



STRATHBOGIE SHIRE COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE STRATHBOGIE SHIRE COUNCIL  
HELD ON TUESDAY 15 DECEMBER 2015 AT THE EUROA COMMUNITY  
CONFERENCE CENTRE, COMMENCING AT 6.00 P.M.**

<b>Councillors:</b>	Colleen Furlanetto (Chair)	(Seven Creeks Ward)
	Malcolm Little	(Hughes Creek Ward)
	Patrick Storer	(Honeysuckle Creek Ward)
	Debra Swan	(Lake Nagambie Ward)
	Robin Weatherald	(Mount Wombat Ward)
	Graeme (Mick) Williams	(Seven Creeks Ward)

<b>Officers:</b>	Steve Crawcour - Chief Executive Officer
	Roy Hetherington - Director, Asset Services
	David Woodhams - Director, Corporate and Community
	Phil Howard - Director, Sustainable Development

**BUSINESS**

1. Welcome
2. Acknowledgement of Traditional Land Owners  
*'I acknowledge the Traditional Owners of the land on which we are meeting.  
I pay my respects to their Elders, past and present, and the more recent  
custodians of the land'*

3. Apologies

Councillor Alister Purbrick (Lake Nagambie Ward)

4. Confirmation of Minutes of the Ordinary Meeting of Council held on Tuesday 17 November.2015 and Special Meetings of Council held on Tuesday 10 November 2105 and Tuesday 1 December 2015

12/16 **CRS LITTLE/STORER** : That the Minutes of the Ordinary Meeting of Council held on Tuesday 17 November.2015 and Special Meetings of Council held on Tuesday 10 November 2105 and Tuesday 1 December 2015 be confirmed

**CARRIED**

A handwritten signature in black ink, appearing to be a stylized 'J' or 'V' followed by a checkmark.

5. Disclosure of Interests

Nil

6. Petitions

Nil

7. Reports of Mayor and Councillors and Delegates

The Mayor and Councillors provided verbal reports on meetings / events attended over the past month.

On behalf of Council, the Mayor conveyed best wishes to members in the gallery for a Merry Christmas and happy New Year.

8. Public Question Time

9. Reports of Council Officers

- 9.1 Climate Change
- 9.2 Infrastructure
- 9.3 Private Enterprise
- 9.4 Public Institutions
- 9.5 Housing and Recreation
- 9.6 Tourism
- 9.7 Organisation

10. Notices of Motion

11. Urgent Business

12. Closure of Meeting to the Public to consider matters listed for consideration in accordance with Section 89(2) (a), (d) and (h) of the Local Government Act 1989

13. Confirmation of 'Closed Portion' Decision/s

*Excerpt from the Strathbogie Shire Council Meeting Procedure Local Law No. 1 (2014)*

**1. RECORDING DEVICES**

- (1) Council / Committee meetings will be recorded to ensure accuracy of the minutes.
- (2) Relevant signage will be provided, including advising at the beginning of a meeting that meetings are being recorded.
- (3) Only meetings held at the Euroa Community Conference Centre will be recorded.

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## **9. REPORTS**

### **9.2 INFRASTRUCTURE**

#### **9.2.1 Rowe Street Drainage and Road Widening Project - Special Charge Scheme**

##### **Author and Department**

Director, Asset Services / Asset Services Directorate

##### **Disclosure of Conflicts of Interest in relation to advice provided in this report**

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

##### **Summary**

A proposal to provide street drainage and road widening in Rowe Street, Euroa, as a Special Charge Scheme has been developed in consultation with residents and landowners. The consultation process identified that the scheme is well supported.

Council can now commence the Statutory process under the Local Government Act 1989 to declare the Special Charge Scheme.

##### **RECOMMENDATION**

##### **That Council:**

- 1. Commences the statutory process under the Local Government Act 1989 (Act) to declare a Special Charge Scheme for the purposes of constructing Rowe Street, Euroa between Garrett Street and Euroa Shepparton Road in Euroa and providing any ancillary works including drainage (Road).**
- 2. In accordance with sections 163(1A) and 163B (3) of the Act, directs that public notices be given in the Euroa Gazette and the Age newspapers of the intention of Council to declare at a Special Council meeting to be held 23rd February 2016 in accordance with the proposed declaration of Special Charge in the form of the attachment to this resolution (Proposed Declaration of Special Charge), such Special Charge to be for the purposes of constructing the Road.**
- 3. Directs that in accordance with section 163(1C) of the Act, separate letters enclosing a copy of the public notices be sent to the owners of the properties referred to and set out in the schedule of properties forming a part of the Proposed Declaration of Special Charge, advising of the intention of the Council to declare the Special Charge at its Special Council meeting to be held on 23rd February 2016, the amount for which the property owner will be liable, the basis of the calculation and distribution of the Special Charge and notifying such persons that submissions and/or objections in writing in relation to the Proposed Declaration of Special Charge to be received by 29th January 2016 will be considered and/or taken into account by Council in accordance with sections 163(A), 163(B) and 223 of the Act.**

9.2.1 Rowe Street Drainage and Road Widening Project  
- Special Charge Scheme (cont.)

RECOMMENDATION (CONT.)

4. **Resolve to hear any persons who in their written submission under Section 223 of the Act have requested that they be heard in support of their submissions at a Special Council meeting to be held at 5pm 9th February 2016.**
5. **Authorises the Council's Director Asset Services or the person for the time being acting in that position to carry out any and all other administrative procedures necessary to enable Council to carry out its functions under section 163A and section 163(1A), (1B) and (1C) and sections 163B and 223 of the Act.**

13/16 **CRS WILLIAMS/WEATHERALD** : *That the Recommendation be adopted.*

**CARRIED**

**Background**

- Council included the project in its 2015/16 Council Budget, providing a funding contribution of \$100,000.
- Council introduced the project to residents via a "Special Charge Scheme Process" document which identified the benefits and the consultation and design processes and proposed time frames. With strong resident support evident for the project Council has been able to complete the design and develop the scheme all as proposed.

The activity is summarized as follows:

2014	Survey and Preliminary Design by GMR Engineering Services
August 11, 2015	Update meeting – consideration of design options and proposed process
August 12, 2015	Initial questionnaire to landowners. 11 positive responses, 1 negative
September 15, 2015	Council decision to commence consultation with property owners in accordance with the scheme process document
September 29, 2015	Initial information session: <ul style="list-style-type: none"> <li>- Identified work proposed, and estimated liability per metre of frontage</li> <li>- Set out scheme timeframe</li> <li>- Established a task group</li> </ul>
October 6 & 20, 2015	Task Group meetings. Consideration of questionnaire responses and refinement of design
November 24, 2015	Final Information Session <ul style="list-style-type: none"> <li>- Presentation of final design, scheme maps and forecast contributions per property</li> </ul>

**Officer Comments**

Council's initiative has clearly been well received by the landowners.

9.2.1 Rowe Street Drainage and Road Widening Project  
- Special Charge Scheme (cont.)

One landowner would prefer that the scheme did not proceed, but clearly understands the benefits which would be provided. That landowner's position has been considered, and a 50% concession for side boundaries introduced in the scheme to assist.

The scheme development has proceeded in accordance with the Act requirements and the Ministerial Guideline on Special Rates and Charges. The response to the Ministerial Guidelines, including the concession applied is as follows.

**Response to Ministerial Guidelines**

A Define Purpose

Council has for some time expressed concern over the physical condition of Rowe Street verges and nature strips which in winter become water logged and boggy and unsightly.

Council allocated \$100,000 in its 2015/16 budget as a contribution towards drainage works and road widening, estimated to cost \$200,000.

The proposal includes:

- Kerb and Channel and in ground drainage to eliminate water ponding
- Road widening will allow vehicles to park on hard stand area
- Vehicle crossings will improve access to properties
- Grassed nature strips will be easier for residents to maintain. Overall the works will improve physical amenity and potentially associated safety.

B Coherence

The works are physically connected and relate to a common group of properties

C Total Cost

Costs relate only to providing the works and services and establishing the scheme, and satisfy sections (163(1) and 163(6) of the Act. Costs are based on Engineers estimates.

D Special Beneficiaries

The special benefits are the works to be provided and the improvement in physical amenity.

E Properties Included

Each and every property in the street will receive special benefit and has been included in the scheme.

In apportioning costs, consideration has been given to properties with multiple dwellings and properties which may be subdivided.

Properties with only side boundary to Rowe Street have costs reduced by 50% in the apportionment.



9.2.1 Rowe Street Drainage and Road Widening Project  
- Special Charge Scheme (cont.)

No distinction has been made between residential and Commercial/Industrial use because there is no evidence at this time that the existing and expected future traffic volumes aren't similar.

F&G Special and Community Benefits

Total Number of properties included in the scheme is 26. They all receive the benefits of good drainage, parking on widened road and overall amenity. The benefit to others accessing the properties is considered to be part of the special benefit. No properties have been excluded from the scheme.

There is no benefit to the broader community that is tangible or direct. General traffic demand on Rowe Street is currently satisfied, with a sealed road in place, albeit too narrow for parking.

H Benefit Ratio

$$\begin{aligned} R &= \frac{\text{TSB (in)}}{\text{TSB (in + TSB (out) + TCB)}} \\ &= \frac{26}{26 + 0 + 0} \\ &= 100\% \end{aligned}$$

I Maximum Total Levy

$$\begin{aligned} S &= R \times C \\ 100\% &\times \$200,000 \\ &= \$200,000 \end{aligned}$$

The scheme is considered to be well prepared and effort has been made to avoid any increase in liability for any property arising from submissions or objections.

The Act requires the scheme to be reconsidered if any liability amount arising from submission or objections exceed 10%.

**Alternative Options**

The design options available within the project have been considered generally by all involved in the consultation and in detail by the task group. The final design best fits the landowner's needs and available budget.

Council does have the option of not proceeding with the scheme but that would disappoint the majority of landowners.

**Risk Management**

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

9.2.1 Rowe Street Drainage and Road Widening Project  
- Special Charge Scheme (cont.)

A risk of cost overrun in the construction phase exists. The Act allows Council to pass on to scheme contributors cost increases below 10%, otherwise redeclaration will be required.

**Strategic Links – policy implications and relevance to Council Plan**

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

**Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications**

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

**Financial / Budgetary Implications**

The author of this report considers that the recommendation has no capital or recurrent budget considerations other than those discussed.

**Economic Implications**

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community

**Environmental / Amenity Implications**

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community

**Community Implications**

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community.

**Victorian Charter of Human Rights and Responsibilities Act 2006**

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

**Legal / Statutory Implications**

The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council

**Consultation**

Consultation with residents and landowners has been strong in developing the scheme. The statutory Section 223 process will now lead to formal consideration and potential adoption of the scheme.

**Attachments**

1. Proposed declaration of Special Charge
2. Schedule 1 to the proposed declaration of Special Charge "Plan of Scheme area"
3. Schedule 2 to the proposed declaration of Special Charge "List of Ratable properties and amounts payable by Special Charge contributors"

### Proposed Declaration of Special Charge

1. Strathbogie Shire Council (**Council**) proposes to declare a Special Charge (**Special Charge**) under section 163(1) of the *Local Government Act 1989* (**Act**) for the purposes of defraying expenses incurred or to be incurred by Council in relation to the construction of Rowe Street, Euroa between Garrett Street and Euroa Shepparton Road, Euroa and the provision of any ancillary works including drainage (**Road or Scheme**).
2. The criteria which form the basis of the proposed declaration of the Special Charge are the ownership of rateable land in the area of the Scheme which, based on frontage (modified where appropriate), has and enjoys an abuttal to or access from the Road, which rateable land is situated within the geographical area in which the properties described in paragraphs 7 and 8 of this proposed declaration are included.
3. In proposing the declaration of the Special Charge, Council is performing functions and exercising powers in relation to the peace, order and good government of the municipal district of the Strathbogie Shire, in particular the provision of proper, safe and suitable roads and property services within the area for which the proposed Special Charge is to be declared.
4. The total cost of the performance of the function and the exercise of the power of Council (in relation to the provision of proper, safe and suitable roads and property services in the area for which the proposed Special Charge is to be declared) is \$200,000 being estimated cost of the works to be undertaken.
5. The total estimated amount to be levied under the Scheme as the Special Charge is \$100,000.
6. The Special Charge will commence on 1<sup>st</sup> July 2016 and remain in force for a period of ten years.
7. The area for which the proposed Special Charge is to be declared is all of the land shown within yellow lines on the plan set out in the schedule forming a part of this proposed declaration (being **Schedule 1**).
8. The land in relation to which the proposed Special Charge is to be declared is all that rateable land described in the list of rateable properties set out in the schedule forming part of this proposed declaration (being **Schedule 2**).
9. The proposed Special Charge will be declared and assessed in accordance with the amounts set out alongside each property in the schedule forming a part of this proposed declaration (being **Schedule 2**), such amounts having respectively been assessed based on the length of the frontage which a property included in the Scheme has to the Road.

10. The proposed Special Charge will be levied by sending a notice of levy in the prescribed form annually to the person who is liable to pay the Special Charge.
11. Because of the performance of the function and the exercise of the power in respect of which the proposed Special Charge is to be declared and levied related substantially to capital works, the Special Charge will be levied on the basis on an instalment plan being given to the ratepayers whereby –
  - a) Quarterly instalments are to be paid over ten year period, or other period as negotiated; and
  - b) Quarterly instalments will include a component for reasonable interest costs; the total of which will not exceed the estimated borrowing costs of Council in respect of the construction of the road by more than 1%.
12. Council will consider cases of financial and other hardship and may reconsider other payment options for the Special Charge.
13. No incentives will be given for payment of the Special Charge before the due date for payment.
14. Council considers that there will be a special benefit to the persons required to pay the Special Charge because there will be a benefit to those persons that is over and above, or greater than the benefit that is available to persons who are not subject to the proposed Special Charge, and directly and indirectly as a result of the expenditure proposed by the Special Charge the value and the use, occupation and enjoyment of the properties included in the Special Charge Scheme area will be maintained or enhanced through the provision of proper, safe and suitable roads and property services. Without limitation, Council considered that the work to be provided under the Special Charge Scheme will –
  - a) Improve vehicular access to and from the properties abutting on or accessing the Road via the works;
  - b) Improve safety and amenity for motorists, cyclists and pedestrians;
  - c) Allow vehicles to park on hard stand area
  - d) Eliminate water ponding on road verges and nature strips
  - e) Reduce erosion and sediment transfer; and
  - f) Enhance the amenity and character of the land and the local area.
15. For the purposes of having determined the total amount of the Special Charge to be levied under the Scheme, Council further considers and formally determines for the purposes of section 163(2)(a), (2A) and 2(B) of the Act that the estimated proportion of the total benefits of the Scheme to which the performance and the function and the exercise of the power relates (including all special benefits and community benefits) that will accrue as special benefit to all of the persons who are liable to pay the Special Charge is in a ratio of 100:0 (or 100%). This is on the basis that, in the opinion of Council there are no tangible and direct Community benefits.

**Strathbogie Shire**  
**ROWE STREET  
DRAINAGE AND  
ROAD WIDENING  
SPECIAL SCHEME**

**Map Symbols**

Proposed Road Widening
Proposed Drainage
Proposed Road Widening and Drainage
Proposed Road Widening and Drainage (Special Scheme)
Proposed Road Widening and Drainage (Special Scheme) - Road Widening
Proposed Road Widening and Drainage (Special Scheme) - Drainage
Proposed Road Widening and Drainage (Special Scheme) - Road Widening and Drainage
Proposed Road Widening and Drainage (Special Scheme) - Road Widening and Drainage (Special Scheme)



**Schedule 1**

*Handwritten mark*

<b>Schedule 2</b>		
	<b>Rateable Property</b>	<b>Amount Payable by Special Charge Contributors</b>
1	26 - 28 Rowe St - a	4,034.65
2	26 - 28 Rowe St - b	4,034.65
3	30 Rowe St	4,034.65
4	32 Rowe St	4,034.65
5	34 Rowe St	4,034.65
6	1/36 Rowe St	2,320.13
7	Owners Corporation 36 Rowe St	1,714.53
8	Owners Corporation 38 Rowe St	4,034.65
9	40 Rowe St - a	3,759.93
10	40 Rowe St - b	274.73
11	42 Rowe St	4,034.65
12	44 - 46 Rowe St	8,067.30
13	48 Rowe St	4,034.65
14	50 Rowe St	3,667.68
15	52 Rowe St - a	260.69
16	52 Rowe St - b	3,667.68
17	Lot 1 - 38 Garrett St	4,558.03
18	Lot 2 - 15 Rowe St	3,683.73
19	Lot 3 - 17 Rowe St	3,683.73
20	Lot 4 - 19 Rowe St	3,685.73
21	21 Rowe St	4,034.65
22	23 Rowe St - a	4,034.65
23	23 Rowe St - b	306.81
24	Lot 1 - 25-27 Rowe St	7,319.32
25	Potential Lot 2 - 8 Euroa-Shepparton Rd	8,101.39
26	Potential Lot 3 - 8 Euroa-Shepparton Rd	4,582.10
	<b>TOTAL</b>	<b>100,000.00</b>

<b>9.6</b>	<b>Tourism Reports Index</b>	
9.6.1	Nagambie Waterways Recreational and Commercial Stakeholders Advisory Committee – Draft Minutes of the Meeting held on 15 <sup>th</sup> October 2015	10

## 9.6 TOURISM

### 9.6.1 Nagambie Waterways Recreational and Commercial Stakeholders Advisory Committee – Draft Minutes of the Meeting held on 15<sup>th</sup> October 2015

#### **Author & Department**

Economic Growth Officer / Sustainable Development Directorate

#### **Disclosure of Conflicts of Interest in relation to advice provided in this report**

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

#### **Summary**

Attached are the draft meeting minutes of the Nagambie Waterways and Commercial Stakeholders Advisory Committee held on 15<sup>th</sup> October 2015 for Council's endorsement.

#### **RECOMMENDATION**

**That the draft Minutes of the Nagambie Waterways Recreational and Commercial Stakeholders Advisory Committee meeting held on 15<sup>th</sup> October 2015 be endorsed.**

*14/16 CRS SWAN/WEATHERALD : That the Recommendation be adopted.*

**CARRIED**

#### **Background**

The Strathbogie Shire Council resolved to appoint a Special Committee to advise policy and direction for the Nagambie Waterway, to ensure that the activities on the Nagambie Waterways meet the objectives and the vision of Council as set out in the Council Plan.

This was the final meeting for the Nagambie Waterways Recreational and Commercial Stakeholders Advisory Committee, as a new committee has been appointed – Nagambie Waterways Advisory Committee, with the inaugural meeting to be held on 10<sup>th</sup> December 2015, in line with the review of The Nagambie Waterways Recreational and Commercial Strategy which expired on the 30th June 2014.

#### **Alternative options**

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified.

#### **Risk Management**

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.



9.6.1 Nagambie Waterways Recreational and Commercial Stakeholders Advisory Committee – Draft Minutes of the Meeting held on 15<sup>th</sup> October 2015 (cont.)

**Strategic links - policy implications and relevance to Council Plan**

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan's 6.4 Strategy:

Provide passive and active recreational facilities and paths / tracks to

*'Support the Nagambie Lakes Recreational and Commercial Stakeholders Waterways Committee in implementing the Actions in the On Land and On Water Strategy.'*

**Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications**

The author of this report considers that the report is consistent with Best Value, National Competition Policy and competition and consumer Act requirements have been considered and applied in development of the report and recommendation.

**Financial/Budgetary implications**

The author of this report considers that the recommendation has no capital or recurrent budget considerations.

**Economic implications**

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

**Environmental/Amenity implications**

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

**Community implications**

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

**Victorian Charter of Human Rights and Responsibilities Act 2006**

The author considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

**Legal/Statutory implications**

The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council

**Consultation**

The author of this report consulted with all the user groups of the waterways, relevant agencies, and the community at the recent meeting – see attached copy of minutes.

**Attachments**

Draft Minutes of the Nagambie Waterways Recreational and Commercial Stakeholders Advisory Committee held on 15<sup>th</sup> October 2015.

**NAGAMBIE WATERWAYS RECREATIONAL AND COMMERCIAL STAKEHOLDERS  
ADVISORY COMMITTEE**

**AT THE REGATTA CENTRE, LODDINGS LANE, NAGAMBIE  
ON THURSDAY 15th October 2015**

**MINUTES OF MEETING**

**Present:**

Cr. Alister Purbrick (AP)	Ward Councillor SSC (Chair)
Cr. Debra Swan (DS)	Mayor - Strathbogie Shire
Libby Webster (LW)	Strathbogie Shire Council (Secretary)
Steven Hicks (SH)	Manager Governance Statutory Services
Henry Moss (HM)	Nagambie Rowing Club
Craig Stewart (CS)	Commercial Operators
Robert Kean (RK)	Riparians Group
Jeff Harrison (JH)	Goulburn Murray Water
John Beresford	Developer Group
Kimm Kennedy (KK)	Nagambie Action Group
Wally Cubbin (WC)	Nagambie Angling Club

**Apologies:**

Lynne Charge	Rowing Victoria
Jacqui Brauman	Nagambie Lakes Tourism & Commerce
Steve Crawcour	Chief Executive Officer – SSC
Warren Tait / Barry McLeod	Nagambie Police
Tony Hammond	Riparians Group
Ian Matheson	GVW
Mark Turner	GBCMA
Pat McNamara	Rowing Victoria

**Meeting began at 5.35pm.**

**1. Minutes of previous meeting**

Robert Kean moved minutes be accepted as a true and correct, Henry Moss seconded, all agreed.

**2. Matters arising**

Henry Moss reported that the Nagambie Rowing Club has not yet determined if they can financially contribute to the funding of Nagambie Police (towards the cost of training and supply of a jet ski) taking an active role on water compliance.

<b>Action 1</b>	<i>PMcN / HM to report back to the next meeting.</i>
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LW & SH to contact Nagambie Police to find out the result of their investigations regarding the viability of providing on water compliance.

<b>Action 2</b>	<i>LW / SH to contact Nagambie Police and report back to the next meeting.</i>
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<b>Action 3</b>	<i>LW to invite Inspectors Glenn Wolfe and Elizabeth Murphy from Seymour Police to a future meeting to discuss compliance issues on the waterways.</i>
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Rubbish collection at River Street – the maintenance contractor has been consulted regarding this issue. It is possible for the Maintenance contractor, from time to time, to remove rubbish which has collected around the Lake edges. It is not an easy task as the reeds impede boat access. The Shire is investigating pollutant traps. Stormwater from the houses located at the north eastern side of Nagambie flows out at River Street, which needs investigation. KK reported that the request for volunteers to assist in rubbish collection had not been successful. The aim is to clean up these areas prior to summer.

<b>Action 4</b>	<i>The Councillors (DS / AP) to discuss the issues with the CEO including assistance from the Assets department of the Shire to clean up the Lake prior to Summer, assess cost, outflows, current infrastructure and plans for the stormwater into the Lake.</i>
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### **3. Appointment of new Committee to be called the Nagambie Waterways Advisory Committee**

AP reported that the process has progressed well. The revised TOR was accepted by Council, EOI for appointment to the committee have been called for, with specific criteria for the roles. The process is now completed.

There were eight applicants and six have been assessed by the Evaluation Panel as meeting the criteria. There is a report going before Council on the 20<sup>th</sup> October to accept the appointments of these applicants.

John Beresford - representing commercial interests with endorsement from Nagambie Lakes Tourism & Commerce Inc. (deputy - Deb Stevens)

Wally Cubbin - representing recreational fishing with endorsement from Nagambie Angling Club Inc. (deputy - Paul Thomas)

Tony Hammond - representing the Nagambie Riparian Landowners Association Inc. (deputy - Robert Kean)

Patrick McNamara - with endorsement from Nagambie Rowing Club and Rowing Victoria (deputy - Henry Moss), subject to legal confirmation that Mr McNamara's recent appointment to the Goulburn-Murray Water Board does not put him in a position of conflict of interest.

Craig Stewart - with maritime engineering experience and representing licensed commercial business operators (deputy - Leiza Gollan)

Kimm Kennedy – with endorsement from Nagambie Action Group (deputy Trevor Forbes) subject to an endorsement letter being received from the Nagambie Action Group

In addition to this, the Committee will have representation from the statutory bodies and the 2 Ward Councillors – one of which will be the Chair.

The recommendation to appoint these members to the Committee is before Council on Tuesday 22<sup>nd</sup> October. The new Committee will convene on Thursday 10<sup>th</sup> December. This will be a short meeting to forward plan for the following year and set time frames, so the Committee can hit the ground running in the New Year.

<b>Action 5</b>	<i>SH &amp; LW to work with the Shire's Communication Department to formulate a press release to send to the Nagambie Community Voice / Seymour Telegraph / Euroa Gazette to inform the community what is happening for this boating season; the process; detail of the new Committee nominees and outline of responsibilities of the new Committee.</i>
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SH will also prepare a paper for the new Committee that will be circularised prior to the 10<sup>th</sup> December 2015 meeting which will summarise the waterways management history, what was achieved with the last plan / strategy, review of waterways agreements, summary of the foreshore project and its objectives, summary of the GMW Nagambie Waterways Land & On-Water Management Plan 2012 and how this plan will be implemented in the future, a draft of a new Waterways Plan / Strategy for consideration and discussion by the new Committee and some commentary on process and time lines.

<b>Action 6</b>	<i>SH to prepare the above information for the new Committee and circularise prior to the meeting.</i>
-----------------	--

SH has been informed that GBCMA is to put mapping of the proposed environmental flows on their website. SH understands that the flows are to be downstream of the Goulburn Weir wall. Drought has changed the perspective and the future plans of the environmental flow proposal.

It was also noted that there is a proposal, before the State Government, that the North/South pipeline be reengineered to bring water up to the Goulburn Valley.

4. SH tabled a poster from Transport Safety Victoria showing different aspects of boating, boating behaviour and usage in Victoria. The poster highlighted the importance of fishing; with fishing making up 64% of all boating activity. 42% of boating activity takes place on inland waters, 51% is regional activity, 98% are male, tinnie most popular vessel; 9% of boating activity is PWC's and 10% of people on boats never wear life jackets.

SH attended a preseason meeting with TSV. It has been highlighted, and accepted by TSV, that there is inequity of funding of waterways managers and boating safety officers (TSV pay Vic Police to patrol the waterways but don't pay the waterways managers anything) as well as a lack of cooperation between agencies. There is a plan to improve communication and cooperation between agencies.

Signage has been consolidated. 237 signs have been removed. Signage has been installed marking a new channel north of the Lake showing the true river alignment and offering a clear delineation. DS noted that snakes have been an issue on the waterways and asked whether the feasibility of installation of warning signage at boat ramps could be investigated.

BSO's have been patrolling on the water. There has already been a lot of activity with the hotter late Spring weather bringing extra boating onto the Lake. There is still confusion over directions of travel around the Lake – particularly the required anticlockwise direction around Teddy Bear Island. On the first day, boating safety the officers interviewed 25 boats that didn't recognise travel as anticlockwise. SH has done a review of the directional signage and will look at installing new signage in the near future.

Boating rule changes have been submitted to Marine Safety for approval and the new Committee will be charged with refining these rules even further.

The following excerpt has been copied from the 6<sup>th</sup> August 2015 meeting minutes to ensure the new Committee is aware of this issue- "Once the immaterial change is complete and the maps and rules published; SH will undertake an expression of interest process to develop new rules to include things like 'no wash zones'. The Marine Safety Act does not recognise environmental reasons for rules, however the EPA is currently undertaking work on State Environmental Protection Policy (Water Activities) – which SH has made submission to. The policy has a clause regarding 'recreational use' which notes that '*Recreation activities need to be managed and undertaken so they do not pose an environmental risk to beneficial uses.*'- see below

**STATE ENVIRONMENT PROTECTION POLICY (WATERS OF VICTORIA)**

**54. Recreational activities**

Recreation activities need to be managed and undertaken so they do not pose an environmental risk to beneficial uses. To enable this, protection agencies:

- (1) in particular the Department of Sustainability and Environment, Parks Victoria and municipal councils need to prohibit or control recreational activities where required to protect beneficial uses; and
- (2) need to manage the use of powerboats and other activities in surface waters where the resulting wave or propeller action may result in a level of erosion or sediment dispersal that poses an environmental risk to beneficial uses.

Transitional zones and access to Nagambie foreshore can be explored during this process.

This will be a lengthy process involving consultation with many stakeholder groups. The process will be one of the first jobs for the new Nagambie Waterways Advisory Committee."

New mapping is being designed and the artwork is nearly finalised with printing to be done prior to summer. The maps will be co-branded with GMW, as they originally developed the waterways map.

The Boating Facilities Infrastructure Study is underway. The Shire is employing the same consultants that undertook the study for Lake Eildon. Once the draft report is ready it will be distributed to the Committee for comment. The final report, in conjunction with Economic Benefits of Recreational Fishing on Nagambie Lakes and the GMW Nagambie Waterways Land & On-Water Management Plan 2012, will allow the Shire to apply for appropriate grants. There are also proposals for a study of the possible future development of the foreshore in the Bowl and an economic opportunity analysis of the waterways. These studies and their outcomes will be the focus of this committee.

These studies will assist in the next Council (due to be elected in November 2016) in recognising the importance of the waterways and the direction for the future. SH has been working on the previous waterways strategy, history of agreements, leases, land tenure etc. to give background and context for the new Councillors and new Committee- refer Action 6 of these minutes.

The new Buckley Park Road access is complete and ready to open once a few issues between Elloura and the Shire are sorted out. It was noted that the access when leaving the boat ramp is very tight for a car and trailer. The existing vehicle access Bridge will have to be removed as it has reached the end of its life. Buckley Park ramp is free to use which will need to be reviewed once the new access road is open.

**Action 7**

*Roy Hetherington – Director of Assets for the Shire to be invited to the meeting on the 8th December 2015 to provide an update on the retaining wall, Buckley Park Bridge and other relevant issues.*

Chinaman's Bridge – VicRoads and Heritage Vic are the responsible authorities and the Shire has alerted them that a section has to be removed before the next season begins. AP to follow up with the CEO. It was noted that Mitchelton Bridge is also degrading. These will be included in the infrastructure study.

**Stop Press**

*SC has confirmed that the Shire has a meeting with VicRoads on Monday 16<sup>th</sup> November 2015 to discuss the funding arrangements to remove a section of the Bridge and a meeting with Heritage Victoria will follow shortly thereafter.*

5. General business- WC confirmed that a Fishing Forum will be hosted by the Nagambie Anglers Club at the Senior Citizens Community Hall on the 5<sup>th</sup> November 2015.
6. DS -Thank you to the outgoing Committee for your input and all the work that has been done over the years, time taken coming to meetings and passion for the waterways. Huge energy applied and it's been a good medium for getting relevant interest groups together with government agencies.

AP - Change in TOR gives new Committee a purpose and authority which will allow the successful implementation of strategic plans as funding comes available. Shire is in much better financial state than 3 or 4 years ago. Shire will not be limited to putting \$\$\$ towards applying for, and matching, government grants. He also expressed his gratitude to the outgoing Committee, and is pleased that many of the current Committee have been selected to serve on the new Committee. This will mean that there will not be a loss of knowledge with the transition to the new Committee.

DS thanked Libby for all her hard work, in not only convening meetings and taking minutes, but providing nourishment to the group.

7. **Next Meeting:** Thursday 10<sup>th</sup> December at 5.30pm in the Regatta Centre.

Meeting closed 7.10pm.

Signed as a true and correct record of meeting.

Alister Purbrick  
Chairman

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## **9.7 ORGANISATION**

### **9.7.1 Municipal Building Control Intervention Policy and Guidelines**

#### **Author & Department**

Manager, Governance and Statutory Services / Corporate and Community Directorate

#### **Disclosure of Conflicts of Interest in relation to advice provided in this report**

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989

#### **Summary**

The Municipal Building Control Intervention Policy & Guidelines seek to ensure that Council is meeting its responsibilities under the *Building Act 1993* ("the Act") in circumstances when it receives a complaint where a private building surveyor has been appointed by or on behalf of the owner of a property to issue a building permit in respect of building work being carried out or proposed to be carried out.

The Policy recognises that Council has a duty of care under its regulatory obligations to ensure the public are protected from unsafe buildings and works, through direct or indirect action, as appropriate. Where a danger exists and Council officers are made aware of that issue, a lack of action on the part of Council could result in a claim for loss or injury against Council.

The policy also provides for a clear process in referring relevant matters to the Victorian Building Authority, which regulates the registration and compliance of private building surveyors.

MAV Insurance, have endorsed the adoption of policy which incorporates the Municipal Building Control Intervention Filter Criteria, developed by the Municipal Building Surveyors Group Inc.

The Municipal Building Control Intervention Guidelines are tabled for information and identification purposes.

#### **RECOMMENDATION**

- 1. That Council adopts the Municipal Building Control Intervention Policy.**
- 2. That the Victorian Building Authority, Building Practitioners Board and Council's Insurer be advised when the policy is adopted.**

*15/16 CRS WILLIAMS/STORER : That the Recommendation be adopted.*

**CARRIED**



### 9.7.1 Municipal Building Control Intervention Policy and Guidelines (cont.)

#### **Background**

Council is required by section 212 of the Act to administer and enforce specified parts of that Act and the whole of the *Building Regulations* ("the Regulations") within its municipal district. As with many other responsibilities, Council has the ability to determine how it will carry out these functions having regard to competing obligations and limited resources.

Since the introduction of the Building Act in June 1994 property owners have had a choice between using Council services (through the municipal building surveyor) to obtain a building permit and using a private building surveyor. The building surveyor (private or municipal) who issues the building permit is generally responsible for ensuring that the building work complies with the requirements of the Act and the Regulations.

Council through the operation of section 212 of the Act retains the ability to enforce the Act and the Regulations even if a private building surveyor has been appointed. Section 212 provides as follows:

*"212. Council to administer building provisions in its municipal district*

*(1) Except where otherwise expressly provided in this Act or the building regulations, a council is responsible for the administration and enforcement of Parts 3, 4, 5, 7 and 8 and the building regulations in its municipal district.*

*(2) Nothing in this section limits a council's powers to act outside its municipal district."*

There is no express provision in the Act removing Council's responsibilities where a private building surveyor has been appointed.

MAV Insurance have endorsed the adoption of policy which incorporates the Municipal Building Control Intervention Filter Criteria, developed by the Municipal Building Surveyors Group Inc. The adoption of the policy is considered to demonstrate consistency in Council's dealings with matters relating to private building surveyors and satisfy a duty of care in its obligations under section 212 of the Act.

The Victorian Building Authority is a state statutory authority which has various powers under the Act to intervene in circumstances where a private building surveyor is appointed. Some of these powers include the ability to issue directions to the private building surveyor, enforce orders made by the private building surveyor, prosecute persons for non-compliance with orders issued by the private building surveyor in addition to being able to utilise all the powers that a municipal building surveyor has in certain circumstances. The Act states that monitoring and enforcing compliance with the Act and Regulations is a function of the Victorian Building Authority.

### 9.7.1 Municipal Building Control Intervention Policy and Guidelines (cont.)

**The Building Practitioners Board** is the registration body for persons working in the building industry. Another of its functions is to supervise and monitor the conduct and ability to practice of these registered building practitioners. All building surveyors (both private and municipal) must be registered with that Board. The Building Practitioners Board is empowered to conduct disciplinary proceedings in respect of any registered building practitioner who may have not carried out their responsibilities correctly.

The legislative framework clearly shows that responsibility for monitoring and enforcing compliance and supervising private building surveyors rests with the Victorian Building Authority and the Building Practitioners Board (not Council). This responsibility includes those bodies taking appropriate action to resolve matters (which may include exercising powers to deal with any action/inaction taken by a private building surveyor that is/was contrary to the Regulations or the Act or conducting a disciplinary Inquiry) where a private building surveyor has not performed functions or has not carried out their work in a competent manner and to a professional standard.

As monitoring is not a legislated function of Council, there should be no requirement for Council to pro-actively check the standards of documentation or building work approved by private building surveyors. The proposed Building Control Intervention Filter Criteria policy is mainly intended to establish the circumstances for reactive MBS intervention into building work issues where a private building surveyor is appointed, without imposing an obligation to seek out such cases. On identification of malpractice, details of the circumstances may be referred to the Victorian Building Authority or Building Practitioners Board, however this also should not be taken to give any expectation that Council has a role to fully investigate such cases or provide a brief of evidence sufficient for court action by others.

Council frequently receives complaints from members of the public regarding building work that is being or has been carried out, for which a private building surveyor has been appointed. The complaints may vary from concerns over real risk of danger to persons or property to matters relating to the siting of buildings and /or structures and administrative errors.

The handling of these complaints can be complex and represent a significant expenditure of Council resources.

Since the introduction of the private permit issuing system in July 1994 the handling such complaints has generally been carried out by Council's Municipal Building Surveyor and its Building Department on an ad hoc basis. The Victorian Municipal Building Surveyors Group Inc. ('the VMBSG') at its 2002 conference overwhelmingly recognised the need for adopting a consistent approach to dealing with such complaints across the State. As a result of that conference, the VMBSG, working in consultation with the Municipal Association of Victoria ('the MAV'), undertook to develop a system to classify and manage those complaints. After an extensive process of review the Building Control Intervention Filter Criteria was released for formal adoption in October 2015.

### 9.7.1 Municipal Building Control Intervention Policy and Guidelines (cont.)

The Building Control Intervention Filter Criteria ('the Filter Criteria'), utilising a risk assessment matrix applying the principles of AS/NZ 4360, identifies standardised responses to complaints from the public where a private building surveyor has been appointed. The Filter Criteria have been developed through consultation with municipal building surveyors throughout metropolitan and regional Victoria.

The Policy recognises that Council has a duty of care to the public with regard to unsafe buildings and works in its regulatory obligations to remedy or cause to be remedied. Where a danger exists and Council officers are made aware, a lack of action on the part of Council could result in a claim for loss or injury against Council. This is regardless of whether a private building surveyor is or has been appointed. In those circumstances the Filter Criteria recommends Council staff taking action to remove the danger.

The Filter Criteria also recognises that not all complaints received at council relate to significant dangers and many relate to matters stemming from administrative neglect or error by private building surveyors. In those circumstances the Filter Criteria recommends that the matter be referred to the private building surveyor for remedial action. If the matter is not satisfactorily resolved the matter should then be referred to the Victorian Building Authority or Building Practitioners Board (or both) as appropriate.

It is anticipated that the Filter Criteria will, if adopted, streamline the complaint handling processes and fulfill its obligations under the Act. The referral of appropriate cases to the Building Practitioners Board and the Victorian Building Authority will also allow those bodies to more readily carry out their functions under the Act.

#### **Alternative Options**

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified.

#### **Risk Management**

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation

#### **Strategic Links – policy implications and relevance to Council Plan**

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

#### **Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications**

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

#### **Financial / Budgetary Implications**

The author of this report considers that the recommendation has no capital or recurrent budget considerations.

#### 9.7.1 Municipal Building Control Intervention Policy and Guidelines (cont.)

##### **Economic Implications**

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

##### **Environmental / Amenity Implications**

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

##### **Community Implications**

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community.

##### **Victorian Charter of Human Rights and Responsibilities Act 2006**

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

##### **Legal / Statutory Implications**

The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council.

##### **Consultation**

The author of this report considers that the matter under consideration did not warrant a community consultation process.

##### **Attachments**

Municipal Building Control Intervention Policy



# MUNICIPAL BUILDING CONTROL INTERVENTION POLICY

COUNCIL POLICY	
Effective Date:	.....
Last Review:	.....
Current Review:	.....
Adopted by Council:	.....
Next Review Date:	<i>Annually / Bi-Annually / As required</i>
Responsible Officer/s:	Manager Governance & Statutory Services

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## **TITLE: MUNICIPAL BUILDING CONTROL INTERVENTION POLICY (INTO PRIVATE BUILDING SURVEYORS FUNCTIONS)**

### **1 Purpose**

To set policy as to (1) how and when Council and its Municipal Building Surveyor will respond to building control matters where a private building surveyor has been appointed and is responsible to carry out functions under the Act and (2) when matters will be referred to the Victorian Building Authority and/or Building Practitioners Board for their administration and enforcement of the Building Act 1993.

### **2. Objectives**

- To direct matters/complaints to appropriate bodies;
- To manage risk and provide accountability in building control;
- To stem unnecessary Council liability;
- To provide consistency and transparency of Council's approach in the administration and enforcement of the Building Act;
- To deter wayward practitioners by threat of referral to the Building Practitioners Board and/or Victorian Building Authority for disciplinary or directive actions.

### **3. Policy**

- 3.1 When a complaint is received the Municipal Building Surveyor will use the Building Control Filter Criteria ('the Filter Criteria'), as set out in the Municipal Building Control Intervention Guidelines, to determine when to intervene using the powers under the Building Act. The filter uses a risk assessment matrix to classify the method of response based on the level of risk to life and property.
- 3.2 The filter criteria provides for a range of actions - from immediate action by the Municipal Building Surveyor and referral of the matter to the relevant building surveyor (for him or her to attend to the matter).
- 3.3 Where there may be unprofessional conduct or failure to comply with the Act or Regulations, by any building practitioner, these may be referred to the Building Practitioners Board or the Victorian Building Authority for supervision, direction and/or discipline.

## **9.7.2 Risk Management Policy and Risk Management Framework**

### **Author & Department**

Director Sustainable Development / Sustainable Development Directorate

### **Disclosure of Conflicts of Interest in relation to advice provided in this report**

Officers providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989 (LG Act).

### **Summary**

After review by officers and Council's auditors of the current risk management systems and framework; attached are the new draft Risk Management Policy and draft Risk Management Framework for consideration by Council.

A core component of the Risk Management Framework is to adequately address the Strategic/Corporate and Operational risks of Council. The framework and policy will allow input from Council, Executive and staff to update the Strategic Risk Register and the Operational Risk Register. The risks will be recorded, assessed, ranked, controlled (eliminated or mitigated) and monitored. The Audit Committee will analyse the risk reporting and the systems in place, and a report will be provided to Council at least twice a year. Council Auditors will conduct an audit in January to confirm compliance in this area. Furthermore Executive, Management and all officers of Council have the responsibility to participate actively in the risk management framework and strategies.

*In summary, the corporation as a whole must (as per the draft framework):*

### **Mandate and commitment**

There is a strong and sustained commitment by management to ensure the ongoing effectiveness of risk management within the Council. This commitment should support the development of a positive risk culture in the organisation.

### **Design of framework for managing risk**

There needs to be a systematic approach in designing a risk management framework that is relevant, effective, efficient and adequate, incorporating matters such as appropriate risk management strategies, a risk management plan, effective governance, communication and reporting arrangements, resource requirements and risk management accountabilities.

### **Implementing risk management**

The risk management process is applied through a risk management plan at all relevant levels and functions of the department or Council as part of its practices and processes. Investment in resources and capabilities should enable its risk management activities to be applied effectively and efficiently.

### **Monitoring and review of framework**

Councils should continually ensure that risk management is effective and supports organisational performance. Under the mandatory requirements the risk management framework should be reviewed annually and enhanced as required.

### **Continual improvement of the framework**

Based on the results of monitoring, reviews, any independent assurance of risk management controls and practices, decisions can be made on how the risk management framework and Policy can be improved.

### 9.7.2 Risk Management Policy and Risk Management Framework (cont.)

It is recommended that Council adopt the new policy and framework.

#### **RECOMMENDATION**

**That Council adopts the draft Risk Management Policy and draft Framework, as attached.**

*16/16 CRS SWAN/WEATHERALD : That the Recommendation be adopted.*

**CARRIED**

#### **Background**

Council officers commenced a review of its risk management framework early this year to ensure we were compliant with statutory obligations and have a system consistent with contemporary and best practice. The need was also identified as part of the internal audit program and external audit checks.

In its Council Plan, Council states what it wants to achieve for the Strathbogie Shire through the goals, strategies and actions that it identifies in the Plan. The Guiding Principles that underpin Council's decision making processes in meeting the goals in the Council Plan are:

- Good Governance
- Working Together
- Quality Services
- Social Inclusion
- Environment
- Stability

There are many factors that influence the success or otherwise of the Council Plan, including external factors over which Council can have little or no control or influence. The community and the Government have expectations about Council performance. Therefore, in addition to properly planning to manage finite resources and deliver services, Council decisions need to be based on the best available information, including information about possible risks to achieving the goals in the Plan.

The importance of identifying and managing risk is reinforced in Victoria by legislative requirements whereby Councils are required to have a risk management policy and a risk management framework, which ultimately supports Council in its decisions. The Australian/New Zealand Risk Management Standard - AS/NZS ISO 31000 2009, (the Standard), establishes the approach to risk that is followed in both the public and private sector in Australia.

Council's Risk Management Policy contains a statement about Council's position and approach to risk management. The Risk Management Framework is based on the principles in the Standard (See Appendix 1) and identifies the arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.



## 9.7.2 Risk Management Policy and Risk Management Framework (cont.)

### **Alternative Options**

Officers providing advice in relation to this report have considered that this is the most appropriate option available to Council, as it meets the requirements of the Local Government Act 1989 and relevant Australian Standards.

### **Risk Management**

The recommendation will mitigate any significant operational/strategic risk to Council.

### **Strategic Links – policy implications and relevance to Council Plan**

The report is consistent with other Council Policies, key strategic documents and the Council Plan.

### **Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications**

The report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

### **Financial / Budgetary Implications**

There are no financial implications associated with the recommendation.

### **Economic Implications**

The recommendation has no significant economic implications for Council or the broader community.

### **Environmental / Amenity Implications**

The recommendation has no significant environmental or amenity implications for Council or the broader community.

### **Community Implications**

The author of this report considers that the Risk Policy and Risk Framework will provide a safer Community.

### **Victorian Charter of Human Rights and Responsibilities Act 2006**

The recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

### **Legal / Statutory Implications**

The recommendation ensures Council is compliant with relevant legislation and its legal responsibilities in relation to risk management.

### **Consultation**

The author of this report considers that the matter under consideration is an internal corporate matter that does not require community consultation.

### **Attachments**

1. Draft Risk Management Policy
2. Draft Risk Management Framework



# RISK MANAGEMENT POLICY

COUNCIL POLICY	
Effective Date:	.....
Last Review:	.....
Current Review:	.....
Adopted by Council:	.....
Next Review Date:	<i>Annually</i>
Responsible Officer/s:	Director Sustainable Development (Deputy CEO)

## **Purpose**

This Policy documents Strathbogie Shire Council's position and approach to risk management. Councillors, staff and other stakeholders need to understand the importance of risk awareness and practice in achieving the strategic objectives in the Council Plan and in undertaking day to day functions and activities for the Strathbogie community and the wider community.

## **Definitions**

<b>Risk</b>	A risk is defined as the effect of uncertainty on objectives.
<b>Risk management</b>	Coordinated activities to direct and control an organisation in relation to risk.
<b>Risk Management Framework</b>	The set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.

## **Scope**

This Policy applies to all areas of Council operations and includes Council<sup>1</sup>, Councillors, Council staff, contractors and volunteers undertaking any function for or on behalf of Council.

## **Policy Statement**

Council continues and reinforces its commitment to the management of risk to reduce the impact of risk on achieving Council's objectives, minimising any interruption to its business and confidently pursuing opportunities that are identified.

Council acknowledges that there may be circumstances where, despite risk being identified in relation to a particular activity, the benefits to the community from undertaking that activity may outweigh any potential negative impacts.

Council endeavours to manage its risk by:

- ensuring that it has good risk governance and processes applying to the management of risk;
- ensuring that resources for risk management systems and processes, appropriate for the Strathbogie Shire context and its operations, are provided and in place;
- ensuring that proper risk consideration is incorporated into all Council planning and business processes so that decisions can be informed by identifying risks that may impact on achieving Council objectives and applying measures or strategies to minimise such impacts;
- ensuring that there is appropriate training and information available to Councillors, Council staff, contractors and volunteers so that there is risk awareness across the whole organisation;
- as far as practicable, providing safe facilities, plant and equipment and processes to facilitate a safe environment.

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<sup>1</sup> For the purposes of this Policy, "Council" also means Councillors acting individually as Councillors.

Risk must be a key consideration in all Council activities. There must be risk awareness across all levels of the organisation, including from volunteers and contractors undertaking functions on behalf of Council.

Council recognises that the importance attached to risk management is reinforced in local government legislation<sup>2</sup> requiring that Councils have a risk management policy and a risk management framework.

Council further acknowledges that its approach to risk needs to be consistent with the *AS/NZ ISO 31000:2009 Risk Management – Principles and Guidelines* (ISO 31000).

### **Risk governance**

All levels of Council have a responsibility for risk.

The following diagram summarises how governance arrangements are applied in Strathbogie Shire.

<b>Council</b>	Sets the “risk culture” from the top. Approves Policy and overall strategic direction, ensures adequate allocation of resources
<b>Audit Committee</b>	Monitors and reviews risk management approach
<b>CEO/Deputy CEO</b>	Drives risk culture and incorporates risk in business practices, responsibility for attestation requirements
<b>Management Team</b>	As part of business practices, ensures that staff within departments are risk aware and apply risk management processes
<b>Risk Officer</b>	Supports CEO & Management Team, overall responsibility for risk management approach
<b>Council staff, contractors and volunteers</b>	Observes the Risk Management Policy and Framework

The Risk Management Framework will detail the roles and responsibilities associated with governance of risk.

### **Risk appetite**

It is recognised that there are risks associated with all Council operations. Some risks are more tolerable than others. Council accepts some risks on the basis that they are known to be inherent in the type of function or activity undertaken and they cannot be avoided. Council considers, however, that by identifying risk and properly analysing it, there are ways of managing and mitigating it.

<sup>2</sup> The Local Government (Planning and Reporting) Regulations 2014 made under the Local Government Act 1989 require that Councils have a risk management policy and a risk management plan.

Generally:

*Low rated* risks are acceptable and will be monitored by staff associated with the risk and managed by routine procedures.

*Moderate rated* risks are accepted and will be monitored by the responsible manager and managed by routine procedures.

*High rated* risks are acceptable where the activity is important to achieving Council's objectives and the consequences cannot be fully mitigated. For example, reduced funding from an external source for an activity. These risks will be monitored by the Executive Management Team

*Extreme rated* risks associated with an activity are unacceptable. Such activities should cease until control measures can reduce the residual risk and the CEO/Deputy CEO determines that the activity can recommence.

As part of the Risk Management Framework the categories of risk that are considered applicable to the Strathbogie Shire will be identified and Council's tolerance of those risks will be determined and documented.

#### **Review**

This Policy must be reviewed annually.

Minor amendments may be made to this Policy to reflect changes to internal administration or to correct editorial errors.

Material changes to the Policy must be submitted to Council for approval.

#### **References and other related documents**

Risk Management Framework 2015

Local Government Act 1989

Local Government (Planning and Reporting) Regulations 1989

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2007





# RISK MANAGEMENT FRAMEWORK

STRATHBOGIE SHIRE COUNCIL	
Effective Date:	.....
Last Review:	.....
Current Review:	.....
Adopted by Council:	.....
Next Review Date:	3 yearly
Responsible Officer/s:	Director Sustainable Development (Deputy CEO)

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## **1. Introduction**

In its Council Plan, Council states what it wants to achieve for the Strathbogie Shire through the goals, strategies and actions that it identifies in the Plan. The Guiding Principles that underpin Council's decision making processes in meeting the goals in the Council Plan are:

- ***Good Governance***
- ***Working Together***
- ***Quality Services***
- ***Social Inclusion***
- ***Environment***
- ***Stability***

There are many factors that influence the success or otherwise of the Council Plan, including external factors over which Council can have little or no control or influence. The community and the Government have expectations about Council performance. Therefore, in addition to properly planning to manage finite resources and deliver services, Council decisions need to be based on the best available information, including information about possible risks to achieving the goals in the Plan.

The importance of identifying and managing risk is reinforced in Victoria by legislative requirements whereby Councils are required to have a risk management policy and a risk management framework, which ultimately supports Council in its decisions. The Australian/New Zealand Risk Management Standard - AS/NZS ISO 31000 2009, (the Standard), establishes the approach to risk that is followed in both the public and private sector in Australia.

Council's Risk Management Policy contains a statement about Council's position and approach to risk management. This Risk Management Framework is based on the principles in the Standard (See Appendix 1) and identifies the arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.

## **2. Purpose**

The Risk Management Framework:

- Sets the overall structure for risk management and identifies procedures to be followed to ensure that awareness and consideration of risk is just part of the normal way business is done in Strathbogie Shire; and
- Guides and assists Council officers in the first instance so that any threat or conversely, any opportunity, is identified and dealt with appropriately by Council staff acting within the scope of their positions or under delegated authority. This will be reflected in the information provided to Council and will guide Council in making its decisions.

The Standard provides the basis for the approach to be followed, recognising that it has been tailored to suit the circumstances of the Strathbogie Shire.



### 3. Definitions

In this document the following definitions apply:

<b>Risk</b>	A risk is not a “problem”, a hazard, event or incident. A risk is how uncertain future events could influence the achievement of Council’s strategic and operational objectives.
<b>Risk appetite</b>	The amount and type of risk that an organisation is willing to take in order to meet its strategic objectives. It is best described as an organisation’s pursuit of risk or its willingness to take risks rather than avoiding them.
<b>Operational Risk</b>	Risk which occurs in or hampers or effects an individual area within Council in achieving its plans
<b>Strategic risk</b>	Risk will effect or hamper the organisation in its ability to operate or deliver its services.
<b>Risk management</b>	Coordinated activities to direct and control an organisation in relation to risk.
<b>Risk Management Framework</b>	The set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation. It includes procedures for the day to day implementation of risk management.
<b>Risk tolerance</b>	The level of risk that Council is prepared to accept before action is considered necessary to reduce it and represents a balance between the potential benefits of a calculated risk and the threats that inevitably brings.

### 4. Who the Framework applies to

This Framework applies to all operational areas of the Council and includes Council<sup>3</sup>, Council staff, contractors and volunteers undertaking any function for or on behalf of Council.

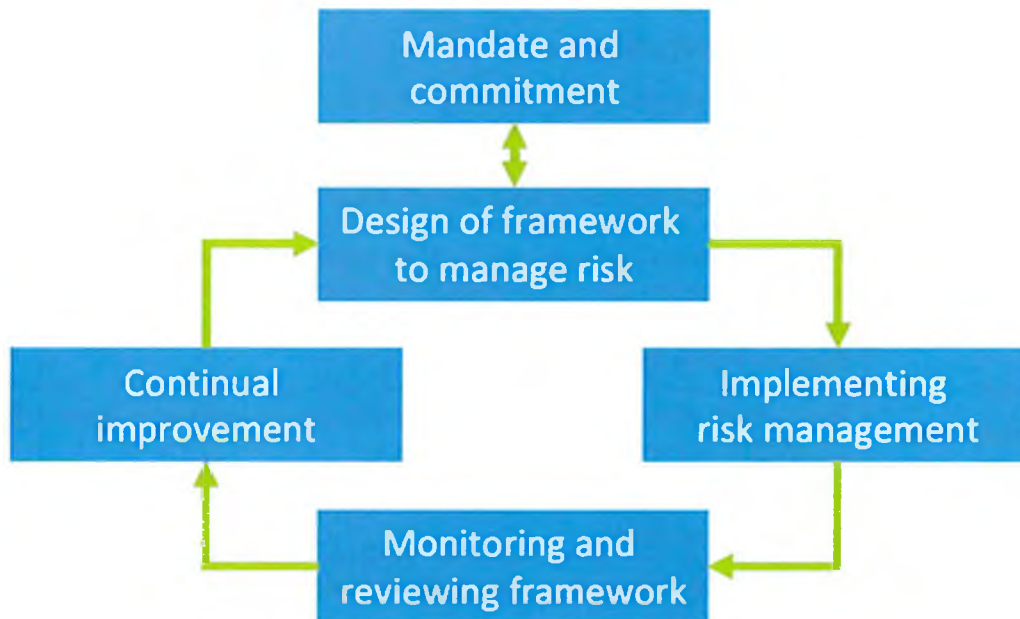
### 5. The Framework for Managing Risk

The Aus/NZ Standard 31000 prescribes the key steps in the Framework to support risk management practices in an organisation including the methods to be followed, monitoring and reviewing, reporting and communicating and processes for continual improvement.

<sup>3</sup> For the purposes of this Framework, “Council” also means Councillors acting individually as Councillors.



The diagram summarises the steps.



The Australian/New Zealand Risk Management Standard (AS/NZS ISO 31000 2009)

By way of explanation, these steps require:

#### Mandate and commitment

There is a strong and sustained commitment by management to ensure the ongoing effectiveness of risk management within the Council. This commitment should support the development of a positive risk culture in the organisation. This is evidenced in the Risk Management Policy and the Framework.

#### Design of framework for managing risk

There needs to be a systematic approach in designing a risk management framework that is relevant, effective, efficient and adequate, incorporating matters such as appropriate risk management strategies, a risk management plan, effective governance, communication and reporting arrangements, resource requirements and risk management accountabilities.

#### Implementing risk management

The risk management process is applied through a risk management plan at all relevant levels and functions of the department or Council as part of its practices and processes. Investment in resources and capabilities should enable its risk management activities to be applied effectively and efficiently.

#### Monitoring and review of framework

Councils should continually ensure that risk management is effective and supports organisational performance. Under the mandatory requirements the risk management framework should be reviewed annually and enhanced as required.

### Continual improvement of the framework

Based on the results of monitoring, reviews, any independent assurance of risk management controls and practices, decisions can be made on how the risk management framework and Policy can be improved.

## 6. Roles and Responsibilities

Council's approach to risk is not the responsibility of one individual. It is the responsibility of everybody in the organisation. There are however, specific functions and responsibilities that need to be allocated to various positions within the organisational structure. To implement the Framework the following are the roles and responsibilities within Council.

### *Council*

- Making the Risk Management Policy of the Council and undertaking an annual review or as required.
- Providing appropriate budgetary support for a corporate risk management approach which includes the development and maintenance of a risk register and risk management processes based on the AS/NZS ISO 31000: 2009 Risk Management Standard.
- Considering Council's overall corporate risk, including risks identified in the risk register, in the preparation of the Council Plan and budget.
- Providing appropriate budgetary support for the position of Corporate Risk Officer.

### *Audit Committee*

- Recommending to Council any measures that it needs to take to ensure that Council's approach to risk, including the allocation of necessary resources is suitable for the purpose.
- Providing guidance and quality advice on Council processes, alternatives and improvements to managing risks.
- Providing authoritative advice and guidance on changing industry standards for effectively managing risks associated with Council business.

### *Senior Leadership Team (Risk Management Committee)*

- Overseeing the development and maintenance of the Risk Management Framework.
- Identifying Council's strategic risk exposure on an annual basis and overseeing the preparation of the annual strategic risk assessment.
- Ensuring that suitable mitigation measures identified for the management of strategic risks are implemented and monitoring the effectiveness of strategic risk mitigation.
- Identifying and addressing any material change to the strategic risk profile of Strathbogie Shire Council.
- Monitoring operational risks, that includes strategic risks associated with the Council's operations, as part of the corporate risk approach.
- Reviewing the adequacy and effectiveness of the risk management system.
- Ensuring that appropriate systems and processes are in place for emergency response, crisis management and business continuity.
- Recommending reinsurance arrangements.
- Reviewing this Framework every 3 years.

*Chief Executive Officer/Deputy Chief Officer*

- Promoting a culture of risk management awareness and responsibility in all sectors and at all levels of Council.
- Ensuring that a strategic, comprehensive and systematic risk management program operates throughout Council.
- Ensuring that risk is appropriately managed and Policy maintained and delivered.
- Overseeing the preparation and maintenance of the Risk Register(s) that record both operational and strategic risks.
- Ensuring that risk management is a key element of Council planning and business processes such as the review of the Council Plan and Council budgets.
- Providing direction and advice on the management of risks within Council and ensuring that appropriate treatment measures are in place to mitigate Council's exposure.
- Ensuring that the risk management program is intrinsic to everything Council undertakes and is incorporated in the messages given to the organisation.

*Directors/Executive Management Team*

- Promoting the identification, evaluation and documentation of risks in the Risk Register and ensuring that existing and new risks are effectively managed.
- Monitoring and assessing the risks documented in the Risk Register.
- Maintaining sound risk management practices.
- Creating an environment where risk management is accepted as a responsibility of staff.
- Ensuring that effective risk communication occurs.
- Ensuring the development and promotion of risk identification procedures.
- Providing quality advice to the CEO on the elements of risk considered to be an exposure to Council operations.
- Maintaining overall responsibility for the effective management of all types of risk.
- Developing and fostering working relationships with other agencies with which Council has a shared risk.
- Ensuring that employees are adequately trained in the identification, assessment and procedures available for minimisation of organisational risk.
- Acknowledging that management of risk is an integral part of service planning and delivery and that there needs to be appropriate resources and support provided to manage those risks.

*Corporate Risk Officer*

- Having overall responsibility for implementation and management of Council's Risk Management Policy and Risk Management Framework.
- Supporting all Council Departments in properly managing risks within their Departments and monitoring compliance with the Risk Management Policy and Framework. This support will be provided by:
  - maintaining and updating Council's risk register in consultation with departments
  - reporting on high and extreme risks with existing control measures and recommendations for further mitigation;
  - ensuring that Council's processes for identifying, assessing and monitoring risk as identified in the steps in the Standard remain relevant to Council's operations and documenting necessary changes in any procedures applying under this Framework;
  - ensuring that Council's systems and processes for recording strategic risks and operational risks are functional;

- assisting in the planning, monitoring and review of risk assessments for Council operations and events;
- ensuring that complementary policies and practices are implemented, periodically reviewed and where required updated;
- providing regular reports to the Executive Management Team and the Audit Committee on risk management issues, strategies and statistics including insurance claim management;
- providing advice and educational material on industry trends and legal developments;
- recommending to the Senior Leadership Team placement and management of Council's insurance portfolio, ensuring that adequate insurance exists for all classes of insurable risk

#### *Managers/Supervisors*

- Promoting and supporting the provision of a safe and healthy work environment and regularly reporting to staff and senior management.
- Liaising with staff, including through regular toolbox meetings, to manage risk associated within their respective departments.
- Liaising with staff and coordinating development of risk management procedures.
- Undertaking risk assessments in conjunction with the Corporate Risk Officer.
- Liaising and investigating risk management related claims and ensuring that claims are reported in a timely manner to the Risk Management Coordinator.
- Ensuring that effective risk communication occurs.

#### *Employees, Volunteers and Contractors*

- Participating actively in the identification and reporting of risks and contributing to implementation of identified controls.
- Performing their functions and duties in accordance with risk management provisions of their position description or contract.

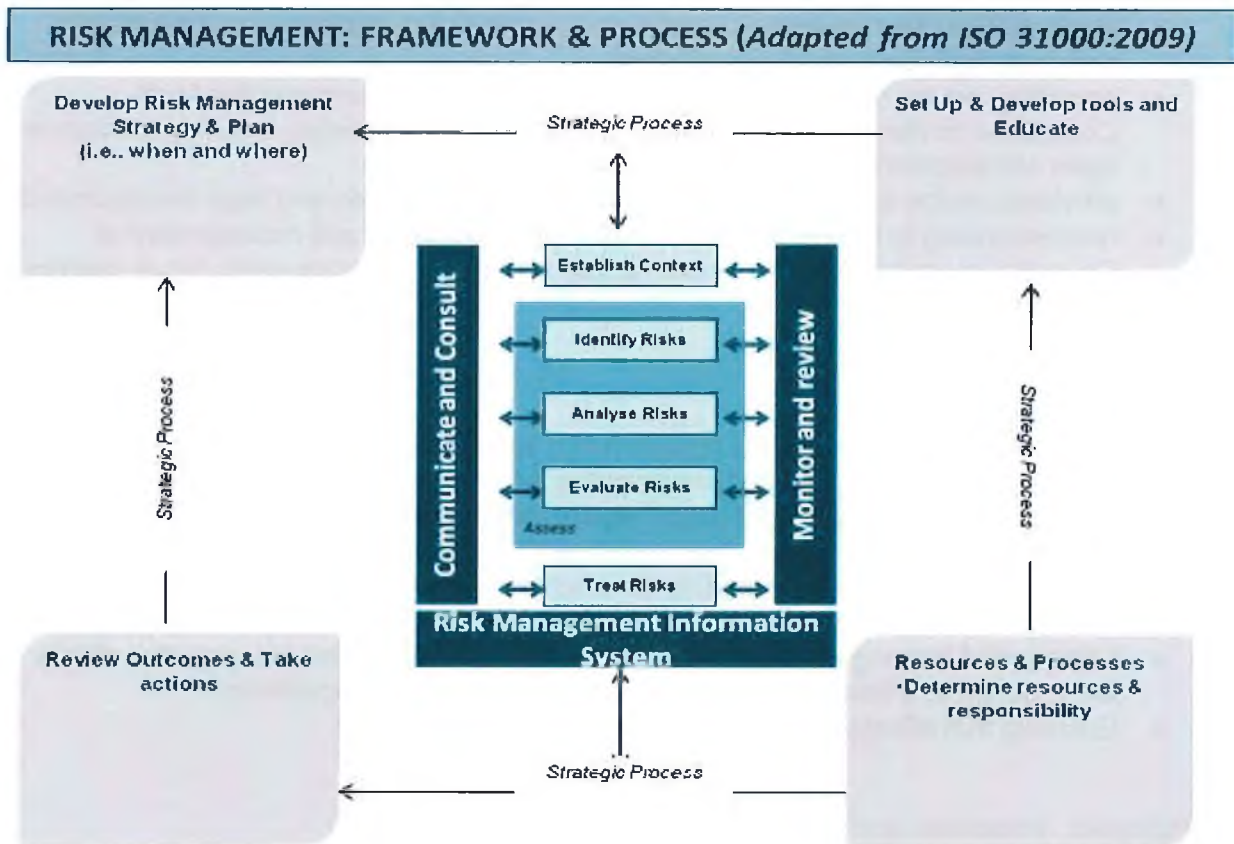
### **7. Risk Management Processes**

The Standard sets out a number of logical and practical steps that ensure the risk process is a continuing cycle within the organisation. For these processes to work they need to be:

- Entrenched in the values (culture) and practices of Council;
- A fundamental part of "the business" processes of Council; and
- An essential part of the management function.



The following diagram illustrates the steps.



### 7.1 Establishing the context

This is the key starting point on which the assessment of risk will be subsequently conducted. Establishment of the context can range from an in depth research and study and the development of a formal written context statement down to ensuring that there is a common understanding of the rationale and issues associated with the risk assessment and a verbal discussion on context amongst relevant parties. The size, complexity and type of risk assessment will usually help in determining the degree of formality and documentation required in establishing the context.

**The key aims of establishing the context are:**

- To ensure that there is an appropriate level of understanding of:
- what the Council and the relevant workgroups within the organisation are trying to achieve;
- the nature of the environment within which the organisation is operating;
- what interdependencies exist and how they interrelate;
- any barriers, constraints, opportunities that the organisation is facing now or will need to manage in the future.
- Determining the scope and boundaries for risk management activity being conducted including:
  - goals and objectives of the exercise;
  - time requirements, demands or constraints;
  - resourcing requirements and availability; and
  - expected deliverables and outcomes.

**The elements of the context that need to be considered are:**

**Internal context**

What issues with Strathbogie Shire need to be considered, particularly those that may be a source of risk and could influence.

- Council’s strategic or business objectives
- Organisational structure
- Plans and strategies
- Business functions and processes
- The type, extent and interaction of operations
- The existence of key control operations
- Organisational culture and workforce “morale” and industrial relations
- Resourcing issues, including any foreshadowed significant changes
- Pre-existing knowledge or perception of the internal risk environment.

Internal Sources of Risk	Risk Matters
<b>People</b>	Knowledge retention, skill, integrity, fraud, loyalty, industrial relations, human error
<b>Data/information</b>	Integrity, currency, relevance, access, storage
<b>Strategy</b>	Robustness, flexibility, strategic fit, planning capability, implementation
<b>Stakeholder management</b>	Stakeholder needs, segmentation, fulfilment, relationships, service proposition
<b>Leadership</b>	Vision, management capability, innovation, culture
<b>Process/products/services</b>	Robustness, capability, intellectual property, life cycle, innovation
<b>Business results</b>	Business objectives, growth, sustainability

**External context**

What issues are there within the external environment that should be considered in respect of the activity under consideration or that may influence risk:

- Geopolitical
- Regulatory
- Social
- Economic
- Markets
- Competition
- Community
- External stakeholders.

External Sources of Risk	Risk Matters
<b>Economic</b>	Global financial impacts, market growth, economic cycle, shares and interest rates, capital movement, regional stability
<b>Political &amp; Regulatory</b>	Legislation, investment, standards and protocols, acceptable practices, intellectual property
<b>Supply</b>	Components, outsourcing, contractors, quality assurance, logistics
<b>Technology</b>	Hardware, software, security, user interface, social media
<b>Competition</b>	Resources, skills
<b>Community</b>	Reputation, content, ethics, partners, practices, demographics, new "democracy"
<b>Physical</b>	Natural or built environment, natural events, location, human error, emissions and or pollutants

## 7.2 Identifying risk

A risk is not a problem, a hazard, event or incident. A risk is how uncertain future events could influence the achievement of Council's strategic or operational objectives.

Having a clear understanding of what a risk is will achieve the most appropriate treatment solutions. As various assumptions will be made during this process, it is important to make realistic assessments about a particular risk occurring as well as the likelihood and consequences of the risk.

It is also important to identify how many risks will be evaluated. The methodology provided within the risk management process provides examples of assessment and evaluation criteria. However, these criteria are generic and may not be applicable.

It may be necessary to modify these criteria to better for any unique circumstances/requirements that may exist. Issues that should be considered include:

- how will consequences be defined and measured. E.g.: using financial losses, impact on proposed objectives and/or reputational damage;
- How will the likelihood be defined and measured. Will qualitative or quantitative approaches be used;
- What level of risk is considered to be acceptable or unacceptable;
- What levels of risk warrant improved mitigation;
- What level of risk will require increased insurance cover; and
- What level of risk will allow insurance cover to be reduced or waived;



### 7.3 Analysing/Assessing risk

A full, accurate and objective assessment of any identified risk must be undertaken to:

- evaluate the effectiveness of existing controls
- determine the consequences of the risk
- determine the likelihood of consequences occurring as a result of a specific risk
- determine the level of risk to judge its importance or acceptance to the organisation
- prioritise risk based on their assessed level and the organisation's tolerance of the risk
- identify remedial actions allocate appropriate resources for its treatment.

The Risk Assessment Matrix contained in **Appendix 2** is a tool commonly used in the process of analysing risk.

There are two main factors applied when analysing risks – consequences and likelihood.

#### **Determining consequences:**

The consequence of a risk can usually be expressed as a measure of financial loss, impact upon achieving business or project initiatives, reputational damage or safety impacts.

Consequences are usually determined on the basis of "most credible worst case scenario" recognising that "worst case scenario" is not usually what is experienced.

The estimation of consequence needs to be done in full consideration of the effectiveness of the risk controls already in place. Criteria for assessing the consequences of a risk are summarised in **Appendix 3**.

#### **Determining Likelihood:**

The "likelihood" of a risk happening is the likelihood of an event occurring with a particular consequence as determined above. An estimation of likelihood is based on a consideration of the effectiveness of the controls known to be in place. As with determining consequence, it is the likelihood of an event occurring with the predetermined "most credible worst case scenario."

A process to assist in determining likelihood is contained in **Appendix 4**.

### 7.4 Evaluating risk

Evaluating risks involves determining what risks can be tolerated and those that cannot. Criteria for determining that should have been part of the initial review while considering the context and further consideration based on a risk assessment matrix in Appendix 2.

Council's Risk Management Policy states Council's "tolerance" level (appetite) for each category of risk but is restated in this Framework.

Low rated risks are acceptable and will be monitored by staff associated with the risk and managed by routine procedures.

Moderate rated risks are accepted and will be monitored by the responsible manager and managed by routine procedures.

High rated risks are acceptable where the activity is important to achieving Council's objectives and the consequences cannot be fully mitigated. For example, reduced funding from an external source for an activity. These risks will be monitored by the Executive Management Team

Extreme rated risks associated with an activity are unacceptable. Such activities should cease until control measures can reduce the residual risk and the CEO determines that the activity can recommence.

## 7.5 Risk Treatment

Where risk has been determined as unacceptable or intolerable, some form of treatment will usually be required to reduce the level of risk. It will never be possible to completely control all risk, but the aim is to manage the level of risk to an acceptable level.

Risk treatment will usually involve some form of improvements to project management or process/activity controls already in place, or the introduction of new control mechanisms. Potential treatment options are:

- Tolerate, retain and monitor: The decision is made that further management activities are not warranted or practicable because:
  - The risk is acknowledged as 'unacceptable' but the activities creating the exposure are deemed to be critical and must proceed.
  - at the current time, capability or resources for improvement activities are unavailable, or mitigation is not cost-effective
  - Other processes or treatments being put into place will have an effect on the risk such that is likely to become more tolerable within a short time frame.
  - The only option may be to continue to monitor the risk until circumstances change and action can be taken to then manage the risk.
- Share: No further control improvements can be made and the "management" of the risk is shared with, or transferred to a third party, e.g. an insurer or outsourced provider.
- Reduce: control improvements or new controls are introduced to reduce the consequence or the likelihood. Such treatments could include improvement actions on:
  - project planning, milestone development etc.
  - project management processes,
  - process improvement, or reengineering,
  - resources or skills applied to the task,
  - oversight, supervision or governance,
  - performance reporting,
  - continuity or recovery planning,
  - Quality assurance or audit.
- Avoid: Where the residual risk, even after implementing any available new control measures, is deemed to be too high an exposure to accept, the only solution may be to prevent the proposed activities from being undertaken.

When considering treatment options, it has to be remembered that the decision to undertake a particular treatment must be made by not just considering the level of risk and the organisation's tolerance to it.

Other factors must be considered including:

- The availability of practical treatment options.
- The degree to which treatment options will provide effective management of the risk, without introducing new risks.
- The cost-benefit of each potential treatment option, including the cost-benefit of accepting the risk without further treatment.
- The cultural or social acceptance of treatment options.
- Industry standards or practices that may require the risk to be managed to certain parameters.

#### 7.6 Monitor and Review

The monitoring and review function needs to be carried out regularly (quarterly) by the responsible Director and Manager. The results of the review must be provided to the Corporate Risk Officer.

The concept of 'monitor and review' is based around the need to:

- Continuously examine the external and internal environments and reconsider the context and its effect on risk management.
- Redevelop the analytical outputs of the risk management process to reflect the changing context.
- Assess the efficiency and effectiveness of treatment plans in mitigating the risks identified.
- Re-evaluate the appropriateness of treatment activities to manage a dynamically changing risk environment.
- Measure the effectiveness and success of communications and consultation activities undertaken.
- Ensure that timely and adequate improvements are implemented.
- Continuously examine the conduct of the risk management process and to adjust it to meet changing organisational needs and capability.
- Ensure appropriate governance through reporting to appropriate authorities, regulators, boards, stakeholders, management and staff as required.

Risk Management performance will be regularly reported to Senior Management and the Audit Committee through quarterly reports on the relevant agenda.

#### 7.7 Communicate and Consult

Communication and consultation are important elements of each of the steps of risk management. Communication and consultation are essential ingredients of gathering input and checking the validity and relevance of data and information. They are also essential ingredients in improving awareness of and commitment to the assessment process being undertaken.

In addition to the internal consultation and communication steps taken in the risk management process, it is also important to recognise that there can be risks associated with the way in which Council communicates externally, particularly after a risk or event occurs. Council has various Policies and Strategies that apply to external communication, including who is authorised to speak on behalf of the Council. These need to be observed as a way of managing risks associated with external communication.

These Policies and Strategies are:

- Media Policy
- Community Engagement Strategy
- Community Marketing Strategy.

#### **8. Incorporation into business processes**

The importance placed on proper risk management is emphasised by reporting requirements whereby the CEO is required to attest that Council has:

- risk management processes consistent with AS/NZS ISO 31000 2009;
- internal control systems in place that enable the management team to understand, manage and satisfactorily control risk exposure; and
- critically reviewed its risks on an annual basis.

Council must make a risk management attestation in its annual report.

Council is required by legislation<sup>4</sup> to receive 6 monthly reports on risk.

Apart from providing information to meet the compliance requirements, proper risk management is an important aspect of sound business management.

The various stages of the annual risk cycle should align with the various stages in the Council Plan & Budget cycle. These include:

- review of the risk register (quarterly);
- assessment by each Directorate of its operations/business plan in accordance with the Risk Management Policy and Framework to determine (annually):
  - the relevance and currency of identified risks in meeting its delegated statutory obligations and stated objectives;
  - new risks;
  - review of the current risk profile and risk exposure that categorises risks into levels measured in accordance with Council's risk descriptors;
  - adequacy of the risk treatment plan;
  - allocation of sufficient funding to implement risk treatments;
  - preparation of the Directorate's risk profile after the implementation of the risk treatment plan.
- review of risk assessment and treatment plans (quarterly);
- Reporting requirements, in particular, the risk report to Council (half yearly);
- Reporting requirements to the Audit Committee (each meeting);
- Reporting requirements to EMT/SLT (quarterly);
- Formalisation of funding/resources required to implement the Risk Management Policy & Framework (annually).

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<sup>4</sup> The Local Government (Planning and Reporting) Regulations 2014.

## Appendix 1

### Risk Management Framework Principles

The Australian/New Zealand Risk Management Standard - AS/NZS ISO 31000: 2009 contains a statement of the principles that underpin the management of risk. Those principles state that risk management:

Risk Management	How is it applied?
<b>1. Creates and protects value</b>	<ul style="list-style-type: none"> <li>• Incorporated into governance framework</li> <li>• Considered as part of organisational culture</li> </ul>
<b>2. Is an integral part of an organisation's planning and management process</b>	<ul style="list-style-type: none"> <li>• Integrated into strategic and business planning</li> <li>• Informs delegations</li> <li>• Part of change management processes</li> </ul>
<b>3. Is part of decision making</b>	<ul style="list-style-type: none"> <li>• Built into approval processes</li> <li>• Explicitly incorporated into projects, system design and changes and resource allocation</li> <li>• Part of all contractual agreements</li> <li>• Part of staff recruitment and employment arrangements</li> </ul>
<b>4. Explicitly addresses uncertainty</b>	<ul style="list-style-type: none"> <li>• Used to develop descriptions for risk rating criteria (i.e. likelihood and consequence)</li> <li>• Linked to assessing objectives</li> </ul>
<b>5. Is systematic, structured and timely</b>	<ul style="list-style-type: none"> <li>• Incorporated into the design of all systems rather than a stand-alone process</li> <li>• Consistently applied through clear guidance</li> <li>• Measured and reported</li> </ul>
<b>6. Is based on best available information</b>	<ul style="list-style-type: none"> <li>• Advice and support for risk management is available</li> <li>• Specifies the functional requirements of risk management systems</li> <li>• Used to accurately define uncertainty and ensure treatments are relevant</li> </ul>
<b>7. Is tailored</b>	<ul style="list-style-type: none"> <li>• The risk framework is designed and operated to fit with the agency's context and capabilities</li> </ul>
<b>8. Takes human and cultural factors into account</b>	<ul style="list-style-type: none"> <li>• The risk framework considers how people and cultures interact with its functions and how to monitor risk culture and behaviour</li> </ul>
<b>9. Is transparent and inclusive</b>	<ul style="list-style-type: none"> <li>• Identifies scope and method for risk monitoring and reporting to stakeholders</li> <li>• Identifies elements required in the risk criteria</li> <li>• Identifies the role of stakeholders in the risk management process</li> </ul>
<b>10. Is dynamic, iterative and responsive to change</b>	<ul style="list-style-type: none"> <li>• Incorporated into change management strategies</li> <li>• Incorporated into strategic and business plans</li> </ul>
<b>11. Facilitates continual improvement</b>	<ul style="list-style-type: none"> <li>• Risk management system is incorporated in continual improvement systems</li> <li>• Risk attestation and the results of internal audit are used to inform continual improvement</li> <li>• Stakeholder feedback is sought to influence the ongoing development of the risk framework.</li> </ul>

## Appendix 2

### Risk Assessment Matrix

	LIKELIHOOD				
CONSEQUENCE	(1) Almost Certain	(2) Likely	(3) Possible	(4) Unlikely	(5) Rare
(A) Catastrophic	<b>E</b>	<b>E</b>	<b>E</b>	<b>H</b>	<b>H</b>
(B) Major	<b>E</b>	<b>H</b>	<b>H</b>	<b>H</b>	<b>M</b>
(C) Moderate	<b>H</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>L</b>
(D) Minor	<b>M</b>	<b>M</b>	<b>L</b>	<b>L</b>	<b>L</b>
(E) Insignificant	<b>L</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>L</b>
E = EXTREME risk; do not proceed with activity, immediate action required.					
H = HIGH risk; senior management attention needed.					
M = MEDIUM risk; management responsibility must be specified.					
L = LOW risk; manage by routine procedures and monitor for future change					

### Appendix 3 Determining Risk Consequences

Parameter	Minor	Moderate	Severe	Major	Catastrophic
<b>Safety</b>	Medical treatment injury - Temporary, minor health impact on staff or public	Multiple medical treatments or lost time	Serious health impact on member of the public - More than 10 days rehabilitation required for injured staff member	Loss of key member of management team - Serious health impact on multiple members of staff or public	Multiple or single fatalities – public or staff - Loss of a significant number of employees
<b>Revenue, Cost or Liability</b>	Cost to Council - < \$50,000	Cost to Council - \$50,000 to \$200,000	Cost to Council - \$200,000 to \$2.5M - Fines to Council personnel	Cost to Council - \$2.5M to \$5M - Council officer or Councillor gaoled	Cost to Council - > \$5M - Curbing of programs required due to significant shortfall in revenue or blow out in expenditure - Liquidation/receivership due to insolvency
<b>Environment</b>	Minor release of pollutants which does not require notification to third parties - Brief non-hazardous temporary pollution	Required to inform EPA - Contained temporary pollution	Significant release of pollutants - Residual pollution requiring clean-up work	Major release of toxins/water resulting in high compensation or reconstruction costs - APE/NPW likely to make legal prosecution	Major release of toxic waste resulting in long term damage to the environment
<b>Probity/Political</b>	Marginal impact on Council operations - Minimal to no effect on reputation - Resolved in day to day management	Inadequate probity being exercised - No evidence of Corporate Governance - Minor/isolated concerns raised by members of public, customers, suppliers	Public/media negative attention - Local community concern - Customer/supplier concern	Public/media concern - Damage to Council's reputation - Council subject to formal inquiry/sanction	Public/media outrage - Public pressure to curtail operations of Council
<b>Information Systems/ Business Interruption</b>	Minor disruption to system with no downtime - Negligible impact on service provision	Disruption to system with some downtime - Insignificant impact on generation of information - Brief service interruption	Temporary loss of key data - Impact on generation of management information - Temporary recoverable service failure	Serious disruption to system leads to more than 3 days downtime (loss of key data and customer support) - Service or provider needs to be replaced	Collapse of major system leading to unrecoverable loss of core data - Service removed

## Appendix 4

### Evaluating likelihood

<b>Likelihood Rating</b>	<b>Recurrent Risks</b>	<b>Single Event</b>
<b>Almost certain</b>	Risk is occurring now, or could occur within “days to weeks”, or could occur several times per year	Is expected to occur in most circumstances – probability high (e.g. greater than 90%)
<b>Likely</b>	Could occur within “weeks to months” or may arise about once per year	Will probably occur in most circumstances – at least 50/50 chance or greater
<b>Possible</b>	Could occur within “months to years”	Might occur at some time – less than 50% chance but still quite high
<b>Unlikely</b>	Could occur in “years to decades”	May occur but not anticipated – probability low but noticeably greater than zero
<b>Rare</b>	Only occur as a “100 year event”	May only occur in exceptional circumstances – probability very small, close to zero



### 9.7.3 Audio Recording Council Meetings Policy

#### **Author / Department**

Executive Manager Corporate and Community / Corporate and Community Directorate

#### **Disclosure of Conflicts of Interest in relation to advice provided in this report**

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

#### **Summary**

Meeting Procedure Local Law No 1 (2014) provides for the recording of meetings.

Clause 87 Recording Devices states:

- (1) Council / Committee meetings will be recorded to ensure accuracy of the minutes.
- (2) Relevant signage will be provided, including advising at the beginning of a meeting that meetings are being recorded.
- (3) Only meetings held at the Euroa Community Conference Centre will be recorded.

The purpose of this policy is to specify the arrangements for creating, storing, using/disclosing and disposing of audio recordings of Ordinary and Special Council meetings and Planning Committee meetings.

#### **RECOMMENDATION**

**That Council adopts the Audio Recording Council Meetings Policy.**

*17/16 CRS WILLIAMS/SWAN : That the Recommendation be adopted.*

**CARRIED**

#### **Background**

To support the Council's decision to record Council and Committee meetings, a policy has been developed to ensure that the process meets the needs of Council, is aligned to Council goals, meets legislative requirements and provides clear guidance to officers.

The draft policy has been reviewed by key stakeholders and the final version is now presented to Council for adoption.

It is recommended that the policy be reviewed every four years within 12 months of a Council election, or as required to meet any legislative changes.

#### **Alternative Options**

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified.

### 9.7.3 Audio Recording Council Meetings Policy (cont.)

#### **Risk Management**

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

#### **Strategic Links – policy implications and relevance to Council Plan**

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

#### **Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications**

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

#### **Financial / Budgetary Implications**

The author of this report considers that the recommendation has no capital or recurrent budget considerations.

#### **Economic Implications**

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

#### **Environmental / Amenity Implications**

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

#### **Community Implications**

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community.

#### **Victorian Charter of Human Rights and Responsibilities Act 2006**

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

#### **Legal / Statutory Implications**

This policy provides a framework for ensuring that the use of audio recording of Council meetings is undertaken in accordance with accepted practice. The policy provides a basis for community requests under Freedom of Information and ensures the accuracy of council and committee meetings.

#### **Consultation**

The author of this report considers that the matter under consideration did not warrant a community consultation process.

#### **Attachments**

Audio Recording Council Meetings Policy



# AUDIO RECORDING COUNCIL MEETINGS POLICY

COUNCIL POLICY	
Effective Date:	
Last Review:	
Current Review:	
Adopted by Council:	
Next Review Date:	November 2019
Responsible Officer/s:	Director Corporate and Community

*d*

## 1. PURPOSE

Meeting Procedure Local Law No 1 (2014) provides for the recording of meetings. Clause 87 **Recording Devices** states:

- (1) Council / Committee meetings will be recorded to ensure accuracy of the minutes.
- (2) Relevant signage will be provided, including advising at the beginning of a meeting that meetings are being recorded.
- (3) Only meetings held at the Euroa Community Conference Centre will be recorded.

The purpose of this policy is to specify the arrangements for creating, storing, using/disclosing and disposing of audio recordings of Ordinary and Special Council meetings and Planning Committee meetings.

## 2. RELATIONSHIP WITH COUNCIL PLAN

Our Guiding Principles:

Councillors and staff at Strathbogrie Shire Council are committed to Good Governance. We value innovation, integrity, accountability, strength, and consistency in leadership and decision making with adherence to robust, transparent and equitable policies and processes.

## 3. SCOPE

This policy applies to:

- Councillors and members of the public requesting access to records of audio recordings of Council and Committee meetings;
- Staff involved in creating, storing, providing access to, managing and disposing of audio recordings of Council and Committee meetings.

## 4. DEFINITIONS

**Audio recording** in this document means any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by video camera, cassette recorder or digital audio tape and stored on compact disc (CD) or in any other format.

## 5. PRINCIPLES

### 5.1 Creation of audio recordings

#### 5.1.1 Purpose of audio recordings

Audio recordings will be made of:

- All Ordinary Council meetings
- All Special Council meetings
- All Planning Committee meetings

for the purpose of verifying the accuracy of the minutes of the meetings.

Confidential matters as provided by Section 89(2) of the Local Government Act 1989 will not be recorded.

### **5.1.2 Audio recordings by individuals**

Council does not generally permit individuals to make audio recordings of meetings. Individuals are required to make a written request addressed to the Council (Director Corporate & Community) should they seek to obtain permission to do so.

### **5.2 Notice of recording**

Notice will be provided to the members of the public attending meetings that an audio recording of the meeting will be made.

The wording of the notice will be as follows:

'An audio recording of this meeting is being made for the purpose of verifying the accuracy of the minutes of the meeting, as per Local Law No. 1 - Meeting Procedure (2014) or as updated from time to time through Council Resolution'.

The notice will be displayed/expressed in the following manner:

- On agendas for relevant meeting of Council;
- On notices at the entry doors and within the Council Meeting room;
- Verbally by the Chairperson at the commencement of each session of an open meeting.

### **5.3 Storage of recordings**

#### **5.3.1 Secure storage**

Audio recordings will be stored securely so that only Council staff authorised by the Director Corporate and Community can access them. Requests for audio recordings are to be logged via the ICT Service Desk.

#### **5.3.2 Retention**

Audio recordings of meetings will be stored and destroyed as soon as their original purpose is served or 4 years after their creation (whichever is the later) except where retention for a longer period is otherwise required or recommended under the Public Records Office, Victorian General Retention and Disposal Authority for Records of Local Government.

### **5.4 Access to recordings**

#### **5.4.1 Purpose of access**

Access to audio recordings will only be provided for the purpose of:

- preparing and verifying the accuracy of minutes of meetings; or
- responding to an enquiry as allowed by Law.

#### **5.4.2 Access by staff**

Audio recordings will only be accessed by staff with the Director Corporate and Community's approval for the purposes outlined above. Access may be approved up until the time that the audio recordings are destroyed. The Manager Information and Communications Technology will perform random quality control checks on recordings to ensure continued satisfactory recording quality.

#### **5.4.3 Access by Councillors**

Audio recordings can only be accessed by Councillors with the Chief Executive Officer or Director Corporate and Community's approval for the purposes outlined above. Any approved access to Councillors must take place in the Council Offices in a location designated by the Director.

Access can only be provided up until such time as the minutes of the meeting to which the audio recording relates are confirmed. Copies of audio recordings and transcripts of audio recordings cannot be provided unless required by law.

#### **5.4.4 Access by members of the public**

Audio recordings of meetings cannot be made available to the public or disclosed to a third party unless required by law.

### **6. RELATED LEGISLATION**

- *Public Records Act 1973*
- *Information Privacy Act 2000*
- *Health Records Act 2001*
- *Freedom of Information 1982*

### **7. IMPLEMENTATION AND REVIEW**

This policy will be implemented by Council and is subject to periodic review.

#### 9.7.4 **Strathbogie Shire Municipal Emergency Management Plan**

##### **Author and Department**

Emergency Manager, Asset Services / Asset Services Directorate

##### **Disclosure of Conflicts of Interest in relation to advice provided in this report**

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

##### **Summary**

On Wednesday September 30, 2016 a multi-agency panel from Department of Health and Human Services, Victoria Police and State Emergency Service conducted an audit of Council's Municipal Emergency Management Plan (MEMPlan).

The audit process requires evidence that Council has endorsed the audited copy of the MEMPlan demonstrated in the form of signed council meeting minutes.

The process also outlined the requirement to appoint an executive officer to the Municipal Emergency Management Planning Committee to be responsible for the administration of the Plan.

A copy of the MEMPlan is tabled for information and identification purposes.

##### **RECOMMENDATION**

##### **That:**

- 1. Council endorse the audited Municipal Emergency Management Plan; and**
- 2. The Personal Assistant to the Director Asset Services be appointed as Executive Officer to the Plan.**

*18/16 CRS WEATHERALD/STORER : That the Recommendation be adopted.*

**CARRIED**

##### **Background**

The Emergency Management Act 1986, section 20 requires municipal councils prepare and maintain a Municipal Emergency Management Plan (MEMPlan). Section 21A of the Act requires that at least once every 3 years an audit is undertaken by the Victoria State Emergency Service to assess whether the plan complies with guidelines as issued by the Co-ordinator in Chief of Emergency Management.

#### 9.7.4 Strathbogie Shire Municipal Emergency Management Plan (cont.)

##### **Alternative Options**

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified.

##### **Risk Management**

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

##### **Strategic Links – policy implications and relevance to Council Plan**

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

##### **Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications**

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

##### **Financial / Budgetary Implications**

The author of this report considers that the recommendation has no capital or recurrent budget considerations.

##### **Economic Implications**

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community

##### **Environmental / Amenity Implications**

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community

##### **Community Implications**

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community.

##### **Victorian Charter of Human Rights and Responsibilities Act 2006**

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

##### **Legal / Statutory Implications**

The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council

##### **Consultation**

The author of this report considers that the matter under consideration did not warrant a community consultation process.

##### **Attachments**

Nil



### 9.7.5 Draft Strathbogie Shire Domestic Wastewater Management Plan

#### **Author & Department**

Manager, Governance and Statutory Services / Corporate and Community Directorate

#### **Disclosure of Conflicts of Interest in relation to advice provided in this report**

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

#### **Summary**

In accordance with the resolution of Council at its Special Meeting held on Tuesday 1 December 2015, that Council consider the Strathbogie Shire Domestic Wastewater Management Plan at the December 2015 Ordinary Meeting of Council, the Plan is presented for formal adoption.

A copy of the draft Strathbogie Shire Domestic Wastewater Management Plan is tabled for information and identification purposes.

#### **RECOMMENDATION**

- 1. That Council move to adopt the Strathbogie Shire Domestic Wastewater Management Plan.**
- 2. That the Plan and supporting documents be promoted across the community and made available to the public.**

*19/16 CRS WEATHERALD/SWAN : That the Recommendation be adopted.*

**CARRIED**

#### **Background**

A detailed report was provided to Council at its Ordinary Meeting on Tuesday 20 October 2015. The adopted recommendation was to;

1. Invite submissions to Council's draft Domestic Wastewater Management Plan under Section 223 of the of the *Local Government Act 1989*. Submissions will close at 5.00 p.m. Wednesday 25 November 2015.
2. Receive/hear submissions to the draft Plan at a Special Meeting of Council to be held on Tuesday 1 December 2015, commencing at 5.00pm at the Euroa Community Conference Centre.
3. Formalise the outcome of submissions at the Ordinary Meeting of Council to be held on Tuesday 15 September 2015.

The Strathbogie Shire Domestic Wastewater Management Plan (DWMP) has been finalised in partnership with Goulburn Valley Water (GVW) and Goulburn Murray Water (GMW).

### 9.7.5 Draft Strathbogie Shire Domestic Wastewater Management Plan (cont.)

The objectives of the Strathbogie DWMP are to:

- ensure Council meets its legislative obligations regarding domestic wastewater management across the Shire in an effective and affordable way;
- enable appropriate residential development in water supply catchments by meeting all requirements of the Ministerial Guidelines for the relaxation of the 1 dwelling per 40 hectares Guideline by water corporations;
- ensure existing reticulated sewerage infrastructure expands in response to residential growth in key townships such as Euroa to minimise reliance on individual wastewater treatment systems;
- explore opportunities to install cost effective community treatment plants in key townships such as Strathbogie and Longwood;

#### **Alternative Options**

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified. Various acts and guidelines require councils to have an adopted DWMP in place to effectively manage the potential adverse impacts of domestic wastewater on public health, water quality and the environment.

#### **Risk Management**

The DWMP is based on a thorough risk analysis of the municipality, using a method approved by the EPA, the former DEPI and local water corporations.

The DWMP Resource Plan outlines various initiatives and strategies to effectively manage and mitigate the identified risks of unsewered development on public health and the environment.

#### **Strategic Links**

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan, including the Municipal Strategic Statement.

#### **Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications**

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

#### **Financial / Budgetary Implications**

Funds have also been allocated in the 2015/16 financial year to commence the implementation of the first year of the DWMP Resource Plan.

The Resource Plan identifies the estimated costs and resources required for various initiatives to be undertaken by Council. Some initiatives will be undertaken in partnership with GMW and GVW. All avenues to secure appropriate government grants will also be explored, for example securing a State government contribution to the preparation of a whole of water cycle plan for the Strathbogie township.

### 9.7.5 Draft Strathbogie Shire Domestic Wastewater Management Plan (cont.)

Initiatives will be funded by a mixture of recurrent funding and short term/one off funding. Future capital works to improve stormwater management, as per the Shire's Stormwater Management Plan's recommendations also require resource allocation, particularly in the high risk townships of Strathbogie and Longwood.

#### **Economic Implications**

It is considered that the adoption and implementation of the DWMP will provide economic benefits to the Shire and its community as it creates greater certainty about future residential growth capacity, particularly in declared catchments.

The DWMP and its Resource Plan provide opportunities to ensure that Council and water corporations adequately plan for the infrastructure required to facilitate future growth in seweraged and unsewered areas.

The Plan will, therefore, be a key means of meeting the needs of the projected population increase of 1500 people between 2011 and 2031 (sourced from *Victoria In Future 2015*).

#### **Environmental / Amenity Implications**

The implementation of the DWMP will result in a coordinated range of initiatives designed to manage the potential adverse impacts of the pathogens and nutrients contained in domestic wastewater.

Improved wastewater management should lead to a reduction in public health risks from pathogens and environmental improvements in our waterways through reduced levels of nutrients and pathogens (which can cause blue green algal blooms and adverse impacts on potable/irrigation water).

#### **Community Implications**

The DWMP will provide the community with greater clarity around future growth potential and a more pleasant environment within which to live and conduct business.

#### **Victorian Charter of Human Rights and Responsibilities Act 2006**

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

#### **Legal / Statutory Implications**

Council has an obligation to actively manage domestic wastewater outlined by the Environment Protection Act 1970, the State Environment Protection Policy Waters of Victoria (SEPP WoV) and the Strathbogie Planning Scheme. The adoption of a DWMP is the key means through which Council demonstrates it is meeting these obligations.

#### 9.7.5 Draft Strathbogie Shire Domestic Wastewater Management Plan (cont.)

##### **Consultation**

Various stakeholders have participated in the preparation of the DWMP through:

- involvement of GMW and GVW Senior Officers in the development of the Background Report and Draft DWMP;
- data input from the Goulburn Broken Catchment Management Authority;
- participation of several local plumbers and land capability experts and local residents in our online surveys; and
- briefings for Council and relevant Council staff.

Both GMW and GVW have had significant input in to the development of the DWMP, particularly the Resource Plan.

Council invited submissions to Council's draft Domestic Wastewater Management Plan under Section 223 of the *Local Government Act 1989* via:

- notices in the local paper;
- information on Council's website;

No submissions were received.

It should also be noted that the implementation of the DWMP's Resource Plan will require the ongoing engagement, education and involvement of all stakeholders including water corporations, council, land owners, residents, consultants, developers, plumbers/service technicians and land capability experts.

##### **Attachments**

Nil.

### **9.7.6 Violet Town Market – Proposed Memorandum of Understanding**

#### **Author & Department**

Director Sustainable Development / Sustainable Development Directorate

#### **Disclosure of Conflicts of Interest in relation to advice provided in this report**

Officers providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989 (LG Act).

#### **Summary**

The Violet Town Market is one of the major monthly events of the Shire that attracts thousands of visitors to Violet Town and surrounds. Due to its popularity and social and economic benefits, we need to ensure that an adequate risk management framework is put in place to protect all the stakeholders and guarantee its long term viability. The identified stakeholders are the public, Violet Town Market Committee, Violet Town Action Group (VTAG) and Council.

Therefore upon investigations by Council Officers and advice from our Council's Public Liability Insurers (JLT), it is recommended that Council commence negotiations with the Violet Town Market Committee and Violet Town Action Group to commence preparation of a Memorandum of Understanding (MoU), i.e. formal agreement, to address liability, insurance and risk management issues. This is consistent with Council's draft Risk Management Framework (to be adopted December 2015) and will make sure that Council and the Committees have limited (acceptable) exposure to future risks and claims. It will outline the responsibilities and demarcation areas of accountability for the stallholders, committees and Council.

Furthermore, it will provide a proper risk management strategy for the market that will safeguard its reputation and assist in its long term future.

#### **RECOMMENDATION**

##### **That Council:**

- 1. Agrees in principle (subject to negotiations) to a Memorandum of Understanding (MoU) between the Council, the Violet Town Market Committee and Violet Town Action Group regarding public liability, insurance and risk matters for the Violet Town Market.**
- 2. Authorise the Director Sustainable Development/DCEO and/or delegate to commence negotiations with the committees to draft a MoU.**
- 3. Confirm that the draft MoU must be ratified by Council resolution at a future Council Meeting to be determined.**

20/16 **CRS STORER/SWAN** : *That the Recommendation be adopted.*

**CARRIED**



#### 9.7.6 Violet Town Market – Proposed Memorandum of Understanding (cont.)

##### **Background**

Council has undertaken a complete review of its risk management framework, policy and risk registers early this year which as identified a number of risk matters that need addressing to safeguard Council, other stakeholders and the general community.

The Violet Town Market is a very important event for the Violet Town Community and Shire as a whole. Identifying risks and appropriate controls is not a negative process; quite conversely risk management provides a positive protection for the current and future operations of such events and is governed by regulation.

Thus for Council and the Committees, the MoU is considered to be a vital instrument that will support the proper management of the market and benefit all stakeholders.

The agreement between the relevant parties should include (as a minimum) the following matters:-

##### ***Road Reserve:***

The stallholders must have adequate insurances and a proper risk assessment addressing:

- Setting up and dismantling stalls.
- Trip, Slip, Fall Hazards.
- Adherence to Safety measures.
- Waste Disposal.
- Compliance with permit conditions and current permits.
- Council reserves the right to inspect the market area at any time to ensure adherence with established requirements.

A Traffic Management Plan prepared by Strathbogie Shire Council be endorsed as part of this MoU and attached for implementation at each market and reviewed by Strathbogie Shire Council as required with appropriate date and version numbers being noted on the plan to ensure currency.

##### ***Risk Management Plan:***

A plan must be prepared by the Violet Town Market Committee and submitted to Council for inclusion within the MoU and reviewed every 12 months.

##### **Alternative Options**

Officers providing advice in relation to this report have considered that this is the most appropriate option available to Council, as it meets the requirements of the Local Government Act 1989, Council's Risk Management Framework and relevant regulations.

##### **Risk Management**

Liability issues have been identified by Council's insurers and investigated by Council's Risk Officer. The MoU will address these issues (as detailed in the report).

9.7.6 Violet Town Market – Proposed Memorandum of Understanding (cont.)

**Strategic Links – policy implications and relevance to Council Plan**

The report is consistent with other Council Policies, key strategic documents and the Council Plan.

**Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications**

The report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

**Financial / Budgetary Implications**

There are no financial implications associated with the recommendation. The MoU cost will be covered by current budget allocations and it is envisaged that the committees will part contribute to the cost of the MoU preparation.

**Economic Implications**

The recommendation has no significant economic implications for Council or the broader community.

**Environmental / Amenity Implications**

The recommendation has no significant environmental or amenity implications for Council or the broader community.

**Community Implications**

The author of this report considers that the MoU will provide a safer environment for the market users.

**Victorian Charter of Human Rights and Responsibilities Act 2006**

The recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

**Legal / Statutory Implications**

The recommendation ensures Council is compliant with relevant legislation and its legal responsibilities in relation to risk management.

**Consultation**

The consultation will commence with the stakeholders outlined in this report if the recommendation is passed.

**Attachments**

Nil

**9.7.7 Instrument of Delegation Review**  
**- S5 ~ Instrument of Delegation from Council to the Chief Executive Officer**

**Author & Department**

Director, Corporate and Community / Executive Services Directorate

**Disclosure of Conflicts of Interest in relation to advice provided in this report**

Officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

**Summary**

Council is a subscriber to Maddocks Lawyers Delegations and Authorisations Service Update in preparing Instruments of Delegation to the Chief Executive Officer and other staff. Advice is received from Maddocks after each sitting of Parliament on the changes to legislation affecting Local Government. The Local Government Act 1989 requires that Council at least once annually review its authorisations and delegations as a good risk management practice, however, Council undertakes the reviews biannually to ensure delegations are up-to-date.

Maddocks recommend that Council remake its S5 Instrument with every update from its service, irrespective of what changes (if any) are made to the Instrument. There have been no changes to the S5 Delegation since the last update.

This delegation, once approved by Council, will remain in force until the next service update is provided by Maddocks.

A copy of the Delegation is tabled for identification and information purposes.

**RECOMMENDATION**

**That, in the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the Instrument of Delegation, Strathbogie Shire Council (Council) resolves that-**

- 1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument.**
- 2. The Instrument comes into force immediately the Common Seal of Council is affixed to the Instrument.**
- 3. On the coming into force of the Instrument, all previous delegations to the Chief Executive Officer (S5) are revoked.**

21/16 **CRS SWAN/WILLIAMS** : *That the Recommendation be adopted.*

**CARRIED**



9.7.7 Instrument of Delegation Review

- S5 ~ Instrument of Delegation from Council to the Chief Executive Officer (cont.)

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.
5. 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.
6. It is noted that the Instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.
6. The Instrument of Delegation to the Chief Executive Officer (S5) be signed and affixed with the Common Seal of Strathbogie Shire Council.

**Background**

Council subscribes to a service provided by Maddocks Lawyers whereby updates to various legislative Delegations and Authorisations are updated and provided to Council for updating of its Instruments of Delegation to ensure legislative requirements are up-to-date. These updates are provided in June and December each year.

Maddocks also recommend that Council re-makes its delegations on a regular basis to ensure that they cover all provisions. This includes the S5 Instrument of Delegation from Council to the Chief Executive Officer.

The delegation, once approved by Council, will remain in force until the next service update is provided by Maddocks.

**Alternative Options**

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified

**Risk Management**

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

**Strategic Links – policy implications and relevance to Council Plan**

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

9.7.7 Instrument of Delegation Review  
- S5 ~ Instrument of Delegation from Council to the Chief Executive Officer  
(cont.)

**Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications**

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

**Financial / Budgetary Implications**

The author of this report considers that the recommendation has no capital or recurrent budget considerations.

**Economic Implications**

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

**Environmental / Amenity**

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

**Community Implications**

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community.

**Victorian Charter of Human Rights and Responsibilities Act 2006**

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

**Legal / Statutory Implications**

The delegations and authorisations are controlled by the Local Government Act and Planning and Environment Act.

**Consultation**

Community consultation is not applicable.

**Attachments**

Nil.

**9.7.8 Instrument of Delegation and Instrument of Appointment and Authorisation Reviews**

**- S6 ~ Instrument of Delegation from Council to Council Staff**

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

**Author & Department**

Director, Corporate and Community / Executive Services Directorate

**Disclosure of Conflicts of Interest in relation to advice provided in this report**

Officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

**Summary**

Council is a subscriber to Maddocks Lawyers Delegations and Authorisations service in preparing Instruments of Delegation to the Chief Executive Officer and other staff. Advice is received from Maddocks after each sitting of Parliament on the changes to legislation affecting Council's powers, functions and duties. The Local Government Act 1989 requires that Council at least once annually review its authorisations and delegations as a good risk management practice, however, Council undertakes the reviews biannually to ensure delegations are up-to-date. This enables the incorporation of new legislation and for Council to review its conditions of approval if required. Delegations can be revoked at any time by Council or the Chief Executive Officer where that Officer has sub-delegated.

Maddocks also recommend that Council re-makes its S6 and S11A delegations with every update of its service to ensure that they remain up to date and cover all provisions.

A number of legislative changes have been made to both Instruments since their previous endorsement by Council, together with changes made to officer titles following restructures, necessitating a review of the current Delegations.

There are currently a number of provisions within current legislation (Acts and Regulations) which cannot be sub-delegated by the Chief Executive Officer to members of Council Staff and these are listed in the Instruments of Delegation (S6) and Instrument of Appointment and Authorisation (S11A) presented to Council for adoption. These delegations must be made direct from Council to the staff positions named. If a staff position title changes, the S6 Delegation and S11A Appointment and Authorisation will need to be amended accordingly, and presented to Council for endorsement.

In order to avoid all matters requiring a decision to go to formal Council meetings, a good system of delegation to the Chief Executive Officer, and further sub-delegation to other staff positions, ensures that Council can deal with business in an efficient manner. This means greater customer satisfaction in a quicker turnaround time for ratepayer applications and enquiries. Delegation legally allows staff other than the Chief Executive Officer to enforce provisions of legislation under conditions and limitations imposed by Council.

9.7.8 Instrument of Delegation and Instrument of Appointment and Authorisation Reviews  
- S6 ~ Instrument of Delegation from Council to Council Staff  
- S11A ~ Instrument of Appointment and Authorisation (Planning and Environment Act 1987) (cont.)

This amended delegation, once approved by Council, will remain in force until the next service update is provided by Maddocks, or following a staff position title change.

New Instruments of Delegation from Council to Members of Council Staff (S6) and Instrument of Appointment and Authorisation (Planning and Environment Act 1987) (S11A), incorporating all changes, have been prepared for adoption, and signing and sealing by Council. Copies of the Delegations are tabled for identification and information purposes.

**RECOMMENDATION**

**That, in the exercise of the powers conferred by section 98(1), 224 and 232 of the *Local Government Act 1989*, (the Act) and other legislation referred to in the Instrument of Delegation (S6) and the Instrument of Appointment and Authorisation (Planning and Environment Act 1987) (S11A), Strathbogie Shire Council resolves that:-**

- 1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the *Instrument of Delegation to Members of Council Staff* and the *Instrument of Appointment and Authorisation (Planning and Environment Act 1987)*, the powers, duties and functions set out in the instruments, subject to the conditions and limitations specified in that Instrument.**
- 2. The instruments come into force immediately the Common Seal of Council is affixed to the instruments, and remain in force until Council determines to vary or revoke them.**
- 3. On the coming into force of the instruments, all previous delegations from Council to Members of Council Staff (S6) and Instrument of Appointment and Authorisation (Planning and Environment Act 1987) (S11A) are revoked.**
- 4. The duties and functions set out in the instruments 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.**
- 5. The Instrument of Delegation from Council to Members of Council Staff (S6) and Instrument of Appointment and Authorisation (Planning and Environment Act 1987) (S11A) be signed and affixed with the Common Seal of Strathbogie Shire Council.**

9.7.8 Instrument of Delegation and Instrument of Appointment and Authorisation Reviews

- S6 ~ Instrument of Delegation from Council to Council Staff

- S11A ~ Instrument of Appointment and Authorisation (Planning and Environment Act 1987) (cont.)

RECOMMENDATION (cont.)

22/16 **CRS WEATHERALD/STORER** : *That the Recommendation be adopted.*

**CARRIED**

**Background**

Delegating specific functions to staff members enables Council decisions to be made more speedily and ensures that Council meetings are not tied down by procedural and every day administrative decisions. It also enables Councils to utilise the technical knowledge, training and experience of staff members to provide the best possible service.

Delegations are made at a formal Council meeting and specify what the officer is empowered to do. Delegates must observe the strategies, policies and guidelines adopted by the Council. Through the Chief Executive Officer and senior managers, Council can monitor the actions of staff to ensure that they exercise their delegated authority within the general framework it has already determined. In this way, Council retains a measure of control over decision making.

Officers to whom delegated authority is generally given include the Chief Executive Officer, senior staff, environmental health officers, fire prevention officers, local laws and planning officers. Many routine decisions of a Council are made by members of staff as delegates.

Council staff are required to act impartially, with integrity and to avoid real or apparent conflicts of interest.

Council must keep a register of all delegations and this is among the documents that must be available for public inspection. All delegations to staff must be reviewed by a Council within 12 months of it being elected.

Authorisations allow the relevant officers of Council to generally institute proceedings for offences against Acts and regulations as Authorised Officers under the various Act/s.

**Alternative Options**

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified

- 9.7.8 Instrument of Delegation and Instrument of Appointment and Authorisation Reviews  
- S6 ~ Instrument of Delegation from Council to Council Staff  
- S11A ~ Instrument of Appointment and Authorisation (Planning and Environment Act 1987) (cont.)

**Risk Management**

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

**Strategic Links – policy implications and relevance to Council Plan**

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

**Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications**

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

**Financial / Budgetary Implications**

The author of this report considers that the recommendation has no capital or recurrent budget considerations.

**Economic Implications**

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

**Environmental / Amenity**

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

**Community Implications**

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community.

**Victorian Charter of Human Rights and Responsibilities Act 2006**

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

**Legal / Statutory Implications**

The delegations and authorisations are controlled by the Local Government Act and Planning and Environment Act.

**Consultation**

Community consultation is not applicable.

**Attachments**

Nil.

### **9.7.9 Financial Report – November 2015**

#### **Author / Department**

Director, Corporate and Community / Corporate and Community Directorate

#### **Disclosure of Interest**

No officers providing advice in relation to this report have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

#### **Summary**

Appended to the Agenda is a copy of Council's Financial Report for the period ending 30 November 2015.

The report contains the Standard Income Statement, Balance Sheet, Cash Flow Statement, Statement of Capital Works, and Schedule of Investments.

The operating surplus for the five months period ending 30 November 2015 was \$9,269,607. The variance to budget is detailed in the Financial Overview.

As at 30 November 2015, total capital works was \$644,022. This is more than YTD budget by \$128,722.

In line with the adopted Budget 2015/16 renegotiation of loan principal repayments are now finalised and the execution of revised loan payment agreement and schedules can now proceed.

#### **RECOMMENDATION**

- 1. That the Financial Report for the five months ended 30 November 2015 be noted.**
- 2. That the loan agreement for altered loan repayments effective for 2015/16 to 2017/18 be signed and sealed with Common Seal of Strathbogie Shire Council.**

*23/16 CRS WILLIAMS/LITTLE : That the Recommendation be adopted.*

**CARRIED**

#### **Background**

Council considers and notes quarterly Financial Reports in accordance with the Local Government Act 1989 (Act). Under Section 137 and 138 of the Act, Council must establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management. This report satisfies those requirements.

#### **Alternative Options**

Officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified as the report is consistent with the Local Government Act 1989 obligations.

### 9.7.9 Financial Report – November 2015 (cont.)

#### **Risk Management**

Regular Financial Reporting in accordance with the Local Government Act 1989 support Council's focus on Risk Management.

#### **Strategic Links – Policy implications and relevance to Council Plan**

The report is consistent with Council Policies, key strategic documents and the Council Plan.

#### **Best Value / National Competition Policy (NCP) / Competition and Consumers Act 2010 (CCA) implications**

The report is consistent with Best Value, National Competition Policy and Competition and Consumers Act 2010 requirements.

#### **Financial / Budgetary Implications**

The attached report, in conjunction with the detailed briefing to Council, considers all Financial and Budgetary implications for the Financial Year ending 30 June 2016.

#### **Economic Implications**

The attached report, in conjunction with the detailed briefing to Council, considers all Economic implications for the Financial Year ending 30 June 2016.

#### **Environmental / Amenity Implications**

The recommendation in this report has no significant environmental or amenity implications for Council or the broader community.

#### **Community Implications**

This report has no significant community or social implications for the Council or the broader community.

#### **Victorian Charter of Human Rights and Responsibilities Act 1006**

This report does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 1006.

#### **Legal / Statutory Implications**

Consideration and adoption of quarterly Financial reports as per the Local Government Act 1989 ensures Council complies with its Legal and Statutory obligations.

#### **Consultation**

The author of this report considers that the matter under consideration did not warrant a community consultation process.

#### **Attachments**

November Financial Report



**STRATHBOGRIE SHIRE COUNCIL**

**Profit and Loss Statement 2015/2016**

**for the 5 months ending November 2015**

	<b>Original Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Variance to YTD Budget</b>
<b>REVENUE</b>				
Rates and charges	17,031,000	17,031,000	17,200,795	(169,795)
Statutory Fees & Fines	278,200	117,890	128,103	(10,213)
User Fees	746,700	317,601	327,286	(9,685)
Grants Non Recurrent Capital	372,900	0	115,979	(115,979)
Grants Non Recurrent Operating	539,000	0	0	0
Grants Recurrent Capital	2,554,400	10,000	10,867	(867)
Grants Recurrent Operating	5,221,700	1,406,006	1,473,616	(67,610)
Contributions	19,300	19,300	46,063	(26,763)
Other Revenue	605,900	267,903	273,020	(5,117)
Net gain/loss on disposal Assets	(1,150,500)	(126,000)	(125,885)	(115)
Proceeds from sale of assets	970,000	155,000	155,006	(6)
<b>Operating Revenue Total</b>	<b>27,188,600</b>	<b>19,198,700</b>	<b>19,604,850</b>	<b>(406,150)</b>
<b>EXPENDITURE</b>				
Employee Costs	8,379,400	3,550,699	3,576,360	25,661
Materials and Services	11,691,200	4,999,310	4,672,971	(326,339)
Depreciation and amortisation	4,990,000	2,078,380	1,955,520	(122,860)
Borrowing Costs	119,600	49,815	48,537	(1,278)
Other Expenditure	712,800	88,630	81,854	(6,776)
<b>Operating Expenditure Total</b>	<b>25,893,000</b>	<b>10,766,834</b>	<b>10,335,242</b>	<b>(431,592)</b>
<b>Surplus /Deficit</b>	<b>1,295,600</b>	<b>8,431,866</b>	<b>9,269,607</b>	<b>(837,741)</b>

**STRATHBOGIE SHIRE COUNCIL**

**Balance Sheet 2015/2016**

	Original Budget 2015/2016 \$	YTD Actual Nov-15 \$
<b>Current Assets</b>		
Cash and cash equivalents	6,460,000	11,699,074
Trade and other receivables	1,693,000	10,861,275
Prepayments	124,000	266,172
Accrued Income	0	937,131
Inventories	0	3,320
Assets held for sale		
<b>Total Current Assets</b>	<u>8,277,000</u>	<u>23,766,972</u>
<b>Non Current Assets</b>		
Financial Assets	2,000	2,032
Investments in associates	224,000	244,840
Property, plant and equipment, Infrastructure	244,921,000	262,460,034
<b>Total Non Current Assets</b>	<u>245,147,000</u>	<u>262,706,906</u>
<b>Total Assets</b>	<u>253,424,000</u>	<u>286,473,878</u>
<b>Current Liabilities</b>		
Trade and other payables	2,793,000	765,381
Trust funds and deposits	0	2,095,769
Provisions	2,239,000	3,136,885
Interest bearing loans and borrowings	608,000	169,288
<b>Total Current Liabilities</b>	<u>5,640,000</u>	<u>6,167,323</u>
<b>Non Current Liabilities</b>		
Trust funds and deposits	0	67,980
Provisions	665,000	966,062
Interest bearing loans and borrowings	1,080,000	1,680,423
<b>Total Non Current Liabilities</b>	<u>1,745,000</u>	<u>2,714,464</u>
<b>Total Liabilities</b>	<u>7,385,000</u>	<u>8,881,787</u>
<b>Net Assets</b>	<u>260,809,000</u>	<u>277,592,091</u>
<b>Equity</b>		
Accumulated Surplus	77,932,000	90,725,257
Reserves	160,287,000	186,866,834
<b>TOTAL EQUITY</b>	<u>238,219,000</u>	<u>277,592,091</u>

**STRATHBOGRIE SHIRE COUNCIL  
MANAGEMENT REPORT  
PERIOD - November 2015**

	Original Budget	YTD Budget	YTD Actual	YTD Variance
<b>CAPITAL EXPENDITURE</b>				
Land	258,000	21,000	23,475	-2,475
Buildings - Municipal Properties	1,013,053	25,000	37,540	-12,540
Furniture and Equipment (Inc. Info. Services)	330,315	61,300	58,077	3,223
Plant & Machinery	672,632	70,000	69,904	96
Bridge Construction	1,297,000	120,000	127,263	-7,263
Underground Drainage	434,000	28,000	28,408	-408
Footpaths	147,000	52,000	34,178	17,822
Gravel Resheeting	633,000	0	0	0
Roads	2,973,000	86,000	109,193	-23,193
Kerb & Channel	62,000	52,000	61,817	-9,817
CAPEXP adjustments since adoption	0	0	94,166	-94,166
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>7,820,000</b>	<b>515,300</b>	<b>644,022</b>	<b>-128,722</b>
Asset Renewal	6,623,685	466,300	529,313	-63,013
Asset Upgrade	851,315	46,000	31,640	14,360
Asset New	345,000	3,000	83,069	-80,069
<b>Report Total</b>	<b>7,820,000</b>	<b>515,300</b>	<b>644,022</b>	<b>-128,722</b>
<b>Budgeted Items from operational</b>				
Plant	0	0	7,117	-7,117
Salaries	0	0	15,286	-15,286
<b>Report Total</b>	<b>0</b>	<b>0</b>	<b>22,403</b>	<b>-22,403</b>

**STRATHBOGIE SHIRE COUNCIL**

Cash Flow Statement for 5 Months ended November 2015	Original Budget	
	Total 15/16 Inflows (Outflows)	Nov-15 Inflows (Outflows)
<b>Cash flows from operating activities</b>		
Rates and charges	16,951,000	8,547,289
Statutory fees and fines	278,000	128,103
User fees	747,000	491,165
Contributions	0	46,063
Grants	8,688,000	1,600,462
Interest	235,000	73,705
Other receipts	391,000	73,429
Net GST refund/overpayment	0	673,366
Payments to suppliers	(12,202,000)	(6,959,890)
Payments to employees (including redundancies)	(9,030,000)	(3,762,488)
Other payments	(202,000)	(81,856)
<b>Total cash outflows from operating activities</b>	<b>5,856,000</b>	<b>829,348</b>
<b>Cash flows from investing activities</b>		
Payments for property, plant and equipment, Infrastructure	(7,821,000)	(917,602)
Payments for landfill rehabilitation	(524,000)	0
Proceeds sales of property, plant and equip, infrastructure	970,000	155,006
<b>Net cash used in investing activities</b>	<b>(7,375,000)</b>	<b>(762,596)</b>
<b>Cash flows from financing activities</b>		
Finance costs	(120,000)	(48,536)
Trust funds and deposits	0	758,019
Proceeds from interest bearing loans and borrowings	0	0
Repayment of interest bearing loans and borrowings	(433,000)	(265,369)
<b>Net cash provided by (used in) financing activities</b>	<b>(553,000)</b>	<b>444,114</b>
<b>Net increase (decrease) in cash and cash equivalents</b>	<b>(2,072,000)</b>	<b>510,866</b>
<b>Cash and cash equivalents brought forward</b>	<b>8,532,000</b>	<b>11,188,208</b>
<b>Cash and cash equivalents at end of year/month</b>	<b>6,460,000</b>	<b>11,699,074</b>

**Strathbogie Shire Council 2015/2016**

**Account Details - Investments**

Nov-15

Investments	%	YTD
Spill by Bank	Hold	Actual
ANZ	29%	2,617,851
CBA	32%	2,900,000
GMCU	11%	1,000,000
NAB	29%	2,600,000
	<b>100%</b>	<b>9,117,851</b>



**Strathbogie Shire Council  
Account Management Report  
for year to November 2015 (actuals as at 08 December 15 - 42% of year)**

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
<b>Capital Land</b>									
Euros Flood Mitigation Works	\$7,000	\$7,000	\$0	\$0	\$0	\$0	\$0	\$7,000	0%
Farmer Nagambie Depot	\$0	\$0	\$0	\$2,585	\$0	\$2,585	-\$2,585	-\$2,585	0%
Nagambie Drainage - Retention Dam	\$70,000	\$70,000	\$3,300	\$2,590	\$8,255	\$3,845	-\$3,845	\$61,155	13%
Jubilee Park Avenel Electrical Upgrade	\$18,000	\$18,000	\$10,300	\$17,750	\$0	\$17,750	\$250	\$250	89%
Spring Creek Rd Strathbogie Shelter & Pathway	\$10,000	\$10,000	\$0	\$0	\$8,124	\$8,124	-\$8,124	\$1,877	81%
Create Enclosures for Flood Levees	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	0%
Nagambie Oval	\$15,000	\$15,000	\$0	\$550	\$0	\$550	-\$550	\$15,450	3%
Avenel Oval	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	0%
Euros Friendlies Oval	\$18,000	\$18,000	\$0	\$0	\$0	\$0	\$0	\$18,000	0%
Violet Town Oval	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	0%
Longwood Oval	\$31,000	\$31,000	\$0	\$0	\$0	\$0	\$0	\$31,000	0%
Replace Fences & Bollards, Park Lighting (TBC)	\$14,000	\$14,000	\$0	\$0	\$0	\$0	\$0	\$14,000	0%
Longwood Retention Reserve Tree Removal	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	0%
<b>Total Land</b>	<b>\$286,000</b>	<b>\$258,000</b>	<b>\$21,300</b>	<b>\$23,475</b>	<b>\$14,379</b>	<b>\$37,854</b>	<b>-\$16,854</b>	<b>\$234,425</b>	<b>15%</b>
<b>Buildings - Municipal Properties</b>									
Nagambie - Glass Square Bowling Club - Clubrooms	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	0%
Avenel Memorial Hall - Super Room	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	0%
Nagambie - Glass Square Tennis Club - Clubrooms	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000	0%
Euros Safeguard Improvements	\$0	\$0	\$0	\$4,200	\$0	\$4,200	-\$4,200	-\$4,200	0%
Euros Community Conference Centre	\$0	\$0	\$0	\$240	\$0	\$240	-\$240	-\$240	0%
Strathbogie Memorial Hall: Repairs to Brickwork	\$3,000	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000	0%
Violet Town Davis Club Shed	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	0%
Brook Street Toilet Cubicle Refurbishment	\$22,000	\$22,000	\$0	\$0	\$0	\$0	\$0	\$22,000	0%
Euros Civic Centre: Damo Roofing	\$37,053	\$37,053	\$10,000	\$7,300	\$17,053	\$24,353	-\$14,353	\$2,700	83%
Euros Caravan Park: Amenities Building Deck Replacement	\$35,000	\$35,000	\$0	\$2,000	\$39,000	\$40,650	-\$40,650	-\$5,650	110%
Euros Caravan Park: Switch Room Renewal	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000	0%
Euros Caravan Park: Upgrade Program	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	0%
Violet Town Depot: Stage 2	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	0%
Euros Works Depot - Sewerage	\$10,000	\$10,000	\$0	\$0	\$24,527	\$24,527	-\$24,527	-\$14,527	245%
Violet Town Community Centre - Roof	\$181,000	\$181,000	\$0	\$1,110	\$0	\$1,110	-\$1,110	\$179,890	1%
Avenel Memorial Hall - Stormwater Drains/footings	\$0	\$0	\$0	\$14,914	\$0	\$14,914	-\$14,914	-\$14,914	0%
Waste Transfer Stations	\$275,000	\$275,000	\$0	\$0	\$0	\$0	\$0	\$275,000	0%
Violet Town Library	\$40,000	\$40,000	\$0	\$519	\$9,000	\$9,619	-\$9,619	\$30,381	24%
Euros Civic Centre Conference Room Roof	\$97,000	\$97,000	\$0	\$0	\$0	\$0	\$0	\$97,000	0%
Euros Guicis Hall: Air con, Ceiling Fans	\$6,000	\$6,000	\$0	\$0	\$0	\$0	\$0	\$6,000	0%
Euros Bank Hall William Pearson	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	0%
RSL Hall Memorial Park, Euros: Stage 2 Painting & Rendering	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000	0%
Nagambie Lakes Community House: Restumping	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%
Boho South Hall: Kitchen Refurbishment	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%
Decommission Leckley Tennis Club Toilets	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000	0%
Decommission Violet Town Shedford Reserve Toilet	\$15,000	\$15,000	\$15,000	\$7,097	\$0	\$7,097	\$7,903	\$7,903	47%
Violet Town Old Library: White Ant. Damage Sig 2	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%

**Strathbogie Shire Council  
Account Management Report  
for year to November 2015 (actuals as at 08 December 15 - 42% of year)**

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud	
20110 Heritage Signs: 70 Plaques	\$7,000	\$7,000	\$0	\$0	\$0	\$0	\$0	\$7,000	0%	
20111 Europa Skale Park Shade Sail	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	0%	
20112 Bicentennial Park, Europa (Playground Equipment Refurb.)	\$13,000	\$13,000	\$0	\$0	\$0	\$0	\$0	\$13,000	0%	
<b>Total Buildings - Municipal Properties</b>	<b>\$1,013,053</b>	<b>\$1,013,053</b>	<b>\$25,000</b>	<b>\$37,540</b>	<b>\$89,180</b>	<b>\$126,721</b>	<b>-\$101,721</b>	<b>\$875,513</b>	<b>13%</b>	
<b>Furniture and Equipment (Inc. Info. Services)</b>										
<b>Information Technology</b>										
21150 Server Room generator	\$80,315	\$80,315	\$0	\$0	\$80,315	\$80,315	-\$80,315	\$0	100%	
26012 Hardware Replacement Program	\$250,000	\$250,000	\$61,300	\$38,077	\$52,474	\$120,551	-\$39,251	\$129,449	48%	
<b>Total Information Technology</b>	<b>\$330,315</b>	<b>\$330,315</b>	<b>\$61,300</b>	<b>\$58,077</b>	<b>\$142,789</b>	<b>\$200,866</b>	<b>-\$139,566</b>	<b>\$272,238</b>	<b>81%</b>	
<b>Total Furniture and Equipment (Inc. Info. Services)</b>	<b>\$330,315</b>	<b>\$330,315</b>	<b>\$61,300</b>	<b>\$58,077</b>	<b>\$142,789</b>	<b>\$200,866</b>	<b>-\$139,566</b>	<b>\$272,238</b>	<b>81%</b>	
<b>Plant &amp; Machinery</b>										
28005 Plant Replacement (Strathbogie)	\$372,632	\$372,632	\$30,000	\$30,000	\$0	\$30,000	\$0	\$342,632	0%	
28007 Motor Vehicle Fleet Replacement	\$300,000	\$300,000	\$40,000	\$39,904	\$0	\$39,904	\$66	\$260,096	13%	
<b>Total Plant &amp; Machinery</b>	<b>\$672,632</b>	<b>\$672,632</b>	<b>\$70,000</b>	<b>\$69,904</b>	<b>\$0</b>	<b>\$69,904</b>	<b>\$66</b>	<b>\$602,728</b>	<b>10%</b>	
<b>Bridge Construction</b>										
23017 Various Bridge Abutments & Piles	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000	0%	
23022 Prantip Road Bridge	\$245,000	\$245,000	\$0	\$7,080	\$0	\$2,050	-\$2,080	\$242,910	1%	
23024 Kelly's Bridge Creighton's Creek Rd	\$120,000	\$120,000	\$120,000	\$121,354	\$0	\$121,354	-\$1,354	-\$1,364	101%	
23029 Cumies Road Bridge No 31: Ra Deck	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	0%	
23030 Cullens Road Bridge No 68: Replace	\$390,000	\$390,000	\$0	\$0	\$9,937	\$8,932	-\$9,932	\$390,068	3%	
23031 High St Viaduct: Town Bridge No 90: Repair Piers	\$12,000	\$12,000	\$0	\$0	\$0	\$0	\$0	\$12,000	0%	
23932 Kiwans Bridge	\$400,000	\$400,000	\$0	\$3,806	\$0	\$3,809	-\$3,809	\$396,191	1%	
<b>Total Bridge Construction</b>	<b>\$1,257,000</b>	<b>\$1,257,000</b>	<b>\$120,000</b>	<b>\$127,283</b>	<b>\$9,932</b>	<b>\$137,195</b>	<b>-\$17,195</b>	<b>\$1,169,737</b>	<b>11%</b>	
<b>Underground Drainage</b>										
24007 Negambie Industrial Area - Scooping	\$43,000	\$43,000	\$0	\$0	\$0	\$0	\$0	\$43,000	0%	
24008 Negambie Industrial Area: Drainage	\$43,000	\$43,000	\$0	\$0	\$0	\$0	\$0	\$43,000	0%	
24016 CHS Requirements - Replace Large Pit Lids	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$0	\$55,000	0%	
24019 Open Drain Line Street	\$0	\$0	\$0	\$20,488	\$0	\$20,488	-\$20,488	-\$20,488	0%	
24023 Kennedy Street Drainage Improvement: Over Drain	\$4,000	\$4,000	\$0	\$0	\$0	\$0	\$0	\$4,000	0%	
24024 Thomax Drive: Temple Court Drainage Improvement	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	0%	
24025 Bawson Street Negambie: Drainage	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	0%	
24026 Davey Lane: Drainage	\$8,000	\$8,000	\$0	\$0	\$0	\$0	\$0	\$8,000	0%	
24027 Europa Mansfield Rd: Seven Cks to Anderson St Stage 1 Drainage	\$130,000	\$130,000	\$20,000	\$0	\$0	\$0	\$20,000	-\$130,000	0%	
20100 Drainage Rowe St Europa: Design & Scheme Preparation	\$100,000	\$100,000	\$8,000	\$7,920	\$0	\$7,920	\$80	\$92,080	9%	
<b>Total Underground Drainage</b>	<b>\$434,000</b>	<b>\$434,000</b>	<b>\$28,000</b>	<b>\$28,408</b>	<b>\$0</b>	<b>\$28,408</b>	<b>-\$408</b>	<b>\$405,592</b>	<b>7%</b>	

**Strathbogie Shire Council**  
**Account Management Report**  
**for year to November 2015 (actuals as at 08 December 15 - 42% of year)**

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
<b>Footpaths</b>									
27012 Birney St Asphalt Renewal: Bury to Brock St	\$22,000	\$22,000	\$0	\$0	\$22,000	\$22,000	-\$22,000	\$0	100%
27013 Elizabeth St Footpath	\$18,000	\$18,000	\$18,000	\$17,882	\$5,108	\$16,000	\$0	\$0	100%
27014 High St Nagambie (South)	\$18,000	\$18,000	\$18,000	\$18,000	\$0	\$18,000	\$0	\$0	100%
27015 McGinnes Street Footpath	\$16,000	\$16,000	\$16,000	\$3,706	\$12,294	\$16,000	\$0	\$0	100%
27016 Lighting Nagambie Foreshore Walkway	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	0%
27017 Livingstone St Avenel Gravel Paths	\$40,000	\$40,000	\$0	\$0	\$40,000	\$40,000	-\$40,000	\$0	100%
27018 Brock St Relay Pavers	\$8,000	\$8,000	\$0	\$0	\$0	\$0	\$0	\$8,000	0%
<b>Isolated Failures Concrete (Various)</b>									
27051 Isolated Failures Concrete (Various)	\$0	\$0	\$0	-\$760	\$0	-\$760	\$760	\$760	0%
Total Isolated Failures Concrete (Various)	\$0	\$0	\$0	-\$760	\$0	-\$760	\$760	\$760	0%
<b>Minor Missing Link Sections Footpath</b>									
27071 Minor Missing Link Sections Footpath	\$0	\$0	\$0	\$340	\$0	\$340	-\$340	-\$340	0%
Total Minor Missing Link Sections Footpath	\$0	\$0	\$0	\$340	\$0	\$340	-\$340	-\$340	0%
<b>Total Footpaths</b>	\$147,000	\$147,000	\$62,000	\$34,178	\$79,402	\$113,580	-\$61,580	\$112,822	77%
<b>Gravel Resheeting</b>									
25212 Resheeting Program	\$633,000	\$633,000	\$0	\$0	\$0	\$0	\$0	\$633,000	0%
Total Gravel Resheeting	\$633,000	\$633,000	\$0	\$0	\$0	\$0	\$0	\$633,000	0%
<b>Roads</b>									
<b>Roads and Street Resealing</b>									
<b>Reseals - Rural</b>									
<b>Reseals Rural</b>									
25130 Aerodrome Road	\$0	\$0	\$0	\$2,282	\$0	\$2,282	-\$2,282	-\$2,282	0%
25131 Aradia Two Chain Road	\$0	\$0	\$0	\$215	\$0	\$215	-\$215	-\$215	0%
25138 Doherty Road	\$0	\$0	\$0	\$511	\$0	\$511	-\$511	-\$511	0%
25148 Mt Carmel-Graytown Road	\$0	\$0	\$0	\$8,191	\$0	\$8,191	-\$8,191	-\$8,191	0%
25149 Murchison Road	\$0	\$0	\$0	\$722	\$0	\$722	-\$722	-\$722	0%
25152 Northwood Road	\$0	\$0	\$0	\$144	\$0	\$144	-\$144	-\$144	0%
25155 Racecourse Road	\$0	\$0	\$0	\$774	\$0	\$774	-\$774	-\$774	0%
25156 Seymour-Avenel Road	\$0	\$0	\$0	\$377	\$0	\$377	-\$377	-\$377	0%
25170 Bonnie Datin Road	\$0	\$0	\$0	\$1,776	\$0	\$1,776	-\$1,776	-\$1,776	0%
Total Reseals Rural	\$0	\$0	\$0	\$15,491	\$0	\$15,491	-\$15,491	-\$15,491	0%
Total Reseals - Rural	\$0	\$0	\$0	\$15,491	\$0	\$15,491	-\$15,491	-\$15,491	0%
<b>Shoulder Pavement Program</b>									
25150 Shoulder Pavement Program	\$321,000	\$321,000	\$0	\$0	\$0	\$0	\$0	\$321,000	0%
Total Shoulder Pavement Program	\$321,000	\$321,000	\$0	\$0	\$0	\$0	\$0	\$321,000	0%
<b>Final Seals</b>									
25360 Creightons Creek Road	\$0	\$0	\$0	\$318	\$0	\$318	-\$318	-\$318	0%
Total Final Seals	\$0	\$0	\$0	\$318	\$0	\$318	-\$318	-\$318	0%

**Strathbogie Shire Council  
Account Management Report  
for year to November 2015 (actuals as at 08 December 15 - 42% of year)**

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
<b>Reseals - Urban</b>									
<b>Reseals Urban</b>									
25159 Ash Street	\$0	\$0	\$0	\$670	\$0	\$670	-\$670	-\$670	0%
25165 James Street	\$0	\$0	\$0	\$928	\$0	\$928	-\$928	-\$928	0%
25167 Smythe Street	\$0	\$0	\$0	\$226	\$0	\$226	-\$226	-\$226	0%
25172 Monea Road	\$0	\$0	\$0	\$258	\$0	\$258	-\$258	-\$258	0%
<b>Country Roads &amp; Bridges: Urban</b>									
25051 High Street/SR West Ct 200 - 360	\$0	\$0	\$0	\$309	\$0	\$309	-\$309	-\$309	0%
25071 Kennedy Street Ct 1343 - 1367	\$0	\$0	\$0	\$106	\$0	\$106	-\$106	-\$106	0%
<b>Total Country Roads &amp; Bridges: Urban</b>	\$0	\$0	\$0	\$415	\$0	\$415	-\$415	-\$415	0%
<b>Total Reseals Urban</b>	\$0	\$0	\$0	\$2,477	\$0	\$2,477	-\$2,477	-\$2,477	0%
<b>Total Reseals - Urban</b>	\$0	\$0	\$0	\$2,477	\$0	\$2,477	-\$2,477	-\$2,477	0%
<b>Road General</b>									
23086 Averel Drainage (contribution to Developers)	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	0%
24921 Eurua St Drainage	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	0%
25056 Birckett St Railway Pedestrian Crossing	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	0%
25076 Mitchellburn Rd Signage Upgrade	\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000	0%
25077 Gamet St/Eurua Shoulder Widening & Seal: Graham to Sutherland St	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	0%
25078 Charles St Resheet & Seal: Frost to Hay St	\$38,000	\$38,000	\$0	\$0	\$0	\$0	\$0	\$38,000	0%
25079 Binney St Ramp for Disabled Bay	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000	0%
<b>Total Road General</b>	\$155,000	\$155,000	\$0	\$0	\$0	\$0	\$0	\$155,000	0%
<b>Roads to Recovery</b>									
<b>RTR: Rehabilitation Program</b>									
21105 Longwood Ruffy Rd (11)	\$493,189	\$493,189	\$85,000	\$0	\$0	\$0	\$85,000	\$493,189	0%
21108 Eurua Strathbogie Rd (12)	\$228,265	\$228,256	\$0	\$0	\$0	\$0	\$0	\$228,256	0%
21107 Nook Road (13)	\$223,200	\$223,200	\$0	\$0	\$0	\$0	\$0	\$223,200	0%
21109 Aerodrome Road (14)	\$200,508	\$200,508	\$0	\$0	\$0	\$0	\$0	\$200,508	0%
25020 Pavement Rehabilitation Program	\$0	\$0	\$0	\$85,838	\$42,880	\$126,416	-\$126,416	-\$126,416	0%
25060 Aerodrome Road Ch 1200 - 1575	\$0	\$0	\$0	\$208	\$0	\$208	-\$208	-\$208	0%
<b>RTR Rehab Council</b>									
21109 Aerodrome Road - Council Funded \$74,679	\$135,871	\$135,871	\$0	\$0	\$0	\$0	\$0	\$135,871	0%
21110 Nook Road - Council Funded \$42,315	\$42,315	\$42,315	\$0	\$0	\$0	\$0	\$0	\$42,315	0%
21111 Nook Road - Council Funded \$33,945	\$33,945	\$33,945	\$0	\$0	\$0	\$0	\$0	\$33,945	0%
21112 Ash Street - Council Funded \$20,160	\$20,160	\$20,160	\$0	\$0	\$0	\$0	\$0	\$20,160	0%
21113 Birckett Street - Council Funded \$10,620	\$10,620	\$10,620	\$0	\$0	\$0	\$0	\$0	\$10,620	0%
<b>Total RTR Rehab Council</b>	\$242,911	\$242,911	\$0	\$0	\$0	\$0	\$0	\$242,911	0%
<b>Total RTR: Rehabilitation Program</b>	\$1,389,043	\$1,389,043	\$85,000	\$86,043	\$40,880	\$126,622	-\$40,622	\$1,303,000	9%
<b>RTR Reseal Program</b>									
21114 Creighton Creek Rd (15)	\$155	\$155	\$0	\$0	\$0	\$0	\$0	\$155	0%



**Strathbogie Shire Council  
Account Management Report  
for year to November 2015 (actuals as at 08 December 15 - 42% of year)**

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev. Bud
21115	\$155	\$155	\$0	\$0	\$0	\$0	\$0	\$155	0%
21116	\$155	\$155	\$0	\$0	\$0	\$0	\$0	\$155	0%
21117	\$155	\$155	\$0	\$0	\$0	\$0	\$0	\$155	0%
21118	\$155	\$155	\$0	\$0	\$0	\$0	\$0	\$155	0%
21119	\$155	\$155	\$0	\$0	\$0	\$0	\$0	\$155	0%
21120	\$153	\$153	\$0	\$0	\$0	\$0	\$0	\$153	0%
21121	\$52,665	\$52,665	\$0	\$0	\$0	\$0	\$0	\$52,665	0%
21122	\$11,504	\$11,504	\$0	\$0	\$0	\$0	\$0	\$11,504	0%
21123	\$12,449	\$12,449	\$0	\$0	\$0	\$0	\$0	\$12,449	0%
21124	\$29,140	\$29,140	\$0	\$0	\$0	\$0	\$0	\$29,140	0%
21125	\$45,135	\$45,135	\$0	\$0	\$0	\$0	\$0	\$45,135	0%
21126	\$22,001	\$22,001	\$0	\$0	\$0	\$0	\$0	\$22,001	0%
21127	\$28,395	\$28,395	\$0	\$0	\$0	\$0	\$0	\$28,395	0%
21128	\$19,008	\$19,008	\$0	\$0	\$0	\$0	\$0	\$19,008	0%
21129	\$25,728	\$25,728	\$0	\$0	\$0	\$0	\$0	\$25,728	0%
21130	\$39,555	\$39,555	\$0	\$0	\$0	\$0	\$0	\$39,555	0%
21131	\$12,240	\$12,240	\$0	\$0	\$0	\$0	\$0	\$12,240	0%
21132	\$11,640	\$11,640	\$0	\$0	\$0	\$0	\$0	\$11,640	0%
21133	\$10,850	\$10,850	\$0	\$0	\$0	\$0	\$0	\$10,850	0%
21134	\$25,044	\$25,044	\$0	\$0	\$0	\$0	\$0	\$25,044	0%
21135	\$25,704	\$25,704	\$0	\$0	\$0	\$0	\$0	\$25,704	0%
21136	\$15,264	\$15,264	\$0	\$0	\$0	\$0	\$0	\$15,264	0%
21137	\$22,568	\$22,568	\$0	\$0	\$0	\$0	\$0	\$22,568	0%
21138	\$53,888	\$53,888	\$0	\$0	\$0	\$0	\$0	\$53,888	0%
21139	\$16,360	\$16,360	\$0	\$0	\$0	\$0	\$0	\$16,360	0%
21140	\$55,855	\$55,855	\$0	\$0	\$0	\$0	\$0	\$55,855	0%
21141	\$20,982	\$20,982	\$0	\$0	\$0	\$0	\$0	\$20,982	0%
21142	\$16,582	\$16,582	\$0	\$0	\$0	\$0	\$0	\$16,582	0%
21143	\$37,534	\$37,534	\$0	\$0	\$0	\$0	\$0	\$37,534	0%
21144	\$11,840	\$11,840	\$0	\$0	\$0	\$0	\$0	\$11,840	0%
21145	\$23,552	\$23,552	\$0	\$0	\$0	\$0	\$0	\$23,552	0%
21146	\$175,600	\$175,600	\$0	\$0	\$0	\$0	\$0	\$175,600	0%
21147	\$22,205	\$22,205	\$0	\$0	\$0	\$0	\$0	\$22,205	0%
21148	\$55,155	\$55,155	\$0	\$0	\$0	\$0	\$0	\$55,155	0%
21149	\$36,810	\$36,810	\$0	\$0	\$0	\$0	\$0	\$36,810	0%
24999	\$0	\$0	\$0	\$4,965	\$110,803	\$115,668	-\$115,668	-\$115,668	0%
	\$1,107,957	\$1,107,957	\$0	\$4,965	\$110,803	\$115,668	-\$115,668	\$1,103,002	10%
	\$2,487,000	\$2,487,000	\$65,000	\$30,907	\$151,383	\$242,290	-\$156,290	\$2,406,093	10%
	\$2,973,000	\$2,973,000	\$68,000	\$109,193	\$151,383	\$260,575	-\$174,576	\$2,853,807	9%
	\$11,000	\$11,000	\$1,000	\$1,000	\$0	\$1,000	\$0	\$10,000	9%
	\$21,000	\$21,000	\$21,000	\$23,174	\$0	\$23,174	-\$2,174	\$21,000	110%
	\$30,000	\$30,000	\$30,000	\$37,544	\$0	\$37,544	-\$7,544	\$30,000	125%
	\$1,107,957	\$1,107,957	\$65,000	\$109,193	\$151,383	\$242,290	-\$174,576	\$1,033,002	9%

**Kerb & Channel**  
 21001 Gooler St, Kerb & Channel  
 21002 Kirkland Ave, Kerb & Channel  
 21003 Farncomb Street

**Strathbogie Shire Council  
Account Management Report  
for year to November 2015 (actuals as at 08 December 15 - 42% of year)**

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
<b>Total Kerb &amp; Channel</b>	\$62,000	\$62,000	\$62,000	\$61,817	\$0	\$61,817	-\$8,817	\$183	100%
<b>CAPEXP adjustments since adoption</b>									
20085 Eurra Pre School- Roller Door & PA Door	\$0	\$0	\$0	\$8,049	\$0	\$8,049	-\$8,049	-\$6,549	0%
20097 Litcha Theatre relocation, stages 1-4	\$0	\$0	\$0	\$1,442	\$0	\$1,442	-\$1,442	-\$1,442	0%
<b>Buildings - Municipal Properties</b>									
23100 Nagambie Community House Shed	\$0	\$0	\$0	\$500	\$0	\$500	-\$500	-\$500	0%
23113 59 Hill St Lorigwood	\$0	\$0	\$0	\$70,533	\$950	\$71,483	-\$71,483	-\$71,483	0%
23114 10 Vale Street Nagambie	\$0	\$0	\$0	\$0	\$8,600	\$8,600	-\$8,600	-\$8,600	0%
21102 Eurra Library - roof over rear courtyard	\$0	\$0	\$0	\$5,127	\$0	\$5,127	-\$5,127	-\$5,127	0%
21103 Wool Carpet Recovers Office	\$0	\$0	\$0	\$1,441	\$0	\$1,441	-\$1,441	-\$1,441	0%
<b>Total Buildings - Municipal Properties</b>	\$0	\$0	\$0	\$77,661	\$9,550	\$87,201	-\$87,201	-\$87,651	0%
<b>Roads</b>									
27075 O'Connors Rd-Grant St, Mangalore - Upgrade for school bus	\$0	\$0	\$0	\$3,579	\$0	\$3,579	-\$3,579	-\$3,579	0%
<b>Total Roads</b>	\$0	\$0	\$0	\$3,579	\$0	\$3,579	-\$3,579	-\$3,579	0%
<b>Bridge Construction</b>									
27076 Kinkens Bridge Design	\$0	\$0	\$0	\$2,175	\$4,365	\$6,544	-\$6,544	-\$6,544	0%
<b>Total Bridge Construction</b>	\$0	\$0	\$0	\$2,175	\$4,365	\$6,544	-\$6,544	-\$6,544	0%
<b>Furniture and Equipment</b>									
21104 Fridge Staff Room, Active@near 519 Ltr	\$0	\$0	\$0	\$2,271	\$0	\$2,271	-\$2,271	-\$2,271	0%
<b>Total Furniture and Equipment</b>	\$0	\$0	\$0	\$2,271	\$0	\$2,271	-\$2,271	-\$2,271	0%
<b>Total CAPEXP adjustments since adoption</b>	\$0	\$0	\$0	\$94,165	\$13,919	\$108,085	-\$108,085	-\$84,166	0%
<b>Total Capital</b>	\$7,820,000	\$7,820,000	\$515,300	\$644,022	\$500,983	\$1,145,006	-\$629,706	\$7,175,578	15%
<b>Grand Total</b>	<b>\$7,820,000</b>	<b>\$7,820,000</b>	<b>\$515,300</b>	<b>\$644,022</b>	<b>\$500,983</b>	<b>\$1,145,006</b>	<b>-\$629,706</b>	<b>\$7,175,578</b>	<b>15%</b>

**FINANCIAL OVERVIEW - FIVE MONTHS ENDED 30 NOVEMBER 2015**

The Financial Overview to 30 November 2015 identifies total revenue \$19,604,850 with expenditure \$10,335,242 resulting in a surplus to date of \$9,269,607. The YTD November variation of budget to actual is \$(837,741) favourable. This is made up of a number of variances that are outlined below.

In 2015/16 some major projects are being delivered through operating expenditure, the details for each will be included for information:-

PROJECT DETAILS	2015/16 Budget	YTD Budget	YTD Actual	Variance
Nagambie Main Street	\$700,000	\$700,000	\$592,978	(107,022)

**Income Statement Variance for 30 November 2015**

Income (Fav) / Unfav.

Line Item	Variance	Notes
Rates	(169,795)	Some supplementary valuations have been finalised however valuation objections are still pending. All Rates & Fire Services Property levy arrears November 2015 \$1.9M Fire Services Property levy raised \$1.5 million as part of rate 2015/16 \$ ( 2014/15 \$1.4 million). (funds required to be held in Trust in Balance Sheet)
Grants Non Recurrent Capital	(115,979)	Grant - DHH - Nagambie Mens Shed 51k (new in 2015/16). Grant - Creightons Creek Timber Route Upgrade \$60k. Grant - Nagambie Tennis Courts & Lighting Upgrade Project \$5k.
Grants Recurrent Operating	(57,610)	Grant - Roadside Weeds and Pests Management Program 53k program renewed not budgeted for in 2015/16. Commonwealth Roads of access \$14k higher than budgeted
Statutory Fees & Fines	(10,213)	Planning Application fees over budget \$12k
Contributions	(26,763)	Public Open Space \$10k - not budgeted Community Projects \$7,500k: Blayney Lane Gravel Path & Electrical works Avenel Tennis Club Nagambie Mens Shed \$9,500k
Expenditure	(Fav) / Unfav.	
Line Item	Variance	Notes
Employee	25,661	\$22k charged to capital program, Expect 40k saving on workcover 2015/16 yet to be credited.
Contracts and Materials	(326,339)	Numerous small variances due to timing <u>Specific variances detailed below:</u> Nagambie Main Street \$107k HR Replacement Staff 28k Fire Prevention 38k Insurance 41k Waste Management 50k part Nov charges yet to be received
Depreciation	(122,860)	Revaluation of assets at 30/06/2015 resulted in new depreciation actuals.

### **9.7.10 Proposed Sale of 24 Brock Street (Youth Club Hall) Lot 1, PS742393N**

#### **Author & Department**

Executive Manager, Corporate and Community / Corporate and Community Directorate

#### **Disclosure of Conflicts of Interest in relation to advice provided in this report**

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the *Local Government Act 1989*.

#### **Summary**

The Council Plan 2013-17 provides for the investigation and determination of underutilised assets within the Shire. The former Youth Club Hall (the asset) owned by Council at Lot 1, PS742393N, 24 Brock Street, Euroa, has been identified as surplus to Council requirements.

Council resolved to obtain a valuation of the asset, invite submissions to a proposal to sell the property and to formalise the outcome of submissions.

One submission was received which was received by Council at its Special Meeting on 8 December 2015. Two options for Council decision have been identified; to sell the asset or to keep the asset. Benefits and challenges of both options are detailed in the Background report that follows.

The process and legislative requirements for Council to proceed with its final decision have been outlined.

Council is now in a position to make its final decision.

#### **RECOMMENDATION**

**For Decision.**

#### **CRS STORER/WILLIAMS –**

**That Council resolve that Lot 1, PS742393N, 24 Brock Street, Euroa, known as the Youth Club Hall, is surplus to Council requirements and is to be sold by public sale. The Youth Club Hall will be listed for sale through the Euroa real estate agents to achieve the best possible price. The terms of the sale shall be 10% deposit and 60 day settlement or by negotiation with the purchaser.**

9.7.10 Proposed Sale of 24 Brock Street (Youth Club Hall) Lot 1, PS742393N (cont.)

RECOMMENDATION (cont.)

**Amendment:**

**CRS WEATHERALD/SWAN -**

**That Council resolve that Lot 1, PS742393N, 24 Brock Street, Euroa, known as the Youth Club Hall, is surplus to Council requirements and is to be sold by public auction. The Youth Club Hall will be listed for sale through the Euroa real estate agents to achieve the best possible price. The terms of the sale shall be 10% deposit and 60 day settlement or by negotiation with the purchaser.**

***THE MOTION WAS WITHDRAWN FOLLOWING ADVICE FROM THE CHIEF EXECUTIVE OFFICER***

**CRS STORER/WILLIAMS -**

**That Council resolve that Lot 1, PS742393N, 24 Brock Street, Euroa, known as the Youth Club Hall, is surplus to Council requirements and is to be sold by public sale. The Youth Club Hall will be listed for sale through the Euroa real estate agents to achieve the best possible price. The terms of the sale shall be 10% deposit and 60 day settlement or by negotiation with the purchaser.**

24/16

***ON BEING PUT, THE MOTION WAS CARRIED***

**Background**

**Rationale**

Council has determined that it will identify assets that are surplus to its requirements. Strategy 3.1 of *The Council Plan 2013-17* (the Council Plan) states "Investigate and determine underutilised assets within the Shire"; and "Sell the Euroa Youth Club Hall and relocate current use to a suitable location".

Under Council's Total Asset Management Policy (the Policy), the life-cycle approach of asset management includes:

*Asset disposal/rationalization – When an Asset is no longer required, becomes uneconomic to maintain or rehabilitate. This step provides an opportunity to review the need for the asset in its current configuration or condition.*

The asset identified as Lot 1, PS742393N, 24 Brock Street, Euroa, has been identified as surplus to Council requirements following the relocation of the Euroa Little Theatre prior to August 18 2015. The Euroa Little Theatre was the only user of the asset and it is now surplus to Council requirements.

### 9.7.10 Proposed Sale of 24 Brock Street (Youth Club Hall) Lot 1, PS742393N (cont.)

#### **Legislative requirements**

The legislative requirements for Council disposal of assets are contained in *The Local Government Act 1989* (the Act). The relevant clauses of the Act state:

#### **Section 189**

Restriction on power to sell land

- (1) Except where section 181 or 191 applies, if a Council sells or exchanges any land it must comply with this section.
- (2) Before selling or exchanging the land the Council must—
  - (a) ensure that public notice of intention to do so is given at least 4 weeks prior to selling or exchanging the land; and
  - (b) obtain from a person who holds the qualifications or experience specified under section 13DA(2) of the Valuation of Land Act 1960 a valuation of the land which is made not more than 6 months prior to the sale or exchange.
- (3) A person has a right to make a submission under section 223 on the proposed sale or exchange.
- (4) Subsection (3) does not apply to the sale of land that formed part of a road that has been discontinued and which the Council has resolved to sell as the result of a Council exercising its powers under clause 3 of Schedule 10.

#### **Section 223**

Under this section, a person has a right to make a submission to the Council. Council advertised in the Euroa Gazette on 28<sup>th</sup> October 2015 inviting submissions for its proposal to sell the asset by public sale. It received one submission at its Special Council meeting on 8<sup>th</sup> December 2015. The submitter did not request to be heard before the Council in support of their submission. Section 223 requirements of the Act have been fully satisfied.

#### **Options**

The options available to Council are:

1. to sell the asset
2. to keep the asset

Each option presents benefits and challenges for Council and these are outlined below:

#### **Option One**

Selling the asset releases valuable capital that can be utilised to meet Council's strategic objectives outlined in the Council Plan, the Long Term Financial Plan and the Policy. The asset is considered surplus to Council's requirements. The former user of the asset has been accommodated in an alternative venue. Selling the asset reduces Council's expenditure on maintenance and depreciation, further releasing capital. The asset post-sale will be rated which increases Council's ongoing income.

If Council makes a decision to sell the asset, it is committed to doing so by public sale. A new proposal to sell by either tender or private treaty would require the Section 223 process to be undertaken again in order to comply with the Act.

#### 9.7.10 Proposed Sale of 24 Brock Street (Youth Club Hall) Lot 1, PS742393N (cont.)

There are additional requirements for the sale of the asset under the terms of the planning permit for subdivision. The works should be completed prior to listing the property for sale to ensure no impediments for potential buyers.

##### **Option Two**

Keeping the asset requires Council to undertake ongoing repairs and maintenance costs.

Keeping the asset will not release immediate capital for other Council projects. This option is not in line with the Council Plan nor the Policy.

##### **Alternative Options**

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified, apart from those outlined in the Options section of the report above.

##### **Risk Management**

The author considers that there are no significant Risk Management factors relating to the report and recommendation.

##### **Strategic Links – policy implications and relevance to Council Plan**

The author of this report considers that the report is consistent with Council policies, key strategic documents and the Council Plan as detailed in the Summary and Background sections of this report.

##### **Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications**

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

##### **Financial / Budgetary Implications**

The asset post-sale will be rated which increases Council's ongoing income.

##### **Economic Implications**

The author of this report considers that the recommendation may have economic implications for Council by way of releasing capital, or the broader community by way of potential future uses such as economic activity.

##### **Environmental / Amenity Implications**

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community. All environmental and amenity factors are covered by the planning permit conditions for subdivision.

##### **Community Implications**

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community. Activities undertaken in the past have been accommodated at an alternative venue in Euroa.

9.7.10 Proposed Sale of 24 Brock Street (Youth Club Hall) Lot 1, PS742393N (cont.)

**Victorian Charter of Human Rights and Responsibilities Act 2006**

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

**Legal / Statutory Implications**

The statutory and legislative requirements of the Act have been met. The sale of the asset is outlined in the Council Plan and meets the objectives of the Policy; the proposal was advertised in the Euroa Gazette on 28 October 2015 inviting submissions which were received at the Special Council meeting on 8 December 2015.

A planning permit has been issued for the Council's subdivision plan to enable the sale of this property. The planning permit conditions must be met to support certification. It is recommended these requirements are completed prior to any listing of the property for sale to ensure no impediment to potential purchasers.

**Consultation**

Community consultation was undertaken in the development and reviews of the Council Plan which identifies actions to investigate and determine underutilised assets within the Shire, to sell the Euroa Youth Club Hall and relocate the current user to an alternative venue.

**Attachments**

Nil.



### **9.7.11 Business Management System**

The December 2015 Business Management System Report includes reports as follows:-

- Building Department – November 2015 Statistics
- Planning Department – Planning Application Approvals – Development Cost (Capital Improved Value) - November 2015
- Confirm Customer Enquiry Flow – Report for November 2015
- Actioning of Council Reports Resolutions – Status Report
- Outstanding Actions of Council Resolutions to 30 November 2015
- Review of Council Policies – November / December 2015
- Record of Assemblies of Councillors
- Record of Meetings of Section 86 Committees of Council received in the past month

By reporting on a monthly basis, Council can effectively manage any risks that may arise. The Business Management System will also incorporate Council's corporate goals and objectives.

#### **RECOMMENDATION**

**That the report be noted.**

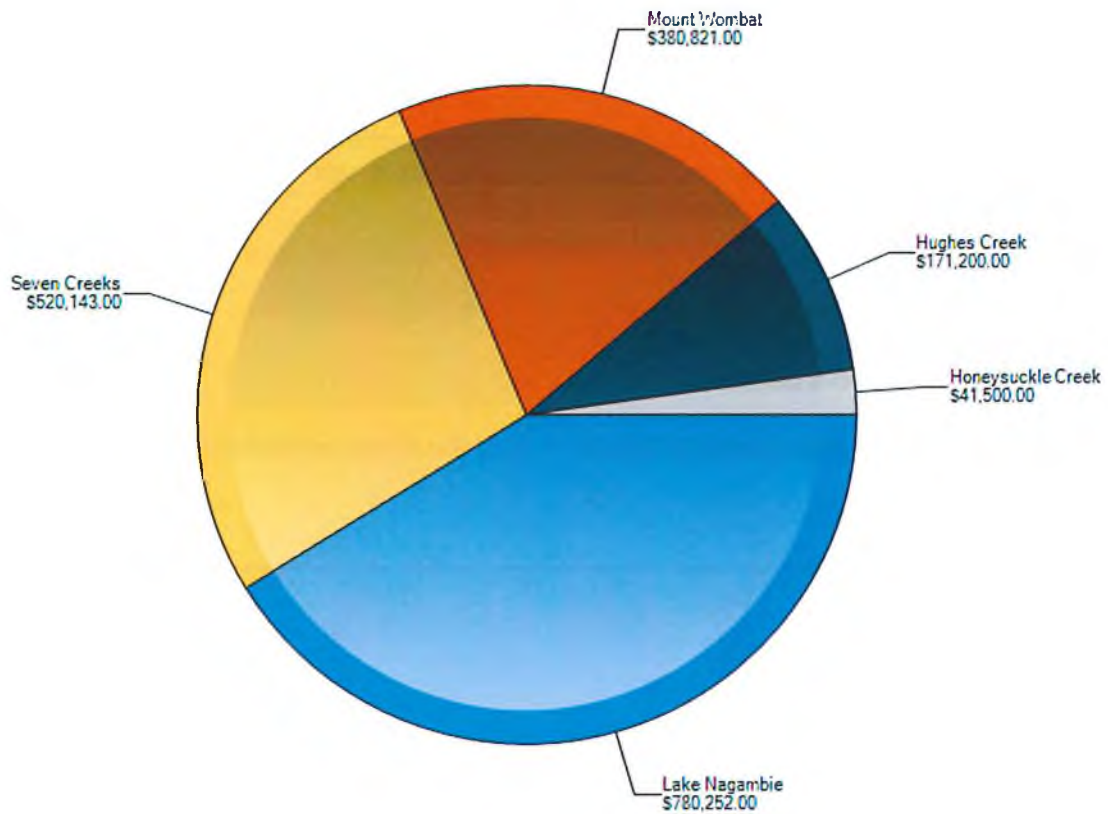
*24/16 CRS WILLIAMS/STORER : That the Recommendation be adopted.*

**CARRIED**

## BUILDING APPROVALS

### NOVEMBER 2015

The value of Building approvals within the Shire of Strathbogie for the month of November totalled \$1,893,916. Expenditure involved largely works in the domestic sector with the majority of permits issued for dwellings and domestic sheds. A total 18 permits have been issued for November.



Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works	Ward
2015238/0	6/11/2015	Alteration to	Shop	Violet Town	\$9,500.00	Honeysuckle Creek
2015239/0	5/11/2015	Construction of	Shed	Boho South	\$32,000.00	Honeysuckle Creek
2015247/0	18/11/2015	Construction of	Swimming Pool	Longwood	\$1,200.00	Hughes Creek
2015251/0	18/11/2015	Construction of	Dwelling & Garage	Avenel	\$170,000.00	Hughes Creek
2015236/0	13/11/2015	Construction of	Dwelling & Garage	Nagambie	\$236,657.00	Lake Nagambie
2015241/0	11/11/2015	Construction of	Shed	Tabilk	\$6,500.00	Lake Nagambie
2015242/0	12/11/2015	Construction of	Carport & Garage	Nagambie	\$6,903.00	Lake Nagambie
2015244/0	17/11/2015	Completion of	Dwelling & Garage	Nagambie	\$224,917.00	Lake Nagambie
2015245/0	20/11/2015	Construction of	Dwelling	Nagambie	\$250,000.00	Lake Nagambie
2015246/0	6/11/2015	Construction of	Swimming Pool	Nagambie	\$44,625.00	Lake Nagambie
2015248/0	18/11/2015	Construction of	Verandah	Nagambie	\$7,150.00	Lake Nagambie
2015250/0	25/11/2015	Demolition of	Water Treatment Plant	Nagambie	\$3,500.00	Lake Nagambie
2015240/0	2/11/2015	Extension to	Stables	Euroa	\$115,000.00	Mount Wombat
2015243/0	3/11/2015	Construction of	Dwelling	Longwood East	\$265,821.00	Mount Wombat
2015234/0	9/11/2015	Construction of	Dwelling & Garage	Euroa	\$272,973.00	Seven Creeks
2015237/0	12/11/2015	Construction of	Garage	Euroa	\$6,000.00	Seven Creeks
2015249/0	20/11/2015	Construction of	Carport & Verandah	Euroa	\$12,980.00	Seven Creeks
2015252/0	20/11/2015	Construction of	Dwelling & Garage	Euroa	\$228,190.00	Seven Creeks

**PLANNING APPLICATION APPROVALS – DEVELOPMENT COST (CAPITAL IMPROVED VALUE)  
NOVEMBER 2015**

**Honeysuckle Creek**

\$200,000.00	Arcadia South
<b>\$200,000.00</b>	<b>Total</b>

**Sevens Creek**

\$12,000.00	Creightons Creek
<b>\$12,000.00</b>	<b>Total</b>

**Mount Wombat**

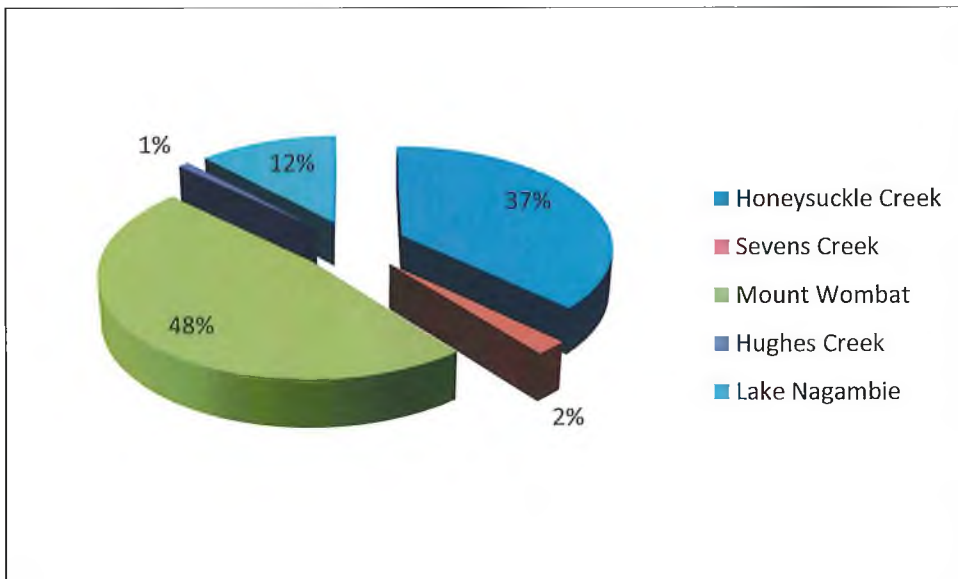
\$221,800.00	Ruffy
\$35,000.00	Strathbogrie
<b>\$256,800.00</b>	<b>Total</b>

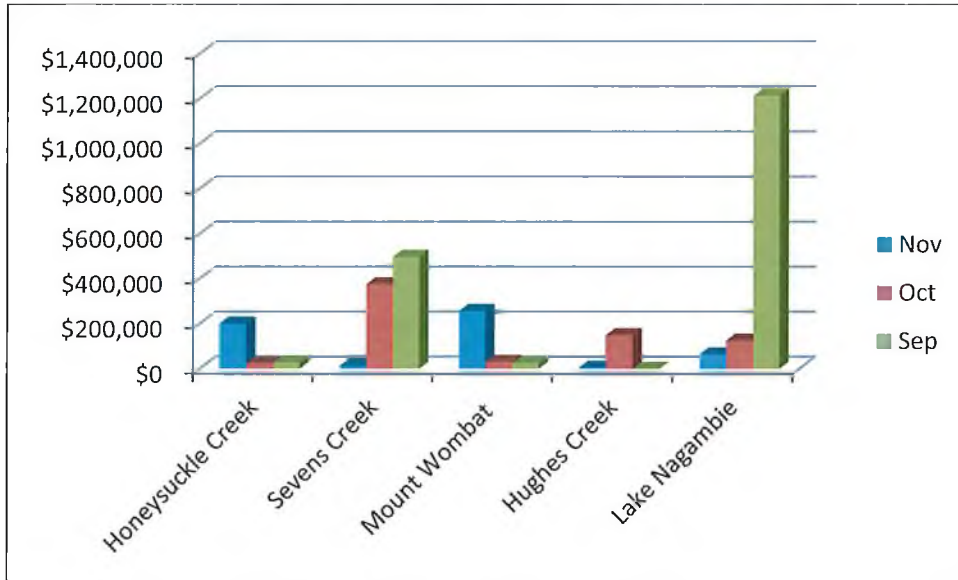
**Hughes Creek**

\$5,000.00	Avenel
<b>\$5,000.00</b>	<b>Total</b>

**Lake Nagambie**

\$50,000.00	Nagambie
\$5,000.00	Wahring
\$10,000.00	Whroo
<b>\$65,000.00</b>	<b>Total</b>





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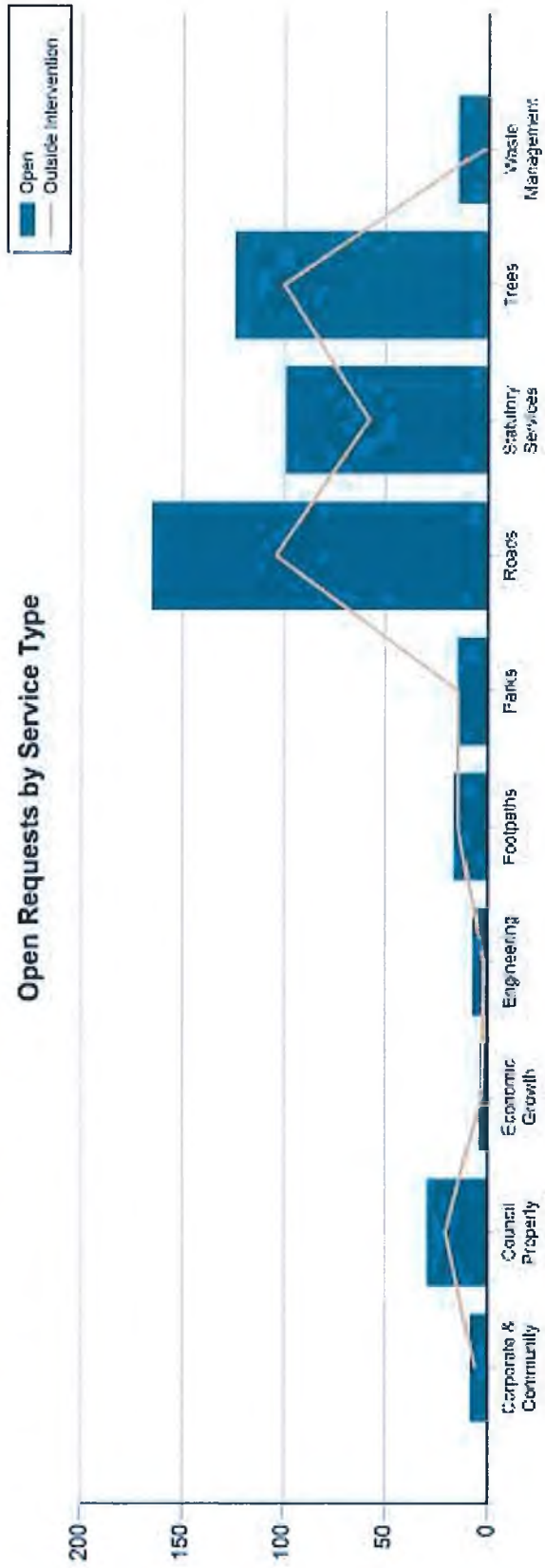
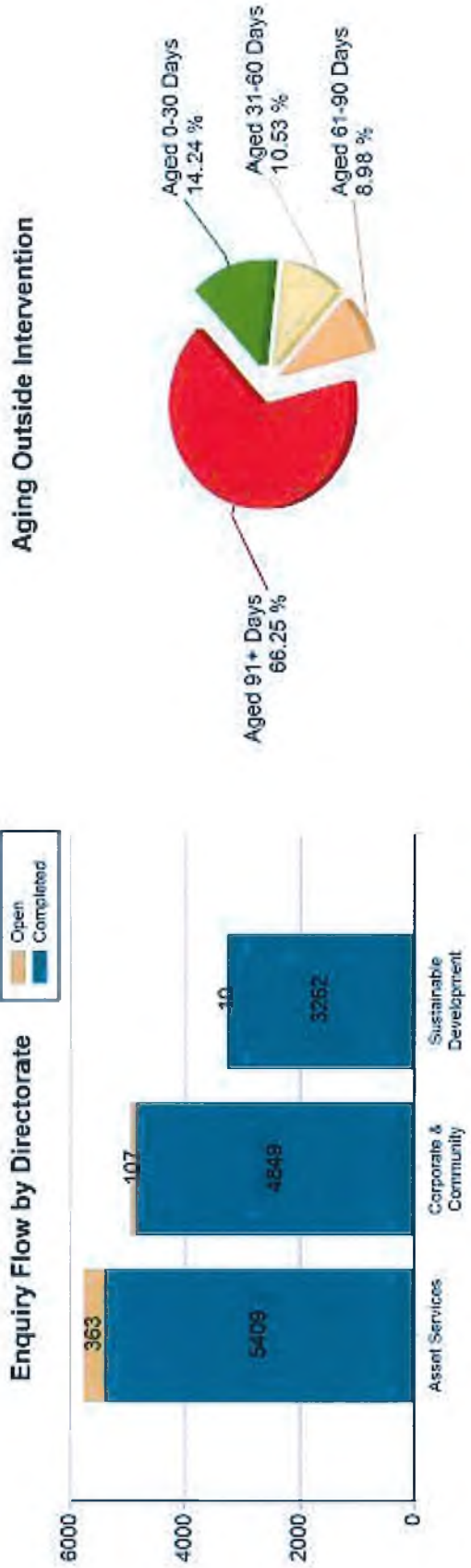
**CONFIRM CUSTOMER ENQUIRY FLOW  
- REPORT FOR NOVEMBER 2015**

**Confirm Customer Enquiry Flow**

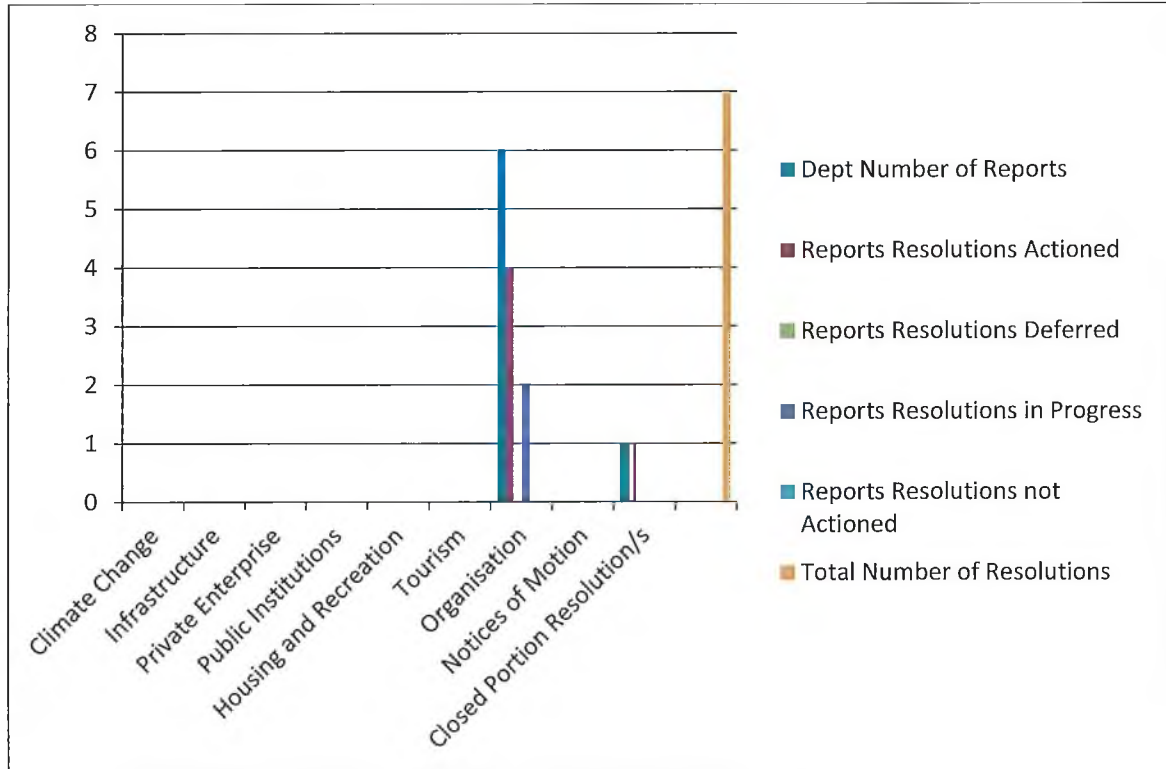


November 2015

Service Type	Total			November 2015			2015-2016			Aging Outside Intervention				
	Logged	Open	Closed	Logged	Open	Closed	Logged	Open	Closed	0-30	31-60	61-90	91+	Total
Corporate & Community	985	8	99.19%	0	0	NA	13	4	69.23%	0	0	0	6	6
Council Property	860	29	96.63%	13	8	38.46%	54	14	74.07%	3	3	1	13	20
Economic Growth	2,522	4	99.84%	1	1	0.00%	1	1	0.00%	1	0	0	2	3
Engineering	214	7	95.73%	1	1	0.00%	6	2	66.67%	0	0	0	2	2
Footpaths	147	16	89.12%	3	1	66.67%	18	5	72.22%	1	3	1	9	14
Parks	198	14	92.93%	3	2	33.33%	25	9	64.00%	4	4	1	5	14
Roads	3,296	165	94.99%	82	31	62.20%	300	71	76.33%	17	11	11	65	104
Statutory Services	3,961	99	97.50%	53	16	69.81%	319	39	87.77%	10	4	6	35	58
Trees	868	124	85.71%	20	15	25.00%	85	43	49.41%	9	9	9	73	100
Waste Management	921	14	98.48%	80	4	95.00%	335	13	96.12%	1	0	0	1	2
	<b>13,972</b>	<b>480</b>	<b>96.76%</b>	<b>256</b>	<b>79</b>	<b>69.14%</b>	<b>1,156</b>	<b>201</b>	<b>82.61%</b>	<b>46</b>	<b>34</b>	<b>29</b>	<b>214</b>	<b>323</b>
<b>Categories &amp; Comments</b>	<b>Council Property</b> Council Property Rest Control Public Art Public Lighting Signposts Signs	<b>Economic Growth</b> Events Planning Sub Divisions	<b>Footpaths</b> Footpaths Furniture Road/Street/Footpaths	<b>Parks</b> Park Reserve Playground State Forest/National Park	<b>Roads</b> Bridges Drainage Emergency Call Out Maintenance Roads Traffic Lights	<b>Statutory Services</b> Building Awards - Domestic Awards - Other Environment Protection Fire Grants Incident Management Review Local Laws Marine Safety Private Prop & Rural Roadside	<b>Trees</b> Trees	<b>Waste Management</b> Waste Mgmt & Recycling						



**ACTIONING OF COUNCIL REPORTS RESOLUTIONS**  
**COUNCIL MEETING – 17 NOVEMBER 2015**





**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO  
30 N 2015**

*This Report is to advise the Senior Management Team, Councillors and the community of the status of previous Council resolutions which are in progress but are yet to be finalised.*

<b>Council Meeting Date</b>	<b>Item No. Description &amp; Recommendation</b>	<b>Action to Date</b>
<i>There are no report resolutions with outstanding actions yet to be finalised</i>		

**REVIEW OF EXISTING COUNCIL POLICIES  
AND ADOPTION OF NEW POLICIES**

<b>Period of Review</b>	<b>Policy Name</b>	<b>Review of Policy / New Policy</b>	<b>Outcome</b>
November / December	Records Management Policy	Review	No change (apart from any references to current legislation / regulations which required amendment)
	Transfer of Council Records to Places of Deposit Policy	Review	No change (apart from any references to current legislation / regulations which required amendment)

## RECORDS OF ASSEMBLIES OF COUNCILLORS

### For period 6 November to 3 December 2015

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

*Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]*

**Name of Meeting:** Councillors Forum  
**Date of Meeting:** 10 November 2015  
**Time:** 9.30 a.m. – 5.20 p.m.

#### **Attendees:**

##### Councillors

Debra Swan  
Colleen Furlanetto  
Malcolm Little  
Alister Purbrick  
Patrick Storer

##### Officer/s

Steve Crawcour (Chief Executive Officer)  
Roy Hetherington (Director, Asset Services)  
David Woodhams (Director, Corporate and Community)  
Emma Kubeil (Executive Manager, Sustainable Development)

##### Apologies

Councillor Robin Weatherald  
Councillor Graeme Williams  
Phil Howard (Director, Sustainable Development)

#### Matters discussed:

##### Declarations of Interest

1. Budget / Council Plan Discussions
2. Waste Services Quarterly Review and Community Education / Engagement Program – briefing by Waste Management Engineer
3. Planning Matters Update
4. Special Council Meeting Agenda Review / Discussions
5. Assembly of Councillors
  - 6.1 Mayor & Chief Executive Officer Meetings Update / Other
  - 6.2 Councillors Meetings Attendances
  - 6.3 Items requested by Councillors for the following months' workshop
  - 5.4 Committees ~ Tourism, Arts and Culture
  - 5.5 Nagambie Lakes Tourism & Commerce
  - 5.6 Nagambie Action Group - Exercise Walkway Project
  - 5.7 Dust Suppressant Treatment
  - 5.8 Euroa Secondary College – request for continuation of sponsorship of Year 7 Scholarships
  - 5.9 GoWomenLG 2016 Launch
  - 5.10 2016 Asia Pacific Gliding Championships – request for planning permit fee exemption

- 5.11 Invitation to 2015 Fairley Leadership Graduation Dinner
- 5.12 Euroa Health Board Chair
- 6. Special Council Meeting (Annual Statutory Meeting)

Declaration of Interest/s / Direct or Indirect - NIL

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?



## Record of Assembly of Councillors

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

*Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]*

**Name of Meeting:** Councillors Forum

**Date of Meeting:** 17 November 2015

**Time:** 11.00 a.m. – 7 p.m.

### **Attendees:**

#### Councillors

Colleen Furlanetto

Malcolm Little

Alister Purbrick (*attended meetings at 4.50 p.m.*)

Patrick Storer

Debra Swan

Robin Weatherald

Graeme Williams

#### Officer/s

Steve Crawcour (Chief Executive Officer)

Roy Hetherington (Director, Asset Services)

David Woodhams (Director, Corporate and Community)

Phil Howard (Director, Sustainable Development) (*left meetings at 2.30 p.m.*)

#### Apologies

Nil.

### Matters discussed:

#### Declarations of Interest

1. Confidential Discussions - Councillors
2. Agenda Review
3. Assembly of Councillors
  - 3.1 Mayor & Chief Executive Officer Meetings Update / Other
  - 3.2 Councillors Meetings Attendances
  - 3.3 Items requested by Councillors for the following months' workshop
  - 3.4 Confidential Discussions – Councillors / Executive Management Team
  - 3.5 Euroa Clay Target Club – invitation to attend opening shoot ~ Sunday 22 November 2015
  - 3.6 GV Health – invitation to attend Annual General Meeting – Tuesday 24 November 2015
  - 3.7 Euroa Jumping Classic – invitation to attend dinner on Saturday 12 December 2015
  - 3.8 First Councillors Forum / Assembly of Councillors in 2016 – date to be determined
  - 3.9 Yarriambiack Shire Council – advice in relation to provisions for Maternity or Paternity leave entitlements under current Local Government Act

4. Capital Works Program Update
5. Official Opening of Violet Town Library by Minister Natalie Hutchins
6. Youth Committee
7. Council Meeting

Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
Item 7 (Report No. 9.7.1)	Cr Robin Weatherald	Yes

### Record of Assembly of Councillors

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

*Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]*

**Name of Meeting:** Councillors Forum

**Date of Meeting:** 24 November 2015

**Time:** 11.00 a.m. – 5.00 p.m. / 7.30.p.m. (for attendees of Item 7)

**Attendees:**

Councillors

Colleen Furlanetto

Malcolm Little (*Did not attend Item 7*)

Alister Purbrick (*attended meetings at 2.00 p.m.*) (*Did not attend Item 7*)

Patrick Storer (*Did not attend Item 7*)

Debra Swan (*Did not attend Item 7*)

Robin Weatherald

Graeme Williams

Officer/s

Steve Crawcour (Chief Executive Officer)

Roy Hetherington (Director, Asset Services) (*Did not attend Items 2, 5*)

David Woodhams (Director, Corporate and Community) (*Did not attend Items 2, 5*)

Phil Howard (Director, Sustainable Development) (*Did not attend Items 2, 5, 7*)

Apologies

Nil.

Matters discussed:

Declarations of Interest

1. Right to Respect Morning Tea
2. Confidential Discussions - Councillors & Chief Executive Officer
3. Assembly of Councillors
  - 3.1 Mayor & Chief Executive Officer Meetings Update / Other
  - 3.2 Councillors Meetings Attendances
  - 3.3 Items requested by Councillors for the following months' workshop
  - 3.4 Tree Hazard Removal – Road Pavement Rehabilitation Program
  - 3.5 Proposed planting of Lone Pine at Euroa RSL
  - 3.6 Risk Management Policy and Framework
4. Planning Agenda Review
5. Confidential Discussions - Councillors & Chief Executive Officer
6. Planning Committee Meeting
7. Rowe Street Drainage and Road Widening Project

Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
Item 3	Cr Pat Storer	No

## Record of Assembly of Councillors

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

*Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]*

**Name of Meeting:** Councillors Forum

**Date of Meeting:** 1 December 2015

**Time:** 1.00 p.m. – 5.05 p.m.

### **Attendees:**

#### Councillors

Colleen Furlanetto

Malcolm Little

Alister Purbrick

Debra Swan (*left meetings at 2.30 p.m.*)

Graeme Williams

#### Officer/s

Steve Crawcour (Chief Executive Officer)

Roy Hetherington (Director, Asset Services) (*attended meetings at 2.30 p.m.*)

David Woodhams (Director, Corporate and Community) (*attended meetings at 2.30 p.m.*)

Phil Howard (Director, Sustainable Development) (*attended meetings at 2.30 p.m.*)

#### Apologies

Councillor Patrick Storer

Councillor Robin Weatherald

### Matters discussed:

#### Declarations of Interest

1.00 p.m. – 2.30 p.m.

1. Confidential Discussions - Councillors and Chief Executive Officer
2. Budget / Council Plan Discussions
3. Assembly of Council
  - 3.1 Mayor & Chief Executive Officer Meetings Update / Other
  - 3.2 Councillors Meetings Attendances
  - 3.3 Items requested by Councillors for the following months' workshop
  - 3.4 Violet Town Market – Memorandum of Understanding and Risk Management
  - 3.5 Inspire Awards – Background to Awards and advice on nominations process
  - 3.6 2016 Asia Pacific F3K Open - Request for Support for the Event
  - 3.7 Public Meeting in support of Refugees and Asylum Seekers
  - 3.8 St Joseph's Nagambie – invitation to Councilors to address students
4. Avenel Primary School Energy Challenge – brief overview of project by Cr Malcolm Little and Community Development Officer
5. Special Council Meeting
  - Receive/Hear Submissions to Domestic Wastewater Management Plan

Declaration of Interest/s / Direct or Indirect - NIL

**Record of Meetings of Section 86 Committees of Council**

**Minutes of Meetings received in the November / December 2015 Period**

<b>Name of Committee</b>	<b>Date of Meeting</b>
Longwood Community Centre Committee	28/07/15
Moglonemby Hall	04/08/15



**10. NOTICES OF MOTION**

**11. URGENT BUSINESS**

**12. CLOSURE OF MEETING TO THE PUBLIC**

6.47 p.m.

**CRS WILLIAMS/SWAN –**

That Council, in conformance with Section 89(2) of the Local Government Act 1989, resolve to close the meeting to members of the public for the purpose of considering items relating to:-

- Ground(s) under section 89(2):

- 89(2) (a) - *Personnel Matters*
- (d) - *Contractual Matters*
- (h) - *Any of matter which the Council or special committee considers would prejudice the Council or any person*

25/16

**ON BEING PUT, THE MOTION WAS CARRIED**

6.56 p.m.

**CRS WILLIAMS/SWAN -**

That Council open the meeting to members of the public and resume normal business.

30/16

**ON BEING PUT, THE MOTION WAS CARRIED**

### 13. CONFIRMATION OF 'CLOSED PORTION' DECISION/S

#### *Closed Portion Decision/s -*

**C.P. 1 Records of Assemblies of Councillors – Confidential Addendums**  
- Meetings held on Tuesday 17 November 2015, Tuesday 24  
November 2015 and Tuesday 1 December 2015 (Sections 89(2) (a)  
and (h))

#### **RECOMMENDATION**

**That the report be noted.**

*26/16 CRS WILLIAMS/STORER : That the Recommendation be adopted.*

**CARRIED**

**C.P. 2 Contract No. 15/16-05**  
- Violet Town Community House Roof (Section 89(2) (d))

#### **RECOMMENDATION**

- 1. That the tender received from Don Newnham Engineering, of 35-39 Graham Street Euroa for Contract 15/16-05 Violet Town Community House Roof, for the adjusted lump sum of \$199,039.00 excluding GST be accepted by Council.**
- 2. That the unsuccessful tenderer be advised.**
- 3. That Council endorses the signing and sealing of the contract documents once received.**

*27/16 CRS STORER/WILLIAMS : That the Recommendation be adopted.*

**CARRIED**

**C.P. 3 Contract No. 15/16-06**  
**- Road Resealing Program (Section 89(2) (d))**

**RECOMMENDATION**

1. That the tender received from Roads Corporation trading as Sprayline, of 26 Fowler Road, Dandenong South 3175, for Contract 15/16-06 – Road Resealing Program, for the amount of \$698,695.00 + GST be accepted by Council.
2. That the unsuccessful tenderers be advised.
3. That Council endorses the signing and sealing of the contract documents once received.

28/18 **CRS WILLIAMS/WEATHERALD** : *That the Recommendation be adopted.*

**CARRIED**

**C.P. 4 Australia Day 2016 Awards**  
**- Recipients for the 2016 Shire-Wide Category Awards (Section 89(2) (h))**

**RECOMMENDATION**

That Council award the following recipients the Shire-wide awards in 2016:

***Due to the determined Recommendation for this item requiring confidentiality, it will not be recorded in the public component of the meeting.***

29/16 **CRS SWAN/STORER** : *That the Recommendation be adopted.*

**CARRIED**

**RECOMMENDATION**

**CRS SWAN/STORER -**

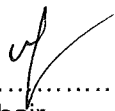
That the decision/s of Council's 'Closed Portion' considerations be confirmed.

31/16

**ON BEING PUT, THE MOTION WAS CARRIED**

***THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 6.57 P.M.***

Confirmed as being a true and accurate record of the Meeting



.....  
Chair

16 - 2 - 16

.....  
Date