



**MINUTES OF THE ORDINARY COUNCIL MEETING OF THE HINDMARSH SHIRE COUNCIL
HELD AT THE COUNCIL CHAMBER, NHILL ON WEDNESDAY 7 JUNE 2017,
COMMENCING AT 3:00PM**

AGENDA

1. Acknowledgement of the Indigenous Community and Opening Prayer

2. Apologies

3. Confirmation of Minutes

4. Declaration of Interests

5. Public Question Time

6. Correspondence

7. Assembly of Councillors

7.1 Record of Assembly

8. Planning Permit Reports

- 8.1 Amendment to Planning Permit 1478-15
- 8.2 Amendment to Planning Permit 1475-15

9. Reports Requiring a Decision

- 9.1 Naming of an unnamed government road reserve – Zanker Reserve Road
- 9.2 Local Government Performance Reporting – Six month update
- 9.3 Business Assistance Grants Program – 2017/18 Review
- 9.4 Business Assistance Grants Program – 2016/17 Remaining Funds
- 9.5 Hindmarsh Tourism
- 9.6 Community Action Grants Program – 2016/17 Review

10. Special Committees

- 10.1 Yurunga Homestead Committee

11. Late Reports

No report

12. Other Business

No report

13. Confidential Matters

- 13.1 Waste Management Contracts:
 - Contract No. 2014/15-03 – Kerbside Waste Collection
 - Contract No. 2014/15-04 – Kerbside Recyclables Collection
 - Contract No. 2014/15-05 – Transfer of waste to Dooen landfill

14. Meeting Close

Present: Crs. D. Nelson (Mayor), R. Lowe (Deputy Mayor), D. Colbert, T. Schneider, R. Gersch, R. Ismay

In Attendance:

Greg Wood, (Chief Executive Officer), Anne Champness (Director Corporate and Community Services), Adrian Gasperoni (Director Infrastructure Services), Taegan Salt (Executive Assistant),

1 - 8.2: Peter Jewell (Town Planner), Pamela Cannell (Planning Administrative Officer).

1. ACKNOWLEDGEMENT OF THE INDIGENOUS COMMUNITY AND OPENING PRAYER

Cr Nelson opened the meeting at 3:00pm by acknowledging the Indigenous Community and offering the opening prayer.

2. APOLOGIES

Nil

3. CONFIRMATION OF MINUTES

RECOMMENDATION:

That the Minutes of the Ordinary Council Meeting held on Wednesday 17 May 2017 in the Council Chamber, Nhill as circulated to Councillors be taken as read and confirmed.

MOVED: CRS R. Lowe/T. Schneider

That the Minutes of the Ordinary Council Meeting held on Wednesday 17 May 2017 in the Council Chamber, Nhill as circulated to Councillors be taken as read and confirmed.

CARRIED

Attachment: 1

4. DECLARATION BY COUNCILLORS OR OFFICERS OF ANY DIRECT OR INDIRECT INTEREST IN ANY ITEM ON THE AGENDA.

- Direct; or
- Indirect interest
 - a) by close association;
 - b) that is an indirect financial interest;
 - c) because of conflicting duties;
 - d) because of receipt of an applicable gift;
 - e) as a consequence of becoming an interested party; or
 - f) because of an impact on residential amenity.

Declaration of direct or indirect interest must also be advised by Councillors at the commencement of discussion of the specific item.

5. PUBLIC QUESTION TIME

6. CORRESPONDENCE

6.1 GENERAL CORRESPONDENCE

No correspondence

7. ASSEMBLY OF COUNCILLORS

Responsible Officer: Director Corporate and Community Services

Attachment: 2

Introduction:

The attached Assembly of Councillors Record is presented as an attachment to the Council agenda for the information of Councillors and recorded at the Council meeting as required under s80A Local Government Act 1989.

Options:

1. That Council accept the Assembly of Councillors Records as presented.

RECOMMENDATION:

That Council accept the Assembly of Councillors Records as presented.

MOVED: CRS R. Gersch/R. Lowe

That Council accept the Assembly of Councillors Records as presented.

CARRIED

Attachment: 2

8. PLANNING PERMITS

MOVED: CRS T. Schneider/R. Lowe

Suspend standing order.

CARRIED

MOVED: CRS T. Schneider/R. Ismay

Resume standing orders.

CARRIED

8.1 AMENDMENT REQUEST FOR PLANNING PERMIT 1478-15

Responsible Officer: Director Infrastructure Services
File: Planning – Amendment – 1478-15
Attachment: 14

Background:

Council at its meeting of 19 October 2015 considered an application for the construction and use of a duck farm facility at 85 G Dahlenburg Road, Nhill. Six objections were received. Council at the meeting determined:

“That Council issue a Notice of Determination to Grant a Planning Permit for Application 1478-15 to allow duck sheds and associated buildings and structures including a dwelling and the removal of native vegetation on CA80B Parish of Winiam (85 G Dahlenburg Road, Nhill) subject to the following conditions ..”

Subsequently, objectors lodged an Application for Review with the Victorian Civil and Administrative Tribunal (VCAT). VCAT directed a Compulsory Conference (i.e. mediation) for the 19 February 2016. A full merits hearing was listed for three days commencing on 9 May 2016 if the Compulsory Conference was unsuccessful.

At the Compulsory Conference, the permit applicant and objector appellants agreed with additional conditions to the Council decision. The additional conditions included:

- the relocation of the two eastern sheds to minimise the effect on native vegetation;
- additional details of the proposed dwelling;
- that no waste from the site be deposited within 5 kilometres of the facility;
- an acoustic report be prepared prior to the commencement of the use and again three months after the use commences; if there is any non-compliance with noise standards then recommendations will be made and these are to be acted upon;
- that planting in the landscaping areas be of an indigenous species;
- a complaints protocol must be displayed at the entrance to the site; and
- that the use not cause detriment to the surrounding area.

Construction of the duck sheds commenced in late 2016. In January 2017 Council received complaints from local parties that the duck sheds were not being constructed with colourbond. This material was specified in the Environmental Management Plan and appeared on the endorsed plans. As well other discrepancies with the planning permit were raised. Subsequently Council wrote to the permit holder, Luv-a-Duck, asking for a response to these queries. The permit holder then applied for an amendment to the planning permit seeking various changes. These changes included using zincalume instead of colorbond for the duck shed roofs.

The amendment to the planning permit was placed on public notice. All the parties originally notified of the application, as well as objectors, have been notified of the amendment request. To date, six objections have been received.

The permit holder continued with building works and has since placed ducks in the sheds. Council has been requested by two parties to take enforcement action against the permit holder. Enforcement action has not been taken, as there is currently an amendment request before Council. In these circumstances VCAT very rarely issues stop Orders and typically only does so if ongoing high degrees of nuisance or detriment are being caused. There is no apparent detriment being caused to the local environment that can be associated with the changes being sought. Accordingly, the prospects of achieving anything meaningful by undertaking enforcement action are poor and are considered misdirected given the importance of assessing the merits of the amendment request.

An enforcement action has been lodged with VCAT by the planning consultant acting for one of the objectors. At the time of writing the matter has not been set for a Directions Hearing.

Amendment request:

The permit holder has sought an amendment to the permit. This includes the following:

- Amend the endorsed plan to reflect the current roof material and colour of the duck sheds to be zincalume.
- A corresponding change is sought to Section 2.2.3 of the Environmental Management Plan so that the roof material is specified as zincalume.
- Amend the endorsed plan to show a truck wash.
- Amend the wording of Condition 24 to include the words 'unless otherwise approved by the Responsible Authority'. Condition 24 relates to the Environmental Management Plan (EMP) for the site.
- Amend the EMP to reflect the correct date as per condition 24 (i.e. August 2015).

Several objectors have raised concerns that the provisions of Condition 3 have not been satisfied. This condition requires a 5m landscaping strip along the site perimeter. The condition also specifies that this planting must be indigenous. The objectors have claimed that not all of the planting is 'indigenous'.

Advice has been provided by the permit holder on this matter. The landscaping was planted prior to the construction of the sheds. It is now well established and has been inspected on several occasions. The permit holder contracted the Hindmarsh Landcare Network to install the landscaping. The Chairman of the Hindmarsh Landcare Network, Clifford Unger has provided advice that:

- *the species planted on 26 September comprised indigenous species and species growing in the local area; and*

- *the species included Acacia app. Iteaphylla and Pendula and Eucalyptus app. Platypus, Torquata, Microcarpa, Salmonphloia, Camaldulensis and Incrassata.*

In order to remove any ambiguity noting the objectors concerns, the permit holder has request that condition 3 be amended so that references to planting are altered such that the condition reads in part: '*The landscaping plan must detail predominately indigenous planting ...*' and '*The planting carried out on the site must be predominately indigenous species ...*'.

Several of the objector's have also made complaints that condition 5 has not been followed. This condition requires an acoustic compliance report be prepared prior to the works starting (to set a noise 'base') and twelve months after the facility is fully operational. The condition references the '*nearest sensitive receptor*' with regards the preparation of the report. This could be considered a dwelling which appears presently unoccupied approximately 1km south of the duck sheds.

There is some ambiguity in the way the permit condition is written in that it could be construed that the noise testing must be done at the nearest sensitive receptor or alternatively that the noise impacts must relate to potential noise impacts at the nearest sensitive receptor.

The acoustic compliance report has been submitted to Council with the 'logger' to collect noise readings having been placed near the southern boundary of the property (i.e. approximately 100m south of the sheds). The acoustic engineer in response to queries advised Council that positioning the logger much closer to the sheds would provide more stringent noise requirements. As well the logger being on the subject site would be far more secure and readings could be done without the need to seek access to private property.

As a consequence of the objector's concerns the permit holder has sought an amendment to condition 5 to delete the words 'at the nearest sensitive receptor'. The deletion of these words will not alter the intent or requirements of the condition that is that noise from the duck farm must comply with the relative EPA requirements.

Assessment:

The changes sought by the permit holder are detailed above. The amendment request has attracted six objections. The grounds of objection can be summarised as follows:

- the permit conditions were agreed at a VCAT mediation, the permit holder should abide by this agreement;
- the use of zincalume on the roofing will cause glare;
- the truck wash was not shown on the plans it could cause adverse environmental outcomes;
- the sheds are elevated above ground level and will impact upon the amenity of the area;
- the various amendments proposed by the permit holder will adversely impact the adjacent fauna and flora reserve;
- the acoustic engineering report was not carried out in accordance with the relevant permit condition;
- stormwater drainage could be exacerbated by the variations in building height; and
- the landscaping that has been planted is not entirely of an indigenous type.

Consultants on behalf of the permit holder have provided a response to these matters. The matters under dispute for convenience can be divided into seven headings.

Roofing of the sheds:

There is currently an inconsistency in the EMP with regards the roofing material. Condition 24 of the Permit states:

The proposal will be operated in accordance with the Environmental Management Plan as prepared by Scolexia, dated August 2015.

Section 2.2.3 of the approved EMP states:

External finishes of the shed will exhibit low visual intrusion. The shed walls and roof are to be finished in green colour bond. The roof finishing is zinalume. Energy consumption, fan usage and animal welfare have been considered in selecting the roof surface.

The amendment request seeks to remove this ambiguity by having a consistent description of the roof materials. The reasons for seeking the change have been given by the permit holder's planning consultant and animal health consultant (i.e. Scolexia), these include:

- zinalume has a significantly lower 'solar absorbance' than green colorbond. In hot sunny weather, the internal temperature a shed finished in green colorbond may be up to 15° C warmer than one finished in zinalume;
- the welfare of poultry, including ducks is affected by high temperatures. The 'Model Code of Practice for the Welfare of Animals: Domestic Poultry 4th Edition' requires facilities to ensure temperatures not to exceed 33° C;
- the duck farm is located in an area where days of extreme high temperatures occur. This requires the operator to employ all available measures to mitigate the impact of high temperatures on the welfare of the ducks; and
- such measures includes using a roofing material with the lowest possible solar absorbance. For that reason, zinalume is the most common material used for roofing poultry sheds.

In relation to the choice of roofing materials a check of Council records going back to 2010 indicates that colorbond has not been required on any other farm. Council has no policy or development control which requires 'muted' tones on farm shedding (i.e. suggesting colorbond type treatments). There are numerous farm sheds in the locality that are constructed of zinalume. The other duck sheds in the Shire are constructed of zinalume.

The subject site is located in a relatively sparsely populated area. The nearest dwelling is 1km away. The nearest other dwelling appears to be 1.8km's from the sheds and this dwelling has an extensive garden area, which screens views to the sheds.

Predominately views of the sheds are from the west, south and east. Views from the north are obscured by the adjacent Winiam East reserve.

The duck sheds have a relatively low profile even allowing for the raised position due to the sloping land. The roof has a modest pitch. At present the sheds are visible from approximately 1km distance due to the open nature of surrounding farmland. It is anticipated that the perimeter landscaping will provide screening but this landscaping will take approximately 8-10 years to reach a height whereby total screening occurs (assuming growth rates of approximately 0.8m per year).

Some degree of glare is inevitable but this will depend upon the position of the sun and the viewing position. The nature of zinalume is such that there is a degree of oxidation. This will lessen the extent of glare over time so that the sheds will have a dull patina. On recent inspections of the site during sunny periods there was no glare from the sheds.

Given the site context, animal welfare elements, the low profile of the buildings, the landscaping prospects and the lack of any policies or controls requiring muted tones there is a compelling case to amend the permit to unambiguously state that the sheds have zincalume roofing.

Elevation of the western sheds:

The permit holder has advised that sheds 3 and 4 (the western sheds) are raised at the western end 3.35m above ground level. The eastern end of the sheds is cut into the site by 300mm. The height variation relative to ground level is due to the slope of the land. The shed floor has to remain level. The fill has been taken from the dam onsite. The sheds are single level. The applicant has advised that it is not practical to cut the eastern side of the sheds further into the ground due to drainage issues.

The raised position of the sheds needs to be considered in the site context. The sheds do not sit on a rise where they would be silhouetted against the skyline rather they are set into rising ground. The sheds are set well in from side boundaries and from public roads. There are no dwellings nearby. The property has a 5m wide landscaping strip around the site perimeter which in a relatively short period should provide screening of the buildings.

The sheds will be visible from public areas (i.e. predominately Winiam East Road) but at the closest point this is 700m. At this distance the extra height afforded by the fill for the western sheds will largely be indistinguishable from the height of the eastern sheds. Accordingly there is no obvious detriment caused by the raised position of the western sheds.

Truck Wash:

The permit holder has advised in relation to the truck wash that:

- the truck wash is an essential biosecurity measure for the use authorised by the Permit;
- Council's Environmental Health Officer inspected the truck wash on 31 January 2017 and deemed the quantity of water to be used is insufficient to travel any distance; and
- safe chemicals will be employed and relatively low quantities of water will be used.

Condition 30 of the Permit requires the operation to be consistent with the 'Farm Biosecurity Manual for the Duck Meat Industry' (Biosecurity Manual). The chapter titled 'Level 1 - Routine Biosecurity Procedures', standard 2.5.5 of the Biosecurity Manual states:

All vehicles taken into production area/s need to be washed and disinfected prior to entry.

The permit holder advises that in order for this standard to be observed it is necessary to include a truck wash at the site. The truck wash is positioned centrally in the facility. The truck wash is connected to a series of table drains. Truck wash areas are a feature associated with other duck farms. The lack of a truck wash on the plans originally considered by Council appears to have been an oversight on behalf of the permit applicant. The inclusion of the truck wash is a desirable addition to the facility and accords with the Biosecurity Manual associated with the sites EMP. There are no obvious external implications associated with this inclusion.

Rewording the EMP:

The permit holder has sought a wording of Condition 24 to include the words 'unless otherwise approved by the Responsible Authority'. Condition 24 relates to the Environmental Management Plan (EMP) for the site. This change is considered reasonable and allows changes to the EMP where they can be justified. A degree of flexibility is considered sensible given that there may be changes to the operations, practices or new technology. Such changes cannot however result in a 'transformation' of the EMP. Many similar permit conditions have a similar degree of flexibility.

Planting:

The permit holder as outlined above has sought to reword Condition 3 such that it refers to 'predominately indigenous planting'. Inspections have been undertaken at various times of the planting. The landscaping is in three rows and has a width of approximately 5m. It extends around the perimeter of the site. The plants are now well established and generally show vigorous growth. The planting was undertaken by the Hindmarsh Landcare Network a body with considerable experience in indigenous plantings and plantings that are suited to the site context.

The planting is expected to provide screening of the facility in the medium term. The change in wording to predominately indigenous planting recognizes the nature of the planting. Council does not insist on indigenous planting on other sites and does not have an approved planting list.

Position of Acoustic testing equipment:

As detailed above, condition 5 of the permit relates to acoustic testing to determine whether the duck sheds will create any unacceptable noise. The testing has to be done prior to the commencement of the works and twelve months after the sheds become operational. The 'pre' development testing has been done. The acoustic engineer placed the 'logger' on the southern boundary of the site not at the nearest sensitive receptor.

The nearest dwelling is 1 km from the sheds. Inspections of other duck operations and on the subject site after ducks were placed in sheds 1 and 2 indicated no perceptible noise from the animals at a distance of 10m - 20m.

The acoustic engineer has outlined the reasons for installing the logger on the property. Typically noise readings are taken at property boundaries of the 'host' site. The inclusion of the term 'nearest sensitive receptor' in the permit condition was added at the VCAT mediation hearing. It may be derived from permit conditions that relate to wind farms. The noise generated from wind farm turbines including low frequency noise is very different to that applied to other potential noise sources. The height of the wind turbines and sound waves also require a different approach to where recordings are made.

The rewording of the condition to delete references to the nearest sensitive receptor will not diminish the noise standards required. In fact by placing the logger closer to the noise source it is likely to result in more stringent standards. The change in the wording also has significant practical advantages in that the acoustic engineer does not have to gain access to private land and there can be an appropriate testing environment established (i.e. the logger equipment can be monitored). The change proposed is considered a sensible one that will remove ambiguities associated with the wording and one that will provide for higher acoustic requirements.

Drainage:

Objections have been raised as to the potential drainage implications of the proposal. The variations sought by the amendment request have been considered and there are no drainage concerns given the table drains and retarding basin proposed onsite. Stormwater from the sheds as required by condition 12 will be collected in water tanks. It will be used on site for a variety of purposes including cleaning, 'fogging' of the sheds and for watering where necessary of the landscaping areas. Condition 10 and 11 require that any storm water runoff be retained on site. There are no changes proposed to these conditions.

Summary:

It is never ideal when permit conditions that were agreed at a VCAT mediation hearing are sought to be altered. There will be instances when such permit conditions can be made more effective and practical. The changes proposed by the permit holder are considered to be reasonable and will provide for a more effective management and regulatory regime. The clarification of wording as it relates to the roofing material has obvious animal welfare benefits. Other changes to the wording of conditions will also bring more clarity to the responsibilities of the permit holder. The changes proposed are considered reasonable and will have no obvious external detriment to the broader landscape, local environment or amenity of the area.

Conflict of Interest:

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible – Adrian Gasperoni, Director Infrastructure Services

In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Peter Jewell, Town Planner

In providing this advice as the Author, I have no disclosable interests in this report.

RECOMMENDATION:

That Council allows an application to amend Planning Permit 1478-15; this permit allows a duck facility at 85 G Dahlenburg Road, Nhill. The changes to the permit are as follows:

- ***Amend the endorsed plan to reflect the current roof material and colour of the duck sheds to be zincalume.***
- ***A corresponding change is made to Section 2.2.3 of the Environmental Management Plan so that the roof material is specified as zincalume.***
- ***Amend the endorsed plan to show a truck wash.***
- ***Amend Condition 3 so that it refers to ‘The permit holder The landscaping plan must detail predominately indigenous plantings within the landscaping strip. All planting carried out on the site must be predominately indigenous species to the satisfaction of the responsible Authority.’ (The underlining indicates the words to be added).***
- ***Amend Condition 5 so that the expression ‘at the nearest sensitive receptor’ is deleted.***
- ***Amend the wording of Condition 24 to include the words ‘unless otherwise approved by the Responsible Authority’. Condition 24 relates to the Environmental Management Plan (EMP) for the site.***
- ***Amend the EMP to reflect the correct date as per condition 24 (i.e. August 2015).***

MOVED: CRS D. Colbert/R. Ismay

That Council allows an application to amend Planning Permit 1478-15; this permit allows a duck facility at 85 G Dahlenburg Road, Nhill. The changes to the permit are as follows:

- ***Amend the endorsed plan to reflect the current roof material and colour of the duck sheds to be zincalume.***
- ***A corresponding change is made to Section 2.2.3 of the Environmental Management Plan so that the roof material is specified as zincalume.***
- ***Amend the endorsed plan to show a truck wash.***
- ***Amend Condition 3 so that it refers to ‘The permit holder The landscaping plan must detail predominately indigenous plantings within the landscaping strip. All planting carried out on the site must be predominately indigenous species to the***

satisfaction of the responsible Authority.' (The underlining indicates the words to be added).

- ***Amend Condition 5 so that the expression 'at the nearest sensitive receptor' is deleted.***
- ***Amend the wording of Condition 24 to include the words 'unless otherwise approved by the Responsible Authority'. Condition 24 relates to the Environmental Management Plan (EMP) for the site.***
- ***Amend the EMP to reflect the correct date as per condition 24 (i.e. August 2015).***

Attachment: 14

Roy Costa, Roy Costa Planning and Development spoke on behalf of the objectors.

Wes Dean, spoke as an objector

Andrew McBride, Livestock Manager spoke on behalf of the applicant

8.2 AMENDMENT TO PLANNING PERMIT 1475-15

Responsible Officer:	Director Infrastructure Services
File:	Planning – Permits – 1475-15
Assessment:	143380
Attachment:	3
Applicant:	Mark Shearwood
Owner:	Mark Shearwood
Subject Land:	Lot 10, PS 000624 (34 Leahy Street, Nhill)
Proposal:	Amend plans for Planning Permit allowing a second dwelling
Zoning & Overlays:	General Residential Zone (GRZ) Environmental Significance Overlay (Schedule 6)

Summary:

The permit holder has sought an amendment of the above permit. The application was approved at Council's meeting of the 18 March 2015. More recently the permit applicant has been granted an extension of the permit.

The subject site is located on the northeast corner of Leahy Street and Langford Street, Nhill. The site is presently developed with a single storey dwelling with frontage to Leahy Street. Along the side boundary to Langford Street was previously a single garage and a small shed. The garage structure has since been removed. The garage had dimensions of 6.5m x 17m and was setback 3.5m from the Langford Street frontage. The garage was setback approximately 600mm from the southern boundary, and was of a corrugated steel construction.

The planning permit allows construction of a second dwelling in the northern portion of the site. The second dwelling as approved was to occupy a similar area to the garage.

No changes are proposed to the existing dwelling that fronts Leahy Street. The new approved dwelling is single storey and has an east west alignment. It has a setback of 3.8m from the front boundary (to Langford Street), 1.6m from the north boundary and 1.3m from the east boundary. A new dividing fence is proposed to separate the new and existing dwelling.

The amendment request seeks changes to vary the plans for the new second dwelling. It is proposed to have a north south alignment. The main building alignment is setback 9.4m from the frontage, 3.3m from the north boundary and 5.7m from the east boundary. The driveway for the dwelling is proposed to be located adjacent the north boundary (as approved it is located further to the south). The proposed open space for the second dwelling is located to the east of the building. There are no changes proposed for the existing dwelling.

The proposed dwelling has increased setbacks from the north, east and west boundaries. It is a smaller dwelling than has been approved. The private open space position is to the east which is superior to the approved plan which was it to the south of the dwelling. There are no differences with respect to the existing dwelling. The amending plans are considered superior to the approved plans in respect to internal and external amenity considerations. The proposal achieves a good standard of compliance with the ResCode standards.

The Hindmarsh Planning Scheme encourages a diverse supply of housing and a good standard of residential accommodation. The proposal is consistent with these planning objectives.

Notification & Referral of Application:

Pursuant to Sections 52 and 55 of the Planning and Environment Act 1987 (the Act), notice of the application must be given to the community and referred to stipulated authorities.

Community:

Notice of the amendment request was not given as the proposal represents a smaller 'footprint' with regards setbacks to adjoining properties. It remains a single storey building.

Authorities:

Pursuant to Section 52 of the Act, notice of this application was not referred to any authorities, as the proposal is not subject to any relevant controls.

Pursuant to Section 55 of the Act, notice of this application was not required.

Strategic, Statutory and Procedural Requirements:

The proposal is inconsistent with the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.

Report to Council:

The Town Planner advises that all obligations of Council (strategic, statutory and procedural) have been addressed and discharged in this planning application.

Processing Times:

The application for an amendment was received on 18 April 2017. The report is being presented to the Council meeting of 7 June 2017. The statutory processing time requirements of the Planning and Environment Act 1987 have been satisfied.

Conflict of Interest:

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible – Adrian Gasperoni, Director Infrastructure Services

In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Peter Jewell, Town Planner

In providing this advice as the Author, I have no disclosable interests in this report.

RECOMMENDATION:

That Council approves amending plans for Planning Permit 1475-15 to erect a second dwelling at Lot 10, PS 000624 (34 Leahy Street, Nhill).

MOVED: CRS R. Gersch/R. Lowe

That Council approves amending plans for Planning Permit 1475-15 to erect a second dwelling at Lot 10, PS 000624 (34 Leahy Street, Nhill).

CARRIED

Attachment: 3

9. REPORTS REQUIRING A DECISION

9.1 NAMING OF AN UNNAMED GOVERNMENT ROAD RESERVE – ZANKER RESERVE ROAD

Responsible Officer: Director of Infrastructure Services

Introduction:

Council has received a request to name an unnamed government road reserve near the eastern boundary of our shire within an area more commonly known amongst the local community members as Peppers Plain. The proposal is to name the road Zanker Reserve Road.

Discussion:

The road is aligned in an east-west orientation between the G Starick Road and Geodetic Road which coincidentally forms the western boundary of our shire.

The road is currently unnamed, however the road is commonly known to local residents as Reserve Road. Records will show that since 1896, properties either side of this road has been owned members of the Zanker family.

Procedures and principles for naming, renaming and adjusting the boundaries of geographic features, localities and roads are set out in the Guidelines for Geographic Names 2010 Version 2 (in accordance with Part 2 of the Geographic Place Names Act 1998). In naming a road, Council must act in accordance with these guidelines and ensure the proposal conforms to its various naming principles and procedures. Importantly, road authorities must seek the Registrar's approval for the proposed road name prior to publishing a gazette notice.

Formal proposal process:

→ Step 1 Check information

Check all necessary information has been provided by the party proposing the name.

→ Step 2 Apply the principles

Upon selection of a new name and/or boundaries, municipal councils should check that the proposal conforms to all of the principles outlined in Sections 1.8 and 4.1 of these guidelines.

Principles detailed in section 4.1:

Principle 4(A) AS/NZS 4819:2011 Rural and urban addressing

Except where provisions are already made in these guidelines, the naming of a road must conform to the provisions of AS/NZS 4819:2011 Rural and urban addressing. The standard outlines how to derive datum points and how address numbers are assigned.

Principle 4(B) Extent: road course, start and end points

Any proposal to name or rename a road needs to clearly indicate the extent to which the name will apply. The extent of a road is considered to be its start and end points, and the course (including bends, divided carriageway sections and curves) of the road between these two points. A road name must not be applied in a way that is ambiguous or could cause confusion for road users.

Principle 4(C) Addresses and numbering

Addresses and numbering must comply with AS/NZS 4819:2011 Rural and urban addressing.

Principle 4(D) Road types

All roads must have a road type assigned that suitably describes the road's characteristics. The road type must be selected from the list of acceptable road types provided in Appendix 1 of the guidelines (which supersedes any list of road types published in AS/NZS 4819).

Principle 4(E) Unacceptable road names

Use of the definite article 'the' is not acceptable for sole use as a road name (e.g. it is not acceptable to name a road The Avenue). Road types are not to be used in the formation of a road name, for example Back Street Road or Boulevard Street. The use of numerals is not acceptable for a road name, either in full alphabetised or numeric format (i.e. neither Four, Fourth, 4 nor 4th are acceptable).

Procedure detailed in section 1.8:

Council is required to consult with the public on any naming proposal. The level and form of consultation can vary depending on the naming proposal.

Procedure

There are two types of community groups to consult with regarding a naming, renaming or boundary change proposal:

- the immediate community, which includes residents, ratepayers and businesses within the immediate area directly affected by the proposal; and
- the extended community, which includes residents, ratepayers and businesses surrounding the area directly affected by the proposal; any visitor groups to the area; and government or non-government organisations with an interest in or who service the area.

As a minimum, when a proposed naming, renaming or boundary change will affect current addresses, the naming authority must contact the immediate community in writing (by letter or email). Letters must be sent to the ratepayers of the properties and where the ratepayers are not the owner-occupiers; letters must also be sent to the residents and/or the business occupants.

If a proposal will not affect current addresses the naming authority must consult with the public by advertising the proposal in local or statewide newspapers. The naming authority can also promote the proposal to the immediate and extended community on a website, through letters, newsletters or magazines, email contact lists and public notices.

Communication through letter or advertising must outline the following information:

- the location and extent of the feature, locality or road proposed to be named, renamed or have boundaries changed (with a map and written description – to reduce advertising costs the public can be referred to a website and council office to view these details);
- the reason the particular name and/or new boundaries have been chosen for the proposal;
- an invitation for public feedback with a closing date 30 days from the date of the letter and/or advertisement (whichever is later); and
- (if the proposal is accepted by the naming authority and approved by the Registrar) an indication that Australia Post may continue to record and recognise the old address for a period of six to 12 months to ensure a smooth transition from the old address to the new address (the letter should also indicate that Australia Post may not guarantee the delivery of incorrectly addressed mail and advise customers to use their official address).

→ Step 3 Consult with Indigenous communities n/a

→ Step 4 Consult with emergency response and other stakeholders

As the proposal adheres to the principles of the guidelines, there is no need for consultation with emergency response and other service providers.

→ Step 5 Consult with the public

The immediate community including residents, ratepayers and businesses must be consulted on proposals that will affect their address.

→ Step 6 Council consideration

Once the above steps have been undertaken a report must be prepared on the proposal.

The report must include:

- discussion of how the proposal conforms to principles in Sections 1.8 and 4.1 of the guidelines; and
- discussion of and response to any objections/comments received during the consultation period(s).

Any party who responded to the proposal must be advised of Council's decision.

Upon completion of these steps, Council can lodge the proposal with the Office of Geographic Names (OGN). Upon receiving a proposal to name or rename a road, the OGN will upload details of the proposal on the Proposals webpage at www.dse.vic.gov.au/namingplaces. If the Registrar deems that the proposal conforms to the guidelines the OGN will proceed to gazette the proposal. Once the proposal has been gazetted, the Registrar will enter the details of the new road name into VICNAMES. The gazettal date will be recorded as the official date of registration.

The proposal to formally name the unnamed government road reserve Zanker Reserve, the road meets all the requirements of the Guidelines for Geographic Names 2010 Version 2.

It is anticipated that no formal objections will be received from the community.

Options:

Council can choose to leave the road unnamed, proceed to formally change the name of the road to Zanker Reserve Road or name the road another name in accordance with the guidelines.

Link to Council Plan:

Strategic Objective 2.1: An actively engaged community.

Financial Implications:

Minor costs associated with advertising and signage will be covered within the budget.

Risk Management Implications:

There are none to consider.

Conflict of Interest:

Under section 80C of the LGA officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible and Author: Adrian Gasperoni, Director Infrastructure Services

In providing this advice as the Officer Responsible and Author, I have no interests to disclose.

Communications Strategy:

The community will be informed about the proposal through an advertisement in the Rainbow/Jeparit Argus and letters to affected ratepayers.

RECOMMENDATION:

That

- 1. Council proceeds to name the unnamed road reserve aligned east to west from G Starick Road and Geodetic Road "Zanker Reserve Road".*
- 2. Council consults the community about its intent through advertisements in the Rainbow/Jeparit Argus as well as letters to affected ratepayers.*
- 3. In the absence of any formal objection within a 30 day period, Council proceeds with lodging of the formal proposal to name the road through the Office of Geographic Names.*
- 4. Any objections received be heard and resolved at a further Council meeting.*

MOVED: CRS R. Ismay/R. Lowe

That

- 1. Council notify the intent to name the unnamed road reserve aligned east to west from G Starick Road and Geodetic Road "Zanker Reserve Road".*
- 2. Council consults the community about its intent through advertisements in the Rainbow/Jeparit Argus as well as letters to affected ratepayers.*
- 3. In the absence of any formal objection within a 30 day period, Council proceeds with lodging of the formal proposal to name the road through the Office of Geographic Names.*
- 4. Any objections received be heard and resolved at a further Council meeting.*

CARRIED

Break: 4:09pm
Returned: 4:20pm

9.2 LOCAL GOVERNMENT PERFORMANCE REPORTING – SIX MONTH UPDATE

Responsible Officer: Director Corporate and Community Services
Attachment Number: 4

Introduction:

The purpose of this report is to provide Council with a Local Government Performance Reporting update on the six months from July to December 2016.

Discussion:

The Performance Reporting Framework was introduced in 2014 to ensure that all councils are measuring and reporting on their performance in a consistent way.

The primary objecting of the Framework is to provide comprehensive performance information that meets the needs of a number of audiences.

Council is required to prepare six-monthly reports of indicators measuring the results against financial and non-financial performance.

Options

Council can note the report.

Link to Council Plan:

Strategic Objective 4.6: An organisation that takes its risk management responsibilities seriously and embeds a culture of risk management throughout the organisation.

Financial Implications:

Nil.

Risk Management Implications:

Management of risks will minimise Council's exposure to adverse financial impacts, improve effectiveness and generate efficiencies.

Conflict of Interest:

Under section 80C of the LGA officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible: Anne Champness, Director Corporate & Community Services
In providing this advice as the Officer Responsible, I have no interests to disclose.

Author: Monica Revell, Finance & Customer Services Manager
In providing this advice as the Author, I have no interests to disclose.

Communications Strategy:

Not applicable.

RECOMMENDATION:

That the Council receives the Local Government Performance Reporting data for the six month period to December 2016.

MOVED: CRS T. Schneider/R. Ismay

That the Council receives the Local Government Performance Reporting data for the six month period to December 2016.

CARRIED

Attachment: 4

9.3 BUSINESS ASSISTANCE GRANTS PROGRAM – 2017/18 REVIEW

Responsible Officer: Director Corporate & Community Services

Attachment: 5-8

Introduction:

This report is to provide Council with a review of the 2016/17 Business Assistance Grants Program (BAGP) and to seek recommendations on proposed improvements to the 2017/18 financial year grant program. .

Discussion:

In its first year of existence, the Business Assistance Grant Program (BAGP) has received wide and positive feedback from across the Shire. Funded through Council’s 2016/17 Annual Budget, the BAGP has provided necessary motivation to small businesses across the shire to proceed with the next stage of their business operations, whether it be starting a new business, growing an existing business through staff development, expanding operations into a neighbouring town or improving the exterior of their business.

Over the 2016/17 year, eighteen (18) applications were received with funding requests totalling \$45,677.50 over the four funding categories. Through two rounds of funding, \$25,212.72 of grants were awarded to small business across the Shire (\$27,537.50 were awarded but not all grants taken up by recipients).

Table1: 2016/17 Business Assistance Grants Program Overview

Category	Number of Applicants 2016/17	Total Amount Requested 2016/17	Total Amount Awarded 2016/17
Start Up	2	\$6,000	\$3,000
Business growth	3	\$7,350	\$2,350
Expansion / relocation	1	\$3,000	\$3,000
Streetscapes	12	\$29,327.50	\$19,187.50
TOTAL	18	\$45,677.50	\$27,537.50

Table2: 2016/17 Business Assistance Grants Program Overview by funding round

Category	Number of Applicants Rd 1	Total Amount Requested Rd 1	Number of Applicants Rd 2	Total Amount Requested Rd 2
Start Up	2	\$6,000	0	\$0
Business growth	2	\$5,000	1	\$2,350

Expansion / relocation	1	\$3,000	0	\$0
Streetscapes	10	\$23,327.50	2	\$ 6,000
TOTAL	15	\$37,327.50	3	\$8,350

As Table 2 suggests, Round 1 was significantly more popular than Round 2 in the first year of the grant program. It is assumed this is a consequence of heavy promotion throughout Council's budget process and to local businesses, which had great anticipation of the program.

The BAGP had many successful outcomes, including the widely popular streetscapes category. All four categories provided businesses with the incentive to complete projects that they had been delaying due to financial and/or time restrictions. The program provided a positive connection and established relationships with new businesses, and built upon existing relationships with established businesses.

Although the BAGP was a successful program, it also had many challenges including components of the grant application and in particular the risk assessment plan that were deterrents for business owners to apply for funds. Another challenge revolved around the permits required for projects in the streetscapes category and the additional time required completing projects in their entirety with permit application processes.

Overall, the 2016-17 Business Assistance Grant Program was a great introduction for Council and business to collaborate on meaningful projects that add value to the ongoing operation and sustainability of small business in the shire.

2017-18 Business Assistance Grants Program

In reviewing the previous year's program, the following amendments are proposed for the improvement and refinement of the 2017-18 Business Assistance Grant Program.

- Merge Business Growth and Relocation / Expansion categories into one (Business Growth);
- Include the development of websites or upgrading websites to include an e-commerce component in Start-up and Business Growth categories;
- Modify Risk Assessment to a more simplified version (attachment 8).

Minor amendments to the application form based on feedback from 2016-17 applicants are also proposed. The amendments are around the language used and providing more information on sections that are 'grant specific', such as the in-kind contribution and budget tables. The amended funding guidelines, category breakdown, application form and risk assessment plan are provided as attachments 5, 6, 7 and 8.

It is proposed that two rounds of applications per year will continue as per the following details:

Round of Funding	Application to be submitted to Council	Applications assessed by Council
Round 1	Friday 28 July 2017	Wednesday 16 August 2017
Round 2	Friday 23 February 2018	Wednesday 21 March 2018

As per the 2016-17 program, a cap of \$3,000 of financial contribution will apply to the amount of

assistance provided by Council through the Business Assistance Grants Program. There are no restrictions on the amount of non-cash items an applicant can apply for. Cash items include promotion on Council's Facebook page and assistance with developing a media release for promoting the project's completion.

Applications will be reviewed and recommendations to Council made bi-annually, based on the following eligibility criteria:

Why? 30%	<ul style="list-style-type: none"> - Explain the demonstrated need for the project. - How will the project improve the business operations and economic situation?
What? 30%	<ul style="list-style-type: none"> - Provide a brief summary of what you are going to do. - Complete and submit a Risk Assessment for the project - Provide detail on how Hindmarsh Shire Council's contribution will be recognised and acknowledged.
How? 40%	<ul style="list-style-type: none"> - Provide quotes/ information on specific item(s) funds will be used to purchase. - Provide the organisations banking details and evidence that the organisation can complete the project on time and to budget. - Complete the budget and in-kind contribution templates. - How will your projects success be measured? (including number of employment opportunities gained)
Finally	<ul style="list-style-type: none"> - Complete eligibility and submissions checklist.

Grant recipients will be required to sign a grant acceptance agreement, outlining the conditions of the grant. Recipients will also be required to provide evidence of payment of approved expenses to facilitate reimbursement and prepare a grant acquittal report.

The Business Assistance Grant Program has been developed through research into best practice models both locally and interstate from a wide variety of local government authorities, as well as utilising the learnings from Council's Community Action Grants Program for a local context.

Link to Council Plan:

Strategic Objective 2.1: Well-maintained physical assets and infrastructure to meet community and organisational needs.

Strategic Objective 3.1: A strong rural economy and thriving towns

Financial Implications:

An allocation of \$20,000 has been included in the draft 2017-18 Annual Budget.

Risk Management Implications:

An initial risk assessment has been completed during the development of the grants program. Grant recipients will undertake their own risk management.

Conflict of interest:

Under section 80C of the LGA officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible: Anne Champness, Director Corporate & Community Services
In providing this advice as the Officer Responsible, I have no interests to disclose.

Author: Katherine Colbert, Economic Development Coordinator
In providing this advice as the Author, I have no interests to disclose.

Communication strategy:

The Business Assistance Grants Program will be promoted through the following channels:

- Community Information Sessions
- Council's Facebook Page
- Council's website
- Media release distribution
- E-marketing to local businesses

RECOMMENDATION:

That Council endorses the following changes to be implemented in the 2017/18 Business Assistance Grants Program:

- ***Merge Business Growth and Relocation / Expansion categories to one (Business Growth); and***
- ***Include the development of websites or upgrading websites to include an e-commerce component in Start-up and Business Growth; and***
- ***Modifying Risk Assessment to a more simplified version.***

MOVED: CRS R. Gersch/T. Schneider

That Council endorses the following changes to be implemented in the 2017/18 Business Assistance Grants Program:

- ***Merge Business Growth and Relocation / Expansion categories to one (Business Growth); and***
- ***Include the development of websites or upgrading websites to include an e-commerce component in Start-up and Business Growth; and***
- ***Modifying Risk Assessment to a more simplified version.***

CARRIED

Attachment: 5-8

9.4 BUSINESS ASSISTANCE GRANTS PROGRAM – 2016/17 REMAINING FUNDS

Responsible Officer: Director Corporate & Community Services

Introduction:

This report seeks Council approval to allocate the remaining funds of the 2016/17 Business Assistance Grants Program (BAGP) budget to projects in Dimboola, Jeparit, Nhill and Rainbow.

Discussion:

Funded through Council's 2016/17 Annual Budget, the Business Assistance Grant Program (BAGP) has provided assistance to small businesses across the Shire to proceed with the next stage of their business operations, whether it be starting a new business, growing an existing business through staff development, expanding operations into a neighbouring town or improving the exterior of their business.

Overall, the 2016/17 Business Assistance Grant Program was a great introduction for Council and business to collaborate on meaningful projects that add value to the ongoing operation and sustainability of small business in the shire.

Over the 2016/17 year, eighteen (18) applications totalling \$45,677.50 were received over the four funding categories. Through the two funding rounds, \$27,537.50 of grants were awarded to small business across the Shire.

A budget of \$20,000 was originally allocated to the 2016/17 Business Assistance Grants in the 2016/17 Council Budget. An additional \$18,183 was reallocated by Council in 2016 from a previous project that did not proceed. Of the available \$38,183, a total of \$25,212.72 has been allocated to successful grant applications, advertising and incidentals such as hall hire for the grant information sessions held in 2016 (not all grant recipients chose to proceed with their projects).

As a result, \$12,970.28 remains unallocated from the 2016/17 Business Assistance Grants Program budget for the current financial year. Due to the demand for funding and success of the streetscapes category in the grants program, it is proposed that the remaining funds be divided between streetscapes project within each of the towns as per the following details.

Dimboola

This financial contribution would be used towards new street furniture and would see the replacement of one current cement and timber seat. This project would be completed in consultation with the Dimboola Town Committee as to the location of the seat for priority replacement. There are currently 14 cement base and timber slat seats in Dimboola's business district and it is proposed that two of these be replaced. Estimated cost per seat \$1,775 (excl. GST), plus delivery (\$420 for 2) and installation – total **\$3970**

Alternatively, the remaining funds could be utilised on aesthetic improvements at the Riverside Holiday Park (RHP). The newly formed RHP Advisory Committee, has nominated the following works be considered for funding in the near future: cementing the path to the new camp kitchen and installing a set of steps, or the purchase of paint for the exterior refurbishment of the ensuites.

Jeparit

The Jeparit Town Committee has identified and instigated a streetscape project for Broadway and Roy Street. Council's Community Development Project Engineer and Community

Development Officer have been assisting with this project. Allocated funds would be utilised to replace a timber picnic table located on Roy Street in front of the Jeparit Supermarket and replace it with pavers at the height of the footpath and to plant a new appropriate tree.

Estimated cost for the picnic table is **\$3,000.00** (excl. GST, including delivery and installation).

Nhill

The financial contribution would be used towards the completion of the Commercial Hotel car park project that has been held over from the previously completed Hindmarsh Open Spaces project in 2016. Funds have been carried forward for this project and the additional funds will be allocated to the purchase and planting of appropriate mature trees to provide shade for the car park, which is a popular parking place for local residents, workers and visitors alike.

It is proposed that this project will receive an allocation of **\$3,000**.

Rainbow

A long standing project identified and instigated by the Rainbow Town Committee has been the establishment of new Rainbow town entry signs. This project will see the installation of new town entry signs and would be a collaborative effort between the Rainbow Town Committee and Council. A budget of \$10,000 has been allocated by Council in the 2016/17 budget for this project.

It is proposed that this project receive an allocation of **\$3,000**, reducing the Town Committee's own financial contribution towards this project.

Link to Council Plan:

Strategic Objective 2.1: Well-maintained physical assets and infrastructure to meet community and organisational needs.

Strategic Objective 3.1: A strong rural economy and thriving towns

Financial Implications:

A budget of \$38,183 was allocated during the 2016/17 budget process for the Business Assistance Grants program and it is intended that the funds as outlined in this report will be spent in June 2017, with minimal carry forwards required as they are either in the planning or pre-commencement stage. The larger project of the Rainbow Town Entry sign may require funds to be carried forward to ensure the appropriate consultation and planning has been completed.

Allocation of funds as proposed would be in addition to any current budgets or provide a one-off investment for the purchase of street furniture.

Risk Management Implications:

A risk management plan will be completed for each project that receives a financial contribution through the re-allocated funds.

Conflict of interest:

Under section 80C of the LGA officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible: Anne Champness, Director Corporate & Community Services
In providing this advice as the Officer Responsible, I have no interests to disclose.

Author: Katherine Colbert, Economic Development Coordinator
In providing this advice as the Author, I have no interests to disclose.

Communication strategy:

The re-allocation of funds will be communicated directly to the Project Managers. In most cases, the project manager is either a Council officer or the respective town committee.

Each project will be communicated to the wider public through council's media channels, including:

- Council's Facebook Page
- Council's website
- Media release distribution

RECOMMENDATION:

That Council approves the re-allocation of the remaining \$12,970.28 from the Business Assistance Grants Program to the following projects:

- ***Dimboola street furniture upgrade (\$3,970)***
- ***Jeparit Streetscapes Project (Roy Street and Broadway) (\$3,000)***
- ***Commercial Car Park Improvements, Nhill (\$3,000)***
- ***Rainbow Town Entry Sign (\$3,000)***

MOVED: CRS R. Lowe/T. Schneider

That Council approves the re-allocation of the remaining \$12,970.28 from the Business Assistance Grants Program to the following projects:

- ***Dimboola street furniture upgrade (\$3,970)***
- ***Jeparit Streetscapes Project (Roy Street and Broadway) (\$3,000)***
- ***Commercial Car Park Improvements, Nhill (\$3,000)***
- ***Rainbow Town Entry Sign (\$3,000)***

CARRIED

9.5 HINDMARSH TOURISM

Responsible Officer: Director Corporate & Community Services

Introduction:

This report seeks support from Council on the future of Hindmarsh Tourism Association (HTA). Hindmarsh Tourism Association is an incorporated organisation supported by Council.

Discussion:

With the assistance of Hindmarsh Shire Council, Hindmarsh Tourism Association (HTA) was created and incorporated in 2011. HTA's mission was to promote and support the tourism industry in the Shire of Hindmarsh and Wimmera Mallee region.

The purpose of the Association was to coordinate and represent all businesses, organisations and individuals involved and interested in the tourism industry in the local area. This has been achieved through a number of projects:

- HTA Logo and slogan competition;
- Official Hindmarsh Visitor Guide;
- Town brochures;
- Member events including guest speakers and tourist attraction tours;
- Representation on the Wimmera Mallee Tourism Committee and attendance at meetings; and
- Hindmarsh Tourism video.

For a number of years, HTA gained momentum within the local and regional communities as a proactive committee promoting and supporting the tourism industry within Hindmarsh Shire. HTA met on a monthly basis, alternating between administrative and social meetings to ensure that members were actively engaged and aware of the tourism assets in each of the towns within the shire.

The last HTA meeting was held on Wednesday 13 August 2014 which was also the first meeting after the 2014 Annual General Meeting.

The executive committee positions at this time are detailed below:

Chairperson	Cr Ron Ismay
Vice Chair	Andrew Kube

No other positions were filled at this time. There were four committee members present at the meeting, with two apologies. Shortly after the meeting, Council's Community Development Officer and appointed Secretary/Treasurer for the previous year resigned from Council. At this point, the number of members decreased and engagement with business owners and tourism operators diminished. This was a result of the ongoing issues from developing individual town brochures and the development of the tourism video.

After nearly three years in recess, there have been significant changes in the tourism landscape of Hindmarsh Shire. The introduction of a dedicated Tourism Officer and the increased awareness of the economic benefits of tourism in the region have seen local tourism projected into the spotlight once again.

During this time, it has become apparent that for numerous reasons, volunteer committees continue to struggle to attract and maintain members across the shire and wider region. Contributing factors such as an ageing population, residents working longer hours and later in

life as well as altered recreational priorities have all played a part in diminishing numbers on executive and general committees.

In reviewing the sustainability of the HTA, it has been noted that re-establishing the committee has many challenges, particularly attracting adequate numbers of members from across the shire, attracting members from tourism-related businesses and organisations to the committee, as well as the capacity of volunteers to take on the executive roles.

The main drivers of the HTA in the past have also been involved in other Council Committees, such as the town committees, Nhill Aerodrome Master Plan Advisory Committee (NAMPAAC) and Wimmera Mallee Pioneer Museum.

Since the employment of a dedicated Tourism Officer at Council, significant achievements have been made contributing to the overall awareness of tourism at a local and regional level. There has been limited interaction at the 'grassroots' level of tourism in Hindmarsh due to the priority of delivering Council's funded projects and regionally significant tourism-related projects, such as Menzies Square, Wimmera River Discovery Trail (Hindmarsh Trail) Feasibility, Wimmera Mallee Pioneer Museum Strategic Plan, Riverside Holiday Park cabins, Wimmera Mallee Tourism, Wimmera Indigenous Tourism Strategy and the Grampians Region Cycling and Walking Trail Master Plan.

The completion (or near-completion) of the above-mentioned projects will allow the Tourism Officer to focus on the 'grassroots' level of tourism within the shire. This has already commenced with the development and implementation of the Events Management Guide.

The initiatives from the HTA that would become Council's responsibilities would include, but not limited to:

- Updating content and reprinting of individual town brochures;
- Updating content and reprinting of official Hindmarsh Visitor Guide (this has already occurred with previous re-prints);
- Coordination of tourist operator events, including guest speakers, industry networking opportunities and information sessions; and
- Tours of local tourist attractions.

A new initiative that has been suggested is an annual/bi-annual tourism forum to provide an opportunity for the entire community to meet and discuss tourism-related topics. This would replace the monthly administrative meetings previously held by Hindmarsh Tourism.

These initiatives would allow Council to continue and build on the relationships with tourism operators and tourism-related business owners and community organisations across the four towns in the attempt to build networks, share information and motivate tourism stakeholders in working as a team to improve the local economy through visitor dollars.

The initiatives outlined will complement Council's current focus on economic development and tourism and can be incorporated into the new financial year's work plan.

Link to Council Plan:

Strategic Objective 3.1: A strong rural economy and thriving towns

Strategic Objective 3.2: A thriving tourism industry

Financial Implications:

The Rules of Hindmarsh Tourism Association Incorporated state that, (24.1) 'In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the

Association shall be disposed of in accordance with the provisions of the Act or shall be transferred to some other organisation having similar purposes as the Association'.

HTA currently has \$5,584.68 in a bank account, administered by Council Officers. By transferring these funds to Council (and subsequently closing the HTA bank account), this funding would provide twelve months of support for local tourism initiatives, coordinated by Council's Tourism Officer.

Previous Council budgets have allocated funds to support HTA. From 2018/19, budget submissions would be required to ensure adequate funding to continue local tourism initiatives to support and promote the local tourism industry, either through specific project funding or general local tourism ledger.

Risk Management Implications:

Each individual project will have a dedicated risk management plan. The risk of taking over the scope of Hindmarsh Tourism Association is limited as this is an extension of services already provided by Council through the economic development department.

Conflict of interest:

Under section 80C of the LGA officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible: Anne Champness, Director Corporate & Community Services
In providing this advice as the Officer Responsible, I have no interests to disclose.

Author: Katherine Colbert, Economic Development Coordinator
In providing this advice as the Author, I have no interests to disclose.

Communication strategy:

Each tourism-related project will have a specialist communications strategy.

Communicating the shift of activities from Hindmarsh Tourism Association to Council will be completed by a media release distributed to local media.

RECOMMENDATION:

That Council supports the winding up of the Hindmarsh Tourism Association and endorses the transfer of funds from Hindmarsh Tourism Association to Hindmarsh Shire Council and provides staff resources to carry out future projects as per the objectives of the Hindmarsh Tourism Association.

MOVED: CRS R. Gersch/R. Ismay

That Council supports the winding up of the Hindmarsh Tourism Association and endorses the transfer of funds from Hindmarsh Tourism Association to Hindmarsh Shire Council and provides staff resources to carry out future projects as per the objectives of the Hindmarsh Tourism Association.

CARRIED

9.6 COMMUNITY ACTION GRANTS PROGRAM – 2016/17 REVIEW

Responsible Officer: Director Corporate & Community Services

Attachment Number: 9 - 11

Introduction:

This report is to provide Council with a review of the 2016/17 Community Action Grants Program (CAGP) and seek support on recommendations on how to improve the grant program for the 2017/18 financial year.

Discussion:

The Community Action Grant Program has again proved popular and been utilised by a large number of community groups and organisations across the Shire, with Minor Facilities Upgrades and Small Equipment the most sought after categories for the 2016/2017 financial year.

Over the 2016/17 year, thirty-one (31) applications were received through the three funding rounds with funding requests totalling \$37,928.00. From the \$30,000 budget allocation \$29,858.00 has been allocated to clubs and organisations across the Shire.

Table1: 2016/17 Community Action Grants Program Overview

Category	Number of Applicants 2016/17	Total Amount Requested 2016/17	Total Amount Awarded 2016/17
Community Assistance	4	\$6,000.00	\$1,700.00
Event Sponsorship	7	\$5,000.00	\$3,800.00
Minor Facility Upgrade	10	\$19,332.00	\$17,162.00
Small Equipment	10	\$7,569.00	\$7,196.00
TOTAL	31	\$37,928.00	\$29,858.00

2017-18 Community Action Grants Program

In reviewing the previous year's program, a few minor changes are recommended for the improvement and refinement of the 2017-18 Community Action Grant Program.

Suggestions for improving the grant program are listed below:

- Reduce the application forms from four category specific forms to one generic application that covers all four categories.
- Modify risk assessment to a more simplified version (attachment 11)

There have been minor amendments to the application form based on feedback from the 2016-17 applicants. The amendments are around the language used and providing more information on sections that are 'grant specific', such as the in-kind contribution and budget tables. The amended funding guidelines, application form and risk assessment plan are provided as

attachments 9 and 10.

It is proposed that there will again be three funds rounds in the 2017/2018 Financial Year as outlined below;

Category	Round Closing Date 1	Round Closing Date 2	Round Closing Date 3
Community Assistance	Friday 28 July 2017		Friday 23 February 2018
Event Sponsorship	Friday 28 July 2017	Friday 27 October 2017	Friday 23 February 2018
Minor Facility Upgrades	Friday 28 July 2017		Friday 23 February 2018
Small Equipment	Friday 28 July 2017		Friday 23 February 2018
Council Meeting Date	Wednesday 16 August 2017	Wednesday 15 November 2017	Wednesday 21 March 2018

Assessment criteria will remain as in previous funding rounds:

Why? 40%	<ul style="list-style-type: none"> - Explain the demonstrated community need. - How will the project improve social connections and build community wellbeing? - How will the project achieve economic benefit for the community? - Has the project been identified in a Community Plan?
What? 40%	<ul style="list-style-type: none"> - Provide a brief summary of what you are going to do. - How will your project increase community participation? - Complete and submit a Risk Assessment for any Event - Provide detail on how Hindmarsh Shire Council's contribution will be recognised and acknowledged.
How? 20%	<ul style="list-style-type: none"> - Provide quotes/ information on specific item(s) funds will be used to purchase. - Provide a copy of the applying organisation's most recent bank statement and banking details. - Complete the budget and in-kind contribution templates - How will your event's success be measured?
Finally	<ul style="list-style-type: none"> - Complete eligibility and submissions checklist.

Grant recipients will be required to sign a grant acceptance agreement, outlining the conditions of the grant. Recipients will also be required to provide evidence of payment/ completion of their project in a completion report.

LINK TO COUNCIL PLAN:

Strategic Objective

- 1.1: An Actively Engaged Community
- 1.2: A range of effective and accessible services to support the health and wellbeing of our community
- 2.1: Well-maintained physical assets and infrastructure to meet community and organisational needs.
- 3.1: A strong rural economy and thriving towns

FINANCIAL IMPLICATIONS:

An allocation of \$30,000 has been made in the draft 2017-18 Annual Budget.

RISK MANAGEMENT IMPLICATIONS:

All risks associated with each individual community project are the responsibility of each applicant to manage.

CONFLICT OF INTEREST:

Under section 80C of the LGA officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible: Anne Champness, Director Corporate & Community Services
In providing this advice as the Officer Responsible, I have no interests to disclose.

Author: Michelle Farinha, Community Development Officer
In providing this advice as the Officer Responsible, I have no interests to disclose.

COMMUNICATIONS STRATEGY:

The Community Action Grants Program will be promoted through the following channels:

- Community Information Sessions
- Council's Facebook Page
- Council's website
- Media release distribution
- E-marketing to local businesses

RECOMMENDATION:

That Council endorses the following changes to be implemented in the 2017/18 Community Action Grants Program:

- ***Reduce the application forms from four category specific forms to one generic application that covers all four categories.***
- ***Modify risk assessment to a more simplified version.***

MOVED: CRS T. Schneider/R. Lowe

That Council endorses the following changes to be implemented in the 2017/18 Community Action Grants Program:

- ***Reduce the application forms from four category specific forms to one generic application that covers all four categories.***
- ***Modify risk assessment to a more simplified version.***

CARRIED

Attachment: 11

10. SPECIAL COMMITTEES

10.1 YURUNGA HOMESTEAD COMMITTEE

Responsible Officer: Director Corporate and Community Services
Attachment: 12 and 13

Introduction:

The Yurunga Homestead Committee held its Meeting on 16 March and 20 April 2017. The purpose of this report is to note the minutes from this meeting. A copy of the minutes is included as an attachment for the information of Council.

RECOMMENDATION:

That Council note the minutes of the Yurunga Homestead Committee Meeting on 16 March and 20 April 2017.

MOVED: CRS R. Lowe/T. Schneider

That Council note the minutes of the Yurunga Homestead Committee Meeting on 16 March and 20 April 2017.

CARRIED

Attachment: 12 and 13

11. LATE REPORTS

No report

12. OTHER BUSINESS

13. CONFIDENTIAL REPORTS

In accordance with Section 89 (2) of the *Local Government Act 1989*, Council may close the meeting to the public if items to be discussed are deemed confidential, that is, if the items to be discussed relate to:

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
- (i) a resolution to close the meeting to members of the public.

RECOMMENDATION:

That the meeting be closed in accordance with Section 89 of the Local Government Act 1989, to consider (d) contractual matters;

13.1 Waste Management Contract:

Contract No. 2014/15-03 – Kerbside Waste Collection

Contract No. 2014/15-04 – Kerbside Recyclables Collection

Contract No. 2014/15-05 – Transfer of waste to Dooen landfill

MOVED: CRS T. Schneider/R. Gersch

That the meeting be closed in accordance with Section 89 of the Local Government Act 1989, to consider (d) contractual matters;

13.1 Waste Management Contract:

Contract No. 2014/15-03 – Kerbside Waste Collection

Contract No. 2014/15-04 – Kerbside Recyclables Collection

Contract No. 2014/15-05 – Transfer of waste to Dooen landfill

MOVED: CRS R. Gersch/T. Schneider

That the meeting moves out of closed session and release item 13.1:

WASTE MANAGEMENT CONTRACTS

CONTRACT NO. 2014/15-03- KERBSIDE WASTE COLLECTION

CONTRACT NO. 2014/15-04 – KERBSIDE RECYCLABLES COLLECTION

CONTRACT NO. 2014/15-05 – TRANSFER OF WASTE TO DOOEN LANDFILL

That Council exercises the:

- a) 1 x 2 year extension for Contract No. 2014/2015-03 (Kerbside Waste Collection) with Greta Group Pty Ltd, trading as Wimmera Mallee Waste;***
- b) 1 x 2 year extension for Contract No. 2014/2015-04 (Kerbside Recycling Collection) with Greta Group Pty Ltd, trading as Wimmera Mallee Waste; and***
- c) 1 x 2 year extension for Contract No. 2014/2015-05 (Transfer of Waste to Dooen Landfill) with Greta Group Pty Ltd, trading as Wimmera Mallee Waste.***

14. MEETING CLOSE

There being no further business, Cr Nelson declared the meeting closed at 4:57pm



ASSEMBLY OF COUNCILLORS RECORD

Assembly of Councillors means a planned or scheduled meeting of at least 3 councillors and one member of council staff which considers matters that are intended or likely to be:

- a) the subject of a decision of the Council; or*
- b) subject to the exercise of a function, duty of power of the council that has been delegated to a person or committee; but does not include a meeting of the Council, a special committee of the Council, a club, association, peak body, political party or other organisation.*

Requirements to be observed by an assembly of Councillors (Section 80A Local Government Act, 1989)

Title of Meeting: Council Briefing Session

Date: Wednesday 7 June 2017 **Time:** 1:00pm – 3:00pm

Assembly Location: Council Chambers, 92 Nelson St, Nhill

Present:

Crs. D. Nelson (Mayor), D. Colbert, R. Lowe, T. Schneider, R. Gersch, R. Ismay

Apologies:

In Attendance:

Mr. G. Wood (Chief Executive Officer), Mr. A. Gasperoni (Director Infrastructure Services), Ms. A. Champness (Director of Corporate and Community Services).

Conflict of Interest Disclosures

1. Direct; or
2. Indirect interest
 - (a) by close association;
 - (b) that is an indirect financial interest;
 - (c) because of conflicting duties;
 - (d) because of receipt of an applicable gift;
 - (e) as a consequence of becoming an interested party; or
 - (f) because of an impact on residential amenity.

Declaration of direct or indirect interest must also be advised by Councillors at the commencement of discussion of the specific item.

Councillors:

Nil

Officers:

Nil

Matters Discussed:

No.	Detail	Presenter
1.	Chief Executive Officer update – Personnel Matters	Greg Wood
2.	Customer Service Satisfaction Survey	Mark Zuker
3.	Council question time	

Completed by: Greg Wood

Signed:



Date: 7/6/2017

Must be kept for four years from date of the assembly. Available for public inspection at Council Offices for 12 months after date of assembly.



Brett Lane & Associates Pty. Ltd.
Ecological Research & Management

7 June 2017

ATTACHMENT

Martin Vries
Kiata Wind Farm Construction Manager
Windlab
Level 4, 60 Marcus Clarke
Canberra City 2601 |

Document forms part of Planning
Application No. 1555-2017

By email – martin.vries@windlab.com (+61 2 6175 4618; M: 0417 671 825)

Dear Martin,

**RE: UPDATING PERMIT APPLICATION WITG ADDITIONAL REMOVAL
NATIVE VEGETATION REMOVAL REQUEST FOR KIATA WIND FARM
BL&A REF. 13079.7**

We note BL&A prepared a report titled *Kiata Wind Farm Native Vegetation Assessment - BL&A Report 13079 (8.1)* dated April 2017 for Kiata Wind Farm to support the removal of native vegetation. This was submitted to Hindmarsh Shire Council

Based on your updated instructions, we understand that additional removal has been identified and now this report to support the development application needs to be updated. The proposed modifications are as follows:

- Additional line of sight clearing to the northern crossing on Salisbury South Road (see attached Figure 1 to this letter).
- Additional vegetation removal associated with the placement of two additional power poles that must be installed on Cokerdam Road - roadsides for operational reasons (see attached Figure 2 to this letter).

Based on the above modifications, we have updated the report with this information to support the permit to remove native vegetation. The revised report is attached *Kiata Wind Farm Native Vegetation Assessment - BL&A Report 13079 (8.2)* dated June 2017.

The proposed modification will:

- Increase the application for vegetation removal from an area 0.112 hectares to an area of 0.218 hectares;
- The requirement for offsets will increase from 0.055 General Biodiversity Equivalence Units (GBEU'S) with a minimum strategic biodiversity score of the 0.685 to 0.088 GBEU'S with a minimum strategic biodiversity score of the offset site of 0.629.

An updated BIOR report and offset quotation is attached to the report *Kiata Wind Farm Native Vegetation Assessment - BL&A Report 13079 (8.2)* dated June 2017.

If you have any questions regarding the above matter please do not hesitate to call me.

Yours sincerely,

Bernard O'Callaghan
Senior Ecologist and Project Manager
Brett Lane & Associates Pty Ltd

(03) 9815 2111 or 0437 711 328 | bocallaghan@ecologicalresearch.com.au

Experience Suite 5, 61 - 63 Camberwell Road, Hawthorn East, VIC 3123 Ph (03) 9815 2111
 Knowledge PO Box 337, Camberwell, VIC 3124 Fax (03) 9815 2685
 Solutions www.ecologicalresearch.com.au enquiries@ecologicalresearch.com.au

ATTACHMENT

Document forms part of Planning
Application No. 1555-2017



- | | | |
|--|------------------------|--|
| | Assessment area | Native vegetation |
| | HSC additional removal | Lower Rainfall/Shallow Sands Woodland (EVC 882_62) |
| | | Lignum Swampy Woodland (EVC 823) |
| | | Sandstone Ridge Shrubland (syn. Broombush Mallee) (EVC 93) |
| | | Scattered trees |

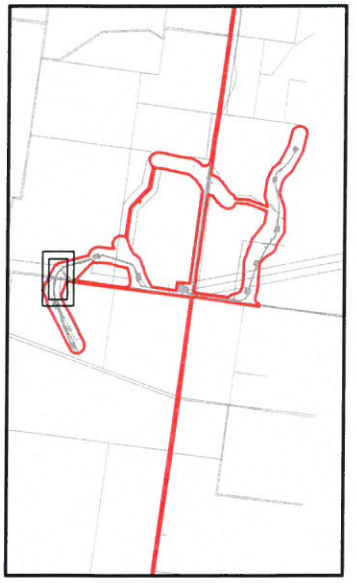
Figure 1: Assessment Area and Native Vegetation-Detailed

Project: Kiata Wind Farm
Client: Windlab

Project No.: 13079 Date: 7/09/2017 Created By: M. Ghasemi / J. Wilson

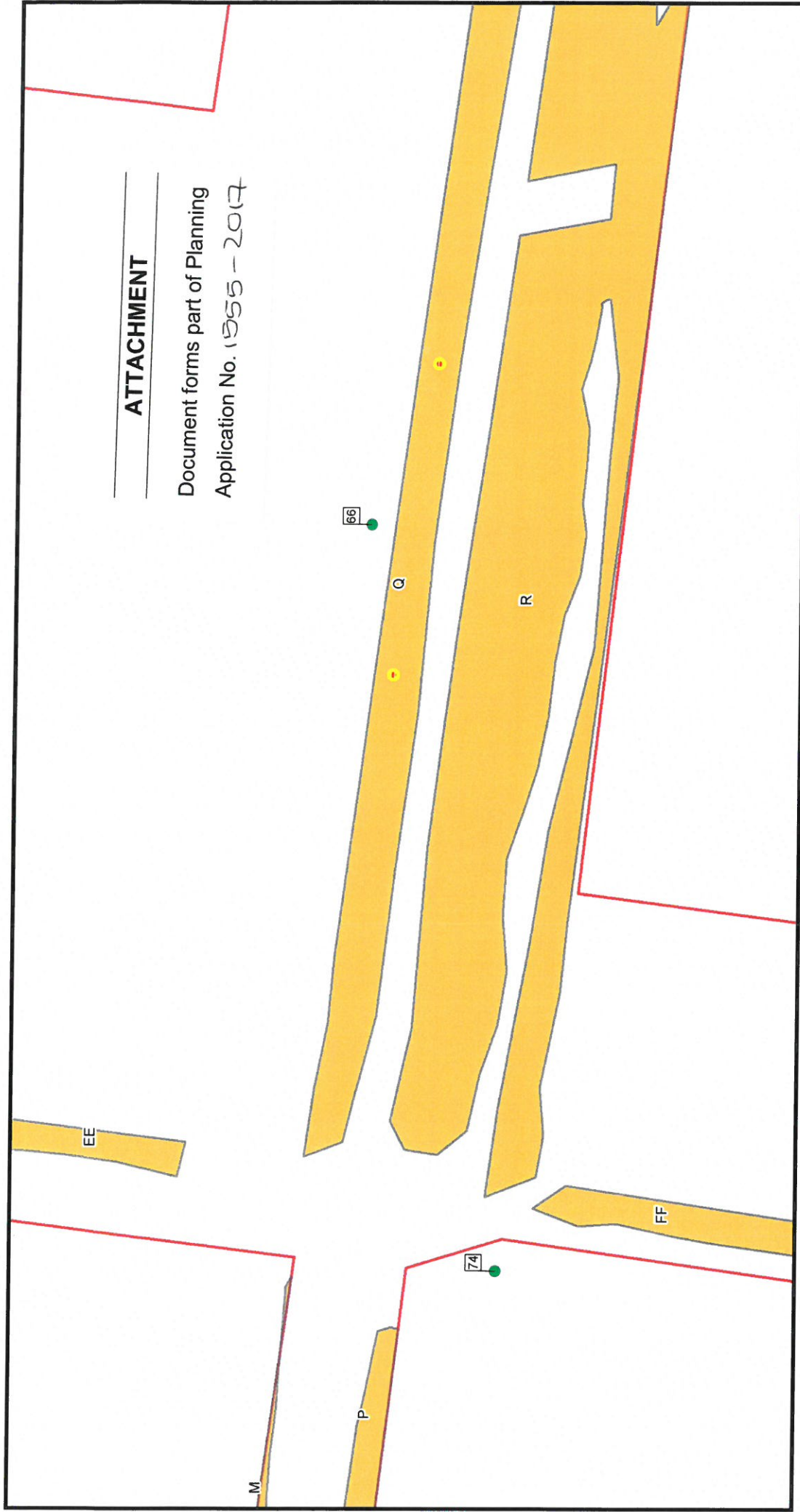
BL&A Brett Lane & Associates Pty. Ltd.
Ecological Research & Management
Suite 5, G1 - 63 Camberwell Road
Hawthorn East, VIC 3123
Ph: (03) 9415 2111 / Fax: (03) 9415 2686
enquiries@ecologicalresearch.com.au
www.ecologicalresearch.com.au

Experience Knowledge Solutions



ATTACHMENT

Document forms part of Planning
Application No. 1955 - 2017



- Assessment area
- HSC additional removal
- Lower Rainfall Shallow Sands Woodland (EVC 882_62)
- Lignum Swampy Woodland (EVC 823)
- Sandstone Ridge Shrubland (syn. Broombush Mallee) (EVC 93)
- Scattered trees

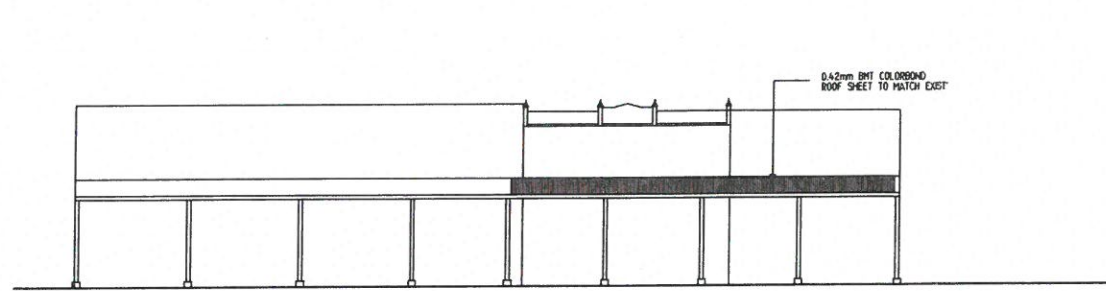


Figure 2: Assessment Area and Native Vegetation-Detailed

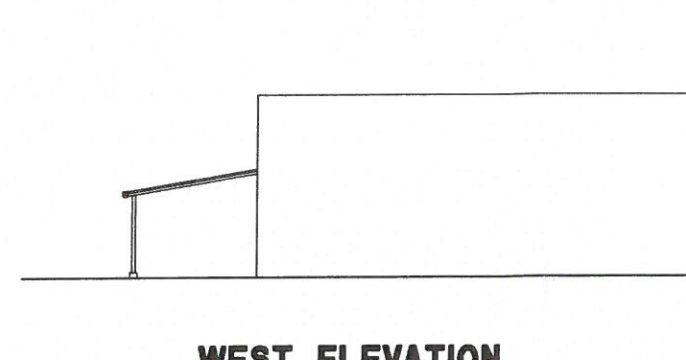
Project: Kiata Wind Farm
Client: Windlab

Project No.: 13079	Date: 7/06/2017	Created By: M. Ghasemi / J. Wilson
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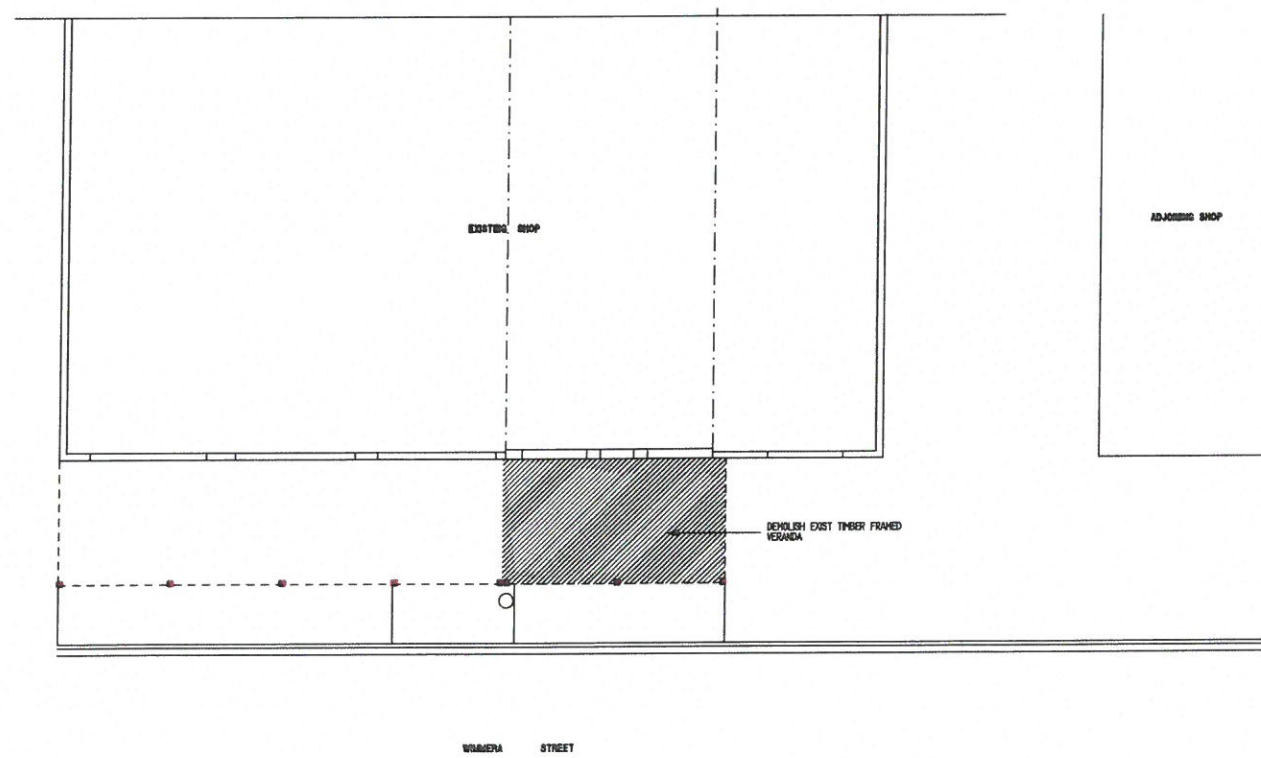
BIA Brett Lane & Associates Pty. Ltd.
Ecological Research & Management
 Experience Knowledge Solutions
 Suite 6, 61 - 63 Cambewell Road
 Heidelberg East, VIC 3123
 PO Box 337, Cambewell, VIC 3124, Australia
 Ph (03) 9415 2111 / Fax (03) 9415 2689
 enquiries@ecologicalresearch.com.au
 www.ecologicalresearch.com.au



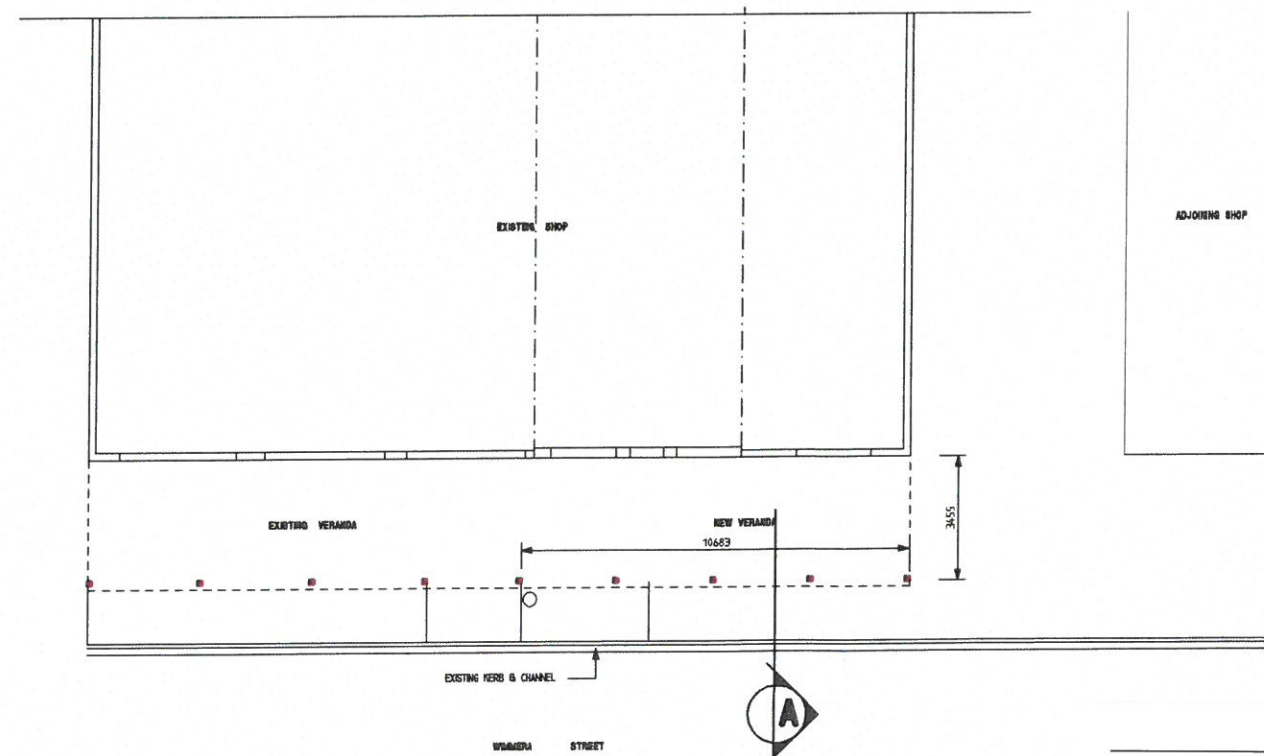
NORTH ELEVATION
SCALE 1:100



WEST ELEVATION
SCALE 1:100



**EXISTING CONDITIONS PLAN
DEMOLITION PLAN**
SCALE 1:100



NEW GROUND FLOOR PLAN
SCALE 1:100



ATTACHMENT

Document forms part of Planning
Application No. 1959-2017



Building Practitioners
No. 07-106559



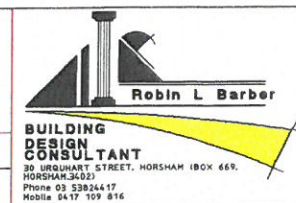
JOB TITLE
**PROPOSED EXTENSION TO
VERANDA**
SITE ADDRESS
**22 WIMMERA STREET,
DIMBOOLA**
PROFESSOR
DIMBOOLA STOCK FEEDS

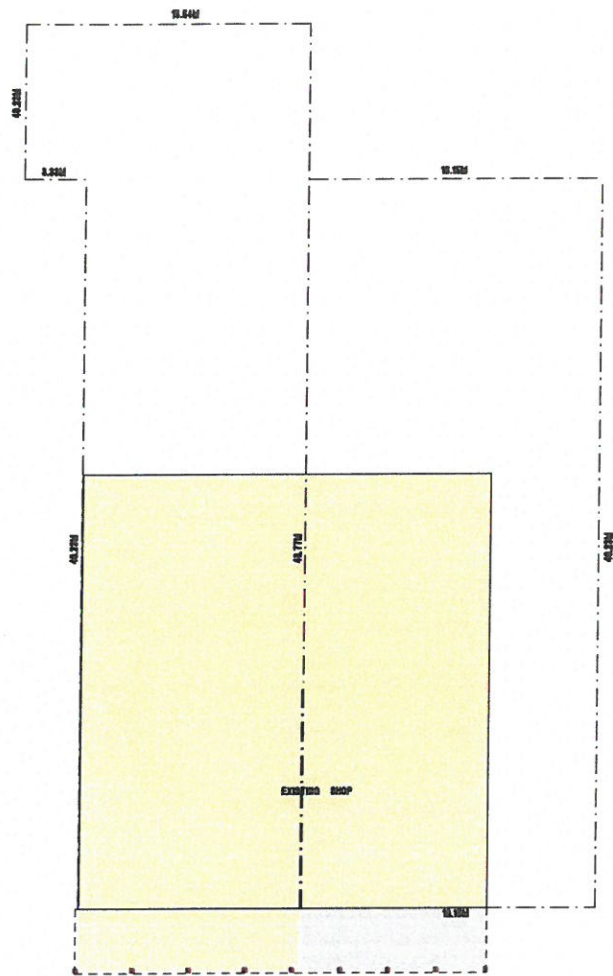
DRAWING TITLE
**GROUND PLAN, ELEVATIONS,
SITE PLAN**
JOB No
030-0417
DRAWING No
01-02



SCALE
SHOWN
DATE
26-06-17

SHEET SIZE
A1
AMENDMENTS

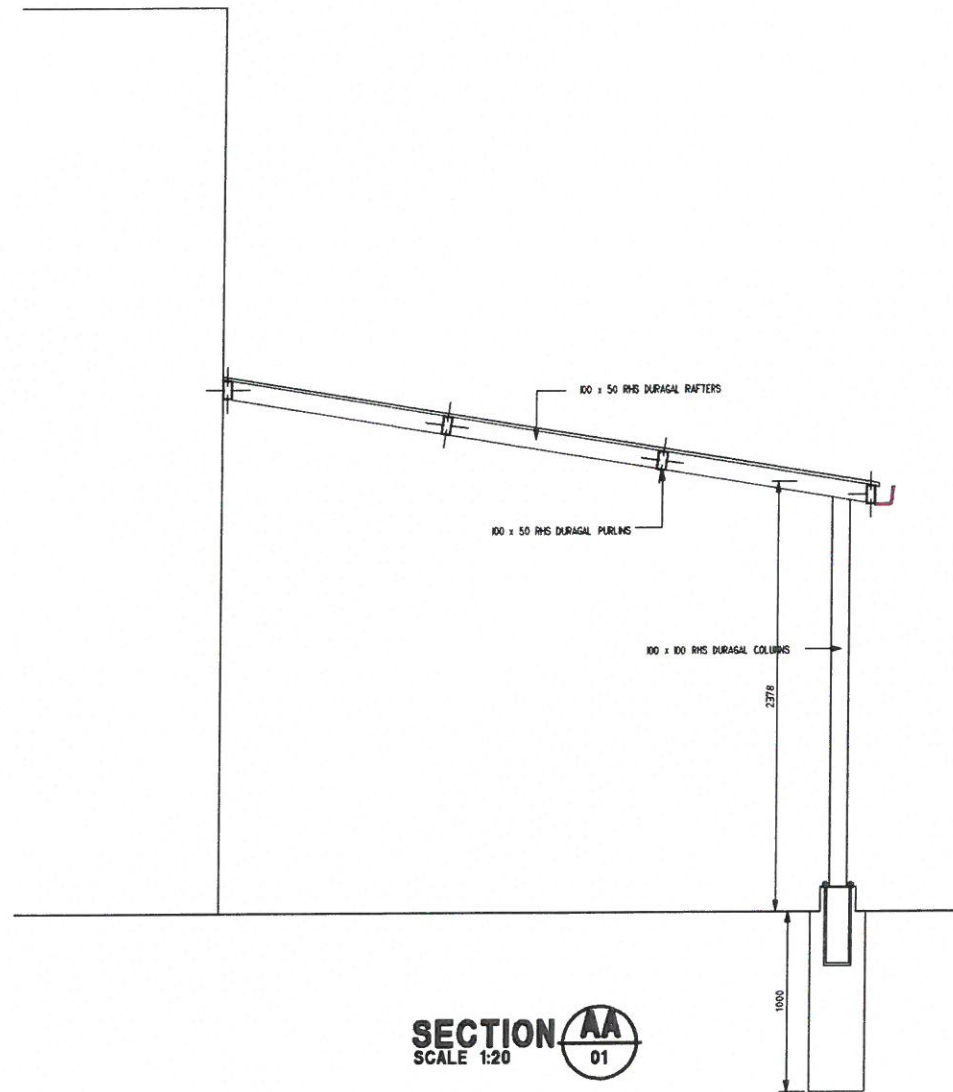




WIMMERA STREET

SITE PLAN
SCALE 1:200

- EXISTING BUILDING AREA
- NEW BUILDING AREA



SECTION AA
SCALE 1:20
01

ATTACHMENT

Document forms part of Planning
Application No. 1559-2017



Building Practitioners
No DP-AD669



JOB TITLE
PROPOSED EXTENSION TO VERANDA
SITE ADDRESS
22 WIMMERA STREET, DIMBOOLA
PROFPECTOR
DIMBOOLA STOCK FEEDS

DRAWING TITLE
SITE PLAN, SECTION
JOB No
030-0417
DRAWING No
02-02



SCALE
SHOWN
DATE
25-06-17

SHEET SIZE
A1





ASSESS #	
ACTION	
INFO	
X REF	

Nhill Motor Sports Club Inc.

Incorp #A0020467F ABN #52 384 515 029

P.O. Box 56, Nhill. Vic. 3418

2nd May 2017

Hindmarsh Shire Council

PO Box 250

NHILL 3418

Dear Councillors,

On behalf of the Nhill Motor Sports Club Inc. I hereby submit a planning permit for our annual Pony Express.

We intend to hold this event on the property of Mr Ashley Dickinson at Salisbury on Saturday 15th July 2017. (refer attached letter from: Mr Ashley Dickinson)

All details are included in the permit documentation. The event will run between the hours of 8am and 5pm followed by trophy presentations.

We have verbally notified the adjoining landholders of our intent, and they are supportive of our event. (refer attached letters from: Mr Norm Dahlenburg; Mr Chris Dahlenburg; Mr Max Rowe & Mr Darren Rethus)

Notification of the event will be sent to necessary authorities (Police, CFA, Ambulance), via letters upon confirmation of the permit application. I have attached a draft letter for your perusal.

Also attached is a copy of our current public liability insurance.

If you require any further information please contact myself on 0427 220 104, or President Peter Taylor on 0428 504 216

Regards,

A handwritten signature in black ink, appearing to be "Kylie Barry", written over a horizontal line.

Kylie Barry

Secretary

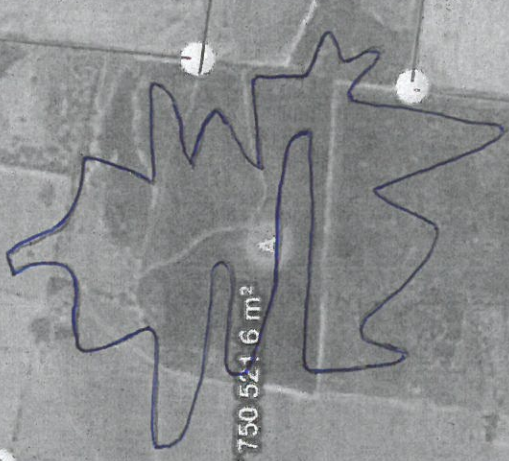
ATTACHMENT

Document forms part of Planning
Application No. 1560-2017

Western Hwy

Nhill
5km

SATISBURY



7 750 521.6 m² A

ATTACHMENT

Document forms part of Planning
Application No. 1560-2017

Chris Dahlenburg
40 Dahlenburg Road
Kiata Vic 3418


2nd May, 2017

Hindmarsh Shire Council
PO Box 250
Nhill Vic 3418

Dear Councillors,

I have been advised by the Nhill Motor Sports Club of their intent to hold their annual Pony Express Enduro on Saturday 15th of July, adjacent to my Salisbury property. I am eager to assist the Nhill Motor Sports Club with a quick and smooth permit process and therefore write to inform you that I have absolutely no objection of this to take place and wish them all the very best for the event.

Kind regards,



Chris Dahlenburg

ATTACHMENT

Document forms part of Planning
Application No. 1560-2017

Max Rowe
110 Propodollah Netherby Road
Nhill Vic 3418

2nd May, 2017

Hindmarsh Shire Council
PO Box 250
Nhill Vic 3418

Dear Councillors,

I have been advised by the Nhill Motor Sports Club of their intent to hold their annual Pony Express Enduro on Saturday 15th of July, adjacent to my Salisbury property. I am eager to assist the Nhill Motor Sports Club with a quick and smooth permit process and therefore write to inform you that I have absolutely no objection of this to take place and wish them all the very best for the event.

Kind regards,



Max Rowe

ATTACHMENT

Document forms part of Planning
Application No. 1960-2017

Norm Dahlenburg
1180 Winiam East Road
Nhill Vic 3418

2nd May, 2017

Hindmarsh Shire Council
PO Box 250
Nhill Vic 3418

Dear Councillors,

I have been advised by the Nhill Motor Sports Club of their intent to hold their annual Pony Express Enduro on Saturday 15th of July, adjacent to my Salisbury property. I am eager to assist the Nhill Motor Sports Club with a quick and smooth permit process and therefore write to inform you that I have absolutely no objection of this to take place and wish them all the very best for the event.

Kind regards,



Norm Dahlenburg

ATTACHMENT

Document forms part of Planning
Application No. 1560-2017

Ashley Dickinson
32 Townsend Street
Nhill Vic 3418

2nd May, 2017

Hindmarsh Shire Council
PO Box 250
Nhill Vic 3418

Dear Councillors,

I have been advised by the Nhill Motor Sports Club of their intent to hold their annual Pony Express Enduro on Saturday 15th of July, on my Salisbury property. I am eager to assist the Nhill Motor Sports Club with a quick and smooth permit process and therefore write to inform you that I have absolutely no objection of this to take place and wish them all the very best for the event.

Kind regards,



Ashley Dickinson

ATTACHMENT

Document forms part of Planning
Application No. 1560-2017

Darren Rethus
Western High Way
Nhill Vic 3418

2nd May, 2017

Hindmarsh Shire Council
PO Box 250
Nhill Vic 3418

Dear Councillors,

I have been advised by the Nhill Motor Sports Club of their intent to hold their annual Pony Express Enduro on Saturday 15th of July, adjacent to my Nhill property. I am eager to assist the Nhill Motor Sports Club with a quick and smooth permit process and therefore write to inform you that I have absolutely no objection of this to take place and wish them all the very best for the event.

Kind regards,



Darren Rethus

ATTACHMENT

Document forms part of Planning
Application No. 1560-2017



Nhill Motor Sports Club Inc.
Incorp #A0020467F ABN #52 384 515 029
P.O. Box 56, Nhill. Vic. 3418

2nd May 2017

The Station Officer
Rural Ambulance Victoria
NHILL 3418

To Whom It May Concern,

RE: Nhill Motor Sports Club Annual Enduro Event

I'm writing to let you know that the Nhill Motor Sports Club is running their annual Enduro Event on Saturday 15th July 2017 between the hours of 8am – 5pm. This will be held on Mr Ashley Dickinson's property off the Western HWY, Salsbury, approximately 5km east from the township of Nhill.

If you require any further information please contact our President Peter Taylor on 0428 504 216.

Regards,

ATTACHMENT

Document forms part of Planning
Application No. 1560-2017

Kylie Barry
Secretary

Risk Register List - by Business Function June 2017

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
147	16/03/2016	Inadequate funding to renew infrastructure assets in a timely manner.	Lack of accurate asset management data and long term financial projections to identify optimum renewal funding requirements.	Asset condition audit reports are conducted every four years, which identify renewal funding requirements for road infrastructure. Buildings and drains are not currently included in this process.	High	2. Reduce the Likelihood	Undertake regular condition audits and prepare long term financial projections for all infrastructure assets.	25	Medium
				Condition reports are completed in-house for buildings, paths etc.			Increased level of implementation	40	
146	16/03/2016	Incomplete inventory of Council's road assets.	Poor record of Council assets such as roads, footpaths, drains, culverts and inverts.	Council roads are included on the MyData system.	High	2. Reduce the Likelihood	Complete the process of updating MyData asset registers for individual asset classes as outlined in the Asset Management Strategy which was adopted by Council in June 2015.	75	Medium
							Ongoing updating process in place	75	
							Footpaths and drains are included in the MyData System with roads listings being significant	90	
130	26/07/2013	Inadequate planning for asset maintenance and renewal.	Ineffective process to accurately identify all budget costs for capital works projects and their ongoing maintenance.	Condition Audit Reports and Defect Inspections implemented	High	6. Reduce Likelihood & Consequence	Budget submission - develop asset management plans for all asset classes.	0	Low
				Project development template?			Budget submission - additional funding for condition assessments of all assets, not just roads	0	
							Extra funding allocated 17/18 budget for bridges and paths. Buildings being completed in house. Street furniture being completed in house.	30	
							AMP for footpaths completed with Roads in development	30	
80	30/07/2012	Poor management of Council roads and footpaths	Council's Road Management Plan setting aspirational rather than realistic targets,	Council generally meets inspection and response schedules however grading schedules may not be met consistently.	High	6. Reduce Likelihood & Consequence	Review of hierarchy has been completed as a part of the Road Management Plan review in May 2017.	100	Medium
			Poor implementation of Council's Road Management plan, failing to meet the inspection schedule or response time for identified issues	Council Asset Inspector appointed to complete inspections in accordance with the RMP.			Road Management Hierarchy Review completed.	100	
							Inspections continuing.	90	
			Council's Road Management Plan not being compliant with expected	Review of Road Mangement Plan.			RMP provides agreed levels of ongoing service standards. Action Plan to be developed as a result of Council's review of the Road Management Plan in May 2017.	50	
							0		

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
			standards				RMP has been reviewed, including opportunity for community feedback.	10	
46	20/06/2012	Structural or biohazard risks from Council buildings, due to building age/condition or presence of asbestos.	Failure to program critical maintenance.	Regular inspections and reporting of Council buildings.	High	2. Reduce the Likelihood	Establish a program of management and maintenance of Council assets.	30	
							Ensure that accurate and up-to-date records are kept of Council's asset inspections and any resulting maintenance issues identified.	30	
			Lack of asbestos register, with a copy kept in each building and clear labelling of any occurrence of asbestos.	Prior to amalgamation, an asbestos audit was conducted, but staff the location of reports is now unknown.			Establish communication process of required maintenance priorities and progress across appropriate departments (including asset management, contracts management, and risk management areas).	30	
							Search for existing documentation, conduct a fresh asbestos audit, install warning signs and provide a copy of the register in affected buildings.	0	
			Lack of asbestos register, with a copy kept in each building and clear labelling of any occurrence of asbestos.			Ensure there is an ongoing allowance in capital budgets for the removal and management of asbestos in Council assets.	0		
155	21/04/2017	State Government Rate capping limited council's ability to raise own funds	State Government Legislation	Apply for rate cap variation	High	7. Accept the Risk			High
				Review service levels to reduce expenditure					
				Lobby State and Federal Government for new and increased grants					
8	1/06/2012	Reduced Community sustainability / viability throughout the Shire.	Reduced economic opportunities as a result of a decreasing population.	Appointment of a dedicated Economic Development Officer.	High	2. Reduce the Likelihood	Economic Development Strategy completed, with actions to now be implemented.	75	Medium
							Continue to advocate to State Government for financial support for small town projects.	0	
			Reduction in population as residents exit the Shire.	Community Planning in all towns and rural communities.			Housing availability report draft copy completed. Independent housing audit completed for Nhill WDA.	50	
				Programs that try to retain young people.			Continued identification / implementation of programs to attract and retain residents to the Shire.	0	
			Reduction in population as residents exit the Shire.	Support the Hindmarsh Tourism Association.					

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
145	21/10/2015	Majority of Policy documents substantially overdue for review and update.	Lack of staff resources and high workloads have led to the review of Policies unable to be completed in a satisfactory timeframe.	The need for a policy review timeline has been discussed, but not put into effect as yet.	High	6. Reduce Likelihood & Consequence	Prepare an action plan for policy review. Action plan to include a realistic timeline for review, priority policies to be reviewed, policies for internal and external review.	0	Low
				Policy review process to be shared across the organisation and use the input from relevant departments.			OHS, Risk & Governance Coordinator completing timetable policy review	5	
			Insufficient skill in policy writing by internal staff.	Investigating use of external consultant to assist with the process.			Confirm quote from external consultant, finalise a project brief and approval for appointment.	0	
							Insufficient funds available to engage external consultant. Review to be undertaken internally.	0	
133	2/08/2013	Failure to conduct a cost / benefit analysis for ongoing funding of Council owned or controlled facilities.	Council continues its financial commitment to community facilities without auditing use of the relevant facility.	User Agreements / Instruments of Delegation that outline responsibilities (25%).	High	6. Reduce Likelihood & Consequence	Council to implement a program of community facility reviews (premises, land and management options) in order to establish usage levels and cross reference this with financial cost of facility maintenance to determine viability. This will be implemented as a part of the Service Review process, which will commence this financial year. The Service Review will be a staged process, with the first step to include a short-form review, followed by service planning. Service Review to commence by 30/06/2016. Will be a lengthy process.	0	Medium
							Update User Agreements and Leases to ensure specific roles and responsibilities of both Council and the 'tenant' are clearly understood.	20	
			Council discontinues its financial commitment to community facilities and services without proper review of the community use and cost of the relevant facility; making decisions without a full impact analysis.	No current control in place.					
			Failure to act on identified risks leading to continued exposure.	Procedures are in place and staff education / training ensures that all major decisions are taken at Senior Management level or above e.g. delegations, checklists, reporting formats.			Update, monitor and review Riskware Risk Register, providing regular reports to Management.	90	

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
36	15/06/2012	Council experiences an increase in legal claims for losses, damages, negligence etc.	Failure to identify potential risks to Council.	Procurement policy and purchasing limits reviewed in 2015.	High	6. Reduce Likelihood & Consequence	Strengthen contract arrangements (administration, management and risks) as this area provides the most exposure to a potential claim as per Auditor report.	60	Medium
				Procurement policy and purchasing limits reviewed January 2017.					
				Procedures are in place and staff education / training ensures that all major decisions are taken at Senior Management level or above e.g. delegations, checklists, reporting formats.					
				Introduction of OHS Contractor Management System to assist with contractor compliance.					
17	7/06/2012	Unexpected capital expenditure incurred outside funding constraints and/or budget parameters.	Insufficient maintenance of Council Assets	Regular reporting to Infrastructure Directorate on financial position.	High	2. Reduce the Likelihood	Maintain current controls.	0	Medium
				Budget and project processes and controls					
			Inaccurate costing of capital works	Budget and project processes and controls			Application of Project Risk Assessment for use with all projects.	90	
		Failure to forecast or plan necessary works.	Budget and project processes and controls	Establishment of a regular inspection process to assist in the programming of capital works and maintenance of Council assets. Pre budget inspections now occurring.	75				
127	25/07/2013	Inability to effectively respond to a 'medium' or large scale incident within the Shire.	Insufficient infrastructure resources.	Memorandums of understanding with neighbouring Councils providing resource sharing assistance / opportunities.	High	5. Reduce the Consequence	No further action required.	0	Medium
			Insufficient financial resources.	In the event of a major incident, additional financial resources will generally become available via State or Federal government disaster recovery funding.			No further action required.	0	
				Memorandums of understanding with neighbouring Councils providing resource sharing assistance / opportunities (e.g. personnel). Wimmera Emergency Management resource sharing in place, funded by State Government.			Develop a staff briefing to provide information on the assistance Council will be looking for in the event of a major incident occurring within the Shire. Additional EMLOs have been trained. A relief Coordinator is now in place. Will continue to email identified staff to assist in peak periods.	90	
			Insufficient personnel resources.	In severe weather conditions the CEO has allowed for limited staff to be put on stand-by.					

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
				Funding request for a dedicated Emergency Response Officer to seek funding for Council Emergency Management, coordinate preparations and administer response. Complete: Wimmera Emergency Management Resource Sharing in place, funded by State Government.					
93	1/05/2013	Failure of Council's computer system hard drive.	Failure of data switch.	None.	High	6. Reduce Likelihood & Consequence	Council to investigate the purchase of a spare data switch.	35	Low
			Physical damage (fire), end of life (worn out), driver errors (software) causing the system to fail.	"Raid Array" collection of drives. Hot swap drive covers the loss of a drive.			Council to investigate the purchase of an additional 'backup' server.	85	
			Out dated phone system, currently drops out calls and freezes system at regular intervals.	Investigating purchase of a new phone system.			Council to investigate a replacement drive to be kept on standby as a spare drive.	50	
							Council to finalise the purchase and installation of a new phone system.	0	
68	24/07/2012	Low service and utilisation levels from systems if staff lack training in the use and understanding of those systems.	Poor communication amongst Council staff leading to the duplication of data input into different systems.	No control in place.	High	6. Reduce Likelihood & Consequence	Strengthen Staff Accountabilities. Are there policies or procedures in place to achieve this?	25	Low
			Poor training regime leading to low level understanding and uptake of system by staff.	Staff training Programs (mainly in-house and as provided by an RTO). Officer Exchange Programs e.g. another local authority.			Staff Training and Development Programs with other Councils.	0	
							Staff Training and Development Programs with other Councils.	0	
126	22/07/2013	Inadequate inventory of Council's road assets.		Council roads are included in MyData asset management system (Control - 75%)	High	2. Reduce the Likelihood	Asset Inspector to audit and record medium asset condition and location and conduct a visual assessment.	0	Medium
							Existing physical records to be collated and uploaded into the MyData asset management system. Funding may be needed for this - consider at budget submission.	0	
							Review of underground drainage systems in Rainbow, Jeparit, Dimboola and Nhill. Funding may be needed for this - consider at budget submission. Drainage Improvement Program in Nhill and Jeparit added to works for 2014/15.	50	
				Promotion of Shire through Wimmera Development Association.			Ongoing controls will remain in place	70	

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
15	7/06/2012	Insufficient skills available regionally to address community needs.	Failure to attract suitably qualified professional / tradespeople to the Shire.	Promotion of Shire through "Nhill Alive with Business Opportunity" program.	High	2. Reduce the Likelihood	Council continuously strategizing promoting options. Ongoing controls in place.	70	High
				Support of Business Associations within the Shire.			Ensure that existing controls remain in place and are effective.	70	
				Site presence at Regional Victoria Living Expo.					
				Update and promotion of the "Tell Us Your Skills Matcher" initiative.					
			Declining willingness / interest of community members to take up positions in volunteer organisations.	Promotion of volunteering opportunities. HSC employees provided leave to participate in volunteers programs.			Investigate partnerships with Volunteering Western Victoria to help promote volunteering throughout Shire.	0	
Funding cuts to tertiary education providers impacting on the provision of local training opportunities.	No controls in place.	Lobby Government regarding funding cuts? Ongoing.	75						
144	21/10/2015	"Out dated" Risk Register from inadequate review and update over the past 12 months due to extended caretaker period for the Risk & Governance role.	Lengthy recruitment process for a new Risk & Governance Coordinator position and subsequent hand over from internal roles has meant that the R&GC was in caretaker mode for a long period of time. Risk Register was maintained at a minimal level while caretaker covered multiple roles.	New Risk & Governance Coordinator appointed and given full handover of the role. Risk Register to be updated as a priority, in consultation with each department. High risks to be reviewed first with action plans to be put in place.	High	2. Reduce the Likelihood	Risk & Governance Coordinator in the process of facilitating risk review meetings with each department to review all risks and the progress of risk treatment plans.	75	Medium
				Regular reporting of Risk Register to Audit Committee meetings and Council meetings.			Risk Register to be presented to Leadership Group meetings on a regular basis, including updates. To commence with review of High risks.	50	
							Risk Register reactivated and undergone a review working in consultation with management, councillors and officers to update current records and identify any new risks. Quarterly reports submissions to Audit Committee reactivated	70	
132	2/08/2013	Failure to ensure up to date User Agreements / Section 86 Instruments of Delegation are in place with relevant	No directorate within Council taking responsibility for the management of S86 Committees.	Review of S86 Committees by Director Corporate and Community Services.	High	2. Reduce the Likelihood	Renew agreements with recreation reserve tenants and update instruments of delegation where necessary.	0	Low
							Proposed move to Advisory Committees in lieu of S86 Committees to reduce regulatory compliance burden on Committees.	25	
							Management to establish internal responsibilities for preparation and implementation of user agreements with sporting groups / seasonal handover inspections etc.	20	

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
		stakeholders.					Development of a new S86 handbook for distribution to Committees to assist with their compliance obligations.	100	
							Conduct training sessions with s86 Committees to help make members aware of responsibilities.	50	
							Current S86 Committee handbook presently being reviewed/updated prior to recirculating onto all committees.	50	
152	27/07/2016	Failure to consider the cultural safety of Aboriginal children or children from culturally and linguistically diverse backgrounds.	Council policies and procedures in relation to the Child Safety Standards don't include specific reference to children from an Aboriginal or culturally and linguistically diverse background.	Council policy implemented and updated 01/08/2016 in line with Child Safety Standards including specific reference to children from an Aboriginal or culturally and diverse background Ensure Child Safety Standard policy includes specific reference to children from culturally and linguistically diverse backgrounds acknowledging cultural differences. No control	High	2. Reduce the Likelihood	Ensure Child Safety Standard policy includes specific reference to Aboriginal children, acknowledging cultural differences and their over representation in institutions including the child protection system.	100	Medium
151	27/07/2016	Failure to establish policies and procedures in line with the Victorian Governments Child Safety Standards in relation to the promotion of child safety and reporting of potential incidents.	Inappropriate behaviour towards a child by an employee or volunteer working on behalf of Council.	Shire Code of Conduct provided to staff on commencement. Working with Children check required for staff working with youth / children.	High	2. Reduce the Likelihood	Shire Code of Conduct includes reference to the Victorian Government Child Safety standards, detailing individual requirements and responsibilities of staff when working with children or youth. Policy has been developed for 'working with children' including expectations of behaviour and reporting processes in the event that an incident is suspected to have occurred. Shire Code of Conduct includes reference to the Victorian Government Child Safety standards, detailing individual requirements and responsibilities of staff when working with children or youth. Policy to be developed for 'working with children' including expectations of behaviour and reporting processes in the event that an incident is suspected to have occurred.	100 100 100	Medium

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
			Failure of staff member to report witnessing an incident of inappropriate behaviour towards a child.	In very broad terms, the staff Code of Conduct.			Policy to be implemented in line with Child Safety Standards including expectations of behaviour and reporting processes in the event that an incident has, or is suspected of occurring.	100	
14	7/06/2012	Loss of skills, future entrepreneurs and community leaders as a result of insufficient or unsuitable economic and recreational opportunities.	Insufficient provision of relevant services / facilities to engage young people in the Community.	Implementation of FREEZA program through until December 2018.	High	2. Reduce the Likelihood	Continued identification / implementation of programs to attract and retain residents to the Shire.	50	High
				Funding secured for Youth Council to provide a forum for young views and ideas. The Youth Council has been formed and remains effective, with a focus on further increasing the forum's effectiveness.					
				Employment of Youth and Early Years Officer to engage younger Community members.					
			Failure to retain younger people within the Community due to insufficient employment opportunities within the Shire.	Employment of Youth and Early Years Officer to engage younger Community members.			Continued identification / implementation of programs to attract and retain residents to the Shire.	50	
				Council Scheme providing cadetship / traineeship opportunities for young people.			Improved amenities and youth recreational opportunities to provide greater liveability for youth in the region. Such as new skate parks, condom vending machines, more frequent freeza events.	30	
				Implementation of FREEZA program through until December 2018.					
			Funding secured for Youth Council to provide a forum for young views and ideas.						
111	14/06/2013	Unlicensed volunteers driving unregistered or uninsured vehicles whilst assisting Council with its local Community Transport program	Volunteer fails to renew their vehicle registration either before or after commencement with the program.	Current control sufficient	Medium	2. Reduce the Likelihood	Program Manger sights file containing insurance and licence documents	90	Low
				Program Manager responsible to complete an annual visual inspection of the volunteer's file containing license and vehicle registration expiry and notes.					
			Volunteer loses their license after commencement with the program.	Council's volunteer registration form requests this information.			Volunteers Information Handbook provided via Induction Program which obtains all relevant documentation.	90	

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
		program.	Volunteer fails to insure their vehicle for either comprehensive or third party property coverage.	Council's volunteer induction program requests volunteers to provide copies annually.			Human Resource allocated as central register for volunteer information in order to ensure compliance (insurance / license / registration) and provide cover (public liability / workcover)	90	
89	19/04/2013	Council experiencing a reduction in it's Homecare 'Agency' contracts (which accounts for approximately 30% of Council's Homecare commitments).	Government policy shift is allowing greater opportunities for Consumer Directed Care (CDC) which has the potential to reduce the number of people requesting Council provided services.	Council's areas of operation are relatively isolated - as a result their is less likelihood that alternative service providers may 'undercut' Council's provision of services.	Medium	6. Reduce Likelihood & Consequence	Council needs to continue to monitor the development of Consumer Directed Care (CDC) and should the likelihood of a reduced client pool become reality, look for a suitable treatment.	25	Medium
88	19/04/2013	Aged Care & Disability staff working in a variety of workplaces not 'controlled' by Council.	ADS staff member is injured in their clients home whilst providing services as a result of an unsafe workplace.	Budget submission for HACCC Pack mobile which allows tracking of staff along with mobile communication for most areas	Medium	2. Reduce the Likelihood	Ensure the assessment is completed at the first appointment eliminating risk aspects.	80	Low
			ADS Assessment Officer is injured by an unstable or violent client at the assessment appointment.	A risk assessment is completed over the phone prior to any appointment being conducted.			Sufficient control in place.	85	
				ADS staff generally endeavour to establish the client's background via Home Safety Intake Form prior to the assessment appointment.			Investigation and assessment policy reflects the level of assessment and triggers determining joint assessment with another agency.	80	
87	19/04/2013	Insufficient staff available at times to meet the growing demand on services required.	'Casual' nature of work (with varying work hours) doesn't appeal to a broad enough demographic.	Minimal opportunity to have controls in place.	Medium	2. Reduce the Likelihood	Try to target promotion of job opportunities to an audience who the 'casual' nature of work and hours will appeal to. Review where vacancies are advertised to see if they best reach the relevant audience.	60	Low
			Current workforce is of a mature age and closer to the end of their working life than the beginning.	ADS liaising with relevant training organisations to access appropriate training for community members obtaining prequalification's should positions become available. Certificate III has been offered in both Nhill and Raonbow in the past 12 months.			Review need for community information sessions as required.	80	
				Conducted an information evening to explain the opportunity and flexibility that 'Homecare' work can provide in an effort to attract new staff.					

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
			Insufficient pool of suitably qualified staff within the Shire.	Council provides the opportunity for staff training at no cost to the participant. ADS liaising with relevant training organisations to access appropriate training for community members so they are prequalified should positions become available.			Implementation of a succession plan to address future staff shortfalls. Identify the 'working life' of the current staff and also opportunities to attract future homecare staff. Meeting with a cross-department working group to be scheduled discuss "ageing workforce" across Council.	50	
86	19/04/2013	Insufficient pool of volunteers to service Council's Meals on Wheels delivery commitments throughout the Shire.	Decreasing Community interest or availability to participate in volunteering activities. Ageing members of volunteer organisations registered for Meals on Wheels delivery.	Council participation in Volunteering Western Victoria initiatives. Council Enterprise Bargaining Agreement includes the provision of a Community Service allowance for all staff to enable staff to participate in various volunteering activities (including Meals on Wheels). Council participation in Volunteering Western Victoria initiatives. Schools are participating in Council's Meals on Wheels program.	Medium	2. Reduce the Likelihood	Although volunteer availability does not appear to be an issue currently, ADS will 'keep in mind' the possibility of Council staff committing to a month of Meals on Wheels delivery. Although volunteer availability does not appear to be an issue currently, HACC will 'keep in mind' the possibility of Council staff committing to a month of Meals on Wheels delivery. Volunteers at outer communities complete MOW	60 0 60	Low
62	29/06/2012	HACC Staff performing additional duties outside the care plan.	Council staff exceeding their professional boundaries at the request of the client or by their own judgement.	Clients are updated regularly regarding protocols towards staff via newsletter. Newsletters no longer in place. Communication received via memo's and staff/Training meetings days quartly Information, instruction and training provided to staff regarding the policy for Care Plan duties. Electronic Rostering implemented.	Medium	2. Reduce the Likelihood	An update of the current electronic rostering system. HACC Pack mobile will be requested via budget submission for 2014/15	100	Low
60	29/06/2012	Loss of accreditation of Home Care Services and related funding implications	Failure of Council to meet Government Audit standards	Continuing favourable Audit reports Continued implementation of Council policies and procedures	Medium	2. Reduce the Likelihood	Audit report pending however Police checks and inductions need to be undertaken for all volunteers. Police checks and inductions implemented for all volunteers.	0 100	Low

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		unding implications		Conitnued improvements are made to meet community care common standards.			Audit report pending however fire awareness training is needed for all ADS staff.	0	
59	29/06/2012	Adverse outcomes arising through errors in provision of HACC and related services	Shortage of appropriately qualified staff to complete work duties ADS client injured / disadvantaged through actions of Council staff	Mandatory training is included within individual performance objectives Information, instruction, training and supervision of staff ADS staff participated in manual handling training , correct lifting techniques run by WWHS in November 2013.	Medium	7. Accept the Risk			Medium
131	30/07/2013	Failure to ensure Council assets meet legislative requirements.	Playgrounds and / or skate parks are not inspected in accordance with requirements. Council fails to complete Essential Safety Measures inspections in accordance with requirements. Roads are not constructed to Australian standards.	Playgrounds are inspected on a monthly basis by Council's Asset Inspector against a standard requiring seasonal inspections. Council's Asset Inspector is a qualified Playground Inspector. Council's pulic liability insurer has previously audited Council for compliance with Essential Safety Measures legislation and has completed a Targeted Risk Appraisal <u>specific to this issue.</u> Council Municipal Building Surveyors monitor Council's high use facilities. Capital Works road projects that include curves, hills or intersections should be engineer designed.	Medium	6. Reduce Likelihood & Consequence	No further controls are required for this causal factor. Building condition and audit inspections to include Targeted Risk Appraisals. Council has entered a MOU with Northern Grampians Shire Council to provide survey and design for complex road and drainage projects. A budget has been set aside for this purpose.	0 0 0	
57	29/06/2012	Poor management / maintenance of Parks and Gardens e.g playground inspections, tree management.	Council failing to identify and implement playground equipment upgrades. Council not completing regular inspections of trees. Council not completing regular inspections of equipment.	None. Conduct inspections of Council Parks Reserves and trees as per Council policy. Asset Inspector has completed tree defect inspection training. Asset Inspector conducts inspections of Council Parks Reserves and trees as per Council policy. Asset Manager and Asset Inspector attendance at playground inspection training.	Medium	6. Reduce Likelihood & Consequence	Instigate an allowance in annual budgets for playground upgrades in addition to maintenance. Development of a formal process for inspection of trees in public places or high traffic areas throughout the Shire e.g. public parks, swimming pools, caravan parks, high traffic areas etc. Ensure that existing controls remain in place and are effective.	0 25 95	Low
				Compliance with Council Policy			Prepare a list of regularly used contractors and arrange for a review of their OHS systems to ensure compliance	30	

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
31	13/06/2012	Failure to adequately select and supervise contractors.	Ineffective procedure in appointing Contractors.	Training in Contracts Management and Administration	Medium	2. Reduce the Likelihood	Need to ensure that Policy is reviewed so that our procedures are in line with modern practices and regulations	30	Low
				Implementation of Public Liability Audit 'Contractor Management' recommendations			Finalise and adopt new Contractor Mangement policy.	60	
				Reporting by external Auditor noting areas of non-compliance.					
25	8/06/2012	Failure to adequately conduct traffic control in accordance with Road Management Act 2004.	Staff failing to adhere to regulations.	.	Medium	2. Reduce the Likelihood	Random Audit of worksites to ensure compliance with regulations.	0	Low
			Insufficient training and/or instruction of relevant staff.	Traffic Control / Implement Traffic Management Plans training every 3 years for relevant staff			Ensure that existing controls remain in place and are effective.	95	
108	4/06/2013	Insufficient external funding for economic development programs.	Funding is delivered via a "one-off" grant rather than an ongoing funding arrangement.	Council lobbying / advocacy of State and Federal government departments and representatives.	Medium	2. Reduce the Likelihood	Consideration of rating strategy providing discounts / incentives for new businesses within the Shire.	20	Medium
			Funding from both Federal and State Governments is reduced as a result of a declining population throughout the Shire.	Promotion of regional living in Hindmarsh through various platforms. Working with key business, education and tourism stakeholders to showcase the liveability and opportunity of the Shire, with an aim to attract new residents and retain current residents.			Continue to implement the objectives set out in the 2015-2020 Economic Development Strategy.	75	
				Dedicated Economic Development Officer to advocate development of projects.			Develop a Business Investment Prospectus to attract new investment in the Shire.	20	
			Funding from both Federal and State Governments is reduced as a result of a downturn in general economic conditions.	Council lobbying / advocacy of State and Federal government departments and representatives.			Budget proposal submitted for the 2016/17 financial year to implement a Business Assistance Grants program, which will help to retain current business and residents in the Shire, as well as offering an incentive to attract new business investment.	70	
				Dedicated Economic Development Officer to advocate development of projects.			Continue to advocate for funding from State and Federal governments, by CEO, councillors and Economic Development Officer.	0	
			Lack of economic development planning to provide a clear strategic direction.	Council strategic plan formulated with each new Council term and reviewed on a regular basis to ensure objectives are achieved throughout the term.			Continue to implement the objectives set out in the 2015-2020 Economic Development Strategy.	75	
2015-2020 Economic Development Strategy adopted, with implementation of the identified objectives currently in progress.									

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120	26/06/2013	Caravan Parks failing to meet certain standards (e.g. fire / emergency response) or maintain adequate facilities (e.g. amenity buildings reaching "end of life").	Insufficient allowance made in annual budget for maintenance and renewal of Council controlled parks	Budget Allocations reviewed annually. Council has a strong focus on tourism and economic development and Caravan parks are an important part of this strategy.	Medium	2. Reduce the Likelihood	Council's Caravan Parks require significant fire response works (tanks, hydrants, hoses etc.) according to a 2012 CFA report. Council needs budget for these works and commence planning or seek an alternative opinion as to what might be required.	20	Low
				Caravan Park Managers report to Council and identify any issues requiring short term rectification.			Request further information from Contracts Manager (responsible for Caravan parks) regarding compliance with CFA reports (or otherwise).	10	
119	26/06/2013	Failure to ensure efficient management of Council's light vehicle fleet.	Council pool (and staff allocated) cars not suitably managed e.g. lapsed service schedules, insufficient tyre pressures, unreported mechanical issues etc.	Policy on allocated cars, "To Do" list in each of the pool cars.	Medium	2. Reduce the Likelihood	Look at options for management of pool car fleet. Contracts Manager to hand over pool vehicle fleet to Asset Manager? (is in that PD)	0	Low
			Policy on vehicle management fails to keep up with the latest in vehicle specifications, limiting purchase opportunities.	None currently. Policy in need of review and possible update.			Update Council policy regarding allocated vehicle selection and use.	0	
64	29/06/2012	The occurrence of a serious incident at Nhill Aerodrome.	Incident occurring as a result of the actions of a third party e.g. visiting pilot	Not a scenario that Council is able to control. Council plans in place to respond to an emergency.	Medium	7. Accept the Risk			Medium
			Council failing to maintain facilities in accordance with Civil Aviation Safety Authority requirements	Inspections by CASA with recommendations to be implemented within a required time.					
				3 x times weekly inspections. Training provided to staff.					
48	20/06/2012	Serious incident or accident occurring in a Council Building e.g. Public Hall.	Equipment failure leading to serious injury or death e.g. faulty wiring / electrocution, infrastructure failure / broken limbs.	JMAPP Audit conducts random audit of three Council owned buildings.	Medium	2. Reduce the Likelihood	Annual risk inspection of all buildings (who is to conduct this?)	60	Low
				Essential services inspection and reports from user groups for all buildings.			Review S86 Committee Management.	60	
				Building Inspection Program (incomplete).			Review User Agreements policy.	25	
				Annual insurance and information letter to building occupants.					
				User Agreements in place at Recreation Reserves.					
				Instrument of Delegation responsibilities for groups managing halls etc.					
				Test and Tag Policy in accordance with regulations.					
		Council elections - no		In the 2012 and 2016 elections candidate information sessions were held in conjunction with the VEC.			Program candidate information sessions across the Shire, working with the VEC.	20	

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150	17/03/2016	Section 86 Committees - no candidates run or there are low numbers of candidates in the election wards.	Lack of interest shown within the community, or a lack of understanding of the role of a Councillor.		Medium	2. Reduce the Likelihood	Engage with the community in the lead up to the nomination period through multiple media platforms and community groups, to help raise awareness of the role and rewards of being a Councillor.	10	Low
5	31/05/2012	Section 86 Committees conducting activities outside the scope of their Instruments of Delegation.	Lack of communication with S86 Committees leading to poor direction of roles and responsibilities.	Regular contact with S86 Committees e.g. Town Committee Meetings conducted on a monthly basis.	Medium	2. Reduce the Likelihood	Review of S86 Committees, including Instruments of Delegation, provision of a handbook briefly outlining roles and responsibilities of Committee and providing a Council contact.	90	Low
				Council Policy. Instrument of Delegation.			Continue issuing handbook and complete training of Section 86 Committees.	30	
				Section 86 Committee Handbook completed and starting to be distributed to committees, along with updated IODs as appropriate.					
			Lack of an up to date Committee membership roster, instrument of delegation not reflective of the current role and responsibilities of the Committee.	Review of s86 committees in progress, with IODs being updated.			Proposed move to Advisory Committees in lieu of S86 Committees to reduce regulatory compliance burden on Committees and create a closer supervisory role for Council.	0	
98	3/05/2013	Staff fail to record documentation appropriately.	Staff lack of understanding requirements through either an unknown or out of date process.	Infoxpert document management system training.	Medium	2. Reduce the Likelihood	Adoption and implementation of updated records management policy.	90	Low
				Records Management Policy update completed and currently being reviewed prior to adoption.					
			Infoxpert is seen to be not user-friendly.	Infoxpert update July 2013 has improved usability.			Training program and ongoing 'spot tests' to be conducted by Records Officer.	0	
		Organisational culture fails to recognise the importance of capturing information	None			Engage management in a program to require staff to comply with records policy led from the top. Records officer to prepare a 'document capture' report detailing areas where record keeping is lacking. Records Officer to take responsibility for recording of management correspondence / documentation	0		
97	3/05/2013	Loss of hardcopy Council records.	File storage areas affected by fire, flood, vermin or general deterioration	None.	Medium	2. Reduce the Likelihood	Hardcopy file locations have been reviewed. Records are progressively archived and moved to compliant storage (Grace Records).	50	Low

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96	3/05/2013	Ineffective policy / strategy outlining Council's records management obligations.	File plan for the recording of documents not reflective of organisational structure.	Reviewed early 2013 but incomplete.	Medium	2. Reduce the Likelihood	Survey Council staff for file requirements relevant to their area of activity.	10	Low
			Lack of guidance / instruction for Council staff.	Records Management Policy update completed and currently being reviewed prior to adoption.			Adopt MAV file levels template. This provides Levels 1 and 2.	20	
107	29/05/2013	Insufficient knowledge of certain aspects of payroll requirements (e.g. termination classification types).	Due to commitments within the workplace, Council staff are limited to training that can be attended.	Various Authorities provide updates via email, mail etc.	Medium	2. Reduce the Likelihood	New HR & Payroll Coordinator to identify training opportunities to further knowledge	0	Low
				Newly appointed Finance Manager has vast experience with Council payroll system and will be able to provide backup if needed.					
106	29/05/2013	Council is unable to complete the fortnightly payroll transaction within a reasonable timeframe.	Employment change of circumstance causing the Payroll Coordinator to be unavailable to complete the payroll process.	The Payroll Coordinator has comprehensive notes and procedures to guide the payroll process.	Medium	2. Reduce the Likelihood	Nominate and train additional (existing) staff to provide backup to the Payroll Coordinator. Once suitably experienced. staff should complete the payroll process on at least a quarterly basis under the supervision of the Payroll Coordinator.	10	Low
				Newly appointed Finance Manager has vast experience with Council payroll system and will be able to provide backup if needed.					
			Illness causing the Payroll Coordinator to be unavailable to complete the payroll process.	Limited support is available from finance and rating staff.	Medium	2. Reduce the Likelihood	Nominate and train additional (existing) staff to provide backup to the Payroll Coordinator. Once suitably experienced. staff should complete the payroll process on at least a quarterly basis under the supervision of the Payroll Coordinator.	10	Low
				Newly appointed Finance Manager has vast experience with Council payroll system and will be able to provide backup if needed.					
55	25/06/2012	Breach of Equal Opportunity legislation by a staff member	Council staff insufficiently informed and acting contrary to requirements of the Equal Opportunity Act 2010	Procedures are in place to ensure that the staff are aware of EEO issues.	Medium	2. Reduce the Likelihood	Equal Opportunity Commission to conduct training session for all staff regarding Equal Opportunity requirements.	0	Low
				Human Resources officer attendance at Equal Opportunity Commission training.				Council needs to update its Policies regarding equal opportunity, discrimination et al	
34	15/06/2012	Council not in compliance with Infectious Diseases Regulations or prepared for a major outbreak or incident.	Council fails to manage a disease outbreak as a result of poor procedures / processes in dealing with the incident.	Council is involved in the ongoing maintenance and review of the Municipal Emergency Management Plan (MEMP) through its membership of the Municipal Emergency Management Committee.	Medium	7. Accept the Risk			Medium

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7	1/06/2012	Increase in claims against Council (internal and external) as a result of insufficient risk management processes.	Failure of Council to identify, evaluate and control risk.	Risk Register identifying risks across Council.	Medium	6. Reduce Likelihood & Consequence	Implementation of 'Live' Risk Register - Riskware.	80	Medium
				OHS, Risk & Governance Coordinator to identify areas of risk to Council and nominate controls.				0	
				Risk Management Committee meeting on a quarterly basis to discuss risk issues, current and potential future controls.					
			Riskware risk management system in place providing a 'living' risk register with future treatments, follow up dates etc.						
			Failure of staff to consider risk management and assessment in the course of completing their activities.	Ongoing review by OHS, Risk & Governance Coordinator of various Directorate procedures and installation of Risk Assessment templates in various functions. Risk Management is a standing item on indoor staff meeting and outdoor safety and efficiency meeting Agenda. Risk Awareness briefing annually at these meetings.			Continue review of various Directorate procedures.	0	
			Absence of up to date Risk Management Policy.	Council Risk Mangement Policy and Strategy updated by Echelon Australia in July 2013.			Develop Project Risk Assessment tool for application to all major project planning.	25	
6	31/05/2012	Council fails to implement effective quality assurance programs.	Staff are unaware of, or unable to put appropriate programs in place to establish and maintain quality assurance systems.	Audits, acquittals, contract project management and quality assurance is practiced with areas of weakness identified.	Medium	2. Reduce the Likelihood	Conitnuous improvement, training, education and tailored performance management systems	20	Low
				Overall, positive result from the Local Government Inspectorate Audit with initiatives ongoing.			Review Auditor report focussing on contract management and program responses.	20	
							S86 Committee management review needs to be completed and implemented.???	35	
2	31/05/2012	Inadequate and/or inconsistent resourcing across Council Business Directorate Functions.	Inadequate Budget Processes and implementation of Council Plan.	Well developed business processes with well defined strategies and targets.	Medium	7. Accept the Risk			Medium
				Staff involved in Annual Budget preparation process.					
				SMT review draft budgets before Council adopt the budget. Review by Directors of Budget vs actuals, quarterly review of Council Plan, financial and performance statement, by Council.					
135	5/08/2013	Poor security measures in place at Council's Nhill, Jeparit, Rainbow and	Casual attitude of Council staff to security with keys left in unattended vehicles, buildings left unlocked and equipment potentially accessible to	Random audit of depot vehicles with informal reporting back to management.	Medium	7. Accept the Risk			Medium
				Memo sent to all staff to remind them of their responsibilities August 2012.					
				Employee code of conduct.					

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
		Dimboola depots.	equipment potentially accessible to "unauthorised" visitors.	Outdoor staff performance reviews include discussion of security measures for Council assets.					
116	24/06/2013	Failure to comply with legislative requirements for Quarry Operations.	Works conducted outside area of authority. Poor communication with contractor conducting quarry works for Council. Insufficient supervision of onsite activities.	Team Leaders and Works Delivery Officer in regular contact with the contractor. Detailed map provided outlining area of works permitted. Team Leaders and Works Delivery Officer in regular contact with the contractor. Induction conducted at commencement of quarry works. Team Leaders and Works Delivery Officer in regular contact with the contractor.	Medium	2. Reduce the Likelihood	Ensure that existing controls remain in place and are effective. Ensure that existing controls remain in place and are effective. Develop a more structured induction process and work folder for each site or area of works. Folders including maps and induction information compiled for each quarry. OHS & Risk Management Officer to complete Contractor OHS Induction	0 0 60	Low
43	20/06/2012	Failure to establish and maintain a comprehensive roadside reserve maintenance program	Ineffective planning in the management of the road reserve either in time spent identifying or implementing potential issues or areas requiring attention.	Identification of all assets. Planned / programmed maintenance. Current Road Management Plan. Training of outdoor staff in roadside vegetation identificaion	Medium	2. Reduce the Likelihood	Policy for regular inspection, reporting and rectifying of road reserve maintenance issues.	0	Low
95	1/05/2013	Major incident causing physical destruction of hardware, loss of power or interruption to service.	Fire damage to main server room and/or Nhill Customer Service Centre. Server loses (internal) power supply. External power outage. Overheating main server through ineffective cooling in the server room.	CO2 Fire extinguisher located in the Server Room. Standby Power Supply. Hire of external portable generator. Uninterrupted Power Service (UPS) though this will only provide approximately 10-15 minutes for a controlled shutdown of major business systems. Air conditioning system in Server Room.	Medium	5. Reduce the Consequence	Installation of back up Server off-site allowing major systems to continue operation delayed due to insufficient capacity of network to relay the data. Source additional batteries to UPS allowing a more comprehensive shutdown of major business systems. Provide a vent outlet in the Server Room to allow heat to escape.	20 100 0	Low
			Inefficient record keeping leading to a loss of important information over extended periods.	Council is running a monthly archive tape that is not overwritten.			Ensure that existing controls remain in place and are effective	0	

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
94	1/05/2013	Loss of Council's electronic records and data.	Accidental deletion.	Snapshot backup to standalone disk storage now covers both host machines. Backup to tape now works correctly.	Medium	6. Reduce Likelihood & Consequence	Maintain current controls.	0	Low
			Hard drive failure.	Snapshot backup to standalone disk storage now covers both host machines. Backup to tape now works correctly.			Maintain current controls.	0	
90	1/05/2013	Inadequate mobile phone reception / coverage throughout the Shire	Ineffective Telstra mobile services within isolated areas of the Shire	Staff have been informed that in the event of an incident they should dial 112 (emergency) if unable to find service through the regular Telstra service.	Medium	2. Reduce the Likelihood	Council needs to investigate an alternative communication provider that is able to provide coverage within Shire 'blackspots'.	0	Low
				UHF radios are provided in the majority of the Shire's plant and commercial vehicles. Most works projects are undertaken by staff in groups. In the event of an incident this allows non affected staff to respond to the situation.			I.T. Manager to review Black Spot map.	10	
69	24/07/2012	Unauthorised access to Council's I.T. Systems	Ineffective security in place leading to a system breach	Passwords not documented	Medium	6. Reduce Likelihood & Consequence	External Copy Devices - USB keys etc. are not controlled. This is a risk but control would require additional software. I.T. Manager to investigate further.Consider budget submission	0	Low
				Implemented a firewall			Read Only Access is possibly too wide spread. I.T. Manager to investigate further. Department management will need to determine this.	10	
66	24/07/2012	Inadequate processing or storage capacity within Council's I.T. System	Council's current server becoming outdated or reaching storage capacity	Installed new servers and storage	Medium	2. Reduce the Likelihood	Storage levels on the main file server are very low. User profiles are being moved to create additional space. Ongoing efforts to reduce duplicate or redundant data.	75	Low
				Duplication of files has been reduced.			Additional storage has been installed. Continuous monitoring of capacity - capacity increases or data decreases required.	0	
		Information technology systems do not function as	Staff have a poor understanding of system operation leading to lost data / documents.	Availability of I.T. Manager to consult on any issues staff may be experiencing.			Ongoing training - investigate adding IT Coordinator update to the monthly staff meetings to provide updates on system changes.	0	
				Training and instruction provided to staff when needed.		2 Reduce the			

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
65	24/07/2012	Systems do not function as required in meeting user needs.	Systems in place either outdated or not fit for purpose.	System size and potential for expansion currently being reviewed.	Medium	2. Reduce the Likelihood	Windows XP operating system to be phased out -now down to 7 systems only at remote sites and occasionally running presentations on laptops.	0	Low
			Council staff inappropriately sharing file information with other staff or external parties.	Access restricted via security permissions on files and share permissions on folders / directories.			Controls on file sharing enforced through InfoXpert.	0	
124	12/07/2013	Council fails to ensure kindergarten facilities meet regulatory requirements.	Poor inspection regime / fault notification process of building condition / playground suitability etc.	Council has commenced a program of 'annual inspections' for all building assets (monitoring of this program is required to ensure continuation). Playground inspections completed by Council's Asset Inspector.	Medium	6. Reduce Likelihood & Consequence			Low
			Aging facilities not sufficiently maintained.	Council Asset Inspector completes regular inspections of Shire Kindergartens.			Existing control relevant and effective.	20	
123	12/07/2013	Reduced or insufficient state government funding for Council's 4 Kindergartens (Wimmera Uniting Care contract).	Increase in population birth rates or population shift leading to an increase in participation levels and putting pressure on existing Council facilities.	Department of Education provide forecasts on population (MCH data) which assists with forward planning of kindergarten services. Services are able to be expanded with centres not operating at full week capacity.	Medium	7. Accept the Risk			Medium
			Client dissatisfaction with service provider impacting enrolments in Council Kindergartens and a subsequent drop in funding.	Organisational issues have been addressed with Wimmera Uniting Care and client feedback is being monitored.					
			Decrease in Shire population birth rates or population shift leading to a drop in kindergarten participation levels and a subsequent drop in funding.	Council agreement with Wimmera Uniting Care links participation and subsidy paid. Department of Education provide forecasts on population (MCH data) which assists with forward planning of kindergarten services.					
129	26/07/2013	Council's emergency response processes and programs fail to meet legislative requirements.	Personnel with limited emergency management experience unsure of legislative requirements.	Regional approach to MEMP development involving four Councils, capturing a broad knowledge and experience base.	Medium	7. Accept the Risk			Medium
			Insufficient resources available or allocated to emergency management programs and initiatives	Audit of the Municipal Emergency Management Plan (MEMP) conducted every 3 years.					
105	10/05/2013	Delays in the distribution of the initial or quarterly rates notices.	Information Technology systems failure limiting Council's ability to collate information for the preparation of rates notices.	Civica Financial Management Systems would possibly be able to prepare the information to be sent to the printers (at an additional cost).	Medium	6. Reduce Likelihood & Consequence	See Information Technology risks re: systems failures.	0	
75	07/07/2012	Uncollectable debts from		Council has power to sell land with dwellings after 5 years to recover debts.	Medium	2. Reduce the	Program quarterly reminders for overdue rate debts.	95	Low
			Ratepayer dissatisfaction or poor	Council has power to sell vacant land after 3 years to recover debts.					

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75	27/07/2012	ratepayers.	financial position leading to a default on debt.	Council refers unpaid rates to debt collectors at the end of each financial year. Regular review of debtor balances, including letters being sent and phone calls made to debtors.	Medium	Likelihood			Low
20	7/06/2012	Unauthorised ordering of stock incurring unplanned expenses and the potential for misappropriation of supplies	Inadequate documentation when issuing stock.	Controls on purchasing tightened including need for purchase order number when ordering. Periodic inventory reconciliation performed twice a year. Maintenance of stock issue register by administration staff and Finance Officer. Maintenance of stock issue register by administration staff. Annual issuing of theft and fraud policy to all staff.	Medium	2. Reduce the Likelihood	Using committal systems in authority i.e. financial software, to account for purchase orders when invoices are not issued. Implementation of OLR. Internal audit / test of existing controls performed as part of VAGO audit.	80 90	Low
38	15/06/2012	Failure to manage street trading and footpath signage.	No procedure for regular inspection of businesses throughout the Shire.	Procedure will be developed once permits have been issued / renewed.	Medium	6. Reduce Likelihood & Consequence	Update and annual review of Hindmarsh Shire Policy needs implementation. Procedure will be developed once permits have been issued / renewed.	10 10	Low
24	8/06/2012	Tasks requiring Local Laws Officer to capture/relocate potentially dangerous domestic or feral animals and livestock.	Unexpected animal response when trying to catch or corral Feral / Domestic / Stray / Livestock.	Provision of Personal Protective Equipment (PPE). Training in animal control. Dedicated livestock trailer. Animal restraint equipment.	Medium	7. Accept the Risk			Medium
121	26/06/2013	Reduction in Government funding for Council's two libraries and mobile library service.	Funding from Government is reduced based on the Shire's shrinking population. Funding from Government is reduced as a result of a downturn in general economic conditions.	Council lobbying / advocacy of Government departments and representatives. Municipal Association of Victoria is monitoring government funding of libraries and strongly lobbying for continued government support of library programs.	Medium	7. Accept the Risk			Medium
11	4/06/2012	Decreasing volunteer pool for successful operation of Section 86 Committees / Community Groups.	Community attitudes to participating in volunteer organisations. Decreasing population causing a shrinking pool of eligible volunteers.	Ensure recognition of volunteer efforts wherever possible. Volunteer Week initiatives to help promote and encourage greater volunteer participation across the Shire.	Medium	6. Reduce Likelihood & Consequence	Continue to recognise and reward volunteers wherever possible. Thorough review of S86 Committees required to determine membership, roles and responsibilities.	85 70	Low
				Distribution of relevant information using community and organisation register.					

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
10	1/06/2012	Council not operating in accordance with Council Plan in relation to Community Engagement, resulting in reduced resident involvement throughout Shire.	Council not able to attract or maintain resident interest in Community Development.	<p>Onngoing support and assistance to Town Committees or equivalent structure.</p> <p>Continue active involvement in community engagement processes on a biannual basis.</p> <p>Continue to hold meetings within the community to facilitate the planning and scoping of ongoing initiatives.</p> <p>Facilitate community organisations involved in the development and holding of events on an ongoing basis.</p>	Medium	7. Accept the Risk			Medium
58	29/06/2012	Adverse incidents or outcomes arising from activities licensed or permitted by Council e.g. public events, domestic animals etc.	<p>Absence of relevant policy to provide guidance to staff in assessing applications.</p> <p>Council failing to assess applications in accordance with policy e.g. animal registrations.</p> <p>Council failing to conduct a proper assessment of a proposed community based event.</p>	<p>None.</p> <p>Council Local Laws Officer to implement Council policies and procedures.</p> <p>Risk assessment pro forma provided to organisers of Community based events.</p> <p>System to ensure copy of completed risk assessment is returned to Council for review and recorded in infoxpert.</p> <p>Major events are inspected and consultation undertaken with committee coordinators prior to permit being issues</p>	Medium	2. Reduce the Likelihood	<p>Ongoing policy review needs completion (most policies are past prescribed date of review).</p> <p>Review of organizations policy listing commenced.</p> <p>Ensure that existing controls remain in place and are effective.</p> <p>Local Laws Officer additionally adheres to Council Policy in line with legislative requirements.</p> <p>Proposed development of Project Risk Assesment template for Council projects may also assist with the assessment of Community based projects / events</p> <p>*Project Risk Assessment Template rolled out internally for use in 2016/17 budget process. Further training and review of the process required.</p>	<p>10</p> <p>15</p> <p>95</p> <p>90</p> <p>75</p>	Low
47	20/06/2012	Inadequate security over Council buildings and other assets.	Poor work practices leading to buildings and / or plant and equipment being left unlocked or accessible.	<p>Instruct staff regarding requirements to lock vehicles and buildings - memo sent July 2012.</p> <p>Security camera installed in Nhill depot.</p> <p>Key cabinets placed in depots.</p>	Medium	2. Reduce the Likelihood	<p>Spot checks on vehicle accessibility / availability ongoing.</p> <p>Improved security system at the Nhill Works Depot.</p> <p>Reissue memo on vehicle and building security.</p> <p>Investigate security signage and gates/access at works depots.</p>	<p>95</p> <p>0</p> <p>0</p> <p>10</p>	Low

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
44	20/06/2012	Malfunctioning electrical and other equipment.	Equipment poorly maintained or used in a careless manner leading to failure.	Information, instruction and training provided to staff.	Medium	2. Reduce the Likelihood	Testing and tagging currently conducted by an external contractor. We need to investigate making these an internal inspection to potentially reduce costs and also improve our coverage of Council Assets (currently spending approximately \$8,500pa on inspections. Halls / Reserves not currently a part of these inspections and need to be).BUDGET SUBMISSION? March 2016 - Testing and tagging now undertaken by two internal staff who have undergone certified training.	90	Low
				Testing and tagging of all electrical leads and equipment in accordance with Council policy.					
32	15/06/2012	Increased exposure to professional / public liability claims.	Council not adequately insuring itself against possible action.	Annual renewal of Officers Professional Indemnity Insurance. Maintain Insurance coverage - review our coverage with broker to ensure we are sufficiently covered in all areas!	Medium	6. Reduce Likelihood & Consequence	Ensure that existing controls remain in place and are effective.	95	Low
			Council acting on incorrect advice.	Council is able to consult with its insurers and other independent legal advice prior to taking action on relevant tasks.			Application for funding to enable completion of project risk assessment template in 2014/15 budget. March 2016 - Project Risk Assessment Template now completed and rolled out internally as part of the 2016/17 budget process. Further training and review required to assess how effectively it is working	75	
				Preparation and adoption of new risk management policy and strategy by Council in 2013.					
			ADS Worker injures themselves or is assaulted by a client whilst undertaking their duties.	Information, instruction, training and supervision of all staff working in isolation. HACC Pack mobile implemented.					
			Asset Inspector is injured whilst conducting inspections (e.g. night time)	None.			Investigate better means of communication for staff working in isolation and a procedure for assistance when required. March 2016- In the process of working with other councils to investigate the use of a 'Safety Card' GPS tracking unit for use by isolated staff.	15	

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
26	8/06/2012	Increased Occupational Hazards for Council staff working in isolation.			Medium	6. Reduce Likelihood & Consequence	Request to be made for a satellite phone for the Asset Inspector to allow for more reliable contact when out working.	10	Medium
							Investigate the need for the Asset Inspector to perform night inspections in isolation.	0	
			Local Laws Officer is injured by an animal or community member whilst attending a call out.	None.			Investigate better means of communication for staff working in isolation and a procedure for assistance when required.	15	
							March 2016- In the process of working with other councils to investigate the use of a 'Safety Card' GPS tracking unit for use by isolated staff.		
							Axen Body Cam policy created in line with use of body camera	60	
		Axen body Cam purchased for LLO to wear at all times when outside of main office.	90						
23	8/06/2012	Hindmarsh Shire Council staff injured as a result of occupational violence and bullying.	Council staff / volunteers unaware of how to deal with challenging behaviour of clients.	Information, instruction, training, support and supervision of all staff in occupational violence and bullying.	Medium	2. Reduce the Likelihood	Research and prepare information flyer for staff that details response to occupational violence.	0	Medium
				Employee Assistance Program available and promoted to all staff.			Put together some information regarding what constitutes bullying to assist management's understanding of potential issues.	0	
			Council staff not aware of their obligations under the OHS Act in relation to bullying behaviour.	Bullying Prevention policy issued to all staff in February 2014.			Ensure that an annual refresher of the Bullying Prevention Policy, along with staff and employer rights and responsibilities is presented across the organisation at various staff meetings.	50	
							Information on what constitutes bullying provided at Safety and Efficiency meeting / indoor staff meeting.		
							Annual refresher provided to all staff on their obligations under the OHS Act in relation to bullying.		
22	7/06/2012	Ineffective evacuation of Council premises in an emergency as a result of either poor planning, insufficient staff awareness or both.	Irregular evacuation drills leading to confusion in a real emergency	Regular drills are conducted in the main office at Nhill (highest concentration of staff).	Medium	6. Reduce Likelihood & Consequence	Ensure that existing controls remain in place and are effective.	95	Low
							Purchase of additional air horns for emergency evacuation (drills) processes	0	
							OHS Committee presently reviewing current Evacuation Policy	5	
				Updated Emergency Evacuation policy distributed to all staff			Ensure that existing controls remain in place and are effective.	95	

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating	
			Staff unfamiliar with Council evacuation policy	Information provided at induction regarding <u>emergency evacuation</u> . Emergency Evacuation policy sent to all Nhill office staff.						
21	7/06/2012	Poor identification of and/or subsequent control of safety issues throughout the Shire	Failure to keep abreast of changes in OHS legislation.	Attendance at Worksafe and industry seminars. External audit of Council OHS Policy. Updated Council OHS Policy in line with audit review recommendations.	Medium	6. Reduce Likelihood & Consequence	Ensure that existing controls remain in place and are effective.	75	Low	
			Failure to meet the obligations of the Occupational Health and Safety Act 2004 through policy, procedures, training and instruction.	Conduct safety audits and site inspections.				Further attention needs to be given to Council's management of chemical storage and handling. Chemwatch chemical management <u>system training to be completed</u> .		25
				Implementation of Council OHS policy.				Review Council's management and supervision of volunteers. Establish volunteer register identifying each and every volunteer and the <u>organisation they work through</u> .		10
				Bimonthly Safety and Efficiency Meetings.						
				Information, instruction and training <u>provided to all staff</u> .						
				Bimonthly OHS Committee Meetings.						
				External audit of Council OHS Policy.						
				Update Council OHS Policy in line with audit review recommendations.						
				Further attention needs to be given to the management of contractors by Council. Finalise policy. Discuss with sample of small <u>contractors</u> .						
				Contractor OHS Safety Management Program introduced mid 2014. Induction of Contractors to occur through first quarter of 2014/15 period.						
109	4/06/2013	Failure to successfully deliver community events and programs.	Event sustainability reliant on Council support and funding.	Promotion of Council Community grants.	Medium	2. Reduce the Likelihood	Review assistance for new groups with event planning to ensure <u>sustainability is considered</u> .	25	Low	
			Lack of engagement by Shire residents with an expectation that "Council should organise it".	Dedicated Migration Officer and Settlement Officer positions with an aim to encourage community interaction and participation amongst the Shire's newer residents.				Promote the newly created Event Management Guide to help inform community groups of event planning and requirements, with a view to making the event planning process easier and less of a burden on <u>limited volunteers</u> .		10
				Promotion of Council community grants.				Existing controls relevant and effective.		80

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
				Ongoing programs recognising volunteers in the community.					
140	2/09/2013	Breach of privacy laws through the inappropriate or unauthorised sharing of confidential Council documents.	Council employees inadvertently provide confidential information to a third party through a customer request.	New employees are required to sign a confidentiality agreement prior to commencement. Confidentiality requirements are included in the Employee Code of Conduct. All office and HACC staff are required to participate in training provided by the Privacy Commission in late 2013.	Medium	2. Reduce the Likelihood	Privacy refresher to be completed at staff meeting	0	Low
136	21/08/2013	Failure to comply with the requirements of the Local Government Act 1989 or other legislative requirements.	Council policy not updated to reflect current legislative requirements. Insufficient resources to allow Council to remain up to date with continuing changes.	Policy review in progress Development of Governance role within the Risk Management area of Council. Training and instruction for staff when identified as necessary e.g. privacy training.	Medium	2. Reduce the Likelihood	Continuing Policy update setting dead lines across all departments for completion of policy review. SMT to review allocation of funds to review Council's compliance with the Local Government Act. Subscription to Maddocks Delegations and Authorisations Service since 2014.	20 0 100	Low
41	20/06/2012	Failure of telecommunications, power, water, wastewater or drainage supplies and / or services.	External wastewater management issues / failure causing disruption to service. Unexpected power interruption. External water supply issues / failure causing interruption to supply. External system failure causing phone lines / internet disruption.	Short term okay, investigate working offsite for longer term issues. Contact service provider or source contractor to rectify issue. Contact service provider or source contractor to rectify issue. Short term okay, investigate working offsite for longer term issues. Contact service provider or source contractor to rectify issue. Short term okay, investigate working offsite for longer term issues. Contact service provider or source contractor to rectify issue. Mobile phones and fixed wireless terminals can be used for a temporary response to a telecommunications failure. Short term okay, investigate working offsite for longer term issues.	Medium	5. Reduce the Consequence	Ensure that existing controls remain in place and are effective. Formalise location of offsite backup server and commence installation. Ensure that existing controls remain in place and are effective. Ensure that existing controls remain in place and are effective.	95 40 95 0	Medium
16	7/06/2012	Insufficient, suitably skilled personnel available to address the needs of Council.	Remote location in comparison to larger population bases in the region reducing the availability of suitably skilled personnel either to relocate or commute. Hindmarsh Shire not being recognised	Council vehicles available for senior positions. Enterprise Agreement - workplace flexibility. Training and development opportunities available for all staff. Council vehicles available for senior positions.	Medium	6. Reduce Likelihood & Consequence	Ensure that existing controls remain in place and are effective. Ensure that existing controls remain in place and are effective. Ensure that existing controls remain in place and are effective.	95 95 95	Medium

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
			as an employer of preference.	Staff are encouraged to complete training to improve their qualifications. Opportunities for internal progression within the Shire.			Ensure that existing controls remain in place and are effective.	0	
			Scarcity of particular skills.	Training and development opportunities available for all staff			Ensure that existing controls remain in place and are effective.	95	
							Ensure that existing controls remain in place and are effective.	0	
3	31/05/2012	Inability to meet the expectations of ratepayers and funding agencies in regard to service delivery.	Inadequate Service and Program planning	Annual Business Planning process	Medium	2. Reduce the Likelihood	Introduction of a medium term capital works budgeting program.	100	Low
114	19/06/2013	Failure to actively engage young people in capacity building activities.	Council is not able to communicate with its target audience effectively.	Part time Youth and Early Years Officer appointed to work across the sector.	Medium	2. Reduce the Likelihood	Investigate expansion of Youth and Early Years Officer role to 5 days per week.	20	Medium
			Young people may be too 'distracted' within their own social circle to notice or consider new external activities or initiatives. Poor social skills or low self esteem may also influence their motivation or capacity to participate.	Council identifies students with 'leadership potential' to assist with engaging the wider youth population and encourage activity participation. Youth Council formed, helping to develop young leaders.			Investigate expansion of Youth and Early Years Officer role to 5 days per week.	20	
				Council engages young people directly through school assemblies, SRC, class presentations and Youth Council.			Seek funding for 0-12 year age group.	40	
				Part time Youth and Early Years Officer appointed to work across the sector.					
113	19/06/2013	Reduced funding or cancellation of programs for external stakeholders / service providers.	Adjustments to external stakeholders / service providers areas of service delivery leading to a reduction in programs within the Shire.	Council lobbying / advocacy of external stakeholders / service providers. Provision of key information to external stakeholders in order to maintain existing services	Medium	7. Accept the Risk			Medium
			Reduction in Government funding to external stakeholders / service providers as a result of difficult economic conditions.	Council lobbying / advocacy of State and Federal government departments and representatives on behalf of external stakeholders.					
112	19/06/2013	Insufficient funding to complete scheduled 'youth oriented' programs.	Reduction in Government funding as a result of declining Shire population.	Council lobbying / advocacy of State and Federal government departments and representatives.	Medium	6. Reduce Likelihood & Consequence	Increase awareness of Council's youth events with key stakeholders through direct lobbying and social media.	80	
				Relationship building with relevant stakeholders including funding source, youth service providers and associated Government departments.					
				Progress reports provided to funding source to demonstrate success of program.					
				Relationship building with relevant stakeholders including funding source, youth service providers and associated Government departments.					

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
			Reduction in Government funding as a result of difficult economic conditions.	Council lobbying / advocacy of State and Federal government departments and representatives.					
				Progress reports provided to funding source to demonstrate success of program.					
				Part time Youth and Early Years Officer (3 days per week) appointed, to deliver programs, provide activity reporting and identify grant opportunities.					
85	19/04/2013	Unable to secure a service for the provision of meals for Council's Meals on Wheels service throughout the Shire.	Significant increase in the cost of the meal preparation service through unexpected price rises from the contractor.	Seek provision of service from other external contractors (e.g. Melbourne based).	Low	7. Accept the Risk			Low
				Council currently has 2 providers across the Shire and in the short term arrangements for additional service from the alternate supplier would be negotiated.					
			No tender applications for the preparation of Meals on Wheels.	Seek provision of service from other external contractors (e.g. Melbourne based).					
				Council currently has 2 providers across the Shire and in the short term arrangements for additional service from the alternate supplier would be negotiated.					
63	29/06/2012	Council ADS staff performing their duties whilst the client is not in attendance.	Council staff have set rosters that may conflict with their client's activities, leading to staff being left to complete cleaning duties whilst the client is absent.	Information, instruction and training is provided to staff in the policy for Care Plan duties.	Low	7. Accept the Risk			Low
				Staff are instructed to not complete tasks whilst client is not at home. If the client leaves so too should Council staff.					
99	9/05/2013	Closure (temporary or otherwise) of the Nhill Aerodrome.	Failure to comply with Civil Aviation Safety Authority (CASA) or other legislative requirements.	Council operates the Aerodrome in accordance with CASA guidelines including regular inspections of Aerodrome operations.	Low	7. Accept the Risk			Low
122	4/07/2013	Council is unable to provide planning advice to its residents either in the short term or for a longer period.	Council's contracted planner is not able to fulfill his obligations due to unforeseen circumstances.	Council has a contact list of planning consultants that would possibly be able to assist Council with it's planning obligations on either a short or long term basis.	Low	7. Accept the Risk			Low
				Council's planner is contracted for a minimum 12 month period with options to increase this contracted period.					
				Council would possibly be able to seek assistance from the Department of Transport, Planning and Local Infrastructure "Flying Squad" for support in the short term.					

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73	27/07/2012	Failure to enforce planning permit conditions.	Applicant fails to adhere to permit conditions which is undiscovered by Council as a result of poor permit management and monitoring.	Regular audits of planning files to ensure conditions have been met.	Low	7. Accept the Risk			Low
				Note: Building department permit conditions are checked at the completion of the project upon final inspection and once satisfied that the conditions have been met a Certificate of Final Inspection or Occupancy permit is issued as relevant.					
				Reports provided to Council as needed.					
72	27/07/2012	Council fails to ensure permit conditions match conditions approved at Council meeting.	Conditions approved by Council not being accurately forwarded for inclusion on permit conditions.	Permit conditions are copied and pasted directly from Council Minutes to avoid any inconsistencies.	Low	7. Accept the Risk			Low
40	15/06/2012	Failure to deal with Planning Permit Applications within the required timeframe.	Planning staff and/or processes not operating in accordance with statutory requirements.	Information, instruction and training for staff involved in the planning process.	Low	7. Accept the Risk			Low
				Council has operated within timeframes for the past two years on 100% of occasions.					
				Provide clear information to applicants of the timeframes for applications to be processed.					
39	15/06/2012	Council offering incorrect planning advice.	Poor recollection of events relating to a particular planning matter.	All enquiries are emailed to Council's planner with correspondence loaded into Infoxpert.	Low	7. Accept the Risk			Low
			Council staff offering incorrect advice without the authority, qualifications or experience to do so.	Information, instruction and training provided to staff involved in the planning process, including customer service officers.					
138	21/08/2013	Inefficient identification, management and control of trees / native vegetation throughout the Shire.	Damage to property due to poor identification of tree issues e.g. tree limbs falling on motor vehicles or fences.	Response to Customer Action Requests submitted by Shire residents.	Low	2. Reduce the Likelihood	No further treatments at this time.	0	Low
				Ad hoc tree inspections as a component of footpath / park inspections.					
			Unauthorised clearing / destruction of protected native vegetation due to poor identification.	Mydata identification system.			Additional funding to Landcare (\$15,000) with a request for further assistance in the identification of roadside protected native vegetation.	50	
				Vegetation identification maps.			Budget funding for contract arborist / specialist for periodic consultation.	0	
142	18/10/2013	Poor emergency response as a part of Council's Caravan Parks management.	insufficient information for park visitors providing guidance for response to an emergency and contact details for relevant emergency services.	Emergency Management Plans are provided in the Amenities Block at each Caravan Park. These plans include contact details for the park caretaker, emergency services and procedures for major events such as fire and flood	Low	7. Accept the Risk			Low

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
118	24/06/2013	Failure to secure a suitable contractor / let a contract.	Limited response to Council tenders.	Council advertises tenders on its website and in local and statewide newspapers. Council may vary the terms of its tender contracts where necessary to assist with their letting. Review and adoption of Councils Procurement Policy'.	Low	7. Accept the Risk			Low
82	30/07/2012	Council's involvement in business ventures either directly (residential land development / industrial estate) or indirectly as lessee (swimming pools, saleyards, aerodrome etc.).	Council becomes involved in projects outside its scope of operations. Council fails to complete due diligence on projects.	Employ external expert advice where necessary. Involvement in projects only within Council's area of expertise. Detailed business case before initiation. Employ external expert advice where necessary. Involvement in projects only within Council's area of expertise. Detailed business case before initiation. Project Risk Assessment tool and policy developed to ensure consideration of strategic and operational risks involved. Risk Management Training for SMT & Leadership Group conducted in August 2014.	Low	7. Accept the Risk			Low
29	8/06/2012	Adverse media publicity or public criticism of Council performance / activities.	Council not ensuring that all 'good news' stories are reported throughout the Shire. Council performing poorly in delivery of services. Council involving itself in issues outside its area of expertise.	Communication strategies implemented for high risk items. Regular communication with the media. Press releases issued for projects and events, with discussion of media items discussed at Leadership Group meetings. Regular monitoring of Council performance by SMT. Business case before initiation of project.	Low	7. Accept the Risk			Low
1	31/05/2012	Lack of coordinated corporate direction in accordance with Council's vision and the wishes of its stakeholders.	Inadequate Corporate Planning (Council Plan).	Well documented planning processes, including annual Council Retreat. Annual review of Council Plan. Quarterly monitoring of performance by SMT and Council. New Council Plan implemented at the commencement of a new Council term.	Low	7. Accept the Risk			Low
54	25/06/2012	Unauthorised pay rates and / or working conditions granted to an employee(s).	Arrangement made by lower level staff without following the correct process or seeking suitable authorisation.	Pay rates and working conditions signed off by the CEO prior to new employees commencing. Pay rates for existing employees signed off by the CEO prior to any adjustment to the payroll records.	Low	7. Accept the Risk			Low

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
52	22/06/2012	Council staff carrying excessive leave balances.	Management failing to monitor staff leave balannces	Quarterly Leave Report provided to Senior Management Team, outlining long service leave and annual leave balance.	Low	7. Accept the Risk			Low
			Council staff preferring to 'bank' annual leave.	EBA clause specifies staff must enter into a leave plan agreement once 6 weeks of annual leave is accrued, to reduce leave balance to 4 weeks within 2 years.					
			Council staff not managing their workload successfully and not in a position to take leave.	Management supervision and monitoring of staff workloads.					
51	22/06/2012	Unauthorised leave taken or leave taken but recorded as time worked	Staff not seeking necessary approval for leave taken.	Timesheets and leave forms are sighted and signed by supervising staff. Many internal staff are remunerated under a standard payroll costing but adjusted when leave forms are submitted. No known instance of leave being taken and not recorded.	Low	7. Accept the Risk			Low
35	15/06/2012	Council fails to manage a major health pandemic as a result of poor procedures / processes in dealing with the incident.	Council does not have policy in place to deal with a major, widespread health scare.	Council is involved in the ongoing maintenance and review of the Municipal Emergency Management Plan (MEMP) through its membership of the Municipal Emergency Mangement Committee (MEMC).	Low	7. Accept the Risk			Low
134	5/08/2013	Poor management of chemical handling and storage at Council's depots in Nhill, Jeparit, Rainbow and Dimboola and Jeparit workshop.	Council depots / workshops do not have dedicated chemical storage facilities.	Chemical storage occurs in several areas at each depot.	Low	2. Reduce the Likelihood	Meeting with depots / workshop to discuss rationalising chemical storage at each site	0	Low
			Council does not regularly update its Safety Data Sheet manifests to reflect chemicals that are in stock. Emergency Management Manifest Cabinets are not installed at the front of each site.	Chemical stocktake completed at Council depots and workshops in May 2013 with SDS folders compiled and distributed to each site by Risk Management Officer.			Establish costs for Emergency Management Manifests Cabinets.	0	
			Council does not have comprehensive chemical spill kits readily available at each depot.	Council subscribes to Chemwatch chemical management system to maintain up to date Safety Data Sheets.			Risk Management Officer to complete Chemwatch training to learn how to use the Chemwatch system more effectively.	60	
				Rubbish bins containing 'kitty litter' at some depots.			Establish costs for dedicated spill kits for each depot / workshop.	0	
45	20/06/2012	Ageing plant and equipment retained beyond it's effective, useful life.	Inability to replace equipment due to budget constraints.	Reviews conducted on replacement / hire options a) dispose of b) maintain.	Low	2. Reduce the Likelihood	Council needs to ensure that policy on plant replacement is clearly defined and followed.	0	Low
128	25/07/2013	Excessive additional work requirements placed on staff working through Council's response to a major	Council staff subjected to a traumatic experience as a part of Council's response to an incident.	Council has an agreement with appropriate providers to provide counselling services for assistance responding to a traumatic / major incident	Low	7. Accept the Risk	Review Employee Assistance Program annually.	0	Low
				Assistance is offered to staff through Council's Employee Assistance Program.					

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
		response to a major emergency.	Insufficient resources requiring present staff to complete large amounts of overtime.	Assistance is offered to staff through Council's Employee Assistance Program. Resource sharing amongst 4 Wimmera Councils to respond to emergencies.					
149	16/03/2016	Failure to have the Municipal Public Health and Wellbeing Plan endorsed by Council within 12 months of a new council being elected.	Failure to forward plan key milestones for the review and update of the MPHWP. Staff not working collaboratively on the plan review process.	Council's EHO and OHS, Risk & Governance Coordinator have begun internal discussions to start the review in a timely manner and have the process completed by October 2016, ready to consult with the new Council and community. Attend meetings facilitated by the Department of Health to ensure Council is up to date with requirements of the review and deadlines. No existing control in place.	Low	2. Reduce the Likelihood	Formalise and document a MPHWP review timeline. Ensure the timeline is communicated to all staff who are involved in the process and any external stakeholders. Establish a working group of key staff who can contribute to the plan and facilitate regular meetings to ensure all participants are aware of responsibilities and priorities.	0 0	
148	16/03/2016	Breakdown of communication between Environmental Health Officer, Building Department and Planning Department.	All three departments not communicating with each other regularly regarding applications that they have received. Notice of applications not being forwarded through the records management system to all of the correct contacts.	Building referrals are sent to the EHO when a new building application is received.	Low	5. Reduce the Consequence	Continue to have regular contact with these departments regarding building, planning and EHO matters. Ensure records management and customer service staff are trained in the appropriate contacts to forward enquires to and who to send incoming application information to.	90 80	
139	26/08/2013	Council is unable to provide environmental health services if there is an absence of an Environmental Health Officer.	Council's shared EHO with West Wimmera Shire Council becomes unavailable for an extended period e.g. sickness, long term annual leave, resignation etc.	In the event the Environmental Health Services Officer is unavailable, Council has in the past sought the services of a short term contractor. Council has held discussions with neighbouring Shires (West Wimmera Shire Council, Yarriambiack Shire Council, Horsham Rural City Council) to establish a Memorandum of Understanding to help cover periods of leave for EHOs across the region.	Low	2. Reduce the Likelihood	Maintain contacts with previous EHO relief staff and contract management companies as a back-up plan for backfill of the position. Formalise the final MOU with neighbouring Shires for leave coverage for the EHO. Utilise EHOs from Horsham Rural City Council and Yarriambiack Shire Council through the MOU to help cover services over leave periods or as an emergency relief.	90 50	Low
33	15/06/2012	Failure to complete all food, beauty and hairdressing premises inspections required annually.	Insufficient resources allocated to ensure that inspection frequencies are met in relation to class and specification	Council utilises the services of an Environmental Health Officer (employed in conjunction with West Wimmera Shire Council) to complete annual inspections.	Low	7. Accept the Risk			Low

Ref.	Risk Date	Risk Description	Risk Source/Causal Factor	Existing Controls	Current Rating	Risk Treatment Option	Risk Treatment Plan	% Complete	Residual Rating
78	27/07/2012	Accounting records and registers not complete, accurate, authorised or reconciled regularly.	Policy and procedures not in place for proper financial management of Council business.	Policy and procedure document now in place to ensure that accounting records and registers are complete, accurate and authorised/reconciled regularly. Finance staff familiar with procedures. Internal and external audits undertaken to keep a check on processed.	Low	2. Reduce the Likelihood			Low
				Ongoing and regular review of finance and rating operations by Finance & Customer Services Manager.					
81	30/07/2012	Inappropriate authorisation of payments for payroll or other costs.	Staff either unaware or not following Council policy and procedure.	Payments are uploaded by one party and authorised by 2 independent people.	Low	7. Accept the Risk			Low
				Officer authorisation reviewed to ensure security of password system etc.					
92	1/05/2013	Loss of voice communications at Council offices and depots	Voice Over Internet Protocol (VOIP) switch failure.	Existing Dell VOIP switch is currently available however once the office refurbishment is completed this will be used in the new building.	Low	7. Accept the Risk			Low
				New VOIP switch available overnight from Melbourne @ approximately \$3,700 cost.					
				Power supply or Logic Board failure within Council's NEC phone system.			A replacement system would be available in approximately 7 days.		
91	1/05/2013	Loss of external communications.	Failure (fire, loss of power etc.) of Telstra services.	Council has limited mobile access to Civica, it's business systems host (external).	Low	7. Accept the Risk			Low
71	24/07/2012	Breaches of copyright on unlicensed software introduced by staff.	Council staff uploading software to the system without authorisation.	Reconfiguration of network permissions enabling only system administrator to load software.	Low	7. Accept the Risk			Low
				Policy prohibiting loading of software on Council PC's by anyone but DWM (technical support) or I.T. Coordinator.					
				Installed Altiris software which can audit and control remotely all Council PC's.					
70	24/07/2012	Breaches of the firewall and the introduction of viruses to Councils I.T. Systems.	Failure of our virus checking software to stop a virus entering the system.	Installation of new virus guard with daily updates.	Low	6. Reduce Likelihood & Consequence	Risk is minimal to core systems but anti-virus and HTML screening on the firewall is to be implemented.	0	Low
				Firewalls are installed in all service centres.					
				Review of anti-virus products on both computer systems and gateways.					

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67	24/07/2012	Inadequate backup arrangements for Council's I.T. Systems	Fire or other incident occurs at Council's main office damaging the Server	I.T. System backup is stored at an offsite location (Solicitors Office) Providing emergency access is available this control needs no further action	Low	7. Accept the Risk			Low
56	25/06/2012	Council staff using the Shire email network inappropriately to harass other staff or external parties.	Inappropriate content sent through the Shire email network, causing offence to a recipient.	Implementation of Mail Marshall to detect spam emails. Council Policy on Electronic Communications procedures and usage. Induction process includes advice on internet usage. Warning on internet / email use to be placed on login screen - when logging in user accepts the terms and conditions. Employee Code of Conduct issued annually.	Low	7. Accept the Risk			Low
42	20/06/2012	Ineffective preventative maintenance program.	Budget constraints not allowing sufficient time for proper maintenance of plant, equipment and other assets. Failure to adhere to servicing requirements of plant.	Consultation during budget process to ensure maintenance is covered in annual budget. Council procedures in place regarding maintenance of plant and equipment. Implementation of plant and equipment check list to be used on a daily / weekly basis.	Low	2. Reduce the Likelihood			Low
115	19/06/2013	Council fails to enforce 'local laws' either via a lack of inspections or following through on 'Notice to Comply' orders.	Council performs inconsistently in following up Notice to Comply orders relating to - Property Amenity / Fire Animal registration Capture of 'stray animals' Street signage	Council process being adhered to by Local Laws Officer - Verbal warning Notice to Comply Infringement Escalate to Police involvement where necessary. All registrations have been added to a calendar and will notify the Local Laws Officer as they fall due.	Low	7. Accept the Risk			Low
37	15/06/2012	Failure to monitor property throughout the Shire to identify issues regarding property amenity and elevated Fire Hazard.	Size of Shire limiting the ability for proactive Elevated Fire Hazards Inspections on a regular basis. No procedure for regular inspection of properties throughout the Shire.	Country Fire Authority Act. General public calls to the Local Laws / Municipal Fire Protection Officer. Country Fire Authority Act. Information, training and instruction provided. Municipal Fire Protection Officer (MFPO) begins inspections in October of each year based on a calendar entry rather than any specific policy.	Low	7. Accept the Risk			Low
		Community groups not able to		Community Planning conducted throughout Shire. Ongoing provision to community groups of linkages or referrals to representatives (government or other), funding sources and other resources.					

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9	1/06/2012	Community groups not able to achieve their aims / positive outcomes as a result of reduced or ineffective assistance from Council.	Insufficient engagement of community groups through lack of communication, support, understanding of their goals.	Ongoing technical and administrative support for community groups. Implementation of project management and risk assessment forms. Empowerment and ownership of community groups to plan, scope, develop and assist with management of projects. Use of website, grant information and community communication.	Low	7. Accept the Risk			Low
83	27/08/2012	Ineffective management of Worksafe or common law claims.	Poor record keeping of training provided and processes followed, incident reporting, hazard reporting etc. Council staff having insufficient knowledge or skills to deal with claims against Council.	Liability claims are investigated and reported to management as per Council policy. Bi-monthly Risk Management Officers reporting to both OHS and Risk Management Committees. Information, instruction and training provided to staff. Expert assistance available from Council service providers, Worksafe insurers, general / public liability insurers. OHS / RMO attendance at industry training, conferences, regional forums etc.	Low	7. Accept the Risk			Low
61	29/06/2012	Adverse incident or outcome as a consequence of Council's poor management of recreation reserves, skate parks and swimming pools.	Injury or death occurs due to Council's failure to maintain or upgrade facilities in accordance with regulations.	Council policies and procedures. There may be policies in place however there does not appear to be a check to ensure that the controls are current. We need a system where checks are completed or request is escalated Regular inspections of Playgrounds, Skate Parks and Swimming Pools by Council Asset Inspector.	Low	2. Reduce the Likelihood	Investigate Asset Inspector completing inspections of recreation reserves. Request sent to Infrastructure regarding this. Review of user agreements with relevant stakeholders re: recreation reserves. Investigate DEPI lease agreement for Sporting Reserves.	10 25	Low
27	8/06/2012	Unnecessary delays in processing register of injury and Worksafe claims from injured parties.	OHS Officer not processing Register of Injury reports or Worksafe claims in a timely manner. Staff not acting promptly to report an incident.	OHS Officer able to prioritise important or urgent requests. OHS, Risk & Governance Coordinator conducted Register of Injury & Work Cover claim process information sessions with in/out door staff providing a greater understanding and the importance of timely submission. Information, instruction and training provided to staff on procedure for incident and claim reporting on a regular basis at Safety & Efficiency meetings / staff meetings.	Low	7. Accept the Risk			Low

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137	21/08/2013	Misappropriation of funds (or assets) by a Council employee.	Council has insufficient financial and / or asset security controls in place.	Employee Code of Conduct.	Low	7. Accept the Risk			Low
				External auditing measures in place.					
				Finance Manager appointed to monitor / oversee finance department with various controls and flags in place.					
				Council insures itself against Commercial Crime loss through Zurich Insurance and subject to qualification retains coverage of \$1.5 million.					
53	22/06/2012	Inadequate or ineffective communications within Council, especially by staff with management and management with Council.	Council staff / Directorates failing to liaise with other potential stakeholders in relevant projects or work processes.	Monthly internal staff meetings.	Low	7. Accept the Risk			Low
				Bimonthly Safety and Efficiency Meetings with outdoor staff.					
				Fortnightly Council briefings.					
				Review of organisational structure.	Low	2. Reduce the Likelihood	Greater use of Infxpert to record delegation of some tasks.	35	Low
			Review of indoor staff roles and responsibilities.						
			Well written position descriptions.						
110	4/06/2013	Insufficient stakeholder support (both financial and operational) for Wimmera Mallee Tourism and Hindmarsh Tourism Association Inc.	Difficulties in measuring the success of various tourism initiatives and programs lead to diminished community support	Communication and consultation with stakeholders.	Low	7. Accept the Risk			Low
			Council reduces or removes support for Hindmarsh Tourism.	Council's 2013/14 budget includes increased spending and focus on local tourism and economic development throughout the Shire.					
			Hindmarsh or other stakeholder Council reduces or removes support for Wimmera Mallee Tourism.	Short term viability is secured through a 12 membership month commitment.					
103	9/05/2013	Council's contractors are unable to fulfil the obligations of the waste / recyclables management contract.	Contractor issues e.g. business disruption, bankruptcy, closure, industrial dispute etc.	For shorter term issues, Council to arrange to retain waste / recyclables on site.	Low	7. Accept the Risk			Low
				For brief delays, Council may seek assistance from it's neighbours such as Horsham Rural City Council.					
				Council to source a new external contractor.					
102	9/05/2013	Short or long term loss of landfill / recyclables receipt point for Council waste or recycled materials.	Current contractor (wastebusters Horsham) unable to receive recyclables due to external issues.	If no alternative destination possible Council would need to dispose of recyclables to landfill.	Low	7. Accept the Risk			Low
				For shorter term issues Council to arrange recyclables storage to retain on site.					
				Current landfill operator, Horsham Rural City Council unable to receive waste in either the short term or for a longer period (e.g. incident compliance)			For shorter term issues Council to arrange additional skips to retain waste on site.		
				investigate construction of a landfill within Hindmarsh Shire.					

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			longer period (e.g. incident, compliance or environmental issues).	Council to look at nearest available landfill operator (Bordertown? Stawell?)					
101	9/05/2013	Minor or critical incident occurring at one of the Shire's four Transfer Station.	Failure to provide sufficient direction to Transfer Station visitors.	Visitors to the Transfer Stations are met by the operator who directs them where to unload their waste within designated 'public areas'.	Low	7. Accept the Risk			Low
			Unsafe work practice or physical hazard.	Risk Management instruction provided to Transfer Station Operators including the distribution of Hazard Report books for recording any issues.					
100	9/05/2013	Critical incident occurring on a Council controlled waterway.	Poorly organised / managed waterway event.	All proposed waterway events must submit an application to Council which is reviewed and then forwarded for additional review and approval by Transport Safety Victoria.	Low	7. Accept the Risk			Low
			Insufficient or out of date signage / waterway rules failing to meet meet regulatory requirements, identified as a contributing factor to the incident.	Council receives regulatory updates from Transport Safety Victoria (Maritime Safety).					
				Direct consultation with Transport Safety Victoria's Manager of Waterways.					
				Grants provided by Transport Safety Victoria for the upgrade of waterway signage.					