



## ORDINARY COUNCIL MEETING MINUTES – 21 JUNE 2018 WEST WIMMERA SHIRE COUNCIL

**HELD:** Thursday 21 June 2018

**LOCATION:** Edenhope Council Chamber

**COMMENCEMENT:** 1.00pm

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IN ATTENDANCE:	
Councillors	Senior Management Group
Jodie Pretlove, Mayor	David Leahy Chief Executive Officer
Trevor Domaschenz	
Richard Hicks	Ashley Roberts Director Corporate & Community Services
Tom Houlihan (present until 1.46pm)	Mark Marziale Director Infrastructure Development & Works
Bruce Meyer	<b>Officers</b> Andrea Gash, Finance Manager John Griffiths, Manager of Engineering Terry Ough, Works Manager

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***Vision Statement:***

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



## ORDINARY COUNCIL MEETING MINUTES – 21 JUNE 2018 WEST WIMMERA SHIRE COUNCIL

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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.*

Cr Tom Houlihan declared a conflict of interest in Item 14.3 Adoption of WWSC 2018-2019 Budget, as he is the President of the Harrow Recreation Reserve, which has made a budget submission to Council.

### 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.*

Nil

#### 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.*



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1.14pm: Cr Tom Houlihan left the room

### **4.2.1 GEOFF LANGSWORTH, EDENHOPE – ABORIGINAL CRICKET TRAIL**

- I understand that Heidi Gajic, Tourism and Communications Officer, has resigned. I am wondering if the position has been filled yet.
- Heidi was working on the Aboriginal Cricket Trail project, will someone else take over?

CEO: The Communications Officer position has been advertised, interviews have taken place, and Sarah Ellis is currently undertaking some of that role. The Governance Officer is writing some media releases. A decision on recruitment for the role is pending. We are talking to Regional Development Victoria about funding and scope for the trail project, a Council Officer will work with community groups on the project.

- Will the new Council trail brochures include mention of the new plaques, which were recently unveiled as part of the First XI 150<sup>th</sup> celebrations within the Shire?
- Can the Edenhope Historical Society be consulted about this? Want to promote and expand on the trail, from a history and tourism point of view.

CEO: Yes.

1.21pm: Cr Tom Houlihan returned to the room.

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

### **5.1 COUNCILLOR JODIE PRETLOVE (MAYOR)**

18/05/2018	MAV State Council, Melbourne
21/05/2018	MAV Finance Workshop, Edenhope
21/05/2018	CEO David Leahy
24/05/2018	Wimmera Southern Mallee Regional Partnership Briefing
24/05/2018	CEO David Leahy
25/05/2018	Cricket Australia visit to West Wimmera Shire Council
25/05/2018	First XI Dinner with Cricket Australia, Harrow
28/05/2018	CEO David Leahy
28/05/2018	WWSC Youth Council & Leah Davies, Youth Officer
29/05/2018	Federation University, Edenhope
30/05/2018	Regional Assembly, Wimmera Southern Mallee Regional Partnership



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04/06/2018	CEO David Leahy
06/06/2018	Councillor Forum, Edenhope
06/06/2018	Harrow Community Meeting re Harrow Recreation Reserve Project
10/06/2018	Apsley Cup 2018
12/06/2018	CEO David Leahy
14/06/2018	Lions Club of Kaniva – Change-Over Dinner
17/06/2018	Australian Local Government Association Regional Assembly, Canberra
18/06/2018	Australian Local Government Association Regional Assembly, Canberra
19/06/2018	Australian Local Government Association Regional Assembly, Canberra
21/06/2018	Special Meeting of Council re 2018-2019 Draft Budget Submissions
21/06/2018	Ordinary Council Meeting, Edenhope

### 5.2 COUNCILLOR TREVOR DOMASCHENZ

21/05/2018	MAV Finance Workshop, Edenhope
22/05/2018	Urban Enterprise Consultation with Wimmera Mallee Tourism
24/05/2018	Wimmera Southern Mallee Regional Partnership Briefing
24/05/2018	CEO David Leahy
24/05/2018	Wimmera Primary Care Partnership, Horsham
25/05/2018	Cricket Australia visit to West Wimmera Shire Council
25/05/2018	First XI Dinner with Cricket Australia, Harrow
30/05/2018	Regional Assembly, Wimmera Southern Mallee Regional Partnership
01/06/2018	Harrow Recreation Reserve Project Briefing
06/06/2018	Councillor Forum, Edenhope
06/06/2018	Harrow Community Meeting re Harrow Recreation Reserve Project
12/06/2018	West Wimmera Recreational Trails Strategy
12/06/2018	Wimmera Southern Mallee Tourism Project
12/06/2018	Wimmera Southern Mallee Tourism – Industry Workshop
17/06/2018	Australian Local Government Association Regional Assembly, Canberra
18/06/2018	Australian Local Government Association Regional Assembly, Canberra
19/06/2018	Australian Local Government Association Regional Assembly, Canberra
21/06/2018	Special Meeting of Council re 2018-2019 Draft Budget Submissions
21/06/2018	Ordinary Council Meeting, Edenhope

### 5.3 COUNCILLOR RICHARD HICKS

20/05/2018	<i>On leave, returned 4 June 2018</i>
06/06/2018	Councillor Forum, Edenhope
06/06/2018	Harrow Community Meeting re Harrow Recreation Reserve Project
15/06/2018	Western Highway Action Committee, Ballarat
18/06/2018	RoadSafe Wimmera Meeting, Horsham
21/06/2018	Special Meeting of Council re 2018-2019 Draft Budget Submissions
21/06/2018	Ordinary Council Meeting, Edenhope

### 5.4 COUNCILLOR TOM HOULIHAN

17/05/2018	West Wimmera Rural Water Supply Project Steering Committee
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22/05/2018	Harrow Bush Nursing Centre volunteer training
24/05/2018	Grampians Central West Waste & Recovery Group Forum
24/05/2018	Douglas Mine Environment Review Committee
25/05/2018	Working Bee at Discovery Centre, Harrow
25/05/2018	First XI Dinner with Cricket Australia, Harrow
01/06/2018	Harrow Recreation Reserve Project Briefing
04/06/2018	Harrow Recreation Reserve Committee & WWSC
06/06/2018	Councillor Forum, Edenhope
06/06/2018	Harrow Community Meeting re Harrow Recreation Reserve Project
09/06/2018	Harrow Bush Nursing Centre – Black Tie Ball
10/06/2018	Apsley Cup 2018
18/06/2018	Municipal Fire Management Planning Committee Meeting, Kaniva
18/06/2018	Fire Update & Facilities Meeting, Kaniva
21/06/2018	Special Meeting of Council re 2018-2019 Draft Budget Submissions
21/06/2018	Ordinary Council Meeting, Edenhope

### **5.5 COUNCILLOR BRUCE MEYER**

25/05/2018	Cricket Australia visit to West Wimmera Shire Council
25/05/2018	Community Morning Tea for National Volunteer Week
25/05/2018	First XI Dinner with Cricket Australia, Harrow
01/06/2018	Harrow Recreation Reserve Project Briefing
06/06/2018	Councillor Forum, Edenhope
06/06/2018	Harrow Community Meeting re Harrow Recreation Reserve Project
10/06/2018	Apsley Cup 2018
12/06/2018	Kaniva Community Sporting Complex Meeting
15/06/2018	Wimmera Regional Library Corporation Board Meeting
21/06/2018	Special Meeting of Council re 2018-2019 Draft Budget Submissions
21/06/2018	Ordinary Council Meeting, Edenhope

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

17/05/2018	West Wimmera Rural Water Supply Project Steering Committee
18/05/2018	MAV State Council, Melbourne
21/05/2018	Senior Management Group
21/05/2018	Mayor Jodie Pretlove
21/05/2018	First XI Committee Meeting, Edenhope
22/05/2018	Post-Council Staff Meeting
24/05/2018	Wimmera Southern Mallee Regional Partnership Briefing
25/05/2018	Cricket Australia visit to West Wimmera Shire Council
25/05/2018	First XI Dinner with Cricket Australia, Harrow
28/05/2018	Senior Management Group
28/05/2018	Mayor Jodie Pretlove
28/05/2018	WWSC Youth Council & Leah Davies, Youth Officer
29/05/2018	Rural Outreach Program, Nhill
29/05/2018	Federation University, Edenhope
30/05/2018	Regional Assembly, Wimmera Southern Mallee Regional Partnership



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01/06/2018	Harrow Recreation Reserve Project Briefing
04/06/2018	Senior Management Group
04/06/2018	Mayor Jodie Pretlove
04/06/2018	Harrow Recreation Reserve Committee & WWSC
06/06/2018	Councillor Forum, Edenhope
06/06/2018	Harrow Community Meeting re Harrow Recreation Reserve Project
12/06/2016	Senior Management Group & Managers
12/06/2018	Mayor Jodie Pretlove
12/06/2018	Wimmera Development Association Board Meeting
14/06/2018	GWM Water
15/06/2018	Lake Charlegrark Project Steering Committee
18/06/2018	Senior Management Group
21/06/2018	Special Meeting of Council re 2018-2019 Draft Budget Submissions
21/06/2018	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

### 7.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

#### RECOMMENDATION:

**That the Minutes of the Ordinary Meeting of Council held on Wednesday 16 May 2018, 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 Wednesday 16 May 2018, be taken as an accurate record and confirmed.**

**Carried (4/1)**





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### 8.0 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

*1.46pm: Cr Houlihan left the room, and did not return*

### 9.0 NOTICES OF MOTION

Nil

### 10.0 ASSEMBLY OF COUNCILLORS RECORD

#### RECOMMENDATION:

**That the Assembly of Councillors Record for the Councillor Forum held Wednesday 6 June 2018 be received and noted.**

**Moved: Cr Richard Hicks**

**Seconded: Cr Trevor Domaschenz**

**That the Assembly of Councillors Record for the Councillor Forum held Wednesday 6 June 2018 be received and noted.**

**Carried (4/0)**

### 11.0 DEPUTATIONS AND PETITIONS

Nil



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### 12.0 CHIEF EXECUTIVE OFFICER AND GOVERNANCE

#### 12.1 REVIEW OF PROTECTED DISCLOSURE POLICY

**FILE NUMBER: AD0183**

**REPORT AUTHOR: DAVID LEAHY - CEO**

#### FOR DECISION

##### Introduction

As a part of the full review of all West Wimmera Shire Council policies, the following report and attached draft is provided on the Protected Disclosure Policy. Also provided is the draft of the Protected Disclosure procedure.

##### Declaration of Interests

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

##### Background

The Protected Disclosure Policy has been reviewed to ensure that the content of the policy aligns with the Protected Disclosure Act 2012.

Some minor modifications have been made which include, the change of title (formerly the Whistle-blowers Protection Policy) of the Protected Disclosure Officer, the inclusion of contact details for IBAC and reference to IBAC throughout the document.

The policy contains information on the role of the Protected Disclosure Coordinator and the efforts that will be taken to protect the identity of any persons lodging a disclosure.

To enable confidentiality to be enforced, West Wimmera Shire Council will establish a secure electronic and paper filing system, specifically for Protected Disclosures.

Also included as an attachment is the procedure to be followed with respect to Protected Disclosure.

##### Risk Management Implications

Council is exposed to significant risk of litigation and reputational damage by not having a Protected Disclosure Policy and Procedure, should a disclosure be made.



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### Legislative Implications

Council is required to comply with the Protected Disclosure Act 2012 (Formerly known as the Whistle-blowers Protection Act 2001)

### Environmental Implications

Nil

### Financial and Budgetary Implications

The cost of the Protected Disclosure Coordinator is incorporated into the salary of the Director Corporate and Community Services.

### Policy Implications

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

Fraud Control Policy

Guarantor Policy

Investment Policy

Procurement Policy

Protected Disclosures Policy

### Council Plan Implications

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

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

### Communication Implications

The review of the policy can be communicated via local media, should Council choose to do so.

### Conclusion

The Protected Disclosure Act 2012, is a mechanism that enables staff and members of the public to report improper conduct or a detrimental action in accordance with the policy.

The Act is designed to perform the function of deterring or completely preventing unethical behaviour by public officials. Lodging a disclosure can sometimes be difficult as the accuser can feel threatened by their identity being exposed. It is the intention that this policy



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and associated procedure provide sufficient security against identifying the person making the disclosure and that people lodging a disclosure should not fear any reprisals from lodging the disclosure.

### **OFFICER RECOMMENDATION:**

**That Council adopt the reviewed Protected Disclosure Policy.**

**Moved: Cr Bruce Meyer**

**Seconded: Cr Richard Hicks**

**That Council adopt the reviewed Protected Disclosure Policy.**

**Carried (4/0)**

### **Attachments:**

<b>No.</b>	<b>Name</b>	<b>RecFind Ref</b>
12.1.1	Draft Protected Disclosure Policy	18/002091
12.1.2	Draft Protected Disclosure Procedure	18/002091



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### 12.2 ACTING CEO TO COVER ANNUAL LEAVE

**FILE NUMBER: AD0183**

**REPORT AUTHOR: DAVID LEAHY - CEO**

#### **FOR INFORMATION**

##### Introduction

The following report is provided to inform Councillors of a short period of annual leave and to enable an acting CEO to be appointed for the period.

##### Declaration of Interests

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

##### Background

The CEO has booked a short period of annual leave from 5 July 2018 to 20 July 2018 inclusive.

During this period, it is proposed to appoint the Director Corporate and Community Services as the acting CEO for this period.

The annual leave period also includes an Ordinary Council Meeting date and the CEO is intending to attend the meeting.

##### Risk Management Implications

Nil

##### Legislative Implications

Nil

##### Environmental Implications

Nil

##### Financial and Budgetary Implications

The Director Corporate and Community Services will be paid a higher duties allowance during the acting period.



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### Policy Implications

This report is supported by the following West Wimmera Shire Council 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.

### Communication Implications

The acting period will be communicated to staff and any external agencies that the CEO has regular contact with.

### Conclusion

The annual leave period proposed by the CEO is slightly over a fortnight and contact is not prevented during this period.

It is also the intention of the CEO to attend the Council Meeting on 18 July.

### **OFFICER RECOMMENDATION:**

**That Council appoints Mr Ashley Roberts – Director Corporate and Community Services, as the Acting Chief Executive Officer for the period - 5 July 2018 to 20 July 2018 inclusive.**

**Moved: Cr Richard Hicks**

**Seconded: Cr Bruce Meyer**

**That Council appoints Mr Ashley Roberts – Director Corporate and Community Services, as the Acting Chief Executive Officer for the period - 5 July 2018 to 20 July 2018 inclusive.**

**Carried (4/0)**



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### 12.3 FUNDING REQUEST FOR OPERATION FLINDERS

**FILE NUMBER: AD0183**

**REPORT AUTHOR: DAVID LEAHY - CEO**

#### **FOR INFORMATION**

##### Introduction

West Wimmera Shire Council has for a number of years supported the Operation Flinders program, which is designed to re-engage young people who are considered “at risk” within their communities.

The following report is provided to enable discussion on whether to, firstly continue to support the program and if so, to what level.

##### Declaration of Interests

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

##### Background

Operation Flinders is a program that has run for a number years, that tackles youth engagement for young people considered to be at risk.

The program challenges the young participants in an environment that is out of their comfort zone and tests their adaptability and leadership skills.

West Wimmera Shire has supported the program in previous years by providing funding assistance for young people from West Wimmera to attend. These young people are escorted on the program by a local Police Officer and a number of years ago, the Shire’s Youth Officer has also attended.

The previous funding has been provided at a particular rate per young participant and this year, the coordinating police officer has suggested that there are a greater number of participants that he will be responsible for.

Also in previous years it was requested that the names and locations of the proposed participants be provided to assure Councillors that they were being drawn from across the municipality. Last year it was also requested that a presentation to Councillors be provided on the outcomes of the exercise.



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The names of the participants was provided but at the time of writing, the presentation to Councillors has not been undertaken. A letter has been sent to the Acting Sergeant at Edenhope, asking for him to arrange a suitable time for a presentation to be made, as this will assist Councillors with making a decision regarding the level of support to be provided.

This report also recommends that any funding provided (should Council decide to fund), is allocated conditional on meeting a number of requirements such as the provision of the names of the proposed participants and a presentation to Council on the outcomes and benefits of the program.

### Risk Management Implications

Council needs to be assured that the allocated funds are available to participants from across the entire Shire

### Legislative Implications

Nil

### Environmental Implications

Nil

### Financial and Budgetary Implications

To be determined following a decision at a ordinary Council Meeting

### Policy Implications

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

Community Support Fund Policy  
Council Grants 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 5: Thriving, safe and diverse local communities.
- Strategic Objective 6: Participating in activities that address health and wellbeing issues.





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### Communication Implications

The outcome of any decision to support or not support the event will be communicated via local media

### Conclusion

The results of the Operation Flinders program have been quite positive throughout its lifespan and if it can encourage the youth of the shire to challenge themselves, it is a great outcome for all.

Councillors have quite rightly asked to be assured that equal access to the program is provided to young people across the entire shire and Councillors should also be provided with a presentation on the outcome of the exercise.

### **OFFICER RECOMMENDATION:**

1. That Council allocate \$..... in support of participants of the Operation Flinders program for 2018.
2. That the funding is provided subject to meeting the following conditions,
  - a. That the names and schools that the participants are drawn from are provided to Council and
  - b. That a presentation on the outcomes of Operation Flinders and the benefits it provides to West Wimmera Shire is undertaken prior to any funds being released.

**Moved:** Cr Richard Hicks

**Seconded:** Cr Bruce Meyer

**That this item be laid on the table pending the presentation to Council by Acting Sergeant Ferluga on Wednesday 4 July 2018, for future Council consideration.**

**Carried (4/0)**

### **Attachments:**

No.	Name	RecFind Ref
12.3.1	Letter from A/Sergeant Ferluga	18/001803



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**13.0 INFRASTRUCTURE DEVELOPMENT AND WORKS**



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### 14.0 CORPORATE AND COMMUNITY SERVICES

#### 14.1 CHANGE MANAGEMENT POLICY

**FILE NUMBER: FM0021**

**REPORT AUTHOR: ASHLEY ROBERTS**

#### **FOR DECISION**

##### Introduction

West Wimmera Shire Council (Council) employs a number of Information Communication Technology (ICT) systems across its operations. From time to time changes to these systems are required. The Change Management Policy provides an over-arching guideline to managing these changes.

##### Declaration of Interests

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

##### Background

Council employs a number of ICT systems in the undertaking of its daily operations. These systems range from Corporate Software suites, banking software, telephone systems, to servers.

From time to time changes may be required to these systems, both in hardware and software terms. These changes can be required from a number of sources, including regulation or statutory change, supplier initiated change (upgrades, warranty patches, etc), security issues or obsolescence in Council's existing systems.

Obviously systems change create a risk situation to Council. To mitigate this risk it is important for Council to have a policy in place to manage any change activities.

##### Risk Management Implications

Council may be at potentially serious risk from change activities. This risk can include:

- Financial risk from Council spending significant amounts of money on failed change implementations;
- Operational risk from Council failing to be able to effectively manage its operations or interrogate its data. This risk may be a reason to implement change also.



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- Reputational risk from any failed implantation. Again this risk may be a reason to initiate change if Council faces an inability to comply with regulations or operate effectively with pre-change systems.

The provision of a Change Management Policy forms an important part of Council's internal control process to mitigate risk.

### Legislative Implications

There is no direct legislative impact arising from the Draft Change Management Policy, however systems change may be initiated by legislative change to ensure that Council maintains compliance.

### Environmental Implications

Not commented on.

### Financial and Budgetary Implications

Almost all change involves some financial cost to Council. Having a Change Management Policy overlooking change activities allows Council to approach change in a structured manner which will include analysing the financial costs and risks to Council.

### Policy Implications

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

Asset Management Policy  
Business Continuity Policy  
Fraud & Corruption Control 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 3: Quality sustainable community services and infrastructure.

### Communication Implications

As with any Council Policy, the Change Management Policy will be distributed to all staff and relevant contractors. It forms an important part of Council's internal control process and as such it is vital that all staff are aware of its content and application.



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### Conclusion

The Change Management Policy forms an important part of Council's internal control structure aimed at mitigating risk. It forms an over-arching guidance structure for the initiation, approval, implementation and review of systems changes within Council.

### **OFFICER RECOMMENDATION:**

**That Council adopt the Draft Change Management Policy.**

**Moved: Cr Trevor Domaschenz**

**Seconded: Cr Bruce Meyer**

**That Council adopt the Draft Change Management Policy.**

**Carried (4/0)**

### **Attachments:**

<b>No.</b>	<b>Name</b>	<b>RecFind Ref</b>
14.1.1	Draft Change Management Policy	18/001939



## ORDINARY COUNCIL MEETING MINUTES – 21 JUNE 2018 WEST WIMMERA SHIRE COUNCIL

### 14.2 MINUTES OF THE AUDIT COMMITTEE MEETING HELD 24 APRIL 2018

**FILE NUMBER: FM0021**

**REPORT AUTHOR: ANDREA GASH, MANAGER FINANCE**

#### **FOR INFORMATION**

##### Introduction

All meetings of the Audit Committee are minuted in line with good governance practices. The minutes of the meeting held 24 April 2018 are presented in confidence to Council for information purposes in line with the Audit Committee Charter.

##### Declaration of Interests

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

##### Background

Section 139 of the *Local Government Act 1989* requires that each Council establish an Audit Committee. The Audit and Risk Committee is a formally appointed Advisory Committee of Council.

The Audit and Risk Committee's role is to report to Council and provide appropriate advice and recommendations relevant to its charter in order to facilitate decision making by Council in relation to the discharge of its responsibilities. The Audit and Risk Committee plays a key role in assisting Council to fulfil its governance and overseeing responsibilities in relation to financial reporting, internal control, risk management systems, ethical accountability and the internal audit function.

The Audit and Risk Committee (The Committee) does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and is therefore independent of management. The Committee does not have any role in relation to issues normally addressed by Council or a sub-committee of Council, which may have delegated powers and financial management responsibilities in relation to budgets, financing decisions and expenditure priorities. The Committee is a separate activity and acts independently of Council and does not have any role in relation to financial management issues or have any executory role or powers.



## ORDINARY COUNCIL MEETING MINUTES – 21 JUNE 2018 WEST WIMMERA SHIRE COUNCIL

### Risk Management Implications

There are significant risk management implications from not providing governance and overseeing responsibilities in relation to financial reporting, internal control, risk management systems, ethical accountability and the internal audit function.

### Legislative Implications

The *Local Government Act 1989* requires that each Council establish an Audit Committee.

### Environmental Implications

Not commented on.

### Financial and Budgetary Implications

Not commented on.

### Policy Implications

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

Risk Management Policy

### Council Plan Implications

This report supports the following section 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

The minutes of the Audit Committee are distributed to Councillors in confidence.

### Conclusion

The minutes of the previous Audit Committee meeting are attached for Councillor's information.



## ORDINARY COUNCIL MEETING MINUTES – 21 JUNE 2018 WEST WIMMERA SHIRE COUNCIL

### **OFFICER RECOMMENDATION:**

**That Council receives the minutes of the prior Audit Committee meeting held 24 April 2018.**

**Moved: Cr Trevor Domaschenz**

**Seconded: Cr Bruce Meyer**

**That Council receives the minutes of the prior Audit Committee meeting held 24 April 2018.**

**Carried (4/0)**

### **Attachments:**

<b>No.</b>	<b>Name</b>	<b>RecFind Ref</b>
14.2.1	Audit Committee meeting minutes held 24 April 2018	18/001941





## ORDINARY COUNCIL MEETING MINUTES – 21 JUNE 2018 WEST WIMMERA SHIRE COUNCIL

### 14.3 ADOPTION OF WEST WIMMERA SHIRE COUNCIL 2018/19 BUDGET AND 2018/19 – 2021/22 STRATEGIC RESOURCE PLAN

**FILE NUMBER: FM0055**

**REPORT AUTHOR: ANDREA GASH, MANAGER FINANCE**

#### **FOR DECISION**

##### Introduction

This report presents West Wimmera Shire Council (Council) with the final draft 2018/19 Budget and 2018/19-2021/22 Strategic Resource Plan for adoption.

##### Declaration of Interests

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

##### Background

Section 127 of the *Local Government Act 1989* (the Act) requires that Council prepare a budget for each financial year, and that such budget be in the form of and containing the information required by the regulations (currently the *Local Government (Planning and Reporting) Regulations 2014* (the Regulations). Council's 2018/19 budget as presented complies with these requirements of the Act and the Regulations.

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

As per Section 129 of the Act, Council resolved at its Special Meeting held 21 June 2018 to consult with the community and receive submissions (in accordance with Section 223 of the Act) on the draft budget up to 5.00pm Friday 15 June 2018. Council held a special meeting to consider the submissions received.

Council has made application to the Essential Services Commission (ESC) to vary the rate increase cap for the 2017/18, 2018/19, 2019/20 and 2020/21 years. Council applied for the ESC to allow Council to increase rates by up to 3.5% for each of these years.

Council was informed by the ESC that its application was approved, meaning that Council has the option of increasing rates by up to 3.5% for each of these 4 years.



## ORDINARY COUNCIL MEETING MINUTES – 21 JUNE 2018 WEST WIMMERA SHIRE COUNCIL

The attached draft 2018/19 budget and draft 2018/19-2021/22 Strategic Resource Plan include rate increases of 3.50% for 2018/19 and 3.50% for each of the 2019/20 and 2020/21 years.

### Risk Management Implications

The provision of an annual budget and medium term Strategic Resource Plan (SRP) form central planks in Council's internal control mechanisms.

The annual budget and SRP allow Council to have a baseline for measuring its financial performance and sustainability, and also allow Council to control and allocate its resources forming a strong mitigation to financial, fraud, operational and reputational risk to Council.

### Legislative Implications

Council is required under the Act to prepare and adopt a budget for each financial year. The budget is required to be adopted by 30 June each year.

Under the Act, Council is also required to prepare and adopt a Strategic Resource Plan. The SRP must include 4 financial years and address both financial and non-financial resources of Council. Council must review the SRP during preparation of the Council Plan and adopt no later than 30 June each year.

Section 158(1) of the Act requires Council to at least once in respect of each financial year declare its rates and service charges. As the date of declaration must appear on the rate notice, this declaration must be done prior to 30 June each year and must be completed prior to the issue of rate notices.

### Environmental Implications

Not commented on

### Financial and Budgetary Implications

The adoption of the Council Budget annually and the four year Strategic Resource Plan are the fundamental building blocks in Council's financial management framework.

The budget sets the basis for which Council Officers implement Council's strategic direction, as contained within the Council Plan, and to ensure the prudent and equitable allocation of Council's resources, whilst the Strategic Resource Plan allows Council to provide short/medium term planning to ensure efficient and sustainable resource allocation.

### Policy Implications

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



## ORDINARY COUNCIL MEETING MINUTES – 21 JUNE 2018 WEST WIMMERA SHIRE COUNCIL

Advocacy Policy  
Asset Capitalisation Policy  
Asset Management Policy  
Borrowings Policy  
Communications Policy  
Community Engagement Policy  
Fraud & Corruption Control Policy  
Investment Policy  
Procurement Policy

### Council Plan Implications

This report supports all 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

Consultation is required to be carried out in accordance with Sections 125, 127 and 223 of the Act. The draft Budget and SRP have been advertised in accordance with the relevant provisions of the Act.

This includes advertising and publishing details of the draft budget in local papers and Council's website. Copies of the draft documents have also been available at Council's Customer Service Centres at Edenhope and Kaniva and also on Council's website.

Once adopted copies of the adopted Budget and SRP will be placed in Council's customer service centres and on Council's website. Copies of each document will also be forwarded to the Minister for Local Government and the State Library.



## ORDINARY COUNCIL MEETING MINUTES – 21 JUNE 2018 WEST WIMMERA SHIRE COUNCIL

### Conclusion

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

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

The draft budget as presented fulfils all of these requirements.

### **OFFICER RECOMMENDATION:**

**That Council:**

- 1. Adopt the 2018/19 Budget and forward projections as set out within the Strategic Resource Plan contained within the budget papers, along with any adopted amendments resultant from any public submissions received and considered by Council; and**
- 2. As per the budget document, raise a total amount of rates and charges of \$7,497,564 for the 2018/19 financial year; and**
- 3. That Council declare the following rates and charges:**
  - General rate \$0.3560 cents in the dollar of CIV**
  - Municipal Charge \$147.44**
  - Waste Collection Charge \$305.41 per unit; and**
- 4. Public Notice of the adoption of the budget be made; and**
- 5. Advise any person(s) making a submission as to the outcome of that submission; and**
- 6. Forward a copy of the adopted 2018/19 Budget to the Minister for Local Government, and make copies of the adopted 2018/19 Budget available for public perusal at Council's Customer Service Centres in Edenhope and Kaniva, and also on Council's website.**



## ORDINARY COUNCIL MEETING MINUTES – 21 JUNE 2018 WEST WIMMERA SHIRE COUNCIL

**Moved:** Cr Richard Hicks

**Seconded:** Cr Trevor Domaschenz

**That Council:**

1. Adopt the 2018/19 Budget and forward projections as set out within the Strategic Resource Plan contained within the budget papers, along with any adopted amendments resultant from any public submissions received and considered by Council; and
2. As per the budget document, raise a total amount of rates and charges of \$7,497,564 for the 2018/19 financial year; and
3. That Council declare the following rates and charges:
  - General rate \$0.3560 cents in the dollar of CIV
  - Municipal Charge \$147.44
  - Waste Collection Charge \$305.41 per unit; and
4. Public Notice of the adoption of the budget be made; and
5. Advise any person(s) making a submission as to the outcome of that submission; and
6. Forward a copy of the adopted 2018/19 Budget to the Minister for Local Government, and make copies of the adopted 2018/19 Budget available for public perusal at Council's Customer Service Centres in Edenhope and Kaniva, and also on Council's website.
7. In consideration of the budget submissions, Council agrees to refer those capital works items not requiring immediate additional financial support to the appropriate Officers, for inclusion in the West Wimmera Shire Council Five-Year Major Projects Plan. The modified West Wimmera Shire Council Five-Year Major Projects Plan is to be presented to Council no later than 30 September 2018.
8. The following items to be removed from the 2018-2019 budget, as these projects are completed:
  - (a) Approximately \$17,000 for the Apsley Lions Park.
  - (b) Approximately \$14,000 for the aboriginal cricketing panels in Edenhope.



## ORDINARY COUNCIL MEETING MINUTES – 21 JUNE 2018 WEST WIMMERA SHIRE COUNCIL

9. That West Wimmera Shire Council enter into discussions with the appropriate authorities to develop both a literature review and a management plan for Lake Wallace and the Back Swamp in Edenhope, and allocate \$25,000 as West Wimmera Shire Council's financial contribution to support these initiatives.
10. In consideration of the budget submissions, Council accepts incorporating the following from within the existing 2018-2019 West Wimmera Shire Council budget:
  - a) \$3,000 to install handrails in priority public toilets.
  - b) \$3,000 from the signage budget to install historical markers.
11. In consideration of the budget submissions, Council agrees that \$5,000 be provided to Edenhope Tourism Inc for utilities and operating expenses from the 2018-2019 West Wimmera Shire Council budget.
12. Council does not agree to allocate any additional funds to the Harrow Recreation Reserve Upgrade Project, over and above the \$50,000 currently allocated by West Wimmera Shire Council.

Carried (4/0)

**Moved:** Cr Bruce Meyer

**Seconded:** Cr Trevor Domaschenz

**That the West Wimmera Tourism Committee be asked to provide the Council with a report detailing possibilities of street and outdoor art.**

Carried (4/0)

### Attachments:

No.	Name	RecFind Ref
14.3.1	Draft 2018/19 Budget and 2018/19 – 2021/22 Strategic Resource Plan	18/001756



## ORDINARY COUNCIL MEETING MINUTES – 21 JUNE 2018 WEST WIMMERA SHIRE COUNCIL

### 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.*

### 15.1 TIMING OF 18 JULY 2018 COUNCIL MEETING AT SERVICETON

**Moved:** Cr Richard Hicks

**Seconded:** Cr Bruce Meyer

**That Council move the commencement time of the Wednesday 18 July 2018 Ordinary Council Meeting at Serviceton to 2:00pm.**

**Carried (4/0)**

### 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 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 TREE LOPPING SERVICES CM0470



## ORDINARY COUNCIL MEETING MINUTES – 21 JUNE 2018 WEST WIMMERA SHIRE COUNCIL

**Moved:** Cr Bruce Meyer

**Seconded:** Cr Richard Hicks

**That Council pursuant to section 89(2) (d) Contractual Matters of the Local Government Act 1989 close the meeting to members of the public at 2.32pm to resolve on matters pertaining to the following items:**

### **17.1 TREE LOPPING SERVICES CM0470**

**Carried (4/0)**

### **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 2.40pm.**

**Carried (4/0)**

### **17.1 TREE LOPPING SERVICES CM0470**

- 1. That Council accepts the tenders submitted by Carter's Tree Services, Nelson's Tree Services and Asplundh Tree Experts for Contract CM0470 "Tree Lopping Services" in accordance with the specifications of Contract CM0470 at the tendered rates.**
- 2. That the Contract Agreement Documents for Contract CM0470 "Tree Lopping Services" be signed and sealed by Council following their preparation.**





**ORDINARY COUNCIL MEETING MINUTES – 21 JUNE 2018**  
**WEST WIMMERA SHIRE COUNCIL**

**Moved: Cr Bruce Meyer**

**Seconded: Cr Richard Hicks**

**That Council return to Item 15 of the agenda to consider a late item of business, regarding the timing of the 18 July 2018 Council Meeting in Serviceton.**

**Carried (4/0)**

**MEETING CONCLUDED: 2.43PM**

**NEXT MEETING: 18 JULY 2018**  
**SERVICETON BOWLING CLUB**