



Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY

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RATE RECOVERY AND FINANCIAL HARDSHIP POLICY

Policy No:

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Adopted by Council:

19 July 2017

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Next review date:

July 2022

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Senior Manager: Director Corporate and Community Services

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Responsible Officer: Rates Coordinator

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Functional Area: Corporate Services

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Introduction & Background

The West Wimmera Shire Council raises rates and charges against properties in accordance with the Local Government Act 1989 ("the Act") and provides a number of options through which payments can be made.

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Council is committed to the timely recovery of rates and charges in order to ensure adequate funding of the ongoing services and capital work projects it provides for community benefit, and to fulfil its broader business management and corporate governance responsibilities.

In the case of the recovery of overdue amounts, Council may avail itself of the options under Sections 180 and 181 of the Act. These recovery methods include legal action and ultimately the sale of the property in question should the amount owing satisfy criteria contained in this policy.

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Purpose & Objectives The key objectives of the Rate Recovery and Financial Hardship Policy are:

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- to provide clear parameters to Council, Council Staff and the Debt Recovery Contractor to allow the effective and consistent recovery of overdue rates and charges; and
- to provide assistance to ratepayers experiencing financial hardship who are unable to make payments through the standard options provided.
- to work with affected ratepayers to implement an acceptable resolution for both parties. All of our customers are to be treated with dignity and respect, and sensitivity is required and an absence of value judgements is necessary, when working with customers experiencing financial hardship. Council has a social obligation to ensure that its vulnerable customers are treated fairly and that our actions will not add to the customer's burden.

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Policy Details

1. POLICY STATEMENT

The following key strategies may be used to achieve the policy objectives:

- Issue rate notices detailing amounts owing, due dates and payment methods available, ~~issue, advertise, courtesy reminders, notices prior to the lump sum payment dates and issue final notices following payment due dates;~~
- Instigate legal action if the amount owing satisfies criteria contained in this policy;
- Consider the sale of the property for significant debts where other recovery action has failed if the amount owing satisfies criteria contained in this policy;
- Consider applications from ratepayers to deviate from the standard payment options by entering into Special Payment Arrangements, and where the ratepayer is experiencing financial hardship consider applications under Section 170 and 171A of the Act.

1.1 Standard Payment Options

Ratepayers can avail themselves of one of the following standard payment options:

1. ~~Lump sum payable on or before February 15 in accordance with Section 167(2B) of the Act;~~
2. ~~Four instalments payable on or before the last day of September, November, February and May in accordance with Section 167(2) of the Act;~~

1.2 Late Payment Penalty Interest

~~Interest will be charged on all amounts that are overdue in accordance with Section 172 of the Act at the rate set under the Penalty Interest Rates Act 1983.~~

1.3 Recovery of Overdue Rates

~~Where ratepayers do not make their payments in line with one of the standard options available and there is no approved special payment arrangement or approved financial hardship application action will be taken to recover the money owing to Council as follows:~~

1.3.1 Lump Sum Payments

~~Following the date set for payment under section 167 (2B) of the Act, a final notice requesting payment within 14 days will be issued for all properties where the amount owing is equal to or greater than the amount shown under item 1 of the schedule to this policy.~~

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Failure to respond to the final notice (by making payment in full or requesting a suitable Special Payment Arrangement) will result in the matter being referred to Council's Debt Recovery Contractor who will send a Solicitor's letter demanding payment within 14 days. This demand letter will only be sent where the amount owing is equal to or greater than the amount shown under item 2 of the schedule to this policy.

Those ratepayers who fail to respond to the Solicitor's 14 Days demand letter (by making payment in full or requesting a suitable Special Payment Arrangement in accordance) will be referred to Council's Debt Recovery Contractor for legal proceedings to be commenced. This action will only be commenced for those ratepayers where the amount owing is equal to or greater than the amount shown under item 3 of the schedule to this policy as the cost of legal action is significant and is charged to the ratepayer. Once a debt has been placed in the hands of Council's Debt Recovery Contractor all negotiations with the ratepayer will be handled by them.

A Complaint is then prepared and lodged with the Magistrates Court for issue. Once the Complaint is lodged with the Court the associated legal costs become chargeable. Once the Complaint is issued by the Court it is then served on the ratepayer who must within 21 days from the date of service:

1. Pay the claim in full plus costs; or
2. Enter into a Special Payment Arrangement; or
3. Lodge a completed Notice of Defence with the Court (thereby giving notice of their intention to dispute the claim).

If, at the expiration of the 21 days, the ratepayer has failed to carry out any of the above, an application will be made to the Court for an Order against the ratepayer for the amount of the debt plus costs. Once an Order has been made the following execution proceedings to recover the debt will be considered depending on the history of the ratepayer:

1. Summons for Oral Examination (ratepayer is interviewed by the Clerk of Courts regarding their financial situation and intentions in relation to repaying the debt);
2. Letter to mortgagee (a Court Order is not necessary but this action would normally only be taken after a debtor has failed to respond to an order being obtained);
3. Rent Demand (on the tenant of a rented property);
4. Sale of property

1.3.2 Four Instalments

Where rates remain unpaid 14 days after the final date for payment of the fourth instalment, recovery of the overdue rates may be instigated.

1.4 Special Payment Arrangements

Where a ratepayer is unable to make their payments by any of the standard options available under section 3 of this policy, a Special Payment Arrangement may be entered into. These arrangements can be made at any time during the recovery process but are subject to the following conditions:



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1. All requests for Special Payment Arrangements are to be made in writing by the ratepayer;
2. Penalty Interest in accordance with section 1.3 of this policy will continue to accrue on all overdue amounts;
3. Any default in the terms of the Special Payment Arrangement may, without further notice, result in legal action being instigated.
4. Council will be flexible regarding the type of arrangement entered in order to best suit the ratepayer's circumstance, but as a minimum payments, over a 12-month period must cover the annual rate charge and any penalty interest charged. Ratepayers who are unable to make this minimum repayment should be assessed in accordance with the financial hardship provisions contained in this policy.

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2.

PAYMENT OPTIONS

2.1 Standard Payment Options

Ratepayers can avail themselves of one of the following standard payment options:

1. Lump sum payable on or before February 15 in accordance with Section 167(2B) of the Act;
2. Four instalments payable on or before the last day of September, November, February and May in accordance with Section 167(2) of the Act;
3. If any of the above dates fall on a non business day, the payment date is moved to the next business day.

2.2 Late Payment Penalty Interest

Interest will be charged on all amounts that are overdue in accordance with Section 172 of the Act at the rate set under the Penalty Interest Rates Act 1983.

For instalment accounts, within fourteen days after the due date for each of the second, third and fourth instalment, a penalty interest update will occur.

For annual accounts, fourteen days after the legislated full payment date, reminder letters will be issued to ratepayers who have not paid the full payment amount. The reminder letter will not have any penalty interest calculated and will allow ratepayers a further opportunity to pay the account penalty free. Within five working days after the reminder letter due date, a penalty interest update will occur.

Subsequent penalty interest postings will take place between the initial interest posting and the next rates notice for both Annual and Instalment Accounts.

2.3 Recovery of Overdue Rates

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Where ratepayers do not make their payments in line with one of the standard options available and there is no approved special payment arrangement or approved financial hardship application action will be taken to recover the money owing to Council as follows:

2.3.1 Lump Sum Payments

Following the date set for payment under section 167 (2B) of the Act, a final notice requesting payment within 14 days will be issued for all properties where the amount owing is equal to or greater than the amount shown under item 1 of the schedule to this policy.

Failure to respond to the final notice (by making payment in full or requesting a suitable Special Payment Arrangement) will result in the matter being referred to Council's Debt Recovery Contractor who will send a Solicitor's letter demanding payment within 14 days. This demand letter will only be sent where the amount owing is equal to or greater than the amount shown under item 2 of the schedule to this policy.

Those ratepayers who fail to respond to the Solicitor's 14 Days demand letter (by making payment in full or requesting a suitable Special Payment Arrangement in accordance) will be referred to Council's Debt Recovery Contractor for legal proceedings to be commenced. This action will only be commenced for those ratepayers where the amount owing is equal to or greater than the amount shown under item 3 of the schedule to this policy as the cost of legal action is significant and is charged to the ratepayer. Once a debt has been placed in the hands of Council's Debt Recovery Contractor all negotiations with the ratepayer will be handled by them.

A Complaint is then prepared and lodged with the Magistrates Court for issue. Once the Complaint is lodged with the Court the associated legal costs become chargeable. Once the Complaint is issued by the Court it is then served on the ratepayer who must within 21 days from the date of service:

1. Pay the claim in full plus costs; or
2. Enter into a Special Payment Arrangement; or
3. Lodge a completed Notice of Defence with the Court (thereby giving notice of their intention to dispute the claim).

If, at the expiration of the 21 days, the ratepayer has failed to carry out any of the above, an application will be made to the Court for an Order against the ratepayer for the amount of the debt plus costs. Once an Order has been made the following execution proceedings to recover the debt will be considered depending on the history of the ratepayer:

1. Summons for Oral Examination (ratepayer is interviewed by the Clerk of Courts regarding their financial situation and intentions in relation to repaying the debt);
2. Letter to mortgagee (a Court Order is not necessary but this action would normally only be taken after a debtor has failed to respond to an order being obtained);
3. Rent Demand (on the tenant of a rented property);
4. Sale of property

2.3.2 Four Instalments



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	<p>Where rates remain unpaid 14 days after the final date for payment of the fourth instalment, <u>recovery of the overdue rates may be instigated.</u></p> <p><u>2.4 Special Payment Arrangements</u></p> <p>Where a ratepayer is unable to make their payments by any of the standard options available under section 3 of this policy, a Special Payment Arrangement may be entered into. These arrangements can be made at any time during the recovery process but are subject to the following conditions:</p> <ol style="list-style-type: none"><u>1. All requests for Special Payment Arrangements are to be made in writing by the ratepayer;</u><u>2. Penalty Interest in accordance with section 2.2 of this policy will continue to accrue on all overdue amounts;</u><u>3. Any default in the terms of the Special Payment Arrangement may, without further notice, result in legal action being instigated.</u><u>4. Council will be flexible regarding the type of arrangement entered in order to best suit the ratepayer's circumstance, but as a minimum payments, over a 12-month period must cover the annual rate charge and any penalty interest charged. Ratepayers who are unable to make this minimum repayment should be assessed in accordance with the financial hardship provisions contained in this policy.</u>
2. 3.	<p><u>Financial HardshipFINANCIAL HARDSHIP (1.5)</u></p> <p><u>Council recognises that our ratepayers may experience times of financial hardship due to circumstances beyond their control and therefore do not have the capacity to pay their rates.</u></p> <p><u>Financial hardship is a circumstance of experiencing a lack of financial means, which may be either ongoing or temporary. If you are facing financial difficulty on a personal level, you may wish to obtain advice from a community financial counsellor.</u></p> <p><u>You can talk to a financial counsellor from anywhere in Australia by calling 1800 007 007 (Monday to Friday, 9.30 am – 4.30 pm). This number will automatically switch through to the service in the State or Territory closest to you, or you can visit the National Debt Helpline at www.ndh.org.au.</u></p> <p><u>Under section 170 of the Act, a person may apply to have the whole or part of any payment of a rate or charge deferred for a specified period. Council can grant that application, absolutely or subject to conditions, if it considers that payment would cause hardship to the applicant.</u></p> <p><u>Under section 171A of the Act, a person suffering financial hardship may make application to Council for a waiver of the whole or part of any rate, charge or interest. Council may grant that application.</u></p> <p><u>Where Ratepayers are unable to make their rate payments on time or at all, they can make application for deferral or waiver. <u>Applications must be made in writing on the "Hardship Application Form".</u> If Council is satisfied that any applicant will suffer financial hardship, consideration will be given to deferral or waiver (or a combination of both).</u></p> <p><u>The intent of this section of the policy is that any benefit granted is not meant to be an ongoing benefit, but is to give the applicant time to reassess their financial situation.</u></p>

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3.1 Eligibility

Generally, it is Council's policy position that some form of assistance will only be considered:

1. For a property used primarily for residential purposes or land classified as farm land, in circumstances where the applicant lives on the property and it is his or her sole or principal place of residence;
2. If the applicant establishes that he or she derives a low income (for example, is receiving a pension or unemployment benefits) by completing an application for hardship and deferment showing relevant financial details (including Income, Expenditure, Assets and Liabilities);

~~The current Capital Improved Value ("CIV") of the property in respect of which assistance is sought is less than or equal to the current average residential rating valuation. If the property is classified as farm land the CIV will be assessed as part of the overall financial position of the applicant in line with the next point; and~~

- ~~4.3.~~ If considered necessary by Council, the applicant has attended an interview with a Financial Counsellor, where an application for hardship has been completed showing relevant financial details (including income, expenditure, assets and liabilities).

If an application is successful, generally the outcome will be that no interest will be charged or legal action taken in respect of any outstanding rates and charges for the duration of the period for which the application is made (generally 12 months).

3.1.1 Special Circumstances

1.5.1 Special Circumstances

Council acknowledges that special circumstances may exist where the applicant does not meet one or more of the above conditions. For example, where a large amount has been levied for a Special Charge Scheme or where the applicant is suffering from ill health or injury.

Where special circumstances exist and not all the above conditions are met, the application is still able to be approved at the discretion of the ~~Manager Finance and Rates Coordinator~~ and/or Finance Coordinator.

1.5.23.1.2 Assistance Provided

Generally, if an application for deferral or waiver is made, and it is decided to provide a form of assistance, the assistance will take the following form:

1. No further interest will be charged on the outstanding rates for a period of 12 months from the date of application;
2. No legal action for the recovery of the outstanding rates will take place during the 12 month period;
3. Rate repayments are to be made over the 12 months to reduce the outstanding rates and therefore take advantage of the interest free period;



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4. At the end of the 12 months the applicant will need to reapply if further assistance is required.

Again, special circumstances may justify a different form of assistance being made available.

3.2 Assessment of Financial Hardship

Where an assessment takes place to determine a customer's eligibility to relief under this policy, West Wimmera Shire Council has adopted an internal process that will determine eligibility using objective criteria as indicators of hardship based on the information provided by the customer on the form "Hardship Application Form".

Determination on applications to defer rates and charges will be subject to Rates Coordinator and/or Finance Coordinator approval.

3. SALE OF PROPERTY

4.1 Power to Sell Property

In addition to the debt recovery procedures available through the legal system, under Section 181 of the Act, Council has the power to sell property where:

1. There are rates and charges which are more than three years overdue; and
2. There is no current arrangement for the payment of the overdue rates and charges; and
3. There is a Court order requiring the payment or part-payment of the overdue rates and charges.

This action may be taken if the following criteria is satisfied, after giving regard to the ratepayer's debt repayment record and ability to repay the debt, their age, state of health and family situation:

1.6.14.2.1 Vacant Land

If land is vacant and the total amount owing is greater than the amount shown under item 4 of the schedule to this policy.

1.6.14.2.2 Improved Commercial and Industrial Land

If a property is rated as Commercial or Industrial land and the total amount owing is greater than the amount shown under item 5 of the schedule to this policy

1.6.14.2.3 Residential Land

If a property is a residential dwelling occupied by the owner and the total amount owing is greater than the amount shown under item 6 of the schedule to this policy.

If a property is a residential dwelling, not occupied by the owner (for instance a rental or investment property), and the total amount owing is greater than the amount shown under item 7 of the schedule to this policy.

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4.21-6.4 Farm Land

If a property is rated as Farm Land with a residential dwelling occupied by the owner and the total amount owing is greater than the amount shown under item 8 of the schedule to this policy.

1-6.4.2.5 Other Land

For all other land if the total amount owing is greater than the amount shown under item 9 of the schedule to this policy.

5.4-

Review

The Policy will be reviewed every three years with the exception of the dollar thresholds contained in the schedule to the policy. These dollar thresholds must be reviewed, and may be amended, annually by Council's Director Corporate Services. Any amendment must be the subject of notice to Councillors.

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RATE RECOVERY AND HARDSHIP POLICY – SCHEDULE

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Item	Rate Recovery and Hardship Policy Section	Amount
1	Amount owing before issue of final notice	\$250
2	Amount owing before issue of solicitor letter	\$500
3	Amount owing before issue of Magistrates Court Complaint	\$1,700
4	Amount owing before land can be sold	\$5,000
5	Amount owing before land can be sold	\$5,000
6	Amount owing before land can be sold	\$5,000
7	Amount owing before land can be sold	\$5,000
8	Amount owing before land can be sold	\$5,000
9	Amount owing before land can be sold	\$5,000

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Hardship Application Form

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SECTION 171 LOCAL GOVERNMENT ACT 1989

APPLICATION TO BE EXCUSED FROM THE PAYMENT OF THE RATE OR ANY PART THEREOF, OR THE INTEREST THEREON

All sections of this declaration must be completed, failure to do so may make this application void

FOR A PERSON IN NECESSITOUS CIRCUMSTANCES (Whether or not in receipt of a pension)

NAME:

(Surname)

(First Names)

(Contact No.)

ADDRESS:

ASSESSMENT NUMBER OF PROPERTY FOR
WHICH RATE RELIEF IS CLAIMED:

QUESTION	ANSWER	
	SELF	WIFE/HUSBAND
Please state your income per fortnight or per month		
Are you single, married, a widower or widow?		
If you are married, does your wife/husband receive a pension?		
If yes, state type of pension and amount		
Have you any relatives other than children living with you?		
If yes, state relationship and board and lodging paid		
Do you receive income from other boarders or lodgers?		
If yes, state weekly amount paid		
Have you or your wife/husband been employed during the past 12 months?		
If yes, please state total amount earned and name of employer		

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All correspondence to: EDENHOPE CIVIC CENTRE: PO Box 201, Edenhope VIC 3318
Website: www.westwimmera.vic.gov.au – Email: council@westwimmera.vic.gov.au
Edenhope: 49 Elizabeth Street, Edenhope VIC 3318 - Tel: 03 5585 9900 - Fax: 03 5585 9950
Kaniva: 25 Baker Street, Kaniva VIC 3419 - Tel: 03 5392 7700 - Fax: 03 5392 7750



Hardship Application Form Council Policy Manual

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QUESTION	ANSWER	
	SELF	WIFE/HUSBAND
Have you or your wife/husband any other income – other than that already mentioned?		
Is there any mortgage or charge owing on the property on which rates are levied?		
Do you own or partly own any other property or land? If yes –		
A. The address of such property	A.	A.
B. The capital value of such property and particulars of any mortgage or encumbrance	B.	B.
Do you have any money in a Bank, Building Society or similar institution? If yes, please provide details:		
A. Name and address of Bank or other institution	A.	A.
B. Account Number	B.	B.
C. Present balance in account If you have more than one account, please give details for each account	C.	C.

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Hardship Application Form Council Policy Manual

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QUESTION	ANSWER	
	SELF	WIFE/HUSBAND
Do you have any of the following:		
A. Bonds, shares, money on loan or other investment? If yes, state which, and amount	A.	A.
B. Interest in any deceased estate? If yes, please give full particulars	B.	B.
C. Life assurance policies? If yes, please give full particulars	C.	C.

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APPLICANT DETAILS

Name:

Phone: Mobile:

Email:

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PROPERTY DETAILS

Property Number:

Property Address:

I wish to apply for:

<input type="checkbox"/> Deferral of rates & charges	<input type="checkbox"/> Waiver of future interest charges	<input type="checkbox"/> Write-off of interest charges	<input type="checkbox"/> Waiver of rates & charges
--	--	--	--

Do you consider your hardship to be:

<input type="checkbox"/> Temporary	<input type="checkbox"/> Long-term
------------------------------------	------------------------------------

All correspondence to: EDENHOPE CIVIC CENTRE: PO Box 201, Edenhope VIC 3318
Website: www.westwimmera.vic.gov.au – Email: council@westwimmera.vic.gov.au
Edenhope: 49 Elizabeth Street, Edenhope VIC 3318 - Tel: 03 5585 9900 - Fax: 03 5585 9950
Kaniva: 25 Baker Street, Kaniva VIC 3419 - Tel: 03 5392 7700 - Fax: 03 5392 7750



Hardship Application Form

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Circumstance / reason for hardship:

FINANCIAL ASSESSMENT

Net income:

Value of assets owned:

Total Expenses:

Value of loans & other debts:

Difference:

Difference:

Please attach a financial statement outlining your income, expenses, assets and liabilities.

It is recommended that a financial counselling service be consulted during this application process.

The National Debt Helpline is a not-for-profit service that helps people in Australia tackle their debt problems. This is a Government service providing free, confidential counselling for people experiencing financial difficulty. Visit www.ndh.org.au or call 1800 007 007 for more information.

Council may require a Financial Counselling to progress your application, as detailed in section 3.1 of the Rate Recovery and Financial Hardship Policy.

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All correspondence to: EDENHOPE CIVIC CENTRE: PO Box 201, Edenhope VIC 3318
Website: www.westwimmera.vic.gov.au – Email: council@westwimmera.vic.gov.au
Edenhope: 49 Elizabeth Street, Edenhope VIC 3318 - Tel: 03 5585 9900 - Fax: 03 5585 9950
Kaniva: 25 Baker Street, Kaniva VIC 3419 - Tel: 03 5392 7700 - Fax: 03 5392 7750



Hardship Application Form

Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

CRITERIA ASSESSMENT

	Yes / No	Comment
1. Have you received financial counselling?		
2. Is this house where you live?		
3. Are you planning on selling the property?		
3.1 Do you run a business from home?		
4. Do you owe rates money for more than one year?		
5. Are rates payments hard to make?		
6. Can you make regular payments?		
6.1 If YES, how much can you pay?	\$	per Week / Fortnight / Month
7. How many financial dependents do you have?		
7.1 Are you the sole income earner for your dependents?		
8. Do you receive a Government payment?		
9. Are you a concession card holder?		
10. Can you provide a financial statement that outlines your income and expenses?		

NB. As per S171A of the Local Government Act, any person who gives false or misleading information, or who fails to notify Council of any change in circumstances relevant to this application, is guilty of an offence and liable 10 penalty units.

Signature of Applicant _____ Date _____

PRIVACY: Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be used solely for municipal purposes. Council may disclose this information to other organisations if required by legislation. I understand that the personal information provided is for the above purpose and that I may apply to Council for access to and/or amendment of the information. Any requests for access and/or correction should be made to Council's Privacy Officer.

LODGEMENT OF FORM

Mail:
Rates Coordinator
West Wimmera Shire Council
25 Baker Street
KANIVA VIC 3419

In Person:
M-F 8:30am-5:00pm
EDENHOPE
49 Elizabeth Street
KANIVA
25 Baker Street

Email:
council@westwimmera.vic.gov.au

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Hardship Application Form Council Policy Manual

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Hardship Application Form Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

OFFICE USE ONLY

REPAYMENT CAPACITY

Based upon the information provided, does the applicant have the financial capacity to make repayments?

<input type="text"/>	<input type="text"/>
Yes	No

If YES, how much?

<input type="text"/>	per	<input type="text"/>
\$		Week / Fortnight / Month

ASSESSMENT SUMMARY

Rates outstanding

<input type="text"/>	<input type="text"/>	<input type="text"/>
\$	\$	\$
Arrears	Current	Total

This applicant complies with how many policy criteria?

<input type="text"/>	of 10
----------------------	-------

This applicant identified they have capacity to make repayments?

<input type="text"/>	<input type="text"/>
Yes	No

FINANCIAL ASSISTANCE RECOMMENDATION

Based upon:

- a) Compliance with Council's policy
- b) Any identified capacity by the applicant to make regular repayments of outstanding rates
- c) Any offer to make such repayments

It is recommended that financial assistance be granted:

a) Write-off of interest to date	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Yes	Amount	No
b) Not raising any further interest	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Yes	Until Date	No
c) Deferral of rates and charges	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Yes	Amount	No
d) Waiving of rates and charges*	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Yes	Amount	No

*waiver of rates and charges subject to Council approval

This arrangement is to be reviewed on:

<input type="text"/>

Signed

<input type="text"/>

Date

<input type="text"/>

Rates Coordinator

Signed

<input type="text"/>

Date

<input type="text"/>

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Hardship Application Form

Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

Finance Coordinator

Do you have any other property or assets not already disclosed in this claim?

If yes, please give particulars (attach any supporting documents to this applications)

I declare that the information I have given in this application is true and correct to the best of my belief and that I have not knowingly omitted any information.

Declared at _____)

in the State of Victoria _____)

This _____ day of _____) (.....)

(Applicant to sign here)

before me _____)

Justice of the Peace

(or person who complies with appropriate

Statutory Declaration signing requirement

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**WEST
WIMMERA
SHIRE COUNCIL**



West Wimmera Shire Council

**BUDGET
2020/21**

The best of country living

Contents

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Disclaimer

The information contained in this document is for general guidance only. It is not professional advice and should not be used, relied upon or treated as a substitute for specific professional advice. Given the changing nature of laws, rules and regulations, and the inherent hazards of electronic communication, there may be delays, omissions or inaccuracies in information contained in this document.

The model budget, including financial statements, has been prepared in accordance with the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2014*. While every effort has been made to ensure that the information contained in this document has been accurate and complies with relevant Victorian legislation, each Council remains responsible to ensure that the budget they prepare is compliant with all statutory requirements.

Mayor and CEO's Introduction

G1

On behalf of the Councillors we are pleased to release the 2020/21 Budget to the Community. This budget builds on our Council Plan 2017-2021 vision which focuses on the following seven key areas:

- A proactive, well-governed, professional and financially sustainable organisation that encourages community participation
- Meaningful partnerships to support advocacy priorities and service provision
- Quality sustainable community infrastructure
- Building on our agricultural and business strengths and supporting economic development
- Thriving, safe and diverse local communities
- Participating in activities that address health and well being issues
- Providing access to, and promoting the natural environment

As with most small rural shires, West Wimmera is extremely dependant on external funding via grants. Whether that be annual recurrent grants or competitive funding rounds, the shire will continue to rely heavily on the assistance provided by these varied funding streams. Council gratefully acknowledges the continued support from both the Commonwealth and Victorian Governments in providing significant grant funding of \$9.263 million to enable Council to deliver its budget priorities to our Community. A detailed description of the grants recieved by Council can be found in section 4.1.4 of this document.

The rate increase included in the 2020/21 budget is 2%, in line with the order by the Minister for Local Government under the Fair Go Rates System.

As Councillors and managers, it is our job to listen to community sentiment and understand your priorities. We have consistently heard that Council's services are valued by the community, and that Council also needs to be financially responsible and keep its rates as low as possible. Another area we hear about consistently is the condition of Council's roads, as such this budget makes a substantial commitment to maintaining and renewing the road network within our shire.

With a clear emphasis placed on the renewal of large asset categories such as, roads, drainage and shire owned buildings, the budget will make a positive impact on addressing the backlog with respect to asset maintenance and renewal.

The 2019/20 budget calls for \$5.8 million capital expenditure on Council's road network, with \$5.49 million of this being renewal of Council's existing network and \$0.31 million set aside for upgrades. The budget also includes a further \$3.9 million in ongoing maintenance for roads on top of the capital spend.

Total capital expenditure will be \$8.13 million, with \$7.39 of this being renewal works on Council's existing community assets with a further \$0.32 million being allocated to upgrading assets and \$0.42 million committed to new assets.

Council continues to support development of our families with \$0.88 million allocated to Children's and family services.

The budget makes a commitment to maintaining support for our older residents, with \$0.67 million allocated to Aged and disability care. Council is committed to providing care services to our community and acknowledges the extension of block funding until 2022. Council continues to monitor developments in this area with interest.

West Wimmera Shire welcomes community comment and discussion on the budget and looks forward to implementing the various activities contained within it.



Cr Bruce Meyer
Mayor



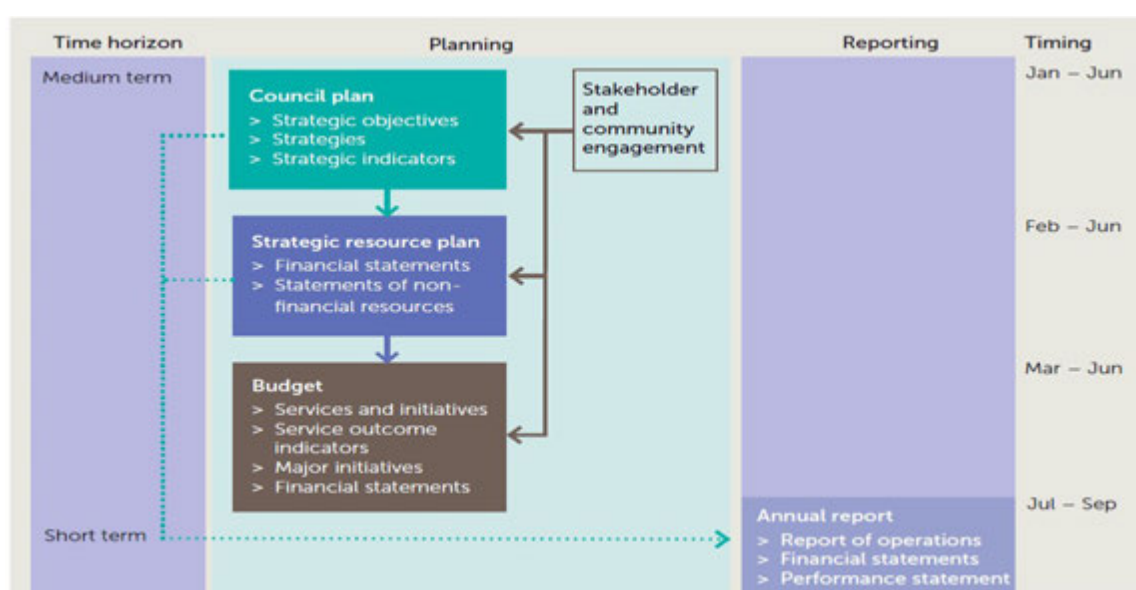
David Leahy
Chief Executive Officer

G2 1. Link to the Council Plan

This section describes how the Annual Budget links to the achievement of the Council Plan within an overall planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term, medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Annual Report).

G3 1.1 Legislative Planning and accountability framework

The Strategic Resource Plan, part of and prepared in conjunction with the Council Plan, is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The Annual Budget is framed within the Strategic Resource Plan, considering the services and initiatives which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the planning and accountability framework that applies to local government in Victoria.



Source: Department of Environment, Land, Water and Planning

Feeding in to the above, Council has a long term plan which articulates a community vision, mission and values. The Council Plan is prepared with reference to Council's long term Community Plan.

The timing of each component of the planning framework is critical to the successful achievement of the planned outcomes.

1.1.2 Key planning considerations

Service level planning

Although councils have a legal obligation to provide some services—such as animal management, local roads, food safety and statutory planning—most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

G4 1.2 Our purpose

Our Vision

Our West Wimmera communities are healthy, thriving, diverse, prosperous and self-sustaining, with regional and global connectivity.

Our Values

West Wimmera Shire Council values its resident population and its wellbeing. This will be demonstrated through the promotion of viable and sustainable communities, the retention of current population and support to grow communities.

West Wimmera Shire Council values good governance and transparent decision making. Supporting community groups and advocating on their behalf will enable open dialogue to occur with residents.

Representing the whole of the West Wimmera is valued highly by Councillors.

A connected community, both via transport infrastructure and modern digital technology that enables us to be connected to the world for business and education.

Partnership (locally, regionally and with government) are valued as a way of ensuring sustainable service delivery.

G5 1.3 Strategic objectives

Council delivers activities and initiatives under 36 major service categories. Each contributes to the achievement of one of the seven Strategic Objectives as set out in the Council Plan for the 2017-2021 years. The following is a list of the seven Strategic Objectives as described in the Council Plan.

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 infrastructure

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

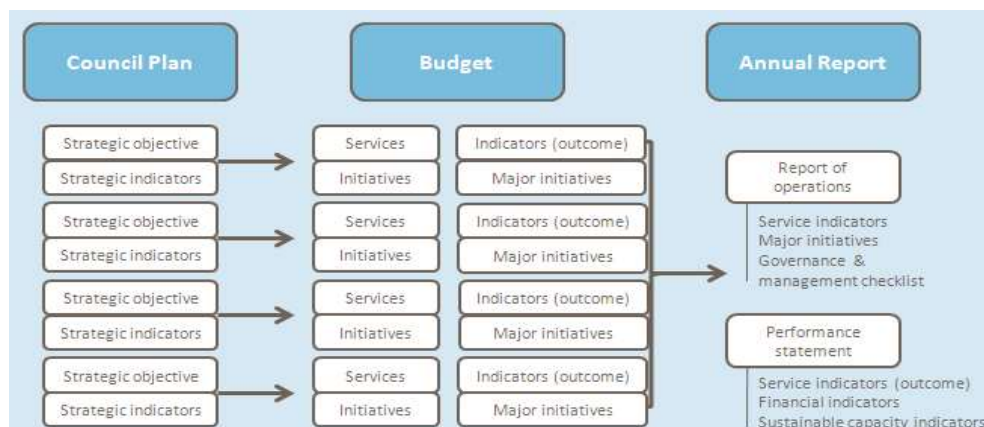
Strategic Objective 5: Thriving, safe and diverse local communities

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

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

G6 2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2020/21 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below



Source: Department of Environment, Land, Water and Planning

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

To achieve this objective, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Service area	Description of services provided		2018/19 Actual \$'000	2019/20 Forecast \$'000	2020/21 Budget \$'000
Corporate Services	This service provides management and administration support to the corporate area of Council and includes the Risk Management and Occupational Health and Safety functions.	Exp	1,122	1,662	442
		Rev	(1,286)	(453)	(13)
		NET	(164)	1,209	429
Customer Service	This service provides the main point of interaction between Council and the community. Services include over the counter advice, receipting, and administrative support to Council.	Exp	455	447	374
		Rev	(23)	(18)	(20)
		NET	432	429	354
Elected Members	This service provides for leadership from and support to the community's elected leaders.	Exp	262	273	374
		Rev	-	-	-
		NET	262	273	374
Finance and Rates	This service predominantly provides financial based services to both internal and external customers including the management of Council's finances, payment of salaries and wages to Council employees, procurement and contracting of services, raising and collection of rates and charges and valuation of properties throughout the municipality.	Exp	812	875	886
		Rev	(3,947)	(3,989)	(2,399)
		NET	(3,135)	(3,114)	(1,513)

Service area	Description of services provided		2018/19	2019/20	2020/21
			Actual	Forecast	Budget
			\$'000	\$'000	\$'000
Governance	This service provides support and oversight to Council operations including the conduct of Council meetings. The Governance service also covers such items as customer satisfaction monitoring.	<i>Exp</i>	117	38	37
		<i>Rev</i>	-	-	-
		<i>NET</i>	117	38	37
Information Technology	This service is responsible for the provision of information management services to Council and the community, including hardware and software solutions to enable Council to undertake its desired activities and to provide contact methodologies for our community.	<i>Exp</i>	364	378	398
		<i>Rev</i>	-	-	-
		<i>NET</i>	364	378	398
Records Management	This service is responsible for providing and maintaining accurate and up to date record keeping facilities and archives.	<i>Exp</i>	151	166	210
		<i>Rev</i>	(5)	-	-
		<i>NET</i>	146	166	210

Major Initiatives

- 1) Investment in Rural Councils Transformation Program to achieve shared regional financial systems in order to build resilience in Council systems and performance.
- 2) Implement NBN connection and cloud based IT system to support all of Council's work locations.
- 3) Undertake staged implementation of *Local Government Act 2020* in line with Local Government Victoria requirements and guidelines.

Other Initiatives

- 4) Undertake IT architecture mapping and prepare strategic plan for future IT service development.

Service Performance Outcome Indicators

Service	Indicator	2018/19	2019/20	2020/21
		Actual	Forecast	Budget
Governance*	Satisfaction	61	61	61

* refer to table section 2.8 for information on the calculation of Service Performance Outcome Indicators

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

To achieve this objective, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Service area	Description of services provided		2018/19	2019/20	2020/21
			Actual	Forecast	Budget
			\$'000	\$'000	\$'000
CEO Office	This service provides executive leadership and support to Council, and co-ordinates advocacy programs on behalf of the West Wimmera community.	<i>Exp</i>	590	562	566
		<i>Rev</i>	-	-	-
		<i>NET</i>	590	562	566
Human Resources	This service provides the recruitment, training and performance evaluation of Council staff.	<i>Exp</i>	99	119	103
		<i>Rev</i>	(29)	(71)	-
		<i>NET</i>	70	48	103
Public Relations	This service is responsible for the management and provision of advice on external communication, in consultation with relevant stakeholders, on behalf of Council.	<i>Exp</i>	67	115	106
		<i>Rev</i>	-	-	-
		<i>NET</i>	67	115	106

Major Initiatives

- 1) Initiate stand alone Human Resources function to replace shared model which concluded during 2019-20.
- 2) Prepare advocacy plan on community objectives and undertake annual advocacy visit to both Commonwealth and State Parliaments.
- 3) Investigate and develop regional professional development programs.

Other Initiatives

- 4) Develop Community Consultation and Communications Strategy.

2.3 Strategic Objective 3: Quality sustainable community infrastructure

To achieve this objective, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Service area	Description of services provided		2018/19 Actual \$'000	2019/20 Forecast \$'000	2020/21 Budget \$'000
Buildings and Property	This service provides for management and maintenance of Council's building portfolio.	<i>Exp</i>	171	206	185
		<i>Rev</i>	(57)	(97)	-
		<i>NET</i>	114	109	185
Cemeteries	This service provides management of the Kaniva, Edenhope and Goroke cemeteries.	<i>Exp</i>	2	3	3
		<i>Rev</i>	-	(5)	(5)
		<i>NET</i>	2	(2)	(2)
Depot and Engineering Operations	This service provides Council with infrastructure management services, including works, engineering, contract management and inventory and stores control activities. It also includes Plant maintenance costs and all costs and income associated with plant usage.	<i>Exp</i>	3,241	9,170	7,065
		<i>Rev</i>	(1,932)	(2,112)	(1,663)
		<i>NET</i>	1,309	7,058	5,402
Quarry	This service provides for materials utilised by Council in its works and construction activities.	<i>Exp</i>	339	283	345
		<i>Rev</i>	(407)	(280)	(400)
		<i>NET</i>	(68)	3	(55)
Roads, Bridges, Footpaths	This service provides for all maintenance and operational works undertaken on Council's roads, bridges and footpath network. It includes the contract works Council undertakes for VicRoads on state roads within the municipal boundaries.	<i>Exp</i>	3,523	4,641	3,907
		<i>Rev</i>	(4,112)	(4,696)	(3,701)
		<i>NET</i>	(589)	(55)	206
Stormwater Drainage	This service provides for maintenance works on Council's stormwater drainage network.	<i>Exp</i>	50	49	52
		<i>Rev</i>	-	-	-
		<i>NET</i>	50	49	52

Major Initiatives

- 1) Undertake mapping of Community Assets to maximise coverage and prioritise Council Investment.
- 2) Develop 10 year Asset Management Plan per requirements of *Local Government Act 2020*.

Other

- 3) Continue development of asset management registers and practices.

Service Performance Outcome Indicators

Service	Indicator	2018/19 Actual	2019/20 Forecast	2020/21 Budget
Roads	Satisfaction	53	54	54

* refer to table at 2.8 for information on the calculation of Service Performance Outcome Indicators

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

To achieve this objective, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Service area	Description of services provided		2018/19 Actual \$'000	2019/20 Forecast \$'000	2020/21 Budget \$'000
Aerodrome	This service area provides for maintaining the operation of the Edenhope Aerodrome.	<i>Exp</i>	8	7	10
		<i>Rev</i>	(3)	(3)	-
		<i>NET</i>	5	4	10
Business and Economic Development	The business and economic development service assists the organisation to facilitate an environment that is conducive to a sustainable and growing local business sector and provides opportunities for local residents to improve their skill levels and access employment.	<i>Exp</i>	314	527	544
		<i>Rev</i>	(69)	(45)	(38)
		<i>NET</i>	245	482	506

Major Initiatives

- 1) Investigate alternative Business Assistance schemes.

Other Initiatives

- 2) Facilitate appropriate business management training for local business.

2.5 Strategic Objective 5: Thriving, safe and diverse local communities

To achieve this objective, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Service area	Description of services provided		2018/19 Actual \$'000	2019/20 Forecast \$'000	2020/21 Budget \$'000
Arts and Culture	This service provides a varied ongoing program of arts and cultural events and activities, plans and develops arts and cultural facilities and infrastructure and develops policies and strategies to facilitate art practice.	<i>Exp</i>	30	30	32
		<i>Rev</i>	(2)	-	-
		<i>NET</i>	28	30	32
Building	This service provides statutory building services to Council and the community including processing of building permits, investigations of complaints and illegal works.	<i>Exp</i>	185	165	158
		<i>Rev</i>	(89)	(38)	(42)
		<i>NET</i>	96	127	116
Children, Youth and Family Services	This service provides a range of children and youth support activities, including pre-schools, Infant Welfare Centres, Freeza and youth engagement programs.	<i>Exp</i>	906	890	879
		<i>Rev</i>	(818)	(684)	(814)
		<i>NET</i>	88	206	65
Fire Prevention and Emergency Services	This service provides for essential monitoring and management of vegetation in fire risk areas and also for the funding of emergency service activities provided by Council.	<i>Exp</i>	587	46	61
		<i>Rev</i>	(4,304)	(3)	-
		<i>NET</i>	(3,717)	43	61
Community Services	This services provides management and administrative support to the community services area.	<i>Exp</i>	60	60	97
		<i>Rev</i>	(6)	(9)	(9)
		<i>NET</i>	54	51	88
Planning	This service provides statutory planning services to Council and the community including processing of planning permits, investigations of complaints and illegal works.	<i>Exp</i>	226	383	430
		<i>Rev</i>	(34)	(30)	(31)
		<i>NET</i>	192	353	399
Regulatory Services	This service provides all management and enforcement of Council's Local Laws, including animal registration, control and enforcement.	<i>Exp</i>	93	141	100
		<i>Rev</i>	(41)	(38)	(39)
		<i>NET</i>	52	103	61

Service area	Description of services provided		2018/19	2019/20	2020/21
			Actual \$'000	Forecast \$'000	Budget \$'000
Sanitation	This service provides for street cleaning across Council's urban centres and for management and maintenance of Council's public amenities.	<i>Exp</i>	283	304	303
		<i>Rev</i>	-	-	-
		<i>NET</i>	283	304	303
Street Lighting	This service provides for public lighting in Council's urban centres.	<i>Exp</i>	24	29	30
		<i>Rev</i>	-	-	-
		<i>NET</i>	24	29	30
Traffic Management	This service provides for school crossing services.	<i>Exp</i>	12	14	14
		<i>Rev</i>	-	(6)	-
		<i>NET</i>	12	8	14
Waste Management	This service provides for waste management solutions, including kerbside pickup, disposal and transfer station sites.	<i>Exp</i>	772	761	792
		<i>Rev</i>	(75)	(62)	(64)
		<i>NET</i>	697	699	728

Major Initiatives

- 1) Implementation of 3 year old kindergarten in line with requirements of State Government program.
- 2) Develop Community Plans into action priorities which inform long term planning.

Other Initiatives

- 3) Investigate and continue to advocate for alternate recycling facilities.

Service Performance Outcome Indicators

Service	Indicator		2018/19	2019/20	2020/21
			Actual	Forecast	Budget
Maternal & Child Health	Participation - General		96%	97%	97%
Maternal & Child Health	Participation - Indigenous		100%	100%	100%
Statutory Planning	Decision making		0%	0%	0%
Waste Collection	Waste Diversion		22%	22%	22%

* refer to table at 2.8 for information on the calculation of Service Performance Outcome Indicators

2.6 Strategic Objective 6: Participating in activities that address health and well being issues

To achieve this objective, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Service area	Description of services provided		2018/19	2019/20	2020/21
			Actual \$'000	Forecast \$'000	Budget \$'000
Aged and Disability Care Services	This service provides a range of home and community care services for the aged and disabled including home delivered meals, personal care, transport, dementia care, home maintenance, housing support and senior citizen clubs.	<i>Exp</i>	766	685	666
		<i>Rev</i>	(687)	(692)	(711)
		<i>NET</i>	79	(7)	(45)
Libraries	This service provides public library services at Edenhope and Kaniva via a contribution to the Wimmera Regional Library Corporation.	<i>Exp</i>	167	175	199
		<i>Rev</i>	-	-	-
		<i>NET</i>	167	175	199
Public Health	This service provides a range of public health related activities, including Environmental Health inspections and enforcement, and pest and weed control services.	<i>Exp</i>	158	177	154
		<i>Rev</i>	(98)	(94)	(28)
		<i>NET</i>	60	83	126
Recreation, Sport, Leisure	This service provides maintenance and management of Council's public halls and swimming pools.	<i>Exp</i>	257	289	288
		<i>Rev</i>	(8)	(7)	(7)
		<i>NET</i>	249	282	281
Sport and Recreation Facilities	This service provides for management and maintenance of sporting facilities across the municipality.	<i>Exp</i>	47	55	62
		<i>Rev</i>	(15)	(21)	(21)
		<i>NET</i>	32	34	41

Major Initiatives

- 1) Continued advocacy for improved health services to our community, including mental health and general practitioner services.
- 2) Continued involvement in Wimmera Regional Library Corporation to provide a regionally shared library service to our

Other Initiatives

- 3) Advocate for improved access for our residents to aged and disability care services.
- 4) Review and update of Council's Public Health Plan and dependent strategic plans.

Service Performance Outcome Indicators

Service	Indicator	2018/19	2019/20	2020/21
		Actual	Forecast	Budget
Acquatic Facilities	Utilisation	3.99	3.90	3.90
Food Safety	Health and Safety	100%	100%	100%
Libraries	Participation	13.65%	13.60%	13.60%

* refer to table at 2.8 for information on the calculation of Service Performance Outcome Indicators

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

To achieve this objective, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Service area	Description of services provided		2018/19	2019/20	2020/21
			Actual	Forecast	Budget
			\$'000	\$'000	\$'000
Tourism and Events	This service promotes West Wimmera Shire's natural attractions and provides facilities for visitors to our region.	<i>Exp</i>	39	118	138
		<i>Rev</i>	-	-	-
		<i>NET</i>	39	118	138
Parks and Reserves	This service provides maintenance and management of all parks and gardens across Council.	<i>Exp</i>	511	528	530
		<i>Rev</i>	(3)	-	-
		<i>NET</i>	508	528	530

Major Initiatives

- 1) Prepare Tourism Strategy.
- 2) Develop and maintain Tourism Website.

Other Initiatives

- 3) Continue involvement in Lake Wallace Management Plan.

2.8 Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions. (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community
Statutory planning	Decision making	Council planning decisions upheld at VCAT. (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100
Roads	Satisfaction	Satisfaction with sealed local roads. (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.
Libraries	Participation	Active library members. (Percentage of the municipal population that are active library members)	[Number of active library members / municipal population] x100
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill. (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities. (Number of visits to aquatic facilities per head of municipal population)	Number of visits to aquatic facilities / Municipal population
Animal Management	Health and safety	Animal management prosecutions. (Number of successful animal management prosecutions)	Number of successful animal management prosecutions
Food safety	Health and safety	Critical and major non-compliance notifications. (Percentage of critical and major non-compliance notifications that are followed up by Council)	[Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100
Maternal and Child Health	Participation	Participation in the MCH service. Participation in MCH service by Aboriginal children. (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100

2.9 Reconciliation with budgeted operating result

	Net Cost (Revenue) \$'000	Expenditure \$'000	Revenue \$'000
Strategic Objective 1: A proactive, well-governed, professional and financially sustainable organisation that encourages community participation	289	2,721	(2,432)
Strategic Objective 2: Meaningful partnerships to support advocacy priorities and service provision	775	775	-
Strategic Objective 3: Quality sustainable community infrastructure	5,788	11,557	(5,769)
Strategic Objective 4: Building on our agricultural and business strengths and supporting economic development	516	554	(38)
Strategic Objective 5: Thriving, safe and diverse local communities	1,897	2,896	(999)
Strategic Objective 6: Participating in activities that address health and well being issues	602	1,369	(767)
Strategic Objective 7: Providing access to, and promoting the natural environment	668	668	-
Total	10,535	20,540	(10,005)
Expenses added in:			
Others			
Deficit before funding sources	10,535		
Funding sources added in:			
Rates and charges revenue	(7,398)		
Waste charge revenue	(550)		
Capital grants	(3,475)		
Total funding sources	(11,423)		
Operating (surplus)/deficit for the year	(888)		

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2020/21 has been supplemented with projections to 2023/24 extracted from the Strategic Resource Plan.

This section includes the following financial statements prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) regulations 2014*.

Comprehensive Income Statement

Balance Sheet

Statement of Changes in Equity

Statement of Cash Flows

Statement of Capital Works

Statement of Human Resources

Pending Accounting Standards

The 2020-21 budget has been prepared based on the accounting standards applicable at the date of preparation. It has been updated to include the impact of *AASB 16 Leases*, *AASB 15 Revenue from Contracts with Customers* and *AASB 1058 Income of Not-for-Profit Entities*, but pending accounting standards that will be in effect from the 2020-21 financial year have not been considered in the development of the budget.

Standards that are likely to impact on the 2020-21 financial statements, not considered in the preparation of the budget include:
AASB 1059 Service Concession Arrangements: Grantors

G9 Comprehensive Income Statement

For the four years ending 30 June 2024

		Forecast	Budget	Strategic Resource Plan		
		Actual		Projections		
		2019/20	2020/21	2021/22	2022/23	2023/24
NOTES		\$'000	\$'000	\$'000	\$'000	\$'000
Income						
Rates and charges	4.1.1	7,785	7,948	8,107	8,269	8,435
Statutory fees and fines	4.1.2	129	132	135	137	140
User fees	4.1.3	780	795	811	827	844
Grants - Operating	4.1.4	7,764	7,405	7,590	7,780	7,974
Grants - Capital	4.1.4	3,078	3,475	3,561	3,650	3,742
Contributions - monetary	4.1.5	183	6	6	6	6
Contributions - non-monetary	4.1.5		-	-	-	-
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		90	95	97	100	102
Other income	4.1.6	2,702	1,572	1,611	1,651	1,693
Total income		22,510	21,428	21,919	22,422	22,936
Expenses						
Employee costs	4.1.7	7,777	7,891	8,088	8,290	8,497
Materials and services	4.1.8	7,236	5,546	5,685	5,827	5,973
Depreciation and amortisation	4.1.9	6,820	6,784	6,852	6,920	6,989
Borrowing costs		-	-	-	-	-
Other expenses	4.1.10	365	319	327	335	344
Total expenses		22,198	20,540	20,952	21,373	21,803
Surplus/(deficit) for the year		312	888	967	1,049	1,133
Other comprehensive income						
Items that will not be reclassified to surplus or deficit in future periods						
Net asset revaluation increment /(decrement)		-	-	-	-	-
Total comprehensive result		312	888	967	1,049	1,133

G9
Balance Sheet

For the four years ending 30 June 2024

		Forecast	Budget	Strategic Resource Plan		
		Actual		Projections		
		2019/20	2020/21	2021/22	2022/23	2023/24
NOTES		\$'000	\$'000	\$'000	\$'000	\$'000
Assets						
Current assets						
		11,916	11,590	11,413	11,427	11,421
		587	300	306	312	318
		6	273	280	280	280
		238	250	250	250	250
		14	14	14	14	14
	4.2.1	12,762	12,427	12,263	12,283	12,283
Non-current assets						
		167	167	167	167	167
		436	436	436	436	436
		198,914	199,929	201,078	202,149	203,336
	4.2.1	199,517	200,532	201,681	202,752	203,939
		212,278	212,958	213,944	215,035	216,222
Liabilities						
Current liabilities						
		705	684	680	686	703
		24	24	24	24	24
		1,086	877	903	930	958
	4.2.4	13	13	13	13	13
	4.2.2	1,828	1,598	1,621	1,653	1,698
Non-current liabilities						
		579	603	621	639	658
	4.2.2	579	603	621	639	658
		2,408	2,201	2,241	2,292	2,357
		209,870	210,758	211,703	212,743	213,865
Equity						
		43,532	44,914	45,801	46,770	47,823
		166,338	165,844	165,924	166,004	166,084
		209,870	210,758	211,725	212,774	213,907

G9 Statement of Changes in Equity
For the four years ending 30 June 2024

		Total	Accumulated Surplus	Revaluation Reserve	Other Reserves
	NOTES	\$'000	\$'000	\$'000	\$'000
2020 Forecast Actual					
Balance at beginning of the financial year		209,558	43,787	161,786	3,985
Impact of adoption of new accounting standards		-	-	-	-
Adjusted opening balance		209,558	43,787	161,786	3,985
Surplus/(deficit) for the year		312	312	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(567)	-	567
Transfers from other reserves		-	-	-	-
Balance at end of the financial year		209,870	43,532	161,786	4,552
2021 Budget					
Balance at beginning of the financial year		209,870	43,532	161,786	4,552
Surplus/(deficit) for the year		888	888	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves	4.3.1	-	(80)	-	80
Transfers from other reserves	4.3.1	-	574	-	(574)
Balance at end of the financial year	4.3.2	210,758	44,914	161,786	4,058
2022					
Balance at beginning of the financial year		210,758	44,914	161,786	4,058
Surplus/(deficit) for the year		967	967	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(80)	-	80
Transfers from other reserves		-	-	-	-
Balance at end of the financial year		211,725	45,801	161,786	4,138
2023					
Balance at beginning of the financial year		211,725	45,801	161,786	4,138
Surplus/(deficit) for the year		1,049	1,049	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(80)	-	80
Transfers from other reserves		-	-	-	-
Balance at end of the financial year		212,774	46,770	161,786	4,218
2024					
Balance at beginning of the financial year		212,774	46,770	161,786	4,218
Surplus/(deficit) for the year		1,133	1,133	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(80)	-	80
Transfers from other reserves		-	-	-	-
Balance at end of the financial year		213,907	47,823	161,786	4,298

Statement of Cash Flows

For the four years ending 30 June 2024

	Notes	Forecast Actual	Budget	Strategic Resource Plan Projections		
		2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities						
Rates and charges		7,765	7,823	8,101	8,263	8,429
Statutory fees and fines		141	145	148	151	154
User fees		780	795	811	827	844
Grants - operating		7,764	7,405	7,590	7,780	7,974
Grants - capital		3,078	3,475	3,561	3,650	3,742
Contributions - monetary		183	6	6	6	6
Interest received		180	180	182	184	185
Trust funds and deposits taken		-	-	-	-	-
Other receipts		4,002	1,760	1,429	1,468	1,507
Employee costs		(7,777)	(7,891)	(8,088)	(8,290)	(8,497)
Materials and services		(8,607)	(5,717)	(5,861)	(6,009)	(6,147)
Other payments		(217)	(227)	(327)	(335)	(344)
Net cash provided by/(used in) operating activities	4.4.1	7,292	7,754	7,553	7,695	7,854
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(10,564)	(8,281)	(7,935)	(7,892)	(8,077)
Proceeds from sale of property, infrastructure, plant and equipment		83	213	218	224	229
Net cash provided by/ (used in) investing activities	4.4.2	(10,481)	(8,068)	(7,716)	(7,668)	(7,848)
Cash flows from financing activities						
Finance costs		-	-	-	-	-
Proceeds from borrowings		-	-	-	-	-
Repayment of borrowings		-	-	-	-	-
Interest paid - lease liability		-	-	-	-	-
Repayment of lease liabilities		(13)	(13)	(13)	(13)	(13)
Net cash provided by/(used in) financing activities	4.4.3	(13)	(13)	(13)	(13)	(13)
Net increase/(decrease) in cash & cash equivalents		(3,202)	(326)	(176)	14	(7)
Cash and cash equivalents at the beginning of the financial year		15,118	11,916	11,590	11,413	11,427
Cash and cash equivalents at the end of the financial year		11,916	11,590	11,413	11,427	11,421

G9
Statement of Capital Works

For the four years ending 30 June 2024

	NOTES	Forecast Actual	Budget	Strategic Resource Plan Projections		
		2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
Property						
Land		-	-	-	-	-
Total land		-	-	-	-	-
Buildings		1,930	724	742	761	780
Total buildings		1,930	724	742	761	780
Total property		1,930	724	742	761	780
Plant and equipment						
Plant, machinery and equipment		1,406	828	848	869	891
Computers and telecommunications		30	50	51	53	54
Total plant and equipment		1,436	878	899	922	945
Infrastructure						
Roads		6,641	5,865	6,011	6,161	6,315
Bridges		435	400	-	-	-
Footpaths and cycleways		156	140	144	147	151
Drainage		131	65	67	68	70
Parks, open space and streetscapes		391	60	62	63	65
Total infrastructure		7,755	6,530	6,283	6,440	6,601
Total capital works expenditure	4.5.1	11,120	8,131	7,924	8,122	8,325
Represented by:						
New asset expenditure		137	418	97	100	102
Asset renewal expenditure		9,541	7,386	7,035	7,211	7,391
Asset upgrade expenditure		1,442	327	792	578	591
Total capital works expenditure	4.5.1	11,120	8,131	7,924	7,890	8,087
Funding sources represented by:						
Grants		5,802	3,640	3,449	3,435	3,520
Contributions		353	201	261	260	266
Council cash		4,965	4,290	4,214	4,196	4,301
Borrowings		-	-	-	-	-
Total capital works expenditure	4.5.1	11,120	8,131	7,924	7,890	8,087

G10 Statement of Human Resources

For the four years ending 30 June 2024

	Forecast Actual	Budget	Strategic Resource Plan Projections		
	2019/20	2020/21	2021/22	2022/23	2023/24
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	7,777	7,891	8,057	8,226	8,399
Employee costs - capital	1,141	1,179	1,204	1,229	1,255
Total staff expenditure	8,918	9,070	9,261	9,455	9,654
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	95.6	96.8	96.8	96.8	96.8
Total staff numbers	95.6	96.8	96.8	96.8	96.8

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Budget 2020/21 \$'000	Comprises			
		Permanent		Casual \$'000	Temporary \$'000
		Full Time \$'000	Part time \$'000		
CEO & Governance	420	348	55		17
Corporate Services	1,984	1,022	962	-	-
Community Services	1,309	134	918	257	-
Infrastructure Development & Works	4,179	3,362	791	26	-
Total permanent staff expenditure	7,891	4,866	2,726	282	17
Capitalised labour costs	1,179				
Total expenditure	9,070				

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Budget 2020/21	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part time		
CEO & Governance	2.7	2.0	0.5	-	0.2
Corporate Services	19.8	9.0	10.8	-	-
Community Services	15.0	1.0	10.0	4.0	-
Infrastructure Development & Works	59.3	49.0	10.0	0.3	-
	-				
Total staff	96.8				

4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

4.1 Comprehensive Income Statement

G11 4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's annual budget.

In developing the Strategic Resource Plan, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2020/21 the FGRS cap has been set at 2.0%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 2.0% in line with the rate cap.

This will raise total rates and charges for 2020/21 to \$7.95 million

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2019/20 Forecast Actual \$'000	2020/21 Budget \$'000	Change \$'000	%
General rates*	6,791	6,926	136	2.00%
Municipal charge*	450	459	9	2.00%
Waste management charge	532	550	18	3.42%
Interest on rates and charges	12	13	1	4.84%
Total rates and charges	7,785	7,948	164	2.10%

*These items are subject to the rate cap established under the FGRS

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2019/20 cents/\$CIV*	2020/21 cents/\$CIV*	Change
General rate for rateable properties	0.0026432	0.002255	-14.70%

(* Use CIV or NAV depending on the valuation basis used by the Council)

4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or class of land	2019/20 \$'000	2020/21 \$'000	Change \$'000	%
General	6,791	6,926	136	2.00%
Total amount to be raised by general rates	6,791	6,926	136	2.00%

4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year

Type or class of land	2019/20 Number	2020/21 Number	Change Number	%
General	4,729	4,736	7	0.15%
Total number of assessments	4,729	4,736	7	0.15%

4.1.1(e) The basis of valuation to be used is the Capital Improved Value (CIV)

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year

Type or class of land	2019/20	2020/21	Change	
	\$'000	\$'000	\$'000	%
General	2,569,020	3,071,875	502,855	19.57%
Total value of land	2,569,020	3,071,875	502,855	19.57%

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2019/20	2020/21		
	\$	\$	\$	%
Municipal	152.60	155.65	3	2.00%

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year

Type of Charge	2019/20	2020/21	Change	
	\$'000	\$'000	\$'000	%
Municipal	450	459	9	2.00%

4.1.1(i) 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

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2019/20	2020/21		
	\$	\$	\$	%
Waste Management	313	324	11	3.42%
Total	313	324	11	3.42%

4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year

Type of Charge	2019/20	2020/21	Change	
	\$'000	\$'000	\$'000	%
Waste Management	532	550	18	3.42%
Total	532	550	18	3.42%

4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year

	2019/20	2020/21	Change	
	\$'000	\$'000	\$'000	%
General Rates	6,791	6,926	136	2.00%
Municipal Charge	450	459	9	2.00%
Waste Management Charge	532	550	18	3.42%
Total Rates and charges	7,772	7,935	163	2.10%

4.1.1(l) Fair Go Rates System Compliance

West Wimmera Shire Council is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2019/20	2020/21
Total Rates	\$ 7,240,576	\$ 7,385,388
Number of rateable properties	4,729	4,736
Base Average Rate	\$ 1,531	\$ 1,559
Maximum Rate Increase (set by the State Government)	3.50%	2.00%
Capped Average Rate	\$ 1,531	\$ 1,559
Maximum General Rates and Municipal Charges Revenue	\$ 7,240,576	\$ 7,385,388
Budgeted General Rates and Municipal Charges Revenue	\$ 7,240,576	\$ 7,385,388
Budgeted Supplementary Rates	\$ -	\$ -
Budgeted Total Rates and Municipal Charges Revenue	\$ 7,240,576	\$ 7,385,388

4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

4.1.1(n) Differential rates

Council institutes a uniform rate across all properties within the shire. All rateable properties are charged at the general rate in the dollar of \$0.002255.

G12 4.1.2 Statutory fees and fines

	Forecast Actual 2019/20	Budget 2020/21	Change	
	\$'000	\$'000	\$'000	%
Animal Management Fees	37	39	2	4.04%
Building Fees	36	40	4	11.11%
Permits	20	20	-	0.00%
Town Planning Fees	29	29	1	1.75%
Other	7	5	-2	-35.13%
Total statutory fees and fines	129	132	4	2.75%

Statutory fees and fines is anticipated to increase over 2020/21 by \$4,000 or 2.75%. The majority of this is expected to result from increased building fees.

G12 4.1.3 User fees

	Forecast Actual 2019/20	Budget 2020/21	Change	
	\$'000	\$'000	\$'000	%
Community services user charges	270	271	1	0.55%
Private and contract works	25	25	-	0.00%
Refuse disposal fees	38	42	4	10.26%
User charges	18	20	2	11.11%
Caravan park fees	26	32	6	23.08%
Other fees and charges	403	405	2	0.48%
Total user fees	780	795	15	1.97%

User fees are budgeted to increase by \$15,000 or 1.97% over 2020/21.

G13 4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's annual budget.

	Forecast Actual 2019/20 \$'000	Budget 2020/21 \$'000	Change	
			\$'000	%
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	8,071	9,599	-	0.0%
State funded grants	2,771	1,280	- 1,491	-53.8%
Total grants received	10,842	10,879	38	0.3%
(a) Operating Grants				
Recurrent - Commonwealth Government				
Financial Assistance Grants	6,108	6,108	-	0.0%
Commonwealth Home Support Program	435	435	-	0.0%
Recurrent - State Government				
Community safety	6	-	6	-100.0%
Aged care	53	72	18	34.5%
Public health	6	6	-	0.0%
Maternal and child health	260	336	76	29.3%
Youth services	336	405	68	20.3%
Total recurrent grants	7,204	7,362	157	2.2%
Non-recurrent - Commonwealth Government				
	-	-	-	
Non-recurrent - State Government				
Administration	43	43	1	2.0%
Community projects	442	-	442	-100.0%
Environment	75	-	75	-100.0%
Total non-recurrent grants	560	43	516	-92.2%
Total operating grants	7,764	7,405	359	-4.6%
(b) Capital Grants				
Recurrent - Commonwealth Government				
Roads to recovery	1,528	1,528	-	0.0%
Local Roads and Community Infrastructure	-	1,528	1,528	100.0%
Total recurrent grants	1,528	3,056	1,528	100.0%
Non-recurrent - Commonwealth Government				
Bridges	162	200	38	23.5%
Non-recurrent - State Government				
Buildings	50	209	159	317.0%
Parks, Open Space & Streetscapes	50	-	50	-100.0%
Roads	1,288	-	1,288	-100.0%
Footpaths & Cycleways	-	10	10	100.0%
Total non-recurrent grants	1,550	418.5	1,132	-73.0%
Total capital grants	3,078	3,475	397	12.9%
Total Grants	10,842	10,879	38	0.3%

Operating grants are budgeted to decline by \$0.359 million or 4.6% over 2020/21. The major anticipated variances when compared to 2019/20 include:

- A decline of \$0.441 million in State Government project grants (Harrow Recreation Reserve)
- As the Federal Budget will not be released until October 2020, we have not budgeted for any CPI increase in Commonwealth funding
- These decreases are offset by smaller increases in Maternal Child Health, Youth Services and Aged Care

Capital Grants are anticipated to increase by \$0.397 million or 12.9% for the 2020/21 year. Capital grants are often difficult to compare as they often relate to non-recurrent projects which may vary considerably from year to year. The major variances between the two years are:

- An additional \$1.528 million in Federal funding under the new Local Roads and Community Infrastructure program.
- A decline of \$1.288 million in State funding for roads, relating to the winding up of the Fixing Country Roads program funding made available to Council.

4.1.5 Contributions

	Forecast Actual 2019/20 \$'000	Budget 2020/21 \$'000	Change	
			\$'000	%
Monetary	183	6	- 177	-96.72%
Total contributions	183	6	- 177	-96.72%

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 \$0.177m for 2020/21 in line with a reduction in projects attracting contributions being undertaken.

4.1.6 Other income

	Forecast Actual 2019/20 \$'000	Budget 2020/21 \$'000	Change	
			\$'000	%
Interest	180	180	-	0.00%
Reimbursements	2,301	1,210	- 1,091	-47.42%
Recognised volunteer services	44	44	-	0.00%
Other income	177	138	- 39	-22.03%
Total other income	2,702	1,572	- 1,130	-41.83%

Other income is expected to reduce by \$1.130 million, predominantly from the reimbursements area. This is due to a reduction in VicRoads funding of \$1 million in 2020/21. Reimbursements were also received in the 2019/20 year in relation to the shared HR Manager position, in the 2020/21 year this will no longer be the case as Council will employ this position.

West Wimmera Shire Council leases a Council owned facility at 41 Commercial Street Kaniva, which is currently run as a café business. The lease for this property is due to expire on 23 September 2020. Council will seek to re-lease this property by way of a tender process during the early part of the 2020/21 financial year.

G12 4.1.7 Employee costs

	Forecast Actual 2019/20 \$'000	Budget 2020/21 \$'000	Change	
			\$'000	%
Wages and salaries	6,856	6,923	67	0.98%
WorkCover	152	156	4	2.63%
Superannuation	707	738	31	4.31%
Fringe Benefits Tax	61	74	13	20.48%
Total employee costs	7,777	7,891	114	1.47%

Employee costs are expected to increase 1.47% or \$114,000 due to the Enterprise Bargain Agreement rise of 2.1%. This increase is somewhat offset by budgeted decreases in casual labour due to a reduced capital works program.

4.1.8 Materials and services

	Forecast Actual 2019/20	Budget 2020/21	Change	
	\$'000	\$'000	\$'000	%
Contract payments	4,136	2,731	- 1,405	-33.98%
Plant and equipment maintenance	887	860	- 27	-3.00%
Utilities	353	339	- 14	-3.96%
Office administration	58	56	- 2	-3.50%
Information technology	154	148	- 6	-3.80%
Insurance	341	350	9	2.58%
Consultants	179	226	48	26.81%
Other materials and services	1,130	837	- 293	-25.93%
Total materials and services	7,236	5,546	- 1,690	-23.35%

Council expects a reduction of other expenses of \$1.690 million in 2020/21. This is largely in the contract payments area and is due to the completion of the Harrow Recreation Reserve Project in the 2019/20 financial year. We also expect to see a reduction in utilities due to the installation of energy-saving solar panels on Council buildings in the 2018/19 and 2019/20 years. Plant and Equipment maintenance is expected to be 3% lower given the reduction in Capital Works expenditure.

4.1.9 Depreciation

	Forecast Actual 2019/20	Budget 2020/21	Change	
	\$'000	\$'000	\$'000	%
Property	828	830	2	0.30%
Plant & equipment	784	693	- 91	-11.61%
Infrastructure	5,208	5,261	53	1.01%
Total depreciation	6,820	6,784	- 36	-0.53%

A full independent infrastructure revluation was undertaken in June 2018 was undertaken in May 2018. Council anticipates no significant changes to its depreciation period or values over the 2020/21 year.

4.1.12 Other expenses

	Forecast Actual 2019/20	Budget 2020/21	Change	
	\$'000	\$'000	\$'000	%
Councillors' allowances	141	143	2	1.61%
Operating lease rentals	9	13	4	49.99%
Auditor remuneration - VAGO	40	42	2	5.00%
Auditor remuneration - other	22	22	1	2.33%
Recognised volunteer services	44	44	-	0.00%
Other	110	55	- 55	-50.00%
Total other expenses	365	319	- 46	-12.59%

Council expects a decline in other expenses of \$0.046 million mainly due to an increased amount of plant hire recoveries to offset the expense.

4.2 Balance Sheet

4.2.1 Assets

4.2.1.1 Cash and Cash Equivalents

	Forecast Actual 2019/20 \$'000	Budget 2020/21 \$'000		Change \$'000	%
Cash and Cash Equivalents	11,916	11,590	-	326	-2.74%

Council anticipates to draw down on cash by \$0.294 million over the 2020/21 year. This is due to transfers from cash reserves maintained in prior years to fund capital expenditure on bridgework and election costs along with carried forward capital projects from 2019/20.

4.2.1.2 Property, Infrastructure Plant and Equipment

	Forecast Actual 2019/20 \$'000	Budget 2020/21 \$'000		Change \$'000	%
Property, infrastructure, plant & equipment	198,914	199,929	-	1,015	0.51%

Property, Infrastructure, Plant and Equipment represents all of Council's infrastructure assets used to provide services to our community. It includes Roads, Bridges, Footpaths, Drains as well as public buildings and open space and plant and equipment needed for use by Council.

Council's investment in Property, Infrastructure, Plant and Equipment is anticipated to decrease by \$0.715 million over the 2020/21 year, in line with Council's Capital Works program minus depreciation. For more information on Council's Capital Works program refer to section 4.5 Capital Works

4.2.2 Liabilities

Council's overall liabilities are anticipated to decrease over the 2020/21 year, largely due to an anticipated decline in trade creditors at balance date as the use of contractors declines due to the winding up of the Harrow Recreation Reserve Project.

4.2.4 Leases by category

As a result of the introduction of AASB 16 Leases, right-of-use assets and lease liabilities have been recognised as outlined in the table below.

	Forecast Actual 2019/20 \$	Budget 2020/21 \$
Right-of-use assets	-	-
Plant & Equipment - Photocopier	12,784	12,784
Total right-of-use assets	12,784	12,784
Lease liabilities		
Current lease liabilities		
Plant & Equipment - Photocopier	12,784	12,784
Total current lease liabilities	12,784	12,784
Non-current lease liabilities		
Other, etc.	-	-
Total non-current lease liabilities	-	-
Total lease liabilities	12,784	12,784

4.3 Statement of changes in Equity

4.3.1 Reserves

Council holds a number of cash reserves intended to set aside cash for future known expenditure. Council anticipates to draw down \$0.515 million from reserves over the 2020/21 budget year. The following table summarises Council's reserves and purposes:

	Opening Balance \$'000	Transfer to \$'000	Transfer From \$'000	Closing Balance \$'000
Plant Replacement Reserve	584	50	-	634
Quarry Restoration Reserve	116	3	-	119
Capital Improvement Reserve	308	7	200	115
Rates Revaluation Reserve	334	-	-	334
Elections Reserve	61	20	60	21
Carried Forward Projects	3,149	-	314	2,835
	4,552	80	574	4,058

4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in operating activities

Council is budgeting to receive a net cash inflow from operating activities of \$5.93 million. This represents a decline of \$1.36 million from the projected 2019/20 result. This is largely due to the reduction in grant funding and reimbursements from VicRoads.

4.4.2 Net cash flows provided by/used in investing activities

Council anticipates a net cash outflow of \$6.21 million over the 2020/21 financial year, representing Council's capital expenditure program. This shows a decline in outflows of \$4.27 million over the previous year due to a reduction on capital expenditure.

4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2020/21 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

G15 4.5.1 Summary

	Forecast Actual 2019/20 \$'000	Budget 2020/21 \$'000	Change \$'000	%
Property	1,930	724	- 1,206	-62.49%
Plant and equipment	1,436	878	- 559	-38.89%
Infrastructure	7,754	6,530	- 1,224	-15.79%
Total	11,120	8,131	- 2,989	-26.88%

	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
Property	724	200	519	5	-	495	8.5	220.5	-
Plant and equipment	878	15	863	-	-	-	193	685	-
Infrastructure	6,530	203	6,005	322	-	3,145	-	3,385	-
Total	8,131	418	7,386	327	-	3,640	201.0	4,290.3	-

Capital expenditure is budgeted to decline by \$2.99 million for the 2020/21 year when compared to 2019/20. This is largely in the Property area which is budgeted to decline by \$1.21 million for 2020/21. This is a result of the bulk of works at the Edenhope & District Community Centre, being the most recent major property project, being budgeted for in 2018/19 (although a further \$200,000 of grant-funded expenditure is anticipated to be carried forward into 2020/21 from this project).

Infrastructure capital expenditure is anticipated to reduce by \$1.22 million for 2020/21. The majority of this relates to a significant reduction in funding due to the Fixing Country Roads program ending prior to the 2020/21 year, however this is somewhat offset by the introduction of the Local Roads and Community Infrastructure program.

G15 4.5.2 Current Budget

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
PROPERTY									
Land and Buildings									
Kaniva Depot meeting / tea room	80	-	80	-	-	-	-	80	-
Old Toilet Block - Tennis club removal and replacement. Replacement location TBC	70		70	-	-	-	-	70	-
Apsley Hall - Replace asbestos roof	52	-	52	-	-	-	-	52	-
Edenhope Council Office (design and refurbish)	10	-	5	5	-	-	-	10	-
Edenhope Swimming Pool painting	7	-	7	-	-	-	3.5	3.5	-
Edenhope Swimming Pool replacement of sand in filter	10	-	10	-	-	-	5	5	-
Edenhope and Districts Community Centre - Fit-out	200	200	-	-	-	200	-	-	-
Apsley War Memorial Park	40	-	40	-	-	40	-	-	-
Septic Tank - Johnny Mullagh Rec Res	50	-	50	-	-	50	-	-	-
Connection to sewer Kaniva Showgrounds	25	-	25	-	-	25	-	-	-
Dergholm Hall Roof	30	-	30	-	-	30	-	-	-
Toilet Block Goroke	100	-	100	-	-	100	-	-	-
Kaniva Sporting Complex	25	-	25	-	-	25	-	-	-
Apsley Rusty Rattlers	25	-	25	-	-	25	-	-	-
TOTAL PROPERTY	724	200	519	5	-	495	8.5	220.5	-
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment									
Plant	603	15	588	-	-	-	100	503	-
Motor Vehicles	225	-	225	-	-	-	93	132	-
Computers and Telecommunications									
Computers/laptops	50	-	50	-	-	-	-	50	-
TOTAL PLANT AND EQUIPMENT	878	15	863	-	-	-	193	685	-

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
INFRASTRUCTURE									
Roads									
Newlands Settlement Rd. Reconstruction Ch. 9340m - Ch. 10380m x 3.8m Seal	24	-	24	-	-	-	-	24	
Kybybolite Rd. Reconstruction Ch. 1300m - 3000m x 4.0m Seal	37	-	37					37	
Leeor Rd Reconstruction: Ch. 2240m - Ch. 4725m x 5.6m Seal, Ch. 5790m - 7500m	117	-	117	-	-	-	-	117	
Brooks Rd. Reconstruction Ch. 6110m - Ch. 7110m x 4.0m Seal	24	-	24					24	
Serviceton South Road Ch. 1935m - Ch. 3255m x 4.0m	27	-	27	-	-	-	-	27	
Douglas St, Ch. 00m - 450m x 4.0m seal	29	-	29					29	
Kadnook - Connewirricoo Rd.Ch. 4700m - Ch. 5300m, Ch. 9600m - Ch. 11000 x 6.0m seal	110	-	110	-	-	-	-	110	
Ozenkadnook Mortat Rd Ch. 15570m - Ch.17370m x 6.2m seal (incl bend near Barbettie's)	56	-	56	-	-	-	-	56	
Newlands Settlement Ch.10380 - Ch. 11680 x 4.0m seal	218	-	218	-	-	218	-	-	
Kadnook - Connewirricoo Rd. Ch. 11000 - Ch. 11600 x 6.0m seal (Moloney Ch. TBC)	151	-	121	30	-	151	-	-	
Morree Rd. Ch. 00 - Ch. 2040m x 7.0-6.2m	543	-	380	163	-	431	-	112	
Elizabeth St. / South Rd. Serviceton intersection	70	-	35	35	-	-	-	70	
Murrawong Rd Ch. 7700m - Ch. 8700m x 6.2m seal	260	-	260	-	-	260	-	-	
Miram Sth (S) Rd Ch. 2210m - 3760m x 4.0m seal	260	-	260	-	-	215	-	45	
Broughton Road Ch 16480 - 17465 x 6.0m	252	-	252	-	-	252	-	-	
Patyah Rd. ch. 2950 - ch. 3220, ch. 3440 - ch. 3850 x 6.2m seal	250	-	167	83	-	250	-	-	
South Lillimur Rd. Ch. 16210 - Ch. 18775 x 4.0m seal	462	-	462	-	-	462	-	-	
Reseals	1,200	-	1,200	-	-	200	-	1,000	
Linemarking	10	-	10	-	-	-	-	10	
Shoulder Resheeting	500	-	500	-	-	100	-	400	
Resheeting	1,200	-	1,200	-	-	200	-	1,000	
Bridges									
Harrow - Clear Lake Road Bridge over Salt Creek	400	-	400	-	-	200	-	200	

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
INFRASTRUCTURE									
Kerb & Channel									
Handicap Park Kaniva in front of IGA	3	3	-	-	-	-	-	3	-
Madden St., Fry to Patterson St.	60	60	-	-	-	60	-	-	-
Footpaths and Cycleways									
Ped crossings at Baker/Commercial	20	20	-	-	-	10	-	10	-
Natimuk Frances Rd., Goroke. Various sections between Compston St. and P12 School.	15	-	15	-	-	-	-	15	-
Madden St, Kaniva Railway Crossing, stage 1 design, approvals and cost estimate.	20	20	-	-	-	-	-	20	-
Rogerson Street, High St to Kelly St., Kaniva	35	35	-	-	-	35	-	-	-
Anzac Avenue Footpath, Elizabeth St. to Langford St	30	30	-	-	-	30	-	-	-
Lake St to Foreshore link - Henley Park	20	20	-	-	-	20	-	-	-
Drainage									
Minor Culvert Renewals	50	-	40	10	-	-	-	50	-
Baker St/Progress St Drainage	15	15	-	-	-	-	-	15	-
Parks, Open Space and Streetscapes									
Playgrounds, soft fall top up, maintenance, inspections	10	-	10	-	-	-	-	10	-
Tree amenity works	50	-	50	-	-	50	-	-	-
TOTAL INFRASTRUCTURE	6,530	203	6,005	322	-	3,145	-	3,385	-
TOTAL NEW CAPITAL WORKS	8,131	418	7,386	327	-	3,640	201	4,290	-

4.5.3 Works carried forward from the 2019/20 year

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
PROPERTY									
Buildings									
Edenhope Pound - upgrade due to compliance issues	42	-	-	42	-	-	-	42	-
TOTAL PROPERTY	42	-	-	42	-	-	-	42	-
INFRASTRUCTURE									
Roads									
Border Road Construction Ch. 20,115m (Dorodong Rd.) - Ch. 21,880m (Old Telegraph Rd.)	125	-	125	-	-	-	-	125	-
Kerb & Channel									
Various Kerb and Channel renewal projects. To be identified	7	-	7	-	-	-	-	7	-
Fry\Yarrook St. Intersection incl. K&C	33	-	-	33	-	-	-	33	-
Footpaths and Cycleways									
Lake Wallace Walking Track	12	12	-	-	-	-	-	12	-
Wallace Street between Langford St. and Elizabeth St, Edenhope	16	16	-	-	-	-	-	16	-
Footpath/pram crossing replacements for DDA	18	-	18	-	-	-	-	18	-
Drainage									
Minor culvert renewals	5	-	5	-	-	-	-	5	-
Parks, Open Space and Streetscapes									
Playground equipment	20	-	20	-	-	-	-	20	-
Kaniva Township watering system, Commercial Street between Camp and Webb Sts	20	-	-	20	-	-	-	20	-

Indigenous Cricket Trail Signage	16	16	-	-	-	-	-	16	-
TOTAL INFRASTRUCTURE	272	44	175	20	-	-	-	272	-
TOTAL CARRIED FORWARD CAPITAL WORKS 2019/20	314	44	175	62	-	-	-	314	-

G16 5. Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

Indicator	Measure	Notes	Actual	Forecast	Budget	Strategic Resource Plan Projections			Trend
			2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	+/-o/-
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	4.66%	-6.84%	2.21%	3.42%	3.71%	4.00%	+
Liquidity									
Working Capital	Current assets / current liabilities	2	477.26%	698.09%	777.65%	756.73%	743.07%	723.33%	o
Unrestricted cash	Unrestricted cash / current liabilities	3	298.31%	401.49%	469.81%	447.46%	434.67%	418.03%	o
Obligations									
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	4	0%	0%	0%	0%	0%	0%	+
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		0%	0%	0%	0%	0%	0%	+
Indebtedness	Non-current liabilities / own source revenue		3.22%	5.08%	5.77%	5.82%	5.87%	5.93%	+
Asset renewal	Asset renewal expenses / Asset depreciation	5	74%	139.90%	108.88%	102.68%	104.20%	105.75%	-
Stability									
Rates concentration	Rate revenue / adjusted underlying revenue	6	30.92%	37.47%	37.84%	37.37%	37.25%	37.14%	-
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.40%	0.30%	0.26%	0.30%	0.30%	0.30%	o

Indicator	Measure	Notes	Actual	Forecast	Budget	Strategic Resource Plan Projections			Trend
			2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	+ / o / -
Efficiency									
Expenditure level	Total expenses/ no. of property assessments		\$4,879	\$4,694	\$4,337	\$4,424	\$4,513	\$4,604	+
Revenue level	Residential rate revenue / no. of residential property assessments		\$1,582	\$1,646	\$1,678	\$1,712	\$1,746	\$1,781	+
Workforce turnover	No. of permanent staff resignations & terminations / average no. of permanent staff for the financial year		29.35%	13.60%	13.44%	10.00%	10.00%	10.00%	+

Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

Notes to indicators

1. Adjusted underlying result

The 2018/19 actual figure reflects the 3.5% rate increase variation along with higher grant funding than expected in the 2020/21 year onwards. This result is expected to gradually decline as Council's own sourced recurrent revenue declines due to a combination of declining population and the application of the rate cap.

2. Working Capital

Working capital is anticipated to decline over the four years as cash declines slightly and employee provisions increase slightly over the period.

3. Unrestricted Cash

Unrestricted cash remains relatively steady over the period, with fluctuations from cash held at the end of each year. The significantly lower figure in 2018/19 reflected a larger amount of cash held at year end to carry future works.

4. Debt compared to rates

Loans and borrowings as a percentage of rates is zero as Council has no plans to take on any new debt over the period.

5. Asset renewal

Asset renewal varies from year to year as Council's capital expenditure program fluctuates depending upon. Overall over the period there is a reduction in the ratio, largely due to the decrease in Capital grant funding impacting Council's ability to fund asset renewals.

6. Rates concentration

Council's rates concentration level is expected to remain at just above 40% for the projected future four years due to the rate cap set at 2% under the Fair Go Rates System. This figure remains well below the average of other Victorian Councils 63.74% (source: Knowyourcouncil.vic.gov.au).



WEST WIMMERA SHIRE COUNCIL SCHEDULE OF FEES & CHARGES 2020/21



	Description	Basis	Nature of Fee	GST	2019-20 INC GST	% Change	2020-21 INC GST
1	Registration Fees - Dogs, cats and Domestic Animals						
	2020/21 Fees (10/4/20 to 10/4/21)						
	Maximum Fee applicable to dogs and cats under Domestic Animals Act 1994						
1.1	Category A - Maximum Fee	Annual fee per animal	Council	Non Taxable	\$114.00		
1.2	Category B - Maximum Fee Pensioner	Annual fee per animal	Council	Non Taxable	\$57.00		
1.3	Category C - Reduced Fee	Annual fee per animal	Council	Non Taxable	\$38.00		
1.4	Category C - Reduced Fee Pensioner	Annual fee per animal	Council	Non Taxable	\$19.00		
1.5	Micro chipping fee - financial year	Per animal	Council	Non Taxable	\$60.00		
1.6	Dangerous/Menacing dog registration fee	Per animal	Council	Non Taxable	\$200.00		
1.7	Planned Microchipped days	Per animal	Council	Non Taxable	\$30.00		
2	Health Registration Fees						
	2020/21 Fees (Billing period 1/5/20 to 30/4/21)						
	Charge classes are as defined under the Food Act 1984						
2.1	Class 1 Registration - (Hospitals/age care/child care)	Annual fee	Council	Non Taxable	\$300.00		
2.2	Class 2 Registration - (Restaurants/cafes/prep of food)	Annual fee	Council	Non Taxable	\$248.00		
2.3	Class 3 Registration - (Low risk food prep/packaged food)	Annual fee	Council	Non Taxable	\$170.00		
2.4	Class 4 Registration - (Newsagents)		Council	Non Taxable	\$0.00		
2.5	Fee for limited operation (operate less than 3 days or under 25 hours per week)			50% of annual Class 2 and 3			
2.6	Fee for full operations of Club or Community Organisation	Annual fee	Council	Non Taxable	\$83.00		
	Fee for temporary Food Permit:						
2.7	Community Group - up to 2 events p.a.				\$0.00		
2.8	Community Group - up to 12 events p.a. (annual charge)	Annual fee	Council	Non Taxable	\$26.00		
2.9	General Food Business - up to 2 events p.a. (per event charge)	Annual fee	Council	Non Taxable	\$19.00		
2.10	General Food Business - up to 12 events p.a. (annual charge)	Annual fee	Council	Non Taxable	\$62.00		
2.11	Transfer of registration (including prescribed accommodation/hairdressing/beauty)			50% of annual Class 2 and 3			
2.12	Penalty for late payment of Health Registration fees			Prescribed fee plus 50%			
2.13	Septic tank applications - per financial year	Per application	Council	Non Taxable	\$320.00		
2.14	Septic tank alterations - per financial year	Per instance	Council	Non Taxable	\$176.00		
2.15	Caravan park registration - less than 25 sites (3 yearly registration fee)	Per caravan park	Statutory Fee	Non Taxable	Stat Fee		
2.16	Caravan park registration 26-50 sites (3 yearly registration fee) - Expire 30/4/2020	Per caravan park	Statutory Fee	Non Taxable	Stat Fee		
2.17	Caravan park registration 51-100 sites (3 yearly registration fee)	Per caravan park	Statutory Fee	Non Taxable	Stat Fee		
2.18	Caravan park transfer of proprietor	Per instance		5 fee units			
2.19	Prescribed Accommodation	Annual fee	Council	Non Taxable	\$248.00		
2.20	Hair & Beauty premises	Annual fee	Council	Non Taxable	\$171.00		
3	Disabled Persons Permit						
	Disabled Persons Permit	Per permit 3 years	Council	Non Taxable	\$9.00		
4	Community Bus						
	Hire Fee (Community Group)	Per kilometre	Council	Taxable	\$0.50		
	Note: Fuel at cost of hirer; bus must be returned with full tank of fuel						
	Hirers to be charged per km based on where the bus is located at that time and to be charged from pick up point						
5	Home Care & Meals on Wheels						
	Fees charged for all private home care in accordance with the DHS guidelines						
5.1	Meals on Wheels	Per meal	Council	Non Taxable	\$10.00		
5.2	Centre based meals	Per meal	Council	Non Taxable	\$12.00		
5.3	PAC and Linkages	Per meal	Council	Taxable	\$18.48		
6	Kindergartens						
6.1	Kindergarten Fees 4 year olds - \$315 per term per child (2020 calendar year)	Per year	Council	Non Taxable	\$1,260.00		
6.2	Kindergarten Fees 3 year olds - \$315 per term per child (2020 calendar year)	Per year	Council	Non Taxable	\$1,260.00		
7	Photocopying						
	All photocopying black and white only on plain paper						
7.1	A4	Per page	Council	Taxable	\$1.15		
7.2	A3	Per page	Council	Taxable	\$1.20		
7.3	Large document - per document up to 100 pages		Council	Taxable	\$28.10		
7.4	Large document - per document up to 100 pages		Council	Taxable	\$45.00		
8	Caravan Park Weekly Fees						
	Powered Site						
8.1	Caravan, trailer or like vehicle, or tent or like construction - weekly fee	Per site	Council	Taxable	\$138.00		
8.2	Occupied (maximum of two persons) - per night	Per site	Council	Taxable	\$26.00		
8.3	Each additional person (Children under 6 exempted) - per night	Per site	Council	Taxable	\$8.00		
	Unoccupied - no tenants						



WEST WIMMERA SHIRE COUNCIL SCHEDULE OF FEES & CHARGES 2020/21



	Description	Basis	Nature of Fee	GST	2019-20 INC GST	% Change	2020-21 INC GST
8.4	Caravan, trailer or like vehicle, or tent or like construction - weekly fee	Per site	Council	Taxable	\$44.00		
	Unpowered Site						
8.5	Caravan, trailer or like vehicle, or tent or like construction - weekly fee	Per site	Council	Taxable	\$100.00		
8.6	Occupied (maximum of two persons) - per night	Per site	Council	Taxable	\$21.00		
8.7	Each additional person (Children under 6 exempted) - per night	Per site	Council	Taxable	\$7.00		
9	Kaniva & Edenhope Shire Hall Charges						
9.1	Security deposit for licensed functions (refundable)	Per event	Council	Non Taxable	\$130.00		
9.2	Insurance - functions without alcohol	Per event	Council	Taxable	\$94.00		
9.3	Insurance - functions with alcohol	Per event	Council	Taxable	\$130.00		
9.4	Sounds System (PA System & microphones) - Bond	Per event	Council	Non Taxable	\$102.00		
	Shire Halls including supper room and kitchen						
	Commercial Hire						
	Auction sales, Elections, Commercial displays, business/professional visits						
9.5	up to 12 hours	Per occasion	Council	Taxable	\$323.00		
9.6	from 12 to 24 hours	Per occasion	Council	Taxable	\$538.00		
	Weddings, Dinners, Funerals, Parties, Parades, Farewells						
9.6	up to 12 hours	Per occasion	Council	Taxable	\$107.00		
9.7	12 to 24 hours	Per occasion	Council	Taxable	\$162.00		
9.8	24 hours to 3 days	Per occasion	Council	Taxable	\$323.00		
	Rehearsals, Religious services						
9.9	up to 12 hours	Per occasion	Council	Taxable	\$31.50		
9.10	12 to 24 hours	Per occasion	Council	Taxable	\$57.00		
	Kitchen Hire Only						
9.11	up to 6 hours	Per occasion	Council	Taxable	\$21.50		
9.12	up to 12 hours	Per occasion	Council	Taxable	\$42.00		
	Supper room hire only						
9.13	Commercial use - up to 12 hours	Per occasion	Council	Taxable	\$88.00		
9.14	Community use including - not for profit fundraising - up to 12 hours	Event with alcohol present	Council	Taxable	\$21.50		
9.15	Community use including - not for profit fundraising - up to 12 hours	No alcohol event	Council	Taxable	\$1.05		
9.16	Community use including - not for profit (Monthly fee)	Regular users per occasion	Council	Taxable	\$57.00		
9.17	Community use including - not for profit (i.e. Yoga/dance/karate etc) (Yearly fee)	Regular users per occasion	Council	Taxable	\$224.00		
10	Kaniva Showgrounds and Recreation Reserve						
10.1	Kaniva Hockey Club	Annual Charge	Council	Taxable	\$538.50		
10.2	Kaniva A & P Society	Annual Charge	Council	Taxable	\$538.50		
10.3	Kaniva Cricket Club	Annual Charge	Council	Taxable	\$269.00		
10.4	Kaniva/Leeor United Football/Netball Club	Annual Charge	Council	Taxable	\$4,846.00		
10.5	Auctions - Commercial	Per event	Council	Taxable	\$269.00		
10.6	Miscellaneous Oval Hire - Not for profit	Per event	Council	Taxable	\$1.05		
10.7	Miscellaneous Oval Hire	Per day	Council	Taxable	\$125.50		
10.8	Miscellaneous Oval Hire	Per half day	Council	Taxable	\$73.50		
10.9	Circus	Day of circus	Council	Taxable	\$485.00		
11	Planning Fees (Statutory)						
	Applications for Permits (Regulation 7)						
11.1	Class 1 Change or allow a new use of the land		Statutory	Non Taxable	\$1,265.65		
Single Dwelling	To develop land, or to use and develop land for a single dwelling per lot, or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of the development is :						
11.2	Class 2 up to \$10,000		Statutory	Non Taxable	\$191.95		
11.3	Class 3 \$10,000 to \$100,000		Statutory	Non Taxable	\$604.35		
11.4	Class 4 \$100,000 to \$500,000		Statutory	Non Taxable	\$1,237.15		
11.5	Class 5 \$500,000 to \$1 million		Statutory	Non Taxable	\$1,336.65		
11.6	Class 6 \$1 million to \$2 million		Statutory	Non Taxable	\$1,436.20		
Vic Smart	A permit that is subject of a VicSmart application if the estimated cost of development is:						
11.7	Class 7 Up to \$10,000		Statutory	Non Taxable	\$191.95		
11.8	Class 8 More than \$10,000		Statutory	Non Taxable	\$412.35		
11.9	Class 9 VicSmart application to subdivide or consolidate land		Statutory	Non Taxable	\$191.65		
All other development	To develop land if the estimated cost of the development is:						
11.10	Class 10 Up to \$100,000		Statutory	Non Taxable	\$1,102.05		
11.11	Class 10 Up to \$100,000 Native Vegetation Removal Only		Statutory	Non Taxable	\$200.00		
11.12	Class 11 \$100,000 to \$1 million		Statutory	Non Taxable	\$1,485.95		



WEST WIMMERA SHIRE COUNCIL SCHEDULE OF FEES & CHARGES 2020/21



	Description	Basis	Nature of Fee	GST	2019-20 INC GST	% Change	2020-21 INC GST
11.13	Class 12 \$1 million to \$5 million		Statutory	Non Taxable	\$3,277.70		
11.14	Class 13 \$5 million to \$15 million		Statutory	Non Taxable	\$8,340.00		
11.15	Class 14 \$15 million to \$50 million		Statutory	Non Taxable	\$24,636.15		
11.16	Class 15 More than \$50 million (to be charged at 50% until 13/10/2017)		Statutory	Non Taxable	\$54,282.40		
11.17	Class 16 Subdivide an existing building		Statutory	Non Taxable	\$1,265.55		
11.18	Class 17 Subdivide land into 2 lots		Statutory	Non Taxable	\$1,265.65		
11.19	Class 18 Realignment of a common boundary between 2 lots or to consolidate 2 or more lots		Statutory	Non Taxable	\$1,265.65		
11.20	Class 19 To subdivide land (\$1,241 for each 100 lots created)		Statutory	Non Taxable	\$1,265.65		
11.21	Class 20 To create or vary or remove a restriction within the meaning of the Subdivision Act 1988; or to create or move a Right of Way; or to create, vary or remove an easement other than a right of way; or to vary or remove a condition of the nature of an easement other than a right of way in a Crown grant.				\$1,265.65		
11.22	Class 21 A permit not otherwise provided for in this Regulation				\$1,265.65		
	Permit Applications for more than one Class						
11.23	1. An application for more than one class of permit set out in the above table; 2. An application to amend a permit in more than one class set out in the above table:	The sum of: The highest of the fees which would have been applied if separate applications were made; and 50% of each of the other fees which would have applied if separate applications were made.					
	Amendments to Planning Schemes (To be charged at 50% until 13/10/2017)						
11.24	Stage 1 a) Considering a request to amend a planning scheme; and b) Exhibition and notice of the amendment; and c) Considering any submissions which do not seek to change the amendment; and d) If applicable, abandoning the amendment.		Statutory	Non Taxable	\$2,871.60		
11.25	Stage 2 a) Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel		Statutory	Non Taxable			
11.26	i) Up to 10 Submissions				\$14,232.70		
11.27	ii) 11 to 20 submissions				\$28,437.60		
11.28	iii) More than 20 submissions		Statutory	Non Taxable	\$30,014.40		
11.29	Stage 3 a) Adopting an amendment or a part of an amendment; and submitting the amendment for approval by the Minister; and b) giving notice of the approval of the amendment c)		Statutory	Non Taxable	\$453.10		
11.30	Stage 4 a) Consideration by the Minister of a request to approve the amendment; and b) Giving notice of approval of an amendment		Statutory	Non Taxable	\$453.10		
12	Building Fees						
	New houses						
12.1	\$120,000 minimum fees		Council	Non Taxable	\$1,421.68		
12.2	\$120,000 - \$200,000		Council	Non Taxable	\$1,708.68		
12.3	\$200,000 - \$320,000		Council	Non Taxable	\$2,167.88		
12.4	> \$320,000		Council	Non Taxable	Value/130		
	Alterations to Houses						
12.5	Up to \$5,000		Council	Non Taxable	\$328.00		
12.6	\$5,001 - \$12,000		Council	Non Taxable	\$632.43		
12.7	\$12,001 - \$20,000		Council	Non Taxable	\$753.38		
12.8	\$20,001 - \$80,000		Council	Non Taxable	\$877.40		
12.9	\$80,001 - \$120,000		Council	Non Taxable	\$1,366.33		
12.10	\$120,001 - \$200,000		Council	Non Taxable	\$1,710.73		
12.11	\$200,001 - \$300,000		Council	Non Taxable	\$2,164.80		
12.12	> \$320,001		Council	Non Taxable	Value/130		
	Garages						
12.13	Up to \$5,000		Council	Non Taxable	\$328.00		
12.14	\$5,001 - \$12,000		Council	Non Taxable	\$455.10		
12.15	\$12,001 - \$20,000		Council	Non Taxable	\$583.23		
12.16	\$20,001 - \$80,000		Council	Non Taxable	\$725.70		
12.17	> \$80,000		Council	Non Taxable	Value/130		
	Swimming & Fence						
12.18	Up to \$5,000		Council	Non Taxable	\$328.00		
12.19	\$5,001 - \$12,000		Council	Non Taxable	\$583.23		
12.20	\$12,001 - \$20,000		Council	Non Taxable	\$703.15		
12.21	\$20,001 - \$80,000		Council	Non Taxable	\$828.20		
12.22	> \$80,001		Council	Non Taxable	\$956.33		
	Demolition						
12.23	Class 1 or 10 building		Council	Non Taxable	\$279.83		
12.24	Other class buildings		Council	Non Taxable	\$559.65		
	Commercial						
12.25	Up to \$5,000		Council	Non Taxable	\$328.00		
12.26	\$5,001 - \$20,000		Council	Non Taxable	\$594.50		
12.27	\$20,001 - \$100,000		Council	Non Taxable	\$ value @ 1% + \$353		
12.28	\$100,001 - \$500,000		Council	Non Taxable	\$ value @ 3% + \$1,175		



WEST WIMMERA SHIRE COUNCIL SCHEDULE OF FEES & CHARGES 2020/21



	Description	Basis	Nature of Fee	GST	2019-20 INC GST	% Change	2020-21 INC GST
12.29	\$500,001 - \$2,000,000		Council	Non Taxable	\$ value @ 1% + \$2,590		
	Site Permit		Council		\$220.00		
	Public Place of entertainment		Council		\$350.00		
12.30	* Government Levy - Building Administration Fund (*Statutory Charge)			Non Taxable	\$ value @ 0.00128		
	* Consult & report for Variations		VBA				
	* Extend currency of Permit		VBA				
	Private building Surveyor Lodgement Fees		VBA				
	Info Request reg 326 (1) Permit Info, Final Certificates, Current Orders or Notices		VBA				
	Info Request reg 326 (2) Flooding, Termite, Bushfire, Snowfall, Designated		VBA				
	Info Request reg 326 (3) Mandatory notification states, inspection dates		VBA				
	Info Request with Plan copies (includes 306 (1))		VBA				
	Request for search of Building Permit Plans		VBA				
	* Report & Consent		VBA				
	Planning Authority for Demolition Section 29a of the Act		VBA				
	Building over Council Easement Reg 312 (3)		VBA				
	Requests Under Part 4, 5 or 8 of the Reg 604 (4)		VBA				
	Requests for Legal point of discharge for Stormwater Reg 610 (2)		VBA				
	* Admin Fees for illegal building process		VBA				
	New houses		VBA				
	Outbuildings		VBA				
	Additions to houses (includes alterations, pergolas & verandas)		VBA				
					Fees set by VBA new fees to be advised in July 2020 for 2020/21 financial year		
12.31	* Security Deposit for Relocation of Buildings				\$100.00 per square metre (max \$4,000)		
	External Inspections i.e. Private building surveyor etc						
12.32	Addition Inspection			Non Taxable	\$137.35		
12.33	Contract Inspection - Foundations, Reinforcement & Finals			Non Taxable	\$209.10		
12.34	Contract Inspection - Frame			Non Taxable	\$226.50		
12.35	Building Notices/Orders			Non Taxable	Building Fee + 50%		
13.36	Travel time & Vehicle cost where more than 5km from office			Non Taxable	\$1.10/km + \$84.00		
13	Transfer Station Fees						
	Green Waste						
	Car boot load				No charge		
	Single axle trailer (flush with sides)				No charge		
	Utility load (flush with sides)				No charge		
	Per cubic metre				No charge		
13.1	Contaminated Green Waste per cubic metre	Per cubic metre	Council	Taxable	\$27.00		
	Hard Waste						
13.2	General Waste	Per cubic metre	Council	Taxable	\$27.00		
13.3	Passenger car tyre	Per item	Council	Taxable	\$11.00		
13.4	Light truck tyre	Per item	Council	Taxable	\$16.00		
13.5	Heavy truck tyre	Per item	Council	Taxable	\$24.00		
13.6	Small tractor tyre	Per item	Council	Taxable	\$24.00		
13.7	Large tractor tyre	Per item	Council	Taxable	\$42.00		
13.8	Loads Concrete/Builders Rubble etc	Per cubic metre	Council	Taxable	\$80.00		
13.9	Clean concrete	Per cubic metre	Council	Taxable	\$55.00		
	Recyclables				\$0.00		
13.10	120 litre bin collection - to deposit waste at the transfer station	Per item	Council	Taxable	\$5.00		
13.11	Commercial 240 litre bin collection	Per item	Council	Taxable	\$7.00		
	Mattresses/Couches						
13.12	Single	Per item	Council	Taxable	\$25.00		
13.13	Double or larger	Per item	Council	Taxable	\$32.00		
13.14	Prescribed waste (Asbestos - must be wrapped)	Per 10m ²	Council	Taxable	\$15.00		
14	Waste Collection						
14.1	Rural 120 litre bin collection - annual charge - weekly collection	Yearly Fee	Council	Non Taxable	\$297.00		
14.2	Commercial 240 litre bin collection - annual charge - weekly collection	Yearly Fee	Council	Non Taxable	\$400.00		
14.3	Cost of 120 litre bin - new and replacement	Per bin	Council	Taxable	\$55.00		
14.4	Cost of 240 litre bin - new and replacement	Per bin	Council	Taxable	\$88.00		
14.5	Recycling bins	Per bin	Council	Taxable	\$45.00		
15	Pound Fees						
15.1	Pound Release Fees	Per occasion	Council	Taxable	\$45.00		
	Pound Release Fees Registered dog/cat - within 12 months from first impoundment		Council	Taxable	\$65.00		
15.2	Subsequent Pound Release Fee per cat/dog	Per occasion	Council	Taxable	\$100.00		
	Daily Food Fee						



WEST WIMMERA SHIRE COUNCIL SCHEDULE OF FEES & CHARGES 2020/21



	Description	Basis	Nature of Fee	GST	2019-20 INC GST	% Change	2020-21 INC GST
15.3	Dogs and Cats	Per animal per day	Council	Taxable	\$7.00		
15.4	Livestock - Small Animal (sheep or equivalent)	Per animal per day	Council	Taxable	\$7.00		
15.5	Livestock - Large Animal (cow or equivalent)	Per animal per day	Council	Taxable	\$12.00		
	<u>Surrendered Animals</u>						
	Registered				No charge		
15.6	Unregistered	Per animal	Council	Non Taxable	\$50.00		
	Feral Cat				No charge		
16	Local Laws						
16.1	Local Law Permit - droving livestock, excess animal numbers, alcohol permit for hotels for consumption of alcohol outside of hotel	Yearly	Council	Non Taxable	\$60.00		
	Daily - one off event - (e.g. street stall)	No charge			No charge		
	Local Law Admin fee/fire admin/impounding livestock act, domestic animals						
16.2	Breach of a notice to comply		Council	Non Taxable	\$160.00		