



# West Wimmera Shire Council

## MINUTES

### COUNCIL MEETING

Wednesday 18 June 2025  
2:00 pm

Lillimur  
Lillimur CFA Fire Hall



## Councillors and Shire Map



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



**DEPUTY  
MAYOR**  
**Cr. Jodie Pretlove**



**Cr. Richard  
Hicks**



**Cr. Helen Hobbs**



**Cr. Tom Houlihan**





## COUNCIL VISION

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

## OUR VALUES

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

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

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

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

## OUR GOALS





### **Purpose of Council meetings**

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

The West Wimmera Shire Council Governance Rules set out the meeting procedure rules for this Council Meeting.

Members of the public are reminded that they are required to remain silent during this meeting, except during Section 5 Questions from the Gallery.

This Council meeting will be recorded for live streaming.

### **Recording of Meeting and Disclaimer**

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



**Councillors pledge**

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



**In Attendance:**

**Councillors:**

Tim Meyer, Mayor  
Jodie Pretlove, Deputy Mayor  
Richard Hicks  
Helen Hobbs  
Tom Houlihan

**Executive Leadership Team:**

David Bezuidenhout - Chief Executive Officer (CEO)  
Dalton Burns – Director Corporate & Community Services (DCCS)  
Brendan Pearce - Director Infrastructure Development & Works (DIDW)

**Officers:**

Philippa Hicks - Executive Assistant to the CEO  
Katie Frost - Governance Manager  
John Hutchins - Community Development Manager



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## **1 Welcome**

The Mayor declared the meeting open at 2:04 pm.

## **2 Acknowledgement of Country**

The West Wimmera Shire Council acknowledges the traditional custodians of the land on which we meet, and pays respect to their elders, past, present and emerging.

## **3 Opening Prayer**

Almighty God, we humbly ask your blessing upon this Council. Guide and prosper our decisions to the advancement of Your Glory and the true welfare of the people of West Wimmera Shire. Amen.

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

### **4.1 Apologies**

Nil

### **4.2 Leave of Absence**

Nil

### **4.3 Declaration of Conflict of Interest**

*None Declared*



## 5 Questions from the Gallery

### 5.1 Written Questions on Notice

*None Received*



## 5.2 Verbal Questions without Notice

No questions without notice were received.



## 6 Delegates Reports

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

### 6.1 Councillor Tim Meyer (Mayor)

Date	Event
02/06/2025	Lockhart Racecourse & Recreation Reserve Meeting
03/06/2025	Strategic Leadership Team Meeting
04/06/2025	Councillor Forum
04/06/2025	Unscheduled WWS Cemeteries Trust Meeting
10/06/2025	Audit and Risk Committee Meeting
16/06/2025	Draft Budget Workshop
18/06/2025	Pre Council Meeting
18/06/2025	Lillimur Community Forum
18/06/2025	Council Meeting

### 6.2 Councillor Jodie Pretlove (Deputy Mayor)

Date	Event
03/06/2025	Strategic Leadership Team Meeting
04/06/2025	Councillor Forum
04/06/2025	Unscheduled WWS Cemeteries Trust Meeting
10/06/2025	Audit and Risk Committee Meeting
16/06/2025	Draft Budget Workshop
18/06/2025	Pre Council Meeting
18/06/2025	Lillimur Community Forum
18/06/2025	Council Meeting

### 6.3 Councillor Richard Hicks

Date	Event
23/05/2025	Western Highway Action Committee Meeting
04/06/2025	Councillor Forum
04/06/2025	Unscheduled WWS Cemeteries Trust Meeting
16/06/2025	Draft Budget Workshop
18/06/2025	Pre Council Meeting
18/06/2025	Lillimur Community Forum
18/06/2025	Council Meeting



## 6.4 Councillor Helen Hobbs

Date	Event
04/06/2025	Councillor Forum
04/06/2025	Unscheduled WWS Cemeteries Trust Meeting
16/06/2025	Draft Budget Workshop
18/06/2025	Pre Council Meeting
18/06/2025	Lillimur Community Forum
18/06/2025	Council Meeting

## 6.5 Councillor Tom Houlihan

Date	Event
04/06/2025	Councillor Forum
04/06/2025	Unscheduled WWS Cemeteries Trust Meeting
16/06/2025	Draft Budget Workshop
18/06/2025	Pre Council Meeting
18/06/2025	Lillimur Community Forum
18/06/2025	Council Meeting

## 7 Condolences

Nil



## 8 Confirmation of Previous Minutes

### 8.1 Council Meeting held on Wednesday, 21 May 2025

#### RECOMMENDATION:

That the Minutes of the Council Meeting held on Wednesday, 21 May 2025 be taken as an accurate record and confirmed.

Moved: Cr Richard Hicks

Seconded: Cr Jodie Pretlove

That the Minutes of the Council Meeting held on Wednesday, 21 May 2025 be taken as an accurate record and confirmed.

CARRIED UNANIMOUSLY (5 / 0)

#### Attachments

Nil

## 9 Business Arising From Previous Minutes

## 10 Notices of Motion

There were no Notices of Motion submitted for the agenda.



## 11 Councillor Forum Record

### 11.1 Councillor Forum Record Wednesday, 7 May 2025

#### RECOMMENDATION:

That the Record for the Councillor Forum Record Wednesday, 7 May 2025 be received and noted.

Moved: Cr Richard Hicks

Seconded: Cr Jodie Pretlove

That the Record for the Councillor Forum Record Wednesday, 7 May 2025 be received and noted.

CARRIED UNANIMOUSLY (5 / 0)

## 12 Deputations and Petitions

There were no Petitions or Deputations submitted for the agenda.

## 13 Chief Executive Officer

No Reports



## 14 Corporate and Community Services

### 14.1 Community Engagement Policy

*Directorate: Corporate and Community Services*

*Report Author: Community Development and Tourism Manager*

*Report Purpose: For Decision*

#### **Purpose**

The Community Engagement Policy was adopted by Council in February 2021 and is now due for review.

#### **OFFICER RECOMMENDATION:**

**That Council:**

- 1. Adopts the Draft Community Engagement Policy.**
- 2. Approves the Community Engagement Policy to be circulated for public consultation for a period of 21 Days.**

**Moved: Cr Richard Hicks**

**Seconded: Cr Jodie Pretlove**

**That Council:**

- 1. Adopts the Draft Community Engagement Policy.**
- 2. Approves the Community Engagement Policy to be circulated for public consultation.**

**CARRIED (4 / 1)**

#### **Declaration of Interest**

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



## Background

West Wimmera Shire Council recognises that the involvement of the community in making decisions and plans is fundamental to good governance. Council values the experience and expertise of members of our community and recognises the value of that experience and expertise in decision-making.

This policy establishes a clear standard of engagement, having regard to the significance, complexity and anticipated level of impact associated with decisions made regarding major projects, policies, strategies, and service planning.

Council is committed to:

- offering opportunities for the community to contribute to the decisions made by Council
- effective communication of information between Council and the community
- ensuring effective community representation in the decision-making process
- Decision-making is transparent and works in the interest of the community, considering our diverse stakeholders.
- ensuring effective community engagement planning.

## Risk Management Implications

Risk identified:

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

However, pursuant to the Local Government Act 2020 Council must adopt and maintain a community engagement policy. The policy must, amongst other things, be developed in consultation with the community and give effect to the community engagement principles listed in the Act.

Section 56 of the Act lists the principles:

- a community engagement process must have a clearly defined objective and scope.
- participants in community engagement must have access to objective, relevant and timely information to inform their participation.
- participants in community engagement must be representative of the people and groups affected by the matter that is the subject of the community engagement.
- participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement.



- participants in community engagement are informed of the ways in which the community engagement process will influence Council decision-making.

### **Legislative Implications**

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

### **Environmental Implications**

Nil

### **Financial and Budgetary Implications**

There are likely to be costs involved in community engagement activities. These will need to be factored into current budgets.

### **Policy Implications**

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

Community Engagement Policy  
Communications Policy

### **Council Plan Implications**

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

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

1.6 Support a prepared and resilient community.

#### ***Goal 4 – Good Governance***

4.2 Engage with the community in a timely and respectful way.

4.3 Advocate for our community on issues important to our future.

4.4 Develop a high performing accountable organisation.

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

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

### **Communication Implications**

No Communication Implications

### **Equal Impact Assessment**

No Equal Impact Assessment is required.



## Conclusion

Community engagement is a vital tool for Council to create more effective, inclusive, and transparent policies, actions and projects that reflect the needs and desires of the community.

## Attachments

1. DRAFT WWSC Council Policy Community Engagement Policy adopted 17 February 2021 23 05 28 [**14.1.1** - 14 pages]



## Council Policy Manual WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY	
<b>COMMUNITY ENGAGEMENT POLICY</b>	Policy No:
	Adopted by Council: <a href="#">17 February 2021</a>
	Next review date: <a href="#">February 2025</a>
Senior Manager:	Director Corporate and Community Services
Responsible Officer:	<a href="#">Business Performance Manager</a> <a href="#">Community Development</a>
Functional Area:	Corporate Services
Introduction & Background	<p>West Wimmera Shire Council recognises that the involvement of the community in making decisions and plans is fundamental to good governance. Council values the experience and expertise of members of our community and recognises the value of that experience and expertise in decision making.</p> <p>This policy establishes a clear standard of engagement, having regard to the significance, complexity and anticipated level of impact associated with decisions made regarding major projects, policies, <a href="#">strategies</a>, and service planning.</p> <p>Council is committed to:</p> <ul style="list-style-type: none"> <li>offering opportunities for the community to contribute to the decisions made by Council</li> <li>effective communication of information between Council and the community</li> <li>ensuring effective community representation in the <del>decision-making</del> <a href="#">decision-making</a> process</li> <li>decision <del>making that</del> <a href="#">making</a> is transparent and works in the interest of the community, considering our diverse <del>stakeholders</del> <a href="#">stakeholders</a>.</li> <li>ensuring effective community engagement planning.</li> </ul>
Purpose & Objectives	<p>The objectives of the policy are to:</p> <ul style="list-style-type: none"> <li>Articulate Council's commitment to engage with our community on decisions and development of plans and policies that affect them</li> </ul>

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	<ul style="list-style-type: none"> <li>Improve understanding of community and stakeholder engagement within Council and the community</li> <li>Outline how community engagement is integrated into Council activities <del>in order to</del> support decision making and strengthen relationships and partnerships.</li> </ul>	
<p><u>Response to the Overarching Governance Principles of the Local Government Act 2020</u></p>	<p><u>Section 9 of the Local Government Act 2020 states that a Council must in the performance of its role give effect to the overarching governance principles.</u></p> <p><u>This policy is in response to the following overarching governance principle/s of the Local Government Act 2020:</u></p> <p><u>(a) the community engagement principles (section 56)</u></p> <p><u>(b) the public transparency principles (section 58)</u></p>	
Scope	<p>This policy applies to the planning, design, <del>implementation</del>implementation, and evaluation of community engagement activities as directed by Council, recommended by staff, or legislated by the <i>Local Government Act 2020</i>.</p> <p>Community engagement is the responsibility of all Council service areas, <del>teams</del>teams, and employees. It also applies to contractors and consultants undertaking work on behalf of Council.</p> <p>The policy does not apply to community engagement processes that are subject to prescribed processes imposed by other Victorian legislation such as land-use planning applications or other Council processes such as service requests or complaints.</p>	
Definitions	Community	Refers to the people who have a stake and interest in the West Wimmera and includes people who:

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		<ul style="list-style-type: none"> <li>• Live, work, study or conduct business or are involved in local community groups or organisations in the <a href="#">municipality</a></li> <li>• Visit, use or enjoy the services, facilities and public places located within the municipality</li> </ul>
	Community engagement	Community engagement is a planned process with the specific purpose of working with individuals and groups to encourage active involvement in decisions that affect them or are of interest to them.
	Consultation	The activity of seeking input on a matter.
	Deliberation	Deliberation is an approach to decision-making in which



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		stakeholders consider relevant facts from multiple points of view, converse with one another to think critically about options before them and enlarge their perspectives, opinions, and understandings.
	IAP2	The International Association for Public Participation – an international association which seeks to promote and improve the <a href="#">practivepractice</a> of public participation throughout the world. IAP2 provides templates and methodologies based on global practice and research.
	Process	A relationship between key steps, activities, tasks, policies and / or resources.
	Public participation	A term used by IAP2 meaning the involvement of those affected (interested or impacted) by a decision in the decision-making process. We use the term interchangeably with Community Engagement, Stakeholder Engagement or Consultation.
	Stakeholder	An individual or group with a strong interest in the decisions of Council and are directly impacted by their outcomes.
Policy Details		
1.	Principles of community engagement	<p>Council adopts the following principles and commitments which will inform all community engagement processes. These principles are set out in Section 56 of the <i>Local Government Act 2020</i>.</p> <p>Council has built on these principles to describe our <a href="#">commitmentcommitment</a>, which reflects the values and expectations of the West Wimmera community as determined in consultation with the community.</p>



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Principle	Our Commitment
The community engagement process has a clearly defined objective and scope.	<ul style="list-style-type: none"> <li>Community engagement is planned by clearly identifying the purpose, <a href="#">scopescope</a>, and objectives of the community's participation, in the community engagement plan.</li> <li>We will communicate the reasons for engagement with participants.</li> </ul>
Participants in community engagement will have access to objective, relevant and timely information to inform their participation.	<ul style="list-style-type: none"> <li>We will ensure the community has the information necessary to participate meaningfully in the engagement activities.</li> <li>We will endeavour to provide information that is objective, relevant, timely and easy to understand.</li> </ul>
Participants in community engagement will be representative of the <a href="#">personspeople</a> and groups affected by the matter.	<ul style="list-style-type: none"> <li>We will identify the people, communities and stakeholders who are affected by and interested in the topic of engagement.</li> <li>We will reach out to our community <a href="#">to involveto get involved</a> and hear from participants that represent the affected and <a href="#">interestedinterested</a> groups.</li> </ul>



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Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement.

- We will reduce physical, ~~social~~[social](#), and cultural barriers to participation.
- We will consider the needs and perspectives of all groups that may want to be involved in the process.
- We will seek to obtain the views of a broad cross section of the community, especially when there is a quiet majority.
- We will allow sufficient time for ~~review of~~[reviewing](#) information and ~~participation~~[participating](#) in varied engagement activities.



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	<p>Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.</p>	<ul style="list-style-type: none"> <li>• We recognise the International Association for Public Participation (IAP2) as the international standard for effective community engagement. We will be guided by IAP2 recommendations.</li> <li>• We will inform participants of the level of influence they will have, as described in the IAP2 <a href="#">spectrum-spectrum</a> promise to the public, and we will ensure they know the outcomes of any decisions made.</li> </ul>
2.	<p><b>Level of Community Engagement</b></p> <p>Council will call for different levels of engagement, having regard to the significance, <a href="#">complexitycomplexity</a>, and anticipated level of impact of what is being proposed, and the stakeholders we need to target.</p> <p>This policy adopts the International Association for Public Participation's (IAP2) <i>Public Participation Spectrum</i> to guide the range and extent of participation at each of the five levels. The five levels of engagement outlined on the IAP2 spectrum shown below will be utilised where appropriate to meet our commitment to the community:</p> <ul style="list-style-type: none"> <li>• Inform: To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, <a href="#">opportunitiesopportunities</a>, and/or solutions.</li> <li>• Consult: To obtain public feedback on analysis, <a href="#">alternativesalternatives</a>, and/or decisions.</li> <li>• Involve: To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.</li> <li>• Collaborate: To partner with the public in each aspect of the decision including the development of alternatives and identification of the preferred solution.</li> <li>• Empower: To place final decision-making in the hands of the public.</li> </ul> <p>The levels of community engagement will be identified on the IAP2 spectrum at the project planning stage following an analysis of the desired outcomes (see Appendix A). The community engagement plan will identify the most appropriate communication tool and timeframes to ensure the <a href="#">particular-targettarget</a> group(s) are well informed of both the issue and the engagement opportunities.</p>	



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3.	<p>Type of community engagement</p> <p>Community engagement may include multiple levels of public participation, both at different stages of the process and because different stakeholders will choose to engage at different levels. The type or form of engagement practices undertaken can be broadly described as either deliberative or participatory. Many of Council's community engagement projects are likely to include both types of practice.</p> <ul style="list-style-type: none"><li>• Deliberative engagement</li></ul> <p>Deliberative engagement <del>take</del><u>takes</u> place at the highest three levels of influence on the IAP2 spectrum, 'Involve', 'Collaborate' or 'Empower'. Deliberative engagement allows for discussion and the possibility of consensus if needed. The key features of a <del>deliberative</del><u>deliberate</u> process <del>are</del><u>is</u> to come to a decision after considering all information and prioritising and weighing solutions. By its very name, it requires a level of engagement that is measured, <del>considered</del><u>considered</u>, and has the involvement of others.</p> <p>Deliberation can be scaled to fit the size and impact of the project. Some projects may require skilled facilitators to ensure a fair and equitable process.</p> <p>Examples of deliberative practices <del>are</del><u>are</u>.</p> <ul style="list-style-type: none"><li>○ working with advisory groups</li><li>○ online proposals and ideas are discussed by a panel of community <del>members</del><u>members</u>.</li><li>○ participants are asked to consider and prioritise <del>ideas</del><u>ideas</u>.</li><li>○ where a representative group participates in a series of sessions of information exchange <del>in order to</del><u>to</u> reach consensus.</li></ul> <p>Projects most suited to a deliberative approach include those where the outcome will have a far- reaching or long-term effect, and issues where there is considerable community concern or division about the alternatives.</p> <ul style="list-style-type: none"><li>• Participatory Engagement</li></ul> <p>Participatory engagement takes place at the first two levels of influence on the spectrum, 'Inform' and 'Consult' and involve one-way information exchange either from Council to community or community to Council. Participatory engagement typically occurs when feedback is invited on ideas, <del>alternatives</del><u>alternatives</u>, or draft documents.</p> <p>Examples of participatory practices <del>are</del><u>are</u>.</p> <ul style="list-style-type: none"><li>○ Surveys</li></ul>
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	<ul style="list-style-type: none"> <li>○ Polls, ideas <del>gatheringgathering.</del></li> <li>○ Submissions</li> </ul> <p>Participation at this level can be very broad, including by stakeholders who choose to track the project but offer no direct input.</p> <ul style="list-style-type: none"> <li>● Submissions Process                     <ul style="list-style-type: none"> <li>● <del>On matters where the only form of community participation is an invitation to make submissions, and engagement on the matter was formerly governed by section 223 of the Local Government Act 1989, Council will continue to proceed in a manner modelled on section 223 of the Local Government Act 1989</del></li> <li>● <u>On matters where the only form of Community participation is an invitation to make submissions, and engage on the matter formally a timeline for consultation of 21 days will be provided.</u></li> </ul> </li> </ul>
	<p><u>Cultural awareness</u></p> <p><u>Our engagement will respect the rich diversity of our local community. We will recognise the long Indigenous heritage of our area and respect the insights of the original owners across all engagement areas. We will make sure that, where possible, our engagement is community driven and responsive to the hopes and needs of our community.</u></p>
	<p>Legislative Environment</p> <p>Some elements of community engagement are directed by statutory requirements. In accordance with the <i>Local Government Act 2020</i> Council has a statutory obligation to develop a long-term Community Vision, Financial Plan and Asset Plan, as well as a four-year Council Plan. Under the <i>Public Health and Wellbeing Act 2008</i> Council has a statutory requirement to develop a four-year Municipal Public Health and Wellbeing Plan. Council will meet its statutory obligations by ensuring the community will have an opportunity to participate in the development of these plans.</p> <p>As a guide, the lowest type of community engagement to be implemented is set out below:</p>
Subject	Community Engagement Approach

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Community Vision	Deliberative Engagement
Council Plan	Deliberative Engagement
<del>10-year</del> 10-year Financial Plan	Deliberative Engagement
<del>10-year</del> 10-year Asset Plan	Deliberative Engagement
Annual Budget	Participatory Engagement
Making of Local Law	Participatory Engagement
Acquisition or Sale of Land	Participatory Engagement
Other matters (i.e., Capital projects, service plans, <del>strategies</del> strategies, or Council policies)	Dependent upon <u>nature</u> , complexity <u>and</u> <u>urgency</u> of the matter



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4.	<p>Community engagement planning and review</p> <p>To ensure effective community engagement, Council implements the following eight steps to design, deliver and complete community engagement.</p> <ol style="list-style-type: none"> <li>1. Clearly define the purpose and scope of the community engagement:             <ol style="list-style-type: none"> <li>1.1. Document the project purpose, scope, engagement objectives, timelines, <del>budget</del>, and the decision to be made. Identify any risks.</li> <li>1.2. <del>Take into account</del>Consider relevant legislation in framing the community engagement.</li> <li>1.3. Determine initial expectation of the level of participation on the IAP2 spectrum.</li> </ol> </li> <li>2. Understand stakeholder and community interests:             <ol style="list-style-type: none"> <li>2.1. Identify the stakeholders who are affected by, interested in, or who can influence or inform the decision.</li> <li>2.2. Understand how stakeholders are affected, the nature and intensity of their interest, and capacity and willingness to participate.</li> <li>2.3. Consider if there are barriers to participation that need to be removed to ensure an appropriate balance of views.</li> <li>2.4. Identify the preferred methods for engagement.</li> <li>2.5. Ensure that participants understand their role and level of influence on the decision-making process.</li> </ol> </li> <li>3. Design an appropriate community engagement process:             <ol style="list-style-type: none"> <li>3.1. Identify the stages of the engagement process and any negotiable or non-negotiable aspects.</li> <li>3.2. Plan inclusive and accessible communications and methods to support the engagement.</li> <li>3.3. Identify data requirements that are relevant and measurable, and how it will be analysed.</li> <li>3.4. Plan how the data collected will be managed and ensure compliance with Council's privacy policy.</li> </ol> </li> </ol>
5.	<p>Informing the community of outcomes</p> <p>Council <del>shall</del>should inform all participants of the outcome of any community engagement <del>processes</del>process they have been involved in.</p> <p>Council shall make these outcomes <del>publically</del>publicly available to a level of detail in alignment requirements of the <i>Privacy and Data Protection Act 2014</i> and any other relevant legislation.</p>



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6.	Charter of Human Rights	
	This policy is deemed to be consistent with the <i>Charter of Human Rights and Responsibilities Act 2006</i> , in particular:	
	<ul style="list-style-type: none"> <li>• S.13 – not to have their privacy interfered with</li> <li>• S18 – to take part in public life, by having the opportunity to:                             <ul style="list-style-type: none"> <li>○ Participate in the conduct of Council decision making; and</li> <li>○ Have access to Council and Council information.</li> </ul> </li> </ul>	
7.	Roles and <del>responsibilities</del> <a href="#">responsibilities</a>	
	Responsibilities for implementing this policy are shared as follows:	
	<b>Party</b>	<b>Roles and responsibilities</b>
	Councillors	Ensure that matters under consideration are informed by the planned level of community engagement.  Balance the range of stakeholder views and concerns on an issue when making a decision.
	Senior Management Group	Consult with <del>councillors</del> <a href="#">councillors</a> to establish the engagement process to be used.  Champion better practice community engagement through policy, <del>process</del> <a href="#">process</a> , and leadership.  Monitor implementation and compliance with this policy.
	Managers	<del>Manage</del> <a href="#">Managing</a> areas of responsibility to ensure community engagement is consistent with this policy.
	Staff	Undertake to make community engagement activities consistent with this policy.



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### APPENDIX A

#### IAP2 SPECTRUM OF PUBLIC PARTICIPATION

IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that [defines](#) the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

	Inform	Consult	Involve	Collaborate	Empower
Public participation goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure concerns and aspirations are understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of a preferred solution.	To place the final decision making in the hands of the public.
Promise to the public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and <a href="#">recommendations</a> into the decisions to the maximum extent possible.	We will implement what you decide.



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<b>Policy Adopted:</b>	17 February 2021	Minute Book Page [number]	RecFind E21/000014
<b>Policy Reviewed:</b>	<a href="#">23 March 2025</a>		



## 14.2 Council Grants Policy Review

*Directorate: Corporate and Community Services*

*Report Author: Community Development and Tourism Manager*

*Report Purpose: For Decision*

### **Purpose**

The attached Grants Policy was adopted by Council in April 2024 and has been updated to reflect changes made to the grant guidelines by Council at its meeting held 16 April 2025.

### **OFFICER RECOMMENDATION:**

**That Council adopts the attached Grants Policy.**

**Moved: Cr Richard Hicks**

**Seconded: Cr Jodie Pretlove**

**That Council adopts the attached Grants Policy.**

**CARRIED (4 / 1)**

### **Declaration of Interest**

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

### **Background**

Each year, Council operates a number of grant programs which enables Council to work in partnership with the community by providing financial support to extend the capacity of groups, businesses, and organisations to implement and sustain a wide range of local recreational, cultural, social, community and business support initiatives that make a positive contribution to the West Wimmera community.

Council has changed the number and type of some of its grants, and the change to this policy reflects those changes.

Reference: Page1 Removal of Community Support Grant Guidelines and inclusion of Non-Council Owned Community Halls – Insurance Guidelines



### **Risk Management Implications**

Risk identified:

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

### **Legislative Implications**

Not Applicable

### **Environmental Implications**

Nil

### **Financial and Budgetary Implications**

The financial risk rating has been assessed as: Low

### **Policy Implications**

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

Council Grants Policy

### **Council Plan Implications**

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

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

1.4 Deliver quality services that support community life.

### **Communication Implications**

No Communication Implications

### **Equal Impact Assessment**

No Equal Impact Assessment is required

### **Conclusion**

Council has shown due diligence and an awareness of shifting trends in community grants. This policy review reflects the changes in guidelines and the needs of our community.



## Attachments

1. WWSC Council Policy Grant Policy adopted 19 April 2023 - changes May 2025.1 [**14.2.1**  
- 5 pages]



Council Grants Policy  
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COUNCIL POLICY		
<b>COUNCIL GRANTS POLICY</b>	Policy No:	
	Adopted by Council:	19 April 2023
	Next review date:	<del>April 2027</del> June 2027
Responsible Executive:	Director Corporate and Community Services	
Responsible Officer:	Manager Community Development <del>and Tourism</del>	
Functional Area:	Corporate and Community Services	
Introduction & Background	Each year, Council operates a number of grant programs which enables Council to work in partnership with the community by providing financial support to extend the capacity of groups, businesses, and organisations to implement and sustain a wide range of local recreational, cultural, social, community and business support initiatives that make a positive contribution to the West Wimmera community.	
Purpose & Objectives	<p>To provide Council with an overarching framework for the various grant's programs administered by Council to ensure that they are accessible, appropriate, fair, and equitable across all groups in the municipality.</p> <p>To provide a common standard of grants administration. Each specific grant program has its own criteria depending on the specific purpose of the grant scheme.</p> <p>The key objective of this policy is to:</p> <ol style="list-style-type: none"> <li>1. Outline Council's commitment to providing the community with funding.</li> <li>2. Provide the framework for a transparent, equitable and inclusive process that is understood by the community.</li> <li>3. Identify Council's commitment to accountability through acquittal and evaluation processes.</li> <li>4. Align grants with Council's strategic objectives and establish clear expectations for both Council and the Community.</li> </ol> <p>This policy refers to the following Guidelines:</p> <ol style="list-style-type: none"> <li>1. Community Strengthening Grant</li> <li>2. Community Sponsorship and Contributions Grant</li> <li>3. Community Quick Response Grant</li> <li>4. Business Assistance Grant</li> <li>5. Business Streetscape Grant</li> <li>6. <del>Non-Council Owned Community Halls - Insurance</del> Grant</li> <li>7. Support to Community Events Guideline</li> </ol>	

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## Council Grants Policy WEST WIMMERA SHIRE COUNCIL

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



## Council Grants Policy WEST WIMMERA SHIRE COUNCIL

3.	<p><b>Funding Exclusions</b></p> <p>Council will not fund:</p> <ul style="list-style-type: none"> <li>▪ Retrospective funding for projects commenced prior to the application opening date for the grant being applied for.</li> <li>▪ Fundraising activities.</li> <li>▪ Staff wages and salaries and ongoing operational, maintenance or administrative costs.</li> <li>▪ Ongoing projects or a duplication of existing services.</li> <li>▪ Projects that do not involve the WWSC Community Services or activities which are considered to be primarily the responsibility of the State or Federal Governments.</li> <li>▪ Applicants that have failed to correctly acquit funding with Council in the past.</li> <li>▪ Applicants who have received funding from Council within the last 12 months.</li> <li>▪ Any other funding proposal that does not meet the specific funding guideline.</li> </ul>
4.	<p><b>Eligibility</b></p> <ul style="list-style-type: none"> <li>▪ Council will consider grant applications from registered businesses and incorporated community groups that are legal entities based in West Wimmera Shire according to specific eligibility criteria and other conditions are outlined in the respective grants program guidelines.</li> <li>▪ If the organisation is not a legal entity, an eligible organisation can apply on their behalf, through auspicing arrangements, provided the auspicing body has the necessary legal entity status to enter into a funding agreement with Council and agrees to administer funding on their behalf.</li> </ul>
5.	<p><b>Application Process</b></p> <ul style="list-style-type: none"> <li>▪ Applications will only be accepted on the forms made available by Council.</li> <li>▪ Complete responses must be provided to all questions on the application form.</li> <li>▪ Applications not received by the closing date (if applicable) will not be considered.</li> <li>▪ Applications must include all supporting documentation, where required, as per the guidelines.</li> </ul>
6.	<p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>▪ For each grant program, the appropriate Grants Assessment Team, will individually score applications received, based on meeting the agreed selection criteria for the specific grant program. The Grants Assessment Team will be comprised of Council staff only.</li> <li>▪ Applications will be ranked accordingly and submitted with a recommendation to Council for decision regarding the distribution of grants funding. Exception is the Quick Response Grant whereby The Chief Executive Officer has the authorisation to approve the application upon consultation with councillors.</li> <li>▪ Decisions regarding the allocation or non-allocation of funding made by Council are considered final.</li> <li>▪ Council reserves the right to part-fund an application.</li> </ul>

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7.	<p>Accountability</p> <ul style="list-style-type: none"> <li>▪ Successful applicants will be contacted in writing and a Grant Funding Agreement will be prepared by Council to outline the responsibilities, obligations and identified outcomes required of the organisation.</li> <li>▪ Funding must be expended within twelve months of when the funds were granted (unless otherwise stated and agreed to in the Agreement) or the funds must be refunded to Council. An extension may be sought before the 12 months has expired, by writing to the Council.</li> <li>▪ Monies received must only be spent on the project as approved by Council. Any unspent funds must be returned to Council. To vary the purpose for the allocated grant funds, written permission must be obtained in writing from Council prior to spending the funds.</li> <li>▪ Failure to abide by the grant conditions could jeopardise your organisation's chances of receiving further funds from Council.</li> <li>▪ At completion of the project, the grant recipient must submit a WWSC Grant Acquittal Report with all required accompanying documents.</li> </ul>
8.	<p>Communications</p> <ul style="list-style-type: none"> <li>▪ Grant programs will be widely advertised as per Council's Community Engagement Policy.</li> <li>▪ Applicants will be able to see the status of their application through the Councils online grants portal (SmartyGrants).</li> </ul>
9.	<p>Conflict of Interest</p> <p>Councillors and Council officers who participate in the grant application process must declare any conflict of interest in accordance with the <a href="#">Local Government Act 2020</a>, Sections 126 to 131, and the WWSC Councillor Code of Conduct and WWSC Employee Code of Conduct</p>
	<p>Statement of Compatibility</p> <ul style="list-style-type: none"> <li>• As a public authority, Council has a duty to act compatibly with human rights and to give human rights proper consideration in decision making.</li> <li>• It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act 2006 (Vic)</li> <li>• It is considered that this policy is written and meets the safe and strong: A Victorian Gender Equality Strategy.</li> </ul> <p>You may provide feedback about this document by emailing <a href="mailto:council@westwimmera.vic.gov.au">council@westwimmera.vic.gov.au</a></p>



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<b>Policy Adopted:</b>	Ordinary Meeting 25/11/99	Minute Book Page 6906	
<b>Policy Reviewed:</b>	Ordinary Meeting 25/07/02	Minute Book Page 10300	
	Ordinary Meeting 06/04/06	Minute Book Page 13682	
	Ordinary Meeting 11/03/10	Minute Book Page 17759	
	Ordinary Meeting 18/06/15	Minute Book Page 30619	RecFind 15/002328
	Ordinary Meeting 19/07/17	Minute Book Page 35794	RecFind 17/002783
	Ordinary Meeting 19/04/23		Policies and Procedures Team



## 15 Infrastructure Development and Works

No Reports



## 16 Sealing Schedule

Nil.

## 17 Late Items of Business

**Pursuant to West Wimmera Shire Council Governance Rules – Division 3 Section 20:**

### 20. Late Business

*If the agenda for a Council meeting makes provision for late business, business cannot be admitted as late business other than by resolution of Council, and only then if it:*

- *20.1 relates to or arises out of a matter which has arisen since distribution of the agenda; and*
- *20.2 cannot safely or conveniently be deferred until the next Council meeting.*

## 18 Confidential Reports

Nil

## 19 Close of Meeting

**Meeting closed:**

The Council Meeting - 18 June 2025 was declared closed at 2:33 pm

**Next Meeting:**

16 July 2025

Kaniva

Mayor's Signature

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