

**AGENDA OF ORDINARY MEETING OF YARRIAMBIACK SHIRE COUNCIL TO BE HELD
ON WEDNESDAY 12 FEBRUARY 2014 AT THE MUNICIPAL OFFICE 34 LYLE STREET
WARRACKNABEAL AT 9:30 AM**

1 WELCOME

2 ACKNOWLEDGEMENT

We acknowledge the traditional owners of the land on which we meet today and pay our respect to both past and present elders.

3 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

Crs A McLean, R Kingston, K Zanker, G Massey, L Woods, H Ballentine, T Grange, Ray Campling (Chief Executive Officer), James Magee (Director Infrastructure & Planning) and Bernardine Schilling (Executive Assistant).

5 APOLOGIES

6 CONFIRMATION OF MINUTES

Ordinary Meeting of Council – 11 December 2013

Closed Session of Council – 11 December 2013

7 DECLARATION OF CONFLICT OF INTEREST

8 BUSINESS ARISING

8.1 Action List from last meeting

Council to send a formal letter to the Niewand family to acknowledge John Niewand's contribution to the Minyip community and offer Council's condolences.

**Flowers and Card sent on behalf of Council – 11 December 2013.
Formal letter sent to Ellen Niewand and Family – 16 December 2013.**

8.2 Ongoing and Pending Action List

9 PETITIONS

10 REPORTS

Corporate Reports

- 10.1 Mayor's Report
- 10.2 Councillor/Delegate Reports
- 10.3 Chief Executive Officer – Activity Report
- 10.4 Director Infrastructure & Planning Report
- 10.5 Capital Works Program Report
- 10.6 Community Services Report
- 10.7 Community Projects Report

11 REPORTS FOR DECISION

- 11.1 Finance Report
- 11.2 Revenue Report
- 11.3 Review and Approval of Section 86 Committee of Management, Hopetoun Swimming Pool
- 11.4 Review and Approval of Section 86 Committee of Management, Tempy Swimming Pool
- 11.5 Municipal Public Health & Wellbeing Plan 2013-2017
- 11.6 Appointment and Instrument of Delegation for Ranger/Local Laws Officer
- 11.7 Instrument of Delegation to the Chief Executive Officer
- 11.8 Powers, duties and functions vested in Council's Chief Executive Officer under the *Local Government Act 1989* (S13)

10.1 Mayor's Report – prepared by Andrew McLean**Mayor Andrew McLean**

13 December	Attended Grampians Regional Waste Management Dinner at Laharum
17 December	Attended meeting at Woomelang with residents concerned about town's fuel supply
17 December	Attended the Hopetoun P-12 Awards Night (presented Awards)
18 December	Attended funding announcement by Minister Peter Walsh for the running rail at the Murtoa race track
18 December	Attended funding announcement for Rupanyup Men's Shed by Minister Peter Walsh
16 January	Attended the CFA Community meeting in Yaapeet to discuss the fire situation
17 January	Attended the CFA Community meeting at Speed to discuss the Bronzewing fire with the Tempy and Speed Communities
19 January	Attended the CFA Community meeting in Ouyen
20 January	Attended the Council fire debrief at the Yarriambiack Shire Council, Warracknabeal
26 January	Attended the Australia Day Breakfast at Minyip to present the Yarriambiack Shire Council's Citizen of the Year Award to Kenneth Milgate from Minyip
26 January	Attended funding announcement at Lake Marma, Murtoa (Stage 1 Redevelopment) by Minister Peter Walsh
29 January	Council Forum
29 January	Attended Council Fire Recovery meeting in Tempy
30 January	Attended Council Fire Recovery meeting at Yaapeet
31 January	Attended Regional Mayors meeting in Horsham
05 February	Attended the meeting of the Yarriambiack Creek Advisory Committee at Hopetoun
08 February	Participated in the official opening of the newly installed carpet green at the Beulah Bowling Club
11 February	Attended the Grampians Waste Management Regional Board meeting

10.2 Councillor's Reports**Cr G Massey**

17 December Internal Audit Committee meeting
29 January Council Forum

Cr L Woods

26 January Attended the Australia Day Celebrations at Anzac Park,
Warracknabeal

Cr R Kingston

23 January Lighting the Regions Steering Committee meeting, St Arnaud
26 January Australia Day Ceremony, Warracknabeal
29 January Council Forum
05 February Minyip Progress Association meeting
10 February Wimmera Mallee Sustainability Alliance meeting, Horsham

Cr K Zanker

17 December Volunteering Western Victoria General meeting and Christmas
function
18 December Warracknabeal Christmas Street Parade
17 January Internal Audit Committee meeting
29 January Council Forum

Cr H Ballentine

- 16 January Attended Fire Information and Relief meeting at the Yaapect Recreational Reserve
- 17 January Attended Fire Information and Relief meeting at the Speed Golf Club
- 21 January Attended Wimmera Mallee Tourism Inc meeting at Dimboola
- 26 January Guest speaker at Minyip Australia Day Celebration
- 29 January Council Forum
- 29 January BBQ at Tempy for those recovering from bush fire at Bronzewing
- 05 February GWMWater Recreational Water Committee meeting in Horsham
- 08 February Attended the official opening by Peter Crisp MP of the Beulah Bowling Club's synthetic bowling green
- 10 February Meeting with Hopetoun Secondary College

I have supported Trish Fraser, Cutlass Consulting, Woomelang in her wish to make a submission to the Federal Government (funding for a Business Incubator Centre, with the idea of generating economic development ideas and attracting some of the skills from retrenched workers of Industries around the state).

I have completed Treasurer roles for Wimmera Mallee Tourism Inc.

First Caravan Show: 18-23 February in Adelaide

Cr T Grange

- 13 December Attended the Wimmera Highway Action Group meeting in Stawell. There is grave concern in regards to obtaining further funding from both State and Federal Governments to complete the duplication of the Western Highway through to the South Australian Border
- 16 December Attended the Late John Niewand's OAM funeral in Minyip
- 17 December Attended the Wimmera Mallee Tourism AGM in Nhill
- 17 December Murtoa Progress Association meeting at Murtoa
- 18 January Minyip Festival Committee meeting - held at Minyip Primary School with the children as part of the MOU with the A & P Society (attended with the Hon Peter Walsh). It was wonderful to see the children involved with the planning of the festival and the new ideas they have. A big thanks must go to the Principal Doug Walters and teacher Jenny Miller who ensure the children attend and have a positive input
- 18 January With Mayor Andrew McLean and the Hon Peter Walsh, I attended the opening of the new fence at the Murtoa Racing Club. Great to see this Club progressing, which is very capably led by Majella Ballantine (Club Secretary)
- 18 January With Mayor Andrew McLean, attended funding announcement in Rupanyup by the Hon Peter Walsh to the amount of \$120,000.00 towards the development of the Rupanyup Men's Shed. A very exciting development for the men of Rupanyup and the community in general
- 20 January Chaired a meeting at the Chambers with Council's Municipal Emergency Management Team, Mayor Andrew McLean and CEO Ray Campling. Congratulations goes to these personnel for their dedication and commitment during the fires. As 'Chair' of the Yarriambiack Municipal Emergency Management Planning Committee, it is very pleasing to note that in the main, our plan worked very well and everyone knew their role. It must be noted that the fire season is far from finished, or out. The public can be assured they are in extremely good hands
- 26 January Attended the Minyip Australia Day Celebrations where Cr Helen Ballentine was guest speaker. Mayor Andrew McLean was in attendance to announce the Yarriambiack Shire's 'Citizen of the Year' Mr Ken Milgate (Dasher) from Minyip; congratulations Dasher. The CEO Ray Campling was also in attendance. A special day was enjoyed by all

YARRIAMBIACK SHIRE COUNCIL

COUNCIL MEETING

AGENDA

12 FEBRUARY 2014

- 26 January With Mayor Andrew McLean I attended Murtoa for an announcement by the Hon Peter Walsh to the amount of \$140,000.00 for the Lake Marma Committee to further develop and beautify the lake. A great committee and a very exciting project for the Murtoa community and the Shire
- 29 January Council Forum
- 29 January With Mayor Andrew McLean, Cr Helen Ballentine and various staff from the Shire, I attended a community BBQ at Tempy where the community were brought up-to-date on the fire situation by the various response agencies and Council officers. The resilience of these communities is amazing
- 30 January With Mayor Andrew McLean and various staff from the Shire, I attended a community BBQ at Yaapeet where the community were brought up to date on the fire situation by the various response agencies and Council officers. Another community with great resilience
- 05 February Minyip Progress Association meeting in Minyip
- 08 February Attended the official opening by Peter Crisp MP of the Beulah Bowling Club's synthetic bowling green. A great water saving initiative
- 10 February Attended the Wimmera Roadsafe Committee meeting at Nhill
- 11 February Attended the Wimmera Development Association Board meeting at Horsham

10.3 Chief Executive Officer, Activity Report – Prepared by Ray Campling

- Met with Lance Brown, Graincorp, Woomelang
- Met with Bernie O'Connor, CEO, Woodbine
- Attended Rural Councils Victoria meeting in Melbourne
- Met with Tony Doyle, CEO, Hindmarsh Shire Council
- Met with Brad Ead, Council's Internal Auditor
- Attended meeting in Woomelang re Town fuel supply
- Met with Richard Bayles, Regional Development Victoria, Horsham
- Met with Peter Brown, CEO, Horsham Rural City Council
- Attended the funeral of well known Minyip and region identity John Niewand
- Met with Ian Wilson, Council Valuer
- Attended Council Internal Audit Committee Meeting
- Met with Jo Bourke, Wimmera Development Association
- Met with Kate Clark, WorkCo
- Met with Marc Amos, Regional Development Victoria, Ballarat
- Attended Municipal Association of Victoria 'Preventing Violence Against Women' Forum in Melbourne
- Met with Helen Friend, GMMWater
- Met with Tim Shaw, Wimmera Southern Mallee LLEN
- Met with Justine Linley, CEO, Northern Grampians Shire Council
- Attended Bronzewing bush fires meeting at the Speed Recreation Reserve
- Attended Yaapect bush fires meeting at the Yaapect Recreation Reserve
- Attended the Beulah Relief Centre at the Beulah Recreation Reserve
- Attended several bush fire conference calls and associated meetings
- Delivered Meals on Wheels on three occasions
- Met with Ian Dreher – Grampians Regional Management Forum
- Attended Tempy and Yaapect Recovery meetings
- Attended Australia Day Breakfast at Minyip
- Attended Lake Marma Vitalisation Project Launch (\$140,000) by Minister Peter Walsh
- Attended the official opening of the Beulah Bowls Club synthetic bowling green by the Member for Mildura Peter Crisp
- Attended Wimmera Development Association meeting in Horsham

10.4 Director Infrastructure & Planning Report – Prepared by James Magee

January Fires

During January, Yarriambiack Shire Council suffered effects from four major fires being:-

- Albacutya / Wyperfeld Fire
- Paradise Fire
- Bronzewing Fire
- Grampians Fire

Council were heavily involved in response during the week commencing 13 January 2014. Two water tankers and three graders were deployed along with a bus for transfer of fire fighters. Various other resource requests were completed as well.

A Relief Centre was initially located at Yaapeet and later at Beulah.

Community meetings were held at Tempy and Yaapeet to provide information to the residents while during the last week of January recovery meetings were held in the same townships to give guidance and support to those affected by the fires.

The Wimmera Mallee fires have been notified to the Commonwealth under Natural Disaster Relief & Recovery Arrangements (NDRRA) and as such are able to claim extraordinary costs for response and restoration of public assets.

Murtoa Hopetoun Railway Line

The Murtoa Hopetoun railway line has received additional maintenance work during two separate stints in December and January.

Works including replacement of sleepers, provision of additional ballast to the line and major upgrade of the crossing on the Henty Highway, south of Hopetoun.

Mineral Sands

Iluka have advised they expect to transfer 400,000 tonne of mineral sand from their WRP deposit during 2014. Approximately 220,000 tonne of sand is the comparison figure for 2013.

Technical Support – Prepared by Nathan McLean

- Traffic Counter Operation
- Murtoa V/Line Bus Stop Quotes
- Meals on Wheels
- Technical Services Meeting
- Teleconference in relation to the current bushfires

Environment – Prepared by Geoff Harvey

- Liased with Powercor re tree trimming
- Inspected trees in Beulah and Hopetoun
- Inspected trees Phillips Street, Beulah
- Visited Anderson Street, Warracknabeal residents re tree planting after works in street
- Contacted plumber and electrician re works at Warracknabeal office and Leisure Centre
- Yaapeet re fires
- Conducted tree inspections in Warracknabeal
- Inspected roads re tree clearing for machinery
- Sprayed weeds on roads at request Department of Environment & Primary Industries
- Inspected Park Road, Wyperfeld for dangerous trees after fires
- Responded to various ratepayer requests/complaints

Technical Services – Prepared by Tony Brennan

- Processed various Civica Requests as needed
- Issue Road Opening Permits as needed for various minor/major works
- Monitor all 'Dial Before You Dig' enquiries throughout the Shire to assess if a Road Opening Permit is required
- Continued with data inputs to produce map showing houses along gravel roads throughout the whole Shire
- Continued with inspections as required for storm water discharge outlets/connections as required by the Building and Planning Department
- Carried out higher duties for Bernie Naylor while on annual leave
- Various duties as Deputy Municipal Emergency Resource Officer for the Yaapeet fires
- Phoned in as required for Emergency Management Team Teleconferences covering the Grampians fires
- Updated vehicle, plant and machinery checklists with changeovers as required
- Made up and email reports to Managers/Supervisors for the plant and vehicle checklists

Warracknabeal Regional Livestock Exchange

- Carried out preparations prior to first sheep sale scheduled for 5 February 2014

Assets – Prepared by Mick Evans

- Working on data validation of Council's Road Hierarchy

OH&S

- Working with Brad Ead (AFS Chartered Accountants) in regards to the development of Council's Risk Management Policy

Emergency Management

- Involved in the northern and southern fire incidents and carrying out duties as required as the Municipal Emergency Recovery Officer

Design – Prepared by John Boehm**Council Capital Works Program 2013/2014****Surveys, Designs, Plans and Set out:**

- Pavement construction and bitumen sealing to the Banyena Pimpinio Road (1.6km west from the Donald Road)
- Pavement widening, a pavement overlay layer and 6m width bitumen seal to 1.6km on the Hopetoun Yaapect Road (at the Yaapect end)
- Concrete kerb and channel to west side of Lloyd Street Murtoa; Degenhardt Street Murtoa and Miller Street Murtoa
- Concrete footpath replacement – section on the west side of Anderson Street Warracknabeal, 50 metres south from King Street and two 50 metre sections of concrete path at the Hopetoun & District Pre-School

Other Projects

- Assessments and reports to Planning Applications, specifically covering engineering issues
- Draft plans for upgrading disability access to 'Emma's Cafe' Minyip – for the Minyip Community Committee
- Design and plans for the Warracknabeal Weir Boardwalk / Pedestrian Bridge project

OHS–Risk Management – Prepared by Barry Sullivan

- OHS meetings will now be bi-monthly with the OHS Reps conducting OHS meetings with their designated working groups between the bi-monthly meetings
- Redeveloped the test and tag recording system for all electrical items within Council owned buildings
- Kindergarten Audits are nearing completion. Reports to be sent out to Kindergarten Teachers
- Hot Work Permit books have been issued to all Works Supervisors and Managers involved in overseeing projects. This aligns with Council's audit requirements
- Preferred Contractor database has been upgraded
- Attended the Incident Control Centre at the Grains Innovation Park as the Local Government Liaison Officer representing Horsham Rural City Council, Southern Grampians, Northern Grampians and Ararat Rural City Council at the peak of the fire period of the Grampians fire

Community Projects – Prepared by David Thompson

Abbreviations: EOI = Expression of Interest Funding Application to RDV
RDV = Regional Development Victoria/Department of State Development,
Business and Innovation
DOT = Department of Transport, Planning and Local Infrastructure

Beulah Hall Kitchen Upgrade

- An EOI for funding was lodged with RDV on 1 November 2013
- This has been revised based on a request from RDV for more information and more local funding
- The committee is currently waiting on more local funding commitments before lodging the application

Boolite Hall Upgrade

- An initial meeting was held with the Hall Committee on 24 October 2013 regarding needs for the Hall
- The committee will arrange quotes for planned works and a funding application will be prepared

Brim Flagpole Rehabilitation

- A quote for the work has been received
- A funding application to Veterans' Affairs is currently being prepared by the Hall Committee and Council
- The Hall Committee and ANZAC Day Committee were to meet on 3 February 2014 to discuss the project

Hopetoun Community Centre

- A preliminary cost estimate has been done and draft EOI prepared
- This has been discussed with the local steering committee
- The committee plans to consult with the local community to determine its commitment to the project given the size of the local contribution required

Hopetoun RSL Building Upgrade and Patchwork Club Relocation

- Quotes have been obtained and an EOI for funding was lodged with RDV on 2 October 2013
- RDV met with the RSL sub branch on 6 November 2013 to discuss funding of the project and has requested more justification for the project, more local donations have since been made
- The Hopetoun Lionesses and Happy Helpers are keen to use the building and have made a commitment to use the building if it is upgraded
- The revised EOI should be lodged by early February 2014

Hopetoun Industrial Estate

- The estimated cost of the four Lot subdivision is \$194,000
- RDV funding of \$82,500 was approved on 17 September 2013
- The remainder of funding is from Council
- A valuation of the property has been completed
- A draft plan of subdivision has been completed
- A cultural heritage report has been completed and given the project a clearance
- Application has been made for a planning permit
- Design to comply with VicRoads conditions has commenced
- Design of water and sewerage infrastructure has commenced
- Council has corresponded with Powercor re power costs for the subdivision

Hopetoun Mallee Bush Retreat Stage 5

- RDV funding of \$60,000 was announced on 24 October 2013
- A cultural heritage site assessment was done in September 2013, it gave clearance for the project to proceed
- The committee is proceeding with the planning and construction of the accommodation unit

Lubeck Recreation Reserve Shelter

- Shire staff met with the committee to discuss the project
- The committee is scoping and costing the project

Minyip Bushland Reserve Resurfacing Project

- DOT funding of \$4,000, Rupanyup Community Bank funding of \$1,000 and RDV funding of \$7,800 have been approved
- Gravelling of the walking track has been completed
- The committee is designing a brochure and sign works at the moment

Minyip Golf Club Upgrade

- Shire staff met with the committee to discuss the project
- The project is to be scoped and costed by the committee

Minyip Tennis Club Court Upgrading

- Some of the courts have poor drainage, are subject to differential concrete movement and have become unusable
- The committee is planning a study to recommend the best treatment for upgrading the courts

Minyip Community Recreation Facility Extension

- The community has been scoping this \$35,000 project

Patchewollock Walking Tracks

- The project involves upgrading some walking tracks and the car park
- The project has been discussed on site with the Patchewollock Progress Association and DOT
- DOT is considering an application to fund an upgrade of the walking tracks and car park
- The Patchewollock Progress Association has committed \$5,000 to the project dependant on DOT funding

Patchewollock Railway Station Building Upgrade

- Shire staff have met with the Progress Association and Department of Transport to discuss and scope the project
- The project involves restoring the heritage listed Railway Station building to a reasonable standard
- The project needs to be costed and an application for funds made

Rupanyup Golf Club Upgrade

- The committee is scoping the project and obtaining costs

Warracknabeal Lutheran Church 'Sounds of Africa' Music Event

- This concert was held on 2 November 2013 using RDV and other funding
- It was attended by approximately 600 people
- Considerable funding and in-kind contributions were made by the local Lutheran Church and community members to make this project happen
- The final report and acquittal needs to be completed

Warracknabeal Schools Music Workshop

- This was a five day event which was conducted in 2013 (involving children from all local schools) and was planned for again in April 2014
- The event has been partially funded by local schools
- RDV rejected an application for funding from the 'Putting Locals First' program
- There have been complications in getting the music consultants at a date to suit the schools. The project is not proceeding

Warracknabeal Town Hall Sustainability Plan

- RDV require the Hall Committee to complete a long term plan for upgrading the building (supported by a business case) before they will consider any grants for capital works
- An EOI for a \$10,000 forward planning/business plan study has been supported by RDV
- A final application for funding has been lodged

Warracknabeal Town Hall Upgrade

- The committee is scoping and costing the project and designing a new kitchen with a design consultant
- The first stage of the committee's priorities focuses on upgrading the kitchen and supper room

Warracknabeal Wheatlands Museum Business/Marketing Plan

- RDV require the Museum to complete a business and marketing plan before they will consider funding any capital works
- The committee has had an EOI approved for a business and marketing plan study to cost \$10,000
- A final application for funding has been lodged

Warracknabeal Wheatlands Museum Foyer Construction

- The committee has decided to proceed with the construction of the shell of the museum foyer extension using its own funds
- Revised contract drawings have been requested
- They plan to construct the fit out when grant funds are available

Woomelang Cronomby Tanks Walking Track Development

- Walking tracks and the car park have been gravelled
- A planning permit for the toilet has been approved
- The DOT have now extended the deadline to June 2014 to allow the project to be completed; however the grant will not cover the revised cost estimate
- The committee and Council are investigating other funding sources in order to complete the project
- Additional walking tracks are planned subject to additional funding

Warracknabeal Yarriambiack Creek Footbridge

- RDV funding of \$220,000 was approved on 24 October 2013
- This was publicly announced by Peter Walsh MP on 28 November 2013
- DOT funding of \$20,000 has been approved
- Soil testing and site feature survey has been completed
- A design and construct contract for a suspension footbridge has been prepared and publicly advertised
- Tenders closed on 29 January 2014
- Four tenders were received; these are currently being evaluated

YARRIAMBIACK SHIRE COUNCIL

COUNCIL MEETING

AGENDA

12 FEBRUARY 2014

COUNCIL BUILDING REPORT

**YARRIAMBIACK SHIRE COUNCIL
COUNCIL REPORT BUILDING**

Month of January 2014

Council Register Number	Name of Relevant Building Surveyor	Type of permit, temporary approval or amendment	Permit temporary approval or amendment number*	Application Date	Permit, temporary approval or amendment date*	Building Address	Description of Building Work or Use of Building	Cost of Building Work*
BP03-14	W. Wilkie	Building	1164/2014/03	09/01/2014	20/01/2014	Noall St, Warracknabeal	Shade Sail	\$8,208
Total								\$8,208

Name of Council Officer supplying this register: **Wayne Wilkie BS1164**

Planning Permit Activity Report for December & January (as tabled) – Prepared by David Young

10.5 Capital Works Program 2013/2014 – Prepared by Chris Lehmann

Roads & Streets – Urban Roads				
Project	% Completed	Start Date	Completion Date	Comments
Anderson Street Warracknabeal (\$80,150)	100%	October 2013	October 2013	Construct & Widen Seal
Degenhardt Street Murtoa (\$20,480)	80%	January 2014		Construct & Widen Seal Willmore
Market Street Minyip (\$56,133)		January 2014		Pavement Renewal
Simson Street Brim (\$14,960)		January 2014		Construct & Gravel
Hopetoun Street Beulah (\$31,232)	80%	February 2014		Pavement Renewal 75 / 100mm Overlay
Hopetoun West Road Hopetoun (\$9,309)	100%	January 2014	January 2014	Construct & Widen Seal
Mackenzie Street Beulah (\$14,894)	100%	January 2014	February 2014	Construct & Seal
Phillips Street Beulah (\$73,625)	100%	October 2013	December 2013	Shoulder Seal & Hotmix Works (2 Sections)
Marma Street Murtoa (\$20,000)				Bus Shelters

Roads & Streets – Rural Roads				
Project	% Completed	Start Date	Completion Date	Comments
Banyena Pimpinio Road (\$108,736)		January 2014		Pavement Renewal
Glenorchy Road (\$134,893)	100 %	October 2013	November 2013	Construct & Seal
Lah Angle Road (\$441,674)	80%	October 2013		Pavement Renewal Hewitt's Quarry
Longerenong Road (\$30,000)				Construct Floodway & Reconstruct Pavement
Banyena Pimpinio Road (\$313,232)	30%	January 2014		Pavement Renewal
Rupanyup Road (\$313,325)	100%	October 2013	October 2013	Kolmix Overlay Fulton Hogan
Rosebery Rainbow Road (\$266,990)	100%	October 2013	October 2013	Kolmix Overlay Fulton Hogan
Brim West Road (\$181,262)	100%	October 2013	October 2013	Kolmix Overlay Fulton Hogan
Sea Lake Lascelles Road (\$219,998)	70%	November 2013		Construct, Widen & Seal Anderson's Quarry
Patchewollock Temy Road (\$309,672)	100%	September 2013	October 2013	Construct & Seal Burn's Quarry
Hopetoun Yaapeet Road (\$512,524)	20%	January 2014		Construct, Widen & Seal

Gravel Shoulders				
Project	% Completed	Start Date	Completion Date	Comments
Ailsa Road (\$21,400)		January 2014		
Banyena Pimpinio Road (\$46,267)		February 2014		
Blue Ribbon Road (\$50,686)		January 2014		
Minyip Dimboola Road (\$47,080)	100%	December 2013	December 2013	YSC – Sandstone Drum’s Quarry
Minyip Rich Avon Road (\$20,159)		February 2014		
Rupanyup Road (\$109,568)		January 2014		
Watchem Warracknabeal Road (\$38,071)	100%	November 2013	November 2013	YSC – Sandstone Hewitt’s Quarry
Beyal Road (\$34,818)	100%	December 2013	December 2013	YSC – Sandstone Hewitt’s Quarry
Sheep Hills Bangerang Road (\$163,731)	100%	October 2013	November 2013	YSC – Sandstone Hewitt’s Quarry

Gravel Re-Sheets				
Project	% Completed	Start Date	Completion Date	Comments
Boundary Road (Northern Zone) (\$14,328)				Limestone
Burroin Road (\$27,860)	100%	September 2013	September 2013	YSC – Sandstone Hallam's Quarry
Centre Hill Road (\$33,830)				Limestone
Hopevale Road (\$19,422)				Limestone
Jim Jollys Road (\$11,144)				Limestone
Jollys Road (\$13,850)				Limestone
King Road (\$40,254)				Sandstone
Kellys Road (\$39,482)				Limestone
Lah Angle Road (\$13,032)				Sandstone
McFarlanes Road (\$43,780)				Sandstone
Martins Road (\$17,955)	100%	October 2013	October 2013	YSC – Sandstone Hewitt's Quarry
Maroskis Road (\$47,123)	100%	January 2014	January 2014	YSC – Limestone Hallam's Quarry
Phelans Road (\$19,582)				Limestone
Quicks Road (\$28,815)				Sandstone

Gravel Re-Sheets (continued)				
Project	% Completed	Start Date	Completion Date	Comments
Rosebery Rainbow Road (\$16,044)				Limestone
Sheep Hills Bangerang Road (\$25,021)				Limestone
Turriff Silo Road (\$10,507)	100%	January 2014	January 2014	YSC – Limestone Burn's Quarry
Wirrbibial Road (\$18,786)	100%	September 2013	September 2013	YSC – Sandstone Hewitt's Quarry
Whites Road North (\$65,073)				Limestone
Yaapeet Kenmare Road (\$48,514)				Limestone
Ailsa Exchange Road (\$4,923)	100%	January 2014	January 2014	YSC – Sandstone Hewitt's
Areegra Road (\$92,310)	100%	October 2013	November 2013	YSC – Sandstone Hewitt's Quarry
Boolite Donald Road (\$20,091)				Sandstone
Boolite Hall Road (\$18,679)				Sandstone
Burrum Banyena Road (\$13,901)				Sandstone
Coorong Swamp Road (\$52,490)				Sandstone
Dogwood Road (\$23,023)	100%	December 2013	December 2013	YSC – Sandstone Drum's Quarry
Donald Laen Road (\$28,960)	100%	October 2013	October 2013	YSC – Quartz Great Western

Gravel Re-Sheets (continued)				
Project	% Completed	Start Date	Completion Date	Comments
Dunmunkle Creek Road (\$12,308)				Sandstone
Johnston Road (\$5,358)				Sandstone
Kewell East Road (\$35,621)				Sandstone
Lutzes Road (\$19,982)	100%	January 2014	January 2014	YSC – Sandstone Hewitt's Quarry
Massey Road (\$27,150)	100%	August 2013	August 2013	YSC – Sandstone Hewitt's Quarry
Mellis Road (\$79,097)	100%	November 2013	November 2013	YSC – Sandstone Hewitt's Quarry
Milgates Road (\$15,494)				Sandstone
Millers Road (\$25,919)	100%	September 2013	September 2013	YSC – Quartz Great Western
Nitschkes Road (\$23,168)				Sandstone
Schulz Road (\$35,621)				Sandstone
Schurmanns Road (\$18,534)				Sandstone

Total Gravel Re-sheet Works – 65.99km

Total Works completed – 27.680km

Footpaths				
Project	% Completed	Start Date	Completion Date	Comments
Anderson Street Warracknabeal (\$7,187)		December 2013		Concrete
Beggs Street Warracknabeal (\$55,517)	100%	October 2013	December 2013	Concrete Brock Streeter
Campbell Street Warracknabeal (\$14,231)		February 2014		Concrete
Craig Avenue Warracknabeal (\$6,900)		February 2014		Concrete
Foundry Street Minyip (\$13,273)				Quarry Dust
McLeod Street Minyip (\$10,637)		December 2013		Concrete
Gardiner Street Warracknabeal (\$15,237)		March 2014		Concrete
Werrigar Street Warracknabeal (\$15,956)		January 2014		Concrete
O'Brien Street Warracknabeal (\$24,006)		December 2013		Concrete Brock Streeter
Dennys Street Hopetoun (\$16,818)	100%	January 2014	January 2014	Concrete Brock Streeter
Mandeville Street Hopetoun (\$6,469)	100%	January 2014	February 2014	Concrete Brock Streeter
Brook Street Woomelang (\$2,731)	100%	November 2013	November 2013	Concrete Willmore Contractors
Carr Street Woomelang (\$15,289)	100%	November 2013	November 2013	Concrete Willmore Contractors
Rabl Park Toilets Murtoa (\$11,979)	100%	September 2013	October 2013	Concrete Brock Streeter

Kerb & Channel				
Project	% Completed	Start Date	Completion Date	Comments
Anderson Street Warracknabeal (\$128,821)	100%	October 2013	October 2013	Willmore Contractors
Miller Street Murtoa (\$50,393)	80%	January 2014		Willmore Contractors
Market Street Minyip (\$75,433)	100%	December 2013	December 2013	Willmore Contractors
Degenhardt Street Murtoa (\$68,440)	100%	January 2013	January 2013	Willmore Contractors
Lloyd Street Murtoa (\$59,796)	30%	February 2014		Willmore Contractors
Phillips Street Beulah (\$89,831)	100%	September 2013	October 2013	Willmore Contractors
Carr Street Woomelang (\$25,040)	100%	November 2013	November 2013	Willmore Contractors

10.6 Community Services – Prepared by Gavin Blinman

Kindergartens

The kindergartens are all back and holding parent interviews this week to finalise enrolment and other issues. Hopetoun Kindergarten will have a delayed commencement to the year (one week) due to connection of power and availability of Powercor staff after the fires. Building work appears to be on schedule.

Council needs to set a date for the Minister to come and open the upgraded building; Council will recommend a day in the week commencing 12 May 2014. This is in between sittings of Parliament and gives us time to finalise any last minute landscaping after the building work is completed.

Aged and Disability

During early January our department was reasonably quiet, picking up later in the month. Welfare checks were conducted on our clients through the extreme heat, making sure they had sufficient water and fans and blinds were drawn; our Home & Community Care Workers did a wonderful job in making the client's environment safe.

Our Community Bus is in recess until February; the future of it will then be decided.

Environmental Health / Local Laws

Food premise inspections have once again resumed following the completion of other public health related priorities. Inspections conducted over January have resulted in no major non-conformances being identified. All businesses requiring registration have had renewal notices sent to them, with approximately 20% remaining outstanding. Reminder notices will be sent and follow up action taken if required.

Onsite Wastewater Assessments have continued over this month, with approximately three permits being issued. Local CFA Fire Station construction at Kewell and Cannum are progressing, with septic systems to be completed in the near future. Council has received three complaints in relation to onsite wastewater this month with two investigated and the other to be completed in coming days. An additional onsite wastewater application was also assessed for Horsham Rural City Council due to their lack of available resources as a result of the recent fires.

Council's Public Health & Wellbeing Plan is in its draft format and expected to be available for public comment by the end of the month.

All recreational lakes and weir pools with sufficient water were inspected and samples obtained to monitor current Blue Green Algae levels. These water bodies all returned good results and did not present any risk to public health.

Various jobs were also undertaken with respect to Emergency Management as a result of the fires in the northern areas of the municipal district.

The Christmas and New Year period was very uneventful, with only two wandering dogs picked up. As for the rest of January only three dogs were surrendered to Council, with all of these re-housed with pet rescue within a fortnight.

Only a small number of cats and kittens dropped off at the pound this month, with all of these being taken by pet rescue organisations.

There are two incidents currently being investigated in partnership with the RSPCA for animal cruelty, no outcomes to report to date.

All fire prevention works were completed prior to Christmas with a much better success rate this year than in previous years, with a total of 224 notices issued and 78 non-compliance notices (most of the 78 were unoccupied premises or vacant blocks). The inspections will continue over the next two months just to ensure people keep their properties clear of long grass.

Yarriambiack Shire Council is currently waiting on the solicitors to return the draft Local Law Policy with minor changes.

No local law issues to report at this time.

Interviews for the Relieving Ranger position were held on Thursday, 23 January 2014. Stephen Carlon was the successful applicant and was appointed on Wednesday, 29 January 2014.

Emergency Relief

The Beulah Relief Centre was activated during the Mallee fire emergency, CART members attended and were on standby for the weekend; fortunately we only operated overnight.

The Shire Relief Team performed well and made sure people in Yaapeet and Tempy were supported with our recovery sessions planned for 29 and 30 January, with all support agencies in attendance.

CART members also went well and really assisted and used local contacts to assist in setting up the Relief Centre.

Portsea Camp

- Yarriambiack Shire had 26 children and three volunteers attend the camp from across the Shire
- Our volunteers for this year were Sue Martin, Annie Clayton & Morgan Clayton of Warracknabeal. Annie & Morgan were new to this camp and Sue volunteers her time every year
- Council organised (alongside Jean Wise) on the way home from the camp for the bus to stop in Ballarat for lunch. The Rotary Club of Ballarat South donated a BBQ and salad, together with fruit boxes and fruit. Kids thoroughly enjoyed the meal and the break, it also helped with time management, as the meal was ready to go as soon as they arrived
- Children handled the heat wave extremely well, lots of swimming involved

- The bus hit road blocks on the way home due to both an accident and the Grampians fires; this resulted in the bus being three hours behind schedule. Unfortunately we had a few upset parents worried about the fires. We remained in contact with all parents every hour with updates.
- A Certificate of Appreciation from the Shire Council has been given to all volunteers and the Rotary Club of Ballarat South
- A letter will be sent to all parents to thank them for being patient during the unforeseen circumstances
- A letter will be sent to the Portsea Camp with the concern of the lack of communication during an emergency event.
- Rotary Club of Ballarat South expressed interest in continuing the BBQ luncheon annually. I will follow this up with a letter to the Club along side the Certificate of Appreciation

Volunteer Transport

January numbers were down this month, however this is not unusual for this time of year. Bookings have already been taken for the month of February. Ten clients transported 2,146 kilometres in December and four clients over 1,226 kilometres in January.

Centre Based Meals

Centre Based Meals re-opened and returned to normal hours in the week commencing 20 January 2014. They were unavailable during the Christmas / New Year Break.

Maternal and Child Health

January – Hot and busy with eight new babies and five transfers.

A total of 40 new babies and 54 enrolments to date for the current financial year.

Immunisations have continued on a monthly basis and have been well supported.

The School Immunisation Program is scheduled to commence on Monday, 24 February 2014.

School Immunisation Program – Shortage of Varilrix (Chickenpox Vaccine). Health Department has asked us to delay Yr 7 Varilrix until later in the year when supplies are available; we need to ensure that the younger children are immunised first.

Yarriambiack Shire Council Caravan Parks: December 2013 / January 2014

Warracknabeal: 359 visitors in total; 256 from Victoria, 1 from Tasmania, 3 from South Australia, 58 from Queensland, 5 from the ACT and 19 from New South Wales; 1 International and 6 long-term permanent residents.

Murtoa: 37 visitors in total; 3 long-term permanent residents in December and 2 long-term permanent residents in January.

Hopetoun: (January only) 122 visitors in total; 40 from Victoria, 2 from Tasmania, 4 from Queensland 2 from the Northern Territory and 10 visitors from New South Wales; 2 Internationals and 2 long-term permanent residents.

Economic & Community Development Report – Prepared by Jaye Macumber
Meetings Attended

03/12/2013	Kelly Schultz: re starting a new dancing school business in Warracknabeal
05/12/2013	Leading Senior Constable Edward MacDonald, Victoria Police: re Yarriambiack Shires Public Safety Infrastructure Fund Application
06/12/2013	Minyip Primary School and A & P Society 2014 Show Committee
09/12/2013	Wendy Hewitt: re Warracknabeal Tennis
1/12/2013	Val Gregory: re Murtoa Water Tower Museum
13/12/2013	Bally Singh & Haravtar Singh Sidhu: re Taxi Service in the Yarriambiack Shire
17/12/2013	Emily Brett: re TV Commercial in Warracknabeal
18/12/2013	Minyip Primary School, A & P Society 2014 Show Committee and Peter Walsh
07/01/2014	Warracknabeal Skateboard Event Meeting
13/01/2014	Neville Ezard, Mensland, Warracknabeal
14/01/2014	Leading Senior Constable Edward MacDonald (Victoria Police) re Yarriambiack Shires Public Safety Infrastructure Fund Application
14/01/2014	Pauline Fay, Regional Development Victoria
15/01/2014	Leigh Hammerton, Stick Shed, Murtoa
16/01/2014	Jane Hatcher, Gateway Beet, Hopetoun
16/01/2014	Yaapeet Community Emergency Information Session
17/01/2014	David Murray: re Hopetoun Motorcycle Grand Prix
28/01/2014	Leading Senior Constable Edward MacDonald (Victoria Police) re Yarriambiack Shires Public Safety Infrastructure Fund Application
29/01/2014	Shane Armstrong: re Farm Stay at Wallup
05/02/2014	Minyip Progress Association

Community Development

Shire Assistance provided to committees preparing for the following 2013/ 2014 events:

- Warracknabeal Action Group “2013 ‘Beals Christmas Festival’
- Warracknabeal Action Group / Y-FEST Committee ‘2014 Warracknabeal Y-FEST Easter Festival’
- Minyip Primary School and A & P Society 2014 Show Committee
- Beulah Lions Club Christmas Eve Street Party
- Brim Full of Fireworks New Years Eve Party
- 2014 Australia Day Events in Warracknabeal, Hopetoun, Beulah, Minyip, Murtoa, Woomelang, Tempy, Patchewollock and Wallup
- Woomelang 2014 Wine and Dine Day

Grant applications received and Shire assistance provided to Community Groups from: Murtoa, Minyip, Beulah, Warracknabeal, Rupanyup and Hopetoun.

Department of Justice: 2013/2014 Public Safety Infrastructure Fund Application for Shire wide upgrades to public safety continued with assistance from Leading Senior Constable Edward MacDonald (Victoria Police).

Community Projects

Abbreviations: EOI = expression of interest with RDV
RDV = Regional Development Victoria
DOT = Department of Transport, Planning and Local Infrastructure

Beulah Multi Purpose Building & Minyip Seniors Building Upgrades

- Total project cost – approximately \$60K. EOI for funding is being completed and lodged with RDV

Murtoa Lake Marma Stage 1 Redevelopment

- Funding has been approved for this Yarriambiack Shire Council project
- Total project cost: \$188,720.00
- RDV Contribution: \$141,540.00
- Yarriambiack Shire Council Contribution: \$10,000.00
- Lake Marma Committee of Management Contribution: \$37,180.00

Murtoa Streetscape Plan 2014

- For the area bounded by McDonald Street commencing at Comyn Street, Marma Street (McDonald Street through to Duncan Street) and Duncan Street to Breen Street
- Combined with the development of a plan for a walking/cycling track through Barrabool Park, situated approximately 9 km south of Murtoa
- The community continues to scope this project

Rupanyup Bowls Club Synthetic Surface Upgrade

- The committee continues to scope the project and are reviewing alternative funding resources

Rupanyup Railway Station Upgrade

- The project involving the creation of an art space is to be scoped by the committee and they are reviewing alternative funding sources. A Certificate of Title is required first

Rupanyup Consultative Committee Men's Shed Application

- Funding has been approved for this Rupanyup Consultative Committee project
- Total project cost: \$120,260.00
- Strengthening Men's Sheds Program Contribution: \$60,000.00 (maximum amount available)
- Rupanyup Consultative Committee: \$5,000.00

Rupanyup Consultative Committee History Book

- Full application has been lodged for a definitive book on Rupanyup History

Rupanyup RSL War Memorial Plaque and Paving

- Funding was announced
- The local committee is proceeding with the construction of the Memorial

Business & Economic Development**Commercial Building Improvement Program**

- Yarriambiack Shire Council is currently undertaking a review of vacant commercial buildings located within the Shire as an initial component of the Commercial Building Improvement Program. The Program was designed to gather and promote relevant information of vacant commercial buildings that are available for rent or sale
- Letters sent out to all commercial building owners

Hopetoun Industrial Estate

- The estimated cost of the four lot subdivision is \$194,000
- RDV funding of \$82,500 was approved on 17 September 2013
- The remainder of funding is from Council
- A valuation of the property has been completed
- A draft plan of subdivision has been completed
- A cultural heritage report has been completed and given the project a clearance
- Design to comply with VicRoads conditions has commenced
- Design of water and sewerage has commenced
- Council has corresponded with Powercor re: electricity costs
- Council has applied for a Planning Permit

Minyip Tuff Equipment

- Assistance provided re: Planning Application for new premises for farm engineering business

Murtoa Marma Gully Hotel

- Shire Assistance provided to potential new owner as she attempted to purchase the business
- Looking at another option in New South Wales. Still hoping for the Marma Gully; but at this stage too expensive with price and the renovation required

Regional Living Expo

- Planning well underway for the 2014 Regional Living Expo from 11-13 April at the Melbourne Exhibition Centre

Warracknabeal Industrial Estate

- Proposed Sale of Land
- Advertising for submissions on the proposal to be made in writing no-later than Monday, 3 February 2014

Yarriambiack Shire Caravan Parks and Warracknabeal Leisure Centre

- Advertising through WorkCo to find Emergency Replacement Manager / Caretakers for Warracknabeal Leisure Centre and Yarriambiack Shire Council Caravan Parks

Yarriambiack Shire Caravan Parks Indigenous History Trail

- The project needs to be costed and an application for funds made

SHARE Program (Sustainable Healthy Adaptable Resilient Engaged) – Prepared by Marianne Ferguson**Regional Victoria Living Expo**

Children's promotional bubbles for the upcoming Regional Victoria Living Expo have been ordered.

Tourist Information Centre

A free Wi-fi hotspot has been installed at the Warracknabeal Tourist Information Centre for use by tourists. To gain access to the free internet, a code must be entered. Please note this service is only available for tourists who visit the Information Centre.

Yarriambiack Tourism

The Yarriambiack Tourism Facebook Page continues to grow and currently has 547 'Likes'.

The Yarriambiack Touring Guide is currently being redesigned but unfortunately doesn't comply with Tourism Victoria's Jigsaw branding. The brochure will be completed for the upcoming Adelaide and Melbourne Camping Shows.

An Introduction to Mobile Photography Workshop will be held at the Beulah Business and Information Centre on Thursday, 20 February 2014. This workshop will introduce participants to composition techniques, editing apps and the use of instagram. The Murtoa town brochure is now complete.

Lascelles Community Action Plan

The draft Lascelles Community Action Plan is currently being reviewed by the Lascelles Progress Association.

Wimmera Mallee Tourism

The paid advertising for the Wimmera Mallee Tourism Facebook Page is extremely successful and the Page currently has 1,234 'Likes'. Promotional banners are currently being printed.

Woomelang Precinct Planning Project

The Woomelang Precinct Planning Project is underway and will investigate the feasibility and opportunities for the vacant shop located at 69-75 Brook Street in Woomelang.

Project Scope:

- Community Consultation
- Confirmation of potential usage
- Identify all relevant approvals and issues
- Concept Drawings
- Working Plans
- Cost Estimate (proposed works)

10.7 Community Projects – Prepared by Dennis Smith**Country Football and Netball Program 2012/2013**

The new light towers footings were constructed mid January and all underground power cables have been installed for the Minyip Murtoa Football Netball Club project to upgrade the existing lighting to meet the minimum training illumination standard at the Murtoa Recreation Reserve. These footings will require at least four weeks curing time prior to the towers being raised and connected to the footings. Final electrical connections will then be undertaken.

Community Facility Funding Program 2013/2014

The Beulah Bowling and Croquet Club new synthetic bowls surface was officially opened by Peter Crisp MLA, Member for Mildura, on Saturday, 8 February 2014. Grant acquittal documentation will now be prepared to finalise this project.

The remainder of the synthetic material for the Hopetoun Cricket Club Practice Facility has now been received and will be installed when the weather cools to prevent premature setting of the glue.

Community Facilities Funding Program 2014/2015

The Murtoa Bowling Club Synthetic Green project application has been approved with a grant of \$80,000 for a total project cost of \$153,000. We are now waiting for the Activity Schedule.

Grant Acquitted

The Warracknabeal Golf Club Clubhouse Facilities Upgrade has been completed and acquittal documentation prepared and submitted.

Hopetoun Fishery

I am currently working on the concept of establishing a fishery at the north west corner of Lake Lascelles with the Hopetoun Angling Club and Fisheries Victoria. This project is in the very early stage of investigation/development.

11 REPORTS FOR DECISION

11.1 Finance Report – Prepared by Anita McFarlane

The Finance Report as at January 2014 will be tabled.

Recommendation

The Finance Report as at January 2014 be received.

11.2 Revenue Report – Prepared by Chantelle Pitt

The Revenue Report as at February 2014 will be tabled.

Recommendation

The Revenue Report as at February 2014 be received.

11.3 Review and Approval of Section 86 Committee of Management, Hopetoun Swimming Pool – Prepared by Bernie Naylor

The Hopetoun Swimming Pool has been the property of the Yarriambiack Shire Council dating back as far as 1982; a Committee of Management was appointed and has been managing the Hopetoun Swimming Pool since 1993.

As per the Local Government Investigations and Compliance Inspectorate Audit conducted at our Council from the 13th – 17th August 2012, we were required to review any delegations to a special committee in force within the period of 12 months after a general election, as per section 86(6) of the Act.

The following community members have nominated for the Committee of Management.

Patti Thomas – President
Nicole Holm – Vice President
Julie Grace – Secretary
Nicole McLean – Treasurer

Recommendation

- That Council approves the above listed people to the Hopetoun Swimming Pool Committee of Management and; delegates under Section 86(3) of the Local Government Act 1989, the powers, duties and functions as set out in the schedule (as tabled) on this date before Council
- That the committee members listed above are exempt from completing an annual interest return and that a copy of the exemption is kept on Council's Central Register
- That Council Sign and Seal the Instrument of Delegation for the Hopetoun Swimming Pool Committee of Management (as tabled)

11.4 Review and Approval of Section 86 Committee of Management, Tempy Swimming Pool – Prepared by Bernie Naylor

The Tempy Swimming Pool has been under the control of the Yarriambiack Shire Council dating back as far as 1998; a Committee of Management was appointed and has been managing the Tempy Swimming Pool since this time.

As per the Local Government Investigations and Compliance Inspectorate Audit conducted at our Council from the 13th – 17th August 2012, we were required to review any delegations to a special committee in force within the period of 12 months after a general election, as per section 86(6) of the Act.

The following community members have nominated for the Committee of Management.

Brendan Burns – President
Deri Singleton – Executive Officer
Fiona Hulland – Secretary/Treasurer
Fiona Hulland – Public Officer

Recommendation

- That Council approves the above listed people to the Tempy Swimming Pool Committee of Management and; delegates under Section 86(3) of the Local Government Act 1989, the powers, duties and functions as set out in the schedule (as tabled) on this date before Council
- That the committee members listed above are exempt from completing an annual interest return and that a copy of the exemption is kept on Council's Central Register
- That Council Sign and Seal the Instrument of Delegation for the Tempy Swimming Pool Committee of Management (as tabled)

11.5 Municipal Public Health & Wellbeing Plan 2013-2017 – Prepared by Gavin Blinman

The draft Municipal Public Health & Wellbeing Plan 2013-2017 has now been finalised and is ready for Council adoption.

Under Section 26 of the Victorian Public Health and Wellbeing Act 2008, Councils are required to develop a Municipal Public Health & Wellbeing Plan.

This plan has been developed in consultation with health agencies, community and with consideration for the Victorian Public Health and Wellbeing Plan 2011-2015.

Recommendation

That Council adopts the Municipal Public Health & Wellbeing Plan 2013 – 2017 as presented and that the progress of goals (of the Municipal Health & Wellbeing Plan) be reported to Council annually by the Environmental Health Officer.

**11.6 Appointment and Instrument of Delegation for Ranger/Local Laws Officer
– Prepared by Greg Wilson**

Stephen John Carlon has recently been appointed Relieving Ranger/Local Laws Officer during periods of leave or when the Ranger requires assistance. It is appropriate that the appointment be formalised and suitable delegations put in place.

An Instrument of Delegation is attached hereto. The powers, duties and functions proposed to be delegated are the same as those delegated to the Ranger/Local Laws Officer and seem to be appropriate for the officer to properly and efficiently carry out his duties.

Recommendation

- 1 That Council, in exercise of the powers conferred by Section 98 of the Local Government Act 1989, delegates all the powers, duties and functions of Council set out in Part 1 of the Schedule to the Instrument of Delegation attached hereto to Stephen John Carlon, Relieving Ranger/Local Laws Officer.
- 2 That Council, in exercise of the powers conferred by the Impounding of Livestock Act 1994 and Section 224 of the Local Government Act 1989, appoints Stephen John Carlon as Council's Relieving Ranger/Local Laws Officer and authorises him to exercise all the powers and functions under any of the Acts, Regulations or Local Laws as set out in Part 2 of the Schedule to the Instrument of Delegation attached hereto.
- 3 That the Seal of the Municipality be affixed to the Instrument of Delegation attached hereto.

11.7 Instrument of Delegation to the Chief Executive Officer – Prepared by Ray Campling

In exercise of the power conferred by section 98(1) of the *Local Government Act* 1989 (the Act) and all other powers enabling it, the Yarriambiack Shire Council delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 12 February, 2014
2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.
3. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

THE COMMON SEAL of the **YARRIAMBIACK SHIRE COUNCIL** was affixed hereto by authority of the Council in the presence of:

..... Councillor

..... Councillor

..... Chief Executive Officer

..... Date

SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

4. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 4.1 awarding a contract exceeding the value of \$150,000.00 (Presently);
 - 4.2 making a local law under Part 5 of the Act;
 - 4.3 approval of the Council Plan under s.125 of the Act;
 - 4.4 adoption of the Strategic Resource Plan under s.126 of the Act;
 - 4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
 - 4.6 adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
 - 4.7 determining pursuant to s.37 of the Act that an extraordinary vacancy on Council not be filled;
 - 4.8 exempting a member of a special committee who is not a Councillor from submitting a return under s.81 of the Act;
 - 4.9 appointment of councillor or community delegates or representatives to external organisations; or
 - 4.10 the return of the general valuation and any supplementary valuations;
5. if the issue, action, act or thing is an issue, action or thing which is required by law to be done by Council resolution;
6. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
7. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - 7.1 policy; or

7.2 strategy

adopted by Council; or

8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
9. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

Council must review within 12 months after a general election all delegations which are in force and have been made by the Council under Section 98(6) of the Act.

Recommendation

That Council endorse the above Instrument of Delegation to the Chief Executive Officer.

11.8 Powers, duties and functions vested in Council's Chief Executive Officer under the *Local Government Act 1989 (S13)* – Prepared by Ray Campling

Provision	Power/Duty/Function
s. 13(4)	duty to enrol certain persons (where it appears that there are more than 2 owners)
s. 13(5)	duty to give effect to request regarding enrolment on voters' roll
s. 13(7)	duty to choose one rateable property in respect of which the ratepayer entitlement to be enrolled is to be exercised
s. 15(6)	duty to notify the owner or joint owners that the Council has received an application under s.15(1)
s. 17(1)	duty to enrol person on voters' roll unless belief of non-entitlement
s. 17(2)(a)	duty to refuse to enrol person
s. 17(2)(b)	duty to advise person of refusal to enrol in writing, and to give person the reason for the refusal
s. 17(3)	power to request orally, or in writing, any person or corporation to provide information to enable determination of enrolment eligibility
s. 17(4)	power to require information be given in writing and signed by the person giving the information
s. 20	power to determine request that address of person not be shown on voters' roll and notify person accordingly
s. 21(3)	duty to supply Victorian Electoral Commission with information requested to prepare voters' list
s. 22(1)	function of being responsible for preparation of the voters' list of ratepayers and the maintenance of any records to facilitate preparation of an accurate and complete voters' list
s. 22(2)	duty to prepare and supply voters' list of ratepayers to Registrar within 7 days of general election
s. 23A(1)	duty to give a letter to a person or a corporation as specified
s. 23A(2)	duty to send a letter to a person or corporation as specified
s. 24(5)	duty to provide Registrar sufficient information to update exhibition roll in respect to ratepayer entitlements under ss.13 - 16
s. 24(6)	duty to certify that voters' roll had been prepared in accordance with the Act
s. 24A(1)	power to amend voters' roll in the circumstances listed in (i)-(iii)

YARRIAMBIAK SHIRE COUNCIL

COUNCIL MEETING

AGENDA

12 FEBRUARY 2014

s. 24A(2)	duty to obtain the approval of the Victorian Electoral Commission in certain circumstances
s. 24A(3)	duty to certify an amendment to the voters' roll under subsection (1)
s. 24B	duty to ensure voters' roll is available for public inspection
s. 24C(2)	duty to provide voters' roll to election candidates
s. 24C(4)	power to provide voters' roll to any person or organisation, subject to the requirements in subsections (a)-(c)
s. 24C(4)(a)-(c)	power to determine form, conditions and fees under section 24C(4)
s. 24C(7)	duty to forward a request for a 'permitted purpose' to the Privacy Commissioner
s. 24C(10)	duty to reject a request for a copy of the voters' roll to be used for a public interest purpose, if the Privacy Commissioner does not approve the proposed use
s. 37(2)	duty to notify the Minister of decision to fill an extraordinary vacancy within 6 months before a general election, within 3 working days of the Council making the decision
s. 38(1B)	duty to notify the Minister that an extraordinary vacancy has occurred within 3 working days
s. 40(2)	power to appoint a prosecution officer for the purposes of s.40
s.62	function of receiving election campaign donation return
s 62A(1)	duty to submit report to Minister specifying names of persons who were candidates in the election and those who submitted an election donation return within 14 days after the period specified in section 62(1)
s.62A(2)	duty to ensure that a summary of each election campaign donation return is made available on Council's website, within the prescribed time
s.62A(2A)	duty to ensure that a summary of each election campaign donation return is made available on Council's website (where return is given after time period specified in section 62(1))
s.62A(2C)	duty to ensure that a summary of each election campaign donation return is made available on Council's website until the entitlement date for next general election
s.62A(3)	duty to ensure election campaign donation return is available for inspection
s.68A(1) & s.69(1)(c)	function of receiving resignation from a Councillor
s. 68A(4)	power to commence the holding of an election to fill extraordinary vacancy
s.72(1)(c)	function of receiving resignation of the Mayor
s.77(2)(c)	power to designate information to be 'confidential information' for the

YARRIAMBIAK SHIRE COUNCIL

COUNCIL MEETING

AGENDA

12 FEBRUARY 2014

	purposes of s.77A
ss.79(2)(a)(ii)	function of receiving advice of a conflict of interest of a Councillor or member of a special committee
s. 79(5)(a)	duty to keep written disclosures given to him or her under this section in a secure place for 3 years after the date the Councillor or member of a special committee who made the disclosure ceases to be Councillor or member of a committee
s. 79(5)(b)	duty to destroy the written disclosure when the 3 year period referred to in section 79(5)(a) has expired
s. 79(8)	duty to record a conflict of interest in the minutes of a meeting
s. 80(1)(b)	power to apply, in writing, to the Minister, after receiving written declarations of conflicts of interest from a majority of Councillors, for an exemption of those Councillors from any or all of the provisions of section 79
s. 80(1A)	function of providing additional information regarding an application made under section 80(1)(b)
s. 80A(1)	duty to ensure that at an assembly of Councillors, a written record is kept of the names of all Councillors and members of Council staff attending, the matters considered and any conflict of interest disclosures made by a Councillor attending under section 80A(3)
s. 80A(2)(a)	duty to ensure a written record of an assembly of Councillors is, as soon as practicable, reported at an ordinary meeting of the Council
s. 80A(2)(b)	duty to ensure a written record of an assembly of Councillors is, as soon as practicable, incorporated in the minutes of that Council meeting
s. 80B(2)(b)	duty to disclose type and nature of conflict of interest to the Mayor or the Council
s. 80B(2)(c)	function of receiving written disclosure of conflict of interest from staff member
s.81(1)	power to nominate a 'nominated officer'
s.81(2)	function of receiving a primary return from a Councillor or a member of a special committee
s.81(4)	function of receiving a primary return from a nominated officer
s.81(5)	function of receiving an ordinary return from a Councillor, member of a special committee or a nominated officer
s.81(9)	duty to maintain a register of the interests of Councillors, members of special committees and nominated officers
s.81(10)	duty to allow a person to inspect the register following a written request to

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	the Chief Executive Officer
s.81(12)	duty to take all reasonable steps to ensure that only persons who made written applications may inspect the register
s. 81(13A)	duty to maintain a record of the names of persons who have inspected the register of interests under section 81(10)
s.81(16)	duty to remove all the returns submitted by a Councillor or a member of a special committee or a nominated officer from the register, as soon as practicable after a person ceases to hold that position
s.84(3)	duty to call the special meeting as specified in a notice or resolution
s.84A	power to call a special meeting within 14 days after the results of a general election are publicly declared
s.85(1)	power to call require all Councillors to attend a call of the Council meeting if a quorum cannot be formed or maintained
s.85(4)	duty to immediately advise the Minister if a Councillor does not remain at or attend a call of the Council meeting within 30 minutes after the fixed time
s.94A(2)	power to appoint members of Council staff to enable the statutory functions of Council or the Chief Executive Officer to be carried-out
s. 94A(3)	function of appointing, directing, managing and dismissing Council staff
s.94B(1)	power to appoint a senior officer
s.94B(3)	duty to ensure that ensure that a person who has filled a senior officer's position on an acting basis for 12 months is not remunerated in any way for anything the person does in respect of that position after that 12 month period (unless subsection (1) applies).
s.94D	duty to give Council staff an opportunity to apply for any vacant permanent full-time Council staff position
s. 95AA(1)	duty to develop and implement a code of conduct for Council staff
s. 95AA(3)	duty to ensure members of Council staff have access to the code of conduct for Council staff
s. 95B(5)	duty to comply with a notice under section 95B(3)(b)
s.95B(6)	duty to employ a person on an acting basis where the Council or the Chief Executive officer is forbidden to fill a vacancy by a notice
s.97A(2)	duty to review the performance of every senior officer at least once each year
s.138	duty to give quarterly statements at a Council meeting that is open to the public
s.219(12)	duty to summon a Council meeting within 14 days after the public declaration of the election result

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s.229(2)(b)	function of receiving an application for a land information certificate
s.242(2)	power to sign a certificate certifying any matter relating to the contents of any document kept by a Council
Cl.14(1) Sch 3	function of receiving returning officer's report
Cl.14(3) Sch 3	duty to ensure that the returning officer's report is submitted to the Council at the earliest meeting of Council that is practicable
Cl.17(1)(c) Sch 3	power to appoint a scrutineer
Cl.7A(1)(a) Sch 3A	function of receiving notice of failure of the countback or the returning officer's failure to fill an extraordinary vacancy
Cl.7(e) Sch 5	function of receiving record of Councillor Conduct Panel process
Cl.8(1) Sch 5	duty to appoint a member of Council staff to be the CCP Registrar
Cl.8(2)(a) Sch 5	duty to ensure that the members of a Councillor Conduct Panel are paid in accordance with the schedule of fees set by the MAV
Cl.8(2)(b) Sch 5	duty to ensure the sealed records of the Councillor Conduct Panel are stored safely and made accessible only in accordance with sub-clause (3) for a period of 7 years after the conclusion of the matter
Cl.8(3) Sch 5	duty to comply with a request for the sealed records from VCAT, a court or an Inspector of Municipal Administration

..... Councillor

..... Councillor

..... Chief Executive Officer

..... Date

Council must review within 12 months after a general election all delegations which are in force and have been made by the Council under Section 98(6) of the Act.

Recommendation

That Council endorse the above Powers, duties and functions vested in Council's Chief Executive Officer under the *Local Government Act 1989* (S13)

12 GENERAL BUSINESS (including strategic direction and specific issues)

13 CLOSED SESSION

14 MINUTES FROM MEETINGS

15 ATTACHMENTS / REPORTS

16 NEXT MEETING

The next meeting of Council will be held on Wednesday, 12 March 2014 at 9:30am at Warracknabeal.

17 CLOSE

Application Identifier	Application type	Property Location									Estimated Cost of Works	Proposed Use or Development	Applicant Details					Date Application Received	Responsible Authority Outcome	Date of Responsible Authority Outcome
		Street Address			Crown Description Allotment, Block, Section, and Parish/Township	Lot on Plan		Property PFI	CPN	Name			Address							
		Street Number, Name, Type	Locality	Postcode		Lot	Plan						Line One	Street Number, Name, Type	Locality	Postcode	State			
1.2 (ppr v0.03)	1.3	1.4.1.1	1.4.1.2	1.4.1.3	1.4.4	1.4.5.1	1.4.5.2	1.4.2	1.4.3	1.7	1.8	1.9.1	1.9.1.0	1.9.1.1	1.9.1.2	1.9.1.3	1.9.1.4	2.1	4.1	4.2
TP01-14	New application	13 Scott St	Warracknabeal	3393		1	TP678449E			\$25,100	Construction of Stoage Shed	Lance Haeusler		13 Scott St,	Warracknabeal	3393	Vic	07/01/2014	In progress	
TP02-14	New application	42 Craig Ave	Warracknabeal	3393		7	PS052035			\$4,000	Construction of a Carport	Paul Atkin		42 Craig Ave	Warracknabeal	3393	Vic	07/01/2014	In progress	
TP03-14	New application	1992 Rainbow Rd	Crymelon	3393		1, 2 & 3	TP218795D			\$250,000	Construction of 2xgrain storage silos & alterations to property entry way	Rohan Fry		PO Box 671	Stawell	3380	Vic	07/01/2017	In progress	

Application Identifier x (ppr v0.03)	Application type	Property Location								Estimated Cost of Works	Proposed Use or Development	Applicant Details					Date Application Received	Responsible Authority Outcome	Date of Responsible Authority Outcome	
		Street Address			Crown Description		Lot on Plan		Property PFI			CPN	Name	Address						
		Street Number, Name, Type	Locality	Postcode	Allotment, Block, Section, and Parish/Township	Lot	Plan	Line One						Street Number, Name, Type	Locality	Postcode				State
1.2	1.3	1.4.1.1	1.4.1.2	1.4.1.3	1.4.4	1.4.5.1	1.4.5.2	1.4.2	1.4.3	1.7	1.8	1.9.1	1.9.1.0	1.9.1.1	1.9.1.2	1.9.1.3	1.9.1.4	2.1	4.1	4.2
TP31-13	New application	8 Algerian Street	Patchewollock	3491	CA 2011 Parish Patchewollock	2011	TP946101F			\$12,000	Use and Development of land for the construction of a Caravan Park	Greg Wallace		PO Box 7	Lascelles	3487	Vic	18/06/2013	Withdrawn	17/12/2013
TP32-13	New application	82 Lyle Street	Warracknabeal	3393		2	PS114453			\$200,000	Development of Buildings & Works	Danielle and Andrew Barbetti		82 Lyle St	Warracknabeal	3393	Vic	24/06/2013	In progress	
TP57-13	New application	6065 Stawell-Warracknabeal Rd	Minyip	3392	CA A Parish Nullan	A	TP72535Q			\$230,000	Develop site as a Industry repair and fabricating farm equipment.	Peter Niewand		Knappdale, Stawell-Warracknabeal Rd	Minyip	3392	Vic	14/10/2013	Permit issued by delegate of Council	17/12/2013
TP61-13	New application	Lake Street	Murtoa	3390						\$6,000	Construct a Fishing Platform	Murtoa Angling Club		PO Box 90	Murtoa	3393	Vic	11/11/2013	Permit issued by delegate of Council	10/12/2013
TP62-13	New application	897 Burnt Clay Rd	Longerenong	3401		1	PS409661			\$80,000	Construction of a Shed/Garage & Aircraft Hanger	Vasko Drogriski		9 Houston St	Daylesford	3460	Vic	13/11/2013	Permit issued by delegate of Council	12/12/2013
TP63-13	New application	62 Molyneaux St	Warracknabeal	3393		1	TP39607F			\$8,000	Construction of a Shed	Gerard & Milly McGaw		62 Molyneaux St	Warracknabeal	3393	Vic	18/11/2013	Permit issued by delegate of Council	10/12/2013
TP64-13	New application	962 Daveys Rd	Kewell	3393		1 & 2	TP340962C				Subdivision	Kay Davey		2 Jardwa Ct	Horsham	3400	Vic	18/11/2013	Permit issued by delegate of Council	12/12/2013
TP65-13	New application	19 Phillips St	Warracknabeal	3393	CA 1H Sec 12 Parish Werrigar					\$8,000	Construction of a Garage	Teaghan Smith		19 Phillips St	Warracknabeal	3393	Vic	20/11/2013	Permit issued by delegate of Council	10/12/2013
TP67-13	New application	Berrillock-Woomelang Rd	Woomelang	3485						\$1,100,000	Development of the land for an Emergency Services Building CFA Station	CFA - Ray White		PO Box 701	Mt Waverley	3149	Vic	02/12/2013	In progress	
TP68-13	New application	17 Warunda Ave	Warracknabeal	3393		1	TP188686V			\$18,000	Construction of a Shed	Luen Credlin		PO Box 279	Warracknabeal	3393	Vic	02/12/2013	In progress	
TP69-13	New application	11 Anderson Street	Warracknabeal	3393						\$20,000	Re-erection of Dwelling	Alan Gasson		PO Box 275	Geelong	3220	Vic	26/11/2013	Permit issued by delegate of Council	10/12/2013
TP70-13	New application	101 Lascelles Street	Hopetoun	3396	CA 6 & Lot 1	1	TP598027C				Subdivision	Dorian Doti		101 Lascelles St	Hopetoun	3396	Vic	11/12/2013	Permit issued by delegate of Council	16/12/2013
TP71-13	New application	36 Stewart St	Rupanyup	3388							Subdivision	Greg Dunlop		36 Stewart Street	Rupanyup	3388	Vic	12/12/2013	In progress	
TP72-13	New application	158 Lascelles Street	Hopetoun	3396		3	PS503195D				Subdivision	Yarrimambiack Shire Council		PO Box 243	Warracknabeal	3393	Vic	12/12/2013	In progress	
TP73-13	New application	Jeparit/Warracknabeal Rd	Warracknabeal	3393						\$290,000	Construction of a footbridge, low level boardwalk and associated works	Yarrimambiack Creek Development Committee		62 Craig Ave	Warracknabeal	3393	Vic	18/12/2013	In progress	
TP74-13	New application	1039 Lah Angle Rd	Warracknabeal	3393	CA 70					\$400,000	Construction of 2nd Dwelling	Tim Hewitt		PO Box 101	Warracknabeal	3393	Vic	18/12/2013	In progress	