



ORDINARY COUNCIL MEETING AGENDA – 15 DECEMBER 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 15 December 2016

LOCATION: Edenhope Council Chamber

COMMENCEMENT: 7.00pm

REQUIRED TO ATTEND:

Councillors	Senior Management Group
Bruce Meyer, Mayor Trevor Domaschenz	David Leahy Chief Executive Officer
Richard Hicks Tom Houlihan	Ashley Roberts, Acting General Manager, Corporate & Community Services
Jodie Pretlove	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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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, COUNCILLOR BRUCE MEYER

20/11/2016	Bills Gully Hall & Reserve Committee Public Meeting
21/11/2016	Edenhope & District Memorial Hospital Annual General Meeting
22/11/2016	Kaniva Community Sporting Complex Meeting & AGM
23/11/2016	CEO David Leahy
25/11/2016	North West Municipalities Association Meeting, Warracknabeal
29/11/2016	CEO David Leahy
29/11/2016	First Kaniva Guides Presentation Night
30/11/2016	Councillor Forum, Edenhope
01/12/2016	MAV Mayoral Program, Melbourne
01/12/2016	Welcome event for new Mayors hosted by Local Government Minister
02/12/2016	WWSC Christmas Event at Lake Charlegrark
06/12/2016	Audit Committee Meeting, Kaniva
07/12/2016	CEO David Leahy
08/12/2016	Combined Probus Club of Kaniva Christmas Luncheon
09/12/2016	Wimmera Southern Mallee Councils – Councillor Forum, Horsham
09/12/2016	Christmas Drinks with Andrew Broad MP & Emma Kealy MP, Horsham
13/12/2016	CEO David Leahy
14/12/2016	Edenhope College Presentation Night
15/12/2016	Emma Kealy MP
15/12/2016	Special Meeting of Council re Councillor Code of Conduct
15/12/2016	Citizenship Ceremony, Edenhope
15/12/2016	Council Meeting, Edenhope

5.2 COUNCILLOR TREVOR DOMASCHENZ

22/11/2016	Wimmera Mallee Tourism Meeting & AGM, Rainbow
24/11/2016	MAV Councillor Induction Day, Melbourne
29/11/2016	Wimmera Mallee Sustainability Alliance Meeting & AGM
29/11/2016	CEO David Leahy
30/11/2016	Councillor Forum, Edenhope
02/12/2016	WWSC Christmas Event at Lake Charlegrark
09/12/2016	Wimmera Southern Mallee Councils – Councillor Forum, Horsham
09/12/2016	Christmas Drinks with Andrew Broad MP & Emma Kealy MP, Horsham
13/12/2016	Wimmera Development Association Board Meeting, Horsham
15/12/2016	Emma Kealy MP
15/12/2016	Special Meeting of Council re Councillor Code of Conduct
15/12/2016	Citizenship Ceremony, Edenhope
15/12/2016	Council Meeting, Edenhope



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5.3 COUNCILLOR RICHARD HICKS

22/11/2016	Bills Gully AGM & General Meeting, Kaniva
24/11/2016	MAV Councillor Induction Day, Melbourne
25/11/2016	National Timber Councils Association AGM (video link to Melbourne)
30/11/2016	Councillor Forum, Edenhope
01/12/2016	International Volunteer Day – Morning Tea, Kaniva
01/12/2016	CEO David Leahy
02/12/2016	Western Highway Action Committee Meeting, Stawell
02/12/2016	WWSC Christmas Event at Lake Charlegrark
09/12/2016	Wimmera Southern Mallee Councils – Councillor Forum, Horsham
09/12/2016	Christmas Drinks with Andrew Broad MP & Emma Kealy MP, Horsham
13/12/2016	Emergency Management & Passenger Services Study Briefings, Ararat
14/12/2016	Kaniva College Presentation Night
15/12/2016	Wimmera Southern Mallee Regional Transport Group Meeting
15/12/2016	Special Meeting of Council re Councillor Code of Conduct
15/12/2016	Citizenship Ceremony, Edenhope
15/12/2016	Council Meeting, Edenhope

5.4 COUNCILLOR TOM HOULIHAN

19/11/2016	Edenhope & District Agricultural & Pastoral Show
19/11/2016	Goroke Recreation Reserve re new mower
19/11/2016	Goroke vs Harrow Tennis Match, Goroke
22/11/2016	Kaniva Community Sporting Complex Meeting & AGM
23/11/2016	Lake Bringalbert Foreshore Reserve Committee Public Meeting
30/11/2016	Councillor Forum, Edenhope
04/12/2016	Harrow Horsemanship Challenge, Harrow
05/12/2016	CEO David Leahy
07/12/2016	Grampians Central West Waste: Councillor Information Session
09/12/2016	Wimmera Southern Mallee Councils – Councillor Forum, Horsham
15/12/2016	Emma Kealy MP
15/12/2016	Special Meeting of Council re Councillor Code of Conduct
15/12/2016	Citizenship Ceremony, Edenhope
15/12/2016	Council Meeting, Edenhope

5.5 COUNCILLOR JODIE PRETLOVE

21/11/2016	Lake Charlegrark Recreation Reserve Committee Public Meeting
24/11/2016	MAV Councillor Induction Day, Melbourne
29/11/2016	First Kaniva Guides Presentation Night
30/11/2016	CEO David Leahy
30/11/2016	Councillor Forum, Edenhope
02/12/2016	WWSC Christmas Event at Lake Charlegrark
06/12/2016	Audit Committee Meeting, Kaniva
09/12/2016	Wimmera Southern Mallee Councils – Councillor Forum, Horsham
09/12/2016	Christmas Drinks with Andrew Broad MP & Emma Kealy MP, Horsham



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09/12/2016	Goroke College Presentation Night & School Concert
15/12/2016	Emma Kealy MP
15/12/2016	Special Meeting of Council re Councillor Code of Conduct
15/12/2016	Citizenship Ceremony, Edenhope
15/12/2016	Council Meeting, Edenhope

5.6 DAVID LEAHY (CHIEF EXECUTIVE OFFICER)

18/11/2016	Wimmera Uniting Care AGM, Horsham
19/11/2016	Edenhope & District Agricultural & Pastoral Show
21/11/2016	Senior Management Group Meeting
22/11/2016	Post-Council Staff Meeting
23/11/2016	Mayor Bruce Meyer, Kaniva
24/11/2016	Kaniva Town Hall Restoration Meeting
25/11/2016	North West Municipalities Association Meeting, Warracknabeal
28/11/2016	Senior Management Group Meeting
28/11/2016	Edenhope College School Council Meeting
29/11/2016	Aon Australia Insurers, Horsham
29/11/2016	Victorian Planning Authority, Horsham
29/11/2016	Councillor Trevor Domaschensz
29/11/2016	Mayor Bruce Meyer
30/11/2016	Councillor Jodie Pretlove
30/11/2016	Councillor Forum, Edenhope
01/12/2016	International Volunteer Day – Morning Tea, Kaniva
01/12/2016	Councillor Richard Hicks
02/12/2016	Tim Leeming re 2018 Cricket Commemoration Events
02/12/2016	WWSC Christmas Event at Lake Charlegrark
05/12/2016	Senior Management Group Meeting
05/12/2016	Councillor Tom Houlihan
05/12/2016	Kaniva Town Hall Restoration Meeting
06/12/2016	Audit Committee Meeting (video link)
07/12/2016	Mayor Bruce Meyer, Kaniva
08/12/2016	Wimmera Southern Mallee Regional Partnership Workshop, Horsham
09/12/2016	Wimmera Southern Mallee Councils – Councillor Forum, Horsham
09/12/2016	Christmas Drinks with Andrew Broad MP & Emma Kealy MP, Horsham
11/12/2016	Visit to Dunkeld Hub
12/12/2016	Senior Management Group Meeting
12/12/2016	Regional Development Victoria
12/12/2016	Grampians Wimmera Mallee Water
13/12/2016	Mayor Bruce Meyer
13/12/2016	Wimmera Development Association Board Meeting, Horsham
14/12/2016	Victorian Ombudsman Forum, Melbourne
15/12/2016	Emma Kealy MP
15/12/2016	Special Meeting of Council re Councillor Code of Conduct
15/12/2016	Citizenship Ceremony, Edenhope
15/12/2016	Council Meeting, Edenhope



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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 17 November 2016 be taken as an accurate record and confirmed.

8.0 BUSINESS ARISING FROM PREVIOUS MINUTES

9.0 NOTICES OF MOTION

10.0 ASSEMBLY OF COUNCILLORS RECORD, ANNUAL STATUTORY MEETING MINUTES

10.1 ASSEMBLY OF COUNCILLORS RECORD – 10 NOVEMBER 2016

RECOMMENDATION:

That the Assembly of Councillors Record for the Councillor Forum held Thursday 10 November 2016 be received and noted.

10.2 ANNUAL STATUTORY MEETING MINUTES – 10 NOVEMBER 2016

RECOMMENDATION:

That the Minutes of the Annual Statutory Meeting of Council held on Thursday 10 November 2016 be taken as an accurate record and confirmed.



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10.3 ASSEMBLY OF COUNCILLORS RECORD – 30 NOVEMBER 2016

RECOMMENDATION:

That the Assembly of Councillors Record for the Councillor Forum held Thursday 30 November 2016 be received and noted.

11.0 DEPUTATIONS AND PETITIONS



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12.0 CHIEF EXECUTIVE OFFICER AND GOVERNANCE

12.1 MANDATORY NOTIFICATIONS TO INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION (IBAC)

FILE NUMBER: AD0103

REPORT AUTHOR: DAVID LEAHY - CEO

FOR INFORMATION

Introduction

Councillors have been notified at various induction sessions and forums that mandatory notification requirements were to be implemented in Victoria from 1 December 2016.

The following report provides some background to the requirements following correspondence recently received from the Independent Broad-Based Anti-Corruption Commission (IBAC).

Declaration of Interests

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

Background

As of 1 December 2016 mandatory notification obligations were placed on to all principal officers (Local Govt. CEO's and State Departmental Dep. Secretary's).

These obligations mean that the aforementioned officers are required to notify IBAC when they suspect corrupt conduct has occurred or is occurring in their organisations.

It is suggested that the new reporting requirement will help expose corruption in the Victorian Public Sector, including Local Government and provide it with the necessary tools to prevent any level of corruption from occurring.

An information pack has been provided to all principal officers which includes a summary of frequently asked questions, what constitutes corrupt actions, how to report and an example of the reporting template.



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The reporting template or notification form, requires information on the source of the notification, information on the person who the allegation has been made against and details of the corrupt conduct allegations.

It is also a requirement to detail any actions taken by the organisation on the allegations. Each agency is provided with the opportunity to suggest what actions may be suitable for the conduct and also list whether the agency believes the alleged corrupt conduct is a “one-off” set of circumstances.

Risk Management Implications

The requirements need to be included in the risk management plans for the organisation and not notifying any corrupt activities places the Shire at greater risk of further action.

Legislative Implications

This is a legislative requirement and came into force on 1 December 2016

Environmental Implications

N/A

Financial and Budgetary Implications

N/A

Policy Implications

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

Corporate Credit Card and Purchase Cards Policy
Councillor Expense Entitlement & Support Policy
Councillor Code of Conduct Policy
Discretionary Fund Policy
Guarantor Policy
Investment Policy
Procurement Policy
Protected Disclosures Policy

Council Plan Implications

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

- Strategic Objective 4: Increase community confidence in Council Service Levels
- Strategic Objective 6: Strengthen the culture and governance of the organisation



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Communication Implications

N/A

Conclusion

Residents and Ratepayers of the municipality can and should expect senior employees and Councillors to act in their best interests. This means that decisions should not be influenced by personal interests, greed or inappropriate motives.

By implementing these mandatory requirements, IBAC believes that it is protecting the public from any level of corruption by exposing it very early.

OFFICER RECOMMENDATION:

That Council note the contents of the report and include the information provided by IBAC into the induction pack provided.

Attachments: Nil



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13.0 INFRASTRUCTURE DEVELOPMENT AND WORKS

13.1 UPDATE ON VICTORIAN FLOODS AND STORMS: SEPTEMBER TO OCTOBER 2016 (AGRN 728)

FILE NUMBER: CM0442

REPORT AUTHOR: LES EDMISTONE

PROJECT MANAGER FLOOD RECOVERY

FOR INFORMATION

Introduction

The West Wimmera Shire Council (Council) was severely affected in the September 2016 Victorian flood and storm related events.

This briefing report is to provide an update on the recovery progress and process.

Declaration of Interests

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

Background

Capture of the data was originally collected by Council staff from the first event on the 9th of September with some remedial works delivered to ensure safe and trafficable road networks throughout the Shire.

These remedial works were further damaged in the event of the 19th of September 2016 at which point a decision was made to seek external assistance.

Shepherd Services were engaged to run the entire network to capture flood related damage and formulate a submission for funding under the Federal National Disaster Financial Assistance (NDFA) program which is administered through the Victorian Department of Treasury and Finance (DTF).

Progress to date is as follows;

- 75% of the road network condition assessed for flood related damage
- 10% of the submission for funding is complete



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- Detailed discussions with DTF Donna Kennedy on compliance and delivery
- Detailed discussions with VicRoads Brian Wright on compliance, variance and delivery
- Les Edmestone from Shepherd Services Pty Ltd and Tom Krieger from Krieger Consulting appointed to the project management team charged with the responsibility of delivering the project.
- Advance payment claim of \$3M lodged with DTF
- Detailed discussions with Department Health and Human Services (DHHS) regarding community infrastructure
- Tender for panel of prequalified supplier of wet plant, quarry materials and traffic control services tendered and will close on the 7th of December 2016
- Contractor briefing on compliance and scope of the project 21 November 2016 attendance 21 - Melbourne to Naracoorte
- Finance administration officer advertised for the project
- Project timeframe is to commence on 19/12/2016 completion January 2018 project acquittal March 2018

Risk Management Implications

Enterprise risk can be summarised as ineligible works outside approved scope and betterment of public assets.

This is being managed through approved scope control during the delivery of the project works and ensuring contractors have strict hold points in place to ensure variation data can be captured to ensure eligibility.

Legislative Implications

Project to be delivered within State and Federal legislative and policy guidelines for National Disaster Relief and Recovery Arrangements (NDRRA,) NDFA, DTF and DHHS for Natural Disasters, Flooding and Storm related damage to public assets.

Environmental Implications

Environmental issues will be managed through legislative and internal policy requirements.

Financial and Budgetary Implications

An advanced payment is being sought through an application lodged through ACMS to DTF for \$3M and working capital an investment will be managed through finance to ensure the project has sufficient working capital.

Discussions have been held with DTF and VicRoads on emergent works ineligible day labour costs and believe that this will be reimbursed to Council even though it is not



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deemed an eligible expense. Ashley Roberts is working with the Grants commission for the balance.

At the completion of the project DTF will withhold 10% until final acquittal.

Policy Implications

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

Advocacy Policy

Asset Capitalisation Policy

Asset Management Policy

Council Plan Implications

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

- Strategic Objective 4: Increase community confidence in Council Service Levels

Communication Implications

Community and industry will be kept informed through regular updates on web and Facebook and notices to notice boards.

Conclusion

The September – October 2016 Flood and Storm Recovery project is proceeding well.

OFFICER RECOMMENDATION:

That this report be received and noted.

Attachments: Nil



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14.0 CORPORATE AND COMMUNITY SERVICES

14.1 REGIONAL ASSESSMENT SERVICE POLICY

FILE NUMBER: FM0062

**REPORT AUTHOR: ASHLEY ROBERTS, ACTING GENERAL MANAGER
CORPORATE & COMMUNITY SERVICES**

FOR DECISION

Introduction

Council is a provider of a significant amount of Home and Community Care (HACC) services to the community.

In previous years the provision of Home and Community Care was administered and funded by each state government, which resulted in different standards and methods of delivery across the country. To remove these differences and provide a uniform standard of care across the nation the Commonwealth Government is taking administrative and funding control of HACC services, through the Commonwealth Home Support Program (CHSP).

In Victoria this move to CHSP will be transitioned over the next few years. This transition process has commenced with CHSP funding care for elderly clients from this current financial year.

Background

One of the central tenants of the CHSP model is the concept of choice of provider, that is a client receiving support services may choose which provider they wish to provide services to them, be that Council or another home support agency.

Before becoming eligible to receive any HACC services funded via the CHSP model (and indeed the state government funding model), a client must be assessed by a suitably qualified and accredited Regional Assessment Service (RAS) assessor.

Council provides both the assessor and the HACC service. Under the CHSP model this presents a potential conflict as the assessor may be or may be seen to be intimately involved in the service provision area of Council and may be seen to be favouring Council when assessing client needs (i.e may recommend that Council provide certain services to the client).



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To rectify this potential conflict Council must formally remove the assessment function from the service delivery area. Effectively this means that the RAS cannot be a part of the HACC team, but rather a separate unit, providing advice to the client on their service requirements only, not promoting Council as the service provider.

The RAS team must be aware of the capacities of all available service providers and be able to provide all of these providers with details of any assessment.

To make this position clear, a Council Policy has been prepared stating this. A copy of the Draft Living At Home Assessment Policy is attached for Councillors' perusal.

Risk Management Implications

Council faces a strong reputational risk if the assessment and service delivery teams are not kept separate and seen to be kept separate. It could be perceived that Council is using the assessment function as a means to generate business towards its own service.

Flowing from this, there may be a financial risk to Council in terms of loss of grant funding if Council does not follow the requisite funding guidelines and requirements.

Legislative Implications

The aged care reforms which has seen the introduction of legislation and delegated legislation and determinations to the Commonwealth Parliament (i.e *Aged Care Legislation Amendment (Increasing Consumer Choice) Act 2016*; *Prioritised Home Care Principles 2016*, *Aged Care (subsidy, Fees and Payments) Amendment (Increasing Consumer Choice) Determination 2016*, *aged Care (Transitional Provisions) (Subsidy and Other Measures) Amendment (Increasing Consumer Choice) Determination 2016*, and others).

Council must continue to comply with all of these requirements. Having the Living At Home Assessment Policy aids Council in this compliance.

Environmental Implications

Nil

Financial and Budgetary Implications

Council receives approximately \$460,000 per annum in aged care support grants. Not complying with the RAS and CHSP requirements would jeopardise that income stream. Without this grant funding there is little doubt that Council could not continue to fund the service from other sources.

Policy and Council Plan Implications

Nil



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Communication Implications

The Living At Home Assessment Policy shall be provided to the relevant funding agencies as part of the evidence that Council is complying with the requirements of the CHSP stream.

Conclusion

The funding and administration models for aged care is changing. The transition to the CHSP model has resulted in changing compliance requirements for Council as a service provider. The Living At Home Assessment Policy form a part of Council's compliance framework designed to enable Council to remain a service provider to our community and retain the significant funding it receives in this area.

OFFICER RECOMMENDATION:

That Council adopt the Regional Assessment Service Policy

Attachments:

No.	Name	RecFind Ref
14.1.1	Draft Regional Assessment Service Policy	16/004484



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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)

RECOMMENDATION

That Council pursuant to section 89(2) (d) Contractual Matters and (f) Legal advice of the Local Government Act 1989 close the meeting to members of the public at pm to resolve on matters pertaining to the following items:

17.1 AUSTRALIA DAY AWARDS 2017

17.2 LEASE OF KANIVA AERODROME

17.3 TENDER CONTRACT CMO442 – PRE QUALIFIED PANEL OF ROAD CONSTRUCTION HEAVY PLANT AND CONTRACTORS, QUARRY MATERIAL SUPPLY & DELIVERY AND TRAFFIC CONTROL SERVICES FOR ROAD CONSTRUCTION PROJECTS

RECOMMENDATION

That the resolutions pertaining to Confidential / In-Camera items be adopted and made public and that the reports for those items remain In-camera and that Council open the meeting to the public at pm.

MEETING CONCLUDED:

NEXT MEETING:

**WEDNESDAY 15 FEBRUARY 2017
EDENHOPE COUNCIL CHAMBER**