WELCOME

TO THE WEST

West Wimmera Shire Council

AGENDA

COUNCIL MEETING

Wednesday 21 August 2024
2:00 pm

Telopea Downs Hall
Telopea Downs

PUBLIC ACCESS
Open to the public and Live streaming from Council's website:
www.westwimmera.vic.gov.au

Councillors and Shire Map

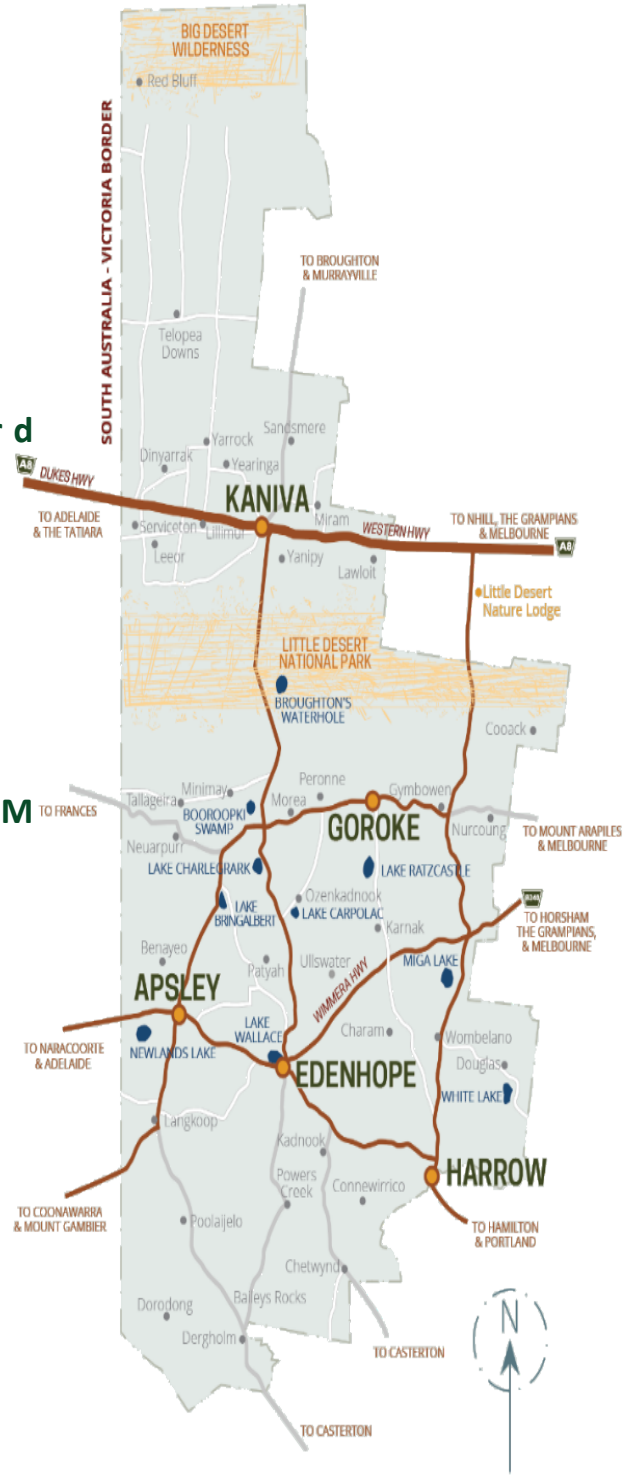
MAYOR
Cr. Tim Meyer

DEPUTY MAYOR
Cr. Tom Houlihan

Cr. Richard Hicks

Cr. Bruce Meyer OAM

Cr. Jodie Pretlove



COUNCIL VISION

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

OUR VALUES

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

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

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

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

OUR GOALS

Purpose of Council meetings

(1) Council holds scheduled meetings and, when required, unscheduled meetings to conduct the business of Council.

(2) Council is committed to transparency in decision making and, in accordance with the Local Government Act 2020, Council and Delegated Committee meetings are open to the public and the community are able to attend.

(3) Meetings will only be closed to members of the public, in accordance with section 66 of the Act, if:

- *(a) there are clear reasons for particular matters to remain confidential; or*
- *(b) a meeting is required to be closed for security reasons; or*
- *(c) it is necessary to enable the meeting to proceed in an ordinary manner.*

(4) A meeting closed to the public for the reasons outlined in sub-rule 3(b) or 3(c) will continue to be livestreamed. In the event a livestream is not available:

- *(a) the meeting may be adjourned; or*
- *(b) a recording of the proceedings may be available on the Council website*

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

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

This Council meeting will be recorded for live streaming.

Recording of Meeting and Disclaimer

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

Councillors pledge

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

REQUIRED TO ATTEND:

Councillors:

Tim Meyer, Mayor
Tom Houlihan, Deputy Mayor
Richard Hicks
Bruce Meyer OAM
Jodie Pretlove

Executive Leadership Team:

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

Table of Contents

1 Welcome

2 Acknowledgement of Country

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

3 Opening Prayer

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

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

4.1 Apologies

4.2 Leave of Absence

4.3 Declaration of Conflict of Interest

All Councilors have a <u>personal</u> responsibility to ensure they are aware of the provisions mandated in the Local Government Act 2020 with regard to Conflict of Interest disclosures.

5 Questions from the Gallery

5.1 Written Questions on Notice

Governance Rules – Division 8 Section 53:

53.4 Questions submitted to Council can be submitted as follows:

53.4.1 In writing, stating the name and address of the person submitting the question and generally be in a form approved or permitted by Council; and

53.4.2 Placed in the receptacle designated for the purpose at the place of the meeting at least two hours prior to the Council meeting, or be lodged electronically at the prescribed email address at least two hours prior to the Council meeting.

53.5 No person may submit more than two questions at any one meeting.

The Question on Notice template is available from the Edenhope and Kaniva Council Offices, and from Council's website.

Written Questions on Notice submitted to Council no later than the deadline of 5:00pm on the Monday in the previous week to the relevant Council Meeting, will be included in the agenda.

Written Questions submitted subsequent to that deadline can be lodged electronically to KaddieCother@westwimmera.vic.gov.au, no later than two hours prior to the Council Meeting.

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

5.2 Verbal Questions without Notice

RECOMMENDATION:

That Council suspend Standing Orders for the purpose of receiving questions without notice from the members of the Gallery.

Time permitting, this section of the Agenda allows members of gallery to ask verbal questions of Councillors, following the removal of standing orders and when prompted by the Mayor (Governance Rules Division 8 S53.4.3)

Members of the Gallery providing verbal questions without notice at a Council Meeting must state their name, to be recorded in the minutes (Governance Rules Division 8 S53.4.4)

No person may submit more than two questions at any one meeting (Governance Rules Division 8 S53.5)

RECOMMENDATION:

That Council resume Standing Orders.

6 Delegates Reports

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

6.1 Councillor Tim Meyer (Mayor)

Date	Event
30/07/2024	WSMD Board Meeting
01/08/2024	RCV Forum Dinner
02/08/2024	RCV Forum
07/08/2024	Councillor Forum
08-09/08/2024	Timber Towns Victoria Forum
09/08/2024	CEMAC Meeting
09/08/2024	Unscheduled Confidential Council Meeting
09/08/2024	Unscheduled Council Meeting
15-16/08/2024	Governor of Victoria Visit
21/08/2024	Pre-Council Meeting
21/08/2024	Community Forum – Telopea Downs
21/08/2024	Council Meeting

6.2 Councillor Tom Houlihan (Deputy Mayor)

Date	Event
07/08/2024	Councillor Forum
09/08/2024	CEMAC Meeting
09/08/2024	Unscheduled Confidential Council Meeting
09/08/2024	Unscheduled Council Meeting
15/08/2024	Governor of Victoria Visit
21/08/2024	Pre-Council Meeting
21/08/2024	Community Forum – Telopea Downs
21/08/2024	Council Meeting

6.3 Councillor Richard Hicks

Date	Event
02/08/2024	Rail Feight Alliance
07/08/2024	Councillor Forum
09/08/2024	CEMAC Meeting
09/08/2024	Unscheduled Confidential Council Meeting
09/08/2024	Unscheduled Council Meeting
21/08/2024	Pre-Council Meeting
21/08/2024	Community Forum – Telopea Downs
21/08/2024	Council Meeting

6.4 Councillor Bruce Meyer OAM

Date	Event
01/08/2024	RCV Forum Dinner
02/08/2024	RCV Forum
07/08/2024	Councillor Forum
08/08/2024	Audit & Risk Committee Special Meeting
09/08/2024	CEMAC Meeting
09/08/2024	Unscheduled Confidential Council Meeting
09/08/2024	Unscheduled Council Meeting
15-16/08/2024	Governor of Victoria Visit
21/08/2024	Pre-Council Meeting
21/08/2024	Community Forum – Telopea Downs
21/08/2024	Council Meeting

6.5 Councillor Jodie Pretlove

Date	Event
07/08/2024	Councillor Forum
08/08/2024	Audit & Risk Committee Special Meeting
09/08/2024	CEMAC Meeting
09/08/2024	Unscheduled Confidential Council Meeting
09/08/2024	Unscheduled Council Meeting
15-16/08/2024	Governor of Victoria Visit
21/08/2024	Pre-Council Meeting
21/08/2024	Community Forum – Telopea Downs
21/08/2024	Council Meeting

7 Condolences

Nil

8 Confirmation of Previous Minutes

8.1 Council Meeting held on Wednesday, 24 July 2024

RECOMMENDATION:

That the Minutes of the Council Meeting held on Wednesday, 24 July 2024 be taken as an accurate record and confirmed.

Attachments

Nil

8.2 Unscheduled Confidential Council Meeting held on Friday, 9 August 2024

RECOMMENDATION:

That the Minutes of the Unscheduled Confidential Council Meeting held on Friday, 9 August 2024 be taken as an accurate record and confirmed.

Attachments

Nil

8.3 Unscheduled Council Meeting held on Friday, 9 August 2024

RECOMMENDATION:

That the Minutes of the Unscheduled Council Meeting held on Friday, 9 August 2024 be taken as an accurate record and confirmed.

Attachments

Nil

9 Business Arising From Previous Minutes

10 Notices of Motion

There were no Notices of Motion submitted for the agenda.

11 Councillor Forum Record

11.1 Councillor Forum Record Wednesday, 10 July 2024

RECOMMENDATION:

That the Record for the Councillor Forum Record Wednesday, 10 July 2024 be received and noted.

11.2 Councillor Forum Record Wednesday, 7 August 2024

RECOMMENDATION:

That the Record for the Councillor Forum Record Wednesday, 7 August 2024 be received and noted.

12 Deputations and Petitions

There were no Petitions or Deputations submitted for the agenda.

13 Chief Executive Officer

13.1 Quarterly Finance Report Q4 and Annual Plan Quarterly Update

Directorate: *Corporate and Community Services*
Report Author: *Chief Financial Officer*
Report Purpose: *For Decision*

Purpose

The purpose of this report is to provide Council with the Quarterly Financial Report Q4 2023-24 and the Annual Plan quarterly update.

OFFICER RECOMMENDATION:

That Council receives and notes the Quarterly Financial Report Q4 2023-24 and the Annual Plan quarterly update.

Declaration of Interest

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

Background

The quarterly financial report for quarter four 2023/24 and the Annual Plan quarterly update is attached for Councillors' reference (refer attachments).

Risk Management Implications

Risk identified:

Financial risk
Information risk
Regulatory risk

Legislative Implications

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

Environmental Implications

Nil

Financial and Budgetary Implications

The financial risk rating has been assessed as: Low

Policy Implications

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

Business Continuity Policy

Council Plan Implications

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

Goal 4 – Good Governance
4.1 Ensure long term financial sustainability.
4.4 Develop a high performing accountable organisation.

Communication Implications

No Communication Implications

Equal Impact Assessment

No Equal Impact Assessment is required

Conclusion

The Financial Report Q4 FY 2023-24 provides an analysis of budgeted income and expenditure targets for this fiscal year. Operationally manageable income streams have reflected improved results and aggregated surplus in each operational area. However, the Council had minimal or virtually no control on Grants released from Commonwealth and the State Government which indicates a shortfall for the year. The report provides details about circumstances arising from the delayed release of Financial Assistance Grants and capital grants. The Council's cash reserves provided the capacity to continue operating without any constraints.

Expenditure generally followed budgetary parameters. However, higher Work Cover costs and accelerated capital works delivery during the year resulted in some overspend which was mitigated by enhanced control processes applied to other expenditure.

Attachments

1. Q 4 Financial Report Council Meeting 14082024 Version 1.2.0 [**13.1.1** - 15 pages]
2. Quarterly Update Q 4 2024 [**13.1.2** - 11 pages]

West Wimmera Shire Council

FINANCIAL REPORT
Q4 2023-24

UNAUDITED DRAFT

WEST WIMMERA SHIRE COUNCIL

Chief Financial Officer's Report
Q4 FY 2023-24

Unaudited

Presented here is the Unaudited Draft Financial Report for the financial year 2023-24. The report provides unaudited consolidated numbers and are subject to any changes during the final audit which is due to commence in August 2024.

Following matters relate to Financial Report 2023-24 and may be noted when considering the results reflected in the report.

Delayed Release of Financial Assistance Grants

The Victorian Local Government Grants Commission released the estimated allocation of Financial Assistance Grants vide Circular 3 dated 27 May 2024 (copy attached) and the West Wimmera Shire Council was allocated $ 7.406 Million. Historically, FAGs are released in June every year but this year, this important grant was not released till end of the financial year. The Commonwealth has made a partial release of 85% of allocated FAGs in July 2024 and no indicative date on final release.

Following the partial release of FAGs in July, Local Government has issued a directive for Accounting Treatment of this Early Release FAGS vide Bulletin 14/2024 advising the Councils to treat this funding as Operating Grants Income for 2024-25.

This change in the release of FAGs will impact the financial statements for 2023-24 as WWSC will have no FAGs received during Financial Year 2023-24 - and this is in line with similar situation with all Local Government Councils in Victoria.

Capital Works Program 2023-24

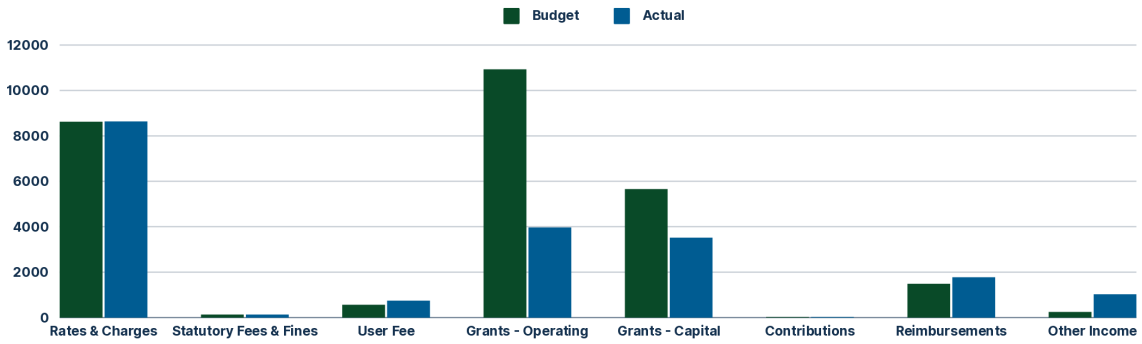
WWSC's Annual Budget 2023-24 presented a Capital Works Program of $11.710 Million with another $1.874 Million carried forward projects from FY 2022-23. Despite shortfalls in Capital Grants during FY 2023-24 which have impacted the bottom line, the Council successfully delivered an aggregate of $13.343 Million of its Capital Works Program during this financial year. The report provides details of the various categories of capital works program delivered.

The significant positive aspect of our capital works program delivery is the in-house capacity building where Infrastructure, Development & Works Team is trained, skilled and dependable to deliver high levels of capital projects. This skilled efficiency of the crew saves significant costs of engaging external contractors as well as expeditiously completing project avoiding any delays due to non-availability of cost-effective contractors in the remoteness of our Shire.

Income & Expenditure Statement 2023-24

Unaudited

Amount in $ '000



Rates & Charges

Rates & Charges for the financial year aggregated to $8.635 Million against budgeted $8.618 million reflecting results achieved greater than budgeted targets by $17K

Statutory Fees & Fines

Statutory Fees & Fines resulted in accordance with budget with a $4K surplus aggregating to $133K against budgeted $129K

User Fee

The total User Fee for the financial year was $743K against a budgeted $563K for the year reflecting 31.97% surplus. Higher demand for certain services including Childcare were positive

Contributions

The Council received a total contribution of $26K as budgeted for the year. This contribution was used to deliver planned projects / services to the community

Reimbursements

The Council's works crew delivered reimbursable road maintenance worth $1.771 million against budgeted $1,486 million resulting in an extra $285K for the Council

Other Income

Council's progressive Investments Strategy and the business process improvements around Plant & Fleet Assets Disposal resulted in an extra $776K in other income totalling $1.024 million against budgeted $248K

Grants - Operating

The Victorian Local Government Grants Commission allocated $ 7.406 Million in Financial Assistance Grants for WWSC which was not released during FY 2023-24. Commonwealth made a partial 85% of this allocation released in July 2024. However, the Accounting Treatment Guideline issued for this partial release requires the FAGs to be recognised in FY 2024-25. This delayed release of FAGs coupled with directions on accounting treatment has caused a shortfall in our Operating Grants for FY 2023-24

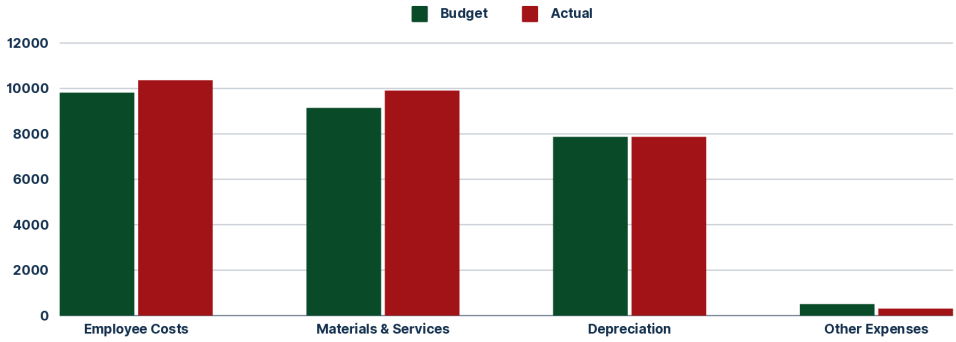
Grants - Capital

There are some timing issues with release of fundings against capital projects. Some projects were acquitted and / or invoiced during July 2024 and the funds will be received in first quarter FY 2024-25

Income & Expenditure Statement 2023-24

Unaudited

Amount in $ '000



Employee Costs

Employee Costs aggregated $10.360 million - $549K higher than the budgeted $9.811K. This is primarily attributable to higher WorkCover costs and the accelerated scale of capital works delivered during the year.

Materials & Services

The total Materials & Services was $9.905 million against budgeted $9.144 million which indicates $761K in adverse variance. The variance was caused due to inflationary impact as well as higher activity levels on capital works program including non-Council owned assets.

Depreciation

Depreciation charge for the year is estimated to remain as budgeted and as part of end of financial year processed, asset registers are being updated ahead of scheduled audit. This non-cash expenditure is yet to be posted to financial statements.

Other Expenses

Other expenses aggregated to $306K against budgeted amount of $504 resulting in savings of $198K. Improved cost controls and business process improvements introduced during the year have contributed to this positive outcome.

Q4 FY 2023-24

Council's Performance

Rates & Charges
$17K above Budgeted Target

Statutory Fees & Fines
$4K above Budgeted Target

User Fees
$180K above Budgeted Target

Operating Grants
Above Target
subject to delayed disbursement

Capital Grants
Above Target
subject to delayed disbursement

Contributions
$1K above Budgeted Target

Reimbursements
$285K above Budgeted Target

Other Income
$776K above Budgeted Target

WEST WIMMERA SHIRE COUNCIL

Q4 FY 2023-24

Council's Performance

Employee Costs

$549K above Budgeted Target*

Materials & Services

$761K above Budgeted Target*

Depreciation

On Budgeted Targets

Other Expenses

$198K better than budgeted

*The variance in Employees Costs and Materials & Services are considered aligned with the very high 98.23% of capital works program delivery.

Q4 FY 2023-24

Council's Delivery

Carried Forward Capital Works

Completed and delivered during the year

$ 1.874 Million

Capital Works - Community Assets

APSLEY	HARROW	EDENHOPE
Netball Tennis Court & Lighting Upgrade	Netball Tennis Court	Equine Facility
$954K	$968K	$457K

$ 1.348 Million

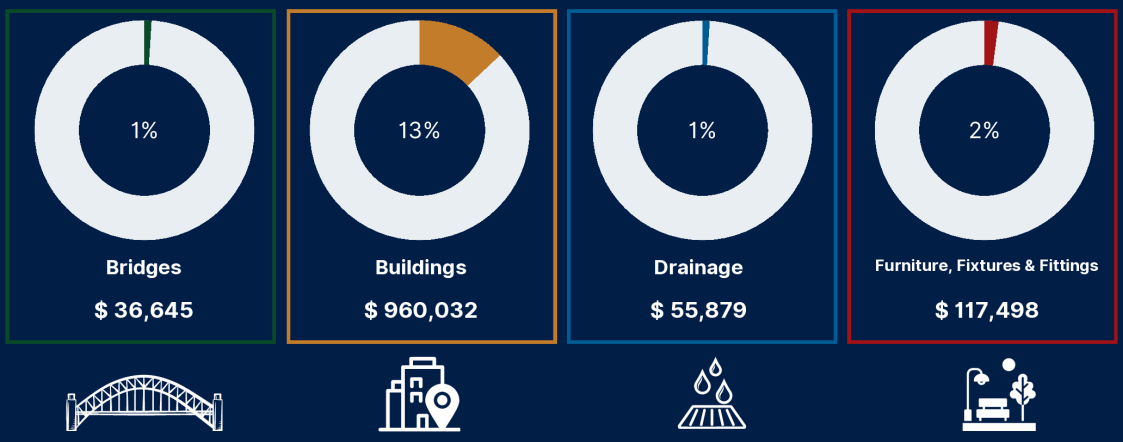
KANIVA	GOROKE	CHARLEGARK	HARROW
Tourist Cabins Project	Tourist Cabins Project	Tourist Cabins Project	Tourist Cabins Project

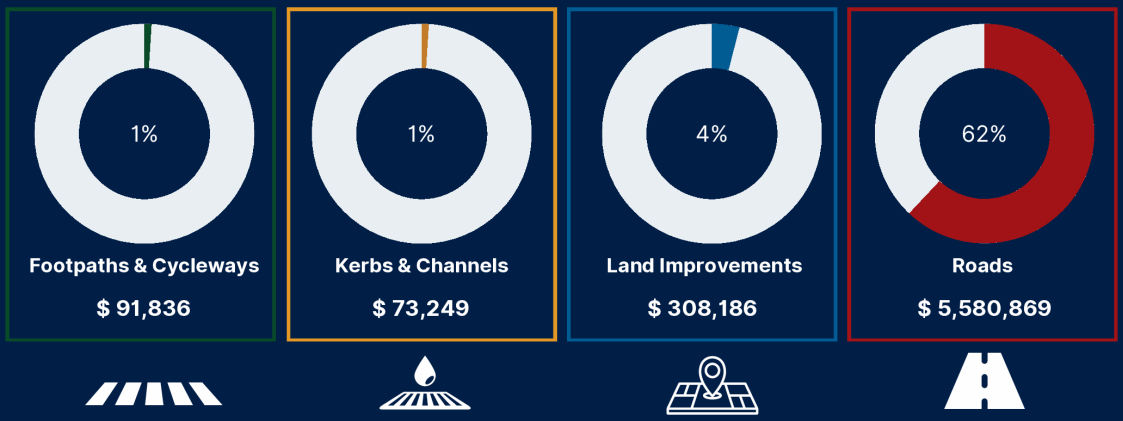
$ 3.713 Million

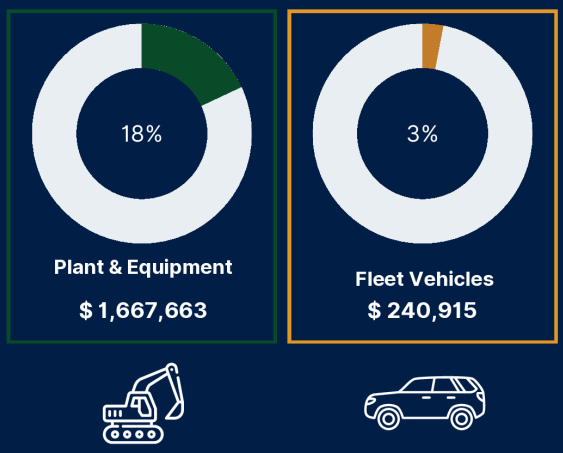
WEST WIMMERA SHIRE COUNCIL

Capital Works
Council Owned Assets

$ 9.133 Million







98.23%

Total Capital Works
Delivered 2023-24

$ 13.343 Million

Annexure

Circulars & Directives from Victorian Local Government Grants Commission

Victorian Local Government Grants Commission
Department of Government Services, 1 Spring Street, Melbourne Victoria 3000
https://www.localgovernment.vic.gov.au/council-funding-and-grants/victoria-grants-commission

Circular 3 – 27 May 2024

Indicative Financial Assistance Grants 2024-25

Further to the Federal Budget advice (Circular 2 - 17 May 2024), the Victorian Local Government Grants Commission has now finalised its preliminary recommendations for the allocation of general purpose grants and local roads grants for 2024-25.

Indicative estimates of the grants for your council are **attached** for your information.

Please note: The grant information provided is **indicative only** and is based on the estimates provided in the Federal Budget. Your council's actual grants for 2024-25 are subject to the final allocation to Victoria and the approval of the Federal Minister for Regional Development, Local Government and Territories. It is anticipated that your council will be advised of the actual amount of your 2024-25 grants in August 2024.

The attached estimated allocations are provided on an 'in-confidence' basis and should only be used for budgeting purposes. Each council has only been provided with its own estimates and no consolidated list of estimated grants can be made available at this time. In accordance with the Commission's understanding with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts which enables us to release these estimates prior to the recommendations being approved, I ask that councils do not publicise these figures or make media comment on them at this time.

Factors Affecting the 2024-25 Allocations

In preparing its estimates of grant outcomes, the Commission has made several changes to the allocation methodology which reflect input from councils through submissions and meetings, and the Commission's own research.

All data used by the Commission in allocating general purpose grants has been updated where possible. Major inputs for the 2024-25 allocation include Australian Bureau of Statistics' population estimates, valuations data and the most recent information on council expenditure and revenue.

Timing of Payments

The Federal Budget papers indicate that, the "Australian Government will continue to work with the states in relation to the financial support of the local government sector, including advancing funding earlier that would usually occur."

To date the Commission has not received any information on the amount or the timing of any early or 'brought forward' payment'.

Further Information

If you have any queries in relation to the matters raised, please contact the Commission's Executive Officer, Colin Morrison, by email at colin.morrison@dgs.vic.gov.au

Steven Kingshott

Steven Kingshott
Chair
Victorian Local Government Grants Commission

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Victorian Local Government Grants Commission

Financial Assistance Grants
2024-25 Indicative Grant Allocations & Payments

May 2024

West Wimmera Shire Council

The Victorian Local Government Grants Commission has completed the preliminary recommendations for the allocation of general purpose and local roads grants for 2024-25.

The information below is 'in confidence' and has been provided to assist councils in finalising their budgets. It is important to note that this information is indicative only and may vary from the final allocation.

2024-25 Estimated Allocation

The Commonwealth Government has indicated that an estimated $787.675 million will be available for allocation to Victorian councils in 2024-25, inclusive of the advance payments. The following estimates for your council are based on that advice.

2024-25		Allocations (estimated)
General Purpose Grants		**$4,382,922.00**
Equalisation Formula	*$4,382,922.00*	
Natural Disaster Assistance	*$0.00*	
Local Roads Grants		**$3,022,911.00**
Network Cost Formula	*$2,985,843.00*	
*Data Support **	*$37,068.00*	
Totals		**$7,405,833.00**

** Funding will be allocated in 2024-25 to support the collection of local roads hierarchy data. Further information will be provided by the Commission shortly.*

These estimates remain subject to confirmation of the final funding pool for 2024-25 and approval from the Federal Minister.

Councils will be notified of the actual grant for 2024-25 in August 2024.

Timing of Payments

No indication has yet been provided by the Commonwealth as to whether any part of the funding for 2024-25 will be advanced or 'brought forward'.

The Commission will provide you with a detailed payment schedule for 2024-25 in August 2024 once actual grant amounts have been finalised.

In accordance with the Commission's understanding with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, which enables the release of these estimates prior to the recommendations being approved, the Commission asks that councils do not publicise these figures or make media comment on them at this time.

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Victorian Local Government Grants Commission
Department of Government Services, 1 Spring Street, Melbourne Victoria 3000
https://www.localgovernment.vic.gov.au/council-funding-and-grants/victoria-grants-commission

Circular 4 – 28 June 2024

Financial Assistance Grants 2024-25 – Early Payment

The Commonwealth Government has advised that 85% of the estimated financial assistance grant allocations for 2024-25 will be paid early.

The Commission has been advised by the Commonwealth that the payment of the relevant funds to Victoria will be made shortly. **We expect that the payments will then be processed and paid from the Victorian Government to individual councils during the week commencing 1 July 2024.** I will provide you with further advice if there is any change to that timing.

It should be noted that the early payments for 2024-25 have been apportioned between councils by the Commonwealth based on the 2024-25 grant estimates. The early payment to be made to your council will therefore be 85% of the estimate provided to your council by the Commission on 24 May 2024.

Details of the early payment to be made to your council, as determined by the Commonwealth, are attached.

Further Information

If you have any queries in relation to the matters raised in this circular, please contact Colin Morrison by email colin.morrison@dgs.vic.gov.au

Steven Kingshott

Steven Kingshott
Chair
Victorian Local Government Grants Commission

Abbas Mehr

From: Council
Sent: Thursday, 18 July 2024 4:19 PM
To: Abbas Mehr
Cc: Council
Subject: OFFICIAL: LOCAL GOVERNMENT BULLETIN 14/2024: Financial Assistance Grants 2024-25 Early Payment – Accounting Treatment

Council
West Wimmera Shire Council
Email: Council@westwimmera.vic.gov.au
Tel: 139972

From: Local Government (DJSIR) <lgv@ecodev.vic.gov.au>
Sent: Thursday, July 18, 2024 4:06 PM
Subject: OFFICIAL: LOCAL GOVERNMENT BULLETIN 14/2024: Financial Assistance Grants 2024-25 Early Payment – Accounting Treatment

OFFICIAL

Local Government Victoria Bulletin

BULLETIN: 14/2024

FINANCIAL ASSISTANCE GRANTS 2024-25 EARLY PAYMENT – ACCOUNTING TREATMENT

On 28 June 2024 the Victorian Local Government Grants Commission (VLGGC) issued *Circular 4 Financial Assistance Grants 2024-25– Early Payment*. The circular informed Victorian councils that the Commonwealth Government had advised that 85 per cent of the estimated financial assistance grant allocations for 2024-25 would be paid in the first financial quarter.

Following the payment of the relevant funds by the Commonwealth to Victoria, payments were processed and paid from the Victorian Government to individual councils on 5 July 2024.

Details of the payments to be made to individual councils were included with Circular 4. Please note that the remaining allocations for 2024-25 will be paid on a quarterly basis over the remainder of the financial year.

Accounting treatment
To ensure consistency and clarity in the accounting treatment of these transactions Local Government Victoria (LGV) provides the following guidance.

In accordance with the requirements of the Australian Accounting Standard *AASB 1058 Income of Not-for-Profit Entities*, the payment of 2024-25 Financial Assistance Grants must be recognised as income (and a corresponding asset) by councils in the reporting period for the same year.

This is consistent with the accounting treatment required in the sector previously and reflects the untied nature of these grants and that control is gained on receipt of the funds.

If you have any queries in relation to this bulletin, please contact Daniel O'Shea by email at daniel.oshea@ecodev.vic.gov.au.

Regards

Mike Gooey
Executive Director
Local Government Victoria

VICTORIA State Government | Government Services

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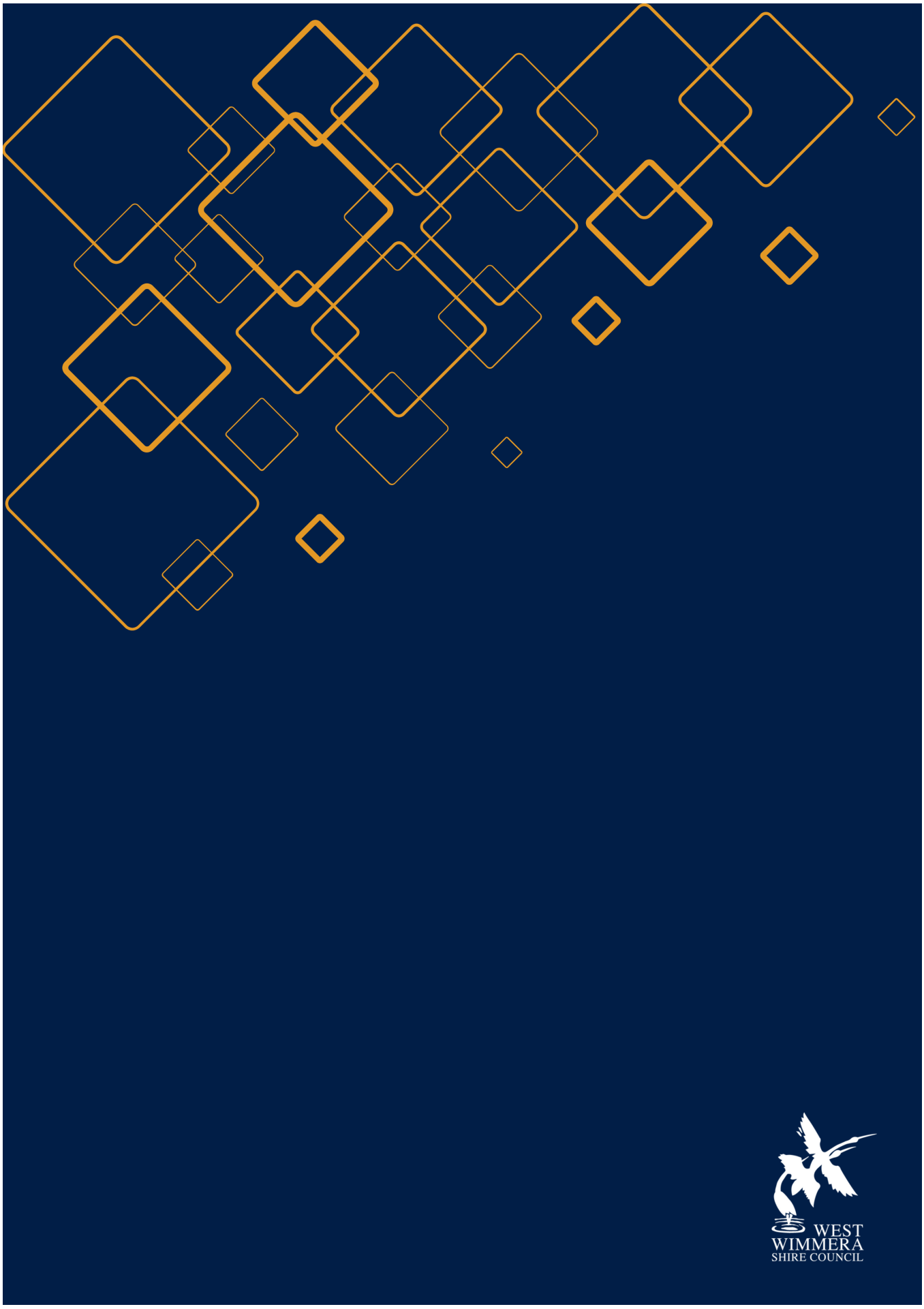
WEST
WIMMERA
SHIRE COUNCIL

WEST WIMMERA SHIRE COUNCIL

Annual Plan Quarterly Update

Date: July 2024

Quarter 4 - Period ending 31 July 2024

Key Focus Area 2023-24 Status

*Major Initiatives

Goal	Council Plan	23/24 Action	Status	Department	Comments
GOAL 1: LIVEABLE AND HEALTHY COMMUNITY					
	1.1.1*	Implement updated Community Strengthening Grants Program	100%	Corporate and Community Services	
	1.1.2	Complete WWSC Sport and Recreation Strategy	100%	Innovations & PMO	
	1.1.4	Advocate for improved access to health and community services within the shire Continue Regular meetings with other health care providers Transition to Support at Home Program	100% 100%	Corporate and Community Services	
	1.1.5*	Working with West Wimmera Health Services on accessible Spaces	100%	Corporate and Community Services	
	1.1.7	Work with Wimmera sports assembly to have programs in west Wimmera	100%	Corporate and Community Services	
	1.1.8	Supporting volunteers across the shire	100%	Corporate and Community Services	
	1.2.1	Run supported Playgroups Across the shire	100%	Corporate and Community Services	
	1.2.2	Continue to operate Freeza and Engage Youth initiatives	100%	Corporate and Community Services	

	1.2.3	16 days of activism campaign with local events in November	100%	Corporate and Community Services	
	1.2.5	Run Sexual Harassment Training for all staff , Communities of Respect and Equality (CoRE) Action Plan	100%	Corporate and Community Services	
	1.2.6	Road safety awareness programs at Kindergartens	100%	Corporate and Community Services	
	1.2.7	Run intergenerational Playgroup program Run intergenerational gardening program embedding of intergenerational across all programs	100% 100% 100%	Corporate and Community Services	
	1.3.1	Deliver Kaniva, Lake Charlegrark, Goroke & Harrow Cabin Projects	90%	PMO & Innovation	Final installation expected by end of Nov. Finalising cultural heritage study

		Develop and implement Community Support Fund(Insurance Support)		Infrastructure, Development and Works	
	1.3.2	Put in place licences and agreements across all council owned and managed facilities Implement actions from royal lifesaving audit of pools Delivery of projects (Band Park , Kaniva Office Upgrade, Edenhope Caravan Park Amenities & Landscaping,) Complete Asset inspections as per plan	100% 100% 100% 100%	Corporate and Community Services Infrastructure, Development and Works	Policy to be adopted by Council at August Meeting
	1.3.3	Complete Scoping & Planning (Rec Reserve Oval Lighting x 4 (Harrow, Edenhope, Goroke, Kaniva) , Kaniva Bowling Green, Dog Parks in Kaniva and Edenhope) Deliver the following Project (Apsley Netball Tennis Court Upgrade, Harrow Netball Tennis Court Upgrade , Edenhope Equine Facility) Seek Funding for the following projects (Kaniva Splash Park, Edenhope Football/Netball Changerooms and Lighting, Edenhope Lions Park Toilet Block & Playground , Goroke Oval Irrigation)	100% 100% 100%	PMO & Innovation	
	1.3.4	New Footpaths to be install in Kaniva (Webb St, Roach St to Budjik St) & Edenhope (Elizabeth St, Sydney Rd to MacQuarie St)	100%	Infrastructure, Development and Works	
	1.3.5	Advocate for improvements in public transport services for West Wimmera shire. Continue to run/support companion transport program Harrow, Kaniva & Edenhope, volunteer taxi service in Kaniva and centre for participation bus Kaniva - Horsham weekly	100%	Corporate and Community Services	

	1.3.6	Road Revaluation AGIS Building Valuations AssetAsyst defect mapping improvements Strategic Firebreak mapping on Pozi	100% 100% 100% 100%	Infrastructure, Development and Works	
	1.4.2	Working with By5 to Advocate for funding support from State and Federal Governments to assist with development and ongoing childcare solutions.	100%	Corporate and Community Services	
	1.4.3	Deliver Projects Edenhope Kinder/Childcare Landscaping Edenhope Kinder Renovation	100%	PMO & Innovation	
	1.4.5	Training calendar on council website with business training opportunities	100%	Infrastructure, Development and Works	
	1.4.6	Collaborate with local schools to assist with funding advocacy where required.	100%	Corporate and Community Services	
	1.4.7	Continue to seek further suitable funding where available to support Early Years programs Development of Early Years Strategy	100% 100%	Corporate and Community Services	
	1.4.9	Advocate for secure provision of potable water for our towns.	100%	Infrastructure, Development and Works	
	1.4.10	Provide support and encourage headspace events & Mental Health Training to be run in West Wimmera	100%	Corporate and Community Services	
	1.5.1	Roll out of new Library Partnership HRCC under Wimmera libraries banner	100%	Corporate and Community Services	
	1.5.2	Seek funding for Arts Strategy	100%	Corporate and Community Services	
	1.6.1	Quarterly meetings Emergency MEMPC & MFMPC	100%	Infrastructure, Development and Works	
	1.6.2	Advocacy for multiagency centre at Kaniva and Goroke Edenhope Airport upgrade Project	100%	Infrastructure, Development and Works	
GOAL 2: DIVERSE	2.1.1	Planning and quote on proposed campaign to attract businesses and families for budget consideration in 24/25 budget	100%	Infrastructure, Development and Works	

	2.1.3*	Begin Implementation of Recommendations from planning scheme Review Policy neutral planning scheme amendments Update flood controls for Harrow and Chetwynd Rezoning commercial area in Edenhope Rezoning commercial area in Kaniva Targeted settlement plans for larger towns Edenhope Flood Investigation Apsley Flood Investigation	60%	Infrastructure, Development and Works	Referred to minister as part of the Planning Legislative process
	2.1.4	Roll out of updated Business Assistance Program	100%	Infrastructure, Development and Works	
	2.1.5	Support to Birchip Cropping Group Young Farmers Network (west Wimmera Group)	100%	Infrastructure, Development and Works	
	2.2.5	Advocate for incentives to attract the required skilled workforce to the region. e.g. health care, childcare, agriculture.	100%	Infrastructure, Development and Works	
	2.3.1	Completion and Adoption of new Economic Development Strategy	100%	Infrastructure, Development and Works	
	2.3.2	Implement Councils online Portal for Contractor Inductions	100%	Corporate and Community Services Infrastructure, Development and Works	
	2.3.3	Lobby and promote agricultural development in West Wimmera	100%	Infrastructure, Development and Works	
	2.4.1	Design for Kaniva main street intersections to be completed Look for funding opportunities to deliver Kaniva and Edenhope streetscape plans	95% 100%	Infrastructure, Development and Works	Kaniva Traffic study progressing. Consultation with DTP(Vicroads) and community to be undertaken.
	2.4.5	Look for suitable funding to complete streetscape master plans for Harrow, Apsley, Serviceton, Dergholm and Goroke	100%	Infrastructure, Development and Works	

	2.4.6*	Construction of new Lions Park, Edenhope Toilet facility with access if budget approval given by Council and successful with grant application. (*Application unsuccessful*)	0%	PMO & Innovation	Scoping and planning have been completed. We have not been successful in obtaining externally funding
	2.5.2	Road Management Plans inspections Delivery of Reseal program Delivery of Resheet program	100%	Infrastructure, Development and Works	
	2.5.3	Implement the Annual Capital Works program in line with RMP and road network reporting requirements. Reseal program Newlands Settlement Rd. Box culvert repair Madden/Phillip St intersection K&C and footpath reconstruction Compston St K&C replacement Stabilisation works on Kadnook Connewircoo Rd Edenhope pool painting Phillips St Broughton Rd/ Miram West Rd intersection Minimay Francis Rd Yearinga Rd South Lillimur RdMoore e Rd	96%	Infrastructure, Development and Works	All projects complete other than South Lillimur road as the HVSPP application was unsuccessful for this Council funded section now to be constructed in 24/25 financial year.
	2.5.4	Road asset condition survey	100%	Infrastructure, Development and Works	
	2.5.6	Advocate for VicRoads to improve the quality of state roads throughout our shire	100%	Infrastructure, Development and Works	
	2.5.7	HVSPP Funding Application to upgrade local roads throughout the shire to support freight routes, heavy vehicles and high traffic volumes. Delivery of LRCIP4 Funding successful road projects	100% 100%	Infrastructure, Development and Works	

	2.6.1	Advocate for improved access to quality digital connectivity.	100%	Infrastructure, Development and Works	
	2.6.2	Advocate for the West Grampians Pipeline Project	100%	Infrastructure, Development and Works	
	2.6.3	Advocate for improved water pressure within towns.	100%	Infrastructure, Development and Works	
	2.6.7	Advocate rec water for lake Wallace and lake Charlegrark	100%	Corporate and Community Services	
GOAL 3: SUSTAINABLE ENVIRONMENT	3.1.1	Prepare a Waste Management Strategy	100%	Infrastructure, Development and Works	
	3.1.3	Review of West Wimmera Domestic Wastewater Management Plan	95%	Infrastructure, Development and Works	Presented to August Council meeting
	3.1.5	Report to Council on findings of review on potential exemptions, offsets and land banking opportunities to compensate for native vegetation removal on farms and roadsides.	100%	Infrastructure, Development and Works	No exemptions identified.
	3.1.7	Advocate to relevant stakeholders to maintain safe infrastructure (i.e Roads, Furniture, Signage) on public land for recreation (lakes, parks and natural environments)	100%	Infrastructure, Development and Works	
	3.2.1	Roll out annual corella management plan Implement pests and weeds programs	100% 100%	Infrastructure, Development and Works	
	3.2.2	Work with partner agencies on roadside vegetation management.(Mooree road reconstruction)	100%	Infrastructure, Development and Works	
	3.2.4	Glass collection to commence 2023/24 - additional waste charges in rates Campaign for better recycling practices funded by DEECA Crush the concrete stockpile for use on roads	100% 100% 100%	Infrastructure, Development and Works	
	3.3.2	Update website with information on West Wimmera Wetlands.	100%	Infrastructure, Development and Works	
	3.3.4*	Implement Actions from Royal Life Saving Audit Weed Management Program Boat Ramp Extension (design	100% 100% 25%	Infrastructure, Development and Works	Boat ramp works on hold until water level recedes.

		complete)			
	3.4.1	Promote alternative and sustainable energy projects in the shire.	100%	Infrastructure, Development and Works	
GOAL 4: GOOD GOVERNANCE	4.1.3	Complete Quarterly Financial Reports to Council	100%	Corporate and Community Services	
	4.1.4	Adoption of new Council Pricing Policy	100%	Corporate and Community Services	
	4.1.5	Continue to seek grant funding across the organisation (Grant Guru to assist with identifying grants)	100%	Corporate and Community Services Infrastructure, Development and Works	
	4.1.6	Council Services Review	100%	Corporate and Community Services	
	4.1.7	Continue to review and action items from the Innovation Platform	100%	Corporate and Community Services Infrastructure, Development and Works	
	4.2.3	Regularly provide information to the community via the website, social media, & fortnightly newsletters	100%	Infrastructure, Development and Works	
	4.3.1	Annual Advocacy Plan to be created and tracked	100%	Infrastructure, Development and Works	
	4.3.2	Actively participate on regional and sector bodies and forums	100%	Corporate and Community Services Infrastructure, Development and Works	
	4.4.2	Prepare IT Strategy	95%	Corporate and Community Services	Final report to be presented to Audit and Risk Committee

	4.4.4	Gender Equity Act progress report (GEAP)	100%	Corporate and Community Services	
	4.4.5	Develop online & roll out online cultural awareness training module	100%	Corporate and Community Services	
	4.4.6	Complete Annual Report 22/23 23/24 Annual Plan quarterly Reporting Prepare 2024/25 Annual Business Plan	100% 100% 100%	Corporate and Community Services Infrastructure, Development and Works	Financial statements to be presented at August Council meeting
	4.4.7*	Implement Project Management Framework, Roll out Project Management Software	100%	Infrastructure, Development and Works	
	4.4.9	Complete OHS Management plan Develop and implement strategic Risk Register individual work safe posters OHS Trivia Quiz Finance Dashboard reporting for business unit managers Quality Management Plan Leasing and Licensing of Facilities Policy	100% 100% 100%	Corporate and Community Services Infrastructure, Development and Works	
	4.4.10	Roll out OHS & Risk Training Customer Service Training	100% 100%	Corporate and Community Services	
	4.4.11*	Digitisation of old shire rate books Implementation of Cloud records Management System	100% 100%	Corporate and Community Services	
	4.5.1	Support the activities of the Audit and Risk Advisory Committee.	100%	Corporate and Community Services	
	4.5.2	Prepare and implement 2023/24 internal audit program (Cyber Security & TBC)	100%	Corporate and Community Services	
	4.5.3	Review and update the Business Continuity Plan	100%	Corporate and Community Services	

	4.5.4	Prepare documentation for 2024 Election Period	100%	Corporate and Community Services	

14 Corporate and Community Services

14.1 Sponsorship and Contributions Grant Applications

Directorate: *Corporate and Community Services*
Report Author: *Community Development and Tourism Manager*
Report Purpose: *For Decision*

Purpose

Five applications have been received under Council's Sponsorship and Contribution Grant Guideline. Each application has been assessed by offices as eligible for determination by Council. This report and its supporting documentation informs Council of the particulars of each application.

OFFICER RECOMMENDATION:

That Council determine the following applications which have been received under Council's Sponsorship and Contributions Grant Guideline:

- **Mr Buzz Brennan – application amount** **$500.00**
- **Kaniva Link – application amount** **$800.00**
- **Goroke A & P Society – application amount** **$1,200.00**
- **Goroke A & P Society – application amount** **$500.00**
- **Lifeforce Edenhope – application amount** **$1,200.00**

Declaration of Interest

The Manager Community Development and Tourism has declared a conflict of interest with respect to the application submitted by Lifeforce Edenhope.

Background

Five applications have been received under Council's Sponsorship and Contribution Grant Guideline from the following five applicants:

- Mr Buzz Brennan
- Kaniva Link
- Goroke A & P Society
- Goroke A & P Society
- Lifeforce Edenhope

All applications have been lodged electronically through the Smarty Grants platform. Each application and its accompanying officer eligibility assessment is attached to this report for Councillors'reference.

The West Wimmera Shire Council Sponsorship and Contributions Grant Guideline provides individuals and organisations with the opportunity to seek Council support for worthy initiatives which benefit the West Wimmera community. Under the Guideline, applicants may apply for financial and/or in-kind support from Council.

Council's Sponsorship and Contributions Grants may be awarded to organisations or individuals to support:

- Enhanced community wellbeing
- Increased community participation
- Recovery efforts following catastrophic emergencies
- Activities demonstrating a benefit to the West Wimmera community

Sponsorship and Contributions Grant budget

Council's 2024/2025 budget has made provision for total annual financial expenditure of $6,000 for the Sponsorship and Contributions Grant. No funds have yet been expended in the current financial year.

The total quantum of financial grant funding sought within the five attached grant applications is $4,200.00.

Should Council determine to award all the applicants with the funds sought in each application, an amount of $1,800.00 would be available for distribution under the Sponsorship and Contributions Grant Guideline for the remainder of the 2024/2025 financial year.

Risk Management Implications

Risk identified:

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

Legislative Implications

Not Applicable

Environmental Implications

Not applicable

Financial and Budgetary Implications

Not applicable

Policy Implications

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

Council Grants Policy

Council Plan Implications

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

Goal 1 – Liveable & Healthy Community
1.1 Create a healthy, active, and vibrant community.
1.5 Support and encourage our events, cultural and arts communities.

Communication Implications

No Communication Implications

Equal Impact Assessment

No Equal Impact Assessment is required

Conclusion

All five applications for Council's Sponsorship and Contributions Grant have been assessed by officers and are eligible for determination by Council.

Attachments

Nil

14.2 Audit and Risk Committee Meeting Draft Minutes

Directorate: *Corporate and Community Services*
Report Author: *Chief Financial Officer*
Report Purpose: *For Decision*

Purpose

This report presents Council with the draft minutes of the Audit and Risk Committee Meeting held on 11 June 2024.

OFFICER RECOMMENDATION:

That Council receives the draft minutes of the Audit and Risk Committee meeting held 11 June 2024.

Declaration of Interest

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

Background

Section 53 (1) of the Local Government Act 2020 requires that each Council establish an Audit and Risk Committee. The Audit and Risk Committee is a formally appointed Advisory Committee of Council.

The Audit and Risk Committee's role is to report to Council and provide appropriate advice and recommendations relevant to its charter in order to facilitate decision making by Council in relation to the discharge of its responsibilities. The Audit and Risk Committee plays a key role in assisting Council to fulfil its governance and overseeing responsibilities in relation to financial reporting, internal control, risk management systems, ethical accountability and the internal audit function.

The Audit and Risk Committee (the Committee) does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and is therefore independent of management. The Committee does not have any role in relation to issues normally addressed by Council or a sub-committee of Council, which may have delegated powers and financial management responsibilities in relation to budgets, financing decisions and expenditure priorities. The Committee is a

separate activity and acts independently of Council and does not have any role in relation to financial management issues or have any executory role or powers.

Risk Management Implications

Risk identified:

Financial risk
Regulatory risk
Reputation risk
Strategic risk

Legislative Implications

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

Environmental Implications

Not applicable

Financial and Budgetary Implications

Not applicable

Policy Implications

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

Fraud & Corruption Control Policy
Risk Management Policy

Council Plan Implications

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

Goal 4 – Good Governance
4.5 Maintain a rigorous risk management framework.

Goal 5 – Our Commitment Values
Accountability - We will be responsible, take ownership of our actions and are committed to good governance, excellence, transparency and advocating for our community.

Communication Implications

No Communication Implications

Equal Impact Assessment

No Equal Impact Assessment is required

Conclusion

The draft minutes of the previous Audit and Risk Committee meeting are attached for Council's information.

Attachments

1. Draft Audit__ Risk Committee Minutes 11 June 2024 [**14.2.1** - 15 pages]

West Wimmera Shire Council

Audit and Risk Committee

MINUTES

Tuesday 11 June 2024
2:00 pm

Microsoft Teams

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.

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1 Procedural

1.1 Required to Attend

Committee Members

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

Executive Leadership Team, Managers and Officers:

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

External Parties:

Kathie Teasdale – RSD Audit
Paul Harrison – RSD Audit

1.2 Apologies

Brad Bohun – Crowe Australasia

1.3 Conflict of Interest Declarations

All Members have a personal responsibility to ensure they are aware of the provisions mandated in the Local Government Act 2020 with regard to Conflict of Interest disclosures.

2 General Business

2.1 Confirmation of Previous Minutes

The minutes of the previous meeting of the Audit & Risk Committee held 9 April 2024 were provided for members' endorsement. The minutes are to be presented to Council at its June Meeting.

The Audit and Risk Committee endorsed the minutes from the previous meeting held 9 April 2024.

3 Financial Reporting

3.1 Draft budget

The Local Government Act 2020 ('the Act') requires Council to prepare and present its Annual Budget which should be made available to the community for public feedback and comment, before it is adopted by the Council.

As part of the Audit & Risk Committee Charter, the Annual Budget should also be presented to the Audit & Risk Committee for information.

West Wimmera Shire Council had a well-coordinated and planned budget development timeline to assemble the financial estimates and to provide adequate time for discussions and deliberations across financial resources for delivery of objectives as per the Council Plan and to have all stakeholders within management and the Council to have their input.

The Council considered the Draft Annual Budget 2024-25 and the Draft Annual Plan 2024-25 in its meeting held in April 2024 and these draft documents were released for public on 18 April 2024 for 28 days. The draft budget presented a balanced operational outlay with a marginal surplus of $25K and the Council presented a $13.005 million capital works program.

However, after the release of this draft document in the public domain, the Council received some unsuccessful grant application outcomes for $2.000 million as well as notification of discontinuation of an important $1.798 million worth of capital grant under the Heavy Vehicle Safety & Productivity Program (HVSPP). There is a communication that the Safer Local Roads & Infrastructure Program (SLRIP) will replace HVSPP. However, there are details yet to be received about the indicative grant allocation for WWSC and the funds release dates.

Subsequent to these significant reduction in budgeted capital grants, the Council had to reconsider the originally presented projects due to imminent financial limitations. The Council considered putting some of these projects on hold until other potential funding can be applied, and grants can be secured to fund these projects. Therefore, there have been changes to the originally presented Draft Annual Budget 2024-25 and the Draft Annual Plan 2024-25. The final version, presented to the June Councillor Forum ahead of Council Meeting for final adoption presents a $679K deficit, which the Council has to initially invest from its existing reserves. Subject to the new SLRIP grant, the Council may consider activating some of the temporarily shelved projects. This funding is considered critical to bridge the financial shortfall presented in the Annual Budget 2024-25.

The capital works program now presents $9.395 million worth of projects, compared to $13.005 million presented in the Draft Annual Budget 2024-25.

The Audit & Risk Committee receives and notes the Annual Budget 2024-25 and the Annual Plan 2024-25 before being presented to Council for final adoption on 19 June 2024.

3.2 Quarterly Budget Report

The Local Government Act 2020 ('the Act') requires Council to implement the principles of sound financial management (s.101). Section 97 of the Act requires that Council be presented with a Quarterly Budget Report comparing actual to budgeted revenue and expenditure for the financial year to date every quarter. The report also provides an interim Balance Sheet for information. This report was presented to the Audit & Risk Committee before for information ahead of its submission to the Council.

The financial reports show an analysis of the actuals to budget forecasts at 31 March 2024. The financial report provides unadjusted balances and details of any adjustments relate to capital works which may be part of the capitalisation process towards end of financial year. The financial reports include an Income Statement, Balance Sheet and Capital Works Statement to give a true indication of Council's operations, capital works program and financial position.

Action: CFO to include the following:

- Income Statement to include forecast column to compare budget position to forecast position.
- Balance Sheet to include opening balance and forecast balance sheet.
- Break down reserves into asset reval reserves and other reserves.
- Capital Works report to be amended to include budget total.

The Audit and Risk Committee received and noted the Quarterly Budget Report as of 31 March 2024.

3.3 Councillor and CEO Reimbursements

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

From time-to-time Councillors and the Chief Executive Officer incur expenses while undertaking Council Business. These expenses may include travel, accommodation, meals, or minor equipment necessary to undertaking Council business. It is reasonable that these expenses be reimbursed.

Reimbursement is made after a claim is submitted in the appropriate form including the provision of receipts. Councillor claims are approved or rejected by the Chief Executive Officer, with the any claims made by Chief Executive Officer being approved or rejected by the Mayor.

Reimbursements are approved in accordance with Council's Councillor Expense Policy and must show a nexus to formal Council business.

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

CEO reminded that Councillors need to submit any claims before the elections in October.

The Audit & Risk Committee received and noted the report on Councillor and Chief Executive reimbursements.

3.4 CEO Corporate Card Expenditure

A standing item at all Audit and Risk Committee meetings is a sighting and check of the review of WWSC CEO's Credit Card.

In addition to the presentation of the CEO Credit Card statements, quarterly reports are presented for the period January 2024 to March 2024 detailing the usage by cardholder and by expenditure type. In addition to the actual credit card statements for the period stated above, a complete summary of the credit card expenses for this financial year is also provided.

The Audit and Risk Committee received and noted the use of the CEO's Council Credit Card.

3.5 Capital Works Progress reports

This report presented details of Capital Works in progress for this financial year including the actual spends to date and comments on their indicative completion at the end of each quarter.

The Council plans and presents its Capital Works Program to the community which is part of the Annual Budget. As part of the Audit & Risk Committee work plan, a report of Capital Works in Progress should be presented with the summary of actual spends on the reporting date and comments from the Infrastructure Development & Works team on their indicative stage of completion and any comments which they consider important to be provided.

A report on WWSC Capital Works in progress was distributed to the Committee which provides a complete list of the projects in progress. Some of the projects are now complete and will be capitalised in accordance with the WWSC Capitalisation Policy.

Action: CFO to include detail to show where there has been a budget overrun and commentary.

The Audit & Risk Committee receives and notes the Capital Works Progress Report as at 31 March 2024.

3.6 Asset Valuation & Condition Assessment Update

The Council engages a professional specialist to conduct a detailed condition assessment to determine the estimated future expenditure towards renewals and / or upgrades and to have these findings made part of the Asset Management Plan.

The Council has completed its Buildings & Infrastructure Valuation done by Australian Geographic Information Systems (AGIS). The valuation process comprehensively covered a detailed condition assessment in accordance with the Industry Standards and the valuers have furnished a detailed report on their assessment and valuation.

The report has been considered in detail by the Infrastructure Development & Works team and this report will be incorporated into WWSC's financial system for adjustment in valuation, estimated useful life and the accumulated depreciation in accordance with the recommendations on the report.

The final report submitted by AGIS was presented to the Audit & Risk Committee for information.

The Audit & Risk Committee receives the report from Australian Geographic Information Systems (AGIS) relating to condition assessment and valuation for Buildings and Infrastructure Assets.

3.7 Asset Management update

This report presents the Audit & Risk Committee with the Council's Asset Management plan for information.

Council has a 10 year Asset Management Plan and the latest version of the Asset Management Plan 2022-2032 was adopted by the Council in May 2022 and there have been no changes since then.

The adopted version of Asset Management Plan 2022-2032 is submitted to the Audit & Risk Committee for information. James Magee – Manager Assets & GIS is currently on leave and has submitted this report for ARC.

The Audit & Risk Committee receives and notes the Asset Management Plan 2022-2032.

4 Internal Audit

4.1 Internal Audit Update

Kathie Teasdale and Paul Harrison from RSD Audit provided an update on the Industry Update report and the internal audit progress on Cyber Security and Infrastructure Asset Management which are currently in progress.

There are upcoming Internal Audit projects on Human Resources Management planned for September 2024 and Occupational Health & Safety as part of Internal Audits for Financial Year 2024-25.

Action: Long term financial sustainability to be added to future audit list.

5.1 External Audit Update Report

Brad Bohun from Crowe Australasia was an apology.

Action: Special Audit and Risk Committee Meeting to be scheduled to present the Financial Statements before being presented to an Unscheduled Council Meeting.

The Audit & Risk Committee received the External Audit Update.

6 Risk Management & Internal Controls

6.1 OHS & Risk Management update

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

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

Council is currently working on improving the structure of the risk register and has implemented Elumina for both the OHS & risk management. Elumina has a risk register portal which will be excellent for both Strategic and Unit level risk management. It has the ability to run comprehensive reports, allocate timeframes, accountabilities and escalate any risk treatments.

OHS and Risk Manager provided verbal update.

The Audit and Risk Committee received the reports on OHS & Risk Management for information.

6.2 Policy Tracker

As part of its annual work plan, the Audit and Risk Committee is to be provided with the Policy Tracker bi-annually for review. This document lists all of Council's policies, review cycles and review dates. The Policy Tracker also include which policies require endorsement from the Audit and Risk Committee.

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

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

The following policies were presented in draft form for the Audit and Risk Committee's review and feedback prior to being tabled at a Council meeting:

- Information Privacy Policy
- Rate Recovery Policy
- Financial Hardship Policy

The Audit and Risk Committee approved all the policies with the feedback that the Rates Recovery Policy could be an internal policy and therefore could be revoked as a Council Policy.

The Audit and Risk Committee received and noted the Information Privacy Policy, Rate Recovery Policy and Financial Hardship Policy.

6.3 Revenue & Rating Plan

Council has a Revenue and Rating Plan, which explains how Council calculates the revenue needed to fund its activities, and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services.

Council has a Revenue and Rating Plan, which explains how Council calculates the revenue needed to fund its activities, and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services.

The presented version was last updated and adopted by the Council in June 2021 and is due for review in June 2025. The original Revenue and Rating Plan was presented in accordance with the Work Plan.

The Audit and Risk Committee noted the Revenue and Rating Plan.

7 Other Responsibilities

7.1 CEO Update

The Audit and Risk Committee requested at its meeting held 5 April 2022 that an update from Council's Chief Executive Officer be added as a standing item to the agenda, to be presented at quarterly meetings.

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

The Audit and Risk Committee noted the CEO update.

7.2 Audit & Risk Committee Chair Bi-Annual Report

West Wimmera Shire Council (Council) employs the Audit and Risk Committee as an advisory committee of Council in accordance with s.53 of the *Local Government Act 2020* (the Act).

As outlined in section 5.7 of the Audit and Risk Committee Charter, and in accordance with section 54(5) of The Act, the Audit and Risk Committee is to prepare a biannual report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations. This report must be provided to the Chief Executive Officer for tabling at the next Council meeting.

This report is to be circulated by Chair Mr Mick Jaensch for endorsement by the Committee and then tabled along with the minutes of this meeting at the next Council meeting.

7.3 Audit & Risk Committee Work Plan

Part of providing effective oversight to Council activities by the Audit & Risk Committee (the Committee) includes the schedule of regular activities to be reviewed by the Committee. This allows the Committee to ensure that all important aspects of the Council's activities are being overseen.

An Audit & Risk Committee Work Plan provides the Committee with a set process to review and assess important documentation and reports and a chance to analyse key risks to Council in a structured manner.

There are a number of items listed on the Work Plan which fall due in June which are included as items of business (either new or standing items) separately in this agenda.

The Audit & Risk Committee Work Plan provides the Committee with a clear process to assess and analyse risk to Council.

The Audit and Risk Committee received and noted the annual work plan.

There has been substantial progression with the ICT Strategy which will be presented to the next Audit and Risk Committee Meeting.

Next Meeting:

10 September 2024

Special Audit and Risk Committee Meeting to be scheduled to review the Financial Statements.

15 Infrastructure Development and Works

15.1 Proposed application for funds to Safer Local Roads and Infrastructure Program

Directorate: *Infrastructure Development and Works*
Report Author: *Assets & GIS Coordinator*
Report Purpose: *For Decision*

Purpose

To get Council endorsement for submission of an application for funding to carry out a road construction project on the Kadnook Connewirricoo Road. The application will be submitted to the Safer Local Roads and Infrastructure Program.

OFFICER RECOMMENDATION:

That Council:

1. **Endorse the application for funding of $1.2M for the upgrading of Kadnook Connewirricoo Road to the Safer Roads and Infrastructure Program, including a Council contribution of 20% ($300,000) of the total project budget.**
2. **Authorises the Chief Executive Officer the execute the funding agreement upon receipt.**

Declaration of Interest

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

Background

The Department of Infrastructure, Transport, Regional Development, and Communication and the Arts has recently announced the opening of a new program supporting the capital improvement of roads. The program is entitled the Safer Local Roads and Infrastructure Program (SLRIP) and focuses on improving safety on heavy vehicle routes. The Heavy Vehicle Safety and Productivity Program has been discontinued.

Applications should address at least one of the focus areas being:
Road safety
Productivity
Bridge renewal
Road resilience

Road sustainability
Heavy vehicle rest areas

The participating Councils can seek up to 80% of a rural project cost through this program with no limitation to the number of projects. The Council officer's recommendation is that the Council apply for 80% of the total project budget.

Applications are open all year round with assessment three times per year. It is estimated that assessment of projects may take ten weeks.

The specific detail subject to the SLRIP application is below:

Road: Kadnook Connewirricoo Road
Segment: Ch 990m - 4710m
Length: 3720m
Proposed seal width: 6.2m
Project Budget: $1,500,000
Council Contribution: $300,000
SLRIP Contribution Requested: $1,200,000

Please note that Council has allocated $320,000 toward road construction on Kadnook Connewirricoo Road in the 2024/25 Council Budget. This would satisfy the required 20% contribution and provide $20,000 as contingency.

If successful, upon completion of this project, the total length (13.5km) of the Kadnook Connewirricoo Road will have a seal width of 6.2m. The Kadnook Connewirricoo Road is listed as a Strategic Local Road nominated for upgrade in the Wimmera Southern Mallee Regional Transport Group document, Regional Transport Strategy.

Risk Management Implications

Risk identified:

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

Legislative Implications

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

Environmental Implications

Not applicable

Financial and Budgetary Implications

The financial risk rating has been assessed as: Low

Policy Implications

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

Asset Management Policy
Asset Management Strategy

Council Plan Implications

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

Goal 2 – Diverse and Prosperous Economy
2.3 Facilitate the development of the local economy and jobs.
2.5 Enhance the local road network and explore transport options.
2.6 Provide infrastructure to sustain economic activity.

Goal 4 – Good Governance
4.1 Ensure long term financial sustainability.

Communication Implications

No Communication Implications

Equal Impact Assessment

No Equal Impact Assessment is required

Conclusion

The Kadnook Connewirricoo Road is a significant heavy vehicle route that requires widening and strengthening, for safety and productivity purposes. It would be prudent for the Council to obtain supporting funding from the Safer Local Roads and Infrastructure Program to assist with the ongoing upgrade of the road.

Attachments

Nil

15.2 Onsite Wastewater Management Plan

Directorate: *Infrastructure Development and Works*
Report Author: *Environmental Health Technician*
Report Purpose: *For Decision*

Purpose

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

OFFICER RECOMMENDATION:

That Council adopts the draft West Wimmera Shire Council Onsite Wastewater Management Plan 2024 - 2029.

Declaration of Interest

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

Background

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

Council successfully engaged Whiteheads & Associates Environmental Consulting in June 2023 and began the review and update of the OWMP. On the 19th June 2024, the West Wimmera Shire Council Draft Onsite Wastewater Management Plan was presented to council for consideration, and made available for a 2-week community feedback period beginning 19th June 2024 to the 3rd July 2024. No community feedback was received during this period.

Furthermore, the Order for Obligations for Managers of Land or Infrastructure (OMLI) requires water corporations to respond to councils' OWMP about their preferred sewage management solutions. On the 19th June 2024, the draft OWMP was sent to Grampians Wimmera Mallee Water (GWM Water) via email for comment. For ease of reference the feedback received from GWM Water and relevant changes made to the OWMP have been summarised in **Table 1**.

***Table 1**: Summary of feedback received from GWM Water and the amendments made to the West Wimmera Shire Council draft Onsite Wastewater Management Plan.*

Section	Feedback/Suggestion	Changes made to the OWMP
Section 2.2 What is Wastewater?	What is 'normal' waste.	Removal of the word 'normal'.
Section 2.5.1 Public Health	Are household chemicals a concern?	No change.
Section 5.3.1 Goroke Background	Add in the wording ...GWM Water owned and operated.	Added the words 'GWM Water owned and operated'.
Section 5.4.1 Edenhope Background	Add in the wording ...GWM Water owned and operated.	Added the words 'GWM Water owned and operated'.
Section 5.5.1 Kaniva Background	Add in the wording '...both networks drain to two separate wastewater treatment plants owned and operated by GWM Water, located to the north and south of the township'.	Added the wording, '...both networks drain to two separate wastewater treatment plants owned and operated by GWM Water, located to the north and south of the township'.
Section 10.1 Maintenance of Existing Systems	Reference required.	Added a reference to the Guidelines for Onsite Wastewater Management (GOWM), 2024.
Section 10.3 Upgrade/Replacement of Existing OWM System	Reference required.	Added a reference to the GOWM, 2024 and Guidelines for Effluent Dispersal and Recycling Systems (EDRS), 2024.
Section 10.3.1 Enforcement of Upgrade Works	Remove the word 'local government' and replace it with the word 'council'.	'Local government' wording was removed and replaced with 'council'.
Section 11.1 Commercial OWM Systems Overview	The 'Annual Performance Statement' is now known as 'Permission Information & Performance Statements (PIPs)'.	Removed the wording 'Annual Performance Statement' and replaced it with 'Permission Information and Performance Statements'.
Section 11.1 Commercial OWM Systems Overview	Is the word 'Shire' different to 'Council'.	No change.
Section 11.2 Risk Associated with Commercial OWM Systems	The word 'buffer' is used by the EPA.	No change made as the word 'Setback' is used within the GOWM and EDRS.
B.7 Minimum LCA Requirements, number 8: Site Management Plan	Remove the wording 'Operation and Maintenance Plan' and add 'Op & Maintenance Plan'.	No change.

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

Standards, and guidelines relating to OWM, and recent advances in technology and management practices.

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

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

Risk Management Implications

Risk identified:

Environmental risk
People risk
Regulatory risk
Safety risk

Legislative Implications

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

Environmental Implications

Environmental Risk rating has been assessed as: High

Financial and Budgetary Implications

The financial risk rating has been assessed as: Low

Policy Implications

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

Communications Policy
Environmental Policy
Risk Management Policy

Council Plan Implications

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

Goal 3 – Sustainable Environment
3.1 Preserve and enhance the natural environment.
3.2 Promote sustainable environmental management practices.

Goal 4 – Good Governance
4.4 Develop a high performing accountable organisation.

Communication Implications

Consultation has already been undertaken in development of the plans.

Equal Impact Assessment

No Equal Impact Assessment is required.

Conclusion

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

Attachments

1. WWSC OWMP DRAFT 002 (3) [**15.2.1** - 95 pages]

West Wimmera Shire Council

Onsite Wastewater Management Plan

2024 - 2029

Prepared for: West Wimmera Shire Council

Prepared by: Connor Morton
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Document Control Sheet

Document and Project Details	
Document Title:	West Wimmera Shire Council Onsite Wastewater Management Plan 2024 – 2029
Author:	Connor Morton
Project Manager:	Mark Saunders
Date of Issue:	13/05/2024
Job Reference:	3467_WWSC_OWMP_002
Synopsis:	The Onsite Wastewater Management Plan (OWMP) has been developed to identify onsite wastewater management (OWM) issues within the Shire and recommend management actions to ensure potential risks are appropriately managed. A key component of the OWMP is wastewater management risk assessment and mapping that has been completed for the Shire. The assessment identifies prioritised areas that are in need of improved wastewater management practices.
Client Details	
Client:	West Wimmera Shire Council
Primary Contact:	Kiara Silvester, Environmental Health Technician Telephone 13 99 72

Document Distribution

Version Number	**Date**	**Status**	**DISTRIBUTION – NUMBER OF COPIES** (p – print copy; e – electronic copy)		
			Client	WC	Other
001	28/02/2024	DRAFT_001	1e	-	-
002	04/07/2024	DRAFT_002	2e	2e	-

Document Verification

Checked by:	***Issued by:***
Heather Murphy	Connor Morton

Acknowledgement of Country

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

Disclaimer

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

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

Copyright Note

Document Certification

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

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

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

Acronyms

Term	Definition
AHD	Australian Height Datum
AWTP	Aerated Wastewater Treatment System
CMA	Catchment Management Authority
DEM	Digital Elevation Model
DEECA	Department of Energy, Environment, and Climate Action
DELWP	Department of Environment, Land, Water, and Planning (now DEECA)
DIR	Design Irrigation Rate
DLR	Design Loading Rate
DSE	Department of Sustainability and the Environment (former)
DWMP	Domestic Wastewater Management Plan
EDS	Effluent dispersal system
EPA	Environment Protection Authority
GIS	Geographic Information System
GMA	Groundwater Management Area
LCA	Land Capability Assessment
LGA	Local Government Area
LPED	Low-Pressure Effluent Distribution System
LRA	Land Resource Assessment
MAV	Municipal Association of Victoria
OMLI	Obligations for Managers of Land or Infrastructure
OWM	Onsite Wastewater Management
OWMP	Onsite Wastewater Management Plan
PIPS	Performance Information & Performance Statement
RAF	Risk Assessment Framework
SILO	Scientific Information for Land Owners
VCAT	Victorian Civil and Administrative Tribunal
VVG	Visualising Victoria's Groundwater (Project)
WC	Water Corporation
WMIS	Water Measurement Information System
WSPA	Water Supply Protection Area
WWSC	West Wimmera Shire Council

Executive Summary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Table of Contents

1 Introduction

1.1 Overview and Objectives

West Wimmera Shire Council (WWSC, the Shire or Council) has an area of approximately 9,106km^2 and a population of approximately 3,810 people in 2021 (WWSC Community Vision, 2021-2041). The main townships are Edenhope and Kaniva, with smaller rural townships including Apsley, Harrow, Goroke, and Serviceton.

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

As of publishing the OWMP, there are a total of 1,512 sewered lots within the Shire, with 8,276 unsewered 'developable' lots. Developable lots are considered to be lots that are >400m^2 and are not mapped as parks and conservation, crown land, road reserve, or public land management. These excluded lots will be referenced as 'public land lots'. Unsewered developable lots are to be serviced by OWM systems.

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

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

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

The key objectives of the OWMP are to provide:

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

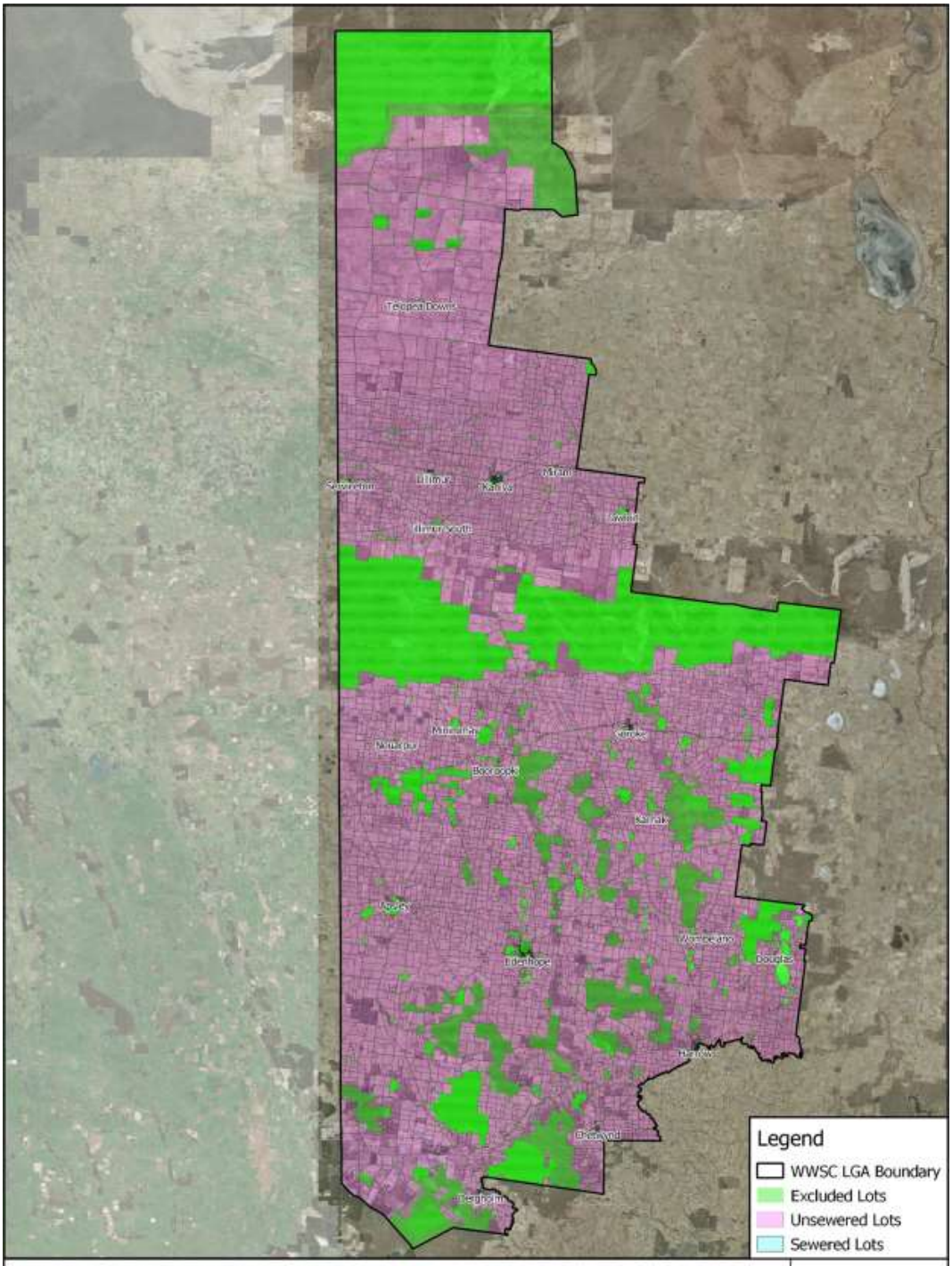


Figure 1: Sewered and Unsewered Lots

West Wimmera Shire Council OWMP 2024

Whitehead & Associates Environmental Consultants

Revision	001
Drawn	CM
Approved	MS

1.2 Development of the OWMP

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

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

1.3 Previous Onsite Wastewater Management Plan

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

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

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

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

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

2 Overview of Onsite Wastewater Management

2.1 The Historical Context

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

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

2.2 What is Wastewater?

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

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

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

Table 1: Typical Domestic Wastewater and Septic Effluent Quality[1]

Parameter (mg/L)	Untreated Wastewater	Septic Effluent
Biological Oxygen Demand (BOD_5)	150-300	100-200
Total Suspended Solids (TSS)	150-300	20-100
Ammonium (NH^{4+})	~10	~40
Organic Nitrogen	~30	~15
Ammonia (NO^{3-})	4-13	<1
Ortho Phosphate	6-10	10-15
Organic Phosphorus	4-15	<4

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

2.3 Wastewater Treatment

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

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

Section 4.3 of EPA Victoria (2024), *Guideline for Onsite Wastewater Management* (GOWM, 2024) provides detailed information about wastewater treatment systems.

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

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

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

2.4 Effluent Dispersal Systems

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

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

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

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

Section 2 of EPA Victoria (2024), *Guideline for Effluent Dispersal and Recycling Systems* (EDRS, 2024) provides detailed information about EDS'.

2.5 Risks Associated with Wastewater

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

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

2.5.1 Public Health

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

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

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

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

The ability of pathogens to survive in the environment varies substantially, depending on environmental conditions and the type and life-stage of the organism. Some organisms produce highly resilient spores which can persist in unfavourable conditions for long time periods and can be transported great distances in surface water and groundwater.

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

2.5.2 Environmental

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

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

2.5.3 Social

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

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

2.5.4 Summary

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

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

Table 2: Health and Environmental Risk of OWM Systems

Risk	Typical Cause	Potential Impacts
Ineffective regulation	Lack of staff / time	Environmental, Health, and Social
Off-site discharge	Failing / poorly managed / damaged / unapproved treatment and / or EDS / previous approved practices for off-site discharges	Environmental, Health, and Social

Risk	Typical Cause	Potential Impacts
Disinfection failure	No disinfection / poor upstream treatment	Health
Failure of treatment system	Lack of maintenance / poor installation / age of system	Environmental, Health, and Social
Surcharge from EDS	Peak loads / overload of system / failure of EDS / undersized or poorly designed system / shallow groundwater	Environmental, Health, and Social
Failure of EDS	Clogging layer in trenches or beds / broken pipes / inappropriate hydraulics / shallow groundwater	Environmental, Health, and Social
Human contact with effluent	Poor OH&S in maintenance / inappropriate disposal methods	Health and Social
Owner mismanagement	Lack of knowledge of system or regulations / cost avoidance	Environmental, Health and Social
Damage to EDS	Access by vehicles or stock / inappropriate boundaries or protection	Health and Social
Odour	Poor maintenance / toxins in influent / inadequate treatment / mechanical fault	Social
Groundwater contamination	EDS overloaded (undersized or failing) / shallow groundwater / poor design	Environmental, Health, and Social
Surface water contamination	Surface runoff of effluent in EDS / inadequate setback distance / recharge from contaminated groundwater	Environmental, Health, and Social
Human or animal disease outbreak	Direct or indirect pathogen exposure due to any of previously mentioned causes	Health and Social
Degradation of soils	Undersized or failing EDS / usually high strength effluent	Environmental and Social
Increased algae growth	Excess nitrate and phosphate in surface waters from runoff	Environmental, Health, and Social
Degradation of native vegetation	Excess nitrate and phosphate in soils and / or surface waters / unsuitable design	Environmental and Social

3 Legislation and Policies

3.1 Council's Plans and Policies

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

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

3.2 Legislation

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

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

3.3 Regulatory and Legislative Authorities

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

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

3.4 Administrative Authorities

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

3.5 Standards and Guidelines

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

- DELWP (2022), *Risk Assessment Guidance Final Report*;
- EPA Victoria (2024),*Guideline for Onsite Wastewater Management*;

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

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

4 Risk Assessment Framework

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

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

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

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

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

4.1 OWM Risk Analysis

4.1.1 Methodology and Rationale

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

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

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

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

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

((Soil Suitability + Slope) x ((2 x Lot Size) + Climate)) ÷ 10

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

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

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

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

Table 3: Risk Rating Description

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

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

4.1.2 Risk Analysis Mapping

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

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

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

Table 4: Final Risk Rating Summary

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

4.1.3 Evaluation of Risk Analysis

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

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

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

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

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

4.2 Risk Analysis Summary

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

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

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

4.3 Limitations of the Risk Assessment Framework

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

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

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

5 Locality Reports

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

5.1 Apsley

5.1.1 Background

The locality of Apsley is 332.2km^2, is located to the west of Edenhope, with the township ~7kms east of the South Australia border. The locality has a total population of 329 people, with 193 total private dwellings as per the Australia Bureau of Statistics (2021) (ABS, 2021).

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

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

5.1.2 Soil Type

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

5.1.3 Topography and Lot Size

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

Lots within the locality have a median slope 0.6%, with slopes ranging from 0.1 to 5.7%. The township has a median slope 0.9%, ranging in slope from 0.1% – 5.6%. The locality has a median lot size of 10.8ha, ranging from 425m^2 to 393.1ha. The township has a median lot size of 1.2ha, ranging from 425m^2 to 9.2ha.

5.1.4 Climate

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

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

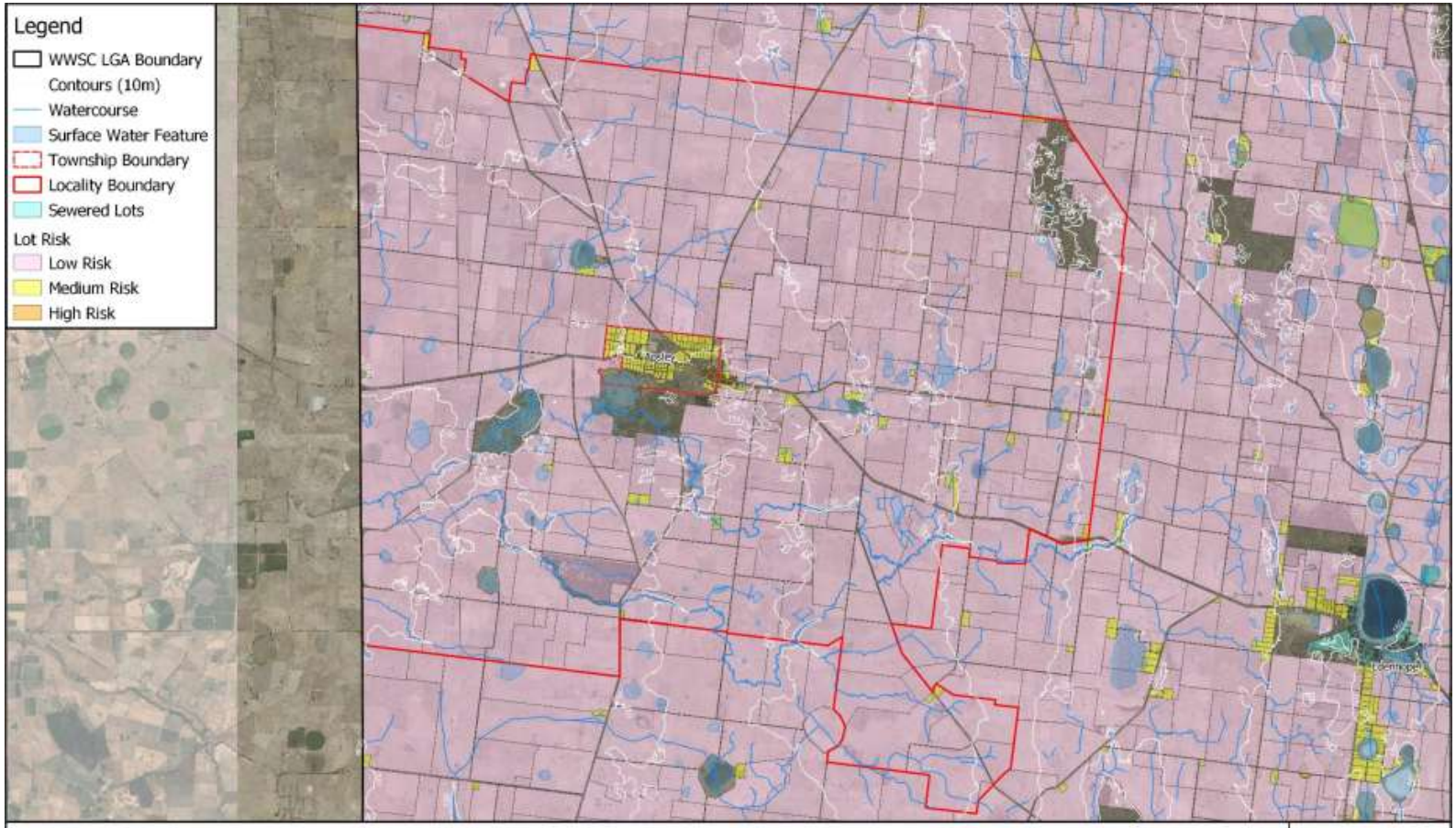
5.1.5 Lot Risk

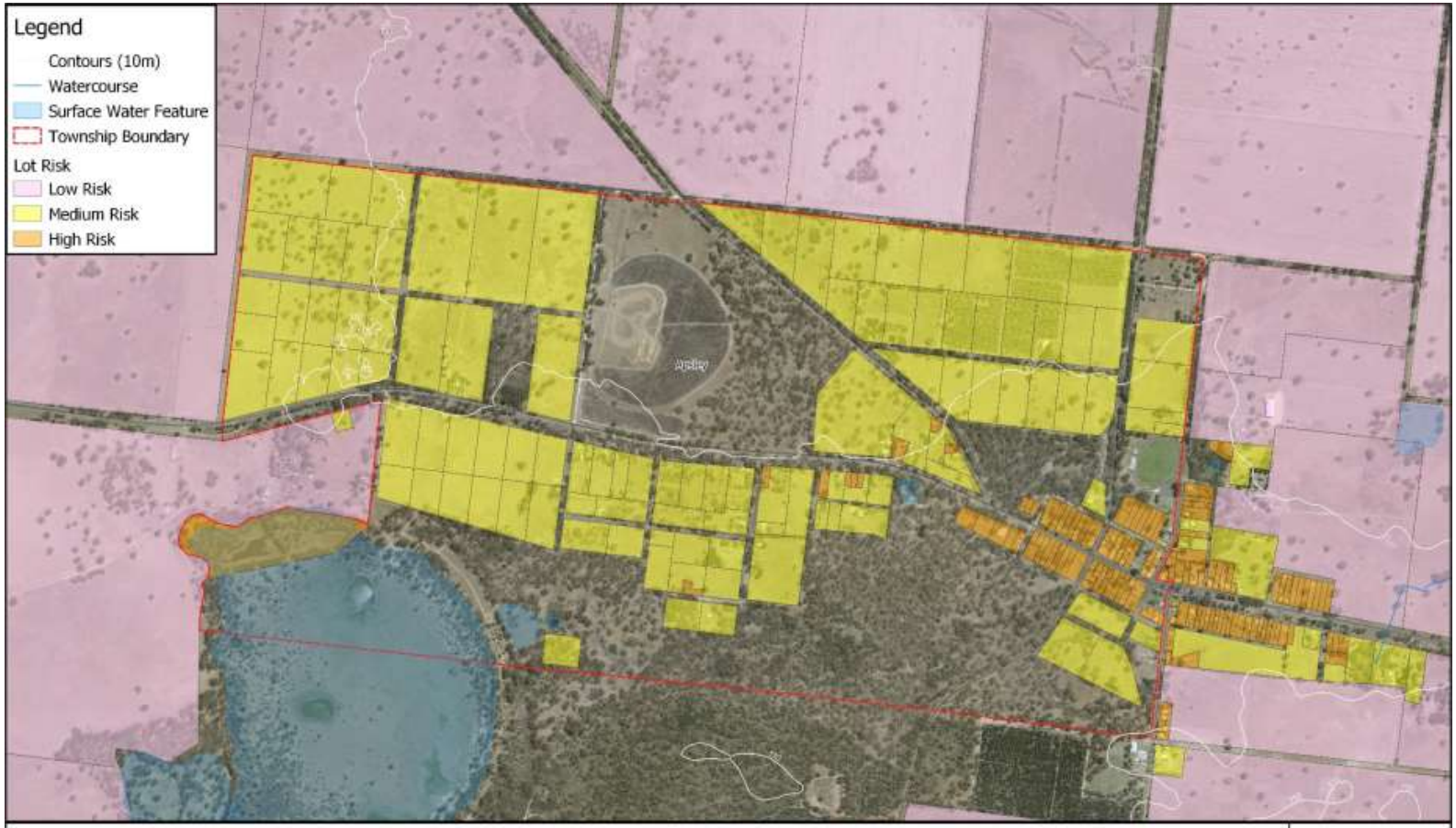
A summary for the lot risk for the entire locality and township are provided in Table 5.

Table 5: Apsley Risk Summary

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

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


Legend
WWSC LGA Boundary
Contours (10m)
Watercourse
Surface Water Feature
Township Boundary
Locality Boundary
Sewered Lots
Lot Risk
Low Risk
Medium Risk
High Risk
Figure 2: Apsley Locality Risk
West Wimmera Shire Council OWMP 2024
Whitehead & Associates
Environmental Consultants
0
5
10
15
20
25 km
(Approx Scale)
N
Revision 001
Drawn CM
Approved MS


Legend
Contours (10m)
Watercourse
Surface Water Feature
Township Boundary
Lot Risk
Low Risk
Medium Risk
High Risk
Apsley
Figure 3: Apsley Township Risk
West Wimmera Shire Council OWMP 2024
Whitehead & Associates
Environmental Consultants
0
0.5
1
1.5
2
2.5
3 km
(Approx Scale)
N
Revision
001
Drawn
CM
Approved
MS

5.2 Harrow

5.2.1 Background

The locality of Harrow is 283.3km^2, is located to the east of Edenhope with the township adjacent the Glenelg River at the Shires southern border. The locality has a total population of 184 people, with 110 total private dwellings (ABS, 2021).

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

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

5.2.2 Soil Type

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

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

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

5.2.3 Topography and Lot Size

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

Lots within the locality have a median slope 5.3%, with slopes ranging from 0.0% to 36.6%. The township has a median slope 14.4%, ranging in slope from 0.6% – 36.6%. A majority of the lots with steeper terrain are adjacent or within proximity the Glenelg River. The locality has a median lot size of 5.3ha, ranging from 401m^2 to 738.3ha. The township has a median lot size of 0.4ha, ranging from 401m^2 to 4.0ha.

5.2.4 Climate

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

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

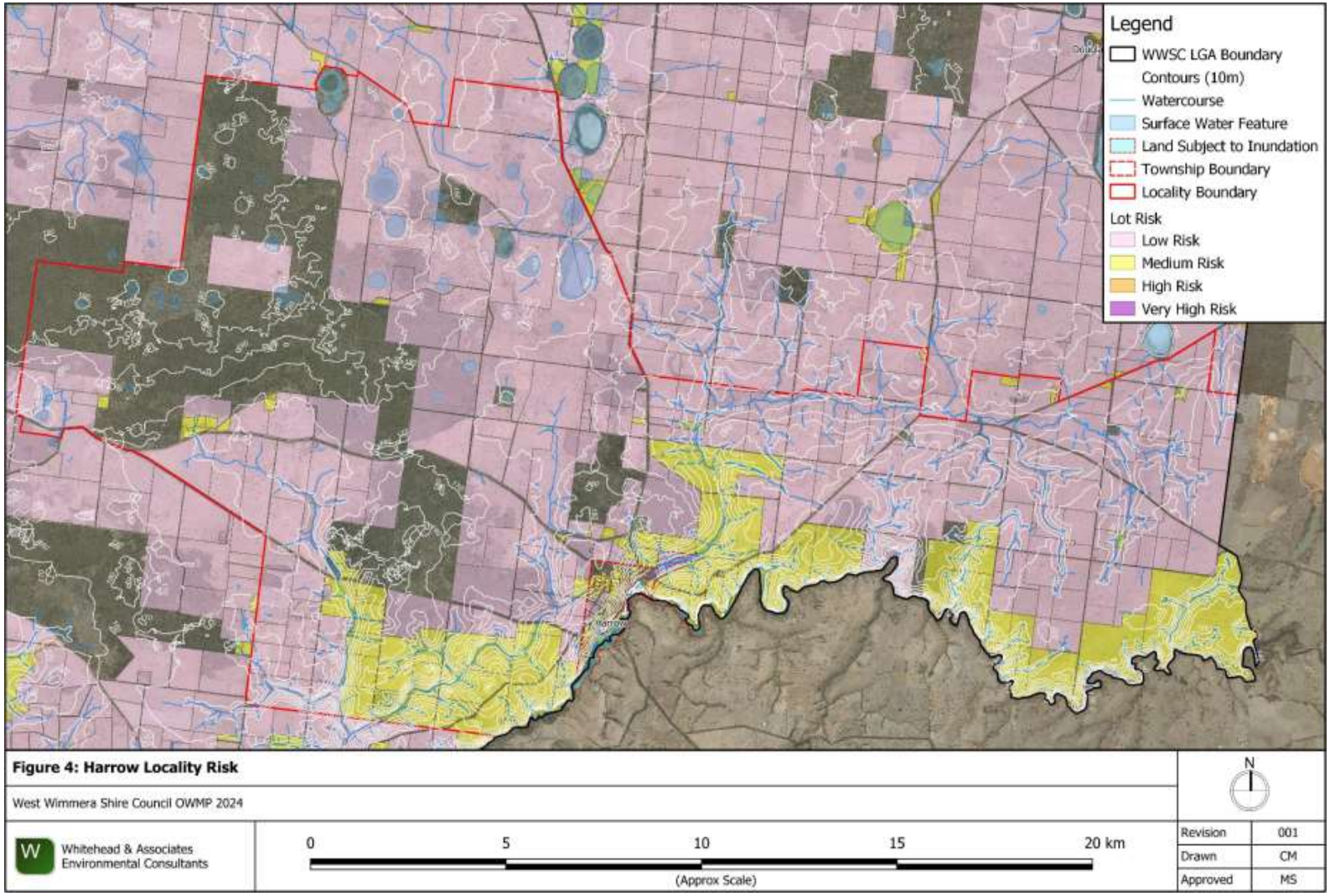
5.2.5 Lot Risk

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

Table 6: Harrow Risk Summary

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

A majority of the locality is classified as a Low Risk, with most of the township being classified as High Risk. The elevated risk associated with lots within the township is attributed to useable land and slope limitations.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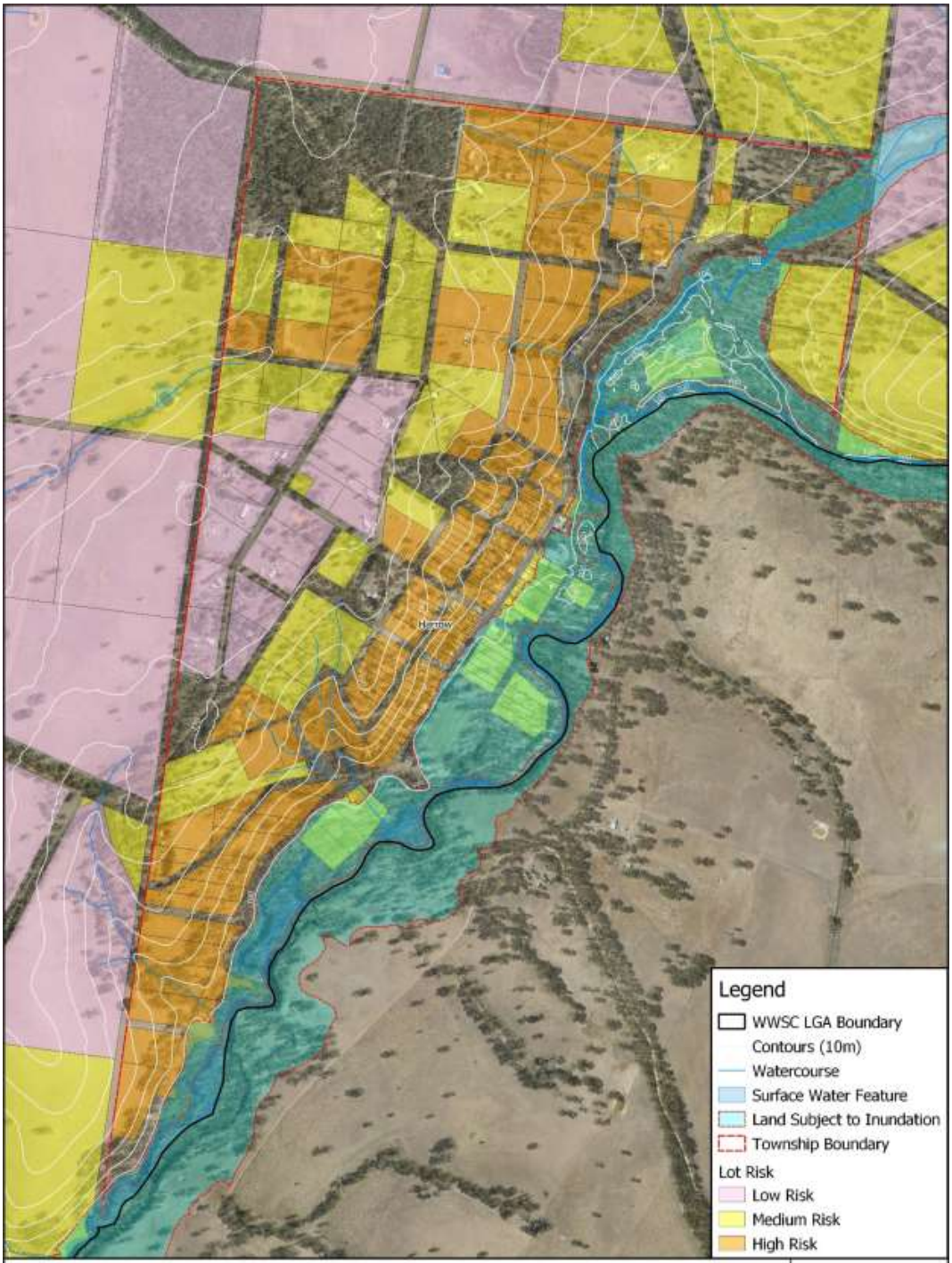
WWSC LGA Boundary
Contours (10m)
Watercourse
Surface Water Feature
Land Subject to Inundation
Township Boundary
Locality Boundary
Lot Risk
Low Risk
Medium Risk
High Risk
Very High Risk
Figure 4: Harrow Locality Risk
West Wimmera Shire Council OWMP 2024
Whitehead & Associates
Environmental Consultants
0
5
10
15
20 km
(Approx Scale)
N
Revision 001
Drawn CM
Approved MS


Legend
WWSC LGA Boundary
Contours (10m)
Watercourse
Surface Water Feature
Land Subject to Inundation
Township Boundary
Lot Risk
Low Risk
Medium Risk
High Risk
Figure 5: Harrow Township Risk
West Wimmera Shire Council OWMP 2024
N
Whitehead & Associates
Environmental Consultants
0
0.25
0.5
0.75
1 km
(Approx Scale)
Revision
001
Drawn
CM
Approved
MS

5.3 Goroke

5.3.1 Background

The locality of Goroke is 323.5km^2, is located to the south of and partially within the Little Desert National Park. The locality has a total population of 295 people, with 163 total private dwellings (ABS, 2021).

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

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

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

5.3.2 Soil Type

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

5.3.3 Topography and Lot Size

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

Lots within the locality have a median slope 1.3%, with slopes ranging from 0.1% to 6.8%. The township has a median slope 1.0%, ranging in slope from 0.7% – 2.0%. The locality has a median lot size of 9.2ha, ranging from 465m^2 to 651.5ha. The township has a median lot size of 0.1ha, ranging from 480m^2 to 0.15ha.

5.3.4 Climate

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

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

5.3.5 Lot Risk

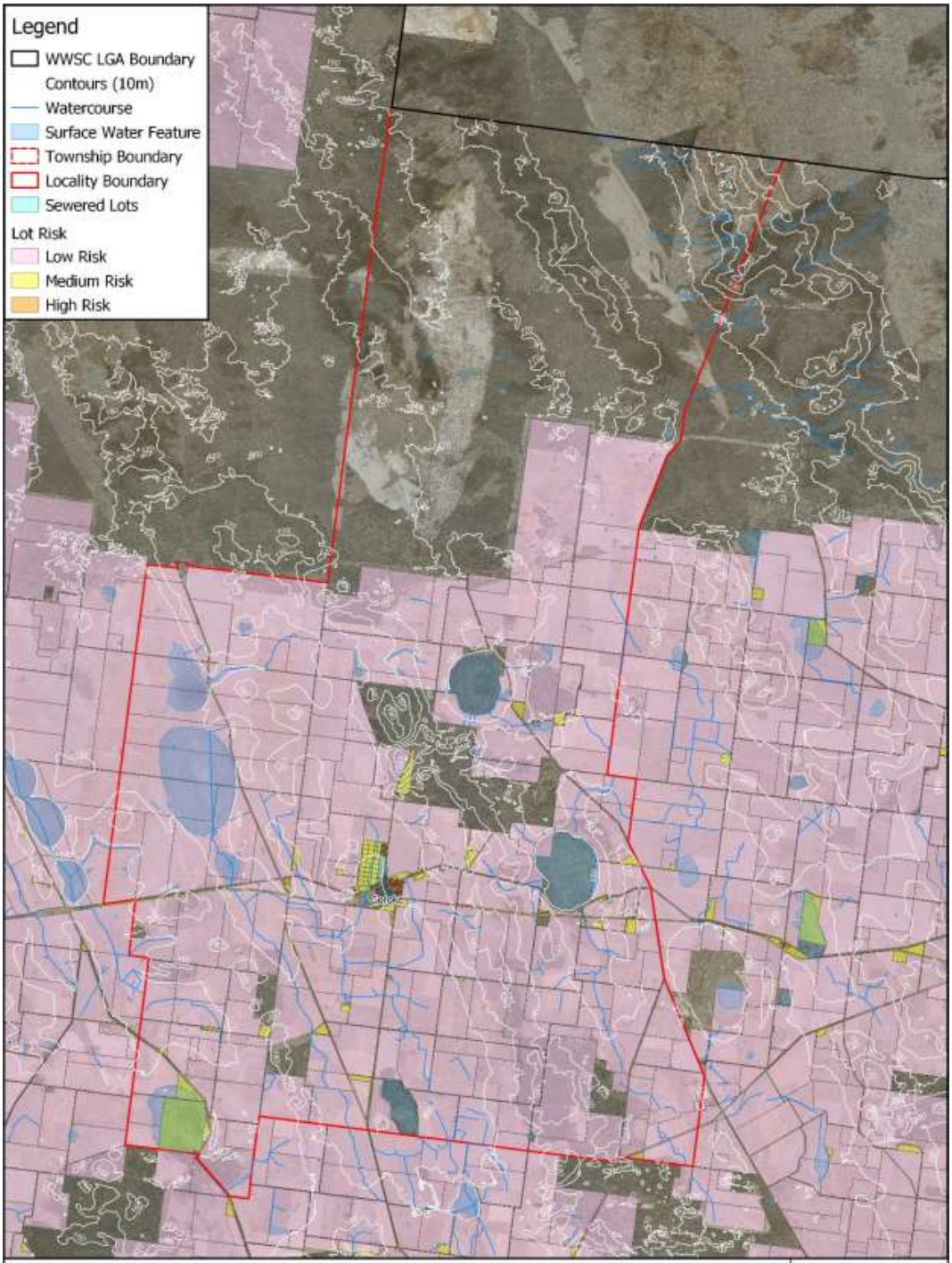
A summary for the lot risk for the entire locality and township are provided in the following table.

Table 7: Goroke Risk Summary

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

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

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


Legend
WWSC LGA Boundary
Contours (10m)
Watercourse
Surface Water Feature
Township Boundary
Locality Boundary
Sewered Lots
Lot Risk
Low Risk
Medium Risk
High Risk
Figure 6: Goroke Locality Risk
West Wimmera Shire Council OWMP 2024
Whitehead & Associates
Environmental Consultants
0 2 4 6 8 10 km
(Approx Scale)
N
Revision 001
Drawn CM
Approved MS

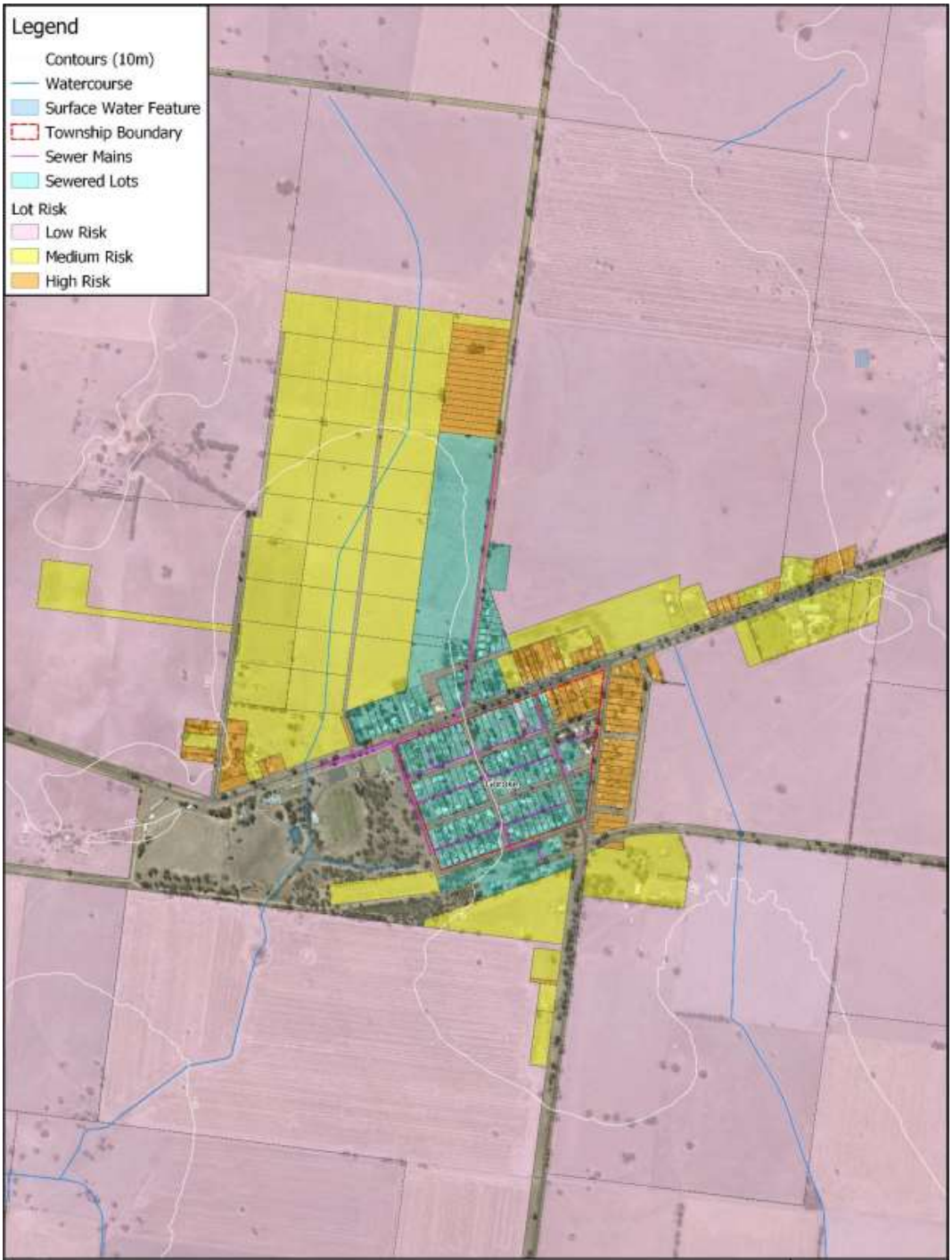


Figure 7: Goroke Township Risk

West Wimmera Shire Council OWMP 2024

5.4 Edenhope

5.4.1 Background

The locality of Edenhope is 498.7km^2, and is located between the localities of Apsley to the west and Harrow to the east. The township is located on the southern banks of Lake Wallace, with Back Swamp within the east of the township. The locality has a total population of 937 people, with 541 total private dwellings (ABS, 2021).

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

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

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

5.4.2 Soil Type

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

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

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

5.4.3 Topography and Lot Size

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

Lots within the locality have a median slope of 0.9%, with slopes ranging from 0.1% to 3.9%. Lots within the township have a median slope of 0.9%, with slopes ranging from 0.2% to 1.3%. The locality has a median lot size of 1.4ha, ranging from 117m^2 to 866.2ha. The township has a median lot size of 0.1ha, ranging from 117m^2 to 13.9ha.

5.4.4 Climate

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

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

5.4.5 Lot Risk

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

Table 8: Edenhope Risk Summary

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

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

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

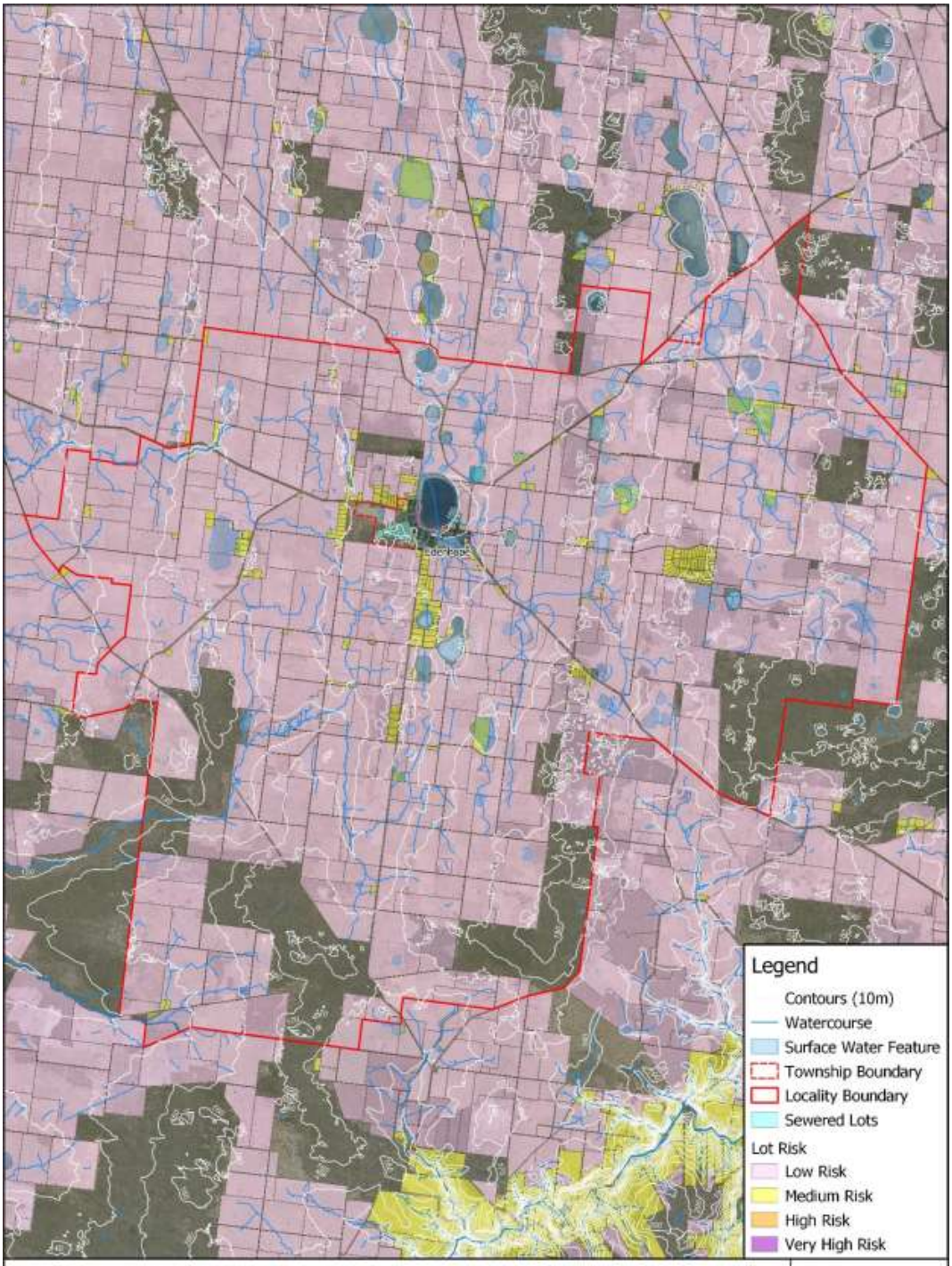


Figure 8: Edenhope Locality Risk

West Wimmera Shire Council OWMP 2024

Figure 9: Edenhope Township Risk

West Wimmera Shire Council OWMP 2024

5.5 Kaniva

5.5.1 Background

The locality of Kaniva is the largest within the Shire at 1,025.3km^2, and is located to the north of and partially within Little Desert National Park. The locality has a total population of 891 people, with 472 total private dwellings (ABS, 2021).

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

Wastewater generated within the sewered lots is managed within two (2) gravity reticulation networks, with a majority of lots in the southeast and northwest draining to the northeast, and the remaining lots within the west draining to the southwest. Both networks drain to two (2) separate wastewater treatment plants owned and operated by GWM Water, located to the north and south of the township.

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

5.5.2 Soil Type

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

5.5.3 Topography and Lot Size

A majority of the locality consists of plains, with ridges and rises orientated from north to south throughout. Lots within the locality have a median slope 1.3%, with slopes ranging from 0.1 to 5.4%. The locality has a median lot size of 72.2ha, ranging from 0.1ha to 794.7ha.

5.5.4 Climate

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

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

5.5.5 Lot Risk

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

Table 9: Kaniva Risk Summary

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

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

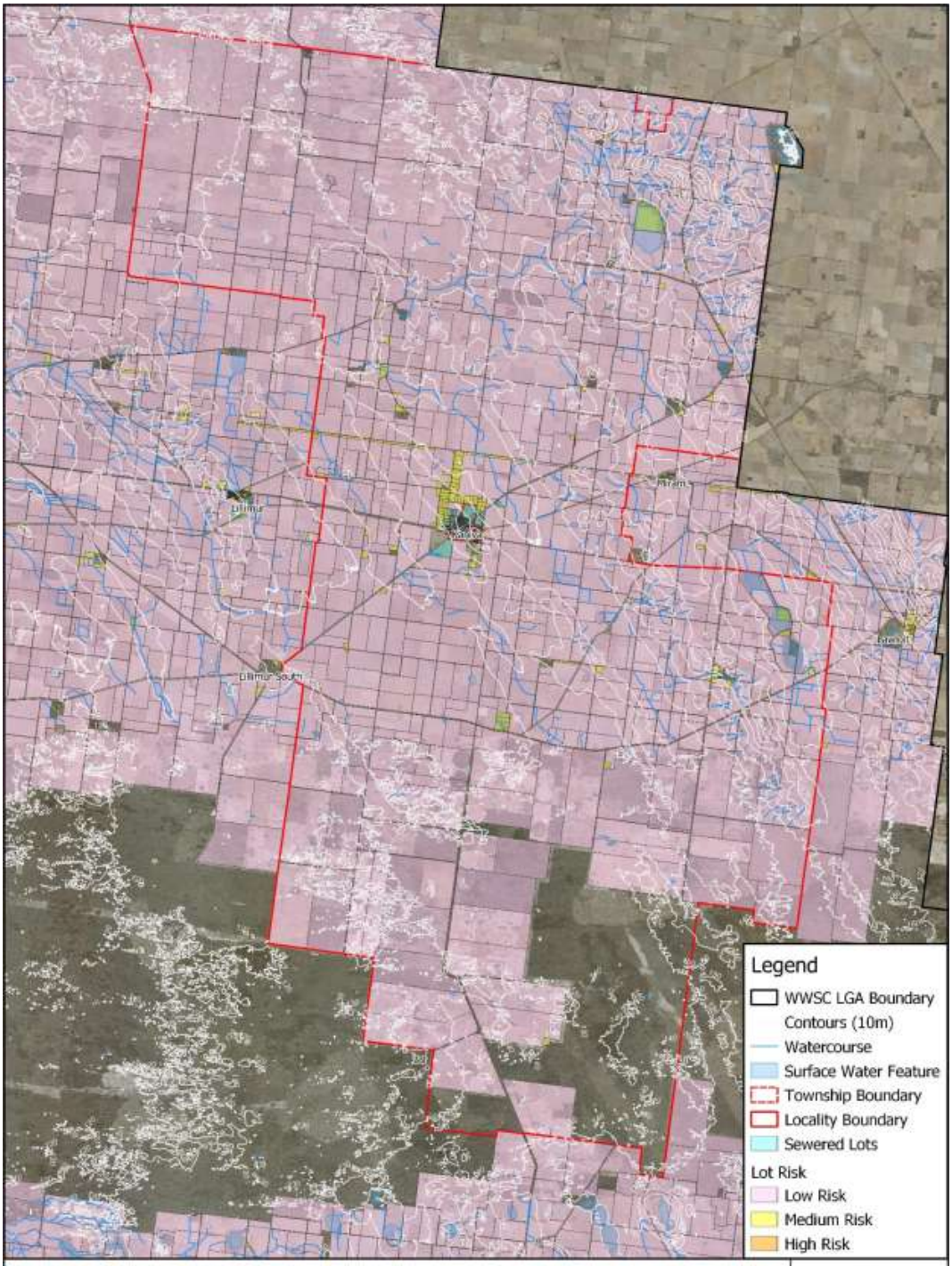


Figure 10: Kaniva Locality Risk

West Wimmera Shire Council OWMP 2024

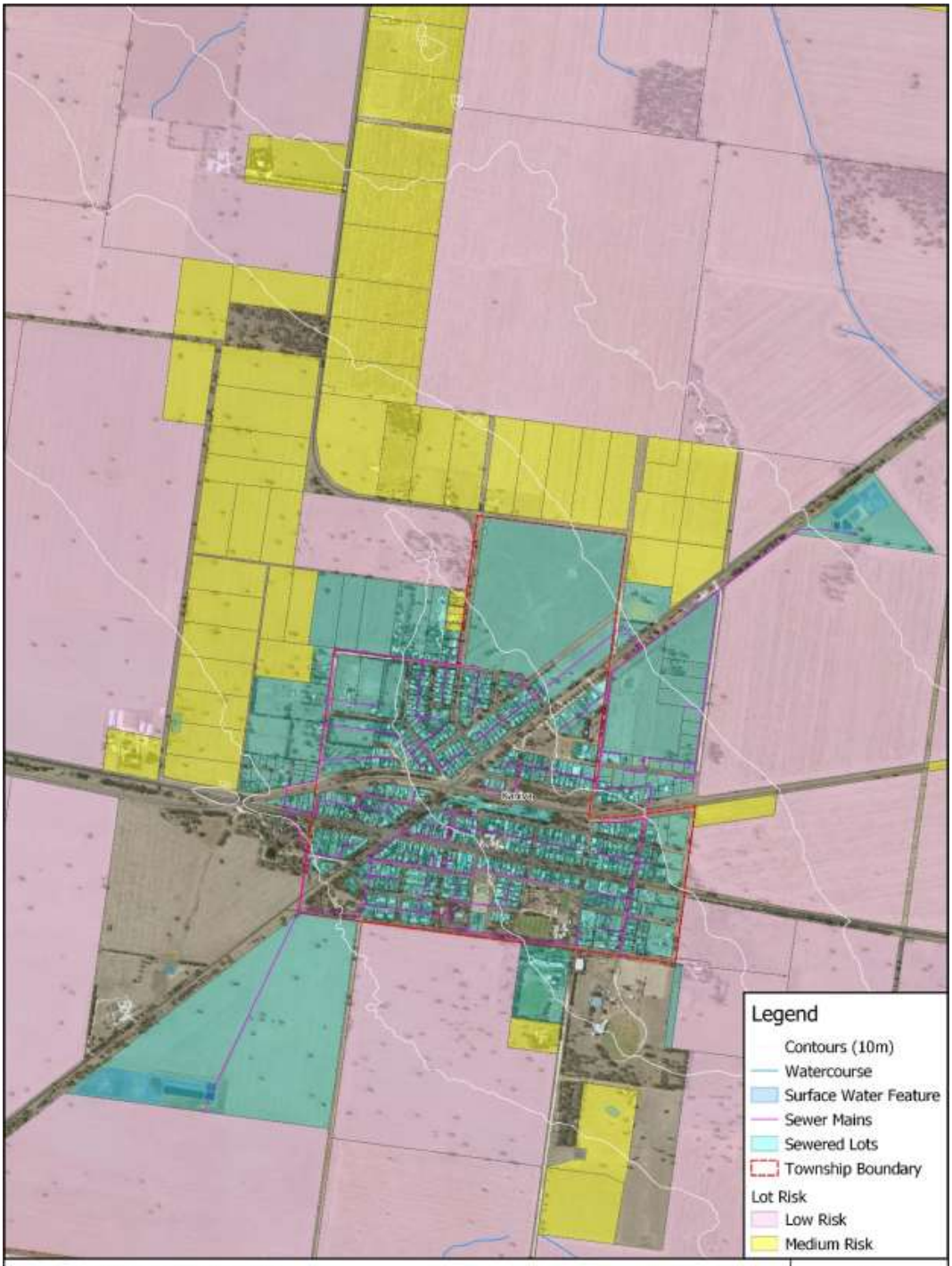


Figure 11: Kaniva Township Risk

West Wimmera Shire Council OWMP 2024

5.6 Serviceton

5.6.1 Background

The locality of Serviceton is 430.2km^2, and is located to the west of Kaniva, with the township ~1.2km east of the South Australian border. The locality has a total population of 129 people, with 67 total private dwellings (ABS, 2021).

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

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

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

5.6.2 Soil Type

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

5.6.3 Topography and Lot Size

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

Lots within the locality have a median slope 0.8%, with slopes ranging from 0.1% to 6.4%. The township has a median slope 0.5%, ranging in slope from 0.1% – 1.1%. The locality has a median lot size of 57.8ha, ranging from 600m^2 to 1,062.1ha. The township has a median lot size of 0.1ha, ranging from 600m^2 to 16.5ha.

5.6.4 Climate

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

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

5.6.5 Lot Risk

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

Table 10: Serviceton Risk Summary

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

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

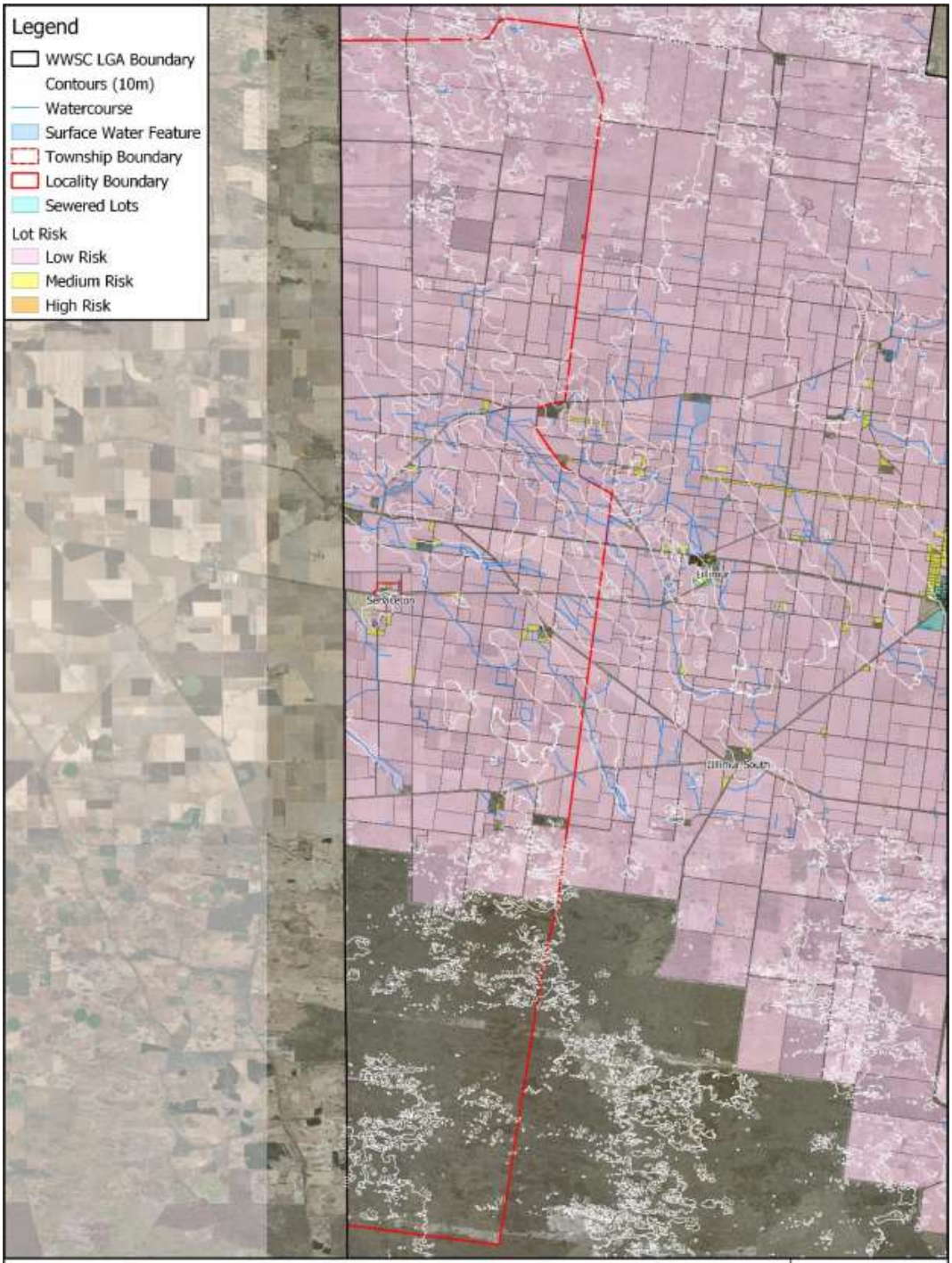

Legend
WWSC LGA Boundary
Contours (10m)
Watercourse
Surface Water Feature
Township Boundary
Locality Boundary
Sewered Lots
Lot Risk
Low Risk
Medium Risk
High Risk
Serviceton
Lillimur
Lillimur South
Figure 12: Serviceton Locality Risk
West Wimmera Shire Council OWMP 2024
Whitehead & Associates
Environmental Consultants
0 3 6 9 12 15 km
(Approx Scale)
N
Revision 001
Drawn CM
Approved MS

Figure 13: Serviceton Township Risk

West Wimmera Shire Council OWMP 2024

6 Overall Shire Risk

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

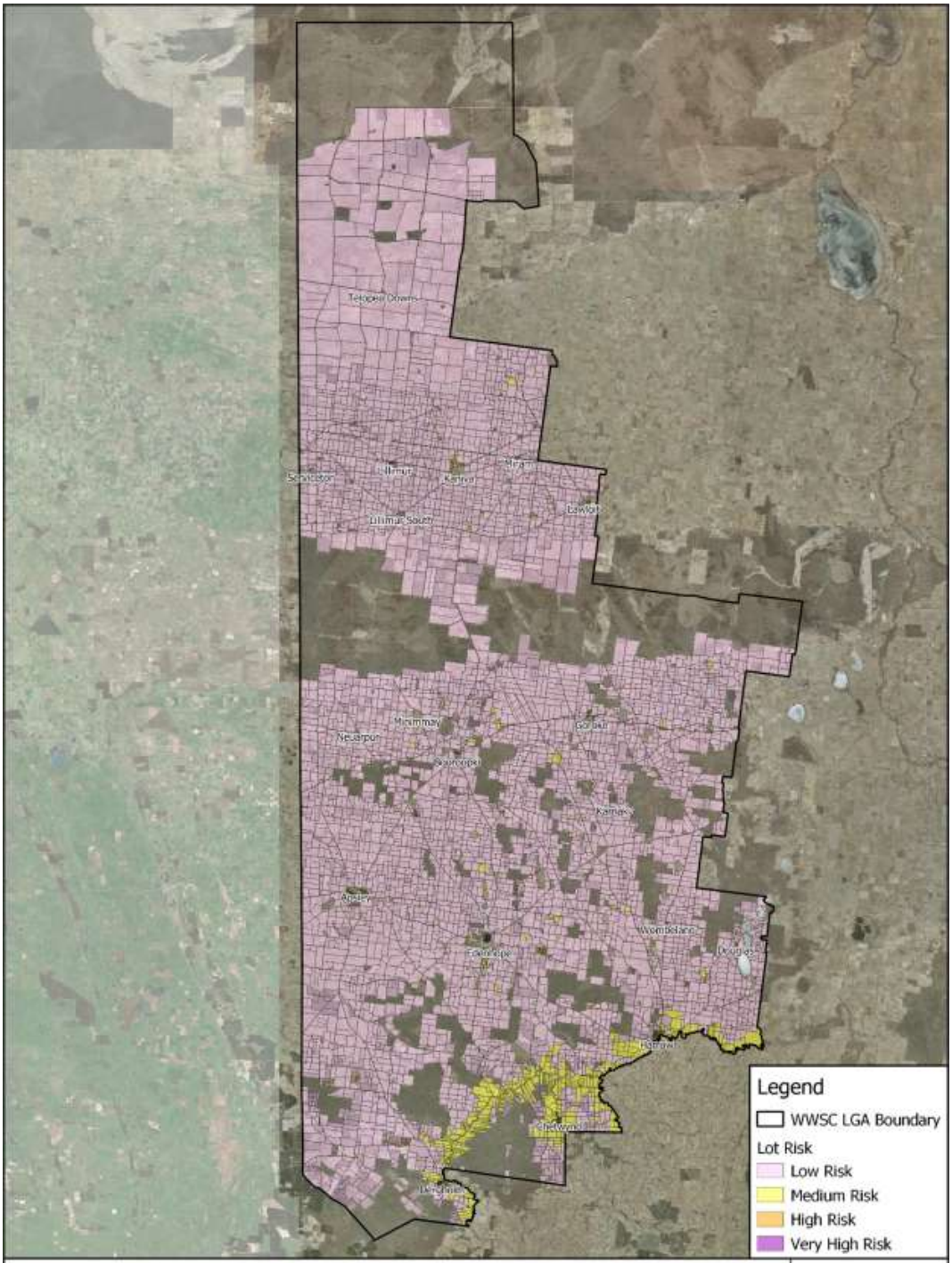


Figure 14: Entire Shire Risk

West Wimmera Shrie Council OWMP 2024

7 Locality OWM System Requirements

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

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

Water balance modelling was undertaken to determine the minimum basal areas for the applicable effluent dispersal systems, as presented in the Tables 11 and 12. Water balance modelling and climate data used can be found in Appendix C of the OWMP. The soil loading rate has been based on the values as presented in Table 4-8 of the GOWM (2024). Any application for the installation of an OWM system that does not comply with the predetermined requirements is required to be determined by a LCA and WMR.

Table 11: Subsurface Irrigation Sizing Table

Locality	1 – 3 Bedrooms (720L/day)	4 Bedrooms (900L/day)	5 Bedrooms (1,080L/day)
Apsley (m^2)	730	910	1,090
Benayeo (m^2)	550	680	820
Bringalbert (m^2)	560	710	850
Broughton (m^2)	400	500	600
Charam (m^2)	570	710	850
Chetwynd (m^2)	1,110	1,390	1,670
Connewirricoo (m^2)	850	1,060	1,270
Dergholm (m^2)	1,070	1,330	1,600
Dorodong (m^2)	970	1,210	1,460
Douglas (m^2)	550	680	820
Edenhope (m^2)	550	690	830
Goroke (m^2)	500	620	740
Grass Flat (m^2)	410	510	610
Gymbowen (m^2)	480	600	720
Harrow (m^2)	650	820	980
Kadnook (m^2)	790	990	1,180
Kaniva (m^2)	430	540	650

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

Table 12: ETA Bed Sizing Table

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

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

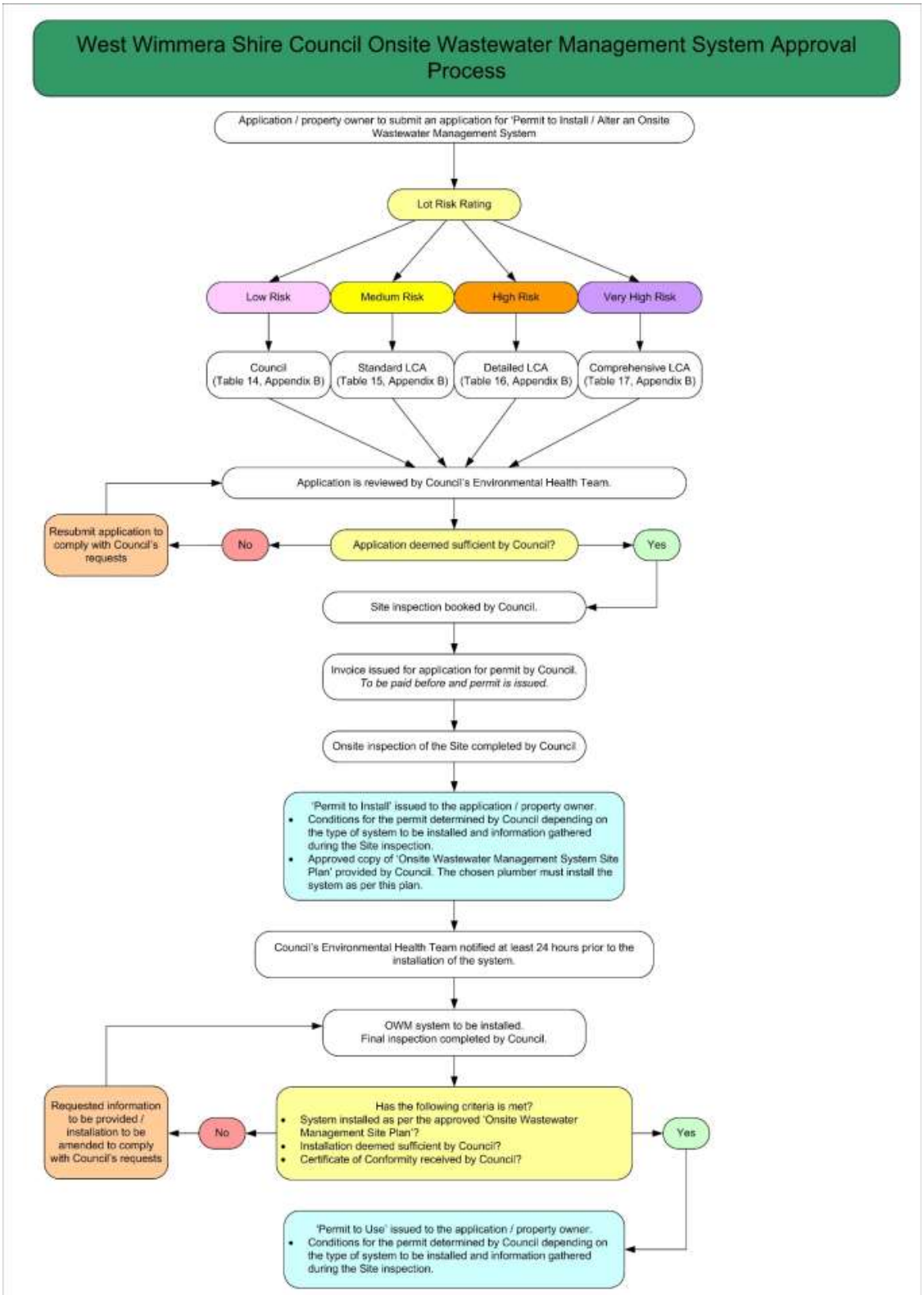
8 Development Planning and Assessment

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

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

9 OWM System Approval Process

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


West Wimmera Shire Council Onsite Wastewater Management System Approval Process
Application / property owner to submit an application for 'Permit to Install / Alter an Onsite Wastewater Management System
Lot Risk Rating
Low Risk
Medium Risk
High Risk
Very High Risk
Council (Table 14, Appendix B)
Standard LCA (Table 15, Appendix B)
Detailed LCA (Table 16, Appendix B)
Comprehensive LCA (Table 17, Appendix B)
Application is reviewed by Council's Environmental Health Team.
Application deemed sufficient by Council?
No
Resubmit application to comply with Council's requests
Yes
Site inspection booked by Council.
Invoice issued for application for permit by Council.
To be paid before and permit is issued.
Onsite inspection of the Site completed by Council
'Permit to Install' issued to the application / property owner.
Conditions for the permit determined by Council depending on the type of system to be installed and information gathered during the Site inspection.
Approved copy of 'Onsite Wastewater Management System Site Plan' provided by Council. The chosen plumber must install the system as per this plan.
Council's Environmental Health Team notified at least 24 hours prior to the installation of the system.
OWM system to be installed.
Final inspection completed by Council.
Has the following criteria is met?
System installed as per the approved 'Onsite Wastewater Management Site Plan'?
Installation deemed sufficient by Council?
Certificate of Conformity received by Council?
No
Requested information to be provided / installation to be amended to comply with Council's requests
Yes
'Permit to Use' issued to the application / property owner.
Conditions for the permit determined by Council depending on the type of system to be installed and information gathered during the Site inspection.

10 Onsite System Maintenance and Upgrade Options

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

10.1 Maintenance of Existing Systems

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

- Regular desludging (pump-out) of septic or primary tank as required by EPA Certificates of Conformance for each type of system;
    - If the system doesn't have an EPA Certificate of Conformance, desludging should be completed at least every 3-5 years, or prior to this time if solids reduce the wastewater detention period to less than 24 hours;
    - A pump-out should significantly improve performance; however, this will not rectify existing damage to the dispersal area resulting from excess suspended solids;
- Checking of all system chambers and other checks as required by system manufacturers for secondary systems;
- Addition of chlorine for disinfection where a mechanical treatment system (AWTP / ATU) with chlorination is used;
- Ensuring householders do not discharge chemicals used within the dwelling to the system i.e. bleaches, antibacterial cleaning products, paints, dyes etc.;
- Ensuring that the system is not turned off at any time, where electrical components are present;
- Responding to system alarms within 24 hours as this usually indicates a system failure or problem;
- Ensuring stormwater doesn't enter the system or flow over the EDS;
- If the secondary treatment system (of any type) is more than five years old, then effluent samples should be collected for analysis of BOD_5, TSS and faecal coliforms (E. coli) to assess whether the system is still functioning to its specification and achieving the target effluent quality as prescribed by Table 4-5 of the GOWM (2024); and
- Ensuring all sprinklers, irrigation area or other EDS is maintained, i.e. lawn mowing, checking that sprinklers / distribution lines are not damaged and that flushing of lines is undertaken periodically.

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

10.2 Modification of Existing OWM Systems

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

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

10.2.1 Install Service Riser for Septic Tank Access

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

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

10.2.2 Minor Repairs

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

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

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

10.2.3 Outlet Filters for Septic Tanks

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

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

10.3 Upgrade / Replacement of Existing OWM Systems

Where a new system, or major upgrade works, are required (i.e. substantial repair, expansion or replacement of either the treatment system and/or EDS), the system must comply with the current Standards, GOWM (2024), and EDRS (2024).

Where an existing system is shown to be operating effectively but does not comply with the current Standards, GOWM (2024), and EDRS (2024), then the system should be monitored. However, unless a failure occurs, contravening the General Environmental Duty (GED) from the *EP Act 2017*, effluent is discharging off-site, or a dwelling extension / modification is proposed, the owner should not be required to upgrade or replace the system provided it is performing as per the original permit conditions. This situation is common for older dwellings where trenches may be undersized for the number of bedrooms, but only one (1) or two (2) people are living in the dwelling.

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

10.3.1 Enforcement of Upgrade Works

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

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

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

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

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

10.3.2 Replacement of Septic Tanks

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

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

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

Where existing septic tanks are performing adequately (or have this capability), they can be retained and used as part of the secondary treatment system. The suitability of the existing tank for this purpose needs to be thoroughly assessed by a suitably qualified wastewater professional. In most cases, it will be more straightforward to decommission the septic tank and replace it with a new treatment system. Disposal options for decommissioned septic tanks include collapse and in-fill, removal to off-site landfill, or appropriate sanitisation for non-potable water storage; in accordance with the current Standards, GOWM (2024), and EDRS (2024).

10.3.3 Upgrades, Extensions, and Replacements for Absorption Systems

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

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

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

Trench Rejuvenation

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

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

Replace, Replicate or Expand Trenches

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

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

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

Soil Amelioration

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

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

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

Alternative Absorption System Design

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

Other modified designs are based on existing technologies which, although not all are formally approved, have been shown to enhance performance. One recent example of this is the 'Wick' trench / bed, developed for use in clay soils as an alternative to standard absorption systems (referred to in the current GOWM (2024) and EDRS (2024) as a 'Wick trench or bed').

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

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

11 Commercial OWM Systems

11.1 Overview

Schedule 1 of the Environment Protection Regulations 2021 defines which activities require EPA prescribed permission under the *EP Act 2017*. Wastewater treatment systems with a design or actual flow rate of >5,000L/day on any day requires an A03 development and operating licence from the EPA.

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

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

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

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

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

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

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

Council is responsible for the management of all OWM systems <5,000L/day, which includes some commercial systems. It is important to note that commercial enterprises, such as small factories and cafes operating in unsewered areas, often generate <2,000L/day and therefore are regarded from an operational perspective as domestic systems. The characteristics of the wastewater will differ from a typical residential dwelling, but the wastewater is expected to contain the same broad ranges of contaminants. This is unless the commercial enterprise is producing high strength or unusual wastes, such as small-scale food, alcohol or chemical processing, in which case it should be regarded as a commercial development. Commercial enterprises

generating up to 5,000L/day in the Shire include (but are not limited to) restaurants, pubs, and tourist accommodation.

Without proactive enforcement from the regulator, system maintenance, monitoring, and record-keeping can become lax over time, with system performance suffering as a result. Generally speaking, older commercial systems are often non-compliant with current expectations and standards. However, they continue operating until improvements are triggered, typically by the identification of problems, the redevelopment of the premises, or proactive intervention by regulators, local government or other agencies.

11.2 Risk Associated with Commercial OWM Systems

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

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

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

- Poor design or maintenance of the treatment system;
- Inappropriate design, including undersized Effluent dispersal system for peak loads without appropriate load buffering;
- Inadequate setback distances from sensitive receptors, such as watercourses, which no longer meet the minimum setbacks in the Section 4.5 of the GOWM (2024);
- Poor or inappropriate installation;
- Inadequate maintenance, including regular back-flushing of irrigation systems with clean water to prevent solids build-up and delays to repairs (e.g. broken sections of pipe); and
- ‘Creeping failure’ of trench and bed systems as soils and media become blocked with suspended solids from poorly designed and/or poorly maintained treatment systems.

11.3 Management Strategies for Commercial OWM Systems

11.3.1 Wastewater Treatment Systems

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

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

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

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

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

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

11.3.2 Effluent dispersal systems

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

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

12 Action Plan

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

Table 13: Action Plan

Item Number	Action	Description	Priority	Due Date	Responsibility	Resource Funding
1	**Adoption of OWMP**	Adopt and implement the new OWMP.	High	July 2024	Environmental Health Technician	Existing Funding
2	**Preparation of policies and procedures**	Prepare and document the following to ensure they are in line with the OWMP: • Non-compliance with inspection procedure; • Complaint inspection procedure; • Rectification / upgrade works procedure; • Issuing of fines / notices procedure; • Permit to Install / Alter procedure; • Approval to Use procedure; and • Compliance and Enforcement Policy.	Medium	June 2025	Environmental Health Technician	Officer time in existing resource.
3	**Electronic data management**	Investigate options for field equipment for electronic data management, such as tablets / laptops connected to the data management system.	Low	June 2026	Environmental Health Technician	Existing Funding
4		Expand electronic data management parameters to include the type of wastewater treatment system and effluent dispersal/ reuse system.	Medium	June 2025	Environmental Health Technician	Funding Required
5						
6		Input paper OWM (septic tank) permits into an electronic data management system.	Medium	June 2026	Environmental Health Technician	Officer time in existing resource
7		Record new OWM permits into an electronic data management system.	High	Ongoing	Environmental Health Technician	Officer time in existing resource

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

Appendix A

Risk Assessment Framework

A Risk Assessment Framework

A.1 Data Acquisition

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

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

A.2 Data Analysis

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

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

Risk Analysis mapping refers to all unsewered potentially developable lots, irrespective of whether they are developed or not. Lots that were excluded from the Risk Analysis included those that are sewered; <400m^2 in area; parks and conservation; crown land; road reserve; and public land management.

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

A.3 Soil Type

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

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

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

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

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

The soil landform unit datasets were analysed to determine the soil type. The constraint class was assigned to each soil landform unit within the Shire based the DEECA Risk Assessment Guidance Report (2022). Reference was also made to the *AS/NZS 1547:2012*, EDRS (2024), and the experience of the project team in the design and monitoring of OWM systems. The risk bandings have been informed by Table 3-2 of the DEECA Risk Assessment Guidance Report (2022).

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

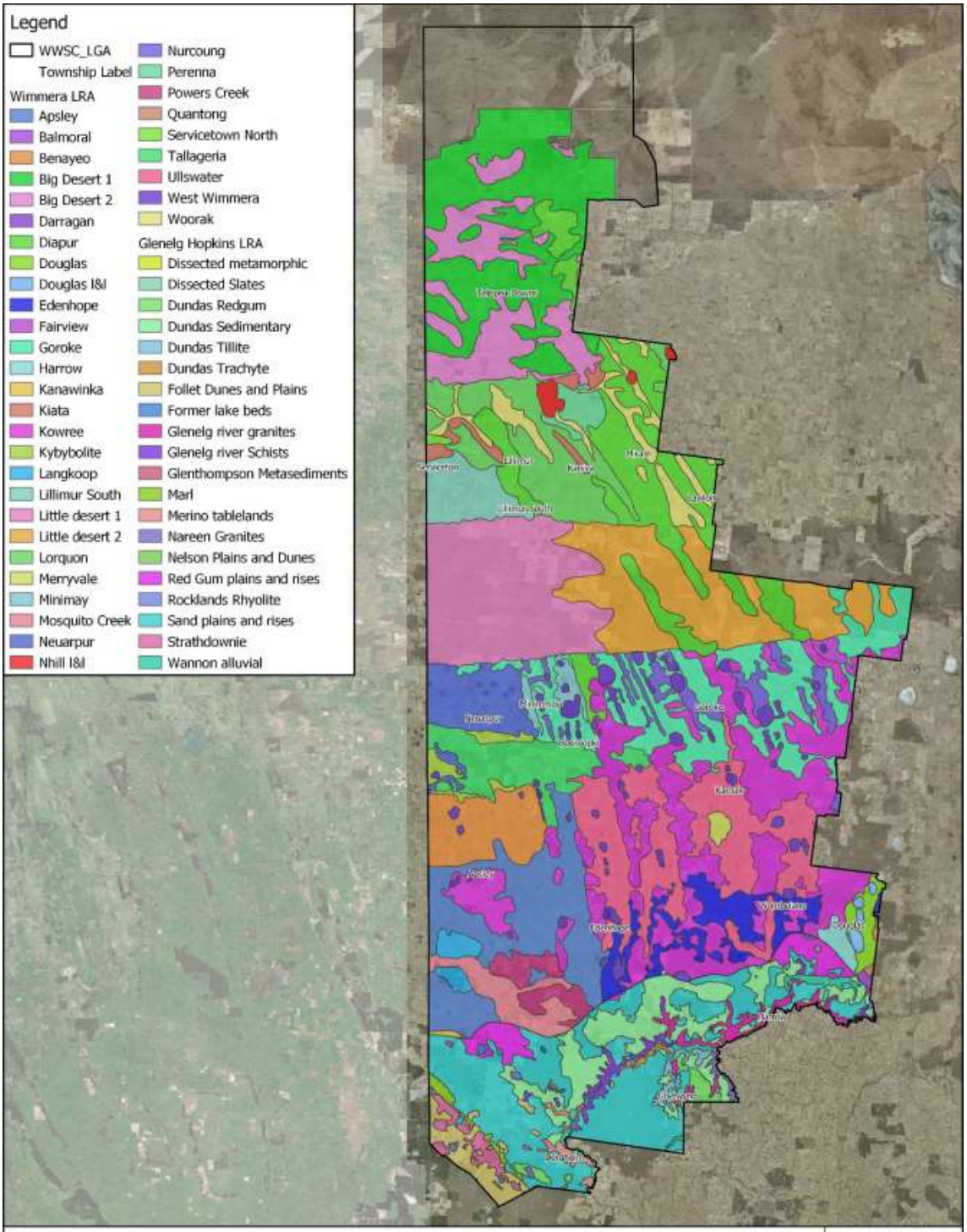
Although the soil type constraint for a particular soil landform unit may be high, it does not necessarily mean that wastewater could not be sustainably managed onsite. Site specific investigations are required in LCA reports to confirm the attributes used for the soil suitability constraint analysis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

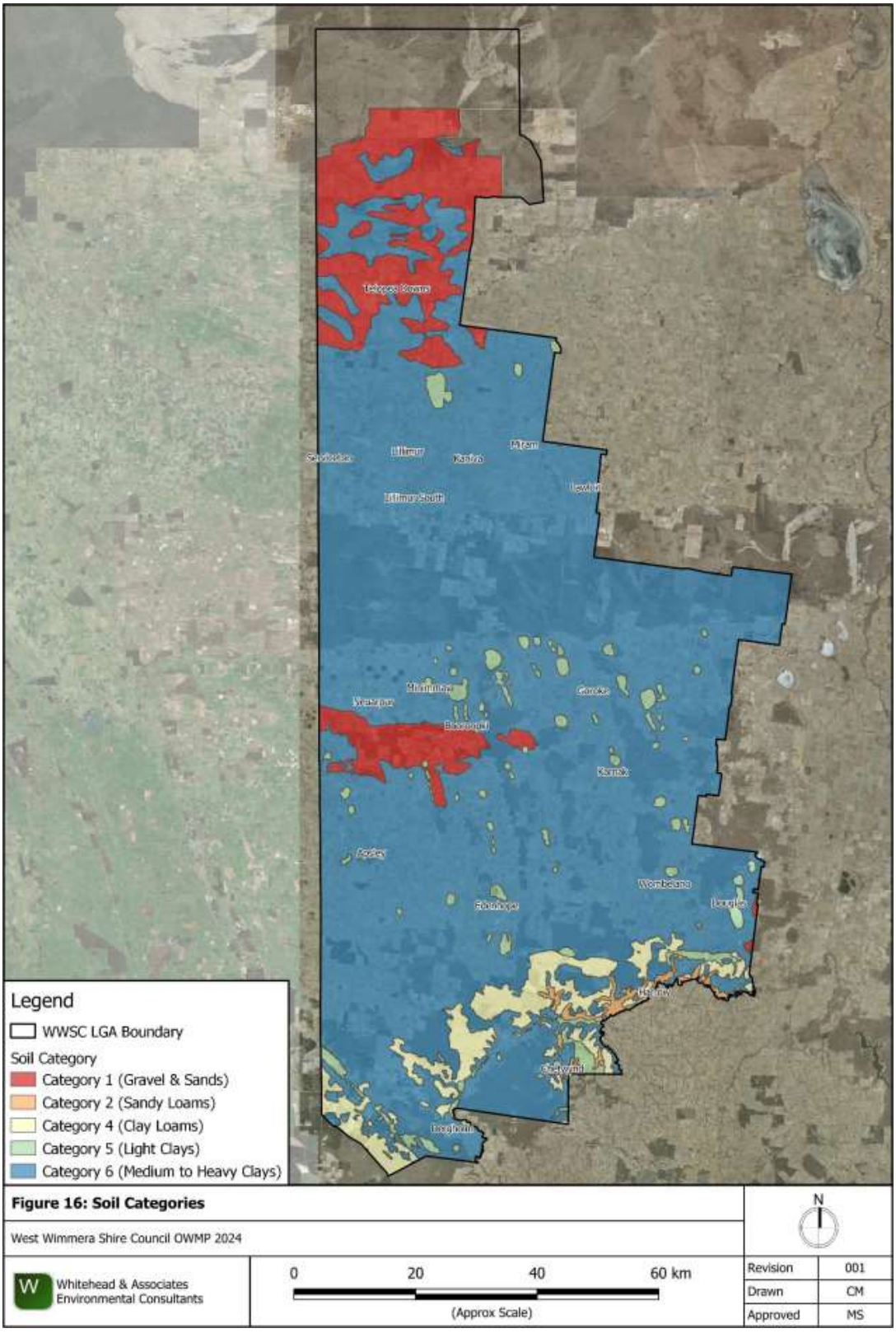
For lots constrained by unfavourable soil, it might be possible to mitigate this constraint by:

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

[2] https://vro.agriculture.vic.gov.au/dpi/vro/glenregn.nsf/pages/glenelg_soil_map

[3] https://vro.agriculture.vic.gov.au/dpi/vro/wimregn.nsf/pages/soil_landform_mapping


Legend
WWSC_LGA
Township Label
Wimmera LRA
Apsley
Balmoral
Benayeo
Big Desert 1
Big Desert 2
Darragan
Diapur
Douglas
Douglas I&I
Edenhope
Fairview
Goroke
Harrow
Kanawinka
Kiata
Kowree
Kybybolite
Langkoop
Lillimur South
Little desert 1
Little desert 2
Lorquon
Merryvale
Minimay
Mosquito Creek
Neuarpur
Nhill I&I
Nurcoung
Perenna
Powers Creek
Quantong
Servicetown North
Tallageria
Ullswater
West Wimmera
Woorak
Glenelg Hopkins LRA
Dissected metamorphic
Dissected Slates
Dundas Redgum
Dundas Sedimentary
Dundas Tillite
Dundas Trachyte
Follet Dunes and Plains
Former lake beds
Glenelg river granites
Glenelg river Schists
Glenthompson Metasediments
Marl
Merino tablelands
Nareen Granites
Nelson Plains and Dunes
Red Gum plains and rises
Rocklands Rhyolite
Sand plains and rises
Strathdownie
Wannon alluvial
Figure 15: Soil Land Resource Assessment
West Wimmera Shire Council OWMP 2024
Whitehead & Associates
Environmental Consultants
0
20
40
60 km
(Approx Scale)
N
Revision
001
Drawn
CM
Approved
MS


Legend
WWSC LGA Boundary
Soil Category
Category 1 (Gravel & Sands)
Category 2 (Sandy Loams)
Category 4 (Clay Loams)
Category 5 (Light Clays)
Category 6 (Medium to Heavy Clays)
Figure 16: Soil Categories
West Wimmera Shire Council OWMP 2024
Whitehead & Associates
Environmental Consultants
0
20
40
60 km
(Approx Scale)
N
Revision
001
Drawn
CM
Approved
MS

A.4 Slope

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

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

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

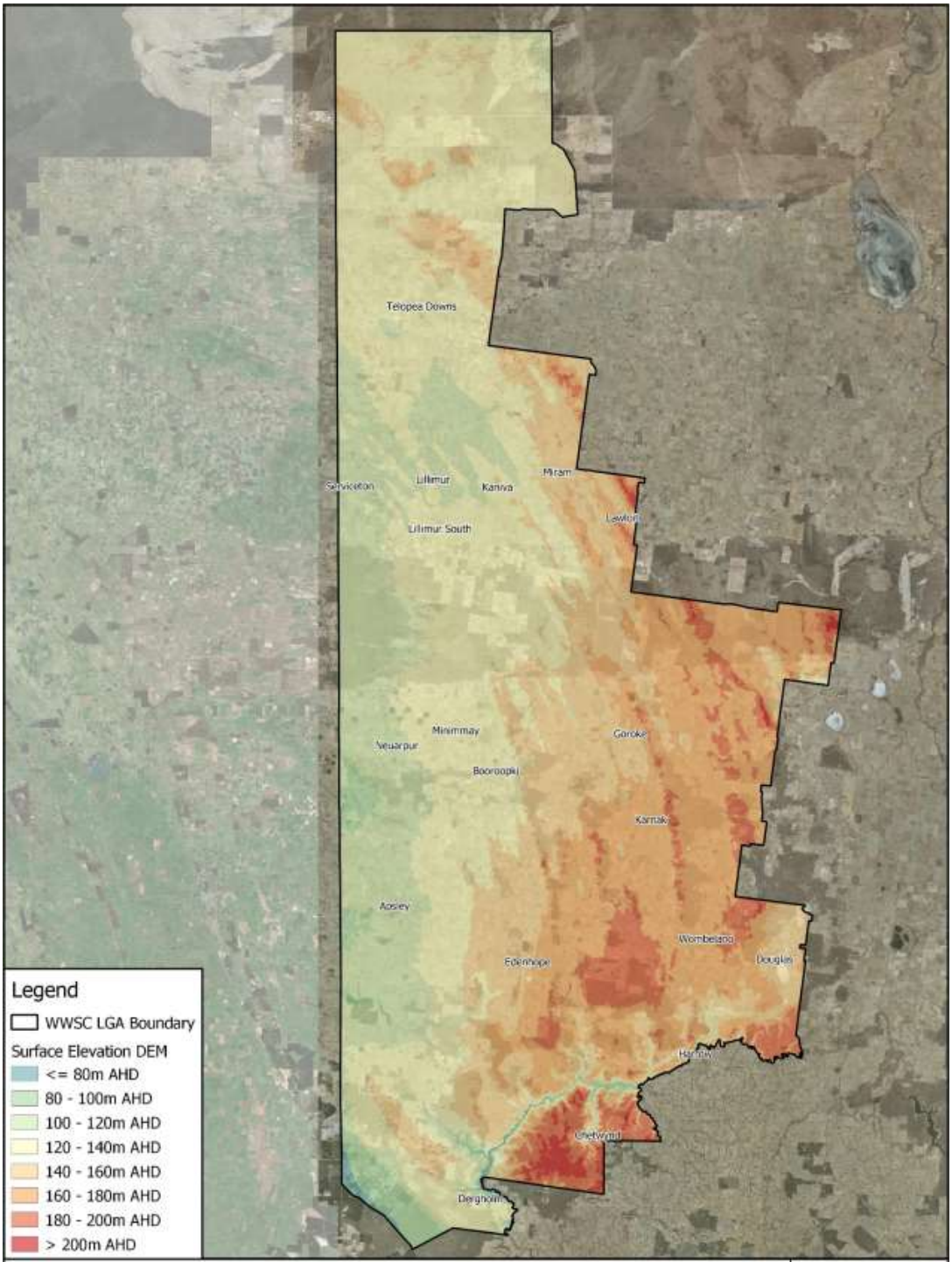
Surface elevation for the entire Shire was obtained in the form of a Digital Elevation Model (DEM) with a maximum cell size of 10m. The surface elevation for the Shire ranges from approximately ~60m to ~220m Australian Height Datum (AHD). Gridded slope data was derived from the DEM and combined with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

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

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

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

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


Telopea Downs
Lillimur
Kanniva
Miram
Lillimur South
Lawloit
Minimmay
Yeuarpur
Booroopki
Goroke
Karnak
Apsley
Wombelano
Edenhope
Douglas
Harrow
Dergholm
Legend
WWSC LGA Boundary
Surface Elevation DEM
<= 80m AHD
80 - 100m AHD
100 - 120m AHD
120 - 140m AHD
140 - 160m AHD
160 - 180m AHD
180 - 200m AHD
> 200m AHD
Figure 17: Digital Elevation Model
West Wimmera Shire Council OWMP 2024
Whitehead & Associates
Environmental Consultants
0
20
40
60 km
(Approx Scale)
N
Revision
001
Drawn
CM
Approved
MS

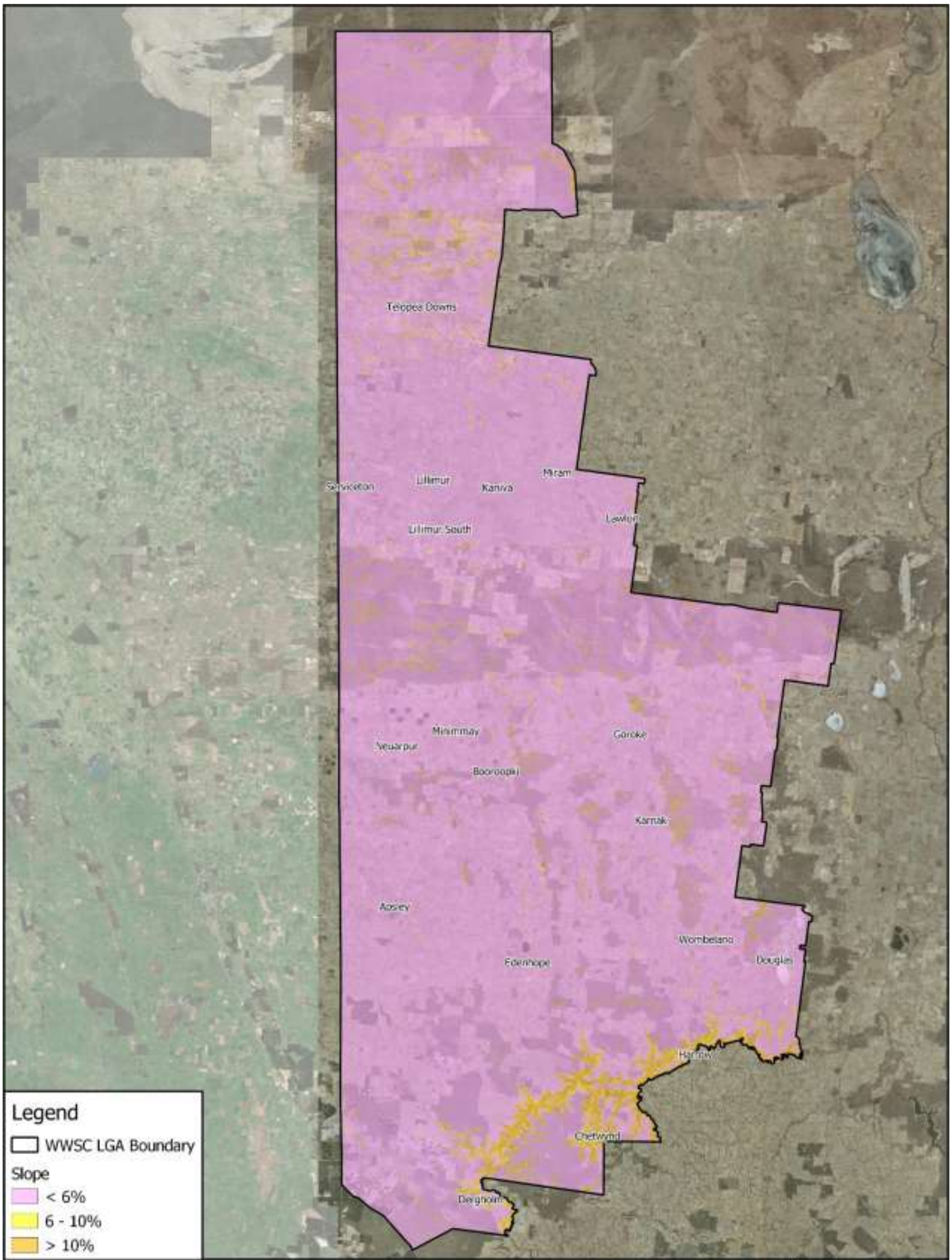


Figure 18: Slope

West Wimmera Shire Council OMWP 2024

Whitehead & Associates Environmental Consultants

0 20 40 60 km (Approx Scale)

N

Revision	001
Drawn	CM
Approved	MS

A.5 Useable Lot Area

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

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

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

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

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

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

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

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

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

A.5.1 Proximity to Surface Waters

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

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

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

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

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

Section 4.5 of the GOWM (2024) specifies differing setback distances for primary (i.e. septic / trench) systems and secondary (or greywater) systems. As there are no potable water assets within the Shire, a 60m setback to all surface water features has been applied based on the most limiting (primary) setback. Surface water features (1:25,000 scale) were obtained from the DEECA DataShare Portal. No setbacks were applied to constructed drains, which would likely be accounted for within other watercourse / waterway setbacks.

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

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

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

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

A.5.2 Proximity to Groundwater Bores

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

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

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

A GMA is defined as an area where groundwater of a suitable quality for irrigation, commercial, or domestic and stock use is available or expected to be available. The majority of the Shire is located within the ‘West Wimmera GMA’, and a portion of the ‘Upper Glenelg GMA’ in the southeast. The West Wimmera GMA occurs to the north of Langkoop and Kadnook and the area surrounding Harrow and covers 7,383km^2 of the Shire. The Upper Glenelg GMA occurs to the east of Harrow and south of White Lake, and covers 78km^2 of the Shire.

WSPAs are declared under Section 27 of the Water Act 1989 to protect groundwater or surface water resources through the development of a management plan which aims for equitable management and long-term sustainability. There are 25 WSPA declared in Victoria. The ‘Glenelg WSPA’ is located in the southwest of the Shire with an area of 385km^2, and is located to the south of Langkoop, and to the west of Poolaijelo, Dorodong, and Dergholm.

The location of EDS' in close proximity to groundwater bores increases the potential for contamination of groundwater. When water is extracted from a groundwater bore a zone of influence is created, altering the head level of the groundwater. Setback distances are recommended between Effluent dispersal systems and groundwater bores (potable and non-potable). Table 4-10 of the GOWM (2024) recommends a 50m setback (for Category 1 and 2a soils) and 20m setback (for Category 2b to 6 soils). A conservative approach was taken when developing the OWMP and the most limiting (primary) setback of 50m was used for all the groundwater bores located within the Shire.

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

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

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

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

A.5.3 Useable Lot Area Analysis

The cadastre data set obtained from the DEECA DataShare Portal was queried to determine the spatial relationship between each lot, its existing land area and the setback zones to surface water features and groundwater bores to determine the useable lot area for each lot within the Shire. This is based on an assumed footprint of 500m^2 for an average building envelope and improvements (e.g. driveway) and allowing for an average sized EDS and reserve EDS on the remainder of the lot.

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

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

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

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

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

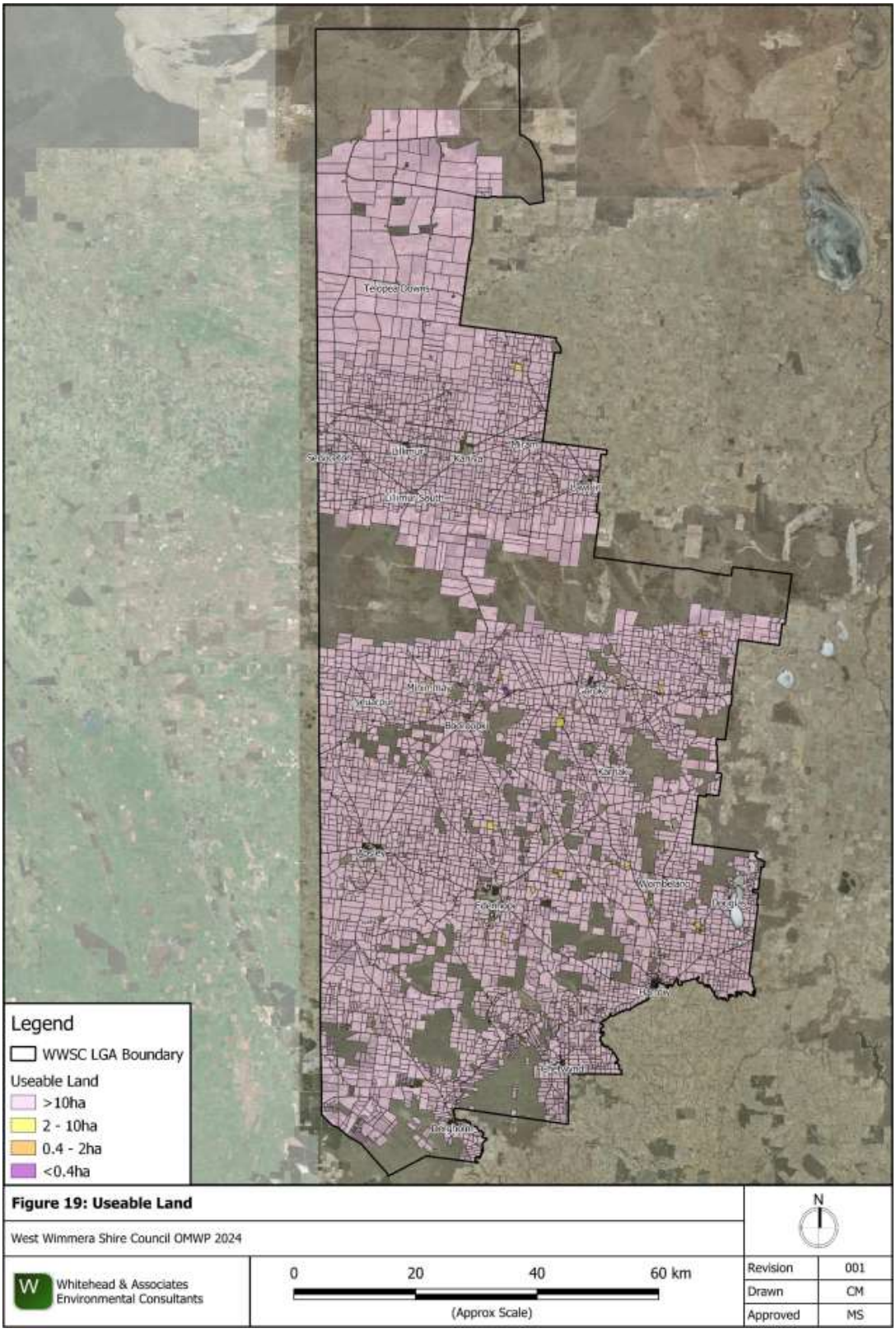
In the case of lots with useable areas between 0.4ha and 2ha, and in the absence of any other significant physical constraints, the area available for effluent management usually increases proportionately with the potential for sustainable OWM. The choice of options is likely to be slightly greater than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

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

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

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

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


Legend
WWSC LGA Boundary
Useable Land
>10ha
2 - 10ha
0.4 - 2ha
<0.4ha
Figure 19: Useable Land
West Wimmera Shire Council OMWP 2024
Whitehead & Associates
Environmental Consultants
0
20
40
60 km
(Approx Scale)
N
Revision
001
Drawn
CM
Approved
MS

A.6 Climate

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

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

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

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

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

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

A.7 Risk Assessment Summary

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

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

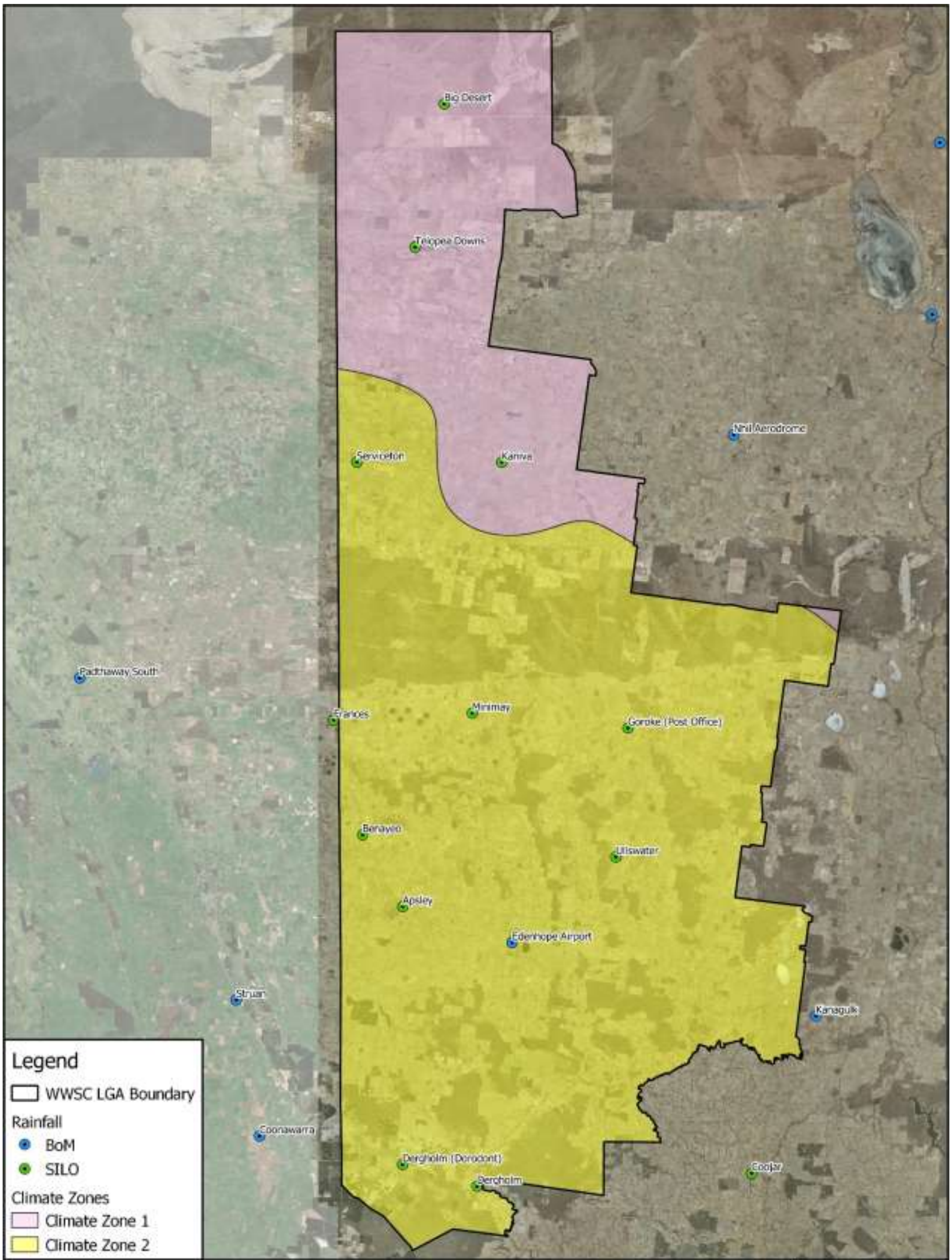


Figure 20: Climate Zones

West Wimmera Shire Council OMWP 2024

Whitehead & Associates Environmental Consultants	0 20 40 60 km (Approx Scale)	Revision	001
		Drawn	CM
		Approved	MS

Appendix B

Land Capability Assessment Requirements

B Land Capability Assessment

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

A LCA must be conducted in accordance with the minimum standards outlined in the Section 3.4 of the GOWM (2024) and *AS/NZS 1547:2012,* and should be guided by the Victorian LCA Framework (MAV & DSE, 2014). A LCA needs to demonstrate that the requirements of the OWMP are met.

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

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

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

Table 14: Risk Pro-forma Checklist Example

Parameter	Site specific input
PFI Identification Number[4]	(e.g. 52829583)
Lot Address	(e.g. 6669 Kaniva-Edenhope Road)
Locality	(e.g. Patyah)
Zoning and Overlay	(e.g. Township Zone)
Area (ha)	(e.g. 15.3ha)
Soil Texture	Soil Category as per *AS/NZS 1547:2012* (e.g. Category 6 - Medium Clay)
Slope (%)	Average slope (e.g. 1.3%)
Presence of Surface Waters	Distance to nearest surface water
Presence of Groundwater Bores	Distance to nearest groundwater bore (domestic and non-domestic)
Useable Lot Area (ha)	Apply all relevant setback distances

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

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

confirmation of the lot. Section 2.2.2 of the GOWM (2024) states that Council's Environmental Health Officers (EHOs) or other Authorised Officers (AO) can determine what comprises a satisfactory LCA.

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

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

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

B.1 Requirements for Low Risk Lots

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

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

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

B.2 Requirements for Moderate Risk Lots

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

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

B.3 Requirements for High Risk Lots

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

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

B.4 Requirements for Very High Risk Lots

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

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

B.5 Generic LCA Requirements - Overlays

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

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

B.6 Subdivision LCA Requirements

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

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

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

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

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

B.7 Minimum LCA Requirements

Table 15: Minimum Requirements for Standard LCA and Report

Report Element	Standard Requirements	Completed
1. Introduction and Background	Report summary / executive summary.	☐
	Confirmation of Risk Rating.	☐
	Confirmation of any relevant sensitivity overlays as per communications with Council.	☐
	Confirmation that lot(s) meet minimum lot size criteria for WWSC Planning Scheme Zone.	☐
	Current land use and development overview (including occupancy); single lot, increase in building entitlements (subdivision) or non-domestic development.	☐
	Name, contact details, and qualifications (insurances) of LCA assessor (author).	☐
	Site location (including address and lot details) and owner.	☐
	Lot area.	☐
	Proposed / existing water supply.	☐
	Availability of sewer.	☐
	Locality map showing the site in relation to surrounding region.	☐
2. Site Inspection and Field Investigations	Gather information on relevant Council, Catchment Management Authority, and State Government requirements, including restrictions and caveats on title, and planning / building / bushfire / flood controls, e.g. zones and overlays. Note Environmental Significant Overlays. Compile this information on a base map (or site plan) which shows their location with respect to title boundaries.	☐
	Broad overview of locality and landscape characteristics that may pose a constraint to the sustainable application of wastewater on the site and adjacent land, e.g. climatic information, groundwater and bore water information.	☐
	Details of date, time, and methodology of site inspection and field investigations.	☐
	Site assessment that considers all of the parameters as per Table 1 of the Victorian LCA Framework (MAV & DSE, 2014). Detailed explanation of the level of constraint with regards to OWM and recommended mitigation measures to overcome these constraints.	☐
	Minimum of two (2) soil test pits or auger holes within the identified area(s) available for effluent management, with additional test pits required for more than one (1) soil type (multiple soil landscapes or facets).	☐
	Soil assessment that considers the following parameters from Table 2 of the Victorian LCA Framework (MAV & DSE, 2014): • Colour and mottling; • Electrical conductivity; • Emerson Aggregate Class; • Permeability and design loading rate (using soil texture); • pH; • Rock fragments;	☐

Report Element	Standard Requirements	Completed
	• Soil depth; • Soil texture (field textural analysis); and • Depth to watertable (if required). Detailed explanation of the level of constraint with regards to OWM and recommended mitigation measures to overcome these constraints.	
3. Available Area and Setback Distances	Calculation of area(s) available for effluent management and location on the Site Plan.	☐
	Discussion regarding the achievability of the applicable setback distances, as per Section 4.5 of the GOWM (2024). Justification required.	☐
4. LCA Confirmation	Contact Council if the LCA assessor disagrees with the final Risk Rating for the site.	☐
5. Cumulative Impacts	Using the desktop and site assessment information for the site, comment on any possible cumulative detrimental impacts that the development may have on beneficial uses of the surrounding land, surface water, and groundwater.	☐
6. System Selection and Design	Design maximum wastewater load (generation rates) and organic load for the proposed development, as per Section 4.2 of the GOWM (2024).	☐
	Description of existing system (if applicable).	☐
	Target effluent treatment quality, as per Table 4-5 of the GOWM(2024).	☐
	Description and location of applicable OWM treatment system options (refer to relevant Locality Report and EPA website for list of currently approved systems).	☐
	List of EDS options and detailed description of preferred option and location (as per relevant Locality Report). Sizing of EDS as per the OWM system requirements of the OWMP (refer Section 7).	☐
7. Mitigation Measures	Detailed discussion of mitigation measures to overcome any site or soil constraints posed to the sustainable treatment and application of wastewater onsite. This may include the following: • Storm water management • Soil amelioration; and • Vegetation establishment and management.	☐
8. Site Management Plan	Description of ways to improve wastewater and OWM system performance for residents' reference.	☐
	Operation and Management Plan.	☐
9. Conclusion	Conclusion summarising all the important design, sizing and mitigation requirements to ensure sustainable OWM.	☐
10. Site Plan Requirements	Site address, including lot number and street number.	☐
	All title boundaries.	☐
	All relevant zones, overlays and restrictions (e.g. Council zoning and overlays, including Environmental Significant Overlays).	☐
	Type of catchment (e.g. WSPA or GMA).	☐
	North arrow.	☐

Report Element	**Standard** Requirements	Completed
	Contour lines (at maximum 10m intervals), direction of slope and grade.	☐
	Location of soil test pits or auger holes.	☐
	Location of other utilities i.e. electricity, gas, telecommunications (which must be located outside the Effluent dispersal systems)	☐
	Location of any significant site features e.g. rock outcrops or waterlogged regions.	☐
	Location of intermittent and permanent surface water features (dams, creeks, reservoirs and springs).	☐
	Location of 1% and 5% Annual Exceedance Probability flood level contours lines (if applicable).	☐
	Location, depth, and specified use of groundwater bores on the site and adjacent properties from the register of the relevant Rural Water Corporation. Depth to groundwater table in winter (if less than 2.1m deep).	☐
	Vegetation cover (can use aerial image as base map).	☐
	Relevant setback distances as per Section 4.5 of the GOWM (2024).	☐
	Location of existing and proposed buildings, sheds, driveways, paths and any other improvements.	☐
	Area(s) available for effluent management.	☐
	Location of proposed EDS (sized to scale).	☐
	Location of proposed stormwater cut-off drains adjacent to the Effluent dispersal system.	☐
	Location of proposed OWM treatment system (nominal).	☐
	Location of reserve Effluent dispersal system (sized to scale).	☐
11. Appendices	Figures	☐
	Site Plan	☐
	Soil bore logs for all test pits or auger holes	☐
	Certificate of Title(s) for lot (plan)	☐
	Proposed building plans	☐
	Planning Permit application (where applicable)	☐

Table 16: Minimum Requirements for Detailed LCA

Report Element	Detailed Requirements	Completed
1. Introduction and Background	Report summary / executive summary.	☐
	Confirmation of Risk Rating.	☐
	Confirmation of any relevant sensitivity overlays as per communications with Council.	☐
	Confirmation that lot(s) meet minimum lot size criteria for WWSC Planning Scheme Zone.	☐
	Current land use and development overview (including occupancy); single lot, increase in building entitlements (subdivision) or non-domestic development.	☐
	Name, contact details, and qualifications (insurances) of LCA assessor (author).	☐
	Site location (including address and lot details) and owner.	☐
	Lot area.	☐
	Proposed / existing water supply.	☐
	Availability of sewer.	☐
	Locality map showing the site in relation to surrounding region.	☐
	Site survey plan (2m contours) will need to be conducted by a qualified surveyor.	☐
2. Site Inspection and Field Investigations	Gather information on relevant Council, Catchment Management Authority, and State Government requirements, including restrictions and caveats on title, and planning / building / bushfire / flood controls, e.g. zones and overlays. Note Environmental Significant Overlays. Compile this information on a base map (or site plan) which shows their location with respect to title boundaries.	☐
	Broad overview of locality and landscape characteristics that may pose a constraint to the sustainable application of wastewater on the site and adjacent land, e.g. climatic information, groundwater and bore water information.	☐
	Details of date, time, and methodology of site inspection and field investigations.	☐
	Site assessment that considers all of the parameters as per Table 1 of the Victorian LCA Framework (MAV & DSE, 2014). Detailed explanation of the level of constraint with regards to OWM and recommended mitigation measures to overcome these constraints.	☐
	Minimum of two soil test pits or auger holes within the identified area(s) available for effluent management with additional test pits required for more than one (1) soil type (multiple soil landscapes or facets).	☐
	Soil assessment that considers all of the parameters in Table 2 of the Victorian LCA Framework (MAV & DSE, 2014): • Colour and mottling; • Electrical conductivity; • Emerson Aggregate Class; • Permeability and design loading rate (using soil texture); • pH;	☐

Report Element	Detailed Requirements	Completed
	• Rock fragments; • Soil depth; • Soil texture (field textural analysis); • Watertable (depth to); • Cation exchange capacity (CEC); • Sodicity (Exchangeable Sodium Percentage ESP); and • Sodium Absorption Ratio (SAR). Detailed explanation of the level of constraint with regards to OWM and recommended mitigation measures to overcome these constraints. Soil permeability testing conducted in situ for the soil within the area(s) available for effluent management as per constant head well permeameter method (Appendix G, *AS/NZS 1547:2012*) can be undertaken if desired, otherwise soil texture classification via Table E1 of *AS/NZS 1547:2012* and application of effluent using the loading rates within Tables L1, M1, and N1 of the *AS/NZS 1547:2012* is satisfactory.	
	Detailed review of available published soils information for the site. Soil landscapes and different soil facets should be mapped on the Site Plan.	☐
3. Available Area and Setback Distances	Calculation of area(s) available for effluent management and location on Site Plan.	☐
	Discussion regarding the achievability of the applicable setback distances, as per Section 4.5 of the GOWM (2024). Justification required.	☐
4. LCA Confirmation	Contact Council if the LCA assessor disagrees with the final Risk Rating for the site.	☐
5. Cumulative Impacts	Using the desktop and site assessment information for the site, comment on any possible cumulative detrimental impacts that the development may have on beneficial uses of the surrounding land, surface water, and groundwater.	☐
6. System Selection and Design	Design maximum wastewater load (generation rates) and organic load for the proposed development, as per Section 4.2 of the GOWM (2024).	☐
	Description of existing system (if applicable).	☐
	Target effluent treatment quality, as per Table 4-5 of the GOWM(2024).	☐
	Description and location of applicable OWM treatment system options (refer to the EPA website for list of currently approved systems).	☐
	List of EDS options and detailed description of preferred option and location.	☐
	Monthly water balance modelling sizing the preferred EDS, as per Appendix 1 of the Victorian LCA Framework (MAV & DSE 2014). Median rainfall and mean evaporation data must be used for relevant locality, as detailed in Appendix C. All inputs, results and justification to be shown in the report.	☐

Report Element	Detailed Requirements	Completed
7. Mitigation Measures	Detailed discussion of mitigation measures to overcome any site or soil constraints. This may include the following: • Storm water management; • Soil amelioration; and • Vegetation establishment and management.	☐
8. Site Management Plan	Description of ways to improve wastewater and OWM system performance for residents' reference.	☐
	Operation and Management Plan.	☐
9. Conclusion	Conclusion summarising all the important design, sizing and mitigation requirements to ensure sustainable OWM.	☐
10. Site Plan Requirements	Site address, including lot number and street number.	☐
	All title boundaries.	☐
	All relevant zones, overlays and or restrictions (e.g. Council zoning and overlays, including Environmental Significant Overlays).	☐
	Type of catchment (e.g. WSPA or GMA).	☐
	North arrow.	☐
	Contour lines (at maximum of 2m intervals), direction of slope and grade.	☐
	Location of soil test pits or auger holes.	☐
	Location of other utilities i.e. electricity, gas, telecommunications (which must be located outside the Effluent dispersal systems)	☐
	Location of any significant site features e.g. rock outcrops or waterlogged regions.	☐
	Location of intermittent and permanent surface water features (dams, creeks, reservoirs, and springs).	☐
	Location of 1% and 5% Annual Exceedance Probability flood level contours lines (if applicable).	☐
	Location, depth, and specified use of groundwater bores on the site and adjacent properties from the register of the relevant Rural Water Corporation. Depth to groundwater table in winter (if less than 2.1m deep).	☐
	Vegetation cover (can use aerial image as base map).	☐
	Relevant setback distances as per Section 4.5 of the GOWM (2024).	☐
	Location of existing and proposed buildings, sheds, driveways, paths, and any other improvements.	☐
	Area(s) available for effluent management	☐
	Location of proposed Effluent dispersal system (sized to scale).	☐
	Location of proposed stormwater cut-off drains adjacent to the Effluent dispersal system.	☐
	Location of proposed OWM treatment system (nominal).	☐
	Location of reserve EDS (sized to scale).	☐
11. Appendices	Copy of the monthly water balance calculations.	☐
	Figures.	☐

Report Element	Detailed Requirements	Completed
	Site Plan.	☐
	Soil bore logs for all test pits or auger holes.	☐
	Certificate of Title (s) for lot (plan).	☐
	Proposed building plans.	☐
	Planning Permit application (where applicable).	☐

Table 17: Minimum Requirements Comprehensive LCA

Report Element	Comprehensive Requirements	Completed
1. Introduction and Background	Report summary / executive summary.	☐
	Confirmation of Risk Rating.	☐
	Confirmation of any relevant sensitivity overlays as per communications with Council.	☐
	Confirmation that lot(s) meet minimum lot size criteria for WWSC Planning Scheme Zone.	☐
	Current land use and development overview (including occupancy); single lot, increase in building entitlements (subdivision) or non-domestic development.	☐
	Name, contact details, and qualifications (insurances) of LCA assessor (author).	☐
	Site location (including address and lot details) and owner.	☐
	Lot area.	☐
	Proposed / existing water supply.	☐
	Availability of sewer.	☐
	Locality map showing the site in relation to surrounding region.	☐
	Site survey plan (2m contours) will need to be conducted by a qualified surveyor.	☐
2. Site Inspection and Field Investigations	Gather information on relevant Council, Catchment Management Authority, and State Government requirements, including restrictions and caveats on title, and planning / building / bushfire / flood controls, e.g. zones and overlays. Note Environmental Significant Overlays. Compile this information on a base map (or site plan) which shows their location with respect to title boundaries.	☐
	Broad overview of locality and landscape characteristics that may pose a constraint to the sustainable application of wastewater on the site and adjacent land, e.g. climatic information, groundwater and bore water information.	☐
	Details of date, time, and methodology of site inspection and field investigations.	☐
	Site assessment that considers all of the parameters as per Table 1 of the Victorian LCA Framework (MAV & DSE, 2014). Detailed explanation of the level of constraint with regards to OWM and recommended mitigation measures to overcome these constraints.	☐
	Minimum of two (2) soil test pits or auger holes within the identified area(s) available for effluent management with additional test pits required for more than one (1) soil type (multiple soil landscapes or facets).	☐
	Soil assessment that considers all of the parameters in Table 2 of the Victorian LCA Framework (MAV & DSE, 2014): • Colour and mottling; • Electrical conductivity; • Emerson Aggregate Class; • Permeability and design loading rate (using soil texture); • pH;	☐

Report Element	Comprehensive Requirements	Completed
	• Rock fragments; • Soil depth; • Soil texture (field textural analysis); • Watertable (depth to); • Cation exchange capacity (CEC); • Sodicity (Exchangeable Sodium Percentage / ESP); and • Sodium Absorption Ratio (SAR). Phosphorous Sorption Capacity is also required to be measured for the soil to which the effluent will be applied to. Detailed explanation of the level of constraint with regards to OWM and recommended mitigation measures to overcome these constraints. Soil permeability testing conducted in situ for the soil within the area(s) available for effluent management as per constant head well permeameter method (Appendix G, *AS/NZS 1547:2012*) can be undertaken if desired, otherwise soil texture classification via Table E1 of *AS/NZS 1547:2012* and application of effluent using the loading rates within Tables L1, M1, and N1 of the *AS/NZS 1547:2012* is satisfactory.	
	Detailed review of available published soils information for the site. Soil landscapes and different soil facets should be mapped on the Site Plan.	☐
3. Available Area and Setback Distances	Calculation of area(s) available for effluent management and location on Site Plan.	☐
	Discussion regarding the achievability of the applicable setback distances, as per Section 4.5 of the GOWM (2024). Justification required.	☐
4. LCA Confirmation	Contact Council if the LCA assessor disagrees with the final Risk Rating for the site.	☐
5. Cumulative Impacts	Using the desktop and site assessment information for the site, comment on any possible cumulative detrimental impacts that the development may have on beneficial uses of the surrounding land, surface water and groundwater.	☐
6. System Selection and Design	Design maximum wastewater load (generation rates) and organic load for the proposed development, as per Section 4.2 of the GOWM (2024).	☐
	Description of existing system (if applicable).	☐
	Target effluent treatment quality, as per Table 4-5 of the GOWM(2024).	☐
	Description and location of applicable OWM treatment system options (refer to EPA website for list of currently approved systems).	☐
	List of EDS options and detailed description of preferred option and location. EDS to be sized on the most limiting balance as detailed in the following.	☐
	A water balance is required to size the preferred effluent dispersal system for the proposed development scenario, as per Appendix 1 of the Victorian LCA Framework (MAV & DSE, 2014). A monthly water balance using the prescribed median rainfall and mean evaporation data must be used for relevant locality. All inputs, results and justification to be shown in the report.	☐

Report Element	Comprehensive Requirements	Completed
	Undertake an annual nutrient balance for the proposed development scenario, as per Appendix 2 of the Victorian LCA Framework (MAV & DSE, 2014). All inputs, results and justification to be shown in the report.	☐
	Prepare a site specific detailed hydraulic design for the Effluent dispersal system suitable for supplier quotation and construction.	☐
7. Mitigation Measures	Detailed discussion of mitigation measures to overcome any site or soil constraints. This may include the following: • Storm water management • Soil amelioration; and • Vegetation establishment and management.	☐
8. Site Management Plan	Description of ways to improve wastewater and OWM system performance for residents' reference.	☐
	Operation and Management Plan.	☐
9. Conclusion	Conclusion summarising all the important design, sizing, and mitigation requirements to ensure sustainable OWM.	☐
10. Site Plan Requirements	Site address, including lot number and street number.	☐
	All title boundaries.	☐
	All relevant zones, overlays and restrictions (e.g. Council zoning and overlays, including Environmental Significant Overlays).	☐
	Type of catchment (e.g. WSPA or GMA).	☐
	North arrow.	☐
	Contour lines (2m intervals from survey plan or Council provided data), direction of slope and grade.	☐
	Location of soil test pits or auger holes.	☐
	Location of other utilities i.e. electricity, gas, telecommunications (which must be located outside the Effluent dispersal systems)	☐
	Location of any significant site features e.g. rock outcrops or waterlogged regions.	☐
	Location of intermittent and permanent surface water features (dams, creeks, reservoirs, and springs).	☐
	Location of 1% and 5% Annual Exceedance Probability flood level contours lines (if applicable).	☐
	Location, depth, and specified use of groundwater bores on the site and adjacent properties from the register of the relevant Rural Water Corporation. Depth to groundwater table in winter (if less than 2.1m deep).	☐
	Vegetation cover (can use aerial image as base map).	☐
	Relevant setback distances as per Section 4.5 of the GOWM (2024).	☐
	Location of existing and proposed buildings, sheds, driveways, paths, and any other improvements.	☐
	Area(s) available for effluent management	☐
	Location of proposed Effluent dispersal system (sized to scale).	☐

Report Element	Comprehensive Requirements	Completed
	Location of proposed stormwater cut-off drains adjacent to the Effluent dispersal system.	☐
	Location of proposed OWM treatment system (nominal).	☐
	Location of reserve EDS (sized to scale).	☐
11. Appendices	Copy of the water (hydraulic) balance calculations.	☐
	Copy of the nutrient balance calculations.	☐
	Figures.	☐
	Site Plan.	☐
	Soil bore logs for all test pits or auger holes.	☐
	Copy of the Survey Plan.	☐
	Certificate of Title(s) for lot (plan).	☐
	Proposed building plans.	☐
	Planning Permit application (where applicable).	☐

Appendix C

Locality Climate Data

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

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

15.3 Building Blocks Grant Applications

Directorate: *Infrastructure Development and Works*
Report Author: *Innovation and PMO Manager*
Report Purpose: *For Decision*

Purpose

To request approval to submit four (4) applications to the Building Blocks State Government grants program for improvements at our three kindergartens in Edenhope, Kaniva and Goroke.

OFFICER RECOMMENDATION:

That Council approve the submission of the following grant applications to the Victorian Government's Building Blocks grants program:

1. Building Blocks – Inclusion – Equipment - for $10,000 – Priority 1, Kaniva

2. Building Blocks – Inclusion – Equipment - for $10,000 - Priority 2, Edenhope

3. Building Blocks – Inclusion – Equipment - for $10,000 - Priority 3, Goroke

4. Building Blocks – Inclusion Playgrounds – for $200,000 - Goroke Kindergarten

Declaration of Interest

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

Background

Building Blocks Grants are a State Government program which supports 3yr old and 4yr old kindergarten. There are a number of different streams.

Stream 1

Building Blocks – Inclusion – equipment – up to $10,000

These grants are designed to purchase equipment to provide safe and more inclusive environments for children of all abilities. We are recommending submitting three applications within this stream.

No co-contribution required.

There is every chance that Council may receive funding for all three sites, however as part of the application process, Council is required to nominate sites in priority order. It is proposed that the application will be submitted with the following priority:

Kaniva – 1

Edenhope - 2

Goroke – 3

The above priorities are based on the number of children at each site with additional needs and the level of those additional needs.

The closing date for this application is 4th September 2024.

Stream 2
Building Blocks – Inclusion playgrounds – up to $200,000

These grants aim to fund infrastructure upgrades to make kindergarten activities safer, more inclusive and accessible to children of all abilities.

It is recommended that Council should submit an application for $200,000 for the Goroke Kindergarten playground upgrade as per the concept plan submitted to the August Forum.

No co-contribution is required. The closing date for this application is 4th September 2024.

A summary of these applications is included in table format below.

Project name	Funding body	Total Project amount	Funds from the funding body	Council contribution	Community contribution	Comments
Goroke Kindergarten – Sensory equipment	State – Building Blocks – inclusion – equipment	$10,000	$10,000	N/A	n/a	This program will support the purchasing of sensory equipment which will assist the learnings of children who have additional needs to actively participate in kindergarten program. This funding application does not require support funding
Kaniva Kindergarten – Sensory equipment	State – Building Blocks – inclusion – equipment	$10,000	$10,000	N/A	n/a	This program will support the purchasing of sensory equipment which will assist the learnings of children who have additional needs to actively participate in kindergarten program. This funding application

						does not require support funding
Edenhope Kindergarten – Sensory Equipment	State – Building Blocks – inclusion – equipment	$10,000	$10,000	N/A	n/a	This program will support the purchasing of sensory equipment which will assist the learnings of children who have additional needs to actively participate in kindergarten program. This funding application does not require support funding
Goroke Kindergarten – Playground & inclusion upgrades	State – Building Blocks – Inclusion OR Improvements	$200,000	$200,000	Project management	nil	This project comes from the IP and supports the works previously completed at this site. This project will complete the entire playground and making the whole space, accessible and safe. This funding application does not require support funding

Risk Management Implications

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

Legislative Implications

Not Applicable

Environmental Implications

Nil

Financial and Budgetary Implications

Nil

Policy Implications

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

Not applicable

Council Plan Implications

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

Goal 1 – Liveable & Healthy Community
1.4 Deliver quality services that support community life.

Communication Implications

No Communication Implications

Gender Equality

No Equal Impact Assessment is required

Conclusion

These applications aim to secure funding for essential equipment and infrastructure upgrades at the kindergartens in Kaniva, Edenhope, and Goroke. The proposals have been carefully prioritized based on the needs of each site, particularly focusing on inclusivity and safety for children of all abilities.

Approval of these submissions will significantly enhance the learning environments in these communities without requiring additional financial contributions from Council.

Attachments

Nil

15.4 Leasing and Licensing of Council Facilities Policy

Directorate: *Infrastructure Development and Works*
Report Author: *Facilities and Quality Manager*
Report Purpose: *For Decision*

Purpose

This report's purpose is to establish a Leasing and Licensing of Council Facilities Policy that will follow a set of established procedures, with a clear and transparent framework and provide clarity on risks and responsibilities.

OFFICER RECOMMENDATION:

That Council adopt the Leasing and Licensing of Council Land and Facilities Policy, dated July 2024, as attached.

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 (Council) is the custodian of land on behalf, and for the benefit of its community. This land includes property owned by the Council, crown land where Council is the Committee of Management (COM) and land leased or licensed by Council for identified purposes. Some Council managed properties are leased for commercial purposes and generate market rents for Council. Some properties are leased at subsidised rates for community and not for profit purposes, to deliver a tangible community benefit.

Past Council leases, licences and user agreements have generally not followed a set of established procedures or guidelines. A draft Leasing and Licensing of Council Facilities Policy is attached for perusal.

Risk Management Implications

Risk identified:

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

Implementation of agreements, leases and licences for the different groups and organisations, will set a clear statement of expectation of their responsibilities for keeping an appropriate standard so that there are steps in mitigating any risk.

Legislative Implications

The report complies with the requirements of the:
Local Government Act 2020
Crown Land (Reserves) Act 1978
Leasing Policy for Crown Land in Victoria 2018 (DEECA Policy)
Land Act 1958
Planning and Environment Act 1987 (Vic)
Retail Leases Act 2003

Environmental Implications

Nil

Financial and Budgetary Implications

Nil

Policy Implications

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

Asset Management Policy
Communications Policy
Community & Commercial Advertising on Council Buildings & Structures Policy
Community Engagement Policy
Pricing Policy

Council Plan Implications

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

Goal 1 – Liveable & Healthy Community
1.3 Provide well planned and sustainable community infrastructure.
1.4 Deliver quality services that support community life.

Goal 2 – Diverse and Prosperous Economy
2.1 Encourage and support the establishment and expansion of innovative, creative and sustainable businesses.
2.2 Promote the Shire as a great place to visit, live and invest.

Communication Implications

No Communication Implications

Equal Impact Assessment

No Equal Impact Assessment is required

Conclusion

West Wimmera Shire is the manager of Council owned and crown land (where council is COM) that gives the opportunity for commercial and private enterprises to deliver services for the community. It also allows not for profit groups to engage and provide a benefit to the community.

The policy seeks to provide a clear and transparent framework for the administration and management of land including property owned by Council, Crown Land where Council are the COM and land leased or licensed by Council.

This policy will be reviewed four years from the date of endorsement by Council unless it is required to be updated sooner.

Attachments

1. WWSC Council Policy Leasing and Licensing of Facilities Policy July 2024 - DRAFT [**15.4.1** - 12 pages]

Council Policy Manual
WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY		
LEASING AND LICENSING OF COUNCIL LAND AND FACILITIES - DRAFT	Policy No:	
	Adopted by Council:	
	Next review date:	
Senior Manager:	Director Infrastructure Development and Works	
Responsible Officer:	Quality and Facilities Manager	
Functional Area:	Infrastructure Development and Works	
Introduction & Background	Council is the custodian of land on behalf, and for the benefit of its community. This land includes property owned by Council, Crown Land where Council are the Committee of Management (COM) and land leased or licensed by Council for identified purposes. Some Council managed properties are leased for commercial purposes and generate market rents for Council. Most properties are leased at subsidised rates for community and not for profit purposes, to deliver a tangible community benefit. Dependant on the land types and status, different legislation, with specific requirements and terms can apply. Therefore, each property must be dealt with in accordance with its specific legislative requirements.	
Purpose & Objectives	The purpose of this policy is to recognise that there is an overall social benefit for the community to enable the use of Council owned and managed land and facilities by organisations that provide recreation and sporting opportunities, or other community services. These services enhance the quality of life and wellbeing of our municipality in support of the objectives set out in the Council Plan. Council is responsible for the sustainable management of assets and maximising the community benefit arising from its property use. This policy has been developed to meet the following objectives: • **Custodianship**: Ensure Council managed properties are appropriately maintained, developed, and occupied, having regard to the interests of local communities and the care of the assets. • **Community Benefit**: Ensure Council managed properties are used to meet demonstrated community needs consistent with the Council Plan, and in-kind support from Council, including subsidised rent, is recognised, and transparently applied in light of the community benefit to be achieved. • **Consistency**: Guidance to Council and the broader community with regard to the eligibility, use, length of lease and pricing structures to meet the diverse and changing needs of the community.	

	• **Equity**: A framework for fair, transparent, and equitable leasing and licensing of Council managed properties to the organisations, businesses, agencies and community groups based in the West Wimmera Shire Council. • **Financial**: Ensure sound financial management and effective administration of Council managed properties to allow for an acceptable financial return. • **Legal**: Ensure the legal use of Council managed properties
Definitions	This policy is applicable to all Council owned and occupied land and buildings and where Council acts as Committee of Management on Crown land. This policy does not apply to premises that are exclusively occupied by Council operated services such as pre-schools, libraries, and maternal and child health services. **Commercial – Market Rent:** Market rental rates relate to the value of the property and are determined by an independent valuer or competitive tender, comparing with rent levels for similar properties in similar areas. Market rent will be applied where the primary use of a property is commercial. **Community – Peppercorn Rent:** Nominal rents used to satisfy non-commercial objectives of Council for creation of a lease agreement. Peppercorn rents may be charged to recognise the delivery of a significant capital improvement. Either a nominated fee or waiver by Council decision. **Community – Subsidised Rent:** Discounted rents from a market rate where there is some community benefit and may also offer investment back into the facility. **Crown Land**: Lands reserved and/or administered under the *Crown Land (Reserves) Act 1978*. **Council Managed Property**: Land which Council is responsible for. This included land owned or leased by Council and Crown Land which Council is the Committee of Management. The management of council owned residential properties are utilised to attract senior management and rental is to be determined by the Chief Executive Officer after obtaining a real estate rental appraisal. **Lease**: A right granted by an owner of land (lessor) to another person/organisation (lessee) to have exclusive possession of that land for a fixed duration in return for rental payment. **Licence**: A right granted by an owner of land/building (licensor) to another (licensee) to have shared use of that land/building for a fixed duration in return for rental and permits a person (licensee) to occupy land/building (or part thereof) on particular conditions. The main feature that

	distinguishes a licence from a lease is that a licence does not permit exclusive occupancy of the land. **User Agreement**: An agreement will be granted with a committee who occupy a Council facility. Provides rights granted for occupancy of a property. **Property**: The land or buildings to be leased or licensed. **Service Manager**: The relevant Council Officer who manages the relationship (including lease/licence negotiations) with existing or prospective tenants or landlords. The Service Manager is allocated based on the purpose of the agreement, including the type of use. **Term**: The period of time from the commencement of the lease to its termination including further terms.
Policy Details	
1.	**Scope**
	This policy applies to leases and licences of Council owned buildings and land across the municipality, Crown Land where Council is the designated Committee of Management and land, or buildings leased or licensed by Council from another party for the purpose of Council performing its functions and meetings its objectives. The policy does not apply to decisions relating to seasonal club agreements and casual hire agreements.
2.	**Types of Tenure**
	The West Wimmera Shire Council has three main forms of tenure which are used to grant the use of Council land holdings. **Lease** A lease is a contract by which the landlord (owner) grants exclusive use and possession of land to an occupant (lessee), in consideration for payment (rent) for a specified term and purpose. **Licence** A licence is an agreement that generally allows non-exclusive use of land for a fixed term to an occupant. **User Agreement** A user agreement is generally for community groups usage of a Council building where a community program/activity space is provided for the benefit of the community. The Council maintain the building, may provide public risk/liability insurance. These community groups will have a formed committee. No rental is generally charged.
3.	**Laws and Regulations**

Local Government Act 2020 (LGA)

Council shall have regard to sections 114, 115 and 116 of the Local Government Act with respect to every lease and licence undertaken.

Crown Land (Reserves) Act 1978

The leasing provisions in the Crown Land (Reserves) Act 1978 (**CLRA**) are used to authorise a wide range of leases for commercial and non-commercial purposes on reserved Crown land.

Where Council is the appointed committee of management under the CLRA, the main leasing and licensing powers available to Council are as follows:

- under section 17D of the CLRA, Council can grant leases for up to 21 years for any purpose, subject to Ministerial approval; and
- under section 17B of the CLRA, Council can grant licences for up to 10 years for any purpose, subject to Ministerial approval.

Agreements involving Crown land where Council is Committee of Management must be prepared in accordance with the guidelines provided by DECCA. All leases situated on Crown land will use the standard lease agreement as prescribed by DECCA. Initial consent is required by DECCA through a 'Grant and Purpose' request by Council, outlining the proposed terms and conditions of the lease.

Once initial approval is given by DECCA, and the documents have been compiled, signing of the agreement can occur by Council, the tenant and then final approval is given by DECCA under the CLRA by the Minister or their delegate.

Leasing Policy for Crown Land in Victoria 2023 (DEECA Policy)

The objective of this policy is to provide a framework for the leasing of Crown land by formalising 'Crown Land Leasing Principles' at a State-wide level.

Land Act 1958

The Land Act 1958 involves the sale, grant and occupation of unreserved Crown land, Crown water frontages and government roads in Victoria.

Planning and Environment Act 1987 (Vic)

The Planning and Environment Act 1987 applies to both Crown land and freehold land. This Act outlines the planning use, development, and protection of land in Victoria. Occupants need to comply with the West Wimmera Shire Council Planning Scheme and obtain any required planning permits associated with the use and development of leased premises.

Retail Leases Act 2003

Generally speaking, the *Retail Leases Act 2003* (**RLA**) applies to leases under which the tenant uses the premises wholly or predominantly for the retail sale or supply of goods or services. The RLA does not apply to licences.

'Retail' in the context of the RLA means sale or supply to an end user of the relevant goods or services, as opposed to an intermediary who on-sells these. The RLA has been interpreted broadly by the courts. In the context of the type of leases typically

granted by a council, it is generally accepted that the following would constitute a retail use for the purpose of the RLA:

1. the operation of a community sporting club;
2. the provision of services by a not for profit community group; and
3. the operation of a kindergarten or childcare centre.

In certain circumstances, a retail lease will be exempt from the operation of the RLA. For present purposes, these may be summarised as follows:

- where the annual occupancy costs (rent and outgoings) are greater than $1 million;
- where the tenant is a listed public company, or a wholly-owned subsidiary of such a company;
- where the lease term (excluding options) is 15 years or more, and the lease requires the tenant to carry out or pay for substantial works; or where the annual rent is less than $10,000, and the tenant is a not for profit body.

If the RLA applies, there are significant implications for Council as landlord. The RLA contains many provisions which operate for the benefit of the tenant, and to the landlord's detriment. The key implications include:

- first-time tenants are entitled to a minimum 5 year term (including any options for renewal);
- Council is subject to significant disclosure obligations, which apply:
  - (a) at the start of the lease;
  - (b) throughout the term; and
  - (c) at the end of the lease;
- Council is subject to significant repair and maintenance obligations;
- Council cannot require the tenant to pay for land tax or capital costs; and
- any form of underpinning or ratchet clause is void.

4.	**Lease Terms and Vacancy Procedures**

4.1 Rental Rates for Leases and Licences on Crown Land

(Crown Land (Reserves) Act 1978

Agreement Type	Tenure	Rental
Lease **(Exclusive use and possession of part, or all of the reserve)**	Preferred Tenure – 3 year Initial term with 2 x 3 year renewal options (maximum 21 year term)	**Community Occupiers** – Based on Pricing Methodology Matrix in Appendix 1 **Commercial Occupiers** – Commerical Market Assessment completed by valuer
Licence **(Non exclusive use of part, or all, of the reserve)**	Preferred Tenure – 3 years (maximum 10 year term) Can have option to extend further terms.	**Community Occupiers** – Based on Pricing Methodology Matrix in Appedix 1 – Minimum annual rental **Commercial Occupiers** – Commercial Market Rental Assessment completed by valuer

Terms and conditions

In general, commercial use of Crown land, whether a lease or licence, attracts full market rates. These are determined by a valuation from a qualified valuer. However, there are circumstances where a subsidy from market rates may be applied, such as when a community group occupies Crown land for community activities.

The occupiers on crown land may have different requirements and therefore all leases and licences terms and conditions may not be identical and will be dealt with on an individual basis. A Schedule 17B Licence and Schedule 17D Lease are signed off by DEECA.

4.2 Rental Rates for Leases and Licences on Council land Community Groups and Individuals (Local Government Act 2020)		
Agreement Type	**Tenure**	**Rental**
Lease	Preferred Tenure – 3 year intital term with 2 x 3 year renewal options (Maximum 50 year term)	Based on Pricing Methodology Matrix in Appendix 1
Licence	Preferred Tenure – 3 year intital term with 2 x 3 year renewal options.	Based on Pricing Methodology Matrix in Appendix 1 – Minimum Annual Rental

Terms and conditions

The occupiers on council land may have different requirements and therefore all leases and licences terms and conditions may not be identical and will be dealt with on an individual basis.

4.3 Rental Rates for Leases and Licences on Council Land Commercial (Local Government Act 2020 and/or Retail Leases Act 2003)		
Agreement Type	**Tenure**	**Rental**
Lease	Preferred Tenure – 3 year initial term with 1 x 3 year renewal option	Commercial Market Rental Assessment completed by valuer
Licence	Preferred Tenure – 3 year intital term with 2 x 3 year renewal options.	Commercial Market Rental Assessment completed by valuer

Terms and conditions

The occupiers on council land may have different requirements and therefore all leases and licences terms and conditions may not be identical and will be dealt with on an individual basis.

4.4 Rental Rates for User Agreements – Facilities on Council land Community Groups (e.g. Historical Societies, Neighbourhood House, Men's Shed, Tourism facility, e.g Harrow Discovery Centre)

Agreement Type	Tenure	Rental
User Agreement	Preferred Tenure – 10 years, reviewed every 5 years	Nil

Terms and conditions

The occupier will be responsible for minor maintenance and repairs. Any major defects or repairs to be negotiated with Council. Building insurance and public liability for the public will be provided by West Wimmera Shire. Volunteer Committee public liability will need to be resolved with Council. Utilities (electricity, water and waste management if applicable) will also be paid for by the West Wimmera Shire Council for Historical Societies. Neighbourhood House, Men's Shed and tourism facilities will pay all utilties, telephone and workcover for staff. Fire Service Property Levy to be paid by Council. All user agreements will be negotiated, drafted, checked by Council and signed by the Chief Executive Officer.

4.5 Rental Rates for Leases (Aerodromes with a hangar lease option)		
Agreement Type	**Tenure**	**Rental**
Lease	Preferred Tenure – 3 year intital term with 2 x 3 year renewal	Commercial Market Rental Assessment completed by valuer and calculated by square metre rate.

Terms and conditions

A supplementary valuation will take place, valuing the area with an independent CIV. All levied Council rates (e.g. general rates, municipal charge, FSPL and waste management if applicable) will be paid by the Lessee. Insurance and any utilities and telephone costs to be paid by the Lessee. The rental will be calculated by the valuer, and charged per square metre. On the anniversary of the lease the rent will be adjusted and increased by CPI.

5. **Insurance**

All occupants are obligated to take out and keep current their own public liability insurance cover with Council noted as an interested party. A minimum cover amount of $20 million is required or such other amount reasonably specified from time to time by Council. Council reserves the right to request a copy of the current certificate of currency each year for their records. Buildings owned by Council are insured by Council in the majority of cases. Council will not insure the contents of any leased premises, unless otherwise stated in the agreement. Except for community groups on Council land where arrangements will be negotiated.

6.	**Utilities and associated costs**
	The costs associated with the operation of the service which may include: a) Utilities (water, telephone, gas, electricity, internet). b) Rates, if charged, including any charges or sums payable in lieu of rates. c) Commercial waste, sanitary, sewerage and cleaning charges. d) Land Tax. e) Applicable insurance premiums. f) Any other statutory charges. These will depend on each licence, lease or user agreement and the special conditions as per the individual arrangement. Each occupier will be responsible for payment of their own costs in connection with the preparation and execution of leases and licences.
7.	**Inspection, Maintenance and Improvements**
	Council will conduct an inspection of all building and land before signing of any agreement, licence or lease.
8.	**Selection of tenants and licensees**
	In considering entering into proposed leases and licences, Council should also have regard to the relevant Victorian government policies which have been issued in relation to the selection of tenants and licensees. Although there is no statutory requirement upon councils (eg: under the LGA) to undertake a public procurement process (eg: expression of interest or public tender) in respect of a proposal to lease council-controlled land, in considering its position, Council should have regard to: • the public procurement principle in the Local Government Best Practice Guideline for the Sale and Exchange of Land dated June 2009; and • (for Crown land) the Leasing Policy for Crown Land in Victoria 2023. The effect of the above documents is that, generally speaking, Council should conduct a public procurement process before awarding any lease or licence, unless special circumstances exist which justify a private treaty negotiation.
9.	**Term of leases and licences**
	For leases, in establishing the term, Council officers will need to have regard to any relevant constraints under the RLA, and CLRA and the LGA. For Crown land, Council officers will also need to have regard to relevant principles set out in the DEECA Policy referred to above, and any other relevant policies and guidelines issued by DEECA from time to time.

10.	**Rental increase**	
	A rental increase will be each financial year, unless specified. Consumer Price Index as measured by the Australian Bureau of Statistics, per Melbourne CPI %.	
11.	**Review date**	
12	This policy will be reviiewed four years from the date of endorsement by Council, unless it is required to be updated sooner.	
	Responsibilities	
	Council	Resolve on leases which: • have a current market rental of $50,000 or more (and are for a term of 1 year or more); or • have a term of more than 10 years.
	Chief Executive Officer	• Execute leases which have a term up to 10 years. • Executes licences which have a term up to 10 years. • Executes User Agreements with community groups/organistions residing in a Council facility.
	Directors	• Inform Council or the CEO associated leasing process to facilitate the decision making.
	Quality and Facilities Manager	• Obtain information relating to organisations to assist with determinig their eligibility to enter into an occupancy agreement with Council. • Negotiates terms with Lessee/Licensee in line with Council's Policy. • Consultation with relevant stakeholders to ensure policy, compliance and legal requirements are met. • Monitors compliance with performance criteria, terms and conditions at an ongoing basis. • Responsible for the day to day management of the occupancy agreement. • Monitors reporting requirements from the Lessee/Licensee to ensure maximum community benefit and site optimisation is achieved. • Develop policy, provide advice, guidance, template agreements and key terms. • Attend negotitaion meetings with Director. • Maintain records and lease register.

	• Advice to Director regarding compliance with agreements and legislation. • Provide relevant reporting from the lease register. • Apply for approval in principle (grant and purpose) from the Department of Energy, Environment and Climate Action (DEECA) if Coucnil is considering to enter an occupancy agreement under the Crown Land (Reserves) Act 1978.

Policy Adopted:			
Policy Reviewed:			

Appendix 1
Pricing Methodology for Community Agreements

The following matrix indicates the methodology to be used to calculate the appropriate fee for each Lessee by allowing for the specific circumstances of individual organisations.

A	Categories of Occupancy	Full Lease fee
	Full lease fee = 3% of the replacement of facility or land value as determined by a valuer or value from current insurance schedule. CIV from rating data for category B4.	
B	**Categories of Tenant**	**% Lease Fee**
B1	**Community Groups Category 1:** Tenants who: • have a liquor licence held on the premises; AND • hold a Food Registration Certificate on the premises: AND • hire their facilities for functions/social events; OR • charge entry to the premises	17%
B2	**Community Groups Category 2:** Tenants who: • have a liquor licence held on the premises: OR • hold a Food Registration Certificate on the premises; OR • hire their facilities for functions/social events; OR • conduct sporting activities for members and guests	14%
B3	**Community Groups Category 3:** Non-sporting groups who provide a community service and are predominately volunteer based, excluding Historical Societies and Neighbourhood Houses.	5%
B4	**Community Groups Category 4:** Tenants who: • only use land to for sporting fixtures (e.g. Hockey) • occasional user of major facility on the land • Calculate Part A from CIV from rating data.	3%
C	**Financial Circumstances (Evidence to be provided)**	**% of Lease Fee**
C1	Group contributed $0 to the construction of the facility	100%
C2	Group contributed up to 50% toward the construction of the facility	75%
C3	Group contributed in excess of 50% towards the construction of the facility	50%
C4	Group contributed in excess of 75% towards the construction of the facility	25%
D	**Co-location**	
D1	Tenant has exclusive use	100%
D2	Tenant is co-located with another group	50%
Rental Calculation AxBxCxD ***(equals GST exclusive amount)*** **Note: Minimum rental $225 per annum plus GST**		**$** **Plus GST**

15.5 Kangaroo Management

Directorate: *Infrastructure Development and Works*
Report Author: *Director Infrastructure Development and Works*
Report Purpose: *For Decision*

Purpose

The purpose of this briefing paper is to provide an overview of the kangaroo culling system in Victoria, outlining the regulatory framework, processes, and roles of different stakeholders involved in kangaroo population management.

Additionally, it addresses how to identify problem areas, engage with professional kangaroo shooters, and obtain consent for land access to improve kangaroo management.

This information will assist the Council in understanding the mechanisms in place for sustainable wildlife management and how the Council can support landowners within its jurisdiction.

OFFICER RECOMMENDATION:

That Council assist the community to manage kangaroo numbers by:

1. **Identifing problem areas within West Wimmera Shire Council.**
2. **Identifing and promoting licensed professional kangaroo shooters by providing a list on Council's website and facilitating introductions with landowners.**
3. **Assist with obtaining consent for land access.**
4. **Undertake community engagement and implement information initiatives.**

Declaration of Interest

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

Background

Kangaroo populations in Victoria can pose challenges to land management, agriculture, and biodiversity. Effective management of these populations is necessary to mitigate environmental and economic impacts while ensuring the humane treatment of wildlife.

Furthermore, kangaroos can pose significant hazards to motorists, increasing the risk of vehicle collisions and endangering public safety. The Victorian Government regulates kangaroo culling through a structured system involving permits and compliance with animal welfare standards.

Note that the responsibility of managing excess kangaroo numbers mainly falls on landowners.

Council can assist with advice and guidance, but the management and control of kangaroo populations on private property is ultimately the landowners' responsibility.

Kangaroo Populations in Victoria (July 2024)

As of July 2024, estimates indicate that the kangaroo population in Victoria is approximately 1.5 million. This population is spread across seven key regions, with the largest concentrations found in rural and semi-rural areas where grazing and agriculture are prevalent.

Regulatory Framework

1. Authority to Control Wildlife (ATCW) Permit:
    - Landholders must obtain an ATCW permit from the Department of Energy, Environment and Climate Action (DEECA) to legally control kangaroos on their property.
    - The ATCW permit specifies the species, number of kangaroos, and methods allowed for control, with a focus on humane and ethical practices.

2. Kangaroo Harvesting Program:
    - This program allows for the commercial harvesting of kangaroos to manage populations sustainably and provide economic benefits.
    - Quotas are set based on population surveys and ecological assessments to ensure sustainable harvesting.

The Kangaroo Harvesting Program (KHP) in Victoria operates in specific areas designated by the Department of Energy, Environment and Climate Action (DEECA) based on kangaroo population assessments and regional needs.

As of the latest updates, the KHP is active in several regions across Victoria, which are typically areas with higher kangaroo densities and where kangaroo impacts on agriculture, land management, and road safety are significant. These regions generally include:

These areas are determined based on ecological assessments, population surveys, and consultation with local stakeholders to ensure sustainable kangaroo management practices are implemented. The KHP focuses on regions where kangaroo populations are stable enough to support commercial harvesting while ensuring the long-term sustainability of the species.

The Kangaroo Harvesting Program (KHP) is active in the Upper Wimmera region. The Upper Wimmera, located in western Victoria, is part of the broader Wimmera region, which is known for its agricultural activities and natural landscapes that support significant kangaroo populations.

The KHP operates in this area to help manage kangaroo numbers and mitigate their impact on farming and other land uses. This program provides a sustainable approach to controlling

kangaroo populations, ensuring that their numbers remain at levels that are ecologically viable and economically manageable for local communities. By participating in the KHP, landowners in the Upper Wimmera region can collaborate with licensed harvesters to manage kangaroo populations effectively and sustainably.

In the Upper Wimmera region, the Kangaroo Harvesting Program (KHP) has a quota of 17,350 kangaroos for 2024. This quota is part of a broader strategy to manage kangaroo populations sustainably across Victoria, ensuring no more than 10% of the population is controlled each year.

The KHP and Authority to Control Wildlife (ATCW) permits together aim to balance ecological needs with agricultural and community concerns.

For the Upper Wimmera region, ATCW quotas are not explicitly capped like the KHP; they are issued as needed based on individual applications .

3. National Code of Practice:
    - Culling must adhere to the National Code of Practice for the Humane Shooting of Kangaroos and Wallabies, ensuring that methods used are humane and minimize suffering.

Example of an ATCW Permit

Below is a simplified example of what an ATCW permit might include:

Authority to Control Wildlife Permit (example)

Permit Number: ATCW-12345-VIC

Permit Holder: John Doe

Property Address: 123 Farm Lane, Rural Town, VIC 3000

Species to be Controlled: Eastern Grey Kangaroo

Number of Animals: Up to 50 kangaroos

Method of Control: Shooting in accordance with the National Code of Practice for the Humane Shooting of Kangaroos and Wallabies

Permit Validity: 01/08/2024 to 31/12/2024

Conditions:

4. *All culling activities must be conducted by licensed and experienced shooters.*
5. *Compliance with all animal welfare standards as set out in the National Code of Practice.*

6. *Submission of a report to DEECA detailing the number of kangaroos culled and methods used.*

Issued by: DEECA Wildlife Management Division

Date of Issue: 15/07/2024

Process

Application for ATCW Permit:

- Landholders submit applications detailing the need for control, methods to be used, and supporting evidence of kangaroo impacts.
- DEECA assesses applications based on ecological data, landholder needs, and compliance with regulatory standards.

Issuance of Permit:

- Permits are issued with conditions regarding the number of kangaroos, methods, duration, and specific locations for culling.
- Permits are non-transferable and must be renewed upon expiration.

Compliance and Monitoring:

- Permit holders must report on activities, including the number of kangaroos controlled, to ensure compliance with permit conditions.
- DEECA conducts audits and monitoring to verify adherence to regulations and the effectiveness of management strategies.

What can Council do to assist

Identify Problem Areas

- Community Reporting:
  - Utilise social media platforms to create awareness and encourage residents to report areas with high kangaroo activity or damage.
  - Develop a dedicated online portal or hotline for reporting kangaroo-related issues, making it easier for the community to share information.

Engage with Licensed Professional Kangaroo Shooters

- Contact and Support Kangaroo Shooters:
  - Establish a network of licensed kangaroo shooters and ensure they are informed and ready to assist when needed.

- Provide a list of local kangaroo shooters on the Council website and facilitate introductions between landowners and shooters.

Assist with Obtaining Consent for Land Access

- Government and Private Property Consent:
  - Coordinate with DEECA and landowners to streamline the process of obtaining consent for kangaroo shooters to access properties.
  - Use social media and other communication channels to reach out to property owners, asking if they are willing to allow access to their land for kangaroo management.

Community Engagement and Initiatives

- Demonstrating Awareness and Assistance:
  - Launch community engagement campaigns to inform residents about the Council's efforts to manage kangaroo populations and the benefits of responsible wildlife control.
  - Host workshops or information sessions on kangaroo management, providing education on non-lethal methods and land management practices.
  - Explore partnerships with conservation groups and research institutions to develop and promote innovative management strategies.

Risk Management Implications

Risk identified:

Environmental risk
Reputation risk

Legislative Implications

Not Applicable

Environmental Implications

Environmental Risk rating has been assessed as: Medium

Financial and Budgetary Implications

The financial risk rating has been assessed as: Low

Policy Implications

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

Environmental Policy

Council Plan Implications

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

Goal 1 – Liveable & Healthy Community
1.2 Support a safe and inclusive community.

Goal 3 – Sustainable Environment
3.2 Promote sustainable environmental management practices.

Goal 4 – Good Governance
4.3 Advocate for our community on issues important to our future.

Communication Implications

Consultation has already been undertaken in development of the plans

Equal Impact Assessment

No Equal Impact Assessment is required

Conclusion

The kangaroo culling system in Victoria is a carefully regulated process aimed at balancing wildlife conservation with land management needs. By actively identifying problem areas, engaging professional kangaroo shooters, and facilitating land access, the Council can effectively assist landowners in kangaroo population management.

These efforts will demonstrate to the community that the Council is aware of the challenges, including the hazards to motorists, and is committed to supporting sustainable and humane wildlife management practices.

Attachments

Nil

16 Sealing Schedule

Nil.

17 Late Items of Business

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

20. Urgent Business

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

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

No Items

18 Confidential Reports

RECOMMENDATION:

That Council pursuant to Section 66 (2)(a) of the Local Government Act 2020 close the meeting to members of the public to resolve on matters pertaining to the following items:

18.1 C-MAR2024-C006 Kaniva Recreation Reserve AFL Lighting Project

18.2 C-MAR2024-C007 Harrow Recreation Reserve AFL Lighting Project

18.3 C-JUL2024_P008 Motor Grader Purchase

Reason for confidentiality -

Local Government Act 2020, Section 3 - Council business Information

19 Close of Meeting

Next Meeting:

Wednesday, 18 September 2024

Kaniva Council Chambers