutes	Confirmation of the Minutes
5	Business Arising from Minutes	Community Garden financial assistance of \$1,995.00. Please remove (payment deferred)
6	Correspondence	Approving the Outward Correspondence and Noting the Inward.
7	Events	Nil
8	General Business as Notified to the Chair	8.1, 8.2, 8.3, 8.4, 8.5 & 8.6.
9	Councillor's Report	9.1, 9.2, & 9.3
10	Officer's Report	10.1. & 10.2
11	Urgent Business	Nil

12.1	Finance Report	That the Finance Report as provided with the Agenda be approved.
12.2	Purchase Orders to be Raised (\$2,000 or less)	That the Council Officer raise the Purchase Orders listed.
12.3	Purchase Orders to be Raised (\$2,000 or more)	That the Council Officer raise the Purchase Order listed.

I Phil King advise that the following items:

ITEM NO.	DESCRIPTION	DECISION
8.3	Grant to Jeparit Historical Society	That funding to the Jeparit Historical Society to the amount of \$3,181.00 be allocated.

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

SIGNED: Council Officer



Dated: 26/03/2024

19 January 2024

Mr Jason Hutson
Chair
Jeparit Township Advisory Committee

Re: Funding Support for Jeparit Historical Society

Dear Jason and all JTAC Members,

While I am not a member of the Jeparit Historical Society, in my capacity as a Royal Historical Society of Victoria Historical Societies Support Committee Member as well as a Committee Member of the Western Victorian Association of Historical Societies I am lending whatever experience and support I can to Wendy Zanker, President and now sole member of the Jeparit Historical Society, to do what is necessary to preserve the Society's extensive collection of photographs, documents and ephemera relating to Jeparit and district. The collection is in danger of being lost or at least suffering further deterioration unless opportunities to safeguard it for posterity and for future district residents are seized. One of the greatest assets of the collection is the original copies of Jeparit's newspapers which have never been microfilmed or digitised and which are now extremely fragile and stored precariously in a store room, subject to degradation from dust and fluctuations in temperature.

The Menzies Institute at the University of Melbourne has secured considerable funding for the Public Record Office of Victoria to engage a heritage consultant to undertake a Survey and Significance Assessment of the JHS Collection. The consultant, Tim Sullivan, visited the collection in December and part of the funding for this assessment will see Tim return to Jeparit in February or March with two others with Curatorial expertise to make a more detailed survey of the collection and to commence the valuable work of storing items in archival materials. They will be doing this work as professional archivists so that the Historical Society won't have to rely on amateur volunteers to undertake this enormous task.

Tim Sullivan is liaising with both Wendy and me and he has made the comment that more and greatly improved storage of items 'is desperately needed'. Tim has already determined that 'there is a lot of material that will tell the history of Jeparit, and especially in the photographic materials, newspapers, business and government journals, school records and some pretty interesting material from private collections showing the interests of people in the town.' More specifically, he has reported 'The important things are to 1) get the collection off the floors and away from external walls; 2) packed so that there are three layers of security from weather and pests (i.e., the building, the outer box, and any wrapping for the item(s) in the boxes); and 3) into stable shelving and cabinets as further protection and for ease of movement, lifting, etc.

As part of Tim's engagement by the Public Record Office of Victoria he has sourced a quotation from Archival Support, a firm specialising in archival storage material. The quote provided for the preliminary list of essential materials – 100 items – to protect the collection is **\$3,181.67**. Note that this amount relates only to archival boxes and related items; it does not include even more essential and larger items such as filing cabinets, storage drawers etc., all of which will need to be sourced as soon as possible. Tim believes that once this initial preservation initiative is undertaken, the Menzies Institute would look favourably on sourcing additional funding for ongoing preservation steps for the collection including, among other things, potentially the digitisation of Jeparit's newspapers.

I am submitting an application for a Hindmarsh Shire Community Grant for up to **\$1,000** to help fund the purchase of the basic archival storage materials. The Jeparit Historical Society does have some funds available to put towards this purchase although ultimately the Society will need to invest in steel cabinets and filing systems and a computer and scanner so that a full inventory of the collection can be made and, in due course, items digitised but this is a long-term project and something which is not for now.

The Jeparit Historical Society is hoping that the Jeparit Town Advisory Committee will consider co-funding the acquisition of these archival materials in order to safeguard its collection for future generations and for the benefit of the community. Would the Jeparit Township Advisory Committee consider co-funding this first part of a very worthwhile initiative up to **\$2,500.00**?

I am providing the quotation from Archival Support as documentation supporting this request.

Kind regards,



Craige Proctor, Jeparit



11th March 2024

MINUTES OF THE JEPARIT TOWNSHIP ADVISORY COMMITTEE MEETING OF THE HINDMARSH SHIRE COUNCIL HELD ON 11TH MARCH 2024 at the Memorial Hall, Roy Street, Jeparit at 7.30pm.

Present: Mr. B. Ireland (Mayor HSC), Ms. H. Boyd (Manager Finance & Customer Service HSC), Jason Hutson (Chair-Person) Teresa Smith (Vice-Chair), Cheryl Quinn (Sec), Mel Wagener (CM), Annmarie Werner (CM), Bec Schultz (CM) and Tony Simpson (Community Member).

1. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY AND OPENING PRAYER

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

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

2. APOLOGIES

Craige Proctor (Committee Member)

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

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

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

NIL.

4. CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the JTAC Committee Meeting held on 12th February, 2024 at 7.30pm at the Memorial Hall, Roy Street, Jeparit. circulated to Committee Members be taken as read and confirmed

(Attachment: 1)

Moved: Bec Schultz

Seconded: Mel Wagener

Carried

5. BUSINESS ARISING FROM THE MINUTES

5.1 Committee members of JTAC requested an explanation from the HSC as to the ruling and the control of the Jeparit Bowling Club. Explanation regarding progress of the JBC including Community Hub and what is the requirement to proceed. Who has access? To date the grounds and building are becoming seemingly in disrepair.

HSC to report at next meeting.

5.2 Committee of the J&DBC are to be asked to attend 8th April 2024 JTAC meeting to discuss their progress, membership and direction of the facility to benefit the District and the Community. **JTAC Secretary to send letter to J&DBC -- Completed**

5.3 Official Opening of River Bank precinct Saturday 16th March 2024 at 4.30pm. JTAC to obtain; bread (Rainbow bakery), sausages & burgers (Clugston Butchers), Coleslaw ingredients (Jeparit Supermarket) HSC to provide purchase orders direct to bakery and butcher. Estimated 100 attendees.

JTAC Secretary to provide receipt from Jeparit Supermarket. - Completed

6. CORRESPONDENCE

INWARD:

6.1 Cam McKenzie – Thanks for Support Letter – 13/2/24

6.2 C. Proctor (CM) Community Garden Funding -13/2/24

6.3 J. Mendoza (Community Member) Thank you letter - 13/2/24

6.4 W. Werner (Community M) Community Garden Funding Redirection -13/2/24

6.5 H. Boyd (HSC) Purchaser Order 14/2/24

6.6 H. Boyd (HSC) Purchaser Order 14/2/24

6.7 S. Johnson (HSC) Australia Day Invoices - 15/2/24

6.8 P. Bell (Community Member) Payment – Thank you 16/2/24

6.9 B. Ireland (HSC Mayor) Minutes 17/2/24

6.10 J. Creek Nhill Air show – 20/2/24

6.11 P. King (HSC) Roy Street Improvement - 20/2/24

6.12 P. King (HSC) Roy Street Improvement support letter - 20/2/24

6.13 Grampians Tourism - 29.2.24

OUTWARD:

6.14 Cam McKenzie – Support Letter – 13/2/24

6.15 C. Proctor (CM) Comm Garden Funding assistance-13/2/24

6.16 J. Mendoza (Community Member) Thank you letter - 13/2/24

6.17 W. Werner (Community Member) Comm Garden Funding -13/2/24

6.19 H. Boyd (HSC) Purchaser Orders 14/2/24

6.20 Johnson (HSC) Australia Day Invoices - 15/2/24

6.21 P. Bell (Community Member) Payment – Thank you 16/2/24

6.22 B. Ireland (HSC Mayor) Minutes 17/2/24

6.23 P. King (HSC) Roy Street Improvement - 20/2/24

- 6.24 Grampians Tourism – 4/3/24
- 6.25 J. Creek Nhill Air show – 4/3/24
- 6.26 JTAC C. Members – Agenda and Previous Min - 4/2/24

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

Moved: Bec Schultz

Seconded: Annmarie Werner

Carried

7. EVENTS

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

8. GENERAL BUSINESS AS NOTIFIED TO THE CHAIR

8.1 Moved: Annemarie Werner moved that the three Township signs be recommenced, reinvented and completed. Measurement and design of support beams to be confirmed. Mr. Brett Ireland and Mr. Jeff Woodward to finalise design for submission to Vic Roads

Seconded. Bec Schultz

Carried

8.2 Low level of water, water held for Horsham water event, Dimboola also have event, Jeparit hopeful of water flow for Fishing Competition this year.

8.3 Weir in need of repair, boards are not holding water.

9. COUNCILLOR REPORT

9.1 Preparation for event on 16/3/24 reminder to the Chair person of JTAC needs to speak to attendees. Speeches will commence at 4.30pm, food to be ready around 6.00pm on BBQ's and music band will commence around 6.00pm. Public to bring chairs and BYO. Weather prediction is for a warmish evening.

9.2 HSC will be producing regular newsletters which will include events being held in our district.

9.3 Mayor talked about CEO applications and interviewing later in March 2024 along with Council elections October 2024.

9.4 GWM to be contacted regarding an installation of drinking water fountain in the River Bank precinct.

9.5 Playground funds at River Bank precinct \$10,000.00 just for base structure.

9.6 Tiny Town Grants up to \$50,000.00 application has now been submitted and results should be available in 2 – 3 weeks.

10. OFFICER REPORT

N/A

11. URGENT BUSINESS

N/A

12. FINANCE REPORT

12.1 Summary of Balances in Finance Report.

RECOMMENDATION:

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

Moved: Mel Wagener

Seconded: Teresa Smith

Carried

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

Moved:

Seconded:

Carried

ITEM NO.	DESCRIPTION	DECISION

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

Moved:

Seconded:

ITEM NO.	DESCRIPTION	DECISION

13. DECISIONS TO BE MADE

The following decisions are recommendations to Council for endorsement:

ITEM NO.	DESCRIPTION	DECISION
4	Minutes	Confirmation of the Minutes
5	Business Arising from Minutes	5.1, 5.2 & 5.3
6	Correspondence	Approving the Outward Correspondence and Noting the Inward.
7	Events	Nil
8	General Business as Notified to the Chair	8.1, 8.2, & 8.3.

9	Councillor's Report	9.1, 9.2, 9.3, 9.4, 9.5 & 9.6.
10	Officer's Report	Nil
11	Urgent Business	Nil
12.1	Finance Report	Furnished.
12.2	Purchase Orders to be Raised (\$2,000 or less)	Nil
12.3	Purchase Orders to be Raised (above \$2,000)	Nil
14. MEETING CLOSED		

The meeting closed at 8.45pm

15. COUNCIL OFFICER AUTHORISATION

I, Heather Boyd accept the following recommendations made by the

JTA Committee at this meeting held on 11th March 2024

ITEM NO.	DESCRIPTION	DECISION
4	Minutes	Confirmation of the Minutes
5	Business Arising from Minutes	Community Garden financial assistance of \$1,995.00. Please remove (payment deferred)
6	Correspondence	Approving the Outward Correspondence and Noting the Inward.
7	Events	Nil
8	General Business as Notified to the Chair	8.1, 8.2, & 8.3.
9	Councillor's Report	9.1, 9.2, 9.3, 9.4, 9.5 & 9.6
10	Officer's Report	Nil
11	Urgent Business	Nil
12.1	Finance Report	That the Finance Report as provided with the Agenda be approved.
12.2	Purchase Orders to be Raised (\$2,000 or less)	Nil
12.3	Purchase Orders to be Raised (\$2,000 or more)	Nil

SIGNED:

Council Officer



18/3/2024



18th March 2024

To Committee Members,

NOTICE is hereby given that a Rainbow Advisory Committee Meeting of the Hindmarsh Shire Council will be held at the Supper rooms on Monday 18th March (after a visit to the amenities block at the caravan park.

AGENDA

1. Acknowledgement of the Indigenous Community

2. Apologies

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

4. Confirmation of Minutes

5. Business Arising from the Minutes

6. Correspondence
IN

- [Privacy & information collection email](#)

OUT

- [letter of support WWHS](#)

7. Events

- [Enduro Street party – 22/3/24](#)

8. General business as notified to the Chair

[A. Caravan amenities block](#)

[B. Blocks not cleaned up prior to fire danger](#)

[C. Merger discussions \(carried over from last meeting\)](#)

9. Councillor Report

10. Officer Report

11. Urgent business

12. Finance report

13. Decisions to be made

14. Meeting Closed

15. Council Officer Authorisation

1. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY AND OPENING PRAYER

Acknowledgement of the Indigenous Community

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

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

2. ATTENDANCE & APOLOGIES

In attendance : Greg Roberts, Roger Aitken, Belinda Eckermann Graham Nuske, Allira Roberts, Ron Ismay, Norelle Eckermann, Mick Henderson, Colleen Petschel

Apologies : -

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

NA

4. CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the Rainbow Committee Meeting held on 18th September 2023 at the Supper rooms circulated to Committee Members be taken as read and confirmed. *Graham/Roger AiF C*

5. BUSINESS ARISING FROM THE MINUTES

Nil

6. CORRESPONDENCE

INWARD

- Privacy & information collection email
 - The letter was discussed
 - At this stage the RTC does not collect any data that includes personal information.

OUTWARD

- Letter of support for WWHS (discussed at last meeting)

RECOMMENDATION

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

Moved : Allira

Seconded : Norelle

7. EVENTS

Allira outlined her actions so far for the street party on the Friday night of the Enduro:

- Allira sent out the notice of intent on the 4th Oct 2023
- All permits complete
- Allira very frustrated with the lack of communication from the relevant people from the Shire
- The businesses have not being contacted by the Shire..and have lots of questions that have gone unanswered.

Motion :

The RTC expresses its extreme disappointment with the attitude and lack of support from the Events and planning group of the Hindmarsh Shire in regards to the organisation of the Enduro Street party. The RTC respectfully requests a face to face meeting with the Hindmarsh Shire executive staff, VORRA & the Rainbow Rise Events Committee

Moved Graham/ Belinda AiF C

8. GENERAL BUSINESS AS NOTIFIED TO THE CHAIR

8.1 Caravan amenities block

- All were very impressed with the facilities
- Hopefully will be opened tomorrow
- Official opening will occur once everything is signed off
- Need clarification as to who cleans the Netball sheds after major events

8.2 Blocks not cleaned up prior to fire danger

- Notices get served on residents that are unkempt (letter drop in mail box)
- Greg did a drive around and counted over 20 blocks that needed work
- Steve drives around early September..this co-incides with free green waste at tip
- **MOTION – The RTC requests a detailed account of the process in place to notify residence that their block needs to be cleaned up and subsequent actions and timeline when there is no response.**
Moved Belinda/Graham AiF C

8.3 Merger discussions

- It was mentioned that the RPA needs to re-organise it's structure so that the executives of the RPA and the Oasis committee are separate
- Consensus to keep the status quo as all are comfortable with the direct line of communication with the Shire
- Only handicap of this is the process of requesting to spend over \$2000 needs to go through the Shire first
- **CP to draft a letter outlining our current position to the RPA.**

9. COUNCILLOR REPORT

- Interviews for the vacant CEO position this week
- action with Llew's silo project
- lots of spending cuts

10. OFFICER REPORT

Rainbow Rises Events Centre – RFQ for shed /shelter closes end of next week, hoping for at least a handful of submissions to choose from. RFQ for the Amenities Building at this site has gone live this week, closing end of April.

Rainbow Lake –The Shore has submitted an application through Fisheries Vic for installation of a fishing pontoon at the lake, similar to the ones we have on the Wimmera River and Nhill Lake. Not expecting an outcome of this application for at least a couple of months though.

Llew Schilling Silo – is in the hands of Government, our variation for time extension is with Government and has gone through Committee Level at Regional Development Victoria last Friday and now goes up to the next level for final approval by the Minister’s Office. Hopefully we will receive a greenlight very soon (fingers crossed!)

Other info.:

- Some new powerheads put in at the caravan park
- Grand plan is for 6 cabins in total at the caravan park
- Capital works plan not finalised as of yet.
- Allira thanked the Shire for the lift installed at the swimming pool
- Graham thanked Mick for his prompt reply with answers from the last meeting
- Toilets in the main street project is shovel ready...just waiting to source funding via grants.

11. URGENT BUSINESS
Nil

12. FINANCE REPORT

12.1 Summary of Balances in Finance Report.

RECOMMENDATION:

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

Moved Roger

Seconded Graham AiF C

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

RECOMMENDATION:

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

Moved

Seconded

Creditor	Value \$	Description of Goods or Services

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

RECOMMENDATION:

That the Council Officer, following approval by Council or the CEO, raise the following Purchase Orders greater than \$2,000.

Moved

Seconded

Creditor	Value \$ (> \$2,000)	Description of Goods or Services

13. DECISIONS TO BE MADE

The following decisions are recommendations to Council for endorsement:

ITEM NO.	DESCRIPTION	DECISION
4	Minutes	Confirmation of the Minutes
5	Business Arising from Minutes	-
6	Correspondence	Approving the Outward Correspondence and Noting the Inward.
7	Events	-
8	General Business as Notified to the Chair	
9	Councillor's Report	
10	Officer's Report	
11	Urgent Business	
12.1	Finance Report	That the Finance Report as provided with the Agenda be approved.
12.2	Purchase Orders to be Raised (\$2,000 or less)	That the Council Officer raise the Purchase Orders listed.
12.3	Purchase Orders to be Raised (above \$2,000)	That the Council Officer, following approval by Council or the CEO, raise the following Purchase Orders listed which are

		greater than \$2,000.
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14. MEETING CLOSED

The meeting closed at 8:55 pm

15. COUNCIL OFFICER AUTHORISATION

I Michael Henderson accept the following recommendations made by the Rainbow Town Advisory Committee at this meeting held on 18th March 2024.

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



SIGNED:

Dated: 20/03/2024

Wimmera Mallee Pioneer Museum

Dimboola Road, Jeparit, Victoria 3423

Email: wmpmjeparit@gmail.com

Facebook: www.facebook.com/WMPMJeparit

Minutes – Tuesday 20 February 2024, 7.30 p.m.at Briarley House

- 1) **Welcome and Acknowledgment of Country** – Omitted inadvertently.
- 2) **Declarations of interest** – Omitted inadvertently.
- 3) **Present:** Committee members: Peter Pumpa (PP) – Chair; Craige Proctor - Secretary (CNP); Wendy Werner (WW); Don Pedder (DP); Jeff Woodward (JW, HSC); Cr Brett Ireland. Guests: Tige Mannington; Peter Robson; Mel Wagener; Adrian Jaeschke.
Apologies: Wendy Zanker; Maryanne Paech; Clem Paech (attended later).
MOTION: To accept the apologies. Moved: WW Seconded: PR CARRIED

- 4) **Rally 2024 Update.** Mel Wagener presented an updated on the planning. The Planning Committee resolved to abandon the ploughing across the road due to ongoing and time-consuming difficulties with organising the appropriate permit etc. as well as a conversation between Tige Mannington and Peter Thompson re the lack of suitable horse drawn implements and preferring to keep the horses 'closer to camp'. Admission fees will be Adults \$15; Concession \$10; Family \$30; 12 and under Free. Invitations letters and Registration Forms will be sent out in March. JW (HSC) explained that a new Risk Assessment Plan will need to be submitted relating to all 'moving parts' and machinery e.g. chaff cutting, no tractors or vehicles moving where pedestrians are walking, and that this needs to be presented to HSC's insurers. TM (designated Safety Officer) to work with CNP on completing this. JW to provide Risk Assessment template to CNP. Exhibitors will need to satisfy us/HSC that they have their own Risk Management Plan in place and this needs to be stipulated in the Invitation Letter.

5) **Minutes of Previous Meeting**

The last meeting, on 18 December 2023, was an official meeting.

Motion: To accept the Minutes of the 18 December 2023 meeting as circulated.

Moved: WW Seconded: DP CARRIED

Business arising from Minutes: Craige submitted Hindmarsh Shire Community Action Grant application (due 9 Feb.) for \$1,000 towards cost of new laptop for digitising and cataloguing collection. BI indicated that decisions re the applications would be made at the 6 March Council meeting.

6) **Correspondence**

Inwards

HSC – Firearms Report and Notes taken by JW at meeting with Owen Lyons, VicPol, 30 January.

HSC – Petra Croot – New HSC Community Asset Committee membership guidelines and processes. Expression of interest form: <https://www.hindmarsh.vic.gov.au/Council/Council-Committees>

MAVEC Newsletter (forwarded to potentially interested committee members)

HSC Human Resources – updates on Management Committee membership; most have not submitted Police Check and WWCC documentation; several who believe they are members are not. Email sent to Acting CEO seeking formal clarification of Management Committee composition/membership.

Jeparit Heritage Walk Committee – request for Letter of Support for FRRR funding to continue signage project

HSC – Testing and tagging of electrical appliances and fire extinguishers imminent.

HSC – Letter from Petra Croot specifying the terms under which discussion and decision-making relating to the firearms must be conducted.

Outwards

HSC – From Secretary seeking clarification of Management Committee membership.

HSC – from Secretary – budget proposals 2024-25

HV McKay Trust email re draft storyboard along with photos of McKay Pavilion

Jeparit Heritage Walk Committee – Letter of Support (signed by CNP)

Motion: To accept the outward correspondence and note the inward Correspondence.

Moved: CNP Seconded: DP CARRIED

Business arising from Correspondence:

WMPM Management Committee membership status. As at 15 February only six people were deemed to be compliant and therefore MC members and able to vote: Peter Pumpa, Craige Proctor, Maryanne Paech; Wendy Zanker, Don Pedder and Wendy Werner. All others are deemed to be community representatives without voting rights, pending compliance. WW raised concerns that the changes to onboarding policy by HSC have resulted in confusion and that communication between HSC and WMPM was lacking but most importantly at meetings including the October AGM resolutions were passed by voting when some of those voting had no voting rights which calls into question the validity of those resolutions especially the voting for office bearers at the AGM; CNP suggested some of those resolutions need to be revisited e.g. the decision not to purchase

fibreglass horses at the December meeting. JW stated that now that the Volunteer Policy has been endorsed onboarding procedures are now clear.

Testing and tagging of appliances was undertaken on 16 February.

- 7) **HSC update.** Firearms Report and providing feedback to HSC (JW). Meeting with Owen Lyons, Victoria Police, at Museum on 30 January. Full costings of potential rehousing and security of Firearms to be presented for approval by HSC and potentially VicPol. These need to be submitted at least one month prior to a meeting at which discussion and decision-making is conducted. (There was also a lengthy discussion about the firearms in general.) Decision will probably need to be made at the April or possibly May meeting.
RV Dump Site signage supposedly to be completed the day after the meeting.

8) **Treasurer’s Report** (MP provided in absentia)

Volunteer Hours: December 2023: 294 hours; January 2024: 295.5 hours

Account to pay: Supermarket \$285.02 Reimbursements: CNP (Stamps and copy paper); WW.

December 2023		January 2024	
Opening balance 01.12.23	26,614.08	Opening balance 01.01.24	27,017.42
Receipts	425.30	Receipts	1,177.80
Expenses	71.41	Expenses	373.07
Closing balance 31.12.23	27,017.42	Closing balance 31.01.24	27,772.70
Term Deposits (2)	34,685.84	Term Deposits (2)	34,685.84
Total	\$61,948.31	Total	\$62,703.59

MOTION: To accept the Treasurer’s report as circulated. Moved: WW Seconded: DP CARRIED

General Business

1) **Visitors (MP):**

December/January Attendance:

Adults	Pens./Conc.	Children	Family	Group
13 60	10 18	0 1	1 5	

Group Bookings: Friday 10 April 2024, 40-50 people from Warrnambool Indoor Bowling Club, requesting WMPM be open from 9 a.m. (Ph: Barb, 0419 368 221)

- 2) **Volunteer issue.** CNP raised the issue of one volunteer taking time off without notifying anyone and other volunteers having to step in including CNP covering the whole of one weekend unexpectedly. More members of the MC need to make themselves available in emergency situations so that there can always be two people on duty.
- 3) **Cleaning out store room at Albacutya (WW).** The plan is to use this space for cataloguing and digitising items. WW and CNP have registered to participating in the monthly Royal Historical Society of Victoria Cataloguing Clinics webinars (free), the first being on 22 February. WW asked if other Committee members would be interested in becoming part of a Cataloguing working group going forward; CNP offered support but no other takers (at this meeting). WW and CNP to report back at next meeting.
- 4) **Storyboards update (CNP):** potentially 15 new panels: Blacksmithing (1); Grain pickling (3); Mallee Rollers (2); Horses (1); McKay Collection (4); Pioneer Women (3); Wimmera and Mallee (1). (4’x2’) Digitally printed, UV Laminated, premium grade, Aluminium Composite Panel signs, \$220 each = \$3,300. CNP proposed having 9 Storyboards produced initially and will work with JW (HSC) to achieve this.
- 5) **Heritage, Engagement and Preservation Partnerships webinar meeting (Federation University) 16 February;** CNP attended. The Fed. Uni. Bachelor of History program will commence placing students at Museums for 60 days each year; they could undertake cataloguing duties, writing grant submissions, uploading items to Victorian Collections website etc. This could be of great benefit to WMPM long term.
- 6) **Western Victorian Association of Historical Societies AGM, Nhill, April 6-7.** Hosted by Nhill Silo Heritage Project. WMPM is a member and CNP will be attending as a WVAHS Committee Member and WMPM rep.
- 7) **Maintenance.** Albacutya front door (being investigated). Urgent repairs needed to boards in three places on Briarley’s rear verandah. Repair work needs to be done to disabled entrance pathway and at toilets.
- 8) **HSC Update - Cr Brett Ireland**
- 9) Next Meeting: **Tuesday 19 March, 7.30 p.m.** Meeting closed at 9.25 p.m. Next Rally Planning Meeting: **Tuesday 26 March, 7 p.m.**

Yurunga Homestead Community Asset Committee

General Meeting, Thursday, February 22nd 2024, Yurunga Homestead Rainbow,

7:30 pm

Draft Minutes

Welcome and Opening at 7:35 pm

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

Visitors: Mayor Cr Brett Ireland, Jeff Woodward (Hindmarsh Shire)

Apologies: Nil

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

- Blinds
- Oiling Verandah
- Roof plumbing and toilet sign

Declaration by a Councillor, Officer or Committee Member of any direct or indirect interest in any item on the agenda:

Nil

Minutes of the previous meeting as circulated

Moved: Heather Drendel, Col Drendel – That the minutes of the general meeting held on January 18th 2024 as circulated be accepted as a true and accurate record. c/d

Business Arising:

- Jan 22: Heather and Jenny picked the rest of the plums. Col has done more spraying in the yard
- Jan 22: There were 17 more pigeons on the coach house roof!
- Jan 23: Jenny placed 11 kg of plums in the craft shop, in 1kg bags, \$5.00 each. Heather has put more jam in as well
- Jan 24: New booking, tour only, Sunday, April 21 morning, 10+ Geelong ppl, numbers and time to be confirmed
- Jan 25: Heather and Jenny made a list of laminated signs needed for exhibits, and put up Jan Edelsten's fancy cut paper in the kitchen and pantry
- Jan 27: Peter looked up previous emails and draft forms for loan and donation of property to Yurunga, written by Peter and Jenny in 2018

- Feb 3: Mick Smith dealt with 13 more pigeons, 15 more were flying around but wouldn't land
- Feb 6: Helen W-H of Nhill has rescheduled the lunch and tour for Nhill volunteers to Monday, March 4. She will be in touch re final numbers and dietary requirements
- Feb 13: Thanks to Heather who emailed photos of the damaged Liesfield painting to a conservator at Melb Uni in order to obtain a quote for repair. Petra has advised that there is a \$2,500 excess for insurance claims on exhibits
- Feb 13: Murtoa Probus Club is planning a lunch and tour for about 30 ppl in mid-April, 2024. More information to come
- Feb 15: Peter spoke to Aiden Dent re maintenance issues. Permission was given for Marcus Feher to repair the back screen door and the shed door. Marcus looked at the work and is obtaining materials. Peter has arranged with Aiden Dent that the invoice be sent direct to Council for payment from our maintenance budget
- Still waiting for the plumber's report on the flooding issues
- Feb 22: Phone call to Peter from Dr Gary re painting etc

Correspondence In (Emails)

- Jan 19: Brett Ireland to Peter re forward of Petra Croot's reply to Brett's query about when the 24 month term for asset committees starts (or started)
- Jan 30: Petra Croot (Manager Governance and Human Services) to Peter re possible insurance claim for water damaged painting.
- Feb 1: Petra Croot to Peter re excess payment for claim is \$2500.00. The committee could seek quotes, then we can look at options
- Feb 6: Aiden Dent to Peter re possible meeting at Yurunga on Friday, Feb 9, but we were not available
- Feb 7: Aiden Dent to Peter re not normally able to attend meetings but will keep in touch re possible day time visits
- Feb 13: Susan to Peter re Murtoa Probus Club proposed visit and requests for more information about Rainbow attractions
- Feb 13: Susan Flanagan to Peter re thanks for information

Late Correspondence In (Emails)

- Feb 22: Petra Croot to Peter re election cycle. We commence the new system in 2024 then repeat in 2026.

Correspondence Out (Emails)

- Jan 25: Peter to Petra Croot re flooding in the house, water damage to Esther Liesfield's painting and advice on claiming insurance to restore it
- Feb 6: Peter to Aiden Dent (Team Leader Facilities) re meeting at Yurunga to inspect and discuss ongoing maintenance issues

- Feb 6: Peter to Petra re thanks
- Feb 6: Peter to Dr Gary and Elaine (Minerva Heritage) re Council budget 2024-25 and suggestions for maintenance work in the Conservation Management Plan which could be funded within our maintenance budget
- Feb 13: Peter to Susan Flanagan (Murtoa Probus) re information requested
- Feb 18: Peter to S86 re Draft Minutes of January meeting

Late Correspondence Out
(Emails)

- Feb 21st: Peter to Petra Croot re clarification of our election cycle
- Feb 22: Peter to Petra – thanks for the clarification.

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

January 1st 2024 to January 31st 2024

Opening Balance per statement at 1st January \$3,945.15

Plus Income:

Entries	
General entries	\$80.00
Produce 1 Jam	\$8.00
Craft Shop 1 Jam 1 Chutney	\$20.80
Total Income	\$108.80

Less Expenses:

H Drendel Mop reimbursement	\$99.95
Total Expenses	\$99.95

Closing Balance per statement 31st December \$3,954.00

Term Deposit reinvested with interest on 28 th April 2023 at 3.95% % interest pa for 12 months . To be reinvested by April 28 th 2024	\$5,090.82
Term Deposit invested 8 th Feb for 3 months	\$10,094.52
Total funds	\$19,139.34

Peter Solly Secretary/Treasurer, Yurunga Homestead Community Asset Committee

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

~Mayor, Cr Brett Ireland

No news on the CEO replacement – same consultant to be used. There should be an announcement mid April

Shire has applied for tidy towns grants based on Jeparit main street \$48K

~ Jeff Woodward

Next month some tourism announcements may be possible.

We have grants for off grid digital information kiosks that will be linked to a tourism app.

Some new silo art signs will be rolled out.

Moved: Col Drendel, Heather Drendel - That the Hindmarsh Shire reports be accepted. c/d

General Business

- 100th birthday card for Dorothy Gosling, a longtime Yurunga volunteer: Jenny will send a card
- Update on conservator and quote to restore Aunt Esther's painting. We have a quote from Grimwade. Forward this to Petra.
- Finalising forms for donations and loans of exhibits to Yurunga. We will send our drafts to Petra for discussion and suggestions and advice
- Home for the fridge – it is sold to be picked up next week
- Our committee's 24 month term - Information from Petra is we start in 2024 then renew in 2026.
- Blinds all are 3 feet wide and we are using the old rollers. Several companies can't help us. Through National Trust – Ian Campbell of Campbell and Johnson may be able to help. They have authentic fabric. More information will be obtained.

- Oiling Verandah – Colin will do it when the weather is favourable.
- Roof plumbing - request a follow up from Aiden
- Toilet sign - request a follow up from Aiden
- It may still possible to get a defibrillator
- The plinth at the front door for the urns needs to be checked

Bookings

Monday, March 4, 2024, lunch and tour, Nhill Visitor Centre volunteers, about 20ppl, midday arrival

Contact: Helen Woodhouse-Herrick

Sunday, April 14, 2024, tour only, 12ppl, 11am arrival

Contact: [REDACTED] [REDACTED] Dennis will confirm

Sunday, April 21, 2024, tour only, Geelong group (bowlers), 10+ ppl, morning arrival. Time and numbers to be confirmed

Contact: [REDACTED] [REDACTED]

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, March 28, 2024, 7:30 pm at Yurunga

If you have an idea or would like some action taken, please notify the Secretary or Chairperson so that it can go on the agenda for discussion at the meeting. If something comes up after the agenda goes out (usually a week before the meeting, it can be listed on the night.

- Meeting closed 8:45 pm