



COUNCIL MEETING AGENDA – 16 MARCH 2022 WEST WIMMERA SHIRE COUNCIL

TO BE HELD: Wednesday, 16 March 2022

LOCATION: Microsoft Teams

COMMENCEMENT: 2.00pm

PUBLIC ACCESS: Live Streaming from Council's website
www.westwimmera.vic.gov.au

REQUIRED TO ATTEND:	
Councillors	Executive Leadership Group
Bruce Meyer OAM, Mayor Jodie Pretlove, Deputy Mayor Trevor Domaschenz Tim Meyer Tom Houlihan	David Bezuidenhout Chief Executive Officer (CEO) Ram Upadhyaya Director Infrastructure, Development and Works (DIDW) James Bentley Director Corporate and Community Services (DCCS)

*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

OFFICER RECOMMENDATION:

That in view of risk mitigation during the current COVID-19 Pandemic, public access to this meeting will be limited to live streaming from Council's website www.westwimmera.vic.gov.au and a recording is to be made available post meeting via Council's website.

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

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

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

3.1 APOLOGIES

3.2 LEAVE OF ABSENCE

3.3 DECLARATION OF CONFLICT OF INTEREST

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



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 KatieFrost@westwimmera.vic.gov.au, no later than two hours prior to the Council Meeting.



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)



**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)

18/02/2022	Wimmera Regional Library Corporation
22/02/2022	Grampians CPH – RAG Meeting
28/02/2022	Serviceton Action Group Annual General Meeting
01/03/2022	Victorian Cross Border Commissioner Meeting with Luke Wilson
02/03/2022	Councillor Forum
08/03/2022	ALGA Pre-Federal Election Briefing with Shadow Minister for Local Government, the Hon Jason Clare MP
09/03/2022	Blazeaid Farewell BBQ Dinner
12/03/2022	J & B Greenhill/ West Wimmera Shire Council Edenhope Cup
13/03/2022	Johnny Mullagh Championship Cup with Steve Waugh
16/03/2022	Council Meeting

5.2 COUNCILLOR JODIE PRETLOVE (DEPUTY MAYOR)

28/02/2022	Wimmera Primary Care Partnership Inc. Committee of Management Meeting
02/03/2022	Councillor Forum
16/03/2022	Council Meeting

5.3 COUNCILLOR TREVOR DOMASCHENZ

22/02/2022	Wimmera Development Association Meeting
02/03/2022	Councillor Forum
15/03/2022	Wimmera Development Association Meeting
16/03/2022	Council Meeting

5.4 COUNCILLOR TIM MEYER

18/02/2022	Rail Freight Alliance AGM & Meeting
22/02/2022	Goroke Recreation Reserve – Pavilion and Change Rooms Project Update & Participation Plan
28/02/2022	Serviceton Action Group Annual General Meeting
02/03/2022	Councillor Forum
09/03/2022	Blazeaid Farewell BBQ Dinner
12/03/2022	J & B Greenhill/ West Wimmera Shire Council Edenhope Cup
13/03/2022	Johnny Mullagh Championship Cup with Steve Waugh
16/03/2022	Goroke Recreation Reserve – Pavilion & Change Rooms Project Site Visit
16/03/2022	Council Meeting



5.5 COUNCILLOR TOM HOULIHAN

25/02/2022 Grampians Central West Waste & Resource Recovery Group
02/03/2022 Councillor Forum
16/03/2022 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

6.1 DOUGLAS KEVIN HAWKER

Mr Douglas Kevin Hawker was elected as a Councillor of the former Shire of Kaniva in 1971 and held this role until 1990. During his time as a Councillor, he was elected Kaniva Shire President in 1974 – 1975.



**7.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING –
WEDNESDAY 16 FEBRUARY 2022**

RECOMMENDATION:

That the Minutes of the Council Meeting held on Wednesday, 16 February 2022 be taken as an accurate record and confirmed.

8.0 BUSINESS ARISING FROM PREVIOUS MINUTES

9.0 NOTICES OF MOTION

10.0 COUNCILLOR FORUM RECORD

10.1 COUNCILLOR FORUM RECORD – 2ND MARCH 2022

RECOMMENDATION:

That the Record for the Councillor Forum held Wednesday 2nd March 2022 be received and noted.

11.0 DEPUTATIONS AND PETITIONS

12.0 CHIEF EXECUTIVE OFFICER



13.0 CORPORATE AND COMMUNITY SERVICES

13.1 APPOINTMENT OF AN AUTHORISED OFFICER PURSUANT TO THE PLANNING AND ENVIRONMENT ACT 1987 – STATUTORY PLANNING

FILE NUMBER:

REPORT AUTHOR: KATIE FROST, GOVERNANCE COORDINATOR

FOR DECISION

Introduction

The purpose of this report is to recommend that Council approve a new Instrument of Authorisation to a staff member.

The Manager Planning and Environment will commence leave on 15th March 2022 and the Environmental Health Officer, Nicole Wearne, will be the Acting Manager Planning and Environment. As a result, Council needs to issue an Instrument of Appointment as an authorised officer for the relevant period.

Declaration of Interests

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

Background

Section 224 of the *Local Government Act 1989* and numerous other Acts and Regulations require that authorised officers (Council staff or the staff of contractors) be appointed for the purposes of the administration and enforcement of any Acts, Regulations or local laws which relate to the functions and powers of the Council. Authorisations are reviewed regularly and are updated due to:

- a) appointment of new staff;
- b) changes in the names of Acts;
- c) the introduction, amendment or revocation of legislation;



- d) changes in position titles; and
- e) changes in roles.

In most cases, the authorisations are approved by the Chief Executive Officer, but the *Planning and Environment Act 1987* specifically requires that authorisations under that Act be issued by resolution of the Council and sealed.

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 proposed authorisation complies with the requirements of the:

- a) *Local Government Act 1989*;
- b) *Local Government Act 2020*; and
- c) *Planning & Environment Act 1987*.

Environmental Implications

Not applicable.

Financial and Budgetary Implications

Not applicable.

Policy Implications

Not applicable.

Council Plan Implications

This report supports the following section of the Council Plan 2021-2025:

- Goal 4 – Good Governance



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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 her new authorisation.

The Register of Authorisations is a public document.

Gender Equality

Not commented on.

Conclusion

Appointing authorised officers is periodically required due to the statutory requirements of specific tasks and obligations to be undertaken.

OFFICER RECOMMENDATION

That Council approve the attached Instrument of Authorisation.

Attachments:

No.	Name	RecFind Ref
13.1.1	S11A Instrument of Authorisation – Nicole Wearne	



13.2 PRICING POLICY

FILE NUMBER: FM0055

REPORT AUTHOR: LEILANI DAWES, REVENUE MANAGER

FOR DECISION

Introduction

West Wimmera Shire Council (Council) adopted a Revenue and Rating Plan in accordance with s93 of the *Local Government Act 2020*. The Revenue and Rating Plan requires Council to develop and adopt a Pricing Policy (Policy) to increase transparency, consistency and understanding of how fees and charges are set. The development of this Policy is also aligned with recommendations from the Victorian Auditor-General Office, Fees and Charges – Cost Recovery by Local Government report (2010).

A copy of the draft Pricing Policy is attached. **(Attachment1)**

Declaration of Interests

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

Background

Council provides a vast range of services to the community. When planning for a service, Council decides on the level of rate contribution it will allocate to support the service proportionate to its community benefit. Council places a high priority on ensuring accessibility to particular services and orientating them to its community. If the rate base does not cover the full cost of the delivering the service, the balance of the cost needs to be recovered from fees and charges or other revenue sources.

The Pricing Policy will provide Council and officers with tools and parameters to set fees and charges and assign subsidies with transparency and clarity.

Risk Management Implications

Defining the parameters and considerations to be made when establishing fees and charges by developing this Policy, ensures we are compliant with the overarching Revenue and Rating Plan. Failure to do so will result in non-conformance with this plan. The Policy will also mitigate any reputational risk that may arise from the setting of fees and charges by enhancing transparency and clarity about how and why these charges are set.



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The Policy will strengthen budget decision making by calculating the requirements for subsidised costs from other revenue sources, enhancing visibility over need and distribution of general funding used to provide or subsidise community services.

Legislative Implications

The Policy supports the implementation of the overarching governance principles and supporting principles as defined by section 9 of the *Local Government Act 2020*.

In particular:

- s9(2)(b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- s9(2)(g) the ongoing financial viability of the Council is to be ensured;
- s9(2)(i) the transparency of Council decisions, actions and information is to be ensured.
- s9(3)(d) the financial management principles;
- s9(3)(b) the public transparency principles;
- s9(3)(e) the service performance principles.

The Policy also supports sections 58 public transparency principles, 105 financial performance principles and 106 service performance principles.

Environmental Implications

No environmental implications identified.

Financial and Budgetary Implications

The Policy will influence budgetary inputs by providing the parameters for establishing fees and charges. This process will include full costing analysis for each service, including full subsidy services, and rationale for levels of subsidy provided.

This level of detail will enhance budgetary and financial understanding of the distribution of general revenue sources across service delivery areas.

Policy Implications

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

Community Engagement Policy

Council Grants Policy

Council Major Hall Hire Policy

External Hire of Plant Policy

Fraud & Corruption Control Policy

Risk Management Policy

Revenue & Rating Plan



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Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2021-2025:

- Goal 1 – Liveable & Healthy Community
- Goal 4 – Good Governance
- Goal 5 – Our Commitment

Communication Implications

Community engagement for the Policy will be undertaken in alignment with the Community Engagement Policy.

Level of Engagement: Inform

Type of Engagement: Participatory (advertised on website prior to Council Meeting)

Communication Plan

1. Draft Pricing Policy prepared by officers and loaded to website for viewing prior to Council Meeting.

The community consultation is proposed to be at the inform level for this Policy.

Gender Equality

A Gender Impact Assessment (as defined in the *Gender Equality Act 2020*) has been undertaken in relation to this matter (**Attachment 2**).

Conclusion

The Pricing Policy has been drafted in accordance with The Revenue and Rating Plan and VAGO recommendations. The policy will not dramatically change fees and charges and will enhance transparency around how and why they are set and improve understanding of revenue distribution with regards to service subsidy.

OFFICER RECOMMENDATION:

That the draft Pricing Policy (Attachment 1) is adopted.

Attachments:

No.	Name	RecFind Ref
13.2.1	Pricing Policy Draft	
13.2.2	Pricing Policy Gender Impact Assessment	



13.3 AUDIT & RISK COMMITTEE CHARTER REVIEW

FILE NUMBER: FM0021

REPORT AUTHOR: MELANIE JORDAN, CHIEF FINANCIAL OFFICER

FOR DECISION

Introduction

This report presents West Wimmera Shire Council (Council) with the Audit and Risk Committee Charter, which has been subject to its' annual review as outlined in the Charter.

A copy of the draft revised document is attached. (**Attachment 1**)

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.



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/s of the West Wimmera Shire Council Plan 2021-2025:

- Goal 4 – Good Governance

Communication Implications

Not commented on.

Gender Equality

A Gender Impact Assessment (as defined in the Gender Equality Act 2020) has been undertaken in relation to this matter in accordance with the Gender Equality Act (2020).



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Conclusion

The Audit and Risk Committee is a formally appointed Advisory Committee of Council and is governed by its Charter. The Charter is required to be reviewed annually and, per section 5.8 of the Charter, must obtain Council's approval for any proposed changes following the review. The following changes have been made to the charter since the last review in December 2020:

- The addition of a maximum term for independent members (nine years) added to section 3
- Other minor editorial changes

OFFICER RECOMMENDATION:

That Council approves the draft (Attachment 1) Audit and Risk Committee Charter.

Attachments:

No.	Name	RecFind Ref
13.3.1	Charter Audit Committee 2021 (mark up edit)	



13.4 PROPOSED PILOT CHILD CARE SERVICE UPDATE BRIEFING

FILE NUMBER:

**REPORT AUTHOR: VIN MCKAY INTERIM MANAGER COMMUNITY
DEVELOPMENT AND TOURISM**

FOR DECISION

Introduction

The purpose of this report is to update Council on progress with the development of the proposed pilot childcare service in Edenhope. Importantly, the report recommends that Council formally authorise the commencement of the Pilot long day care program at the present Edenhope Kindergarten site.

The final steps of the feasibility study (market testing) and seeking approvals for gaining access for families to the Federal Government's Childcare Subsidy Scheme (CCS) and other state government operating approvals are nearing completion. These approval processes have been guided by Community Child Care Association (CCC). The outcome of the market testing process was seen as the last piece of information required by Council to verify feasibility of the proposed project and to inform Council's final decision for the program to commence.

Declaration of Interests

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

Background

The last official reports on this matter were considered by Councillors at the Special Councillor Forum held on 20 December 2021 and the Councillor Forum on 3 March 2022.

At the December meeting, Councillors considered a report that was held over from the December Councillor Forum. An addendum report was also made available at that time and a Power Point presentation was delivered by the present author. The December report introduced the issues arising regarding the uncertain future of the Edenhope based Family Day Care (FDC) program. Officers have maintained ongoing dialogue with both Uniting Vic/Tas and the local provider. Families have been advised that any child currently enrolled in FDC will be allocated a place in the pilot long day care service should FDC be discontinued.



At the Forum Meeting in December, Councillors indicated their agreement to the officer proposal to commence the last phase of the feasibility study i.e. Undertake a market testing process to confirm the numbers of children likely to be enrolled given a specific care model with identified numbers of places on any given day. It was also agreed that officers should commence the process of preparing applications to both State and Federal Authorities for all necessary approvals.

Report

Market Testing

The opportunity for families to formally indicate their interest in enrolling their children in the pilot program went live on Council's website on 21 February 2022. From that date, families were able to submit their enrolment form and pay a \$100 deposit. All required information, including details about the proposed model, was available on the website several days before 21 February so families could consider their options in a timely manner prior to submitting their application for enrolment. The chance to enrol closed on 7 March.

Prior to finalising the pilot model and corresponding communications to families, a copy of the draft information package was provided to a sample group of parents and a number of internal and external parties who have assisted with the childcare studies and service development. The feedback was invaluable, resulting in several minor changes to both the model and the communications. The most significant changes proposed for the market testing exercise, and which were subsequently included, were that we should offer both before kindergarten and after kindergarten care as an option and that the service should operate from 8.00am to 5.00pm. An additional fee of \$15 per hour for before and after kinder care was included in the market testing process.

The market testing data was collected by asking families to complete expression of interest forms for places in a four day per week "wrap around model". The model proposed also offered the option for families to indicate their wishes for school holiday care and before and after kindergarten care. The model indicated there would be 8 places Monday – Thursday for children below 3 year old kindergarten eligibility age. The model also offered 11 day care places for 3 and 4 year olds on a Monday and on kindergarten days (Tuesday, Wednesday, Thursday), it offered a varied number of places dependant on present day kindergarten enrolments – specifically 16 places Tuesday, 9 places Wednesday and 12 places Thursday.

The market testing/enrolment process results produced the evidence we required about demand and some specific aspects of that demand. The under 3 places were significantly over subscribed and there were only small numbers of requests for places in the 3 and 4 year old group. Market testing has also verified that the need for places for 3 and 4 year olds is already largely fulfilled through the current provision of long day kindergarten programs over three days (equivalent of 60 full day care places).



Officers are currently considering:

- How the minimal additional 3-4 year old demand is best satisfied without jeopardising financial viability.
- How the significant demand for the under 3 year olds beyond the 8 places for 4 days per week “offered” in the market testing can be met.

Approvals

As discussed above, all necessary processes to gain approvals from both Federal and State Governments are in train. This work is guided by Community Child Care (CCC) and the use of their proven templates and staff expertise is invaluable. Notwithstanding, there is still significant work required to be undertaken by council officers to complete the development of mandatory policies and procedures. Gaining approvals to administer the Child Care Subsidy scheme is particularly onerous.

Staffing

Following receipt of indications of support from Councillors at the March Forum to commence formal processes for commencement of the childcare service, officers have ramped up activities to recruit staff necessary to commence the service on 26 April. A formal staff recruitment program has been developed which is consistent with Council’s Recruitment Policy, but utilises on line applications to speed up the process.

Service Model

It is proposed the model employed for market testing be implemented immediately.

It is also proposed that officers investigate the possibility of extending the service capacity as soon as possible but recognising this could only be realistically achieved in a progressive manner.

The essential elements of the initial service offering proposed are:

- A 4 day per week long day care service (Monday – Thursday)
- 3 and 4 year old children to be included as a “wrap around model”. Details discussed in previous reports.
- Numbers in the 3 and 4 year old room to be capped at 33 on any given day for aggregate kindergarten and childcare enrolments.
- Children 0 - 2 years in separate room, to be capped initially at 8 but will be reviewed constantly, subject to staffing and successful implementation of all processes and regulatory requirements. The intention is to ramp up service levels to meet market demand by considering accepting up to 12 children and possibly extending to include Fridays.
- Childcare to be provided in a “wrap around” model during school terms (40 weeks per year) and to be delivered as a stand-alone service 8 weeks per year.



Service evaluation

Given the service is being established as a Pilot Program, it is vital it is professionally evaluated. Officers are currently developing the means by which this can best be undertaken and are having discussions with both Murdoch Children's Research Institute (MCRI) and Community Child Care (CCC). This evaluation process will be consistent with the principles drawn on so far. i.e. We will be guided by experts and informed by data. A formal evaluation of the program will also help inform how childcare market demands can best be provided in future years throughout the entire Shire.

Demand in Goroke

As a bi product of the market testing process, it has been established there is unmet market demand for childcare places in Goroke. Officers are currently examining the possibility of supporting the establishment of a Family Day Care Program delivered from the Goroke kindergarten on the three days of kindergarten is not provided from that facility.

If a Goroke FDC program were to be established, it would be under the auspice of Uniting Vic/Tas making its establishment relatively simple and speedy if a carer is available.

The advantage of the establishment of the Goroke program, aside from the obvious convenience benefits for Goroke families, is that it would reduce the pressure for places in Edenhope.

Risk Management Implications

Addressed in previous reports

Legislative Implications

Addressed in previous reports

Environmental Implications

N/A

Financial and Budgetary Implications

The market testing process has determined the provision of the proposed pilot childcare service, delivered through a "wrap around" model, is viable and that Council will be able to operate the service without additional burden on rate payers.



An initial budget will be finalised once staffing and enrolment numbers to be accepted is finalised. The budget will be varied over time as numbers provided for varies and commensurate staffing is ramped up. The service will be established with sustainability and reliability in mind. Therefore, the intention is to generously resource the service from a staff perspective and to have back up staff available to fill in at short notice.

Initial financial conclusions were based on conservative estimates about take up of available places (75%) with daily fees of \$125 for children up to three years old and \$115 for three years and over. A fee of \$15 per hour will be charged for before and after kindergarten care. Market testing has confirmed our market demand position is greater than 100%.

Policy Implications

A series of complex policy documents is being prepared as part of the CCS requirements by the Federal Government. These documents will be made available to the public.

Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2021-2025:

- Goal 1 – Liveable & Healthy Community
- Goal 4 – Good Governance
- Goal 5 – Our Commitment

At its June 2021 Meeting, Council resolved to:

- a) Allocate \$20,000 to assist with investigation and strategy development aimed at ensuring the provision of sustainable childcare services in the Shire immediately.
- b) Request officers provide a further report to Council outlining a process aimed at ensuring Edenhope has adequate child care support in future years.
- c) Refer provision of child care services within the Shire for inclusion in the Council Plan 2021 – 2025 which is currently under development.

This resolution resulted in the following entries into the new Council Plan.

Specific references in the Council Plan include:

1.4 Deliver quality services that support community life

1.4.1 Partner with key stakeholders to complete a study of current and future childcare requirements across the shire and define Council's role in the planning, service development and facility provision requirements.



- 1.4.2 Advocate for funding support from State and Federal Governments to assist with development and ongoing childcare solutions.
- 1.4.3 Support the implementation of childcare initiatives across shire.
- 1.4.4 Work with key partners to encourage rural employment.
- 1.4.5 Partner with other agencies in attracting additional training opportunities /short courses.
- 1.4.6 Collaborate with local schools to assist with funding advocacy where required.
- 1.4.7 Secure ongoing, flexible, rural appropriate funding to support Maternal and Child Health and other Early Years initiatives.

Communication Implications

Officers have provided updated information to key stakeholders at each step of the feasibility process. Relevant stakeholders have been engaged at various stages in finalising the model to be tested.

A press release was issued in mid-January advising of actions discussed and agreed at the Special Councillor Forum held on 20 December. A further press release was distributed in mid-February regarding the publication of the proposed model and enrolment expression of interest process. Detailed information was posted on Council's website.

Key stakeholders, prospective service users and the general public will be advised of the outcome of the feasibility study and Council's ultimate decisions regarding the proposed pilot long day care service.

Broader advice to the public will be provided following final decisions being made by Council.

Gender Equality

A Gender Impact Assessment (as defined in the Gender Equality Act 2020) has been undertaken in relation to this matter in accordance with the Gender Equality Act (2020). This assessment was distributed to Councillors with the September 2021 Forum Report and remains relevant and accurate at the time of writing this report.

Conclusion

The investigation into the feasibility of establishing a pilot childcare service is entering the final stages. Council can now make an informed decision about whether it should approve the commencement of the Edenhope pilot long day care service. Council can make this decision having been guided throughout the process by experts and informed by reliable data. The Pilot Program will be evaluated drawing on the same principles.



OFFICER RECOMMENDATION:

That Council:

- 1. Authorise officers to apply for all necessary State and Federal Government approvals to commence the Pilot Edenhope long day care service discussed in this report.**
- 2. Authorise the CEO to enter into any consequential agreements concerned with the establishment of the service.**
- 3. Agree to the registered name of the service being “Edenhope Early Childhood Service”**
- 4. Authorise officers to commence the process of recruitment and appointment of staff in accordance with rostering and administrative requirements of the Service.**
- 5. Approves the initial service offering to be in accordance with the model “offered” in the market testing process outlined in this report.**
- 6. Authorise officers to increase the service offering after an initial establishment period and subject to qualified staffing availability.**
- 7. Authorise officers to facilitate the establishment of a Family Day Care Service at the Goroke Kindergarten to operate 3 days per week. In doing so, the CEO may enter into Agreements with an approved Family Day Care provider for the use of the Goroke premises.**
- 8. Notes that a waiting list will be established for those children who cannot be accommodated in the first round of offers.**

Attachments:

No.	Name	RecFind Ref
13.4.1	Edenhope Childcare Media Release	



13.5 ENABLING TOURISM FUND – GRANT APPLICATIONS

FILE NUMBER:

REPORT AUTHOR: VIN MCKAY, INTERIM MANAGER COMMUNITY DEVELOPMENT AND TOURISM

FOR DECISION

Introduction

This report provides an opportunity for Council to endorse submission of two West Wimmera Shire Council's applications to the Enabling Tourism Fund Grant Program.

The report also provides background information on two applications which have been submitted by the Wimmera Mallee Tourism Board (WMT). These applications have been supported by way of a letter of support from the CEO.

Applications to the Enabling Tourism Fund Grant Program closed on Friday 4 March 2022. Due to the tight timeframes, there was no opportunity for Council to take a formal decision at a scheduled Council Meeting in relation to proposed applications to this fund. This report offers the opportunity for Council to endorse applications which were submitted with the knowledge that Councillors had been briefed on these proposed actions at the March Councillor Forum and that Councillors had indicated their support. Council is also asked to confirm financial commitments for co-funding contributions should the applications be successful.

Should the grant applications be successful, projects must be completed by 30 June 2023.

Declaration of Interests

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

Background

The Victorian State Government recently announced a grant program which is aimed at revitalising and growing Victorian tourism.

According to the Enabling Tourism Fund Guidelines, the overarching Visitor Economy Recovery and Reform Plan (VERRP) is underpinned by an investment of \$633 million. The broader program strategies aim at attracting more international, interstate and intrastate visitors by making the most of marketing expenditure, transforming Regional Tourism Boards and ensuring state-wide collaboration.



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The VERRP focuses on 4 key experience pillars which are sustainable competitive strengths for Victoria, and which provide significant opportunities for growth. The four pillars are – Nature, Epicurian, Arts and Culture, and First Peoples' led experiences.

The Tourism Infrastructure Program (TIP) and has a total funding pool of \$309 million of which the Enabling Tourism Fund has \$10 million. There are four pillars identified that would attract funding as they have been identified as potential tourism growth areas.

The Enabling Tourism Fund program guidelines include the following:

The objectives of ETF – Competitive Round are:

- *Build a strong pipeline of demand-driving public and private tourism infrastructure projects and progress them towards investment-ready status.*
- *Develop strategic tourism infrastructure projects that will increase visitation, improve quality of customer experience, and increase visitor yield and length of stay.*
- *Develop projects that broaden Victoria's tourism offering, and support and encourage year-round visitation and dispersal across regional Victoria.*
- *Leverage and facilitate private sector investment, including through strengthening public tourism infrastructure.*

Activities funded through ETF – Competitive Round must support the delivery of the outcomes identified for the TIP, which has three outcome metrics:

1. *Increased yield (an increase in the total spend per visitor)*
2. *Dispersal across seasons and regions (strengthening year-round visitation and visitor dispersal across regions)*
3. *Increased volume (growth in visitor numbers, repeat visitation and/or length of stay).*

Report

The two programs which have been submitted by Council, and the two programs submitted by the Wimmera Mallee Tourism Board, fit comfortably within the funding guidelines outlined above.

West Wimmera Funding application summaries

Following the briefing at the March Councillor Forum, officers completed two funding applications:

1. Activating Serviceton Railway; and
2. Destination Harrow



1. Activating Serviceton Railway

This project will include a feasibility study and masterplan for the Serviceton Railway Station. The focus of the project will be to create a masterplan for renovations to the building to support future private investment and operation of the Station as a leading tourist attraction.

The objectives of this project are:

- Stakeholder agreement on the future development the Serviceton Railway Station
- Feasibility Study and Masterplan on the development of the Serviceton Railway Station including requirements for private and public investment.
- Identification of required infrastructure

2. Destination Harrow

This project aims to elevate the visitor experience in Harrow by:

- Upgrading the Discovery Centre;
- Linking the main street, Discovery Centre and Glenelg River; and
- Identifying additional infrastructure needs required to support and enhance the visitor experience in Harrow through both public and private investment.
- Upgrades to infrastructure including walking tracks and technology to enhance storytelling to guide visitors throughout Harrow's unique and significant sites.

The specific project objectives will be to:

- Secure stakeholder agreement on the future development direction of tourism in Harrow
- Document and develop detailed plans to support infrastructure investment and funding in Harrow
- Identification of required supporting tourism infrastructure
- Community and stakeholder consultation
- Cultural Heritage Report
- A feasibility study and design for the upgrade of the Harrow Discovery and the Glenelg River walk
- Development of a pipeline of additional private and public infrastructure investment projects that can support the tourism experience in Harrow

Wimmera Mallee Tourism Board Applications

The following project descriptions were provided by the WMT's Project Officer – Sarah Collins.



Project 1: Eclectic Visitor Accommodation.

Prior to the onset of the COVID pandemic, tourism in the Wimmera Mallee was gaining momentum. Stimulated by the region's Silo Art Trail, the region has become a genuine destination for domestic travellers on camping and caravanning holidays, international visitors looking to enjoy, and capture on camera, the region's 'big skies' and the ever-changing colours of the Wimmera Mallee country. With COVID recovery now in sight, Wimmera Mallee region needs to increase available accommodation if it is to achieve the region's tourism potential. Camping and caravanning options are relatively well supplied, and there is some self-contained cabin accommodation at a range of sites. The Eclectic Visitor Accommodation project will complement these accommodation types by assessing the feasibility of offering more mid-market/up-market facilities using existing unused, vacant, and/or significant buildings. These facilities will bring new visitor segments to the region, as well as potentially becoming bases for short-term professional workers, artists in residence, and special interest groups.

Project 2: Wimmera Mallee Recreational Lake Trails.

The lakes and weir pools of Wimmera Mallee have great potential for extra tourist visitation. Their natural settings and associated flora and fauna make them destinations in their own right, and this has long been recognised by local residents who rely on them for recreation and as a social escape. For many of the lakes and weir pools, establishment of the Wimmera Mallee Pipeline has provided great security in knowing that there will be consistent levels of water to plan annual (or more frequent) short-breaks and longer visits with certainty. The 'lake trails' project will help to further promote the lakes and weir pools to visitors, will give them options in visiting (and staying at) multiple lakes, and will better link the WSM lakes and weir pools network with the region's other attractions. Hopefully, infrastructure enhancements and new self-contained cabins at many of the lakes will add further impetus to the proposed trails.

Officers have provided WMT with letters of support which were signed by the CEO.



The letters emphasised the correlation between the projects' aims and West Wimmera Shire Council's Council Plan Objectives. They also touch on the potential for the two projects to dovetail with West Wimmera's obvious tourism marketing and infrastructure needs; our natural strengths; and how they complement a recent application for funds to build cabins to boost accommodation options.

Risk Management Implications

Risks identified with committing to this first project stage grant application, are minimal.

Reputation is potentially at risk with inability to deliver in accordance with grant funding conditions. This could be brought about as a result of large amounts of public funds currently available to achieve similar outcomes across the State, resulting in an inability to contract with appropriately qualified consultants in a timely fashion.

Inability to gain support from key stakeholders is another potential risk.

Legislative Implications

N/A

Environmental Implications

Environmental considerations, including relevant environmental legislative obligations, will need to be considered in developing these projects. Best practice design guidelines will be embraced.

Financial and Budgetary Implications

The Enabling Tourism Grant Fund provides grants on a \$4: \$1 ratio of up to \$500,000 with a minimum funding request of \$20,000 per activity.

Total costs with breakdowns are outlined in the table below.

Council's total contribution for the two projects will be \$73,040 - \$51,700 for the Harrow project and \$21,340 for the Serviceton Railway Station Project. Allowances (10%) of project costs have been allowed for project management.

Council is not required to contribute funds to the WMT projects.



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	Harrow	Serviceton	Total
Quote	\$ 220,000	\$ 85,000	
BGLC	\$ 15,000	\$ -	
ARTC		\$ 12,000	
PM (10%)	\$ 23,500	\$ 9,700	
Total Cost	\$ 258,500	\$ 106,700	
West Wimmera Contribution 1/5	\$ 51,700	\$ 21,340	\$ 73,040
State contribution	\$ 206,800	\$ 85,360	
Total Cost	\$ 258,500	\$ 106,700	

Policy Implications

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

- Community Engagement Policy
- Communications Policy
- Environmental Policy
- Procurement Policy
- Tourism Policy

Council Plan Implications

This report supports the following section/s of the West Wimmera Shire Council Plan 2021-2025:

- Goal 1 – Liveable & Healthy Community
- Goal 2 – Diverse and Prosperous Economy
 - 2.2 Promote the Shire as a great place to visit, live and invest.
 - 2.2.1 Implement Council's actions from Tourism Strategy
 - 2.2.3 Actively participate in regional tourism planning and promotional campaigns.



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Communication Implications

Should these projects be funded, great emphasis will be placed on stakeholder engagement.

Regular posts will be placed on the web and keeping key stakeholders fully engaged and broader audiences informed as appropriate.

A communications plan will be developed.

Gender Equality

Not addressed at this stage but thorough assessments will be undertaken if the projects are funded and as project designs are finalised.

Conclusion

Out comes of the funding applications are expected to be announced by mid to late April and funded activities are expected to be commenced by 30 September 2022 and completed by 30 June 2023.

OFFICER RECOMMENDATION:

That Council:

- 1. Note the report.**
- 2. Endorse the applications to the Enabling Tourism Fund as outlined in this report.**
- 3. Allocate matching funds in the 2022/23 budget in accordance with the table included in this report if the applications are successful.**

Attachments:

No.	Name	RecFind Ref



14.0 INFRASTRUCTURE DEVELOPMENT AND WORKS

14.1 DRAFT ASSET MANAGEMENT PLAN 2022-2032

FILE NUMBER:

REPORT AUTHOR: JAMES MAGEE, ASSETS GIS COORDINATOR

FOR DECISION

Introduction

Section 92 of the Local Government Act 2020 requires Council to develop, adopt and keep in force an Asset Plan. The scope of an Asset Plan is for a minimum period of ten financial years. The Asset Plan needs to be adopted by 30 June 2022. Thereafter, Council should review and adopt an Asset Plan by 31 October in the year following a general election of Council.

Declaration of Interests

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

Background

The Asset Plan must include the following:

- information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure under the control of the Council.

Council has entitled their Asset Plan, the “Asset Management Plan” (AMP).

Risk Management Implications

The AMP has a section entitled Risk Management Planning. The section details critical assets, risks, and treatment plans. Having an AMP is beneficial in reducing the long-term financial risk to Council and the preservation of assets in the long term.

Legislative Implications

Officers have compiled the plan in accordance with the requirements of the Local Government Act 2020. Council is required to adopt the plan by 30 June 2022 with it being operative from 1 July 2022.



Environmental Implications

Nil

Financial and Budgetary Implications

The Asset Management Plan provides some guidance for future budget decisions by Council with respect to assets. Some of the actions are already set in the routines and budgeting of Council while others will require specific decision in the appropriate budget year during the ten-year period.

Policy Implications

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

- Asset Management Policy
- Asset Management Strategy
- Asset Capitalisation Policy
- Asset Disposal Policy
- Community Engagement Policy

Council Plan Implications

This report supports the following sections of the West Wimmera Shire Council Plan 2021-2025:

- Goal 1 – Liveable & Healthy Community
- Goal 2 – Diverse and Prosperous Economy
- Goal 4 – Good Governance
- Goal 5 – Our Commitment

Communication Implications

Council should invite submissions for a minimum of 28 days in locally circulating newspapers and Council's website. Council should take any submissions into account before final adoption of the plan.

Gender Equality

A Gender Impact Assessment (as defined in the Gender Equality Act 2020) has been undertaken in relation to this matter in accordance with the Gender Equality Act (2020).



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Conclusion

The Draft Asset Management Plan operates over a ten-year span but needs to be reviewed after each Council election. The plan should be advertised to invite public submissions before final adoption of a plan.

OFFICER RECOMMENDATION:

That West Wimmera Shire Council advertise the Draft Asset Management Plan (refer Attachment 1) and invite submissions for at least 28 days.

Attachments:

No.	Name	RecFind Ref
14.1.1	Draft Asset Management Plan: 2022-2032	
14.1.2	Gender Impact Assessment	



**14.2 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM
PHASE 3**

FILE NUMBER:

REPORT AUTHOR: SARAH ELLIS, MANAGER PROJECTS & INNOVATION

FOR DECISION

Introduction

West Wimmera Shire Council has been allocated \$3,056,022 as part of the federal government Local Road and Community Infrastructure Program (LRCIP) Phase 3. To receive the funding Council is required to submit a nomination form with details of proposed projects for approval. Council staff have reviewed current active projects and provided to Council for approval the list of projects to nominate for Phase 3 of the LRCIP funding.

Declaration of Interests

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

Background

The purpose of the LRCI Program is to support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

West Wimmera Shire Council has been allocated \$3,056,022 through Phase 3 of the program. Project construction can commence once Project Nominations are approved by the Department with projects required to be physically completed by 30 June 2023.

Attached is the list of proposed projects to nominate to the program, the list is based on current funding applications, shovel-ready projects, project locations, and a split between community infrastructure and Roads. The guidelines allow for local road projects, community infrastructure projects (council assets), and projects on other public lands (i.e., DELWP)



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The Apsley Court and Lighting Upgrade, Edenhope Equine Facility, West Wimmera Cabins, and Edenhope Caravan Park all have funding applications currently sitting with the Victorian Government and these projects are dependent on a positive outcome from the State Government. Results are expected in May/June 2022 and depending on the outcome this will allow time to nominate additional projects to the LRCIP program if required.

Providing additional funding for roads under this funding will reduce the future renewal gap and is potentially likely to reduce the maintenance burden on the Council.

Risk Management Implications

There is some minor risk that the project might not be delivered within the required time frame. This risk will be managed by having appropriate project planning in place and nominations being made in March 2022 to ensure enough time to complete the projects. It is unlikely, but there is also a risk that the nominated projects will not be accepted by the department, again it is recommended that we submit these nominations by the end of March to enable other projects to be submitted if required.

Legislative Implications

Not commented on.

Environmental Implications

Not commented on.

Financial and Budgetary Implications

There are 4 projects on the nomination form which required co-funding. These are Apsley Netball Tennis Court and Lighting Upgrade, Edenhope Equine Facility Upgrade, West Wimmera Cabins Project, and the Edenhope Caravan Park Upgrade. As endorsed at the December 2021 Council meeting, Council has already submitted these applications to the State Government funding programs. Securing funding through the LRCIP program will remove the requirement to use Council's own funds to co-contribute to the projects. If the State Government funding applications are unsuccessful then these projects will be unable to proceed at this time. The remaining projects are all nominated at 100% of the project cost with no requirement for co-contribution from the Council.



Policy Implications

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

Asset Management Policy
Asset Management Strategy
Council Grants Policy
Procurement Policy

This report supports the following section/s of the West Wimmera Shire Council Plan 2021-2025:

- Goal 1 – Liveable & Healthy Community
- Goal 2 – Diverse and Prosperous Economy
- Goal 4 – Good Governance
- Goal 5 – Our Commitment

Communication Implications

Councils' communication channels will be used to inform and update the community regarding the various projects, once confirmation from the department is received that they are able to proceed.

Gender Equality

Not commented on

Conclusion

The LRCIP Phase 3 funding continues to support Council's investment into community roads and buildings. Projects need to be completed by June 2023, submitting the nominations form this month will allow projects to commence and meet the required deadline.



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OFFICER RECOMMENDATION:

That Council authorise officers to proceed with submitting the LRCIP Phase 3 nomination form with the following projects as per Attachment 1.

- Apsley Netball Tennis Court and Light Upgrade
- Edenhope Equine Facility Upgrade
- West Wimmera Cabins Project
- Edenhope Caravan Park Upgrade
- Browns House Replacement
- Kaniva Shire Hall – Heating and Cooling
- Maddern Street Works between Bond and Kelly Street
- Resealing Program
- Rural Road Construction

Attachments:

No.	Name	RecFind Ref
14.2.1	LRCI Phase 3 Nominations	



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.



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16.0 CONFIDENTIAL (PURSUANT TO LG ACT 2020 SECTION 66

(2)(a))

RECOMMENDATION

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

ITEM 16.1: EXTENSION OF WASTE MANAGEMENT CONTRACTS (CMO 384, CMO 390, AND CMO 480)

ITEM 16.2: WITHDRAWAL FROM RURAL COUNCILS CORPORATE COLLABORATION (RCCC)

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 16.1: EXTENSION OF WASTE MANAGEMENT CONTRACTS (CMO 384, CMO 390, AND CMO 480)

Grounds: (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;

Explanation: This report contains Council business information regarding commercial negotiations and private commercial information. The contract rate mentioned in this report are applicable to West Wimmera Shire Council and making those rates public might have implications for the Contractor.



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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 16.2: WITHDRAWAL FROM RURAL COUNCILS CORPORATE COLLABORATION (RCCC)

Grounds: 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 which would jeopardise Council's position in commercial negotiations.

RECOMMENDATION

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

MEETING CONCLUDED:

NEXT MEETING:

**WEDNESDAY, 20 APRIL 2022
EDENHOPE COUNCIL CHAMBER**