



## ORDINARY COUNCIL MEETING AGENDA – 15 APRIL 2020 WEST WIMMERA SHIRE COUNCIL

**TO BE HELD:** Wednesday 15 April 2020

**LOCATION:** Kaniva Council Chamber

**COMMENCEMENT:** 2.00pm

**PUBLIC ACCESS:** Live Streaming from Council's website  
[www.westwimmera.vic.gov.au](http://www.westwimmera.vic.gov.au)

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

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

*West Wimmera Shire Council Local Law No.7, 2017*

*42. Gallery to be silent*

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

### ***Vision Statement:***

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



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## ORDINARY COUNCIL MEETING AGENDA – 15 APRIL 2020 WEST WIMMERA SHIRE COUNCIL

### 1.0 WELCOME

#### OFFICER RECOMMENDATION:

**That in view of the current COVID-19 Pandemic and the social distancing restrictions put in place by the Australian Government, public access to this meeting be limited to live streaming via Council's website.**

### 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.*



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### RECOMMENDATION:

**That Council suspend Standing Orders for the purpose of receiving questions without notice from members of the Gallery.**

### 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.*

### RECOMMENDATION:

**That Council resume Standing Orders.**

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

#### 5.1 COUNCILLOR BRUCE MEYER (MAYOR)

20/03/2020	CEO David Leahy
24/03/2020	Special Council Workshop – 2020/21 Budget
27/03/2020	CEO David Leahy
01/04/2020	Councillor Forum, Edenhope
03/04/2020	CEO David Leahy
07/04/2020	CEO David Leahy
15/04/2020	Ordinary Council Meeting, Edenhope

#### 5.2 COUNCILLOR JODIE PRETLOVE (DEPUTY MAYOR)

24/03/2020	Special Council Workshop – 2020/21 Budget
01/04/2020	Councillor Forum, Edenhope
15/04/2020	Ordinary Council Meeting, Edenhope



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### **5.3 COUNCILLOR TREVOR DOMASCHENZ**

19/03/2020 Edenhope Tourism Meeting  
20/03/2020 CEO David Leahy  
23/03/2020 Vision and Voice, Edenhope Meeting  
24/03/2020 Special Council Workshop – 2020/21 Budget  
26/03/2020 Submission to Consultants for Towns and Caravan Parks, Edenhope  
01/04/2020 Councillor Forum, Edenhope  
15/04/2020 Ordinary Council Meeting, Edenhope

### **5.4 COUNCILLOR RICHARD HICKS**

24/03/2020 Special Council Workshop – 2020/21 Budget  
01/04/2020 Councillor Forum, Edenhope  
15/04/2020 Ordinary Council Meeting, Edenhope

### **5.5 COUNCILLOR TOM HOULIHAN**

24/03/2020 Special Council Workshop – 2020/21 Budget  
01/04/2020 Councillor Forum, Edenhope  
15/04/2020 Ordinary 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 – 18 MAR 2020**

#### **RECOMMENDATION:**

**That the Minutes of the Ordinary Meeting of Council held on Wednesday 18 March 2020, be taken as an accurate record and confirmed.**

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



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### 9.0 NOTICES OF MOTION

#### 9.1 ABORIGINAL CRICKET TRAIL SIGNAGE PROJECT – CR TREVOR DOMASCHENZ – NOM 2020/01

##### Preamble

West Wimmera Shire Council received a grant of \$50,000 and allocated a further \$17,000 of ratepayers' money through the budget process last year to a project called Aboriginal Cricket Trail Signage.

I am worried about the project being delivered before the end of June 2020 and lodged a Notice of Motion that was passed by Council in December 2019 (ADO183).

Several people saw the motion and expressed an interest in being part of a committee.

I am requesting to see any progression against that resolution in the last 4 months and against the terms of reference to the project.

This is a very important historical project to get right and very important for the future of tourism and history in our Shire and I believe it has to be acquitted by end June 2020.

##### Motion

The complete terms of reference for the grant and written details for any progress already made towards the Aboriginal Cricket Trail Signage Project and resolution no ADO183 be immediately given to all Councillors.

##### **Attachments:**

No.	Name	RecFind Ref
09.1.1	Notice of Motion 2020/01 – Cr Trevor Domaschenz	E20/000065



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### **10.0 ASSEMBLY OF COUNCILLORS RECORD – 1 APR 2020**

#### **RECOMMENDATION:**

**That the Assembly of Councillors Record for the Councillor Forum held Wednesday 1 April 2020 be received and noted.**

### **11.0 DEPUTATIONS AND PETITIONS**





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### 12.0 CHIEF EXECUTIVE OFFICER AND GOVERNANCE

#### 12.1 FUTURE OF SENIOR CITIZENS' HALL – EDENHOPE

**FILE NUMBER: PS0356**

**REPORT AUTHOR: DAVID LEAHY – CEO**

#### **FOR DECISION**

##### Introduction

The following report is provided to enable discussion and determine the next steps regarding the future of the Senior Citizens Hall in Edenhope.

##### Declaration of Interests

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

##### Background

During discussion and debate on the funding to construct the Edenhope and District Community Centre (formerly the Mechanics Hall), Council resolved to investigate the potential sale or exchange of ownership of the facility.

Following this a number of reports have been provided to explain the process required to comply with the Local Government Act.

To enable the investigations to progress, Council staff arranged to present to the Edenhope Lions Club and the Edenhope Senior Citizens Club members. Due to a delay in arranging the meeting with the Senior Citizens, the process has been pushed back further than first anticipated.

At the meetings, the Council Staff explained the process that is required under section 189 of the Local Government Act 1989, pertaining to restrictions on power to sell land and section 191, transfer exchange or lease of land without consideration.

The meetings with the groups were very different, with the Lions Club expressing a desire to stay in the building and invest in its future and the Senior Citizens, looking towards winding up the group.

The Lions Club have undertaken some improvements since basing themselves in the facility, which include, a new stove and oven, general repairs to the kitchen, minor painting



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works and some minor works on the grounds. They expressed a desire to continue to improve the facility and build storage sheds on site to house their catering van and various stock items that are currently stored in members' homes.

The Senior Citizens are prepared to work with the Lions Club on their exit from the site and handover items such as crockery and cutlery to the Lions. The Council staff invited the Senior Citizens to utilise the new Edenhope and District Community Centre to ensure that they can continue to meet, without the worry and responsibility for the building.

Further meetings have been held with the Edenhope Lions Club to clearly explain the process required from now on, should Council agree to sell the site.

Council is required to attain a valuation from a suitably qualified valuer and consider the valuation prior to any decision. It is also required to publicly advertise its intention to sell or exchange the land, at least 4 weeks prior to selling or exchanging the land.

Members of the public are entitled to lodge a submission on the sale or exchange in accordance with section 223 of the Local Government Act 1989.

If Council chooses to sell the land, an expression of interest process would be sufficient for the sale. It was also a concern of the Lions that the site may be sold to a developer, who would remove the building and carve it up for a unit development. It was explained to the Lions, that Council would prefer a community use as it is now and is only obliged to consider the valuation and the expressions of interest and the ultimate decision on the sale or exchange is Councils.

A report was provided to the March meeting of Council, which had a motion and an amendment both lost and this required a subsequent motion to have the item return to the April meeting of Council.

### Risk Management Implications

There is a risk that any decision Council makes re: sale or exchange is challenged which would create a delay in the process.

### Legislative Implications

Council is currently required to adhere to sections 189 and 191 of the Local Government Act 1989.

There are similar provisions within the Local Government Bill that is before parliament now, but the 1989 Act what Council will be required to abide by.

### Environmental Implications

Ensuring that the premises remain in a suitable condition.



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### Financial and Budgetary Implications

There will be costs associated with the appointment of a valuer and negotiations around any outstanding building items, should a sale go ahead.

### Policy Implications

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

Asset Capitalisation Policy  
Asset Disposal Policy  
Asset Management Policy  
Asset Management Strategy  
Building Fee Refunds Policy  
Building Permit Information Policy  
Communications Policy  
Community Engagement Policy  
Community Halls Policy  
Council Major Hall Hire Policy

### Council Plan Implications

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

- Strategic Objective 1: A proactive, well governed, professional and financially sustainable organisation that encourages community participation.
- Strategic Objective 3: Quality sustainable community services and infrastructure.
- Strategic Objective 5: Thriving, safe and diverse local communities.
- Strategic Objective 6: Participating in activities that address health and wellbeing issues.

### Communication Implications

There are specific requirements within the Act to ensure suitable communications are implemented prior to any decision to sell or exchange occurs.

### Conclusion

The membership numbers of the Edenhope Senior Citizens Club have been declining for a number of years and the burden of responsibility associated with the hall building has contributed to this.



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A high percentage of the use of the site is for Council training sessions and meetings of various groups associated with Council activities. It is envisaged that most of these meetings and training sessions will occur in the Edenhope and District Community Centre, which will make the Senior Citizens Hall surplus to needs.

### **OFFICER RECOMMENDATION:**

**That Council provides approval for staff to commence the process of disposing of the Edenhope Senior Citizens Hall, by undertaking the following steps:**

- a) Engage a suitably credentialed valuer to complete an up to date valuation of the property,**
- b) Upon receiving the valuation, advertise for expressions of interest, to purchase / take over ownership of the facility,**
- c) Advertise for public submissions on the sale or exchange in accordance with section 223 of the Local Government Act 1989.**
- d) Provide a final report to Council to enable submissions to be considered, the valuation to be considered and a decision made on a sale or exchange.**

### **Attachments:**

<b>No.</b>	<b>Name</b>	<b>RecFind Ref</b>
12.1.1	S189 Local Government Act 1989	PS0356
12.1.2	S191 Local Government Act 1989	PS0356



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### 13.0 INFRASTRUCTURE DEVELOPMENT AND WORKS

#### 13.1 REVIEW & ADOPTION OF WEST WIMMERA PANDEMIC PLAN 2020-2023

**FILE NUMBER: PS0034**

**REPORT AUTHOR: MARK MARZIALE – DIRECTOR INFRASTRUCTURE DEVELOPMENT & WORKS, AND NICOLE WEARNE, ENVIRONMENTAL HEALTH OFFICER**

#### **FOR DECISION**

##### Introduction

The West Wimmera Shire Pandemic Plan was endorsed by the West Wimmera Municipal Emergency Planning Committee (hereafter referred to as “the MEMPC” or “the Committee”) at a meeting held on 20 March 2020.

The declaration of a new corona virus pandemic will affect all of Council’s operations, service delivery, community activity and businesses.

##### Declaration of Interests

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

##### Background

The West Wimmera Shire Pandemic Influenza Plan V1.0 2017 -20 was drafted in 2017 as part of Council’s Emergency Management preparedness duties, under the Emergency Management Act.

From January 2020 the emergence of the Corona Virus Disease (COVID 19) was being tracked by Council EM staff. In its Situation Report, dated 21 February 2020 the WHO reported, that the new COVID-19 is caused by the virus SARS-CoV-2. The most likely ecological reservoirs for SARS-CoV-2 are bats, but it is believed that the virus jumped the species barrier to humans from another intermediate animal host. This intermediate animal host could be a domestic food animal, a wild animal, or a domesticated wild animal which has not yet been identified.



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WHO Data as reported by: 20 January 2020 :

World Health Organisation SUMMARY -

Event highlights from 31 December 2019 to 20 January 2020:

- On 31 December 2019, the WHO China Country Office was informed of cases of pneumonia unknown etiology (unknown cause) detected in Wuhan City, Hubei Province of China.

From 31 December 2019 through 3 January 2020, a total of 44 case-patients with pneumonia of unknown etiology were reported to WHO by the national authorities in China. During this reported period, the causal agent was not identified.

- On 11 and 12 January 2020, WHO received further detailed information from the National Health Commission China that the outbreak is associated with exposures in one seafood market in Wuhan City.

- The Chinese authorities identified a new type of coronavirus, which was isolated on 7 January 2020.

29 January 2020, Australia has registered seven (7) confirmed cases.

21 February 2020, West Wimmera Emergency Management WWEMT meets to review the Draft Pandemic Influenza Plan 2017-2020 V1.0. Australia registers 17 new infections with 2 being international arrivals.

2 March 2020, Victoria's Chief Health Officer sends notice that the first case has been registered in the state.

4 March 2020 International and National news agencies report panic buying of sanitary products at Australian supermarkets.

11 March 2020, The WHO's Director General declares COVID 19 a global Pandemic.

20 March 2020, the reviewed West Wimmera Pandemic Plan 2020-23 V3.0 is tabled and endorsed by the WWMEMPC West Wimmera Emergency Management Planning Committee, with a recommendation for the Plan to be adopted by the Council.

8.30am, 25 March 2020 - STAGE 2 Restriction imposed - Victorian Premier's statement in accordance with decision of the National Cabinet.

10am, 31 March 2020 - STAGE 3 Restrictions - As agreed by National Cabinet, gatherings were restricted to no more than 2 people, except for members of your immediate household, and for work or education.

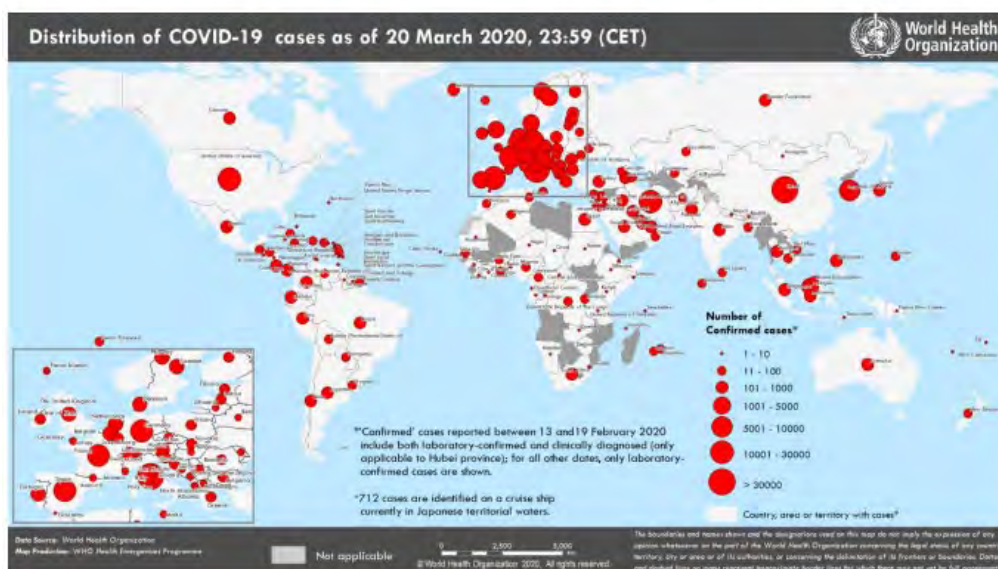
Under the Stage 3 restrictions, previous **advice** about staying home is now **enforceable**.

Playgrounds, skate parks and outdoor gyms are now closed.



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Figure 1. Countries, territories or areas with reported confirmed cases of COVID-19, 20 March 2020



### Risk Management Implications

Integrity - Ensuring that all documentation, opinions and materials presented are researched, referenced and factual, reduces the risk of inappropriate information being provided to Council and supports evidence based decision making. +

Relevance & Currency - that the Pandemic Plan, when adopted, is reviewed and adjusted to include learnings, at the end of the current COVID 19 Incident.

The Pandemic Plan be reviewed annually by the MEMPC.

### Legislative Implications

Local Government Act 1989

The new Local Government Act will require a number of policies to be developed or adjusted to provide community engagement strategies along with a transparency requirements.

Emergency Management Act 1986 and 2013

Public Health and Wellbeing Act 2008



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Council's Pandemic Coordinator (PC) is the Municipal Relief Manager (MRM), with the Environmental Health Officer EHO, as the Deputy Pandemic Coordinator, who is under the direction of the Victorian Chief Health Officer.

Environmental Protection Act - Waste Management  
Contingency Plans – Contractors delivering Essential Services.

Occupational Health and Safety Act 1994  
Council must ensure, as far as practicable, the health and safety of its staff, the public and contractors, in the workplace.

### Environmental Implications

Waste Management Services are managed to ensure continuity.

Business continuity arrangements are in place for all Planning and Environmental services.

### Financial and Budgetary Implications

The review of the policy has no financial implications.

### Policy Implications

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

Business Assistance Scheme Policy  
Economic Development Policy  
Communications Policy  
Community Engagement Policy  
Support to Community Events Policy  
Media Relations Policy  
Tourism Policy

### Council Plan Implications

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

- Strategic Objective 1: A proactive, well governed, professional and financially sustainable organisation that encourages community participation.
- Strategic Objective 2: Meaningful partnerships to support advocacy priorities and service provision.
- Strategic Objective 3: Quality sustainable community services and infrastructure.





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- Strategic Objective 4: Building on our agricultural and business strengths and supporting economic development.
- Strategic Objective 5: Thriving, safe and diverse local communities.
- Strategic Objective 6: Participating in activities that address health and wellbeing issues.
- Strategic Objective 7: Providing access to and promoting the natural environment.

### Communication Implications

Statements have been issued by the CEO.

Each Business service is issuing regular advices to its customers.

### Conclusion

The West Wimmera Pandemic Plan has been reviewed by the WWSC Emergency Management Team, and then endorsed by the Municipal Emergency Management Planning Committee at its meeting held 20 March 2020, with a recommendation for the Council to adopt the Plan.

### **OFFICER RECOMMENDATION:**

**That Council resolves to adopt the West Wimmera Pandemic Plan 2020-23 V3.0**

### **Attachments:**

No.	Name	RecFind Ref
13.1.1	West Wimmera Pandemic Plan 2020-23 V3.0	PS0034
13.1.2	WHO COVID 19 Situation report for 5 April 2020	PS0034
13.1.3	Vic Gov State Relief Plan for COVID 19, March 2020	PS0034



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### 14.0 CORPORATE AND COMMUNITY SERVICES

#### 14.1 SUPPORT TO COMMUNITY EVENTS POLICY

**FILE NUMBER: FM0045**

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

#### **FOR DECISION**

##### Introduction

West Wimmera Shire Council (Council) often provides support to community events held within the municipality upon request from the providers of those community events.

The Support to Community Events Policy provides a framework for Council to provide this support.

##### Declaration of Interests

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

##### Background

There are numerous community run events held within the shire each year. These can range from repeat events such as the various P&A Society Annual Shows, to one off events, such as the First XI celebrations.

Most, if not all, of these events request assistance from Council in some form or another, be it from community grants to assistance with planning and marketing or additional rubbish collection services and road closures.

The Support to Community Events Policy ('the Policy') provides Council with a framework with which to provide this assistance.

The Policy provides for differing levels of support for differing sized events, based on the predicted number of attendees. This is due to the differing needs of different sized events – for example a very small event of less than 50 attendees may not require additional rubbish removal or toilet cleans, where an event of 500+ attendees most likely would require such support.



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The Policy only applies to events that are run by recognised community groups or members of the West Wimmera community and which are open to the public to attend. Private or restricted functions are not eligible for support under the Policy.

A draft update of the Support to Community Events Policy is attached for Councillors information.

There has been a section (Section 5) added to the policy to highlight when and where Council may withdraw or refuse to provide support to a community event. There are a number of instances where it may not be appropriate for Council to provide support to an event. These are listed in section 5 of the Policy

### Risk Management Implications

Council may be at reputational risk if community events are not effectively supported or if a perception that some events are supported to a greater extent than others. The Policy mitigates this risk by providing a standardised framework for event support.

### Legislative Implications

Any support given must be compliant with the requirements of the *Local Government Act 1989* and any other applicable legislation.

### Environmental Implications

There may be environmental risk implications to Council from the lack of provision of sufficient sanitation (i.e rubbish removal and toilet cleans). The Policy mitigates this by outlining when this support should be given.

### Financial and Budgetary Implications

There may be financial risk arising from the costs to Council from providing support under the Policy. For the 2019/20 financial year Council budgeted \$7,035 for community support, with a similar amount included in the draft budget for 2020/21.

### Policy Implications

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

Support to Community Events Policy



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### Council Plan Implications

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

- Strategic Objective 1: A proactive, well governed, professional and financially sustainable organisation that encourages community participation.
- Strategic Objective 5: Thriving, safe and diverse local communities.
- Strategic Objective 6: Participating in activities that address health and wellbeing issues.

### Communication Implications

The Support to Community Events Policy provides the framework on which Council's Community Support Officer provides information to the organisers of community events.

This Policy upon adoption by Council becomes a publicly accessible document.

### Conclusion

The Support to Community Events Policy provides the framework on which Council's Community Support Officer provides information to the organisers of community events.

### **OFFICER RECOMMENDATION:**

**That Council adopts the reviewed Support to Community Events Policy.**

#### **Attachments:**

<b>No.</b>	<b>Name</b>	<b>RecFind Ref</b>
14.1.1	Draft updated Support To Community Events Policy	FM0045



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### 14.2 AUDIT AND RISK COMMITTEE CHARTER 2020 REVIEW

**FILE NUMBER: FM0021**

**REPORT AUTHOR: MELANIE JORDAN, FINANCE COORDINATOR**

#### **FOR DECISION**

##### Introduction

West Wimmera Shire Council (Council) established the Audit and Risk Committee in 2013, with the Audit and Risk Committee Charter (Charter) being adopted May 2013. The Charter is to be reviewed annually, with Council asked to review and endorse any proposed changes.

The following amendments have been made to the existing Charter, which was adopted by Council on 18 December 2018:

- Appointment of members process has been included
- Independent member term of three years has been included

The revised charter was presented and carried at the Audit and Risk Committee meeting on 10 March 2020. It is the recommendation of the Audit and Risk Committee that Council adopt the revised Charter.

##### Declaration of Interests

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

##### Background

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

The first step toward an effective Audit and Risk Committee and to ensure that Council achieves compliance with the Act is to constitute a charter of operations which outlines the requirements and duties of the Audit and Risk Committee.

The attached revised Charter includes additional content in relation to the appointment process and tenure of independent members. The Audit and Risk Committee is satisfied that the remainder of the Charter is relevant to the effective operation of the Audit and Risk Committee.



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### Risk Management Implications

The Charter outlines the duties and responsibilities of the Audit and Risk Committee, therefore it is important that the Charter be reviewed and updated as required to ensure continued compliance with the Act.

### Legislative Implications

Section 139 of the *Local Government Act 1989* requires that each Council establish an Audit Committee.

### Environmental Implications

Not commented on.

### Financial and Budgetary Implications

Not commented on.

### Policy Implications

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

Fraud & Corruption Control Policy  
Risk Management Policy

### Council Plan Implications

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

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

### Communication Implications

Not commented on.

### Conclusion

The updated Audit and Risk Committee Charter provides Council with a mechanism for compliance with Section 139 of the *Local Government Act 1989*. It also provides a sound basis for the operation and responsibilities of the Committee.



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### **OFFICER RECOMMENDATION:**

That Council adopts the Audit and Risk Committee Charter 2020.

### **Attachments:**

<b>No.</b>	<b>Name</b>	<b>RecFind Ref</b>
14.2.1	Audit and Risk Committee Charter 2020	E20/00042



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### 14.3 MINUTES OF AUDIT & RISK COMMITTEE MEETING HELD 10 MAR 2020

**FILE NUMBER: FM0021**

**REPORT AUTHOR: MELANIE JORDAN, FINANCE COORDINATOR**

#### **FOR INFORMATION**

##### Introduction

This report presents West Wimmera Shire Council (Council) with the minutes of the Audit and Risk Committee Meeting held on 10 March 2020.

##### Declaration of Interests

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

##### Background

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

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

The Audit and Risk Committee (The Committee) does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and is therefore independent of management.

The Committee does not have any role in relation to issues normally addressed by Council or a sub-committee of Council, which may have delegated powers and financial management responsibilities in relation to budgets, financing decisions and expenditure priorities. The Committee is a separate activity and acts independently of Council and does not have any role in relation to financial management issues or have any executory role or powers.





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### Risk Management Implications

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

### Legislative Implications

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

### Environmental Implications

Not commented on.

### Financial and Budgetary Implications

Not commented on.

### Policy Implications

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

Fraud & Corruption Control Policy  
Risk Management Policy

### Council Plan Implications

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

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

### Communication Implications

Not commented on.

### Conclusion

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



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### **OFFICER RECOMMENDATION:**

**That Council receives and adopts the minutes of the prior Audit and Risk Committee meeting held 10 March 2020.**

### **Attachments:**

<b>No.</b>	<b>Name</b>	<b>RecFind Ref</b>
14.3.1	Minutes of Audit & Risk Committee meeting held 10 March 2020	E20/000041



## ORDINARY COUNCIL MEETING AGENDA – 15 APRIL 2020 WEST WIMMERA SHIRE COUNCIL

### 14.4 COMMUNITY STRENGTHENING GRANT PROGRAM 2019-2020 ROUND 2

**FILE NUMBER: AD0183**

**REPORT AUTHOR: NOLA MCFARLANE, MANAGER BUSINESS  
PERFORMANCE AND DEVELOPMENT**

#### **FOR DECISION**

##### Introduction

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

Council provides 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.

Round two grants closed Monday 2 March 2020. Five applications for grants were received, two for community events, two for community infrastructure/equipment, and one community project. The grants have been assessed and a recommendation will be made at the April Council Meeting

##### Declaration of Interests

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report, or the assessment of the applications for grant funding.

##### Background

Community strengthening grants are open for application twice each financial year, round one being in the first quarter (July – September) and round two in the third quarter (January – March). Grants must be submitted on the published forms and submitted within the opening period to be eligible for assessment by the panel.

Applications must be from eligible applicants (community based not for profits, incorporated or sponsored by an incorporated organisation). They are then assessed against a number of selection criteria as well as the requirements of the specific funding categories. The criteria are tabulated below.



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Mandatory Eligibility Criteria	Ineligibility (Council will not fund):
Meets recognised community need	Retrospective funding for projects commenced prior to receipt of grant funding
Will strengthen liveability	Applications for 100% funding, organisations are required to contribute financial and/ or in-kind to the project within the requirements established in each specific grant program guidelines.
Has been designed to foster community engagement and participation	Fundraising activities.
Will primarily benefit the residents in the West Wimmera community, and benefits the broader community rather than just the members of the applicant organisation	Core business and operational responsibilities of the organisation.
Encourages a strong sense of community wellbeing that supports learning, participation, inclusiveness, healthy lifestyles and environmental sustainability	Staff wages and salaries and ongoing operational, maintenance or administrative costs.
The project can stand alone and will not require recurrent funding from council	Ongoing projects or a duplication of existing services.
Wherever possible, goods and services are being sourced from WW suppliers	Support for individual pursuit without community benefit.
	Projects that do not involve the WWSC community.
	Services or activities which are considered to be primarily the responsibility of the State or Federal Governments.
	Applicants that have failed to correctly acquit funding with Council in the past
	Applicants who have received funding from Council within the last 12 months.



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Applicant	Project	Type		Ask	Co-contribution
Kaniva First Wives Club	Harmony Day	Event	Ineligible		
Lawloit Hall Committee	Bush Concert	Event	Withdrawn		
Life Saving Victoria	Aquatic Safety and Survival Program	Project	Eligible	\$2732	\$2589
Kaniva Bowling Club	Repair to Banks and Greens	Infrastructure	Eligible	\$5000	\$2810
Dergholm Soldiers Memorial Hall	Replacement of plaster ceiling in super room	Infrastructure	Eligible	\$5695	\$2847

The panel assessed that the event application from Kaniva First Wives Club for a Harmony Day event was not eligible due to the event occurring prior to the award of the grant (event occurred March 15).

The other event application from Lawloit Hall committee seeking support for a bush concert was withdrawn due to the current pandemic situation. The other three applications were eligible and met the mandatory selection criteria.

The Community Project application is from a not for profit organisation based outside the West Wimmera shire but delivering a program of water safety to primary school aged children. The project scope sits outside the responsibility of the education sector, and is focused on reducing the annual drowning statistics, teaching water safety across a range of water environments including dams, rivers and lakes as well as swimming pools and beaches. As such it was assessed as eligible for evaluation under Council Grants Policy.

The Infrastructure projects were considered eligible for assessment under the policy. It is the assessment of the panel that the Hall reinstatement project can be achieved with the award of the maximum allowable grant under the policy of \$5000, this assessment was supported by the quotations provided by the submitter.

Applications are then assessed against the criteria of the particular funding category the application is applying to. Applications were received against the community event and community infrastructure categories which were scored against the criteria listed in the Community Strengthening Guidelines listed below along with the weightings applied to each criterion.



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Community infrastructure	max	Kaniva Bowls	Dergholm Hall
increase community participation in projects and activities	10	7	6
Demonstrates a high level of community need, or where the service or program is in danger of being discontinued, contributes to a solution	10	6	6
assists groups operate more effectively	10	7	6
encourages and supports the involvement of volunteers	5	3	3
improves OH&S	5	4	4
contributes to environmental sustainability	5	1	2
Goods and services sourced locally	5	2	2
Total	50	30.2	29.4

An inspection was undertaken on the Dergholm hall to ensure that the roof was now sound and would not damage the plaster ceiling if replaced.

Community Project	max	Life Saving Vic
Meets an identified need in one or more of the following categories: <ul style="list-style-type: none"> <li>Community and cultural development</li> <li>Sport and recreation</li> <li>Community health and safety</li> <li>Environmental improvement</li> </ul>	10	7
Creates a direct benefit to residents of West Wimmera	10	7
Enhances the lifestyle and wellbeing of participants through innovative, learning and/or sustainable opportunities	10	7
Provides opportunities to extend the skills of participants and provides access to a unique and diverse opportunity	5	4
Demonstrated a need for financial support in undertaking the initiative along with the ability to contribute their own resources (financial/ in kind)	3	2
Clearly defined, specific objectives and measurable outcomes	1	1
total	39	25.8



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The evaluation panel comprised of the following members of council staff:

- Director Corporate and Community Services
- Manager Engineering
- Manager Business Performance and Development
- Occupational Health and Safety and Risk Coordinator
- Business Development and Tourism Officer

Each panel member independently scored the applications against the above criteria and the average scores in the tables above will inform the recommendation

### 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.

### Legislative Implications

No known implications

### Environmental Implications

The projects have no foreseeable Environmental implication.

### Financial and Budgetary Implications

A total of \$50,000.00 is allocated in the 2019-20 budget, for two rounds of Community Strengthening Grants. This funding has been divided between the three categories as follows:

- Community Events \$4,000.00.
- Community Projects \$10,000.00.
- Facilities Upgrades and Equipment \$36,000.00

Round one awarded:

- |                            |         |         |          |
|----------------------------|---------|---------|----------|
| ▪ Community Events         | \$ 500  | balance | \$3,500  |
| ▪ Community Projects       | nil     | balance | \$10,000 |
| ▪ Facilities and Equipment | \$9,913 | balance | \$26,087 |

There is capacity within the budget for the applications received.

The Council Grants Policy allows for Infrastructure and Equipment grants to be to a maximum of \$5000. One application has requested an amount above this maximum figure,



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however they have provided supporting quotations that indicate the project is achievable if the maximum grant is awarded.

### Policy Implications

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

One application has requested funding outside the scope of the policy to fund (Dergholm Hall – requested \$5695) the quotes provided with the application indicated that there was a lower cost option that could be delivered if the project was awarded the policy limit of \$5000.

### 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

Community Strengthening grants were promoted through Council's social and media channels. Grant applicants have received an email acknowledgement of their submission of application and will be advised of the outcome of the Council decision once made.

Successful applicants will be asked to provide updates for follow up media on the outcomes of their projects and the impacts for their communities

Round one in 20/21 will occur earlier in the financial year to allow for a decision prior to the commencement of the election process for local government. Round one is suggested to be opened in June/July for decision at the September Council meeting. Round two attracts little interest in January and may benefit from opening February /March for decision at the May Council meeting.

Promotion of the next funding round will commence immediately. The acquittal reports from the 18/19 community strengthening grants are currently being received and will form the basis (along with any successful applications from this round) of a promotion of the scheme to community groups.





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### Conclusion

All applications received were for eligible projects and events, and high-quality submissions. The two applications were not evaluated as either ineligible due to timing or through being withdrawn due to the current circumstance of being unable to hold events.

Round one of the Community strengthening grants was not well subscribed, and although additional interest occurred in the second round, funding pool remains under subscribed for the year.

Round one in 20/21 will occur earlier in the financial year to allow for a decision prior to the commencement of the election process for local government. Round one is suggested to be opened in June/July for decision at the September Council meeting. Round two attracts little interest in January and may benefit from opening February / March for decision at the May Council meeting.

### **OFFICER RECOMMENDATION 1:**

1. That a West Wimmera Shire Council Community Strengthening Grant Round Two 2019/20 be awarded as follows:

Applicant	Category	Grant request
Life Saving Victoria	Community	\$ 2,732

2. That the successful applicant be notified of the process for claiming awarded grant funding.

### **OFFICER RECOMMENDATION 2:**

1. That a West Wimmera Shire Council Community Strengthening Grant Round Two 2019/20 be awarded as follows:

Applicant	Category	Grant request
Dergholm Soldiers Memorial Hall	Facilities	\$ 5,000

2. That the successful applicant be notified of the process for claiming awarded grant funding.



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**OFFICER RECOMMENDATION 3:**

1. That a West Wimmera Shire Council Community Strengthening Grant Round Two 2019/20 be awarded as follows:

Applicant	Category	Grant request
Kaniva Bowling Club	Facilities	\$ 5,000

2. That the successful applicant be notified of the process for claiming awarded grant funding.

**Attachments: Nil**



## ORDINARY COUNCIL MEETING AGENDA – 15 APRIL 2020 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.*

### OFFICER RECOMMENDATION:

That Council consider the following late items of business:

### 16.0 SEALING SCHEDULE

### 17.0 CONFIDENTIAL (PURSUANT TO SECTION 89 LGA 89)

MEETING CONCLUDED:

NEXT MEETING:

WED 20 MAY 2020  
EDENHOPE COUNCIL CHAMBER