



## ORDINARY COUNCIL MEETING AGENDA – 16 JUNE 2016 WEST WIMMERA SHIRE COUNCIL

### ORDINARY COUNCIL MEETING AGENDA

**Mission Statement:** *West Wimmera Shire Council will work in partnership with the community, business and government to develop and enhance a productive, healthy and safe community by providing leadership, services, advocacy and good governance*

**TO BE HELD:** Thursday 16 June 2016  
**LOCATION:** Edenhope Council Chamber  
**COMMENCEMENT:** 7.30pm

REQUIRED TO ATTEND:	
Councillors	Senior Management Group
Annette Jones, Mayor Ron Hawkins Bruce Meyer Richard Wait Warren Wait	David Leahy Chief Executive Officer Venkat Peteti General Manager Corporate & Community Services Robyn Evans General Manager Infrastructure Development & Works

*Members of the Gallery are advised that the following Local Law applies to this meeting:*

*West Wimmera Shire Council Local Law No.7, 2012*

*38. Gallery to be silent*

- (1) Any member of the public addressing the Council or in attendance in the gallery must extend due courtesy and respect to the Council and the processes under which it operates*
- (2) Visitors must not interject or take part in the debate and must take direction from the Chairperson whenever called upon to do so.*

**Vision Statement:** *West Wimmera Shire delivers the very best experience and opportunity that rural living has to offer*



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## ORDINARY COUNCIL MEETING AGENDA – 16 JUNE 2016 WEST WIMMERA SHIRE COUNCIL

### 1.0 WELCOME

### 2.0 OPENING PRAYER

Almighty God, we humbly ask your blessing upon this Council. Guide and prosper our decisions to the advancement of Your Glory and the true welfare of the people of West Wimmera Shire.

### 3.0 APOLOGIES, LEAVE OF ABSENCE, DECLARATION OF CONFLICT OF INTEREST

#### 3.1 APOLOGIES

#### 3.2 LEAVE OF ABSENCE

#### 3.3 DECLARATION OF CONFLICT OF INTEREST

*All councillors have a personal responsibility to ensure they are aware of the provisions mandated in the Local Government Act 1989 with regard Conflict of Interest disclosures. The Conflict of Interest – A Guide for Councillors (October 2012) has been made available to all Councillors in hard copy form and is available via Docs On Tap.*

### 4.0 QUESTIONS FROM THE GALLERY (maximum of 30 minutes)

#### 4.1 WRITTEN QUESTIONS ON NOTICE

*Questions on Notice are to be submitted to Council no later than the Monday prior to the relevant Council Meeting. The template for Questions on Notice is available from the Edenhope and Kaniva Council offices, and from the Shire's website.*

#### 4.2 VERBAL QUESTIONS WITHOUT NOTICE

*Time permitting, this section of the Agenda allows members of gallery to ask verbal questions of Councillors, through the Mayor. At all other times during the meeting, members of the gallery are required to be silent, pursuant to West Wimmera Shire Council Local Law No.7, 2012.*



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### **5.0 DELEGATES REPORTS (FOR INFORMATION ONLY) AS LISTED IN THE COUNCIL KEPT COUNCILLOR DIARY**

#### **5.1 MAYOR, ANNETTE JONES**

23/05/2016 CEO David Leahy  
24/05/2016 Andrew Broad MP – visit to WWSC  
26/05/2016 Aboriginal Cricket History Panels Project Meeting  
27/05/2016 North West Municipalities Association Meeting, Mildura  
30/05/2016 CEO David Leahy  
30/05/2016 Service Review Workshop #7  
02/06/2016 Councillor Forum, Kaniva  
02/06/2016 Special Meeting of Council, Kaniva  
03/06/2016 Aboriginal Cricket History Panels Project Meeting  
03/06/2016 Superintendent Paul Margetts re Kaniva issues  
06/06/2016 Special Meeting of Council, Edenhope  
06/06/2016 CEO David Leahy  
08/06/2016 Harrow Discovery Centre Committee, Harrow  
09/06/2016 Go Women LG 2016 Event, Horsham  
12/06/2016 Minister Jaala Pulford, Edenhope  
14/06/2016 Wimmera Development Association Board Meeting, Horsham  
16/06/2016 CEO David Leahy  
16/06/2016 Victorian Grants Commission, Edenhope  
16/06/2016 Council Meetings, Edenhope

#### **5.2 COUNCILLOR RON HAWKINS**

24/05/2016 Andrew Broad MP – visit to WWSC  
30/05/2016 Service Review Workshop #7  
02/06/2016 Councillor Forum, Kaniva  
02/06/2016 Special Meeting of Council, Kaniva  
06/06/2016 Special Meeting of Council, Edenhope  
10/06/2016 Wimmera Southern Mallee Regional Transport Group  
12/06/2016 Minister Jaala Pulford, Edenhope  
12/06/2016 Apsley Cup  
14/06/2016 Audit Committee Meeting, Kaniva  
16/06/2016 Victorian Grants Commission, Edenhope  
16/06/2016 Council Meetings, Edenhope

#### **5.3 COUNCILLOR BRUCE MEYER**

24/05/2016 Andrew Broad MP – visit to WWSC  
30/05/2016 Service Review Workshop #7  
02/06/2016 Councillor Forum, Kaniva  
02/06/2016 Special Meeting of Council, Kaniva  
03/06/2016 Superintendent Paul Margetts re Kaniva issues  
06/06/2016 Special Meeting of Council, Edenhope



## ORDINARY COUNCIL MEETING AGENDA – 16 JUNE 2016 WEST WIMMERA SHIRE COUNCIL

07/06/2016	Lockhart Racecourse Committee of Management Meeting
12/06/2016	Minister Jaala Pulford, Edenhope
12/06/2016	Apsley Cup
14/06/2016	Audit Committee Meeting, Kaniva
14/06/2016	Kaniva Community Sporting Complex Meeting
16/06/2016	Victorian Grants Commission, Edenhope
16/06/2016	Council Meetings, Edenhope

### **5.4 COUNCILLOR RICHARD WAIT**

20/05/2016	Timber Towns Victoria Meeting
22/05/2016	Official Unveiling of Mageppa WW2 Soldier Settlement Plaque
24/05/2016	Wimmera Mallee Tourism Meeting
25/05/2016	Douglas Mine Environment Review Committee Meeting
26/05/2016	Aboriginal Cricket History Panels Project Meeting
30/05/2016	Service Review Workshop #7
30/05/2016	Dergholm Recreation Reserve Public Meeting
12/06/2016	Minister Jaala Pulford, Edenhope
16/06/2016	Victorian Grants Commission, Edenhope
16/06/2016	Council Meetings, Edenhope

### **5.5 COUNCILLOR WARREN WAIT**

24/05/2016	Andrew Broad MP – visit to WWSC
30/05/2016	Service Review Workshop #7
02/06/2016	Councillor Forum, Kaniva
02/06/2016	Special Meeting of Council, Kaniva
06/06/2016	Special Meeting of Council, Edenhope
12/06/2016	Minister Jaala Pulford, Edenhope
12/06/2016	Apsley Cup
16/06/2016	Victorian Grants Commission, Edenhope
16/06/2016	Council Meetings, Edenhope

### **5.6 DAVID LEAHY (CHIEF EXECUTIVE OFFICER)**

23/05/2016	Mayor Annette Jones
23/05/2016	Senior Management Group
24/05/2016	Post-Council Staff Meeting
24/05/2016	Andrew Broad MP – visit to WWSC
24/05/2016	Ashley Munn, Kaniva College
26/05/2016	Victorian Electoral Commission, Kaniva
27/05/2016	North West Municipalities Association Meeting, Mildura
30/05/2016	Senior Management Group
30/05/2016	Mayor Annette Jones
30/05/2016	Edenhope College
30/05/2016	Service Review Workshop #7
02/06/2016	Councillor Forum, Kaniva



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02/06/2016	Special Meeting of Council, Kaniva
03/06/2016	David Stafford & Patrick White, WSW Rural Financial Counselling
03/06/2016	Superintendent Paul Margetts re Kaniva issues
06/06/2016	Senior Management Group
06/06/2016	Special Meeting of Council, Edenhope
06/06/2016	Mayor Annette Jones
06/06/2016	Edenhope College
08/06/2016	Anthony Schinck, Regional Development Victoria
08/06/2016	Wimmera Development Association, Horsham
09/06/2016	Wimmera Regional CEO Meeting, Horsham
12/06/2016	Minister Jaala Pulford, Edenhope
12/06/2016	Apsley Cup
14/06/2016	Senior Management Group
14/06/2016	Regional Development Victoria
14/06/2016	Audit Committee Meeting, Kaniva
14/06/2016	Wimmera Development Association Board Meeting, Horsham
16/06/2016	Mayor Annette Jones
16/06/2016	Victorian Grants Commission, Edenhope
16/06/2016	Council Meetings, Edenhope

### **5.7 GENERAL DELEGATES REPORTS**

Councillors to provide delegates reports to Council meeting in relation to meetings attended in last month for which they have been appointed as Council representative. Verbal or written delegates' reports.

### **6.0 CONDOLENCES**

### **7.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

#### **RECOMMENDATION:**

**That the Minutes of the Ordinary Meeting of Council held on Thursday 19 May 2016, be taken as an accurate record and confirmed.**

### **8.0 BUSINESS ARISING FROM PREVIOUS MINUTES**



## ORDINARY COUNCIL MEETING AGENDA – 16 JUNE 2016 WEST WIMMERA SHIRE COUNCIL

### 9.0 NOTICES OF MOTION

#### 9.1 CR W WAIT – EDENHOPE LAKESIDE CARAVAN PARK – NOM 2016/03

1. That West Wimmera Shire Council provides a waiver of the annual lease fee to the Lakeside Caravan Park in Edenhope until the water level in Lake Wallace reaches the base at the end of the pier.
2. That West Wimmera Shire Council provides a waiver of the annual lease to any new lessee of the Lake Wallace Caravan Park in Edenhope, until the water level in Lake Wallace reaches the base at the end of the pier.

#### Preamble:

The Edenhope Lakeside Caravan Park is a commercial operation that has its success or otherwise linked closely to the level of water in Lake Wallace.

As such, The West Wimmera Shire had an agreement with the previous lessees that enabled them to occupy the land free of rent payable to the Shire.

Since this agreement was put in place, the Park lease has been transferred and a formal agreement is required with the current lessees to ensure that the waiver can legally continue. Also since the agreement was put in place with the previous lessees, the Lake has dried completely and is having a detrimental effect on the sustainability of the business.

With the Park currently listed for sale, an agreement with any prospective buyers will also be required, so that the lease fee is not seen as an impediment to the sale.

#### Attachments:

No.	Name	RecFind Ref
9.1.1	Notice of Motion 2016/03 – Cr W Wait – Edenhope Lakeside Caravan Park	16/002235

### 10.0 COMMITTEE RECOMMENDATIONS, ASSEMBLY OF COUNCILLORS RECORD, SPECIAL MEETINGS OF COUNCIL

#### 10.1 GENERAL COMMITTEE FOR DECISION

The resolutions arising from the General Committee Meeting held on Thursday 19 May 2016 are now required to be formally adopted by Council, on an individual basis.





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### 2.3.1 HARROW DISCOVERY CENTRE – SECTION 86 COMMITTEE FUTURE

**Moved:** Cr Richard Wait

**Seconded:** Cr Warren Wait

**That Council investigate removing the Section 86 Committee from the Harrow Discovery Centre and deal directly with the Discovery Centre incorporated body.**

**Carried (5/0)**

### 2.3.3 LOWERING SPEED LIMITS ON COUNTRY ROADS

**Moved:** Cr Richard Wait

**Seconded:** Cr Ron Hawkins

**That Council write to the Transport Minister and Regional Transport Groups to put forward the position that spending more money on improving roads would be better than reducing speeds in improving safety.**

**Carried (5/0)**

### 2.4.1 COUNCIL TO SEEK AN AUDIENCE WITH MINISTER FOR ENVIRONMENT

**Moved:** Cr Warren Wait

**Seconded:** Cr Richard Wait

**That Council writes to the Minister for the Environment, Lisa Neville to discuss waste management issues within the West Wimmera Shire, particularly the cost of disposal of some types of waste.**

**Carried (5/0)**

Officer Comment – CEO: Suggest amending wording to “the relevant Minister”, to accommodate recent portfolio changes within the Victorian Government.



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### 2.4.2 MEMORIAL GATES AT HENLEY PARK

**Moved:** Cr Warren Wait

**Seconded:** Cr Richard Wait

**That Council staff are asked to investigate the widening of the Rushton Memorial Gates at Henley Park.**

**Carried (5/0)**

### 10.2 ASSEMBLY OF COUNCILLORS

#### **RECOMMENDATION:**

**That the Assembly of Councillors Record for the Councillor Forum held Thursday 2 June 2016 be received and noted.**

### 10.3 SPECIAL MEETING OF COUNCIL – COUNCILLOR CODE OF CONDUCT

#### **RECOMMENDATION:**

**That the Minutes of the Special Meeting of Council held on Thursday 2 June 2016, be taken as an accurate record and confirmed.**

#### **Attachments:**

<b>No.</b>	<b>Name</b>	<b>RecFind Ref</b>
10.3.1	Minutes, Special Meeting of Council, 2 June 2016	16/002225



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### 10.4 SPECIAL MEETING OF COUNCIL – 2016-2017 BUDGET SUBMISSIONS

#### RECOMMENDATION:

**That the Minutes of the Special Meeting of Council held on Monday 6 June 2016, be taken as an accurate record and confirmed.**

#### Attachments:

No.	Name	RecFind Ref
10.4.1	Minutes, Special Meeting of Council, 6 June 2016	16/002225

### 11.0 DEPUTATIONS AND PETITIONS



## ORDINARY COUNCIL MEETING AGENDA – 16 JUNE 2016 WEST WIMMERA SHIRE COUNCIL

### **12.0 CHIEF EXECUTIVE OFFICER AND GOVERNANCE**

#### **12.1 EDENHOPE AGRICULTURAL & PASTORAL SOCIETY – REQUEST FOR SPONSORSHIP**

**FILE NUMBER: PS0396**

**REPORT AUTHOR: ELIZABETH MATUSCHKA**

**GOVERNANCE & EXECUTIVE SUPPORT OFFICER**

#### **FOR DECISION**

##### Introduction

The Edenhope Agricultural and Pastoral Society has written to Council requesting sponsorship of \$200.00 for a trophy in the cattle section at the 2016 Show.

##### Declaration of Interests

No officer declared an interest under the Local Government Act 1989 in the preparation of this report.

##### Background

The Edenhope Agricultural and Pastoral Society has written to Council requesting sponsorship of \$200.00 for a trophy in the cattle section at the 2016 Show.

A copy of their email is attached.

In their letter the Committee states:

- Council has made financial contributions to the Show in previous years.
- Continued assistance in 2016 would be greatly appreciated.

##### Risk Management Implications

Nil.

##### Legislative Implications

Nil.



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### Environmental Implications

Nil.

### Financial and Budgetary Implications

Council could consider providing the requested financial assistance from the Councillor Donations Fund. The total amount budgeted for 2015-2016 is \$10,000, of which approximately \$5000 remains available.

### Policy Implications

This report is supported by the following West Wimmera Shire Council Policy:

- Discretionary Fund Policy

### Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2013-2017:

- Strategic Objective 2: Increased community amenity – protect unique values of our rural communities

### Communication Implications

Not commented on.

### Conclusion

The Edenhope Agricultural & Pastoral Show is an important annual event for the district, providing an opportunity for social interaction and networking.

### **OFFICER RECOMMENDATION:**

**That Council provides the Edenhope Agricultural and Pastoral Society with funding of \$200.00 from the Councillor Donations Fund, to be used for a trophy in the Cattle Section at the 2016 Edenhope Agricultural and Pastoral Society Show.**

### **Attachments:**

No.	Name	RecFind Ref
12.1.1	Letter from Edenhope A&P Society re request for sponsorship	16/001904



## ORDINARY COUNCIL MEETING AGENDA – 16 JUNE 2016 WEST WIMMERA SHIRE COUNCIL

### 12.2 MAJOR PROJECTS PLAN

**FILE NUMBER: PS0460**

**REPORT AUTHOR: DAVID LEAHY, CHIEF EXECUTIVE OFFICER**

### FOR DECISION

#### Introduction

The following report provides some background to an effort to coordinate the long term planning for projects within the West Wimmera Shire budgetary cycle on an annual basis.

For the purpose of the plan, a project does not necessarily mean that it is an infrastructure investment, but can mean planning studies, I.T. related upgrades, large purchases and annual commitments to various programs.

#### Declaration of Interests

No officer declared an interest under the Local Government Act 1989 in the preparation of this report.

#### Background

As greater restrictions come into play regarding streams of revenue for Local Government, it is becoming more important all the time to ensure that the planning and implementation of major projects is locked in.

To enable this to occur, staff have been working to establish a process that will have all of the major capital and operational activities located in the one document.

This one document will act as the first stage of the annual budget process and will be subject to a review by Councillors each year. Once the review is complete, the updated data will be loaded into the budget papers. This will then be followed by recurrent expenses such as utilities costs and wages. After all of these items are included in the budget papers, there will be very little free space to move on items.

Documents that have been created to date to assist the process include, a project planning flowchart, assessment / rating criteria, project scoping documents with an explanation template, a mock project plan and background information on how to utilise the flowchart.

It is expected that all proposed projects will be scoped, estimated and undergo a rating assessment prior to it being listed for inclusion in the plan.



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The above mentioned documents are available as attachments to this report.

Councillors will have the opportunity to review the plan on an annual basis and the proposed timing of that discussion will be in December each year. Once the review has been completed and priorities agreed to, the plan will be endorsed at a Council meeting to enable it to form the first part of the budget.

In the initial stages, the plan will be populated by data that is already in the asset systems and if Council chooses, an advertisement can be run to allow the public to submit proposals for assessment. The first version will not be perfect, but the annual review process will enable it to be further refined to ensure greater accuracy.

It should be noted that the process demonstrated in the flowchart does not necessarily mean that the planning phase for projects needs to be excessively long, but all options should be considered in the investigations to ensure that the most cost effective and efficient solution is provided as the project outcome.

### Risk Management Implications

As part of the project scoping exercise, a risk assessment must be completed to ensure that the project complies with various strategies, standards and is financially viable.

### Legislative Implications

Whilst there is no legislative obligation to have a major projects plan, the Shire is obliged to have a long term financial plan of which this suggested plan forms an integral part.

### Environmental Implications

Environmental considerations form part of the project scoping exercise and must be investigated to enable the project to progress.

### Financial and Budgetary Implications

This plan is designed to guide the budget process and enable planning for work schedules for various staff functions.

The plan will use the long term financial plan parameters to enable it to accurately forecast capital expenditure.

### Policy Implications

This report is supported by the following West Wimmera Shire Council Policy:

Asset Capitalisation Policy  
Asset Management Policy  
Borrowing Policy



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Business Assistance Scheme Policy  
Community Grants Policy  
Community Halls Policy  
Customer Service Policy  
Discretionary Fund Policy  
Events Policy  
Investment Policy  
Procurement Policy  
Recreation Policy  
Tourism Policy  
Township Amenity Policy

### Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2013-2017:

Strategic Objective 1: Increase economic activity through the support of existing businesses and new investment

Strategic Objective 2: Increased community amenity – protect unique values of our rural communities

Strategic Objective 3: Improve communication and community engagement activities of Council

Strategic Objective 4: Increase community confidence in Council Service Levels

Strategic Objective 5: Delivering quality Human Services

Strategic Objective 6: Strengthen the culture and governance of the organisation

### Communication Implications

Once the planning process is agreed to an annual advertising campaign can occur to enable the public to submit proposals.

### Conclusion

The long term planning for projects will reduce the confusion over the status of projects and whether or not they have been removed from the long term strategy. It will also enable the community to gain an understanding of where certain projects fit into the long term planning for investment within the Shire. As the document will be a public document once it is endorsed the plan will be promoted annually in the local media.





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Councillors can be further assured that projects do not get lost from the program via the annual review process.

It will also enable a reporting framework to be established to keep Councillors updated on the progress of projects.

### **OFFICER RECOMMENDATION:**

- 1. That Council endorse the Major Projects Plan process as a key component of the annual budget exercise.**
- 2. That Senior Staff commence the process of developing the plan to be presented to Council in draft form by September 2016.**

### **Attachments:**

<b>No.</b>	<b>Name</b>	<b>RecFind Ref</b>
12.2.1	Project Management Flowchart	16/002225
12.2.2	Explanation of Major Project Criteria Ratings	16/002225
12.2.3	Project Management Flowchart – Background Information	16/002225
12.2.4	Project Scope and Business Case Template	16/002225
12.2.5	Project Scope and Business Case – Example Document with definitions	16/002225
12.2.6	Major Projects Plan	16/002225



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### **12.3 WEST WIMMERA ECONOMIC DEVELOPMENT ACTION PLAN**

**FILE NUMBER: ED0033**

**REPORT AUTHOR: KELLIE JORDAN**

**MANAGER ECONOMIC & BUSINESS DEVELOPMENT**

#### **FOR DECISION**

##### Introduction

The West Wimmera Economic Development Action Plan is a derivative of the West Wimmera Shire Council Economic Development Strategy “Target 10,000”. The strategy is a comprehensive document that recognises the importance of a resilient and robust economy. The following initiatives have been defined from the strategy and provide the overarching premise for the action plan:

- Nurture the start-up and growth of locally owned businesses
- Maximise cost-effective self-reliance through import substitution, while expanding exports from local businesses
- Identify, celebrate and spread models of triple-bottom line (people, planet, profit) success in local businesses
- Accomplish as many of these initiatives as possible through private investment.

##### Declaration of Interests

No officer declared an interest under the Local Government Act 1989 in the preparation of this report.

##### Background

The economic development strategy was compiled in 2014, with input from various stakeholders. At the time, the area was facing uncertainty around changing demographics and industry forces, which is reflected in the document. The document offers a broad approach to those issues. The economic development action plan develops those thoughts further and provides considered actions, targeted at increasing economic activity in the shire.

This document will underpin the economic development function within council.



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### Risk Management Implications

No risk management implications apply directly to this report.

### Legislative Implications

No legislative implications apply directly to this report.

### Environmental Implications

No environmental implications apply directly to this report.

### Financial and Budgetary Implications

Actions relating to the implementation of this plan will be put forward for consideration in both the annual budgetary cycle and the long-term financial planning process.

### Policy and Council Plan Implications

The Council Plan recognises economic development as a key function of council. Specifically, Strategic Objective 1 states:

- Increase economic activity through the support of existing businesses and new investment.

The Economic Development Action Plan supports this goal.

### Communication Implications

The Economic Development Action Plan will provide council with a key communication tool. The plan gives council an opportunity to promote a positive, innovative and supportive vibe throughout the shire, to key stakeholders and potential investors.

The plan will be used to form strategic messages and advocacy campaigns, further enhancing an optimistic perception of West Wimmera to external parties.

### Conclusion

The Economic Development Action Plan provides a fresh, confident and targeted direction for West Wimmera. This is evident in the shire's principal goal for economic development:

- To create an entrepreneurial ecosystem that benefits the entire local business community.



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### **OFFICER RECOMMENDATION:**

That Council adopt the West Wimmera Economic Development Action Plan, as presented.

### **Attachments:**

<b>No.</b>	<b>Name</b>	<b>RecFind Ref</b>
12.3.1	West Wimmera Economic Development Action Plan	16/002200



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### **13.0 INFRASTRUCTURE DEVELOPMENT AND WORKS**

#### **13.1 CAPITAL WORKS PROGRESS UPDATE**

**FILE NUMBER: AD0176**

**REPORT AUTHOR: SENA VI ABEYKOON, ASSETS MANAGER**

#### **FOR INFORMATION**

##### Introduction

West Wimmera Shire Council's (Council) Capital Works program is a significant component of Council's budget and operations.

This report provides the monthly tabling of the Capital Works Progress Update, as at the time of writing, 2 June 2016.

##### Declaration of Interests

No officer declared an interest under the Local Government Act 1989 in the preparation of this report.

##### Background

The 2015/2016 Capital Works Program (the program) was adopted by Council in May 2015 through the budget process.

As usual, the program is subject to variations throughout the delivery year due to multiple factors including works savings and overruns, weather and unexpected asset failures.

The attached Progress Report indicates physical progress as well as Financial Progress. At a glance 83% of the scheduled projects are completed. 17% of projects are partly completed. The uncompleted projects are expected to complete before end of June 2016.

A sum of \$5,131,510 has been spent as at 2 June 2016 out of budgeted allocation of \$5,458,325.

##### Risk Management Implications

The program is constantly monitored by assets and works staff to minimise risks and achieve delivery.



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### Legislative Implications

Primary legislative requirements stem from the

- *Local Government Act 1989*,
- *The Road Management Act 2004*.

Other related legislative requirements triggered with the program delivery include:

- *Planning and Environment Act 1987*,
- *Building Act 1993* and regulations.

### Environmental Implications

Not commented on.

### Financial and Budgetary Implications

As per the tabled program.

### Policy and Council Plan Implications

The program delivers obligations under the Council's Road Management Plan 2013.

### Communication Implications

Not commented on.

### Conclusion

The Capital Works Progress report as updated, is tracking well can be expected to complete before end of the financial year.

### **OFFICER RECOMMENDATION:**

**That the report be received and noted.**

### **Attachments:**

No.	Name	RecFind Ref
13.1.1	Capital Works Progress – 2 June 2016	16/002225



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### 13.2 PLANNING PERMIT P1327 – DRAINAGE BORE

**FILE NUMBER: PA0893**

**REPORT AUTHOR: GILLIAN BRADSHAW, PLANNING MANAGER**

#### FOR DECISION

<b>Application is for:</b>	Utility Installation (drainage bore to collect flood water)
<b>Applicant's Name:</b>	Les Allen
<b>Owners Name:</b>	Les Allen
<b>Date Received:</b>	6 April 2016
<b>Statutory Days:</b>	54
<b>Application No:</b>	P1327
<b>Planner:</b>	Gillian Bradshaw
<b>Land Address:</b>	Crown Allotment 3A, Parish of Boikerbert 230 Newlands Settlement Road Apsley
<b>Overlays:</b>	ESO2 - Red Tailed Black Cockatoo Habitat Areas
<b>Under what Clause/s is permit required?:</b>	35.07-1
<b>Restrictive Covenants on the title?:</b>	No
<b>Current use and development:</b>	Grazing and cropping

#### Declaration of Interests

No officer declared an interest under the Local Government Act 1989 in the preparation of this report.

#### **Proposal**

This application is for a utility installation-drainage bore to dispose of flood water to the underground aquifer. The bore is proposed to be located in the north-east part of the subject site, 260 metres south of the northern boundary and 300 metres west of the eastern boundary. The bore is to be 50 feet deep.

#### **Subject site & locality**

The subject site is 228 hectares in size and is located to the west of Newlands Settlement Road. The land has scattered trees throughout and has a creek running from the south-west corner to its eastern boundary, goes beneath Newlands Settlement Road and distributes water to Dixon Swamp and the Newlands Lake at the Aspley Bushland Reserve. The land has a gradual fall from the west to east.



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To the north of the creek and with access off Newlands Settlement Road is a farm house and several farm sheds within its immediate surrounds. A single dam is located 300 metres to the north of the house and sheds and is near the eastern boundary.

To the north, south and west the subject site is surrounded by farming land interspersed with dams and waterways. Immediately to the east is a Public Conservation and Resource Zone with a wetlands called Dixon Swamp and further to the west again by 1.5 km is Newlands Lake which is located in another Public Conservation and Resource Zone.

### Permit/Site History

There has not been any permits issued previously for this site.

### Public Notification

The application for subdivision has been advertised pursuant to Section 52 of the *Planning and Environment Act 1987*, by:

- Notice to the owners and occupiers of adjoining land by post on 6 April 2016
- Notice to Grampians Wimmera Mallee Water (GWMWater) and Wimmera Catchment Management Authority (WCMA) by post on 6 April 2016.

The notification has been carried out correctly.

Council received an objection to the application from Wimmera CMA dated 3 May 2016.

### Consultation

No consultation has taken place.

### Referrals

External Referrals/Notices Required by the Planning Scheme:

Referrals / Notices:	Advice /	Response /	Conditions
Section 52 Referrals:	GWMWater/	response received 3 May 2016/	No objections subject to conditions
Section 52 Notices:	WCMA/	response received 2 May 2016/	Objection to a permit
	Adjoining Land Owners		

### GWMWater

GWMWater consents to the application subject to the following conditions as follows:  
The owner must apply for a license to construct a new bore under Section 51 and 67 of the Water Act 1989.





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The application must be supported by a risk assessment, considering the social, environmental and financial risks of the proposal.

As a minimum the following risks must be addressed for each application:

- Existing water quality (groundwater and surface water)
- Uses of the groundwater/surface water in the area
- Volume expected to be disposed
- Possible water quality impacts on the groundwater from disposal
- The impact of disposing surface water on the current surface water hydrology of the area
- Water quality parameters and their thresholds allowing disposal

The application must be supported by a detailed monitoring and sampling program, which will determine if disposal can take place.

### Wimmera CMA

WCMA objects to the permit being granted due to the negative impacts the proposed works would have on the volumes of water reaching Dixon Swamp and/or Yelloch Creek, which in turn supplies a number of wetlands further west which potentially include Seasonal Herbaceous Wetlands (freshwater) of Temperate Lowlands Plains which are listed as critically endangered under the Environmental Protection and Biodiversity Conservation Act (Commonwealth) 1999.

There are also concerns about the impact of what draining surface water directly into the aquifer would have on water quality for beneficial uses listed under the *State Environmental Protection Policy (Groundwater's of Victoria)* such as stock watering and maintenance of ecosystems. The Environment Protection Authority (EPA) would be the appropriate agency to seek advice regarding the risks that the proposed works would have on groundwater.

### **Assessment**

#### **Clause 74 Land Use Term**

The drainage bore is best defined in the West Wimmera Planning Scheme as a:

*Utility Installation. Land used:*

- a) For telecommunications;*
- b) To transmit or distribute gas, oil or power;*
- c) To collect, treat, transmit, store or distribute water; or*
- d) To collect, treat or dispose of storm or flood water, sewage, or sullage.*

*It includes any associated flow measurement device or a structure to gauge waterway flow.*



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### **The zoning of the land and any relevant overlay provisions**

The subject land is zoned Farming. Utility Installation is a Section 2 Use (Permit required) at Clause 35.07-1 Table of uses of the West Wimmera Planning Scheme.

Clause 35.07-6 Decision Guidelines state that:

*Before deciding on an application to use or subdivide land, construct a building or construct or carry out works, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:*

- *Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.*
- *Whether the use or development will support and enhance agricultural production.*
- *The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality.*
- *The impact of the use or development on the flora and fauna on the site and its surrounds.*
- *The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to revegetate land including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.*

The draining of stormwater to the aquifer will provide additional usable land on the farm to support and enhance agricultural production which is the major benefit to the proposal.

The wetlands which are to the east of the subject site are likely recipients of the stormwater which is proposed to be drained to the aquifer. The WCMA state there is some environmental value to this wetland as it potentially includes Seasonal Herbaceous Wetlands (freshwater) of Temperate Lowlands Plains. The *West Wimmera Planning Scheme* has an Environmental Significance Overlay – schedule 1 (ESO1) called Significant Wetlands and Waterways. The Dixon Swamp and the Newlands Lake wetlands are not covered by the ESO1 and have therefore not qualified as significant in the *West Wimmera Planning Scheme*. The risk to the wetlands may still be founded but no analysis from either applicant or objector has been provided.

The quality of the surface water to be drained to the aquifer is unknown. The subject site has grazing and cropping uses so there may be multiple and historic sources of contaminants. The bore may only have a small local catchment and the water quality may be fine, however it seems prudent to allow GWMWater, the WCMA and the EPA to analyse any detailed water quality data during a license application under the *Water Act 1989* rather than have any technical data provided to Council at this stage.

The site is covered by the Environmental Significance Overlay 2 which is the Red-tailed Black Cockatoo Habitat Area. This overlay is not triggered with this planning application.



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### **The State Planning Policy Framework (SPPF)**

The proposal must have regard to the following sections:

- Clause 12.01-1, Protection of biodiversity. *To assist the protection and conservation of Victoria's biodiversity, including important habitat for Victoria's flora and fauna and other strategically valuable biodiversity sites.*
- Clause 13.03-1 Use of contaminated and potentially contaminated land. *To ensure that potentially contaminated land is suitable for its intended future use and development, and that contaminated land is used safely.*
- Clause 14.02-1 Catchment planning and management. *To assist the protection and where possible, restoration of catchments, waterways, water bodies, groundwater, and the marine environments.*
- Clause 14.02-2 Water quality. *To protect water quality.*

### **The Local Planning Policy Framework (LPPF) - including the Municipal Strategic Statement (MSS) and local planning policies**

The proposal has implications on Clause 21.07-1, Biodiversity Conservation and Habitat Protection particularly the following objectives:

Objective 1 *'To effectively manage and conserve the Shire's biologically diverse natural environment as an ecologically sustainable resource for present and future generations.*

Objective 2 *'To discourage development in locations, which impacts or conflicts with the quality and sensitivity of the natural environment.*

The proposal has implications on Clause 21.07-2 Catchment Management particularly the following objectives:

Objective 1 *'To improve water quality and availability'*

Objective 4 *"To recognise the significance of water courses and bodies such as lakes, wetlands, rivers and streams as areas of environmental significance and sensitivity."*

The proposal has implications on Clause 21.07-5 Public Land particularly the following objective:

Objective 1 *'To recognise the public land resource in the Shire and ensure that it and adjacent private land are managed in a manner that reflects their environmental qualities'.*

### **Relevant Particular Provisions**

Nil.

### **The decision guidelines of Clause 65**

Before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:

- *The matters set out in Section 60 of the Act.*  
Council has considered the relevant matters outlined in Section 60 of the Act.



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- *The State Planning Policy Framework (SPPF) and the Local Planning Policy Framework (LPPF), including the Municipal Strategic Statement and local planning policies.*

The application is not inconsistent with the relevant objectives of the SPPF and LPPF.

- *The purpose of the zone, overlay or other provision, and any matter required to be considered in the zone, overlay or other provision.*

The proposal is consistent with the purpose of the zone and meets the decision guidelines of the zone.

- *The orderly planning of the area.*

The drainage bore will not have an impact on the orderly planning of the area.

- *The effect on the amenity of the area.*

The development will have no impact on the amenity of the area.

- *The proximity of the land to any public land.*

Public land is located immediately to the east however the drainage bore is likely to have a negligible impact on this land.

- *Factors likely to cause or contribute to land degradation, salinity or reduce water quality. Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.*

The impact of the drainage bore is will have on water quality will be assessed in more detail by GWMWater in accordance with the Water Act 1989.

- *The extent and character of native vegetation and the likelihood of its destruction.*
- *Whether native vegetation is to be or can be protected, planted or allowed to regenerate.*

There will be no impact on native vegetation.

- *The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.*

This proposal will not increase the risk or degree of hazard.

Overall, this proposal is consistent with the Clause 65 Decision Guidelines.

### **Other relevant adopted State policies/strategies – (e.g. Melbourne 2030.)**

Section 60 of the *Planning and Environment Act 1987* allows the responsible authority to have consideration of the *State Environmental Protection Policy Groundwaters of Victoria* which explicitly says at Section 20 that there must not be any direct discharge of waste to



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an aquifer by means of a bore for the purpose of stormwater disposal unless the relevant protection agency is satisfied that all the groundwater quality objectives of the policy will be met and that there will be no detriment to any beneficial use of groundwater, land or surface water. The EPA have not provided commentary for this application. If a notice of decision is issued and the applicant applies for a license with GWMWater then the EPA may be asked to provide comment.

### **Relevant incorporated or reference documents**

Not applicable.

### **Relevant Planning Scheme amendments**

Not applicable.

### **Summary of Key Issues**

The proposal is for a drainage bore to dispose of stormwater directly to the underground aquifer. This will presumably make land within the farm more usable during the wetter months for agricultural purposes increasing the agricultural value of the land.

The quality of the surface water to be drained to the aquifer is unknown. GWMWater which require a license to construct a new bore under Section 51 and 67 (and 76) of the Water Act 1989 will require the applicant to show the existing water quality, volumes of water expected to be disposed to the aquifer, the use of groundwater in the area, the possible water impacts on the groundwater, and the consequences of disposing the surface water on downstream receptors. These questions will likely require specialist assistance to provide adequate answers. In addition GWMWater have stated verbally that they will be seeking a response from the WCMA at the time a license application is lodged. If the WCMA is still opposing the application, GWMWater weight this objection very highly when making their final decision.

### **Conclusion**

Council may now decide on the application.

Issue a Notice of Decision which includes:

- Conditions requested by GWMWater



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### **OFFICER RECOMMENDATION:**

That Council having caused notice of Planning Application No. P1327 to be given under Section 52 of the *Planning and Environment Act 1987* and or the planning scheme and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to Grant a Notice of Decision to grant a planning permit under the provisions of Clauses 12,13, 14, 21.07-1, 21.07-2, 21.07-5 of the West Wimmera Planning Scheme in respect of the land known and described as Crown Allotment 3A Parish of Boikerbert, 230 Newlands Settlement Road Apsley for the use of a utility installation (drainage bore to collect floodwater) in accordance with the endorsed plans, with the application dated 6 April 2016, subject to the following conditions:

### **Responsible Authority Conditions:**

1. The use is to be in accordance with the plans submitted with the application, endorsed and forming part of the permit and these shall not be altered or amended without the approval of the Responsible Authority.

### **GWMWater conditions:**

2. The application must be supported by a risk assessment, considering the social, environmental and financial risks of the proposal.

As a minimum the following risks must be addressed for each application:

- Existing water quality (groundwater and surface water)
- Uses of the groundwater/surface water in the area
- Volume expected to be disposed
- Possible water quality impacts on the groundwater from disposal
- The impact of disposing surface water on the current surface water hydrology of the area
- Water quality parameters and their thresholds allowing disposal

3. The application must be supported by a detailed monitoring and sampling program, which will determine if disposal can take place.

### **Expiry**

4. This permit will expire if one of the following circumstances applies:
  - a) The use is not started within two years of the date of this permit.



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### Attachments:

No.	Name	RecFind Ref
13.2.1	Letter from Wimmera CMA, 2 May 2016	16/001743
13.2.2	Letter from GWM Water, 3 May 2016	16/001743



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### 13.3 PLANNING PERMIT P1328 – SUBDIVISION 8 LOTS

**FILE NUMBER: PA0894**

**REPORT AUTHOR: GILLIAN BRADSHAW, PLANNING MANAGER**

#### FOR DECISION

<b>Application is for:</b>	Subdivision of eight (8) lots
<b>Applicant's Name:</b>	Lake Wallace Developments
<b>Owners Name:</b>	GB Henderson and GE Kelly
<b>Date Received:</b>	8 April 2016
<b>Statutory Days:</b>	52
<b>Application No:</b>	P1328
<b>Planner:</b>	Gillian Bradshaw
<b>Land Address:</b>	Lots 5, 6 PS449768E, Part CA's 4, 5 and Pt 3, Section 6 Township of Edenhope, Langford Street Township
<b>Zoning:</b>	Township
<b>Overlays:</b>	Nil
<b>Under what Clause/s is permit required?</b>	32.05-4
<b>Restrictive Covenants on the title?</b>	No
<b>Current use and development:</b>	Vacant

#### Declaration of Interests

No officer declared an interest under the Local Government Act 1989 in the preparation of this report.

#### **Proposal**

The applicant proposes to subdivide the land into eight (8) lots with common property which includes a small recreational park, communal car park and access way. Planning Permit P1280 for the construction of eight (8) units was granted on 6<sup>th</sup> January 2016.

The planning permit for the proposed multi-unit development requires that all vehicle access be via Langford Street, which is located on the southern boundary of the allotments. Langford Street will be extended to a point just beyond the proposed access to the development site.

P1280 shows pedestrian access to the north through Lot 1 PS449768 however this is not part of the subdivision application therefore pedestrian access is along Langford Street.





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The proposed development must meet the requirements of the Township Zone and of Clause 56 of the West Wimmera Planning Scheme.

### **Subject site & locality**

An inspection of the site and the surrounding area has been under taken.

The site has a total area of 2,460 square metres and the land is unencumbered of any buildings. Some vegetation remains on site.

The main site/locality characteristics are:

- The subject land is within the Township Zone in Edenhope. To the north across Cranage Lane are a mixture of small commercial buildings and dwellings. Immediately to the west are lots with buildings fronting Elizabeth Street with vacant rear yards. To the south is the Back Swamp and to the east is an allotment for the storage of vehicles for a motor vehicle dealer.

### **Permit/Site History**

The history of the site includes:

- A planning permit granted for the development of eight (8) units on 6 January 2016.

### **Public Notification**

The application for subdivision has been advertised pursuant to Section 52 of the *Planning and Environment Act 1987*, by:

- Notice to the owners and occupiers of adjoining land by post on 19<sup>th</sup> April 2016.
- Notice to the referral authorities, Powercor, Grampians Wimmera Mallee Water (GWMWater) and Country Fire Authority (CFA) were emailed on 19<sup>th</sup> April 2016.

The notification has been carried out correctly.

Council has received one (1) objections. The key issues that were raised in the objections are:

- 1) That having a dense residential development adjacent to their used vehicle storage facility will cause endless complaints by the developer and residents regarding noise from forklift and tilt tray recovery truck. These complaints may impact on their business.

### **Consultation**

No consultation has taken place. A letter of correspondence was sent to the objector explaining that the objector have existing use rights on their property, which will allow them to continue their business operations as they have done in the past.



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The developers have advised Council officers, that prospective residents will be advised of the business operations prior to purchase and this could be authorised via a planning permit condition.

On balance, it is not deemed necessary to create a condition that that may require a Section 173 Agreement obliging the seller to inform any prospective owners of the business operations on the adjoining property.

### Referrals

External Referrals/Notices Required by the Planning Scheme:

Referrals / Notices:	Advice /	Response /	Conditions
Section 55 Referrals:	Powercor/	response received 18 May 2016/	See conditions within recommendation section
	GWMWater/	response received 26 April 2016/	See conditions within recommendation section
	CFA/	response received 21 April 2016/	See conditions within recommendation section
Section 52 Notices:	Adjoining Land Owners		

### Assessment

#### The zoning of the land and any relevant overlay provisions

The subject land is zoned Township and is not covered by any Overlays. The decision guidelines at 32.05-11 require the responsible authority to consider as appropriate the objectives and standards of Clause 56 of the West Wimmera Planning Scheme.

#### The State Planning Policy Framework (SPPF)

The proposal is consistent with relevant sections of:

- Clause 11, *Settlement*, by providing a range of housing choices in appropriate locations,
- Clause 16, *Housing*, by promoting a housing market that meets community need, and to deliver more affordable housing closer to jobs, transport and services.



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### **The Local Planning Policy Framework (LPPF) - including the Municipal Strategic Statement (MSS) and local planning policies**

The proposal is consistent with Clause 21.06-1, Housing, particularly objective 2 which is *‘To provide a diversity of housing types and lot sizes to meet the needs of all residents and visitors to the municipality.’*

The proposal is consistent with Clause 21.09-2, Open Space and Recreation, particularly objective 4 which is *“To provide local open spaces that caters for a range of users and age groups that encourages physical activity”*.

### **Relevant Particular Provisions**

The schedule to clause 52.01 of the West Wimmera Planning Scheme (Public open space contribution and subdivision) does not specify a public open space contribution. Section 18 of the Subdivision Act can still require a contribution of land not exceeding 5 per cent. The applicant is providing a small recreational park on site which is 5 per cent of the total size of the subject site. Therefore no additional contribution is being requested.

An eight lot subdivision requires an assessment against Clause 56 of the West Wimmera Planning Scheme, notably the following clauses:

Clause 56.03-5  
Clause 56.04-2 to 56.04-5  
Clause 56.05-1  
Clause 56.06-2  
Clause 56.06-4  
Clause 56.06-5  
Clause 56.06-7  
Clause 56.06-8 to 56.09-4

As planning permit P1280 was assessed against Clause 55 of the West Wimmera Planning Scheme a complete assessment of Clause 56 is not necessary. There are some Clause 56 objectives specifically related to access that may not have been considered under P1280, however the construction and extension of Langford Street for vehicle and pedestrian access is a suitable design response to this site in its location and will achieve all access objectives.

### **The decision guidelines of Clause 65**

Before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:

- *The matters set out in Section 60 of the Act.*  
Council has considered the relevant Sections of the Act.



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- *The State Planning Policy Framework (SPPF) and the Local Planning Policy Framework (LPPF), including the Municipal Strategic Statement and local planning policies.*

The proposal is shown to be generally consistent with the SPPF and LPPF, particularly as it relates to housing diversity,

- *The purpose of the zone, overlay or other provision, and any matter required to be considered in the zone, overlay or other provision.*

The proposal is consistent with the purpose of the zone. No overlays apply.

- *The orderly planning of the area.*

The development will not negatively impact the natural environment, and has sufficient setbacks from adjoining properties.

- *The effect on the amenity of the area.*

The development will have minimal impact on the amenity of the area. The vehicle and pedestrian access to the units will be via Langford Street to the south of the allotments.

- *The proximity of the land to any public land.*

The “Back Swamp” is located to the south of the allotments and is a Crown reserve.

- *Factors likely to cause or contribute to land degradation, salinity or reduce water quality. Whether the proposed development is designed to maintain or improve the quality of storm water within and exiting the site.*

The development is not expected to have negative impacts on land degradation, salinity, surface water or stormwater.

- *The extent and character of native vegetation and the likelihood of its destruction.*

- *Whether native vegetation is to be or can be protected, planted or allowed to regenerate.*

A landscape plan is a condition of P1280.

- *The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.*

The land is not affected by the Bushfire Management Overlay or any overlays relating to flood or erosion. A bushfire attack level assessment has been undertaken and demonstrates that this development is low risk, 12.5.

Before deciding on an application to subdivide land, the responsible authority must also consider, as appropriate:

- *The suitability of the land for subdivision*

The subdivision is consistent with the approved development permit and is suitable.



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- *The existing use and possible future development of the land and nearby land.*  
The land is currently vacant and surrounded by a mixture of businesses and residences. This subdivision is appropriate in this setting.
- *The availability of subdivided land in the locality, and the need for the creation of further lots.*  
There is a shortage of small residential lots in the locality so this is a response to an identified need.
- *The effect of development on the use or development of other land which has a common means of drainage.*  
The plan of subdivision shows a drainage easement and a condition on the development permit requires stormwater to be directed to a legal point of discharge.
- *The subdivision pattern having regard to the physical characteristics of the land including existing vegetation.*  
The land is relatively flat. The small recreational park has been located in an area with existing vegetation.
- *The density of the proposed development.*  
The density of lots is not common in this area however this is unlikely to cause any negative impacts on infrastructure and services.
- *The area and dimensions of each lot in the subdivision.*  
The lots are rectangular and can adequately support the respective building envelope.
- *The layout of roads having regard to their function and relationship to existing roads.*  
The subdivision permit will require the extension and construction of Langford Street prior to the Statement of Compliance.
- *The movement of pedestrians and vehicles throughout the subdivision and the ease of access to all lots.*  
This is satisfactory. Pedestrian and vehicles will enter and exit from Langford Street. There may be scope for pedestrians to exit the site north to Elizabeth Street in the future.
- *The provision and location of reserves for public open space and other community facilities.*  
The development has been designed with a small recreation park with the maintenance being the responsibility of the owner's corporation.
- *The staging of the subdivision.*  
There are no stages to this plan.



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- *The design and siting of buildings having regard to safety and the risk of spread of fire.*  
Satisfactory.
- *The provision of off-street parking.*  
The development permit shows single garages for all units and the addition of a communal car park.
- *The provision and location of common property.*  
Satisfactory.
- *The functions of any Body Corporate.*  
An owner's corporation will be required to be set up prior to registration of title.
- *The availability and provision of utility services, including water, sewerage, drainage, electricity and gas.*  
The proposed lots are required to connect to all available services.
- *If the land is not sewered and no provision has been made for the land to be sewered, the capacity of the land to treat and retain all sewage and sullage within the boundaries of each lot.*  
Not applicable
- *Whether, in relation to subdivision plans, native vegetation can be protected through subdivision and siting of open space areas.*  
Due to the positioning of the small recreational park, some vegetation will be retained.

Overall, this proposal is consistent with the Clause 65 Decision Guidelines.

### **Other relevant adopted State policies/strategies – (e.g. Melbourne 2030.)**

Not applicable.

### **Relevant incorporated or reference documents**

Not applicable.

### **Relevant Planning Scheme amendments**

Not applicable.



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### Summary of Key Issues

The proposal is for the subdivision into eight (8) lots which is consistent with P1280 which was for the permit for the development of eight units. The subdivision plan includes common property which incorporates a carpark and a small recreational park.

The only objector was objecting to future, possible complaints that residents of the development will make to their adjoining business. Correspondence was sent to the client stating that they have existing use rights and can continue to operate in this manner.

At the Ordinary Meeting dated 21 April 2016 it was resolved that Council make a 50% contribution (up to a maximum of \$40,000) towards the proposed extension of Langford Street.

### Conclusion

Council may now decide on the application.

Conditions in the permit should include;

- The requirement for Langford Street to be constructed prior to Statement of Compliance.
- The requirement for all common areas including the park to be constructed to the satisfaction of the responsible authority prior to Statement of Compliance.

### **OFFICER RECOMMENDATION:**

**That Council having caused notice of Planning Application No. P1328 to be given under Section 52 of the *Planning and Environment Act 1987* and or the planning scheme and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to Grant a Notice of Decision under the provisions of Clauses 11, 16, 21.06-1, 21.09-2, 32.05 and 56 of the West Wimmera Planning Scheme in respect of the land known and described as Lots 5, 6 PS449768E, Part CA's 4, 5 and Part 3, Section 6 Township of Edenhope, Langford Street, Edenhope, for the subdivision of eight (8) lots, in accordance with the endorsed plans, with the application dated 8 April 2016, subject to the following conditions:**

#### **Responsible Authority Conditions:**

- 1. Prior to the Statement of Compliance being issued the extension and construction of Langford Street must be completed to a point just beyond the proposed access to the site and to the satisfaction of the Responsible Authority.**
- 2. Prior to the Statement of Compliance being issued all areas identified as Common Property including the small recreational park must be constructed and completed to the satisfaction of the Responsible Authority.**





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### Drainage

3. Stormwater from the development must be drained through a legal point of discharge.

Discharge is to be to Council's underground drain system, concrete gutter/channel (using a standard adapter) or open earth spoon drain as applicable. Minimum stormwater reinforced RRJ pipe diameter to be 300mm and stormwater pits to be pre-cast reinforced concrete.

### Telecommunication

4. The owner of the land must enter into an agreement with:
- a) A telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
  - b) A suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.
  - c) Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:
    - i) a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
    - ii) a suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

### GWMWater conditions:

5. The owner/applicant must install water mains and associated works to serve each lot of the subdivision, at the owner's cost, and in accordance with GWMWater's specifications and requirement.
6. The owner/applicant must provide plans and estimates of all proposed water supply works prior to commencement, for GWMWater's approval.
7. The owner/applicant must provide individual sewer services to each lot in accordance with GWMWater's requirements.





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8. The owner/applicant must pay to GWMWater a fee of 3.25% of the total cost of construction (including design and supervision) for its review of design documentation and supervision of works. This fee relates to checking that the works are designed and constructed in accordance with GWMWater's requirements and does not relieve the developer from ensuring proper design and appropriate supervision.
9. The owner/applicant must provide written notification of commencement of the works to enable GWMWater to organise inspections and coordinate with its staff.
10. The owner/applicant must provide "as constructed" plans and a schedule of final asset costs at the level identified in GWMWater's asset register for all water supply works upon completion.
11. The plan of subdivision submitted for certification must be referred to GWMWater in accordance with Section 8 of the Subdivision Act.

### CFA conditions:

12. The subdivision as shown on the endorsed plan must not be altered without the consent of the CFA.
13. Prior to the issue of a Statement of Compliance under the *Subdivision Act 1988* the following requirements must be met to the satisfaction of the CFA:
  - a) Above or below ground operable hydrants must be provided. The maximum distance between these hydrants and the rear of all building envelopes (or in the absence of building envelopes, the rear of the lots) must be 120 metres and the hydrants must be no more than 200 metres apart. These distances must be measured around lot boundaries.
  - b) The hydrants must be identified with marker posts and road reflectors as applicable to the satisfaction of the Country Fire Authority.

Note: CFA's requirements for identification of hydrants are specified in 'Identification of Street Hydrants for Firefighting Purposes' available under publications on the CFA web site ([www.cfa.vic.gov.au](http://www.cfa.vic.gov.au))

14. Roads must be constructed to a standard so that they are accessible in all weather conditions and capable of accommodating a vehicle of 15 tonnes for the trafficable road width.
  - a) The average grade must be no more than 1 in 7 (14.4%) (8.1 degrees) with a maximum of no more than 1 in 5 (20%) (11.3 degrees) for no more than 50 metres. Dips must have no more than a 1 in 8 (12%) (7.1 degrees) entry and exit angle.



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- b) Curves must have a minimum inner radius of 10 metres.
- c) Have a minimum trafficable width of 3.5 metres and be clear of encroachments for at least 0.5 metres on each side and 4 metres above the access way.
- d) Roads more than 60 metres in length from the nearest intersection must have a turning circle with a minimum radius of 8 metres (including roll-over kerbs if they are provided) T or Y heads of dimensions specified by the CFA may be used as alternatives.

### Powercor conditions:

15. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to Powercor Australia in accordance with Section 8 of that Act.

16. The applicant shall:

- a) Provide an electricity supply to all lots in the subdivision in accordance with Powercor's requirements and standards, including the extension, augmentation or rearrangement of any electricity supply system, as required by Powercor (A payment to cover the cost of such work will be required). In the event that a supply is not provided the applicant shall provide a written undertaking to Powercor Australia Ltd that prospective purchasers will be informed.
- b) Where buildings or other installations exist on the land to be subdivided and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issued by the Victorian Electricity Supply Industry. You shall arrange compliance through a Registered Electrical Contractor.
- c) Any buildings must comply with the clearances required by the Electricity Safety Installations Regulations.
- d) Any construction work must comply with Energy Safe Victoria's "No Go Zone" rules.
- e) Set aside on the plan of subdivision for the use of Powercor Australia Ltd reserves and/or easements satisfactory to Powercor Australia Ltd where any electric substation (other than a pole mounted type) is required to service the subdivision.

Alternatively, at the discretion of Powercor Australia lease(s) of the site(s) and for easements for associated powerlines, cables and access ways shall be provided. Such a lease shall be for a period of 30 years at a nominal rental with a right to extend the lease for a further 30



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years. Powercor Australia Ltd will register such leases on the title by way of a caveat prior to the registration of the plan of subdivision.

- f) Provide easements satisfactory to Powercor Australia Ltd, where easements have not been otherwise provided, for all existing Powercor Australia Ltd electric lines on the land and for any new powerlines required to service the lots and adjoining land, save for lines located, or to be located, on public roads set out on the plan. These easements shall show on the plan an easement(s) in favour of “Powercor Australia Ltd” for “Power Line” pursuant to Section 88 of the Electricity Industry Act 2000.
- g) Obtain for the use of Powercor Australia Ltd any other easement external to the subdivision required to service the lots.
- h) Adjust the position of any existing easement(s) for powerlines to accord with the position of the line(s) as determined by survey.
- i) Obtain Powercor Australia Ltd’s approval for lot boundaries within any area affected by an easement for a powerline and for the construction of any works in such an area.
- j) Provide to Powercor Australia Ltd, a copy of the version of the plan of subdivision submitted for certification, which shows any amendments which have been required.

It is recommended that, at an early date , the applicant commenced negotiations with Powercor for supply of electricity in order that supply arrangements can be worked out in detail, so prescribed information can be issued once all electricity works are completed (the release to the municipality enabling a Statement of Compliance to be issued).

Prospective purchasers of lots in this subdivision should contact Powercor Australia Ltd to determine the availability of a supply of electricity. Financial contributions may be required.

### Permit Expiry

17. This permit will expire if one of the following circumstances applies:

- a) the plan of subdivision is not certified within two years of the date of this permit; or
- b) the plan of subdivision is not registered at Land Registration Services within five years of the certification of the plan of subdivision.

The responsible authority may extend the permit if a request is made in writing prior to expiry of the permit or within three months afterwards.



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### Attachments:

No.	Name	RecFind Ref
13.3.1	Letter of Objection	16/001709
13.3.2	GWMWater response	16/001664
13.3.3	Powercor response	16/002212
13.3.4	CFA response	16/001598



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### 14.0 CORPORATE AND COMMUNITY SERVICES

#### 14.1 ADOPTION OF WEST WIMMERA SHIRE COUNCIL BUDGET 2016-2017

**FILE NUMBER: FM0055**

**REPORT AUTHOR: ASHLEY ROBERTS, FINANCE MANAGER**

#### **FOR DECISION**

##### Introduction

A draft annual budget for the 2016/2017 financial year has been prepared (refer attached Draft Budget 2016/2017) which seeks to maintain the financial sustainability of Council whilst maintaining (and expanding where required) Council's service delivery to the community.

The 2016/17 Annual budget has been prepared in line with Council's short-medium terms plans and strategies, and is aligned to the Council Plan.

##### Declaration of Interests

No officer declared an interest under the Local Government Act 1989 in the preparation of this report.

##### Background

Section 127 of the *Local Government Act 1989 (the Act)* requires that Council prepare a budget for each financial year, and that such budget be in the form of and containing the information required by the regulations (currently the *Local Government (Planning and Reporting) Regulations 2014*). Council's 2016-2017 budget as presented complies with these requirements of the Act of regulations.

Section 130 (3) of the Act requires that Council must adopt its annual budget by 30 June each year.

As per Section 129 of the Act, Council resolved at its Special meeting held 21 April 2016 to consult with the community and receive submissions (in accordance with Section 223 of the Act) on the draft budget up to 5.00pm Friday 4 June 2016. Council held a special meeting to consider the submissions received on 6 June 2016.

The attached draft 2016/17 budget is inclusive of any changes made as part of the consultation period. The following are the changes discussed in the Councillor workshop. The draft budget was revised with the changes discussed for Council consideration.



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- Inclusion of funding for construction of Plaques commemorating the Aboriginal Cricketers heritage at Edenhope (\$15,000)
- Requirement to undertake a comprehensive review of building renewal requirements and allocate renewal budget based on the asset management inputs. To this effect the allocation made in the Draft budget for Charam Hall Renewal \$63,000 was re-allocated to Council Community buildings renewal program and Calico and Candles re-stumping and alteration \$82,000 was re-allocated to Community Commercial buildings renewal works. A program on renewal works will be presented to Council before the commencement of the renewal works.

Council budgeted an operating deficit of \$0.269 million before this adjustment, with total capital works of \$5.969 million. As the items above deemed to be capital, Council's budgeted operating deficit remains at \$0.269 million, and its total capital works program increases to \$5.984 million and its anticipated cash reserves at 30 June 2017 reduce from \$7.224 million to \$7.209 million.

If council wants to adjust the budget to cover the deficit, it can do so by identifying projects that could be removed from 2016-17 budgets or reducing the budget allocated to any of the allocated projects and programs.

Council discussed the opportunities for savings in the special budget meeting on budget submissions.

### Risk Management Implications

The provision of an annual budget is a central plank to minimising financial risk to Council by misallocation of funds. It does this by identifying expenditure areas and providing a base from which to measure actual results.

### Legislative Implications

Council is required under the Act to prepare and adopt a budget for each financial year.

Extracts Local Government act 1989:

### **127. Council must prepare a budget**

- (1) A Council must prepare a budget for each financial year.
- (2) The Council must ensure that the budget contains—
  - (a) financial statements in the form and containing the information required by the regulations;
  - (b) a description of the services and initiatives to be funded in the budget;
  - (c) a statement as to how the services and initiatives described under paragraph (b)



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- will contribute to achieving the strategic objectives specified in the Council Plan;
- (d) Major Initiatives, being initiatives identified by the Council as priorities, to be undertaken during the financial year;
- (da) for services to be funded in the budget, the prescribed indicators of service performance that are required to be reported against in the performance statement
- under section 131;
- (db) the prescribed measures relating to those indicators;
- (e) any other information required by the regulations.
- (3) The Council must ensure that the budget also contains—
- (a) the information the Council is required to declare under section 158(1);
- (b) if the Council intends to declare a differential rate under section 161, the information listed in section 161(2);
- (c) if the Council intends to declare a differential rate under section 161A, the information listed in section 161(2).
- (4) The Council must ensure that, if applicable, the budget also contains a statement—
- (a) that the Council intends to apply for a special Order to increase the Council's average Rate cap for the financial year under section 185E; or
- (b) that the Council has made an application to the Essential Services Commission for a special Order under section 185E and is waiting for the outcome of the application; or
- (c) that a special Order has been made in respect of the Council and a higher cap applies for the financial year.

### **129. Public notice**

- (1) As soon as practicable after a Council has prepared a budget or revised budget, the Council must give public notice.
- (2) A person has a right to make a submission under section 223 on any proposal contained in the budget or revised budget.
- (3) In addition to any other requirements specified by this Act, the notice referred to in subsection (1) must—
- (a) contain any details required by the regulations; and
- (b) advise that copies of the budget or revised budget are available for inspection for at least 14 days after the publication of the notice at—
- (i) the Council office and any district offices; and
- (ii) any other place required by the regulations; and



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(c) advise that the proposed budget or revised budget is published on the Council's Internet website

for at least 28 days after the publication of the notice.

(4) A copy of the budget or revised budget must be displayed at the places specified under sub-section (3)(b) and (c).

### **130. Adoption of budget or revised budget**

(1) A Council may adopt a budget or revised budget if it has complied with all of the relevant requirements of this Act relating to budgets and revised budgets.

(2) The Council must give public notice of its decision under sub-section (1).

(3) The Council must adopt the budget by 30 June each year, or such a date fixed by the Minister by notice published in the Government Gazette.

(4) The Council must submit a copy of the budget or revised budget to the Minister within 28 days after adopting the budget under subsection (3) or adopting the revised budget under subsection (1).

(5) The Minister may extend the period within which a Council must comply with sub-section (4).

(6) If a Council fails to submit a copy of the budget to the Minister within the time allowed, the Secretary must ensure that details of the failure are published in the annual report of the department.

(7) A Council must give the Minister any details concerning its budget or revised budget that the Minister requests.

(8) A Council must comply with sub-section (7)—

(a) within 14 days of receiving a request in writing for the details from the Minister;

or

(b) within any longer period specified by the Minister in the request.

(9) A copy of the budget or revised budget must be available for inspection by the public at—

(a) the Council office and any district offices; and

(b) any other place required by the regulations.

### **Environmental Implications**

Not applicable





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### Financial and Budgetary Implications

The adoption of the Council Budget annually is the fundamental building block in Council's financial management framework.

The budget set the basis for which Council Officers implement Council's strategic direction, as contained within the Council Plan, and to ensure the prudent and equitable allocation of Council's resources.

### Policy and Council Plan Implications

As detailed above, in the Draft Budget 2016/2017 and the current Council Plan.

### Communication Implications

Highlights of the draft Budget 2016/2017 as prepared have been advertised and communicated pursuant to the above detailed legislative provisions.

This includes advertising and publishing details of the draft budget in local papers and Council's website.

### Conclusion

Council is required under the Act to prepare, and after a suitable public submission period and considering any submissions made, adopt a budget each year.

This activity also forms the most fundamental building block in Council's financial management framework and is of critical importance in providing for effective financial management.

The draft budget as presented fulfils all of these requirements.

### **OFFICER RECOMMENDATION**

#### **That Council:**

- 1. Adopt the 2016/17 Budget and forward projections as set out within the Strategic Resource Plan contained within the budget papers, along with any adopted amendments resultant from any public submissions received and considered by Council; and**
- 2. As per the budget document, raise a total amount of rates and charges of \$6,977,656 for the 2015/16 financial year; and**



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3. That Council declare the following rates and charges:
  - General rate \$0.3455 cents in the dollar of CIV
  - Municipal Charge \$137.97
  - Waste Collection Charge \$277.10 per unit; and
4. Public Notice of the adoption of the budget be made; and
5. Advise any person(s) making a submission as to the outcome of that submission; and
6. Forward a copy of the adopted 2016/17 Budget to the Minister for Local Government, and make copies of the adopted 2016/17 Budget available for public perusal at Council's Customer Service Centres in Edenhope and Kaniva, and also on Council's website.

### Attachments:

No.	Name	RecFind Ref
14.1.1	DRAFT Budget 2016-2017	16/002225



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### 14.2 RESERVE FOR KINDERGARTEN MANAGEMENT

**FILE NUMBER: CS0090**

**REPORT AUTHOR: VENKATA PETETI, GENERAL MANAGER**

**CORPORATE AND COMMUNITY SERVICES**

### FOR DECISION

#### Introduction

Managing inconsistent income due to external changes is critical to Sound Financial Management. Council manages three kindergartens and with fluctuating demands and changing funding streams; it is prudent for Council to consider keeping a cash backed reserve for managing kindergartens.

#### Declaration of Interests

No officer declared an interest under the Local Government Act 1989 in the preparation of this report.

#### Background

Council currently maintains the following reserves

<b>Reserve</b>	<b>Current Balance</b>
9550 - Reserve - Elections Reserve	40,850
9551 - Reserve - Plant Replacement Reserve	270,646
9552 - Reserve - Valuations Reserve	127,088
9553 - Reserve - Crabtree Trust Reserve	25,961
9554 - Reserve - Quarry Restoration Reserve	101,594
9555 - Reserve - Capital Improvement Reserve	273,495
<b>Total</b>	<b>839,634</b>

Currently, there is no reserve specific to managing kindergartens.

Kindergartens reserve will help Council to manage the expenditure profile as

- Kindergartens follow the calendar year while Council follows the financial year. It is hard to estimate in April of every year how many children will attend kindergartens in the following January.



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- State and federal government funding is not stable due to the number of students fluctuating from year to year.
- At times, Council receives one off Income for kindergartens and without a reserve, it will be treated as an overall surplus (i.e. drought support funding for kindergartens)
- Council could limit its annual contribution to a certain level if a healthy reserve is available.

### **Discussion**

Based on feedback from Council, Officers have prepared a draft reserve policy and seek endorsement from Council before 30<sup>th</sup> of June 2016 to be able to have a reserve to finalise 2015-16 financials.

The following principles will be part of managing a reserve for kindergartens

- The reserve will have rules (principles) on how the reserve will be increased and or utilised
- The reserve will only consider kindergarten savings
- There will not be any location based kindergarten reserve ; the reserve will be for all kindergartens
- Kinder parent committees will not have access to this reserve.
- The reserve will be cash-backed
- The reserve will be based on assumptions on average number of students per year overall.
- Council's budget allocation will be limited to average annual contribution (\$190K-\$200K) once the residual reserve balance is \$50,000 and above.

### Risk Management Implications

Not discussed separately

### Legislative Implications

The reserve management will be based on sound accounting principles and current accounting standards applicable to Local Government.

### Environmental Implications

None

### Financial and Budgetary Implications

No implications for the 2016-17 budget finalisation.



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### Policy Implications

None

### Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2013-2017:

- Strategic Objective 6: Strengthen the culture and governance of the organisation

### Communication Implications

None

### Conclusion

It is good accounting practice to maintain a reserve to meet inconsistent demands and or funding levels. The proposed reserve will be cash-backed to ensure the integrity of the reserve.

### **OFFICER RECOMMENDATION:**

**That Council authorise the creation of a cash backed Kindergarten Reserve.**

**Attachments: Nil**



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### **14.3 RISK MANAGEMENT POLICY AND PROCEDURES**

**FILE NUMBER: 16/001981**

**REPORT AUTHOR: ASHLEY ROBERTS, MANAGER FINANCE**

#### **FOR DECISION**

##### Introduction

Good governance dictates the Council should manage risks associated with its operations. As part of this management of risks Council has developed a policy and procedures to clearly identify what is involved in the risk management process and how it will be implemented.

##### Declaration of Interests

No officer declared an interest under the Local Government Act 1989 in the preparation of this report.

##### Background

All organisations are subject to risk at some level and Council is no exception to this. Council has a responsibility to its community and ratepayers to minimise any risk to its operations and as an extension the wellbeing of the community.

At the very minimum Council has a common law duty of care to protect its staff, its assets and protect against loss to the organisation or others from its actions.

Risk analysis should be undertaken for all council activities to identify potential loss to Council, be it in financial terms, operational terms or reputational terms.

Once a risk is identified, then the level of that risk should be defined, and a system of controls should be implemented to mitigate this risk as much as possible. Whilst it is generally not possible to eliminate all risk, Council should endeavour to implement controls to reduce residual risk to an acceptable level which minimises the potential for loss as far as possible.

The draft Risk Management Policy as attached outlines the roles and responsibilities of each Council Officer in terms of Risk Management. The policy makes it clear that Risk Management is the responsibility of all officers within the organisation.

The attached procedures provide a framework for identifying documenting, and classifying risks.



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The procedures include a matrix for identifying the level of the risk identified. This matrix involves ranking for the likelihood of a detrimental action occurring from the identified risk, and what the consequences of that detrimental action would be.

When identifying and ranking the level of a risk it is important to note what existing control frameworks currently exist around the risk and what additional control frameworks could be implemented to further mitigate the level of the risk.

### Risk Management Implications

Not discussed separately

### Legislative Implications

The *Local Government Act 1989* references risk in numerous sections and in particular under S.136 (2) ‘The principles of sound financial management are that a Council must—

(a) manage financial risks faced by the Council prudently, having regard to economic circumstances;’

and

(3) The risks referred to in subsection (2)(a) include risks relating to—

- (a) the level of Council debt;
- (b) the commercial or entrepreneurial activities of the Council;
- (c) the management and maintenance of assets;
- (d) the management of current and future liabilities;
- (e) changes in the structure of the rates and charges base.

Further to this, Section 131 (3)(a)(ii) states that Council’s annual report of operations contains ‘the results, in the prescribed form, of the Council’s assessment against the prescribed governance and management checklist;’

The prescribed governance and management checklist is set out in Schedule 1 of the *Local Government (Planning and Reporting) Regulations 2014*. This schedule lists that Council should have an implemented Risk Policy which outlines Council’s commitment and approach to minimising risks to Council’s operations.

The draft Risk Management Policy effectively meets these requirements.

### Environmental Implications

Environmental risk is one of the key risk areas affecting Council. Environmental risk arises from any physical works undertaken by Council. Having a policy and procedure around identifying those risks represent the first steps to minimising environmental risk to Councillors.



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### Financial and Budgetary Implications

The Risk Management Policy on itself has no direct budgetary or financial implications. However, financial risk is another key risk area to Council. All areas of operation of Council can give rise to financial and budgetary risk (i.e risk of overspending budgets, risk of Council being financially liable for an event or incident). Again the provisioning of a policy and procedure around risk management are the first steps in mitigating this risk.

### Policy Implications

This report is supported by the following West Wimmera Shire Council Policy:

- Revision of the Risk Management Policy

### Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2013-2017:

- Strategic Objective 6: Strengthen the culture and governance of the organisation

### Communication Implications

The implications of the Risk Management Policy and Procedure must be communicated to all staff. It is proposed that staff training sessions be held around the implications of Risk Management Policy and Procedure.

### Conclusion

The Risk Management Policy and Procedure are vital steps to the minimisation of risk to Council. Identifying risks and enabling a control structure to minimise any residual risk will enable Council to more efficiently and effectively allocate its resources and achieve the outcomes of the Council Plan.

### **OFFICER RECOMMENDATION:**

- 1. That Council adopt the Risk Management Policy.**
- 2. That Council adopt the Risk Management Procedures.**
- 3. That Council endorses the action to progress the Risk Register.**





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### Attachments:

No.	Name	RecFind Ref
14.3.1	Risk Management Policy Update	16/002225 EDOC003797
14.3.2	Risk Management Procedure Update	16/002225 EDOC003798
14.3.3	Risk Register	16/002225



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### 14.4 LOCAL GOVERNMENT COMMUNITY SATISFACTION SURVEY (CSS)

#### WEST WIMMERA SHIRE COUNCIL 2016 – RESEARCH REPORT

**FILE NUMBER: AD0022**

**REPORT AUTHOR: VENKAT PETETI, GENERAL MANAGER CORPORATE & COMMUNITY SERVICES**

#### FOR INFORMATION

##### Introduction

This report outlines key outcomes of the Local Government Community Satisfaction Survey (CSS) West Wimmera Shire Council 2016 – Research Report.

##### Declaration of Interests

No officer declared an interest under the Local Government Act 1989 in the preparation of this report.

##### Background

The customer satisfaction survey coordinated by the Department of Environment, Land, Water and Planning (DELWP) was undertaken to provide local government Councils in Victoria with information that forms part of the sector's annual reporting requirements.

The survey is conducted annually, and provides the sector with valuable information in relation to the performance of Council based on survey responses. In 2016 the survey was again conducted by JWS Research, on behalf of DELWP.

JWS Research conducted the survey using Computer Assisted Telephone Interviewing on a random group of 400 residents aged 18 and over within West Wimmera Shire Council, during the period from 1 February 2016 to 30 March 2016.

The Final Research Report has now been received and is attached to this briefing report.

##### Discussion

##### Summary of the community satisfaction survey

- **Core performance measures** are **lower** in 2016 than in all previous years' surveys since 2012. Ratings erosions began between the 2014 and 2015 surveys and



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continued to drop further over the course of the past year. Measures dropped between one and four index points each between 2015 and 2016.

- In most cases, negative ratings on core measures only increased by a few percentage points between 2015 and 2016
- West Wimmera Shire Council still **outperforms average ratings for Small Rural** councils on four measures – Overall Performance, Advocacy, Making Community Decisions and Customer Service
- Council also **outperforms State-wide averages** on Advocacy, Making Community Decisions and Customer Service, as well as Community Consultation.
- **Customer Service** is the area where West Wimmera Shire continues to **perform most strongly** (index score of 74, but -4 from 2015). West Wimmera outperforms both the averages for Small Rural councils and the State by five points on this measure.
- Conversely, Council **performs worst** on the condition of **Sealed Local Roads** (index score of 48, -1 from 2015), lagging 4 and 6 points behind the averages for Small Rural councils (52) and the State (54).

Performance Measures	West Wimmera 2012	West Wimmera 2013	West Wimmera 2014	West Wimmera 2015	West Wimmera 2016	Small Rural 2016	State-wide 2016
<b>OVERALL PERFORMANCE</b>	66	65	65	62	<b>58</b>	57	59
<b>COMMUNITY CONSULTATION</b> (Community consultation and engagement)	63	61	62	59	<b>55</b>	55	54
<b>ADVOCACY</b> (Lobbying on behalf of the community)	62	60	62	58	<b>56</b>	54	53
<b>MAKING COMMUNITY DECISIONS</b> (Decisions made in the interest of the community)	n/a	n/a	n/a	58	<b>56</b>	53	54
<b>SEALED LOCAL ROADS</b> (Condition of sealed local roads)	n/a	n/a	n/a	49	<b>48</b>	52	54
<b>CUSTOMER SERVICE</b>	78	77	78	78	<b>74</b>	69	69
<b>OVERALL COUNCIL DIRECTION</b>	52	52	56	51	<b>49</b>	50	51

Many of the West Wimmera Shire communities were drought affected in 2015, the overall dissatisfaction in the communities is reflected in the survey.

Council had some significant wins in the last 12 months including

- Obtain additional funding from Federal Government by running an advocacy campaign (\$1.5 million)



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- Obtaining funding for Community recreation facilities like Apsley Recreation Reserve, Kaniva Recreation Reserve
- Helping community with various community initiatives like upgrade of Men's Sheds and RARE program
- Strong Advocacy for mobile blackspot program
- Advocating for Universal Access (15 hours of kinder) for kindergartens
- Strong advocacy for improving C class roads
- Advocacy on Roadside pests and weeds
- Advocacy for potable water
- Advocating for continuation of roads to recovery funding.
- Advocating for the recognition of West Wimmera as a drought effected community

In spite of fiscal constraints, Council outperforms and consistently achieves results for its community. However, it is evident from the survey that Council is humble when it comes to marketing its own achievements.

### Risk Management Implications

Minimal, not commented on.

### Legislative Implications

Participation in the CSS survey coordinated by DELWP is optional but is a far more cost effective approach than Council coordinating its own survey program. Measures of community satisfaction are a mandatory part of the annual reporting of Council performance.

### Environmental Implications

Nil

### Financial and Budgetary Implications

Council made budgetary provision in 2014/2015 for an amount of \$12,000 for the conduct of the CSS. Participating in this State-wide survey provides a cost effective means of obtaining data. This survey cost Council \$7,500 in 2015-16 resulting a saving of \$4,500.

### Policy Implications

None

### Council Plan Implications

None



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### Communication Implications

The conduct of the survey provides local Government with an informed understanding of how the Council has performed. The information provided gives Council a sound basis to observe trends in its performance across a wide area and provides the required inputs to Council reporting processes.

The results also show that Council need to strengthen messaging to the age group of 35-64. It is various important initiatives undertaken by Council are communicated to all age groups.

### Conclusion

West Wimmera Shire Council outperforms small rural Councils and the state average in the community satisfaction survey. However, the survey results indicate that Council should focus on communicating its achievements to community effectively.

### **OFFICER RECOMMENDATION:**

**That the Local Government Community Satisfaction Survey (CSS) West Wimmera Shire Council 2016 Research Report on West Wimmera Shire Council to be received and noted.**

#### **Attachments:**

<b>No.</b>	<b>Name</b>	<b>RecFind Ref</b>
14.4.1	Local Government Community Satisfaction Survey 2016	16/002225



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### 15.0 LATE ITEMS OF BUSINESS

Pursuant to Local Law No.7 (2012), Meeting Procedure and Common Seal Local Law 2012, West Wimmera Shire Council:

#### 25. *Urgent Business*

*Business must not be admitted as urgent business unless it:*

- i. *Relates to or arises out of a matter which has arisen since distribution of the agenda; and*
- ii. *Cannot safely or conveniently be deferred until the next Ordinary Meeting.*

### 16.0 SEALING SCHEDULE

### 17.0 CONFIDENTIAL (PURSUANT TO SECTION 89 LGA 89)

**MEETING CONCLUDED:**

**NEXT MEETING:**

**THURSDAY 21 JULY 2016  
TELOPEA DOWNS**