



Yarriambiack
SHIRE COUNCIL

Minutes

Ordinary Meeting of Council

26 March 2025

COUNCIL CHAMBERS

34 Lyle Street, Warracknabeal

MEETING OF COUNCIL TO COMMENCE AT 9.30am

We acknowledge that the activities of Yarriambiack Shire Council are being held under the traditional skies and in the waterways and lands of the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagulk people.

MEMBERS OF THE PUBLIC MAY VIEW THE MEETING VIRTUALLY VIA THE LIVESTREAM

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OUR VISION

A connected rural community who values its land and wellbeing.

We will achieve this vision through:

- ✓ Supporting agriculture
- ✓ Strengthening business and tourism
- ✓ Staying connected through infrastructure
- ✓ Being a supportive Council
- ✓ Looking after our communities
- ✓ Being environmentally friendly

CONTINUOUS IMPROVEMENT

We drive continuous and sustainable improvement in service provision, operational efficiency, and stakeholder relations to create a leading organisation.

LIVE STREAMING

Council meetings will now be live streamed to allow those interested in viewing proceedings greater access to Council decisions and debate without attending the meeting in person.

1 WELCOME

2 STREAMING PREAMBLE

The Chief Executive Officer reads this section as part of the Meeting Governance process.

This Open Council Meeting is to be streamed live, recorded and published online.

I give notice to anyone who is in the gallery, that they may be recorded, and their image may be published online.

Anyone who submits a question as part of item 13 – Public Questions (of this Agenda) will have their name stated and recorded as part of the livestreaming and recording, which is published online.

The Mayor and/or the Chief Executive Officer have the discretion and authority at any time to direct the termination or interruption of livestreaming. Such direction will only be given in exceptional circumstances, where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory, or potentially inappropriate to be published.

The stream will stop prior to the closed section of the meeting, and that will conclude the Meeting of Council, open to the public.

The public can view this livestream or recording via Council's YouTube Channel, with the link available via Council's website. The recording of Council Meetings will be available for viewing until the next scheduled Council Meeting.

Should technical issues prevent the continuation of the livestream, the meeting may continue provided the gallery remains open to the public in accordance with Council's meeting procedures and Governance Rules, clause 2.42.3 (g).

3 ACKNOWLEDGEMENT AND PRAYER

Mayor to open the meeting at **9.30am** by acknowledging the Traditional Owners and offering the opening prayer.

3.1 ACKNOWLEDGING TRADITIONAL OWNERS OF THE LAND

'We acknowledge that the activities of Yarriambiack Shire Council are held under the traditional skies and in the waterways and lands of the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagulk people, and we pay respects to their Elders, past and present'.

3.2 PRAYER

Almighty God, without whom no Council can stand, nor anything prosper we ask that you be present and guide us in our deliberations today. We pray that we will be fair in our judgements and wise in our actions and that decisions will be made with goodwill and a clear conscience for the betterment and welfare of the people of Yarriambiack Shire.

Amen

4 PRESENT

Mayor	Kylie Zanker	Warracknabeal Ward
Deputy Mayor	Andrew McLean	Hopetoun Ward
Councillor	Corinne Heintze	Dunmunkle Ward
Councillor	Melinda Keel	Dunmunkle Ward
Councillor	Chris Lehmann	Hopetoun Ward
Councillor	Karly Kirk	Warracknabeal Ward

Council Officer	Tammy Smith	Chief Executive Officer
Council Officer	Joel Turner	Chief Engineering Officer
Council Officer	Anita McFarlane	Chief Financial Officer
Council Officer	Monique Metlika	Governance Support Officer
Council Officer	Daniel Brandon	Manager Business Systems
Council Officer	Jo White	Governance Officer

5 APOLOGIES

Name / Role	Description of Leave / Absence
Tim Rose, Chief Operating Officer	Professional Development

6 CONFIRMATION OF MINUTES

6.1 MINUTES 26 FEBRUARY 2025 – ORDINARY MEETING

Minutes of the Ordinary meeting of Council held on 26 February 2025 be taken as an accurate record and confirmed.

Recommended Motion:

That the minutes of the Ordinary Meeting of Council held on 26 February 2025, as circulated be taken as read and confirmed.

Resolution:

Moved Cr Kirk

Seconded Cr Heintze

That the recommendation be adopted.

Carried

6.2 MINUTES 26 FEBRUARY 2025 – CLOSED (CONFIDENTIAL) MEETING

Minutes of the Closed (Confidential) meeting of Council held on 26 February 2025 be taken as an accurate record and confirmed.

Recommended Motion:

That the minutes of the Closed (Confidential) Meeting of Council held on 26 February 2025, as circulated be taken as read and confirmed.

Resolution:

Moved Cr Lehmann

Seconded Cr Heintze

That the recommendation be adopted.

Carried

7 DECLARATION OF CONFLICT OF INTEREST

Pursuant to Division 2 – Conflict of Interest, of the *Local Government Act 2020* general and material conflict of interest must be declared prior to debate on specific items within the agenda; or in writing to the Chief Executive Officer before the meeting.

A Councillor who has declared a conflict of interest in respect of a matter must:

- a) Disclose the conflict of interest in the manner required by the Yarriambiack Shire Council Governance Rules (Chapter 5- Disclosure of Conflict of Interest at Council Meetings).
- b) Exclude themselves from the decision-making process in relation to that matter, including any discussion or votes on the matter at any Council meeting or delegated committee, and any action in relation to the matter.

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

- a) *Private interests* mean any direct or indirect interest of a relevant person that does not derive from their public duty and does not include an interest that is only a matter of personal opinion or belief.
- b) *Public duty* means the responsibilities and obligations that a relevant person has to members of the public in their role as a relevant person.

Material conflict of interest is if a relevant person has an interest in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter,

- a) The benefit or loss incurred may be directly or indirectly,

OR

- b) In a pecuniary or non-pecuniary form.

Councillors are also encouraged to declare circumstances where there may be a perceived conflict of interest.

7.1 CONFLICT OF INTEREST DECLARED

Conflict Declared by	Agenda Item	Reason - Explanation

8 BUSINESS ARISING

8.1 BUSINESS ARISING FROM PREVIOUS MINUTES

As per ongoing and pending actions list, Item 8.2.

8.2 ONGOING AND PENDING ACTIONS

Council Meeting	Recommendation Action	Action Taken
26 June 2024 Item 15.3	Reallocation of SHARE Grant 2023-24 funding to the installation of Automated External Defibrillator (AED) machines at Council owned Senior Citizen buildings.	The AED's have been ordered and will be installed by the building maintenance teams.
28 August 2024 Item 15.13	Resheet a section of Mellis Road, from Stawell Warracknabeal Road to a property 4.3km to the East.	The resheet is scheduled to occur after harvest, in first quarter of 2025.
27 November 2024 Item 15.6	Apply for Living Libraries Infrastructure Program (LLIP) for: <ul style="list-style-type: none"> Minor Works funding at the Hopetoun Neighbourhood House (former Gateway BEET) building. Major Works at the Coopers Crossing, Emma's Café Library building in Minyip. 	Planning commenced for applications. 2024-25 Living Libraries Infrastructure Program opens on 03 February 2025 and closes on 14 March 2025.
29 January 2025 Item 15.4	The transfer of Maternal Child Health Services to West Wimmera Health Service is scheduled to be completed by 01 April 2025.	On schedule to transfer.
26 February 2025 Item 15.1	Name the unnamed laneway 04 in Council's Road Register, as "Isbel Lane".	Community consultation to commence.
26 February 2025 Item 15.3	Enact Licence Agreement between Yarriambiack Shire Council and Mallee Track Health and Community Service.	CLOSED Licence Agreement has been fully executed 26 February 2025.
26 February 2025 Item 15.4	Enact Licence Agreement between Yarriambiack Shire Council and Melbourne West Flight Training Propriety Limited.	CLOSED Licence Agreement has been fully executed 26 February 2025.
26 February 2025 Item 15.5	Make a financial contribution to the University of Melbourne to fund a Scholarship for a Masters research student for the primary purpose of conducting a social benefit cost analysis on mining within our Shire, to determine if mining will benefit or harm societal welfare.	Engagement with University of Melbourne has commenced.
26 February 2025 Item 15.6	Advocate to the State Government to amend the Rabl Park project scope of the election promise funding.	Advocacy has occurred and funding is currently under review.
26 February 2025 Item 15.8	Enact Lease and Service Agreement for Hopetoun Early Years Centre.	CLOSED Lease and Service Agreement has been fully executed 26 February 2025.

Council Meeting	Recommendation Action	Action Taken
26 February 2025 Item 15.9	Enact Deed of Renewal and Variation between Yarriambiack Shire Council and VicTrack (Assets) Pty Ltd.	Deeds of Renewal and Variation (2) signed off by Council 26 February 2025 and sent to VicTrack (Assets) Pty Ltd for final execution.
26 February 2025 Item 15.10	Enact Licence Agreement between Yarriambiack Shire Council and Warracknabeal Playgroup Inc.	CLOSED Licence Agreement has been fully executed 26 February 2025.

9 PETITIONS

No petitions received.

10 CORRESPONDENCE

Outgoing		
Date	Recipient	Details
27/02/2025	Vanessa Richards from Jacinta Ermacora MP office	Email - Yarriambiack Shire - Follow Up - By Five Funding & Rabl Park Election Promise
28/02/2025	Mayors of Victorian Local Government Municipalities	Letter - Request for Support on Motion to MAV State Council Meeting from Mayor Kylie Zanker
28/02/2025	The Hon Jaclyn Symes	Letter - Impact on Rural Councils of the Emergency Services and Volunteer Fund
28/02/2025	The Hon Vicki Ward	Letter - Impact on Rural Councils of the Emergency Services and Volunteer Fund
28/02/2025	The Hon Nick Staikos	Letter - Impact on Rural Councils of the Emergency Services and Volunteer Fund
28/02/2025	Bill Malcolm, University Melbourne	Email - Council Decision - Social Benefit Cost Analysis
04/03/2025	The Hon Lizzie Blandthorn	Letter - Wimmera Southern Mallee ByFive Funding in Jeopardy
04/03/2025	Jacinta Ermacora MP	Letter - Wimmera Southern Mallee ByFive Funding in Jeopardy
07/03/2025	Minyip Progress Association	Letter - Terms of Application for Living Libraries Grant
07/03/2025	Minyip Supermarket	Letter - Cardboard Service Options
14/03/2025	GWM Water	Email - Waterway Manager - Reference on GWMWater Website
14/03/2025	Mayor Rochelle Halstead, Bass Coast Shire Council	Letter of Support - MAV Motion Emergency Services Volunteer Fund
18/03/2025	Minister for Small Business	Letter - Public Holiday Show Dates 2025
18/03/2025	Woody's Murray to Moyne Cycle Relay Inc.	Letter - Council Permission for Cycle Relay for VicRoads Application
18/03/2025	CFA - Chris Eagle	Email - Marma Street - Murtoa Former Kindergarten Site - Crown Tenure

Incoming		
Date	Sender	Details
27/02/2025	Department of Jobs, Skills, Industry and Regions	Letter - 2024-25 Country Football and Netball Program Funding Outcome - Yarriambiack Shire Council
27/02/2025	Department of Jobs, Skills, Industry and Regions	Email - OFFICIAL - 2024-25 Country Football and Netball Program Funding Outcome

Incoming		
28/02/2025	Office of Jacinta Ermacora	Email - Follow Up - By Five Funding & Rabl Park Election Promise - WSM - 28 February 2025
28/02/2025	Bill Malcolm	Email – Social Benefit Cost Analysis
03/03/2025	Essential Services Commission	Letter – Elly Patira Introduction as the Essential Services Commission’s Sponsoring Commissioner for Local Government
04/03/2025	Jacyln Symes MP	Letter - Treasurer Letter to CEOs of Yarriambiack Shire and Hepburn Shire (RCV Representatives) regarding Emergency Services and Volunteer Fund
04/03/2025	Mayor Matt Burnett, ALGA President	Email - Request to Endorse ALGA’s 2025 Federal Election Funding Priorities
05/03/25	The Hon. Sonya Kilkenny	Email – Confirmation to Meet and Discuss Yarriambiack Shire Council’s Position on Mining, Renewable Energy and Transmission Lines
07/03/2025	Minister Staikos MP	Email - International Women’s Day’s 2025
07/03/2025	Regional Resident	Email – Thank you to Mayor Kylie Zanker regarding SCBA Media Release
14/03/2025	Bass Coast Shire Council	Email - Request for letter of support MAV Motion Emergency Services Volunteer Fund
17/03/2025	Municipal Association of Victoria (MAV)	Email - Motion Receipt - May State Council 2025
18/03/2025	The Hon Lizzie Blandthorn MP	Email - Response to Letter from Mayor Kylie Zanker Regarding Wimmera Southern Mallee By Five Funding

11 SPECIAL COMMITTEES

11.1 AUDIT AND RISK COMMITTEE MEETING SCHEDULE

The proposed scheduled meeting program is as follows for the next 12 months for the Audit and Risk Committee:

Date	Description
25 March 2025	Special Meeting
05 May 2025	Ordinary Meeting (note change of date)
14 July 2025	Ordinary Meeting

11.2 AUDIT AND RISK COMMITTEE MEETING MINUTES

The Ordinary Audit and Risk Committee Meeting was held on 03 March 2025.

[Attachment: Audit and Risk Committee Minutes – 03 March 2025](#)

The Special Audit and Risk Committee Meeting was held on 25 March 2025.

[Attachment: Special Audit and Risk Committee Minutes – 25 March 2025](#)

A special meeting of the Audit and Risk Committee was held on the 25 March 2025 to consider the Draft Financial Statements and Performance Report for 23/24 Financial Year. The minutes from this meeting were circulated as a late attachment to the Councillors on the Wednesday 26 March 2025 prior to the Council Meeting commencing.

Recommended Motion:

That the Minutes of the Ordinary Audit and Risk Committee Meeting held on 03 March and the Special Audit and Risk Committee Meeting held on the 25 March 2025 be taken as read and confirmed.

Resolution:

Moved Cr Kirk

Seconded Cr Keel

That the recommendation be adopted.

12 ACTIVITY REPORTS

12.1 MAYOR ACTIVITY REPORT

Mayor Kylie Zanker – Warracknabeal Ward (March)		
Date	Activity	Location
27/02/25	CEO Review and Culture Audit Feedback facilitated by Lisa Davidson	Online
27/02/25	Undertook Murtoa Newspaper Interview	Phone
27/02/25	Undertook ABC Radio Interview regarding Items from 26 February Council Meeting	Phone
28/02/25	Meeting with CEO and Deputy Mayor	Hybrid
28/02/25	ANC Radio Interview regarding By Five funding, Warracknabeal Playgroup Lease and Hopetoun Early Years Centre	Phone
02/03/25	MC for the movie event held at the Warracknabeal Town Hall "Just a Farmer"	Warracknabeal
07/03/25	Coffee with a Councillor Session	Woomelang
07/03/25	Coffee with a Councillor Session	Hopetoun
08/03/25	Beulah Wide Open Spaces Market and Opening of the Event	Beulah
10/03/25	Warracknabeal Action Group Meeting	Warracknabeal
12/03/25	Council Forum	Warracknabeal
13/03/25	Coalition Election Promise Announcement Beulah Supermarket with Dr Anne Webster	Beulah
13/03/25	General Meeting for Rural Business and Community Inc	Online
14/03/25	Meeting with CEO and Deputy Mayor	Hybrid
17/03/25	Guides Warracknabeal Annual General Meeting	Warracknabeal
18/03/25	Environmental Protection Agency (EPA) Lunch with Governing Board and Senior Executives	Boort
21/03/25	Meeting with CEO and Deputy Mayor	Warracknabeal
21/03/25	Warracknabeal Kindergarten Official Opening	Warracknabeal
21/03/25	Meeting with West Wind and Community Engagement representatives	Warracknabeal
24/03/25	Coffee with a Councillor Session	Brim

Mayor Kylie Zanker – Warracknabeal Ward (March)		
24/03/25	Coffee with a Councillor Session	Beulah
24/03/25	Coffee with a Councillor Session	Warracknabeal
24/03/25	Friends of the Warracknabeal Caravan Park	Warracknabeal

12.2 COUNCILLOR ACTIVITY REPORTS

Deputy Mayor Andrew McLean – Hopetoun Ward (March)		
Date	Activity	Location
04/03/25	Patchewollock Inc. Meeting	Patchewollock
07/03/25	Meeting with CEO and Mayor	Hybrid
07/03/25	Coffee with a Councillor Session	Woomelang
07/03/25	Coffee with a Councillor Session	Hopetoun
12/03/25	Council Forum	Warracknabeal
13/03/25	Coalition Announcement regarding Beulah Supermarket	Beulah
14/03/25	Meeting with CEO and Mayor	Hybrid
20/03/25	Hopetoun P-12 Community Dinner	Hopetoun
21/02/25	Meeting with CEO and Mayor	Hybrid
21/02/25	Warracknabeal Kindergarten Official Opening	Warracknabeal
24/03/25	Coffee with a Councillor Session	Beulah
24/03/25	Coffee with a Councillor Session	Brim
24/03/25	Coffee with a Councillor Session	Warracknabeal
25/03/25	PLACE meeting and Dinner with By5	Hopetoun

Cr Corinne Heintze – Dunmunkle Ward (March)		
Date	Activity	Location
27/02/25	CEO Review and Culture Audit Feedback facilitated by Lisa Davidson	Online
28/02/25	Bio-energy Seminar	Bendigo
05/03/25	Minyip Progress Meeting	Minyip
07/03/25	Coffee with a Councillor Session	Woomelang
07/03/25	Coffee with a Councillor Session	Hopetoun
12/03/25	Council Forum	Warracknabeal
13/03/25	Coalition Announcement regarding Beulah Supermarket	Beulah
21/03/25	GWM Stakeholders Workshop	Horsham

Cr Corinne Heintze – Dunmunkle Ward (March)		
24/03/25	Coffee with a Councillor Session	Warracknabeal
25/03/25	Rupanyup Silo Art	Rupanyup

Cr Melinda Keel – Dunmunkle Ward (March)		
Date	Activity	Location
12/03/25	Council Forum	Warracknabeal
18/03/25	Murtoa Progress Association Meeting	Murtoa
25/03/25	Murtoa Swimming Pool Committee Meeting	Murtoa

Cr Chris Lehmann – Hopetoun Ward (March)		
Date	Activity	Location
07/03/25	Coffee with a Councillor Session	Woomelang
07/03/25	Coffee with a Councillor Session	Hopetoun
09/03/25	Wide Open Spaces Festival	Beulah
12/03/25	Council Forum	Warracknabeal
24/03/25	Coffee with a Councillor Session	Beulah
24/03/25	Coffee with a Councillor Session	Brim
24/03/25	Coffee with a Councillor Session	Warracknabeal

Cr Karly Kirk – Warracknabeal Ward (March)		
Date	Activity	Location
03/03/25	Audit and Risk Committee Meeting	Online
12/03/25	Council Forum	Warracknabeal
24/03/25	Coffee with a Councillor Session	Beulah
24/03/25	Coffee with a Councillor Session	Brim
24/03/25	Coffee with a Councillor Session	Warracknabeal
24/3/25	Friends of Warracknabeal Caravan Park Inception Meeting	Warracknabeal

12.3 CHIEF EXECUTIVE OFFICER ACTIVITY REPORT

Tammy Smith (March)		
Date	Activity	Location
28/02/25	Mayor, Deputy Mayor and CEO Meeting	Hybrid
28/02/25	Meeting with Rural Councils Victoria Executive Committee	Online
28/02/25	Meeting with Department of Health, Transition of MCH Services to WWHS	Online
03/03/25	Audit and Risk Committee Meeting	Online
03/03/25	Catch Up with Business regarding Housing	Online
03/03/25	Rural Councils Victoria Meeting with Senator Jana Stewart	Online
06/03/25	Maternal Child Health Transition Meeting with WWHS	Online
07/03/25	Mayor, Deputy Mayor and CEO Meeting	Hybrid
07/03/25	International Women's Day	Horsham
11/03/25	Warracknabeal Action Group Executive Meeting	Warracknabeal
12/03/25	Council Forum	Warracknabeal
13/03/25	Wimmera Regional CEO Meeting	Horsham
13/03/25	Wimmera Southern Mallee Development Council CEO Briefing	Horsham
13/03/25	Coalition Election Promise Announcement Beulah Supermarket with Dr Anne Webster	Beulah
14/03/25	ANMF and YSC meeting regarding MCH Transition	Online
14/03/25	Meeting with Rural Councils Victoria Executive Committee	Online
17/03/25	By Five Funding Advocacy Meeting with Dr Anne Webster, MP	Online
18/03/25	Environmental Protection Agency (EPA) Lunch with Governing Board and Senior Executives	Boort
20/03/25	MCH Transition Meeting – YSC and WWHS	Online
20/03/25	Rural MBS Resourcing Debrief	Online
21/03/25	Mayor, Deputy Mayor and CEO Meeting	Hybrid

Tammy Smith (March)		
21/03/25	Meeting with West Wind and Community Engagement representatives	Warracknabeal
21/03/25	Opening of Warracknabeal Kindergarten	Warracknabeal
24/03/25	Friends of the Warracknabeal Caravan Park	Warracknabeal
25/03/25	PLACE meeting and Dinner with By5	Hopetoun

13 PUBLIC QUESTIONS

Division 8 – Public Question Time (Yarriambiack Shire Council Governance Rules)

Community Members (excluding Councillors) may submit a question to Council.

Questions must be submitted in writing, stating the name and address of the person submitting the question, on an approved or permitted form by Council.

[Public Questions for Council – Yarriambiack Shire Council.](#)

Questions must be submitted 24 hours prior to a Council Meeting.

The questions will be answered at a Council meeting by the Mayor (Chairperson), or if delegated by the Chairperson, the Chief Executive Officer, a Councillor or a nominated Officer.

If questions are submitted less than 24 hours before the Council meeting, they will be answered at the meeting where possible, and if no answer can be given, then a written answer will be given to the person as soon as possible after the Council meeting.

No person can submit more than two questions at any Council meeting (unless permitted by the Chair – Mayor).

The question will not be allowed if:

- i. relates to a matter outside the duties, functions and powers of Council;
- ii. is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- iii. deals with a subject matter already answered;
- iv. is aimed at embarrassing a Councillor or an Officer;
- v. relates to a personnel matter; or
- vi. contains or refers or relates to Confidential Information.

Questions and answers must be as brief as possible, and no discussion is allowed other than for the purpose of clarification.

The Name of Person and Question will be read out by either the Mayor or Chief Executive Officer, and the nominated Councillor / Officer is to respond.

The party submitting the question need not physically attend the Council Meeting, however if they are not physically present at the part of the meeting allocated for public question time, the Mayor (Chairperson) may determine that a verbal answer will not be provided at the meeting and a written answer will instead be communicated after the meeting.

13.1 QUESTIONS SUBMITTED

Name: Kevin Sheridan	Town: Rupanyup
Question: When will the Cust Store Building open, and what will the operating hours be to encourage and attract people to the central area of Rupanyup?	
Respondent: Tammy Smith, Chief Executive Officer	
<p>Response: The Cust Store lessee has confirmed that they are planning to open the first week of April, prior to the Dirt Music Festival which will occur on the 06 April 2025.</p> <p>The opening will be advertised on Facebook / Instagram.</p> <p>They will open with limited days and hours and will continue to build on the opening days / hours over the coming months. There are still works occurring inside the building.</p> <p>The Cust Store is collaborating with a local business to enhance the visitor experience.</p>	

14 COUNCILLOR REPORTS

14.1 MAYORS REPORT

Over the last month our advocacy efforts have been elevated, bringing key matters to the attention of Government and our Community.

I have been on the radio and advocating for funding post 30 June 2025 for Wimmera Southern Mallee By5, which will change the outcomes for our youngest residents across our Shire and the By5 region footprint.

In addition, there has been extensive coverage of the Emergency Services Volunteer Fund and the impact on our rural communities, with specific focus on our farming sector.

We thank Rural Councils Victoria and the Municipal Association of Victoria for their continued advocacy and support in this space.

We have secured a meeting with the Minister for Planning and the Minister for Energy in mid-May, where we can discuss our Position Statement on Mining, Renewables and Transmission projects across our Shire and the broader region.

Following the Council's decision to explore alternative options for fulfilling the election promise at Rabl Park, Jacinta Ermacora MP has been aiding our advocacy regarding the scope of delivering a portion of the master plan in Murtoa, worth \$200,000.

We welcomed the official opening of the Warracknabeal Kindergarten Wattle Room building, carpark and landscaping on Friday 21 March 2025.

This was a significant project totalling \$1.607million, of which \$1.151m was grant funded and Council required to contribute \$456k to the project.

Our final sessions of Coffee with a Councillor are scheduled on Monday 24 March in Beulah, Brim and Warracknabeal.

These sessions have been invaluable, and we look forward to incorporating discussions and feedback into our Council Plan 2025-2029.

And last but not least, on the 13 March 2025 we welcomed Dr Anne Webster, Member for Mallee's announcement of a Dutton-Littleproud Coalition Government election promise of \$1.392 million to rebuild the Beulah Supermarket.

We congratulate the community on their advocacy.

15 REPORTS FOR DECISION

15.1 SCOTT STREET WARRACKNABEAL SPEED LIMIT 40KMS/H REQUEST

Prepared by Tammy Smith, Chief Executive Officer and Joel Turner, Chief Engineering Officer

SUMMARY

Council received a petition to install wombat crossings on Scott Street, Warracknabeal. The Council supported the petition, applied for funding, and successfully installed the crossings. Following the installation, there was an expectation within elements of the community that the speed limit on Scott Street would be reduced to 40km/h. This paper requests the Council's endorsement to begin a community consultation process to reduce the speed limit in the interest of public safety.

Recommended Motion:

That Council:

- a) Endorse for the Chief Executive Officer (or her delegate) to commence the community consultation process to reduce the speed limit in Scott Street Warracknabeal, from 50km/h to 40km/h between Phillip Street and Lyle Street Warracknabeal.
- b) If the community consultation process receives majority support to reduce the speed limit, that the Council endorses for the Chief Executive Officer (or her delegate) to commence the application and implementation process to reduce the speed limit and to conduct a community education process regarding the change.

Resolution:

Moved Cr McLean

Seconded Cr Kirk

That the recommendation be adopted.

Carried

ATTACHMENTS

Not applicable.

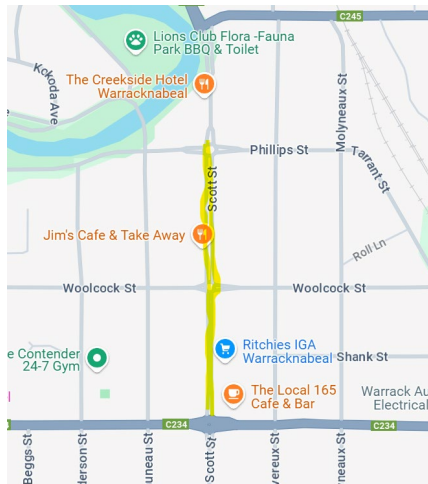
DISCUSSION

The Wombat Crossings have been installed, assisting to improve public safety. The crossings are supported with flashing lights, and tactiles will be installed shortly to assist vision impaired residents and visitors, attempting to cross the road.

The Chief Executive Officer has been approached by members of the community, enquiring when the speed limit will be reduced as a further safety mitigation measure.

It is proposed that Council support the communities request and reduce the speed limit from 50km/h to 40km/h between the Scott and Lyle Street roundabout and the Scott and Phillips Street roundabout.

Below is an image of the area where the speed reduction would apply:



To enact this request, it is proposed that a community consultation process, via "Have Your Say" be enacted for 28 days to seek the communities feedback on this change.

RELEVANT LAW

Section 10 of the *Local Government Act 2020* provides that subject to any limitations or restrictions imposed by the Act or any other Act, Council has the power to do all things necessary or convenient to be done in connection with the performance of its role.

COUNCIL PLANS AND POLICIES

Council Plan 2021-2025 strategic objectives 1 and 4 apply to this decision.

Objective 1: A Vibrant and Diversified Economy.

Objective 4: A Council Who Serves Its Community

RELATED COUNCIL DECISIONS

23 November 2022 – Ordinary Council Meeting Minutes – Item 15.2 Wombat Crossing Scott Street, Warracknabeal

OPTIONS

Councillors may opt not to endorse the community engagement process and the reduction of the speed limit, acknowledging that Wombat Crossings serve as an inherent speed reduction measure, and deeming no additional actions necessary.

SUSTAINABILITY IMPLICATIONS

Economic: The wombat crossings and supporting speed reduction could encourage increased economic activity, providing a safer Scott Street shopping precinct.

Social: Improve safety in Scott Street. Enhancing the social health and wellbeing of people visiting and shopping in Scott Street Warracknabeal.

COMMUNITY ENGAGEMENT

The Warracknabeal Townscape Committee made a survey in June 2022 and received 96% positive feedback to install the wombat crossings on Scott Street, Warracknabeal.

GENDER IMPACT ASSESSMENT

Not applicable.

RISK

Utilising the Risk Management Framework, the following assessment has been made:

Strategic Risk Description and Residual Risk Level	Action to Mitigate/Reduce Risk	Does Action maintain or reduce Residual Risk Level
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	<p>The wombat crossings are clearly marked and impossible to miss and serve as a reminder to motorists to slow down when pedestrians are using such crossings.</p> <p>The speed reduction further enhances public safety.</p>	Reduces Residual Risk Level
Reputational Risk - Residual Risk Level Low	The crossings help pedestrians to enjoy the health and social benefits of visiting the main shopping precinct.	Maintains Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

The traffic control treatments were installed with the requirements set in the relevant Australian Standard(s) and VicRoads notes.

Infrastructure Victoria supports 30 kilometres an hour in areas commonly visited by children before being more broadly rolled out to a majority of suburban streets, under a new proposition aimed at increasing safety for both drivers and pedestrians for millions of Australians.

CONFLICTS OF INTEREST

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in the subject matter of this report.

15.2 ANNUAL REPORT REVISION 2023-24

Prepared by Anita McFarlane, Chief Financial Officer

SUMMARY

In accordance with the *Local Government Act 2020*, Council is required to prepare an annual report in respect of each financial year.

The Annual Report includes the annual financial and performance statements (the statements) that have been prepared in accordance with the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020.

Alternate Motion:

That Council:

- a) Approves "in principle" subject to no material changes as a result of the Victorian Auditor General Office (VAGO) review, the draft Annual Financial Report and the draft Performance Statement for the year ended 30 June 2024, as circulated to Councillors and endorsed by the Audit and Risk Committee on 25 March 2025; and
- b) Adopt the Annual Report 2023/24 as previously presented to Councillors on 25 October 2024 subject to any administrative changes that maybe required to reflect the endorsed Annual Financial Report and Draft Performance Statement and VAGO approval and certification; and
- c) Notes the Annual Report 2023/24 has been prepared in accordance with the *Local Government Act 2020*.
- d) Nominate Councillor Kylie Zanker and Councillor Karly Kirk to be authorised to sign the Annual Financial Report (Statements) and Performance Statement in their final form after any changes recommended or agreed to by VAGO and/or the External Auditor have been made; and rescind the Council's decision to adopt the Annual Report 2023/24 made on the 25 October 2024.

Resolution:

Moved Cr Zanker

Seconded Cr Kirk

That the recommendation be adopted.

Carried

ATTACHMENTS

[Attachment: Final Draft Financial Statements 2023-24](#)

[Attachment: Final Draft Performance Report 2023-24](#)

DISCUSSION

The Annual Report has been prepared in accordance with sections 98, 99 and 100 of the *Local Government Act 2020*.

The Report outlines Council's financial and non-financial performance in the last 12 months and celebrates several key achievements.

VAGO Certification

The Council experienced delays with the external audit process, and as of 25 October 2024 had not received the final certification from VAGO.

Council Officers have been working closely with the external auditors and VAGO to resolve the matters.

The delay was a result of Council becoming aware late in the external audit process of issues arising relating to the valuation of roads and bridges, namely remaining asset useful lives, condition data and the assignment of residual values to those asset classes, that remained unresolved at the 25 October 2025, and that took some time to remedy.

The Chief Executive Officer, in consultation with the Audit and Risk Committee Chair had requested that VAGO consider issuing a modified audit opinion, acknowledging the issues and that it would be rectified in the 24/25 financial year as a priority.

However, in early January 2025 after working through the matters with VAGO and the external auditors, it was agreed that Council would rescind on the request for VAGO to consider issuing a modified audit opinion and work to achieve an unqualified (clean opinion) audit result.

The matter has now been rectified, and to mitigate the risk of this matter arising again, Council has engaged external contractors to complete the condition data assessments on our extensive road, footpaths and kerbing assets to inform the 24/25 financial audit process.

The Councillors are now being requested to adopt the report provisional on the final sign off from VAGO, which is expected to occur within the next week.

RELEVANT LAW

- *Local Government Act 2020* – Division 3 Reporting - Section 98, 99 and 100.
- Applicable Australian Accounting Standards

It should be noted Council has technically been non-compliant with s100 of the *Local Government Act 2020* which requires that the Annual Report (including audited financial and performance statements) be presented at a Council meeting no later than the day before the election. Council's Annual Report as at the 25 October 2025 did not include audited financial and performance statements at that time. Whilst there are no penalties for non-compliance or other legal consequences arising from not meeting the deadline, Council is conscious that it does give rise to a reputational risk.

COUNCIL PLANS AND POLICIES

- a) Council Plan 2021 - 2025
- b) Annual Budget 2023-2024

RELATED COUNCIL DECISIONS

- 28 June 2023 – Ordinary Council Meeting Minutes – Item 16.1 Adoption of Budget 2023-24
- 25 October 2024 - Ordinary Council Meeting Minutes – Item 15.1 Annual Report 2023-24

OPTIONS

Not applicable.

SUSTAINABILITY IMPLICATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

The subject matter of the report does not raise any sustainability implications.

COMMUNITY ENGAGEMENT

Community Engagement has occurred in the development of the Council Plan 2021-2025 and the Annual Budget. Both documents inform the key performance metrics included in the Annual Report.

GENDER IMPACT ASSESSMENT

Not applicable.

RISK

Utilising the Risk Management Framework the following assessment has been made:

Strategic Risk Description and Residual Risk Level	Action to Mitigate/Reduce Risk	Does Action maintain or reduce Residual Risk Level
Financial Risk - Residual Risk Level Medium	The Annual Report includes the Annual Financial and Performance statements that are audited and are to be certified by VAGO. Council is awaiting the final sign off and certification from the External Auditors and VAGO.	Maintains Residual Risk Level
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	The presentation of the Annual Report within the required timeframes outlined in <i>Local Government Act 2020</i> (the Act) demonstrates Council has met the requirements of section 98, 99 and 100 of the Act. However, Council is experiencing delays in final sign off from the External Auditors and VAGO. This poses a reputational risk to Council for being technically non-compliant with s100 of the <i>Local Government Act 2020</i> .	Increases Residual Risk Level
Reputational Risk - Residual Risk Level Low	Council is experienced delays in final sign off from VAGO of the annual financial and performance statements. This poses a reputational risk to Council for being technically non-compliant with s100 of the <i>Local Government Act 2020</i> .	Increases Residual Risk Level
Strategy Execution and Change Management Risk - Residual Risk Level Medium	The Council Plan is Council's overarching strategic document that outlines Council's key actions for a four-year period. The annual report identifies and reports on how Council has met the actions outlined in the Council Plan.	Maintains Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

CONFLICTS OF INTEREST

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in the subject matter of this report.

15.3 WEST WIMMERA HEALTH SERVICES LEASES FOR MATERNAL AND CHILD HEALTH SERVICES

Prepared by: Jo White, Governance Officer

SUMMARY

Recently, Council endorsed the transition of the provision of Maternal and Child Health Services from Yarriambiack Shire Council to West Wimmera Health Service (WWHS), to take effect from 10 April 2025.

It was proposed that the Maternal and Child Health Services in Beulah and Tempy continue to operate out of the same Council buildings in those locations. WWHS would become the operating tenant, therefore a lease is required to be put in place.

Recommended Motion:

That Council:

- a) Endorse the Leases (as attached) between Yarriambiack Shire Council and West Wimmera Health Service for the buildings and land known as;
 - a) Infant Welfare Building – 71 Phillips Street, Beulah
 - b) Infant Welfare Building – 8 Boschert Street, Tempy
- b) Endorse for the Leases to be peppercorn leases in accordance with the Leases and Licensing Policy, Schedule 1 – Category A, with a rental fee of \$1.00 (one dollar) plus GST per year, deemed paid.
- c) Endorse the Chief Executive Officer to make any administrative changes required for the Leases to be executed, providing the intent of the Leases are not altered.
- d) Endorse the affixing of the Common Seal to the Lease in accordance with Council's Common Seal and Conduct at Meetings Local Law 2020.

Resolution:

Moved Cr Keel

Seconded Cr Lehmann

That the recommendation be adopted.

Carried

ATTACHMENTS

[Attachment: Draft Lease – 71 Phillips Street Beulah](#)

[Attachment: Draft Lease – 8 Boschert Street Tempy](#)

DISCUSSION

Council's priority is ensuring a seamless transition of Maternal and Child Health Services for families and babies in our community. Council also applies that concern to the service provider and their staff.

Retaining the services in the same location prevents any level of upheaval to the stakeholders during the transition period.

RELEVANT LAW

Local Government Act 2020.

COUNCIL PLANS AND POLICIES

Leases and Licencing Policy.

OPTIONS

Council could choose to undertake a public advertisement of the West Wimmera Health Services Leases; however, it should be noted that community consultation is not required under Section 115 of the *Local Government Act 2020*.

SUSTAINABILITY IMPLICATIONS

Social: Maternal and Child Health Services are vital to families and babies. Ensuring the same location for the new service provider will continue to offer a place of health and wellbeing, connection, safety, inclusion and learning.

COMMUNITY ENGAGEMENT

Engagement was undertaken prior to Council's Maternal and Child Health Services being transitioned to West Wimmera Health Services.

GENDER IMPACT ASSESSMENT

Not applicable.

RISK

Utilising the Risk Management Framework the following assessment has been made:

<i>Strategic Risk Description and Residual Risk Level</i>	<i>Action to Mitigate/Reduce Risk</i>	<i>Does Action maintain or reduce Residual Risk Level</i>
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	The Lease enables Council to meet its corporate governance and compliance obligations and reduces its liability risk.	Reduces Residual Risk Level
Reputational Risk - Residual Risk Level Low	The Leases will ensure that Maternal and Child Health Services continue to be available to families in Beulah, Tempy and surrounding areas from the same locations. This will ensure a smoother transition away from Council to West Wimmera Health Service and minimise any reputational damage or negative feedback.	Reduces Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

CONFLICTS OF INTEREST

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in the subject matter of this report.

15.4 LICENCE AGREEMENT ENDORSEMENT - LIL BEARS FAMILY DAY CARE RUPANYUP

Prepared by: Jo White, Governance Officer

SUMMARY

Historically, no formal Family Day Care / In Venue Care services have been available in Rupanyup, operating from Shire Buildings. Council recognises the demand for day care services in many towns within the Shire, Rupanyup being no exception.

Council's Leadership Team have sourced a licenced Family Day Care operator who is able to offer services Monday to Friday, who trades under the business name of Lil Bears Family Day Care. Subject to this Licence Agreement being endorsed, services will be operational within the following month, providing a much-needed service to local Rupanyup families.

Recommended Motion:

That Council:

- a) Endorse the Licence Agreement (as attached) between Yarriambiack Shire Council and Lil Bears Family Day Care for the childcare areas of the building and land known as the Dunmunkle Community Library Precinct at 59 Cromie Street, Rupanyup
- b) Endorse the Licence Agreement in accordance with the Leases and Licensing Policy, Schedule 1 – Category A, with a Licence Fee of \$1.00 (one dollar) plus GST per year, deemed as paid.
- c) Endorse the Chief Executive Officer to make any administrative changes required for the Agreement to be executed, providing the intent of the agreement is not altered.
- d) Endorse the affixing of the Common Seal to the License Agreement in accordance with Council's Common Seal and Conduct at Meetings Local Law 2020.

Resolution:

Moved Cr Keel

Seconded Cr Kirk

That the recommendation be adopted.

Carried

ATTACHMENTS

[Attachment: Draft Licence Agreement – Lil Bears Family Day Care Rupanyup](#)

DISCUSSION

Funding was received to redevelop the former Council offices and Library building in Rupanyup. During the design and community consultation phase it was agreed that a dedicated early years area be included in the plans.

The upgrade was completed recently, and the Dunmunkle Community Library Precinct has now officially opened. The original building has been redeveloped and refurbished to modern standards to include an updated library, dedicated early years area, offices, meeting rooms, kitchenettes, storage and bathroom facilities. The outdoor areas were also upgraded to include an enclosed children's play area.

The Dunmunkle Community Library Precinct is a shared space with Library patrons and the Rupanyup Historical Society Inc. Child Safety is paramount and has been considered since the conception of the building's refurbishment.

Library Patrons have a separate access point, and this zone has no cross over or access with the early years areas. The Historical Society's access is limited to hours outside of

Lil Bears Family Day Care operating hours and only to the members of their Executive Committee – this is part of the Historical Society’s Licence Agreement.

The enclosed backyard and play area are for the sole use of Lil Bears Family Day Care during their operating hours.

Lil Bears Family Day Care is currently awaiting final approval from the Department of Education to operate an in-venue licenced day care service from the building. It is envisaged that this could be approved within the next month. The community will be notified once the service is approved, and enrolments are being taken.

RELEVANT LAW

Local Government Act 2020.

COUNCIL PLANS AND POLICIES

Leases and Licencing Policy.

OPTIONS

Council could choose to undertake a public advertisement of the Lil Bears Family Day Care Licence Agreement; however, it should be noted that community consultation is not required under Section 115 of the *Local Government Act 2020*.

SUSTAINABILITY IMPLICATIONS

Social: The Lil Bears Family Day Care service is a highly anticipated service to Rupanyup and surrounds and will be well patronised by local families. It will provide a place of connection, safety, inclusion and learning.

Economic: The uptake of Family Day Care services will increase people’s movements and ability to work within the town and region and should have a positive impact on the local economy.

COMMUNITY ENGAGEMENT

Engagement was undertaken prior to receiving the funding to upgrade this precinct.

GENDER IMPACT ASSESSMENT

Not applicable.

RISK

Utilising the Risk Management Framework the following assessment has been made:

<i>Strategic Risk Description and Residual Risk Level</i>	<i>Action to Mitigate/Reduce Risk</i>	<i>Does Action maintain or reduce Residual Risk Level</i>
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	The Licence Agreement enables Council to meet its corporate governance and compliance obligations and reduces its liability risk.	Reduces Residual Risk Level
Reputational Risk - Residual Risk Level Low	The Licence Agreement will ensure that Family Day Care Services are available to families in Rupanyup and surrounding areas in a purpose-built facility after a long-term gap in services. This should prevent any reputational damage or negative feedback.	Reduces Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

CONFLICTS OF INTEREST

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in the subject matter of this report.

15.5 LICENCE AGREEMENT ENDORSEMENT RUPANYUP HISTORICAL SOCIETY INCORPORATED

Prepared by: Jo White, Governance Officer

SUMMARY

Historically, the Rupanyup Historical Society Incorporated (Historical Society) operated out of the former Council Office and Library Building in Rupanyup. They utilised an old office space and the former Council vault for research, storage and meetings.

When funding was received to update the former Council offices and Library building in Rupanyup, it was agreed that apart from dedicated Library and early years spaces, an office would be included with access to the original office vault for the Historical Society. The vault was considered paramount regarding the safety and preservation of historical documents and items.

The upgrade was completed recently, and the Dunmunkle Community Library Precinct has now officially opened.

Council's Leadership Team have been in discussion with the Historical Society who are excited to return to the former building to continue their work and they support entering into a Licence Agreement.

Recommended Motion:

That Council:

- a) Endorse the Licence Agreement (as attached) between Yarriambiack Shire Council and the Rupanyup Historical Society Incorporated for the office and adjoining vault within the building and land known as the Dunmunkle Community Library Precinct at 59 Cromie Street, Rupanyup.
- b) Endorse the Licence Agreement in accordance with the Leases and Licensing Policy, Schedule 1 – Category A, with a Licence Fee of \$1.00 (one dollar) plus GST per year, deemed as paid.
- c) Endorse the Chief Executive Officer to make any administrative changes required for the Agreement to be executed, providing the intent of the agreement is not altered.
- d) Endorse the affixing of the Common Seal to the License Agreement in accordance with Council's Common Seal and Conduct at Meetings Local Law 2020.

Resolution:

Moved Cr Heintze

Seconded Cr Kirk

That the recommendation be adopted.

Carried

ATTACHMENTS

[Attachment: Draft Licence Agreement – Rupanyup Historical Society Incorporated](#)

DISCUSSION

The Dunmunkle Community Library Precinct is a shared space including the Library and the Lil Bears Family Day Care. Child Safety is paramount and has been considered since the conception of the building's refurbishment.

Library patrons have a separate access point, and this zone has no cross over or access with the Child Care or Historical Society areas.

The Historical Society can only access the office and adjacent vault via the Child Care area.

The Historical Society's access is restricted to times outside of Lil Bears Family Day Care's operating hours and is limited exclusively to members of their Executive Committee. Additionally, there is a provision stating that none of Lil Bears Family Day Care's resources are to be moved or interfered with. Lil Bears Family Day Care has been informed of this proposed arrangement.

The enclosed backyard and play area are for the sole use of Lil Bears Family Day Care during their operating hours.

RELEVANT LAW

Local Government Act 2020.

COUNCIL PLANS AND POLICIES

Leases and Licencing Policy.

OPTIONS

Council could choose to undertake a public advertisement process for the Rupanyup Historical Society Incorporated Licence Agreement however, it should be noted that community consultation is not required under Section 115 of the *Local Government Act 2020*.

SUSTAINABILITY IMPLICATIONS

Social: The Rupanyup Historical Society Incorporated is a highly reputable community group within the Rupanyup area. The Society's gatherings provide a place of connection, celebration of local history, inclusion and learning.

Economic: The Historical Society's events and local displays create popular points of interest within the town and are well patronised by locals and visitors alike – increased numbers through town have a positive impact on local business.

COMMUNITY ENGAGEMENT

Engagement was undertaken prior to receiving the funding to upgrade this precinct.

GENDER IMPACT ASSESSMENT

Not applicable.

RISK

Utilising the Risk Management Framework the following assessment has been made:

<i>Strategic Risk Description and Residual Risk Level</i>	<i>Action to Mitigate/Reduce Risk</i>	<i>Does Action maintain or reduce Residual Risk Level</i>
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	The Licence Agreement enables Council to meet its corporate governance and compliance obligations and reduces its liability risk.	Reduces Residual Risk Level
Reputational Risk - Residual Risk Level Low	The Licence Agreement will ensure that Rupanyup Historical Society Incorporated have appropriate facilities to gather and collect historical information about Rupanyup and surrounding areas. The provision of a dedicated office and vault for storage in the renovated building ensures the Historical Society can function at a high level. This should prevent any reputational damage or negative feedback.	Reduces Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

CONFLICTS OF INTEREST

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in the subject matter of this report.

15.6 S11A APPOINTMENT AND AUTHORISATION (PLANNING AND ENVIRONMENT ACT 1987)

Prepared by Jo White, Governance Officer

SUMMARY

As best practice the Instrument of Delegations are reviewed bi-annually to ensure consistency with legislative requirements.

Recommended Motion:

That Council:

- a) Note that a review of the S11A Instrument of Delegation has occurred, and no changes are required.

Resolution:

Moved Cr Kirk

Seconded Cr Heintze

That the recommendation be adopted.

Carried

ATTACHMENTS

[Attachment: S11A - Appointment and Authorisation \(Planning and Environment Act 1987\)](#)

DISCUSSION

To be noted, during the annual review of Delegations by Council Officers, S11A, Instrument of Appointment and Authorisation; *Planning and Environment Act 1987* was reviewed. The review identified that there were no changes required. Therefore, the S11A, Instrument of Appointment and Authorisation; *Planning and Environment Act 1987* adopted by Council on 22 May 2024 remain current.

RELEVANT LAW

Local Government Act 2020.

COUNCIL PLANS AND POLICIES

Council Plan 2021-2025 Strategic Objective 4: A Council Who Serves its Community.

RELATED COUNCIL DECISIONS

22 May 2024 - Ordinary Council Meeting Minutes – Item 16.1 - S11A Authorisation and S18 Sub-Delegation Review

OPTIONS

Council could request that whilst changes have not been made, that the Delegations and Authorisations still be presented to Councillors for endorsement (with no changes).

SUSTAINABILITY IMPLICATIONS

Not applicable.

COMMUNITY ENGAGEMENT

There has been no specific community engagement in relation to the review, as this is a governance review and practice.

GENDER IMPACT ASSESSMENT

Not applicable.

RISK

Utilising the Risk Management Framework the following assessment has been made:

<i>Strategic Risk Description and Residual Risk Level</i>	<i>Action to Mitigate/Reduce Risk</i>	<i>Does Action maintain or reduce Residual Risk Level</i>
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	Review of the S11A Instrument of Delegation ensures that Council is operating within an authorised legislative framework.	Maintains Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

CONFLICTS OF INTEREST

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in the subject matter of this report.

15.7 S5 INSTRUMENT OF DELEGATION TO CHIEF EXECUTIVE OFFICER

Prepared by Jo White, Governance Officer

SUMMARY

To comply with the *Local Government Act 2020* and to support good governance and efficient business operations, Council may delegate specific power, duties or functions to the Chief Executive Officer or to Council Staff by way of an Instrument of Delegation.

This bi-annual review includes updates to legislation and any organisational changes made since the previous review and update.

Recommended Motion:

In the exercise of the power conferred by section 11(1)(b) of the *Local Government Act 2020* (**the Act**), Yarriambiack Shire Council (**Council**) **RESOLVES THAT** –

1. There be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

Resolution:

Moved Cr Lehmann

Seconded Cr McLean

That the recommendation be adopted.

Carried

ATTACHMENTS

[Attachment: S5 - Instrument of Delegation to Chief Executive Officer](#)

DISCUSSION

In exercising the powers conferred by section 11(1) of the *Local Government Act 2020* and other legislation referred to in the attached instruments of delegation, Yarriambiack Shire Council delegates certain power, duties and functions to the Chief Executive Officer and Council Staff.

This enables for the effective day-to-day operations and administration of the Council and places conditions and limitations to ensure Council continues to make key strategic decisions.

Utilising the Maddocks Lawyers subscription, Council has undertaken a bi-annual review of the S5, Instrument of Delegation to the Chief Executive Officer.

No updates were required.

RELEVANT LAW

Section 11 of the *Local Government Act 2020* requires that a Council may by instrument of delegation delegate specific powers, duties or functions to the CEO.

COUNCIL PLANS AND POLICIES

- Council Plan 2021 – 2025: *Strategic Objective 4 – A Council Who Serves its Community*
- Good governance practices adopted in the review of the S5 Instrument of Delegation.

RELATED COUNCIL DECISIONS

22 May 2024 – Ordinary Council Meeting – Item 15.1 S5 Instrument of Delegation to Chief Executive Officer

OPTIONS

- That Council does not approve the S5 Instrument of Delegation bringing in to question the legality of decision making by the Chief Executive Officer.
- That Council approve the S5 Instrument of Delegation with modified conditions and limitations.

SUSTAINABILITY IMPLICATIONS

Not applicable.

COMMUNITY ENGAGEMENT

There has been no specific community engagement in relation to the S5 Instrument of Delegation and the Instrument is the standard format with no recommended changes.

GENDER IMPACT ASSESSMENT

Not applicable.

RISK

Utilising the Risk Management Framework the following assessment has been made:

<i>Strategic Risk Description and Residual Risk Level</i>	<i>Action to Mitigate/Reduce Risk</i>	<i>Does Action maintain or reduce Residual Risk Level</i>
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	Review of the S5 Instrument of Delegation to Chief Executive Officer ensures Council is operating within an authorised legislative framework	Maintains Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

CONFLICTS OF INTEREST

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in the subject matter of this report.

15.8 S6 INSTRUMENT OF DELEGATION TO MEMBERS OF COUNCIL STAFF

Prepared by Jo White, Governance Officer

SUMMARY

As per the *Local Government Act 2020*, the S6 Delegation from Council to Members of Council Staff was reviewed and adopted on 28 August 2024.

As best practice the S6 Instrument of Delegation is reviewed biannually to ensure consistency with legislative requirements.

Recommended Motion:

In the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, Yarriambiack Shire Council (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 *S6 Instrument of Delegation to members of Council staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately the Common Seal of Council is affixed to the instrument.
3. On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
5. That the previous S6 Instrument that was adopted 28 August 2024 be revoked.

Resolution:

Moved Cr McLean

Seconded Cr Lehmann

That the recommendation be adopted.

Carried

ATTACHMENTS

[Attachment: S6 - Instrument of Delegation from Council to Members of Council Staff](#)

DISCUSSION

Council is conferred with the power to delegate certain powers, duties and functions directly to Council Staff.

This enables the effective day-to-day operations and administration of the Council and places conditions and limitations on provisions to ensure Council continues to make key strategic decisions.

Council has undertaken a review of its delegations and authorisations that aligns with the Maddocks review, and updates released. Updates have been made as follows:

- *Cemeteries and Crematoria Act 2003* including numerous clauses has been added, however are not relevant to Council.
- Updated position name changes to reflect organisational structure.
- Four clauses were amended under the *Food Act 1984*.
- One clause was added to the *Road Management Act 2004*.

- One clause was amended of the *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024*.

RELEVANT LAW

This instrument can be used by a Council to delegate to members of its staff those powers that are contained in legislation which have their own power of delegation (but no express power of sub-delegation). If it is intended that the CEO is also to exercise these powers, then the CEO must be named in this instrument as a delegate (notwithstanding any other delegation to the CEO).

COUNCIL PLANS AND POLICIES

- Council Plan 2021-2025 Strategic Objective 4: A Council Who Serves its Community.
- Good governance practices adopted in the review of the S6 Instrument of Delegation.

RELATED COUNCIL DECISIONS

- 28 August 2024 – Ordinary Council Meeting Minutes - 15.6 S6 Instrument of Delegation to Members of Council Staff
- 22 May 2024 - Ordinary Council Meeting Minutes - 15.2 S6 Instrument of Delegation to Members of Council Staff
- 26 April 2023 – Ordinary Council Meeting Minutes - 15.1 S6 Instrument of Delegation to Members of Council Staff
- 23 November 2022 - Ordinary Council Meeting Minutes - 13.5 S6 Instrument of Delegation to Members of Council Staff

OPTIONS

- That Council does not approve the S6 Instrument of Delegation bringing in to question the legality of decision making by Council Staff.
- That Council approve the S6 Instrument of Delegation with additional modified conditions and limitations.

SUSTAINABILITY IMPLICATIONS

Not applicable.

COMMUNITY ENGAGEMENT

There has been no specific community engagement in relation to the S6 Instrument of Delegation and the Instrument is the standard format with no recommended changes.

GENDER IMPACT ASSESSMENT

Not applicable.

RISK

Utilising the Risk Management Framework the following assessment has been made:

<i>Strategic Risk Description and Residual Risk Level</i>	<i>Action to Mitigate/Reduce Risk</i>	<i>Does Action maintain or reduce Residual Risk Level</i>
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	Review of the S6 Instrument of Delegation ensures that Council is operating within an authorised legislative framework.	Maintains Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

CONFLICTS OF INTEREST

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in the subject matter of this report.

15.9 S18 INSTRUMENT OF SUB DELEGATION TO MEMBERS OF COUNCIL STAFF

Prepared by Jo White, Governance Officer

SUMMARY

To comply with the *Local Government Act 2020* and to support good governance and efficient business operations, Council may delegate specific power, duties or functions to the Chief Executive Officer or to Council Staff by way of an Instrument of Delegation.

This bi-annual review includes updates to legislation and any organisational changes made since the previous review and update.

Recommended Motion:

In the exercise of the power conferred by s 11(1)(b) of the *Local Government Act 2020* (**the Act**), Yarriambiack Shire Council (**Council**) **RESOLVES THAT** –

1. There be delegated to the members of Council staff, holding, acting in or performing the duties of the offices or position referred to in the attached S18 *Instrument of Sub-Delegation to Members of Council Staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the instrument all previous delegations to members of Council Staff are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
5. That the previous S18 Instruments that was adopted 23 March 2022 be revoked.

Resolution:

Moved Cr Kirk

Seconded Cr Heintze

That the recommendation be adopted.

Carried

ATTACHMENTS

[Attachment: S18 Instrument of Sub-Delegation to Members of Council Staff](#)

DISCUSSION

In exercising the powers conferred by section 11(1) of the *Local Government Act 2020* and other legislation referred to in the attached instruments of delegation, Yarriambiack Shire Council delegates certain power, duties and functions to the Chief Executive Officer and Council Staff.

This enables for the effective day-to-day operations and administration of the Council and places conditions and limitations to ensure Council continues to make key strategic decisions.

Utilising the Maddocks Lawyers subscription, Council has undertaken a bi-annual review of the S18, Instrument of Sub-Delegation to Council Staff.

Minor amendments were made providing an updated format and details to the provisions delegated to the Manager Community Health (MCH) and Environmental Health Officer (EHO).

RELEVANT LAW

Section 11 of the *Local Government Act 2020* requires that a Council may Instrument delegate specific powers, duties or functions to the CEO.

COUNCIL PLANS AND POLICIES

- Council Plan 2021 – 2025 - Strategic Objective: A Council Who Serves its Community
- Good governance practices adopted in the review of the S5 Instrument of Delegation.

RELATED COUNCIL DECISIONS

1. 23 March 2022 – Ordinary Council Meeting Minutes – Item 12.4 S18 Instrument of Sub-Delegation under the Environment Protection Act 2017
2. 22 May 2024 – Ordinary Council Meeting Minutes – Item 16.1 S11A Authorisation and S18 Sub-Delegation Review

OPTIONS

- c) That Council does not approve the S18 Instrument of Sub-Delegation bringing in to question the legality of decision making by Council
- d) That Council approve the S18 Instrument of Sub-Delegation with modified conditions and limitations.

SUSTAINABILITY IMPLICATIONS

Not applicable.

COMMUNITY ENGAGEMENT

There has been no specific community engagement in relation to the S18 Instrument of Sub-Delegation and the Instrument is the standard format with no recommended changes.

GENDER IMPACT ASSESSMENT

Not applicable.

RISK

Utilising the Risk Management Framework the following assessment has been made:

<i>Strategic Risk Description and Residual Risk Level</i>	<i>Action to Mitigate/Reduce Risk</i>	<i>Does Action maintain or reduce Residual Risk Level</i>
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	Review of the S18 Instrument of Sub-Delegation to Members of Council Staff ensures that Council is operating within an authorised legislative framework	Maintains Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

CONFLICTS OF INTEREST

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in the subject matter of this report.

15.10 CAPITAL WORKS PROGRAM ALTERATIONS 2024/25

Prepared by: Isaac McPherson, Site Engineer

SUMMARY

This report outlines modifications to the 2024/25 Capital Works Program to address several identified footpath issues. The proposed adjustments involve the reallocation, shortening, or replacement of specific footpath segments to enhance pedestrian safety within Yarriambiack Shire Council and ensure the optimal utilisation of the current capital works budget.

Recommended Motion:

That Council endorses the following changes to the Footpath Capital Works Program for the 2024/25 financial year as follows:

- a) Reduce the length and scope of the Dimboola Road Warracknabeal footpath project;
- b) Remove the Dodgshun Street Hopetoun footpath project;
- c) Remove the Gould Street Warracknabeal footpath project;
- d) Add the Lascelles Street (West side, North of Dodgshun St) footpath project;
- e) Add the Lascelles Street (North West of Roundabout) footpath project;
- f) Add the O'Brien Street (South Side, Between Beggs and Anderson St) footpath project; and
- g) Add the Cromie Street (in front of Rupanyup Library) footpath project.

Resolution:

Moved Cr Keel

Seconded Cr Lehmann

That the recommendation be adopted.

Carried

ATTACHMENTS

Not applicable.

DISCUSSION

Background

The initial inclusion of Dimboola Road, Dodgshun Street, and Gould Street in the Capital Works Program (CWP) was based on assessment criteria aimed at prioritising footpath improvements across the region.

Dimboola Road Warracknabeal, classified as a Category 1 footpath, appeared high on the priority list due to its overall inspection score. However, it is believed this ranking is significantly influenced by short, deteriorated sections of the footpath. While these sections require urgent attention, the majority of the footpath remains in reasonable condition. As a result, it is suggested that a full-scale upgrade is not necessary at this stage, and resources can be more effectively allocated elsewhere.

Dodgshun Street Hopetoun was originally included in the program through Local Roads Community Infrastructure (LRCI) Phase 4 funding, with the expectation that it would provide an additional pedestrian link in the area without significant opposition. However, following community consultation, residents expressed strong concerns regarding the proposed quarry dust footpath. Issues raised included the risk of stone debris entering private properties, the belief that the footpath would not see substantial use, and the general sentiment that quarry dust footpaths are not aesthetically pleasing. Given this feedback, the proposed works on Dodgshun Street no longer align with community expectations, and an alternative project should be considered.

Similarly, Gould Street Warracknabeal's inclusion in the program has been reconsidered due to both the condition of the existing infrastructure and community priorities. While some areas of the footpath require attention, an overall assessment suggests that immediate upgrades are not the most effective use of available resources. Given the need to focus on higher-priority areas.

Therefore, in summary, it is proposed that the Dimboola Road project is reduced, and that the Dodgshun Street and Gould Street projects are removed.

Proposed Changes to the Capital Works Program

It is proposed that the following projects are therefore included in the capital works program, due to the removal and reduction of the projects listed above.

The Lascelles Street Hopetoun footpath upgrade be included, as this will significantly enhance access to the businesses situated on the main street, including Cafes, supermarket, newsagency, butcher, art exhibit, and other essential services. Replacing the current asphalt footpath with a 1.5m concrete footpath will not only improve accessibility but also provide a more visually appealing streetscape, supporting local tourism and business activity.

That the Cromie Street Rupanyup footpath be included, as this improvement will enhance access to the newly developed Dunmunkle Community Library Precinct, ensuring safer and more convenient pedestrian movement. This upgrade is particularly beneficial for families, as it will create a safer environment for prams and reduce trip hazards for young children.

That the O'Brien Street Warracknabeal footpath be included, as this improvement will enhance connectivity to both St. Mary's Catholic School and the Warracknabeal Education Precinct, providing safer pedestrian access for students and families.

By reprioritising footpath projects in alignment with pedestrian demand, community feedback, and economic/social benefits, it is believed the Capital Works Program can more effectively serve residents by improving accessibility and maximising the impact of available funding.

Footpath projects to be added:

ROAD NAME	LENGTH TO BE ADDED	FUNDING	BUDGET AMOUNT ADDED
Lascelles Street (West side, North of Dodgshun St) 1.5m Concrete Footpath	122m	Council	\$36,600
Lascelles Street (North West of Roundabout) 1.5m Concrete Footpath	48m	Council	\$14,400
O'Brien Street (South Side, Between Beggs and Anderson St) 1.5m Concrete Footpath	78m	Council	\$23,400
Cromie Street (in front of Rupanyup Library)	34m	Council	\$10,200

1.5m Concrete Footpath			
Total	280m		\$83,600

Footpath projects to be removed or reduced:

ROAD NAME	TOTAL LENGTH	LENGTH TO BE REMOVED	FUNDING	BUDGET AMOUNT REMOVED
Dimboola Road** 1.5m Concrete Footpath	215m	185m	Council	\$55,500
Gould Street 1.5m Concrete Footpath	132m	132m	Council	\$39,600
Dodgshun Street 1.5m Quarry Dust Footpath	200m	200m	LRCI4	\$30,000 (To be distributed to other LRCI 4 projects)
	415m	385m		\$125,100

** noting Dimboola Road Warracknabeal project has been reduced, however is still part of the capital works program.

ALTERATION SUMMARY:

ACTIVITIES	REMOVED FROM CWP	ADDED TO CWP
Footpaths (Concrete)	185m	280m
Footpaths (Quarry Dust)	200m	0m
TOTAL LENGTHS	315m	280m
TOTAL COST	\$125,100	\$83,600

Footpath projects to be added or lengthened:



Images: Lascelles Street Hopetoun, Cromie Street Rupanyup, O'Brien Street Warracknabeal

Footpath projects to be removed or shortened:

Images: Dimboola Road Footpath Warracknabeal.



Although the Dimboola Road footpath, as depicted in the image to the left, clearly requires maintenance, the other images indicate that the remainder of the footpath is in generally adequate condition but of a substandard width.

Images: Dodgshun Street Hopetoun.



Images: Gould Street Warracknabeal.



Local Roads and Community Infrastructure – Phase 4 24/25

Council has until the 30 June 2025 to expend the LRCI Phase 4 projects. Currently, Council has a small amount of savings it can redistribute to a new project. A report will be presented to Council on what can be included in the LRCI variation for phase 4 that can be delivered by 30 June 2025 at the April 2025 meeting.

RELEVANT LAW

Section 10 of the *Local Government Act 2020* (the Act) provides that subject to any limitations or restrictions imposed by the Act or any other Act, Council has the power to do all things necessary or convenient to be done in connection with the performance of its role.

COUNCIL PLANS AND POLICIES

Council Plan 2021 – 2025

- Strategic Objective 1: A Vibrant and Diversified Economy
- Strategic Objective 2: A Healthy and Inclusive Community
- Strategic Objective 4: A Council who Serves its Community

RELATED COUNCIL DECISIONS

This type of decision has been made in previous years and will likely be necessary in the future as demand on the footpath network continues to grow. Footpaths can deteriorate

rapidly over a short period particularly near the end of life, and if such deterioration occurs after the adoption of the Capital Works Program (CWP), modifications to the program may be the only viable approach to ensuring timely repairs and maintaining safe pedestrian infrastructure.

- 27 January 2021 – Ordinary Council Meeting Minutes – Item 14.5 Capital Works Program Alteration

OPTIONS

- a) Leave the Capital Works Program unaltered, alleviating some safety concerns with signage until next financial year.
- b) Amend the Capital Works Program to allocate funding for footpath sections that have recently been identified as hazardous and in need of urgent repair.

SUSTAINABILITY IMPLICATIONS

Economic: The partial removal of the Dimboola Road footpath results in financial savings, as only a short section requires work, allowing funds to be redirected to higher-priority areas.

The Lascelles Street footpath improvements will directly benefit the major business hub, which includes cafes, supermarket, newsagency, and other essential services. A concrete footpath, as opposed to asphalt, enhances the area's visual appeal, making it more attractive to visitors, potentially increasing tourism. Additionally, the improved surface will enhance accessibility and mobility, ensuring a safer and more comfortable pedestrian experience.

By not proceeding with the Gould Street footpath upgrade, funds can be reallocated to projects that provide greater economic value and pedestrian accessibility. Since the existing footpath does not directly improve access to the hospital and the opposite side of the road already has a concrete pathway, investing in its completion would yield minimal economic return. Redirecting these funds to high-traffic areas ensures better utilisation of the budget for infrastructure improvements that support local businesses and community engagement.

The Cromie Street footpath upgrade will improve access to the newly developed Dunmunkle Community Library Precinct, providing the community with safer and more convenient entry to its resources. This footpath is expected to be frequently used by parents and guardians with young children, making it essential for pram accessibility and reducing trip hazards for toddlers/children.

Additionally, the proposed improvements to O'Brien Street will significantly enhance accessibility to St. Mary's Catholic School and the Warracknabeal Education Precinct. Safer and more efficient pedestrian routes will encourage walking/riding as a primary mode of transport for students.

These upgrades will not only improve pedestrian safety and accessibility but will also contribute to the economic vitality of the region by supporting businesses, enhancing tourism appeal, and increasing community engagement with essential services.

Social: Enhancing footpath infrastructure will improve accessibility and provide safer pedestrian routes, ensuring a more reliable connection to key community areas.

The decision not to complete the Gould Street/Dimboola Road footpaths allows for the prioritisation of footpath projects that have a more significant social impact. Given that the hospital remains accessible via the existing infrastructure, resources can instead be directed toward areas with higher pedestrian activity, such as schools and business precincts. Additionally, recent road patchwork has improved safety, ensuring that pedestrian and vehicular traffic in the area is not adversely affected.

The proposed changes to Cromie Street and Lascelles Street involve key thoroughfares with high pedestrian traffic, making them critical areas for footpath improvements. Additionally, O'Brien Street serves as a primary route for students of St. Mary's Catholic School, further emphasising the need for enhanced pedestrian infrastructure in these locations.

Financial: There will be no negative financial implications to Council as the options are to utilise the existing budget.

COMMUNITY ENGAGEMENT

The Council issued notification letters to the residents of Dodgshun Street, Hopetoun, regarding scheduled works for the construction of a Quarry Dust Footpath on the nature strip. Residents were advised to contact Isaac McPherson, Site Engineer, should they have any concerns regarding the proposed works.

Following the distribution of these notifications, three letters were received opposing the construction of the footpath. The primary concerns raised by residents included:

- The potential for stone debris to enter their yards and nature strips.
- The perception that the footpath is unnecessary due to low usage by school children.
- A general consensus that quarry dust footpaths are aesthetically unappealing and would negatively impact the visual appeal of the street.

GENDER IMPACT ASSESSMENT

Not applicable.

RISK

Utilising the Risk Management Framework the following assessment has been made:

<i>Strategic Risk Description and Residual Risk Level</i>	<i>Action to Mitigate/Reduce Risk</i>	<i>Does Action maintain or reduce Residual Risk Level</i>
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	The footpaths selected for the Capital Works Program aim to reduce public safety risks, whilst also improving public amenity.	Reduces Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

CONFLICTS OF INTEREST

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in the subject matter of this report.

16 COUNCIL REPORTS FOR NOTING

16.1 CUSTOMER REQUEST MANAGEMENT QUARTERLY REPORT

Prepared by Daniel Brandon, Manager Business Systems

SUMMARY

This report outlines the comprehensive analysis of Council's Customer Request Management (CRM) activities from 01 July 2024 to 30 June 2025. It includes detailed accounts of the total CRMs managed within this period, as well as those carried forward from previous periods. Additionally, the report highlights overdue CRMs and provides insight into the reasons for their delays and when they are expected to be resolved.

Recommended Motion:

That Council:

Note the report attached and presented.

Resolution:

Moved Cr Kirk

Seconded Cr Heintze

That the recommendation be adopted.

Carried

ATTACHMENTS

[Attachment: CRM Quarterly Report December 2024 - February 2025](#)

DISCUSSION

The attached report outlines the comprehensive analysis of Council's Customer Request Management system (CRM) activities from 01 July 2024 to 30 June 2025. It includes detailed accounts of the total CRMs managed within this period, as well as those carried forward from previous periods.

Special focus is given to the CRMs created and closed between December 2024 and February 2025, alongside those placed on hold with respective rationales.

Additionally, the report highlights overdue CRMs and provides insight into the reasons for their delays and when they are expected to be resolved.

Community Engagement

Council has been investing time and resources into enhancing its Customer Request Management system, along with its reporting, recording and analysis processes.

This has been a result of extensive community consultation and feedback.

Council utilises a mix of methods to capture CRM's which includes:

- Calls via our Customer Service team.
- Snap Send Solve application.
- Reporting directly via our website.
- Reporting via our Community Engagement van.

Customer Request Summary and Actions

Since 01 July 2024 Council has received 1865 customer requests.

The CRMs created between December 2024 and February 2025 amounted to 675, with a significant number of CRMs related to Waste, Rubbish and Bins (76), Planning and Building (55), and Other Enquiries (68). This indicates a high level of activity in these areas during this period.

The CRMs closed during the same period totalled 743. The highest number of closed CRMs were related to Sealed Roads (113), Rates (95), and Other Enquiries (67). This suggests that these areas were effectively managed and resolved within the given timeframe.

CRMs placed on hold were only 14 in total. The reasons for placing CRMs on hold varied, with some awaiting further information or resources, while others were scheduled for future resolution.

Overdue CRMs are a focus, with 225 CRMs remaining unresolved past their expected resolution dates. The highest number of overdue CRMs were related to Sealed Roads (70), Planning and Building (26), and Trees (32). The report provides rationales for these delays, including resource constraints, scheduling issues, and ongoing inspections or quotations for work to be done.

Roads Summary

We have 4,824 kms of roads to manage and maintain, across 7,326 square kilometres.

Between December 2024 and February 2025 Council has been focusing heavily on its maintenance grading program and will continue to do this over the next few months to address the outstanding CRM's lodged.

Included in the report is a summary of our grader activities that have occurred across the Shire in the last three months. Residents are also encouraged to subscribe to our Yarri Yarns newsletter and monitor our website which includes a weekly report on our Grader activities.

Conclusion

With the anticipated software system enhancements, the onboarding of a new staff member, and a substantial focus on road maintenance activities in the upcoming months due to the completion of most of the Capital Works Program, we expect a significant increase in the closure and actioning of CRMs.

RELEVANT LAW

Not applicable.

COUNCIL PLANS AND POLICIES

- Council Plan 2021-2025 - Strategic Objective 4: A Council Who Serves its Community
- Community Engagement Policy
- Customer Service Charter

RELATED COUNCIL DECISIONS

Not applicable.

OPTIONS

Not applicable.

SUSTAINABILITY IMPLICATIONS

Financial: Council has competing priorities, and due to financial constraints cannot action all CRM's in a manner expected by the submitter/requestor. CRM's are prioritised according to risk, location and groupings for efficiency gains and achieving value for money when engaging contractors or undertaking internal works.

COMMUNITY ENGAGEMENT

Promotion to the community to report any problems or issues via our CRM system directly or through the Snap, Send, Solve application.

Providing a weekly update to residents regarding the ongoing work being carried out on our extensive road network by our grader teams.

As noted in the report, enhancements have occurred with our CRM system which will improve how we engage with the community.

GENDER IMPACT ASSESSMENT

Not applicable.

RISK

Utilising the Risk Management Framework the following assessment has been made:

<i>Strategic Risk Description and Residual Risk Level</i>	<i>Action to Mitigate/Reduce Risk</i>	<i>Does Action maintain or reduce Residual Risk Level</i>
Reputational Risk - Residual Risk Level Low	It is important for Council to manage its communication effectively in regard to CRM's. The community needs to know they have a mechanism of reporting, and feedback is provided on timeframes and actions taken.	Maintains Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

CONFLICTS OF INTEREST

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in the subject matter of this report.

16.2 HOPETOUN RECREATION RESERVE NETBALL SPORTS LIGHTING UPGRADE PROJECT

Prepared by Rebecca Botheras, Sport and Recreation Coordinator

SUMMARY

This report intends to provide an update on the successful funding application for the Hopetoun Recreation Reserve Netball Sports Lighting Upgrade Project. Council secured \$132,402 from the Victorian Government's 2024-25 Country Football Netball Program, with a matching contribution of \$45,000 from the Hopetoun Reserve Committee, bringing the total project cost to \$177,402. The project involves upgrading the lighting on two netball courts at the Hopetoun Recreation Reserve, with completion expected by the end of 2025.

Recommended Motion:

That Council note the report.

Resolution:

Moved Cr McLean

Seconded Cr Kirk

That the recommendation be adopted.

Carried

ATTACHMENTS

Not applicable.

DISCUSSION

The Hopetoun Recreation Reserve Netball Sports Lighting Upgrade Project represents a significant infrastructure investment project, aligned with both the recently completed Hopetoun Recreation Reserve Masterplan and Council's Sport and Recreation Strategy.

On 6 August 2024, Minister for Community Sport, Ros Spence, announced the opening of applications for the 2024-25 Country Football Netball Program, which prompted a request from the Hopetoun Recreation Reserve Committee, supported by the Southern Mallee Thunder Football Netball Club, to lodge an application for funding to upgrade the lighting at the reserve.

The Council submitted the funding application in September 2024, and on 27 February 2025, it was confirmed that the application was successful. The Victorian Government allocated \$132,402 in funding, with the Hopetoun Recreation Reserve Committee contributing the full matching contribution amount of \$45,000, bringing the total cost of the project to \$177,402. The project involves the installation of 200 lux LED lighting on two netball courts, including the addition of six new poles, dimmer controls for each court, and necessary electrical upgrades.

Although the project is required to be completed by 07 March 2027, the Council intends to complete it by the end of 2025. While the Hopetoun Recreation Reserve Committee and Southern Mallee Thunder Football Netball Club had hoped for completion before the start of the 2025 season in April, Council needs to undertake a Request for Tender Procurement process. Council is further aware that there are still lengthy lead times in the procurement of lighting towers and fittings.

Nevertheless, the project will provide significant benefits, enhancing the facility's ability to host netball and other sporting events during extended hours, while improving safety and visibility for players and spectators.

RELEVANT LAW

Local Government Act 2020

COUNCIL PLANS AND POLICIES

- a) Council Plan 2021-2025 - Strategic Objective 2: A Health and Inclusive Community
- b) Yarriambiack Shire Council Sport and Recreation Strategy 2016-2025: Planning principles addressing benefits to the community, community need, accessibility, sustainability, multipurpose, and diversity of opportunities.
- c) Hopetoun Recreation Reserve Master Plan
- d) Priority Projects Framework
- e) Procurement Policy
- f) Grant Management Policy

RELATED COUNCIL DECISIONS

13 December 2023 – Ordinary Council Meeting Minutes - 15.1 Hopetoun Recreation Reserve Masterplans

OPTIONS

Not applicable.

SUSTAINABILITY IMPLICATIONS

Economic – The Hopetoun Recreation Reserve Masterplan provides Council and the Hopetoun Recreation Reserve Committee with strategic direction for the management and development of the facilities into the future. This in turn assists with infrastructure investment and subsequent economic benefits to the Hopetoun Community.

Social – Infrastructure investment to provide modern sport and recreation facilities encourages and supports participation, social interaction and improved health and wellbeing outcomes.

COMMUNITY ENGAGEMENT

The Hopetoun Recreation Reserve Masterplan was developed in close consultation with the Hopetoun community in 2023.

GENDER IMPACT ASSESSMENT

Gender Impact Assessment (GIA)	Status
Does this Council report recommendation a) Introduce a new policy, program and/or service; or b) Is it a review of a policy, program and/or service; that directly and significantly impacts the public?	YES <input checked="" type="checkbox"/> A GIA has been completed. NO <input type="checkbox"/> A GIA is not required.
Link to Gender Impact Assessment	GIA – Hopetoun Recreation Reserve Masterplan

RISK

Utilising the Risk Management Framework the following assessment has been made:

Strategic Risk Description and Residual Risk Level	Action to Mitigate/Reduce Risk	Does Action maintain or reduce Residual Risk Level
Reputational Risk - Residual Risk Level Low	Developing a Masterplan for the Hopetoun Recreation Reserve and assisting with the implementation of key initiatives indicates Council’s commitment to working with the Hopetoun community to identify priority projects, backed by strategic planning to guide future infrastructure investment.	Maintains Residual Risk Level

Program and Project Risk - Residual Risk Level Medium	The construction of the lighting towers is considered a low-risk activity. Council has extensive experience delivering like projects.	Maintains Residual Risk Level
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REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

- Active Victoria 2022-2026
- AFL Preferred Community Facility Guidelines 2024
- Netball Australia National Facilities Policy

CONFLICTS OF INTEREST

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in the subject matter of this report.

17 PERMITS ISSUED

List of permits issued in February 2025 is listed below for noting.

Recommended Motion:

That Council:

Note the permits issued by Council between 01 February 2025 to 28 February 2025.

Resolution:

Moved Cr Keel

Seconded Cr Heintze

That the recommendation be adopted.

Carried

Reference No	Description	Address	Date of Issue
Planning Permits			
PA20240036	Remediation works to the Beulah Railway Station verandah	Beulah	14/02/2025
PA20240044	Construct a building or construct or carry out works associated with two accommodation cabins and new decking and façade alterations to the Beulah Recreation Reserve football and netball club room.	Beulah	12/02/2025
PA20240020-1	Construction of a shed	Warracknabeal	20/02/2025
PA20250045	Construction of a carport	Warracknabeal	20/02/2025
Building Permits			
BLD20250433	Construction of new single dwelling with garage and shed	Warracknabeal	05/02/2025
BLD20210226	Storage Shed	Warracknabeal	12/02/2025
BLD20250434	Relocation of existing building on site	Rupanyup	19/02/2025

18 URGENT BUSINESS

Business cannot be admitted as urgent business, other than by resolution of Council. Council must only admit business as urgent if the business:

- a) Cannot safely or conveniently be deferred until the next Council meeting; or
- b) Involves a matter of urgency, as determined by the CEO.

Councillors may ensure that an issue is listed on an Agenda by submitting a Notice of Motion in accordance with Governance rules, item 2.13.

If the CEO rejects the Notice of Motion, they must provide a response to the Councillor as outlined in 2.13 (e) of the Governance Rules.

19 NEXT MEETING

Wednesday 23 April 2025

20 CLOSED

Council will close the Ordinary Meeting of Council. Noting there are no closed and/or confidential reports for the 26 March 2025.

Recommended Motion:

That the Ordinary Meeting of Council is now closed at 10.27am.

Resolution:

Moved Cr Lehmann Seconded Cr Heintze

That the recommendation be adopted.

Carried