

**Victorian Current Acts****LOCAL GOVERNMENT ACT 1989 - SECT 73 Precedence of Mayor****LOCAL GOVERNMENT ACT 1989 - SECT 73****Precedence of Mayor**

(1) The Mayor of a [Council](#) takes precedence at all municipal proceedings within the [municipal district](#).

(2) The Mayor must take the chair at all meetings of the [Council](#) at which he or she is present.

S. 73(3) substituted by No. 76/1995 s. 10(4).

(3) If there is a vacancy in the office of Mayor or the Mayor is absent, incapable of acting or refusing to act, the [Council](#) must appoint one of the [Councillors](#) to be the acting Mayor.

(4) An acting Mayor may perform any function or exercise any power conferred on the Mayor.

S. 73AA inserted by No. 53/2015 s. 7.

**Victorian Current Acts****LOCAL GOVERNMENT ACT 1989 - SECT 66B Leave of absence of Councillor****LOCAL GOVERNMENT ACT 1989 - SECT 66B****Leave of absence of Councillor**

(1) If a **Councillor** is required to take leave of absence under this Act, the **Councillor**—

- (a) may continue to be a **Councillor** but must not perform the duties or functions of a **Councillor** during the period of leave;
- (b) remains entitled to receive a **Councillor** allowance unless this Act otherwise provides;
- (c) is not entitled to be reimbursed for out-of-pocket expenses during the period of leave;
- (d) must return all **Council** equipment and materials to the **Council** for the period of leave if the **Council** requires.

(2) If a Mayor is required to take a leave of absence under this Act, the Mayor is, for the duration of the leave, to be considered as incapable of acting under section 73(3) and subsection (1) applies to the Mayor as if the Mayor were a **Councillor** only.

West Wimmera Shire Council

Council Plan 2017-21 Progress

| Council Plan Priority / Action | Proposed Action | Proposed Advocacy Action | Project Proposals | Sub Projects | Responsible Officer / Department | Proposed Timelines | Proposed Timeframe | Estimated Costs | Major Project Plan Inclusion | Progress | Status Update Comment | Potential Threats to completion | Projected Completion Timeline |
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| Strategic Objective 1: A Proactive, well governed, professional and financially sustainable organisation that encourages community participation | | | | | | | | | | | | | |
| 1.1 Improve Council's governance, functionality and reputation | 1.1.1 Promote a professional reputation for the shire - locally and regionally | | Seek out opportunities for Councillors and senior staff to be members of regional boards etc | | Senior Management Group | 2017 -2018 | First quarter | N/A | Not included | 75% | DCCS is an independent member of Hindmarsh SC Audit Committee, Cr Houlihan is the new chair of the Wimmera Sustainability Group | Lack of suitable board or chair vacancies | Ongoing exercise that will be assessed in the final quarter of each f/y |
| | | | | Chair of NWMA | CEO | 2017 - 2018 | Fourth Quarter | Nil | | 0% | | | |
| | 1.1.2 Participate in Regional Shared Services activities | | Shared HR advisory services | | CEO | July 2017- July 2018 | Full year | \$40K | Not included | 100% | RCTP proposal successful and implementation will commence in late 2019. The approved | | 18 months from commencement of implementation |
| | | | Shared on-line training for compulsory modules | | DCCS | August 2017 - August 2018 | Full Year | \$20K | Not included | 80% | commenced with the first 2 modules completed by the week of 23 November. Problems | of WWSC needs from external parties, lack of direct communication | Final quarter 2017/18 Final quarter 2018/19 |
| | | | Shared Civil Works Contract | | DIDW | Sept 2017 - June 2021 | full year | | Included | 5% | | | |
| | | | | Undertake full review of all policies | CEO | July 2017 - July 2020 | Ongoing program | \$15K pa | NA | 90% | Current policy review is progressing well with future review dates agreed. Commencing the development of new | Creation of policies to comply with new act will disrupt the current review schedule | 43617 |
| 1.2 Continue to encourage local procurement | 1.2.1 Source labour and materials locally wherever possible | | Provide training to local suppliers and contractors to improve tenders | | DIDW, DCCS, | Jan 2018 - June 2018 | Third and Fourth | \$5K | Not included | 80% | Procurement policy review complete and presented to Council on 4 June. Report to Council on 20 June for approval | Lack of interest from local suppliers. Lack of time and resources to hold training | 43617 |

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| | | | | Establish a trades and services register/pane l | DIDW, contracts Manager | Jan 2018 - June 2018 | Third and Fourth | | NA | 60% | Some trade areas have been completed with a panel for planning services, local trades and the flood recovery panel of trades and equipment. Have also let a contract for a panel of businesses to undertake tree works | Availability of trades and reliability at times | 43617 |
| 1.3 Build the capacity of Council administration through professional development | 1.3.1 Leadership training for Councillors and staff to build team ethos | | Investigate options of a regional professional development program | | HR Advisor, Senior management Group | July 2018 - July 2019 | entire fy | \$10K | NA | 75% | Recently arranged for coaching and assessment of staff with leadership potential. The program will provide a tailored development plan for each person. | Providing sufficient time and support for staff to complete the training and development | 43617 |
| | | | Provide greater exposure to Council meeting procedures to 3rd tier managers | | CEO and Directors | Feb 2018 - ongoing | | | | 80% | Rates staff have presented to Council on road name changes and Asset stff have prsented with consultants on asset revaluation. Rates staff also participated in presentation by VAGO on annualised valuations | | 43983 |
| | | | Councillors and senior staff visit other Councils for ordinary meetings | | Councillors and senior staff | March 2018 - ongoing | | \$5K pa | NA | 0% | | | |

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| 1.4 Focus on shared services | 1.4.1 Access shared services with local governemt and state partners as a possible source of income or savings | | Participate in regional shared services project (lead by HRCC) | | CEO | August 2017 - March 2018 | | Funded by LGV | NA | 100% | RCTP business case was successful for a 6 Council model, receiving over \$5m in funds | Developing a governance structure to manage the long term project. Ensuring that suitable levels of technical support can be provided | Program to be implemented, commencing in August 2019 |
| | | | | Project specific activities as opportunities arise - 2017-2018 MBS and Planning | Directors | August 2017 - March 2018 | | | Not at this stage | 100% | MBS contract signed and program is operating according to contract conditions | Minor delays caused by HRCC questioning variations | To align with the shared services exercise |
| | | | | Explore opportunities for shared services via staff movements | | Ongoing | | | NA | 75% | All options explored with each position as it becomes available | The ability to attract professional personnel to a remote location is restricted | As above |

| Strategic Objective 2: Meaningful partnerships to support advocacy priorities and service provision | | | | | | | | | | | | | |
|---|--|--|--|---|-----|---------|--|--|----|------|--|---|---|
| 2.1 Develop advocacy policy and plan | 2.1.1 Create detatailed and factually accurate advocacy strategies to ensure consistent dialogue during lobbying | | Using the advocacy actions contained in the Council Plan, develop an annual prioritised plan | | CEO | Ongoing | Annual strategy developed in Jan/Feb and reviewed in Nov/Dec each year | | NA | 100% | Plan completed and presented to Councillors in September 2017 | Inability to engage with some key players | Ongoing |
| | | | | Undertake workshops with CR's to develop individual strategies per subject item | CEO | Ongoing | | | NA | 90% | Individual strategies developed and visits to ministers and advisors completed 5&6 June 2019 | As above | Dcuments circulated and presented 5&6June |

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| 2.2 Energy capacity and reliability | 2.2.1 Investigate opportunities to improve access to utilities - gas, water, NBN, renewables, telcommunications | Annual visit to Canberra with Wimmera CEO's and Mayors | Develop fact sheets on the economic disadvantage due to lack of access to items such as NBN | | | Ongoing | Second, Third and Fourth quarters | | NA | 60% | Potential wireless broadband provider for Kaniva area to present to Councillors at May Forum | Lack of federal political intervention on NBN roll out. Victoria not participating in national mobile blackspot program Water: lack of funding to proceed | Ongoing |
| | | | | Support efforts to construct power interconnect or into SA to be located in West Wimmera | CEO & Eco Dev | | | | | 10% | | | |
| | | | Participate in regional sustainable energy, water projects | Shire energy and water audit | DIDW, Manager Engineering | Oct 2017 - Jun 2018 | | | Not at this stage | 5% | Audit proposed Apr 2018 thru SV, Funding potential SV | | |
| | | | Participate in the business case development for a rural water pipeline into West Wimmera | | CEO and senior staff | 2018 | entire fy | | Yes | 90% | Meet with consultative committee & Sthn Grampians with a view to re-visiting water minister in Oct 2019 | Commitment to support investment by state and fed govts. | 2022 |
| 2.3 Water security | 2.3.1 Participate in and promote business case development for rural pipeline supply | | the business case development for a rural water pipeline into West Wimmera | | CEO and senior staff | 2018 | entire fy | | | 60% | steering committee, Eco Dev Officer has met with project managers & businesses, CEO on steering committee & Councillor is chair of | As above | As above |

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| | 2.3.2 Participate in the regional study on economic and social benefit of recreational water in the Wimmera Southern Mallee | | Study lead by WCMA and involving various stakeholders will place a value on recreational water | | | 43070 | | \$5K | Yes | 75% | Second stage of study completed, draft report to be presented to WDA in July 2018 | State Election and potential loss of funds to complete stage 3 | |
| 2.4 Improving digital connectivity | 2.4.1 Encourage increased digital connectivity for the majority of residents | Develop fact sheets re: NBN for Kaniva and improved mobile phone connectivity for central part of shire | Utilise opportunities to lobby federal politicians on both NBN and Mobile connectivity | | CEO, Economic Development | | | | | 60% | Continued deputations to federal comms minister planned. Booked an info session with a broadband provider with a potential Kaniva solution. 5 new mobile towers have been promised for the region with 3 installed. | Reluctance from NBN to be flexible in their delivery of NBN. Difficult to develop business case for mobile blackspots due to low population in blackout areas | Ongoing advocacy required |
| | | | | Provide information when required to assist with data in ag project of regional partnership | CEO, Eco Dev | Ongoing | | | | 75% | Vic State Govt has announced funds to roll out the first stages of the project | Federal support is essential and the roll out of telecoms infrastructure is critical | As above |
| | | | | Investigate possible training programs for residents required to access My Agedcare or NDIS programs | CHSP Team Leader | 43252 | 2nd & 3rd quarters | \$5K | No | 50% | Computer savvy seniors program continues to host sessions | Participant support | End of 2019 |

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| 2.5 Transport - roads, accessibility, public transport & freight | 2.5.1 Support community transport initiatives and regional connectivity | | Participate in regional community transport pilot program, facilitated by the centre for participation | | CEO and Volunteer Coordination | 2017 - 2018 | full year for stage 1 trial | | No | 80% | Kaniva Service and have met with community advocates for the Edenhope service. Kaniva service has seen increase in patronage since promotional | community bus. Insufficient number of users of the service (not a problem with the Kaniva service to date) | The pilot scheme is designed to run until June 2019, with a decision from gov on its future funding after that. |
| | | | | Continue to support volunteer taxi service | Volunteer coordination | Ongoing | | | No | 80% | | | |
| | | | | Provide in principle support to Western Rail project | CEO | Ongoing | | | No | 20% | from WW. Project is being managed by Horsham, Ararat & Southern Grampians. Presentations have | commitment from state and federal governments. The project is competing with | Project will take up to 5 years to be implemented if the business case is developed. |
| | | | Participate in regional transport forums including the WSM Regional Transport Group | | DIDW | | | | | 100% | Councillor & Director membership of Forum Committee. WWSC has also joined the Rail Freight Alliance | | Ongoing |
| | | | | Collect and provide freight and economic data to support regional investigative reports | | | | | | 10% | | | |
| | | Advocate for improved standards on C Class roads across the Shire | | | CEO, DIDW | Ongoing | | | | 80% | Successful applications totalling \$1.475m for fixing country roads. Advocated to roads minister for increase in narrow sealed roads funds | Competing with large population councils for funds | Annual advocacy campaign |

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| 2.6 Pest Control | 2.6.1 Strategy for sustainable pest & weed control measures | | Annual Strategy development | Review State-wide designated pests and weeds as applicable | DIDW, Natural Resource Officer | Annually | | | | 75% | part of 2019 advocacy campaign | Inability to gain an audience with the environment minister | Annual campaign |
| | 2.6.2 Partner with Landcare and other community organisations for pest plant and animal control measures. | | Stakeholder committee and partnership development | | DIDW, Natural Resource Officer | Minimum two per annum | | | | 80% | A number of partnership agreements are implemented when funding permits | Inconsistency of funding arrangements. | |
| | 2.6.3 Maintain register | | Pests and Weeds register | Fulcrum and/or alternative for reporting and recording activities | Natural Resource Officer | Ongoing | | | | 90% | Extensive mapping undertaken & a number of threatened plant species protected within planning scheme | Funding from state is trickled out periodically and this makes it difficult to plan long term. | Annual advocacy for funding improvements |
| | | Advocate for greater resources for DELWP to support local council. Too difficult for small councils to maintain expertise | | | CEO, DIDW | Ongoing | | | | 50% | Met with key regional DELWP staff to workshop issues faced by small rural shires | Calls for greater support from the state are ignored | As above |
| Strategic Objective 3: Quality sustainable community infrastructure | | | | | | | | | | | | | |
| 3.1 Mapping community assets to improve planning and efficiency | | | | | | | | | | | | | |
| | 3.1.1 Invest in addressing infrastructure funding gap | | Mapping community assets | | DCCS/DIDW/ Engineering Services | 17/18 fy - | 2nd & 3rd quarters | \$20K | Yes | 80% | RCTP project will assist with addressing the gap via efficiency gains | Commitment to renew Council assets diminishes | Ongoing |
| | | | | Facilitation of shared asset use by multiple users | DIDW/DCCS | 2018/2019 onwards | | \$5K-\$10K per annum (including materials and legal agreements) | Yes (2108 onwards) | 50% | Lions Club now share Senior Citizens in Edenhope, Discussions on Edenhope Hall centred on multi use, | Reluctance from community groups to share facilities | Ongoing |

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| | | | | Condition assessments and building capacities | Assets, Engineering | 17/18 fy - | 2nd 3rd quarter | \$35K | No | 70% | All condition assessments and asbestos assessments completed for Council owned buildings | | |
| | | | | Research community use | Community Services | 17/18fy | 4th quarter | \$50K | No | 5% | Need to gain an understanding of volume of use for built assets to enable | inaccurate figures provided, a lot of community use is going unrecorded | The year 2020 |
| | | | | Detailed catchment mapping | DCCS/Community Services | | | | | 0% | Map the potential catchment for a facility | resource via the asset management program | The year 2020 |
| | 3.1.2 Create and implement a prioritised playground strategy | | | Service level reviews | Youth Services | 17/18 fy - | 3rd & 4th Quarter | \$20K | Yes | 80% | Policy developed to be used a guide to development of strategy | Asset management resources are dedicated to register and confirm system | Late 2019 |
| 3.2 Sustainable community infrastructure | 3.2.2 Create evidence based priorities for infra investment | | | Develop formal strategies for specific needs (C Class roads, mobile tech, NBN) | Senior Management Group | 17/18 fy - | 2nd, 3rd, 4th quarter | | | 75% | Applications for fixing country roads successful, all targetting C Class roads | Changes of government. Consistent support from regions Councils | Ongoing |
| | 3.2.3 Upgrade / divest / repair Council owned & managed assets | | | Development of built asset mgt plan | Engineering Services | 18/19 fy | 2nd & 3rd quarters | | Yes | 35% | Investigation into the possible consolidation of built assets in Edenhope following decision to | Non-adherence to a program of consolidation. Public awareness of the need for multi- | Report to August Council Assembly |
| 3.3 Invest in quality infrastructure supported by community consultation & engagement | 3.3.1Facilitate discussions on social infrastructure (shared occupancy) | | | See 3.1.1 | As per 3.1.1 | 19/20 fy | 1st & 2nd quarters | | Yes | 80% | Construction of the Edenhope Hall has commenced, as has the construction of the Harrow Rec Reserve facilities. Restoration of the Kaniva Shire Hall almost complete. | Ability to fund complete build of Edenhope Hall. Re-use of Kaniva Shire Hall once completed | 2021 |
| | | | | Service planning for specific functions | Engineering Services | 18/19 fy | 3rd & 4th Quarter | | Yes | 50% | Workforce planning workshops are booked for July 209 | | |

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| 4.3 Promote opportunities that support our agricultural producers to diversify and or value add | | | | | | | | | | | | | |
| | 4.3.1 Participate in business case development for utility infrastructure, water, gas and power generation | | | | Economic Development | 4/ | | | | 50% | Regional approach taken via Regional Partnership, WDA & regional alt energy cttee. Water: Bus Case being put tog by GWM for Pipeline servicing Rocklds thru to Harrow / Edenhope. | Location of interconnector into SA | 2021 |
| Strategic Objective 5: Thriving, safe and diverse local communities | | | | | | | | | | | | | |
| 5.1 Promote Community Planning | | | | | | | | | | | | | |
| | 5.1.1 Continue to provide community strengthening grants and support for volunteer groups to align with Community Plans | | Structured development of community plans | | Senior Mnagement Group | 2018/19 fy | 2nd & 3rd quarter | | Yes | 90% | Grants provided in two rounds each financial year, program is not fully expended | Accuracy of information provided in applications | Ongoing |
| | | | | Annual program to inform and educate volunteer groups in grant writing governance structures etc. | Economic Development | 2017/18 fy | 1st & 3rd quarter | | | 50% | Re-modelled the assessment process for community grants inline with advice provided by Local Govt. Inspectorate. | Availability of the Economic Development team to undertake training. Advice now provided upon request for assistance | Ongoing |

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| | | | | Explore shared administrativ e resources for volunteer groups | Community Services | 2018/19 fy | 2nd quarter | | | 0% | Try to combine a program with the roll out of community plans | Willingness of volunteer groups to share resources | 2021 |
| | 5.1.2 Support for community events and activities | | Develop community events and activities strategy | | Community Services | 2017/18 fy | 3rd quarter | | | 75% | Strategy document under review to be presented to SMG by August 2019 | Not adhering to the agreed strategy | Year 2019 |
| | | | | Develop an information pack to ensure that groups understand various compliance issues | Economic Development | 2017/18 4th quarter | | | | 80% | Info packs: templates completed, waiting for sign off | | Late 2018 |
| | | | | Ascertaining the value (social and economic) of various events to the shire to inform prioritisation of support provided | Economic Development | 2018/19 fy | 2nd quarter | | | 50% | Some info gained from Recreational Water Study | Allocating a resource to complete the data searches | ongoing |
| | 5.1.3 Create identity and improved image for small communities, by ensuring clean facilities, developing community and preserving its history | | *Link to Community Planning | | Community Services | 2018/19 fy | 3rd quarter | | | 20% | Removal of Browns House in Harrow, clean up of toilet block in Chetwynd | Must link to community plans | 2020 |

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| | | | | Develop an assistance pack to enable community groups to manage historical items and facilitate the promotion of local history | Tourism | 2018/19 fy | 4th quarter | | | 0% | Has not commenced | #REF! | Fourth quarter 2018/2019 |
| | | | * Link back to community planning | | | | | | | | | #REF! | |
| | 5.1.4 Senior staff representation at Community Committee meetings | | Representatives have been appointed | Review representation every two years | CEO | 2017 | ongoing | | | 95% | Senior staff attending community meetings, no rep at Goroke | Timing of meetings creates a clash at times, develop a common reporting template | Ongoing |
| 5.2Promote community education programs | | | | | | | | | | | | | |
| | 5.2.1Assist with client education on MyAged Care | | Partner with community house(s) to promote programs to upskill clients | | CHSP | 2017/18 fy | 2nd quarter | | | 90% | Info sheets for accessing specific services or required actions from specific MAC correspondence produced for public. Have identified an appropriate host to run city information sessions on what My Aged Care is, how and when people should access it. These sessions are to be hosted at various venues around the shire. | Computer literacy | 2019 |

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| | | | | Link into grant writing and governance programs as per 5.1.1 | Corporate & Community Services | 2017/18 fy | 4th quarter | | | 0% | Will liaise with Eco Dev Officer to see where this is at and provide info of annual program to any relevant group as it become available. | | |
| 5.3 Support Youth engagement | | | | | | | | | | | | | |
| | 5.3.1 Continue to develop a youth council | | Explore suitable models to promote engagement | Develop youth strategy | Youth Services Officer | 2018/19 fy | 1st quarter | | | 90% | Full holiday program of events provided. Youth Art at Charlegrark is next event | Access to schools. Lack of pre planning for comms in project development | Ongoing |
| | | | | Develop annual work experience plan | HR Adisory | 2017/18 fy | 3rd quarter | | | 5% | In very early development | | Late 2018 |
| 5.4 Encourage place-making projects/ initiatives that drive civic pride | | | | | | | | | | | | | |
| | 5.4.1 Assist township committees to undertake projects and programs to increase community pride | | | Following the development of community plans, create a methodology to demonstrate broad community support | Community Services | 2018/19 fy | 1st quarter | | | 75% | Significant positive exposure through First XI events. Received funding for 4 Pick my Project projects which will be predominantly community driven | The non funding of community plan development in Council budgets | Ongoing |
| | | | | Program pre activity meetings to ensure that all regulatory requirements are met | Regulatory Services | 2017/18 fy | 2nd quarter | | | 50% | Increased understanding of legal requirements to be met when hosting events | | 2021 |

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| 5.5 Support for volunteers | | | | | | | | | | | | | |
| | 5.5.1 Continue to support community volunteer groups and programs | | | | | | | | | | | | |
| | 5.5.2 Assist with volunteer transport programs | | Provide resources to enable community transport pilot to be facilitated in West Wimmera | | CEO | 2017/18 fy | 1st, 2nd, 3rd quarter | | | 75% | Pilot scheme rolled out in northern end of shire and info sessions held for southern end program. Waiting for Centre for Participation to commence prog in Edenhope. | Drop-off in support for program | 2020 |
| 5.6 Fulfil our legislative requirements in emergency management | | | | | | | | | | | | | |
| | 5.6.1 Continue active membership of WEMT | | Work with WEMT on community response and resilience activities | | DIDW/MRM | 2017/18 fy | | \$25K p/a membership | | 90% | Continued participation in planning activities for region, delegating 3 new MEROs | Volume of responsibility handed to Local Government | Ongoing |

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| | | | | Partnership with CFA & SES community liaison offices | MRM | 2017/18 fy | | | | 50% | WWSC is promoting events to recruit members for SES and CFA in Edenhope. Met with Red Cross to discuss the education requirements required for the shire. Have developed a partnership with the DHHS liaison for assistance with singe house fires and other required information. Will continue to meet and foster partnerships with other relevant stake holders. | Number of volunteers will determine services provide | Late 2018 |

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| | 5.6.2 Leverage opportunities for local resilience development | | Monitor regional and State activities for local opportunities to partner with local communities | | MRM | 2017/18 fy | | | | 50% | Continue working with all members of WEMT to identify & act on any relevant opportunities to develop resilient communities across the region. Have approached Red Cross for community edu sessions (esp or Harrow & Goroke) on the importance of having your own plan in an emergency, and assisting individuals in completing RediPlans. Have encouraged all participants (and assist many of them) in the computer savvy senior classes to install the VicEmergency app on personal devices. | | |
| Strategic Objective 6: Participating in activities that address health and wellbeing issues | | | | | | | | | | | | | |
| 6.1 Improve access to health and wellbeing services | | | | | | 1Q 17/18 | | | | | | | |
| | 6.1.1 Support community transport options to assist with access to medical services | | Continue to support volunteer taxi service and community transport pilot scheme | | | 4Q 18/19 | | | | 75% | Continued support for volunteer taxi service, admin and driver support for community transport, promotion of new southern community transport routes | Number of volunteers and state support to subsidise community transport | 2021 |

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| | 6.1.2 Incorporate access to health and wellbeing services in the Municipal Public Health and Wellbeing Plan | | | | DIDW | 2018/2019 fy | \$25K budgeted for the 18 / 19 financial year | | | 100% | Municipal Public Health and Wellbeing plan ws reviewed and endorsed at the November meeting of Council | | 2021 |
| Strategic Objective 7: Providing access to and promoting the natural environment | | | | | | | | | | | | | |
| 7.1 Targeted promotion of West Wimmera as a world-class destination | | | | | | | | | | | | | |
| | 7.1.1 Invest in media Promotion | | Develop on line presence to promote significant events (budget approval, council plan approval etc) | Develop media releases post each Council meeting | Senior Management Group | 2017/18 fy | 1st quarter | | | 85% | West Wimmera has participated in a program run by RCV to develop a number of short videos on attractions and unique aspects of the shire. The clips and associated images are available on the RCV website | Some media coverage may require payments to be made to attract mainstream media. Budget restrictions | Ongoing |
| | | | | Access regional media promotions through various tourism groups | Comms and Tourism Officer | 2017/18 fy | | | | 60% | As above | The reach of Wimmera Mallee Tourism | Ongoing |
| | | | Participate in regional promotional activities (e.g. caravan & camping expo's) | | Comms & Tourism | 2017/18 | | | | 90% | Council reps on Wimmera Mallee Tourism have attended Caravan and Camping shows in Melb & Adel | The cost assoc with attending and displaying is high | Ongoing |

| Council Plan Priority / Action | Proposed Action | Proposed Advocacy Action | Project Proposals | Sub Projects | Responsible Officer / Department | Proposed Timelines | Proposed Timeframe | Estimated Costs | Major Project Plan Inclusion | Progress | Status Update Comment | Potential Threats to completion | Projected Completion Timeline |
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| 7.2 Foster Eco Tourism development | 7.2.1 Promote eco-tourism opportunities to develop a visitor economy | | Utilising available regional strategies, investigate possibilities for school camp visitation | | Comms & Tourism | | | | | 50% | Some cross promotional opportunities with fishing comp and country music marathon. Review in 2018/2019. Also images provided as part of RCV campaign | | 2021 |
| | | | | Investigate opportunities for high quality catered eco camping facilities to be constructed | Economic Development | | | | | 5% | Limited high standard accommodation provided to campers at Women on Farms event | Requires a commercial operator to invest in the shire | 2021 |
| | 7.2.2 Build on regional and local opportunities for visitor economic development in environmentally based tourism | | | | | | | | | | | | |

Strategic Objective 1: A Proactive, well governed, professional and financially sustainable organisation that encourages community participation



| Council Plan Priority / Action | Proposed Action | Proposed Advocacy Action | Project Proposals | Sub Projects | Responsible Officer / Department | Proposed Timelines | Proposed Timeframe | Estimated Costs | Major Project Plan Inclusion | Progress | Status Update Comment | Potential Threats to completion | Projected Completion Timeline |
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| West Wimmera Shire Council - Council Plan 2017 - 2021 Resource Plan | | | | | | | | | | | | | | | |
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| Strategic Objective 1: A Proactive, well governed, professional and financially sustainable organisation that encourages community participation | | | | | | | | | | | | | | | |
| Council Plan Priority / Action | Proposed Action | Proposed Advocacy Action | Project Proposals | Sub Projects | Responsible Officer / Department | External Resources Required | Proposed Timelines | Proposed Timeframe | Estimated Costs | Major Project Plan Inclusion | Description | Progress | Status Update Comment | Potential Threats to completion | Projected Completion Timeline |
| 1.1 Improve Council's governance, functionality and reputation | 1.1.1 Promote a professional reputation for the shire - locally and regionally | | Seek out opportunities for Councillors and senior staff to be members of regional boards etc | | Senior Management Group | General liaison with executive of targeted groups | 2017 -2018 | First quarter | N/A | Not included | | 75% | DCCS is an independent member of Hindmarsh SC Audit Committee, Cr Houlihan is the new chair of the Wimmera Sustainability Group | Lack of suitable board or chair vacancies | Ongoing exercise that will be assessed in the final quarter of each f/y |
| | | | | Chair of NWMA | CEO | Other NWMA Members | 2017 - 2018 | Fourth Quarter | Nil | | | 0% | | | |
| | 1.1.2 Participate in Regional Shared Services activities | | Shared HR advisory services | | CEO | HR Advisor (HRRC) | July 2017- July 2018 | Full year | \$40K | Not included | Shared service has commenced with Yarriambiack Shire and will target recruitment & staff reviews initially. | 100% | RCTP proposal successful and implementation will commence in late 2019. The approved funding is for a 6 Council model | | 18 months from commencement of implementation |
| | | | Shared on-line training for compulsory modules | | DCCS | Northern Grampians Shire HR Dept. | August 2017 - August 2018 | Full Year | \$20K | Not included | Program to commence with Bullying, Fraud Prevention, Equal Opportunity | 80% | Program has commenced with the first 2 modules completed by the week of 23 November. Problems with remote provider site have been ongoing and have limited access. A renewed effort has been made to obtain and retain access. | Poor understanding of WWSC needs from external parties, lack of direct communication from WWSC with software provider | Final quarter- 2017/18 Final quarter 2018/19 |
| | | | Shared Civil Works Contract | | DIDW | Civil contractors, neighbouring Shires | Sept 2017 - June 2021 | full year | | Included | All opportunities to share civil services will be explored | 5% | | | |
| | | | Shared service contract for building surveying services across the Wimmera | | DIDW & CEO | Reps from Horsham, Sthn Grampians, Hindmarsh & Tariambiack | Jan 2018 to October 2018 | | As per current budget allocation for MBS | Not included | A new model of delivering MBS services using more on-line applications and less face to face | 100% | Contracts signed and program is now operation | HRRC has held up the contract signing due to minor variations | May-19 |
| | | | | Undertake full review of all policies | CEO | | July 2017 - July 2020 | Ongoing program | \$15K pa | NA | Costs are related to staff time for review and presentation to Council | 90% | Current policy review is progressing well with future review dates agreed. Commencing the development of new policies to comply with new LG Act | Creation of policies to comply with new act will disrupt the current review schedule | Jun-19 |
| 1.2 Continue to encourage local procurement | 1.2.1 Source labour and materials locally wherever possible | | Provide training to local suppliers and contractors to improve tenders | | DIDW, DCCS, | | Jan 2018 - June 2018 | Third and Fourth quarters | \$5K | Not included | | 80% | Procurement policy review complete and presented to Council on 4 June. Report to Council on 20 June for approval | Lack of interest from local suppliers. Lack of time and resources to hold training | Jun-19 |
| | | | | Establish a trades and services register/panel | DIDW, contracts Manager | Economic Development staff | Jan 2018 - June 2018 | Third and Fourth quarters | | NA | Continue to monitor local trades and services to ensure compliance and insurance requirements are met | 60% | Some trade areas have been completed with a panel for planning services, local trades and the flood recovery panel of trades and equipment. Have also let a contract for a panel of businesses to undertake tree works | Availability of trades and reliability at times | Jun-19 |
| 1.3 Build the capacity of Council administration through professional development | 1.3.1 Leadership training for Councillors and staff to build team ethos | | Investigate options of a regional professional development program | | HR Advisor, Senior management Group | Neighbouring shires, DELWP, LG Pro, state agencies | July 2018 - July 2019 | entire fy | \$10K | NA | By utilising training opportunities across a region staff knowledge base will vastly increase | 75% | Recently arranged for coaching and assessment of staff with leadership potential. The program will provide a tailored development plan for each person. | Providing sufficient time and support for staff to complete the training and development | Jun-19 |

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| Strategic Objective 2: Meaningful partnerships to support advocacy priorities and service provision | | | | | | | | | | | | | | | | | |
| Council Plan Priority / Action | Proposed Action | Proposed Advocacy Action | Project Proposals | Sub Projects | Responsible Officer / Department | Internal Resources Required | Estimated Officer time requirement | External Resources Required | Proposed Timelines | Proposed Timeframe | Estimated Costs | Major Project Plan Inclusion | Description | Progress | Status Update / Comment | Potential Threats to completion | Projected Completion Timeline |
| 2.1 Develop advocacy policy and plan | | 2.1.1 Create detailed and factually accurate advocacy strategies to ensure consistent dialogue during lobbying | Using the advocacy actions contained in the Council Plan, develop an annual prioritised plan | | CEO | CEO and Councillors | 1 day per week | Neighbouring Shire reps, external consultants | Ongoing | Annual strategy developed in Jan/Feb and reviewed in Nov/Dec each year | | NA | Status reports provided to Council Assemblies each quarter | 100% | Plan completed and presented to Councillors in September 2017 | Ability to engage with some key players | Ongoing |
| | | | | Undertake workshops with CR's to develop individual strategies per subject item | CEO | CEO and Directors, Eco Dev staff | 1 day per month | | Ongoing | | NA | 90% | Individual strategies developed and visits to ministers and advisors completed 5&6 June 2019 | As above | Documents circulated and presented 5&6 June | | |
| 2.2 Energy capacity and reliability | | 2.2.1 Investigate opportunities to improve access to utilities - gas, water, NBN, renewables, telecommunications | Annual visit to Canberra with Wimmera CEO's and Mayors | Develop fact sheets on the economic disadvantage due to lack of access to items such as NBN | | Economic Development Officer | 1 day per week | Wimmera Development Association and Neighbouring Shires | Ongoing | Second, Third and Fourth quarters | | NA | | 60% | Potential wireless broadband provider for Kaniva area to present to Councillors at May Forum | Lack of federal political intervention on NBN roll out Victoria not participating in national mobile blackspot program Water: lack of funding to proceed | Ongoing |
| | | | | | Support efforts to construct power interconnector into SA to be located in West Wimmera | CEO & Eco Dev | CEO | 1 day per fortnight | Wimmera Development Association and Neighbouring Shires | | | 10% | | | | | |
| | | | Participate in regional sustainable energy, water projects | Shire energy and water audit | DIDW, Manager Engineering | DIDW, Manager Engineering, Buildings Officer, Finance | 2 days per week | Sustainability Victoria, WMSA | Oct 2017 - Jun 2018 | | | Not at this stage | Funding potential \$V | 5% | Audit proposed Apr 2018 thru Sep, Funding potential \$V | | |
| | | | Participate in the business case development for a rural water pipeline into West Wimmera | | CEO and senior staff | CEO, Councillor and Community reps on committee | 1 day per fortnight | GWM Water, DELWP, WCMIA, GHGMA, HREC, SSGC | 2018 | entire fy | | Yes | Promote benefits of drought proofing the shire with construction of pipeline | 90% | Meet with consultative committee & Shire managers & Councillors with a view to re-visiting water minister in Oct 2019 | Commitment to support investment by state and fed govt. | 2022 |
| 2.3 Water security | | 2.3.1 Participate in and promote business case development for rural pipeline supply | Participate in the business case development for a rural water pipeline into West Wimmera | | CEO and senior staff | CEO, Councillor and Community reps on committee | 1 day per fortnight | GWM Water, DELWP, WCMIA, GHGMA, HREC, SSGC | 2018 | entire fy | | | Promote benefits of drought proofing the shire with construction of pipeline | 60% | Cr is member of steering committee, Eco Dev Officer has met with project managers & businesses, CEO on steering committee & Councillor is chair of consultative committee | As above | As above |
| | | | | 2.3.2 Participate in the regional study on economic and social benefits of recreational water in the Wimmera Southern Mallee | | Study lead by WCMIA and involving various stakeholders will place a value on recreational water | | Councillors | | GWM Water, DELWP, WCMIA, GHGMA, HREC, SSGC, local businesses and visitors to the region | Dec-17 | | \$5K | Yes | Study will be complete and report released by Nov 2017 | 75% | Second stage of study completed, draft report to be presented to WMA in July 2018 |
| 2.4 Improving digital connectivity | | 2.4.1 Encourage increased digital connectivity for the majority of residents | Develop fact sheets re NBN for Kaniva and improved mobile phone connectivity for central part of shire | Utilise opportunities to lobby federal politicians on both NBN and Mobile connectivity | CEO, Economic Development | CEO, Councillors | 1 day per fortnight | NBN Co, Regional Partnership, Local emergency services | | | | | | 60% | Continued deputations to federal comm minister planned. Booked an info session with a broadband provider with a potential Kaniva solution. 5 new mobile towers have been promised for the region with 3 installed. | Reluctance from NBN to be flexible in their delivery of NBN. Difficult to develop business case for mobile blackspots due to low population in blackspot areas | Ongoing advocacy required |
| | | | | | | Provide information when required to assist with data in ag project of regional partnership | CEO, Eco Dev | CEO, Eco Dev Officer | 1 day per month | Regional Partnership, WMA, Neighbouring Shires | Ongoing | | | | 75% | Vic State Govt has announced funds to roll out the first stages of the project | Federal support is essential and the roll out of telecoms infrastructure is critical |
| | | | | Investigate possible training programs for residents required to access My Agedcare or NDIS programs | CHSP Team Leader | CHSP team, Volunteer Coordinator | 1 day per month | Wimmera Business Centre, DHS, TAFE | Jun-18 | 2nd & 3rd quarters | \$5K | No | New commonwealth model of home care requires appointments to be made via on-line portal | 50% | Computer saving seniors program continues to host sessions | Participant support | End of 2019 |
| 2.5 Transport - roads, accessibility, public transport & freight | | 2.5.1 Support community transport initiatives and regional connectivity | Participate in regional community transport pilot program, facilitated by the centre for participation | | CEO and Volunteer Coordination | CEO, DCCS, Volunteer coordinator | 1 day per week | Centre for participation, Wimmera PCF, Neighbouring Shires, PTW, Vicroads & Dept of Transport | 2017 - 2018 | full year for stage 1 trial | | No | Pilot will enable greater access to regional centres and mainstream public transport for residents in WWSVC | 80% | Re-promoted the Kaniva Service and have met with community advocates for the Keadnape service. Kaniva service has seen increase in patronage since promotional work. | Access to the Kaniva Service and have met with community advocates for the Keadnape service. Kaniva service has seen increase in patronage since promotional work. | The pilot scheme is designed to run until June 2019, with a decision from gov on its future funding after that |
| | | | | Continue to support volunteer taxi service | Volunteer coordination | Volunteer coordinator | 1 day per fortnight | Neighbourhood House, Centre for Participation | Ongoing | | No | Volunteer taxi service will complement the community transport pilot project | 80% | | | | |
| | | | Provide in principle support to Western Rail project | | CEO | CEO | 1 day per month | Western Rail action group | Ongoing | | | No | \$2K contributed to original study. Overall project may lead to improved coach services for Kaniva | 20% | Limited involvement from WMA. Project is being managed by Horsham, Ararat & Southern Grampians. Presentations have been made to both state and fed ministers. | Low level commitment from state and federal governments. The project is competing with other regions for priority status. | Project will take up to 5 years to be implemented if the business case is developed. |
| | | | Participate in regional transport forums including the WIM Regional Transport Group | | DIDW | DIDW, Manager Engineering, Works Officer, Finance, Councillor delegates | 2 days per month | WSMRTG, Vicroads | | | | | | 100% | Councillor & Director membership of Forum Committee. WWSVC has also joined the Rail Freight Alliance | | Ongoing |
| | | | Collect and provide freight and economic data to support regional investigative reports | | | | | | | | | | | 10% | | | |
| | | Advocate for improved standards on C-Class roads across the Shire | | | CEO, DIDW | CEO, DIDW, Infra Eng, WMA, Councillors | 1 day per month | Wimmera Mallee Transport Forum group | Ongoing | | | | | 80% | Successful applications totalling \$1.475m for living country roads. Advocated to roads minister for increase in narrow sealed roads funds. | Competing with large population councils for funds | Annual advocacy campaign |
| 2.6 Pest Control | | 2.6.1 Strategy for sustainable pest & weed control measures | Annual Strategy development | Review State wide designated pests and weeds as applicable | DIDW, Natural Resource Officer | Natural Resource Officer | 2 weeks per annum | Landcare, DELWP | Annually | | | | | 75% | part of 2019 advocacy campaign | Ability to gain an audience with the environment minister | Annual campaign |
| | | | | | 2.6.2 Partner with Landcare and other community organisations for pest plant and animal control measures. | DIDW, Natural Resource Officer | Natural Resource Officer | 2 weeks per annum | Landcare, DELWP | Minimum two per annum | | | | | 80% | A number of partnership agreements are implemented when funding permits | Inconsistency of funding arrangements. |
| | | 2.6.3 Maintain register | Pests and Weeds register | Fulcrum and/or alternative for reporting and recording activities | Natural Resource Officer | Natural Resource Officer | 1 day per week | DELWP, consultancy as required | Ongoing | | | | | 90% | Extensive mapping u-taken & a number of threatened plant species protected within planning scheme | Funding from state is trickled out periodically and this makes it difficult to plan long term. | Annual advocacy for funding improvements |
| | | Advocate for greater resources for DELWP to support local council. Too difficult for small councils to maintain expertise | | | CEO, DIDW | CEO, DIDW, Natural Resource Officer, WMA, Councillors | 1 day per month | DELWP, WCMIA | Ongoing | | | | | 50% | Met with key regional DELWP staff to workshop issues faced by small rural shires | Calls for greater support from the state are ignored | As above |

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| Strategic Objective 3: Quality sustainable community infrastructure | | | | | | | | | | | | | | | | | |
| Council Plan Priority / Action | Proposed Action | Proposed Advocacy Action | Project Proposals | Sub Projects | Responsible Officer / Department | Internal Resources Required | Estimated Officer time requirement | External Resources Required | Proposed Timelines | Proposed Timeframe | Estimated Costs | Major Project Plan Inclusion | Description | Progress | Status Update Comment | Potential Threats to completion | Projected Completion Timeline |
| 3.1 Mapping community assets to improve planning and efficiency | | | | | | | | | | | | | | 5% | | | |
| | 3.1.1 Invest in addressing infrastructure funding gap | | Mapping community assets | | DCCS/DIDW/ Engineering Services | Manager Engineering, Finance staff, Asset Coordinator | ME 2 weeks over 6 mths/Finance 1 week over 6 mths, AC 4 weeks over 6 mths | DELWP, consultant | 17/18 fy - | 2nd & 3rd quarters | \$20k | Yes | | 80% | HCTP project will assist with addressing the gap via efficiency gains | Commitment to renew Council assets diminishes | Ongoing |
| | | | | Facilitation of shared asset use by multiple users | DIDW/DCCS | DIDW, DCDS, Manager Engineering, Finance staff, Buildings Officer, Asset Coordinator | DIDW/DCDS, ME & Finance Manager 1 week p/a, Buildings Officer 4 wks p/a, AC Coord 6.5 days p/a | Legal advice | 2018/2019 onwards | | \$5k-\$10k per annum (including materials and legal agreements) | Yes (2108 onwards) | | 50% | Lions Club now share Senior Citizens in Edenhope. Discussions on Edenhope Hall centred on multi use. Kaniva Shire Hall to house not for profit groups | Reluctance from community groups to share facilities | Ongoing |
| | | | | Condition assessments and building capacities | Assets, Engineering | Asset Coordinator, Manager Engineering, Buildings Officer, Builder | BO 20 weeks p/yr, AC 10 weeks p/yr | DELWP | 17/18 fy - | 2nd 3rd quarter | \$35k | No | | 70% | All condition assessments and asbestos assessments completed for Council owned buildings | | |
| | | | | Research community use | Community Services | Contract / project management | CS 2 weeks over 6mths | Combi 2 contractor, DELWP | 17/18fy | 4th quarter | \$50k | No | | 5% | Need to gain an understanding of volume of use for built assets to enable better prioritisation of capital investment | Inaccurate figures provided, a lot of community use is going unrecorded | The year 2020 |
| | | | | Detailed catchment mapping | DCCS/Community Services | | | | | | | | | 0% | Map the potential catchment for a facility | Allocation of a resource via the asset management strategy | The year 2020 |
| | 3.1.2 Create and implement a prioritised playground strategy | | Service level reviews | | Youth Services | Youth Services, Economic Dev, Parks & Gardens, Asset Coord, Risk Manager | YS 3 weeks p/year, ED 1 week p/year, P&G 1 week p/year | | 17/18 fy - | 3rd & 4th Quarter | \$20k | Yes | | 80% | Policy developed to be used a guide to development of strategy | Asset management resources are dedicated to register and confirm system | Late 2019 |
| 3.2 Sustainable community infrastructure | 3.2.2 Create evidence based priorities for infra investment | | Develop format strategies for specific needs (C Class roads, mobile tech, NBN) | | Senior Management Group | CEO, Eco Dev, DIDW, DCDS | CEO 5 weeks p/year, Eco Dev 2 weeks p/year, DIDW 2 weeks p/year, DCDS 2 weeks p/year | | 17/18 fy - | 2nd, 3rd, 4th quarter | | | | 75% | Applications for fixing country roads successful, all targeting C Class roads | Changes of governments. Consistent support from regions Councils | Ongoing |
| | 3.2.3 Upgrade / divert / repair Council owned & managed assets | | Development of built asset mgmt plan | | Engineering Services | Asset Coordinator, Manager Engineering, Buildings Officer | AC 20 weeks p/year, ME 8 weeks p/year, BO 6 weeks p/year | | 18/19 fy | 2nd & 3rd quarters | | Yes | | 31% | Investigation into the possible consolidation of built assets in Edenhope following decision to build full hall | Non-adherence to a program of consolidation. Public awareness of the need for multi-purpose facilities | Report to August Council Assembly |
| 3.3 Invest in quality infrastructure supported by community consultation & engagement | 3.3.1 Facilitate discussions on social infrastructure (shared occupancy) | | See 3.1.1 | | As per 3.1.1 | Senior Management Group, Specific program managers | | | 19/20 fy | 1st & 2nd quarters | | Yes | Needs to follow community asset mapping and asset plan development | 80% | Construction of the Edenhope Hall has commenced, as has the construction of the Kaniva Rec Reserve facilities. Restoration of the Kaniva Shire Hall almost complete. | Ability to fund complete build of Edenhope Hall. Re-use of Kaniva Shire Hall once complete | 2021 |
| | | | | Service planning for specific functions | Engineering Services | Manager Engineering, Finance staff, Asset Coordinator | | | 18/19 fy | 3rd & 4th Quarter | | Yes | | 50% | Workforce planning workshops are booked for July 2020 | | |
| | | | | Develop a multi-use, multi-functional strategy for Council controlled buildings | Assets, Engineering | Asset Coordinator, Manager Engineering, Buildings Officer, DIDW | AC 5 Weeks per yr, ME 3 weeks per yr, BO 5 weeks per yr | Property conveyancers | 18/19 fy | 2nd & 3rd quarters | | No | A community engagement and communication strategy is required to assist this exercise | 10% | Decision to build full hall in Edenhope will promote shared use discussion with community | Strategy development may require external expertise | 2020 |
| 3.4 Maintain West Wimmera local road network | 3.4.1 Provide quality roads | | Develop road management plan | Monitor upgrade and review plan | Engineering Services | Manager Engineering, Finance staff, Asset Coordinator | | Consultant | 17/18 fy - | 2nd quarter | \$10,000 | Yes | | 90% | Recent road improvements have followed the suggestion of WWSG advocacy efforts. Retained Vicroads contract for up to 6 years | Funding restrictions from state and fed govt. | Ongoing |
| | | | | Local research and data collection to support regional investigative work and reports | | | | | | | | | | 75% | Presentation provided to Council on the outcome of the road revaluation exercise | Application to fixing country roads was successful | 2021 |
| | Lobby state for Country Rd + Bridges & R/R | | Develop strategy and schedule regular meetings with ministers | Coordinate campaign with WWSMG | Engineering Services | DIDW, CEO, DCDS | | | 17/18 fy - | 3rd & 4th quarter | | Yes | | 85% | R2R funds have been secured and now attention to be turned to securing a reasonable indemnification of the funds | New program is a competitive funding round which requires WWSG to complete with larger freight routes | 2021 |
| | | | | Sustainable materials research | Engineering Services | Works Manager, Manager Engineering | | | 18/19 fy | 1st & 2nd quarters | | | | 50% | Works Manager is constantly researching the best ways to extend the life of pavement materials | Local/Regional supply volumes, distance to haul materials | Ongoing |
| | Lobby state for LGH or similar | | Develop evidence base to advocate for program reinstatement | | Engineering Services & Finance | Asset Coordinator, Manager Engineering, DIDW | | RDV | 17/18 fy - | 2nd quarter | | Yes | 2018 is an election year, so this becomes a high priority | 15% | Issue raised at MAY state council, RCV AGM and motion to 2016 state council | Current state government restrictions on funding to Local Gov | 2020 |

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| Strategic Objective 4: Building on our agricultural and business strengths and supporting economic development | | | | | | | | | | | | | | | | | |
| Council Plan Priority / Action | Proposed Action | Proposed Advocacy Action | Project Proposal | Sub Projects | Responsible Officer / Department | Internal Resources Required | Estimated Officer time requirement | External Resources Required | Proposed Timelines | Proposed Timeframe | Estimated Costs | Major Project Plan Inclusion | Description | Progress | Status Update Comment | Potential Threats to completion | Projected Completion Timeline |
| 4.1 Promote the benefits of West Wimmera to attract new residents, businesses and jobs | | | | | | | | | | | | | | | c | c | a |
| | 4.1.1 Pursue the development of manufacturing plants to value add to local products | | establish what represents local products | | Economic Development | Economic Development Officer, CEO, Councillors, | EDO 5 weeks p/year, CEO 1 week p/year | WDA | 17/18 fy | 4th quarter | | | | 50% | Meeting with potential investor in Edenhope Abbotston | Non investment in the rural pipeline | 2021 |
| | | | | Investigate opportunities for regional & local waste resource recovery plans | Economic Development | Works Manager, DIDW, Manager Engineering, Eco Dev Officer | WM 2 weeks p/year, DIDW 1 week p/year, EDO 1 week p/year | GCWWRRG | 17/18 fy | 4th quarter | | | | 50% | Participating in GCWWRRG and working with MAV on recycling issues | Current non-acceptance of co-mingled product to China | Ongoing |
| 4.2 Support existing businesses to succeed and grow | 4.2.1 Closely liaise with main street businesses | | Regular business visits | | Economic Development | Economic Development Officer | | | Ongoing across plan term | | | | | 60% | Met with supermarket manager of Korooro as they are looking to significantly upgrade in Sept 2019 | Understanding what we need to be speaking about with businesses | Ongoing |
| | | | | Re-activate the Economic Development Committee | Economic Development | Economic Development Officer | 1 week p/year | | 17/18 fy | 1st quarter | | | | 50% | One meeting held with former Eco Dev Manager, new officer programming future meetings | Other project related commitments of the Eco Dev Manager | Ongoing |
| | | | | Provide training and education in basic customer service and governance | Economic Development | Economic Development Officer Comm & Tourism Officer | 1 week p/year | Small Business Department, RDV | Ongoing across plan term | | | | | 50% | A number of small business information and training opportunities provided during small business week | Reluctance for business owners to participate in training meant that some sessions were cancelled | 2021 |
| | 4.2.2 Investigate cost effective ways to support existing businesses | | | | | | | | | | | | | | | | |
| 4.3 Promote opportunities that support our agricultural producers to diversify and or value add | | | | | | | | | | | | | | | | | |
| 4.3.1 Participate in business case development for utility infrastructure, water, gas and power generation | | | | | Economic Development | Economic Development Officer, Manager Engineering | weeks per year | RDV, Local Businesses | 4/ | | | | | 50% | Regional approach taken via Regional Partnership, WDA & regional air energy cttee. Water: Bus Case being put tog by GWM for Pipeline servicing Rocklids thru to Harrow / Edenhope | Location of interconnector into SA | 2021 |

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| Strategic Objective 5: Thriving, safe and diverse local communities | | | | | | | | | | | | | | | | | | |
| Council Plan Priority / Action | Proposed Action | Proposed Advisory Action | Project Proposals | Sub Projects | Responsible Officer / Department | Internal Resources Required | Estimated Officer time requirement | External Resources Required | Proposed Timelines | Proposed Timeframe | Estimated Costs | Major Project Plan Inclusion | Description | Progress | Status Update Comment | Potential Threats to completion | Projected Completion Timeline | |
| 5.1 Promote Community Planning | | | | | | | | | | | | | | | | | | |
| | 5.1.1 Continue to provide community strengthening grants and support for volunteer groups to align with Community Plans | | Structured development of community plans | | Senior Management Group | Community Committee reps, | | Qualified community planning resource | 2018/19 fy | 2nd & 3rd quarter | | Yes | | 90% | Grants provided in two rounds each financial year, programs is not fully expended | Accuracy of information provided in applications | Ongoing | |
| | | | | Annual program to inform and educate volunteer groups in grant writing governance structures etc. | Economic Development | Economic Development Officer, Comms & Tourism Officer | | | 2017/18 fy | 1st & 3rd quarter | | | | 50% | Re-modelled the assessment process for community grants inline with advice provided by Local Govt. representatives | Availability of the Economic Development team to undertake training. Advice now provided upon request for assistance | Ongoing | |
| | | | | Explore shared administrative resources for volunteer groups | Community Services | Volunteer Coordinator, Economic Development Officer, Comms & Tourism Officer | | | 2018/19 fy | 2nd quarter | | | | 0% | Try to combine a program with the roll out of community plans | Willingness of volunteer groups to share resources | 2021 | |
| | 5.1.2 Support for community events and activities | | Develop community events and activities strategy | | Community Services | Volunteer Coordinator, Economic Development Officer, Comms & Tourism Officer | | | 2017/18 fy | 3rd quarter | | | | 75% | Strategy document under review to be presented to SMG by August 2019 | Not adhering to the agreed strategy | Year 2019 | |
| | | | | Develop an information pack to ensure that groups understand various compliance issues | Economic Development | Economic Development Officer, Comms & Tourism Officer, EHO and Regulatory staff | | DELWP, RDV, Regional Tourism Groups | 2017/18 4th quarter | | | | | 80% | Info packs: templates completed, waiting for sign off | | Late 2018 | |
| | | | | Ascertain the value (social and economic) of various events to the shire to inform prioritisation of support provided | Economic Development | Economic Development Officer, Finance staff | | WDA, Regional Tourism Groups | 2018/19 fy | 2nd quarter | | | | 50% | Some info gained from Recreational Water Study | Allocating a resource to complete the data searches | ongoing | |
| | 5.1.3 Create identity and improved image for small communities, by ensuring clean facilities, developing community and preserving its history | | *Link to Community Planning | | Community Services | Volunteer Coordinator, Economic Development Officer, Comms & Tourism Officer | | | 2018/19 fy | 3rd quarter | | | | 20% | Removal of Browns House in Harrow, clean up of toilet block in Chetwynd | Must link to community plans | 2020 | |
| | | | | Develop an assistance pack to enable community groups to manage historical items and facilitate the promotion of local history | Tourism | Comms and Tourism Officer, Volunteer Coordinator | | | 2018/19 fy | 4th quarter | | | | 0% | Has not commenced | | Fourth quarter 2018/2019 | |
| | | | | * Link back to community planning | | | | | | | | | | | | | | |
| | 5.1.4 Senior staff representation at Community Committee meetings | | Representatives have been appointed | Review representation every two years | CEO | CEO and Senior Staff | 1 meeting per month | | 2017 | ongoing | | | | 95% | Senior staff attending community meetings, no rep at Goroke | Timing of meetings creates a clash at times, develop a common reporting template | Ongoing | |
| 5.2 Promote community education programs | | | | | | | | | | | | | | | | | | |
| | 5.2.1 Assist with client education on MyAged Care | | Partner with community house(s) to promote programs to up-skill clients | | CHSP | CHSP Team Leader | | Community House, Senior Citizens Clubs | 2017/18 fy | 2nd quarter | | | High priority due to the federal care model | 90% | Info sheets for accessing specific services or required actions from specific MAC correspondence produced for public. Have identified an approp host to run city information sessions on what My Aged Care is, how and when people should access it. These sessions are to be hosted at various venues around the shire. | Computer literacy | 2019 | |
| | | | | Link into grant writing and governance programs as per 5.1.1 | Corporate & Community Services | Volunteer Coordinator, Economic Development Officer, Comms & Tourism Officer | | | 2017/18 fy | 4th quarter | | | | 0% | Will liaise with Eco Dev Officer to see where this is at and provide info of annual program to any relevant group as it become available. | | | |
| 5.3 Support Youth engagement | | | | | | | | | | | | | | | | | | |
| | 5.3.1 Continue to develop a youth council | | Explore suitable models to promote engagement | Develop youth strategy | Youth Services Officer | Youth Services Officer | | | 2018/19 fy | 1st quarter | | | | 90% | Full holiday program of events provided. Youth Art at Chelwynd is next event | Access to schools. Lack of pre planning for camps in project development | Ongoing | |
| | | | | Develop annual work experience plan | HR Advisory | HR Advisor, Early Years Coordinator | | Local Schools | 2017/18 fy | 3rd quarter | | | | 5% | In very early development | | Late 2018 | |
| 5.4 Encourage place making projects/ initiatives that drive civic pride | | | | | | | | | | | | | | | | | | |
| | 5.4.1 Assist township committees to undertake projects and programs to increase community pride | | | Following the development of community plans, create a methodology to demonstrate broad community support | Community Services | Volunteer Coordinator, Economic Development Officer, Comms & Tourism Officer | | | 2018/19 fy | 1st quarter | | | | 75% | Significant positive exposure through First 10 events. Received funding for 4 Pica My Project projects which will be predominantly community driven | The non funding of community plan development in Council budgets | Ongoing | |
| | | | | Program pre activity meetings to ensure that all regulatory requirements are met | Regulatory Services | Planning Manager, Reg Services officer, Building Officers | | | 2017/18 fy | 2nd quarter | | | | 50% | Increased understanding of legal requirements to be met when hosting events | | 2021 | |
| 5.5 Support for volunteers | | | | | | | | | | | | | | | | | | |
| | 5.5.1 Continue to support community volunteer groups and programs | | | | | | | | | | | | | | | | | |
| | 5.5.2 Assist with volunteer transport programs | | Provide resources to enable community transport pilot to be facilitated in West Wimmera | | CEO | Volunteer Coordinator, HACC/CHSP Co-ordinator | | Centre for Participation, Hindmarsh Shire, Dept of Transport, | 2017/18 fy | 1st, 2nd, 3rd quarter | | | | 75% | Pilot scheme rolled out in northern end of shire and info sessions held for southern end program. Waiting for Centre for Participation to commence prog in Edenhope. | Drop off in support for program | 2020 | |
| 5.6 Fulfill our legislative requirements in emergency management | | | | | | | | | | | | | | | | | | |
| | 5.6.1 Continue active membership of WEMT | | Work with WEMT on community response and resilience activities | | DIO/MRM | MRM/CHSP Team Leader/MERO | MERO 10 hours p/month, MRM 5 hours p/month, CHSP (a/n) | WEMT | 2017/18 fy | | \$25K p/a membership | | | | 90% | Continued participation in planning activities for region, delegating 3 new MEROs | Volume of responsibility handed to Local Government | Ongoing |
| | | | | Partnership with CFA & SES community liaison officers | MRM | CHSP Team Leader | | WEMT, DWS, CFA, SES | 2017/18 fy | | | | | 50% | WWSC is promoting events to recruit members for SES and CFA in Edenhope. Met with Red Cross to discuss the education requirements required for the shire. Have developed a partnership with the DWS liaison for assistance with single house fires and other required information. Will continue to meet and foster partnerships with other relevant stake holders. | Number of volunteers will determine services provide | Late 2018 | |

| | | | | | | | | | | | | | | | | | |
|--|---|--|---|--|-----|------------------|--|-------------------|------------|--|--|--|--|-----|---|--|--|
| | 5.6.2 Leverage opportunities for local resilience development | | Monitor regional and State activities for local opportunities to partner with local communities | | MRM | CHSP Team Leader | | WEEMT, REEMT, MAV | 2017/18 fy | | | | | 50% | Continue working with all members of WEEMT to identify & act on any relevant opportunities to develop resilient communities across the region. Have approached Red Cross for community edu sessions (esp of Harrow & Gorse) on the importance of having your own plan in an emergency, and assisting individuals in completing RedPlans. Have encouraged all participants (and assist many of them) in the computer savvy senior classes to install the VicEmergency app on personal devices. | | |
|--|---|--|---|--|-----|------------------|--|-------------------|------------|--|--|--|--|-----|---|--|--|

| West Wimmera Shire Council - Council Plan 2017 - 2021 Resource Plan | | | | | | | | | | | | | | | | | |
|---|---|--------------------------|---|--------------|----------------------------------|--|------------------------------------|--|--------------------|--------------------|---|------------------------------|-------------|----------|---|---|-------------------------------|
| Strategic Objective 6: Participating in activities that address health and wellbeing issues | | | | | | | | | | | | | | | | | |
| Council Plan Priority / Action | Proposed Action | Proposed Advocacy Action | Project Proposals | Sub Projects | Responsible Officer / Department | Internal Resources Required | Estimated Officer time requirement | External Resources Required | Proposed Timelines | Proposed Timeframe | Estimated Costs | Major Project Plan Inclusion | Description | Progress | Status Update Comment | Potential Threats to completion | Projected Completion Timeline |
| 6.1 Improve access to health and wellbeing services | | | | | | | | | | | | | | | | | |
| | 6.1.1 Support community transport options to assist with access to medical services | | Continue to support volunteer taxi service and community transport pilot scheme | | | | | | | | | | | 75% | Continued support for volunteer taxi service, admin and driver support for community transport, promotion of new southern community transport routes. | Number of volunteers and state support to subsidise community transport | 2021 |
| | 6.1.2 Incorporate access to health and wellbeing services in the Municipal Public Health and Wellbeing Plan | | | | DOW | EHO, CHSP Team Leader, Early Childhood Coordinator | | DHHS, Local hospitals, regional health and wellbeing service providers | | 1Q 17/18 | | | | 100% | Municipal Public Health and Wellbeing plan was reviewed and endorsed at the November meeting of Council | | 2021 |
| | | | Encourage healthy living in all delivered programs | | CHSP | TL Community Services, Social Support Co-ord | | Health Networks, PCP, DHHS, DOH | | 4Q 18/19 | | | | 40% | Healthy Lifestyle course offered to all staff | | |
| | 6.1.3 Advocate for regional outreach program to be implemented in WWSC and across the region | | | | CEO | SMG and Councillors | 5 hours per week | Wimmera PCP, West Wimmera Health Service, Edenhope Hospital/Harrow Bush Nursing Centre, Neighboring shires | | 2018/2019 fy | \$25K budgeted for the 18 / 19 financial year | | | 90% | Two new outreach workers funded via seasonal conditions funds provided by state via 5 participating Councils | Ensuring that the funding is recurrent and gaining support from the regions PHN | 2021 |

[illegible]



PRELIMINARY FINANCIAL
PERFORMANCE REPORT

June 2019

Contents

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INTRODUCTION

This report provides financial information for the financial year 1 July 2018 to 30 June 2019.

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

Figures included in these statements are for the year to date ended 30 June 2019. Year to Date (YTD) figures are given for actual results, as well as the full year budget and the YTD allocation of that full year budget. This report includes budget adjustments made during the mid-year review, which was completed during December.

It is noted that the information provided in this report is PRELIMINARY only. It has been compiled at the end of the month before any end of financial year accruals and adjustments have been made. As such is subject to change and should not be relied on for use in end of financial year analysis. A more detailed analysis of the annual results will be completed with the Annual Financial Statements.

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

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

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

OPERATING STATEMENT

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



West Wimmera Shire Council Comprehensive Income Statement 31-Mar-19

| | YTD Actual \$ | Original Annual Budget \$ | Revised Annual Budget \$ | Annual Budget Met % | YTD Budget \$ | YTD Variance \$ | YTD Variance % | Notes |
|--|---------------------|------------------------------------|-----------------------------------|---------------------------|---------------------|-----------------------|----------------------|-------|
| Income | | | | | | | | |
| Rates & Charges | 7,510,372 | 7,497,580 | 7,505,785 | 100% | 7,505,785 | 4,587 | 0% | |
| Statutory Fees & Fines | 192,166 | 132,200 | 134,263 | 143% | 134,263 | 57,903 | 43% | 1 |
| User Fees | 902,749 | 591,848 | 686,586 | 131% | 686,586 | 216,163 | 31% | 2 |
| Grants - Operating | 12,801,318 | 8,178,621 | 9,458,446 | 135% | 9,458,446 | 3,342,872 | 35% | 3 |
| Grants - Capital | 5,457,327 | 2,537,893 | 2,968,854 | 184% | 2,968,854 | 2,488,473 | 84% | 4 |
| Contributions - Monetary | 129,189 | 64,466 | 113,655 | 114% | 113,655 | 15,534 | 14% | 5 |
| Net Gain/(Loss) on Sale of Assets | 143,135 | 90,025 | 90,025 | 159% | - | 143,135 | 100% | 6 |
| Other Income | 2,400,258 | 2,640,014 | 2,670,245 | 90% | 2,670,245 | (269,987) | -10% | 7 |
| Total Income | 29,536,515 | 21,732,647 | 23,627,859 | 125% | 23,537,834 | 5,998,681 | 25% | |
| Expense | | | | | | | | |
| Employee Costs | 6,752,292 | 7,104,870 | 7,065,740 | 96% | 7,065,740 | (313,448) | -4% | |
| Materials & Services | 6,024,202 | 7,309,334 | 7,542,100 | 80% | 7,542,100 | (1,517,898) | -20% | 8 |
| Depreciation | 7,267,331 | 7,267,331 | 7,267,331 | 100% | 7,267,331 | - | 0% | |
| Borrowing Costs | 441 | - | 441 | | 441 | (0) | | |
| Other Expenses | 305,515 | 320,091 | 320,191 | 95% | 320,191 | (14,676) | -5% | |
| Total Expense | 20,349,781 | 22,001,626 | 22,195,803 | 92% | 22,195,803 | (1,846,022) | -8% | |
| Surplus/(Deficit) from operations | 9,186,734 | (268,979) | 1,432,056 | | 1,342,031 | 7,844,703 | 585% | |
| Total Comprehensive Result | 9,186,734 | (268,979) | 1,432,056 | | 1,342,031 | 7,844,703 | 585% | |

| Notes | |
|---------------------------|---|
| 1. Statutory Fees & Fines | Statutory Fees & Fines receipted by Council are 43% (\$57,903) higher than anticipated year to date. The majority of this was a result of much higher than anticipated building fees, including those incurred in the course of Council major projects. |
| 2. User Fees | User Fees receipted by Council are 35% (\$3,342,872) higher than anticipated year to date. This is due to a 50% prepayment of the 2019-20 Financial Assistance Grants by the Victoria Grants Commission during June 2019. |

| | |
|--------------------------------------|--|
| 3. Grants Operating | Operating Grants received by Council to 31 March 2019 are 135% (\$3,342,872) above year to date budget. This is due to Council receiving a pre-payment of 50% of the Financial Assistance grants from the Victoria Grants Commission in June 2019. |
| 4. Grants Capital | Capital Grants received by Council to 31 March 2019 are 184% (\$2,488,473) above year to date budget. This favourable variance is due a number of unbudgeted grants being received, including Rural Roads and Bridges Victoria (\$0.724 million), Living Libraries (received in advance \$0.60 million) and the completion of the Drought Recovery Program grants. |
| 5. Contributions - Monetary | Monetary contributions are 14% (\$15,534) above anticipated year to date budget. This is a result of increased contributions from projects such as the Edenhope Community Centre redevelopment. |
| 6. Net Gain/(Loss) on Sale of Assets | The net gain/(loss) on sale of assets will be reconciled at year end, as part of the reconciliation of assets process. |
| 7. Other Income | Other Income is 10% (\$269,987) below budget at March 2019 due to the timing of VicRoads works and subsequent reimbursement. |
| 8. Materials & Services | Materials and services shows a year to date variance of 20% (\$1,517,898) under the year to date budget. This variance is predominantly associated with contractors with the largest variance being a timing variance around the Harrow Recreation Reserve redevelopment which was budgeted to incur significant expenditure during 2018-19 (this will now be incurred during 2019-20). There was also a significantly lower cost of contractors used on road maintenance. |

BALANCE SHEET

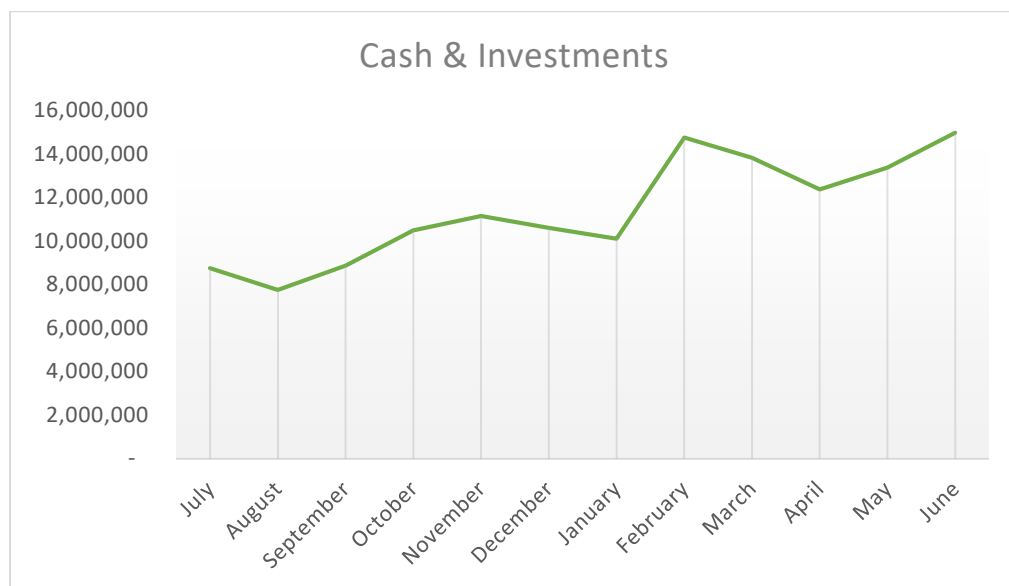
West Wimmera Shire Council

Balance Sheet

As At 30 June 2019

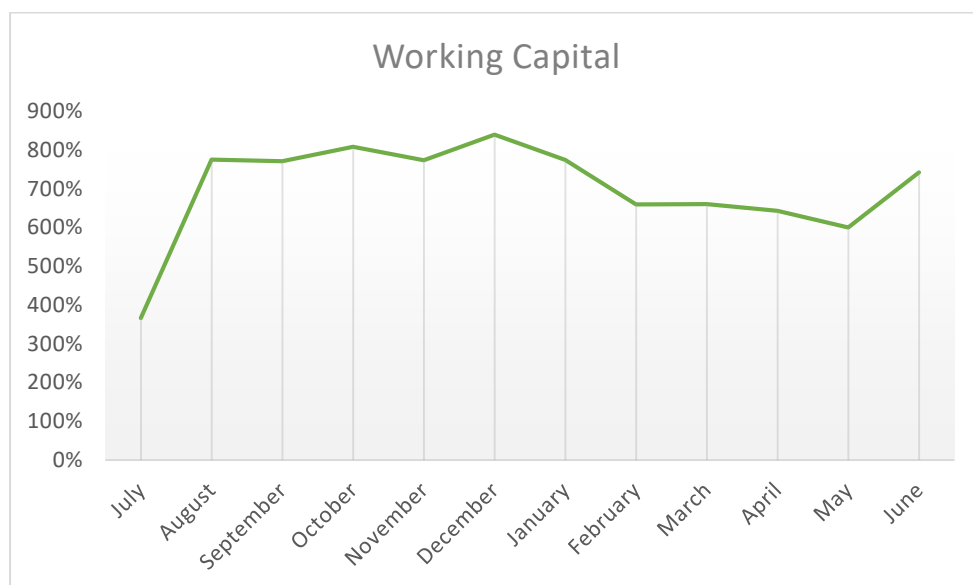
| | \$ | \$ |
|---|-----------------------|----------------------|
| | As At 30 June 2019 | As At 30 Jun 2018 |
| ASSETS | | |
| Current Assets | | |
| Cash & Investments | 14,966,573 | 11,637,796 |
| Rate Debtors | 154,115 | 194,181 |
| Sundry Debtors | 1,932,039 | 389,456 |
| Other Financial Assets | 116,765 | 78,572 |
| Inventories | 267,439 | 252,000 |
| Current Assets Total | 17,436,931 | 12,552,005 |
| Non Current Assets | | |
| Investments in Associates | 430,460 | 430,460 |
| Other Non-Current Assets | 166,716 | 180,000 |
| Property, Infrastructure, Plant & Equipment | 222,910,146 | 220,717,301 |
| Non Current Assets Total | 223,507,322 | 221,327,761 |
| TOTAL ASSETS | 240,944,253 | 233,879,766 |
| LIABILITIES | | |
| Current Liabilities | | |
| Trade & Other Payables | 623,731 | 2,407,966 |
| Trust Funds & Deposits | 24,319 | 31,702 |
| Provisions | 1,700,053 | 2,112,474 |
| Loans & Borrowings | 0 | 33,641 |
| Current Liabilities Total | 2,348,103 | 4,585,783 |
| Non Current Liabilities | | |
| Provisions | 594,560 | 309,426 |
| Loans & Borrowings | 0 | 0 |
| Non Current Liabilities Total | 594,560 | 309,426 |
| TOTAL LIABILITIES | 2,942,663 | 4,895,209 |
| NET ASSETS | 238,001,590 | 228,984,557 |
| EQUITY | | |
| Accumulated Surplus | 43,510,909 | 34,475,917 |
| Reserves | 194,490,681 | 194,508,640 |
| TOTAL EQUITY | 238,001,590 | 228,984,557 |

CASH AND INVESTMENTS



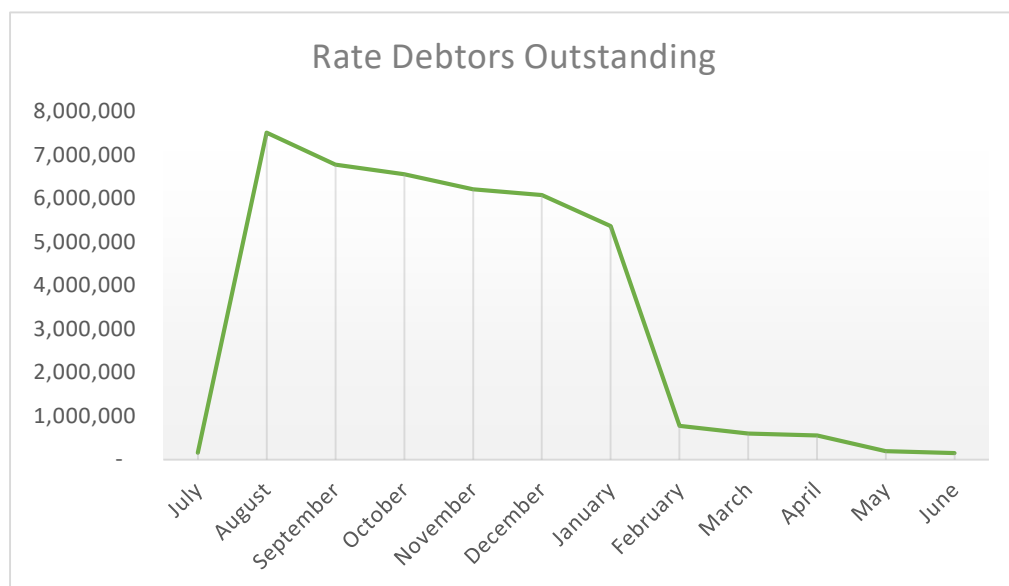
As at 30 June Council was holding a total of \$14.97 million in cash and investments. This includes the receipt of \$3.0 million of Financial Assistance grants which relate to the 2019-20 year received in advance during June 2019. This balance may reduce somewhat as final June payments are processed in the first two weeks of July.

WORKING CAPITAL



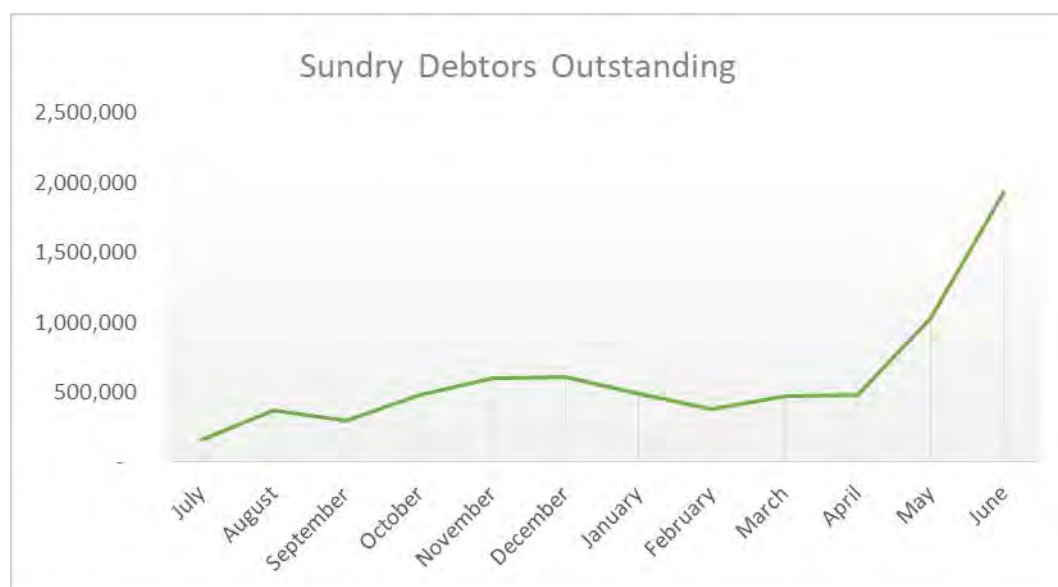
Council continues to hold a strong working capital level, with current assets at 743% of current liabilities as at 31 March 2019.

RATE DEBTORS



Council raised \$7.7 million in rates and charges in August, with approximately 65% of Council's ratepayers opting not to pay through the instalment option – for these ratepayers 100% of their rates are due by the end of February 2019. At the end of June 2019 there was \$154,115 outstanding, representing a collection rate of 95%

SUNDRY DEBTORS



Sundry Debtors have grown to a not insubstantial amount of \$1,932,039 outstanding at the end of June 2019. Included in this amount is \$562,250 invoiced to VicRoads for road maintenance, \$274,011 invoiced to the Department of Transport for the Mooree Bridge Strengthening grant and \$375,573 invoiced to the Fixing Country Roads program for works at Leeor Road and Ozenkadnook-Mortat Road.

CAPITAL WORKS

A summary of Council's capital works as at 30 June 2019 is presented. The information below is as presented in the audited year-end financial statements. As with the operating statement, variances are calculated as YTD actuals less the YTD current budget, with % variances being YTD Actual / YTD budget.

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

West Wimmera Shire Council

Capital Works

As at 30 June 2019

| Program | YTD Actuals | Annual Original Budget | Annual Current Budget | YTD Current Budget | YTD Variance\$ | YTD Variance % | Note |
|-----------------------|---------------------|------------------------|-----------------------|----------------------|----------------------|----------------|------|
| Roads | 5,731,441.44 | 6,107,725.00 | 7,121,725.00 | 7,121,725.00 | -1,390,283.56 | -20% | 1 |
| Kerb & Gutter | 90,544.90 | 90,000.00 | 169,180.00 | 169,180.00 | -78,635.10 | -46% | 2 |
| Bridges | 1,000,626.14 | 676,137.00 | 776,405.00 | 776,405.00 | 224,221.14 | 29% | 3 |
| Footpaths | 127,652.23 | 120,000.00 | 167,259.00 | 167,259.00 | -39,606.77 | -24% | 4 |
| Buildings | 1,287,926.92 | 1,280,340.00 | 2,688,425.00 | 2,688,425.00 | -1,400,498.08 | -52% | 5 |
| Plant | 551,541.42 | 744,000.00 | 957,751.00 | 957,751.00 | -406,209.58 | -42% | 6 |
| Furniture & Equipment | 12,227.14 | 25,000.00 | 25,000.00 | 25,000.00 | -12,772.86 | -51% | 7 |
| Parks, Gardens, Other | 627,279.11 | 13,000.00 | 862,562.00 | 862,562.00 | -235,282.89 | -27% | 8 |
| | 9,429,239.30 | 9,056,202.00 | 12,768,307.00 | 12,768,307.00 | -3,339,067.70 | -35% | |

| Capital Works - Variance Notes | | |
|--------------------------------|-----------------|---|
| 1. | Roads | Capital works on roads show a variance of 20% (\$1.39 million) below budget. This was primarily in work on flood recovery works, which were initially anticipated to be capital, but upon further inspection proved to be predominately minor patching works and were expensed. |
| 2. | Kerb and Gutter | Kerb and Gutter capital works show a variance of 46% (\$\$78,635) below budget. This related mostly due to works at Blair Street Harrow being deferred (awaiting final designs) and works at Fry St Kaniva and Barrack St Goroce being under budget. |
| 3. | Bridges | Capital works on bridges shows an overspend to budget of 29% (\$0.22 million). This is largely due to a number of culverts being replaced under flood recovery which were not budgeted for. These are all funded under the NDDRA scheme. |
| 4. | Footpaths | Footpath capital works show a 24% variance under anticipated cost. This is due to works at Blair Street Harrow not commencing. |

| | | |
|----|-------------------------|---|
| 5. | Buildings | Buildings capital expenditure is 52% (\$1.4 million) under budget for the 2018-19 year. This is due to a significant project budget being included for the Edenhope Cultural Centre redevelopment for 2018-19, which due to a delayed start with the project running over the end of the financial year, was not met. The unmet portion of the budget will be carried forward into the new financial year to match expenditure on the facility. |
| 6. | Plant | Plant capital purchases are 42% (\$0.41 million) below budget. This is due to payments for two items not being paid for as yet - a Roller and an Ezilay truck. These items have been ordered, but due to their nature carry a long lead time. |
| 7. | Furniture and equipment | Capital expenditure on Furniture and Equipment shows a 51% (\$12,772) underspend against budget. This is due to a smaller than anticipated replacement of Information Technology equipment, as updates are made to existing equipment where appropriate rather than replacing. |
| 6. | Parks, Gardens, Other | Parks, Gardens and Other capital expenditure show a 27% (\$0.24 million) variance below budget for 2018-19. This is a result of the Kaniva Cultural and Tourism Precinct project taking slightly longer than initially anticipated. Unspent funds shall be carried forward through the Carried Forward Projects Reserve to the new year. |



Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

| COUNCIL POLICY | | |
|-----------------------------------|---|--------------|
| PUBLIC INTEREST DISCLOSURE POLICY | Policy No: | |
| | Adopted by Council: | 17 July 2019 |
| | Next review date: | June 2020 |
| Senior Manager: | Chief Executive Officer | |
| Responsible Officer: | Director Corporate and Community Services | |
| Functional Area: | CEO & Governance | |
| | | |
| Introduction & Background | <p>The Public Interest Disclosure Policy provides for a system for reporting disclosures of improper conduct or detrimental action by West Wimmera Shire Councillors or employees.</p> <p>The system enables such disclosures to be made to the Public Interest Disclosures Coordinator (PDC) or to others as defined in section 5.1, Contacts. Disclosures may be made by employees or by members of the public.</p> | |
| Purpose & Objectives | <p>The policy is designed to complement normal communication channels between supervisors and employees.</p> <p>Employees are encouraged to continue to raise appropriate matters at any time with their supervisors or managers as applicable. As an alternative, employees may make a disclosure of improper conduct or detrimental action under the PD Act in accordance with this policy.</p> <p>The <i>Public Interest Disclosures Act 2012</i> (PD Act) replaced the <i>Whistleblowers Protection Act 2001</i> on 10 February 2013.</p> <p>The purpose of the PD Act is to encourage and facilitate the making of disclosures of improper conduct by public officers and public bodies.</p> <p>The PD Act provides protection from detrimental action to any person affected by a Public Interest Disclosure and establishes a system for the matters disclosed to be investigated and rectifying action to be taken. Under the PD Act, any person can be one who makes a disclosure, is a witness, or a person who is the subject of an investigation.</p> | |
| Definitions | <p>Improper Conduct means:</p> <p>(a) corrupt conduct; or</p> <p>(b) conduct of a public officer or public body engaged in by the public officer</p> | |



Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

or public body in their capacity as a public officer or a public body that constitutes—

- (i) a criminal offence; or
 - (ii) serious professional misconduct; or
 - (iii) dishonest performance of public functions; or
 - (iv) an intentional or reckless breach of public trust; or
 - (v) an intentional or reckless misuse of information or material acquired in the course of the performance of the functions of the public officer or public body; or
 - (vi) a substantial mismanagement of public resources; or
 - (vii) a substantial risk to the health or safety of one or more persons; or
 - (viii) a substantial risk to the environment; or
- (c) conduct of any person that—
- (i) adversely affects the honest performance by a public officer or public body of their functions as a public officer or public body; or
 - (ii) is intended to adversely affect the effective performance or exercise by a public officer or public body of the functions or powers of the public officer or public body and results in the person, or an associate of the person, obtaining—
 - (A) a licence, permit, approval, authority or other entitlement under any Act or subordinate instrument; or
 - (B) an appointment to a statutory office or as a member of the board of any public body under any Act or subordinate instrument; or
 - (C) a financial benefit or real or personal property; or
 - (D) any other direct or indirect monetary or proprietary gain—that the person or associate would not have otherwise obtained; or
- (d) conduct of any person that could constitute a conspiracy or attempt to engage in any of the conduct referred to in paragraph (a), (b) or (c).

Detrimental Action

Detrimental action is action in reprisal for a Public Interest Disclosure and can include:

- Action causing injury, loss or damage;
- Intimidation or harassment; and
- Discrimination, disadvantage or adverse treatment in relation to a person's employment, career, profession, trade or business, including the taking of disciplinary action.

Independent broad-based anti-corruption commission (IBAC)

IBAC is Victoria's first anti-corruption body with responsibility for identifying and preventing serious corrupt conduct across the whole public sector, including members of Parliament, the judiciary and state and local government.



Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

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| | <p>Penalty Unit In Australian law, a penalty unit (abbreviated as PU) is an amount of money used to compute pecuniary penalties for many breaches of statute law. Fines are calculated by multiplying the value of one penalty unit by the number of penalty units prescribed for the offence. The different jurisdictions that make up Australia each have their own penalty units. The value of a penalty unit, and the manner and frequency of varying that value, differ from state to state, and there are also federal penalty units that apply only to federal offences.</p> <p>Public Interest Disclosures Coordinator (PDC) The Public Interest Disclosures Coordinator has a central role in distributing information or assistance in the internal reporting system.</p> <p>Public Interest Disclosures Officer (PDO) The Public Interest Disclosures Officer will be a contact point for general advice about the operation of the PD Act.</p> <p>Public Body and Public Officers Public bodies and officers can include:</p> <ul style="list-style-type: none"> • government departments and agencies • statutory authorities • Councillors • officers of municipal councils • government-appointed boards and committees • government-owned companies • universities • TAFE colleges • public hospitals • state-funded residential care services • health services contractors • correctional services contractors <p>Department Manager The Department Manager is responsible for looking after the general welfare of any persons making Public Interest Disclosures, or for those who may be the subject of a Public Interest Disclosure.</p> |
| Policy Details | |
| 1. | <p>Scope</p> <p>The West Wimmera Shire Council is committed to the aims and objectives of the <i>Public Interest Disclosures Act</i>. It does not tolerate improper conduct by its employees, officers or members, nor the taking of reprisals against those who come forward to disclose such conduct.</p> <p>The West Wimmera Shire Council recognises the value of transparency and accountability in its administrative and management practices, and supports the making of disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the</p> |



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| | <p>environment.</p> <p>The West Wimmera Shire Council takes seriously its responsibilities to persons who may make a disclosure in respect to improper conduct. This procedure has been established to ensure the confidentiality of any persons making a disclosure and their welfare, are protected. All reasonable steps will be made to protect such persons from any detrimental action in reprisal for making the disclosure. It will also afford natural justice to the person who is the subject of the disclosure.</p> <p>The Public Interest Disclosures Policy shall not in any way prevent the application of other laws, regulations, and/or Council Policies.</p> |
| 2. | <p>Actions : Contacts</p> <p>Disclosures of improper or corrupt conduct or detrimental action by West Wimmera Shire Council employees (excluding Councillors) may be made to the following officers:</p> <p>The Public Interest Disclosures Coordinator (PDC) Chief Executive, West Wimmera Shire Council</p> <p>Public Interest Disclosures Officer (PDO) Director of Corporate & Community Services, West Wimmera Shire Council</p> <p>Department Manager Individual Department Managers as relevant, West Wimmera Shire Council,</p> <p>Supervisors</p> <p>Public Interest Disclosures can also be made to the supervisor of the discloser or the supervisor of the person who is the subject of the disclosure.</p> <p>The Ombudsman/IBAC A disclosure about improper conduct or detrimental action by a West Wimmera Shire Councillor or employees may also be made directly to the Ombudsman or IBAC.</p> <p>Disclosures relating to Councillors can only be made directly to the Ombudsman or IBAC.</p> <p>Victorian Ombudsman Level 2, 570 Bourke Street, Melbourne VIC 3000</p> <p>Internet: www.ombudsman.vic.gov.au Online: www.ombudsman.vic.gov.au/Complaints/Make-a-Complaint Phone: (03) 9613 6222 Toll Free (regional only): 1800 806 314</p> <p>IBAC Level 1, North Tower, 459 Collins Street, Melbourne, VIC 3000</p> |



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| | <p>Internet: www.ibac.vic.gov.au</p> <p>Online: www.ibac.vic.gov.au/reporting-corruption/complaints-form</p> <p>Phone: 1300 735 135</p> |
| 3. | <p>Actions: Roles & Responsibilities</p> <p>Employees</p> <p>Employees must not initiate or participate in improper or corrupt conduct or detrimental action.</p> <p>Employees are encouraged to report known or suspected incidences of improper conduct or detrimental action in accordance with this policy.</p> <p>All employees must refrain from any activity that is, or could be perceived to be, victimisation or harassment of a person who makes a disclosure. Furthermore, they should protect and maintain the confidentiality of a person they know or suspect to have made a disclosure.</p> <p>Public Interest Disclosures Coordinator</p> <p>The Public Interest Disclosures Coordinator has a central role in distributing information or assistance in the internal reporting system. He or she will:</p> <ul style="list-style-type: none"> • Receive all disclosures that have been made to any relevant person within the organisation; • Impartially assess each disclosure to determine whether it is a Public Interest Disclosure made in accordance with Part 2 of the PD Act (that is, a Public Interest Disclosure); • Coordinate the reporting system used by the organisation; • Be responsible for ensuring that the West Wimmera Shire Council carries out its responsibilities under the PD Act and the Guidelines; • Liaise with IBAC in regard to the PD Act; • Arrange for appropriate welfare support via the Department Manager for any persons making a Public Interest Disclosure and to protect him or her from any reprisals; • Advise persons making a Public Interest Disclosure of the progress of an investigation into the disclosed matter; • Establish and manage a confidential filing system; • Collate and publish statistics on disclosures made; • Take all necessary steps to ensure the identity of any persons making Public Interest Disclosures and the identity of the person who is the subject of the disclosure are kept confidential; and • Liaise with the Chief Executive regarding a disclosure (when the CEO is not the PDC). • Receive any disclosure made orally or in writing (from internal and external sources); • Commit to writing any disclosure made orally; <p>Public Interest Disclosures Officer</p> |



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| | <p>The Public Interest Disclosures Officer will:</p> <ul style="list-style-type: none"> • Be a contact point for general advice about the operation of the PD Act for any person wishing to make a disclosure about improper conduct or detrimental action; • Receive directly any disclosure made orally or in writing (from internal and external sources); • Commit to writing any disclosure made orally; • Take all necessary steps to ensure the identity of any persons making Public Interest Disclosures and the identity of the person who is the subject of the disclosure are kept confidential; and • Forward all disclosures and supporting evidence to the Public Interest Disclosures Coordinator. <p>Department Manager</p> <p>The Department Manager is responsible for looking after the general welfare of any persons making a Public Interest Disclosure and for those who may be the subject of a Public Interest Disclosure.</p> <p>The Department Manager will:</p> <ul style="list-style-type: none"> • Examine the immediate welfare and protection needs of any persons who have made a disclosure and seek to foster a supportive work environment; • Advise the discloser of the legislative and administrative protections available to him or her; • Listen and respond to any concerns of harassment, intimidation or victimisation in reprisal for making a disclosure; and • Ensure the expectations of any persons making Public Interest Disclosures are realistic. • Be mindful of the welfare implications for the person who may be the subject of a Public Interest Disclosure. • Receive directly any disclosure made orally or in writing (from internal and external sources); • Commit to writing any disclosure made orally; • Take all necessary steps to ensure the identity of any persons making Public Interest Disclosures and the identity of the person who is the subject of the disclosure are kept confidential; and • Forward all disclosures and supporting evidence to the Public Interest Disclosures Coordinator. |
| 4. | <p>Actions: Confidentiality</p> <p>The West Wimmera Shire Council will take all reasonable steps to protect the identity of any persons making a Public Interest Disclosure. Maintaining confidentiality is crucial in ensuring there are no reprisals made against persons making a Public Interest Disclosure.</p> <p>The PD Act requires any person who receives information due to the handling or investigation of a Public Interest Disclosure, not to disclose that information except in certain limited circumstances.</p> |



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| | <p>Disclosure of information in breach of section 52 constitutes an offence that is punishable by a maximum fine of 120 penalty units or 12 months imprisonment or both.</p> <p>The circumstances in which a person may disclose information obtained about a Public Interest Disclosure include:</p> <ul style="list-style-type: none"> • Where exercising the functions of the West Wimmera Shire Council under the PD Act; • When making a report or recommendation under the PD Act; • When publishing statistics in the annual report of the West Wimmera Shire Council; • In criminal proceedings for certain offences in the PD Act. <p>The PD Act prohibits the:</p> <ul style="list-style-type: none"> • Inclusion of particulars in any report or recommendation that is likely to lead to the identification of any persons making Public Interest Disclosures. • Disclosure of particulars in an annual report that might lead to the identification of the person who is the subject of the disclosure. <p>Particular circumstances where information may be disclosed include:</p> <ul style="list-style-type: none"> • Where the disclosure is made in accordance with the consent of the disclosing person to the disclosure of their identity • Where IBAC or the Victorian Inspectorate has determined that the assessable disclosure is not a Public Interest Disclosure and the person or body subsequently discloses the information • An investigating entity publishes a report to parliament, made in accordance with its confidentiality requirements • For the purposes of a proceeding for an offence against a relevant act • For the purpose of obtaining legal advice • To an interpreter • To a parent or guardian of a person who is under 18 years of age • To an independent person, for the purposes of enabling a person who is suffering a disability to understand an obligation under this PD Act |
| 5. | <p>Actions: Records Management</p> <p>To prevent breaches of confidentiality and to minimise the possibility of detrimental action, the West Wimmera Shire Council will establish a secure electronic and paper filing system.</p> <p>All printed material will be kept in files that are clearly marked as a Public Interest Disclosures Act matter, and warn of the criminal penalties that apply to any unauthorised divulgence of information concerning a Public Interest Disclosure.</p> <p>All electronic files will be password protected and have limitations on access rights. Backup files will be kept on external storage devices. All materials relevant to an investigation, such as interviews, will also be stored securely within the Public Interest Disclosures file.</p> <p>The West Wimmera Shire Council will not email documents relevant to a Public Interest Disclosure matter and will ensure all phone calls and meetings are conducted in private.</p> |
| 6. | <p>Actions: Making a Disclosure</p> <p>To be assessed as a Public Interest Disclosure, a disclosure must meet all of the following</p> |



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criteria:

- a. A natural person (that is, an individual person rather than a corporation) has to have made the disclosure
- b. The disclosure has been made verbally or in writing to either the Public Interest Disclosures Coordinator, Chief Executive or those identified in section 5.1, Contacts
- c. The disclosure relates to conduct of the West Wimmera Shire Councillors or Council officer acting in their official capacity
- d. The alleged conduct is either improper or corrupt conduct or detrimental action (as defined in section 4, Definitions, of this procedure) taken against a person in reprisal for making a Public Interest Disclosure
- e. The person making the disclosure has reasonable grounds for believing the alleged conduct has occurred

Where a person is contemplating making a disclosure and is concerned about approaching the Public Interest Disclosures Coordinator or an eligible Public Interest Disclosures Officer (as per section 5.1) in the workplace, he or she can call the relevant officer and request a meeting in a discreet location away from the workplace.

If one or more of the above elements are not satisfied, the person has not made an assessable disclosure under Part 2 of the PD Act.

Where a disclosure is assessed not to be a Public Interest Disclosure, the matter does not need to be dealt with under the PD Act. The Public Interest Disclosures Coordinator will decide how the matter should be responded to.

Where the Public Interest Disclosures Coordinator has received a disclosure that has been assessed to be a Public Interest Disclosure, the Public Interest Disclosures Coordinator must notify IBAC within 28 days.

A person may make a disclosure:

1. Orally
2. In writing (Disclosures cannot be made by fax)
3. Electronically (email only)
4. Anonymously

Disclosures can be made anonymously, including from unverified email addresses, phone calls, in a conversation or a meeting.

If the disclosure is made orally, the Public Interest Disclosures Coordinator will ensure that notes are made immediately at the time of the disclosure.

If the disclosure comes from an email address from which the identity of the person making the disclosure cannot be determined, the disclosure will be treated as an anonymous disclosure.

Any person can submit an allegation or complaint, which may or may not be a disclosure under the PD Act or under this policy.

The PD Act makes it an offence to make a false disclosure or to provide further false information.



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The PD Act defines the following disclosure as *not* being Public Interest Disclosures:

- Where a person making a disclosure expressly states in writing that they are not wishing to make a Public interest Disclosure
- Where a disclosure is made by an officer or employee of an investigating entity made during the course of an investigation

Disclosing to the appropriate person or body:

A person must make a disclosure, allegation or complaint to the appropriate person or body for the disclosure to be assessed as a Public Interest Disclosure under the PD Act. Refer section 4.1, Contacts for list or the table below.

The West Wimmera Shire Council can only receive disclosures that relate to the conduct of:

- a. Its own officers or employees
- b. A person/s whose actions relate to a West Wimmera Shire Council officer or employee
- c. Members of a Council Section 86 Committee

If the West Wimmera Shire Council receives a disclosure about an employee, officer or member of another public body, the West Wimmera Shire Council will advise the person making the disclosure as to whom the correct person or body the disclosure should be made.

Where a person seeks to make a disclosure about a Councillor, that disclosure must be made directly to the Independent broad-based anti-corruption commission (IBAC) or the Ombudsman.

The following table sets out where disclosures about persons other than employees of West Wimmera Shire Council should be made.

| Person/Body making disclosure | Person/body to whom the disclosure must be made |
|---|---|
| Employee, member of a public body | That public body, the Ombudsman or IBAC |
| Member of Parliament (Legislative Assembly) | Speaker of the Legislative Assembly |
| Member of Parliament (Legislative Council) | President of the Legislative Council |
| Councillor | The Ombudsman or IBAC |



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| | <table><tr><td>Chief Commissioner of Police</td><td>IBAC</td></tr><tr><td>Member of the police force</td><td>Prescribed member of Police personnel or IBAC</td></tr><tr><td>Section 86 Committee Member</td><td>West Wimmera Shire Council, the Ombudsman or IBAC</td></tr></table> | Chief Commissioner of Police | IBAC | Member of the police force | Prescribed member of Police personnel or IBAC | Section 86 Committee Member | West Wimmera Shire Council, the Ombudsman or IBAC | |
| Chief Commissioner of Police | IBAC | | | | | | | |
| Member of the police force | Prescribed member of Police personnel or IBAC | | | | | | | |
| Section 86 Committee Member | West Wimmera Shire Council, the Ombudsman or IBAC | | | | | | | |
| 7. | Actions: Receiving a Disclosure | | | | | | | |
| | <p>As listed in section 5.1, Contacts, disclosures can be received by the following:</p> <ul style="list-style-type: none">a. Public Interest Disclosures Coordinatorb. Chief Executivec. Public Interest Disclosures Officerd. Department Managere. Supervisors <p>Any disclosures received by the PDO, Department Manager or Supervisors will be forwarded to the PDC with all relevant documentation.</p> <p>The PDC will determine whether the disclosure has been made to the right body and then whether the matter falls under the PD Act.</p> <p>There may be situations where the West Wimmera Shire Council receives an allegation of improper or corrupt conduct or detrimental action, but the person making the allegation has not referred to the PD Act. In this case, if the allegation raises issues that may fall within the provisions of the PD Act, the allegations will be assessed in terms of the PD Act.</p> | | | | | | | |
| 8. | Actions: Assessing a Disclosure | | | | | | | |
| | <p>Where the PDC receives information relating to the conduct of an employee, member or officer of the West Wimmera Shire Council, the PDC will assess whether the disclosure meets the criteria of the PD Act to be a Public Interest Disclosure.</p> <p>Corrupt Conduct examples:</p> <p><i>A Council officer takes a bribe or receives a payment other than his or her wages or salary in exchange for the discharge of a public duty.</i></p> <p><i>A Council officer favours unmeritorious applications for jobs or permits by friends and relatives.</i></p> <p><i>A Council officer sells confidential information.</i></p> <p>Detrimental Action examples:</p> <p><i>Council refuses a deserved promotion of a person who makes a disclosure.</i></p> | | | | | | | |



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Council demotes, transfers, isolates in the workplace or changes the duties of a discloser due to the making of a disclosure.

Council threatens, abuses or carries out other forms of harassment directly or indirectly against the discloser, his or her family or friends.

Council discriminates against the disclosure or his or her family and associates in subsequent applications for jobs, permits or tenders.

Improper Conduct examples:

To avoid closure of a town's only industry, an environmental health officer ignores or conceals evidence of illegal dumping of waste.

An environmental health officer allows a catering business to continue functioning when health standards have been breached.

A building inspector tolerates poor practices and structural defects in the work of a leading local builder.

A Council employee is witnessed using a Council grader on private property on a weekend.

A finance officer approves a colleague's corporate expense account for payment even though it appears to have non-work related expenditure items listed.

Where West Wimmera Shire Council determines that the disclosure is not an assessable Public Interest Disclosure under the PD Act, the discloser must be provided with the following information in writing within 28 days after the disclosure was made:

1. West Wimmera Shire Council does not consider the disclosure to be a Public Interest Disclosure
2. The disclosure has not been notified to IBAC for assessment
3. The protections under part 6 of the PD Act (see section 5.8.1) apply, regardless of whether the disclosure is notified to IBAC for assessment

However, West Wimmera Shire Council does not have to provide the discloser with the information under (3) above unless the discloser has indicated to West Wimmera Shire Council, that the discloser wishes to receive the protections that apply to a Public Interest Disclosure under the PD Act.

Council may also advise the discloser that the matter will be addressed by the West Wimmera Shire Council through its complaint processes.

Valid Disclosures

Where it is determined that the disclosure falls under the PD Act, the following action will be taken by the PDC:



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| | <ol style="list-style-type: none"> 1. Establish contact with the person making the disclosure (if that person has provided their identity and personal details). 2. Advise the Chief Executive of the disclosure, if they are not the PDC. 3. Establish a confidential file relating to the disclosure. 4. Advise IBAC of the disclosure within 28 days of receiving the disclosure. 5. Advise the person making the disclosure within 28 days of notifying IBAC. 6. Notify the Department Manager <p>Once notification is made to IBAC, they must separately assess whether, in their view, the assessable disclosure is a Public Interest Disclosure.</p> <p>If IBAC determines the disclosure will not be investigated as a Public Interest Disclosure complaint and the discloser wishes to pursue the matter, IBAC may advise the discloser to make a complaint directly to West Wimmera Shire Council, to be addressed through its complaint processes.</p> |
| 9. | <p>Protections</p> <p>Protections provided under Part 6 of the PD Act</p> <p>Part 6 of the PD Act sets out the protections provided to persons who may make a Public Interest Disclosure.</p> <p>The person making the disclosure will not be:</p> <ul style="list-style-type: none"> • subject to any civil or criminal liability or administrative action (including disciplinary action) for making the disclosure • not committing an offence against the Constitution Act 1975 or any other Act that imposes obligations of confidentiality or any other restriction on the disclosure of information • not breaching any other obligation (made by oath, rule of law or practice) requiring him or her to maintain confidentiality or otherwise restrict confidentiality • cannot be held liable for defamation in relation to information included in a Public Interest Disclosure <p>Limitation on protection</p> <p>If the person has made a false disclosure or provided false information, the person is not protected</p> <p>Preventing Detrimental Actions</p> <p>Nature of alleged detrimental action</p> <p>The PD Act creates an offence for a person to take detrimental action against another person in reprisal for someone making a Public Interest Disclosure.</p> <p>Further:</p> <ul style="list-style-type: none"> • The person need not actually have taken the action, but can just have threatened to do |



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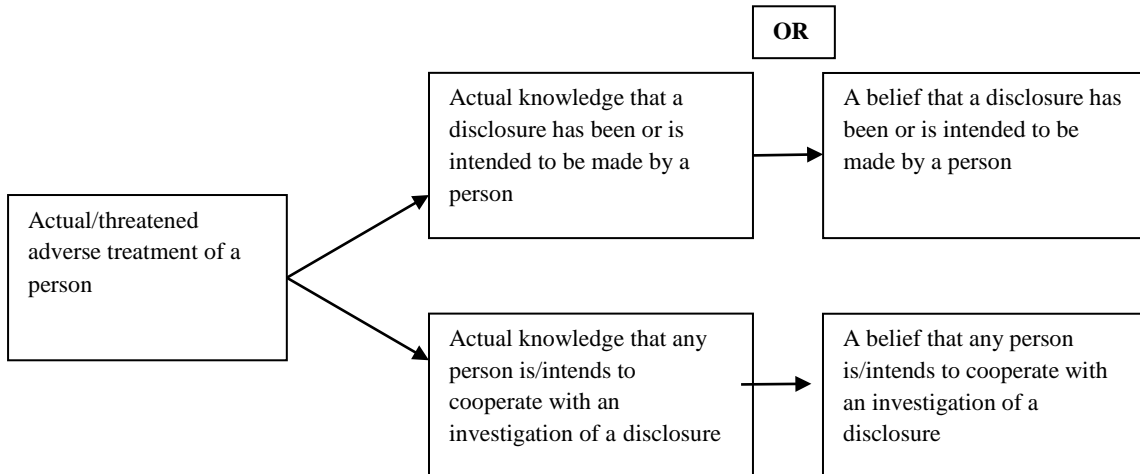
- The person need not have taken or threatened to take the action against the person themselves, but can have incited someone else to do so.
- The detrimental action need not to be taken against a discloser, but against any person.

Detrimental action taken in reprisal for a Public Interest Disclosure

The person (or the person they have incited) must take or threaten the action, because, or in the belief that the:

- Other person or anyone else has made, or intends to make the disclosure
- Other person or anyone else has cooperated, or intends to cooperate with an investigation of the disclosure.

Essential Elements linked to detrimental action



Protection from reprisals

Section 58 of the PD Act requires public bodies to establish procedures for the protection of a person making a disclosure from reprisal by personnel for making a Public Interest Disclosure. Preserving the confidentiality of their identity will assist in minimising the risk of reprisals.



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Persons making such disclosures will be advised that it is in their own interests to keep disclosures confidential by only discussing related matters with authorised persons within the West Wimmera Shire Council, ie the PDC or the Chief Executive, or officers of IBAC's office or other persons, as authorised by law.

Contact persons under the PD Act and within West Wimmera Shire Council are responsible for ensuring persons making a Public Interest Disclosure are protected from direct and indirect detrimental action. Management is responsible for encouraging an organisational culture which is supportive of disclosures being made.

A person making a Public Interest Disclosure may be employed by the West Wimmera Shire Council or may be a member of the public.

West Wimmera Shire Council is obligated to protect both internal and external persons making Public Interest Disclosures from detrimental action taken in reprisal for the making of the disclosure.

The management of both types of persons making Public Interest Disclosures will, however, be different.

Disclosure made by a West Wimmera Shire Council employee/officer

Internal persons making Public Interest Disclosures are at risk of suffering reprisals in the workplace.

The Department Manager will foster a supportive work environment and respond to any reports of intimidation or harassment against the person making the disclosure.

Disclosure made by a member of the public

Reprisals may also be taken against external persons making Public Interest Disclosures.

The West Wimmera Shire Council will, as required, appoint a Department Manager for an external person making a Public Interest Disclosure.

Support

The Department Manager will provide reasonable support to a person making a disclosure. The Department Manager will discuss the issue of reasonable expectations with the person making a Public Interest Disclosure.

The level of support provided to the person will require the written approval of the Chief Executive and will be documented. A copy of the agreement reached will be provided to the person.

Welfare of a Person Making a Public Interest Disclosure

The Department Manager will be engaged by the Public Interest Disclosures Coordinator where a disclosure is deemed as a Public Interest Disclosure (see section 5.2.4 for level of



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| | <p>support).</p> <p>The Department Manager will also:</p> <ul style="list-style-type: none"> • Keep contemporaneous records of all aspects of the case management of the person making the Public Interest Disclosure, including all contact and follow up action. • Not divulge any details relating to the disclosed matter to any person other than the Public Interest Disclosures Coordinator or the Chief Executive. <p>All meetings between the Department Manager and the person making a Public Interest Disclosure will be conducted discreetly to protect the confidentiality of the person making a Public Interest Disclosure.</p> <p>Occurrence of detrimental action</p> <p>If a person making a Public Interest Disclosure reports an incident of harassment, discrimination or adverse treatment that would amount to detrimental action apparently taken in reprisal for the making of the disclosure, the Public Interest Disclosures Department Manager or the Public Interest Disclosures Coordinator will:</p> <ul style="list-style-type: none"> • Record details of the incident • Advise the person making a Public Interest Disclosure of his or her rights under the PD Act <p>The Public Interest Disclosures Coordinator will:</p> <ul style="list-style-type: none"> • Inform the Chief Executive of the West Wimmera Shire Council (where they are not the same person) • Inform IBAC, where the detrimental action is of a serious nature likely to amount to a criminal offence. <p>Where detrimental action is reported, the allegation will be assessed as a new disclosure under the PD Act.</p> <p>West Wimmera Shire Council will be extremely cautious about conducting enquiries or gathering information concerning an allegation of detrimental action, as a criminal offence may have been committed and any informal investigation may compromise the integrity of evidence.</p> |
| 10. | <p>Management of the person against whom the disclosure is made</p> <p>Natural justice</p> <p>The West Wimmera Shire Council will ensure that natural justice is adhered to in the receipt and management of a disclosure.</p> <p>Natural justice means that if a decision is to be made about the conduct of an employee, officer or member of the West Wimmera Shire Council, they have the right to:</p> |



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- Be informed about the substance of the allegations against them
- Be given the opportunity to answer the allegations before a final decision is made
- Be informed about the substance of any adverse comment that may be included in any report arising from an investigation
- Have his/her defence set out fairly in any report

Confidentiality

The West Wimmera Shire Council will take all reasonable steps to ensure confidentiality regarding the identity of any persons against whom a disclosure has been made. Where the disclosure is dismissed or investigations do not substantiate the allegation, the fact of the investigation, its results, and the identity of the person subject of the disclosure should still be kept confidential.

Protection against reprisal

The PDC will take responsibility for ensuring a person against whom a Public Interest Disclosure has been made, is protected from direct or indirect detrimental action.

West Wimmera Shire Council recognises that employees against whom disclosures are made must also be supported during the handling and investigation of disclosures. A Public Interest Disclosures Department Manager will be assigned to monitor the welfare of the person against whom a disclosure has been made.

West Wimmera Shire Council will give its full support to a person who is the subject of a disclosure where the allegations contained in a disclosure are clearly wrong or unsubstantiated. If the matter has been publicly disclosed, the Chief Executive of West Wimmera Shire Council will consider any request by that person to issue a statement of support setting out that the allegations were clearly wrong or unsubstantiated.

11. Criminal Offences

The PD Act provides for offences for certain actions. These are detailed below:

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| Criminal offences | Detrimental action It is an offence for a person to take or threaten action in reprisal when: <ul style="list-style-type: none"> - A Public Interest Disclosure has been made - A person believes a Public Interest Disclosure has been made - A person believes that another person intends to make a Public Interest Disclosure |
| | Breach of confidentiality It is an offence for a person to divulge information obtained as a result of handling or investigation of a Public Interest Disclosure without legislative authority |
| | Provision of false information It is an offence for a person to knowingly provide false information under the PD Act with the intention that it be acted on as a Public |



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| <table border="1"> <tr> <td data-bbox="256 322 459 389">Civil action</td> <td data-bbox="472 286 1401 495"> <p>Interest Disclosure</p> <p>A person who takes detrimental action against a person in reprisal for a Public Interest Disclosure may be found liable in damages to that person. The public body may also be found to be vicariously liable.</p> </td> </tr> </table> | Civil action | <p>Interest Disclosure</p> <p>A person who takes detrimental action against a person in reprisal for a Public Interest Disclosure may be found liable in damages to that person. The public body may also be found to be vicariously liable.</p> | |
| Civil action | <p>Interest Disclosure</p> <p>A person who takes detrimental action against a person in reprisal for a Public Interest Disclosure may be found liable in damages to that person. The public body may also be found to be vicariously liable.</p> | | |
| <p>The West Wimmera Shire Council will ensure officers appointed to handle Public Interest Disclosures and all other employees are aware of the following offences by the PD Act:</p> <p>It is an offence for a person to take or threaten detrimental action against a person in reprisal when:</p> <ul style="list-style-type: none"> • a Public Interest Disclosure being made • a person believes a Public Interest Disclosure has been made • a person believes that another person intends to make a Public Interest Disclosure <p>An employer may also be held to be jointly and civilly liable for the detrimental action of their employee.</p> <p>Criminal penalty: 240 penalty units or two years imprisonment or both and if convicted or found guilty of an offence;</p> <p>Civil penalty: Order of court for offender to pay appropriate level of damages to compensate for injury, loss or damage.</p> <p>A person/body must not disclose content of assessable disclosure or information about content.</p> <p>Criminal penalty: 120 penalty units or 12 months imprisonment or both.</p> <p>A person/body must not disclose information likely to lead to the identification of a person who has made an assessable disclosure.</p> <p>Criminal penalty: 120 penalty units or 12 months imprisonment or both.</p> <p>A person who takes detrimental action may be subject to proceedings in tort in any court of competent jurisdiction.</p> <p>Civil penalty: Court order for damages for any injury, loss or damage, including exemplary damages.</p> | | | |
| 12. | Collating & Publishing Statistics | | |
| | <p>The West Wimmera Shire Council, through the Public Interest Disclosures Coordinator, will respond to any requests for statistical information through IBAC relating to the number and type of disclosures received.</p> <p>The West Wimmera Shire Council will include in its Annual Report:</p> | | |



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| | <p>a. Information about how to access the procedures established by the West Wimmera Shire Council under Part 9 of the PD Act; and</p> <p>b. The number of disclosures notified to the IBAC under section 21 (2) during the financial year.</p> |
| 13. | Communication |
| | <ul style="list-style-type: none"> • Intranet • Staff newsletter • Staff meetings • Ongoing education |
| 14. | Supporting Documents |
| | <p>Documents:</p> <p>IBAC – Guidelines for making and handling Public Interest Disclosures</p> <p>IBAC – Guidelines for Public Interest Disclosure welfare management</p> <p>Location: www.ibac.vic.gov.au</p> |
| 15. | Review |
| | The Public Interest Disclosures Policy shall be reviewed annually, or as required in the light of significant legislative change. |

| | | | |
|-------------------------|---------------------------|------------------------|--|
| Policy Adopted: | Ordinary Meeting 15/08/13 | | RecFind 13/003525 RecFind 13/003558 |
| Policy Reviewed: | Ordinary Meeting 21/06/18 | Minute Book Page 38102 | RecFind 18/002248 |
| | Ordinary Meeting 17/07/19 | Minute Book Page | RecFind |
| | | | |
| | | | |



Horsham Legal Pty Ltd t/as

Brown & Proudfoot

Lawyers

ABN: 24619341285



emails: mail@brownandproudfoot.com
johnbrack@brownandproudfoot.com
christianhamilton@brownandproudfoot.com

OUR REF: JSB:SB:CH:190462

24 June 2019

URGENT

BY EXPRESS POST

Attention: Ms Bernadine Pringle,
Consultant Town Planner,
West Wimmera Shire Council,
49 Elizabeth Street,
EDENHOPE Vic 3318

Dear Bernadine,

GREGORY JOHN MAYBERY – SECTION 173 AGREEMENT WITH WEST WIMMERA SHIRE COUNCIL

We refer to our various telephone discussions and to the amendments that had to be made to the Section 173 Agreement in respect of Planning Permit No. P1544.

Please find enclosed:-

1. amended Section 173 Application in triplicate; and
2. Section 181 Application.

Would you please urgently arrange for the appropriate person/s of West Wimmera Shire Council to sign the documents, thereafter returning two originals of the Section 173 Agreement and also the completed Section 181 Application to our office as a matter of urgency.

The Shire Council may retain the third original Section 173 Agreement for its records.

We will then lodge the documents at the Land Titles Office as a matter of urgency.

If you have any queries, please do not hesitate to contact Mr Brack of our office.

Yours faithfully

BROWN & PROUDFOOT

Per: J.S. Brack

Encls.

Liability Limited by a scheme approved under Professional Standards Legislation

PRINCIPAL

Anita Elizabeth Ward LL.B (Hons), GDLP, LL.M (Fam)

CONSULTANT

John Stewart Brack LL.B., B. Jurs

ASSOCIATES

Katrina Stacey Lister LL.B.

Nicholas Panayiotis Tsekiris LL.B., GDLP

Harrison John Tobin J.D., GDLP

Horsham Office:

74 Wilson Street, Horsham Vic 3400

P.O. Box 485, Horsham Vic 3402

Telephone: 03 5382 4455

Facsimile: 03 5382 2215

DX 34009 Horsham

Visits Dimboola, Jeparit and Rainbow
by appointment



**LAW
INSTITUTE
VICTORIA**

LIV MEMBER 2019/20

**APPLICATION BY A RESPONSIBLE
AUTHORITY FOR THE MAKING OF
A RECORDING OF AN AGREEMENT**
Planning and Environment Act 1987

Lodged by:

Name: **Brown & Proudfoot**

Phone: **(03) 5382 4455**

Address: **74 Wilson Street, Horsham Vic 3400**

Ref: **JSB:CH:SB:190462**

Customer Code: **0545D**

Privacy Collection Statement

The information from this form is collected under statutory authority and is used for the purpose of maintaining publicly searchable registers and indexes in the Victorian Land Registry

The Authority having made an Agreement referred to in Section 181 (1) of the *Planning and Environment Act 1987* requires a recording to be made in the Register for the Land.

Land: *(Volume and Folio reference)*

Volume 5039 Folio 605

Volume 2894 Folio 704

Authority:

West Wimmera Shire Council of 49 Elizabeth Street, Edenhope in the State of Victoria 3318.

Section and Act under which Agreement made:

Section 173 of the *Planning and Environment Act 1987*.

A copy of the Agreement is attached to this Application.

Signature for the Authority:

.....

Name of Officer:

.....

Date:

.....

**AGREEMENT PURSUANT TO SECTION 173
PLANNING AND ENVIRONMENT ACT 1987**

THIS AGREEMENT is made the day of 2019
pursuant to Division 2 of Part 9 of the *Planning and Environment Act 1987*
("the Act")

BETWEEN the parties described in the Schedule hereto being the
Responsible Authority and the Owner.

RECITALS:

- A. The Responsible Authority is the responsible authority for the administration and enforcement of the West Wimmera Planning Scheme ("the Scheme") and enters into this Agreement pursuant to Section 173 of the Act.
- B. The Owner is registered or entitled to be registered as the proprietor of the Site as set out in the Schedule.
- C. The use and development of the Site is regulated by the Scheme.
- D. Application was made to the Responsible Authority on behalf of the Owner for a Planning Permit to permit a subdivision of the Site creating two Allotments.
- E. The Responsible Authority granted Planning Permit No. P1544 ("the Permit") to the Owner on 11 October 2018 permitting the subdivision subject to the conditions and requirements in the Permit including a requirement that this Agreement be entered into by Condition 2 of the Permit, which states:-

Before the Plan of Subdivision is certified under the Subdivision Act, the Owner must enter into an Agreement with the Responsible Authority under Section 173 of the Planning and Environment Act 1987, and make application to the Registrar of Titles to have the Agreement registered on the Title to the land under Section 181 of the Act which provides that the new balance Lot will not be further subdivided. The costs of the preparation, execution and registration of the Section 173

Agreement must be borne by the Owner.

OPERATIVE PART:

Definitions and Interpretation

1. The words and expressions listed in the Schedule shall have the meanings there described. In this Agreement words importing the singular or plural number shall include the plural or singular number respectively, and words importing the masculine gender shall include the feminine and neuter genders.
2. In this Agreement a reference to an Act of Parliament or Section thereof or any Regulation shall be deemed to include any statutory modification or re-enactment thereof.
3. In this Agreement where the Owner constitutes more than one person the obligations on the part of the Owner shall be deemed to be joint and several.

4. *Commencement*

This Agreement commences upon the Commencement Date set out in the Schedule and ends when agreed between the Owner and the Responsible Authority or otherwise as provided in the Act, whichever date shall be the earlier.

5. *Covenants*

The Owner's obligations in this Agreement are intended to take effect as covenants which shall be annexed to and run at law and in equity with the Site and every part of it, and bind the Owner and the successors, assignees, transferees and registered proprietor or proprietors for the time being of the Site and every part thereof.

6. *Registration*

The Owner shall do all things necessary and expedient to enable the Responsible Authority to register this Agreement with the Registrar of Titles against the Title to the Site pursuant to Section 181 of the Act.

7. *Owner's Covenants*

The Owner warrants and covenants that:-

- 7.1 the Owner is the registered proprietor or entitled to become the registered proprietor of the Site and the beneficial Owner thereof;
- 7.2 there are no mortgages, liens, charges, or other encumbrances or leases or any rights inherent in any person other than the Owner affecting the Site not disclosed by the usual searches or notified to the Responsible Authority;
- 7.3 no part of the Site is subject to any rights obtained by adverse possession or subject to any easements or rights described or referred to in Section 42 of the Transfer of Land Act;
- 7.4 the Owner shall not sell, transfer, dispose of, assign, mortgage or otherwise part with the possession of the Site or any part thereof without first disclosing to any intended purchaser, transferee, assignee or mortgagee the existence and nature of this Agreement;
- 7.5 No Further Subdivision
the new balanced Lot, that is Lot 2 on Plan of Subdivision 830569L, shall not be further subdivided.

8. Consent of Mortgagee

If the Site is affected by a mortgage at the time of execution of this Agreement or prior to the registration of notice of this Agreement against title to the Site, the Owner must ensure that the mortgagee endorses on this Agreement its consent to the Agreement being made and being registered at the Land Titles Office.

9. Costs

The Owner shall pay all stamp duty applicable to this Agreement and the legal costs of the Responsible Authority of and incidental to this Agreement including costs and fees for registration of a copy of this Agreement against the title to the Site pursuant to Section 181 of the Act, and any costs and expenses incurred by the Responsible Authority by reason of any default of the Owner under this Agreement.

10. Notices

Any notice, consent, offer, demand, request or other instrument required or authorised to be given or served upon either party to this Agreement shall be in writing and may be given by telex, telegram, facsimile transmission, cable, post or hand to that party delivered to the last or most usual address of that party known to the party giving such notice. Any instrument given or served by telex, telegram, facsimile transmission or cable shall be deemed to have been received on the date following the date of its dispatch. Any instrument having been given or served by post to an address in the same State in which it is posted shall be deemed to have been received on the second day following the day of posting. Any instrument given or served by hand shall be served at the time of delivery.

SCHEDULE

1. The Owner:

GREGORY JOHN MAYBERY of 25 Barton Drive, Horsham in the State of Victoria 3400.

2. The Responsible Authority:

WEST WIMMERA SHIRE COUNCIL of 49 Elizabeth Street, Edenhope in the State of Victoria 3318.

3. The Site (also described as "the subject land"):

The proposed Lots 1 and 2 on Plan of Subdivision 830569L presently comprised in: Certificates of Title Volume 5039 Folio 605 and Volume 2894 Folio 704.

4. The Scheme:

The West Wimmera Planning Scheme.

5. The Commencement Date:

The date of this Agreement.

EXECUTED as an Agreement.

SIGNED by the said **GREGORY JOHN MAYBERY** in the presence of:

)
)


.....
(witness)

THE COMMON SEAL of WEST WIMMERA)
SHIRE COUNCIL was hereunto affixed in the)
presence of:)

_____ Mayor

_____ Councillor

_____ Chief Executive Officer



DATED

2019

BETWEEN:

GREGORY JOHN MAYBERY

("the Owner")

- and -

WEST WIMMERA SHIRE COUNCIL

("the Responsible Authority")

A G R E E M E N T

BROWN & PROUDFOOT,
Lawyers,
74 Wilson Street,
HORSHAM Vic 3400

Tel: (03) 5382 4455

Ref: JSB:SB:CH:190462