



ORDINARY COUNCIL MEETING AGENDA – 15 OCTOBER 2018 WEST WIMMERA SHIRE COUNCIL

TO BE HELD: Monday 15 October 2018

LOCATION: Charam Hall

COMMENCEMENT: 2.00pm

REQUIRED TO ATTEND:	
Councillors	Senior Management Group
Jodie Pretlove, Mayor Trevor Domaschenz	David Leahy Chief Executive Officer
Richard Hicks Tom Houlihan	Ashley Roberts Director Corporate & Community Services
Bruce Meyer	Mark Marziale Director Infrastructure Development & Works

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

West Wimmera Shire Council Local Law No.7, 2017

42. Gallery to be silent

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

Vision Statement:

*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

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

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

3.1 APOLOGIES

3.2 LEAVE OF ABSENCE

3.3 DECLARATION OF CONFLICT OF INTEREST

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

4.0 QUESTIONS FROM THE GALLERY (maximum of 30 minutes)

4.1 WRITTEN QUESTIONS ON NOTICE

Questions on Notice are to be submitted to Council no later than the Monday 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.

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

5.1 COUNCILLOR JODIE PRETLOVE (MAYOR)

20/09/2018	Event with Hon Lily D'Ambrosio in Melbourne
25/09/2018	CEO David Leahy
25/09/2018	Paul Northey, New Chief Regional Roads Officer
01/10/2018	CEO David Leahy
03/10/2018	Cemeteries Trust Meeting
03/10/2018	Councillor Forum, Edenhope
06/10/2018	Goroke Agricultural & Pastoral Show
08/10/2018	CEO David Leahy
08/10/2018	Andrew Broad MP, Edenhope
11/10/2018	Presentation of WWSC Senior Citizen of the Year Award 2018 at Seniors Concert, Kaniva
15/10/2018	Council Meeting & Community Forum, Charam

5.2 COUNCILLOR TREVOR DOMASCHENZ

20/09/2018	Event with Hon Lily D'Ambrosio in Melbourne
03/10/2018	Cemeteries Trust Meeting
03/10/2018	Councillor Forum, Edenhope
09/10/2018	Senior of the Year Awards, Government House, Melbourne
11/10/2018	Presentation of WWSC Senior Citizen of the Year Award 2018 at Seniors Concert, Kaniva
15/10/2018	Council Meeting & Community Forum, Charam

5.3 COUNCILLOR RICHARD HICKS

24/09/2018	RoadSafe Wimmera Meeting, Horsham
03/10/2018	Cemeteries Trust Meeting
03/10/2018	Councillor Forum, Edenhope
13/10/2018	Kaniva Agricultural Show
15/10/2018	Council Meeting & Community Forum, Charam

5.4 COUNCILLOR TOM HOULIHAN

03/10/2018	Cemeteries Trust Meeting
03/10/2018	Councillor Forum, Edenhope
15/10/2018	Council Meeting & Community Forum, Charam



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5.5 COUNCILLOR BRUCE MEYER

03/10/2018	Cemeteries Trust Meeting
03/10/2018	Councillor Forum, Edenhope
12/10/2018	Wimmera Regional Library Corporation Board Meeting
15/10/2018	Council Meeting & Community Forum, Charam
15/10/2018	Serviceton Recreation Reserve Committee Public Meeting

5.6 DAVID LEAHY (CHIEF EXECUTIVE OFFICER)

20/09/2018	New Water Pump from CFA, presentation at Edenhope Airport
20/09/2018	Armistice Centenary Committee Meeting
21/09/2018	Worked in Kaniva
24/09/2018	Senior Management Group
25/09/2018	Post-Council Staff Meeting
25/09/2018	Mayor Jodie Pretlove
25/09/2018	Paul Northey, New Chief Regional Roads Officer
26/09/2018	Worked in Kaniva
26/09/2018	Regional Councils Transformation Program
27/09/2018	West Wimmera Rural Water Supply Project Meeting
01/10/2018	Senior Management Group
01/10/2018	Mayor Jodie Pretlove
03/10/2018	Councillor Forum, Edenhope
04/10/2018	<i>Annual Leave</i>
05/10/2018	<i>Annual Leave</i>
08/10/2018	Mayor Jodie Pretlove
08/10/2018	Andrew Broad MP, Edenhope
08/10/2018	Regional Development Victoria
09/10/2018	Senior Management Group & Managers
09/10/2018	Wimmera Development Association Board Meeting
11/10/2018	Wimmera Regional CEOs Meeting, Horsham
12/10/2018	Working in Kaniva
15/10/2018	Senior Management Group
15/10/2018	Council Meeting & Community Forum, Charam

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



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7.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on Wednesday 19 September 2018, be taken as an accurate record and confirmed.

8.0 BUSINESS ARISING FROM PREVIOUS MINUTES

9.0 NOTICES OF MOTION

10.0 ASSEMBLY OF COUNCILLORS RECORD

RECOMMENDATION:

That the Assembly of Councillors Record for the Councillor Forum held Wednesday 3 October 2018 be received and noted.

11.0 DEPUTATIONS AND PETITIONS



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12.0 CHIEF EXECUTIVE OFFICER AND GOVERNANCE

12.1 STATUS REPORT – COUNCIL PLAN 2017-2021

FILE NUMBER: AD0183

REPORT AUTHOR: DAVID LEAHY - CEO

FOR INFORMATION

Introduction

The following report is provided in accordance with Chief Executive Officer KPI# 1 and as an update on the progress of actions contained within the West Wimmera Shire Council Plan 2017 – 2021.

Information provided within the report is derived from the projects listed within the resource plan, in the agreed format as presented to Councillors in November 2017.

The status report in spreadsheet form has been provided in hard copy to all Councillors as it is easier to follow in hard copy.

Declaration of Interests

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

Background

The West Wimmera Shire Council Plan commenced development in February 2017 and underwent a series of workshops and discussions prior to being opened up for public comment.

To enable the plan to be implemented where possible, a resource plan was also developed and presented to Councillors, along with an advocacy plan.

The purpose of the resource plan is to identify where external resources are required, to break-down the large aspirational objectives into smaller, manageable projects and to assign responsibility to certain staff and departments.

It also provided a suggested timeline for activities to occur and this has been further highlighted in the attached reporting format.



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The attached document provides a spreadsheet for each strategic objective. Each spreadsheet has the current volume of work completed per action (expressed as a percentage), any potential hurdles to completing the task and suggested completion dates.

The report is colour coded to enable areas of concern to be highlighted easily and information provided on the status has been provided by the nominated officer.

In addition to this status comments for various activities have been coloured yellow to highlight the items that have changed since the report was provided previously (August meeting of Council).

This report has been provided to Council Assemblies in May and August and changes have been made to the previous version at each presentation. The proposal for an outreach program and the successful attainment of up to \$200K (provided to the health provider) has been added in to the document and the status of a number of items has been updated along with supporting comments. Also added in is the comments pertaining to the commencement of a shared services proposal under the “Transforming Rural Local Government” program, which is designed to improve the sustainability of small rural shires through a shared services model.

Risk Management Implications

Not reporting on the status of the Council Plan presents a risk of not adhering to the agreed strategic direction of the organisation.

By not following the agreed strategic direction as set out in the Council Plan, a significant financial risk is faced by Council.

Legislative Implications

Council is required to produce a Council Plan and present it to the Minister in accordance with the Local Government Act 1989.

This requirement will not change under the proposed new 2018 Local Government Act.

Environmental Implications

Nil

Financial and Budgetary Implications

As outlined in the Council Plan.



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Policy Implications

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

Advocacy Policy
Asset Capitalisation Policy
Asset Management Policy
Borrowings Policy
Building Fee Refunds Policy
Building Permit Information Policy
Business Assistance Scheme Policy
Business Continuity Policy
Communications Policy
Community & Commercial Advertising on Council Buildings & Structures Policy
Community Engagement Policy
Community Halls Policy
Community Support Fund Policy
Corporate Credit Card and Purchase Cards Policy
Council Grants Policy
Council Major Hall Hire Policy (Kaniva & Edenhope)
Councillor Code of Conduct Policy
Councillor Expense Entitlement & Support Policy
Customer Service Policy
Domestic Firewood Collection Policy
Election Period Policy
Environmental Policy
External Hire of Plant Policy
Fraud Control Policy
Guarantor Policy
Human Rights Policy
Investment Policy
Media Relations Policy
Onshore Unconventional Gas Exploration Policy
Playground Management Policy
Procurement Policy
Protected Disclosures Policy
Recreation Policy
Reserve Risk Management Policy
Road and Street Naming Policy
Social Media Policy
Street Tree Policy
Support to Community Events Policy
Support to Public Art Policy
Temporary Street Closures Policy
Tourism Policy
Township Amenity Policy
Tree Plantations on Unused Road Reserves Policy



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Tree Planting on WWSC Road Reserves 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.
- 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

Status reports on the Council Plan can be communicated via media releases and newsletter articles.

Conclusion

Council has the opportunity at any time to adjust sections of the Council Plan and readvertise it for public comment.

It is important to ensure that the overall Council Plan remains as a high level strategic document and that any adjustments are investigated for resource implications and timing implications.

All goals contained within the Council Plan must also align with the long term financial plan of Council.



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OFFICER RECOMMENDATION:

That Council accept the report and offer any suggestions for inclusion prior to it being re-presented to the February 2019 meeting of Council.

Attachments:

No.	Name	RecFind Ref
12.1.1	Council Plan 2017-2021 Status Report (as at 9 October 2018)	18/003647



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12.2 CAPITAL WORKS STATUS REPORT

FILE NUMBER: AD0183

REPORT AUTHOR: DAVID LEAHY – CEO

FOR INFORMATION

Introduction

The following report and attached document is provided in the agreed format as presented to Councillors in March 2018.

The information provided is in accordance with the CEO Key Performance Indicator No. 2.

The information included in the report contains accurate comments and the financial information is accurate for projects that include a carried forward sum.

Declaration of Interests

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

Background

The status of capital works can fluctuate according to seasonal conditions, as most of the capital investment is undertaken to renew existing assets or to upgrade assets that are contained in public spaces.

A more stringent process of monitoring capital works has been implemented, which has enabled status reports on individual projects to be provided more frequently. An example of this is the new play-space facility at Gorokey, which due to close monitoring has finished in a favourable financial position.

The attached spreadsheet is provided as per the format that was agreed to in 2016 and again in 2018. It enables the volume of completed works to be displayed via a bar graph and also expressed as a percentage of completion.

A short status comment is provided and Councillors can seek clarification or further information at any time. The information provided is in addition to verbal updates provided at various meetings.



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The spreadsheet has been altered slightly from previous versions to show the total value of capital projects that have spanned across consecutive financial years. It also includes the amounts of carried forward funds that have been facilitated in the various capital projects. The spreadsheet also contains information on large recurrent expenditure lines within the 2018/19 budget.

Risk Management Implications

Ensuring that tight controls are in place for capital works, mitigates a degree of financial risk.

Legislative Implications

Appropriate financial controls are essential for good governance and are required by the Local Government Act 1989

Environmental Implications

Nil

Financial and Budgetary Implications

Individual budget adjustments will be presented to Council as part of regular financial reporting

Policy Implications

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

- Asset Capitalisation Policy
- Asset Management Policy
- Borrowings Policy
- Building Fee Refunds Policy
- Building Permit Information Policy
- Business Assistance Scheme Policy
- Communications Policy
- Community Engagement Policy
- Community Halls Policy
- Community Support Fund Policy
- Corporate Credit Card and Purchase Cards Policy
- Council Grants Policy
- Council Major Hall Hire Policy (Kaniva & Edenhope)
- Councillor Code of Conduct Policy
- Fraud Control Policy
- Guarantor Policy
- Investment Policy



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Playground Management Policy
Procurement Policy
Support to Public Art Policy
Tourism Policy
Township Amenity Policy
Tree Plantations on Unused Road Reserves Policy
Tree Planting on WWSC 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 6: Participating in activities that address health and wellbeing issues.

Communication Implications

The status of individual projects, including timelines, are regularly reported via newsletters and some projects are reported directly to Council.

Conclusion

Council, after successfully completing a number of key components of the capital works program and was required to carry over works and budget commitments from a number of larger projects that have straddled the financial year.

The 2018 /2019 budget is taking a strong renewal approach to future investment and has targeted key asset areas such as road infrastructure and Council owned and managed buildings to invest in. This will greatly assist in improving the long term sustainable position of the Shire.

The attached document will be regularly updated and presented to Council at regular intervals.



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OFFICER RECOMMENDATION:

That Council accept the Capital Works Status Report.

Attachments:

No.	Name	RecFind Ref
12.2.1	Capital Works Status Report	18/003647



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13.0 INFRASTRUCTURE DEVELOPMENT AND WORKS



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14.0 CORPORATE AND COMMUNITY SERVICES

14.1 CONSIDERATION OF WEST WIMMERA SHIRE COUNCIL'S 2017/2018 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 2017/18 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 2018. 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 a departmental reports provide additional information regarding Council's activities throughout the 2017/2018 financial year.

The Annual Report along with the Annual Financial Statements and Performance Statement is audited by an agent of the Victorian Auditor General's Office before being submitted to the Minister.



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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.

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 adopted in principle the 2017/18 Annual Financial Statements and 2017/18 Performance Statement at its September Ordinary Council Meeting. A detailed report into the 2017/18 financial performance of Council 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.



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- 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

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

- Council would consider the Annual Report for 2017/2018 at the Ordinary Council Meeting to be held at Charam on Monday 15 October 2018.
- That Council has received the Audit Report in relation to the 2017/2018 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 2017/18 Annual Report contains information concerning the operations of Council during the 2017/18 year. It also includes the 2017/18 Financial Statements and 2017/18 Performance Statement as appendices, which have previously been adopted in principle by Council.

OFFICER RECOMMENDATION:

That Council adopts the 2017/18 Annual Report including the 2017/18 Financial Statements and the 2017/18 Performance Statement.

Attachments:

No.	Name	RecFind Ref
14.1.1	Annual Report 2017/18	18/003412
14.1.2	Annual Financial Statements 2017/18	18/003412
14.1.3	Performance Statement 2017/18	18/003412



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14.2 FINANCIAL REPORT AS AT 30 SEPTEMBER 2018

FILE NUMBER: FM0062

REPORT AUTHOR: ANDREA GASH, MANAGER FINANCE

FOR INFORMATION

Introduction

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 September 2018.

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 three months.

The financial reports show an analysis of the actuals to budget forecasts at 30 September 2018. Where significant variances that are greater than \$20,000 and 10% between actual amounts and forecast figures at 30 September 2018, 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.

Risk Management Implications

Financial risks exist where officers are not adhering to budgets.

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



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

Conclusion

Council's financial performance and position at 30 September 2018 is attached for Council's information, in accordance with the requirements of S.138 (1) of the Act.

OFFICER RECOMMENDATION:

That the Financial Reports as at 30 September 2018 be received and noted.

Attachments:

No.	Name	RecFind Ref
14.2.1	Financial Performance Report September 2018	18/003646



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14.3 REQUEST FROM EDENHOPE HIGH SCHOOL REUNION COMMITTEE FOR EVENT ASSISTANCE

FILE NUMBER: AD0068

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

FOR INFORMATION

Introduction

West Wimmera Shire Council (Council) has received a request from the Edenhope High School Reunion Committee (EHSRC) seeking financial support to run the planned reunion to be held in Edenhope on the weekend of 9-10 March 2019. This report provides Council with background information to be able to make a decision as to the funding request.

Declaration of Interests

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

Background

The EHRSC is planning a reunion of all previous Edenhope High School Students on March 9-10 2019. This is also the weekend of the Edenhope Cup races.

The EHRSC is partnering with the Edenhope College, the Red Tail Gallery, Edenhope Visitor Information Centre, Edenhope Lions Club, Edenhope Bowling Club, Edenhope-Apsley Football Club, and the Edenhope Racing Club. The partnership with the Edenhope Racing Club in particular has resulted in the availability of special race packages available to attendees, and the use of a marquee at the races and at Henley Park afterwards (subject to any required permits).

It is proposed that the EHRSC will run a series of events, including music, etc at Henley Park on the Saturday night after the races and all day the following Sunday. The EHSRC are requesting financial assistance to meet the cost of providing music, insurance, advertising, marquee, extra toilets, tables and chairs for this Saturday night event.

The EHRSC have provided the following budget for the Saturday night and Sunday event:

Insurance	\$200.00
Advertising	\$500.00
Toilet Hire	\$400.00



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Lanyards	\$200.00
Marquee Hire	\$2,000.00
Music	\$400.00
Table & Chair hire	\$300.00
Total	\$4,000.00

The EHRSC are requesting \$4,000.00 in financial assistance from Council.

This event will not be covered by Council's Support to Community Events Policy as it is classed as a private event under that policy –i.e a gathering of a specific group (former students of Edenhope High School) not open to the general public. As such any support specifically outlined in that policy would not apply here, but rather Council may decide what level of assistance it would like to provide.

For the sake of reference, under the Support to Community Events Policy a large event would be eligible for the following items of assistance:

- Advertising on Council Website, facebook page
- In-kind event planning assistance
- Assistance in printing promotional material (fee applied)
- Promotion of the event in Council's Customer Service area
- Assistance in obtaining permits
- Additional cleaning of public toilets
- Assistance in rubbish pick up (i.e extra collection)
- Road closure assistance
- Sponsorship

Risk Management Implications

Council may be subject to various different avenues of risk arising from this event.

Insurance/financial risk is an obvious one, if Council does not take reasonable steps to ensure that all events held on Council controlled land or properties are sufficiently insured and suitable risk assessments have been carried out with a risk management plan being drawn up and implemented then Council could find itself exposed to litigation if an incident did occur. Likewise if Council did not take reasonable steps to ensure all necessary permits and licenses were obtained by the event holders, it could find itself liable in the event of an incident.

Council may also be subject to reputational risk from either failing to support the event to the point it is cancelled, or indeed by allowing an unlicensed/permitted event to occur without the necessary oversight.



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Legislative Implications

Council must ensure that all building codes and permit requirements are followed according to legislation. This includes items under the *Building Act 1993* and associated building regulations, the *Planning and Environment Act 1987*, and the *Local Government Act 1989*.

Environmental Implications

As with any gathering of people, there may be environmental implications arising from concentrating a reasonable number of people into a smallish area. Council needs to be vigilant that sufficient toilets and refuse collection is provided to prevent any potential contamination.

Financial and Budgetary Implications

As stated earlier in this report, the Edenhope High School Reunion does not comply with the requirements to be funded under the Support for Community Events Policy. Council may wish to provide funding under the Community Support Fund. However, the maximum amount allowable per event under this policy is \$2,000.00

Council has a grants and donations budget of \$14,500.00 for the 2018-19 year.

Policy Implications

This report is supported by the following West Wimmera Shire Council Policy:
Community Support Fund Policy
Support to Community Events 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.
- Strategic Objective 5: Thriving, safe and diverse local communities.
- Strategic Objective 6: Participating in activities that address health and wellbeing issues.

Communication Implications

Council's decision on funding will be communicated to the EHSRC.



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Conclusion

Council has received an application for financial assistance from the Edenhope High School Reunion Committee for an amount of \$4,000.00 to cover costs associated with their reunion to be held on the weekend of the 9th -10th March 2019. The nature of the event falls outside of the scope of the Support to Community Events Policy, but may at Council's discretion fall under the scope of the Community Support Fund.

OFFICER RECOMMENDATION:

That Council considers the request from the Edenhope High School Reunion Committee for financial assistance, noting that the event is not eligible for funding under Council's Support to Community Events Policy and that funding could potentially be sourced from Council's Community Support Fund, up to a maximum of \$2,000.00 only.

Attachments:

No.	Name	RecFind Ref
14.3.1	Email received from Edenhope High School Reunion Committee	18/003467



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14.4 WITHDRAWAL OF SOCIAL MEDIA POLICY

FILE NUMBER: FM0055

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

FOR INFORMATION

Introduction

West Wimmera Shire Council (Council) adopted a Community Engagement Policy at its Ordinary Meeting held 16 August 2018. This policy makes reference to all communications and forms of communications undertaken by Council. As such it includes the use of Social Media in Council communications.

As a result of this it is not necessary to maintain a separate Council Social Media Policy, and this report recommends that Council withdraw the existing Social Media Policy.

Declaration of Interests

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

Background

Council's current Social Media Policy was adopted at the Ordinary Meeting held 20 February 2014. As such it is one of the older policies currently active at the moment. The age of the policy also indicates it may not cover the latest methodologies and techniques that have evolved in the four years since the policy was initiated.

The current policy is largely procedural in nature including much information which not being strategic in nature, should be included in an operational procedure rather than the new format policy.

In any case, Council's Community Engagement Policy includes reference and oversight to the use of Social Media, rendering a separate Social Media Policy obsolete.

Risk Management Implications

Council is subject to significant risk arising from not undertaking community engagement or from undertaking ineffective community engagement. Council may suffer from severe



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reputational damage by undertaking poor or no community engagement and may allocate its scarce resources ineffectively by doing so. This is so whether the engagement be via the use of traditional methods or social media.

The provision of the Community Engagement Strategy mitigates this risk.

Legislative Implications

Various sections of the *Local Government Act 1989* require that Council undertake certain community engagement activities. The provision of the Community Engagement Policy aids Council in effectively fulfilling these requirements.

Environmental Implications

Not commented on

Financial and Budgetary Implications

There are no direct financial or budgetary implications from withdrawing the Social Media Policy.

Policy Implications

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

Advocacy Policy
Community Engagement Policy
Media Relations Policy
Social Media 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

Council officers, in particular the Communications Officer and the Manager of Economic and Business Development will be informed that the Social Media Policy has been withdrawn in favour of the Community Engagement Policy.



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Conclusion

The strategic context of the Social Media Policy is now covered by the more recently reviewed and adopted Community Engagement Policy. As such the Social Media Policy is no longer required as a stand-alone policy.

OFFICER RECOMMENDATION:

That Council resolves to withdraw the Social Media Policy.

Attachments: Nil



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14.5 MINUTES OF AUDIT COMMITTEE MEETING HELD 11 SEPTEMBER 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 11 September 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 align with new act of the *Local Government Act 1989* requires that each Council establish an Audit Committee. The Audit 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.



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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.



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OFFICER RECOMMENDATION:

That Council receives the minutes of the prior Audit Committee meeting held 11 September 2018.

Attachments:

No.	Name	RecFind Ref
14.5.1	Audit Committee meeting minutes held 11 September 2018	18/003408



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14.6 INTERNAL AUDIT CHARTER

FILE NUMBER: FM0060

REPORT AUTHOR: ANDREA GASH, MANAGER FINANCE

FOR DECISION

Introduction

West Wimmera Shire Council (Council) has a well-established internal audit function, with the current providers being RSD Audit. To enhance and compliment the internal audit process, it is considered prudent for management to establish an Internal Audit Charter.

Declaration of Interests

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

Background

The interim audit conducted for the year ended 30 June 2018 found that Council had not developed an adopted Internal Audit Charter to document the requirements of all parties in the completion of the internal audits. By establishing an Internal Audit Charter, management will be able to document the responsibilities and accountabilities of each party, including the internal auditors, management and the audit committee.

While many of the requirements are set out in the internal audit tender documentation, it is good governance to establish a formal charter to ensure transparency and understanding in the completion of the internal audit function.

Risk Management Implications

Without an Internal Audit Charter, there is a risk that Council, the Audit Committee and the Internal Audit provider may not be aware of the obligations and accountabilities of each party.

Legislative Implications

There is no legislative requirement to have an Internal Audit Charter.

Environmental Implications

Not commented on.



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Financial and Budgetary Implications

Council has allowed for two Internal Audits in the budget for the 2018/19 financial year.

Policy Implications

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

Fraud & Corruption Control Policy
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 commented on.

Conclusion

To enhance and compliment the internal audit process, it is considered prudent for management to establish an Internal Audit Charter to ensure accountabilities and responsibilities of each party involved in the internal audit are well documented.

OFFICER RECOMMENDATION:

That Council adopts the Internal Audit Charter.

Attachments:

No.	Name	RecFind Ref
14.6.1	Internal Audit Charter	18/003422



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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.*

16.0 SEALING SCHEDULE

17.0 CONFIDENTIAL (PURSUANT TO SECTION 89 LGA 89)

MEETING CONCLUDED:

NEXT MEETING:

**21 NOVEMBER 2018
KANIVA COUNCIL CHAMBER**