



Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY			
COMMUNITY SUPPORT FUND POLICY		Policy No:	
		Adopted by Council:	21 July 2016
		Next review date:	
Senior Manager:	Director Corporate & Community Services		
Responsible Officer:	Finance Manager		
Functional Area:	Finance		
Introduction & Background	The Community Support Fund Policy has been established to enable Councillors to identify and respond to small funding requests or initiatives which provide a community benefit in line with Council's goals, which have not been covered in Council's regular budget process.		
Purpose & Objectives	<p>The objectives of this policy include:</p> <ul style="list-style-type: none">To provide guidelines to be used by Council when considering suitable funding requests or initiatives for funding under the Community Support Fund.To provide a framework to ensure appropriate allocation and acquittal of Council funding.To provide transparency around the allocation of Council funding.		
Policy Details			
1.	Scope		
	This policy applies to all funding provided by West Wimmera Shire Council under the Community Support Fund.		
2.	Legislative Requirements		
	Any activity undertaken by Council under the Community Support Fund must comply with the provisions of the Local Government Act 1989 and any other legislation that may apply.		
3.	Ethics and Conflicts of Interest		
	<p>A Councillor must not request or debate an allocation from the Community Support Fund if that Councillor has either a direct or indirect interest in that funding item as defined under S.77A of the Local Government Act 1989.</p> <p>This policy requires officers and Councillors to disclose any conflict of interest to the</p>		



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	CEO and/or Mayor as appropriate.
4.	<p>Eligible Projects</p> <p>For a project to be eligible to receive funding from the Community Support Fund:</p> <ul style="list-style-type: none"> • It must be compatible with the current Council Plan; • It must be of benefit to the community; • It must not exceed the current year's total budget provision for the Community Support Fund. • It must not exceed \$2,000, for individual funding requests. <p>A funding request or initiative shall be deemed to be of benefit to the community if it possesses the following characteristics:</p> <ul style="list-style-type: none"> • Delivers an outcome which has a positive effect on community well-being. • Provides a service or utility to the community which may not otherwise be provided. • Is delivered within the boundaries of West Wimmera Shire Council.
5.	<p>Ineligible Projects</p> <p>The following will preclude any projects from being eligible for funding under the Community Support Fund:</p> <ul style="list-style-type: none"> • Projects which result in a personal loss to any one individual or group of individuals; • Projects which result in any loss of service or utility to the community; • Projects which are included within or may be funded by any other Council budget line item. <p>In addition:</p> <ul style="list-style-type: none"> • Funding received under the Community Support Fund cannot be used as a community contribution for any other Council funding stream. • Funds received under the Community Support Fund may not be used to repay debts owed to Council.
6.	<p>Allocation of Funds</p> <p>The following steps are to be followed for any project to receive funding under the Community Support Fund:</p> <ul style="list-style-type: none"> • Initial requests or approaches for funding are to be made in writing and forwarded to and considered by Council. • Council staff will assess the application against the policy regarding eligibility. • The relevant Council Officer will verify with the Finance Manager or Assistant Finance Manager as to whether the project is or may be funded under another area of Council's budget, and whether or not sufficient funds exist within the Community Support Fund.



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7.	<p>Acquittal and Responsibilities of Recipients</p> <p>Any funding allocated from the fund will be confirmed in writing and detail any terms and conditions associated with an allocation.</p> <p>Successful recipients of funding are required to spend the funding received on the project as specified by Council.</p> <p>Any variations to the project must be reported to Council and may result in Council withdrawing funding.</p> <p>Council may at its discretion require a recipient to provide to Council a project or initiative acquittal at the completion or at any other stage of implementation of the project or initiative. Such an acquittal will at the minimum disclose the application(s) of the funding received (ie: payments made). The detail required will be at the discretion of Council.</p>
8.	<p>Risk Management</p> <p>Council requires that a risk analysis be undertaken on any proposed project before any funding is allocated.</p> <p>Council may require the applicant to reimburse any costs required to provide this on the applicant's behalf, or may require the applicant to allow Council Officers to undertake this on their organisation and/or proposal.</p> <p>Council may require evidence of Occupational Health and Safety protocols and financial data from the applicant.</p>
9.	<p>Review and Authority of Policy</p> <p>This policy has authority over all activities relating to the operation of the Community Support Fund, including the actions of Council and Council Officers.</p> <p>This policy is to be reviewed by Council annually.</p>

Policy Adopted:	Ordinary Meeting 21/02/13		RecFind 13/000764
Policy Reviewed:	Ordinary Meeting 21/07/16	Minute Book Page 34134	RecFind 17/000316
	Ordinary Meeting __/__/17	Minute Book Page	RecFind 17/00_____



**FINANCIAL
PERFORMANCE
REPORT**

October 2017

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INTRODUCTION

This report provides financial information for the financial year 1 July 2017 to 30 June 2018.

It provides information on Council's operating performance via an Operating Statement, and Council's financial position via a Balance Sheet. A summary statement of Capital Works is also included for Council's information.

A summary of Council's operations by Activity is also provided so that Council may see the financial performance of Council's relevant functional areas..

Figures included in these statements are for the year to date ended 31 October 2017. Year to Date (YTD) figures are given for actual results, as well as the full year budget and the YTD allocation of that full year budget.

Where the YTD actual varies from the YTD budget allocation by more than 10% and \$20,000, or more than \$100,000 a variance explanation is given.

Information is also given on some of the more pertinent financial indicators, including:

- Cash and investments
- Rates outstanding
- Sundry debtors outstanding
- Working Capital

OPERATING STATEMENT

A year to date Operating Statement is presented as per the AASB101 format for Councils information.



West Wimmera Shire Council Comprehensive Income Statement For Four Months to 31 October 2017

	Annual						Notes
	YTD Actual \$	Original Annual Budget \$	Budget Met %	YTD Budget \$	YTD Variance \$	YTD Variance %	
Income							
Rates & Charges	7,184,943	7,245,102	99%	7,235,646	(50,703)	-1%	
Statutory Fees & Fines	28,529	115,000	25%	28,319	210	1%	
User Fees	201,294	581,892	35%	106,972	94,322	88%	1
Grants - Operating	1,330,909	6,437,619	21%	1,306,670	24,239	2%	
Grants - Capital	3,133,118	12,338,192	25%	3,554,586	(421,468)	-12%	2
Contributions - Monetary	27,263	533,057	5%	25,000	2,263	9%	
Net Gain/(Loss) on Sale of Assets	68,318	90,535	75%	(3,203)	71,521	0%	
Other Income	450,684	2,213,608	20%	903,655	(452,971)	-50%	3
Total Income	12,425,059	29,555,005	42%	13,157,645	(732,586)	-6%	
Expense							
Employee Costs	2,370,220	6,650,065	36%	2,370,654	(434)	0%	
Materials & Services	2,094,724	8,196,976	25%	2,094,089	635	0%	
Depreciation	2,423,428	7,270,325	33%	2,423,428	-	0%	
Borrowing Costs	1,733	6,024	29%	3,862	(2,129)	-55%	4
Other Expenses	81,526	321,305	25%	90,493	(8,967)	-10%	
Total Expense	6,971,630	22,444,695	31%	6,982,526	(10,896)	0%	
Surplus/(Deficit) from operations	5,453,428	7,110,310		6,175,119	(721,691)	-12%	
Other Comprehensive Income Items That Will Not be Reclassified to Surplus or Deficit in Future Periods:	0	0	0%	0	0	0%	
Total Comprehensive Result	5,453,428	7,110,310		6,175,119	(721,691)	-12%	

Notes

1. User Fees User Fees receipted by Council are a significant 88% (\$94,322) higher than anticipated year to date. This is a result of Council undertaking a large amount of private works and being paid for those works, the revenue for which was unbudgeted. Council will amend the budget to include the revenue from these works.

2. Grants Operating Operating Grants received by Council to 31 October 2017 are 12% (\$412,468) below year to date budget. This is a result of flood works being suspended due to inclement weather with the resultant NDRRA funding being deferred.
3. Other Income Other income is 50% (452,971) below anticipated year to date budget. This is a timing difference relating to income under the VicRoads contract where the monthly invoice to VicRoads had not been raised at the time of producing the financial report.
4. Borrowing Costs Borrowing costs show a year to date variance of 55% (\$2,129) below budget. This is a timing difference in the budget only and Council expects the full year budget to be met in line with Council's loan schedules.

BALANCE SHEET

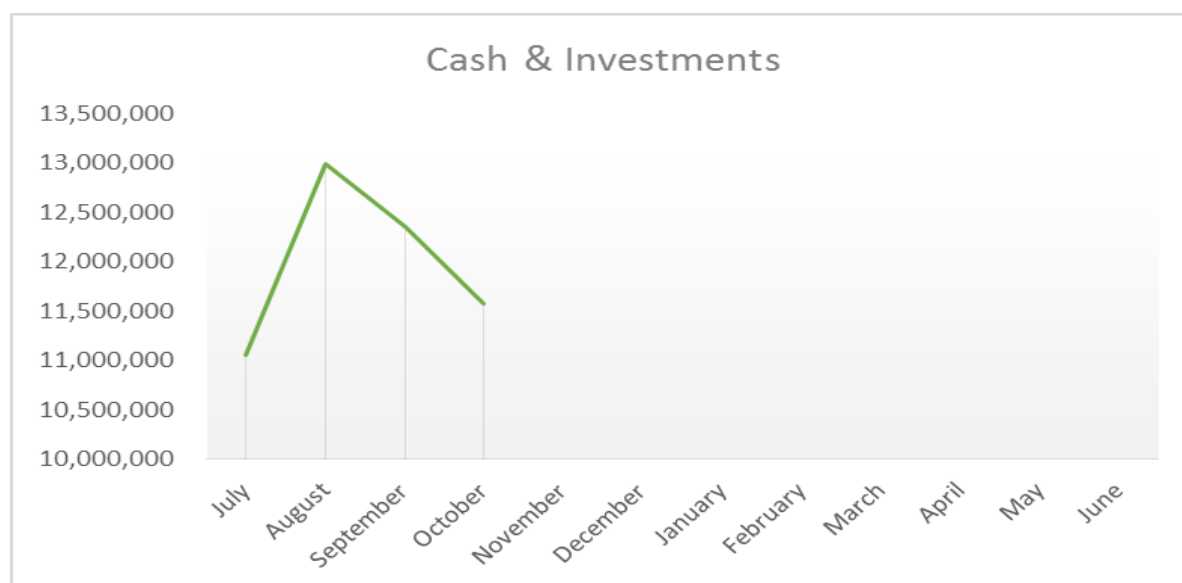
West Wimmera Shire Council

Balance Sheet

As At 31 October 2017

	\$	\$	\$
	As At 30 Sep 2017	As At 31 Oct 2016	As At 30 June 2017
ASSETS			
Current Assets			
Cash & Investments	11,579,714	6,967,131	13,521,327
Rate Debtors	6,375,099	6,130,663	202,769
Sundry Debtors	214,893	281,979	701,229
Other Financial Assets	19,086	86,749	172,318
Inventories	350,102	207,143	324,714
Current Assets Total	18,538,894	13,673,663	14,922,357
Non Current Assets			
Investments in Associates	411,547	392,875	411,547
Other Non-Current Assets	5,000	6,900	0
Property, Infrastructure, Plant & Equipment	164,307,096	165,528,493	164,591,609
Non Current Assets Total	164,723,644	165,928,268	165,003,156
TOTAL ASSETS	183,262,537	179,601,931	179,925,513
LIABILITIES			
Current Liabilities			
Trade & Other Payables	375,411	367,462	2,091,094
Trust Funds & Deposits	28,915	27,675	68,240
Provisions	1,707,695	1,543,229	2,125,886
Loans & Borrowings	65,984	62,690	130,268
Current Liabilities Total	2,178,005	2,001,057	4,415,488
Non Current Liabilities			
Provisions	474,460	506,860	222,040
Loans & Borrowings	33,641	163,910	33,641
Non Current Liabilities Total	508,101	670,770	255,681
TOTAL LIABILITIES	2,686,106	2,671,827	4,671,169
NET ASSETS	180,576,432	176,930,105	175,254,344
EQUITY			
Accumulated Surplus	42,941,539	39,142,166	37,619,451
Reserves	137,634,893	137,787,939	137,634,893
TOTAL EQUITY	180,576,432	176,930,105	175,254,344

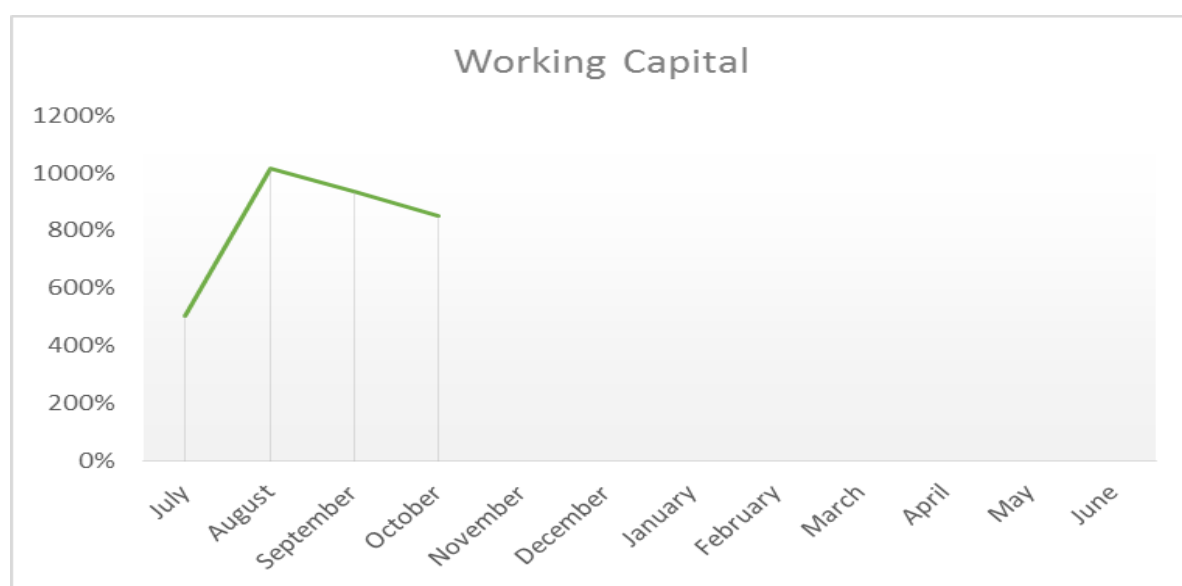
CASH AND INVESTMENTS



Cash and investments spiked during August with the receipt \$3.0million of flood relief payments under the Natural Disaster Relief and Recovery Arrangements. Council also receipted \$1.16 million during October from the first rate instalment.

As at 31 October Council was holding a total of \$11.58 million in cash and investments. However, as flood recovery works and Council's own capital program picks up to full pace, it is anticipated that Council's cash reserve will reduce to approximately \$8.1 million at the end of the year.

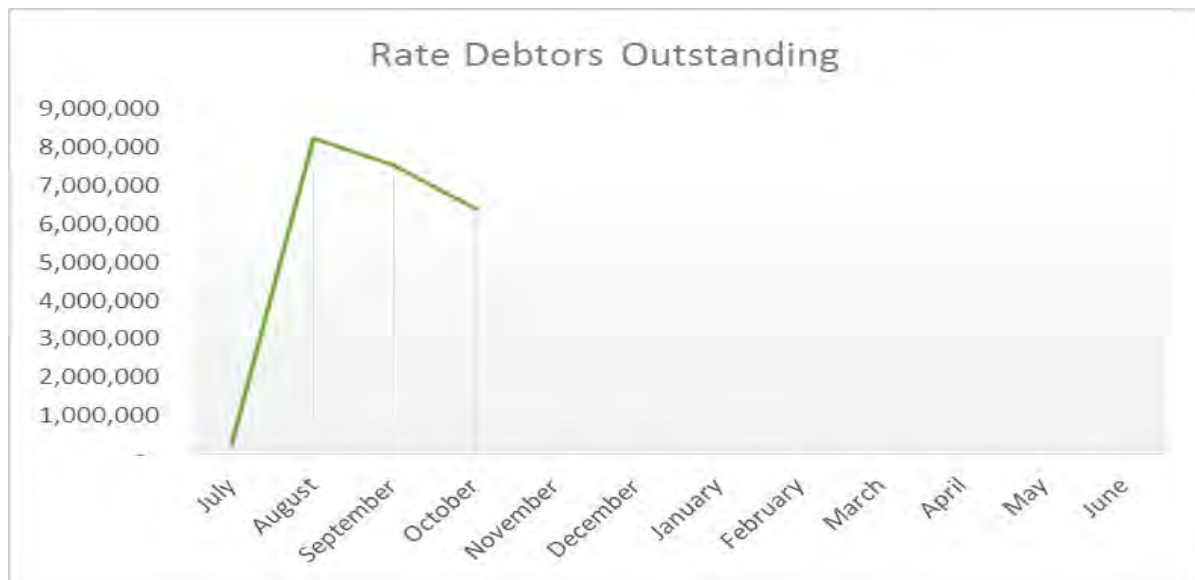
WORKING CAPITAL



Council continues to hold a strong working capital level, with current assets at 851% of current liabilities as at 31 October 2017. It is anticipated that as Council spends all monies received over the

remainder of the year the end of year working capital ratio will decline to approximately 336% by 30 June 2018.

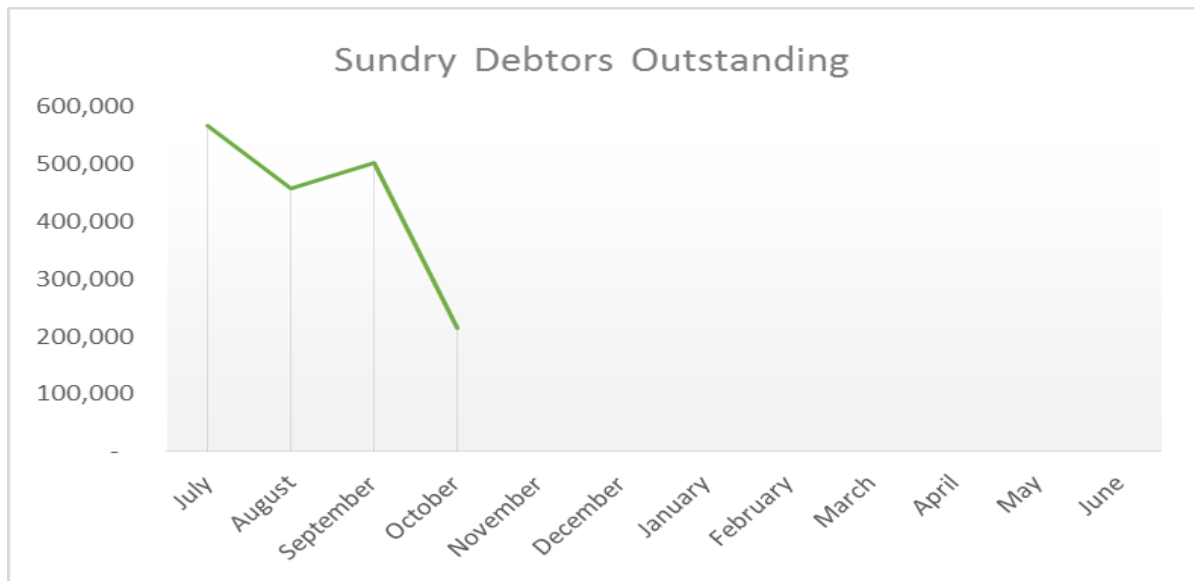
RATE DEBTORS



Council raised \$7.2million in rates and charges in August. First instalment payments have been received with approximately 65% of Council's ratepayers opting not to pay through the instalment option – for these ratepayers 100% of their rates are due by the end of February 2018.

Council has been pro-actively managing the collection of outstanding debts, with the an ongoing program of sales of non-residential properties with long term outstanding rates for the purpose of recovering those outstanding rates under S.173 of the *Local Government Act 1989* being implemented.

SUNDRY DEBTORS



Sundry debtors outstanding has shown a distinct decrease since July, with major debtors being actively pursued.

OPERATING ACCOUNTS BY ACTIVITY

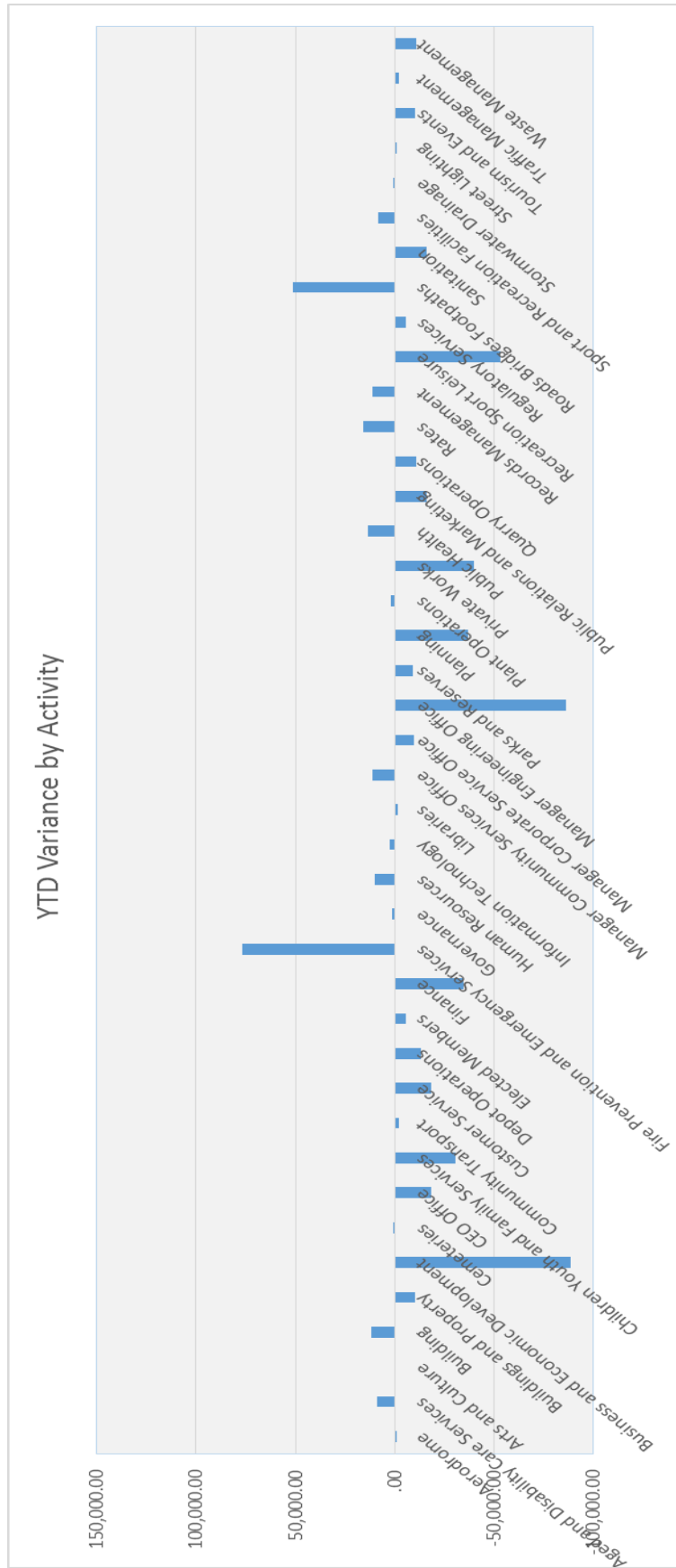
The following table shows Council's operating accounts listed by activity. The accounts are showing at total level, with revenue and expenses combined to give an overall result for each activity.

Variances are calculated as YTD actuals less the YTD current budget, with % variances being YTD Actual / YTD budget.

Notes and cautions are raised where the variances exceed 10% and \$20,000, or where the \$ variance is greater than \$100,000

West Wimmera Shire Council Operating Accounts by Activity October 2017

Activity	YTD Actuals	Annual Original Budget	Annual Current Budget	YTD Original Budget	YTD Current Budget	YTD Variance	YTD % Variance	Note	Status
Aerodrome	2,307.84	7,080.00	7,080.00	3,492.00	3,492.00	-1,184.16	-34%		
Aged and Disability Care Services	-56,221.78	-81,155.00	-53,632.00	-65,017.00	-65,017.00	8,795.22	-14%		
Arts and Culture	9,624.00	29,082.00	29,082.00	9,834.00	9,834.00	-210.00	-2%		
Building	44,637.18	119,825.00	119,825.00	32,724.00	32,724.00	11,913.18	36%		
Buildings and Property	25,207.60	-944,222.00	-944,222.00	35,692.00	35,692.00	-10,484.40	-29%		
Business and Economic Development	53,568.90	44,626.00	44,626.00	142,370.00	142,370.00	-88,801.10	-62%	1	
Cemeteries	-769.45	-2,500.00	-2,500.00	-793.00	-793.00	23.55	-3%		
CEO Office	148,735.20	440,739.00	440,739.00	167,100.00	167,100.00	-18,364.80	-11%		
Children Youth and Family Services	27,552.02	180,208.00	180,208.00	58,416.00	58,416.00	-30,863.98	-53%	2	
Community Transport	-4,653.88	-7,500.00	-7,500.00	-2,492.00	-2,492.00	-2,161.88	87%		
Customer Service	145,149.30	447,416.00	447,416.00	163,768.00	163,768.00	-18,618.70	-11%		
Depot Operations	-360,893.77	-1,002,566.00	-1,002,566.00	-347,454.00	-347,454.00	-13,439.77	4%		
Elected Members	86,626.14	277,555.00	277,555.00	92,284.00	92,284.00	-5,657.86	-6%		
Finance	-293,322.76	-2,472,600.00	-2,472,600.00	-258,780.00	-258,780.00	-34,542.76	13%		
Fire Prevention and Emergency Services	-2,698,752.52	-5,534,123.00	-5,534,123.00	-2,775,304.00	-2,775,304.00	76,551.48	-3%		
Governance	2,340.00	11,882.00	11,882.00	1,050.00	1,050.00	1,290.00	123%		
Human Resources	9,999.99	.00	.00	.00	.00	9,999.99	0%		
Information Technology	123,999.69	390,319.00	390,319.00	121,618.00	121,618.00	2,381.69	2%		
Libraries	78,352.72	165,086.00	165,086.00	79,848.00	79,848.00	-1,495.28	-2%		
Manager Community Services Office	33,226.71	58,802.00	58,802.00	22,128.00	22,128.00	11,098.71	50%		
Manager Corporate Service Office	113,765.72	559,988.00	562,588.00	120,720.00	123,320.00	-9,554.28	-8%		
Manager Engineering Office	2,711,596.71	8,407,078.00	8,407,078.00	2,797,822.00	2,797,822.00	-86,225.29	-3%		
Parks and Reserves	129,251.31	-111,957.00	-106,457.00	138,392.00	138,392.00	-9,140.69	-7%		
Planning	42,041.26	228,508.00	243,508.00	79,268.00	79,268.00	-37,226.74	-47%	3	
Plant Operations	51,604.51	-36,741.00	-36,741.00	49,699.00	49,699.00	1,905.51	4%		
Private Works	-39,721.12	.00	.00	.00	.00	-39,721.12	100%	4	
Public Health	71,599.56	143,632.00	166,038.00	50,795.00	58,263.00	13,336.56	23%		
Public Relations and Marketing	23,092.67	74,000.00	79,551.00	39,500.00	39,500.00	-16,407.33	-42%		
Quarry Operations	65,730.36	.00	.00	76,510.00	76,510.00	-10,779.64	-14%		
Rates	-6,675,191.46	-6,477,736.00	-6,477,736.00	-6,690,967.00	-6,690,967.00	15,775.54	0%		
Records Management	43,872.62	94,408.00	94,408.00	32,829.00	32,829.00	11,043.62	34%		
Recreation Sport Leisure	58,445.19	272,599.00	272,599.00	111,886.00	111,886.00	-53,440.81	-48%	5	
Regulatory Services	22,523.74	58,541.00	58,541.00	28,169.00	28,169.00	-5,645.26	-20%		
Roads Bridges Footpaths	834,451.76	-3,028,630.00	-3,028,630.00	783,367.00	783,367.00	51,084.76	7%		
Sanitation	69,020.20	250,145.00	250,145.00	84,943.00	84,943.00	-15,922.80	-19%		
Sport and Recreation Facilities	20,040.66	27,170.00	27,170.00	11,574.00	11,574.00	8,466.66	73%		
Stormwater Drainage	16,014.55	33,670.00	33,670.00	15,742.00	15,742.00	272.55	2%		
Street Lighting	6,052.65	21,400.00	21,400.00	7,132.00	7,132.00	-1,079.35	-15%		
Tourism and Events	7,374.04	50,718.00	50,718.00	17,664.00	17,664.00	-10,289.96	-58%		
Traffic Management	-3,382.54	6,490.00	6,490.00	-1,036.00	-1,036.00	-2,346.54	227%		
Waste Management	-320,358.62	188,453.00	188,453.00	-309,680.00	-309,680.00	-10,678.62	3%		
	-5,375,463.10	-7,110,310.00	-7,031,730.00	-5,075,187.00	-5,065,119.00	-310,344.10	6.1%		



West Wimmera Shire Council
Operating Accounts by Activity
October 2017
Variance Notes

- | | |
|--|---|
| 1 Business and Economic Development | Business and Economic Development shows a sizeable variance of 62% (\$88,801) below year to date budget. This is a combination of income being \$66,240 above year to date budget, arising from the receipt of a milestone payment for the Goroke Little Desert Playspace earlier than budgeted, and expenditure being lower than anticipated for year to date due to some projects (such as the Goroke Little Desert Playspace) not having commenced. |
| 2 Children, Youth and Family Services | Children, Youth and Family Services are 53% (\$30,863) below budget. This is largely due to a combination of lower than anticipated pre-school expenditure and slightly higher than anticipated income from the enhanced Maternal & Child Health Service (which has seen a revised funding agreement slightly increasing funding offered to Council). |
| 3 Planning | The Planning service shows a 47% (\$37,226) variance below budget. This is a timing issue relating to the planning scheme review project which was budgeted to have started by October but has not. |
| 4 Private Works | Council did not initially budget to undertake any Private Works for the 2017-18 year, but have to the end of October undertaken \$39,721 worth of works for private customers. |
| 5 Recreation, Sport and Leisure | Roads, Bridges, Footpath maintenance shows a hefty variance of \$351,596 over budget. The vast majority of this has occurred in the Unsealed Rural Roads Maintenance account where works have been undertaken earlier than anticipated as a response of inclement weather conditions (these are not flood related works). Of particular note in this area are increased internal plant usage costs. Whilst these costs remain within the overall full year budget, Council will monitor them closely to prevent any budget overrun. |

CAPITAL WORKS

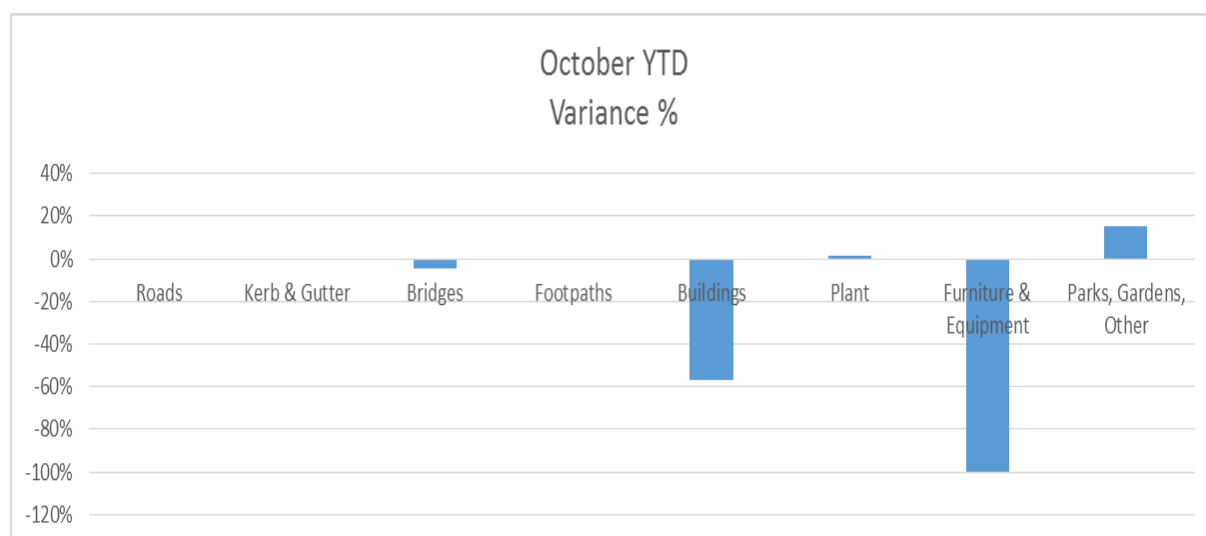
A brief summary of Council's capital works progress YTD is presented. The information is presented in a summary form only, with more detailed information on capital works included in the separate Capital Works Progress Report. As with the operating statement, variances are calculated as YTD actuals less the YTD current budget, with % variances being YTD Actual / YTD budget.

Notes and cautions are raised where the variances exceed 10% **and** \$20,000, or where the \$ variance is greater than \$100,000

This capital report is a summary guide only, with detailed analysis contained within the Capital Works Progress Report.

West Wimmera Shire Council Capital Works As at 31 October 2017

Program	YTD Actuals	Annual Original Budget	Annual Current Budget	YTD Current Budget	YTD Variance\$	YTD Variance %	Note
Roads	1,639,143.17	10,447,938.00	10,463,217.00	1,651,176.00	-12,032.83	-1%	
Kerb & Gutter	.00	145,000.00	145,000.00	.00	0.00	0%	
Bridges	53,237.60	380,000.00	380,000.00	55,996.00	-2,758.40	-5%	
Footpaths	.00	50,000.00	50,000.00	.00	0.00	0%	
Buildings	87,609.69	1,838,000.00	2,064,001.00	203,004.00	-115,394.31	-57%	1
Plant	366,260.09	820,730.00	1,010,085.00	360,908.00	5,352.09	1%	
Furniture & Equipment	.00	130,000.00	133,100.00	27,500.00	-27,500.00	-100%	2
Parks, Gardens, Other	36,833.70	1,017,000.00	1,065,677.00	32,000.00	4,833.70	15%	
	2,183,084.25	14,828,668.00	15,311,080.00	2,330,584.00	-147,499.75	-7%	



Notes

- 1 Buildings Buildings capital works show a 57% (\$115,394) variance below budget. This is largely a timing difference with projects yet to commence including the Edenhope Community Hub and some projects underway but no invoices having yet been received, such as the Kaniva Shire Hall. A note of caution must be made here in that Council has become aware it is likely to receive an amount of Essential Safety Measure works required by the Municipal Building Surveyor which have not been budgeted. The value of these works is not known at the time of producing this financial report.
- 2 Furniture and equipment Furniture and equipment shows a year to date budget variance of 100% (\$27,500) below budget. This is due to IT replacements being scheduled early in the year but being delayed to later in the year.



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WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY			
Councillor Expense Entitlement & Support Policy		Policy No:	
		Adopted by Council:	22 May 1997
		Next review date:	
Senior Manager:	Director Corporate & Community Services		
Responsible Officer:	Director Corporate & Community Services		
Functional Area:	Governance		
Introduction & Background	Councillors are to be supported in undertaking their duties, by ensuring that reimbursement of expenses and access to resources and support are provided in an equitable manner, to cater for the full participation of all Councillors in Council business, while also recognising individual needs and circumstances.		
Purpose & Objectives	<p>To provide guidance and policy on the reimbursement of out of pocket expenses and provision of support for Councillors and Members of Council committees to enable them to perform their duties and to ensure that they are not financially or otherwise disadvantaged in undertaking their official Council duties.</p> <p>The payment and/or reimbursement of expenses and provision of support must only be for the actual cost of legitimate business use and not for time and effort spent in performing these duties.</p>		
Policy Details			
1.	Scope		
	<p>Section 75 of the Local Government Act 1989 provides for the reimbursement of necessary out of pocket expenses incurred while performing duties as a Councillor or committee member.</p> <p>Section 75B(1) of the Act requires Council to adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of Council committees.</p>		
	<p>The policy adopted by Council under this section must be consistent with :</p> <p>a) the prescribed types of Councillor out of pocket expenses that must be reimbursed if the expenses are reasonable and bona fide; and</p> <p>b) the prescribed procedures to be followed in relation to the reimbursement of out of pocket expenses.</p>		
	<p>Recognising the leadership role of the Office of Mayor, the policy also provides for</p>		



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	<p>some additional resources and facilities specific to that office.</p> <p>The basic test that will be applied to determine whether or not an expense is lawfully incurred, is whether the expenditure is necessary because it is supplemental or incidental to or consequent on the exercise of Council functions.</p> <p>Council will make available the following support to Councillors in the discharge of their duties.</p>
2.	<p>Accountability – Council Plan Objective / Strategy</p> <p>The aims or objectives of the policy are aligned with Council's Council Plan objectives and strategies.</p>
3.	<p>Accountability – Legislation / Standards</p> <ul style="list-style-type: none"> • Local Government Act 1989 • Local Government (General) Regulations 2004
4.	<p>Accountability – Responsibilities</p> <p>The Director Corporate and Community Services is responsible for the development and management of this policy.</p>
5.	<p>Accountability – Review</p> <p>The policy is to be reviewed after each general election of the Council with suggested revisions to be submitted to the Council for consideration and adoption. Operational amendments may be made as required between review periods in accordance with Council's/CEO's approval.</p>
6.	<p>Accountability – Communication / Implementation</p> <ul style="list-style-type: none"> a) The policy will be communicated to Councillors and relevant staff and will be available on Docs on Tap. The policy is referred to in the Councillor induction and development program. b) The policy will be published on Council's website as required under section 82A(2)(c) of the Act and a copy available for inspection at the office of the Council (s.75B(3) LGA).
7.	<p>Accountability – Charter of Human Rights Compliance</p> <p>It is considered that this policy does not impact on any human rights identified in the Charter of Human Rights & Responsibilities Act 2006.</p>



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Policy Adopted:	Ordinary Meeting 22/5/97	Minute Book Page 2309	
Policy Reviewed:	Ordinary Meeting 04/10/01	Minute Book Page 9556	
	Ordinary Meeting 25/07/02	Minute Book Page 10300	
	Ordinary Meeting 06/04/06	Minute Book Page 13682	
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COUNCIL PROCEDURE			
Councillor Expense Entitlement & Support Procedure		Policy No:	
		Adopted by Council:	22 May 1997
		Next review date:	November 2017
Policy Referenced:	Councillor Expense Entitlement & Support Policy		
Senior Manager:	Director Corporate & Community Services		
Responsible Officer:	Director Corporate & Community Services		
Functional Area:	Governance		
Scope, Purpose & Objectives	These procedures have effect under the Councillor Expense Entitlement & Support Policy. These procedures set out the rules and procedures for applying the said policy and detail what expenses and entitlements are covered and the process required to claim.		
1.	Councillor & Mayoral Allowance		
	<div>a) Section 74 of the Act allows the Governor in Council to set allowances and limits on Councillor allowances.</div> <div>b) Subject to a review and determination of the allowances in accordance with Section 74 of the Act, Council will set the allowances pursuant to the category grouping applying to Council.</div> <div>c) Under Section 74B(2) of the Act, the range limits, levels and amounts of allowances are subject to the addition of the equivalent of the superannuation guarantee contribution (SGV). Council will ensure that this amount will be paid to Councillors.</div> <div>d) Councillor allowances will be set at the start of each Council term.</div> <div>e) Councillor allowances are paid monthly, and may not exceed more than one month in advance</div>		
2.	Travel Expenses		
	Council will meet the reasonable travel, accommodation, meals, fees and expenses incurred by and associated with Councillors travelling for official Council purposes, as approved by the Chief Executive Officer and within the limits of the budget approved by Council.		



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3.	<p>Motor Vehicles</p> <ul style="list-style-type: none">a) Council will provide the Mayor with unrestricted private use of a vehicle to a limit of 500 km from the Shire Boundaries.b) Council will provide a pool of cars for use for Council business. All pool cars will be provided with a fuel card for petrol or oil purchased.c) It is expected that Councillors arrange to use a Council vehicle for all Council related travel. Pool cars are usually available for this purpose.
4.	<p>Use of Private Vehicles</p> <ul style="list-style-type: none">a) Where use of a Council vehicle is impractical, an allowance will be paid to Councillors for use of their own vehicle in accordance with the Australian Tax Office rates as varied from time to time. The travel must be in the course of conducting official Council businessb) It is expected that Councillors arrange to use a Council vehicle for all Council related travel, where possible. Pool cars are usually available for this purpose.c) It is expected that all travel be by the most direct route and vehicles shared where more than one Councillor attends the same function.d) Where a Councillor uses their car to attend an approved interstate meeting, conference, seminar or engagement, the total claim for use of a vehicle shall not exceed the cost of air travel and transfers.
5.	<p>Interstate and International Travel</p> <ul style="list-style-type: none">a) Approval is required for all Councillors undertaking discretionary trips and interstate travel and attendance at conferences. Interstate travel is not deemed to include travel in the municipalities of Tatiara District Council, Naracoorte Lucindale Council, Wattle Range Council and District Council of Grant.b) All international travel undertaken by Councillors must be in accordance with the achievement of Council's corporate objectives and goals and approved by a resolution of Council.c) All interstate travel undertaken by Councillors must be in accordance with the achievement of Council's corporate objectives and goals and approved by a resolution of Council.d) Air travel will be by economy class with bookings and payment to be made by Council.e) Section 11 of the Act requires Council to maintain a register for public inspection of details and costs relating to all overseas and interstate travel undertaken by Councillors (with the exception of interstate travel by land for less than 3 days).f) Councillors must ensure that details on travel expenses are provided to the Governance & Executive Support Officer within seven (7) days of return from travel.



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6.	<p>Partner Travel</p> <ul style="list-style-type: none"> a) The reasonable costs of a partner accompanying a Councillor on a Council business trip (within Victoria and including the municipalities of Tatiara District Council, Naracoorte Lucindale Council, Wattle Range Council and District Council of Grant) will be borne by Council. The costs of any airfares and accompanying partner tours will not be the responsibility of Council. b) The costs of a partner accompanying a Councillor on a Council business trip (interstate or international) must be borne by the Councillor, unless there is a bona fide business purpose or necessity for the presence of their partner. The costs of any airfares and accompanying partner tours will not be the responsibility of Council. c) The reasonable costs associated with the travel, accommodation and incidentals for the partner must be approved in writing by the Chief Executive Officer prior to departure.
7.	<p>Car Parking / Public Transport / Taxi Charges</p> <p>Council will reimburse the costs of car parking, public transport and taxi charges incurred while conducting Council business on the basis of original receipts and relevant details regarding the purpose, date and time of the meeting or function</p>
8.	<p>Training / Councillor Development / Conferences and Seminars</p> <ul style="list-style-type: none"> a) Council recognises the need for Councillors to attend seminars, conferences, professional development and training in order to be kept fully informed on all local government matters and to assist them to perform their roles as Councillors. b) Council will meet all reasonable costs incurred for transport, accommodation, registration fees, meals, car hire and associated expenses that are related to performing their duties within the limits of the annual budget. c) Where a Councillor nominates to attend a conference, workshop or training relevant to their role as a Councillor, approval needs to be sought from the Chief Executive Officer. Attendance at interstate and overseas conferences is subject to Council approval as detailed in this policy. d) Any additional costs as the result of the attendance at seminars, conferences, professional development and training (within Victoria) of partners shall be borne by Council. e) Any additional costs as the result of the attendance at seminars, conferences, professional development and training (interstate/international) of partners shall be borne by the Councillor.



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9.	<p>Dependent Care Expenses</p> <p>Councillors when attending to legitimate Council business may be reimbursed for necessary dependent care expenses incurred for children, frail aged or disabled persons.</p> <p>Reasonable care expenses may comprise hourly fees, agency booking fees and/or reasonable travelling expenses and will only be reimbursed when paid to:</p> <ul style="list-style-type: none">a) A recognised dependent care provider; orb) A person who does not:<ul style="list-style-type: none">i. have a familial or like relationship with the Councillor or Committee member; orii. reside either permanently or temporarily with the Councillor or Committee member; oriii. have a relationship with the Councillor or his or her partner such that it would be inappropriate for Council to reimburse monies paid to the care provider <p>where the care is necessary to allow attendance at:</p> <ul style="list-style-type: none">i. Council meetings and Council business related to Council meetingsii. Council functionsiii. Council meetings where approved by the Mayor or Chief Executive Officeriv. Meetings arising as a result of a Councillor being appointed by the Council to an external body
10.	<p>Civic Entertainment</p> <ul style="list-style-type: none">a) All official civic entertainment expenses will be met from the annual allocation approved as part of Council's budget.b) All formal civic entertainment functions will be coordinated by the Chief Executive Officer's office and must have prior approval of the Mayor.c) Councillors will be reimbursed reasonable expenses incurred while entertaining visiting dignitaries or Council business guests on behalf of Council, including the reasonable costs of drinks accompanying a meal. The Mayor must give prior approval to any such entertainment.
11.	<p>Meals/Refreshments</p> <ul style="list-style-type: none">a) Council will provide reasonable refreshments during meetings on Council business and reasonable meals where Council or Committee meetings are to be held over extended periods or are likely to have a late conclusion time, at the discretion of the Chief Executive Officer and/or Mayor.



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	b) The nature of the meal and refreshments shall depend on the nature of the meeting, the timing and attendees and all arrangements are made through the Chief Executive Officer's office.
12.	Office Space
	Council will provide a suitably furnished and equipped office in Edenhope or Kaniva, for use by the Mayor.
13.	Administrative Support
	Reasonable administrative support for work directly related to the duties of office will be provided through the Chief Executive's office.
14.	Stationery and Office Equipment
	<p>a) The Council shall upon request provide Councillors with standard Council stationery. The stationery may include, but not necessarily be limited to, paper, business cards, writing implements, diaries, computer requisites, envelopes, postage, etc.</p> <p>b) Each Councillor will be provided with a name badge.</p> <p>c) Customer service staff shall be available at the Edenhope and Kaniva Offices to send faxes and photocopy documents for Councillors during normal office hours.</p>
15.	Corporate Credit Card
	<p>a) Council has a corporate credit card facility and arranges for a corporate credit card to be issued to the Mayor (\$1,000 limit). The card is not authorised for cash advances.</p> <p>b) The use of the card is to be in accordance with the Corporate Credit Card Policy.</p>
16.	Apparel
	<p>a) Council shall, upon request, make available on loan protective clothing required to assist in carrying out the duties of office. This clothing is to be returned promptly upon the completion of the activity/duty for which the articles were required.</p> <p>b) The clothing shall be limited to clothing held in store to meet the organisation's requirements, unless otherwise resolved by Council for a specific item(s)</p>
17.	Insurance
	<p>Councillors are covered by the following Council insurance policies while discharging their duties:</p> <p>a) Personal Accident/Corporate Travel</p> <p>b) Public Liability</p> <p>c) Professional Indemnity</p>



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	<ul style="list-style-type: none"> d) Councillors and Officers Liability Insurance e) Motor Vehicle (while driving Council owned vehicles) (excess paid by Council) f) Loss of No Claim Bonus/payment of excess in the event of an accident while using their own vehicle (subject to having comprehensive insurance), limit is \$1000, no excess); and g) Loss or damage to personal property in excess of the policy excess h) Statutory Liability and Defence Costs Indemnity <p>Council will pay any applicable policy excess in respect of claims made against a Councillor arising from Council business where any claim is accepted by Council's insurers, regardless of the outcome.</p>
18.	<p>Legal Costs</p> <p>Council will only meet legal expenses incurred as a result of a Councillor executing their official duties.</p> <p>If a Councillor requires legal advice in connection with his or her functions as a Councillor:</p> <ul style="list-style-type: none"> a) The Councillor may submit a Notice of Motion requesting that Council facilitate and fund such legal advice; or b) The Chief Executive Officer may facilitate such legal advice and confirm that Council will meet expenses when: <ul style="list-style-type: none"> i. appropriate to do so taking into the consideration the same criteria used by Council (below); and ii. the Councillor requirement for legal advice cannot be deferred until the lodgment or consideration of a Notice of Motion. c) Council will evaluate any requirement by a Councillor for legal advice against the following criteria: <ul style="list-style-type: none"> i. the extent to which the subject matter of the advice required relates to the Councillor's functions as a Councillor; the extent to which the subject matter of the advice required relates to a matter before Council or the Councillor's representative role as a Councillor; iii. the extent to which the subject matter of the advice required will or is likely to be of interest to all Councillors; iv. the public interest; and v. any other relevant considerations. d) In the event that legal advice relates to a writ, action or pending action against a Councillor or Councillors, the Councillor or Councillors must supply a copy of the writ or action or provide the information which may lead to an action, to the Chief Executive Officer, who will advise Council's insurers as soon as possible, in accordance with Council's insurance policy conditions.



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	<p>e) Unless VCAT orders otherwise a Council must pay the legal costs of individual Councillors in conduct hearings into alleged misconduct, but only where Council has made the application to VCAT or has requested to be a party to a matter in VCAT.</p>
19.	<p>Communications and Information Technology Expenses</p> <p>a) Council will provide the following facilities and communications to all Councillors:</p> <ul style="list-style-type: none"> • a mobile telephone • a tablet and internet connection, appropriate software and email access • training/education in use of equipment as required • Help Desk and IT support <p>b) Computer use is subject to Council's terms of use for email and internet facilities. A Councillor must not use an email address other than that provided by Council for Council business.</p> <p>c) All facilities provided remain the property of Council and must be returned at the end of the term of office unless alternative arrangements are agreed to by the Chief Executive Officer.</p> <p>d) Councillors will be required to reimburse Council for any private usage of the mobile telephone.</p> <p>e) Council will develop its website to include information about Councillors, contact details and useful links to facilitate participation and access between Councillors and the community.</p>
20.	<p>Exclusions – Expenses Not Covered</p> <p>Expenses incurred by Councillors for the following will not be paid for or reimbursed by Council and shall be the responsibility of the individual Councillor unless approved by a resolution of Council in each instance:</p> <p>a) legal expenses except where related to an insurance claim.</p> <p>b) penalties for breaches of road, traffic, parking or other regulation or law.</p>
21.	<p>Exclusions – No Offset</p> <p>If a Councillor does not claim a particular expense or use a particular facility the resultant savings cannot be offset against a claim for an additional amount of some other expense or facility.</p>
22.	<p>Exclusions – Other</p> <p>a) Claims for expenses other than those included in this policy will not be reimbursed, except in exceptional circumstances after approval by the Chief Executive Officer.</p>



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	<p>b) Councillors must ensure that benefits contained within this policy are not used as part of any election campaign.</p>
23.	<p>Accountability – Claims</p> <ul style="list-style-type: none">a) Council will reimburse a Councillor for expenses if the Councillor applies in writing and establishes that the expenses were reasonable bona fide Councillor out-of-pocket expenses incurred while performing the duties of a Councillor.b) Council may reimburse a member of a Council Committee for necessary out-of-pocket expenses incurred while performing duties as a Committee Member.c) All claims for the reimbursement of expenses will be authorised for payment by the Chief Executive Officer or their delegate.d) Claims must be made on the appropriate “Councillor Travel / Expenses Allowance Form”, and be supported by tax invoices, receipts or other appropriate documentation.e) It is the responsibility of Councillors to ensure that claims for reimbursement are submitted monthly. Claims in excess of three (3) months after the expenditure being incurred will not be processed. <p>It is considered that this policy and these procedures does not impact on any human rights identified in the Charter of Human Rights & Responsibilities Act 2006.</p>



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Policy Reviewed:	Ordinary Meeting 04/10/01	Minute Book Page 9556	
	Ordinary Meeting 25/07/02	Minute Book Page 10300	
	Ordinary Meeting 06/04/06	Minute Book Page 13682	
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COUNCIL POLICY			
GUARANTOR POLICY		Policy No:	
		Adopted by Council:	18 June 2015
		Next review date:	
Senior Manager:	Chief Executive Officer		
Responsible Officer:	Director Corporate and Community Services		
Functional Area:	CEO & Governance		
Introduction & Background	West Wimmera Shire Council will work with the community to improve the quality of life in the Shire and make West Wimmera a better place to live. Council understand quality facilities and events enhance the social fabric of our Shire and facilitate best rural living.		
Purpose & Objectives	Council is of the opinion that part of its function is to maintain the social fabric of its community, and from time to time it may offer financial assistance by way of guarantee to community and/or sporting organisations.		
Definitions	Community Organisation – Community Organisation based in and operate within the boundaries of West Wimmera Shire Council and works on not for profit basis. Sporting Organisation – Sporting Organisation based in and operates within West Wimmera Shire Council Community Facility – A facility that is used by community on Crown land and or on the Council land within West Wimmera Shire Strategic project – Is a project that is identified in any Social Infrastructure studies, long terms strategies of Council and or Communities		
Policy Details			
1.	Scope		
	This policy applies to Council and its Officers when preparing advice to Council concerning Council acting as a guarantor to a Community or Sporting Group.		
2.	Issues		
	If West Wimmera Shire is to prosper and grow, it is imperative that the social fabric of all its community remain healthy and viable. To assist with this Council may act as a guarantor.		



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3.	<p>Conditions</p> <p>To provide a guarantee, Council will have regards to the following:</p> <ul style="list-style-type: none"> a) Council will not have guarantees at any one time in excess of \$200,000 total, with no single guarantee exceeding \$50,000. b) No, (one) guarantee will exceed 1/3 of the total cost of the project. c) Initial screening of the guarantee applications will be conducted by CEO or any officer delegated by CEO; d) Each case will be presented to the Councillor forum for discussion before they are presented to Council for consideration; e) Organisations will be invited to present their case to support their application for a guarantee. f) Priority would be given to the Strategic projects identified in various strategic initiatives undertaken by Council or Community; g) Organisations will be required to provide Council with a Business Plan for the complete time of the guarantee, which is to include a social benefit for the whole community. This will include allowing Council access to the organisation's audited financial statements. h) Organisations seeking a guarantee will be required to present a budget showing proposed repayment regimes for each of the years for which the guarantee is sought (maximum of 5 years). i) Organisations seeking a guarantee must demonstrate that any funding secured as a result of Council providing the guarantee will be used on activities that maintain or enhance that organisation's service delivery. j) Council will not provide a guarantee to an organisation which seeks to promote an outcome which is detrimental to one of Council's own programs. k) Organisations in receipt of the guarantee must provide Council with evidence that the payment regimes have been met and that the guarantee has been reduced by 30 June each year. <p>Failure to meet the requirements of the guarantee by the community or sporting organisation will result in Council withdrawing its guarantee and initiating legal action to recoup any outstanding debts or financial liabilities to Council.</p>
4.	<p>Reporting</p> <p>A list of guarantees Council provide will be maintained by Manager Finance and Council will be provided the list as needs basis.</p> <p>Council will maintain all reporting requirements relating to guarantees</p>



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Policy Reviewed:	Ordinary Meeting 25/07/02	Minute Book Page 10300	
	Ordinary Meeting 06/04/06	Minute Book Page 13682	
	Ordinary Meeting 11/03/10	Minute Book Page 17759	RecFind 16/002617
	Ordinary Meeting 18/06/15	Minute Book Page 30672	RecFind 15/002613
	Ordinary Meeting __/__/17	Minute Book Page _____	RecFind 17/00_____



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COUNCIL POLICY		
ROAD & STREET NAMING POLICY	Policy No:	
	Adopted by Council:	16/7/2015
	Next review date:	
Senior Manager:	Director Corporate & Community Services	
Responsible Officer:	Rates Coordinator	
Functional Area:	Rates & GIS	
Introduction & Background	This policy applies to all existing and proposed public roads in the West Wimmera Shire.	
Purpose & Objectives	The purpose of this Policy is to provide a framework for selecting and adopting new and replacement names for roads and streets.	
Policy Details		
1.	Legislative Requirements	
	<u>Geographic Place Names Act 1998</u>	
	Under the Geographic Place Names Act 1998 the Minister for Conservation and Land Management through the Register has the power to approve or alter the recorded name of a place as its official name and to recommend to Governor in Council, principles, policies and procedures guidelines for the investigation, determination and collection of geographic names.	
	<u>Local Government Act 1989</u>	
	Schedule 10 Powers of Councils over Roads	
	5. Power to name roads, erect signs and require premises to be numbered.	
	(1) A Council may:	
	a) Approve, assign or change the name of a road; and	
	b) Erect signs on a road; and	
	c) Approve, assign and change the number of a road and any premises next to a road; and	
	d) Require people to number their premises and to renew those numbers.	
	The Council, in exercising a power under paragraph (a) of sub-clause (1) must	



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	act in accordance with the guidelines in force for the time being under the <i>Geographic Place Names Act 1998</i> and must advise the Registrar (for Geographic Names) under that Act of the action it has taken under that paragraph.
2.	<p>Encouragement to property owners to adopt formal road names</p> <p>Property owners often apply names to roads adjoining their private land but generally service authorities refuse to acknowledge road names that have not been endorsed by Council.</p> <p>To avoid confusion that can be caused by the use of unofficial names, property owners are encouraged to liaise with Council if they want a name assigned to a public road.</p>
3.	<p>Principles for choosing a name</p> <p>The following principles are to be considered when choosing names for roads within the West Wimmera Shire.</p> <p>Road names must meet the Geographic Place Names Act 1998</p> <ul style="list-style-type: none"> • Geographic names, must be written in standard Australian English or a recognised format of an Australian Indigenous language local to the area of the feature, locality or road. • Regard needs to be given to the long-term consequences and effects upon the wider community of naming, renaming or adjusting the boundary of a feature, locality or road. • Ensuring public safety. Geographic names and boundaries must not risk public and operational safety for emergency response, or cause confusion for transport, communication and mail services. • Ensuring names are not duplicated. Duplicates are considered to be two or more names within close proximity with identical or similar spelling or pronunciation. Duplication is not allowed within a regional urban area within 15 kilometres; and within a rural or remote area within 30 kilometres. • Directional names to be avoided. Cardinal directions must be avoided • Assigning extent to a feature, locality or road. The naming authority must clearly define the area and/or extent to which the name will apply. • Linking the name to the place. Place names should be relevant to the local area, with preference given to unofficial names used by the local community • Using commemorative names. The names of people who are still alive should be avoided. The initials of a given name are not to be used in any instances. • The use of commercial and business names, trade names or not-for-profit names should not be used. • Names must not be discriminatory. Place names must not cause offence on the basis of race, ethnicity, religion, disability, religion, sexuality or gender • Recognition and use of Indigenous Australian names. The use of traditional indigenous Australian names is encouraged, subject to agreement from the relevant Indigenous communities. • Dual names are used as a means of recognising the names given to places by different enduring cultural and language groups.



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	<ul style="list-style-type: none"> Consulting with the public. Naming authorities must consult with the public on any naming proposal. Lodging, considering and addressing objections. Any person or organisation can lodge objections to a naming, renaming or boundary change proposal during the consultation period and must be lodged within the 30 days allocated for feedback. Only after a naming authority receives notification from the Registrar of Geographic Names that a name is registered, can members of the community be informed. Naming authorities must not erect or display signage prior to receiving advice from the Registrar.
4.	<p>Practicalities for the selection of road names</p> <p>The practical application of road names to maps and plans should be considered.</p> <p>Long street names should not be allocated to short roads, as the inclusion of such names on street directories and other maps can result in name crowding difficulties for the mapmakers and confusion or uncertainty for the people using the maps.</p> <p>Road names have practical implications for Rural Addressing, these benefits being:</p> <ul style="list-style-type: none"> Local Government Authorities - improved administration and service delivery. Emergency Services - efficient location of emergencies. Commercial Organisations - improved delivery of goods and services. Community - improvement in efficiency/effectiveness of the provision of community services. Service Utilities - power, water, communications etc.
5.	<p>Responsibility</p> <p>The Director Corporate & Community Services & Rates Coordinator will be responsible for the coordination of the process for any road or street name changes.</p>
6.	<p>Processes for the selection of road names</p> <p>The naming process will be initiated if the request is:</p> <ul style="list-style-type: none"> From an affected landowner or their agent, From Council, or Is deemed in the public interest. From External Parties

Policy Adopted:

Ordinary Meeting 19/08/04

Minute Book Page 12161



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Policy Reviewed:	Ordinary Meeting 06/04/06	Minute Book Page 13682	
	Ordinary Meeting 11/03/10	Minute Book Page 17759	
	Ordinary Meeting 16/07/15	Minute Book Page 31431	RecFind 15/002909
	Ordinary Meeting __/__/17	Minute Book Page _____	RecFind 17/_____

Draft