

A large, cylindrical water storage tank is the central focus of the image. The tank is painted with a mural of a koala perched on a tree branch. The background of the mural shows a landscape with rolling hills and a blue sky with clouds. The tank's top is a conical roof with a metal structure. The sky above the tank is a clear blue with some white clouds.

WELCOME

TO THE WEST

West Wimmera Shire Council

AGENDA

COUNCIL MEETING

Wednesday 17 April 2024
2:00 pm

Goroke Community Complex
Main St, Goroke

PUBLIC ACCESS

Open to the public and Live streaming from Council
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)
Brendan Pearce - Director Infrastructure Development & Works (DIDW)



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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, no later than two hours prior to the Council Meeting.

No questions on notice were received for inclusion in the agenda.



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
21/03/2024	Kaniva Community Event – NBN going live
22/03/2024	Longerenong College Graduation Ceremony
02/04/2024	Strategic Leadership Team Meeting
03/04/2024	Councillor Forum
13/04/2024	Harrow Cricket Festival Dinner and Concert
17/04/2024	Community Forum Goroke
17/04/2024	Council Meeting

6.2 Councillor Tom Houlihan (Deputy Mayor)

Date	Event
02/04/2024	Strategic Leadership Team Meeting
03/04/2024	Councillor Forum
03/04/2024	Apsley Recreation Reserve Committee of Management Meeting
17/04/2024	Community Forum Goroke
17/04/2024	Council Meeting

6.3 Councillor Jodie Pretlove

Date	Event
03/04/2024	Councillor Forum
09/04/2024	Audit and Risk Committee Meeting
17/04/2024	Community Forum Goroke
17/04/2024	Council Meeting

6.4 Councillor Richard Hicks

Date	Event
21/03/2024	Kaniva Community Event – NBN going live
03/04/2024	Councillor Forum
17/04/2024	Council Meeting



6.5 Councillor Bruce Meyer OAM

Date	Event
21/04/2024	Kaniva Community Event- NBN going live
03/04/2024	Councillor Forum
09/04/2024	Audit and Risk Committee meeting
13/04/2024	Harrow Cricket Festival Dinner and Concert
17/04/2024	Community Forum Goroke
17/04/2024	Council Meeting

7 Condolences

Nil



8 Confirmation of Previous Minutes

8.1 **Unscheduled Council Meeting held on Tuesday 12 March 2024**

RECOMMENDATION:

That the Minutes of the Unscheduled Council Meeting held on Tuesday 12 March 2024 be taken as an accurate record and confirmed.

Attachments

Nil

8.2 **Council Meeting held on Wednesday 20 March 2024**

RECOMMENDATION:

That the Minutes of the Council Meeting held on Wednesday 20 March 2024 be taken as an accurate record and confirmed.

Attachments

Nil

9 Business Arising From Previous Minutes

10 Notices of Motion

There were no Notices of Motion submitted for the agenda.

11 Councillor Forum Record

11.1 **Councillor Forum Record**

Nil



12 Deputations and Petitions

There were no Petitions or Deputations submitted for the agenda.



13 Chief Executive Officer

13.1 Public Advertisement of 2024-25 Draft Budget and Annual Plan

Directorate: Corporate and Community Services

Report Author: Chief Financial Officer

Report Purpose: For Decision

Purpose

Under Section 94 of the *Local Government Act 2020* (the Act), Council is required to prepare and adopt a budget for each year and the three subsequent financial years by June 30 each year. The budget is required to include certain information about the rates and charges that Council intends to levy as well as a range of other information required by the Local Government (Planning and Reporting) Regulations which support the Act.

In accordance with section 96(1)(b) of the Act, Council must prepare the proposed budget in line with its community engagement policy. This report seeks Council to formally advertise the proposed 2024-25 Budget and Annual Plan for a period of 28 days commencing 18 April 2024 until 16 May 2024. The community is invited to provide feedback in relation to the annual plan or proposed budget via Council's website and at its customer service centres.

Council conducted extensive community consultation during the Council Plan development, which has informed the Annual Plan and draft Budget. In addition, Council's Innovation Platform provides the community with the opportunity to submit ideas, proposals and suggestions. This Platform is open year-round, and all submissions are investigated for potential inclusion during budget planning.

Following the public advertisement period, Council will consider the comments and feedback received from the public. The draft budget will be presented to Council for adoption at a Council Meeting following the conclusion of the public advertisement period.

OFFICER RECOMMENDATION:

That Council:

1. **Presents the 2024-25 draft Budget and Annual Plan in accordance with Section 94 of the *Local Government Act 2020*.**
2. **Authorise the Chief Executive Officer to:**
 - a. **Give public notice of the preparation of the 2024-25 draft Budget, in accordance with Council's community engagement policy under Section 96(1)(b) of the *Local Government Act 2020*; and**
 - b. **Make the 2024-25 draft Budget available for public inspection at Council's Customer Service Centres in Edenhope and Kaniva, online via Council's website and broadcast on Council's social media channels until Thursday 16 May 2024, and**



- c. **Make minor editorial changes if required to the draft annual budget 2024-25 prior to final adoption.**
- 3. Consider public feedback before adoption of the final budget.**
- 4. Consider the 2024-25 final Budget and the Annual Plan at a Council Meeting convened before 30 June 2024.**

Declaration of Interests

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

Background Annual Plan

The Annual Plan sets out the activities that Council will undertake during the year to deliver the outcomes of the Council Plan 2021-2025. The Annual Plan works in conjunction with the Annual Report and the Budget for the financial year 2024-25. The Chief Executive Officer must present a written quarterly progress report to Council outlining progress towards implementing the Annual Plan. Council may amend the Annual Plan during the year by resolution. The draft budget provides allocations and resourcing for the achievement of all initiatives outlined in the Annual Plan.

Draft Budget 2024-25

Council evaluates and prioritises projects to ensure their efficient delivery. State and Commonwealth funding opportunities are closely monitored for operational and capital grants facilitating project delivery for the benefit of the community.

Council will invest more than \$6.109 million in capital projects, which will match another \$6.391 million in Federal and State Government funding, to deliver \$13.005 million worth of projects. This progressive capital works program includes \$3.736 million (28.73%) for upgrades of existing assets; \$1.280 million (9.84%) for new assets; and \$7.989 million (61.40%) for renewal of our critical infrastructure assets. This distribution reflects our commitment towards the community.

In addition to allocating 34.22% of our budget to infrastructure assets, aimed at maintaining a well-maintained, safe, and secure road network for the community, Council has allocated 21.63% of its capital works program for 2024-25 to enhance sporting, leisure, and community facilities. This commitment aims to deliver new and upgraded facilities, promoting residents' health and well-being and fostering more vibrant and liveable communities.

Council aims to optimise the delivery costs of all community services and facilities, maintaining a continuous business improvement process to ensure the best value for money. Council's strategic



business process reforms include project cost recoveries, which have produced improved results. Our progressive investment strategy and ongoing policy to maximise alternative revenue has added significant funds to Council reserves.

Risk Management Implications

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

Section 94 of the *Local Government Act 2020* requires Council to prepare and adopt a budget for each financial year and the subsequent three financial years by—

- (a) 30 June each year; or
- (b) any other date fixed by the Minister by notice published in the Government Gazette.

Legislative Implications

Local Government Act 1989:

- Sections 154 – 181 – Rates and charges

Local Government Act 2020:

- Section 94 – The budget
- Section 95 – Revised budget
- Section 96 – Preparation of budget or revised budget

Local Government (Planning and Reporting) Regulations 2020:

- Regulation 7 – The financial statements
- Regulation 8 – Other information to be included

Local Government Amendment (Fair Go Rates) Act 2015

- Capped rate increase

Valuation of Land Act 1960

- Valuation of all properties within the Shire

Environmental Implications

No environmental implications



Financial and Budgetary Implications

As detailed in this report and the draft Budget 2024-25

Policy Implications

Not applicable.

Council Plan Implications

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

- Goal 1: Liveable and Healthy Community
- Goal 2: Diverse and Prosperous Economy
- Goal 3: Sustainable Environment
- Goal 4: Good Governance
- Goal 5: Our Commitment

Communication Implications

In accordance with section 96(1)(b) of the Act, Council will undertake community engagement on the draft 2024-25 Budget in accordance with its Community Engagement Policy. Participatory engagement is required under this Policy in relation to the preparation of the annual budget.

The draft budget 2024-25 will be publicly advertised from 18 April 2024 to 16 May 2024. During this time, Council encourages feedback from the community in relation to the draft budget. The draft budget will be published on Council's website and physical copies made available in Council Offices in Edenhope and Kaniva.

Gender Equality

Not Applicable

Conclusion

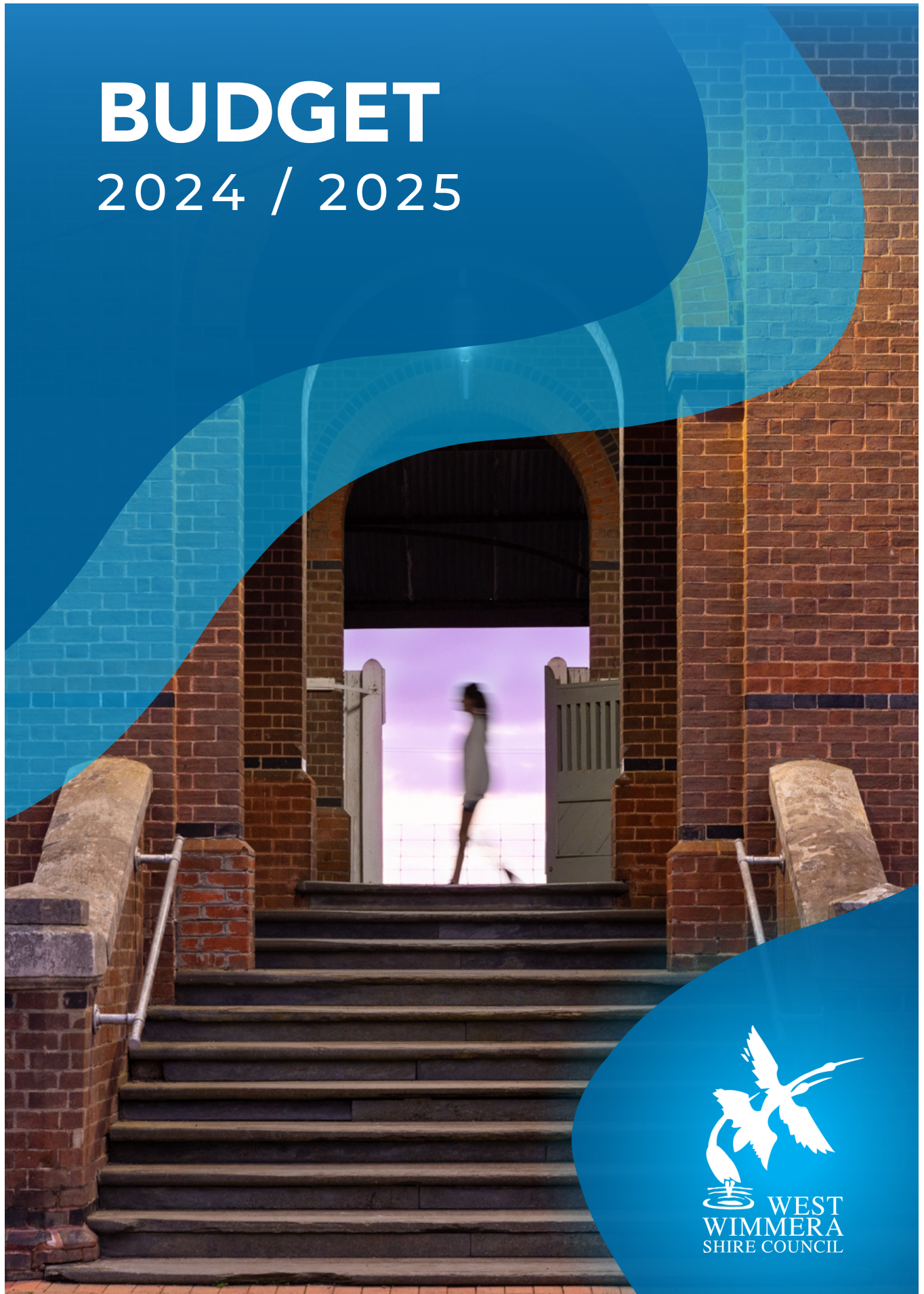
Council has prepared its draft Budget 2024-25 in accordance with the provisions of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020* and has presented the budget using the Model Budget template provided by Local Government Victoria.

Attachments

1. WWSC Draft Budget 2024-25 (Public Advertisement Copy Final) [**13.1.1** - 51 pages]
2. Annual Plan 24-25 with message [**13.1.2** - 22 pages]

BUDGET

2024 / 2025



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Disclaimer

The information contained in this document is for general guidance only. It is not professional advice and should not be used, relied upon or treated as a substitute for specific professional advice. Given the changing nature of laws, rules and regulations, and the inherent hazards of electronic communication, there may be delays, omissions or inaccuracies in information contained in this document.

The model budget, including financial statements, has been prepared in accordance with the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*. While every effort has been made to ensure that the information contained in this document has been accurate and complies with relevant Victorian legislation, each Council remains responsible to ensure that the budget they prepare is compliant with all statutory requirements.

Mayor and CEO's Message

On behalf of the Councillors, we are pleased to release the 2024-25 Budget to our community. This budget advances our Council Plan 2021-25 into its final year of delivery. The vision of current Council Plan comprises the following five goals:

1. Liveable & Healthy Community
2. Diverse and Prosperous Economy
3. Sustainable Environment
4. Good Governance
5. Our Commitment

The Annual Budget 2024-25 presents our strong commitment to progress into the future as an accountable, responsible, and sustainable Council, that is committed to serving its community. Our budgetary focus is on maintaining and enhancing key infrastructure, advancing education, healthcare, tourism, and economic development. Throughout the budget process, we have prioritised resource allocation in accordance to the needs and aspirations of our community:

Presenting a balanced budget for 2024-25, our primary aim is to elevate the quality and efficiency of services offered to the community while ensuring continuous improvement. The budget includes \$13.005 million of capital works to be delivered, while also emphasising the importance of preserving our critical financial reserves to ensure a sustainable future.

Our Rates and Charges revenue aligns with the 2.75% rate cap mandated by the Minister of Local Government under the Fair Go System. Changes in waste management charges coincide with contract renewals and account for the impact of inflation since the contract's inception. We continue to have the lowest rates in terms of rates and charges on properties, while the property and landowners enjoy consistent growth in their property values.

We have a robust process of evaluating and prioritising projects to ensure that projects are justified and delivered in an efficient way. We closely monitor opportunities within State and Commonwealth funding streams, to benefit from available operational and capital grants, which can match our projects. This approach has proven to be effective and efficient in benefiting the community.

We are investing more than \$6.109 million in capital projects, which will match another \$6.391 million in Federal and State governments funding, to deliver \$13.005 million worth of projects. This progressive capital works program includes \$3.736 million (28.73%) for upgrades of existing assets; \$1.280 million (9.84%) for new assets; and \$7.989 million (61.40%) for renewal of our critical infrastructure assets. This distribution reflects our commitment towards the community.

In addition to allocating 34.22% of our budget to infrastructure assets, aimed at maintaining a well-maintained, safe, and secure road network for the community, we have dedicated 21.63% of its capital works program for 2024-25 to enhance sporting, leisure, and community facilities. This commitment aims to deliver new and upgraded facilities, promoting residents' health and well-being and fostering more vibrant and liveable communities.

Council aims to optimise the delivery costs of all community services and facilities, maintaining a continuous business improvement process to ensure the best value for money. Our strategic business process reforms include project cost recoveries, which has produced improved results. Our progressive investment strategy and ongoing policy to maximise alternative revenue has helped inject sizeable funds to Council reserves.

West Wimmera Shire Council welcomes comments and feedback from the community and looks forward to implementing various activities, programs and projects presented in this budget.



Cr. Tim Meyer
Mayor



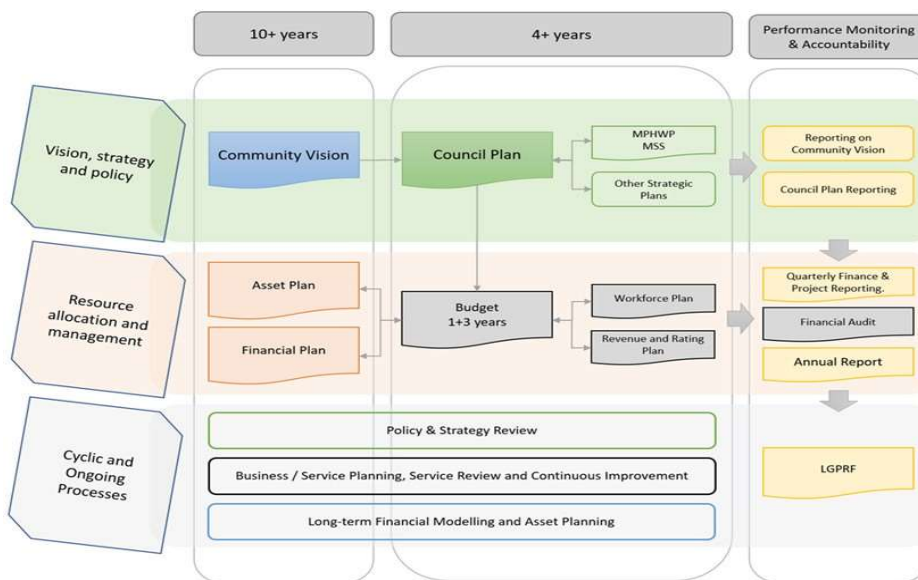
Mr. David Bezuidenhout
Chief Executive Officer

1. Link to the Integrated Strategic Planning and Reporting Framework

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated strategic planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Community Vision and Financial Plan), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

1.1 Legislative planning and accountability framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated strategic planning and reporting framework that applies to local government in Victoria. At each stage of the integrated strategic planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Department of Jobs, Precincts and Regions

The timing of each component of the integrated strategic planning and reporting framework is critical to the successful achievement of the planned outcomes.

1.1.2 Key planning considerations

Service level planning

Although councils have a legal obligation to provide some services— such as animal management, local roads, food safety and statutory planning—most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

Community consultation needs to be in line with a councils adopted Community Engagement Policy and Public Transparency Policy.

1.2 Our purpose

Our Vision

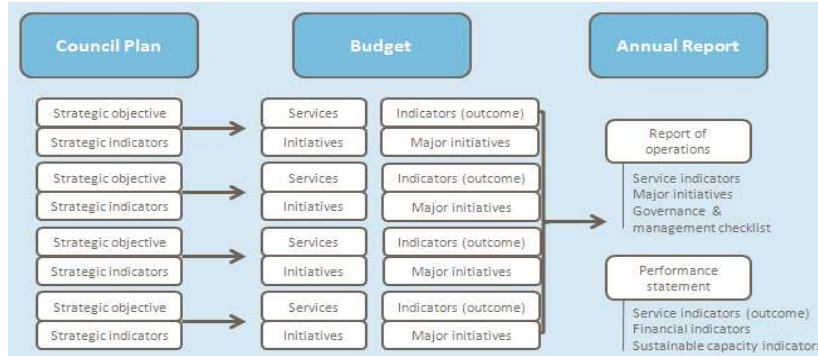
Our West Wimmera communities are healthy, thriving, diverse, prosperous and self sustaining with regional and global connectivity

Our values

Innovative

2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2024/25 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Jobs, Precincts and Regions

2.1 Goal 1: Liveable and Healthy Community

Services

Service area	Description of services provided		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Aged & Disability Care	This service provides a range of home and community care services for the aged and disabled including home delivered meals, personal care,	<i>Inc</i>	702	660	617
		<i>Exp</i>	721	611	639
		<i>Surplus / (deficit)</i>	(19)	49	(22)
Events, Art & Culture	This service provides a varied ongoing program of arts and cultural events and activities, plans and develops arts and cultural facilities and infrastructure and develops policies and strategies to facilitate art practice.	<i>Inc</i>	20	-	-
		<i>Exp</i>	168	275	164
		<i>Surplus / (deficit)</i>	(148)	(275)	(164)
Cemeteries	This service provides management of the Kaniva, Edenhope and Goroke cemeteries.	<i>Inc</i>	-	1	-
		<i>Exp</i>	1	2	2
		<i>Surplus / (deficit)</i>	(1)	(1)	(2)
Childcare	This service provides a range of children and childcare activities	<i>Inc</i>	272	280	300
		<i>Exp</i>	285	266	260
		<i>Surplus / (deficit)</i>	(13)	14	40
Pre School	This service provides a range of children pre-schools	<i>Inc</i>	755	819	725
		<i>Exp</i>	592	541	732
		<i>Surplus / (deficit)</i>	163	278	(7)
Community Development	This service provides various Council initiatives for community development including youth development and other programs	<i>Inc</i>	115	198	-
		<i>Exp</i>	430	461	603
		<i>Surplus / (deficit)</i>	(315)	(263)	(603)

Fire Prevention and Emergency Services	This service provides for essential monitoring and management of vegetation in fire risk areas and also for the funding of emergency service activities provided by Council.	<i>Inc</i>	3	3	-
		<i>Exp</i>	22	38	25
		<i>Surplus / (deficit)</i>	(19)	(35)	(25)
Libraries	This service provides maternal and child health support to the community across various programs	<i>Inc</i>	-	-	-
		<i>Exp</i>	196	164	187
		<i>Surplus / (deficit)</i>	(196)	(164)	(187)
Maternal and Child Health	This service provides maternal and child health support to the community across various programs	<i>Inc</i>	396	348	383
		<i>Exp</i>	313	232	217
		<i>Surplus / (deficit)</i>	83	116	166
Regulatory Services	This service provides all management and enforcement of Council's Local Laws, including animal registration, control and enforcement.	<i>Inc</i>	159	81	113
		<i>Exp</i>	430	406	550
		<i>Surplus / (deficit)</i>	(271)	(325)	(437)
Stormwater Drainage	This service provides for maintenance works on Council's stormwater drainage network.	<i>Inc</i>	-	-	-
		<i>Exp</i>	152	214	177
		<i>Surplus / (deficit)</i>	(152)	(214)	(177)

Major Initiatives

- 1) Complete renovation of Edenhope Early Childhood and Pre School to extend better and improved services to the community
- 2) New initiatives within community development to bring communities together and create a more liveable and engaging community

Other Initiatives

- 3) Actively support community groups in the shire to support initiatives and community oriented programs
- 4) Enhanced spend on regulatory services to ensure better implementation of Council's Local Laws across the shire

Service Performance Outcome Indicators

Service	Indicator	2022/23 Actual	2023/24 Forecast	2024/25 Budget
Acquatic & Leisure Facilities	Utilisation	3.06	3.06	3.08
Animal Management	Health & Safety	0	0	0
Food Safety	Health & Safety	100%	100%	100%
Libraries	Participation	12%	12%	13%
Maternal & Child Health	Participation - General	86%	96%	96%
Maternal & Child Health	Participation - Indigenous	100%	100%	100%

* refer to table at end of section 2.6 for information on the calculation of Service Performance Outcome Indicators

2.2 Goal 2: Diverse and Prosperous Economy

Services

Service area	Description of services provided		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Aerodrome	This service provides maintenance of the Edenhope Aerodrome	<i>Inc</i>	1	1	-
		<i>Exp</i>	153	10	9
		<i>Surplus/ (deficit)</i>	(152)	(9)	(9)
Buildings Control	This service provides statutory building services to Council and the Community including processing of building permits, investigations of complaints and non compliant works.	<i>Inc</i>	40	42	42
		<i>Exp</i>	220	350	250
		<i>Surplus/ (deficit)</i>	(180)	(308)	(208)
Buildings & Property	This service provides for management and maintenance of Council's building portfolio	<i>Inc</i>	29	25	-
		<i>Exp</i>	1,561	330	1,049
		<i>Surplus/ (deficit)</i>	(1,532)	(305)	(1,049)
CEO Office	This service provides executive leadership and support to Council, and co-ordinates advocacy programs on behalf of the West Wimmera Community	<i>Inc</i>	511	1	-
		<i>Exp</i>	411	469	560
		<i>Surplus/ (deficit)</i>	100	(468)	(560)
Depot, Plant & Fleet Operations	This service provides Council with infrastructure management services, including works, engineering, contract management and inventory and stores control activities. It also includes Plant maintenance costs and all costs and income associated with plant usage.	<i>Inc</i>	230	126	638
		<i>Exp</i>	4,872	1,774	2,598
		<i>Surplus/ (deficit)</i>	(4,642)	(1,648)	(1,960)
Human Resources	This service provides the recruitment, training and performance evaluation of Council staff.	<i>Inc</i>	279	-	50
		<i>Exp</i>	426	393	438
		<i>Surplus/ (deficit)</i>	(147)	(393)	(388)
Planning	This service provides statutory planning services to Council and the community including processing of planning permits, investigations of complaints and illegal works.	<i>Inc</i>	103	42	112
		<i>Exp</i>	336	492	830
		<i>Surplus/ (deficit)</i>	(233)	(450)	(718)
Roads	This service provides for all maintenance and operational works undertaken on Council's roads, bridges and footpath network. It includes the contract works Council undertakes for VicRoads on state roads within the municipal boundaries.	<i>Inc</i>	9,283	4,028	8,793
		<i>Exp</i>	17,872	4,611	9,804
		<i>Surplus/ (deficit)</i>	(8,589)	(583)	(1,011)

Major Initiatives

- 1) Planned road works include new and upgrades to existing infrastructure assets
- 2) Major projects on plan for recreation, sporting and community facilities

Other Initiatives

- 3) Implementation of Eco Dev and Tourism strategy
- 4) Active participation in regional tourism planning and promotional campaigns

Service Performance Outcome Indicators

Service	Indicator	2022/23	2023/24	2024/25
		Actual	Forecast	Budget
Roads	Safety and Satisfaction	54	55	58
Statutory Planning	Decision Making	75%	75%	80%

* refer to table at end of section 2.6 for information on the calculation of Service Performance Outcome Indicators

2.3 Goal 3: Sustainable Environment

Services

Service area	Description of services provided		0	0	0
			Actual \$'000	Forecast \$'000	Budget \$'000
Parks & Reserves	This service provides maintenance and management of all parks and gardens across Council.	<i>Inc</i>	16	-	-
		<i>Exp</i>	227	634	561
		<i>Surplus/ (deficit)</i>	(211)	(634)	(561)
Tourism	This service promotes West Wimmera Shire's natural attractions and provides facilities for visitors to our region.	<i>Inc</i>	1	-	-
		<i>Exp</i>	113	84	95
		<i>Surplus/ (deficit)</i>	(112)	(84)	(95)
Waste Management	This service provides for waste management solutions, including kerbside pickup, disposal and transfer station sites.	<i>Inc</i>	327	690	755
		<i>Exp</i>	827	995	1,038
		<i>Surplus/ (deficit)</i>	(500)	(305)	(283)

Major Initiatives

- 1) New projects planned for improved open spaces, parks and gardens with renewed amenities
- 2) Promote tourism through partnership with regional tourism promotion groups

Other Initiatives

- 3) Planning and release of Virtual Reality based promotion program
- 4) Improve waste management service delivery and conduct bin audits council wide

2.4 Goal 4: Good Governance

Services

Service area	Description of services provided		0 Actual \$'000	0 Forecast \$'000	0 Budget \$'000
Customer Service	This service provides the main point of interaction between Council and the community. Services include over the counter advice, receipting, and administrative support to Council.	<i>Inc</i>	37	21	-
		<i>Exp</i>	448	455	493
		<i>Surplus/ (deficit)</i>	(411)	(434)	(493)
Elected Members	This service provides for leadership from and support to the community's elected leaders.	<i>Inc</i>	-	-	-
		<i>Exp</i>	207	225	265
		<i>Surplus/ (deficit)</i>	(207)	(225)	(265)
Finance & Rates	This service predominantly provides financial based services to both internal and external customers including the management of Council's finances, payment of salaries and wages to Council employees, procurement and contracting of services, raising and	<i>Inc</i>	892	4,415	5,006
		<i>Exp</i>	634	886	921
		<i>Surplus/ (deficit)</i>	258	3,529	4,085
Governance	This service provides support and oversight to Council operations including the conduct of Council meetings. The Governance service also covers such items as customer satisfaction monitoring.	<i>Inc</i>	-	-	47
		<i>Exp</i>	242	255	391
		<i>Surplus/ (deficit)</i>	(242)	(255)	(344)
Information Technology	This service is responsible for the provision of information management services to Council and the community, including hardware and software solutions to enable Council to undertake its desired activities and to provide contact methodologies for our community.	<i>Inc</i>	-	-	-
		<i>Exp</i>	548	534	537
		<i>Surplus/ (deficit)</i>	(548)	(534)	(537)
Corporate Services	This service provides management and administration support to the corporate area of Council and includes the Risk Management and Occupational Health and Safety functions.	<i>Inc</i>	-	-	-
		<i>Exp</i>	292	462	328
		<i>Surplus/ (deficit)</i>	(292)	(462)	(328)
Infrastructure Development & Works	This service provides management and administration support to the IDW teams	<i>Inc</i>	-	-	-
		<i>Exp</i>	327	375	343
		<i>Surplus/ (deficit)</i>	(327)	(375)	(343)
Records Management	This service is responsible for providing and maintaining accurate and up to date record keeping facilities and archives.	<i>Inc</i>	170	-	-
		<i>Exp</i>	181	225	112
		<i>Surplus/ (deficit)</i>	(11)	(225)	(112)

Major Initiatives

- 1) Advanced digitisation of records management system and virtual filing vaults
- 2) Innovative uplift in Rates and Revenue to provide improved payment options and flexibility to the rate payers

Other Initiatives

- 3) Outsourcing of IT management services and implementation of ICT Strategy / Cyber Security Framework

Service Performance Outcome Indicators

Service	Indicator	0 Actual	0 Forecast	0 Budget
Waste Management	Waste Diversion		40%	50%
Parks and Gardens	Condition and Utilisation	70%	75%	80%

* refer to table at end of section 2.6 for information on the calculation of Service Performance Outcome Indicators

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Consultation and engagement	Satisfaction with community consultation and engagement. (Community satisfaction rating out of 100 with the consultation and engagement efforts of Council)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement
Statutory planning	Service standard	Planning applications decided within required timeframes (percentage of regular and VicSmart planning application decisions made within legislated timeframes)	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x100
Roads	Condition	Sealed local roads below the intervention level (percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100
Libraries	Participation	Library membership (Percentage of the population that are registered library members)	[Number of registered library members / Population] x100
Waste management	Waste diversion	Kerbside collection waste diverted from landfill. (Percentage of recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities. (Number of visits to aquatic facilities per head of population)	Number of visits to aquatic facilities / Population
Animal Management	Health and safety	Animal management prosecutions. (Percentage of animal management prosecutions which are successful)	Number of successful animal management prosecutions / Total number of animal management prosecutions
Food safety	Health and safety	Critical and major non-compliance outcome notifications. (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100
Maternal and Child Health	Participation	Participation in the MCH service. (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100
		Participation in the MCH service by Aboriginal children. (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100

2.5 Goal 5: Our Commitment

Goal 5 is not linked to any specific Council service areas. It is, instead, an overarching commitment by Council to proactively drive and live our values: Innovative, Accountable, United and Collaborative.

2.7 Reconciliation with budgeted operating result

	Surplus/ (Deficit)	Expenditure	Income / Revenue
	\$'000	\$'000	\$'000
Goal 1	(1,418)	3,556	2,138
Goal 2	(3,852)	13,487	9,635
Goal 3	(958)	1,713	755
Goal 4	5,004	3,391	8,395
Goal 5	-	-	-
Total	(1,224)	22,147	20,923
Expenses added in:			
Depreciation	7,689		
Finance costs	-		
Others	-		
Surplus/(Deficit) before funding sources	(8,913)		
Funding sources added in:			
Rates and charges revenue	8,162		
Waste charge revenue	776		
Total funding sources	8,938		
Operating surplus/(deficit) for the year	25		

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2024/25 has been supplemented with projections to 2027/28

This section includes the following financial statements prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

Comprehensive Income Statement
For the four years ending 30 June 2028

	NOTES	Forecast	Budget	Projections		
		Actual 2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
Income / Revenue						
Rates and charges	4.1.1	8,642	8,938	9,184	9,413	9,890
Statutory fees and fines	4.1.2	88	99	97	99	99
User fees	4.1.3	525	589	621	654	691
Grants - operating	4.1.4	10,926	9,995	10,395	10,603	10,815
Grants - capital	4.1.4	5,655	7,128	7,841	8,625	9,056
Contributions - monetary	4.1.5	26	264	70	50	50
Contributions - non-monetary	4.1.5	-	-	-	-	-
Net gain (or loss) on disposal of property, infrastructure, plant and equipment		-	-	-	-	-
Fair value adjustments for investment property		-	-	-	2,000	-
Share of net profits (or loss) of associates and joint ventures		-	-	-	-	-
Other income	4.1.6	2,554	2,847	2,334	2,252	2,183
Total income / revenue		28,416	29,860	30,541	33,696	32,783
Expenses						
Employee costs	4.1.7	9,858	10,115	10,318	10,607	10,966
Materials and services	4.1.8	9,880	11,285	11,400	11,779	12,093
Depreciation	4.1.9	7,864	7,689	8,041	8,398	8,771
Amortisation - intangible assets	4.1.10	-	-	-	-	-
Depreciation - right of use assets	4.1.11	-	-	-	-	-
Allowance for impairment losses		-	-	-	-	-
Borrowing costs		-	-	-	-	-
Finance costs - leases		-	-	-	-	-
Other expenses	4.1.12	579	746	769	803	838
Total expenses		28,181	29,835	30,529	31,587	32,668
Surplus/(deficit) for the year		235	25	12	2,109	115
Other comprehensive income						
Items that will not be reclassified to surplus or deficit in future periods						
Net asset revaluation gain /(loss)		-	-	-	-	-
Share of other comprehensive income of associates and joint ventures		-	-	-	-	-
Items that may be reclassified to surplus or deficit in future periods						
(Detail as appropriate)		-	-	-	-	-
Total other comprehensive income		-	-	-	-	-
Total comprehensive result		235	25	12	2,109	115

Balance Sheet

For the four years ending 30 June 2028

	NOTES	Forecast	Budget	Projections		
		Actual 2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
Assets						
Current assets						
Cash and cash equivalents		18,750	16,768	11,957	13,079	14,579
Trade and other receivables		1,105	1,110	1,115	1,120	1,125
Other financial assets		-	-	-	-	-
Inventories		225	220	225	220	225
Prepayments		-	-	-	-	-
Non-current assets classified as held for sale		-	-	-	-	-
Contract assets		-	-	-	-	-
Other assets		385	390	385	390	390
Total current assets	4.2.1	20,465	18,488	13,682	14,809	16,319
Non-current assets						
Trade and other receivables		1,105	1,110	1,100	1,090	1,080
Other financial assets		-	-	-	-	-
Investments in associates, joint arrangement and subsidiaries		520	300	150	50	-
Property, infrastructure, plant & equipment		274,560	287,565	295,593	303,058	310,684
Right-of-use assets	4.2.4	-	-	-	-	-
Investment property		-	-	-	-	-
Intangible assets		-	-	-	-	-
Total non-current assets	4.2.1	276,185	288,975	296,843	304,198	311,764
Total assets		296,650	307,463	310,525	319,007	328,083
Liabilities						
Current liabilities						
Trade and other payables		2,500	2,800	2,950	3,020	3,250
Trust funds and deposits		100	100	100	100	100
Contract and other liabilities		-	-	-	-	-
Provisions		2,508	2,645	2,785	2,850	2,907
Interest-bearing liabilities	4.2.3	-	-	-	-	-
Lease liabilities	4.2.4	-	-	-	-	-
Total current liabilities	4.2.2	5,108	5,545	5,835	5,970	6,257
Non-current liabilities						
Provisions		205	235	255	275	300
Interest-bearing liabilities	4.2.3	-	-	-	-	-
Lease liabilities	4.2.4	-	-	-	-	-
Total non-current liabilities	4.2.2	205	235	255	275	300
Total liabilities		5,313	5,780	6,090	6,245	6,557
Net assets		291,337	301,683	304,435	312,762	321,526
Equity						
Accumulated surplus		47,234	47,259	47,271	49,379	49,494
Reserves		244,103	254,424	257,164	263,382	272,032
Total equity		291,337	301,683	304,435	312,762	321,526

Statement of Changes in Equity
For the four years ending 30 June 2028

	NOTES	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2024 Forecast Actual					
Balance at beginning of the financial year		279,810	46,999	229,868	2,943
Surplus/(deficit) for the year		235	235	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfers to other reserves		11,292	-	-	11,292
Transfers from other reserves		-	-	-	-
Balance at end of the financial year		291,337	47,234	229,868	14,235
2025 Budget					
Balance at beginning of the financial year		291,337	47,234	229,868	14,235
Surplus/(deficit) for the year		25	25	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfers to other reserves	4.3.1	10,296	-	10,296	-
Transfers from other reserves	4.3.1	-	2,438	-	(2,438)
Balance at end of the financial year	4.3.2	301,658	49,697	240,164	11,797
2026					
Balance at beginning of the financial year		301,658	49,697	240,164	11,797
Surplus/(deficit) for the year		12	12	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfers to other reserves		2,765	-	2,765	-
Transfers from other reserves		-	(185)	-	185
Balance at end of the financial year		304,435	49,524	242,929	11,982
2027					
Balance at beginning of the financial year		304,435	49,524	242,929	11,982
Surplus/(deficit) for the year		109	109	-	-
Net asset revaluation gain/(loss)		2,000	-	2,000	-
Transfers to other reserves		6,219	-	6,219	-
Transfers from other reserves		-	(1,122)	-	1,122
Balance at end of the financial year		312,762	48,510	251,148	13,104
2028					
Balance at beginning of the financial year		312,762	48,510	251,148	13,104
Surplus/(deficit) for the year		115	115	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfers to other reserves		8,649	-	8,649	-
Transfers from other reserves		-	(1,500)	-	1,500
Balance at end of the financial year		321,526	47,125	259,797	14,604

Statement of Cash Flows

For the four years ending 30 June 2028

	Notes	Forecast	Budget	Projections		
		Actual	2024/25	2025/26	2026/27	2027/28
		2023/24	\$'000	\$'000	\$'000	\$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities						
Rates and charges		8,642	8,938	9,184	9,413	9,890
Statutory fees and fines		88	99	97	99	99
User fees		525	589	621	654	691
Grants - operating		10,926	9,995	10,395	10,603	10,815
Grants - capital		5,655	7,128	7,841	8,625	9,056
Contributions - monetary		26	264	70	50	50
Interest received		-	-	-	-	-
Dividends received		-	-	-	-	-
Trust funds and deposits taken		-	-	-	-	-
Other income		2,554	2,847	2,334	2,252	2,183
Net GST refund / payment		-	-	-	-	-
Employee costs		(9,858)	(10,115)	(10,318)	(10,607)	(10,966)
Materials and services		(9,880)	(11,285)	(11,400)	(11,779)	(12,093)
Short-term, low value and variable lease payments		-	-	-	-	-
Trust funds and deposits repaid		-	-	-	-	-
Other payments		(579)	(746)	(769)	(803)	(838)
Net cash provided by/(used in) operating activities	4.4.1	8,099	7,714	8,053	8,507	8,886
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(11,875)	(13,005)	(8,028)	(7,465)	(7,626)
Proceeds from sale of property, infrastructure, plant and equipment		-	-	-	-	-
Payments for investments		-	-	-	-	-
Proceeds from sale of investments		-	-	-	-	-
Loans and advances made		(7)	(5)	10	10	10
Payments of loans and advances		452	300	150	70	230
Net cash provided by/ (used in) investing activities	4.4.2	(11,430)	(12,710)	(7,868)	(7,385)	(7,386)
Cash flows from financing activities						
Finance costs		-	-	-	-	-
Proceeds from borrowings		-	-	-	-	-
Repayment of borrowings		-	-	-	-	-
Interest paid - lease liability		-	-	-	-	-
Repayment of lease liabilities		-	-	-	-	-
Net cash provided by/(used in) financing activities	4.4.3	-	-	-	-	-
Net increase/(decrease) in cash & cash equivalents		(3,331)	(4,996)	185	1,122	1,500
Cash and cash equivalents at the beginning of the financial year		20,099	16,768	11,772	11,957	13,079
Cash and cash equivalents at the end of the financial year		16,768	11,772	11,957	13,079	14,579

Statement of Capital Works
For the four years ending 30 June 2028

	NOTES	Forecast	Budget	Projections		
		Actual 2023/24	2024/25	2025/26	2026/27	2027/28
		\$'000	\$'000	\$'000	\$'000	\$'000
Property						
Land		-	-	-	-	-
Land improvements		-	-	-	-	-
Total land		-	-	-	-	-
Buildings		517	193	193	198	203
Heritage buildings		-	-	-	-	-
Building improvements		-	-	-	-	-
Leasehold improvements		-	-	-	-	-
Total buildings		517	193	193	198	203
Total property		517	193	193	198	203
Plant and equipment						
Heritage plant and equipment		-	-	-	-	-
Plant, machinery and equipment		1,461	1,999	1,100	600	500
Fixtures, fittings and furniture		-	-	-	-	-
Computers and telecommunications		-	-	-	-	-
Library books		-	-	-	-	-
Total plant and equipment		1,461	1,999	1,100	600	500
Infrastructure						
Roads		9,182	6,751	5,751	5,989	6,174
Bridges		-	60	60	63	66
Footpaths and cycleways		141	157	157	169	181
Drainage		60	60	60	63	65
Kerbs and channels		-	55	55	58	61
Waste management		-	-	-	-	-
Parks, open space and streetscapes		35	69	69	76	76
Aerodromes		-	-	-	-	-
Recreational, Leisure & Community Facilities		-	3,636	583	250	300
Other infrastructure		313	-	-	-	-
Total infrastructure		9,731	10,788	6,735	6,667	6,923
Total capital works expenditure	4.5.1	11,709	12,980	8,028	7,465	7,626
Represented by:						
New asset expenditure		585	1,280	227	230	192
Asset renewal expenditure		8,197	8,000	6,066	5,747	5,773
Asset expansion expenditure		-	-	-	-	-
Asset upgrade expenditure		2,927	3,725	1,735	1,488	1,661
Total capital works expenditure	4.5.1	11,709	13,005	8,028	7,465	7,626
Funding sources represented by:						
Grants		5,655	6,391	4,711	5,062	5,176
Contributions		740	505	428	400	376
Council cash		5,314	6,109	3,089	2,527	2,575
Borrowings		-	-	-	-	-
Total capital works expenditure	4.5.1	11,709	13,005	8,228	7,989	8,127

Statement of Human Resources

For the four years ending 30 June 2028

	Forecast	Budget	Projections		
	Actual				
	2023/24	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	9,811	10,115	10,361	10,615	10,873
Employee costs - capital	1,951	2,578	2,200	2,050	2,150
Total staff expenditure	11,762	12,693	12,561	12,665	13,023
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	113.80	119.70	119.70	119.70	119.70
Total staff numbers	113.25	119.70	119.70	119.70	119.70

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Budget 2024/25 \$'000	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part time		
	\$'000	\$'000	\$'000	\$'000	\$'000
CEO's Office	392	392	-	-	-
Directorate of Corporate & Community Services	4,266	2,103	2,100	63	-
Directorate of Infrastructure Development & Works	5,457	4,549	758	150	-
Total permanent staff expenditure	10,115	7,044	2,858	213	-
Other employee related expenditure	-	-	-	-	-
Capitalised labour costs	2,578	-	-	-	-
Total expenditure	12,693	-	-	-	-

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Budget 2024/25	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part time		
CEO's Office	2.00	2.00	-	-	-
Directorate of Corporate & Community Services	42.24	16.75	22.65	2.84	-
Directorate of Infrastructure Development & Works	75.46	61.20	12.99	1.27	-
Total staff	119.70	79.95	35.64	4.11	-

**Summary of Planned Human Resources Expenditure
For the four years ended 30 June 2028**

	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
CEO's Office				
Permanent - Full time	392	402	412	422
Women	91	93	96	98
Men	301	309	316	324
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
Permanent - Part time	-	-	-	-
Women	-	-	-	-
Men	-	-	-	-
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
Total CEO's Office	392	402	412	422
Directorate of Corporate & Community Services				
Permanent - Full time	2,103	2,156	2,209	2,265
Women	1,285	1,317	1,350	1,384
Men	743	762	781	800
Persons of self-described gender	-	-	-	-
Vacant positions	75	77	79	81
New positions	-	-	-	-
Permanent - Part time	2,100	2,153	2,206	2,261
Women	2,003	2,053	2,104	2,157
Men	-	-	-	-
Persons of self-described gender	-	-	-	-
Vacant positions	97	99	102	104
New positions	-	-	-	-
Casual Positions	63	65	66	68
Women	63	65	66	68
Men	-	-	-	-
Total Directorate of Corporate & Community Services	4,266	4,373	4,482	4,594
Directorate of Infrastructure Development & Works				
Permanent - Full time	4,549	4,663	4,779	4,899
Women	559	573	587	602
Men	3,398	3,483	3,570	3,659
Persons of self-described gender	-	-	-	-
Vacant positions	592	607	622	638
New positions	-	-	-	-
Permanent - Part time	758	771	784	797
Women	337	345	354	363
Men	167	171	175	180
Persons of self-described gender	-	-	-	-
Vacant positions	254	254	254	254
New positions	-	-	-	-
Casual Positions	150	154	158	162
Women	-	-	-	-
Men	128	131	134	138
Vacant positions	22	23	23	24
Total Directorate of Infrastructure Development & Works	5,457	5,587	5,720	5,857
Casuals, temporary and other expenditure	-	-	-	-
Capitalised labour costs	2,578	2,200	2,050	2,150
Total staff expenditure	10,115	10,361	10,615	10,873

	2024/25 FTE	2025/26 FTE	2026/27 FTE	2027/28 FTE
CEO's Office				
Permanent - Full time	2.00	2.00	2.00	2.00
Women	1.00	1.00	1.00	1.00
Men	1.00	1.00	1.00	1.00
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
Permanent - Part time	-	-	-	-
Women	-	-	-	-
Men	-	-	-	-
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
Total <<detail organisational structure as appropriate>>	2.00	2.00	2.00	2.00
Directorate of Corporate & Community Services				
Permanent - Full time	16.75	16.75	16.75	16.75
Women	10.50	10.50	10.50	10.50
Men	4.25	4.25	4.25	4.25
Persons of self-described gender	-	-	-	-
Vacant positions	2.00	2.00	2.00	2.00
New positions	-	-	-	-
Permanent - Part time	22.65	22.65	22.65	22.65
Women	21.65	21.65	21.65	21.65
Men	-	-	-	-
Persons of self-described gender	-	-	-	-
Vacant positions	1.00	1.00	1.00	1.00
Casual Positions	2.84	2.84	2.84	2.84
Women	2.84	2.84	2.84	2.84
Men	-	-	-	-
Vacant positions	-	-	-	-
Total Directorate of Corporate & Community Services	42.24	42.24	42.24	42.24
Directorate of Infrastructure Development & Works				
Permanent - Full time	61.20	61.20	61.20	61.20
Women	8.20	8.20	8.20	8.20
Men	47.00	47.00	47.00	47.00
Persons of self-described gender	-	-	-	-
Vacant positions	6.00	6.00	6.00	6.00
New positions	-	-	-	-
Permanent - Part time	12.99	12.99	12.99	12.99
Women	5.09	5.09	5.09	5.09
Men	4.70	4.70	4.70	4.70
Persons of self-described gender	-	-	-	-
Vacant positions	3.20	3.20	3.20	3.20
Casual Positions	1.27	1.27	1.27	1.27
Women	-	-	-	-
Men	1.27	1.27	1.27	1.27
Vacant positions	-	-	-	-
Total Directorate of Infrastructure Development & Works	75.46	75.46	75.46	75.46
Capitalised labour	-	-	-	-
Total staff numbers	119.70	119.70	119.70	119.70

4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget.

As per the *Local Government Act 2020*, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2024/25 the FGRS cap has been set at 2.75%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 2.75% in line with the rate cap.

The Council has renewed its waste management contract after a comprehensive process of bidding and tendering to make sure that these services are provided to the rate payers at the best value. It is pertinent to mention that the costs of operating this service have significantly increased as our last renewal on this contract was done in pre COVID years. The Council has ensured that minimal impact is passed on to the rate payers while ensuring a sustainable model for the Council.

This will raise total rates and charges for 2024/25 to \$8.938 million.

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	Actual	2023/24	2024/25	Change	%	Projections			Trend
	2022/23	Forecast	Budget			2025/26	2026/27	2027/28	
	\$'000	Actual	\$'000	\$'000		\$'000	\$'000	\$'000	+/-
General rates*	7,166	7,421	7,643	222	2.99%	7,853	8,050	8,251	8,457
Municipal charge*	474	491	504	13	2.65%	518	531	544	558
Waste management charges	583	700	776	76	10.86%	797	817	838	859
Supplementary rates and rate adjustments	-	15	-	15	-100.00%	-	-	-	-
Interest on rates and charges	19	15	15	-	0.00%	15	16	16	17
Total rates and charges	8,242	8,642	8,938	296	3.43%	9,184	9,413	9,649	9,890

*These items are subject to the rate cap established under the FGRS

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2023/24 cents/\$CIV*	2024/25 cents/\$CIV*	Change
General rate for rateable residential properties	0.0011981	0.0012311	2.75%
General rate for rateable commercial properties	0.0011981	0.0012311	2.75%
General rate for rateable industrial properties	0.0011981	0.0012311	2.75%

(* Use CIV or NAV depending on the valuation basis used by the Council)

4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or class of land	2023/24 \$'000	2024/25 \$'000	Change \$'000	%
Residential	359	369	10	2.79%
Rural	7,039	7,249	210	2.98%
Commercial	13	13	-	0.00%
Industrial	10	12	2	20.00%
Total amount to be raised by general rates	7,421	7,643	222	2.99%

4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year

Type or class of land	2023/24 Number	2024/25 Number	Change Number	%
Residential	1,787	1,771	-16	-0.90%
Rural	2,828	2,839	11	0.39%
Commercial	91	90	-1	-1.10%
Industrial	65	81	16	24.62%
Total number of assessments	4,771	4,781	10	0.21%

4.1.1(e) The basis of valuation to be used is the*

(*use Capital Improved Value (CIV) or Net Annual Value (NAV) depending on which is applicable to Council).

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year

Type or class of land	2023/24 \$'000	2024/25 \$'000	Change \$'000	%
Residential	299,253	299,571	318	0.11%
Rural	5,875,547	5,888,515	12,968	0.22%
Commercial	11,001	11,061	60	0.55%
Industrial	8,243	9,643	1,400	16.98%
Total value of land	6,194,044	6,208,790	14,746	0.24%

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property 2023/24 \$	Per Rateable Property 2024/25 \$	Change \$	%
Municipal	166.00	170.45	4	2.68%

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year

Type of Charge	2023/24 \$	2024/25 \$	Change \$	%
Municipal	491	504	13	2.65%

4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2023/24	2024/25	\$	%
<i>Bin Collection Charge - Urban 120 L</i>	348	383	35	10.06%
<i>Bin Collection Charge - Rural 120 L</i>	374	445	71	18.98%
<i>Bin Collection Charge - Commercial 240 L</i>	458	590	132	28.82%
<i>Bin Collection Charge - Glass 120 L</i>	55	58	3	5.45%

4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year

Type of Charge	2023/24	2024/25	Change	
	\$	\$	\$	%
<i>Bin Collection Charge - Urban 120 L</i>	466,320	513,220	46,900	10.06%
<i>Bin Collection Charge - Rural 120 L</i>	75,174	89,445	14,271	18.98%
<i>Bin Collection Charge - Commercial 240 L</i>	74,654	96,170	21,516	28.82%
<i>Bin Collection Charge - Glass 120 L</i>	73,700	77,720	4,020	5.45%
Total	689,848	776,555	86,707	12.57%

4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year

	2023/24	2024/25	Change	
	\$'000	\$'000	\$'000	%
<i>General rates*</i>	7,421	7,643	222	2.99%
<i>Municipal charge*</i>	493	504	11	2.23%
<i>Waste management charges</i>	690	776	86	12.46%
Total Rates and charges	8,604	8,923	319	3.71%

4.1.1(l) Fair Go Rates System Compliance

Victoria City Council is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2023/24	2024/25	2025/26	2026/27	2027/28	Trend
Total Rates	\$ 7,912,804	\$ 8,147,322	\$ 8,371,373	\$ 8,580,658	\$ 8,795,174	Stable
Number of rateable properties	4,771	4,781	4,791	4,791	4,791	Stable
Base Average Rate	\$ 1,658.52	\$ 1,658.50	\$ 1,747.31	\$ 1,791.00	\$ 1,835.77	Stable
Maximum Rate Increase (set by the State Government)	3.50%	2.75%	2.75%	2.50%	2.50%	Stable
Capped Average Rate	\$ 1,658.53	\$ 1,704.11	\$ 1,747.31	\$ 1,791.00	\$ 1,835.77	Stable
Maximum General Rates and Municipal Charges Revenue	\$ 7,912,804	\$ 8,147,322	\$ 8,371,373	\$ 8,580,658	\$ 8,795,174	Stable
Budgeted General Rates and Municipal Charges Revenue	\$ 7,914,804	\$ 8,147,322	\$ 8,147,322	\$ 8,147,322	\$ 8,147,322	Stable
Budgeted Supplementary Rates						
Budgeted Total Rates and Municipal Charges Revenue	\$ 7,914,804	\$ 8,147,322	\$ 8,147,322	\$ 8,147,322	\$ 8,147,322	

4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2024/25: estimated \$6.2500 and 2023/24: \$14.746 million)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

4.1.2 Statutory fees and fines

	Actual	Forecast	Budget	Change		Projections			Trend
	2022/23	Actual	2024/25	\$'000	%	2025/26	2026/27	2027/28	+/o/-
	\$'000	2023/24	\$'000			\$'000	\$'000	\$'000	
Statutory fees and fines	156	88	99	11	12.50%	97	99	99	+
Total statutory fees and fines	156	88	99	11	12.50%	97	99	99	

4.1.3 User fees

	Actual	Forecast	Budget	Change		Projections			Trend
	2022/23	Actual	2024/25	\$'000	%	2025/26	2026/27	2027/28	+/o/-
	\$'000	2023/24	\$'000			\$'000	\$'000	\$'000	
Aged and health services	160	137	138	1	0.73%	138	138	138	+
Council buildings & facilities hire	187	39	91	52	133.33%	96	100	105	+
Child care/children's programs	270	290	300	10	3.45%	321	343	368	+
Waste Management	79	59	60	1	1.69%	66	73	80	+
Total user fees	696	525	589	64	12.19%	621	654	691	+

4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's budget.

	Actual	Forecast	Budget	Change	
	2022/23	Actual	2024/25	\$'000	%
	\$'000	\$'000	\$'000	\$'000	%
Grants were received in respect of the following:					
Summary of grants					
Commonwealth funded grants	15,445	11,102	13,119	2,017	18%
State funded grants	5,539	5,479	4,004	1,475	-27%
Total grants received	20,984	16,581	17,123	542	3%
(a) Operating Grants					
Recurrent - Commonwealth Government					
Financial Assistance Grants	8,691	6,783	7,572	789	12%
Aged and disability care services	393	359	419	60	17%
Recurrent - State Government					
Pre School	714	710	725	15	2%
Aged care	168	163	60	103	-63%
Youth Services	86	44	85	41	93%
Fire Service Levee Implementation	49	-	45	45	100%
School Crossing Supervisor	7	-	-	-	0%
Community Support	66	-	-	-	0%
Maternal and child health	394	348	381	33	9%
Facilities & Quality	25	-	-	-	0%
Regulatory Services - Public Health	4	6	6	-	0%
Regulatory Services - Local Laws	75	75	75	-	0%
Victorian Apprenticeship Recovery Package (VARP)	-	40	-	40	-100%
Planning - Landcare Facilitator	-	-	87	87	100%
Total recurrent grants	10,672	8,528	9,455	927	11%
Non-recurrent - Commonwealth Government					
Children Week	1	-	-	-	0%
Environmental planning	-	-	-	-	0%
Non-recurrent - State Government					
Community Health	63	-	-	-	0%
Economic Development	137	-	-	-	0%
Waste Management Funding	276	-	-	-	0%
Apsley Netball Tennis Court Upgrade	55	-	-	-	0%
Harrow & District Recreation Reserve	74	-	250	250	100%
Youth Affairs	9	-	-	-	0%
Public Health	20	-	-	-	0%
Records Management	170	-	-	-	0%
West Wimmera Cabins Project	481	1,125	-	1,125	-100%
Council Foods Support Program	500	-	-	-	0%
Infrastructure	2,166	-	-	-	0%
Kaniva Recreation Reserve - Lighting for Oval	-	-	250	250	100%
Kaniva Recreation Reserve Facility Design	-	-	40	40	100%
Operational Roads Maintenance	-	1,273	-	1,273	100%
Total non-recurrent grants	3,952	2,398	540	1,858	-77%
Total operating grants	14,624	10,926	9,995	931	-9%
(b) Capital Grants					
Recurrent - Commonwealth Government					
Roads to recovery	4,400	1,528	1,528	-	0%
Local Roads & Community Infrastructure Projects	116	1,528	881	647	-42%
Recurrent - State Government					
Total recurrent grants	4,516	3,056	2,409	647	-21%
Non-recurrent - Commonwealth Government					
Edenhope Lions Park Amenities & Upgrade	-	-	500	500	100%
Kaniva Pool Water Play Splash Park	-	-	500	500	100%
Heavy Vehicle Safety & Productivity Program	1,023	-	1,719	1,719	100%
Edenhope Aerodrome Upgrade	-	135	-	135	-100%
Buildings & Facilities	821	-	-	-	0%
Mooree Rd. Ch. 3400 - Ch. 4560 x 6.2m seal	-	216	-	216	-100%
Mooree Rd. Ch. 7600 - Ch. 9840 x 6.2m seal	-	553	-	553	-100%

Non-recurrent - State Government

Edenhope Rec Reserve - Football Change Rooms	-	-	1,000	1,000	100%
Kaniva All Abilities Upgrade Swimming Pool	-	-	1,000	1,000	100%
Project - West Wimmera Regional Cabins	-	252	-	252	-100%
Project - Edenhope Aerodrome Upgrade	-	220	-	220	-100%
Project - Edenhope Caravan Park Amenities & Landscaping	-	525	-	525	-100%
Project - Edenhope Kinder / Childcare Landscaping	-	65	-	65	-100%
Project - Edenhope Kindergarten Renovation	-	308	-	308	-100%
Project - Edenhope Lions Park Toilet Block & Playground	-	300	-	300	-100%
Project - Lake Wallace Boat Ramp	-	25	-	25	-100%
Total non-recurrent grants	1,844	2,599	4,719	2,120	82%
Total capital grants	6,360	5,655	7,128	1,473	26%
Total Grants	20,984	16,581	17,123	542	0

4.1.5 Contributions

	Actual	Forecast	Budget	Change		Projections			Trend
	2022/23	2023/24	2024/25	\$'000	%	2025/26	2026/27	2027/28	+/-
	\$'000	\$'000	\$'000	\$'000		\$'000	\$'000	\$'000	+/-
Monetary	126	26	264	238	915.38%	70	50	50	-
Non-monetary	-	-	-	-		-	-	-	-
Total contributions	126	26	264	238	915.38%	70	50	50	

<Add comments here>

4.1.6 Other income

	Actual	Forecast	Budget	Change		Projections			Trend
	2022/23	2023/24	2024/25	\$'000	%	2025/26	2026/27	2027/28	+/-
	\$'000	\$'000	\$'000	\$'000		\$'000	\$'000	\$'000	+/-
Interest on Investments	301	515	400	-115	-22.33%	400	400	400	o
Reimbursements - Roadworks	2,251	1,486	1,586	100	6.73%	1,507	1,431	1,360	-
Reimbursements - Other	36	38	30	-8	-21.05%	30	30	30	o
Insurance / Workcover	101	82	50	-32	-39.02%	50	50	50	-
Rent	52	12	32	20	166.67%	34	35	37	+
Fuel Tax Refund	21	40	48	8	20.00%	49	50	51	+
Waste Management	-	68	15	-53	-77.94%	15	15	15	o
Other	189	138	306	168	121.74%	150	140	140	o
Gain on Disposal of Plant / Fleet	-	175	380	205	117.14%	100	100	100	o
Total other income	2,951	2,554	2,847	293	11.47%	2,334	2,252	2,183	

4.1.7 Employee costs

	Actual	Forecast	Budget	Change		Projections			Trend
	2022/23	2023/24	2024/25	\$'000	%	2025/26	2026/27	2027/28	+/-
	\$'000	\$'000	\$'000	\$'000		\$'000	\$'000	\$'000	+/-
Wages and salaries	8,156	8,481	8,514	32.64	0.38%	8,676	8,937	9,205	+
WorkCover	284	292	431	139.45	47.76%	442	453	465	+
Superannuation	1,052	927	1,170	243.23	26.24%	1,199	1,117	1,197	+
Provisions	427	158	-	(158.00)	-100.00%	-	100	100	+
Total employee costs	9,919	9,858	10,115	257.32	2.61%	10,318	10,607	10,966	

4.1.8 Materials and services

	Actual	Forecast	Budget	Change		Projections			Trend
	2022/23	2023/24	2024/25	\$'000	%	2025/26	2026/27	2027/28	+/-
	\$'000	\$'000	\$'000	\$'000		\$'000	\$'000	\$'000	+/-
Contract Payments	4,994	6,275	7,570	1,295	20.64%	7,729	7,922	8,121	+
Plant and Equipment Maintenance	343	603	650	47	7.79%	670	690	710	+
Utilities	298	453	463	10	2.21%	477	491	506	+
Office Administration	55	57	59	2	3.51%	61	63	64	+
Information Technology	489	640	478	-162	-25.31%	492	507	522	+
Insurance	479	385	1,182	703	207.01%	1,172	1,253	1,290	+
Consultants	650	698	400	-298	-42.69%	412	424	437	+
Election Costs	-	-	107	107	100.00%	-	-	-	-
Other Materials & Services	1,969	769	376	-393	-51.11%	387	429	442	+
Total materials and services	9,277	9,880	11,285	1,405	14.22%	11,400	11,779	12,093	

4.1.9 Depreciation

	Actual	Forecast	Budget	Change		Projections			Trend
	2022/23	2023/24	2024/25	\$'000	%	2025/26	2026/27	2027/28	
	\$'000	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	+/-
Property	1,254	588	644	56	9.52%	660	670	680	+
Plant & equipment	978	723	643	-80	-11.07%	659	670	680	+
Infrastructure	8,429	6,553	6,402	-151	-2.30%	6,722	7,058	7,411	+
Total depreciation	10,661	7,864	7,689	-175	-2.23%	8,041	8,398	8,771	

4.1.10 Amortisation - Intangible assets

	Actual	Forecast	Budget	Change		Projections			Trend
	2022/23	2023/24	2024/25	\$'000	%	2025/26	2026/27	2027/28	
	\$'000	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	+/-
Intangible assets									
Total amortisation - intangible assets									

4.1.11 Depreciation - Right of use assets

	Actual	Forecast	Budget	Change		Projections			Trend
	2022/23	2023/24	2024/25	\$'000	%	2025/26	2026/27	2027/28	
	\$'000	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	+/-
Right of use assets									
Total depreciation - right of use assets									

4.1.12 Other expenses

	Actual	Forecast	Budget	Change		Projections			Trend
	2022/23	2023/24	2024/25	\$'000	%	2025/26	2026/27	2027/28	
	\$'000	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	+/-
Councillors' allowances	184	196	224	28	14.29%	231	238	245	+
Operating Lease Rental	11	15	13	-2	-13.33%	14	14	15	+
Auditors Remuneration - Internal	13	12	15	3	25.00%	16	17	17	+
Auditors Remuneration - Other	73	63	65	2	3.17%	68	72	75	+
Legal Consultants Costs	-	130	108	-22	-16.92%	113	119	125	+
Other	172	163	321	158	96.93%	327	344	361	+
Total other expenses	453	579	746	167	28.84%	769	803	838	

4.2 Balance Sheet

4.2.1 Assets

4.2.1.1 Cash and Cash Equivalents

	Actual 2022/23 \$000	Forecast Actual 2023/24 \$000	Budget 2024/25 \$000	Change \$000	%
Cash and cash equivalents	20,099	18,750	19,688	938	5.00%

4.2.1.2 Trade and Other Receivables

	Actual 2022/23 \$000	Forecast Actual 2023/24 \$000	Budget 2024/25 \$000	Change \$000	%
Trade and other receivables	1,098	1,105	1,110	5	0.45%

4.2.2 Liabilities

4.2.2.1 Trade and other payables

	Actual 2022/23 \$000	Forecast Actual 2023/24 \$000	Budget 2024/25 \$000	Change \$000	%
Trade and other Payables	2,048	2,500	2,600	100	4.00%

4.2.2.2 Provisions

	Actual 2022/23 \$000	Forecast Actual 2023/24 \$000	Budget 2024/25 \$000	Change \$000	%
Provisions	2,435	2,508	2,583	75	3.00%

4.3 Statement of changes in Equity

4.3.1 Reserves

<Add comments detailing movements to and from reserves. If not clearly apparent, comments should explain the purpose of the reserve >

4.3.2 Equity

<Add any relevant comments here>

4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in operating activities

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	2025/26 \$'000	Projections 2026/27 \$'000	2027/28 \$'000
Net cash flows provided by/used in operating activities	8,099	7,714	8,053	8,507	8,886
Net cash flows provided by/used in trade receivable / trade payables	445	295	160	80	240

4.4.2 Net cash flows provided by/used in investing activities

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	2025/26 \$'000	Projections 2026/27 \$'000	2027/28 \$'000
Net cash flows provided by/used in investing activities	(11,875)	(13,005)	(8,028)	(7,465)	(7,626)

4.5 Capital works program

4.5.1 Summary

	Forecast Actual 2023/24	Budget 2024/25	Change	%
	\$'000	\$'000	\$'000	
Property	517	193	- 324	-62.67%
Plant and equipment	1,461	1,100	- 361	-24.71%
Infrastructure	9,731	10,813	1,082	11.12%
Total	11,709	12,106	397	3.39%

	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Council cash \$'000	Borrowings \$'000
Property	193	-	193	-	-	-	-	193	-
Plant and equipment	1,999	60	1,939	-	-	-	391	1,608	-
Infrastructure	10,813	1,220	5,868	3,725	-	6,391	114	4,308	-
Total	13,005	1,280	8,000	3,725	-	6,391	505	6,109	-

4.5.2 Current Budget

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Council cash \$'000	Borrowings \$'000
PROPERTY									
Land									
	-	-	-	-	-	-	-	-	-
Land Improvements									
	-	-	-	-	-	-	-	-	-
Buildings									
Council Owned Houses- Capital Improvements	50	-	50	-	-	-	-	50	-
Goroke Mens Shed external painting	8	-	8	-	-	-	-	8	-
External painting of Kaniva town hall	70	-	70	-	-	-	-	70	-
External painting of Windmill Café	15	-	15	-	-	-	-	15	-
Edenhope Wannon Avenue Directors house Renovation	50	-	50	-	-	-	-	50	-
Building Improvements									
	-	-	-	-	-	-	-	-	-
Leasehold Improvements									
	-	-	-	-	-	-	-	-	-
Heritage buildings									
	-	-	-	-	-	-	-	-	-
TOTAL PROPERTY	193	-	193	-	-	-	-	193	-
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment									
Caterpillar Grader CAT 12M	550	-	550	-	-	-	110	440	-
Isuzu Crane	340	-	340	-	-	-	50	290	-
Fastrac SD-54 Mower	20	-	20	-	-	-	2	18	-
Hustler 42 Mower	12	-	12	-	-	-	-	12	-
Mobile Fuwl Tanker	18	-	18	-	-	-	-	18	-
Car Trailer	8	-	8	-	-	-	1	7	-
8X5 Trailer	5	-	5	-	-	-	-	5	-
Ford Dual Cab Utility	54	-	54	-	-	-	-	54	-
Ford Dual Cab Utility	54	-	54	-	-	-	-	54	-
Water Jetter	18	-	18	-	-	-	-	18	-
Ute Tipping	60	-	60	-	-	-	-	60	-
Water Truck	330	-	330	-	-	-	-	330	-
Misc Minor Plant	30	-	30	-	-	-	-	30	-
Fleet Vehicles									
Toyota RAV4 - Hybrid GXL AWD	60	-	60	-	-	-	35	25	-
Toyota Hiace Bus	80	-	80	-	-	-	28	52	-
Toyota RAV4 - Hybrid	60	-	60	-	-	-	35	25	-
Toyota RAV4 - Hybrid GXL AWD	60	-	60	-	-	-	35	25	-
Mitsubishi Outlander ES AWD	60	-	60	-	-	-	30	30	-

Hyundai Santa Fe	60	-	60	-	-	-	30	30
Mitsubishi Outlander ES AWD	60	60	-	-	-	-	-	60
Toyota RAV4 - Hybrid GXL	60	-	60	-	-	-	35	25
Fixtures, Fittings and Furniture								
	-	-	-	-	-	-	-	-
Computers and Telecommunications								
	-	-	-	-	-	-	-	-
Heritage Plant and Equipment								
	-	-	-	-	-	-	-	-
Library books								
	-	-	-	-	-	-	-	-
TOTAL PLANT AND EQUIPMENT	1,999	60	1,939	-	-	-	391	1,608

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Council cash \$'000	Borrowings \$'000
INFRASTRUCTURE									
Roads									
Kadnook - Connewirricoo Rd. Reconstruction & Widening Ch. 5945 - Ch. 6650 X 6.2M Seal	31	-	31	-	-	-	-	31	-
Goroke Harrow Rd Ch. 6020 - Ch. 6540 X 6.2M Seal	23	-	23	-	-	-	-	23	-
Minimay Francis Rd Ch 6265 - Ch 6645 X 5.2M Seal	14	-	14	-	-	-	-	14	-
Yearinga Rd Ch 2826 - Ch 3651 X 6.0M Seal	35	-	35	-	-	-	-	35	-
South Lillimur Rd Ch 21640 - Ch 22540 X 4.2M Seal	26	-	26	-	-	-	-	26	-
Mooree Rd Ch. 3400 - Ch. 4560 X 6.2M Seal	51	-	51	-	-	-	-	51	-
Mooree Rd Ch. 7600 - Ch. 9840 X 6.2M Seal	99	-	99	-	-	-	-	99	-
Compston St Parking Lane, Barrack To Church St.	3	-	3	-	-	-	-	3	-
Broughton Rd/Miram West Rd Intersection	5	-	5	-	-	-	-	5	-
Mooree Road, Reconstruction And Widening, Ch 4560 - Ch 7600 X 6.2M Seal	1,131	-	566	565	-	904	-	227	-
Kadnook - Connewirricoo Rd., Reconstruction & Widening, Ch. 4350 - Ch. 4710 X 6.2M Seal	320	-	160	160	-	-	-	320	-
Brooks Rd, Reconstruction, Chainage Ch 3000 - Ch 4000 X 4.0M Seal	240	-	240	-	-	240	-	-	-
Goroke Nurcoung, Reconstruction And Widening Ch 1200 - Ch 2600 X 6.2M Seal	521	-	261	260	-	521	-	-	-
South Lillimur Rd Ch 5840 - Ch 8030 X 6.0M Seal	815	-	815	-	-	815	-	-	-
Elizabeth St, Edenhope, Parking Lane Construction, Anne St - Mollison St, South Side	67	-	-	67	-	-	-	67	-
Budjik St, Kaniva, Madden St - Sport St - Design Only	50	-	50	-	-	-	-	50	-
Hawkers & Goodwins Rd Sheeting, Stage 3	90	-	-	90	-	-	-	90	-
Reseals - Councilwide	1,000	-	1,000	-	-	767	-	233	-
Linemarking - Councilwide	20	-	20	-	-	-	-	20	-
Shoulder Resheeting - Councilwide	600	-	600	-	-	-	-	600	-
Resheeting - Councilwide	1,600	-	1,600	-	-	821	-	779	-
Street Lighting - Councilwide	10	10	-	-	-	-	-	10	-
Birmingham Street - Design & Planning	25	-	25	-	-	-	-	25	-
-	-	-	-	-	-	-	-	-	-
Bridges									
Newmans Road Bridge Repairs	60	-	60	-	-	60	-	-	-
Footpaths and Cycleways									
Various Isolated failures as identified in Moloney Report	20	-	20	-	-	-	-	20	-
Compston St, Goroke, Kindergarten (Barrack St) - Church St	46	46	-	-	-	-	-	46	-
Budjik St, Kaniva, Farmers St - Webb St	56	56	-	-	-	-	-	56	-
Elizabeth St, Edenhope, Anne St. - Churchill St	35	35	-	-	-	-	-	35	-
-	-	-	-	-	-	-	-	-	-
Drainage									
Minor Culvert Renewals	60	-	60	-	-	-	-	60	-
Kerbs & Channels									

Various Isolated failure replacements as identified in Moloney Report	25	-	25	-	-	-	-	25	-
Dungey St, Kaniva, Budjick - Young St	30	-	30	-	-	-	-	30	-
Recreational, Leisure & Community Facilities									
Kaniva Rec Reserve Oval Lighting	333	-	-	333	-	250	45	38	-
Kaniva All Abilities upgrades at swimming pool (state funding) (pending march council meeting)	1,250	-	-	1,250	-	1,000	-	250	-
Edenhope Lions Park Amenities and upgrade	1,000	-	-	1,000	-	500	-	500	-
Kaniva Splash Park (Water play) (fed funding)	1,000	1,000	-	-	-	500	-	500	-
Kaniva Recreation Reserve Facility Design	53	53	-	-	-	13	-	40	-
Waste Management									
	-	-	-	-	-	-	-	-	-
Parks, Open Space and Streetscapes									
<i>Incidental Park Furniture</i>	20	-	20	-	-	-	20	-	-
<i>Dolphin vacuum cleaner & ancillary equipment, Goroke pool</i>	10	10	-	-	-	-	10	-	-
<i>Dolphin vacuum cleaner & ancillary equipment, Edenhope pool</i>	10	10	-	-	-	-	10	-	-
<i>Filter replacement, Goroke swimming pool</i>	29	-	29	-	-	-	29	-	-
Aerodromes									
	-	-	-	-	-	-	-	-	-
Off Street Car Parks									
	-	-	-	-	-	-	-	-	-
Other Infrastructure									
	-	-	-	-	-	-	-	-	-
TOTAL INFRASTRUCTURE	10,813	1,220	5,868	3,725	-	6,391	114	4,308	-
TOTAL NEW CAPITAL WORKS	13,005	1,280	8,000	3,725	-	6,391	505	6,109	-

4.5.3 Works carried forward from the 2023/24 year

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Council cash \$'000	Borrowings \$'000
PROPERTY									
Land									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
Land Improvements									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
Buildings									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
Building Improvements									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
Leasehold Improvements									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
Heritage buildings									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
TOTAL PROPERTY	-	-	-	-	-	-	-	-	-
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
Fixtures, Fittings and Furniture									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
Computers and Telecommunications									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
Heritage Plant and Equipment									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
Library books									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
TOTAL PLANT AND EQUIPMENT	-	-	-	-	-	-	-	-	-

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Council cash \$'000	Borrowings \$'000
INFRASTRUCTURE									
Roads									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
Bridges									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
Footpaths and Cycleways									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
Drainage									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
Recreational, Leisure & Community Facilities									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
Waste Management									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
Parks, Open Space and Streetscapes									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
Aerodromes									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
Off Street Car Parks									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
Other Infrastructure									
<i>Insert detailed list</i>	-	-	-	-	-	-	-	-	-
TOTAL INFRASTRUCTURE	-	-	-	-	-	-	-	-	-
TOTAL CARRIED FORWARD CAPITAL WORKS 2023/24	-	-	-	-	-	-	-	-	-

**Summary of Planned Capital Works Expenditure
For the years ending 30 June 2026, 2027 & 2028**

2025/26	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Land	-	-	-	-	-	-	-	-	-	-
Land improvements	-	-	-	-	-	-	-	-	-	-
Total Land	-	-	-	-	-	-	-	-	-	-
Buildings	193	-	193	-	-	193	-	-	193	-
Heritage Buildings	-	-	-	-	-	-	-	-	-	-
Building improvements	-	-	-	-	-	-	-	-	-	-
Leasehold improvements	-	-	-	-	-	-	-	-	-	-
Total Buildings	193	-	193	-	-	193	-	-	193	-
Total Property	193	-	193	-	-	193	-	-	193	-
Plant and Equipment										
Heritage plant and equipment	-	-	-	-	-	-	-	-	-	-
Plant, machinery and equipment	600	-	600	-	-	800	-	200	600	-
Fleet Vehicles	500	60	440	-	-	500	-	228	272	-
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-	-	-
Computers and telecommunications	-	-	-	-	-	-	-	-	-	-
Library books	-	-	-	-	-	-	-	-	-	-
Total Plant and Equipment	1,100	60	1,040	-	-	1,300	-	428	872	-
Infrastructure										
Roads	5,751	10	4,599	-	1,142	5,751	4,068	-	1,683	-
Bridges	60	-	60	-	-	60	60	-	-	-
Kerbs & Channels	55	-	55	-	-	55	-	-	55	-
Footpaths and cycleways	157	137	20	-	-	157	-	-	157	-
Drainage	60	-	50	-	10	60	-	-	60	-
Recreational, leisure and community facilities	583	-	-	-	583	583	583	-	-	-
Waste management	-	-	-	-	-	-	-	-	-	-
Parks, open space and streetscapes	69	20	49	-	-	69	-	-	69	-
Aerodromes	-	-	-	-	-	-	-	-	-	-
Off street car parks	-	-	-	-	-	-	-	-	-	-
Other infrastructure	-	-	-	-	-	-	-	-	-	-
Total Infrastructure	6,735	167	4,833	-	1,735	6,735	4,711	-	2,024	-
Total Capital Works Expenditure	8,028	227	6,066	-	1,735	8,228	4,711	428	3,089	-

2026/27	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Land	-	-	-	-	-	-	-	-	-	-
Land improvements	-	-	-	-	-	-	-	-	-	-
Total Land	-	-	-	-	-	-	-	-	-	-
Buildings	198	-	198	-	-	198	-	-	198	-
Heritage Buildings	-	-	-	-	-	-	-	-	-	-
Building improvements	-	-	-	-	-	-	-	-	-	-
Leasehold improvements	-	-	-	-	-	-	-	-	-	-
Total Buildings	198	-	198	-	-	198	-	-	198	-
Total Property	198	-	198	-	-	198	-	-	198	-
Plant and Equipment										
Heritage plant and equipment	-	-	-	-	-	-	-	-	-	-
Plant, machinery and equipment	200	-	200	-	-	600	-	150	450	-
Fleet Vehicles	400	50	350	-	-	525	-	239	286	-
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-	-	-
Computers and telecommunications	-	-	-	-	-	-	-	-	-	-
Library books	-	-	-	-	-	-	-	-	-	-
Total Plant and Equipment	600	50	550	-	-	1,125	-	389	736	-
Infrastructure										
Roads	5,989	11	4,750	-	1,228	5,988	4,749	11	1,228	-
Bridges	63	-	63	-	-	63	63	-	-	-
Kerbs & Channels	58	-	58	-	-	58	-	-	58	-
Footpaths and cycleways	169	147	22	-	-	169	-	-	169	-
Drainage	63	-	53	-	10	63	-	-	63	-
Recreational, leisure and community facilities	250	-	-	-	250	250	250	-	-	-
Waste management	-	-	-	-	-	-	-	-	-	-
Parks, open space and streetscapes	76	22	54	-	-	76	-	-	76	-
Aerodromes	-	-	-	-	-	-	-	-	-	-
Off street car parks	-	-	-	-	-	-	-	-	-	-
Other infrastructure	-	-	-	-	-	-	-	-	-	-
Total Infrastructure	6,667	180	4,999	-	1,488	6,667	5,062	11	1,594	-
Total Capital Works Expenditure	7,465	230	5,747	-	1,488	7,989	5,062	400	2,527	-

2027/28	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Land	-	-	-	-	-	-	-	-	-	-
Land improvements	-	-	-	-	-	-	-	-	-	-
Total Land	-	-	-	-	-	-	-	-	-	-
Buildings	203	-	203	-	-	203	-	-	203	-
Heritage Buildings	-	-	-	-	-	-	-	-	-	-
Building improvements	-	-	-	-	-	-	-	-	-	-
Leasehold improvements	-	-	-	-	-	-	-	-	-	-
Total Buildings	203	-	203	-	-	203	-	-	203	-
Total Property	203	-	203	-	-	203	-	-	203	-
Plant and Equipment										
Heritage plant and equipment	-	-	-	-	-	-	-	-	-	-
Plant, machinery and equipment	150	-	150	-	-	450	-	113	338	-
Fleet Vehicles	350	-	350	-	-	551	-	251	300	-
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-	-	-
Computers and telecommunications	-	-	-	-	-	-	-	-	-	-
Library books	-	-	-	-	-	-	-	-	-	-
Total Plant and Equipment	500	-	500	-	-	1,001	-	364	637	-
Infrastructure										
Roads	6,174	12	4,811	-	1,351	6,173	4,810	12	1,351	-
Bridges	66	-	66	-	-	66	66	-	-	-
Kerbs & Channels	61	-	61	-	-	61	-	-	61	-
Footpaths and cycleways	181	158	23	-	-	181	-	-	181	-
Drainage	65	-	55	-	10	66	-	-	66	-
Recreational, leisure and community facilities	300	-	-	-	300	300	300	-	-	-
Waste management	-	-	-	-	-	-	-	-	-	-
Parks, open space and streetscapes	76	22	54	-	-	76	-	-	76	-
Aerodromes	-	-	-	-	-	-	-	-	-	-
Off street car parks	-	-	-	-	-	-	-	-	-	-
Other infrastructure	-	-	-	-	-	-	-	-	-	-
Total Infrastructure	6,923	192	5,070	-	1,661	6,923	5,176	12	1,735	-
Total Capital Works Expenditure	7,626	192	5,773	-	1,661	8,127	5,176	376	2,575	-

6. Schedule of Fees and Charges



**WEST WIMMERA SHIRE COUNCIL
SCHEDULE OF FEES & CHARGES
2024-25**



Description	Basis	Nature of Fee	GST	2024-25 GST INC
Governance & Administration				
Freedom of Information (FOI)				
FOI Application Fee	Per occasion	Statutory	Non Taxable	
Disabled Persons Permit				
Disabled Persons Permit (3 year permit)	Per permit	Council	Non Taxable	\$0.10
Photocopying				
A4 - black & white - single sided	Per page	Council	Taxable	\$0.30
A4 - black & white - single sided - multiple copies	Per page	Council	Taxable	\$0.25
A4 - black & white - double sided	Per page	Council	Taxable	\$0.40
A4 - black & white - double sided - multiple copies	Per page	Council	Taxable	\$0.35
A3 - black & white - single sided	Per page	Council	Taxable	\$0.50
A3 - black & white - single sided - multiple copies	Per page	Council	Taxable	\$0.45
A3 - black & white - double sided	Per page	Council	Taxable	\$0.70
A3 - black & white - double sided - multiple copies	Per page	Council	Taxable	\$0.65
A4 - colour	Per page	Council	Taxable	\$1.00
A3 - colour	Per page	Council	Taxable	\$1.50
A1/A0 - Black & White Plan	Per page	Council	Taxable	\$20.00
A1/A0 - Colour Plan	Per page	Council	Taxable	\$25.00
A1/A0 - Full colour/greyscale image	Per page	Council	Taxable	\$30.00
Council Hire & Facilities				
Community Bus				
Hire Fee (Community Group only)	Per kilometre	Council	Taxable	\$0.80
<i>Note: Fuel at cost of hire; bus must be returned with full tank of fuel. Hirers to be charged per km based on where the bus is located at that time and to be charged from pick up point.</i>				
Kaniva Caravan Park Fees				
Powered Site				
Occupied - per night	Per site	Council	Taxable	\$30.00
Caravan, trailer or like vehicle, or tent or like construction - weekly fee	Per site	Council	Taxable	\$140.00
Additional persons 6yrs & over	Per site	Council	Taxable	\$5.00
Unpowered Site				
Occupied - per night	Per site	Council	Taxable	\$20.00
Caravan, trailer or like vehicle, or tent or like construction - weekly fee	Per site	Council	Taxable	\$86.00
Additional persons 6yrs & over	Per site	Council	Taxable	\$5.00
Unoccupied - no tenants				
Caravan, trailer or like vehicle, or tent or like construction - weekly fee	Per site	Council	Taxable	\$55.00
Two Bedroom deluxe accessible cabin (wheelchair friendly) (based on two people per cabin - maximum sleeps five) - minimum two night stay				
Additional persons (adult & children)	Per night	Council	Taxable	\$10.00
Three Bedroom deluxe family cabin (based on two people per cabin - maximum sleeps eight) - minimum two night stay				
Additional persons (adult & children)	Per night	Council	Taxable	\$10.00
Edenhope Community Centre Hire				
Security deposit for licensed functions (refundable)				
Insurance - functions with or without alcohol	Per event	Council	Non Taxable	
Sounds System (Audio visual System & microphones) - Bond	Per event	Council	Non Taxable	
Community Hire Rates (Edenhope Community Centre)				
Function Room				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$111.00



**WEST WIMMERA SHIRE COUNCIL
SCHEDULE OF FEES & CHARGES
2024-25**



Description	Basis	Nature of Fee	GST	2024-25 GST INC
Half Day (4 hours)	Per event	Council	Taxable	\$56.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$83.00
Meeting Room				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$28.00
Half Day (4 hours)	Per event	Council	Taxable	\$17.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$28.00
Kitchen				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$33.00
Half Day (4 hours)	Per event	Council	Taxable	\$17.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$28.00
Activity Space				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$31.00
Half Day (4 hours)	Per event	Council	Taxable	\$17.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$28.00
Function Room & Kitchen				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$144.00
Half Day (4 hours)	Per event	Council	Taxable	\$71.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$111.00
Meeting Room & Kitchen				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$55.00
Half Day (4 hours)	Per event	Council	Taxable	\$28.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$50.00
Activity Space & Kitchen				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$66.00
Half Day (4 hours)	Per event	Council	Taxable	\$33.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$56.00
Function Room & Activity Space				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$132.00
Half Day (4 hours)	Per event	Council	Taxable	\$61.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$94.00
Function Room, Activity Space & Kitchen				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$165.00
Half Day (4 hours)	Per event	Council	Taxable	\$83.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$132.00
Function Room, Meeting Room & Activity Space				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$155.00
Half Day (4 hours)	Per event	Council	Taxable	\$88.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$121.00
Function Room, Meeting Room, Activity Space & Kitchen				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$188.00
Half Day (4 hours)	Per event	Council	Taxable	\$121.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$149.00
Commercial Hire Rates (Edenhope Community Centre)				
Function Room				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$221.00
Half Day (4 hours)	Per event	Council	Taxable	\$111.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$165.00
Meeting Room				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$55.00
Half Day (4 hours)	Per event	Council	Taxable	\$33.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$55.00
Kitchen				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$61.00
Half Day (4 hours)	Per event	Council	Taxable	\$33.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$55.00
Activity Space				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$62.00
Half Day (4 hours)	Per event	Council	Taxable	\$22.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$33.00
Function Room & Kitchen				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$276.00
Half Day (4 hours)	Per event	Council	Taxable	\$138.00



**WEST WIMMERA SHIRE COUNCIL
SCHEDULE OF FEES & CHARGES
2024-25**



Description	Basis	Nature of Fee	GST	2024-25 GST INC
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$216.00
Meeting Room & Kitchen				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$111.00
Half Day (4 hours)	Per event	Council	Taxable	\$61.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$105.00
Activity Space & Kitchen				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$132.00
Half Day (4 hours)	Per event	Council	Taxable	\$66.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$112.00
Function Room & Activity Space				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$271.00
Half Day (4 hours)	Per event	Council	Taxable	\$127.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$193.00
Function Room, Activity Space & Kitchen				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$327.00
Half Day (4 hours)	Per event	Council	Taxable	\$172.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$271.00
Function Room, Meeting Room & Activity Space				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$315.00
Half Day (4 hours)	Per event	Council	Taxable	\$160.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$249.00
Function Room, Meeting Room, Activity Space & Kitchen				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$376.00
Half Day (4 hours)	Per event	Council	Taxable	\$193.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$304.00
Kaniva Hall Hire				
Security deposit for licensed functions (refundable)	Per event	Council	Non Taxable	\$111.00
Insurance - functions with or without alcohol	Per event	Council	Taxable	
Sound System (PA System & microphones) - Bond	Per event	Council	Non Taxable	\$100.00
Community Hire Rates (Kaniva Hall)				
Function Room				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$111.00
Half Day (4 hours)	Per event	Council	Taxable	\$56.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$83.00
Meeting Room				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$28.00
Half Day (4 hours)	Per event	Council	Taxable	\$17.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$28.00
Kitchen				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$33.00
Half Day (4 hours)	Per event	Council	Taxable	\$17.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$28.00
Function Room & Kitchen				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$139.00
Half Day (4 hours)	Per event	Council	Taxable	\$66.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$105.00
Meeting Room & Kitchen				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$56.00
Half Day (4 hours)	Per event	Council	Taxable	\$28.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$50.00
Function Room, Meeting Room & Kitchen				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$165.00
Half Day (4 hours)	Per event	Council	Taxable	\$83.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$132.00
Commercial Hire Rates (Kaniva Hall)				
Function Room				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$221.00
Half Day (4 hours)	Per event	Council	Taxable	\$111.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$165.00



**WEST WIMMERA SHIRE COUNCIL
SCHEDULE OF FEES & CHARGES
2024-25**



Description	Basis	Nature of Fee	GST	2024-25 GST INC
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$55.00
Half Day (4 hours)	Per event	Council	Taxable	\$33.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$55.00
Kitchen				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$61.00
Half Day (4 hours)	Per event	Council	Taxable	\$33.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$55.00
Function Room & Kitchen				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$276.00
Half Day (4 hours)	Per event	Council	Taxable	\$138.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$216.00
Meeting Room & Kitchen				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$111.00
Half Day (4 hours)	Per event	Council	Taxable	\$61.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$105.00
Function Room, Meeting Room & Kitchen				
Full Day 8am - 5pm (9 hours)	Per event	Council	Taxable	\$327.00
Half Day (4 hours)	Per event	Council	Taxable	\$172.00
Evening 5pm - Midnight (7 hours)	Per event	Council	Taxable	\$271.00
Council occupancy charges for individual rental agreements are as per the individual agreements. These are available on request from Council.				
Local Laws				
Animal Registration Fees				
<i>Maximum Fee applicable to dogs and cats under Domestic Animals Act 1994</i>				
Category A - Maximum Fee	Annual fee per animal	Statutory	Non Taxable	\$130.00
Category B - Maximum Fee Pensioner	Annual fee per animal	Statutory	Non Taxable	\$65.00
Category C - Reduced Fee	Annual fee per animal	Statutory	Non Taxable	\$45.00
Category C - Reduced Fee Pensioner	Annual fee per animal	Statutory	Non Taxable	\$23.00
Dangerous/Menacing dog registration fee	Per animal	Statutory	Non Taxable	\$230.00
Pound Fees				
Pound Release Fees	Per occasion	Council	Taxable	\$55.00
Pound Release Fees Registered dog/cat - within 12 months from first impoundment	Per occasion	Council	Taxable	\$78.00
Subsequent Pound Release Fee per cat/dog	Per occasion	Council	Taxable	\$115.00
Daily Food Fee				
Dogs and Cats	Per animal per day	Council	Taxable	\$15.00
Livestock - Small Animal (sheep or equivalent)	Per animal per day	Council	Taxable	\$15.00
Livestock - Large Animal (cow or equivalent)	Per animal per day	Council	Taxable	\$20.00
Surrendered Animals				
Registered				No Charge
Unregistered	Per animal	Council	Non Taxable	\$65.00
Feral Cat				No Charge
Roadside Grazing of livestock	No charge			No Charge
Mobile Vendor on Council controlled land permit one off visit	per occurrence	Council	Non Taxable	\$40.00
Mobile Vendor on Council controlled land permit Annual fee	Annual	Council	Non Taxable	\$475.00
Local Law Permit - excess animal numbers, alcohol permit for hotels for consumption of alcohol outside of hotel	Yearly	Council	Non Taxable	\$70.00
stall as part of organised event				No Charge
Breach of a notice to comply	Per occasion	Council	Non Taxable	\$185.00
Health Registration Fees				
<i>Charge classes are as defined under the Food Act 1984</i>				
Class 1 Registration - (Hospitals/aged care/child care)	Annual fee	Council	Non Taxable	\$332.00
Class 2 Registration - (Restaurants/cafes/prep of food)	Annual fee	Council	Non Taxable	\$275.00
Class 3 Registration - (Low risk food prep/packaged food)	Annual fee	Council	Non Taxable	\$189.00



**WEST WIMMERA SHIRE COUNCIL
SCHEDULE OF FEES & CHARGES
2024-25**



Description	Basis	Nature of Fee	GST	2024-25 GST INC
Class 4 Registration - (Newsagents)				No Charge
Fee for limited operation (operate less than 3 days or under 25 hours per week)	Annual fee	Council	Non Taxable	50% of full fee
Fee for full operations of Club or Community Organisation	Annual fee	Council	Non Taxable	50% of full fee
Fee for temporary Food Permit:				
Community Group - up to 2 events p.a.				No Charge
Community Group - up to 12 events p.a. (annual charge)	Annual fee	Council	Non Taxable	\$35.00
General Food Business - up to 2 events p.a. (per event charge)	Annual fee	Council	Non Taxable	\$26.00
General Food Business - up to 12 events p.a. (annual charge)	Annual fee	Council	Non Taxable	\$72.00
General Food Business - more than 12 events per year	Annual Fee	Council	Non Taxable	50% Of class 2/3 full fee
Penalty for late payment of Health Registration fees	Per occasion	Council	Non Taxable	50% of invoice
On-site wastewater management systems (OWMS) permits				
Construct, install or alter OWMS	Per application	Council	Non Taxable	\$377.00
Minor alteration to OWMS	Per application	Council	Non Taxable	Prescribed fee
Transfer a permit	Per application	Council	Non Taxable	Prescribed Fee
Amend a permit	Per application	Council	Non Taxable	Prescribed Fee
Renew a permit	Per application	Council	Non Taxable	Prescribed Fee
Exemption	Per application	Council	Non Taxable	
Public Health and Accommodation Businesses				
Caravan park registration - less than 25 sites (3 yearly registration fee)	Per caravan park	Statutory Fee	Non Taxable	Prescribed fee
Caravan park registration 26-50 sites (3 yearly registration fee)	Per caravan park	Statutory Fee	Non Taxable	Prescribed fee
Caravan park registration 51-100 sites (3 yearly registration fee)	Per caravan park	Statutory Fee	Non Taxable	Prescribed fee
Caravan park transfer of proprietor	Per instance	Statutory Fee	Non Taxable	Prescribed fee
Public Aquatic Facilities	3 yearly fee	Council	Non Taxable	\$310.00
Prescribed Accommodation	Annual fee	Council	Non Taxable	\$305.00
Hair & Beauty premises	Annual fee	Council	Non Taxable	\$195.00
Transfer of registration (only for prescribed accommodation/hairdressing/beauty - not applicable to food businesses)	Per occasion	Council	Non Taxable	50% of full fee
Planning Fees				
Applications for Permits (Regulation 7)				
Class 1 Change or allow a new use of the land		Statutory	Non Taxable	Prescribed fee
To develop land, or to use and develop land for a single dwelling per lot, or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of the development is :				
Class 2 up to \$10,000		Statutory	Non Taxable	Prescribed fee
Class 3 \$10,000 to \$100,000		Statutory	Non Taxable	Prescribed fee
Class 4 \$100,000 to \$500,000		Statutory	Non Taxable	Prescribed fee
Class 5 \$500,000 to \$1 million		Statutory	Non Taxable	Prescribed fee
Class 6 \$1 million to \$2 million		Statutory	Non Taxable	Prescribed fee
A permit that is subject of a VicSmart application if the estimated cost of development is:				
Class 7 Up to \$10,000		Statutory	Non Taxable	Prescribed fee
Class 8 More than \$10,000		Statutory	Non Taxable	Prescribed fee
Class 9 VicSmart application to subdivide or consolidate land		Statutory	Non Taxable	Prescribed fee
To develop land if the estimated cost of the development is:				
Class 10 Up to \$100,000		Statutory	Non Taxable	Prescribed fee
Class 10 Up to \$100,000 Native Vegetation Removal Only		Statutory	Non Taxable	Prescribed fee
Class 11 \$100,000 to \$1 million		Statutory	Non Taxable	Prescribed fee
Class 12 \$1 million to \$5 million		Statutory	Non Taxable	Prescribed fee
Class 13 \$5 million to \$15 million		Statutory	Non Taxable	Prescribed fee
Class 14 \$15 million to \$50 million		Statutory	Non Taxable	Prescribed fee
Class 15 More than \$50 million (to be charged at 50% until 13/10/2017)		Statutory	Non Taxable	Prescribed fee
Class 16 Subdivide an existing building		Statutory	Non Taxable	Prescribed fee
Class 17 Subdivide land into 2 lots		Statutory	Non Taxable	Prescribed fee
Class 18 Realignment of a common boundary between 2 lots or to consolidate 2 or more lots		Statutory	Non Taxable	Prescribed fee
Class 19 To subdivide land (\$1,241 for each 100 lots created)		Statutory	Non Taxable	Prescribed fee
Class 20 To create or vary or remove a restriction within the meaning of the Subdivision Act 1988; or to create or move a Right of Way; or to create, vary or remove an easement other than a right of way; or to vary or remove a condition of the nature of an easement other than a right of way in a Crown grant.				Prescribed fee
Class 21 A permit not otherwise provided for in this Regulation				Prescribed fee



**WEST WIMMERA SHIRE COUNCIL
SCHEDULE OF FEES & CHARGES
2024-25**



Description	Basis	Nature of Fee	GST	2024-25 GST INC
Permit Applications for more than one Class				
1. An application for more than one class of permit set out in the above table; 2. An application to amend a permit in more than one class set out in the above table.	made; and 50% of each of the other fees which would have applied if separate applications were made.			
Amendments to Planning Schemes				
Stage 1 a) Considering a request to amend a planning scheme; and b) Exhibition and notice of the amendment; and c) Considering any submissions which do not seek to change the amendment; and d) If applicable, abandoning the amendment.		Statutory	Non Taxable	Prescribed fee
Stage 2 a) Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel		Statutory	Non Taxable	Prescribed fee
i) Up to 10 Submissions		Statutory	Non Taxable	Prescribed fee
ii) 11 to 20 submissions		Statutory	Non Taxable	Prescribed fee
iii) More than 20 submissions		Statutory	Non Taxable	Prescribed fee
Stage 3 a) Adopting an amendment or a part of an amendment; and b) submitting the amendment for approval by the Minister; and c) giving notice of the approval of the amendment		Statutory	Non Taxable	Prescribed fee
Stage 4 a) Consideration by the Minister of a request to approve the amendment; and b) Giving notice of approval of an amendment		Statutory	Non Taxable	Prescribed fee
Building Fees				
Extension, Alterations				
Up to \$5,000	Per application	Council	Taxable	\$565.00
Value of Works \$5,001 - \$10,000	Per application	Council	Taxable	\$765.00
Value of Works \$10,001 - \$20,000	Per application	Council	Taxable	\$1,000.00
Value of Works \$20,001 - \$50,000	Per application	Council	Taxable	\$1,440.00
Value of Works \$50,001 - \$100,000	Per application	Council	Taxable	\$1,920.00
Value of Works \$100,001 - \$150,000	Per application	Council	Taxable	\$2,220.00
Value of Works \$150,001 - \$200,000	Per application	Council	Taxable	\$2,610.00
Value of Works \$200,001 - \$250,000*	Per application	Council	Taxable	\$2,930.00
Value of Works \$250,001 - \$300,000*	Per application	Council	Taxable	\$3,290.00
Value of Works \$300,001 - \$350,000*	Per application	Council	Taxable	\$3,730.00
Value of Works > \$350,000*	Per application	Council	Taxable	\$3,950.00
* Includes partial compliance				
* Protection works additional \$822				
* Performance solutions additional \$1,030.00 (up to 2, more than 2 to be negotiated)				
* Includes four (4) mandatory inspections. Additional inspections \$195 each				
New Dwellings, Re-erection/Re-siting				
Value of Works Up to \$200,000	Per application	Council	Taxable	\$2,930.00
Value of Works \$200,001 - \$250,000*	Per application	Council	Taxable	\$3,380.00
Value of Works \$250,001 - \$350,000*	Per application	Council	Taxable	\$3,660.00
Value of Works >\$350,000*	Per application	Council	Taxable	\$3,740.00
* Protection works additional \$822				
* Performance solutions additional \$1,030.00 (up to 2, more than 2 to be negotiated)				
* Includes four (4) mandatory inspections - additional inspections \$195 each				
Miscellaneous - Building Permits				
Garage, Car Port, Shed, Patio, Verandah, Pergola	Per application	Council	Taxable	\$890.00
Swimming Pool (fence alterations only)	Per application	Council	Taxable	\$372.00
Swimming Pool (new fence only)	Per application	Council	Taxable	\$660.00
Swimming Pool and All Fences	Per application	Council	Taxable	\$845.00
Restumping (work must be performed by Registered Builder)	Per application	Council	Taxable	\$905.00
Demolish / Remove Building - Domestic (shed / house)	Per application	Council	Taxable	\$812.00
Demolish / Remove Building - Commercial	Per application	Council	Taxable	\$853.00
Commercial Building Work (Class 2-9) - Building Permits				
New Building, Extension, Alterations				
Value of Works Up to \$10,000	Per application	Council	Taxable	\$965.00
Value of Works \$10,001 - \$50,000	Per application	Council	Taxable	\$1,390.00
Value of Works \$50,001 - \$100,000	Per application	Council	Taxable	\$2,060.00
Value of Works \$100,001 - \$150,000	Per application	Council	Taxable	\$2,550.00
Value of Works \$150,001 - \$200,000	Per application	Council	Taxable	\$2,900.00
Value of Works \$200,001 - \$250,000*	Per application	Council	Taxable	\$3,400.00
Value of Works \$250,001 - \$300,000*	Per application	Council	Taxable	\$3,930.00
Value of Works \$300,001 - \$500,000*	Per application	Council	Taxable	\$4,470.00
Value of Works > \$500,000 or (negotiated with Council)	Per application	Council	Taxable	\$ value of works / 50
* Includes partial compliance				
* Protection works additional \$822				
* Performance solutions additional \$1,030.00 (up to 2, more than 2 to be negotiated)				
* Includes four (4) mandatory inspections - additional inspections \$195 each				



**WEST WIMMERA SHIRE COUNCIL
SCHEDULE OF FEES & CHARGES
2024-25**



Description	Basis	Nature of Fee	GST	2024-25 GST INC
Community Group (Not-for Profit) Building Works - Building Permits				
(Discount on Permit fees only. State Government Levy still applies)	Per application	Council	Taxable	Fees negotiated
Levies / Bonds				
Building Administration Fund Levy (State Levy) <i>(Applies to all building work over \$10,000)</i>	Per application	Statutory	Non Taxable	<i>(value of work x 0.00128)</i>
Bond / Guarantee for Re-erection of buildings	Per application	Statutory	Taxable	The lesser of the cost of the building work or \$10,000
Council Infrastructure (Asset) Protection Deposit	Per application	Council	Taxable	\$720.00
Inspections				
Additional Mandatory Inspections	Per occasion	Council	Taxable	\$195.00
Compliance Inspection	Per occasion	Council	Taxable	\$195.00
Compliance Inspections of Swimming Pool and Spa Barriers				
First Inspection	Per occasion	Council	Taxable	\$310.00
Re-inspection	Per occasion	Council	Taxable	\$195.00
* Includes compliance certificate - FORM 23 or FORM 24 (non-compliance)				
* Excludes prescribed lodgements fees				
Swimming Pools and Spas (lodgement fees)				
Swimming Pool / Spa registration fee	Per occasion	Statutory	Non Taxable	Prescribed fee - 2.15 fee units
Swimming Pool / Spa records search determination fee	Per occasion	Statutory	Non Taxable	Prescribed fee - 3.19 fee units
Lodging a certificate of pool and spa barrier non-compliance	Per occasion	Statutory	Non Taxable	Prescribed fee - 26 fee units
Lodging a certificate of pool and spa barrier compliance	Per occasion	Statutory	Non Taxable	Prescribed fee - 1.38 fee units
Pool/Spa Failure to Register - Construction before 1 November 2020	Per occasion	Statutory	Non Taxable	Prescribed fee - 2 penalty units
Pool/Spa Failure to Register - Construction on or after 1 November 2020	Per occasion	Statutory	Non Taxable	Prescribed fee - 2 penalty units
Relocatable Pool/Spa Failure to Register	Per occasion	Statutory	Non Taxable	Prescribed fee - 2 penalty units
Pool/Spa Failure to register after notice given	Per occasion	Statutory	Non Taxable	Prescribed fee - 2 penalty units
Pool/Spa Failure to pay at lodgement of Cert of Compliance	Per occasion	Statutory	Non Taxable	Prescribed fee - 2 penalty units
Pool/Spa Failure to lodge Cert of Compliance after alteration	Per occasion	Statutory	Non Taxable	Prescribed fee - 2 penalty units
Pool/Spa Failure to lodge Cert of Compliance	Per occasion	Statutory	Non Taxable	Prescribed fee - 2 penalty units
Pool/Spa Failure to pay lodgment fee - Cert of Non Compliance	Per occasion	Statutory	Non Taxable	Prescribed fee - 2 penalty units
Report and Consent				
Application for report and consent - Siting	Per Regulation	Statutory	Non Taxable	Prescribed fee - 19.61 fee units
Application for report and consent - Projections	Per Regulation	Statutory	Non Taxable	Prescribed fee - 19.61 fee units
Application for report and consent - Protection of public	Per Regulation	Statutory	Non Taxable	Prescribed fee - 19.9 fee units
Application for report and consent - Building above or below certain public facilities	Per Regulation	Statutory	Non Taxable	Prescribed fee - 19.61 fee units
Application for report and consent - Septic systems	Per occasion	Statutory	Non Taxable	Prescribed fee - 19.61 fee units
Application for report and consent - To build over an easement vested in Council	Per occasion	Statutory	Non Taxable	Prescribed fee - 19.61 fee units
Application for report of Council - Location of point of stormwater discharge (LPOD)	Per occasion	Statutory	Non Taxable	Prescribed fee - 9.77 fee units
Application for report and consent - Flood prone	Per occasion	Statutory	Non Taxable	Prescribed fee - 19.61 fee units
Application for report and consent - Demolition of building	Per occasion	Statutory	Non Taxable	Prescribed fee - 5.75 fee units
Request for Information				
Property Information Requests (Regulation 51(1), 51(2) and 51(3))	Per occasion	Statutory	Non Taxable	Prescribed fee - 3.19 fee units
Request for Professional Advice/Consultation - per hour	Per occasion	Council	Taxable	\$175.00
File Retrieval / Search				
File Retrieval - Minor Document <i>(for example, Copy of Building / Occupancy Permit/ Plans)</i>	Per occasion	Council	Taxable	\$49.00
File Retrieval / Search <i>(for example, Permit History)</i>	Per occasion	Council	Taxable	\$124.00
Amended Building Permit				
Amended Building Permit - Minor Alterations	Per occasion	Council	Taxable	\$180.00
Amended Building Permit - Major Alterations	Per occasion	Council	Taxable	\$290.00
Time Extension - Building Permit <i>(first request)</i>	Per occasion	Council	Taxable	\$300.00
Time Extension - Building Permit <i>(second request)</i>	Per occasion	Council	Taxable	\$340.00
Time Extension - Building Permit <i>(third request)</i>	Per occasion	Council	Taxable	\$386.00
Refunds				
Withdrawn Application - Permit Lodged Not Yet Assessed	Per occasion	Council	Taxable	\$370.00
Withdrawn Application - Permit Lodged Not Yet Issued	Per occasion	Council	Taxable	40% of fees (minimum \$500)
Permit Cancellation - After Permit Issued	Per occasion	Council	Taxable	Permit Fees Retained
<i>(Refund only for inspections not carried out based on inspection fees at time of cancellation)</i>				
Permit Cancellation - After Permit Expired	Per occasion	Council	Taxable	No Refund
Lodgement Fee				



**WEST WIMMERA SHIRE COUNCIL
SCHEDULE OF FEES & CHARGES
2024-25**



Description	Basis	Nature of Fee	GST	2024-25 GST INC
Lodgement fee for Private Building Surveyors (Submission of Section 30, and 73)	Per occasion	Statutory	Non Taxable	Prescribed fee - 8.23 fee units
Place of Public Entertainment (POPE) Occupancy Permit	Per occasion	Council	Taxable	\$411.00
Temporary Siting Approval or Temporary Structure Inspection	Per occasion	Council	Taxable	\$267.20
Entertainment / Event Consideration, Notification, and Approval - No Permit Required	Per occasion	Council	Taxable	\$25.00
<i>Note: All fees may be negotiated based on volume and economies of scale and scope.</i>				
Waste & Recycling				
Transfer Station Fees				
Green Waste				
Per cubic metre (level 6 x 4 trailer/ute load)	Per cubic metre	Council	Taxable	\$15.00
Car boot load	Per load	Council	Taxable	\$6.00
Contaminated Green Waste per cubic metre	Per cubic metre	Council	Taxable	\$35.00
Hard Waste				
Per cubic metre (level 6 x 4 trailer/ute load)	Per cubic metre	Council	Taxable	\$35.00
Car boot load	Per load	Council	Taxable	\$18.00
General household waste - 120 litre bin	Per item	Council	Taxable	\$18.00
General household waste - 240 litre bin	Per item	Council	Taxable	\$25.00
Tyres				
Light - tyre only	Per item	Council	Taxable	\$8.00
Light - with rim	Per Item	Council	Taxable	\$16.00
Medium - tyre only	Per item	Council	Taxable	\$16.00
Medium - with rim	Per item	Council	Taxable	\$30.00
Heavy - tyre only	Per item	Council	Taxable	\$35.00
Heavy - with rim	Per item	Council	Taxable	\$70.00
Tractor - up to 1.5m diameter tyre only	Per item	Council	Taxable	\$145.00
Tractor - over 1.5m diameter tyre only	Per item	Council	Taxable	\$290.00
Tractor - over 1.5m diameter with rim	Per item	Council	Taxable	\$370.00
Loads Concrete/Builders Rubble etc	Per cubic metre	Council	Taxable	\$50.00
Clean concrete	Per cubic metre	Council	Taxable	\$50.00
Recyclables (if sorted)	Per load	Council		
Mattresses/Couches	Per item	Council	Taxable	\$40.00
Prescribed waste (Asbestos - must be wrapped)	Per 10m ²	Council	Taxable	\$20.00
E-Waste	Per item	Council	Taxable	\$2.00
E-Waste - Screens	Per item	Council	Taxable	\$5.00
Kerbside Waste Collection Service				
Urban 120 litre bin collection - annual charge - weekly collection	Yearly Fee	Council	Non Taxable	\$383.00
Rural 120 litre bin collection - annual charge - weekly collection	Yearly Fee	Council	Non Taxable	\$445.00
Commercial 240 litre bin collection - annual charge - weekly collection	Yearly Fee	Council	Non Taxable	\$590.00
Glass 120L	Yearly Fee	Council	Non Taxable	\$58.00
Replacement Bins				
120 litre bin	Per bin	Council	Taxable	\$60.00
240 litre bin	Per bin	Council	Taxable	\$95.00
Recycling Bins - Standard	Per bin	Council	Taxable	\$50.00

ANNUAL PLAN

2024 / 2025





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Acknowledgement of Country

The West Wimmera Shire Council respectfully acknowledges the Traditional Custodians of the land, and pays respects to their elders, past, present, and emerging.

Organisational Chart West Wimmera Shire Council

Council is the governing body that appoints a Chief Executive Officer (CEO). The CEO has responsibility for the day-to-day management of operations in accordance with the strategic directions of the Council Plan. Two General Managers/Directors and the CEO form the Senior Management Group.





Message from the Mayor and CEO

It is with great pleasure that we present to you the 2024-2025 Annual Plan for the upcoming year, outlining our vision and commitment to the continued growth and prosperity of our beloved community.

Reflecting on the past year, we are proud of the strides we have taken in advancing the well-being of our residents and enhancing the liveability of our region. As we embark on the journey of the next 12 months, we are filled with enthusiasm and determination to build upon our achievements and address the evolving needs of our community.

Infrastructure enhancements will be a focal point in the coming year. We are dedicated to improving our recreational facilities and community spaces. This year, we will focus on the delivery of new AFL lighting at the Kaniva Recreation Reserve, providing residents with enhanced opportunities for sports and leisure activities. Additionally, we are committed to completing essential projects such as the Edenhope Aerodrome upgrade, installing new accommodation cabins in many of our caravan parks, and extending the Lake Wallace Boat Ramp. These initiatives will contribute to the safety and accessibility of our recreational amenities.

We are currently awaiting the outcome of several funding applications, but if successful, we will be upgrading several key community hubs. These include the redevelopment of the Edenhope Lions Park, the creation of a new Kaniva splash park, accessibility upgrades at Kaniva Memorial Swimming Pool, and upgrading the Edenhope football change rooms.

Innovation and project development are integral to our planning process. We recognise the importance of harnessing innovation and community input in shaping the future of our shire. Our budget includes provisions for projects to transition from the Innovation Platform through our project framework, ensuring thorough planning and alignment with community needs before seeking funding.

Looking ahead, 2024-2025 will mark a significant milestone with Council elections in October. Concurrently, we will embark on the development of a new Council plan, setting the strategic direction for the years to come. The community's participation and feedback will be invaluable in shaping the future of our shire.

Our commitment to maintaining and enhancing our road network remains steadfast. In addition to our annual re-sheeting and shoulder re-sheeting program, we will undertake significant works on key roads. These upgrades will improve connectivity and ensure safer travel for all residents. In line with our ongoing commitment to supporting families and working parents, we remain dedicated to providing high-quality childcare services across our shire.

We extend our gratitude to the dedicated councillors, community members, and Council staff whose tireless efforts contribute to the vibrancy and resilience of West Wimmera Shire Council. Together, we will continue to build a stronger, more inclusive community that we can all be proud of.

We welcome your comments and feedback on the Annual Plan and look forward to working together to bring our shared vision to fruition.

Mayor Tim Meyer and CEO David Bezuidenhout



About the Annual Plan

The Annual Plan sets out the activities that Council will undertake during the year to deliver the outcomes of the Council Plan 2021-2025. The annual plan works in conjunction with the Annual Report and the Budget for financial year 2024-2025.

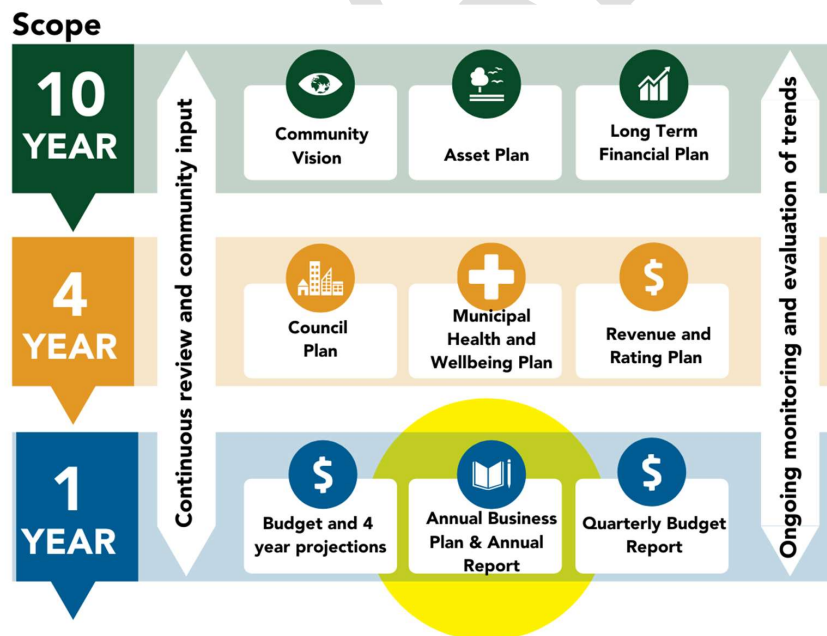
Together the following integrated documents form the local government's system of financial management:

- Council Plan 2021-25 incorporating Community Vision
- Long-term Financial Plan and Yearly Budget
- 2024-25 Annual Report and Annual Plan

The Chief Executive Officer must present a written quarterly progress report to Council outlining progress towards implementing the Annual Plan. Council may amend the Annual Plan during the year by resolution.

Our Planning Framework

Our planning framework comprises the key plans that guide our work and decision making and connects the long-term community needs and aspirations. The Council Plan is aligned with the 2041 Community Vision. The Annual Plan sits within our 1-year scope and is an annual document Council will develop to ensure that we are moving towards our goals.





Our Shire Services

West Wimmera Shire Council is responsible for the delivery of over 70 services across many areas, including:

For Our Community

- Building Services and Planning Permits
- Libraries
- Sporting Facilities
- Parks, Gardens and Playgrounds
- Council-run Events
- Support for Community-run Events
- Community Grants for Activities
- Waste and Recycling Services
- Road and Footpath Maintenance
- Environmental Sustainability Initiatives
- Local Amenities and Facilities Maintenance
- VIC Roads Agency Services
- Centrelink Agency
- Animal Control
- Pet Registration
- Provision of Seasonal Swimming Pools
- Tourism Development
- Street Cleaning
- Fire Prevention and Pest Management
- Volunteer Support
- Grant Sourcing and Project Delivery for Community Infrastructure
- Street Lighting and Signage
- Emergency Management

For Our Families

- Maternal Children's Health Services
- Playgroups
- Kindergartens
- Family Services
- School Crossing Supervisors
- Social Support for Youth
- Early Years Support

For Our Businesses

- Food and Health Businesses Registration and Regulation
- Business Support and Education
- Business Networking Opportunities
- Business Permits
- Food Safety Regulation Programs
- Business Assistance Grants & Streetscape Improvement Grants
- Business Concierge Program for Covid Support, Business Permits and Support.

For Our Older People and People with a Disability

- Referral for Aged Care and Disability Services
- Social Support Groups
- Personal Care and Home Care
- Emergency Support
- Property Maintenance
- Living at Home Assessments
- Delivered Meals (Meals on Wheels)
- Community Transport Programs
- Respite Care

Our Values

Our values guide our behaviour and decision-making and how we lead and support our community.

- 1** We will proactively respond to change, be optimistic about our future and pursue continuous improvement in everything that we do. **Innovative**
- 2** 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. **Accountable**
- 3** 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". **United**
- 4** 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. **Collaborative**



Council Vision and Goals

Our Council Plan sets out the four-year vision for the shire and the outcomes Council wants to achieve over that period. These outcomes align with key directions identified in the West Wimmera Community Vision 2041.



Goal 1 Liveable and Healthy Community	<ul style="list-style-type: none"> 1.1 Create a healthy, active, and vibrant community. 1.2 Support a safe and inclusive community. 1.3 Provide well planned and sustainable community infrastructure. 1.4 Deliver quality services that support community life. 1.5 Support and encourage our events, cultural and arts communities. 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.
Goal 2 Diverse and Prosperous Community	<ul style="list-style-type: none"> 2.1 Encourage and support the establishment and expansion of innovative, creative, and sustainable businesses. 2.2 Promote the Shire as a great place to visit, live and invest. 2.3 Facilitate the development of the local economy and jobs. 2.4 Create vibrant and attractive town centres. 2.5 Enhance the local road network and explore transport options. 2.6 Provide infrastructure to sustain economic activity.
Goal 3 Sustainable Environment	<ul style="list-style-type: none"> 3.1 Preserve and enhance the natural environment. 3.2 Promote sustainable environmental management practices. 3.3 Protect and promote public open space and natural assets. 3.4 Pursue alternative and sustainable energy sources.
Goal 4 Good Governance	<ul style="list-style-type: none"> 4.1 Ensure long term financial sustainability. 4.2 Engage with the community in a timely and respectful way. 4.3 Advocate for our community on issues important to our future. 4.4 Develop a high performing accountable organisation. 4.5 Maintain a rigorous risk management framework.



Budget information

2021-25 Council Plan Goals	FY24/25 Budget (\$'000)
Goal 1: Liveable and Healthy Community	\$ 1,418
Goal 2: Diverse and Prosperous Economy	\$ 3,852
Goal 3: Sustainable Environment	\$ 958
Goal 4: Good Governance	(\$ 5,004)
Goal 5: Our Commitment	

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Key Focus Areas 2024-25

*Major Initiatives

Goal	Action	Department
GOAL 1: LIVEABLE AND HEALTHY COMMUNITY	Continue to roll out Community Grants Program (Quick Response Grant, Sponsorships, Community Strengthening and Community Support Grant)	Corporate and Community Services
	Fair Access policy implementation	Corporate and Community Services
	Move 2 actions per precinct through Phase 1 from the municipal sport and recreation strategy	Corporate and Community Services
	Advocate for the need for qualified early years staff across the shire	Corporate and Community Services
	Support & Advocate for ongoing dental services in Kaniva and Edenhope	Corporate and Community Services
	Working with WWHS & Yarriambiack to assess Accessible spaces across the shire	Corporate and Community Services
	Regular Meetings with Wimmera Sports Assembly	Corporate and Community Services
	Work with local mental health service providers to ensure a wrap around approach to community wellbeing and mental health by networking with, supporting and promoting local wellbeing services	Corporate and Community Services
	Participation Plan roll outs in Apsley & Harrow for netball /tennis Court and Lighting Upgrades	Corporate and Community Services
	Supporting and recognising volunteers across the shire with Annual Volunteer Morning Teas	Corporate and Community Services
	Delivery of Supported Playgroups Program	Corporate and Community Services



	Support existing community playgroups with resources, advice and promotion. Increase facilitated playgroups with the aim of identifying potential leaders to set up community playgroup (transitioning with support). Encourage playgroups who want a facilitator to apply for community grants.	Corporate and Community Services
	Engagement of Youth program with schools	Corporate and Community Services
	Apply for Freeza and Engage Youth Funding for programs across the shire	Corporate and Community Services
	Delivery Freeza and Engage Youth Funding inline with funding agreements	Corporate and Community Services
	16 days of activism campaign with local events in November	Corporate and Community Services
	white ribbon training for staff	Corporate and Community Services
	Supporting Pilot Program - Kaniva Community (Kaniva Katch Up) with Mental Health Awareness Group with consideration to expand to other towns	Corporate and Community Services
	Staff Training for mental health (in the community) & Basic Emergency Management Training	Corporate and Community Services
	Review and implement process for referral & Support services (MCH, Early Years, Kinders, Youth, Aged Care)	Corporate and Community Services
	Active Participation of CoRe alliance membership	Corporate and Community Services
	Road Safety Awareness at Kindergartens for parents and children	Corporate and Community Services
	Child Car seat Checks in each town.	Corporate and Community Services
	Intergenerational playgroup/gardening program in Edenhope	Corporate and Community Services



	Intergenerational pop up Playgroups	Corporate and Community Services
	Annual Working with Childrens check audit	Corporate and Community Services
	Deliver West Wimmera Cabins Project	Infrastructure Development & Works
	Training for Committees of Management (DEECA) & Modern Rules for Committee Training	Corporate and Community Services
	Information Sessions for Community committees (Funding opportunities and general information)	Corporate and Community Services
	Support for community groups with cabin operations (Harrow, Lake Charlegrak & Goroke)	Corporate and Community Services
	External Painting of Kaniva Shire Hall (seek funding if available) Windmill Cafe Building Goroke Mens Shed	Infrastructure Development & Works
	Fire Fighting Facilities Upgrade at Edenhope Aerodrome(funded)	Infrastructure Development & Works
	Complete Asset Inspections as per plan	Infrastructure Development & Works
	Seek funding for Solar on government owned buildings funding (if available) - Kaniva Hub	Infrastructure Development & Works
	Advocate for upgrading – Rail Crossing signals at Serviceton and pedestrian crossings at Maddern and Farmer Street Kaniva	Infrastructure Development & Works
	Delivery of Kaniva depot upgrade Wannon Avenue House Renovation Kaniva Pool All abilities water play splash park (subject to funding) Kaniva pool upgrades for accessibility(subject to funding)	Infrastructure Development & Works



Deliver of Kaniva Rec Reserve - Lighting Harrow Rec reserve - Lighting (subject to funding) Kaniva Rec Reserve - facility design(subject to funding) Edenhope Recreation Reserve Changerooms(subject to funding)	Infrastructure Development & Works
New Footpaths as per Capital Works Plan 1. Budjik street Farmer to webb Kaniva 2. Elizabeth Street Anne to Churchhill Street Edenhope 3.Compston Street - Barrack to Church Street Goroke	Infrastructure Development & Works
Advocate for the requirement for school bus services for all school children	Corporate and Community Services
Continue to run/support and promote volunteer taxi service in Kaniva and centre for participation bus Kaniva - Horsham weekly	Corporate and Community Services
Continue to run/support and promote companion transport program Harrow, Kaniva and Edenhope	Corporate and Community Services
Undertake condition assessment of all buildings	Infrastructure Development & Works
Continue to advocate for improved childcare services across our towns	Corporate and Community Services
Advocate for federal funding for Kaniva Childcare service to continue past 2025	Corporate and Community Services
Investigate service providers, funding and need for childcare in Goroke	Corporate and Community Services
Implement actions from Eco Dev strategy under all pillars	Infrastructure Development & Works
Training Calendar on Councils website with business training opportunities	Infrastructure Development & Works
Understand key priorities for schools and how Council can assist (non financial) and Look for continuous improvement	Corporate and Community Services



	opportunities with links between kinders and schools and youth services.	
	Continue to provide Perinatal Mental Health Service (including infant loss support)	Corporate and Community Services
	Continue to roll out Mother and Baby information session and practical classes including Baby Massage	Corporate and Community Services
	Working with By5 project	Corporate and Community Services
	Advocate for the Requirement for potable water in Harrow, Goroke & Apsley	Infrastructure Development & Works
	Provide support and encourage headspace events & Mental Health Training to be run in West Wimmera	Corporate and Community Services
	Active membership of Wimmera Library Service	Corporate and Community Services
	Continue to seek funding for a Community Art Strategy	Corporate and Community Services
	Develop an Annual Events program	Corporate and Community Services
	encourage event organisers that West Wimmera is a great place to hold an event	Corporate and Community Services
	Community Fire Awareness, through social media and Wimmera Emergency Management Team	Corporate and Community Services
	Attend meetings and actively participate in the Wimmera Emergency Management Resources Sharing Partnership and work with the staff or the Wimmera Emergency Management Team	Corporate and Community Services
	Advocate for Multi – Agency depot – Kaniva (CFA, SES& Ambulance) and Goroke (CFA & SES)	Corporate and Community Services
	Attend and actively participate in the planning of the Grampians Regional Emergency Management team regional and local plans	Corporate and Community Services
	Plan for and deliver emergency services as required in conjunction with REMPC. as per the 3 tiers of emergency management planning in Victoria and the Emergency Management act 2013	Corporate and Community Services
	Involvement in Wimmera Southern Mallee Development Housing Project and West Wimmera Housing Opportunity	Infrastructure Development & Works



	Active membership with Wimmera Southern Mallee Development	Infrastructure Development & Works
	Implement the eco dev strategy in particular actions from pillar 3: small business	Infrastructure Development & Works
	Begin Implementation of Recommendations from planning scheme Review Policy neutral planning scheme amendments Update flood controls for Harrow and Chetwynd (add into planning scheme) Rezoning commercial area in Edenhope Rezoning commercial area in Kaniva Targeted settlement plans for larger towns Edenhope Flood Investigation Apsley Flood Investigation	Infrastructure Development & Works
GOAL 2: DIVERSE & PROSPEROUS ECONOMY	Continue to delivery Business Assistance Grant Program	Infrastructure Development & Works
	Action around activating Industrial Estate – Kaniva & Edenhope – supporting industrial Development across the shire – (seek funding to scope & plan for incubator)	Infrastructure Development & Works
	Continue to deliver Streetscape Grant Program	Infrastructure Development & Works
	Support to Birchip Cropping Group Young Farmers Network (west Wimmera Group)	Infrastructure Development & Works
	Active Membership to Wimmera Grampians Tourism (Visitor Economy Partnership) Active Membership to Wimmera Mallee Tourism	Corporate and Community Services
	Glenelg River Walking Trail -seek enabling tourism funding if available	Corporate and Community Services
	Serviceton Railway Station - seek enabling tourism funding if available	Corporate and Community Services
	Plan & Develop - West Wimmera Lake water level app P2/P3	Corporate and Community Services



	Audit of West Wimmera Lakes supporting infrastructure	Corporate and Community Services
	Scope, Plan and seek funding to Extend boardwalk Apsley to Lake Newland	Corporate and Community Services
	West Wimmera Tourism Signage audit	Corporate and Community Services
	Advocate to attract the required skilled workforce to the region.	Infrastructure Development & Works
	Pillar two: actions liability	Infrastructure Development & Works
	Pillar one actions Agricultural Sector	Infrastructure Development & Works
	Implement Economic Development Strategy TBC	Infrastructure Development & Works
	Advocate for re-establishment of aquaculture facility at Lake Charlegrark	Infrastructure Development & Works
	Seek external funding to implement Kaniva and Edenhope Streetscape Plans	Infrastructure Development & Works
	Undertake concept plan for streetscapes (Harrow, Apsley, Serviceton, Dergholm and Goro.)	Infrastructure Development & Works
	Lions Park Edenhope Project pending funding outcome	Infrastructure Development & Works
	Review Road Management Plan (required within 12 months of new Council)	Infrastructure Development & Works
	Complete Road Management Plan Inspections	Infrastructure Development & Works
	Development of reaseal and resheet program	Infrastructure Development & Works
	Delivery of reaseal program	Infrastructure Development & Works
	Delivery of 24/25 resheet program	Infrastructure Development & Works



	Develop the 25/26 Annual Capital Works program	Infrastructure Development & Works
	Deliver 24/25 Annual Capital Works program (pending funding) Mooree Road(Reconstruction & Widening) Kadnook-Connewirricoo Road (Reconstruction & Widening) Brooks Road (Reconstruction) Goroke Nurcong Road (reconstruction & widening) South Lillimur Road (seal) Elizabeth Street Edenhope (Parking Lane Construction)	Infrastructure Development & Works
	Advocate for additional external funding for roads and bridges.	Infrastructure Development & Works
	Advocate for VicRoads to improve the quality of state roads throughout our shire.	Infrastructure Development & Works
	Application for HVSPF funding : pending funding application - Mooree Road, South Lillimur	Infrastructure Development & Works
	Advocate for improved access to quality digital connectivity.	Infrastructure Development & Works
	Advocate for West Grampians Pipeline	Infrastructure Development & Works
	Advocate for improved water pressure within towns.	Infrastructure Development & Works
	Advocate for improved water pressure within towns.	Infrastructure Development & Works
	Advocate for the improvement of roads to meet requirements for road trains.	Infrastructure Development & Works
	Advocate for Recreational water at Lake Wallace	Corporate and Community Services
	Develop Draft Waste Management Plan	Infrastructure Development & Works
	Improvement of infrastructure (i.e. Tables, chairs, signage) on public land across West Wimmera	Corporate and Community Services



GOAL 3: SUSTAINABLE ENVIRONMENT	Roll out annual corella management plan	Infrastructure Development & Works
	Delivery Council Roadside Weeds and Pest Program	Infrastructure Development & Works
	Review Corella Management Plan	Infrastructure Development & Works
	Landcare facilitator - Capacity building and support for local Landcare groups & roadside weed management across the shire	Infrastructure Development & Works
	Work with partner agencies on roadside vegetation management on road construction projects	Infrastructure Development & Works
	Advocate for Additional access road into Lake Ratzcastle for Fire safety	Corporate and Community Services
	Delivery (P4/5) - Boat Ramp Extension Seek funding for Hand Rail Project	Infrastructure Development & Works
	Advocate for funding to support approved actions in the Lake Wallace Strategy, including maintenance activities	Infrastructure Development & Works
	Promote alternative and sustainable energy projects in the shire.	Infrastructure Development & Works
	Investigate the potential for micro-grids in industrial areas and towns.	Infrastructure Development & Works
	Long Term Financial Plan to be reviewed and updated	Corporate and Community Services
	Continue to seek suitable grant funding as it becomes available for community infrastructure projects Including Edenhope Recreation Reserve Oval Lighting Goroke Tennis/Netball Court Upgrade Goroke Rec Reserve Oval Lighting Kaniva Bowling Club - New Green, Irrigation, Solar & Ramps Additional Projects to be added as they are approved through the PMO	Infrastructure Development & Works



GOAL 4: GOOD GOVERNANCE	Advocate for and Seek funding for shovel ready projects	Infrastructure Development & Works
	Maintain Grant Guru subscription to assist council staff and community members to source suitable grant funding	Corporate and Community Services
	Scoping and Planning for Kaniva, Edenhope and Goroke Pools	Infrastructure Development & Works
	Upgrade Grants Tracking Register	Corporate and Community Services
	Council Services Review	Corporate and Community Services
	Continue to deliver and support the innovation platform	Infrastructure Development & Works
	Review Community Engagement Policy	Infrastructure Development & Works
	Continue to deliver regular communication via council website and channels	Infrastructure Development & Works
	Prepare a document setting out key advocacy issues for West Wimmera Shire.	Infrastructure Development & Works
	Actively participate on regional and sector bodies and forums	Corporate and Community Services
	Develop new 4 year Workforce Plan in line with Local Government Act Requirements	Corporate and Community Services
	Review Procurement Policy	Infrastructure Development & Works
	Develop the 2025/26 Annual Plan	Infrastructure Development & Works
	Develop the 2025-2029 Council Plan	Infrastructure Development & Works
	Develop the 2025-2029 Health and Wellbeing Plan (included in Council Plan)	Infrastructure Development & Works
	Complete 2023/2024 Annual Report	Corporate and Community Services
	Complete 2023/2024 Annual Financial Statements	Corporate and Community Services



	Training and Implementation of the Project Management Framework across all departments	Infrastructure Development & Works
	Compliance with new Aged Care Act (Pending outcome from Bill still to pass in parliament)	Corporate and Community Services
	Planning of implementation of 30 hours of pre prep 2027	Corporate and Community Services
	Policy Reviews Environmental Policy Street Tree Policy Tree Plantations on Unused Road Reserves Policy Tree Planting on WWSC Road Reserves Policy	Infrastructure Development & Works
	Municipal Fire Prevention Officer (MFPO) Training	Infrastructure Development & Works
	Implement new contract management system	Infrastructure Development & Works
	Review Fleet Policy	Infrastructure Development & Works
	Implement new fleet and plant management system	Infrastructure Development & Works
	Roll out quality management plan with each manager	Infrastructure Development & Works
	Review and understand future involvement in Serviceton Railway Station.	Infrastructure Development & Works
	Document and Roll out Transition of Assets process	Infrastructure Development & Works
	Policy Reviews Communications Policy Contributions Policy	Infrastructure Development & Works
	Facilitation of the 2024 Local Government Election under the direction of the VEC	Corporate and Community Services
	Annual Insurance Renewals	Corporate and Community Services
	Rollout annual Random Drug and Alcohol Testing	Corporate and Community Services



Conflict of Interest Training for new Councillors	Corporate and Community Services
Conflict of Interest Training for Staff	Corporate and Community Services
Staff Training - Protection of and access to Public Records	Corporate and Community Services
Policy Review Asset Capitalisation Policy Investment Policy Rate Recovery Policy Financial Hardship Policy	Corporate and Community Services
Policy Review Councillor Code of Conduct Councillor and Staff Interaction Policy & Development of an Asset Acquisition Policy	Corporate and Community Services
Policy Review Asset Management Policy	Infrastructure Development & Works
Policy Review Support to Community Events Policy Support for Public Art Policy	Corporate and Community Services
Roll out Organisation wide OHS & Risk Training (OHS & RISK budget includes - Snake , Manual Handling , First Aid , HSR Rep Training , White card)	Corporate and Community Services
Skin Cancer Checks Flu Vaccines & other as required	Corporate and Community Services
OHS inductions & Reinductions	Corporate and Community Services
Digitisation of old shire Rate Books 1957 onwards & Minute Books 29 books 1870-1990	Corporate and Community Services
Development of Records Management Policy and Strategy	Corporate and Community Services
Post Implementation of Cloud Records Management System Training	Corporate and Community Services
4 scheduled Meetings Audit and Risk Committee	Corporate and Community Services



	Internal Audits Planned for 2024-25 - Properties & Property owner database - Plant & Fleet Asset	Corporate and Community Services
	Annual Review of Councils Statutory Obligations (Nov)	Corporate and Community Services
	Caretaker Period Rollout Induction of new councillors	Corporate and Community Services

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14 Corporate and Community Services

14.1 Grants Policy and Guidelines Review

Directorate: Corporate and Community Services

Report Author: Community Development and Tourism Manager

Report Purpose: For Decision

Purpose

The purpose of this report is to provide Council with the opportunity to review its current framework for the provision of community grants and to make any amendments to the existing suite of grants policies and guidelines if required.

OFFICER RECOMMENDATION:

That Council:

- 1. Adopts the following policies and guidelines:**
 - a. Council Grants Policy**
 - b. Community Strengthening Grant Guideline**
 - c. Community Sponsorship and Contributions Grant Guideline**
 - d. Community Quick Response Grant Guideline**
 - e. Community Support Grant Guideline**
 - f. Support to Events Grant Guideline**
- 2. Revokes the following policies:**
 - a. Support to Community Events Policy**
 - b. Community Support Fund Policy**
 - c. Community Managed (Not Council Owned Halls) Policy**

Declaration of Interest

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

Background

Council currently provides grant funding and/or in-kind support to the community through the following policies and guidelines:

- Grants Policy and associated Guidelines
- Community Support Fund Policy



- Support to Community Events Policy
- Community Managed (Not Council Owned) Halls Policy

Councillors have requested officers to provide them with potential means by which the policies and guidelines can be rationalised to ensure consistency and clarity for the benefit of the community, and to ensure that Council's financial and in-kind support is provided to the community in an equitable and financially sustainable manner.

Council's over-arching Grants Policy currently provides five streams of possible grant funding and/or in-kind support in accordance with the following guidelines:

1. Community Strengthening Grant Guideline
2. Community Sponsorship and Contributions Grant Guideline
3. Community Quick Response Grant Guideline
4. Business Assistance Grant Guideline*
5. Business Streetscape Grant Guideline*

* These Guidelines are not considered in this report.

In addition, Council may still currently provide potential grant funding and/or in-kind support in accordance with the following policies:

- Community Support Fund Policy
- Support to Community Events Policy
- Community Managed (Not Council Owned) Halls Policy

It has become apparent that there are some inconsistencies between these policies and guidelines, potentially causing confusion in the community about the availability and quantum of the funding and/or in-kind support which Council is able to provide. These inconsistencies also have the potential to lead to "grant shopping," thereby compromising Council's ability to consider grant applications in the most equitable and transparent manner possible and thereby depriving worthy community causes of grant funding.

Proposed amendments for consideration

Officers have identified possible amendments to the existing mechanism by which Council provides community financial and/or in-kind support. All related Policies and Guidelines are attached to this report for reference.

In summary, it is proposed to make the following amendments to Council's suite of grant-related policies and guidelines:

- Revocation of the Support to Community Events Policy
- Revocation of the Community Managed (Not Council Owned) Halls Policy
- Revocation of the Community Support Fund Policy
- Adoption of a new Support to Events Grant Guideline



- Clarification of existing Guidelines to ensure that there is only a single grant stream available to prospective applicants dependent on the particular applicant's individual circumstances

The proposed changes will provide potential grant applicants with a simplified way to determine the grant stream relevant to their situation. The changes will also provide greater transparency and promote greater equity in the grant determination process, thereby ensuring the effectiveness and utility of Council grant funding to the West Wimmera Shire community.

Risk Management Implications

Risk identified:

Financial risk

Regulatory risk

Reputation risk

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

Policy Implications

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

Community Support Fund Policy

Council Grants Policy and associated Guidelines

Support to Community Events Policy

Community Managed (Not Council Owned Halls) Policy

Council Plan Implications

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



Goal 1 – Liveable & Healthy Community

- 1.2 Support a safe and inclusive community.
- 1.5 Support and encourage our events, cultural and arts communities.

Goal 2 – Diverse and Prosperous Economy

- 2.1 Encourage and support the establishment and expansion of innovative, creative, and sustainable businesses.

Goal 4 – Good Governance

- 4.1 Ensure long term financial sustainability.
- 4.2 Engage with the community in a timely and respectful way.
- 4.4 Develop a high performing accountable organisation.

Communication Implications

No Communication Implications

Gender Equality

No Gender Impact Assessment is required

Conclusion

There are various existing inconsistencies in Council's current suite of community grants policies and guidelines which have the potential to affect the effectiveness of its community grant funding. The rationalisation of existing grant funding policies and guidelines will ensure the maximisation of funding opportunities to the community and enhance transparency and accountability throughout the grant application process.

Attachments

1. Council Grants Policy 2024 update .0 [14.1.1 - 5 pages]
2. Community Strengthening Grant Guidelines 2024 - update .2 [14.1.2 - 13 pages]
3. Sponsorship and Contributions Grant Guidelines 2024 Update 2.1 [14.1.3 - 12 pages]
4. Quick Response Grant Guidelines 2024 Update.2 [14.1.4 - 12 pages]
5. Community Support Grant DRAFT Guideline Council approved .2 [14.1.5 - 12 pages]
6. Support for Community Events Grant 03042024 (1) [14.1.6 - 3 pages]
7. Support-to- Community- Events- Policy (2) [14.1.7 - 3 pages]
8. WWSC Council- Policy Community- Support- Fund- Policy adopted-18- Nov-2020 [14.1.8 - 4 pages]
9. Community- Managed- Not- Council- Owned- Halls- Policy adopted-15- Jul-2020 [14.1.9 - 3 pages]



Council Grants Policy WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY	
COUNCIL GRANTS POLICY	Policy No:
	Adopted by Council:
	Next review date: May 2025
Senior Manager:	Director Corporate and Community Services
Responsible Officer:	Manager Community Development and Tourism
Functional Area:	Corporate and Community Services
Introduction & Background	Each year, Council operates a number of grant programs which enables Council to work in partnership with the community by providing financial <u>and in-kind</u> support to extend the capacity of groups, businesses, <u>Individuals</u> and organisations to implement and sustain a wide range of local recreational, cultural, social, community and business support initiatives that make a positive contribution to the West Wimmera <u>Shire</u> community.
Purpose & Objectives	<p>To provide Council with an overarching framework for the various grants programs administered by Council to ensure that they are accessible, appropriate, fair, and equitable across all groups in the <u>municipalityShire</u>.</p> <p>To provide a common standard of grants administration. Each specific grant program-stream has its own criteria depending on the specific purpose of the grant schemestream.</p> <p>The key objectives of this pPolicy is-are to:</p> <ol style="list-style-type: none"> 1. Outline Council's commitment to providing the community with funding <u>subject to budget constraints</u>. 2. Provide the framework for a transparent, equitable and inclusive process that is understood by the community 3. Identify Council's commitment to accountability through acquittal and evaluation processes. 4. Align grants with Council's strategic objectives and establish clear expectations for both Council and the Communityy <p>This pePolicy refers to the following Guidelines:</p> <ol style="list-style-type: none"> 1. Community Strengthening Grant Guideline 2. Sponsorship and Contributions Grant Guideline 3. Quick Response Grant Guideline 4. Business Assistance Grant Guideline



Council Grants Policy WEST WIMMERA SHIRE COUNCIL

	<p>5. Business Streetscape Grant Guideline 6. Community Support Grant Guideline 7. Support to Events Grant Guideline</p>
Response to the Overarching Governance Principles of the Local Government Act 2020	<p>Section 9 of the <i>Local Government Act 2020</i> states that a Council must in the performance of its role give effect to the overarching governance principles.</p> <p>This policy is in response to the following overarching governance principle/s of the Local Government Act 2020:</p> <p>(a) the community engagement principles (section 56). (b) the public transparency principles (section 58).</p>
Policy Details	
1.	<p>Definitions</p> <p>'Grant' is a payment (monetary and/or in-kind) to an organisation, which is directed at achieving goals and objectives consistent with Council policy. The payment grant is conditional upon the recipient using the funds/in-kind for specific purposes set out in the terms and conditions of the grant guidelines and application form.</p>
2.	<p>Principles</p> <p>In administering the Council grant programs, Council undertakes to apply the following principles:</p> <ul style="list-style-type: none"> ▪ The administration and assessment of the grant program will be conducted in accordance with accepted standards of public accountability, probity and transparency of decision making. ▪ Council will apply the principles of democratic representation, social inclusion, and meaningful community engagement. ▪ The grants program will be administered on the basis of ethical and legal behaviour by West Wimmera Shire Council (WWSC) Councillors and Eemployees. ▪ The grant programs will be regularly reviewed to ensure it remains responsive to emerging themes, issues, and trends in the community. ▪ Grant priorities will be set in accordance with Council's strategic objectives, budgetary resources and identified community needs. ▪ Each gGrant program-stream will have a clear set of guidelines. ▪ All applications will be assessed in accordance with the grant guidelines and Council's key strategic objectives as identified in the Council Plan, Strategies or Community Plans. ▪ Grant recipients will be required to publicly acknowledge Council's contribution as detailed in the funding agreement.



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	<ul style="list-style-type: none"> ▪ 'Smartygrants' grant management system will be used by Council to administer all applications. ▪ <u>All grants are subject to funds being available at the time of application</u>
3.	<p>Funding Exclusions</p> <p>Council will not fund:</p> <ul style="list-style-type: none"> ▪ Retrospective funding for projects commenced prior to the application opening date for the grant being applied for. ▪ Fundraising activities. ▪ Staff wages and salaries and ongoing operational, maintenance or administrative costs. ▪ Ongoing projects or a duplication of existing services. ▪ Projects that do not involve the WWSC Community Services or activities which are considered to be primarily the responsibility of the State or Federal Governments. ▪ Applicants that have failed to correctly acquit funding with Council in the past. ▪ Applicants who have received funding from Council within the last 12 months. ▪ Any other funding proposal application that does not meet the specific funding guideline.
4.	<p>Eligibility</p> <ul style="list-style-type: none"> ▪ Council will consider grant applications from registered businesses and incorporated community groups that are legal entities based in West Wimmera Shire according to specific eligibility criteria and other conditions are outlined in the respective grants program guidelines. ▪ If the organisation is not a legal entity, an eligible organisation can apply on their behalf, through auspicing arrangements, provided the auspicing body has the necessary legal entity status to enter into a funding agreement with Council and agrees to administer funding on their behalf. ▪ <u>Eligibility is determined with reference to the individual grant guideline</u>
5.	<p>Application Process</p> <ul style="list-style-type: none"> ▪ Applications will only be accepted on the forms via the WWSC Smarty Grants portal on the Councils web page. made available by Council ▪ Complete responses must be provided to all questions on the application form. ▪ Applications not received by the closing date (if applicable) will not be considered. ▪ Applications must include all supporting documentation, where required, as per the guidelines.



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6.	<p>Assessment</p> <ul style="list-style-type: none"> ▪ For each grant program, the appropriate Grants Assessment Team Officer, will individually seere asses applications received, based on meeting the agreed selection criteria for the specific grant program <u>in order to determine eligibility</u>. The Grants Assessment Team will be comprised of Council staff only. ▪ <u>Eligible Applications</u> will be ranked accordingly submitted to Council for -and submitted with a recommendation to Council for decision regarding the distribution of grants funding- (Exception is the Quick Response Grant and the Support for Community Events Grant streams)whereby The Chief Executive Officer has the authorisation to approve the application upon consultation with councillors. ▪ Decisions regarding the allocation or non-allocation of funding made by Council are considered final. ▪ Council reserves the right to <u>refuse or</u> part-fund an application.
7.	<p>Accountability</p> <ul style="list-style-type: none"> ▪ Successful applicants will be contacted in writing and a Grant Funding Agreement will be prepared by Council to outline the responsibilities, obligations and identified outcomes required <u>of the organisation.</u> ▪ Funding must be expended within twelve months of when the funds were granted (unless otherwise stated and agreed to in the Agreement) or the funds must be refunded to Council. An extension may be <u>sought requested in writing</u> before the 12 months has expired <u>, by writing to the Council.</u> ▪ Monies received must only be spent on the project as approved by Council. Any unspent funds must be returned to Council. To vary the purpose for the allocated grant funds, written permission must be obtained <u>in writing</u> from Council prior to spending the funds. ▪ Failure to abide by the grant conditions <u>could will</u> jeopardise <u>your organisation's chances of receiving further possible</u> funds from Council. ▪ At completion of the project, the grant recipient must submit a WWSC Grant Acquittal Report <u>via smarty grants including all with all</u> required <u>accompanying</u> documents.
8.	<p>Communications</p> <ul style="list-style-type: none"> ▪ Grant programs streams will be <u>widely</u> advertised as per Council's Community Engagement Policy. ▪ Applicants will be able to see the status of their application through the Councils online <u>grants</u> portal (SmartyGrants).
9.	<p>Conflict of Interest</p> <p>Councillors and Council officers who participate in the grant application process must declare any conflict of interest in accordance with the Local Government Act 2020, Sections 126 to 131, and the WWSC Councillor Code of Conduct and WWSC Employee Code of Conduct</p>



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	<p>Statement of Compatibility</p> <ul style="list-style-type: none"> As a public authority, Council has a duty to act compatibly with human rights and to give human rights proper consideration in decision making. It is considered that tThis Ppolicy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act 2006 (Vic) It is considered that tThis Ppolicy is written <u>according to</u>, and meets the <u>requirements of, the safe and strong: A</u> Victorian Gender Equality Strategy. <p>You may provide feedback about this document by emailing info@westwimmera.vic.gov.au</p>
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Policy Adopted:	Ordinary Meeting 25/11/99	Minute Book Page 6906	
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	
	Ordinary Meeting 18/06/15	Minute Book Page 30619	RecFind 15/002328
	Ordinary Meeting 19/07/17	Minute Book Page 35794	RecFind 17/002783
	Ordinary Meeting		



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COUNCIL GUIDELINE	
COMMUNITY STRENGTHENING GRANTS	Guideline No:
	Adopted by Council: <u>19 April 19 2023</u>
	Next review date: <u>May 2025</u>
Senior Manager:	Director Corporate and Community Services
Responsible Officer:	Manager Community Development and Tourism
Functional Area:	Corporate and Community Services
Introduction & Background	<p>Council's Community Strengthening GrantSs <u>ProgramStream</u> has been a valuable <u>is a</u> source of financial support for local events and projects in West Wimmera Shire community. ies for many years. There are two rounds of grants each year with applications opening on the <u>as follows</u></p> <ul style="list-style-type: none"> 1st Monday in April <u>opening on the second Monday in March</u> and closing last the second Friday in April Opening on the 1st second Monday in September August and closing last Second Friday in September <p>Grants Applications will be assessed assessed for eligibility and eligible <u>applications will be submitted to Council for with determination.</u> recommendations going to the 1st Council meeting after the closing date.</p> <p><u>This Grant is for financial support only</u></p>
Purpose	The Community Strengthening Grants program <u>stream</u> is designed to promote and increase participation of local residents in community



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	<p>initiatives, to build and strengthen local networks and partnerships and to support community leadership, learning and skill development.</p> <ul style="list-style-type: none"> • Council will<u>may</u> provide financial assistance to community groups and organisations to support the provision of programs<u>projects</u>, activities and services which respond to identified community needs, contribute to the building of a stronger community, develop innovative approaches and to local social issues and are in accordance with Council's strategic objectives.
Overview	<p>Grants of up to \$5000 are available in three<u>two</u> streams:</p> <ul style="list-style-type: none"> • Community Projects Funding - maximum of \$5,000 on a \$2 for \$1 basis. Maximum of one successful application every four funding rounds per organisation. • Community Events Funding – maximum of \$1,200. Maximum of one successful application every four funding rounds per organisation. • Facilities Upgrades and Equipment Purchases - maximum of \$5,000 on a \$2 for \$1 basis. Maximum of one successful application every four funding rounds per organisation. <p>Grant of up to \$10,000 <u>are available in one stream</u>:</p> <ul style="list-style-type: none"> • Major Community Project, Facilities upgrade and Equipment Grant – Maximum of \$10,000 on a \$1 to \$1 basis with a limit of 10% of the total applied grant being in kind. Maximum of one successful application every six funding rounds per organisation.
Policy statement	<p>West Wimmera Shire Council provides grants to community groups for the development of positive and beneficial projects which deliver on the Community Vision 2040 and the Council's priority actions.</p> <ul style="list-style-type: none"> • West Wimmera Shire Community Vision <u>2040</u> is a statement that captures the hopes and aspirations of the West Wimmera community and ensures we are planning for a bright future for all<u>appropriate future planning</u> • Council Plan 2021-2025 incorporates Council's strategic commitment to deliver on Council's Vision, which includes the following themes of



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	<p>Liveable & Healthy Community, Diverse and Prosperous Economy, Sustainable Environment, Good Governance & Our Commitment.</p> <p>Please note: Council recommends that in the preparation of applications and delivery of grant projects individuals/groups are aware of and adhere to the most recent Covid-19 advice which can be found at https://www.australia.gov.au/.</p>
Key Dates	<p>All community Strengthening Grants open on the</p> <ul style="list-style-type: none"> 1st 2nd Second Monday in in April March and closing last second Friday in April 1st 2nd Second Monday in in September August and closing last second Friday in September
Application Process Flowchart	<ul style="list-style-type: none"> Read the Grant Standard Guidelines to check your idea meets the criteria. Talk to Volunteer and Events Officer via phone 13 99 72 or email grants@westwimmera.vic.gov.au. Register your group or organisation on SmartyGrants. Complete the online grant application form by the due date outlined on our website. Applications assessed by grants panel and then approved by Council. eligibility is assessed by a council Officer. <u>If eligible the application will be forwarded to Council for determination.</u> Successful applicants notified, funding agreement issued and signed by both parties and funds paid. At the conclusion of the grant period (12 months from the approval of the grant) the grant must be acquitted (See acquittal process in this guideline)
Standard Guidelines	<p>These standard guidelines include important information and requirements that are common to all the three streams when preparing an application.</p>
1.	GRANT STREAMS



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All funding streams should relate back to the objectives of the Council Plan 2021-2025

Community Projects Funding

Maximum of \$5,000 on a \$2 for \$1 basis. Maximum of one successful application every four funding rounds per organisation.

Examples may include:

- These are projects that are designed to provide benefits to the community in a wide range of areas, for example:
- Community and cultural development
- Sport and recreation
- Health and wellbeing

Requirement: Quotations must be submitted with all applications in this category.

~~Community Events Funding~~

~~Maximum of \$1,200. Maximum of one successful application every four funding rounds per organisation.~~

~~These are events that contribute to the community in the following ways:~~

- ~~• Strengthening a sense of community, belonging and civic pride.~~
- ~~• Encourage residents to participate in social, cultural, sporting, and recreational activities.~~
- ~~• Foster social and cultural diversity.~~
- ~~• Promote local business and trading groups.~~
- ~~• Enhance the West Wimmera Shire Council as a desirable destination.~~

~~Requirement: Applications in this category must include evidence of public liability insurance~~

Facilities Upgrades and Equipment

Maximum of \$5,000 on a \$2 for \$1 basis. Maximum of one successful application every four funding rounds per organisation.

This category covers the funding of works or equipment related to community capacity building projects which support an ongoing community activity, ~~program~~ or project that can demonstrate one or more of the following objectives:



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	<ul style="list-style-type: none"> • Increases community participation in projects and activities. • Assists community groups to operate more effectively. • Encourages and supports the involvement of volunteers. • Improves occupational health and safety. • Contributes to environmental sustainability. <p>Priority will be given to projects that can demonstrate a high level of community need, or where the service or program is in danger of being discontinued without the required facility upgrade or equipment purchase.</p> <p>Major Community Project, Facilities upgrade and Equipment Grant</p> <p>Maximum of \$10,000 on a \$1 to \$1 basis with a limit of 10% of the total applied grant being in kind. Maximum of one successful application every six funding rounds per organisation.</p> <p>This category covers the funding of Projects, Facility upgrades<u>upgrades</u>, and Equipment related to community capacity building projects which support an ongoing community activity, program or project that can demonstrate one or more of the following objectives:</p> <ul style="list-style-type: none"> • Increases community participation in projects and activities. • Assists community groups to operate more effectively. • Encourages and supports the involvement of volunteers. • Improves occupational health and safety. • Contributes to environmental sustainability. <p>Priority will be given to projects that can demonstrate a high level of community need and have a plan for future growth.</p> <p>Requirement: a minimum of two quotations for each element (if applicable) must be submitted with all applications in this category.</p>
2.	<p>ELIGIBILITY CRITERIA</p> <p>Applicant must be a community group or organisation.</p>



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Community groups and organisations must be:

- not for profit; and
- incorporated or have an auspice arrangement.

Groups may submit multiple applications per round, but they must be for different projects and cannot be the same application over multiple streams.

Government organisations and agencies are not eligible to apply. However, kindergartens, Committees of Management, other community committees and local branches of larger organisations (e.g., CFA and SES) are eligible where significant community benefit potential can be demonstrated.

The project must be carried out within the West Wimmera Shire and must benefit West Wimmera Shire communities and residents.

~~Previously~~ funded applicants must not have ~~no~~ outstanding debts or overdue acquittals ~~with West Wimmera Shire Council~~ with Council.

Applicants must provide evidence of ~~have a level of appropriate~~ public liability insurance cover regarding the project. appropriate to cover the project. This is where if increased insurance is required, it could form part of the application.

Applicants must provide quotes or evidence to support the budget for any individual expenditure over \$250.

The following rates ~~should~~ must be used ~~as a guide when to~~ calculating in-kind budget expenses for applicable grants:

- Community group/individual labour: \$30 per hour.
- Professional labour provided by a qualified tradesperson: \$45 per hour.

The number of times an applicant has previously received funding through the Community Strengthening Grants program ~~stream~~ will be considered during the assessment ~~determination~~ process. Council may choose not to fund a project by applicants who have previously received funding should the program be oversubscribed.

For facilities' improvements, the applicant must either be the owner of the land/building/facility or have ~~the~~ written consent from the owner. This ~~Cc~~ consent evidence ~~must be in writing and be~~ attached to the online application.



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	<p>If the community facility is on Council-owned land/property, the applicant must discuss the project with a West Wimmera Shire Council Community Development Project Officer prior to submitting the application.</p>
3.	<p>FUNDING CRITERIA</p> <p>All applications will be assessed against the following criteria (weighted out of 100):</p> <ul style="list-style-type: none"> ● Clear objectives that align with the grant focus areas (40%) <ul style="list-style-type: none"> ○ The objectives of the project are clearly identified. ○ The project and intended target group aligns with the grant focus areas. ● Direct benefit to the West Wimmera Shire community (20%) <ul style="list-style-type: none"> ○ The project delivers clear and measurable outcomes and benefits to the target group. ○ There is potential for the project to have a lasting community impact. ○ Ability to foster greater understanding of community issues or provide for preventative measures. ● Capacity of the organisation to manage the funding and deliver the service or program (40%) <ul style="list-style-type: none"> ○ There is evidence of project planning for the full funding period (including achievable timelines). ○ The application contains a detailed, clear, and accurate budget. ○ Clearly demonstrated ability to manage and implement the project.
4.	<p>FUNDING CONDITIONS</p> <p>All applications must be submitted online at https://westwimmera.smartygrants.com.au/</p> <ul style="list-style-type: none"> ● All applicants must acknowledge that they have read and understood the legislative requirements for volunteer health and safety. A Guide to Work Health and Safety for Volunteers ● All applicants must submit a completed application via SmartyGrants to Council before the closing date to be considered for funding. ● If successful, funding will be paid directly into the bank account specified in the tax invoice.



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	<ul style="list-style-type: none"> • Grant approval is subject to the applicant demonstrating that they have obtained the necessary permits or approvals to complete the project. • All projects must be completed within 12 months of receiving funding notification unless Council gives prior written permission for an extension. Extensions may be granted up to a maximum of 6 months. • Applicants are required to submit a final project/<u>acquittal</u> report via SmartyGrants at the completion of the project. • Every approved project is subject to the acquittal process to validate the expenditure and confirm that the funding has been spent on the project in accordance with the funding agreement. • Council accepts no responsibility for budget over-runs. • Council accepts no responsibility for the ongoing maintenance of projects unless otherwise agreed to in writing.
5.	<p>COUNCIL'S IN-KIND SUPPORT</p> <p>West Wimmera Shire Council's in-kind contribution is a contribution of a good or a service other than money. Some examples include:</p> <ul style="list-style-type: none"> • Preparation of an area out of normal works routine (Mowing, slashing, etc.) • Allocation, preparation, delivery, and removal of extra bins • Allocation, delivery, and removal of traffic management signage <p>As with monetary support, in-kind contribution is a contribution by council and as such requires acknowledgement to the support and sponsorship of the West Wimmera Shire Council</p>
	<p>COUNCIL WILL NOT FUND</p>
	<ul style="list-style-type: none"> • Applicants whose project has received West Wimmera Shire Council funding for the same activity through another grant stream of funding (you cannot be funded twice). • Department of Energy, Environment and Climate Action, Department of Health and Human Services, Department of Education and other Government organisations <u>and agencies</u> . • <u>Applications cannot be made by</u> Individuals cannot be the applicant.



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	<ul style="list-style-type: none"> • Projects that only provide direct financial benefit to a commercial business or individual with no significant community outcome. • Projects that cannot demonstrate significant benefit/outcomes to West Wimmera Shire communities. • Works that have already commenced prior to the grant application deadline. • The purchase of land. • Projects for which the funding is the responsibility of other levels of government. • An organisation's recurring operational costs such as salaries, rent and utilities or insurance. • Duplicates of existing services/activities unless it can be demonstrated that it meets an unmet community need. • Funding for individuals to attend conferences, training, or workshops. • Funding for prizes, donations, awards, scholarships, <u>sponsorships</u> or gifts. • Activities that are inconsistent with Council Plan 2021-2025. • Payments or wages for contracted staff, players, coaches and/or administrators. • Deficit funding (to repay cash shortfalls). • Applicants who have received funding in the past four (six for major grant) Community Strengthening Grant rounds.
6.	<p>ASSESSMENT CRITERIA</p> <p>Applications will be assessed according to the following criteria:</p> <ul style="list-style-type: none"> • Projects will be assessed via a competitive process whereby a panel of 3 Council officers relevant to the specific stream of funding make an initial assessment against the funding criteria. <u>Council staff will assess the application against the grant guideline and provide a report for Councils determination</u> • Final endorsement will be given by the Council. <u>Council will approve or refuse an application at its discretion.</u> • All applicants will be informed on the outcome of their application in writing. • Applicants may appeal decisions made in writing, to the CEO. <u>If the application is assessed as ineligible under the grant criteria, the application will not proceed to Council for determination.</u>



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	<ul style="list-style-type: none"> ● Important: ● Meeting all the criteria does not guarantee that an application will be successful. ● Budget constraints will ultimately limit the projects that can be funded in any given financial year. ● Applications under this Guideline will cease when grant stream budget has been exhausted <p>What Happens After Assessment Process?</p> <ul style="list-style-type: none"> ● Unsuccessful applicants will be advised by post or email as soon as possible after the grants have been approved by Council ● Successful applicants will be contacted and will be required to enter into a contractual agreement with West Wimmera Shire Council in accordance with the Funding Conditions.
7.	<p>ACQUITTAL REPORT GUIDELINES REQUIREMENTS</p> <p>Having completed your funded project, West Wimmera Shire Council needs to gather <u>requires the following</u> information from you:-</p> <p>The information you provide in your Acquittal Report will:</p> <ul style="list-style-type: none"> ● Account for your use of public funds, demonstrating that the funding was used for the purpose for which it was provided and in accordance with your Funding Agreement ● Assist West Wimmera Shire Council in assessing how successful funding programs are in meeting the needs of the West Wimmera Shire community. ● Provide you with the opportunity to make suggestions regarding improvements to the funding program. <p>Your Acquittal Report due date and full acquittal requirements are specified in your Letter of Offer / Funding Agreement.</p>



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	<p>Acquittals are submitted online using SmartyGrants. All funding recipients will be sent information about the acquittal process (including a link to your Acquittal Report form) and timeline directly via email.</p> <p>If you do not satisfactorily acquit your grant, you will not be eligible to apply for further West Wimmera Shire Community Strengthening Council grant funding Grants funding and you will be required to return the applicant must return any funds not spent on the project to West Wimmera Shire Council. We Council will notify you once we have received and accepted <u>acceptance of</u> your Acquittal Report. You will then have completed all of the obligations under the Funding Agreement.</p> <p>If you have any difficulty providing your report on time or complying with any specified requirements, you should discuss this with West Wimmera Shire Council's Volunteer and Events Officer as soon as possible on Ph: 13 99 72.</p>
8.	<p>ADDITIONAL INFORMATION</p> <p>Features of a strong funding application</p> <p>There are ways to make your funding application more competitive:</p> <ul style="list-style-type: none"> • Broader community reach, multiple objectives. • Clearly outline what is proposed, why it is needed, how it will be achieved, who is involved and where it will take place. • Provide relevant support material: preference will be given to projects which can demonstrate. • Clear, defined partnerships with other community organisations and demonstrate partnership by providing letters of support from partner organisations/groups. • Provide relevant support material that shows the potential of the proposed activity. <p>Auspice Information</p>



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If your group is a not-for-profit organisation but is not incorporated, you ~~will need to~~ must find a local n-organisation that can auspice your application ~~to be able to lodge an application prior to application lodgement.~~

Once you have an agreed auspice organisation you will be required to complete an auspice agreement form and upload the completed form and the aAuspicinge organisation's ~~certificate of currency~~ proof of incorporation.

- It is the applicant's responsibility to have an auspice agreement completed using the grant programstream Auspice Agreement form.
- Applicant's must keep the auspice organisation fully informed of the details of the application and all project aspects and progress.
- ~~If the application is successful, all grant funds will be paid to the auspice organisation for distribution to the applicant.~~
- In some instances, an applicant may request the auspice organisation provides public liability insurance (PLI) for their project. Should this occur, the applicant must obtain a PLI certificate of currency from the auspice organisation and include this in the applicant application. A policy statement or receipt is not acceptable.

Legal and Taxation Requirements

- If required, you must arrange public liability insurance to cover the activity/s-ies detailed in the grant application.
- All applicants applications must ~~possess~~ include an Australian Business Number (ABN) or provide a statement by a supplier form available from the ATO website.
- Allocated funds must be expended within 12 months of receiving the grant, unless ~~otherwise negotiated~~ an extension has been granted.

Acknowledgement, Promotion and Marketing

- Successful grant applicants must acknowledge West Wimmera Shire Council as a funding source on all marketing and publicity material.
- You ~~will need to~~ must include the Council official logo and the following wording: 'This project is supported by the West Wimmera Shire Council through its Community Strengthening Grants ~~Program.~~'



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	<ul style="list-style-type: none"> • A logo will be supplied via email to successful applicants. Successful applicants are required to contact the Community Development Project<u>Volunteer and Events</u> Officer to arrange approval of all proofs/materials before making these public. • Unauthorised use of the West Wimmera <u>Shire</u> Council logo or inappropriate attribution may result in the funded applicant being ineligible to apply for further grants.
9.	<p>CONTACT</p> <p>For assistance in completing the online application please contact the Volunteer and Events Officer via phone 13 99 72 or email grants@westwimmera.vic.gov.au</p> <p>Disclaimer: these Guidelines are<u>is</u> updated on a regular basis<u>regularly</u>. Please ensure your application aligns with the latest-most current Guidelines which are available on Council's Community Grants webpage.</p>

Guideline Adopted:			
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COUNCIL GUIDELINE	
COMMUNITY SPONSORSHIP AND CONTRIBUTIONS GRANT	Guideline No:
	Adopted by Council: 21/06/2023
	Next review date: May 2025
Senior Manager:	Director Corporate and Community Services
Responsible Officer:	Manager Community Development
Functional Area:	Community Development
Introduction & Background	<p>The West Wimmera Shire Council Sponsorship and Contributions Grant provides communities with the opportunity to collaborate with Council to make their locality a better place to live. The Council provides Sponsorships and Contributions to address local needs and provide opportunities to support the community and enhance lifestyles of West Wimmera Shire Council residents. Sponsorship and Contributions may be via application for funds and/or Council in-kind support. <u>In-kind support can only be provided under this grant if financial support is also provided to a successful applicant.</u></p>



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<p>Purpose & Objectives</p>	<p>West Wimmera Shire Council Sponsorship and Contributions Grant is to support locally based groups and organisations that:</p> <ul style="list-style-type: none">• Support community wellbeing• Encourage community participation.• Bring economic benefit to the West Wimmera Shire• Assist in the recovery from catastrophic emergencies (funding to non-West Wimmera Shire groups may be considered i.e., Blazeaid)• Supports individuals where a benefit is seen to the community of the West Wimmera <u>Shire</u>.
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1.	<p>Eligibility – Organisations/Groups/Individuals must:</p> <ul style="list-style-type: none"> • Be a not-for-profit group, or organisation. or individual • Have no outstanding payments owed to Council.
2.	<p>Ineligible</p> <ul style="list-style-type: none"> • Organisations/Groups/Individuals that have outstanding payment owed to Council. • Unincorporated groups, pPolitical, businesses and for-profit groups
3.	<p>What projects will be funded?</p> <p>Council will consider requests for sponsorship towards initiatives and/or activities that:</p> <ul style="list-style-type: none"> • <u>Align with Councils Community Vision 2040 and the Annual plan 2021 - 25</u> • Demonstrate significant community benefit. • Are inclusive and encourage community participation. • Are responsive to current community needs. • Support community recovery • Be a community group or organisation with an Australian Business Number (Not applicable for Individual applicants) • Submit an online application form. • Request sponsorship or a contribution which aligns to objectives of the funding program. • Have the ability to undertake their project/activity and acquit expended funds by the end of the financial year, unless provided with a written extension. • Work collaboratively with council. • Not already receive substantial support from council • Not be in breach of any statutory requirements. • Have Public Liability Insurance cover for the project and must indemnify Council against any legal claims arising out of the project. <ul style="list-style-type: none"> ○ Groups and Organisations must have public liability insurance ○ Individuals may be requested to have public liability insurance at the

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discretion of Council	
4.	<p>What projects will not be funded?</p> <p>Council will not consider projects that:</p> <ul style="list-style-type: none"> • Are for wages and staffing costs. • Are for the purchase of gift and prizes. • Are non-compliant of regulatory requirements. • Are for the reimbursement of council fees and charges consultancies. • Unconditional gifts, contributions, bequests, or endowments • Political sponsorships, contributions, or merchandising. • Events that create environmental concerns • Programs that may present a hazard to the community. • They are based outside of the West Wimmera Shire • The funding is the responsibility of other Government departments i.e., Department of Land, Water and Planning, Department of Health and Human Services, Department of Education. • Duplicate other locally available services, resources, or programs. • The funding is requested retrospectively. • There is outstanding debt with the council. Councils' financial hardship policy can be discussed in context with your application. <p>Sponsorship is a commercial arrangement in which Council provides a contribution of financial or in-kind support for an activity, <u>individual</u>, group, or organisation.</p>
5.	<p>Funding and Timelines</p> <p>Council's Sponsorship and Contributions Grant is open throughout the year, until all budgeted funds have been expended.</p> <p>Application assessment panels are convened as required, and a Applicants will be notified within two weeks of <u>after</u> the next council meeting of the outcome.</p> <p>If your application is successful in obtaining Council Sponsorship and Contributions funding you will be required to enter into a written agreement with Council, stating your organisation will adhere to the following conditions:</p>



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	<p>Funding Conditions</p> <ul style="list-style-type: none"> • Sponsorship is allocated specifically for the use articulated in the funding agreement and cannot be used for any other purpose without prior formal written agreement from Council. • Only one successful grant (quick response, community strengthening grant, Sponsorship/Contributions) application per organisation is permitted per two financial years. • Funds allocated to the organisation are GST exclusive. • Any change-variation to the original submission-application must be approved by West Wimmera Shire Council in writing. • Any works to be undertaken must obtain relevant permits and approvals prior to commencement. • Organisations are required to sign a funding agreement with Council and maybe asked to participate in partake in media and communications opportunities as requested that promote the council's community Grant, as requested. • Any programs or activities undertaken with Grant or funding under this program-stream must acknowledge the support and sponsorship of the West Wimmera Shire Council • Successful applicants will be provided with the West Wimmera Shire Council corporate logo, use of the logo must be approved by the West Wimmera Shire Council, media and communications department. • Organisations-Successful applicants are required to meet relevant government legislation requirements (e.g., Occupational Health & Safety Issues, Risk Management Equal Opportunity, Workcover, Privacy) • Successful applicantsOrganisations are required to ensure volunteers are registered with the organisation and adequately covered by insurance - where required. <p>Sponsorship acquittals are submitted via https://westwimmera.smartygrants.com.au/</p> <p>Applicants will be ineligible for further grants if the acquittal process is incomplete.</p>
6.	Information about Financial Support



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The level of assistance available to the community is limited by Council's budgetary



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	<p>allocation which is set each financial year. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.</p> <p>Groups/Organisations/<u>Individuals</u> are eligible for one sponsorship contribution per financial year from Council. Please note that submitting a request does not guarantee approval.</p> <p><u>The sponsorship/contribution provided must be financial and may also include an in-kind component. Groups/Organisations/Individuals wishing to obtain a Council sponsorship or contribution for an financial amount greater than \$1,200.00 must submit their request for consideration prior to the commencement of the financial year for which the organisation requires the sponsorship or contribution.</u></p> <p>The sponsorship/contribution provided maybe either financial and/or in-kind support. Groups/Organisations wishing to obtain a Council sponsorship or contribution for an amount greater than \$1,000.00 must submit their request for consideration prior to the commencement of the financial year for which the organisation requires the sponsorship or contribution.</p> <p>Council will require organisationsrequires successful applicants to have seeking funding through this grant to haveappropriate public liability insurance cover. For individuals' council may require the individual to carry public liability insurance. This will be advised at the time of application.</p> <p>Any support provided through the Community Sponsorship and Contributions Grants (direct financial or in-kind) will require recognition of Council's contribution.</p>
7.	<p>Submitting a Request Form</p> <p>Request forms can be completed via https://westwimmera.smartygrants.com.au/</p> <p>For assistance in completing the online application please contact the Volunteer and Events Officer grants@westwimmera.vic.gov.au</p>
8.	<p>Council's In-kind Support</p>



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	<p>West Wimmera Shire Council's in-kind contribution is a contribution of a good or a service other than money. Some examples include:</p> <ul style="list-style-type: none">• Preparation of an area out of normal works routine (Mowing, slashing, etc.)• Allocation, preparation, delivery, and removal of extra bins
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	<ul style="list-style-type: none"> • Allocation, delivery, and removal of traffic management signage <p>As with monetary support, in kind contribution is a contribution by council and as such requires acknowledgement to the support and sponsorship of the West Wimmera Shire Council</p>
9.	<p>Assessment Criteria</p> <p>Applications will be assessed according to the following criteria:</p> <ul style="list-style-type: none"> • Council staff will assess the application <u>for eligibility</u> against the grant guideline, and provide a report for Councils determination<u>If assessed as eligible the application will be referred to Council for determination</u> • Approval of the application can only be granted by Council • All applicants will be informed on the outcome of their application in writing. • If the application is deemed not to meet the guidelines of the grant no report will be presented to Council and the applicant informed • Applicant must disclose other funding sources being applied for this project/undertaking. • <u>Applicant must disclose any other funding sources applied for or received in relation to this project/undertaking.</u> <p>Important:</p> <ul style="list-style-type: none"> • Meeting all the criteria does not guarantee that an application will be approved by Council. • <u>The grant budget will limit the number of projects</u> Budget constraints will ultimately limit the projects that can be funded in any given financial year. <p>Applications will be assessed according to the following criteria:</p> <ul style="list-style-type: none"> • The request effectively meets identified local need and meets the objectives of the Sponsorship and Contributions program. • The request has clear and achievable objectives and outcomes. • The request has been accurately costed. • The applicant has the capacity to implement and report on the project. • Does not contravene the West Wimmera Shire Council Grants policy.



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10.	Assessment Process
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	<p>All applications are assessed against the program criteria and eligibility:</p> <ul style="list-style-type: none"> ● Applications are reviewed by a cross-departmental panel of three Council Officers ● A community development officer provides administrative and record-keeping support in the assessment process – they are not a member of the assessment panel. ● Applicants will be notified in writing within 2 weeks of Council approval if their application has been successful. ● All Sponsorship and Contributions applications will be assessed against the Sponsorship and Contributions Assessment Guide. The outcome of the grant application assessment will guide the eligibility of the applicant to receive grant funding. ● The level of funds awarded will be determined by Council the grant assessment panel with consideration for: <ul style="list-style-type: none"> ○ The number of applications received. ○ Total funding pool available for the financial year ○ Other funding options available to the applicant ● Applicants may not receive the full amount requested. ● Council reserves the right to provide Contributions without application in the case of recovery operations during or after a catastrophic emergency event.
11.	<p>Submitting the application</p> <p>Applications must be submitted via https://westwimmera.smartygrants.com.au/</p> <p>For assistance in completing the online application please contact the Volunteer and Events Officer grants@westwimmera.vic.gov.au</p>
12.	<p>Disclaimer</p> <p>These Guidelines are updated on a regular basis. Please ensure your application aligns with the latest most current Guidelines which are available on Council's Community Grants webpage. These Guidelines are updated on a regular basis. Please ensure your application aligns with the latest Guidelines which are available on Council's Community Grants webpage.</p>



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Guideline Adopted:	21/06/2023		
Guideline Reviewed:			



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COUNCIL GUIDELINE	
COMMUNITY QUICK RESPONSE GRANTS	Guideline No:
	Adopted by Council:
	Next review date: <u>May 2025</u>
Senior Manager:	Director Corporate and Community Services
Responsible Officer:	Manager Community Development and Tourism
Functional Area:	Corporate and Community Services
Introduction & Background	<p>Our Quick Response Grants Scheme <u>Stream</u> encourages community outcomes in line with West Wimmera Shire 2041 community vision, and the Council Plan 2021-25. Community Quick Response Grant may be via application for funds and/or Council in-kind support.</p> <p>It aims to build community capacity by encouraging:</p> <ul style="list-style-type: none"> • Participation and inclusion in events, projects, activities, and programs. • Growing community partnerships • Providing learning opportunities • Supporting social connectedness, and • Activating our community spaces such as parks, halls, and other facilities. • <u>This grant stream provides for financial and/or in-kind support from Council</u>
Purpose & Objectives	<p>The Quick Response Grants have been established to assist eligible Community Groups <u>organisations</u> who require small amounts of funding throughout the year to support <u>for the purposes of:</u></p> <ul style="list-style-type: none"> • Unforeseen expenses or urgent issues

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	<ul style="list-style-type: none"> • To take advantage of an unexpected opportunity • To support the establishment of a new group / program • As a result of a disaster or emergency event
<p>Overview</p>	<ul style="list-style-type: none"> • A maximum <u>financial</u> grant limit of \$1000 will apply to any community group. • Maximum of one successful application every four funding rounds per organisation. • The grants are open all year round <u>(subject to available budget)</u> and available through https://westwimmera.smartygrants.com.au/ • <u>Council staff will assess the application for eligibility against the grant guideline. If assessed as eligible the application will be referred to the Chief Executive Officer for determination</u> • Grants in this category will be assessed by a panel of Staff Officers and approved by the Chief Executive Officer with minuted consultation with all Councillors. • <u>Grants need to be acquitted within three months.</u> • Council in consultation with the CEO reserves the right to increase the maximum allowable grant in emergency situations
<p>1.</p>	<p>Criteria – General</p>



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After reading the funding guidelines, please contact ~~the~~ Councils ~~Community-Development Project Officer~~ Volunteers and Events Officer to seek feedback on your proposal. This will ~~ensure~~ expedite the assessment of your applications eligibility ~~you are eligible to apply, and your application meets the guidelines.~~

Grants are available to not-for-profit community groups operating within ~~in~~ the West Wimmera Shire ~~Council.~~

- ~~Department of Energy, Environment and Climate Action, Department of Health and Human Services, Department of Education and other Government organisations are not eligible to be an applicant. Government Organisations, Departments and agencies are not eligible to apply. However, kindergartens, Committees of Management, other community committees and local branches of larger organisations e.g. CFA and SES are eligible where significant community benefit potential can be demonstrated.~~
- Applicants must be incorporated bodies ~~or have an established legal entity.~~ If your organisation is not incorporated or doesn't have an ABN, you will be required to provide the details of an auspicing organisation. ~~The auspice organisation will receive the grant funding on your behalf and will ultimately be responsible for the Acquittal Report.~~
- If your organisation is incorporated but does not have an ABN, a 'Statement by a Supplier – Reason for Not Quoting an ABN' form must be included with your funding agreement. This form is available from the Australian Tax Office



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	<p>website.</p> <ul style="list-style-type: none">• Activities must be administered<u>occur</u> in the West Wimmera Shire Council area.• Applicants who have previously been successful in receiving Council grant funding must have completed all Acquittal Reports and complied with Council requirements <u>in relation to the previous grant before prior to</u> being considered-eligible to apply for this grant.• All applicants must provide a copy of a current Public Liability Insurance certificate of currency with activity/event details, where applicable. (For an event the P/L certificate of currency must include the event name, date, and location).• All activities are encouraged<u>must</u> to align with Key Council Plans:<ul style="list-style-type: none">○ West Wimmera Shire Council Council's Plan 2021-25○ West Wimmera Shire 2041 Community Vision• All activities must ensure inclusivity, social connectedness and accessibility has been considered.• Multiple applications for the same activity will not be accepted.• Applications must be completed in full and have sufficient evidence to <u>enable</u> make a reasonable assessment of the application <u>to occur</u>. Council reserves the right to further investigate aspects of the application. Applications and Acquittal Reports must be on the correct form.• Where possible, the goods and services used in the funded activity (suppliers and contractors) be sourced from within the West Wimmera Shire Council.• Activities that are primarily for the purpose of fundraising will be required to demonstrate the Community benefits in addition to the fundraising outcome.• For all expenditure items of \$1,000 or more you must include a quote or evidence of the item cost.• Applications deemed assessed to be for commercial benefit will not be considered<u>not eligible</u>. This will be determined on a case-by-case basis. This will include applications where the main beneficiary is a business.• Funding must not be regarded as a recurrent commitment from Council. There is no guarantee a recurring activity will be funded in the future. Funding is limited.• The applicant is responsible for all ongoing maintenance and running costs of
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	<p>any equipment purchases resulting from a successful application.</p>
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	<ul style="list-style-type: none"> • Council may reduce the amount allocated to you if the funding applied for is considered unsubstantiated and/or excessive. • Council may <u>approve an application for less than the amount requested.</u> reduce the amount allocated to you if the funding allocation is oversubscribed; additionally, if Council is aware of an alternative option available to you, it will recommend it as an alternative to funding. • Successful applicants will be required to complete a Funding Agreement, <u>via Councils grant web page</u> which includes the conditions of grant funding. You may also be asked to comply with additional conditions. • You are required to acknowledge West Wimmera Shire Council Council's support of your activity as specified in the Funding Agreement • Funding must be returned if the activity is not completed in line with the Funding Agreement. Any excess funding must be returned. • Quick response grants to be read in conjunction with the West Wimmera Shire Councils Grants Policy.
2.	<p>Council's In-kind Support</p> <p>West Wimmera Shire Council's in-kind contribution is a contribution of a good or a service other than money. Some examples include:</p> <ul style="list-style-type: none"> • Preparation of an area out of normal works routine (Mowing, slashing, etc.) • Allocation, preparation, delivery, and removal of extra bins • Allocation, delivery, and removal of traffic management signage <p>As with monetary support in kind contribution is a contribution by council and as such requires acknowledgement to the support and sponsorship of the West Wimmera Shire Council</p>
3.	<p>Unincorporated Organisations</p>



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An unincorporated organisation must have their application auspiced by an eligible incorporated organisation. Information on the auspicing body is required in the application including their ABN details, copy of current public liability insurance ([if applicable](#)) and a completed Auspice Agreement attached to the application.

~~If the applicant is successful, the auspicing body is legally responsible for the funds and grant payment is made into their bank account.~~

Further information on auspicing can be found at [Not for Profit Law – Auspicing](#).



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4.	<p>Supporting Documents</p> <p>(CEO may waive some or all of the required documents during an emergency or if the situation is urgent)</p> <p>The following documents are required with your application.</p> <ul style="list-style-type: none"> • Current bank statement showing date and bank balance. • Quotes are required for each item you are requesting funding for and should clearly show the service or company where the item is being purchased, what is being purchased and how much each item is. A screenshot is sufficient so long as all the above are included. Preference should be given to local suppliers. • Current certificate of public liability insurance to cover the project <u>(if applicable)</u>. • If your group is being auspiced you will need to complete an Auspice Agreement and attach a copy of the Auspice organisation's current certificate of public liability insurance • An Australian Tax Office Statement by Supplier if you do not have an ABN. • Permission from the asset owner to undertake the project (if applicable)
5.	<p>Application and Assessment</p> <p>Applications are made through SmartyGrants which can be accessed on Council's Grants web page www.westwimmera.vic.gov.au/grants.</p> <p>The following criteria will be used to assess applications:</p> <ul style="list-style-type: none"> • how well the request meets one or more of the purposes of the grant. • how well the group has provided evidence of justification to support the request. • the level of benefit to West Wimmera Shire residents. <p>The Chief Executive Officer <u>will determine the application following confirmation from Council staff that the application complies with the Grant eligibility criteria</u> has the authorisation to approve the application upon consultation with councillors.</p> <p>Council reserves the right to approve partial funding or refuse funding.</p> <p>Applicants will be advised of the outcome of their application as soon as practicably</p>



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possible once the assessment and ~~approval conditions have been met~~determination process has been completed



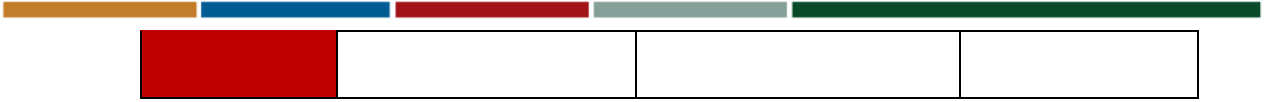
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6.	<p>Grant Acquittal</p> <p>The project should<u>must</u> be completed within three months of receiving funds.</p> <p>After you have completed your project, you must tell us how you spent the money by acquitting the grant in SmartyGrants. You will need to provide copies of receipts, invoices and packing slips are not accepted. We also ask that you provide photos and any media promotion.</p> <p>Please note that you are required to acknowledge Council's funding contribution within any media associated with the project.</p> <p>If your project is delayed, please contact Council's Community Development Team as soon as possible to discuss your specific circumstances.</p> <p>Failure to complete an acquittal report for any successful grant funding received through Council's Community Grants Program may result in applicants being ineligible for any further funding through the Community Grants Program.</p>
7.	<p>Contact</p> <p>For assistance in completing the online application please contact the Volunteer and Events Officer via phone 13 99 72 or email grants@westwimmera.vic.gov.au</p> <p>Disclaimer: These Guidelines are updated on a regular basis. Please ensure your application aligns with the latest most current Guidelines which are available on Council's Community Grants webpage<u>these Guidelines are updated on a regular basis. Please ensure your application aligns with the latest Guidelines which are available on Council's Community Grants webpage.</u></p>

Guideline Adopted:			
Guideline Reviewed:			



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Community Support Grant Guideline WEST WIMMERA SHIRE COUNCIL

COUNCIL GUIDELINE	
COMMUNITY SUPPORT GRANT	Guideline No:
	Adopted by Council: September 2023
	Next review date: September 2027 May 2025
Senior Manager:	Director Corporate and Community Services
Responsible Officer:	Manager Community Development and Tourism
Functional Area:	Corporate and Community Services Community Development
Purpose	<p>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.</p> <p>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.</p> <p style="color: red; text-decoration: underline;">This Grant is for financial Support only This Grant stream provides financial support only</p>
Guideline Objectives	<p>The West Wimmera Shire Council is fully committed to the principals of:</p> <ul style="list-style-type: none"> Equitable, Ethical and Fair treatment of all involved. Probity, accountability, and transparency in all operations. <p>This Guideline aims to:</p> <ul style="list-style-type: none"> Define how Council determines annual allocations to progress associations and similar not for profit organisations.



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	<ul style="list-style-type: none"> • Demonstrate accountability and responsibility to ratepayers. • Ensure that all processes are monitored and recorded. • Ensure that the best possible outcome is achieved for Council and all community groups through fair, non-discriminatory processes regarding appropriate risk management and legislative compliance.
<p>Scope</p>	<p>This guideline <u>outlines the circumstances in which progress associations and not for profit organisations can apply to Council for financial support.</u>applies to all persons authorised, through appropriate delegations, to determine and distribute annual allocations to progress associations or similar not for profit organisations.</p>
<p>Definition</p>	<p>Community Support Grants</p> <p>The following streams are available under this grant:</p> <p>A) Community Support Contribution recipients</p> <ul style="list-style-type: none"> • Council approved, not for profit incorporated organisations that promote the interests of the community. <p>B) Public and Products Liability Insurance Contribution recipients</p> <ul style="list-style-type: none"> • Not for Profit Committees that administer non council owned <u>facilities Community Halls</u> that <u>serve provide a service to</u> the <u>whole</u> community. Council will consider applications for <u>support. Public and Products Liability.</u> <p>C) Building and Contents Insurance Contribution recipients</p> <ul style="list-style-type: none"> • <u>Not for Profit Committees that administer non council owned facilities Community Halls that serve the whole community. Council will consider applications for support.</u> • Not for Profit Committees that administer non council owned facilities Community Halls that provide a service to the whole community. Council will consider Building and Contents Insurance.



Community Support Grant Guideline WEST WIMMERA SHIRE COUNCIL

Guideline Statement	<p>In recognition of the important contribution that “Not for Profit” community organisations make to the infrastructure and fabric of the townships of West Wimmera Shire, Council will consider <u>applications for</u> an annual financial contribution to assist the identified organisations to continue to support Council in its strategic goal to have supported cohesive communities. (Community Support Contribution).</p> <p>This grant allows for Committees of Management or hall committees to apply for an annual contribution towards the cost of their facilities insurances (Public and Products Liability and Contents and Building Contribution).</p> <p>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.</p> <p>To be considered for the annual allocation, eligible <u>associations organisations/hall committees</u> must apply for Community Support Contribution, Public and Products Liability and Community Insurance Contribution via the WWSC (West Wimmera Shire</p>
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Community Support Grant Guideline WEST WIMMERA SHIRE COUNCIL

	<p>Council) Smarty Grants Portal. Applications open annually on the first Monday in March and close <i>the last Friday in March.</i></p> <p><u>Council staff will assess the application for eligibility against the grant guideline. If assessed as eligible the application will be referred to Council for determination</u></p> <p><u>Approval of the application can only be granted by Council</u></p> <p>All applications received will be submitted to Council at its May meeting for consideration.</p> <p>Granting of the contribution is at the discretion of Council in accordance with the program and eligibility criteria</p> <p>Successful applicants will receive grant funds Council will provide the grant funds to approved applicants no later than by the 30 September of each year.</p> <p>Additional to this funding <u>stream</u> organisations may <u>also be eligible apply for for</u> other Community Grants as per the <u>applicable-relevant</u> guidelines.</p> <p>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.</p>
<p>Advertising and Marketing Support</p>	<p>Council may provide advertising/marketing support, to promote the use of Community Managed Halls within the Shire.</p>



Community Support Grant Guideline WEST WIMMERA SHIRE COUNCIL

Acquittal of Council funds	<p>An obligation of this funding is an acquittal of public funds, demonstrating that the funding was used for the purpose for which it was provided and in accordance with your Funding Agreement:</p> <ul style="list-style-type: none"> • If you do not satisfactorily acquit your grant, you will not be eligible to apply for further West Wimmera Shire Grants funding and the applicant must return any funds not spent on the project to West Wimmera Shire Council. • We will notify you once we have received and accepted your Acquittal Report. You will then have completed all the obligations under the Funding Agreement. <p>NOTE: For organisations <u>Groups</u> that receive funding above the fixed insurance grant, an annual financial acquittal (to be completed by a registered financial auditor) is required showing clearly how all funds have been expended within that financial year. Funds not expended within the annual timeframe of the agreement are to be returned to the West Wimmera Shire Council unless a written extension is obtained from Council.</p> <p>NOTE: For those groups receiving only a contribution towards their insurance please provide a copy of your current insurance. No further acquittal of funds is required.</p>
Assessment Criteria	<p>Applications will be assessed according to the following criteria:</p>



Community Support Grant Guideline WEST WIMMERA SHIRE COUNCIL

	<ul style="list-style-type: none"> • The request-application effectively meets identified local need and meets the objectives of the Community Support Grants program. • The request has clear, <u>measurable</u> and achievable objectives and outcomes. • The request-application has been accurately costed. • The application meets-satisfies all application guidelines <u>criteria</u> and includes all information-documentation required for <u>eligibility assessment consideration</u>. • The applicant has the capacity to implement and report on the grant. • Does not contravene the West Wimmera Shire Council Grants Policy.
<p>Application Process, Guidelines and Considerations</p>	<p>A) <u>Community Support Contribution</u></p> <p>Applicants may-care encouraged to contact contact the Community Development team to discuss their application prior to applying.</p> <p>The following questions will be the required <u>information is required fields- (*) for the lodgement of an application through in your smarty grants- application:</u></p> <ul style="list-style-type: none"> ❖ Why the contribution is required for this particular financial year. ❖ How does the community benefit from planned activities. ❖ Detailed budget for the upcoming financial year demonstrating the need for the annual contribution (attachment). ❖ Copy of the organisation's latest financial statements/bank statements of all operating accounts (attachment) if combined balance at bank exceeds one hundred thousand dollars. ❖ Last year's acquittal statement (attachment). ❖ Does the organisation have <u>Proof of</u> Public and Products Liability Insurance-Insurance ❖ List of all committee members <p>Submit grant application online via https://westwimmera.smartygrants.com.au/ Council officers are available to assist.</p> <p>Applicant is notified when Council receives upon <u>successful lodgment of</u> the application.</p>



Community Support Grant Guideline WEST WIMMERA SHIRE COUNCIL



	<p>Applicants may not receive the full amount requested<u>Council in its discretion may approve a financial contribution for less than the amount requested in the application.</u></p> <p>Council reserves the right to provide contributions without application in the case of recovery operations during or after a catastrophic emergency event.</p> <p><u>Any support provided through the Community Support Grants will require the applicant to publicly acknowledge the financial support received from Council.</u></p>
Application Process,	B) <u>Public and Products Liability Insurance Contribution</u>



Community Support Grant Guideline WEST WIMMERA SHIRE COUNCIL

Guidelines and Considerations	<p>Applicants are encouraged to contact may contact the Community Development team to discuss their application prior to applying.</p> <p>Council will pay a maximum of \$800 per year contribution towards Public Liability Insurance based on the information contained in answers to the application.</p> <p>The following information is required for the lodgment of an application through smarty grants.</p> <p>Questions that will be asked during your application (*) include the following:</p> <ul style="list-style-type: none">❖ Reason for grant application❖ Benefit to the community of the facility <u>community hall</u>❖ Provide evidence of insurance paid.❖ Statistics <u>Data</u> including:-<ul style="list-style-type: none">▪ Schedule of events held over the past 12 months including attendance numbers▪ Number of committee meetings per annum▪ List of all committee members <p>If your committee intends to the buildings on crown land, contact council first to confirm that they have not already done so¹.</p> <p>Submit grant application online via https://westwimmera.smartygrants.com.au/ Council officers are available to assist.</p> <p>Applicant is notified upon successful lodgment of the application.</p> <p>Applicant is notified when Council receives the application.</p>
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¹ 2021 Committee of Management Guidelines - DEECA



Community Support Grant Guideline WEST WIMMERA SHIRE COUNCIL

Application Process, Guidelines and Considerations	<p>C) <u>Building and Contents Insurance Contribution recipients</u></p> <p><u>Applicants are encouraged to contact Community Development team to discuss their application prior to applying.</u> Applicants may contact the Community Development team to discuss their application prior to applying.</p> <p><u>Council will pay a maximum of 35% per year contribution towards Building and contents Insurance based on the information contained in the application.</u> Applicants may apply for assistance for Building and Contents insurance to a maximum of 35% of the total cost.</p> <p><u>The following information is required for the lodgment of an application through smarty grants.</u></p> <p>Questions that will be asked during your application (*) include the following:</p> <ul style="list-style-type: none">❖ Reason for grant application❖ Benefit to the community of the facility<u>community hall</u>❖ Provide evidence of insurance paid.❖ Statistics Data including:-
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¹ 2021 Committee of Management Guidelines - DEECA



Community Support Grant Guideline WEST WIMMERA SHIRE COUNCIL

	<ul style="list-style-type: none">▪ Schedule of events held over the past 12 months including attendance numbers▪ Number of committee meetings per annum▪ List of all committee members² <ul style="list-style-type: none">❖ Community profile of use❖ Provide Evidence of insurance paid.❖ Replacement value of Building❖ Replacement value of Contents❖ Attach a copy of their latest financial statement.❖ Condition of building <u>including</u><ul style="list-style-type: none">▪ Does the building contain asbestos?❖ Would you expect the building to be replaced if damaged beyond reasonable repair? If so, does your current insurance sum insured costs cover this?❖ Financial ability to meet any shortfalls to replace the building if damaged.❖ Business/Strategic plan (If applicable) <p>While Councils have no obligation to do so, some councils elect to insure buildings on reserves managed by local elected committees.</p> <p>If your committee intends to insure the buildings on crown land, contact council first to confirm that they have not already done so².</p> <p>Submit grant application online via https://westwimmera.smartygrants.com.au/ Council officers are available to assist.</p> <p><u>Applicant is notified upon successful lodgment of the application.</u></p> <p>Applicant is notified when Council receives the application.</p>
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² 2021 Committee of Management Guidelines - DEECA



Community Support Grant Guideline WEST WIMMERA SHIRE COUNCIL

Assessment	<p>All applications are assessed against the program guideline criteria and eligibility as follows:</p> <ul style="list-style-type: none">Council staff will assess the application for eligibility against the grant guideline. If assessed as eligible the application will be referred to Council for determinationApproval of the application can only be granted by CouncilApplications are reviewed by a cross-departmental panel of three council officers to ensure they meet the funding criteria.Any Conflicts of Interest will be managed according to the Local Government Act 2020 and Council's Conflict of Interest procedures.
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² 2021 Committee of Management Guidelines - DEECA



Community Support Grant Guideline WEST WIMMERA SHIRE COUNCIL



	<ul style="list-style-type: none"> • To ensure an accountable and transparent assessment process anyone with a conflict of interest will not participate in any discussions or decision relating to the specific application. • A community development officer provides administrative and record-keeping support in the assessment process - they are not a member of the assessment panel. <p>Applicants will be notified in writing within two (2) weeks of a Council meeting if their application has been successful.</p> <p>Applicants will be advised in writing of the application determination within two weeks of the council meeting at which the application was tabled</p>		
Complaints	Complaints about this guideline can be made in writing to the Director Corporate and Community Services. Complaints will be managed in accordance with Council's Complaints Policy.		
ReviewDisclaimer	These Guidelines are updated on a regular basis. Please ensure your application aligns with the latest most current Guidelines which are available on Council's Community Grants webpageThis guideline will be reviewed every four years or as deemed necessary in consideration of any changes to budget reviews, legislation and relevant standards, codes, and guidelines.		
Guideline Adopted:			
Guideline Reviewed:			
Guideline Reviewed:			

COUNCIL GUIDELINE	
SUPPORT TO EVENTS GRANT	Guideline No
	Adopted by Council
	Next Review Date May 2025
Director:	Director Corporate and Community Services
Responsible Manager	Manager Community Development
Functional Area	Community Development
Introduction & Background	<p>West Wimmera Shire Council is committed to supporting local communities, including community run events.</p> <p>This grant guideline is for the use of community groups and individuals wishing to hold an event who require in kind support only. If financial support is required applicants must apply under the Sponsorship and Contributions grant guideline that provides for both financial and in-kind support from Council.</p>
Purpose & Objective	<p>The support to Event Grant encourages community outcomes in line with West Wimmera Shire 2040 Community Vision, and the Council Plan 2021-25. The Support to Event Grant application is also used to notify Council of an event and if required apply for in-kind support only.</p> <p>It aims to build community capacity:</p> <ul style="list-style-type: none"> • To standardise Council’s support to community run events • To standardise internal processes to support the West Wimmera Shire community in relation to community run events • To provide clear communication to the community about expectations regarding Community run events • To provide a single point of contact within Council for community groups for event coordination
Definitions	<ul style="list-style-type: none"> • Community Group – a not for profit group with a goal of benefiting members of the West Wimmera Shire community • Community Event – an event run by a Community Group or members of the community where the benefits of the event, financial and social, are applied for the greater enjoyment and benefit of the entire community

<p>Council's In-Kind Support</p>	<p>Council's in-kind contribution is a contribution of a good or a service other than money. Some examples include:</p> <ul style="list-style-type: none"> • Preparation of an area out of normal work routine (Mowing, slashing, etc.) • Allocation, preparation, delivery, and removal of extra bins • Allocation, delivery, and removal of traffic management signage • As with monetary support, in kind contribution is a contribution by Council and as such requires acknowledgement of the support received from Council
<p>1</p>	<p>Scope</p> <p>This guideline shall apply to:</p> <ul style="list-style-type: none"> • Notification of an event • Community run events on community land or on Council owned land/buildings. • Events open to all members of the public <p>This guideline does not include:</p> <ul style="list-style-type: none"> • Private functions (i.e., weddings, funerals) • Gathering of specific groups and not available to the general public (i.e., class re-unions, club re-unions)
<p>2</p>	<p>Application Process</p> <ol style="list-style-type: none"> 1. Open application form via the WWSC (West Wimmera Shire Council) Smarty Grants page – https://www.westwimmera.vic.gov.au/Council/Grants-and-Funding 2. Any questions regarding the application process are to be directed to the Volunteers and Event Officer via events@westwimmera.vic.gov.au or on 13 99 72 3. Any request for in-kind support is to be included in the application 4. Please complete all sections of the application (see 3 above) 5. You will receive an email notification that we have received your Event Notification/ Support to Communities Event Grant application. 6. Council staff will assess the application against the grant guideline and provide a report to the CEO 7. Council's Chief Executive Officer will determine the grant application

3	Withdrawal or rejection of support
	<p>Council may withdraw in-kind support or chose not to provide in-kind support to an event in any of the following circumstances:</p> <ul style="list-style-type: none"> • Where the event does not align with the Council Plan an/or Councils Grants Policy. • Where the event cannot obtain appropriate insurance coverage • Where the event involves any practice which can be reasonably regarded as illegal • Where the event involves any practice which can reasonably be reasonably regarded to cause offence to any other party • Where Council resources are not available due to operational reasons. • Where Council formally resolves not to provide support to any event.

Guideline Adopted:			
Guideline Reviewed:			



Council Policy Manual WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY							
SUPPORT TO COMMUNITY EVENTS POLICY	<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;">17 April 2018</td> </tr> <tr> <td style="padding: 2px;">Next review date:</td> <td style="padding: 2px;">14 April 2020</td> </tr> </table>	Policy No:		Adopted by Council:	17 April 2018	Next review date:	14 April 2020
Policy No:							
Adopted by Council:	17 April 2018						
Next review date:	14 April 2020						
Senior Manager:	Director Corporate and Community Services						
Responsible Officer:	Director Corporate and Community Services						
Functional Area:	Community Services						
Introduction & Background	West Wimmera Shire Council is committed to supporting local communities, including community run events.						
Purpose & Objectives	<ul style="list-style-type: none"> To standardise Council's support to Community run events To standardise internal process to support the West Wimmera community in community events To provide clear communication to the community about expectations regarding Community run events To provide a single point of contact within the Council for community groups for event coordination 						
Definitions	<ul style="list-style-type: none"> Community Group – a not for profit group with a goal of benefiting members of the West Wimmera community Community Event – an event run by a Community Group or members of the community where the benefits of the event, financial and social, are applied for the greater enjoyment and benefit of the community 						
Policy Details							
1.	<p>Scope</p> <p>This policy shall apply to:</p> <ul style="list-style-type: none"> Community run events on community land or in Council owned land/buildings. Events open to members of the public <p>This policy does not include:</p> <ul style="list-style-type: none"> Private functions (i.e. weddings, funerals) <p>Gathering of specific groups and not available to general public (i.e. class re-unions, club re-unions)</p>						



Council Policy Manual WEST WIMMERA SHIRE COUNCIL

2.	<p>Objectives</p> <ul style="list-style-type: none"> • To standardise Council's support to community run events <p>To offer a single point of contact to Community to run plan and run the events seamlessly</p>
3.	<p>Policy</p> <p>Council will provide support to community run events as per Annexure 1. Events are classified as follows:</p> <ul style="list-style-type: none"> • Very small event – 0 to 50 people attending • Small event – 50 to 200 people attending • Large event 200 to 700 people attending • Major event 700+ people attending <p>No support will be provided to events and facilities in which the events will be held that do not comply with any relevant state, federal and local legislations.</p>
4.	<p>Code of Practice</p> <p>See Annexure 1</p>

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



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Annexure 1

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



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COUNCIL POLICY							
COMMUNITY SUPPORT FUND POLICY	<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;">18 Nov 2020</td> </tr> <tr> <td style="padding: 2px;">Next review date:</td> <td style="padding: 2px;">Nov 2021</td> </tr> </table>	Policy No:		Adopted by Council:	18 Nov 2020	Next review date:	Nov 2021
Policy No:							
Adopted by Council:	18 Nov 2020						
Next review date:	Nov 2021						
Senior Manager:	Director Corporate & Community Services						
Responsible Officer:	Manager Business Performance						
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, and 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.	<p>Scope</p> <p>This policy applies to all funding provided by West Wimmera Shire Council under the Community Support Fund.</p>						
2.	<p>Legislative Requirements</p> <p>Any activity undertaken by Council under the Community Support Fund must comply with the general provisions of the <i>Local Government Act 1989</i>, the <i>Local Government Act 2020</i> and any other legislation that may apply.</p>						
3.	<p>Ethics and Conflicts of Interest</p> <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 Division 2 (Sections 122 – 128) of the <i>Local Government Act 2020</i>.</p>						



Council Policy Manual WEST WIMMERA SHIRE COUNCIL

	<p>This policy requires officers and Councillors to disclose any conflict of interest to the CEO and/or Mayor as appropriate.</p>
4.	<p>Eligible Initiatives</p> <p>For an initiative 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 \$2,000.00 for funding requests from individuals, or \$5,000.00 for funding requests by groups or organisations. <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 Initiatives</p> <p>The following will preclude any initiatives from being eligible for funding under the Community Support Fund:</p> <ul style="list-style-type: none"> • Initiatives which result in a personal loss to any one individual or group of individuals; • Initiatives which result in any loss of service or utility to the community; • Initiatives which are included within or may be funded by any other Council budget line item. • Initiatives which have been rejected for funding by Council under any other Council funding stream. <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 initiative 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

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Council Policy Manual WEST WIMMERA SHIRE COUNCIL

	<p>and considered by Council.</p> <ul style="list-style-type: none"> • Council staff will assess the application against the policy regarding eligibility. • The relevant Council Officer will verify with the Finance Co-ordinator as to whether the initiative is or may be funded under another area of Council's budget, and whether or not sufficient funds exist within the Community Support Fund.
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 initiative as specified by Council.</p> <p>Any variations to the initiative 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 an initiative acquittal at the completion or at any other stage of implementation of the 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 initiative 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>



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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 15/11/17	Minute Book Page 36720	RecFind 17/004684
	Ordinary Meeting 21/11/18	Minute Book Page 39423	RecFind E18/000105
	Ordinary Meeting 20/11/19		RecFind E19/000624
	Council Meeting 18/11/20		RecFind



Council Policy Manual WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY							
COMMUNITY MANAGED (NOT COUNCIL OWNED) HALLS POLICY	<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;">15 July 2020</td> </tr> <tr> <td style="padding: 2px;">Next review date:</td> <td style="padding: 2px;">July 2021</td> </tr> </table>	Policy No:		Adopted by Council:	15 July 2020	Next review date:	July 2021
Policy No:							
Adopted by Council:	15 July 2020						
Next review date:	July 2021						
Senior Manager:	Director Infrastructure, Development & Works						
Responsible Officer:	Assets & GIS Coordinator						
Functional Area:	Infrastructure, Development & Works						
Introduction & Background	<p>There are a number of Community Managed halls located throughout the Shire, which provide for a range of activities and facilitate the provision of services to local communities.</p> <p>Council understands that these Community Managed (Not Council Owned) halls serve as an important focal point for the local communities, providing a range of activities, opportunities and services in their locality.</p> <p>The West Wimmera Shire Council is committed to promoting community development, self-help in service provision, and improving opportunities for community participation within the Shire.</p> <p>To this extent, Council may support Community Managed (Not Council Owned) Halls to encourage community participation and facilitate the provision of services, in accordance with Council's strategic objectives.</p>						
Purpose & Objectives	<ul style="list-style-type: none"> To ensure that Community Managed (Not Council Owned) halls, which have strategic importance in local community development and service provision, are supported so that they continue to operate, for the benefit of the community. To ensure that an equitable level of support to the community managed halls. To establish clear Terms of Reference, defining roles and responsibilities with respect to legislative and statutory responsibilities and establish guidelines and procedures consistent with legislative and statutory requirements. 						
Scope	<p>This Community Managed (Not Council Owned) Halls Policy applies to the following Halls, whether on Crown Land and under a delegate Committee of Management, or privately owned and managed by the community, as listed below:</p>						

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Council Policy Manual WEST WIMMERA SHIRE COUNCIL

	<ul style="list-style-type: none"> - Benayeo Hall - Bills Gully Hall - Chetwynd Hall - Connewirricoo Community Centre - Dergholm Soldiers Memorial Hall - Dinyarrak Hall - Dorodong Hall - Goroke Memorial Hall - Harrow Mechanics Institute - Langkoop Hall - Lawloit Hall - Miga Lake Hall - Minimay Soldier's Memorial Hall - Peronne Memorial Hall - Poolaijelo Soldiers' Memorial hall - Telopea Downs Hall - Ullswater Memorial Hall
Policy Details	
1.	<p>Maintenance & Development Support</p> <p>Council may support the maintenance of Community Managed halls by the provision of administrative, technical and professional advice, so that they are to be fit for purpose, in accordance with Council's Strategic objectives.</p>
2.	<p>Utilisation</p> <p>Council will, as far as practicable, promote and utilise Community Managed Halls for meetings, services and events.</p>
3.	<p>Insurance</p> <p>Council may support the insurance costs for these Community Managed Halls.</p> <p>Council may support Public Liability Insurance for the subject Community managed Halls.</p>



Council Policy Manual WEST WIMMERA SHIRE COUNCIL

4.	Advertising and Marketing Support
	Council may provide advertising/marketing support, to promote the use of Community Managed Halls within the Shire.
5.	Financial Support
	Community Members, organisations or Crown Land delegate Committees of Management, responsible for the management or maintenance of the subject Community Managed Halls within the Shire, may apply for financial assistance under Council's Community Assistance Grants program.
6.	Policy Review period.
	This policy will be reviewed within 12 months of any Local Government election of each new Council, or more frequently as required by legislative changes or changes in circumstances.

Policy Adopted:	Ordinary Meeting 25/11/99	Minute Book Page 6906	
Policy Reviewed:	Ordinary Meeting 05/06/03	Minute Book Page 11175	
	Ordinary Meeting 06/04/06	Minute Book Page 13682	
	Ordinary Meeting 11/03/10	Minute Book Page 17759	
	Council Meeting 15/07/20	Minute Book Page.....	RecFind E20/000236



14.2 Request to locate and occupy caravans on the Kaniva Recreation Reserve

Directorate: Corporate and Community Services

Report Author: Director Corporate and Community Services

Report Purpose: For Decision

Purpose

The Kaniva Agricultural & Pastoral Society Inc (Kaniva A & P Society) has submitted an application requesting that Council allow caravans to be located and occupied at the Kaniva Recreation Reserve from Friday 28 June to Sunday 30 June inclusive to accommodate attendees of the 2024 Victorian Agricultural Shows Limited Annual State Convention. As the Committee of Management, Council has the power to allow the location and habitation of caravans on site for the requested period.

OFFICER RECOMMENDATION:

That Council:

Grants permission for caravans to be located and occupied at the Kaniva Recreation Reserve from Friday 28 June to Sunday 30 June inclusive to accommodate attendees of the 2024 Victorian Agricultural Shows Limited Annual State Convention subject to the following conditions, namely that the Kaniva Agricultural & Pastoral Society Inc:

- 1. Undertakes and submits to Council a risk assessment for the use of the venue for the Convention.**
- 2. Develops and submits to Council a risk management plan considering potential risks, including people safety, traffic control, fires, electrical cables, waste generation and management including recycling options.**
- 3. Develops and submits to Council a site and traffic plan indicating dedicated roads, direction of traffic, speed limit, dedicated caravan sites and the provision for the separation between vehicles and people.**

Declaration of Interest

The Manager Community Development and Tourism has declared a conflict of interest in relation to this report.

Background



The Kaniva A & P Society has been selected to host the Victorian Agricultural Shows State Convention in June 2024. The Convention is an annual event in which members of all show committees across Victoria come together to network and remain informed of current developments in relation to holding agricultural shows. The Convention is also the occasion for judging and awarding the Victorian Junior Rural Ambassador of the year.

Two applications were submitted to Victorian Agricultural Shows Limited to host this Convention, with the application submitted by the Kaniva A & P Society being successful.

As Committee of Management, Council has the power to allow overnight caravan occupation at the Kaniva Recreation Reserve, and the Kaniva A & P Society has formally requested that Council do so in order to support the tourism and economic benefits which it believes will flow to the town of Kaniva as a direct result of hosting the Convention.

Risk Management Implications

As the Committee of Management, the liability risk relating to the proposed request to allow caravan occupation at the Kaniva Recreation Reserve falls within the coverage provided under Council's existing insurance program.

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/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

1.5 Support and encourage our events, cultural and arts communities.

Communication Implications



No Communication Implications

Gender Equality

No Gender Impact Assessment is required

Conclusion

The request made by the Kaniva A & P Society is motivated by the desire to maximise the number of attendees to the 2024 Victorian Agricultural Shows Limited Annual State Convention, thereby generating significant tourism and economic benefits for the town of Kaniva. As the Committee of Management, Council has the power to allow the occupation of caravans on site for the requested period.

Attachments

1. Letter to Shire Permission for Caravans to camp at the Rec Reserve VAS Convention [14.2.1 - 2 pages]



Kaniva A & P Society Inc
PO BOX 118
Kaniva 3419
0427923237
kanivashow@gmail.com

16/02/2024

Dear West Wimmera Shire Council

The Kaniva A & P Society are hosting the Victorian Agricultural Shows Ltd(VAS) annual State Convention on the weekend of Friday the 28 of June. This is the first time Kaniva has ever been chosen to host this event. The VAS convention attracts approximately 150 people from across the state. We would love to accommodate as many people as we are able, to stay here in Kaniva and will be advertising all the available accommodation through the VAS registration form.

The event includes a Meet and Greet on Friday night which will be held at the Commercial Hotel. Saturday will commence at the Kaniva Community Hub with workshop presentations related to organizing an Agricultural Show. In the afternoon we are organizing tours, one to Lamattina's Carrot Farm and the other to the Train Museum as well as the Serviceton Railway Station, all of this is followed by a Gala dinner at the HUB.

The Kaniva A & P Society would like to ask Council for permission for caravans to stay at the Kaniva Recreation Reserve over the 28 & 29 June weekend. By doing this we would hope to encourage those attending and staying in caravans will stay in Kaniva and spend their dollars in the Kaniva Community. The Kaniva A & P Society feel very privileged to be able to host the VAS Convention for 2024 and ask Council to please consider this one-off request.

Warm Regards

Kaye Bothe

Secretary

kanivashow@gmail.com





15 Infrastructure Development and Works

15.1 Edenhope College Council Joint User Agreement with WWSC

Directorate: Infrastructure Development and Works

Report Author: Facilities and Quality Manager

Report Purpose: For Decision

Purpose

The purpose of this report is for Council to approve the continuation of the Community Joint Use Agreement of the Kowree Sports Centre with the Edenhope College Council. The objective is for the School Principal and Chief Executive Officer of the West Wimmera Shire Council to sign the initial proposal, it will then be endorsed by the Department of Education (DET) regional representative.

The information contained in the Community Joint use Proposal will be used to draft the Community Joint Use Agreement. When completed it will be signed and sealed by the Edenhope College and the West Wimmera Shire Council.

OFFICER RECOMMENDATION:

That Council:

- 1. Authorise the Chief Executive Officer to sign the attached draft Community Joint Use Proposal.**
- 2. Authorise the Chief Executive Officer and Mayor to sign and seal the final Joint User Agreement on the same material terms contained in the Joint Use Proposal.**

Declaration of interest

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

Background

A Joint Use Agreement with Edenhope College Council has been in place since 2007, with an initial term of 15 years (2022) and a further term of 10 years which would conclude in 2032. It was considered timely by DET to revisit this agreement and make any applicable changes to the new template. The completion of this document has had delays with challenges of DET staffing resources over time.



It has been noted by Council officers and school staff that an appropriate term of an initial term of three (3) years with a further term of two (2) by one (1) year extensions to coincide with the Edenhope Swimming Centre contract.

Risk Management Implications

Risk identified:

Asset risk

Reputation risk

Social risk

Legislative Implications

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

Environmental Implications

Nil

Financial and Budgetary Implications

Nil

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.

1.4 Deliver quality services that support community life.

Communication Implications

No Communication Implications

Gender Equality



No Gender Impact Assessment is required

Conclusion

The short-term continuation of this Joint Use Agreement will help maintain the service delivery of health and wellbeing to Edenhope and the wider community. Once the proposal is reviewed by Council officers, the document will need to be presented to the Edenhope College Council Meeting on 29 April 2024 for discussion. The final agreement will also be signed by Edenhope College School Council President and Edenhope College Principal.

Attachments

1. Edenhope College CJU Proposal nc April 2024_ updated [15.1.1 - 26 pages]

[Date Proposal prepared: Jan 2023 by VSBA; date amended April 2024]

Community Joint Use Proposal (no construction) involving a Community Partner which is a local government authority or a not for profit entity

- ❖ This form is to be completed by the School Council in conjunction with the proposed Community Partner and must be signed on behalf of the School Council and the Community Partner. The Parties are NOT to delete any text from this document, use strikethrough feature if necessary, e.g. ~~the Proposal~~.
- ❖ One of the parties will then need to forward it to the appropriate Regional Director for endorsement before sending it to Victorian School Building Authority to enable the **Community Joint Use Agreement** to be drafted.
- ❖ For assistance in completing this Proposal, please refer to the **Instructions for Completing the Community Joint Use Proposal (the Instructions)**.
- ❖ In some sections of this Proposal, the parties are able to make a choice from several **Options**. These **Options** allow the parties to select an alternative that best suits their community. The different **Options** are identified in this Proposal with a more detailed explanation contained in the **Instructions**.
- ❖ In this Proposal:
 - **'Parties'** means the School Council (or School Councils if more than one) and the Community Partner (or Community Partners if more than one).
 - **'Facility'** refers to the building or other kind of community resource (such as a sporting field) being constructed, developed or refurbished.
 - **'Minister'** means the Minister for Education.
 - **'Department'** means the Department of Education and Training.



Section A Administration

Item 1 SCHOOL DETAILS - if more than one school please provide details for each school (copy and paste the details below for each school)	
School Council Name (as per the School Council's Constituting Order)	Edenhope College School Council
School Name	Edenhope College
Principal's Name	Trevor McClure
Street Address	40-48 Lake Street Edenhope 3318
Postal Address	Locked Bag 1 Edenhope 3318
Email Address (for correspondence)	Trevor.mcclure@education.vic.gov.au
Contact person (for correspondence)	Mr Trevor McClure
<i>Note: This is usually the Principal</i>	

Telephone	5585 1277
Item 2 PROPOSED COMMUNITY PARTNER - if more than one partner please provide details for each partner (copy and paste the details below for each school)	
Correct Legal Name	West Wimmera Shire Council
Street Address	49 Elizabeth Street Edenhope 3318
Postal Address	PO Box 201, Edenhope 3318
Email Address (for correspondence)	council@westwimmera.vic.gov.au
Contact person (for correspondence)	Louise Gabbé
Telephone	13 99 72
If the Community Partner is not a local government authority, provide an ACN or ABN	ACN ABN 17 283 765 673

Section B The Land and the Facility

Item 3 THE LAND ON WHICH THE FACILITY WILL BE DEVELOPED	
Is the Facility located on land owned by more than one party?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Identify who owns the land on which the Facility is being located and any relevant arrangements in respect of that land. <i>Note 1: The Community Joint Use Agreement cannot be progressed to an initial draft until all information relevant to the ownership of the land and location of the Facility is provided.</i> <i>Note 2: If the Facility is located on land owned or managed by more than one party, more than one box can be checked.</i>	<input checked="" type="checkbox"/> School land owned or managed by the Minister <input type="checkbox"/> Land owned by a local government authority <input type="checkbox"/> Land owned by a Community Partner which is not a local government authority <input type="checkbox"/> Crown land managed by a local government authority (provide further details below) Where applicable, provide details about the management arrangements for the Crown land: <hr/> <hr/>
Unless the land is School land, the parties must attach a plan of the land showing the location of the proposed Facility. <i>Note: If the Facility is located on land owned or managed by more than one party, the plan must clearly show which part of the Facility is located on which land.</i>	<input type="checkbox"/> Yes, a plan of the land is attached. <input checked="" type="checkbox"/> No, it is not necessary to provide a plan of the land as it is School land, owned or managed by the Minister.
Item 4 THE FACILITY	

<p>Describe the Facility and all of its components i.e. Stadium including change rooms, toilets and kitchen.</p> <p>Parties to confirm description of Facility</p>	<p>Kowree Sports Centre comprising:</p> <p>Swimming Pool includes:</p> <ul style="list-style-type: none"> • a 25m x 11m rectangular solar heated outdoor pool • a toddler's pool • pump house, includes filtration equipment, pumps and other associated equipment • surrounding area <p>Sports Stadium includes:</p> <ul style="list-style-type: none"> • Basketball court, including tiered seating area • Fitness training room • two squash courts • male & female toilets, change rooms and showers • store rooms • foyer/corridors • kiosk <p>Shed</p>
<p>Item 5 PLANNING PERMITS FOR DEVELOPMENT AND USE</p>	
<p>The parties confirm they have consulted as to what planning or other permits may be required for the use of the Facility.</p> <p><i>Note 1: Depending on the type of land, a planning permit may be required for the use of the Facility.</i></p> <p><i>Note 2: School Councils do not require planning permits for their own educational activities. The Community Partner will usually require a planning permit for the use of School land if the proposed activity falls outside the operation of the school for educational purposes.</i></p>	<p><input type="checkbox"/> School Council confirms <input type="checkbox"/> Community Partner confirms</p> <p>Do the parties consider that planning permits will be required for the use of the Facility?</p> <p><input type="checkbox"/> Yes ✓ No</p>

Please note Section C – Construction has been removed as it is not applicable

Section D Licence Details and Date of Operation

Item 6 LICENCE TERM		D1 & 2
<p>What Initial Licence Term and Further Term are the parties proposing?</p> <p><i>Note: The parties may propose a lesser term than the choices indicated, subject to approval of the Department if the Facility is located on School land.</i></p>	<p>Initial Term:</p> <p><input type="checkbox"/> 20 years <input type="checkbox"/> 25 years</p> <p><input type="checkbox"/> 30 years <input checked="" type="checkbox"/> Lesser term (specify below)</p> <p style="text-align: center;">3 years</p> <p>Further Term:</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> 10 years <input type="checkbox"/> 15 years</p> <p><input type="checkbox"/> 20 years <input checked="" type="checkbox"/> Lesser term (specify below)</p> <p style="text-align: center;">Two (2) x one (1) years extension</p>	
Item 7 LICENCE FEE		D3
<p>The Community Partner acknowledges that a peppercorn licence fee of \$1.00 payable upon demand is applicable.</p> <p><i>Note 1: A peppercorn licence fee is only applicable where the Community Partner is a local government authority or not for profit entity.</i></p> <p><i>Note 2: If the Community Partner is not a local government authority or not for profit entity contact Department – Infrastructure & Sustainability Division to discuss applicable licence fee.</i></p>	<p><input checked="" type="checkbox"/> Acknowledgment of peppercorn licence fee by Community Partner.</p> <p><input type="checkbox"/> Peppercorn licence fee not applicable – contact Department</p>	
Item 8 DATE OF OPERATION		C1
<p>When will use of the Facility commence?</p> <p><i>Note: If works are staged parties to take this into account</i></p>	<p><input checked="" type="checkbox"/> From the date of the Community Joint Use Agreement</p> <p><input type="checkbox"/> From an alternative agreed date (specify below)</p> <p>_____</p>	

Section E Use of the Facility

Item 9 PERMITTED USE		E5
<p>What will the Community Partner be using the Facility for? If there is more than one proposed use, list each one.</p>	<p>a) In respect of the Swimming Pool, the operation of a swimming pool and the conducting of community, recreation and sporting activities (namely aquatic activities including the provision of swimming lessons, swimming squad training and rehabilitation programs using aquatic based methods) and ancillary activities (such as selling swimming apparel</p>	

	<p>and accessories, other aquatic items, food and beverages) that would normally be provided in Victoria at a facility similar to the Facility and which by law is capable of being provided at the Facility.</p> <p>b) In respect of the Stadium, the playing, performing or conducting of community, recreation and sporting activities that would normally be played, performed or conducted in Victoria at a facility similar to the Facility and which by law is capable of being played, performed or conducted at the Facility.</p> <p>c) In respect of the Shed, the storage of equipment, swimming platform, kickboards, general pool equipment [parties to include other items/general] for use by the School Council and the Community Partner.</p> <p>Parties to review and amend if necessary</p>
<p>Item 10 TIMES OF USE</p>	<p>E1, 2 & 3</p>
<p>How will the parties share use of the Facility?</p> <p>Choose from Options 1, 2 and 3 as explained in the Instructions.</p>	<p><input type="checkbox"/> Option 1- School access during agreed school hours and access by the Community Partner outside those hours. No overlapping use.</p> <p><input checked="" type="checkbox"/> Option 2 - Overlapping use by the School and the Community Partner although there may still be agreed school hours. Different parts of the Facility may have different agreed times of use.</p> <p><input type="checkbox"/> Option 3 - Calendar of Use agreed between the parties on an annual basis.</p>
<p>If the parties have selected Option 1, complete this section.</p> <p><i>Note: Under Option 1, the Community Partner will be entitled to use the Facility outside the agreed school hours, within the operating hours of the Facility.</i></p>	<p>What are the agreed school hours (applicable on school days)? Note: Standard school hours are 8.00 am to 4.30 pm on School Days.</p> <p><input type="checkbox"/> Standard school hours <input checked="" type="checkbox"/> Other times (please specify)</p> <p>Each School Day:</p> <p>Swimming Pool 7:00 am to 3:30 pm each School Day</p> <p>Sports Stadium: 8:00 am to 4:00 pm each School Day</p> <p>Shed: 8:00 am to 4:00 pm each School Day [parties to confirm if shed is used by school and is a shared structure]</p> <p>Shed to be used by the school.</p> <p>What are the times of use of the Community Partner?</p> <p>Swimming Pool</p> <p>6:00am to 8:30am Mon to Fri before school</p> <p>3:30pm to 10:00pm Mon to Fri each School Day</p> <p>6:00am to 10:00pm Saturday & Sunday each School Day</p> <p>6:00am to 10:00pm Mon to Fri during School Holidays Periods</p>

	<p>6:00 am to 10:00pm Saturday & Sunday during School Holidays Periods</p> <p>During Swimming Season (the period when the Swimming Pool is opened during the summer months as negotiated between the parties</p> <p>Shed: 8:00am to 4.00pm [shed to be used by the school.] [refer to above comment and advise]</p> <p>Do the parties want to specifically address times of use in school holidays and on other student free days?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what is the proposed use by the School and the Community Partner during school holidays and on student free days?</p> <p>School's use:</p> <p>No use by School</p> <p>Community Partner's use:</p> <p>As outlined in the hours above</p> <p>If no, it is assumed that use during school holidays and on student free days will be left to negotiation between the parties.</p>
<p>If the parties have selected Option 2, complete this section.</p>	<p>Describe the use arrangements agreed between the parties, including any specific arrangements in relation to school holidays or student free days.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>As part of these arrangements, specify any agreed school hours (applicable on school days)? <i>Note: Standard school hours are 8.30 am to 4.30 pm.</i></p> <p>_____</p>
<p>If the parties have selected Option 3, complete this section.</p>	<p>Which party is responsible for preparing and updating the annual Calendar of Use for the Facility?</p> <p><input type="checkbox"/> School Council <input type="checkbox"/> Community Partner</p> <p>In what month will the Calendar be prepared (being applicable for the following year commencing 1 January)?</p> <p>_____</p> <p>Will the Calendar of Use reflect use by the School during agreed School Hours and use by the Community Partner outside those School Hours?</p>

	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, complete the following:</p> <p>What are the agreed School Hours? <i>Note: Standard School Hours are 8.30 am to 4.30 pm.</i> _____</p> <p>What are the Community Partner's Hours? _____</p>
<p>Have the parties agreed on overall Operating/Opening Hours for the Facility (comprising the School Hours and the Community Partner's Hours)?</p> <p><i>Note: Sometimes limited total operating hours may be a condition of a planning permit.</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what are the agreed Facility Operating Hours?</p> <p>Swimming Pool</p> <p>6:00am to 10:00pm Mon to Fri</p> <p>6:00am to 10:00pm Sat and Sun</p> <p>Sports Stadium</p> <p>8:00am to 11:00pm Mon to Fri</p> <p>6:00am to 8:00pm Sat and Sun</p> <p>Shed</p> <p>[Utilised by the school in school hours]</p>
<p>Unless the parties do not wish to include such a provision, the formal Community Joint Use Agreement will provide that the School is entitled to use the entire Facility, or a specified part of the Facility, outside School Hours, free of any charge, an agreed number of times during each term or year.</p>	<p><input type="checkbox"/> Yes, the parties want the School to have this right.</p> <p>If yes, indicate how many times per term or per year the School is entitled to such use and whether the entire Facility can be used or only certain parts.</p> <p>No. of times per year _____ [CJUA Clause 35.3]</p> <p><input type="checkbox"/> Entire Facility can be used <input type="checkbox"/> Only certain parts can be used (specify below)</p> <p>_____</p> <p>_____</p> <p><input checked="" type="checkbox"/> No, the parties do not want the School to have this right.</p>

Item 11 OTHER USE ARRANGEMENTS	
<p>Will one party (School Council or Community Partner) be responsible for the overall management and operation of the Facility at all times?</p> <p><i>Note 1: If no, it is assumed that each party will be responsible for managing its use of the Facility during the times that it is entitled to use the Facility.</i></p> <p><i>Note 2: If yes, additional clauses may be incorporated into the template CJUA.</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, which party?</p> <p><input checked="" type="checkbox"/> School Council – Sports Stadium</p> <p><input checked="" type="checkbox"/> Community Partner – Swimming Pool</p> <p>If yes are there are specific arrangements that the parties wish to include in the CJUA provide these details below :</p> <p>School Council is responsible for the stadium, change rooms and pool shed.</p> <p>The Community Partner is responsible for the swimming pool, kiosk and pump house.</p>
<p>Do the parties propose to sub-licence any part of the Facility to another operator e.g.: <i>The appointment of an operator to run a preschool or a gymnasium</i></p> <p><i>Note 1: If yes and the Facility is located on School land, the Department must approve the terms of the sub-licence.</i></p> <p><i>Note 2: If yes, additional clauses will be incorporated into the template CJUA.</i></p>	<p><input type="checkbox"/> Yes, the parties propose to appoint a sub-licensee.</p> <p><input checked="" type="checkbox"/> No, the parties do not propose to appoint a sub-licensee.</p> <p>If yes, describe the proposed arrangement:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>If yes, do the parties require preparation of a draft sub-licence?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable</p>
<p>Are there any other conditions of use to which the parties have agreed or specific arrangements related to use that the parties wish to be reflected in the CJUA?</p>	<p><input checked="" type="checkbox"/> No, there are no additional conditions or arrangements</p> <p><input type="checkbox"/> Yes</p> <p>If yes, provide details below:</p> <p>_____</p> <p>_____</p> <p>_____</p>

Item 12 HIRE OF THE FACILITY		E4
<p>Which party is responsible for hiring the Facility to community users outside School Hours? Or will the responsibility for hiring be shared between the parties depending on the area of the Facility involved?</p>	<p><input type="checkbox"/> School Council responsible for all hiring outside School Hours</p> <p><input type="checkbox"/> Community Partner responsible for all hiring outside School Hours</p> <p>✓ Hire outside School Hours to be shared (describe below)</p> <p>Areas the School is responsible for hiring:</p> <p>Sports Stadium (including changerooms)</p> <p>Areas the Community Partner is responsible for hiring:</p> <p>Swimming Pool (including pump house and kiosk)</p>	
<p>Is it intended to appoint a third party to manage the hire outside School Hours (that is, the community hire?)</p> <p><i>Note: As a general rule, the third party will not be a party to the CJUA, but will have a separate arrangement with the party responsible for the hire of the Facility outside School Hours.</i></p>	<p><input type="checkbox"/> Yes, the parties propose to appoint a third party to manage the hire of the Facility outside School Hours [this can be amended to reflect Swimming Pool or Sports Centre]</p> <p>If yes, identify the proposed third party:</p> <p>_____</p> <p>✓ No, the parties do not propose such an arrangement</p>	
<p>Is all of the Facility available for community hire outside School Hours or only certain areas?</p>	<p><input type="checkbox"/> All of the Facility is available for hire</p> <p>✓ Only some areas are available for community hire (describe which areas below)</p> <p>Hiring the Sports Stadium through the school.</p>	
<p>Will the revenue from hire to the community (that is, hire outside School Hours) belong to one party or be shared?</p> <p><i>Note: If the parties have agreed to a revenue sharing arrangement this may need to be discussed further with the Department.</i></p>	<p><input type="checkbox"/> Revenue will belong to the Community Partner</p> <p><input type="checkbox"/> Revenue will belong to the School Council</p> <p>✓ Revenue will be shared (describe sharing arrangement below)</p> <p>School Council will retain revenue relating to the Sports Centre</p> <p>Community Partner will retain revenue relating to the Swimming Pool</p> <p><input type="checkbox"/> Revenue paid into Operating Account (as per Section G, Option 6)</p>	
<p>How will the community hire fees be set?</p> <p><i>Note: If the parties are to jointly set these fees, the procedure for reaching agreement on the fees will need to be incorporated into the template CJUA</i></p>	<p>✓ The party responsible for hire to the community will set the fees</p> <p><input type="checkbox"/> The hire fees will be set by agreement between the parties (add any further comments below)</p> <p>_____</p>	

Section F Expense and Revenue Projections

Item 13 PROJECTED OPERATING COSTS AND REVENUE	
In some circumstances the Department may require the parties to provide calculated projected costs and revenue for the Facility, such as maintenance, Capital Expenditure and the cost of utilities, for a five year period.	<input checked="" type="checkbox"/> School Council agrees to provide if requested <input checked="" type="checkbox"/> Community Partner agrees to provide if requested

Section G Maintenance

Item 14 RESPONSIBILITY FOR GENERAL MAINTENANCE	Clause 38
<p>How have the parties agreed to share the maintenance of the Facility?</p> <p>Choose from Options 1, 2, 3 and 4 as explained in the Instructions.</p> <p><i>Note: Maintenance is assumed to include general repairs, cleaning and security arrangements. If the parties wish to have a separate specific arrangement in relation to a particular item, such as an electronic security system or computer server or cleaning, this should be detailed on a separate piece of paper and attached to this Proposal.</i></p>	<p><input type="checkbox"/> Option 1 - One party is responsible for arranging and paying for all maintenance of the Facility with the other party to reimburse it an agreed percentage of the costs or pay a fixed annual maintenance contribution.</p> <p><input type="checkbox"/> Option 2 - One party is responsible for arranging and paying for all maintenance of the Facility with the other party to reimburse it, based on the other party's proportionate entitlement to use the Facility.</p> <p><input checked="" type="checkbox"/> Option 3 - The parties have agreed to be responsible for arranging and paying for the maintenance of separate areas of the Facility. This Option usually applies where there is little or no overlapping use of the different areas of the Facility.</p> <p><input type="checkbox"/> Option 4 - The parties have agreed to a Maintenance Schedule which sets out their maintenance obligations.</p> <p><input type="checkbox"/> Option 5 - One party is responsible for arranging and paying for all maintenance for the Facility with no reimbursement.</p> <p><input type="checkbox"/> Option 6 - The parties agree to establish an Operating Account to collect revenue generated by the Facility and pay for maintenance and any other specified operational expenses (excluding Capital Expenditure).</p>
<p>If the parties have selected Option 1, complete this section.</p> <p><i>Note 1: If the parties select a fixed annual maintenance contribution the default position is for this amount to increase by CPI each year. Alternatively, the parties may specify a</i></p>	<p>Which party is responsible for arranging the maintenance works and paying in the first instance?</p> <p><input type="checkbox"/> School Council <input type="checkbox"/> Community Partner</p> <p>Will the maintenance costs be reimbursed by the other party as a percentage or a fixed annual maintenance contribution? Select option and provide details.</p> <p><input type="checkbox"/> Percentage: %</p> <p><input type="checkbox"/> Fixed annual maintenance contribution: \$ _____</p> <p>If the parties have selected "Fixed annual maintenance contribution", complete the following:</p> <p><input type="checkbox"/> Parties select the default position; or</p>

<p><i>different method for this annual increase.</i></p>	<p><input type="checkbox"/> Parties wish to specify own method of annual increase (specify below)</p> <hr/> <p>Select the arrangements for reimbursement:</p> <p>Timing for issue of an invoice by the party who paid the costs:</p> <p><input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly</p> <p><input type="checkbox"/> 6 monthly <input type="checkbox"/> Annually</p> <p><input type="checkbox"/> Other, specify: _____</p> <p>Timing for payment of that invoice:</p> <p><input type="checkbox"/> 30 days <input type="checkbox"/> 45 days</p> <p><input type="checkbox"/> 60 days</p>
<p>If the parties have selected Option 2, complete this section.</p>	<p>Which party is responsible for arranging the maintenance works and paying in the first instance?</p> <p><input type="checkbox"/> School Council <input type="checkbox"/> Community Partner</p> <p>Which party will determine how much each party is entitled to use the Facility? <i>Note: This is usually the party who owns or manages the land, so for school land it will be the School Council.</i></p> <p><input type="checkbox"/> School Council <input type="checkbox"/> Community Partner</p> <p>Select the arrangements for reimbursement:</p> <p>Timing for issue of an invoice by the party who paid the costs:</p> <p><input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly</p> <p><input type="checkbox"/> 6 monthly <input type="checkbox"/> Annually</p> <p><input type="checkbox"/> Other, specify: _____</p> <p>Timing for payment of that invoice by the other party:</p> <p><input type="checkbox"/> 30 days <input type="checkbox"/> 45 days</p> <p><input type="checkbox"/> 60 days</p>

<p><i>Note: the Maintenance Schedule is to identify which party will arrange for the works and which party will pay for the works; if a proportion of the costs are to be reimbursed by the other party provide these details.</i></p>	
<p>If the parties have selected Option 5, complete this section.</p>	<p>Which party is responsible for arranging and paying for all maintenance for the Facility?</p> <p><input type="checkbox"/> School Council <input type="checkbox"/> Community Partner</p>
<p>If the parties have selected Option 6, complete this section.</p> <p><i>Note 1: The Operating Account is not intended to also cover Capital Expenditure. The parties can establish a separate Capital Reserve Account for this purpose (see Item 15 below).</i></p> <p><i>Note 2: If the Facility is on school land the School Council usually establishes the Operating Account.</i></p>	<p>Which party will establish the Operating Account?</p> <p><input type="checkbox"/> School Council <input type="checkbox"/> Community Partner</p> <p>Which party is responsible for arranging and paying for all maintenance for the Facility?</p> <p><input type="checkbox"/> School Council <input type="checkbox"/> Community Partner</p> <p>Do the parties intend for the Facility to be self-funding (based on projections that this is feasible) or do the parties propose to contribute to the Operating Account?</p> <p><input type="checkbox"/> The parties intend the Facility to be self-funding.</p> <p><input type="checkbox"/> The parties intend to contribute to the Operating Account. Identify the proposed annual contributions below and any specific arrangements for payment:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>What does the Operating Account cover?</p> <p><input type="checkbox"/> The Operating Account covers maintenance (see the Note in the first section of this Item 14).</p> <p><input type="checkbox"/> The Operating Account also covers the following operating expenses (eg. property damage insurance, utilities etc):</p> <p>_____</p> <p>_____</p> <p>Parties to confirm that all of the revenue from the community hire of the Facility be paid into the Operating Account.</p> <p><input type="checkbox"/> School Council confirms</p> <p><input type="checkbox"/> Community Partner confirms</p> <p>What other funds (if any) are to be paid into the Operating Account?</p> <p>_____</p> <p>_____</p>

	<p>If there is a deficit in the Operating Account, as calculated on an annual basis, how do the parties propose to meet such deficit?</p> <p>School Council responsibility _____ %</p> <p>Community Partner responsibility _____ %</p>
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Section H Capital Works and Capital Expenditure

Item 15 RESPONSIBILITY FOR ARRANGING CAPITAL WORKS	
<p><i>Note: Capital Works means works that are:</i></p> <p>(a) structural in nature; or</p> <p>(b) constitute a non-recurrent upgrade of the Facility; or</p> <p>(c) are replacement works which improve the Facility.</p>	
<p>Do the parties wish to address Capital Works?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No; if no go to Section I Item 18</p>
<p>Which party is responsible for arranging the Capital Works for the Facility? Payment for these Capital Works i.e. Capital Expenditure is covered in Item 15 below.</p> <p>Choose from Options 1, 2 and 3 as explained in the Instructions.</p>	<p><input type="checkbox"/> Option 1 - One party is responsible for arranging all Capital Works in respect of the Facility.</p> <p><input checked="" type="checkbox"/> Option 2 - The parties agree to share responsibility for arranging Capital Works according to the area of the Facility (swimming pool and kiosk) involved.</p> <p><input type="checkbox"/> Option 3 - The parties have agreed to identify which of them will arrange what Capital Works in a Schedule. This may be a separate schedule or the parties may combine it with a Maintenance and/or Capital Expenditure Schedule (see also Item 16 below).</p>
<p>If the parties have selected Option 1, complete this section.</p> <p>The party responsible for arranging the Capital Works will undertake these works based on the Capital Works Plan and in consultation with the other party. The parties however can elect for the party responsible for arranging the Capital Works to obtain written consent prior to the Capital Works being undertaken if the expected cost exceeds an annual limit or a specified amount per item. Parties to advise.</p>	<p>Which party is responsible for arranging all Capital Works?</p> <p><input type="checkbox"/> School Council <input type="checkbox"/> Community Partner</p> <p>Do the parties wish to obtain written consent prior to undertaking Capital Works?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No; if no go to item 16</p> <p>If Yes complete the following:</p> <p><input type="checkbox"/> Annual Limit <input type="checkbox"/> Item Limit</p> <p>If annual limit, specify the amount per annum when consent is required, e.g. annual Capital Works will exceed \$40,000</p> <p>Annual limit: \$ _____</p> <p>If consent relates to each item of Capital Works specify this amount, e.g. estimated cost of each item \$ 20,000</p> <p>Cost per Capital Works item: \$ _____</p>
<p>If the parties have selected Option 2, complete this section.</p>	<p>Describe how the responsibility for arranging Capital Works will be shared between the parties by reference to the areas of the Facility.</p>

	<p>Areas for which the School Council is responsible: Sports Centre (including changerooms) & Shed</p> <p>Areas for which the Community Partner is responsible: Swimming Pool & Kiosk</p>
<p>If the parties have selected Option 3, complete this section</p>	<p><input type="checkbox"/> Parties confirm they have attached a proposed Capital Works Schedule to this Proposal (or addressed the responsibility for Capital Works in a combined Schedule).</p>
<p>Item 16 RESPONSIBILITY FOR CAPITAL EXPENDITURE</p>	
<p>How have the parties agreed to share Capital Expenditure for the Facility i.e. payment for Capital Works?</p> <p>Choose from Options 1, 2, 3, 4 and 5 as explained in the Instructions.</p> <p><i>Note: If the Community Partner is not a local government authority and the Facility is located on School land, the Department requires the parties to use Option 1 - the establishment of a Capital Reserve Account.</i></p>	<p><input type="checkbox"/> Option 1 - The parties have agreed to establish a Capital Reserve Account to which they will jointly contribute an annual amount towards the payment of all Capital Expenditure in respect of the Facility and which will accumulate over time.</p> <p><input type="checkbox"/> Option 2 - One party is responsible for all Capital Expenditure in respect of the Facility.</p> <p><input type="checkbox"/> Option 3 - The parties have agreed to share responsibility for Capital Expenditure by each contributing an agreed percentage of such costs, as and when the costs arise.</p> <p><input checked="" type="checkbox"/> Option 4 - The parties have agreed to share responsibility for Capital Expenditure according to the area of the Facility (Swimming pool and Kiosk) involved. This Option usually applies where there is little or no overlapping use of the different areas of the Facility. This Option may include some areas of shared responsibility (such as common areas or whole of building costs e.g. replacement of services).</p> <p><input type="checkbox"/> Option 5 - The parties have agreed to share Capital Expenditure as set out in a Schedule. This may be a separate schedule or the parties may combine it with a Maintenance and/or Capital Works Schedule (see Items 14 and 15 above).</p>
<p>If the parties have selected Option 1, complete this section.</p> <p><i>Note 1: The default position for facilities located on School land is a combined annual Capital Reserve Contribution of 1.5% of the total cost of the works during the Initial Term of the Agreement, increasing to 2% of the total cost of the works during the Further Term. The parties need to agree how much they will each contribute towards this annual contribution. Default contribution position is, parties to contribute equally that is 50% of 1.5% (or 2%) as the case may be.</i></p> <p><i>Note 2: Alternatively, should the parties wish to design their own schedule of contributions to the Capital Reserve Account, they must provide</i></p>	<p>Which party will establish and maintain the Capital Reserve Account?</p> <p><input type="checkbox"/> School Council <input type="checkbox"/> Community Partner</p> <p>How much do the parties propose to contribute annually to the Capital Reserve, starting from 12 months after the Facility commences operation?</p> <p><input type="checkbox"/> Parties select the default position</p> <p>If parties wish to contribute a different percentage than the default contribution position, that is, 50% each, please specify percentage:</p> <p>School Council contribution: _____ %</p> <p>Community Partner contribution: _____ %</p> <p>or</p>

<p><i>their Capital Works projections to demonstrate the adequacy of the proposed contributions.</i></p>	<p><input type="checkbox"/> Parties wish to design their own schedule of contributions (specify below or attach as a separate document)</p> <p>School Council contribution: \$ _____</p> <p>_____</p> <p>Community Partner contribution: \$ _____</p> <p>_____</p> <p><input type="checkbox"/> If the parties have chosen to design their own schedule of contributions, attach a copy of the parties' Capital Works projections to this Proposal.</p> <p>How will the School Council and Community Partner fund any deficit in the Capital Reserve Account?</p> <p>School Council _____% Community Partner _____%</p>
<p>If the parties have selected Option 2, complete this section.</p>	<p>Which party is responsible for paying for all Capital Expenditure?</p> <p><input type="checkbox"/> School Council <input type="checkbox"/> Community Partner</p>
<p>If the parties have selected Option 3, complete this section.</p>	<p>Which party is responsible for payment of Capital Expenditure in the first instance?</p> <p><input type="checkbox"/> School Council <input type="checkbox"/> Community Partner</p> <p>What percentage will be reimbursed by the other party? ____ %</p> <p>Select the arrangements for reimbursement:</p> <p>Timing for issue of an invoice by the party who paid the costs:</p> <p><input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly</p> <p><input type="checkbox"/> 6 monthly <input type="checkbox"/> Annually</p> <p><input type="checkbox"/> Other, specify: _____</p> <p>Timing for payment of that invoice:</p> <p><input type="checkbox"/> 30 days <input type="checkbox"/> 45 days</p> <p><input type="checkbox"/> 60 days</p>

<p>If the parties have selected Option 4, complete this section.</p>	<p>Describe how Capital Expenditure will be shared between the parties by reference to the areas of the Facility.</p> <p>Areas for which the School Council is responsible:</p> <p>Sports Centre (including changerooms)</p> <p>Shed</p> <p>Areas for which the Community Partner is responsible:</p> <p>Swimming Pool (including the kiosk)</p> <p>Areas of shared responsibility (if any):</p> <p>Not applicable</p>
<p>If the parties have selected Option 5, complete this section.</p>	<p><input type="checkbox"/> Parties confirm they have attached a proposed Schedule to this Proposal. The parties may provide a combined Maintenance, Capital Works and Capital Expenditure Schedule.</p>
<p>Item 17 CAPITAL WORKS PLANS</p>	
<p>Parties confirm they agree to generate, and update annually, rolling 5 year Capital Works plans for the Facility.</p>	<p>√ School Council agrees √ Community Partner agrees</p>

	<p><input type="checkbox"/> Option 3 One party is responsible for paying 100% of the cost of water supplied to the Facility in the first instance with the other party reimbursing based on entitlement to use the Facility.</p> <p>Specify which party will pay in the first instance:</p> <p><input type="checkbox"/> School Council responsible <input type="checkbox"/> Community Partner responsible</p> <p>Note: It is assumed that the party responsible for payment in the first instance will calculate the amount to be reimbursed, unless the parties advise otherwise.</p> <p>Where the mains water supplied to the Facility is not separately metered, how have the parties agreed to calculate the value of water supplied to the Facility separate from water supplied to other buildings or facilities located on the Land?</p> <p>_____</p> <p>_____</p> <p>If Option 2 or 3 selected specify the arrangements for reimbursement:</p> <p>Timing for issue of an invoice by the party who paid the costs:</p> <p><input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly</p> <p><input type="checkbox"/> 6 monthly <input type="checkbox"/> Annually</p> <p><input type="checkbox"/> Other, specify: _____</p> <p>Timing for payment of that invoice:</p> <p><input type="checkbox"/> 30 days <input type="checkbox"/> 45 days</p> <p><input type="checkbox"/> 60 days</p>
<p>Is it envisaged that the parties may need to purchase additional (non mains) water for the Facility, for instance if the Facility is a grassed oval and there are water restrictions in place?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Not applicable</p> <p>If the answer is yes, how do the parties propose to purchase such water and share the cost?</p> <p>_____</p> <p>_____</p>
<p>Item 20 ELECTRICITY</p>	
<p>Where electricity is supplied to the Facility, which party is responsible for the cost of any electricity supplied to the Facility and how have the parties agreed to share the costs</p>	<p>If there is no Electricity supplied Go to Item 21</p>

	<p><input type="checkbox"/> Option 4 One party is responsible for paying 100% of the cost of electricity supplied to the Facility in the first instance with the other party reimbursing based on entitlement to use the Facility.</p> <p>Specify which party will pay in the first instance:</p> <p><input type="checkbox"/> School Council responsible <input type="checkbox"/> Community Partner responsible</p> <p>Note: It is assumed that the party responsible for payment in the first instance will calculate the amount to be reimbursed, unless the parties advise otherwise.</p> <p>If Option 3 or 4 selected specify the arrangements for reimbursement:</p> <p>Timing for issue of an invoice by the party who paid the costs:</p> <p><input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly</p> <p><input type="checkbox"/> 6 monthly <input type="checkbox"/> Annually</p> <p><input type="checkbox"/> Other, specify: _____</p> <p>Timing for payment of that invoice:</p> <p><input type="checkbox"/> 30 days <input type="checkbox"/> 45 days</p> <p><input type="checkbox"/> 60 days</p>
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Item 21 GAS

<p>Where gas is supplied to the Facility, which party is responsible for the cost of any gas supplied to the Facility and how have the parties agreed to share the costs?</p>	<p>If there is no Gas supplied Go to Item 22</p> <p>Is Gas supplied to the Facility?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If supplied, will gas be metered separately:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Insert any additional specific details about metering arrangements here:</p> <p>Community Partner will pay for Boc Gas for Oxygen cylinder rental for the swimming pool.</p> <p>Will the costs be paid from the Operating Account? Parties MUST have selected Option 6 in Item 20 above to select Yes.</p> <p><input type="checkbox"/> Yes If yes, Go to Item 22</p> <p><input type="checkbox"/> No</p> <p>If No complete the following:</p> <p><input type="checkbox"/> Option 1 One party is responsible for paying 100% of the cost of gas supplied to the Facility with no reimbursement.</p>
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	<p>Specify which party:</p> <p><input type="checkbox"/> School Council responsible <input type="checkbox"/> Community Partner responsible</p> <p><input type="checkbox"/> Option 2 One party is responsible for paying 100% of the cost of gas supplied to the Facility in the first instance with the other party reimbursing an agreed percentage.</p> <p>Specify which party will pay in the first instance:</p> <p><input type="checkbox"/> School Council responsible <input type="checkbox"/> Community Partner responsible</p> <p>Specify the percentage of reimbursement: _____%</p> <p><input type="checkbox"/> Option 3 One party is responsible for paying 100% of the cost of gas supplied to the Facility in the first instance with the other party reimbursing based on entitlement to use the Facility.</p> <p>Specify which party will pay in the first instance:</p> <p><input type="checkbox"/> School Council responsible <input type="checkbox"/> Community Partner responsible</p> <p>Note: It is assumed that the party responsible for payment in the first instance will calculate the amount to be reimbursed, unless the parties advise otherwise.</p> <p>If Option 2 or 3 selected specify the arrangements for reimbursement:</p> <p>Timing for issue of an invoice by the party who paid the costs:</p> <p><input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly</p> <p><input type="checkbox"/> 6 monthly <input type="checkbox"/> Annually</p> <p><input type="checkbox"/> Other, specify: _____</p> <p>Timing for payment of that invoice:</p> <p><input type="checkbox"/> 30 days <input type="checkbox"/> 45 days</p> <p><input type="checkbox"/> 60 days</p>
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Item 22 TELECOMMUNICATIONS	
<p>Which party is responsible for paying for any telephone, internet and other telecommunication charges for the Facility, or will these charges be shared between the School Council and the Community Partner?</p>	<p><input type="checkbox"/> Not applicable as there are no Telecommunications provided Go to Item 23</p> <p>Will the costs be paid from the Operating Account? Parties MUST have selected Option 6 in Item 14 above to select Yes.</p> <p><input type="checkbox"/> Yes If yes, Go to Item 23</p> <p>✓ No</p> <p>If No complete the following:</p> <p><input type="checkbox"/> School Council ✓ Community Partner</p> <p><input type="checkbox"/> Shared</p> <p>Details of sharing arrangement:</p> <p>Community Partner provides the provision of the telephone in the kiosk, and the Community Partner contractor pays for the call charges and rental.</p>
Item 23 ADDITIONAL FINANCIAL OBLIGATIONS	
<p>School Council and Community Partner to confirm their additional financial obligations in relation to the operation of the Facility.</p>	<p>The School Council and the Community Partner are each responsible for the cost of employing staff and engaging contractors and any other costs or expenses in relation to their use of the Facility and the performance of their obligations in respect of the Facility</p> <p>✓ School Council confirms</p> <p>✓ Community Partner confirms</p> <p>The Community Partner confirms it is responsible for any Statutory Charges payable in respect of the Community Partner's use or occupation of the Facility. <i>Note: The School Council is not required to pay any Statutory charges in respect of its use of the Facility for the purposes of the School.</i></p> <p>✓ Community Partner confirms</p> <p>The School Council and the Community Partner are each responsible for the cost of any service call outs in relation to the security or fire safety of the Facility, if the call out was required due to their act or an act of their Personnel.</p> <p>✓ School Council confirms</p> <p>✓ Community Partner confirms</p>

Section J Operational Phase Insurance

Item 24 INSURANCE ARRANGEMENTS	F
<p>Depending on the circumstances, the agreement can address insurance in respect of property damage for the Facility and apparatus/equipment?</p> <p><i>This item can be amended to reflect the different areas of the Facility</i></p> <p><i>Note 1: If the Facility is on School land, the parties are required to insure the Facility separately from the Department's umbrella property damage policy on the basis that the Facility is partly or completely outside the School's entitlement. If the Community Partner obtains this insurance, then it must name the Minister and the School Council as insureds.</i></p> <p><i>Note 2: The parties can agree to not insure apparatus and equipment located at the Facility. If this is the case tick either option 3 or 4.</i></p> <p><i>Note 3: Depending on the type of Facility and subject to the Department's approval, the parties can elect not to take out insurance cover, Option 5. This option will be considered for approval if the Facility does not relate to a structure or is an outdoor sporting area and does not include a synthetic surface, e.g. a grassed oval.</i></p>	<p>Do the parties wish to include insurance in respect of property damage to the Facility and any apparatus and equipment located at the Facility apparatus/equipment?</p> <p><input checked="" type="checkbox"/> Yes, select Option <input type="checkbox"/> No, Go to Item 25</p> <p><input type="checkbox"/> Option 1 -School Council responsible for arranging insurance for damage to the Facility and all apparatus and equipment located at the Facility, whether belonging to the School Council or the Community Partner. [Note: this option includes apparatus and equipment]</p> <p><input type="checkbox"/> Option 2 -Community Partner responsible for arranging insurance for damage to the Facility and all apparatus and equipment located at the Facility, whether belonging to the School Council or the Community Partner. [Note: this option includes apparatus and equipment]</p> <p><input checked="" type="checkbox"/> Option 3 - School Council responsible for arranging insurance for damage to the Facility and the School Council and the Community Partner will each separately insure that apparatus and equipment located at the Facility which belongs to it. [Note: this option excludes apparatus and equipment] Community Partner to insure pool pump house, shade sails and seating.</p> <p><input type="checkbox"/> Option 4 - Community Partner responsible for arranging insurance for damage to the Facility and the School Council and the Community Partner will each separately insure that apparatus and equipment located at the Facility which belongs to it. [Note: this option excludes apparatus and equipment]</p> <p><input type="checkbox"/> Option 5 – The School Council and the Community Partner have agreed to not insure for damage to the Facility or any apparatus and equipment located at the Facility.</p>
<p>How is the cost of such property damage insurance to be apportioned between the School and Community Partner?</p>	<p>Will the costs be paid from the Operating Account? Parties MUST have selected Option 6 in Item 13 above to select Yes.</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, Go to Item 25</p> <p>If No complete the following:</p> <p>School Council _____ % Community Partner _____ %</p> <p>Which party will arrange and pay for the policy in the first instance?</p> <p><input type="checkbox"/> School Council <input type="checkbox"/> Community Partner</p> <p>What are the reimbursement arrangements (if applicable)?</p> <p>_____</p> <p>_____</p>

<p>The Community Partner confirms that it will arrange worker's compensation insurance as required by law.</p> <p><i>Note: The School Council is covered by the Department's umbrella policy.</i></p>	<p>√ Community Partner confirms</p>
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Section K Consultation between the Parties

Item 25 CONSULTATION MODEL	
<p>The parties are to meet on a regular basis during the Licence Term and each party will appoint an authorised representative. Default position for timing of meetings is every 6 months unless the parties specify otherwise.</p> <p>The parties can also elect to establish an Advisory Group</p>	<p>√ School Council confirms</p> <p>√ Community Partner confirms</p> <p>Frequency of meetings:</p> <p>√ Parties select the default position; or [confirm]</p> <p><input type="checkbox"/> Parties wish to specify their own frequency:</p> <p>_____</p> <p>Do the parties wish to establish an Advisory Group</p> <p>√ Yes <input type="checkbox"/> No</p> <p>If yes select desired frequency of Advisory Group meetings.</p> <p><input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly</p> <p><input type="checkbox"/> 6 monthly <input checked="" type="checkbox"/> Other (please specify) - Yearly</p>

Section L Final Checklist

PARTIES TO COMPLETE THE FOLLOWING CHECKLIST	
1 Was regional endorsement for the Facility arrangement obtained?	<input type="checkbox"/> Yes
2 Is a plan of the Land attached unless the Facility is to be located on School land owned or managed by the Department?	<input type="checkbox"/> Yes √ Not Applicable
3 Is the Plan of the Facility attached and its' components clearly identified? (e.g. Oval is marked with surrounding pathways)	<input type="checkbox"/> Yes
4 Are the maintenance and capital works schedule(s) attached? This is only applicable if Option 4 in Item 14 or Option 3 in Item 15 above was selected.	<p>√ Not applicable</p> <p><input type="checkbox"/> Maintenance</p> <p><input type="checkbox"/> Capital Works</p> <p><input type="checkbox"/> Combined</p>

5 Do the parties agree to the Core Clauses in the template Community Joint Use Agreement, as explained in the Guide to Understanding and Developing Community Joint Use Agreements?	√ Yes
SIGNATORIES TO THIS PROPOSAL	
<p>We understand that the purpose of this Community Joint Use Proposal is to provide key information about the proposed community joint use arrangement and to outline the basis on which the parties propose to enter into a legally binding Community Joint Use Agreement with the Minister.</p> <p>We understand that this Proposal is a proposal by the parties only. It is neither intended to be nor is a legally binding agreement and it is subject to the Minister's approval.</p> <p>_____</p> <p>Signature of School Principal</p> <p>_____</p> <p>Name of School Principal</p> <p>Date: _____</p> <p>_____</p> <p>Signature of Community Partner</p> <p>_____</p> <p>Name of Community Partner</p> <p>Date: _____</p> <p>_____</p>	
REGIONAL ENDORSEMENT	
Region	
Name of Area Executive Director	
Is the Proposal complete including all attached documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, the Proposal must be returned to the parties with the missing information highlighted.
	By endorsing the Proposal the Area Executive Director confirms it has evaluated and determined that the proposed project will have no adverse impact on current or future school provision needs.
Signature of Area Executive Director endorsing completed Proposal	Date: _____
For Department Use Only	
Agreement Type (complexity)	
Responsible Project Officer	
Other Comments	

If you require any assistance in completing this form in the first instance please contact Ms Paula Grani Property Unit, Victorian School Building Authority, Department of Education on 7022 2660 or via email Paula.Grani@education.vic.gov.au or Mr Adam Binns, Manager, Property Agreements and Land Regeneration, Property Unit, Victorian School Building Authority, Department of Education on 7022 2642 or via email Adam.Binns@education.vic.gov.au



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

Nil

19 Close of Meeting

Next Meeting:

Wednesday 15 May 2024

Edenhope Council Chambers