



Yarriambiack
SHIRE COUNCIL

Agenda

Ordinary Meeting of Council

28 May 2025

COUNCIL CHAMBERS

34 Lyle Street, Warracknabeal

MEETING OF COUNCIL TO COMMENCE AT 9.30AM

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

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

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TABLE OF CONTENTS

1	WELCOME	4
2	STREAMING PREAMBLE	4
3	ACKNOWLEDGEMENT AND PRAYER.....	4
3.1	Acknowledging Traditional Owners of the Land.....	4
3.2	Prayer	4
4	PRESENT	5
5	APOLOGIES	5
6	CONFIRMATION OF MINUTES	6
6.1	Minutes 23 April 2025 – Ordinary Meeting	6
6.2	Minutes 14 May 2025 – Unscheduled Meeting	6
7	DECLARATION OF CONFLICT OF INTEREST	7
7.1	Conflict of Interest Declared	7
8	BUSINESS ARISING	8
8.1	Business Arising from Previous Minutes	8
8.2	Ongoing and Pending Actions	8
9	PETITIONS	9
10	MINISTERIAL AND GOVERNMENT CORRESPONDENCE TO COUNCILLORS ONLY	9
11	SPECIAL COMMITTEES	10
11.1	Audit and Risk Committee Meeting Schedule	10
11.2	Audit and Risk Committee Meeting Minutes	10
12	ACTIVITY REPORTS	11
12.1	Mayor Activity Report	11
12.2	Councillor Activity Reports.....	13
12.3	Chief Executive Officer Activity Report.....	17
13	PUBLIC QUESTIONS.....	19
13.1	Questions Submitted	19
14	COUNCILLOR REPORTS	20
14.1	Mayors Report.....	20
15	REPORTS FOR DECISION	22
15.1	Revoking Community Asset Committee and Endorsing Committee of Management LEASE – Hopetoun Recreation Reserve Incorporated.....	22
15.2	Use of Artificial Intelligence Policy	25
15.3	Ground Lease Endorsement for the Lions Club of Rupanyup Inc – Rupanyup Memorial Park and Caravan Park	27
15.4	Building Lease Endorsement for Hopetoun And District Historical Society Inc - Hopetoun Old School Site.....	29
15.5	Sport and Recreation Allocation Adoption	32
15.6	Information Management Policy	37
15.7	Financial and Non-Financial Performance Report.....	39

16	COUNCIL REPORTS FOR NOTING	42
16.1	User Agreements or Memorandums of Understanding Senior Citizens Clubs	42
17	PERMITS ISSUED	44
18	URGENT BUSINESS	45
19	NEXT MEETING	45
20	CLOSED.....	45
	SUMMARY CLOSED (CONFIDENTIAL) MEETING AGENDA	46

OUR VISION

A connected rural community who values its land and wellbeing.

We will achieve this vision through:

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

CONTINUOUS IMPROVEMENT

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

LIVE STREAMING

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

1 WELCOME

2 STREAMING PREAMBLE

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

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

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

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

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

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

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

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

3 ACKNOWLEDGEMENT AND PRAYER

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

3.1 ACKNOWLEDGING TRADITIONAL OWNERS OF THE LAND

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

3.2 PRAYER

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

Amen

4 PRESENT

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

Council Officer	Tammy Smith	Chief Executive Officer
Council Officer	Tim Rose	Chief Operating Officer
Council Officer	Monique Metlika	Governance Support Officer
Council Officer	Daniel Brandon	Manager Business Systems
Council Officer	Rebecca Botheras	Sport and Recreation Coordinator
Council Officer	Anita McFarlane	Chief Financial Officer
Council Officer	Jo White	Governance Officer

5 APOLOGIES

Name / Role	Description of Leave / Absence
Councillor Melinda Keel	Notified Leave.

6 CONFIRMATION OF MINUTES

6.1 MINUTES 23 APRIL 2025 – ORDINARY MEETING

Minutes of the Ordinary meeting of Council held on 23 April 2025 be taken as an accurate record and confirmed.

Recommended Motion:

That the minutes of the Ordinary Meeting of Council held on 23 April 2025, as circulated be taken as read and confirmed.

6.2 MINUTES 14 MAY 2025 – UNSCHEDULED MEETING

Minutes of the Unscheduled meeting of Council held on 14 May 2025 be taken as an accurate record and confirmed.

Recommended Motion:

That the minutes of the Unscheduled Meeting of Council held on 14 May 2025, as circulated be taken as read and confirmed.

7 DECLARATION OF CONFLICT OF INTEREST

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

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

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

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

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

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

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

OR

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

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

7.1 CONFLICT OF INTEREST DECLARED

Conflict Declared by	Agenda Item	Reason - Explanation

8 BUSINESS ARISING

8.1 BUSINESS ARISING FROM PREVIOUS MINUTES

As per ongoing and pending actions list, Item 8.2.

8.2 ONGOING AND PENDING ACTIONS

Council Meeting	Recommendation Action	Action Taken
26 June 2024 Item 15.3	Reallocation of SHARE Grant 2023-24 funding to the installation of Automated External Defibrillator (AED) machines at Council owned Senior Citizen buildings.	The AED's have been ordered and will be installed by the building maintenance teams by the end of May 2025.
28 August 2024 Item 15.13	Resheet a section of Mellis Road, from Stawell Warracknabeal Road to a property 4.3km to the East.	This job has been delayed at the request of the resident funding the project. Will be deferred until 25/26 financial year.
27 November 2024 Item 15.6	Apply for Living Libraries Infrastructure Program (LLIP) for: <ul style="list-style-type: none"> Minor Works funding at the Hopetoun Neighbourhood House (former Gateway BEET) building. Major Works at the Coopers Crossing, Emma's Café Library building in Minyip. 	An application has been submitted to the Major Works stream of the Living Libraries Grant, requesting \$1 million for the proposed works at Emma's Cafe Library building in Minyip. Following a meeting with the department prior to the application deadline, it was decided not to apply for the works in Hopetoun during this round as the project was not fully scoped and ready for application. Instead, we plan to apply for the minor stream in the next round, which is anticipated to be around August or September.
26 February 2025 Item 15.1	Name the unnamed laneway 04 in Council's Road Register, as "Isbel Lane".	Community consultation completed on Thursday 24 April 2025. The naming process has commenced.
26 February 2025 Item 15.5	Make a financial contribution to the University of Melbourne to fund a Scholarship for a Masters research student for the primary purpose of conducting a social benefit cost analysis on mining within our Shire, to determine if mining will benefit or harm societal welfare.	Engagement with University of Melbourne has commenced.
26 February 2025 Item 15.6	Advocate to the State Government to amend the Rabl Park project scope of the election promise funding.	Advocacy and consultation with Minister Ermacora's office and Sport and Recreation Victoria has been ongoing.
26 March 2025 Item 15.1	Commence community consultation process to reduce speed limit in Scott Street Warracknabeal, from 50km/h to 40km/h between Phillip Street and Lyle Street Warracknabeal.	Community consultation completed and the speed limit change is now being enacted.

9 PETITIONS

No petitions received.

10 MINISTERIAL AND GOVERNMENT CORRESPONDENCE TO COUNCILLORS ONLY

Outgoing		
Date	Recipient	Details
19/05/2025	Jacinta Ermacora MP	Letter – Thank You for Arranging Meeting with the Yarriambiack Shire Councillors, Minister Kilkenny, and Minister D'Ambrosio.

Incoming		
Date	Sender	Details
07/05/2025	Office of the Hon Natalie Suleyman MP	Letter – Official Response from Minister for Small Business regarding 2025 Public Holidays

11 SPECIAL COMMITTEES

11.1 AUDIT AND RISK COMMITTEE MEETING SCHEDULE

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

Date	Description
15 June 2025	Special Asset Management Meeting
14 July 2025	Ordinary Meeting
22 September 2025	Special Financial Statements and Performance Report Meeting
10 November 2025	Ordinary Meeting

11.2 AUDIT AND RISK COMMITTEE MEETING MINUTES

The Ordinary Audit and Risk Committee Meeting was held on 05 May 2025.

[Attachment: Audit and Risk Committee Minutes – 05 May 2025](#)

Recommended Motion:

That the Minutes of the Ordinary Audit and Risk Committee Meeting held on 05 May 2025 be taken as read and confirmed.

12 ACTIVITY REPORTS

12.1 MAYOR ACTIVITY REPORT

Mayor Kylie Zanker – Warracknabeal Ward (May)		
Date	Activity	Location
29/04/25	Meeting with SWRRA	Online
02/05/25	Mayor, Deputy Mayor and CEO Catch Up	Hybrid
05/05/25	Audit and Risk Committee Meeting	Warracknabeal
05/05/25	Friends of the Warracknabeal Caravan Park Meeting	Warracknabeal
06/05/25	2025/26 Budget and 2025/29 Council Plan Community Consultation	Lascelles
06/05/25	MAV Delegate Meeting	Online
07/05/25	Unscheduled Council Forum	Warracknabeal
07/05/25	2025/26 Budget and 2025/29 Council Plan Community Consultation held in conjunction with Minyip Progress Meeting	Minyip
09/05/25	Mayor, Deputy Mayor and CEO Catch Up	Hybrid
12/05/25	Ministerial Briefing	Online
12/05/25	2025/26 Budget and 2025/29 Council Plan Community Consultation held in conjunction with Rupanyup Progress Meeting	Rupanyup
13/05/25	Ministerial Meeting with Minister Kilkenney and Minister D'Ambrosio	Melbourne
14/05/25	Unscheduled Council Meeting	Warracknabeal
14/05/25	Council Forum	Warracknabeal
15/05/25	MAV Delegates Pre-State Council Dinner	Melbourne
16/05/25	State Council Meeting	Melbourne
17/05/25	Hopetoun Emerge Childcare Open Day	Hopetoun
19/05/25	BY5 Early Years Initiative Meeting with Mathew Lundgren and Cord Sadler	Online
19/05/25	Meeting with CEO, Ross Johns and Marshall Rodda	Warracknabeal
20/05/25	2025/26 Budget and 2025/29 Council Plan Community Consultation held in conjunction with Murtoa Progress Meeting	Murtoa

Mayor Kylie Zanker – Warracknabeal Ward (May)		
21/05/25	Strategic Planning Discussion for Hopetoun Old School Site	Warracknabeal
21/05/25	2025/26 Budget and 2025/29 Council Plan Community Consultation held in conjunction with Beulah Progress Association Meeting	Beulah
22/05/25	BGLC Local Government Forum	Horsham
23/05/25	Mayor, Deputy Mayor and CEO Catch Up	Hybrid
23/05/25	Wimmera Highway Action Committee Meeting	Online
26/05/25	2025/26 Budget and 2025/29 Council Plan Community Consultation	Hopetoun
27/05/25	2025/26 Budget and 2025/29 Council Plan Community Consultation held in conjunction with Woomelang and District Development Association Meeting	Woomelang

12.2 COUNCILLOR ACTIVITY REPORTS

Deputy Mayor Andrew McLean – Hopetoun Ward (May)		
Date	Activity	Location
25/04/25	ANZAC Day Service	Hopetoun
02/05/25	Rail Freight Alliance Meeting	Online
02/05/25	Mayor, Deputy Mayor and CEO catchup	Hybrid
06/05/25	2025/26 Budget and 2025/29 Council Plan Community Consultation	Lascelles
07/05/25	Unscheduled Council Forum	Warracknabeal
07/05/25	2025/26 Budget and 2025/29 Council Plan Community Consultation held in conjunction with Minyip Progress Meeting	Minyip
09/05/25	Mayor, Deputy Mayor and CEO Catch Up	Hybrid
12/05/25	Ministerial Briefing	Online
12/05/25	2025/26 Budget and 2025/29 Council Plan Community Consultation held in conjunction with Rupanyup Progress Meeting	Rupanyup
13/05/25	Ministerial Meeting with Minister Kilkeny and Minister D'Ambrosio	Melbourne
14/05/25	Unscheduled Council Meeting	Warracknabeal
14/05/25	Council Forum	Warracknabeal
16/05/25	Mayor, Deputy Mayor and CEO Catch Up	Hybrid
19/05/25	2025/26 Budget and 2025/29 Council Plan Community Consultation held in conjunction with Yaapect Community Group	Yaapect
21/05/25	Strategic Planning Discussion for Hopetoun Old School Site	Warracknabeal
21/05/25	2025/26 Budget and 2025/29 Council Plan Community Consultation held in conjunction with Beulah Progress Association Meeting	Beulah
23/05/25	Mayor, Deputy Mayor and CEO Catch Up	Hybrid
26/05/25	2025/26 Budget and 2025/29 Council Plan Community Consultation	Hopetoun
27/05/25	2025/26 Budget and 2025/29 Council Plan Community Consultation held in conjunction with Woomelang and District Development Association Meeting	Woomelang

Cr Corinne Heintze – Dunmunkle Ward (May)		
Date	Activity	Location
25/04/25	ANZAC Wreath Laying and Service	Minyip
29/04/25	Wimmera Southern Mallee Development Board Meeting	Online
02/05/25	Wimmera Southern Mallee Regional Transport Group Meeting	Horsham
07/05/25	Unscheduled Council Forum	Warracknabeal
07/05/25	2025/26 Budget and 2025/29 Council Plan Community Consultation held in conjunction with Minyip Progress Meeting	Minyip
12/05/25	2025/26 Budget and 2025/29 Council Plan Community Consultation held in conjunction with Rupanyup Progress Meeting	Rupanyup
13/05/25	Ministerial Meeting with Minister Kilkeny and Minister D'Ambrosio	Melbourne
14/05/25	Unscheduled Council Meeting	Warracknabeal
14/05/25	Council Forum	Warracknabeal
20/05/25	2025/26 Budget and 2025/29 Council Plan Community Consultation held in conjunction with Murtoa Progress Meeting	Murtoa
27/05/25	National Food Security Preparedness Session	Horsham
27/05/25	Wimmera Southern Mallee Development Board Meeting	Horsham

Cr Melinda Keel – Dunmunkle Ward (May)		
Date	Activity	Location
07/05/25	Unscheduled Council Forum	Warracknabeal
07/05/25	2025/26 Budget and 2025/29 Council Plan Community Consultation held in conjunction with Minyip Progress Meeting	Minyip
12/05/25	2025/26 Budget and 2025/29 Council Plan Community Consultation held in conjunction with Rupanyup Progress Meeting	Rupanyup
13/05/25	Ministerial Meeting with Minister Kilkenney and Minister D'Ambrosio	Melbourne
14/05/25	Unscheduled Council Meeting	Warracknabeal
14/05/25	Council Forum	Warracknabeal
20/05/25	2025/26 Budget and 2025/29 Council Plan Community Consultation held in conjunction with Murtoa Progress Meeting	Murtoa

Cr Chris Lehmann – Hopetoun Ward (May)		
Date	Activity	Location
07/05/25	Unscheduled Council Forum	Warracknabeal
13/05/25	Ministerial Meeting with Minister Kilkenney and Minister D'Ambrosio	Melbourne
14/05/25	Unscheduled Council Meeting	Warracknabeal
14/05/25	Council Forum	Warracknabeal

Cr Karly Kirk – Warracknabeal Ward (May)		
Date	Activity	Location
05/05/25	Audit and Risk Committee Meeting	Warracknabeal
07/05/25	Unscheduled Council Forum	Warracknabeal
13/05/25	Ministerial Meeting with Minister Kilkenney and Minister D'Ambrosio	Melbourne
14/05/25	Unscheduled Council Meeting	Warracknabeal
14/05/25	Council Forum	Warracknabeal

12.3 CHIEF EXECUTIVE OFFICER ACTIVITY REPORT

Tammy Smith (May) – Returned from Leave 01 May 2025		
Date	Activity	Location
02/05/25	Mayor, Deputy Mayor and CEO Meeting	Warracknabeal / Hybrid
05/05/25	Audit and Risk Committee Meeting	Warracknabeal
05/05/25	Friends of the Warracknabeal Caravan Park Meeting	Warracknabeal
06/05/25	Lascelles Community Consultation 2025-26 Budget Consultation	Lascelles
07/05/25	Rural Councils Victoria Executive Meeting	Online
07/05/25	Councillor Unscheduled Briefing	Warracknabeal
07/05/25	Minyip Community Consultation 2025-26 Budget Consultation	Minyip
08/05/25	Regional Partnerships Meeting	Horsham
08/05/25	Wimmera CEO Meeting	Horsham
09/05/25	Mayor, Deputy Mayor and CEO Meeting	Warracknabeal / Hybrid
09/05/25	Hopetoun Historical Society Lease Meeting	Warracknabeal
12/05/25	Rupanyup Community Consultation 2025-26 Budget Consultation	Rupanyup
13/05/25	Ministerial Meeting Melbourne, Parliament House	Melbourne
14/05/25	Council Forum	Warracknabeal
15/05/25	Mayor, CEO's and MAV Delegates 2025 Pre-State Council Dinner	Melbourne
16/05/25	State Council Meeting	Melbourne
16/05/25	Mayor, Deputy Mayor and CEO Meeting	Online
19/05/25	MAV Monday Connect	Online
19/05/25	Meeting with Community Representatives regarding ESVF	Warracknabeal
19/05/25	Yaapeet Community Consultation 2025-26 Budget Consultation	Yaapeet
20/05/25	Murtoa Community Consultation 2025-26 Budget Consultation	Murtoa
21/05/25	Strategic Planning Session Hopetoun Old School Site	Warracknabeal

Tammy Smith (May) – Returned from Leave 01 May 2025		
21/05/25	Beulah Community Consultation 2025-26 Budget Consultation	Beulah
22/05/25	Rural Councils Victoria Strategic Planning Day	Melbourne
23/05/25	Womens Local Government CEO Networking Dinner	Melbourne
23/05/25	Mayor, Deputy Mayor and CEO Meeting	Online
26/05/25	Regional Development Victoria – Wimmera Southern Mallee and Buloke Meeting	Horsham
26/05/25	Meeting with CEO of Woodbine	Warracknabeal
26/05/25	Hopetoun Community Consultation 2025-26 Budget Consultation	Hopetoun
27/05/25	Woomelang Community Consultation 2025-26 Budget Consultation	Woomelang

13 PUBLIC QUESTIONS

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

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

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

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

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

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

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

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

The question will not be allowed if:

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

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

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

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

13.1 QUESTIONS SUBMITTED

Name:	Town:
Question:	
Respondent:	
Response:	

14 COUNCILLOR REPORTS

14.1 MAYORS REPORT

It has been a month of disappointment and frustration for our community (and Council) with the passing of the Emergency Services and Volunteers Fund (ESVF), and the failure of the State Government to further fund Wimmera Southern Mallee By Five.

In February, after the ESVF announcement, our CEO reported on its tax impact to the Council. The report, presented on 26 February, detailed the shift from the Fire Services Property Levy to the ESVF. Councillors endorsed advocating to the State Government about the ESVF and our role in its collection.

We participated in the Rural Councils Victoria request to provide information on the impact and joined their advocacy and fight against this tax.

We wrote to the Minister for Local Government, the Treasurer and the Minister for Emergency Services outlining our concerns in relation to the tax.

As the delegate for Municipal Association Victoria Yarriambiack Shire Council, I also communicated with the Mayor of Bass Coast Shire to endorse her motion to the State Council for taking direct responsibility for collecting the ESVF.

As of the time this report is being written, I am awaiting legal advice on potential next steps to consider regarding our advocacy and opposition to this tax.

As I have said, and will continue to say, it is incomprehensible that the people who volunteer and provide their services in rural communities will be some of the hardest hit with this tax.

On 21 May, I issued a media release expressing our deep disappointment that By Five was not allocated funding in the State Government's budget.

Wimmera Southern Mallee children are 40% more likely to be developmentally vulnerable and experience higher rates of preventable hospitalisations than the state average.

Three of the five local government areas that By Five covers are ranked amongst the 10 most disadvantaged areas in Victoria (Yarriambiack is one of them).

11 out of 19 towns within the By Five footprint, with populations over 300, have no childcare services.

Without access to quality early childhood education and healthcare, families and communities face long-term social and economic challenges.

By Five has implemented a tertiary paediatrics service supporting over 500 rural and remote children in our region with essential paediatric services, reducing paediatric wait times by 75%.

They have created a rural-focused Early Childhood Education and Care model, enabling the partnership with Emerge Early Years Services to reopen childcare in Hopetoun. I was proud to attend the open day on 17 May 2025, where Emerge is close to reopening the childcare. They will soon advertise for staff and are awaiting the childcare subsidy approval. By Five's vision made our partnership with Emerge possible.

They have proposed an innovative service model that ensures high-quality antenatal care close to home.

They have coordinated speech therapy, occupational therapy, and psychological services for remote children and education staff in our region.

Under Jo Martin's leadership, By Five and its dedicated team are committed to exploring options to keep serving the community and continue their initiatives.

We stand with Jo and the By Five team and will continue to fight and advocate for funding.

On a positive note, the 50km speed reduction has been successfully implemented in Cromie Street, Rupanyup. Additionally, funds have been secured through the Department of Transport and Planning to address safety concerns at the Lascelles Street school crossing in Hopetoun. The crossing at the northern end of town will be upgraded with electronic speed signs, standard regulatory signs, kerb out-stands, connecting footpath, and line marking, all expected to be completed by the end of the financial year. We extend our congratulations to the Yarriambiack Team for their efforts in advocating and collaborating with the State Government to enable these projects to come to fruition.

The community of Warracknabeal will also observe the creek sediment and weed removal occurring. This is a joint project with the Wimmera Catchment Management Authority.

This project will see the removal of sediment in the Yarriambiack Creek, between Werrigar and Wood Street, approximately 3.7km upstream of the Warracknabeal Weir on Rainbow Road and is estimated to conclude on Friday 30 May 2025.

And finally, the Draft Victorian Transmission Plan is currently out for community feedback. We encourage our community to view the plan, attend the drop-in sessions and provide feedback to Vic Grid through their engagement channels.

15 REPORTS FOR DECISION

15.1 REVOKING COMMUNITY ASSET COMMITTEE AND ENDORSING COMMITTEE OF MANAGEMENT LEASE – HOPETOUN RECREATION RESERVE INCORPORATED

Prepared by Tim Rose, Chief Operating Officer and Jo White, Governance Officer

SUMMARY

The Hopetoun Recreation Reserve Community Asset Committee of Council was established under the *Local Government Act 2020* on 27 November 2024.

Historically they had previously been a Community Asset Committee established 25 November 2020, then revoked 26 July 2023. At this time, the Committee operated as an Incorporated Committee of Management. The Committee had concerns regarding their Incorporated status and requested to be reinstated as a Community Asset Committee of Council, which was undertaken by resolution, at the Council Meeting held on the 27 November 2024.

The Committee have now decided they would function better as a Committee of Management and re-established their Incorporated Status in March 2025.

This paper seeks endorsement from Council to dissolve the Community Asset Committee, while simultaneously endorsing that the Chief Executive Officer may enter lease negotiations with Hopetoun Recreation Reserve Incorporated.

Recommended Motion:

That Council:

- a) Endorse that the Hopetoun Recreation Reserve Community Asset Committee of Council, established on the 27 November 2024, be revoked and dissolved as of 28 May 2025.
- b) Endorse that the Chief Executive Officer (or her nominated delegate) be delegated to enter negotiations to establish a Hopetoun Recreation Reserve Lease, between Council and Hopetoun Recreation Reserve Incorporated.
- c) Endorse for the Lease to be a peppercorn leases in accordance with the Leases and Licensing Policy, Schedule 1 – Category A, with a rental fee of \$1.00 (one dollar) + GST per year, deemed paid.
- d) Endorse the Chief Executive Officer to make any administrative changes required for the Leases to be executed, providing the intent of the Lease is not altered.
- e) Endorse for the lease to be a seven year lease, opposed to a five year lease as recommended in the Leases and Licensing Policy.
- f) Endorse the affixing of the Common Seal to the Lease in accordance with Council's Common Seal and Conduct at Meetings Local Law 2024.

ATTACHMENTS

[Attachment: Draft Lease – Hopetoun Recreation Reserve Incorporated](#)

DISCUSSION

The Hopetoun Recreation Reserve Committee was initially established before the *Local Government Act 2020* was introduced and had its own Australian Business Number but was not an incorporated entity. As a result, Council could not enter into a Community Lease Agreement with the Committee to manage the Hopetoun Recreation Reserve.

The Committee wanted to maintain independence and control over their functions and subsequently became an incorporated entity, with lease negotiations commencing soon after. As lease negotiations continued, the Committee raised concerns over insurances and liability and felt that the best option for the Committee and community was to de-

incorporate and return to a Community Asset Committee of Council. This was formally endorsed by Council on 27 November 2024.

Following extensive discussions around the compliance requirements associated with being a Community Asset Committee, the Hopetoun Recreation Reserve Office Bearers investigated their initial concerns around insurance and liability as an incorporated entity. The Committee was able to resolve and mitigate their concerns, which ultimately resulted in the best option being that they return to an incorporated status and enter into a lease agreement with Council.

Whilst Council's Lease and Licensing Policy lists five years as the standard lease, in this instance we are offering a seven year lease to show faith and support to Hopetoun Recreation Reserve Inc's tenure and ensure Council's asset remains well managed into the future.

It is recommended that Council formally revoke and dissolve the Hopetoun Recreation Reserve Community Asset Committee. Additionally, it is endorsed that the Chief Executive Officer (or delegate) be authorised to negotiate and enter into a lease with Hopetoun Recreation Reserve Incorporated on Council's behalf.

RELEVANT LAW

- *Local Government Act 2020*

COUNCIL PLANS AND POLICIES

- Council Plan 2021-2025 Strategic Objective 4: A Council Who Serves its Community.
- Leases and Licensing Policy.

RELATED COUNCIL DECISIONS

- 25 November 2020 – Ordinary Council Meeting Minutes – Appointment of Community Asset Committee of Council – Hopetoun Recreation Reserve
- 25 January 2023 – Ordinary Council Meeting Minutes - Rupanyup Recreation Reserve Lease Renewal
- 26 July 2023 – Ordinary Council Meeting Minutes - Revoke Community Asset Committee of Council – Hopetoun Recreation Reserve
- 27 November 2024 – Ordinary Council Meeting Minutes - Endorse re-establishment Community Asset Committee of Council – Hopetoun Recreation Reserve

OPTIONS

- a) Council could choose to not enter into a Lease Agreement with Hopetoun Recreation Reserve Incorporated and appoint a separate Community Asset Committee of Council. Councillors would need to consider if that would be in the best interest of the community and the impact it could have on volunteerism.

SUSTAINABILITY IMPLICATIONS

Economic: Community assets such as recreation reserves are vital to the economic prosperity of the Shire. Retaining workforces and sustaining a population is heavily reliant on services and facilities on offer. It is important that Council can ensure the longevity of Council owned assets where possible, and partner with volunteer groups to ensure services and facilities are maintained.

Social: Recreation reserves enhance the liveability, social connection, and cohesion across communities.

Financial: Council is heavily reliant on volunteerism across the Shire. Without volunteer groups such as the Hopetoun Recreation Reserve Incorporated, Council would be unable to provide the level of services currently on offer across our communities. There are significant benefits to not only Council, but the community, entering into Community Lease Agreements that embed sound governance structures, whilst also ensuring community services are delivered.

COMMUNITY ENGAGEMENT

Community engagement activities have occurred directly with the Hopetoun Recreation Reserve Community Asset Committee of Council.

GENDER IMPACT ASSESSMENT

Not applicable.

RISK

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

<i>Strategic Risk Description and Residual Risk Level</i>	<i>Action to Mitigate/Reduce Risk</i>	<i>Does Action maintain or reduce Residual Risk Level</i>
Strategy Execution and Change Management Risk - Residual Risk Level Medium	Entering into a lease agreement with a Community Group to manage Council owned assets supports the delivery of Council's key strategic objectives. It ensures assets can continue to be managed and utilised providing overarching benefits to the Shire.	Maintains Residual Risk Level
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	A formal lease agreement provides clear details on community groups roles and responsibilities.	Maintains Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

CONFLICTS OF INTEREST

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

15.2 USE OF ARTIFICIAL INTELLIGENCE POLICY

Prepared by Daniel Brandon, Manager Business Systems

SUMMARY

The rapid advancement of artificial intelligence (AI) offers opportunities for Yarriambiack Shire Council to improve operations. However, AI can be misused and raises ethical concerns. The attached Use of Artificial Intelligence Policy aims to guide the use of AI by Council staff, contractors, and Councillors, ensuring alignment with legal, ethical, and community standards while embracing positive change.

Recommended Motion:

That Council:

- a) Rescind the Use of Artificial Intelligence Policy adopted by Council on 22 May 2024; and
- b) Adopt the revised Use of Artificial Intelligence Policy as attached to this report.

ATTACHMENTS

[Attachment: Use of Artificial Intelligence Policy](#)

DISCUSSION

Artificial Intelligence is rapidly advancing, with significant potential to transform various industries, including Local Government. AI can improve efficiency and outcomes for tasks ranging from mundane to complex, such as generating ideas. Governments and organisations are weighing its benefits and challenges. Simple AI, like spellchecking and chatbots, has been around for decades, but recent advancements have made AI more sophisticated.

AI's benefits include streamlining processes, enhancing decision making through data analytics, and providing personalised support through virtual assistants. However, there are risks such as data privacy concerns, biases in algorithms, legal compliance issues, ethical considerations, dependence on AI leading to skill loss, and disruptions from technical failures.

Councils are increasingly using AI, with applications like ChatGPT and MS Copilot for drafting documents and conducting research. It is crucial to have a proactive, adaptable policy guiding the use of AI by Council staff to balance its transformative potential with adherence to legal, ethical, and community standards. The attached policy addresses these aspects, ensuring responsible utilisation of AI tools.

It uses guidance from the Australian Government's Digital Transformation Agency to inform its content, but it is adapted to the specific needs of Yarriambiack Shire Council. It organised under the following four areas:

- AI should be Deployed Responsibly;
- Accountability and Human Centred Decision Making;
- Transparency; and
- Privacy Protection and Security.

This policy has undertaken an annual review, and only administrative changes to titles have occurred.

Moving forward, this policy will be reviewed every three years by Council, and will undertake an annual internal review to ensure there are no technology changes that impact the application of the policy.

RELEVANT LAW

Nil.

COUNCIL PLANS AND POLICIES

- Council Plan 2021-2025 – Strategic Objective 4: A Council Who Services Its Community
- Information Management Policy
- Information Privacy Policy
- ICT Acceptable Use Policy
- ICT and Business Transformation Strategy

RELATED COUNCIL DECISIONS

- 22 May 2024 – Ordinary Council Meeting Minutes – Item 15.7 Use of Artificial Intelligence Policy

OPTIONS

Not applicable.

SUSTAINABILITY IMPLICATIONS

Financial: There is a small financial impact associated with adopting this policy. While many AI tools are currently available at little or no cost, it is anticipated that these tools will increasingly shift to paid models over time.

To support this transition and improve efficiency, selected roles with significant administrative responsibilities that would benefit from AI assistance will be provided with access to Microsoft Copilot, licensed for use within the internal YSC Microsoft tenancy.

COMMUNITY ENGAGEMENT

Community Engagement is not required in relation to the development and administration of this policy.

RISK

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

<i>Strategic Risk Description and Residual Risk Level</i>	<i>Action to Mitigate/Reduce Risk</i>	<i>Does Action maintain or reduce Residual Risk Level</i>
Security and Technology Risk - Residual Risk Level Low	The primary risk in regard to this policy is around data security and privacy. The policy requires that inputs into AI tools do not include or reveal any classified information, or personal information held by council.	Maintains Residual Risk Level
Innovation Risk - Residual Risk Level Low	The AI space is rapidly changing and impacting the way we work. As such it is important that a policy is in place to guide how AI is used at Council and that it is regularly reviewed as the technology matures and regulation occurs.	Maintains Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Australian Government Digital Transformation Agency, Interim guidance on government use of public generative AI tools.

CONFLICTS OF INTEREST

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

15.3 GROUND LEASE ENDORSEMENT FOR THE LIONS CLUB OF RUPANYUP INC – RUPANYUP MEMORIAL PARK AND CARAVAN PARK

Prepared by Jo White, Governance Officer

SUMMARY

The Rupanyup Lions Club Incorporated (Inc) have been managing and operating the Rupanyup Memorial Park and Caravan Park for some time.

Rupanyup is a popular location on the Silo Art Trail and the Caravan Park offers great and affordable facilities. The Caravan Park is within the Memorial Park which boasts a tranquil billabong and 3.5km walking track set amongst bushland gardens. The Park is a great base for travellers exploring the many tourist attractions in the area and is highly rated on the Wikicamps website.

The Lions Club are a high functioning Committee of Management and have made several improvements to the facilities and surrounds. Income from the site fees are utilised by making improvements to the Park and other Lions Club projects around Rupanyup.

As The Rupanyup Lions Club are the operating tenant, a lease is required to be put in place.

Recommended Motion:

That Council:

- a) Endorse the Lease (as attached) between Yarriambiack Shire Council and The Lions Club of Rupanyup for the ground and buildings known as Rupanyup Memorial Park and Caravan Park located at 89 Wimmera Highway, Rupanyup.
- b) Endorse for the Lease to be a peppercorn lease in accordance with the Leases and Licensing Policy, Schedule 1 – Category A, with a rental fee of \$1.00 (one dollar) + GST per year, deemed paid.
- c) Endorse the Chief Executive Officer to make any administrative changes required for the Lease to be executed, providing the intent of the Lease is not altered.
- d) Endorse for the lease to be a seven year lease, opposed to a five year lease as recommended in the Leases and Licensing Policy.
- e) Endorse the affixing of the Common Seal to the Lease in accordance with Council's Common Seal and Conduct at Meetings Local Law 2024.

ATTACHMENTS

[Attachment: Ground Lease - The Lions Club of Rupanyup Inc. - Rupanyup Memorial Park including Caravan Park](#)

DISCUSSION

The Lions Club of Rupanyup Inc have been established for some time and is run by a Committee of dedicated, knowledgeable and passionate volunteers. The Committee give countless hours to managing the Memorial Park and Caravan Park. Improvements include the surrounds, playground and bridges. The Caravan Park is well patronised with all site fees going back into the Club's community projects.

Whilst Council's Lease and Licensing Policy lists five years as the standard lease, in this instance we are offering a seven year lease to show faith and support to the Lions Club tenure and ensure Council's asset remains well managed into the future.

Council's priority is ensuring a lease agreement is entered into with The Lions Club of Rupanyup Inc as tenants of Rupanyup Memorial park and Caravan Park.

The lease has been reviewed and developed in consultation with the Lions Club.

RELEVANT LAW

Local Government Act 2020.

COUNCIL PLANS AND POLICIES

Leases and Licencing Policy.

OPTIONS

- a) Council could choose to undertake a public advertisement of The Lions Club of Rupanyup Inc Lease; however, it should be noted:
- Community consultation is not required under Section 115 of the *Local Government Act 2020*.

SUSTAINABILITY IMPLICATIONS

Social: The Lions Club of Rupanyup Inc manage and operate both the Memorial Park and Caravan Park. A dedicated group of volunteers are ensuring this tourist and community precinct are maintained at a high standard. The hard work of their volunteers ensures a great and safe location for community connection, recreation and inclusion for locals and visitors alike.

Financial: Visitors to the Caravan Park contribute to the town's economy through the payment of Site Fees to The Lions Club which in turn is invested in community projects. The local economy also receives a boost from travellers making purchases at local businesses.

COMMUNITY ENGAGEMENT

Not applicable.

GENDER IMPACT ASSESSMENT

Not applicable.

RISK

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

<i>Strategic Risk Description and Residual Risk Level</i>	<i>Action to Mitigate/Reduce Risk</i>	<i>Does Action maintain or reduce Residual Risk Level</i>
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	The Lease enables Council to meet its corporate governance and compliance obligations and reduces its liability risk.	Reduces Residual Risk Level
Reputational Risk - Residual Risk Level Low	The Lease will ensure that The Lions Club of Rupanyup Inc will continue to operate and manage the Memorial Park and Caravan Park minimising any reputational damage or negative feedback to Council.	Reduces Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

CONFLICTS OF INTEREST

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

15.4 BUILDING LEASE ENDORSEMENT FOR HOPETOUN AND DISTRICT HISTORICAL SOCIETY INC - HOPETOUN OLD SCHOOL SITE

Prepared by Jo White, Governance Officer

SUMMARY

The Hopetoun and District Historical Society Incorporated (Inc) have been operating out of the original State School building at the Old School Site, Austin Street Hopetoun for some time.

Historically, the Hopetoun and District Neighbourhood House shared the same location (including the outbuildings) but moved to the Gateway Beet building, 75 Lascelles Street Hopetoun early in 2024. However, many of the Neighbourhood House assets remained at the old school. Over the last couple of months, the Neighbourhood House have worked to vacate these spaces, which enabled Council to commence lease negotiations with the Hopetoun Historical Society.

Hopetoun Patchwork Group Inc remains using one room and shares the kitchen and bathroom facilities with the Historical Society.

The Historical Society have expanded into the additional rooms and offices and now have dedicated storage, research, administration and exhibition areas.

As the Hopetoun and District Historical Society Inc are the operating tenant, a lease is required to be put in place. The Historical Society will arrange a Sub-Lease with the Hopetoun Patchwork Group Inc.

Recommended Motion:

That Council:

- a) Endorse the Lease (as attached) between Yarriambiack Shire Council and Hopetoun and District Historical Society Inc for the buildings and land known as:
Old limestone Primary (State) School Building, Bristol Building & Shelter Shed
Note: Bristol Building and Shelter Shed are for storage purposes only.
- b) Endorse for the Lease to be a peppercorn lease in accordance with the Leases and Licensing Policy, Schedule 1 – Category A, with a rental fee of \$1.00 (one dollar) + GST per year, deemed paid.
- c) Endorse the Chief Executive Officer to make any administrative changes required for the Lease to be executed, providing the intent of the Lease is not altered.
- d) Endorse for the lease to be a seven year lease, opposed to a five year lease as recommended in the Leases and Licensing Policy.
- e) Endorse the affixing of the Common Seal to the Lease in accordance with Council's Common Seal and Conduct at Meetings Local Law 2024.

ATTACHMENTS

[Attachment: Lease - Hopetoun & District Historical Society Inc](#)

DISCUSSION

The Hopetoun and District Historical Society Inc has been established for some time and is run by a Committee of dedicated, knowledgeable and passionate volunteers. The Committee give countless hours to preserving, curating and researching the history of the town and surrounds. They have recently taken over additional rooms in the building and now have dedicated spaces for administration, research, storage and exhibitions. They have several projects planned that will be shared with locals and visitors alike.

Council's priority is ensuring a lease agreement is entered into with the Hopetoun and District Historical Society Inc as tenants of Council's building at the Old School Site. This

paper seeks endorsement from Council to formalise the existing arrangement, by entering a formal lease agreement in line with Council's Governance policies. Whilst Council's Lease and Licensing Policy lists five years as the standard lease, in this instance we are offering a seven year lease to show faith and support to the Historical Society's tenure and ensure Council's asset remains well managed into the future.

As part of the Lease Agreement, Council has also created Maintenance and Servicing Guidelines that outlines how Council will support tenants in Council owned buildings and managed facilities.

The Historical Society will also supply copies of their Annual General Meeting minutes and an annual activities report regarding activities held in the past year and projections for the following 12 months.

RELEVANT LAW

Local Government Act 2020.

COUNCIL PLANS AND POLICIES

Leases and Licencing Policy.

OPTIONS

- a) Council could choose to undertake a public advertisement of the Hopetoun and District Historical Society Inc Lease; however, it should be noted:
 - Community consultation is not required under Section 115 of the *Local Government Act 2020*.

SUSTAINABILITY IMPLICATIONS

Social: The Historical Society are the curators and caretakers of the bulk of Hopetoun's and the region's history. A dedicated group of volunteers are ensuring the stories of local pioneers and families keep being told. The Historical Society will continue to preserve Hopetoun's history through ongoing research, regular exhibitions and provide a place for connection, safety, inclusion and learning to locals and visitors alike.

Financial: Visitors to the Historical Society locations throughout Hopetoun contribute to the town's economy.

COMMUNITY ENGAGEMENT

Not applicable.

GENDER IMPACT ASSESSMENT

Not applicable.

RISK

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

<i>Strategic Risk Description and Residual Risk Level</i>	<i>Action to Mitigate/Reduce Risk</i>	<i>Does Action maintain or reduce Residual Risk Level</i>
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	The Lease enables Council to meet its corporate governance and compliance obligations and reduces its liability risk.	Reduces Residual Risk Level
Reputational Risk - Residual Risk Level Low	The Lease will ensure that the Hopetoun and District Historical Society Inc will continue to operate from its existing location. The Society is able to expand its operation with the additional space and plan to hold regular exhibitions which will promote the area, minimising any reputational damage or negative feedback to Council.	Reduces Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

CONFLICTS OF INTEREST

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

15.5 SPORT AND RECREATION ALLOCATION ADOPTION

Prepared by Rebecca Botheras, Sport and Recreation Coordinator

SUMMARY

The Sport and Recreation Strategy 2025–2035 provides a clear framework for the planning, development, and management of sport and active recreation facilities across the municipality. It sets out seven key principles to guide decision-making, with a focus on increasing community participation, promoting sustainability, encouraging strong partnerships, and ensuring effective facility management.

To support the delivery of these principles, a new funding model for annual allocations to Recreation Reserves and Swimming Pools has been proposed. The model aims to ensure a more equitable, transparent, and strategic approach to funding allocations, aligned with the long-term goals of the Strategy.

This report presents the proposed funding models for annual allocations towards Recreation Reserves and Swimming Pools for endorsement for community consultation.

Recommended Motion (1) Recreation Reserves Funding Model (Option 1):

That Council:

- a) Endorse the proposed Recreation Reserve Annual Allocation Funding Model for the purpose of direct community group consultation, as follows:

Recreation Reserves Funding Model:

- Mandatory annual reporting compliance with Consumer Affairs, Council, and/or Department of Energy, Environment and Climate Action.
 - 66% of funding allocated via a weighted scoring system:
 - 26% for Maximum Community Participation and Validated Community Benefit.
 - 15% for Effective Maintenance, Management, and Sustainability.
 - 26% for Shared Precincts, Partnerships, and Collaboration.
 - 33% of funding allocated based on the population as a percentage of towns with Recreation Reserves.
- b) Authorise the Chief Executive Officer to write to all applicable committees, outlining the endorsed funding model for consultation, inviting written feedback, and providing an opportunity to present at a Council Forum prior to final endorsement of the 2025/26 funding allocations.

Recommended Motion (2) Swimming Pools Funding Model (Option 1):

That Council:

- a) Endorse the proposed Swimming Pools Annual Allocation Funding Model for the purpose of direct community group consultation, as follows:

Swimming Pools Funding Model:

- Mandatory annual reporting compliance with Consumer Affairs, Council, and/or Department of Energy, Environment and Climate Action.
- 40% of funding based on the total pool area (including toddler and learner pools).
- 35% based on pool usage and attendance.
- 25% based on the population as a percentage of towns with swimming pools.
- Integration of maintenance and lifeguard costs into the overall funding allocation.

- b) Authorise the Chief Executive Officer to write to all applicable committees, outlining the endorsed funding model for consultation, inviting written feedback, and providing an opportunity to present at a Council Forum prior to final endorsement of the 2025/26 funding allocation.

ATTACHMENTS

[Attachment: Swimming Pool and Recreation Reserve Annual Allocations Rational](#)

DISCUSSION

The Council's Sport and Recreation Strategy 2025-2035 outlines a comprehensive framework for the development and management of sport and active recreation facilities across the municipality. The Strategy is built on seven key principles designed to guide the allocation of resources, ensuring that funding decisions reflect community needs, industry best practices, and long-term sustainability. These principles aim to foster equitable access, community participation, and effective facility management, while promoting strong partnerships with local clubs and organisations.

The principles outlined in the strategy are as follows:

1. Maximum Community Participation
2. Shared Precincts and Community Hubs
3. Sustainability
4. Partnerships
5. Working Together with Clubs and Community
6. Maximised and Validated Community Benefit
7. Effective Management and Maintenance

To support these principles, a new funding model for Recreation Reserves and Swimming Pools Annual Allocations has been proposed. The proposed funding models for Recreation Reserves and Swimming Pools aim to distribute resources equitably across the Shire, ensuring that financial support aligns with community needs, participation, and facility usage.

The current funding arrangements, though historically effective in supporting local facilities, have not always adapted to the evolving needs and characteristics of the community or aligned with the strategic direction outlined in the recently developed Sport and Active Recreation Strategy. Discrepancies in funding allocations between different types of facilities and geographic locations have resulted in uneven outcomes,

with some areas receiving proportionally less support relative to demand, usage, or community need. Notably, the current model relies on outdated population data that has not been reviewed since its implementation. Revised population inputs have influenced changes in the proposed funding allocation. The updated funding model incorporates precise inputs to ensure fair and transparent allocations.

Recreation Reserves Funding Model:

- Mandatory annual reporting compliance with Consumer Affairs, Council, and/or DEECA.
- 66% of funding allocated via a weighted scoring system:
 - 26% for Maximum Community Participation and Validated Community Benefit.
 - 15% for Effective Maintenance, Management, and Sustainability.
 - 26% for Shared Precincts, Partnerships, and Collaboration.
- 33% of funding allocated based on the population as a percentage of towns with Recreation Reserves.

Swimming Pools Funding Model:

- Mandatory annual reporting compliance with Consumer Affairs, Council, and/or DEECA.
- 40% of funding based on the total pool area (including toddler and learner pools).
- 35% based on pool usage and attendance.
- 25% based on the population as a percentage of towns with swimming pools.
- Integration of maintenance and lifeguard costs into the overall funding allocation.

To assist in decision-making, the Council requested financial information from all Recreation Reserve and Swimming Pool Committees in March 2025. The information submitted provided further context regarding each facility's financial status and operational priorities.

Overall, the revised funding models represent a proactive step toward aligning Council's resource allocation with the strategic priorities outlined in the Sport and Recreation Strategy 2025–2035. They provide a clear, consistent framework that supports community outcomes, encourages strong local partnerships, and ensures public funds are distributed in a way that maximises benefit to residents across the municipality. Adoption of these models will not only improve transparency and accountability but also reinforce the Council's commitment to supporting active, connected, and sustainable communities.

RELEVANT LAW

Local Government Act 2020.

COUNCIL PLANS AND POLICIES

- Sport and Recreation Strategy 2025-2035
- Council Plan 2021-2025: Strategic Objective 2 – A Healthy and Inclusive Community

RELATED COUNCIL DECISIONS

- 28 August 2024 – Ordinary Council Meeting Minutes - 15.2 Sport and Recreation Strategy

OPTIONS

- a) Council could choose to reject the recommendation and request further community consultation be undertaken on the Funding Models for Recreation Reserves and Swimming Pool prior to endorsement.
- b) Council could choose to reject the recommendation and request an alternative motion towards the Recreation Reserve and/or Swimming Pools Funding Models.

SUSTAINABILITY IMPLICATIONS

Economic - The proposed funding models support economic sustainability by ensuring equitable and efficient allocation of resources based on community need, usage, and compliance. This approach promotes long-term financial viability of facilities and encourages responsible management by community committees.

Social - The proposed funding models support social sustainability by promoting equitable access to facilities, encouraging community participation, and strengthening partnerships with local clubs and organisations. This helps foster inclusive, connected, and active communities across the municipality.

Environmental - The funding models support environmental sustainability by encouraging effective facility management and maintenance, including sustainable practices that align with Council's long-term environmental goals. This helps ensure recreation assets are operated efficiently and responsibly.

Financial - The proposed funding models support financial sustainability by aligning funding with clear criteria such as compliance, usage, and population. This ensures a more accountable and transparent distribution of resources, helping Council manage budgets effectively while supporting long-term asset viability.

COMMUNITY ENGAGEMENT

Council undertook substantial community and stakeholder engagement during the development of the Sport and Recreation Strategy 2025–2035, ensuring that the Strategy reflects the values, needs, and priorities of the municipality's diverse communities. This process included targeted consultation with local sporting clubs, recreation reserve and pool committees, community groups, and state sporting associations, as well as broader community engagement through surveys, workshops, and online platforms.

As part of this consultation, the Council released a community survey specifically seeking community input on the draft funding models for Recreation Reserves and Swimming Pools Annual Allocations. Feedback received through this process provided a strong foundation for the development of the revised models. Since then, Council Officers have worked closely with Councillors to refine the models in alignment with the Strategy's guiding principles.

This report now seeks Council's endorsement of the proposed funding models for the purpose of community consultation. This next phase will involve directly notifying all relevant committees, providing them with detailed information on the endorsed models for consultation, and inviting formal feedback. Additionally, stakeholders will be offered the opportunity to present their feedback at a Council Forum. All feedback received will be considered in finalising the models, with the intention of presenting the final recommendations for the Council's consideration at the 30 June 2025 Council Meeting.

GENDER IMPACT ASSESSMENT

The *Gender Equality Act 2020* requires entities to conduct gender impact assessments on all new policies, programs and services that directly and significantly impact the public as well as those up for review.

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

RISK

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

<i>Strategic Risk Description and Residual Risk Level</i>	<i>Action to Mitigate/Reduce Risk</i>	<i>Does Action maintain or reduce Residual Risk Level</i>
Financial Risk - Residual Risk Level Medium	The models are designed to improve transparency and accountability in resource allocation, aligning funding with defined criteria and strategic priorities. Ongoing monitoring and annual reporting requirements will help mitigate potential risks related to misallocation or misuse of funds.	Reduces Residual Risk Level
Reputational Risk - Residual Risk Level Low	While changes to funding models may generate concern among some community members, the transparent, consultative approach taken by Council, along with opportunities for feedback and forum presentations, helps mitigate this risk. Clearly aligning funding with community benefit and strategic priorities further supports public trust and confidence in Council's decision-making.	Maintains Residual Risk Level
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	The proposed funding models include mandatory compliance requirements with reporting obligations to Consumer Affairs, DEECA, and Council, strengthening oversight and accountability. This approach promotes good governance, reduces the risk of non-compliance, and ensures that Council meets its legislative responsibilities when allocating public funds.	Reduces Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not Applicable.

CONFLICTS OF INTEREST

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

15.6 INFORMATION MANAGEMENT POLICY

Prepared by Daniel Brandon, Manager Business Systems

SUMMARY

The objective of the Information Management Policy is to establish a Council wide consistency in the management of information and a framework for the creation, access, management, storage, and disposal of information (including records) of all agency functions, irrespective of format, within the Yarriambiack Shire Council.

This policy is presented to Councillors for review and endorsement as part of the scheduled three-year cycle.

Recommended Motion:

That Council:

- a) Rescind the Information Management Policy adopted by Council on 23 March 2022; and
- b) Adopt the revised Information Management Policy as attached to this report.

ATTACHMENTS

[Attachment: Information Management Policy](#)

DISCUSSION

The Information Management Policy is designed to ensure a consistent approach to information management across the Council, encompassing the creation, access, management, storage, and disposal of information (including records) related to all agency functions, regardless of format, within the Yarriambiack Shire Council operations.

The Information Management Policy and supporting Procedure provide guidance on information management to deliver effective controls that support and facilitate efficient business processes across all departments.

Records are maintained to support management, administration, and service delivery, provide efficient customer service, offer evidence of actions and decisions, set precedents for future decision making, and protect the rights and interests of the Council, its clients, and the community.

The Information Management Policy is backed by a Chief Executive Officer approved Information Management Procedure that details the systems used for recording information and documents uploaded to each system, and the backup processes in place.

This policy applies to records of all work conducted by or on behalf of Yarriambiack Shire Council, irrespective of media or format (e.g., paper, digital, audio visual) and includes all business systems, registered files, working papers, electronic documents, emails, online transactions, data stored in databases, discs, maps, plans, photographs, and video or voice recordings.

This policy review has been limited to administrative updates, including changes in titles.

RELEVANT LAW

- *Public Records Act 1973*
- *Privacy and Data Protection Act 2014*
- *Freedom of Information Act 1982*
- *Information Privacy Act 2000*
- *Local Government Act 2020*
- *Crimes Act 1914*
- *Electronic Transactions Act 1999*

- *Evidence Act 1995*
- *Health Records Act 2001*

COUNCIL PLANS AND POLICIES

- Council Plan 2021-2025 Strategic Objective 4: A Council Who Serves its Community.
- Business Continuity Plan
- Information Management Procedure
- ICT Disaster Recovery Plan and Procedure
- Information Communication Technology Acceptable Use Policy

RELATED COUNCIL DECISIONS

- 23 March 2022 – Ordinary Council Meeting Minutes – Item 12.2 Information Management Policy

OPTIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that priority is to be given to achieving the best outcomes for the municipal community, including future generations.

- a) Councillors could choose to request amendments to the Policy prior to adoption.

SUSTAINABILITY IMPLICATIONS

Not applicable.

COMMUNITY ENGAGEMENT

Not applicable.

GENDER IMPACT ASSESSMENT

Not required for this report.

RISK

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

<i>Strategic Risk Description and Residual Risk Level</i>	<i>Action to Mitigate/Reduce Risk</i>	<i>Does Action maintain or reduce Residual Risk Level</i>
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	The adoption of the Information Management Policy and the development of an Information Management Procedure ensures Council has a compliance framework for managing information.	Maintains Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

- Australian Standards of Records Management AS ISO 15489. Records Management General
- AS ISO 15489. Records Management Guidelines
- Privacy Guide
- Public Records of Victoria (PROV) Recordkeeping Standards for capture, control, storage, access, and disposal

CONFLICTS OF INTEREST

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

15.7 FINANCIAL AND NON-FINANCIAL PERFORMANCE REPORT

Prepared by Anita McFarlane, Chief Financial Officer

SUMMARY

In accordance with the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020, Council is required to have an integrated approach to strategic planning with the requirement that monitoring and performance reporting is to be adopted.

This report provides the Council and community with an update on Council's Financial and Non-Financial Performance as at 31 March 2025.

Recommended Motion:

That Council:

- a) Adopt the quarterly Financial and Non-Financial Performance Report as of 31 March 2025.

ATTACHMENTS

[Attachment: Financial and Non-Financial Performance Report - 2024-25 – Quarter 3](#)

DISCUSSION

Financial and Non-Financial Performance Report

Schedule 1 of the Local Government (Planning and Reporting) Regulations 2020, identifies that Council must produce the following reports within identified time frames as below:

- a. Quarterly Budget Reports, comparing actual and budgeted results and an explanation of any material variations must be completed.
- b. Risk Reports, 6-monthly reports of strategic risks to Council's operations, their likelihood, and consequences of occurring and risk minimisation strategies.
- c. Performance Reports, 6-monthly reports of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 98 of the *Local Government Act 2020*.

The Management Team has adopted a holistic approach to meet the requirements of the *Local Government Act 2020* and Regulations, by compiling a Quarterly Financial and Non-Financial Performance Report.

The report incorporates Budget, Risk and Performance Reporting. Council's risk appetite has been utilised to develop non-financial performance indicators for reporting purposes.

The Executive Summary at the beginning of the attached report outlines Council's performance against key performance indicators.

Infrastructure and Works - Operations Update

During the quarter, efforts were concentrated on delivering the remaining Capital Works Program and undertaking significant road maintenance activities. This focus resulted in the physical completion of majority of the gravel road works, with the exception of three gravel resheets and three shoulder resheets. A substantial portion of the Banyena-Pimpinio Road rehabilitation was also completed during this period, with the remaining works completed in the final quarter.

The large footpath program progressed well, with final projects expected to be completed in the next quarter. Routine maintenance activities were carried out throughout the quarter and are planned to continue into the next, with the available budget expected to be fully utilised. Operational activities during the quarter included footpath rectification works, maintenance grading, customer request and defect rectification, and roadside slashing.

Forecasted Results

After the first three quarters of the financial year the net surplus is \$6.7 million. This can be attributed to an increase in income for the third quarter of the year which is \$4.9 million or 20% higher than expected. Total expenses after the third quarter of the year are \$22.636 million or 2% higher than budget at the reporting date.

At the end of the quarter, the reviewed forecast deficit for the full year has been adjusted to \$887,380. This figure is lower than the adopted budget figure of a deficit of \$1.654 million. The cash position of the organisation is expected to be \$4.32 million at 30 June 2025 after factoring in the forecasted operating result for the financial year.

Key Projects Update

Warracknabeal Public Amenities Scott Street: At the end of the third quarter painting is currently being undertaken and the fit outs are to be installed. This project is expected to be completed by the end of May 2025.

Housing Units – Rupanyup, Hopetoun and Warracknabeal: This component of the wider Affordable Housing Project will see the completion of three affordable housing units (one in each township).

Rupanyup Unit – Construction has been completed. Fit outs and landscaping to be undertaken (including fencing).

Warracknabeal Unit – Brickwork has been completed. Design works currently been undertaken for landscaping.

Hopetoun Unit – Water main to be installed and then once the final approvals are given the contract will be signed.

Successful Grants Update

During the quarter, Council was successful in receiving the following successful grant outcomes:

- \$119,162 from the State Government - Victorian Government Country Football Netball Program to deliver the Hopetoun Recreation Reserve Netball Court Lighting project.

RELEVANT LAW

- *Local Government Act 2020* – Section 97 Quarterly Budget Report
- *Local Government Act 2020* – Section 94 the Budget
- *Local Government (Planning and Reporting) Regulations 2020*

COUNCIL PLANS AND POLICIES

- Annual Budget 2024-2025
- Performance Reporting Framework
- Risk Management Manual

RELATED COUNCIL DECISIONS

- 28 June 2023 – Ordinary Meeting of Council Minutes - Adoption of the Annual Budget 2023-2024
- 26 June 2024 – Ordinary Meeting of Council Minutes - Adoption of the Annual Budget 2024-2025

OPTIONS

The option presented in this report is to provide Council with a quarterly report encompassing both Financial and Non-Financial Performance Reporting. It provides enhanced governance and oversight and promotes transparency in decision making.

Options to be considered:

- a) The Report is presented in a combined overarching report format that is presented quarterly.

- b) The Reports could be separated into three distinct reports, opposed to a combined overarching report that is presented quarterly.
- c) The Risk Report and Performance Reports could be moved to six monthly in line with the *Local Government Act 2020* requirements, with the Budget Reports being quarterly only.

SUSTAINABILITY IMPLICATIONS

Council must give effect to the overarching governance principles in section 9 of the *Local Government Act 2020*, when considering sustainability implications.

Financial: Yarriambiack Shire Council is heavily reliant on operational and capital grants as a source of revenue funding. This poses a significant financial risk to Council. Councils' ability to raise source revenue is restricted by the annual rate cap and is at risk to decreases or increases that are lower than cost inflation.

COMMUNITY ENGAGEMENT

Engagement has not been undertaken to develop the Performance Reporting Framework.

In accordance with section 9 of the *Local Government Act 2020*, Council must in the performance of its role give effect to the overarching governance principles.

The financial and non-financial performance indicators are utilised as a tool for decision making to achieve good governance.

Council adopted a Community Engagement Policy which is applied when developing and consulting with the community in relation to the Annual Budget development and adoption. The quarterly report outlines Council's financial position against the adopted budget.

GENDER IMPACT ASSESSMENT

Not applicable.

RISK

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

<i>Strategic Risk Description and Residual Risk Level</i>	<i>Action to Mitigate/Reduce Risk</i>	<i>Does Action maintain or reduce Residual Risk Level</i>
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	The quarterly report incorporates the reporting requirements as outlined in the Local Government (Planning and Reporting) Regulations 2020 Schedule 1.	Maintains Residual Risk Level
Financial Risk - Residual Risk Level Medium	The quarterly report includes Budget versus Actual reporting, which enables management, Audit and Risk Committee and Councillors to monitor the financial performance of Council and assess and address risks as they arise.	Maintains Residual Risk Level
Program and Project Risk - Residual Risk Level Medium	The quarterly report incorporates detailed project reporting for Council Forum and Audit and Risk Committee, which provides enhanced oversight on the performance of projects.	Maintains Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

CONFLICTS OF INTEREST

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

16 COUNCIL REPORTS FOR NOTING

16.1 USER AGREEMENTS OR MEMORANDUMS OF UNDERSTANDING SENIOR CITIZENS CLUBS

Prepared by Jo White, Governance Officer

SUMMARY

The Senior Citizens Clubs of Yarriambiack Shire Council have operated for many years. Those currently in operation are located in Warracknabeal, Hopetoun, Minyip and Rupanyup. The Beulah Club folded in 2023 due to lack of numbers.

With evolving legislation and on the advice of our Lawyers and Insurers, it is advisable that all occupants/tenants/users of Council owned assets be under some form of agreement to ensure all parties understand their obligations and responsibilities.

In most instances this would be in the form of a Ground or Building Lease, or a Licence Agreement.

Senior Citizens Clubs are exempt from Council's Lease and Licensing Policy, instead they are governed by Model Rules of Association, therefore a User Agreement would meet the requirement in this instance.

All Senior Citizens Clubs were visited by the Governance Officer in April who explained why the agreement was needed and the process we would undertake to put it in place. Council was mindful to reiterate its satisfaction with how the Clubs were being operated and Council would continue to support Senior Citizens groups going forward.

Through these open discussions it became clear that not all clubs had the numbers and/or committee structure to align with the Model Rules of Association and in that instance an alternative Memorandum of Understanding was drafted. This alternative meets Council's requirement and ensures the ongoing operation of this valuable community service.

Each Club received a version of the relevant document, as listed below, for review amongst its members. We welcomed any feedback and considered requests for amendments. All Clubs have now agreed in principle and the final versions have been sent out for signature. As at 16 May 2025 Rupanyup and Minyip's documents have been fully executed. Hopetoun's will be returned in the next week and Warracknabeal's will be endorsed at their June Meeting.

Recommended Motion:

- a) That Council note this report.

ATTACHMENTS

[Attachment: User Agreement – Minyip Senior Citizens Club Inc](#)

[Attachment: User Agreement – Warracknabeal Senior Citizens Club](#)

[Attachment: Memorandum of Understanding – Rupanyup Senior Citizens Club](#)

[Attachment: Memorandum of Understanding – Hopetoun Senior Citizens Club](#)

DISCUSSION

The Senior Citizens Clubs provide a safe space free from abuse and discrimination and help promote health and wellbeing to extend active participation in community and life by people aged 55 and over.

The members meet at least weekly for refreshments, games, craft, cards, indoor bowls, informal chats and on occasion a centre based meal.

The majority of the members are over 55 years of age, live alone and attend regularly. The benefits of their patronage, to themselves and each other is of the highest importance.

The Warracknabeal Club also hosts Probus Meetings, cards, craft and a gardening Clubs.

The Customer Service Team manage electronic calendars for each Seniors Club and have scheduled their regular activities. Any additional activities including Council use are negotiated and added to the calendar as required.

Access to the Clubs is only in scheduled session times and only the President and Secretary, or the Contact Person and Treasurer can hold keys and access codes to the building.

RELEVANT LAW

Local Government Act 2020.

COUNCIL PLANS AND POLICIES

Leases and Licencing Policy.

OPTIONS

Council could choose to undertake a public advertisement of the Senior Citizens Clubs User Agreements or Memorandums of Understanding; however, it should be noted:

- Community consultation is not required under Section 115 of the *Local Government Act 2020*.
- Senior Citizen Clubs are exempt from Council's Leases and Licencing Policy.

SUSTAINABILITY IMPLICATIONS

Social: The Senior Citizen Clubs are highly reputed community groups across the Shire and are well patronised by many locals. The Club gatherings provide a place of connection, health and wellbeing, inclusion and activities.

COMMUNITY ENGAGEMENT

Not applicable.

GENDER IMPACT ASSESSMENT

Not applicable.

RISK

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

<i>Strategic Risk Description and Residual Risk Level</i>	<i>Action to Mitigate/Reduce Risk</i>	<i>Does Action maintain or reduce Residual Risk Level</i>
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	The Agreements/MoU's enables Council to meet its corporate governance and compliance obligations and reduces its liability risk.	Reduces Residual Risk Level
Reputational Risk - Residual Risk Level Low	The Agreements/MoU's will ensure that the Senior Citizens Club have an appropriate document in place for their Club to operate in the Council owned building. Clarifying each party's responsibilities ensures the Clubs can function at a high and safe level and well into the future. This should prevent any reputational damage or negative feedback.	Reduces Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

CONFLICTS OF INTEREST

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

17 PERMITS ISSUED

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

Recommended Motion:

That Council:

Note the permits issued by Council between 01 April 2025 to 30 April 2025.

Reference No	Description	Address	Date of Issue
Planning Permits			
PA20250051	Construction of a storage shed	Warracknabeal	30/04/2025
PA20240032-1	Construction of a storage shed within an LSIO	Warracknabeal	04/04/2025
VS2025015	Construction of a shed	Hopetoun	04/04/2025
VS2025016	Construction of a machinery shed	Beulah	22/04/2025
Local Law Permits			
05-25	Sheep Hills – ANZAC Dawn Service Event	Sheep Hills	02/04/2025
06-25	Camp in a public place – Minyip Murtoa FNC 30-year reunion	Minyip	03/04/2025
07-25	Discharge of fireworks	Minyip	07/04/2025
08-25	Keeping more than the allowed number of animals	Murtoa	24/04/2025
09-25	Keeping more than the allowed number of animals	Warracknabeal	30/04/2025

18 URGENT BUSINESS

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

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

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

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

19 NEXT MEETING

Monday 30 June 2025

20 CLOSED

Council will close the Ordinary Meeting of Council and move to the Closed (Confidential) Meeting of Council. Noting the meetings will be considered as two separate meetings.

Recommended Motion:

That the Meeting of Council is now closed at (time).

Council will now proceed to the Closed (Confidential) Meeting of Council.

SUMMARY CLOSED (CONFIDENTIAL) MEETING AGENDA

That, in accordance with sections 66(1) and 66(2)(a) of the *Local Government Act 2020*, the meeting be closed to members of the public for consideration of the following confidential items:

1. C354-2025 - MURTOA RECREATION RESERVE NETBALL / TENNIS COURTS CONSTRUCTION

This Agenda item is confidential information for the purpose of section 3(1) of the *Local Government Act 2020*:

- a) Because it is Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released (section 3(1)(a)); and
- b) This ground applies because the Agenda Item concerns the progress of ongoing contractual negotiations that would, if prematurely released, diminish the strength of Council's position in those negotiations.