



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

**TO BE HELD:** Wednesday 15 May 2019

**LOCATION:** Edenhope 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 Bruce Meyer	Ashley Roberts Director Corporate & Community Services
	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 – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

### TABLE OF CONTENTS

<b>1.0</b>	<b>WELCOME .....</b>	<b>4</b>
<b>2.0</b>	<b>OPENING PRAYER.....</b>	<b>4</b>
<b>3.0</b>	<b>APOLOGIES, LEAVE OF ABSENCE, DECLARATION OF CONFLICT OF INTEREST.....</b>	<b>4</b>
3.1	APOLOGIES	4
3.2	LEAVE OF ABSENCE	4
3.3	DECLARATION OF CONFLICT OF INTEREST	4
<b>4.0</b>	<b>QUESTIONS FROM THE GALLERY (maximum of 30 minutes) .....</b>	<b>4</b>
4.1	WRITTEN QUESTIONS ON NOTICE	4
4.2	VERBAL QUESTIONS WITHOUT NOTICE	4
<b>5.0</b>	<b>DELEGATES REPORTS (FOR INFORMATION ONLY) AS PROVIDED BY COUNCILLORS PRIOR TO AGENDA BEING ISSUED .....</b>	<b>5</b>
5.1	COUNCILLOR JODIE PRETLOVE (MAYOR)	5
5.2	COUNCILLOR TREVOR DOMASCHENZ	5
5.3	COUNCILLOR RICHARD HICKS	5
5.4	COUNCILLOR TOM HOULIHAN	5
5.5	COUNCILLOR BRUCE MEYER	6
5.6	GENERAL DELEGATES REPORTS	6
<b>6.0</b>	<b>CONDOLENCES .....</b>	<b>6</b>
<b>7.0</b>	<b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETING .....</b>	<b>6</b>
<b>8.0</b>	<b>BUSINESS ARISING FROM PREVIOUS MINUTES .....</b>	<b>6</b>
<b>9.0</b>	<b>NOTICES OF MOTION .....</b>	<b>6</b>
<b>10.0</b>	<b>ASSEMBLY OF COUNCILLORS RECORD .....</b>	<b>6</b>
<b>11.0</b>	<b>DEPUTATIONS AND PETITIONS.....</b>	<b>6</b>
<b>12.0</b>	<b>CHIEF EXECUTIVE OFFICER AND GOVERNANCE .....</b>	<b>7</b>
12.1	COUNCIL PLAN STATUS REPORT	7



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

12.2	PROPOSED CHANGE OF DATE FOR JUNE 2019 COUNCIL ASSEMBLY	11
12.3	S11 AND S11A INSTRUMENT OF DELEGATION AND AUTHORISATION FOR AUTHORISED OFFICERS	14
<b>13.0</b>	<b>INFRASTRUCTURE DEVELOPMENT AND WORKS .....</b>	<b>17</b>
<b>14.0</b>	<b>CORPORATE AND COMMUNITY SERVICES .....</b>	<b>18</b>
14.1	BORROWINGS POLICY	18
14.2	PUBLIC NOTICE OF PUBLIC SUBMISSION PERIOD FOR 2019/20 DRAFT BUDGET	22
14.3	WIMMERA INTEGRATED RELIEF & RECOVERY PLAN, SUB-PLAN TO MUNICIPAL EMERGENCY MANAGEMENT PLAN (MEMP)	34
<b>15.0</b>	<b>LATE ITEMS OF BUSINESS .....</b>	<b>37</b>
<b>16.0</b>	<b>SEALING SCHEDULE .....</b>	<b>37</b>
16.1	SECTION 173 AGREEMENT – GREGORY JOHN MAYBERY	37
<b>17.0</b>	<b>CONFIDENTIAL (PURSUANT TO SECTION 89 LGA 89) .....</b>	<b>37</b>
17.1	SUPPLY OF A ROAD MAINTENANCE TRUCK CMO492	37
17.2	SUPPLY OF A HIGHWAY MAINTENANCE TRACTOR CMO493	37
17.3	BITUMINOUS SURFACING PROGRAM CMO496	37
17.4	PROVISION OF IT SERVICES CMO497	37



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 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 – 15 MAY 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)**

18/04/2019 Edenhope & District Community Centre Redevelopment Project  
23/04/2019 CEO David Leahy  
25/04/2019 Anzac Day Event in Apsley  
30/04/2019 Telstra Morning Tea in Minimay  
30/04/2019 Edenhope & District Community Centre Redevelopment Project  
01/05/2019 Councillor Forum, Edenhope  
03/05/2019 Community Transport Forum, Horsham  
06/05/2019 CEO David Leahy  
08/05/2019 Budget Meeting, Kaniva  
09/05/2019 IBAC Corruption Prevention & Integrity Insights Workshop  
13/05/2019 CEO David Leahy  
15/05/2019 Council Meeting, Edenhope

#### **5.2 COUNCILLOR TREVOR DOMASCHENZ**

25/04/2019 Anzac Day Event in Edenhope  
01/05/2019 Councillor Forum, Edenhope  
03/05/2019 Lake Wallace Strategic Plan Project Meeting  
03/05/2019 Native Vegetation Advocacy Workshop  
08/05/2019 Budget Meeting, Kaniva  
09/05/2019 IBAC Corruption Prevention & Integrity Insights Workshop  
14/05/2019 Wimmera Development Association Board Meeting  
15/05/2019 Council Meeting, Edenhope

#### **5.3 COUNCILLOR RICHARD HICKS**

13/04/2019 to 14/05/2019 *Leave of Absence*  
15/05/2019 Council Meeting, Edenhope

#### **5.4 COUNCILLOR TOM HOULIHAN**

01/05/2019 Councillor Forum, Edenhope  
08/05/2019 Budget Meeting, Kaniva  
15/05/2019 Council Meeting, Edenhope



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

### **5.5 COUNCILLOR BRUCE MEYER**

25/04/2019 Anzac Day Event in Kaniva  
01/05/2019 Councillor Forum, Edenhope  
03/05/2019 Native Vegetation Advocacy Workshop  
08/05/2019 Budget Meeting, Kaniva  
15/05/2019 Council Meeting, Edenhope

### **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**

### **7.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

#### **RECOMMENDATION:**

**That the Minutes of the Ordinary Meeting of Council held on Wednesday 17 April 2019, be taken as an accurate record and confirmed.**

### **8.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

### **9.0 NOTICES OF MOTION**

### **10.0 ASSEMBLY OF COUNCILLORS RECORD**

#### **RECOMMENDATION:**

**That the Assembly of Councillors Record for the Councillor Forum held Wednesday 1 May 2019 be received and noted.**

### **11.0 DEPUTATIONS AND PETITIONS**



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

### 12.0 CHIEF EXECUTIVE OFFICER AND GOVERNANCE

#### 12.1 COUNCIL PLAN STATUS REPORT

**FILE NUMBER: AD0183**

**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.

The attached spreadsheet was presented to Council at the Council Assembly of 1 May and last updated on 17 April 2019.

##### 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 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 expansion of the Mental Health Rural Outreach program (2 field worker positions filled and have commenced)
- The joint advocacy approach with Southern Grampians Shire for investment in the Rural Pipeline
- The lodging of a Rural Councils Transformation Program business case



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

- The updated status of the Edenhope Hall development
- Security of R2R funds and a campaign to ensure the funds are indexed.
- Installation of new mobile phone towers.
- Potential access to a broadband – fixed wireless service for the Kaniva area. (Presentation provided by broadband providers at Assembly of 1 May)

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

Also a long term solution to the problem of a Kinder Teacher at Goroke has been achieved.

It should also be noted that Council has lodged applications for round two of the fixing country roads program and at the time of writing was awaiting confirmation.

Applications for Bridges Renewal Program were also lodged, but unfortunately were unsuccessful in this round as the funds were directed primarily towards timber decked bridges.

### 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

Asset Capitalisation Policy

Asset Management Policy

Borrowings Policy

Building Fee Refunds Policy





## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

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

### Council Plan Implications

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



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

- 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 May 2019 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 updated report on the various Council Plan actions and provides any further questions on specific items to the CEO.**

### **Attachments:**

No.	Name	RecFind Ref
12.1.1	Resource Plan Reporting – at 17 April 2019	AD0183



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

### **12.2 PROPOSED CHANGE OF DATE FOR JUNE 2019 COUNCIL ASSEMBLY**

**FILE NUMBER: AD0183**

**REPORT AUTHOR: DAVID LEAHY – CHIEF EXECUTIVE OFFICER**

#### **FOR DECISION**

##### Introduction

Due to the sitting dates of State Parliament in June and the availability of Councillors due to the ALGA National General Assembly of Local Government, a change of date for the June Council Assembly will be required to enable the annual advocacy visit to Melbourne.

##### Declaration of Interests

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

##### Background

As Councillors are aware, staff having been working on the preparation of advocacy documents to assist with the annual visit to State Parliament.

With a number of issues currently dominating community discussion, such as the status of the business case for the Rural Pipeline and Native Vegetation exempt activities, it is imperative that Council puts its position before the various Ministers and senior staff.

In addition to the meeting with Government Ministers, there is also the opportunity to meet with the relevant opposition members, particularly with respect to road and native vegetation issues.

Unfortunately, the next two sitting weeks coincide with, firstly the June Council Assembly (June 5) and secondly the National General Assembly of Local Government in Canberra, which is being attended by Crs. Pretlove and Domaschenz.

Following the two sitting weeks in June, State Parliament then enters its winter recess and does not sit for a period of six weeks. This could potentially push the visit out to September if we are unable to make appointments. Also following discussions with the member for Lowan – Emma Kealy MP, there are a number of issues on the list of topics that the Victorian National Party are keen to pursue, as they directly affect the agricultural industries.



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

It is therefore proposed that the Council Assembly be moved to Tuesday 4 June and that Councillors and senior staff travel to Melbourne on the morning of 5 June, attend appointments that afternoon and evening, complete the appointments on Thursday 6 June and then travel back to West Wimmera on the afternoon of 6 June.

The proposed schedule as listed above would give all Councillors the opportunity to attend the Assembly and the advocacy campaign in Melbourne. .

### Risk Management Implications

Nil.

### Legislative Implications

Nil

### Environmental Implications

Nil

### Financial and Budgetary Implications

Nil

### Policy Implications

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

### Council Plan Implications

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

- Strategic Objective 1: A proactive, well governed, professional and financially sustainable organisation that encourages community participation.
- Strategic Objective 2: Meaningful partnerships to support advocacy priorities and service provision.
- Strategic Objective 4: Building on our agricultural and business strengths and supporting economic development.



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

### Communication Implications

As Council Assembly meetings are not open to the public, there is no need to communicate a change of date.

The outcomes of the advocacy visit to State Parliament will be communicated via a summary report provided to Council and shared with the various Ministers and senior staff.

### Conclusion

The success of a well-planned and structured advocacy effort is clearly demonstrated by the benefits received following the visit of 2018. The process not only builds a good working relationship with Ministers and senior staff, it has also resulted in investment in West Wimmera.

### **OFFICER RECOMMENDATION:**

**That Council agrees to reschedule the Council Assembly of Wednesday 5 June 2019 to Tuesday 4 June 2019.**

**Attachments: Nil**



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

### 12.3 S11 AND S11A INSTRUMENT OF DELEGATION AND AUTHORISATION FOR AUTHORISED OFFICERS

**FILE NUMBER: AD0183**

**REPORT AUTHOR: DAVID LEAHY – CHIEF EXECUTIVE OFFICER**

#### **FOR DECISION**

##### Introduction

Due to the resignation of a number of authorised officers and the appointment of a new Finance Manager, it has become necessary to provide (by resolution) authorised officer status to one position and revoke the authority from another, with the S11 Delegations.

Also with multiple consulting planners engaged currently, it is necessary to provide authorised officer status in accordance with the Planning & Environment Act 1987, under the S11A Delegations.

##### Declaration of Interests

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

##### Background

Council is required under the Local Government Act 1989 to exercise its powers of delegation, in accordance with s 224, to appoint authorised officers for certain functions.

These delegations change periodically due to staff movements, the appointment of consulting professionals (predominantly Planning & Building) and through the redeployment of staff or restructuring of functions.

In this circumstance, the S11 Delegations have been altered to include the new Finance Manager (Desiree Rodgers) and also to revoke the delegations to the former temp Local Laws Officers due to a resignation.

The two attached documents were created via the templates provided by Maddocks as part of the subscription to the delegation update service.

##### Risk Management Implications

Ensuring that the Authorised Officer status of officers undertaking statutory compliance and approval functions, reduces the risk of facing litigation due to inappropriate advice.



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

### Legislative Implications

The delegations comply with the requirements of the Local Government Act 1989 and the Planning and Environment Act 1987

### Environmental Implications

Nil

### Financial and Budgetary Implications

Nil

### Policy Implications

This report is supported by the following West Wimmera Shire Council Policy:  
Building Permit Information Policy  
Environmental Policy

### Council Plan Implications

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

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

### Communication Implications

This report and associated attachments are administrative tasks that do not require public communication and the staff concerned will be formally advised of their delegations.

### Conclusion

Providing authorised officer status to various officers is periodically required due to the movement of staff. The provision of the status ensures that some functions, such as, permit approvals can be completed within a suitable timeframe to assist with the statutory requirements



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

### **OFFICER RECOMMENDATION:**

That West Wimmera Shire Council, in the exercise of the powers conferred by s 224 of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instruments of appointment and authorisation (the instruments), **RESOLVES THAT:**

1. The members of Council staff referred to in the instruments S11 and S11A be appointed and authorised as set out in the instruments.
2. The instruments come into force immediately the Common Seal of Council is affixed to the instruments, and remains in force until Council determines to vary or revoke it.
3. Council notes that the Authorised Officer status of the temporary Local Laws Officer has been revoked upon the resignation of the Officer.
4. The instruments be signed and sealed.

### **Attachments:**

<b>No.</b>	<b>Name</b>	<b>RecFind Ref</b>
12.3.1	S11 Delegations – authorised officers – May 2019	AD0183
12.3.2	S11A – Instrument of Appointment (P&E Act) – May 2019	AD0183





**ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019**  
**WEST WIMMERA SHIRE COUNCIL**

---

**13.0 INFRASTRUCTURE DEVELOPMENT AND WORKS**



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

### 14.0 CORPORATE AND COMMUNITY SERVICES

#### 14.1 BORROWINGS POLICY

**FILE NUMBER: FM0021**

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

#### **FOR DECISION**

##### Introduction

West Wimmera Shire Council (Council) faces numerous community demands and desires for services and public asset provision which necessitates the management of significant amounts of funds. Council has a range of funding sources available to it in the provision of these services and community assets, one of which is making use of borrowings.

Basic financial management principles require that management and controls be placed upon the sourcing of funds via borrowings, and as such there are requirements which limit Council borrowings under the *Local Government Act 1989* ('the Act'). In accordance with the principals of sound financial management it is prudent for Council to institute its own policy around borrowings in addition to the requirements of the Act.

The draft updated Borrowings Policy is attached for Councillors information, as discussed at the 1 May Councillor Forum. No additional changes have been made to the draft policy arising from the Councillor Forum.

##### Declaration of Interests

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

##### Background

Borrowings can be an important source of funding for business activity. Council has the potential to investigate the use of borrowings to fund future capital works programs which have the potential to provide Council with additional or improved economic benefits.

The use of borrowings should provide a net benefit to any business undertaking them, and as such it is very important to have an effective control framework around borrowings to ensure that Council does indeed receive a net benefit from undertaking any such borrowings and that any debt servicing costs Council incurs do not negatively impact Council's service provision standards.



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

The Borrowings Policy was last reviewed by Council at its May 2017 Ordinary Council Meeting. It is important to regularly review and update this policy so that Council can keep abreast of evolving business practices and circumstances placed upon Council.

A small number of changes are proposed to the existing policy. These changes take the form of two points added to section 2 of the policy (Policy Principles):

- Council shall not borrow to fund operational or regular maintenance activities; and
- Council may consider to undertake borrowings to fund an external obligation placed upon it that is outside of its direct control.

The first of these is to formalise the philosophical principle that Council should fund its own activities and ongoing maintenance of its public assets via rates and/or operating grants or contributions from government. This principle provides that future generations (i.e via deferred costs from future loan principle and interest payments) should not pay for current consumption of assets or services.

The second of these formalises the concept that there may be times when, despite its best efforts and intent, Council can be exposed to a financial obligation that is beyond its direct control, and it may be more beneficial to Council to utilise borrowings to extinguish that liability. A good example of this is where Council is made liable for a superannuation fund call.

### Risk Management Implications

Borrowings provide potential financial and reputational risks to Council. Borrowings have the potential to provide benefit and problems to Council. Uncontrolled borrowings can have catastrophic effects upon Council's financial sustainability, through cash flow issues with repayments, which in turn restricts the cash available for Council to use in delivering services to the community. Adhering to the Borrowings Policy mitigates these risks.

### Legislative Implications

Council borrowings are strictly controlled under ss.144 – 148 of the *Local Government Act 1989*. Local Government Victoria, through the Loans Council, also monitor the sector's borrowing activity and must approve all new borrowings undertaken by Council. The draft Borrowings Policy addresses these compliance requirements.

### Environmental Implications

Not Commented on.



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

### Financial and Budgetary Implications

Failure to have effective guidelines around borrowings may lead Council to incur significant debt redemption and servicing costs. This may have a significant effect on Council's ongoing operational cash flow with a corresponding negative influence on service provision.

It is a requirement of the *Local Government Act 1989* (s.146) that all proposed borrowings and debt redemption and servicing costs be included in Council's annual budget. If Council undertakes borrowings during a year where it has not included them in its adopted budget, then it must go through a full revised budget process.

### Policy Implications

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

Asset Management Policy

Asset Management Strategy

Borrowings Policy

### Council Plan Implications

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

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

### Communication Implications

The Borrowing Policy will be made available to all staff, for use as guidance when preparing strategic plans.

Any proposed new borrowings must be included in Council's Annual Budget.

### Conclusion

The Borrowing Policy provides Council with clear guidelines to control future borrowings whilst promoting financial sustainability

### **OFFICER RECOMMENDATION:**

**That Council adopt the draft Borrowings Policy as presented.**



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

### Attachments:

No.	Name	RecFind Ref
14.1.1	Draft 2019 Borrowings Policy	C19/003170



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

### 14.2 PUBLIC NOTICE OF PUBLIC SUBMISSION PERIOD FOR 2019/20 DRAFT BUDGET

**FILE NUMBER: FM0055**

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

#### **FOR DECISION**

##### Introduction

Under the *Local Government Act 1989* (the Act), Council is required to prepare and adopt an annual budget for each financial year. The budget is required to include certain information about the rates and charges that Council intends to levy as well as a range of other information required by the *Local Government (Planning and Reporting) Regulation 2014* (the Regulations) which support the Act.

The Act also requires that Council update and adopt a Strategic Resource Plan with the budget annually. The Strategic Resource Plan provides forecasts and guidelines for the Council's financial performance and position for a further three year period following the budget. Council has provided summary information relating to the Strategic Resource Plan in its draft 2019/20 Budget, as per the requirements of the Regulations.

The processes to be undertaken for 2019/20 will reflect legislative requirements in accordance with the *Local Government Act 1989* (the Act) and *Local Government (Planning and Reporting) Regulations 2014* (the Regulations).

Council is required to advertise that public consultation to its draft Annual Budget for a minimum period of 28 days be held. In that time members of the public may make a submission relating to the draft budget under S.223 of the Act.

This report seeks Council to resolve to advertise the Draft 2019/20 Budget for public consultation and to accept public submissions on the Draft 2019/20 Budget for a period of 28 days ending 5.00pm Friday 14 June 2019.

##### Declaration of Interests

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



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

### Background

The draft 2019/20 Budget includes the following highlights:

#### *Income*

Rates and charges revenue for 2019/2020 is budgeted at \$7.77 million. This represents a 3.5% increase over the projected actual amount received in 2018/2019. Council has received a variation to the rate cap under the 'Fair Go Rates System' from the Minister for Local Government allowing it to raise rates for the 2019/20 year by up to 3.5%. This will result in Council raising a further \$244,809 in rates and municipal charge for the 2019/20 year. This equates to an average increase of \$51.77 per assessment.

The base rate cap under the 'Fair Go Rates System' for 2019/20 is 2.5%. The 3.5% variation allows Council to raise an additional \$65,907 in total rates and charges over and above what would be raised at a 2.5% increase.

The 2019/20 budget will be the final year of the 3 year rate cap variation granted to Council by the Minister for Local Government under advice by the Essential Services Commission Victoria. Previous rate increases utilised under the cap variation were 3.25% for 2017/18 (2.0% cap) and 3.5% (2.25% cap) for 2018/19. These rate increases above the cap allowed Council to raise an additional \$82,000 in rates and charges income for 2017/18 and \$84,380 for 2018/19 over and above what would have been raised had the rate cap been applied.

This additional funding has greatly assisted Council capital renewal ratio, to the point where Council is replacing its assets at a greater rate than it is consuming them (as measured through the annual depreciation charge), and has significantly improved Council's medium to longer term financial sustainability, by reducing both operating and cash deficits (modest operating surplus and cash deficit is budgeted for 2019/20). Even with these rate cap variations Council maintains a low rate base when compared to other like Council's rates charged as a percentage of property values within the municipality remains at around 0.4% across the 2019/20 proposed budget and the Strategic Resource Plan to 2022/23, which is significantly under the average for small rural councils at 0.6% (source: KnowYourCouncil.vic.gov.au).

Waste management charges are budgeted to increase by \$8 or 2.5% per tenement which is in line with expected contract increases. This compares to a \$20.00 (7.01%) increase in the previous year as Council responded to a significant increase in recycling costs.

Overall budgeted average rates and charges payable for 2018/19 will be \$1,843.85, including rates, municipal charge and waste management charge. This represents an increase of \$59.77 over the previous year.

Statutory fees show a small increase, largely in line with fee increases.

User fees income is showing slight decrease, in line a reduction in private works undertaken by Council.



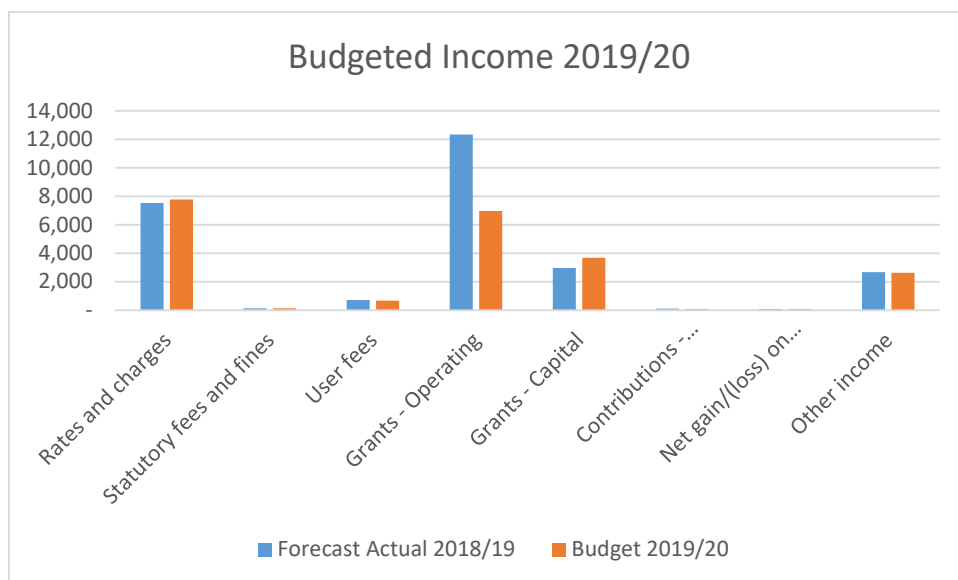
## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

Budgeted operating grants income has shown a significant increase of \$1.08 million over the 2018/19 projection. This is largely a result of a decrease in grants received for non-Council owned community facility upgrades grant managed by Council, notably the Lake Charlegrark and Harrow Recreation Reserve upgrades.

Capital grants budgeted show a significant decrease of \$3.56 million from 2018/19. This reduction is due to flood recovery funding ceasing as the flood recovery program is completed, partially offset by an increase in road funding, particular Roads to Recovery.

Contributions received refers to monies received from other sources such as community groups as a contribution to projects managed by Council. Contributions are anticipated to decrease by \$0.28m for 2019/20 in line with a reduction in projects carrying contributions being undertaken over the 2019/20 budget.

Income sources and comparisons to the projected result for 2019/20 are summarised in the following chart and can be seen in the Comprehensive Income Statement in the attached budget document. Total revenue is \$22.02 million, a decrease of \$4.5 million on 2018/19 projections.



### *Expenditure*

Employee costs for 2019/2020 are budgeted at \$7.71 million. This represents a \$0.64 million or 9.08% increase over the forecasted amount for 2018/2019. There are a number of items which have affected this:

- Addition of new Human Resources position. Part of this is recouped through other income from Yarriambiack Shire Council.
- Addition of a new 18 month fixed term position to enable Council to digitise its paper based records in accordance with Public Records Office Victoria requirements.





## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

- Maternity leave backfill positions required for both Council's Manager Business and Economic Development and Early Years Co-ordinator. A small amount of income is received by Council under the Commonwealth Government's Paid Parental Leave Scheme to partially offset these.
- A full year salary included for Council's Planning Manager (previous year budget included only part year employment for this position).

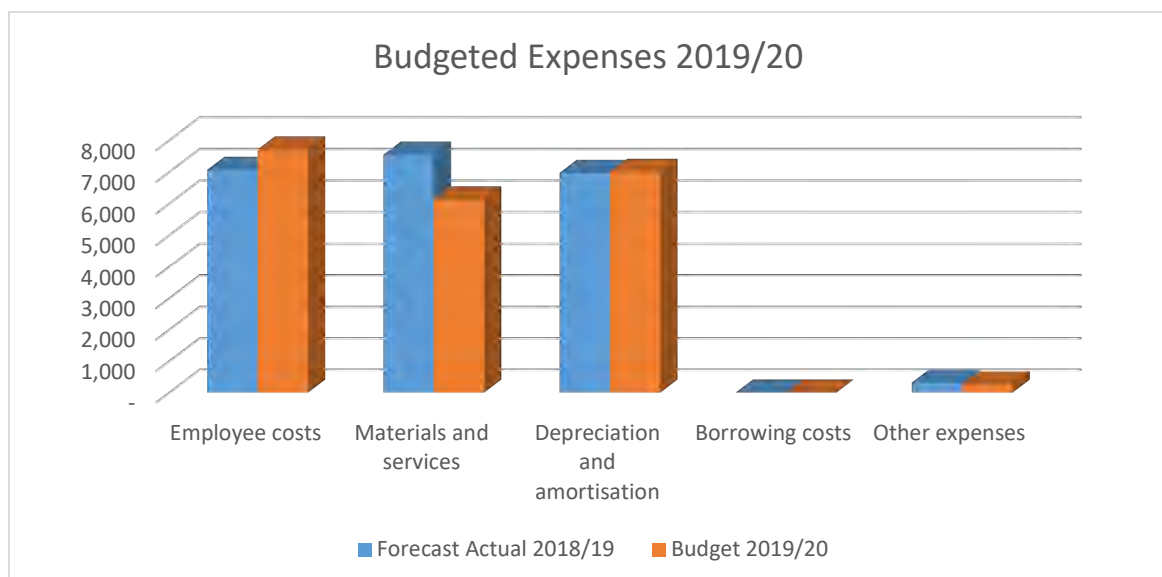
Materials and services costs have decreased by \$1.42 million or 18.78%. This is predominately a result of a reduction in contractor costs arising from the conclusion of the flood recovery program and a reduction in planning contractors as the budget includes provision for the employment of staff in this role.

Depreciation costs have remained steady at just under \$7.0 million.

Other expenses have decreased marginally by \$0.005 million, including reduced lease costs as the lease on information technology equipment and office furniture utilised by the flood recovery office ends, and also a reduction in audit costs as an Asbestos audit undertaken in 2018/19 is not required to be repeated during 2019/20.

Council proposes no new borrowings for the 2019/20 year.

The following charts summarise Council expenditure with the total anticipated expenditure for 2019/20 at \$21.1 million, a decrease of \$0.80 million over projected expenditure for 2018/19.





## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

The expected operating result for 2019/2020 is a modest surplus of \$0.92 million. The adjusted underlying result, when non-recurrent capital grants and capital contributions are excluded, is a \$1.31 million deficit. Council's cash position is anticipated to decline by \$0.69 million from 2018/2019 to \$8.61 million at 30 June 2020. This is largely a result of drawing down on reserves set aside in previous years to fund capital expenditure, including plant purchases.

Council's capital works program for the 2019/2020 year is budgeted to be \$8.99 million. This amount will include \$7.62 million in renewal expenditure. The capital works program will be funded by capital grants of \$3.68 million, the sale of redundant or obsolete assets and community contributions of \$0.35 million, whilst \$4.96 million will be funded from Council operations. Included in the budget papers is a detailed schedule of capital works.

### Risk Management Implications

There are significant risks in not producing a relevant and accurate budget. The major of these relates to the inability of Council to efficiently allocate resources to achieve all of its goals as set out in the Council Plan. The lack of an effective budget would also prevent Council from being able to measure its performance against the Council Plan, potentially leading to an inefficient use of resources

### Legislative Implications

Extracts Local Government Act 1989:

#### **127. Council must prepare a budget**

- (1) A Council must prepare a budget for each financial year.
- (2) The Council must ensure that the budget contains—
  - (a) financial statements in the form and containing the information required by the regulations;
  - (b) a description of the services and initiatives to be funded in the budget;
  - (c) a statement as to how the services and initiatives described under paragraph (b) will contribute to achieving the strategic objectives specified in the Council Plan;
  - (d) Major Initiatives, being initiatives identified by the Council as priorities, to be undertaken during the financial year;
  - (da) for services to be funded in the budget, the prescribed indicators of service performance that are required to be reported against in the performance statement under section 131;
  - (db) the prescribed measures relating to those indicators;
  - (e) any other information required by the regulations.
- (3) The Council must ensure that the budget also contains—
  - (a) the information the Council is required to declare under section 158(1);



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

- (b) if the Council intends to declare a differential rate under section 161, the information listed in section 161(2);
- (c) if the Council intends to declare a differential rate under section 161A, the information listed in section 161(2).

- (4) The Council must ensure that, if applicable, the budget also contains a statement—
  - (a) that the Council intends to apply for a special Order to increase the Council's average rate cap for the financial year under section 185E; or
  - (b) that the Council has made an application to the Essential Services Commission for a special Order under section 185E and is waiting for the outcome of the application; or
  - (c) that a special Order has been made in respect of the Council and a higher cap applies for the financial year.

### **129. Public notice**

- (1) As soon as practicable after a Council has prepared a budget or revised budget, the Council must give public notice.
- (2) A person has a right to make a submission under section 223 on any proposal contained in the budget or revised budget.
- (3) In addition to any other requirements specified by this Act, the notice referred to in sub-section (1) must—
  - (a) contain any details required by the regulations; and
  - (b) advise that copies of the budget or revised budget are available for inspection for at least 28 days after the publication of the notice at—
    - (i) the Council office and any district offices; and
    - (ii) any other place required by the regulations.
  - (c) advise that the proposed budget or revised budget is published on the Council's Internet website for at least 28 days after the publication of the notice.
- (4) A copy of the budget or revised budget must be displayed at the places specified under sub-section (3)(b) and (c).

### **130. Adoption of budget or revised budget**

- (1) A Council may adopt a budget or revised budget if it has complied with all of the relevant requirements of this Act relating to budgets and revised budgets.
- (2) The Council must give public notice of its decision under sub-section (1).
- (3) The Council must adopt the budget by 30 June each year, or such other date fixed by the Minister by notice published in the Government Gazette.



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

- (4) The Council must submit a copy of the budget or revised budget to the Minister within 28 days after adopting the budget under subsection (3) or adopting the revised budget under subsection (1).
- (5) The Minister may extend the period within which a Council must comply with subsection (4).
- (6) If a Council fails to submit a copy of the budget to the Minister within the time allowed, the Secretary must ensure that details of the failure are published in the annual report of the department.
- (7) A Council must give the Minister any details concerning its budget or revised budget that the Minister requests.
- (8) A Council must comply with sub-section (7)—
  - (a) within 14 days of receiving a request in writing for the details from the Minister; or
  - (b) within any longer period specified by the Minister in the request.
- (9) A copy of the budget or revised budget must be available for inspection by the public at—
  - (a) the Council office and any district offices; and
  - (b) any other place required by the regulations.

### **223. Right to make submission**

- (1) The following provisions apply if a person is given a right to make a submission to the Council under this section (whether under this or any other Act)—
  - (a) the Council must publish a public notice—
    - (i) specifying the matter in respect of which the right to make a submission applies;
    - (ii) containing the prescribed details in respect of that matter;
    - (iii) specifying the date by which submissions are to be submitted, being a date which is not less than 28 days after the date on which the public notice is published;
    - (iv) stating that a person making a submission is entitled to request in the submission that the person wishes to appear in person, or to be represented by a person specified in the submission, at a meeting to be heard in support of the submission;
  - (b) if a request has been made under paragraph (a)(iv), the Council must—
    - (i) provide the person with the opportunity to be heard in support of the submission in accordance with the request at a meeting of the Council or of a committee determined by the Council;
    - (ii) fix the day, time and place of the meeting;
    - (iii) give reasonable notice of the day, time and place of the meeting to each person who made a request;
  - (c) if the committee determined under paragraph (b)(i) is not responsible for making the decision in respect of which the submissions have been made, the committee must provide



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

a report on its proceedings, including a summary of hearings, to the Council or the special committee which is responsible for making the decision;

(d) the Council or special committee responsible for making the decision must—

(i) consider all the submissions made under this section and any report made under paragraph (c);

(ii) notify in writing, each person who has made a separate submission, and in the case of a submission made on behalf of a number of persons, one of those persons, of the decision and the reasons for that decision.

(2) If a proposal by the Council involves the exercise of powers at the same time under more than one section giving a right to make a submission and written submissions are received under more than 1 of those sections the submission procedure may be carried out in respect of all the written submissions at the same time.

(3) Despite section 98, a Council may authorise the appropriate members of Council staff to carry out administrative procedures necessary to enable the Council to carry out its functions under this section.

(4) A member of a committee specified in subsection (1)(b)(i) is subject to section 79 as if that member were a member of a special committee.

Extract Local Government (Planning and Reporting) Regulations 2014:

### **PART 3—BUDGETS**

#### **9 The financial statements**

For the purposes of section 127(2)(a) of the Act, the financial statements included in a budget or revised budget must—

(a) contain a statement of capital works for the financial years to which the financial statements relate; and

(b) be in the form set out in the Local Government Model Financial Report.

#### **10 Other information to be included**

(1) For the purposes of sections 127(2)(e) and 128(3) of the Act, a budget or revised budget must contain the following information in relation to the financial year to which the budget or revised budget relates—

(a) a detailed list of capital works expenditure—

(i) in relation to non-current assets classified in accordance with the model statement of capital works in the Local Government Model Financial Report; and

(ii) set out according to asset expenditure type;

(b) a summary of funding sources in relation to the capital works expenditure referred to in

paragraph (a), classified separately as—

(i) grants; and



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

- (ii) contributions; and
  - (iii) Council cash; and
  - (iv) borrowings;
  - (c) a statement of human resources;
  - (d) a summary of expenditure in relation to the human resources referred to in the statement of human resources, categorised according to the organisational structure of the Council and classified separately as—
    - (i) permanent full time; or
    - (ii) permanent part time;
  - (e) a summary of the number of full time equivalent Council staff referred to in the statement of human resources, categorised according to the organisational structure of the Council and classified separately as—
    - (i) permanent full time; and
    - (ii) permanent part time;
  - (f) a list of grants by type and source, classified as—
    - (i) recurrent grants to be used to fund operating expenditure; or
    - (ii) recurrent grants to be used to fund capital expenditure; or
    - (iii) non-recurrent grants to be used to fund operating expenditure; or
    - (iv) non-recurrent grants to be used to fund capital expenditure;
  - (g) the total amount borrowed as at 30 June of the financial year compared with the previous financial year;
  - (h) the following information in relation to borrowings (other than borrowings to refinance existing loans)—
    - (i) in a budget that has not been revised, the total amount to be borrowed during the financial year compared with the previous financial year; or
    - (ii) in a revised budget, any additional amount to be borrowed compared with the budget or the most recent revised budget (as applicable);
  - (i) the total amount projected to be redeemed during the financial year compared with the previous financial year.
- (2) For the purposes of sections 127(2)(e) and 128(3) of the Act, a budget or revised budget must contain the following information in relation to the financial year to which the budget or revised budget relates—
- (a) if Council declares general rates under section 158 of the Act, the rate in the dollar to be levied for each type or class of land;
  - (b) the percentage change in the rate in the dollar to be levied for each type or class of land compared with the previous financial year;
  - (c) the estimated amount to be raised by general rates in relation to each type or class of land compared with the previous financial year;
  - (d) the estimated amount to be raised by general rates compared with the previous financial year;
  - (e) the number of assessments in relation to each type or class of land compared with the previous financial year;
  - (f) the number of assessments compared with the previous financial year;
  - (g) the basis of valuation to be used under section 157 of the Act;
  - (h) the estimated value of each type or class of land compared with the previous financial year;



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

- (i) the estimated total value of land rated under section 158 of the Act compared with the previous financial year;
- (j) the municipal charge under section 159 of the Act compared with the previous financial year;
- (k) the percentage change in the municipal charge compared with the previous financial year;
- (l) the estimated amount to be raised by municipal charges compared with the previous financial year;
- (m) the rate or unit amount to be levied for each type of service rate or charge under section 162 of the Act compared with the previous financial year;
- (n) the percentage change for each type of service rate or charge compared with the previous financial year;
- (o) the estimated amount to be raised by each type of service rate or charge compared with the previous financial year;
- (p) the estimated total amount to be raised by service rates and charges compared with the previous financial year;
- (q) the estimated total amount to be raised by all rates and charges compared with the previous financial year;
- (r) any significant changes that may affect the estimated amounts referred to in this subregulation to be raised.

(3) Subregulation (2) applies to a revised budget as if a reference in that subregulation to the previous financial year were a reference to the budget initially adopted under section 130 of the Act in the current financial year or the most recent revised budget (as applicable).

### **11 Public notice of proposed budget or revised budget**

For the purposes of section 129(3)(a) of the Act, a public notice under section 129(1) of the Act must contain the following information—

- (a) the date on which Council will meet to adopt its budget or revised budget;
- (b) in the case of a revised budget, a summary of reasons for the preparation of the revised budget.

#### Environmental Implications

Not commented on

#### Financial and Budgetary Implications

As detailed in this report and the draft 2019/2020 Budget.

#### Policy Implications

The draft 2019/20 Budget and draft 2019/20 – 2022/23 Strategic Resource Plan have affect on all Council policies.





## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 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 3: Quality sustainable community services and infrastructure.
- Strategic Objective 4: Building on our agricultural and business strengths and supporting economic development.

### Communication Implications

Council will undertake a public consultation period of 28 days under which members of the public are entitled to make formal submissions on the draft 2019/20 Budget.

The documents will be placed on Council's website and physical copies made available in Council Offices in Edenhope and Kaniva.

Council plans to hold at least two public workshops (one in the north of the shire and one in the south) to explain and take questions on the draft 2019/20 budget with the community. Council intends to live stream at least one of these sessions over the web and take questions from the web at this session. Council will also provide a summary of the draft budget on its facebook site and will respond to questions lodged via that medium.

### Conclusion

Council has prepared its Draft 2019/20 Budget accordance with the provisions of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*. The next step in the process is for Council to resolve to advertise the draft budget for public consultation and submissions.





## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

### **OFFICER RECOMMENDATION:**

- 1. That the 2019/2020 draft budget be prepared by Council for the purposes of Section 127(1) of the *Local Government Act 1989*.**
- 2. That the Chief Executive Officer be authorised to:**
  - 1. Give public notice of the preparation of such budget, in accordance with Section 129 (1) of the *Local Government Act 1989*; and**
  - 2. Make available for public inspection the information required to be made available in accordance with the *Local Government (Finance and Reporting) Regulations 2004*.**
- 3. That Council:**
  - a) Seek any submissions on any proposal contained in such budget made in accordance with sections 129 and 223 of the Act, with such submissions closing 5.00pm Friday 14 June 2019;**
  - b) Schedule any person wishing to be heard in support of their submission to the proposed budget, that they be heard by Council on Thursday 20 June 2019 at Edenhope Council Chambers.**
  - c) Consider a recommendation or notice of motion to adopt such budget at the Ordinary Meeting of Council on Thursday 20 June 2019 at Kaniva Council Chambers.**

### **Attachments:**

<b>No.</b>	<b>Name</b>	<b>RecFind Ref</b>
14.2.1	Draft 2019/20 Budget	FM0055



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

### 14.3 WIMMERA INTEGRATED RELIEF & RECOVERY PLAN, SUB-PLAN TO MUNICIPAL EMERGENCY MANAGEMENT PLAN (MEMP)

**FILE NUMBER: AD0183**

**REPORT AUTHOR: JO GRANT, MUNICIPAL RECOVERY MANAGER**

#### **FOR DECISION**

##### Introduction

West Wimmera Shire Council (Council) is required to prepare and maintain a Municipal Emergency Management Plan pursuant to Section 20 (1) of the *Emergency Management Act 1986*.

##### Declaration of Interests

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

##### Background

The Municipal Emergency Management Plan (the MEMP) is a multi-agency plan for the municipal district of West Wimmera Shire.

The purpose of the MEMP is to bring together in an integrated organisational network, the resources of the many agencies and individuals who can take appropriate and timely action to prevent or mitigate, response to and recover from emergencies.

It is also a legislated requirement within the MEMP, that Council identify resources and specify how such resources are to be used for or in emergency prevention, response and recovery. The MEMP is supported by various support sub plans and appendices to provide comprehensive reference material.

One of these supporting documents is the Wimmera Integrated Relief and Recovery Plan which has recently been reviewed and endorsed by the West Wimmera Municipal Emergency Management Planning Committee (WWMEMPC).

*Extract from the WWMEMPC meeting minutes 19 March 2018:*

*That the WWMEMP Committee:*



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

- 1) *endorse the Wimmera Integrated Relief and Recovery Plan V 2.0 subject to administrative updates and*
- 2) *present to Council for consideration and adoption*

*Moved: Gavin Kelly   Seconded: Andrew Saunders   Carried*

The Wimmera Integrated Relief and Recovery Plan is now endorsed, sighted and signed by Cr Tom Houlihan, Chair of the WWMEMP Committee. The reviewed sub-plan of the MEMP requires Council, as the “owner” of the MEMP, to accept the sub-plan as a component of Council’s MEMP.

### Risk Management Implications

If the MEMP, including supporting plans and appendices are not reviewed by the WWMEMPC and endorsed by Council, Council could be found to be in breach of the Emergency Management Acts.

The risk is mitigated by the review undertaken, the endorsement by the WWMEMP Committee and by the approval of Council.

### Legislative Implications

*Emergency Management Act 1986*  
*Emergency Management Act 2013*

### Environmental Implications

Nil known.

### Financial and Budgetary Implications

Nil known.

### Policy Implications

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

Business Continuity Policy  
Communications Policy  
Customer Service Policy

### Council Plan Implications

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



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

- 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.

### Communication Implications

It will be noted at the next WWMEMP Committee that the endorsed Wimmera Integrated Relief and Recovery Plan has been presented to Council for endorsement.

The Wimmera Emergency Management Resource Sharing Program will also be notified that the endorsed Wimmera Integrated Relief and Recovery Plan has been presented to Council.

### Conclusion

The receiving and noting of the Wimmera Integrated Relief and Recovery Plan V1.0 to the Municipal Emergency Management Plan Version 2.0 is a basic governance step for Council in its emergency management responsibilities and compliance with the Emergency Management Acts.

### **OFFICER RECOMMENDATION:**

**That Council adopt the Wimmera Integrated Relief and Recovery Plan as presented.**

### **Attachments:**

No.	Name	RecFind Ref
14.3.1	Wimmera Integrated Relief and Recovery Plan V2.0	AD0183
14.3.2	CFA Response to cross boundaries EM arrangement	AD0183



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 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

#### 16.1 SECTION 173 AGREEMENT – GREGORY JOHN MAYBERY

#### **OFFICER RECOMMENDATION:**

That the Section 173 Agreement between West Wimmera Shire Council and Gregory John Maybery, in relation to Planning Permit P1544 which was granted by West Wimmera Shire Council on 11 October 2018, be signed and sealed by Council.

### 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 SUPPLY OF A ROAD MAINTENANCE TRUCK CMO492

#### 17.2 SUPPLY OF A HIGHWAY MAINTENANCE TRACTOR CMO493

#### 17.3 BITUMINOUS SURFACING PROGRAM CMO496

#### 17.4 PROVISION OF IT SERVICES CMO497



## ORDINARY COUNCIL MEETING AGENDA – 15 MAY 2019 WEST WIMMERA SHIRE COUNCIL

### **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:**

**THURSDAY 20 JUNE 2019  
KANIVA COUNCIL CHAMBER**