



ORDINARY COUNCIL MEETING MINUTES – 15 NOVEMBER 2017 WEST WIMMERA SHIRE COUNCIL

HELD: Wednesday 15 November 2017

LOCATION: Edenhope Council Chamber

COMMENCEMENT: 7.00pm

IN ATTENDANCE:

Councillors	Senior Management Group
Jodie Pretlove, Mayor Trevor Domaschenz	David Leahy Chief Executive Officer
Richard Hicks Tom Houlihan Bruce Meyer	Ashley Roberts Director Corporate & Community Services
	Robyn Evans Director Infrastructure Development & Works

Vision Statement:

*Our Wimmera Shire communities are healthy, thriving, diverse, harmonious,
prosperous and self-sustaining, with regional and global connectivity*



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1.0 WELCOME

2.0 OPENING PRAYER

The CEO read the opening prayer

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

3.1 APOLOGIES

Nil

3.2 LEAVE OF ABSENCE

Nil

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.

None declared

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 nine days 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.

None

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, 2017.

None



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

5.1 COUNCILLOR JODIE PRETLOVE (MAYOR)

19/10/2017	Senior Citizen of the Year Announcement at Seniors Concert
27/10/2017	Kaniva Community Hub Meeting
30/10/2017	CEO Performance Review
31/10/2017	CEO Performance Review
01/11/2017	Annual Statutory Meeting, Edenhope
01/11/2017	Councillor Forum, Edenhope
04/11/2017	Lake Wallace Angling Competition, Edenhope
06/11/2017	CEO David Leahy
09/11/2017	Flood Project Meeting
10/11/2017	Meeting Procedures Workshop for Local Government, Melbourne
13/11/2017	CEO David Leahy
15/11/2017	Ordinary Council Meeting, Edenhope

5.2 COUNCILLOR TREVOR DOMASCHENZ

17/10/2017	National Carp Control Plan Community Meeting, Hamilton
19/10/2017	Senior Citizen of the Year Announcement at Seniors Concert
30/10/2017	External Auditor re Kaniva Community Hub
30/10/2017	CEO Performance Review
31/10/2017	CEO Performance Review
01/11/2017	Annual Statutory Meeting, Edenhope
01/11/2017	Councillor Forum, Edenhope
04/11/2017	Lake Wallace Angling Competition, Edenhope
09/11/2017	Flood Project Meeting
10/11/2017	Meeting Procedures Workshop for Local Government, Melbourne
11/11/2017	Remembrance Day
14/11/2017	Wimmera Mallee Sustainability Alliance Meeting, Horsham
14/11/2017	Wimmera Development Association Board Meeting & AGM
15/11/2017	Ordinary Council Meeting, Edenhope

5.3 COUNCILLOR RICHARD HICKS

21/10/2017	Kaniva Group CFA Training Day
25/10/2017	Re-Opening of Lillimur Graincorp Site
30/10/2017	External Auditor re Kaniva Community Hub
30/10/2017	CEO Performance Review
31/10/2017	CEO Performance Review
01/11/2017	Annual Statutory Meeting, Edenhope
01/11/2017	Councillor Forum, Edenhope
09/11/2017	Flood Project Meeting



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10/11/2017	Meeting Procedures Workshop for Local Government, Melbourne
11/11/2017	Remembrance Day
15/11/2017	Ordinary Council Meeting, Edenhope

5.4 COUNCILLOR TOM HOULIHAN

18/10/2017	DELWP Climate Change Innovation Marketplace Event, Horsham
19/10/2017	VLGA Gender Parity in Sport & Community Infrastructure, Melbourne
20/10/2017	Office of Minister Jaala Pulford, Ballarat
20/10/2017	DELWP, Ballarat
21/10/2017	Harrow Horsemanship Challenge
22/10/2017	Harrow Horsemanship Challenge
23/10/2017	Harrow Horsemanship Challenge Meeting
23/10/2017	Harrow Bush Nursing Centre AGM
27/10/2017	Grampians Central West Waste Infrastructure Tour, Horsham
30/10/2017	West Wimmera Municipal Fire Management Planning Meeting
30/10/2017	External Auditor re Kaniva Community Hub
30/10/2017	CEO Performance Review
31/10/2017	CEO Performance Review
01/11/2017	Annual Statutory Meeting, Edenhope
01/11/2017	Councillor Forum, Edenhope
02/11/2017	West Wimmera Rural Water Supply Project Steering Committee
02/11/2017	National Australia Bank Goroke – farewell event for staff
03/11/2017	CEO David Leahy
04/11/2017	Lake Wallace Angling Competition, Edenhope
08/11/2017	Harrow Discovery Centre Committee Meeting
09/11/2017	Flood Project Meeting
10/11/2017	Meeting Procedures Workshop for Local Government, Melbourne
11/11/2017	Remembrance Day, Harrow
13/11/2017	West Wimmera Municipal Emergency Management Planning Meeting
14/11/2017	Kaniva Community Sporting Complex Meeting
15/11/2017	Ordinary Council Meeting, Edenhope

5.5 COUNCILLOR BRUCE MEYER

18/10/2017	Rural Councils Victoria AGM & Forum, Melbourne
19/10/2017	MAV Annual Conference & Awards Dinner, Melbourne
20/10/2017	MAV State Council, Melbourne
24/10/2017	CEO David Leahy
25/10/2017	Re-Opening of Lillimur Graincorp Site
29/10/2017	Host of Kaniva Historical Town Walk
30/10/2017	External Auditor re Kaniva Community Hub
30/10/2017	CEO Performance Review
31/10/2017	CEO Performance Review
01/11/2017	Annual Statutory Meeting, Edenhope



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01/11/2017	Councillor Forum, Edenhope
09/11/2017	Flood Project Meeting
11/11/2017	Remembrance Day
14/11/2017	Kaniva Community Sporting Complex Meeting
15/11/2017	Ordinary Council Meeting, Edenhope

5.6 DAVID LEAHY (CHIEF EXECUTIVE OFFICER)

18/10/2017	Rural Councils Victoria AGM & Forum, Melbourne
19/10/2017	MAV Annual Conference, Melbourne
20/10/2017	MAV State Council, Melbourne
23/10/2017	Senior Management Group
23/10/2017	Edenhope College School Council Meeting
24/10/2017	Mayor Bruce Meyer
24/10/2017	Bendigo Bank, Edenhope
26/10/2017	Essential Services Commission – Community Engagement & Ratecapping Forum, Bendigo
27/10/2017	Kaniva Community Hub Meeting
30/10/2017	Senior Management Group
30/10/2017	CEO Performance Review
31/10/2017	CEO Performance Review
31/10/2017	2018 Aboriginal Cricket Commemoration Events Committee Meeting
01/11/2017	Annual Statutory Meeting, Edenhope
01/11/2017	Councillor Forum, Edenhope
02/11/2017	West Wimmera Rural Water Supply Project Steering Committee
03/11/2017	Edenhope Hospital & Wimmera Primary Care Partnership
04/11/2017	Lake Wallace Angling Competition, Edenhope
06/11/2017	Mayor Jodie Pretlove
09/11/2017	Flood Project Meeting
09/11/2017	Wimmera Southern Mallee Regional Partnership Meeting
10/11/2017	Act @ Work Group Meeting
13/11/2017	Regional Development Victoria
13/11/2017	Mayor Jodie Pretlove
14/11/2017	Senior Management Group
14/11/2017	Wimmera Development Association Board Meeting & AGM
15/11/2017	Ordinary Council Meeting, 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

Nil



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7.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on Tuesday 17 October 2017, be taken as an accurate record and confirmed.

Moved: Cr Richard Hicks

Seconded: Cr Trevor Domaschenz

That the Minutes of the Ordinary Meeting of Council held on Tuesday 17 October 2017, be taken as an accurate record and confirmed.

Carried (5/0)

8.0 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

9.0 NOTICES OF MOTION

9.1 EDENHOPE HALL DEVELOPMENT – CR R HICKS – 2017/07

Motion:

That Council, in any community discussions with regard to the Edenhope Hall development concept, equally promote alternative options, including an upgrade to one of the sporting facilities.

Moved: Cr Richard Hicks

Seconded: Cr Trevor Domaschenz

That Council, in any community discussions with regard to the Edenhope Hall development concept, equally present alternative options, including an upgrade to an existing facility.

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
9.1.1	Notice of Motion 2017/07 – Cr Hicks	17/004496



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9.2 DUPLICATION OF MIRAM SOUTH ROAD – CR R HICKS – 2017/08

Motion:

That Council direct the relevant staff to investigate the duplication of the Miram South Road and report back to Council, including whether a name change for one road should be undertaken.

Moved: Cr Richard Hicks

Seconded: Cr Trevor Domaschenz

That Council direct the relevant staff to investigate the duplication of the Miram South Road and report back to Council at the next Councillor Forum, including whether a name change for one road should be undertaken.

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
9.2.1	Notice of Motion 2017/08 – Cr Hicks	17/004497

10.0 ASSEMBLY OF COUNCILLORS RECORD & ANNUAL STATUTORY MEETING MINUTES

10.1 ASSEMBLY OF COUNCILLORS – 1 NOVEMBER 2017

RECOMMENDATION:

That the Assembly of Councillors Record for the Councillor Forum held Wednesday 1 November 2017 be received and noted.

Moved: Cr Richard Hicks

Seconded: Cr Trevor Domaschenz

That the Assembly of Councillors Record for the Councillor Forum held Wednesday 1 November 2017 be received and noted.

Carried (5/0)



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10.2 ANNUAL STATUTORY MEETING – 1 NOVEMBER 2017

RECOMMENDATION:

That the Minutes of the Annual Statutory Meeting of Council held on Wednesday 1 November 2017, be taken as an accurate record and confirmed.

Moved: Cr Richard Hicks

Seconded: Cr Bruce Meyer

That the Minutes of the Annual Statutory Meeting of Council held on Wednesday 1 November 2017, be taken as an accurate record and confirmed.

Carried (5/0)

11.0 DEPUTATIONS AND PETITIONS

Nil



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12.0 CHIEF EXECUTIVE OFFICER AND GOVERNANCE

12.1 DELEGATIONS AND AUTHORISATIONS REVIEW

FILE NUMBER: AD0041

REPORT AUTHOR: DAVID LEAHY - CEO

FOR INFORMATION

Introduction

Council is required to periodically review and update its delegations and authorisations to the CEO and members of Council staff.

The instrument of delegation is provided for in section 98 of the Local Government Act 1989 and covers a number of different delegations and authorisations.

The ability to appoint authorised officers with certain delegated authority is contained in section 224 of the Local Government Act 1989.

The most recent review occurred in March 2017 and a number of minor alterations have been made since. This report provides an explanation of the alterations.

Declaration of Interests

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

Background

West Wimmera Shire Council subscribes to a delegations update service provided by Maddocks, which provides information on legislative change that will require a delegations review.

The last review conducted at West Wimmera was March 2017 and a moderate number of modifications have been suggested as part of this report in line with legislative change and certain items of legislation coming into effect since the last review.

The subscription service provides template documents on the various Instruments of Delegation, Explanatory Notes and Explanatory Guidelines to assist with the review process.



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As updates are provided by Maddocks on a six monthly basis, the reviews will be provided to Councillors for discussion and endorsement on the same timeframe.

To assist with the review the explanatory notes and guidelines have been attached to this report along the updated Instruments of Delegation. The documents that are attached include;

- S1 Explanatory Notes
- S6 Instrument of Delegation, Council to other members of staff (for endorsement)
- S7 Instrument of Delegation, Chief Executive Officer to members of staff (for information)

In addition to the above mentioned delegations, there are a number of delegations changes in the S12 delegations, which are delegations made by the Municipal building Surveyor to other staff.

This document (S12) will be presented to Councillors at a future assembly for information.

Risk Management Implications

The largest risk faced by Local Government regarding delegations is the potential for legal action to be taken if delegations are incomplete, incorrect or not contained in a register. Inadequate delegations can result in legal challenges if the formal process of delegating a power is unsatisfactory and the staff member undertakes an action they are not legally delegated to perform.

Legislative Implications

The legislative ability to implement Instruments of Delegation is contained in section 98 of the Local Government Act 1989.

The ability to appoint authorised officers with delegated authority / powers is contained in section 224 of the Local Government Act 1989.

Environmental Implications

Not Applicable

Financial and Budgetary Implications

Not Applicable

Policy Implications

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



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Asset Management Policy
Borrowing Policy
Building Fee Refunds Policy
Building Permit Information Policy
Business Assistance Scheme Policy
Business Continuity Policy
Commercial Advertising on Council Buildings Policy
Community Grants Policy
Community Halls Policy
Corporate Credit Card and Purchase Cards Policy
Councillor Expense Entitlement & Support Policy
Councillor Code of Conduct Policy
Customer Service Policy
Environmental Policy
Human Rights Policy
Procurement Policy
Protected Disclosures Policy
Temporary Street Closures Policy
Works Unit Road Reserve Risk Management Policy

Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2017-2021:

- Strategic Objective 1: A proactive, well governed, professional and financially sustainable organisation that encourages community participation.

Communication Implications

Not Applicable

Conclusion

Utilising the subscription service provided by Maddocks, enabled all delegations to be reviewed and modifications made without undertaking a complete re-write of the document. The service clearly highlights where any alterations are required and where items will come into effect at a later date.

Future reviews will occur at shorter intervals to ensure that any legislative changes are picked up and the appropriate officer has the correct level of delegation.



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OFFICER RECOMMENDATION:

1. That Council note the S7 delegations – CEO to other members of staff
2. That Council endorse the updated S6 delegations – Council to members of staff.

Moved: Cr Richard Hicks

Seconded: Cr Trevor Domaschenz

1. That Council note the S7 delegations – CEO to other members of staff
2. That Council endorse the updated S6 delegations – Council to members of staff.

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
12.1.1	S6 Delegation – Council to members of staff	17/004508
12.1.2	S7 Delegation – Staff Package	17/004508
12.1.3	S1 Explanatory Notes	17/004508



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13.0 INFRASTRUCTURE DEVELOPMENT AND WORKS

13.1 COUNCIL POLICY REVIEW: TREE PLANTATIONS ON UNUSED ROAD RESERVES POLICY

FILE NUMBER: AD0208

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

FOR DECISION

Introduction

This report is to review the current *Tree Plantations on Unused Road Reserves Policy* which was last reviewed in 2015 and is now due.

Declaration of Interests

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

Background

This attached policy represents a low risk policy for Council. It provides a framework for decision making for Council to allow low risk decisions to be made by officers within the general direction of Council without constant referral back to Council. Departures from Council's endorsed policies are brought to Council through tabled reports. Councillors can then decide to confirm the stated policy or depart from the stated policy in a case by case, exception basis.

Council occasionally receives requests from community organisations and conservation or Landcare groups to plant tree plantations on road reserves. Although the road reserve may be unused at the time of an application to plant plantation trees, this policy ensures that consideration is given to any possible future use a road and the effect the tree plantation may have.

Adjoining landowners are also considered as part of the application process, and will be notified in writing of any proposal to plant plantation trees on an unused road reserve with an invitation to make a submission if they wish to do so.



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Risk Management Implications

The policy framework mitigates the risk to Council of case by case decision making. Departures from Council's endorsed policy will continue to be brought to Council for their decision by exception.

Legislative Implications

The legislative basis for mandated activities is provided in the policy.

Environmental Implications

The *Tree Plantations on Unused Road Reserves Policy* will guide Council in achieving the most positive outcomes for any proposed projects that may impact on the environment and give regard to adjoining landowners the Department of Environment Land Water and Planning (DELWP) and any possible future use of the road. It is recommended that a minimum of seven (7) metre width be provided in the centre of the road reserve for possible future use of the road.

Any group responsible for planting tree Plantations on unused road reserves is responsible for the management of weeds for a period of 10 years.

Any tree guards used for seedling trees must be monitored on a regular basis. If any tree guards are dislodged/blown away they must be removed from the road reserve.

Financial and Budgetary Implications

As a decision making framework, there is an administrative cost to all of the functions underlying the policy however there is little or no additional cost in the actual policy.

Communication Implications

Adjoining landowners to the unused road reserve should be notified in writing of the application and written consent from DELWP is to be provided with the application for plantation trees on the unused road reserve.

Submissions received from adjoining landowners will be considered by Council. No works in relation to planting plantation trees on unused road reserves will be permitted to be undertaken without written consent from Council.

Where the policy has broader organisational impact, relevant officers will be consulted to ensure that all factors are considered and addressed in any project.



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Policy Implications

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

- Tree Plantations on Unused Road Reserves Policy

Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2017-2021:

- Strategic Objective 1: A proactive, well governed, professional and financially sustainable organisation that encourages community participation.
- Strategic Objective 2: Meaningful partnerships to support advocacy priorities and service provision.
- Strategic Objective 3: Quality sustainable community services and infrastructure.
- Strategic Objective 4: Building on our agricultural and business strengths and supporting economic development.
- Strategic Objective 5: Thriving, safe and diverse local communities.
- Strategic Objective 6: Participating in activities that address health and wellbeing issues.
- Strategic Objective 7: Providing access to and promoting the natural environment.

Conclusion

The adoption of this latest review of the attached policies ensures Council's policies have been reviewed and found appropriate for current times.

OFFICER RECOMMENDATION

That Council adopt the Tree Plantations on Road Reserves Policy.

Moved: Cr Trevor Domaschenz

Seconded: Cr Richard Hicks

That Council place the Tree Plantations on Road Reserves Policy on the table until the December 2017 Council Meeting.

Carried (5/0)



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Attachments:

No.	Name	RecFind Ref
13.1.1	Council Policy Tree Plantations on Unused Road Reserves	17/004508



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13.2 COUNCIL POLICY REVIEW: TREE PLANTING ON WEST WIMMERA SHIRE COUNCIL ROAD RESERVES POLICY

FILE NUMBER: AD0208

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

FOR DECISION

Introduction

This report is to review the current *Tree Planting on West Wimmera Shire Council Road Reserves Policy* which was last reviewed in 2015 and is now due.

Declaration of Interests

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

Background

This attached policy represents a low risk policy for Council. It provides a framework for decision making for Council to allow low risk decisions to be made by officers within the general direction of Council without constant referral back to Council. Departures from Council's endorsed policies are brought to Council through tabled reports. Councillors can then decide to confirm the stated policy or depart from the stated policy in a case by case, exception basis.

West Wimmera Shire Council (Council) occasionally receives requests from community organisations and conservation or Landcare groups to plant trees on Council road reserves. This policy ensures that consideration is given to any possible future use a road and the effect the tree planting may have, particularly on the use and maintenance of the road reserve.

Adjoining landowners are also considered as part of the application process, and will be notified in writing of any proposal to plant trees on a Council road reserve with an invitation to make a submission if they wish to do so.

Council's Works Department will need to be consulted of any proposed tree plantings on Council road reserves to ensure they do not interfere with the operation of the road.



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Risk Management Implications

The policy framework mitigates the risk to Council of case by case decision making. Departures from Council's endorsed policy will continue to be brought to Council for their decision by exception.

Legislative Implications

The legislative basis for mandated activities is provided in the policy.

Environmental Implications

The *Tree Planting on West Wimmera Shire Council Road Reserves Policy* will guide Council in achieving the most positive outcomes for any proposed projects that may impact on the environment and give regard to adjoining landowners.

Any group responsible for planting trees on Council managed road reserves is responsible for the management of weeds for a period of 10 years.

Any tree guards used for seedling trees must be monitored on a regular basis. If any tree guards are dislodged/blown away they must be removed from the road reserve.

Financial and Budgetary Implications

As a decision making framework, there is an administrative cost to all of the functions underlying the policy however there is little or no additional cost in the actual policy.

Communication Implications

Adjoining landowners to the Council road reserve should be notified in writing of the application and written consent from DELWP is to be provided with the application for plantation trees on the unused road reserve.

Submissions received from adjoining landowners will be considered by Council. No works in relation to planting trees on Council road reserves will be permitted to be undertaken without written consent from Council.

Where the policy has broader organisational impact, relevant officers will be consulted to ensure that all factors are considered and addressed in any project.

Policy Implications

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

- Tree Planting on West Wimmera Shire Council Road Reserves Policy



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Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2017-2021:

- Strategic Objective 1: A proactive, well governed, professional and financially sustainable organisation that encourages community participation.
- Strategic Objective 2: Meaningful partnerships to support advocacy priorities and service provision.
- Strategic Objective 3: Quality sustainable community services and infrastructure.
- Strategic Objective 4: Building on our agricultural and business strengths and supporting economic development.
- Strategic Objective 5: Thriving, safe and diverse local communities.
- Strategic Objective 6: Participating in activities that address health and wellbeing issues.
- Strategic Objective 7: Providing access to and promoting the natural environment.

Conclusion

The adoption of this latest review of the attached policies ensures Council's policies have been reviewed and found appropriate for current times.

OFFICER RECOMMENDATION

That Council adopt the Tree Planting on West Wimmera Shire Council Road Reserves Policy.

Moved: Cr Trevor Domaschenz

Seconded: Cr Richard Hicks

That Council place the Tree Planting on West Wimmera Shire Council Road Reserves Policy on the table until the December 2017 Council Meeting.

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
13.2.1	Council Policy Tree Planting on Council Road Reserves	17/004508



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13.3 COUNCIL POLICY REVIEW: WORKS UNIT ROAD RESERVE RISK MANAGEMENT POLICY

FILE NUMBER: AD0186

REPORT AUTHOR: TERRY OUGH, WORKS MANAGER

FOR DECISION

Introduction

West Wimmera Shire Council (Council) is undertaking cyclical policy reviews. This report summarises the review of the “Works Unit Road Reserve Risk Management Policy,” (the Policy.)

The review suggests removing the policy from Council’s policy manual.

Declaration of Interests

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

Background

Following amalgamations, a separate works unit was established to deliver Council’s works. Training and risk mitigation was established based on the premise of a contracting environment.

Subsequently the *Road Management Act 2004* was introduced, which has effectively absorbed all the risk issues outlined in this Policy.

Risk Management Implications

The risk issues addressed by the Policy are now covered by the *Road Management Act 2004* and Council’s Road Management Plan. Further risks are addressed in procedures.

By declaring this Policy to no longer be listed in Council’s policy manual, Council is not introducing any additional risk.

Legislative Implications

Road Management Act 2004



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The implementation of Council's Road Management Plan has mitigated the risk of the Works Unit's works in the road reserve.

Environmental Implications

Environmental risks are included in Council's Road Management Plan and road management procedures.

Financial and Budgetary Implications

Nil

Policy Implications

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

Asset Management Policy

Domestic Firewood Collection Policy

Environmental Policy

Street Tree Policy

Tree Plantations on Unused Road Reserves Policy

Tree Planting on WWSC Road Reserves Policy

By deleting the "Works Unit Road Reserve Risk Management Policy," Council is not introducing any policy risks.

Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2017-2021:

- Strategic Objective 1: A proactive, well governed, professional and financially sustainable organisation that encourages community participation.

Communication Implications

Officers do not believe any communications are required to abandon this Policy. Approval by Council is sufficient.

Conclusion

Abandoning the Policy and removing it from Council's books is essentially an administrative clean-up. The original intended aims of the policy are now met through the Road Management Plan and associated procedures.



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OFFICER RECOMMENDATION:

That Council remove the Works Unit Road Reserve Risk Management Policy from Council's Policy Manual.

Moved: Cr Richard Hicks

Seconded: Cr Tom Houlihan

That Council remove the Works Unit Road Reserve Risk Management Policy from Council's Policy Manual.

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
13.3.1	Works Unit Road Reserve Risk Management Policy 2002	17/004508



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13.4 HARROW JOHNNY MULLAGH RECREATION RESERVE NEIGHBOURHOOD SAFER PLACE – PLACE OF LAST RESORT

FILE NO: PS0032

REPORT AUTHOR: ADRIAN SCHMIDT

MUNICIPAL FIRE PREVENTION OFFICER (MFPO)

FOR DECISION

Introduction

In conjunction with the Country Fire Authority (CFA), West Wimmera Shire Council (Council) is responsible for designating and maintaining Neighbourhood Safer Places - Places of Last Resort (NSP-PLR).

This report seeks Council resolution to designate the Harrow Johnny Mullagh Recreation Reserve as a NSP-PLR, following several years of consultation with the local CFA, community and Council's Municipal Fire Prevention and Emergency Management Committees.

Declaration of Interests

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

Background

In June 2010 Council adopted the Neighbourhood Safer Places –Place of Last Resort (NSP-PLR) Plan.

This plan documents the agreed process for the nomination and adoption of any site as a NSP-PLR.

NSP-PLR suggests that a place can be safe from fire however this is not possible to guarantee. The intent behind the NSP-PLR is to be used when **individual fire plans fail and/or as a place of absolute last resort** where any individuals, including visitors could go.

Discussions about proposals for an NSP-PLR are conducted through Council's Municipal Fire Prevention Management Planning Committee (WWMFMPC) and endorsed by Council's Municipal Emergency Management Planning Committee (WWMEMPC) of which the WWMFPC is a subcommittee. Recommendations from the MEMPC are then forwarded to Council for consideration.



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At the 21st of November 2013 Ordinary Council meeting Council confirmed that the Harrow Hall was not a suitable venue for a NSP-PLR and therefore was not designated as a NSP-PLR. It was resolved that Council engages with the community at Harrow to discuss possible alternative sites for a Harrow NSP-PLR.

Moved: Councillor Meyer

Seconded: Councillor Jones

1. *That Council continue to monitor and maintain Apsley and Edenhope Neighbourhood Safer Place – Places of Last Resort sites and registered NSP-PLRs.*
2. *That Council ceases investigation of Lake Charlegrark as a Neighbourhood Safer Place – Place of Last Resort.*
3. *That Council ceases investigation of Harrow Hall as a Neighbourhood Safer Place – Place of Last Resort*
4. *That Council engages with the community at Harrow to discuss possible alternative sites for a Harrow Neighbourhood Safer Place – Place of Last Resort.*

Carried Unanimously

Further options for Harrow, including a refuge, have been explored (see more detail in communications below, however the only site that has passed the CFA and Municipal Committees' assessment process is the Johnny Mullagh Recreation Reserve.

Risk Management Implications

There is a risk to Council if the NSP-PLR does not meet the criteria of a NSP-PLR.

This risk is mitigated by the assessment process, adhering to the assessment process used by Council in 2010 and complying with the CFA assessment of the Harrow Recreation Reserve as a NSP-PLR.

Legislative Implications

Emergency Services Legislation Amendment Act 2009 made changes to the *Country Fire Authority Act 1958* and the *Emergency Management Act 1986* requiring the CFA to certify NSP-PLR against CFA Fire Rating Criteria and Victorian Councils to designate, and maintain suitable places as NSP-PLR in their municipal district.

In relation to a NSP-PLR, it is a Local Government decision whether to adopt such nominated sites as places of last resort with each application considered on its individual merits. There is no requirement to have a NSP-PLR.

Environmental Implications

Nil, as the environmental conditions are considered and any action required that affects the environment will be included in the necessary actions required to maintain a NSP-PLR.



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Financial and Budgetary Implications

Negligible but dependent on the maintenance requirements of any adopted NSP-PLR. In the case of the Harrow nominated NSP-PLR, the Johnny Mullagh Recreation Reserve Committee of Management has undertaken the maintenance requirements.

Policy Implications

There were no Council policies that directly related.

Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2017-2021:

Strategic Objective 5: Thriving, safe and diverse communities.

Action 5.6.1 West Wimmera Shire Council will provide emergency management assistance to residents in areas such as municipal recovery, resource provision and regional emergency planning.

- West Wimmera Shire Council Emergency Management Plan 2015.
- West Wimmera Shire Council Municipal Fire Management Plan 2012-2016
- West Wimmera Shire Council Neighbourhood Safer Places Plan

Communication Implications

Following the 23rd of November 2013 Council meeting the MFPO attended a community meeting held at Harrow along with the CFA and the Department of Environment Planning and Industry (DEPI). The community were advised that Council had determined the Harrow hall was not suitable for use as a NSP-PLR and the importance of preparing an individual fire plan and to leave early. Advice was also provided that an alternative site would be considered by Council following due assessment process through the Fire and Emergency Management Committees.

In 2016 the MFMPCC researched the possibility of a refuge centre. The MFMPCC was advised by Michael Boatman of the CFA to have Harrow assessed for potential NSP-PLR sites before investigating refuge centre sites.

A refuge centre could cost approximately \$2,000,000 and would not be feasible if Harrow could have a NSP-PLR. There are five (5) refuge centres in Victoria, three (3) in Yarra Ranges Shire Council, one (1) at Moorabool Shire Council and one (1) in Colac Otway Shire Council.



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On the 6th March 2017, at the MFMPC, meeting it was raised that some properties at the top of the Hill on Edgar's Rd could have possibilities to be used for a NSP-PLR. The MFPO was instructed by the MFMPC to progress and report back the findings.

(NB: The Jilpanger CFA Group Officer (Harrow CFA rep) was present at the meetings, ensuring the two-way communication between the local CFA brigades and the MFMPC.)

Consequently the MFPO contacted Tony Brady (CFA NSP-PLR assessor) to assess Harrow for potential NSP-PLR sites. This is a formal process that is completed online through the CFA NSP-PLR portal.

On the 6th June 2017 the MFPO attended an on-site meeting with Tony Brady who assessed the Harrow township for possible NSP-PLR sites. Edgars Road and the Harrow Recreation Reserve were assessed to be non-compliant. The only site that was assessed as suitable was the Johnny Mullagh Recreation Reserve.

On the 14th August 2017 the MFPO attended an on-site meeting with the Johnny Mullagh Recreation Reserve Committee President, the Secretary was an apology, and delivered a letter requesting that the Committee undertake the required maintenance of the NSP-PLR.

On the 23rd August 2017 Council received correspondence from the Johnny Mullagh Recreation Reserve Committee giving approval for the site to be used as a NSP-PLR and that the committee would be willing to undertake the required works as outlined by the CFA NSP-PLR report.

On the 20th September the MFPO attended a meeting regarding the proposed Wetlands Arboretum at Harrow. In attendance were representatives from Glenelg-Hopkins Catchment Management Authority, Barengi Gadjin Land Council, Department of Environment Land Water and Planning (DELWP), Southern Grampians Shire, West Wimmera Shire and Harrow Landcare along with five (5) other residents of Harrow.

The MFPO advised the attendees that planting of trees near or around the Johnny Mullagh Recreation Reserve may have implications on the proposed NSP-PLR and discussed the requirements and proposal related to the NSP-PLR.

On the 22nd September 2017 the MFPO notified Public lands at DELWP of the possibility that the Johnny Mullagh Recreation Reserve may be designated as a NSP-PLR.

On the 12th October 2017 Council received correspondence from DELWP confirming that they are arranging approvals for the NSP-PLR to be gazetted.

On the 13th October 2017 the MFPO notified DELWP that the NSP-PLR had not been approved by Council at this time and, when and if, it was approved they would be contacted with the go ahead to gazette at that time.



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On the 13th October 2017 the MFPO met on-site at Harrow with the West Wimmera Shire Municipal Emergency Resource Officer (MERO), CFA Deputy Group Officer, Harrow CFA Captain and the Harrow Police officer. The NSP-PLR relevant procedures required to obtain a NSP-PLR were tabled.

Also discussed were the site location, the requirements that will need to be met by the Johnny Mullagh Recreation Reserve Committee of Management and the river crossing. All were in agreement and no issues were raised, therefore the NSP-PLR was listed on the agenda of the following WWMFMPC meeting. Everyone was encouraged that if any questions arose later, they could get further clarification from the MFPO prior to the WWMFMPC meeting or raise any issues at the meeting. No issues were raised prior to the meeting.

On the 30th October 2017 at the WWMFMPC meeting the MFPO discussed the proposed Harrow NSP-PLR and ran through all the requirement that are in the Council Neighbourhood Safer Place Plan 2010. Every point as per part 3 of the plan was discussed. There was also some discussion about radiant heat and the terrain. The responsibility of Council and land ownership.

The WWMFMPC endorsed the Johnny Mullagh Recreation Reserve as a NSP-PLR and to be forwarded to the WWMEMPC for endorsement. **The following resolution was carried with no vote against the recommendation.**

- 1. That the WWMFMPC endorse the Johnny Mullagh Recreation Reserve as a Neighbourhood Safer Places-Places of Last Resort with the following conditions:**
 - a. That the Johnny Mullagh Recreation Reserve Committee maintains the Johnny Mullagh Recreation Reserve grass to less than 100mm to a minimum distance of 80 meters from the NSP-PLR site location during the fire danger period.**
 - b. That the Johnny Mullagh Recreation Reserve committee removes any fallen timber within the Johnny Mullagh Recreation Reserve during the fire danger period.**
 - c. That the Johnny Mullagh Recreation Reserve committee maintains the Harrow Johnny Mullagh Recreation Reserve to the satisfaction of the CFA and the MFPO**
 - d. Be referred to the WWMEMPC for consideration and endorsement.**

At the time of writing the WWMEMPC are yet to endorse the NSP-PLR however this meeting will take place prior to the Council's Ordinary Meeting on the 15th November 2017.



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If endorsed by Council the designated NSP-PLR will require Government Gazette before officially becoming a NSP-PLR.

Ongoing community education about fire risk, fire plans and Neighbourhood Safer Places-Places of Last Resort is necessary with the CFA as the primary conduit for such information. Council has an updated website to ensure referral to the CFA for this critical communication.

Council will support CFA messaging in all its communications regarding fire and emergency management. Key messages include:

When your individual fire plan has FAILED - NSP-PLR is a designated site that the CFA have assessed to be a place to go for personal safety when your individual fire safety plan has failed.

There is no guarantee that the NSP-PLR site is going to survive a Bushfire attack.

The NSP-Place of Last Resort **is not** where you go to wait for the fire to pass. The message is that if you have the opportunity to leave before it is too late you must leave.

There may be no emergency services or help at the NSP-PLR, it is a place of last resort that has been assessed by the CFA that will give the individual the best chance of survival in Harrow.

Conclusion

Extensive assessment and communications with all stakeholders, including the CFA, have assessed the Johnny Mullagh Recreation Reserve and confirmed it is compliant with the conditional that at the NSP-PLR site the grass is mowed to less than 100mm to a distance of 80 meters.

The CFA NSP-PLR assessment has been endorsed by the WWMFMPC at the 30th October 2017 meeting.

At time of writing the WWMEMPC has not met however the meeting is to be held on the 13th November 2017 and draft minutes will be tabled as an addendum to this report at the November Council meeting. As there are no registered objections raised through the assessment process, the WWMEMPC is expected to confirm the following:-

- Endorsing the Johnny Mullagh Recreation Reserve as a NSP-PLR is a positive action by Council to support the community during an emergency.
- The Harrow Community has requested that they have a NSP-PLR within the Harrow area via the MFMPC.
- The unsuitability of Harrow Hall, Edgars Road or the Harrow rec reserve as a NSP-PLR is due to non-compliance and unworkable requirements.



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The Johnny Mullagh Recreation Reserve meets the CFA requirements with conditions. The need for a Municipal Association Victoria Deed of Consent is not required for the Johnny Mullagh Recreation Reserve as it is an open space on Crown land.

Harrow NSP-PLR will continue to be monitored and maintained on an annual basis. Council will monitor the NSP-PLR as per the CFA requirements. The Johnny Mullagh Recreation Reserve NSP-PLR will be maintained by the Johnny Mullagh Committee of Management.

OFFICER RECOMMENDATION:

That Council endorse the Johnny Mullagh Recreation Reserve as a Neighbourhood Safer Places-Places of Last Resort with the following conditions:

- a) **That the Johnny Mullagh Recreation Reserve Committee maintains the Johnny Mullagh Recreation Reserve grass to less than 100mm to a minimum distance of 80 meters from the NSP-PLR site location during the fire danger period.**
- b) **That the Johnny Mullagh Recreation Reserve committee removes any fallen timber within the Johnny Mullagh Recreation Reserve during the fire danger period.**
- c) **That the Johnny Mullagh Recreation Reserve committee maintains the Johnny Mullagh Recreation Reserve to the satisfaction of the CFA and the MFPO**



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Moved: Cr Bruce Meyer

Seconded: Cr Trevor Domaschenz

That this matter lie on the table until the next Council Meeting in December 2017, so that Councillors can inspect and assess the Johnny Mullagh Recreation Reserve as a Neighbourhood Safer Places-Places of Last Resort site before the next Council Meeting.

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
13.4.1	Cr Forum 14-11-13 Minutes	17/004508
13.4.2	Ordinary Council Minutes 21-11-13	17/004508
13.4.3	Harrow NSP Edgars Road - no longer being considered	17/004508
13.4.4	Harrow NSP Compliant Assessment Result - CFA 2017 08 02	17/004508



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13.5 EDENHOPE AERODROME - CONSTRUCTION OF A HANGAR FOR SMALL AIRCRAFT

FILE NUMBER: PS0170

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

FOR DECISION

Introduction

West Wimmera Shire Council (Council) has received a request from a resident to construct a hangar to store their small aircraft at the Edenhope Aerodrome.

Declaration of Interests

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

Background

In September 2008 Council rezoned the land where the aerodrome is located from Farming to Special Use Zone 3 – Aerodrome. The West Wimmera Planning Scheme only allows one hangar, no more than 324 square metres in size, without a planning permit. The proposed hangar will be approximately 108 square metres. Therefore a planning permit is not required to construct the hangar. It must be noted that any subsequent proposals, should there be any, will require a planning permit.

A site has been proposed, refer attached plan. The site has been located to allow for safe traffic to access the hangar and for the future construction of additional hangars in the future.

The resident is willing to pay a fee for the lease of the site and has provided a template for a lease agreement which is apparently used by other municipalities and aerodromes.

Council will need to consider whether it is willing to lease the site for the hangar and how the costs and conditions it would include within the lease.

Risk Management Implications

If Council consents to the proposal consideration should be given to several matters:



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- The insurance coverage for the hangar should be resident's responsibility and include a clause indemnifying Council against any claims of damage to the hangar and injury to any person using the hangar.
- The maintenance of the hangar should be wholly the responsibility of the resident, not Council.
- What happens to the hangar if the resident moves away out of the West Wimmera Shire Council area. Does the applicant take the hangar with them or is it left on site? Is Council then responsible for the hangar maintenance etc.
- a hangar on the aerodrome becomes a separate rateable assessment (a separate occupancy with exclusive use). Council will need to include this in any lease as to who pays these rates.

Legislative Implications

There are no legislative implications.

Environmental Implications

There are no environmental implications.

Financial and Budgetary Implications

There will be no cost to Council. The resident will be required to pay for the insurance and the construction and maintenance of the hangar.

Policy Implications

No Council policies apply.

Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2017-2021:

- Strategic Objective 1: A proactive, well governed, professional and financially sustainable organisation that encourages community participation.
- Strategic Objective 2: Meaningful partnerships to support advocacy priorities and service provision.
- Strategic Objective 3: Quality sustainable community services and infrastructure.
- Strategic Objective 4: Building on our agricultural and business strengths and supporting economic development.
- Strategic Objective 5: Thriving, safe and diverse local communities.



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- Strategic Objective 6: Participating in activities that address health and wellbeing issues.
- Strategic Objective 7: Providing access to and promoting the natural environment.

Communication Implications

The Director of Infrastructure Development and Works, Manager of Planning and Environment and the Works Manager have all met with the applicant and an on-site meeting has been held to discuss the most appropriate placement of a hangar, refer attached plan.

There is no requirement for a planning permit so it is not necessary to advertise the proposal in any newspapers. The placement of a small aircraft hangar would not be of detriment to any adjoining landowners.

Conclusion

The West Wimmera Planning Scheme does not require a planning permit for a hangar to be constructed if it is less than 324 square meters in size and the proposed hangar is 108 square metres in size.

If Council were to consent to the construction of a hangar for a small aircraft then the matter of the details and conditions to be included in the lease need to be resolved.

OFFICER RECOMMENDATION

That West Wimmera Shire Council enter into a lease agreement, as tabled, with the applicant.

Moved: Cr Trevor Domaschenz

Seconded: Cr Richard Hicks

That West Wimmera Shire Council enter into a lease agreement, as tabled, with the applicant.

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
13.5.1	Letter from R Tuncks	17/001985
13.5.2	Lease template	17/001985



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13.6 ROAD MANAGEMENT PLAN REVIEW 2017

FILE NUMBER: AD0159

REPORT AUTHOR: DAVID GYFORD, ASSETS AND GIS COORDINATOR

JOHN GRIFFITHS, MANAGER ENGINEERING

FOR DISCUSSION

Introduction

A Road Management Plan (RMP) is a voluntary plan under the *Road Management Act 2004*, however for those Councils that elect to adopt a RMP, this may be used as defence of any common law proceedings in relation to the exercise of that road management function.

If an RMP is adopted by a Council, as required under the *Road Management (General) Regulations 2005*, a review of Road Management Plans must occur every four (4) years and by incoming Municipal Councillors elected at General Elections for those Councils electing to have a Road Management Plan.

Declaration of Interests

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

Background

The principles of a Road Management Plan (RMP) under the *Road Management Act 2004* are:

- a) To establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources and:
- b) To set the relevant standard in relation to the discharge of duties in the performance of those road management functions.

In general terms, the RMP sets the standards and priorities given to the inspection, maintenance and repair of Council roads under the Act.

Council initially adopted its RMP in December 2004 and has further endorsed its plan in August 2008 and October 2013.

It is a legislative requirement for Council to review the Road Management Plan every four (4) years.



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It is the understanding of the author, that the previous Manager Assets placed an advertisement in the Government Gazette asking for submissions to the current plan on the 23rd March 2017 and that no submissions were received.

The current plan adopted by Council on 17 October 2013 has been reviewed by officers and is considered to accurately detail the management of Councils road infrastructure with regards to inspection and maintenance regimes.

It is therefore officers' premise that the review and minor amendments to reflect the new dates of documents will suffice at this time as allowed within *Road Management (General) Regulations 2005*.

The reviewed Road Management plan 2017-2021 is attached as Appendix to this report.

Risk Management Implications

The plan details Council's and road users' responsibilities, which will minimise risks to both parties.

Legislative Implications

Section 54, Part 4 of Division 5 of the *Road Management Act 2004*, details the procedure for making or amending a Road Management Plan, specifically for the "light review" recommended by officers:

- (3) If a road authority has completed a review of its road management plan and decides that it will not amend its road management plan or that it will amend its road management plan in a manner that does not require notice to be given under regulation 10, the road authority must give notice stating—
 - (a) that the road authority has completed the review of its road management plan; and
 - (b) that the road authority has decided that it will not amend its road management plan or that it will amend its road management plan in a manner that does not require notice to be given under regulation 10 (as the case may be); and
 - (c) where any relevant written report produced in accordance with sub regulation (2) may be inspected or obtained; and
 - (d) if the road authority decides that it will amend its road management plan in a manner that does not require notice to be given under regulation 10, that it is a requirement under regulation 13(3) that the road authority record on the plan—
 - (i) the substance of the amendment; and
 - (ii) the date of effect of the amendment.



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- (4) A notice under sub regulation (3) must be published in the Government Gazette and in a newspaper generally circulating in the area in which the roads to which the road management plan applies are situated.

Environmental Implications

There are no environmental implications for the endorsement of the “light review” as the current plan would carry over the current environmental risk mitigations.

Financial and Budgetary Implications

The Road Management Plan details work that is currently carried out by Council. The resources required to implement the plan are factored into Council operations and the Council Budget 2017– 2018.

Policy Implications

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

Asset Management Policy

Council Plan Implications

This report supports the following sections of the West Wimmera Shire Council Plan 2017-2021:

- Strategic Objective 1: A proactive, well governed, professional and financially sustainable organisation that encourages community participation.
- Strategic Objective 3: Quality sustainable community services and infrastructure.
- Strategic Objective 5: Thriving, safe and diverse local communities.

Communication Implications

As per the requirements of the Regulations, if adopted, a notice of adoption of the Road Management Plan is to be placed in the Victorian Government Gazette and local newspaper.

Conclusion

As a requirement of the *Road Management Act 2004*, a review of the Road Management Plan has been undertaken.

As the current plan reflects Councils current road management practices, only minor amendments were made.



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Attached is Council's Road Management Plan 2017-2021 for adoption.

OFFICER RECOMMENDATION:

That the West Wimmera Shire Council:

- 1. Adopt the Road Management Plan 2017-2021, as tabled, AND**
- 2. Conduct a comprehensive review of the Road Management Plan by June 2018.**

Moved: Cr Richard Hicks

Seconded: Cr Tom Houlihan

That the West Wimmera Shire Council:

- 1. Adopt the Road Management Plan 2017-2021, as tabled, AND**
- 2. Conduct a comprehensive review of the Road Management Plan by June 2018.**

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
13.6.1	Road Management Plan 2017-2021	17/004508



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14.0 CORPORATE AND COMMUNITY SERVICES

14.1 COMMUNITY SUPPORT FUND POLICY

FILE NUMBER: FM0055

REPORT AUTHOR: ANDREA GASH, MANAGER FINANCE

FOR INFORMATION

Introduction

The Community Support Fund (formerly known as the Councillor Discretionary Fund) enables Council to be able to identify and quickly respond to small funding initiatives and/or requests which provide a community benefit in line with Council's goals, and which have not been specifically included in Council's budget.

A draft Policy was presented to Council at its Assembly on 1 November 2017. The final draft of the Policy is presented today for formal adoption, taking into consideration Council discussion at the Assembly.

Declaration of Interests

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

Background

Council provides an amount in budget each year (\$10,000 for the 2016/17 year and the same budgeted for 2017/18) to cover small initiatives and/or funding requests which appear throughout the year.

These initiatives or requests must meet certain criteria:

- Be compatible with the Council Plan;
- Be of benefit to the community;
- Be not more than \$2,000 per case; and
- Not be covered under any other initiative already funded in budget.

Further to this, funds accessed under the Community Support Fund may not be used to repay debts to Council, or as a community contribution to any other Council funding stream.



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Risk Management Implications

There is potential for Council to be exposed to risk from any application of the Community Support Fund. This risk may arise from:

- Financial risk through funding being misappropriated
- Reputational risk through being associated with projects which fail to deliver community benefits or are mismanaged
- Operational risk through resources being tied up to administer minor items.

To mitigate the potential of this risk all initiatives under the Community Support Fund must be accompanied by a risk assessment and basic business case outlining the resource requirements and anticipated outcomes of the initiative to be funded.

Council must also receive an acquittal at the end of each project funded outlining how the provided funding was spent and identifying the outcomes of the funded project.

Legislative Implications

The Community Support Fund allows for funding for a multitude of small events. This potentially leaves Council open to liability on the legislative front via activities undertaken with Council funding potentially breaching some legislation, inadvertently or otherwise. As part of the risk analysis required by Council for each funding application the relevant legislative implications must be assessed.

Environmental Implications

There are no direct environmental impacts from the Community Support Fund Policy, however, many varied projects may be funded under the Policy, some of which may have environmental impacts. As a result the risk analysis required for all funding applications must regard environmental impact.

Financial and Budgetary Implications

Council has a current year (2016/17) and future year (2017/18) budget of \$10,000 per annum for the application to the Community Support Fund. Council must ensure that no more than the budgeted amount is provided to initiatives under this fund.

The Policy allows for a maximum funding of \$2,000 to apply to any one initiative funded under the Community Support Fund.

Policy Implications

This Policy replaces the Discretionary Fund Policy



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Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2017-2021:

- Strategic Objective 4: Building on our agricultural and business strengths and supporting economic development
- Strategic Objective 5: Thriving, safe and diverse local communities
- Strategic Objective 6: Participating in activities that address health and wellbeing issues

Communication Implications

Not commented on

Conclusion

The Community Support Fund Policy replaces the Discretionary Fund Policy. It allows for small initiatives which arise during the year and which have not been budgeted by Council to be funded up to a maximum of \$2,000 for any one initiative with a total maximum of \$10,000 funded in one financial year.

OFFICER RECOMMENDATION:

That Council adopt the Community Support Fund Policy

Moved: Cr Tom Houlihan

Seconded: Cr Bruce Meyer

That Council adopt the Community Support Fund Policy.

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
14.1.1	Draft Community Support Fund Policy	17/003972



ORDINARY COUNCIL MEETING MINUTES – 15 NOVEMBER 2017 WEST WIMMERA SHIRE COUNCIL

14.2 FINANCIAL REPORT AS AT 31 OCTOBER 2017

FILE NUMBER: FM0062

**REPORT AUTHOR: ASHLEY ROBERTS, DIRECTOR CORPORATE AND
COMMUNITY SERVICES**

FOR INFORMATION

Introduction

West Wimmera Shire Council (Council) recognises that one of the principles of sound financial management involves the regular review of an entity's financial performance and position. This report provides Council with a review of Council's financial performance and position at the end of October 2017.

Declaration of Interests

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

Background

The *Local Government Act (1989)* ('the Act') requires Council to implement the principles of sound financial management (s.136 (1)). Section 138(1) of the Act requires that Council be presented with a statement comparing budgeted revenue and expenditure for the financial year to date at least every 3 months.

The financial reports show an analysis of the actuals to budget forecasts at 31 October 2017. Where significant variances that are greater than \$20,000 and 10% between actual amounts and forecast figures at 31 October 2017, a note is provided to give an explanation for the variance. The financial reports include a Comprehensive Income Statement, a capital report and Balance Sheet to give a true indication of Council's operations, the capital works program and the financial position. A listing of all budget variations which have been made for the year to date detailing the amount of the variation and the reason for the variation is also included.

Risk Management Implications

Financial risks exist where officers are not adhering to budgets. Operational and reputational risk may arise where insufficient oversight is given to the financial management and performance of Council.



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Legislative Implications

Section 138(1) of the Local Government Act 1989 requires that Council is provided with financial reports a minimum of every three months comparing the budgeted revenue and expenditure with actual revenue and expenditure.

Environmental Implications

Nil

Financial and Budgetary Implications

Financial and budgetary performance reporting and oversight form the fundamental building blocks of sound financial management. Without oversight of financial and budgetary performance Council may find itself unable to meet its obligations and desired community outcomes.

Policy Implications

This report is supported by all West Wimmera Shire Council Policies.

Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2017-2021:

- Strategic Objective 1: A proactive, well governed, professional and financially sustainable organisation that encourages community participation.
- Strategic Objective 2: Meaningful partnerships to support advocacy priorities and service provision.
- Strategic Objective 3: Quality sustainable community services and infrastructure.
- Strategic Objective 4: Building on our agricultural and business strengths and supporting economic development.
- Strategic Objective 5: Thriving, safe and diverse local communities.
- Strategic Objective 6: Participating in activities that address health and wellbeing issues.
- Strategic Objective 7: Providing access to and promoting the natural environment.

Communication Implications

The Finance Manager will continue to work with officers and managers to educate and enable financial management of their department.



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Conclusion

Council's financial performance and position at 31 October 2017 is attached for Council's information, in accordance with the requirements of S.138 (1) of the Act.

OFFICER RECOMMENDATION:

That Council receive the Financial Report to 31 October 2017.

Moved: Cr Richard Hicks

Seconded: Cr Trevor Domaschenz

That Council receive the Financial Report to 31 October 2017.

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
14.2.1	Financial Performance Report to 31 October 2017	17/004508



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14.3 COUNCILLOR EXPENSE ENTITLEMENT AND SUPPORT POLICY AND PROCEDURES

FILE NUMBER: AD0068

REPORT AUTHOR: ASHLEY ROBERTS, DIRECTOR CORPORATE AND COMMUNITY SERVICES

FOR INFORMATION

Introduction

West Wimmera Shire Council (Council) recognises that Councillors need to be supported in performing their duties in terms of reimbursements of expenses incurred in the undertaking of those duties and the provision of certain resource and support to enable them to satisfactorily complete those duties.

Declaration of Interests

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

Background

The Councillor Expense Entitlement and Support Policy provides for a framework to provide Councillors with the support they require to fulfil their duties and ensure that they are not out of pocket in the provision of these duties.

The Councillor Expense Entitlement and Support Procedures detail the types and nature of expenses that Councillors may be reimbursed for, and the nature of support that will be provided.

The Policy and Procedures were both presented at the Councillor forum held 1 November 2017, and are both presented to this Ordinary Council Meeting for adoption without change from those discussed on 1 November 2017.

Risk Management Implications

Council may be at strategic risk if Councillors are forced to be out of pocket for undertaking their duties by Councillors potentially not being willing to undertake particular duties if there is a cost to them personally. Likewise Council may be under strategic risk if insufficient support is given to them to enable them to satisfactorily undertake their duties.



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Council may also be at financial risk and reputational risk if there are no set guidelines on what expenses will be reimbursed or what support shall be given.

Legislative Implications

S.75B(1) of the *Local Government Act 1989* (the Act) requires that Council adopt and maintain a policy for the reimbursement of Councillors or Council Committee members. The provision of the Councillor Expense Entitlement and Support Policy and Procedures provides satisfaction to this requirement.

Environmental Implications

Not commented on

Financial and Budgetary Implications

Council reviews Councillor and Mayoral Allowances regularly in compliance with S.74 of the Act and the pronouncements of the Governor in Council on the matter.

Council provides an amount in its annual budget to cover Councillor and Mayoral allowances plus expense reimbursements (currently \$187,055 for the 2017/18 financial year).

Policy Implications

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

Councillor Expense Entitlement & Support Policy

Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2017-2021:

- Strategic Objective 1: A proactive, well governed, professional and financially sustainable organisation that encourages community participation.

Communication Implications

All Councillors will receive a copy of the Councillor Expense Entitlement and Support Policy and Procedures, as will Council's Senior Management Group. The Policy and Procedures will also be available to Council's auditors.



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Conclusion

The Councillor Expense Entitlement and Support Policy and Procedures provide Council with a framework and detailed information on support Councillors are able to receive to enable them to satisfactorily fulfil their role as Councillors.

OFFICER RECOMMENDATION:

That Council adopt the Councillor Expense Entitlement and Support Policy and Procedures.

Moved: Cr Richard Hicks

Seconded: Cr Trevor Domaschenz

That Council adopt the Councillor Expense Entitlement and Support Policy and Procedures.

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
14.3.1	Councillor Expense Entitlement and Support Policy	17/004260
14.3.2	Councillor Expense Entitlement and Support Procedure	17/004260



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14.4 GUARANTOR POLICY

FILE NUMBER: FM0055

**REPORT AUTHOR: ASHLEY ROBERTS, DIRECTOR CORPORATE AND
COMMUNITY SERVICES**

FOR DECISION

Introduction

This report presents the updated Guarantor Policy to West Wimmera Shire Council (Council) for consideration.

Declaration of Interests

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

Background

The Guarantor Policy allows for Council to provide support to local community or sporting groups in terms of providing a guarantee which would enable them to raise funds to be used in their service delivery.

This policy does not provide for Council to grant cash payments to community and/or sporting groups.

In applying for a guarantee from Council, the relevant community/sporting group must provide Council with a budget showing at a minimum proposed repayment schedules and income/fundraising efforts over the period of the guarantee.

No single guarantee will be granted for any period greater than 5 years.

The draft policy was considered at the recent Ordinary Council Meeting held at Nurcoun on Tuesday 17 October, where Council resolved to make amendment to the draft policy concerning placing a cap on individual requests for guarantee.

Consequently the policy as presented today has been amended to provide that no single application for guarantee can exceed \$50,000 with total amounts guaranteed by Council not being more than \$200,000 at any one time. The amount of \$50,000 is considered reasonable as it is proposed that any amounts over this amount should be sought via grant funding opportunities.



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Risk Management Implications

Council is subject to various types of risk in providing or not providing guarantees to community and/or sporting groups.

There is obvious financial risk in providing guarantees.

To this end Council requires that an applicant furnish Council with a Business Plan covering the time of the guarantee. As a matter of course this would include a budget, clearly showing how and when repayments to reduce the guarantee liability Council has entered into is diminished.

Conversely, if Council chooses not to enter into a guarantee with a community/sporting group then it may suffer reputational damage from being perceived as not supporting the community. Council must clearly enunciate the reasons behind not providing such guarantee in order to mitigate this risk.

Legislative Implications

At all times Council must comply with the provisions of the *Local Government Act 1989* and any other relevant legislation relevant to the individual circumstances.

Environmental Implications

Not commented on

Financial and Budgetary Implications

Ideally there should be limited financial and budgetary implications of Council providing a guarantee to a community/sporting club. However, there remains a risk that if the said community or sporting club defaults on whatever funding arrangements they have made under Council's guarantee, that Council then will become liable for the repayment of that funding.

In this instance Council has the right to initiate legal action against the club to recoup its costs.

Policy Implications

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

Guarantor Policy



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Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2017-2021:

- Strategic Objective 1: A proactive, well governed, professional and financially sustainable organisation that encourages community participation.
- Strategic Objective 2: Meaningful partnerships to support advocacy priorities and service provision.

Communication Implications

The outcome of any Council decision on whether or not to provide a guarantee to a community or sporting group must be handled with care so as to not impugn the reputation of Council. Any decision must be carefully and fully explained to the groups involved and the general community.

Conclusion

The Guarantor Policy enables Council to provide support in a non-direct cash form to community and sporting groups within our municipality. It allows these groups to be self-supportive in attracting funding whilst having the support of Council

OFFICER RECOMMENDATION:

That Council adopts the updated draft Guarantor Policy

Moved: Cr Richard Hicks

Seconded: Cr Trevor Domaschenz

That Council adopts the updated draft Guarantor Policy.

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
14.4.1	Draft Guarantor Policy	17/003672



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14.5 ROAD AND STREET NAMING POLICY

FILE NUMBER: FM0021

REPORT AUTHOR: LETTIE KORF, RATES COORDINATOR AND TRUDIE HOLLAND, RATES OFFICER

FOR INFORMATION

Introduction

This report presents the updated Road and Street Naming Policy (Policy) to West Wimmera Shire Council (Council) for consideration and comment. A draft version of this policy was provided to Councillors at the Councillor Assembly held 1 November 2017 for discussion. The final report taking into consideration Councillors discussion on its content is presented for formal adoption by Council.

Declaration of Interests

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

Background

The Road and Street Naming Policy provides Council with clear parameters around the naming of road, street and place names.

Council's current Policy was adopted on 16 July 2015 and is now due for revision as part of the Council-wide policy review. Changes to the "*Naming rules for places in Victoria, Statutory requirements for naming roads, features and localities – 2016*" (Naming Rules) have also been taken into account in the revised policy.

Risk Management Implications

Council is subject to significant risk arising from unidentified properties.

- Emergency Services unable to locate a property in time
- Service Providers unable to identify a property
- Other Organisations unable to deliver goods and services

Legislative Implications

Ensuring the policy is consistent with the Office of Geographic Names. (Geographic Place Name Act 1998) and the "Naming Rules for places in Victoria"



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At all times Council must comply with the provisions of the *Local Government Act 1989* and any other relevant legislation relevant to the individual circumstances.

Environmental Implications

Not commented on

Financial and Budgetary Implications

The service of naming a public road is provided free of charge because it is statutory obligation and therefore a core service of Council.

Policy Implications

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

Road and Street Naming Policy

Council Plan Implications

Not commented on

Communication Implications

The Naming Rules outline the steps and obligations in relation to consultation and communication when a request to name or rename a road/street is received.

Conclusion

The final draft of the Road and Street Naming Policy is presented to Council for adoption by Council.

Officer Recommendation

That Council adopt the revised Road and Street Naming policy

Moved: Cr Trevor Domaschenz

Seconded: Cr Richard Hicks

That Council adopt the revised Road and Street Naming policy.

Carried (5/0)



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Attachments:

No.	Name	RecFind Ref
14.5.1	Road and Street Naming Policy	17/004112



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14.6 CONSIDERATION OF WEST WIMMERA COUNCIL'S 2016/2017 ANNUAL REPORT

FILE NUMBER: AD0068

**REPORT AUTHOR: ASHLEY ROBERTS, DIRECTOR CORPORATE AND
COMMUNITY SERVICES**

FOR INFORMATION

Introduction

West Wimmera Shire Council (Council) is required under S.131 of the *Local Government Act 1989* (the Act) to produce and provide to the Minister for Local Government by 30 September each year an Annual Report on the operations of Council for the financial year ending 30 June of that year. This report is in addition to the Annual Financial Statements and the Performance Statement.

The 2016/17 Annual Report on the operations of West Wimmera Shire Council was submitted to the Minister for Local Government in electronic (pdf) form prior to the 30 September deadline.

Declaration of Interests

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

Background

The Annual Report summarises Council operations and provides general information about Council's activities over a 12 month period to 30 June 2017. The report contains statutory requirements and various local government indices along with the audited Financial Statements and the Performance Statement as appendices.

The Annual Report also provides departmental reports, which provide additional information regarding Council's activities throughout the 2016/2017 financial year.

Risk Management Implications

Council's reputation would be negatively impacted if the Annual Report was not submitted and presented in a professional manner. Council can be named specifically in Parliament for failure to submit the Annual Report to the Minister by the deadline.



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Legislative Implications

Sections 131 and 134 of the Act require Council to provide and consider the Annual Report. It also requires that Public Notice be given that the Annual Report, including the report from the Victorian Auditor General Office, has been prepared and can be inspected at the Council office.

Section 134 (2) (b) of the Act requires that Council advertise at least 14 days prior to the Council Meeting at which the Annual Report will be discussed. Council has met this advertising obligation by including that Council will consider the Annual Report in the Ordinary Council Meeting advertisement.

Environmental Implications

Not commented on

Financial and Budgetary Implications

Council formally adopted the 2016/17 Annual Financial Statements and 2016/17 Performance Statement at its September Ordinary Council Meeting. A detailed report into the 2016/17 Financials was submitted to Council at that time.

Policy Implications

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

Communications Policy
Community Engagement Policy

Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2017-2021:

- Strategic Objective 1: A proactive, well governed, professional and financially sustainable organisation that encourages community participation.
- Strategic Objective 2: Meaningful partnerships to support advocacy priorities and service provision.
- Strategic Objective 3: Quality sustainable community services and infrastructure.
- Strategic Objective 4: Building on our agricultural and business strengths and supporting economic development.
- Strategic Objective 5: Thriving, safe and diverse local communities.
- Strategic Objective 6: Participating in activities that address health and wellbeing issues.



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- Strategic Objective 7: Providing access to and promoting the natural environment.

Communication Implications

In accordance with Sections 131 and 134 of the Act, public notice will be provided 14 days prior to the November Ordinary Council Meeting that:

- Council would consider the Annual Report for 2016/2017 at the Ordinary Council Meeting to be held at Edenhope on Wednesday 15 November 2017.
- That Council has received the Audit Report in relation to the 2016/2017 financial accounts.
- Those copies of the Annual Report, including the Audit Report, will be available for inspection at Council's two customer service centers and on Council's website.

Conclusion

The 2016/17 Annual Report contains information concerning the operations of Council during the 2016/17 year. It also includes the 2016/17 Financial Statements and 2016/17 Performance Statement as appendices, which have previously been adopted by Council.

OFFICER RECOMMENDATION:

That Council adopts the 2016/17 Annual Report

Moved: Cr Richard Hicks

Seconded: Cr Bruce Meyer

That Council adopts the 2016/17 Annual Report

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
14.6.1	Annual Report 2016/17	17/004234



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14.7 ACCESS AND INCLUSION PLAN 2017-2020

FILE NUMBER: CS0001

**REPORT AUTHOR: ASHLEY ROBERTS, DIRECTOR CORPORATE AND
COMMUNITY SERVICES**

FOR INFORMATION

Introduction

West Wimmera Shire Council (Council) is committed to providing a welcoming, inclusive and accessible community for all of our residents and visitors, regardless of ability. The Access and Inclusion Plan draws upon Council's Access and Inclusion Policy to provide a detailed framework on the actions Council will undertake to provide such an environment. A draft of the Access and Inclusion Plan was provided to the Councillor Assembly held on 1 November 2017 for Council discussion. A final draft of the Access and Inclusion Plan is provided today, taking into consideration the Council discussion from the Assembly, for formal adoption by Council.

Declaration of Interests

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

Background

The Draft Access and Inclusion Plan (the Plan) draws upon the requirements of the previous Disability Access Policy and Plan both developed in 2014, along with the concepts outlined within the Council Plan 2017-2021 and relevant legislation to provide a number of initiatives by which Council will provide for improved access and inclusiveness to our community and visitors.

The Plan has been developed after a period of consultation with the public and the West Wimmera Access and Inclusion Steering Committee (the Committee) (which consists of 8 members who are drawn from community groups, the disability sector and the community).

The Plan takes the form of a number of actions and items which the community and the Committee feel will improve the level of access and inclusiveness within our municipality. These are covered by eleven major groupings:

- Buildings and Facilities – what we can do to improve access to our public buildings and facilities?;
- Child and Youth Services – what can we do to improve access to youth oriented activities within the shire?;



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- Communication and Customer Service – what can we do to enable all information is easily accessible and understandable?;
- Community Consultation and Inclusion – what can we do to make sure people with a disability can be heard?;
- Education and Staff Training – what can we do to ensure people with a disability can effectively communicate with us?;
- Employment – what can we do to improve the employment prospects of people with a disability?;
- Health Services – what can we do to improve access to health services within our municipality?;
- Housing – what can we do to improve accessible housing within our shire?;
- Parking, Streetscapes, crossing and footpaths – what can we do to make our streetscapes and parks more accessible?;
- Services and Events – what can we do to make events more inclusive and accessible?; and
- Transport – what can we do to improve accessible transport links to and within the shire?

Progress against the Access and Inclusion Plan shall be reported against annually.

Risk Management Implications

Council may be at risk of breaching legislative guidelines around access and inclusion if it does not have a clearly defined plan of identifying and dealing with improvements in this area. Council may also suffer reputational damage if it does not pay due attention to members of our community. Having an Access and Inclusion Plan mitigates this risk.

Legislative Implications

Council has a legislative requirement under S.38 of the *Disability Act 2006* to develop a disability action plan for the purpose of:

- Removing barriers faced by people with a disability in accessing goods, services and facilities
- Removing barriers faced by people with a disability in obtaining and maintaining employment
- Promoting the inclusion and participation in the community of people with a disability
- Achieving changes in attitudes and practices that discriminate against people with a disability.

The *Disability Amendment Act 2012* also requires that Council report annually on the progress of actions included in the disability action plan.



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For Council the draft Access and Inclusion Plan forms a disability action plan under S.38 of the *Disability Act 2006*.

There are also provisions in other legislation which may have an effect on the items included within the draft Access and Inclusion Plan, including the Victorian Building Code, the Victorian *Charter of Human Rights and Responsibilities Act 2006*, The Commonwealth *Disability Discrimination Act 1992*

Environmental Implications

Not commented on

Financial and Budgetary Implications

Some of the items included in the Access and Inclusion Plan can be covered by existing budget lines (i.e building maintenance) or can be incorporated into existing programs at the design stage (i.e streetscapes, footpaths, kerbs, etc) without significant additional cost. Some involve advocacy only which may not incur significant additional costs to Council.

Other items will need to be factored into future budgets or may require a request to Council for a budget amendment.

Policy Implications

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

Advocacy Policy
Asset Management Policy
Communications Policy
Community Engagement Policy
Customer Service Policy
Human Rights Policy
Social Media Policy
Tourism Policy
Township Amenity Policy

Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2017-2021:

- Strategic Objective 1: A proactive, well governed, professional and financially sustainable organisation that encourages community participation.
- Strategic Objective 2: Meaningful partnerships to support advocacy priorities and service provision.
- Strategic Objective 3: Quality sustainable community services and infrastructure.



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- Strategic Objective 5: Thriving, safe and diverse local communities.
- Strategic Objective 6: Participating in activities that address health and wellbeing issues.
- Strategic Objective 7: Providing access to and promoting the natural environment.

Communication Implications

Council is very cognisant of the need to engage with all sectors of our community to receive input and communicate the outcomes of the Access and Inclusion Plan. Council has and will implement various forms of communication and engagement including social media and website, and in ensuring all communications are in plain English and understandable.

Conclusion

The Access and Inclusion Plan 2017 provides for a welcoming, inclusive and accessible community for all of our residents and visitors, regardless of ability. It provides for a range of actions and activities which aim to encourage inclusiveness and improve wellbeing for all of our residents.

OFFICER RECOMMENDATION:

That Council adopt the Access and Inclusion Plan

Moved: Cr Trevor Domaschenz

Seconded: Cr Richard Hicks

That Council adopt the Access and Inclusion Plan

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
14.7.1	Draft Access and Inclusion Plan	17/004220



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15.0 LATE ITEMS OF BUSINESS

Pursuant to Local Law No.7 (2017), Meeting Procedure and Common Seal Local Law 2017, West Wimmera Shire Council:

28. *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.*

Nil

16.0 SEALING SCHEDULE

Nil

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 TENDER: KANIVA SHIRE HALL ROOF UPGRADE, CM0467

17.2 TENDER: KANIVA SHIRE HALL STORMWATER DRAINAGE UPGRADE, CM0466

17.3 VICTORIA FLOODS AND STORMS: SEPT – OCT 2016 AGRN 728 – REQUEST FOR DEBT WAIVER

17.4 SILO ART TRAIL EXTENSION



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Moved: Cr Trevor Domaschenz

Seconded: Cr Richard Hicks

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 8.10pm to resolve on matters pertaining to the following items:

17.1 TENDER: KANIVA SHIRE HALL ROOF UPGRADE, CM0467

17.2 TENDER: KANIVA SHIRE HALL STORMWATER DRAINAGE UPGRADE, CM0466

17.3 VICTORIA FLOODS AND STORMS: SEPT – OCT 2016 AGRN 728 – REQUEST FOR DEBT WAIVER

17.4 SILO ART TRAIL EXTENSION

Carried (5/0)

RECOMMENDATION

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

Moved: Cr Richard Hicks

Seconded: Cr Trevor Domaschenz

That the resolutions pertaining to Confidential / In-Camera items be adopted and made public (except where the resolution restricts publication) and that the reports for those items remain In-camera and that Council open the meeting to the public at 8.25pm.

Carried (5/0)



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17.1 TENDER: KANIVA SHIRE HALL ROOF UPGRADE, CM0467

- 1. That Council accepts the tender submitted by Laser Plumbing Horsham for Contract CM0467 “Kaniva Shire Hall Roof Upgrade” in accordance with the specifications of Contract CM0466 for the revised lump sum price of \$101,984.18.**
- 2. That the Contract Agreement Documents for Contract CM0467 “Kaniva Shire Hall Roof Upgrade” be signed and sealed by Council following their preparation.**
- 3. That the over-budget maintenance costs of the Kaniva Town Hall be referred to Council’s mid-year budget review.**

17.2 TENDER: KANIVA SHIRE HALL STORMWATER DRAINAGE UPGRADE, CM0466

- 1. That Council accepts the tender submitted by Laser Plumbing Horsham for Contract CM0466 “Kaniva Shire Hall Stormwater Drainage Upgrade” in accordance with the specifications of Contract CM0466 for the lump sum price of \$27,895.67.**
- 2. That the Contract Agreement Documents for Contract CM0466 “Kaniva Shire Hall Stormwater Drainage Upgrade” be signed and sealed by Council following their preparation.**
- 3. That the over-budget maintenance costs of the Kaniva Town Hall be referred to Council’s mid-year budget review.**



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**17.3 VICTORIA FLOODS AND STORMS: SEPT – OCT 2016 AGRN 728 –
REQUEST FOR DEBT WAIVER**

That this matter lie on the table until the next Councillor Forum in December 2017, and that Shepherd Services and Warner Earthworks be invited to make presentations at that Forum.

17.4 SILO ART TRAIL EXTENSION

That Council notes the content of this report and provides strong support to continue negotiations to deliver the Silo Art Trail extension to West Wimmera.

MEETING CONCLUDED: 8.26PM

**NEXT MEETING: 20 DECEMBER 2017
KANIVA COUNCIL CHAMBER**