

A vertical photograph of a calm lake with a line of trees on the opposite shore under a clear blue sky. The image is partially obscured by a white vertical bar on the right side where the text is located.

WELCOME

TO THE WEST

West Wimmera Shire Council

AGENDA

COUNCIL MEETING

Wednesday 19 June 2024
2:00 pm

Council Chambers
Kaniva Council Office
25 Baker Street, Kaniva Victoria
3419

PUBLIC ACCESS

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

www.westwimmera.vic.gov.au

A series of overlapping, wavy, diagonal lines in shades of red, blue, grey, and green at the bottom of the page.



Councillors and Shire Map



MAYOR
Cr. Tim Meyer



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



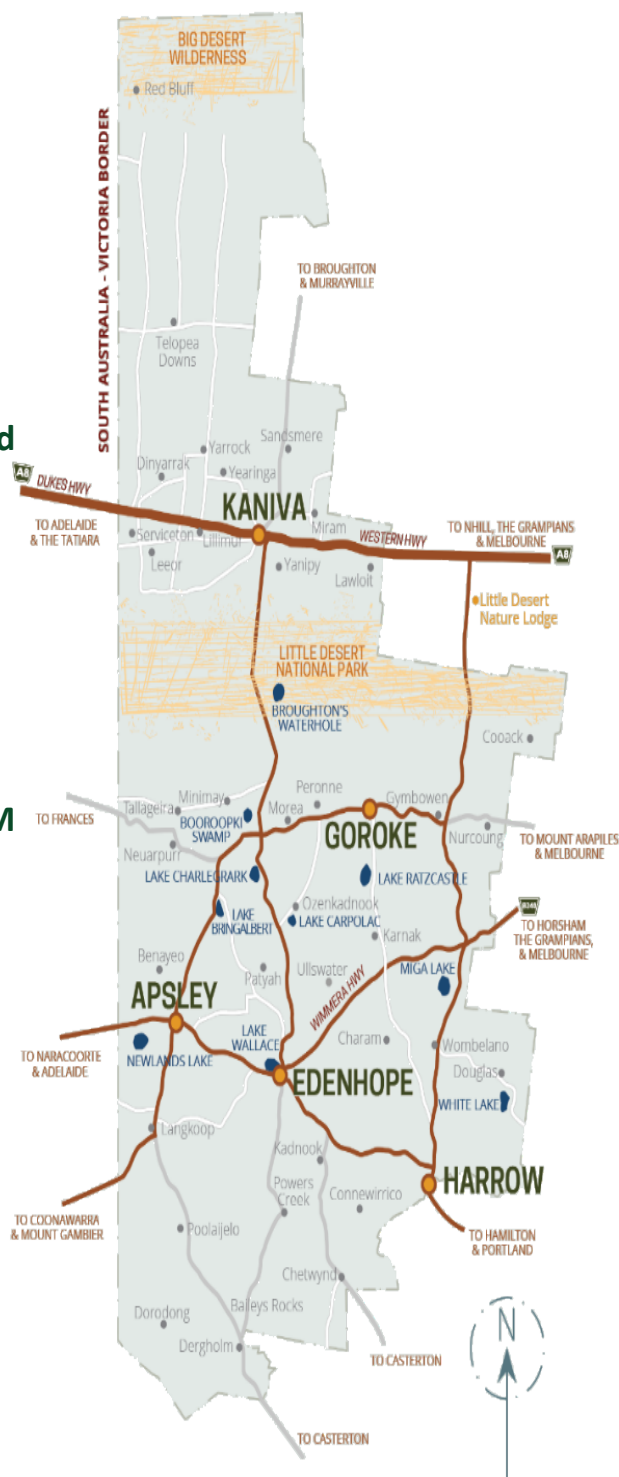
**Cr. Richard
Hicks**



**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.

Recording of Meeting and Disclaimer:

Please note every Council Meeting (other than items deemed confidential under section 3 (1) of the Local Government Act 2020) is being recorded and streamed live on West Wimmera Shire Council's website in accordance with Council's Governance Rules. Live streaming allows everyone to watch and listen to the meeting in real time, giving you greater access to Council debate and decision making and encouraging openness and transparency. All care is taken to maintain your privacy; however, as a visitor in the public gallery, your presence may be recorded. By remaining in the public gallery, it is understood your consent is given if your image is inadvertently broadcast. Opinions expressed or statements made by individual persons during a meeting are not the opinions or statements of West Wimmera Shire Council. Council therefore accepts no liability for any defamatory remarks that are made during a meeting.



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
17/05/2024	MAV State Council
22/05/2024	Meeting with Albert Stafford
23/05/2024	Informal CEO Performance Review
29/05/2024	Workshop Meeting Sport & Recreation Strategy/Budget & Annual Plan
29/05/2024	Volunteers Week Celebration Lunch
03/06/2024	Apsley Court Opening
04/06/2024	Edenhope Equine Facility Opening
04/06/2024	Harrow Court Opening
04/06/2024	Strategic Leadership Team Meeting
05/06/2024	Councillor Forum
05/06/2024	Cemeteries Trust Meeting
13/06/2024	Workshop Sport & Recreation Strategy
19/06/2024	Pre-Council Meeting
19/06/2024	Council Meeting

6.2 Councillor Tom Houlihan (Deputy Mayor)

Date	Event
22/05/2024	Meeting with Albert Stafford
23/05/2024	Informal CEO Performance Review
29/05/2024	Workshop Meeting Sport & Recreation Strategy/Budget & Annual Plan
03/06/2024	Apsley Court Opening
04/06/2024	Edenhope Equine Facility Opening
04/06/2024	Harrow Court Opening
04/06/2024	Strategic Leadership Team Meeting
05/06/2024	Councillor Forum
05/06/2024	WWS Cemeteries Trust Meeting
13/06/2024	Workshop Feedback Sport & Recreation Strategy



19/06/2024	Pre-Council Meeting
19/06/2024	Council Meeting

6.3 Councillor Richard Hicks

Date	Event
22/05/2024	Meeting with Albert Stafford
29/05/2024	Workshop Meeting Sport & Recreation Strategy/Budget & Annual Plan
04/06/2024	Edenhope Equine Facility Opening
04/06/2024	Harrow Court Opening
05/06/2024	Councillor Forum
05/06/2024	WWS Cemeteries Trust Meeting
13/06/2024	Workshop Feedback Sport & Recreation Strategy
19/06/2024	Pre-Council Meeting
19/06/2024	Council Meeting

6.4 Councillor Bruce Meyer OAM

Date	Event
22/05/2024	100 th Anniversary for the Kaniva District Hospital Ladies Auxiliary
22/05/2024	Meeting with Albert Stafford
29/05/2024	Workshop Meeting Sport & Recreation Strategy/Budget & Annual Plan
03/06/2024	Apsley Court Opening
04/06/2024	Edenhope Equine Facility Opening
04/06/2024	Harrow Court Opening
05/06/2024	Councillor Forum
05/06/2024	WWS Cemeteries Trust Meeting
11/06/2024	Audit & Risk Committee Meeting
13/06/2024	Workshop Feedback Sport & Recreation Strategy
19/06/2024	Pre-Council Meeting
19/06/2024	Council Meeting



6.5 Councillor Jodie Pretlove

Date	Event
22/05/2024	Meeting with Albert Stafford
29/05/2024	Workshop Meeting Sport & Recreation Strategy/Budget & Annual Plan
05/06/2024	Councillor Forum
05/06/2024	WWS Cemeteries Trust Meeting
11/06/2024	Audit & Risk Committee Meeting
13/06/2024	Workshop Feedback Sport & Recreation Strategy
19/06/2024	Pre-Council Meeting
19/06/2024	Council Meeting

7 Condolences

Nil



8 Confirmation of Previous Minutes

8.1 Council Meeting held on Wednesday, 15th May 2024

RECOMMENDATION:

That the Minutes of the Council Meeting held on Wednesday, 15th May 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 Wednesday, 5th June 2024

RECOMMENDATION:

That the Record for the Councillor Forum Record Wednesday, 5th June 2024 be received and noted.

12 Deputations and Petitions

There were no Petitions or Deputations submitted for the agenda.

13 Chief Executive Officer



13.1 Budget 2024-25 & Annual Plan Report

Directorate: Corporate and Community Services

Report Author: Chief Financial Officer

Report Purpose: For Decision

Purpose

This report presents West Wimmera Shire Council with the final proposed Annual Budget FY 2024-25 for adoption.

OFFICER RECOMMENDATION:

That Council:

- 1. Pursuant to Section 94 of the Local Government Act 2020, adopt the 2024-25 Annual Budget and the Annual Plan 2024-25.**
- 2. Levy total rates and charges of \$8.938 million for the financial year 2024-25.**
- 3. Declare, in accordance with, Section 158 of the Local Government Act 1989, a General Rate of 0.12219 cents in the dollar of the Capital Improved Value within the municipal district for all rateable land for the rating period commencing 1 July 2024 and ending 30 June 2025.**
- 4. Note the General Rate of \$0.12219 cents in the dollar of the Capital Improved Value as noted in recommendation 3, is subject to confirmation from the Valuer General of Victoria of the valuations within West Wimmera Shire and the issuance of a Certificate 7A under the Valuation of Land Act 1960. Should valuations change materially, there will be a requirement to amend the General Rate in the dollar in order to ensure compliance with the Local Government Amendment (Fair Go Rates) Act 2015. This will have no impact on the total rates revenue raised.**
- 5. Proposes that all rates for rateable land be determined by multiplying the Capital Improved Value of the rateable land by the relevant General Rate indicated at recommendation 3 above.**
- 6. Note that, in accordance with Section 167 (1) of the Local Government Act 1989, the general rates and service charges be payable by:**



- a. Four instalments for which the gazetted instalment dates as fixed by the Minister are as follows: 30 September 2024, 30 November 2024, 28 February 2025 and 31 May 2025; or,
 - b. Lump sum by 15 February 2025
7. Declare, in accordance with Section 159 of the Local Government Act 1989, a municipal charge of \$170.55 will be levied against any rateable land on which a municipal charge may be levied for the rating period commencing on 1 July 2024 and ending on 30 June 2025.
8. Declare, in accordance with Section 162 of the Local Government Act 1989, the following annual waste management service charges for the period commencing 1 July 2024 and ending 30 June 2025:
 - a. Urban 120 litre bin collection: \$383 per service
 - b. Urban 120 litre glass bin collection: \$58 per service
 - c. Rural 120 litre bin collection: \$445 per service
 - d. Commercial 240 litre bin collection: \$590 per service, and
9. Issues a Public Notice of the adoption of the budget.
10. Make copies of the adopted Annual Budget 2024-25 available for public perusal at Council's Customer Service Centres in Edenhope and Kaniva, and also on Council's website.

Declaration of Interest

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

Background

Section 94 of the Local Government Act 2020 (the Act) requires that Council prepare a budget for each financial year and the subsequent 3 financial years. Section 94 (1)(a) of the Act requires that Council must adopt its annual budget by 30 June each year.

Under section 55(d) of the Local Government Act 2020 (the Act), Council is required to apply its Community Engagement Policy to the Annual Budget development. Council resolved at



its Meeting held 17 April 2024 to publicly advertise the proposed Annual Budget 2024-25 and receive public feedback up until 5.00pm Thursday 16 May 2024.

Annual Plan

The Annual Plan sets out the activities the Council will undertake during the year to deliver the Council Plan 2021-2025 initiatives. 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 proposed budget provides allocations and resourcing for the achievement of all initiatives outlined in the Annual Plan.

Proposed Budget

The proposed budget for FY 2024-25 presents budgeted income of \$27.275 million including \$9.829 million from Operating Grants and another \$4.843 million in Capital Grants. The Council has considered critical objectives and important projects for delivery in the next financial year. Consistently maintaining ambitious standards of service deliver across the shire is also a priority when allocating our financial resources. Despite the economic challenges and constraints from allocation of grants from both Commonwealth and Victorian Government, the Council was able to commit to a sizeable capital works program as well as to allocate resources to deliver objectives as provided in Council Plan 2021-25. As a result, the Council will have to draw \$697K from its reserves to deliver this year's budget. However, Council continues to have adequate financial reserves to funds these initiatives and maintain its sustainability.

Income

The Council continues to rely on federal and state funding to deliver its critical objectives in both operational areas as well as capital works program. This year, the Council will generate \$8.938 million through Rates and Charges which represent 32.77% of total budgeted income for the year. Our rates continue to be raised within the applicable 2.75% rate cap for this year.

The Council will have \$9.829 million received in Operating Grants – primarily from Commonwealth Financial Assistance Grants. These grants are generally allocated towards operational projects and initiatives. The operating grants represent 36.04% of the total income budgeted for FY 2024-25.

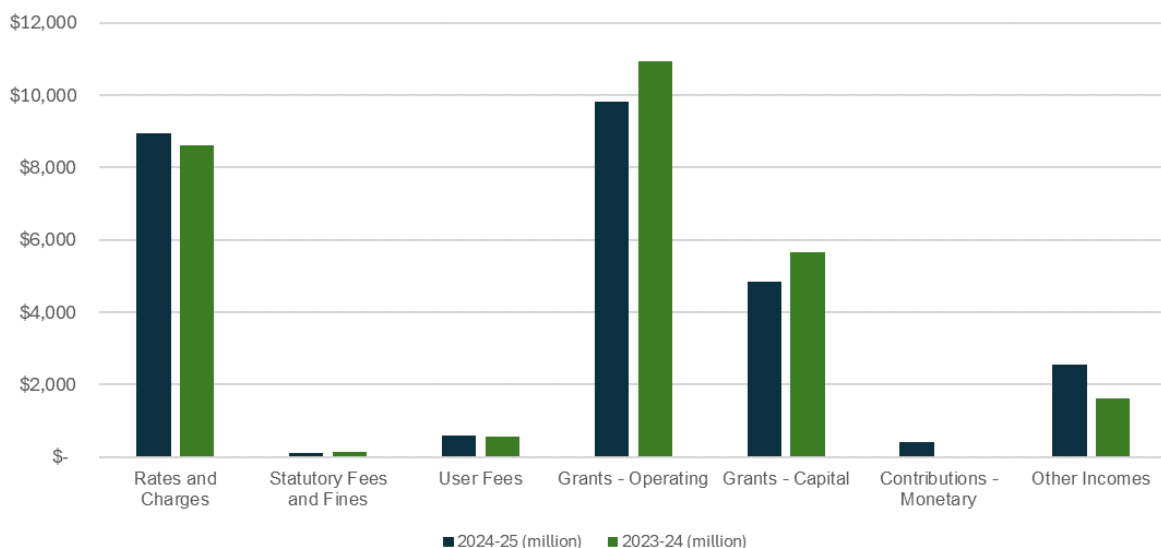


Capital Grants for 2024-25 are estimated at \$4.843 million which constitute 17.76% of income for the year. The Council has experienced lower allocations as were historically available for our Capital projects. The Council has a robust mechanism of considering new projects and proposals and will continue to monitor available opportunities for any further funding or grants which may be available for any matching shovel ready projects. The Safer Local Roads and Infrastructure Program may be one of the potential funding which will bridge the existing budgetary shortfall and may further provide resources to fund any qualifying shovel ready projects.

The Council continues to budget a consistent value coming from Statutory Fees & Fines and User Fees. These fees and fines weigh 2.52% of overall income and the delivery criteria on these relate to our quality of Customer Service, ease of requesting different services and the promptness of actions following the application process.

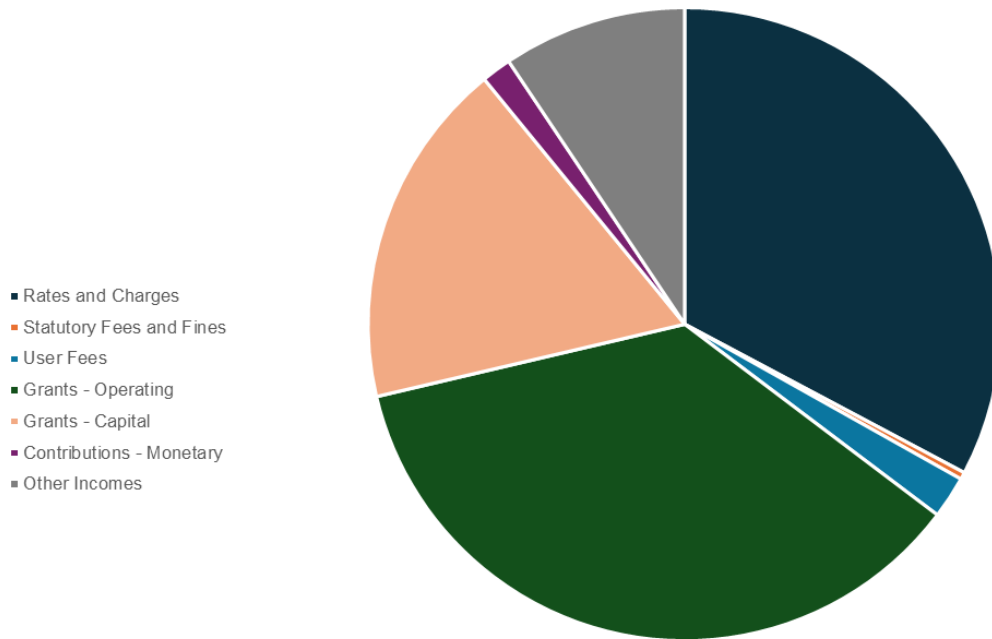
The Council has also budgeted for \$416K as committed contributions from community groups towards projects planned for the year.

The Council will continue to lead road maintenance works for VicRoads which will inject \$1.200 million towards incomes. A progressive investment strategy is targeted to redeem \$500K in interest on a thoroughly planned cashflow and utilisation of surplus cash in secured interest-bearing products with approved banks and ADIs.





Budgeted Income 2024-25



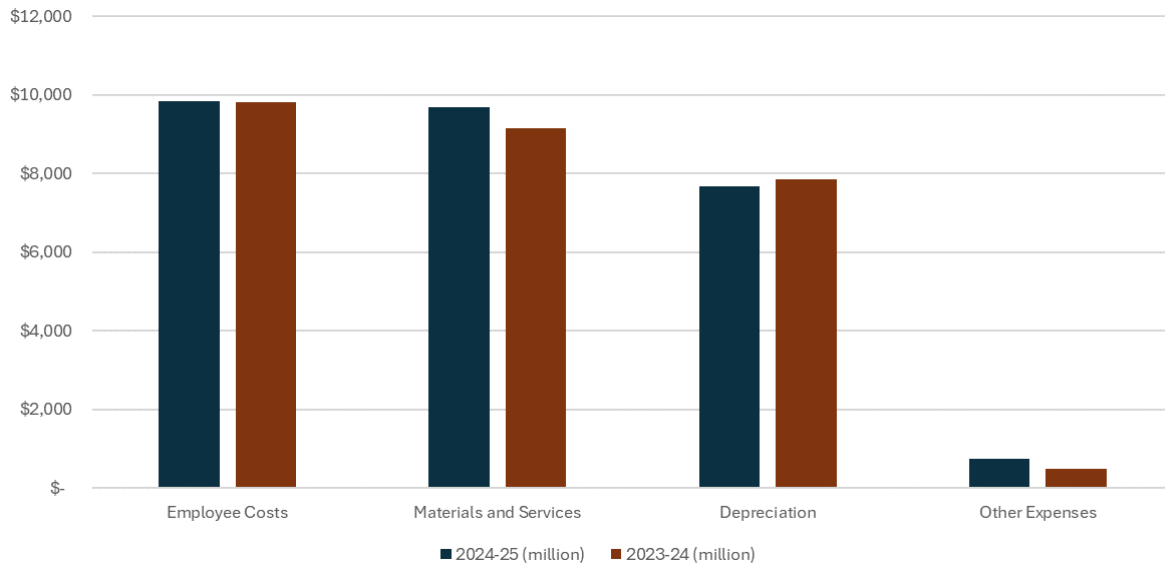
Expenditure

The Council will spend \$9.854 in operational Employee Costs for the year compared to \$9.811 million in the current financial year. The Council continues to rationalise its operating expenses against deliverable objectives, initiatives, and projects. Employee Costs represent 35.22% of the total budgeted expenditure of \$27.972 million for FY 2024-25.

Materials and Services have been budgeted at \$9.683 million reflecting a 5.89% increase from current financial year's budget of \$9.144 million. The operational expenditure has been carefully estimated to ensure maximising value for money and to redeem maximum benefit of the rate payer's money for productive contributions. Materials and Services represent 34.62% of the total expenditure for the year.

Depreciation is estimated to aggregate \$7.689 million for the year and is a critical measure of our required investment into our assets over their useful life and to always maintain them in good serviceable condition. Our assets network plays an incredibly significant role in sustainability and liveability of families and people in this region.

There is an estimated \$746K of Other Expenses which primarily is provided to seek any specialist consultant and / or legal input as part of the operations. Additionally, there is a provision made for costs towards Council Elections during the year.



Borrowings

Council proposes no new borrowings for the 2024-25.

Capital Expenditure

Council's capital works program for the 2024-25 year is budgeted to be \$9.395 million, with an expectation of some additional projects following the announcements of Safer Local Roads and Infrastructure Program which will provide additional funding for some capital projects. The Council will invest \$5.085 million in Capital Works this year matching \$3.805 million from grant funding. Infrastructure investment will be over \$7.203 million with investment both in renewals and upgrades. The Council consistently has delivered prominent levels of budgeted capital works and has demonstrated its ability and commitment towards deliver.

Community Feedback

The Draft Annual Budget 2024-25 and the Draft Annual Plan 2024-25 were made publicly available to the community for feedback. The Council has received and considered in detail all 6-community feedback on the Draft Annual Budget 2024-25 and the Draft Annual Plan 2024-25. The Council appreciates communities' interest and contribution to make this process better valuable and will provide responses to these community groups and individuals.



Risk Management Implications

Risk identified: Business continuity risk

Financial risk

Information risk

Regulatory risk

Strategic risk

The provision of an annual budget form central planks in Council's internal control mechanisms.

The annual budget allows Council to have a baseline for measuring its financial performance and sustainability and allows Council to control and allocate its resources forming a strong mitigation to financial, fraud, operational and reputational risk to Council.

Legislative Implications

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

Environmental Implications

Nil

Financial and Budgetary Implications

The adoption of the Council Budget annually are the fundamental building blocks in Council's economic management framework.

The budget sets the basis for which Council Officers implement Council's strategic direction, as contained within the Council Plan, and to ensure the prudent and equitable allocation of Council's resources.

Policy Implications

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

Asset Capitalisation Policy

Asset Disposal Policy

Asset Management Policy

Asset Management Strategy

Borrowings Policy

Business Continuity Policy

Investment Policy



Rate Recovery & Financial Hardship Policy
Risk Management Policy

Council Plan Implications

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

Goal 1 – Liveable & Healthy Community

- 1.1 Create a healthy, active, and vibrant community.
- 1.2 Support a safe and inclusive community.
- 1.3 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 Economy

- 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

- 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

- 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.

Goal 5 – Our Commitment Values

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

Accountability - We will be responsible, take ownership of our actions and are committed to



good governance, excellence, transparency and advocating for our community.

Uniting - 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”.

Collaboration - 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.

Communication Implications

No Communication Implications

Gender Equality

No Gender Impact Assessment is required

Conclusion

Council is required under the Act to prepare and adopt a Budget each year, following public consideration consistent with Council’s Community Engagement Policy.

This activity also forms the most fundamental building block in Council’s fiscal management framework and is of critical importance in providing for effective financial management.

The proposed budget as presented fulfils all these requirements.

Attachments

1. WWSC Annual Budget 2024-25 - Adopted Version - Final 16062024 [13.1.1 - 52 pages]
2. 2024-25 WWSC Annual Plan [13.1.2 - 20 pages]

BUDGET

2024 / 2025



Contents

Mayors and CEO's Introduction

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Budget Reports

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2. Services and service performance indicators
3. Financial statements
4. Notes to the financial statements
5. Capital Works Program
6. Schedule of fees and charges

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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.

Due to shifts in federal and state government allocations towards regional and rural councils, Council had to remove certain expenses from our previously balanced draft budget, to limit the impact on our budget. The adjusted budget has a \$697k deficit, which will be drawn from our reserves. Despite this financial hurdle, our primary aim remains to enhance the quality and efficiency of services offered to the community while striving for continuous improvement. It's imperative that we judiciously manage 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.

The Council has an agile project management system which enables Council to accelerate any of the projects we had to remove or to consider new projects, and will continue to monitor available funding opportunities or grants which may be available for any matching shovel ready projects. The Safer Local Roads and Infrastructure Program may be one of the potential funding streams which will bridge the existing budgetary shortfall and may further provide resources to fund any qualifying projects in pipeline.

Despite facing financial constraints, we remain committed to investing in vital community projects. While our current budget limits our capacity, we are still directing more than \$5.085 million towards essential capital projects. This funding, combined with \$3.805 million from Federal and State governments, allows us to deliver approximately \$9.395 million worth of projects. Within this allocation, \$2.153 million (22.92%) is designated for upgrades of existing assets, while \$6.962 million (74.10%) is allocated for the renewal of critical infrastructure. Though our resources may be limited, this distribution underscores our ongoing dedication to serving the needs of our community.

Council is committed to directing approximately 76.67% of our budget towards the upkeep of crucial infrastructure assets, while navigating financial constraints. We've allocated 23.33% of our capital works program for 2024-25 to address pivotal capital objectives of the Council. This unwavering commitment underscores our ongoing efforts to deliver essential projects that bolster the well-being and liveability of our communities, despite facing resource limitations.

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 is eager to move forward with the implementation of various activities, programs, and projects outlined in this budget. As we adopt the final budget, we appreciate the community's support and understanding during these challenging times. Your continued trust in our commitment to serving the community is invaluable. We look forward to working diligently to ensure that these initiatives benefit our residents and contribute to the well-being of our region.



Cr. Tim Meyer
Mayor



Mr. David Bezuidenhout
Chief Executive Officer

Economic Assumptions (optional)

Assumption	Notes	Actual	Forecast	Budget	Projections			Trend
		2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	+/-
Rate Cap Increase	1	%	3.00%	2.75%	2.50%	2.50%	2.50%	
Population Growth	2	%	1.00%	1.00%	1.00%	1.00%	1.00%	
Investment Interest Rate	3	%	4.20%	4.25%	4.25%	4.00%	4.25%	
Borrowing Interest Rate	4	%	%	%	%	%	%	
CPI	5	%	3.50%	3.50%	3.50%	3.00%	3.50%	
User Fees	6	%	1.00%	1.00%	1.00%	1.00%	1.00%	
Grants - Recurrent	7	%	2.00%	2.50%	5.00%	2.00%	2.00%	
Grants - Non-Recurrent		%	5.00%	5.00%	2.50%	2.50%	2.50%	
Contributions		%	%	%	%	%	%	
Proceeds from sale of assets		\$	\$	\$	\$	\$	\$	
Finance Costs		\$	\$	\$	\$	\$	\$	
Other Revenue		%	%	%	%	%	%	
Employee Costs	8	%	3.00%	3.00%	2.50%	2.50%	2.50%	
Contractors, consultants and materials		%	%	%	%	%	%	
Utilities		%	%	%	%	%	%	
Bad and doubtful debts		%	%	%	%	%	%	
Depreciation		\$	\$	\$	\$	\$	\$	
Other expenses		%	%	%	%	%	%	

Notes to Assumptions

1. Rate Cap

The Council considers that the Rate Cap will continue at 2.50% or higher

2. Population Growth

Our region has a lower population growth index and has been projected at 1.00% year on year

3. Investment Interest Rate

The Council considers that it will have opportunities to securely invest its cash reserve in interest bearing instruments at 4.50% average for next few years.

4. Borrowing Interest Rate

The Council currently has no consideration to borrow any funds.

5. CPI

At the current levels the Council considers the CPI to stay at 3.50%

6. User Fees

7. Grants - Recurrent

With some challenges in grants, a lower level of increase has been considered.

8. Employee Costs

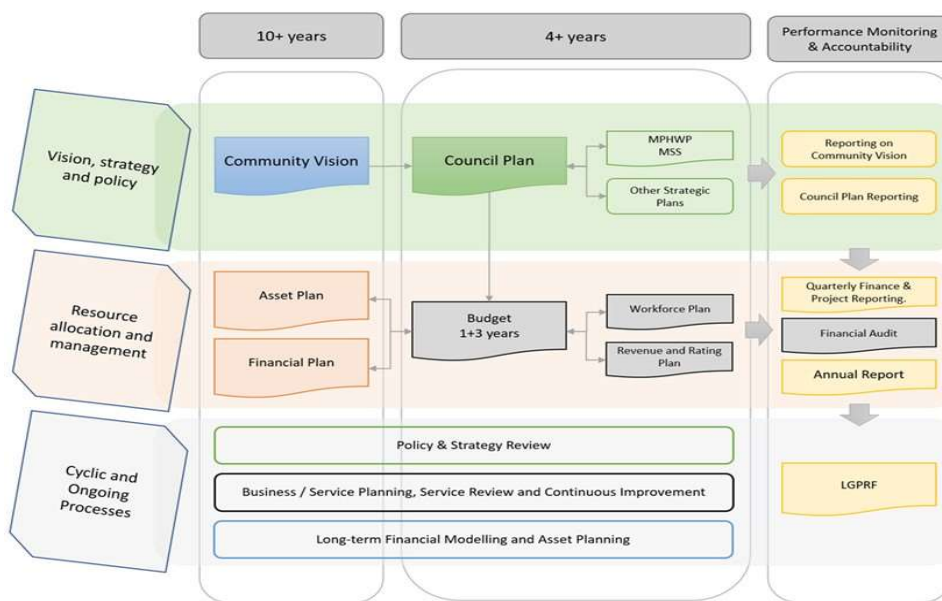
The Council has an agreement in place and considers increase of 8.0% over next three years and accordingly is reflected in the budget

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 council's 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

We will proactively respond to changes, are optimistic about our future and pursue continuous improvement in everything 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.

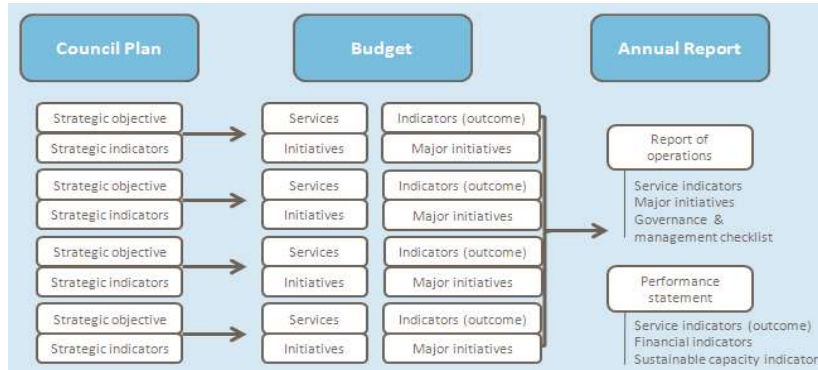
1.3 Five Goals

Insert introduction to Council's strategic objectives

Strategic Objective	Description
Goal 1	Liveable and Healthy Community
Goal 2	Diverse and Prosperous Economy
Goal 3	Sustainable Environment
Goal 4	Good Governance
Goal 5	Our Commitment

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, support, and respite care.	Inc	702	660	617
		Exp	721	611	639
		Surplus / (deficit)	(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.	Inc	20	-	-
		Exp	168	275	164
		Surplus / (deficit)	(148)	(275)	(164)
Cemeteries	This service provides management of the Kaniva, Edenhope and Goroke cemeteries.	Inc	-	1	-
		Exp	1	2	2
		Surplus / (deficit)	(1)	(1)	(2)
Childcare	This service provides a range of children and childcare activities	Inc	272	280	300
		Exp	285	266	261
		Surplus / (deficit)	(13)	14	39
Pre School	This service provides a range of children pre-schools	Inc	755	819	725
		Exp	592	541	699
		Surplus / (deficit)	163	278	26
Community Development	This service provides various Council initiatives for community development including youth development and other programs	Inc	115	198	-
		Exp	430	461	574
		Surplus / (deficit)	(315)	(263)	(574)

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) Delivery of Kaniva Recreation Reserve Oval Lighting & Harrow and District Recreation Reserve Oval Lighting
- 2) Delivery of community Grants program

Other Initiatives

- 3) Delivery of supported playgroups and support to community playgroups across the shire
- 4) Work with local mental health service providers to ensure a wrap around approach to community wellbeing and mental health by networking with, supporting

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	745
		<i>Surplus/ (deficit)</i>	(233)	(450)	(633)
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	7,391
		<i>Exp</i>	17,872	4,611	8,372
		<i>Surplus/ (deficit)</i>	(8,589)	(583)	(981)

Major Initiatives

- 1) Deliver 24/25 Annual Road Capital Works & Resheet program
- 2) Targeted Settlement Plans for Kaniva, Edenhope, Apsley, Harrow and Goroke

Other Initiatives

- 3) Deliver Business Assistance Grants
- 4) Support of Birchip Cropping Group Young Farmers Network

Service Performance Outcome Indicators

Service	Indicator	2022/23	2023/24	2024/25
		Actual	Forecast	Budget
Roads	Safety and Satisfaction		54	55
Statutory Planning	Decision Making		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.	Inc	16	-	258
		Exp	227	634	561
		Surplus/ (deficit)	(211)	(634)	(303)
Tourism	This service promotes West Wimmera Shire's natural attractions and provides facilities for visitors to our region.	Inc	1	-	-
		Exp	113	84	100
		Surplus/ (deficit)	(112)	(84)	(100)
Waste Management	This service provides for waste management solutions, including kerbside pickup, disposal and transfer station sites.	Inc	327	690	755
		Exp	827	995	1,116
		Surplus/ (deficit)	(500)	(305)	(361)

Major Initiatives

- 1) Roll out of Roadside Pest and Weed program
- 2) Roll out of Annual Corella Management Plan

Other Initiatives

- 3) Development of Waste Management Plan
- 4) Delivery of Lake Wallace Boat Ramp Extension Project

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	4,976
		<i>Exp</i>	634	886	856
		<i>Surplus/ (deficit)</i>	258	3,529	4,120
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	423
		<i>Surplus/ (deficit)</i>	(242)	(255)	(376)
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	362
		<i>Surplus/ (deficit)</i>	(327)	(375)	(362)
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) Facilitation of the 2024 Local Government Election under the direction of the VEC
- 2) Development of 25-29 Council Plan & Health and Wellbeing Plan

Other Initiatives

- 3) Digitization of old shire Rate Books 1957 onwards & Minute Books 29 books 1870-1990 Annual

Service Performance Outcome Indicators

Service	Indicator	Actual	Forecast	Budget
Waste Management	Waste Diversion			
		40%	45%	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	(1,357)	3,495	2,138
Goal 2	(4,466)	12,699	8,233
Goal 3	(700)	1,713	1,013
Goal 4	4,577	2,376	6,953
Goal 5	-	-	-
Total	(1,946)	20,283	18,337
Expenses added in:			
Depreciation	7,689		
Finance costs	-		
Others	-		
Surplus/(Deficit) before funding sources	(9,635)		
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	(697)		

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

		Forecast Actual	Budget	Projections		
		2023/24	2024/25	2025/26	2026/27	2027/28
NOTES		\$'000	\$'000	\$'000	\$'000	\$'000
Income / Revenue						
Rates and charges	4.1.1	8,642	8,938	9,161	9,391	9,866
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	9,829	10,320	10,527	10,737
Grants - capital	4.1.4	5,655	4,843	6,050	6,150	7,000
Contributions - monetary	4.1.5	26	416	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		-	-	-	-	-
Share of net profits (or loss) of associates and joint ventures		-	-	-	-	-
Other income	4.1.6	2,554	2,561	2,068	2,003	1,952
Total income / revenue		28,416	27,275	28,387	28,874	30,395
Expenses						
Employee costs	4.1.7	9,858	9,854	10,100	10,353	10,612
Materials and services	4.1.8	9,880	9,683	9,804	10,097	10,369
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	27,972	28,714	29,651	30,590
Surplus/(deficit) for the year		235	(697)	(327)	(777)	(195)
Other comprehensive income						
Items that will not be reclassified to surplus or deficit in future periods						
Net asset revaluation gain /(loss)		-	-	-	1,000	750
Share of other comprehensive income of associates and joint ventures		-	-	-	-	-
Items that may be reclassified to surplus or deficit in future periods						
		-	-	-	-	-
Total other comprehensive income		-	-	-	1,000	750
Total comprehensive result		235	(697)	(327)	223	555

Balance Sheet

For the four years ending 30 June 2028

		Forecast Actual 2023/24	Budget 2024/25	2025/26	Projections 2026/27	2027/28
	NOTES	\$'000	\$'000	\$'000	\$'000	\$'000
Assets						
Current assets						
Cash and cash equivalents		18,750	16,768	14,872	15,337	17,027
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	16,597	17,067	18,767
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	283,955	291,617	298,853	305,978
Right-of-use assets	4.2.4	-	-	-	-	-
Investment property		-	-	-	-	-
Intangible assets		-	-	-	-	-
Total non-current assets	4.2.1	276,185	285,365	292,867	299,993	307,058
Total assets		296,650	303,853	309,464	317,060	325,826
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	298,073	303,374	310,815	319,269
Equity						
Accumulated surplus		47,234	46,537	46,210	46,432	46,987
Reserves		244,103	251,536	257,164	264,382	272,282
Total equity		291,337	298,073	303,374	310,815	319,269

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

		Total	Accumulated Surplus	Revaluation Reserve	Other Reserves
	NOTES	\$'000	\$'000	\$'000	\$'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		(697)	(697)	-	-
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	300,936	48,975	240,164	11,797
2026					
Balance at beginning of the financial year		300,936	48,975	240,164	11,797
Surplus/(deficit) for the year		(327)	(327)	-	-
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		303,374	48,463	242,929	11,982
2027					
Balance at beginning of the financial year		303,374	48,463	242,929	11,982
Surplus/(deficit) for the year		223	223	-	-
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		311,815	47,563	251,148	13,104
2028					
Balance at beginning of the financial year		311,815	47,563	251,148	13,104
Surplus/(deficit) for the year		555	555	-	-
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		321,019	46,618	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	\$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities						
Rates and charges		8,642	8,938	9,161	9,391	9,866
Statutory fees and fines		88	99	97	99	99
User fees		525	589	621	654	691
Grants - operating		10,926	9,829	10,320	10,527	10,737
Grants - capital		5,655	4,843	6,050	6,150	7,000
Contributions - monetary		26	416	70	50	50
Interest received		-	-	-	-	-
Dividends received		-	-	-	-	-
Trust funds and deposits taken		-	-	-	-	-
Other income		2,554	2,561	2,068	2,003	1,952
Net GST refund / payment		-	-	-	-	-
Employee costs		(9,858)	(9,854)	(10,100)	(10,353)	(10,612)
Materials and services		(9,880)	(9,683)	(9,804)	(10,097)	(10,369)
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	6,992	7,714	7,621	8,576
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(11,875)	(9,395)	(7,662)	(7,236)	(7,125)
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)	(9,100)	(7,502)	(7,156)	(6,885)
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)	(2,108)	212	465	1,691
Cash and cash equivalents at the beginning of the financial year		20,099	16,768	14,660	14,872	15,337
Cash and cash equivalents at the end of the financial year		16,768	14,660	14,872	15,337	17,027

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

	NOTES	Forecast Actual	Budget	Projections		
		2023/24	2024/25	2025/26	2026/27	2027/28
		\$'000	\$'000	\$'000	\$'000	\$'000
Property						
Land		-	-	-	-	-
Land improvements		-	-	-	-	-
Total land		-	-	-	-	-
Buildings		517	193	200	230	175
Heritage buildings		-	-	-	-	-
Building improvements		-	-	-	-	-
Leasehold improvements		-	-	-	-	-
Total buildings		517	193	200	230	175
Total property		517	193	200	230	175
Plant and equipment						
Heritage plant and equipment		-	-	-	-	-
Plant, machinery and equipment		1,461	1,999	800	600	700
Fixtures, fittings and furniture		-	-	-	-	-
Computers and telecommunications		-	-	-	-	-
Library books		-	-	-	-	-
Total plant and equipment		1,461	1,999	800	600	700
Infrastructure						
Roads		9,182	5,516	5,992	5,760	5,525
Bridges		-	60	60	65	65
Footpaths and cycleways		141	157	135	136	145
Drainage		60	60	60	65	65
Kerbs and channels		-	55	55	55	60
Waste management		-	-	-	-	-
Parks, open space and streetscapes		35	69	60	75	90
Aerodromes		-	-	-	-	-
Recreational, Leisure & Community Facilities		-	1,286	300	250	300
Other infrastructure		313	-	-	-	-
Total infrastructure		9,731	7,203	6,662	6,406	6,250
Total capital works expenditure	4.5.1	11,709	9,395	7,662	7,236	7,125
Represented by:						
New asset expenditure		585	280	430	202	177
Asset renewal expenditure		8,197	6,962	5,780	5,774	5,638
Asset expansion expenditure		-	-	-	-	-
Asset upgrade expenditure		2,927	2,153	1,452	1,260	1,310
Total capital works expenditure	4.5.1	11,709	9,395	7,662	7,236	7,125
Funding sources represented by:						
Grants		5,655	3,805	4,860	5,931	5,730
Contributions		740	505	400	82	150
Council cash		5,314	5,085	2,402	1,223	1,245
Borrowings		-	-	-	-	-
Total capital works expenditure	4.5.1	11,709	9,395	7,662	7,236	7,125

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	9,854	10,100	10,353	10,612
Employee costs - capital	1,951	2,221	2,200	2,050	2,150
Total staff expenditure	11,762	12,075	12,300	12,403	12,762
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	113.80	115.95	119.50	119.50	120.00
Total staff numbers	113.25	115.95	119.50	119.50	120.00

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

Department	Budget	Comprises			
		Permanent			
	2024/25	Full Time	Part time	Casual	Temporary
	\$'000	\$'000	\$'000	\$'000	\$'000
CEO's Office	392	392	-	-	-
Directorate of Corporate & Community Services	4,392	2,018	2,113	261	-
Directorate of Infrastructure Development & Works	5,070	4,483	437	128	-
Total permanent staff expenditure	9,854	6,893	2,550	389	-
Other employee related expenditure	-				
Capitalised labour costs	2,221				
Total expenditure	12,075				

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

Department	Budget	Comprises			
		Permanent			
	2024/25	Full Time	Part time	Casual	Temporary
CEO's Office	2.00	2.00	-	-	-
Directorate of Corporate & Community Services	42.04	16.35	22.85	2.84	-
Directorate of Infrastructure Development & Works	71.91	59.20	11.44	1.27	-
Total staff	115.95	77.55	34.29	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	2,019	2,069	2,121	2,174
Women	1,273	1,305	1,337	1,371
Men	670	687	704	722
Persons of self-described gender	-	-	-	-
Vacant positions	76	78	80	82
New positions	-	-	-	-
Permanent - Part time	2,116	2,169	2,223	2,279
Women	2,017	2,067	2,119	2,172
Men	-	-	-	-
Persons of self-described gender	-	-	-	-
Vacant positions	99	101	104	107
New positions	-	-	-	-
Casual Positions	257	263	270	277
Women	257	263	270	277
Men	-	-	-	-
Total Directorate of Corporate & Community Services	4,392	4,502	4,614	4,730
Directorate of Infrastructure Development & Works				
Permanent - Full time	4,438	4,549	4,663	4,779
Women	559	573	587	602
Men	3,398	3,483	3,570	3,659
Persons of self-described gender	-	-	-	-
Vacant positions	481	493	505	518
New positions	-	-	-	-
Permanent - Part time	504	517	530	543
Women	337	345	354	363
Men	167	171	175	180
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
Casual Positions	128	131	134	138
Women	-	-	-	-
Men	128	131	134	138
Vacant positions	-	-	-	-
Total Directorate of Infrastructure Development & Works	5,070	5,197	5,327	5,460
Casuals, temporary and other expenditure	-	-	-	-
Capitalised labour costs	2,221	2,200	2,050	2,150
Total staff expenditure	9,854	10,100	10,353	10,612

	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	16.35	16.35	16.35	16.35
Women	10.50	10.50	10.50	10.50
Men	3.85	3.85	3.85	3.85
Persons of self-described gender	-	-	-	-
Vacant positions	2.00	2.00	2.00	2.00
New positions	-	-	-	-
Permanent - Part time	22.85	23.85	23.85	23.85
Women	21.85	21.85	21.85	21.85
Men	-	-	-	-
Persons of self-described gender	-	-	-	-
Vacant positions	1.00	2.00	2.00	2.00
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	42.04	43.04	43.04	43.04
Directorate of Infrastructure Development & Works				
Permanent - Full time	59.20	59.20	59.20	59.20
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	4.00	4.00	4.00	4.00
New positions	-	-	-	-
Permanent - Part time	11.19	13.74	13.74	13.74
Women	5.09	5.09	5.09	5.09
Men	4.70	4.70	4.70	4.70
Persons of self-described gender	1.40	1.40	1.40	1.40
Vacant positions	-	2.55	2.55	2.55
Casual Positions	1.52	1.52	1.52	1.52
Women	-	-	-	-
Men	1.27	1.27	1.27	1.27
Vacant positions	0.25	0.25	0.25	0.25
Total Directorate of Infrastructure Development & Works	71.91	74.46	74.46	74.46
Capitalised labour	-	-	-	-
Total staff numbers	115.95	119.50	119.50	119.50

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 \$8.937 million.

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

	Actual 2022/23 \$'000	2023/24 Forecast Actual \$'000	2024/25 Budget \$'000	Change \$'000	%	Projections			Trend
						2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	+/-
General rates*	7,166	7,421	7,642	221	2.98%	7,833	8,029	8,230	8,435
Municipal charge*	474	491	504	13	2.65%	517	530	543	556
Waste management charges	583	700	776	76	10.86%	795	815	836	857
Supplementary rates and rate adjustments	-	15	-	15	-100.00%	-	-	-	-
Interest on rates and charges	19	15	16	1	6.67%	16	17	17	18
Total rates and charges	8,242	8,642	8,938	296	3.43%	9,161	9,391	9,625	9,866

*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	0.0012219	1.99%
General rate for rateable commercial properties	0.0011981	0.0012219	1.99%
General rate for rateable industrial properties	0.0011981	0.0012219	1.99%

(* 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	411	52	14.48%
Rural	7,039	7,204	165	2.34%
Commercial	13	14	1	7.69%
Industrial	10	13	3	30.00%
Total amount to be raised by general rates	7,421	7,642	221	2.98%

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	1,768	-19	-1.06%
Rural	2,828	2,835	7	0.25%
Commercial	91	90	-1	-1.10%
Industrial	65	81	16	24.62%
Total number of assessments	4,771	4,774	3	0.06%

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	335,957	36,704	12.27%
Rural	5,875,547	5,895,900	20,353	0.35%
Commercial	11,001	11,367	366	3.33%
Industrial	8,243	10,742	2,499	30.32%
Total value of land	6,194,044	6,253,966	59,922	0.97%

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	170.55	5	2.74%

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 \$'000	2024/25 \$'000	Change \$'000	%
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 \$	\$	%
Bin Collection Charge - Urban 120 L	348	383	35	10.06%
Bin Collection Charge - Rural 120 L	374	445	71	18.98%
Bin Collection Charge - Commercial 240 L	458	590	132	28.82%
Bin Collection Charge - Glass 120 L	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	
			\$	%
Bin Collection Charge - Urban 120 L	466,320	513,220	46,900	10.06%
Bin Collection Charge - Rural 120 L	75,174	89,445	14,271	18.98%
Bin Collection Charge - Commercial 240 L	74,654	96,170	21,516	28.82%
Bin Collection Charge - Glass 120 L	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 \$'000	2024/25 \$'000	Change	
			\$'000	%
General rates*	7,421	7,642	221	2.98%
Municipal charge*	493	504	11	2.23%
Waste management charges	690	776	86	12.46%
Total Rates and charges	8,604	8,922	318	3.70%

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	\$ 8,146,037	\$ 8,349,688	\$ 8,558,430	\$ 8,772,391	Stable
Number of rateable properties	4,771	4,774	4,777	4,782	4,787	Stable
Base Average Rate	\$ 1,658.52	\$ 1,660.67	\$ 1,747.89	\$ 1,789.72	\$ 1,832.54	Stable
Maximum Rate Increase (set by the State Government)	3.50%	2.75%	2.50%	2.50%	2.50%	Stable
Capped Average Rate	\$ 1,658.53	\$ 1,706.34	\$ 1,747.89	\$ 1,789.72	\$ 1,832.54	Stable
Maximum General Rates and Municipal Charges Revenue	\$ 7,912,804	\$ 8,146,076	\$ 8,433,185	\$ 8,644,014	\$ 8,860,115	Stable
Budgeted General Rates and Municipal Charges Revenue	\$ 7,914,804	\$ 8,146,037	\$ 8,349,688	\$ 8,558,430	\$ 8,772,391	Stable
Budgeted Supplementary Rates						
Budgeted Total Rates and Municipal Charges Revenue	\$ 7,914,804	\$ 8,146,037	\$ 8,349,688	\$ 8,558,430	\$ 8,772,391	

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 \$16,250 and 2023/24: \$15,941)
- 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 2022/23 \$'000	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change		Projections			Trend
				\$'000	%	2025/26 \$'000	2026/27 \$'000	2027/28 \$'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 2022/23 \$'000	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change		Projections			Trend
				\$'000	%	2025/26 \$'000	2026/27 \$'000	2027/28 \$'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 2022/23 \$'000	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change	
				\$'000	%
Grants were received in respect of the following:					
Summary of grants					
Commonwealth funded grants	15,445	11,102	10,993	- 109	-1%
State funded grants	5,539	5,479	3,679	- 1,800	-33%
Total grants received	20,984	16,581	14,672	- 1,909	-12%
(a) Operating Grants					
Recurrent - Commonwealth Government					
Financial Assistance Grants	8,691	6,783	7,406	623	9%
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	9,289	761	9%
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	9,829	- 1,097	-10%
(b) Capital Grants					
Recurrent - Commonwealth Government					
Roads to recovery	4,400	1,528	1,987	459	30%
Local Roads & Community Infrastructure Projects	116	1,528	881	647	-42%
Recurrent - State Government					
Total recurrent grants	4,516	3,056	2,868	188	-6%
Non-recurrent - Commonwealth Government					
Edenhope Lions Park Amenities & Upgrade	-	-	-	-	100%
Kaniva Pool Water Play Splash Park	-	-	-	-	100%
Heavy Vehicle Safety & Productivity Program	1,023	-	300	300	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	-	-	675	675	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	1,975	- 624 -24%
Total capital grants		6,360	5,655	4,843	- 812 -14%
Total Grants		20,984	16,581	14,672	- 1,909 - 0

4.1.5 Contributions

	Actual 2022/23 \$'000	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change		Projections			Trend
				\$'000	%	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	+/- +/-
Monetary	126	26	416	390	1500.00%	70	50	50	-
Non-monetary	-	-	-	-		-	-	-	-
Total contributions	126	26	416	390	1500.00%	70	50	50	

Community contribution \$50,000 for Harrow Lighting Project, \$360,000 for Edenhope Recreation Reserve (including \$60,000 Loan from Council) and \$6,000 community contribution for general operational maintenance.

4.1.6 Other income

	Actual 2022/23 \$'000	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change		Projections			Trend
				\$'000	%	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	+/- +/-
Interest on Investments	301	515	500	-15	-2.91%	500	500	500	o
Reimbursements - Roadworks	2,251	1,486	1,200	-286	-19.25%	1,140	1,083	1,029	-
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	2,561	7	0.27%	2,068	2,003	1,952	

4.1.7 Employee costs

	Actual 2022/23 \$'000	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change		Projections			Trend
				\$'000	%	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	+/- +/-
Wages and salaries	8,156	8,481	8,295	(186.00)	-2.19%	8,502	8,715	8,933	+
WorkCover	284	292	420	128.00	43.84%	431	441	452	+
Superannuation	1,052	927	1,139	212.00	22.87%	1,167	1,197	1,227	+
Provisions	427	158	-	(158.00)	-100.00%	-	-	-	+
Total employee costs	9,919	9,858	9,854	(4.00)	-0.04%	10,100	10,353	10,612	

4.1.8 Materials and services

	Actual 2022/23 \$'000	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change		Projections			Trend
				\$'000	%	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	+/- +/-
Contract Payments	4,994	6,275	5,955	-320	-5.10%	6,074	6,226	6,381	+
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	850	465	120.78%	876	902	929	+
Consultants	650	698	333	-365	-52.29%	343	353	364	+
Election Costs	-	-	107	107	100.00%	-	-	-	-
Other Materials & Services	1,969	769	788	19	2.47%	812	866	892	+
Total materials and services	9,277	9,880	9,683	-197	-1.99%	9,804	10,097	10,369	

4.1.9 Depreciation

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

4.1.11 Depreciation - Right of use assets

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

4.1.12 Other expenses

	Actual 2022/23 \$'000	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change		Projections			Trend
				\$'000	%	2025/26 \$'000	2026/27 \$'000	2027/28 \$'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	Forecast Actual 2023/24	Budget 2024/25	Change	%
	\$000	\$000	\$000	\$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	Forecast Actual 2023/24	Budget 2024/25	Change	%
	\$000	\$000	\$000	\$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	Forecast Actual 2023/24	Budget 2024/25	Change	%
	\$000	\$000	\$000	\$000	
Trade and other Payables	2,048	2,500	2,600	100	4.00%

4.2.2.2 Provisions

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

4.3 Statement of changes in Equity

4.3.1 Reserves

The Council's existing reserves for \$233.835 million include \$229.868 million worth of Assets Revaluation Reserves and another \$3.967 million relating to purpose specific reserves, where there are identifiable imminent projects coming in future. The assets revaluation is conducted every 3 years in accordance with the industry standards and any increase / decrease in the valuation is adjusted to Asset Revaluation Reserves. The Council plans to create additional reserves for imminent operational and asset renewal projects which are reflected as an increase in Other Reserves.

4.3.2 Equity

It is projected that the Council's equity will continue to grow and aggregate to \$300.000 million by the end of financial year 2025-26. The accumulated surplus will stay maintained at \$46.000 million level with another \$254.000 million represented by reserves.

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	Projections 2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
Net cash flows provided by/used in operating activities	8,099	6,992	7,714	5,621	8,576
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	Projections 2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
Net cash flows provided by/used in investing activities	(11,875)	(9,395)	(7,662)	(7,236)	(7,125)

4.5 Capital works program

4.5.1 Summary

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change \$'000	%
Property	517	193 -	324	-62.67%
Plant and equipment	1,461	1,999	538	36.82%
Infrastructure	9,731	7,203 -	2,528	-25.98%
Total	11,709	9,395 -	2,314	-19.76%

	Project Cost \$'000	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	7,203	220	4,830	2,153	-	3,805	114	3,284	-
Total	9,395	280	6,962	2,153	-	3,805	505	5,085	-

4.5.2 Current Budget

Capital Works Area	Project Cost		Asset expenditure types				Summary of Funding Sources		
	New	Renewal	Upgrade	Expansion	Grants	Contributions	Council cash	Borrowings	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'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	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contributions	Council cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'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	27	-	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	685	-	343	342	-	458	-	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	-	-	
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 Sheetting, Stage 3	90	-	-	90	-	-	-	90	
Reseals - Councilwide	1,000	-	1,000	-	-	767	-	233	
Linemarking - Councilwide	20	-	20	-	-	-	-	20	
Shoulder Resheetting - Councilwide	600	-	600	-	-	-	-	600	
Resheetting - 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, Budjik - 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)	900	-	-	900	-	675	-	225	-
Kaniva Recreation Reserve Facility Design	53	53	-	-	-	13	-	40	-
Waste Management									
	-	-	-	-	-	-	-	-	-
Parks, Open Space and Streetscapes									
Incidental Park Furniture	20	-	20	-	-	-	20	-	-
Dolphin vacuum cleaner & ancillary equipment, Goroce pool	10	10	-	-	-	-	10	-	-
Dolphin vacuum cleaner & ancillary equipment, Edenhope pool	10	10	-	-	-	-	10	-	-
Filter replacement, Goroce swimming pool	29	-	29	-	-	-	29	-	-
Aerodromes									
	-	-	-	-	-	-	-	-	-
Off Street Car Parks									
	-	-	-	-	-	-	-	-	-
Other Infrastructure									
	-	-	-	-	-	-	-	-	-
TOTAL INFRASTRUCTURE	7,203	220	4,830	2,153	-	3,805	114	3,284	-
TOTAL NEW CAPITAL WORKS	9,395	280	6,962	2,153	-	3,805	505	5,085	-

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	200	-	200	-	-	200	-	-	200	-
Heritage Buildings	-	-	-	-	-	-	-	-	-	-
Building improvements	-	-	-	-	-	-	-	-	-	-
Leasehold improvements	-	-	-	-	-	-	-	-	-	-
Total Buildings	200	-	200	-	-	200	-	-	200	-
Total Property	200	-	200	-	-	200	-	-	200	-
Plant and Equipment										
Heritage plant and equipment	-	-	-	-	-	-	-	-	-	-
Plant, machinery and equipment	350	-	350	-	-	350	-	150	200	-
Fleet Vehicles	450	50	400	-	-	450	-	100	350	-
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-	-	-
Computers and telecommunications	-	-	-	-	-	-	-	-	-	-
Library books	-	-	-	-	-	-	-	-	-	-
Total Plant and Equipment	800	50	750	-	-	800	-	250	550	-
Infrastructure										
Roads	5,992	250	4,600	-	1,142	5,992	4,500	150	1,342	-
Bridges	60	-	60	-	-	60	60	-	-	-
Kerbs & Channels	55	-	55	-	-	55	-	-	55	-
Footpaths and cycleways	135	120	15	-	-	135	-	-	135	-
Drainage	60	-	50	-	10	60	-	-	60	-
Recreational, leisure and community facilities	300	-	-	-	300	300	300	-	-	-
Waste management	-	-	-	-	-	-	-	-	-	-
Parks, open space and streetscapes	60	10	50	-	-	60	-	-	60	-
Aerodromes	-	-	-	-	-	-	-	-	-	-
Off street car parks	-	-	-	-	-	-	-	-	-	-
Other infrastructure	-	-	-	-	-	-	-	-	-	-
Total Infrastructure	6,662	380	4,830	-	1,452	6,662	4,860	150	1,652	-
Total Capital Works Expenditure	7,662	430	5,780	-	1,452	7,662	4,860	400	2,402	-

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	180	-	180	-	-	180	-	-	180	-
Heritage Buildings	-	-	-	-	-	-	-	-	-	-
Building improvements	50	-	50	-	-	50	-	-	50	-
Leasehold improvements	-	-	-	-	-	-	-	-	-	-
Total Buildings	230	-	230	-	-	230	-	-	230	-
Total Property	230	-	230	-	-	230	-	-	230	-
Plant and Equipment										
Heritage plant and equipment	-	-	-	-	-	-	-	-	-	-
Plant, machinery and equipment	200	-	200	-	-	200	-	50	150	-
Fleet Vehicles	400	50	350	-	-	400	-	32	368	-
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-	-	-
Computers and telecommunications	-	-	-	-	-	-	-	-	-	-
Library books	-	-	-	-	-	-	-	-	-	-
Total Plant and Equipment	600	50	550	-	-	600	-	82	518	-
Infrastructure										
Roads	5,760	10	4,750	-	1,000	5,760	5,600	-	160	-
Bridges	65	-	65	-	-	65	65	-	-	-
Kerbs & Channels	55	-	55	-	-	55	-	-	55	-
Footpaths and cycleways	136	120	16	-	-	136	16	-	120	-
Drainage	65	-	55	-	10	65	-	-	65	-
Recreational, leisure and community facilities	250	-	-	-	250	250	250	-	-	-
Waste management	-	-	-	-	-	-	-	-	-	-
Parks, open space and streetscapes	75	22	53	-	-	75	-	-	75	-
Aerodromes	-	-	-	-	-	-	-	-	-	-
Off street car parks	-	-	-	-	-	-	-	-	-	-
Other infrastructure	-	-	-	-	-	-	-	-	-	-
Total Infrastructure	6,406	152	4,994	-	1,260	6,406	5,931	-	475	-
Total Capital Works Expenditure	7,236	202	5,774	-	1,260	7,236	5,931	82	1,223	-

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	175	-	175	-	-	175	-	-	175	-
Heritage Buildings	-	-	-	-	-	-	-	-	-	-
Building improvements	-	-	-	-	-	-	-	-	-	-
Leasehold improvements	-	-	-	-	-	-	-	-	-	-
Total Buildings	175	-	175	-	-	175	-	-	175	-
Total Property	175	-	175	-	-	175	-	-	175	-
Plant and Equipment										
Heritage plant and equipment	-	-	-	-	-	-	-	-	-	-
Plant, machinery and equipment	300	-	300	-	-	300	-	75	225	-
Fleet Vehicles	400	-	400	-	-	400	-	75	325	-
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-	-	-
Computers and telecommunications	-	-	-	-	-	-	-	-	-	-
Library books	-	-	-	-	-	-	-	-	-	-
Total Plant and Equipment	700	-	700	-	-	700	-	150	550	-
Infrastructure										
Roads	5,525	25	4,500	-	1,000	5,525	5,350	-	175	-
Bridges	65	-	65	-	-	65	65	-	-	-
Kerbs & Channels	60	-	60	-	-	60	-	-	60	-
Footpaths and cycleways	145	130	15	-	-	145	15	-	130	-
Drainage	65	-	55	-	10	65	-	-	65	-
Recreational, leisure and community facilities	300	-	-	-	300	300	300	-	-	-
Waste management	-	-	-	-	-	-	-	-	-	-
Parks, open space and streetscapes	90	22	68	-	-	90	-	-	90	-
Aerodromes	-	-	-	-	-	-	-	-	-	-
Off street car parks	-	-	-	-	-	-	-	-	-	-
Other infrastructure	-	-	-	-	-	-	-	-	-	-
Total Infrastructure	6,250	177	4,763	-	1,310	6,250	5,730	-	520	-
Total Capital Works Expenditure	7,125	177	5,638	-	1,310	7,125	5,730	150	1,245	-



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



Description	Basis	Nature of Fee	GST	Pricing Policy Method	2024-25 GST INC
Governance & Administration					
Freedom of Information (FOI)					
FOI Application Fee	Per occasion	Statutory	Non Taxable	Regulatory Pricing	\$32.70
Disabled Persons Permit					
Disabled Persons Permit (3 year permit)	Per permit	Council	Non Taxable	Subsidised Pricing	\$0.10
Photocopying					
A4 - black & white - single sided	Per page	Council	Taxable	Market Pricing	\$0.30
A4 - black & white - single sided - multiple copies	Per page	Council	Taxable	Market Pricing	\$0.25
A4 - black & white - double sided	Per page	Council	Taxable	Market Pricing	\$0.40
A4 - black & white - double sided - multiple copies	Per page	Council	Taxable	Market Pricing	\$0.35
A3 - black & white - single sided	Per page	Council	Taxable	Market Pricing	\$0.50
A3 - black & white - single sided - multiple copies	Per page	Council	Taxable	Market Pricing	\$0.45
A3 - black & white - double sided	Per page	Council	Taxable	Market Pricing	\$0.70
A3 - black & white - double sided - multiple copies	Per page	Council	Taxable	Market Pricing	\$0.65
A4 - colour	Per page	Council	Taxable	Market Pricing	\$1.00
A3 - colour	Per page	Council	Taxable	Market Pricing	\$1.50
A1/A0 - Black & White Plan	Per page	Council	Taxable	Market Pricing	\$20.00
A1/A0 - Colour Plan	Per page	Council	Taxable	Market Pricing	\$25.00
A1/A0 - Full colour/greyscale image	Per page	Council	Taxable	Market Pricing	\$30.00
Council Hire & Facilities					
Community Bus					
Hire Fee (Community Group only)	Per kilometre	Council	Taxable	Market Pricing	\$0.80
<i>Note: Fuel at cost of hirer; 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	Market Pricing	\$30.00
Caravan, trailer or like vehicle, or tent or like construction - weekly fee	Per site	Council	Taxable	Market Pricing	\$140.00
Additional persons 6yrs & over	Per site	Council	Taxable	Market Pricing	\$5.00
Unpowered Site					
Occupied - per night	Per site	Council	Taxable	Market Pricing	\$20.00
Caravan, trailer or like vehicle, or tent or like construction - weekly fee	Per site	Council	Taxable	Market Pricing	\$86.00
Additional persons 6yrs & over	Per site	Council	Taxable	Market Pricing	\$5.00
Unoccupied - no tenants					
Caravan, trailer or like vehicle, or tent or like construction - weekly fee	Per site	Council	Taxable	Market Pricing	\$55.00
Two Bedroom deluxe accessible cabin (wheelchair friendly) (based on two people per cabin - maximum sleeps five) - minimum two night stay	Per night	Council	Taxable	Market Pricing	\$165.00
Additional persons (adult & children)	Per night	Council	Taxable	Market Pricing	\$10.00
Three Bedroom deluxe family cabin (based on two people per cabin - maximum sleeps eight) - minimum two night stay	Per night	Council	Taxable	Market Pricing	\$185.00
Additional persons (adult & children)	Per night	Council	Taxable	Market Pricing	\$10.00
Edenhope Community Centre Hire					
Security deposit for licensed functions (refundable)	Per event	Council	Non Taxable	Pricing method will be phased in - insufficient data to conduct cost analysis at this stage	
Insurance - functions with or without alcohol	Per event	Council	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	3.4%	\$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
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



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



Description	Basis	Nature of Fee	GST	Pricing Policy Method	2024-25 GST INC
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		\$139.00
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
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		



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



Description	Basis	Nature of Fee	GST	Pricing Policy Method	2024-25 GST INC
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
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
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	Regulatory Pricing	\$130.00
Category B - Maximum Fee Pensioner	Annual fee per animal	Statutory	Non Taxable	Regulatory Pricing	\$65.00
Category C - Reduced Fee	Annual fee per animal	Statutory	Non Taxable	Regulatory Pricing	\$45.00
Category C - Reduced Fee Pensioner	Annual fee per animal	Statutory	Non Taxable	Regulatory Pricing	\$23.00
Dangerous/Menacing dog registration fee	Per animal	Statutory	Non Taxable	Regulatory Pricing	\$230.00
Pound Fees					
Pound Release Fees	Per occasion	Council	Taxable	Council determined	\$55.00
Pound Release Fees Registered dog/cat - within 12 months from first impoundment	Per occasion	Council	Taxable	Council determined	\$78.00
Subsequent Pound Release Fee per cat/dog	Per occasion	Council	Taxable	Council determined	\$115.00
Daily Food Fee					
Dogs and Cats	Per animal per day	Council	Taxable	Council determined	\$15.00
Livestock - Small Animal (sheep or equivalent)	Per animal per day	Council	Taxable	Council determined	\$15.00



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



Description	Basis	Nature of Fee	GST	Pricing Policy Method	2024-25 GST INC
Livestock - Large Animal (cow or equivalent)	Per animal per day	Council	Taxable	Council determined	\$20.00
<u>Surrendered Animals</u>					
Registered				Council determined	No Charge
Unregistered	Per animal	Council	Non Taxable	Council determined	\$65.00
Feral Cat				Council determined	No Charge
Roadside Grazing of livestock	No charge			Council determined	No Charge
Mobile Vendor on Council controlled land permit one off visit	per occurrence	Council	Non Taxable	Council determined	\$40.00
Mobile Vendor on Council controlled land permit Annual fee	Annual	Council	Non Taxable	Council determined	\$475.00
Local Law Permit - excess animal numbers, alcohol permit for hotels for consumption of alcohol outside of hotel	Yearly	Council	Non Taxable	Council determined	\$70.00
stall as part of organised event				Council determined	No Charge
Breach of a notice to comply	Per occasion	Council	Non Taxable	Council determined	\$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	Council determined	\$332.00
Class 2 Registration - (Restaurants/cafes/rep of food)	Annual fee	Council	Non Taxable	Council determined	\$275.00
Class 3 Registration - (Low risk food prep/packaged food)	Annual fee	Council	Non Taxable	Council determined	\$189.00
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	Council determined	50% of full fee
Fee for full operations of Club or Community Organisation	Annual fee	Council	Non Taxable	Council determined	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	Council determined	\$35.00
General Food Business - up to 2 events p.a. (per event charge)	Annual fee	Council	Non Taxable	Council determined	\$26.00
General Food Business - up to 12 events p.a. (annual charge)	Annual fee	Council	Non Taxable	Council determined	\$72.00
General Food Business - more than 12 events per year	Annual Fee	Council	Non Taxable	Council determined	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	Regulatory Pricing	\$377.00
Minor alteration to OWMS	Per application	Council	Non Taxable	Regulatory Pricing	Prescribed fee
Transfer a permit	Per application	Council	Non Taxable	Regulatory Pricing	Prescribed Fee
Amend a permit	Per application	Council	Non Taxable	Regulatory Pricing	Prescribed Fee
Renew a permit	Per application	Council	Non Taxable	Regulatory Pricing	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	Regulatory Pricing	Prescribed fee
Caravan park registration 26-50 sites (3 yearly registration fee)	Per caravan park	Statutory Fee	Non Taxable	Regulatory Pricing	Prescribed fee
Caravan park registration 51-100 sites (3 yearly registration fee)	Per caravan park	Statutory Fee	Non Taxable	Regulatory Pricing	Prescribed fee
Caravan park transfer of proprietor	Per instance	Statutory Fee	Non Taxable	Regulatory Pricing	Prescribed fee
Public Aquatic Facilities	3 yearly fee	Council	Non Taxable	Council determined	\$310.00
Prescribed Accommodation	Annual fee	Council	Non Taxable	Council determined	\$305.00
Hair & Beauty premises	Annual fee	Council	Non Taxable	Council determined	\$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					
<u>Applications for Permits (Regulation 7)</u>					
Class 1 Change or allow a new use of the land	Per application	Statutory	Non Taxable	Regulatory Pricing	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	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 3 \$10,000 to \$100,000	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 4 \$100,000 to \$500,000	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 5 \$500,000 to \$1 million	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 6 \$1 million to \$2 million	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
A permit that is subject of a VicSmart application if the estimated cost of development is:					
Class 7 Up to \$10,000	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 8 More than \$10,000	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 9 VicSmart application to subdivide or consolidate land	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
To develop land if the estimated cost of the development is:					
Class 10 Up to \$100,000	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 10 Up to \$100,000 Native Vegetation Removal Only	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee



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



Description	Basis	Nature of Fee	GST	Pricing Policy Method	2024-25 GST INC
Class 11 \$100,000 to \$1 million	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 12 \$1 million to \$5 million	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 13 \$5 million to \$15 million	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 14 \$15 million to \$50 million	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 15 More than \$50 million (to be charged at 50% until 13/10/2017)	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 16 Subdivide an existing building	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 17 Subdivide land into 2 lots	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 18 Realignment of a common boundary between 2 lots or to consolidate 2 or more lots	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 19 To subdivide land (\$1,241 for each 100 lots created)	Per application	Statutory	Non Taxable	Regulatory Pricing	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.	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 21 A permit not otherwise provided for in this Regulation	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
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:					
The sum of: The highest of the fees which would have been applied if separate applications were 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.	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Stage 2 a) Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
i) Up to 10 Submissions	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
ii) 11 to 20 submissions	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
iii) More than 20 submissions	Per application	Statutory	Non Taxable	Regulatory Pricing	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	Per application	Statutory	Non Taxable	Regulatory Pricing	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	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Amendments to permits under section 72 of the Planning and environment Act 1987					
Class 1 Amendment to a permit to change the use of land allowed by the permit or allow a new use of land	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 2 Amendment to a permit (other than a permit to develop land for a single dwelling per lot or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of land for a single dwelling per lot) to change the statement of what the permit allows or to change any or all of the conditions which apply to the permit.	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 3 Amendment to a class 2, class 3, class 4, class 5 or class 6 permit, * if the cost of any additional development permitted by the amendment is \$10,000 or less	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 4 Amendment to a class 2, class 3, class 4, class 5 or class 6 permit, * if the cost of any additional development permitted by the amendment is more than \$10,000 but not more than \$100,000	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 5 Amendment to a class 2, class 3, class 4, class 5 or class 6 permit, * if the cost of any additional development permitted by the amendment is more than \$100,00 but not more than \$500,000	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 6 Amendment to a class 2, class 3, class 4, class 5 or class 6 permit, * if the cost of any additional development permitted by the amendment is more than \$500,000	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 7 Amendment to a permit * that is the subject of VicSmart application, if the estimated cost of the additional development is \$10,000 or less	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 8 Amendment to a permit * that is the subject of VicSmart application, if the estimated cost of the additional development is more than \$10,000	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 9 Amendment to a class 9 permit *	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 10 Amendment to a class 10 permit *	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 11 Amendment to a class 11, class 12, class 13, class 14, class 15 or class 16 permit * if the estimated cost of the additional development to be permitted by the amendment is \$100,000 or less	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 12 Amendment to a class 12, class 13, class 14, class 15 or class 16 permit * if the estimated cost of any additional development to be permitted by the amendment is more than \$100,000 but not more than \$1,000,000	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 13 Amendment to a class 11, class 12, class 13, class 14, class 15 or class 16 permit * if the estimated cost of any additional development to be permitted by the amendment is more than \$1,000,000	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 14 Amendment to a class 17 permit *	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 15 Amendment to a class 18 permit *	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 16 Amendment to a class 19 permit *	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 17 Amendment to a class 20 permit *	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 18 Amendment to a class 21 permit *	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Class 19 Amendment to a class 22 permit	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Other Fees					
Regulation 7 For requesting the Minister to prepare an amendment to a planning scheme exempted from the requirements referred to in section 20(4) of the Act.	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Regulation 8 For requesting the Minister to prepare an amendment to a planning scheme exempted from certain requirements prescribed under section 20A of the Act.	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Regulation 10 For combined permit applications	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Regulation 12 Amend an application for a permit or an application to amend a permit	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Regulation 13 For a combined application to amend permit	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Regulation 14 For a combined permit and planning scheme amendment	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Regulation 15 For a certificate of compliance	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Regulation 16 For an agreement to a proposal to amend or end an agreement under section 173 of the Act.	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Regulation 17 For a planning certificate	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee
Regulation 18 Where a planning scheme specifies that a matter must be done to the satisfaction of a responsible authority, Minister, public authority or municipal council	Per application	Statutory	Non Taxable	Regulatory Pricing	Prescribed fee



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



Description	Basis	Nature of Fee	GST	Pricing Policy Method	2024-25 GST INC
Secondary Consent fee	Per application	Council	Non Taxable	Council determined	\$205.00
Extension of time request	per request	Council	Non Taxable	Council determined	\$205.00
Building Fees					
Extension, Alterations					
Up to \$5,000	Per application	Council	Taxable	Council determined	\$565.00
Value of Works \$5,001 - \$10,000	Per application	Council	Taxable	Council determined	\$765.00
Value of Works \$10,001 - \$20,000	Per application	Council	Taxable	Council determined	\$1,000.00
Value of Works \$20,001 - \$50,000	Per application	Council	Taxable	Council determined	\$1,440.00
Value of Works \$50,001 - \$100,000	Per application	Council	Taxable	Council determined	\$1,920.00
Value of Works \$100,001 - \$150,000	Per application	Council	Taxable	Council determined	\$2,220.00
Value of Works \$150,001 - \$200,000	Per application	Council	Taxable	Council determined	\$2,610.00
Value of Works \$200,001 - \$250,000*	Per application	Council	Taxable	Council determined	\$2,930.00
Value of Works \$250,001 - \$300,000*	Per application	Council	Taxable	Council determined	\$3,290.00
Value of Works \$300,001 - \$350,000*	Per application	Council	Taxable	Council determined	\$3,730.00
Value of Works > \$350,000*	Per application	Council	Taxable	Council determined	\$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	Council determined	\$2,930.00
Value of Works \$200,001 - \$250,000*	Per application	Council	Taxable	Council determined	\$3,380.00
Value of Works \$250,001 - \$350,000*	Per application	Council	Taxable	Council determined	\$3,660.00
Value of Works >\$350,000*	Per application	Council	Taxable	Council determined	\$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	Council determined	\$890.00
Swimming Pool (fence alterations only)	Per application	Council	Taxable	Council determined	\$372.00
Swimming Pool (new fence only)	Per application	Council	Taxable	Council determined	\$660.00
Swimming Pool and All Fences	Per application	Council	Taxable	Council determined	\$845.00
Restumping (work must be performed by Registered Builder)	Per application	Council	Taxable	Council determined	\$905.00
Demolish / Remove Building - Domestic (shed / house)	Per application	Council	Taxable	Council determined	\$812.00
Demolish / Remove Building - Commercial	Per application	Council	Taxable	Council determined	\$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	Council determined	\$965.00
Value of Works \$10,001 - \$50,000	Per application	Council	Taxable	Council determined	\$1,390.00
Value of Works \$50,001 - \$100,000	Per application	Council	Taxable	Council determined	\$2,060.00
Value of Works \$100,001 - \$150,000	Per application	Council	Taxable	Council determined	\$2,550.00
Value of Works \$150,001 - \$200,000	Per application	Council	Taxable	Council determined	\$2,900.00
Value of Works \$200,001 - \$250,000*	Per application	Council	Taxable	Council determined	\$3,400.00
Value of Works \$250,001 - \$300,000*	Per application	Council	Taxable	Council determined	\$3,930.00
Value of Works \$300,001 - \$500,000*	Per application	Council	Taxable	Council determined	\$4,470.00
Value of Works > \$500,000 or (negotiated with Council)	Per application	Council	Taxable	Council determined	\$ 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					
Community Group (Not-for Profit) Building Works - Building Permits					
(Discount on Permit fees only. State Government Levy still applies)	Per application	Council	Taxable	Council determined	Fees negotiated
Lavies / Bonds					
Building Administration Fund Levy (State Levy) (Applies to all building work over \$10,000)	Per application	Statutory	Non Taxable	Regulatory Pricing	(value of work x 0.00128)
Bond / Guarantee for Re-erection of buildings	Per application	Statutory	Taxable	Regulatory Pricing	The lesser of the cost of the building work or \$10,000
Council Infrastructure (Asset) Protection Deposit	Per application	Council	Taxable	Council determined	\$720.00
Inspections					
Additional Mandatory Inspections	Per occasion	Council	Taxable	Council determined	\$195.00
Compliance Inspection	Per occasion	Council	Taxable	Council determined	\$195.00
Compliance Inspections of Swimming Pool and Spa Barriers					
First Inspection	Per occasion	Council	Taxable	Council determined	\$310.00
Re-inspection	Per occasion	Council	Taxable	Council determined	\$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	Regulatory Pricing	2.15 fee units = \$35.10 (rounded)
Swimming Pool / Spa records search determination fee	Per occasion	Statutory	Non Taxable	Regulatory Pricing	3.19 fee units = \$52.10 (rounded)
Lodging a certificate of pool and spa barrier non-compliance	Per occasion	Statutory	Non Taxable	Regulatory Pricing	26 fee units = \$424.60 (rounded)
Lodging a certificate of pool and spa barrier compliance	Per occasion	Statutory	Non Taxable	Regulatory Pricing	1.38 fee units = \$22.55 (rounded)
Pool/Spa Failure to Register - Construction before 1 November 2020	Per occasion	Statutory	Non Taxable	Regulatory Pricing	2 penalty units = \$395.20 (rounded)
Pool/Spa Failure to Register - Construction on or after 1 November 2020	Per occasion	Statutory	Non Taxable	Regulatory Pricing	2 penalty units = \$395.20 (rounded)
Relocatable Pool/Spa Failure to Register	Per occasion	Statutory	Non Taxable	Regulatory Pricing	2 penalty units = \$395.20 (rounded)
Pool/Spa Failure to register after notice given	Per occasion	Statutory	Non Taxable	Regulatory Pricing	2 penalty units = \$395.20 (rounded)
Pool/Spa Failure to pay at lodgement of Cert of Compliance	Per occasion	Statutory	Non Taxable	Regulatory Pricing	2 penalty units = \$395.20 (rounded)
Pool/Spa Failure to lodge Cert of Compliance after alteration	Per occasion	Statutory	Non Taxable	Regulatory Pricing	2 penalty units = \$395.20 (rounded)
Pool/Spa Failure to lodge Cert of Compliance	Per occasion	Statutory	Non Taxable	Regulatory Pricing	2 penalty units = \$395.20 (rounded)

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



Description	Basis	Nature of Fee	GST	Pricing Policy Method	2024-25 GST INC
Pool/Spa Failure to pay lodgment fee - Cert of Non Compliance	Per occasion	Statutory	Non Taxable	Regulatory Pricing	2 penalty units = \$395.20 (rounded)
Report and Consent					
Application for report and consent - Siting	Per Regulation	Statutory	Non Taxable	Regulatory Pricing	19.61 fee units = \$320.25 (rounded)
Application for report and consent - Projections	Per Regulation	Statutory	Non Taxable	Regulatory Pricing	19.61 fee units = \$320.25 (rounded)
Application for report and consent - Protection of public	Per Regulation	Statutory	Non Taxable	Regulatory Pricing	19.61 fee units = \$320.25 (rounded)
Application for report and consent - Building above or below certain public facilities	Per Regulation	Statutory	Non Taxable	Regulatory Pricing	19.61 fee units = \$320.25 (rounded)
Application for report and consent - Septic systems	Per occasion	Statutory	Non Taxable	Regulatory Pricing	19.61 fee units = \$320.25 (rounded)
Application for report and consent - To build over an easement vested in Council	Per occasion	Statutory	Non Taxable	Regulatory Pricing	19.61 fee units = \$320.25 (rounded)
Application for report of Council - Location of point of stormwater discharge (LPOD)	Per occasion	Statutory	Non Taxable	Regulatory Pricing	9.77 fee units = \$159.55 (rounded)
Application for report and consent - Flood prone	Per occasion	Statutory	Non Taxable	Regulatory Pricing	19.61 fee units = \$320.25 (rounded)
Application for report and consent - Demolition of building	Per occasion	Statutory	Non Taxable	Regulatory Pricing	5.75 fee units = \$93.90 (rounded)
Request for Information					
Property Information Requests (Regulation 51(1), 51(2) and 51(3))	Per occasion	Statutory	Non Taxable	Regulatory Pricing	3.19 fee units = \$52.10 (rounded)
Request for Professional Advice/Consultation - per hour	Per occasion	Council	Taxable	Council determined	\$175.00
File Retrieval / Search					
File Retrieval - Minor Document (for example, Copy of Building / Occupancy Permit/ Plans)	Per occasion	Council	Taxable	Council determined	\$49.00
File Retrieval / Search (for example, Permit History)	Per occasion	Council	Taxable	Council determined	\$124.00
Amended Building Permit					
Amended Building Permit - Minor Alterations	Per occasion	Council	Taxable	Council determined	\$180.00
Amended Building Permit - Major Alterations	Per occasion	Council	Taxable	Council determined	\$290.00
Time Extension - Building Permit (first request)	Per occasion	Council	Taxable	Council determined	\$300.00
Time Extension - Building Permit (second request)	Per occasion	Council	Taxable	Council determined	\$340.00
Time Extension - Building Permit (third request)	Per occasion	Council	Taxable	Council determined	\$386.00
Refunds					
Withdrawn Application - Permit Lodged Not Yet Assessed	Per occasion	Council	Taxable	Council determined	\$370.00
Withdrawn Application - Permit Lodged Not Yet Issued	Per occasion	Council	Taxable	Council determined	40% of fees (minimum \$500)
Permit Cancellation - After Permit Issued	Per occasion	Council	Taxable	Council determined	Permit Fees Retained
(Refund only for inspections not carried out based on inspection fees at time of cancellation)					
Permit Cancellation - After Permit Expired	Per occasion	Council	Taxable	Council determined	No Refund
Lodgement Fee					
Lodgement fee for Private Building Surveyors (Submission of Section 30, and 73)	Per occasion	Statutory	Non Taxable	Regulatory Pricing	8.23 fee units = \$134.40 (rounded)
Place of Public Entertainment (POPE) Occupancy Permit	Per occasion	Council	Taxable	Council determined	\$411.00
Temporary Siting Approval or Temporary Structure Inspection	Per occasion	Council	Taxable	Council determined	\$267.20
Entertainment / Event Consideration, Notification, and Approval - No Permit Required	Per occasion	Council	Taxable	Council determined	\$25.00
Note: All fees may be negotiated based on volume and economies of scale and scope.					
Waste & Recycling					
Transfer Station Fees					
Green Waste					
Per cubic metre (level 6 x 4 trailer/ute load)	Per cubic metre	Council	Taxable	Market Pricing	\$15.00
Car boot load	Per load	Council	Taxable	Market Pricing	\$6.00
Contaminated Green Waste per cubic metre	Per cubic metre	Council	Taxable	Market Pricing	\$35.00
Hard Waste					
Per cubic metre (level 6 x 4 trailer/ute load)	Per cubic metre	Council	Taxable	Market Pricing	\$35.00
Car boot load	Per load	Council	Taxable	Market Pricing	\$18.00
General household waste - 120 litre bin	Per item	Council	Taxable	Market Pricing	\$18.00
General household waste - 240 litre bin	Per item	Council	Taxable	Market Pricing	\$25.00
Tyres					
Light - tyre only	Per item	Council	Taxable	Market Pricing	\$8.00
Light - with rim	Per item	Council	Taxable	Market Pricing	\$16.00
Medium - tyre only	Per item	Council	Taxable	Market Pricing	\$16.00
Medium - with rim	Per item	Council	Taxable	Market Pricing	\$30.00
Heavy - tyre only	Per item	Council	Taxable	Market Pricing	\$35.00
Heavy - with rim	Per item	Council	Taxable	Market Pricing	\$70.00
Tractor - up to 1.5m diameter tyre only	Per item	Council	Taxable	Market Pricing	\$145.00
Tractor - over 1.5m diameter tyre only	Per item	Council	Taxable	Market Pricing	\$290.00
Tractor - over 1.5m diameter with rim	Per item	Council	Taxable	Market Pricing	\$370.00
Loads Concrete/Builders Rubble etc	Per cubic metre	Council	Taxable	Market Pricing	\$50.00
Clean concrete	Per cubic metre	Council	Taxable	Market Pricing	\$50.00
Recyclables (if sorted)	Per load	Council			
Mattresses/Couches	Per item	Council	Taxable	Market Pricing	\$40.00
Prescribed waste (Asbestos - must be wrapped)	Per 10m²	Council	Taxable	Market Pricing	\$20.00
E-Waste	Per item	Council	Taxable	Market Pricing	\$2.00
E-Waste - Screens	Per item	Council	Taxable	Market Pricing	\$5.00



WEST WIMMERA SHIRE COUNCIL

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WEST WIMMERA SHIRE COUNCIL

Description	Basis	Nature of Fee	GST	Pricing Policy Method	2024-25 GST INC
Kerbside Waste Collection Service					
Urban 120 litre bin collection - annual charge - weekly collection	Yearly Fee	Council	Non Taxable	Cost Recovery	\$383.00
Rural 120 litre bin collection - annual charge - weekly collection	Yearly Fee	Council	Non Taxable	Cost Recovery	\$445.00
Commercial 240 litre bin collection - annual charge - weekly collection	Yearly Fee	Council	Non Taxable	Cost Recovery	\$590.00
Glass 120L	Yearly Fee	Council	Non Taxable	Cost Recovery	\$58.00
Replacement Bins					
120 litre bin	Per bin	Council	Taxable	Cost Recovery	\$60.00
240 litre bin	Per bin	Council	Taxable	Cost Recovery	\$95.00
Recycling Bins - Standard	Per bin	Council	Taxable	Cost Recovery	\$50.00

ANNUAL PLAN

2024 / 2025



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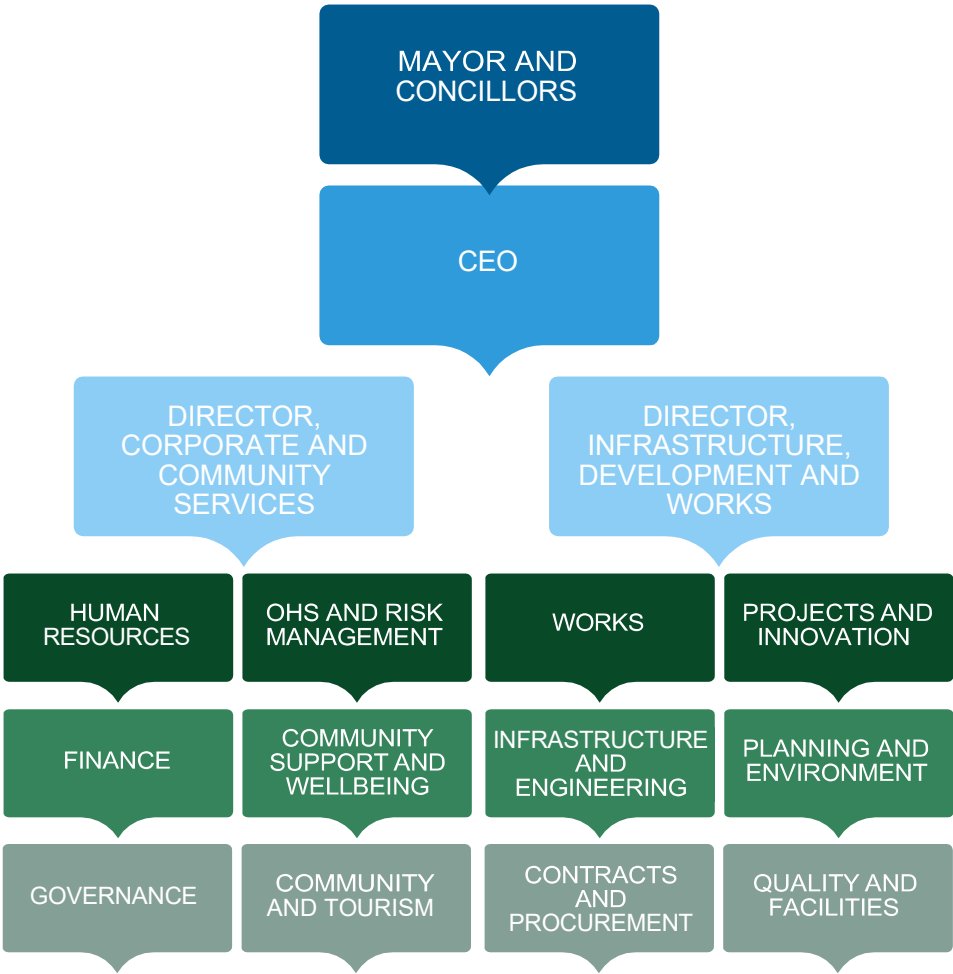
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ACKNOWLEDGEMENT OF COUNTRY

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 and Harrow Recreation Reserves, 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. If successful, we will be upgrading several key community hubs, including 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 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 the financial year 2024-25.

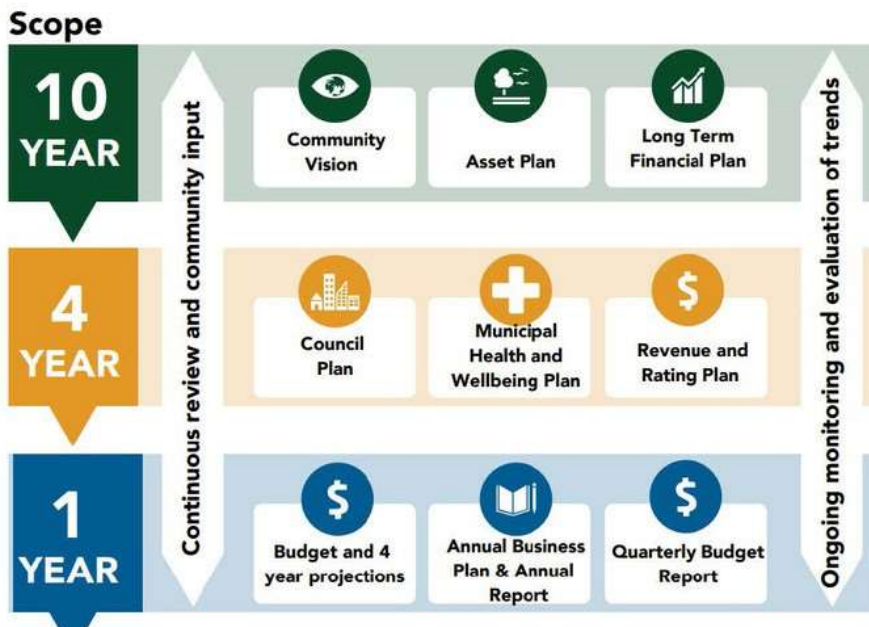
Together the following integrated documents form the local government's system of financial management:

- 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 one-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 delivering more than 70 services across many areas, including:

FOR OUR COMMUNITY



- Building Services and Planning Permits
- Libraries
- Sporting Facilities
- Parks, Gardens and Playgrounds
- Council-run events
- Community grants for activities
- Waste and recycling services
- Road and footpath maintenance
- Graffiti removal
- Environmental sustainability initiatives
- Local amenities and facilities maintenance
- VIC Roads Agency Services
- Animal Control
- Pet Registration
- Provision for seasonal swimming pools
- Tourism development
- Street cleaning
- Fire prevention and pest control management
- Accommodation
- Volunteer support
- Street lighting and signage

FOR OUR FAMILIES



- Playgroups
- Kindergartens
- Family services
- School crossing supervisors
- Social support for youth
- Early years support
- Maternal Childrens health services
- Childcare - Edenhope

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

FOR OUR BUSINESSES



- Food and Health businesses registration and regulation
- Business Support and education
- Business networking opportunities
- Business permits
- Food safety regulation programs

OUR VALUES



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

1

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

3

We will do everything in our ability to encourage and form trusting relationships, to work together as one team to achieve our goals and advocate for "One West Wimmera".

2

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

4

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

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.

GOALS

1

Liveable and healthy community

2

Diverse and prosperous community

3

Sustainable environment

4

Good governance

5

Our commitment - we will proactively drive and live in our values: Innovative, Accountable, United, and Collaborative.

1 Liveable and healthy community

- 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.

2 Diverse and prosperous community

- 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.

3 Sustainable environment

- 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.

4 Good governance

- 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	\$3,495
Goal 2: Diverse and prosperous economy	\$12,699
Goal 3: Sustainable environment	\$1,713
Goal 4: Good governance	\$2,376
Goal 5: Our commitment	\$0

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.

KEY FOCUS AREAS 2024-25

* Major Initiatives in 2024-2025 Budget

Key advocacy focus areas for 2024-2025

GOAL 1: Liveable and healthy		
Relevant Council Plan initiative	2024/2025 Action	Department
1.1.1 *	Continue to roll out our community grants program (Quick Response Grant, Sponsorships, Community Strengthening and Community Support Grant)	Corporate and Community Services
1.1.3	Implement Fair Access policy	Corporate and Community Services
1.1.3	Move 2 actions per zone through phase 1 from the municipal sport and recreation strategy	Corporate and Community Services
1.1.4 #	Advocate for the need for qualified early years staff across the shire	Corporate and Community Services
1.1.4 #	Advocate for oral health community support sessions	Corporate and Community Services
1.1.4	Support and advocate for ongoing dental services in Kaniva and Edenhope	Corporate and Community Services
1.1.5	Work with WWHS and Yarriambiack to assess assessable spaces across the shire	Corporate and Community Services
1.1.5	Instigate regular meetings with Wimmera Sports Assembly	Community Services
1.1.6 #	Work with local mental health service providers to ensure a wraparound approach to community wellbeing and mental health by networking with, supporting and promoting local wellbeing services	Corporate and Community Services
1.1.7	Complete participation plan roll outs and reporting in Apsley and Harrow for netball/tennis court and lighting upgrades	Corporate and Community Services
1.1.8	Support and recognise volunteers across the Shire with annual volunteer morning teas	Corporate and Community Services
1.2.1	Delivery of supported playgroups program	Corporate and Community Services
1.2.1	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

WEST WIMMERA SHIRE COUNCIL ANNUAL PLAN 2024/2025

1.2.2	Engagement of youth program with schools	Corporate and Community Services
1.2.2	Apply for Freeza and Engage Youth Funding for programs across the Shire	Corporate and Community Services
1.2.2	Deliver Freeza and Engage Youth Funding in line with funding agreements	Corporate and Community Services
1.2.3	Facilitate 16 Days of Activism Campaign with local events in November	Corporate and Community Services
1.2.3	White Ribbon training for staff	Corporate and Community Services
1.2.3	Support pilot programs - Kaniva Community (Kaniva Katch Up) with mental health awareness groups with consideration to expand to other towns	Corporate and Community Services
1.2.4	Staff training for mental health (in the community) and basic emergency management training	Corporate and Community Services
1.2.4	Review and implement process for referral and support services (MCH, early years, Kindergartens, youth, aged care)	Corporate and Community Services
1.2.5	Active participation of Community of Respect and Equality (CoRE) Alliance membership	Corporate and Community Services
1.2.6	Road safety awareness at kindergartens for parents and children	Corporate and Community Services
1.2.7	Intergenerational playgroup/gardening program in Edenhope	Corporate and Community Services
1.2.7	Intergenerational pop-up playgroups	Corporate and Community Services
1.2.8	Annual Working with Children Check audit	Corporate and Community Services
1.3.1	Deliver West Wimmera cabins project	Infrastructure Development & Works
1.3.1	Training for Committees of Management (DEECA) and Modern Rules for Committee Training	Corporate and Community Services
1.3.1	Information sessions for community committees (Funding opportunities and general information)	Corporate and Community Services
1.3.1	Support for community groups with cabin operations (Harrow, Lake Charlegrark and Goroke)	Corporate and Community Services
1.3.2	External painting of Kaniva Shire Hall (seek funding if available), Windmill Café in Kaniva, and Goroke Men's Shed	Infrastructure Development & Works
1.3.2	Upgrade fire-fighting facilities at Edenhope Aerodrome (funded)	Infrastructure Development & Works

WEST WIMMERA SHIRE COUNCIL ANNUAL PLAN 2024/2025

1.3.2	Complete asset inspections as per plan	Infrastructure Development & Works
1.3.2	Seek funding for solar on government-owned buildings (if available) – Potentially can be used for Kaniva Community Hub, and swimming pools	Infrastructure Development & Works
1.3.2 #	Advocate for upgrading rail crossing signals at Serviceton and pedestrian crossings at Maddern and Farmer streets, Kaniva	Infrastructure Development & Works
1.3.2	Deliver Kaniva Depot upgrade, Wannon Avenue house renovation. Seek funding for Kaniva Pool all-abilities water play splash park and Kaniva pool upgrades for accessibility	Infrastructure Development & Works
1.3.3 *	Deliver Kaniva Rec Reserve lighting, Harrow Rec reserve lighting, Kaniva Rec Reserve facility design, and Edenhope Recreation Reserve Changerooms upgrade (subject to funding)	Infrastructure Development & Works
1.3.4	New footpaths as per capital works plan 1. Budjik Street, Farmer Street to Webb Street - Kaniva 2. Elizabeth Street, Anne Street to Churchhill Street - Edenhope 3. Compston Street, Barrack Street to Church Street - Goroke	Infrastructure Development & Works
1.3.5 #	Advocate for the requirement for school bus services for all school children	Corporate and Community Services
1.3.5	Continue to run/support and promote volunteer taxi service in Kaniva and Centre for Participation bus	Corporate and Community Services
1.3.5	Continue to run/support and promote companion transport program in Harrow, Kaniva and Edenhope	Corporate and Community Services
1.3.6	Undertake condition assessment of all buildings	Infrastructure Development & Works
1.4.2 #	Continue to advocate for improved childcare services across our towns	Corporate and Community Services
1.4.2 #	Advocate (if required) for federal funding for Kaniva childcare service to continue past 2025	Corporate and Community Services
1.4.3	Investigate service providers, funding and need for childcare in Goroke	Corporate and Community Services
1.4.5	Training calendar on Council's website with business training opportunities	Infrastructure Development & Works
1.4.6 #	Understand key priorities for schools and how Council can assist (non-financial) and look for continuous improvement opportunities with links between kindergartens, schools, and youth services.	Corporate and Community Services
1.4.7	Continue to provide perinatal mental health service (including infant loss support)	Corporate and Community Services
1.4.7	Continue to roll out mother and baby information session and practical classes including baby massage	Corporate and Community Services

WEST WIMMERA SHIRE COUNCIL ANNUAL PLAN 2024/2025

1.4.7	Work with By Five Wimmera Southern Mallee project	Corporate and Community Services
1.4.9 #	Advocate for the requirement for potable water in Harrow, Goroke and Apsley	Infrastructure Development & Works
1.4.9 #	Advocate for potable water in Harrow, Goroke and Apsley	Infrastructure Development & Works
1.4.10	Provide support and encourage headspace events and mental health training to be run in West Wimmera Shire	Corporate and Community Services
1.5.1	Active membership of Wimmera Libraries	Corporate and Community Services
1.5.2	Continue to seek funding for a community arts strategy	Corporate and Community Services
1.5.3	Develop an annual events program	Corporate and Community Services
1.5.4 #	Encourage event organisers to consider West Wimmera Shire as a great place to hold an event	Corporate and Community Services
1.6.1	Develop community fire awareness, through social media and Wimmera Emergency Management Team	Corporate and Community Services
1.6.2	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
1.6.2 #	Advocate for multi-agency depots at Kaniva (CFA, SES, and ambulance) and Goroke (CFA and SES)	Corporate and Community Services
1.6.3	Attend and actively participate in the planning of the Grampians Regional Emergency Management team regional and local plans	Corporate and Community Services
1.6.4	Plan for and deliver emergency services as required in conjunction with REMPC. as per the three tiers of emergency management planning in Victoria and the Emergency Management Act 2013	Corporate and Community Services
1.7.1	Continue involvement in Wimmera Southern Mallee Development Housing Project and West Wimmera Housing Opportunity	Infrastructure Development & Works
1.7.5	Active membership with Wimmera Southern Mallee Development	Infrastructure Development & Works

GOAL 2: Diverse and prosperous

Relevant Council Plan initiative	2024/2025 Action	Department
2.1.1	Marketing campaign on social media and Council website to attract businesses and families to West Wimmera Shire	Infrastructure Development & Works
2.1.3 *	Begin implementation of recommendations from planning scheme Review, including: <ul style="list-style-type: none"> • Policy neutral planning scheme amendments • Update flood controls for Harrow and Chetwynd • Rezoning commercial area in Edenhope • Rezoning commercial area in Kaniva • Targeted settlement plans for larger towns (Edenhope, Kaniva, Gorokey, Apsley and Harrow) • Edenhope flood investigation • Apsley flood investigation 	Infrastructure Development & Works
2.1.4	Continue to deliver Business Assistance Grants Program	Infrastructure Development & Works
2.1.4	Support industrial development across the shire	Infrastructure Development & Works
2.1.4	Continue to deliver Streetscape Grants Program	Infrastructure Development & Works
2.1.5	Support Birchip Cropping Group's Young Farmers Network (West Wimmera Group)	Infrastructure Development & Works
2.2.2	Active membership to Wimmera Grampians Tourism (Visitor Economy Partnership)	Corporate and Community Services
2.2.3	Seek enabling tourism funding for the Glenelg River Walking Trail (if available)	Corporate and Community Services
2.2.3	Seek enabling tourism funding for the Serviceton Railway Station (if available)	Corporate and Community Services
2.2.3	Plan and develop a West Wimmera Shire lake water level app P2/P3	Corporate and Community Services
2.2.3	Audit of West Wimmera lakes supporting infrastructure	Corporate and Community Services
2.2.3	Scope, plan and seek funding to extend boardwalk in Apsley to Newlands Lake	Corporate and Community Services
2.2.3	Audit of West Wimmera tourism signage	Corporate and Community Services
2.2.5 #	Advocate to attract the required skilled workforce to the region	Infrastructure Development & Works

WEST WIMMERA SHIRE COUNCIL ANNUAL PLAN 2024/2025

2.3.1	Continue to work with WSMD on housing availability in West Wimmera Shire	Infrastructure Development & Works
2.3.4 #	Support aquaculture proposals in West Wimmera Shire	Infrastructure Development & Works
2.4.1	Seek external funding to implement Kaniva and Edenhope streetscape plans	Infrastructure Development & Works
2.4.5	Undertake review of streetscapes in Harrow, Apsley, Serviceton, Dergholm and Goroke.	Infrastructure Development & Works
2.4.6	Seek funding for Edenhope Lions Park project	Infrastructure Development & Works
2.5.1	Review Road Management Plan (required within 12 months of new Council)	Infrastructure Development & Works
2.5.2	Complete Road Management Plan Inspections	Infrastructure Development & Works
2.5.2	Develop reseal and resheet program	Infrastructure Development & Works
2.5.2	Deliver reseal program	Infrastructure Development & Works
2.5.2 *	Deliver 2024/2025 resheet program	Infrastructure Development & Works
2.5.3	Develop the 2025/2026 Annual Capital Works program	Infrastructure Development & Works
2.5.3 *	Deliver 2024/2025 Annual Capital Works program: <ul style="list-style-type: none"> Mooree Road (reconstruction and widening) Kadnook-Connewirricoo Road (reconstruction and widening) Brooks Road (Reconstruction) Goroke Nurcong Road (reconstruction and widening) South Lilimur Road (reconstruction and seal) Elizabeth Street (parking lane construction) 	Infrastructure Development & Works
2.5.5 #	Advocate for additional external funding for roads and bridges	Infrastructure Development & Works
2.5.6	Advocate for VicRoads to improve the quality of state roads throughout our shire	Infrastructure Development & Works
2.5.7	Seek funding if available for Kadnook-Connewirricoo Road and others depending on eligibility	Infrastructure Development & Works
2.6.1 #	Advocate for improved access to quality digital connectivity	Infrastructure Development & Works
2.6.2 #	Advocate for West Grampians Pipeline	Infrastructure Development & Works
2.6.3 #	Advocate for improved water pressure within towns	Infrastructure Development & Works

WEST WIMMERA SHIRE COUNCIL ANNUAL PLAN 2024/2025

2.6.3 #	Advocate for improved water pressure within towns	Infrastructure Development & Works
2.6.4 #	Advocate for the improvement of roads to meet requirements for road trains	Infrastructure Development & Works

GOAL 3: Sustainable

Relevant Council Plan initiative	2024/2025 Action	Department
3.1.1	Develop concept for Waste Management Plan	Infrastructure Development & Works
3.1.7 #	Improve infrastructure (i.e. tables, chairs, signage) on public land across West Wimmera Shire	Corporate and Community Services
3.2.1	Roll out annual corella management plan	Infrastructure Development & Works
3.2.1 *	Deliver Council roadside weeds and pest program	Infrastructure Development & Works
3.2.1 *	Review corella management plan	Infrastructure Development & Works
3.2.2	Landcare facilitator - Capacity building and support for local Landcare groups and roadside weed management across the shire	Infrastructure Development & Works
3.2.2	Work with partner agencies on roadside vegetation management on road construction projects	Infrastructure Development & Works
3.3.1 #	Advocate for additional access road into Lake Ratzcastle for fire safety	Corporate and Community Services
3.3.4	Deliver boat ramp extension at Lake Wallace. Seek funding for hand rail project	Infrastructure Development & Works
3.3.4 #	Advocate for ongoing funding for maintenance at Lake Wallace (including weed cutting when required)	Infrastructure Development & Works
3.4.1 #	Promote alternative and sustainable energy projects in the shire.	Infrastructure Development & Works
3.4.2 #	Investigate the potential for micro-grids in industrial areas and towns	Infrastructure Development & Works

WEST WIMMERA SHIRE COUNCIL ANNUAL PLAN 2024/2025

GOAL 4: Good governance

Relevant Council Plan initiative	2024/2025 Action	Department
4.1.1	Review and update long-term financial plan	Corporate and Community Services
4.1.5	Continue to seek suitable grant funding as it becomes available for community infrastructure projects, including <ul style="list-style-type: none"> Edenhope Recreation Reserve oval lighting Goroke tennis/netball court upgrade Goroke Rec Reserve oval lighting Kaniva Bowling Club - new green <p>Additional projects to be added as they are approved through the PMO</p>	Infrastructure Development & Works
4.1.5 #	Advocate for and seek funding for shovel ready projects	Infrastructure Development & Works
4.1.5	Maintain Grant Guru subscription to assist council staff and community members to source suitable grant funding	Infrastructure Development & Works
4.1.5	Support community members to source suitable grant funding with Grant Guru	Corporate and Community Services
4.1.5	Scoping and planning for Kaniva, Edenhope and Goroke pools	Infrastructure Development & Works
4.1.5	Upgrade grants tracking register	Corporate and Community Services
4.1.6	Council services review	Corporate and Community Services
4.1.7	Continue to deliver and support the Innovation Platform	Infrastructure Development & Works
4.2.1	Review community engagement policy	Infrastructure Development & Works
4.2.3	Continue to deliver regular communication via Council website and channels	Infrastructure Development & Works
4.3.1	Prepare a document setting out key advocacy issues for West Wimmera Shire	Infrastructure Development & Works
4.3.2 #	Actively participate on regional and sector bodies and forums	Corporate and Community Services
4.4.1	Develop new four-year workforce plan in line with <i>Local Government Act</i> requirements	Corporate and Community Services
4.4.3	Review procurement policy	Infrastructure Development & Works

WEST WIMMERA SHIRE COUNCIL ANNUAL PLAN 2024/2025

4.4.6	Develop the 2025/26 Annual Plan	Infrastructure Development & Works
4.4.6 *	Develop the 2025-2029 Council Plan	Infrastructure Development & Works
4.4.6 *	Develop the 2025-2029 Health and Wellbeing Plan (included in Council Plan)	Infrastructure Development & Works
4.4.6	Complete 2023/2024 Annual Report	Corporate and Community Services
4.4.6	Complete 2023/2024 Annual Financial Statements	Corporate and Community Services
4.4.7	Training and implementation of the project management framework across all departments	Infrastructure Development & Works
4.4.9	Compliance with new <i>Aged Care Act</i> (pending outcome from Bill still to pass in Parliament)	Corporate and Community Services
4.4.9	Plan for the implementation of 30 hours of pre-prep 2027	Corporate and Community Services
4.4.9	Review the following policies: <ul style="list-style-type: none"> • Environmental policy • Street tree policy • Tree plantations on unused road reserves policy • Tree planting on WWSC road reserves policy 	Infrastructure Development & Works
4.4.9	Municipal Fire Prevention Officer (MFPO) training	Infrastructure Development & Works
4.4.9	Review fleet policy	Infrastructure Development & Works
4.4.9	Roll out quality management plan with each manager	Infrastructure Development & Works
4.4.9	Review and understand future involvement in Serviceton Railway Station.	Infrastructure Development & Works
4.4.9	Document and roll out transition of assets process	Infrastructure Development & Works
4.4.9	Review the following policies: <ul style="list-style-type: none"> • Social media and communications policy • Community contributions policy 	Infrastructure Development & Works
4.4.9 *	Facilitate the 2024 Local Government Elections under the direction of the VEC	Corporate and Community Services
4.4.9	Annual insurance renewals	Corporate and Community Services
4.4.9	Rollout annual random drug and alcohol testing	Corporate and Community Services
4.4.9	Conflict of interest training for new councillors	Corporate and Community Services

WEST WIMMERA SHIRE COUNCIL ANNUAL PLAN 2024/2025

4.4.9	Conflict of interest training for staff	Corporate and Community Services
4.4.9	Staff Training - Protection of and access to Public Records	Corporate and Community Services
4.4.9	Review the following policies: <ul style="list-style-type: none"> Asset capitalisation policy Investment policy Rate recovery policy Financial hardship policy 	Corporate and Community Services
4.4.9	Review the following policies: <ul style="list-style-type: none"> Councillor Code of Conduct Councillor and staff interaction policy 	Corporate and Community Services
4.4.9	Review the following policies: <ul style="list-style-type: none"> Asset management policy Development of an asset acquisition policy 	Infrastructure Development & Works
4.4.9	Review the following policies: <ul style="list-style-type: none"> Support for public art policy 	Corporate and Community Services
4.4.10	Roll out organisation wide OHS and risk training. OHS and RISK budget includes training on snakes, manual handling, first aid, HSR rep training, and white card	Corporate and Community Services
4.4.10	Facilitate skin cancer checks, flu vaccines and others as required	Corporate and Community Services
4.4.10	OHS inductions and reinductions	Corporate and Community Services
4.4.11	Digitise old shire rate books from 1957 onwards, and minute books (there are 29 books from 1870-1990)	Corporate and Community Services
4.4.11	Develop records management policy and strategy	Corporate and Community Services
4.4.11	Post implementation of cloud records management system training	Corporate and Community Services
4.5.1	Hold four scheduled Audit and Risk Committee meetings	Corporate and Community Services
4.5.2	Internal audits planned for 2024-25: <ul style="list-style-type: none"> Properties and property owner database Plant and fleet asset 	Corporate and Community Services
4.5.4	Annual review of Council's statutory obligations (Nov)	Corporate and Community Services
4.5.4	Caretaker period rollout, including induction of new councillors	Corporate and Community Services



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Kaniva

25 Baker Street, Kaniva VIC 3419



Edenhope

49 Elizabeth Street, Edenhope, VIC 3318



14 Corporate and Community Services

14.1 Audit and Risk Committee Charter and Minutes 9 April 2024

Directorate: Corporate and Community Services

Report Author: Chief Financial Officer

Report Purpose: For Decision

Purpose

The Local Government Act 2020 requires that Council establish an Audit & Risk Committee as a mandatory part of governance and accountability. Section 52 of the Local Government Act 2020 provides directions about the constitution of the Audit & Risk Committee. Section 54 also requires that Council prepare and approve an Audit and Risk Committee Charter which must specify the functions and responsibilities of the Audit and Risk Committee.

The Council's Audit and Risk Committee Charter is now due for review and a draft Audit and Risk Committee Charter is presented to Council for consideration along with the minutes of the Audit and Risk Committee Meeting held on 9 April 2024.

OFFICER RECOMMENDATION:

That Council:

- 1. Adopt the attached Audit and Risk Committee Charter.**
- 2. Receive and note the minutes of the Audit and Risk Committee Meeting held on 9 April 2024.**

Declaration of Interest

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

Background

The current West Wimmera Shire Council Audit & Risk Committee Charter (Version 5) was last reviewed in March 2022 and adopted by Council. The Audit & Risk Committee Charter is reviewed every two years and has been drafted in accordance with provisions of the Local Government Act 2020.



The Audit & Risk Committee Charter 2024 (Draft) was presented to the Audit & Risk Committee for review in April 2024 and the Committee endorsed the draft version which has been updated to the latest industry practices and best benchmarks in Victorian Local Government.

Risk Management Implications

Risk identified:

Asset risk
Business continuity risk
Financial risk
Information risk
Regulatory risk
Strategic risk

Legislative Implications

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

Environmental Implications

Nil

Financial and Budgetary Implications

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 4 – Good Governance

- 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.

Goal 5 – Our Commitment Values

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

Communication Implications

No Communication Implications

Gender Equality

No Gender Impact Assessment is required

Conclusion

Council is presented with a draft Audit & Risk Committee Charter 2024 for consideration along with the minutes from the Audit and Risk Committee Meeting held 9 April 2024.

Attachments

1. WWSC Audt & Risk Committee Charter 2024 (Draft) [**14.1.1** - 19 pages]
2. 2024 04 09 Audit & Risk Committee Minutes DRAFT [**14.1.2** - 15 pages]



DRAFT - APRIL 2024

Audit & Risk Committee Charter

(Pursuant to Section 53(2) of the Local Government Act 2020)



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1 Purpose

West Wimmera Shire Council has established an Audit & Risk Committee (the Committee) pursuant to Section 53 of the Local Government Act 2020 (the Act) to support Council in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud prevention systems and control, maintenance of a sound internal control environment, Council's performance with regard to compliance with its policies and legislative and regulatory requirements, and assurance activities including internal and external audit. It acts in this capacity by monitoring, reviewing, endorsing and advising on the above matters as set out in this Charter. This Charter has been developed in accordance with Section 54 of the Act.

The appointment of independent members to the Committee as outlined in this Charter enables the Committee to provide advice to Council on matters related to its responsibilities based on broader skills and experience than might otherwise be the case and in so doing bring additional benefits to Council.

The Committee has no executive authority and no delegated financial responsibilities and is therefore independent of management.



2 Authority

The Committee is directly responsible to Council for discharging its responsibilities as set out in this Charter. The Committee has no delegated authority from Council unless specifically provided by Council from time to time and any such authority shall be temporary and may only relate to specific matters as directed by Council.

The Committee has the authority to:

- 2.1** Provide advice and make recommendations to Council on matters within its areas of responsibility;
- 2.2** Retain counsel of relevant independent experts where it considers that is necessary in order to execute its responsibilities, subject to prior agreement with the Chief Executive Officer;
- 2.3** Seek any relevant information it requires from Council, Council Officers (who are expected to co-operate with the Committee's requests) and external parties;
- 2.4** Meet with Council Officers, internal and external auditors and other parties as required to discharge its responsibilities; and
- 2.5** Through the Chief Executive Officer, have access to appropriate management support to enable it to discharge its responsibilities effectively.



3 Membership and Tenure

The Committee will consist of at least five members appointed by Council, three of whom must be independent members. Council employees cannot be members of the Committee. Details of membership and tenure are set out below:

Independent Members

3.1 Independent members will be appointed for three-year terms.

3.2 Independent members may be reappointed for one additional three-year term subject to satisfactory performance, unless otherwise resolved by Council.

3.3 Independent members must collectively have expertise in financial management and reporting and risk management and also experience in public sector management.

3.4 Independent members terms of appointment will be set so that as far as possible only one member retires at a time in order to minimize the loss of knowledge of Council's business that may occur on change of membership.

3.5 Remuneration will be paid to independent members as approved by Council from time to time.

Councillor Members

3.6 Councillor members will be appointed to the Committee by Council.

3.7 Councillor members shall be appointed for a two-year term and may be appointed by Council for a further two-year term.

3.8 Should an appointed Councillor member not be able to attend a committee meeting, Council can appoint an alternate member to act in such circumstances, either on a meeting-by-meeting basis or for the entire year.



Chairperson

3.9 The Chairperson of the Committee must be an independent member.

3.10 Council will appoint the Chairperson of the Committee.

3.11 If the Chairperson is unable to attend a meeting, the members in attendance at the meeting will appoint a Chairperson for that meeting from among the attending independent members.

Quorum for Meetings

3.12 A quorum shall comprise at least one Councillor member and two independent members.

AUDIT & RISK COMMITTEE

5 Members Committee



3 Independent Members

2 Councillors

Tenure 3 Years

Tenure 2 Years

Extension allowed for an additional term of 3 Years

Appointed by the Council Annually

Extension allowed for an additional term of 2 Years

Chairperson

Chairperson MUST be appointed from the Independent Members

Council will appoint the Chairperson

Quorum



Atleast 2 Independent Members and 1 Councillor



4 Meetings

4.1 The Committee will meet at least four times a year, and authority to convene additional meetings, as circumstances require.

4.2 A schedule of meetings and work plan aligned to this Charter will be developed annually and agreed by members with the work plan tabled at every meeting of the Committee.

4.3 All Committee members are expected to attend each meeting in person preferably, although attending the meeting through electronic means will be considered equally effective to facilitate the Committee members amid remoteness of the Council offices.

4.4 The Committee will invite members of Council's management team, the internal and external auditors and other personnel as appropriate to attend meetings. The Chief Executive Officer and the Director Corporate Services and Manager Finance (or equivalents) will attend all meetings, except for confidential matters as determined by the Chairperson.

4.5 Committee members and the internal and external auditors can request the Chairperson to convene additional meetings if they feel that is justified to address unexpected matters that may have arisen.

4.6 Meeting agendas and appropriate briefing materials will be provided to members at least three business days before each meeting.

4.7 Minutes will be prepared for all meetings.



5 Responsibilities

The Committee will carry out the following responsibilities.

Financial and Performance Reporting

5.1 Monitor significant accounting and external reporting issues, including complex or unusual transactions, transactions and balances in areas where judgement is required, changes to accounting policies, recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the annual financial report and the audit thereof;

5.2 Monitor changes to the Local Government Performance Reporting Framework and understand the impact of those changes on Council's performance indicators;

5.3 Review the annual financial report and annual performance statement and consider whether they are complete, consistent with information known to Committee members, reflect appropriate accounting treatments and adequately disclose Council's financial performance and position;

5.4 Review with management and the external auditors the results of the audit, including any difficulties encountered by the auditors and how they were resolved;

5.5 Recommend the adoption of the annual financial report and annual performance statement to Council; and

5.6 Review the appropriateness of the format and content of periodic management financial reports and performance statements to Council as required.



Risk Management

- 5.7** Monitor annually the effectiveness of Council's risk management framework;
- 5.8** Monitor Council's risk appetite statement and the degree of alignment with Council's risk profile;
- 5.9** Monitor Council's risk profile and the changes occurring in the profile;
- 5.10** Monitor Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans;
- 5.11** Monitor the insurance programme annually prior to renewal; and
- 5.12** Monitor the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.

Fraud Prevention Systems and Controls

- 5.13** Monitor Council's Fraud Prevention policies and controls, including the Fraud Control Plan and fraud awareness programme;
- 5.14** Receive reports from management about actual or suspected instances of fraud or corruption including analysis of the underlying control failures and action taken to address each event; and
- 5.15** Review reports by management about the actions taken by Council to report such matters to the appropriate integrity bodies.

Internal Control Environment

- 5.16** Monitor the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment and for complying with the overarching Governance Principles;
- 5.17** Monitor that key policies, systems and controls are reviewed regularly and updated where required;
- 5.18** Monitor significant changes to systems and controls including whether those changes significantly impact Council's risk profile; and
- 5.19** Ensure that a programme is in place to test compliance with systems and controls;



Compliance Management

5.20 Monitor the systems and processes implemented by Council for managing compliance with relevant legislation and regulations and the results of management's follow up of any instances of non-compliance;

5.21 Review the processes for communicating Council's Employee Code of Conduct to employees and contractors and for monitoring compliance with the Code;

5.22 Obtain briefings on significant changes in relevant legislation and regulations, and on any significant compliance matters; and

5.23 Receive reports from management on the findings of any examinations by regulatory or integrity agencies (whether related to investigations at Council or other agencies), such as the Ombudsman, IBAC, Victoria Government Inspectorate, etc. and monitor Council's responses.

Internal Audit

5.24 Review and recommend to Council for approval the three year strategic internal audit plan, the annual internal audit plan;

5.25 Monitor progress on delivery of annual internal audit plan;

5.26 Review and approve proposed scopes for each review in the annual internal audit plan;

5.27 Review reports on internal audit reviews, including recommendations for improvement arising from those reviews;

5.28 Meet with the leader of the internal audit function at least annually in the absence of management;

5.29 Monitor action by management on internal audit findings and recommendations;

5.30 Monitor the effectiveness of the internal audit function and ensure that it has appropriate authority within Council and has no unjustified limitations on its work;



5.31 Ensure that the Committee is aware of and appropriately represented with regard to any proposed changes to the appointment of the internal audit service provider, including being appropriately briefed on the need for any proposed change; and

5.32 Recommend to Council, if necessary, the termination of the internal audit contractor.

External Audit

5.33 Receive and note the external audit scope and plan proposed by the external auditor;

5.34 Discuss with the external auditor any audit issues encountered in the normal course of audit work, including any restriction on scope of work or access to information;

5.35 Monitor the significant findings and recommendations made by the external auditor, and management's responses to them, are appropriate and are acted upon in a timely manner;

5.36 Monitor the effectiveness of the external audit process and ensure that the Victorian Auditor General's Office (VAGO) is aware of the Committee's views;

5.37 Monitor the findings and recommendations of any relevant performance audits undertaken by VAGO and Council's responses to them; and

5.38 Meet with the external auditor at least annually in the absence of management.



6 Reporting to Council

6.1 Minutes of Committee meetings will be provided to Council at the first available opportunity after clearance by the Committee Chairperson following each Committee meeting; and

6.2 The Chairperson will prepare a report to Council through the Chief Executive Officer on the Committee's activities twice per annum. One of these reports will be prepared after the meeting at which the annual financial report and the annual performance statement have been considered and recommended to Council for adoption, such report indicating how the Committee has discharged its responsibilities as set out in this Charter for the previous year.



7 Performance Evaluation

The Committee shall undertake a process to evaluate its performance annually and report the outcomes of the evaluation process to Council through the Chief Executive Officer, including recommendations for any opportunities for improvement. The evaluation will include feedback from both Committee members and senior officers who have regular interactions with the Committee.



8 Committee Member Regulatory Obligations

Committee members are expected to be aware of their obligations under Section 53 of the Act. These obligations relate to misuse of position as a member of the Committee (Section 123), confidential information (Section 125) and conflict of interest (Sections 126 to 131). Details about these obligations are included in Appendix A to this Charter.



9 ARC Members Remuneration

9.1 Independent members shall be remunerated for attendance at all meetings. An exception to this shall be applied where an independent member is part of a reciprocal arrangement with another municipality. In this instance no payment shall be made.

9.2 The chair shall receive an additional 10% allowance over the allowance paid to other members.

9.3 The payment amount shall be indexed annually on 1 January by the immediately preceding December quarter Melbourne all groups CPI.

9.4 Payment shall be made via Council's Accounts Payable process upon receipt of an appropriate invoice from the member.



10 Review of Charter

The Committee shall review and assess the adequacy of the Charter every two years or earlier if necessary and submit requests to Council through the Chief Executive Officer for revisions and improvements for approval.



Appendix A Committee Member Regulatory Obligations

MISUSE OF POSITION

Section 123 (1) of Local Government Act

A Committee member must not intentionally misuse their position to:

- a. Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
- b. Cause, or attempt to cause, detriment to the Council or another person

Section 123 (3) of Local Government Act

Circumstances involving misuse of a position by a member of the Committee include:

- a. Making improper use of information acquired as a result of being a member of the Committee; or
- b. Disclosing information that is confidential information; or
- c. Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or
- d. Exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or
- e. Using public funds or resources in a manner that is improper or unauthorised; or
- f. Participating in a decision on a matter in which the member has a conflict of interest.

CONFIDENTIAL INFORMATION

Section 125 of Local Government Act

A member of the Committee must not intentionally or recklessly disclose information that the member knows, or should reasonably know, is confidential information. There are some exemptions to this requirement, the key one being that if the information disclosed by the member has been determined by Council to be publicly available.

CONFLICTS OF INTEREST

Section 126 of Local Government Act

A member of the Committee has a conflict of interest if the member has:

- a. A general conflict of interest as described in Section 127; or
- b. A material conflict of interest as described in Section 128.

Section 127 of Local Government Act

A member of the Committee has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the members private interests could result in that member acting in a manner that is contrary to their public duty as a member of the Committee.

Section 128 of Local Government Act

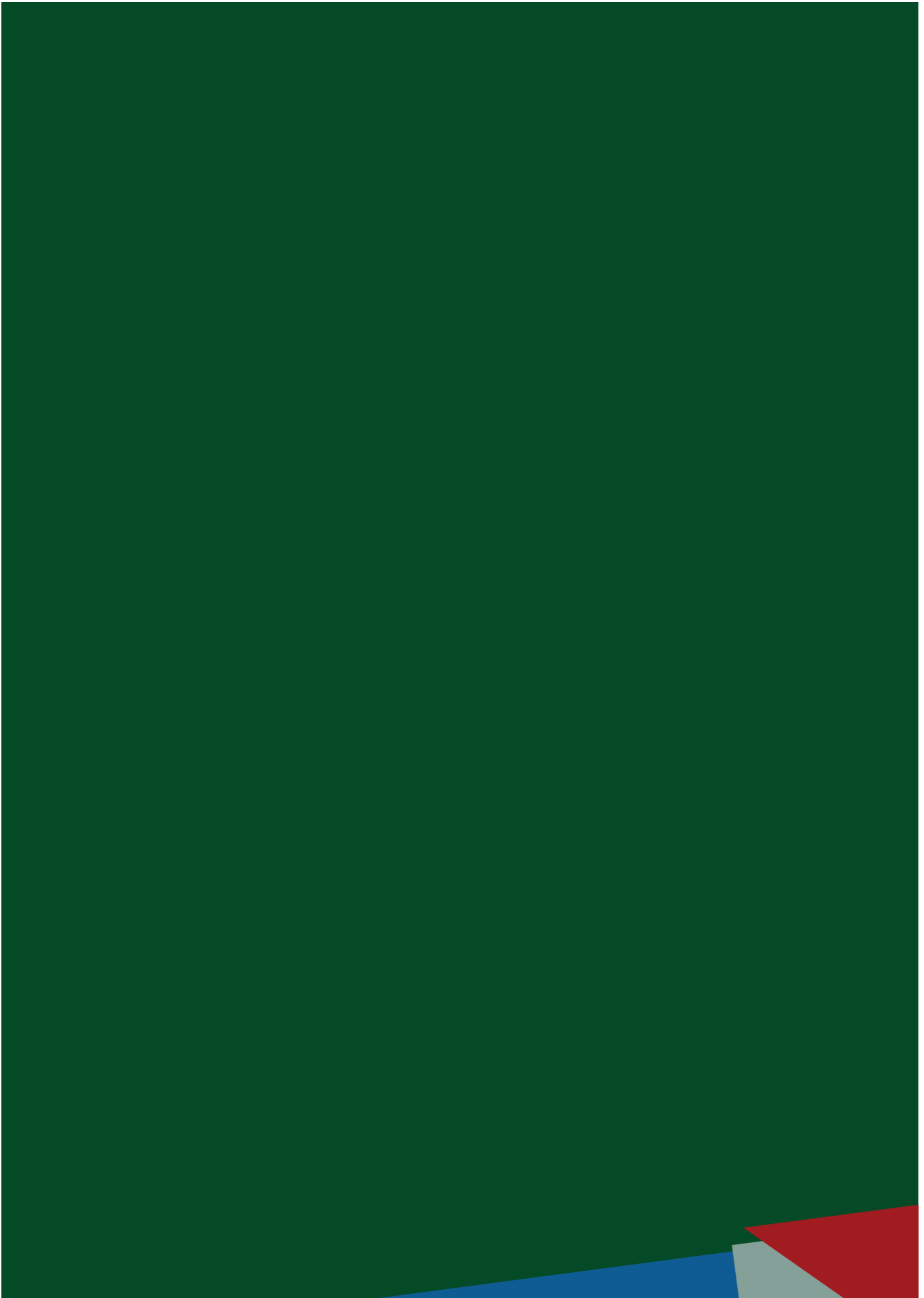
A member of the Committee has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.

Please Note

The above guidance is not verbatim from the Act and does not include all details as explained in Part 6, Division 1 of the Act. For a full understanding of the requirements of the Act in relation to the matters summarised above, members are expected to make themselves fully aware of the requirements of the Act.



Version 2024.1.0.1
Draft Presented to the Audit & Risk Committee: 9 April 2024
Draft Presented to the Council Forum: May 2024
Draft Presented to the Council Meeting: May 2024
Adopted Date: TBA
Next Review Date: April 2026





West Wimmera Shire Council

Audit and Risk Committee Meeting

MINUTES

Tuesday 9 April 2024
2:04 pm

Online via Microsoft Teams

DRAFT



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1 Procedural

1.1 In Attendance

Committee Members

Mick Jaensch (Chair)
Andrew Johnson
Celeste Gregory
Cr Bruce Meyer, OAM
Cr Jodie Pretlove

Executive Leadership Team, Managers and Officers:

David Bezuidenhout, Chief Executive Officer (CEO)
James Bentley, Director Corporate and Community Services (DCCS)
Brendan Pearce, Director Infrastructure Development and Works (DIDW)
Abbas Mehr, Chief Financial Officer (CFO)
Phillip Gillin, Occupational Health, Safety and Risk Manager
Katie Frost, Governance Manager

External Parties:

Kathie Teasdale – RSD Audit

Welcome

Welcome to Brendan Pearce, Director Infrastructure Development and Works.

1.2 Apologies

Brad Bohun – Crowe Australasia

1.3 Conflict of Interest Declarations

Nil

All members 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.



2 General Business

2.1 Confirmation of Previous Minutes

The minutes of the previous meeting of the Audit & Risk Committee held 12 December 2023 were attached for members' endorsement. The draft minutes and Chair's bi-annual report were presented and received by Council at its meeting held 20 March 2024.

The Audit and Risk Committee endorsed the minutes from the previous meeting held 12 December 2023.

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3 Financial Reporting

3.1 Annual Budget Progress

Under s.94(1) of the *Local Government Act 2020* (the Act), Council is required to prepare and adopt a budget for each financial year and the subsequent three financial years.

As part of Council's planning process, a timeline and schedule outlining important meeting dates, preparation milestones and deadlines has been developed to assist in achieving budget adoption by the 30 June deadline as outlined in the Act.

This year's budget development process features a thoroughly integrated functioning of Finance, HR and Projects in close coordination with all Directors. A series of group discussions followed by one-on-one sessions with all business unit managers to work around their planned projects and objectives linked to Council's Annual Plan resulted in an effective collaboration of projects and initiatives as well as their financial resources allocations.

After several rounds of discussions and deliberations, elements of Annual Plan and Annual Budget were developed simultaneously, and the Councillors were given presentations throughout the budget development process to tune the preferred and critical objectives for next financial year.

The draft Annual Budget 2024-25 and Annual Plan 2024-25 have now been assembled and presented to the Council seeking approval for the Annual Budget 2024-25 and Annual Plan 2024-25 to be released to the community for feedback and comments. Subject to Council's approval at the April 2024 Council Meeting, the Draft Annual Budget 2024-25 and Draft Annual Plan 2024-25 will be open to public for comments and feedback for a minimum period of 28 days before final adoption.

Action: Council's 10 year Financial Plan to be reviewed and presented to the ARC.

The Audit and Risk Committee notes the Annual Budget 2024-25 and Annual Plan 2024-25 and congratulated the team on a process that has been exceptional and timely.



3.2 Quarterly Financial Reports – Q2

The Local Government Act 2020 ('the Act') requires Council to implement the principles of sound fiscal management (s.101). Section 97 of the Act requires that Council be presented with a Quarterly Financial Report comparing actual to budgeted revenue and expenditure for the financial year to date every quarter.

The financial reports shows an analysis of the actuals to budget forecasts on 31 December 2023. Where significant variances exist between actual amounts and budgeted figures, a note is included to provide an explanation for the variance. The financial reports include a Comprehensive Income Statement, Balance Sheet, and Capital Works Statement to give a true indication of Council's operations, capital works program and financial position.

The Audit and Risk Committee noted the Quarterly Budget Report as of 31 December 2023.



4 External Audit

4.1 External Audit Update

Update provided to the Committee regarding VAGO's review of the 2022-23 Financial Statements. Council have been in contact with VAGO and expect statements to be finalised soon. CFO to continue to update the Committee on progress.

4.2 Final Management Letter Issues - Update

The Victorian Auditor General's Office (VAGO), through their agents (Crowe Australasia for the 2022-23 financial year), undertake an annual audit on Council's finances and operations.

As part of that audit particular items of risk relating to Council's control systems may be highlighted. These risks are identified in the Audit Management Letter to Council.

The final report and management letter for 2022-23 is pending final approval of financial statements and audit reports from VAGO and will be presented to the ARC in next meeting.

That the Audit Committee notes the current status on Final Management Letter for 2022-23.



5 Internal Audit

5.1 Draft scopes for projects to be completed in the next 12 months

As per rules and regulations set out in the Local Government Act 2020 ("the Act") the Council is responsible to ensure that all functions of the Council are operating in accordance with applicable rules and regulations for accountability and transparency and that all records are kept up to date in a manner ensuring complete compliance to the Council policies and the provisions of the Act.

The Council in consultation with the Audit & Risk Committee assigns internal audit for different operational areas of the Council to determine if there are areas of potential improvement to their compliance for accountability, transparency, and adequate records management.

RSD Audit have a complete list of our upcoming projects and scope of those upcoming assignments are determined and reviewed from time to time. RSD Audit outlined the scope for Infrastructure Asset Management to the Committee.

Action: WWSC to investigate contract with RSD Audit and communicate outcome to the Committee.

The Audit & Risk Committee received and noted the scope for Infrastructure Asset Management.



5.2 Internal Audit Status Report

Kathie Teasdale, RSD Audit provided an update on the status report.

Cyber Security – currently waiting for key documents to be forwarded. Report to be presented to the next meeting.

Infrastructure Asset Management will be completed over April/May.

The Audit & Risk Committee received and noted the report on progress on current internal audit assignments.

5.3 Supplier Spend Analysis

The *Local Government Act 2020* ('the Act') requires Council to implement the principles of sound fiscal management (s.101). This includes an auditable report on spends and payments to its suppliers and contractors.

The reports provide detailed data on actual spends from July 2023 to March 2024 towards these suppliers and contractors. In addition to the financial data, following reports and analysis were presented for ARC to note the level of financial activity.

The reports on Supplier Spend Analysis were received and noted.



6 Risk Management & Internal Controls

6.1 OHS & Risk Management update

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

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

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

OHS & Risk Manager presented an update to the Committee.

The Audit and Risk Committee received the reports on OHS & Risk Management for information. ^(OBJ)

6.2 Councillor and CEO Reimbursements

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

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



6.3 CEO Corporate Card Expenditure

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

The Audit and Risk Committee received the reports on Councillor and Chief Executive reimbursements and CEO Corporate Card Expenditure.

6.4 Risk register

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

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

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

That the Audit and Risk Committee receives the updated Risk Register.



6.5 Occupational Health and Safety Management Plan

Council's current Occupational Health and Safety (OHS) plan was provided for members' information.

The Audit and Risk Committee receives the Occupational Health and Safety (OHS) plan.

7 Audit & Risk Committee Actions and Governance

7.1 Policy Tracker

Council maintains a single database of all policies through the program RelianSys. In line with the Audit and Risk Committee Annual Work Plan, Council envisages building on this document to incorporate a legislative compliance tracker which will capture Council's progress towards achieving statutory deadlines.

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

The Audit and Risk Committee received and noted the Policy Tracker.



7.2 CEO Update

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

- Budget development 2024-25
- Dashboard Reporting (Phocas)
- Cost Recovery Model Transformations
- Rates Debtors Management and Collection
- Rates Revenue Model Review
- Investment Strategy
- Finance Team – HR
- Quality Management

The Audit and Risk Committee noted the CEO update.

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7.3 Audit and Risk Committee Meeting Actions Update

The Audit Committee recommends actions to Council and management from time to time with an aim of improving governance and accountability.

The Audit & Risk Committee made recommendations on the below draft documents presented in the last ARC meeting and based on the recommendations made, the following draft documents were updated and presented to the ARC for review and approval for further presentation to the Council for final adoption.

1. WWSC Audit & Risk Committee Charter (Draft)
2. WWSC Borrowing Policy (Draft)

The Audit and Risk Committee endorsed the WWSC Audit & Risk Committee Charter 2024 and the WWSC Borrowing Policy to be presented to Council for final adoption.

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7.4 Audit & Risk Committee Work Plan

The Audit & Risk Committee has an approved work plan to review reports as mandated by the Audit & Risk Committee Charter. This work plan also defines the frequency of these reports to be presented to the ARC.

The Committee was provided with the ARC Work Plan for April 2024 meeting with the list of reports included in the agenda for ARC to receive and action.

The Audit & Risk Committee received and noted the ARC Work Plan for April 2024 and the list of reports being tabled.

Congratulations to Mick Jaensch, Celeste Gregory and Andrew Johnson who were re-appointed as members to the Audit and Risk Committee for another three years.

Next Meeting:

11 June 2024



14.2 Fee waiver request from Grampians Health

Directorate: Corporate and Community Services

Report Author: Director Corporate and Community Services

Report Purpose: For Decision

Purpose

The purpose of this report is for Council to consider a request from Grampians Health for the waiving of the Council hall hire fee relating to its monthly cancer support group meeting at the Edenhope and District Community Centre.

OFFICER RECOMMENDATION:

That Council declines the request from Grampians Health to waive the \$21.00 fee for hall hire at the Edenhope and District Community Centre.

Declaration of Interest

The Chief Executive Officer has declared a conflict of interest in relation to this matter.

Background

Grampians Health has requested that Council consider waiving the hall hire fee relating to its monthly cancer support group meeting at the Edenhope and District Community Centre (refer attachment 2.2.1).

The cost of hiring a room in the Centre for this purpose amounts to \$21.00 per occurrence, and therefore Grampians Health is requesting that this fee be waived each time the cancer support meeting is convened there. The meeting occurs monthly.

Since hall hire fees have been formally adopted by Council resolution, officers have no discretion to waive such fees. Only Council can decide whether an adopted fee or charge can be waived. Accordingly, the request from Grampians Health must be brought to Council for determination.

Risk Management Implications

Risk identified:



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

Legislative Implications

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

Environmental Implications

Not applicable

Financial and Budgetary Implications

Fees collected are used to support maintenance of facilities.

Policy Implications

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

Council Major Hall Hire Policy

Council Plan Implications

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

Goal 1 – Liveable & Healthy Community

1.4 Deliver quality services that support community life.

Communication Implications

No Communication Implications

Gender Equality

No Gender Impact Assessment is required

Conclusion

Any request to waive an adopted fee or charge must be brought to Council for determination. Accordingly, this request from Grampians Health has been brought to Council for determination.

Attachments



1. Grampians Health letter to council for cancer support group 2024 [**14.2.1** - 1 page]



**Grampians Health Edenhope
Health & Wellbeing Hub**
65 Elizabeth Street
PO Box 75
Edenhope VIC 3318
(03) 5585 9830
grampianshealth.org.au

Good Morning Councillors,

My name is Tania Shepherd and I am writing on behalf of the Edenhope Community and as the team leader for our local Community Nursing service. My reason for writing today is to seek assistance from Council to waive the small monthly fee being charged for the use of a room at the Community Hub to provide meeting space for our local Cancer Support group.

It is reported in the Council Plan 2021-2025 that 60% of residents reported "poor" access to general health services. This group is one of many that we offer to assist our community to access beneficial and life changing services and support. This groups aim is in line with the Municipal Public Health and Wellbeing Plan to;

- improve health services/programs in our town
- support those on their cancer journey including their carers/support people
- enable access to a basic service that is offered in all larger municipalities
- ensure that our community's aspirations for an active, healthy and safe community is supported.

Our local Cancer Support group was created to offer support to the ever-increasing number of people being diagnosed with or supporting a loved one diagnosed with cancer and is a collaboration between our local counselling service and community nursing.

The group creates a space for our community to be supported by health professionals in a non clinical setting whilst navigating what is often a very stressful and traumatic time. This group has been extremely well supported to date with regular attendees and new people joining. This is a free support group supported by a fully trained Oncology Nurse specialist and a trained counsellor.

We have been utilising the space over the past 12 months for 2 hrs a month to host a cancer support group. To date the staff have been paying for it privately as we do not have access to any funding to pay this fee however community have expressed their need for the group and fearful that it may cease, hence we ask that Council consider removing the \$20 fee for this group to use the space at the Edenhope community in their monthly catchup.

Cheers

Tania Shepherd

**Registered Nurse (she/her)
Diabetes Educator
Team Leader Community Nursing**

tania.shepherd@gh.org.au





14.3 Borrowings Policy

Directorate: Corporate and Community Services

Report Author: Chief Financial Officer

Report Purpose: For Decision

Purpose

Council's Borrowings Policy was adopted in May 2020 and is now due for review. The attached policy is presented to Council for consideration.

OFFICER RECOMMENDATION:

That Council adopt the attached Borrowings Policy.

Declaration of Interest

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

Background

The Local Government Act 2020 requires Council to prepare and adopt documented policy to govern various operational aspects of the Council including but not limited to financial governance, accountability and to maximise transparency at all levels of its operations.

Section 101 of the Local Government Act 2020 provides that revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with Council's financial policies and strategic plans.

Section 101 of the Local Government Act 2020 also makes it mandatory that financial risks must be monitored and managed prudently having regard to economic circumstances.

WWSC has a documented policy to deal with any financial borrowings which the Council may need to consider if there are qualifying projects and / or objectives which the Council may consider as important.

The revised Borrowings Policy was presented to the Audit & Risk Committee at its meeting held on 9 April 2024. The Audit & Risk Committee have endorsed the attached Policy for Council's consideration.

Risk Management Implications

Risk identified:



Asset risk
Financial risk
Regulatory risk
Strategic risk

Legislative Implications

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

Environmental Implications

Nil

Financial and Budgetary Implications

The financial risk rating has been assessed as: Low

Policy Implications

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

Council Plan Implications

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

Goal 4 – Good Governance

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

Goal 5 – Our Commitment Values

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

Communication Implications

No Communication Implications

Gender Equality



No Gender Impact Assessment is required

Conclusion

The Borrowings Policy has been reviewed to align with current banking and financial institutions borrowing criteria, economic changes, money market benchmarking and sustainability elements within local government sector to consider for any interest-bearing funding arrangements for any operational or capital projects. The Policy is now presented to Council for adoption.

Attachments

1. WWSC Borrowings Policy (Draft) 2024 [**14.3.1** - 6 pages]



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WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY	
BORROWINGS POLICY	Policy No:
	Adopted by Council: TBA
	Next review date: April 2026
Senior Manager:	Director Corporate & Community Services
Responsible Officer:	Chief Financial Officer
Functional Area:	Financial Services
Introduction & Background	<p>This policy outlines the West Wimmera Shire Council Borrowings strategy and provides an agreed framework or policy structure for the consideration of existing and future long-term borrowings by Council.</p> <p>West Wimmera Shire Council is required to comply with the provisions relating to borrowings as detailed within the <i>Local Government Act 2020</i> and any regulations made under this Act. Refer Schedule 1.</p>
Purpose & Objectives	<ol style="list-style-type: none"> 1. To communicate Councils planned financial management for existing and future long-term debt. 2. The clear articulation that operational or recurrent works are not to be funded from long term debt. 3. To establish framework that complements and maximises the effectiveness of the Council long term investment in infrastructure and other capital assets. 4. To support the objective and strategic consideration of competing capital investment proposals and how these investment proposals may be financed. 5. To compliment a considered and agreed capital works evaluation framework on which future Council budgets can be premised and for various capital works proposals to be considered objectively. 6. To safeguard the long-term financial viability of the West Wimmera Shire Council. 7. To establish objectives and principles that outline when it is appropriate for Council to undertake borrowings within a sound financial management framework. 8. To ensure Council keeps within the relevant prudential requirements provided by State Government



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	<p>9. To set out the manner in which Council may establish and manage a debt portfolio.</p> <p>Council has a desire to maximise the use of loan funding in situations where the new capital asset has an income flow on which to compare the cost of loan finance, or where the capital asset is capable of being liquidated and the capacity for loan funding commitments to be reviewed accordingly. The life cycle nature of the new capital asset may be finite or short term prior to asset liquidation and suited to shorter term loan funding.</p>
Response to the Overarching Governance Principles of the Local Government Act 2020	<p>Section 9 of the Local Government Act 2020 states that a Council must in the performance of its role give effect to the overarching governance principles.</p> <p>This policy is in response to the following overarching governance principle/s of the Local Government Act 2020:</p> <p>Financial management principles (section 101)</p>
Policy Details	
1.	<p>Background</p> <p>Council recognises the Local Government sustainability ratios that are issued on an annual basis by the <u>Victorian Auditor-General's Office (VAGO)</u>. These ratios provide a set of interrelated indicators for Local Government to use to assess individual Council and sector financial performance and position.</p> <p>Financial sustainability trends in Victorian Local Government are being tracked and monitored by VAGO via a series of sustainability indicators. The indicators produced by VAGO are as follows:</p> <ul style="list-style-type: none"> • Underlying Result Indicator • Liquidity Indicator • Self-Financing Indicator • Indebtedness Indicator • Capital Replacement Indicator • Renewal Gap Indicator <p>The Indebtedness Indicator has a formula being:</p> <p>Non-Current Liabilities <i>divided by</i> Own – Sourced Revenue.</p> <p>Council is also regulated in relation to long term borrowings by indicative prudential limits set by <u>Local Government Victoria (LGV)</u>. LGV survey Councils in relation to proposed long term borrowings on an annual basis, and maintain a watch over the</p>



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	levels of Council borrowings and other indicators applied against individual Councils and the Local Government sector.
2.	<p>Policy Principles</p> <ul style="list-style-type: none"> a) Council aims to finance new capital works and assets to the greatest extent possible from revenue, grants, subsidies, or any specific cash backed reserves established to fund capital works. b) Council shall not borrow to fund operational or ongoing regular maintenance activities. c) Council may consider undertaking borrowings to fund an external obligation placed upon it that is outside of its direct control (i.e to fund a superannuation liability call, etc) d) Long term borrowings for capital works and new capital assets will be for intergenerational assets that are expected to reduce expenditure or increase revenue to service finance costs with benefits exceeding the repayment period. e) Council will not enter any financing arrangement which would involve the repayment of interest only unless that interest is at least matched by income generated from the asset financed. f) West Wimmera Shire will not use long term debt to finance operational or recurrent works. g) Council will review annually the Indebtedness Indicator, together with other sustainability indicators, as issued by the Victorian Auditor-General and Local Government Victoria as applies to West Wimmera Shire, other small rural Councils and the Victorian Local Government sector as a whole. h) The repayment of new and existing long-term borrowings will be set at between 5-10 years for major significant long-life infrastructure. Capital works for Community and social infrastructure where no commercial revenue streams apply, shall generally be for a lesser period of no greater than 10 years. The above criteria will be assessed on case-by-case basis and will include consideration of prevailing circumstances and finance market conditions. i) In addition to (h) above, the borrowing term must not exceed the life-span of the asset for which the borrowing is made. j) Council will consider any borrowings proposal on merit based on the Council borrowings policy parameters that will maintain the Council position of not exceeding the parameter being the 'Low risk' category pertaining to the Indebtedness indicator as maintained by VAGO. k) This policy is premised on long term debt being a sound business practice when the long-term debt is the appropriate form of finance, is used to finance capital assets / investments, and the debt servicing costs are within the capacity of Council to service effectively without placing Council under undue financial stress. l) The Chief Financial Officer will be responsible for arranging loan funding that is appropriate for the requirements and situation at the time. The Council must consider the indicative prices offered by TCV and may make enquiries into any

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Council Policy Manual WEST WIMMERA SHIRE COUNCIL

	<p>competitive pricing offered by banks, financial institutions or any other approved financiers.</p> <p>m) The Chief Financial Officer must present a financial and cash flow feasibility model based on the quotations received and will be authorised to enter into any negotiations with the most competitive bank / financial institution.</p>																				
3.	<p>Borrowings in the Context of Rate Capping</p> <p>Council acknowledges that it must evaluate all other funding options when determining whether or not it would request a variation to any rate cap applied by the Minister for Local Government.</p>																				
4	<p>Borrowings Ratios and Limits</p> <p>Borrowings shall not be undertaken if the effect of such borrowings is projected to result in borrowing ratios greater than the maximum of Council's Target Ratios as indicated in the table below.</p> <p>In addition, the Local Government Performance Reporting Framework (LGPRF) borrowing ratios will be projected in Council's Annual and Four Year Budget and reported in Council's Annual Performance Report.</p> <table><tr><th>Measure</th><th>Council's Ratios</th><th>Target</th><th>LGPRF Target Band</th><th>LGPRF Acceptable Range</th></tr><tr><td>Debt Commitment Ratio Interest and principal repayments on interest bearing loans and borrowings / Rate Revenue</td><td>0% to 10%</td><td></td><td>0% to 5%</td><td>0% to 20%</td></tr><tr><td>Borrowing Rates Ratio Interest bearing loans and borrowings / Rate revenue</td><td>0% to 60%</td><td></td><td>20% to 60%</td><td>0% to 70%</td></tr><tr><td>Liquidity ratio Current assets / Current Liabilities</td><td>> 120%</td><td></td><td>120% to 200%</td><td>100% to 400%</td></tr></table>	Measure	Council's Ratios	Target	LGPRF Target Band	LGPRF Acceptable Range	Debt Commitment Ratio Interest and principal repayments on interest bearing loans and borrowings / Rate Revenue	0% to 10%		0% to 5%	0% to 20%	Borrowing Rates Ratio Interest bearing loans and borrowings / Rate revenue	0% to 60%		20% to 60%	0% to 70%	Liquidity ratio Current assets / Current Liabilities	> 120%		120% to 200%	100% to 400%
Measure	Council's Ratios	Target	LGPRF Target Band	LGPRF Acceptable Range																	
Debt Commitment Ratio Interest and principal repayments on interest bearing loans and borrowings / Rate Revenue	0% to 10%		0% to 5%	0% to 20%																	
Borrowing Rates Ratio Interest bearing loans and borrowings / Rate revenue	0% to 60%		20% to 60%	0% to 70%																	
Liquidity ratio Current assets / Current Liabilities	> 120%		120% to 200%	100% to 400%																	
5	<p>Schedule 1 – Local Government Act extract</p> <p><i>Extract from Local Government Act 2020:</i></p>																				

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Council Policy Manual WEST WIMMERA SHIRE COUNCIL

104 Borrowings

A Council cannot borrow money unless the proposed borrowings were included in the budget or a revised budget.

Extract from the Local Government Act 1989:

144. Power to borrow

- (1) *Subject to the principles of sound financial management, a Council may borrow money to enable the Council to perform the functions and exercise the powers conferred on the Council under this Act or any other Act.*
- (2) *This section also applies to borrowings in the form of finance leases.*
- (3) *The amount borrowed on the security of any special rates or special charges must not at any time exceed the estimated income from the special rates or special charges.*

145. Circumstances in which power to borrow may be exercised

- (1) *Without limiting the generality of section 144, the power to borrow conferred by section 144 may be exercised—*
 - (a) *to repay the principal money owing under any previous borrowings; or*
 - (b) *to meet the consideration still outstanding under a contract which has been partly or wholly performed and in respect of which the power to borrow conferred by section 144 could have been exercised at the time the contract was made.*
- (2) *The power to borrow conferred by section 144 cannot be exercised to repay an advance by overdraft under section 150(1) or 150(3) unless—*
 - (a) *the approval of the Minister has been obtained; and*
 - (b) *any conditions imposed by the Minister are complied with.*

146. Budget or revised budget must include proposed borrowings

- (1) *A Council cannot borrow money for ordinary purposes or the purposes of municipal enterprises unless the proposed borrowings were included in a budget or revised budget.*
- (2) *If the proposed borrowings are to re-finance existing loans, the Council is not required to include the proposed borrowings in a budget or revised budget.*

147. Use of loan for different purpose

A Council may only apply unexpended money previously borrowed for a particular purpose for capital works included in the current budget or a revised budget.

148. Borrowings to be secured

- (1) *Except in the case of a finance lease, money borrowed under section 144 is to be secured by entering into a security—*
 - (a) *in the case of borrowings for ordinary purposes, over the general rates; or*
 - (b) *in the case of borrowings for the purposes of municipal enterprises, over the total value of the assets of the municipal enterprise and the income from the municipal enterprise; or*
 - (c) *in the case of borrowings under section 144(3), over the special rates and special charges.*
- (2) *Unless expressly forbidden by the Act or instrument under which a body corporate or company acts, a security under this section is a lawful investment for any money*

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	<i>which a body corporate incorporated under an Act or any company is authorised to invest.</i>
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Policy Adopted:	Ordinary Meeting 16/06/11	Minute Book Page	RecFind 11/004558
Policy Reviewed:	Ordinary Meeting 18/06/15	Minute Book Page	RecFind 15/002501
	Ordinary Meeting 15/03/17	Minute Book Page 34970	RecFind
	Ordinary Meeting 15/05/19	Minute Book Page	RecFind E19/000237
	Council Meeting 20/05/20	Minute Book Page	RecFind E20/000099
	Council Meeting May 2024		



14.4 Community Strengthening Grant Applications

Directorate: Corporate and Community Services

Report Author: Community Development and Tourism Manager

Report Purpose: For Decision

Purpose

The Community Strengthening Grant stream is designed to promote and increase participation of residents in community initiatives, to build and strengthen local networks and partnerships and to support community leadership, learning and skill development. Council may provide financial assistance to community groups and organisations to support the provision of projects, activities and services which respond to identified community needs, contribute to the building of a stronger community, develop innovative approaches to local issues and are in accordance with Council's strategic objectives.

Grants of up to \$5,000 are available in two streams: Community Projects Funding - maximum of \$5,000 on a \$2 for \$1 basis. 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.

Grant of up to \$10,000 are available in one stream: 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.

OFFICER RECOMMENDATION:

That Council determines the following Community Strengthening Grant applications:

- **Dinyarrack Fire Brigade - \$1,290.33**
- **Edenhope Tourism Inc- \$5,000.00**
- **Lions Club of Kaniva - \$4,399.00**
- **Apsley Pony Club Inc. - \$4,480.00**
- **Apsley Tennis Club Inc. - \$5,000.00**
- **Lake Charlegrark Country Music Marathon Inc - \$10,000.00**



Declaration of Interest

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

Background

The council's Community Strengthening Grants Stream is a source of financial support for local projects in West Wimmera Shire communities. There are two rounds of grants each year, this being the second round of the 2023/24 financial year.

Applications have been received from the following

Community Group	Amount requested	Comments
Dinyarrack Fire Brigade	\$1,290.33	Purchase a new 7x4 single axle trailer to house a quick fill pump and associated hoses and equipment.
Edenhope Tourism Inc	\$5,000.00	Geophysical survey of a portion of Edenhope Cemetery with the goal of identifying the location of possible unmarked graves.
Lions Club of Kaniva	\$4,399.00	Purchase a new mower to keep the lawn section of the Cemetery in pristine condition and the areas around Cemetery fences clear of long grass
Apsley Pony Club Inc.	\$4,480.00	Furniture and appliance to complete the new Kitchen and club rooms
Apsley Tennis Club Inc.	\$5,000.00	Upgrade to kitchen facilities to be of a standard that is able to be considered clean and safe for food preparation
Lake Charlegrark Country Music Marathon Inc	\$10,000.00	Purchase of a mobile cool room for use at the LCCMM and for use by other groups on request
Total Community Strengthening Round 2 Grant Applications	\$30,169.33	
Remaining available funds in 2023/2024 Council budget	\$17,279.72	Total budget \$40,000 less grants totalling \$22,720.28 approved on 15 November 2023
Budget Shortfall	\$12,889.61	



Risk Management Implications

Risk identified:

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

Legislative Implications

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:

Council Grants Policy

Council Plan Implications

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

Goal 1 – Liveable & Healthy Community

1.1 Create a healthy, active, and vibrant community.

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

Communication Implications

No Communication Implications

Gender Equality

No Gender Impact Assessment is required

Conclusion



All applications to this round of the Community Strengthening grants have been assessed by officers and are eligible for determination by Council.

Attachments

Nil



14.5 Sponsorship and Contributions Grant Applications

Directorate: Corporate and Community Services

Report Author: Community Development and Tourism Manager

Report Purpose: For Decision

Purpose

The West Wimmera Shire Council Sponsorship and Contributions Grants provide 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.

OFFICER RECOMMENDATION:

That Council determines the following Sponsorship and Contributions Grant applications:

- 1. Edenhope P&A Society Quilt Show - \$500.00**
- 2. Kaniva Link Neighbourhood House - \$1,600**

Declaration of Interest

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

Background

West Wimmera Shire Council Sponsorship and Contributions Grants is to support locally based groups and organisations that:

- 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 Shire.



Risk Management Implications

Risk identified:

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

Legislative Implications

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:

Community Support Fund Policy
Council Grants Policy

Council Plan Implications

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

Goal 1 – Liveable & Healthy Community

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

Communication Implications

No Communication Implications

Gender Equality

No Gender Impact Assessment is required

Conclusion

All applications for the Sponsorship and Contributions Grants have been assessed by officers and are eligible for determination by Council.



Attachments

Nil



15 Infrastructure Development and Works

15.1 Domestic Firewood Collection Policy Review

Directorate: Infrastructure Development and Works

Report Author: Manager Planning and Environment

Report Purpose: For Decision

Purpose

The purpose of this report is to review and update Council's Domestic Firewood Collection Policy.

OFFICER RECOMMENDATION:

That Council adopt the attached Domestic Firewood Collection Policy.

Declaration of Interest

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

Background

The West Wimmera Shire Council Community Local Law section 10.1.2 (f) states A person must not, on any Council land, collect and remove firewood without a permit or other form of permission. Given the multiple requirements to ensure residents can safely collect firewood, a policy was developed to guide applicants and Council staff on the requirements of firewood collection permits.

Risk Management Implications

Risk identified:

Environmental risk

People risk

Regulatory risk

Reputation risk

Safety risk

Legislative Implications

Not Applicable



Environmental Implications

Environmental Risk rating has been assessed as: Medium

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:

Domestic Firewood Collection Policy

Council Plan Implications

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

Goal 3 – Sustainable Environment

3.1 Preserve and enhance the natural environment.

3.2 Promote sustainable environmental management practices.

Goal 4 – Good Governance

4.4 Develop a high performing accountable organisation.

Communication Implications

No Communication Implications

Gender Equality

No Gender Impact Assessment is required

Conclusion

The Council Domestic Firewood Collection Policy has been reviewed to ensure that the requirements for firewood collection permits remain current and relevant to the West Wimmera Shire Council. Following the adoption of the policy, the Firewood collection permit will be updated to reflect the same conditions within the policy.

Attachments

1. WWSC Council Policy Domestic Firewood Collection Policy - draft [15.1.1 - 2 pages]





Council Policy Manual WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY			
DOMESTIC FIREWOOD COLLECTION POLICY		Policy No:	
		Adopted by Council:	
		Next review date:	June 2028
Senior Manager:	Director Infrastructure, Development and Works		
Responsible Officer:	Planning and Environment Manager		
Functional Area:	Customer Service and Local Laws		
Introduction & Background	The West Wimmera Shire will allow the safe collection of firewood from roads sides under its control (local Roads) for private (heating and cooking purposes) use only.		
Purpose & Objectives	<div>1. Through the allocation of permits, allow residents access to fallen timber on local roadsides for personal heating and cooking uses.</div> <div>2. To reduce the fire hazard fuel loading on local roadsides.</div> <div>3. Ensure that trees (live or dead) are not unnecessarily cut down for firewood.</div> <div>4. Provide safe but effective controls of firewood collection which does not impede on the use of the roadway by road users.</div> <div>5. To maintain sustainable control over the quantity of wood collected from local roadsides.</div> <div>6. Ensure that the collector meets their Occupational Health & Safety obligations and that of the travelling public.</div>		
Definitions	Resident: Person or Persons with proof of residency within West Wimmera Shire Council		
Policy Details			
1.	Responsibilities of Applicant		
	It is the responsibility of the applicant to ensure that they comply with all permit conditions.		
2.	Permit Conditions		



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	<ol style="list-style-type: none"> 1) No firewood is to be collected for 'commercial purposes' from 'Local Roads' within West Wimmera Shire municipal district. 2) No standing trees (dead or alive) are cut down and removed. 3) That Shire residents be limited to three cubic metres per permit and a maximum of three permits per calendar year per household. 4) That non-residents are not eligible. 5) The permit is applicable to local council roads only under West Wimmera Shire Council control and shall name the roads that the timber is to be collected from. 6) Firewood collection is prohibited during the fire danger period as declared by the Country Fire Authority (CFA) 7) No firewood is to be collected on days of Total Fire Ban. 8) The collection vehicle/trailer or combination thereof shall be parked in such a way as not to impede the flow of traffic. 9) All loads are to be made secure prior to leaving the collection area. 10) This permit is not valid on any road under the control of VicRoads and includes any 'A', 'B' & 'C' class road. 11) This permit is not valid on any road under the control of Department of Energy, Environment and Climate Action (DEECA) or Parks Victoria who control bush land reserves and National/State Parks. 12) That no collection occur on the part of the Dergholm – Edenhope Rd (also known as Dergholm – Powers Creek Rd) where signs indicate "Vegetation Offset Area"
3.	<p>Victorian Police</p> <p>Council may refer any permit holder suspected of breaking permit conditions to the Police.</p> <p>Council will refuse a permit to any resident at VicPol's request.</p>

Policy Adopted:	Ordinary Meeting 17/03/11		RecFind 11/003035
Policy Reviewed:	Ordinary Meeting 16/07/15	Minute Book Page 31431	RecFind 15/002904
	Ordinary Meeting 19/07/17	Minute Book Page 35797	RecFind 17/002784



15.2 Onsite Wastewater Management Plan

Directorate: Infrastructure Development and Works

Report Author: Environmental Health Technician

Report Purpose: For Decision

Purpose

The purpose of this report is to provide Council with the draft West Wimmera Shire Council (WWSC) Onsite Wastewater Management Plan (OWMP).

OFFICER RECOMMENDATION:

That Council authorise the draft WWSC Onsite Wastewater Management Plan be published for a two-week period commencing 19 June 2024 until 3 July 2024 for community feedback.

Declaration of Interest

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

Background

West Wimmera Shire Council previously developed an Onsite Wastewater Management Plan (OWMP), previously known as a Domestic Wastewater Management Plan in 2014, to assist with the efficient and effective regulation of onsite wastewater management (OWM) within the Shire. In October 2023, West Wimmera Shire Council (WWSC) was successful in receiving \$20,000 funding from the Department of Environment, Land, Water and Planning, now known as the Department of Energy, Environment and Climate Change for the review and update of the 2014 Onsite Domestic Wastewater Management Plan.

Council successfully engaged Whiteheads & Associates Environmental Consulting in June 2023 and began the review and update of the Onsite Wastewater Management Plan.

As the Environment Protection Act 2017 (the Act) replaced the Environment Protection Act 1970, a new framework has been established for environmental protection. It requires councils to develop an OWMP, under the Order for Obligations for Managers of Land or Infrastructure (OMLI). The OWMP has been prepared to recognise, respond to, and link with Council policies and plans, current legislation and regulations, and the relevant direction of State Regulatory Authorities. The OWMP also addresses recent changes in Codes of Practice, Australian Standards, and guidelines relating to OWM, and recent advances in technology and management practices.

The key objectives of the OWMP are to provide a key strategic tool for development of long-term strategies for OWM system management, a guide for making decisions about



individual OWM systems, enforcement and compliance options, resource management for proactive wastewater management, and cooperation between Council, the community, waste corporations and catchment management authorities and develop a Risk Assessment Framework designed to evaluate the level of risk associated with proposed and existing OWM systems and to help identify management strategies.

The OWMP presents a prioritised Action Plan for the Shire with proposed timeframes for the completion of the various tasks. The Action Plan provides actions which will be implemented to improve the effectiveness of OWM within the Shire to protect public health and the environment and to ensure that future development within the Shire is sustainable. The OWMP will also provide a valuable tool for the assessment of planning applications within all unsewered localities and associated townships, and guidance for owners on the requirements that will need to be met.

Risk Management Implications

Risk identified:

Environmental risk

People risk

Regulatory risk

Safety risk

Legislative Implications

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

Environmental Implications

Environmental Risk rating has been assessed as: High

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:

Communications Policy

Environmental Policy

Risk Management Policy

Council Plan Implications

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



Goal 3 – Sustainable Environment

- 3.1 Preserve and enhance the natural environment.
- 3.2 Promote sustainable environmental management practices.

Goal 4 – Good Governance

- 4.4 Develop a high performing accountable organisation.

Communication Implications

No Communication Implications

The draft West Wimmera Shire Council Onsite Wastewater Management Plan will be submitted for two-week community feedback from 19th June 2024 until 3rd July 2024, pending council resolution.

Gender Equality

No Gender Impact Assessment is required

Conclusion

Council has prepared the draft Onsite Wastewater Management Plan in accordance with the Environment Protection Act 2017. The Onsite Wastewater Management Plan is a key document that will assist council staff in managing onsite wastewater to ensure public health and the environment is protected.

Attachments

1. WWSC OWMP DRAFT 002 [15.2.1 - 95 pages]



West Wimmera Shire Council Onsite Wastewater Management Plan

May 2024

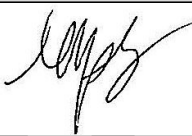

Prepared for: West Wimmera Shire Council

Prepared by: Connor Morton
Whitehead & Associates Environmental Consultants Pty Ltd
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West Wimmera Shire Council Onsite Wastewater Management Plan 2024

Document Control Sheet

Document and Project Details					
Document Title:	West Wimmera Shire Council Onsite Wastewater Management Plan				
Author:	Connor Morton				
Project Manager:	Mark Saunders				
Date of Issue:	13/05/2024				
Job Reference:	3467_WWSC_OWMP_002				
Synopsis:	<p>The Onsite Wastewater Management Plan (OWMP) has been developed to identify onsite wastewater management (OWM) issues within the Shire and recommend management actions to ensure potential risks are appropriately managed.</p> <p>A key component of the OWMP is wastewater management risk assessment and mapping that has been completed for the Shire. The assessment identifies prioritised areas that are in need of improved wastewater management practices.</p>				
Client Details					
Client:	West Wimmera Shire Council				
Primary Contact:	Kiara Silvester, Environmental Health Technician Telephone 13 99 72				
Document Distribution					
Version Number	Date	Status	DISTRIBUTION – NUMBER OF COPIES (p – print copy; e – electronic copy)		
			Client	Other	Other
001	28/02/2024	DRAFT_001	1e	-	-
002	14/05/2024	DRAFT_002	2e	-	-
Document Verification					
Checked by:  Heather Murphy			Issued by:  Connor Morton		

Acknowledgement of Country

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

Disclaimer

The information contained in the OWMP is based on independent research undertaken by Whitehead & Associates Environmental Consultants Pty Ltd (W&A). To our knowledge, it does not contain any false, misleading or incomplete information. Information is based on an appraisal of the conditions subject to the limited scope and resources available for this project and follow relevant industry standards.

The work performed by W&A included a desktop assessment of the West Wimmera Shire, and the conclusions made in this report are based on the information gained and the assumptions as outlined. Under no circumstances can it be considered that these results represent the actual conditions throughout the entire Shire due to the regional scale of this study.

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Document Certification

The Onsite Wastewater Management Plan (OWMP) has been prepared following the standards and guidelines set out in the following documents, where applicable:

- Department of Energy, Environment and Climate Action (2022), *Risk Assessment Guidance Report (DEECA, 2022)*;
- EPA Victoria (2016), *Code of Practice – onsite wastewater management (publication 891.4)* (EPA, 2016);
- EPA Victoria (2024), *[DRAFT] Guidelines for Onsite Wastewater Effluent Dispersal and Recycling Systems* (EDRS, 2024);
- EPA Victoria (2024), *[DRAFT] Guideline for Onsite Wastewater Management* (GOWM, 2024);
- Municipal Association of Victoria & Department of Sustainability and Environment (2014), *Victoria Land Capability Assessment Framework, 2nd Ed* (MAV & DSE, 2014);
- Standards Australia / Standards New Zealand (2012), *Onsite Domestic Wastewater Management (AS/NZS 1547:2012)*; and
- Victoria Audit General's Office (2018), *Managing the Environmental Impacts of Domestic Wastewater* (VAGO, 2018).

Where a document has become superseded, the OWMP refers to the current guidance document.

West Wimmera Shire Council Onsite Wastewater Management Plan 2024

Acronyms

AEP	Annual Exceedance Probability
ARI	Annual Recurrence Interval
AHD	Australian Height Datum
AWTS	Aerated Wastewater Treatment System
CMA	Catchment Management Authority
CA	Certificate of Approval
DEM	Digital Elevation Model
DEECA	Department of Energy, Environment, and Climate Action
DELWP	Department of Environment, Land, Water, and Planning (now DEECA)
DIR	Design Irrigation Rate
DLR	Design Loading Rate
DSE	Department of Sustainability and the Environment (former)
DSM	Decentralised Sewage Model
DWMP	Domestic Wastewater Management Plan
DWSC	Declared Water Supply Catchment
EDA	Effluent Dispersal Area
EPA	Environment Protection Authority
GIS	Geographic Information System
GMA	Groundwater Management Area
HPO	Health Protection Officer
LCA	Land Capability Assessment
LGA	Local Government Area
LPED	Low-Pressure Effluent Distribution System
LRA	Land Resource Assessment
MAV	Municipal Association of Victoria
OMLI	Obligations for Managers of Land or Infrastructure
OWM	Onsite Wastewater Management
OWMP	Onsite Wastewater Management Plan
PIC	Plumbing Industry Commission
RAF	Risk Assessment Framework
SEPP	State Environment Protection Policy
SILO	Scientific Information for Land Owners
VCAT	Victorian Civil and Administrative Tribunal
VVG	Visualising Victoria's Groundwater (Project)
WC	Water Corporation(s)
WMIS	Water Measurement Information System
WSPA	Water Supply Protection Area
WWSC	West Wimmera Shire Council

Executive Summary

West Wimmera Shire Council (WWSC, Council, or the Shire) previously developed an Onsite Wastewater Management Plan (OWMP) (previously a Domestic Wastewater Management Plan) in 2014 to assist with the efficient and effective regulation of onsite wastewater management (OWM) within the Shire in a way which will minimise the potential risk posed by effluent upon public health, the physical environment, and local receiving environments.

As the *Environment Protection Act 2017* (EP Act, 2017) replaced the *Environment Protection Act 1970*, a new framework has been established for environmental protection. The EP Act (2017) requires councils to develop an OWMP, under the Order for Obligations for Managers of Land or Infrastructure (OMLI).

The OWMP has been prepared to recognise, respond to, and link with Council policies and plans, current legislation and regulations and the relevant direction of State Regulatory Authorities. The OWMP also addresses recent changes in Codes of Practice, Australian Standards, and guidelines relating to OWM, and recent advances in technology and management practices.

The OWMP describes the current situation relating to OWM in the Shire and identifies a range of actions Council seeks to implement. The OWMP is to contain controls Council will put in place for OWM in the Shire as well as an Action Plan, with details of the methodology used for the Constraint Mapping, Risk Analysis, and Locality Reports. The OWMP provides the assessment of land 'parcels' within the Shire rather than 'properties' to provide assessment of potential future subdivided land. Throughout this document 'parcels' are referred to as 'lots'.

A number of key issues for OWM in WWSC have been identified:

- Failing OWM systems having the potential to pollute the environment;
- Small lots and poorly draining clay soils limiting the effectiveness of OWM systems in townships;
- Many larger operations (pubs, restaurants, etc.) with insufficient area to treat and land apply wastewater within their property boundaries;
- Trend of split wastewater treatment with greywater treatment and discharge to street drainage or onsite irrigation; and
- Physical environments may limit the effectiveness of OWM systems within the Shire and therefore many systems may require a high level of design and management to ensure each OWM system is sustainable.

The fundamental purpose of any OWMP is the identification and management of the risk from OWM systems to public health and the environment. A comprehensive four (4) staged Risk Assessment Framework (RAF) was developed with the aim of quantitatively and qualitatively assessing the consequences of unsewered development. The stages are outlined as follows:

- Stage 1: Data Collection – background information, legislation / regulatory / planning controls, and data collection and pre-processing;
- Stage 2: Data Analysis and Review – development of individual constraint and informative maps for parameters that significantly impact on the degree of risk of any given lot;
- Stage 3: OWM Risk Analysis – weighted analysis of individual constraints which determine the final consolidated risk of the unsewered lots within the Shire, based on an algorithm that takes into account the interaction between the individual constraints;

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- Stage 4: Land Capability Assessment (LCA) – application of Risk Rating to determine the level of information required as part of a LCA.

Taken together, all stages of the RAF have substantial value as a development assessment tool and provide defensible identification and justification for prioritisation of existing management issues within the Shire. The RAF aims to provide Council with a reasoned and justified tool to prioritise resourcing, oversight, and management for OWM systems within the Shire.

The OWMP has collated a substantial amount of information on the various environmental and built constraints that substantially impact on OWM outcomes. This information is presented as a series of constraint and thematic (informative and overlay) maps developed using Geographic Information Systems (GIS) which illustrate the significance of each element (soil type, slope, useable land area, and climate) to OWM within both the Shire as a whole and the targeted localities. The Appendices of the OWMP outline the basis on which the constraint mapping has been developed, presenting the individual constraint and thematic maps for the Shire.

Individual constraints have been considered in the light of current standards for OWM as outlined in the 'Document Certification' section (Page 3) of the OWMP

For unsewered lots, each constraint is considered on the basis of information supplied by Council or relevant State Government agencies. OWM risk is described as low, moderate, high, or very high depending on the degree of risk the lot presents to OWM.

This information will assist Council to prioritise actions including the need for and level of Land Capability Assessment (LCA), reporting required to support proposals for new OWM systems, and will provide guidance in identifying minimum standards of OWM servicing and appropriate technologies.

The OWMP presents a prioritised Action Plan for the Shire with proposed timeframes for completion of the various tasks. The Action Plan provides actions which will be implemented to improve the effectiveness of OWM within the Shire, to protect public health and the environment and to ensure that future development within the Shire is sustainable. The OWMP will also provide a valuable tool for the assessment of planning applications within all unsewered localities and associated townships, and guidance for owners on the requirements that will need to be met.

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1 Introduction

1.1 Overview and Objectives

West Wimmera Shire Council (WWSC, the Shire or Council) has an area of approximately 9,106km² and a population of approximately 3,810 people in 2021 (WWSC Community Vision, 2021-2041). The main townships are Edenhope and Kaniva, with smaller rural townships including Apsley, Harrow, Goroke, and Serviceton.

There are currently four (4) sewerage areas within the Shire, consisting of Edenhope, Goroke, Kaniva, and Serviceton. Wastewater in these areas is managed by Grampians Wimmera Mallee Water (GWM Water); however, it is noted that some lots within sewerage areas are not connected to the reticulated system due to development limitations (capital cost, topography, etc.).

As of publishing the OWMP, there are a total of 1,512 sewerage lots within the Shire, with 8,276 unsewered 'developable' lots. Developable lots are considered to be lots that are >400m² and are not mapped as parks and conservation, crown land, road reserve, or public land management. These excluded lots will be referenced as 'public land lots'. Unsewered developable lots are to be serviced by OWM systems.

Land use in the Shire is characterised by agriculture, rural residential development, small townships, national parks, and state forests. There are no Special Water Supply Catchments located within the Shire, with a reliance on groundwater and tank water for potable water supply. A majority of the Shire is mapped as Groundwater Management Area (GMA) or Water Supply Protection Area (WSPA).

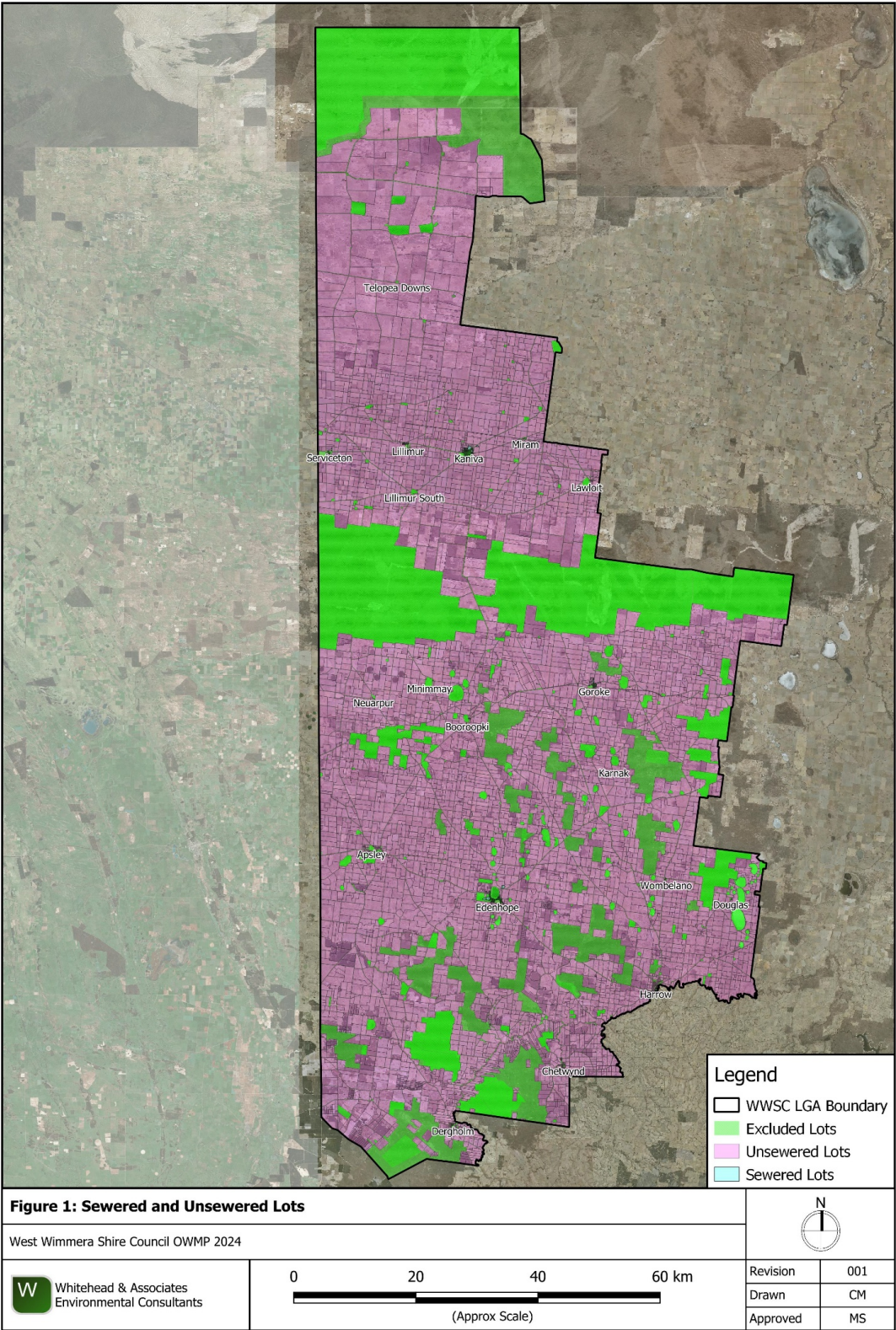
The protection of surface waters, groundwater, and human health are all requirements of the EP Act 2017 (the Act). Under the provisions of the Act and other legislative guidelines, councils are required to prepare an OWMP. The OWMP has been developed in accordance with the legislation and policies outlined in Section 3.

The OWMP outlines how Council will manage OWM systems, including the permit application process, and work with system designers, installers, owners, and maintainers to minimise risk to public health and the environment. The Appendices of the OWMP provide detail on the methodology used to generate constraint mapping and corresponding Risk Analysis of the Shire and individual Locality Reports.

The key objectives of the OWMP are to provide:

- A strategic tool for development of long-term strategies for OWM system management;
- A guide for making decisions about individual OWM systems, enforcement and compliance options, resource management for proactive wastewater management, and cooperation between Council, the community, water corporations, and catchment management authorities; and
- Development of a Risk Assessment Framework designed to evaluate the level of risk associated with proposed and existing OWM systems and to help identify management strategies.

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1.2 Development of the OWMP

All councils within Victoria are required to prepare a municipal OWMP under the EP Act (2017) by the 'Order for Obligations for Managers of Land or Infrastructure' (OMLI). An OWMP is a planning and management document that provides a mechanism for the development, implementation, and review of programs to protect public health, the local environment, and local amenity. The OWMP establishes Council's policy on, and commitment, to sustainable wastewater management. The OWMP establishes processes to ensure early and comprehensive consideration of OWM in the planning cycle and Council's responsibility for the monitoring and compliance of systems.

The OWMP assists landowners and Council staff to understand the requirements for development within the Shire in respect of OWM. With the information provided by the OWMP, Council staff will be able to assist landowners and developers to determine the level of assessment that is required for a proposed development. The detailed risk-based assessments of unsewered localities and townships included in the OWMP equips Council staff to assess existing and proposed OWM systems, with the overarching objective of improving OWM into the future. Council staff will also be able to assess the capacity of land to manage wastewater for future development using the RAF.

1.3 Previous Onsite Wastewater Management Plan

The OWMP is an update of the WWSC Domestic Wastewater Management Plan (2014). The WWSC DWMP (2014) reviewed and built on the earlier DWMP in 2006, focusing particularly on investigating OWM issues in the unsewered townships of Goroke, Apsley, Harrow, as well as OWM within the sewerred areas of Edenhope, Kaniva, and Serviceton.

The DWMP found that a significant number of properties within these areas were serviced by 'split' OWM systems, with blackwater managed by septic tank and absorption systems, and greywater discharged to street drainage leading to community complaints in regard to odour and aesthetics.

In 2011, funding was provided by the State Government through the Small Town Water Quality Fund to upgrade the OWM systems to many properties within the assessed townships.

It was found that many townships consisted of small lot sizes with poorly drained clay soils, resulting in unsuitable conditions for the sustainable management of onsite wastewater.

Since publishing the DWMP in 2014, the township and surrounding area of Goroke has become sewerred as a part of a three (3) stage reticulation scheme managed by GWM Water. It is understood that the first stage of the scheme has been completed at the time of the OWMP publication, with the final two (2) stages (northern and eastern Goroke) awaiting completion.

2 Overview of Onsite Wastewater Management

2.1 The Historical Context

Historically the management of OWM systems throughout Victoria has been difficult. Local councils are the regulatory authority for OWM up to 5,000L/day and have generally been limited by time and finances from implementing effective OWMPs. Many councils throughout Victoria and Australia have previously provided very limited programs for OWM, focusing on approvals for new systems and basic system monitoring, as time permits.

There are limited cost recovery options for councils to monitor increasingly complex and larger numbers of systems as the peri-urban areas experience rapid growth throughout Victoria. There is increasing pressure on all councils within Victoria to improve OWM so that existing and future development does not impact on public health and the environment.

2.2 What is Wastewater?

Wastewater is water-borne waste material and includes all normal wastes from residences, as well as many forms of waste matter from other establishments. Wastewater is derived from household waste streams: kitchen; bathroom (basin, bath, and shower); laundry; and toilet. Industrial and commercial wastewater varies widely in character and often requires specialised treatment processes as it may contain substances that are harmful to the biological processes utilised for treatment processes. Domestic wastewater is commonly described in these three (3) forms:

- Blackwater – “water grossly contaminated with human excreta” e.g. toilet water, composting toilet leachate;
- Greywater – “water that is contaminated by but does not contain human excreta” e.g. kitchen, bath, and laundry water; and
- Combined – “a combination of both black and grey water”.

Wastewater quality can vary greatly due to numerous factors; however, Table 1 outlines typical values for domestic wastewater quality parameters. Once wastewater has undergone treatment, it is known as effluent.

Table 1: Typical Domestic Wastewater and Septic Effluent Quality¹

Parameter (mg/L)	Untreated Wastewater	Septic Effluent
Biological Oxygen Demand (BOD ₅)	150-300	100-200
Total Suspended Solids (TSS)	150-300	20-100
Ammonium (NH ₄ ⁺)	~10	~40
Organic Nitrogen	~30	~15
Ammonia (NO ₃ ⁻)	4-13	<1
Ortho Phosphate	6-10	10-15
Organic Phosphorus	4-15	<4

¹ Information collated from a range of sources including AS1546.1:2008, AS1547:2012, EPA Publication 760 (2002), NRMCC (2006) and NSW DLG (1998). Note all concentrations are highly variable.

2.3 Wastewater Treatment

Wastewater is typically managed in urban environments in a community sewerage system, with treatment at a centralised wastewater treatment plant with disposal via discharge to waterways or land application. In areas where a centralised sewerage system cannot be provided, wastewater is managed onsite at each individual lot. Onsite wastewater is managed by a variety of treatment systems, including but not limited to:

- Septic tanks;
- Aerated Wastewater Treatment Systems (AWTS / ATU);
- Aerobic biological filter systems (wet composting, vermiculture);
- Membrane filtration;
- Ozonation;
- Reed beds;
- Sand filters;
- Textile (fabric) filters;
- Trickling aerobic filters; and
- Greywater Treatment Systems.

The current Standards and EPA Guidelines provide detailed information about wastewater treatment systems.

Following treatment, effluent is then either dispersed or reused within the boundaries of the lot. The type of dispersal or reuse system depends on the quality of effluent (primary or secondary).

Current best-practice is for effluent to be treated to a secondary standard or better. Any variations to this must be provided with detailed evidence and explanations to demonstrate its suitability. Most systems apply effluent within the soil profile in a dedicated area on the lot via a land application system, often referred to as the Effluent Dispersal Area (EDA). All land application systems will be referred to as EDA throughout the OWMP.

Highly treated and disinfected greywater can be used internally for toilet flushing and cold water supply to the laundry; however such systems are not common due to relatively high costs. Further details on EDAs are provided in the following section.

2.4 Effluent Dispersal Areas

There are a range of EDAs that apply effluent to the soil profile. EDAs that are suitable for primary-treated effluent (septic tanks and most wet composting systems) include:

- Conventional absorption trenches and beds;
- Evapotranspiration-absorption (ETA) trenches and beds;
- Modified ETA trenches and beds – such as ‘Wick Trenches’ and modified pipe systems;
- Wisconsin or sand mounds; and
- Low Pressure Effluent Distribution (LPED).

EDAs that are suitable for secondary-treated and disinfected effluent (from accredited secondary treatment systems only) include:

- All of the previously mentioned systems suitable for primary effluent;
- Surface spray or drip irrigation; and
- Subsurface or covered surface drip irrigation.

The current Standards and EPA Guidelines provides detailed information about EDAs.

2.5 Risks Associated with Wastewater

Wastewater can be highly variable in quantity and quality, which can impact on the performance of OWM treatment systems. Primary treatment in a septic tank relies on the anaerobic breakdown of organic matter by microbes and solids settling. Shock loads or biocide (e.g. antibacterial product) use within the dwelling can impact on the ability of these microbes to treat the wastewater and solids passing through the first treatment stage, resulting in poor quality of effluent being discharged to the environment.

OWM system failures are most often a result of poor system design, poor installation practices, inadequate maintenance, and sometimes insufficient land area. These factors contribute to potential public health and environmental impacts and are discussed in the following sections.

2.5.1 Public Health

Exposure to any of the following, via direct or indirect contact with wastewater, poses a public health risk.

The principal groups of organisms found in natural waters and wastewater include: bacteria, fungi, protozoa, rotifers, algae, and viruses. Not all of these pose public health risks. Organisms with the potential to pose health risks to humans are known as “pathogenic” organisms and may be classified into three (3) broad categories, as follows.

- **Bacteria** – Wastewater contains a wide variety and concentration of pathogenic and non-pathogenic bacteria. There are many waterborne infectious diseases such as typhoid and cholera. Infectious doses of disease causing bacteria in wastewater can lead to illness. Testing for pathogens is difficult and expensive, therefore indicator bacteria from the intestinal tract of humans and warm blooded animals are used; for example, coliform bacteria such as *Escherichia coli* (*E. coli*) are used as an indicator of potential pathogenic / faecal contamination in water.
- **Parasites** – (Protozoa and Helminths). The two (2) dominant protozoan parasites of concern in the treatment of wastewater are *Cryptosporidium* and *Giardia*. These are both resistant to standard disinfection methods and pose considerable risk to susceptible members of the community, such as children, elderly, and immunocompromised.

Helminths or intestinal worms, e.g. tapeworms and roundworms, are also commonly found in wastewater. These release millions of environmentally resilient eggs throughout their lifespan.
- **Viruses** – Contamination of wastewater by viruses may lead to major outbreaks, such as Hepatitis A (referred to as infectious hepatitis), which is the most dominant waterborne virus. Polio Virus is also transmitted in wastewater. Viruses can cause widespread illness in epidemic patterns. Viruses are more common and diverse than bacteria in the aquatic environment.

The ability of pathogens to survive in the environment varies substantially, depending on environmental conditions and the type and life-stage of the organism. Some organisms produce

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highly resilient spores which can persist in unfavourable conditions for long time periods and can be transported great distances in surface water and groundwater.

Nitrogen in the form of nitrate is highly mobile in the soil / water environment and can also be a potential public health risk if exposure is high. However, this has not been identified as a particular risk for the relatively low-density towns of regional Australia.

2.5.2 Environmental

Nutrients, along with trace quantities of other elements, are essential for biological growth. Phosphorus (P) and Nitrogen (N) are the principal nutrients of concern with regard to OWM systems and are present in a range of compounds in raw wastewater and effluent.

In excess, phosphate and nitrate encourage vigorous growth of algae and aquatic plants in surface water systems, which can lead to ecological disruptions and reduced water quality. Poor quality raw supply water is more difficult and costly to treat for drinking water purposes, compared to water taken from catchments where pollution inputs are reduced.

2.5.3 Social

The poor management of OWM systems has potential financial implications where it may adversely impact on drinking water supplies by contamination. Where OWM systems cause pollution from effluent discharge to waterways or groundwater, there is a requirement for a higher level of treatment of drinking water prior to distribution.

Where failing OWM systems cause odours or discharge into adjoining properties, there is an adverse impact on public amenity, and this may cause a nuisance. There are financial implications for owners who have a failing OWM system and are required to complete upgrade works. New systems can be expensive, and some owners may not have the finances to undertake works immediately, resulting in continuing system failure.

2.5.4 Summary

Table 2 summarises the risks common to all OWM systems (treatment and EDA). The operation of a high density of OWM systems may have long term negative and cumulative impacts on that particular area and on downstream water bodies. However, where systems are correctly designed, installed and managed (including upgrades to existing systems where necessary), the risks of cumulative impacts to the downstream environment are substantially reduced.

As such, the sustainable density of OWM systems is higher when systems are operating optimally, compared to when a proportion (or all) systems are underperforming or failing in some way.

Table 2: Health and Environmental Risk of OWM Systems

Risk	Typical Cause	Potential Impacts
Ineffective regulation	Lack of staff / time	Environmental, Health, and Social
Off-site discharge	Failing / poorly managed / damaged / unapproved treatment and / or EDA(s) / previous approved practices for off-site discharges	Environmental, Health, and Social
Disinfection failure	No disinfection / poor upstream treatment	Health

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Risk	Typical Cause	Potential Impacts
Failure of treatment system	Lack of maintenance / poor installation / age of system	Environmental, Health, and Social
Surcharge from EDA	Peak loads / overload of system / failure of EDA / undersized or poorly designed system / shallow groundwater	Environmental, Health, and Social
Failure of EDA	Clogging layer in trenches or beds / broken pipes / inappropriate hydraulics / shallow groundwater	Environmental, Health, and Social
Human contact with effluent	Poor OH&S in maintenance / inappropriate disposal methods	Health and Social
Owner mismanagement	Lack of knowledge of system or regulations / cost avoidance	Environmental, Health and Social
Damage to EDA	Access by vehicles or stock / inappropriate boundaries or protection	Health and Social
Odour	Poor maintenance / toxins in influent / inadequate treatment / mechanical fault	Social
Groundwater contamination	EDA overloaded (undersized or failing) / shallow groundwater / poor design	Environmental, Health, and Social
Surface water contamination	Surface runoff of effluent in EDA / inadequate setback distance / recharge from contaminated groundwater	Environmental, Health, and Social
Human or animal disease outbreak	Direct or indirect pathogen exposure due to any of previously mentioned causes	Health and Social
Degradation of soils	Undersized or failing EDA / usually high strength effluent	Environmental and Social
Increased algae growth	Excess nitrate and phosphate in surface waters from runoff	Environmental, Health, and Social
Degradation of native vegetation	Excess nitrate and phosphate in soils and / or surface waters / unsuitable design	Environmental and Social

3 Legislation and Policies

3.1 Council's Plans and Policies

The OWMP has been developed to fit with Council's other policies and plans through actions identified in the Action Plan. The following Council plans have been included in the OWMP:

- Community Vision 2021 – 2041;
- Council Plan 2021 – 2025;
- Municipal Public Health & Wellbeing Plan 2021 – 2025 (incorporated in the Council Plan 2021 -2025; and
- Planning Scheme.

3.2 Legislation

The legislation relevant to OWM systems in Victoria are as follows:

- *Local Government Act 2020;*
- *Environment Protection Act 2017;*
- *Environment Protection Regulation 2021;*
- *Water Act 1989;*
- *Planning and Environment Act 1987;*
- *Public Health and Wellbeing Act 2008; and*
- *Victorian Building Regulations 2018.*

3.3 Regulatory and Legislative Authorities

OWM involves, to varying degrees, a number of regulatory agencies as follows:

- Council (West Wimmera Shire Council);
- Victorian Building Authority (VBA);
- Municipal Association of Victoria (MAV);
- Water Corporations (WC);
- Department of Energy, Environment, and Climate Change (DEECA); and
- Catchment Management Authorities (CMA) (Wimmera and Glenelg Hopkins CMA).

3.4 Administrative Authorities

Victorian Civil and Administrative Tribunal (VCAT) deals with civil disputes, administrative decisions and appeals that are heard before a Judge or Tribunal member. It provides a dispute resolution service for both government and individuals within Victoria.

3.5 Standards and Guidelines

The design, operation, and management of OWM systems are supported by a number of standards and guidelines, as follows:

- DELWP (2022), *Risk Assessment Guidance Final Report;*
- EPA Victoria (2016), *Code of Practice – Onsite Wastewater Management, Publication 891.4;*

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- EPA Victoria (2024), *[DRAFT] Guideline for Onsite Wastewater Management*;
- EPA Victoria (2024), *[DRAFT] Guideline for Onsite Wastewater Effluent Dispersal and Recycling Systems*;
- MAV (2014), *Victorian Land Capability Assessment Framework 2nd Edition*;
- Standards Australia / New Zealand (2012), *Onsite Domestic Wastewater Management (AS/NZS 1547:2012)*;
- Standards Australia / New Zealand (2012), *Onsite Domestic Treatment Units (AS/NZS 1546.1-4)*;
 - AS/NZS 1546.1:2008 – Part 1: Septic tanks;
 - AS/NZS 1546.2:2008 – Part 2: Waterless composting toilets;
 - AS 1546.3:2017 – Part 3: Secondary treatment systems;
 - AS 1546.4:2016 – Part 4: Domestic greywater treatment systems;
- Standards Australia / New Zealand (2012), *Plumbing and Drainage (AS/NZS 3500.1-4:2021)*; and
- Victorian Auditor General's Office (2018), *Managing the Environmental Impacts of Domestic Wastewater*.

Where a document has become superseded, the OWMP refers to the current guidance document.

4 Risk Assessment Framework

The fundamental purpose of any OWMP is the identification and management of risk from OWM systems to public health and the environment. A means of addressing the OWM issues in unsewered areas is to prepare a risk assessment tool that scientifically measures possible impacts of OWM systems on public health and the environment. A comprehensive Risk Assessment Framework (RAF) has been developed for the OWMP to assist Council in analysing risk at variable scales.

The RAF has substantial value as a development assessment tool and provides a defensible method for identification, justification and prioritisation of management issues. It incorporates tools that assess the bio-geophysical capability for OWM in existing unsewered areas, recently developed unsewered subdivisions, and undeveloped unsewered land. It will be primarily used:

- To determine the level of technical investigation required to be undertaken as part of a development application in an unsewered area;
- To identify existing priority unsewered areas that require more detailed investigations to determine OWM needs (i.e. improvement actions or plans); and
- As a guide to Council for strategic planning of future unsewered development.

The RAF aims to provide Council with a reasoned and justified tool to prioritise future development by highlighting regions with elevated OWM risk profiles (e.g. townships with large numbers of small lots and poorly draining clay soils). Consideration of both individual (lot) and cumulative (regional) OWM risk provides a versatile tool for:

- Examining changes from an accepted 'baseline' condition (i.e. water quality or environmental indicators);
- Preparing cost / benefit analyses for upgrade / improvement options (i.e. OWM vs. sewerage); and
- Comparing alternate land use / development scenarios (i.e. development density).

4.1 OWM Risk Analysis

4.1.1 Methodology and Rationale

The primary objective of the OWMP is to assess all unsewered developable lots within the Shire to determine their suitability to sustainably manage wastewater on site in compliance with legislative and regulatory requirements.

The interaction of a wide range of individual constraints and variables affect the specific land capability and associated limitations for sustainable OWM. Understanding these interactions can be difficult, particularly in terms of assessing the relative contributions of individual constraints in a broad-scale evaluation.

The OWM Risk Analysis involved assessing the cumulative effect of the individual constraints such as: soil type; topography (slope); useable land area; and climate for all of the unsewered lots within the Shire. Each lot was assigned a rating class for each of the individual constraints, which has been based on the criteria detailed in Appendix A.

The following algorithm was developed using professional judgement and reviews of current literature. The algorithm generally follows the rationale developed for the Mansfield Domestic Wastewater Management Plan Pilot Project (Mansfield Shire Council, 2014); with adaptation by

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W&A to reflect specific concerns within the Shire. It details how the individual constraints were combined to determine the final Risk Rating for each unsewered developable lot within the Shire:

$$((\text{Soil Suitability} + \text{Slope}) \times ((2 \times \text{Lot Size}) + \text{Climate})) \div 10$$

The algorithm incorporates the constraints imposed by landform and soil type, as well as the local climate, which will impact on the selection and sizing of OWM systems for any given location.

The final risk value (number) derived from the algorithm for each lot was assessed to determine the appropriate Risk Rating ranges. Further information on the development of the Risk Rating classification is provided in Appendix A. The following outlines the respective ranges and associated final Risk Rating classes:

- Very High: > 5.5;
- High: ≥ 4 to ≤ 5.5;
- Moderate: ≥ 2 to < 4; and
- Low: < 2.

The criteria used to determine the Risk Rating categories were based on the constraints as presented in the DELWP Risk Assessment Guidance Report (2022). Table 3 provides a rationale for the risk ratings, which is also discussed in Appendix A. The final Risk Ratings give guidance towards the OWM requirements as stipulated by Council.

Table 3: Risk Rating Description

Risk Rating	Description
Very High	Constraints are present at a very high level and this significantly restricts opportunities for sustainable OWM. Traditional systems (i.e. septic tanks and trenches) are typically not appropriate. A detailed site and soil evaluation is required to determine if OWM is achievable at all. If achievable, specialised advanced treatment and EDAs may be required to overcome the constraints.
High	Constraints are present at a high level and this substantially restricts opportunities for sustainable OWM. Traditional systems are typically not appropriate. A detailed site and soil evaluation would be required to determine if traditional systems are supported. Otherwise, specialised advanced treatment and EDAs may be required to overcome the constraints.
Moderate	Constraints are present at a moderate level and this limits the range of OWM options that are appropriate for the site. A detailed site and soil evaluation is required to identify the most appropriate OWM system and mitigation measures to be employed.
Low	Constraints are present at a low level and are unlikely to substantially limit opportunities for OWM. In most cases appropriately designed and managed traditional systems will be accepted.

The terms relate to the underlying level of risk to OWM posed by the lot. These factors are used to direct management (planning) decisions and subsequently, the level or intensity of site-specific investigation (LCA) required.

4.1.2 Risk Analysis Mapping

The final Risk Rating for each individual unsewered lot within the Shire is shown in Figure 14 and Table 4. These detail the results of the Risk Analysis for the Shire, as well as areas of concern, which were highlighted as priority regions of investigation by Council.

The localities assessed in the OWMP are: Apsley; Harrow; Goroke; Edenhope; Kaniva; and Serviceton. The lots within each locality include both commercial and domestic use without distinction. Locality boundaries on occasion transect a given lot. When this occurs and a majority of the lot is located within the locality boundary, it has been considered for assessment.

Council maintains a database of the calculated Risk Ratings for all the unsewered lots within the Shire. A lot owner can contact Council to obtain the data for the final Risk Rating of their lot. Whilst every effort is made to consider all relevant factors in the risk mapping, information used may not account for relevant features present on the lot.

Table 4: Final Risk Rating Summary

	Total Unsewered Developable Lots	Total Number in Final Risk Rating			
		Very High	High	Moderate	Low
Shire (Overall)	8,276	55	1,018	1,899	5,304
Apsley	610	0	143	164	303
Harrow	516	1	141	160	214
Goroke	383	0	100	97	186
Edenhope	585	0	11	200	374
Kaniva	804	0	3	148	653
Serviceton	337	0	49	33	255

4.1.3 Evaluation of Risk Analysis

The Risk Analysis resulted in the lots throughout the majority of the Shire being assigned a Low Risk Rating. The final Risk Analysis map highlights the inherent relationship that results in only one (1) or two (2) individual constraints generally affecting any given lot. The Risk Analysis identifies approximately:

- 64.1% of lots with a Low Risk Rating;
- 22.9% of lots with a Moderate Risk Rating;
- 12.3% of lots with a High Risk Rating; and
- 0.7% of lots with a Very High Risk Rating.

The parameters contributing the greatest limitation to OWM within the Shire are soil type (slowly permeable clay subsoils), lot size (small lots within townships), and greater ground surface slopes (lots in proximity to the Glenelg River and its tributaries). The spatial distribution of higher levels of risk are influenced by proximity to townships and in the south of the Shire, slopes relating to the tributaries of the Glenelg River.

It is essential that the limitations of the data used to compile these maps are recognised when using the Risk Analysis map. Whilst individual lots have been assigned a Risk Rating, it is not sufficiently detailed to allow determination of individual system performance or land capability for individual lots. This is why the term Risk Assessment is used to describe the methodology and resultant outputs. A lot categorised as having a Very High Risk Rating will not necessarily be totally unsuitable for OWM or currently be experiencing poor system performance; however, it is likely to contain a number of significant limitations to the operation of OWM systems.

Overall Risk Ratings should be used to justify the requirement for more detailed individual lot LCAs and more rigorous assessment of development proposals rather than to define system performance or land capability.

4.2 Risk Analysis Summary

The recognised limitations emphasise that the Risk Analysis should only be used as a guide to distinguish regions within the Shire with relatively higher levels of OWM risk. The results can be used to target more detailed investigations, including appropriate individual assessment and design, which can potentially mitigate or overcome constraints.

As a general rule, the smaller the lot, the less land that will be available for effluent management after allowing for other development of the land. It is difficult to define the minimum lot size that would be required throughout the Shire to ensure long-term OWM without further detailed study. This will vary depending on the constraints of the lot and the nature of the development as well as the type of treatment and EDA used.

Further detailed studies into the performance of existing OWM systems within each of the targeted unsewered localities may be used to verify the findings of this broad-scale assessment, to provide a more detailed assessment on maximum lot development density, and hence minimum lot size in proposed development areas. This will aid Council in ensuring future development will not adversely impact public health and the environment.

4.3 Limitations of the Risk Assessment Framework

There are several limitations inherent in the methodology adopted for the RAF. Briefly, these are due to:

- The use of broad-scale mapping and desktop analysis;
- A lack of digital data in some areas;
- The present level of scientific understanding and uncertainties relating to the physical and chemical processes and their implications for sustainable OWM. Current best practice derived from wide experience in Australia, New Zealand, and the United States was used in this assessment;
- The limited availability, quality, and accuracy of attribute data; and
- Limitations in the method of assessing the inter-relationship and cumulative effect of individual attributes and constraints.

The Risk Analysis mapping should only be used as a preliminary tool to distinguish regions within the Shire with relatively higher levels of risk to public health and / or the environment and with the objective of determining preliminary priority for future reticulated wastewater servicing.

5 Locality Reports

This section of the OWMP presents an assessment of highlighted priority regions of investigation by Council. A summary of the locality and township and applicable soil units has been provided, as well as the topography, slope, lot size, climate, and a risk summary provided for each unsewered developable lot within each locality and township.

5.1 Apsley

5.1.1 Background

The locality of Apsley is 332.2km², is located to the west of Edenhope, with the township ~7kms east of the South Australia border. The locality has a total population of 329 people, with 193 total private dwellings as per the Australia Bureau of Statistics (2021) (ABS, 2021).

A total of 68 public land lots are located within the locality. No reticulated sewer services are currently available. There are 612 unsewered developable lots within the locality, with 181 of these lots located within the township boundary.

Land use within the locality largely consists of farmland, nature reserves, and state forest, with Apsley Golf Course located ~1km southeast of the township. Development within the township includes a post office, café, RSL hall, recreation reserve, town hall, pub, and police station.

5.1.2 Soil Type

The locality is mapped under the Wimmera Land Resource Assessment (LRA) (2005), and consists of the following soil landform groups: Apsley plains; Benayeo gilgai plains; Kowree undulating sand plains & ridges; and West Wimmera wetlands.

5.1.3 Topography and Lot Size

The locality consists of undulating plains, with a slight westerly aspect, with the township located on top of a ridgeline at ~110m AHD.

Lots within the locality have a median slope 0.6%, with slopes ranging from 0.1 to 5.7%. The township has a median slope 0.9%, ranging in slope from 0.1% – 5.6%. The locality has a median lot size of 10.8ha, ranging from 425m² to 393.1ha. The township has a median lot size of 1.2ha, ranging from 425m² to 9.2ha.

5.1.4 Climate

Climate data for the locality has been provided by SILO Point Data (Apsley (Post Office) (-36.97, 141.08)).

The locality has a median annual rainfall of 510.7mm, with a monthly minimum of 13.9mm (February) and maximum of 80.0mm (August). The area experiences a mean annual potential evaporation of 1,436.2mm. Rainfall exceeds potential evaporation for three (3) months of the year (June – August).

5.1.5 Lot Risk

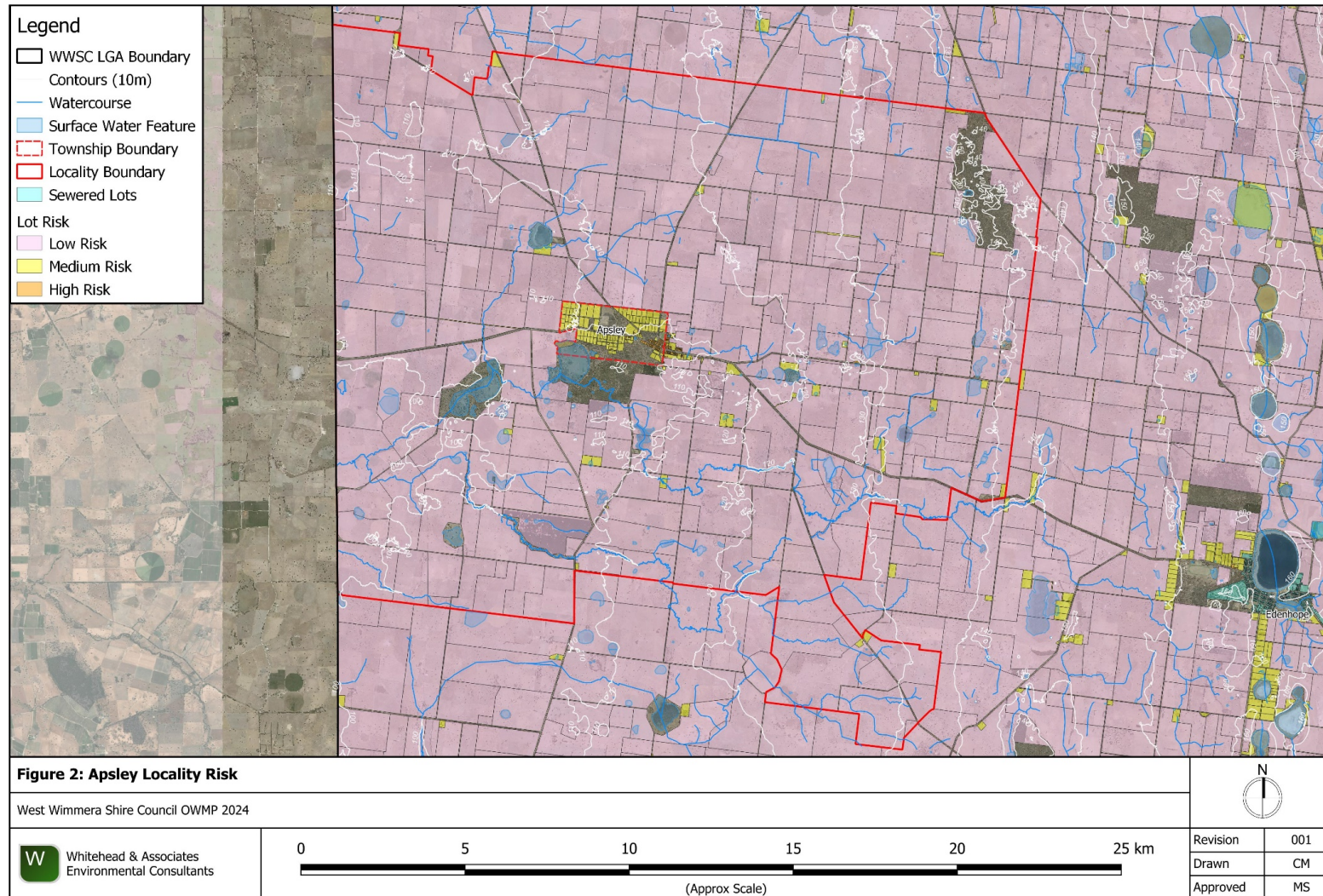
A summary for the lot risk for the entire locality and township are provided in Table 5.

Table 5: Apsley Risk Summary

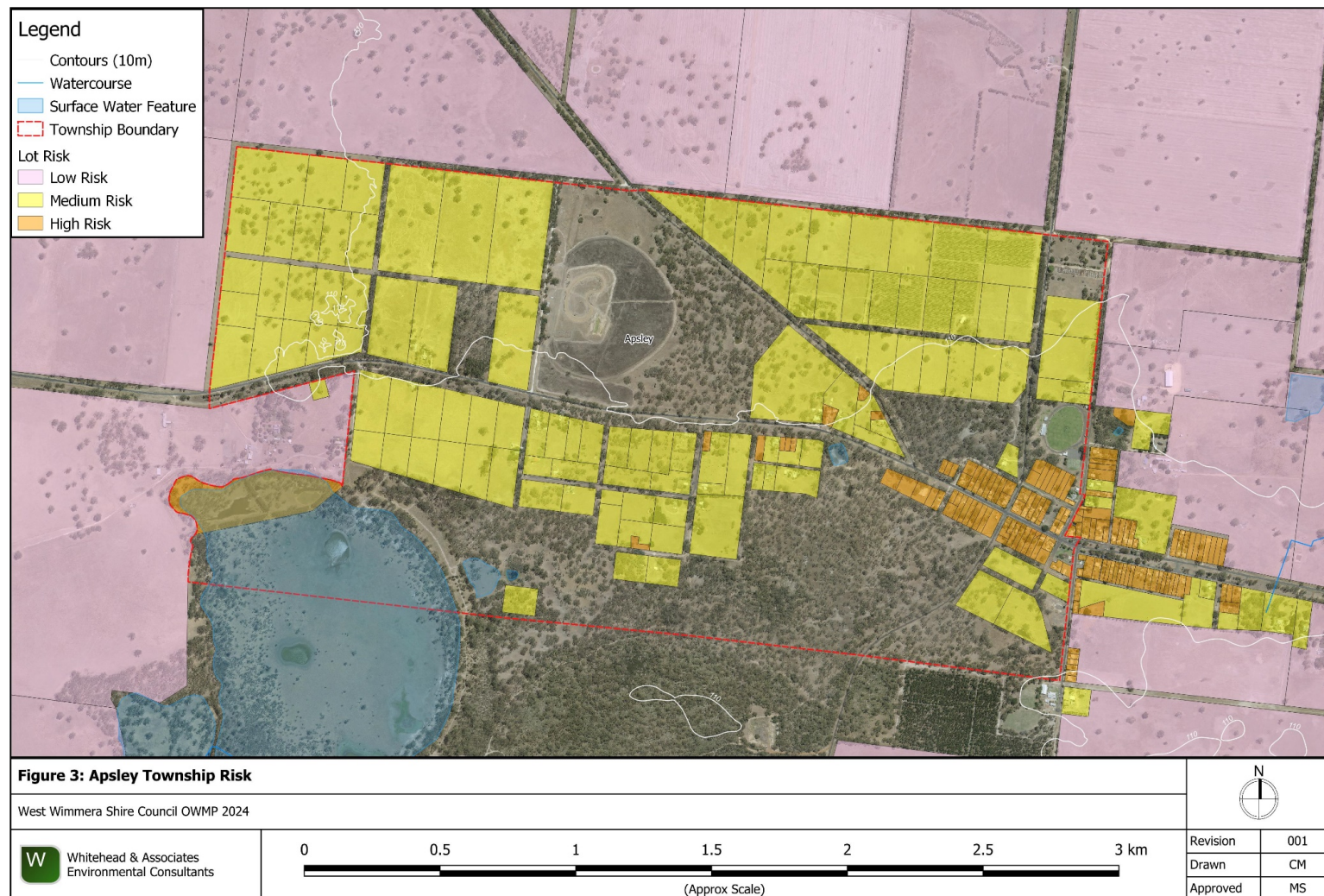
Risk Rating	Locality	Township
Very High	0 (0%)	0 (0%)
High	143 (23.4%)	71 (39.2%)
Moderate	164 (26.9%)	110 (60.8%)
Low	303 (49.7%)	0 (0%)

A majority of the locality is classified as a Low Risk, with most of the township being classified as Moderate Risk. The elevated risk associated with lots within the township is attributed to useable land limitations.

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5.2 Harrow

5.2.1 Background

The locality of Harrow is 283.3km², is located to the east of Edenhope with the township adjacent the Glenelg River at the Shires southern border. The locality has a total population of 184 people, with 110 total private dwellings (ABS, 2021).

A total of 97 public land lots are located within the locality. No reticulated sewer services are currently available. There are 516 unsewered developable lots within the locality, with 221 of these lots located within the township. There are 39 lots that are identified within land subject to inundation.

Land use within the locality largely consists of farmland, nature reserves, and state forest. Development within the township includes a community medical centre, garage museum, pub, recreation reserve, post office, general store, and café.

5.2.2 Soil Type

The locality is mapped under of the Wimmera LRA (2005) in the northwest, with the remaining area mapped under the Glenelg Hopkins LRA (2001).

Soils within the locality mapped under the Wimmera LRA (2005) consist of the following soil landform groups: Kowree undulating sand plains & ridges; Edenhope undulating plains; Ullswater plains & rises; and West Wimmera wetlands in the northwest.

Soil within the locality mapped under the Glenelg Hopkins LRA (2001) consist of the following soil landform groups: Sand plains and rises; Dundas Sedimentary; Glenelg river granites; Wannon alluvial; Red Gum plains and rises; Glenelg river Schists; Rocklands Rhyolite; and Glenthompson Metasediments.

5.2.3 Topography and Lot Size

A majority of the locality consists of plains, ridges, and rises, with a south-eastern aspect towards the Glenelg River. Area in proximity to the Glenelg River consists of tributaries and steep slopes (20% – 30%). The township consists of steep terraced terrain (5% – 30%) with a southeast aspect. There are five (5) drainage channels located throughout the township, discharging to the Glenelg River.

Lots within the locality have a median slope 5.3%, with slopes ranging from 0.0% to 36.6%. The township has a median slope 14.4%, ranging in slope from 0.6% – 36.6%. A majority of the lots with steeper terrain are adjacent or within proximity the Glenelg River. The locality has a median lot size of 5.3ha, ranging from 401m² to 738.3ha. The township has a median lot size of 0.4ha, ranging from 401m² to 4.0ha.

5.2.4 Climate

Climate data for the locality has been provided by SILO Point Data (-37.15, 141.60).

The locality has a median annual rainfall of 499.0mm, with a monthly minimum of 14.5mm (February) and maximum of 74.5mm (August). The area experiences a mean annual potential evaporation of 1,383.0mm. Rainfall exceeds potential evaporation for three (3) months of the year (June – August).

5.2.5 Lot Risk

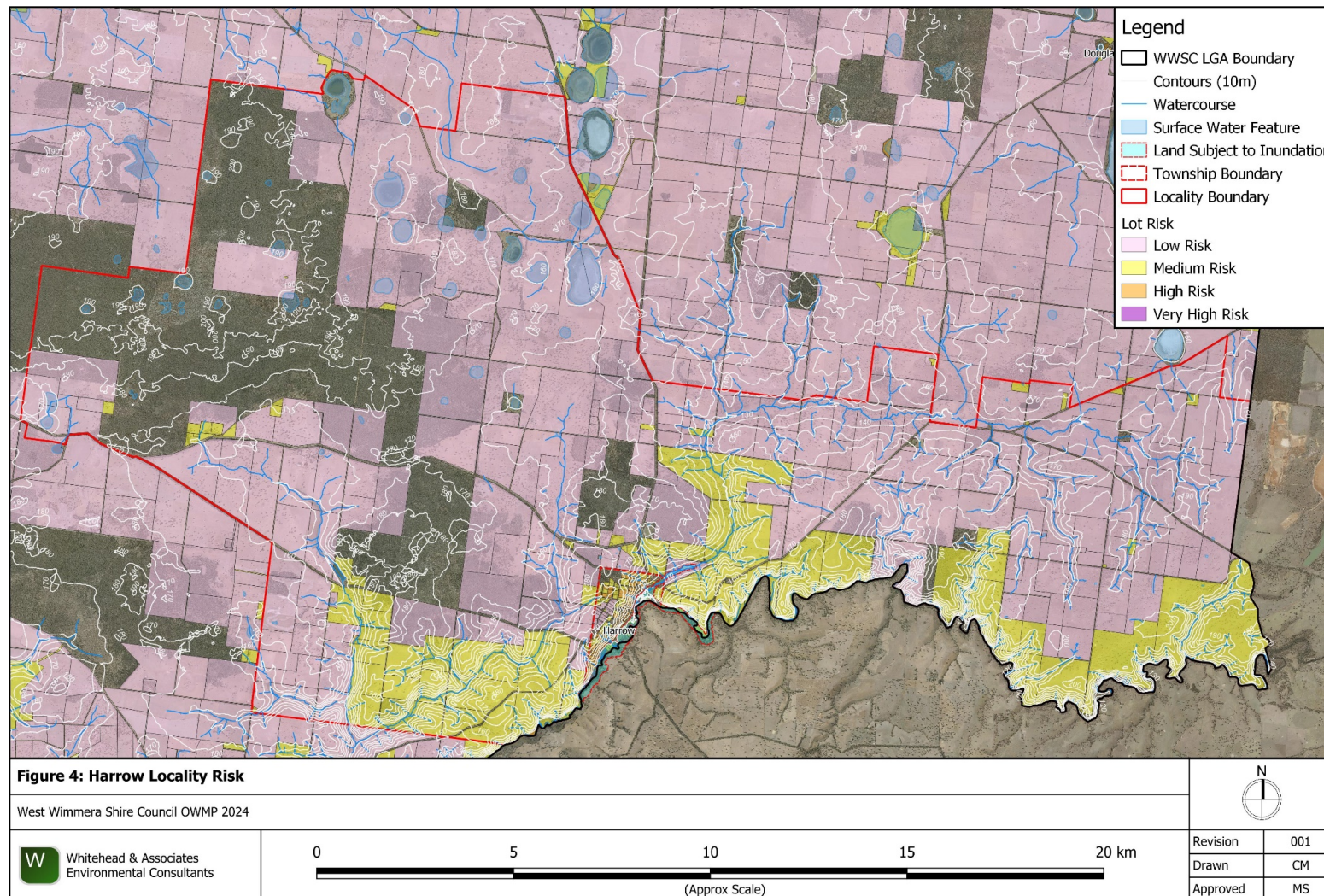
A summary for the lot risk for the entire locality and township are provided in the following table.

Table 6: Harrow Risk Summary

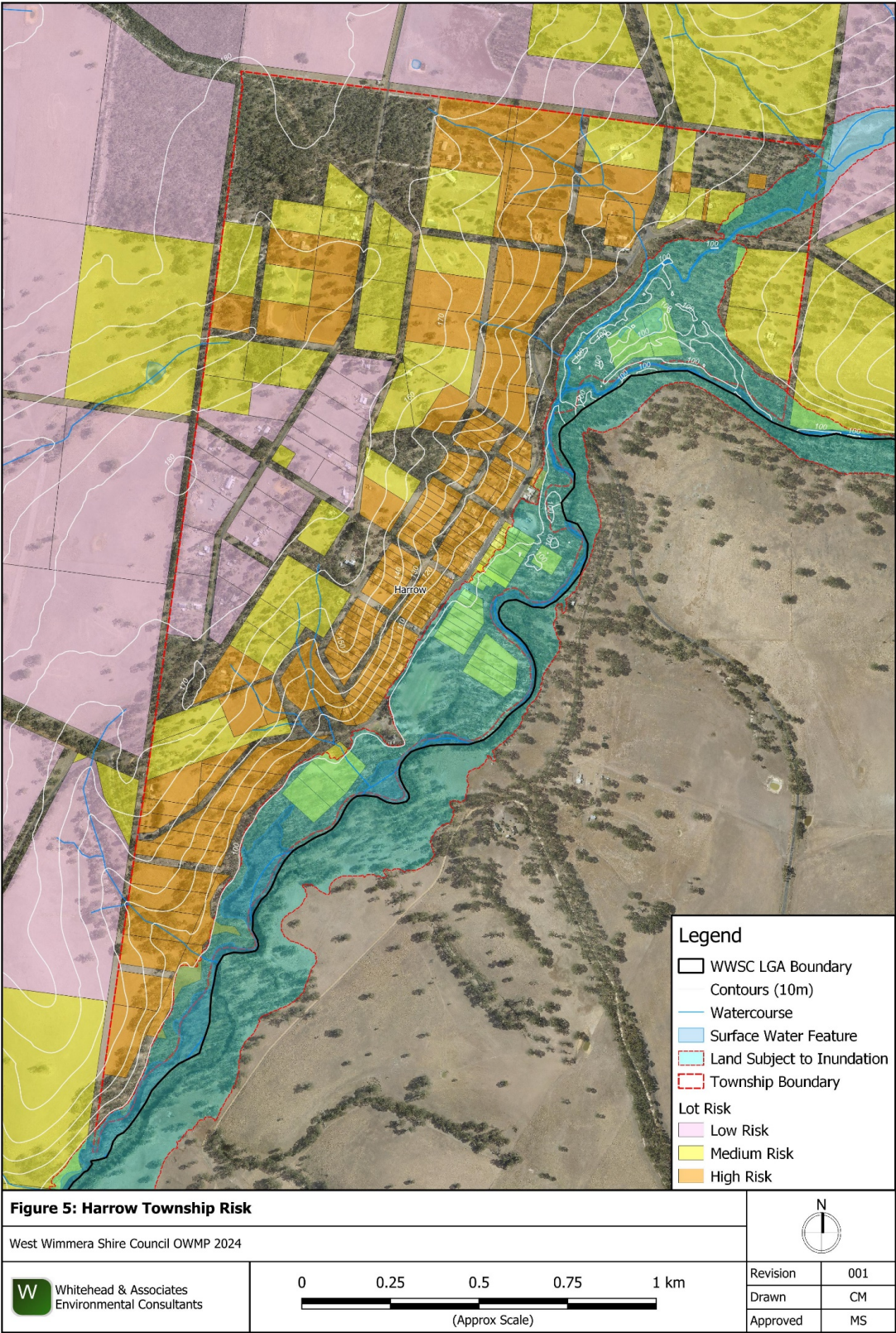
Risk Rating	Locality	Township
Very High	1 (0.2%)	0 (0%)
High	141 (27.3%)	136 (61.5%)
Moderate	160 (31.0%)	66 (29.9%)
Low	214 (41.2%)	19 (8.6%)

A majority of the locality is classified as a Low Risk, with most of the township being classified as High Risk. The elevated risk associated with lots within the township is attributed to useable land and slope limitations.

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5.3 Goroke

5.3.1 Background

The locality of Goroke is 323.5km², is located to the south of and partially within the Little Desert National Park. The locality has a total population of 295 people, with 163 total private dwellings (ABS, 2021).

A total of 73 public land lots are located within the locality. There are 159 sewerer lots in the locality, with 113 of these lots within the township boundary. There are 383 unsewered developable lots assessed within the locality, with 16 of these lots within the east of the township.

All wastewater generated within sewerer lots is managed within a single reticulation network, with treatment occurring in maturation and evaporation ponds to the north of the township.

Land use within the locality largely consists of farmland, nature reserves, and national park. Development within the township includes a supermarket, post office, pub, school, and healthcare centre.

5.3.2 Soil Type

The locality is mapped under of the Wimmera LRA (2005), and consists of the following soil landform groups: Goroke plains & rises; Little desert parabolic dunes; Kowree undulating sand plains & ridges; Diapur ridge; Nurcoun plains; West Wimmera wetlands; Ullswater plains & rises; and Minimay plains.

5.3.3 Topography and Lot Size

A majority of the locality consists of plains, with ridges and rises orientated from southeast to northwest.

Lots within the locality have a median slope 1.3%, with slopes ranging from 0.1% to 6.8%. The township has a median slope 1.0%, ranging in slope from 0.7% – 2.0%. The locality has a median lot size of 9.2ha, ranging from 465m² to 651.5ha. The township has a median lot size of 0.1ha, ranging from 480m² to 0.15ha.

5.3.4 Climate

Climate data for the locality has been provided by SILO Point Data (Goroke (Post Office) (-36.72, 141.47)).

The locality has a median annual rainfall of 404.2mm, with a monthly minimum of 14.8mm (February) and maximum of 57.8mm (August). The area experiences a mean annual potential evaporation of 1,468.5mm. Rainfall exceeds potential evaporation for two (2) months of the year (June – July).

5.3.5 Lot Risk

A summary for the lot risk for the entire locality and township are provided in the following table.

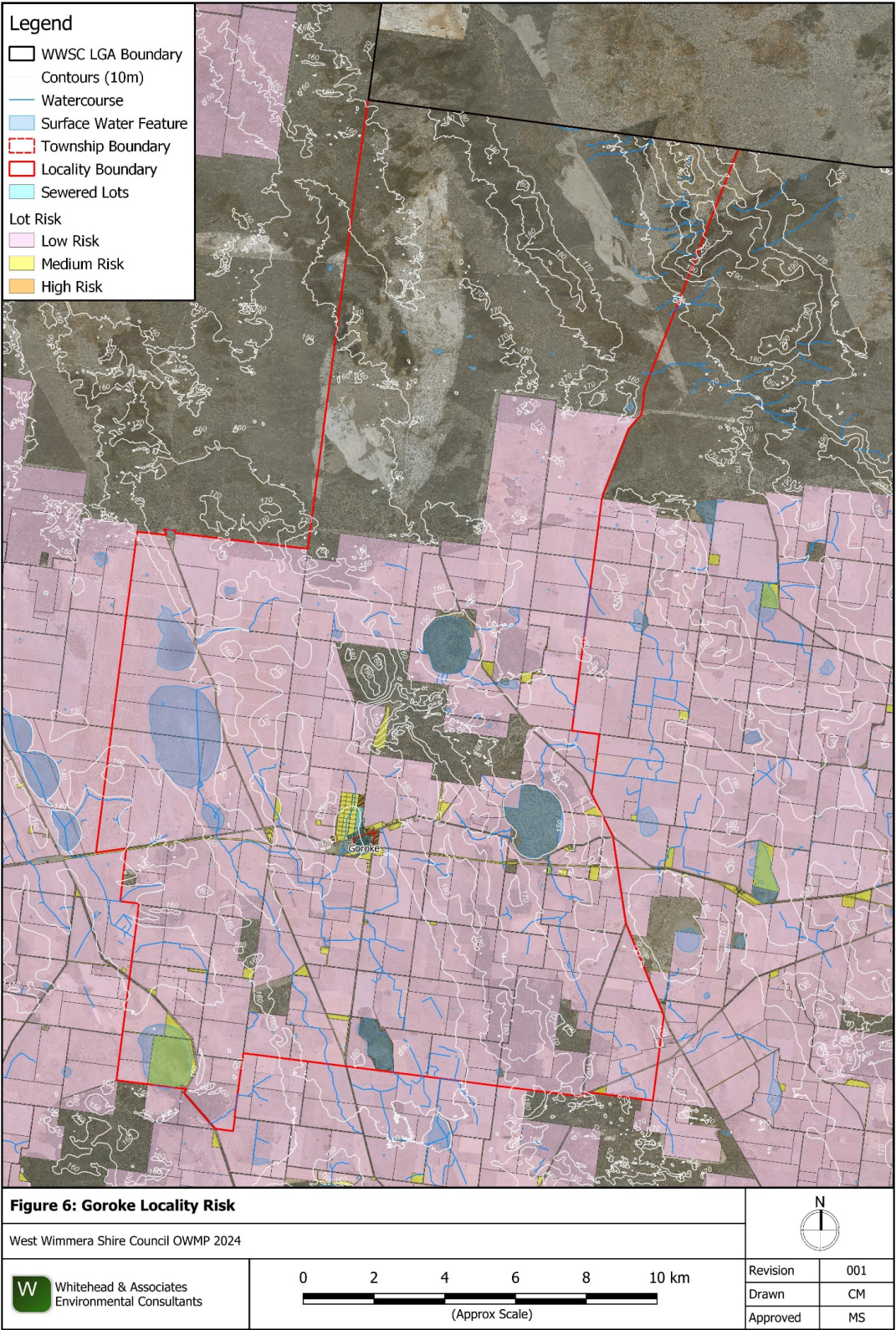
Table 7: Goroke Risk Summary

Risk Rating	Locality	Township
Very High	0 (0%)	0 (0%)
High	100 (26.1%)	16 (100%)
Moderate	97 (25.3%)	0 (0%)
Low	186 (48.6%)	0 (0%)

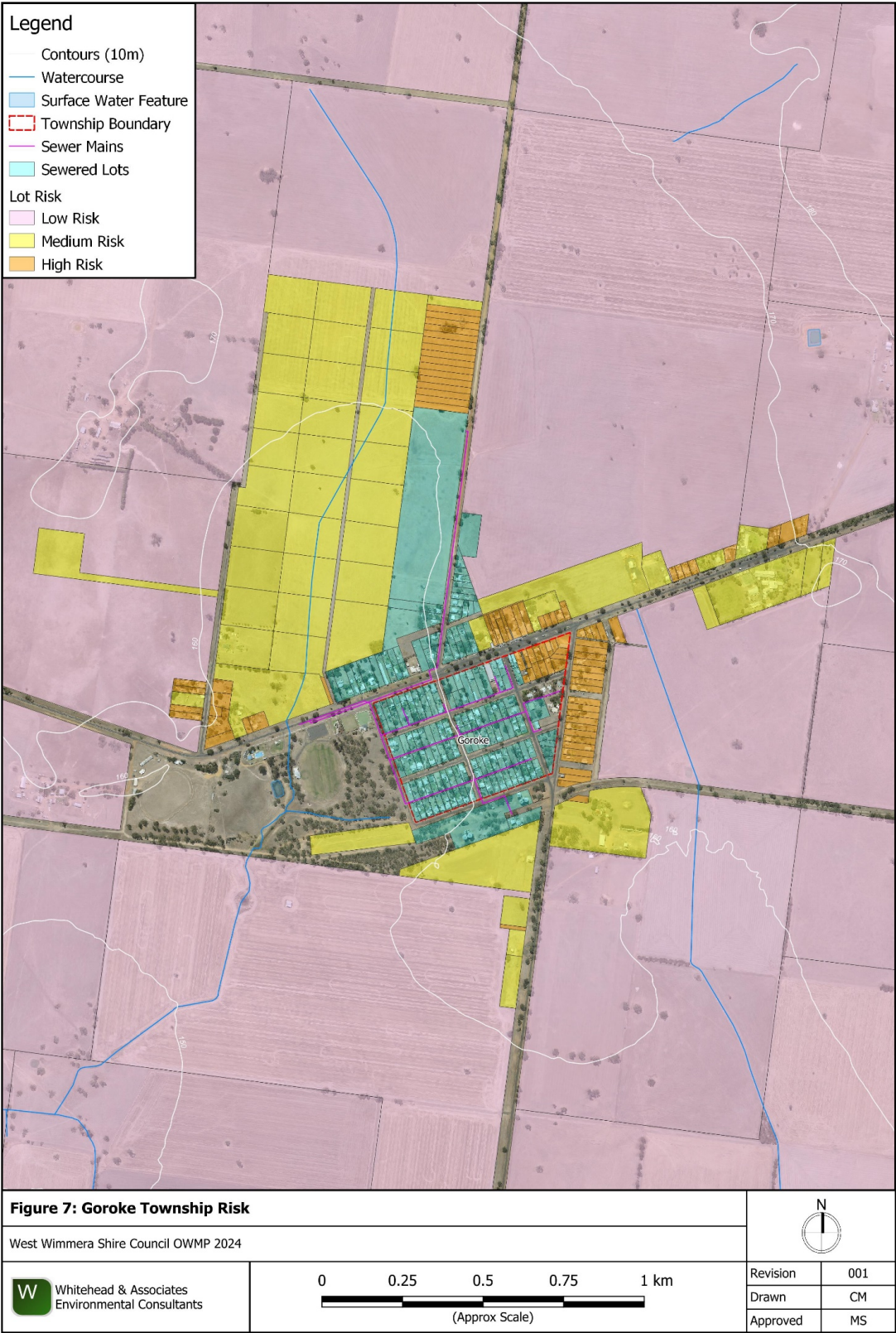
A majority of the locality is classified as a Low Risk, with unsewered developable lots within the township being classified as High Risk. The elevated risk associated with lots within the township is attributed to useable land limitations.

As a majority of the township is sewerred, there are only 16 unsewered developable lots in the northeast. It is noted there are a number of unsewered developable lots with elevated risk in close proximity to the township, consisting of Moderate to High Risk. It is understood that a majority of these lots will become sewerred under the Goroke Sewerage Scheme carried out by GWMW.

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5.4 Edenhope

5.4.1 Background

The locality of Edenhope is 498.7km², and is located between the localities of Apsley to the west and Harrow to the east. The township is located on the southern banks of Lake Wallace, with Back Swamp within the east of the township. The locality has a total population of 937 people, with 541 total private dwellings (ABS, 2021).

A total of 119 public land lots are located within the locality. There are 623 sewerer lots in the locality, with 582 of these lots within the township boundary. There are 585 unsewered developable lots within the locality, with 10 of these lots within the west of the township.

All wastewater generated within sewerer lots is managed within a single reticulated network consisting of gravity and pressurised mains transferring wastewater to a series of maturation and evaporation ponds to the north of the township.

Land use in the locality consists of farmland, state forest, and nature reserves. Development within the township includes a supermarket, food outlets, post office, pharmacy, bank, hospital, and golf course.

5.4.2 Soil Type

A majority of the locality is mapped under of the Wimmera LRA (2005), with a small portion in the south mapped under the Glenelg Hopkins LRA (2001).

Soils within the locality mapped under the Wimmera LRA (2005) consist of the following soil landform groups: Apsley plains; Kowree undulating sand plains & ridges; Ullswater plains & rises; Edenhope undulating plains; Powers Creek sand plains; Mosquito Creek swampy sand plains; West Wimmera wetlands; and Harrow valley.

Soil within the locality mapped under the Glenelg Hopkins LRA (2001) consist of the following soil landform groups: Red Hum plains and rises; Sand plains and rises; and Dundas Sedimentary landforms.

5.4.3 Topography and Lot Size

A majority of the locality consists of plains, with ridges and rises orientated from north to south throughout.

Lots within the locality have a median slope of 0.9%, with slopes ranging from 0.1% to 3.9%. Lots within the township have a median slope of 0.9%, with slopes ranging from 0.2% to 1.3%. The locality has a median lot size of 1.4ha, ranging from 117m² to 866.2ha. The township has a median lot size of 0.1ha, ranging from 117m² to 13.9ha.

5.4.4 Climate

Climate data for the locality has been provided by SILO Point Data (-37.05, 141.30).

The locality has a median annual rainfall of 508.6mm, with a monthly minimum of 11.3mm (February) and maximum of 79.8mm (August). The area experiences a mean annual potential evaporation of 1,398.0mm. Rainfall exceeds potential evaporation for three (3) months of the year (June – August).

5.4.5 Lot Risk

A summary for the lot risk for the entire locality and township are provided in the following table.

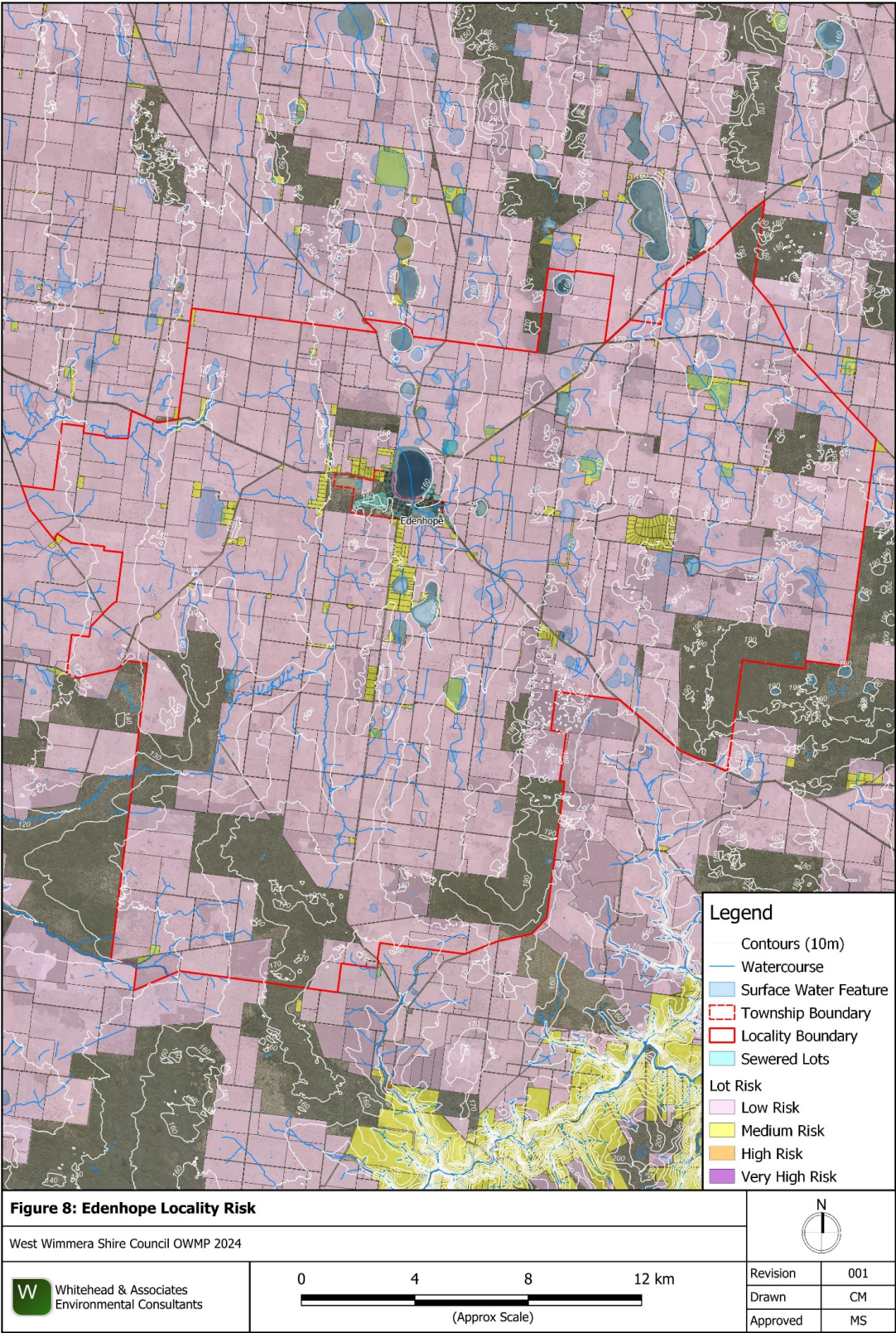
Table 8: Edenhope Risk Summary

Risk Rating	Locality	Township
Very High	0 (0%)	0 (0%)
High	11 (1.9%)	4 (40%)
Moderate	200 (34.2%)	5 (50%)
Low	374 (63.9%)	1 (10%)

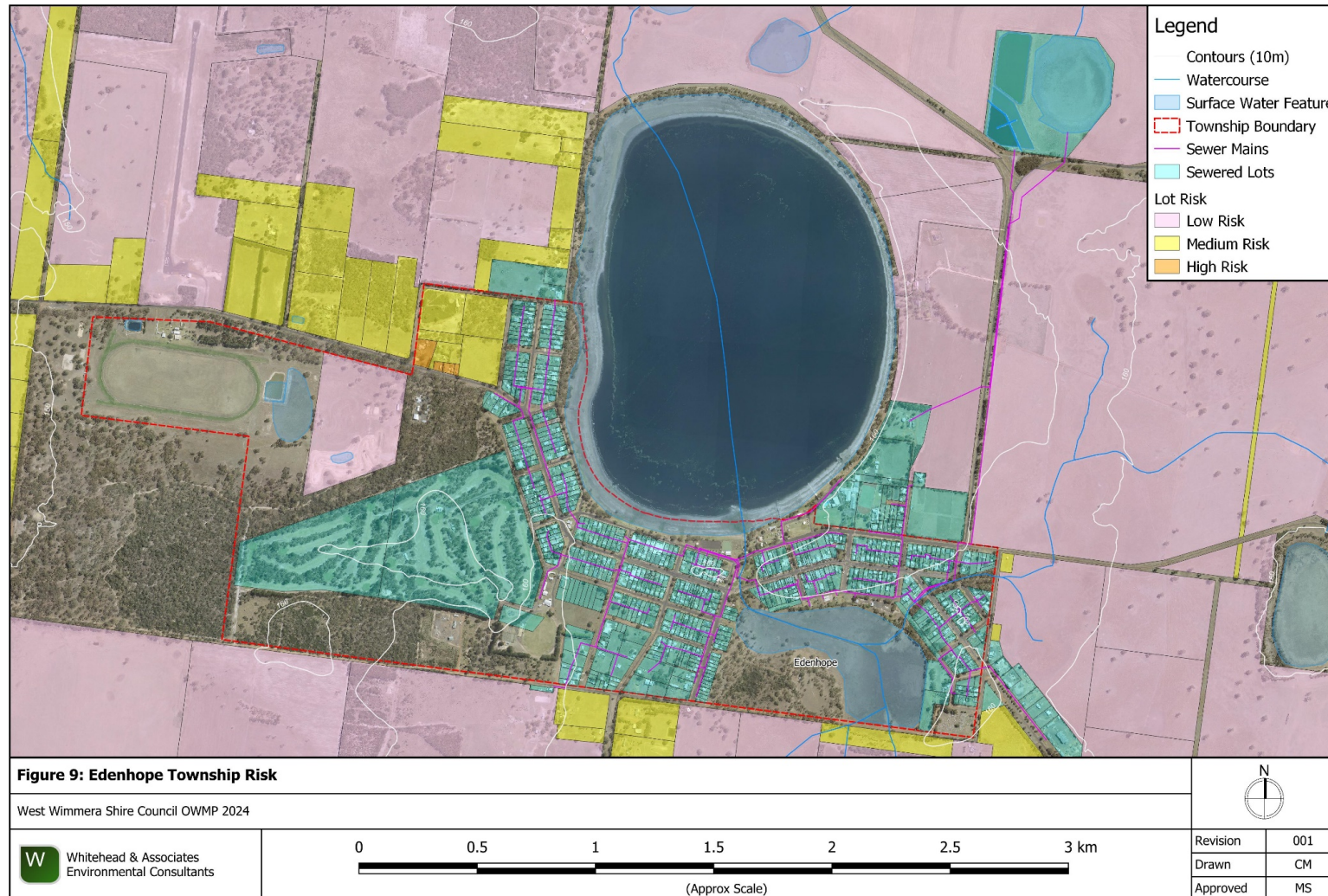
A majority of the locality is classified as a Low Risk, with most of the unsewered undevelopable lots within the township being classified as Moderate Risk. The elevated risk associated with lots within the township is attributed to useable land limitations.

There are 10 unsewered lots located within the western portion of the township. There are also many lots of Moderate Risk in close proximity to the township, with a majority of these lots currently undeveloped. There is a large 42 lot subdivision located ~6.5km east of the township, with all lots presenting a Moderate Risk.

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5.5 Kaniva

5.5.1 Background

The locality of Kaniva is the largest within the Shire at 1,025.3km², and is located to the north of and partially within Little Desert National Park. The locality has a total population of 891 people, with 472 total private dwellings (ABS, 2021).

A total of 140 public land lots are located within the locality. There are 659 sewerer lots in the locality, with 555 of these lots within the township boundary. There are 809 unsewered developable lots within the locality, with none located within the township boundary.

Wastewater generated within the sewerer lots is managed within two (2) gravity reticulation networks, with a majority of lots in the southeast and northwest draining to the northeast, and the remaining lots within the west draining to the southwest. Both networks drain to a series of maturation and evaporation ponds.

The land use of the locality consists mostly of farmland, with minor stands of nature reserves and a portion of the Little Desert National Park in the south. Development within the township includes food outlets, public amenities, supermarkets, pharmacy, post office, and hospital.

5.5.2 Soil Type

The locality is mapped under the Wimmera LRA (2005), and consists of the following soil landform groups: Diapur ridge; Little desert parabolic dunes; Lorquon undulating plains; Big Desert jumbled dunes; Woorak clay plains; Big Desert dense dunes; Perenna undulating sand plains & rises; Kiata rises; Nhill lake & lunettes; and Lillimur South clay plains.

5.5.3 Topography and Lot Size

A majority of the locality consists of plains, with ridges and rises orientated from north to south throughout.

Lots within the locality have a median slope 1.3%, with slopes ranging from 0.1 to 5.4%. The locality has a median lot size of 72.2ha, ranging from 0.1ha to 794.7ha.

5.5.4 Climate

Climate data for the locality has been provided by SILO Point Data (-36.40, 141.25).

The locality has a median annual rainfall of 365.0mm, with a monthly minimum of 11.6mm (March) and maximum of 51.5mm (August). The area experiences a mean annual potential evaporation of 1,536.2mm. Rainfall exceeds potential evaporation for two (2) months of the year (June – July).

5.5.5 Lot Risk

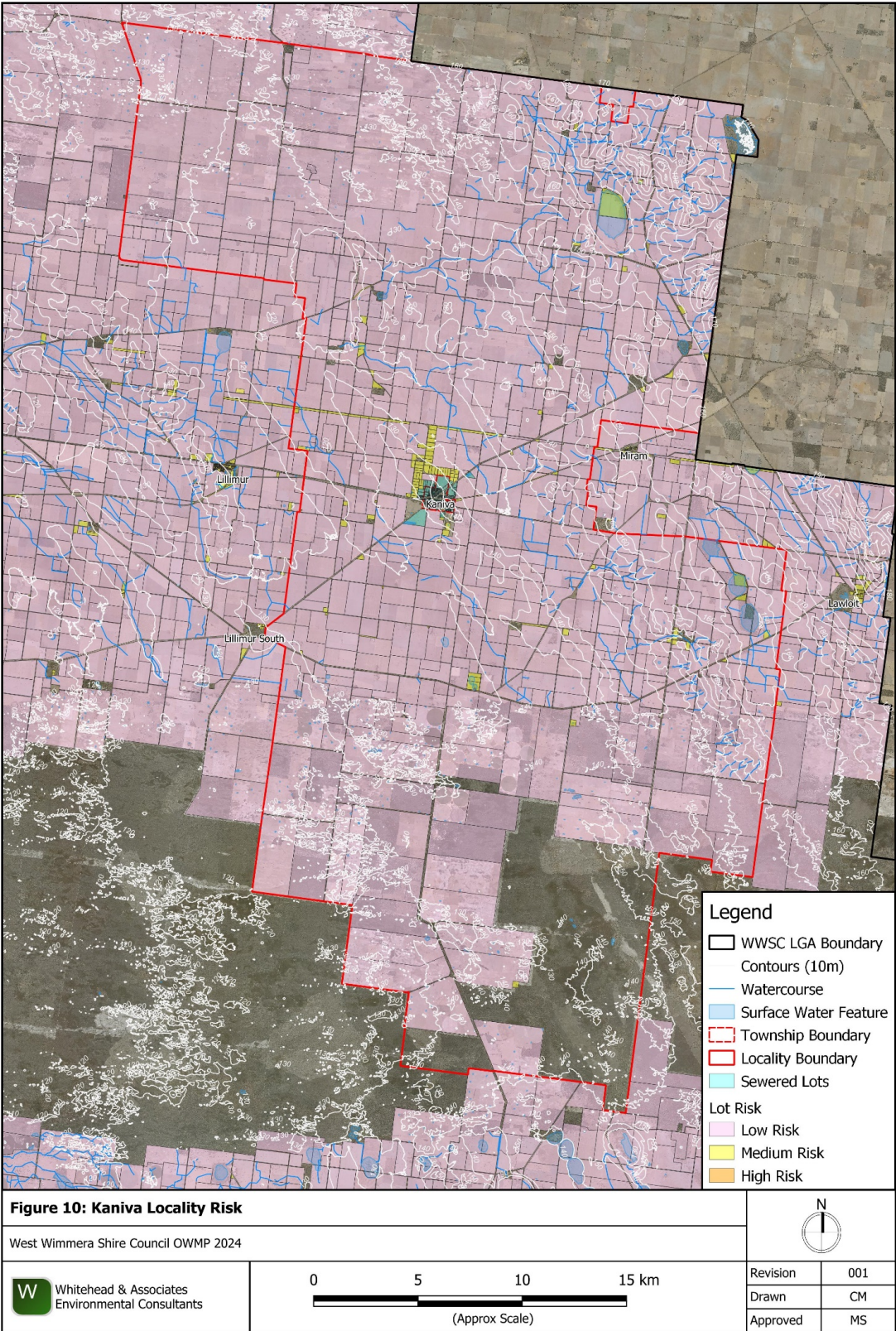
A summary for the lot risk for the entire locality and township are provided in the following table.

Table 9: Kaniva Risk Summary

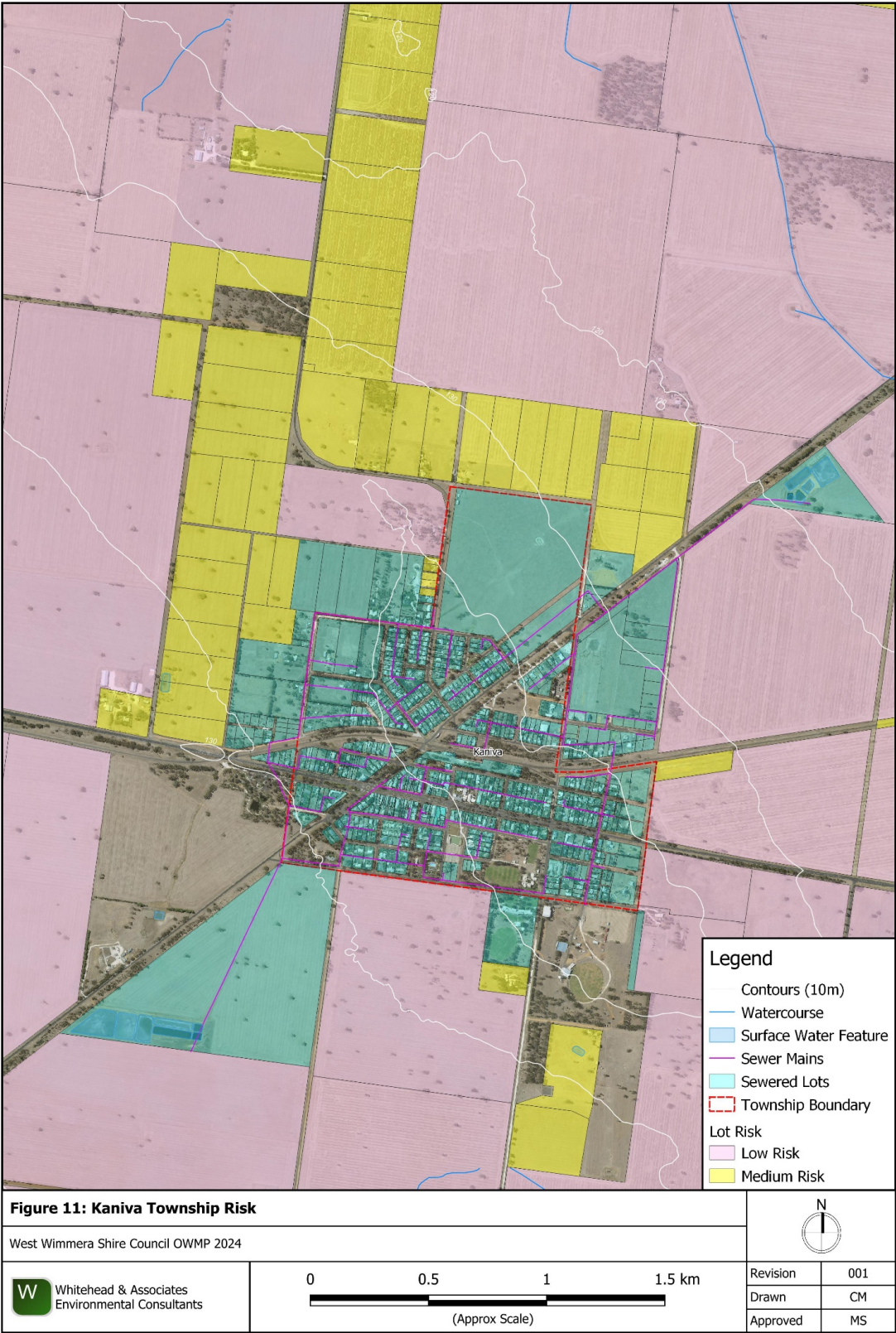
Risk Rating	Locality	Township
Very High	0 (0%)	0 (0%)
High	3 (0.4%)	0 (0%)
Moderate	148 (18.4%)	0 (0%)
Low	653 (81.2%)	0 (0%)

A majority of the locality is classified as a Low Risk, with no unsewered lots within the township.

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5.6 Serviceton

5.6.1 Background

The locality of Serviceton is 430.2km², and is located to the west of Kaniva, with the township ~1.2km east of the South Australian border. The locality has a total population of 129 people, with 67 total private dwellings (ABS, 2021).

A total of 60 public land lots are located within the locality. There are 67 sewerer lots in the locality, with 65 of these lots within the township boundary. There are 337 unsewered developable lots within the locality, with 48 of these lots within the township boundary.

Wastewater generated within sewerer lots is managed within a single reticulation network, consisting of both gravity and pressurised mains, with treatment occurring in maturation and evaporation ponds to the northeast of the township.

The land use of the locality mostly consists of farmland, with a portion of the Little Desert National Park in the south. Development within the township includes public amenities, post office, bowling club, and historical train station.

5.6.2 Soil Type

The locality is mapped under the Wimmera LRA (2005), and consists of the following soil landform groups: Little desert parabolic dunes; Lillimur South clay plains; Lorquon undulating plains; Big Desert jumbled dunes; Big Desert dense dunes; Kiata rises; Woorak clay plains; Servicetown North limestone rises; and Diapur ridge.

5.6.3 Topography and Lot Size

A majority of the locality consists of plains, with ridges and rises orientated from northwest to southeast throughout.

Lots within the locality have a median slope 0.8%, with slopes ranging from 0.1% to 6.4%. The township has a median slope 0.5%, ranging in slope from 0.1% – 1.1%. The locality has a median lot size of 57.8ha, ranging from 600m² to 1,062.1ha. The township has a median lot size of 0.1ha, ranging from 600m² to 16.5ha.

5.6.4 Climate

Climate data for the locality has been provided by SILO Point Data (-36.40, 141.00).

The locality has a median annual rainfall of 399.1mm, with a monthly minimum of 13.4mm (March) and maximum of 60.0mm (August). The area experiences a mean annual potential evaporation of 1,532.4mm. Rainfall exceeds potential evaporation for two (2) months of the year (June – July).

5.6.5 Lot Risk

A summary for the lot risk for the entire locality and township are provided in the following table.

Table 10: Serviceton Risk Summary

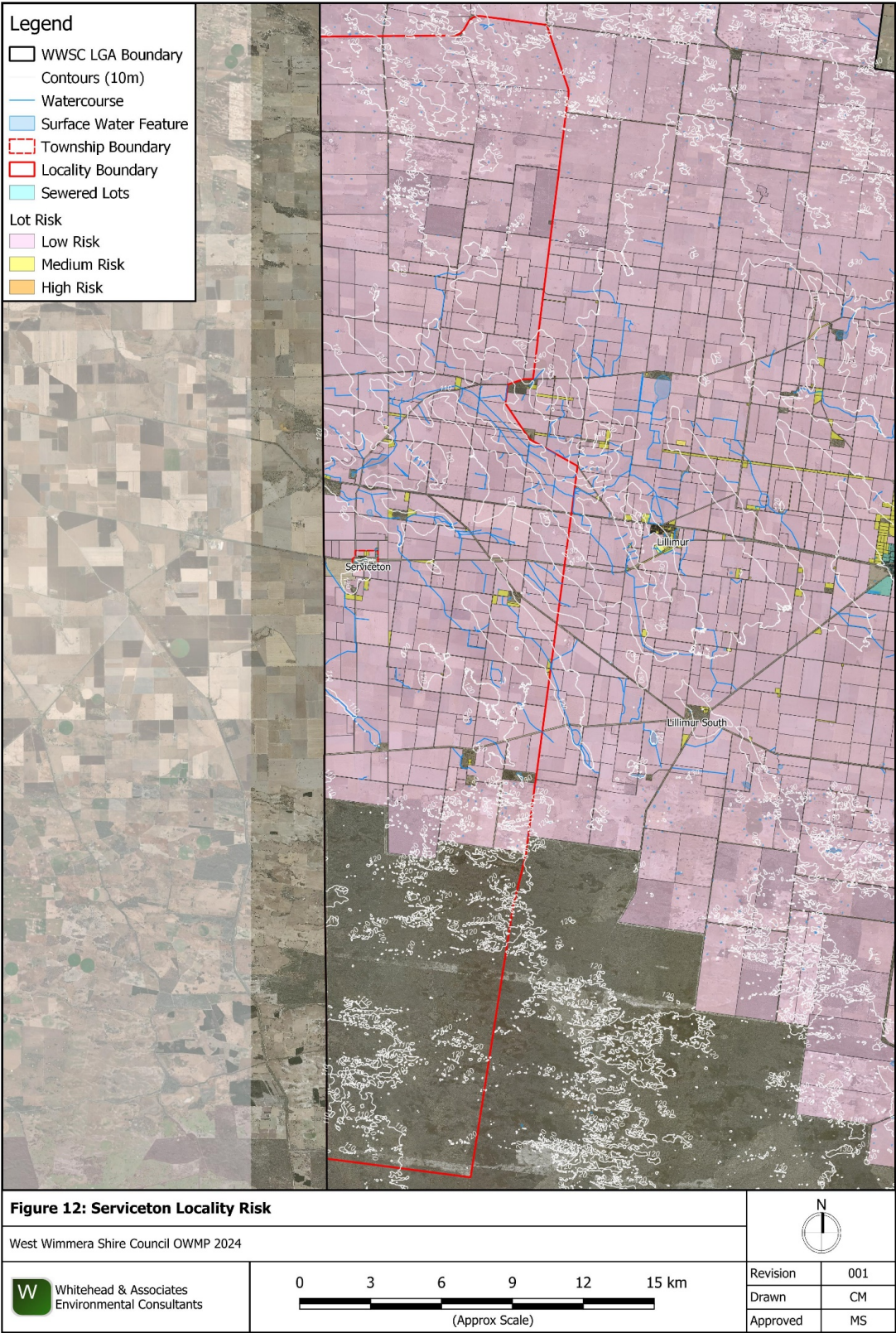
Risk Rating	Locality	Township
Very High	0 (0%)	0 (0%)
High	49 (14.5%)	45 (93.8%)
Moderate	33 (9.8%)	2 (4.2%)
Low	255 (75.7%)	1 (2.1%)

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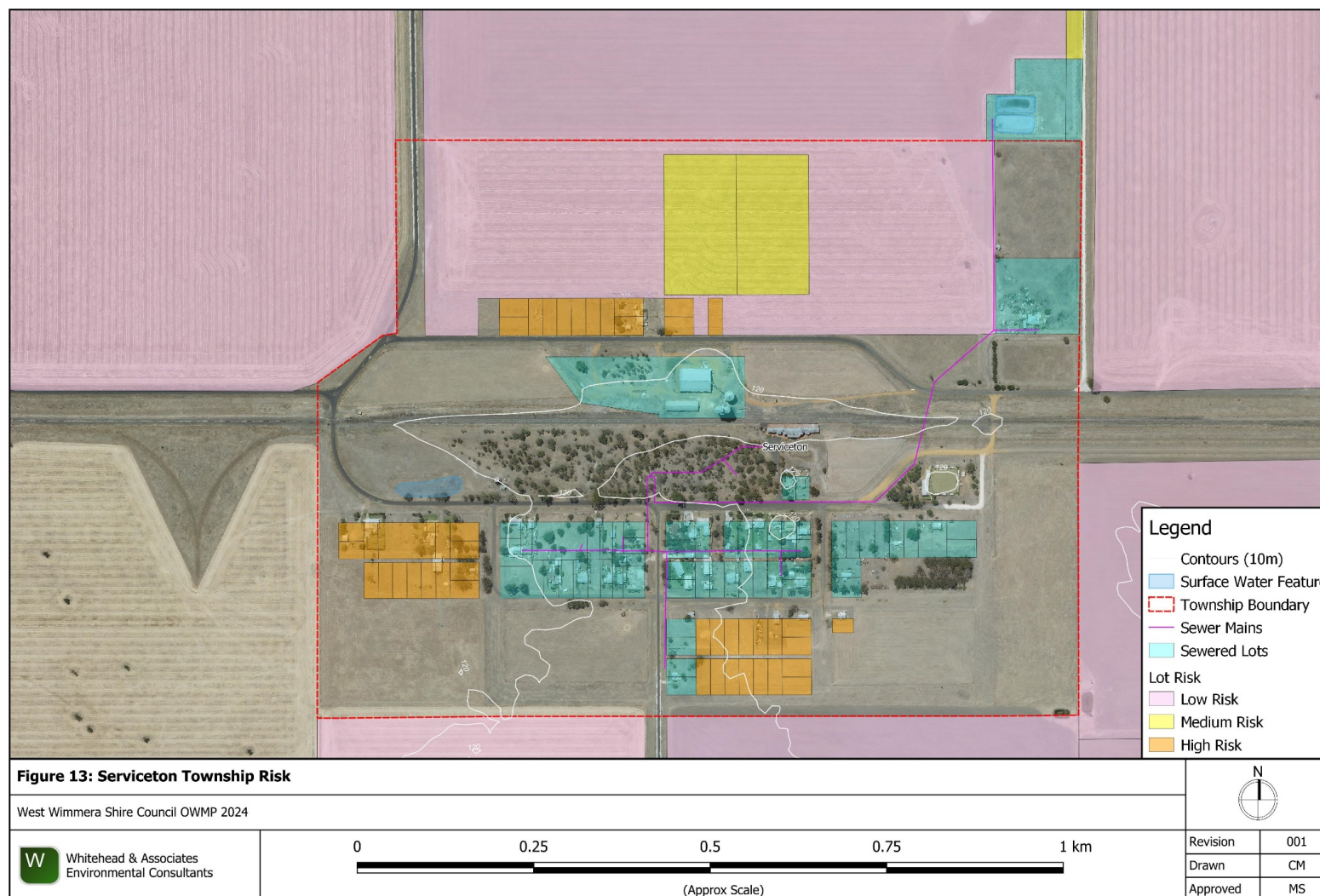
A majority of the locality is classified as a Low Risk, with most of the unsewered township being classified as High Risk. The elevated risk associated with lots within the township is attributed to useable land limitations.

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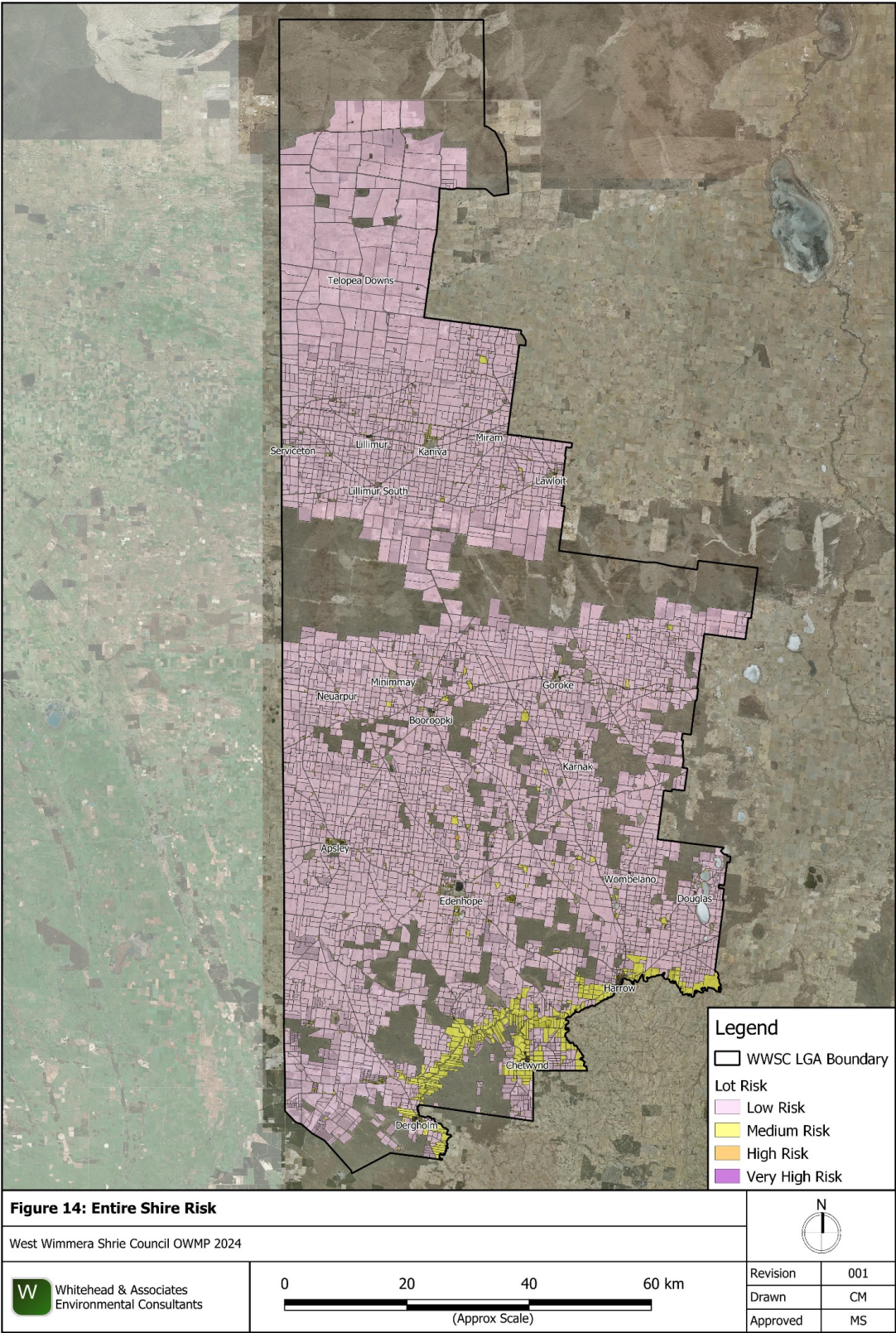


6 Overall Shire Risk

As stated in Section 4 of the OWMP, the overall OWM risk of the Shire is Low, with increasing risk in proximity to townships and the tributaries of the Glenelg River in the south. Figure 14 presents the overall Risk Assessment mapping of the entire Shire.

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7 Locality OWM System Requirements

For all lots classified as Low and Medium Risk, predetermined treatment system quality and EDAs are provided. All applications for OWM systems on lots that are classified as High to Very High Risk must be determined by a LCA and Wastewater Management Report (WMR), as outlined in Appendix B of this OWMP.

Based on the limiting soil texture throughout the Shire (Category 6 subsoil), a minimum effluent quality of secondary standard with disinfection is required, with effluent reused via an evapotranspiration (ETA) bed or (subsurface or surface) irrigation area.

Water balance modelling was undertaken to determine the minimum basal areas for the applicable effluent dispersal systems, as presented in the Tables 11 and 12. Water balance modelling and climate data used can be found in Appendix C of the OWMP. The soil loading rate has been based on the values as presented in Table 9 of EPA Victoria Code of Practice or Table 4-9 of the GOWM (2024).

Any application for the installation of an OWM system that does not comply with the predetermined requirements is required to be determined by a LCA and WMR.

Table 11: Subsurface Irrigation Sizing Table

Locality	1 – 3 Bedrooms (720L/day)	4 Bedrooms (900L/day)	5 Bedrooms (1,080L/day)
Apsley (m ²)	730	910	1,090
Benayeo (m ²)	550	680	820
Bringalbert (m ²)	560	710	850
Broughton (m ²)	400	500	600
Charam (m ²)	570	710	850
Chetwynd (m ²)	1,110	1,390	1,670
Connewirricoo (m ²)	850	1,060	1,270
Dergholm (m ²)	1,070	1,330	1,600
Dorodong (m ²)	970	1,210	1,460
Douglas (m ²)	550	680	820
Edenhope (m ²)	550	690	830
Goroke (m ²)	500	620	740
Grass Flat (m ²)	410	510	610
Gymbowen (m ²)	480	600	720
Harrow (m ²)	650	820	980
Kadnook (m ²)	790	990	1,180

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Locality	1 – 3 Bedrooms (720L/day)	4 Bedrooms (900L/day)	5 Bedrooms (1,080L/day)
Kaniva (m ²)	430	540	650
Karnak (m ²)	480	600	720
Langkoop (m ²)	810	1,010	1,210
Lawloit (m ²)	430	540	650
Lillimur (m ²)	430	530	640
Miga Lake (m ²)	510	630	760
Minimay (m ²)	490	610	730
Miram (m ²)	410	520	620
Mitre (m ²)	470	580	700
Neuarpuir (m ²)	520	650	780
Nurcoung (m ²)	440	550	660
Ozenkadnook (m ²)	510	640	770
Patyah (m ²)	550	690	820
Poolaijelo (m ²)	1,010	1,260	1,510
Peronne (m ²)	470	590	710
Powers Creek (m ²)	1,000	1,260	1,510
Serviceton (m ²)	470	590	710
Tarrayoukyan (m ²)	1,030	1,280	1,540
Telopea Downs (m ²)	410	520	620
Ullswater (m ²)	580	730	870
Wombelano (m ²)	570	710	850

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Table 12: ETA Bed Sizing Table

Locality	1 – 3 Bedrooms (720L/day)	4 Bedrooms (900L/day)	5 Bedrooms (1,080L/day)
Apsley (m ²)	180	230	270
Benayeo (m ²)	170	210	250
Bringalbert (m ²)	170	210	250
Broughton (m ²)	150	190	230
Charam (m ²)	170	210	250
Chetwynd (m ²)	200	250	300
Connewirricoo (m ²)	190	230	280
Dergholm (m ²)	200	240	290
Dorodong (m ²)	190	240	290
Douglas (m ²)	170	210	250
Edenhope (m ²)	170	210	250
Goroke (m ²)	160	200	240
Grass Flat (m ²)	150	190	230
Gymbowen (m ²)	160	200	240
Harrow (m ²)	180	220	260
Kadnook (m ²)	180	230	280
Kaniva (m ²)	150	190	230
Karnak (m ²)	160	200	240
Langkoop (m ²)	180	230	280
Lawloit (m ²)	150	190	230
Lillimur (m ²)	150	190	230
Miga Lake (m ²)	160	200	240
Minimay (m ²)	160	200	240
Miram (m ²)	150	190	230
Mitre (m ²)	160	200	240
Neuarpuur (m ²)	160	200	250
Nurcoung (m ²)	160	190	230

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Locality	1 – 3 Bedrooms (720L/day)	4 Bedrooms (900L/day)	5 Bedrooms (1,080L/day)
Ozenkadnook (m ²)	160	200	240
Patyah (m ²)	170	210	250
Poolaijelo (m ²)	190	240	290
Peronne (m ²)	160	200	240
Powers Creek (m ²)	190	240	290
Serviceton (m ²)	160	200	240
Tarrayoukyan (m ²)	190	240	290
Telopea Downs (m ²)	150	190	230
Ullswater (m ²)	170	210	250
Wombelano (m ²)	170	210	250

8 Development Planning and Assessment

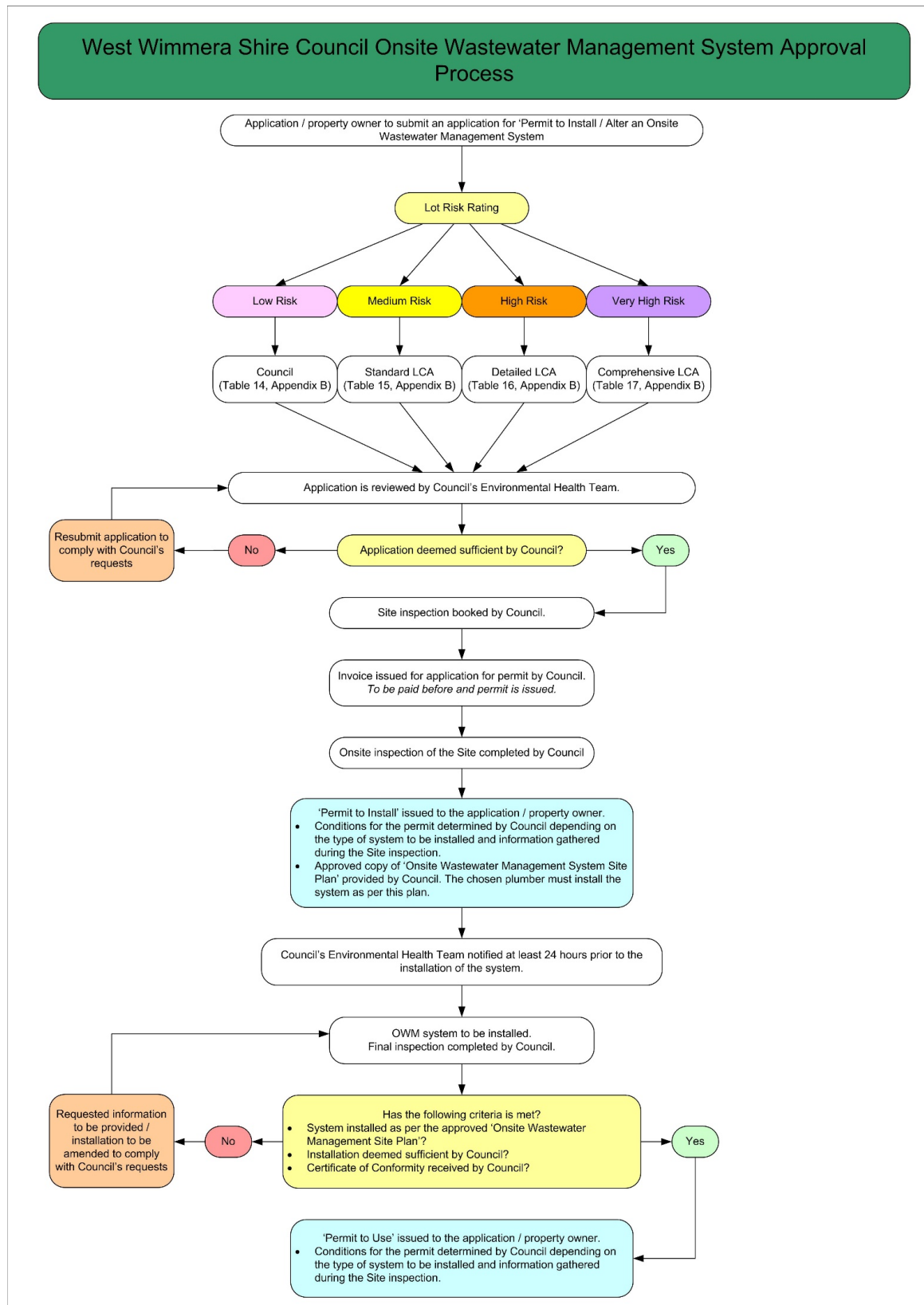
All OWM system proposals must be submitted to Council with a 'Permit to Install / Alter' application form for the proposed treatment and EDA.

A LCA will not be necessary for Low Risk lots, unless Council considers it is necessary due to site-specific factors. The minimum OWM requirements (refer Section 7) are appropriate for Low and Moderate Risk lots. LCAs and detailed designs will be required for all High and Very High Risk lots (and any other lot as determined by Council).

9 OWM System Approval Process

The following flow chart provides an overview of the OWM system approval process.

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10 Onsite System Maintenance and Upgrade Options

This section aims to provide information and direction on the range of options available for improving and rectifying failing or poorly operating OWM systems. It is provided for informative purposes only and does not represent a rigid or exhaustive list of troubleshooting options.

10.1 Maintenance of Existing Systems

The following maintenance actions should be undertaken by the owner or occupier of the land, or a qualified service agent, in order to minimise the risk of system failure (compliant and under-performing systems alike):

- Regular desludging (pump-out) of septic or primary tank as required by EPA Certificates of Conformance for each type of system;
 - If the system doesn't have an EPA Certificate of Conformance, desludging should be completed at least every 3-5 years, or prior to this time if solids reduce the wastewater detention period to less than 24 hours;
 - A pump-out should significantly improve performance; however, this will not rectify existing damage to the dispersal area resulting from excess suspended solids;
- Checking of all system chambers and other checks as required by system manufacturers for secondary systems;
- Addition of chlorine for disinfection where a mechanical treatment system (AWTS / ATU) with chlorination is used;
- Ensuring householders do not discharge chemicals used within the dwelling to the system i.e. bleaches, antibacterial cleaning products, paints, dyes etc.;
- Ensuring that the system is not turned off at any time, where electrical components are present;
- Responding to system alarms within 24 hours as this usually indicates a system failure or problem;
- Ensuring stormwater doesn't enter the system or flow over the EDA;
- If the secondary treatment system (of any type) is more than five years old, then effluent samples should be collected for analysis of BOD₅, TSS and faecal coliforms (E. coli) to assess whether the system is still functioning to its specification and achieving the target effluent quality as prescribed by EPA Victoria; and
- Ensuring all sprinklers, irrigation area or other EDA is maintained, i.e. lawn mowing, checking that sprinklers / distribution lines are not damaged and that flushing of lines is undertaken periodically.

By undertaking these regular maintenance tasks, a compliant system can be expected to operate effectively without major problems. Maintenance measures can also benefit under-performing systems by mitigating the risks posed by the system failure (e.g. if an irrigation area is surcharging effluent, it is preferable that the effluent is disinfected).

10.2 Modification of Existing OWM Systems

In some cases, it is not necessary to replace all of the system components. Risks from defective OWM systems can be appropriately managed by modifying a system. The required modifications should be determined on a case-by-case basis, and discussed with Council prior to implementation.

If existing septic tanks are to be modified or repaired, they must be structurally sound and adequately sized for the number of bedrooms in the dwelling. Otherwise, they should be replaced with an adequately sized septic tank or treatment system.

10.2.1 Install Service Riser for Septic Tank Access

Inaccessible tanks, such as those that have been buried or built over, are highly unlikely to be inspected or pumped out as regularly as is required for optimum system performance (3-5 years for pump outs as recommended by *AS/NZS 1547:2012*). Tanks are often installed completely below ground to achieve minimum fall for gravity drainage from the dwelling; however, buried septic tanks often result in owners not knowing where the septic tank is (especially after properties change ownership).

Service risers are typically made from concrete or high density plastic and must be installed by a suitably experienced professional (such as a plumber). Care should be taken to ensure that tank and riser lids, and any other potential inlet points, are protected from groundwater and surface water ingress.

10.2.2 Minor Repairs

The structural integrity and design of the septic tank also determines its suitability for continued use. Generally, the older a septic tank, the more likely it is to have cracks, missing components (e.g. inlet or outlet 'T junctions' or a baffle), poorly sealed access openings, corrosion, or other physical problems.

It is possible to mitigate or repair these issues. Repairing cracks will need to be done when the tank is empty (after it has been pumped out), with care taken to ensure that all cracks are identified and repaired.

Mechanical treatment systems (AWTS / ATU) and sand filter components can often require repair or replacement following flooding, electrical faults or pump failure. Pumps can be removed and replaced when necessary. Internal pipes can be replaced where necessary if they have been dislodged or damaged. A suitably qualified service agent or the system manufacturer should undertake these repairs.

10.2.3 Outlet Filters for Septic Tanks

The simplest way to improve the performance of a standard septic tank is to retrofit the outlet pipe with an outlet filter. Filters of various designs are commercially available and can provide significant solids retention.

Filters have a large surface area to limit clogging and reduce maintenance requirements. Filters can reduce the impacts of solids carry over to the EDA or secondary treatment system. Filters should be removed and cleaned (hosed into the inlet side of the septic tank) and replaced in the septic tank at least twice per year.

10.3 Upgrade / Replacement of Existing OWM Systems

Where a new system, or major upgrade works, are required (i.e. substantial repair, expansion or replacement of either the treatment system and/or EDA), the system must comply with the current Standards and EPA Guidelines.

Where an existing system is shown to be operating effectively but does not comply with the current Standards and EPA Guidelines, then the system should be monitored. However, unless a failure occurs, contravening the General Environmental Duty (GED) from the EP Act, effluent is discharging off-site, or a dwelling extension / modification is proposed, the owner should not be required to upgrade or replace the system provided it is performing as per the original permit conditions. This situation is common for older dwellings where trenches may be undersized for the number of bedrooms, but only one (1) or two (2) people are living in the dwelling.

Replacement of systems and system components should be carried out according to the site-specific conditions and requirements of the lot, and by an appropriately qualified and experienced person. Common upgrade and replacement options for OWM systems are discussed in the following sections.

10.3.1 Enforcement of Upgrade Works

Under the EP Act 2017, local government is the primary agency responsible for the management of OWM systems. Under this Act, a property owner or occupier of the land cannot construct, alter or install an OWM system with a design or actual flow rate of sewage $\leq 5,000\text{L}$ on any day without a local government permit. Local Government use permits to regulate the installation, maintenance, and monitoring of OWM systems within their LGA. Council is also responsible for identifying failing OWM systems that are causing environmental, public health and amenity risks.

The EP Act (2017) introduces the General Environmental Duty (GED), which is a criminally enforceable preventative duty. A delegation of functions and powers from EPA to Council under the Act will allow for Council to take action under the GED. Under the Act, Council has the power to enforce compliance with Council permits, Certificate of Conformance conditions, and issue penalty infringement notices to premises where owners do not have their system regularly maintained by a professional service technician.

Part 5.7 of the EP Regulations 2021, states that for persons in management or control of land which an OWM system is located, including legacy systems that do not have a permit and were installed pre-1970 under the superseded Act; have an obligation to take reasonable steps to maintain the OWM system in good working order, a duty to keep maintenance records, respond to any problems that arise, and notify Council of a failure and rectification steps.

Council can issue infringement notices (fines) under Regulation 171, and can issue improvement notices (s 271 of the Act) and prohibition notices (s 272 of the Act), if they have reasonable belief that any of the grounds listed in those sections of the Act aren't satisfied.

Council will endeavour to liaise with an occupier to ensure upgrade works are undertaken; however, in some circumstances enforcement will be required to ensure compliance with the Act. Where a Council authorised officer has detected alleged non-compliance with an improvement notice or prohibition notice that they have issued, they may refer the alleged offence(s) to the EPA for consideration of further enforcement action.

10.3.2 Replacement of Septic Tanks

Where simple repairs and pump-outs fail to meet compliance standards, existing septic tanks will require complete replacement.

Where appropriate, septic tanks can be replaced with another septic tank in accordance with a LCA report and design for the lot's specific circumstances. However, for permanently-occupied premises, it is likely that an upgrade to a secondary treatment system will be the preferred outcome (in accordance with a site-specific LCA and design report by an appropriately qualified professional). All proprietary treatment systems must hold current valid certificates from the EPA, which are called a 'Certificate of Conformance'.

Secondary treatment systems allow greater flexibility for EDA options. The existing trenches can be used to receive the secondary effluent from a new treatment system, with or without absorption system rejuvenation, as required. Alternatively, the existing absorption system can be decommissioned (and rehabilitated with clean soil where required) and replaced with a different EDA (including irrigation systems).

Where existing septic tanks are performing adequately (or have this capability), they can be retained and used as part of the secondary treatment system. The suitability of the existing tank for this purpose needs to be thoroughly assessed by a suitably qualified wastewater professional. In most cases, it will be more straightforward to decommission the septic tank and replace it with a new treatment system. Disposal options for decommissioned septic tanks include collapse and in-fill, removal to off-site landfill, or appropriate sanitisation for non-potable water storage; in accordance with the current Standards and EPA Guidelines.

10.3.3 Upgrades, Extensions, and Replacements for Absorption Systems

Absorption systems have relatively small footprint areas and rely substantially on effluent absorption, thus imposing high loading rates on the soil. This increases the risk of systems being overloaded and failing hydraulically in the long term, with potential adverse health and environmental impacts.

Furthermore, prolonged effluent application through absorption systems increases the risk of soil degradation by increasing salinity and sodicity, as well as the development of a 'clogging layer.' Over time, the organic load in effluent forms a clogging layer in the soil around the absorption system, which reduces the porosity of the soil and limits soil absorption of effluent. Higher suspended solids concentration in primary-treated effluent increases the rate of development of the clogging layer. The suspended solids concentration of primary-treated effluent generally increases as the pump out rate decreases (particularly if there is no outlet filter installed).

A range of options for upgrade or replacement of absorption systems is provided in the following sections. Site constraints, particularly available suitable space, will determine what options are feasible, and will be determined on a case by case basis. Properties with inadequate suitable space to replicate or extend their trenches will be most suited to trench rejuvenation, and potentially replacement of the septic tank with a secondary treatment system.

Trench Rejuvenation

Provided the absorption system is structurally sound and the clogging layer is not excessively developed, it is possible to 'rejuvenate' existing trenches by oxidising the clogging layer, either using an oxidising chemical, physical aeration (compressed air blowers), or both. This technique in combination with septic tank pump-out (if required) and installation of an outlet filter has good potential to improve overall system performance at a relatively low-cost.

This solution will only be appropriate as a long-term solution on lots with adequate available space for effluent dispersal and if the existing absorption system is appropriately sized for the number of occupants or number of bedrooms. However, it could be a valuable interim solution for lots without adequate available space, prior to implementation of a compliant solution.

Replace, Replicate or Expand Trenches

Where rejuvenation is not an option, such as when absorption systems are physically damaged, there is scope for trenches to be excavated and replaced in-situ, using imported materials including topsoil (preferably loam or sandy loam) and improving the existing subsoils. This is the most feasible option for small lots, or where all other areas have been developed.

If there is adequate available space elsewhere on the lot that has not been used for trenches previously, it is likely to be more straightforward and cost-effective to replicate the trenches in this area. This is more likely to be achievable on larger lots.

If the existing absorption system is undersized, and there is adequate suitable space adjacent to the terminal ends of the trenches, then the trenches can be extended to the minimum required size (as described in Section 7). The existing section of trench can also be rejuvenated to improve performance, or replaced if required.

Soil Amelioration

In practice, the most limiting layer to water movement is usually the heavier textured, clayey subsoil in the profile. Quite often, the soil chemistry of this layer is dominated by adsorbed sodium ions and / or magnesium ions, causing the clay particles to be easily dispersed and mobilised when in contact with water. When used for effluent dispersal these clay particles move down with the percolating water and clog up the fine pores, thus reducing the soil's permeability.

Subsoil clay that is dispersive must be treated with gypsum (calcium sulphate) to counteract the excessive sodium and magnesium and bring about a strong flocculated condition of the clay particles.

Shallow topsoil or topsoil that is too sandy may also limit the growth of the vegetation in the EDA. For optimal growth of typical vegetation used with OWM systems, the topsoil should be at least 150mm deep and have at least 5% organic matter.

Alternative Absorption System Design

Over the years there have been various modifications to conventional absorption systems, some of which have been developed into proprietary 'off-the-shelf' products including various brands of self-supporting arch drains and the *Advanced Enviro-Septic™* modular trench.

Other modified designs are based on existing technologies which, although not all are formally approved, have been shown to enhance performance. One recent example of this is the 'Wick' trench / bed, developed for use in clay soils as an alternative to standard absorption systems (referred to in the current Standards and EPA Guidelines as a 'Wick trench or bed').

This system can be described as a conventional absorption trench adjacent to a shallower evapotranspiration / absorption bed, with a continuous layer of geotextile fabric laid under the system and up into the evapotranspiration bed. The geotextile acts as a wick, using capillary movement, to distribute some of the effluent over the transpiration bed adjacent to the trench. This provides a larger surface area than would be available using the absorption system alone, with a greater potential for evapotranspiration and greater infiltration capacity. Typically, the evapotranspiration / absorption bed is approximately twice the width of the primary absorption trench.

It should be noted that the placement of geotextile material under the point of effluent application may result in the formation of a 'clogging layer' as biofilm develops in an anaerobic environment, particularly in the case that a system is loaded with primary effluent. This clogging layer will reduce the infiltration rate of the EDA system over time.

11 Commercial OWM Systems

11.1 Overview

Schedule 1 of the Environment Protection Regulations 2021 defines which activities require EPA prescribed permission under the EP Act. Wastewater treatment systems with a design or actual flow rate of >5,000L/day on any day requires an A03 development and operating licence from the EPA.

An A03 development and operating licence are statutory documents which allow scheduled works to be constructed and operated, subject to conditions set by the EPA during the assessment process. As part of the approval process, the EPA assesses any potential environmental impacts from the proposal, mitigation for any impacts, compliance with policy requirements (including protection of beneficial uses), and comments from referral agencies and the general public.

The EPA licences set acceptable waste discharge and management criteria. They are publicly available documents that can be viewed at the following:

<https://www.epa.vic.gov.au/about-epa/public-registers/permissions>

In some cases, the EPA may approve an exemption from the need to obtain licences.

The EPA periodically inspects all licenced sites, with the frequency informed by a range of factors related to the degree of public health and environmental risk posed by the site. Targeted inspections can also be made based on intelligence and pollution report information.

Licenced sites are required to submit an Annual Performance Statement detailing their performance against the licence conditions. These are also public documents that can be searched on the above link. The EPA conducts a combination of targeted and random assessments of Annual Performance Statements.

There are other types of industrial activity (not wastewater treatment) that are not directly regulated under the Environment Protection Regulations 2021 that still have potential to impact on water quality. Examples include dairy farm effluent management and stormwater from commercial and light industrial operations, particularly in unsewered areas. The EPA has a role in pollution prevention and response in these activities. The EPA's approach to these issues is outlined in the Compliance and Enforcement Policy, publication 1388. The Compliance and Enforcement Policy articulates the EPA's approach, method and priorities for ensuring compliance with the relevant Acts and statutory documents and carrying out the EPA's compliance and enforcement powers.

Council is responsible for the management of all OWM systems <5,000L/day, which includes some commercial systems. It is important to note that commercial enterprises, such as small factories and cafes operating in unsewered areas, often generate <2,000L/day and therefore are regarded from an operational perspective as domestic systems. The characteristics of the wastewater will differ from a typical residential dwelling, but the wastewater is expected to contain the same broad ranges of contaminants. This is unless the commercial enterprise is producing high strength or unusual wastes, such as small-scale food, alcohol or chemical processing, in which case it should be regarded as a commercial development. Commercial enterprises generating up to 5,000L/day in the Shire include (but are not limited to) restaurants, pubs, and tourist accommodation.

Without proactive enforcement from the regulator, system maintenance, monitoring, and record-keeping can become lax over time, with system performance suffering as a result. Generally speaking, older commercial systems are often non-compliant with current expectations and

standards. However, they continue operating until improvements are triggered, typically by the identification of problems, the redevelopment of the premises, or proactive intervention by regulators, local government or other agencies.

11.2 Risk Associated with Commercial OWM Systems

The most common causes of failure or underperformance of commercial wastewater treatment systems include the following:

- Surge loads, e.g. peak holiday seasons or production cycles in factories;
- Irregular and / or ineffective maintenance and upgrades;
- Inadequate desludging; and
- AWTs and other aerobic systems being switched off for long periods of time, leading to die-off of aerobic microorganisms and delayed start-up and poor performance when switched back on.

The most common causes of failure or underperformance of commercial effluent dispersal or reuse systems include the following:

- Poor design or maintenance of the treatment system;
- Inappropriate design, including undersized Effluent Dispersal Area for peak loads without appropriate load buffering;
- Inadequate setback distances from sensitive receptors, such as watercourses, which no longer meet the minimum setbacks in the current Standards and EPA Guidelines;
- Poor or inappropriate installation;
- Inadequate maintenance, including regular back-flushing of irrigation systems with clean water to prevent solids build-up and delays to repairs (e.g. broken sections of pipe); and
- 'Creeping failure' of trench and bed systems as soils and media become blocked with suspended solids from poorly designed and/or poorly maintained treatment systems.

11.3 Management Strategies for Commercial OWM Systems

11.3.1 Wastewater Treatment Systems

All commercial wastewater treatment systems should have an up-to-date Operation and Maintenance (O&M) Plan or Manual which includes a diagram of the system and provides instructions for all maintenance schedules required for the system, and details of who is responsible for the management and maintenance of the system.

Commercial systems <5,000L/day should be serviced and maintained in accordance with the system manufacturer's requirements. Secondary treatment systems will require servicing quarterly; however, some commercial systems will require daily monitoring by an onsite system operator. System maintenance records are to be kept on file for a period of five (5) years, and supplied to Council when requested.

For commercial OWM systems >5,000L/day, regular maintenance by appropriately trained staff and / or contractors is essential. Depending on the scale and complexity of the treatment system, and the nature of the wastewater to be treated, daily low-level maintenance may be required. This can often be carried out by appropriately trained staff (e.g. checking effluent levels, visually checking and/or testing samples of effluent for treatment performance, etc.). More specialised maintenance must be carried out by appropriately qualified and experienced personnel.

Routine inspections of the wastewater treatment and EDAs at EPA licensed commercial properties should be carried out by an appropriately qualified and experienced contractor. The contractor should be independent, i.e. not an employee or regular contractor. More recent EPA licences typically include a schedule of inspections.

Commercial systems which are licensed by the EPA will require effluent quality monitoring at the outlet point of the treatment system to ensure the effluent quality meets the requirements for its end use. For example, surface irrigation requires disinfection, with performance indicated by concentrations of pathogen indicator organisms, as well as residual chlorine levels, if chlorine is the method of disinfection used.

Council is responsible for monitoring commercial systems <5,000L/day, with the EPA responsible for systems >5,000L/day. The EPA is responsible for carrying out additional investigations at its own discretion, including in response to complaints about a system from Council or members of the public.

11.3.2 Effluent Dispersal Areas

The issues surrounding selection, design, installation, and maintenance of commercial-scale EDAs are largely the same as for domestic systems. However, potential problems associated with scale and flow-balancing are introduced with large and / or irregular effluent flows. For seasonal developments, part of the EDA may need to be switched off, or alternatively the off-season (reduced) effluent load can be distributed throughout the entire area over longer time periods using a flow sequencing control system.

EDAs require regular maintenance and should be closely monitored to ensure effective operation and even distribution of effluent. An O&M Manual or Plan should be developed, as for the treatment system. EDAs that are turfed will require regular mowing, with lawn clippings removed from the area. Other vegetation types should be pruned and maintained as necessary to ensure nutrients are being removed by plant uptake.

12 Action Plan

The Action Plan outlines the management strategies and actions to address priorities. The Environmental Health Unit will have the primary responsibility for the coordination and implementation of the recommendations. Council's Planning, Environment, Infrastructure, Building, and GIS staff will assist them.

Table 13: Action Plan

Item Number	Action	Description	Priority	Due Date	Responsibility	Resource Funding
1	Adoption of OWMP	Adopt and implement the new OWMP.	High	July 2024	Environmental Health Technician	Existing Funding
2	Preparation of policies and procedures	Prepare and document the following to ensure they are in line with the OWMP: <ul style="list-style-type: none"> • Non-compliance with inspection procedure; • Complaint inspection procedure; • Rectification / upgrade works procedure; • Issuing of fines / notices procedure; • Permit to Install / Alter procedure; • Approval to Use procedure; and • Compliance and Enforcement Policy. 	Medium	December 2025	Environmental Health Technician	Officer time in existing resource.
3	Electronic data management	Investigate options for field equipment for electronic data management, such as tablets / laptops connected to the data management system.	Low	June 2026	Environmental Health Technician	Existing Funding
4		Expand electronic data management parameters to include the type of wastewater treatment system and effluent dispersal/ reuse system.	Medium	June 2025	Environmental Health Technician	Funding Required
5						
6		Input paper OWM (septic tank) permits into an electronic data management system.	Medium	June 2026	Environmental Health Technician	Officer time in existing resource
7		Record new OWM permits into an electronic data management system.	High	Ongoing	Environmental Health Technician	Officer time in existing resource

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Item Number	Action	Description	Priority	Due Date	Responsibility	Resource Funding
8		Record OWM system details obtained during inspection and compliance programs.	High	Ongoing	Environmental Health Technician	Officer time in existing resource
9	Spatial Data Management	Record location of system components for new OWM permits into an electronic data management system.	Medium	Ongoing	GIS Officer and Environmental Health Technician	Funding Required
10		Record location of system components obtained during inspections.	Medium	Ongoing		
11	Community education program	Provide wastewater forms, fact sheets, and information on Council's website.	Medium	June 2025	Environmental Health Technician	Officer time in existing resource
12		Develop information statements and educational material for new owners of properties with OWM systems to improve performance.	Medium	June 2026	Environmental Health Technician	Officer time in existing resource
13		Council to support and guide plumbers and authorised servicing agents to improve standards in the industry.	Medium	June 2026	Environmental Health Technician	Officer time in existing resource
14a	Review and reporting	Council to internally report on the progress of the Action Plan.	High	Annually	Environmental Health Technician and Manager Planning and Environment	Officer time in existing resource
14b		Council to report on the progress of the Action Plan on Councils website.		Every two (2) years		
15		Internal review of OWMP every three (3) years.	High	June 2027	Environmental Health Technician and Manager Planning and Environment	Officer time in existing resource
16		External review and update of OWMP every five (5) years.	High	June 2029	Environmental Health Technician	Funding Required

Appendix A
Risk Assessment Framework

A Risk Assessment Framework

A.1 Data Acquisition

Geographic Information System (GIS) data covering a wide variety of physical and planning components has been acquired from Council, the DEECA DataShare Portal, the Bureau of Meteorology (BoM), and Scientific Information for Land Owners (SILO) website.

The data obtained included: cadastre (property and lot) information, roads, Local Government Area (LGA), township and locality boundaries, sewer network, topography, digital elevation model (DEM), planning scheme zonings and overlays, hydrology and drainage, climate data including rainfall, flood prone land (land subject to inundation), soil landscapes and land system information, and groundwater bore locations. All data was received during late 2023. The GIS data supplied was used for the development of Risk Assessment Framework (RAF).

A.2 Data Analysis

The individual constraint maps were created using a GIS, specifically QGIS, which applied constraint classes for a number of built constraints and land capability constraints, including site and soil parameters. Four (4) constraints were selected, which when consolidated, contribute to assessing the overall land capability for OWM systems, and were used as an input into the RAF. These were selected based on the availability of digital data, and in the light of experience gained in designing and auditing OWM systems. The discrete constraints selected were:

- Soil type;
- Slope (surface elevation);
- Useable lot area; and
- Climate.

Risk Analysis mapping refers to all unsewered potentially developable lots, irrespective of whether they are developed or not. Lots that were excluded from the Risk Analysis included those that are sewerage; <400m² in area; parks and conservation; crown land; road reserve; and public land management.

There were other parameters that could have been considered in a more detailed constraint assessment; however, such data was not available for this Risk Assessment and the scope of the project did not permit its collection. Nevertheless, the constraints chosen were considered acceptable for the purpose of quantifying the constraints for the broad-scale Risk Assessment. The maps have been produced for use at a broad scale and the limitations of the data used in the creation of these maps for input in the Risk Analysis must be recognised and is detailed in Section 4.3 of the OWMP.

A.3 Soil Type

The soil type and its absorption capabilities in this report refer to what type of OWM system is suitable. Soils play a vital role in the design, operation, and performance of OWM systems. The key soil property used in the RAF is the soil category as per Table E1 of AS/NZS 1547:2012 as this is in-line with the DELWP Risk Assessment Guidance report (2022).

The most current soil-landform unit datasets were obtained from the DEECA DataShare portal. The Shire includes two (2) Land Resource Assessments (LRAs), being the Glenelg-Hopkins LRA (Baxter & Robinson 2001) in the south adjacent the Glenelg River and the Wimmera LRA

(Robinson et al. 2005) throughout the rest of the Shire. The LRAs were used as the basis for the determination of soil suitability for OWM, specifically on soil category.

There were 20 different soil landform units identified within the Glenelg-Hopkins LRA, with 36 identified within the Wimmera LRA. Figure 15 thematically identifies the different soil landform units and their associated locations. Refer to the LRA reports accompanying the LRAs^{2&3} for additional detailed descriptions on each of the soil landform units.

It is important to note that soil landform units are not homogeneous. It should be noted that at this mapping scale soil attributes are expected to vary within soil landform units. Due to the degree of variance within each soil landform unit, the soil characteristics with the most dominant landform element proportion (e.g. greatest percentage) were used as a representation for that soil landform unit.

The soil landform unit datasets were analysed to determine the soil type. The constraint class was assigned to each soil landform unit within the Shire based the DEECA Risk Assessment Guidance Report (2022). Reference was also made to the AS/NZS 1547:2012, the current Standards and EPA Guidelines, and the experience of the project team in the design and monitoring of OWM systems. The risk bandings have been informed by Table 3-2 of the DEECA Risk Assessment Guidance Report (2022).

- High: Lots that contain soils of Category 1 and 6;
- Moderate: Lots that contain soils of Category 2 and 5; and
- Low: Lots that contain soils of Category 3 and 4.

Although the soil type constraint for a particular soil landform unit may be high, it does not necessarily mean that wastewater could not be sustainably managed onsite. Site specific investigations are required in LCA reports to confirm the attributes used for the soil suitability constraint analysis and to determine the appropriate method for sustainable OWM.

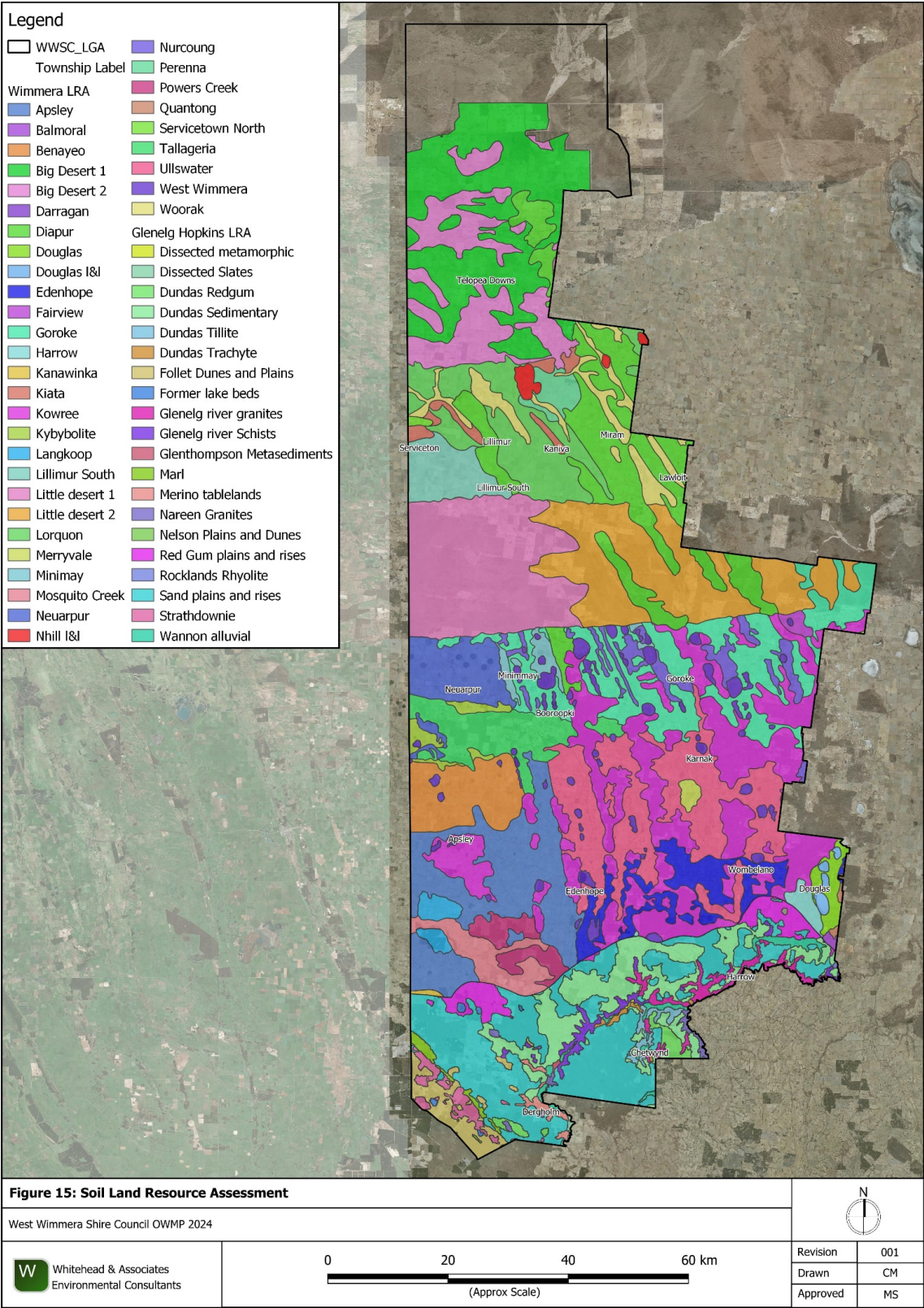
For lots constrained by unfavourable soil, it might be possible to mitigate this constraint by:

- Secondary treatment with an AWTS or sand filter;
- Applying a lower (soil) loading rate; or
- Improving soil by amelioration or importation of good quality soil.

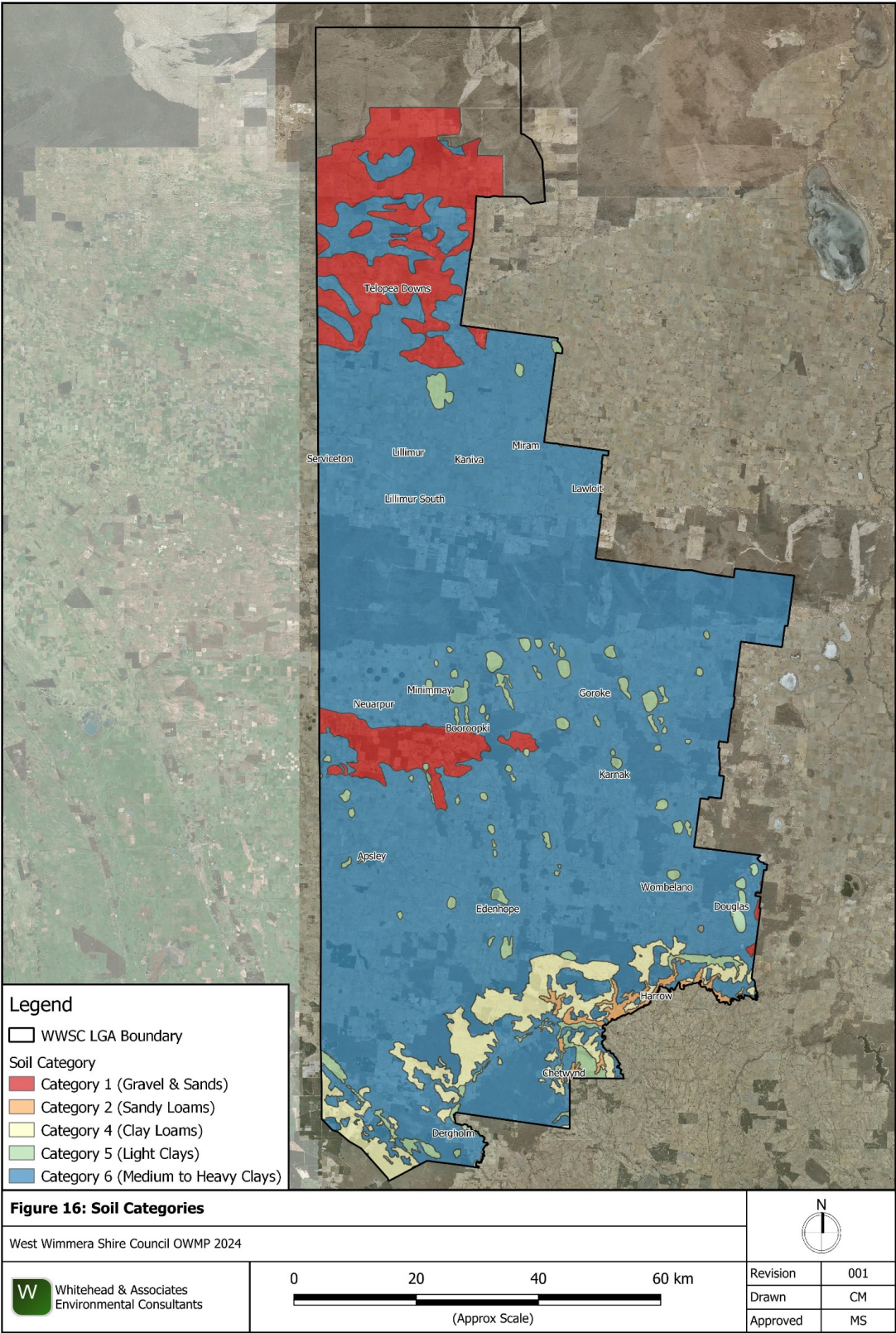
² https://vro.agriculture.vic.gov.au/dpi/vro/glenreg.nsf/pages/glenelg_soil_map

³ https://vro.agriculture.vic.gov.au/dpi/vro/wimreg.nsf/pages/soil_landform_mapping

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A.4 Slope

The slope of the ground surface affects what type, or the availability of effluent application on the lot. This is closely linked to the soil type and the soil's absorption capabilities.

Table K1 of *AS/NZS 1547:2012* details a range of factors likely to limit the selection and applicability of EDAs, with slope gradient identified as one critical factor.

Steep slopes, particularly when combined with shallow or poorly drained soils, can lead to surface breakout of effluent downslope of the Effluent Dispersal Area. Conventional OWM systems are likely to be unsuitable and these lots will require a detailed site assessment and specific system design to produce a sustainable outcome. These steeply sloping sites are generally unsuitable for conventional absorption trenches and beds and can also be problematic for surface irrigation techniques. Conversely, flat and gently sloping sites are less likely to experience such problems and are considered lower risk.

Surface elevation for the entire Shire was obtained in the form of a Digital Elevation Model (DEM) with a maximum cell size of 10m. The surface elevation for the Shire ranges from approximately ~60m to ~220m Australian Height Datum (AHD). Gridded slope data was derived from the DEM and combined with the cadastre data set to calculate the average slope as a percent grade for each lot within the Shire. The slope was based on the average slope across each lot, ranging from 0 to 37%.

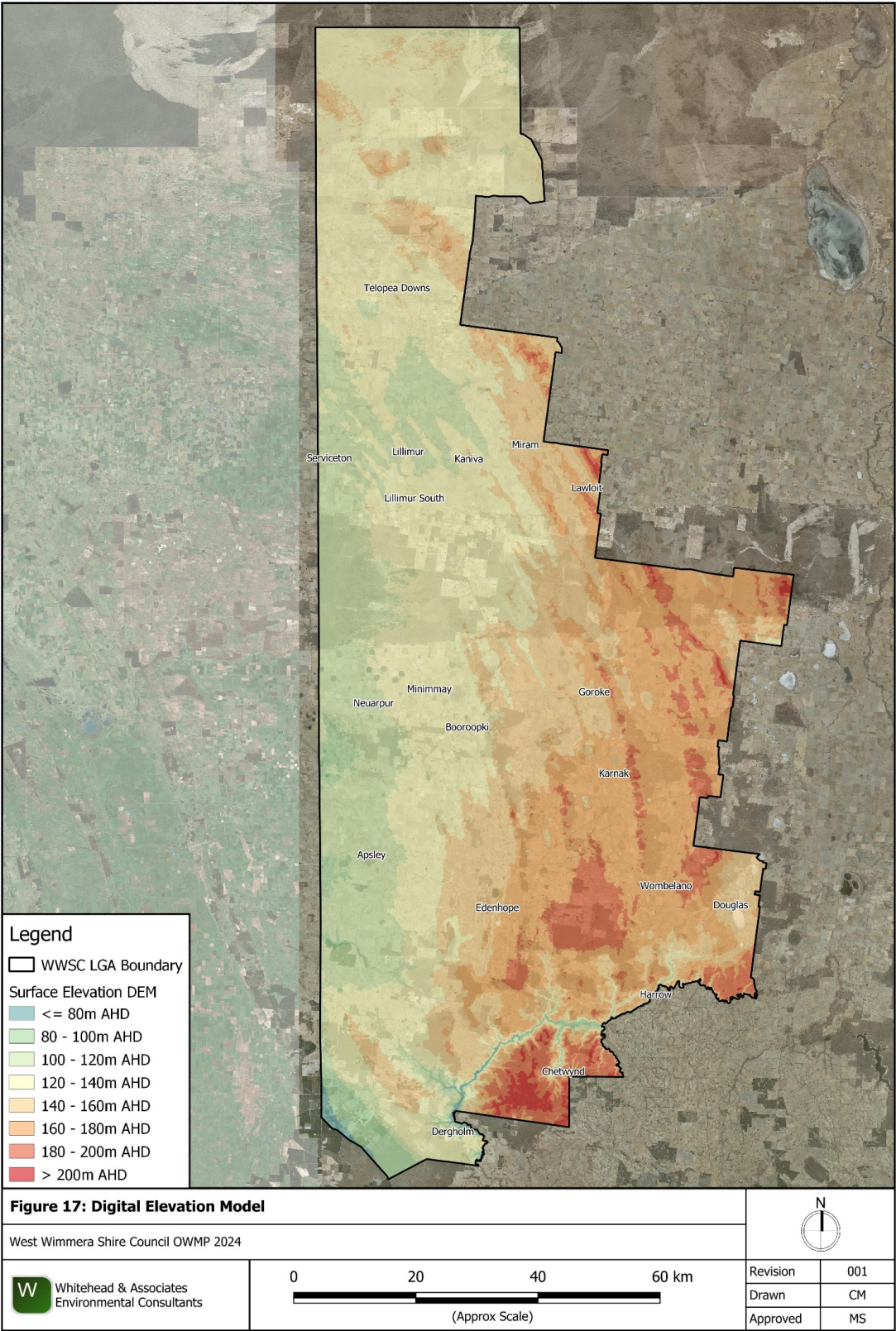
The following criteria were used to determine the OWM constraint classification on the average lot slope. The risk bandings have been informed by Table 3-2 of the DEECA Risk Assessment Guidance Report (2022).

- High: Lots that have an average slope greater than 10%;
- Moderate: Lots that have an average slope, inclusive of, and between 6% and 10%; and
- Low: Lots that have an average slope less than 6%.

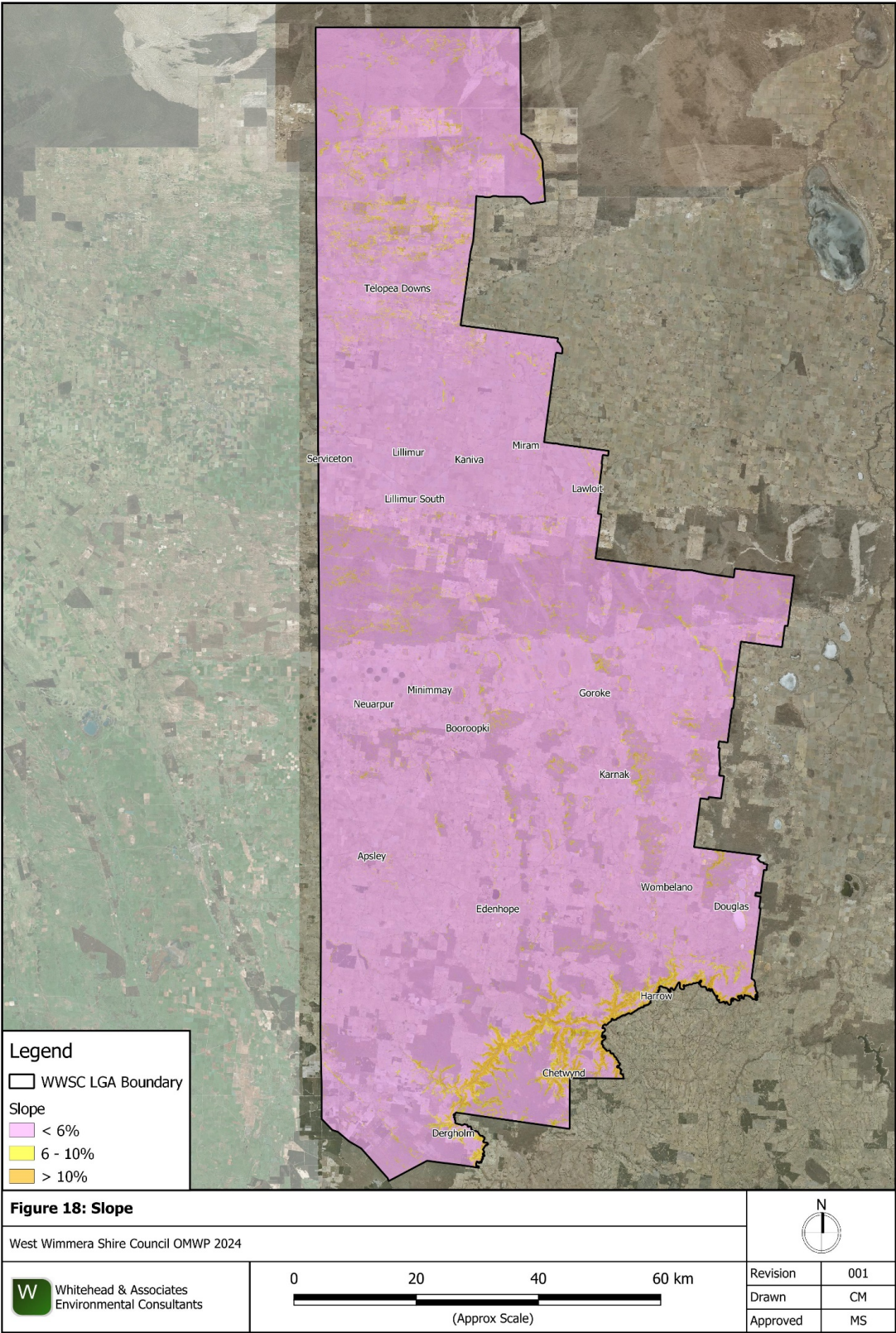
For lots constrained by steep slope, it might be possible to mitigate this constraint by:

- Applying a lower soil (effluent) loading rate over a larger area;
- Designing an irrigation system to ensure even distribution of effluent over the slope; or
- Terracing to create a level EDA.

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A.5 Useable Lot Area

Useable lot area, irrespective of total lot size, plays a key role in determining a lot's capacity for sustainable long-term OWM and influences the selection of appropriate OWM systems. The useable lot area for effluent management broadly refers to available land (i.e. not built out or used for a conflicting purpose) where OWM will not be unduly constrained by site and soil characteristics.

As a general rule, the smaller the lot, the less land that will be available for effluent management after allowing for other development on the land. Older development controls did not always consider site-specific land capability constraints and, as a consequence, many existing and vacant residential lots are extremely constrained for OWM; and many older existing OWM systems, such as septic absorption trenches, are undersized by today's standards.

An adequately sized EDA provides for long-term, sustainable effluent loading rates that match the assimilative capacity of the soil and vegetation systems, reducing the risk of adverse impacts on public health and the environment.

The minimum area available for effluent management (area complying with setbacks) will vary depending on the physical constraints present on the lot, the nature of the development, as well as the type of treatment and EDA used. The constraint class boundaries reflect the likelihood of a lot having sufficient area available for effluent management available after allowing for typical improvements.

There are many factors that determine the available area on any given lot, including:

- Maintenance of appropriate setback distances from boundaries, buildings, driveways / paths, groundwater bores, dams, and watercourses (intermittent and permanent); and
- Total development area (including the dwelling, sheds, pools, driveways and garden paths, gardens unsuitable for effluent reuse, and any other hardstand areas, etc.).

Available areas may be unsuitable or constrained for OWM due to other factors, including (but not limited to):

- Excessive slope;
- Excessively shallow soils;
- Heavy (clay) soils with low permeability;
- Climate in regards to the degree of soil moisture surplus or freezing conditions;
- Excessively poor drainage or stormwater run-on; and
- Excessive shading by vegetation.

For this study, the useable lot area was determined by the setbacks to surface water features and groundwater bores. The following sections detail the methodology and results for each analysis and the determination of the final useable lot area.

A.5.1 Proximity to Surface Waters

This section seeks to explain how the distance to surface waters can affect the quality of the water and influences the useable lot area calculation.

WWSC is located across three (3) Catchment Management Authority (CMA) areas, consisting of the Glenelg Hopkins CMA in the south, Wimmera CMA in the centre, and Mallee CMA in the far north. The Shire consists of four (4) river basins, with the Mallee basin in the far north, Wimmera-

Avon Rivers basin in the east, Glenelg River basin in the south, and Millicent Coast basin in the remaining area. No Special Water Supply Catchments (SWSCs) are located within the Shire.

Setback distances (buffers) are usually provided between effluent dispersal / reuse areas and sensitive receptors, such as surface water features, to help prevent adverse impacts on water quality, particularly should the OWM system fail.

There is no simple and defined method for objectively determining safe setback distances, so regulators often recommend conservative minimum setback distances that would be expected to satisfy the objective in the majority of situations.

The current EPA Guidelines specifies differing setback distances for primary (i.e. septic / trench) systems and secondary (or greywater) systems. As there are no potable water assets within the Shire, a 60m setback to all surface water features has been applied based on the most limiting (primary) setback. Surface water features (1:25,000 scale) were obtained from the DEECA DataShare Portal. No setbacks were applied to constructed drains, which would likely be accounted for within other watercourse / waterway setbacks.

For a broad-scale risk assessment, it is appropriate to analyse the separation distances that are available on a lot basis and assign constraint classes accordingly.

AS/NZS 1547:2012 details instances where recommended setbacks from sensitive receptors can be relaxed where standard setback distances cannot be achieved. These systems would require individual assessment and design in order to meet the requirements of the Standard.

For lots constrained by proximity to surface waters, it might be possible to mitigate this constraint by:

- Secondary treatment with an AWTS or sand filter;
- Moving the EDA to increase setback distance; or
- Replacing surface irrigation with subsurface irrigation.

A.5.2 Proximity to Groundwater Bores

This section seeks to explain how the distance from OWM systems to groundwater bores can affect the quality of groundwater and influences the useable lot area calculation.

The Shire is located across three (3) groundwater catchment areas: Glenelg in the south; a small portion of the Wimmera-Mallee in the east; and West Wimmera within the remaining areas.

A Groundwater Management Unit refers to either a Groundwater Management Area (GMA) or Water Supply Protection Area (WSPA) as determined within the Groundwater Catchment.

A GMA is defined as an area where groundwater of a suitable quality for irrigation, commercial, or domestic and stock use is available or expected to be available. The majority of the Shire is located within the 'West Wimmera GMA', and a portion of the 'Upper Glenelg GMA' in the southeast. The West Wimmera GMA occurs to the north of Langkoop and Kadnook and the area surrounding Harrow and covers 7,383km² of the Shire. The Upper Glenelg GMA occurs to the east of Harrow and south of White Lake, and covers 78km² of the Shire.

WSPAs are declared under Section 27 of the Water Act 1989 to protect groundwater or surface water resources through the development of a management plan which aims for equitable management and long-term sustainability. There are 25 WSPA declared in Victoria. The 'Glenelg WSPA' is located in the southwest of the Shire with an area of 385km², and is located to the south of Langkoop, and to the west of Poolajelo, Dorodong, and Dergholm.

The location of EDAs in close proximity to groundwater bores increases the potential for contamination of groundwater. When water is extracted from a groundwater bore a zone of influence is created, altering the head level of the groundwater. Setback distances are recommended between Effluent Dispersal Areas and groundwater bores (potable and non-potable). The current EPA Guidelines recommends a 50m setback (for Category 1 and 2a soils) and 20m setback (for Category 2b to 6 soils). A conservative approach was taken when developing the OWMP and the most limiting (primary) setback of 50m was used for all the groundwater bores located within the Shire.

The spatial data of the groundwater bore locations within the Shire was acquired from the Water Measurement Information System (WMIS) Database Interface as managed by DEECA. Using GIS, the 50m groundwater setback was applied to a total of 2,218 groundwater bores that were identified within the Shire.

AS/NZS 1547:2012 details instances where recommended setbacks can be relaxed where standard setback distances cannot be achieved. In most cases, the preferred result would be to have the identified bores condemned and capped to prevent further use, negating the need for setbacks from these resources. However, it is acknowledged that this outcome would not be acceptable to some owners who utilise the resource.

For lots constrained by proximity to groundwater bores, it might be possible to mitigate the constraint by:

- Secondary treatment with an AWTs or sand filter;
- Moving the EDA to increase setback distance; or
- Replacing surface irrigation with subsurface irrigation.

A.5.3 Useable Lot Area Analysis

The cadastre data set obtained from the DEECA DataShare Portal was queried to determine the spatial relationship between each lot, its existing land area and the setback zones to surface water features and groundwater bores to determine the useable lot area for each lot within the Shire. This is based on an assumed footprint of 500m² for an average building envelope and improvements (e.g. driveway) and allowing for an average sized EDA and reserve EDA on the remainder of the lot.

The following criteria were used to determine the useable lot area classification with regards to OWM suitability. The risk bandings have been informed by Table 3-2 of the DEECA Risk Assessment Guidance Report (2022).

- Very High: Lots with useable area <0.4ha;
- High: Lots with useable area 0.4 – 2ha;
- Moderate: Lots with useable area 2 – 10ha; and
- Low: Lots with useable area >10ha.

Lots containing less than 0.4ha of useable area invariably have a very limited area available for effluent management. Site specific hydraulic design for wastewater management would be necessary.

If OWM is to be provided, it may be necessary to provide a high level of treatment and specialised land application design using systems such as sand mounds or pressurised subsurface irrigation, to ensure long term sustainability. Other mitigation measures like the adoption of water conserving

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practices will be important in ensuring the system's effectiveness. Such systems are likely to have limited opportunity for expansion, as may be required in response to increased occupancy, or if a new reticulated water supply becomes available. A lot with less than 0.4ha of useable land will not necessarily be unsuitable for OWM or currently be serviced by a failing system; however, it is likely to contain a number of significant limitations to the safe operation of OWM systems assessed at a broad scale.

In the case of lots with useable areas between 0.4ha and 2ha, and in the absence of any other significant physical constraints, the area available for effluent management usually increases proportionately with the potential for sustainable OWM. The choice of options is likely to be slightly greater than that available for lots with useable area less than 2ha; however, detailed site and soil investigation is still important to identify the most appropriate solution.

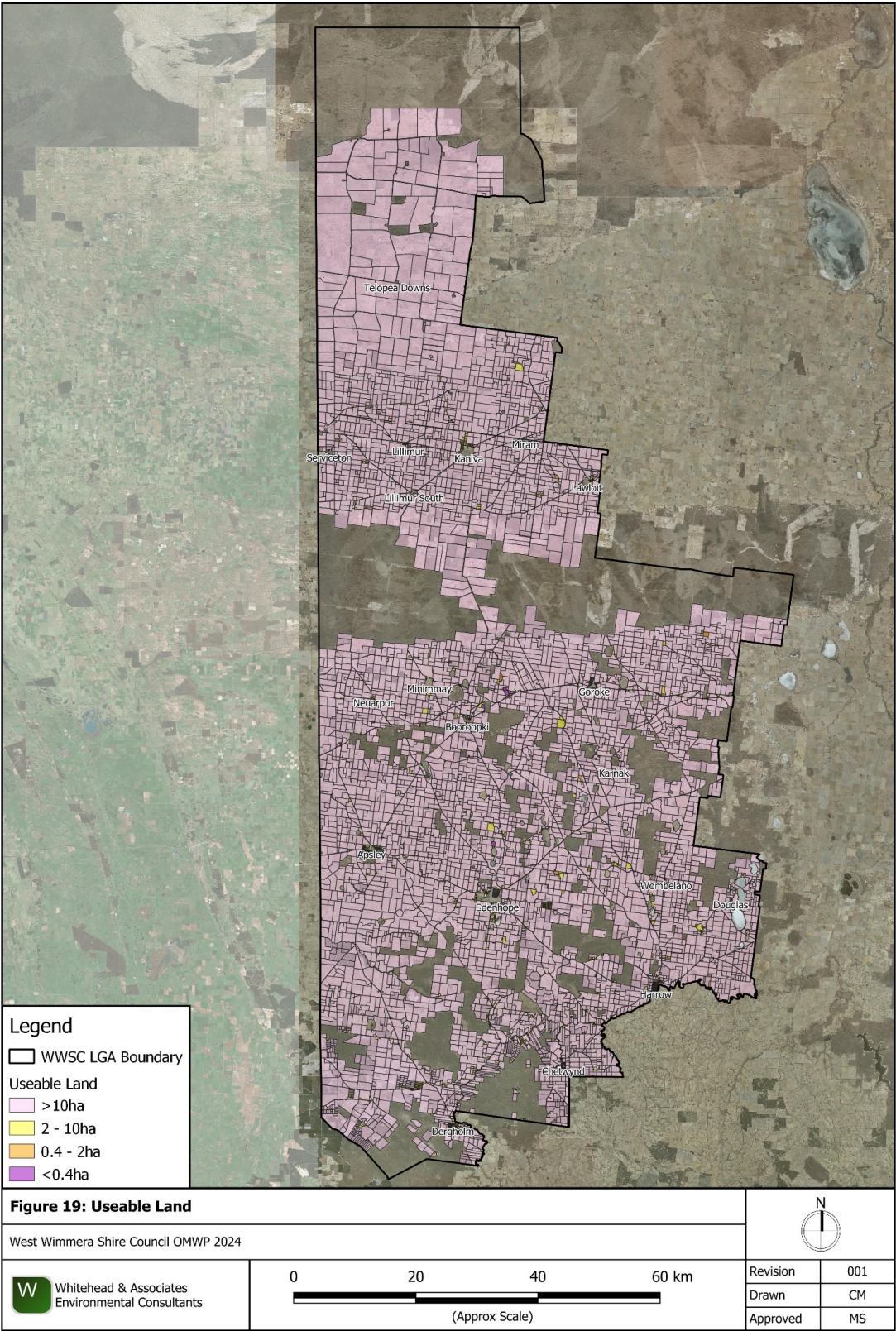
In most cases, lots larger than 10ha will have far fewer problems providing sufficient space for sustainable OWM. Overall constraint for OWM for these lots will be determined by the land capability constraints.

For lots constrained by useable area, it might be possible to mitigate this constraint by:

- Secondary treatment with an AWTS or sand filter;
- Secondary treatment with land application to trenches at higher loading rates as outlined in AS/NZS 1547:2012; or
- Primary treatment with land application to a sand mound at higher loading rates as outlined in AS/NZS 1547:2012.

The associated OWM constraint map for the Shire is provided as Figure 19.

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A.6 Climate

Climate, specifically rainfall, plays a significant role in determining the appropriate loading rates of effluent and associated sizing of Effluent Dispersal Areas for OWM. The climate feature of most interest in the Risk Assessment is the average annual number of days receiving >10mm of rainfall as this can result in surface runoff, increase in soil moisture storage, and increase in deep infiltration to groundwater.

There is one (1) BoM station located within the Shire which records daily rainfall (Edenhope Airport), with 12 BoM stations recording daily rainfall surrounding the Shire.

To increase data within the Shire, the project uses interpolated gridded data from the SILO database. SILO is a climate and meteorological data service developed and hosted by the Queensland Government which provides representative data for the entire continent, produced using real climate data collected over long time periods by the BoM. The service provides a realistic representation of a broad range of climate statistics for most areas which are not serviced by local BoM stations.

Daily rainfall data for 13 SILO data points was compiled from throughout the Shire, with one (1) point to the south east of the Shire. The number of days with rainfall exceeding >10mm was averaged across a 40 year period to obtain an annual average value for each data point. This was then interpolated using GIS across the Shire to generate 'climate zones'. The data is considered to be a realistic representation of long-term climate patterns, suitable for use in OWM investigations and designs.

Two (2) distinct climate zones were identified within the Shire based on the average annual number of days receiving >10mm of rainfall, as detailed in the following. Climate zones are presented in Figure 20 of the OWMP.

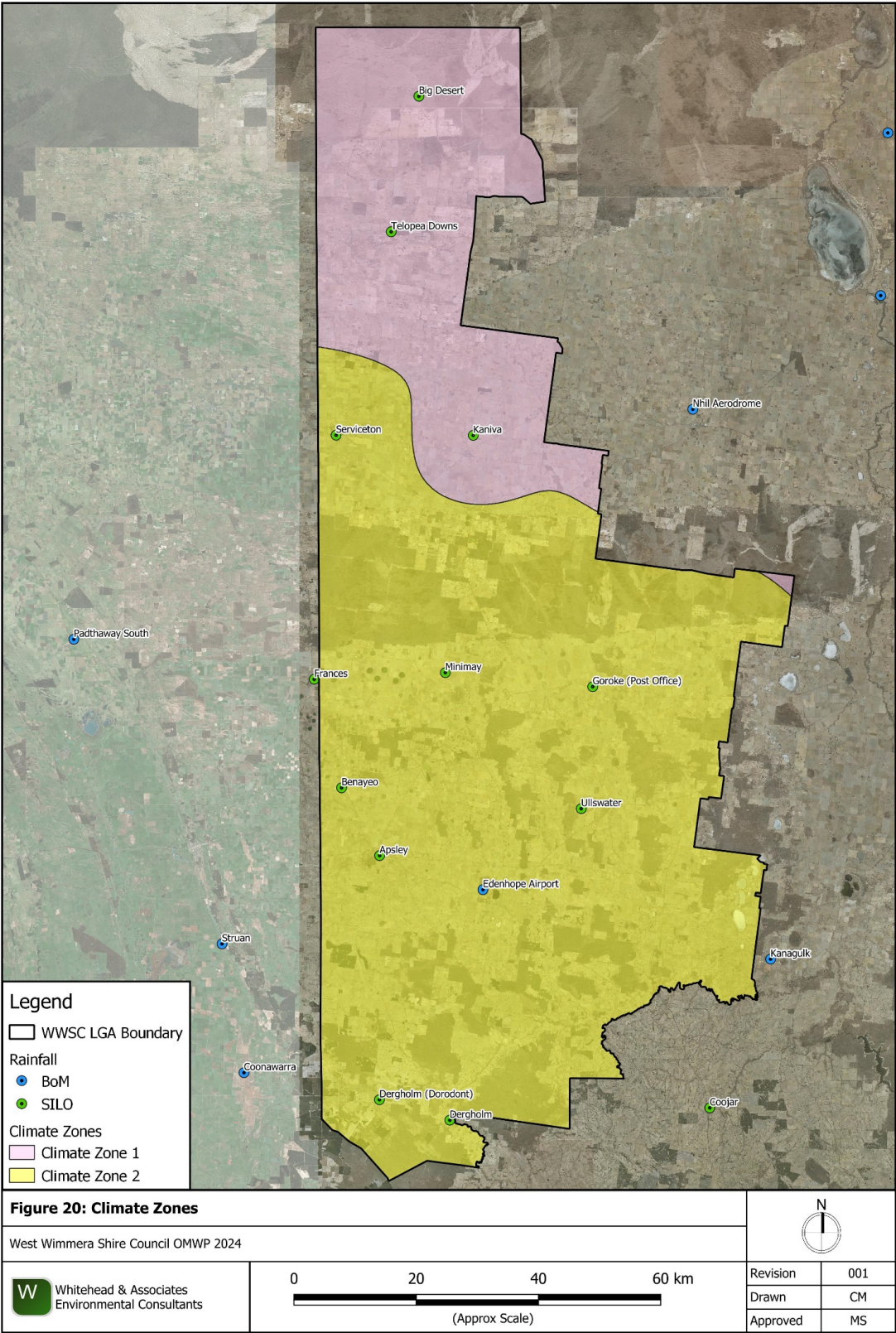
- Climate Zone 1: <10 days per year of rainfall exceeding 10mm; and
- Climate Zone 2: 10 – 40 days per year of rainfall exceeding 10mm.

A.7 Risk Assessment Summary

It is evident that variability in constraints exists between the targeted localities and townships within the Shire. Further detailed studies into the performance of existing OWM systems within each of the targeted unsewered localities and townships is recommended to verify the findings of this broad-scale risk assessment. The study is to provide a more detailed understanding of maximum lot development density, and hence minimum lot size in proposed development areas.

This will aid Council in ensuring future development will not adversely impact public health and the environment. The Risk Assessment, which consolidates the individual constraints, has been detailed in Sections 4 and 5 of the OWMP.

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Appendix B

Land Capability Assessment Requirements

B Land Capability Assessment

A Land Capability Assessment (LCA) is required when submitting a Planning Permit application for a development or subdivision on a Moderate, High or Very High Risk lot, or when a Certificate to Install or Alter an OWMS is required.

A LCA must be conducted in accordance with the minimum standards outlined in the current EPA Guidelines and AS/NZS 1547:2012 and should be guided by the Victorian Model Land Capability Assessment Framework 2nd edition (MAV & DSE, 2014). A LCA needs to demonstrate that the requirements of the OWMP are met.

The Risk Rating determined by the Risk Assessment Framework will act as the default LCA standard for lots as defined by the OWMP. Copies of the minimum requirements for assessment and reporting for each level of LCA are provided in this Appendix.

It is important to note that there may be circumstances where the desktop risk assessment results do not correlate accurately with actual site conditions. In these circumstances, an increase or decrease in the Risk Rating and LCA requirements may occur at the discretion of Council through completing a site inspection and field investigation.

Therefore, the results of site-specific LCAs will constantly update the Risk Assessment database held by Council, which will improve site understanding and validity of results. A risk pro-forma checklist, as shown below in Table 14, can be used by the LCA assessor to accommodate any request to Council to alter the Risk Rating of a lot.

Table 14: Risk Pro-forma Checklist Example

Parameter	Site specific input
PFI Identification Number⁴	(e.g. 52829583)
Lot Address	(e.g. 6669 Kaniva-Edenhope Road)
Locality	(e.g. Patyah)
Zoning and Overlay	(e.g. Township Zone)
Area (ha)	(e.g. 15.3ha)
Soil Texture	Soil Category as per AS/NZS 1547:2012 (e.g. Category 6 - Medium Clay)
Slope (%)	Average slope (e.g. 1.3%)
Presence of Surface Waters	Distance to nearest surface water
Presence of Groundwater Bores	Distance to nearest groundwater bore (domestic and non-domestic)
Useable Lot Area (ha)	Apply all relevant setback distances

It may be suitable for accredited LCA assessors to provide a clause within the contract warning clients of a potential fluctuation of requirements, and hence cost, that is dependent on Risk Rating

⁴ Parcel identifier, as per DELWP DataShare Portal cadastre dataset.

confirmation of the lot. The current EPA Guidelines states that Council's Environmental Health Officers (EHOs) or other Authorised Officers (AO) can determine what comprises a satisfactory LCA.

The MAV has developed a model LCA report and procedures to assist LCA assessors and regulators. As a minimum, LCAs should follow the 12-stage best practice model detailed within the current EPA Guidelines and Victorian LCA Framework (MAV, 2014). The specific LCA requirements for the determined Risk Ratings (Moderate, High, and Very High) are detailed in the following sections.

With regards to OWM system selection and sizing, the design loading rate for the most limiting soil horizon within 600mm from the base of the EDA must be used. This approach ensures that the loading of wastewater on the soil can be supported for the entire soil profile to ensure that surface runoff and excessive deep drainage does not occur. The OWM system should be sized either:

- By site-specific design as detailed by the respective LCA requirements explained in the following; or, if applicable;
- As per the System Sizing Tables in Section 7 of the OWMP, if permitted.

B.1 Requirements for Low Risk Lots

For Low Risk lots, it is envisaged that a LCA will generally not be necessary, unless deemed so by Council staff. Council may request a soil assessment to be provided in addition to a site plan on a case-by-case basis.

Applications for Low Risk lots can be assessed using the risk pro-forma checklist (Table 14) and / or the 'Site Information Sheet' template in Appendix D of AS/NZS 1547:2012 to confirm and record the site and soil characteristics. If available, the proposed treatment and EDA combination can be selected from the locality OWM system requirements as outlined in Section 7 of the OWMP.

Council may visit the site to confirm site and soil details are as per the pro-forma detail and that the proposed OWM treatment and EDA is appropriate for the site. If a lot with a Low Risk rating is located within a region of increased risk or OWM constraint, Council staff may require, at their discretion, a Standard LCA and Report to be completed. This may include lots that are located in WSPAs or GMAs.

B.2 Requirements for Moderate Risk Lots

For Moderate Risk lots, a Standard LCA is required which includes Site Inspection and Field Investigations. However, where appropriate, the proposed treatment and EDA combination can be selected from the locality OWM system requirements as outlined in Section 7 of the OWMP.

For lots with a Moderate Risk rating located outside of areas of increased risk, Council, at their discretion, may not require an LCA to be completed and the procedure as per Low Risk rated lots may be followed.

B.3 Requirements for High Risk Lots

For High Risk lots, a Detailed LCA is required which requires additional information to the Standard LCA. The main requirement of a Detailed LCA is to undertake a monthly water balance for sizing the OWM system.

More comprehensive soil testing is also required to assist with appropriate system selection and ensuring any necessary mitigation measures are implemented into the site management plan.

B.4 Requirements for Very High Risk Lots

For Very High Risk lots, a Comprehensive LCA is required, which requires a higher level of assessment and reporting due to the inherent constraints and risks associated with OWM on the lot.

A Comprehensive LCA requires soil chemical analysis, conservative monthly water balance, an annual nutrient balance and a detailed site specific hydraulic design in addition to the standard LCA requirements.

B.5 Generic LCA Requirements - Overlays

As detailed in Stage 1 of each LCA procedure (Appendix B.7), confirmation of any relevant sensitivity overlays (e.g. land subject to inundation) with Council is required. If any risk is identified, this needs to be specifically addressed within the LCA. Discussion with Council is required to determine the necessary requirements to be met. If the site is located within a known shallow groundwater region, the depth to (permanent and shallow) groundwater will need to be determined and discussed within the LCA report.

It should be noted that a LCA may indicate that it is not possible to design an appropriate OWM system for a given site and sometimes costs for construction may be prohibitive. However, the onus of justification rests with the LCA assessor to demonstrate to Council's satisfaction that the risk from a proposed OWM system combination has been adequately addressed by design or management measures.

B.6 Subdivision LCA Requirements

It is very important that an LCA is performed early in the planning phase of land development before rezoning or subdivision as it achieves a more sustainable result. Areas with higher degrees of limitation can be appropriately zoned and subdivision layouts can make best use of the constraints and opportunities of the land.

It is also a requirement under the Planning Scheme to be able to demonstrate that the land is suitable for the development of a dwelling prior to subdivision approval. Chapter 5 of the MAV Model Land Capability Assessment Framework (2014) broadly discusses LCAs for subdivisions.

Regardless of the scale of an LCA, the objective is the same, that is, the determination of a sustainable OWM strategy for each proposed lot to reduce potential impacts to the local receiving environments. Different management strategies may be required within the same subdivision due to varying constraints identified across the site through the LCA.

Only concept OWM system designs are necessary at this stage to determine the minimum size of the Effluent Dispersal Area. Options may be left as broad technology types suitable for the lots, with detailed system design required at the individual lot development stage.

The LCA requirements detailed within Appendix B of the OWMP are applicable to all scales of development planning and assessment. The Risk Rating of the existing lot will direct the level of detail required for an LCA for a subdivision or rezoning of a lot.

B.7 Minimum LCA Requirements

Table 15: Minimum Requirements for Standard LCA and Report

Report Element	Standard Requirements	Completed
1. Introduction and Background	Report summary / executive summary.	<input type="checkbox"/>
	Confirmation of Risk Rating.	<input type="checkbox"/>
	Confirmation of any relevant sensitivity overlays as per communications with Council.	<input type="checkbox"/>
	Confirmation that lot(s) meet minimum lot size criteria for WWSC Planning Scheme Zone.	<input type="checkbox"/>
	Current land use and development overview (including occupancy); single lot, increase in building entitlements (subdivision) or non-domestic development.	<input type="checkbox"/>
	Name, contact details, and qualifications (insurances) of LCA assessor (author).	<input type="checkbox"/>
	Site location (including address and lot details) and owner.	<input type="checkbox"/>
	Lot area.	<input type="checkbox"/>
	Proposed / existing water supply.	<input type="checkbox"/>
	Availability of sewer.	<input type="checkbox"/>
	Locality map showing the site in relation to surrounding region.	<input type="checkbox"/>
2. Site Inspection and Field Investigations	Gather information on relevant Council, Catchment Management Authority, and State Government requirements, including restrictions and caveats on title, and planning / building / bushfire / flood controls, e.g. zones and overlays. Note Environmental Significant Overlays and potable water supply. Compile this information on a base map (or site plan) which shows their location with respect to title boundaries.	<input type="checkbox"/>
	Broad overview of locality and landscape characteristics that may pose a constraint to the sustainable application of wastewater on the site and adjacent land, e.g. climatic information, groundwater and bore water information. Refer to stage 3 pp.35 EPA Code of Practice 891.4 (2016), or relevant guideline section.	<input type="checkbox"/>
	Details of date, time, and methodology of site inspection and field investigations.	<input type="checkbox"/>
	Site assessment that considers all of the parameters as per Table 1 of the Victorian LCA Framework (2014). Detailed explanation of the level of constraint with regards to OWM and recommended mitigation measures to overcome these constraints.	<input type="checkbox"/>
	Minimum of two (2) soil test pits or auger holes within the identified area(s) available for effluent management , with additional test pits required for more than one (1) soil type (multiple soil landscapes or facets) as per the current EPA Code of Practice or relevant guideline section.	<input type="checkbox"/>
	Soil assessment that considers the following parameters from Table 2 of the Victorian LCA Framework (2014): <ul style="list-style-type: none"> • Colour and mottling; • Electrical conductivity; • Emerson Aggregate Class; 	<input type="checkbox"/>

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Report Element	Standard Requirements	Completed
	<ul style="list-style-type: none"> Permeability and design loading rate (using soil texture); pH; Rock fragments; Soil depth; Soil texture (field textural analysis); and Depth to watertable (if required). <p>Detailed explanation of the level of constraint with regards to OWM and recommended mitigation measures to overcome these constraints.</p>	
3. Available Area and Setback Distances	Calculation of area(s) available for effluent management and location on the Site Plan.	<input type="checkbox"/>
	Discussion regarding the achievability of the applicable setback distances (Table 5 of the EPA Code of Practice 891.4 (2016), or relevant guideline section). Justification required.	<input type="checkbox"/>
4. LCA Confirmation	Contact Council if the LCA assessor disagrees with the final Risk Rating for the site.	<input type="checkbox"/>
5. Cumulative Impacts	Using the desktop and site assessment information for the site, comment on any possible cumulative detrimental impacts that the development may have on beneficial uses of the surrounding land, surface water, and groundwater.	<input type="checkbox"/>
6. System Selection and Design	Design maximum wastewater load (generation rates) and organic load for the proposed development.	<input type="checkbox"/>
	Description of existing system (if applicable).	<input type="checkbox"/>
	Target effluent treatment quality.	<input type="checkbox"/>
	Description and location of applicable OWM treatment system options (refer to relevant Locality Report and EPA website for list of currently approved systems).	<input type="checkbox"/>
	List of effluent land application options and detailed description of preferred option and location (as per relevant Locality Report). Sizing of Effluent Dispersal Area as per the OWM system requirements of the OWMP (refer Section 7).	<input type="checkbox"/>
7. Mitigation Measures	<p>Detailed discussion of mitigation measures to overcome any site or soil constraints posed to the sustainable treatment and application of wastewater onsite.</p> <p>This may include the following:</p> <ul style="list-style-type: none"> Storm water management Soil amelioration; and Vegetation establishment and management. 	<input type="checkbox"/>
8. Site Management Plan	Description of ways to improve wastewater and OWM system performance for residents' reference.	<input type="checkbox"/>
	Operation and Management Plan.	<input type="checkbox"/>
9. Conclusion	Conclusion summarising all the important design, sizing and mitigation requirements to ensure sustainable OWM.	<input type="checkbox"/>
10. Site Plan Requirements	Site address, including lot number and street number.	<input type="checkbox"/>
	All title boundaries.	<input type="checkbox"/>
	All relevant zones, overlays and restrictions (e.g. Council zoning and overlays, including Environmental Significant Overlays).	<input type="checkbox"/>

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Report Element	Standard Requirements	Completed
	Type of catchment (e.g. WSPA or GMA).	<input type="checkbox"/>
	North arrow.	<input type="checkbox"/>
	Contour lines (at maximum 10m intervals), direction of slope and grade.	<input type="checkbox"/>
	Location of soil test pits or auger holes.	<input type="checkbox"/>
	Location of other utilities i.e. electricity, gas, telecommunications (which must be located outside the Effluent Dispersal Areas)	<input type="checkbox"/>
	Location of any significant site features e.g. rock outcrops or waterlogged regions.	<input type="checkbox"/>
	Location of intermittent and permanent surface water features (dams, creeks, reservoirs and springs).	<input type="checkbox"/>
	Location of 1% and 5% Annual Exceedance Probability flood level contours lines (if applicable).	<input type="checkbox"/>
	Location, depth, and specified use of groundwater bores on the site and adjacent properties from the register of the relevant Rural Water Corporation. Depth to groundwater table in winter (if less than 2.1m deep).	<input type="checkbox"/>
	Vegetation cover (can use aerial image as base map).	<input type="checkbox"/>
	Relevant setback distances as per Table 5 EPA Code of Practice 891.4 (2016), or relevant guideline section.	<input type="checkbox"/>
	Location of existing and proposed buildings, sheds, driveways, paths and any other improvements.	<input type="checkbox"/>
	Area(s) available for effluent management.	<input type="checkbox"/>
	Location of proposed Effluent Dispersal Area (sized to scale).	<input type="checkbox"/>
	Location of proposed stormwater cut-off drains adjacent to the Effluent Dispersal Area.	<input type="checkbox"/>
	Location of proposed OWM treatment system (nominal).	<input type="checkbox"/>
	Location of reserve Effluent Dispersal Area (sized to scale).	<input type="checkbox"/>
11. Appendices	Figures	<input type="checkbox"/>
	Site Plan	<input type="checkbox"/>
	Soil bore logs for all test pits or auger holes	<input type="checkbox"/>
	Certificate of Title(s) for lot (plan)	<input type="checkbox"/>
	Proposed building plans	<input type="checkbox"/>
	Planning Permit application (where applicable)	<input type="checkbox"/>

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Table 16: Minimum Requirements for Detailed LCA

Report Element	Detailed Requirements	Completed
1. Introduction and Background	Report summary / executive summary.	<input type="checkbox"/>
	Confirmation of Risk Rating.	<input type="checkbox"/>
	Confirmation of any relevant sensitivity overlays as per communications with Council.	<input type="checkbox"/>
	Confirmation that lot(s) meet minimum lot size criteria for WWSC Planning Scheme Zone.	<input type="checkbox"/>
	Current land use and development overview (including occupancy); single lot, increase in building entitlements (subdivision) or non-domestic development.	<input type="checkbox"/>
	Name, contact details, and qualifications (insurances) of LCA assessor (author).	<input type="checkbox"/>
	Site location (including address and lot details) and owner.	<input type="checkbox"/>
	Lot area.	<input type="checkbox"/>
	Proposed / existing water supply.	<input type="checkbox"/>
	Availability of sewer.	<input type="checkbox"/>
	Locality map showing the site in relation to surrounding region.	<input type="checkbox"/>
	Site survey plan (2m contours) will need to be conducted by a qualified surveyor.	<input type="checkbox"/>
2. Site Inspection and Field Investigations	Gather information on relevant Council, Catchment Management Authority, and State Government requirements, including restrictions and caveats on title, and planning / building / bushfire / flood controls, e.g. zones and overlays. Note Environmental Significant Overlays and potable water supply. Compile this information on a base map (or site plan) which shows their location with respect to title boundaries.	<input type="checkbox"/>
	Broad overview of locality and landscape characteristics that may pose a constraint to the sustainable application of wastewater on the site and adjacent land, e.g. climatic information, groundwater and bore water information. Refer to stage 3 pp.35 EPA Code of Practice 891.4 (2016), or relevant guideline section.	<input type="checkbox"/>
	Details of date, time, and methodology of site inspection and field investigations.	<input type="checkbox"/>
	Site assessment that considers all of the parameters as per Table 1 of the Victorian LCA Framework (2014). Detailed explanation of the level of constraint with regards to OWM and recommended mitigation measures to overcome these constraints.	<input type="checkbox"/>
	Minimum of two soil test pits or auger holes within the identified area(s) available for effluent management with additional test pits required for more than one (1) soil type (multiple soil landscapes or facets) as per the current EPA Code of Practice.	<input type="checkbox"/>
	Soil assessment that considers all of the parameters in Table 2 of the Victorian LCA Framework (2014): <ul style="list-style-type: none"> • Colour and mottling; • Electrical conductivity; • Emerson Aggregate Class; 	<input type="checkbox"/>

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Report Element	Detailed Requirements	Completed
	<ul style="list-style-type: none"> Permeability and design loading rate (using soil texture); pH; Rock fragments; Soil depth; Soil texture (field textural analysis); Watertable (depth to); Cation exchange capacity (CEC); Sodicity (Exchangeable Sodium Percentage ESP); and Sodium Absorption Ratio (SAR). <p>Detailed explanation of the level of constraint with regards to OWM and recommended mitigation measures to overcome these constraints.</p> <p>Soil permeability testing conducted in situ for the soil within the area(s) available for effluent management as per constant head well permeameter method (Appendix G, AS/NZS 1547:2012) can be undertaken if desired, otherwise soil texture classification via Table E1 of AS/NZS 1547:2012 and application of effluent using the loading rates within Tables L1, M1, and N1 of the AS/NZS 1547:2012 is satisfactory.</p>	
	Detailed review of available published soils information for the site. Soil landscapes and different soil facets should be mapped on the Site Plan.	<input type="checkbox"/>
3. Available Area and Setback Distances	Calculation of area(s) available for effluent management and location on Site Plan.	<input type="checkbox"/>
	Discussion regarding the achievability of the applicable setback distances (Table 5 of the EPA Code of Practice 891.4 (2016), or relevant guideline section). Justification required.	<input type="checkbox"/>
4. LCA Confirmation	Contact Council if the LCA assessor disagrees with the final Risk Rating for the site.	<input type="checkbox"/>
5. Cumulative Impacts	Using the desktop and site assessment information for the site, comment on any possible cumulative detrimental impacts that the development may have on beneficial uses of the surrounding land, surface water, and groundwater.	<input type="checkbox"/>
6. System Selection and Design	Design maximum wastewater load (generation rates) and organic load for the proposed development.	<input type="checkbox"/>
	Description of existing system (if applicable).	<input type="checkbox"/>
	Target effluent treatment quality.	<input type="checkbox"/>
	Assess the capacity of the land to assimilate the treated wastewater based on the data collected (see Section 2.3.4 and Appendix H of EPA Code of Practice 891.4 (2016) or relevant guideline section) for both levels of effluent quality, primary and secondary.	<input type="checkbox"/>
	Description and location of applicable OWM treatment system options (refer to the EPA website for list of currently approved systems).	<input type="checkbox"/>
	List of effluent land application options and detailed description of preferred option and location.	<input type="checkbox"/>
	Monthly water balance modelling sizing the preferred effluent dispersal area. Median rainfall and mean evaporation data must be used for relevant locality, as detailed in Appendix C. All inputs, results and justification to be shown in the report.	<input type="checkbox"/>

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Report Element	Detailed Requirements	Completed
7. Mitigation Measures	Detailed discussion of mitigation measures to overcome any site or soil constraints. This may include the following: <ul style="list-style-type: none"> Storm water management; Soil amelioration; and Vegetation establishment and management. 	<input type="checkbox"/>
8. Site Management Plan	Description of ways to improve wastewater and OWM system performance for residents' reference.	<input type="checkbox"/>
	Operation and Management Plan.	<input type="checkbox"/>
9. Conclusion	Conclusion summarising all the important design, sizing and mitigation requirements to ensure sustainable OWM.	<input type="checkbox"/>
10. Site Plan Requirements	Site address, including lot number and street number.	<input type="checkbox"/>
	All title boundaries.	<input type="checkbox"/>
	All relevant zones, overlays and or restrictions (e.g. Council zoning and overlays, including Environmental Significant Overlays).	<input type="checkbox"/>
	Type of catchment (e.g. WSPA or GMA).	<input type="checkbox"/>
	North arrow.	<input type="checkbox"/>
	Contour lines (at maximum of 2m intervals), direction of slope and grade.	<input type="checkbox"/>
	Location of soil test pits or auger holes.	<input type="checkbox"/>
	Location of other utilities i.e. electricity, gas, telecommunications (which must be located outside the Effluent Dispersal Areas)	<input type="checkbox"/>
	Location of any significant site features e.g. rock outcrops or waterlogged regions.	<input type="checkbox"/>
	Location of intermittent and permanent surface water features (dams, creeks, reservoirs, and springs).	<input type="checkbox"/>
	Location of 1% and 5% Annual Exceedance Probability flood level contours lines (if applicable).	<input type="checkbox"/>
	Location, depth, and specified use of groundwater bores on the site and adjacent properties from the register of the relevant Rural Water Corporation. Depth to groundwater table in winter (if less than 2.1m deep).	<input type="checkbox"/>
	Vegetation cover (can use aerial image as base map).	<input type="checkbox"/>
	Relevant setback distances as per Table 5 EPA Code of Practice 891.4 (2016), or relevant guideline section.	<input type="checkbox"/>
	Location of existing and proposed buildings, sheds, driveways, paths, and any other improvements.	<input type="checkbox"/>
	Area(s) available for effluent management	<input type="checkbox"/>
	Location of proposed Effluent Dispersal Area (sized to scale).	<input type="checkbox"/>
	Location of proposed stormwater cut-off drains adjacent to the Effluent Dispersal Area.	<input type="checkbox"/>
	Location of proposed OWM treatment system (nominal).	<input type="checkbox"/>
	Location of reserve Effluent Dispersal Area (sized to scale).	<input type="checkbox"/>
11. Appendices	Copy of the monthly water balance calculations.	<input type="checkbox"/>
	Figures.	<input type="checkbox"/>

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Report Element	Detailed Requirements	Completed
	Site Plan.	<input type="checkbox"/>
	Soil bore logs for all test pits or auger holes.	<input type="checkbox"/>
	Certificate of Title (s) for lot (plan).	<input type="checkbox"/>
	Proposed building plans.	<input type="checkbox"/>
	Planning Permit application (where applicable).	<input type="checkbox"/>

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Table 17: Minimum Requirements Comprehensive LCA

Report Element	Comprehensive Requirements	Completed
1. Introduction and Background	Report summary / executive summary.	<input type="checkbox"/>
	Confirmation of Risk Rating.	<input type="checkbox"/>
	Confirmation of any relevant sensitivity overlays as per communications with Council.	<input type="checkbox"/>
	Confirmation that lot(s) meet minimum lot size criteria for WWSC Planning Scheme Zone.	<input type="checkbox"/>
	Current land use and development overview (including occupancy); single lot, increase in building entitlements (subdivision) or non-domestic development.	<input type="checkbox"/>
	Name, contact details, and qualifications (insurances) of LCA assessor (author).	<input type="checkbox"/>
	Site location (including address and lot details) and owner.	<input type="checkbox"/>
	Lot area.	<input type="checkbox"/>
	Proposed / existing water supply.	<input type="checkbox"/>
	Availability of sewer.	<input type="checkbox"/>
	Locality map showing the site in relation to surrounding region.	<input type="checkbox"/>
	Site survey plan (2m contours) will need to be conducted by a qualified surveyor.	<input type="checkbox"/>
2. Site Inspection and Field Investigations	Gather information on relevant Council, Catchment Management Authority, and State Government requirements, including restrictions and caveats on title, and planning / building / bushfire / flood controls, e.g. zones and overlays. Note Environmental Significant Overlays and potable water supply. Compile this information on a base map (or site plan) which shows their location with respect to title boundaries.	<input type="checkbox"/>
	Broad overview of locality and landscape characteristics that may pose a constraint to the sustainable application of wastewater on the site and adjacent land, e.g. climatic information, groundwater and bore water information. Refer to stage 3 pp.35 EPA Code of Practice 891.4 (2016), or relevant guideline section.	<input type="checkbox"/>
	Details of date, time, and methodology of site inspection and field investigations.	<input type="checkbox"/>
	Site assessment that considers all of the parameters as per Table 1 of the Victorian LCA Framework (2014). Detailed explanation of the level of constraint with regards to OWM and recommended mitigation measures to overcome these constraints.	<input type="checkbox"/>
	Minimum of two (2) soil test pits or auger holes within the identified area(s) available for effluent management with additional test pits required for more than one (1) soil type (multiple soil landscapes or facets) as per the current EPA Code of Practice.	<input type="checkbox"/>
	Soil assessment that considers all of the parameters in Table 2 of the Victorian LCA Framework (2014): <ul style="list-style-type: none"> • Colour and mottling; • Electrical conductivity; 	<input type="checkbox"/>

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Report Element	Comprehensive Requirements	Completed
	<ul style="list-style-type: none"> Emerson Aggregate Class; Permeability and design loading rate (using soil texture); pH; Rock fragments; Soil depth; Soil texture (field textural analysis); Watertable (depth to); Cation exchange capacity (CEC); Sodicity (Exchangeable Sodium Percentage ESP); and Sodium Absorption Ratio (SAR). <p>Phosphorous Sorption Capacity is also required to be measured for the soil to which the effluent will be applied to.</p> <p>Detailed explanation of the level of constraint with regards to OWM and recommended mitigation measures to overcome these constraints.</p> <p>Soil permeability testing conducted in situ for the soil within the area(s) available for effluent management as per constant head well permeameter method (Appendix G, AS/NZS 1547:2012) can be undertaken if desired, otherwise soil texture classification via Table E1 of AS/NZS 1547:2012 and application of effluent using the loading rates within Tables L1, M1, and N1 of the AS/NZS 1547:2012 is satisfactory.</p>	
	Detailed review of available published soils information for the site. Soil landscapes and different soil facets should be mapped on the Site Plan.	<input type="checkbox"/>
3. Available Area and Setback Distances	Calculation of area(s) available for effluent management and location on Site Plan.	<input type="checkbox"/>
	Discussion regarding the achievability of the applicable setback distances (Table 5 of the EPA Code of Practice 891.4 (2016), or relevant guideline section). Justification required.	<input type="checkbox"/>
4. LCA Confirmation	Contact Council if the LCA assessor disagrees with the final Risk Rating for the site.	<input type="checkbox"/>
5. Cumulative Impacts	Using the desktop and site assessment information for the site, comment on any possible cumulative detrimental impacts that the development may have on beneficial uses of the surrounding land, surface water and groundwater.	<input type="checkbox"/>
6. System Selection and Design	Design maximum wastewater load (generation rates) and organic load for the proposed development.	<input type="checkbox"/>
	Description of existing system (if applicable).	<input type="checkbox"/>
	Target effluent treatment quality.	<input type="checkbox"/>
	Assess the capacity of the land to assimilate the treated wastewater based on the data collected (see Section 2.3.4 and Appendix H of EPA Code of Practice 891.4 (2016), or relevant guideline section) for both levels of effluent quality; primary and secondary.	<input type="checkbox"/>
	Description and location of applicable OWM treatment system options (refer to EPA website for list of currently approved systems).	<input type="checkbox"/>
	List of effluent land application options and detailed description of preferred option and location. Effluent Dispersal Area to be sized on the most limiting balance as detailed in the following.	<input type="checkbox"/>

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Report Element	Comprehensive Requirements	Completed
	A water balance is required to size the preferred effluent dispersal area for the proposed development scenario. A monthly water balance using the prescribed median rainfall and mean evaporation data must be used for relevant locality. All inputs, results and justification to be shown in the report.	<input type="checkbox"/>
	Undertake an annual nutrient balance (refer to pp.33 MAV (2014) for example methodology) for the proposed development scenario. All inputs, results and justification to be shown in the report.	<input type="checkbox"/>
	Prepare a site specific detailed hydraulic design for the Effluent Dispersal Area suitable for supplier quotation and construction.	<input type="checkbox"/>
7. Mitigation Measures	Detailed discussion of mitigation measures to overcome any site or soil constraints. This may include the following: <ul style="list-style-type: none"> Storm water management Soil amelioration; and Vegetation establishment and management. 	<input type="checkbox"/>
8. Site Management Plan	Description of ways to improve wastewater and OWM system performance for residents' reference.	<input type="checkbox"/>
	Operation and Management Plan.	<input type="checkbox"/>
9. Conclusion	Conclusion summarising all the important design, sizing, and mitigation requirements to ensure sustainable OWM.	<input type="checkbox"/>
10. Site Plan Requirements	Site address, including lot number and street number.	<input type="checkbox"/>
	All title boundaries.	<input type="checkbox"/>
	All relevant zones, overlays and restrictions (e.g. Council zoning and overlays, including Environmental Significant Overlays).	<input type="checkbox"/>
	Type of catchment (e.g. WSPA or GMA).	<input type="checkbox"/>
	North arrow.	<input type="checkbox"/>
	Contour lines (2m intervals from survey plan or Council provided data), direction of slope and grade.	<input type="checkbox"/>
	Location of soil test pits or auger holes.	<input type="checkbox"/>
	Location of other utilities i.e. electricity, gas, telecommunications (which must be located outside the Effluent Dispersal Areas)	<input type="checkbox"/>
	Location of any significant site features e.g. rock outcrops or waterlogged regions.	<input type="checkbox"/>
	Location of intermittent and permanent surface water features (dams, creeks, reservoirs, and springs).	<input type="checkbox"/>
	Location of 1% and 5% Annual Exceedance Probability flood level contours lines (if applicable).	<input type="checkbox"/>
	Location, depth, and specified use of groundwater bores on the site and adjacent properties from the register of the relevant Rural Water Corporation. Depth to groundwater table in winter (if less than 2.1m deep).	<input type="checkbox"/>
	Vegetation cover (can use aerial image as base map).	<input type="checkbox"/>
	Relevant setback distances as per Table 5 EPA Code of Practice 891.4 (2016), or relevant guideline section.	<input type="checkbox"/>

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Report Element	Comprehensive Requirements	Completed
	Location of existing and proposed buildings, sheds, driveways, paths, and any other improvements.	<input type="checkbox"/>
	Area(s) available for effluent management	<input type="checkbox"/>
	Location of proposed Effluent Dispersal Area (sized to scale).	<input type="checkbox"/>
	Location of proposed stormwater cut-off drains adjacent to the Effluent Dispersal Area.	<input type="checkbox"/>
	Location of proposed OWM treatment system (nominal).	<input type="checkbox"/>
	Location of reserve Effluent Dispersal Area (sized to scale).	<input type="checkbox"/>
11. Appendices	Copy of the water (hydraulic) balance calculations.	<input type="checkbox"/>
	Copy of the nutrient balance calculations.	<input type="checkbox"/>
	Figures.	<input type="checkbox"/>
	Site Plan.	<input type="checkbox"/>
	Soil bore logs for all test pits or auger holes.	<input type="checkbox"/>
	Copy of the Survey Plan.	<input type="checkbox"/>
	Certificate of Title(s) for lot (plan).	<input type="checkbox"/>
	Proposed building plans.	<input type="checkbox"/>
	Planning Permit application (where applicable).	<input type="checkbox"/>

Appendix C
Locality Climate Data

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Station	Rainfall Data (mm)												
	January	February	March	April	May	June	July	August	September	October	November	December	Annual
Apsley	18.0	13.9	20.2	27.3	50.4	62.9	75.8	80.0	61.8	42.9	29.5	28.0	510.7
Benayeo	20.4	14.2	15.6	23.4	44.2	55.8	63.8	74.0	55.2	42.6	26.6	21.9	457.7
Big Desert	15.9	12.7	11.5	12.0	31.6	37.6	41.6	45.3	36.6	31.1	23.1	20.2	319.2
Bringalbert	21.6	15.4	18.4	22.0	48.0	53.9	64.5	76.8	54.8	41.0	25.7	24.0	466.1
Broughton	16.6	14.0	11.1	14.0	34.7	40.9	45.5	48.4	35.0	32.7	24.6	23.4	340.9
Caram	19.1	14.6	15.7	23.6	43.2	54.5	62.7	71.4	48.1	38.9	28.7	24.8	445.3
Chetwynd	22.6	19.3	25.7	31.8	51.7	67.0	86.5	86.1	58.6	46.5	30.6	32.1	558.5
Connewirricoo	22.0	16.7	20.2	30.6	51.9	60.5	79.1	83.6	57.5	48.2	29.2	29.3	528.8
Dergholm	22.8	19.4	23.6	31.6	54.2	67.2	87.0	88.2	63.4	48.0	37.6	29.9	572.9
Dorodong	24.8	15.2	25.6	32.8	59.2	70.4	84.1	81.8	70.1	50.0	34.6	29.2	577.8
Douglas	19.5	12.8	16.2	22.5	44.6	55.5	60.3	65.3	49.3	40.7	30.7	24.8	442.2
Edenhope	21.3	11.3	22.8	30.1	50.2	62.0	73.3	79.8	57.0	45.9	29.6	25.3	508.6
Goroke	15.8	14.8	16.4	22.2	41.0	51.8	56.8	57.8	44.6	34.0	29.8	19.2	404.2
Grass Flat	15.7	11.6	13.9	14.7	37.6	37.0	45.2	47.6	36.4	39.1	25.4	20.3	344.5
Gymbowen	14.9	14.1	13.7	18.7	40.6	45.9	54.5	56.2	43.8	36.6	28.3	20.3	387.6
Harrow	21.8	14.5	21.2	27.5	49.4	60.7	69.0	74.5	59.1	44.7	30.6	26.0	499.0
Kadnook	21.8	16.8	19.9	30.5	51.7	60.5	76.6	80.8	56.2	47.2	27.3	28.8	518.1
Kaniva	16.7	12.6	11.6	19.8	38.5	45.9	47.2	51.5	37.7	35.8	24.5	23.2	365.0
Karnak	16.8	14.2	16.3	21.4	39.9	49.4	54.4	65.4	43.7	39.5	28.9	22.1	412.0
Langkoop	18.7	16.3	18.7	31.0	51.4	67.9	79.4	83.0	58.8	44.0	27.5	29.4	526.1
Lawloit	15.4	12.9	11.7	19.2	39.0	41.8	49.2	50.3	35.1	36.3	25.4	19.4	355.7
Lillimur	18.0	12.2	11.4	15.5	37.9	45.6	45.9	52.9	41.8	37.2	24.2	22.8	365.4
Miga Lake	15.5	12.9	15.0	21.0	45.3	49.9	56.6	62.8	48.1	40.1	27.7	23.1	418.0
Minimay	19.1	17.0	18.8	19.6	44.6	50.7	56.9	65.8	46.3	34.7	27.3	21.9	422.6
Miram	18.6	14.4	11.5	21.2	37.1	42.6	45.0	51.9	36.5	36.0	24.2	20.2	359.2
Mitre	14.9	12.4	15.3	17.9	39.2	47.5	51.8	52.6	42.2	38.2	26.2	20.8	379.0
Neuarpuir	18.8	16.4	20.8	22.0	44.7	52.9	60.8	66.7	52.1	40.4	23.6	22.4	441.6
Nurcoung	14.5	13.8	14.4	16.4	40.6	42.1	49.1	49.1	40.4	37.7	25.0	21.5	364.6
Ozenkadnook	20.2	14.2	18.3	22.4	42.3	52.9	58.3	66.9	50.2	37.0	28.2	24.3	435.2
Patyah	20.2	15.9	20.9	23.6	44.1	53.0	62.4	74.9	56.0	38.4	27.3	23.3	460.0
Peronne	17.6	15.4	15.1	21.2	42.8	49.6	51.9	59.5	47.5	36.0	28.3	20.0	404.9
Poolaijelo	21.6	19.3	22.2	35.9	49.8	70.5	85.2	83.3	61.2	46.8	30.3	27.2	553.3
Powers Creek	22.1	17.2	22.7	31.5	50.3	65.9	84.2	87.5	58.0	48.0	30.9	28.7	547.0
Serviceton	14.6	13.7	13.4	18.3	41.2	52.1	52.0	60.0	47.9	37.2	26.6	22.1	399.1
Tarrayoukyan	23.3	17.7	26.5	33.8	58.3	69.2	83.3	87.1	61.7	46.7	33.4	31.4	572.4
Telopea Downs	16.2	9.8	10.8	18.2	35.7	40.2	48.8	47.5	38.7	31.3	25.7	24.8	347.7
Ullswater	19.2	14.7	17.5	24.4	43.6	54.6	63.8	72.2	50.2	38.1	27.8	25.3	451.4
Wombelano	16.0	12.8	15.9	23.2	45.0	57.3	62.4	68.7	53.0	42.0	29.2	25.0	450.5

West Wimmera Shire Council Onsite Wastewater Management Plan – 2024

Station	Evaporation Data (mm)												
	January	February	March	April	May	June	July	August	September	October	November	December	Annual
Apsley	230.4	190.9	155.6	91.3	53.4	37.0	41.7	59.5	85.1	125.8	160.1	205.4	1,436.2
Benayeo	234.1	193.7	158.0	92.9	54.6	37.9	42.7	60.7	86.6	127.8	163.0	208.9	1,460.9
Big Desert	259.6	213.9	174.0	102.6	59.5	39.9	45.0	66.0	98.4	147.9	188.1	237.1	1,631.9
Bringalbert	233.0	192.9	157.1	92.0	53.6	36.9	41.6	59.6	85.8	127.3	161.4	208.1	1,449.3
Broughton	250.7	206.8	167.9	98.5	56.9	37.9	42.9	62.8	93.3	140.5	178.0	227.4	1,563.7
Caram	228.0	189.1	153.6	89.1	51.1	34.6	39.3	56.9	83.1	124.5	157.9	203.7	1,410.9
Chetwynd	218.3	181.5	147.9	86.1	49.7	34.2	38.9	56.1	80.6	119.5	151.1	194.0	1,358.1
Connewirricoo	220.9	183.6	149.6	87.2	50.4	34.6	39.5	56.7	81.6	121.1	152.5	196.6	1,374.1
Dergholm	217.4	180.9	148.0	87.1	51.2	35.9	40.8	58.0	81.9	120.3	151.0	193.3	1,365.7
Dorodong	216.3	179.9	147.0	86.5	50.8	35.6	40.4	57.5	81.4	119.6	150.1	192.2	1,357.3
Douglas	225.4	187.0	152.2	88.2	50.5	34.2	38.9	56.4	82.3	123.2	156.0	201.3	1,395.6
Edenhope	225.1	186.8	152.0	88.6	51.2	35.0	39.8	57.3	82.7	122.9	156.1	200.5	1,398.0
Goroke	236.9	195.9	159.2	92.7	53.2	35.9	40.6	58.9	86.6	129.8	166.0	212.6	1,468.5
Grass Flat	242.4	200.2	162.6	94.7	54.2	36.3	41.0	59.5	88.2	133.2	169.7	218.7	1,500.8
Gymbowen	235.2	194.6	157.9	91.6	52.3	35.1	39.8	57.9	85.4	128.6	163.6	211.1	1,453.2
Harrow	222.5	184.9	150.6	87.6	50.4	34.5	39.2	56.6	81.8	121.9	154.6	198.4	1,383.0
Kadnook	222.0	184.4	150.3	87.5	50.5	34.6	39.4	56.7	81.8	121.5	153.3	197.7	1,379.7
Kaniva	245.9	203.0	165.2	97.2	56.5	38.2	43.1	62.3	91.4	136.7	174.7	222.1	1,536.2
Karnak	231.8	192.0	156.1	90.7	52.0	35.1	39.9	57.7	84.6	126.7	160.9	207.6	1,435.1
Langkoop	225.7	187.3	152.9	90.0	52.8	36.9	41.7	59.2	84.1	123.9	156.0	200.9	1,411.5
Lawloit	245.4	202.6	164.4	96.0	55.0	36.7	41.6	60.7	90.2	135.9	172.8	221.7	1,523.0
Lillimur	247.0	203.9	166.0	98.0	57.3	38.9	43.9	63.2	92.4	138.0	176.2	223.4	1,548.2
Miga Lake	229.7	190.4	154.5	89.5	50.9	34.2	38.9	56.6	83.3	125.3	159.3	205.6	1,418.2
Minimay	237.4	196.4	159.8	93.7	54.6	37.3	42.0	60.4	87.5	130.3	165.4	212.9	1,477.8
Miram	247.0	204.0	165.7	97.2	56.2	37.6	42.6	61.9	91.5	137.5	174.5	223.5	1,539.1
Mitre	235.3	194.6	157.9	91.4	52.0	34.7	39.4	57.4	85.1	128.5	163.8	211.3	1,451.6
Neuarpuir	237.5	196.3	159.9	94.0	55.1	37.8	42.6	60.9	87.8	130.3	165.4	212.7	1,480.2
Nurcoung	239.3	197.8	160.5	93.2	53.1	35.4	40.1	58.5	86.8	131.2	168.4	215.4	1,479.5
Ozenkadnook	232.0	192.2	156.3	91.1	52.5	35.7	40.4	58.4	84.9	126.8	160.9	207.5	1,438.6
Patyah	230.9	191.3	155.7	91.0	52.7	36.1	40.8	58.7	84.9	126.1	159.8	206.2	1,434.1
Peronne	237.3	196.3	159.6	93.3	53.9	36.6	41.3	59.6	87.0	130.2	165.4	212.9	1,473.3
Poolaijelo	221.2	183.8	150.0	87.9	51.3	35.6	40.5	57.8	82.3	121.5	152.7	196.7	1,381.1
Powers Creek	220.1	182.9	149.0	86.9	50.2	34.6	39.4	56.5	81.3	120.4	151.7	195.6	1,368.7
Serviceton	244.6	201.7	164.2	97.0	57.0	38.9	43.8	62.9	91.4	136.4	174.0	220.6	1,532.4
Tarrayoukian	215.3	179.1	145.7	84.4	48.3	33.0	37.7	54.7	79.1	117.6	148.0	191.0	1,333.8
Telopea Downs	251.9	207.4	168.9	99.7	58.2	39.2	44.4	64.5	95.2	142.5	181.5	228.8	1,582.2
Ullswater	227.7	188.7	153.4	89.0	51.0	34.5	39.2	56.8	83.0	124.1	157.5	203.3	1,408.1
Wombelano	226.5	187.8	152.7	88.5	50.6	34.2	38.9	56.4	82.5	123.6	156.8	202.2	1,400.6



15.3 Sport & Recreation Strategy

Directorate: Infrastructure Development and Works

Report Author: Innovation and PMO Manager

Report Purpose: For Decision

Purpose

To seek Council's endorsement of the West Wimmera Shire Council Sport & Active Recreation Strategy 2024- 2034.

OFFICER RECOMMENDATION:

That Council:

- 1. Endorse the attached West Wimmera Shire Council Sport & Active Recreation Strategy 2024-2034.**
- 2. Note that all potential actions/projects will follow the WWSC Project Management system/process, including project justification / prioritisation and budgeting processes.**

Declaration of Interest

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

Background

Sport and Active Recreation are a cornerstone of life in West Wimmera Shire with each community for many generations have participated in a range of sporting and active recreational pursuits. The sporting arenas and events are places for families and communities to come together and make our townships attractive livable towns.

To maintain, improve and upgrade facilities and manage and activate these spaces, resources are required from multiple sources - particularly from state and federal governments.

A clear strategy that demonstrates the importance and the priorities for our council is an important part of any grant application.

Council was successful in obtaining a grant in 2022 of \$30,000 from the State Government and with a supporting amount of \$15,000 from Council, undertook the project to develop a Sport & Active Recreational Strategy 2024-2034.



The strategy is broken into 3 key parts and is designed to be used in the following way:

Part A – sets the current trends and understanding of sport & active recreation at this point in time for our shire and across Victoria. We have reviewed the predicted challenges and opportunities for the next ten years. This component of the strategy will act as a point of reference to measure improvement or decline over the next 10 years. The community engagement contained within this section assisted in the development of Part B.

Part B – Identifies the three priority pillars that will be deliberately targeted to achieve improvement and sustainability of sport & active recreation across our shire

- Facilities
- Management
- Activation

Seven (7) Planning principles that align with state and federal policies and will be used to assist in prioritisation of any improvements or activation. Key actions in this section will be reported on annual

Part C – Appendices

Captures current understanding of land ownership and management which is unique to WWSC. The majority of facilities within our shire are managed by the community through Committee of Management arrangements with DEECA.

This strategy supports continuing these successful management arrangements and will continue to support the community making decisions about any facility they are responsible for.

Following a Council workshop in late May 2024, the draft strategy was presented to the public for further comment and/or feedback. As a result, there were eight (8) external responses and three (3) internal responses received.

This feedback was considered by Council and further changes have been incorporated into the draft strategy to be presented to the June 2024 Council meeting for endorsement.

Potential improvements/upgrades for each of the geographic areas of the shire are listed. This list was consolidated through this strategy's development from existing strategies and community feedback.

The community can continue to update Council on projects they are working towards by sharing them through Council's innovation Platform. This list will continue to be updated and delivered on by several stakeholders and there is no expectation that this is a list the Council is solely responsible for delivering.

Both these appendices will be reviewed and updated annually.

Risk Management Implications



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

Legislative Implications

Not Applicable

Environmental Implications

Nil

Financial and Budgetary Implications

The financial risk rating has been assessed as: Low

There are no financial implications of this strategy. The actions and suggested developments contained within this strategy will all be required to go through existing council processes if and when funding is sought or the community may, and at times will, obtain their own funding.

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:

{use-custom-field-council-plan-do-not-remove}

Communication Implications

{use-custom-field-communication-impacts-do-not-remove}

Gender Equality

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

Conclusion

The WWSC Sport & Active Recreation Strategy 2023- 2024 is presented to Council for endorsement.



Attachments

1. Sport and Active Recreation Strategy 2024-2034 [**15.3.1** - 46 pages]



WEST WIMMERA SHIRE COUNCIL

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034



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.



The West Wimmera Sport and Recreation Strategy was supported by the Victorian Government.



Version No.	Date	Name	Editor
V0	03/11/2023	Draft Report October 2023	Tredwell
V1	01/03/2024	Draft Report March 2024	Tredwell
V2	03/05/2024	Draft Report May 2024	Tredwell
V3	23/05/2025	Final Draft Report May 2024	WWSC

Image: Kaniva Memorial Swimming Pool

Disclaimer

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EXECUTIVE SUMMARY

Sport and active recreation are integral parts of our communities across West Wimmera Shire. It is essential to our health, our physical and mental wellbeing, our sense of belonging and connection to each other. Sport and active recreation contributes significantly to the liveability of our communities and is underpinned by a network of local facilities, opportunities to participate and a strong volunteer culture.

The West Wimmera Sport and Recreation Strategy (strategy) aims to build strong and engaged communities where diversity, participation and healthy lifestyles are encouraged and valued. The strategy focuses on encouraging participation from the whole community including all ages, genders, abilities, and backgrounds.

The strategy's vision is:

"A welcoming integrated network of safe sport and active recreation facilities, promoting diversity in opportunities and participation. Our programs foster strong community engagement. Through diverse and localised management arrangements, we empower local communities to take ownership of their recreational spaces."

Planning for sport and active recreation is multifaceted and interrelated. The strategy's framework is built on three pillars: facilities, management and activation all working together. These pillars cannot be considered in isolation. Seven guiding principles have been developed based on community aspirations and industry best-practice, and will guide the development and management of sport and active recreation over the next ten years. Six geographic zones, based on the five major towns (Apsley, Edenhope, Goroke, Harrow, and Kaniva), and the remaining rural areas will enable this strategy to be locally delivered.

Local government plays an important role in the development of sport and active recreation, particularly at the community level. Successful provision of sport and active recreation facilities, management and activation are dependent on strong partnerships and ongoing cooperation between a wide range of organisations, including all levels of government, peak bodies, sporting associations, clubs, committees and the wider community.

Within the Shire many of the sport and active recreation facilities are located on Crown land reserves and not Council owned. Many of these reserves are managed by volunteers through Council or community based committees of management or a direct lease arrangement.

WWSC recognises the importance of facilitating and advocating for the provision and development of all sport and active recreation facilities, as all facilities are part of the integrated network safe sport and active recreation facilities that provide significant benefits to all residents.

WWSC does not have a legal responsibility to manage and maintain all facilities on Crown land and private land however the Council plays an important role in providing support to all management arrangements. This may include opportunities through reserve or open space planning, running joint projects, volunteer support seeking funding through grants programs run by the Shire, state or federal levels of government and the delivery of projects and programs.

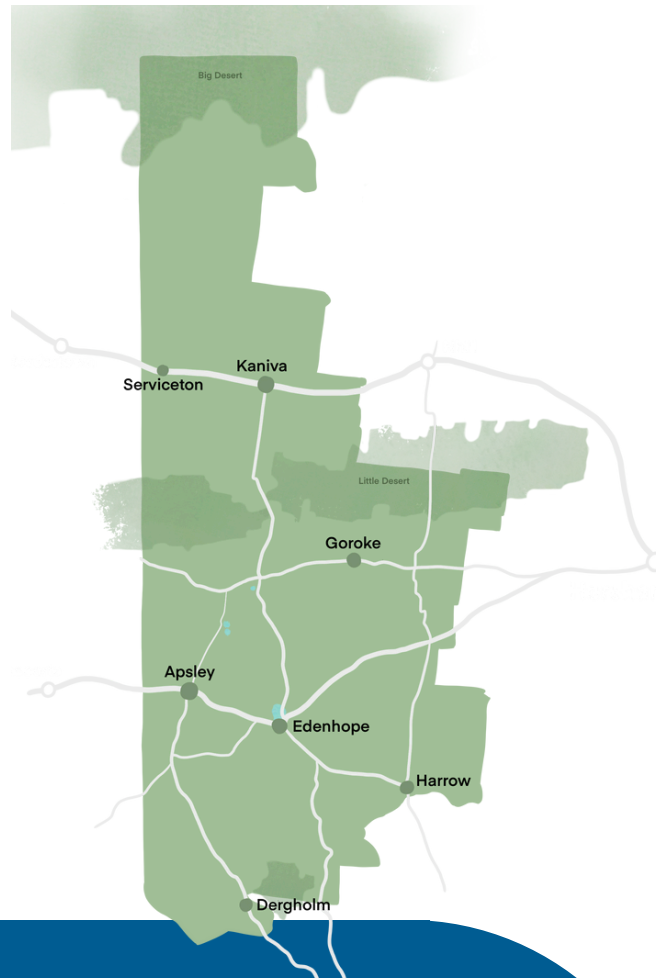
SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

INTRODUCTION

This strategy aims to provide direction for sport and active recreation in the West Wimmera Shire (Shire), providing places where residents and visitors are encouraged and drawn to participate in sport and active recreation activities. The strategy focuses on encouraging participation from the whole community including all ages, genders, abilities, and backgrounds.

The strategy:

- Identifies and guides the development of safe and inviting recreation programs and facilities to support all community members
- Considers initiatives to maintain and increase participation
- Informs Council's infrastructure, programming, and community support planning for the next 10 years
- Identifies support required for community groups in providing programming and facilities that support active participation
- Considers the demographic of the Shire to ensure that all community members are included
- Provides a resource that can build a network of community sport and active recreation facilities, and participation and programming opportunities across the Shire.



VISION

A welcoming integrated network of safe sport and active recreation facilities, promoting diversity in opportunities and participation. Our programs foster strong community engagement. Through diverse and localised management arrangements, we empower local communities to take ownership of their recreational spaces.

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

LOCATED ALONG THE VICTORIAN – SOUTH AUSTRALIAN BORDER, THE SHIRE COVERS AN AREA OF 9,106 KM² AND IS HOME TO ABOUT 4,000 RESIDENTS.

The main population centres are Apsley, Edenhope, Goroke, Harrow and Kaniva, smaller settlements exist at Serviceton and Dergholm, with the remainder of the population living rurally.

The Shire has fertile land and access to good quality water in most areas, leading to the predominate businesses being agriculture. This is supported by high employment in health and education sectors. The Shire is home to more than 25% of the states wetlands and covers parts of the Little Desert National Park and adjoins the Big Desert Wilderness Park to the north.

In recent years the population of the Shire has been increasing at a modest rate and it is expected that the Shire's population will continue to grow into the future as people move out of the larger cities to raise families or choose a change in lifestyle.

Sport and active recreation facilities across the Shire are largely based on state-owned land managed by community and Council Committees of Management (CoM) or direct lease arrangements.

The 2021 census shows the Shire had a high rate of volunteering with 33.6% (1,119) people aged 15 years and over stating that they had volunteered in the past 12 months. This is more than double the rate of Victoria (13.3%) indicating that community engagement and volunteering is particularly strong in this region. The impressive volunteer rate not only highlights the residents' dedication to supporting their community but also underlines the importance of these activities in fostering a sense of togetherness and a healthy, active lifestyle for both residents and visitors.

West Wimmera Shire is unique in its geographical size related to its population. This is a key area for Council to continue to advocate for equality and seek innovative and creative solutions in order to provide the community with access to quality, affordable, and variety in sport and active recreational opportunities within an appropriate distance from their homes.

As part of the development process of the sport and recreation strategy the following was undertaken:



45

Facilities were identified



5

Community workshops



139

Respondents to community online survey



9

Clubs and committee respondents



4

State sporting associations interviewed



36

Strategies/ plans analysed

We also:

- Undertook an assessment of demographics in relation to sport and active recreation trends
- Mapped the majority of sport and active recreation facilities across the Shire, regardless of land tenure.



OUR COMMUNITY

In order to strategically plan for sport and active recreation, an understanding of the Shire's demographic characteristics is required. The table below provides a summary of the Shire's key demographic indicators, their implications on sport and active recreation, and Shire-specific strategies to address the demographic trends. The below data was sourced from the Australian Bureau of Statistics (ABS, 2021).

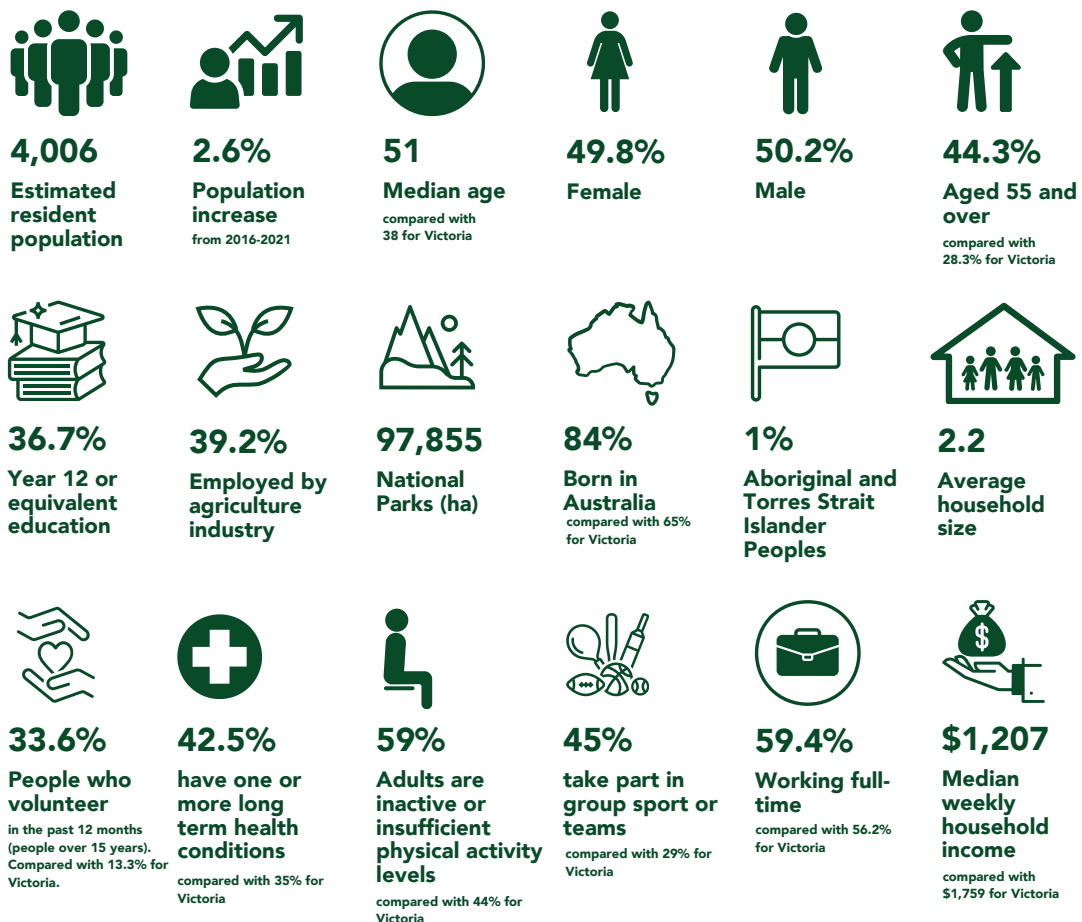


Image: Kaniva Hockey Club - Womens

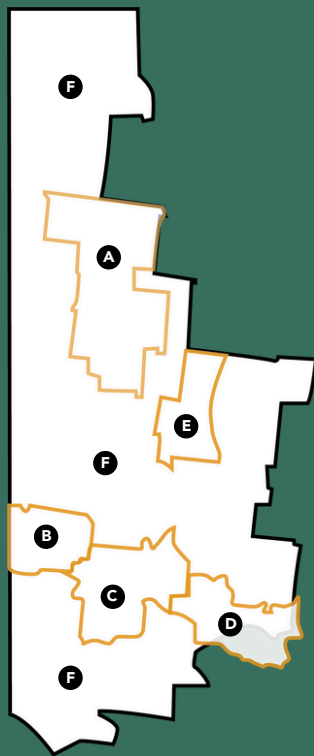
Data source: 2021 Census ABS, West Wimmera **6**

DEMOGRAPHIC CONSIDERATIONS

The implications for West Wimmera Shire:

- Large proportion of people above 55 years requires consideration to be given to providing opportunities for people to be involved in sport and active recreation throughout the lifespan and regardless of level of ability (eg: walking, comfortable playing surfaces, various programs)
- A lower percentage of people in their 20s and 30s might provide challenges in attracting players for traditional team sports such as football, netball, cricket, hockey, and tennis.
- Transport might be an issue in terms of accessing sport and active recreational activities in particular for children and young people if parents/carers are unable to take them to training and games due to work commitments and distances.
- The costs of participating in recreational activities need to be kept affordable
- Initiatives need to be developed to encourage people who currently aren't active to become active
- As the cultural makeup of our communities changes demand will grow for a broader range of sport and active recreation activities
- With high levels of people with a disability and/or a chronic health issue, all facilities and programs need to consider Universal Design Principles and Environmental Sustainability Design.
- The decline in volunteering (that is occurring across Victoria) will be a major problem if not addressed with greater support and training for volunteers
- Lack of qualified people to deliver sport and active recreation programs (coaching, fitness instructors)

SIX COMMUNITY ZONES



*based on the ABS zones

- A** Kaniva zone
- B** Apsley zone
- C** Edenhope zone
- D** Harrow zone
- E** Goroke zone
- F** Rural zone

To guide the planning process the Shire has been divided into six geographic zones based on the five major towns Apsley, Edenhope, Goroke, Harrow, and Kaniva and the remaining rural area.

This enables the key actions to be grouped by zones and locally based to target improved facilities and services to increase people's participation levels.

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

SUMMARY OF ACTIVITIES PER ZONE

ZONE	Basketball	Billiards	Carpet Bowls	Crickets	Fitness/Wellness	Fishing	Football	Golf	Indoor Gymnasium	Hockey	Horse Riding	Lawn Bowls	Motorbike Riding	Netball	Playgrounds	Shooting	Skateboarding	Swimming	Table Tennis	Tennis	Walking (specific trails)	Water Skiing
Apsley		✓	✓	✓			✓	✓						✓	✓					✓	✓	
Edenhope	✓			✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
Goroke				✓			✓	✓				✓		✓	✓			✓		✓		
Harrow				✓	✓	✓	✓	✓						✓	✓					✓		
Kaniva	✓			✓	✓		✓	✓	✓	✓		✓		✓	✓	✓	✓	✓		✓	✓	
Rural			✓	✓		✓		✓				✓	✓							✓		✓

EXISTING FACILITIES TYPES PER ZONE

ZONE	Golf course	Recreation reserve	Hall	Defined walking trails	Playgrounds	Showgrounds	Bowling green	Tennis court	Motocross track	Indoor sporting complex	Swimming pool	Shooting range	Boat ramp	Fishing jetty
Apsley	✓	✓	✓	✓	✓			✓						
Edenhope	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
Goroke	✓	✓	✓		✓	✓	✓	✓		✓	✓			
Harrow	✓	✓	✓		✓			✓					✓	
Kaniva	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		
Rural	✓	✓	✓		✓		✓	✓	✓				✓	✓

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

LAND TENURE AND MANAGEMENT

The integrated network of sport and active recreation facilities are located on a range of land tenure and managed via a variety of management arrangements. The majority of facilities are located on Crown land. A few facilities are located on private land. A detailed list for each zone has been compiled in Appendix A as a reference. It is unlikely for land tenure to change but management arrangements may change into the future and actions have been developed to address this situation

The role of Council is to provide:

- Strategic planning and alignment with other organisational priorities
- Collaboration with key stakeholders
- Advocacy to other organisations and tiers of government for improved services and facilities
- Support capacity building of communities, clubs and volunteers
- Project management of sport and active recreation capital works
- Advocate and apply for state and federal government and other external grants for facility and programs/services delivery.
- Support private investment in programs and facilities

The role of the community is to provide:

- Committee of Management membership
- Collaboration with other organisations to provide a diversity of programs
- Undertake maintenance and ongoing management of the facilities where they are the manager
- Develop asset replacement programs
- Advocate and apply for state and federal government and other external grants for facility and programs/service delivery
- Support private investment in programs and facilities

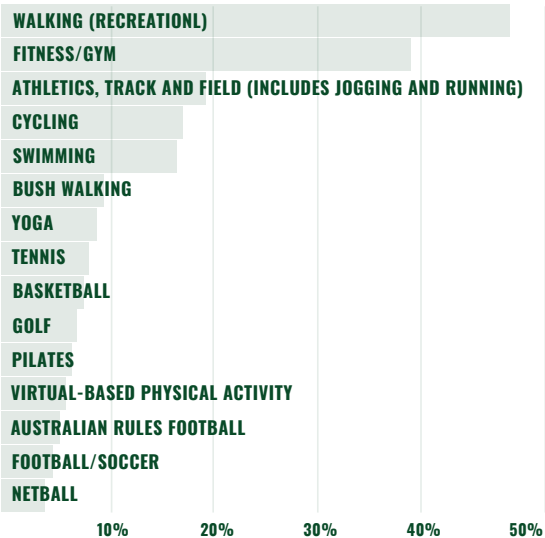
There are a few sport and active recreation facilities located on private land. Council will support these facilities as per the roles identified above as they form an important component of the integrated network of facilities, services and programs provided to the community. This strategy does not though prescribe any direction for facilities or programs or services operated on private land or by a private business.

PARTICIPATION IN COMMUNITY SPORT AND ACTIVE RECREATION

VICTORIAN PARTICIPATION RATES

Participation rates in sport and active recreation across Victoria are monitored through the national AusPlay survey, administered by Sport Australia. Data is not available at the Shire level however the top five activities among Victorian adults in 2022 were the active recreation pursuits of walking, fitness/gym, athletics, track and field (including jogging), cycling and swimming. While sport is less popular, tennis, basketball, golf, Australian Rules Football, soccer and netball still feature within the top 15 activities. The top 15 adult activities in Victoria are shown in this diagram.

TOP 15 ACTIVITIES,
VIC ADULTS, 2022



Children participate in sport and active recreation at different rates than adults. For example, their involvement in swimming is significantly higher than that of adults and is overall generally higher in sports such as netball and tennis. Children also participate in activities such as gymnastics and dancing at higher levels. The top 10 organised activities for children in Victoria are shown to the right.

TOP 10 ORGANISED ACTIVITIES,
VIC CHILDREN, 2022



SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

WEEKLY PARTICIPATION IN THE SHIRE OBTAINED SURVEY 2022

The diagram to the right shows the top 10 activities participated in at least once per week by the West Wimmera Shire community. These results come from a sample pool of 139 responses [3.5% of the population] which participated in the survey in 2022. These results are similar in relation to the participation rate trends shown in the AusPlay data for Victoria.

WALKING
AUSTRALIAN RULES FOOTBALL
NETBALL
FITNESS/GYM
ATHLETICS
JOGGING/RUNNING
HOCKEY
PLAY
YOGA/PILATES
SWIMMING

TOP 10 ACTIVITIES,
COMMUNITY SURVEY RESULTS
139 RESPONSES IN 2022



VOLUNTEER PARTICIPATION RATES

Participation rate in non-playing roles, including volunteering is particularly prevalent within the Shire, which has a significantly higher volunteer rate compared with the state average as shown below. For many people volunteer participation has many of the benefits from active participation and is important not only to the viability of many clubs but also has a positive health benefit.



32.60%
WEST
WIMMERA



14.10%
AUSTRALIA



13.30%
VICTORIA

WHAT OUR COMMUNITY TOLD US

In order to identify key community priorities we undertook a range of community engagement processes.

The consultation was guided by a Communication and Engagement Plan, which was developed at the beginning of the project. The objective was to ensure that the community and key stakeholders contribute to the development of the strategy, and to ensure that the values and aspirations of the community and stakeholders are reflected in the strategy.

The following mechanisms were used to engage with the community and key stakeholders:

- Community online survey
- Club/organisation online survey
- Community workshops
- Key stakeholder interviews

In-line with the project's Communication and Engagement Plan, the opportunities for engagement were widely promoted across the Shire via the following mechanisms:

- Online
- Social media posts
- Media release
- Distribution of the flyers to sport and active recreation clubs and other relevant community organisations.

Key findings

COMMUNITY ONLINE SURVEY

The community online survey was active between the 1 June 2023 to 30 June 2023. Throughout this period, the survey attracted 139 respondents. 75% of respondents were female and 25% were male. Responses from a wide range of ages was received with the highest responses from the 35-49 years, 50-59 years and 25-34 years age ranges. 77% of survey participants were existing members of sport and/or recreation clubs groups, or associations. Compared with 23% who were not currently a member of any clubs, groups, or associations.

The **top facility types** that are used most frequently:

- parks and open spaces
- swimming pools
- sports grounds (e.g. football, soccer, cricket, bowling)
- community halls
- playgrounds

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

THE TOP 10 ASPECTS RESPONDENTS LIKED ABOUT SPORT AND ACTIVE RECREATION FACILITIES WITHIN THE SHIRE:

1. Level of maintenance and cleanliness
2. Accessibility
3. Location
4. Community focus and social aspects
5. Age appropriate
6. User friendly
7. Cost
8. Recreational activities and trails
9. Swimming pools
10. Health benefits

THE TOP 10 ISSUES OR CONSTRAINTS PEOPLE NOTED ABOUT SPORT AND ACTIVE RECREATION FACILITIES WITHIN THE SHIRE:

1. Decline in volunteers and members
2. Facilities requiring upgrades
3. Opening hours and availability
4. Toilets and changerooms
5. Funding
6. Playing surfaces
7. Maintenance and cleanliness
8. Sports lighting
9. Cost
10. Location

THE TOP 10 PRIORITY UPGRADES OR IMPROVEMENTS THAT RESPONDENTS WOULD LIKE TO SEE FOR SPORT AND ACTIVE RECREATION FACILITIES WITHIN THE SHIRE:

1. Additional maintenance equipment
2. Water provision
3. Youth-focused facilities
4. Recreational trails
5. Toilets
6. Lighting improvements
7. Gym facilities
8. Removal of old facilities
9. Improved public access to some facilities
10. Pool heating



Key findings

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

COMMUNITY WORKSHOPS

Key findings

Open invitation community workshops were held between the 19 – 22 June 2023 at the following venues:

- Kaniva Shire Hall
- Apsley Town Hall
- Edenhope and District Community Centre
- Harrow Discovery Centre
- Goroake Community Complex

The high level themes gained from the sessions were:

- Great communication between local clubs and user groups
- Recent facility upgrades have been well received and well used
- All existing facilities are valued by the community
- Lack of opportunities for fitness activities e.g. group classes
- Volunteer burnout and administration pressures.
- Replacement of playing surfaces

- Replacement and upgrade sporting facilities
- Maintenance of facilities.
- Energy efficiency options - solar panels to reduce mains power usage
- Upgrades to lighting infrastructure to meet modern compliance standards
- Upgrade toilets/changerooms (modernise/ accessibility)
- How to increase community volunteers and participants
- Increase opening hours and access to facilities
- Explore the possibility of a conducting new programs such as parkrun in different locations
- More seating and shaded areas for participants and spectators
- Better communication to promote the availability of grants and funding
- Continue to upgrade the playgrounds for all ages and abilities
- Making lakes and walking trails more accessible for all community members
- Increase indoor spaces

CLUB/ORGANISATION SURVEYS

The club/committees online survey was active between the 27 February 2023 and 26 March 2023. The survey was also distributed to a president and/or secretary of clubs/organisations within the Shire. We received 9 responses.

A high level summary of priorities are below:

- Upgrade of playing surfaces
- Replacement and upgrade sporting facilities
- Maintenance of facilities
- Energy efficiency options - solar panels to reduce mains power usage
- Improved lighting
- Upgrade toilets/changerooms (modernise/ accessibility)
- Increase community volunteers and participants

Key findings

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STATE SPORTING ASSOCIATION INTERVIEWS

Interviews were conducted with state sporting association representatives in early August 2023. The interviews provided associations the opportunity to provide input and share different perspectives regarding sport and active recreation in the Shire to inform the strategy.

Interviews were conducted with:

AFL VICTORIA

NETBALL VICTORIA

CRICKET VICTORIA

TENNIS VICTORIA

Key findings

HIGH LEVEL THEMES:

- Importance of the State Sporting Infrastructure Strategies and its associated guidelines regarding the provision and development of any future facilities.
- The growth in female participation in sports such as football and cricket.
- The support required to assist club volunteers work through, manage and implement policy compliance, financial management, compliance standards and child safe standards.
- Changing trends and demographics within the region that are impacting on participation in the traditional forms of the sports.
- Facility sports lighting and the required upgrades to meet changing compliance standards.
- The need to provide gender neutral facilities at venues.
- The decrease in participation rates among teenagers' due to external factors such as travel, education, part time work.
- Focus on junior programs to manage participation rates and retention of participants from juniors to seniors.
- Change in time people wish to or have available to play eg: night tennis requires provision of suitable lighting.



15 Image: Harrow Balmoral Football Netball Club Auskick

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

BENEFITS OF SPORT AND ACTIVE RECREATION

While individuals benefit from sport and recreation from a health and wellbeing perspective and greater connections within their community, the whole community benefits from a greater sense of community cohesion, economic opportunities, improvement to the environment, reduction in crime and a more liveable and vibrant community

Some of the benefits that can occur through participation in sport and recreation in the West Wimmera Shire are:

SOCIAL BENEFITS	ECONOMIC BENEFITS	HEALTH BENEFITS
<ul style="list-style-type: none">• Greater sense of community• Stronger more self-reliant communities• Greater social and friendship networks• Improved liveability of an area• Reduction in anti-social behaviour and vandalism• Helps to develop shared attitudes, values and codes of behaviour in the community• Breaks down barriers between different sectors of the community• Skill development through range of volunteer opportunities	<ul style="list-style-type: none">• Creation of opportunities for events• Participants, officials and spectators are drawn from across the region and contribute to the economy• Construction, and upgrades create short-term employment and spend• Operating creates long-term employment and spend	<ul style="list-style-type: none">• Protects against cardiovascular disease, hypertension, type 2 diabetes, osteoporosis, musculoskeletal impairments, obesity, some cancers and poor mental health• Improved balance and coordination• Stronger muscle, joints and bones• Improved confidence and self esteem• Improved body image• Improved motor skills• Less likely to suffer from depression and anxiety• Greater sense of achievement• Reduced stress Levels• Higher energy and concentration levels• Reduction in incidences and severity of illness and disability• Increased life expectancy

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

SPORT AND ACTIVE RECREATION TRENDS

The sport and active recreation landscape is constantly changing. The table below describes some of the current and predicted trends occurring within or expected to occur within West Wimmera Shire communities which we have considered in developing the principles, pillars and actions.

TREND	DETAILS
Active aging	As our population ages, physical activity opportunities are required
Activity to get fit	People are increasingly engaging in programs that are focused on getting fit rather than the traditional team sports
Accessibility and inclusion	Greater awareness of the need to ensure that people of all ages and all abilities can safely and easily utilise a range of facilities. Universal design principles and Disability Discrimination Act (DDA) requirements provide guidance in this area
Changing playing surfaces (synthetic, concrete)	Traditional playing surfaces need to be upgraded to reduce the operating and maintenance costs and ensure player safety
Climate resilience	As people spend less time outside throughout the day, exposure to long periods of activity outside is no longer the preferred option. Indoor locations, shade or change of timing will be required
Expectations of governance	Greater pressure on sport and active recreation clubs and committees to establish more formal governance arrangements and reporting
Events and Tourism	There is a greater demand on sporting facilities and public open spaces for special events, creating positive economic returns for the municipality but requiring appropriate facilities to conduct the event
Growth of female participation	There has been significant growth across sports by females in AFL, soccer and cricket in particular. This growth is accompanied by the need for more suitable facilities for training and games
Increasingly busy lifestyles	A smaller proportion of time is available for recreation and for volunteering
Individual lifestyle activities – non-competitive activities	There has been movement away from traditional organised sports such as netball, tennis, cricket, and football to more individual, small group and casual activities.
Liveability	Quality sport, recreation and open spaces are seen as one of the key attractions of an area for new residents to come and live in a town, retain existing residents and to improve the overall liveability of the town
Modified formats of traditional sports	Increasing interest in modified versions of sports requires modified equipment and facilities
Partnerships	Public, private and community partnerships with schools, private providers, peak bodies, state sporting associations and all levels of government are essential moving forward
Playgrounds	Increased investment in developing destination playgrounds designed to attract people from both within and outside the municipality
Programming	There is a growing focus on providing or facilitating programs in non-traditional locations such as open spaces and indoor facilities and at various times and days

OVERALL KEY FINDINGS/THEMES



The themes that emerged from these combined consultation processes are outlined in the tables below with regards to key areas we are doing well and key areas where we need to improve.

KEY AREAS WE ARE DOING WELL

	Accessibility and location of facilities including a diverse range
	Community and social benefits
	Health benefits
	High volunteering rates
	Success of recent upgrades to facilities
	High quality and amenity of natural recreation areas, e.g. lakes, trails that provide active recreation opportunities
	Maintenance and cleanliness of existing facilities
	Low costs associated with participating in sport and active recreation
	Increase in female participation in non-traditional sports

KEY AREAS FOR IMPROVEMENT

	Some outdated and ageing facilities
	Lack of facilities with universal access
	Limited facilities unavailable due to opening hours, travel distance etc.
	Compliance issues relating to lighting and associated infrastructure requirements of specific sports
	Lack of funding to undertake maintenance and upgrades
	Poor condition and provision of some amenities (toilets, changerooms etc.)
	Lack of age-appropriate facilities and activities, e.g. youth facilities
	Need for improved seating and shade for spectators
	Increasing pressures on volunteers and high burnout rates due to increasing administrative and compliance tasks
	Need to travel to neighbouring LGAs to access sport and active recreation opportunities due to unavailability locally

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

KEY OPPORTUNITIES AND CHALLENGES ACROSS WWSC OVER THE NEXT 10 YEARS

A number of key opportunities and challenges have been identified from the research and consultation undertaken as part of the strategy development process.

These opportunities and challenges will be addressed by actions under the three pillars:

- FACILITES
- MANAGEMENT
- ACTIVATION

OPPORTUNITIES			
KEY OPPORTUNITY	Current situation	Future opportunities/directions/s strategies	Key pillar/s to meet this opportunity
Provide diverse participation opportunities	The Shire has a range of sport and active recreation facilities with capacity to sustain higher levels of usage. Like many communities insufficient participation in sport and active recreation opportunities is significant within the Shire and to improve health outcomes (physical and mental) there is a need to increase participation outcomes for all sectors of the community	Through the implementation of an effective strategy, there is opportunity to increase participation rates in sport and active recreation through the development of new or upgraded existing multi-use, sport, and active recreation facilities. It is important that opportunities to use these facilities are promoted across the Shire and volunteers and other stakeholders are encouraged and supported to facilitate further participation	Facilities activation
Improve participation of under-represented groups	Within the Shire there are population groups that have lower participation rates in sport and active recreation. While a number of Shire and club-based programs target the needs of these groups, more can be done to improve inclusivity and equality	The Shire, along with community providers of sport and active recreation opportunities such as clubs and state sporting associations, aim to work collaboratively to provide targeted programs to increase the participation of under-represented groups.	Facilities activation

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OPPORTUNITIES

KEY OPPORTUNITY	Current situation	Future opportunities/directions/s strategies	Key pillar/s to meet this opportunity
Improved gender equality	Currently, many women and girls don't have access to the best courts or grounds, have facilities of lesser standard or no facilities at all, or are relegated to less convenient competition and training times. These barriers make it difficult for many to participate or reach their potential	There is opportunity for the Shire to further support gender equality and inclusive participation of women and girls in local sport and active recreation by investing in well-designed and high-quality facilities with the implementation of Council's fair access policy.	Facilities activation
Embed sustainable design and planning	Given the age of many facilities within the Shire, a high proportion do not incorporate environmental sustainability initiatives such as solar and batteries, stormwater reuse, LED lighting, carbon neutral and recycled materials and products	The planning and design of any new or redeveloped facility should include environmentally sustainable design and ideally carbon neutrality to reduce the negative impacts on the environment including reducing global warming	Facilities
Increase local economic activity	There are a number of sporting and active recreation events hosted in the Shire, which generate economic benefit through the spend of visitors' money within the community known as sports tourism. There is an opportunity to further capitalise on this through the creation of addition and enhancement of new events	There is an opportunity to provide special events for sport and active recreation activities such as regional sporting competitions, fun runs, cycling rides/tours, and walks. These events also benefit the local community through improved physical activity and participation outcomes while also contributing positively to the local economy	Activation



SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

CHALLENGES			
KEY CHALLENGE	Current situation	Future/ strategies/principles to be considered	Key pillar/s to meet these challenges
Ageing population	The Shire has an overall ageing population, which is often associated with a decline in physical activity and subsequently a decline in health	There is a need to further develop preventative health measures in order to exploit associated benefits such as fitness and strength; physiological function; wellbeing; cognition; mental acuity, and social interaction; and health. There is a need for a collaborative approach to ensure appropriate provision of suitable facilities and programs to meet the needs of the ageing population within the Shire.	Facilities activation
Decreased numbers and fatigue in Volunteerism	The Shire is unique with its strong volunteer culture and reliance on volunteers to manage and activate sport and active recreation. Volunteer numbers across the state continue to decline as people become more time poor. The Shire's high volunteering rate means we are at risk of many issues relating to volunteers, including volunteer participation, retention, and burnout	Developing and implementing a Volunteer Management Plan, or similar, helps ensure volunteers are managed in accordance with best practice principles, including suitable recognition and appreciation and appropriate training and supervision	Facilities management activation
Financial sustainability	Community sport and active recreation organisations and clubs are dependent on membership and sponsorship income as a primary source of revenue. The increase cost of maintaining and upgrading facilities and the costs associated with activating spaces is the greatest impact on clubs and committees financial sustainability	Support needs to be provided to clubs and associations to continue to plan for and remain financially sustainable. Education and training opportunities are crucial and can be facilitated by the Shire with assistance from State Government and state sporting associations	Facilities management activation
Meeting modern sport and active recreation lighting requirements	The Shire is predicted to face challenges associated with outdated lighting infrastructure and meeting modern compliance standards enforced by governing state and national sporting associations and safety recommendations. A majority of the playing surfaces and open spaces are at risk of not meeting minimum standards	There is a need to conduct an audit of the existing sport and active recreational lighting across the Shire. At a minimum well-utilised sites should be lit to the minimum standard for community level activity	Facilities activation

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

CHALLENGES			
KEY CHALLENGE	Current situation	Future/strategies/principles to be considered	Key pillar/s to meet these challenges
Ageing facilities	Much of the sport and active recreation facilities in the Shire were constructed many decades ago and were often designed to cater for a single use/function. These facilities do not meet current day standards or expectations	Strategic upgrade of well utilised and sustainable sporting and active recreation facilities needs to continue to occur throughout the Shire. When a facility reaches the end of its useful life, consideration should be given to integrating its function within existing facilities that have capacity and creating multi-use community sporting hubs rather than developing standalone single purpose facilities.	Facilities management activation
Community needs and expectations are changing	<p>Community needs are evolving as individuals look for activities that align with their busy schedules, including short-format, casual, and social sports. They are also seeking active recreation options that offer flexibility in terms of timing for participation</p> <p>Furthermore, community standards regarding the quality of facilities and programs are shifting to meet current best practices and community expectations</p>	<p>There is a need to continue to review the types of facilities that are available to the community and ensure upgrades meet the current and future needs of the community to address the community expectations.</p> <p>There is a need to continue to look at ways to diversify the activation of the current facilities to provide the community with contemporary, flexible participation opportunities</p>	Facilities activation
Consistency of facility ownership and management	<p>There is a variety of facility ownership and management arrangements that currently create an inconsistency in activation of sport and active recreation spaces.</p> <p>There is a risk to the community if these management arrangements fail, the range of opportunities will decrease causing an increase in the community's need to travel extended periods to be involved in sport and active recreation.</p>	Provide ongoing education, support and expertise to the existing voluntary committee of managements to assist in building their capacity and sustainability into the future. Work with all stakeholders to see their important role in the integrated network that provides sport and active recreation to the WWSC community	Management

SECTION 2 IMPLEMENTATION



23 Image: Edenhope Equine Facility (Apsley Pony Club)

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

PILLARS

Three (3) pillars have been developed to provide focus recommendations that meet the needs for Council and the community. The community consultation identified these three key areas to help us deliver our vision.

The planning principles will be applied to all pillars and all recommendations within each pillar thus providing a consistent lens under which each recommendation is delivered, providing the best possible outcome for the community. These pillars reflect regional and statewide priorities in sport and active recreation sector.

FACILITIES:

- Planning
- Delivery
- Resourcing
- Range of indoor and outdoor spaces
- Asset management (renewal and upgrades)

MANAGEMENT:

- Committees of Management governance, occupancy, agreements, programming
- Club retention and development
- Volunteer retention and development
- Variety of providers through partnerships
- Resourcing maintenance and renewal

ACTIVATION:

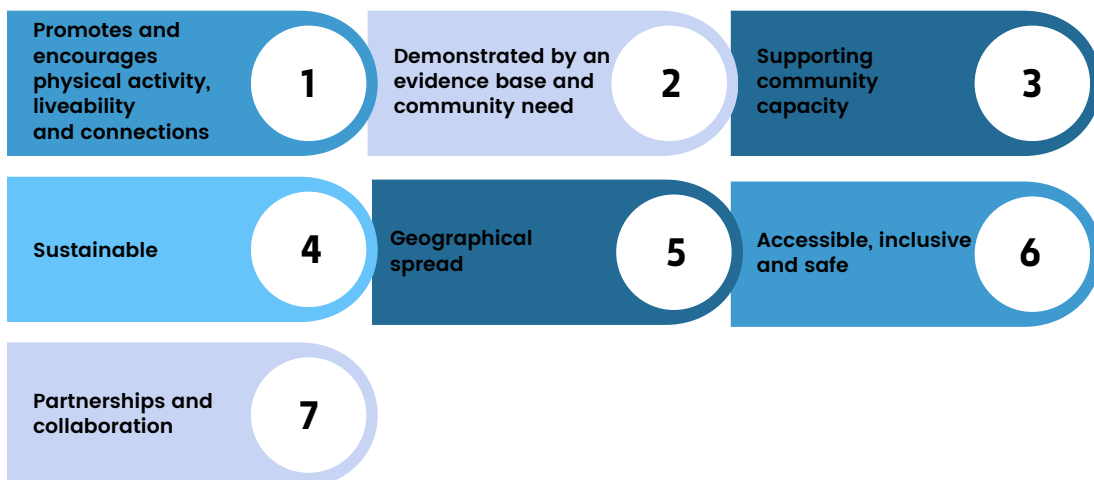
- Inclusive opportunities
- Events
- Programming - range of social and competitive
- Accessible – financial, geographical, hours of operating
- Diversity in programs
- Shared equipment hire
- Pathways



PLANNING PRINCIPLES

Seven (7) planning principles have been developed to support the implementation of the vision. These principles form the framework on which sport and active recreation will be assessed against over the next 10 years.

These principles aim to address the key demographic indicators that are present in WWSC



SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

PLANNING PRINCIPLES

To help achieve our vision, the following planning principles will guide Council and the community when considering implementing new programs or services or when developing or renewing/upgrading facilities.

Principle	What does this mean?
Promotes and encourages physical activity, liveability and connections	<p>The program, service or facility aims to:</p> <ul style="list-style-type: none">• Maintain current participation• Seek opportunities to grow participation, particularly in those who are currently inactive• Provide opportunities for all stages of life• Provide a diverse range of opportunities• Create opportunities for people to connect, make new friends and networks and develop a sense of belonging
Demonstrated by an evidence base and community need	<p>The need for the program, service or facility has been demonstrated through:</p> <ul style="list-style-type: none">• Inclusion in relevant strategic documents (including playspace, local plans, tourism plans, economic development plan)• Expressed community need (Innovation Platform), assessed through project management framework• Expressed need from sport and recreation clubs and organisations• Need to comply with various regulations and standards• Building condition reports or fit for purpose reports
Supporting community capacity	<p>Local communities will be encouraged and supported to develop solutions to local issues to shape the programs, services and facilities that are most suited to their local area.</p> <p>Council will support Committees of Managements to develop knowledge and skills to provide localised appropriate management of programs, services and facilities.</p>

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Sustainable

The long-term sustainability of a program, service or facility will be assessed against the following:

- Financial – facilities are financially viable to construct, operate and maintain. Whole of life costs are clearly understood and appropriate budgets set aside for maintenance and renewal.
- Participation - there are sufficient people to utilise the program, service or facility on a regular basis
- Management - there are sufficient people to manage and operate the service or facility on a regular basis
- Environmental – any facility is designed according to Environmentally Sustainable Design features therefore reducing ongoing operating costs and tasks
- Multi-purpose – facilities are designed where appropriate to maximise multi use opportunities

Geographical spread

A network of quality physical environments and programs are available within a reasonable walk or drive from people's homes.

Accessible, inclusive and safe

Facilities are designed utilising Universal Design Principles, Crime Prevention Through Environmental Design Principles (CPTED) and current safety standard requirements of any state sporting body or in its absence to maximise participation and spectator safety.

Service and program considerations will be made to include, where possible, people of all ages, abilities, genders, multicultural backgrounds, and socioeconomic status. Consideration to personal safety, both physically and emotionally, will be undertaken in the setting up and delivery of any programs or services.

Partnerships and collaboration

Partnerships between Council, community and state government organisations will aim to achieve:

- Quality and appropriate infrastructure
- Sound and long-term management
- Inclusive, accessible and diverse activation

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

KEY RECOMMENDATION

Key recommendations have been identified as priorities for West Wimmera Shire Council. These recommendations fall across the three key pillars. The guiding principles will be applied to each recommendation when it is enacted.

FACILITIES:

1. Use localised community and precinct master plans and regional and national guidelines to develop and guide facility development
2. Use Universal Design Principles in the design of sport and active recreation facility to enable equitable access for all
3. Incorporate Environmentally Sustainable Design (ESD) principles and Crime Prevention Through Environmental Design (CPTED) principles into the development of sport and active recreation infrastructure
4. Invest in sport and active recreation facilities that align with our guiding vision and principles

MANAGEMENT:

5. Promote and provide information about sport and active recreation facilities, programs, funding and services through a variety of different mediums
6. Develop and implement policies, processes and tools to ensure the sustainable development, management and operation of quality sport and active recreation facilities.
7. Identify various options and recommendations regarding Council support towards the management of sports and active recreational facilities across the Shire

ACTIVATION:

8. Work to address barriers to participation in physical activity by young people, young girls and women, people with disabilities and older people, in partnership with clubs, key stakeholders and the community
9. Work to explore new and flexible ways of delivering physical activity opportunities to ensure maximum opportunities for participation in partnership with clubs, key stakeholders and the community
10. Support clubs, organisations and committees of management to help deliver quality sport and active recreation opportunities for local residents

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

FACILITIES:

KEY ACTIONS

RECOMMENDATION	ACTION
1. Use localised community and precinct master plans and regional and national guidelines to develop and guide facility development	<p>1a. Develop a contemporary master plan and community strategy for each geographical zone (work with community groups to update Council's precinct planning documents 2014-15 plans)</p> <p>1b. Encourage and support individual committees of management to develop/have in place a contemporary strategic master plan for their facilities (considering infrastructure, operations, activation, volunteers, and succession planning)</p> <p>1c. Assess open spaces, parks and outdoor sports facilities to determine if any additional infrastructure is required to better activate these spaces</p>
2. Embed Utilise Universal Design Principles so it can be assessed, understood and used, to the greatest extent, in the design of sport and active recreation facilities to enable access for all.	<p>2a. Work towards ensuring all programs, services and facilities are accessible to people of all ages, abilities, genders and backgrounds</p> <p>2b. Work towards ensuring that programs, services and facilities exceed the Disability Discrimination Act (DDA) and building code of Australian compliance wherever possible.</p> <p>2c. Ensure that designs for a new or upgraded facility are designed to optimise use (i.e. multi-use where applicable, lighting for night time use, shade and indoor/undercover where applicable)</p> <p>2d. Consider technology improvements that support the additional activation of spaces (i.e. user pay/access self-service systems, sensor-operated lighting)</p> <p>2e. Consider infrastructure improvements that help with climate resilience and encourage communities to be active (i.e. shade, temperature control etc.)</p>
3. Incorporate Environmentally Sustainable Design (ESD) principles and Crime Prevention Through Environmental Design (CPTED) principles into the development of sport and active recreation infrastructure	<p>3a. Work in partnership with Council's project management team and community to ensure that ESD components are included in all facility upgrades and developments</p> <p>3b. Work in partnership with Council's project management team and community to ensure that CPTED principles are considered in all developments</p>

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

FACILITIES:

KEY ACTIONS

4. Invest in sport and active recreation facilities that align with our guiding vision and principles

- 4a. Continue to work with the community to develop a pipeline of sport and active recreation projects
- 4b. Support community groups to actively seek funding from external sources (i.e. information sharing, letters of support)
- 4c. Council to consider allocated money towards sport and active recreation infrastructure across the Shire, in its annual budget
- 4d. Continue to apply for and seek external funding for the development of sport and recreation infrastructure in West Wimmera Shire
- 4e. Council where possible, or as directed by funding sources, to deliver projects for the community
- 4f. Ensure that projects are shovel ready prior to seeking external funding (i.e. design, environmental sustainability, universal design, and align with local, state and federal government policy direction. Demonstrated community need, financial stability, and be able to match dollar contribution)



Image: Edenhope Little Athletics Centre

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SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

MANAGEMENT:

KEY ACTIONS

RECOMMENDATION	ACTION
5. Promote and provide information about sport and recreation facilities, programs, funding and services through a variety of different mediums	<ul style="list-style-type: none">5a. Support clubs to look for suitable grants with Council's community subscription to grant finder software (i.e. Grant Guru)5b. Develop and maintain a marketing and communication plan that considers our demographic when identifying communication methods.5c. Continue to provide positive messaging about facilities that the Council has upgraded and is planning to upgrade and the rationale behind the upgrades.
6. Develop and implement policies, processes and tools to ensure the sustainable development, management and operation of quality sport and active recreation facilities	<ul style="list-style-type: none">6a. Set up a working group with health care providers to look at a network-wide approach to sport and active recreation to maximise community benefit (i.e. West Wimmera Health Service, Grampians Health, and Harrow Bush Nursing Centre)6b. Explore options with state sporting associations and the private sector to offer support to clubs through administration, grant writing, funding and training6c. Explore ways to reduce barriers to volunteering in sport and active recreation and to recognise those who do volunteer6d. Social enterprise training for committees and clubs6e. Support community-managed facilities to move into a sustainable social enterprise6f. Building/facility management training for committees6g. Consider support required to encourage private enterprise into the sport and recreation space in West Wimmera Shire6h. Continue to advocate to the Department of Education and Training from Council and Sport and Recreation Victoria to pave the way for more favourable joint-use agreements to allow shared school and community use6i. Consider adapting or developing programs, products, resources, and strategies to help participants develop lifelong engagement in sport and physical activity (e.g. Australia Sports Physical Literacy Program (https://www.sportaus.gov.au/physical_literacy/resources))

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

MANAGEMENT:

KEY ACTIONS

RECOMMENDATION	ACTION
7. Identify various options and recommendations regarding Council support towards the management of sports and active recreational facilities across the Shire	<div><div>7a.</div><div>Develop and complete an annual review process that looks at volunteer involvement and participation in sport and active recreation</div></div> <div><div>7b.</div><div>Regularly review the Council’s policies to ensure that they have a positive outcome by continuing to consider the longevity of community-run facilities and programs</div></div> <div><div>7c.</div><div>Assess participation levels on an annual basis to see if actions designed to increase participation have been successful</div></div> <div><div>7d.</div><div>Consider Council support on standard operation costs for buildings</div></div> <div><div>7e.</div><div>Consider Council support towards defibrillators at all active recreation locations</div></div>

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

ACTIVATION:

KEY ACTIONS

RECOMMENDATION	ACTION
8. Work to address real and perceived barriers to participation in physical activity by young people, young girls and women, people with disabilities and older people, in partnership with clubs, key stakeholders and the community	<div>8a. Implementation of Council’s Fair Access policy, working in partnership with clubs to facilitate come and try days and to investigate shorter/hybrid versions of sport and active recreation to attract young people</div> <div>8b. Explore the use of technology in any new programs, services or facilities that might encourage young people to become more physically active</div> <div>8c. Work in partnership with committees, sports clubs, regional sports assemblies and state sporting associations to ensure that facilities and clubs are accessible and welcoming for all</div> <div>8d. Undertake stakeholder mapping to determine what role the National Disability Insurance Scheme (NDIS), Leisure Networks, Sports Central and other health agencies have in the delivery of programs and services for people with disabilities and carers. Work internally with the active ageing and disability team to identify, develop and promote programs and opportunities to address the gap in provisions</div> <div>8e. Promote free and low-cost initiatives available in the community such as walking and cycling paths, playgrounds, parks, skate parks, outdoor fitness equipment, and various programs such as parkrun, come and try days, ride to school and work days, and any other relevant initiatives</div> <div>8f. Advocate and work in partnership with Sport and Recreation Victoria, regional sports assemblies and state sporting associations to reduce the affiliation and insurance costs of sport where possible</div> <div>8g. Consider CPTED principles in development and reviews of programming and activation</div> <div>8h. Review current facilities for accessibility to ensure there is access for all to participate</div>

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

ACTIVATION:

KEY ACTIONS

RECOMMENDATION	ACTION
9. Work to explore new, flexible and diverse ways of delivering physical activity opportunities to ensure maximum opportunities for participation in partnership with clubs, key stakeholders and the community	<p>9a. Work with the community to implement place-based formal and informal sport and recreation activities for the community to enable them to improve their health and wellbeing, to build their confidence in participating in sport and active recreation opportunities and to rebuild or develop new community connections</p> <p>9b. Encourage clubs and communities to consider providing a mix of social-level participation opportunities in addition to (or potentially instead of) regular competition-level participation requiring a higher skill set</p> <p>9c. Explore how the parkrun model could be adapted to increase physical activity in other sports such as walking and cycling</p> <p>9d. Consider training local people to become instructors or coaches for free, on the condition that the person trained agrees to commit to running the activity they have been trained for in their local community for a minimum period (e.g. 12 months or more)</p> <p>9e. Partner with existing service providers such as the health care providers, regional sports assembly, an existing club or organisation or the private sector (e.g. a personal trainer) to offer more activities and programs locally</p> <p>9f. Consider providing some basic equipment at halls, e.g. exercise mats and hand weights. Consider training a local person to deliver floor and mat-based exercises with minimal equipment</p> <p>9g. Consider implementing recommendations from West Wimmera Recreational Trails Strategy (advocate for recommendations outside Council's control)</p> <p>9h. Facilitate the development of community run gyms (potentially in partnership with a neighbourhood house, schools, clubs or a health centre)</p> <p>9i. Consider establishing an annual budget to support development and to maintain programs and activities to provide opportunities for the whole community</p> <p>9j. Seek additional external funding to secure the resources to develop and upgrade activation opportunities</p> <p>9k. Consider running programs to activate spaces (if there is funding available)</p> <p>9l. Review indoor facilities across the Shire and opportunities to activate current facilities. Consider requirements to upgrade spaces</p>

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

ACTIVATION:

KEY ACTIONS

RECOMMENDATION	ACTION
10. Support clubs, organisations and Committees of Management to help deliver quality sport and active recreation opportunities for local residents	<p>10a. Review equipment needs across all zones and consider shared portable equipment that can be used for different events</p> <p>10b. Develop partnerships with community-based organisations, supported by a dedicated physical activity program budget, to activate spaces such as halls, pavilions and parks to create additional physical activity opportunities or greater usage</p> <p>10c. Develop a marketing and communications plan to identify the best way to communicate and encourage the community to be involved in community sport and active recreation across the shire</p> <p>10d. Support clubs and committees to access additional resources (potentially through Council’s community grants program or other external grants) to support communities and organisations to deliver locally-based activities and programs</p> <p>10e. Encourage a partnership approaches with clubs, regional sports assembly, state sporting organisations, and other stakeholders to support additional programming</p>



35 Image: Edenhope Table Tennis Competition

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

OUR PROCESS FOR DELIVERY

We have identified a seven-step process that outlines how we will use this strategy to lead the implementation of sport and active recreation in West Wimmera Shire.

Any sport and active recreation projects will be assessed against the three pillars of facilities, management, and activation and seven planning principles that have been identified in this strategy. Once assessed, a prioritised list of works projects will be developed.

A list of projects that were identified through the development of this strategy can be found in Appendix C.

This list will continue to be delivered on by several stakeholders and there is not expectation that this is a list the Council is solely responsible for delivering.

Council may support community organisations that have a responsibility or are involved in delivering sport and active recreation facilities, management and activation to take the lead to plan and deliver.

Our process going forward is as follows:

- 1 Embed the strategic planning principles into Council's policies and tools to provide a framework to guide decision-making in terms of facilities, management and activation
- 2 Council's Project Management Framework will assess and prioritise community needs/suggestions using the strategic planning principles and pillar recommendations
- 3 Identify potential partners and resource requirements for facilities, management or activation. Look at ways Council can support community groups to seek out potential partners directly without Council's direct support for specific actions
- 4 Develop project plans as per the WWSC Project Management Framework so that projects and programs are ready to implement or are fully planned to seek funding
- 5 Seek resources/grants for facilities, management or activation outcomes
- 6 Implement the facility improvement, deliver the management approach or implement the activation of the sport and active recreation space
- 7 Evaluate the outcomes of the facility, management and activation key actions

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

EVALUATION AND REPORTING

The Sport and Active Recreation Strategy needs to be reviewed on an annual basis and a new strategy needs to be prepared prior to 2034. Ideally, an intra-Council working group, made up of staff across a number of different areas will be established to meet twice per year to discuss the key priorities and work collaboratively on supporting or achieving these priorities.

KEY PERFORMANCE INDICATORS (KPIs)

As one of the key goals of the Sport and Active Recreation Strategy is to increase participation by local residents in physical activity, the key form of measurement in this strategy is to monitor and analyse participation data. Data will be obtained from annual Active April participation statistics, along with four-yearly Australian Bureau of Statistics Census participation data and CASIMO data. This information needs to be reported on as part of the annual review of the strategy.

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

Appendix A- Land tenure and management of current sport and active recreation locations

The management of these reserves and facilities is undertaken via a variety of mechanisms.

Type A

Crown owned - Council directly operated

Council has been appointed as a Committee of Management or a direct lease from the Crown has been implemented.

Type B

Crown owned - Council operated via community

Council may appoint a community Committee of Management to operate the reserve/facility on a day-to-day basis but the ultimate management responsibility remains with Council.

Type C

Crown owned - community operated

A community Committee of Management or a direct lease to a community organisation has been implemented to operate and manage the reserve/facility by the Crown. In this situation, Council has a supporting and guiding responsibility but not a daily operational role or responsibility.

Type D

Crown owned - Education Department operated

The education department has been appointed the direct responsible authority for management and operations.

Type E

Privately owned - community operated

With so many variations in management it is vital that to achieve the vision of a welcoming and integrated network of facilities, promoting diversity in opportunities and participation, that we all work together regardless of land tenure or land management to achieve the best outcome for all community members.

ZONE	Type A Crown Council	Type B Crown Council - community	Type C Crown community	Type D Crown Ed Dept	Type E Private community	Total F=facilities
Apsley	1	0	4	0	0	5
Edenhope	7	1	0	1	1	10
Goroke	2	0	4	0	0	6
Harrow	0	0	3	0	0	3
Kaniva	5	2	4	0	1	12
Rural	1	0	7	0	1	9

CATEGORY	No. of facilities
A Crown owned Council operated	16
B Crown owned Council operated via community	3
C Crown owned Community operated	22
D Crown owned Ed Det operated	1
E Private owned Community operated	3

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

ZONE	APSLEY			
	Facility	Land status	Management	Type
	Apsley Golf Course	Crown	Communtiy	C
	Apsley Recreation Reserve	Crown	Communtiy	C
	Newlands nature walk	Crown	Community	C
	Memorial park	Crown	Council	A
	RSL hall	Crown	Communtiy	C

ZONE	EDENHOPE			
	Facility	Land status	Management	Type
	Edenhope Racecourse Reserve	Crown	Communtiy	C
	Edenhope Swimming Centre	Crown	Ed Dept - Council	A
	Edenhope Golf Course	Crown	Communtiy	C
	Edenhope Showground Reserve	Crown/Private	Communtiy	C
	Edenhope Recreation Reserve	Crown/ Private	Communtiy	C
	Edenhope bowling green	Crown	Council	B
	Edenhope tennis courts	Crown	Council	A
	Lake Wallace foreshore	Crown	Council	A
	Henley Park	Crown	Council	A
	Edenhope motocross track	Private	Communtiy	E
	Apex Park	Crown	Council	A
	Anne Street Park	Crown	Council	A
	Lions Park	Crown	Council	A
	Edenhope indoor stadium	Crown	Ed Dept	D

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

ZONE

GOROKE

Facility	Land status	Management	Type
Goroke Swimming Centre	Crown	Council	A
Goroke Recreation Reserve	Crown	Communitiy	C
Goroke Little Desert Nature Playspace	Crown	Council	A
Goroke Bowling Club	Crown	Communitiy	C
Goroke Golf Club	Crown	Communitiy	C
Goroke Showgrounds Reserve	Crown	Communitiy	C

ZONE

HARROW

Facility	Land Status	Management	Type
Harrow Golf Club	Crown	Community	C
Harrow and District Recreation Reserve	Crown	Community	C
Johnny Mullagh Recreation Reserve	Crown	Community	C

ZONE

KANIVA

Facility	Land Status	Management	Type
Kaniva bowls and croquet green	Crown	Community	C
Kaniva Community Sporting Complex (Indoor)	Crown	Council	B
Dungey Street Playground (scout hall)	Crown	Council	A
Golf course	Crown	Community	C
Kaniva Recreation Reserve	Crown	Council	B
Rogerson Street Park	Crown	Council	A
RSL Memorial Park (Band Park)	Crown	Council	A
Tennis courts	Crown	Community	C
Rifle range	Council	Community	C
Kaniva Memorial Swimming Pool	Crown	Council	A
Wetlands and fauna park	Crown	Council	A
Gun range	Private	Community	E

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

ZONE	RURAL			
	Facility	Land Status	Management	Type
	Telopea Downs Recreation Reserve	Crown	Community	C
	Serviceton Recreation Reserve	Crown	Community	C
	Serviceton Memorial Bowling Green	Crown	Communitiy	C
	Serviceton playground	Crown	Council	A
	Serviceton Reservoir	Crown	Crown	C
	Serviceton Golf Course	Crown	Community	C
	Lake Charlegrark reserve	Crown	Community	C
	Crossroads Tennis Courts (Patyah)	Private	Community	E
	Charam tennis courts	Council	Community	C
	Connewirricoo tennis courts	Crown	Community	C

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

Appendix B - Potential upgrades and improvements

This list has been consolidated through the development of this strategy from existing strategies and community feedback. The community can continue to update Council on projects they are working towards by sharing them through Council's innovation Platform. This list will continue to be updated and delivered on by several stakeholders and there is no expectation that this is a list the Council is solely responsible for delivering.

ZONE

APSLEY

Facility	Potential Upgrades & Improvements
Apsley Golf Course	<ul style="list-style-type: none"> Upgrade building to be accessible for all & Energy Efficient
Apsley Recreation Reserve	<ul style="list-style-type: none"> Public toilet upgrade Netball changeroom upgrade Kitchen upgrade at pavilion
Memorial Park	<ul style="list-style-type: none"> Develop in line with Apsley Playground Master plan Upgrade toilets
Newlands nature walk	<ul style="list-style-type: none"> Develop walk as per recreational trails strategy

ZONE

EDENHOPE

Facility	Potential Upgrades & Improvements
Anne Street Park	<ul style="list-style-type: none"> Implementation of Edenhope Playspace Master Plan
Apex Park	<ul style="list-style-type: none"> Implementation of Edenhope Playspace Master Plan
Edenhope Bowling Green	<ul style="list-style-type: none"> Replace/upgrade bowling green Upgrade pavilion, toilets, carparking, and green to cater for all abilities access
Edenhope Equine Facility	<ul style="list-style-type: none"> 2 x new arenas Upgrade of cross country jumps Remove old club rooms and expand parking area New veranda and air-con for building Fencing/landscaping
Edenhope Golf Course	<ul style="list-style-type: none"> Upgrade facility to be accessible for all
Edenhope Motocross Track	<ul style="list-style-type: none"> Implement a track watering system
Edenhope Recreation Reserve	<ul style="list-style-type: none"> Netball/tennis court resurface Football changeroom Upgrading football lighting Netball changeroom Netball/tennis lights

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

ZONE

EDENHOPE

Facility	Potential Upgrades & Improvements
Edenhope Stadium	<ul style="list-style-type: none"> Review of management arrangement and operations with swimming pool and stadium Heating system for pool Upgrade stadium to include gym, with 24/7 access Solar for building Upgrade change rooms for swimming/stadium
Edenhope Tennis Courts	<ul style="list-style-type: none"> Review access to building to make accessible/suitable for community use Review future use of this facility
Henley Park	<ul style="list-style-type: none"> Implementation of Edenhope Playspace Master Plan
Lake Wallace Foreshore	<ul style="list-style-type: none"> Implementation of Lake Wallace Strategic Plan Upgrade walking track, widening, lighting, water stations, full loop Boating infrastructure upgrades Shelter for Park Run
Lions Park	<ul style="list-style-type: none"> Implementation of Edenhope Playspace Master Plan
Yet to be determined location	<ul style="list-style-type: none"> Pump track Dog park

ZONE

GOROKE

Facility	Potential Upgrades & Improvements
Goroke bowling green	<ul style="list-style-type: none"> Upgrade for all abilities access Replace/upgrade green
Goroke Golf Course	<ul style="list-style-type: none"> Upgrade building to be accessible for all & Energy Efficient
Goroke Little Desert Nature Playspace	<ul style="list-style-type: none"> New toilet at park Skatepark/pump track as per recreational trails strategy
Goroke Recreation Reserve	<ul style="list-style-type: none"> Support Goroke Recreation Reserve master plan Upgrade oval lighting Upgrade oval irrigation and fencing Upgrade courts New scoreboard for oval Walking track around rec recreation reserve
Goroke Swimming Centre	<ul style="list-style-type: none"> New/upgrade change rooms Improve Filtration/ Water/Energy management system Upgrade accessibility to pool
Yet to Be Determined Location	<ul style="list-style-type: none"> Walking track along old rail line as per recreational trails strategy Seek appropriate Indoor Space for activities such as gymnasium and fitness classes

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

ZONE	HARROW	
	Facility	Potential Upgrades & Improvements
	Glenelg River Trail	<ul style="list-style-type: none"> Implement walking trail as per recreational trail strategy recommendations Consider canoe trail as per recreational trails strategy
	Harrow and District Recreation Reserve	<ul style="list-style-type: none"> Deliver new oval lighting Demolition of old change and upgrade of timekeeper's box Upgrade kitchen in pavilion Accessible for all footpath connecting facilities from netball courts to pavilion Construct electronic scoreboards for netball Construct electronic scoreboard for football
	Harrow Golf Course	<ul style="list-style-type: none"> Upgrade building to be accessible for all & Energy efficient
	Johnny Mullagh Recreation Reserve	<ul style="list-style-type: none"> Develop a Master Plan Upgrade cricket pitch. Construct new pavilion - kitchen, social, storage, change and toilets. Improved pedestrian access – footpath from main street
ZONE	KANIVA	
	Facility	Potential Upgrades & Improvements
	Band Park play space	<ul style="list-style-type: none"> Upgrade play equipment
	Kaniva bowls and croquet green	<ul style="list-style-type: none"> Upgrade bowling green Upgrade facility to be accessible for all Upgraded lights for green
	Kaniva Community Indoor Sporting Complex	<ul style="list-style-type: none"> Review management of stadium Upgrade gymnasium equipment Upgrade energy efficiency (heating & cooling) Upgrade mezzanine floor and railing to current safety standards
	Kaniva Golf Course	<ul style="list-style-type: none"> Upgrade building to be accessible for all & Energy Efficient Improvements to water system to save power costs
	Kaniva Gun Club	<ul style="list-style-type: none"> Upgraded facilities and trap house infrastructure
	Kaniva Memorial Swimming Pool	<ul style="list-style-type: none"> Develop splash park Upgrade changerooms to all accessibility standards Improve access to pool Upgrade filtration and water & energy management system
	Kaniva tennis courts	<ul style="list-style-type: none"> Upgrade Court surfacing Amenity upgrades Lighting upgrades

SPORT AND ACTIVE RECREATION STRATEGY 2024-2034

ZONE

KANIVA

Facility	Potential Upgrades & Improvements
Kaniva Recreation Reserve	<ul style="list-style-type: none"> • Update Master plan for the Kaniva Recreation Reserve • Design & Install lighting for hockey fields • Design & Construct Hockey change room facility • Upgrade Hockey field surfaces and fencing • Upgrade netball courts and lighting • Upgrade public toilets • Design & construct netball change rooms, possible including tennis • Construct Junior footy oval • Design and construct cricket training nets
Kaniva Wetlands & Fauna Park	<ul style="list-style-type: none"> • Additional play equipment • Extend walking trail • Review long term management of fauna park
Rogerson Street Playground	<ul style="list-style-type: none"> • Install toilet • Install BBQ and shelter
Location Yet to Be Determined	<ul style="list-style-type: none"> • Construct a Pump track • Construct a Dog park • Construct a Changing Places Facilities

ZONE

RURAL

Facility	Potential Upgrades & Improvements
Crossroads (Patyah) Tennis Courts	<ul style="list-style-type: none"> • Upgrade shade cloth for player seating area
Serviceton Memorial Bowling Green	<ul style="list-style-type: none"> • Upgrade green • Upgrade building to be accessible for all & Energy Efficient



15.4 Amenity Mowing Policy

Directorate: Infrastructure Development and Works

Report Author: Operations Manager

Report Purpose: For Decision

Purpose

The Amenity Mowing Policy outlines Council's responsibility in relation to township mowing.

OFFICER RECOMMENDATION:

That Council adopt the attached WWSC Amenity Mowing Policy.

Declaration of Interest

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

Background

There has been no policy in relation to the township mowing guidelines. This is a new policy established to provide clarity for Council staff and community members as to the locations and extent that Council undertakes amenity mowing.

Note: there are other further roadside areas throughout the Shire that the Council slashes as part of road safety and/or fire control measures that are not intended to be covered by this policy.

Risk Management Implications

Risk identified:

With no clear direction /clarity on scope of work, quality and service delivery might be at risk. This might lead to reputational damage to Council.

Legislative Implications

Roads and roadsides are managed by Council as a road authority under the *Road Management Act 2004*.

Environmental Implications

Nil



Financial and Budgetary Implications

The financial risk rating has been assessed as: Low (scope of work proposed in the policy is in line with current workload).

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

1.4 Deliver quality services that support community life.

Goal 2 – Diverse and Prosperous Economy

2.4 Create vibrant and attractive town centres.

Communication Implications

Advice has been sought from MAV's Insurance Counsel (see attached). This advice confirms that generally, Councils rely upon the established community expectation that residents will maintain nature strips. The policy reiterates this expectation.

Gender Equality

No Gender Impact Assessment is required

Conclusion

Council does not currently have any policies or guidelines regarding amenity mowing in townships. This policy has been developed to manage community expectations as well as provide guidance for Council staff.

Attachments

- *Eight Map Attachments for the towns of Kaniva, Edenhope, Goroke, Apsley, Harrow, Servicetown, Dergholm and Minimay.*
(note: Lillimur and Miram are not included as currently no amenity mowing occurs in these towns).
- MAV Insurance Council advice



Council Policy WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY			
AMENITY MOWING OF TOWNS		Policy No:	
		Adopted by Council:	
		Next review date:	
Responsible Executive:	Director, Infrastructure Development and Works		
Responsible Officer:	Operations Manager		
Functional Area:	Operations		
Introduction & Background	<p>West Wimmera Shire Council regularly maintains and mows specific areas within towns to add to the appearance and presentation of major townships and their streetscapes.</p> <p>The Shire encourages all residents to ensure nature strips and private land are well maintained to help with the overall amenity of townships.</p>		
Purpose & Objectives	<p>This Policy provides advice and guidance about the areas that West Wimmera Shire regularly mows within specific townships.</p>		
Response to the Overarching Governance Principles of the Local Government Act 2020	<p>The Local Government Act 2020, Part 4, section 90 states that a Council must prepare a Council Plan that includes Council initiatives relating to services, infrastructure, and amenity.</p>		
Policy Details			
1.	Localities		
	<p>West Wimmera Shire Council regularly mows defined areas within the town boundaries of the following towns.</p> <p>Apsley, Dergholm, Edenhope, Goroke, Harrow, Kaniva, Minimay, and Serviceton.</p>		
2.	Roles and Responsibilities		
	<p>West Wimmera Shire Council will regularly mow areas where Council is the Committee of Management or where Council holds tenure over the Land.</p> <p>Council will not mow and maintain:</p> <ul style="list-style-type: none">• Areas where other authorities hold land tenure.		



Council Policy WEST WIMMERA SHIRE COUNCIL

	<ul style="list-style-type: none"> • Areas that are under other Committees of Management • Private Land. • Nature strips adjacent to kerb and channel.
3.	Levels of Service <ul style="list-style-type: none"> • Irrigated areas – Council aims to maintain irrigated areas to a maximum grass height of 125mm • All other areas – Council aims to maintain all other areas to a maximum grass height of 200mm <p>Due to seasonal variations and high rainfall periods, there may be occasions when these levels of service will not be met due to capacity and or budget constraints.</p> <p>Council may in some instances exercise its discretion to tidy certain nature strips. Particularly if the nature strip is:</p> <ul style="list-style-type: none"> • creating an eyesore in a high trafficked area of the Shire • used by the community as a footpath; or • poses a risk of personal injury or property damage. <p>Council will prioritise safety and hazard reduction in exercising this discretion.</p> <p>This should not be seen as detracting from the expectation that residents will maintain their property's nature strip in a clean, tidy state, which compliments the existing streetscape.</p>
4.	Policy Communication <p>This policy will be available on Council's Website.</p>

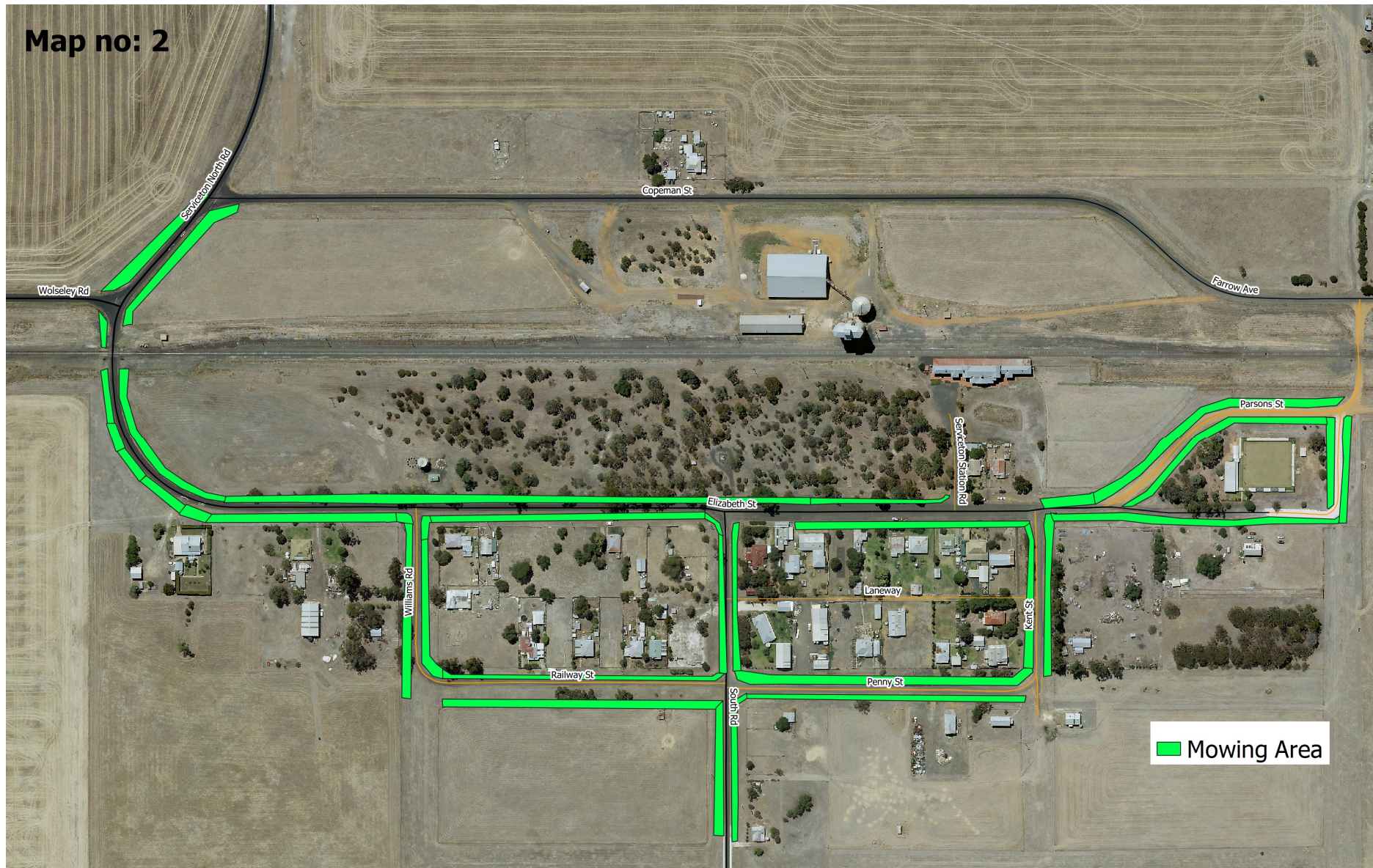
Policy Adopted:			
Policy Reviewed:			



Council Policy
WEST WIMMERA SHIRE COUNCIL





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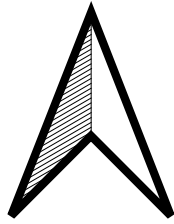



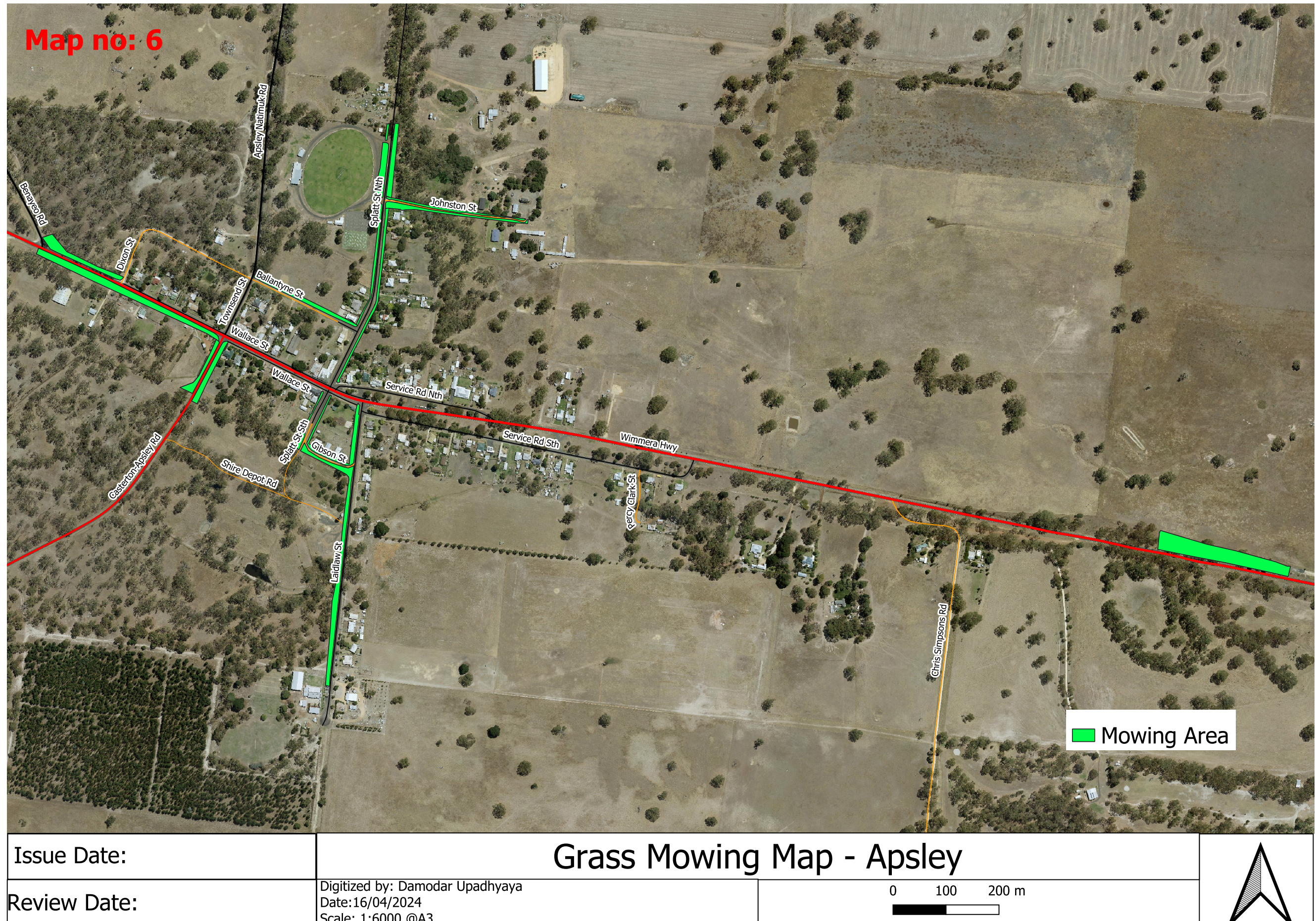
Issue Date:	Grass Mowing Map - Serviceton		
Review Date:	Digitized by: Damodar Upadhyaya Date: 25/03/2024 Scale: 1:2500 @A3		

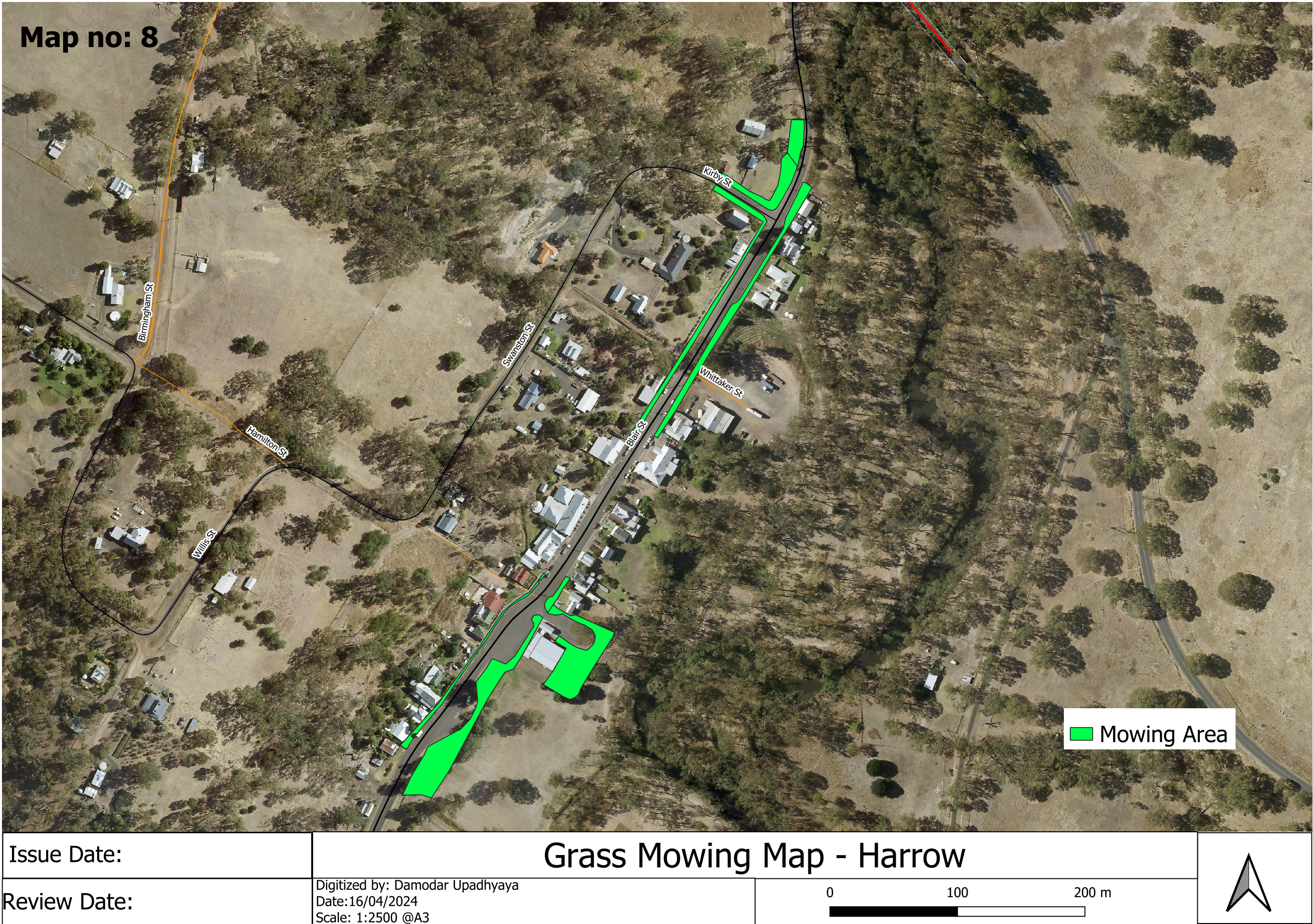


Issue Date:	Grass Mowing Map - Minimay		
Review Date:	Digitized by: Damodar Upadhyaya Date: 25/03/2024 Scale: 1:2500 @A3	0 100 200 m 	



Issue Date	Grass Mowing Map - Edenhope		
Review Date	Digitized by; Damodar Upadhyaya Date: 17/04/2024 Scale: 1: 8600 @A3	<p>0 400 800 m</p> 	





From: Brendan Pearce
Sent: Mon, 27 May 2024 23:47:46 +0000
To: Brendan Pearce
Subject: FW: West Wimmera Council query Nature Strips

Brendan Pearce | Director Infrastructure Development and Works

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West Wimmera Shire Council

Email: brendanp@westwimmera.vic.gov.au

Tel: 139972 | Mobile: 0437 353 77

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From: Kristine Minghella <kminghella@mav.asn.au>
Sent: Tuesday, April 23, 2024 12:31 PM
To: Phillip Gillin <PhillipGillin@westwimmera.vic.gov.au>
Cc: Brendan Pearce <brendanp@westwimmera.vic.gov.au>; James Bentley <JamesBentley@westwimmera.vic.gov.au>
Subject: Re: West Wimmera Council query Nature Strips

Hi Phil

Thanks for your email.

I understand from your email your leadership team has raised a query regarding the responsibility to maintain nature strips.

As you will be aware nature strips are council land. Under the Road Management Act, council doesn't have a duty to inspect, maintain or repair the nature strips. However, if it becomes aware that there is a hazard in the nature strip, or it creates a hazard, it will have a general duty of care to repair that hazard. Generally, councils rely upon the residents to maintain the nature strips, by watering, mowing etc. I will outline the basis for this below.

Councils are a road authority under the *Road Management Act* (RMA) and are responsible for municipal roads. This will include the entire road reserve, including the nature strip. Section 40

of the *RMA* provides that the council will have a duty to inspect, maintain and repair those roads. This statutory duty to inspect, maintain and repair applies to any part of the public road which is a roadway, pathway, shoulder or road infrastructure, as defined in the *RMA*. However, section 40(4)(b) specifically identifies that the duty to inspect, maintain and repair does not apply to roadside. Roadside is defined under the *RMA* as follows:

"roadside" means any land that is within the boundaries of a road (other than the shoulders of the road) which is not a roadway or a pathway and includes the land on which any vehicle crossing or pathway which connects from a roadway or pathway on a road to other land has been constructed;

Nature strips will fall within this definition of roadside. Therefore, council as road authority under the *RMA* does not have a statutory duty to inspect, maintain and repair nature strips. However, if council creates a hazard in the nature strip, or is aware of a hazard and does not take measures to rectify it, it may be liable under its common law duty of care. For example, if council dug a hole in the nature strip and did not fill it in, creating a tripping hazard, it may be liable if someone subsequently tripped in the hole.

In CFA areas, councils will also have responsibilities under the *CFA Act* in relation to taking actions to prevent the spread of fire from its roads or land onto other land. Therefore, council can have responsibilities under the *CFA Act* to undertake planned burns, cutting grass or other actions on its roads to prevent the spread of fire.

Generally, council's rely upon the established community expectation that residents will maintain nature strips. This includes actions such as litter removal, mowing etc. However, there is no legal responsibility for them to undertake this role.

You have specifically asked about local laws in relation to the maintenance of nature strips by residents. I am not aware of any, as local laws need to be based on powers under legislation. However, some councils do have nature strip policies outlining the general expectation that residents will maintain nature strips.

There are local laws that prohibit residents from undertaking activities in the road reserve, including nature strips. These can be relied upon where people do things they are not permitted to do, such as dumping rubbish, planting trees without permission, have bushes overhanging the road reserve creating hazards etc.

Regards
Kristine

Kristine Minghella (She/her) | MAV Insurance Counsel

T: (03) 9667 5539 | **E:** kminghella@mav.asn.au

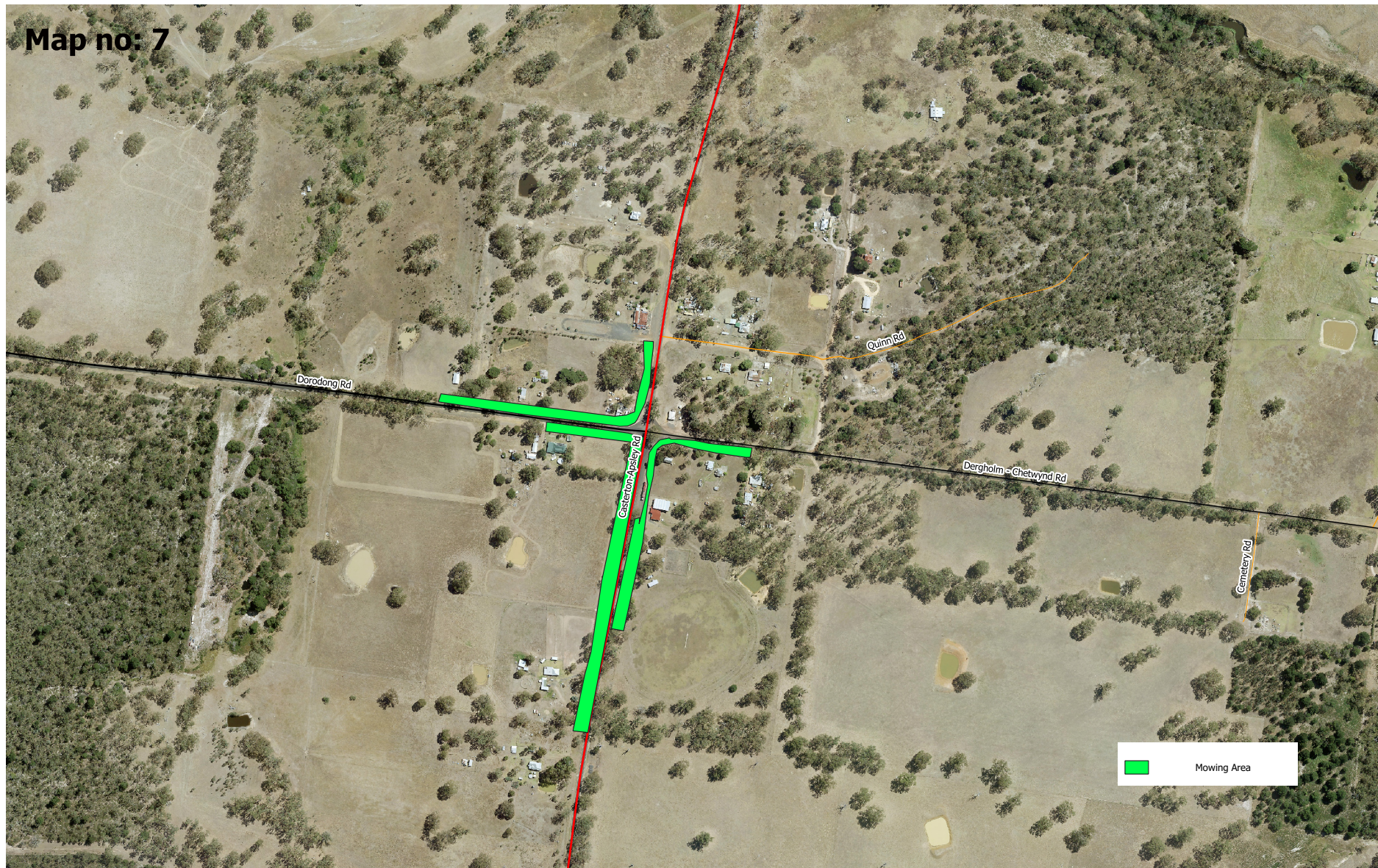
Level 5, 1 Nicholson Street, East Melbourne, 3002



[Website](#) | [Extranet](#) | [VicCouncils](#) | [LinkedIn](#)

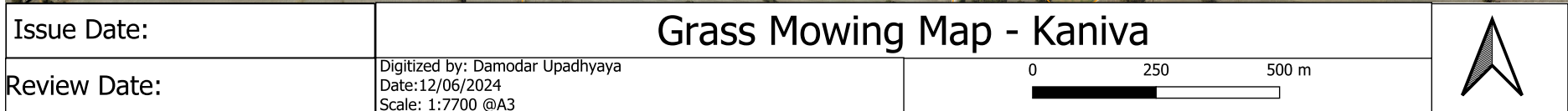


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The MAV acknowledges Traditional Owners of Country throughout Victoria and pays respect to their cultures and Elders past and present.



Issue Date:	Grass Mowing Map -Dergholm		
Review Date:	Digitized by: Damodar Upadhyaya Date:12/06/2024 Scale: 1:4500 @A3	0 100 200 m 	

[illegible]



Issue Date:	Grass Mowing Map - Goroke		
Review Date:	Digitized by: Damodar Upadhyaya Date: 12/06/2024 Scale: 1:7000 @A3	0 250 500 m	
			



16 Sealing Schedule

Nil.

17 Late Items of Business

Pursuant to West Wimmera Shire Council Governance Rules – Division 3 Section 20:

20. Urgent Business

If the agenda for a Council meeting makes provision for urgent business, business cannot be admitted as urgent business other than by resolution of Council, and only then if it:

- *20.1 relates to or arises out of a matter which has arisen since distribution of the agenda; and*
- *20.2 cannot safely or conveniently be deferred until the next Council meeting.*

18 Confidential Reports

RECOMMENDATION:

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

- **18.1 Network Data Solution Proposal**
- **18.2 Income Protection Insurance Policy 2023-2024**

Reasons for confidentiality:

Local Government Act 2020, Section 3 - Council business Information

19 Close of Meeting

Next Meeting:



Wednesday, 24 July 2024

Edenhope Council Chamber