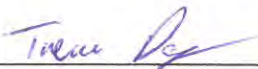





NOTICE OF MOTION
WEST WIMMERA SHIRE COUNCIL

Notice of Motion No:	2019 / 03
Preamble	Drought Communities Fund
<p>There have been ongoing delays to the “ Making a Difference @ Harrow and District Recreation Reserve ” project at the request of the Harrow & District Recreation Reserve Committee. Every other community and relevant body wants to commence the project that was put out to tender.</p> <p>These ongoing delays have in my opinion severely jeopardised the ability of the project to acquit the grant of \$150,000 by the end May 2019 provided via the Drought Communities Funding stream.</p> <p>The Drought Community Funding body have advised that if a project is unable to acquit the funds by the due date, these funds will be lost from the project and from providing support to other projects within the West Wimmera Shire.</p>	
Motion:	
<p>That West Wimmera Shire immediately request permission from the Drought Communities Fund to reallocate the \$150,000 currently allocated to the “ Making a Difference @ Harrow and District Recreation Reserve project to the Kaniva Shire Hall project to enable further restoration works to be carried out.</p>	
Councillor's Signature:	
Councillor's Name:	TREVOR DOMASCHEWITZ
Date:	7/3/2019
CEO's Signature:	
Chief Executive Officer:	David Leahy
Date:	13/3/2019.

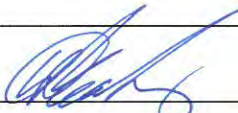


NOTICE OF MOTION WEST WIMMERA SHIRE COUNCIL

Notice of Motion No:	2019/ 04
Preamble	<i>Making a Difference @ Harrow & District Rec. Reserve</i>
<p>WWSC has very actively supported the 'Making a difference @ Harrow and District Recreation Reserve' from its inception in mid-2018. WWSC has provided \$50,000 up-front funds to facilitate the rapid development of the project, from concept to detailed designs, and WWSC staff have provided on-going and very pro-active project management support by attending all Project Control Group and Steering Committee meetings, working closely with the community to facilitate the Project to the Tender stages. Additionally, WWSC has supported and/or been instrumental in the Project obtaining funds and grants from several external sources.</p> <p>However, it appears that the probity of WWSC and its officers may have challenged and efforts to advance the approved project designs may have been undermined by some community members. Consequently, WWSC has been forced into re-evaluating its role in the overall Project, cognisant of its statutory obligations and responsibilities and its need to support all communities within the Shire.</p> <p>Whilst WWSC has provided project management support to date, WWSC believes that this role should henceforth be undertaken by an independent and external professional project manager, and his expenses to be directly sourced from Project funds. WWSC would facilitate the handover of all Project documents, plans, minutes of meetings, correspondence, etc to the independent project manager, and once completed would have no further role in any project management activities. Discussions have already been held between WWSC and appropriate government bodies and sporting organisations and agreement in principal has been sought.</p> <p>WWSC would retain its current position on the Project Control Group.</p> <p>Statutory requirements may compel WWSC to provide the financial services and financial oversight to the Project.</p> <p>Furthermore, WWSC would no longer be responsible for any project funds shortfalls or cost overruns; this responsibility would consequently rest solely with the Harrow Recreation Reserve and its affiliated sporting bodies.</p>	
Motion:	
<p>That WWSC resolves that Sports and Recreation Victoria and the Project Control Group of the 'Making a difference @ Harrow and District Recreation Reserve' project be advised that WWSC removes itself from the role of project management effective 10 April 2019. WWSC recommends that henceforth an independent and external professional project manager be recruited and subsequently ratified by the various funding bodies, and that all project management expenses to be directly extracted from Project funds.</p>	



NOTICE OF MOTION
WEST WIMMERA SHIRE COUNCIL

Councillor's Signature:	
Councillor's Name:	Richard Hicks
Date:	8 March 2019
CEO's Signature:	
Chief Executive Officer:	David Leahy
Date:	13 / 3 / 2019

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
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		not due	Start date not due	Potential lack of support from other NWMA member Councils	Final quarter 2017/18
	1.1.2 Participate in Regional Shared Services activities		Shared HR advisory services		CEO	July 2017- July 2018	Full year	\$40K	Not included	100%	HR Manager appointed and commenced on 11 Feb. Formal agreement signed		March 2019 when final funding is announced
			Shared on-line training for compulsory modules		DCCS	August 2017 - August 2018	Full Year	\$20K	Not included	80%	Program has commenced with the first 2 modules completed by the week of 23 November	of WWSC needs from external parties, lack of direct communication	Final quarter 2017/18
			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	50%	Review of procurement policy has commenced and will include information sessions for potential contractors and suppliers.	Lack of interest from local suppliers. Lack of time and resources to hold training	43556

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				Establish a trades and services register/panel	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				50%	3rd tier managers have attended and presented to Council Assemblies and a number have also attended Council meetings		43983
			Councillors and senior staff visit other Councils for ordinary meetings		Councillors and senior staff	March 2018 - ongoing		\$5K pa	NA	0%			
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 expression of interest has progressed to full business case & KPMG have been employed to complete.	Developing a governance structure to manage the long term project. Ensuring that suitable levels of technical support can be provided	The business case must be submitted by April 2019.

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
				Project specific activities as opportunities arise - 2017-2018 MBS and Planning	Directors	August 2017 - March 2018			Not at this stage	90%	Contracts for the provision of Municipal Building Surveyors awaiting final signing.	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 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	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%	Work on the 2019 advocacy campaign will be ready for Cr comment by mid March. Working with Sthn Gramps on pipeline strategy	As above	Documents will be circulated via email when drafts are completed
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			Ongoing	Second, Third and Fourth quarters		NA	40%	A number of new Mobile Phone Towers have been installed across the Sthn half of the Shire	Lack of federal political intervention on NBN roll out. Victoria not participating in national mobile blackspot program Water: lack of funding to proceed	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
				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%	Joint advocacy effort being developed with Sthn Gramps	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
	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	

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
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					40%	3 Deputations to federal telecommunications minister on NBN and Mobile Blackspots. Further discussions with state regional development minister in March 2018. Regional digital strategy funded via regional partnerships 27/11 - Previous advocacy for mobile black spots has resulted in Dergholm and Neuarpurr being identified for new toweres. Round 4 blackspot program 2 new locations nominated Patyah and Telopea Downs	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%	WWSC was successful with an application to fixing country roads fund for upgrade to Mortat / Ozenkadnook road	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	Annually				75%	Will form part of 2019 advocacy effort	Neglect of roadside drains contributes to the problem	Annual campaign

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
	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 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 coun cil. 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
				Condition assessments and building capacities	Assets, Engineering	17/18 fy -	2nd 3rd quarter	\$35K	No	70%	All condition assesments 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

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
				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			25%	Key item will be the rural pipeline for the 2019 effort	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%	Asset policy, strategy reviewed, building services program ramped up, promotion of multi-	Non-adherence to a program of consolidation. Public awareness of the need for multi-	
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	19/20 fy	1st & 2nd quarters		Yes	75%	Works will commence at the Edenhope Hall site in March 2019, Contract to complete painting at Kaniva Shire Hall awarded, works to complete Kaniva wetlands underway.	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	not due	Not yet actioned		
				Develop a multi-use, multi-functional strategy for Council controlled buildings	Assets, Engineering	18/19 fy	2nd & 3rd quarters		No	10%	Promoting multi-use but strategy not formally adopted or in practice	Strategy development may require external expertise	2020

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
3.4 Maintain West Wimmera local road network	3.4.1Provide quality roads		Develop road management plan	Monitor upgrade and review plan	Engineering Services	17/18 fy -	2nd quarter	10000	Yes	80%	Advocating for a more strategic approach to state maintenance funds spend. Local roads re-evaluation assists in prioritisation	Retaining the VicRoads maint contract. Funding restrictions from state and fed govts.	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 coutry roads was successful	2021
		Lobby state for Country Rds + Bridges & R2R	Develop strategy and schedule regular meetings with ministers	Coordinate campaign with WSMRTG	Engineering Services	17/18 fy -	3rd & 4th quarter		Yes	75%	Application lodged for fixing country roads funds, which is a "replacement" for country roads and bridges	New program is a competetive funding round which requires WWSC to compete withlarger freight routes etc.	2021
			Sustainable materials research	Investigate economical stablising techniques	Engineering Services	18/19 fy	1st & 2nd quarters			50%	constantly researching the best ways to extend the life of pavement	Local/Regional supply volumes, distance to haul materials	Ongoing
		Lobby state for LGIP or similar	Develop evidence base to advocate for program reinstatement		Engineering Services & Finance	17/18 fy -	2nd quarter		Yes	15%	Issue raised at MAV state council, RCV AGM and motion to 2016 state council	Current state government restrictions on funding to Local Gov	2020
Strategic Objective 4: Building on our agricultural and business strengths and supporting economic development													
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	17/18 fy	4th quarter			10%	New eco dev officer has met with businesses and GWM Water re opps that pipeline may create	Non-investment in the rural pipeline	2021

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
				Investigate opportunities for regional & local waste resource recovery plans	Economic Development	17/18 fy	4th quarter			15%	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	Ongoing across plan term				30%	A prog of regular dialogue needs to be developed	Understanding what we need to be speaking about with businesses	Ongoing
				Re-activate the Economic Development Committee	Economic Development	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	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	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

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
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
				Explore shared administrative 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%	Events policy reviewed and strategy in draft form	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

[illegible]

[illegible]

[illegible]

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
	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
				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

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
	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

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
	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 reviewe 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			75%	West Wimmera features prominently in a Cricket Australia Documentary on the first xi events and tour of England by current day Indigenous teams	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				50%	WWSC gained positive media through the promotion of first xi events in 2018	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
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					5%	Some cross promotional opportunities with fishing comp and country music marathon. Review in 2018/2019		2021

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
				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



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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			not due	Start date not due	Potential lack of support from other NWMA member Councils	Final quarter 2017/18
	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 and will target recruitment & staff reviews initially.	100%	HR Manager appointed and commenced on 11 Feb. Formal agreement signed between WWSC and YSC for the HR service. RCTP expression of interest progressed to full business case.		March 2019 when final funding is announced
			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	Poor understanding of WWSC needs from external parties, lack of direct communication from WWSC with software provider	Final quarter 2017/18
			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	90%	Awaiting final contract signing.	HRCC has held up the contract signing due to minor variations	Oct/Nov 2018
				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		50%	Review of procurement policy has commenced and will include information sessions for potential contractors and suppliers.	Lack of interest from local suppliers. Lack of time and resources to hold training	Apr-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

[illegible]

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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	Inability 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%	Work on the 2019 advocacy campaign will be ready for Cr comment by mid March. Working with Sthn Gramps on pipeline strategy	As above	Documents will be circulated via email when drafts are completed
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		40%	A number of new Mobile Phone Towers have been installed across the Sthn half of the Shire	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 SV	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	CEO, Councillor and Community reps on committee	1 day per fortnight	GWM Water, DELWP, WCMA, GHGMA, HRCC, SGSC	2018	entire fy		Yes	Promote benefits of drought proofing the shire with construction of pipeline	90%	Joint advocacy effort being developed with Sthn Gramps	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		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, WCMA, GHGMA, HRCC, SGSC	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 benefit of recreational water in the Wimmera Southern Mallee		Study lead by WCMA and involving various stakeholders will place a value on recreational water			Councillors		GWM Water, DELWP, WCMA, GHGMA, HRCC, SGSC, 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 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	CEO, Councillors	1 day per fortnight	NBN Co, Regional Partnership, Local emergency services						40%	3 Deputations to federal telecommunications minister on NBN and Mobile Blackspots. Further discussions with state regional development minister in March 2018. Regional digital strategy funded via regional partnerships 27/11 - Previous advocacy for mobile black spots has resulted in Dergholm and Neuarpurr being identified for new towers. Round 4 blackspot program 2 new locations nominated Patyah and Telopea	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	CEO, Eco Dev Officer	1 day per month	Regional Partnership, WDA, 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	As above
				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, DHHS, 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 savvy 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 PCP, Neighbouring Shires, PTV, 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 WWSC	80%	Re-promoted the Kaniva Service and have met with community advocates for the Edenhope service. Kaniva service has seen increase in patronage since promotional work.	Access to the 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	Volunteer coordinator	1 day per fortnight	Neighbourhood House, Centre for Participation	Ongoing			No	Volunteer taxi service will compliment 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 WW. Project is being managed by Horsham, Ararat & Southern Grampians. Presentations have been made to both state and fedl 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 WSM 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. 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	CEO, DIDW, Infra Eng, WM, Councillors	1 day per month	Wimmera Mallee Transport Forum group	Ongoing					80%	WWSC was successful with an application to fixing country roads fund for upgrade to Mortat / Ozenkadnook road	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%	Will form part of 2019 advocacy effort	Neglect of roadside drains contributes to the problem	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	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, WM, Councillors	1 day per month	DELWP, WCMA	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%	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	DIDW, DCCS, Manager Engineering, Finance staff, Buildings Officer, Asset Coordinator	DIDW/DCCS, ME & Finance Manager 1 week p/a, Buildings Officer 4 wks p/a, AC Coord 0.5 days p/f	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	Consilt / 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 program	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 formal strategies for specific needs (C Class roads, mobile tech, NBN)		Senior Management Group	CEO , Eco Dev, DIDW, DCCS	CEO 5 weeks p/year, Eco Dev 2 weeks p/year, DIDW 2 weeks p/year, DCCS 2 weeks p/year		17/18 fy -	2nd, 3rd, 4th quarter				25%	Key item will be the rural pipeline for the 2019 effort	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	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		35%	Asset policy, strategy reviewed, building services program ramped up, promotion of multi-use facilities for all new developments	Non-adherence to a program of consolidation, Public awareness of the need for multi-purpose facilities	
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	Senior Management Group, Specific program managers			19/20 fy	1st & 2nd quarters		Yes	Needs to follow community asset mapping and asset plan development	75%	Works will commence at the Edenhope Hall site in March 2019, Contract to complete painting at Kaniva Shire Hall awarded, works to complete Kaniva wetlands underway.	Ability to fund complete build of Edenhope Hall, Re use of Kaniva Shire Hall once completed	2021
			Service planning for specific functions		Engineering Services	Manager Engineering, Finance staff, Asset Coordinator			18/19 fy	3rd & 4th Quarter		Yes		not due	Not yet actioned		
				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%	Promoting multi-use but strategy not formally adopted or in practice	Strategy development may require external expertise	2020
3.4 Maintain West Wimmera local road network	3.4.1Provide 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		80%	Advocating for a more strategic approach to state maintenance funds spend. Local roads re-evaluation assists in prioritisation	Retaining the VicRoads maint contract. Funding restrictions from state and fed govts.	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 coutry roads was successful	2021
		Lobby state for Country Rds + Bridges & R2R	Develop strategy and schedule regular meetings with ministers	Coordinate campaign with WSMRTG	Engineering Services	DIDW, CEO, DCCS			17/18 fy -	3rd & 4th quarter		Yes		75%	Application lodged for fixing country roads funds, which is a "replacement" for country roads and bridges	New program is a competetive funding round which requires WWSC to compete withlarger freight routes etc.	2021
			Sustainable materials research	Investigate economical stablising techniques	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 LGIP 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 MAV 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 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
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				10%	New eco dev officer has met with businesses and GWM Water re opps that pipeline may create	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				15%	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					30%	A prog of regular dialogue needs to be developed	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 Comms & 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 alt 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 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
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 Mngement Group	Community Committee reps,		Qualified community planning resource	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	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. Inspectorate.	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%	Events policy reviewed and strategy in draft form	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
				Ascertaining 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				10%	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

5.2Promote community education programs																			
	5.2.1Assist with client education on MyAged Care		Partner with community house(s) to promote programs to upskill clients		CHSP	CHSP Team Leader		Community House, Senior Citizens Clubs	2017/18 fy	2nd quarter				High priority due to transition 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 Charlegrark is next event	Access to schools. Lack of pre planning for comms in project development	Ongoing	
				Develop annual work experience plan	HR Adisory	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 XI events. Received funding for 4 Pick my Project projects which will be predominantly community driven	Inter-town cooperation	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 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	MRM/CHSP Team Leader/MERO	MERO 10 hours p/month, MRM 5 hours p/month, CHSP (u/k)	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 offices	MRM	CHSP Team Leader		WEMT, DHHS, CFA, SES	2017/18 fy					50%	<p>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.</p> <p>Have developed a partnership with the DHHS liaison for assistance with single house fires and other required information. Will continue to meet and foster partnerships with other relevant stake holders.</p>	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		WEMT, REMT, MAV	2017/18 fy					50%	<p>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 RedPlans. Have encouraged all participants (and assist many of them) in the computer savvy senior classes to install the VicEmergency app on personal devices.</p>		

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				DIDW	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				not started			
	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 positions filled and the program is likely to commence at the end of 2018	Ensuring that the funding is recurrent and gaining support from the regions PHN	2021

West Wimmera Shire Council - Council Plan 2017 - 2021 Resource Plan

Strategic Objective 7: Providing access to and promoting the natural environment

[illegible]



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COUNCIL POLICY			
INFORMATION PRIVACY POLICY		Policy No:	
		Adopted by Council:	
		Next review date:	February 2020
Senior Manager:	Chief Executive Officer		
Responsible Officer:	Director Corporate and Community Services		
Functional Area:	Governance		
Introduction & Background	<p>The <i>Privacy and Data Protection Act 2014</i> and the <i>Health Records Act 2001</i> require that Council responsibly maintains and manages personal and sensitive information.</p> <p>The <i>Privacy and Data Protection Act 2014</i> contains 10 Information Privacy Principles (IPPs) whilst the <i>Health Records Act 2001</i> contains 11 Health Privacy Principles (HPPs), all of which Council must comply with.</p>		
Purpose & Objectives	<p>The Information Privacy Policy provides guidance to Council in safeguarding personal and sensitive information that Council holds or has access to, whilst complying with its legislative requirements under the <i>Privacy and Data Protection Act 2014</i> and <i>Health Records Act 2001</i>.</p>		
Definitions	<p>Information Privacy Principles (IPPs) – Set of principles that regulate the handling of personal or sensitive information. These are detailed in the <i>Privacy and Data Protection Act 2014</i>.</p> <p>Health Privacy Principles (HPPs) - Set of principles that regulate the handling of health information. These are detailed in the <i>Health Records Act 2001</i>.</p> <p>Sensitive Information – personal information or opinion regarding an individual person’s beliefs and affiliations, including::</p> <ul style="list-style-type: none">• Ethnicity• Religious beliefs and/or affiliations• Political beliefs and/or affiliations• Sexual preferences and orientation• Criminal record• Membership or affiliation with any trade union or association		



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	<p>Health Information – personal information or opinion regarding a person’s medical history and health, including any physical or psychological health. It also includes any desired or confirmed future provision of treatment. Health information can also include personal information collected in the course of providing a service.</p> <p>Personal Information – Any information or opinion about an individual which when shared could give reasonable disclosure to that individual’s identity. It should be noted that this information need not be officially recorded and need not be accurate.</p> <p>Council – Refers to all representatives acting on behalf of West Wimmera Shire Council, including Councillors, Staff, Contractors and Volunteers.</p> <p>PROV – Public Records Officer Victoria</p> <p>Information Commissioner – the Information Commissioner appointed by the Victorian Government under s.6C of the <i>Freedom of Information Act 1982</i>.</p> <p>OVIC – Office of the Victorian Information Commissioner, as established under the <i>Freedom of Information Act 1982</i></p>
Policy Details	
1.	<p>Scope</p> <p>The policy applies to all Councillors, employees, contractors and volunteers who represent West Wimmera Shire Council.</p> <p>It covers all personal and health information held by West Wimmera Shire Council, whether in a formal database or not, including opinions inferred, whether accurate or not.</p>
2.	<p>Collection of Information</p> <p>Council will collect only such information that is necessary for the performance of the function requiring such information.</p> <p>Where practicable Council will offer the individual the right of anonymity in providing data.</p> <p>Council shall disclose the purpose for collection of private, sensitive and health data.</p>



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3.	Storage and Retention of Data <p>Council shall store all data in a secure and confidential manner in accordance with PROV standards.</p> <p>When information collected is no longer required it shall be de-identified and/or destroyed in a manner compliant with the <i>Public Records Act 1973</i>.</p>	
4.	Access to and Disclosure of Information <p>Council shall only access and disclose information for the primary purposes for which it has been obtained.</p> <p>Under no circumstances will Council disclose personal, sensitive or health information to third parties or for other uses unless one of the following applies:</p> <ul style="list-style-type: none"> • Where Council has received consent from the individual to do so • Where the information is to be used for a directly related purpose that the individual would reasonably expect • Where other legislation permits or requires information sharing • Where the Information Commissioner makes a public interest declaration <p>Division 1 of the <i>Privacy and Data Protection Act 2014</i> provides for disclosure exemptions under particular circumstances, being:</p> <ul style="list-style-type: none"> • Certain circumstances where disclosure is subject to the provisions of the <i>Freedom of Information Act 1982</i> (s.14) • Certain circumstances where law enforcement agencies require the information for investigation or prosecution (s.15) • Certain disclosures subject to the provisions of the <i>Family Violence Prevention Act 2008</i> (s.15A) • Certain disclosures subject to the provisions of the <i>Child Wellbeing and Safety Act 2005</i> (s.15B) <p>An individual has the right to access, view and correct information pertaining to themselves.</p> <p>Councillors, Council employees, contractors or volunteers who breach these principles will be subject to disciplinary procedures and may be referred to OVIC, IBAC or police.</p>	
5.	Information Quality <p>Council will take reasonable steps to ensure that all information collected and stored is accurate, complete and relevant to its purpose and use.</p>	
6.	Roles and Responsibilities	
	<table border="1"> <tr> <td data-bbox="292 1910 703 2022">Chief Executive Officer</td><td data-bbox="703 1910 1457 2022"> <ul style="list-style-type: none"> • Delegation and appointment of Information Privacy Officer and oversight of compliance </td></tr> </table>	Chief Executive Officer
Chief Executive Officer	<ul style="list-style-type: none"> • Delegation and appointment of Information Privacy Officer and oversight of compliance 	



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	Information Privacy Officer	<ul style="list-style-type: none"> • Provide advice and guidance to staff on privacy matters • Maintain documentation relating to management of information protection • Receive and investigate complaints into breaches of information privacy • Receive and handle requests for access to information
	Customer Services Co-Ordinator	<ul style="list-style-type: none"> • Day to day monitoring of privacy compliance from Customer Service Officers • Maintenance of Council's Names and Addresses Register
	All staff have a responsibility to maintain confidentiality	
7.		

Policy Adopted:	Ordinary Meeting [date]	Minute Book Page [number]	RecFind
Policy Reviewed:	Ordinary Meeting [date]	Minute Book Page [number]	RecFind



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INFORMATION PRIVACY POLICY APPENDIX 1

INFORMATION PRIVACY PRINCIPLES

PRIVACY AND DATA SECURITY ACT 2014

Schedule 1—The Information Privacy Principles

In these Principles—

sensitive information means information or an opinion about an individual's—

- (a) racial or ethnic origin; or
- (b) political opinions; or
- (c) membership of a political association; or
- (d) religious beliefs or affiliations; or
- (e) philosophical beliefs; or
- (f) membership of a professional or trade association; or
- (g) membership of a trade union; or
- (h) sexual preferences or practices; or
- (i) criminal record—

that is also personal information;

unique identifier means an identifier (usually a number) assigned by an organisation to an individual uniquely to identify that individual for the purposes of the operations of the organisation but does not include an identifier that consists only of the individual's name and does not include an identifier within the meaning of the **Health Records Act 2001**.

Sch. 1 def. of
***unique
identifier***
amended by
No. 60/2017
s. 34(1).



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1 Principle 1—Collection

- 1.1 An organisation must not collect personal information unless the information is necessary for one or more of its functions or activities.
- 1.2 An organisation must collect personal information only by lawful and fair means and not in an unreasonably intrusive way.
- 1.3 At or before the time (or, if that is not practicable, as soon as practicable after) an organisation collects personal information about an individual from the individual, the organisation must take reasonable steps to ensure that the individual is aware of—
 - (a) the identity of the organisation and how to contact it; and
 - (b) the fact that the individual is able to gain access to the information; and
 - (c) the purposes for which the information is collected; and
 - (d) to whom (or the types of individuals or organisations to which) the organisation usually discloses information of that kind; and
 - (e) any law that requires the particular information to be collected; and
 - (f) the main consequences (if any) for the individual if all or part of the information is not provided.
- 1.4 If it is reasonable and practicable to do so, an organisation must collect personal information about an individual only from that individual.
- 1.5 If an organisation collects personal information about an individual from someone else, it must take reasonable steps to ensure that the individual is or has been made aware of the matters listed in IPP 1.3 except to the extent that making the individual aware of the matters would pose a serious threat to the life or health of any individual.

2 Principle 2—Use and Disclosure

- 2.1 An organisation must not use or disclose personal information about an individual for a purpose (the secondary purpose) other than the primary purpose of collection unless—
 - (a) both of the following apply—
 - (i) the secondary purpose is related to the primary purpose of collection and, if the personal information is sensitive information, directly related to the primary purpose of collection;
 - (ii) the individual would reasonably expect the organisation to use or disclose the information for the secondary purpose; or
 - (b) the individual has consented to the use or disclosure; or



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- (c) if the use or disclosure is necessary for research, or the compilation or analysis of statistics, in the public interest, other than for publication in a form that identifies any particular individual—
 - (i) it is impracticable for the organisation to seek the individual's consent before the use or disclosure; and
 - (ii) in the case of disclosure—the organisation reasonably believes that the recipient of the information will not disclose the information; or
- (d) the organisation reasonably believes that the use or disclosure is necessary to lessen or prevent—
 - (i) a serious threat to an individual's life, health, safety or welfare; or
 - (ii) a serious threat to public health, public safety or public welfare; or
- (e) the organisation has reason to suspect that unlawful activity has been, is being or may be engaged in, and uses or discloses the personal information as a necessary part of its investigation of the matter or in reporting its concerns to relevant persons or authorities; or
- (f) the use or disclosure is required or authorised by or under law; or
- (g) the organisation reasonably believes that the use or disclosure is reasonably necessary for one or more of the following by or on behalf of a law enforcement agency—
 - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of a law imposing a penalty or sanction;
 - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime;
 - (iii) the protection of the public revenue;
 - (iv) the prevention, detection, investigation or remedying of seriously improper conduct;
 - (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal; or
- (h) the Australian Security Intelligence Organisation (ASIO) or the Australian Secret Intelligence Service (ASIS), in connection with its functions, has requested the organisation to disclose the personal information and—
 - (i) the disclosure is made to an officer or employee of ASIO or ASIS (as the case requires) authorised in writing by the Director-General of ASIO or ASIS (as the case requires) to receive the disclosure; and

Sch. 1
cl. 2.1(d)(i)
amended by
No. 23/2017
s. 22(1).



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- (ii) an officer or employee of ASIO or ASIS (as the case requires) authorised in writing by the Director-General of ASIO or ASIS (as the case requires) for the purposes of this paragraph has certified that the disclosure would be connected with the performance by ASIO or ASIS (as the case requires) of its functions.

2.2 If an organisation uses or discloses personal information under IPP 2.1(g), it must make a written note of the use or disclosure.

3 Principle 3—Data Quality

3.1 An organisation must take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up to date.

4 Principle 4—Data Security

4.1 An organisation must take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

4.2 An organisation must take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose.

5 Principle 5—Openness

5.1 An organisation must set out in a document clearly expressed policies on its management of personal information. The organisation must make the document available to anyone who asks for it.

5.2 On request by a person, an organisation must take reasonable steps to let the person know, generally, what sort of personal information it holds, for what purposes, and how it collects, holds, uses and discloses that information.

6 Principle 6—Access and Correction

6.1 If an organisation holds personal information about an individual, it must provide the individual with access to the information on request by the individual, except to the extent that—

- (a) providing access would pose a serious threat to the life or health of any individual; or
- (b) providing access would have an unreasonable impact on the privacy of other individuals; or
- (c) the request for access is frivolous or vexatious; or
- (d) the information relates to existing legal proceedings between the organisation and the individual, and the information would not be accessible by the process of discovery or subpoena in those proceedings; or



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- (e) providing access would reveal the intentions of the organisation in relation to negotiations with the individual in such a way as to prejudice those negotiations; or
- (f) providing access would be unlawful; or
- (g) denying access is required or authorised by or under law; or
- (h) providing access would be likely to prejudice an investigation of possible unlawful activity; or
- (i) providing access would be likely to prejudice—
 - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of a law imposing a penalty or sanction; or
 - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime; or
 - (iii) the protection of public revenue; or
 - (iv) the prevention, detection, investigation or remedying of seriously improper conduct; or
 - (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of its orders—by or on behalf of a law enforcement agency; or
- (j) ASIO, ASIS or a law enforcement agency performing a lawful security function asks the organisation not to provide access to the information on the basis that providing access would be likely to cause damage to the security of Australia.

6.2 However, where providing access would reveal evaluative information generated within the organisation in connection with a commercially sensitive decision-making process, the organisation may give the individual an explanation for the commercially sensitive decision rather than direct access to the information.

6.3 If the organisation is not required to provide the individual with access to the information because of one or more of IPP 6.1(a) to (j) (inclusive), the organisation must, if reasonable, consider whether the use of mutually agreed intermediaries would allow sufficient access to meet the needs of both parties.

6.4 If an organisation charges for providing access to personal information, the organisation—

- (a) must advise an individual who requests access to personal information that the organisation will provide access on the payment of the prescribed fee; and
- (b) may refuse access to the personal information until the fee is paid.



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- 6.5 If an organisation holds personal information about an individual and the individual is able to establish that the information is not accurate, complete and up to date, the organisation must take reasonable steps to correct the information so that it is accurate, complete and up to date.
- 6.6 If the individual and the organisation disagree about whether the information is accurate, complete and up to date, and the individual asks the organisation to associate with the information a statement claiming that the information is not accurate, complete or up to date, the organisation must take reasonable steps to do so.
- 6.7 An organisation must provide reasons for denial of access or a refusal to correct personal information.
- 6.8 If an individual requests access to, or the correction of, personal information held by an organisation, the organisation must—
 - (a) provide access, or reasons for the denial of access; or
 - (b) correct the personal information, or provide reasons for the refusal to correct the personal information; or
 - (c) provide reasons for the delay in responding to the request for access to or for the correction of personal information—as soon as practicable, but no later than 45 days after receiving the request.

7 Principle 7—Unique Identifiers

- 7.1 An organisation must not assign unique identifiers to individuals unless the assignment of unique identifiers is necessary to enable the organisation to carry out any of its functions efficiently.
- 7.2 An organisation must not adopt as its own unique identifier of an individual a unique identifier of the individual that has been assigned by another organisation unless—
 - (a) it is necessary to enable the organisation to carry out any of its functions efficiently; or
 - (b) it has obtained the consent of the individual to the use of the unique identifier; or
 - (c) it is an outsourcing organisation adopting the unique identifier created by a contracted service provider in the performance of its obligations to the organisation under a State contract.
- 7.3 An organisation must not use or disclose a unique identifier assigned to an individual by another organisation unless—
 - (a) the use or disclosure is necessary for the organisation to fulfil its obligations to the other organisation; or
 - (b) one or more of IPP 2.1(d) to (g) applies to the use or disclosure; or
 - (c) it has obtained the consent of the individual to the use or disclosure.



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- 7.4 An organisation must not require an individual to provide a unique identifier in order to obtain a service unless the provision of the unique identifier is required or authorised by law or the provision is in connection with the purpose (or a directly related purpose) for which the unique identifier was assigned.

8 Principle 8—Anonymity

- 8.1 Wherever it is lawful and practicable, individuals must have the option of not identifying themselves when entering into transactions with an organisation.

9 Principle 9—Transborder Data Flows

- 9.1 An organisation may transfer personal information about an individual to someone (other than the organisation or the individual) who is outside Victoria only if—
- (a) the organisation reasonably believes that the recipient of the information is subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are substantially similar to the Information Privacy Principles; or
 - (b) the individual consents to the transfer; or
 - (c) the transfer is necessary for the performance of a contract between the individual and the organisation, or for the implementation of precontractual measures taken in response to the individual's request; or
 - (d) the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the individual between the organisation and a third party; or
 - (e) all of the following apply—
 - (i) the transfer is for the benefit of the individual;
 - (ii) it is impracticable to obtain the consent of the individual to that transfer;
 - (iii) if it were practicable to obtain that consent, the individual would be likely to give it; or
 - (f) the organisation has taken reasonable steps to ensure that the information which it has transferred will not be held, used or disclosed by the recipient of the information inconsistently with the Information Privacy Principles.



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10 Principle 10—Sensitive Information

10.1 An organisation must not collect sensitive information about an individual unless—

- (a) the individual has consented; or
- (b) the collection is required or authorised under law; or
- (c) the collection is necessary to prevent or lessen a serious threat to the life or health of any individual, where the individual whom the information concerns—
 - (i) is physically or legally incapable of giving consent to the collection; or
 - (ii) physically cannot communicate consent to the collection; or
- (d) the collection is necessary for the establishment, exercise or defence of a legal or equitable claim.

10.2 Despite IPP 10.1, an organisation may collect sensitive information about an individual if—

- (a) the collection—
 - (i) is necessary for research, or the compilation or analysis of statistics, relevant to government funded targeted welfare or educational services; or
 - (ii) is of information relating to an individual's racial or ethnic origin and is collected for the purpose of providing government funded targeted welfare or educational services; and
- (b) there is no reasonably practicable alternative to collecting the information for that purpose; and
- (c) it is impracticable for the organisation to seek the individual's consent to the collection.

Sch. 1
cl. 10.1(b)
amended by
No. 60/2017
s. 34(2).
Sch. 1
cl. 10.1(c)
amended by
No. 23/2017
s. 22(3).



INFORMATION PRIVACY POLICY APPENDIX 2

HEALTH PRIVACY PRINCIPLES

HEALTH RECORDS ACT 2001

Schedule 1—The Health Privacy Principles

Section 19

1 Principle 1—Collection

When health information may be collected

- 1.1 An organisation must not collect health information about an individual unless the information is necessary for one or more of its functions or activities and at least one of the following applies—
- (a) the individual has consented;
 - (b) the collection is required, authorised or permitted, whether expressly or impliedly, by or under law (other than a prescribed law);
 - (c) the information is necessary to provide a health service to the individual and the individual is incapable of giving consent within the meaning of section 85(3) and—
 - (i) it is not reasonably practicable to obtain the consent of an authorised representative of the individual within the meaning of section 85; or
 - (ii) the individual does not have such an authorised representative;
 - (d) the information is disclosed to the organisation in accordance with HPP 2.2(a), (f), (i) or (l) or HPP 2.5;
 - (e) if the collection is necessary for research, or the compilation or analysis of statistics, in the public interest—
 - (i) that purpose cannot be served by the collection of information that does not identify the individual or from which the individual's identity cannot reasonably be ascertained; and
 - (ii) it is impracticable for the organisation to seek the individual's consent to the collection; and
 - (iii) the information is collected in accordance with guidelines issued or approved by the Health Complaints Commissioner under section 22 for the purposes of this subparagraph;

Sch. 1
cl. 1.1(e)(iii)
amended by
No. 22/2016
s. 232(a).



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Sch. 1 cl. 1.1(f)
amended by
No. 22/2016
s. 232(b).
Sch. 1
cl. 1.1(f)(i)
amended by
No. 23/2017
s. 19(1).

- (f) the collection is necessary to prevent or lessen—
 - (i) a serious threat to the life, health, safety or welfare of any individual;
or
 - (ii) a serious threat to public health, public safety or public welfare—
and the information is collected in accordance with guidelines, if any,
issued or approved by the Health Complaints Commissioner under section
22 for the purposes of this paragraph;
- (g) the collection is by or on behalf of a law enforcement agency and the
organisation reasonably believes that the collection is necessary for a law
enforcement function;
- (h) the collection is necessary for the establishment, exercise or defence of a
legal or equitable claim;
- (i) the collection is in the prescribed circumstances.

How health information is to be collected

- 1.2 An organisation must collect health information only by lawful and fair means
and not in an unreasonably intrusive way.
- 1.3 If it is reasonable and practicable to do so, an organisation must collect health
information about an individual only from that individual.
- 1.4 At or before the time (or, if that is not practicable, as soon as practicable
thereafter) an organisation collects health information about an individual from
the individual, the organisation must take steps that are reasonable in the
circumstances to ensure that the individual is generally aware of—
 - (a) the identity of the organisation and how to contact it; and
 - (b) the fact that he or she is able to gain access to the information; and
 - (c) the purposes for which the information is collected; and
 - (d) to whom (or the types of individuals or organisations to which) the
organisation usually discloses information of that kind; and
 - (e) any law that requires the particular information to be collected; and
 - (f) the main consequences (if any) for the individual if all or part of the
information is not provided.
- 1.5 If an organisation collects health information about an individual from someone
else, it must take any steps that are reasonable in the circumstances to ensure
that the individual is or has been made aware of the matters listed in HPP 1.4
except to the extent that making the individual aware of the matters would pose
a serious threat to the life or health of any individual or would involve the
disclosure of information given in confidenceⁱ.



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- 1.6 An organisation is not required to notify the individual of the identity of persons, or classes of persons, to whom health information may be disclosed in accordance with HPP 2.2(f).

Information given in confidenceⁱⁱ

- 1.7 If personal information is given in confidence to a health service provider about an individual by a person other than—

- (a) the individual; or
- (b) a health service provider in the course of, or otherwise in relation to, the provision of health services to the individual—

with a request that the information not be communicated to the individual to whom it relates, the provider must—

- (c) confirm with the person that the information is to remain confidential; and
- (d) if the information remains confidential—
 - (i) record the information only if it is relevant to the provision of health services to, or the care of, the individual; and
 - (ii) take reasonable steps to ensure that the information is accurate and not misleading; and
- (e) take reasonable steps to record that the information is given in confidence and is to remain confidential.

2 Principle 2—Use and Disclosureⁱⁱⁱ

- 2.1 An organisation may use or disclose health information about an individual for the primary purpose for which the information was collected in accordance with HPP 1.1.

- 2.2 An organisation must not use or disclose health information about an individual for a purpose (the ***secondary purpose***) other than the primary purpose for which the information was collected unless at least one of the following paragraphs applies^{iv}—

- (a) both of the following apply—
 - (i) the secondary purpose is directly related to the primary purpose; and
 - (ii) the individual would reasonably expect the organisation to use or disclose the information for the secondary purpose; or
- (b) the individual has consented to the use or disclosure; or
- (c) the use or disclosure is required, authorised or permitted, whether expressly or impliedly, by or under law (other than a prescribed law); or



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- (d) all of the following apply—
 - (i) the organisation is a health service provider providing a health service to the individual; and
 - (ii) the use or disclosure for the secondary purpose is reasonably necessary for the provision of the health service; and
 - (iii) the individual is incapable of giving consent within the meaning of section 85(3) and—
 - (A) it is not reasonably practicable to obtain the consent of an authorised representative of the individual within the meaning of section 85; or
 - (B) the individual does not have such an authorised representative; or
- (e) all of the following apply—
 - (i) the organisation is a health service provider providing a health service to the individual; and
 - (ii) the use is for the purpose of the provision of further health services to the individual by the organisation; and
 - (iii) the organisation reasonably believes that the use is necessary to ensure that the further health services are provided safely and effectively; and
 - (iv) the information is used in accordance with guidelines, if any, issued or approved by the Health Complaints Commissioner under section 22 for the purposes of this paragraph; or
- (f) the use or disclosure is for the purpose of—
 - (i) funding, management, planning, monitoring, improvement or evaluation of health services; or
 - (ii) training provided by a health service provider to employees or persons working with the organisation—and—
 - (iii) that purpose cannot be served by the use or disclosure of information that does not identify the individual or from which the individual's identity cannot reasonably be ascertained and it is impracticable for the organisation to seek the individual's consent to the use or disclosure; or
 - (iv) reasonable steps are taken to de-identify the information—and—
 - (v) if the information is in a form that could reasonably be expected to identify individuals, the information is not published in a generally available publication; and

Sch. 1
cl. 2.2(e)(iv)
amended by
No. 22/2016
s. 232(c).



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- (vi) the information is used or disclosed in accordance with guidelines, if any, issued or approved by the Health Complaints Commissioner under section 22 for the purposes of this subparagraph; or
- (g) if the use or disclosure is necessary for research, or the compilation or analysis of statistics, in the public interest—
 - (i) it is impracticable for the organisation to seek the individual's consent before the use or disclosure; and
 - (ii) that purpose cannot be served by the use or disclosure of information that does not identify the individual or from which the individual's identity cannot reasonably be ascertained; and
 - (iii) the use or disclosure is in accordance with guidelines issued or approved by the Health Complaints Commissioner under section 22 for the purposes of this subparagraph; and
 - (iv) in the case of disclosure—
 - (A) the organisation reasonably believes that the recipient of the health information will not disclose the health information; and
 - (B) the disclosure will not be published in a form that identifies particular individuals or from which an individual's identity can reasonably be ascertained; or
- (h) the organisation reasonably believes that the use or disclosure is necessary to lessen or prevent—
 - (i) a serious threat to an individual's life, health, safety or welfare; or
 - (ii) a serious threat to public health, public safety or public welfare—and the information is used or disclosed in accordance with guidelines, if any, issued or approved by the Health Complaints Commissioner under section 22 for the purposes of this paragraph; or
- (i) ^vthe organisation has reason to suspect that unlawful activity has been, is being or may be engaged in, and uses or discloses the health information as a necessary part of its investigation of the matter or in reporting its concerns to relevant persons or authorities and, if the organisation is a registered health practitioner, the use or disclosure would not be a breach of confidence; or
- (j) ^{vi}the organisation reasonably believes that the use or disclosure is reasonably necessary for a law enforcement function by or on behalf of a law enforcement agency and, if the organisation is a registered health practitioner, the use or disclosure would not be a breach of confidence; or
- (k) the use or disclosure is necessary for the establishment, exercise or defence of a legal or equitable claim; or

Sch. 1
cl. 2.2(f)(vi)
amended by
No. 22/2016
s. 232(d).

Sch. 1
cl. 2.2(g)(iii)
amended by
No. 22/2016
s. 232(e).

Sch. 1
cl. 2.2(h)
amended by
No. 22/2016
s. 232(f).

Sch. 1
cl. 2.2(h)(i)
amended by
No. 23/2017
s. 19(2).

Sch. 1 cl. 2.2(i)
amended by
No. 22/2016
s. 232(g).

Sch. 1 cl. 2.2(j)
amended by
No. 22/2016
s. 232(h).



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- (l) the use or disclosure is in the prescribed circumstances.

Note

Nothing in HPP 2 requires an organisation to disclose health information about an individual. An organisation is always entitled not to disclose health information in the absence of a legal obligation to disclose it.

- 2.3 If an organisation discloses health information under paragraph (i) or (j) of HPP 2.2, it must make a written note of the disclosure.
- 2.4 Despite HPP 2.2, a health service provider may disclose health information about an individual to an immediate family member of the individual if—
 - (a) either—
 - (i) the disclosure is necessary to provide appropriate health services to or care of the individual; or
 - (ii) the disclosure is made for compassionate reasons; and
 - (b) the disclosure is limited to the extent reasonable and necessary for the purposes mentioned in paragraph (a); and
 - (c) the individual is incapable of giving consent to the disclosure within the meaning of section 85(3); and
 - (d) the disclosure is not contrary to any wish—
 - (i) expressed by the individual before the individual became incapable of giving consent and not changed or withdrawn by the individual before then; and
 - (ii) of which the organisation is aware or could be made aware by taking reasonable steps; and
 - (e) in the case of an immediate family member who is under the age of 18 years, considering the circumstances of the disclosure, the immediate family member has sufficient maturity to receive the information.
- 2.5 Despite HPP 2.2, an organisation may use or disclose health information about an individual where—
 - (a) it is known or suspected that the individual is dead; or
 - (b) it is known or suspected that the individual is missing; or
 - (c) the individual has been involved in an accident or other misadventure and is incapable of consenting to the use or disclosure—and the use or disclosure is to the extent reasonably necessary—
 - (d) to identify the individual; or
 - (e) to ascertain the identity and location of an immediate family member or other relative of the individual for the purpose of—



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- (i) enabling a police officer, a coroner or other prescribed organisation to contact the immediate family member or other relative for compassionate reasons; or

Sch. 1
cl. 2.5(e)(i)
amended by
No. 37/2014
s. 10(Sch.
item 77.4).

- (ii) to assist in the identification of the individual—

and, in the circumstances referred to in paragraph (b) or (c)—

- (f) the use or disclosure is not contrary to any wish—

- (i) expressed by the individual before he or she went missing or became incapable of consenting and not withdrawn by the individual; and

- (ii) of which the organisation is aware or could have become aware by taking reasonable steps; and

- (g) the information is used or disclosed in accordance with guidelines, if any, issued or approved by the Health Complaints Commissioner under section 22 for the purposes of this paragraph.

Sch. 1
cl. 2.5(g)
amended by
No. 22/2016
s. 232(i).

3 Principle 3—Data Quality

- 3.1 An organisation must take steps that are reasonable in the circumstances to make sure that, having regard to the purpose for which the information is to be used, the health information it collects, uses, holds or discloses is accurate, complete, up to date and relevant to its functions or activities.

4 Principle 4—Data Security and Data Retention

- 4.1 An organisation must take reasonable steps to protect the health information it holds from misuse and loss and from unauthorised access, modification or disclosure.

- 4.2 A health service provider must not delete health information relating to an individual, even if it is later found or claimed to be inaccurate, unless—

- (a) the deletion is permitted, authorised or required by the regulations or any other law; or

- (b) the deletion is not contrary to the regulations or any other law and occurs—

- (i) in the case of health information collected while the individual was a child, after the individual attains the age of 25 years; or

- (ii) in any case, more than 7 years after the last occasion on which a health service was provided to the individual by the provider—

whichever is the later.

- 4.3 A health service provider who deletes health information in accordance with HPP 4.2 must make a written note of the name of the individual to whom the health information related, the period covered by it and the date on which it was deleted.



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4.4 A health service provider who transfers health information to another individual or organisation and does not continue to hold a record of that information must make a written note of the name and address of the individual or organisation to whom it was transferred.

4.5 An organisation other than a health service provider must take reasonable steps to destroy or permanently de-identify health information if it is no longer needed for the purpose for which it was collected or any other purpose authorised by this Act, the regulations made under this Act or any other law.

5 Principle 5—Openness

5.1 An organisation must set out in a document—

- (a) clearly expressed policies on its management of health information; and
- (b) the steps that an individual must take in order to obtain access to their health information.

The organisation must make the document available to anyone who asks for it.

5.2 On request by an individual, an organisation must take reasonable steps—

- (a) to let the individual know—
 - (i) whether the organisation holds health information relating to the individual; and
 - (ii) the steps that the individual should take if the individual wishes to obtain access to the information; and
- (b) if the organisation holds health information relating to the individual, to let the individual know in general terms—
 - (i) the nature of the information; and
 - (ii) the purposes for which the information is used; and
 - (iii) how the organisation collects, holds, uses and discloses the information.

6 Principle 6—Access and Correction

Access^{vii}

6.1 If an organisation holds health information about an individual, it must provide the individual with access to the information on request by the individual in accordance with Part 5, unless—

- (a) providing access would pose a serious threat to the life or health of any person under section 26 and refusing access is in accordance with guidelines, if any, issued or approved by the Health Complaints Commissioner under section 22 for the purposes of this paragraph; or

Sch. 1
cl. 6.1(a)
amended by
No. 22/2016
s. 232(j).



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- (b) providing access would have an unreasonable impact on the privacy of other individuals and refusing access is in accordance with guidelines, if any, issued or approved by the Health Complaints Commissioner under section 22 for the purposes of this paragraph; or
- (c) the information relates to existing legal proceedings between the organisation and the individual and the information would not be accessible by the process of discovery in those proceedings^{viii} or is subject to legal professional privilege or client legal privilege; or
- (d) providing access would reveal the intentions of the organisation in relation to negotiations, other than about the provision of a health service, with the individual in such a way as to expose the organisation unreasonably to disadvantage; or
- (e) the information is subject to confidentiality under section 27; or
- (f) providing access would be unlawful; or
- (g) denying access is required or authorised by or under law; or
- (h) providing access would be likely to prejudice an investigation of possible unlawful activity; or
- (i) providing access would be likely to prejudice a law enforcement function by or on behalf of a law enforcement agency; or
- (j) a law enforcement agency performing a lawful security function asks the organisation not to provide access to the information on the basis that providing access would be likely to cause damage to the security of Australia; or
- (k) the request for access is of a kind that has been made unsuccessfully on at least one previous occasion and there are no reasonable grounds for making the request again; or
- (l) the individual has been provided with access to the health information in accordance with Part 5 and is making an unreasonable, repeated request for access to the same information in the same way.

Sch. 1
cl. 6.1(b)
amended by
No. 22/2016
s. 232(k).

Sch. 1
cl. 6.1(c)
amended by
No. 69/2009
s. 54(Sch. Pt 1
item 29.3).

6.2 However, where providing access would reveal evaluative information generated within the organisation in connection with a commercially sensitive decision-making process, the organisation may give the individual an explanation for the commercially sensitive decision rather than access to the information.

Note

An organisation breaches HPP 6.1 if it relies on HPP 6.2 to give an individual an explanation for a commercially sensitive decision in circumstances where HPP 6.2 does not apply.

6.3 If access is refused on the ground that it would pose a serious threat to the life or health of the individual, the procedure in Division 3 of Part 5 applies.



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- 6.4 Without limiting sections 26 and 27, nothing in this Principle compels an organisation to refuse to provide an individual with access to his or her health information.

Correction

- 6.5 ^{ix}If an organisation holds health information about an individual and the individual is able to establish that the information is inaccurate, incomplete, misleading or not up to date, the organisation must take reasonable steps to correct the information so that it is accurate, complete and up to date but must not delete the information otherwise than in accordance with HPP 4.2.

- 6.6 If—

- (a) the organisation is not willing to correct the health information in accordance with a request by the individual; and
- (b) no decision or recommendation to the effect that the information should be corrected wholly or partly in accordance with the request, is pending or has been made under this Act or any other law; and
- (c) the individual gives to the organisation a written statement concerning the requested correction—

the organisation must take reasonable steps to associate the statement with the information.

- 6.7 If the organisation accepts the need to correct the health information but—

- (a) the organisation considers it likely that leaving incorrect information, even if corrected, could cause harm to the individual or result in inappropriate health services or care being provided; or
- (b) the form in which the health information is held makes correction impossible; or
- (c) the corrections required are sufficiently complex or numerous for a real possibility of confusion or error to arise in relation to interpreting or reading the record if it were to be so corrected—

the organisation must place the incorrect information on a record which is not generally available to anyone involved in providing health services to the individual, and to which access is restricted, and take reasonable steps to ensure that only the corrected information is generally available to anyone who may provide health services to the individual.

- 6.8 If an organisation corrects health information about an individual, it must—

- (a) if practicable, record with the correction the name of the person who made the correction and the date on which the correction is made; and
- (b) take reasonable steps to notify any health service providers to whom the organisation disclosed the health information before its correction and who may reasonably be expected to rely on that information in the future.



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- 6.9 If an individual requests an organisation to correct health information about the individual, the organisation must take reasonable steps to notify the individual of a decision on the request as soon as practicable but in any case not later than 30 days after the request is received by the organisation.

Written reasons

- 6.10 An organisation must provide written reasons for refusal of access^x or a refusal to correct health information.

7 Principle 7—Identifiers

- 7.1 An organisation may only assign identifiers to individuals if the assignment of identifiers is reasonably necessary to enable the organisation to carry out any of its functions efficiently.
- 7.2 Subject to HPP 7.4, a private sector organisation may only adopt as its own identifier of an individual an identifier of an individual that has been assigned by a public sector organisation (or by an agent of, or contractor to, a public sector organisation acting in its capacity as agent or contractor) if—
- (a) the individual has consented to the adoption of the same identifier; or
 - (b) the use or disclosure of the identifier is required or authorised by or under law.
- 7.3 Subject to HPP 7.4, a private sector organisation may only use or disclose an identifier assigned to an individual by a public sector organisation (or by an agent of, or contractor to, a public sector organisation acting in its capacity as agent or contractor) if—
- (a) the use or disclosure is required for the purpose for which it was assigned or for a secondary purpose referred to in one or more of paragraphs (c) to (l) of HPP 2.2; or
 - (b) the individual has consented to the use or disclosure; or
 - (c) the disclosure is to the public sector organisation which assigned the identifier to enable the public sector organisation to identify the individual for its own purposes.
- 7.4 If the use or disclosure of an identifier assigned to an individual by a public sector organisation is necessary for a private sector organisation to fulfil its obligations to, or requirements of, the public sector organisation, a private sector organisation may either—
- (a) adopt as its own identifier of an individual an identifier of the individual that has been assigned by the public sector organisation; or
 - (b) use or disclose an identifier of the individual that has been assigned by the public sector organisation.



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8 Principle 8—Anonymity

- 8.1 Wherever it is lawful and practicable, individuals must have the option of not identifying themselves when entering transactions with an organisation.

9 Principle 9—Transborder Data Flows

- 9.1 An organisation may transfer health information about an individual to someone (other than the organisation or the individual) who is outside Victoria only if—
- (a) the organisation reasonably believes that the recipient of the information is subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are substantially similar to the Health Privacy Principles; or
 - (b) the individual consents to the transfer; or
 - (c) the transfer is necessary for the performance of a contract between the individual and the organisation, or for the implementation of pre-contractual measures taken in response to the individual's request; or
 - (d) the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the individual between the organisation and a third party; or
 - (e) all of the following apply—
 - (i) the transfer is for the benefit of the individual;
 - (ii) it is impracticable to obtain the consent of the individual to that transfer;
 - (iii) if it were practicable to obtain that consent, the individual would be likely to give it; or
 - (f) the organisation has taken reasonable steps to ensure that the information which it has transferred will not be held, used or disclosed by the recipient of the information inconsistently with the Health Privacy Principles; or
 - (g) the transfer is authorised or required by any other law.

10 Principle 10—Transfer or closure of the practice of a health service provider

- 10.1 This Principle applies if the practice or business of a health service provider (*the provider*) is to be—
- (a) sold or otherwise transferred and the provider will not be providing health services in the new practice or business; or
 - (b) closed down.
- 10.2 The provider or, if the provider is deceased, the legal representatives of the provider, must—



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- (a) publish a notice in a newspaper circulating in the locality of the practice or business stating—
 - (i) that the practice or business has been, or is about to be, sold, transferred or closed down, as the case may be; and
 - (ii) the manner in which the provider proposes to deal with the health information held by the practice or business about individuals who have received health services from the provider, including whether the provider proposes to retain the information or make it available for transfer to those individuals or their health service providers; and
- (b) take any other steps to notify individuals who have received a health service from the provider in accordance with guidelines issued or approved by the Health Complaints Commissioner under section 22 for the purposes of this paragraph.

Sch. 1
cl. 10.2(b)
amended by
No. 22/2016
s. 232(l).

10.3 Not earlier than 21 days after giving notice in accordance with HPP 10.2, the person giving the notice must, in relation to health information about an individual held by, or on behalf of, the practice or business, elect to retain that information or transfer it to—

- (a) the health service provider, if any, who takes over the practice or business; or
- (b) the individual or a health service provider nominated by him or her.

10.4 A person who elects to retain health information must continue to hold it or transfer it to a competent organisation for safe storage in Victoria, until the time, if any, when the health information is destroyed in accordance with HPP 4.

10.5 Subject to HPP 10.2, a person must comply with the requirements of this Principle as soon as practicable.

10.6 Despite any other provision of the Health Privacy Principles, a person who transfers health information in accordance with this Principle does not, by so doing, contravene the Health Privacy Principles.

10.7 If—

- (a) an individual, in response to a notice published under HPP 10.2, requests that health information be transferred to him or her or to a health service provider nominated by him or her; and
- (b) the person who published the notice elects to retain the health information—

the request must be taken to be—

- (c) in the case of a request that the health information be transferred to him or her, a request for access to that health information in accordance with Part 5 or HPP 6; and



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- (d) in the case of a request that the health information be transferred to a health service provider nominated by him or her, a request for the transfer of that health information in accordance with HPP 11—

and it must be dealt with in accordance with this Act.

10.8 This Principle operates subject to any other law, including the **Public Records Act 1973**.

10.9 For the purposes of HPP 10.1(a), a business or practice of a provider is transferred if—

- (a) it is amalgamated with another organisation; and
- (b) the successor organisation which is the result of the amalgamation is a private sector organisation.

11 Principle 11—Making information available to another health service provider

11.1 If an individual—

- (a) requests a health service provider to make health information relating to the individual held by the provider available to another health service provider; or
- (b) authorises another health service provider to request a health service provider to make health information relating to the individual held by that provider available to the requesting health service provider—

a health service provider to whom the request is made and who holds health information about the individual must, on payment of a fee not exceeding the prescribed maximum fee and subject to the regulations, provide a copy or written summary of that health information to that other health service provider.

11.2 A health service provider must comply with the requirements of this Principle as soon as practicable.

11.3 Nothing in Part 5 or HPP 6 limits the operation of this Principle.

11.4 For the purposes of HPP 10.7, this Principle applies to a legal representative of a deceased health service provider in the same way that it applies to a health service provider.

ⁱSch. 1 HPP 1.5: See HPP 1.7 and also section 27.

ⁱⁱSch. 1 HPP 1.7: See also section 27.

ⁱⁱⁱSch. 1 HPP 2: See also HPP 9 for requirements relating to the transfer of health information to a person who is outside Victoria.

^{iv}Sch. 1 HPP 2.2: A use or disclosure may be permitted under more than one paragraph of HPP 2.2.



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^v Sch. 1 HPP 2.2(i): For the purposes of this paragraph, the term "breach of confidence" relates to the general law of confidence (including but not limited to the common law or in equity), which requires, amongst other things, that a duty of confidence exists under that law which is not, in the particular circumstances, outweighed by any countervailing public interest under that law.

^{vi} Sch. 1 HPP 2.2(j): See note 11.

^{vii} Sch. 1 HPP 6: See section 34(3) for access to health information, only part of which is claimed to fall within HPP 6.1 or HPP 6.2.

^{viii} Sch. 1 HPP 6.1(c): See also section 96.

^{ix} Sch. 1 HPP 6.5: See HPP 4.2 and HPP 4.3 for deletion or destruction of health information.

^x Sch. 1 HPP 6.10: See section 35 regarding refusal of access.



2018-19 Community Strengthening Grants

West Wimmera Shire Council

ROUND 2 APPLICATIONS

Applicant	Project	Recommendation	Grant Sought	Club \$	Club In Kind	Other Funding	Total Project Value	Recfind Ref	Notes
Community Projects									
Goroke Recreation/Sporting Complex	Goroke Recreation Ground & Showground Master Plan	\$5,000.00	\$ 5,000.00	\$ 6,660.00			\$ 11,660.00	C19/001746	
Edenhope/Apsley Football Netball Club	Indoor Play Area	\$2,000.00	\$ 2,000.00	\$ 1,200.00	\$ 1,200.00		\$ 4,400.00	C19/001748	
Total		\$7,000.00	\$ 7,000.00						

Community Events									
Edenhope Debutante Group	Edenhope Debutante Ball	\$750.00	\$ 750.00	\$ 1,400.00			\$ 2,150.00	C19/001225	
Edenhope P & A Society Inc.	Edenhope Draught Horse Festival	\$750.00	\$ 750.00				\$ 750.00	C19/001226	
Goroke Apex Club	Goroke Apex Rodeo	\$750.00	\$ 750.00	\$ 26,100.00			\$ 26,850.00	C19/001926	* event will be held prior to council meeting
Kaniva Playgroup	Mik Mak Performance for the Kaniva Show 2019	\$750.00	\$ 1,510.00	\$ 1,515.00			\$ 3,025.00	C19/001747	*Application was for Community Project, changed to Community Event by review committee
Edenhope Lions Club	New Residents Meet & Greet	\$250.00	\$ 250.00				\$ 250.00	C19/001541	
Total		\$3,250.00	\$ 4,010.00						

Facilities Upgrades & Equipment									
Edenhope Motorcycle Club Inc.	OHS & Track Works	\$ 5,000.00	\$ 5,000.00	\$ 1,300.00	\$ 1,200.00		\$ 7,500.00	C19/001543	
Kaniva Community Sporting Complex Inc.	Installation of illuminated exit Signs	\$ 3,246.00	\$ 3,020.00	\$ 1,511.82			\$ 4,531.82	C19/001928	* will require a building permit approx \$340 in addition to application (Recommendation includes council funding additional \$226 for building permit)Total project cost increases to \$4871.82
Bills Gully Welfare Group Inc.	Lock the Hall	\$ 2,950.00	\$ 2,951.00	\$ 1,175.00	\$ 300.00		\$ 4,426.00	C19/001927	
Total		\$ 11,196.00	\$ 10,971.00						

Ineligible Applications									
Kaniva College	Autumn Fair/Fete	\$ -	\$ 750.00	\$ 250.00			\$ 1,000.00	C19/001750	*Ineligible as not a community group