

A large water tower is the central focus of the image. It has a conical metal roof with a ladder and platform. The main body of the tower is painted with a mural. The top half of the mural shows a blue sky with white clouds. The bottom half shows a landscape with green hills and a body of water. A kookaburra is perched on a wooden post in the foreground of the mural. The bird has grey and white feathers on its head and neck, and brown and white feathers on its body. It has a long, dark beak.

West Wimmera Shire Council

AGENDA

COUNCIL MEETING

Wednesday 20 May 2026
2:00 pm

Kaniva Council Office
25 Baker Street, Kaniva Victoria
3419

PUBLIC ACCESS

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

www.westwimmera.vic.gov.au



Councillors and Shire Map



MAYOR
Cr. Tim Meyer



**DEPUTY
MAYOR**
Cr. Helen Hobbs



**Cr. Richard
Hicks**



Cr. Jodie Pretlove



Cr. Tom Houlihan





COUNCIL VISION

In 2041 West Wimmera is a great place to live, work, and play. We are growing and we are known for our natural environment, resilience and sense of community. We are proud of our heritage and are building new economic capacity based on innovation and tourism, which is creating local employment. Our towns are vibrant and welcoming, offering the services and facilities that meet the needs of our community and visitors. We are a confident community and will empower everyone to be part of our future.

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
Helen Hobbs, Deputy Mayor
Richard Hicks
Jodie Pretlove
Tom Houlihan

Executive Leadership Team:

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



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1 Welcome

2 Acknowledgement of Country

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

3 Opening Prayer

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

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

4.1 Apologies

4.2 Leave of Absence

4.3 Declaration of Conflict of Interest

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



5 Questions from the Gallery

5.1 Written Questions on Notice

Governance Rules – Division 8 Section 53:

53.4 Questions submitted to Council can be submitted as follows:

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

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

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

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

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

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

No questions on notice were received.



5.2 Verbal Questions without Notice

RECOMMENDATION:

That Council suspend Standing Orders at XX 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 at XX.



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
16/04/2026	Timber Towns Victoria Meeting
24/04/2026	Kaniva Men's Shed 10-year celebration
25/04/2026	Edenhope ANZAC Day
05/05/2026	Strategic leadership Team Meeting
06/05/2026	Councillor Forum
12/05/2026	Informal CEMAC Meeting
13/05/2026	Timber Towns Meeting with member of Parliament
15/05/2026	Lunch & Learn - Successfully navigating a CEO Performance Review Process
20/05/2026	WWSC Cemeteries Trust Meeting
20/05/2026	Pre Council Meeting
20/05/2026	Council Meeting

6.2 Councillor Helen Hobbs (Deputy Mayor)

Date	Event
24/04/2026	Kaniva College Badge Ceremony
25/04/2026	Kaniva ANZAC Day
05/05/2026	Strategic leadership Team Meeting
06/05/2026	Councillor Forum
12/05/2026	Informal CEMAC Meeting
15/05/2026	Lunch & Learn - Successfully navigating a CEO Performance Review Process
20/05/2026	WWSC Cemeteries Trust Meeting
20/05/2026	Pre Council Meeting
20/05/2026	Council Meeting

6.3 Councillor Richard Hicks

Date	Event
08/05/2026	Rail Freight Alliance Meeting
15/05/2026	Lunch & Learn - Successfully navigating a CEO Performance Review



	Process
20/05/2026	WWSC Cemeteries Trust Meeting
20/05/2026	Pre Council Meeting
20/05/2026	Council Meeting

6.4 Councillor Jodie Pretlove

Date	Event
06/05/2026	Councillor Forum
15/05/2026	Lunch & Learn - Successfully navigating a CEO Performance Review Process
20/05/2026	WWSC Cemeteries Trust Meeting
20/05/2026	Pre Council Meeting
20/05/2026	Council Meeting

6.5 Councillor Tom Houlihan

Date	Event
25/04/2026	Dergholm ANZAC Day
25/04/2026	Harrow ANZAC Day
06/05/2026	Councillor Forum
15/05/2026	Lunch & Learn - Successfully navigating a CEO Performance Review Process
20/05/2026	WWSC Cemeteries Trust Meeting
20/05/2026	Pre Council Meeting
20/05/2026	Council Meeting

7 Condolences

Nil



8 Confirmation of Previous Minutes

8.1 **Unscheduled Council Meeting held on Wednesday, 25 March 2026**

RECOMMENDATION:

That the Minutes of the Unscheduled Council Meeting held on Wednesday, 25 March 2026 be taken as an accurate record and confirmed.

Attachments

Nil

8.2 **Council Meeting held on Wednesday, 15 April 2026**

RECOMMENDATION:

That the Minutes of the Council Meeting held on Wednesday, 15 April 2026 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

Nil

12 Deputations and Petitions

There were no Petitions or Deputations submitted for the agenda.



13 Chief Executive Officer

13.1 Quarterly Budget Report and Annual Plan Update Q3 31 March 2026

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 budget report for Q3 ending 31 March 2026 including the Annual Plan update.

OFFICER RECOMMENDATION:

That Council receives and notes the Quarterly Budget Report and the Annual Plan update for Q3 ending 31 March 2026.

Declaration of Interest

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

Background

Profit and Loss

Operating income

Operating income is 10% below budget due to a smoothed monthly allocation of operating grants. As a significant portion of the Financial Assistance Grants (FAGs) funding was received and recognised in FY2025, it is expected to remain below budget until June 2026. It is anticipated that 50% of the FY2027 FAGs funding will be received in this financial year, in line with the budget.

Non-operating income



Commonwealth capital grants are budgeted evenly throughout the year. Claims have been submitted for the first quarter for R2R payment totaling \$648,000. Actuals year-to-date align with budget.

Initial state capital grant payments have been received for projects not originally included in the budget, including: Goroke AFL Lights (\$304,000), Kaniva Bowls (\$330,000), and Goroke Swimming Pool (\$36,000).

Operating expenses

Employee costs are under budget year-to-date, due to ongoing Enterprise Agreement negotiations, offset by the timing of fortnightly payment runs.

Materials and services spending is 8% below budget, with several accounts exceeding budget, including annual insurance premiums and motor vehicle registration; however, this is being offset by lower-than-expected spend on contractors.

Balance sheet

Council rates have been levied, with the remaining instalment now sitting as a receivable on the balance sheet. In addition, an associated payable of approximately \$2M has been recorded for the Emergency Service and Volunteer Fund, which is levied as part of the rates process.

Capital Works

32% of capital works expenditure has occurred by March 2026, with invoicing for materials already delivered for the construction program still pending. A large proportion of the road construction and resheeting programs has been practically completed in the field.

Risk Management Implications

Risk identified:

Financial 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: Medium

Policy Implications

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

Not applicable

Council Plan Implications

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

Goal 4 – Operational excellence

4.5 Strive for long-term financial sustainability.

Communication Implications

No Communication Implications

Equal Impact Assessment

No Equal Impact Assessment is required

Conclusion

The Quarterly Budget Report and the Annual Plan update for Q3 ending 31 March 2026 is presented to Council in accordance with the *Local Government Act 2020*.

Attachments

1. Council Finance Statements March 2026 [**13.1.1** - 3 pages]
2. Council Capital Works Report March 2026 [**13.1.2** - 1 page]
3. Annual Plan 2025 26 [**13.1.3** - 8 pages]

Profit and Loss

West Wimmera Shire Council
For the 9 months ended 31 March 2026

Account	Actual YTD	Budget YTD	Budget Variance	% Var.	Annual Budget	Notes
Operating Income						
Rates and Charges	9,301,621	9,184,935	116,686	1%	9,184,935	
User Fees	445,801	447,332	(1,531)	0%	596,276	
Statutory Fees and Fines	89,130	147,820	(58,690)	-40%	171,779	1
Contributions	0	226,503	(226,503)	-100%	302,004	2
Operating Grants	4,709,528	7,459,592	(2,750,064)	-37%	9,915,356	3
Interest Income	193,303	22,500	170,803	759%	30,000	4
Other Income	2,503,742	1,610,056	893,686	56%	2,131,822	5
Total Operating Income	17,243,125	19,098,738	(1,855,613)	-10%	22,332,172	
Gross Profit	17,243,125	19,098,738	(1,855,613)	-10%	22,332,172	
Non Operating Income						
Net gain / (loss) on disposal of assets	56,756	86,247	(29,491)	-34%	114,996	6
Commonwealth Capital Grants	2,625,747	2,608,371	17,376	1%	3,477,828	7
State Capital Grants	841,069	396,531	444,538	112%	528,708	8
Total Non Operating Income	3,523,572	3,091,149	432,423	14%	4,121,532	
Operating Expenses						
Employee Costs	7,545,953	8,303,382	(757,429)	-9%	11,071,176	9
Materials & Services	6,654,671	7,201,784	(547,113)	-8%	9,267,986	10
Interest Expense	53,060	60,003	(6,943)	-12%	80,004	11
Depreciation	6,255,298	6,276,384	(21,086)	0%	8,368,512	
Other Expenses	370,322	439,509	(69,187)	-16%	508,493	12
Total Operating Expenses	20,879,304	22,281,062	(1,401,758)	-6%	29,296,171	
Net Operating Profit	(3,636,178)	(3,182,324)	(453,854)	14%	(6,963,999)	
Net Profit (including Non Operating Income)	(112,606)	(91,175)	(21,431)	24%	(2,842,467)	
Work in Progress						
Work in Progress - Wages	207,634	0	207,634	0%	0	
Work in Progress - Wages Oncosts	99,665	0	99,665	0%	0	
Work in Progress - Contractors	513,726	0	513,726	0%	0	
Work in Progress - Materials	509,382	0	509,382	0%	0	
Work in Progress - Internal Plant	300,408	0	300,408	0%	0	
Work in Progress - External Plant	2,633	0	2,633	0%	0	
Work in Progress - Other	(838)	0	(838)	0%	0	
Total Work in Progress	1,632,611	0	1,632,611	0%	0	

Notes

- Animal Registration fees due in April will reduce YTD variance
- Contributions for the construction of the Edenhope Recreation Reserve are sitting on the Balance Sheet to be recognised in line with the project progress
- We have received 37.5% of the total 2026 FY FAGS allocation this FY. We budgeted for the allocation to be received equally across the FY however received and recognised 50% in the 2025 FY. Providing the payment schedule remains constant we should meet budget with a substantial payment in late 2026FY for the following FY.
- Cash position remains strong and we have continued to invest loan funds.
- Other income includes positive variations for drought support administration 57k, and June 2025 VicRoads payment received in 25-26 of 531k.
- YTD fleet vehicles have been reduced by 2 and minor plant sales have been completed.
- R2R (Roads to Recovery) YTD have received only the 1st quarterly claim. Final LRCI funding received 1.748m
- We have received initial payments for the Sports and Rec grants for Goroke Rec Reserve, Kaniva Bowls Club and TAC projects that have been confirmed funding this year that were not budgeted.
- Timing of payroll fortnights has an additional fortnight budgeted in March with the payroll fortnight not expensed until April.
- Contractor spend is under budget YTD, this is budgeted evenly across the year however significant seasonal factors affect the actual expenses including pool open hours, construction claims and contracted works timing.
- Borrowings to be reduced by 500k in April will further minimise interest expense prior to end of year.
- Timing variation for costs yet to occur including external and internal audit costs 80k.

Balance Sheet

West Wimmera Shire Council
As at 31 March 2026

Account	31 Mar 2026	30 June 2025
Assets		
Current Assets		
Cash and Cash Equivalents	15,221,078	10,835,182
Trade & Other Receivables	1,380,551	987,940
Inventory	176,635	106,527
Prepayments	0	20,020
Other Assets	0	17,001
Total Current Assets	16,778,263	11,966,670
Non-current Assets		
Property, Plant and Equipment	255,329,970	261,585,268
Investment in Associates	427,870	427,870
Total Non-current Assets	255,757,841	262,013,138
Total Assets	272,536,104	273,979,808
Liabilities		
Current Liabilities		
Trade & Other Payables	3,019,366	2,222,818
Trust Funds & Deposits	836,123	612,645
Contract Liabilities	926,494	1,152,978
Provisions	1,984,372	2,179,342
Loan - Treasury Corporation of Victoria	2,000,000	2,000,000
Total Current Liabilities	8,766,355	8,167,784
Non-current Liabilities		
Provisions	298,686	298,686
Total Non-current Liabilities	298,686	298,686
Total Liabilities	9,065,041	8,466,470
Net Assets	263,471,062	265,513,338
Equity		
Asset Revaluation Reserves	229,870,458	229,870,458
Restricted Reserves	1,945,371	2,242,431
Retained Earnings	31,655,233	33,400,450
Total Equity	263,471,062	265,513,338

1. 2026 FY rates are raised and reported as receivable. This will reduce with in quarter 4 with final installment due.

2. ESFV installment due for March quarter 1.6m included in payables.

Statement of Cash Flows

West Wimmera Shire Council

For the 9 months ended 31 March 2026

Account	July 2025-Mar 2026	2025
Operating Activities		
Rates and Charges	8,417,518	8,852,341
Statutory fees and fines	91,004	164,809
User Fees	487,425	788,755
Grants - Operating	4,698,223	14,930,658
Grants - Capital	3,545,396	2,511,103
Contributions	0	76,364
Interest received	210,304	390,695
Receipts from other income	2,902,056	2,048,227
Employee costs	(8,340,394)	(11,602,438)
Payments for materials and services	(5,667,800)	(10,538,467)
Cash payments from other operating activities	(410,923)	(558,400)
Interest Expense	(53,060)	(913)
Net Cash Flows from Operating Activities	5,879,749	7,062,733
Investing Activities		
Payment for property, plant and equipment	(1,788,548)	(11,827,506)
Disposal of assets	62,432	468,968
Assets - Parks, open spaces and streetscapes	0	4,413
Assets - Recreation, leisure and community	0	389,585
Assets - Computers and Telecomms	0	4,445,901
Net Cash Flows from Investing Activities	(1,726,116)	(6,518,638)
Financing Activities		
Trust Funds & Other Deposits	232,175	247,436
Other cash items from financing activities	89	2,000,000
Net Cash Flows from Financing Activities	232,264	2,247,436
Net Cash Flows	4,385,896	2,791,531
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	10,834,795	8,043,264
Net change in cash for period	4,385,896	2,791,531
Cash and cash equivalents at end of period	15,220,691	10,834,795

Capital Works Program
West Wimmera Shire Council
For the year to date ending 31 March 2026

Description	Comments	Budget 2026 FY \$	Actual 30 June 2026 \$	Budget Remaining \$	Finicial Progress %
Rural & Urban Drainage	Provision only	30,000	41,351	- 11,351	138%
Footpaths	Provision only	10,000	3,277	6,723	33%
Kerb & Channel	Provision only	10,000	8,777	1,223	88%
Buildings, Structures & Land		546,709	46,096	500,613	8%
Connection of Council properties into Goroke Sewer		8,000	6,158	1,842	77%
Kaniva Pool Painting		10,000	8,275	1,725	83%
Goroke pool painting		10,000	11,605	- 1,605	116%
Apsley mens urinal and drain replacement		10,000	-	10,000	0%
Johnny Mullagh Discovery Centre Floor leveling		15,000	11,227	3,773	75%
Goroke Pool Water Leak		5,000	3,849	1,152	77%
Water Chlorinator (Goroke Swimming Pool)		40,000	2,545	37,455	6%
Kaniva Depot -		150,000	2,085	147,915	1%
Library Open access		198,709	-	198,709	0%
West Wimmera Workers Accomodation (subject to funding)	Council contribution only	100,000	-	100,000	0%
Edenhope office		-	352	- 352	100%
Open Space		303,700	153,536	150,164	51%
Incidental Park Furniture	Provision if required only	20,000	-	20,000	0%
Kaniva Dog Park		90,000	76,175	13,825	85%
Goroke PreSchool Playground Upgrade		193,700	76,656	117,044	40%
Apsley Playground		-	705	- 705	100%
Roads		1,788,408	407,183	1,381,225	23%
Mooree Road Reconstruction and Widening Ch 4560 to Ch 5800 x 6.2m sealStage2	Final seal	79,236	200,195	- 120,959	253%
Goroke Nurcounq, Reconstruction and Widening Ch 1200 - Ch 2600 x 6.2m seal	Final seal	61,628	-	61,628	0%
South Lillimur Rd Ch 21640 - Ch 22540 x 4.2m seal	Final seal	26,838	-	26,838	0%
Elizabeth St, Edenhope, Parking Lane construction, Anne St - Mollison St, South Side	Final seal	10,850	-	10,850	0%
Edenhope Aerodrome Taxiway	Final seal	15,000	-	15,000	0%
Yearinga Rd Ch 2826 - Ch 3651 x 6.0m seal	Final seal	35,200	-	35,200	0%
Mooree Road, Reconstruction and Widening, (Stage 1 Ch5800 - Ch7600)		476,656	63,468	413,188	13%
Local Road Railway Crossings - Signage and speed limit		100,000	20,635	79,365	21%
Lake St, Edenhope - Wombat crossing and speed limit		102,000	-	102,000	0%
Apsley Natimuk Rd and Patyah Bringalbert North Rd corner		831,000	107,002	723,998	13%
Kadnook - Connewirricoo Rd., Reconstruction & Widening, Ch 990 - Ch 4710 x 6.2m seal	Council contribution (year 1 only)	50,000	15,883	34,118	32%
Linemarking	Provision only	20,000	-	20,000	0%
Shoulder Resheeting		400,000	-	400,000	0%
Resheeting		1,354,418	795,776	558,642	59%
CAP2526-AEPMO-1111-ROAD Murrawong North Rd Ch 11070 to 11770 Resheet			46,718		
Church Rd Kaniva Ch 0 to 650 Resheet			7,524		
Grant and Richs Rd Ch 800 to 2325 Resheet			83,680		
Merrett Rd Ch 2240 to 2880 Resheet			29,568		
Feders Collins Rd Ch 3420 to 4890 Resheet			23,439		
CAP2526-AEPMO-1117-ROAD Hawkers and Goodwins Rd Ch 6070 to 7070 Resheet			10,044		
Goodwins and Crouchs Rd Ch 0 to 1350 Resheet			81,082		
Billyho Rd Ch 4370 to 5950 Resheet			50,569		
N Goodwin Rd Ch 7620 to 8030 Resheet			11,887		
The Avenue Rd Ch 650 to 1250 and 2535 to 3070 Resheet			24,854		
T Meyers Rd Ch 0 to 1000 Resheet			23,518		
K Rabones Rd Ch 1070 to 2270 Resheet			38,853		
Lawloit East Rd Ch 70 to 1100 Resheet			25,612		
CAP2526-AEPMO-1126-ROAD Guy Brooks Rd Ch 570 to 2660 Resheet			88,481		
Jennings Rd Ch 2600 to 3500 Resheet			32,945		
Patyah Rd Ch 19340 to 20870 Resheet			2,581		
CAP2526-AEPMO-1130-ROAD Simpsons and Fosters Rd Ch 1000 to 2390 Resheet			2,284		
CAP2526-AEPMO-1131-ROAD Jones Rd Ch 2400 to 3600 Resheet			36,373		
McClures Rd Ch 5500 to 7000 Resheet			50,549		
Tea Tree Ck Rd Ch 12150 to 12610 Resheet			11,898		
CAP2526-AEPMO-1134-ROAD Wilsons Rd Ch 0 to 580 Resheet			21,941		
Hauslers and Dundons Rd Ch 0 to 1100 Resheet			32,160		
			23,319		
Haylocks Rd Ch 0 to 400 Resheet			18,913		
Woodacres Rd Ch 1400 to 1950 Resheet			13,128		
Chetwynd East Road Ch 2355m to Ch 2555m Resheet			3,856		
Street Lighting	Provision only	10,000	-	10,000	0%
Projects carry forwards		570,454	179,634	390,820	31%
Budjik St Footpath, Farmers St - Webb St W4815		56,100	38,694	17,406	69%
Budjik St, Kaniva, Madden St - Sport St - DESIGN ONLY W4835		39,008	-	39,008	0%
External painting of Kaniva town hall W4819		78,000	82,748	- 4,748	106%
Yearinga Rd Ch 2826 - Ch 3651 x 6.0m final seal W4704		35,145	-	35,145	0%
Edenhope Aerodrome Fire Upgrade W4699		322,191	56,806	265,385	18%
Kaniva Traffic Review W4692		40,010	-	40,010	0%
Lake Wallace Boat Ramp		-	1,387	- 1,387	100%
Plant and Vehicles		-	3,020	-	100%
ICT Device and Equipment Management			3,020		
Total		5,043,689	1,632,611	3,408,059	32%

ANNUAL PLAN

2025/2026 Q3 update

The best of country living



West Wimmera Shire Council
Annual Plan 2025/2026
Actions

% complete

Recommendation		Action		Manager	Apr-26	Comments
		1.1.1	Continue to roll out our Community Grants Program (Quick Response Grant, Sponsorships, Community Strengthening and Community Support Grant)	Community Development and Tourism Manager	100%	Ongoing management and maintenance of the grants program including updates to guidelines and the Smarty grants software
		1.1.4 #	Partner with service providers to improve access to health and community services within the shire (general health, oral health, mental health, MCH services, early years care and education, youth service)	Community Support & Wellbeing Manager	100%	Kinders commenced Healthy Achievent Program, Be You Mental Health Program including partnering with local stakeholders. Headspace sessions with youth implemented. Continuation of support for WWHS for MCH.
		1.1.8	Supporting and recognising volunteers across the shire with annual volunteer morning teas, seek funding for additional event to recognise all volunteers	Community Development and Tourism Manager	80%	Readdressing what volunteering will look like into the future
		1.2.1	Delivery of supported playgroups program	Community Support & Wellbeing Manager	100%	Supported Playgroups run in Harrow and Goroke
		1.2.2	Engagement with schools and key stakeholders (health service providers, headspace) across the shire to promote Western Bulldogs Community Foundation Program.	Community Support & Wellbeing Manager	100%	Ongoing regular meetings with WBD and stakeholders
		1.2.2	Deliver Freeza and Engage youth funding through Western Bulldogs Community Foundation Program.	Community Support & Wellbeing Manager	100%	Year 1.4 of 3 year program complete
		1.2.3	16 days of activism campaign with local events in November 2025	Community Development and Tourism Manager	100%	Continue to seek funding to run this event
		1.2.5	Active participation of CoRe alliance membership	Human Resources Manager	75%	
		1.2.7	Intergenerational playgroup/gardening program in Edenhope	Community Support & Wellbeing Manager	100%	This program was completed and no longer applicable due to new strict child safe regulations.
		1.2.8	Annual Working with Children's check audit	Human Resources Manager	75%	
		1.3.1	Support community groups with funding applications	Community Development and Tourism Manager	100%	Ongoing and including public meetings to discuss grant opportunities
		1.3.1	Training for committees of management (DEECA) and modern rules for committee training	Community Development and Tourism Manager	60%	Ongoing – 2 Community meetings planned for 2026 with follow up meetings planned
		1.3.2	Delivery of Johnny Mullagh Discovery Centre floor leveling Connection of Council properties into Goroke sewer Kaniva pool painting Goroke pool painting Apsley men's toilet repair Goroke pool leak repair and water chlorinator Kaniva depot - fuel tank removal	Engineering Manager	100%	Delivery of Johnny Mullagh Discovery Centre floor leveling - completed Connection of Council properties into Goroke sewer - completed Kaniva pool painting - completed Goroke pool painting - completed Apsley men's toilet repair - issue has been resolved Goroke pool leak repair - completed; water chlorinator - held off due to projects pool upgrade Kaniva depot - fuel tank removal is scheduled
		1.3.2	Complete fire-fighting facilities upgrade at Edenhope Aerodrome (funded)	Innovations & Project Manager	95%	Works completed. Pending acquittal.
		1.3.2	Complete asset inspections as per plan	Engineering Manager	90%	Ongoing as per schedule
		1.3.2	Seek funding for solar on government owned buildings (if available) – potentially - Kaniva Community Hub and/or pools	Quality and Facilities Manager	35%	Projects have scoped several key identified assets and concepts have been provided to Council. Investigating suitable funding opportunities and none have been identified to date.

1	GOAL 1: LIVEABLE AND HEALTHY COMMUNITY		Advocate for upgrading – rail crossing signals at Serviceton and pedestrian crossings at Maddern and Farmer Street Kaniva		90%	Added to Advocacy Plan. Serviceton crossing has been on Victrack program for a number of years.Added to Advocacy Plan. Serviceton crossing has been on Victrack program for a number of years. Design complete and funding has previously been advised to have been allocated. Need our representative on Rail Freight Alliance to again raise both these crossings on their agenda. Brought up in discussions with Road Safety Victoria during workshop re Safer Roads and Streets Program. Rail crossing projects not applicable to this project. Emma Kealy office contacted re promise of Serviceton rail upgrade in 2019, with no works done to date. Emma Kealy raised the matter in State Parliament 15 Oct 2024.
		1.3.2 #		Engineering Manager		
			Delivery of Goroke Kinder playground project Delivery of Kaniva Dog Park Delivery of Kaniva Recreation Reserve facilities design Delivery of Goroke aquatic facility design (subject to funding) Delivery of Open Access Library Fitout Project Advocate and seek funding for Streetscape upgrades West Wimmera housing projects, Goroke kinder building upgrade, Edenhope childcare playground, Kaniva pool upgrade, Kaniva Recreation Reserve facility upgrades and other key projects as they arise.	Innovations & Project Manager	80%	Playground largely completed with some tidy up works remaining. Kaniva Dog Park, Kaniva Recreation Reserve Facilities Design and Goroke Aquatic Facility Design projects are all nearing completion. The Open Access Library Fitout Project's execution is due to start end of April. Funding applications for the Goroke Kindergarten Building Upgrade and the Edenhope Kinder Service Yard Upgrades has been submitted. The Kaniva Tourism & Wellbeing Precinct funding application to the Regional Precinct & Partnership Program incorporates upgrades to the Kaniva Pool. Seeking of funding for other key projects has continued with several Local Sports
		1.3.3 *	Delivery of Edenhope football changerooms Delivery of Serviceton Silo Art Delivery of Kaniva Bowling Club green (subject to funding) Delivery of Goroke irrigation and lighting (subject to funding) Continue to seek suitable grant funding as it becomes available for community infrastructure projects, including: Edenhope Recreation Reserve oval lighting Edenhope netball court and lighting upgrade Apsley Recreation Reserve oval lighting Additional projects to be added as they are approved through the PMO	Innovations & Project Manager	75%	Serviceton crossing has been on Victrack program for a number of years. Design complete and funding has previously been advised to have been allocated. Need our representative on Rail Freight Alliance to again raise both these crossings on their agenda. Edenhope Changerooms, Serviceton Silo Art and Goroke Irrigation and Lighting are nearing completion by mid 2026. The Kaniva Bowling Club Upgrade will commence in mid 2026. Design and delivery of Harrow and District Recreation Reserve Scoreboards Upgrade Project, Edenhope Swimming Pool Facilities Design Project and Serviceton Bowls Club All Abilities Green and Sports Pavilion Upgrade will commence in mid to late 2026.
		1.3.5 #	Advocate for the requirement for school bus services for all school children	Community Support & Wellbeing Manager		
		1.3.5	Continue to run/support and promote volunteer taxi service in Kaniva and Centre for Participation bus from Kaniva to Horsham weekly	Community Development and Tourism Manager	60%	Further discussions to take place re the viability of this service for Council and Centre for Participation
		1.3.5	Continue to run/support and promote companion transport program Harrow, Kaniva and Edenhope	Community Development and Tourism Manager	100%	This will be dependent on the availability of pool vehicles now that HAAC is no longer a Council responsibility.

	1.4.2 #	Meet with funding and/or service partners every six months to assist with regional advocacy for childcare/early years services	Community Support & Wellbeing Manager	100%	regular meetings with Dept Ed and MAV working groups
	1.4.3 #	Advocate for childcare in Goro	Community Support & Wellbeing Manager	50%	BEEF application in progress
	1.4.5	Training calendar on Councils website with business training opportunities	Innovations & Project Manager		on hold
	1.4.9 #	Advocate for the requirement for potable water in Harrow, Goro and Apsley	Planning and Environment Manager	75%	Attend GWM stakeholders meetings as they occur. Aciting Director IDW participated online in GWMWater's Customer and Stakeholder Workshop on Friday 24 April 2026.
	1.5.1	Continuing to provide library services for the community.	Director Corporate and Community Services	100%	Library contract in place and services being provided
	1.6.1	Community fire awareness, through social media and Wimmera Emergency Management Team	Community Development and Tourism Manager	100%	New MEMP to be put to the MEMPC in March for approval. To be forwarded to REMPC for assurance
	1.6.2	Attend meetings and actively participate in the Wimmera Emergency Management Resources Sharing Partnership and work with the staff or the Wimmera Emergency Management Team	Community Development and Tourism Manager	100%	New MEMP to be put to the MEMPC in March for approval. To be forwarded to REMPC for assurance
	1.6.2 #	Advocate for multi-agency depot in Kaniva (CFA, SES and ambulance) and Goro (CFA and SES)	Community Development and Tourism Manager	75%	Work in progress Advocation plans being drawn up for Goro and Kaniva Met with all parties and Goro has been offered some options for station build. CFA Region 17 and Goro will discuss the options of a new station or a station refurbishment.
	1.6.3	Attend and actively participate in the planning of the Grampians Regional Emergency Management team regional and local plans	Community Development and Tourism Manager	100%	Ongoing
	1.6.4	Plan for and deliver emergency services as required in conjunction with REMP and MEMP, as per the three tiers of emergency management planning in Victoria and the Emergency Management Act 2013	Community Development and Tourism Manager	100%	
	1.7.1	Involvement in Wimmera Southern Mallee Development Housing Project Kaniva airport redevelopment (subject to funding)	Innovations & Project Manager	75%	ongoing
	2.1.1	Marketing campaign on social media and council website to attract businesses and families to West Wimmera	Innovations & Project Manager	0%	Yet to commence due to limited resources.
	2.1.3	Begin implementation of recommendations from planning scheme review: Complete Edenhope flood investigation Complete Apsley flood investigation Update flood controls for Harrow and Chetwynd (add into planning scheme) Targeted settlement plans for larger towns (Edenhope, Kaniva, Goro, Apsley and Harrow)	Planning and Environment Manager	60%	Awaiting final Edenhope and Apsley flood studies. Minister permission provided for advertising harrow and Chetwynd flood amendments small Towns Plan complete, funding for kaniva Structure Plan, currently being prepared to go to June Forum.
	2.1.4	Continue to delivery Business Assistance Grant program	Innovations & Project Manager	75%	ongoing
	2.1.4	Supporting industrial development across the shire	Innovations & Project Manager	75%	Investigating opportunities as they arise.
	2.1.4	Continue to deliver Streetscape Grant program	Innovations & Project Manager	75%	
	2.1.5	Support to Birchip Cropping Group Young Farmers Network (West Wimmera Group)	Innovations & Project Manager	100%	Financial assistance provided.
	2.2.2	Active membership to Wimmera Grampians Tourism (Visitor Economy Partnership)	Community Development and Tourism Manager	100%	
	2.2.3	Seek funding for Glenelg River walking trail	Community Development and Tourism Manager	50%	Discussions with Glenelg Hopkins re them funding a walking trail
	2.2.5 #	Advocate to attract the required skilled workforce to the region. e.g. health care, childcare, agriculture.	Innovations & Project Manager	75%	Advocate via Council Alliance, Readyness Strategy for skilled workforce, support to agriculture
	2.4.1	Seek external funding to implement Kaniva and Edenhope streetscape plans	Innovations & Project Manager	75%	Seeking funding. Concept prepared. No applicable opportunities identified to date.
	2.4.5	Undertake review of streetscapes (Harrow, Apsley, Serviceton, Dergholm and Goro) (subject to funding)	Innovations & Project Manager	75%	Seeking funding. Concept prepared. No applicable opportunities identified to date.
	2.4.6	Seek funding for: Lions Park Edenhope upgrade project Delivery of streetscape improvements (Harrow, Apsley, Serviceton, Dergholm and Goro)	Innovations & Project Manager	75%	Seeking funding. Concept prepared. No applicable opportunities identified to date.
	2.5.1	Complete review of Road Management Plan (required within 12 months of new Council)	Engineering Manager	100%	RMP adopted and published on Government Gazette

2	GOAL 2: DIVERSE & PROSPEROUS ECONOMY	2.5.2	Complete Road Management Plan inspections	Engineering Manager	100%	Ongoing as per schedule
		2.5.2	Develop Council's 2026/27 reseal and resheet program	Engineering Manager	85%	
		2.5.2 *	Delivery of 2025/26 resheet program	Operations Manager	70%	
		2.5.3	Develop the 2026/27 annual capital works program	Engineering Manager	100%	Draft capital works program presented to Councillors
		2.5.3 *	Deliver 2024/25 annual capital works program Mooree Road (reconstruction and widening) Local Road railway crossings - signage and speed limit Lake St, Edenhope - wombat crossing and speed limit Apsley Natimuk Rd and Patyah Bringalbert North Rd corner	Operations Manager	50%	Mooree Road (reconstruction and widening) - completed Local Road railway crossings - signage and speed limit - 50% Lake St, Edenhope - wombat crossing and speed limit - 30% Apsley Natimuk Rd and Patyah Bringalbert North Rd corner - 30%; partial works carry forward to 2026/27
		2.5.5 #	Advocate for additional external funding for roads and bridges.	Engineering Manager	85%	Senior Officers and Councillors attending meetings (regional Transport Group and Western HWY Action Committee), MAV (Municipal Association of Victoria) forums, minister's meetings. Participating in the State Safer Local Roads and Streets Program. \$2,000,000 over two years. Process commenced with workshop 13 August 2024. Report to Forum 2 Oct. And 12 Nov 24. Workshop with TAC 14 Oct. 24. Five projects adopted by Council at March 2025 Council meeting. Projects have been submitted via Smartygrants during early May 2025. Applied for SLRIP Funding for Kadnook Connnewirricoo Road widening (submitted 24 Sept 24.). Funding bid was unsuccessful. Second bid successful and funding secured.
		2.5.6 #	Advocate for Regional Roads Victoria to improve the quality of state roads throughout the shire.	Engineering Manager	85%	Attendance by Councillor and Director at Regional Transport Group meetings and DTP meetings.
		2.5.7	Seek funding, if available, for Kadnook- Connnewirricoo Road and others depending on eligibility.	Engineering Manager	100%	Funding application was successful
		2.6.1 #	Advocate for improved access to quality digital connectivity.	Innovations & Project Manager	75%	Digital connectivity plan with telstra in place
		2.6.2 #	Advocate for West Grampians Pipeline Active involvement in the Wimmera Southern Mallee Partnership to ensure that the West Grampians Pipeline project continues to be a high priority	Innovations & Project Manager	75%	Ongoing.
		2.6.3 #	Advocate for improved water pressure within towns.	Innovations & Project Manager	75%	Upgrades in Edenhope underway
		2.6.4 #	Advocate for the improvement of roads to meet requirements for road trains.	Engineering Manager	85%	Add to Advocacy Plan Various meetings with DOT and Regional Transport Group are regularly attended by Senior Staff.
		3.1.1 *	Develop waste management plan and feasibility	Operations Manager	60%	Waste services contractor
		3.1.7 #	Advocate for improvement of infrastructure (i.e. tables, chairs, signage) on public land across West Wimmera	Community Development and Tourism Manager	100%	Parks Vic have advised that there are no funds for improvements to minor infrastructure in the Wimmera Parks. Infrastructure burnt in the Little Desert Fire will only be replaced if it was insured.
		3.2.1	Roll out annual corella management plan	Planning and Environment Manager	100%	Some Corella Management occurring, resourcing has been limited for these activities this season
		3.2.1 *	Deliver Council roadside weeds and pest program	Planning and Environment Manager	75%	Spring spraying has occurred, additional spraying and roadside rabbit ripping will occur in Autumn
		3.2.1	Review corella management plan	Planning and Environment Manager	50%	Aiming for June Forum to provide this to councillors

3	GOAL 3: SUSTAINABLE ENVIRONMENT	3.2.2	Landcare facilitator - capacity building and support for local Landcare groups and roadside weed management across the shire	Planning and Environment Manager	95%	Program ceased being hosted by West Wimmera Shire, have not yet received acquittal to complete.
		3.2.2	Work with partner agencies on roadside vegetation management on road construction projects	Engineering Manager	100%	As required for road construction projects
		3.3.4	Deliver boat ramp extension Seek funding for jetty handrail project	Innovations & Project Manager	75%	Boat Ramp completed. Application submitted for Jetty Handrail.
		3.3.4 #	Advocate for ongoing funding for maintenance at Lake Wallace (including weed cutting when required)		100%	CEO (Chief Executive Officer) & DIDW to meet with CMA & DEECA (Department of Energy, Environment and Climate Action). Boat ramp extension completed. Weed cutting program completed in January 2025. Funding contribution towards these works from the WCMA
		3.4.1 #	Use environmentally sustainable design in projects across the shire	Innovations & Project Manager	75%	ESD has been a key inclusion for all projects.
		3.4.2 #	Investigate the potential for micro-grids in industrial areas and towns.	Innovations & Project Manager	75%	Funding opportunities are being assessed as they arise.
		3.4.2 #		Operations Manager		
4	GOAL 4: GOOD GOVERNANCE	4.1.1 *	Complete long-term financial plan	Chief Financial Officer	100%	LTFP Adopted by Council
		4.1.3	Quarterly financial statement reporting	Chief Financial Officer	70%	3rd Quarter report to May Forum & Council Meeting
		4.1.5 #	Advocate for and Seek funding for shovel ready projects	Innovations & Project Manager	75%	Ongoing.
		4.1.5	Maintain Grant Guru subscription to assist council staff and community members to source suitable grant funding	Innovations & Project Manager	75%	Ongoing.
		4.1.5	Support community members to source suitable grant funding with Grant Guru	Community Development and Tourism Manager	100%	Met with Harrow Historical Society re grant options for a new display in Harrow.
		4.1.5	Seek funding for scoping and planning of Gorokey and Edenhope pools	Quality and Facilities Manager	100%	Funding for both has been secured and scoping and planning is underway
		4.1.7	Continue to deliver and support the innovation platform	Innovations & Project Manager	75%	Ongoing.
		4.2.3	Continue to deliver regular communication via Council website and channels	Governance Manager	75%	Communications plan/strategy in place
		4.3.1	Prepare a document setting out key advocacy issues for West Wimmera Shire.	Innovations & Project Manager	100%	
		4.3.2 #	Actively participate on regional and sector bodies and forums	Director Corporate and Community Services	75%	Colaboration on early years service improvements, liasing with other LG's on risk management and governance. Department of Health on Cemeteries. Communities of Practice with Queensclif, Northern Grampians and Southern Grampians
		4.4.1	Complete new four-year workforce plan in line with Local Government Act requirements	Human Resources Manager	100%	
		4.4.6	Develop the 2026/27 Annual Plan	Innovations & Project Manager	80%	
		4.4.6	Policy review - advocacy policy	Innovations & Project Manager	25%	Review scheduled for 15 June 2026
		4.4.6 *	Complete the 2025-2029 Council Plan	Innovations & Project Manager	100%	
		4.4.6 *	Complete 2025-2029 Health and Wellbeing Plan (included in Council Plan)	Planning and Environment Manager	100%	completed within council plan and submitted to Department of health
		4.4.6	Complete 2024/25 Annual Report	Governance Manager	100%	
		4.4.6	Complete 2024/25 annual financial statements	Chief Financial Officer	100%	Statements Adopted by Council
		4.4.7	Training and implementation of the Project Management Framework across all departments	Innovations & Project Manager	80%	Rollout in progress.
		4.4.9 *	Transition aged and disability care service to new provider by October 1st 2025	Community Support & Wellbeing Manager	100%	Complete
		4.4.9	Policy Review Environmental Policy	Planning and Environment Manager	75%	Current policy says there will be a plan, 'Environment' covers a broad spectrum looking into if this should be environment as in the natural environment, or environmental sustainability for council.
		4.4.9	Policy Review Human Rights Policy	Human Resources Manager	100%	



	4.4.9	Policy Review Borrowing Policy Fraud & corruption Control Policy Geographic Naming Policy Building Fee Refunds Policy Corporate Credit & Purchase Cards Policy	Chief Financial Officer	80%	Four policy reviews have been completed with the Fraud & Corruption Control Policy currently under review.
	4.4.9	Policy Review Asset Disposal Policy Policy Recreation Policy Play Space Policy	Engineering Manager	100%	Asset Management Policy and Asset Management Strategy adopted by Council at March meeting. Asset Management plan adopted by Council at September meeting. Development of an Asset Acquisition Policy completed and adopted in August Council meeting.
	4.4.11	Policy Review Community & Commercial Advertising on Council Buildings & Structures	Director Infrastructure, Development and Works	75%	Review due 15 June 2026
	4.4.11	Policy Review CEO Employment & Remuneration Policy Change management Policy Complaints Policy Council Expenses Policy Flag Flying on Council Owned Buildings and Property Pricing Policy	Director Corporate and Community Services	80%	Final policies are on agenda for May Council Meeting.
	4.4.11	Policy Review Election Period Policy Communications Policy	Governance Manager	20%	Election Period to be presented with LGV Model Governance Rules Communications Policy - next Council Meeting
	4.5.1	4 scheduled Meetings Audit and Risk Committee	Chief Financial Officer	75%	Three of four scheduled meetings has occurred
	4.5.2	Internal Audits Planned for 2025/26 - Financial Sustainability - OHS _Emergency Management	Chief Financial Officer	80%	OHS and Emergency Management Audits completed, Financial sustainability audit completed awaiting draft reports





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14 Corporate and Community Services

14.1 S11A Instrument of Appointment and Authorisation - Planning and Environment Act 1987

Directorate: Corporate and Community Services

Report Author: Governance Manager

Report Purpose: For Decision

Purpose

In accordance with the *Local Government Act 2020*, Council may delegate specific powers, duties or functions to the Chief Executive Officer or to Council staff by way of an Instrument of Delegation or Authorisation.

OFFICER RECOMMENDATION:

That Council in the exercise of the powers conferred by the legislation referred to in the attached S11A Instrument of Authorisation under the Planning and Environment Act 1987 resolves that:

- 1. There be delegated to the person holding the position of Planning Coordinator, or acting in or performing the powers, duties and functions set out in the attached S11A Instrument of Authorisation.**
- 2. The Common Seal of Council is affixed to the instrument with the signatures of two Councillors.**
- 3. On the coming into force of the instrument all previous delegations are revoked.**
- 4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

Declaration of Interest

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



Background

The *Local Government Act 2020* allows Council to delegate its powers by resolution to ensure the many decisions required to be made are done so in an efficient way, allowing Council meetings to remain focused on strategic matters and community leadership rather than being operationally focused. An authorised officer is a person, other than a Councillor, appointed by Council to carry out a compliance function or an enforcement function under legislation related to the functions and powers of Council.

The S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) is used to authorise officers to enforce the *Planning and Environment Act 1987* and institute proceedings on behalf of Council or represent Council. This instrument was adopted 21 May 2025 but due to the appointment of a new Planning Coordinator, the instrument has been updated and presented to Council for consideration.

Where authorisations and delegations have been made, the decision lies with the delegated officer and cannot be influenced by those initially delegated the powers. The Instrument of Delegation or Authorisation is documentary evidence of the delegation given to a staff member or their appointment as an authorised person.

Council subscribes to a delegations and authorisations service produced by Maddocks Lawyers. Maddocks reviews all legislation that impacts local government in Victoria and distributes an updated schedule of delegations that reflects any legislative changes. This template is used by many Victorian councils and reflects common practice within the industry. Drawing on these updates, the Instruments are updated periodically as legislation is amended, or new legislation is introduced which impacts upon the operations of Council.

Risk Management Implications

Risk identified:

Regulatory risk

Legislative Implications

The report complies with the requirements of the:

Local Government Act 2020

Planning and Environment Act 1987

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:

Not applicable

Council Plan Implications

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

Goal 4 – Good Governance

4.4 Develop a high performing accountable organisation.

Communication Implications

No Communication Implications

Equal Impact Assessment

No Equal Impact Assessment is required

Conclusion

Delegations to undertake a specific duty or power in accordance with a specific section of an Act of Parliament are essential to enable Council staff to carry out professional duties and in accordance with the *Local Government Act 2020*, Council may delegate specific powers, duties or functions to the Chief Executive Officer or to Council staff by way of an Instrument of Delegation or Authorisation.

Attachments

1. S 11 A - Instrument of Appointment (P E Act) draft 20 May 2026 [14.1.1 - 2 pages]

Maddocks Delegations and Authorisations

*S11A Instrument of Appointment and Authorisation (Planning and
Environment Act 1987)*

West Wimmera Shire Council

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987* only)**

Adopted 21-May-2025

- [MPE] means Manager Planning and Environment
- [SPCO] means ~~Senior~~ Planning ~~Officer~~Coordinator; and
- [ESC] means Environmental Services Coordinator



Maddocks

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987*)**

In this instrument "officer" means -

MPE: Nicole Wearne
SPCO: ~~Edwin Irvine~~ Cameron Hayes
ESC: Fiona Baxter

By this instrument of appointment and authorisation West Wimmera Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* – authorises the officers to carry out the duties or functions and to exercise the powers of an authorised officer under the *Planning and Environment Act 1987*; and [MPE, SPCO, ESC]
2. under s 313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument. [MPE, SPCO, ESC]

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the West Wimmera Shire Council on ~~20~~4 May ~~2025~~2026.

Signed by the Chief Executive Officer of Council)
)

Date:

Signed by Councillor)
)

Date:

Signed by Councillor)
)

Date:



14.2 Business Assistant Grant Guidelines (Small Business Development Grant Guidelines)

Directorate: Corporate and Community Services

Report Author: Community Development Manager

Report Purpose: For Decision

Purpose

The Business Assistance Grant Guidelines were adopted 19 April 2023 and are now due for review with a proposed name change to Small Business Development Grant Guidelines.

OFFICER RECOMMENDATION:

That Council:

- 1. Notes the name change from Business Assistance Grant Guidelines to Small Business Development Grant Guidelines.**
- 2. Adopts the Small Business Development Grant Guidelines.**

Declaration of Interest

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

Background

Council provides the Small Business Development Grant to support new and existing businesses seeking to establish, expand or improve their operations within the shire. The program aims to strengthen local economic development by offering financial support for eligible projects, including permits, equipment, facility improvements, and professional business advisory services.

The Business Development Department seeks to:

- Encourage job creation, business growth and investment
- Attract new businesses and capital to the region
- Support local businesses that contribute to economic development
- Facilitate investment in infrastructure that supports industry development

Key changes

The revised guidelines more clearly position the grant as an economic development tool, with a focus on job creation, local investment, and business growth and sustainability.



Funding remains capped at up to \$10,000 per business, with a mandatory co-contribution of \$1 from the applicant for every \$2 from Council. Council funds cannot be used as deposits or to support finance arrangements. This improves financial accountability and reduces misunderstanding by applicants.

New and clarified eligibility requirements include that applicants must have no overdue Council debts, any previous Council grants must be fully acquitted, businesses must demonstrate a clear community benefit, and leaseholders must have at least 18 months remaining on their lease.

Online businesses are now explicitly addressed, with eligibility requiring operation from a physical premises in West Wimmera Shire and demonstration of local economic contribution, such as local jobs, suppliers, or warehousing. Purely online businesses with no local footprint are not eligible, preventing funding from flowing to businesses that do not deliver tangible local benefits.

Eligible and ineligible activities are now more clearly defined, with activities grouped into startup, growth, and online-specific categories. A 30% cap applies to funding for online activities, and there are clear exclusions for retrospective works, works without permits, and non-approved grant writers.

The assessment process is now more transparent, with clear application requirements including business plans, financials, and evidence of co-contribution. Applications are assessed on merit until funds are exhausted, and the composition of the assessment panel is specified.

The payment and acquittal process has been refined, with 80% of funding provided upfront and the remaining 20% paid upon completion and inspection. There are also clear acquittal requirements for professional services, balancing support for businesses with appropriate Council oversight.

Risk and compliance settings have been strengthened through expanded Occupational Health and Safety requirements, along with clear expectations around permits, agreements, timeframes, and safety obligations.

Risk Management Implications

Risk identified:

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



Legislative Implications

Not Applicable

Environmental Implications

Nil

Financial and Budgetary Implications

The financial risk rating has been assessed as: Low

Policy Implications

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

Grant Policy

Council Plan Implications

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

Goal 1 – Healthy, inviting and connected community

1.4 Provide community development opportunities and volunteer support.

Goal 2 – Diverse and growing economy

2.5 Encourage economic development and industry diversification.

Communication Implications

No Communication Implications

Equal Impact Assessment

No Equal Impact Assessment is required

Conclusion

Ensuring Small Business Development Grant Guidelines are up-to-date, transparent and closely aligned with Council's broader economic development objectives will strengthen the program's effectiveness and further enhance its capacity to cultivate a diverse, resilient and prosperous local economy.



Attachments

1. Small Business Development Grant Guidelines - Final Draft 06052026 [**14.2.1** - 8 pages]



Small Business Development Grant Guidelines

Council Guidelines

Small Business Development Grant Guidelines

Small Business Development Grant Guidelines

1. Program Overview

West Wimmera Shire Council provides the Small Business Development Grant to support new and existing businesses seeking to establish, expand or improve their operations within the shire. The program aims to strengthen local economic development by offering financial and in-kind support for eligible projects, including permits, equipment, facility improvements and professional business advisory services.

The Business Development Department seeks to:

- Encourage job creation, business growth and investment.
- Attract new businesses and capital to the region.
- Support local businesses that contribute to economic development.
- Facilitate investment in infrastructure that supports industry development.

2. Purpose, Funding and Co-contribution

The program establishes a framework for Council to offer targeted assistance to eligible businesses that can demonstrate clear and lasting benefits to the West Wimmera community.

2.1 Funding Available

- Up to \$10,000 per business may be available, subject to budget and assessment outcomes.
- Funding may support:
 - New business establishment within West Wimmera.
 - Expansion or improvement of an existing business (e.g. equipment upgrades, facility repairs, extensions).
 - Professional business advice, including marketing, business planning, and grant writing.

2.2 Co-contribution Requirement

- A minimum co-contribution of \$1 from the applicant for every \$2 from Council is mandatory (2:1 Council-to-applicant ratio).
- Council funds must not be used as a deposit or any component of a finance arrangement.

Council cannot guarantee that all eligible applications will be funded or funded at the amount requested.

Small Business Development Grant Guidelines

3. Eligibility and Assessment

3.1 Eligibility Criteria

Applicants must:

- Hold a current and active Australian Business Number (ABN).
- Be located within West Wimmera Shire or be establishing a new business within the shire.
- Employ 20 or fewer full-time equivalent staff.
- Have acquitted any previous Council grants and hold no overdue debts with Council.
- Demonstrate a clear community benefit.
- Demonstrate the required minimum co-contribution.
- Own the business premises or hold a lease with at least 18 months remaining from application date.

Online businesses must also meet these additional requirements:

- Operate from a physical business premises (home-based or commercial) located within West Wimmera Shire.
- Demonstrate how the business creates local jobs, purchases from local suppliers, or contributes to the local economy beyond online sales.
- For e-commerce businesses without a physical storefront, provide evidence of local economic impact such as local warehousing, local employees, or local service contracts.

3.2 Assessment Considerations

Applications will be assessed on merit until the program budget is fully allocated.

Assessment may consider:

- Strength and viability of the business plan and supporting financial information.
- Anticipated impact on local employment and economic development.
- Benefit to the community.
- Project alignment with business start-up, growth or sustainability outcomes.
- Evidence of secured and realistic co-contribution.

Small Business Development Grant Guidelines

4. Eligible and Ineligible Activities

4.1 Eligible Activities

✓ Business start-up costs, such as:
<ul style="list-style-type: none">• Fit-out of new premises.• Initial equipment purchases.• Initial marketing and branding.• External or internal business signage related to launching the business.
✓ Business growth or improvement activities, such as:
<ul style="list-style-type: none">• Refurbishment or equipment replacement.• Facility upgrades.• Building repairs.• Facility extensions.• Grant-writing support through approved providers.• Professional advisory services that directly support start-up or expansion (business planning, financial planning, marketing).
✓ Online business-specific eligible activities:
<ul style="list-style-type: none">• Website development and e-commerce platform setup (up to 30% of total grant funding).• Online marketing and digital advertising campaigns targeting West Wimmera customers.• Physical infrastructure supporting online operations (local warehousing, packaging stations, local delivery vehicles).
✓ Other eligible activities:
<ul style="list-style-type: none">• Refurbishing or replacing equipment.• Upgrading facilities.• Repairing buildings.• Extending current facilities.• Grant-writing support for external funding opportunities.• Professional advisory services such as business planning, financial planning or marketing advice.

4.2 Ineligible Activities

<ul style="list-style-type: none">• Works requiring permits that have not been obtained.• Works to buildings funded under this program within the past five years.• Retrospective activities or equipment purchased prior to Council approval.• Grant-writing services from non-approved providers.• Costs required for other grant applications (e.g. prerequisite surveys).

Small Business Development Grant Guidelines

<ul style="list-style-type: none">Expenditure not clearly identifiable as part of the co-contribution or approved project.
✗ Ineligible for online businesses:
<ul style="list-style-type: none">Purely digital projects with no physical West Wimmera presence or local economic benefit.Software purchases or subscriptions without demonstrated connection to local operations.Online-only businesses operating entirely from outside West Wimmera Shire.

Council may request further information if necessary to finalise an assessment.

5. Application Process

Applications must be submitted online via SmartyGrants:

<https://westwimmera.smartygrants.com.au>

Applications must provide:

- Completed application form.
- Details of directors or business principals.
- Business plan with market analysis and financial forecasts (required for start-ups).
- SWOT analysis.
- Owner consent (if leasing premises).
- Description of proposed works or activities.
- Evidence of co-contribution (e.g. bank statements, quotes, finance approvals).
- Digital image(s) of the business area to be upgraded.

A report on submitted applications will be presented to Councillors for determination.

6. Claiming Grant Funds

6.1 Project Works

- An initial tax invoice (including ABN) for 80% of the approved grant is required.
- Upon project completion, the applicant must submit a full acquittal.
- A final tax invoice for the remaining 20% is then required.
- Council will inspect works and release funds only when works are satisfactorily completed.

6.2 Professional Services (e.g. Grant Writing)

- Applicant must provide Council with a tax invoice from the service provider (including ABN).

Small Business Development Grant Guidelines

- A grant acquittal is required once the service provider has been engaged and the external grant application lodged.
- Any additional service provider fees remain the applicant's responsibility.

7. Terms and Conditions

Applicants must:

- Submit a complete application with all required documents.
- Obtain necessary planning or building permits prior to receiving funds.
- Use grant funding solely for the approved project.
- Enter into a written agreement with Council before commencing works.
- Complete works within 12 months of signing the agreement.
- Ensure grant funds are not used as a deposit or part of a finance arrangement.
- Cover any project overruns without additional Council support.
- Participate in reasonable promotional and media activities.
- Actively participate in grant-writing processes when support is provided.

For online businesses, applications must include:

- Physical business address within West Wimmera Shire (no PO Boxes).
- Evidence of local economic contribution (employment contracts, supplier invoices, lease agreements).
- Website/business plan clearly showing how online operations support the local West Wimmera economy.

8. Occupational Health and Safety

All works must comply with relevant legislation, including:

- Victorian OHS Act 2004
- OHS Regulations 2017
- Electricity Safety Act 1998
- Electricity Safety (Installations) Regulations 2009
- Applicable Australian Standards and Codes of Practice

Applicants, building owners and licensed contractors must:

- Comply with all OHS regulations and standards.
- Ensure works do not obstruct or endanger public areas; comply with traffic management requirements under the Road Management Act 2004.
- Obtain Council approval for temporary road/footpath closures at least 10 days prior to works.
- Minimise trip hazards during works.
- Comply with electrical safety requirements and the *Blue Book 2012*.
- Assess structural integrity of awnings, roofs or decorative features before working.

Small Business Development Grant Guidelines

- Properly manage asbestos in accordance with WorkSafe Victoria guidance.
- Provide safe access and egress to elevated work areas.
- Avoid working within 2 metres of an unprotected edge without appropriate safety systems.
- Maintain Material Safety Data Sheets (MSDS) for chemical use.

9. Disclaimer

- Council is not responsible for cost underestimations.
- Funding is not guaranteed, nor is the full amount requested.
- Meeting eligibility criteria does not guarantee funding.

10. Program Review

The program is reviewed annually as part of Council's budget process. Reviews consider:

- Effectiveness in achieving program objectives.
- Uptake and utilisation rates.
- Post-grant evaluation feedback.
- Any required updates to information, processes or funding limits.

11. Assessment Process

Applications will be assessed by a panel consisting of:

- A member of the Community Development team
- A member of the Planning team
- A member of the Engineering team
- A member of the Projects and Innovation team

Projects may not receive the full amount requested. Final approval will be endorsed by Council at its next available meeting.

12. Acquittal

At the conclusion of all works and within 12 months of the receipt of the grant the successful applicant must complete the Smarty Grant online acquittal form. The grant recipient will be required to demonstrate the following:

- All funds provided under the Shopfront Improvement Grant Program were used exclusively for eligible project costs as defined in the program guidelines.
- Expenditure included approved items such as accessibility upgrades, repainting, window refurbishments, or other permitted façade improvements.
- The grant recipient has submitted all required documentation including:
 - Photographs of completed works
 - Copies of invoices and receipts
 - Contractor quotes, where applicable
 - Confirmation that all permits and regulatory obligations were met

Small Business Development Grant Guidelines

- All works were carried out in compliance with Victorian legislation, relevant safety requirements, and any applicable planning or building permit conditions.
- The project did not obstruct public access or compromise safety during construction.

13. Further Information

To apply: <https://westwimmera.smartygrants.com.au>

Contact Council:

- Visit: **Council Customer Service Centres**
- Call: **13 99 72**
- Email: **council@westwimmera.vic.gov.au**



14.3 Community Strengthening Grant Applications

Directorate: Corporate and Community Services

Report Author: Community Development Manager

Report Purpose: For Decision

Purpose

Council considered applications for funding through round two of the Community Strengthening Grants Program for the 2025/26 financial year.

OFFICER RECOMMENDATION:

That Council approves the following Community Strengthening Grant applications from:

- **Harrow Mechanics Institute:**
 - \$5,000
 - Complete floor sanding and flood coat finishing of the Harrow Mechanics Institute.
- **Kaniva Group of Fire Brigades CFA:**
 - \$893.00
 - Purchase an Engel Fridge and slide to mount in the Quick Fill Trailer
- **Dergholm and District Soldiers Memorial Hall:**
 - \$5,000.00
 - Repair roof stormwater drainage problem
- **Apsley Golf Club Inc:**
 - \$3,216.00
 - General repairs to the club house
- **Kaniva CFA Brigade**
 - \$1,082.00
 - Purchase of a Chainsaw and associated safety equipment

Declaration of Interest

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



Background

Total Funds being applied for: \$15,191.00 from an available \$19,436.97

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

Grants of up to \$5,000 are available in two streams: Community Projects Funding - maximum of \$5,000 on a \$2 for \$1 basis. Maximum of one successful application every four funding rounds per organisation. Facilities Upgrades and Equipment Purchases - maximum of \$5,000 on a \$2 for \$1 basis. Maximum of one successful application every four funding rounds per organisation.

All grant applications have been assessed against the grant application criteria and deemed to meet the criteria.

Applicant	Total Project cost \$	Council contribution \$	Applicants Cash contribution \$	In-Kind \$
Harrow Mechanics Institute:	12,896	5,000	7,896	0
Kaniva Group of Fire Brigades – CFA:	1,339	893	446	0
Dergholm and District Soldiers Memorial Hall:	7,840	5,000	2,000	840
Apsley Golf Club Inc:	4,824	3,216	1,125.6	482.4
Kaniva CFA Brigade	1,625	1,082	543	0
Totals	28,524	15,191	12,010.60	1,322.40

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:

Council Grants Policy

Council Plan Implications

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

Goal 1 – Healthy, inviting and connected community

1.4 Provide community development opportunities and volunteer support.

Communication Implications

No Communication Implications

Equal Impact Assessment

No Equal Impact Assessment is required

Conclusion

Community Strengthening grants are important for the community as it allows for a substantial grant amount allowing community groups to complete major projects.

Attachments

Nil



14.4 Non Council Owned Community Hall Grant - Applications

Directorate: Corporate and Community Services

Report Author: Community Development Manager

Report Purpose: For Decision

Purpose

This grant allows for not-for-profit hall committees to apply for an annual contribution towards the cost of their facilities insurances (public and products liability and/or contents and building contribution).

OFFICER RECOMMENDATION:

That Council approves the applications for reimbursement of non-Council owned halls facilities insurance:

- **Benayeo Hall \$634.00**
- **Bill's Gully Welfare Group and Reserve and Hall Committee \$794.60**

Declaration of Interest

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

Background

Non-Council Owned Community Grants are designed to support the vitality, resilience, and sustainability of community organisations, groups, and initiatives that operate independently of Council ownership or direct management. These grants recognise the critical role that non-Council entities play in delivering social, cultural, environmental, economic, and wellbeing outcomes for local communities.

Applications have been received for Public and Products Liability Insurance contribution (maximum of \$800) from Benayeo Hall for the sum of \$634 and Bill's Gully Welfare Group and Reserve and Hall Committee for \$794.60. Both sums are under the \$800 limit of this grant 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:

Council Grants Policy

Council Plan Implications

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

Goal 1 – Healthy, inviting and connected community

1.4 Provide community development opportunities and volunteer support.

Communication Implications

No Communication Implications

Equal Impact Assessment

No Equal Impact Assessment is required

Conclusion

The Non-Council Owned Community Grants program remains a vital mechanism for supporting the operational sustainability of local volunteer-run organisations. By providing financial assistance for insurance costs to the Benayeo Hall and the Bill's Gully Welfare Group and Reserve and Hall Committee, Council is directly contributing to the resilience of community-managed assets.



Attachments

Nil



14.5 Change Management Policy

Directorate: Corporate and Community Services

Report Author: Director Corporate and Community Services

Report Purpose: For Decision

Purpose

The Change Management Policy was adopted 19 August 2020 and is now due for review.

OFFICER RECOMMENDATION:

That Council revokes the Change Management Policy.

Declaration of Interest

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

Background

Council reviewed and adopted the Change Management Policy in August 2020. The policy was established to ensure that any organisational changes within Council were managed in a structured, transparent, and effective manner. It provides a framework for assessing, approving, and implementing changes to minimise disruption and support the achievement of Council objectives.

Since this review, Council has implemented the Project Management Officer and Project Management Framework. Council has adopted a formal Project Management Framework, which includes the implementation of controls for any projects delivered by staff. These controls have significant overlap with the current Change Management Policy as there are non-minor ICT system changes. These will be classified as a project and follow the West Wimmera Shire Council project lifecycle.

Through the suite of documents under the Project Management Framework, controls relating to scope, schedule, cost, quality, risk, contract and procurement, human resources, and communication are to be carefully considered and implemented to ensure the successful delivery of any project. Included within this framework are key milestone points such as completion of the concept plan and project execution plan requiring approval by ELT to proceed.



By incorporating these areas within the Project Management Framework, the key areas of the current Change Management Policy have been effectively duplicated, making the policy no longer required.

Risk Management Implications

Risk identified:

Change risk

People risk

Legislative Implications

Not Applicable

Environmental Implications

Nil

Financial and Budgetary Implications

The financial risk rating has been assessed as: Low

Policy Implications

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

Change Management Policy

Council Plan Implications

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

Goal 4 – Operational excellence

4.3 Explore opportunities to reduce red tape and support the community through challenging government processes.

Communication Implications

No Communication Implications

Equal Impact Assessment

No Equal Impact Assessment is required

Conclusion



The Change Management Policy is no longer needed as Council's Project Management Framework includes major controls for the implementation of change.

Attachments

1. WWSC Council Policy Change Management Policy adopted 19 Aug 2020 1 [**14.5.1** - 6 pages]



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COUNCIL POLICY	
CHANGE MANAGEMENT POLICY	Policy No:
	Adopted by Council: 19 Aug 2020
	Next review date: August 2022
Senior Manager:	Director Corporate and Community Services
Responsible Officer:	Director Corporate and Community Services
Functional Area:	Corporate Services / Information Technology
Introduction & Background	<p>Council operates in a dynamic and evolving landscape where information needs and requirements are fluid.</p> <p>To keep up with this Council will from time to time require changes to its Information and Communication Technology (ICT) platforms to be made.</p> <p>For this change to be effective, Council needs to undertake and manage it in a coordinated manner.</p>
Purpose & Objectives	<p>This policy provides a high level framework to provide a management process to be followed for all ICT service changes, concentrating on the management, approval and communication of change.</p> <p>This policy does not apply to regular system maintenance functions.</p>
Definitions	<p>ICT system:- any Information or Communications Technology system that Council employs to manage, collect and store information.</p> <p>Change:- Any alteration to the current running configuration of an ICT system.</p> <p>Change Manager:- A Council Officer or Project Manager in the case of a simple project, responsible for managing the change process on behalf of Council.</p>
Policy Details	
1.	<p>Overview</p> <p>Council employs a number of ICT systems to manage its business. To keep abreast of changes to business Council will periodically need to make changes to these systems. There are four basic steps in the change process:</p> <ol style="list-style-type: none"> 1. Initiating Change 2. Change Approval 3. Change Implementation 4. Accepting Change

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<p>2.</p>	<p>Initiating Change</p> <p>A change is initiated when Council becomes aware that the current systems will no longer perform to the level required. This may result from a number of sources, including:</p> <ul style="list-style-type: none"> • Legislative or regulatory change • Obsolescence of Council's existing systems • Supplier initiated change (ie: support requirements, software patches, etc) • Security threats • Replacement, addition or redeployment of resources (including staff) • Other Council initiated reasons <p>At the initiation stage the change required will be documented clearly showing:</p> <ul style="list-style-type: none"> • Requirement for the Change • System(s) affected • Risk of change (including risk of not changing) and level of urgency • Identified affected stakeholders • Testing plan including success or failure thresholds • Resources required to implement change including timeline • Costs involved with the change • Business Case supporting change (required for major changes as defined in Appendix A) • Justification for resource changes
<p>3.</p>	<p>Change Approval</p> <p>Once documented the change shall be presented to management for approval. Depending upon the level of change this may be an individual manager, director, or the Chief Executive Officer. (See Appendix A for more information)</p> <p>If the change is approved then a Change Manager shall be appointed to manage the change implementation on behalf of Council.</p>
<p>4.</p>	<p>Change Implementation</p> <p>Once the change approval has been granted the Change Manager shall implement the change. It is the responsibility of the Change Manager to ensure that all pre-implementation dependencies and requirements (i.e that a backup is taken, or contractors are arranged, etc) are in place before implementation is undertaken.</p> <p>The Change Manager has delegated authority from Senior Management to make whatever operational actions are required to implement the change within the scope of that change process.</p> <p>More complex implementations may require regular implementation or milestone reporting to management – this will be at the discretion of management when approving the change project.</p> <p>It is the responsibility of the Change Manager to implement a comprehensive testing regimen on any change implemented. The implementation phase of the change project must not be completed until testing has been complete.</p>



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	If testing highlights a problem with the implementation of the change then the Change Manager must immediately report this to management. Management in conjunction with the Change Manager will then investigate and review the problems with a view to producing a mitigation strategy.
5.	<p>Accepting Change</p> <p>Upon practical completion of the project the Change Manager must measure the success and failure of the change implementation and provide a project completion report to management.</p> <p>Management will assess the project completion report before accepting it and closing the change project. If management assesses that the project should be closed, then a remedial action plan shall be produced and returned to the Change Manager for implementation.</p>

Policy Adopted:	Ordinary Meeting 21/06/18	Minute Book Page 38111	RecFind 18/002251
Policy Reviewed:	Ordinary Meeting 18/09/19	Minute Book Page	RecFind E19/000568
	Council Meeting 19/08/20	Minute Book Page.....	RecFind E20/000285



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APPENDIX A

Levels of Change and Risk

Change may be categorised into four broad categories:

1. **Routine Change** – Any change that is minor and routine in nature, such as installing a routine software patch or minor update. A routine change is one which exhibits low risk and involves minimal system downtime. A relevant manager may authorise this level of change. Documentation may be of a minimal nature, such as emails and testing logs.
2. **Normal Change** – Any change which involves a low or medium risk which is not of routine or incidental nature, but nonetheless is still a known and planned change. Examples of normal change are implantation of major software, upgrades for example, new versions of Microsoft Excel or Word, Corporate Software updates, etc. These are changes which may involve minor system downtime. Normal Change must be authorised by a Director or the CEO. Documentation must involve formal request for change and authorisations and detailed testing logs must be produced and maintained.
3. **Major Change** – Any change which requires the implementation of a new ICT system software and/or hardware or changes to personnel. This may be replacement of an existing system or a new additional system. Major change normally carries inherent high risk activities to Council. Authorisation of major change must come from the CEO or Council if a public tender is involved. Comprehensive documentation is required, including detailed planning documentation, a business case supporting the change or a justification for personnel change, and regular implantation briefings and reports. A detailed testing regimen must be undertaken and documented.
4. **Emergency Change** – An emergency change is one which must be implemented as soon as possible. These may result from major incident or security issues, or from a sudden regulatory change. An emergency change generally carries high risk and must be authorised by a director or the CEO. Detailed implementation and testing documentation must be maintained.

Risk is a combination of urgency and failure consequence. Both urgency and failure consequence may be categorised in three major categories:



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Risk	Urgency
Low	Minor impact on day to day activity of Council
Medium	Moderate effect – change should occur to achieve best practice
High	Major change which must be undertaken to maintain business operations

Risk	Fail Consequence
Low	Minimal impact, insignificant financial and time loss, no reputational consequence
Medium	Moderate time loss (<5 days), financial loss (<\$50,000), localised reputational damage
High	Significant time loss (>5 days), significant financial loss (>\$50,000), national reputational loss, failure to comply with legislative or legal requirements.



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Appendix B

Project Name			
Requested By: (Name & Position)			
Request No.		Request Date:	
Change Description			
Reasons For Change			
Business and Systems Impacted (Include any secondary impacts)			
Alternative Actions (List any potential alternatives)			
Is Budget Variation Required?	YES / NO	If YES Amount \$: (Attach completed Budget Variation Request)	
Change Referrals Discussed?	SMG / Director	Project Management	ICT
	YES / NO / NA	YES / NO / NA	YES / NO / NA
Risk Implications (Include Risk of change and of NOT implementing change)			
Approved	YES / NO		
Priority	LOW (4 weeks +) / MEDIUM (4 weeks) / HIGH (2 weeks) / URGENT (1 week) / EXTREME (24 hours)		
Approved By (Name and Position)			
Approval Date			



14.6 Borrowings Policy

Directorate: Corporate and Community Services

Report Author: Chief Financial Officer

Report Purpose: For Decision

Purpose

The Borrowing Policy was adopted in March 2022 and is now due for review. This policy outlines West Wimmera Shire Council's borrowings strategy and provides an agreed framework or policy structure for the consideration of existing and future long-term borrowings by Council.

OFFICER RECOMMENDATION:

That Council adopt the attached Borrowing Policy.

Declaration of Interest

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

Background

The Borrowing Policy has been reviewed by the Audit and Risk Committee and feedback received prior to being tabled to Council.

The policy has been updated with minor changes to presentation and formatting.

Risk Management Implications

Risk identified:

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

Legislative Implications

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



Environmental Implications

Nil

Financial and Budgetary Implications

The financial risk rating has been assessed as: High

Policy Implications

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

Borrowings Policy

Council Plan Implications

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

Goal 4 – Operational excellence

4.5 Strive for long-term financial sustainability.

Communication Implications

No Communication Implications

Equal Impact Assessment

No Equal Impact Assessment is required

Conclusion

The reviewed Borrowing Policy continues to provide a clear framework for the consideration and management of Council's long-term borrowings. Following a review by the Audit and Risk Committee, the policy is recommended for adoption.

Attachments

1. WWSC Council Policy Borrowings Policy 24022026 DRAFT [**14.6.1** - 5 pages]



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COUNCIL POLICY		
BORROWINGS POLICY	Policy No:	
	Adopted by Council:	19 June 2024
	Next review date:	June 2026
Executive Director:	Director Corporate & Community Services	
Responsible Officer:	Chief Financial Officer	
Functional Area:	Financial Services	
Introduction & Background	<p>This policy outlines the West Wimmera Shire Council Borrowings strategy and provides an agreed framework or policy structure for the consideration of existing and future long-term borrowings by Council.</p> <p>West Wimmera Shire Council is required to comply with the provisions relating to borrowings as detailed within the <i>Local Government Act 2020</i> and any regulations made under this Act. Refer Schedule 1.</p>	
Purpose & Objectives	<ol style="list-style-type: none">To communicate Councils planned financial management for existing and future long-term debt.The clear articulation that operational or recurrent works are not to be funded from long term debt.To establish framework that complements and maximises the effectiveness of the Council long term investment in infrastructure and other capital assets.To support the objective and strategic consideration of competing capital investment proposals and how these investment proposals may be financed.To compliment a considered and agreed capital works evaluation framework on which future Council budgets can be premised and for various capital works proposals to be considered objectively.To safeguard the long-term financial viability of the West Wimmera Shire Council.To establish objectives and principles that outline when it is appropriate for Council to undertake borrowings within a sound financial management framework.To ensure Council keeps within the relevant prudential requirements provided by State GovernmentTo set out the manner in which Council may establish and manage a debt portfolio.	

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	<p>Council has a desire to maximise the use of loan funding in situations where the new capital asset has an income flow on which to compare the cost of loan finance, or where the capital asset is capable of being liquidated and the capacity for loan funding commitments to be reviewed accordingly.</p> <p>The life cycle nature of the new capital asset may be finite or short term prior to asset liquidation and suited to shorter term loan funding.</p>
Response to the Overarching Governance Principles of the Local Government Act 2020	<p>Section 9 of the Local Government Act 2020 states that a Council must in the performance of its role give effect to the overarching governance principles.</p> <p>This policy is in response to the following overarching governance principle/s of the Local Government Act 2020:</p> <p>a. Financial management principles (section 101)</p>
Policy Details	
1.	<p>Background</p> <p>Council recognises the Local Government sustainability ratios that are issued on an annual basis by the Victorian Auditor-General's Office (VAGO). These ratios provide a set of interrelated indicators for Local Government to use to assess individual Council and sector financial performance and position.</p> <p>Financial sustainability trends in Victorian Local Government are being tracked and monitored by VAGO via a series of sustainability indicators. The indicators produced by VAGO are as follows:</p> <ul style="list-style-type: none"> a. Underlying Result Indicator b. Liquidity Indicator c. Self-Financing Indicator d. Indebtedness Indicator e. Capital Replacement Indicator f. Renewal Gap Indicator <p>The Indebtedness Indicator has a formula being:</p> <ul style="list-style-type: none"> a. Non-Current Liabilities divided by Own – Sourced Revenue. <p>Council is also regulated in relation to long term borrowings by indicative prudential limits set by Local Government Victoria (LGV). LGV survey Councils in relation to proposed long term borrowings on an annual basis, and maintain a watch over the levels of Council borrowings and other indicators applied against individual Councils and the Local Government sector.</p>
2.	<p>Policy Principles</p> <ul style="list-style-type: none"> a. Council aims to finance new capital works and assets to the greatest extent possible from revenue, grants, subsidies, or any specific cash backed reserves established to fund capital works. b. Council shall not borrow to fund operational or ongoing regular maintenance activities.



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	<p>c. Council may consider undertaking borrowings to fund an external obligation placed upon it that is outside of its direct control (i.e to fund a superannuation liability call, etc)</p> <p>d. Long term borrowings for capital works and new capital assets will be for intergenerational assets that are expected to reduce expenditure or increase revenue to service finance costs with benefits exceeding the repayment period.</p> <p>e. Council will not enter any financing arrangement which would involve the repayment of interest only unless that interest is at least matched by income generated from the asset financed.</p> <p>a) West Wimmera Shire will not use long term debt to finance operational or recurrent works.</p> <p>f. Council will review annually the Indebtedness Indicator, together with other sustainability indicators, as issued by the Victorian Auditor-General and Local Government Victoria as applies to West Wimmera Shire, other small rural Councils and the Victorian Local Government sector as a whole.</p> <p>g. The repayment of new and existing long-term borrowings will be set at between 5-10 years for major significant long-life infrastructure. Capital works for Community and social infrastructure where no commercial revenue streams apply, shall generally be for a lesser period of no greater than 10 years. The above criteria will be assessed on case-by-case basis and will include consideration of prevailing circumstances and finance market conditions.</p> <p>h. In addition to (h) above, the borrowing term must not exceed the life-span of the asset for which the borrowing is made.</p> <p>i. Council will consider any borrowings proposal on merit based on the Council borrowings policy parameters that will maintain the Council position of not exceeding the parameter being the 'Low risk' category pertaining to the Indebtedness indicator as maintained by VAGO.</p> <p>j. This policy is premised on long term debt being a sound business practice when the long-term debt is the appropriate form of finance, is used to finance capital assets / investments, and the debt servicing costs are within the capacity of Council to service effectively without placing Council under undue financial stress.</p> <p>k. The Chief Financial Officer will be responsible for arranging loan funding that is appropriate for the requirements and situation at the time. The Council must consider the indicative prices offered by TCV and may make enquiries into any competitive pricing offered by banks, financial institutions or any other approved financiers.</p> <p>l. The Chief Financial Officer must present a financial and cash flow feasibility model based on the quotations received and will be authorised to enter into any negotiations with the most competitive bank / financial institution.</p>
3.	<p>Borrowings in the Context of Rate Capping</p> <p>Council acknowledges that it must evaluate all other funding options when determining whether or not it would request a variation to any rate cap applied by the Minister for Local Government.</p>

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4.

Borrowings Ratios and Limits

Borrowings shall not be undertaken if the effect of such borrowings is projected to result in borrowing ratios greater than the maximum of Council's Target Ratios as indicated in the table below.

In addition, the Local Government Performance Reporting Framework (LGPRF) borrowing ratios will be projected in Council's Annual and Four Year Budget and reported in Council's Annual Performance Report.

Measure	Council's Ratios	Target	LGPRF Band	Target	LGPRF Acceptable Range
Debt Commitment Ratio Interest and principal repayments on interest bearing loans and borrowings / Rate Revenue	0% to 10%		0% to 5%		0% to 20%
Borrowing Rates Ratio Interest bearing loans and borrowings / Rate revenue	0% to 60%		20% to 60%		0% to 70%
Liquidity ratio Current assets / Current Liabilities	> 120%		120% to 200%		100% to 400%

5.

Schedule 1 – Local Government Act extract

Extract from Local Government Act 2020:

104 Borrowings

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

Extract from the Local Government Act 1989:

144. Power to borrow

(1) Subject to the principles of sound financial management, a Council may borrow money to enable the Council to perform the functions and exercise the powers conferred on the Council under this Act or any other Act.

(2) This section also applies to borrowings in the form of finance leases.

(3) The amount borrowed on the security of any special rates or special charges must not at any time exceed the estimated income from the special rates or special charges.

145. Circumstances in which power to borrow may be exercised

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- (1) Without limiting the generality of section 144, the power to borrow conferred by section 144 may be exercised—
- (a) to repay the principal money owing under any previous borrowings; or
 - (b) to meet the consideration still outstanding under a contract which has been partly or wholly performed and in respect of which the power to borrow conferred by section 144 could have been exercised at the time the contract was made.
- (2) The power to borrow conferred by section 144 cannot be exercised to repay an advance by overdraft under section 150(1) or 150(3) unless—
- (a) the approval of the Minister has been obtained; and
 - (b) any conditions imposed by the Minister are complied with.
- 146. Budget or revised budget must include proposed borrowings**
- (1) A Council cannot borrow money for ordinary purposes or the purposes of municipal enterprises unless the proposed borrowings were included in a budget or revised budget.
- (2) If the proposed borrowings are to re-finance existing loans, the Council is not required to include the proposed borrowings in a budget or revised budget.
- 147. Use of loan for different purpose**
- A Council may only apply unexpended money previously borrowed for a particular purpose for capital works included in the current budget or a revised budget.
- 148. Borrowings to be secured**
- (1) Except in the case of a finance lease, money borrowed under section 144 is to be secured by entering into a security—
- (a) in the case of borrowings for ordinary purposes, over the general rates; or
 - (b) in the case of borrowings for the purposes of municipal enterprises, over the total value of the assets of the municipal enterprise and the income from the municipal enterprise; or
 - (c) in the case of borrowings under section 144(3), over the special rates and special charges.
- (2) Unless expressly forbidden by the Act or instrument under which a body corporate or company acts, a security under this section is a lawful investment for any money which a body corporate incorporated under an Act or any company is authorised to invest.

Policy Adopted:	Ordinary Meeting 16/06/11	Minute Book Page	RecFind 11/004558
Policy Reviewed:	Ordinary Meeting 18/06/15	Minute Book Page	RecFind 15/002501
	Ordinary Meeting 15/03/17	Minute Book Page 34970	RecFind
	Ordinary Meeting 15/05/19	Minute Book Page	RecFind E19/000237
	Council Meeting 20/05/20	Minute Book Page	RecFind E20/000099
	Council Meeting 19/06/24	Minute Book Page	SRV Governance – Policies, Procedures, Plans Strategies



14.7 Pricing Policy

Directorate: Corporate and Community Services

Report Author: Chief Financial Officer

Report Purpose: For Decision

Purpose

The Pricing Policy was adopted in March 2022 and is now due for review. The policy provides the basis for which the fees and charges schedule, adopted with the annual budget, is developed and reviewed.

OFFICER RECOMMENDATION:

That Council adopts the attached Pricing Policy.

Declaration of Interest

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

Background

The Pricing Policy has been reviewed by the Audit and Risk Committee and feedback received prior to being tabled to Council.

The policy has been updated with minor changes to presentation and formatting.

Risk Management Implications

Risk identified:

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

Legislative Implications

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



Environmental Implications

Nil

Financial and Budgetary Implications

Nil

The financial risk rating has been assessed as: Medium

Policy Implications

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

Pricing Policy

Council Plan Implications

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

Goal 4 – Operational excellence

4.5 Strive for long-term financial sustainability.

Communication Implications

No Communication Implications

Equal Impact Assessment

No Equal Impact Assessment is required

Conclusion

The reviewed Pricing Policy continues to provide a clear framework for the development and review of Council's fees and charges. Following consideration by the Audit and Risk Committee, the policy is recommended for adoption.

Attachments

1. WWSC Council Policy Pricing Policy adopted 16 March 2022 DRAFT 3 (1) [14.7.1 - 10 pages]



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COUNCIL POLICY

PRICING POLICY	Policy No:	
	Adopted by Council:	16 March 2022
	Next review date:	March 2026 <u>March 2030</u>
Senior Manager Executive Director :	Chief Financial Officer Director Corporate and Community Services	
Responsible Officer:	Revenue and Rating Coordinator	
Functional Area:	Finance	

Introduction and Background

West Wimmera Shire Council (Council) provides a vast range of services to the community. In undertaking this role, Council assesses community needs and is guided by social policy objectives to determine which services it will support. Some services are required due to statutory obligations, whilst other services Council chooses to provide and at what level and quality.

In planning for a service, Council decides on the level of rate contribution it will allocate to support the service proportionate to its community benefit. Council places a high priority on ensuring accessibility to particular services and orientating them to its community. If the rate base does not cover the full cost of delivering the service, the balance of the cost needs to be recovered from fees and charges or other revenue sources.

The underlying principle is that the role of the rate base is to finance the public value component of services and fulfil attendant social policy objectives; and that conversely, users are responsible for financing the cost of services from which they derive benefit, referred to as private value.

Fees and charges are significant from the perspective of the user and the rate payer. For the user, fees and charges represent the cost and value of resources used to produce the service, as well as setting an expectation about the level and quality. For the rate payers, fees and charges supplement Council's cost of delivering of a service and should lessen reliance on the rate base.

Fees and charges exist for different reasons. These include regulating behaviour to protect community health, safety and amenity; incentivising compliant behaviour; and enabling customer benefits that are sought by the user (i.e. they actively



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	<p>choose to partake in a service).</p> <p>The level of some fees and charges are statutorily set, however many are at the discretion of Council. The provision of infrastructure and services form a key part of council's role in supporting the local community.</p> <p>In providing these, council must consider a range of 'Best Value' principles including service cost and quality standards, value-for-money, and community expectations and values.</p> <p>Council must also balance the affordability and accessibility of infrastructure and services with its financial capacity and in the interests of long-term financial sustainability.</p> <p>Council must comply with the government's Competitive Neutrality Policy for significant business activities they provide and adjust their service prices to neutralise any competitive advantages when competing with the private sector.</p> <p>In providing services to the community, Council must determine the extent of cost recovery for services, consistent with the level of both individual and collective benefit that the services provide and in line with the community's expectations.</p> <p>Services are provided based on one of the following pricing methods:</p> <ol style="list-style-type: none"> Market Pricing Full Cost Recovery Pricing Subsidised Pricing Regulatory Pricing <p>The Pricing Policy is a requirement under Councils' Revenue and Rating Plan and outlines the process for setting fee prices taking into consideration pricing principles, including;</p> <ol style="list-style-type: none"> Both direct and indirect costs to be considered when setting prices; Accessibility, affordability and efficient delivery of services must be considered; and Competitive neutrality with commercial providers. <p>The policy has been developed with consideration of the Victorian Auditor General's Office report "Fees and charge cost recovery by local government" recommendations.</p>
<p>Purpose and Objectives</p> <p>Objectives</p>	<p>The Pricing Policy (Policy) establishes a consistent and transparent approach to the setting of fees and charges for transactional services delivered by West Wimmera Shire Council (Council). It takes into account community benefit, the needs and capacity to pay of particular user groups, the cost of running services and reflects corporate and strategic objectives.</p> <p>The Policy provides the basis for which the Fees and Charge Schedule, adopted with the annual Budget, is developed and reviewed. It does this by providing:</p> <ol style="list-style-type: none"> Principles that guide how Council sets appropriate fees for services.



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	<p>b. Pricing methods that indicate the extent to which:</p> <ul style="list-style-type: none"> - the general community benefits from a service, and therefore the extent to which the service will be subsidised from the rate base - the user or person benefiting from the product or service, will be asked to contribute to the cost of service provision. - Direction for Managers on how to set fees using pricing methods. - Roles and responsibilities of administering this Policy, including review times. <p>This Policy seeks to ensure that the following objectives are met:</p> <ol style="list-style-type: none"> a. Council, officers and the community clearly understand the basis by which fees and charges are determined and applied to services. b. Council and officers are held accountable for fee setting decisions to ensure that strategic objectives are met and that services respond to community needs. c. Fees and charges are simple to administer so that resources are maximised. <p>Council complies with all statutory and legislative requirements in setting fees.</p>
Response to the Overarching Governance Principles of the <i>Local Government Act 2020</i>	<p>Section 9 of the <i>Local Government Act 2020</i> states that a Council must in the performance of its role give effect to the overarching governance principles.</p> <p>This policy is in response to the following overarching governance principle/s of the <i>Local Government Act 2020</i>:</p> <ol style="list-style-type: none"> a. Financial management principles (section 101).
Definitions	<p>Community benefit The degree to which benefits are accrued to just the individual, household or business receiving the service (private value), or whether benefits may be simultaneously generated for the broader community (public social value).</p> <p>Competitive Neutrality Market pricing to ensure competitive neutrality when services are offered in competition with local business.</p> <p>Cost recovery The recovery of some or all costs of service provision recouped through user fees and charges.</p> <p>Direct costs Costs that are directly related to the delivery of specific service.</p> <p>Indirect costs Costs that cannot be directly related to the delivery of a specific service. Also called a corporate overhead.</p> <p>Fees and Charges Schedule The list of fees and charges, submitted for approval to Council as part of the annual Budget process.</p>



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	<p>Full cost Total costs, both direct and indirect costs, incurred delivering a service.</p> <p>Government Ownership A term used to describe any stand alone business owned by Government at Commonwealth, State Territory or Local level.</p> <p>Public value The value from services that are consumed collectively by the community rather than individually by the user. Examples include parks, clean air and street lighting. One person can consume these without reducing their availability to another person and nobody is excluded from consuming them.</p> <p>Pricing method The method for setting fees and charges which takes into account the costs of delivering the service, social policy objectives and community benefit. Pricing methods can be statutory or non-statutory.</p> <p>Private value The value derived by the user (i.e. an individual household or business/organisation) who is receiving a service in a direct and typically voluntary, as well as generally economic exchange.</p> <p>Services The wide variety of services, activities and facilities that Council provides to assist individual people, families and groups in the West Wimmera Shire. Some services enforce various federal, state and local laws and Council has autonomy to provide services that meet the needs of the local community.</p> <p>Social policy objective The responsibilities, or obligations of Council, that are informed by the local community's needs, values, aspirations and priorities, and which are conveyed in strategic documents, for example the Council Plan.</p>
<p>Scope</p>	<p>The policy applies to all fees and charges that are listed in the Fees and Charges Schedule which is published annually as part of the Budget.</p> <p>The policy also applies to any new fee or charge that has not previously been included in the Fees and Charges Schedule.</p> <p>This policy does not cover the following fees and charges:</p> <ol style="list-style-type: none"> User Agreements for Council Facilities – seasonal, licences and leases Private Works
<p>Policy Details</p>	
<p>1.</p>	<p>Pricing Principles</p> <p>The following principles guide how Council sets fees and charges for its services:</p> <ol style="list-style-type: none"> Socially equitable <p>Council seeks to promote fair, just and equitable access to services.</p> <ol style="list-style-type: none"> Efficient to administer and regularly reviewed <p>Our fees and charges are simple to administer and review and in line with changes to service operations.</p>



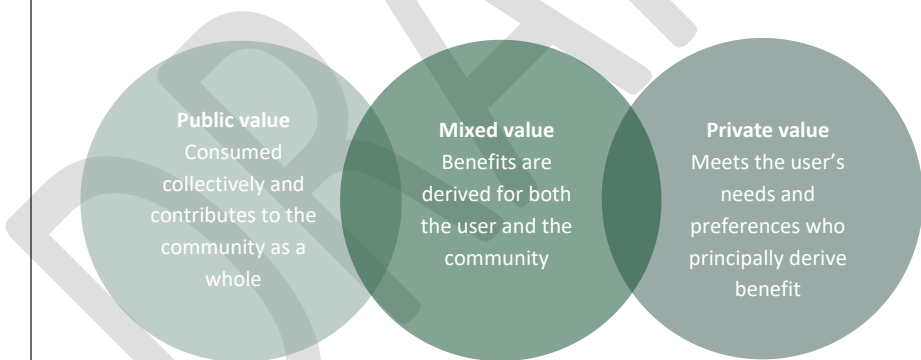
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	<p>environments.</p> <p>c. Clear and Consistent</p> <p>Fees and charges are documented and presented in a way the community can understand. We set c fees and charges in a consistent way across Council services and facilities.</p> <p>d. Recognises competitive neutrality obligations</p> <p>We have regard to fees and charges of private competitors, except for services where there are no pri competitors.</p>
2.	<p>Cost Recovery</p> <p>Cost recovery involves Council charging a service user some or all of the costs to deliver a service. C recovery can promote equity, whereby the recipients of a service, rather than the general public, bear costs.</p> <p>Council incurs direct and indirect costs in delivering services to the community. Direct costs (e.g. wag for leisure staff) are directly traceable to the service. Indirect costs or overheads (e.g. information services) are not directly traceable and common to many services, requiring allocation in proportion to how the service uses the overhead.</p> <p>Costs need to be recovered in some way: either from the users who benefit from the service; grants c government subsidies; or from the rate base where Council recognises a social policy objective. Man services are funded from more than one revenue source.</p> <p>The desired degree of cost recovery influences pricing. As shown graphically below, full cost recovery achieved when the price is set with the intention to cover full cost (direct + indirect). When prices are below full cost recovery, Council makes this decision based on identified social policy objectives. This process ensures that the rate base is being used to subsidise a service that have value to the broad community.</p> <p>A subsidy occurs when the price does not cover full costs and there is recognised community benefit covering a portion of the costs from the rate base. The degree of subsidy is proportionate to the level community benefit.</p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="text-align: center;"> <div style="background-color: #2e7d32; color: white; padding: 10px; margin-bottom: 10px;">Direct Costs</div> <div style="font-size: 2em; margin: 10px 0;">+</div> <div style="background-color: #0070c0; color: white; padding: 10px; margin-bottom: 10px;">Indirect Costs</div> </div> <div style="margin-left: 20px;"> <p>Full Cost recovery <i>No Council subsidy – full charge to user</i></p> <p>Partial Cost Recovery <i>Partial Council Subsidy – reduced charge to user</i></p> <p>Zero Cost Recovery <i>Full Council subsidy – no charge to user</i></p> </div> </div> <p>A consideration in setting fees are user volumes. These are used to determine the appropriate price per unit of a particular service (i.e. unit cost). When volumes are unknown, estimates are used and these based on historical usage and other information that may shift user demand, for example:</p> <p>Step 1: Establish the number of actual, estimated or intended users of the service.</p> <p>Step 2: Calculate the unit cost of the service by dividing the total cost of the service by the number of</p>

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	actual, estimated or intended users.
3.	<p>Value to the community</p> <p>Where Council sets prices for services Council determines the pricing method that is consistent with the level of individual and community benefit of the service. Council considers services at varying degrees along the public vs private value spectrum rather than one or the other. Council categorises its transactional services as being one of the following:</p> <p>Public Value</p> <p>Services that are consumed collectively and contribute to the community as a whole (rather than having an exclusive benefit to individual users). Council recognises a social policy objective and will fund the service entirely from rate revenue (with the possibility of grant contributions).</p> <p><i>Likely pricing method: Full Council Subsidy</i></p> <p>Note: Regulatory pricing also seeks to contribute to the community as a whole, however this does not usually attract a Council subsidy.</p> <p>Private Value</p> <p>Services that benefit the individual user, who principally derive benefit from the service. Price for services with high private value aim to recover the full cost (both direct and indirect costs) from fees and charges and in some instances also generate a surplus.</p> <p><i>Likely pricing method: Full Cost Recovery or Market Pricing</i></p> 
4.	<p>Pricing Methods</p> <p>There are a variety of pricing methods that Council uses when setting prices for services. In the first instance, fees and charges fall into two key categories: statutory and non-statutory.</p> <p>Statutory Pricing (S)</p> <p>The prices for some services are set or controlled under statute or funding agreement. Council's role is to administer or deliver the service and apply the fees that are prescribed by state or federal government. These prices are set by legislation and may be below the full cost to deliver the service (i.e. the fees may only provide partial cost recovery). Council sets the maximum available.</p>



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	<p>Non statutory pricing</p> <p>The prices for some services are not regulated by statute. For services that are subject to non-statutory pricing, there are a range of considerations that Council will take into account to determine the appropriate pricing method. These include:</p> <ul style="list-style-type: none"> a. The degree of private or public value of the service b. Competitive Neutrality requirements c. Benchmarking with other providers d. Service delivery objectives e. Financial implications <p>Non statutory pricing methods</p> <p>a. Full Council Subsidy (Z) - <i>All cost is at Council's expense. There is no charge to the customer.</i> A full Council subsidy occurs when all costs (direct and indirect) are funded entirely from the rate base and there is zero cost to the customer.</p> <p>Application: where no charge to a customer will deliver community benefit and/or makes a service accessible to low-income or disadvantaged users (public value).</p> <p>b. Partial Council Subsidy (P) - <i>Price between full subsidy and full cost pricing</i> A partial Council subsidy occurs when some costs are recovered. A portion of the cost is funded from rate base or other revenue sources and a portion of the cost is funded by the customer.</p> <p>Application: where Council recognises community benefit as well as individual benefit (i.e. there is shared benefit).</p> <p>c. Full Cost Recovery (F) - <i>Price intends to cover direct and indirect costs, and in some cases there may be an allowance for profit</i> Full cost recovery occurs when all costs (direct and indirect) are intended to be recovered from the customer. There is no intent to subsidise the service.</p> <p>Application: the service primarily benefits the individual user rather than the community as a whole.</p> <p>d. Market Pricing (M) - <i>Price is reflective of competitive market considerations. Competitive neutrality is given due consideration.</i> Market price occurs when the service competes with others and there is pressure to set a price that will attract adequate usage of the service. Competitive Neutrality applies and the price must be consistent with the Competitive Neutrality Policy guidelines.</p> <p>Application: the service primarily benefits the individual user, competes in a competitive market environment and the price must create a level playing field.</p> <p>e. Regulatory Pricing (R) - <i>Price to cover full cost at a minimum and to encourage certain behaviour.</i> Regulatory pricing occurs when full cost is recovered and in some cases the fee can generate a surplus (profit).</p> <p>Application: The fee is issued to encourage compliant behaviour for the greater good and can act as a penalty for breaking rules and local laws. Council performs the role to regulate and restrict certain behaviour/activities.</p>
5.	<p>Competitive Neutrality</p> <p>Council is subject to the provisions of the National Competition Policy and Victoria's Competitive Neutrality Policy (CN Policy).</p>



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	<p>CN Policy measures are designed to achieve a fair market environment i.e. government business activities, for example child care or leisure services, should not enjoy net competitive advantages over private sector competitors simply by virtue of public ownership.</p> <p>The CN Policy states that it is appropriate to apply competitive neutrality principles when the business activity is significant; the benefits outweigh the costs; and it does not compromise other government objectives. Decisions on competitive neutrality must be documented in a manner sufficient to satisfy accountability and transparency expected under the CN Policy.</p>
6.	<p>Price Setting Process</p> <p>Prices are to be set using the decision tree below. Costing analysis support material must be collected and saved with budget preparation material.</p> <pre> graph TD A[Does statutory pricing apply?] -- Yes --> B[Statutory Pricing Price set by Statute] A -- No --> C[Non-Statutory Pricing Price set by Council] C --> D[Undertake costing analysis a) Establish full cost of service delivery (direct + indirect costs) b) Establish or estimate user numbers and calculate the unit cost.] D --> E[Does Competitive Neutrality Policy apply?] E -- Yes --> F[Market Pricing competitive neutral price] E -- No --> G[Does the service contribute to a social policy objective?] G -- Yes --> H[Is the service provided to encourage compliant behaviour i.e. regulation and local laws?] G -- No --> I[Full Cost Recovery or Market Pricing] H -- Yes --> J[Regulatory Pricing] H -- No --> K[Consider the community benefit spectrum – to what degree are benefits accrued to the individual and/or broader community?] K --> L[High degree of Public Value] K --> M[Shared Value] K --> N[High degree of Private Value] L --> O[Full Council Subsidy] M --> P[Partial Council Subsidy] N --> Q[Full Cost Recovery or Market Pricing] </pre>
7.	<p>Concession Guidelines</p> <p>Following the decision about what pricing method to use for a service, Council considers the capacity of users to pay and offers concessions to make some services more affordable for eligible members of the community. Concessional pricing aims to remove barriers to participation for low-income earners and people in the community who need it most. Concessions are given as a deduction on a fee or</p>



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	<p>charge i.e. a discounted price.</p> <p>Not all services will receive a concessional rate, and differing eligibility may apply.</p> <p>Guidelines:</p> <p>Any person who holds an eligible concession card is eligible for a concession disco</p> <p>For most individual concessions, the required cards are shown in the table below.</p> <p>For group or organisation concessions, proof of eligibility needs to be demonstrated</p> <p>Rounding will occur on the deducted %.</p> <p>Generally, only one concession can be applied per fee or charge.</p> <table border="1"> <thead> <tr> <th colspan="2">Eligible Concessions*</th> </tr> </thead> <tbody> <tr> <td>Individual Concession</td><td> Centrelink Health Care Card Centrelink Pensioner's Card Veterans Affairs Pensioner or Gold Card Child or Youth Victorian Seniors Card Full Time Student </td></tr> <tr> <td>Organisational Concession</td><td> Charity Organisation Not-for-profit organisation Community Groups Schools Organisations/Groups Located in the West Wimmera Shire. </td></tr> </tbody> </table> <p>* Not all services will receive a concessional rate, and differing eligibility may apply</p>	Eligible Concessions*		Individual Concession	Centrelink Health Care Card Centrelink Pensioner's Card Veterans Affairs Pensioner or Gold Card Child or Youth Victorian Seniors Card Full Time Student	Organisational Concession	Charity Organisation Not-for-profit organisation Community Groups Schools Organisations/Groups Located in the West Wimmera Shire.
Eligible Concessions*							
Individual Concession	Centrelink Health Care Card Centrelink Pensioner's Card Veterans Affairs Pensioner or Gold Card Child or Youth Victorian Seniors Card Full Time Student						
Organisational Concession	Charity Organisation Not-for-profit organisation Community Groups Schools Organisations/Groups Located in the West Wimmera Shire.						
8.	<p>Goods and Services Tax</p> <p>Goods and Services Tax (GST) of 10% is payable on some services provided by Council. Some services provided by Council have been declared 'GST free' or excluded under section 81-5 of the A New Tax System (Goods and Services Tax) Act 1999. The Fee and Charge Schedule identifies where GST is applicable or not applicable.</p>						
9.	<p>Review Process</p> <p>All fees and charges will be reviewed annually during budget planning.</p> <p>Full cost analysis must be completed at least once every 4 years. Alternate annual indexation methods, such as CPI may be used between full cost analysis years.</p> <p>The review process is the responsibility of Directors and Managers and it will:</p> <ol style="list-style-type: none"> Be guided by the Pricing Policy principles. Reflect current social policy objectives and strategic priorities of Council as out in strategic Council documents (i.e. Council Plan and other strategies). Consider service costs and any changes that may impact on these. Give regard to the prices charged for similar services delivered by other providers (applicable for services that compete with alternatives). 						

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10.	<p>Transition period</p> <p>The application of this Policy will be incremental. Where there is significant difference between current and new prices as a result of the implementation of this Policy, Council will consider phasing increases over a period of time.</p> <p>Where CPI has been used historically a full cost analysis must be undertaken within financial years.</p>
11.	<p>Implementation and responsibilities</p> <p>The implementation of this Policy is dependent on the following responsibilities being fulfilled:</p> <ol style="list-style-type: none"> Council is responsible for endorsing the pricing for fees and charges as set in the annual Budget in accordance with this Policy. Directors are responsible for ensuring Managers undertake an annual review of all fees and charges in accordance with this Policy, and that the Policy is used as a part of the Budget development process. Managers are responsible for annually reviewing fees and charges, with respect to the review process; identifying any new fees and charges that should be applied; and updating the fees and charges schedule for inclusion in the proposed Budget. Officers are responsible for administering the fees and charges as set out in the schedule in the annual Budget. Providing accurate current information to Managers as it relates to matters that influence the setting of fees for services, for example costing information, benchmarking of other providers and community needs.

Policy Adopted:	16 March 2022	Minute Book Page [number]	E22/000123
Policy Reviewed:	Ordinary Meeting [date]	Minute Book Page [number]	RecFind



14.8 Asset Capitalisation Policy

Directorate: Corporate and Community Services

Report Author: Chief Financial Officer

Report Purpose: For Decision

Purpose

This Asset Capitalisation Policy was adopted in April 2021 and is now due for review. This policy aims to ensure that assets created or purchased are capitalised to reflect the value that they have added and that these assets are depreciated at a rate consistent with accounting and industry standards.

OFFICER RECOMMENDATION:

That Council adopts the attached Asset Capitalisation Policy.

Declaration of Interest

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

Background

The Asset Capitalisation Policy has been presented in draft form for to the Audit and Risk Committee prior to being tabled to Council.

The policy has been updated with minor changes and an increase in the capitalisation threshold for plant and equipment and furniture and fittings from \$1,000 to \$3,000. Increasing the capitalisation threshold removes unnecessary administration and reflects industry practices.

Risk Management Implications

Risk identified:

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



Legislative Implications

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

Environmental Implications

Nil

Financial and Budgetary Implications

Nil

Policy Implications

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

Asset Capitalisation Policy

Council Plan Implications

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

Goal 4 – Operational excellence

4.5 Strive for long-term financial sustainability.

Communication Implications

No Communication Implications

Equal Impact Assessment

No Equal Impact Assessment is required

Conclusion

An Asset Capitalisation Policy ensures a strong framework for internal control and reporting of Council's financial performance as per standards and legislated requirements.

Attachments

1. WWSC Council Policy Asset Capitalisation Policy draft 24022026 [**14.8.1** - 5 pages]



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COUNCIL POLICY			
ASSET CAPITALISATION POLICY		Policy No:	
		Adopted by Council:	21 April 2021
		Next review date:	April 2025
Senior Manager:	Director Corporate & Community Services		
Responsible Officer:	Finance Coordinator Chief Financial Officer		
Functional Area:	Financial Services		
Introduction & Background	<p>West Wimmera Shire Council is committed to ensuring that the value of its assets is reflected in a true and proper manner. To this end, this policy aims to ensure that assets created or purchased are capitalised to reflect the value that they have added and that these assets are depreciated at a rate consistent with accounting and industry standards.</p> <p>While most of the requirements which Council must meet are detailed in the Australian Accounting Standards, the <i>Local Government (Planning and Reporting) Regulations 2014</i> and the <i>Local Government Act 2020</i>, Council must also adopt various policies with respect to asset recognition and accounting in its annual financial statements.</p>		
Purpose & Objectives	<ol style="list-style-type: none">1. To ensure that assets created or purchased are capitalised to reflect the fair value added to Council's asset base.2. To ensure that the fair value of all assets (purchased or disposed of) are reflected in a true and fair manner in Council's annual financial statements.		
Response to the Overarching Governance Principles of the Local Government Act 2020	<p>Section 9 of the <i>Local Government Act 2020</i> states that a Council must in the performance of its role give effect to the overarching governance principles.</p> <p>This policy is in response to the following overarching governance principle/s of the <i>Local Government Act 2020</i>:</p> <ol style="list-style-type: none">1. Financial management principles (section 101)		
Policy Details			
1.	Definitions		



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	<ul style="list-style-type: none"> • <u>Assets</u> - Resources controlled by Council which are expected to provide future economic benefits or service potential. • <u>Asset Class</u> - The level at which a group of assets with a similar function are disclosed in the Balance Sheet. (e.g. Roads Asset Class includes sealed roads, unsealed roads, car parks, etc. • <u>Capitalisation Threshold</u> – Value of an asset below which the project cost is normally expensed and above which is normally capitalised. • <u>Recognition</u> - The decision to include an asset as capital expenditure • <u>Useful Life</u> - The period over which an asset is expected to be available for use. • <u>Asset Renewal</u> – Expenditure on an asset which renews the service potential of that asset to its original potential • <u>Asset Upgrade</u> – Expenditure on an asset which upgrades the service potential of that asset to greater than its original potential • <u>New Asset</u> – Expenditure which creates an asset which did not previously exist, therefore providing a service potential that did not previously exist • <u>Asset Expansion</u> – Expenditure on an asset which expands its already existing service potential to other users.
2.	<p>Capital vs Recurrent (Maintenance) Expenditure</p> <p>Accounting standards (in particular AASB 116 – Property, Plant and Equipment) require a distinction to be made between expenditure that is consumed immediately in operations (or within one financial year) and expenditure on physical assets that will provide services over more than one financial year.</p> <p>Maintenance costs will be recorded as an operating expense in the Council's annual operating statement. In determining the nature of an expense, the following are indicators that it is maintenance rather than capital:</p> <ul style="list-style-type: none"> • the item has an expected life of less than one year, or • it is consumed in sustaining the continued operation of an existing asset, and or • it will not significantly increase the design life or useful life of the asset (e.g. road, footpath, etc.) and or • it relates to repair of localised problems such as subsidence, breaking up of part of the asset (road or footpath) structure and or • the basic qualities of the asset are not being renewed or upgraded and or • Council does not have control of the asset. <p>Expenditure on an asset should be capitalised where:</p> <ul style="list-style-type: none"> • the asset has an expected life of more than one year; • Council either owns or has control of the asset; • the expenditure extends the asset's economic/useful life; • it is for the purchase or development of an asset; • it adds attributes which were not previously part of the asset. <p>Capital expenditure is transferred to various asset classes at the end of, or during, the</p>



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	financial year and recognised in the Balance Sheet. All assets are recorded in Council's asset register. Capital expenditure is further categorised as either new, renewal or upgrade/expansion expenditure, to assist in determining whether council is maintaining its assets to a sustainable level of service.
3.	<p>Acquisition of Assets</p> <p>The purchase method of accounting will be used for the initial recording of all acquisitions of assets. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. Incidental costs are defined in AASB 116 "Property, Plant and Equipment" and include architects' fees, engineering design fees and all other costs incurred in getting the assets ready for use.</p> <p>Non-monetary assets received in the form of grants or donations are recognised as assets and revenues at their fair value at the date of receipt.</p> <p>Fair value means the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date (AASB13 para 9)</p> <p>Each asset shall be assigned to the fair value hierarchy as defined form paragraph 72 of AASB 13 <i>Fair Value</i>.</p>
4.	<p>Non Current Assets Constructed by the Council</p> <p>The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.</p> <p>In cases where it is not possible to make the distinction between capital and recurrent, the item should be referred to the Finance Coordinator for decision.</p> <p>The classification as to capital or recurrent shall be made at the time the item is included in the budget.</p>
5.	<p>Works in Progress</p> <p>Works in progress as at 30 June, will be identified and recorded as a non-current asset in Council's Balance Sheet</p>
6.	<p>Land Held for Resale</p> <p>Land held for development and/or resale will be valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on financing of that land during its development. Interest and other holding charges incurred after development is complete, will be recognised immediately as expenses.</p> <p>Revenue arising from the sale of land will be recognised in the Comprehensive Income Statement on the signing of a valid unconditional contract of sale.</p>
7.	Materiality



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	<p>Council recognises, in the Balance Sheet, expenditure on non-current assets for each class where expenditure on separate items is in excess of the following thresholds, unless otherwise determined by the <u>Chief Financial Officer</u>Finance Coordinator.</p> <table border="1"> <thead> <tr> <th><u>Asset Class</u></th><th>\$</th></tr> </thead> <tbody> <tr> <td>Land and Land Improvements</td><td>5,000</td></tr> <tr> <td>Roads</td><td>5,000</td></tr> <tr> <td>Buildings</td><td>5,000</td></tr> <tr> <td>Other Structures</td><td>5,000</td></tr> <tr> <td>Parks, Open Space and Streetscapes</td><td>5,000</td></tr> <tr> <td>Plant & Equipment</td><td>43,000</td></tr> <tr> <td>Furniture & Fittings</td><td>43,000</td></tr> <tr> <td>Bridges</td><td>5,000</td></tr> <tr> <td>Drainage</td><td>5,000</td></tr> <tr> <td>Footpaths and Kerb and Channel</td><td>5,000</td></tr> </tbody> </table> <p>These thresholds will also apply to smaller assets where there are numerous assets of similar characteristics e.g. and office chairs. These assets will be recorded as one asset in the asset register but will not have a value for capitalisation and depreciation purposes.</p> <p>Where estimated useful lives are clearly inappropriate, Council, by reference to appropriately qualified professionals, will determine the useful lives of assets. Determination of useful lives in this manner will be fully documented and provide compelling assessments as to appropriate useful lives.</p>	<u>Asset Class</u>	\$	Land and Land Improvements	5,000	Roads	5,000	Buildings	5,000	Other Structures	5,000	Parks, Open Space and Streetscapes	5,000	Plant & Equipment	43,000	Furniture & Fittings	43,000	Bridges	5,000	Drainage	5,000	Footpaths and Kerb and Channel	5,000
<u>Asset Class</u>	\$																						
Land and Land Improvements	5,000																						
Roads	5,000																						
Buildings	5,000																						
Other Structures	5,000																						
Parks, Open Space and Streetscapes	5,000																						
Plant & Equipment	43,000																						
Furniture & Fittings	43,000																						
Bridges	5,000																						
Drainage	5,000																						
Footpaths and Kerb and Channel	5,000																						
8.	<p>Depreciation</p> <p>All non-current assets having a limited useful life will be systematically depreciated over their useful lives in a manner which reflects the consumption of the service potential embodied in those assets. Land is not a depreciable asset.</p> <p>Depreciation is recognised on a straight-line basis, using a range of rates which are reviewed annually.</p> <p>Newly acquired assets will be depreciated from the date of acquisition and assets disposed of or scrapped are depreciated up to the date of disposal or scrapping.</p>																						
9.	<p>Fixed Asset Register</p> <p>All assets must be recorded in Council's Asset Register and must reflect the purchase/construction cost, along with the assets useful life, depreciation rate and accumulated depreciation.</p>																						



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Policy Adopted:	Ordinary Meeting 31/08/00	Minute Book Page 8048	
Policy Reviewed:	Ordinary Meeting 26/09/02	Minute Book Page 10410	
	Ordinary Meeting 06/04/06	Minute Book Page 13682	
	Ordinary Meeting 11/03/10	Minute Book Page 17759	
	Ordinary Meeting 19/04/12	Minute Book Page _____	RecFind 12/009466
	Ordinary Meeting 18/06/15	Minute Book Page 30667	RecFind 15/002501
	Ordinary Meeting 15/03/17	Minute Book Page 34967	RecFind 17/001009
	Council Meeting 21/04/21	Minute Book Page	RecFind E21/000044



15 Infrastructure Development and Works

15.1 Environmental Policy

Directorate: Infrastructure Development and Works

Report Author: Manager Planning and Environment

Report Purpose: For Decision

Purpose

The West Wimmera Shire Environmental Policy was adopted 17 October 2017 and is due for review.

OFFICER RECOMMENDATION:

That Council revokes the Environmental Policy.

Declaration of Interest

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

Background

On review of this Policy, it has been determined that the Policy has no substantive impact or enhancement to Council operations and governance, and therefore it is recommended that Council revokes this Policy.

Council's commitment to environmental principles is reinforced in the Council Plan 2025-2029 and revoking this Policy will not affect the delivery and intent of the Plan's initiatives and objectives.

No *Environmental Improvement Plan* has been developed or implemented by Council to date outlined in this Policy. An *Environmental Improvement Plan* is not required to ensure that Council meets its statutory obligations in regard to its operations and the impact on the environment. This includes all relevant requirements for community consultation, monitoring, reporting, and audits applicable to Council sites and activities and as included in the Council Plan 2025-2029. The Municipal Strategic Statement is obsolete, and the West Wimmera Planning Scheme sets Council's Policy and direction

Council is not currently AS/NZS ISO 14001 accredited and is not seeking to become accredited at this time. This section of the Policy is irrelevant.



Risk Management Implications

Risk identified:

Environmental risk

Legislative Implications

Not Applicable

Environmental Implications

Environmental Risk rating has been assessed as: Low

Financial and Budgetary Implications

Nil

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 2025 – 2029:

Goal 4 – Operational excellence

4.6 Maintain the focus on continuous improvement.

4.8 Improve organisational efficiency.

Communication Implications

No Communication Implications

Gender Equality

No Equal Impact Assessment is required

Conclusion

Every area of Council operations and governance must comply with the applicable Acts and Regulations as legislated, amended and administered by relevant State and Federal Departments and Authorities.



The Purpose and Objectives detailed in this Policy are already considered and adhered to by Council in accordance with legislation. The Policy does not enhance these statutory obligations, and revoking the Policy will have no effect on Council operations and governance and does not pose an additional risk to Council.

References:

Environment Protection Act 2017 (Vic)

Planning and Environment Act 1987 (Vic)

Flora and Fauna Guarantee Act 1988 (Vic)

Water Act 1989 (Vic)

Climate Change Act 2017 (Vic)

Victorian Conservation and Land Management Act 1987 (Vic)

Catchment and Land Protection Act 1994 (Vic)

Environment Protection and Biodiversity Conservation Act 1999 (Cth)

Attachments

1. WWSC Council Policy Environmental Policy adopted 17 Oct 2017 3 [15.1.1 - 2 pages]



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COUNCIL POLICY

ENVIRONMENTAL POLICY		Policy No:	
		Adopted by Council:	17 Oct 2017
		Next review date:	Oct 2021
Senior Manager:	Director Infrastructure Development & Works		
Responsible Officer:	Planning & Environmental Manager		
Functional Area:	Planning & Environment		
Introduction & Background	<p>West Wimmera Shire is committed to providing high quality services within our Shire in such a way as to protect and improve the urban and rural environment for present and future citizens.</p> <p>We will work closely with our Contractors, the Community, Industry, the Environment Protection Authority and other organisations, and establish means by which our employees can make a positive contribution to achieve innovative and cost effective environmental outcomes.</p>		
Purpose & Objectives	<p>Responsible management of environmental issues is an essential part of achieving our business objectives. Accordingly, we are committed to conducting our business and managing our affairs in ways aimed to:</p> <ul style="list-style-type: none">• ensure that, in our operations, the health and safety of our employees, persons visiting our sites, customers and the public at large are properly safeguarded;• continually improve our awareness and management of environmental issues, and avoid, reduce or control pollution from our operations;• promote the open exchange of environmental information with customers, suppliers and the community to improve environmental awareness and to obtain feedback on environmental performance;• comply with relevant environmental legislation and regulations, and with other requirements to which we subscribe;• require contractors and suppliers to establish and implement policies and practices which accord with our policies and objectives;• ensure that environmental factors, including energy conservation, waste minimisation and sustainability principles, are integrated into project evaluation and Shire operations• promote environmental factors, including energy conservation, waste minimisation and sustainability principles, within the operations of our customers.		

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Policy Details	
1.	<p>Environmental Plan</p> <p>West Wimmera Shire through its Councillors, Management and Employees, will ensure its operations comply with this policy by implementing and maintaining a Environmental Plan which is integrated with the Council's policies, processes, operations and systems.</p>
2.	<p>Minimum Undertakings of Environmental Plan</p> <p>The Environmental Plan will, as a minimum:</p> <ul style="list-style-type: none"> • set clear policy direction; • require that an Environment Improvement Plan which sets clear environmental objectives and targets is established, implemented and reviewed in consultation with the community; • require regular monitoring of environmental performance indicators and systematic environmental auditing of West Wimmera Shire's sites and activities; ensure reporting of Council environmental performance to the public. • Reference the Municipal Strategic Statement in the West Wimmera Planning Scheme.
3.	<p>Certification Standards</p> <p>Certification standards will aim to achieve AS/NZS ISO 14001 requirements.</p>

Policy Adopted:	Ordinary Meeting 29/06/00	Minute Book Page 7770	
Policy Reviewed:	Ordinary Meeting 26/09/02	Minute Book Page 10410	
	Ordinary Meeting 06/04/06	Minute Book Page 13682	
	Ordinary Meeting 11/03/10	Minute Book Page 17759	
	Ordinary Meeting 16/07/15	Minute Book Page 31431	RecFind 15/002906
	Ordinary Meeting 17/10/17	Minute Book Page 36466	RecFind 17/004078



15.2 Play Space Policy

Directorate: Infrastructure Development and Works

Report Author: Manager Infrastructure Engineering

Report Purpose: For Decision

Purpose

The purpose of this report is for Council to consider the reviewed Play Space Policy.

OFFICER RECOMMENDATION:

That Council adopt the attached reviewed Play Space Policy.

Declaration of Interest

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

Background

Council first adopted the Play Space Policy in 2002 and has reviewed it 5 times since. The policy ensures that the provision of play spaces meets current standards for people of all ages and abilities.

The Policy has been reviewed, and minor changes have been made as follows:

- Update: Responsible Officers
 - *Executive Director* in place of *Senior Manager*
 - *Manager Infrastructure Engineering* in place of *Assets and GIS Coordinator*
- Update: Australian Standards
 - Remove: *AS 4685 – Playground Equipment*
 - Remove: *AS 4422 – Playground Surfacing*
 - Remove: *AS 4422:2016 Play Surfacing - Safety requirements and test method*
 - Include: *AS 4422:2022 Play Surfacing - Safety requirements and test method*
- Update: Inspections
 - *'implement'* instead of *'endeavour to develop'*
 - *'includes'* instead of *'generally takes one of the following forms'*
- Update: Remove references to obsolete documents and service areas
 - Replaced: *Council Plan 2025-2029* instead of *Council Plan 2021-2025*
 - Obsolete: *Municipal Public Health and Wellbeing Plan*



- o Obsolete: *Access and Inclusion Plan*
- o Obsolete: *Health and Ageing*

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

The report complies with the requirements of the:

Local Government Act 2020

Occupational Health and Safety Act 2004

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:

Play Space Management Policy

Council Plan Implications

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

Goal 1 – Healthy, inviting and connected community

1.2 Identify opportunities to improve health, wellbeing and community safety.

1.3 Create recreation, sport and active lifestyle opportunities for the community.

Goal 2 – Diverse and growing economy

2.1 Maintain and renew assets and infrastructure.

Communication Implications

No Communication Implications



Gender Equality

No Equal Impact Assessment is required

Conclusion

The adoption of the reviewed Play Space Policy provides a framework for the ongoing provision, maintenance and management of safe and accessible play spaces in West Wimmera Shire. This Policy supports Council's responsibility to manage risks and develop, maintain and inspect play spaces in accordance with the appropriate Australian Standards.

Attachments

1. WWSC Council Policy Play Space Policy draft for review May 2026 [**15.2.1** - 4 pages]



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WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY	
PLAY SPACE POLICY	Policy No:
	Adopted by Council:
	Next review date:
Senior Manager/Executive Director:	Director Infrastructure Development & Works Director Corporate and Community Services
Responsible Officer:	Assets and GIS Coordinator <u>Manager Infrastructure Engineering</u>
Functional Area:	Early Years, Sport & Recreation, Tourism, Economic Development, Assets and Works
Introduction & Background	<p>Council supports the view that play space facilities help develop and improve the experience for all users, young and old. There is a need for play spaces that are unique and exciting, spaces that provide a range of engaging play experiences that are accessible to users of all ages, abilities, cultural and social backgrounds where practicable.</p> <p>There is a need for a balance of facilities to cater for the progression of the users through their development stages. The contribution the play spaces provide for liveability in our municipality is acknowledged, as is their importance to visitors to our region.</p> <p>With the adoption of the Municipal Public Health and Wellbeing Plan, and the Access and Inclusion Plan, the link with public health and healthy eating, physical activity and social connectivity must be considered, along with other Council Plan aspirations <u>initiatives</u> and objectives.</p>
Purpose & Objectives	<ul style="list-style-type: none"> To ensure the provision of play space meets contemporary access and development needs for users of the play spaces. To show Council's commitment to the provision of accessible, enjoyable, stimulating, and challenging play spaces that enhance the users' learning, development and access to opportunities for physical activity. To develop a balanced approach to the provision of play spaces (and sport & recreation) opportunities. To ensure a direct link to the Municipal Public Health and Wellbeing Plan, Access and Inclusion Plan, Early Years, Health Ageing, and the Council Plan.

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Definitions	<p>Play Spaces:</p> <ul style="list-style-type: none"> • Play spaces, including equipment in public spaces and skate parks. • Outdoor play spaces in Council managed kindergartens. • Exercise equipment and facilities under Council management. • Open space areas.
Policy Details	
1.	<p>Facilities</p> <p>A balance needs to be provided across the Council to cater for the various ages and capabilities. Economic and social benefit, including health and wellbeing will be considered in Council's determination of play space assets.</p>
2.	<p>Management</p> <p>Council has responsibility to develop and ensure play spaces are installed and maintained in accordance with the Australian Standards.</p> <p>Council will endeavour to develop<u>implement</u> a maintenance plan in response to the annual independent audit undertaken for all of Council's play spaces. The plan should be achievable and within Council's allocated annual play space and skate park maintenance budget.</p>
3.	<p>Inspections</p> <p>Council has responsibility to ensure play spaces are inspected in accordance with the appropriate Australian Standards.</p> <p>Council will ensure the inspections are completed by trained and competent staff <u>and external consultants</u>, and a documented record is retained by Council.</p> <p>The inspection program identifies all the known risks associated with play spaces and generally takes one of the following forms<u>includes</u>:</p> <ul style="list-style-type: none"> • Proactive Periodic Scheduled Inspections • Annual inspection by external consultant • Reactive Inspections



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4.	<p>Review of Play Spaces</p> <p>Council will review the design, provision, and purpose of individual play spaces as funding opportunities arise and prior to replacement of non-compliant or outdated items of equipment.</p>
5.	<p>Australian Standards</p> <ul style="list-style-type: none"> • AS 1428 – Design for Access and Mobility • AS 4685 – Playground Equipment • AS 4422 – Playground Surfacing • AS 2890 – Parking Facilities • AS 1158 – Exterior Lighting • AS 4685.0:2017 Play Equipment and Surfacing - Development, installation, inspection, maintenance, and operation • AS 4685.1:2021 Play Equipment and Surfacing - General safety requirements and test methods • AS 4685.2:2021 Play Equipment and Surfacing - Additional safety requirements and test methods for swings • AS 4685.3:2021 Play Equipment and Surfacing - Additional safety requirements and test methods for slides • AS 4685.4:2021 Play Equipment and Surfacing - Additional safety requirements and test methods for cableways • AS 4685.5:2021 Play Equipment and Surfacing - Additional safety requirements and test methods for carousels • AS 4685.6:2021 Play Equipment and Surfacing - Additional safety requirements and test methods for rocking equipment • AS 4685.11:2021 Play Equipment - Additional safety requirements and test methods for spatial network • AS 4422:2016<u>22</u> Play Surfacing - Safety requirements and test method • <u>AS16630</u>:2021 Permanently Installed Outdoor Fitness Equipment - Safety requirements and test methods
6.	References



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	<ul style="list-style-type: none"> • Municipal Public Health and Wellbeing Plan • Access and Inclusion Plan • West Wimmera Council Plan 2024<u>2025</u>-2025<u>2029</u> • Sport and Recreation Victoria
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Policy Adopted:	Ordinary Meeting 13/06/02	Minute Book Page 10145	
Policy Reviewed:	Ordinary Meeting 06/04/06	Minute Book Page 13682	
	Ordinary Meeting 11/03/10	Minute Book Page 17759	
	Ordinary Meeting 16/07/15	Minute Book Page 31431	RecFind 15/002907
	Ordinary Meeting 16/05/18	Minute Book Page 37939	RecFind 18/001835
	Council Forum 04/05/22		
	Council Meeting 18/05/22		E22/000164



15.3 Recreation Policy

Directorate: Infrastructure Development and Works

Report Author: Manager Infrastructure Engineering

Report Purpose: For Decision

Purpose

The purpose of this report is for Council to consider the reviewed Recreation Policy.

OFFICER RECOMMENDATION:

That Council adopt the attached Recreation Policy.

Declaration of Interest

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

Background

Council first adopted the Recreation Policy in 1997 and has reviewed it 6 times since. The objective of this recreation policy is to promote fitness, general health, and connectivity for all individuals to use recreation facilities and ensure the provision, management, and encouragement to use high quality recreation facilities.

The Policy has been reviewed, and minor changes have been made as follows:

- Update: Responsible Officers
 - *Executive Director* in place of *Senior Manager*
 - *Manager Infrastructure Engineering* in place of *Assets and GIS Coordinator*
- Update: References
 - Replaced: *Council Plan 2025-2029* instead of *Council Plan 2021-2025*
 - Added: *Fair Access Policy*
 - Obsolete: *Municipal Public Health and Wellbeing Plan*
 - Obsolete: *Access and Inclusion Plan*

Risk Management Implications



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

Legislative Implications

Not Applicable

Environmental Implications

Nil

Financial and Budgetary Implications

The financial risk rating has been assessed as: Low

Policy Implications

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

Asset Management Policy

Recreation Policy

Council Plan Implications

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

Goal 1 – Healthy, inviting and connected community

1.2 Identify opportunities to improve health, wellbeing and community safety.

1.3 Create recreation, sport and active lifestyle opportunities for the community.

Goal 2 – Diverse and growing economy

2.1 Maintain and renew assets and infrastructure.

Communication Implications

No Communication Implications

Gender Equality

No Equal Impact Assessment is required

Conclusion



The adoption of the reviewed Recreation Policy provides a framework to optimise community recreation opportunities through the provision and management of high quality, accessible community sport and recreation facilities. This Policy supports Council's objective to encourage and enable active community participation through usage and through negotiated facility management models. The Policy reinforces Council's responsibility to manage risks, maintain and inspect recreation facilities in accordance with the Council's service standards.

Attachments

1. WWSC Council Policy Recreation Policy draft for review May 2026 [**15.3.1** - 5 pages]



Council Policy Manual WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY

RECREATION POLICY		Policy No:	
		Adopted by Council:	
		Next review date:	
Senior- Manager <u>Executive Director:</u>	Director Corporate & Community Services Director Infrastructure Development & Works		
Responsible Officer:	Assets and GIS Coordinator <u>Manager Infrastructure Engineering</u>		
Functional Area:	Early Years, Sport & Recreation, Tourism, Economic Development, Assets and Works		
Introduction & Background	Council supports the view that sport, recreation, and leisure pursuits are important to the individual and the community.		
	To promote fitness, general health, and connectivity it is important that adequate opportunities are given for individual and group recreation, similarly, encouragement should be given to all residents in the use of the facilities and services provided. These facilities are a valuable resource, and every appropriate effort must be made to encourage maximum use by an optimum number of persons. The Municipal Public Health and Wellbeing Plan, the Access and Inclusion Plan, and the Council Plan identify <u>The importance of health and healthy eating, physical activity, and social connectivity are identified in the Council Plan initiatives and objectives.</u> The intent of these plans and <u>should be considered, along with other Council Plan aspirations and objectives when considering evaluating</u> recreational opportunities.		



Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

Purpose & Objectives	<p>To ensure adequate provision, management, and encouragement in the use of recreation facilities, and to provide high quality, accessible community sport and recreation facilities by encouraging;</p> <ul style="list-style-type: none">• Increased sport and recreation participation• Increased female and junior participation• Increased access to sport and recreation opportunities• Better planning of sport and recreation facilities• Innovative sport and recreation facilities• Environmentally sustainable facilities and
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	<ul style="list-style-type: none"> Universally designed facilities.
Definitions	<p>Recreation: recreation is defined as an activity that a person chooses to participate in during their free time for the purpose of enjoyment. The range of activities can involve active or passive pursuits, which may encourage a social interaction with other community members. These activities may include outdoor chess, walking, jogging, hiking, bike riding, mountain biking, fitness classes, dancing, and horse riding. In general, recreational activities are less structured than organised sporting activities.</p> <p>Sport: sporting activities are generally more structured and involve teams, competitions, and opponents. They generally require specific playing facilities such as an oval, wicket, pitch, courts or playing surface. Organised sports also typically hold regular training and coaching sessions, and often have a permanent location, club room or changing facilities.</p>
Policy Details	
1.	<p>Facilities</p> <p>Recreation areas and facilities should be broad and varied enough to cater for as many sporting, recreation and leisure interests as may be practical. A balance is therefore to be maintained between competitive and non-competitive, group and individual, organised, and free form opportunities.</p> <p>Council supports and encourages the joint use of Council owned and controlled as well as non-Council owned and/or managed recreation areas, school, and other public recreation facilities.</p> <p>Encouragement will be given to the multi-purpose use of facilities rather than providing separate facilities for each community group.</p> <p>Council encourages the participation of clubs, groups, and individuals in jointly providing recreation facilities in the community.</p> <p>In considering the placement or location of facilities, one should consider the population, catchment, ease of access, tourism opportunities, service provision and general security of persons and facilities.</p> <p>Priority will be given to ensuring reserves and developments are environmentally sensitive.</p>
2.	<p>Management</p> <p>Wherever public recreation areas and facilities are established, Council will encourage and enable residents and users to take an active role in the overall management.</p>



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	Ideally, if community or Council committee of management, each committee where established is to be encouraged to set a goal or aim for each reserve or facility in terms of its primary function, together with other uses, immediate and future.
3.	<p>Services</p> <p>Council will endeavour to maintain, improve, and maximise the use of Council-controlled facilities. Council will also encourage/support access to non-Council owned/managed assets.</p> <p>The principal contact for service levels for recreation shall be the Director Corporate & Community Services.</p>
4.	<p>Maintenance</p> <p>Recreation structures and buildings, sporting and leisure facilities under Council control are to be inspected regarding safety and maintenance requirements.</p> <p>Maintenance delivery may be negotiated with user bodies and/or community groups but responsibility of service standards remains with Council.</p>
5.	<p>Australian Standards</p> <ul style="list-style-type: none"> • Building Code of Australia (BCA) • AS 1428 – Design for Access and Mobility • AS 2890 – Parking Facilities • AS 1680 – Interior Lighting • AS 1158 – Exterior Lighting • AS/NZS 62560 – Sports Lighting
6.	<p>References</p> <ul style="list-style-type: none"> • Municipal Public Health and Wellbeing Plan • Access and Inclusion Plan Fair Access Policy • West Wimmera Council Plan <u>2024-2025-2529</u> • Sport and Recreation Victoria



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Policy Adopted:	Ordinary Meeting 12/02/97	Minute Book Page 1920	
Policy Reviewed:	Ordinary Meeting 05/09/02	Minute Book Page 10366	
	Ordinary Meeting 06/04/06	Minute Book Page 13682	
	Ordinary Meeting 11/03/10	Minute Book Page 17759	
	Ordinary Meeting 16/07/15	Minute Book Page 31431	RecFind 15/002908
	Ordinary Meeting 16/05/18	Minute Book Page 37943	RecFind 18/001836
	Council Forum 04/05/22		
	Council Meeting 18/05/22		E22/000163



15.4 Kaniva Recreation Reserve Facilities Design

Directorate: Infrastructure Development and Works

Report Author: Innovation & PMO Manager

Report Purpose: For Decision

Purpose

This report seeks Council endorsement of the schematic concept plans for facility upgrades at the Kaniva Recreation Reserve, including:

1. Cricket Training Nets and Storage
2. Hockey Field and Sports Lighting
3. Hockey Change & Amenities
4. Netball/AFL Female Friendly Change Rooms Upgrade

The endorsed plans will provide Council and user groups with shovel-ready concept designs that can support future external funding applications and staged delivery of priority recreation infrastructure projects identified through the Kaniva Recreation Reserve Strategic Master Plan.

OFFICER RECOMMENDATION:

That Council:

1. **Endorse the detailed schematic plans for the following facilities at the Kaniva Recreation Reserve:**
 - a. **Cricket Training Nets and Storage**
 - b. **Hockey Field and Sports Lighting**
 - c. **Hockey Change Rooms & Amenities**
 - d. **Netball/AFL Female Friendly Change Rooms Upgrade**
2. **Note that future funding application for delivery will be subject to external funding opportunities, Council budget considerations, and community contributions.**

Declaration of Interest

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



Background

In 2025, West Wimmera Shire Council completed the Kaniva Recreation Reserve Strategic Master Plan to guide the long-term development of the reserve and identify priority infrastructure needs across user groups and sporting codes.

In addition to the Master Plan, Council successfully secured co-funding support through the Victorian Government's Local Sports Infrastructure Fund (LSIF) to undertake schematic design and cost planning for several priority projects identified by the community and sporting clubs.

The funded project included preparation of schematic plans and associated infrastructure development costings for key confirmed community sport priorities for hockey, netball and cricket, including:

- an upgraded synthetic hockey field with associated sports lighting to 350 lux standard
- a new hockey change facility and amenities building inclusive of game day office, first aid room, storage and accessible toilet
- upgraded female friendly netball change facilities including umpire amenities, storage and accessible toilet
- a new two lane cricket training facility including storage

The project has been delivered in consultation with user groups, relevant State Sporting Associations and Sport and Recreation Victoria to ensure the proposed facilities meet club requirements while also aligning with minimum sporting facility guidelines, female friendly facility standards and accessibility expectations.

The development of these plans provides Council and clubs with a significant strategic advantage by establishing schematic level designs and indicative costings that can support future funding applications as opportunities arise. The plans also provide flexibility for staged delivery depending on future funding availability, project priorities and community capacity to contribute financially to project delivery.

It is recognised that significant external funding and community contributions will be required to progress these projects to construction. However, having endorsed schematic plans in place, positions Council and clubs strongly to respond to future funding opportunities and provides a clear framework to guide future infrastructure development at the reserve.

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.



Nil

Legislative Implications

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

Environmental Implications

Nil

Financial and Budgetary Implications

Nil

Policy Implications

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

Community Engagement Policy

Council Plan Implications

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

Goal 1 – Healthy, inviting and connected community

1.3 Create recreation, sport and active lifestyle opportunities for the community.

1.6 Maintain and enhance community infrastructure and streetscapes.

Communication Implications

Consultation has already been undertaken in development of the plans

Gender Equality

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

Conclusion

The completion of the Kaniva Recreation Reserve facility schematic plans represents an important step in the long-term planning and future development of community sport infrastructure within Kaniva. Developed in partnership with clubs, State Sporting



Associations and Sport and Recreation Victoria, the plans provide a clear and strategic pathway for future investment in hockey, netball, AFL and cricket facilities at the reserve.

While the projects will require significant external funding and community contributions to progress to construction, having endorsed schematic plans and indicative costings in place ensures Council and community groups are well positioned to respond to future funding opportunities as they arise. The plans also provide flexibility to deliver improvements in stages over time while maintaining alignment with the broader vision established through the Kaniva Recreation Reserve Strategic Master Plan.

These proposed upgrades will support increased participation, improve accessibility and inclusion, enhance opportunities for women and girls in sport, and help ensure the Kaniva Recreation Reserve remains a sustainable and functional community asset for future generations.

Attachments

1. Kaniva Recreation Reserve Master Plan 2025 [**15.4.1** - 1 page]
2. 25-36 C Ba - WWSC Kaniva Rec Reserve - Hockey Change & Amenities [**15.4.2** - 15 pages]
3. 2559 - Kaniva Rec Reserve Hockey Field FLP REV D [**15.4.3** - 10 pages]
4. 01 - Kaniva Rec Cricket Training FLP REV D [**15.4.4** - 7 pages]
5. Kaniva Hub Changerooms Upgrade [**15.4.5** - 10 pages]

MP07 OF 11
REV - C



The Kaniva Recreation Reserve
Facility Design was supported by
the Victorian Government.



DO NOT SCALE DRAWINGS
BUILDER TO VERIFY ALL WORK
INCLUDING DIMENSIONS AND LEVELS
BEFORE BUILDING COMMENCES

VIC REG NO
DP-AD 59100

ILLUSTRATION ONLY

WWSC KANIVA RESERVE NEW HOCKEY AMENITIES
132 BUDJIK ST, KANIVA VIC 3419

ALEXSTAR
BUILDING DESIGN

e geoff@alexstar.com.au
mob 0400 251 245

The Kaniva Recreation Reserve Facility Design was supported by the Victorian Government.



- REMOVED
- PROPOSED BUILDING PARTS / BUILDING
- RENOVATION AREA IN EXISTING BUILDING

SITE NOTES

SITE WORKS, LEVELS AND STORY WATER DRAINAGE AS NOTED, WHERE ENGINEERS REPORT AVAILABLE. ENGINEERS DETAILS TAKE PRECEDENCE. BUILDER TO CONFIRM TBM AND FINISHED FLOOR LEVELS PRIOR TO COMMENCING. THE PROPERTY BOUNDARY IS TO BE RESSUED BY A LICENSED SURVEYOR PRIOR TO COMMENCING. IF ANY DISCREPANCIES OCCUR FROM THE TITLE DETAILS, NOTIFY THIS OFFICE. SURVEYORS DETAILS TAKE PRECEDENCE. ALL TRADES TO ENSURE THEY HAVE THE CURRENT DIAL BEFORE THEY DIS INFORMATION PRIOR TO COMMENCING SITE WORKS.

100% RAIN WATER TANK TO BE CONNECTED TO NEAREST WC OR LAUNDRY COLD WATER. BUILDER TO PROVIDE LOP FOR OWNER TO CONNECT. TANK AND STORY WATER - BY OWNER. WHERE RETICULATED PURPLE WATER IS AVAILABLE RAIN WATER TANK NOT REQUIRED. ALL LANDSCAPING AND EXTERNAL WORKS INDICATIVE AND TO BE DONE BY OWNER AFTER AND OVER ALL FENCING - BY OWNER. BUILDER TO PROVIDE PUMPPIES TO REBATE LEVEL - STORY WATER BY OWNER.

SITE CONDITIONS	
CORROSION ZONE	N/A
DESIGN WIND SPEED	N3
BUSHFIRE ZONE (BAL)	2, 5
ENCUMBRANCE	YES NO

TBM & FFL SUBJECT TO ENGINEERS SITE AND DRAINAGE PLAN

CORROSION SEVERE > LESS THAN 10M FROM BREAKING SURF, OR 100M FROM NON-BREAKING SURF
CORROSION MODERATE > GREATER THAN 10M FROM BREAKING SURF OR 100M FROM NON-BREAKING SURF

LOCALITY PLAN

SCALE: 1 : 2000

MP07 OF 11
REV - C

BIKE EDUCATION COURSE
Connect bike education course to existing skatepark. Create bike education course with, 1 intersection, roundabout, give way signs, stop signs and pedestrian crossings surrounded by shade trees & walls.

SEAT PARK
Retain existing skatepark with bench ramp, bank ramp, fun box with hybrid ramp and flat top. Retain signage, surrounding irrigated grass and fixed rubbish bin.

CARPARK & PEDESTRIAN ACCESS
Retain existing 24 space carpark & improve pedestrian access to carpark from skatepark. Create footpath connection to footpath.

STADIUM
Improve interior of sports complex - gym, stadium, squash, basketball & badminton and also the surrounding carpark and landscaping.

PUMP TRACK
Create pump track with connection to main pathway system and bike education course with shared access to facilities. Encourage design of track to cater for a range of users including bikes, scooters, skateboards and inline skates.

PLAY SPACE
Enhance existing play space and provide opportunities for a variety of play for all abilities and ages. Enhance area under existing trees for nature play activities. Support social connection and seamless pedestrian connection.

BASKETBALL COURT
Replace existing netball court with basketball court. Marking and reversible goal.

PRIMARY ENTRANCE
Proposed new location of ticket box with power and NBN connection. Consider former St footpath extension and asphalt road or road to entrance.

GOAL POSTS
140/10m AFL goal posts - southern goals with fence. Create synthetic grass with concrete edge. We need fence. Register net and seating. Create oval with irrigation.

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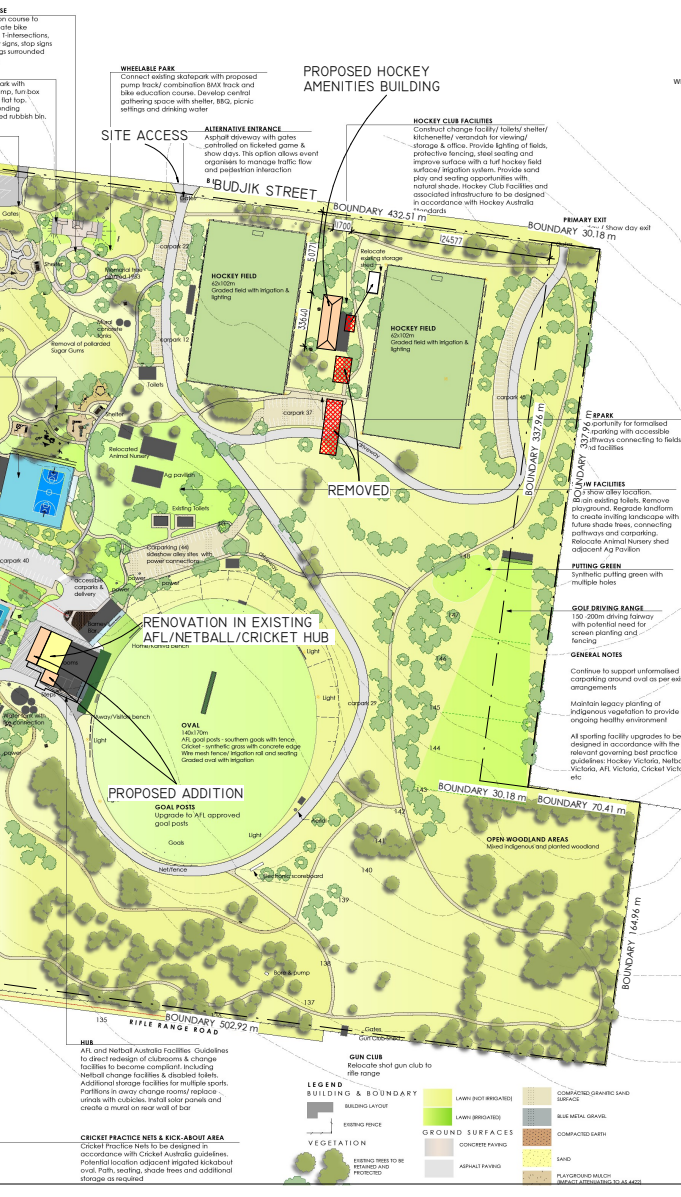
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0m 40m 80m 120m 160m 200m
VISUAL SCALE 1:2000 @ A2
DO NOT SCALE DRAWINGS
WRITTEN DIMENSIONS TO TAKE PRECEDENCE

ALEXSTAR
BUILDING DESIGN
VIC REG NO
DP-AD 8910
QLD REG 15547623

e geoff@alexstar.com.au
mob 0400 251 245

DO NOT SCALE DRAWINGS

BUILDER TO VERIFY ALL WORK
INCLUDING DIMENSIONS AND
LEVELS
BETWEEN BUILDING COMMENTARY

UP

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REVISIONS

REV B
05/05/26

WWSC KANIVA
RESERVE
NEW HOCKEY
AMENITIES

132 BUDJIK ST, KANIVA
VIC 3419

PROJECT NUMBER

25-36

DATE

16/03/26

SCALE

1 : 2000 (A2)

DRAWING

SITE PLAN

ISSUE

CONCEPT

NO

01

The Kaniva Recreation Reserve
Facility Design was supported by
the Victorian Government.



ISSUED CAD FILES ARE NOT TO BE USED BY
CONTRACTORS FOR POSITIONING LAYOUTS OR TO
SET OUT OR FOR MEASURING PURPOSES. IN
PARTICULAR - PRE FAB PRODUCERS SUCH AS
FRAMING AND STRUCTURAL STEEL
REFER TO DIMENSIONS ON HAND COPIES OR PDF
ONLY. ANY INFORMATION REQUIRED IS TO BE
REQUESTED AND NOT MEASURED DIRECTLY FROM
ANY SURVEY CAD FILE.

NO VARIATION MAY BE MADE TO THIS DRAWING
WITHOUT THE PRIOR APPROVAL OF THE BUILDER
AND/OR DESIGNER.
*DOWNPIPES ARE 175mm U.N.O. FROM GUTTER TO
GROUND LEVEL THEN SLEAVED INTO 100mm
PIPE.
DOWNPIPE SPACING IS NOT TO EXCEED 12M
DOWNPIPES ARE TO BE INSTALLED WITHIN 12M
OF A VALLEY GUTTER. WHERE IT IS NOT
POSSIBLE - TO LOCATE A DOWNPIPE WITHIN 12M
OF THE VALLEY GUTTER. AN OVERFLOW MUST BE
PROVIDED IN THE GUTTER.

*BOX GUTTERS TO BE GENERALLY 300X100
DEEP. SUMP PAN WIDTH OF GUTTER, 30 DEEP.
DOWNPIPES FROM BOX GUTTER TO BE 100X100MM
INTO 100 DEEP WITH 100X100MM JOINTS AS
NECESSARY - SEE ENGINEERING
THE INSTALLATION OF REMOVABLE HINGES TO
SANITARY COMPARTMENT DOORS IS REQUIRED
WHERE CLEARANCE FROM DOORWAY TO PAN IS
LESS THAN 1000MM USE LANCES 100MM LIFT OFF
HINGES OR EQUAL.

FLOOR PLAN NOTES

ELECTRICAL LAYOUT TO BE COMPLETED BY SUPPLIER

ALL WORKS TO BE CARRIED OUT IN ACCORDANCE WITH THE NCC AND
RELEVANT AUSTRALIAN STANDARDS AT THE DATE OF DEVELOPMENT
APPLICATION

WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS. IF
DIMENSIONS ARE UNCLEAR, CONTACT THIS OFFICE FOR CLARIFICATION.
ALL TRADES TO CHECK ALL INFORMATION PRIOR TO COMMENCING OR
ORDERING MATERIALS. TRADES ARE RESPONSIBLE FOR THE LIABILITY OF
THEIR AREA OF EXPERTISE AND TO PROVIDE ALL PRODUCTS NECESSARY
FOR THE FINAL FINISHED CONSTRUCTION.

DIMENSIONS WITH ARROW HEADS GENERALLY FINISHES DIMENSIONS.
DIMENSIONING WITH CHAINING, TICK MARK TO STRUCTURAL MATERIALS
WHERE UNCLEAR - CONTACT THIS OFFICE

THE DESIGNER DOES NOT TAKE THE RESPONSIBILITY OF THE BUILDER. IT
IS THE RESPONSIBILITY OF THE BUILDER TO ENSURE ALL INFORMATION IS
CORRECT PRIOR TO CONSTRUCTION AND ENGAGEMENT OF SUPPLIERS.
THE BUILDER IS TO ENSURE THAT ALL ASPECTS OF THE BUILDING ARE
BUILDABLE AND TO PROVIDE ALL NECESSARY FITTINGS, FIXTURES AND
MATERIALS TO ENSURE THAT THE BUILDING IS COMPLETE.

PRODUCTS ARE TO BE INSTALLED TO MANUFACTURERS SPECIFICATION. IT
IS THE BUILDER'S RESPONSIBILITY TO ENSURE THOSE DETAILS ARE
FOLLOWED. WHERE AN AUSTRALIAN STANDARD OR REQUIREMENT OF THE
APPROPRIATE LEGISLATION IS TO BE FOLLOWED, IT IS THE BUILDER'S
RESPONSIBILITY TO ENSURE THE CORRECT INSTALLATION AND
PROCEDURES ARE FOLLOWED.

BUILDER TO CHECK ALL WINDOW AND DOOR SIZES. ALL HEADS TO ALIGN
EXCEPT WHERE SPECIFICALLY SHOWN AS BENCH HEIGHT WINDOWS OR
HORIZONTAL LINES. WINDOWED CHECK WINDOW SIZES. CHECK
ADJUSTMENTS PERMITTED TO MATCH BRICK COURSES AS NECESSARY
WINDOWS TO COMPLY WITH AS 2047, AND GLASS TO COMPLY WITH AS 1288
THERMITE TREATMENT TO AS 3440

ENCLOSED WC AREAS TO BE PROVIDED WITH ESCAPE HINGES TO THE DOOR,
OR THE DOOR SHALL SLIDE OR SWING OUT OF THE ENCLOSURE

ENERGY NOTES

R2.5 INSULATION TO EXTERNAL WALL CAVITIES
R2.5 INSULATION TO CEILING CAVITIES + R0.3 THERMAL BREAK STRIP AND
REFLECTIVE FOIL (BENEATH ROOF CLADDING)
R2.0 INSULATION TO INTERNAL WALLS

EXTERNAL GLAZING TO COMPLY WITH THE GLAZING CALCULATOR AS
PROVIDED BY ARCH
SEE ENERGY REPORT FOR DETAILS

WATER / SEWER / GAS

CONTRACTOR IS TO DESIGN AND SUPPLY WORKING DRAWINGS (AS PER THE
AUST STANDARDS AND THE VBA REQUIREMENTS) FOR APPROVAL BY THE
SUPERINTENDENT BEFORE WORK COMMENCES FOR:

- SEWER A2250-D-2
- WATER A2250-D-1
- STORMWATER A2250-D-3
- GAS A2260-D-1

GENERAL BUILDING NOTES

THIS BUILDING TO BE CONSTRUCTED IN ACCORDANCE WITH THE NCC AND TO
AUSTRALIAN STANDARDS.

INSULATION TO ROOF
INSULATION TO EXTERNAL WALLS EXCLUDING GARAGE.
INSULATION TO INTERNAL GARAGE WALLS
**REFER TO ENERGY ASSESSMENT REPORT FOR INSULATION AND GLAZING
SPECIFICATIONS.**

COLORBOND SHEET ROOF: PITCH AS PER ELEVATIONS
EAVES OVERHANG: AS PER ELEVATIONS

ALL BRICK PERS SHALL BE REINFORCED AS PER ENGINEERS REPORT (IF
APPLICABLE)

CEILING HEIGHT: AS PER ELEVATIONS
WINDOWS HEAD HEIGHT: AS PER ELEVATIONS

WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALE. CONTRACTORS /
TRADES SHALL CHECK THAT ALL INFORMATION / DOCUMENTATION IS CORRECT
PRIOR TO COMMENCING WORK AND ORDERING OF MATERIALS. WHILEST ACCURACY
IS ENGAGED, BUILDER DESIGN DO NOT TAKE ON THE RESPONSIBILITY OF THE
BUILDER. IT IS THE BUILDER RESPONSIBILITY TO ENSURE INFORMATION IS
CORRECT PRIOR TO ORDERING MATERIAL AND PRIOR TO CONSTRUCTION &
ENGAGEMENT OF SUPPLIERS/CONTRACTORS.

WINDOW SIZES MAY CHANGE TO SUIT
MANUFACTURERS SIZES. REFER TO BUILDERS
PURCHASE SCHEDULES.
GLASS DOORS, SIDELIGHTS, GLAZING SCREENS,
WINDOWS IN NET AREAS WILL BE OF SAFETY GLASS
WHERE REQUIRED BY AS 1288 AND NCC. DRIFT
PROTECTION DEVICE TO EXTERNAL DRIVING DOORS.

STAIRS/BALUSTRADES/HANDRAILS AS PER
MANUFACTURERS SPECIFICATION WHERE
APPLICABLE.

WATERPROOFING TO WET AREAS TO BE IN
ACCORDANCE WITH NCC TABLE 3.9.1.1 AND AS254.

PROVIDE A MICROMANE PROVISION IN THE KITCHEN
OR W/P IF AVAILABLE. NW INDICATION ON PLANS
ARE FOR MICROMANE PROVISION ONLY, NOT
APPLIANCE.

BUILDER TO INCLUDE BULKHEADS ABOVE OVERHEAD
CABINETS IN KITCHEN, WHERE A LINED CUPBOARD IS
CABINETRY, INCLUDE BULKHEAD ABOVE.

INTERIOR

SHOWER

TOILET

TOWEL RAIL

CLEANER TAP

CONTROL JOINT - SEE ENGINEERING

**EAVE OR ROOF VENT FROM DUCTED
EXHAUST FAN**

EAVE VENT TO PROVIDE ROOF AIR FLOW

**ROOF VENT - WHIRLY BIRD OR
EQUIVALENT**

EXIT SIGN

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EXIT SIGNS

ALL EMERGENCY AND EXIT LIGHTING IN ACCORDANCE WITH AS 2293.1

EXIT SIGNS

INTERNALLY ILLUMINATED
FOR USE IN ALL BUILDINGS OVER 300M² FLOOR AREA

MOUNTING HEIGHT - MIN 2M AFL - MAX 2.7M AFL

EXIT SIGNS TO BE LOCATED DIRECTLY ABOVE EXIT DOOR
WHERE THE SIGN IS NOT VISIBLE FROM NORMALLY ACCESSED PARTS OF
THE BUILDING, DIRECTIONAL EXIT SIGNS ARE TO BE PROVIDED GUIDING
OCCUPANTS TO THE EXIT



**FIRE EXTINGUISHER AND
SIGN MOUNTING**

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SIGN MOUNTING**

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SIGN MOUNTING**

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SIGN MOUNTING**

**FIRE EXTINGUISHER AND
SIGN MOUNTING**

**FIRE EXTINGUISHER AND
SIGN MOUNTING**

**FIRE EXTINGUISHER AND
SIGN MOUNTING**

DEMOLITION GROUND
SCALE: 1 : 200

CHECK ALL MATERIALS PRIOR TO DEMOLITION. WHERE ASBESTOS OR OTHER DANGEROUS MATERIALS ARE IDENTIFIED, REMOVE BY APPROPRIATELY QUALIFIED CONTRACTOR AND DISPOSE OF TO APPROPRIATELY LICENSED WASTE DISPOSAL SITE.

CHECK ALL SERVICES PRIOR TO COMMENCEMENT. ENSURE ALL POWER, GAS AND WATER IS APPROPRIATELY DISCONNECTED PRIOR TO COMMENCEMENT.

THE CONTRACTOR SHALL PROVIDE PROTECTION TO ALL STREET SERVICES, SURFACES AND INFRASTRUCTURE.

DUST SHALL BE SUPPRESSED AS NECESSARY USING WATER SPRAYS.

ANY WASTE, MUD, DIRT DEPOSITED ON THE ROAD OR PUBLIC SPACE SHALL BE SWEEPED UP IMMEDIATELY.

RUBBER TIES ONLY SHALL BE USED ON PUBLIC INFRASTRUCTURE AREAS. WHERE METAL TRACKS ARE USED, PROVIDE RUBBER TIE PROTECTION AS THE VEHICLE CROSSES THE INFRASTRUCTURE.

PROVIDE SAFETY FENCING AND SIGNAGE AS APPROPRIATE.

ALL WASTE TO BE DISPOSED OF TO REGISTERED WASTE RECYCLING FACILITY.

UP

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REVISIONS

REV A
17/04/26

WWSC KANIVA
RESERVE
NEW HOCKEY
AMENITIES

132 BUDJIK ST, KANIVA
VIC 3419

PROJECT NUMBER

25-36

DATE

16/03/26

SCALE

1 : 200 (A2)

DRAWING

EXISTING AND DEMO

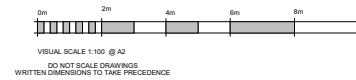
ISSUE:

C ONCEPT

NO

03

The Kaniva Recreation Reserve
Facility Design was supported by
the Victorian Government.

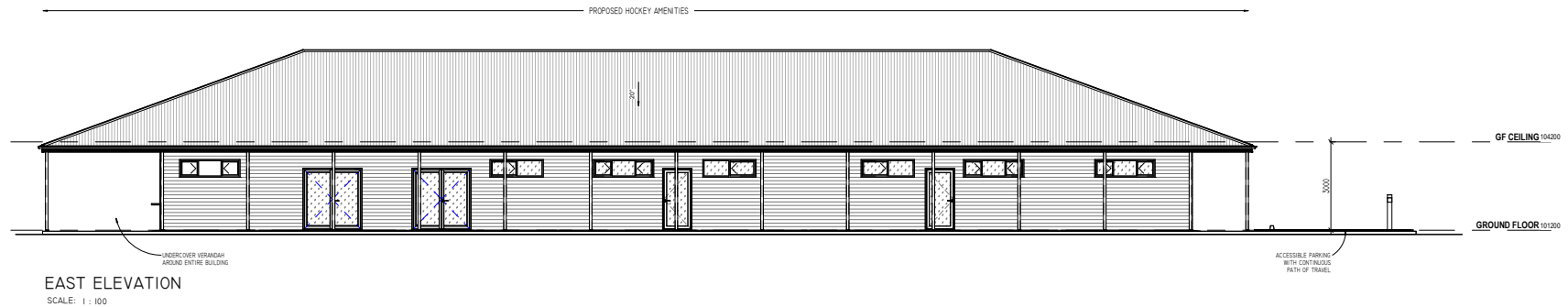
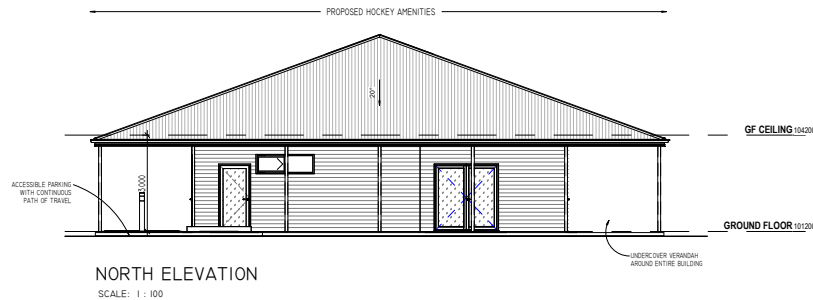


FINISHES SCHEDULE

COLORBOND ROOF - TBD
COLORBOND FASCIA AND GUTTERS - TBD
WINDOWS - ALUMINIUM - TBD
RENDER - TBD
FEATURE CLADDING - TBD

ELEVATION NOTES

DIMENSIONS SHOWN ARE STRUCTURAL HEIGHTS.
NORMAL CEILING HEIGHTS ARE APPROX 3000.
SPALLER
EG. STRUCTURE 2750 FOR NOMINAL 2700 CEILING
HEIGHT
PROVIDE COLORBOND CAPPING TO ALL PARAPETS
UNLESS SPECIFICALLY NOTED OTHERWISE



VIC REG NO
DP-AD 59100
QLD REG 15547623

mob 0400 251 245
e geoff@alexstar.com.au

This drawing is a conceptual design in the drawing of the
document are subject to change without notice. It is not to be
used for construction. It is not to be used for construction.
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be used for construction. It is not to be used for construction.

REVISIONS
REV B
05/05/26

WWSC KANIVA
RESERVE
132 BUDJIK ST, KANIVA
VIC 3419

SCALE
1 : 100 (A3)
DRAWING
NORTH & EAST ELEVATIONS
ISSUE
CONCEPT

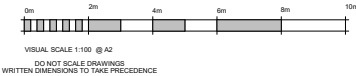
PROJECT NUMBER
25-36
DATE
16/03/26
NO
04

DO NOT SCALE
DRAWINGS
BUILDER TO VERIFY ALL WORK
INCLUDING DIMENSIONS AND
LEVELS
BEFORE BUILDING COMMENCES
UP

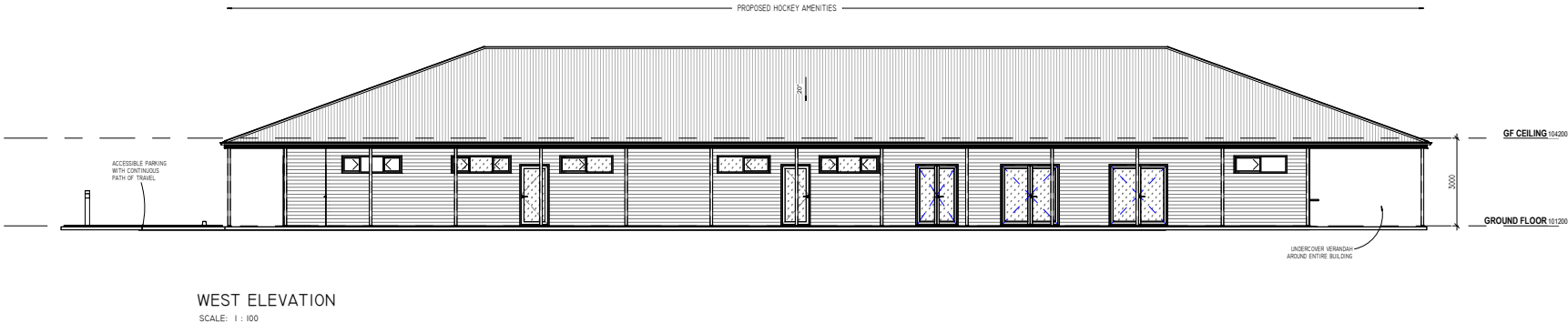
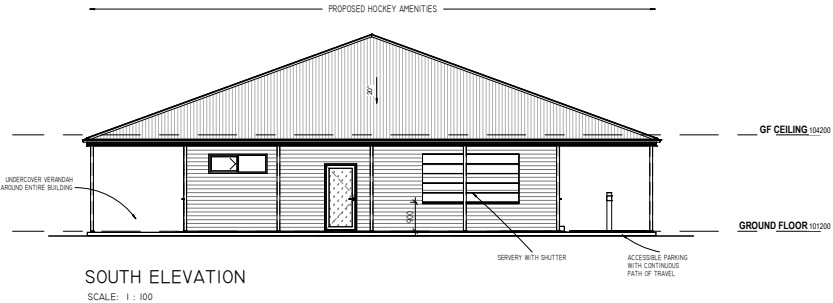
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Facility Design was supported by
the Victorian Government.



ELEVATION NOTES
DIMENSIONS SHOWN ARE STRUCTURAL HEIGHTS.
NOMINAL CEILING HEIGHTS ARE APPROX 30MM SMALLER
EG: STRUCTURE 2750 FOR NOMINAL 2700 CEILING
HEIGHT.
PROVIDE COLORBOND CAPPING TO ALL PARAPETS UNLESS
SPECIFICALLY NOTED OTHERWISE



KEYNOTES	
CODE	DESCRIPTION



ALEXSTAR
BUILDING DESIGN
VIC REG NO
DP-AD 59100
QLD REG 15547623

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e geoff@alexstar.com.au

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REVISIONS
REV B
05/05/26

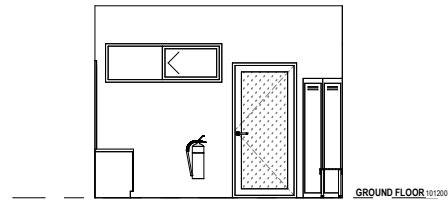
WWSC KANIVA
RESERVE
132 BUDJIK ST, KANIVA
VIC 3419

SCALE
1:100 (A2)
DRAWING
SOUTH & WEST ELEVATIONS
ISSUE
CONCEPT

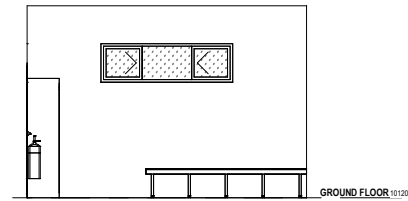
PROJECT NUMBER
25-36
DATE
16/03/26
NO
05

**DO NOT SCALE
DRAWINGS**
BUILDER TO VERIFY ALL WORK
INCLUDING DIMENSIONS AND
LEVELS
BEFORE BUILDING COMMENCES
UP

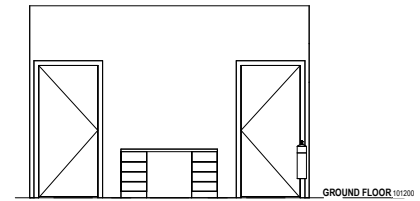
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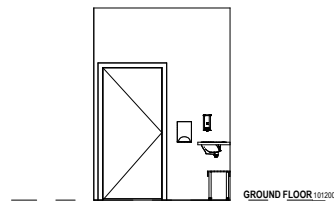

 UMPIRE I
 SCALE: 1 : 50



UMPIRE 2
SCALE: 1 : 50



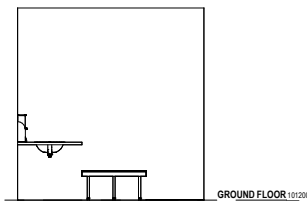

 UMPIRE 3
 SCALE: 1 : 50



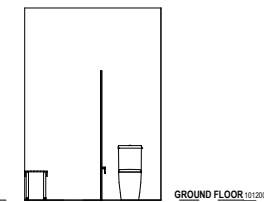
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02

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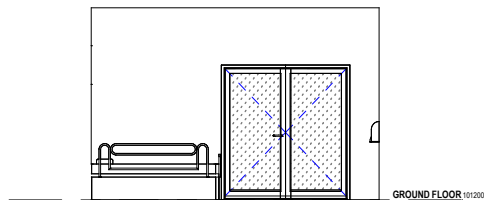
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UMPIRE AMENITIES 2
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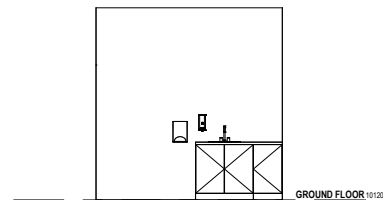
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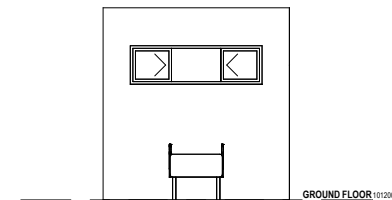
7
02

FIRST AID I

SCALE: 1 : 50




FIRST AID 2
 SCALE: 1 : 50




FIRST AID 3
 SCALE: 1 : 50



VIC REG NO
DP-AD 59100
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REVISIONS
REV B
05/05/26

WWSC KANIVA
RESERVE
132 BUDJIK ST, KANIVA
VIC 3419

SCALE
1 : 50 (A2)
DRAWING
INTERNAL ELEVATIONS
ISSUE:
CONCEPT

PROJECT NUMBER
25-36

DATE
16/03/26

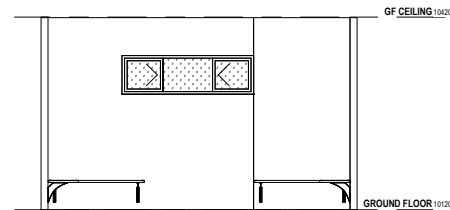
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**DO NOT SCALE
DRAWINGS**

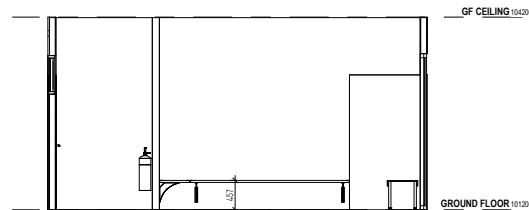
BUILDER TO VERIFY ALL WORK
INCLUDING DIMENSIONS AND
LEVELS
BEFORE BUILDING COMMENCES

UP

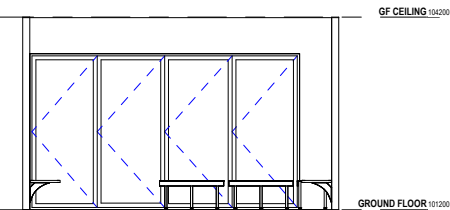
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Facility Design was supported by
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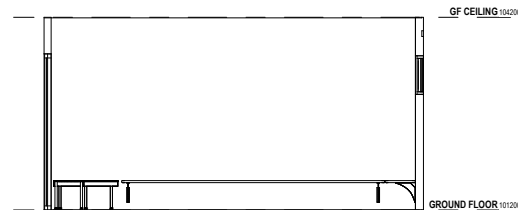
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02 CHANGE 3 - 1
SCALE: 1 : 50



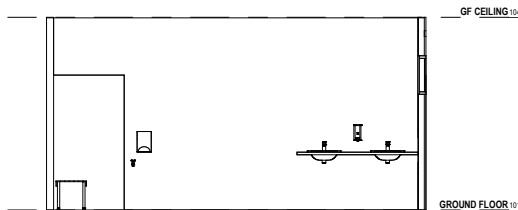
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02 CHANGE 3 - 2
SCALE: 1 : 50



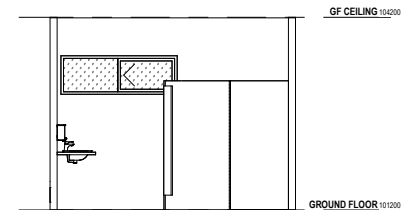
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02 CHANGE 3 - 3
SCALE: 1 : 50



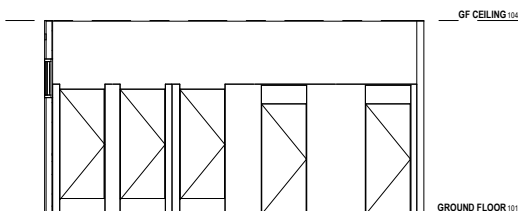
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02 CHANGE 3 - 4
SCALE: 1 : 50



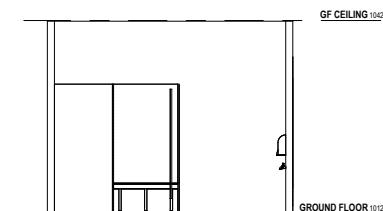
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02 AMENITIES 3 - 1
SCALE: 1 : 50



8
02 AMENITIES 3 - 2
SCALE: 1 : 50



5
02 AMENITIES 3 - 3
SCALE: 1 : 50



6
02 AMENITIES 3 - 4
SCALE: 1 : 50



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REVISIONS
REV B
05/05/26

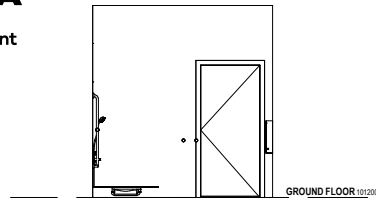
WWSC KANIVA
RESERVE
132 BUDJIK ST, KANIVA
VIC 3419

SCALE
1 : 50 (A2)
DRAWING
INTERNAL ELEVATIONS
ISSUE
CONCEPT

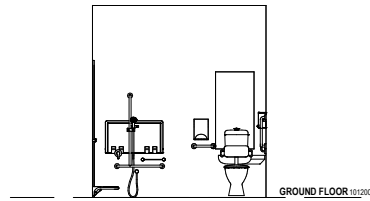
PROJECT NUMBER
25-36
DATE
16/03/26
NO
008

DO NOT SCALE
DRAWINGS
BUILDER TO VERIFY ALL WORK
INCLUDING DIMENSIONS AND
LEVELS
BEFORE BUILDING COMMENCES
UP

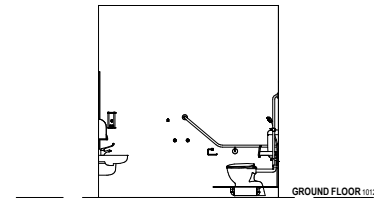
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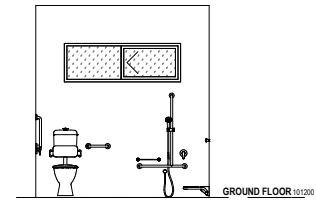
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SCALE: 1 : 50



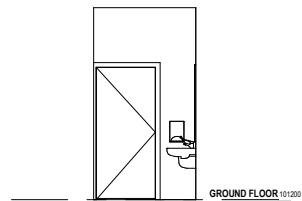
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SCALE: 1 : 50



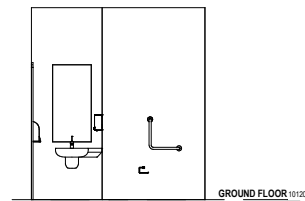
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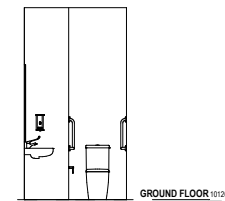
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SCALE: 1 : 50



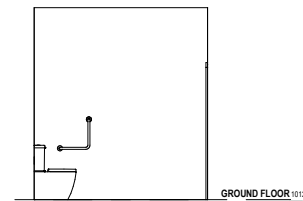
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02 AMBULANT FEMALE 1
SCALE: 1 : 50



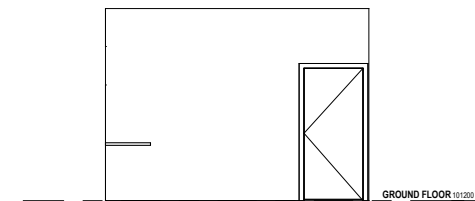
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SCALE: 1 : 50



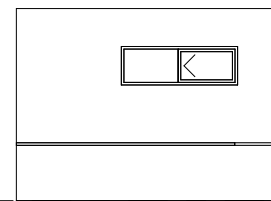
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SCALE: 1 : 50



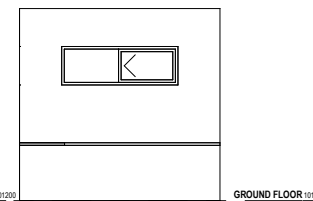
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02 AMBULANT FEMALE 4
SCALE: 1 : 50



11
02 OFFICE 1
SCALE: 1 : 50



9
02 OFFICE 2
SCALE: 1 : 50



10
02 OFFICE 3
SCALE: 1 : 50



VIC REG NO
DP-AD 59100
QLD REG 15547623

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e geoff@alexstar.com.au

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REVISIONS
REV B
05/05/26

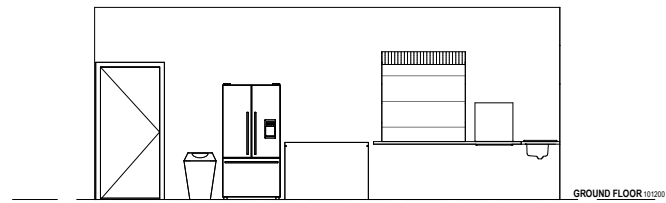
WWSC KANIVA
RESERVE
132 BUDJIK ST, KANIVA
VIC 3419

SCALE
1 : 50 (A2)
DRAWING
INTERNAL ELEVATIONS
ISSUE
CONCEPT

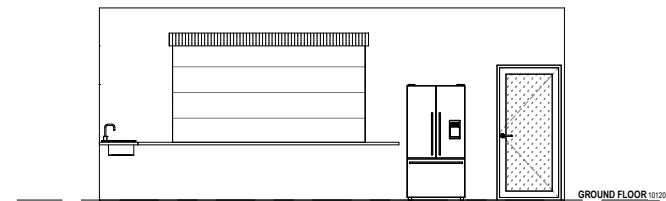
PROJECT NUMBER
25-36
DATE
16/03/26
NO
05C

DO NOT SCALE
DRAWINGS
BUILDER TO VERIFY ALL WORK
INCLUDING DIMENSIONS AND
LEVELS
BEFORE BUILDING COMMENCES
UP

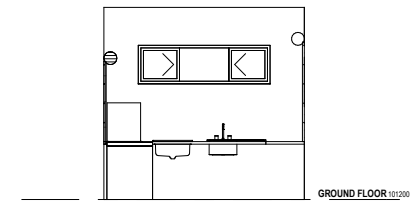
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 CANTEEN I
SCALE: 1 : 50



 CANTEN 3
SCALE: 1 : 50



 CANTEEN 2
SCALE: 1 : 50



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REVISIONS
REV B
05/05/26

WWSC KANIVA
RESERVE

132 BUDJIK ST, KANIVA
VIC 3419

SCALE
1 : 50 (A2)
DRAWING
INTERNAL ELEVATIONS

ISSUE:
CONCEPT

PROJECT NUMBER
25-36

DATE
16/03/26

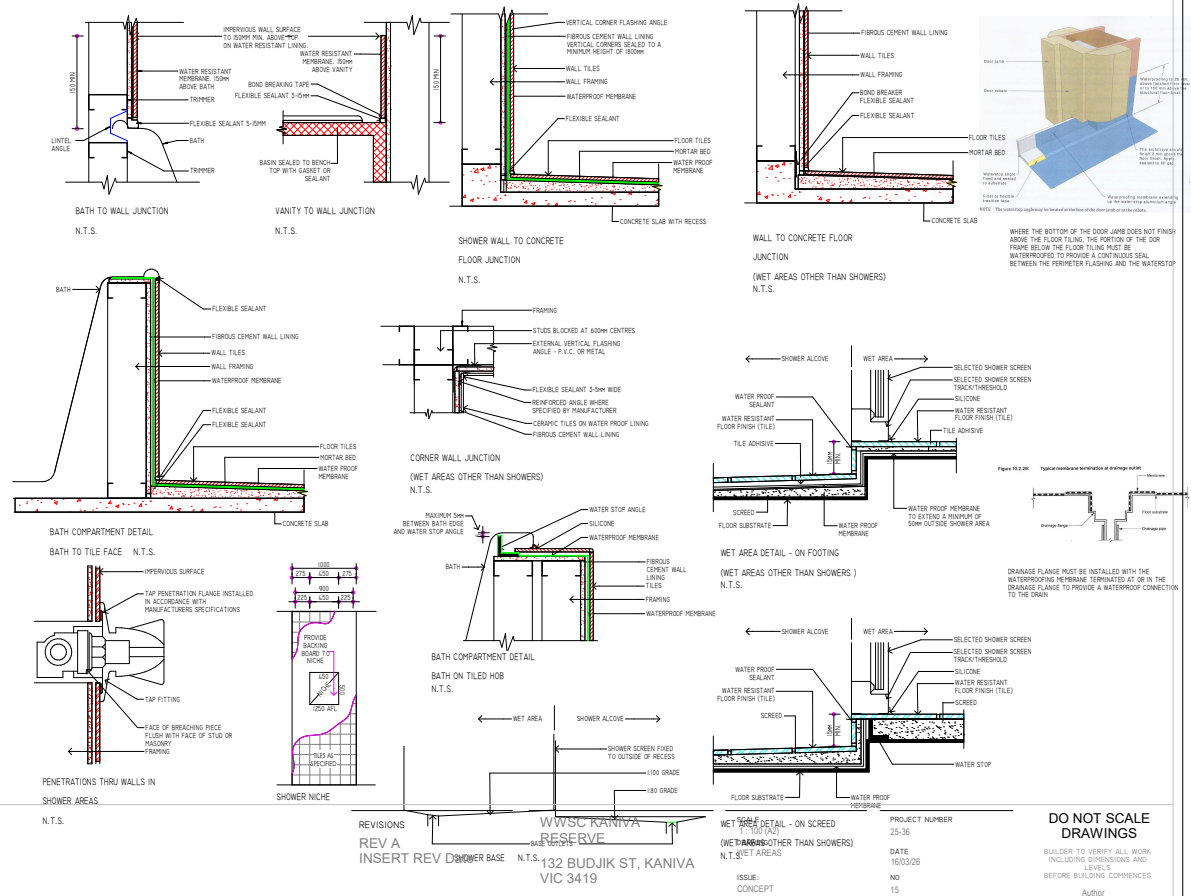
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DRAWINGS

BUILDER TO VERIFY ALL WORK
INCLUDING DIMENSIONS AND
LEVELS
BEFORE BUILDING COMMENCES

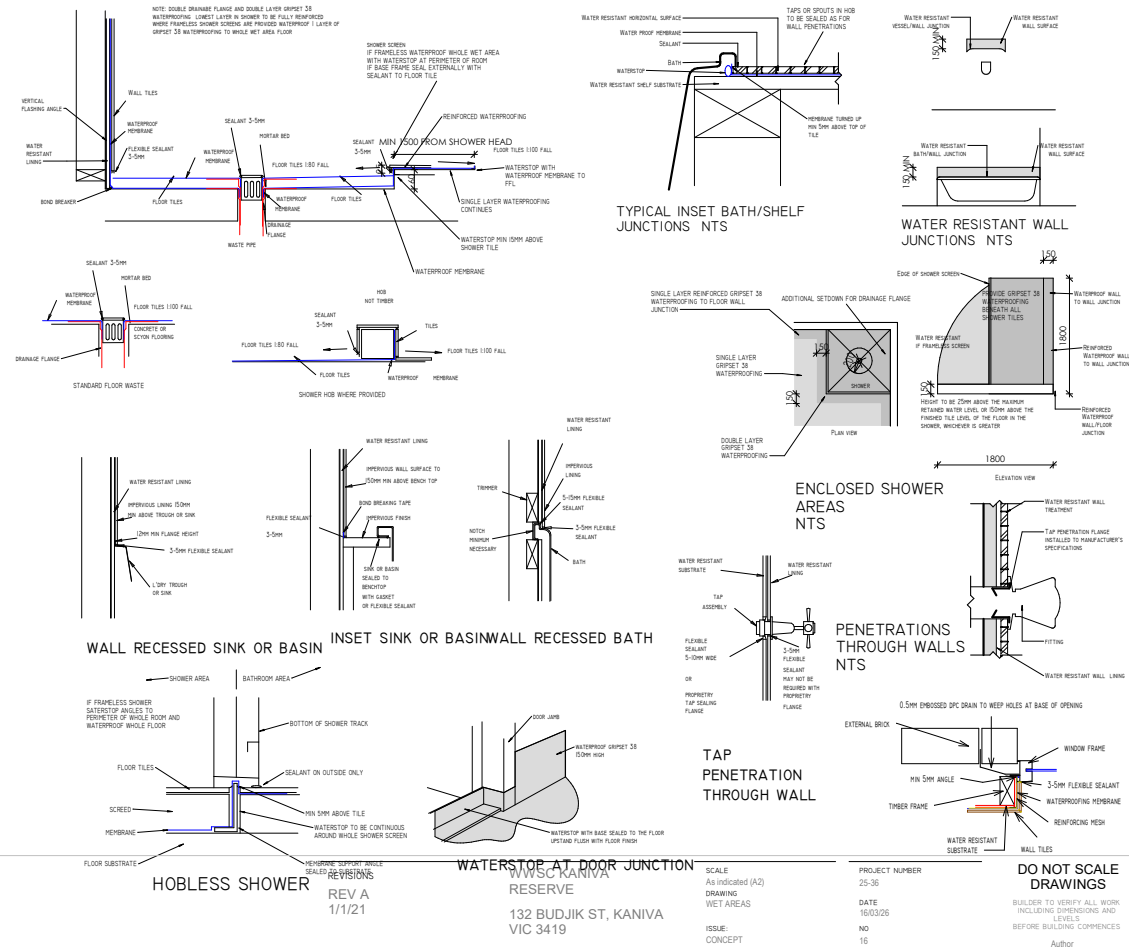
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STANDARD WET AREA DETAILS



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ALEXSTAR
BUILDING DESIGN

VIC REG NO
DP-AD 59100
QLD REG 15547623

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e geoff@alexstar.com.au

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ROOF VENTILATION CLIMATE ZONE 6

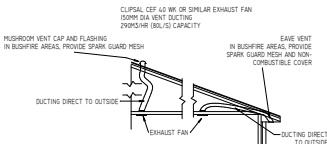
10.1.3 VENTILATION OF ROOF SPACES
10.1.3.1 (1) CLIMATE ZONES 6, 7 AND 8, A ROOF MUST HAVE A ROOF SPACE THAT:
(a) IS LOCATED:
(i) IMMEDIATELY ABOVE THE PRIMARY INSULATION LAYER OR
(ii) IMMEDIATELY ABOVE BRICKWORK WITH A MINOR PENETRANCE OF NOT LESS THAN 1/16 IN/S, WHICH IS IMMEDIATELY ABOVE THE PRIMARY INSULATION LAYER, OR
(iii) IMMEDIATELY ABOVE CEILING INSULATION THAT MEETS THE REQUIREMENTS OF (3.2.3.1) AND (3.2.3.2), AND
(b) HAS A HEIGHT OF NOT LESS THAN 20 MM, AND
(c) IS EITHER:
(i) UNVENTILATED TO OUTDOOR AIR THROUGH EVENLY DISTRIBUTED OPENINGS IN ACCORDANCE WITH TABLE 10.1.3.1, OR
(ii) LOCATED IMMEDIATELY UNDERNEATH THE ROOF TILES OF AN UNBARRIED TILED ROOF.
(2) THE REQUIREMENTS OF (1) DO NOT APPLY TO A-:
(a) CONCRETE ROOF, OR
(b) ROOF THAT IS MADE OF STRUCTURAL INSULATED PANELS, OR ROOF THAT IS SUBJECT TO BUSHFIRE ATTACK LEVEL F2 REQUIREMENTS IN ACCORDANCE WITH AS 3959.

ROOF PITCH	VENTILATION OPENINGS
1/10 DEGREES	2500PPM PROVIDED AT EACH OF 2 OPPOSING ENDS
BETWEEN 1/10 AND 1/5 DEGREES	2500PPM PROVIDED AT THE EAVES AND 3000PPM AT HIGH LEVEL
BETWEEN 1/5 AND 7/5 DEGREES	7000PPM PROVIDED AT THE EAVES AND 3000PPM AT HIGH LEVEL, PLUS AN ADDITIONAL 1800PPM AT THE EAVES IF THE ROOF HAS A CATHEDRAL CEILING

SANITARY COMPARTMENT VENTING

FROM AS4688

VENTING TO BE PROVIDED AT A MINIMUM OF 25L/S FOR BATHROOMS AND TOILETS
VENTING TO BE PROVIDED AT A MINIMUM OF 50L/S FOR KITCHENS AND LAUNDRIES



EXTERNAL VENT OPENINGS TO BE MIN 1/500 OF CEILING AREA OF VENTILATED ROOF, OR
WHERE ROOF PITCH IS LESS THAN 22 DEGREES OPENINGS TO BE MIN 1/100 OF CEILING AREA

VENTILATION OPENING SIZES MM2						
ROOF AREA M2	ROOF PITCH GREATER THAN 22	MIN AREA TO BE WITHIN ROOF OF ROOF	AREA THAT COULD BE IN EAVES OR BELOW ROOF FROM ROOF	ROOF PITCH LESS THAN 22	MIN AREA TO BE WITHIN ROOF OF ROOF	AREA THAT COULD BE IN EAVES OR BELOW ROOF FROM ROOF
6	15/100 - 1/20 DIA	6000 - 7777 M2	9/100 - 94999/100 M2	28/700 - 1/800 DIA	8000 - 10999 M2	18/700 - 15899/100 M2
8	28/700 - 1/16 DIA	8000 - 10999 M2	18/700 - 15899/100 M2	1/1600 - 2/800 DIA	8000 - 11499 M2	1/1600 - 19299/100 M2
12	4/1000 - 1/25 DIA	12000 - 15999 M2	28/100 - 16799/100 M2	1/1000 - 1/400 DIA	16000 - 17499 M2	1/1000 - 23799/100 M2
16	1/1600 - 1/20 DIA	16000 - 16999 M2	2/1000 - 16999/100 M2	1/800 - 1/400 DIA	16000 - 17499 M2	1/1600 - 23799/100 M2
20	1/1600 - 1/20 DIA	20000 - 19999 M2	4/1000 - 23999/100 M2	1/5500 - 1/200 DIA	48000 - 27099 M2	1/1600 - 23799/100 M2
24	1/8000 - 1/19 DIA	24000 - 17999 M2	5/6000 - 23999/100 M2	1/6000 - 1/200 DIA	48000 - 26799 M2	1/1000 - 23799/100 M2

THE FOLLOWING DATA IS BASED ON THE AVERAGE CAPACITY OF THE EAVE AND ROOF VENTILATORS AS FOLLOWS:

EAVE VENT (1/16 IN X 220) HAS AN OPEN AREA OF 23,760mm²

ROOF VENTILATOR HAS A COLLAR DIAMETER (DIAMETER) OF 300MM. IT HAS AN OPEN AREA OF 70,680mm²

HORIZONTAL DIMENSION OF THE ROOF - THIS IS MEASURED FROM PARCH TO PARCH ALONG THE LONGEST LENGTH OF ROOF.

EAVE VENTS

FOR ROOF PITCHES UP TO 1/10° - YOU MUST PROVIDE 1 EAVE VENT AT THE OPPOSING END OF THE ROOF SPACE TO PROVIDE COMPLETE ROOF VENTILATION.

FOR PITCHES 1/10° TO 1/5° - YOU MUST PROVIDE 25,000 mm² PER METER OF HORIZONTAL ROOF LENGTH.

BASED ON THE ABOVE DATA, PROVIDE MORE THAN 1 EAVE VENT PER METER OF HORIZONTAL ROOF LENGTH. FOR EXAMPLE, IN A 10M HORIZONTAL ROOF LENGTH YOU PROVIDE 2 EAVE VENTS (EVENLY DISTRIBUTED).

FOR PITCHES 1/5° AND ABOVE - THE BUILDING MUST BE PROVIDED WITH 7000mm² PER METER OF HORIZONTAL ROOF LENGTH.

BASED ON THE ABOVE DATA, NOTE: A PRACTICAL APPROACH HAS BEEN TAKEN ON THIS. PROVIDE EAVE VENTS IN PAIRS AND WHERE POSSIBLE OPPOSITE EACH OTHER IN ORDER TO PROMOTE GOOD CROSS VENTILATION. YOU CAN INTERPOLATE TO BRING ABOUT 100 NUMBER OF VENTS IF REQUIRED.

HORIZONTAL ROOF LENGTH	
UP TO 10M	2 EAVE VENTS
10-15M	4 EAVE VENTS
15-20M	6 EAVE VENTS
20-25M	7 EAVE VENTS
25-30M	8 EAVE VENTS
30-35M	9 EAVE VENTS

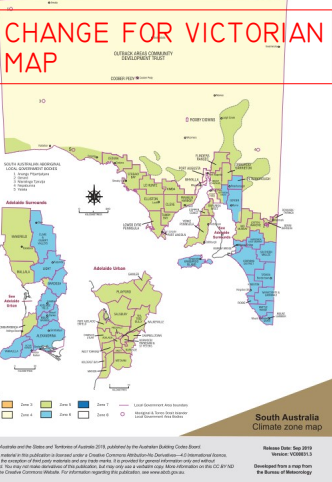
CATHEDRAL ROOF IS REQUIRED AND ABOVE ADDITIONAL EAVE VENTS AT HIGH LEVEL

HIGH LEVEL VENTS (DO NOTIFY BUSHFIRE/ROOF ETC)

FOR ROOF PITCHES FROM 1/10° TO 7/10° PROVIDE ROOF VENT AS PER THE FOLLOWING:

6 - 10M OF HORIZONTAL ROOF LENGTH - 1 ROOF VENT
8 - 10M OF HORIZONTAL ROOF LENGTH - 2 ROOF VENTS
6 - 10M OF HORIZONTAL ROOF LENGTH - 3 ROOF VENTS

CAPACITY OF THE ROOF VENT IS ASSUMED AS FOLLOWS:
COLLAR DIAMETER (DIAMETER) OF 300MM (PI 3 9/16 IN X 1 1/2 IN X 1 1/2 IN) = 70,680mm².
FOR EXAMPLE, IF WE HAVE A HORIZONTAL ROOF LENGTH OF 17M, WE REQUIRE 80,000mm² OF ROOF VENTILATION ACCORDING TO THE BCA.
INSTALLING 2 ROOF VENTILATORS WILL PROVIDE 141,360mm² OF ROOF VENTILATION.



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REV A
07/18/24

WWSC KANIVA
RESERVE
132 BUDJIK ST, KANIVA
VIC 3419

SCALE
As indicated (A2)
DRAWING
ZONE 6 CONDENSATION
MANAGEMENT
ISSUE
CONCEPT

PROJECT NUMBER
25-36
DATE
16/03/26
NO
17

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DRAWINGS
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LEVELS
BEFORE BUILDING COMMENCES
Author

KANIVA RECREATION RESERVE, BUDJIK STREET, KANIVA - PROPOSED HOCKEY FIELD REDEVELOPMENT WORKS.

WEST WIMMERA SHIRE COUNCIL

REGISTERED PROFESSIONAL ENGINEER (CIVIL)
Registration No. PE0008721

Mr Istvan Marton
Bachelor of Engineering (Civil)

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08 -	PLAYER AND SCORER SHELTERS, DRINKING FOUNTAIN, RUBBER BELT AND BENCH SEATING MAKE UP	2559 - 08
09 -	HOCKY FIELD FENCING PLAN - SHEET 1 of 2	2559 - 09
10 -	HOCKY FIELD FENCING PLAN - SHEET 2 of 2	2559 - 10

THE KANIVA RECREATION RESERVE
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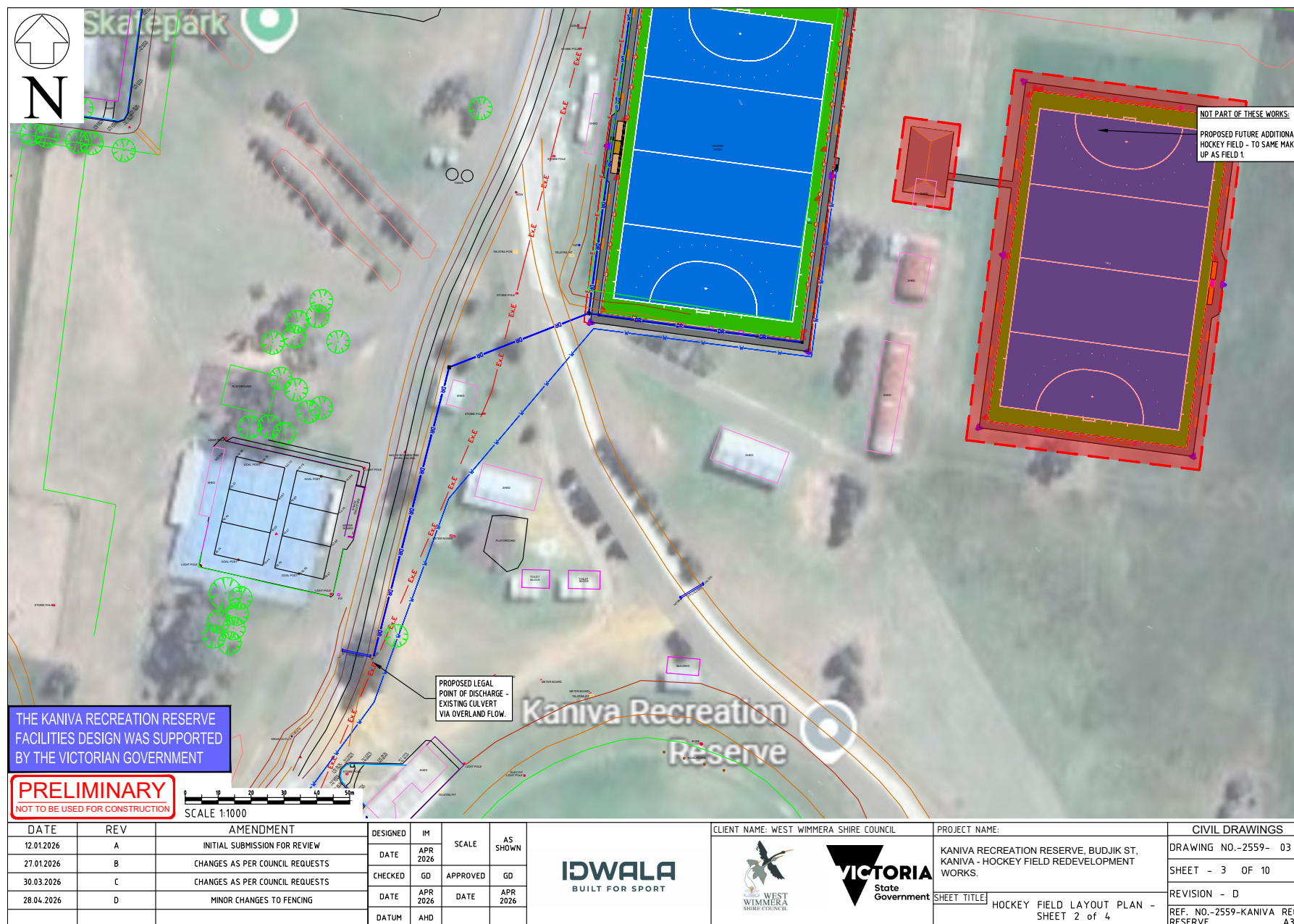
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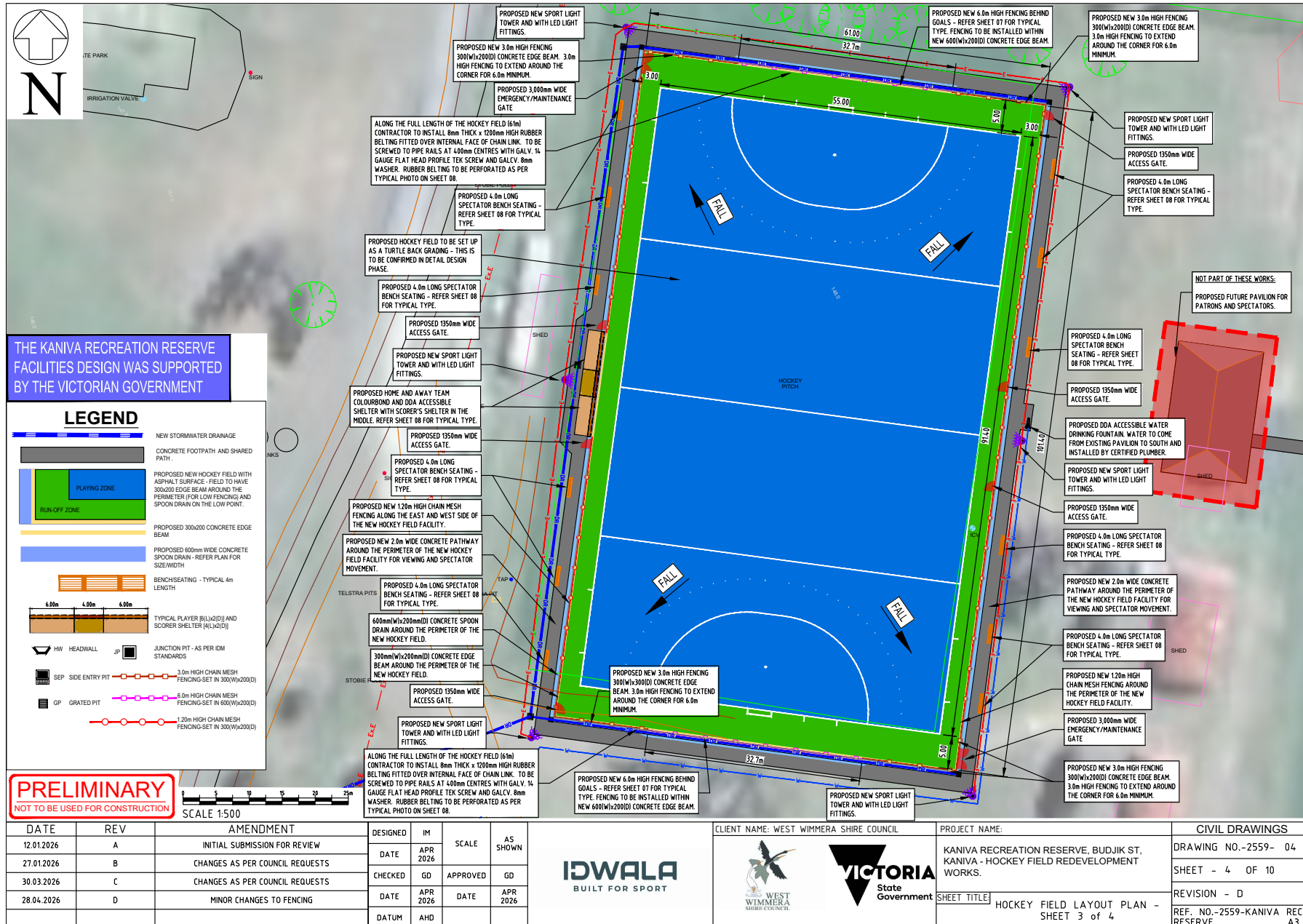


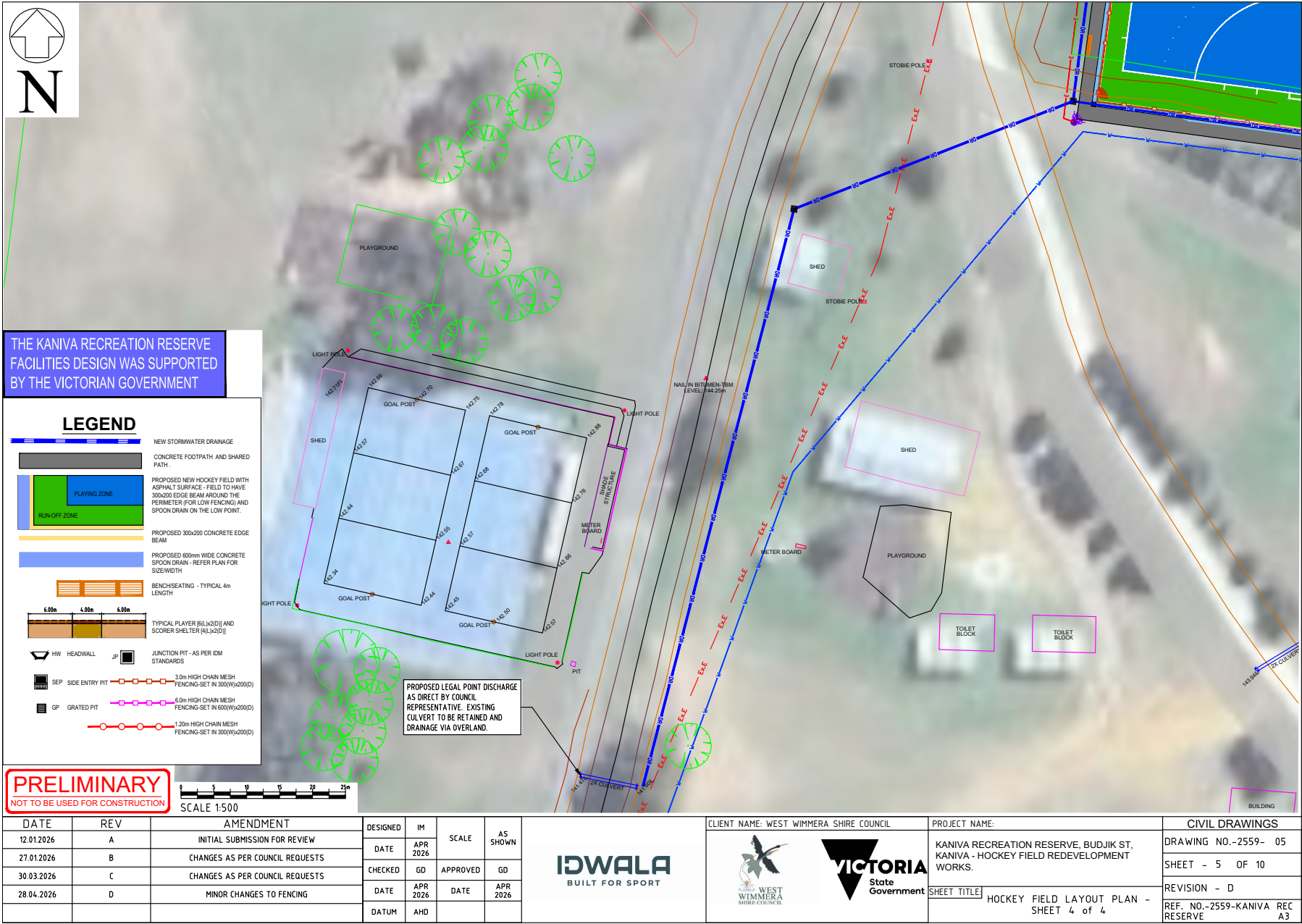
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12.01.2026	A	INITIAL SUBMISSION FOR REVIEW	DATE	APR 2026			 	KANIVA RECREATION RESERVE, BUDJIK ST, KANIVA - HOCKEY FIELD REDEVELOPMENT WORKS.	DRAWING NO.-2559- 01
27.01.2026	B	CHANGES AS PER COUNCIL REQUESTS	CHECKED	GD	APPROVED	GD			SHEET - 1 OF 10
30.03.2026	C	CHANGES AS PER COUNCIL REQUESTS	DATE	APR 2026	DATE	APR 2026			REVISION - D
28.04.2026	D	MINOR CHANGES TO FENCING	DATUM	AHD					REF. NO.-2559-KANIVA REC RESERVE A3
								DRAWING INDEX & LOCALITY	

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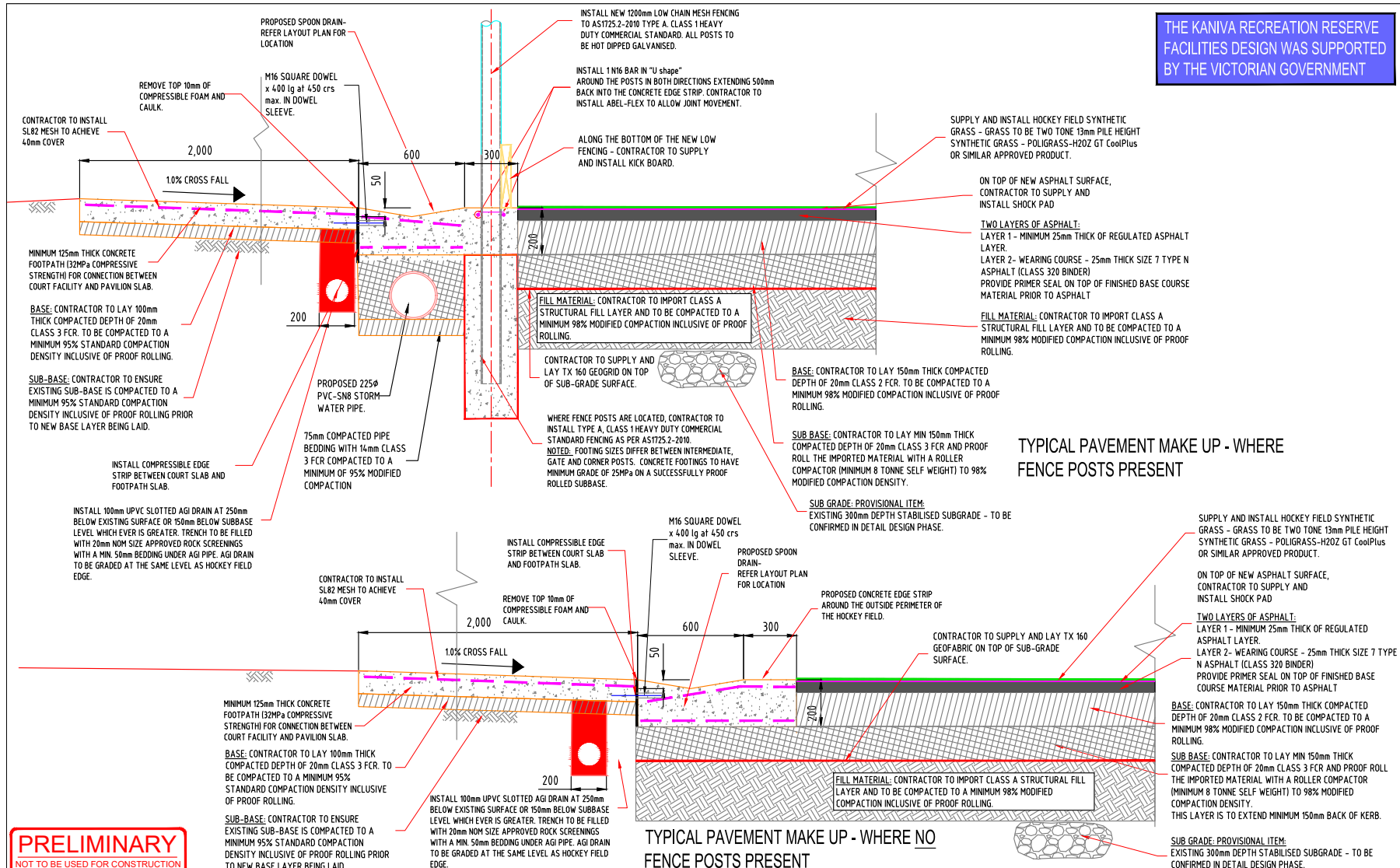








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		SHEET - 6 OF 10
		REVISION - D
		REF. NO.-2559-KANIVA REC RESERVE





TYPICAL 6.0m HIGH FENCING
BEHIND HOCKEY GOALS TO
PREVENT AERIAL BALLS EXITING
THE FACILITY AND INTO THE
RESERVE.

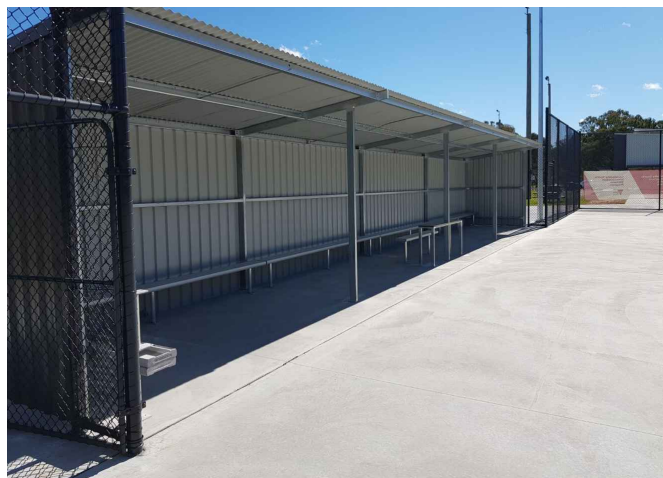
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 WEST WIMMERA SHIRE COUNCIL	 VICTORIA State Government	KANIVA RECREATION RESERVE, BUDJIK ST, KANIVA - HOCKEY FIELD REDEVELOPMENT WORKS.	DRAWING NO.-2559- 07
		<u>SHEET TITLE</u> HOCKEY FIELD - HIGH BEHIND THE GOAL FENCING	SHEET - 7 OF 10
			REVISION - D
			REF. NO.-2559-KANIVA REC RESERVE A3



**TYPICAL COLOURBOND DDA ACCESSIBLE
4.0(L) x 2.0(D)m LONG SCORER SHELTER
AND 6.0(L) x 2.0(D) PLAYER SHELTER**





**TYPICAL RUBBER BELTING - TO BE
INSTALLED ALONG THE NORTH AND
SOUTHERN SIDE OF FENCE - 61m**

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	SHEET TITLE] PLAYER AND SCORER SHELTERS, DRINKING FOUNTAIN, RUBBER BELT AND BENCH SEATING MAKE UP	REVISION - D
		REF. NO.-2559-KANIVA REC RESERVE A3

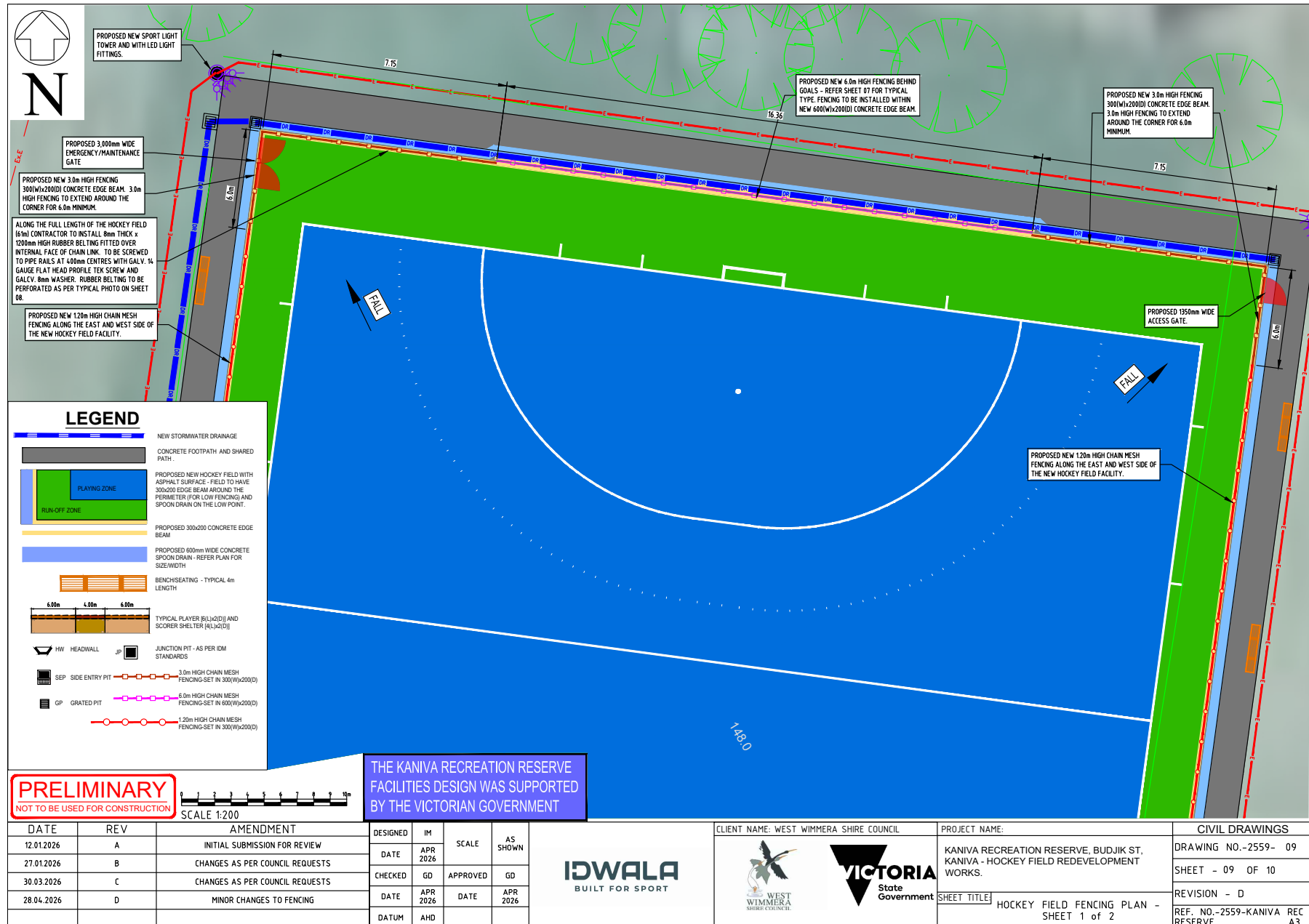


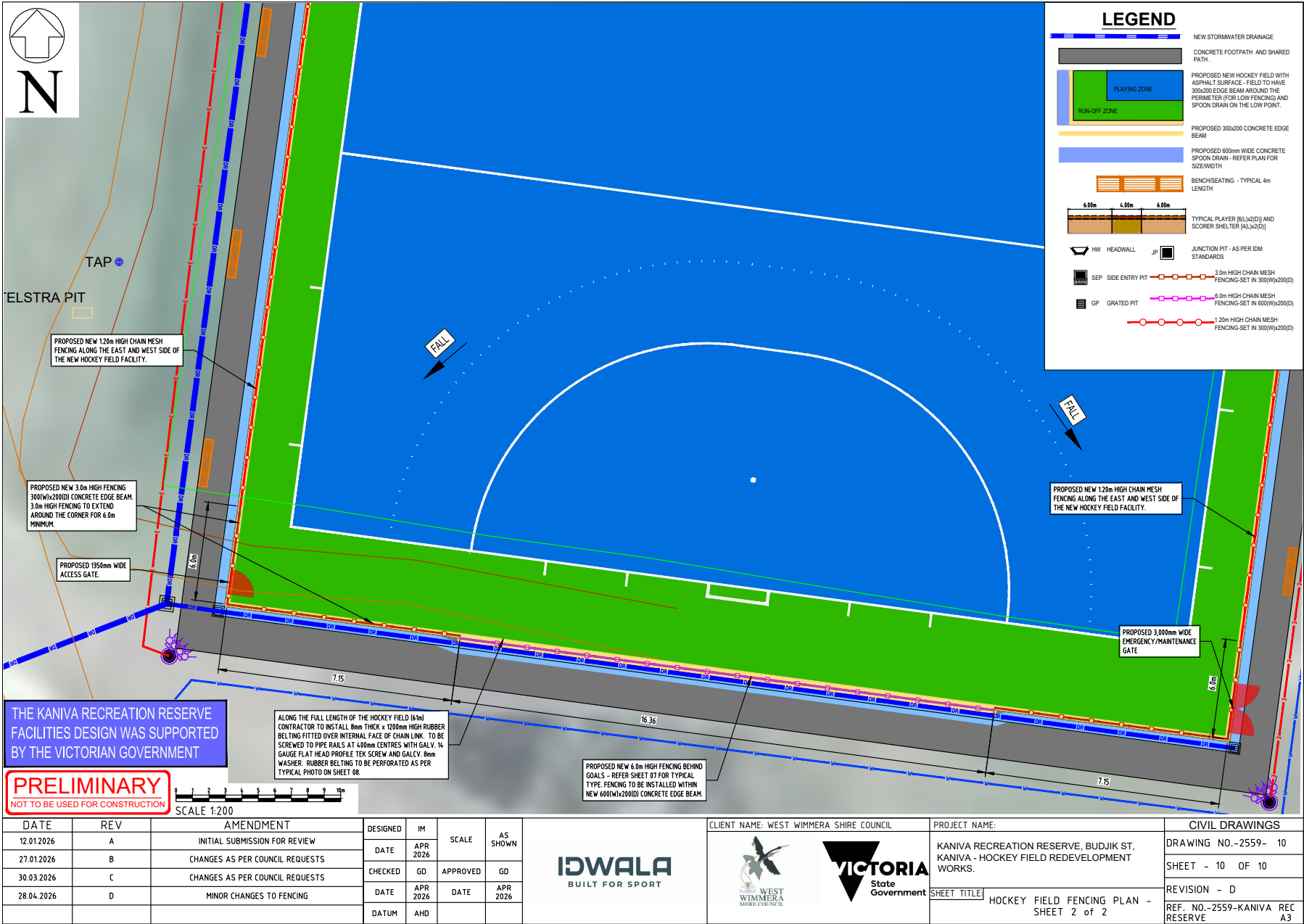
**TYPICAL DDA ACCESSIBLE DRINKING
FOUNTAIN**



TYPICAL 4.0m LENGTH BENCH SEATING

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KANIVA RECREATION RESERVE, BUDJIK STREET, KANIVA - PROPOSED 2 LANE CRICKET TRAINING FACILITY REDEVELOPMENT WORKS.

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06 -	CRICKET FACILITY PAVEMENT MAKE UP - SHEET 3 of 3	2559 - 06
07 -	RUBBER BELTING, WATER FOUNTAIN AND POWER BOLLARD TYPICAL DETAILS	2559 - 07





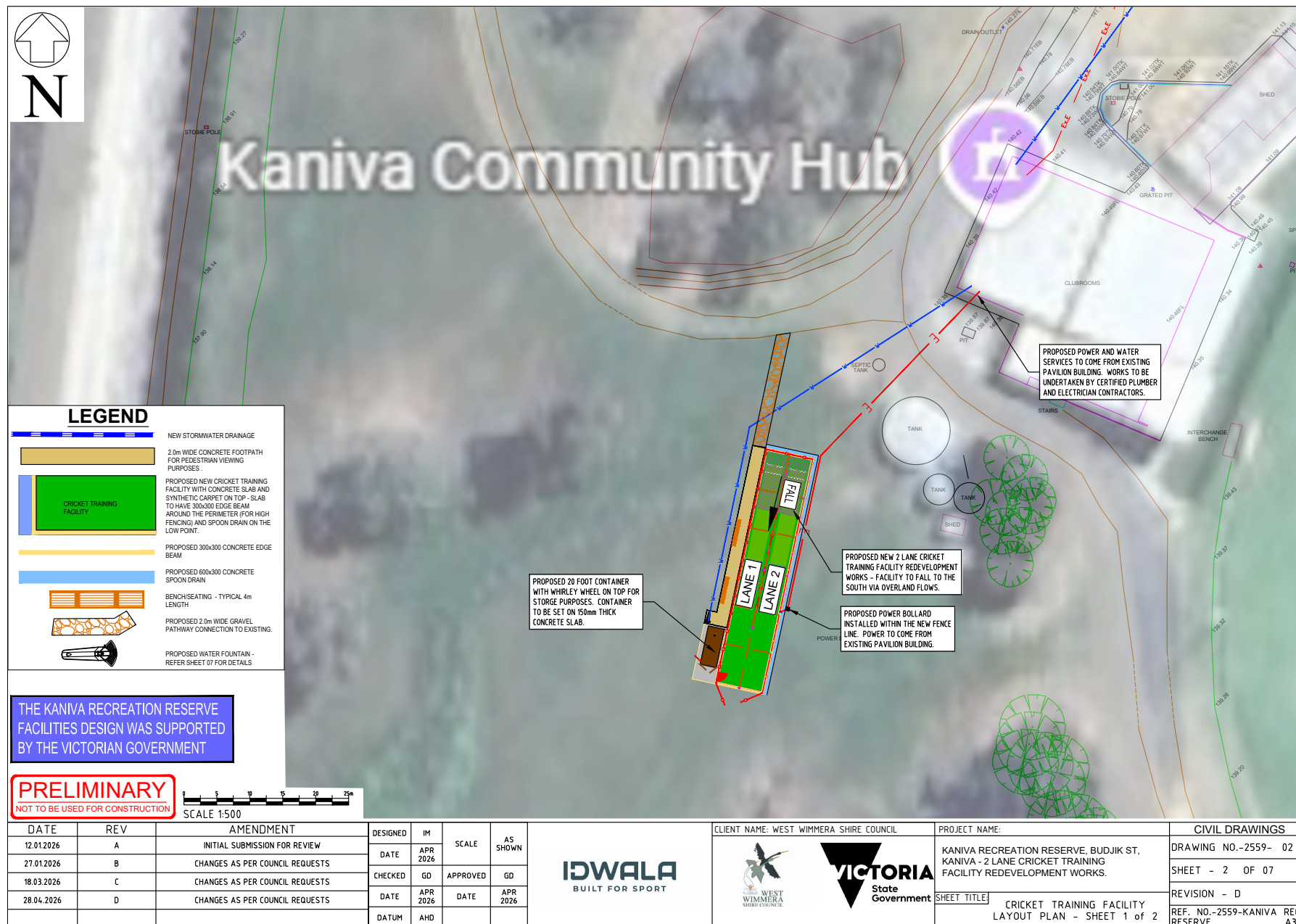
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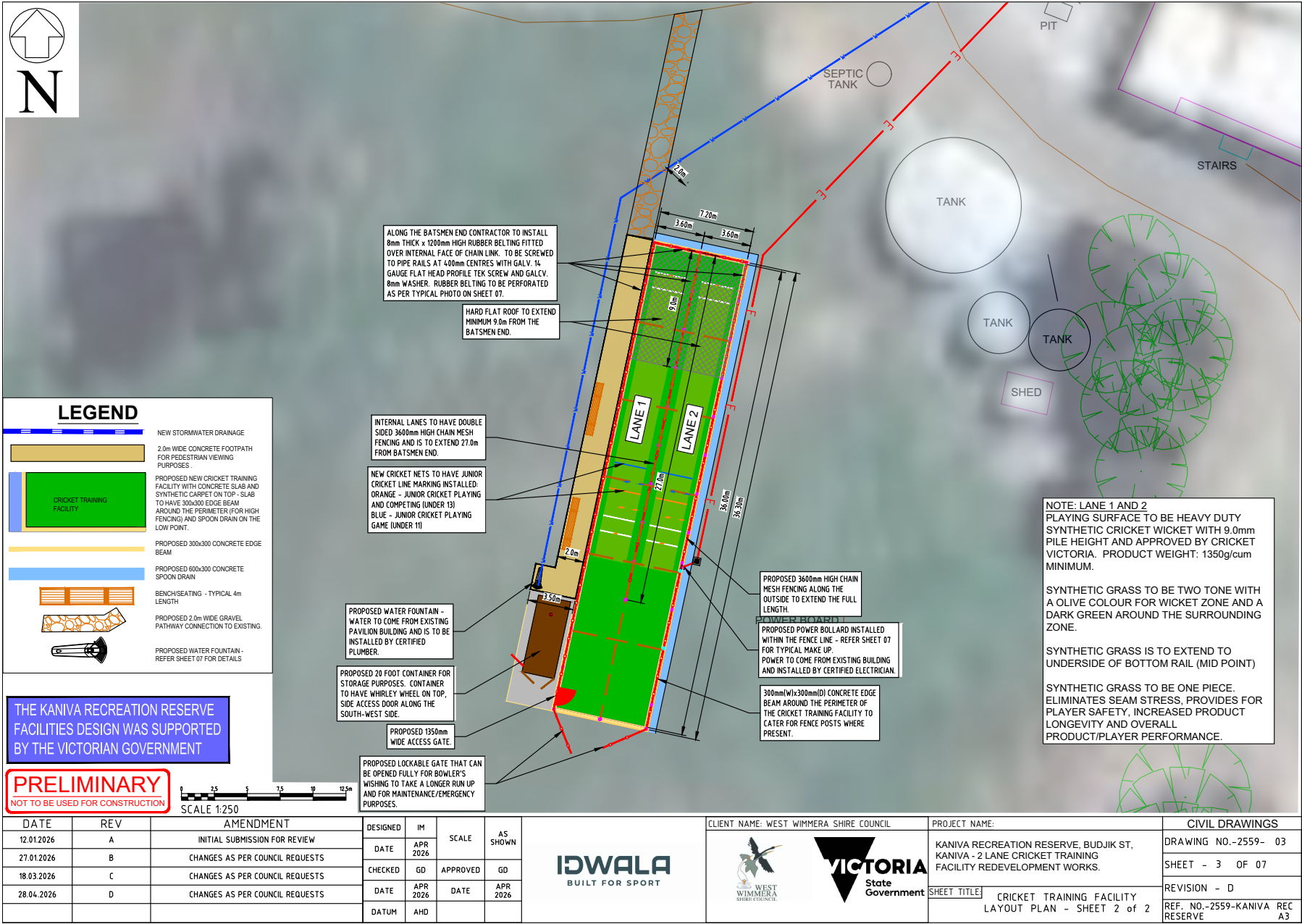
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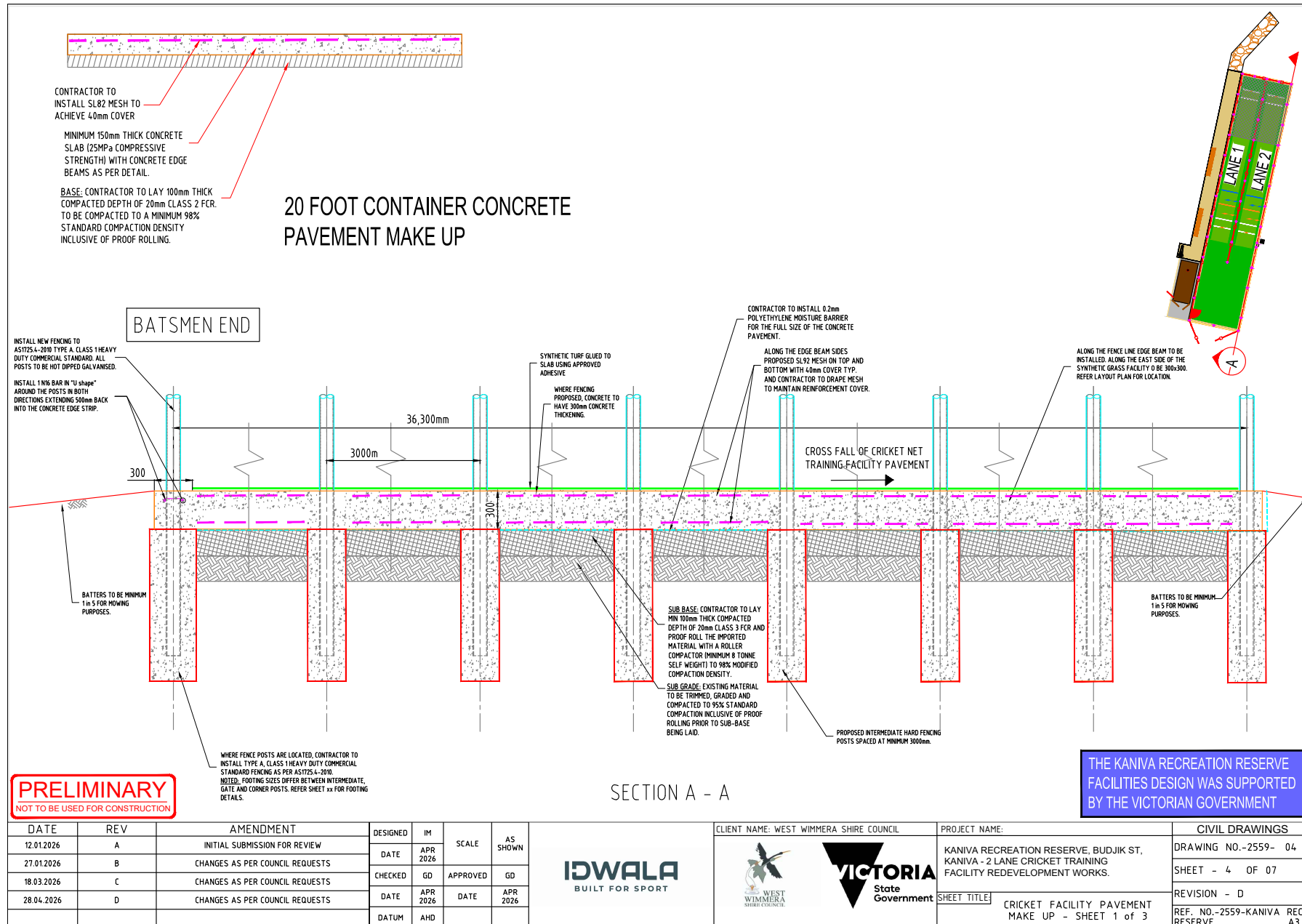
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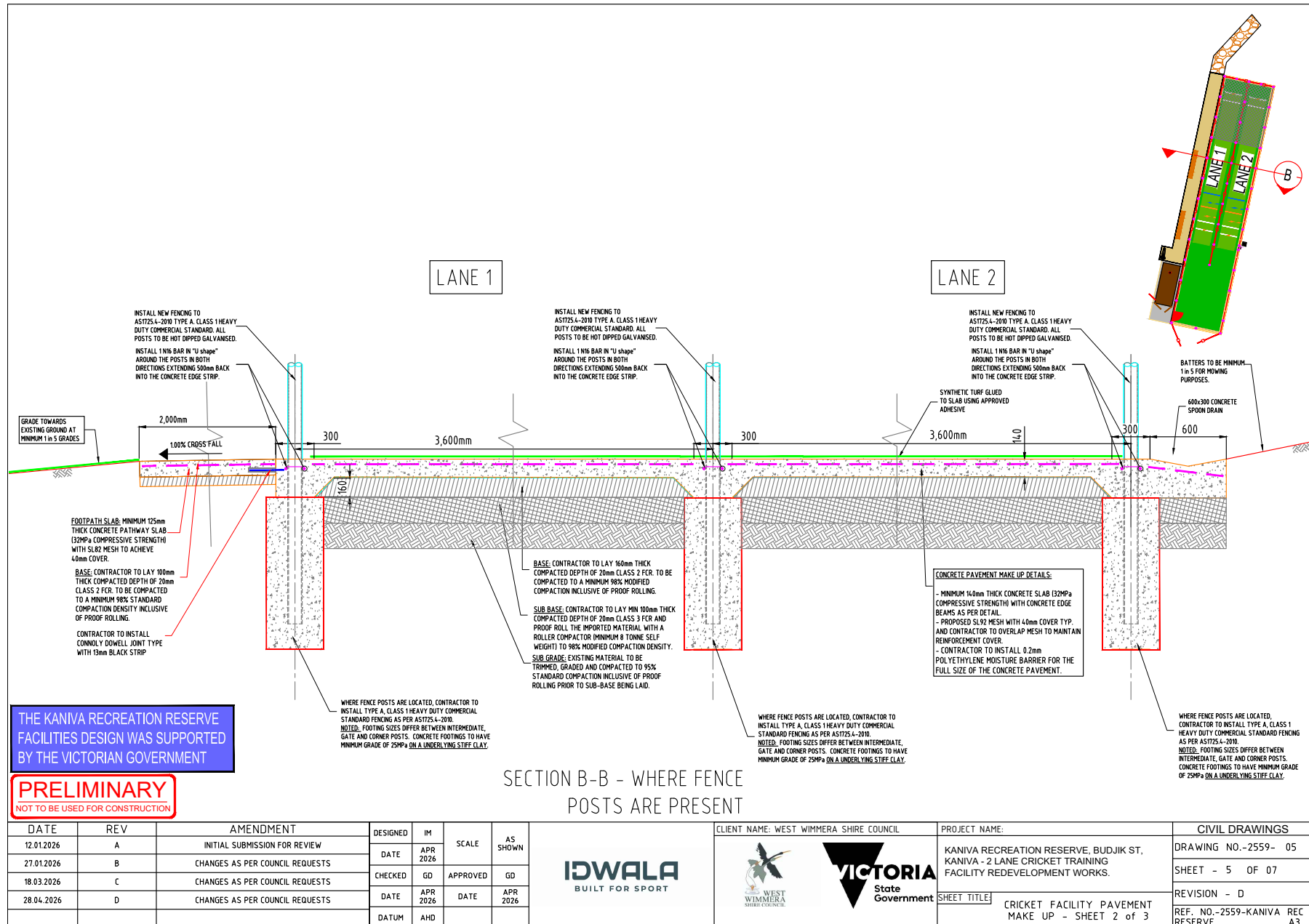
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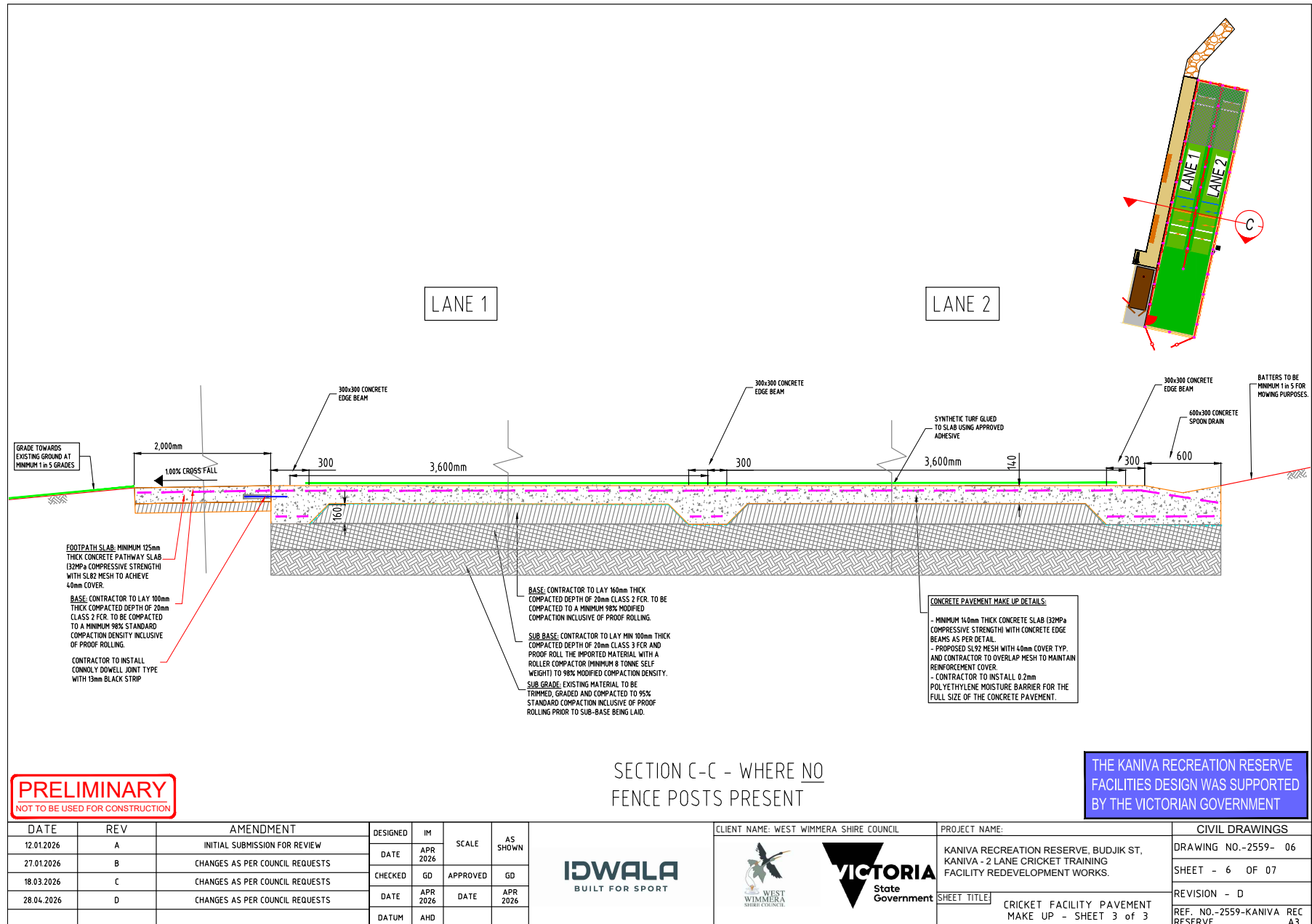
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	KANIVA RECREATION RESERVE, BUDJIK ST, KANIVA - 2 LANE CRICKET TRAINING FACILITY REDEVELOPMENT WORKS.	DRAWING NO.-2559- 01 SHEET - 1 OF 07
	SHEET TITLE	REVISION - D
	DRAWING INDEX & LOCALITY	REF. NO.-2559-KANIVA REC RESERVE A3













TYPICAL POWER BOLLARD INSTALLED WITHIN NEW FENCE LINE.



TYPICAL POWER BOLLARD TYPE.



TYPICAL RUBBER BELTING - TO BE INSTALLED ALONG THE BATSMEN END AND EXTENDED 6.0m ALONG THE SIDES.



TYPICAL WATER FOUNTAIN DETAIL

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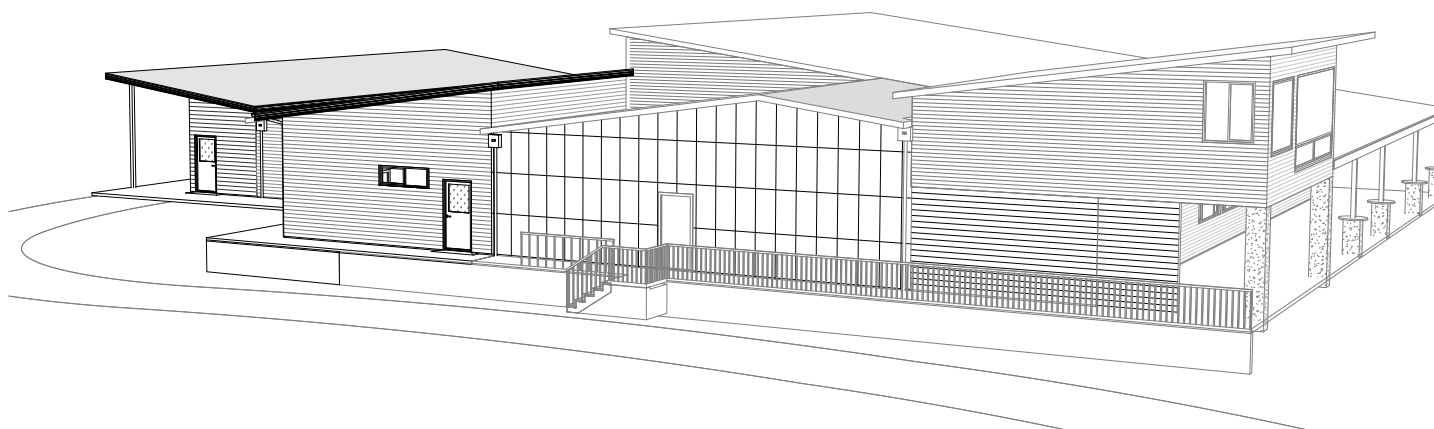
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CLIENT NAME: WEST WIMMERA SHIRE COUNCIL	PROJECT NAME:	CIVIL DRAWINGS
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		SHEET - 7 OF 07
		REVISION - D
		REF. NO.-2559-KANIVA REC RESERVE A3

SHEET TITLE	RUBBER BELTING, DRINKING FOUNTAIN AND POWER BOLLARD TYPICAL DETAILS
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VIC REG NO
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ILLUSTRATION ONLY

WWSC KANIVA RESERVE RENOVATION AND ADDITION - AFL/NETBALL/CRICKET HUB

132 BUDJIK ST, KANIVA VIC 3419



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FINISHES SCHEDULE PREFIXES

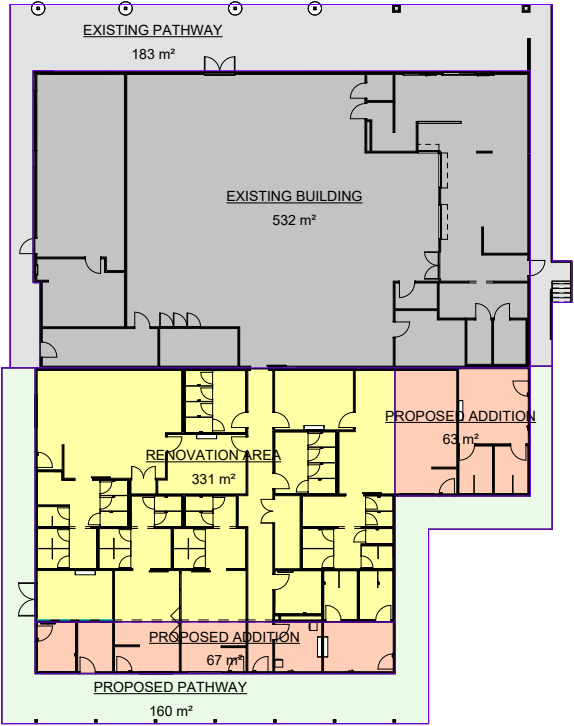
B	BALUSTRADE
BN	BENCHTOP
CB	CABINETRY
CF	CEILING FINISH
EL	ELECTRICAL
FF	FLOOR FINISH
FR	FRAMING
GF	GENERAL FINISH
GN	GENERAL NOTE
H	HEATING
J	JOURNEY
P	POOL
PL	PLUMBING
RF	ROOFING
SF	SOFT FURNISHINGS
ST	STEERING
SL	SOFFIT LINING
SS	STRUCTURE
SV	SERVICES
WDF	WINDOW FRAMING
WF	WALL FINISH
WPF	WALL PLUMBING

REVISION SCHEDULE

NUMBER	DATE	DESCRIPTION
--------	------	-------------

A	10/01/26	FOR INITIAL COMMENT
B	12/02/26	PER EMAIL FROM 20/01/26: AMENDMENTS: ADD INTERNAL ELEVATIONS; ADD AREA TO ROOM TAGS; ADD NEW MASTERPLAN TO SITE PLAN; ADD MISSING MC'S TO AFL APARTMENTS AND UPPRE APARTMENTS 2; NETBALL CHANGE 2 ENTRY DOOR TO THE RIGHT; ADD REMOVABLE WALL BETWEEN NETBALL CHANGE 1 AND 2; ADD EXIT SIGN; DOWNLOADED AFL STORE TO SET AFL APARTMENTS 2 CLOSER TO 25M2
C		

LEVEL	NAME	AREA
GROUND FLOOR	RENOVATION AREA	331.1
GROUND FLOOR	PROPOSED ADDITION	63.1
GROUND FLOOR	PROPOSED ADDITION	67.5
GROUND FLOOR	EXISTING BUILDING	532.5
GROUND FLOOR	EXISTING PATHWAY	183.4
GROUND FLOOR	PROPOSED PATHWAY	160.1



GROUND FLOOR AREAS - AFL/NETBALL/CRICKET HUB
SCALE: 1 : 200

SHEET	LIST
NUMBER	SHEET NAME
0	TITLE
01	COVER
02	SITE PLAN
03	GROUND FLOOR PLAN
04	EXISTING AND DEMO
05	NORTH & EAST ELEVATIONS
06	SOUTH & WEST ELEVATIONS

ROOM SCHEDULE NEW							
LEVEL	NAME	AREA	PERIMETER	CLASS	BASE FINISH	FLOOR FINISH	CEILING FINISH
GROUND FLOOR	ACCESS 1	11 m²	15.6 m				
GROUND FLOOR	ACCESS 2	7 m²	15.9 m				
GROUND FLOOR	AFL APARTMENTS 1	25 m²	35.5 m				
GROUND FLOOR	AFL APARTMENTS 2	25 m²	35.5 m				
GROUND FLOOR	AFL STORE	7 m²	11.8 m				
GROUND FLOOR	AFL/CRICKET CHANGE 1	15 m²	21.5 m				
GROUND FLOOR	AFL/CRICKET CHANGE 2	15 m²	21.5 m				
GROUND FLOOR	FIRST AID	15 m²	21.5 m				
GROUND FLOOR	NETBALL APARTMENTS 1	17 m²	23.5 m				
GROUND FLOOR	NETBALL APARTMENTS 2	18 m²	25.7 m				
GROUND FLOOR	NETBALL CHANGE 1	15 m²	21.5 m				
GROUND FLOOR	NETBALL CHANGE 2	15 m²	21.5 m				
GROUND FLOOR	NETBALL STORE	15 m²	21.5 m				
GROUND FLOOR	OFFICE	17 m²	23.5 m				
GROUND FLOOR	PASSAGE	17 m²	23.5 m				
GROUND FLOOR	TOILET 1	17 m²	23.5 m				
GROUND FLOOR	TOILET 2	17 m²	23.5 m				
GROUND FLOOR	UPPER 1	15 m²	21.5 m				
GROUND FLOOR	UPPER 2	15 m²	21.5 m				
GROUND FLOOR	WC FEMALE	15 m²	21.5 m				
GROUND FLOOR	WC MALE	15 m²	21.5 m				



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DRAWING
TITLE
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CONCEPT

PROJECT NUMBER
25-36
DATE
16/03/26
NO
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- REMOVED
- PROPOSED BUILDING PARTS / BUILDING
- RENOVATION AREA IN EXISTING BUILDING

SITE NOTES

SITE WORKS, LEVELS AND STORM WATER DRAINAGE AS NOTED, WHERE ENGINEERS REPORT AVAILABLE. ENGINEERS DETAILS TAKE PRECEDENCE. BUILDER TO CONFIRM TBM AND FINISHED FLOOR LEVELS PRIOR TO COMMENCING.

THE PROPERTY BOUNDARY IS TO BE REGGED BY A LICENSED SURVEYOR PRIOR TO COMMENCING. IF ANY DISCREPANCIES OCCUR FROM THE TITLE DETAILS, NOTIFY THIS OFFICE. SURVEYORS DETAILS TAKE PRECEDENCE.

ALL TRADES TO ENSURE THAT THEY HAVE THE CURRENT DATA BEFORE YOU DO INFORMATION PRIOR TO COMMENCING SITE WORKS.

1000L RAIN WATER TANK TO BE CONNECTED TO NEAREST WC OR LAUNDRY COLD WATER BUILDER TO PROVIDE LOOP FOR OWNER TO CONNECT - TANK AND STORM WATER - BY OWNER WHERE RETICULATED PUBLIC WATER IS AVAILABLE RAIN WATER TANK NOT REQUIRED.

ALL LANDSCAPING AND EXTERNAL WORKS INDICATIVE AND TO BE DONE BY OWNER AFTER HAND OVER ALL FENCING - BY OWNER.

BUILDER TO PROVIDE DOWNPIPPES TO REBATE LEVEL - STORMWATER BY OWNER.

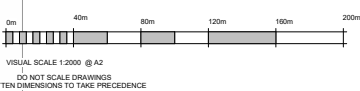
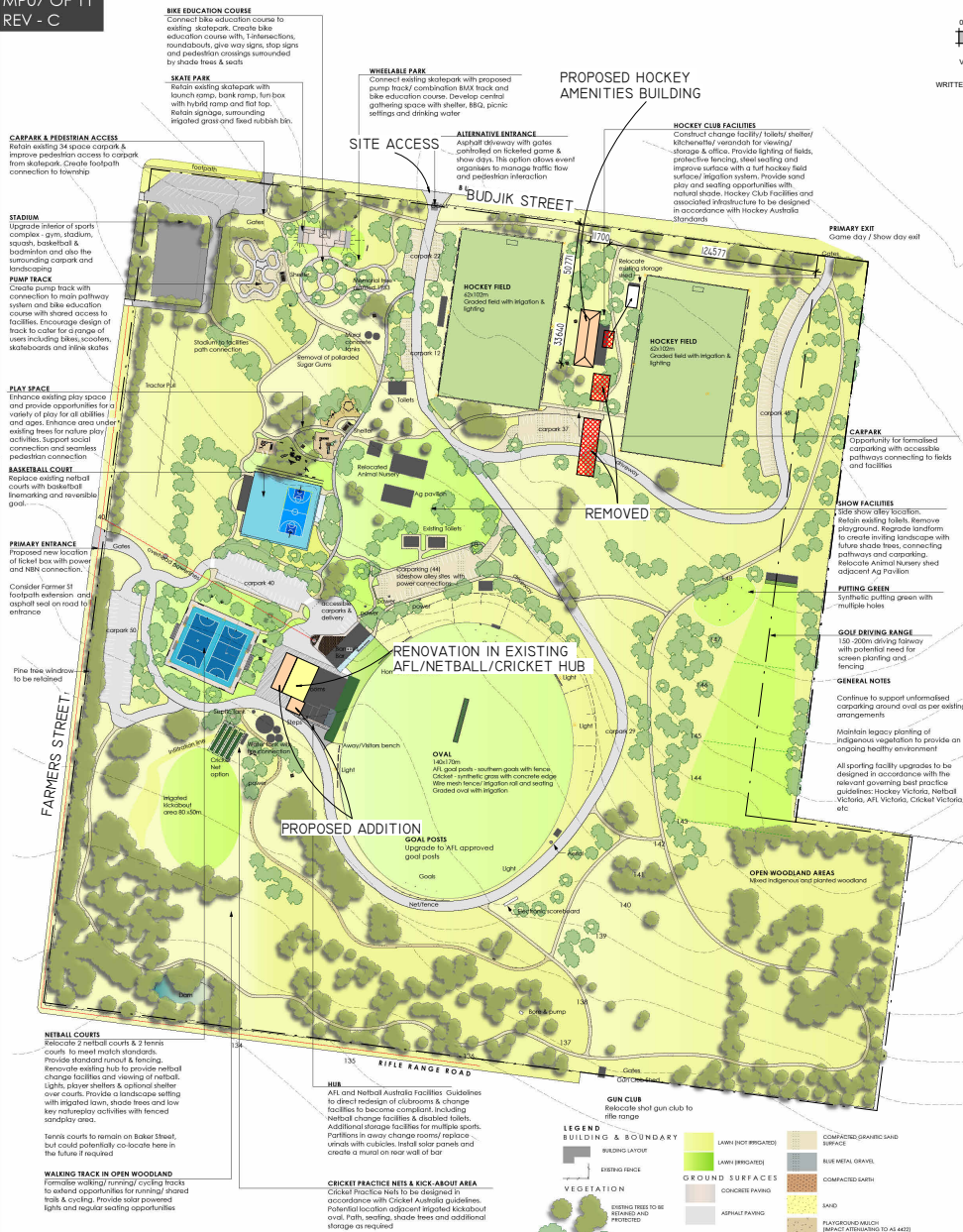
SITE CONDITIONS	
CORROSION ZONE	N/A
DESIGN WIND SPEED	N3
BUSHFIRE ZONE (BAL)	12.5
ENCUMBRANCE	YES NO

TBM & FFL SUBJECT TO ENGINEERS SITE AND DRAINAGE PLAN

CORROSION SEVERE - LESS THAN 10M FROM BREAKING SURF, OR 100M FROM NON-BREAKING SURF
CORROSION MODERATE - GREATER THAN 10M FROM BREAKING SURF OR 100M FROM NON-BREAKING SURF

LOCALITY PLAN
SCALE: 1 : 2000

MP07 OF 11
REV - C



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DRAWINGS

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LEVELS
BEFORE BUILDING COMMENCES

UP

SITE COVER		
NAME	AREA	COVER
RENOVATION AREA	330.7	75%
PROPOSED ADDITION	69.7	75%
PROPOSED ADDITION	61.2	75%
EXISTING BUILDING	530.7	75%
EXISTING PATHWAY	187.4	75%
PROPOSED PATHWAY	65.1	75%
	1335.7	100%

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REVISIONS

REV B
12/05/26

WWSC KANIVA
RESERVE
RENOVATION AND
ADDITION -
AFL/NETBALL/CRICKET
HUB

132 BUDJIK ST, KANIVA
VIC 3419

PROJECT NUMBER

25-36

DATE

16/03/26

SCALE

1 : 2000 (A2)

DRAWING

SITE PLAN

ISSUE:

CONCEPT

NO

01

The Kaniva Recreation Reserve
Facility Design was supported by
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FLOOR PLAN NOTES

ELECTRICAL LAYOUT TO BE COMPLETED BY SUPPLIER

ALL WORKS TO BE CARRIED OUT IN ACCORDANCE WITH THE NCC AND RELEVANT AUSTRALIAN STANDARDS AT THE DATE OF DEVELOPMENT APPLICATION

WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS. IF DIMENSIONS ARE UNCLEAR, CONTACT THIS OFFICE FOR CLARIFICATION.

ALL TRADES TO CHECK ALL INFORMATION PRIOR TO COMMENCING OR ORDERING MATERIALS. TRADES ARE RESPONSIBLE FOR THE BUILDABILITY OF THEIR AREA OF EXPERTISE AND TO PROVIDE ALL PRODUCTS NECESSARY FOR THE FINAL FINISHED CONSTRUCTION.

DIMENSIONS WITH ARROW HEADS GENERALLY FINISHED DIMENSIONS. DIMENSIONS WITH CIRCLES, TYPICALLY TO STRUCTURAL MATERIALS WHERE UNCLEAR - CONTACT THIS OFFICE

THE DESIGNER DOES NOT TAKE THE RESPONSIBILITY OF THE BUILDER. IT IS THE RESPONSIBILITY OF THE BUILDER TO ENSURE ALL INFORMATION IS CORRECT PRIOR TO CONSTRUCTION AND ENGAGEMENT OF SUPPLIERS. THE BUILDER IS TO ENSURE THAT ALL ASPECTS OF THE BUILDING ARE BUILDABLE AND TO PROVIDE ALL NECESSARY FITTINGS, FIXTURES AND MATERIALS TO ENSURE THAT THE BUILDING IS COMPLETE.

PRODUCTS ARE TO BE INSTALLED TO MANUFACTURERS SPECIFICATION. IT IS THE BUILDER'S RESPONSIBILITY TO ENSURE THOSE DETAILS ARE FOLLOWED. WHERE AN AUSTRALIAN STANDARD OR REQUIREMENT OF APPROPRIATE LEGISLATION IS TO BE FOLLOWED, IT IS THE BUILDER'S RESPONSIBILITY TO ENSURE THE CORRECT INSTALLATION AND PROCEDURES ARE FOLLOWED.

BUILDER TO CHECK ALL WINDOW AND DOOR SIZES. ALL HEADS TO ALIGN EXCEPT WHERE SPECIFICALLY SHOWN AS BENCH HEIGHT WINDOWS OR HIGHER LEVEL WINDOWS. CHECK WINDOW/DOOR SCHEDULE. ADJUSTMENTS PERMITTED TO MATCH BRICK COURSE AS NECESSARY. WINDOWS TO COMPLY WITH AS 2047, AND GLASS TO COMPLY WITH AS 1288. THERMITE TREATMENT TO AS 3660

ENCLOSED WC AREAS TO BE PROVIDED WITH ESCAPE HINGES TO THE DOOR, OR THE DOOR SHALL SLIDE OR SWING OUT OF THE ENCLOSURE

ENERGY NOTES

BUILDING FABRIC

R2.5 INSULATION TO EXTERNAL WALL CAVITIES
R2.5 INSULATION TO CEILING CAVITIES + R2.5 THERMAL BREAK STRIP AND REFLECTIVE FOIL (BENEATH ROOF CLADDING)
R2 INSULATION TO INTERNAL WALLS

EXTERNAL GLAZING TO COMPLY WITH THE GLAZING CALCULATOR AS PROVIDED BY ABCS

SEE ENERGY REPORT FOR DETAILS

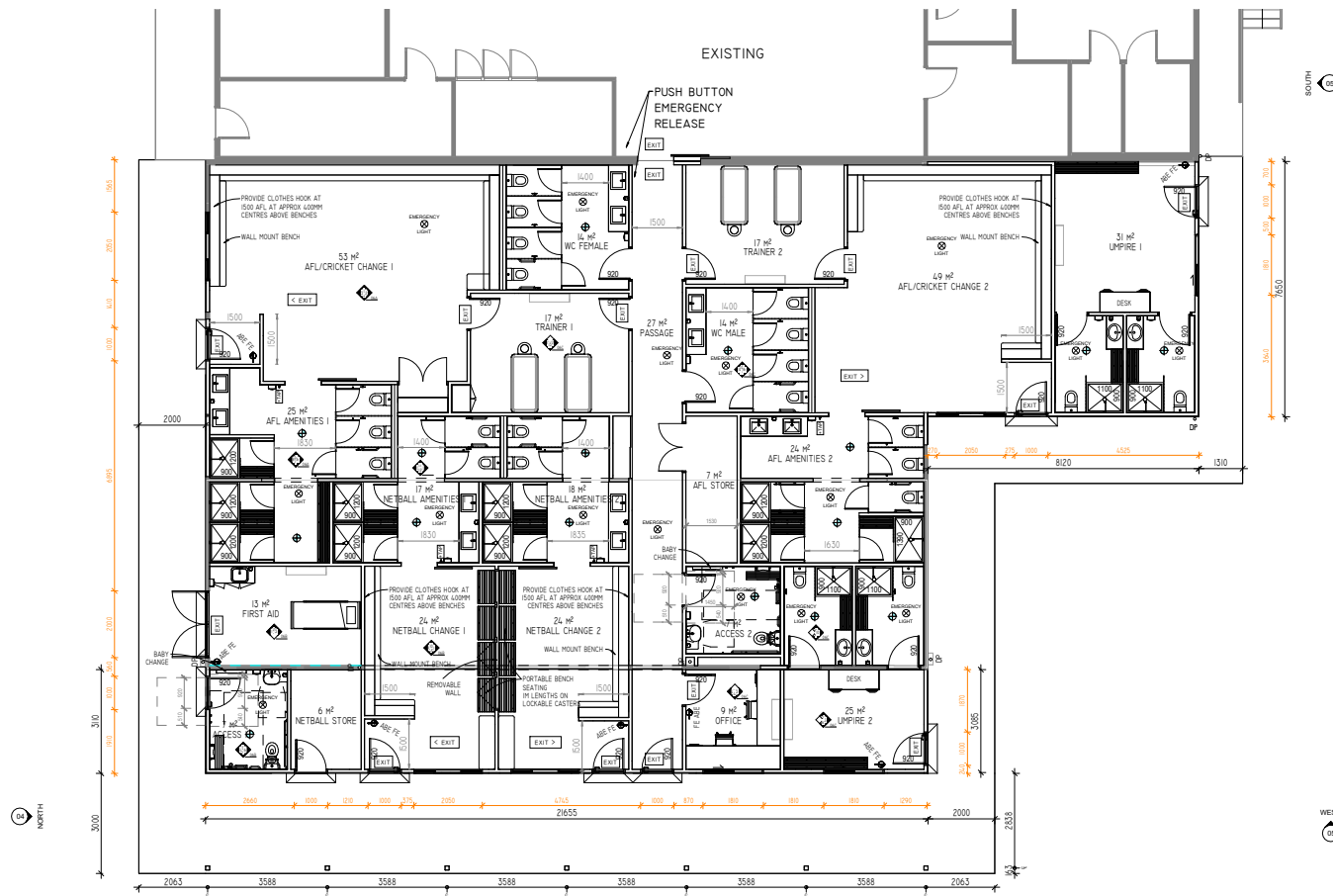
WATER / SEWER / GAS

CONTRACTOR IS TO DESIGN AND SUPPLY WORKING DRAWINGS (AS PER THE ASSET STANDARDS AND THE VBA REQUIREMENTS) FOR APPROVAL BY THE SUPERINTENDENT BEFORE WORK COMMENCES FOR

- SEWER A33500-2
- WATER A33500-1
- STORMWATER A33500-3
- GAS A32600-1

GROUND FLOOR AFL/NETBALL/CRICKET HUB

SCALE: 1 : 100



FIRE EXTINGUISHER AND SIGN MOUNTING

NOTE: FIRE DOORS AND WINDOWS TO BE INSTALLED TO: MANUFACTURERS SPECIFICATION

- BE FE = CO2 FIRE EXTINGUISHER (USE NEAR ELECTRICAL SWITCHBOARD AND COMPUTERS)
- ABE FE = DRY POWDER FIRE EXTINGUISHER
- A FE = WATER FIRE EXTINGUISHER
- AP FE = AQUEOUS FOAM FIRE EXTINGUISHER
- BLANKET = FIRE BLANKET
- EXIT = INTERNALLY ILLUMINATED EXIT LIGHT - APPROX 1M EFFECTIVE RADIUS
- EL = SURFACE MOUNTED OPTIFIRE EMERGENCY LIGHT - APPROX 1M EFFECTIVE RADIUS
- FEH = 30M FIRE HOSE REEL

ORDINARY CLASS 'A' FIRE RISK (WATER EXTINGUISHERS) - MINIMUM 2A RATED - MAXIMUM AREA TO BE SERVICED BY A SINGLE EXTINGUISHER IS 100M²

CLASS 'B' AND 'F' FIRE RISK (FLAMMABLE LIQUID, ELECTRICAL, OR FAT) - MINIMUM 2000M² RATED TO BE LOCATED WITHIN 3M OF THE RISK AREA AND SERVICE A MAXIMUM 80M²

WHERE ELECTRICAL FIRES ARE POSSIBLE, USE CO2 FIRE EXTINGUISHERS AS A PREFERENCE

BUILDER TO ENSURE ALL SIGNAGE, MOUNTING HEIGHTS AND LOCATIONS COMPLY WITH APPROPRIATE AUSTRALIAN STANDARDS

USE FIRE EXTINGUISHERS RATED:
3A WATER (WQ)
4A/68B/E (L/SKG DRY POWDER)
3E (L/SKG CO2)
3A/F4.7% WET (CHEMICAL)



EXIT SIGNS

ALL EMERGENCY AND EXIT LIGHTING IN ACCORDANCE WITH AS 2293.1

EXIT SIGNS

INTERNALLY ILLUMINATED FOR USE IN ALL BUILDINGS OVER 300M² FLOOR AREA

MOUNTING HEIGHT - MIN 2M AFL - MAX 2.7M AFL
EXIT SIGNS TO BE LOCATED DIRECTLY ABOVE EXIT DOOR WHERE THE SIGN IS NOT VISIBLE FROM NORMALLY ACCESSED PARTS OF THE BUILDING, DIRECTIONAL EXIT SIGNS ARE TO BE PROVIDED GUIDING OCCUPANTS TO THE EXIT

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- EMERGENCY LIGHT
- INTERLINK HARD WIRED SMOKE ALARMS MAX 3.5M FROM A BEDROOM DOOR
- DUCTED EXHAUST FAN
- TOWEL RAIL
- CLEANERS TAP
- CONTROL LIGHT - SEE ENGINEERING
- SAVE OR ROOF VENT FROM DUCTED EXHAUST FAN
- SAVE VENT TO PROVIDE ROOF AIR FLOW
- ROOF VENT - WHIRLY BIRD OR EQUIVALENT
- EXIT SIGN
- DIRECTIONAL EXIT SIGN

REV B
12/05/26

WWSC KANIVA RESERVE
RENOVATION AND ADDITION - AFL/NETBALL/CRICKET HUB

132 BUDJIK ST, KANIVA VIC 3419

PROJECT NUMBER
25-36

DATE
16/03/26

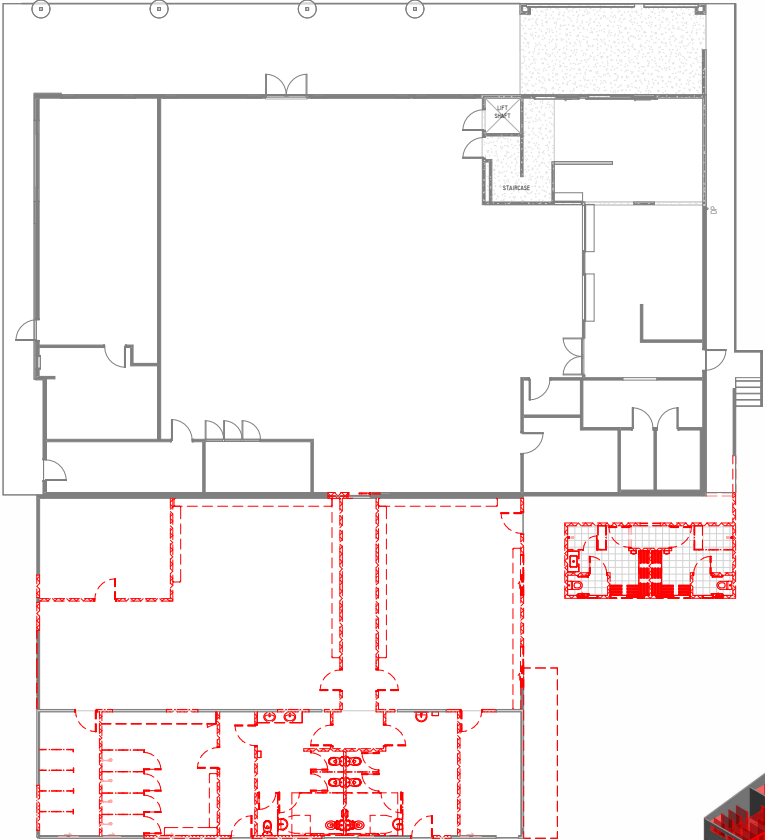
SCALE
1 : 100 (A2)

DRAWING
GROUND FLOOR PLAN

ISSUE
CONCEPT

NO
02

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DEMOLITION GROUND
SCALE: 1 : 150

DEMOLITION NOTES
ALL DEMOLITION SHALL BE CARRIED OUT BY APPROPRIATELY LICENSED CONTRACTORS.
CHECK ALL MATERIALS PRIOR TO DEMOLITION. WHERE ASBESTOS OR OTHER DANGEROUS MATERIALS ARE IDENTIFIED, REMOVE BY APPROPRIATELY QUALIFIED CONTRACTOR AND DISPOSE OF TO APPROPRIATELY LICENSED WASTE DISPOSAL SITE.
CHECK ALL SERVICES PRIOR TO COMMENCEMENT. ENSURE ALL POWER, GAS AND WATER IS APPROPRIATELY DISCONNECTED PRIOR TO COMMENCEMENT.
THE CONTRACTOR SHALL PROVIDE PROTECTION TO ALL STREET SERVICES, SURFACES AND INFRASTRUCTURE.
DUST SHALL BE SUPPRESSED AS NECESSARY USING WATER SPRAYS.
ANY WASTE, MUD, DIRT DEPOSITED ON THE ROAD OR PUBLIC SPACE SHALL BE CLEARED UP IMMEDIATELY.
RUBBER TYRES ONLY SHALL BE USED ON PUBLIC INFRASTRUCTURE AREAS. WHERE METAL TRACKS ARE USED, PROVIDE RUBBER TYRE PROTECTION AS THE VEHICLE CROSSES THE INFRASTRUCTURE.
PROVIDE SAFETY FENCING AND SIGNAGE AS APPROPRIATE.
ALL WASTE TO BE DISPOSED OF TO REGISTERED WASTE RECYCLING FACILITY.



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12/05/26

WWSC KANIVA
RESERVE
RENOVATION AND
ADDITION -
AFL/NETBALL/CRICKET
HUB

132 BUDJIK ST, KANIVA
VIC 3419

PROJECT NUMBER
25-36

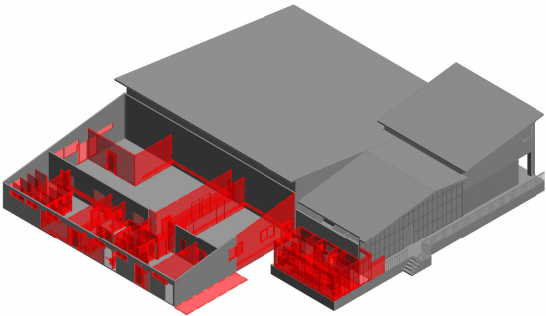
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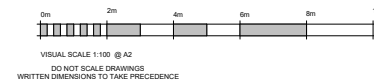
DRAWING
EXISTING AND DEMO

ISSUE:
CONCEPT

NO
03



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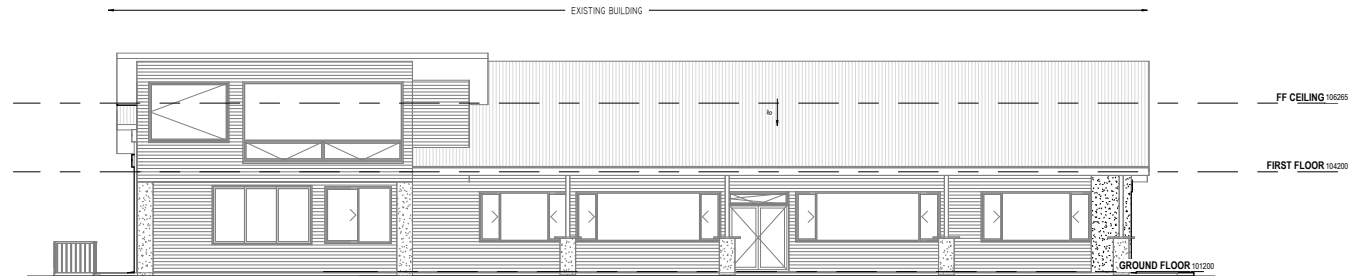
KEYNOTES	
CODE	DESCRIPTION

FINISHES SCHEDULE

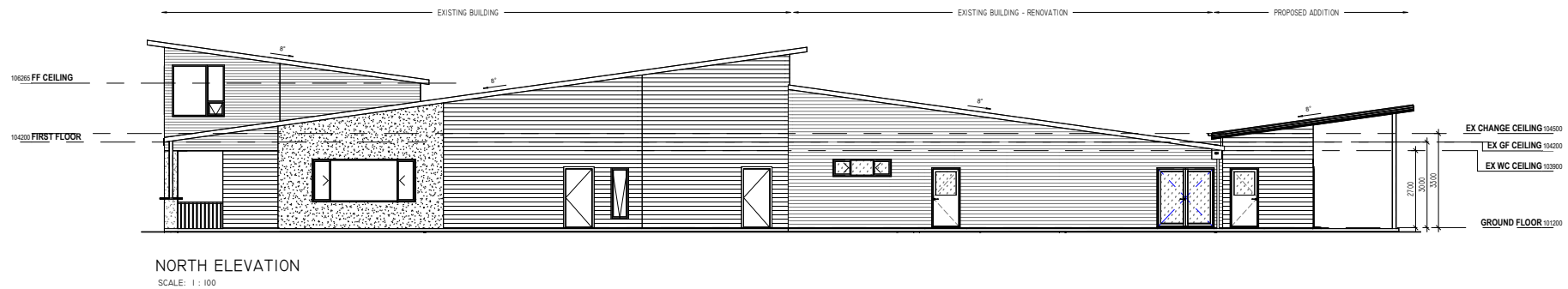
COLORBOND ROOF - TBD
COLORBOND FASCIAS AND GUTTERS - TBD
WINDOWS - ALUMINIUM - TBD
RENDER - TBD
FEATURE CLADDING - TBD

ELEVATION NOTES

DIMENSIONS SHOWN ARE STRUCTURAL HEIGHTS.
NOMINAL CEILING HEIGHTS ARE APPROX 50MM
SMALLER
EG: STRUCTURE 2750 FOR NOMINAL 2700 CEILING
HEIGHT
PROVIDE COLORBOND CAPPING TO ALL PARAPETS
UNLESS SPECIFICALLY NOTED OTHERWISE



EAST ELEVATION
SCALE: 1 : 100



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RESERVE
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VIC 3419

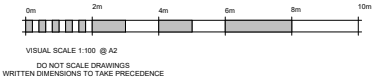
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DRAWING
NORTH & EAST ELEVATIONS
ISSUE:
CONCEPT

PROJECT NUMBER
25-36
DATE
16/03/26
NO
04

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DRAWINGS

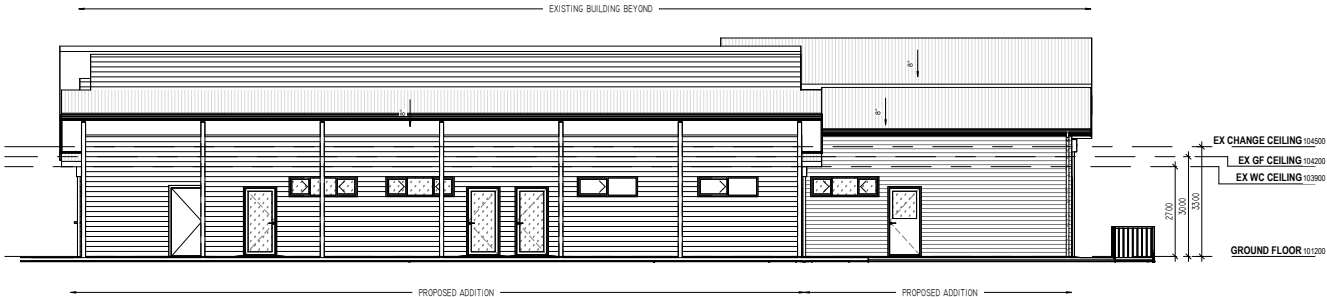
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KEYNOTES	
CODE	DESCRIPTION

ELEVATION NOTES
DIMENSIONS SHOWN ARE STRUCTURAL HEIGHTS.
NOMINAL CEILING HEIGHTS ARE APPROXIMATELY SMALLER
E.G. STRUCTURE 2750 FOR NOMINAL 2700 CEILING
HEIGHT.
PROVIDE COLORBOND CAPPING TO ALL PARAPETS UNLESS
SPECIFICALLY NOTED OTHERWISE.



WEST ELEVATION
SCALE: 1 : 100



SOUTH ELEVATION
SCALE: 1 : 100

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BUILDING DESIGN

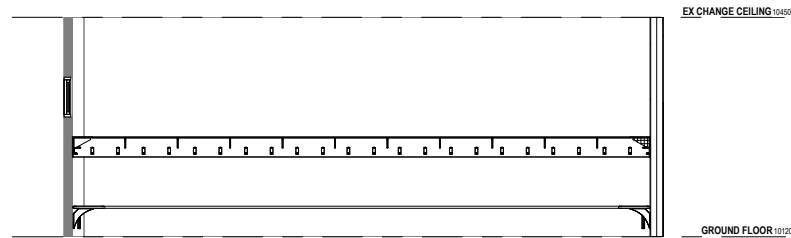
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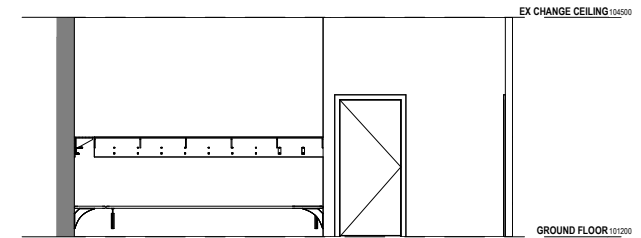
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		ISSUE: CONCEPT	DATE 16/03/26	UP
			NO	
			05	

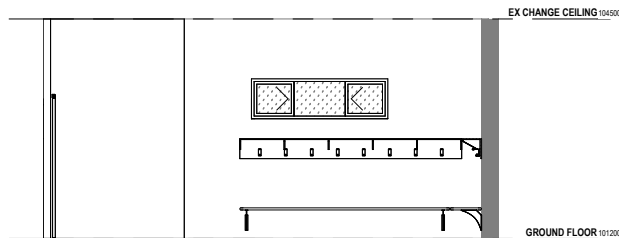
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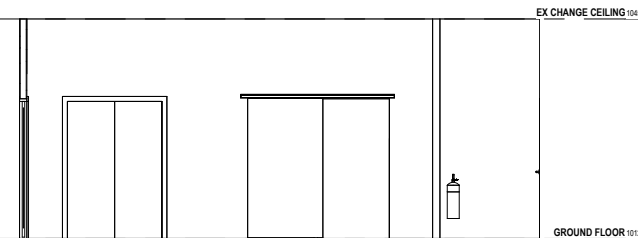
1/02 AFL/CRICKET CHANGE 1 - 1
SCALE: 1 : 50



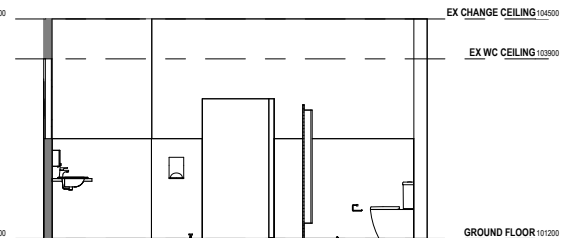
2/02 AFL/CRICKET CHANGE 1 - 2
SCALE: 1 : 50



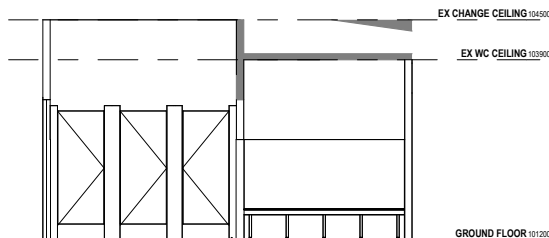
3/02 AFL/CRICKET CHANGE 1 - 3
SCALE: 1 : 50



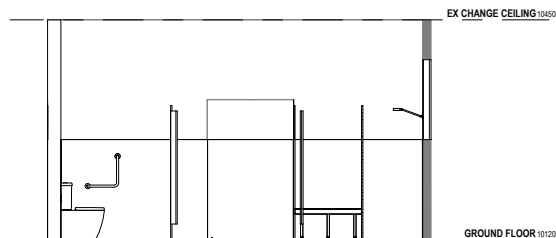
4/02 AFL/CRICKET CHANGE 1 - 4
SCALE: 1 : 50



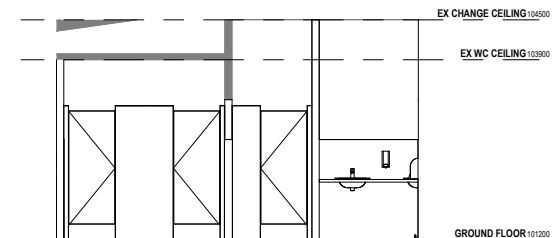
5/02 AFL AMENITIES 1
SCALE: 1 : 50



6/02 AFL AMENITIES 2
SCALE: 1 : 50



7/02 AFL AMENITIES 3
SCALE: 1 : 50



8/02 AFL AMENITIES 4
SCALE: 1 : 50



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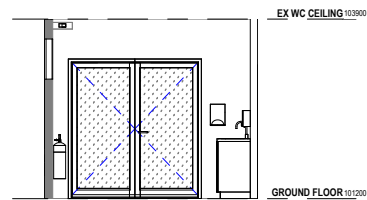
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RESERVE
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VIC 3419

SCALE
1 : 50 (A2)
DRAWING
INTERNAL ELEVATIONS
ISSUE:
CONCEPT

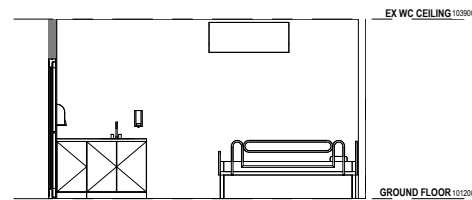
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25-36
DATE
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NO
06A

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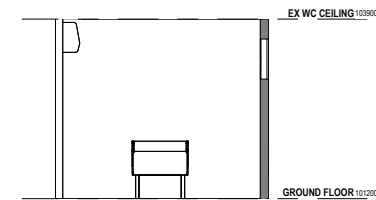
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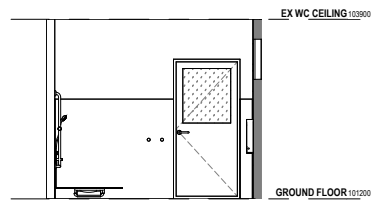

FIRST AID I
 SCALE: 1 : 50



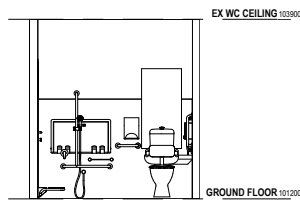

FIRST AID 2
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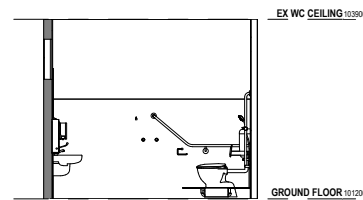

FIRST AID 3
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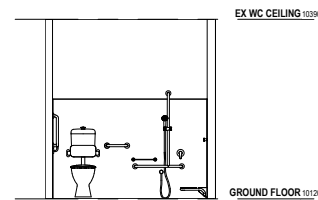
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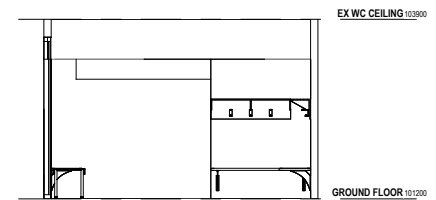
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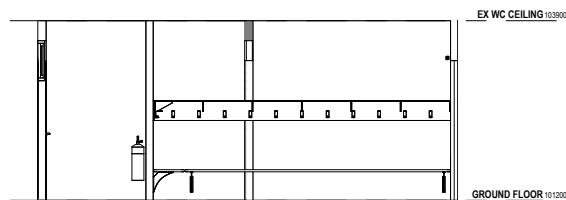

ACCESS 3
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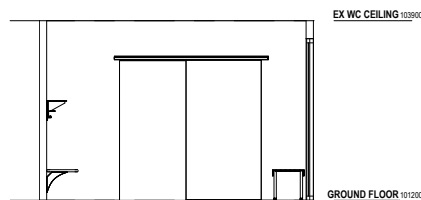
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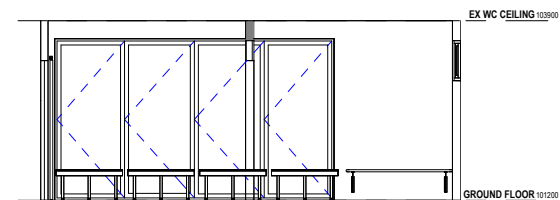
NETBALL CHANGE I
SCALE: 1 : 50



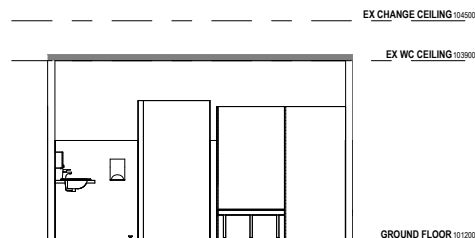

NETBALL CHANGE 2
 SCALE: 1 : 50



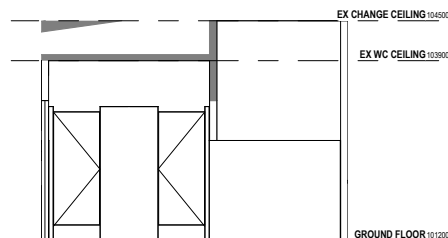
NETBALL CHANGE 3
SCALE: 1 : 50



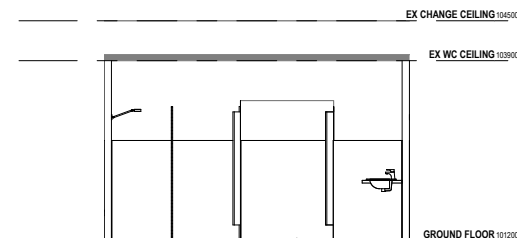
NETBALL CHANGE 4
SCALE: 1 : 50



NETBALL AMENITIES I - I
SCALE: 1 : 50



NETBALL AMENITIES I - 2
SCALE: 1 : 50



NETBALL AMENITIES 1 - 3
SCALE: 1 : 50



VIC REG NO
DP-AD 59100
QLD REG 15547623

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REVISIONS
REV B
12/05/26

REV B
12/05/26

WWSC KANIVA
RESERVE

132 BUDJIK ST, KANIVA
VIC 3419

SCALE
1 : 50 (A2)
DRAWING
INTERNAL ELEVATIONS
ISSUE:
CONCEPT

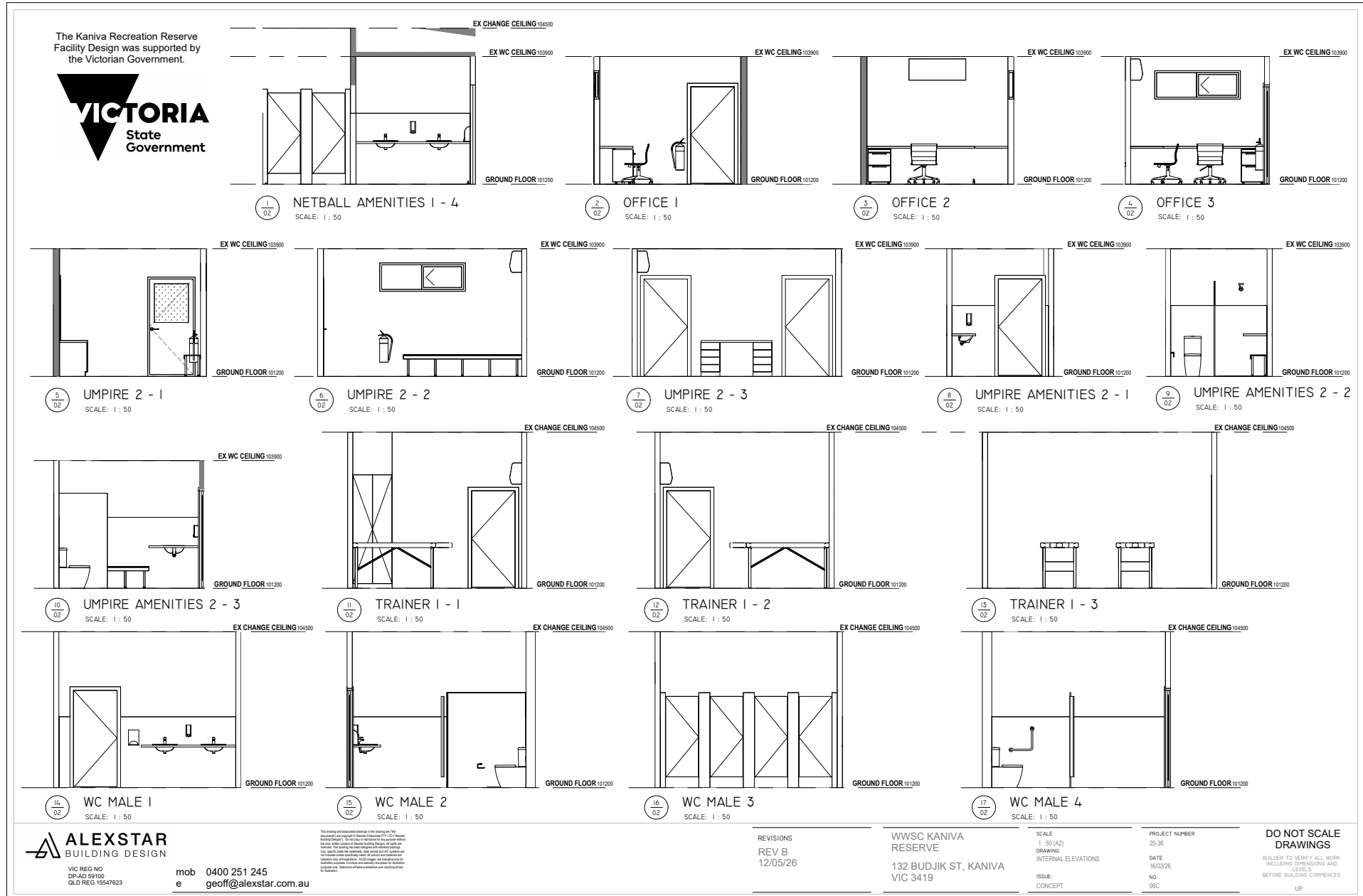
PROJECT NUMBER
25-36

DATE
16/03/26

NO
06B

DO NOT SCALE
DRAWINGS

BUILDER TO VERIFY ALL WORK
INCLUDING DIMENSIONS AND
LEVELS
BEFORE BUILDING COMMENCES





15.5 Flexible Local Transport Solutions Program

Directorate: Infrastructure Development and Works

Report Author: Strategic Planning Coordinator

Report Purpose: For Decision

Purpose

West Wimmera Shire Council has the opportunity to apply for funding through the Flexible Local Transport Solutions Program to support the delivery of priority footpath infrastructure projects within the townships of Kaniva, Gorokey and Edenhope. The program supports initiatives that improve local transport connections, accessibility, and active transport outcomes within regional communities.

OFFICER RECOMMENDATION:

That Council:

1. Endorse the submission of an application to the Flexible Local Transport Solutions Program for the delivery of priority footpath connections within Edenhope, Kaniva and Gorokey.
2. Confirm its commitment to the \$75,900 allocation included within the Draft 2026/27 Budget toward the delivery of the proposed footpath works.
3. Authorise the submission of the application and the CEO to execute any associated funding documentation should the application be successful.

Declaration of Interest

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

Background

The proposed application seeks funding to deliver three priority footpath connections that will improve pedestrian accessibility, safety and connectivity between key community infrastructure including recreation reserves, schools, kindergartens and township centers. The projects align with Council's ongoing commitment to improving accessibility and walkability across West Wimmera communities.



As part of the Draft Capital Works budget development, three priority footpath projects were identified through community feedback, accessibility planning, and Council's broader township footpath network improvement program. The proposed projects aim to address identified gaps within existing pedestrian networks and improve access to important community facilities and services.

The Draft 2026/27 Capital Works Budget currently includes an allocation of \$75,900 toward priority footpath works, which would enable Council to deliver one of the identified footpath sections. If successful, funding through the Flexible Local Transport Solutions Program would allow Council to leverage this existing allocation to deliver all three priority footpath connections.

The proposed works include:

- Construction of 215 meters of new footpath in Edinburgh Road, Edenhope, connecting Orme Street to Wilson Street and improving access between the Main Street and Recreation Reserve.
- Construction of 110 meters of new footpath in Webb Street, Kaniva, connecting Roache Street to Commercial Street and improving connectivity between the Recreation Reserve and township centre.
- Construction of 126 meters of new footpath in Compston Street, Goroke, connecting Church Street to Main Street and improving pedestrian access between the Kindergarten, school and township centre.

These projects have been identified as important missing links within Council's existing footpath networks and will support improved mobility and accessibility for residents and visitors. The projects are particularly important within West Wimmera communities due to limited public transport options, an ageing population, and the need for safe and accessible pedestrian infrastructure connecting key destinations.

The proposed footpaths will support active transport, improve safety for pedestrians of all abilities, and strengthen connections to important community facilities and services across the municipality.

Risk Management Implications

Risk identified: Financial risk

Legislative Implications

Not Applicable

Environmental Implications



Not applicable

Financial and Budgetary Implications

The financial risk rating has been assessed as: Low

The total proposed project budget is \$181,171, including an allowance for increases in fuel and construction costs. The Draft 2026/27 Budget includes a Council contribution of \$75,900 toward the delivery of priority footpath works.

The proposed application seeks \$105,271 in funding through the Flexible Local Transport Solutions Program. If successful, the external funding would enable Council to leverage its existing budget allocation to deliver all three identified footpath projects across Kaniva, Edenhope and Goroke rather than a single footpath section currently achievable within existing budget allocations.

Policy Implications

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

Asset Management Policy

Council Plan Implications

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

Goal 1 – Healthy, inviting and connected community

1.6 Maintain and enhance community infrastructure and streetscapes.

Goal 2 – Diverse and growing economy

2.1 Maintain and renew assets and infrastructure.

Communication Implications

Consultation has already been undertaken in development of the plans

Gender Equality

No Equal Impact Assessment is required

Conclusion

The proposed application presents an opportunity for West Wimmera Shire Council to leverage external funding to deliver priority pedestrian infrastructure projects across Kaniva, Goroke and Edenhope. The project aligns with Council's ongoing commitment to improving



accessibility, safety and connectivity within rural communities and would support the delivery of important missing links within township footpath networks.

Attachments

Nil



16 Sealing Schedule

S11A Instrument of Appointment and Authorisation - Planning and Environment Act 1987

17 Late Items of Business

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

20. Late Business

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

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

18 Confidential Reports

OFFICER RECCOMENDATION:

That Council considers the confidential reports below in accordance with Section 66 (5) (a) and (b) of the Local Government Act 2020 and records the ground or grounds for determining to close the meeting to the public as follows:

Item 18.1 C-FEB2026-PMO004 - Kaniva Synthetic Bowling Green & Civil Works AND C-FEB2026-PMO005 - Kaniva Bowling Club LED Lighting Upgrade Recommendation Report

(g) private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;



19 Close of Meeting

Next Meeting:

17 June 2026

Benayeo