



Notice is given that an Ordinary Meeting of Council will be held on:

Date: Tuesday, 13 December 2016
Time: 3pm
Location: Serpentine Council Chambers,
Serpentine

AGENDA

Ordinary Council Meeting

13 December 2016

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1 OPENING PRAYER

“Almighty God, we humbly beseech thee to bless this Council, direct and prosper its deliberations towards the true welfare of your people of the Shire of Loddon.”

2 APOLOGIES

3 PREVIOUS MINUTES**3.1 CONFIRMATION OF MINUTES**

File Number: 02/01/001

Author: Lynne Habner, A/Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council confirm:

1. The minutes of the Council Briefing of 22 November 2016
2. The minutes of the Ordinary Council Meeting of 22 November 2016
3. The minutes of the Council Forum of 6 December 2016

REPORT

Seeking approval of the unconfirmed minutes of the previous meetings.

4 REVIEW OF ACTION SHEET

4.1 REVIEW OF ACTIONS

File Number: 02/01/002

Author: Lynne Habner, A/Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: 1. Action sheet

RECOMMENDATION

That Council receive and note the action sheet.

REPORT

Refer attachment.

5 MAYORAL REPORT

5.1 MAYORAL REPORT

File Number: 02/01/001

Author: Lynne Habner, A/Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council receive and note the Mayoral Report

REPORT

The Mayor will present a report at the meeting.

6 COUNCILLORS' REPORT

6.1 COUNCILLORS' REPORTS

File Number: 02/01/001

Author: Lynne Habner, A/Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

RECOMMENDATION

That Council receive and note the Councillors' reports

REPORT

Each Councillor will present a report at the meeting.

7 DECISION REPORTS**7.1 FINANCE REPORT FOR THE PERIOD ENDING 31 OCTOBER 2016**

File Number: 08/06/001
Author: Deanne Caserta, Manager Financial Services
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: 1. Finance Report for the period ending 31 October 2016

RECOMMENDATION

That Council:

1. *receives and notes the 'Finance report for the period ending 31 October 2016'*
2. *approves budget revisions included in the report for internal reporting purposes only.*

CONFLICT OF INTEREST

No

PREVIOUS COUNCIL DISCUSSION

Council is provided with Finance Reports on a monthly basis with the exception of when changes to the Council meeting timetable resulted in the Council meeting occurring before the completion of the end of month finance procedures.

BACKGROUND

The Finance Report for the period ended 31 October 2016 includes standard monthly information about budget variations, cash, investments, interest, debtors and creditors, and provides a comparison of year-to-date actual results to year-to-date budget (by dollars and percentage) and total revised budget (by percentage).

The information is in the format provided in the 2016/17 Budget, and includes operating results, capital expenditure and funding sources.

In order to continue to provide Council with important information, this report also includes a Cash Flow Statement. Extensive work has been undertaken and this is provided in a similar format to that included in the Financial Statements. It will give valuable information about cash that has been spent so far in 2016/17.

ISSUES/DISCUSSION

Budgeted Surplus - Council's budgeted cash surplus has decreased by \$130K from \$489K to \$360K due to an expected increase of \$279K in capital expenses partially offset by an expected increase in operating revenue of \$152K.

Income Statement (Revenue) - Council's year to date (YTD) operating revenue is at 103% of YTD budget. Just over \$2.32M in debtors were raised in October. The main variance is revenue grants revenue which is \$280K behind YTD budget. Other areas with notable variances include Vic Roads funding which is behind budget and user fees which are ahead of budget mainly due to invoices raised for the Boort Caravan Park lease agreement.

Income Statement (Expenditure) - Council's operating expenditure is at 93% of YTD budget. Materials, services and contractors are behind budget by \$575K due to a delay in commencing some major projects and the timing of invoices being received. Payments for this month totalled just over \$1.6M, compared to \$2.6M last month.

Capital Works - The revised budget for capital works is \$19.8M and is 8% complete. Expenditure is at 61% of YTD budget or \$429K behind. Council is currently working towards measuring % practical completion. Asset types with major variations (10% or \$10K) include furniture and office equipment, plant and equipment, roadworks, land and buildings and recreation, leisure and community facilities which many projects behind expected timing due to a decrease in activity as a result of the recent floods.

Balance Sheet - Council has a \$15.0M cash total with \$1.2M in general accounts. Debtors are nearly \$12.6M which is an increase of \$1.6M since the last report. Sundry debtors total \$2.49M with invoices outstanding for 60 or more days relating to community wellbeing debtors and local community groups totalling approximately \$67K.

There were no supplementary valuations updated in October.

COST/BENEFITS

The benefit to Council and the community is that accurate and regular financial reporting is being disclosed, along with an accurate representation of property valuations being reflected in Council's rating system and the distribution of rate notices for the year 2016/17.

Provision of financial reports on at least a quarterly basis is a requirement of the Local Government Act.

RISK ANALYSIS

The provision of regular and accurate finance reports to Council minimises the risk of Council not delivering projects within the approved budget. Council's risk exposure is also increased if the rating system does not reflect the valuation changes associated with supplementary valuations as Council will not be aware of the changes, which can alter the rate revenue in the current year and in future rating years.

CONSULTATION AND ENGAGEMENT

There has been considerable consultation internally with respective managers in understanding their budget responsibilities and keeping within budgetary constraints.

Consultation with ratepayers and authorities that act on behalf of ratepayers occurs when a change to a property is required or occurs by virtue of a sale.

External engagement with the community was undertaken during the submission period of the budget, and regular reporting provides a mechanism of monitoring the financial outcomes of Council against that expectation.

7.2 PLANNING SCHEME AMENDMENT TO CORRECT MAPPING ERRORS

File Number: 13/01/003
Author: Carolyn Stephenson, Statutory / Strategic Planner
Authoriser: Glenn Harvey, Manager Development and Compliance
Attachments: 1. Loddon Planning Scheme corrections amendment property list

RECOMMENDATION

That Council

1. Request authorisation from the Minister for Planning to prepare an amendment to the Loddon Planning Scheme to correct the mapping errors as identified in the attached table.
2. Should authorisation be provided, prepare the amendment and place the amendment on exhibition.

CONFLICT OF INTEREST

Nil

PREVIOUS COUNCIL DISCUSSION

Nil

BACKGROUND

The Loddon Planning Scheme identifies Council's controls on land use and development across the Shire. The planning scheme consists of the ordinance (the written provisions) and a set of maps that identify the zones and overlays for all land.

Over the past 20 years, the planning scheme maps have evolved from simplistic paper maps to detailed digitised versions. As a part of this translation, a number of errors have occurred.

The planning scheme is legal document prepared under the Planning and Environment Act (1987). Changes to it (including the correction of errors) need to go through a prescribed amendment process that involves consent from the Minister to prepare the amendment and public exhibition.

Council is required to seek authorisation from the Minister for Planning prior to preparation of the amendment to ensure that the amendment is consistent with State planning policy and makes proper use of the planning provisions. Once authorisation is provided from the Minister, the amendment will be prepared and exhibited. Exhibition will include notice to affected land owners and public notices in the paper and Government Gazette. Following exhibition, Council will be provided the opportunity to consider any submissions and decide whether to proceed with the amendment, modify it in response to a submission or abandon it. Should Council chose to proceed with the amendment and not modify it in response to a submission, the amendment may proceed to a panel hearing. An amendment to the planning scheme is approved by the Minister when adopted by Council.

ISSUES/DISCUSSION

The table attached identifies a number of parcels of land where errors have been identified, along with the proposed changes.

Most of the errors relate to privately owned land that has been zoned Public Conservation and Resource Zone (PCRZ). The PCRZ is normally applied to State Forests, State Parks and Crown land along waterways. These errors largely relate to land that adjoins or is located within areas of Crown land. To correct the error it is proposed to rezone the land to either Farming Zone or Rural

Conservation Zone, depending on the current and appropriate future use of the land. There are also a number of sites that are currently zoned PCRZ that are used and developed as community sporting facilities, therefore it is proposed that they be rezoned Public Park and Recreation Zone.

Other proposed corrections include removal of the Public Use zone from private land where it has been extended beyond the boundaries of a site; application of the Road Zone 1 to part of the Wedderburn Boort Rd and removal of this zone from an unused road; and the removal of the Heritage Overlay that has been incorrectly applied and applying it to the correct site.

COST/BENEFITS

The amendment will cost Council in terms of staff time and fees payable to the Department of Environment, Land, Water and Planning. However, it is important that the correct zone be applied to land to facilitate appropriate use and development.

RISK ANALYSIS

The planning scheme should be a robust document that correctly identifies the intended use and development of land. The amendment process provides for transparency and stakeholder engagement.

CONSULTATION AND ENGAGEMENT

Some land owners are aware of the errors and the proposed amendment. The planning scheme amendment process provides for consultation and engagement through the public exhibition stage. Public notice will be provided to all affected land owners directly as well as published in the local papers and the Government Gazette. One on one meetings with affected land owners will be provided as required. A minimum of one month is provided for the receipt of submissions.

7.3 ROAD ASSET MANAGEMENT PLAN 2016-2020

File Number: 14/01/020
Author: Indivar Dhakal, Assets Engineer
Authoriser: Ian McLauchlan, Director Operations
Attachments: 1. Road Asset Management Plan 2016-2020
2. Financial Projection
3. Improvement Action
4. List of low trafficked sealed pavement

RECOMMENDATION

That Council resolve to advertise the Road Asset Management Plan 2016-2020, seeking public comment.

CONFLICT OF INTEREST

No

PREVIOUS COUNCIL DISCUSSION

The draft Road Asset Management Plan was discussed during the Council Forum on September 2016.

BACKGROUND

Council has more than 4700 km of road network broadly classified under a hierarchy of sealed and unsealed roads. To manage the extensive network of road assets, Council adopted its Road Asset Management Plan (RAMP) 2008 with a review period of 4 years.

This plan forms a part of the asset management plans' portfolio that supports Council's asset management policy and asset management strategy, which focus upon achieving sustainable asset management, value for money and supporting the Council in engaging with local communities to find the balance between service levels, risk and cost.

The revised RAMP (as presented) outlines the key elements involved in managing Council's sealed and unsealed roads within the urban and rural areas of the Municipality. It combines management, financial, engineering and technical practices to ensure that the level of service required by user groups is provided at the lowest long term cost to the community, within the limits of any fiscal constraints that may be imposed by Council.

In preparing the revised RAMP it has been recognised that the flood events of 2010/2011, and the ensuing infrastructure recovery program, has significantly influenced the condition profile of Council's current road asset inventory, and more specifically the short term (20 year) capital renewal expenditure demand forecast

During the devastating floods of 2011, there was widespread damage to the road network. As part of its 2011-2013 Flood Recovery Program (Infrastructure) Council undertook renewal or restoration works upon a substantial proportion of its road network (approximately 50% of gravel & formed roads and 5% of sealed network). As a result of the reconstruction from the floods program, Council has been able to significantly reduce the renewal gap in road related assets.

Preparation of the revised RAMP has been delayed from the original 4 year review cycle, however the existing RAMP has continued to be applied since its adoption in 2008. Part of this delay may be attributed to the disruption and shift in focus following the 2011 floods as well as a more recent staff restructure. Following the adoption of the revised RAMP for 2016 it is expected that the 4 year review cycle will be reinstated.

ISSUES/DISCUSSION

Council has been investing significant amount of money into its roads related assets every year. This asset management plan outlines the connection of the investment of community funds towards road related assets with service outcomes. It also provides a framework for optimal life cycle management of the road assets and an investment model to maintain that life cycle. The key highlights of the attached RAMP are as follows:

Levels of Service: The attached RAMP seeks to balance the levels of service which Council provides to its customers in the context of road related assets with its financial capacity for investment in road infrastructure renewal or upgrade.

In the context of expected service levels, this revised RAMP has been prepared in consideration of outcomes from the annual community satisfaction survey conducted in March 2016, historical customer requests and a community workshop on roads held 20 March 2013. This plan also provides a methodology to define levels of surface as well as indicators to measure achievement of these (draft RAMP attached, 5.3.7).

In addition, this plan also outlines the investment model based on existing condition of the road network for 20 years to provide the levels of service specified in the RAMP, which is subsequently reflected within Council's long term financial plan.

Renewal gap: Since the completion of the 2011 flood recovery program, the renewal gap in the Council's road infrastructure has dropped significantly. As of June 2016, 95% of the Council's entire road network is below the intervention level (draft RAMP attached, 8.3.3).

Gravel road resheets: Periodic resheeting of gravel minor roads has been an important issue raised by the community which is reflected in the community satisfaction survey as well as community workshops.

Whilst the renewal gap has reduced significantly based upon the current service level models, continuing limitations in respect to financial resources as well as the recent introduction of rate capping by the state government has resulted in the retention of the policy within the RAMP that gravel minor roads will not be eligible for resheeting.

It is however proposed that chemical or mechanical stabilisation of minor gravel roads may be carried out during grading maintenance for roads with a history of high frequency maintenance. Gravel access roads and gravel collectors will be eligible for resheeting at specified intervention levels and in accordance with the scoping document priority matrix.

All weather access: The proposed RAMP sets up the target of providing at least one all-weather access to the entrance of existing occupied rural dwellings and intensive industries. In addition, when considering planning development approvals in the farming zone, Council will endeavour to ensure that proposed new dwellings are located so as to utilise the existing all weather access or allow a road upgrade to all weather standard provided the works are at full cost to the developer and meets the legislative requirements and design standards (Infrastructure Design Manual).

Road defects: Road defects will be inspected and addressed as outlined in the Council's current Road Management Plan (RMP).

Renewal capital works program: The renewal capital works program is generated using a priority based rolling program developed using various project scoping documents. The capital works are categorised under reseals, local road construction (asset preservation, amenity and safety), gravel resheets, shoulder resheets and township street improvement. The annual capital works program is developed each year by the Manager Technical Services and Assets Engineer and reported to the Council for consideration and adoption.

Asset responsibility: This plan references to Council's current Asset Management Strategy for the list of responsible officers to define the responsibility matrix. The Asset Management Strategy adopted in 2011 does not reflect the organisational restructure carried out in 2016. The Asset Management Strategy is scheduled to be reviewed in 2017.

Sealed Road: Rural gravel/unsealed roads with average daily traffic of 100 or more may be considered for a sealed construction depending on evaluation of the project and will be carried out as a local road construction project (draft RAMP attached, 1, 5.3.7). Widening of narrow seals may be considered for roads with more than 200 average daily traffic or more than 35 commercial vehicles per day. However, widening can be considered for narrow seals subjected to high risk of accident.

Condition survey frequency: Condition survey of sealed and unsealed road network will be carried out to align with the asset valuation cycle adopted by the Council.

Funding Strategy: The major funding sources identified by this plan are Roads to Recovery and Victorian Grants Commission (local roads). The eligibility for funding from Roads to Recovery depends on Council's continued investment of own source revenue to the minimum threshold calculated under the federal governments guidelines. As of 2016-17, Council needs to spend \$1,975,415 from its own resources to be eligible to receive full Roads to Recovery funding.

Dja Dja Wurrung Land Use Agreement: The recent establishment of the Recognition and Settlement Agreement and associated Land Use Agreement with the Dja Dja Wurrung clans has been included in the proposed RAMP to ensure that works within the road reserve are carried out in accordance with the provisions of the agreement.

COST/BENEFITS

The cost of adopting the proposed RAMP is presented as an attachment (Financial Projections). With the adoption of the attached financial projection, the renewal gap in the road related infrastructure is expected to decrease and as such the proportion of roads below intervention level is expected to be maintained if not increased.

RISK ANALYSIS

There is no significant risk associated with the adoption of the proposed Road Asset Management Plan. However, if the funding strategy as proposed in the RAMP is not adopted, there lies a significant risk of increase in renewal gap and the proportion of roads above intervention level. The proactive investment model proposed in the RAMP seeks to ensure that the current renewal gap across road related infrastructure (over a 20 year period) is maintained if not decreased.

CONSULTATION AND ENGAGEMENT

The proposed RAMP has been submitted to the MEG and the Loddon Leaders for review. The officers responsible in preparation of this report and RAMP have acknowledged the reviews received from various departments within the Council and revised the document accordingly.

This council report seeks approval for the proposed RAMP to be advertised inviting public submissions to the draft RAMP. Once submissions from the public have been received and considered, the RAMP (potentially revised) will be presented to Council for further consideration before its final adoption.

8 INFORMATION REPORTS

Nil

9 COMPLIANCE REPORTS**9.1 REVIEW OF COUNCILLOR ALLOWANCES**

File Number: 02/04/001

Author: Sharon Morrison, Director Corporate Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: 1. RPT Councillor Allowances Review
2. POL Councillors Support and Reimbursement of Expenses Policy

RECOMMENDATION

That Council:

1. provides in-principle support to the recommendations contained within the attached Review of Councillor and Mayoral Allowances document (the Review)
2. advertises the Review and call for submissions in relation to the allowances pursuant to section 223 of the Local Government Act
3. adopts the Councillors' Support and Reimbursement of Expenses Policy

CONFLICT OF INTEREST

Nil

PREVIOUS COUNCIL DISCUSSION

Council resolved to advertise a review and call for submissions pursuant to section 223 of the Local Government Act in relation to Mayor and Councillor Allowances on 29 January 2013.

BACKGROUND

The Local Government Act, at section 74(1) requires that "a Council must review and determine the level of the councillor allowance and the mayoral allowances within the period of six months after a general election or by the next 30 June, whichever it is the later".

ISSUES/DISCUSSION

Attached to this report is a review of the allowances paid to the Mayor and Councillors of the Loddon Shire. This review recommends the status quo, in that Councillors be paid a councillor allowance and the Mayor paid a mayoral allowance at the maximum permissible for Category One councils.

Section 74(4) requires that Council before deciding this matter, must call for submissions pursuant to section 223 of the Local Government Act.

Section 75B requires Council to adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of Council committees. The existing Councillors' Support and Reimbursement of Expenses Policy has also been reviewed to take into account recent improvements in technology. It is recommended that the policy be updated to reflect current practice regarding the provision of technology as outlined in the attached report and draft policy.

RISK ANALYSIS

The risk of not completing this review in a timely manner will mean that Council is not able to comply with its obligations under the Local Government Act, thus eroding public

confidence in Council.

CONSULTATION AND ENGAGEMENT

Consultation in relation to the allowances will be conducted in accordance with Section 223 of the Local Government Act 1989.

Councillors considered the Review at the Councillor Forum on 6 December 2016.

9.2 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAIL- INGLEWOOD COMMUNITY SPORTS CENTRE

File Number: 02/01/021
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the names provided in this report as members of the Inglewood Community Sports Centre Section 86 committee of management, effective immediately.

CONFLICT OF INTEREST

Nil

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Inglewood Community Sports Centre Committee of Management on 15 December 2015.

BACKGROUND

Current Section 86 committee instruments of delegations include Clause 3.6 which outlines the requirement for nomination and appointment of committee members, which is as follows:

Members and Office Bearers of the Committee

At the Annual General Meeting each year nominations shall be called for proposed members of the committee. The committee must then elect from its proposed members the following office bearers:

- President, who shall be Chairperson of the Committee
- Secretary
- Treasurer.

The full list of proposed members must be forwarded to Council for formal appointment at an Ordinary Meeting of Council, in accordance with section 86(2). Until this formal appointment by Council occurs, the previous committee members will continue to hold office.

Clause 3.3 Membership of the committee outlines Council's preferred composition of the committee specific to each delegation, and states that Council seeks to provide broad representation to the committees.

For community based committees, at least 6 community representatives are preferred.

For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

ISSUES/DISCUSSION

Inglewood Community Sports Centre is an organisation based committee with representatives from each of the stakeholder groups. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Organisation
Les Miller	Community
Shane Maxwell	Community
Gordon McNaughton	Community
Vacant	Inglewood Cricket Club
Vacant	Inglewood Cricket Club
Andrew Nevins (Vice President)	Inglewood Football Club
Chris Leach	Inglewood Football Club
Alan Last (President)	Inglewood Lawn Tennis Club
Helen Canfield	Inglewood Lawn Tennis Club
Vicky Tierney (Secretary/	Inglewood Netball Club
Marie Ralph	Inglewood Netball Club

The Council representative for this committee is Colleen Condliffe

COST/BENEFITS

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

RISK ANALYSIS

Section 86 Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Under Section 86(2) of the Act, "Council may appoint members to a special committee and may at any time remove a member from a special committee".

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

CONSULTATION AND ENGAGEMENT

Nil

9.3 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAIL-DONALDSON PARK

File Number: 02/01/018
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the names provided in this report as members of the Donaldson Park Section 86 committee of management, effective immediately.

CONFLICT OF INTEREST

Nil

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members Donaldson Park Committee of Management on 27 October 2015.

BACKGROUND

Current Section 86 committee instruments of delegations include Clause 3.6 which outlines the requirement for nomination and appointment of committee members, which is as follows:

Members and Office Bearers of the Committee

At the Annual General Meeting each year nominations shall be called for proposed members of the committee. The committee must then elect from its proposed members the following office bearers:

- President, who shall be Chairperson of the Committee
- Secretary
- Treasurer.

The full list of proposed members must be forwarded to Council for formal appointment at an Ordinary Meeting of Council, in accordance with section 86(2). Until this formal appointment by Council occurs, the previous committee members will continue to hold office.

Clause 3.3 Membership of the committee outlines Council's preferred composition of the committee specific to each delegation, and states that Council seeks to provide broad representation to the committees.

For community based committees, at least 6 community representatives are preferred.

For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

ISSUES/DISCUSSION

Donaldson Park is an organisation based committee with representatives from each of the stakeholder groups. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Community group
Gavan Holt (President)	Council representative
Jon Chandler (Secretary/treasurer)	Community representative
Bruce Hargreaves (Vice President)	Wedderburn and District Harness Racing Club
Nick Youngson	Wedderburn and District Harness Racing Club
Tim Lockhart	Wedderburn and District Lawn Tennis Club
Chris Holt	Wedderburn and District Lawn Tennis Club
Dale Jackson	Wedderburn Bowls Club
Brett Jackson	Wedderburn Bowls Club
Danny Fowles	Wedderburn College
Vacant	Wedderburn College
Alan Holt	Wedderburn Football Club
Kevin Lockhart	Wedderburn Football Club
Michelle Hargreaves	Wedderburn Hockey Club
Thomas Jackson	Wedderburn Hockey Club
Alex Holt	Wedderburn Netball Club
Julie Benaim	Wedderburn Netball Club

The Council representative for this committee is Cr Gavan Holt.

COST/BENEFITS

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

RISK ANALYSIS

Section 86 Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Under Section 86(2) of the Act, "Council may appoint members to a special committee and may at any time remove a member from a special committee".

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

CONSULTATION AND ENGAGEMENT

Nil

9.4 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAIL-BOORT MEMORIAL HALL

File Number: 02/01/010
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the names provided in this report as members of the Boort Memorial Hall Section 86 committee of management, effective immediately.

CONFLICT OF INTEREST

Nil

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Boort Memorial Hall Committee of Management on 24 November 2015.

BACKGROUND

Current Section 86 committee instruments of delegations include Clause 3.6 which outlines the requirement for nomination and appointment of committee members, which is as follows:

Members and Office Bearers of the Committee

At the Annual General Meeting each year nominations shall be called for proposed members of the committee. The committee must then elect from its proposed members the following office bearers:

- President, who shall be Chairperson of the Committee
- Secretary
- Treasurer.

The full list of proposed members must be forwarded to Council for formal appointment at an Ordinary Meeting of Council, in accordance with section 86(2). Until this formal appointment by Council occurs, the previous committee members will continue to hold office.

Clause 3.3 Membership of the committee outlines Council's preferred composition of the committee specific to each delegation, and states that Council seeks to provide broad representation to the committees.

For community based committees, at least 6 community representatives are preferred.

For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

ISSUES/DISCUSSION

Boort Memorial Hall is a community based committee with representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Jeanette Wagner	President
Ken Loader	Vice President
Judy Parker	Secretary/ Treasurer
Alan Stringer	Committee Member
Deanne Grogan	Committee Member
Edna Boyle	Committee Member
Ian Potter	Committee Member
Isobel Loader	Committee Member
Ivan Streader	Committee Member
Karen Coutts	Committee Member
Kevin Sutton	Committee Member
Marg Potter	Committee Member
Nola Stringer	Committee Member
Stuart Coutts	Committee Member

The Council representative for this committee is Neil Beattie

COST/BENEFITS

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

RISK ANALYSIS

Section 86 Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Under Section 86(2) of the Act, "Council may appoint members to a special committee and may at any time remove a member from a special committee".

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

CONSULTATION AND ENGAGEMENT

Nil

9.5 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAIL-KINGOWER DEVELOPMENT AND TOURISM

File Number: 02/01/025
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the names provided in this report as members of the Kingower Development and Tourism Section 86 committee of management, effective immediately.

CONFLICT OF INTEREST

Nil

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Kingower Development and Tourism Committee of Management on 27 October 2015.

BACKGROUND

Current Section 86 committee instruments of delegations include Clause 3.6 which outlines the requirement for nomination and appointment of committee members, which is as follows:

Members and Office Bearers of the Committee

At the Annual General Meeting each year nominations shall be called for proposed members of the committee. The committee must then elect from its proposed members the following office bearers:

- President, who shall be Chairperson of the Committee
- Secretary
- Treasurer.

The full list of proposed members must be forwarded to Council for formal appointment at an Ordinary Meeting of Council, in accordance with section 86(2). Until this formal appointment by Council occurs, the previous committee members will continue to hold office.

Clause 3.3 Membership of the committee outlines Council's preferred composition of the committee specific to each delegation, and states that Council seeks to provide broad representation to the committees.

For community based committees, at least 6 community representatives are preferred.

For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

ISSUES/DISCUSSION

Kingower Development and Tourism is a community based committee with representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Mark Gilmore	President
Terry Coffey	Vice President
Christine Gilmore	Secretary
Michael Rose	Treasurer
Arleen Reimers	Committee Member
Beverley Lechte	Committee Member
Damien Mason	Committee Member
David Peterson	Committee Member
David Reimers	Committee Member
Jan Graham	Committee Member
Maile Peterson	Committee Member
Nicole Solomon	Committee Member

The Council representative for this committee is Geoff Curnow.

COST/BENEFITS

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

RISK ANALYSIS

Section 86 Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Under Section 86(2) of the Act, "Council may appoint members to a special committee and may at any time remove a member from a special committee".

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

CONSULTATION AND ENGAGEMENT

Nil

9.6 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAIL-BOORT DEVELOPMENT

File Number: 02/01/008
Author: Michelle Hargreaves, Administration Officer
Authoriser: Sharon Morrison, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council appoints the names provided in this report as members of the Boort Development Section 86 committee of management, effective immediately.

CONFLICT OF INTEREST

Nil

PREVIOUS COUNCIL DISCUSSION

Council approved the current list of committee members for Boort Development Committee of Management on 15 December 2015.

BACKGROUND

Current Section 86 committee instruments of delegations include Clause 3.6 which outlines the requirement for nomination and appointment of committee members, which is as follows:

Members and Office Bearers of the Committee

At the Annual General Meeting each year nominations shall be called for proposed members of the committee. The committee must then elect from its proposed members the following office bearers:

- President, who shall be Chairperson of the Committee
- Secretary
- Treasurer.

The full list of proposed members must be forwarded to Council for formal appointment at an Ordinary Meeting of Council, in accordance with section 86(2). Until this formal appointment by Council occurs, the previous committee members will continue to hold office.

Clause 3.3 Membership of the committee outlines Council's preferred composition of the committee specific to each delegation, and states that Council seeks to provide broad representation to the committees.

For community based committees, at least 6 community representatives are preferred.

For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

ISSUES/DISCUSSION

Boort Development is a community based committee with representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Barry Barnes	President
Rod Poxon	Secretary
Alister McDougall	Treasurer
Honie Tweedle	Committee Member
Jida Gulpilil	Committee Member
John Nelson	Committee Member
Kathryn Lanyon	Committee Member
Kevin Sutton	Committee Member
Leah Toose	Committee Member
Margaret Nelson	Committee Member
Paul Haw	Committee Member
Steven Lanyon	Committee Member
Sue Foster	Committee Member

The Council representative for this committee is Neil Beattie

COST/BENEFITS

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

RISK ANALYSIS

Section 86 Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Under Section 86(2) of the Act, "Council may appoint members to a special committee and may at any time remove a member from a special committee".

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

CONSULTATION AND ENGAGEMENT

Nil

9.7 NOVEMBER 2016 AUDIT COMMITTEE MEETING OVERVIEW

File Number:	06/02/003
Author:	Sharon Morrison, Director Corporate Services
Authoriser:	Phil Pinyon, Chief Executive Officer
Attachments:	1. Review of Accounts Payable/Purchasing report
	2. Audit Committee Calendar 2017
	3. Section 86 Report
	4. Risk Management Report

RECOMMENDATION

That Council

1. receives and notes the November 2016 Audit Committee Meeting Report
2. endorses the performance improvement recommendations documented in the Review of Accounts of Payable/Purchasing undertaken in July/August
3. receives and notes the Audit Committee Calendar 2017
4. receives and notes the Audit Committee Section 86 Committee Report
5. receives and notes the Risk Management Report

CONFLICT OF INTEREST

Nil

PREVIOUS COUNCIL DISCUSSION

Council was provided with a summary of the August 2016 Audit Committee Meeting at the Ordinary Meeting held on 23 August 2016.

BACKGROUND

The Audit Committee was created under Section 139 of the Local Government Act 1989, which states that "Council must establish an audit committee".

The committee is made up of four independent community members, and Cr Gavan Holt, as Council's representative. Council's Chief Executive Officer and Director Corporate Services attend the meetings in an advisory capacity.

The primary objective of the Audit Committee is to assist Council in the effective conduct of its responsibilities for:

- the enhancement of the credibility and objectivity of internal and external financial reporting
- effective management of financial and other risks and the protection of Council assets
- compliance with laws and regulations as well as use of best practice guidelines
- the effectiveness of the internal audit function
- the provision of an effective means of communication between the external auditor, internal audit, management and the Council
- facilitating the organisation's ethical development
- maintaining a reliable system of internal controls.

In order to provide a structured approach and ensure that the Committee addresses each of its responsibilities, an annual calendar of actions and an internal audit review program are established each year, and these guide the activities of the Committee.

ISSUES/DISCUSSION

The agenda for the November 2016 meeting included the following:

Review of Accounts Payable/Purchasing (including data interrogation) undertaken in July/August 2016

Mr Mark Holloway of HLB Mann Judd provided a report on the findings of the review of *Accounts Payable/Purchasing (including data interrogation)*.

One high risk issue was identified: inadequate segregation of duties in the current procurement practices. There were 5 medium risk issues and no low risk issues.

There are 16 improvement actions resulting from the report.

Draft Calendar for 2017

Committee members considered and accepted the timetable for 2017 Committee meetings.

The Committee considered and accepted the closing report for 20125/16 from the Victorian Auditor-General's Office. It was noted that there was no interim report provided for 2015/16.

Section 86 Committees

A report was considered on the program of work for section 86 committees to address the outstanding action of incorporating the finances of these committees into Council's financial statements.

Strategic Internal Audit Plan

A revised Strategic Internal Audit Plan 2015-2019 was considered and further adjustments were discussed in light of recent audits.

Report of Operations

A copy of the Annual Report was provided to Committee members as a complete record of both the activity and financial outcomes for the 2015/16 period.

Other agenda items

Other agenda items, some of which are standard items included:

- staff presentation
- finance report
- risk management report
- fraud report
- major lawsuits report

Next review

The next internal audit is scheduled to commence 29 November on privacy responsibilities.

COST/BENEFITS

There are costs associated with the Audit Committee and internal audit function.

However, in most cases, actions resulting from audit reviews do not bear any new costs as they are undertaken by current staff.

The benefits that the internal audit function provides Council are:

- business improvement relating to the audit review areas
- standard policy and procedure documents which are developed through the action list
- improvement in knowledge management that will assist with succession planning over time
- a reduction in risk in areas relating to audit reviews.

RISK ANALYSIS

The internal audit program has been created and is annually updated on a risk basis, ensuring that Council's program addresses the areas of highest risk or greatest concern to Audit Committee members and Council officers.

CONSULTATION AND ENGAGEMENT

Nil

10 GENERAL BUSINESS

11 CONFIDENTIAL ITEMS

Closing of Meeting to the Public

RECOMMENDATION

That the meeting be closed to the public.

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 89(2) of the Local Government Act 1989:

11.1 Review of confidential actions

This matter is considered to be confidential under Section 89(2) - (h) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with Any other matter which the Council or special committee considers would prejudice the Council or any person.

NEXT MEETING

The next Ordinary Meeting of Council will be held on 24 January 2017 at Serpentine

There being no further business the meeting was closed at [enter time](#).

Confirmed this.....day of..... 2016

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