

West Wimmera Shire Council

Council Plan 2017-21 Progress

Council Plan Priority / Action	Proposed Action	Proposed Advocacy Action	Project Proposals	Sub Projects	Responsible Officer / Department	Proposed Timelines	Proposed Timeframe	Estimated Costs	Major Project Plan Inclusion	Progress	Status Update Comment	Potential Threats to completion	Projected Completion Timeline
Strategic Objective 1: A Proactive, well governed, professional and financially sustainable organisation that encourages community participation													
1.1 Improve Council's governance, functionality and reputation	1.1.1 Promote a professional reputation for the shire - locally and regionally		Seek out opportunities for Councillors and senior staff to be members of regional boards etc		Senior Management Group	2017 -2018	First quarter	N/A	Not included	75%	DCCS is an independent member of Hindmarsh SC Audit Committee, Cr Houlihan is the new chair of the Wimmera Sustainability Group	Lack of suitable board or chair vacancies	Ongoing exercise that will be assessed in the final quarter of each f/y
				Chair of NWMA	CEO	2017 - 2018	Fourth Quarter	Nil		not due	Start date not due	Potential lack of support from other NWMA member Councils	Final quarter 2017/18
	1.1.2 Participate in Regional Shared Services activities		Shared HR advisory services		CEO	July 2017- July 2018	Full year	\$40K	Not included	100%	shared HR Manager with Yarriambiack Shire and working with other shires on mental health	Funding from LGV not forthcoming	March 2019 when final funding is announced
			Shared on-line training for compulsory modules		DCCS	August 2017 - August 2018	Full Year	\$20K	Not included	80%	Program has commenced with the first 2 modules completed by the week of 23 November	of WWSC needs from external parties, lack of direct communication	Final quarter 2017/18
			Shared Civil Works Contract		DIDW	Sept 2017 - June 2021	full year		Included	5%			
				Undertake full review of all policies	CEO	July 2017 - July 2020	Ongoing program	\$15K pa	NA	90%	Current policy review is progressing well with future review dates agreed. Commencing the development of new	Creation of policies to comply with new act will disrupt the current review schedule	43617
1.2 Continue to encourage local procurement	1.2.1 Source labour and materials locally wherever possible		Provide training to local suppliers and contractors to improve tenders		DIDW, DCCS,	Jan 2018 - June 2018	Third and Fourth	\$5K	Not included	25%	Procurement Policy revised and adopted March 2018. Training program yet to be finalised.	Lack of interest from local suppliers. Lack of time and resources to hold training	Post 30 June 2018

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				Establish a trades and services register/panel	DIDW, contracts Manager	Jan 2018 - June 2018	Third and Fourth		NA	60%	Some trade areas have been completed with a panel for planning services, local trades and the flood recovery panel of trades and equipment. Have also let a contract for a panel of businesses to undertake tree works	Availability of trades and reliability at times	43617
1.3 Build the capacity of Council administration through professional development	1.3.1 Leadership training for Councillors and staff to build team ethos		Investigate options of a regional professional development program		HR Advisor, Senior management Group	July 2018 - July 2019	entire fy	\$10K	NA	75%	coaching and assessment of staff with leadership potential. The program will provide a tailored development plan for each person.	Providing sufficient time and support for staff to complete the training and development	43617
			Provide greater exposure to Council meeting procedures to 3rd tier managers		CEO and Directors	Feb 2018 - ongoing				50%	3rd tier managers have attended and presented to Council Assemblies and a number have also attended Council meetings		43983
			Councillors and senior staff visit other Councils for ordinary meetings		Councillors and senior staff	March 2018 - ongoing		\$5K pa	NA	0%			
1.4 Focus on shared services	1.4.1 Access shared services with local governemt and state partners as a possible source of income or savings		Participate in regional shared services project (lead by HRCC)		CEO	August 2017 - March 2018		Funded by LGV	NA	100%	This project has morphed into the wider LG shared services model	governance structure to manage the long term project. Ensuring that suitable levels of technical support can be provided	The final report for the initial project was presented in July 2018

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				Project specific activities as opportunities arise - 2017-2018 MBS and Planning	Directors	August 2017 - March 2018			Not at this stage	90%	Tenders for building surveyor services has closed and only one tender submitted. The working group is continuing to negotiate with tenderer	Differences in planning schemes and planning requirements of each municipality	To align with the shared services exercise
				Explore opportunities for shared services via staff movements		Ongoing			NA	75%	All options explored with each position as it becomes available	The ability to attract professional personnel to a remote location is restricted	As above

Strategic Objective 2: Meaningful partnerships to support advocacy priorities and service provision													
2.1 Develop advocacy policy and plan	2.1.1 Create detailed and factually accurate advocacy strategies to ensure consistent dialogue during lobbying		Using the advocacy actions contained in the Council Plan, develop an annual prioritised plan		CEO	Ongoing	Annual strategy developed in Jan/Feb and reviewed in Nov/Dec each year		NA	100%	Plan completed and presented to Councillors in September 2017	Inability to engage with some key players	Ongoing
			Undertake workshops with CR's to develop individual strategies per subject item		CEO	Ongoing			NA	90%	work has commenced on the 2019 documents. Workshop ped with Cr's and final documents being prepared to be ready for mid Feb	As above	Documents will be circulated via email when drafts are completed

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2.2 Energy capacity and reliability	2.2.1 Investigate opportunities to improve access to utilities - gas, water, NBN, renewables, telecommunications	Annual visit to Canberra with Wimmera CEO's and Mayors	Develop fact sheets on the economic disadvantage due to lack of access to items such as NBN			Ongoing	Second, Third and Fourth quarters		NA	40%	Presented to Fed Parliamentary Inquiry. Met with telecoms minister's advisor re: mobile phone blackspots. Continued dialogue with senators office re: Kaniva NBN. Water- Business Case Currently being put together by GWM for Pipeline servicing Rocklands through to Harrow & Edenhope.	Lack of federal political intervention on NBN roll out. Victoria not participating in national mobile blackspot program Water: lack of funding to proceed	Ongoing
				Support efforts to construct power interconnector into SA to be located in West Wimmera	CEO & Eco Dev					10%			
			Participate in regional sustainable energy, water projects	Shire energy and water audit	DIDW, Manager Engineering	Oct 2017 - Jun 2018			Not at this stage	5%	Audit proposed Apr 2018 thru SV, Funding potential SV		
			Participate in the business case development for a rural water pipeline into West Wimmera		CEO and senior staff	2018	entire fy		Yes	90%	Business case has progressed to final draft stage and was presented to govt before caretaker period in October 2018	Lack of rural supply support. Lack of government support	Business Case to be presented by late-2018
2.3 Water security	2.3.1 Participate in and promote business case development for rural pipeline supply		the business case development for a rural water pipeline into West Wimmera		CEO and senior staff	2018	entire fy			60%	steering committee, Eco Dev Officer has met with project managers & businesses, CEO on steering committee & Councillor is chair of	As above	As above

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	2.3.2 Participate in the regional study on economic and social benefit of recreational water in the Wimmera Southern Mallee		Study lead by WCMA and involving various stakeholders will place a value on recreational water			43070		\$5K	Yes	75%	Second stage of study completed, draft report to be presented to WDA in July 2018	State Election and potential loss of funds to complete stage 3	
2.4 Improving digital connectivity	2.4.1 Encourage increased digital connectivity for the majority of residents	Develop fact sheets re: NBN for Kaniva and improved mobile phone connectivity for central part of shire	Utilise opportunities to lobby federal politicians on both NBN and Mobile connectivity		CEO, Economic Development					40%	3 Deputations to federal telecommunications minister on NBN and Mobile Blackspots. Further discussions with state regional development minister in March 2018. Regional digital strategy funded via regional partnerships	Reluctance from NBN to be flexible in their delivery of NBN. Difficult to develop business case for mobile blackspots due to low population in blackout areas	Ongoing advocacy required
				Provide information when required to assist with data in ag project of regional partnership	CEO, Eco Dev	Ongoing				75%	Vic State Govt has announced funds to roll out the first stages of the project	Federal support is essential and the roll out of telecoms infrastructure is critical	As above
				Investigate possible training programs for residents required to access My Agedcare or NDIS programs	CHSP Team Leader	43252	2nd & 3rd quarters	\$5K	No	50%	Computer savvy seniors prog undertaken through community care dept in Edenhope & Gorokey, Apsley also interested, Kaniva & Harrow have not replied	Participant support	End of 2019

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2.5 Transport - roads, accessibility, public transport & freight	2.5.1 Support community transport initiatives and regional connectivity		Participate in regional community transport pilot program, facilitated by the centre for participation		CEO and Volunteer Coordination	2017 - 2018	full year for stage 1 trial		No	50%	Kaniva Service and have met with community advocates for the Edenhope service. Kaniva service has seen increase in patronage since promotional	community bus. Insufficient number of users of the service (not a problem with the Kaniva service to date)	The pilot scheme is designed to run until June 2019, with a decision from gov on its future funding after that.
				Continue to support volunteer taxi service	Volunteer coordination	Ongoing			No	80%			
				Provide in principle support to Western Rail project	CEO	Ongoing			No	20%	Limited involvement from WW. Project is being managed by Horsham, Ararat & Southern Grampians. Presentations have	Low level commitment from state and federal governments. The project is competing with	Project will take up to 5 years to be implemented if the business case is developed.
			Participate in regional transport forums including the WSM Regional Transport Group		DIDW					100%	Councillor & Director membership of Forum Committee		Ongoing
				Collect and provide freight and economic data to support regional investigative reports						10%			
		Advocate for improved standards on C Class roads across the Shire			CEO, DIDW	Ongoing				80%	Change in practice for works on regions c class roads in line with Council Advocacy to Minister and VicRoads	Competing with large population councils for funds	Annual advocacy campaign
2.6 Pest Control	2.6.1 Strategy for sustainable pest & weed control measures		Annual Strategy development	Review State-wide designated pests and weeds as applicable	DIDW, Natural Resource Officer	Annually				75%	Motion to MAV State Council and discussion point with Rural Roads Victoria	Neglect of roadside drains contributes to the problem	Annual campaign

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	2.6.2 Partner with Landcare and other community organisations for pest plant and animal control measures.		Stakeholder committee and partnership development		DIDW, Natural Resource Officer	Minimum two per annum				80%	A number of partnership agreements are implemented when funding permits	Inconsistency of funding arrangements.	
	2.6.3 Maintain register		Pests and Weeds register	Fulcrum and/or alternative for reporting and recording activities	Natural Resource Officer	Ongoing				90%	Extensive mapping u-taken & a number of threatened plant species protected within planning scheme	Funding from state is trickled out periodically and this makes it difficult to plan long term.	Annual advocacy for funding improvements
		Advocate for greater resources for DELWP to support local council. Too difficult for small councils to maintain expertise			CEO, DIDW	Ongoing				50%	Met with key regional DELWP staff to workshop issues faced by small rural shires at rural ceo's meeting in Stawell on 14 Nov	Calls for greater support from the state are ignored	As above
Strategic Objective 3: Quality sustainable community infrastructure													
3.1 Mapping community assets to improve planning and efficiency													
	3.1.1 Invest in addressing infrastructure funding gap		Mapping community assets		DCCS/DIDW/ Engineering Services	17/18 fy -	2nd & 3rd quarters	\$20K	Yes	80%	Significant funding allocated in draft 2018/19 budget for WWSC	Commitment to renew Council assets diminishes	Ongoing
				Facilitation of shared asset use by multiple users	DIDW/DCCS	2018/2019 onwards		\$5K-\$10K per annum (including materials and legal agreements)	Yes (2108 onwards)	50%	Lions Club now share Senior Citizens in Edenhope, Discussions on Edenhope Hall centred on multi use,	Reluctance from community groups to share facilities	Ongoing
				Condition assessments and building capacities	Assets, Engineering	17/18 fy -	2nd 3rd quarter	\$35K	No	70%	Condition assessments - Approx 70% of works complete with mainly ESM's required to		

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				Research community use	Community Services	17/18fy	4th quarter	\$50K	No	5%	Need to gain an understanding of volume of use for built assets to enable	Inaccurate figures provided, a lot of community use is going unrecorded	The year 2020
				Detailed catchment mapping	DCCS/Community Services					0%	Map the potential catchment for a facility	resource via the asset management program	The year 2020
	3.1.2 Create and implement a prioritised playground strategy		Service level reviews		Youth Services	17/18 fy -	3rd & 4th Quarter	\$20K	Yes	80%	Policy developed to be used a guide to development of strategy	Asset management resources are dedicated to register and confirm system	Late 2019
3.2 Sustainable community infrastructure	3.2.2 Create evidence based priorities for infra investment		Develop formal strategies for specific needs (C Class roads, mobile tech, NBN)		Senior Management Group	17/18 fy -	2nd, 3rd, 4th quarter			25%	Undertaken advocacy/lobbying for NBN, mobile coverage, C Class Roads, Country Roads and Bridges & water infra, at a state & fed level	Changes of government. Consistent support from regions Councils	Ongoing
	3.2.3 Upgrade / divest / repair Council owned & managed assets		Development of built asset mgt plan		Engineering Services	18/19 fy	2nd & 3rd quarters		Yes	35%	Asset policy, strategy reviewed, building services program ramped up, promotion of multi-	Non-adherence to a program of consolidation. Public awareness of the need for multi-	
3.3 Invest in quality infrastructure supported by community consultation & engagement	3.3.1Facilitate discussions on social infrastructure (shared occupancy)		See 3.1.1		As per 3.1.1	19/20 fy	1st & 2nd quarters		Yes	75%	Planning for the Edenehope Hall project has advanced to the point of securing external funds and tender documents	Ability to fund complete build of Edenehope Hall. Re-use of Kaniva Shire Hall once completed	2021
			Service planning for specific functions		Engineering Services	18/19 fy	3rd & 4th Quarter		Yes	not due	Not yet actioned		
				Develop a multi-use, multi-functional strategy for Council controlled buildings	Assets, Engineering	18/19 fy	2nd & 3rd quarters		No	10%	Promoting multi-use but strategy not formally adopted or in practice	Strategy development may require external expertise	2020

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3.4 Maintain West Wimmera local road network	3.4.1Provide quality roads		Develop road management plan	Monitor upgrade and review plan	Engineering Services	17/18 fy -	2nd quarter	10000	Yes	80%	Advocating for a more strategic approach to state maintenance funds spend. Local roads re-evaluation assists in prioritisation	Retaining the VicRoads maint contract. Funding restrictions from state and fed govts.	Ongoing
				Local research and data collection to support regional investigative work and reports						75%	Presentation provided to Council on the outcome of the road revaluation exercise	Commitment from external agencies to share information	2021
		Lobby state for Country Rds + Bridges & R2R	Develop strategy and schedule regular meetings with ministers	Coordinate campaign with WSMRTG	Engineering Services	17/18 fy -	3rd & 4th quarter		Yes	75%	Application successful for fixing country roads funds, which is a "replacement" for country roads and bridges. Moortat -	New program is a competitive funding round which requires WWSC to compete with larger freight	2021
			Sustainable materials research	Investigate economical stablising techniques	Engineering Services	18/19 fy	1st & 2nd quarters			50%	constantly researching the best ways to extend the life of pavement	Local/Regional supply volumes, distance to haul materials	Ongoing
		Lobby state for LGIP or similar	Develop evidence base to advocate for program reinstatement		Engineering Services & Finance	17/18 fy -	2nd quarter		Yes	15%	Issue raised at MAV state council, RCV AGM and motion to 2016 state council	Current state government restrictions on funding to Local Gov	2020
Strategic Objective 4: Building on our agricultural and business strengths and supporting economic development													
4.1 Promote the benefits of West Wimmera to attract new residents, businesses and jobs													
	4.1.1 Pursue the development of manufacturing plants to value add to local products		Establish what represents local products		Economic Development	17/18 fy	4th quarter			10%	New eco dev officer has met with businesses and GWM Water re opps that pipeline may create	Non-investment in the rural pipeline	2021

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	4.3.1 Participate in business case development for utility infrastructure, water, gas and power generation				Economic Development	4/				50%	Regional approach taken via Regional Partnership, WDA & regional alt energy cttee. Water: Bus Case being put tog by GWM for Pipeline servicing Rocklds thru to Harrow / Edenhope.	Location of interconnector into SA	2021
Strategic Objective 5: Thriving, safe and diverse local communities													
5.1 Promote Community Planning													
	5.1.1 Continue to provide community strengthening grants and support for volunteer groups to align with Community Plans		Structured development of community plans		Senior Mnagement Group	2018/19 fy	2nd & 3rd quarter		Yes	90%	Grants provided in two rounds each financial year, program is not fully expended	Accuracy of information provided in applications	Ongoing
				Annual program to inform and educate volunteer groups in grant writing governance structures etc.	Economic Development	2017/18 fy	1st & 3rd quarter			50%	Assistance provided to various groups on community grants and assistance provided on writing grants for a number of external programs	Availability of the Economic Development team to undertake training. Advice now provided upon request for assistance	Ongoing
				Explore shared administrativ e resources for volunteer groups	Community Services	2018/19 fy	2nd quarter			0%	Try to combine a program with the roll out of community plans	Willingness of volunteer groups to share resources	2021
	5.1.2 Support for community events and activities		Develop community events and activities strategy		Community Services	2017/18 fy	3rd quarter			75%	Events policy reviewed and strategy in draft form	Not adhering to the agreed strategy	Year 2019

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	5.1.4 Senior staff representation at Community Committee meetings		Representatives have been appointed	Review representation every two years	CEO	2017	ongoing			95%	Senior staff attending community meetings, no rep at Goroke	Timing of meetings creates a clash at times, develop a common reporting template	Ongoing
5.2 Promote community education programs													
	5.2.1 Assist with client education on MyAged Care		Partner with community house(s) to promote programs to upskill clients		CHSP	2017/18 fy	2nd quarter			55%	Info sheets for accessing specific services or required actions from specific MAC correspondence produced for public. Have identified an approp host to run cty information sessions on what My Aged Care is, how and when people should access it. These sessions are to be hosted at various venues around the shire.	Computer literacy	2019
				Link into grant writing and governance programs as per 5.1.1	Corporate & Community Services	2017/18 fy	4th quarter			0%	Will liaise with Eco Dev Officer to see where this is at and provide info of annual program to any relevant group as it become available.		
5.3 Support Youth engagement													
	5.3.1 Continue to develop a youth council		Explore suitable models to promote engagement	Develop youth strategy	Youth Services Officer	2018/19 fy	1st quarter			90%	Events hosted in Edenhope late October and in Kaniva mid November	Access to schools. Lack of pre planning for comms in project development	Ongoing

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				Develop annual work experience plan	HR Advisory	2017/18 fy	3rd quarter			5%	In very early development		Late 2018
5.4 Encourage place-making projects/ initiatives that drive civic pride													
	5.4.1 Assist township committees to undertake projects and programs to increase community pride			Following the development of community plans, create a methodology to demonstrate broad community support	Community Services	2018/19 fy	1st quarter			75%	Significant positive exposure through First XI events. Received funding for 4 Pick my Project projects which will be predominantly community driven	Inter-town cooperation	Ongoing
				Program pre activity meetings to ensure that all regulatory requirements are met	Regulatory Services	2017/18 fy	2nd quarter			50%	Increased understanding of legal requirements to be met when hosting events		2021
5.5 Support for volunteers													
	5.5.1 Continue to support community volunteer groups and programs												
	5.5.2 Assist with volunteer transport programs		Provide resources to enable community transport pilot to be facilitated in West Wimmera		CEO	2017/18 fy	1st, 2nd, 3rd quarter			75%	Pilot scheme rolled out in northern end of shire and info sessions held for southern end program. Waiting for Centre for Participation to commence prog in Edenhope.	Drop-off in support for program	2020

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5.6 Fullfil our legislative requirements in emergency management													
	5.6.1 Continue active membership of WEMT		Work with WEMT on community response and resilience activities		DIDW/MRM	2017/18 fy		\$25K p/a membership		90%	Continued participation in planning activities for region, delegating 3 new MEROs	Volume of responsibility handed to Local Government	Ongoing
				Partnership with CFA & SES community liaison offices	MRM	2017/18 fy				50%	WWSC is promoting events to recruit members for SES and CFA in Edenhope. Met with Red Cross to discuss the education requirements required for the shire. Have developed a partnership with the DHHS liaison for assistance with singe house fires and other required information. Will continue to meet and foster partnerships with other relevant stake holders.	Number of volunteers will determine services provide	Late 2018

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	5.6.2 Leverage opportunities for local resilience development		Monitor regional and State activities for local opportunities to partner with local communities		MRM	2017/18 fy				50%	Continue working with all members of WEMT to identify & act on any relevant opportunities to develop resilient communities across the region. Have approached Red Cross for community edu sessions (esp or Harrow & Goroke) on the importance of having your own plan in an emergency, and assisting individuals in completing RediPlans. Have encouraged all participants (and assist many of them) in the computer savvy senior classes to install the VicEmergency app on personal devices.		
Strategic Objective 6: Participating in activities that address health and wellbeing issues													
6.1 Improve access to health and wellbeing services						1Q 17/18							
	6.1.1 Support community transport options to assist with access to medical services		Continue to support volunteer taxi service and community transport pilot scheme			4Q 18/19				75%	Continued support for volunteer taxi service, admin and driver support for community transport, promotion of new southern community transport routes	Number of volunteers and state support to subsidise community transport	2021

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	6.1.2 Incorporate access to health and wellbeing services in the Municipal Public Health and Wellbeing Plan				DIDW	2018/2019 fy	\$25K budgeted for the 18 / 19 financial year			100%	Municipal Public Health and Wellbeing plan ws reviewe and endorsed at the November meeting of Council		2021
Strategic Objective 7: Providing access to and promoting the natural environment													
7.1 Targeted promotion of West Wimmera as a world-class destination													
	7.1.1 Invest in media Promotion		Develop on line presence to promote significant events (budget approval, council plan approval etc)	Develop media releases post each Council meeting	Senior Management Group	2017/18 fy	1st quarter			75%	West Wimmera features prominently in a Cricket Australia Documentary on the first xi events and tour of England by current day Indigenous teams	Some media coverage may require payments to be made to attract mainstream media. Budget restrictions	Ongoing
				Access regional media promotions through various tourism groups	Comms and Tourism Officer	2017/18 fy				50%	WWSC gained positive media through the promotion of first xi events in 2018	The reach of Wimmera Mallee Tourism	Ongoing
			Participate in regional promotional activities (e.g. caravan & camping expo's)		Comms & Tourism	2017/18				90%	Council reps on Wimmera Mallee Tourism have attended Caravan and Camping shows in Melb & Adel	The cost assoc with attending and displaying is high	Ongoing
7.2 Foster Eco Tourism development	7.2.1 Promote eco-tourism opportunities to develop a visitor economy		Utilising available regional strategies, investigate possibilities for school camp visitation		Comms & Tourism					5%	Some cross promotional opportunities with fishing comp and country music marathon. Review in 2018/2019		2021

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				Investigate opportunities for high quality catered eco camping facilities to be constructed	Economic Development					5%	Limited high standard accommodation provided to campers at Women on Farms event	Requires a commercial operator to invest in the shire	2021
	7.2.2 Build on regional and local opportunities for visitor economic development in environmentally based tourism												

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



West Wimmera Shire Council - Council Plan 2017 - 2021 Resource Plan															
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1.1 Improve Council's governance, functionality and reputation	1.1.1 Promote a professional reputation for the shire - locally and regionally		Seek out opportunities for Councillors and senior staff to be members of regional boards etc		Senior Management Group	General liaison with executive of targeted groups	2017 -2018	First quarter	N/A	Not included		75%	DCCS is an independent member of Hindmarsh SC Audit Committee, Cr Houlihan is the new chair of the Wimmera Sustainability Group	Lack of suitable board or chair vacancies	Ongoing exercise that will be assessed in the final quarter of each f/y
				Chair of NWMA	CEO	Other NWMA Members	2017 - 2018	Fourth Quarter	Nil			not due	Start date not due	Potential lack of support from other NWMA member Councils	Final quarter 2017/18
	1.1.2 Participate in Regional Shared Services activities		Shared HR advisory services		CEO	HR Advisor (HRRC)	July 2017- July 2018	Full year	\$40K	Not included	Shared service has commenced and will target recruitment & staff reviews initially.	100%	Advertised for a shared HR Manager with Yarriambiack Shire and working with other shires on mental health outreach proposal. Expression of interest lodged for the RCTP fund with 9 other LGA's	Funding from LGV not forthcoming	March 2019 when final funding is announced
			Shared on-line training for compulsory modules		DCCS	Northern Grampians Shire HR Dept.	August 2017 - August 2018	Full Year	\$20K	Not included	Program to commence with Bullying, Fraud Prevention, Equal Opportunity	80%	Program has commenced with the first 2 modules completed by the week of 23 November	Poor understanding of WWSC needs from external parties, lack of direct communication from WWSC with software provider	Final quarter 2017/18
			Shared Civil Works Contract		DIDW	Civil contractors, neighbouring Shires	Sept 2017 - June 2021	full year		Included	All opportunities to share civil services will be explored	5%			
			Shared service contract for building surveying services across the Wimmera		DIDW & CEO	Reps from Horsham, Sthn Grampians, Hindmarsh & Tariambiack	Jan 2018 to October 2018		As per current budget allocation for MBS	Not included	A new model of delivering MBS services using more on-line applications and less face to face	90%	Targeting a report for the November 2018 meeting of Council	Aligning the commitment times for the Councils involved to ensure that no Council is stranded without a service in place	Oct/Nov 2018
				Undertake full review of all policies	CEO		July 2017 - July 2020	Ongoing program	\$15K pa	NA	Costs are related to staff time for review and presentation to Council	90%	Current policy review is progressing well with future review dates agreed. Commencing the development of new policies to comply with new LG Act	Creation of policies to comply with new act will disrupt the current review schedule	Jun-19
1.2 Continue to encourage local procurement	1.2.1 Source labour and materials locally wherever possible		Provide training to local suppliers and contractors to improve tenders		DIDW, DCCS,		Jan 2018 - June 2018	Third and Fourth quarters	\$5K	Not included		25%	Procurement Policy revised and adopted March 2018. Training program yet to be finalised.	Lack of interest from local suppliers. Lack of time and resources to hold training	Post 30 June 2018
				Establish a trades and services register/panel	DIDW, contracts Manager	Economic Development staff	Jan 2018 - June 2018	Third and Fourth quarters		NA	Continue to monitor local trades and services to ensure compliance and insurance requirements are met	60%	Some trade areas have been completed with a panel for planning services, local trades and the flood recovery panel of trades and equipment. Have also let a contract for a panel of businesses to undertake tree works	Availability of trades and reliability at times	Jun-19

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Strategic Objective 2: Meaningful partnerships to support advocacy priorities and service provision

Council Plan Priority / Action	Proposed Action	Proposed Advocacy Action	Project Proposals	Sub Projects	Responsible Officer / Department	Internal Resources Required	Estimated Officer time requirement	External Resources Required	Proposed Timelines	Proposed Timeframe	Estimated Costs	Major Project Plan Inclusion	Description	Progress	Status Update Comment	Potential Threats to completion	Projected Completion Timeline
2.1 Develop advocacy policy and plan	2.1.1 Create detailed and factually accurate advocacy strategies to ensure consistent dialogue during lobbying		Using the advocacy actions contained in the Council Plan, develop an annual prioritised plan		CEO	CEO and Councillors	1 day per week	Neighbouring Shire reps, external consultants	Ongoing	Annual strategy developed in Jan/Feb and reviewed in Nov/Dec each year		NA	Status reports provided to Council Assemblies each quarter	100%	Plan completed and presented to Councillors in September 2017	Inability to engage with some key players	Ongoing
				Undertake workshops with CR's to develop individual strategies per subject item	CEO	CEO and Directors, Eco Dev staff	1 day per month		Ongoing			NA		90%	Work has commenced on the 2019 documents. Works hopped with Cr's and final documents being prepared to be ready for mid Feb 2019.	As above	Documents will be circulated via email when drafts are completed
2.2 Energy capacity and reliability	2.2.1 Investigate opportunities to improve access to utilities - gas, water, NBN, renewables, telecommunications	Annual visit to Canberra with Wimmera CEO's and Mayors	Develop fact sheets on the economic disadvantage due to lack of access to items such as NBN			Economic Development Officer	1 day per week	Wimmera Development Association and Neighbouring Shires	Ongoing	Second, Third and Fourth quarters		NA		40%	Presented to Fed Parliamentary Inquiry. Met with telecoms minister's advisor re: mobile phone blackspots. Continued dialogue with senators office re: Kaniva NBN. Water- Business Case Currently being put together by GWM for Pipeline servicing Rocklands through to Harrow & Edenhope.	Lack of federal political intervention on NBN roll out. Victoria not participating in national mobile blackspot program. Water: lack of funding to proceed	Ongoing
				Support efforts to construct power interconnector into SA to be located in West Wimmera	CEO & Eco Dev	CEO	1 day per fortnight	Wimmera Development Association and Neighbouring Shires						10%			
			Participate in regional sustainable energy, water projects	Shire energy and water audit	DIDW, Manager Engineering	DIDW, Manager Engineering, Buildings Officer, Finance	2 days per week	Sustainability Victoria, WMSA	Oct 2017 - Jun 2018			Not at this stage	Funding potential SV	5%	Audit proposed Apr 2018 thru SV, Funding potential SV		
			Participate in the business case development for a rural water pipeline into West Wimmera		CEO and senior staff	CEO, Councillor and Community reps on committee	1 day per fortnight	GWM Water, DELWP, WCMA, GHCMA, HRCC, SGSC	2018	entire fy		Yes	Promote benefits of drought proofing the shire with construction of pipeline	90%	Business case has progressed to final draft stage and was presented to govt before caretaker period in October 2018	Lack of rural supply support. Lack of government support	Business Case to be presented by late-2018
2.3 Water security	2.3.1 Participate in and promote business case development for rural pipeline supply		Participate in the business case development for a rural water pipeline into West Wimmera		CEO and senior staff	CEO, Councillor and Community reps on committee	1 day per fortnight	GWM Water, DELWP, WCMA, GHCMA, HRCC, SGSC	2018	entire fy			Promote benefits of drought proofing the shire with construction of pipeline	60%	Cr is member of steering committee, Eco Dev Officer has met with project managers & businesses, CEO on steering committee & Councillor is chair of consultative committee	As above	As above

	2.3.2 Participate in the regional study on economic and social benefit of recreational water in the Wimmera Southern Mallee		Study lead by WCMA and involving various stakeholders will place a value on recreational water		Councillors		GWM Water, DELWP, WCMA, GHGMA, HRCC, SGSC, Local businesses and visitors to the region	Dec-17		\$5K	Yes	Study will be complete and report released by Nov 2017	75%	Second stage of study completed, draft report to be presented to WDA in July 2018	State Election and potential loss of funds to complete stage 3		
2.4 Improving digital connectivity	2.4.1 Encourage increased digital connectivity for the majority of residents	Develop fact sheets re: NBN for Kaniva and improved mobile phone connectivity for central part of shire	Utilise opportunities to lobby federal politicians on both NBN and Mobile connectivity		CEO, Economic Development	CEO, Councillors	NBN Co, Regional Partnership, Local emergency services	1 day per fortnight					40%	3 Deputations to federal telecommunications minister on NBN and Mobile Blackspots. Further discussions with state regional development minister in March 2018. Regional digital strategy funded via regional partnerships	Reluctance from NBN to be flexible in their delivery of NBN. Difficult to develop business case for mobile blackspots due to low population in blackout areas	Ongoing advocacy required	
				Provide information when required to assist with data in ag project of regional partnership	CEO, Eco Dev	CEO, Eco Dev Officer	Regional Partnership, WDA, Neighbouring Shires	1 day per month	Ongoing				75%	Vic State Govt has announced funds to roll out the first stages of the project	Federal support is essential and the roll out of telecoms infrastructure is critical	As above	
				Investigate possible training programs for residents required to access My Agedcare or NDIS programs	CHSP Team Leader	CHSP team, Volunteer Coordinator	Wimmera Business Centre, DHHS, TAFE	1 day per month	Jun-18	2nd & 3rd quarters	\$5K	No	New commonwealth model of home care requires appointments to be made via on-line portal.	50%	Computer savvy seniors prog undertaken through community care dept in Edenhope & Goroke, Apsley also interested, Kaniva & Harrow have not replied	Participant support	End of 2019
2.5 Transport - roads, accessibility, public transport & freight	2.5.1 Support community transport initiatives and regional connectivity		Participate in regional community transport pilot program, facilitated by the centre for participation		CEO and Volunteer Coordination	CEO, DCCS, Volunteer coordinator	Centre for participation, Wimmera PCP, Neighbouring Shires, PTV, Vicroads & Dept of Transport	1 day per week	2017 - 2018	full year for stage 1 trial		No	Pilot will enable greater access to regional centres and mainstream public transport for residents in WWSC	50%	Re-promoted the Kaniva Service and have met with community advocates for the Edenhope service. Kaniva service has seen increase in patronage since promotional work.	Access to the community bus. Insufficient number of users of the service (not a problem with the Kaniva service to date)	The pilot scheme is designed to run until June 2019, with a decision from gov on its future funding after that.
				Continue to support volunteer taxi service	Volunteer coordination	Volunteer coordinator	Neighbourhood House, Centre for Participation	1 day per fortnight	Ongoing			No	Volunteer taxi service will compliment the community transport pilot project	80%			
				Provide in principle support to Western Rail project	CEO	CEO	Western Rail action group	1 day per month	Ongoing			No	\$2K contributed to original study. Overall project may lead to improved coach services for Kaniva	20%	Limited involvement from WW. Project is being managed by Horsham, Ararat & Southern Grampians. Presentations have been made to both state and fedl ministers.	Low level commitment from state and federal governments. The project is competing with other regions for priority status.	Project will take up to 5 years to be implemented if the business case is developed.
			Participate in regional transport forums including the WSM Regional Transport Group		DIDW	DIDW, Manager Engineering, Works Officer, Finance, Councillor delegates	WSMRTG, Vicroads	2 days per month					100%	Councillor & Director membership of Forum Committee		Ongoing	
				Collect and provide freight and economic data to support regional investigative reports									10%				

		Advocate for improved standards on C Class roads across the Shire			CEO, DIDW	CEO, DIDW, Infra Eng, WM, Councillors	1 day per month	Wimmera Mallee Transport Forum group	Ongoing					80%	Change in practice for works on regions c class roads in line with Council Advocacy to Minister and VicRoads	Competing with large population councils for funds	Annual advocacy campaign
2.6 Pest Control	2.6.1 Strategy for sustainable pest & weed control measures		Annual Strategy development	Review State-wide designated pests and weeds as applicable	DIDW, Natural Resource Officer	Natural Resource Officer	2 weeks per annum	Landcare, DELWP	Annually					75%	Motion to MAV State Council and discussion point with Rural Roads Victoria	Neglect of roadside drains contributes to the problem	Annual campaign
	2.6.2 Partner with Landcare and other community organisations for pest plant and animal control measures.		Stakeholder committee and partnership development		DIDW, Natural Resource Officer	Natural Resource Officer	2 weeks per annum	Landcare, DELWP	Minimum two per annum					80%	A number of partnership agreements are implemented when funding permits	Inconsistency of funding arrangements.	
	2.6.3 Maintain register		Pests and Weeds register	Fulcrum and/or alternative for reporting and recording activities	Natural Resource Officer	Natural Resource Officer	1 day per week	DELWP, consultancy as required	Ongoing					90%	Extensive mapping u-taken & a number of threatened plant species protected within planning scheme	Funding from state is trickled out periodically and this makes it difficult to plan long term.	Annual advocacy for funding improvements
		Advocate for greater resources for DELWP to support local council. Too difficult for small councils to maintain expertise			CEO, DIDW	CEO, DIDW, Natural Resource Officer, WM, Councillors	1 day per month	DELWP, WCMA	Ongoing					50%	Met with key regional DELWP staff to workshop issues faced by small rural shires at rural ceo's meeting in Stawell	Calls for greater support from the state are ignored	As above

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Strategic Objective 3: Quality sustainable community infrastructure

Council Plan Priority / Action	Proposed Action	Proposed Advocacy Action	Project Proposals	Sub Projects	Responsible Officer / Department	Internal Resources Required	Estimated Officer time requirement	External Resources Required	Proposed Timelines	Proposed Timeframe	Estimated Costs	Major Project Plan Inclusion	Description	Progress	Status Update Comment	Potential Threats to completion	Projected Completion Timeline
3.1 Mapping community assets to improve planning and efficiency														5%			
	3.1.1 Invest in addressing infrastructure funding gap		Mapping community assets		DCCS/DIDW/ Engineering Services	Manager Engineering, Finance staff, Asset Coordinator	ME 2 weeks over 6 mths, Finance 1 week over 6 mths, AC 4 weeks over 6 mths	DELWP, consultant	17/18 fy -	2nd & 3rd quarters	\$20K	Yes		80%	Significant funding allocated in draft 2018/19 budget for WWSC	Commitment to renew Council assets diminishes	Ongoing
				Facilitation of shared asset use by multiple users	DIDW/DCCS	DIDW, DCCS, Manager Engineering, Finance staff, Buildings Officer, Asset Coordinator	DIDW/DCCS, ME & Finance Manager 1 week p/a, Buildings Officer 4 wks p/a, AC Coord 0.5 days p/f	Legal advice	2018/2019 onwards		\$5K-\$10K per annum (including materials and legal agreements)	Yes (2108 onwards)		50%	Lions Club now share Senior Citizens in Edenhope, Discussions on Edenhope Hall centred on multi use, Kaniva Shire Hall to house not for profit groups	Reluctance from community groups to share facilities	Ongoing
				Condition assessments and building capacities	Assets, Engineering	Asset Coordinator, Manager Engineering, Buildings Officer, Builder	BO 20 weeks p/yr, AC 10 weeks p/yr	DELWP	17/18 fy -	2nd 3rd quarter	\$35K	No		70%	Condition assessments - Approx 70% of works complete with mainly ESM's required to complete the assessments		
				Research community use	Community Services	Contract / project management	CS 2 weeks over 6mths	Consit / contractor, DELWP	17/18fy	4th quarter	\$50K	No		5%	Need to gain an understanding of volume of use for built assets to enable better prioritisation of capital investment	Inaccurate figures provided, a lot of community use is going unrecorded	The year 2020
				Detailed catchment mapping	DCCS/Community Services									0%	Map the potential catchment for a facility	Allocation of a resource via the asset management program	The year 2020
	3.1.2 Create and implement a prioritised playground strategy		Sevice level reviews		Youth Services	Youth Services, Economic Dev, Parks & Gardens, Asset Coord, Risk Manager	YS 3 weeks p/year, ED 1 week p/year, P&G 1 week p/year		17/18 fy -	3rd & 4th Quarter	\$20K	Yes		80%	Policy developed to be used as a guide to development of strategy	Asset management resources are dedicated to register and confirm system	Late 2019
3.2 Sustainable community infrastructure	3.2.2 Create evidence based priorities for infra investment		Develop formal strategies for specific needs (C Class roads, mobile tech, NBN)		Senior Management Group	CEO , Eco Dev, DIDW, DCCS	CEO 5 weeks p/year, Eco Dev 2 weeks p/year, DIDW 2 weeks p/year, DCCS 2 weeks p/year		17/18 fy -	2nd, 3rd, 4th quarter				25%	Undertaken advocacy/lobbying for NBN, mobile coverage, C Class Roads, Country Roads and Bridges & water infra, at a state & fed level	Changes of government. Consistent support from regions Councils	Ongoing
	3.2.3 Upgrade / divest / repair Council owned & managed assets		Development of built asset mgt plan		Engineering Services	Asset Coordinator, Manager Engineering , Buildings Officer	AC 20 weeks p/year, ME 8 weeks p/year, BO 6 weeks p/year		18/19 fy	2nd & 3rd quarters		Yes		35%	Asset policy, strategy reviewed, building services program ramped up, promotion of multi-use facilities for all new developments	Non-adherence to a program of consolidation. Public awareness of the need for multi-purpose facilities	
3.3 Invest in quality infrastructure supported by community consultation & engagement	3.3.1Facilitate discussions on social infrastructure (shared occupancy)		See 3.1.1		As per 3.1.1	Senior Management Group, Specific program managers			19/20 fy	1st & 2nd quarters		Yes	Needs to follow community asset mapping and asset plan development	75%	Planning for the Edenehope Hall project has advanced to the point of securing external funds and tender documents developed and ready for advertising. Kaniva Shire ready for restoration works to commence	Ability to fund complete build of Edenehope Hall. Re use of Kaniva Shire Hall once completed	2021
			Service planning for specific functions		Engineering Services	Manager Engineering, Finance staff, Asset Coordinator			18/19 fy	3rd & 4th Quarter		Yes		not due	Not yet actioned		
				Develop a multi-use, multi-functional strategy for Council controlled buildings	Assets, Engineering	Asset Coordinator, Manager Engineering, Buildings Officer, DIDW	AC 5 Weeks per yr, ME 3 weeks per yr, BO 5 weeks per yr	Property conveyancers	18/19 fy	2nd & 3rd quarters		No	A community engagement and communication strategy is required to assist this exercise	10%	Promoting multi-use but strategy not formally adopted or in practice	Strategy development may require external expertise	2020
3.4 Maintain West Wimmera local road network	3.4.1Provide quality roads		Develop road management plan	Monitor upgrade and review plan	Engineering Services	Manager Engineering, Finance staff, Asset Coordinator		Consultant	17/18 fy -	2nd quarter	\$10,000	Yes		80%	Advocating for a more strategic approach to state maintenance funds spend. Local roads re-evaluation assists in prioritisation	Retaining the VicRoads maint contract. Funding restrictions from state and fed govts.	Ongoing

				Local research and data collection to support regional investigative work and reports											75%	Presentation provided to Council on the outcome of the road revaluation exercise	Commitment from external agencies to share information	2021
		Lobby state for Country Rds + Bridges & R2R	Develop strategy and schedule regular meetings with ministers	Coordinate campaign with WSMRTG	Engineering Services	DIDW, CEO, DCCS			17/18 fy -	3rd & 4th quarter		Yes			75%	Application successful for fixing country roads funds, which is a "replacement" for country roads and bridges. Moortat - Ozenkadnook road to upgraded with \$500K grant	New program is a competitive funding round which requires WWSC to compete with larger freight routes etc.	2021
			Sustainable materials research	Investigate economical stabilising techniques	Engineering Services	Works Manager, Manager Engineering			18/19 fy	1st & 2nd quarters					50%	Works Manager is constantly researching the best ways to extend the life of pavement materials	Local/Regional supply volumes, distance to haul materials	Ongoing
		Lobby state for LGIP or similar	Develop evidence base to advocate for program reinstatement		Engineering Services & Finance	Asset Coordinator, Manager Engineering, DIDW,		RDV	17/18 fy -	2nd quarter		Yes	2018 is an election year, so this becomes a high priority		15%	Issue raised at MAV state council, RCV AGM and motion to 2016 state council	Current state government restrictions on funding to Local Gov	2020

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Strategic Objective 4: Building on our agricultural and business strengths and supporting economic development

Council Plan Priority / Action	Proposed Action	Proposed Advocacy Action	Project Proposals	Sub Projects	Responsible Officer / Department	Internal Resources Required	Estimated Officer time requirement	External Resources Required	Proposed Timelines	Proposed Timeframe	Estimated Costs	Major Project Plan Inclusion	Description	Progress	Status Update Comment	Potential Threats to completion	Projected Completion Timeline
4.1 Promote the benefits of West Wimmera to attract new residents, businesses and jobs															c	c	a
	4.1.1 Pursue the development of manufacturing plants to value add to local products		Establish what represents local products		Economic Development	Economic Development Officer, CEO, Councillors,	EDO 5 weeks p/year, CEO 1 week p/year	WDA	17/18 fy	4th quarter				10%	New eco dev officer has met with businesses and GWM Water re opps that pipeline may create	Non-investment in the rural pipeline	2021
				Investigate opportunities for regional & local waste resource recovery plans	Economic Development	Works Manager, DIDW, Manager Engineering, Eco Dev Officer	WM 2 weeks p/year, DIDW 1 week p/year, EDO 1 week p/year	GCWWRRG	17/18 fy	4th quarter				15%	Participating in GCWWRRG and working with MAV on recycling issues	Current non-acceptance of co-mingled product to China	Ongoing
4.2 Support existing businesses to succeed and grow	4.2.1 Closely liaise with main street businesses		Regular business visits		Economic Development	Economic Development Officer			Ongoing across plan term					30%	A prog of regular dialogue needs to be developed	Understanding what we need to be speaking about with businesses	Ongoing
				Re-activate the Economic Development Committee	Economic Development	Economic Development Officer	1 week p/year		17/18 fy	1st quarter				50%	One meeting held with former Eco Dev Manager, new officer programming future meetings	Other project related commitments of the Eco Dev Manager	Ongoing
				Provide training and education in basic customer service and governance	Economic Development	Economic Development Officer, Comms & Tourism Officer	1 week p/year	Small Business Department, RDV	Ongoing across plan term					50%	A number of small business information and training opportunities provided during small business week	Reluctance for business owners to participate in training meant that some sessions were cancelled	2021
	4.2.2 Investigate cost effective ways to support existing businesses																
4.3 Promote opportunities that support our agricultural producers to diversify and or value add																	
	4.3.1 Participate in business case development for utility infrastructure, water, gas and power generation				Economic Development	Economic Development Officer, Manager Engineering	weeks per year	RDV, Local Businesses	4/					50%	Regional approach taken via Regional Partnership, WDA & regional alt energy cttee. Water: Bus Case being put tog by GWM for Pipeline servicing Rocklids thru to Harrow / Edenhope.	Location of interconnector into SA	2021

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Strategic Objective 5: Thriving, safe and diverse local communities									
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	5.2.1 Assist with client education on MyAged Care		Partner with community house(s) to promote programs to upskill clients		CHSP	CHSP Team Leader		Community House, Senior Citizens Clubs	2017/18 fy	2nd quarter			High priority due to transition to the federal care model.	55%	Info sheets for accessing specific services or required actions from specific MAC correspondence produced for public. Have identified an approp host to run cty information sessions on what My Aged Care is, how and when people should access it. These sessions are to be hosted at various venues around the shire.	Computer literacy	2019
				Link into grant writing and governance programs as per 5.1.1	Corporate & Community Services	Volunteer Coordinator, Economic Development Officer, Comms & Tourism Officer			2017/18 fy	4th quarter				0%	Will liaise with Eco Dev Officer to see where this is at and provide info of annual program to any relevant group as it become available.		
5.3 Support Youth engagement																	
	5.3.1 Continue to develop a youth council		Explore suitable models to promote engagement	Develop youth strategy	Youth Services Officer	Youth Services Officer			2018/19 fy	1st quarter				90%	Events hosted in Edenhope late October and in Kaniva mid November	Access to schools. Lack of pre planning for comms in project development	Ongoing
				Develop annual work experience plan	HR Adisory	HR Advisor, Early Years Coordinator		Local Schools	2017/18 fy	3rd quarter				5%	In very early development		Late 2018
5.4 Encourage place-making projects/ initiatives that drive civic pride																	
	5.4.1 Assist township committees to undertake projects and programs to increase community pride			Following the development of community plans, create a methodology to demonstrate broad community support	Community Services	Volunteer Coordinator, Economic Development Officer, Comms & Tourism Officer			2018/19 fy	1st quarter				75%	Significant positive exposure through First XI events. Received funding for 4 Pick my Project projects which will be predominantly community driven	Inter-town cooperation	Ongoing
				Program pre activity meetings to ensure that all regulatory requirements are met	Regulatory Services	Planning Manager, Reg Services Officer, Building Officers			2017/18 fy	2nd quarter				50%	Increased understanding of legal requirements to be met when hosting events		2021
5.5 Support for volunteers																	
	5.5.1 Continue to support community volunteer groups and programs																
	5.5.2 Assist with volunteer transport programs		Provide resources to enable community transport pilot to be facilitated in West Wimmera		CEO	Volunteer Coordinator, HACC/CHSP Co-ordinator		Centre for Participation, Hindmarsh Shire, Dept of Transport,	2017/18 fy	1st, 2nd, 3rd quarter				75%	Pilot scheme rolled out in northern end of shire and info sessions held for southern end program. Waiting for Centre for Participation to commence prog in Edenhope.	Drop-off in support for program	2020
5.6 Fulfill our legislative requirements in emergency management																	
	5.6.1 Continue active membership of WEMT		Work with WEMT on community response and resilience activities		DIDW/MRM	MRM/CHSP Team Leader/MERO	MERO 10 hours p/month, MRM 5 hours p/month, CHSP (u/k)	WEMT	2017/18 fy			\$25K p/a membership		90%	Continued participation in planning activities for region, delegating 3 new MEROs	Volume of responsibility handed to Local Government	Ongoing

				Partnership with CFA & SES community liaison offices	MRM	CHSP Team Leader		WEMT, DHHS, CFA, SES	2017/18 fy					50%	<p>WWSC is promoting events to recruit members for SES and CFA in Edenhope. Met with Red Cross to discuss the education requirements required for the shire.</p> <p>Have developed a partnership with the DHHS liaison for assistance with single house fires and other required information. Will continue to meet and foster partnerships with other relevant stake holders.</p>	Number of volunteers will determine services provide	Late 2018
	5.6.2 Leverage opportunities for local resilience development		Monitor regional and State activities for local opportunities to partner with local communities		MRM	CHSP Team Leader		WEMT, REMT, MAV	2017/18 fy					50%	<p>Continue working with all members of WEMT to identify & act on any relevant opportunities to develop resilient communities across the region. Have approached Red Cross for community edu sessions (esp or Harrow & Goroke) on the importance of having your own plan in an emergency, and assisting individuals in completing RediPlans. Have encouraged all participants (and assist many of them) in the computer savvy senior classes to install the VicEmergency app on personal devices.</p>		

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Strategic Objective 6: Participating in activities that address health and wellbeing issues

Council Plan Priority / Action	Proposed Action	Proposed Advocacy Action	Project Proposals	Sub Projects	Responsible Officer / Department	Internal Resources Required	Estimated Officer time requirement	External Resources Required	Proposed Timelines	Proposed Timeframe	Estimated Costs	Major Project Plan Inclusion	Description	Progress	Status Update Comment	Potential Threats to completion	Projected Completion Timeline
6.1 Improve access to health and wellbeing services																	
	6.1.1 Support community transport options to assist with access to medical services		Continue to support volunteer taxi service and community transport pilot scheme											75%	Continued support for volunteer taxi service, admin and driver support for community transport, promotion of new southern community transport routes	Number of volunteers and state support to subsidise community transport	2021
	6.1.2 Incorporate access to health and wellbeing services in the Municipal Public Health and Wellbeing Plan				DIDW	EHO, CHSP Team Leader, Early Childhood Coordinator		DHHS, Local hospitals, regional health and wellbeing service providers		1Q 17/18				100%	Municipal Public Health and Wellbeing plan was reviewed and endorsed at the November meeting of Council		2021
			Encourage healthy living in all delivered programs		CHSP	TL Community Services, Social Support Co-ord		Health Networks, PCP, DHHS, DOH		4Q 18/19				not started			
	6.1.3 Advocate for regional outreach program to be implemented in WWSC and across the region				CEO	SMG and Councillors	5 hours per week	Wimmera PCP, West Wimmera Health Service, Edenhope Hospital, Harrow Bush Nursing Centre, Neighboring shires		2018/2019 fy	\$25K budgeted for the 18 / 19 financial year			90%	Two positions filled and the program is likely to commence at the end of 2018	Ensuring that the funding is recurrent and gaining support from the regions PHN	2021

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

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Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY			
STREET TREE POLICY		Policy No:	
		Adopted by Council:	
		Next review date:	June 2022
Senior Manager:	Director Infrastructure Development & Works		
Responsible Officer:	Contracts Manager		
Functional Area:	Parks and Gardens		
Introduction & Background	The Shire has a number of townships each with their own unique street tree plantings, which form a significant contribution to the attractiveness, amenity and livability of the townships in the West Wimmera Shire. Tree lined and leafy streetscapes provide attractiveness all year round and valuable shade during the summer months.		
Purpose & Objectives	<ol style="list-style-type: none">1. To provide guidelines for the selection, location, retention, maintenance and amenity of street trees for the enhancement of residential and community amenity.2. To recognise the Street Tree Management Plan for procedures and guidelines for determination of applications for the lopping, removal or destruction of street trees.3. To acknowledge and ensure compliance with the requirements relating to native vegetation and significant trees under the Planning & Environment Act 1989.4. To adhere to risk management principles including meeting insurance requirements and the <i>Electrical Safety Act 1998</i>.5. Linkage with other documents such as the <i>WWSC Street Tree Management Plan</i> and the <i>Township Tree Management Plan</i> with Powercor(or its nominated contractors).		
Policy Details			
1.	Scope & Effect of this policy		
	Area of Effect This policy applies to all street tree planting/s and removal along road reserves in each of the township zones** , within the West Wimmera Shire, including around the outside perimeter of roads which form the boundary of the township zones. **for the purpose of this Policy, Township Zone (TZ) is taken to be those areas zoned Township Zone. in accordance with the Planning Maps under the West Wimmera		



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	<p>Planning Scheme.</p> <p>Definitions</p> <p>For the Purposes of this Policy, the following definitions and meanings apply:</p> <p>A Street Tree – means any vegetation growing on or within the boundaries of any Council controlled/managed, road reserve, including any nature strip or traffic island within any road reserve/s, in the Township Zone.</p> <p>Street trees on any of the above listed areas of land, becomes the property or responsibility of Council, and therefore the rights and duties, with respect to the care and maintenance for that vegetation, also rests with Council.</p>
2.	<p>Insurance and statutory requirements</p> <p>Street Trees are understood to be physical assets of Council, and it is consequently required by its insurers to develop and adopt a Tree Management Policy for township street trees to ensure public safety, and mitigate public liability risk.</p> <p>The Electrical Safety Act 1998 and associated regulations impose requirements on Council operations for street trees under power lines.</p> <p>The Planning & Environment Act 1987 and associated regulations, including the <i>West Wimmera Planning Scheme</i>, with respect to the management of native vegetation (CI 52.17) and other significant vegetation (ie CI 43.01).</p>
3.	<p>Street Tree Management Plan</p> <p>Council will develop, maintain and implement a Street Tree Management Plan incorporating criteria, guidelines and procedures for the following matters:</p> <ul style="list-style-type: none"> • Selection of street trees for planting • Determination of location • Applications for planting, lopping, removal or destruction. • Risk assessments and maintenance • amenity of street trees. <p>This plan will be reviewed every 4 years or as required.</p>

Policy Adopted:	Ordinary Meeting	Minute Book Page _____	RecFind _____
Policy Reviewed:	Ordinary Meeting __/__/18	Minute Book Page _____	RecFind _____



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Street Tree Management Plan December 2018

The best of country living

Plan Adopted:	Ordinary Meeting	Month Year	RecFind _____
Review Date:	August 2021		

WEST WIMMERA SHIRE COUNCIL

STREET TREE MANAGEMENT PLAN

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1. GENERAL

1.1 Introduction

The Shire has a number of townships each with their own unique street tree plantings, which form a significant contribution to West Wimmera's amenity appeal.

Tree lined and leafy streetscapes provide attractiveness all year round and valuable shade during the summer months.

1.2 Aim

The following policy guidelines aim to establish an overall environmentally sensitive and cost effective comprehensive management programme and a guide for maintenance. A major consideration must be that a balance is maintained between the number of street plantings and Council's ability to financially service and maintain these trees. On a micro-management level the issues will be encompassed as part of West Wimmera's Street Tree Strategy contained in the Township Amenity Plan, and the Township Tree Management Plan and Agreement with Powercor.

Councils aim is to conserve, and enhance the Shire's Streetscapes to a standard which will strengthen both the individual residential and community streetscape amenity of the Shire by:

Ensuring that the Shire's street trees are of dimensions that are dominant in the streetscape once established.

- Unifying the streetscape irrespective of less desirable street features.

1.3 Application

This policy shall apply to all street planting within the Shire of West Wimmera.

Any vegetation growing on Council controlled nature strip or road reservation becomes the property of Council, and therefore the duty as regard to care and maintenance also rests with Council, unless that responsibility is apportioned elsewhere under Councils Local Law.

2. MANAGEMENT

2.1 General

Councils' first priority is to maintain public safety with respect to the planning, provision and maintenance of its trees and streetscapes.

Victorian Council's are required by its insurers Civic Mutual Plus to develop and adopt a Tree Management Policy for urban street trees to mitigate public liability risk. Council is required:

- To verify a traceable link between proactive inspections, maintenance generation and completed works for the urban street trees & reserve trees selected.
- Have a traceable reactive program in place for trees where Council can demonstrate a link between a reactive request, maintenance generation and completed works.
- Record maintenance and works to Council trees against a tree inventory and/or property location.

Council will seek from time to time to nominate significant treescapes with the appropriate authorities to ensure their conservation and protection.

Council acknowledges that street trees will conflict with other elements of the streetscape, particularly hard structures and services; but recognises that all components of a streetscape are essential to provide a pleasant and functional environment.

Issues affecting the local environment and trees on public and private land will be promoted by Council when deemed appropriate.

The performance of works associated with this Policy will be undertaken in accordance with relevant legislation including *Occupational Health and Safety and Local Government Acts*, and the *Electrical Safety Act 1998*.

In estimating the value of street trees to the local community the Shire will utilise the *Draft Australian Standard (Trees – Amenity Valuation)*.

New planting will be undertaken in streets in accordance with priorities set in Councils Capital Works Programme and with reference to the Street Tree Strategy contained in the Township Amenity Plan, and from resident requests, and will be performed following consultation with affected residents.

Generally residents will not be permitted to plant trees and shrubs within Council controlled nature strips and road reserves. Such plantings may be regarded as unauthorised plantings and may be removed at the discretion of Council. However in circumstances where Council approves tree planting schemes proposed by residents, such approval will be given provided all the elements of this policy are observed in such a planting programme.

2.2 Streetscape Regeneration

Trees are not a permanent feature and it is possible for a tree to start its decline long before it becomes dangerous or dies.

It is possible to anticipate tree death and plan for regeneration of the streetscape by removing selected trees along a street and replacing them with new trees. As these new trees obtain a size large enough to make a visual impact on the street, the remaining old or dying trees can be replaced. These trees will eventually grow to provide the same benefits provided by the originals. Selective thinning of even aged mature populations to allow for younger plantings in order to ensure population sustainability will be considered.

If through old age or bad pruning techniques street trees lose their vigour, then in such circumstances the tree should be replaced before it dies. If required, a report may be prepared for Council outlining the work that is required to renew the trees in the street, or the reasons for removing and replacing a tree. Council officers will decide whether this work will proceed.

2.3 Species Selection

Tree species selection will take into account relative hardiness, and integration into surrounding planting themes.

Tree species will be chosen which are appropriate in form, size, cover, scale, etc., for a particular street. Appropriate tree species that are sited sensitively and sensibly, will enhance the visual aspects of the street and contribute to the streetscape.

The diverse characteristics of individual streets or areas within the Shire and differing resident expectations will mean species flexibility is desirable. Both native and exotic street plantings will be used to enhance and complement the streetscape in planting programmes. Planting options for various streets within the Towns of West Wimmera will be examined in the Street Tree Strategy.

Council (or its nominated representative) shall nominate the species of tree(s) to be planted in the street, in consultation with the street's residents. Reference will be made to the Street Tree Strategy.

A site analysis will ensure that species of tree(s) planted will fulfil aesthetic, biological and functional requirements of each site. Where there is a dominant, significant stand of trees, this theme will be continued. Where tree species have been removed because they are inappropriate, more suitable species will be sought to fulfil site requirements.

Council considers the following to be desirable features of street plantings;

- Of a size which is dominant in the streetscape once established.
- An enhancement of the appearance of the street and complementary to individual house/premises.
- To unify the street generally by using not more than two species per street.
- In streets where there are different species used, new plantings will reinforce the predominant or most appropriate species present.

- In situations where poor soil or other site conditions may inhibit good growth or restrict the use of normal species used in street plantings, Council's arboricultural representative may nominate a more appropriate species to be used. This alternate species will still exhibit characteristics suited to street plantings.
- Species shall be of reasonably fast or moderate growth habit, whilst exhibiting uniform and consistent crown shape and dimension. Species that sacrifice structural integrity for rapid growth will be avoided. Species that have been documented to present a risk to public safety due to toxicity or structural instability likewise will be avoided.
- Can be readily and economically maintained clear of power lines in an aesthetic manner.
- Species used shall develop a clear trunk height to facilitate unrestricted vehicular parking and pedestrian flow; and to be unsuitable as a haven for undesirables. Clear vision for motorists and pedestrians especially at intersections and crossovers must be maintained.
- Manageable root structures in advanced age.
- Provides shade in the summer months.
- Is Productive, without additional maintenance.
- Does not create an unmanageable slip or trip hazard for pedestrians.

The following street features shall be considered prior to species selection in naturestrips and full width asphalt footpaths;

- Width and type of naturestrip in relation to growth and ultimate tree size.
- Soil conditions.
- Width and length of road pavement in relation to the scale of the streetscape; street maintenance requirements and parking requirements.
- Height, position and capacity (HV/LV) of overhead services.
- Location, depth and offsets of Telecom, Gas, Drainage, Power and Council services.
- Predominant plantings throughout the street properties – type, condition and overhang of some.
- Style of homes and proximity in relation to property frontages.
- Shade requirements and existing landscape features of the streetscape.

2.4 Streetscape Design

Good streetscape design does not automatically result with the infusion of street tree planting programmes. It requires considerable design vision and a strong commitment to the appropriateness of tree planting to certain urban/residential areas. Reactive approach to tree planting in some urban/or built up areas, can often result in controversial promises and unsatisfactory streetscapes. An understanding of the residential areas must be appreciated, and in certain areas trees in the street are inappropriate. A consultative approach to streetscape design with effected stakeholders is useful.

An appropriate selection can be achieved through an understanding of the street space. The street space should be understood in terms of its visual, physical and functional components as well as its relationship to the surrounding areas.

When streetscape works are planned three design objectives should be considered. The objectives are:

- Formality
 - * Formality will achieve a unifying effect of the street space. A formal design will unify the built elements that do vary i.e., buildings, fences, etc.
- Scale
 - * To achieve an appropriate scale tree structure should attain a size in proportion to the streetscape, and avoid informal variations in shape and size.
- Character – Sense of Place
 - * Street design should aim to enhance the characteristics of the street space which contribute to the character of the street. Character can also be retained if the existing built form and landscape character are enhanced and maintained. The choice of tree species should also reflect the history of the built form etc.

The role of the street tree is manifold, and as to whether they are appropriate or not to a particular street is often subjective. This means that the designer must look beyond just selecting a species because it will survive. The tree must “fit” or suit that particular sense of place.

- Some of the functions of the street tree include:
 - * to relate buildings to the landscape or site
 - * to relate buildings to each other
 - * to provide protection, from wind and sun, a cool environment on hot days
 - * to provide visual protection from noise, privacy and screening
 - * to direct vehicular and pedestrian circulation
 - * to channel views to or away from objects or structures
 - * to provide contrast in colour, texture, form, shadows, etc.
 - * to reduce the impact of unrelated, unified building developments
 - * to provide a sense of “scale” to the street
 - * to provide “life” and vibrance in the form of shadows and patterns on the pavement, sounds of rustling leaves, and wildlife habitat.
 - * to disguise overhead powerlines
 - * to identify the entrance into a particular precinct, shopping area, historical area, residential area etc.
 - * to provide character – “sense of place” to an area.
 - * to act as the structural component in an ecological corridor for the encouragement of local fauna.

- Of equal importance to the things we want street trees to do, are those things that we don't want them to do.
 - * they should not frequently drop branches
 - * avoid trees that drop berries, sticky seeds, poisonous flowers and seeds
 - * avoid trees that are prone to particular pests and diseases
 - * their roots should have a minimal impact on roads and drains, and other street services,
 - * they should not obstruct visibility at intersections, signs etc.
 - * they should be drought tolerant and long-lived.
- It is important to assess the role of the street tree in a particular street and its suitability before it is planted.

To achieve Councils aim to enhance streetscapes to a standard which will strengthen both the individual residential and community streetscape amenity:

- The streetscape must be developed and determined in consultation with the streets residents, and as part of a much broader context taking the entire street tree population.
- Take into consideration the desirable and undesirable features of the street.

Councils Street Tree Policy will take into consideration other relevant policies and studies, e.g. the Corporate Plan, the Street Tree Strategy, Significant Tree and Garden Study. Register of Significant Trees of Victoria, etc.

Where a road improvement programme or similar works are being carried out by the Council or other statutory authorities, all trees affected should be marked on a plan and submitted to the Councils arboricultural representative. This plan should show whether the trees have to be removed, or if any pruning works are required. If any trees have to be removed Council will notify residents in writing 2 weeks prior to the removal of the tree(s). The plan should be considered at the same time as the whole of the project. When the project has been approved by the Council, the trees can be removed at the commencement of works without any further permission being sought. The cost of removing these trees and replacing them with new trees will be charged to the total cost of the development works.

2.5 Tree Planting

The planting of trees on naturestrips is an activity which is generally well received by residents and one for which Council receives much praise and very little criticism.

As specified in the Parks and Street Trees specification the Service Provider must supply and plant trees as required for:

- Replacement Planting
 - * All trees removed from streetscapes shall be replaced as soon as practicable, but no later than the following planting season, provided a suitable planting site is available. These plantings will take priority over requests for new plantings (see below).

- Request for Individual Street Tree Planting
 - * Individual trees requested by residents will be considered against the recommendations of the Street Tree Strategy, and assess for suitability. If deemed appropriate the request will be prioritised against other such requests, and works resulting from recommendations made in the Street Tree Strategy. The methodology for prioritisation will be determined in the Street Tree Strategy.

If a request is received by a resident, and is considered appropriate by Council, or a tree removed prior to 1 May, the (replacement) tree shall be planted in the forthcoming planting season (May to September). If a request is received between 1 May and 1 September, the tree will be planted in that planting season, provided planting resources and appropriate nursery stock are available (and contracted limits are not exceeded except by negotiation). Requests received after 1 September will be deferred until the planting season of the following year.

Whole street planting or streetscape rejuvenation planting will be undertaken as part of Councils capital works program, and in association with projects such as road repair and infrastructure development, where funding has been approved through the project budget. Capital Works proposals will be forwarded to all other relevant Council departments.

2.6 Planting Guidelines

All tree planting will be performed during the colder months of the year usually commencing in Autumn and continuing through Winter into early Spring (1 May to 30 September).

Selection of an appropriate planting site is a crucial factor in determining long term viability and cost effectiveness of a street tree. A poorly positioned tree has the potential to diminish the visual appeal of a streetscape, cause structural damage, become hazardous or require excessive spending on maintenance and pruning.

In all cases prior to planting, consideration shall be given to Powercor's *Your Guide to Tree Planting Near Powerlines*.

Planting sites should be chosen to comply with the existing streetscape while allowing for functional limitations imposed by the street environment.

Trees and shrubs as approved by Council to be used in street plantings shall be planted as follows:

- Where reasonable plant at least one tree in front of every property at a spacing of not more than 12 metres apart (this is intended to be the maximum default spacing and is subject to individual street characteristics), and as near as possible to the centre of the property boundary;
- Locate not closer than 2 metres to a fire hydrant or drainage pit;
- Deviate from power distribution company lead in wires by not less than 3 metres;
- Plant not less than 1 metre either side of a pedestrian gate;
- At a road intersection ensure a clear line of vision for traffic in all directions (taking into account the dimensions of the tree at maturity);

- Restrict planting close to trees established within private property which may interfere with the future growth of the new street tree;
- No planting over Telstra , gas or stormwater lead-ins; check meter, junction box and stormwater outlet positions;
- Trees should be located so as not to obscure views from a driveway crossover or road intersection, this can be done by having a clear trunk to 1.5 metres when the tree is planted.

Standardising of street tree spacing shall be regularly undertaken by interplanting with appropriate species so as to bring the general street plantings into line with current spacing policy, (as stated in clause 2.6.4) not more than 12 metres apart where feasible.

Plantings shall not be undertaken in the footpath of streets with a full width asphalt or concrete footpath less than 2 metres.

Council will generally seek to plant trees which are up to 3 metres in height and of semi-advanced stock. Where acceptable, the smallest available stock will be utilised, as such stock is likely to establish much more readily.

2.7 Establishment

Watering:

- The root system of newly planted trees have been severely damaged by the process of planting. It is essential that all newly planted trees are watered thoroughly immediately after planting . It is essential that all newly planted trees are regularly watered during their first two years of growth. It may be necessary to water the trees for more than the first two years after planting. This watering should be carried out on a regular basis throughout the summer growing period. The minimum period between watering should not exceed fortnightly if it is
- needed.

Shaping of the Young Trees:

- It is only in exceptional circumstances that a young or newly planted tree will grow in the form or shape that is required. It will be necessary for pruning and shaping work to be carried out on all young trees at some time during their growth period. This shaping can be for various reasons. These will include:
 - * Clearance around power lines.
 - * Height clearance over both paths and roadways.
 - * The encouragement of a good, healthy branch structures within the tree.
- If the branch structure of a tree is planned properly when it is young then many of the problems associated with street trees can be easily remedied in the future.

3. MAINTENANCE

3.1 General

Every endeavour should be made to maintain plantings in a safe and physically healthy condition.

Wire Clearances between tree foliage and power distribution company and private electricity wires will be maintained in accordance with the Code of Practice for Powerline Clearance (Vegetation) 1996.

In order to maintain the safety of pedestrian, travellers and vehicles travelling through the West Wimmera Shire trees will be maintained to the following clearances:

- 4.2 metres over carriageways;
- 4 metres over driveways; and
- between 2.5 – 3.0 metres over footpaths, pathways and naturestrips and private property.

These height clearances will apply to those trees that are well established and which would not be destroyed by this type of pruning. Exceptions are allowed for young trees which would be irreparably damaged by such pruning action.

Every property owner has a legal right to prune any vegetation which overhangs their property line. This right concerns private and public trees. No property owner or resident will be allowed to prune any material off Council trees outside of their property lines without the permission of an authorised Council Officer.

While upholding the right of residents and property owners to remove branches from Council trees overhanging their property, Council has appropriate expertise to carry out this work safely and effectively. Consequently it will place requests for the removal of such foliage as a high priority.

Notwithstanding the effective life of street plantings, every attempt should be made to protect established street trees against damage through works associated with underground services, road or footpath pavement reconstruction and general utility works within the root zone area of such trees.

3.2 Pruning

Once established, the major maintenance requirement of a tree is pruning.

The pruning of trees should be minimised as all pruning cuts are potentially injurious.

Trees should only be pruned to achieve specific goals which are listed below:

- Maintain public safety through the removal of structurally unsound limbs.
- Maintain tree health through the removal of dead or diseased limbs.

Modern arboricultural practices will be employed in all pruning work, and only suitably qualified personnel will undertake this type of work.

Sprout or sucker growth to be removed to a minimum height of 2.5 metres above the ground level. Exceptions are allowed for young trees which would be damaged by such pruning action.

3.3 Crown Lifting and Visibility Clearance

The removal and directional tip pruning of branches from street trees that are touching, may touch or obstruct signs, street lights or impede upon pedestrian or vehicle traffic.

Street trees shall be maintained to the following clearances:

- Street Names are to be visible from 50m in either direction.
- * Vehicles approaching an intersection (including driveways) must be visible to Pedestrians and other vehicles from the following distances:

Speed Limit (km/hr)	Distance (m)
40	40
50	60
60	80
80	120
100	180

- * Road signs must also be visible from the distances outlined above.

These works will only be carried out where clearance from the tree or trees is necessary or where growth from the tree or trees is likely to impede clearance requirements.

3.4 Overhead Service and Structure Clearance

This operation shall consist of reducing the height and/or spread of a street tree or hedge by not more than 25% and shall only be applied to trees when such work is necessary to control extended growth which may endanger overhead services lines, street lights or interfere with adjacent structures.

All wire clearance will be performed by appropriately qualified and experienced personnel. All work shall be performed in accordance to the Code of Practice for Powerline Clearance (Vegetation) 1996.

3.5 Pests and Diseases

The Service Provider in consultation with an appropriate Council Officer will formulate an emergency plan within 24 hours of an outbreak of disease or plague of pests threatening West Wimmera's tree population. The Service Provider will take immediate and effective measures to eliminate or contain major disease or pest outbreaks after an authorised Council Officer's approval of the emergency plan.

The Service Provider must provide affected residents and businesses with a minimum of two days advance written notice where chemical pest control is to be undertaken.

For all Pest and Disease outbreaks, an inventory and management record will be maintained by the Service Provider for Council using the appropriate technology. This will include a record of all chemical pest control undertaken.

Any Chemical treatment carried out on a tree for insect control or fungus control will be carried out with all due regard to public safety. As far as possible chemical treatments will only be used if there is no possible alternative available.

If Dutch Elm Disease should enter Australia and an outbreak occur within the municipality it is likely that, because of the extremely virulent nature of the disease that trees will be removed immediately. In such circumstances it may not be possible for the normal community consultation process to occur. However affected residents will be informed as soon as practicable. Treatment of Dutch Elm Disease will occur in co-operation within surrounding municipalities and the Department of Employment and Primary Industries.

3.6 Tree Surgery

Technically all pruning operations and any work that is done to a tree comes under the category of tree surgery. However, in this case it is only referring to corrective treatments and repair work to the branches or the trunk of a tree.

All major tree surgery work is expensive and for this reason tree surgery work will only be carried out on trees that are of high aesthetic and amenity value. It is necessary that the cost of the work involved be balanced against the amenity value of the tree before any work is commenced.

In the case of badly damaged trees, it will be necessary to decide whether the tree surgery should be carried out or whether the tree should be removed and replaced. The main type of tree surgery works carried out by Council include cable bracing and bolting.

- This treatment will be used where the branch structure of a tree has to be artificially reinforced. It will only be carried out to prevent extensive damage to a tree or to increase public safety. This type of treatment can only reinforce the strength of a tree and cannot hold a tree together that is in imminent danger of collapse.
- Maintenance of existing bracing and bolting requires annual inspection of hardware, and the Service Provider will be expected to keep an inventory of all such treatments within the municipality.

4. TREE ROOT MANAGEMENT

4.1 General

The potential for invasion of private property by tree roots is problematical in all tree plantings as is the potential for lifting of footpaths and road pavement surfaces by tree roots. This tree root growth is unpredictable and cannot be easily identified before it has become a problem. In the case of tree roots lifting a footpath, the requirements of public safety on the footpath will take precedence over the health of the tree.

Claims for damage alleged to have been caused by tree roots from trees in areas under the Councils ownership or control will be considered and liability determined in the context of Council's current Public Liability policy, and the issue of liability for any damage alleged to have been caused by Council owned trees will be decided in consultation with Councils insurer.

4.2 Tree Root Damage Claims

When a claim is received by Council for tree root damage, either verbally or in writing, the following procedures are in place.

When a claim is brought to the attention of the Service Provider the matter is investigated and a full report is prepared for Council's Insurance Officer. Under no circumstances will the report, or any other communication (verbal or written) offer an opinion as to Councils liability with respect to any damage claim.

Completed reports will be presented within 14 days of investigation. Reports will contain full details of site, photographs, recommendations for remedial works or recommendations to Council of requirements to have further investigation take place by other professionals with specific qualifications and experience. (This is essential where a claim is pending regarding damage to private property). Where a claim for an amount in damages in excess of \$1,000.00 is made, the claimant will be required to furnish supporting evidence to Council for consideration.

The original report is presented to Councils Insurance Officer, to be forwarded to Council's insurance company and a copy is kept by the Service Provider and a copy forwarded to Councils Parks Co-ordinator, and recorded for future reference.

Tree Root Damage investigation (where claims are estimated to be in excess of \$1,000.00) may comprise of:

- Having hard surfaces lifted to better ascertain the extent of radial root growth and How it corresponds to damage.
- Use of air knife (or other appropriate method) to remove soil to visually inspect root system.
- Root identification through other sources (eg; Agriculture Victoria Laboratories). Identification of roots is mandatory for all damage claims where such claim may result in damages in excess of \$5000.00. Identification of roots will be the responsibility of the claimant.

- Consult with geo and structural engineers.

Remedial work on trees allegedly causing tree root damage may include:

- Installation of tree root barrier (type and depth dependant on site conditions, type of damage and species of tree).
- Removal of tree (refer to tree removal criteria clause 5.3).

Where appropriate and practicable, lineal tree root barriers will be utilised and/or roots pruned to limit the extent and influence of Council tree roots on private property and its buildings and features. The installation of such barriers and the pruning of tree roots will only be undertaken provided the health and stability of the tree is not compromised.

These types of works are required on trees that through either radial root expansion or soil water loss via water uptake through roots that have damaged or threaten to damage either publicly or privately owned property. Trees that form part of a significant stand of trees, are of significant historical or botanical value will be considered for these types of works.

4.3 Tree Root Barrier Installation

Installation of a tree root barrier will not be construed as an admission of liability. A root barrier is installed in order to remove the potential for damage from Council owned trees. The depth and type of tree root barrier (moisture cut off wall) will be determined in consultation between the Service Providers Arboriculturist, and Councils Parks Co-ordinator, after investigation of site and consultation with appropriate professions where required.

Linear tree root barriers of High Density Polyethylene (HDPE), of depths between 300mm to 1200mm are considered and utilised dependant on site, type of damage and species of tree.

Reinforced concrete moisture cut off walls are considered and utilised dependant on site, type of damage and species of tree.

All underground services are identified prior to commencement of work.

The distance from trunks for root barrier installation take into account the critical root zone of any tree. A minimum distance requirement of 1.5m from the trunk to any trench.

Casaron (Dichlobenil), a root inhibitor is considered for use in the backfill, at the base of trenches and around services where it is felt appropriate.

4.4 Removal of Tree Roots

As much care should be taken when removing tree roots as when removing the branches of a tree. It is possible for disease to enter a tree through a wound in the roots as easily as it can enter a tree through a wound in a branch. When a root is removed from a tree the following steps should be taken:

- The root should be inspected and as little root removed as possible.

- The root should be removed as cleanly as possible and always in accordance with Current arboricultural practice.

After root pruning a record should be made of the work carried out. This record will be used to ensure that follow-up treatment of adequate fertilisation and pruning, if required, is carried out.

5. TREE REMOVAL

5.1 General

As trees in the urban environment provide many services to the residents and visitors, including shade and amenity. It is understood that street trees are an important element effecting the attractiveness and liveability of our townships, and that is why the selection or proposed removal or lopping of street tree/s can generate a lot of emotion in people - tree removal or the removal of trees in the townships can be a contentious issue. However, it becomes necessary from time to time to remove trees for a variety of reasons. It must be remembered that trees are no more permanent than any other feature in a streetscape, and that they are living organisms with a finite functional life.

The present policy with regard to healthy street tree removal is that no tree shall be removed without the consent of an authorised Council Officer and this present policy will be continued.

If it is deemed that an aged and significant tree needs to be removed from public land in townships by Council employees or workers contracted by Council, then Council first receives a risk assessment (where appropriate), by a suitably qualified arborist, and a costing for the removal of the tree, before making a decision on the removal of the tree.

For definition purposes, “an aged and significant tree” be taken to mean “if in doubt, it should go through Council”.

Where Council is considering the removal of any multiple street planting, or where Council is petitioned by residents for the removal of street plantings, or where an authorised Council Officer deems street plantings should be removed, an authorised Council Officer must consider the following factors to establish the Streetscape Evaluation Report:

- Reasons for removal;
- Contribution of the street planting to the streetscape;
- Maintenance costs of the tree in question;
- Potential for damage by tree roots to services (above and below ground);
- The overall health and condition of trees;
- Number of residents who approve/oppose the tree removals;
- Replacement planting type in relation to streetscape elements;
- Significance of the actual existing tree types (that is aesthetic as well as botanical Significance).

An authorised Council Officer will have authority for the removal of trees from Council streetscapes in accordance with the following guidelines:

- That Council is advised and that residents adjacent and opposite the tree removal site are consulted and provided with reason/s why the removal is necessary
- Residents will be given not less than 10 days to seek a report or make objection or comment;
- That removal of the tree/s complies with the tree removal criteria set out in clause 5.3;
- That in the event of an objection being received, the matter will be re-evaluated and all objectors consulted with prior to further action.

5.2 Tree Removal Applications

Requests are sometimes received from residents for the removal of a tree outside their property. The only requests that will be considered in detail are those that are received in writing. On receipt of the request the tree will be inspected and a report prepared. If in the opinion of an authorised Council Officer, there are no grounds for the removal of the tree then the person making the request will be informed.

Where there are good grounds for the removal of the tree or the person making the request is not satisfied with an authorised Council Officers response, then a report and recommendation will be prepared for consideration.

APPLICATION FOR TREE REMOVAL

An application in writing, is required to be approved by Council's delegate before any street tree can be lopped or removed.

Any Application for Tree Removal or Lopping, must be in writing, and contain the following details:

- The exact details of the location of the tree
- A detailed description of the tree, including species, age and condition.
- The reason for the proposed lopping or removal
- A map showing the tree/s
- Photographs of the tree/s
- Written advice from the Planning department of Council, stating whether or not a Planning Permit is required for the removal of Native Species.

Public Notice and Consultation

Except in emergencies involving a determination that the subject tree is a hazard which poses a threat to the public safety or damage to property, Council will notify residents in writing 2 weeks prior to the removal of any tree from a streetscape.

Notice of a Decision

Where the Council has approved to the removal or lopping of a tree, two weeks prior to that removal taking place, a letter will be dropped in the letter boxes of all the residents in the vicinity of the tree. This letter will state that work is going to be carried out to remove the tree and that if they have any queries and/or objections, that

they can contact Council (an appropriate officer will be nominated in the letter) and obtain more details. All objections will be mediated or negotiated by an authorised officer of the Council.

Removal or Lopping by Other Authorities

In cases where trees are removed by authorities other than Council due to road widening works, laying of cables, drainage, etc., special provisions shall apply to ensure that replacement will not be at Councils cost.

Consequences of Unauthorised Removal or Lopping of a Street Tree

When street tree(s) located on the proper alignment within the naturestrip or footpath require removal or are removed by any person or authority without Council authorisation, that person or authority shall be identified to Councils Street Environment Officer and will be required to meet the full cost of replacement (including the cost of the tree), plus a contribution for maintenance for the establishment period of the tree. The installation of any new crossover is such a case.

The process for tree removal applications will be as follows:

- A written request is received from a resident, owner or their agent.
- Investigation of the request by the Service Provider and action decided in the context of the tree removal criteria contained within the Policy (refer to clause 5.3). A tree removal report will be prepared for Councils arboricultural representative who will have the authority to approve or reject the recommendation contained in the report, and may make modifications as appropriate.
- In the event of approval of a recommendation for removal, affected residents would be circulated notice giving the reason for the intention to remove the tree/s and seeking their comment or objections and indicating the removal date of the tree/s.
- In the event that objections are received from the community or a Councillor requests information concerning a removal, Councils arboricultural representative will re-evaluate the report and respond to the objector. If the objector is still dissatisfied with the decision the matter will be referred to executive management for consideration.
- In the event that no objections are received, the tree will be removed on the date specified in the notice to the residents.
- If the tree is recommended for removal on the basis of an unacceptable risk to public safety then the normal notification process need not be followed and immediate removal may proceed. Photographic or similar documented evidence of the hazard will be kept in all such cases.

Now take Note

***** It is imperative that tree removals are not undertaken prior to the expiry of the 10 day notice period.**

5.3 Tree Removal Criteria for the Assessment of Lopping or Removal

Acceptable Reasons for Removal or Lopping of a Street tree

Council will only authorise the lopping or removal of street trees from its streetscapes if one or more of the following Criteria are met:

- The street tree, or part there of, is dead or dying, except where the dead tree is determined to have ecological habitat value in accordance with the requirements of Clause 52.17 of the West Wimmera Planning Scheme;
- The street tree is infected with an epidemic insect or disease where the recommended control is not applicable, economic or viable, and removal is the recommended practice, which must be supported by a written opinion of an independent and suitably qualified arborist.

To prevent transmission;

- The street tree poses an extreme public nuisance or safety hazard, because of its species, size, vegetative debris, location, attributes, or condition;

- The street tree interferes with the growth and development of a more desirable tree;
 - The aesthetic value of the street tree within the specific site and overall uniformity of the streetscape, are so low or negative that the site is visually enhanced by the Trees removal;
 - Work improvements required to be made around the street tree will kill or render the tree hazard;
 - Preservation of the street tree, when adjacent property is developed is not cost effective. The monetary value of the tree shall be compared to construction cost necessary to preserve the tree;
 - The street trees removal is required after investigation to facilitate the construction of a vehicle crossing into a property and there is no other viable choice. Cost of removal and replacement to be borne by the property developer; The street tree is not a significant or mature specimen;
 - The tree is alleged to be substantially responsible for damage occurring to public or private hardscape features and property and no viable other means can be identified which will address the damage and retain the tree e.g. the construction/installation of a root barrier would be detrimental to the health or stability of the tree, or an adjoining property owner/resident is not willing to co-operate with remedial works which may be considered necessary to save the tree;
- (Note: in this instance other factors such as the age of a building, changes in drainage or building conditions etc. have not been significant contributors to damage occurring.)**
- Repeated claims for damages from repair costs are likely to be more than the tree is worth.

5.4 Process for Tree Removal Assessment

A written request must be received by Council from resident owner or agent proposing the removal or lopping of the street tree.

Upon inspection and assessment the street tree is found to fulfil one or more of the tree removal criteria (refer to clause 5.3).

If the tree is recommended for removal and does not pose any immediate safety hazard, and is not dead, affected residents would receive notification of the proposed removal date/s, and desired tree species (based upon predominant tree species where desirable) for replacement.

Written objection may be received from the public within 10 working days prior to the trees removal.

In the event that no objections are received the tree will be removed on the date specified in the notice to residents.

Tree removals will (as often as is practicable) be grouped together in lots.

Standard Conditions for the Approval of lopping or Removal of Street Trees

1. With respect to applications for removal or lopping related to Development proposals, Full Cost Recovery, including replacement cost and maintenance to establishment, to be borne entirely by the proponent.
2. All removal works are to be undertaken or commissioned by Council, under the usual private works quotation process, with completion of a Request for Quote Agreement.
3. In exceptional cases council may permit, an Authorised Contractor, to undertake the works, with submission of a copy of the paid invoice for the approved works, with all costs borne by the proponent.

5.5 Method of Tree Removal

Trees to be removed must be cut down to ground level. All removals must be undertaken in a safe manner and in line with current contractual arrangements and according to current arboricultural practice, and must at no stage endanger persons or property.

In every case where a tree is removed by Council the tree will be removed in its entirety to a level at least 150mm below ground level. To achieve this it may be necessary to use a stump grinder to grind out the root base of the tree.

Stumps will be barricaded off to alert the public to their existence. All underground services will be identified prior to stump removal being carried out. The site will be reinstated with topsoil and seeded, where appropriate, or levelled off and made safe where they are located in hard surface situations.

5.6 Dead Trees

Trees that have died through either natural or unnatural causes can soon become dangerous if they are not removed. Where there are such trees, the cause of death should be ascertained if possible so that corrective treatment can be carried out in the area and the tree should then be removed with the consent of an authorised Council Officer.

No report need be submitted to Council prior to the removal of such trees. However, a photographic record must be kept, and a copy supplied to Councils arboricultural representative.

5.7 Dangerous Trees

It is possible for trees to become dangerous through storm or vehicle damage, or decay may cause branches or the centre of the trunk to become weak. Where an inspection reveals that a tree is in a dangerous condition it should be removed immediately. Immediate removal is required in such cases to minimise the risk to a third party. Photographs should be taken of the tree before it is removed so that there is proof of the danger of the tree. A report should be prepared on reasons for the removal of the tree for an authorised Council Officer.

5.8 Trees Alleged to be Causing Structural Damage

That in the event of damage to Council or private property alleged to be caused by street tree roots, every attempt shall be made to repair such an area without causing damage to the tree. Tree removal under these circumstances shall be regarded as a final option.

5.9 Removals for Development

Where an application is made to remove a street tree for the installation of a new vehicle crossover, the guidelines for removal shall be the same as those in clause 5.3, except that a tree which is in good condition and suited to its location, may be removed provided that:

- No alternative site for the crossover is available.
- Affected residents have been notified in writing and have an opportunity to lodge an objection.
- A suitable replacement tree will be provided and maintained at the cost of the property owner (if an appropriate site is available).
- The cost of the removal and any associated works will be borne by the property owner/developer.

The following procedures are for the removal of trees for proposed vehicle crossings:

- Driveway application lodged with Councils Planning Department.
- If a street tree is affected by the proposed crossing and/or requires removal the Service Provider must be notified. Minimum distances are required between trees and crossings; tree centre to be no closer than 1.8 metres to closest edge of crossover. Exceptions to this regulated distance must be negotiated with Councils arboricultural representative.
- The tree must be assessed by an arboriculturist. Proposed removal of the tree will be documented in a tree removal report to be provided to Councils arboricultural representative.
- Interim response including costing and conditions, are sent to the developer.
- The proposed removal is recorded on the tree removal database (held by the Councils arboricultural representative). Residents are notified, using the following process:
 - * A letter is circulated with regard to the proposed removal, and 10 working days given to respond to the proposal. Removal is subject to resident objections being considered. If resident objection is received a report is produced for Council for its consideration and resolution;
 - * Residents are notified of removal date;
 - * Applicant is notified of approval to remove, accompanied by account for the costs involved;
 - * Account paid
 - * Tree removed;
 - * Stump removed;
 - * Tree listed for replanting during the following planting season.

Minimum distances required:

- A minimum distance for trenching along one side of a tree of 150mm for each 25mm of diameter at breast height (DBH). This would require a distance of 1.8m for a tree with a DBH of 300mm.
- The minimum distance of 1.5m from the trunk, of the tree to any proposed development. This will cover the majority of the trees within the Townships.
- If a tree has a DBH greater than 300mm an inspection of the tree will be required, by an arborist, to ascertain the size of the protection zone in each case.
- The larger the size and foliage density of a tree the greater the area is required to maintain basal integrity (stability).

5.10 Dispute Resolution

If objections are received the proposed removal will be suspended and the arboricultural representative or other appropriate officer will examine the objections on their individual merit and may in consultation with interested parties reach a final decision.

If it is likely that a dispute may develop the Councils arboricultural representative will refer the matter to Executive Management for resolution.

The Council Arboricultural Representative (or other appropriate officer) will advise the objector in writing of the decision and supply a contact number.



WEST WIMMERA SHIRE COUNCIL
TREE REMOVAL / TREE PRUNING APPLICATION

APPLICANT: John Griffiths C/O West Wimmera Shire Council

ADDRESS: PO Box 201, Edenhope

LOCATION OF TREE TO BE REMOVED: Adjacent the concrete boat ramp at Henley Park

SPECIES OF TREE TO BE REMOVED: Cypress Pine

REASON FOR REQUEST:

- To enable construction of new boat ramp.
- Levelling out the top end of the ramp is difficult with the tree roots existing.
- The alignment and access to the ramp is compromised by the tree.
- Over time the tree roots will damage the new ramp.
- The tree is old and nearing the end of its useful life.

Signature:

Date:29/12/2018.....

OFFICE USE ONLY

ACTION TO BE TAKEN:To be referred to Council.....

AUTHORISING OFFICER:@Meredith.....

DATE:2/11/18.....



WEST WIMMERA SHIRE COUNCIL

STREET TREE RISK ASSESSMENT

Tree Location: __Lake Wallace Foreshore Boat Ramp.

Henley Park, Edenhope

Tree Species: __Cyprus Pine

Tree Age and Condition: __Unknown Age, Average Condition

Current situation and risks: __Vehicles colliding with tree when accessing the boat ramp, Structural damage to the boat ramp caused by roots.

Future Risk: __Structural damage to the proposed new boat ramp caused by tree roots, New boat ramp not being able to be constructed to new levels without damaging the tree roots and compromising the tree, vehicles colliding with the tree when accessing the new boat ramp.

Risk Rating: ☐ Low ☐ Medium ☒ High

Assessor: __John Griffiths_____

Date: __22/11/2018_____



Victoria Government Gazette

No. S 514 Monday 29 October 2018
By Authority of Victorian Government Printer

Local Government Act 1989

MAYORAL AND COUNCILLOR ALLOWANCES ADJUSTMENT

Pursuant to section 73B(4)(a) of the **Local Government Act 1989**, notice is hereby given that an adjustment factor of 2.0% applies to Mayoral and Councillor allowances.

Pursuant to section 73B(4)(b) of the **Local Government Act 1989**, the new limits and ranges of Mayoral and Councillor allowances, adjusted in accordance with the adjustment factor, are:

Category 1	Councillors: \$8,660–\$20,636 per annum	Mayors: up to \$61,651 per annum
Category 2	Councillors: \$10,700–\$25,730 per annum	Mayors: up to \$79,612 per annum
Category 3	Councillors: \$12,866–\$30,827 per annum	Mayors: up to \$98,465 per annum

This notice does not apply to the Lord Mayor, Deputy Lord Mayor and Councillors of the Melbourne City Council, and the Mayor and Deputy Mayor of the Greater Geelong City Council.

The new adjusted limits and ranges take effect on 1 December 2018.

Dated 22 October 2018

MARLENE KAIROUZ MP
Minister for Local Government

City of Greater Geelong Act 1993

GREATER GEELONG CITY COUNCIL – MAYORAL AND DEPUTY MAYORAL ALLOWANCES – ALTERATION

Pursuant to section 13(3) of the **City of Greater Geelong Act 1993**, notice is hereby given that the following new allowance amounts for the Mayor and Deputy Mayor of the Greater Geelong City Council are:

Mayor:	\$98,465 per annum
Deputy Mayor:	\$30,827 per annum

The new allowance amounts take effect on 1 December 2018.

Dated 22 October 2018

MARLENE KAIROUZ MP
Minister for Local Government

City of Melbourne Act 2001

MELBOURNE CITY COUNCIL – LORD MAYORAL, DEPUTY LORD MAYORAL AND COUNCILLOR ALLOWANCES – ALTERATION

Pursuant to section 26A(3) of the **City of Melbourne Act 2001**, notice is hereby given that the following new allowance amounts for the Lord Mayor, Deputy Lord Mayor and Councillors of the Melbourne City Council are:

Lord Mayor:	\$196,931 per annum
Deputy Lord Mayor:	\$98,465 per annum
Councillors:	\$46,240 per annum

The new allowance amounts take effect on 1 December 2018.

Dated 22 October 2018

MARLENE KAIROUZ MP
Minister for Local Government

SPECIAL

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AUDIT COMMITTEE CHARTER

Background

AUDIT COMMITTEE CHARTER

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

The Audit 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 Committee plays a key role in assisting Council to fulfil its governance and overseeing responsibilities in relation to financial reporting, internal control, risk management system, ethical accountability and the internal audit function.

The Audit 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 Audit Committee does not have any management functions and is therefore independent of management. The Audit 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 Audit 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.

Objectives

The main objectives of the Audit Committee are to assist the Councillors, management and staff by providing independent appraisals of:

- Internal control systems;
- The arrangements in place to safeguard assets and resources;
- The efficiency and cost effectiveness of the use of assets and resources;
- Compliance with legislative requirements and Council's policies and procedures;
- The integrity of information;
- Organisational effectiveness in terms of program efficiency and economy against the Corporate Plan;
- The effectiveness of the internal and external audit functions and the communication between the external auditor, internal audit, management and the Council; and
- To provide timely advice to Council on any matters referred to it by Council.

Legal Status

The Committee is not a special committee under Section 86 of the act (Local Government Act 1989). It is an advisory committee according to section 139 (2) of the act.

Duties

External Audit

- To obtain and review a copy of the external audit annual plan;
- To review the performance of the external auditor;
- To discuss matters arising from the external audit with the external auditor;
- To review the Annual Financial Statements prior to their approval by Council;
- To recommend to Council the adoption of the Annual Financial Report (which includes the Financial Statements, Performance Statement and Standard Statements);
- To make comment on management's response to the external auditor's report;
- To monitor the implementation by management of the external auditor's recommendations which are adopted by Council;

AUDIT COMMITTEE CHARTER

- To meet with the external auditor as required; and
- To obtain a copy of the Auditor General's Annual Report for review.

Internal Audit

- To recommend to Council the contents of the tender specification for the provision of internal auditing services;
- To make recommendations to Council on the appointment and remuneration of the internal auditor;
- To ensure that a register of significant risks and exposures is assessed on a three yearly basis that establishes the priorities for Internal Audit and recommendations to Council for improvement;
- To review and recommend to Council an Annual Internal Audit Plan having regard to Council's budget and objectives;
- To consider Internal Audit reviews as completed and recommend to Council, actions that result in improved performance in these areas; and
- To receive a report, no less than once a year, from the Internal Auditor on completion of items in the Annual Internal Audit Plan.

Financial Reporting

- To work with management to ensure that Council receives reliable, timely, understandable and meaningful financial information;
- To receive the Council's financial report as presented to Council quarterly;
- To monitor compliance with statutory requirements and Council policy for financial reporting;
- To review any litigation, claim or contingency which could have a material effect on the Council's financial position or operating result; and
- To obtain a copy of the adopted Annual Council Budget.

Accounting and Finance Policies

- To consider recent developments in accounting principles or reporting practices that may affect Council;
- To at least annually review the Council's accounting principles, policies and practices as outlined in the Annual Financial Statements; and
- To review the Council's Finance policies.

Other Significant Matters

- To monitor Council's risk management system and advise Council of any identifiable exposures evident to the Committee.

AUDIT COMMITTEE CHARTER

Relationships

The relationship between the Audit Committee, the Council and the External and Internal Auditors is an important one and is summarized as follows.

The Council is primarily responsible for the preparation of financial statements of the organisation and the establishment and maintenance of a system of internal controls. It also manages the organisation's affairs, in compliance with applicable laws and regulations.

The Audit Committee assists Council in the fulfillment of its duties by overseeing the financial reporting process and interacting with the external and internal auditors on behalf of Council.

The Auditor-General, as the external auditor, expresses an opinion on the financial statements prepared by management and may conduct performance audits of activities of the organisation. The internal auditor forms a part of management's system of internal control.

Membership

The Audit Committee will consist of five (5) members, comprised as follows:

Three (3) suitably qualified independent representatives. Two (2) Councillors.

General Manager Corporate and Community Services, and Finance Manager are not members, but should attend meetings in an advisory capacity. Council's Internal and External Auditors are to attend meetings as required to present their reports and findings in an advisory capacity. Also other Senior Officers including Chief Executive Officer attend Audit Committee meetings if the need arise.

Appointment of Independent Representatives

Appointment of independent representatives shall be made by Council and be for a term of three (3) years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

A sitting member is able to reapply and be appointed for subsequent terms. All reappointments following each independent member's second term must be publicly advertised. The independent representatives will have senior business or financial management/reporting knowledge and experience, demonstrated commitment to local communities and be conversant with financial and other reporting requirements. The evaluation of potential members will be undertaken by the Chief Executive Officer and General Manager Corporate and Community Services taking into account the experience of candidates and their likely ability to apply appropriate analytical and strategic management skills. A recommendation for appointment is then put to Council and Council must approve the appointment of the external members.

Appointment of a Chairperson

The Chairperson shall be appointed by the Committee and must be one of the three external members of the Committee. The appointment of the Chairperson must take place annually at the first Audit Committee meeting after 1 January each year.

Quorum

Majority of three (3) members of the Committee, two (2) of which must be independent representatives.

AUDIT COMMITTEE CHARTER

Meetings

The Committee shall meet at least four times per year. A schedule of meetings will be developed and agreed to by the members. The schedule of meetings will be provided to the Internal Auditor and should coincide with the audit plan.

Additional meetings shall be convened at the discretion of the Chairperson or at the written request of any member of the Committee, Internal or External Auditor.

In the absence of the appointed Chairperson from a meeting, the Committee members present will appoint one of the other independent members as an Acting Chairperson. Other members of Council, Council staff or guests may be invited to attend at the discretion of the Committee to advise and provide information when required and deemed appropriate. They shall have no decision voting powers. Management, including the Chief Executive Officer, may be asked to leave a meeting at any time should the Chairperson consider it appropriate. An agenda must be prepared for each meeting and shall include general business for members to raise other matters. Members of the community will be able to request copies of minutes of Audit Committee meetings.

Declaration of Conflicts of Interest

Declarations of conflicts of interest will be declared at the beginning of each meeting and noted in the minutes.

Reporting

General Manager Corporate and Community Services, after every meeting, forward the minutes of that meeting to the next Ordinary Meeting of Council, including a report explaining any specific recommendations and key outcomes. Prior to 30 September each year, the Chairperson shall report to Council a summary of the activities and achievements of the Committee during the financial year.

The Chairperson shall report to Council any other matter the Committee believes needs to be reported to Council.

Rights to Obtain Information

The Committee, through the Chairperson, has the right to:

- Obtain information from General Manager Corporate and Community Services or Finance Manager;
- Access with the Chief Executive Officer at any time; and
- Recommend the instigation of special investigations to Council.

Remuneration

Independent members of the Committee will be offered remuneration for carrying out their duties. The remunerations is set at \$500 per meeting attended. Remuneration is not paid if the member is absent from a meeting or the cancellation of the meeting is notified to the member four (4) hours before the scheduled meeting time.

AUDIT COMMITTEE CHARTER

Confidentiality

Committee members shall not directly or indirectly release or make available to any person any information relating to the work or discussions of the Audit Committee of which he or she is a member that is or was in his or her possession except in accordance with such terms and in such a manner as stipulated by the West Wimmera Shire Council.

Removal of a Member

If the Council proposes to remove a member of the Audit Committee, it must give written notice of its intention to do so and afford the member an opportunity to be heard by Council.

Dispute Resolution

In situations where a dispute arises between any member of the Audit Committee and officers of Council, the Chairperson will have the opportunity to raise the grievance with the Mayor. The Mayor will have the discretion to resolve the dispute by convening a meeting with the disputing parties.

Review of the Audit Committee Performance

The performance of the Audit Committee is to be reviewed annually in June

Review of the Audit Charter

The Audit Charter is to be reviewed by the Audit Committee annually in June

Annexure 1

Members of the Audit Committee

Details for 2015-16	Name of the Member	Contact Details (email)
Chairperson	Geoff Price	geoffprice2009@gmail.com
External Member 2	Jess Adler	wjadler@bigpond.com
External Member 3	Anne Champness	achampness@hindmarsh.vic.gov.au
Council representative 1	Bruce Meyer	brucemeyer@westwimmera.vic.gov.au
Council representative 2	Ron Hawkins	ronhawkins@westwimmera.vic.gov.au



**WEST
WIMMERA
SHIRE COUNCIL**

AUDIT & RISK COMMITTEE CHARTER

Adopted by West Wimmera Shire Council on 19 December 2018

The best of country living

AUDIT AND RISK COMMITTEE CHARTER

DRAFT

AUDIT AND RISK COMMITTEE CHARTER

1. Purpose

Section 139 of the *Local Government Act (1989)* (The Act) 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.

The Committee is not a special committee under Section 86 of The Act. It is an advisory committee according to section 139 (2) of The Act.

2. Authority

The Committee is an advisory committee and has the responsibility for advising Council on:

- Seeking resolution on any disagreements between management and the external auditors on financial reporting;
- Seeking information it requires from Council members, and Council staff via the Chief Executive officer and external parties; and
- Formally meeting with Council staff, internal and external auditors as necessary.

3. Composition

The Audit and Risk Committee will consist of five members, comprised as follows:

- Two Councillors; and
- Three suitably qualified independent representatives, one of whom will be appointed annually as Chair of the Committee.
 - One of the independent members should be financially literate with relevant experience and/or qualifications.

The Chief Executive Officer, Director Corporate and Community Services, and Finance Manager are not members, but should attend meetings in an advisory capacity. Council's Internal and External Auditors are to attend meetings as required to present their reports and findings in an advisory capacity. Other Senior Officers of Council may attend Audit Committee meetings on invitation by the

AUDIT AND RISK COMMITTEE CHARTER

Chair if the need arises.

4. Meetings

- The Committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require;
- All Committee members are expected to attend each meeting in person, or via teleconference or video conference;
- The Chief Executive Officer will facilitate the meetings of the Committee and invite members of management, auditors or others to attend meetings to provide information as necessary;
- Meeting agendas will be prepared and provided at least one week in advance to members, along with appropriate briefing materials;
- Management, including the Chief Executive Officer, may be asked to leave a meeting at any time should the Chairperson consider it appropriate;
- Minutes will be prepared and reported to Council at the next Forum and/or Council Meeting after the Audit and Risk Committee meeting; and to the Audit Committee in a timely manner; and
- Each meeting will require a quorum of three members of the Committee, two of whom should be independent members.

5. Responsibilities

The Audit and Risk Committee will carry out the following responsibilities:

5.1 Monitoring financial and regulatory reporting, including:

- Scrutinising financial statements and providing advice to the Council.
- Monitoring compliance with accounting policies and financial management compliance framework.
- Monitoring the adequacy of, and compliance with internal control systems.
- Reviewing the acceptability, disclosure and correct accounting treatment of significant and non-routine transactions.
- Reviewing related-party transactions.
- Meeting with the external auditors:
 - Prior to the annual audit to discuss the audit plan; and
 - Following the annual audit.
- To be informed and abreast of evolving compliance requirements.
- Sign-off on accounting policies.
- Financial reports provided to the Council will also be included with agenda papers for Committee meetings.
- To exercise Risk Management Principles in providing advice / recommendations regarding financial management.

5.2 Perform independent review and assessment of key risks by independent audit including:

- Develop, review, and recommend to Council a risk based internal audit program.
- Regularly review and approve the Internal Audit Charter.
- Managing the procurement, scope of works, performance and quality of internal audit service provision.
- Considering the scope, quality and findings of the external audit.

AUDIT AND RISK COMMITTEE CHARTER

- Review relationships that may impact the internal and external auditor's independence.
- 5.3 Regular review of Council's Risk Management Policy and Risk Management Framework.
- 5.4 Review the adequacy of Council's Risk Register, associated internal controls and strategies to mitigate the risks, including:
- Monitoring the presence and effectiveness of internal controls.
 - Monitoring the implementation of internal audit and external audit findings and associated management actions.
 - Monitoring key risks and trigger events, including; prevention and investigation of fraud, ethical culture, protection of assets and insurance.
- 5.5 Ensuring that there is a suitable framework and process for compliance with legislation, regulations, standards, and best practice guidelines.
- 5.6 Monitor processes and practices of Council to ensure for effective business continuity.
- 5.7 Other responsibilities:
- Deal with matters delegated by Council;
 - Annually review the Audit Committee Charter and request Council approval for any proposed changes.
 - Annually review the performance of the Committee.
 - In accordance with the Act, Committee members must declare any conflicts of interest at the start of each meeting and such details shall be appropriately minuted.
 - In accordance with the Act, Committee members are to submit a primary and ordinary return in the prescribed form to the Chief Executive Officer within 30 days of becoming a member of The Committee; 30 June or within 40 days after 30 June; and 31 December or within 40 days after 31 December.
 - Prior to 30 September each year, the Chairperson shall report to Council a summary of the activities and achievements of the Committee during the financial year.

Document control

Author	Approver	Date approved	Version	Review date
Andrea Gash			1	May 2019



AUDIT COMMITTEE MINUTES – 4 December 2018 WEST WIMMERA SHIRE COUNCIL

AUDIT COMMITTEE MINUTES

HELD: Tuesday 4 December 2018
LOCATION: Kaniva Council Chamber
COMMENCEMENT: 2.00 pm

IN ATTENDANCE:	
Committee Members	Senior Management/Officers
Mr Geoff Price (Chairperson)	Mr David Leahy Chief Executive Officer
Ms Jess Adler	Mr Ashley Roberts Director Corporate and Community Services
Mrs Monica Revell	Mrs Andrea Hayes Finance Manager
Cr Bruce Meyer	Mrs Louise Gabbé Assistant Finance Manager
Cr Jodie Pretlove	
External Parties	
Ms Narelle McLean – McLaren Hunt Audit & Assurance	
Mr Nick Bell – RSD Audit	
Mr Nathan Barber – RSD Audit	

Vision Statement: *Our West Wimmera communities are healthy, thriving, diverse, harmonious, prosperous and self-sustaining, with regional and global connectivity*



AUDIT COMMITTEE MINUTES – 4 December 2018 WEST WIMMERA SHIRE COUNCIL

APOLOGIES AND LEAVE OF ABSENCE – Mr David Leahy, Mr Nick Bell (RSD Audit)
and Ms Narelle McLean – McLaren Hunt Audit & Assurance

DECLARATION OF CONFLICT OF INTEREST – NIL

BUSINESS

1. CONFIRMATION OF MINUTES:

Confirmation of the Minutes of the Audit Committee Meeting held on Tuesday 11 September, 2018.

Moved: Ms Monica Revell

Seconded: Cr Bruce Meyer

That the Minutes of the Audit Committee Meeting held on Tuesday 11 September, 2018 as circulated, be taken as read and confirmed.

Carried Unanimously

NEW ITEMS

2. UPDATE OF INDEPENDENT AUDIT COMMITTEE MEMBER

Director Community and Corporate Services to provide a verbal update on the status of sourcing a replacement independent Audit Committee member.

Ashley informed that the Audit Committee received the formal resignation from committee member Jess Adler at the 11th September 2018 meeting and that the position would be advertised. This will be done before and after Christmas. He knows of a couple of possible local candidates and would keep pursuing them.

3. RSD AUDIT – INTERNAL AUDIT – PLANT AND FLEET MANAGEMENT FILE NUMBER: FM002

RSD Audit to provide a verbal briefing of the recently completed Plant and Fleet Management Internal Audit, noting that Council comment is in the process of being completed.

RecFind Ref: C18/000066

Nathan Barber said he anticipated that the internal audit would be comparable to other rural council audits. Overall there was nothing that they were not expecting.



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Moved: Cr Bruce Meyer

Seconded: Cr Jodie Pretlove

That the Audit Committee receives the information regarding the audit for Plant and Fleet Management as reported by Nathan Barber from RSD.

Carried Unanimously

4. RSD AUDIT – INTERNAL AUDIT PROGRESS REPORT

RSD Audit to provide a verbal update of the Internal Audit progress and recent reports and publications of interest.

RecFind: C18/000067

Moved: Cr Jodie Pretlove

Seconded: Ms Monica Revell

That the Audit Committee receives the information regarding the Internal Audit Progress Report as reported by Nathan Barber from RSD.

Carried Unanimously

5. AUDIT COMMITTEE SELF EVALUATION

A short time is set aside for the audit committee to discuss the importance of self-evaluation and the requirement of the Audit Committee Charter to annually review the performance of the committee.

RecFind Ref: 18/004249

Cr Bruce Meyer discussed his evaluation and his comments were gauged on some comments by a past CEO. When things were running over budget there was a failure to disclose to Council and no action was taken. At times accurate reporting against the budget were not happening.

Cr Jodie Pretlove mentioned that she was thankful that RSD has given the Audit Committee the opportunity to receive reassuring information how Council are tracking with audits and reporting.

It was mentioned that a Fraud and Incident report should be added to the Standing Items on each agenda.



AUDIT COMMITTEE MINUTES – 4 December 2018 WEST WIMMERA SHIRE COUNCIL

Moved: Cr Bruce Meyer

Seconded: Ms Monica Revell

That the Audit Committee performs a self-evaluation by taking time to discuss its own effectiveness with all members present.

Carried Unanimously

6. YEAR-END REPORT OF THE AUDIT AND RISK COMMITTEE CHAIR

The Audit & Risk Committee Charter requires the Chairperson to report to Council a summary of the activities and achievements of the Committee during the financial year.

RecFind Ref: 18/003740

Moved: Ms Monica Revell

Seconded: Cr Jodie Pretlove

That the Audit and Risk Committee receives the Chair's report for the year ended 30 June 2018.

Carried Unanimously

7. INTERNAL AUDIT CHARTER

Council adopted the Internal Audit Charter at the Ordinary Council Meeting 15 October 2018.

RecFind Ref: 18/003422

Moved: Ms Monica Revell

Seconded: Cr Jodie Pretlove

That the Audit Committee receives the adopted Internal Audit Charter for information.

Carried Unanimously



AUDIT COMMITTEE MINUTES – 4 December 2018 WEST WIMMERA SHIRE COUNCIL

STANDING ITEMS

8. FINAL MANAGEMENT LETTER ISSUES - UPDATE

Standard Item – status update of Final Management Letter issues from previous audit.

RecFind Ref: 18/003134, 18/004267

Ashley mentioned that the Local Government Act is more detailed than in the past. It should be implemented by mid/end of 2020.

New auditors have been appointed by VAGO – Crowe Horwath Ballarat.

Cr Meyer thought the Procurement Policy had been approved. Andrea indicated that the internal auditors said the existing policy wasn't robust enough.

Moved: Cr Jodie Pretlove

Seconded: Ms Monica Revell

That the Audit Committee receives the 2017/18 Final Management Letter Status Report for information.

Carried Unanimously

9. QUARTERLY FINANCIAL PERFORMANCE REPORT

Standard Item - A copy of the Financial Performance Report to September 2018 as presented to the October 2018 Ordinary Council Meeting is presented for members information.

RecFind Ref 18/003646

Moved: Ms Monica Revell

Seconded: Cr Bruce Meyer

That the financial reports as at 30 September 2018 be received and noted.

Carried Unanimously



AUDIT COMMITTEE MINUTES – 4 December 2018 WEST WIMMERA SHIRE COUNCIL

10. INTERNAL AUDIT RECOMMEDATIONS – UPDATE OF ACTIONS

Standard Item – status update of Internal Audit recommendations.
RecFind Ref: C18/000101

Andrea mentioned that she is the responsible officer to drive the finalising of these recommendations.

Moved: Cr Jodie Pretlove

Seconded: Ms Monica Revell

That the Audit Committee receives the Internal Audit Recommendations – Update of Actions Report for information and the RSD Internal Audit Report – Procurement.

That the Contracts Manager Bernie Maddern and the Director Infrastructure Development & Works Mark Marziale and Manager Works Terry Ough be invited to the next Audit Committee on Tuesday 12 March 2019 at Edenhope.

Bernie to discuss the RSD Audit Procurement recommendations and actions and Mark and Terry to explain the Road Management Plan recommendations and actions.

Carried Unanimously

11. RISK REGISTER & OHS COMMITTEE

Standard Item – Status of Risk Register.
RecFind Ref: 18/001246, 18/003372

Moved: Ms Monica Revell

Seconded: Cr Bruce Meyer

That the Audit Committee receives the report on Risk Management and OHS for information.

Carried Unanimously



AUDIT COMMITTEE MINUTES – 4 December 2018 WEST WIMMERA SHIRE COUNCIL

12. POLICY TRACKER LISTING

Standard Item – Status of Policy Tracker.
RecFind Ref: C18/000068

Moved: Cr Jodie Pretlove

Seconded: Ms Monica Revell

That the Audit Committee receives the Policy Tracker.

Carried Unanimously

13. AUDIT COMMITTEE MEETING ACTIONS UPDATE

Standard Item – status update of actions arising from previous Audit Committee meetings.
RecFind Ref: C18/000095, C18/000096

Actions from Audit Committee Meetings No. 6 Audit Committee Self Evaluation to be a Standing Item on the Audit Committee Agenda once a year.

Moved: Cr Jodie Pretlove

Seconded: Cr Bruce Meyer

That the Audit Committee receives the report on Audit Committee actions update for information.

Carried Unanimously

GENERAL BUSINESS:

Audit Committee meeting dates were decided for 2019, alternating between Edenhope and Kaniva.

- Tuesday 12 March 2019 at Edenhope
- Tuesday 4 June 2019 at Kaniva
- Tuesday 3 September 2019 at Edenhope
- Tuesday 3 December 2019 at Kaniva

MEETING CONCLUDED: 3:40 PM

NEXT MEETING: TUESDAY 12 MARCH 2019

2.00PM (EDENHOPE)