Yarriambiack
SHIRE COUNCIL

Minutes

Ordinary Meeting of Council

24 June 2026

COUNCIL CHAMBERS

34 Lyle Street, Warracknabeal

MEETING OF COUNCIL TO COMMENCE AT 3.00PM

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.

Photo Location: Lake Marma, Murtoa

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OUR VISION

A strong and connected community prioritising sustainable and innovative approaches to support the wellbeing of our people, economy and environment.

We will achieve this shared vision by:

- ✓ Looking after our communities, with an aim of enhancing social connection through better infrastructure, safety, wellbeing, advocacy, health and education services.
- ✓ Supporting the diversification of our economy by focusing on tourism and agriculture.
- ✓ Committing to environmental responsibility by making decisions that consider the impact on our community ecosystem.

CONTINUOUS IMPROVEMENT

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

RECORDING AND MINUTES

The recording of this Council Meeting will be made publicly available on Council's YouTube channel until the next scheduled Council Meeting, providing the community with enhanced access to Council decision-making and deliberations without the need for in-person attendance.

Council Meeting Minutes from the preceding 12 months are available on Council's website. The Minutes of this meeting will be published within 3 business days of the meeting's conclusion.

1 WELCOME

2 RECORDING PREAMBLE

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

This Open Council Meeting is to be 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.

The agenda, minutes and recording of this meeting will be made available to the public on the Council's website, accessible via the 'Council Meetings' page located on the homepage.

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 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 the recording. 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 recording 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 the 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 recording, 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 **3.00pm** 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 Nations and Council pays 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	Andrew McLean	Hopetoun Ward
Deputy Mayor	Corinne Heintze	Dunmunkle Ward
Councillor	Melinda Keel	Dunmunkle Ward
Councillor	Kylie Zanker	Warracknabeal Ward
Councillor	Chris Lehmann	Hopetoun Ward

Council Officer	Tammy Smith	Chief Executive Officer
Council Officer	Monique Metlika	Governance Support Officer
Council Officer	Anita McFarlane	Chief Financial Officer

5 APOLOGIES

Name / Role	Description of Leave / Absence
Cr Karly Kirk	On Leave

6 CONFIRMATION OF MINUTES

6.1 MINUTES 27 MAY 2026 – ORDINARY MEETING

Minutes of the Ordinary meeting of Council held on 27 May 2026 be taken as an accurate record and confirmed.

Resolution:

That the minutes of the Ordinary Meeting of Council held on 27 May 2026, as circulated be taken as read and confirmed.

Moved Cr Keel **Seconded Cr Zanker**

That the recommendation be adopted.

Carried Unanimously

6.2 MINUTES 27 MAY 2026 – CLOSED (CONFIDENTIAL) MEETING

Minutes of the Closed (Confidential) meeting of Council held on 27 May 2026 be taken as an accurate record and confirmed.

Resolution:

That the minutes of the Closed (Confidential) Meeting of Council held on 27 May 2026, as circulated be taken as read and confirmed.

Moved Cr Zanker **Seconded Cr Heintze**

That the recommendation be adopted.

Carried Unanimously

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
30 June 2025 Item 15.5	Enter into an agreement with the Rupanyup Recreation Reserve outlining that the funds received from the NBN Tower rental must be utilised towards infrastructure upgrades and/or ground and building maintenance at the Rupanyup Recreation Reserve.	Not yet commenced. Agreement to be developed.
29 October 2025 Item 15.8	Provide a report back to Council in 12 months' time, outlining the progress of sourcing alternative grants and/or revenue streams to fund the Automated Weather Station maintenance. Report due by 29 October 2026.	Report to be provided in October 2026.
26 November 2025 Item 14.3	Ensure that sanitary bins are available in Council's public toilets, wherever female disposal facilities exist.	Implementation plan being enacted.
10 December 2025 Item 15.1	Land transfer of land, Wheatlands Agriculture Museum, to the Warracknabeal and District Historical Society.	Lawyer engaged to commence the process.
10 December 2025 Item 15.2	Transfer of land, 40 Anderson Street Warracknabeal, to E2E Growth.	This will occur once funding is secured to develop the site.
28 January 2026 Item 15.4	Sell the former depot sites in Hopetoun known as: • 92 Cummings Street, Hopetoun (Lot 9 LP26623, Lot 10 LP26623, and Lot 11 LP26623), comprising a total area of 3,036 square metres; and • 74-76 Cummings Street, Hopetoun (Lot 2 LP147375), comprising a total area of 1,543 square metres.	Real Estate Agent engaged to commence the sale process.
28 January 2026 Item 15.5	Gift 2 Wood Street, Rupanyup to the Victorian State Emergency Servies (VICSES).	Lawyer engaged to commence the process.
27 May 2026 Item 15.4	Enact the Licence between Yarriambiack Shire Council and Murtoa Events Incorporated for the use of the Shed located on the Old Kindergarten Site, located at 38-40 Marma Street, Murtoa.	Licence has been circulated for signing.
27 May 2026 Item 15.5	Enact the Lease between Yarriambiack Shire Council and Warracknabeal District Historical Society Inc for the building and land known as the Warracknabeal Historical Centre, 81 Scott Street, Warracknabeal, Vic 3393.	Lease has been circulated for signing.

Council Meeting	Recommendation Action	Action Taken
27 May 2026 Item 15.6	Enact the Lease between Yarriambiack Shire Council and Sheep Hills Mechanics Institute Inc for the building and land known as Sheep Hills Hall, 463 Sheep Hills-Minyip Road, Sheep Hills, Vic 3392.	Lease has been circulated for signing.
27 May 2026 Item 15.9	Prepare a planning scheme amendment documentation based on the recommendations outlined in Volume 1 of the Yarriambiack Heritage Review. Additionally, seek Authorisation from the Minister for Planning to amend the Yarriambiack Planning Scheme to implement the Yarriambiack Heritage Review.	

9 PETITIONS

No petitions received.

10 MINISTERIAL AND GOVERNMENT CORRESPONDENCE TO COUNCILLORS ONLY

Outgoing		
Date	**Recipient**	**Details**
28/05/2026	Beverley McArthur MP	Follow up email from meeting with Mrs McArthur on 28 May 2026.
15/06/2026	The Hon. Gabrielle Williams MP Cc: Rikkie-Lee Tyrrell MP, Jade Benham MP and Noel Laidlaw, President of Rail Revival Alliance Victoria	Letter of Support - Support for Rail Revival Alliance Victoria Proposal – Mildura Passenger Rail Services - The Hon. Gabrielle Williams MP

Incoming		
Date	**Sender**	**Details**
10/06/2026	The Hon. Ben Carrol MP Minister for Education	Email response to meeting request regarding the procurement process for the School to Work Program and how it will impact the Wimmera Southern Mallee region.

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
10 August 2026	Ordinary Meeting
21 September 2026	Special Financial Statements and Performance Report Meeting
09 November 2026	Ordinary Meeting
08 February 2027	Ordinary Meeting
10 May 2027	Ordinary Meeting

12 ACTIVITY REPORTS

12.1 MAYOR ACTIVITY REPORT

Mayor Andrew McLean (June)		
Date	**Activity**	**Location**
29/05/26	MAV State Council	Melbourne
01/06/26	Meeting with West Wind Energy Regarding Housing	Warracknabeal
02/06/26	ABC Radio Interview	Phone
03/06/26	Meeting with Qube Logistics	Warracknabeal
05/06/26	Mayor, Deputy Mayor and CEO Catch Up	Online
05/06/26	Meeting with COA Executive	Online
05/06/26	Attended Filming for Postcards	Rupanyup
09/06/26	Chaired the Sunraysia Highway Improvement Committee Meeting	Online
10/06/26	ABC Mildura Radio Interview	Phone
10/06/26	Council Forum	Warracknabeal
15/06/26	Information session on the WJJWJ People Land Use Activity Agreement	Online
15/06/26	Mayor, Councillor and CEO Budget Roadshow	Rupanyup
17/06/26	Meeting with Governance Support Officer	Warracknabeal
17/06/26	Council Forum	Warracknabeal
17/06/26	CEO Annual Review	Warracknabeal
17/06/26	Mayor, Councillor and CEO Budget Roadshow	Beulah
16/06/26	Yarriambiack Families Forum with Dr Anne Webster MP*	Warracknabeal
16/06/26	Meeting of Northwest Nine Mayors and CEOs with Dr Anne Webster MP*	Warracknabeal
16/06/26	Mayor, Councillor and CEO Roadshow	Murtoa
19/06/26	Mayor, Deputy Mayor and CEO Catch Up	Online
19/06/26	Beulah Preschool Visit with Jade Benham MP*	Beulah
23/06/26	Radio Interview with ABC Radio	Phone
23/06/26	Briefing with the Governor of Victoria	Warracknabeal

Mayor Andrew McLean (June)		
23/06/26	Tour of QA Hay with the Governor of Victoria	Warracknabeal
23/06/26	Visit Rupanyup Silo Art with the Governor of Victoria	Rupanyup
23/06/26	Visit Woods Farming and Heritage Museum	Rupanyup
24/06/26	Morning Tea at the Murtoa Neighbourhood House with the Governor of Victoria	Murtoa
24/06/26	Visit Murtoa Stick Shed with the Governor of Victoria	Murtoa
24/06/26	Visit Grain Corp with the Governor of Victoria	Murtoa

**Represent advocacy meetings*

12.2 COUNCILLOR ACTIVITY REPORTS

Deputy Mayor Corinne Heintze – Dunmunkle Ward (June)		
Date	**Activity**	**Location**
02/06/26	Minyip Progress Meeting	Minyip
03/06/26	Qube Briefing	Warracknabeal
04/06/26	Energy Charter - Social Licence – Community Practice	Online
05/06/26	Mayor, Deputy Mayor and CEO Catch Up	Online
05/06/26	MAV Disaster Preparedness Session 4	Online
10/06/26	Council Forum	Warracknabeal
12/06/26	Yarrilinks Meeting	Murtoa
15/06/26	Mayor, Councillor and CEO Roadshow	Rupanyup
15/06/26	Mayor, Councillor and CEO Roadshow	Murtoa
17/06/26	Council Forum	Warracknabeal
17/06/26	CEO Annual Review	Warracknabeal
19/06/26	Mayor, Deputy Mayor and CEO Catch Up	Online
24/06/26	Morning Tea at the Murtoa Neighbourhood House with the Governor of Victoria	Murtoa
24/06/26	Visit Murtoa Stick Shed with the Governor of Victoria	Murtoa
24/06/26	Visit Grain Corp with the Governor of Victoria	Murtoa

Cr Melinda Keel – Dunmunkle Ward (June)		
Date	**Activity**	**Location**
10/06/26	Council Forum	Warracknabeal
12/06/26	Murtoa Debutant Ball (official party)	Murtoa
15/06/26	Mayor, Councillor and CEO Budget Roadshow	Rupanyup
16/06/26	Mayor, Councillor and CEO Budget Roadshow	Murtoa
16/06/26	Murtoa Progress Meeting	Murtoa
17/06/26	Council Forum	Warracknabeal
17/06/26	CEO Annual Review	Warracknabeal
23/06/26	Visit Rupanyup Silo Art with the Governor of Victoria	Rupanyup

Cr Melinda Keel – Dunmunkle Ward (June)		
Date	**Activity**	**Location**
23/06/26	Visit Woods Farming and Heritage Museum	Rupanyup

Cr Chris Lehmann – Hopetoun Ward (June)		
Date	**Activity**	**Location**
03/06/26	Qube Briefing	Warracknabeal
10/06/26	Council Forum	Warracknabeal
17/06/26	Council Forum	Warracknabeal
17/06/26	CEO Annual Review	Warracknabeal
17/06/26	Mayor, Councillor and CEO Budget Roadshow	Beulah
19/06/26	Beulah Preschool Visit with Jade Benham MP	Beulah

Cr Karly Kirk – Warracknabeal Ward (June)		
Date	**Activity**	**Location**
03/06/26	Qube Briefing	Warracknabeal
10/06/26	Council Forum	Warracknabeal
17/06/26	Council Forum	Warracknabeal
17/06/26	CEO Annual Review	Warracknabeal

Cr Kylie Zanker – Warracknabeal Ward (June)		
Date	**Activity**	**Location**
25/05/26	Warracknabeal Guide Celebration for Guide Lucy Schilling receiving her Queens Guide Award	Warracknabeal
02/06/26	Warracknabeal Town Scape Meeting	Warracknabeal
02/06/26	Warracknabeal Action Group Meeting	Warracknabeal
03/06/26	Qube Briefing	Warracknabeal
10/06/26	Council Forum	Warracknabeal
15/06/26	Information session for the WJJWJ People Lan Use Activity Agreement	Online

Cr Kylie Zanker – Warracknabeal Ward (June)		
Date	**Activity**	**Location**
16/06/26	Warracknabeal Action Group Meeting	Warracknabeal
17/06/26	Council Forum	Warracknabeal
17/06/26	CEO Annual Review	Warracknabeal
17/06/26	Mayor, Councillor and CEO Roadshow	Beulah
19/06/26	Wimmera Pride Project Night	Horsham
23/06/26	Briefing with the Governor of Victoria	Warracknabeal
23/06/26	Tour of QA Hay with the Governor of Victoria	Warracknabeal

12.3 CHIEF EXECUTIVE OFFICER ACTIVITY REPORT

Tammy Smith (June)		
Date	**Activity**	**Location**
28/05/26	MAV Sector Leader Welcome Reception	Melbourne
28/05/26	Rural Councils Victoria Committee Meeting	Online
29/05/26	MAV State Council	Melbourne
29/05/26	Meeting with DEECA Executive Director	Melbourne
01/06/26	Donald Project Environmental Review Committee Meeting	Warracknabeal
01/06/26	Meeting with Vic Grid to discuss Minyip power upgrades	Online
01/06/26	Meeting with West Wind Energy to discuss housing	Online
01/06/26	Meeting to discuss Hopetoun Kindergarten with Department of Education and Emerge	Online
02/06/26	Australian Human Resource Institute Conference	Melbourne
03/06/26	Briefing Qube Logistics	Warracknabeal
03/06/26	Meeting with RDV and RNWH to discuss housing options	Warracknabeal
04/06/26	Women's Health Grampians Core Luncheon	Horsham
05/06/26	Meeting Warracknabeal Action Group Chairperson	Warracknabeal
05/06/26	Mayor, Deputy Mayor and Governance Officer meeting	Online
05/06/26	Meeting with COA Executive to discuss activating underutilised land in Yarriambiack Shire	Online
09/06/26	Hopetoun Early Years update for families, facilitated by Emerge Early Years Services	Hopetoun
10/06/26	Council Forum	Warracknabeal
11/06/26	Wimmera Southern Mallee Councils CEO Meeting	Horsham
12/06/26	Australian Institute of Company Directors Women's Lunch	Melbourne
15/06/26	Restoration Working Group	Online
15/06/26	Mayor, Councillors and CEO Budget Roadshow Rupanyup	Rupanyup
16/06/26	Mayor, Councillors and CEO Budget Roadshow Murtoa	Murtoa

Tammy Smith (June)		
16/06/26	Presentation to Dr Anne Webster MP Resource Ready Strategy – Northwest Councils*	Warracknabeal
16/06/26	Hopetoun Early Years Insurance Meeting	Online
17/06/26	Council Forum	Warracknabeal
17/06/26	CEO Annual Review	Warracknabeal
17/06/26	Hopetoun Early Years Building Meeting with Dept Education, Victorian Schools Building Authority, Emerge and Council	Online
17/06/26	Mayor, Councillors and CEO Budget Roadshow Beulah	Beulah
18/06/26	LGPro Dinner	Melbourne
18/06/26	Rural Councils Victoria Committee Meeting	Online
19/06/26	MAV and Vic Grid Renewables Forum	Melbourne
19/06/26	Mayor, Deputy Mayor, CEO and Governance Support Officer meeting	Online
22/06/26	Meeting with Rural Northwest Health	Warracknabeal
23/06/26	Briefing with the Governor of Victoria	Warracknabeal

**Represent advocacy meetings*

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 AND NOTICE OF MOTIONS

14.1 MAYORS REPORT

This month we have continued with our Budget, Council Plan and Advocacy Actions roadshow across the Shire. I do thank everyone who has taken the time to attend and engage with us.

We have several key project updates to share with you all.

Hopetoun Swimming Pool Upgrade Project:

The Hopetoun Swimming Pool Upgrade Project has seen great progress, with the changeroom component on track for completion around 30 June 2026.

The Swimming Pool component works have progressed to the next stage, with demolition complete and formwork commencing from 22 June 2026, keeping the project on schedule for the 2026–27 season.

Rabl Park Skatepark Upgrade Project:

The Rabl Park Skatepark Upgrade is nearing completion, with the half-court basketball court and skatepark slab now complete. Installation of the modular skatepark is expected mid-June, with final concrete footpath works to follow, keeping the project on track for completion around 30 June 2026.

ANZAC Park Netball, Tennis and AFL Infrastructure Planning and Upgrade Project:

Council have submitted its funding application to secure the $250,000 State Budget Allocation and is now awaiting Ministerial approval to enable a funding agreement to be executed. Concept planning is also underway, with draft designs for new netball, tennis, and swimming pool changerooms to be presented to the Project Working Group in the coming weeks.

Minyip Recreation Reserve Sports Lighting Upgrade Project:

The Minyip Recreation Reserve Sports Lighting Upgrade is progressing, with approvals underway and site works scheduled in late June-early July. The Lighting poles are expected to arrive in late July, with installation planned in early August to minimise disruption for home games.

Yaapeet Streetscape Works:

The Yaapeet Streetscape Project is well underway. Council secured $50,000 through Round 2 of the Victorian Government’s Tiny Towns Fund and also contributed funding to deliver the project. The works will deliver key master plan priorities, including Byrne Street landscaping, drainage infrastructure, town entrance and wayfinding signage, and a new school bus shelter. These upgrades will improve the town’s presentation, safety and accessibility.

We also congratulate the successful recipients of Tiny Towns Round 3 funding. The Lake Lascelles Committee of Management secured funding to expand powered sites at the Lake Lascelles caravan park, while the Warracknabeal Courthouse will expand its on-site accommodation offering.

In Minyip, a new playground will add to the recent upgrades at the Minyip Recreation Reserve.

Patchewollock Recreation Reserve will also receive a new playground shelter.

These are valuable additions for our communities.

14.2 ANZAC PARK SPORT AND RECREATION ALLOCATION

Presented by Councillor Kylie Zanker

SUMMARY

On 30 June 2025, Councillors endorsed an alternative motion in relation to the adoption of the 2025–26 Sport and Recreation Allocation, aligned with the Sport and Active Recreation Strategy 2024–2034. The proposed allocation for ANZAC Park Trustees of $39,659 represented a reduction of $22,206 from the previous funding model.

In recognition of the impact of this decrease, Councillors approved an additional $10,000 from the operating budget for one year, increasing the total allocation to $49,659 for the 2025–26 financial year, with funding intended to revert to the standard model amount in 2026–27.

This report recommends that Council extend its commitment to ANZAC Park Trustees by continuing the additional $10,000 annual contribution, to be provided outside of, and in addition to, the standard Sport and Recreation Allocation.

Defeated Motion:

That Council:

a) Provide an additional $10,000 per annum to ANZAC Park Trustees for the maintenance and administration of ANZAC Park in Warracknabeal, in addition to the sport and recreation annual allocation allowance; and

b) Reallocate operational budget funding to support this contribution, recognising ANZAC Park's significance as the municipality's most utilised recreation reserve and its high level of community use.

Voter For: Cr Zanker and Cr Keel

Voted Against: Mayor McLean, Cr Lehmann and Cr Heintze

DISCUSSION

On the 22 April 2026, representatives of the ANZAC Park Trustees Committee presented to Councillors to raise concerns regarding their on-going funding allocation from Council.

The Committee representatives noted they were not supportive of the reduction in funding which resulted in revised allocation from the 25/26 financial year.

The Committee representatives outlined that there were (13) thirteen user groups who utilised ANZAC Park.

The Committee outlined several challenges associated with maintaining the park as a volunteer-run organisation.

Plant and equipment are expected to require replacement within approximately five years, with the mower needing replacement in the near term.

There is also increasing reluctance from Department of Environment, Energy and Climate Action to provide funding to support the State-owned asset.

The Committee currently contributes an estimated 50–60 hours of volunteer labour per week, excluding groundskeeper hours.

The Committee is also faced with the demolition costs for the Molly Taylor building, which will increase financial pressure further.

Financially, the Committee anticipates operating at a loss in the coming years. To address these pressures, user fees are being increased annually by a set percentage, with further cost-cutting measures and additional fee increases considered to minimise the projected deficit.

As part of the Council resolution in June 2025, it was recommended that ANZAC Park revisit their user fees and charges. The Committee has revised their fees, and a copy was provided to Councillors as evidence of their review.

OVERARCHING GOVERNANCE PRINCIPLES

This Council report has been prepared in accordance with, and to give effect to, the overarching governance principles articulated in section 9 of the *Local Government Act 2020*, to the extent practicable.

15 REPORTS FOR DECISION

15.1 ADOPTION OF 2026/27 BUDGET

Presented by Anita McFarlane, Chief Financial Officer

SUMMARY

The Yarriambiack Shire Council Draft Budget 2026-27 was presented to Councillors for endorsement to commence community consultation on 14 May 2026. Although not legally required to be endorsed in draft format before seeking community feedback, it was presented as a courtesy. This allowed Councillors to comment on the draft before it was published for community feedback in accordance with Council's Community Engagement Policy and Procedure.

The Budget is now tabled and presented for adoption.

Resolution:

a) That in accordance with Section 94 of the *Local Government Act 2020* (the Act) the 2026-27 Budget as tabled and attached to this report be adopted.

b) That the Chief Executive Officer be authorised to give public notice of this decision to adopt the Budget.

c) That a copy of the adopted Budget be forwarded to the Minister for Local Government on the 30 June 2026.

d) Declare the fees and charges for the 2026-27 financial year as contained in the 2026-27 Budget document (as attached). The Chief Executive Officer be authorised to approve amendments and inclusions to the fees and charges throughout the financial year.

e) That Council approve the overall Capital Works program budget (as included in the 2026-27 Budget) of $9,857 million and that:

   i. the Chief Executive Officer be authorised to approve the reallocation of Capital Works funding between identified Capital Works areas to meet Council's strategic objectives; and

   ii. any removal of Capital Works program projects for the 2026-27 financial year, be approved by resolution of Council; and

   iii. All changes to the Capital Works program endorsed by the Chief Executive Officer be reported in the quarterly Financial and Non-Financial Performance Report presented to Council.

f) That Council note there was no Community Consultation feedback submissions received.

Moved Cr Lehmann **Seconded Cr Zanker**

That the recommendation be adopted.

Carried Unanimously

ATTACHMENTS

Attachment: Budget 2026-27

DISCUSSION

In accordance with Section 94 of the *Local Government Act 2020* (the Act), Council is required to formally adopt a budget for each financial year and the subsequent three financial years by 30 June each year.

A Draft Budget has been prepared and is being presented to Councillors after seeking community feedback for formal adoption on Wednesday 24 June 2026.

1. Rates and Charges

The Draft Budget provides an increase in general rate revenue of 2.75% for the 2026-27 year. The rate cap has been set at 2.75% by the Minister for Local Government.

Council intends to raise $16,223,543 in rates and charges which includes general rates ($12,967,029), municipal charge ($453,106), service charges ($2,302,926) and payments in lieu of rates ($500,481).

Differential Rate Changes

Council believes differential rates contribute to the equitable and efficient distribution of the rate burden to ratepayers. The differential rate is recommended to be maintained for the financial year at 42% less of the rate in the dollar.

The differential rate ratios are as follows:

- General Land (100% of the general rate in the dollar)
- Farmland (58% of the general rate in the dollar)

The rates in the dollar to be applied for the 2026/27 year are as follows:

Type	**cents/$CIV**
General Land	0.3097
Farmland	0.1801

Municipal Charge

The municipal charge will increase from $86.60 to $88.98 per rateable assessment for the 2026-27 year. A person may apply to Council for an exemption from the payment of a municipal charge on rateable land in accordance with Section 159(3) of the *Local Government Act 1989*.

Waste and Recycling Charge

Waste and recycling have long been identified as financial sustainability challenges for Yarriambiack Shire Council. This is due to its small population, large geographic area, and the fact that the Council does not fully recover the costs of providing these services.

As part of the Long-Term Financial Plan assessment, Council conducted a comprehensive evaluation of transfer station and waste management operations, including an analysis of associated fees and charges.

Ideally, Waste and Recycling should be full cost recovery to Council, with it being a user pays service.

The annual service charges for the collection and disposal of refuse and recycling will increase by 10.0% for residential and rural services. Commercial service fees will increase by 50%.

A waste service charge, recycling service charge and a glass recycling charge will be made on all improved properties within Council, excluding commercial and rural properties where such services are provided only upon request.

Free Green Waste

Council offered free green waste in the 2025-26 financial year for residents, with a load not to exceed greater than 6 x 4 trailer size. This offer was not available to businesses or commercial entities. This initiative will continue into the 2026-27 financial year.

The purpose of offering free green waste disposal is to prevent accumulation and motivate our residents to maintain their properties in good condition. This initiative aims to lower fire hazard risks and decrease the number of unattractive and dangerous properties. Such properties pose problems for Council Officers and often require significant time and money to resolve.

Declaration of Rates and Charges

Council will declare the rates and charges at the 22 July Council Meeting, after the Fair Go Rates System annual compliance has been completed as of 30 June 2026.

2. Capital Works

The Roads to Recovery (R2R) Funding announcement was made in the 2024-25 financial year, with Council to receive $11,642,207 for the five-year funding period from 01 July 2024 to 30 June 2029. We have budgeted $2.14 million in R2R Funding in 2026-27.

The proposed Budget provides the Capital Works projects that will be undertaken for the 2026-27 year which is classified by expenditure type and funding source (Pages 45 to 53).

The Capital Works program is less than the last two years' due to funding constraints.

	Project Cost	New	Renewal	Upgrade	Grants	Contributions	Council Cash
Property	**210,000**	-	140,000	70,000	-	-	210,000
Plant & Equipment	**1,207,000**	267,000	880,000	60,000	-	-	1,207,000
Infrastructure	**8,440,996**	2,101,300	3,978,344	2,361,353	5,230,230	119,000	3,091,766
Total	**9,857,996**	**2,368,300**	**4,998,344**	**2,491,353**	**5,230,230**	**119,000**	**4,508,766**

3. Employee Costs

The Employee costs have increased from the 2025-26 financial year by 2.24%. The budget has factored in increases in Workcover insurance, superannuation and Enterprise Bargaining Agreement increases. Council's FTE will reduce to 104.0 (2025/26: 106.7).

4. Schedule of Fees and Charges

The Budget presents the fees and charges of a statutory/non-statutory nature which will be charged in respect of various goods and services during the 202627 financial year. The fees and charges are based on information available at the time of publishing and may vary during the financial year subject to changes in Council's policy or legislation (Pages 64 to 79).

5. Conclusion

The Budget for 2026-27 is one of the most tightly constrained for many years. Rate Cap of 2.75% into the 2026-27 financial year does not cover the rising costs that Council has experienced, especially with regards to insurance, Workcover premiums and materials.

Council's rates and charges only cover 50% of our operating costs, making our Council heavily reliant on grant funding. As funding continues to be scarce, we need to be hyper vigilant with regards to expenditure commitments and managing cashflow now and into the future.

RELEVANT LAW

- *Local Government Act 2020* - Section 94
- *Local Government Act 1989* - Section 159, 167 and 172

COUNCIL PLANS AND POLICIES

Council Plan 2025 – 2029 Strategic Objectives	Priorities
An Innovative and Diversified Economy	• Advocate and support agriculture, economic development and investment in our region. • Advocate for continued and enhanced funding to enable strategic investment in our roads, footpaths, and associated assets to support tourism, economic development and social inclusion and connection across our Shire.
A Healthy and Inclusive Community	• Advocate, prioritise, and invest in infrastructure that supports an accessible, inclusive, and socially connected community to improve liveability. • Advocate and support community safety initiatives, that enhance community safety and the liveability of our communities.
A Resilient and Sustainable Natural Environment	• Support community groups to deliver on the Sport and Recreation Strategy and Recreation Reserve Master Plan initiatives, in alignment with Council's policies
A Council that serves its Community	• Undertake robust and transparent planning and risk management to ensure our organisation is sustainable now and into the future. • Embed good governance practices into all decision making. • Build trust through engaging with our community, delivering quality services and outcomes. • Consider a broad base of evidence before making decisions, ensuring value for money and responsive, innovative services and solutions are provided.
Policies, Procedures, Guidelines, Plans, Strategies and Frameworks	
Policy	Asset Lifecycle Policy
	Asset Management Policy
	Finance and Payroll Management Manual
	Grant Management Policy
	Investment Policy
	Procurement Policy
	Service Level Planning Policy
	Project Management Policy
	Community Assistance and Fee Waiver Policy
	Community Share Grants Program Policy
	Corporate Debit and Credit Card Policy
	Council Expense Policy
	Debt Management, Relief and Hardship Policy
Procedure	WorkflowMax Project and Financial Management Manual
	Caravan Park Management Manual

Council Plan 2025 – 2029 Strategic Objectives	Priorities
	Customer Service Procedures
	Project Management Procedure
Plan	Council Plan
	Long Term Financial Plan
	Revenue and Rating Plan
	Workforce Plan
Strategy	Economic Development Strategy
	Sport and Recreation Strategy
	ICT & Business Transformation Strategy
	Tourism Strategy
	Master Environment Strategy
Framework	Budget Framework and Guidelines Manual
	Service Level Planning Framework

RELATED COUNCIL DECISIONS

Not applicable.

OPTIONS

The Council Budget is a statutory requirement and must be adopted each financial year by 30 June. Council can elect not to endorse the Draft Budget. However, Councillors need to be mindful they could be in breach of the *Local Government Act 2020* given the legislative requirement is to adopt a budget by 30 June 2026. This would also inhibit Council from performing duties and functions post 30 June.

Council Officers modelled the financial implications of reducing general rates below the gazetted rate cap (2.75%). Modelling indicates a reduction of general rate revenue would impact Council's ability to sustain current service level standards and its ability to generate income through matched Government grants over a 10-year period and is not recommended.

SUSTAINABILITY IMPLICATIONS

Financial	Rate capping continues to place restrictions on Council's ability to raise its own source income and places an ever-increasing reliance on grants from other tiers of Government which can change over time. Council must be mindful of its own financial sustainability and therefore take a more conservative approach to debt than other levels of Government and/or the private sector may take.

COMMUNITY ENGAGEMENT

The Draft Budget 2026-27 was made available for community feedback in accordance with Council's Community Engagement Policy. The engagement process comprised of media information across print, social media, and was placed on Council's website. The Community Engagement process was also supported by in person community consultation forums across the Shire.

Feedback was invited from 14 May 2026 to 11 June 2026.

Council received no submissions.

GENDER IMPACT ASSESSMENT

Not applicable for this report.

RISK

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

Strategic Risk Description and Residual Risk Level	Action to Mitigate/Reduce Risk	Does Action maintain or reduce Residual Risk Level
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	The Budget ensures compliance with the *Local Government Act 2020* Requirements.	Maintains Residual Risk Level
Financial Risk - Residual Risk Level Medium	The budget is prepared with a conservative lens and takes into consideration constraints around rate capping, reliance on grants, decreased funding opportunities, rising cost of raw materials, lack of available skilled trade. The prepared Budget has a focus on sustainable cost reductions to protect existing service levels.	Maintains Residual Risk Level
Strategy Execution and Change Management Risk - Residual Risk Level Medium	Council's Budget has been aligned with Council's strategic priorities and changes to fees and charges will be communicated via the community consultation process.	Maintains Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Consideration has been given to other regional, state and national plans and policies as required throughout the preparation of this budget.

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 REVENUE AND RATING PLAN

Presented by Anita McFarlane, Chief Financial Officer

SUMMARY

The *Local Government Act 2020* requires Council to prepare and adopt a Revenue and Rating Plan.

Section 93 of the *Local Government Act 2020* states that "A Council must prepare and adopt a Revenue and Rating Plan by the next 30 June after a general election for a period of at least the next 4 financial years."

As the Revenue and Rating Plan is a key element of Council's financial management framework, best practice dictates that this plan be reviewed and updated annually as part of the budget process.

Resolution:

That Council:

a) Rescind the Revenue and Rating Plan adopted 30 June 2025; and

b) Endorse the revised draft Revenue and Rating Plan 2025–2029 (updated 2026) as attached to this report.

Moved Cr Zanker **Seconded Cr Lehmann**

That the recommendation be adopted.

Carried Unanimously

ATTACHMENTS

Attachment: Revenue and Rating Plan 2025-2029

DISCUSSION

Section 93 of the *Local Government Act 2020* requires Council to prepare and adopt a Revenue and Rating Plan by 30 June following a general election. The plan is to be developed for a period of at least the next four financial years.

The plan includes all sources of revenue including rates, charges, grants, contributions, and other revenue streams such as interest and rental agreements.

The 2025-2029 plan (updated 2026) was developed utilising the Local Government Revenue and Rating Plan Guide incorporating the *Local Government Act 2020* reforms, the Local Government Best Practice Guide 2014 and the Ministerial Guidelines for Differential Rating 2013.

The plan is reviewed and updated annually to reflect changes to Council's operating environment.

The draft 2025–2029 (updated 2026) plan incorporates the following updates:

- All financial tables have been updated to incorporate the 2026/27 budget period cycle.

RELEVANT LAW

Section 93 of the *Local Government Act 2020*.

COUNCIL PLANS AND POLICIES

Council Plan 2025 – 2029 **Strategic Objectives**	**Priorities**
A Council that serves its Community	• Undertake robust and transparent planning and risk management to ensure our organisation is sustainable now and into the future. • Embed good governance practices into all decision making. • Consider a broad base of evidence before making decisions, ensuring value for money and responsive, innovative services and solutions are provided.
Policies, Procedures, Guidelines, Plans, Strategies and Frameworks	
Policy	Debt Management, Relief and Hardship Policy
	Investment Policy
	Finance and Payroll Management Manual
	Grant Management Policy
Procedure	Customer Service Procedures
Plan	Council Plan
	Long Term Financial Plan
Framework	Budget Framework and Guidelines Manual
	Service Level Planning Framework

OVERARCHING GOVERNANCE PRINCIPLES

This Council report has been prepared in accordance with, and to give effect to, the overarching governance principles articulated in section 9 of the *Local Government Act 2020*, to the extent practicable.

RELATED COUNCIL DECISIONS

30 June 2025 – Ordinary Council Meeting Minutes – Item 15.4 Revenue and Rating Plan 2025 – 2029

OPTIONS

Nil.

SUSTAINABILITY IMPLICATIONS

Social	The inquiry into the Sustainability and Operational Challenges of Victoria's Rural and Regional Council's identified that Council's such as Yarriambiack have lower community income, fewer employment opportunities, and higher levels of disadvantage resulting in communities having a higher reliance on Council's services with less capacity or means to pay for them. Regional Council's also see a greater application of pension and other consideration discounts on Council rates and a higher cost of living.
Financial	The Revenue and Rating Plan addresses Council's increased reliance on grants to meet operational requirements. Council has an inability to generate additional revenue streams in comparison to their metropolitan counterparts, such as parking fees, fines, development applications and user charges for facilities and services.

COMMUNITY ENGAGEMENT

Community engagement was undertaken as part of the Mayor, Councillor and CEO Roadshow and no significant changes were made to the document. Only 2026/27 budget figures were updated and relevant legislation amendments.

The Revenue and Rating Plan revision was made available for community feedback from 14 May 2026 closing on 11 June 2026. There was no feedback or submissions received.

GENDER IMPACT ASSESSMENT

Not applicable for this report.

RISK

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

Strategic Risk Description and Residual Risk Level	Action to Mitigate/Reduce Risk	Does Action maintain or reduce Residual Risk Level
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	This Revenue and Rating Plan ensures compliance with the *Local Government Act 2020* requirements.	Maintains Residual Risk Level
Financial Risk - Residual Risk Level Medium	The Revenue and Rating Plan identifies Council's revenue streams and methodology for Rates and Charges. It highlights Council's reliance on grants to meet operational requirements. Therefore, Council needs to be proactive in applying for and sourcing grants to meet organisational requirements.	Maintains Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

CONFLICTS OF INTEREST

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

15.3 GIFTS, BENEFITS AND HOSPITALITY POLICY AND GUIDELINES

Prepared by Monique Metlika, Governance Support Officer

SUMMARY

Under section 138 of the *Local Government Act 2020*, Council must develop and adopt a Councillor Gift Policy.

Council's Gifts, Benefits and Hospitality Policy and Guidelines has undergone a periodic review to ensure it remains current, relevant and aligned with Council's governance obligations and expectations.

The Policy and Guidelines set out the principles, requirements and processes for the appropriate acceptance, declaration, recording and management of gifts, benefits and hospitality by Councillors, Council officers, delegated committee members, community asset committee members and those doing business with Council.

This report seeks Council's endorsement of the changes, and adoption of the revised Policy and Guidelines.

Resolution:

That Council:

a) Rescind the Gifts, Benefits and Hospitality Policy and Guidelines adopted on 24 May 2023; and

b) Adopt the Gifts, Benefits and Hospitality Policy and Guidelines as attached to this report.

Moved Cr Heintze **Seconded Cr Keel**

That the recommendation be adopted.

Carried Unanimously

ATTACHMENTS

Attachment: Gifts, Benefits and Hospitality Policy and Guidelines

DISCUSSION

In accordance with section 138 of the *Local Government Act 2020*, Council is required to develop and adopt a Councillor Gift Policy. The Policy must include procedures for maintaining a gift register, together with any other matters prescribed by the regulations.

Council's Gifts, Benefits and Hospitality Policy and Guidelines (Policy and Guidelines) set out how Councillors, employees and other relevant Council representatives must manage offers of gifts, benefits and hospitality. Its purpose is to promote integrity, transparency and accountability, reduce the risk of conflicts of interest or improper influence, and ensure compliance with legislative and ethical obligations. It also provides clear processes for accepting, declining, recording, publishing and disposing of gifts, benefits and hospitality in a way that maintains public trust and confidence in Council decision-making.

The Policy and Guidelines has undergone an extensive periodic review to ensure the document remains current, accurate and reflective of Council's governance obligations, including the requirements set out in Part 6, Division 2 – *Conflict of Interest* of the *Local Government Act 2020*.

The review has resulted in the following amendments and additions:

a) Amended section titles to improve clarity and consistency throughout the document.

b) Clarified provisions and included practical examples where necessary to support interpretation and application.

c) Reordered content, including Councillor and employee-related sections, to improve structure and readability.

d) Relocated and restructured subsections to more clearly define the policy's scope.

e) Introduced a new heading, *Section 4 – Policy Requirements*, to better distinguish mandatory obligations.

f) Relocated the section on conflict of interest and reputational risk to section 5 to improve flow.

g) Moved the GIFT Test to an appendix, recognising that it is referenced throughout the document as a supporting tool.

h) Consolidated and streamlined related subsections to improve cohesion and readability.

i) Expanded and strengthened definitions to support consistent interpretation.

j) Ensured the policy accurately reflects all relevant legislative and organisational requirements.

k) Improved consistency and accuracy throughout the document by addressing contradictory, unclear or misaligned content.

l) Clarified and implemented the requirement for community asset committee members and delegated committee members to comply with the Policy and Guidelines.

In summary, the amendments and additions strengthen the clarity, consistency and practical application of the Policy and Guidelines, while ensuring all relevant governance obligations are met. They also reinforce accountability for any person acting on behalf of, or in connection with, Council in accordance with the requirements of the Policy and Guidelines.

RELEVANT LAW

a) *Local Government Act 2020:*
   i. Section 138 – *Councillor Gift Policy*
   ii. Part 6, Division 2 – *Conflict of Interest*

b) Local Government (Governance and Integrity) Regulations 2020

COUNCIL PLANS AND POLICIES

Council Plan 2025 – 2029 **Strategic Objectives**	**Priorities**
A Council that serves its Community	• Embed good governance practices into all decision making. • Build trust through engaging with our community, delivering quality services and outcomes.
Policies, Procedures, Guidelines, Plans, Strategies and Frameworks	
Policy	Procurement Policy
	Employee Code of Conduct
	Public Transparency Policy
	Public Interest Disclosure Policy and Procedures
	Councillor Confidentiality Policy
	Model Councillor Code of Conduct
	Council Expense Policy and Procedure

	Fraud and Corruption Prevention Policy
	Human Resources Policy and Guidelines Manual
Procedure	Internal Resolution Procedure
	Fraud and Corruption Prevention Governance Framework
Other	Freedom of Information Part II Statement
	ICARE Values
	Local Government Privacy Guide
	YSC Gift Test
	Conflict of Interest Guidance
	Gifts, Benefits and Hospitality Register

OVERARCHING GOVERNANCE PRINCIPLES

This Council report has been prepared in accordance with, and to give effect to, the overarching governance principles articulated in section 9 of the *Local Government Act 2020*, to the extent practicable.

RELATED COUNCIL DECISIONS

- 25 September 2019 – Ordinary Council Meeting Minutes – Item 13.5 Gift, Benefits and Hospitality Policy
- 28 April 2021 – Ordinary Council Meeting Minutes – Item 13.4 Council's Gifts, Benefits and Hospitality Policy and Guidelines
- 24 May 2023 – Ordinary Council Meeting Minutes – Item 15.4 Gifts, Benefits and Hospitality Policy

OPTIONS

Councillors could request further amendments to the Gifts, Benefits and Hospitality Policy and Guidelines.

SUSTAINABILITY IMPLICATIONS

Social	The Policy and Guidelines promote ethical conduct, integrity and accountability across Council and those acting on its behalf. This supports community trust and confidence in Council's decision-making and governance practices.

COMMUNITY ENGAGEMENT

Not applicable.

GENDER IMPACT ASSESSMENT

Not required for this report.

RISK

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

Strategic Risk Description and Residual Risk Level	Action to Mitigate/Reduce Risk	Does Action maintain or reduce Residual Risk Level
Reputational Risk - Residual Risk Level Low	Adoption and implementation of the revised Policy and Guidelines supports consistent decision-making, transparency and accountability in relation to gifts, benefits and	Maintains Residual Risk Level

Strategic Risk Description and Residual Risk Level	Action to Mitigate/Reduce Risk	Does Action maintain or reduce Residual Risk Level
	hospitality, thereby reducing the risk of improper conduct and reputational damage.	
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	The revised Policy and Guidelines provide a clear framework for the acceptance, declaration, recording, publication and disposal of gifts, benefits and hospitality, supporting compliance with legislative obligations and reducing governance and liability risks.	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.

15.4 AUDIT AND RISK COMMITTEE INDEPENDENT MEMBERS TERMS OF REFERENCE

Prepared by Monique Metlika, Governance Support Officer

SUMMARY

Under section 53 of the *Local Government Act 2020* (the Act), Council is required to establish an Audit and Risk Committee (Committee). In addition, section 54 of the Act requires Council to develop a Charter for the Committee that specifies its functions and responsibilities.

To further strengthen governance, transparency and accountability, Council has developed Terms of Reference for the independent members of the Audit and Risk Committee. These Terms of Reference are intended to provide greater clarity regarding the role, responsibilities and expectations of independent members, and to support the effective operation of the Committee.

This report seeks Council's endorsement and adoption of the Terms of Reference.

Resolution:

That Council:

a) Adopt the Audit and Risk Committee Terms of Reference as attached to this report; and

b) Note that the Audit and Risk Committee Terms of Reference is only applicable to independent members.

Moved Cr Zanker **Seconded Cr Lehmann**

That the recommendation be adopted.

Carried Unanimously

ATTACHMENTS

Attachment: Audit and Risk Committee Terms of Reference

DISCUSSION

Under sections 53 and 54 of the *Local Government Act 2020* (the Act), Council is required to establish an Audit and Risk Committee and adopt a Charter that sets out the Committee's authority, purpose, functions, composition and reporting arrangements. Council complies with these legislative requirements and currently has both an Audit and Risk Committee and a Committee Charter in place.

Following governance training undertaken by the Governance Officer and Governance Support Officer, it was identified that a separate Terms of Reference document would further strengthen Council's governance framework in relation to the independent members of the Committee. The purpose of this document is to provide additional clarity regarding the role, expectations, responsibilities, conduct and operating requirements of independent members.

For clarity, the Committee Charter and the Terms of Reference serve different but complementary purposes. The Charter is the primary governance document for the Audit and Risk Committee itself, while the Terms of Reference apply specifically to the independent members and supplement, rather than replicate, the Charter.

The training also identified the need to clarify the superannuation position for independent members. The *Superannuation Guarantee (Administration) Act 1992* (Cth) may apply not only to persons who are employees at common law, but also to certain individuals remunerated for duties performed as a member of a local governing body, board or committee. On this basis, independent members of the Audit and Risk Committee may be regarded as employees for the purposes of that legislation in respect of their sitting fees. Accordingly, the Terms of Reference expressly clarify that the sitting fees payable to independent members and the Chair are inclusive of any superannuation entitlement.

For the avoidance of doubt, the sitting fee constitutes the total remuneration payable by Council, including any amount that may be attributable to superannuation. Council's obligation is limited to payment of the sitting fee, and each independent member is responsible for making their own arrangements in relation to any contribution to their nominated superannuation fund.

Overall, the development and proposed adoption of the Terms of Reference represents a further step in embedding strong governance practices across Council. By clearly articulating the role, responsibilities and expectations of independent members, the Terms of Reference will support consistency, transparency and accountability in the operation of the Audit and Risk Committee, while also strengthening Council's broader governance framework and commitment to effective oversight.

RELEVANT LAW

- *Local Government Act 2020*, Section 53 – Council must establish an Audit and Risk Committee
- *Local Government Act 2020*, Section 54 – Audit and Risk Committee Charter

COUNCIL PLANS AND POLICIES

Council Plan 2025 – 2029 **Strategic Objectives**	**Priorities**
A Council that serves its Community	• Embed good governance practices into all decision making.
Policies, Procedures, Guidelines, Plans, Strategies and Frameworks	
Other	Audit and Risk Committee Charter

OVERARCHING GOVERNANCE PRINCIPLES

This Council report has been prepared in accordance with, and to give effect to, the overarching governance principles articulated in section 9 of the *Local Government Act 2020*, to the extent practicable.

RELATED COUNCIL DECISIONS

Nil.

OPTIONS

Councillors could request amendments to the Audit and Risk Committee Terms of Reference.

SUSTAINABILITY IMPLICATIONS

Social	The Terms of Reference support strong governance, transparency and accountability in the operation of the Audit and Risk Committee, which in turn supports community confidence in Council's governance practices.
Financial	The Terms of Reference provide clarity regarding sitting fees and superannuation arrangements for independent members and the Chair. Any financial implications are limited to the payment of approved sitting fees in accordance with Council's adopted arrangements.

COMMUNITY ENGAGEMENT

Community engagement was not required for the development of the Audit and Risk Committee Terms of Reference.

However, as the Terms of Reference apply directly to the independent members of the Audit and Risk Committee, the Audit and Risk Committee was provided with background information regarding the recommendation arising from Governance Training to develop the Terms of Reference at their ordinary meeting held on 09 February 2026.

The Audit and Risk Committee was also provided with the draft Terms of Reference at its ordinary meeting on 11 May 2026, to enable members to review the document, confirm they were comfortable with its content and processes, and advise whether any additional relevant information should be included.

The independent members confirmed they were satisfied with the Terms of Reference, including the proposed process in relation to superannuation entitlements.

GENDER IMPACT ASSESSMENT

Not required for this report.

RISK

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

Strategic Risk Description and Residual Risk Level	Action to Mitigate/Reduce Risk	Does Action maintain or reduce Residual Risk Level
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	Adoption of the Terms of Reference provides a clear governance framework for the role, responsibilities, conduct and operating requirements of independent members, supporting compliance with legislative obligations and reducing governance and liability risks.	Maintains Residual Risk Level
People and Talent Management Risk - Residual Risk Level Low	The Terms of Reference provide clarity regarding expectations, responsibilities, remuneration and superannuation arrangements for independent members, supporting consistent engagement and reducing the risk of misunderstanding or disputes.	Maintains Residual Risk Level
Reputational Risk - Residual Risk Level Low	Adoption of the Terms of Reference supports transparency, accountability and consistent practice in the operation of the Audit and Risk Committee, thereby reducing the risk of reputational damage to Council.	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.

15.5 FAMILY VIOLENCE MANAGEMENT POLICY

Prepared by Bernardine Schilling, Chief People and Culture Officer

SUMMARY

This report presents the reviewed Family Violence Management Policy for Council adoption. The policy sets out Council's approach to supporting employees impacted by family violence, including leave and flexible work entitlements, workplace safety planning, disclosure response guidance, and privacy/confidentiality expectations. The review includes minor administrative amendments, including the inclusion of an Information Sharing definition and additional references in the Privacy and Confidentiality section.

The recommendation supports Council's commitment to gender equality, safety and respectful workplaces, and ensures Council's workplace settings align with contemporary expectations regarding family violence supports and referral pathways. The Summary is intended to assist understanding and is not a substitute for reading the full report and attachments.

Resolution:

That Council:

a) Rescinds the Family Violence Management Policy adopted on 24 May 2023; and

b) Adopts the Family Violence Management Policy as attached to this report.

Moved Cr Heintze **Seconded Cr Keel**

That the recommendation be adopted.

Carried Unanimously

ATTACHMENTS

Attachment: Family Violence Management Policy

DISCUSSION

The Family Violence Management Policy has been subject to its periodic review in accordance with Council's review cycle.

Council has an obligation to provide a safe workplace and to support employees who experience, or are impacted by, family violence. The reviewed Family Violence Management Policy provides a clear and consistent framework for Council to respond to disclosures, provide support, and implement practical workplace arrangements that prioritise employee safety and wellbeing while maintaining confidentiality.

Key elements of the policy include paid family violence leave, flexible working arrangements to support safety and recovery, workplace safety planning in consultation with specialist services, access to support services including the Employee Assistance Program, a trauma-informed approach to receiving disclosures, and clear expectations regarding privacy, confidentiality and information sharing on a need-to-know basis.

Noting that the review includes the following additions:

a) The inclusion of an "Information Sharing" definition and a related reference in the Privacy and Confidentiality section; and

b) The update of section 3.1 to address intersectionality and inclusive language.

The policy also outlines how Council will respond if perpetration of family violence is disclosed, including obtaining specialist advice and, where relevant, considering Code of Conduct and disciplinary processes, while ensuring the safety of any victim/survivor is prioritised.

RELEVANT LAW

In considering this report, Council must act in accordance with applicable workplace relations, occupational health and safety, privacy and equal opportunity obligations, and may adopt and maintain policies and procedures necessary or convenient to support its organisational responsibilities.

- *Local Government Act 2020*
- *Family Violence Protection Act 2008*
- *Gender Equality Act 2020*
- *Occupational Health and Safety Act 2004*
- *Public Interest Disclosure Act 2012*
- *The Charter of Human Rights and Responsibilities Act 2006*

COUNCIL PLANS AND POLICIES

This report supports delivery of Council's organisational commitments to a healthy, inclusive and safe community and workplace, and aligns with Council's emphasis on good governance, risk management and promotion of safety, respect and equal opportunities for all genders.

Council Plan 2025 – 2029 **Strategic Objectives**	**Priorities**
A Healthy and Inclusive Community	• Develop and/or maintain strong partnerships to deliver high quality services and sustainable infrastructure to enhance the social health and wellbeing outcomes for all our residents. • Advocate, prioritise, and invest in infrastructure that supports an accessible, inclusive, and socially connected community to improve liveability. • Advocate and support community safety initiatives, that enhance community safety and the liveability of our communities.
A Council that serves its Community	• Embed good governance practices into all decision making. • Advocate for our community, on matters that are important to the entire municipal district. • Promote initiatives ensuring safety, respect, and equal opportunities for all genders, aiming to end family violence.
Policies, Procedures, Guidelines, Plans, Strategies and Frameworks	
Policy	Family Violence Management Policy
	Employee Code of Conduct
	Information Privacy Policy
	Human Resources Policy and Guidelines Manual
Procedure	Family Violence Leave and Support (HR process)
	Workplace Safety Planning (as required, with specialist support)
	Disclosures and Referrals (internal escalation and recordkeeping)
	Information Management Procedure
Guideline	Flexible Working Arrangements Guidelines
	EAP Assistance Program Guideline
	Privacy and Confidentiality Guidance (need-to-know and secure storage – within policy)

OVERARCHING GOVERNANCE PRINCIPLES

This Council report has been prepared in accordance with, and to give effect to, the overarching governance principles articulated in section 9 of the *Local Government Act 2020*, to the extent practicable.

RELATED COUNCIL DECISIONS

24 May 2023 – Ordinary Council Meeting Minutes - Item 15.5 Family Violence Management Policy

OPTIONS

Council may determine to defer consideration and request additional amendments or further information.

SUSTAINABILITY IMPLICATIONS

The policy primarily relates to internal workplace settings and employee wellbeing. It supports social sustainability by strengthening Council's capacity to provide a safe, respectful and inclusive workplace, and may have minor financial implications associated with leave and support arrangements which are managed through existing budgeting and workforce planning processes.

Economic	Supports workforce participation and business continuity by assisting affected employees to remain safely engaged in work.
Social	Improves employee safety, wellbeing and inclusion through clear supports, referral pathways and trauma-informed responses.
Financial	Potential minor cost impacts associated with paid leave and support arrangements; managed within existing HR and payroll processes and workforce planning.

COMMUNITY ENGAGEMENT

Not applicable. This is an internal workplace policy. Consultation for the review was undertaken with internal stakeholders, including the People and Culture department and the Leadership Team.

GENDER IMPACT ASSESSMENT

Not required for this report.

RISK

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

Strategic Risk Description and Residual Risk Level	Action to Mitigate/Reduce Risk	Does Action maintain or reduce Residual Risk Level
Occupational Health and Safety Risk - Residual Risk Level Low	Adopt and implement the reviewed policy; promote confidential disclosure pathways; ensure managers know escalation points; facilitate safety planning and access to EAP/specialist supports	Maintains Residual Risk Level
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	Maintain clear roles/responsibilities, confidentiality controls and appropriate recordkeeping; provide periodic training; align practice with relevant legislation and Council policies (privacy, OHS, equal opportunity	Maintains Residual Risk Level
Reputational Risk - Residual Risk Level Low	Demonstrate organisational commitment to gender equality and safe workplaces; ensure consistent application of entitlements and supports; communicate availability of assistance to staff.	Reduces Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Applicable considerations include the Victorian family violence legislative context and related workplace and equality obligations. This includes, as relevant, the *Family Violence Protection Act 2008*, the *Gender Equality Act 2020*, the *Occupational Health and Safety Act 2004*, and privacy requirements, which collectively inform Council's responsibilities to provide a safe workplace and appropriate supports for employees impacted by family violence.

CONFLICTS OF INTEREST

Officer 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 ICT AND DIGITAL STRATEGY 2026–2031

Prepared by Daniel Brandon, Manager Business Systems

SUMMARY

Council has developed the Information, Communication Technology (ICT) and Digital Strategy 2026–2031 to guide the next phase of digital capability across the organisation, building on the progress achieved under the 2020–2025 strategy. The Strategy reflects Council's current moderate level of digital maturity and shifts focus toward more targeted, value driven and well governed digital investment aligned to organisational priorities.

The Strategy sets a clear direction for delivering customer based digital services while improving efficiency, productivity and service outcomes. It is structured around five strategic pillars and supported by a prioritised roadmap aligned to organisational capacity and risk, with a focus on improving customer experience, strengthening governance and cyber security, while supporting sustainable digital maturity across Council.

Resolution:

That Council:

a) Rescind the ICT and Business Transformation Strategy adopted on 25 August 2021;

b) Adopts the ICT and Digital Strategy 2026–2031; and

c) Notes that implementation will be undertaken in accordance with the endorsed roadmap, budget processes and governance arrangements.

Moved Cr Lehmann **Seconded Cr Keel**

That the recommendation be adopted.

Carried Unanimously

ATTACHMENTS

Attachment: ICT & Digital Strategy 2026–2031 (Strategy on a Page)

The attachments are confidential information for the purpose of section 3(1) of the *Local Government Act 2020*, specifically s3(1)(g).

Confidential Attachment: ICT & Digital Strategy 2026–2031

DISCUSSION

Council has developed the ICT and Digital Strategy 2026–2031 to guide the ongoing evolution of digital capability across the organisation, ensuring alignment with the Council Plan 2025–2029 and broader service delivery objectives.

The Strategy builds on the progress achieved under the 2020–2025 strategy and reflects Council's current digital maturity, assessed as moderate, with strong foundations in governance, leadership and core systems. It shifts focus from establishing foundational capability to delivering targeted, carefully planned and managed digital investment.

This is underpinned by a digital vision to deliver customer services while improving efficiency and productivity. It positions digital capability as essential to service delivery, engagement, decision making and compliance.

The Strategy is structured around five Strategic Pillars:

- *Governance and Leadership*
- *People and Culture*
- *Capacity and Capability*

- *Innovation*
- *Technology*

The Strategy includes a prioritised roadmap (Must, Should, Could), aligned to organisational capacity, risk and funding constraints. It seeks to move Council toward a consistent and sustainable level of digital maturity, rather than pursuing high risk or radical approaches.

Key delivery themes include improving customer experience through digital services, strengthening governance and cyber security, optimising business systems, enabling mobile and flexible work, and leveraging cloud SaaS platforms including Microsoft 365.

A formal ICT governance model will support delivery, ensuring prioritisation, accountability and alignment of initiatives to Council priorities.

RELEVANT LAW

Privacy and Data Protection Act 2014 (Vic)

COUNCIL PLANS AND POLICIES

Council Plan 2025 – 2029 **Strategic Objectives**	**Priorities**
A Council that serves its Community	• Undertake robust and transparent planning and risk management to ensure our organisation is sustainable now and into the future. • Embed good governance practices into all decision making. • Build trust through engaging with our community, delivering quality services and outcomes. • Consider a broad base of evidence before making decisions, ensuring value for money and responsive, innovative services and solutions are provided.
Policies, Procedures, Guidelines, Plans, Strategies and Frameworks	
Policy	Information Communication Technology (ICT) Acceptable Use Policy
	Information Management Policy
	Use of Artificial Intelligence Policy
Procedure	Information Management Procedure
Plan	Council Plan
	Business Continuity Plan
Strategy	ICT & Business Transformation Strategy
Framework	Service Level Planning Framework

OVERARCHING GOVERNANCE PRINCIPLES

This Council report has been prepared in accordance with, and to give effect to, the overarching governance principles articulated in section 9 of the *Local Government Act 2020*, to the extent practicable.

RELATED COUNCIL DECISIONS

25 August 2021 – Closed Council Meeting – Item 17.4 ICT and Business Transformation Strategy

OPTIONS

Council may:

a) Adopt the ICT & Digital Strategy 2026–2031 (recommended);

b) Adopt the Strategy with amendments; or

c) Defer adoption pending further review.

SUSTAINABILITY IMPLICATIONS

Economic	Improved efficiency and value for money through optimised systems and reduced duplication.
Social	Improved access to services, customer experience and community engagement.
Environmental	Reduced reliance on paper-based processes and improved digital workflows.
Climate Change	Supports reduced travel and paper consumption through digital service delivery.
Financial	Further transition toward operating expenditure aligned to cloud based and subscription services.

COMMUNITY ENGAGEMENT

Not applicable.

GENDER IMPACT ASSESSMENT

Not required for this report.

RISK

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

Strategic Risk Description and Residual Risk Level	Action to Mitigate/Reduce Risk	Does Action maintain or reduce Residual Risk Level
Security and Technology Risk - Residual Risk Level Low	Strategy includes uplift of security controls, governance and monitoring.	Maintains Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

The Strategy aligns with relevant Victorian frameworks and expectations, including:

- Victorian Protective Data Security Framework (VPDSF)
- Essential Eight cyber security framework

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 EVENTS POLICY AND PROCEDURE

Prepared by Sarah Christian, Manager Community Strengthening and Engagement

SUMMARY

This report seeks Council adoption of the Yarriambiack Shire Council Events Policy and Procedure, which establishes a consistent, risk-based process for assessing events held on Council owned or managed land, and certain events that may significantly impact the community. The policy and procedure clarify Council's role as land manager/service provider and sets expectations for organisers to plan and deliver safe, compliant events.

Adopting the policy and procedure will improve transparency, due diligence and recordkeeping in Council decision making, support public liability compliance, and provide a clear pathway for organisers to access any in-kind support offered by Council. A structured assessment process (Low Risk / Elevated Risk) ensures Council effort and documentation requirements are proportionate to risk and community impact.

Resolution:

That Council:

a) Adopt the Event Policy and Procedure as attached to this report.

Moved Cr Zanker **Seconded Cr Keel**

That the recommendation be adopted.

Carried Unanimously

ATTACHMENTS

[Attachment: Draft Events Policy and Procedure]

[Attachment: Events Best Practice Guide]

DISCUSSION

Council officers and community organisations regularly facilitate events across the municipality. Events deliver significant community, cultural and economic benefits, however the planning effort and compliance requirements differ depending on event size, location and activities. Council also retains public liability exposures where events occur on Council owned or managed land, or where an event (even on other land) triggers impacts such as road or footpath closures, significant traffic impacts or significant noise.

The proposed Events Policy and Procedure applies to:

- Events held on Council owned, managed or controlled land (including facilities, open space, roadways, footpaths and waterways);
- Events of a scale likely to have a significant impact on the host community (for example where road/footpath closures are required), including events held on private or Crown land not managed by Council; and
- Council-run or Council-managed events.

For events outside these categories, Council will generally not become involved unless community impacts trigger a need for Council involvement.

Key features of the policy include a mandatory Event Assessment Form for all events within scope, and a risk-based assessment approach that scales Council involvement and documentation requirements to the risks identified. Based on the assessment responses, Council will classify the event as either a Low-Risk Event (all responses "No") or an Elevated-Risk Event (one or more responses "Yes"). Elevated Risk Events may require internal referrals (e.g. Local Laws, Environmental Health, Assets/Engineering/Traffic Management, Building/Planning) and supporting documentation proportionate to the risk (such as a risk assessment, emergency management arrangements, traffic management documentation, and evidence of public liability insurance).

The policy and procedure is important to Council because it provides a consistent decision-making and recordkeeping framework that demonstrates due diligence, supports transparent and equitable treatment of event organisers, and helps manage Council's corporate governance, compliance and liability risks. It also clarifies that Council assessment, or approval relates to Council's role as land manager/service provider and does not make Council the event organiser, with responsibility for safe delivery and compliance remaining with the organiser.

In practical terms, the policy mitigates risk to the community and Council by requiring early identification of common risk factors through the Event Assessment Form and then scaling requirements accordingly. This enables timely referrals to the appropriate regulatory/permit pathways and allows Council to request proportionate supporting documentation before an event proceeds.

If an incident occurs, Council may still have exposure given its role within the municipality and, in some cases, as landowner/manager or service provider. The policy supports Council to reduce and better manage that exposure by clearly defining Council's role (and the organiser's primary responsibilities), applying proportionate conditions and referrals, and retaining an auditable record of the assessment, approvals/conditions and supporting documentation. This evidence of consistent, risk-based decision making and due diligence assists Council to respond appropriately and, where legal proceedings arise, to demonstrate that reasonable steps were taken and that the event organiser retained responsibility for event planning, contractor management and on-the-day safety.

RELEVANT LAW

This report has been prepared having regard to the overarching governance principles in section 9 of the *Local Government Act 2020*, including that Council decisions are to be made and actions taken in accordance with the relevant law.

COUNCIL PLANS AND POLICIES

Council Plan 2025 – 2029 **Strategic Objectives**	**Priorities**
A Healthy and Inclusive Community	• Develop and/or maintain strong partnerships to deliver high quality services and sustainable infrastructure to enhance the social health and wellbeing outcomes for all our residents. • Advocate and support community safety initiatives, that enhance community safety and the liveability of our communities. • Promote and support volunteerism throughout our Shire, recognising that collaborative efforts can lead to enhanced outcomes for our communities.
A Resilient and Sustainable Natural Environment	• Elevate community education and positive engagement experience as a key priority while performing regulatory functions.
A Council that serves its Community	• Undertake robust and transparent planning and risk management to ensure our organisation is sustainable now and into the future. • Embed good governance practices into all decision making. • Advocate for our community, on matters that are important to the entire municipal district. • Build trust through engaging with our community, delivering quality services and outcomes. • Consider a broad base of evidence before making decisions, ensuring value for money and responsive, innovative services and solutions are provided.

Policies, Procedures, Guidelines, Plans, Strategies and Frameworks	
Policy	Community Assistance and Fee Waiver Policy
	Community Engagement Policy and Procedure
Procedure	Customer Service Procedures
	Information Management Procedure
Strategy	Tourism Strategy
Other	Customer Service Charter
	Local Government Privacy Guide

OVERARCHING GOVERNANCE PRINCIPLES

This Council report has been prepared in accordance with, and to give effect to, the overarching governance principles articulated in section 9 of the *Local Government Act 2020*, to the extent practicable.

RELATED COUNCIL DECISIONS

Nil.

OPTIONS

Option 1: Council adopts the Events Policy and Procedure to establish a clear, consistent and risk-based framework for event assessment, decision making, recordkeeping, and transparency for events on Council owned or managed land (and certain events that significantly impact the community).

Option 2: Council requests officers to investigate and develop an Event Permit model for higher-risk events (including permit criteria, resources, governance and enforcement implications) which would require changes to Council's Local Law.

SUSTAINABILITY IMPLICATIONS

The proposed policy and procedure support sustainable outcomes by enabling safe, well-managed events that strengthen community connection and support the visitor economy, while also ensuring Council's involvement and resourcing are proportionate to risk. The policy and procedure do not introduce new fees or financial delegations, and any in-kind support remains subject to existing budget and operational processes.

Economic	Supports local economic activity by enabling consistent assessment and facilitation of events that contribute to the visitor economy and drive trade for local businesses.
Social	Promotes community connection, inclusion and safety by setting clear expectations for event planning, emergency arrangements and compliance, tailored to the event's risk profile.
Environmental	Enables proportionate referrals and controls for environmental impacts where relevant (e.g. waste, noise, food safety and site protection), supporting responsible use of Council land and facilities.
Climate Change	Supports event resilience planning by encouraging appropriate risk assessment and emergency management arrangements for weather and other hazards where relevant.
Financial	Provides clearer due diligence and recordkeeping, helping manage potential financial exposure associated with claims and incidents. The policy itself does not create new budget commitments; any in-kind support remains subject to operational capacity and existing budget processes.

COMMUNITY ENGAGEMENT

Ongoing conversations with existing event organisers that have, or who have chosen not to engage with Council's current Event Registration process. Feedback has been sought to identify where the balance between an achievable process for event organisers to navigate against Council's risk and reporting requirements.

GENDER IMPACT ASSESSMENT

Not required for this report.

RISK

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

Strategic Risk Description and Residual Risk Level	Action to Mitigate/Reduce Risk	Does Action maintain or reduce Residual Risk Level
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	Adoption of the Events Policy and Procedure provides a consistent assessment pathway, clarifies Council's role and organiser responsibilities, and strengthens recordkeeping to demonstrate due diligence and support transparent decision making.	Maintains Residual Risk Level
Financial Risk - Residual Risk Level Medium	By improving risk identification and encouraging appropriate documentation/controls (e.g. insurance evidence and traffic/emergency arrangements where required), the policy assists in reducing the likelihood and potential cost of incidents and claims. The policy does not introduce new fees or financial delegations.	Maintains Residual Risk Level
Reputational Risk - Residual Risk Level Low	A clear and equitable framework for organisers supports consistent customer experience, reduces confusion about Council requirements, and demonstrates Council's commitment to safety and compliance, helping protect Council's reputation should incidents occur.	Maintains Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

- Yarriambiack Shire Council Local Area Action Plan
- Wimmera Mallee Tourism Destination Management Plan

CONFLICTS OF INTEREST

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

15.8 REVIEW OF LEASES AND LICENSING POLICY

Prepared by Jo White, Governance Officer

SUMMARY

The Leases and Licensing Policy establishes the framework and process for Council to enter into formal agreements with community groups and other entities/organisations for the occupation of Council-owned assets, for the broader benefit of the community.

While the Policy is not scheduled for review until November 2026, several minor administrative changes have been identified that impact its practical application. As a result, an earlier review is considered appropriate.

This report seeks Council's endorsement of the proposed administrative amendments to the Policy.

Resolution:

That Council:

1. Rescinds the Leases and Licensing Policy adopted on 30 June 2025; and
2. Adopts the Leases and Licensing Policy as attached to this report.

Moved Cr Keel **Seconded Cr Heintze**

That the recommendation be adopted.

Carried Unanimously

ATTACHMENTS

Attachment: Leases and Licensing Policy

DISCUSSION

Council has over 80 occupied buildings and locations across the Shire, many of which have been occupied by community groups and other organisations on a long-term basis.

A significant number of existing leases and licences were established prior to the introduction of the current Policy. Council Officers are currently managing a substantial volume of new and renewal agreements to ensure Council assets are appropriately governed and protected, and that tenants clearly understand their responsibilities.

Although the Policy is not scheduled for review until November 2026, an earlier review is considered appropriate to ensure current and future occupancy arrangements align with the Policy's principles and directives.

The Leases and Licensing Policy undergoes a comprehensive review every three years to ensure it remains relevant and effective. This process supports continuous improvement by enabling Council to respond to emerging needs, incorporate feedback, and maintain alignment with best practice and legislative requirements.

The following changes have been made to the revised policy:

a) Clause 3.1 *Scope* – mention of sub Leases on VicTrack owned land;
b) Clause 3.4 *Governance:*
    i. includes types of entities Council can enter into Leases and Licences with;
    ii. clarification of Managers' roles in the Lease and Licensing process;
    iii. the process of marking up the draft document prior to CEO approval; and
    iv. Requirement for lease and licence template to be reviewed by Council's lawyers every 2 years.
c) Clause 3.7 *Agreement Types* – adding User Hire Agreement;

d) Clause 3.12.5 *Seasonal Licence Charges* – adding User Hire Agreements and fees charged as set out in Council Budget;

e) Clause 3.13.3 *Maintenance Requirements* – confirming that the Maintenance and Servicing Guidelines will be embedded into the Lease or Licence document;

f) Clause 3.19 *Insurance* – confirming when the Certificate of Currency should be supplied to Council;

g) Throughout the document – amending tenant to tenant or licensee; and

h) Definitions – confirming full details of Leadership Team.

This policy will be reviewed on a three-year cycle from June 2026.

COMMUNITY ENGAGEMENT

Not applicable.

RELEVANT LAW

Local Government Act 2020.

COUNCIL PLANS AND POLICIES

Council Plan 2025 – 2029 **Strategic Objectives**	**Priorities**
A Healthy and Inclusive Community	• Develop and/or maintain strong partnerships to deliver high quality services and sustainable infrastructure to enhance the social health and wellbeing outcomes for all our residents. • Advocate, prioritise, and invest in infrastructure that supports an accessible, inclusive, and socially connected community to improve liveability. • Promote and support volunteerism throughout our Shire, recognising that collaborative efforts can lead to enhanced outcomes for our communities.
A Council that serves its Community	• Undertake robust and transparent planning and risk management to ensure our organisation is sustainable now and into the future. • Embed good governance practices into all decision making. • Advocate for our community, on matters that are important to the entire municipal district. • Build trust through engaging with our community, delivering quality services and outcomes.
Policies, Procedures, Guidelines, Plans, Strategies and Frameworks	
Policy	Leases and Licences Policy
Policy	Community Engagement Policy & Procedure

OVERARCHING GOVERNANCE PRINCIPLES

This Council report has been prepared in accordance with, and to give effect to, the overarching governance principles articulated in section 9 of the *Local Government Act 2020*, to the extent practicable.

RELATED COUNCIL DECISIONS

- 24 June 2020 – Ordinary Council Meeting Minutes – Item 12.2 Leases and Licences Policy 2020
- 22 November 2023 – Ordinary Council Meeting Minutes – Item 16.7 Leases and Licencing Policy
- 30 June 2025 – Ordinary Council Meeting Minutes – Item 15.17 Leases and Licensing Policy

OPTIONS

a) Council could elect not to adopt the amendments; or

b) Request further amendments prior to adoption.

SUSTAINABILITY IMPLICATIONS

Social	The majority of Council's tenants are community groups run by passionate teams of volunteers – clarifying aspects of the Policy benefits negotiations for their ongoing tenure, which in turn ensures viable arrangements for community members to enjoy.
Financial	The Governance Team and relevant Managers spend a great deal of time preparing and negotiating Leases, Licences, Agreements and imbedded documents. Clarifying financial and administrative responsibilities and requirements benefits all parties.

COMMUNITY ENGAGEMENT

Not applicable.

GENDER IMPACT ASSESSMENT

Not applicable.

RISK

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

Strategic Risk Description and Residual Risk Level	Action to Mitigate/Reduce Risk	Does Action maintain or reduce Residual Risk Level
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	The revised Policy will continue to enable 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 revised Policy shows clear and concise governance 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.

15.9 RESCINDING OF EQUIPMENT ACCESS AGREEMENT - HOPETOUN AND WARRACKNABEAL AERODROMES

Prepared by Jo White, Governance Officer

SUMMARY

Council endorsed an Equipment Access Agreement at the Ordinary Council Meeting on 24 May 2023.

The Agreement allowed for a private aviation enthusiast, M Toffolon, to install ADS-B receivers at Warracknabeal and Hopetoun Aerodromes which would receive live flight data to a free online data base. The data could be utilised to track active or historical flight data.

The enthusiast changed jobs not long after the Agreement was endorsed and was no longer located in the area. The Agreement wasn't executed and the equipment wasn't installed.

This report seeks to rescind the earlier decision to enter into an access agreement with M Toffolon.

Resolution:

That Council:

a) Rescinds the Equipment Access Agreement with M Toffolon for the supply and installation of an ADS-B receiver at Warracknabeal and Hopetoun aerodromes, adopted on 24 May 2023.

Moved Cr Zanker **Seconded Cr Heintze**

That the recommendation be adopted.

Carried Unanimously

ATTACHMENTS

Attachment: Item 15.2 Council Minutes 24 May 2023 - Equipment Access Agreement Warracknabeal and Hopetoun Aerodromes

Attachment withheld;

The Equipment Access Agreements for Hopetoun and Warracknabeal Aerodromes between Yarriambiack Shire Council and M Toffolon is considered confidential information for the purpose of section 3(1) of the *Local Government Act 2020*:

1. 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
2. Because it contains personal information, being information which is released would result in the unreasonable disclosure of information about any person or their personal affairs (section 3(1)(f)).

Confidential Attachment: Licence agreement - Yarriambiack Shire Council to Matthew Toffolon - Hopetoun Airport 14806730 v 1

DISCUSSION

As outlined in the original Council Report dated 24 May 2023, it was proposed that two receivers be installed at the Hopetoun and Warracknabeal Aerodromes. At the time Council endorsed the request, Mr Toffolon was employed by one of Council's contractors, which meant he was regularly working within the local area, despite residing outside of the municipality. His presence in the region would have provided him with sufficient opportunity to access the receivers outside his normal working hours. The supply, installation, and ongoing monitoring of the equipment were to be undertaken at Mr Toffolon's own cost, with only minimal power usage required from Council.

Around the time of Council's endorsement, Mr Toffolon ceased his employment with the contractor and commenced work elsewhere. This change resulted in him being based in a different region and no longer attending the local area. Consequently, it was no longer viable for him to install or maintain the receivers, as each visit would have required a dedicated and lengthy trip.

The Equipment Access Agreement was never executed by either the Licensor or the Licensee, and the equipment was ultimately not installed.

Council had previously supported the installation of the equipment as it may have been able to utilise the captured data to support future grant applications and would have been among the first Shires in the region to host ground stations capable of tracking flights.

RELEVANT LAW

Local Government Act 2020.

COUNCIL PLANS AND POLICIES

Council Plan 2025 – 2029 **Strategic Objectives**	**Priorities**
An Innovative and Diversified Economy	• Advocate and support agriculture, economic development and investment in our region
A Healthy and Inclusive Community	• Develop and/or maintain strong partnerships to deliver high quality services and sustainable infrastructure to enhance the social health and wellbeing outcomes for all our residents. • Advocate, prioritise, and invest in infrastructure that supports an accessible, inclusive, and socially connected community to improve liveability.
A Council that serves its Community	• Undertake robust and transparent planning and risk management to ensure our organisation is sustainable now and into the future. • Embed good governance practices into all decision making. • Advocate for our community, on matters that are important to the entire municipal district. • Build trust through engaging with our community, delivering quality services and outcomes. • Consider a broad base of evidence before making decisions, ensuring value for money and responsive, innovative services and solutions are provided.
Policies, Procedures, Guidelines, Plans, Strategies and Frameworks	
Policy	Leases and Licences Policy

OVERARCHING GOVERNANCE PRINCIPLES

This Council report has been prepared in accordance with, and to give effect to, the overarching governance principles articulated in section 9 of the *Local Government Act 2020*, to the extent practicable.

RELATED COUNCIL DECISIONS

24 May 2023 – Ordinary Council Meeting Minutes - Item 15.2 Equipment Access Agreement Hopetoun and Warracknabeal Aerodromes

OPTIONS

Council could choose to not rescind the Equipment Access Agreement.

SUSTAINABILITY IMPLICATIONS

Financial	Although only minimal, there will be no drawing of Council's electricity supply.

COMMUNITY ENGAGEMENT

Not applicable.

GENDER IMPACT ASSESSMENT

Not required for this report.

RISK

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

Strategic Risk Description and Residual Risk Level	Action to Mitigate/Reduce Risk	Does Action maintain or reduce Residual Risk Level
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	The rescinding of the agreement will meet Council's governance and compliance obligations .	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.

15.10 USE OF ARTIFICIAL INTELLIGENCE POLICY

Prepared by Daniel Brandon, Manager Business Systems

SUMMARY

Council developed the Use of Artificial Intelligence (AI) Policy to provide a clear governance framework for the responsible use of AI across the organisation.

The Policy establishes principles, controls, and accountabilities to ensure AI is used safely, ethically, and in alignment with Council's legal obligations, risk management framework, and organisational values.

The Policy supports the controlled adoption of emerging technologies to improve efficiency and productivity, while protecting Council information, systems, and community trust.

Resolution:

That Council:

a) Rescinds the Use of Artificial Intelligence Policy adopted on 28 May 2025;

b) Adopts the Use of Artificial Intelligence Policy as attached to this report; and

c) Notes that implementation will be managed through existing ICT governance, risk management, and audit processes.

Moved Cr Heintze **Seconded Cr Lehmann**

That the recommendation be adopted.

Carried Unanimously

ATTACHMENTS

Attachment: Use of Artificial Intelligence Policy

DISCUSSION

Council is experiencing increasing use of Artificial Intelligence (AI) tools across administrative and service delivery functions. The development and continuous review of a formal policy ensures that this use is consistent, controlled, and aligned to governance expectations.

The Policy recognises both the opportunities and risks associated with AI, supporting its use where it enhances efficiency and productivity, while ensuring appropriate safeguards are in place.

The Policy applies to all Councillors, staff and contractors and establishes clear requirements, including:

- Use of approved AI tools only;
- AI to act as a support tool only, not a decision maker;
- Mandatory review and validation of AI-generated content; and
- Restrictions on entering confidential or sensitive information into AI platforms.

The Policy is underpinned by key governance principles, including:

- Accountability and human oversight;
- Privacy protection and information security;
- Transparency and responsible use; and
- Alignment with existing Council policies and legislative obligations.

AI use will be governed through Council's existing ICT governance, audit, and risk management processes, ensuring oversight, monitoring, and continuous improvement.

Roles and responsibilities are clearly defined, with oversight by the Chief Executive Officer and Leadership Team, and operational governance managed through the Manager Business Systems.

The Policy positions Council to adopt AI in a controlled and low-risk manner, focusing on administrative assistance (e.g. drafting, summarisation, and analysis) rather than automated decision making.

Council will support implementation of the Policy through staff awareness and capability development, including the delivery of targeted online training sessions facilitated by Council's ICT service partner to ensure staff understand the appropriate and responsible use of AI tools.

RELEVANT LAW

The Policy aligns with relevant legislative obligations, including:

- *Privacy and Data Protection Act 2014* (Vic)
- *Freedom of Information Act 1982* (Vic)
- *Health Records Act 2001* (Vic)
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)

COUNCIL PLANS AND POLICIES

Council Plan 2025 – 2029 **Strategic Objectives**	**Priorities**
A Council that serves its Community	• Undertake robust and transparent planning and risk management to ensure our organisation is sustainable now and into the future. • Embed good governance practices into all decision making. • Build trust through engaging with our community, delivering quality services and outcomes. • Consider a broad base of evidence before making decisions, ensuring value for money and responsive, innovative services and solutions are provided.
Policies, Procedures, Guidelines, Plans, Strategies and Frameworks	
Policy	Information Communication Technology (ICT) Acceptable Use Policy
	Information Management Policy
	Use of Artificial Intelligence Policy
Procedure	Information Management Procedure
Plan	Council Plan
	Business Continuity Plan
Strategy	ICT & Business Transformation Strategy
Framework	Service Level Planning Framework

OVERARCHING GOVERNANCE PRINCIPLES

This Council report has been prepared in accordance with, and to give effect to, the overarching governance principles articulated in section 9 of the *Local Government Act 2020*, to the extent practicable.

RELATED COUNCIL DECISIONS

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

- 28 May 2025 – Ordinary Council Meeting Minutes – Item 15.2 Use of Artificial Intelligence Policy

OPTIONS

Council may:

d) Adopt the Use of Artificial Intelligence Policy (recommended); or

e) Defer adoption pending further review.

SUSTAINABILITY IMPLICATIONS

Economic	Improved efficiency and productivity through controlled use of AI tools.
Social	Improved quality, consistency, and timeliness of outputs provided to the community.
Environmental	Supports reduced reliance on paper through digital content creation.
Financial	Minimal direct cost impact, leveraging existing Microsoft 365 environment (e.g. Copilot).

COMMUNITY ENGAGEMENT

Not applicable.

GENDER IMPACT ASSESSMENT

Not required for this report.

RISK

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

Strategic Risk Description and Residual Risk Level	Action to Mitigate/Reduce Risk	Does Action maintain or reduce Residual Risk Level
Security and Technology Risk - Residual Risk Level Low	Policy establishes governance controls, approved tools, and restrictions on data input. Mandatory review and human oversight requirements. Monitoring, audit, and approval processes.	Maintains Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

The Strategy aligns with relevant Victorian frameworks and expectations, including:

- *Privacy and Data Protection Act 2014* (Vic);
- Victorian Protective Data Security Framework (VPDSF); and
- Australian Government guidance on AI use in government.

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.

15.11 COUNCIL EXPENSE POLICY AND PROCEDURE

Prepared by Tammy Smith, Chief Executive Officer and Monique Metlika, Governance Support Officer

SUMMARY

The Council Expense Policy and Procedure outlines the rules and processes for the appropriate use and reimbursement of expenses by Councillors, delegated committee members and Council Officers. It ensures that all expenditure is reasonable, properly authorised, and consistent with Council's governance, accountability, and compliance requirements.

The Policy has been reviewed as outlined in this report and is presented to Council for consideration and adoption.

Resolution:

That Council:

a) Rescind the Council Expense Policy adopted on 25 October 2023; and

b) Adopt the Council Expense Policy and Procedure as attached to this report.

Moved Cr Zanker **Seconded Cr Keel**

That the recommendation be adopted.

Carried Unanimously

ATTACHMENTS

Attachment: Council Expense Policy and Procedure

DISCUSSION

In accordance with section 41 of the *Local Government Act 2020*, a Council must adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees. Council is compliant with the requirements set out under section 41 of the Act.

The Council Expense Policy and Procedure (Policy and Procedure) provides clear guidance on the appropriate use, approval, and reimbursement of expenses incurred by Councillors, delegated committee members and Council Officers in the course of their official duties. It outlines the principles governing expenditure, including accountability, transparency, and value for money, and establishes consistent rules for what can be claimed, how expenses must be substantiated, and the process for reimbursement. The document also defines roles and responsibilities to ensure that all expenses are reasonable, properly authorised, and aligned with Council's legislative obligations and governance standards.

The Policy and Procedure has been reviewed to ensure compliance with the requirements of the *Local Government Act 2020*, associated regulations, and principles of good governance. For context, this review was informed by Governance Training undertaken by the Governance Support Officer, who, in conjunction with the Chief Executive Officer, identified relevant amendments and incorporated the following changes:

a) Amendments to Section 2 – *Responsibilities* to ensure the roles and responsibilities of the Mayor, Chief Executive Officer, and Executive Leadership are clearly defined and appropriately aligned to their respective functions;

b) Addition to Section 5 – *Definitions* to include a definition of 'Minor and Incidental Personal Use of a Motor Vehicle', providing greater clarity and guidance;

c) Addition to Section 6.2 to clarify that, for the avoidance of doubt, Councillor expense reimbursements under this section (and its subsections) must be consistent with this

Policy and Procedure and the Councillor Professional Development Policy and Program;

d) Introduction of Section 7.2 and associated subsections to clearly define Mayor and Councillor entitlements in relation to the use of motor vehicles, including:

   i. Section 7.2.1, which specifies that the Mayor is provided with a motor vehicle due to the geographical size of the Shire. The vehicle is to be used solely for mayoral duties and official activities and is not to be used for private purposes, with specific clarification provided regarding what constitutes minor and incidental personal use; and
   ii. Section 7.2.2, which specifies that Councillors may utilise a Council carpool vehicle when undertaking duties associated with their role, with further clarification included regarding minor and incidental personal use.

These amendments strengthen clarity, accountability, and transparency, ensuring Council’s expense entitlements are aligned with legislative requirements under the *Local Government Act 2020* and consistent with the roles and responsibilities of Councillors and Council Officers.

RELEVANT LAW

a) *Local Government Act 2020*

- Section 41 – Council Expenses Policy

b) Local Government (Governance and Integrity) Regulations 2020

COUNCIL PLANS AND POLICIES

Council Plan 2025 – 2029 **Strategic Objectives**	**Priorities**
A Council that serves its Community	• Embed good governance practices into all decision making.
Policies, Procedures, Guidelines, Plans, Strategies and Frameworks	
Policy	Councillor Professional Development Policy and Program
	Public Transparency Policy
	Motor Vehicle Manual

OVERARCHING GOVERNANCE PRINCIPLES

This Council report has been prepared in accordance with, and to give effect to, the overarching governance principles articulated in section 9 of the *Local Government Act 2020*, to the extent practicable.

RELATED COUNCIL DECISIONS

- 24 June 2020 – Ordinary Council Meeting Minutes – Item 12.7 Council Expense Policy
- 29 June 2022 – Ordinary Council Meeting Minutes – Item 14.3 Councillor Expense Policy - Update
- 25 October 2023 – Ordinary Council Meeting Minutes – Item 15.8 Council Expense Policy

OPTIONS

Council may elect not to adopt the amended Council Expense Policy and Procedure and instead request further amendments.

SUSTAINABILITY IMPLICATIONS

Economic	Supports value for money and accountable use of Council resources.

Social	Supports transparency and public confidence in Council expenditure.
Financial	Strengthens financial oversight, accountability, and appropriate reimbursement controls.

COMMUNITY ENGAGEMENT

Not applicable.

GENDER IMPACT ASSESSMENT

Not required for this report.

RISK

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

Strategic Risk Description and Residual Risk Level	Action to Mitigate/Reduce Risk	Does Action maintain or reduce Residual Risk Level
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	The Policy and Procedure establishes clear rules, approval pathways, and accountability requirements for expense claims, supporting compliance with legislative obligations and consistent governance practices.	Maintains Residual Risk Level
Financial Risk - Residual Risk Level Medium	The Policy and Procedure strengthens financial oversight by requiring proper authorisation, substantiation, and reimbursement controls, reducing the risk of inappropriate or unsupported expenditure.	Maintains Residual Risk Level
Reputational Risk - Residual Risk Level Low	The Policy and Procedure promotes transparency, accountability, and consistent decision-making in relation to Council expenses, helping maintain public trust and confidence in Council's use of resources.	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.

15.12 DEED OF VARIATION OF LEASE ENDORSEMENT – NBN CO LIMITED – NBN TOWER, RUPANYUP

Prepared by Jo White, Governance Officer

SUMMARY

In November 2013, Yarriambiack Shire Council entered into a 20-year lease with NBN Co Limited for a parcel of land in the south-east corner of the Rupanyup Recreation Reserve on Gibson Street, Rupanyup. NBN Co Limited subsequently installed a telecommunications facility at this location (a 40 metre monopole) to provide fixed wireless coverage as part of the National Broadband Network. NBN Co Limited has requested that the lease be varied and extended and has provided a Deed of Variation of Lease for Council's consideration.

The proposed Deed of Variation will support the long-term operation of the telecommunications facility on Council-owned land, benefiting both parties and the local community.

This report seeks Council's endorsement of the Deed of Variation of Lease.

Resolution:

That Council:

a) Confirms that a 28 day community consultation was undertaken from 11 May 2026 to 12 June 2026, in accordance with s115 of the *Local Government Act 2020* and Council's Community Engagement Policy and Procedure;

b) Endorse the Chief Executive Officer to negotiate details with NBN Co Limited for the Deed to be executed, providing the intent of the Lease agreement is not altered, and there are no objections received;

c) Endorse the Deed of Variation (as attached) to the Lease (as attached) between Yarriambiack Shire Council and NBN Co Limited for the land known as Certificate of Title Volume 11192 Folio 081, in Gibson Street, Rupanyup, Vic 3388, to include the following:

   i. Extend the Lease Expiry Date from 07 November 2033 to 07 November 2066;

   ii. Increase the annual payment to $10,788.75 p.a. ex GST from 08 November 2026; and

   iii. Increase the rent from 2.5% to 2.75% on each anniversary of 08 November 2026.

d) Endorse the Deed of variation to include the proposed amendments to the Lease Clauses as detailed in the Heads of Terms Letter (attached); and

e) Endorse the affixing of the Common Seal to the Deed of variation in accordance with Council's Common Seal and Conduct at Meetings Local Law 2024.

Moved Cr Keel **Seconded Cr Lehmann**

That the recommendation be adopted.

Carried Unanimously

ATTACHMENTS

Attachment: Deed of Variation of Lease – NBN Co Limited – Gibson Street, Rupanyup Vic 3388

Attachment: Lease – NBN Co Limited – NBN Co Limited - Gibson Street, Rupanyup Vic 3388

Attachment: Letter & Heads of Terms – NBN Co Limited - Gibson Street, Rupanyup Vic 3388

Attachment: Submissions

DISCUSSION

Telecommunications have transformed the way communities live and work. NBN Co Limited provides wholesale network infrastructure to retail internet service providers, using a multi-technology mix of fibre, fixed wireless and satellite to build, upgrade and maintain Australia's digital infrastructure.

When the lease was executed in 2013, NBN Co Limited was transitioning from a predominantly fibre rollout to the multi-technology mix model. Over the past 13 years, demand for broadband services has increased significantly, with residents and businesses requiring reliable, fast, resilient and secure connectivity.

The lease payments are passed on to the Committee of Management of the Rupanyup Recreation Reserve to aid in the ongoing maintenance of the Reserve and facilities for the local community.

In March 2024, NBN Co Limited identified the Gibson Street site as suitable for long-term renewal and commenced discussions to extend the current lease beyond 2033. NBN Co Limited indicated it would offer an increased rental amount and contribute towards Council's legal costs associated with proposed amendments, including the addition of four clauses to the lease.

Several organisational changes for both parties delayed negotiations; however, the matter has recently progressed with an amended proposal from NBN Co Limited. The amended proposal includes a higher rental amount and annual escalation rate, an increased contribution towards Council's legal costs, and the inclusion of four additional clauses to the original lease.

Council's legal advisers have reviewed the Deed of Variation of Lease. The varied and extended lease will support the ongoing operation of the facility and provide benefits to Council, local businesses and residents, while also providing NBN Co Limited with longer-term tenure.

RELEVANT LAW

Local Government Act 2020.

COUNCIL PLANS AND POLICIES

Council Plan 2025 – 2029 **Strategic Objectives**	**Priorities**
A Healthy and Inclusive Community	• Develop and/or maintain strong partnerships to deliver high quality services and sustainable infrastructure to enhance the social health and wellbeing outcomes for all our residents. • Advocate, prioritise, and invest in infrastructure that supports an accessible, inclusive, and socially connected community to improve liveability.
A Council that serves its Community	• Undertake robust and transparent planning and risk management to ensure our organisation is sustainable now and into the future. • Embed good governance practices into all decision making. • Advocate for our community, on matters that are important to the entire municipal district. • Build trust through engaging with our community, delivering quality services and outcomes.
Policies, Procedures, Guidelines, Plans, Strategies and Frameworks	
Policy	Leases and Licences Policy
Policy	Community Engagement Policy & Procedure

OVERARCHING GOVERNANCE PRINCIPLES

This Council report has been prepared in accordance with, and to give effect to, the overarching governance principles articulated in section 9 of the *Local Government Act 2020*, to the extent practicable.

RELATED COUNCIL DECISIONS

23 November 2013 – Ordinary Council Meeting Minutes - Item 11.5 – Endorsement of Lease of Land to NBN Co Limited at Rupanyup Recreation Reserve (Certificate of Title Volume 11192 Folio 081)

OPTIONS

a) Council could choose to reject the Deed of Variation; or

b) Elect to enter into shorter-term agreement.

SUSTAINABILITY IMPLICATIONS

Economic	The lease supports NBN Co Ltd's operation, whilst also supporting local business and residents.
Social	The lease supports local residents having access to digital networking opportunities, enhancing general wellbeing and connectedness.
Financial	The lease clarifies rental and maintenance terms, supporting Council's financial sustainability. The payments are passed on to the Committee of Management to maintain the Recreation Reserve and facilities. Additionally, it will assist in maintaining the infrastructure as a valuable community asset.

COMMUNITY ENGAGEMENT

In accordance with section 115(4) of the *Local Government Act 2020*, on 11 May 2026, Council commenced a 28-day community consultation process regarding the proposed variation of the lease of land for the NBN Tower in Rupanyup. Community feedback was invited until 5.00pm on 12 June 2026.

Two submissions were received, both in support of the proposed lease variation. One submission was received through Council's online consultation platform, and the other was submitted via email to Council's general enquiries address.

The first submission supported the lease extension on the basis that the NBN Tower provides an essential community service and that the lease payments assist with the maintenance of the Recreation Reserve and its facilities.

The second submission also supported the lease extension, noting that the rental payments contribute to improvements at the Rupanyup Recreation Reserve and help reduce the burden on volunteers by lessening the need for additional fundraising and maintenance efforts.

GENDER IMPACT ASSESSMENT

Not applicable.

RISK

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

Strategic Risk Description and Residual Risk Level	Action to Mitigate/Reduce Risk	Does Action maintain or reduce Residual Risk Level
Corporate Governance, Compliance and Liability Risk - Residual Risk Level Low	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 Agreement enables NBN Co Limited to manage the site and provide digital access to the local community	Reduces Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

CONFLICTS OF INTEREST

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

16 COUNCIL REPORTS FOR NOTING

16.1 CRM QUARTERLY REPORT

Prepared by Daniel Brandon, Manager Business Systems

SUMMARY

This report provides an overview of Council's Customer Request Management (CRM) activities from 01 July 2025 to 31 May 2026, with a focus on the March to May 2026 quarter. It outlines CRM volumes, service demand trends, and the status of requests including those completed, on hold, and overdue.

The report also highlights key service areas contributing to customer requests and summarises operational factors impacting delivery, including resourcing constraints, weather impacts and scheduling requirements.

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

Resolution:

That Council:

a) Note the report attached and presented.

Moved Cr Keel **Seconded Cr Zanker**

That the recommendation be adopted.

Carried Unanimously

ATTACHMENTS

Attachment: Quarterly CRM Reporting March 2026 - May 2026

DISCUSSION

Community Engagement

Council continues to support a range of engagement channels to ensure accessibility for community reporting. Customer requests are received through:

- Customer Service team (phone, email and visitors);
- Snap Send Solve application;
- Councils' website; and
- The Community Engagement van

Customer Request Summary and Actions

Since 01 July 2025, Council has received 2184 customer requests, with 610 requests raised during the March–May 2026 quarter and 522 requests closed.

The highest request categories for the period were:

- Rates (100)
- Waste, Rubbish and Bins (61)
- Planning and Building (49)
- Trees (40)

A total of 11 CRMs are currently on hold, primarily due to resource availability, scheduling requirements or the need for further investigation.

There are 126 overdue CRMs, with the highest volumes relating to:

- Trees (25)

- Gravel Roads (15)
- Sealed Roads (11)
- Planning and Building (11)

While overall throughput remains consistent, these areas highlight ongoing pressure points requiring continued prioritisation and resource allocation.

Roads Summary

Council manages approximately 4,603 km of roads across the municipality.

During the March–May 2026 quarter:

i. Maintenance grading, resheeting and shoulder works were undertaken across all operational areas;

ii. Priority rural routes and key collector roads were addressed; and

iii. Delivery remained steady despite challenges including wet weather conditions, plant maintenance and training requirements.

These activities have supported the ongoing resolution of road related CRMs, although demand for grading and maintenance continues to influence overdue volumes.

RELEVANT LAW

Not applicable.

COUNCIL PLANS AND POLICIES

Council Plan 2025 – 2029 Strategic Objectives	Priorities
A Council that serves its Community	Build trust through engaging with our community, delivering quality services and outcomes.
Policies, Procedures, Guidelines, Plans, Strategies and Frameworks	
Policy	Community Engagement Policy and Procedure
Other	Customer Service Charter

RELATED COUNCIL DECISIONS

- 25 March 2026 – Ordinary Council Meeting Minutes – Item 16.1 Customer Request Management Quarterly Report
- 10 December 2025 – Ordinary Council Meeting Minutes – Item 16.1 Customer Request Management Quarterly Report
- 24 September 2025 – Ordinary Council Meeting Minutes – Item 16.1 Customer Request Management Quarterly Report
- 30 June 2025 – Ordinary Council Meeting Minutes – Item 16.1 Customer Request Management Quarterly Report

OPTIONS

Not applicable.

SUSTAINABILITY IMPLICATIONS

Financial	Council continues to manage competing priorities and limited resources across service areas. Customer requests are prioritised based on risk, location and efficiency, with planned works and grouped delivery approaches used to maximise value for money and improve service outcomes.

COMMUNITY ENGAGEMENT

Council continues to:

- Promote CRM reporting via the website and Snap Send Solve;
- Provide updates on road maintenance activities through Yarri Yarns and Council communications; and
- Maintain direct communication with community through CRM notifications.

GENDER IMPACT ASSESSMENT

Not applicable.

RISK

Strategic Risk Description and Residual Risk Level	Action to Mitigate/Reduce Risk	Does Action maintain or reduce Residual Risk Level
Reputational Risk - Residual Risk Level Low	Ongoing communication with customers, improves notification processes and prioritisation of high risk requests. Planned works program, resource allocation and scheduling improvements.	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.

17 PERMITS ISSUED

List of permits issued in May 2026 is listed below for noting.

Resolution:

That Council:

Note the permits issued by Council between 01 May 2026 to 31 May 2026.

Moved Cr Zanker **Seconded Cr Heintze**

That the recommendation be adopted.

Carried Unanimously

Reference No	Description	Address	Date of Issue
Local Law Permits			
10-26	Keeping more than allowed number of animals	Murtoa	13/05/2026
11-26	Camping on Private Ground – Dunmunkle Sump Oilers Machinery Preservation Inc	Murtoa	18/05/2026
12-26	Keeping more than the allowed number of animals	Warracknabeal	28/05/2026
Planning Permits			
PA20260087	Construction and use of four single-storey transportable cabins for short-term worker/staff accommodation, including associated parking, internal access and minor site works (fencing/landscaping and stormwater management).	Minyip	13/05/2026
PA20260088	Creation of an easement across the flow meter compound on the corner of Walsh Lane and Gun Club Road	Minyip	14/05/2026
PA20260091	Construction of three residential buildings on a lot	Murtoa	27/05/2026
PA20260089	Three-lot subdivision	Minyip	07/05/2026
PA20260090	Two-lot subdivision	Kewell	27/05/2026
PA20260094	Construction of a shed on a vacant lot	Rupanyup	14/05/2026
PA20260093	Construction of a single storey dwelling	Warracknabeal	29/05/2026
PA20260095	Construction of a single-storey second dwelling.	Turriff	29/05/2026
PA20260097	Construction of a spa within a flood-prone area	Warracknabeal	29/05/2026
PA20260100	Proposed restoration, renovation and extension of an existing dwelling	Warracknabeal	29/05/2026

RRWP & APP Permits			
2026-6	Level Crossing	Thomas Road, Murtoa	12/5/2026
2026-7	Vehicle Crossing	Lloyd Street, Murtoa	25/5/2026

18 CLOSED DECISIONS TO BE RECORDED IN OPEN COUNCIL MEETING AGENDA

The following Council decisions have been made in a Closed Confidential Council Meeting and are being recorded, where appropriate, in the Agenda of an open Council meeting for public transparency.

Resolution:

That Council:

a) Determines, pursuant to section 125(2) of the *Local Government Act 2020*, that the Resolution(s) made and outlined in the table below, while a meeting was closed to the public be made publicly available; and recorded in the public Minutes of this meeting.

Moved Cr Zanker **Seconded Cr Keel**

That the recommendation be adopted.

Carried Unanimously

Date	Item Number and Title	Decision
22 April 2026	Unscheduled Council (Confidential) Meeting Minutes – Item 4.1 C365-2026 Wet and Dry Plant, Equipment and Labour Hire	**Resolution:** That Council: a) Endorses the establishment of a panel of suitably qualified suppliers to supply wet and dry plant, equipment, and short-term labour on an as-needed basis to supplement Council's existing fleet and workforce; b) Endorse the recommendation outlined in the Value for Money Evaluation Report (attached) to appoint seventeen (17) suppliers to the Panel of Suppliers for a contract term of seven years; and c) Authorise the Chief Executive Officer (or her delegate) to execute contract terms and conditions with the seventeen (17) recommended suppliers. If satisfactory terms and conditions, beneficial to the Shire, cannot be achieved, the Chief Executive Officer is delegated the authority to decline appointment of that supplier to the panel. **Moved Cr Zanker** **Seconded Cr Kirk** **That the recommendation be adopted.** **Carried Unanimously**

DISCUSSION

Contracts have been issued to and executed by 12 suppliers in relation to the above contract, which was considered at the Closed Council meeting on 22 April 2026.

Each of these suppliers accepted Yarriambiack Shire Council's standard contract conditions.

Council is currently considering whether the amendments to the contract requested by the remaining five suppliers are acceptable. Should agreement be reached, contracts will be executed and those suppliers will subsequently be appointed to the Panel. If agreement cannot be reached, those suppliers will not be appointed.

19 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.

20 NEXT MEETING

Wednesday 22 July 2026.

21 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.

Resolution:

That the Ordinary Meeting of Council is now closed at 4.09pm.

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

Moved Cr Zanker **Seconded Cr Keel**

That the recommendation be adopted.

Carried Unanimously

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. Permit Application to Store Unregistered Vehicles

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

a) Because it is law enforcement information, being information that if released would be reasonably likely to prejudice the investigation into an alleged breach of the local law, or the fair trial or hearing of any person (section 3(1)(d)); and

b) Because it contains personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs (section 3(1)(f));

This ground applies because the Agenda Item concerns personal information about a rate payer that would, if prematurely released, compromise Council's position in relation to the requirement to comply with the *Privacy and Data Protection Act 2014* and enforcement activities.

2. Appeal Against Refusal of Local Law Permit Application – Excess Animals – Residential Property, Warracknabeal

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

a) Because it is law enforcement information, being information that if released would be reasonably likely to prejudice the investigation into an alleged breach of the local law, or the fair trial or hearing of any person (section 3(1)(d)); and

b) Because it contains personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs (section 3(1)(f));

This ground applies because the Agenda Item concerns personal information about a rate payer that would, if prematurely released, compromise Council's position in relation to the requirement to comply with the *Privacy and Data Protection Act 2014* and enforcement activities.

3. C368-2026 – Hopetoun Swimming Pool Major Repairs Contract Variation (Variation 2)

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

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.