



COUNCIL MEETING MINUTES – 21 APRIL 2021 WEST WIMMERA SHIRE COUNCIL

HELD:	Wednesday 21 April 2021
LOCATION:	Edenhope Community Centre
COMMENCED:	2.00pm
PUBLIC ACCESS:	Open to the Public

IN ATTENDANCE:	
Councillors	Senior Management Group
Bruce Meyer OAM, Mayor Jodie Pretlove, Deputy Mayor	Paul Brumby Interim Chief Executive Officer (CEO)
Trevor Domaschenz Tom Houlihan Tim Meyer	Vin McKay Director Corporate & Community Services (DCCS)
	Officers Kaddie Cother, Governance Support Officer Melanie Jordan, Finance Coordinator Sarah Ellis, Manager Business Performance and Development

*The West Wimmera Shire Council Governance Rules
set out the meeting procedure rules for this Council Meeting.*

*Members of the public are reminded that they are required to remain silent
during this meeting, except during Section 4.0 Questions from the Gallery.*

Vision Statement:

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



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1.0 WELCOME

ACKNOWLEDGEMENT:

The West Wimmera Shire Council acknowledges the traditional custodians of the land on which we meet, and pays respect to their elders, past, present and emerging.

2.0 OPENING PRAYER – CEO

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

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

3.1 APOLOGIES

Mark Marziale, Director Infrastructure Works & Development

3.2 LEAVE OF ABSENCE

3.3 DECLARATION OF CONFLICT OF INTEREST

All Councillors have a personal responsibility to ensure they are aware of the provisions mandated in the Local Government Act 2020 with regard to Conflict of Interest disclosures.

Cr Pretlove declared conflict on item 16.3 – Goroke Recreation Reserve



4.0 QUESTIONS FROM THE GALLERY (maximum of 30 minutes)

4.1 WRITTEN QUESTIONS ON NOTICE

Governance Rules – Division 8 Section 53:

53.4 Questions submitted to Council can be submitted as follows:

53.4.1 In writing, stating the name and address of the person submitting the question and generally be in a form approved or permitted by Council; and

53.4.2 Placed in the receptacle designated for the purpose at the place of the meeting at least two hours prior to the Council meeting, or be lodged electronically at the prescribed email address at least two hours prior to the Council meeting.

53.5 No person may submit more than two questions at any one meeting.

The Question on Notice template is available from the Edenhope and Kaniva Council Offices, and from Council's website.

Written Questions on Notice submitted to Council no later than the deadline of 5:00pm on the Monday in the previous week to the relevant Council Meeting, will be included in the Agenda.

Written Questions on Notice submitted subsequent to that deadline can be lodged electronically to govmanager@westwimmera.vic.gov.au, no later than two hours prior to the Council Meeting.

RECOMMENDATION:

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

Moved: Cr Jodie Pretlove

Seconded: Cr Tom Houlihan

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

Carried (5/0)



4.2 VERBAL QUESTIONS WITHOUT NOTICE

Time permitting, this section of the Agenda allows members of gallery to ask verbal questions of Councillors, following the removal of standing orders and when prompted by the Mayor (Governance Rules Division 8 S53.4.3)

Members of the Gallery providing verbal questions without notice at a Council Meeting must state their name, to be recorded in the minutes (Governance Rules Division 8 S53.4.4)

No person may submit more than two questions at any one meeting (Governance Rules Division 8 S53.5)

RECOMMENDATION:

That Council resume Standing Orders.

Moved: Cr Jodie Pretlove

Seconded: Cr Trevor Domaschenz

That Council resume Standing Orders.

Carried (5/0)



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

5.1 COUNCILLOR BRUCE MEYER OAM (MAYOR)

23/03/2021 Audit & Risk Committee Meeting
23/03/2021 Lake Wallace Strategic Plan Community Consultation
24/03/2021 EPA Victoria Lemon Springs Illegal Dump Site Community Meeting
26/03/2021 Serviceton & District Action Group Community Tea & Forum
29/03/2021 McArthur CEO Briefing
30/03/2021 Council Planning Session – Day 1
31/03/2021 Council Planning Session – Day 2
07/04/2021 Councillor Forum
09/04/2021 CEO Council Briefing
09/04/2021 Birds Eye View – Goroke Silo Art Film
13/04/2021 Budget Session
13/04/2021 Councillor Briefing on Gender Equality Act
13/04/2021 Beverley McArthur MP Meeting
16/04/2021 Wimmera Regional Library Corporation Board Meeting
21/04/2021 Smart Urban Futures National Online Conference
21/04/2021 SMG Agenda Review
21/04/2021 Council Meeting

5.2 COUNCILLOR JODIE PRETLOVE (DEPUTY MAYOR)

23/03/2021 Audit & Risk Committee Meeting
29/03/2021 McArthur CEO Briefing
30/03/2021 Council Planning Session – Day 1
31/03/2021 Council Planning Session – Day 2
07/04/2021 Councillor Forum
09/04/2021 CEO Council Briefing
09/04/2021 Birds Eye View – Goroke Silo Art Film
13/04/2021 Budget Session
13/04/2021 Councillor Briefing on Gender Equality Act
13/04/2021 Beverley McArthur MP Meeting
21/04/2021 Smart Urban Futures National Online Conference
21/04/2021 SMG Agenda Review
21/04/2021 Council Meeting



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5.3 COUNCILLOR TREVOR DOMASCHENZ

- 24/03/2021 Lake Wallace Strategic Plan PCG Workshop
- 29/03/2021 McArthur CEO Briefing
- 30/03/2021 Council Planning Session – Day 1
- 31/03/2021 Council Planning Session – Day 2
- 07/04/2021 Councillor Forum
- 07/04/2021 Bowling Club Meeting
- 09/04/2021 CEO Council Briefing
- 09/04/2021 Birds Eye View – Goroke Silo Art Film
- 13/04/2021 Budget Session
- 13/04/2021 Councillor Briefing on Gender Equality Act
- 13/04/2021 Beverley McArthur MP Meeting
- 13/04/2021 Wimmera Development Association April Board Meeting
- 20/04/2021 Wimmera Mallee Tourism Meeting
- 21/04/2021 Smart Urban Futures National Online Conference
- 21/04/2021 SMG Agenda Review
- 21/04/2021 Council Meeting

5.4 COUNCILLOR TIM MEYER

- 23/03/2021 Kaniva & District Progress Association Meeting
- 24/03/2021 EPA Victoria Lemon Springs Illegal Dump Site Community Meeting
- 26/03/2021 Serviceton & District Action Group Community Tea & Forum
- 29/03/2021 McArthur CEO Briefing
- 30/03/2021 Council Planning Session – Day 1
- 31/03/2021 Council Planning Session – Day 2
- 07/04/2021 Councillor Forum
- 09/04/2021 CEO Council Briefing
- 09/04/2021 Birds Eye View – Goroke Silo Art Film
- 13/04/2021 Budget Session
- 13/04/2021 Councillor Briefing on Gender Equality Act
- 13/04/2021 Beverley McArthur MP Meeting
- 21/04/2021 Smart Urban Futures National Online Conference
- 21/04/2021 SMG Agenda Review
- 21/04/2021 Council Meeting



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5.5 COUNCILLOR TOM HOULIHAN

23/03/2021	Lake Wallace Strategic Plan Community Consultation
24/03/2021	EPA Victoria Lemon Springs Illegal Dump Site Community Meeting
29/03/2021	McArthur CEO Briefing
30/03/2021	Council Planning Session – Day 1
31/03/2021	Council Planning Session – Day 2
07/04/2021	Councillor Forum
09/04/2021	CEO Council Briefing
12/04/2021	Apsley Recreation Reserve Meeting
13/04/2021	Budget Session
13/04/2021	Councillor Briefing on Gender Equality Act
13/04/2021	Beverley McArthur MP Meeting
21/04/2021	Smart Urban Futures National Online Conference
21/04/2021	SMG Agenda Review
21/04/2021	Council Meeting

5.6 GENERAL DELEGATES' REPORTS

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

6.0 CONDOLENCES

7.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING – 17 MARCH 2021

RECOMMENDATION:

That the Minutes of the Council Meeting held on Wednesday 17 March 2021 be taken as an accurate record and confirmed.

Moved: Cr Trevor Domaschenz

Seconded: Cr Tim Meyer

That the Minutes of the Council Meeting held on Wednesday 17 March 2021 be taken as an accurate record and confirmed.

Carried (4/0/1(abstain due to absence))



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8.0 BUSINESS ARISING FROM PREVIOUS MINUTES

9.0 NOTICES OF MOTION

10.0 COUNCILLOR FORUM RECORD – 7 APRIL 2021

RECOMMENDATION:

That the Record for the Councillor Forum held Wednesday 7 April 2021 be received and noted.

Moved: Cr Jodie Pretlove

Seconded: Cr Trevor Domaschenz

That the Record for the Councillor Forum held Wednesday 7 April 2021 be received and noted.

Carried (5/0)

11.0 DEPUTATIONS AND PETITIONS



12.0 CHIEF EXECUTIVE OFFICER AND GOVERNANCE

12.1 S11 INSTRUMENT OF DELEGATION AND AUTHORISATION FOR AUTHORISED OFFICERS

FILE NUMBER: AD0183

REPORT AUTHOR: PAUL BRUMBY, CHIEF EXECUTIVE OFFICER

FOR DECISION

Introduction

To enable Council to appropriately conduct its business it has become necessary to provide (by resolution) the appointment of seven authorised officer status with the S11 Delegations.

Declaration of Interests

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

Background

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

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

The one attached document was created via the templates provided by Maddocks as part of the subscription to the delegation update service.

Risk Management Implications

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

Legislative Implications

The delegations comply with the requirements of the *Local Government Act 1989*, the *Food Act 1984*, the *Housing Act 1983*, the *Building Act 1993* and Regulations made under each of those Acts.



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Environmental Implications

Nil

Financial and Budgetary Implications

Nil Asset Management Policy, Municipal Health and Wellbeing Plan.

Policy and Strategy Implications

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

- Asset Management Policy
- Municipal Health and Wellbeing Plan

Council Plan Implications

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

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

Communication Implications

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

Conclusion

Providing authorised officer status to various officers is periodically required due to requirements of specific tasks and obligations to be undertaken.

OFFICER RECOMMENDATION:

That West Wimmera Shire Council, in the exercise of the powers conferred by s224 of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instruments of appointment and authorisation (the instruments), RESOLVES THAT:

1. **The members and contractors of Council staff referred to in the instruments S11 be appointed and authorised as set out in the instruments.**
2. **The instruments come into force immediately the Common Seal of Council is affixed to the instruments, and remains in force until Council determines to vary or revoke it.**



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3. The instruments be signed and sealed.

Moved: Cr Trevor Domaschenz

Seconded: Cr Jodie Pretlove

That West Wimmera Shire Council, in the exercise of the powers conferred by s224 of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instruments of appointment and authorisation (the instruments), RESOLVES THAT:

- 1. The members and contractors of Council staff referred to in the instruments S11 be appointed and authorised as set out in the instruments.**
- 2. The instruments come into force immediately the Common Seal of Council is affixed to the instruments, and remains in force until Council determines to vary or revoke it.**
- 3. The instruments be signed and sealed.**

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
12.1.1	Instrument of Delegations	
12.1.2	Instrument of Delegation (MBS)	



13.0 INFRASTRUCTURE DEVELOPMENT AND WORKS

13.1 MAINTENANCE OF GRASS KANIVA

FILE NUMBER: CMO509

REPORT AUTHOR: BERNIE MADDERN, CONTRACTS MANAGER

FOR DECISION

Introduction

Consideration of a report on the independent annual review of Contract CMO509 Maintenance of Grass Kaniva.

Background

When awarding Contract CMO509 Maintenance of Grass Kaniva to West Wimmera Shire Council at an ordinary meeting of Council on 19 February 2020, council also resolved that an independent annual review is carried out for the duration of the contract.

This is the first annual review of a three year contract which commenced on 1 March 2020.

Risk Management Implications

Nil

Legislative Implications

Nil

Environmental Implications

Nil

Financial and Budgetary Implications

Cost of review	\$643.50	dje Consulting
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Policy Implications

Nil



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Council Plan Implications

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

- Strategic Objective 3: Quality sustainable community services and infrastructure.

Communication Implications

Contract CMO509 Maintenance of Grass Kaniva was awarded to West Wimmera Shire Council at an ordinary meeting of Council on 19 February 2020. In awarding the contract, Council also resolved that an independent annual review be undertaken for the duration of the contract to ensure the successful bidder abides by all terms and conditions of the contract, and that the levels of service have not diminished from that provided by previous contractors.

With the upcoming anniversary Council Officers engaged David Eltringham OAM, an experienced Local Government Engineer to undertake this annual review. The review was conducted primarily remotely based on information supplied and concluded with a site visit for a visual inspection of all areas and to carry out interviews of several locals and Parks & Gardens team leader Phil Dixon.

All areas listed in the contract schedule except the Caravan Park were inspected and found to be very well maintained as per the specifications for the key areas of mowing, edge trimming, watering and fertilizing.

The review summary stated this assessment of the Contract performance for grass maintenance mowing and associated services for the presentation of public space lawn plantations indicates a high standard of work outcomes, high community praise for the standard of work and general compliance with the contract specifications. The objectives and expected outcomes of the contract are being achieved. General community opinion, as well as visual inspection, is that the township of Kaniva is well cared for, relaxed and orderly, presenting an "oasis" feel.

The review has included a number of recommendation for Councils consideration as follows:

- Maintenance of the east and west highway entrances,
- Commercial Street watering system
- A letter of appreciation to Parks & Gardens team leader Phil Dixon.

Note: The Commercial street watering system is currently in this year's budget.

Conclusion



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The review conducted by David Eltringham OAM gave a positive and pleasing report on the contractor's performance during the first twelve months of the contract. Community praise was high for the standard of work carried out and there were a number of compliments for Parks & Gardens team leader Phil Dixon.

OFFICER RECOMMENDATION:

1. That Council approves of the independent annual review conducted by David Eltringham OAM and the recommendation listed in the review be implemented.

Moved: Cr Jodie Pretlove

Seconded: Cr Trevor Domaschenz

1. That Council approves of the independent annual review conducted by David Eltringham OAM and the recommendation listed in the review be implemented.

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
13.1.1	CMO509 Contract – Maintenance of Grass in Kaniva	



14.0 CORPORATE AND COMMUNITY SERVICES

14.1 ASSET CAPITALISATION POLICY

FILE NUMBER: FM0021

REPORT AUTHOR: MELANIE JORDAN, FINANCE COORDINATOR

FOR DECISION

Introduction

A crucial building block of sound financial management is to have policies which indicate what Council's intent and direction will be in handling particular items and circumstances. This is so that Council can ensure that the disparate activities involved in financial management share a common purpose and direction.

Declaration of Interests

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.

Background

The Asset Capitalisation Policy was last reviewed by Council on 17 March 2017. It is important to regularly review and update this policy so that Council can keep abreast of improving techniques and technology in the asset management field and also of evolving business practices and demands placed upon Council.

Risk Management Implications

Failure to have an effective suite of financial and asset management policies may lead to ineffective use of Council's assets and potential financial misrepresentation of Council's assets. In this instance, failure to have an up to date Asset Capitalisation Policy may lead to Council incorrectly identifying, or failing to identify capital expenditure which may lead to a material misstatement of Council's financial performance and position.

Legislative Implications

The Asset Capitalisation Policy complies with the requirements of the relevant sections of the *Local Government Act 2020* and with the relevant Australian Accounting Standards.

Environmental Implications

Not Commented on.



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Financial and Budgetary Implications

Failure to have effective guidelines around asset related expenditure may lead to material misstatements of Council's financial position and performance by an incorrect identification of expenditure. This in turn can lead to serious budgeting errors where insufficient or over sufficient funds are allocated to asset maintenance and capital works. This can have serious implications for Council in calculating and allocating the correct amount of funds for future asset renewal.

Policy Implications

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

Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2013-2017:

- Strategic Objective 4: Increase community confidence in Council Service Levels
- Strategic Objective 6: Strengthen the culture and governance of the organisation

Communication Implications

The Asset Capitalisation Policy will be made available to all staff, for use as guidance when purchasing and budgeting.

Conclusion

The Asset Capitalisation Policy provides Council with a clear framework to ensure the correct treatment of capital expenditure and minimises the risk of materially misstating its financial performance and position. This policy was last adopted by Council on 17 March 2017 and is due for review.



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OFFICER RECOMMENDATION:

That Council adopt the draft revised Asset Capitalisation Policy

Moved: Cr Jodie Pretlove

Seconded: Cr Tom Houlihan

That Council adopt the draft revised Asset Capitalisation Policy

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
14.1.1	WWSC_Council Policy_Asset Capitalisation Policy DRAFT	



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14.2 BUILDING FEE REFUNDS POLICY

FILE NUMBER: FM0055

REPORT AUTHOR: MELANIE JORDAN – FINANCE COORDINATOR

FOR DECISION

Introduction

A crucial building block of sound financial management is to have policies which indicate what Council's intent and direction will be in handling particular items and circumstances. This is so that Council can ensure that the disparate activities involved in financial management share a common purpose and direction. This report presents the Building Fees Policy to Council for consideration and comment.

Declaration of Interests

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.

Background

All building works carried out within the shire which fall within the scope of the *Building Act 1993* and associated Building Regulations must obtain the appropriate permit. This includes all new construction as well as renovation and additions to existing buildings. The permit conditions include the payment of the applicable fee. The fee amount varies according to the nature and value of the building works and is outside the scope of the Building Fee Refunds Policy and this report.

On occasion, Council may be asked to refund or waive some or all of the applicable building fee. The Building Fee Refunds Policy outlines the circumstances where Council believes it reasonable to refund or waive some or all of a building fee.

This policy was last reviewed by Council on 19 April 2017. It is important to regularly review this policy to ensure relevance and compliance.

Risk Management Implications

Council is subject to the following risks associated with waiving or refunding building fees:

- | | |
|----------------|---|
| Financial Risk | - From reduced income: a large building development may attract fees in excess of \$10,000 |
| Fraud Risk | - It may be possible for officers to refund or waive building fees themselves or their associates are liable for if there are no control around the process |



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Reputational Risk - Council may suffer reputational damage from an inconsistent application of waivers or refunds of building fees.

The application of a clear and concise policy around the refund or waiver of building fees will mitigate these risks.

Legislative Implications

All building permits and fees are issued and charged in accordance with Victorian Building Regulations. With all refunds or waivers Council must operate under the 'Principals of Sound Financial Management' as dictated in the *Local Government Act 2020*.

Environmental Implications

Not commented on

Financial and Budgetary Implications

Any refund or waiver of fees will have financial implications via the reduction of income to Council.

Policy Implications

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

Building Fee Refunds Policy

Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2013-2017:

- Strategic Objective 1: Increase economic activity through the support of existing businesses and new investment
- Strategic Objective 2: Increased community amenity – protect unique values of our rural communities
- Strategic Objective 6: Strengthen the culture and governance of the organisation

Communication Implications

The Building Fee Refunds Policy will be made available to all Officers and Councillors. It is important that all Officers and Councillors who are in a position which involves communications with community members who are involved in building works are conversant with the policy so as to not give conflicting advice.



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Conclusion

The Building Fee Refunds Policy clearly sets out circumstances where Council may consider refunding or waiving all or part of a building fee. This policy was last adopted by Council on 19 April 2017 and is due for review.

OFFICER RECOMMENDATION:

That Council adopt the draft revised Building Fee Refund Policy

Moved: Cr Tim Meyer

Seconded: Cr Trevor Domaschenz

That Council adopt the draft revised Building Fee Refund Policy

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
14.2.1	WWSC_Council Policy_Building Fee Refunds Policy_DRAFT	



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14.3 WIMMERA REGIONAL LIBRARY SERVICE CONTINUANCE

FILE NUMBER: AD0068

**REPORT AUTHOR: VIN MCKAY, DIRECTOR CORPORATE AND
COMMUNITY SERVICES**

FOR DECISION

Introduction

West Wimmera Shire Council (Council) has resolved to remain a member of the Wimmera Regional Library Corporation (the Corporation). The Corporation's auditors have requested that Council provide a statement that it does not intend to withdraw or wind up the Corporation within the next 3 years.

Declaration of Interests

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.

Background

Council has been a member of the Wimmera Regional Library Corporation for a number of years. The Corporation provides Library Services to Council at static libraries located at Edenhope, Goroke, Harrow and Kaniva.

The Corporation also provides services to The Horsham Rural City Council. Prior to 1 July 2020 the Corporation also provided services to the Hindmarsh, Northern Grampians and Yarriambiack Shire Councils. These three Council withdrew from the Corporation effective 30 June 2020, after a long period of debate and consideration.

As part of this process Council carried out investigations into alternate models of providing library services. As a result of this Council considered that remaining in the Corporation with the Horsham Rural City Council was the best option for delivering library services to our residents. Accordingly at its November 2019 Confidential Council Meeting Council resolved:

Moved:	Cr Jodie Pretlove
Seconded:	Cr Richard Hicks



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That Council resolves to remain a member of the Wimmera Regional Library Corporation, with the Wimmera Regional Library Corporation providing all library services within West Wimmera Shire.

Carried (5/0)

The Corporations current Victorian Auditor General's Office (VAGO) agent auditors have requested that Council follow this with a statement indicating that Council continues to support the operation of the Corporation for a three year period, and does not intend to withdraw or cause the Corporation to wind up within that three year period. This is to satisfy the 'going concern' requirement of the audit.

Council may respond to this by resolving to support the ongoing operation of the Corporation and will not seek to withdraw or wind up the Corporation within the next 3 years.

Risk Management Implications

Council may be subject to the following risks from the provision of library services:

- Reputational risk from the perception of a lower service level
- Financial risk from the potential of increased direct costs.
- Service delivery risk if Council does not continue to fund the library service sufficiently into the future.

Legislative Implications

The *Local government Act 2020* does not mention Regional Library Corporations as the antecedent *Local Government Act 1989* did. However, legal advice indicates that the grandfathering provisions of the *Local Government Act 1989* will apply to the Corporation.

Environmental Implications

Not commented on

Financial and Budgetary Implications

By remaining within the Corporation Council commits to providing a funding amount annually to the Corporation to allow it to provide services. This amount is budgeted to be \$202,243 for 2021-22 (\$188,711 for 2020-21). Analysis has indicated that this amount is likely to be higher if Council had to fund all library operations and programs itself.

Policy Implications

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

Recreation Policy

Risk Management Policy



COUNCIL MEETING MINUTES – 21 APRIL 2021 WEST WIMMERA SHIRE COUNCIL

Council Plan Implications

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

- Strategic Objective 2: Meaningful partnerships to support advocacy priorities and service provision.
- Strategic Objective 3: Quality sustainable community services and infrastructure.
- Strategic Objective 5: Thriving, safe and diverse local communities.
- Strategic Objective 6: Participating in activities that address health and wellbeing issues.

Communication Implications

Council's resolution will be communicated to Ms Ann Twyford, Chief Executive Officer, Wimmera Regional Library Corporation who will provide it to the Corporation's auditors.

Conclusion

Council has resolved to remain part of the Wimmera Regional Library Corporation. This resolution was based upon a detailed analysis of service capacity and delivery and cost where it was shown that remaining within the Corporation was the best model for providing effective library services to the West Wimmera Community. It would seem a natural extension of this decision to provide a guarantee that Council would continue to support the operation of the Corporation for three years and will not seek to withdraw from the Corporation or to have the Corporation wound up within that three year period.



**COUNCIL MEETING MINUTES – 21 APRIL 2021
WEST WIMMERA SHIRE COUNCIL**

OFFICER RECOMMENDATION:

That Council resolves to:

1. Guarantee to support the operations of the Wimmera Regional library Corporation for a three year period; and
2. Will not seek to withdraw from the Wimmera Regional Library Corporation within that three year period; and
3. Will not seek to wind up the Wimmera Regional Library Corporation within that three year period.

Moved: Cr Tom Houlihan

Seconded: Cr Jodie Pretlove

That Council resolves to:

1. Guarantee to support the operations of the Wimmera Regional library Corporation for a three year period; and
2. Will not seek to withdraw from the Wimmera Regional Library Corporation within that three year period; and
3. Will not seek to wind up the Wimmera Regional Library Corporation within that three year period.
4. Appoint Vin McKay as the West Wimmera Shire Council Officer Representative on the Wimmera Library Corporation Board

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
	Nil	



COUNCIL MEETING MINUTES – 21 APRIL 2021 WEST WIMMERA SHIRE COUNCIL

14.4 MINUTES OF AUDIT & RISK COMMITTEE MEETING HELD 23 MARCH 2021

FILE NUMBER: FM0021

REPORT AUTHOR: MELANIE JORDAN, FINANCE COORDINATOR

FOR DECISION

Introduction

This report presents West Wimmera Shire Council (Council) with the minutes of the Audit and Risk Committee Meeting held 23 March 2021.

Declaration of Interests

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.

Background

Section 53 (1) of the *Local Government Act 2020* requires that each Council establish an Audit and Risk Committee. The Audit and Risk Committee is a formally appointed Advisory Committee of Council.

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

The Audit and Risk Committee (The Committee) does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and is therefore independent of management. The Committee does not have any role in relation to issues normally addressed by Council or a sub-committee of Council, which may have delegated powers and financial management responsibilities in relation to budgets, financing decisions and expenditure priorities. The Committee is a separate activity and acts independently of Council and does not have any role in relation to financial management issues or have any executory role or powers.



COUNCIL MEETING MINUTES – 21 APRIL 2021 WEST WIMMERA SHIRE COUNCIL

Risk Management Implications

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

Legislative Implications

The *Local Government Act 2020* requires that each Council establish an Audit and Risk Committee.

Environmental Implications

Not commented on.

Financial and Budgetary Implications

Not commented on.

Policy Implications

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

Fraud & Corruption Control Policy
Risk Management Policy

Council Plan Implications

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

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

Communication Implications

Not commented on.

Conclusion

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



**COUNCIL MEETING MINUTES – 21 APRIL 2021
WEST WIMMERA SHIRE COUNCIL**

OFFICER RECOMMENDATION:

That Council receives and adopts the minutes of the prior Audit and Risk Committee meeting held 23 March 2021.

Moved: Cr Trevor Domaschenz

Seconded: Cr Jodie Pretlove

That Council receives and adopts the minutes of the prior Audit and Risk Committee meeting held 23 March 2021.

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
14.4.1	2021 03 23 Audit Committee MINUTES - unconfirmed	E21/000038



COUNCIL MEETING MINUTES – 21 APRIL 2021 WEST WIMMERA SHIRE COUNCIL

14.5 SMALL BUSINESS FRIENDLY COUNCIL AND BUILDING BETTER APPROVALS PROJECT

FILE NUMBER: ED0095

**REPORT AUTHOR: SARAH ELLIS, MANAGER BUSINESS PERFORMANCE
AND DEVELOPMENT**

FOR DECISION

Introduction

West Wimmera Shire Council (Council) has an opportunity to sign on as a Small Business Friendly Council. A partnership with the Victorian Small Business Commission, Council already has in place the requirements to sign on and this commitment confirms Councils commitment to supporting local small businesses.

Declaration of Interests

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.

Background

The Victoria Small Business Commissioner, Judy O'Connell visited Kaniva and met with the Mayor, CEO and Council staff to discuss Council signing up to the Small Business Friendly Council (SBFC) which confirms Councils commitment to provide small business owners with the support they need to do business.

The Small Business Friendly Charter outlines shared goals for the Victorian Small Business Commission (VSBC) and participating local councils in working together to create a fair and competitive trading environment for small businesses. When signing the Charter, local councils are making important commitments including to:

- pay small business supplier invoices within 14 days.
- support local businesses in managing the disruption caused by infrastructure projects.
- streamline approval processes for people looking to open a business in the area.
- help set up and support local business networks.

Risk Management Implications



COUNCIL MEETING MINUTES – 21 APRIL 2021 WEST WIMMERA SHIRE COUNCIL

Over 50 Council across the state have signed up to this charter already, Council has a reputational risk if chooses not to sign up to the program.

Legislative Implications

Environmental Implications

Not commented on

Financial and Budgetary Implications

Council is already undertaking the key requirements of this charter, and there is no cost to signing up.

Policy Implications

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

- Business Assistance Scheme Policy
- Communications Policy
- Procurement Policy

Council Plan Implications

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

- Strategic Objective 1: A proactive, well governed, professional and financially sustainable organisation that encourages community participation.
- Strategic Objective 4: Building on our agricultural and business strengths and supporting economic development.

Communication Implications

If council proceed with signing on the Small Business Friendly Charter, it will be shared through local newspaper, Council website and Facebook page. The Victorian Small Business Commission (VSBC) will complete a media release.

Conclusion

Signing up to the Small Business Friendly Council initiative acknowledges the work that Council already does to support small business and give recognition to West Wimmera as being a supportive place to start up a small business.



**COUNCIL MEETING MINUTES – 21 APRIL 2021
WEST WIMMERA SHIRE COUNCIL**

OFFICER RECOMMENDATION:

That Council signs on to be a Small Business Friendly Council.

Moved: Cr Jodie Pretlove

Seconded: Cr Trevor Domaschenz

That Council signs on to be a Small Business Friendly Council.

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
14.5.1	Small Business Friendly Council Charter	ED0095



15.0 LATE ITEMS OF BUSINESS

Pursuant to West Wimmera Shire Council Governance Rules – Division 3 Section 20:

20. Urgent Business

If the agenda for a Council meeting makes provision for urgent business, business cannot be admitted as urgent business other than by resolution of Council, and only then if it:

20.1 relates to or arises out of a matter which has arisen since distribution of the agenda; and

20.2 cannot safely or conveniently be deferred until the next Council meeting.

OFFICER RECOMMENDATION:

That Council consider the following late items of business:

Moved: Cr Trevor Domaschenz

Seconded: Cr Jodie Pretlove

That Council consider the following late items of business:

15.1-2021/2022 BUDGET REPORT

FILE NUMBER:

REPORT AUTHOR: MELANIE JORDAN, FINANCE COORDINATOR

15.2-CEO APPOINTMENT

FILE NUMBER:

REPORT AUTHOR: JANET WATT, HUMAN RESOURCE MANAGER

Report to be discussed in Confidential Item 17.2

15.3- PROPOSED NAB BRANCH CLOSURE – KANIVA

FILE NUMBER:

REPORT AUTHOR: COUNCILLOR TIM MEYER

Carried (5/0)



**15.1 PUBLIC NOTICE OF PUBLIC SUBMISSION PERIOD FOR 2021/22
DRAFT BUDGET**

FILE NUMBER: FM0055

REPORT AUTHOR: MELANIE JORDAN, FINANCE COORDINATOR

FOR DECISION

Introduction

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

The Act also requires that Council update and adopt a Strategic Resource Plan with the budget annually. The Strategic Resource Plan provides forecasts and guidelines for the Council's financial performance and position for a further three year period following the budget. Council has provided summary information relating to the Strategic Resource Plan in its draft 2021/22 Budget, as per the requirements of the Regulations.

The processes to be undertaken for 2021/22 budget will reflect legislative requirements in accordance with the *Local Government Act 1989* (the Act) and *Local Government (Planning and Reporting) Regulations 2014* (the Regulations).

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

This report seeks Council to resolve to advertise the Draft 2021/22 Budget for public consultation and to accept public submissions on the Draft 2021/22 Budget for a period of 28 days ending 5.00pm Friday 21 May 2021.

Declaration of Interests

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

Background



COUNCIL MEETING MINUTES – 21 APRIL 2021 WEST WIMMERA SHIRE COUNCIL

The overall operating result budgeted for 2021/22 is a deficit of \$0.46 million. Given Council's very strong cash position, this budget reflects a drawdown of cash reserves of \$0.41 million in order to provide maximum benefit to the community, whilst still maintaining a strong working capital level and cash position. This operating deficit can be predominantly attributed to the following new or expanded initiatives:

Council recognises the importance of community and volunteer assistance, particularly as the recovery from the Covid-19 pandemic is still underway. As such, Council has committed additional funding to significantly expand the Community Grants Program. A new program to assist volunteer organisations is also proposed.

As external grants are of vast importance to Council's sustainability, Council has also committed additional cash to a shovel-ready projects fund to assist in the ability to apply for all available funding opportunities as they arise.

Income

Rates and charges revenue for 2021/22 is budgeted at \$8.08 million. This represents a 1.5% increase as per the rate cap under the 'Fair Go Rates System.' The preliminary valuations have shown an overall increase to property values of 19.18%. Due to this reason, the cent in the dollar rate is budgeted to decrease from \$0.002255 in 2020/21 to \$0.001920 in 2021/22, a decrease of 14.86%.

Council continues to maintain a low rate base when compared to other like Councils. Rates charged as a percentage of property values within the municipality has fallen to 0.22% across the 2021/22 proposed budget, which is significantly under the average for small rural councils at 0.6% (source: KnowYourCouncil.vic.gov.au).

Overall budgeted average rates and charges payable for 2021/22 will be \$1,696.55, including rates, municipal charge and waste management charge. This represents an increase of \$25.07 over the previous year.

Statutory fees and User fees both show small increases, largely in line with fee increases.

Budgeted operating grants income has shown a small decrease of \$35,000 over the 2021/22 projection. This is a result of a decrease in grants received by Council for emergency management during the Covid-19 pandemic. Additional funds may well be announced in the future, but at this time Council is not aware of any emergency management funding to be received in the 2021/22 year.

Capital grants budgeted show an increase of \$0.18 million for 2021/22. A decrease in funding from the LRCI program of \$0.41 million is offset by funding of \$1.04 million collectively from the Heavy Vehicle Safety and Productivity Program and Agrilinks Funding.

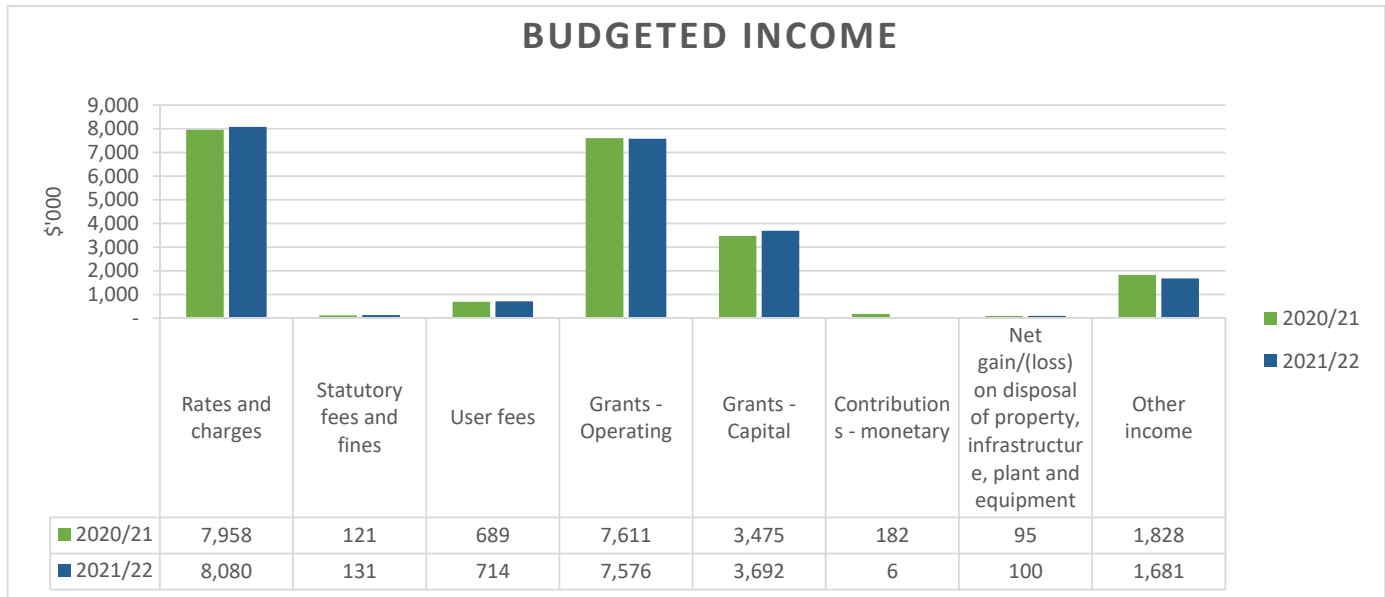
Contributions received refers to monies received from other sources such as community groups as a contribution to projects managed by Council. Contributions are anticipated to



COUNCIL MEETING MINUTES – 21 APRIL 2021 WEST WIMMERA SHIRE COUNCIL

decrease by \$0.18 million for 2021/22 in line with a reduction in projects carrying contributions.

Income sources and comparisons to the projected result for 2021/22 are summarised in the following chart and can be seen in the Comprehensive Income Statement in the attached proposed budget document. Total revenue is \$21.98 million, an increase of \$0.02 million on 2020/21 projections.



Expenditure

Employee operating costs for 2021/22 are budgeted at \$8.15 million. This represents a \$0.26 million or 3.31% increase over the forecasted amount for 2020/21. Wages and salaries are budgeted to increase in line with the current EBA, with larger increases expected for WorkCover and Superannuation.

Materials and services costs are budgeted to increase by \$0.29 million or 5.08% largely in line with expected cost increases. Notably, consultants are budgeted to increase 71.42% as a result of Council committing funds of \$0.18 million to shovel-ready projects.

A full independent revaluation of road assets was undertaken in October 2020 and has led to an increase in the carrying values of these assets. As such, depreciation will increase to \$8.02 million for 2021/22.

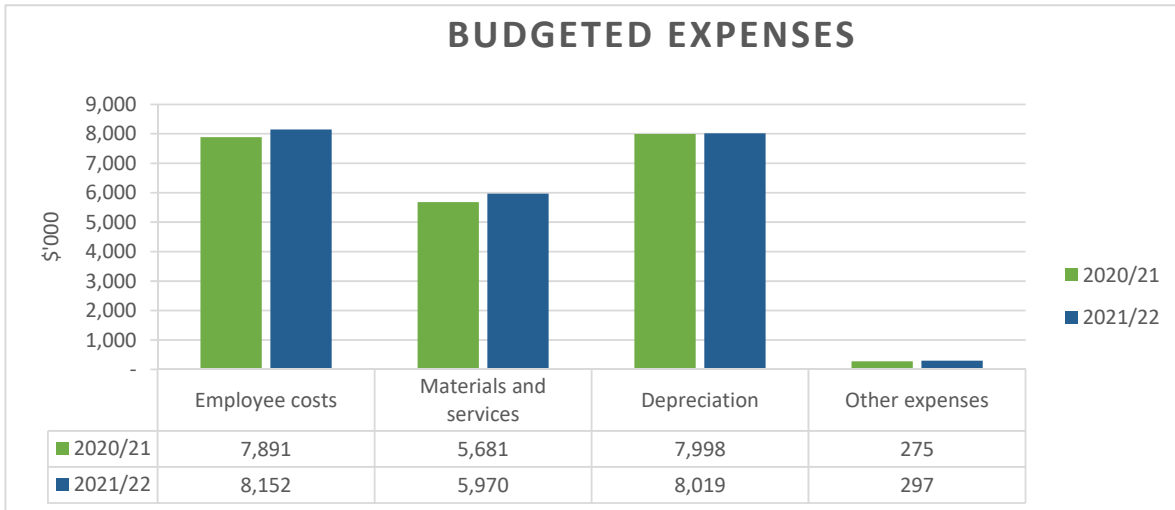
Other expenses have increased slightly by \$0.02 million, including increased lease costs on information technology equipment and office furniture.

Council proposes no new borrowings for the 2021/22 year.



COUNCIL MEETING MINUTES – 21 APRIL 2021 WEST WIMMERA SHIRE COUNCIL

The following charts summarise Council expenditure with the total anticipated expenditure for 2021/22 at \$22.44 million, an increase of \$0.59 million from the prior year.



The expected operating result for 2021/22 is a deficit of \$0.46 million. The adjusted underlying result, when non-recurrent capital grants and capital contributions are excluded, is a \$1.51 million deficit. Council's cash position is anticipated to decline by \$0.41 million from 2020/21 to \$13.82 million at 30 June 2022.

Council's capital works program for the 2021/22 year is budgeted to be \$8.06 million. This amount will include \$6.75 million in renewal expenditure. The capital works program will be funded by capital grants of \$3.71 million, the sale of redundant or obsolete assets and community contributions of \$0.23 million, whilst \$4.12 million will be funded from Council operations. Included in the budget papers is a detailed schedule of capital works.

Risk Management Implications

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

Legislative Implications

Extracts Local Government act 1989:



COUNCIL MEETING MINUTES – 21 APRIL 2021 WEST WIMMERA SHIRE COUNCIL

127. Council must prepare a budget

- (1) A Council must prepare a budget for each financial year.
- (2) The Council must ensure that the budget contains—
 - (a) financial statements in the form and containing the information required by the regulations;
 - (b) a description of the services and initiatives to be funded in the budget;
 - (c) a statement as to how the services and initiatives described under paragraph (b) will contribute to achieving the strategic objectives specified in the Council Plan;
 - (d) Major Initiatives, being initiatives identified by the Council as priorities, to be undertaken during the financial year;
 - (da) for services to be funded in the budget, the prescribed indicators of service performance that are required to be reported against in the performance statement under section 131;
 - (db) the prescribed measures relating to those indicators;
 - (e) any other information required by the regulations.
- (3) The Council must ensure that the budget also contains—
 - (a) the information the Council is required to declare under section 158(1);
 - (b) if the Council intends to declare a differential rate under section 161, the information listed in section 161(2);
 - (c) if the Council intends to declare a differential rate under section 161A, the information listed in section 161(2).
- (4) The Council must ensure that, if applicable, the budget also contains a statement—
 - (a) that the Council intends to apply for a special Order to increase the Council's average rate cap for the financial year under section 185E; or
 - (b) that the Council has made an application to the Essential Services Commission for a special Order under section 185E and is waiting for the outcome of the application; or
 - (c) that a special Order has been made in respect of the Council and a higher cap applies for the financial year.

129. Public notice

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



COUNCIL MEETING MINUTES – 21 APRIL 2021 WEST WIMMERA SHIRE COUNCIL

- (ii) any other place required by the regulations.
- (c) advise that the proposed budget or revised budget is published on the Council's Internet website for at least 28 days after the publication of the notice.

(4) A copy of the budget or revised budget must be displayed at the places specified under sub-section (3)(b) and (c).

130. Adoption of budget or revised budget

(1) A Council may adopt a budget or revised budget if it has complied with all of the relevant requirements of this Act relating to budgets and revised budgets.

(2) The Council must give public notice of its decision under sub-section (1).

(3) The Council must adopt the budget by 30 June each year, or such other date fixed by the Minister by notice published in the Government Gazette.

(4) The Council must submit a copy of the budget or revised budget to the Minister within 28 days after adopting the budget under subsection (3) or adopting the revised budget under subsection (1).

(5) The Minister may extend the period within which a Council must comply with sub-section (4).

(6) If a Council fails to submit a copy of the budget to the Minister within the time allowed, the Secretary must ensure that details of the failure are published in the annual report of the department.

(7) A Council must give the Minister any details concerning its budget or revised budget that the Minister requests.

(8) A Council must comply with sub-section (7)—

- (a) within 14 days of receiving a request in writing for the details from the Minister; or
- (b) within any longer period specified by the Minister in the request.

(9) A copy of the budget or revised budget must be available for inspection by the public at—

- (a) the Council office and any district offices; and
- (b) any other place required by the regulations.

223. Right to make submission

(1) The following provisions apply if a person is given a right to make a submission to the Council under this section (whether under this or any other Act)—

(a) the Council must publish a public notice—

- (i) specifying the matter in respect of which the right to make a submission applies;



COUNCIL MEETING MINUTES – 21 APRIL 2021 WEST WIMMERA SHIRE COUNCIL

- (ii) containing the prescribed details in respect of that matter;
- (iii) specifying the date by which submissions are to be submitted, being a date which is not less than 28 days after the date on which the public notice is published;
- (iv) stating that a person making a submission is entitled to request in the submission that the person wishes to appear in person, or to be represented by a person specified in the submission, at a meeting to be heard in support of the submission;
- (b) if a request has been made under paragraph (a)(iv), the Council must—
 - (i) provide the person with the opportunity to be heard in support of the submission in accordance with the request at a meeting of the Council or of a committee determined by the Council;
 - (ii) fix the day, time and place of the meeting;
 - (iii) give reasonable notice of the day, time and place of the meeting to each person who made a request;
- (c) if the committee determined under paragraph (b)(i) is not responsible for making the decision in respect of which the submissions have been made, the committee must provide a report on its proceedings, including a summary of hearings, to the Council or the special committee which is responsible for making the decision;
- (d) the Council or special committee responsible for making the decision must—
 - (i) consider all the submissions made under this section and any report made under paragraph (c);
 - (ii) notify in writing, each person who has made a separate submission, and in the case of a submission made on behalf of a number of persons, one of those persons, of the decision and the reasons for that decision.

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

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

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

Extract Local Government (Planning and Reporting) Regulations 2014:

PART 3—BUDGETS

9 The financial statements

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

- (a) contain a statement of capital works for the financial years to which the financial statements relate; and
- (b) be in the form set out in the Local Government Model Financial Report.



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10 Other information to be included

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

(a) a detailed list of capital works expenditure—

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

(ii) set out according to asset expenditure type;

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

paragraph (a), classified separately as—

(i) grants; and

(ii) contributions; and

(iii) Council cash; and

(iv) borrowings;

(c) a statement of human resources;

(d) a summary of expenditure in relation to the human resources referred to in the statement of human resources, categorised according to the organisational structure of the Council and classified separately as—

(i) permanent full time; or

(ii) permanent part time;

(e) a summary of the number of full time equivalent Council staff referred to in the statement of human resources, categorised according to the organisational structure of the Council and classified separately as—

(i) permanent full time; and

(ii) permanent part time;

(f) a list of grants by type and source, classified as—

(i) recurrent grants to be used to fund operating expenditure; or

(ii) recurrent grants to be used to fund capital expenditure; or

(iii) non-recurrent grants to be used to fund operating expenditure; or

(iv) non-recurrent grants to be used to fund capital expenditure;

(g) the total amount borrowed as at 30 June of the financial year compared with the previous financial year;

(h) the following information in relation to borrowings (other than borrowings to refinance existing loans)—

(i) in a budget that has not been revised, the total amount to be borrowed during the financial year compared with the previous financial year; or

(ii) in a revised budget, any additional amount to be borrowed compared with the budget or the most recent revised budget (as applicable);

(i) the total amount projected to be redeemed during the financial year compared with the previous financial year.

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

(a) if Council declares general rates under section 158 of the Act, the rate in the dollar to be levied for each type or class of land;



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- (b) the percentage change in the rate in the dollar to be levied for each type or class of land compared with the previous financial year;
- (c) the estimated amount to be raised by general rates in relation to each type or class of land compared with the previous financial year;
- (d) the estimated amount to be raised by general rates compared with the previous financial year;
- (e) the number of assessments in relation to each type or class of land compared with the previous financial year;
- (f) the number of assessments compared with the previous financial year;
- (g) the basis of valuation to be used under section 157 of the Act;
- (h) the estimated value of each type or class of land compared with the previous financial year;
- (i) the estimated total value of land rated under section 158 of the Act compared with the previous financial year;
- (j) the municipal charge under section 159 of the Act compared with the previous financial year;
- (k) the percentage change in the municipal charge compared with the previous financial year;
- (l) the estimated amount to be raised by municipal charges compared with the previous financial year;
- (m) the rate or unit amount to be levied for each type of service rate or charge under section 162 of the Act compared with the previous financial year;
- (n) the percentage change for each type of service rate or charge compared with the previous financial year;
- (o) the estimated amount to be raised by each type of service rate or charge compared with the previous financial year;
- (p) the estimated total amount to be raised by service rates and charges compared with the previous financial year;
- (q) the estimated total amount to be raised by all rates and charges compared with the previous financial year;
- (r) any significant changes that may affect the estimated amounts referred to in this subregulation to be raised.

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

11 Public notice of proposed budget or revised budget

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

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

Environmental Implications

Not commented on



COUNCIL MEETING MINUTES – 21 APRIL 2021 WEST WIMMERA SHIRE COUNCIL

Financial and Budgetary Implications

As detailed in this report and the draft 2021/22 budget.

Policy Implications

The proposed 2021/22 budget has an affect on all Council policies.

Council Plan Implications

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

- Strategic Objective 1: A proactive, well governed, professional and financially sustainable organisation that encourages community participation.
- Strategic Objective 3: Quality sustainable community services and infrastructure.
- Strategic Objective 4: Building on our agricultural and business strengths and supporting economic development.

Communication Implications

Council will undertake a public consultation period of 28 days under which members of the public are entitled to make formal submissions on the draft 2021/22 budget.

The documents will be placed on Council's website and physical copies made available in Council Offices in Edenhope and Kaniva. Council plans to hold at least two public workshops to explain and take questions on the draft 2021/22 budget with the community. Information on the community consultation sessions and the content of the draft budget, including where to access it, will also be publicised on social media.

Conclusion

Council has prepared its draft 2021/22 budget accordance with the provisions of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*. The next step in the process is for Council to resolve to advertise the draft budget for public consultation and submissions.

OFFICER RECOMMENDATION:

1. The 2021/22 draft budget be prepared by Council for the purposes of Section 127(1) of the *Local Government Act 1989*.

2. The Chief Executive Officer be authorised to:

- 1. Give public notice of the preparation of such budget, in accordance with Section 129 (1) of the *Local Government Act 1989*; and**



COUNCIL MEETING MINUTES – 21 APRIL 2021 WEST WIMMERA SHIRE COUNCIL

2. Make available for public inspection the information required to be made available in accordance with the *Local Government (Finance and Reporting) Regulations 2004*.

3. That Council:

- a) Seek any submissions on any proposal contained in such budget made in accordance with sections 129 and 223 of the Act, with such submissions closing 5.00pm Friday 21 May 2021;

b) Schedule any person wishing to be heard in support of their submission to the proposed budget, that they be heard by Council on Friday 28 May 2021 at Edenhope Council Chambers.

c) Consider a recommendation or notice of motion to adopt such budget at the Council Meeting on Wednesday 16 June 2021.

Moved: Cr Jodie Pretlove

Seconded: Cr Trevor Domaschenz

1. The 2021/22 draft budget be prepared by Council for the purposes of Section 127(1) of the *Local Government Act 1989*.

2. The Chief Executive Officer be authorised to:

1. Give public notice of the preparation of such budget, in accordance with Section 129 (1) of the *Local Government Act 1989*; and
2. Make available for public inspection the information required to be made available in accordance with the *Local Government (Finance and Reporting) Regulations 2004*.

3. That Council:

a) Seek any submissions on any proposal contained in such budget made in accordance with sections 129 and 223 of the Act, with such submissions closing 5.00pm Friday 21 May 2021;

b) Schedule any person wishing to be heard in support of their submission to the proposed budget, that they be heard by Council on Friday 28 May 2021 at Edenhope Council Chambers.

c) Consider a recommendation or notice of motion to adopt such budget at the Council Meeting on Wednesday 16 June 2021.

Carried (5/0)

Attachments:

No.	Name	RecFind Ref
1	Draft 2021/22 Budget	



**COUNCIL MEETING MINUTES – 21 APRIL 2021
WEST WIMMERA SHIRE COUNCIL**

15.2 CEO APPOINTMENT

FILE NUMBER:

REPORT AUTHOR: JANET WATT, HUMAN RESOURCE MANAGER

Report to be discussed in Confidential Item 17.2

15.3 PROPOSED NAB BRANCH CLOSURE – KANIVA

FILE NUMBER:

REPORT AUTHOR: COUNCILLOR TIM MEYER

Moved: Cr Tim Meyer

Seconded: Cr Tom Houlihan

That council organises an urgent meeting with representatives of the NAB over the proposed closure of the Kaniva branch;

And seek advice if the closure constitutes a breach of the recently signed contract for the Shire's banking services.

Carried (5/0)



**COUNCIL MEETING MINUTES – 21 APRIL 2021
WEST WIMMERA SHIRE COUNCIL**

16.0 SEALING SCHEDULE

16.1 SECTION 173 AGREEMENT – FARRAN

OFFICER RECOMMENDATION:

- 1) That Council sign and seal the Section 173 Agreement between West Wimmera Shire Council and Andrew Charles Cuninghame Farran in relation to land at 372 Edenhope-Penola Road, Edenhope.

Moved: Cr Jodie Pretlove

Seconded: Cr Trevor Domaschenz

- 1) That Council sign and seal the Section 173 Agreement between West Wimmera Shire Council and Andrew Charles Cuninghame Farran in relation to land at 372 Edenhope-Penola Road, Edenhope.

Carried (5/0)

16.2 SECTION 173 AGREEMENT – MCDONALD

OFFICER RECOMMENDATION:

- 1) That Council sign and seal the Section 173 Agreement between West Wimmera Shire Council and Paul Andrew McDonald and Cathryn Elizabeth McDonald, who are the registered proprietors of Crown Allotment 122 on the Parish of Toolongrook, being the property known as Arnolds & Smiths Road, Toolongrook, Victoria, Certificate of Title Volume 09150 Folio 942

Moved: Cr Trevor Domaschenz

Seconded: Cr Tim Meyer

- 1) That Council sign and seal the Section 173 Agreement between West Wimmera Shire Council and Paul Andrew McDonald and Cathryn Elizabeth McDonald, who are the registered proprietors of Crown Allotment 122 on the Parish of Toolongrook, being the property known as Arnolds & Smiths Road, Toolongrook, Victoria, Certificate of Title Volume 09150 Folio 942

Carried (5/0)



**COUNCIL MEETING MINUTES – 21 APRIL 2021
WEST WIMMERA SHIRE COUNCIL**

16.3 GOROKE RECREATION RESERVE PAVILLION CHANGE ROOMS

CONTRACT NO. CM0535

OFFICER RECOMMENDATION:

Cr Jodie Pretlove declared a conflict of interest in this item and left the Council Chamber at 3.24pm.

- 1) That Council sign and seal the Goroke Recreation Reserve Pavilion Change Rooms Contract No. CM0535 between West Wimmera Shire Council and Locks Construction Pty Ltd.**

Moved: Cr Tim Meyer

Seconded: Cr Trevor Domaschenz

- 1) That Council sign and seal the Goroke Recreation Reserve Pavilion Change Rooms Contract No. CM0535 between West Wimmera Shire Council and Locks Construction Pty Ltd.**

Carried (3/1(against)/1(absent))

Cr Jodie Pretlove returned to the Council Chamber at 3.26pm.



17.0 CONFIDENTIAL (PURSUANT TO LG ACT 2020 SECTION 66 (2)(a))

RECOMMENDATION

1. That Council pursuant to Section 66 (2)(a) of the Local Government Act 2020 close the meeting to members of the public at 3.27 pm to resolve on matters pertaining to the following items:

Moved: Cr Jodie Pretlove

Seconded: Cr Trevor Domaschenz

1. That Council pursuant to Section 66 (2)(a) of the Local Government Act 2020 close the meeting to members of the public at 3:27pm to resolve on matters pertaining to the following items:

17.1 INTERNAL AUDIT PROVIDER TENDER

17.2 CEO APPOINTMENT

Carried (5/0)

17.1 INTERNAL AUDIT PROVIDER TENDER - CMO537

2. That as required by Section 66 (5) (a) and (b) of the Local Government Act 2020, Council hereby records the ground or grounds for determining to close the meeting to the public as follows:

Item 17.1: INTERNAL AUDIT PROVIDER TENDER - CMO537

Grounds: LG Act 2020 Section 3 Confidential Information

Definition (a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;

Definition (g) private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;



COUNCIL MEETING MINUTES – 21 APRIL 2021 WEST WIMMERA SHIRE COUNCIL

Explanation: This report contains Council business information regarding commercial negotiations and private commercial information provided by the tenderers.

17.2 CEO APPOINTMENT

Item 17.2: CEO APPOINTMENT

Grounds: LG Act 2020 Section 3 Confidential Information

Definition (a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;

Explanation: This report contains Council business information regarding the selection of Council's next contracted Chief Executive Officer.

RECOMMENDATION

That the resolutions pertaining to Confidential / In-Camera items be adopted and made public (except where the resolution restricts publication) and that the reports for those items remain In-camera and that Council open the meeting to the public at 3.42 pm.

Moved: Cr Jodie Pretlove

Seconded: Cr Trevor Domaschenz

That item 17.2 CEO Appointment remain confidential until all parties have signed the amended contract.

Carried (5/0)



**COUNCIL MEETING MINUTES – 21 APRIL 2021
WEST WIMMERA SHIRE COUNCIL**

Moved: Cr Jodie Pretlove

Seconded: Cr Trevor Domaschenz

That the resolutions pertaining to Confidential / In-Camera items be adopted and made public (except where the resolution restricts publication) and that the reports for those items remain In-camera and that Council open the meeting to the public at 3:42pm.

Carried (5/0)

MEETING CONCLUDED: 3:47PM

**NEXT MEETING: WEDNESDAY 19 MAY 2021
KANIVA COUNCIL CHAMBER**