



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

TO BE HELD: Wednesday 20 March 2019

LOCATION: Kaniva Council Chamber

COMMENCEMENT: 2.00pm

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

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

West Wimmera Shire Council Local Law No.7, 2017

42. Gallery to be silent

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

Vision Statement:

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



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

TABLE OF CONTENTS

| | | |
|------------|---|----------|
| 1.0 | WELCOME | 4 |
| 2.0 | OPENING PRAYER..... | 4 |
| 3.0 | APOLOGIES, LEAVE OF ABSENCE, DECLARATION OF CONFLICT OF INTEREST..... | 4 |
| 3.1 | APOLOGIES | 4 |
| 3.2 | LEAVE OF ABSENCE | 4 |
| 3.3 | DECLARATION OF CONFLICT OF INTEREST | 4 |
| 4.0 | QUESTIONS FROM THE GALLERY (maximum of 30 minutes) | 4 |
| 4.1 | WRITTEN QUESTIONS ON NOTICE | 4 |
| 4.2 | VERBAL QUESTIONS WITHOUT NOTICE | 4 |
| 5.0 | DELEGATES REPORTS (FOR INFORMATION ONLY) AS PROVIDED BY COUNCILLORS PRIOR TO AGENDA BEING ISSUED | 5 |
| 5.1 | COUNCILLOR JODIE PRETLOVE (MAYOR) | 5 |
| 5.2 | COUNCILLOR TREVOR DOMASCHENZ | 5 |
| 5.3 | COUNCILLOR RICHARD HICKS | 5 |
| 5.4 | COUNCILLOR TOM HOULIHAN | 6 |
| 5.5 | COUNCILLOR BRUCE MEYER | 6 |
| 5.6 | GENERAL DELEGATES REPORTS | 6 |
| 6.0 | CONDOLENCES | 6 |
| 7.0 | CONFIRMATION OF MINUTES FROM PREVIOUS MEETING – 20 FEB 2019 .. | 7 |
| 8.0 | BUSINESS ARISING FROM PREVIOUS MINUTES | 7 |
| 9.0 | NOTICES OF MOTION | 7 |
| 9.1 | CR TREVOR DOMASCHENZ – DROUGHT COMMUNITIES FUND – NOM 2019/03 | 7 |
| 9.2 | CR RICHARD HICKS – MAKING A DIFFERENCE @ HARROW & DISTRICT RECREATION RESERVE – NOM 2019/04 | 8 |



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

| | |
|--|-----------|
| 10.0 ASSEMBLY OF COUNCILLORS RECORD & SPECIAL COUNCIL MEETING MINUTES | 9 |
| 10.1 ASSEMBLY OF COUNCILLORS RECORD – 6 MAR 2019 | 9 |
| 10.2 SPECIAL COUNCIL MEETING MINUTES – 6 MAR 2019 | 9 |
| 11.0 DEPUTATIONS AND PETITIONS..... | 9 |
| 12.0 CHIEF EXECUTIVE OFFICER AND GOVERNANCE | 10 |
| 12.1 COUNCIL PLAN 2017-2021 – STATUS REPORT | 10 |
| 13.0 INFRASTRUCTURE DEVELOPMENT AND WORKS | 14 |
| 14.0 CORPORATE AND COMMUNITY SERVICES | 15 |
| 14.1 INFORMATION PRIVACY POLICY | 15 |
| 14.2 RENAMING OF SERVICETON TIP ROAD | 19 |
| 14.3 WWSC COMMUNITY STRENGTHENING GRANTS PROGRAM 2018-2019 ROUND 2 | 22 |
| 15.0 LATE ITEMS OF BUSINESS | 26 |
| 16.0 SEALING SCHEDULE | 26 |
| 17.0 CONFIDENTIAL (PURSUANT TO SECTION 89 LGA 89) | 26 |
| 17.1 HARROW SPORTING CHANGEROOMS CM0490 | 26 |



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

1.0 WELCOME

2.0 OPENING PRAYER

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

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

3.1 APOLOGIES

3.2 LEAVE OF ABSENCE

3.3 DECLARATION OF CONFLICT OF INTEREST

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

4.0 QUESTIONS FROM THE GALLERY (maximum of 30 minutes)

4.1 WRITTEN QUESTIONS ON NOTICE

Questions on Notice are to be submitted to Council no later than the Monday nine days prior to the relevant Council Meeting. The template for Questions on Notice is available from the Edenhope and Kaniva Council offices, and from the Shire's website.

4.2 VERBAL QUESTIONS WITHOUT NOTICE

Time permitting, this section of the Agenda allows members of gallery to ask verbal questions of Councillors, through the Mayor. At all other times during the meeting, members of the gallery are required to be silent, pursuant to West Wimmera Shire Council Local Law No.7, 2017.



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

5.0 DELEGATES REPORTS (FOR INFORMATION ONLY) AS PROVIDED BY COUNCILLORS PRIOR TO AGENDA BEING ISSUED

5.1 COUNCILLOR JODIE PRETLOVE (MAYOR)

| | |
|------------|--|
| 25/02/2019 | Kaniva College Badge Ceremony |
| 25/02/2019 | CEO David Leahy |
| 26/02/2019 | MAV Strategic Planning Meeting, Warracknabeal |
| 27/02/2019 | Community Strengthening Grants Review Committee |
| 27/02/2019 | Workshop – Tenders for Harrow Rec Reserve Project |
| 04/03/2019 | CEO David Leahy |
| 04/03/2019 | Edenhope Community Centre – Project Advisory Group |
| 06/03/2019 | Councillor-Only Meeting |
| 06/03/2019 | Councillor Forum, Edenhope |
| 06/03/2019 | Special Confidential Meeting of Council, Edenhope |
| 09/03/2019 | Edenhope Cup |
| 12/03/2019 | CEO David Leahy |
| 18/03/2019 | CEO David Leahy |
| 20/03/2019 | Budget Meeting, Kaniva |
| 20/03/2019 | Council Meeting, Kaniva |

5.2 COUNCILLOR TREVOR DOMASCHENZ

| | |
|------------|--|
| 27/02/2019 | Workshop – Tenders for Harrow Rec Reserve Project |
| 28/02/2019 | Farewell for Ralph Kenyon, Wimmera Development Assoc |
| 06/03/2019 | Councillor-Only Meeting |
| 06/03/2019 | Councillor Forum, Edenhope |
| 06/03/2019 | Special Confidential Meeting of Council, Edenhope |
| 08/03/2019 | Edenhope High School Reunion |
| 10/03/2019 | Edenhope High School Reunion |
| 12/03/2019 | CEO David Leahy & Mayor Jodie Pretlove |
| 12/03/2019 | Wimmera Development Association Board Meeting |
| 20/03/2019 | Budget Meeting, Kaniva |
| 20/03/2019 | Council Meeting, Kaniva |

5.3 COUNCILLOR RICHARD HICKS

| | |
|------------|---|
| 21/02/2019 | Rail Freight Alliance Meeting & AGM, Melbourne |
| 22/02/2019 | Rail Freight Alliance Strategic Planning Day, Melbourne |
| 26/02/2019 | Making a Difference @ Harrow & District Rec Reserve |
| 27/02/2019 | Workshop – Tenders for Harrow Rec Reserve Project |
| 06/03/2019 | Councillor-Only Meeting |
| 06/03/2019 | Councillor Forum, Edenhope |



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

| | |
|------------|---|
| 06/03/2019 | Special Confidential Meeting of Council, Edenhope |
| 13/03/2019 | Making a Difference @ Harrow & District Rec Reserve |
| 15/03/2019 | Wimmera Southern Mallee Regional Transport Group |
| 20/03/2019 | Budget Meeting, Kaniva |
| 20/03/2019 | Council Meeting, Kaniva |

5.4 COUNCILLOR TOM HOULIHAN

| | |
|------------|--|
| 01/03/2019 | Grampians Central West Waste Group Meeting, Ararat |
| 06/03/2019 | Councillor-Only Meeting |
| 06/03/2019 | Councillor Forum, Edenhope |
| 06/03/2019 | Special Confidential Meeting of Council, Edenhope |
| 09/03/2019 | Edenhope Cup |
| 12/03/2019 | Kaniva Community Sporting Complex Meeting |
| 20/03/2019 | Budget Meeting, Kaniva |
| 20/03/2019 | Council Meeting, Kaniva |

5.5 COUNCILLOR BRUCE MEYER

| | |
|------------|--|
| 27/02/2019 | Workshop – Tenders for Harrow Rec Reserve Project |
| 27/02/2019 | Kaniva Museum & Historical Collection Committee |
| 06/03/2019 | Councillor-Only Meeting |
| 06/03/2019 | Councillor Forum, Edenhope |
| 06/03/2019 | Special Confidential Meeting of Council, Edenhope |
| 09/03/2019 | Edenhope Cup |
| 12/03/2019 | Audit Committee Meeting, Edenhope |
| 15/03/2019 | Wimmera Regional Library Corporation Board Meeting |
| 20/03/2019 | Budget Meeting, Kaniva |
| 20/03/2019 | Council Meeting, Kaniva |

5.6 GENERAL DELEGATES REPORTS

Councillors to provide delegates reports to Council meeting in relation to meetings attended in last month for which they have been appointed as Council representative. Verbal or written delegates' reports.

6.0 CONDOLENCES



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

7.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING – 20 FEB 2019

RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on Wednesday 20 February 2019, be taken as an accurate record and confirmed.

8.0 BUSINESS ARISING FROM PREVIOUS MINUTES

9.0 NOTICES OF MOTION

9.1 CR TREVOR DOMASCHENZ – DROUGHT COMMUNITIES FUND – NOM 2019/03

Preamble

There have been ongoing delays to the "Making a Difference @ Harrow and District Recreation Reserve" project at the request of the Harrow & District Recreation Reserve Committee. Every other community and relevant body wants to commence the project that was put out to tender.

These ongoing delays have in my opinion severely jeopardised the ability of the project to acquit the grant of \$150,000 by the end May 2019 provided via the Drought Communities Funding stream.

The Drought Community Funding body have advised that if a project is unable to acquit the funds by the due date, these funds will be lost from the project and from providing support to other projects within the West Wimmera Shire.

Motion

That West Wimmera Shire immediately request permission from the Drought Communities Fund to reallocate the \$150,000 currently allocated to the "Making a Difference @ Harrow and District Recreation Reserve" project to the Kaniva Shire Hall project to enable further restoration works to be carried out.

Attachments:

| No. | Name | RecFind Ref |
|-------|--------------------------|-------------|
| 9.1.1 | Notice of Motion 2019/03 | E19/000155 |



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

9.2 CR RICHARD HICKS – MAKING A DIFFERENCE @ HARROW & DISTRICT RECREATION RESERVE – NOM 2019/04

Preamble

WWSC has very actively supported the “Making a difference @ Harrow & District Recreation Reserve” from its inception in mid-2018. WWSC has provided \$50,000 up-front to facilitate the rapid development of the project, from concept to detailed designs, and WWSC staff have provided on-going and very pro-active project management support by attending all Project Control Group and Steering Committee meetings, working closely with the community to facilitate the Project to the Tender stages. Additionally, WWSC has supported and/or been instrumental in the Project obtaining funds and grants from several external sources.

However, it appears that the probity of WWSC and its officers may have challenged and efforts to advance the approved project designs may have been undermined by some community members. Consequently, WWSC has been forced into re-evaluating its role in the overall Project, cognisant of its statutory obligations and responsibilities and its need to support all communities within the Shire.

Whilst WWSC has provided project management support to date, WWSC believes that this role should henceforth be undertaken by an independent and external professional project manager, and his expenses to be directly sourced from Project funds. WWSC would facilitate the handover of all Project documents, plans, minutes of meetings, correspondence, etc to the independent project manager, and once completed would have no further role in any project management activities. Discussions have already been held between WWSC and appropriate government bodies and sporting organisations and agreement in principal has been sought.

WWSC would retain its current position on the Project Control Group. Statutory requirements may compel WWSC to provide the financial services and financial oversight to the Project. Furthermore, WWSC would no longer be responsible for any project funds shortfalls or cost overruns; this responsibility would consequently rest solely with the Harrow Recreation Reserve and its affiliated sporting bodies.

Motion

That WWSC resolves that Sports and Recreation Victoria and the Project Control Group of the “Making a difference @ Harrow & District Recreation Reserve” project be advised that WWSC removes itself from the role of project management effective 10 April 2019. WWSC recommends that henceforth an independent and external professional project manager be recruited and subsequently ratified by the various funding bodies, and that all project management expenses to be directly extracted from Project funds.



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

Attachments:

| No. | Name | RecFind Ref |
|-------|--------------------------|-------------|
| 9.2.1 | Notice of Motion 2019/04 | E19/000156 |

10.0 ASSEMBLY OF COUNCILLORS RECORD & SPECIAL COUNCIL MEETING MINUTES

10.1 ASSEMBLY OF COUNCILLORS RECORD – 6 MAR 2019

RECOMMENDATION:

That the Assembly of Councillors Record for the Councillor Forum held Wednesday 6 March 2019 be received and noted.

10.2 SPECIAL COUNCIL MEETING MINUTES – 6 MAR 2019

That the Minutes of the Special Confidential Meeting of Council held on Wednesday 6 March 2019, be taken as an accurate record and confirmed.

11.0 DEPUTATIONS AND PETITIONS



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

12.0 CHIEF EXECUTIVE OFFICER AND GOVERNANCE

12.1 COUNCIL PLAN 2017-2021 – STATUS REPORT

FILE NUMBER: AD0189

REPORT AUTHOR: DAVID LEAHY - CEO

FOR DECISION

Introduction

The following report and revised spreadsheet provides an update to Councillors on the various actions taken with respect to the implementation of key objectives contained in the West Wimmera Shire Council Plan 2017-2021.

This report is provided following the presentation to the Council Assembly of 6 March 2019, where it was listed for discussion.

Declaration of Interests

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

Background

Following the completion of the Council Plan in 2017, the senior staff of the day developed a resourcing document to enable the various actions to be tracked for progress and also to highlight issues that could possibly prevent certain objectives from being achieved.

In addition to the resource document, a separate document covering all of the advocacy actions was also developed and this has been used to develop priorities around topics to advocate for at a state level on behalf of the West Wimmera Community.

The discussion at the Council Assembly of 6 March has also prompted the development of further documents to assist with key advocacy topics. These documents are currently being formulated and will be circulated to Councillors to prepare for the various presentations.

The attached document has once again been colour coded to enable the items that have changed since the last report was provided to be highlighted.

An example of items that have changed their status since the last report include;

- The commencement and expansion of the Rural Outreach Program



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

- The joint advocacy approach with Southern Grampians Shire for investment in the Rural Pipeline
- The appointment of shared HR Manager with Yarriambiack Shire
- The preparation of a Rural Councils Transformation Program business case
- The updated status of the Edenhope Hall development
- The preparation of the 2019 advocacy documents
- Installation of new mobile phone towers.

In addition to the above there has been further works completed in a number of recurrent programs, such as, Computer Savvy Seniors, Youth Programs and Wimmera Mallee Tourism.

It should also be noted that Council has received funds through the Fixing Country Roads program, which is a key item in the Council Plan with respect to improvements to C Class Roads. It is also consistent with the advocacy that Council has undertaken regarding the way funds are invested by government into rural roads.

Draft applications for round two of this program, all fit within the same approach to ensuring the best possible investment can be made into the road network. The new applications, if successful, will provide further safety and renewal improvements to the narrow sealed network within West Wimmera.

Risk Management Implications

Not reporting on the actions of the Council Plan can lead to Council straying from its agreed strategic direction.

Legislative Implications

Council is required under the Local government Act to develop a Council Plan and report on its implementation.

Environmental Implications

Nil

Financial and Budgetary Implications

Nil

Policy Implications

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



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

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



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

Council Plan Implications

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

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

Communication Implications

If Council choose to have the report provided to the March meeting of Council, further comments can be provided to the media at that stage.

Conclusion

The Council Plan is the key strategic document developed by Council that provides direction for the organisation. The reporting on the progress of the actions contained within it is critical to ensure that the direction remains focussed.

Along with the advocacy efforts that have been undertaken, Council has made good progress towards achieving a high number of the targets set via the planning process.

OFFICER RECOMMENDATION:

That Council accepts the status report on the 2017-2021 Council Plan.

Attachments:

| No. | Name | RecFind Ref |
|--------|--|-------------|
| 12.1.1 | Resource Plan Reporting – at 25 Feb 2019 | E19/000152 |



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

13.0 INFRASTRUCTURE DEVELOPMENT AND WORKS



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

14.0 CORPORATE AND COMMUNITY SERVICES

14.1 INFORMATION PRIVACY POLICY

FILE NUMBER: AD0041

REPORT AUTHOR: ASHLEY ROBERTS, DIRECTOR CORPORATE AND COMMUNITY SERVICES

FOR DECISION

Introduction

West Wimmera Shire Council (Council) receives and holds a significant amount of personal and sensitive information which is used in the provision of services to the community. This information may consist of personal contact information (used in areas such as rates or debtors, etc), personal identification information (i.e pension card reference numbers, drivers licence numbers, etc), and also some medical information (i.e HACC services, early years services, etc). It is important to note that this information can be held relating to members of the public, employees of Council and Councillors.

As such Council is required to comply with the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*. The Information Privacy Policy assists Council to maintain this data in a safe and secure way and to ensure that any information collected is used only for the appropriate purpose for which it was collected, whilst maintaining compliance with both of the above named Acts. A draft version of the Information Privacy Policy, was presented to Councillors at the February 6 2019 Councillor Forum for information and is now presented to this Ordinary Meeting for formal adoption by Council.

Declaration of Interests

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

Background

It is a fundamental principle of good governance that any personal, sensitive or health related data collected by Council be stored securely with access only granted to people who have a demonstrated need to use that information.

Any data held must be stored in a secure location and manner that prevents unauthorised access and minimises the risk of data corruption and/or misuse. As a public sector authority



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

is expected that all data stores comply with the requirements of the Public Records Office Victoria also.

The Information Privacy Policy informs Council's Protected Data Security Plan, which is lodged with the Office of the Victorian Information Commissioner (OVIC), and outlines Council's data security systems.

Both the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001* contain a number of privacy principals with which Council is required to comply. These are outlined within the appendices to the Information Privacy Policy.

The draft Information Policy was produced by referencing a number of other Victorian Councils policies and information from the Office of the Victorian Information Commissioner.

Risk Management Implications

Council is at risk in multiple areas if personal, sensitive or health information is not received, stored or accessed effectively according to Council's legislative requirements:

- Reputational Risk – Council may face severe reputational risk if private, sensitive or health data is accessed or shared inappropriately
- Operational Risk – without safe and secure systems for receiving, storing and accessing data required for ongoing service delivery, Council may be at risk of providing those services efficiently
- Financial Risk – Council may face financial loss from legal action taken against it or Councillors or Officers as a result of inappropriate access and use of personal, sensitive or health data.

The provision of the Information Privacy Policy assists in the mitigation of these risks.

Legislative Implications

Council is required to comply with the provisions of the *Privacy and Data Security Act (2014)* and the *Health Records Act (2001)*.

Added to this, Councillors and Officers have fiduciary duties, both by statute (i.e under multiple sections of the *Local Government Act 1989*) and common law to act in 'good faith' and in the best interest of Council in alignment with the goals of the organisation (i.e Council Plan).

Effective handling, accessing and storage of personal, sensitive and health data is essential for Council to actually comply with all of these legislative and common law duties and, just as importantly, to be transparent in doing so and to 'be seen' to be acting in good faith.



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

Environmental Implications

Not commented on

Financial and Budgetary Implications

Council provides an annual operating budget of \$163,000 to undertaking the Records Management function within Council. This amount covers staff and resourcing in the retention and accessing of Council's document record service.

In addition to this there are other system and operating costs of approximately \$300,000 involved in providing Information Technology services, much of which involves data management functions.

Policy Implications

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

Advocacy Policy
Communications Policy
Councillor Code of Conduct Policy
Customer Service Policy
Fraud Control Policy
Human Rights Policy
Protected Disclosures Policy

Council Plan Implications

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

- Strategic Objective 1: A proactive, well governed, professional and financially sustainable organisation that encourages community participation.
- Strategic Objective 3: Quality sustainable community services and infrastructure.
- Strategic Objective 6: Participating in activities that address health and wellbeing issues.

Communication Implications

The Information Privacy Policy, once adopted, is freely available to anyone who wishes to peruse it.

It will be placed on Council's website and copies will be on display at Council's Customer Service Centres.



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

All staff shall be provided with a copy. Training will be provided to staff in the application of this policy. It is critical that all staff have an understanding of the privacy principles and how they apply.

Conclusion

The Information Privacy Policy is a critical piece of guidance for Council in managing an extremely important element of its business. It enables Council to effectively and appropriately receive, maintain and access personal, sensitive and health data as may be required within Council's operations, whilst maintaining legislative compliance with the *Privacy and Data Security Act (2014)* and the *Health Records Act (2001)*.

OFFICER RECOMMENDATION:

That Council adopt the draft Information Privacy Policy.

Attachments:

| No. | Name | RecFind Ref |
|--------|----------------------------------|-------------|
| 14.1.1 | Draft Information Privacy Policy | C19/001649 |



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

14.2 RENAMING OF SERVICETON TIP ROAD

FILE NUMBER: EN0006

REPORT AUTHOR: TRUDIE HOLLAND RATES OFFICER

FOR DECISION

Introduction

West Wimmera Shire Council (Council) has received support from Office of Geographic Names and Serviceton community to change the name of Serviceton Tip Road to Tip Road.

This report seeks approval from Council to go forward with naming of the road.

Declaration of Interests

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

Background

West Wimmera Shire Council (Council) has received many concerns regarding the use of the locational name Serviceton within road names in the locality of Serviceton.

To lessen the duplication of the word “Serviceton” and reduce the risk to public safety Council are required to rename Serviceton Tip Road to Tip Road.





ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

The roads listed below all use Serviceton in their names:

Serviceton Tip Road
Serviceton North Road
Serviceton North-Telopea Downs Road
Telopea Downs-Serviceton North Road

Risk Management Implications

The current situation presents an unacceptable risk for residents and has caused delay for emergency services.

Legislative Implications

- [*Local Government Act 1989*](#) (at www.legislation.vic.gov.au)
- [*Road Management Act 2004*](#) (at www.legislation.vic.gov.au)
- [*Aboriginal Heritage Act 2006*](#) (at www.legislation.vic.gov.au)
- [*Aboriginal Heritage Regulations 2007*](#) (at www.legislation.vic.gov.au)
- [*AS/NZS4819:2011 Rural and urban addressing*](#) (at www.saiglobal.com)
- [*Survey Co-ordination Act 1958*](#) (at www.legislation.vic.gov.au)
- [*Subdivision \(Procedures\) Regulations 2011*](#) (at www.legislation.vic.gov.au)

Environmental Implications

Nil

Financial and Budgetary Implications

Advertisement Kaniva Times \$117.60
Removal of old sign
Supply and instalment of new sign will be approximately \$800.00 total

Policy Implications

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

Road and Street Naming Policy



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

Council Plan Implications

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

- Strategic Objective 3: Quality sustainable community services and infrastructure.
- Strategic Objective 4: Building on our agricultural and business strengths and supporting economic development.
- Strategic Objective 5: Thriving, safe and diverse local communities.

Communication Implications

The public consultation has been completed with an advertisement placed in the Kaniva Times asking for written submissions of support or objections to Councils intention to rename Serviceton Tip Road.

Council received no objections.

Conclusion

Council has received support from the Office of Geographic Names and the Serviceton community to change the name of Serviceton Tip Road to Tip Road.

This renaming would lessen the duplication of the word “Serviceton” in local road naming, and reduce the risk to public safety.

OFFICER RECOMMENDATION:

That Council resolves to proceed to rename Serviceton Tip Road to Tip Road and submit naming a proposal to the Registrar at the Office of Geographic Names for approval and Gazettal.

Attachments: Nil



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

14.3 WWSC COMMUNITY STRENGTHENING GRANTS PROGRAM 2018- 2019 ROUND 2

FILE NUMBER: PR0015

**REPORT AUTHOR: SARAH ELLIS, MANAGER BUSINESS & ECONOMIC
DEVELOPMENT**

FOR DECISION

Introduction

Round two of the West Wimmera Shire Council Community Strengthening Grants Program 2018-19 closed Monday 18 February 2019. Eleven applications were received across the three categories.

Declaration of Interests

The author declares a conflict of interest on one of the applications, being the Goroke Recreation/Sporting Complex. The author is a member of the Goroke Tennis Club.

All recommendations made in this report were a result of the Grant Review Committee, the author excused herself from discussion on the item concerning the Goroke Tennis Club.

Background

The Community Strengthening Grants program is designed to promote and increase participation of local residents in community initiatives, to build and strengthen local networks and partnerships and to support community leadership, learning and skill development.

Through the program, council will provide financial assistance to community groups and organisations to support the provision of programs, activities and services which respond to identified community needs, contribute to the building of a stronger community, develop innovative approaches and local social issues and are in accordance with council's strategic objectives.

To improve the governance of the West Wimmera Shire Council Community Strengthening a Grant Review Committee has been implemented to review and provide recommendations to Council on the grant applications. The Committee of five included a Councillor representative as well as staff from a range of departments.



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

Risk Management Implications

Community Strengthening Grants present minimal risk to council. The policy requires a successful applicant to manage the grant funding themselves. Each application has been assessed against the policy guidelines, ensuring a transparent and equitable process has been followed.

Councils Regulatory team is also involved in the grant review committee to ensure that any permit requirements are identified and can be communicated back to applicants to minimising the risk of applicants taking an approval of their application as full council approval for the project or event.

Legislative Implications

Nil implications.

Environmental Implications

Nil implications.

Financial and Budgetary Implications

A total of \$49,000.00 is allocated in the 2018-19 budget, for two rounds of Community Strengthening Grants. This funding has been divided between the three categories as follows:

- Community Events \$3,000.00.
- Community Projects \$10,000.00.
- Facilities Upgrades and Equipment \$36,000.00.

| | FY18/19 Budget | Fy18/19 Round 1 Funding | Balance |
|--|---------------------------|--------------------------------|----------------|
| Community Events | \$3,000.00 | \$1,150.00 | \$1,850.00 |
| Community Project | \$10,000.00 | \$2,282.50 | \$7,717.50 |
| Facilities Upgrades & Equipment | \$36,000.00 | \$14,966.42 | \$21,033.58 |
| Total | \$49,000.0 | \$18,398.92 | \$30,601.08 |

There is still over \$15k of payments that haven't been made to previously successful applicants the balance of the budget following this Round of applications will be close these out where applicable.



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

Policy Implications

This report is supported by the following West Wimmera Shire Council Policy:
Council Grants Policy
Support to Community Events Policy

Council Plan Implications

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

- Strategic Objective 3: Quality sustainable community services and infrastructure.
- Strategic Objective 5: Thriving, safe and diverse local communities.
- Strategic Objective 6: Participating in activities that address health and wellbeing issues.

Communication Implications

The Community Strengthening Grants program was promoted extensively through advertisement in the Council website, local newspapers, community newsletters and social media.

In previous rounds Community Information Sessions have been poorly attended so these were replaced with one on one session as requested. Seven requests for assistance/information were received and actioned.

Successful applicants will be provided with constructive feedback as appropriate. Unsuccessful applicants are able to request feedback should they wish.

Further media will take place following the confirmation of successful applications, as well as media associated with individual applications.

Conclusion

Round 2 of the Community Strengthening Grants Program 2018-19 is well-subscribed with strong applications and projects submitted for consideration.



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

GRANT REVIEW COMMITTEE RECOMMENDATION:

1. That Council allocates the following funding to applications under Round 2 of the 2018-2019 West Wimmera Shire Council Community Strengthening Grants, being as recommended by the Grant Review Committee:

| | |
|--|-----------|
| Goroke Recreation/Sporting Complex | \$5000.00 |
| Edenhope/Apsley Football Netball Club | \$2000.00 |
| Edenhope Debutante Group | \$750.00 |
| Edenhope P & A Society | \$750.00 |
| Goroke Apex Club | \$750.00 |
| Edenhope Lions Club | \$250.00 |
| Kaniva Playgroup | \$750.00 |
| Edenhope Motorcycle Club Inc. | \$5000.00 |
| Kaniva Community Sporting Complex Inc. | \$3246.00 |
| Bills Gully Welfare Group Inc. | \$2950.00 |

2. That Council acknowledges that the \$750 allocation to the Goroke Apex Club is paid in terms of reimbursing an event which has already occurred.
3. That Council reallocate the 2018/19 community grants budget of \$1400 from Facilities Upgrades & Equipment (GL3030.405.624) to Community Events (GL3030.336.624) to enable successful grants to be paid from the correct budget line item.

Attachments:

| No. | Name | RecFind Ref |
|--------|---|-------------|
| 14.3.1 | West Wimmera Shire Community Strengthening Grant applications 2018/19– Round 2 SUMMARY | E19/000153 |



ORDINARY COUNCIL MEETING AGENDA – 20 MARCH 2019 WEST WIMMERA SHIRE COUNCIL

15.0 LATE ITEMS OF BUSINESS

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

28. Urgent Business

Business must not be admitted as urgent business unless it:

- i. Relates to or arises out of a matter which has arisen since distribution of the agenda; and*
- ii. Cannot safely or conveniently be deferred until the next Ordinary Meeting.*

16.0 SEALING SCHEDULE

17.0 CONFIDENTIAL (PURSUANT TO SECTION 89 LGA 89)

RECOMMENDATION

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

17.1 HARROW SPORTING CHANGEROOMS CM0490

RECOMMENDATION

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

MEETING CONCLUDED:

NEXT MEETING:

**17 APRIL 2019
CONNEWIRRICOO COMMUNITY
CENTRE – TBC**