



Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY

SUPPORT TO COMMUNITY POLICY		Policy No:	
		Adopted by Council:	17 April 2018
		Next review date:	14 April 2020
Senior Manager:	Director Corporate and Community Services		
Responsible Officer:	Director Corporate and Community Services		
Functional Area:	Community Services		
Introduction & Background	West Wimmera Shire Council is committed to supporting local communities, including community run events.		
Purpose & Objectives	<ul style="list-style-type: none">• To standardise Council's support to Community run events• To standardise internal process to support the West Wimmera community in community events• To provide clear communication to the community about expectations regarding Community run events• To provide a single point of contact within the Council for community groups for event coordination		
Definitions	<ul style="list-style-type: none">• Community Group – a not for profit group with a goal of benefiting members of the West Wimmera community• Community Event – an event run by a Community Group or members of the community where the benefits of the event, financial and social, are applied for the greater enjoyment and benefit of the community		
Policy Details			
1.	Scope		
	<p>This policy shall apply to:</p> <ul style="list-style-type: none">• Community run events on community land or in Council owned land/buildings.• Events open to members of the public <p>This policy does not include:</p> <ul style="list-style-type: none">• Private functions (i.e. weddings, funerals) <p>Gathering of specific groups and not available to general public (i.e. class re-unions, club re-unions)</p>		



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2.	<p>Objectives</p> <ul style="list-style-type: none"> To standardise Council's support to community run events <p>To offer a single point of contact to Community to run plan and run the events seamlessly</p>
3.	<p>Policy</p> <p>Council will provide support to community run events as per Annexure 1. Events are classified as follows:</p> <ul style="list-style-type: none"> Very small event – 0 to 50 people attending Small event – 50 to 200 people attending Large event 200 to 700 people attending Major event 700+ people attending <p>No support will be provided to events and facilities in which the events will be held that do not comply with any relevant state, federal and local legislations.</p>
4.	<p>Code of Practice</p> <p>See Annexure 1</p>
5.	<p><u>Withdrawal or rejection of Support</u></p> <p><u>Council may withdraw support or chose not to support an event in the following circumstances:</u></p> <ul style="list-style-type: none"> <u>Where the event does not align with the Council Plan or is at odds with any other Council Policy</u> <u>Where the event cannot obtain suitable insurance coverage</u> <u>Where the event involves any practice which may illegal</u> <u>Where the event involves any practice which may reasonably be seen to cause offence to any other party</u> <u>Where emergency incidents require Council resources to be allocated elsewhere</u> <u>Where two or more events are held at competing times Council may choose to prioritise support to the event where it determines the greatest need and/or community benefit is</u> <u>Where Council formally resolves not to provide support to any event.</u>

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Policy Adopted:	Ordinary Meeting 14/04/15	Minute Book Page 30275	RecFind 15/001526
Policy Reviewed:	Ordinary Meeting 17/04/18	Minute Book Page 37893	RecFind 18/001491



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Annexure 1

Type of Support offered by Council	Very Small event Up to 50 people	Small Event 50-200 people	Large event 200-700 people	Major event 700+ People
Advertising in Council Website , Facebook page	Yes	Yes	Yes	Yes
In-kind support for planning the event	Yes- minimal over phone	Yes- minimal over phone	Yes	Yes
Assistance in printing promotional material	Yes- Fee based Service	Yes- Fee based Service	Yes- Fee based Service	Yes- Fee based Service
Promotion of the event in the Council's customer service area	No	Yes	Yes	Yes
Preparation of Signs for the event	Organisers to organise	Organisers to organise	Organisers to organise	Organisers to organise
Assistance in obtaining food permit	Yes	Yes	Yes	Yes
Assistance in obtaining building permit	Yes	Yes	Yes	Yes
Public Liability insurance	Organisers to organise	Organisers to organise	Organisers to organise	Organisers to organise
One off grants availability	Yes- subject to grant conditions	Yes- subject to grant conditions	Yes- subject to grant conditions	Yes- subject to grant conditions
additional cleaning of Public toilet	No	No	Yes	Yes
Assistance in rubbish pick up	No	No	Yes- Subject to resources availability	Yes- Subject to resources availability
Concession on Council facility Hire	Discretion of CEO	Discretion of CEO	Nil	Nil
Support promotion for volunteers	No	No	Yes	Yes
Road closure assistance	Organisers to coordinate with Council to arrange applicable permits and signage.	Organisers to coordinate with Council to arrange applicable permits and signage.	Organisers to coordinate with Council to arrange applicable permits and signage.	Organisers to coordinate with Council to arrange applicable permits and signage.
Sponsorship on part of event	No	No	Yes- Subject to opportunity and Council's approval	Yes- Subject to opportunity and Council's approval
Notice Required prior to event	90 days	90 days	90 days	90 days
Single Council contact	Community Support Officer Amanda Munn amandamunn@westwimmera.vic.gov.au Ph 03 5392 7709	Community Support Officer Amanda Munn amandamunn@westwimmera.vic.gov.au Ph 03 5392 7709	Community Support Officer Amanda Munn amandamunn@westwimmera.vic.gov.au Ph 03 5392 7709	Community Support Officer Amanda Munn amandamunn@westwimmera.vic.gov.au Ph 03 5392 7709



**WEST
WIMMERA
SHIRE COUNCIL**

AUDIT AND RISK COMMITTEE CHARTER 2020

Adopted by Council on Wednesday 15 April 2020

The best of country living

AUDIT AND RISK COMMITTEE CHARTER

1. Purpose

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

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

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

The Committee is not a special committee under Section 86 of The Act. It is an advisory committee according to section 139 (2) of The Act.

2. Authority

The Committee is an advisory committee and has the responsibility for advising Council on:

- Providing appropriate advice to Council in relation to:
 - Governance and internal controls
 - Financial Reporting and compliance
 - Risk Management
 - Internal Audit
 - Ethics
 - Legislative compliance
- Review the investigation of and recommend internal control responses to any incidents of fraud detected within Council's operations
- Providing oversight and guidance to Council on Conflicts of Interest and Related Party transactions
- Seeking resolution on any disagreements between management and the external auditors on financial reporting
- Seeking information it requires from Council members, and Council staff via the Chief Executive officer and external parties; and
- Formally meeting with Council staff, internal and external auditors as necessary.

AUDIT AND RISK COMMITTEE CHARTER

3. Composition

The Audit and Risk Committee will consist of five members, comprised as follows:

- Two Councillors; and
- Three suitably qualified independent representatives, one of whom will be appointed annually as Chair of the Committee.
 - One of the independent members should be financially literate with relevant experience and/or qualifications.

Council shall seek applications from suitably qualified and/or experienced candidates at the end of each term and as a casual vacancy arises. The Audit and Risk Committee members shall be appointed through a resolution by Council.

Independent members will be appointed for an initial term of three years, after which time they may be eligible for re-appointment following a formal review of their performance.

The Chief Executive Officer, Director Corporate and Community Services, and Finance Coordinator are not members, but should attend meetings in an advisory capacity. Council's Internal and External Auditors are to attend meetings as required to present their reports and findings in an advisory capacity. Other Senior Officers of Council may attend Audit Committee meetings on invitation by the Chair if the need arises.

4. Meetings

- The Committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require;
- All Committee members are expected to attend each meeting in person, or via teleconference or video conference;
- The Chief Executive Officer will facilitate the meetings of the Committee and invite members of management, auditors or others to attend meetings to provide information as necessary;
- Meeting agendas will be prepared and provided at least one week in advance to members, along with appropriate briefing materials;
- Management, including the Chief Executive Officer, may be asked to leave a meeting at any time should the Chairperson consider it appropriate;
- Minutes will be prepared and reported to Council at the next Forum and/or Council Meeting after the Audit and Risk Committee meeting; and to the Audit Committee in a timely manner; and
- Each meeting will require a quorum of three members of the Committee, two of whom should be independent members.

5. Responsibilities

The Audit and Risk Committee will carry out the following responsibilities:

5.1 Monitoring financial and regulatory reporting, including:

- Scrutinising financial statements and providing advice to the Council.
- Monitoring compliance with accounting policies and financial management compliance framework.
- Monitoring the adequacy of, and compliance with internal control systems.

AUDIT AND RISK COMMITTEE CHARTER

- Reviewing the acceptability, disclosure and correct accounting treatment of significant and non-routine transactions.
- Reviewing related-party transactions.
- Meeting with the external auditors:
 - Prior to the annual audit to discuss the audit plan; and
 - Following the annual audit.
- To be informed and abreast of evolving compliance requirements.
- Sign-off on accounting policies.
- Financial reports provided to the Council will also be included with agenda papers for Committee meetings.
- To exercise Risk Management Principles in providing advice / recommendations regarding financial management.

5.2 Perform independent review and assessment of key risks by independent audit including:

- Develop, review, and recommend to Council a risk based internal audit program.
- Regularly review and approve the Internal Audit Charter.
- Managing the procurement, scope of works, performance and quality of internal audit service provision.
- Considering the scope, quality and findings of the external audit.
- Review relationships that may impact the internal and external auditor's independence.

5.3 Regular review of Council's Risk Management Policy and Risk Management Framework.

5.4 Review the adequacy of Council's Risk Register, associated internal controls and strategies to mitigate the risks, including:

- Monitoring the presence and effectiveness of internal controls.
- Monitoring the implementation of internal audit and external audit findings and associated management actions.
- Monitoring key risks and trigger events, including; prevention and investigation of fraud, ethical culture, protection of assets and insurance.

5.5 Ensuring that there is a suitable framework and process for compliance with legislation, regulations, standards, and best practice guidelines.

5.6 Monitor processes and practices of Council to ensure for effective business continuity.

5.7 Other responsibilities:

- Deal with matters delegated by Council;
- Annually review the Audit Committee Charter and request Council approval for any proposed changes.
- Annually review the performance of the Committee.
- In accordance with the Act, Committee members must declare any conflicts of interest at the start of each meeting and such details shall be appropriately minuted.
- In accordance with the Act, Committee members are to submit a primary and ordinary return in the prescribed form to the Chief Executive Officer within 30 days of becoming a member of The Committee; 30 June or within 40 days after 30 June; and 31 December or within 40 days after 31 December.
- Prior to 30 September each year, the Chairperson shall report to Council a summary

AUDIT AND RISK COMMITTEE CHARTER

of the activities and achievements of the Committee during the financial year.

6. Payment of members

- 6.1 Independent members shall be remunerated for attendance at all meetings. An exception to this shall be applied where an independent member is part of a reciprocal arrangement with another municipality. In this instance no payment shall be made.
- 6.2 The chair shall receive an additional 10% allowance over the allowance paid to other members.
- 6.3 The payment amount shall be indexed annually on 1 January by the immediately preceding December quarter Melbourne all groups CPI.
- 6.4 Payment shall be made via Council's Accounts Payable process upon receipt of an appropriate invoice from the member.

Document control

Author	Approver	Date approved	Version	Review date
Andrea Gash	Council	19 December 2018	1	May 2019
Melanie Jordan	Council	15 April 2020	2	April 2021



AUDIT & RISK COMMITTEE MINUTES – 10 March 2020 WEST WIMMERA SHIRE COUNCIL

TO BE HELD: Tuesday 10 March 2020

LOCATION: Kaniva Hall Supper Room
15 Baker Street, Kaniva

COMMENCEMENT: 1.05 pm

IN ATTENDANCE:	
Committee Members	Senior Management/Officers
Mr Geoff Price (Chairperson) Cr Jodie Pretlove Cr Bruce Meyer	David Leahy Chief Executive Officer Ashley Roberts Director Corporate and Community Services Melanie Jordan Finance Coordinator Louise Gabbé Business Performance Coordinator
External Parties	
Mr Mahesh Silva – in attendance Mr Richard Ainio – by Teleconference Ms Celeste Gregory – by Teleconference Ms Monica Revell – by Teleconference	
Optional Attendance –	

Vision Statement: Our West Wimmera communities are healthy, thriving, diverse, harmonious, prosperous and self-sustaining, with regional and global connectivity



AUDIT & RISK COMMITTEE MINUTES – 10 March 2020 WEST WIMMERA SHIRE COUNCIL

WELCOME AND APOLOGIES

Nathan Barber – has left RSD Audit and Mahesh Silva is now taking over his portfolio. Nick Bell will be returning to RSD.

ELECTION OF CHAIRPERSON

The chairperson is normally elected at the first meeting of the calendar year. Geoff Price advised that he will be retiring at the end of June 2020.

Geoff Price handed over the chair to CEO David Leahy to ask for nominations.

Geoff Price nominated Monica Revell – declined
Geoff Price nominated Celeste Gregory – declined

David Leahy offered the Chairperson role to the current chair Geoff Price to remain to the end of June 2020, he accepted.

Moved: Cr Bruce Meyer
Seconded Cr Jodie Pretlove

Carried Unanimously

DECLARATION OF CONFLICTS OF INTEREST

Nil declared

BUSINESS

1. CONFIRMATION OF MINUTES:

Minutes of previous Audit Committee meeting are attached for member's information & confirmation.

Moved: Ms Monica Revell

Seconded: Cr Jodie Pretlove

That the Minutes of the Audit Committee Meeting held on Thursday 12 December 2020 as circulated, be taken as read and confirmed.

Carried Unanimously



NEW ITEMS

2. AUDIT AND RISK COMMITTEE CHARTER UPDATE

The Audit and Risk Committee is asked to review and endorse the revised Audit and Risk Committee Charter.

The following amendments have been made to the Audit and Risk Committee Charter:

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

Moved: Cr Bruce Meyer

Seconded: Cr Jodie Pretlove

1. That the Audit and Risk Committee endorses the draft revised Audit and Risk Committee charter as presented: and
2. That the Audit and Risk Committee recommend to Council that the Audit and Risk Committee Charter be formally adopted at the next appropriate Ordinary Council Meeting.

Carried Unanimously

3. UPDATE ON LOCAL GOVERNMENT BILL

An update on the progress and Council's response to the new *Local Government Bill* 2019 is presented for the Audit and Risk Committee's information. This report has been provided to Councillors also.

Moved: Cr Jodie Pretlove

Seconded: Ms Celeste Gregory

That the Audit and Risk Committee receive the update on the Local Government Bill for information.

Carried Unanimously



4. CORPORATE RESTRUCTURE

It is important for Council to stay abreast of changing business needs and requirements. From time to time to align Council's resources with evolving business and service delivery needs it is necessary to undertake a restructure of Council's staffing and reporting assets. The Corporate and Community Services directorate of Council has undergone a minor restructure designed to improve Council's responsiveness to the evolving business environment especially with major changes to the *Local Government Act* and Community services occurring and pending.

A report as presented to Council outlining this minor restructure is presented for member's information.

Moved: Cr Jodie Pretlove

Seconded: Ms Monica Revell

That the Audit and Risk Committee receives the report on Corporate restructure for information.

Carried Unanimously

5. OUTCOME OF THE COUNCILLOR CODE OF CONDUCT PANEL HEARING

Audit & Risk Committee Members have been briefed previously on the constituting of a Councillor Code of Conduct Panel hearing to hear allegations of serious misconduct against Cr Tom Houlihan.

The Panel convened on 25 November 2019 to hear the allegations, and handed down its decision on 19 December 2019.

The panel found that Cr Houlihan had committed one count of serious misconduct pursuant to S.81J(2A)(b)(iv) of the *Local Government Act 1989* and also one count of misconduct pursuant to S.81J(2)(c) of the *Local Government Act 1989*.

Consequently Cr Houlihan was handed a two month suspension from Council effective from 20 December 2019.

A report is presented outlining these results along with the Panel's written decision for Member's information. This report has previously been presented to and formally received by Council at its February 2020 Ordinary Meeting.



AUDIT & RISK COMMITTEE MINUTES – 10 March 2020 WEST WIMMERA SHIRE COUNCIL

Moved: Cr Jodie Pretlove

Seconded: Ms Celeste Gregory

That the Audit and Risk Committee formally receive and acknowledge the Councillor Code of Conduct findings in the matter of West Wimmera Shire Council and Houlihan as attached.

Carried Unanimously

6. POTENTIAL IMPACT OF LOCAL GOVERNMENT INSPECTORATE RECOMMENDATIONS TO YARRIAMBIACK SHIRE COUNCIL ON WEST WIMMERA SHIRE COUNCIL

The Local Government Inspectorate undertook a Governance Audit on the Yarriambiack Shire Council late in 2019, with a report containing a number of recommended system and process improvements being handed down in November 2019.

At the December 2019 Audit & Risk Committee meeting it was requested that management prepare a report outlining how these recommendations may affect Council.

A report is presented for member's information outlining each recommendation and its potential impact upon Council.

Moved: Ms Celeste Gregory

Seconded: Ms Monica Revell

That the Audit and Risk Committee receive the report outlining the impact of the recommendations made by the Local Government Inspectorate to Yarriambiack Shire Council following their Governance Audit would have on West Wimmera Shire Council

Carried Unanimously



STANDING ITEMS

7. WWSC CREDIT CARDS

West Wimmera Shire Council holds a small number of credit cards for the use of staff and the Mayor. Transaction listings from these cards are provided for the Committee's information.

Moved: Cr Jodie Pretlove

Seconded: Ms Celeste Gregory

That the Audit and Risk Committee notes the use of Council Credit Cards.

Carried Unanimously

8. INTERNAL AUDIT UPDATE

Mr Mahesh Silva Barber from RSD Audit will provide an update on internal audit.

8.1 RSD INTERNAL AUDIT PROGRESS REPORT

Moved: Cr Bruce Meyer

Seconded: Ms Celeste Gregory

That the Audit and Risk Committee receives the information the Internal Audit Progress Report.

Carried Unanimously

8.2 RSD AUDIT INTERNAL AUDIT INTO RECORDS MANAGEMENT

Moved: Cr Jodie Pretlove

Seconded: Cr Bruce Meyer

That the Audit and Risk Committee receives for information the RSD Audit Internal Audit into Records Management.

Carried Unanimously



9. FINAL MANAGEMENT LETTER ISSUES - UPDATE

Standing Item – status update of Final Management Letter issues from previous audit.

Moved: Ms Celeste Gregory

Seconded: Ms Monica Revell

That the Audit and Risk Committee receives the Summary of Final Management Letters Issues Update Report for Information.

Carried Unanimously

10. FINANCIAL REPORT AS AT 31 DECEMBER 2019

Standing Item - A copy of the Financial Performance Report to 31 December 2019 as presented to the February 2020 Ordinary Council Meeting is presented for members information.

Moved: Cr Jodie Pretlove

Seconded: Ms Celeste Gregory

That the Audit and Risk Committee receives the financial reports as at 31 December 2019 be received and noted.

Carried Unanimously

11. INTERNAL AUDIT RECOMMENDATIONS – UPDATE OF ACTIONS

Standing Item – status update of Internal Audit recommendations.

Moved: Cr Bruce Meyer

Seconded: Cr Jodie Pretlove

That the Audit and Risk Committee receives the Internal Audit Recommendations – update of Actions Report for information.

Carried Unanimously



12. RSD REGISTER & OHS COMMITTEE

Standing Item – Status of Risk Register

Moved: Cr Jodie Pretlove

Seconded: Ms Monica Revell

That the Audit and Risk Committee receives the report on Risk Management and OHS for information.

Carried Unanimously

13. POLICY TRACKER LISTING

Standing Item – Status of Policy Tracker.

Moved: Cr Bruce Meyer

Seconded: Cr Jodie Pretlove

That the Audit and Risk Committee receives the Policy Tracker.

Carried Unanimously

14. AUDIT COMMITTEE MEETING ACTIONS UPDATE

Standing Item – status update of actions arising from previous Audit Committee meetings.

Moved: Ms Celeste Gregory

Seconded: Cr Bruce Meyer

That the Audit and Risk Committee receives the report on Audit Committee actions update for information.

Carried Unanimously



15. AUDIT & RISK COMMITTEE WORK PLAN

Standing Item – a work plan for the next 12 months is attached, along with specific reports relating to items on that work plan.

Moved: Cr Jodie Pretlove

Seconded: Cr Bruce Meyer

That the Audit and Risk Committee receive the annual work plan and attachment report flowing from the work plan.

Carried Unanimously

GENERAL BUSINESS:

Thanks was extended to Nathan Barber from RSD for all the work he has done for the Audit and Risk Committee.

NEXT MEETING DATE:

The next meeting date was set as Tuesday 9 June 2020 at 2.00pm at Edenhope.

MEETING CONCLUDED: 2.37PM