



---

# WELCOME

---

TO THE WEST

## West Wimmera Shire Council

### AGENDA

### COUNCIL MEETING

Wednesday 13 December 2023  
2:00 pm

Council Chambers  
Edenhope Council Offices  
49 Elizabeth Street, Edenhope Vic  
3318

#### **PUBLIC ACCESS**

Open to the public and Live streaming from  
Council's website:

[www.westwimmera.vic.gov.au](http://www.westwimmera.vic.gov.au)





## Councillors and Shire Map



**MAYOR**  
**Cr. Tim Meyer**



**DEPUTY  
MAYOR**  
**Cr. Tom  
Houlihan**



**Cr. Richard  
Hicks**



**Cr. Bruce  
Meyer OAM**



**Cr. Jodie  
Pretlove**





## COUNCIL VISION

**Our West Wimmera community is healthy, thriving, diverse, harmonious, prosperous, and self-sustaining, with regional and global connectivity.**

## OUR VALUES

**INNOVATIVE** – We will proactively respond to change, are optimistic about our future and pursue continuous improvement in everything that we do.

**ACCOUNTABLE** – We will be responsible, take ownership of our actions and are committed to good governance, excellence, transparency, achievement of goals and advocating for our community

**UNITED** – We will do everything within our ability to encourage and form trusting relationships, to work together as one team to achieve our goals and advocate for ‘One West Wimmera’.

**COLLABORATIVE** – We will actively and openly consult with you and work constructively with community organisations, agencies, the business community and other levels of government to our community’s benefit.

## OUR GOALS





### **Purpose of Council meetings**

- (1) Council holds scheduled meetings and, when required, unscheduled meetings to conduct the business of Council.
- (2) Council is committed to transparency in decision making and, in accordance with the Local Government Act 2020, Council and Delegated Committee meetings are open to the public and the community are able to attend.
- (3) Meetings will only be closed to members of the public, in accordance with section 66 of the Act, if:
  - (a) there are clear reasons for particular matters to remain confidential; or
  - (b) a meeting is required to be closed for security reasons; or
  - (c) it is necessary to enable the meeting to proceed in an ordinary manner.
- (4) A meeting closed to the public for the reasons outlined in sub-rule 3(b) or 3(c) will continue to be livestreamed. In the event a livestream is not available:
  - (a) the meeting may be adjourned; or
  - (b) a recording of the proceedings may be available on the Council website

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 5 Questions from the Gallery.

This Council meeting will be recorded for live streaming.

### **Councillors pledge**

*As Councillors of West Wimmera Shire Council, we solemnly and sincerely declare and affirm that we will consider each item on this agenda in the best interests of the whole municipal community.*



**REQUIRED TO ATTEND:**

**Councillors:**

Tim Meyer, Mayor  
Tom Houlihan, Deputy Mayor  
Richard Hicks  
Bruce Meyer OAM  
Jodie Pretlove

**Executive Leadership Team:**

David Bezuidenhout - Chief Executive Officer (CEO)  
James Bentley - Director Corporate & Community Services (DCCS)  
Ram Upadhyaya - Director Infrastructure Development & Works (DIDW)



## Table of Contents

1	Welcome .....	8
2	Acknowledgement of Country .....	8
3	Opening Prayer.....	8
4	Apologies, Leave of Absences, Declaration of Conflict of Interest .....	8
4.1	Apologies .....	8
4.2	Leave of Absence .....	8
4.3	Declaration of Conflict of Interest .....	8
5	Questions from the Gallery .....	9
5.1	Written Questions on Notice.....	9
5.1.2	Katherine Shurvell - Outcomes of Community Consultation Process	9
5.2	Verbal Questions without Notice .....	11
6	Delegates Reports .....	12
6.1	Councillor Tim Meyer (Mayor) .....	12
6.2	Councillor Tom Houlihan (Deputy Mayor).....	12
6.3	Councillor Richard Hicks .....	12
6.4	Councillor Bruce Meyer OAM.....	13
6.5	Councillor Jodie Pretlove .....	13
7	Condolences .....	13
8	Confirmation of Previous Minutes .....	14
8.1	Council Meeting held on Wednesday, 15th November 2023.....	14
8.2	Community Forum held on Wednesday, 18th October 2023.....	14
9	Business Arising From Previous Minutes .....	15
10	Notices of Motion .....	15
10.1	Notice of Motion 2023/04 - Cr Richard Hicks - Community Pools.....	15



11 Councillor Forum Record.....	17
11.1 Councillor Forum Record Thursday, 30th November 2023 .....	17
12 Deputations and Petitions.....	17
13 Chief Executive Officer .....	17
14 Corporate and Community Services.....	18
14.1 Community Support Grant - Insurance Application .....	18
14.2 Information Communication Technology Change Management Policy Review .....	27
14.3 Audit and Risk Committee Meeting Minutes - 27 September 2023 .....	38
15 Infrastructure Development and Works .....	56
15.1 Growing Regions Applications.....	56
16 Sealing Schedule.....	60
17 Late Items of Business.....	60
18 Confidential Reports .....	60
19 Close of Meeting .....	60



## 1 Welcome

## 2 Acknowledgement of Country

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.

## 3 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.

## 4 Apologies, Leave of Absences, Declaration of Conflict of Interest

### 4.1 Apologies

### 4.2 Leave of Absence

### 4.3 Declaration of Conflict of Interest

*All Councilors 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.*





## 5 Questions from the Gallery

### 5.1 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 submitted subsequent to that deadline can be lodged electronically to [KaddieCother@westwimmera.vic.gov.au](mailto:KaddieCother@westwimmera.vic.gov.au), no later than two hours prior to the Council Meeting.

#### 5.1.2 Katherine Shurvell - Outcomes of Community Consultation Process

**Name:** Outcomes of Community Consultation Process

**From:** Katherine Shurvell

**Question:**

When will Council release the outcomes of consultation undertaken for the Sports and Recreation Plan and Economic Development Strategy, following the community engagement process approximately six months ago?

**Answer:**



**Question:**

Will the community have the opportunity to provide feedback on the Economic Development Strategy and Sports and Recreation Plan before they are adopted by Council?

**Answer:**



## 5.2 Verbal Questions without Notice

### RECOMMENDATION:

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

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

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

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

### RECOMMENDATION:

**That Council resume Standing Orders.**



## 6 Delegates Reports

Delegate Reports are for providing feedback on formal council business and are for information only

### 6.1 Councillor Tim Meyer (Mayor)

Date	Event
16/11/2023	MAV Rural and Regional Forum
24/11/2023	WWSC End of Year Christmas Party
28/11/2023	Wimmera Southern Mallee Development Meeting
30/11/2023	Councillor Forum
30/11/2023	Cemetries Trust Meeting
04/12/2023	Discussion with Kaniva College Students
05/12/2023	Strategic Leadership Team Meeting
12/12/2023	Kaniva College School Student Citizenship Awards
13/12/2023	Pre-Council Meeting
13/12/2023	Council Meeting

### 6.2 Councillor Tom Houlihan (Deputy Mayor)

Date	Event
24/11/2023	WWSC End of Year Christmas Party
30/11/2023	Councillor Forum
30/11/2023	Cemetries Trust Meeting
05/12/2023	Strategic Leadership Team Meeting
13/12/2023	Pre-Council Meeting
13/12/2023	Council Meeting

### 6.3 Councillor Richard Hicks

Date	Event
30/11/2023	Councillor Forum
30/11/2023	Cemetries Trust Meeting
13/12/2023	Pre-Council Meeting
13/12/2023	Council Meeting



#### 6.4 Councillor Bruce Meyer OAM

Date	Event
24/11/2023	WWSC End of Year Christmas Party
30/11/2023	Councillor Forum
30/11/2023	Cemetries Trust Meeting
12/12/2023	Audit & Risk Committee Meeting
13/12/2023	Pre-Council Meeting
13/12/2023	Council Meeting

#### 6.5 Councillor Jodie Pretlove

Date	Event
30/11/2023	Councillor Forum
30/11/2023	Cemetries Trust Meeting
05/12/2023	Wimmera Mallee Tourism
12/12/2023	Audit & Risk Committee Meeting
13/12/2023	Pre-Council Meeting
13/12/2023	Council Meeting

## 7 Condolences

Nil



## 8 Confirmation of Previous Minutes

### 8.1 Council Meeting held on Wednesday, 15th November 2023

#### RECOMMENDATION:

That the Minutes of the Council Meeting held on Wednesday, 15th November 2023 be taken as an accurate record and confirmed.

#### Attachments

Nil

### 8.2 Community Forum held on Wednesday, 18th October 2023

#### RECOMMENDATION:

That the Minutes of the Community Forum held on Wednesday, 18th October 2023 be taken as an accurate record and confirmed.

#### Attachments

Nil



## 9 Business Arising From Previous Minutes

### 10 Notices of Motion

#### 10.1 Notice of Motion 2023/04 - Cr Richard Hicks - Community Pools

Notice of Motion Number: 2023/04

##### **MOTION:**

That West Wimmera Council resolve to provide \$500 to each of Kaniva and Edenhope and \$250 to Goroke's Shire-managed swimming pools during the whole of the 2023/24 season, to support free (or subsidised) entry for children of parent(s), resident in the shire, and who, in cooperation with the WWSC Youth Officer, School's Welfare Officers and/or Pool Managers at each of the respective townships, are considered as in need of financial support, to facilitate entry into the pool complexes.

##### **EXPLANATION**

At it's November 2018 and a subsequent July 2019 Council Meeting, Council resolved to accept similar motions. This support by Council during the 2019/20 and 2020/21 summer seasons was considered very successful by many community residents, and enabled financially-disadvantaged children access to the pools to learn water-safety and swimming skills, and to socialise with the peers and friends (without being socially deprived or ostracised). A similar low-cost Council-supported initiative is considered appropriate for the 2023/24 summer season.

##### **Attachments**

1. NOM 2023 04 [10.1.1 - 1 page]




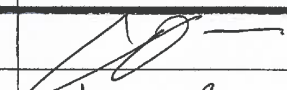
**NOTICE OF MOTION  
WEST WIMMERA SHIRE COUNCIL**

NOTICE OF MOTION No: 2023/04

**MOTION:** That Council resolve to provide \$500 to each of Kaniva and Edenhope, and \$250 to Goroke's Shire-managed swimming pools during the whole of the 2023-24 season, to support free (or subsidised) entry for children of parent(s), resident in the Shire, and who, in cooperation with the WWSC Youth Officer, School's Welfare Officers and/or Pool Managers at each of the respective townships, are considered as in need of financial support, to facilitate entry into the pool complexes.

**Explanation** (*word limit of up to 100 words*):

At its November 2018 and a subsequent July 2019 Ordinary Council Meetings, Council resolved to accept similar motions. This support by Council during the 2019-20 and 2020-21 summer seasons was considered very successful by many community residents, and enabled financially-disadvantaged children access to the pools to learn water-safety and swimming skills, and to socialise with the peers and friends (without being socially deprived or ostracised). A similar low-cost Council-supported initiative is considered appropriate for the 2023-24 summer season.

Councillor's Signature:	
Councillor's Name:	Richard Hicks
Date:	1 December 2023
CEO's Signature:	
Chief Executive Officer:	DAVID BEZUIDENHOUT
Date:	4 December 2023





## 11 Councillor Forum Record

### 11.1 Councillor Forum Record Thursday, 30th November 2023

#### RECOMMENDATION:

That the Record for the Councillor Forum Record Thursday, 30th November 2023 be received and noted.

## 12 Deputations and Petitions

There were no Petitions or Deputations submitted for the agenda.

## 13 Chief Executive Officer

No Reports



## 14 Corporate and Community Services

### 14.1 Community Support Grant - Insurance Application

*Directorate: Corporate and Community Services*

*Report Author: Community Development and Tourism Manager*

*Report Purpose: For Decision*

#### **Introduction**

West Wimmera Shire Council is committed to working in partnership with the community to encourage, develop and support community-based organisations and the wide range of quality recreational, cultural, social, and business group initiatives they undertake, to form a positive contribution to the West Wimmera Shire and strengthen the development of a supported, cohesive community.

#### **Declaration of Interest**

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

#### **Background**

Each financial year, community-based organisations can request financial assistance from Council to support them in the provision of programs and services benefitting the West Wimmera Shire community, and which comply with Council's policies, plans and strategies.

#### *Public and Products Liability Insurance Contribution*

- Not-for-Profit committees that administer non-Council-owned facilities providing a service to the community. Council will consider applications from such committees for a contribution towards the cost of their public and products liability insurance.

Benayeo Hall Inc. has applied for Council assistance with the payment of its public liability insurance policy. As detailed in the attached application, the applicant's total public liability insurance premium is \$968.30.

A potential contribution of \$800.00 from Council towards the cost of this policy would result in an amount payable by the applicant of \$168.30 for its annual public liability insurance policy.

Officers advise that Benayeo Hall Inc. is eligible for assistance from Council in relation to its public liability insurance policy in accordance with the West Wimmera Shire Council Community Support Grant Guideline.



### **Risk Management Implications**

Risk identified:

There are no obvious risks for Council to mitigate or eliminate regarding the proposal considered for funding support in this report.

### **Legislative Implications**

Not Applicable

### **Environmental Implications**

Nil

### **Financial and Budgetary Implications**

The financial risk rating has been assessed as: Low

### **Policy Implications**

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

Council Grants Policy

### **Council Plan Implications**

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

#### ***Goal 1 – Liveable & Healthy Community***

1.1 Create a healthy, active, and vibrant community.

1.2 Support a safe and inclusive community.

1.6 Support a prepared and resilient community.

1.7 Improve the liveability of the shire to assist in growing our population into the future.

### **Communication Implications**

No Communication Implications

### **Gender Equality**

No Gender Impact Assessment is required



**OFFICER RECOMMENDATION:**

**That Council approves/does not approve the application from Benayeo Hall Inc. for a contribution of \$800 towards the cost of its 2023/2024 public liability insurance policy.**

**Attachments**

1. 23 CSG I 00001 - application - 11185968 - Community Support Gr [14.1.1 - 4 pages]
2. 23 CSG I 00001 - assessment - 11191694 - Community Support Gr [14.1.2 - 2 pages]

**2023 Community Support Grant - Insurances**  
**Community Support Grant - Insurances Application Form**  
**Application No. 23CSGI00001 From Benayeo Hall Inc**  
Form Submitted 22 Nov 2023, 11:56AM AEDT

## Community Support Grant - Insurances Application Form

\* indicates a required field

### Before you start

West Wimmera Shire Council is committed to working in partnership with the community to encourage, develop and support community-based organisations and the wide range of quality recreational, cultural, social and business group initiatives they undertake, to form a positive contribution to the West Wimmera Shire and strengthen the development of a supported, cohesive community.

Each financial year, Council provides financial assistance to community-based organisations to support the provision of programs and services which benefit the West Wimmera Shire community and are in accordance with Council's plans and strategies.

The following **streams** are available under this grant:

#### **(B) Public and Products Liability Insurance Contribution recipients**

- Not for Profit Committees that administer non council owned facilities that provide a service to the community. Council will consider applications for Public and Products Liability.

#### **(C) Building and Contents Insurance Contribution recipients**

- Not for Profit Committees that administer non council owned facilities that provide a service to the community. Council will consider Building and Contents Insurance.

#### **Things to know:**

- Council will consider a financial contribution to eligible organisations, upon application. If approved by Council eligible associations are encouraged to apply on an annual basis if assistance is required.
- To be considered for the annual allocation, eligible associations **must** apply for Public and Products Liability and Community Insurance Contribution via the WWSC (West Wimmera Shire Council) Smarty Grants Portal.
- **Applications open annually on the first Monday in March and close the last Friday in March.**
- All applications received will be submitted to Council at its **May meeting** for consideration.
- Granting of the contribution is at the discretion of Council in accordance with the program and eligibility criteria.
- Council will provide the grant funds to approved applicants no later than **30 September of each year.**
- Additional to this funding organisations may apply for other Community Grants as per the applicable guidelines.
- Council may consider written applications from approved Community Support Contribution groups (or similar not for profit organisations) experiencing hardship, for funding in addition to the approved annual allocations. Submissions must be received by **31 December of each year** for consideration at the **February Council meeting.**

#### **You will need the following if applicable (depending on the application category)**

- Detailed budget for the upcoming financial year demonstrating the need for the annual contribution
- Public Liability insurance
- Last year's acquittal statement
- List of all committee members

**2023 Community Support Grant - Insurances**  
**Community Support Grant - Insurances Application Form**  
**Application No. 23CSGI00001 From Benayeo Hall Inc**  
Form Submitted 22 Nov 2023, 11:56AM AEDT

- Schedule of events held over the past 12 months including attendance numbers  
 Business/Strategic plan (If applicable)

**Applicant Details**

**Applicant \***

Benayeo Hall Inc

**Name of the organisations President or Secretary \***

Suzanne Adams

**Applicant Postal Address \***

1620 Benayeo Rd  
Benayeo VIC 3319 Australia

**Applicant Primary Phone Number \***

0428 876 257

Must be an Australian phone number.

**Applicant Primary Email \***

neuarpurr.p@outlook.com

Must be an email address.

**Applicant ABN \***

24 647 816 646

Information from the Australian Business Register	
<b>ABN</b>	24 647 816 646
<b>Entity name</b>	BENAYEO HALL INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3319 VIC

*Information retrieved at 11:23am yesterday*

Must be an ABN.

**Is the organisation registered for GST? \***

- Yes  
 No

**Have you read and understood the Community Support Grant Guidelines and eligibility requirements? \***

- Yes  
 No

**2023 Community Support Grant - Insurances**  
**Community Support Grant - Insurances Application Form**  
**Application No. 23CSGI00001 From Benayeo Hall Inc**  
Form Submitted 22 Nov 2023, 11:56AM AEDT

[You can view the guidelines here](#)

## Community Support Grant Streams

**Please select which Community Support Grant Stream this application is for: \***

- (B) Public and Products Liability Insurance Contribution (Maximum of \$800)  
 (C) Building and Contents Insurance Contribution (Maximum of 35% of the total cost of insurance)

## Public and Products Liability Insurance Contribution

### Public and Products Liability Insurance Contribution recipients

Not for Profit Committees that administer non council owned facilities that provide a service to the community. Council will consider applications for Public and Products Liability.

- Applicants may contact the Community Development team to discuss their application prior to applying.
- Council will pay a maximum of **\$800 per year** contribution towards Public Liability Insurance based on the answers to the application.

• **If your committee intends to insure the buildings on crown land, contact council first to confirm that they have not already done so.**

- Applicant is notified when the application is received by Council.

**What is the total Public Liability insurance cost for the year for your organisation? \***

\$968.30

Must be a dollar amount.

(This is your yearly premium amount)

**Total Amount Requested (Maximum \$800) \***

\$800.00

Must be a dollar amount and no more than 800.

What is the total financial support you are requesting in this application?

**Potential total insurance cost your organisation will be liable for \*if council funding application is approved**

\$168.30

This number/amount is calculated.

**What is the reason for this grant application? \***

Assistance with funding to pay yearly public liability insurance. We are a small not-for-profit organization unable to generate the funds without additional fundraising to what we already do.

**What is the benefit to the community of the facility? \***

Social gatherings for our small country farming community.

**Please provide evidence of insurance paid \***

**2023 Community Support Grant - Insurances**  
**Community Support Grant - Insurances Application Form**  
**Application No. 23CSGI00001 From Benayeo Hall Inc**  
Form Submitted 22 Nov 2023, 11:56AM AEDT

---

Filename: PublicLiabilityCoC.pdf  
File size: 108.8 kB

**Please attach a schedule of events held over the past 12 months including attendance numbers at this facility \***

---

Filename: Benayeo Hall Events 2023.pdf  
File size: 89.4 kB

**Please provide the number of committee meetings per annum \***

2

Must be a number.

**Please provide list of all committee members \***

President: Suzanne Adams

Secretary: Jenine Curran

Treasurer: Kathryn Chaston

Committee: Sue Smith, Jacky Lueth, Jackie Kester, Michelle Kester, Cathy Byrne, Jenny Busiko.

**Declaration**

- I certify that to the best of my knowledge the statements made in this application are true.
- I am authorised by my group/organisation to complete this form and I agree that:
- the statements made in this application are true
- All evidence of insurances paid are included in this application
- I have read and understood the Community Support Grant Guidelines.

**I agree to the above \***

Yes

**Authorised Person's name \***

Suzanne Adams

**Authorised Position \***

President

**Phone Number \***

0428 876 257

Must be an Australian phone number.



**2023 Community Support Grant - Insurances**  
**Community Support Grant - Insurances Assessment Form**  
**Application No. 23CSGI00001 From Benayeo Hall Inc**  
Form Submitted 23 Nov 2023, 3:33PM AEDT

## Community Support Grant - Insurances Assessment Form

### Community Support Grant Streams

**Please select which Community Support Grant Stream this application is for:**

- (B) Public and Products Liability Insurance Contribution (Maximum of \$800)  
 (C) Building and Contents Insurance Contribution (Maximum of 35% of the total cost of insurance)

### Public and Products Liability Insurance

**Is the funding application up to \$800.00?**

- Yes  
 No

**Does the reason for grant application show a benefit to the community?**

- 1  2  3

1 = Benefits the community greatly 2= Benefits the community somewhat 3. Does not benefit the community

**Does this application provide evidence of insurance paid?**

- Yes  
 No

**Does this application provide a schedule of events for the past 12 months including attendance numbers?**

- Yes  
 No

**Number of Committee meetings per annum?**

2

Must be a number.

**Has this application included a list of all committee members?**

- Yes  
 No

**Has this application provided total insurance cost for the year?**

- Yes  
 No

### Assessor Final Recommendation

**Assessor final recommendation**

The application meets the funding guidelines

**Assessor name**

John Hutchins

**Date of Assessment**

**2023 Community Support Grant - Insurances**  
**Community Support Grant - Insurances Assessment Form**  
**Application No. 23CSGI00001 From Benayeo Hall Inc**  
Form Submitted 23 Nov 2023, 3:33PM AEDT

23/11/2023  
Must be a date.



## 14.2 Information Communication Technology Change Management Policy Review

*Directorate: Corporate and Community Services*

*Report Author: Chief Financial Officer*

*Report Purpose: For Discussion*

### Introduction

West Wimmera Shire Council's Information Communication Technology Change Management Policy provides the framework for ensuring that Council's Information Communication Technology infrastructure delivers agile, best-practice functionality to the organisation in times of rapid technological change and increased cyber-security threats. The current Policy is due for review by Council following its adoption in August 2020.

### Declaration of Interest

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

### Background

The current West Wimmera Shire Council Information Communication Technology Change Management Policy was adopted by Council on 19 August 2020 and is now due for review by Council. The attached revised Policy presented for Council's consideration includes tracked changes outlining the differences between the revision and the current Policy.

The Information Communication Technology Change Management Policy provides a framework mechanism for any necessary changes to Council's Information Communication Technology (ICT) systems to be systematically identified, categorised, assessed, authorised and delivered.

Such changes may be the result of technological development, leading to the generation of increased efficiencies which allow Council to leverage greater value from its digital resources. Having the organisational agility to be able to respond to these opportunities has the potential to simplify work processes, generate economies, and embed a greater acceptance of the importance of change within workplace culture.

Alternatively, changes may be required to Council's systems at short notice to combat cyber-security threats that continue to evolve in ever-new and complex ways. As the custodian of extremely sensitive public data, it is imperative that a mechanism is in place to deal with such threats conclusively and on very short notice.



The revised Information Communication Technology Change Management Policy presented to Council also includes the addition of the over-arching governance principles, as prescribed by the *Local Government Act 2020*.

### **Risk Management Implications**

Risk identified:

Business continuity risk  
Information risk

### **Legislative Implications**

The report complies with the requirements of the:  
Local Government Act 2020

### **Environmental Implications**

Not applicable

### **Financial and Budgetary Implications**

The financial risk rating has been assessed as: Low

### **Policy Implications**

This report is supported by the following West Wimmera Shire Council Policy/s:  
Information Communication Technology Change Management Policy

### **Council Plan Implications**

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

#### ***Goal 4 – Good Governance***

- 4.1 Ensure long term financial sustainability.
- 4.4 Develop a high performing accountable organisation.
- 4.5 Maintain a rigorous risk management framework.

### **Communication Implications**

No Communication Implications

### **Gender Equality**

No Gender Impact Assessment is required



## Conclusion

It is submitted that the proposed revisions to the Information Communication Technology Change Management Policy as attached provide greater utility, staff engagement and direction, thereby ensuring that Council's Information Communication Technology systems remain responsive to both organisational demands and cyber-security-related exigencies.

## OFFICER RECOMMENDATION:

**That Council adopts the draft Information Communication Technology Change Management Policy.**

## Attachments

1. WWSC Council Policy ICT Change Management Policy adopted 19 Aug 2020 tracked 2023 c [14.2.1 - 8 pages]



## Council Policy Manual WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY							
<p><b>INFORMATION COMMUNICATION TECHNOLOGY CHANGE MANAGEMENT POLICY</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Policy No:</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Adopted by Council:</td> <td style="padding: 2px; color: blue;">19-Aug-2020</td> </tr> <tr> <td style="padding: 2px;">Next review date:</td> <td style="padding: 2px; color: blue;">August-2022</td> </tr> </table>	Policy No:		Adopted by Council:	19-Aug-2020	Next review date:	August-2022
Policy No:							
Adopted by Council:	19-Aug-2020						
Next review date:	August-2022						
Senior Manager:	Director Corporate and Community Services						
Responsible Officer:	<del>Director Corporate and Community Services</del> Chief Financial Officer						
Functional Area:	Corporate Services / Information Technology						
Introduction & Background	<p>Council operates in a dynamic and evolving landscape where information needs and requirements are fluid, <u>and must be responsive to the fast-paced changes that characterise our digital world.</u></p> <p><del>To keep up with this maintain its technological agility and currency, Council must will from time to time require changes to ensure that its Information and Communication Technology (ICT) platforms to be made maintains best-practice functionality and remains relevant to organisational needs.</del></p> <p><del>For this change to be effective, it must be undertaken and managed by Council in a coordinated manner. Council needs to undertake and manage it in a coordinated manner.</del></p>						
Purpose & Objectives	<p>This policy provides a high level framework <del>to provide a outlining the</del> management process to be followed for all ICT service changes, concentrating on the management, approval, <u>delivery</u> and communication of change.</p> <p>This policy does not apply to regular system maintenance functions.</p>						
<u>Response to the Overarching Governance Principles of the Local Government Act 2020</u>	<p><u>Section 9 of the Local Government Act 2020 states that a Council must in the performance of its role give effect to the overarching governance principles. This Policy specifically relates to the following overarching governance principles:</u></p> <p><u>(a) the community engagement principles (section 56);</u></p> <p><u>(b) the public transparency principles (section 58);</u></p> <p><u>(c) the strategic planning principles (section 89);</u></p> <p><u>(d) the financial management principles (section 101);</u></p>						



## Council Policy Manual WEST WIMMERA SHIRE COUNCIL

Definitions	<p>ICT system:- any Information or Communications Technology system <u>(hardware or software)</u> that Council employs <u>to manage, collect and store information and operate</u> in the course of its <u>business</u>.</p> <p>Change:- Any alteration <u>or proposed alteration</u> to the current running configuration of any <u>Council</u> ICT system.</p> <p>Change Manager:- <u>The A Council Officer or Project Manager</u> <u>in the case of a simple project, who has been delegated the responsibility for responsible for managing and delivering the an ICT Change change process on behalf of Council's behalf.</u></p>
Policy Details	
1.	<p>Overview</p> <p>Council <u>employs uses various a number of</u> ICT systems <u>to manage in the course of its business. To keep abreast of changes to business ensure the currency and continuing utility of those ICT systems, it is necessary for Council to make appropriate changes to those systems to ensure their enduring functionality. will periodically need to make changes to these systems. There are four basic steps in the</u>The change process involves four steps:</p> <ol style="list-style-type: none"> <li>1. Initiating Change</li> <li>2. Change Approval</li> <li>3. Change Implementation</li> <li>4. Accepting Change</li> </ol>
2.	<p><u>Step One - Initiating Change</u></p> <p>A <u>change proposed Change is will be initiated investigated when the Director Corporate and Community Services Council becomes aware has formed a reasonable belief that the current ICT systems no longer fulfils its dedicated function to a satisfactory standard, following the lodgement of a Request for Change form as identified in Appendix B of this Policy. will no longer perform to the level required. This may result from a number of sources, including: The reason for any systemic impaired functionality may include:</u></p> <ul style="list-style-type: none"> <li>• Legislative or regulatory change</li> <li>• Obsolescence of Council's existing systems</li> <li>• Supplier-initiated change (ie: support requirements, software patches, etc)</li> <li>• Security threats</li> <li>• Replacement, addition or redeployment of resources (including staff)</li> <li>• Other Council-initiated reasons</li> </ul> <p>At the initiation stage, <u>the change required will be documented clearly showing: the Chief Financial Officer will prepare an assessment of the proposed Change including:</u></p>



## Council Policy Manual WEST WIMMERA SHIRE COUNCIL

	<ul style="list-style-type: none"> <li>• Requirement for the Change</li> <li>• System(s) affected</li> <li>• Risk of <del>change</del>Change (including risk of not changing) and level of urgency</li> <li>• <del>Identified</del> <u>Identification of</u> affected stakeholders</li> <li>• <u>Communication and engagement plan</u></li> <li>• <u>Change implementation plan</u></li> <li>• Testing plan including success or failure thresholds</li> <li>• Resources <u>and timeframe</u> required to implement <u>the change</u>Change including <u>timeline</u></li> <li>• Costs involved <del>with-</del> <u>to implement</u> the <del>change</del>Change</li> <li>• Business Case supporting <u>the Change</u> <del>change</del> (required for major <u>Changes</u> <del>changes</del> as defined in Appendix A)</li> <li>• <u>Justification for resource changes</u></li> <li>• <u>Evaluation methodology</u></li> </ul>
3.	<p><u>Step Two - Change Approval</u></p> <p><del>Once documented,</del> <u>On conclusion of the assessment process described in Step One – Initiating Change,</u> the <del>Change</del> <del>change</del> <del>shall</del><u>will</u> <del>be</del> presented to management for approval. Depending upon the level of <del>Change</del> <del>change</del> <del>proposed,</del> <u>this approval must be sought from</u> <del>may be at</del> <u>the relevant</u> individual manager, <del>Director,</del> or the Chief Executive Officer. <del>(See Appendix A to this Policy provides for more information)</del> <u>further detail relating to the degree of management approval required for a proposed change.</u></p> <p><del>If the Change change is approved by management,</del> <u>then the Chief Financial Officer will appoint</u> a Change Manager <del>shall be appointed to manage and deliver the approved Change change implementation on behalf of Council.</del></p>
4.	<p><u>Step Three - Change Implementation</u></p> <p>Once the <del>Change change</del> approval has been granted, the Change Manager <del>will</del> <u>shall</u> implement the <del>Change change</del>. It is the responsibility of the Change Manager to ensure that all pre-implementation dependencies and requirements (<u>including back-ups and contractor engagement</u>) <del>i.e that a backup is taken, or contractors are arranged, etc)</del> are in place before implementation <u>can proceed</u> <del>is undertaken.</del> <u>The Change change Manager</u> <del>manager can, in some relevant instances, be comprised of a cross-team working group of individuals.</del> <del>from multiple teams.</del></p> <p>The Change Manager has delegated authority from Senior Management to <del>effect</del><u>make</u> whatever operational actions are required to implement the <del>Change change</del> within the scope of that <del>Change change</del> process.</p> <p>More complex implementations may require regular implementation or milestone reporting to management – this will be <u>a matter for the determination of at the discretion of management</u> <del>before approval of when approving the Change change project.</del></p>





## Council Policy Manual WEST WIMMERA SHIRE COUNCIL

	<p><del>The Change Manager change manager is responsible for -also has the responsibility of managing the facilitation and management of internal communication and the engagement process during the implementation of the Change. -change.</del></p> <p><del>It is the responsibility of the The Change Manager is responsible for the implementation of to implement a comprehensive testing regimen on- with respect to any proposed Change change implemented. The implementation phase of the Change change project must not be completed is contingent upon satisfactory completion of until testing has been completed. regarding the proposed Change.</del></p> <p><del>If that testing highlights indicates -a potential problem with the implementation of the change Change implementation, then the Change Manager must immediately report this potential problem to management. Management in conjunction with the Change Manager will must then investigate and review the potential problems -with a view to producing a mitigation strategy- and formulate an appropriate mitigation strategy.</del></p>
5.	<p><u>Step Four - Accepting Change</u></p> <p>Upon practical completion of the project, the Change Manager must <del>measure report on -the success and failure or otherwise of the changeChange implementation and provide submit</del> a project completion report to management.</p> <p>Management will assess the project completion report before <u>making a determination as to whether the Change has been implemented satisfactorily and subsequently confirming that the Change project can be closed, accepting it and closing the change project.</u> If management <u>assesses determines</u> that the <u>Change has not been implemented satisfactorily and that the project cannot therefore be closed, project should be closed, then</u> a remedial action plan shall be produced <u>by the Chief Financial Officer</u> and returned to the Change Manager for implementation. <u>In this circumstance, the project can be closed only after management has determined that the remedial action plan has been implemented satisfactorily.</u></p>

<b>Policy Adopted:</b>	Ordinary Meeting 21/06/18	Minute Book Page 38111	RecFind 18/002251
<b>Policy Reviewed:</b>	Ordinary Meeting 18/09/19	Minute Book Page .....	RecFind E19/000568
	Council Meeting 19/08/20	Minute Book Page.....	RecFind E20/000285



## Council Policy Manual WEST WIMMERA SHIRE COUNCIL

### APPENDIX A

#### Levels of Change and Risk

Change may be categorised into four broad categories:

1. Routine Change – Any change that is minor and routine in nature, such as installing a routine software patch or minor update. A routine change is one which exhibits low risk and involves minimal system downtime. A relevant manager may authorise this level of change if this has been budgeted for. Documentation may be of a minimal nature, such as emails and testing logs.
2. Normal Change – Any change which involves a low or medium risk which is not of a routine or incidental nature, but nonetheless is still a known and planned change. Examples of normal change are implantation of major software, upgrades for example, new versions of Microsoft Excel or Word, Corporate Software updates, etc. These are changes which may involve minor system downtime. Normal Change must be authorised approved by a Director, the Executive Leadership Team, or the CEOChief Executive Officer. Documentation must involve include a formal request for change and incorporating all relevant authorisations, and detailed testing logs must be produced and maintained.
3. Major Change – Any change which requires the implementation of a new ICT system software and/or hardware, or changes to personnel. This may be the replacement of an existing system or the purchase of a a-new additional system. Major change typically normally carries involves inherently high-level risk activities to the Council. Authorisation-Approval of a major change must be provided by come from the CEOChief Executive Officer. However, if the cost of the major change exceeds the Chief Executive Officer's financial delegation, approval of a major change must be provided by-or Council. (if a the cost is beyond CEO's delegation amount)public tender is involved. Comprehensive documentation is required, including detailed planning reports documentation, a business case supporting the change, or a justification for personnel change, and regular implantation briefings and reports. A detailed testing regimen must be undertaken and documented accordingly.
4. Emergency Change – An emergency change is one which must be implemented as soon as possiblepossible for reasons of organisational exigency. These Such a change may be necessitated by -may result from major incidents or security issues, or from a sudden regulatory change. An emergency change generally typically carries-a involves inherently high-level risk to Council. high risk and must be authorised Approval of an emergency change must be provided by-by a director or



## Council Policy Manual WEST WIMMERA SHIRE COUNCIL

~~the CEO, A Director, the Executive Leadership Team, or the Chief Executive Officer.~~ Detailed implementation and testing documentation must be maintained.

Risk is a combination of urgency and failure consequence. Both urgency and failure consequence may be categorised in three major categories:

Risk	Urgency
Low	Minor impact on day to day activity of Council
Medium	Moderate effect – change should occur to achieve best practice
High	Major change which must be undertaken to maintain business operations

Risk	Failure Consequence
Low	Minimal impact, insignificant financial and time loss, no reputational consequence
Medium	Moderate time loss ( <del>less than &lt;math&gt;\leq&lt;/math&gt; five days</del> ), financial loss ( <del>less than &lt;math&gt;\leq&lt;/math&gt; \$50,000</del> ), localised reputational damage
High	Significant time loss ( <del>greater than five &gt;math&gt;&gt;math&lt;/del&gt; days), significant financial loss (<del>greater than &gt;math&gt;&gt;math&lt;/del&gt; \$50,000</del>), national reputational loss, failure to comply with legislative <del>and</del>/or legal requirements.</del>



## Council Policy Manual WEST WIMMERA SHIRE COUNCIL



### Appendix B



## Council Policy Manual WEST WIMMERA SHIRE COUNCIL

### Request for Change

<b>Project Name</b>			
<b>Requested By: (Name &amp; Position)</b>			
<b>Request No.</b>		<b>Request Date:</b>	
<b>Change Description</b>			
<b>Reasons For Change</b>			
<b>Business and Systems Impacted</b> <small>(Include any secondary impacts)</small>			
<b>Alternative Actions</b> <small>(List any potential alternatives)</small>			
<b>Is Budget Variation Required?</b>	YES / NO	<b>If YES Amount \$:</b> <small>(Attach completed Budget Variation Request)</small>	
<b>Change Referrals Discussed?</b>	SMG / Director	Project Management	ICT
	YES / NO / NA	YES / NO / NA	YES / NO / NA
<b>Risk Implications</b> <small>(Is there risk of change and of NOT implementing change)</small>			
<b>Approved</b>	YES / NO		
<b>Priority</b>	LOW (4 weeks+) / MEDIUM (6 weeks) / HIGH (2 weeks) / URGENT (1 week) / EXTREME (24 hours)		
<b>Approved By</b> <small>(Name and Position)</small>			
<b>Approval Date</b>			

Please attach supporting documentation as appropriate (Includes Business Plan and Testing Plan)



## 14.3 Audit and Risk Committee Meeting Minutes - 27 September 2023

*Directorate: Corporate and Community Services*

*Report Author: Chief Financial Officer*

*Report Purpose: For Decision*

### **Introduction**

This report presents West Wimmera Shire Council (Council) with the minutes of the Audit and Risk Committee Meeting held on 27<sup>th</sup> September 2023.

### **Declaration of Interest**

No officer declared an interest under the Local Government Act 2020 (LGA 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**

Risk identified:



Financial risk  
Regulatory risk  
Strategic risk

### **Legislative Implications**

The report complies with the requirements of the:  
Local Government Act 2020

### **Environmental Implications**

Nil

### **Financial and Budgetary Implications**

Not applicable

### **Policy Implications**

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

Not applicable

### **Council Plan Implications**

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

#### ***Goal 4 – Good Governance***

- 4.1 Ensure long term financial sustainability.
- 4.4 Develop a high performing accountable organisation.
- 4.5 Maintain a rigorous risk management framework.

#### ***Goal 5 – Our Commitment Values***

Accountability - We will be responsible, take ownership of our actions and are committed to good governance, excellence, transparency and advocating for our community.

### **Communication Implications**

No Communication Implications

### **Gender Equality**

Not Applicable



## Conclusion

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

## OFFICER RECOMMENDATION:

**That Council receives the draft minutes of the Audit and Risk Committee meeting held 27 September 2023.**

## Attachments

1. Audit and Risk Committee Meeting 27 September 2023 [14.3.1 - 15 pages]





**AUDIT & RISK COMMITTEE MINUTES – 27 SEPTEMBER 2023  
WEST WIMMERA SHIRE COUNCIL**

**HELD:** Wednesday 27 September 2023

**LOCATION:** Edenhope Council Chamber  
49 Elizabeth Street, Edenhope and via Microsoft Teams video conference

**COMMENCED:** 2:00pm

<b>IN ATTENDANCE:</b>	
<b>Committee Members</b>	<b>Senior Management/Officers</b>
Mick Jaensch (Chair)	David Bezuidenhout Chief Executive Officer
Andrew Johnson	James Bentley Director Corporate and Community Services
Celeste Gregory	Ram Upadhyaya Director Infrastructure Development and Works
Cr Tim Meyer	Abbas Mehr Chief Financial Officer
Cr Jodie Pretlove	Phillip Gillin Occupation Health, Safety and Risk Manager
	Katie Frost Governance Manager (Minutes)
<b>External Parties</b>	
Kathie Teasdale – RSD Audit	
Cassandra Gravenall - Crowe Australasia	
<b>Optional Attendance - Observer</b>	

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



**AUDIT & RISK COMMITTEE MINUTES – 27 SEPTEMBER 2023  
WEST WIMMERA SHIRE COUNCIL**

**WELCOME AND APOLOGIES**

Nil

**DECLARATION OF CONFLICTS OF INTEREST**

Nil

Mick Jaensch (Chair) acknowledged that he is currently employed full time as Director Corporate Services at the City of Glen Eira and this employment will conclude as of tomorrow.

**BUSINESS**

**1. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**FINANCIAL REPORTING**

**2. 2022-23 FINANCIAL STATEMENTS IN PRINCIPLE ENDORSEMENT**

**EXTERNAL AUDIT**

**3. 2022-23 FINANCIAL STATEMENTS EXTERNAL AUDIT**

**INTERNAL AUDIT**

**4. INTERNAL AUDIT UPDATE**

**5. INTERNAL AUDIT RECOMMENDATIONS – UPDATE OF ACTIONS**

**RISK MANAGEMENT & INTERNAL CONTROLS**

**6. OHS & RISK MANAGEMENT UPDATE**

**7. WWSC CEO CREDIT CARD STATEMENTS**

**8. COUNCILLOR AND CEO REIMBURSEMENTS**



**AUDIT & RISK COMMITTEE MINUTES – 27 SEPTEMBER 2023  
WEST WIMMERA SHIRE COUNCIL**

---

**9. BAD DEBTS WRITE OFF 2022-23**

**AUDIT & RISK COMMITTEE ACTIONS AND GOVERNANCE**

**10. CEO UPDATE**

**11. POLICY TRACKER**

**12. AUDIT & RISK COMMITTEE WORK PLAN**

**NEXT MEETING DATE: TUESDAY 12<sup>TH</sup> DECEMBER 2023**

DRAFT



**AUDIT & RISK COMMITTEE MINUTES – 27 SEPTEMBER 2023  
WEST WIMMERA SHIRE COUNCIL**

**1. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting of the Audit & Risk Committee held 13<sup>th</sup> June 2023 were provided for members' information and confirmation.

**Moved: Celeste Gregory**

**Seconded: Andrew Johnson**

**That the Minutes of the Audit and Risk Committee Meeting held on 13 June 2023 be taken as read and confirmed.**

**Carried Unanimously**

DRAFT



**AUDIT & RISK COMMITTEE MINUTES – 27 SEPTEMBER 2023  
WEST WIMMERA SHIRE COUNCIL**

**FINANCIAL REPORTING**

**2. 2022-23 DRAFT FINANCIAL STATEMENTS IN PRINCIPLE  
ENDORSEMENT**

Council prepared its Draft Annual 2022-23 Financial Statements and Performance Statement in accordance with the requirements of the Local Government Act 2020.

**Financial Summary 2022-23**

Council's financial position continues to remain sound. Detailed information relating to Council's financial performance was included within the financial statements and performance statements attachments of this report.

**Operating Position**

Council's operating result for 2022-23 currently indicates an operating surplus of **\$3,045 million** ~~2,925 million~~ (2021-22: \$1.199 million). The Council has also completed revaluation of its Building & Structures and the surplus arising out of this revaluation has been incorporated in the Comprehensive Income Statements. There is an additional impact of increase in unit rates and the replacement values of all infrastructure assets, which will be replaced by the actual revaluation values during 2023-24. At this draft version (subject to change in Depreciation due to revaluation and unit rate indexation), there is an asset revaluation surplus of **\$62.337 million**.

The auditors are currently assessing the correct impact on additional depreciation due to this change in asset values. Depreciation charge continues to be the major cost for the Council and with the revaluation and unit rate indexation applied, the amount can be significantly higher than the budgeted depreciation for the year. Consequently, it is likely that any amendments to Note 6 matter to the attached Draft Financial Statements will affect the Depreciation, Surplus/Deficit for the year and accumulated depreciation on our non-current assets. A final set of Draft Financial Statements incorporating any amendments was presented to the Committee before the meeting.

Council's reliance on external funding and grants from the Commonwealth and State funding streams continue to represent over 63.38% of the total income. During Q4 FY 2022-23, the Commonwealth has also disbursed Financial Assistance Grants and Roads to Recover Grants for 2023-24, which have been recognised on receipt basis. The revenue generated from Rates on Council properties for \$8.242 million represent 24.85% of total income. The User Fee has increased due to a new Childcare Pilot Project in Edenhope which has served the community during FY 2022-23.

West Wimmera Shire Council's geographic location and the population demographics pose a constraint for revenue generation capability of the Council, while higher costs to deliver services to the population in scattered clusters in different towns within the shire. This is a common phenomenon with the neighbouring regional Councils. Council has successfully delivered over \$9.091 million worth of its capital works program (2021-22: \$7.940) million, 15% higher than the prior year. Infrastructure assets remained highest spend for the year with



**AUDIT & RISK COMMITTEE MINUTES – 27 SEPTEMBER 2023  
WEST WIMMERA SHIRE COUNCIL**

renewals of this asset consuming 87.27% of the total capital works expenditure. The renewal of Plant, Machinery & Equipment aggregated \$1.965 million and another \$1.197 million on Building improvements.

The condensation of non-current assets related accounts, while transitioning from old Civica Authority to the new cloud-based Xero financial system, constrains the comprehensive capture of our non-current assets to detail. It is proposed and recommended that during FY 2023-24, the chart of account be expanded to capture different subclasses of our infrastructure asset in detail – given the core importance of our assets in terms of reporting and accountability.

Council's cash position remains healthy, with unrestricted cash of \$14.157 million and a total of \$19.919 million cash on hand on 30 June 2023. Council is holding commitments by way of reserves, carried forward capital project funds, unspent grants and trust deposits of \$5.762 million. It must be noted that the majority of the \$5.762 million of funds restricted is held on a discretionary basis which Council may resolve to use for other purposes if the need arises. The externally restricted funds have an aggregate impact of \$1.563 million.

Council retains a solid working capital ratio. This is the coverage of current liabilities by current assets and measures the ability of Council to cover liabilities as and when they fall due. On 30 June 2023 Council had a working capital ratio of 470%.

Overall, Council has reported an operating surplus of \$ 2.925 million for the 2022-23 year (Subject to change due to addition depreciation on non-current assets due to revaluation of assets).

There has been an increase in the Capital Improved Values in the properties within the Shire. This increase in value has multiple reasons particularly change in the population movement pattern across the State, rising property values in the urban districts and post COVID impact on Interest Rates, Inflation and its impact on overall cost of living. The Rate Cap of 3.5% still restricts the Council to get any significant benefit of this change and our Rates continue to remain capped at these levels.

The 2022-23 Annual Report including the audited 2022-23 Financial Statements and Performance Statement will be tabled at an Unscheduled Council Meeting on 2 October 2023.

Cassandra Gravenall provided an update on the audit which is substantially completed apart from some outstanding items which are outlined in the Closing Report. Performance Statement is still to be finalised and there may be changes to Financial Statements. Indexation and uplift across all infrastructure asset classes are still being worked through.

The rest of the audit is complete. There have been some opening balances issues due to transfer of finance system, however they are immaterial but should still be investigated. Once finalised, it will be sent to VAGO for their review.



**AUDIT & RISK COMMITTEE MINUTES – 27 SEPTEMBER 2023  
WEST WIMMERA SHIRE COUNCIL**

Government grants were an ongoing sector focus. Any new revenue funding is being assessed in accordance with correct standard. Changes in staff personnel has also been a focus in the sector and whether any breakdown on controls or undue reliance on key staff members. Other focus areas included ongoing impact of change in finance systems. Some opening balances haven't transferred across.

There are no material audit adjustments. In relation to the Management representation letter, all procedures that were set out were undertaken.

Cassandra appreciated whilst there have been challenges, they acknowledge management cooperation and willingness to work through all issues. On behalf of WWSC, James Bentley thanked Cassandra and Melissa for their support and collaboration.

**Moved: Mick Jaensch**

**Seconded: Celeste Gregory**

- 1. That the Audit and Risk Committee recommends that Council under S.98 (2) of the Local Government Act 2020 adopts 'in-principle' the Financial Statements and Performance Statement for the year ended 30 June 2023.**
- 2. That the Chief Financial Officer advises the Audit and Risk Committee of any material variations that occur prior to the Statements being submitted to Victorian Auditor-General's Office (VAGO) and following the VAGO review.**
- 3. That the Audit and Committee endorses that council resolves under S.99 (3) of the Local Government Act 2020 to nominate two councillors as signatories to certify the Financial Statements and Performance Statement for the year ended 30 June 2023 in their final forms.**
- 4. That the Audit and Risk Committee made a note of thanks to the management of West Wimmera Shire Council, particularly Abbas Mehr, Chief Financial Officer and also Cassandra Gravenall from Crowe Australasia for their efforts.**

**Carried Unanimously**



**AUDIT & RISK COMMITTEE MINUTES – 27 SEPTEMBER 2023  
WEST WIMMERA SHIRE COUNCIL**

---

**3. 2022-23 FINANCIAL STATEMENTS EXTERNAL AUDIT**

Section 98 (2) of the Local Government Act 2020 ('the Act') requires that Council produce as part of its annual report, a set of audited Financial Statements and audited Performance Statement for the financial year. Following this, Section 99 (3) of the Act requires that the Financial Statements and Performance Statement be certified by two Councillors in their final form after any agreed changes recommended by audit have been undertaken.

The 2022-23 Annual Report including the audited 2022-23 Financial Statements and Performance Statement is to be presented to the Unscheduled Council Meeting on 29 September 2023. The officer recommendation is for Council to pass a resolution adopting the Financial Statements and Performance Statement. In accordance with the Act, the Annual Report will then be forwarded to the Minister by 31 October 2023.

Council's external auditors, Crowe Australasia, acting as agents for VAGO, have conducted their 2022-23 final audit.

DRAFT





**AUDIT & RISK COMMITTEE MINUTES – 27 SEPTEMBER 2023  
WEST WIMMERA SHIRE COUNCIL**

**4. INTERNAL AUDIT UPDATE**

Kathie Teasdale from RSD Audit provided an update on the internal audit program. RSD have recently conducted an internal audit into Contracts & Procurement with a verbal update provided to members.

Cyber Security Framework (Oct-Nov 2023) has been scoped and planned for Council's next internal audit.

Possible inclusion of ratepayers database compliance to be built into the plan. Any changes to be brought back to Committee.

**5. OHS & RISK MANAGEMENT REPORT UPDATE**

**RESPONSIBLE OFFICER: PHILLIP GILLIN, OCCUPATIONAL HEALTH, SAFETY AND RISK MANAGER**

Council's current risk register along with the management reports for the Risk Management Committee and Occupational Health and Safety (OHS) Committee were provided for members' information.

Council's risk register provides a high-level rating of risks which affect Council's service provision. All actions carry some level of risk, whilst it is not possible to completely eliminate risk, Council can employ a system of internal controls to mitigate the potential occurrence and effects of risk. The register records those risks which are at a strategic level which Council believes may have a material impact upon its operations, and a brief summary of the internal controls in place to manage the risk.

Council is currently working on improving the structure of the risk register and has implemented Elumina for both the OHS & risk management. Elumina has a risk register portal which will be excellent for both Strategic and Unit level risk management. It has the ability to run comprehensive reports, allocate timeframes, accountabilities and escalate any risk treatments. Additionally, Council's internal auditors RSD Audit have recently conducted a risk management internal audit.



**AUDIT & RISK COMMITTEE MINUTES – 27 SEPTEMBER 2023  
WEST WIMMERA SHIRE COUNCIL**

**Moved: Andrew Johnson**

**Seconded: Celeste Gregory**

**That the Audit and Risk Committee notes the OHS & Risk Report.**

**Carried Unanimously**

**2.51pm Celeste Gregory left the meeting.**

DRAFT



**AUDIT & RISK COMMITTEE MINUTES – 27 SEPTEMBER 2023  
WEST WIMMERA SHIRE COUNCIL**

**6. WWSC CREDIT CARDS**

**RESPONSIBLE OFFICER: ABBAS MEHR, CHIEF FINANCIAL OFFICER**

West Wimmera Shire Council holds a small number of credit cards for the use of staff and the Mayor. Statements from the CEO's credit card along with a quarterly report detailing the usage by cardholder and by expenditure type were provided for the Committee's information.

A standing item at all Audit and Risk Committee meetings will be a sighting and check of the review of WWSC Credit Cards.

**Moved: Jodie Pretlove**

**Seconded: Tim Meyer**

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

**Carried Unanimously**

**7. COUNCILLOR AND CEO REIMBURSEMENTS**

The *Local Government Act 2020* allows that Councillors and staff including the Chief Executive Officer are not left out of pocket for the carrying out of Council business. Accordingly, any out of pocket expenses incurred by Councillors and the Chief Executive Officer can be reimbursed to them upon receipt of a suitable claim.

Reimbursements are approved in accordance with Council's Councillor Expense Policy and must show a nexus to formal Council business.

Councillor and Chief Executive Officer reimbursements were attached for Member's information, in accordance with s.40(2) of the *Local Government Act 2020*.

**Moved: Andrew Johnson**

**Seconded: Celeste Gregory**

**That the Audit & Risk Committee receive and note the report on Councillor and Chief Executive reimbursements.**

**Carried Unanimously**



**AUDIT & RISK COMMITTEE MINUTES – 27 SEPTEMBER 2023  
WEST WIMMERA SHIRE COUNCIL**

**8. BAD DEBTS WRITTEN OFF 2022-23**

**RESPONSIBLE OFFICER: ABBAS MEHR, CHIEF FINANCIAL OFFICER FOR INFORMATION**

The Local Government Act 2020 requires monitoring and control of the outstanding debts and the Council officers to efficiently pursue the recovery of debts from the concerned debtors. This may also include involvement of an external debt collection agency if required to ensure that all amounts due to the Council are received and accounted for.

The Council reviewed its debtors balances at the close of financial year 30 June 2023 and analysed the reasons for these debts, background of the transactions, reasonable efforts made for collection and the cost benefit ratio of further escalating these debts to an external debt collection agency. It was observed that there are some insignificant amounts which are in the debtor system for long and there has been a reasonable amount of effort put in to track and recover these debts. The management considers it appropriate to write off these amounts to ensure that our books reflect the true position of the realisable debtors. A business paper recommending the management about considering actions on these long-standing debts was presented and was approved. These values have been written off our debtors system during the year and presented here to the Audit and Risk Committee for information.

**Moved: Jodie Pretlove**

**Seconded: Tim Meyer**

**That the Audit & Risk Committee receive the report on Bad Debts Written Off during FY 2022-23.**

**Carried Unanimously**



**AUDIT & RISK COMMITTEE MINUTES – 27 SEPTEMBER 2023  
WEST WIMMERA SHIRE COUNCIL**

**9. CEO UPDATE**

**RESPONSIBLE OFFICER: DAVID BEZUIDENHOUT, CHIEF EXECUTIVE**

The Chief Executive Officer provided a verbal update on organisational matters relevant to the Audit and Risk Committee.

**Moved: Jodie Pretlove**

**Seconded: Tim Meyer**

**That the Audit and Risk Committee note the CEO update.**

**Carried Unanimously**

**10. POLICY TRACKER**

**REPORT AUTHOR: ABBAS MEHR, CHIEF FINANCIAL OFFICER**

As part of its annual work plan, the Audit and Risk Committee is to be provided with the Policy Tracker bi-annually for review. This document lists all of Council's policies, review cycles and review dates.

The Policy Tracker provides Council with a significant risk mitigation tool in that it provides Council with oversight over the review of Council policies which form a fundamental building block of Council's risk management process.

**Moved: Jodie Pretlove**

**Seconded: Tim Meyer**

**That the Audit and Risk Committee receives the Policy Tracker.**

**Carried Unanimously**



**AUDIT & RISK COMMITTEE MINUTES – 27 SEPTEMBER 2023  
WEST WIMMERA SHIRE COUNCIL**

**12. AUDIT AND RISK COMMITTEE WORK PLAN  
RESPONSIBLE OFFICER: ABBAS MEHR, CHIEF FINANCIAL OFFICER**

Part of providing effective oversight to Council activities by the Audit & Risk Committee (the Committee) includes the schedule of regular activities to be reviewed by the Committee. This allows the Committee to ensure that all important aspects of the Council's activities are being overseen. The Audit & Risk Committee Work Plan provides the Committee with a clear process to assess and analyse risk to Council.

**Moved: Jodie Pretlove**

**Seconded: Tim Meyer**

**That the Audit and Risk Committee receive and note the annual work plan.**

**Carried Unanimously**



**AUDIT & RISK COMMITTEE MINUTES – 27 SEPTEMBER 2023  
WEST WIMMERA SHIRE COUNCIL**

---

**GENERAL BUSINESS**

Time to be allowed for Committee members to meet 15 minutes before the start of the next meeting.

Cr Tim Meyer thanked the Committee for their work over the last year.

**NEXT MEETING: 12<sup>TH</sup> DECEMBER 2023**

**MEETING CLOSED AT 3.06PM.**

DRAFT



## 15 Infrastructure Development and Works

### 15.1 Growing Regions Applications

*Directorate: Infrastructure Development and Works*

*Report Author: Innovation and PMO Manager*

*Report Purpose: For Decision*

#### Introduction

This report is intended to obtain Council resolutions to support the submission of two funding applications to the Federal Governments Growing Regions Program including supporting council contributions. The applications are for construction of an accessible Water Play Space (Splash Park) within the Kaniva Swimming Pool and detailed design and construction of the Edenhope Lions Park Play space.

The Growing Regions Funds objectives are:

- Constructing or upgrading community infrastructure that fills an identified need and improves equality, supports diverse social inclusion, grows local economies and enhances amenity and livability
- Contributes to achieving a wide range of community socio- economic outcomes
- Strategically aligns with regional priorities

#### Declaration of Interest

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

#### Background

In September 2023, the Council submitted two project proposals through an EOI process for the Growing Regions Program for the Kaniva Water Play Space (Splash Park) and Edenhope Lions Park Play Space. The council received notification from the provider on 24 November 2023 that our EOI had been successful, and we have been requested to submit a full application for both projects by Monday 15<sup>th</sup> January 2024.

#### Kaniva Water Play Space (Splash Park)

This project has been identified through the council's Innovation Platform and was included in the Council 22/23 Annual Plan to undertake phase 2 scoping & planning. This project aims to redevelop the current toddlers pool within the Kaniva Swimming Pool to develop an accessible water play space (splash park). The construction will include a small toddler pool area along with an accessible water play space incorporating many water play features and supportive amenities.





### Edenhope Lions Park Play Space

Edenhope Play Space Master Plan was endorsed by Council December 2022. As part of this plan concept drawings for Edenhope Lions Park were developed. Extensive Community consultation was held during this development. The council has allocated \$100K for this project in the 23/24 financial year.

The aims of Edenhope Lions Park Play Space are to deliver on providing:

- Playspace for all ages and abilities from toddlers, youth and adults in separate but connected areas.
- Opportunities for people to gather in an outdoor space
- Opportunity for travelers to stop, recharge and experience Edenhope township

Project Name	Funding Body	Total Project Amount	Funds from funding body	Funds from council	Funds from community
Kaniva Splash Park	Growing Regions - Federal	\$1,000,000	\$500,000	\$500,000	N/A
Edenhope Lions Park	Growing Regions – Federal	\$1,000,000	\$500,000	\$500,000	N/A

The project, if successful in funding applications, will move to the execution phase in the 24/25 financial year and hence the matching council funds will need to be budgeted for.

The officers will be pursuing other funding avenues such as the Regional Community Sport Infrastructure Fund.

### Risk Management Implications

Risk identified: There are no obvious risks for Council to mitigate or eliminate in regard to the proposal considered for funding support in this report.

### Legislative Implications

The report complies with the requirements of the:  
Local Government Act 2020

### Environmental Implications

Nil



## **Financial and Budgetary Implications**

The financial risk rating has been assessed as: Low

The council will need to make a budget allocation of \$900,000 in the next financial year to match the above-mentioned funding program.

## **Policy Implications**

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

Not applicable

## **Council Plan Implications**

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

### ***Goal 1 – Liveable & Healthy Community***

- 1.1 Create a healthy, active, and vibrant community.
- 1.3 Provide well planned and sustainable community infrastructure.
- 1.7 Improve the liveability of the shire to assist in growing our population into the future.

### ***Goal 3 – Sustainable Environment***

- 3.3 Protect and promote public open space and natural assets.

## **Communication Implications**

No Communication Implications

## **Gender Equality**

No Gender Impact Assessment is required

## **Conclusion**

The success of this funding will allow West Wimmera Shire to implement the Kaniva Water Play (Splash Park) construction and the Edenhope Lions Park Play Space project. Both projects will improve the amenity and livability of Kaniva and Edenhope for local residents. Both projects also provide a destination for visitors and travelers to participate in active recreation within these towns.



**OFFICER RECOMMENDATION:**

**That Council:**

- 1. Approves the funding application for the Kaniva Splash Park under the Growing Regions funding including a council contribution of \$500,000**
- 2. Approves the funding application for Edenhope Lions Park under the Growing Regions funding including a council contribution of \$500,000**

**Attachments**

Nil



## 16 Sealing Schedule

Nil.

## 17 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.*

## 18 Confidential Reports

### RECOMMENDATION:

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

18.1 Australia Day Awards

18.2 Business Streetscape Grant Application

*Reason for confidentiality - Local Government Act 2020, Section 3 - Private commercial information*

## 19 Close of Meeting

Next Meeting:

Wednesday, 21<sup>st</sup> February 2024



Kaniva Council Chamber