

MINUTES OF ORDINARY MEETING OF YARRIAMBIACK SHIRE COUNCIL HELD ON  
WEDNESDAY 09 APRIL 2014 AT THE MUNICIPAL OFFICE 34 LYLE STREET  
WARRACKNABEAL AT 9:30 AM

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**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 – 12 March 2014

**Moved Cr L Woods seconded Cr K Zanker the Minutes of the Ordinary Meeting of Council held on 12 March 2014 be confirmed.**

**Carried**

Closed Session of Council – 12 March 2014

**Moved Cr T Grange seconded Cr G Massey the Minutes of the Closed Session of Council held on 12 March 2014 be confirmed.**

**Carried**

## **7 DECLARATION OF CONFLICT OF INTEREST**

Cr L Woods Declared a Conflict of Interest in regards to Item 11.6 – Celebrating Young People Youth Grants

Cr T Grange Declared a Conflict of Interest in regards to Item 11.3 – SHARE Community Grants Program.

## **8 BUSINESS ARISING**

### **8.1 Action List from last meeting**

### **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 SHARE Community Grants Program
- 11.4 Proposed Sale of Land – Wood Street, Rupanyup
- 11.5 Risk Management Policy and Framework
- 11.6 Celebrating Young People Youth Grants, Round 16
- 11.7 Transfer of Channel Reserve to Council
- 11.8 Youth Plan 2014-2018

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

20 March	Attended Bushfire Recovery session with the women from Firefoxes, Kinglake at Yaapeet
24 March	Attended the Community Consultation Meeting at the Speed Recreation Reserve for the Tempy and Speed Communities
26 March	Attended Council Forum
27-28 March	Attended the Rural Councils Victoria 2014 Rural Summit at Nhill
28 March	Attended the Longerenong College Graduation Ceremony for the Class of 2013
02 April	Attended and Chaired the Sunraysia Highway Improvement Committee Meeting in Birchip
02 April	Together with other Mayors from along the Mildura Railway, attended a meeting in Melbourne with the Minister for Transport
03 April	Conducted Citizenship Ceremonies for 10 new Australians at the Yarriambiack Shire Council, Warracknabeal
04 April	Attended the Pre Forum Planning Meeting for members of the Highlands, Grampians and Desert Fringe Regional Waste Management Groups at Ararat
08 April	Attended the Board Meeting of the Grampians Regional Waste Management Group in Ararat

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

24 March	Attended Community Consultation Meeting at the Speed Recreation Reserve
26 March	Council Forum
27-28 March	2014 Rural Summit, Nhill
31 March	Internal Audit Committee Meeting
07 April	Chaired Warracknabeal Town Hall Committee AGM

**Cr R Kingston**

25 March	Chaired Lighting the Regions Group Update Teleconference – project progressing well towards a physical start date later this year
26 March	Council Forum
27-28 March	Rural Councils Victoria 2014 Rural Summit, Nhill
30 March	Minyip Festival
02 April	Minyip Progress Association
06 April	Rupanyup Dirt Music Festival

**Cr H Ballentine**

18 March	Attended the Beulah Learning and Historical Progress Group Meeting at the Beulah Business Centre
24 March	Attended the Community Consultation Meeting at Speed Recreation Reserve
26 March	Council Forum
29 March	LaTrobe University, Hopetoun Neighbourhood House – Preservation of Mallee Stories
31 March	Spoke at Woomelang Group School re Role of Council
04 April	Hosted Northwest Lady Councillors Meeting at Gateway BEET

**Cr T Grange**

12 March	Formal Council Meeting
26 March	Council Forum
26 March	Attended welcome event at Dimboola for the 2014 Rural Summit
27-28 March	Attended the 2014 Rural Summit at Nhill
28 March	Attended the official opening of the Minyip Art Show by Dr Homer Reith
30 March	Attended the official opening of the Minyip Festival by The Hon Peter Walsh
02 April	Attended the Minyip Progress Association Meeting

**Cr L Woods**

12 March	SHARE Community Grants evaluation panel
13 March	Attended Wimmera Drug Action Taskforce Meeting in Horsham
13 March	Dinner with Andrew Broad MP re regional planning
14 March	Christiaan Bailey pro-surfer at Warracknabeal Skate Park
19 March	Met with concerned resident – various matters
24 March	Attended the Community Consultation Meeting at the Speed Recreation Reserve for the Tempy and Speed Communities
26 March	Council Forum
26 March	Yarriambiack Urban Professional Dinner Meeting
27 March	Attended the Rural Councils Victoria 2014 Rural Summit Dinner in Nhill
01 April	Hosted Wimmera Drug Action Taskforce Meeting in Warracknabeal
04 April	Meeting of Lady Councillors in Region, hosted by Cr Ballentine in Hopetoun
07 April	Warracknabeal Town Hall Committee of Management AGM

**Cr K Zanker**

14 March	CEO Contract Review/Strategic Planning Volunteering Western Victoria
14 March	Relay for Life
20 March	Rural Financial Counselling Services, Mildura
24 March	Attended the Community Consultation Meeting at the Speed Recreation Reserve for the Tempy and Speed Communities
26 March	Council Forum
27 March	Volunteering Western Victoria – Governance Mentors Dinner and official start to the training program
27 March	2014 Rural Summit, Nhill
31 March	Internal Audit Committee Meeting
01 April	Wimmera Drug Action Taskforce Meeting ‘ICE’ Forum, Warracknabeal
04 April	Meeting of Lady Councillors of the Northwest – Held in Hopetoun

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

- Attended Rural Councils Victoria (RCV) Executive Committee meeting with the main points of discussion being the 2014 Rural Summit hosted by Hindmarsh Shire Council at Nhill, the 2015 Rural Summit hosted by Northern Grampians Shire Council at Halls Gap and the RCV's draft strategic direction
- Met with Lisa Inkster, Warracknabeal Race Club – application to have the 2014 Melbourne Cup visit Yarriambiack Shire as part of its Australia Wide Tour
- Met with Richard Bales, Regional Development Victoria, Horsham re various application proposals
- Attended Wimmera Grains Cluster Dinner at the Horsham Golf Club with Rupanyup identities Rod & Christa Lingham (main presenters)
- Attended Wimmera CEO's Forum at Edenhope – budgets, rates, new Local Government Minister Tim Bull, telecommunication black spots and shared services etc
- Attended Speed/Tempy Community Consultation Meeting at the Speed Recreation Reserve with various Council staff and community members
- Attended Wimmera Development Association Internal Audit Committee Meeting
- Attended Rural Councils Victoria 2014 Rural Summit in Nhill hosted by Hindmarsh Shire Council with the theme being 'Small Communities – Big Opportunities' (exceptional event)
- Attended the official opening of the new Hindmarsh Shire Council offices at Nhill by the Governor of Victoria, his Excellency the Honourable Alex Chernov, AC, QC and his wife Elizabeth
- Attended the Minyip Festival – great crowd and atmosphere
- Attended Vision Super Annual Review in Warracknabeal
- Attended Council Internal Audit Committee Meeting
- Attended Lady Councillors of the Northwest Meeting at Gateway BEET in Hopetoun
- Attended Wimmera Southern Mallee Project Steering Group Meeting at Grains Innovation Park
- Attended Wimmera Development Association Meeting in Horsham
- Met with Kristine Shaw – Grampians Regional Management Forum
- Met with Brad Ead, Council Internal Auditor

**10.4 Director Infrastructure & Planning Report – Prepared by James Magee****Living Victoria Fund**

Council has made application to the Living Victoria Fund in partnership with Grampians Wimmera Mallee Water, Murtoa Showyards Reserve Committee and Murtoa Racing Club.

If successful the project will supply reclaimed water from both the water treatment plant and the sewerage treatment plant, to the Murtoa Racecourse and Recreation Reserve.

Funds requested for the project total \$386,000. The project would be completed April 2015 if successful.

**Aerodromes**

Council has submitted funding applications to State Government for upgrading of aerodromes at Warracknabeal, Hopetoun and Patchewollock.

A meeting to discuss the applications with the Project Manager, Department of Aviation will occur in Ballarat 10 April 2014.



**Environment – Prepared by Geoff Harvey**

- Met Department of Justice works crew at Yaapeet re cleanup of burnt fencing on farms
- Inspected Rabl Park, Lake Street and Lloyd Street, Murtoa re tree and weed issues
- Attended information day on new Native Vegetation Management Framework with Biosis Consultants, Horsham
- Arranged banking details for Yarrilinks
- Inspected trees in Hopetoun and roadside issues in Northern area
- Inspected Banyena-Pimpinio Road prior to works commencing
- Held quarterly review with Planet Footprint
- Inspected proposed tree clearance works in Minyip with Vemco staff
- Inspected roads in Beulah area re pest control work
- Inspected proposed tree clearance works in Warracknabeal with Vemco staff
- Dealt with various issues arising from unauthorised tree clearance
- Responded to ratepayer requests/complaints

**Design – Prepared by John Boehm****Survey and Drawings for Capital Works Program 2013/2014**

- Pavement reconstruction and bitumen sealing to the Banyena Pimpinio Road (600m section east of the Donald Road)
- Concrete footpath replacements for Anderson Street, Warracknabeal (50m section); Werrigar Street, Warracknabeal (100m section between Jamouneau Street and Scott Street) and Gardiner Street, Warracknabeal (100m section between Jamouneau Street and Scott Street)

**Other Projects**

- Draft plans in progress for development of the Lake Marma recreation area. A Draft Traffic Plan and detailed Site Plan is with the Murtoa Committee for ideas, quotes and comments
- Relocation of the Murtoa Bus Stop to Marma Street – Works are close to completion, allowing relocation of the Bus Stop
- Henty Highway Rest Stop – Plans and Correspondence for VicRoads approval. Following a meeting with VicRoads engineers a final Draft Plan has now been submitted for approval
- Attended a number of meetings with the Yarriambiack Creek Development Committee (Warracknabeal) and Consultants for the proposed suspension footbridge. Final Plans and estimates are complete for the associated footbridge to be erected on the east side of the creek
- Road pavement layout for the Hopetoun Industrial Site
- Assessments and reports to Planning Applications, specifically covering engineering issues

**Technical Support – Prepared by Nathan McLean**

- Traffic Counter Operation
- Murtoa V/Line Bus Stop Quotes
- Capital Works Program data input
- Lease vehicle quotes and orders

**Assets – Prepared by Mick Evans**

- Worked on road data validation and data collection of occupied houses for Council's Road Hierarchy Review
- Conduct Council's Road Hierarchy Review with the Asset Management Working Group
- Attended National Heavy Vehicle Regulator (NHVR) presentation in Melbourne
- Attended an Aerodrome Association Meeting in conjunction with a joint workshop with South Australian Counterparts
- Developing the Capital Works Program for 2014/15
- STEP Program overview with Don Phillips from CT Management and Council Management

**OH&S and Risk Management**

- Attend a Municipal Association of Victoria Insurance Forum in Wedderburn
- Currently working with Brad Ead (AFS Chartered Accountants) in regards to the development of Council's Risk Management Policy

**Emergency Management**

- Reviewed the new SES flood plan for our municipality

**OHS–Risk Management – Prepared by Barry Sullivan**

- Conducted a Safety Site Induction Meeting at Lake Albacutya with Environmental Officer Geoff Harvey for the Department Of Justice’s Community Corrective Services Fencing Project
- Attended a Domestic Asbestos Removal Kit (DARK) Meeting at Horsham Rural City Council with other regional Council staff to discuss the rollout of the program. Developed the documentation required to rollout the program and reported the findings to WorkSafe. Eight kits have been distributed so far
- Conducted a safety audit on a Home & Community Care client’s home relating to safety issues in cleaning a spa bath. Risk and Safety Report provided to Home & Community Care Management
- Made up and installed danger signs at the Warracknabeal Town Hall relating to the use of chemical gel on certain sections of the roof to cull pigeons
- Conducted a safety audit of the Patchewollock and Tempy Playgroup / Maternal Child Health Centres. Reports compiled and given to the Playgroup Director for comment
- Attended the Municipal Association of Victoria Insurance Best Practice Forum at Wedderburn with Regional Risk & Safety Council officers. Areas discussed included the Road Management Plan, Insurance Clauses in Contracts, Insurance Claims and Risk Management updates etc
- Attended the OH&S Forum at Birchip with Safety Officers from Regional Councils. Areas of discussion included Engaging Health and Safety Reps, Developing Incident Investigation and Near Miss Reports, Legal Documentation and Contractor Engagement and Workplace Bullying etc
- Numerous task including recording Incident and Hazard Reports

**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**

- Adequate local funding has been donated
- The EOI will be lodged as a joint project with the Beulah Multi-purpose Centre project as suggested by RDV

**Beulah Multi Purpose Centre Upgrade**

- The EOI will be lodged as a joint project with the Beulah Hall kitchen project as suggested by RDV

**Boolite Hall Upgrade**

- An initial meeting was held with the local Hall Committee in October regarding needs for the hall
- The committee plans to arrange quotes for planned works sometime during 2014

**Hopetoun Community Centre**

- The Recreation Ground Committee have developed a financial plan for the project
- A meeting with the local committee and RDV was held on 20 March 2014 to discuss funding applications
- The committee is currently modifying the drawings for the centre to make them AFL compliant

**Hopetoun RSL Building Upgrade and Patchwork Club Relocation**

- This project and a high level of local support with Hopetoun Lionesses, Red Cross and Happy Helpers keen to use the upgraded building
- A wide range of local donations have been received
- A final funding application was submitted to RDV on 25 March 2014

**Hopetoun Industrial Estate**

- The estimated cost of the four Lot subdivision is \$194,000
- RDV funding of \$82,500 was approved in 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
- The cultural heritage assessment has given the project clearance
- Design to comply with VicRoads conditions has been completed (it will require widening of the highway)
- Design of water and sewerage infrastructure is complete

- Council is currently obtaining quotes for water and sewerage works
- Design of civil works are currently underway
- Planning permit responses were received during March 2014
- Purchase of the land by Council is currently being finalised

### **Hopetoun Mallee Bush Retreat Stage 5**

- RDV funding of \$60,000 was announced during October 2013
- The cultural heritage assessment has given the project clearance
- The local committee is proceeding with the planning and construction of the accommodation unit

### **Lubeck Recreation Reserve Shelter**

- Shire staff met with the local committee to discuss the project in 2013
- The local 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 which will complete the project

### **Murtoa Walking and Bicycle Tracks**

- Council is assisting the Murtoa Progress Association to develop this 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
- 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 local Progress Association and DOT 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

### **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
- RDV has recently approved \$7,500 in funding for the \$10,000 project
- A Consultant's brief for the plan is currently being prepared

**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 Historical Society Business/Marketing Plan**

- RDV require the Museum to complete a business and marketing plan before they will consider funding any capital works
- RDV has recently approved \$7,500 in funding for the \$10,000 project
- A Consultant's brief for the plan is currently being prepared

**Warracknabeal Wheatlands Museum Foyer Construction**

- Assistance was given to the committee in the development of working drawings and specifications
- The committee is currently engaging a project manager and proceeding with the construction

**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 outstanding works being the construction of the toilet have been ordered and should be completed by the end of May 2014
- Additional walking tracks and signs are planned subject to additional funding

**Woomelang Hall Kitchen Upgrade**

- Council staff have offered assistance to the local committee in developing this project

**Yarriambiack Creek Footbridge in Warracknabeal**

- RDV funding of \$220,000 was approved in October 2013
- DOT funding of \$20,000 has been approved
- The Creek Committee is supplying cash and in-kind funding
- Council is providing in-kind project management and design support
- Four tenders for the works were received
- Council awarded the design and construct contract to Andrew Cairns Nominees Pty Ltd trading as Cable Bridge Constructions for \$250,500 plus GST on 12 February 2014
- The required contract completion is 28 May 2014
- The Yarriambiack Creek Development Committee is also planning to construct a boardwalk to connect the suspension bridge to the east-side of the creek
- Planning and detailed design of the works is currently proceeding
- Construction is likely to occur during May 2014

YARRIAMBIACK SHIRE COUNCIL

COUNCIL MEETING

MINUTES

09 APRIL 2014

**COUNCIL BUILDING REPORT**

YARRIAMBIACK SHIRE COUNCIL  
COUNCIL REPORT BUILDING

Municipal District: **Yarriambiack Shire Council**

Month of March 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*
BP10-14	W.Wilkie	Building	1164/2014/10	10/02/2014	06/03/2014	55 Tobin St, Murtoa	Shed	\$18,117
BP17-14	W.Wilkie	Building	1164/2014/17	24/02/2014	13/03/2014	742 Heintze Rd, Minyip	Dwell Removal	\$5,000
BP20-14	W.Wilkie	Building	1164/2014/20	24/02/2014	20/03/2014	1039 Lah Angle Rd, Warracknabeal	Storage Shed	\$61,254
BP02-14	W.Wilkie	Building	1164/2014/02	09/01/2014	20/03/2014	42 Craig Ave, Warracknabeal	Carport	\$4,000
BP27-14	W.Wilkie	Building	1164/2014/27	13/03/2014	20/03/2014	253 Scott St, Warracknabeal	Carport	\$2,250
BP19-14	W.Wilkie	Building	1164/2014/19	24/02/2014	20/03/2014	CA 7& 8 Foundry Rd, Minyip	Shelter/Shed	\$24,000
BP09-14	W.Wilkie	Building	1164/2014/09	10/02/2014	20/03/2014	89 Jamouneau St, Warracknabeal	Demolition	\$6,000
BP08-14	W.Wilkie	Building	1164/2014/08	04/01/1900	27/03/2014	36 Proctor St, Warracknabeal	Decking & Ramp	\$6,642
BP22-14	W.Wilkie	Building	1164/2014/22	12/03/2014	27/03/2014	23 Gardiner St, Warracknabeal	Verandah & Deck	\$38,500
BP35-14	W.Wilkie	Building	1164/2014/35	21/03/2014	27/03/2014	8 Tip Rd, Hopetoun	Storage Shed	\$13,980
BP36-14	W.Wilkie	Building	1164/2014/36	21/03/2014	27/03/2014	108 Tip Rd, Warracknabeal	Storage Shed	\$13,194
BP37-14	W.Wilkie	Building	1164/2014/37	21/03/2014	27/03/2014	1281 Wimmera Highway, Murtoa	Storage Shed	\$13,294
							<b>Total</b>	<b>\$206,231</b>

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

**Planning Permit Activity Report for March (as tabled) – Prepared by David Young**

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

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



## YARRIAMBIACK SHIRE COUNCIL

COUNCIL MEETING

MINUTES

09 APRIL 2014

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

<b>Gravel Shoulders</b>				
<b>Project</b>	<b>% Completed</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Comments</b>
<b>Ailsa Road (\$21,400)</b>		<b>January 2014</b>		
<b>Banyena Pimpinio Road (\$46,267)</b>	<b>60%</b>	<b>February 2014</b>		<b>YSC – Sandstone Chapman’s</b>
<b>Blue Ribbon Road (\$50,686)</b>	<b>100%</b>	<b>February 2014</b>	<b>February 2014</b>	<b>YSC – Sandstone Hewitt’s</b>
<b>Minyip Dimboola Road (\$47,080)</b>	<b>100%</b>	<b>December 2013</b>	<b>December 2013</b>	<b>YSC – Sandstone Drum’s Quarry</b>
<b>Minyip Rich Avon Road (\$20,159)</b>		<b>March 2014</b>		
<b>Rupanyup Road (\$109,568)</b>		<b>April 2014</b>		
<b>Watchem Warracknabeal Road (\$38,071)</b>	<b>100%</b>	<b>November 2013</b>	<b>November 2013</b>	<b>YSC – Sandstone Hewitt’s Quarry</b>
<b>Beyal Road (\$34,818)</b>	<b>100%</b>	<b>December 2013</b>	<b>December 2013</b>	<b>YSC – Sandstone Hewitt’s Quarry</b>
<b>Sheep Hills Bangerang Road (\$163,731)</b>	<b>100%</b>	<b>October 2013</b>	<b>November 2013</b>	<b>YSC – Sandstone Hewitt’s Quarry</b>

<b>Gravel Re-Sheets</b>				
<b>Project</b>	<b>% Completed</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Comments</b>
<b>Boundary Road (Northern Zone) (\$14,328)</b>				<b>Limestone</b>
<b>Burroin Road (\$27,860)</b>	<b>100%</b>	<b>September 2013</b>	<b>September 2013</b>	<b>YSC – Sandstone Hallam’s Quarry</b>
<b>Centre Hill Road (\$33,830)</b>				<b>Limestone</b>
<b>Hopevale Road (\$19,422)</b>	<b>70%</b>	<b>April 2014</b>	<b>April 2014</b>	<b>Limestone – Hufs</b>
<b>Jim Jollys Road (\$11,144)</b>				<b>Limestone</b>
<b>Jollys Road (\$13,850)</b>				<b>Limestone</b>
<b>King Road (\$40,254)</b>				<b>Sandstone</b>
<b>Kellys Road (\$39,482)</b>				<b>Limestone</b>
<b>Lah Angle Road (\$13,032)</b>				<b>Sandstone</b>
<b>McFarlanes Road (\$43,780)</b>				<b>Sandstone</b>
<b>Martins Road (\$17,955)</b>	<b>100%</b>	<b>October 2013</b>	<b>October 2013</b>	<b>YSC – Sandstone Hewitt’s Quarry</b>
<b>Maroskis Road (\$47,123)</b>	<b>100%</b>	<b>January 2014</b>	<b>January 2014</b>	<b>YSC – Limestone Hallam’s Quarry</b>
<b>Phelans Road (\$19,582)</b>				<b>Limestone</b>
<b>Quicks Road (\$28,815)</b>				<b>Sandstone</b>

<b>Gravel Re-Sheets (continued)</b>				
<b>Project</b>	<b>% Completed</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Comments</b>
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)	100%	March 2014	March 2014	Limestone Conway's & Burdett's
Yaapeet Kenmare Road (\$48,514)	100%	March 2014	April 2014	Limestone – Huf Pit
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)	100%	March 2014	March 2014	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

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

**Total Gravel Re-sheet Works – 65.99km**

**Total Works completed – 40.05km**

<b>Footpaths</b>				
<b>Project</b>	<b>% Completed</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Comments</b>
Anderson Street Warracknabeal (\$7,187)	70%	March 2014		Concrete
Beggs Street Warracknabeal (\$55,517)	100%	October 2013	December 2013	Concrete Brock Streeter
Campbell Street Warracknabeal (\$14,231)		March 2014		Concrete
Craig Avenue Warracknabeal (\$6,900)		February 2014		Concrete
Foundry Street Minyip (\$13,273)				Quarry Dust Luke Wyllie
McLeod Street Minyip (\$10,637)		February 2013		Concrete
Gardiner Street Warracknabeal (\$15,237)		March 2014		Concrete
Werrigar Street Warracknabeal (\$15,956)	50%	April 2014		Concrete
O'Brien Street Warracknabeal (\$24,006)	100%	March 2014	March 2014	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

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

## **10.6 Community Services – Prepared by Gavin Blinman**

### **Kindergartens**

Council held meetings with staff and landscaper at Hopetoun to restore the playground area. Once Plans and costings have been assessed, works will commence.

The building is in final fit-out stage and we may have to close for a few days while flooring is completed throughout the building.

We are finalising enrolment data for the new Department of Education and Early Childhood Department (DEECD) data online system. In future all of our funding will be based on the data we submit through the Kindergarten Information Management (KIM) system.

The DEECD is improving this system to ensure we can submit data in hours (not days, compared to last year).

The new Local Government Enterprise Bargaining Agreement for 'Early Years' staff is still being negotiated and will not be finalised until after the May federal budget, when confirmation of 15 hours funding per student is obtained.

### **Environmental Health / Local Laws**

In early March, Tim Rose (Public Health & Regulatory Services Officer) attended the Food Act Legal Management Course in Melbourne. This course was fully funded by the Department of Health and covered all areas of preparing for a prosecution under the Food Act, including Court room procedures and witness examination. The facilitators of the course were lawyers and barristers.

Council's Blue Green Algae monitoring program was completed in March 2014. To the best of Council's knowledge, the program did not reveal any algal blooms this summer, despite blooms occurring consecutively over the past three years.

The 2014 flu vaccine was administered to all consenting Council staff this month. 65 staff have been vaccinated against this years most common flu strains.

Onsite wastewater inspections have continued, with three preliminary inspections being completed and two permits issued.

One food related complaint was received during this month and an investigation was completed. No evidence was found to substantiate the complaint at this stage; however, the premises in question will continue to be monitored.

The month of March has been fairly quiet; the pound has only had four dogs, two of which were surrendered and re-housed and the other two picked up wandering at large (both of these were returned to their owners with a warning).

The cat situation has slowed to a stop with no cats being trapped or handed in for the last three weeks. Hopefully the media messages have had some effect.

Fire restrictions are being lifted across the Shire in stages, with the northern part lifted and the central area lifted on 31 March 2014. No news on the southern area as yet. 'Permits to Burn' are available at the Yarriambiack Shire to farmers not wanting to wait for the restrictions to be lifted in the southern area.



All animal registrations have been posted out; however, a glitch in the system has resulted in many of our cat renewals not being picked up by our computers. The problem has now been rectified and all registration renewals for cats have now been sent.

### **Aged and Disability**

March has been a steady month, with yearly Transport and Meals on Wheels surveys being sent out to clients for feedback. This feedback will provide us a clearer picture on how Council can further improve our services.

Transport appears to remain a problem within the community even though no support was given to the local Community bus. It appears that the community would prefer one-on-one transport which is very hard to achieve, unless a taxi service recommences.

We held 'Memory Lane' on 25 March 2014 at Neighbourhood House. Memory Lane Cafe is for people and their carers facing or having dementia. The whole idea is to come along and know there is support from others experiencing the same situation.

Afternoon tea and entertainment is supplied for all. The next Memory Lane Cafe will be held on Tuesday, 27 May 2014.

Our Community Care Workers meet every three months for training at the Yarriambiack Shire office to enable us to keep them up-skilled within their field.

Our latest training this month was on Diabetes and the signs to be aware of when attending to clients. Our next training will be on client foot care.

The Seniors Concert this year will be held on 24 September 2014, prior to show dates within the Shire.

This year's performer (well know within Australia) will be James Blundell who sings a lot of country and western. Further details will follow later on in the year.

### **Youth**

The Rural Health Alliance has been informed we may face budget cuts of 20% of our funding which will affect the Youth area. Currently we are funded for 1.4 EFT staff. The funding cut would see this cut to 1 EFT staff.

### **Emergency Relief**

I attended the Emergency Relief Victoria conference this year and found it really informative. Across the State many agencies use volunteers to provide this support, 80% of workers are volunteers. Our relief is primarily provided in the form of vouchers; although city based agencies particularly in Casey provide daily fresh produce as they may see 24 or more clients a day.

The new federal department 'Department of Social Services' which takes the former FACHSIA role attended and their senior bureaucrat has informed the sector that funding cuts of 20-30% are expected in the new May budget. This means a drastic cut from \$23,000 to \$16,900 for Yarriambiack Shire Council. We will need to ensure we continue to refer clients to budget counselling to reduce the need for emergency relief support.

## **Volunteer Meals and Transport**

### **Volunteers in General**

On Thursday, 24 August 2014 we will be undertaking training for the Volunteers who are involved in Meals on Wheels and Transport. Volunteering Western Victoria will be conducting the training session. These sessions will be focusing on the Active Service Model.

Session Times: 24 April 2014

- Hopetoun Gateway BEET: 10am to 12pm – Morning Tea Supplied
- Yarriambiack Shire Office, Warracknabeal: 1pm to 3pm – Afternoon Tea Supplied

Council have sent out invitations and flyers to individual volunteers that we currently use for both 'Meals on Wheels' and 'Transport'.

These sessions will be advertised across the Shire in local papers, flyers and at community centres.

### **Transport**

This month averaged the same as last month and Council have noticed an increase in our volunteer transport from Beulah. In the past we have rarely serviced this area, so it's great to see Council are of a help and that the community are becoming aware of our service.

### **Improving Liveability for Older People (ILOP) Newsletter**

Next edition will be printed and posted first week of April. The newsletter is increasing with information which is great to see, therefore have changed the format of the newsletter to a smaller booklet.

### **Maternal and Child Health**

- Birth Notifications: 48
- Enrolments: 69
- Municipal Association of Victorian Maternal Child Health Meeting/Teleconference held in Horsham on Thursday, 27 March 2014
- Staff Fluvax well received on Thursday, 20 March 2014
- Baby immunisations conducted monthly and have been well attended
- School immunisation program continues with a follow-up for those who were away, with completion to be organised at another time to keep them in line with school program dates ie Gardasil

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

13/03/2014	David Grigg, Murtoa Progress Association re Murtoa Open Day
13/03/2014	Nola Spencer, Horsham Motel re Hopetoun Pop-Up Shop
13/03/2014	Mary Viturino, Country Roads Motel, Warracknabeal re Regional Living Expo
13/03/2014	Kate O'Sullivan, Consumer Affairs Victoria
7/03/2014	Maddison Peters, Warracknabeal Action Group
17/03/2014	Jean Wise re Y-Fest Warracknabeal 2014 Event
17/03/2014	Cr Ray Kingston re 'When The Flood Came'
17/03/2014	Rupanyup Consultative Committee
18/03/2014	Wimmera Development Association re 'Commercialising Your New Idea' Workshop
18/03/2014	Murtoa Progress Association
18/03/2014	Murtoa Lake Marma Committee
18/03/2014	Come and Try Murtoa Open Day Meeting
20/03/2014	Richard Bales & Michelle Anderson, Regional Development Victoria
20/03/2014	Sally Gebert, The Creekside Hotel Warracknabeal re Regional Living Expo
24/03/2014	Speed/Tempy Community Consultation Meeting
26/03/2014	Nirinjin, The Creekside Hotel, Warracknabeal re Regional Living Expo
26/03/2014	Chris Taylor, Bellevue Trading, Warracknabeal re Regional Living Expo
26/03/2014	John Hadley, Northwest Real Estate re Regional Living Expo
31/03/2014	'Get your Business Organised' Seminar at Murtoa
02/04/2014	Jeanie Clark re National Science Week Inspiring Australia Program
02/04/2014	Minyip Progress Association
03/04/2014	Minyip Lions Club
08/04/2014	Hopetoun Business Breakfast at Community Hotel

**Community Development**

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

- Y-Fest Committee '2014 Warracknabeal Y-Fest Easter Festival'

Grant application inquiries 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 completed and submitted with assistance from Leading Senior Constable, Edward MacDonald – Victoria Police.

Planning underway for post Regional Victoria Living Expo Open Day scheduled for 3 May 2014 in Murtoa (secured free public transport for attendees). Schedule for the weekend finalised (five attendees confirmed so far).

Forum for drug 'ICE' – postponed until May 2014.

Friday, 14 March 2014 Christiaan Bailey: 1st paraplegic to win the WSA Championships, 1st paraplegic to ride Mavericks, only paralysed professional big wave surfer in the world.

Hosted by Yarriambiack Shire Council and Wendy Lynch, all Yarriambiack Shire Schools were invited to attend. Over 150 students attended and enjoyed a wonderful experience with Christiaan including a BBQ lunch.

## **Community Projects**

### **Murtoa Lake Marma Stage 1 Redevelopment**

- Funding has been approved for this Yarriambiack Shire Council project
- Total project currently being re-scoped for costings
- Engineering drawings prepared

### **National Science Week Inspiring Australia Program**

- This proposal is for a series of local community science events to be offered to the 12 towns in the Yarriambiack Shire, which stretches from Woomelang to Rupanyup, on the theme of the 'Great Grains' in our history, which will be stored at the new Australian Grains Genebank. These events will provide the communities in this agricultural Shire with links to:-
- The 2014 National Science Week theme of 'Food for our Future / Science Feeding the World'
- The 2014 International Year of Family Farming by going out to the grain farming communities of our Shire, which are largely still in family ownership
- Event planning underway with Jeanie Clark

### **Rupanyup Consultative Committee Men's Shed Application**

- Funding has been approved for this Rupanyup Consultative Committee project
- Total project currently being re-scoped for costings

## **Business & Economic Development**

### **Bi-Monthly Newsletter for Businesses**

- 'YarriBiz' – three completed and distributed to Yarriambiack Shire businesses
- Follow-up made via local newspapers and newsletters for interested local farmers to voice their concerns and requests for assistance from Yarriambiack Shire Council

### **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
- 27 completed registration forms received so far
- Information being collated for the Regional Living Expo

## **Events**

Get Your Business Organised  
When: Monday, 31 March 2014  
Time: 6pm to 8pm  
Where: Mechanics Hall, Murtoa

Commercialising Your New Idea  
Monday, 28 April 2014 & Monday, 5 May 2014  
Time: Session One – 6pm to 9pm, Session Two – 6pm to 8.30pm  
Where: Yarriambiack Shire Council, Warracknabeal

## **Damian Harberger**

- Assistance provided through WorkCo and advice for sourcing an apprentice for his future panel-beating business in Hopetoun

## **Regional Living Expo**

- Planning continues for the 2014 Regional Living Expo 11-13 April at the Melbourne Exhibition Centre
- Several interviews held with Yarriambiack Shire residents from an International background for a video montage to be screened over the weekend

## **Warracknabeal Industrial Estate**

- Sale of Land documents from Saines Lucas Lawyers signed and returned
- Organising connection of water

## **Warracknabeal Leisure Centre**

- Advertising through WorkCo to find emergency replacement manager/ caretakers for Warracknabeal Leisure Centre completed
- Two Interviews conducted for Leisure Centre on Wednesday, 5 March 2014  
Two successful applicants completed Police Check, Working with Children Check and Induction on 27 March 2014

**SHARE Program (Sustainable Healthy Adaptable Resilient Engaged) – Prepared by Marianne Ferguson**

The Hopetoun, Murtoa and Warracknabeal Caravan Park applications to renew their registration have been submitted in accordance with the Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010. Yarriambiack Shire Council must register all Caravan Parks within the Shire boundary.

**Murtoa Caravan Park Upgrade**

A quotation request is currently being prepared for the Murtoa Caravan Park Upgrade. The \$56,000 project will include updating the amenities and road infrastructure.

**Warracknabeal Caravan Park**

The laundry area of the Warracknabeal Caravan Park is currently being upgraded. This is the final stage of the amenities upgrade.

**Branding Workshop for Small Businesses**

A 'Branding' workshop was held at the Yarriambiack Shire Council offices on 24 March, 2014. The free workshop was funded by the Wimmera Business Centre and the session was delivered by Design Experts from Bendigo. The workshop was designed to assist small businesses to clarify what a brand should stand for, ensuring your client understands the brand message and learning how to use visual elements to reinforce the brand.

**Woomelang Precinct Planning Project**

The first stage of the project included an onsite meeting on 13 March 2014 at 69-75 Brook Street, Woomelang. The meeting was well attended by Yarriambiack Shire Council officers and Woomelang and District Development Association representatives. The consultant is currently preparing concept drawings and plans for community and Council consultation.

**Yarriambiack Tourism**

The Yarriambiack Tourism Facebook Page continues to grow and currently has 574 'Likes'.

**Wimmera Mallee Tourism**

The Wimmera Mallee Tourism Facebook Page currently has 1,301 'Likes'. The paid 'Facebook Advertising Campaign' is currently the most successful tool for attracting traffic to the Page. Wimmera Mallee Tourism representatives attended and distributed local marketing material at the Melbourne Camping Show that was held from 6 – 11 March 2014.

**Moved Cr K Zanker seconded Cr T Grange that standing orders be suspended at 10:35am.**

**Carried**

**Moved Cr K Zanker seconded Cr L Woods that standing orders be resumed at 10:50am.**

**Carried**

## **10.7 Community Projects – Prepared by Dennis Smith**

### **Country Football and Netball Program 2012/2013**

All construction works are now complete 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. The Club are currently instigating an official 'Turning on of the Lights' and when a date and Member of Parliament is known a suitable plaque will be arranged.

### **Country Football and Netball Program 2014/2015**

Advertisements have been placed in the local press requesting community Expressions of Interest to determine possible projects for funding application(s) under this next round of the program. Community Expressions of Interest to Council close on 11 April 2014.

### **Community Facility Funding Program 2013/2014 – Minor Facilities**

The Beulah Bowling and Croquet Club new synthetic bowls surface acquittal documentation has been prepared and submitted.

It is anticipated the Hopetoun Cricket Club practice facility will be completed by the end of April 2014, now that the weather is cooling down and the remainder of the synthetic material can be glued to the concrete base.

### **Community Facility Funding Program 2014/2015 – Minor Facilities**

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. Council are currently waiting for the Activity Schedule.

### **Community Facility Funding Program 2015/2016 – Minor Facilities**

Over the forthcoming weeks advertisements will be placed in the local press requesting community Expressions of Interest to determine possible projects for funding application(s) under this next round of the program. Community Expressions of Interest to Council close on 11 April 2014.

### **Community Facility Funding Program 2015/2016 – Planning**

Our current Yarriambiack Shire Sport & Recreation Strategy was compiled in 1997/98 and is obviously out of date and, as such, we are developing an application under this program to implement a new Shire-wide Sport & Recreation Strategy.

### **Hopetoun Fishery**

Currently we are waiting on a detailed plan from the Hopetoun Angling Club and GWMWater regarding fence re-location and proposed location of the cut into the Lake prior to further investigations being undertaken. Once this information is received, project costing can commence and possible funding sources investigated when the project cost has been determined.

**Living Victoria Grants Program**

Developed and completed an application, in conjunction with the Anzac Park Trustees to shore up another non-potable water source for irrigation purposes on the oval. If successful, there will be a considerable saving for the Trustees in water costs as a result of implementation of this project.

**Anzac Centenary Grants Program**

We are developing an application under this program, in conjunction with the Warracknabeal RSL for remedial works to the commemorative main gates at Anzac Park. As this project has only just been instigated further information will be provided as it is known.



## **11 REPORTS FOR DECISION**

### **11.1 Finance Report – Prepared by Anita McFarlane**

The Finance Report as at February 2014 will be tabled.

#### **Recommendation**

The Finance Report as at February 2014 be received.

**Moved Cr L Woods seconded Cr T Grange that Finance Report as at February 2014 be received.**

**Carried**

### **11.2 Revenue Report – Prepared by Chantelle Pitt**

The Revenue Report as at March 2014 will be tabled.

#### **Recommendation**

The Revenue Report as at March 2014 be received.

**Moved Cr H Ballentine seconded Cr R Kingston that Revenue Report as at March 2014 be received.**

**Carried**

**Cr T Grange left Council Chambers at 11:00am due to a Declaration of Conflict of Interest in relation to Item 11.3 SHARE Community Grants Program.**

### 11.3 SHARE Community Grants Program – Prepared by Marianne Ferguson

Council extensively advertised the SHARE Community Grants Program for a period of six weeks throughout the Shire with the evaluation and selection of the applications taking place on 12 March 2014. The total funding available for this round was \$22,000 Inc GST.

The evaluation panel consisted of the following representatives: Mayor Andrew McLean, Cr Lisa Woods, Cr Terry Grange, Jaye Macumber (Coordinator Community, Business & Economic Development), Dennis Smith (Community Projects Coordinator) and Marianne Ferguson (Community Development Officer).

44 applications were assessed requesting a total of \$93,530.42  
16 applications are recommended for funding as detailed below.

APPLICATION NO.	NAME OF ORGANISATION	DESCRIPTION OF REQUEST	FUNDING ALLOCATED
1	Beulah Memorial Recreation Reserve	Floodlight car park	\$1,900
2	Brim Sports & Social Club	Chairs	\$1,000
3	Hopetoun Gateway BEET	Pop Up Shop/Makers Gallery – shop fit out and advertising contribution	\$1,000
4	Hopetoun Bowling Club	Shade and seating	\$1,500
5	Lascelles Progress Association	Shade structure for public playground	\$1,000
6	Minyip Dunmunkle Carpet Bowls Club Inc	Bowls carpet	\$ 500
7	Minyip Progress Association Inc	Connect pipeline Wetlands / Caravan Park	\$2,000
8	Murtoa Bowling Club	Under-ground moisture sensor system	\$1,500
9	Murtoa RSL	Kitchen stove, cabinets and installation	\$1,539
10	Murtoa Tennis Club	Water tank, signs and sponge roller	\$1,000
11	Patchewollock Progress Association	Smart antenna for mobile and internet coverage within store	\$2,938
12	Rupanyup RSL	Bricks engraved (servicemen)	\$1,000
13	Rupanyup State Emergency Service	Reverse cycle air conditioning	\$1,000
14	Warracknabeal Eagles Football Netball Club Inc	Interchange boxes	\$1,000
15	Warracknabeal Scouts	Tents	\$1,000
16	Yaapeet Community Club	TV, satellite and DVD player	\$2,139
		<b>Total</b>	<b>\$22,016 Inc GST</b>

**Recommendation**

That Council approve the above nominated projects under the 2013/2014 SHARE Community Grant Program.

**Moved Cr L Woods seconded Cr H Ballentine that Council approve the above nominated projects under the 2013/2014 SHARE Community Grant Program.**

**Carried**

**Cr T Grange returned to Council Chambers at 11:05am.**

**11.4 Proposed Sale of Land 'Wood Street, Rupanyup' – Prepared by Nathan McLean**

Council received correspondence from Greg Dunlop requesting consideration be given to him purchasing the vacant land currently owned by Council in Wood Street, Rupanyup.

The current market value of the land was assessed at \$1,000.00 (GST exclusive) as at the date of inspection 16 October 2013. The subject area has a frontage of 5.67 metres to the south-side of Wood Street and a depth of 17.69 metres; consisting of a total site area of approximately 100.3 square metres.

The area is currently fenced along the southern and eastern boundaries, but would require re-fencing along its western boundary if the sale proceeds.

On 26 February 2014 Council moved to follow due process and advertise to the public that consideration be given to the Sale of the Land in Wood Street, Rupanyup.

Council advertised in all relevant local papers and invited comments or objections from any interested parties as per the Local Government Best Practice Guidelines for the Sale, Exchange and Transfer of Land and no comments or objections were received.

**Recommendation**

That Council adopt the approval for the Sale of Land in Wood Street, Rupanyup to Greg Dunlop and that Council Sign and Seal documents as required.

**Moved Cr R Kingston seconded Cr T Grange that Council adopt the approval for the Sale of Land in Wood Street, Rupanyup to Greg Dunlop and that Council Sign and Seal documents as required.**

**Carried**

**11.5 Risk Management Policy and Framework – Prepared by Mick Evans**

A Risk Management Policy and Framework has been developed in conjunction with AFS & Associates, due to the previous policy expiring and as a result of audit recommendations which was carried out by AFS & Associates on behalf of Council's Internal Audit Committee.

The changes in the policy and the framework developed will set a great foundation in risk management in all areas of the Shire, improving Risk Control in each department to ensure we meet Australian Standards.

**Recommendations**

That Council adopt the updated Risk Management Policy and the newly developed Framework (as tabled).

**Moved Cr T Grange seconded Cr K Zanker that Council adopt the updated Risk Management Policy and the newly developed Framework (as tabled).**

**Carried**

**Cr L Woods left Council Chambers at 11:10am due to a Declaration of Conflict of Interest in relation to Item 11.6 Celebrating Young People Youth Grants.**

**11.6 Celebrating Young People Youth Grants, Round 16 – Prepared by Gavin Blinman**

The current round of Celebrating Young People Youth Grants attracted six entries requesting a total of \$5,500.

These are:

<b>Minyip Festival Committee.....</b>	<b>\$500</b>
<b>Warracknabeal Secondary College School Nurse.....</b>	<b>\$1,000</b>
<b>Warracknabeal Secondary College Reach .....</b>	<b>\$1,000</b>
<b>Hopetoun Secondary College Reach.....</b>	<b>\$1,000</b>
<b>Anna Larsen Habel.....</b>	<b>\$1,000</b>
<b>Rockin Youth, GenR8.....</b>	<b>\$1,000</b>
<b>Total.....</b>	<b>\$5,500</b>

We allow \$5,000 for each round of the grant but last round only provided \$2,100 therefore, we have recommended the following amounts for each group.

<b>Minyip Festival Committee.....</b>	<b>\$500</b>
<b>Warracknabeal Secondary College School Nurse.....</b>	<b>\$1,000</b>
<b>Warracknabeal Secondary College Reach .....</b>	<b>\$1,000</b>
<b>Hopetoun Secondary College Reach.....</b>	<b>\$1,000</b>
<b>Anna Larsen Habel.....</b>	<b>\$1,000</b>
<b>Rockin Youth, GenR8.....</b>	<b>\$1,000</b>
<b>Total.....</b>	<b>\$5,500</b>

The programs all provide an experience for young people that broaden their social skills and improve life skills.

**Recommendation**

That Council approves each of the above grants for the requested amounts.

**Moved Cr K Zanker seconded Cr G Massey that Council approves each of the above grants for the requested amounts.**

**Carried**

**Cr L Woods returned to Council Chambers at 11:15am.**

**11.7 Transfer of Channel Reserve to Council – Prepared by James Magee**

A 1.22km section of the Murtoa North Channel south of the Murtoa Racecourse is required by Council, as it could provide drainage overflow from the Lake Marma / Rabl Park system in periods of extreme high rainfall.

The 1.22km channel section will discharge into the Greater Western channel before water makes its way to the Yarriambiack Creek.

Council has the opportunity to transfer ownership of the channel from GWMWater for drainage purposes.

A Transfer Deed has been proposed by GWMWater.

**Recommendation**

That Council facilitate the transfer of the 1.22km section of channel south of the Murtoa Racecourse and that Council Sign and Witness the Deed of Agreement No. 211.

**Moved Cr R Kingston seconded Cr T Grange that Council facilitate the transfer of the 1.22km section of channel south of the Murtoa Racecourse and that Council Sign and Witness the Deed of Agreement No. 211.**

**Carried**

**11.8 Youth Plan 2014-2018 – Prepared by Gavin Blinman**

The draft Youth Plan has been available to the public for over a month for comment.

In this time I have had three submissions (all very positive) one requiring a minor change to information about additional service provider links and two changes to priority from medium to high on points 3.1 and 4.1 on pages 10 and 11 (as tabled).

The Youth Reference Group have met and agreed to these changes.

**Recommendation**

That Council adopts the July 2014 – June 2018 Youth Plan.

**Moved Cr K Zanker seconded Cr L Woods that Council adopts the July 2014 – June 2018 Youth Plan.**

**Carried**



## **12 GENERAL BUSINESS (including strategic direction and specific issues)**

### **Rupanyup SES Name Change Request – Prepared by Cr Terry Grange**

As the Unit's Controller and with the support of members of the Rupanyup SES, I have placed a submission before the Minister for Police and Emergency Services, the Hon Kim Wells, Chief Officer SES, Trevor White and the Regional Manager (Grampians Region) Stephen Warren that Rupanyup SES Unit change its name to Dunmunkle SES Unit.

This initiative is to expunge the thoughts and perceptions within the public domain that our unit pertains to Rupanyup only, and not the whole of Dunmunkle. As a result of this perception our recruitment has been substantially limited.

We have approximately ten volunteers from Murtoa who are willing to join our unit providing they join under the name of Dunmunkle SES and not Rupanyup SES.

Part of our submission is to allow our unit to align itself more appropriately with the Dunmunkle Ward and our Local Government boundaries.

Cr T Grange moved motion seconded by Cr R Kingston that Council supports the proposed name change of the Rupanyup SES Unit to Dunmunkle SES Unit, to allow the unit to engage and relate more with the Dunmunkle Ward and Council boundaries.

**Carried**

Cr T Grange expressed his concern in regards to how the State Government brought in new laws providing VCAT with new powers to order Council to come before them to explain the reason how they came to Council decisions in regards to 'planning' if appealed.

Cr T Grange also expressed his concern with State and Federal Government, with proposal to set up one-stop-shop to eliminate red tape in regards to environmental issues and to exclude Local Government.

CEO, Ray Campling will follow up on both of these issues and report back to Council.

Cr K Zanker spoke in relation to the Wimmera Internship Program.

### **13 CLOSED SESSION**

**Moved Cr L Woods seconded Cr K Zanker that Council move into Closed Session.**

**Carried**

**Moved Cr H Ballentine seconded Cr G Massey that Council move back into Open Session.**

**Carried**

**Moved Cr R Kingston seconded Cr L Wood that Council adopt the Resolutions from the Closed Session of Council.**

**Carried**

### **14 MINUTES FROM MEETINGS**

### **15 ATTACHMENTS / REPORTS**

Planning Permit Activity Report for March 2014  
Rates Report – March 2014  
Yarriambiack Shire Council – Income Statement by Resources for February 2014  
Income Statement by Department for February 2014  
Yarriambiack Shire Council Capital Expenditure for February 2014  
Yarriambiack Shire Council Balance Sheet as at 28<sup>th</sup> February 2014  
Risk Management Policy and Framework

### **16 NEXT MEETING**

The next meeting of Council will be held on Wednesday, 14 May 2014 at 9:30am at Warracknabeal.

### **17 CLOSE 11:46am**

\_\_\_\_\_  
**Mayor**

Application Identifier <small>x (ppr v0.03)</small>	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				Name	Address							
		Street Number, Name, Type	Locality	Postcode		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	1.7	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
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	
TP04-14	New application	Depot Rd	Rupanyup	3388	CA 13 Parish Lallat			\$650,000	Construction of a Sewer Pump Station	Grampians Wimmera Mallee Water		11 McLachlan St	Horsham	3400	Vic	10/02/2014	In progress	
TP05-14	New application	102 Golf Links Rd	Warracknabeal	3393	CA 14 Parish Werrigar			\$0	Extension of Red Line	Warracknabeal Golf Club		PO Box 91	Warracknabeal	3393	Vic	11/02/2014	Permit issued by delegate of Council	04/03/2014
TP06-14	New application	Henty Highway	Warracknabeal	3393				\$20,000	Rest Stop	Rotary Club of Warracknabeal		PO Box 326	Warracknabeal	3393	Vic	13/02/2014	In progress	
TP07-14	New application	13 Boree St	Lascelles	3487				\$150,000	Alterations & Additions to CFA Station	CFA - Mick Reed		PO Box 701	Mt Waverley	3149	Vic	24/02/2014	Permit issued by delegate of Council	04/03/2014
TP08-14	New application	Foundry Rd	Minyip	3392				\$24,000	Extensions to Existing Building & Verandah	Ken Milgate		417 Dunmunkle School Rd	Minyip	3392	Vic	24/02/2014	Permit issued by delegate of Council	19/03/2014
TP09-14	New application	251 Warracknabeal Birchip Rd	Warracknabeal	3393				\$200	Trimming of Native vegetation	Richard wilken		PO Box 81	Warracknabeal	3393	Vic	03/03/2014	In progress	
TP10-14	New application	26 Bowman St	Warracknabeal	3393		1	LP204506	\$11,900.00	Construction of a Shed	Neil Adams		59A Jamouneau St	Warracknabeal	3393	Vic	11/03/2014	Permit issued by delegate of Council	26/03/2014
TP11-14	New application	72 Lascelles St	Hopetoun	3396	Ca 1 (Pt) Parish Govyura			\$2,500	Shop	Jane Hatcher		75 Lascelles St	Hopetoun	3396	Vic	17/03/2014	In progress	
TP12-14	New application	1109 Desert Rd	Turriff West					\$10,000	Radio Retransmission site	Wayne Phillips		PO Box 407	Kapunda	5373	SA	28/03/2014	In progress	

# Rates Report - March 2014

Prepared by Chantelle Pitt

Rate Code	Ward Description	Total Income	Rebate Total	Receipts	Total
General Rates	Dunmunkle	\$ 2,700,697.47	\$ (48,178.24)	\$ (2,290,115.62)	\$ 362,403.61
	Hopetoun	\$ 2,994,039.04	\$ (35,974.77)	\$ (2,532,699.01)	\$ 425,365.26
	Warracknabeal	\$ 3,822,004.88	\$ (57,262.79)	\$ (3,289,602.17)	\$ 475,139.92
<b>Total</b>		<b>\$ 9,516,741.39</b>	<b>\$ (141,415.80)</b>	<b>\$ (8,112,416.80)</b>	<b>\$ 1,262,908.79</b>
120L Residential Garbage Service	Dunmunkle	\$ 125,577.24	\$ (8,668.26)	\$ (75,131.77)	\$ 41,777.21
	Hopetoun	\$ 102,102.16	\$ (7,103.78)	\$ (56,083.50)	\$ 38,914.88
	Warracknabeal	\$ 181,662.75	\$ (9,722.26)	\$ (116,176.96)	\$ 55,763.53
<b>Total</b>		<b>\$ 409,342.15</b>	<b>\$ (25,494.30)</b>	<b>\$ (247,392.23)</b>	<b>\$ 136,455.62</b>
120L Commercial Garbage Service	Dunmunkle	\$ 3,513.98	\$ -	\$ (3,139.01)	\$ 374.97
	Hopetoun	\$ 4,385.08	\$ -	\$ (3,500.27)	\$ 884.81
	Warracknabeal	\$ 4,097.43	\$ -	\$ (3,139.23)	\$ 958.20
<b>Total</b>		<b>\$ 11,996.49</b>	<b>\$ -</b>	<b>\$ (9,778.51)</b>	<b>\$ 2,217.98</b>
120L Rural Garbage Service	Dunmunkle	\$ 3,272.07	\$ (141.25)	\$ (2,823.37)	\$ 307.45
	Hopetoun	\$ 1,569.42	\$ -	\$ (1,395.04)	\$ 174.38
	Warracknabeal	\$ 5,231.40	\$ (51.33)	\$ (4,901.33)	\$ 278.74
<b>Total</b>		<b>\$ 10,072.89</b>	<b>\$ (192.58)</b>	<b>\$ (9,119.74)</b>	<b>\$ 760.57</b>
240L Residential Garbage Service	Dunmunkle	\$ 4,936.80	\$ (204.02)	\$ (3,575.93)	\$ 1,156.85
	Hopetoun	\$ 6,199.20	\$ (290.92)	\$ (4,201.25)	\$ 1,707.03
	Warracknabeal	\$ 17,255.95	\$ (648.73)	\$ (13,542.86)	\$ 3,064.36
<b>Total</b>		<b>\$ 28,391.95</b>	<b>\$ (1,143.67)</b>	<b>\$ (21,320.04)</b>	<b>\$ 5,928.24</b>
240L Commercial Garbage Service	Dunmunkle	\$ 34,051.26	\$ -	\$ (19,687.07)	\$ 14,364.19
	Hopetoun	\$ 26,894.63	\$ -	\$ (23,941.07)	\$ 2,953.56
	Warracknabeal	\$ 91,243.07	\$ -	\$ (78,965.15)	\$ 12,277.92
<b>Total</b>		<b>\$ 152,188.96</b>	<b>\$ -</b>	<b>\$ (122,593.29)</b>	<b>\$ 29,595.67</b>
240L Rural Garbage Service	Dunmunkle	\$ 13,687.36	\$ -	\$ (9,049.87)	\$ 4,637.49
	Hopetoun	\$ 8,145.84	\$ -	\$ (7,635.29)	\$ 510.55
	Warracknabeal	\$ 18,015.32	\$ -	\$ (16,030.92)	\$ 1,984.40
<b>Total</b>		<b>\$ 39,848.52</b>	<b>\$ -</b>	<b>\$ (32,716.08)</b>	<b>\$ 7,132.44</b>
80L Residential Garbage Service	Dunmunkle	\$ 26,272.70	\$ (1,948.28)	\$ (16,242.70)	\$ 8,081.72
	Hopetoun	\$ 26,219.79	\$ (2,278.05)	\$ (14,169.46)	\$ 9,772.28
	Warracknabeal	\$ 35,061.93	\$ (1,769.76)	\$ (21,969.69)	\$ 11,322.48
<b>Total</b>		<b>\$ 87,554.42</b>	<b>\$ (5,996.09)</b>	<b>\$ (52,381.85)</b>	<b>\$ 29,176.48</b>
80L Rural Garbage Service	Dunmunkle	\$ 1,004.96	\$ -	\$ (942.21)	\$ 62.75
	Hopetoun	\$ 1,110.94	\$ (26.08)	\$ (753.72)	\$ 331.14
	Warracknabeal	\$ 3,272.85	\$ (22.87)	\$ (3,030.18)	\$ 219.80
<b>Total</b>		<b>\$ 5,388.75</b>	<b>\$ (48.95)</b>	<b>\$ (4,726.11)</b>	<b>\$ 613.69</b>
Residential Kerbside Recycling	Dunmunkle	\$ 102,644.43	\$ (7,446.29)	\$ (64,225.68)	\$ 30,972.46
	Hopetoun	\$ 84,377.21	\$ (6,777.98)	\$ (50,757.49)	\$ 26,841.74
	Warracknabeal	\$ 148,558.61	\$ (8,076.66)	\$ (99,804.56)	\$ 40,677.39
<b>Total</b>		<b>\$ 335,580.25</b>	<b>\$ (22,300.93)</b>	<b>\$ (214,787.73)</b>	<b>\$ 98,491.59</b>
Commercial Kerbside Recycling	Dunmunkle	\$ 8,255.98	\$ -	\$ (4,985.87)	\$ 3,270.11
	Hopetoun	\$ 7,449.06	\$ -	\$ (6,839.78)	\$ 609.28
	Warracknabeal	\$ 10,775.82	\$ -	\$ (8,564.53)	\$ 2,211.29
<b>Total</b>		<b>\$ 26,480.86</b>	<b>\$ -</b>	<b>\$ (20,390.18)</b>	<b>\$ 6,090.68</b>
Rural Kerbside Recycling	Dunmunkle	\$ 1,690.05	\$ (26.57)	\$ (1,549.28)	\$ 114.20
	Hopetoun	\$ 1,577.38	\$ -	\$ (1,464.20)	\$ 113.18
	Warracknabeal	\$ 1,126.70	\$ (35.31)	\$ (1,091.39)	\$ -
<b>Total</b>		<b>\$ 4,394.13</b>	<b>\$ (61.88)</b>	<b>\$ (4,104.87)</b>	<b>\$ 227.38</b>
Municipal Charge	Dunmunkle	\$ 104,224.50	\$ (4,768.54)	\$ (72,018.68)	\$ 27,437.28
	Hopetoun	\$ 118,785.45	\$ (4,301.58)	\$ (72,641.02)	\$ 41,842.85
	Warracknabeal	\$ 146,600.63	\$ (5,052.24)	\$ (101,678.66)	\$ 39,869.73
<b>Total</b>		<b>\$ 369,610.58</b>	<b>\$ (14,122.36)</b>	<b>\$ (246,338.36)</b>	<b>\$ 109,149.86</b>
SDL/Bins/Fire/Old Municipal Charge	Dunmunkle	\$ 6,823.76	\$ -	\$ (501.60)	\$ 6,322.16
	Hopetoun	\$ 4,495.00	\$ -	\$ -	\$ 4,495.00
	Warracknabeal	\$ 6,224.39	\$ -	\$ (1,150.20)	\$ 5,074.19
<b>Total</b>		<b>\$ 17,543.15</b>	<b>\$ -</b>	<b>\$ (1,651.80)</b>	<b>\$ 15,891.35</b>
Credits	Dunmunkle	-\$ 17,115.56	\$ -	\$ 1,206.88	\$ (15,908.68)
	Hopetoun	-\$ 15,808.45	\$ -	\$ 2,936.41	\$ (12,872.04)
	Warracknabeal	-\$ 38,222.02	\$ -	\$ 21,920.93	\$ (16,301.09)
<b>Total</b>		<b>-\$ 71,146.03</b>	<b>\$ -</b>	<b>\$ 26,064.22</b>	<b>\$ (45,081.81)</b>
Fire Services Fixed Charge	Dunmunkle	\$ 202,500.00	\$ (15,900.00)	\$ (155,062.22)	\$ 31,537.78
	Hopetoun	\$ 223,903.61	\$ (12,332.50)	\$ (168,257.62)	\$ 43,313.49
	Warracknabeal	\$ 291,815.18	\$ (19,950.00)	\$ (225,831.90)	\$ 46,033.28
<b>Total</b>		<b>\$ 718,218.79</b>	<b>\$ (48,182.50)</b>	<b>\$ (549,151.74)</b>	<b>\$ 120,884.55</b>
Fire Services Levy	Dunmunkle	\$ 128,351.74	\$ -	\$ (120,131.71)	\$ 8,220.03
	Hopetoun	\$ 148,907.68	\$ -	\$ (139,125.82)	\$ 9,781.86
	Warracknabeal	\$ 185,829.18	\$ -	\$ (173,681.36)	\$ 12,147.82
<b>Total</b>		<b>\$ 463,088.60</b>	<b>\$ -</b>	<b>\$ (432,938.89)</b>	<b>\$ 30,149.71</b>
<b>Grand Total</b>		<b>\$ 12,125,295.85</b>	<b>\$ (258,959.06)</b>	<b>\$ (10,055,744.00)</b>	<b>\$ 1,810,592.79</b>

% Outstanding of Current Rates & Charges

14.93%

% Outstanding 2013

15.29%

% Outstanding 2012

15.63%

% Outstanding 2011

17.30%

**Recommendation**

That the report be received.

**YARRIAMBIACK SHIRE COUNCIL**  
**INCOME STATEMENT BY RESOURCES**  
**FOR FEBRUARY 2014**

Posting Year	2014
Operating/Capital	O

	February Actual	Budget 2013/14	2013/14 Actual YTD	Budget Remains	% Budget Expended
<b>Income</b>					
Asset Disposal & Fair Value Adjustments	-\$ 33,314	-\$ 325,000	-\$ 139,057	-\$ 185,943	42.79%
Contributions, Donations & Reimbursement	-\$ 25,171	-\$ 288,853	-\$ 245,402	-\$ 43,451	84.96%
Government Grants & Charges	-\$ 694,493	-\$ 9,895,376	-\$ 5,632,673	-\$ 4,262,703	56.92%
Interest Income	-\$ 2,014	-\$ 189,086	-\$ 45,298	-\$ 143,788	23.96%
Rates & Charges	\$ 253	\$ 10,000,351	\$ 10,839,846	\$ 839,495	108.39%
Sale Proceeds - Contra Sales	\$ -	\$ 113	\$ -	\$ 113	0.00%
User Charges, Fees & Fines	-\$ 84,660	-\$ 1,111,211	-\$ 728,454	-\$ 382,757	65.55%
<b>Income Total</b>	<b>-\$ 839,399</b>	<b>-\$ 21,809,990</b>	<b>-\$ 17,630,731</b>	<b>-\$ 4,179,259</b>	<b>80.84%</b>
<b>Expense</b>					
Asset Disposal & Fair Value Adjustments	\$ -	\$ 255,465	\$ -	\$ 255,465	0.00%
Contributions & Donations	\$ 6,657	\$ 925,785	\$ 695,723	\$ 230,062	75.15%
Depreciation Amortisation & Impairment	\$ -	\$ 6,069,237	\$ -	\$ 6,069,237	0.00%
Employee Costs	\$ 542,759	\$ 7,366,564	\$ 5,122,625	\$ 2,243,939	69.54%
Finance Costs	\$ 5,297	\$ 47,024	\$ 50,422	-\$ 3,398	107.23%
Materials	\$ 365,045	\$ 5,154,466	\$ 3,791,509	\$ 1,362,957	73.56%
Other Expenses	\$ 85,182	\$ 1,374,435	\$ 985,660	\$ 388,775	71.71%
<b>Expense Total</b>	<b>\$ 1,004,940</b>	<b>\$ 21,192,976</b>	<b>\$ 10,645,939</b>	<b>\$ 10,547,037</b>	<b>50.23%</b>
<b>Grand Total</b>	<b>\$ 165,540</b>	<b>-\$ 617,014</b>	<b>-\$ 6,984,792</b>	<b>\$ 6,367,778</b>	

**YARRIAMBIAK SHIRE COUNCIL**  
**INCOME STATEMENT BY DEPARTMENT**  
**FOR FEBRUARY 2014**

Posting Year	2014
Operating/Capital	O

	February Actual	Budget 2013/14	2013/14 Actual YTD	Budget Remains	% Budget Expended
<b>Income</b>					
Community Services	-\$ 144,869	-\$ 1,900,726	-\$ 1,547,355	353,371	81.41%
Corporate Services	-\$ 606,037	-\$ 13,933,520	-\$ 11,933,160	2,000,360	85.64%
Economic Development	-\$ 15,459	-\$ 953,718	-\$ 145,602	808,116	15.27%
Engineering	-\$ 52,067	-\$ 3,474,589	-\$ 2,648,136	826,453	76.21%
Recreation, Culture & Leisure	-\$ 10,389	-\$ 381,369	-\$ 268,307	113,062	70.35%
Regulatory Services	-\$ 6,831	-\$ 162,492	-\$ 79,612	82,880	48.99%
Waste & Environment	-\$ 3,748	-\$ 1,003,576	-\$ 1,008,559	4,983	100.50%
<b>Income Total</b>	<b>-\$ 839,399</b>	<b>-\$ 21,809,990</b>	<b>-\$ 17,630,731</b>	<b>4,179,259</b>	<b>80.84%</b>
<b>Expense</b>					
Community Services	\$ 161,903	\$ 2,786,097	\$ 1,748,687	1,037,410	62.76%
Corporate Services	\$ 109,450	\$ 1,780,369	\$ 1,003,756	776,613	56.38%
Economic Development	\$ 39,166	\$ 816,558	\$ 471,593	344,965	57.75%
Engineering	\$ 408,469	\$ 10,608,326	\$ 4,092,575	6,515,751	38.58%
Governance	\$ 42,209	\$ 963,784	\$ 589,152	374,632	61.13%
Recreation, Culture & Leisure	\$ 47,583	\$ 1,662,385	\$ 1,116,483	545,902	67.16%
Regulatory Services	\$ 44,923	\$ 636,514	\$ 410,474	226,040	64.49%
Waste & Environment	\$ 151,236	\$ 1,938,943	\$ 1,213,219	725,724	62.57%
<b>Expense Total</b>	<b>\$ 1,004,940</b>	<b>\$ 21,192,976</b>	<b>\$ 10,645,939</b>	<b>10,547,037</b>	<b>50.23%</b>
<b>Grand Total</b>	<b>\$ 165,540</b>	<b>-\$ 617,014</b>	<b>-\$ 6,984,792</b>	<b>\$ 6,367,778</b>	

**YARRIAMBIACK SHIRE COUNCIL**  
**CAPITAL EXPENDITURE FOR FEBRUARY 2014**

Posting Year	2014
Account Type	Expense

	February Actual	Budget 2013/14	2013/14 Actual YTD	Budget Remains	% Budget Expended
<b>Administration - Capital</b>					
Building Capital Works	\$ -	\$ 15,450	\$ -	\$ 15,450	0.00%
Furniture & Equipment Capital Works	\$ -	\$ 5,150	\$ -	\$ 5,150	0.00%
<b>Aerodrome - Capital</b>					
Resheets	\$ -	\$ 150,000	\$ -	\$ 150,000	0.00%
<b>Asset Management - Capital</b>					
Computer / IT Capital Works	\$ -	\$ 30,000	\$ 1,300	\$ 28,700	4.33%
<b>Bridge - Capital</b>					
Bridge Construction	\$ -	\$ 31,721	\$ 27,940	\$ 3,781	88.08%
<b>Caravan Parks - Capital</b>					
Building Capital Works	\$ -	\$ 35,000	\$ 76,017	\$ -	217.19%
<b>Depot - Capital</b>					
Building Capital Works	\$ 48,414	\$ 269,834	\$ 161,054	\$ 108,780	59.69%
<b>Drainage - Capital</b>					
Drainage Construction	\$ -	\$ 27,027	\$ 26,300	\$ 727	97.31%
<b>Fire Hydrants - Capital</b>					
Fire Hydrants - Capital	\$ -	\$ 4,000	\$ -	\$ 4,000	0.00%
<b>Footpath - Capital</b>					
Footpath Construction	\$ 34,919	\$ 248,408	\$ 230,619	\$ 17,789	92.84%
<b>HACC Administration - Capital</b>					
Computer / IT Capital Works	\$ 1,545	\$ -	\$ 1,545	\$ -	1,545
<b>Hall - Capital</b>					
Building Capital Works	\$ -	\$ 5,000	\$ -	\$ 5,000	0.00%
<b>Industrial Estate - Capital</b>					
Industrial Estate Capital Works	\$ 5,400	\$ 147,500	\$ 25,729	\$ 121,771	17.44%
<b>Information Technology - Capital</b>					
Computer / IT Capital Works	\$ 3,140	\$ 41,200	\$ 16,911	\$ 24,289	41.05%
<b>Kerb &amp; Channel - Capital</b>					
Kerb & Channel Construction	\$ 78,906	\$ 423,076	\$ 524,681	\$ -	124.02%
<b>Livestock Exchange - Capital</b>					
Building Capital Works	\$ -	\$ 10,000	\$ -	\$ 10,000	0.00%
<b>Local Roads - Capital</b>					
Reseals	\$ -	\$ 460,544	\$ 259,987	\$ 200,557	56.45%
Resheets	\$ 91,277	\$ 1,142,281	\$ 605,146	\$ 537,135	52.98%
Rural Road Construction	\$ 323,246	\$ 2,290,423	\$ 1,781,238	\$ 509,185	77.77%
Shoulder Resheets	\$ 37,851	\$ 367,109	\$ 410,936	\$ -	111.94%
Urban Road Construction	\$ 41,662	\$ 326,068	\$ 127,581	\$ 198,487	39.13%
<b>MECC - Capital</b>					
Furniture & Equipment Capital Works	\$ -	\$ 2,163	\$ -	\$ 2,163	0.00%
<b>Parks &amp; Playgrounds - Capital</b>					
Playground Capital Works	\$ -	\$ 21,000	\$ 5,538	\$ 15,463	26.37%
<b>Preschools - Capital</b>					
Building Capital Works	\$ 74,185	\$ 245,000	\$ 212,166	\$ 32,834	86.60%
<b>Public Amenities - Capital</b>					
Building Capital Works	\$ -	\$ 5,000	\$ -	\$ 5,000	0.00%
<b>Recreation Reserve - Capital</b>					
Building Capital Works	\$ -	\$ 25,200	\$ 22,952	\$ 2,248	91.08%
<b>Senior Citizens - Capital</b>					
Building Capital Works	\$ 1,679	\$ 60,000	\$ 29,651	\$ 30,349	49.42%
<b>Sporting Complex - Capital</b>					
Building Capital Works	\$ -	\$ -	\$ 4,702	\$ -	4,702
Furniture & Equipment Capital Works	\$ -	\$ 4,120	\$ -	\$ 4,120	0.00%
<b>Staff Vehicle Purchases</b>					
Plant Purchases	\$ 43,363	\$ 370,000	\$ 342,185	\$ 27,815	92.48%
<b>Street Beautification - Capital</b>					
Street Furniture - Capital Works	\$ 13,543	\$ -	\$ 13,543	\$ -	13,543
<b>Swimming Pool - Capital</b>					
Building Capital Works	\$ -	\$ 25,000	\$ 12,569	\$ 12,432	50.27%
<b>Tech Services - Capital</b>					
Building Capital Works	\$ 6,210	\$ -	\$ 6,210	\$ -	6,210
<b>Transfer Stations &amp; Landfills - Capital</b>					
Waste Site Capital Works	\$ 17,961	\$ 25,000	\$ 17,961	\$ 7,039	71.84%
<b>Works Plant Purchases</b>					
Plant Purchases	\$ 8,482	\$ 745,000	\$ 517,901	\$ 227,100	69.52%
<b>Grand Total</b>	<b>\$ 831,784</b>	<b>\$ 7,557,274</b>	<b>\$ 5,462,360</b>	<b>\$ 2,094,914</b>	<b>72.28%</b>

**YARRIAMBIACK SHIRE COUNCIL**  
**BALANCE SHEET**  
**AS AT 28th FEBRUARY 2014**

	February Actual	Budget 2013/14	2013/14 Actual YTD	Budget Remains	% Budget Expended
<b>Current Assets</b>					
Cash & Cash Equivalents Investments	\$ 5,876,379	\$ 4,701,000	\$ 4,560,544	\$ 140,456	97%
Rate Debtors	\$ (7,130,770)	\$ 800,000	\$ 1,939,215	\$ (1,139,215)	242%
Debtors	\$ (155,265)	\$ 486,000	\$ 1,308,467	\$ (822,467)	269%
Other Current Accrued Assets	\$ 7,560	\$ 180,000	\$ 149,721	\$ 30,279	83%
Inventory On Hand	\$ (29,430)	\$ 800,000	\$ 850,836	\$ (50,836)	106%
Assets Held for Resale	\$ -	\$ 84,000	\$ 89,439	\$ (5,439)	106%
<b>Current Assets Total</b>	<b>\$ (1,431,526)</b>	<b>\$ 7,051,000</b>	<b>\$ 8,898,222</b>	<b>\$ (1,847,222)</b>	
<b>Non Current Assets</b>					
Non Current Debtors	\$ -	\$ -	\$ 72,662	\$ (72,662)	
Investments	\$ -	\$ 357,000	\$ 349,883	\$ 7,117	98%
Fixed Assets	\$ 831,784	\$ 138,390,000	\$ 152,714,229	\$ (14,324,229)	110%
<b>Non Current Assets Total</b>	<b>\$ 831,784</b>	<b>\$ 138,747,000</b>	<b>\$ 153,136,774</b>	<b>\$ (14,389,774)</b>	
<b>TOTAL ASSETS</b>	<b>\$ (599,742)</b>	<b>\$ 145,798,000</b>	<b>\$ 162,034,996</b>	<b>\$ (16,236,996)</b>	
<b>Current Liabilities</b>					
Creditors	\$ 424,684	\$ (1,236,000)	\$ (1,608,782)	\$ 372,782	130%
Current Loans	\$ -	\$ (184,000)	\$ (157,726)	\$ (26,274)	86%
Short Term Provisions	\$ -	\$ (2,459,000)	\$ (2,364,424)	\$ (94,576)	96%
Trust & Deposits	\$ (1,229)	\$ -	\$ (13,771)	\$ 13,771	
<b>Current Liabilities Total</b>	<b>\$ 423,455</b>	<b>\$ (3,879,000)</b>	<b>\$ (4,144,703)</b>	<b>\$ 265,703</b>	
<b>Non Current Liabilities</b>					
Long Term Provisions	\$ -	\$ (372,000)	\$ (395,956)	\$ 23,956	106%
Non Current Loans	\$ 10,747	\$ (452,000)	\$ (399,682)	\$ (52,318)	88%
<b>Non Current Liabilities Total</b>	<b>\$ 10,747</b>	<b>\$ (824,000)</b>	<b>\$ (795,638)</b>	<b>\$ (28,362)</b>	
<b>TOTAL LIABILITIES</b>	<b>\$ 434,202</b>	<b>\$ (4,703,000)</b>	<b>\$ (4,940,341)</b>	<b>\$ 237,341</b>	
<b>NET ASSETS</b>	<b>\$ 165,540</b>	<b>\$ (141,095,000)</b>	<b>\$ (157,094,655)</b>	<b>\$ 15,999,655</b>	
<b>Current Assets</b>					
Accumulated Surplus/Deficit	\$ 165,540	\$ (65,251,000)	\$ (70,319,967)	\$ 5,068,967	108%
Asset Revaluation Reserve	\$ -	\$ (75,844,000)	\$ (86,774,688)	\$ 10,930,688	114%
<b>TOTAL EQUITY</b>	<b>\$ 165,540</b>	<b>\$ (141,095,000)</b>	<b>\$ (157,094,655)</b>	<b>\$ 15,999,655</b>	

**YARRIAMBIACK SHIRE COUNCIL**

**Investments**

Bendigo Bank	\$ 301,456.33	3.55%	01/03/2014
Commonwealth Bank	\$ 122,001.48	2.95%	19/07/2014
	<b>\$ 423,457.81</b>		

**Loans**

		Term & Rate	Finish Date
National Australia Bank - Unfunded Superannuation	\$ 455,788	Fixed at 5.21%	30/06/2018
National Australia Bank - Roller	\$ 101,620	Fixed at 5.95%	22/02/2016
	<b>\$ 557,408</b>		



## Attachment for Decision by Council

### Suggested Changes Early Years Plan

P.20

PRIORITY 1: Remove second part of dot point. Explore options to dedicate a resource to this function **through sharing costs with neighboring shires or through shared service arrangements.**

Leaving in first part is ok as it is not prescriptive and does not limit our options.

P.21

**Providing twice yearly community awareness and education events / activities**

Costs for this beyond current funding could be changed to providing an annual event in line with Children's Week or Education Week.

Further down the page a similar reference to twice yearly events are already occurring through the school system anyway.

P.22

Leave in first point about consulting with children and families when Council is making decisions that affect them.

Delete the next reference to **identifying 10 actions** and **committing resources**. Just have the sentence in, without the number of actions so it becomes **identify actions and resources to becoming more child friendly.**

The next point on **signage and notice boards** could be removed as a community newsletter and our website could be utilised for this.

P.24

Point B, is not a Shire responsibility. Other agencies do this.

P.25

Delete reference to **incentives and benefits packages** as we cannot fund this.

Reference to **actively working with key stakeholders to ensure adequate provision of specialist services; and assist groups to facilitate access to support groups needs rewording** (Could be reworded to lobbying for adequate provision of services and support fro groups to access needs).

Next point on **bi-monthly parenting information sessions** is just not achievable. MCH do this individually and we put out a newsletter each term (monthly is not achievable).

Next is the reference to twice yearly events that needs rewording to an annual event.

P.27

Finally the last three changes we need to look at are

**Creating a parent hub can be reworded** to explore options to provide more services in our early years facilities.

The point on **extended kinder care model is not a Council priority** as we do not do childcare.

And **providing activities for 5-8 year olds is definitely not our core business.**

## Risk Management Framework

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<b>Date amended:</b>	6 November 2013
<b>Date of next review:</b>	9th April 2015
<b>Date adopted:</b>	9th April 2014
<b>Responsible officer:</b>	Risk & Safety Officer

### References:

- Yarriambiack Shire Council Entity Plan 2009-2013
- Yarriambiack Shire Council Risk Management Policy
- Australian/New Zealand Standard AS/NZS 31000:2009 Risk Management – Principles and Guidelines

## 1. Introduction

As outlined in the Risk Management Policy Yarriambiack Shire Council seeks to proactively manage risks and opportunities to support the Yarriambiack Shire Council's Strategic Plan 2013-2014 objectives.

Risk Management is critical to the Yarriambiack Shire Council's ability to achieve the Strategic Objectives contained in the Council Plan. The Council has limited human, financial and material resources. Practical decision making in relation to their use is critical to the Council's achievement of its endorsed vision of:

*"Providing viable and sustainable services through strong and proactive leadership".*

To this end, not only must Council staff identify and minimise threats to the safe and effective employment of Council resources, they also have an obligation to identify and exploit opportunities to make such employment more efficient.

By fostering a Risk Management culture that encourages all staff to systematically apply the principles and procedures outlined in this strategy, the Council seeks to minimise resource waste and ensure that all Council events, activities and projects are undertaken with minimal risk to staff and the general public.

## 2. Scope

This framework is applicable to all Councillors, employees, volunteers and contractors working for Yarriambiack Shire.

It requires all Councillors, employees, volunteers and contractors to apply proactive, systematic and consistent risk management practices in the delivery of Entity services to support the achievement of Yarriambiack's objectives.

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### 3. Objectives and targets

For the period until 30 June 2014, Yarriambiack Shire Council has set the following objectives and targets in relation to risk management:

- Completion of risk management communication and training for all managers and coordinators.
- Implementation of one set of definitions and one risk appetite for all risk assessments undertaken within Yarriambiack Shire Council.
- Completion of risk assessments across all functional areas and the development of risk registers, which identify existing and proposed controls, including existing management plans.
- Development of a consolidated risk register and identification of Yarriambiack Shire Council's top 10 risks and opportunities.
- Development and implementation of action plans for all high and urgent rated risks.
- Development and implementation of a project risk assessment tool for use in all business case and budget bid development for 2013-14 onwards.
- Update of the OHS risk management process in line with the Risk Management framework.
- Development and implementation of a design risk assessment for building works.
- Development and implementation of proactive building inspections to manage risks.
- Quarterly monitoring of the risk register at ELT meetings to confirm that actions are being implemented.
- Improvement in CMP and JMAPP audit results of at least 15%.

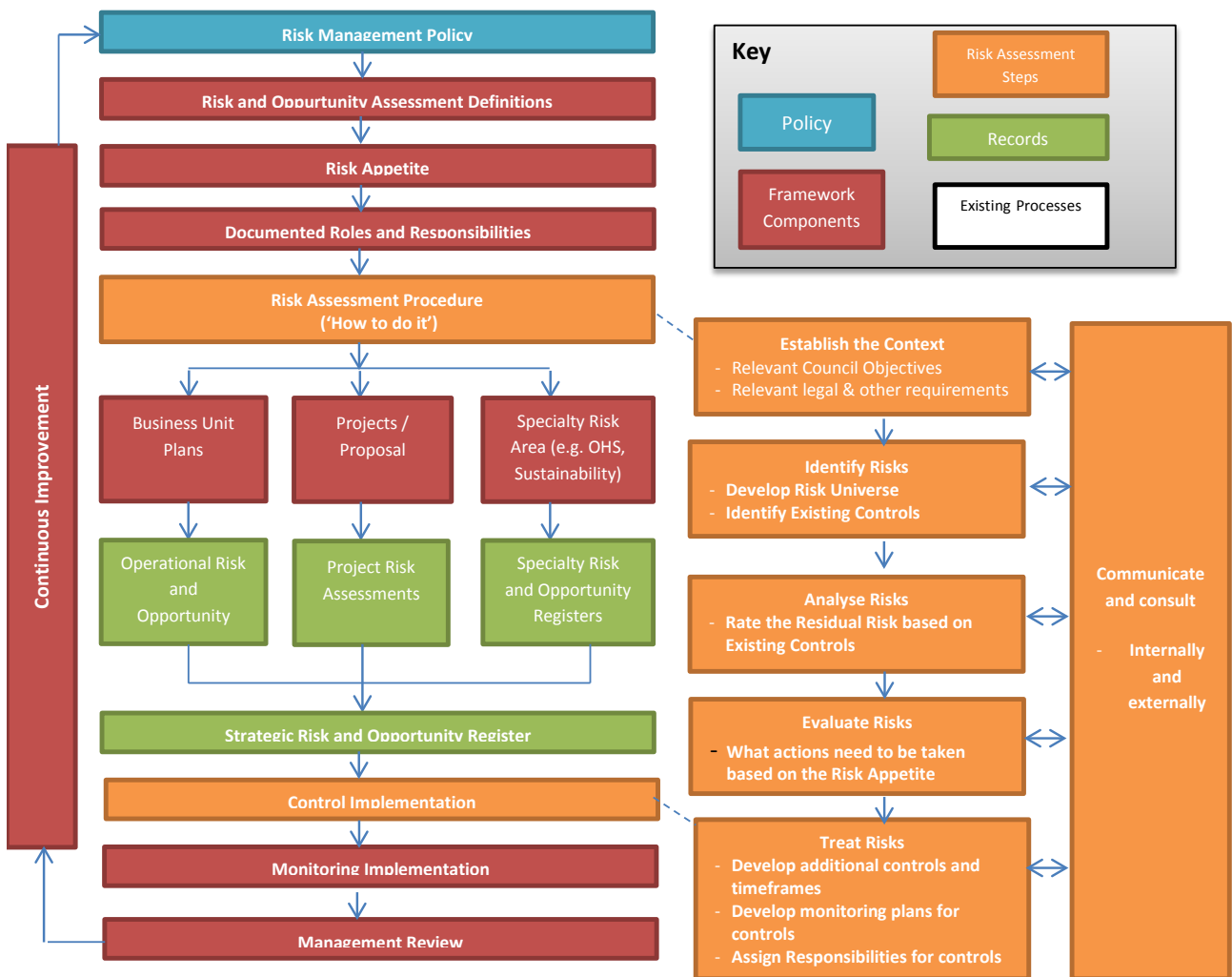
### 4. Framework overview

Fundamentally, the management of risks and opportunities at Yarriambiack Shire Council relies on the following:

- A consistent set of definitions in order to measure risks and opportunities, including how to compare different consequences (e.g. financial vs community impacts).
- A consistent system to identify, assess and manage risks – i.e. How to do a 'Risk Assessment'.
- A system to record risk assessments and responsibilities.
- Monitoring that risk assessments are completed and controls are implemented.

The following diagram outlines how the above key components work together and what key steps are to be undertaken.

**Risk Management Framework**



**Risk management policy**

Risk management at Yarriambiack Shire Council is primarily guided by the policy.

Yarriambiack Shire Council Risk Management Policy

**Framework components**

The framework components are defined in this document.

In particular, the risk assessment process is described in detail to enable each functional area to assess their operations for risks and opportunities and implement controls to manage the risks and take advantage of the opportunities.

**Records - risk registers**

The risk assessment process is to be applied to the existing business unit plans, new proposal/projects and specialty risk areas and risk registers are to be developed and documented.

Based on the information in individual risk registers and internal and external consultation, an enterprise-wide risk and opportunity register is developed and implemented to manage the top 10 key risks.

**5. Risk and opportunity assessment definitions**

Yarriambiack Shire Council has defined consequence and likelihood definitions across a range of impact areas to allow the consistent assessment of risks and opportunities under various contexts (e.g. budgeting, OHS, business case preparation, grant submission).

Definitions are included in Appendix A and also in the separate document:

*Yarriambiack Shire Council Corporate Occupational Health & Safety and Risk Management Manual*

## **6. Yarriambiack Shire Council's risk appetite**

Yarriambiack Shire Council's risk appetite defines the levels of action required for each risk rating, including additional requirements for additional controls/risk treatments and management or executive reporting. In effect, the risk appetite defines Yarriambiack Shire Council's requirements for decision-making on risks and opportunities, which in effect sets how aggressive or conservative we will be in relation to risk and opportunity management.

This includes two key components:

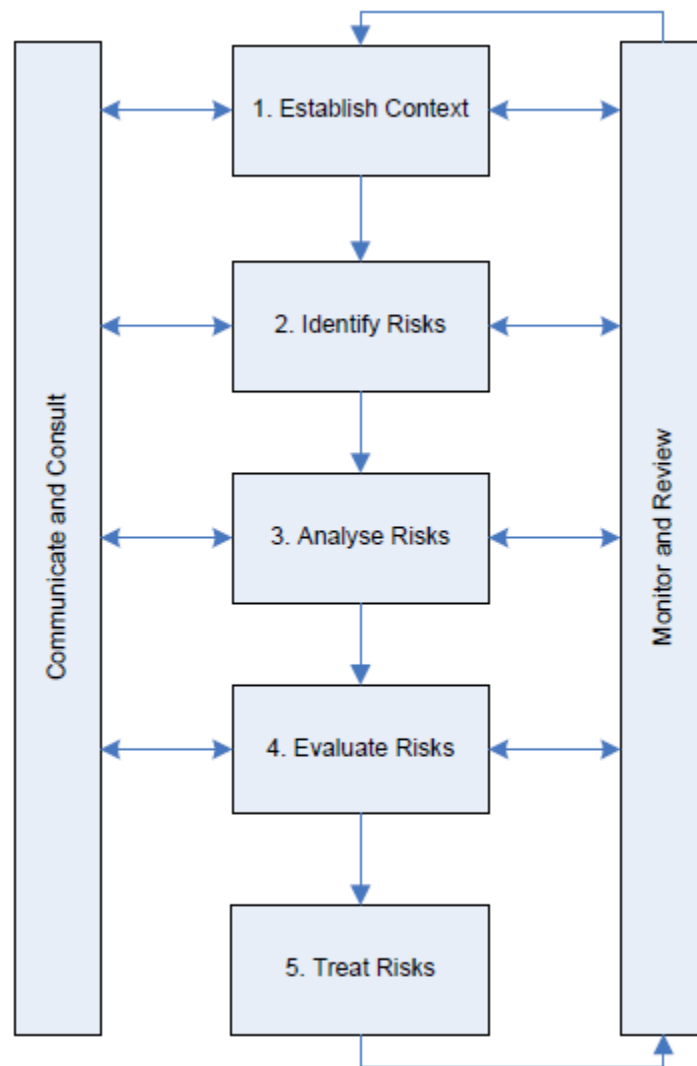
- **Risk matrix** - which defines a risk rating (e.g. High) for each likelihood (e.g. Possible) and consequence rating (e.g. Severe).
- **Action requirements** – which define minimum responses to a given risk rating.

Both aspects of Yarriambiack Shire Council's risk appetite are also included in Appendix A and the separate document:

*Yarriambiack Shire Council Corporate Occupational Health & Safety and Risk Management Manual*

## **7. Risk and opportunity assessment procedures**

The following diagram outlines the specific risk and opportunity assessment process to be applied, irrespective of what is being assessed.



## 7.1 Establish the context

Determine the 'scope' or 'boundary' or 'thing' you are assessing the risks for. For example, understand whether it is a once off project or an ongoing process.

Go through a process of understanding the drivers for your project, such as using the P-E-S-T-L-E framework:

- political
- economical
- socio-cultural
- technological
- legal
- environment

Understand what impacts on the area being assessed, including considering:

- the Council Plan's objectives
- legal and regulatory obligations
- voluntary commitments of Yarriambiack Shire Council
- other groups outside the 'boundary' being assessed.

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## 7.2 Identify the risks

After understanding the boundary and drivers, identify as many risks and opportunities as you can.

Find other lists of risks that others may have previously developed (e.g. other entities) to assist with the process of developing a 'risk universe'

Use the following categories of risks to help with the brain-storming:

- business capability
- reputation
- community
- finance
- environment
- legal and regulatory compliance
- occupational health and safety
- property and assets
- emergency management
- business continuity.

For all risks and opportunities identified, list any existing controls in place.

## 7.3 Analyse risks

For each risk, consider the impact of the existing controls on managing the risk in relation to the area being assessed, and rate the current residual risk using the likelihood and consequence definitions.

Most importantly, consult widely when analysing risks. Consider internal and external stakeholder views. Conduct risk workshops where participants vote on risks to gauge different viewpoints on risk/opportunity importance.

## 7.4 Evaluate risks

After rating all the risks, rank them in order and consider the overall impact on the area being assessed. These results are documented in the risk register.

It may help to plot the risks on a risk matrix to get a visual idea of how many urgent, high, medium and low risks there are overall.

Identify those risks and opportunities which need additional controls in line with Yarriambiack Shire Council's 'risk appetite' (i.e. the rules for taking actions).

## 7.5 Treat risks

Based on the results of the evaluation, develop additional controls and document them in the risk register, together with timeframes for implementation.

Assign responsibility to the additional controls. Responsibilities for controls are to be assigned to individuals who will actually implement the controls (i.e. not just the CEO or General Managers).

Also assign responsibilities to the existing controls, including details of how the controls are monitored.

## 7.6 Document risk assessment

In order to document this process, the risk assessment and register template is to be used:

*I:\Common to All\OH&S\RISK MANAGEMENT*

All completed risk assessments must be stored in Yarriambiack Shire Council's Document Management System and must be reviewed regularly to confirm that they are up to date and controls are being implemented.

An enterprise-wide risk register will be maintained by the Manager - Risk based on internal and external consultation with key stakeholders and consideration of individual risk registers.

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## 7.7 Implement and monitor

In order to be of use, the additional controls identified must be acted upon. To support implementation, risk registers should be embedded within all project plans and business unit operations. They are to be regularly reviewed at team meetings to track implementation and to see that risks are being managed and opportunities taken.

The Risk & Safety Officer will be responsible for the annual review of the risk register and quarterly monitoring that controls are being implemented, which will be reported to ELT quarterly and the Audit Committee annually.

Risk management performance will be measured through both annual reviews of the strategic risk profile and records of incidents occurring.

## 8. Training and support

All managers and supervisors will be trained by the Risk & Safety Officer at least once every two years in relation to applying the risk management framework.

The Manager – Risk is to be available to support all areas undertaking risk assessments and to provide advice in relation to the assessment, consideration and management of risks and opportunities.

## 9. Roles and responsibilities

As individuals, we all play a part in managing risk at Yarriambiack Shire Council in relation to our organisation, our people and the environment. Specifically, the following roles and responsibilities are assigned for managing risks and opportunities:

### Audit committee

- Review the Risk Management Policy, and Yarriambiack Shire Council's risk appetite, risk management system and risk profile on an annual basis, and suggest amendments as required.

### Councillors

- Provide adequate people and budget resource provision for risk management.
- Based on recommendations from the Audit Committee, review and approve the Risk Management Policy, and Yarriambiack Shire Council's risk appetite, risk management system and risk profile on an annual basis, and suggest amendments as required.

### Chief executive officer

- Maintain overall responsibility for the effective identification and management of all types of risk across Yarriambiack Shire Council's operations.

### Managers

- Overall accountability for the ongoing implementation and continuous improvement of risk management within their division. This includes the ongoing maintenance of risk registers and action plans for all functions in their division.
- As part of Executive Management Team, review and approve the Risk Management Policy, and Yarriambiack Shire Council's risk appetite, risk management system and risk profile on an annual basis.
- Yarriambiack Shire Council's Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times.



### **Risk & Safety Officer**

- Facilitate the identification and management of strategic and operational risks across the organisation, including special committees of Yarriambiack Shire Council.
- Advise management and staff of compliance risks in terms of relevant legislation and standards and the action necessary to manage these risks.
- Ensure that Yarriambiack Shire Council's assets and operations, together with liability risks to the public are adequately protected through appropriate risk management and loss control programs and measures.
- Build a risk aware culture across the Yarriambiack Shire Council that ensures risks are actively identified and treated and opportunities maximised.
- Ensure Yarriambiack Shire Council's Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times.

### **Supervisors & Team Leaders**

- Ensure Yarriambiack Shire Council's Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times.
- Support their General Manager to identify, assess and manage risks and opportunities in their functional area, including the development and implementation of approved work practices.
- Ensure the provision of a safe and healthy work environment and the implementation of appropriate safe work practices and control measures.
- Communicating risk management policy and procedures to employees, volunteers and contractors.
- Consulting with employees, volunteers and contractors to identify, assess and manage risks and opportunities associated with their work.

### **Employees**

- Ensure Yarriambiack Shire Council's Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times.
- Perform duties in a manner that considers significant risks and opportunities, adhering to approved work practices at all times.
- Identifying new or emerging threats or opportunities in their actions everyday, and communicating with their supervisors and managers to adequately manage the associated risks.
- Provide risk management related information as requested.
- Consulting with managers and supervisors if there is any uncertainty in relation to risks and opportunities in their work.

### **Contractors and volunteers**

- Perform duties in a manner that considers significant risks and opportunities, adhering to approved work practices at all times.
- Consulting supervisors and contacts if there is any uncertainty in relation to risks and opportunities in their work.
- Provide risk management related information as requested.

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## 10. Definitions

<b>Consequence</b>	The impact of an event or hazard on objectives.
<b>Control/Treatment action</b>	A measure, action or process taken to modify risk.
<b>Design effectiveness</b>	Confirmation that a control is designed appropriately to reduce the risk(s) it is designed to mitigate. A control which is designed ineffectively will either increase a risk or only deal with it in limited circumstances if and when it is implemented. A control which is designed effectively may be ineffective if it is not completely implemented.
<b>Hazard</b>	A source or a situation with a potential for negative impact on one or more objectives (e.g. harm in terms of human injury or ill-health, damage to property, damage to the environment).
<b>Implementation effectiveness</b>	Confirmation that a control, as designed, has been implemented completely and appropriately. This is often established by testing a sample of events to confirm that the control is in place.
<b>Likelihood</b>	The chance of something happening.
<b>Mitigate</b>	To develop and implement controls or treatment actions to reduce the risk or to take advantage of opportunities.
<b>Opportunity</b>	The positive effect of uncertainty on objectives (i.e. a positive deviation from the expected).
<b>Risk</b>	<p>As per AS/NZS 31000, risk is the effect of uncertainty on objectives, where:</p> <p>An effect is either a positive or negative deviation from the expected (i.e. opportunities or threats).</p> <p>Objectives can have different aspects (e.g. financial, environmental, health and safety) and can apply at different levels (e.g. strategic, project, process).</p> <p>Risk is often characterised by reference to potential events, the consequences from those events and the likelihood of occurrence.</p>
<b>Risk appetite</b>	The organisation's prescribed levels of action required for each risk rating, including additional requirements for additional controls/risk treatments and management or executive reporting. In effect, the risk appetite defines Council's requirements for decision-making on risks and opportunities, which in effect sets how aggressive or conservative the organisation will be in relation to risk and opportunity management.
<b>Risk assessment</b>	<p>A risk assessment process is undertaken to implement risk management in practice. It involves the following steps:</p> <p>Establish the internal and context being assessed.</p> <p>Identify the sources of risk (i.e. hazards and events).</p> <p>Assess the range of consequences and associated likelihoods relating to each potential risk, taking into account the existing controls to establish the level of risk</p>

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	<p>or risk rating.</p> <p>Based on the established risk appetite, evaluate the risk and determine the action required, including monitoring of existing controls or implementation of additional controls/treatment actions.</p> <p>Develop a list of controls/treatment actions required to adequately treat the risks and opportunities</p>
<b>Risk management System</b>	<p>The overall collection of policy, procedures, practices, templates, risk registers, personnel and records that are implemented to identify, analyse, evaluate, treat, monitor and review (i.e. manage) risks and opportunities.</p>
<b>Risk matrix</b>	<p>A risk matrix relates defined likelihood and consequence levels to defined risk ratings, which enables risks to be assigned a risk rating or level of risk.</p>
<b>Risk profile</b>	<p>A summary of the set of risks affecting a particular area (i.e. as often documented in a risk register).</p>
<b>Risk rating</b>	<p>The level or magnitude of a risk or a combination of risks, expressed as a combination of the consequences and their likelihood.</p> <p>In assigning a risk rating, the existing controls are considered.</p>
<b>Risk register</b>	<p>A documented list of risks that have been risk assessed, which includes the hazards or events considered, the existing controls, the risk rating for each risk, and proposed additional controls.</p>

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**Appendix A: Risk assessment, likelihood and consequence definitions, risk matrix and risk appetite**

Consequence Rating Definitions <span style="float: right;">NB: Criteria descriptions are indicative of severity, and not a complete list.</span>							
Consequence Rating	Business Capability	Reputation	Community	Financial	Environmental	Legal & Regulatory	OHS
<b>Catastrophic</b>	The organisation is totally incapacitated and non-functional for >1 month. Significant organisational effort is consumed by recovery for > 3 months.	Yarriambiack Shire Council is specific subject of debate and/or legislation in State parliament.	A major population centre is destroyed or rendered inhabitable, with 100s of fatalities. An essential service/utility in the Shire is permanently incapacitated.	The organisation is bankrupt. Lenders foreclose on existing loans.	Total and permanent loss of native vegetation >50,000 Ha. Permanent loss/ contamination of a river or lake. Long term quantifiable impact on average temperature, rainfall or severe weather events.	The municipality is abolished. Sued for damages >\$10M.	Multiple deaths of employees, contractors or members of public.
<b>Extreme</b>	The organisation is totally incapacitated and non-functional for >1 week. A customer-facing service is totally incapacitated and non-functional for >1 month. Yarriambiack Shire Council is dismissed and replaced by a Commission.	Organisation is specifically cited in State parliament.	A Shire population centre is destroyed or extensively damaged, with multiple fatalities. 100s of people are permanently incapacitated. Small rural hamlets are unable to sustain residents.	The organisation is unable to borrow capital funds due to existing debt or credit rating. >\$10M loss/gain. >\$250,000 breach of trust/authority. >5% Rate revenue increase.	Permanent contamination, visible erosion of soil or vegetation loss >10,000 Ha. Loss/contamination of a river or lake >5 years. Greenhouse gas emissions increase >10%.	Prosecution for indictable offence; board members and/or officers prosecuted. Sued for damages >\$50M.	Death of employee, contractor or member of public. Multiple serious injuries to employees, contractors or members of public. WorkSafe prosecution.
<b>Severe</b>	Business unit management is consumed by single issue >3 months. An internal business unit or single customer-facing service is non-functional for >1 week. Disruption from mass resignation or termination of CEO and/or senior management.	Repeated negative reporting in State or national electronic media. Organisation is openly criticised in industry forums.	100's of people are incapacitated, requiring medical attention, for several days. A shire major population centre essential service/utility is incapacitated for several days.	>\$5M loss/gain. >\$100,000 breach of trust/authority.	Permanent contamination, visible erosion of soil or vegetation loss >1,000 Ha. Greenhouse gas emissions increase >5%.	Sued for damages >\$10M.	Repeated notifiable incidents or injury to employee, contractor or member of public.
<b>Major</b>	Repeated failure to deliver business unit objectives. Organisation restructure needed to achieve business objectives Organisation is unable to attract/ retain high-calibre staff. Staff turn-over consistently averages >2 per month. Staff vacancies >6 for more than 6 months.	Repeated negative reporting in State or national print media. Negative campaign conducted by multiple ratepayers, over several weeks. Organisation is perceived as an employer to avoid.	Failure of >50% of businesses. Unemployment >10%. Property values decrease >20%. World war.	>\$500,000 loss/gain. >\$30,000 breach of trust/authority. >3% Rate revenue increase.	Greenhouse gas emissions increase >1%. Non-recyclable waste increase >5%. Water consumption increase >5%.	Sued for damages >\$1M. Indictable statutory non-compliance.	Notifiable/serious incident or injury to employee, contractor or member of public.
<b>Significant</b>	Total failure of a strategic project. Repeated failure to deliver service or functional objectives, over several months. Organisation is unable to attract suitably qualified candidates to fill vacancies. Substantial revision of one or more business processes is required. Issue requires dedicated resources >3 months to fix.	Negative campaign in local media, over several weeks. Negative opinion expressed by multiple ratepayers to Councillors and/or staff.	Permanent closure of a local sporting team or major facility. Violent aggression/ reaction to social/ cultural change. Failure of >20% of businesses. Property values decrease >10%. >average increase in crime/ problem gambling/ substance abuse.	<\$500,000 loss/gain. <\$30,000 breach of trust/authority.	Total loss of native fauna/flora species. Greenhouse gas emissions increase. Total and permanent loss of native vegetation > 50 Ha.	First-named party sued for damages/negligent act.	Multiple minor injuries to employees, contractors or members of public, requiring medical treatment. Near miss serious incident with the potential for permanent disablement.
<b>Moderate</b>	Delivery of a major project is delayed >2 months. Failure to achieve major project outcomes/deliverables. A single function is non-functional >3 months, and/or significant impact on other areas. Unplanned/ unbudgeted, additional resources are required in order to achieve intended outcomes.	Very critical editorial comment in local media, once or twice. Once-off mention in Melbourne media.	Widespread and prolonged unrest/ disharmony due to social/cultural change. Negative population growth >12 months. Permanent closure of the only local social facility. Long-term inability to form/maintain social committees/groups.	<\$250,000 loss/gain. <\$10,000 breach of trust/authority. <3% Rate revenue increase.	Spill/release of hazardous substance impacts water course and/or native vegetation <30 days. <50% of all waste is recycled. No improvement in greenhouse gas emissions. Permanent loss of endangered species habitat.	Professional Indemnity claim lodged.	Minor injury to employee, contractor or member of public, requiring medical treatment. Provisional Improvement Notice (PIN) issued. Near miss incident with the potential for a medical treatment injury.
<b>Minor</b>	Delivery of a major project is delayed <2 months. Failure to achieve a minor project outcome/deliverables. A single function is non-functional <3 months, with some cross-functional impact. Existing resources are diverted from normal duties <1 month.	Once-off mention in local media.	Permanent closure of a popular social/ sporting facility. Widespread sense of low worth/ morale as a community. Closure of local school. Closure of local financial institution. >50% dormitory/ holiday population. Isolation/alienation from State population.	<\$50,000 loss/gain. <\$1000 breach of trust/authority. <1% Rate revenue increase.	Spill/release of hazardous substance is contained to immediate vicinity, with no lasting impact. Non-recycled products are purchased where a suitable recycled/ sustainable alternative is available.	Public Liability claim, within excess. Small claim for minor injury or damage.	First aid injury to employee, contractor or member of public. Low risk near miss incident.

Likelihood Definitions				
Very Unlikely	Unlikely	Possible	Likely	Almost Certain
The event will only occur in exceptional circumstances.  1 in 100,000 or less probability.	The event is not expected to occur in the foreseeable future.  1 in 1,000 to 1 in 100,000 probability.	The event could occur once in the next year.  1 in 100 to 1 in 1,000 probability.	The event will probably occur in the next year.  1 in 10 to 1 in 100 probability.	The event is expected to occur in most circumstances.  Up to 1 in 10 probability.

Risk Rating Matrix					
	Very Unlikely	Unlikely	Possible	Likely	Almost Certain
<b>Catastrophic</b>	High	High	Urgent	Urgent	Urgent
<b>Extreme</b>	High	High	High	Urgent	Urgent
<b>Severe</b>	Medium	Medium	High	High	Urgent
<b>Major</b>	Medium	Medium	Medium	High	High
<b>Significant</b>	Low	Medium	Medium	Medium	High
<b>Moderate</b>	Low	Low	Low	Medium	Medium
<b>Minor</b>	Low	Low	Low	Low	Medium

#### Action Requirements

Risk Rating	Response	Reporting
Urgent	<p>Actions must be taken immediately, in consultation with the Risk &amp; Safety Officer, to develop a plan to address the risk/opportunity before continuing.</p> <p>Where possible interim measures must be identified to manage the risk before a permanent control can be implemented.</p> <p>Permanent controls are to be implemented as soon as practicable to reduce the risk to high or lower.</p> <p>Existing controls are to be monitored to confirm they are effective.</p>	<p>Urgent rated risks and opportunities, as they are identified are to be communicated to EMT immediately, and discussed at the next board briefing session.</p> <p>Actions plans are to be agreed by EMT and monitored at weekly EMT meetings, reported to the Audit Committee each quarter, and reported on monthly to Board.</p>
High	<p>Plans to reduce the risk or take advantage of the opportunity are to be developed, in consultation with the Risk &amp; Safety Officer, within a month of identifying the risk.</p> <p>Permanent controls are to be implemented within six months to reduce the risk to medium or lower.</p> <p>Existing controls are to be monitored to confirm they are effective.</p>	<p>High rated risks and associated actions plans are to be reviewed by EMT within one month of being identified and the Audit Committee at its next quarterly meeting.</p>
Medium	<p>Plans are to be developed to reduce these risk areas to low within two years.</p>	<p>Risk assessment and action plans are to be reviewed and approved by a GM.</p> <p>Where no reasonable options can be identified, the risk may be accepted, provided it is approved by EMT and reviewed by the Audit Committee.</p>
Low	<p>Existing controls are to be maintained, but no additional controls are necessary.</p>	<p>Risk assessment is to be reviewed and approved by a GM.</p>

<b>DATE AMENDED:</b>	6 November 2013
<b>DATE OF NEXT REVIEW:</b>	6 November 2016
<b>DATE ADOPTED:</b>	<b>9<sup>th</sup> April 2014</b>
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>REFERENCES:</b>	<i>Yarriambiack Shire Council's Council Plan 2009:2013</i> <i>Australian/New Zealand Standard AS/NZS 31000:2009 Risk Management – Principles and Guidelines</i>

### **BEST VALUE PRINCIPLES**

Yarriambiack Shire Council has the responsibility to provide its ratepayers with best value, with all services provided by Council meeting ratepayer expectations in terms of quality and cost. In providing this, all services require to be:

- accessible
- responsive to the needs of the community
- considerate of the natural environment
- subject to continuous improvement.

To achieve the best over life outcome for Council's expenditures, which meets quality and service expectations, a periodic review of services against best on offer, will be undertaken in both the public and private sectors.

All Council staff members are responsible for supporting best value principles in their normal day to day actions to ensure services provided to the community are considered to be best value.

### **Introduction**

Yarriambiack Shire Council has a responsibility to effectively identify, assess and manage the risks and opportunities associated with its operations and facilities, as far as reasonably practicable. As per our Council Plan 2013-2017, we seek to maintain organisation wide risk registers.

Our objectives for managing risks and opportunities are to:

- Successfully meet Council goals and objectives.
- Deliver high quality services, which make efficient use of the limited resources available.
- Support our approach to meeting legislative and other regulatory requirements.
- Safeguard our assets – people, financial, property and information.
- Create an environment where all councillors, employees, volunteers and contractors will assume responsibility for managing risk.
- Continuously improve our approach and performance, seeking to become a leading local council in Victoria in risk management.

## **Scope**

This policy is applicable to all Yarriambiack Shire Council councillors, employees, volunteers and contractors working for the council.

This policy applies to all Yarriambiack Shire Council:

- owned and/or operated equipment
- land and facilities ('our property')
- internal functions
- services provided to the community.

The Risk Management Policy is in place to guide councillors, employees, volunteers and contractors in the consistent and systematic identification, assessment and management of risks and opportunities relating to our strategic objectives and goals in the Council Plan 2009-2013, business plans, and other service delivery plans.

## **Policy**

The councillors and management of Yarriambiack Shire Council are committed to the ongoing identification, assessment and management of risks and opportunities associated with the performance of Council functions and the delivery of Council services, as far as reasonably practicable.

The Executive Management Team ('EMT') and Audit and Risk Advisory Committee approve the risk appetite of Yarriambiack Shire Council. The risk appetite defines the risk rating levels and required actions for each level in order to manage competing demands and guide the balancing of threats and opportunities in all business activities.

In implementing risk management, Yarriambiack Shire Council considers all users of our property and services, including, but not limited to, councillors, employees, contractors, volunteers, visitors and the public.

Yarriambiack Shire Council considers and manages risks relating to:

- business capability,
- reputation
- community
- finance
- the environment,
- legal and regulatory compliance
- occupational health and safety
- property and assets
- emergency management
- business continuity.

Where possible, risk management practices are to be embedded in existing policies and procedures to manage significant risks and opportunities identified. This includes project management and business planning.

Each functional area is to be subject to a process of identification, assessment and management of risks and opportunities associated with that area's processes performed to meet the objectives and

commitments in the Council Plan 2009-2013 and its business plan. The ongoing management of risks in all functional areas is to be documented in a risk register and action plan.

All new proposals and processes are to be subject to a risk assessment prior to implementation.

An overall risk and opportunity profile is to be maintained, which consolidates risk registers across the organisation to provide a strategic view of risk and opportunity management at Yarriambiack Shire Council.

All risk management actions (e.g. risk assessments, risk registers, management reviews) are documented and recorded in Council's Risk Register.

The Risk Management Policy will be made publicly available through Yarriambiack Shire Council's internet site.

The risk management system, including the Risk Management Policy, associated procedures, risk profile of the organisation and risk incidents, will be subject to review by EMT and the Audit and Risk Advisory Committee at least annually to confirm that the system continues to be effective in managing risks and opportunities and to achieve continuous improvement.

### **Process**

The Strategic Risk Management Framework (*Yarriambiack Shire Council Corporate Occupational Health & Safety and Risk Management Manual*) documents the processes used to manage risk, including:

- Consequence, likelihood and risk rating definitions
- Council's risk appetite
- Continuous development of a risk management culture
- Specific roles and responsibilities
- Definitions
- Risk assessment processes, including maintenance of a risk profile
- Developing, implementing and monitoring control measures
- Training and support provided
- Measurement and continual monitoring of risk performance

Risk management performance will be measured through annual reviews of both the corporate risk profile and records of any incidents occurring.