



WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland

Council Meeting Agenda

Meeting to be held at

Wellington Centre - Council Chambers

Foster Street, Sale

Tuesday 6 February 2018, commencing at 3pm

**or join Wellington on the Web:
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ORDINARY MEETING OF COUNCIL – 6 FEBRUARY 2018

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Council Meeting Information

Members of the Public Gallery should note that the Council records and publishes Council meetings via Webcast to enhance the accessibility of Council meetings to the broader Wellington community. These recordings are also archived and may be published on Council's Website for viewing by the public or used for publicity or information purposes. At the appropriate times during the meeting, members of the gallery may address the Council at which time their image, comments or submissions will be recorded.

Members of the public who are not in attendance at the Council meeting but who wish to communicate with the Council via the webcasting chat room should lodge their questions or comments early in the meeting to ensure that their submissions can be dealt with at the end of the meeting.

Please could gallery visitors and Councillors ensure that mobile phones and other electronic devices are turned off or in silent mode for the duration of the meeting.



A - PROCEDURAL



STATEMENT OF ACKNOWLEDGEMENT

***“We acknowledge the traditional custodians
of this land the Gunaikurnai people,
and pay respects to their elders past and present”***



PRAYER

***“Almighty God, we ask your blessing upon the Wellington
Shire Council, its Councillors, officers, staff and their families.***

***We pray for your guidance in our decisions so that the
true good of the Wellington Shire Council may result to
the benefit of all residents and community groups.”***

Amen



A - PROCEDURAL

A4 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S

ITEM A4**ADOPTION OF MINUTES OF PREVIOUS MEETING/S**

ACTION OFFICER:

GENERAL MANAGER CORPORATE SERVICES

DATE:

6 FEBRUARY 2018

OBJECTIVE

To adopt the minutes of the Ordinary Council Meeting of 19 December 2017.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION**

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 19 December 2017.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.



A - PROCEDURAL

A5 BUSINESS ARISING FROM PREVIOUS MEETING/S



A - PROCEDURAL

A6 ACCEPTANCE OF LATE ITEMS



A - PROCEDURAL

A7 NOTICE/S OF MOTION



A - PROCEDURAL

A8 RECEIVING OF PETITIONS OR JOINT LETTERS

ITEM A8(1)**OUTSTANDING PETITIONS**

ACTION OFFICER

GOVERNANCE

DATE:

6 FEBRUARY 2018

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			



A - PROCEDURAL

A9 INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS



A - PROCEDURAL

A10 QUESTIONS ON NOTICE



B –REPORT

DELEGATES



C1 - REPORT

CHIEF EXECUTIVE OFFICER

ITEM C1.1**DECEMBER 2017 COUNCIL PERFORMANCE REPORT**

DIVISION: CHIEF EXECUTIVE OFFICE
ACTION OFFICER: CHIEF EXECUTIVE OFFICER
DATE: 6 FEBRUARY 2018

IMPACTS									
Financial	Communication	Legislative	Council Policy	Council Plan	Resources & Staff	Community	Environmental	Engagement	Risk Management
✓	✓	✓	✓	✓					

OBJECTIVE

For Council to receive and note the December 2017 Council Performance Report.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION**

That Council receive and note the December 2017 Council Performance Report as attached.

BACKGROUND

The December 2017 Council Performance Report comprises key highlights towards achievement of the 2017-21 Council Plan, progress in relation to Major Initiatives and Initiatives as identified in the 2017/18 Budget together with an overview of Council finances including an Income Statement, a Balance Sheet with commentary regarding any major variances, information on cash balances, the level of rates outstanding and a progress update on Council's Capital Works program.

Section 138(1) of the *Local Government Act 1989* requires that at least every three months, the Chief Executive Officer must ensure that a statement comparing budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public.

OPTIONS

Following consideration of the attached December 2017 Council Performance Report, Council can resolve to either:

1. Receive and note the December 2017 Council Performance Report; or
2. Not receive and note the December 2017 Council Performance Report and seek further information for consideration at a later Council meeting, which would result in Council not meeting legislative requirements.

PROPOSAL

That Council receive and note the attached December 2017 Council Performance Report.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.

FINANCIAL IMPACT

The attached financial report provides information that informs Council on its financial operations for the December 2017 quarter as well as the expected financial position for the 2017/18 year.

COMMUNICATION IMPACT

The Council Plan communicates Council's strategic direction to the community. The Council Plan can also be used by Council to communicate its vision and direction to other tiers of government, organisations, government agencies and funding bodies.

LEGISLATIVE IMPACT

Section 138(1) of the *Local Government Act 1989* requires that at least every three months, the Chief Executive Officer must ensure that a statement comparing budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public.

COUNCIL POLICY IMPACT

The December 2017 Council Performance Report has been prepared in the context of existing Council policies.

COUNCIL PLAN IMPACT

Strategic Objective 6.3 states that Council will:

"Maintain a well governed, transparent, high performing, ethical and accountable organisation"

Strategy 6.3.3 states that Council will:

"Ensure sound governance processes that result in responsive, ethical, transparent and accountable decision making"

Strategy 6.2.2 states that Council will:

"Actively engage with both internal and external stakeholders to appropriately inform about council business"

DECEMBER 2017 PERFORMANCE REPORT

DECEMBER 2017 COUNCIL PLAN HIGHLIGHTS

Funding Applications

The funding application for the Cameron Sporting Complex redevelopment was submitted through the Federal Government's "Building Better Regions Fund". Announcements will be made in June-July 2018.

Funding for the Yarram Recreation Reserve Lighting Upgrade was officially announced on 4 December.

Inspired by the Lakes

'Inspired by the Lakes' event was held for Social Inclusion Week, which was a collaborative event between Wellington Shire Council, GippSport, Lions Club Sale, Sailability and Wellington Hockey Club. Many accessible activities were offered to people attending the event.

Gallery Updates

The ESSO Board have agreed to donate their collection of Australian Art, comprising 40 artworks dating from the 1950s-60s.

The Acting Gallery Director met with Dr Gerard Vaughan, Director National Gallery of Australia, to extend relations between the two galleries and discuss strategies for philanthropy in Gippsland.

Increased Memberships

December membership statistics for Aqua Energy show a total of 1,204. This is an increase of 10% from the December 2016 total of 1,096. This growth can be attributed to improved equipment, enhanced group fitness timetable and improved customer experience.

Outdoor pool membership comparisons for the same period show a total of 75, an increase of 34% from December 2016. This is attributed to a more targeted and aggressive promotion, coupled with fine weather at the launch of the season.

Sale of Council Land

Two council properties were sold:

- Hopkins Road for \$375,000 incl GST, which settled 22 December 2017.
- The sale of Council land to Radial Timber Pty Ltd in Yarram settled for \$44,000 Incl GST. This allows Radial Timber to progress with their multi-million dollar development plans generating employment for the region.

Amendments C96 and C97

Amendments C96 and C97 were formally approved by the Minister for Planning on 21 December 2017. Amendment C96 facilitates the rezoning of land to the Low Density Residential Zone in Heyfield, whilst C97 will facilitate a new Sewerage Pump Station in Sale.

Domestic Animal Amendment (Puppy Farms and Pet Shops) Act

The *Domestic Animal Amendment (Puppy Farms and Pet Shops) Act* received royal ascent 20 December 2017. Local Laws staff currently reviewing document.

Agriculture Position Paper

Council's 2017 Agriculture Paper has been finalised and printed. Copies have been provided to all stakeholders including primary producers who provided input into the paper.

West Sale Airport Extension

Mapping for the RAAF Base East Sale will be finalised by Defence and thereafter provided to Council for the appropriate action. Noise contour mapping for West Sale Airport has previously been updated and included in the Wellington Planning Scheme.

National Broadband Network

Meeting held with NBNCo's local manager to provide input into their communication plan. NBNCo are seeking to engage more with the community (including business) to help identify (and resolve) service issues.

DECEMBER PERFORMANCE REPORT

Major Initiatives	Completion Target	Progress Comment	Status
COMMUNITIES			
Continued implementation of Domestic Wastewater Management Plan (DWMP) to ensure the DWMP is adequately executed and commitments contained within the plan are achieved.	30 June 2018 (Multiyear project)	Site inspections undertaken in South Gippsland Water Catchment area are almost complete.	In Progress (80%)
Adoption by Council of the Municipal Public Health and Wellbeing Plan (2017-21) by 31 October 2017.	31 October 2017 (Multiyear project)	Wellington Municipal Public Health and Wellbeing Plan, known as Healthy Wellington 2017 - 2021, was formally adopted at a Council meeting on 3 October 2017. The documents were also formally submitted to the Department of Health and Human Services.	Complete (100%)
Actively engage with the community and partners to redevelop the Domestic Animal Management (DAM) Plan.	30 June 2018	DAM Plan was considered and endorsed by Council on 3 October 2017.	Complete (100%)
SERVICES & INFRASTRUCTURE			
Progress the Port of Sale Cultural Hub construction project in line with the project plan.	31 December 2017 (Multiyear project)	The project is progressing with works expected to be essentially complete for soft opening scheduled on January 2018.	In Progress (95%)
Progress the Port of Sale Precinct (The Port) redevelopment project in line with the project plan.	31 December 2017 (Multiyear project)	All works are progressing to schedule and are on track to be essentially completed for scheduled opening.	In Progress (95%)
Implement the North Sale Development Plan/Developer Contributions Plan into the Planning Scheme to support well planned housing growth.	30 June 2018	A final Development Plan is expected from Mesh Planning Consultants in early 2018. The final plan will be provided for information to all landowners within and adjacent to the plan area and to those who previously made submissions during the formal public exhibition. A Council Workshop is scheduled for 6 March 2018 to present the final plan prior to its formal consideration at the 20 March 2018 Council meeting.	In Progress (75%)

Major Initiatives	Completion Target	Progress Comment	Status
LIFELONG LEARNING			
Strongly advocate for the relocation of the Federation Training's Fulham campus to Sale CBD and in doing so improve accessibility to education and training outcomes for the Wellington community.	30 June 2018	Currently awaiting the release of Fed Training's Strategic Plan, following the community forum on 18 October.	Ongoing
ECONOMY			
Facilitate the release of industrial land in Wurruk/West Sale to support economic growth	30 June 2018	The Draft West Sale and Wurruk Industrial Land Supply Strategy is currently on public exhibition until 26 January 2018. A Council Workshop will be held in late March 2018 to consider submissions raised during the exhibition period.	In Progress (70%)
Implement the recommendations of the report and roadmap on further economic and social opportunities as a result of expansion of RAAF Base East Sale.	30 June 2018	Actions have been integrated into the Economic Development Strategy Action Plan.	In Progress (30%)
ORGANISATIONAL			
Plan and implement an organisational wide electronic document, records, and intranet management system.	30 June 2018	The Information Management team has developed a draft business classification scheme to be reviewed by the organisation early in 2018.	In Progress (80%)
Implement Year 3 of the Information Communications Technology (ICT) Strategic Road Map 2015-17 to achieve organisational wide infrastructure and technology upgrades.	30 June 2018 (Multiyear Project)	Procurement of new Generator for GRSC is complete. Installation scheduled for February 2018.	In Progress (70%)
Manage the Information Communication Technology (ICT) and Audio Visual (AV) design, plan and installation for the Port of Sale Cultural Hub (POSCH) Precinct Project.	31 December 2017 (Multiyear Project)	ICT/AV equipment configuration has commenced and on track to finish on schedule.	In Progress (90%)
Explore GLGN Council Shared Services opportunities for transactional, and administrative services and Information Communications Technology.	30 June 2018	Shared arrangement is currently being explored to implement our Corporate Planning and Reporting System and Learning and Development System in East Gippsland Shire.	Ongoing

Major Initiatives	Completion Target	Progress Comment	Status
Progress West Sale Airport initiatives including Stage 3 of the Eastern Recreation Aviation Precinct and the Runway Extension Project.	30 June 2018	Meeting completed with purchasers, WSC Projects team and consultant (SMEC) to identify aircraft access way which is acceptable to Civil Aviation Safety Authority (CASA) but minimises requirement for purchasers to complete earthworks.	In Progress (50%)
Secure funding for the upgrade of Cameron Sporting Complex Maffra to ensure the facility meets growing demand.	30 June 2018	Funding application through the Federal Government's "Building Better Regions Fund" submitted. Announcements to be made in June-July 2018. Request for Tender documentation for Detailed Design to be developed.	In Progress (40%)
Review and update the Boating Facilities Strategic Plan 2013-16 and provide a 4 year capital plan, taking into account any changes from Gippsland Coastal Board Boating Facilities Coastal Action Plan.	30 June 2018	Strategy review to be completed and presented to Council in the first quarter 2018 prior to release for community consultation.	In Progress (40%)
Implement the 2017/18 Leisure Services Operational Business Plan for Aqua Energy, GRSC and WSC's seasonal outdoor pools.	30 June 2018	Key business focus for this quarter has been; Gym Membership and participation promotion, new program development (Personal Training and Bootcamp), review of confectionary supply, updating of Facility Emergency Management Plans (for Aqua Energy and Gippsland Regional Sporting Complex), Swim school service delivery improvements and service delivery improvement planning for outdoor seasonal pool operation for 2017-18. Capital Works planning for 2018-19 was completed, along with preparation for further community consultation mid-January 2018, in Yarram, regarding the possible heating of the pool.	In Progress (25%)

Initiatives	Completion Target	Progress Comment	Status
COMMUNITIES			
Ensure implementation of Council led responsibilities for 2017-18 in the Healthy Wellington Action Plan.	30 June 2018	2018 Healthy Wellington Action Plan is currently being drafted in collaboration with Wellington Primary Care Partnership (WPCP). WPCP have met with external stakeholders and have identified 2018 actions from stakeholders; Gippsland Women Health, Latrobe Community Health Service, Central Gippsland Health Service, Wellington Primary Care Partnership and GippSport.	In Progress (50%)
Utilise the Community Facilities Framework and Hierarchy tool to review funding and agreements of all community facilities – Council and community managed - and make appropriate recommendations for the development of a consistent approach to be considered by Council.	30 June 2018 (Ongoing)	Presented a Council Workshop on Section 86 Committees and possibilities for moving them back to Department of Environment, Land, Water and Planning (DELWP). Recommendation was to approach DELWP to instigate this then approach the Committees of Management to discuss.	In Progress (20%)
Facilitate consistent approach to emergency planning for all Community Committees of Management, owned and managed by Council, to ensure WSC and CoM are adequately prepared and covered for incidents.	30 June 2018 (Multiyear project)	Completed templates for emergency plans for Community Facilities and sent them through to all Committees of Management for approval. They were highly recommended by the group and will be implemented in due course.	In Progress (30%)
Finalise the Wellington Access and Inclusion Plan and ensure implementation of Community Wellbeing led responsibilities for 2017-18.	30 June 2018	Implementation and reporting mechanism was developed and the main tool for reporting will be Council's Corporate Planning and Reporting System; PULSE.	In Progress (50%)
Finalise the Wellington Youth Strategy and achieve planned actions for 2017-18.	30 June 2018	Planning for the 2018 Youth Summit in February with Youth Facilitators has happened. Excitement building! Publicity will begin early January. The Youth Summit will help to develop the annual Youth Strategy action plan.	In Progress (50%)
Monitor the sustainability of the Wellington Early Years Network as it transitions to a new facilitation	30 June 2018	Dates for 2018 have been set with members of the network sharing roles such as Chair, Host and Venue. At	Ongoing

Initiatives	Completion Target	Progress Comment	Status
structure and supports the implementation of the Municipal Early Years Plan.		this stage Council staff maintain administration support such as note taker, setting the agenda and sending correspondence to the group.	
Support the development of Yarram Early Learning Inc. to ensure that the service is financially sustainable.	30 June 2018	Yarram Early Learning Centre have reached capacity for enrolment. This means the Centre will have a waiting list for the first time. This is a good outcome, but the mix of sessional kindergarten and long day childcare enrolments will need to be carefully managed to not impact on financial sustainability.	Ongoing
Support Gumnuts Early Learning Centre Inc. to determine an appropriate management and governance structure by 31 Dec 2017.	31 Dec 2017	Reported to Council in a verbal workshop on several community-managed childcare centres, including Gumnuts. Organisation seems to be tracking well at present.	In Progress (50%)
Update flood overlay controls and policy in the Planning Scheme to minimise future risk to the community.	30 June 2018	Background preparation work continues on the preparation of documents to support Amendment C99. A Councillor workshop is scheduled for 20 February 2018 during which further clarification will be provided on the technical content of the Amendment.	In Progress (20%)
SERVICES & INFRASTRUCTURE			
Utilise the Service Planning Model to expand the 10 year recreation facilities capital planning program to incorporate community facilities, to enable greater prioritisation of community facilities in alignment with the Community Facilities Framework.	30 June 2018	10 Year Capital Plan was utilised for Project Assessment Statement development and submitted for 2018-19 and 2019-20 projects. Further review of 10 Year Capital Plan to be undertaken to identify ways to incorporate broader community facilities.	In Progress (40%)
Development of a Service Planning Model for community facilities that can be adapted for broad use across Council.	30 June 2018	Draft Service Planning Model was presented at Leader's meeting. Next step would be to run a pilot project on Active Living service group.	In Progress (40%)

Initiatives	Completion Target	Progress Comment	Status
Progress the Cowwarr Recreation Reserve Clubrooms redevelopment project in line with the project plan.	30 June 2018	Demolition work has commenced in preparation for the floor slab to be poured.	In Progress (15%)
Complete a business case for the further development of aquatic facilities at Aqua Energy.	30 June 2018	25 metre pool structural assessment is yet to be received, thereby delaying Sport & Leisure Solutions from proceeding with Business Case for redevelopment. The structural report is now expected to arrive in January 2018.	In Progress (40%)
Progress development of an Off-Street Car Parking Master Plan, considering the needs of central business areas within the six major townships, supported by a long term capital works program	30 June 2018	Internal meeting was held and plan was outlined. Development plan and program is currently being developed.	In Progress (40%)
Develop a policy to guide decision making about rezoning of land to support consistent and equitable outcomes.	30 June 2018	Not applicable.	Not due to start
Facilitate a private rezoning/development plan for the Wurruk Growth area to support well planned housing growth.	30 June 2018	Council considered the Independent Planning Panel report for Amendment C84 (Wurruk Growth Area) at its 17 October 2017 meeting and resolved to adopt the Amendment. The Amendment is now awaiting final Ministerial approval.	In Progress (95%)
Implement the Heyfield Low Density Residential Review into the Planning Scheme to support housing growth.	30 June 2018	Amendment C96 was formally Gazetted on 21 December 2017 and became part of the Wellington Planning Scheme.	Completed (100%)
Advocate, in partnership with other Gippsland Shires, for increases and enhancements of V-Line services to Gippsland to improve connectivity and access for residents.	30 June 2018	Council staff met with John Hearsch Consulting on 4 December at Sale Train Station to discuss rail stabling options. Preparing costings for rail stabling in Sale, in collaboration with John Hearsch Consulting, to support Danny O'Brien's	Ongoing

Initiatives	Completion Target	Progress Comment	Status
		advocacy. This aligns with the Gippsland Rail Needs Study's prioritisation process which identified rail stabling as a short-term priority.	
Progress the Residential Road and Street Construction Plan projects in line with the implementation plan.	30 June 2018	Pearson-Simpson Street project is progressing and Dundas and Marley street works are currently being tendered for award.	In Progress (20%)
Develop a 5-year implementation plan for residential street construction works and present to Council	30 June 2018	Draft 5-year plan has been developed. Minor amendments were proposed for Residential Road and Street Construction Plan. Amended plan and 5-year implementation plan will be presented to Council in first quarter, 2018.	In Progress (50%)
NATURAL ENVIRONMENT			
Investigate & initiate composting trial of all green waste at Kilmany Landfill site	30 June 2018	Contractor continuing to monitor composting rows and turn as required.	In Progress (50%)
Implement the second stage of the 5 year work plan to reduce energy consumption by 5% per year at Entertainment Centre and Wellington Centre, and use Planet Footprint to track results.	30 June 2018	The fitting of low-energy lighting and climate control air-conditioning at the Wellington Centre building is nearing completion. The Wedge LED lighting project has progressed and external LED lights are mounted and tested, with the lighting controller component scheduled to be complete by January.	In Progress (55%)
Implement recommendations and actions to support the 5 year work plan to reduce energy consumption by 5% per year at Aqua Energy and Gippsland Regional Sports Complex (GRSC) using Planet Footprint to track results.	30 June 2018	Orders were placed to replace indoor pool vapour lamps with low energy usage Induction lighting. Works are scheduled to commence in mid January. Additional small area/ room specific lighting replacements at Aqua Energy is also under consideration. Project Assessment Statements were submitted for installation of solar panels at Aqua Energy.	In Progress (45%)

Initiatives	Completion Target	Progress Comment	Status
Develop a model for community engagement for promoting sustainability to an adult audience.	30 June 2018	Council staff met with Latrobe Shire staff to discuss on collaborating on adult program to raise awareness on sustainability issues and currently working together on a plan.	In Progress (35%)
LIFELONG LEARNING			
Relocate the Gallery collection, exhibitions and staff offices to the new Wellington Centre, and enable successful ongoing cultural services from that site.	30 June 2018	Gallery staff have been working to a tight schedule to ensure that the new Port of Sale is ready to open 6 January, in close collaboration with Library, Sale Visitor Centre, IT and other Council staff. All artworks for the first exhibition 'imagine' have now been delivered and are ready to be installed. Training for all staff has continued through December.	In Progress (50%)
Relocate the Sale Library resources and equipment & Headquarters facilities to the new Wellington Centre, and enable successful ongoing cultural services from that site.	30 June 2018	<p>The book, magazine and audio-visual collection and interior furnishings have been removed from Sale Community Library. The resource collection is being reshelfed in the new library at the Port of Sale, as building operations continue. The relocated collection is protected from dust and grime in the meantime.</p> <p>Self-checkout units are now installed and operative, and staff received refresher training in the units' administrative functions on 21 December.</p>	In Progress (50%)

Initiatives	Completion Target	Progress Comment	Status
ECONOMY			
Implement updated noise contour mapping for RAAF Base East Sale and West Sale aerodrome to support the ongoing operation of these airfields.	30 June 2018	Mapping for the RAAF Base East Sale will be finalised by Defence and thereafter provided to Council for the appropriate action. Noise contour mapping for West Sale Airport has previously been updated and included in the Wellington Planning Scheme.	In Progress (95%)
Seek funding for and develop a business case for the extension of the Great Southern Rail Trail through to Yarram and Port Albert, to increase visitation and business opportunities in adjacent areas.	30 June 2018	Economics and Planning teams of South Gippsland Shire have been engaged to complete the Economic Impact Assessment and Business Case.	In Progress (30%)
ORGANISATIONAL			
Implement Stage 1 of a Planning Scheme Review (in consultation with DELWP Flying Squad initiatives) to ensure that the strategic direction of the Planning Scheme is up to date/relevant.	30 June 2018	Background work on Stage 1 of the Planning Scheme Review continues to advance to ensure that the strategic direction of the Wellington Planning Scheme remains up to date and current. A number of internal stakeholder workshops have been undertaken to inform the preparation of the study, which will also compliment the work recently commenced in conjunction with DELWP through the State Government's Planning in the Economic Growth Zone initiative.	In Progress (50%)
Undertake a 'streamlining review' of the Planning Scheme (subject to DELWP flying squad support) to minimise regulatory burden for the community.	30 June 2018	Mesh Planning consultants have now been appointed by the State Government to undertake Stage 1 of the Planning Schemes Review project. The Review will seek to update the provisions of the Wellington, Baw Baw and Latrobe City Planning Schemes to make them more concise and consistent. Changes will be 'policy neutral', of	Ongoing

Initiatives	Completion Target	Progress Comment	Status
		regional significance and could be introduced into the Planning Scheme via a Ministerial Amendment.	
Undertake the implementation of a Workforce Management System (WMS) across all Leisure Services managed facilities.	30 June 2018	Further discussions were held regarding additional information required to support a WMS Business Case. New information was also obtained from Banyule City Council. This indicates substantial savings in time per year, plus an improvement in payroll accuracy. An updated WMS business case will be prepared early in 2018.	In Progress (20%)
Manage and deliver Information Communication Technology (ICT) services to East Gippsland Shire Council as per the Memorandum of Understanding (MoU) for ICT shared services.	30 June 2018	Highlights for this period include ICT/AV upgrade completion of the Bairnsdale Aquatic and Recreation Centre and Lakes Aquatic Centre.	In Progress (80%)
Assist Baw Baw Shire Council with their ICT program by providing strategic advice and oversight	30 June 2018	The tablet deployment program has now been finalised with minor configuration work in progress. Completion and handover of this project is scheduled for late December 2017.	In Progress (95%)
Develop and Implement a Customer Service Strategy that defines the standards required to improve customer satisfaction across all Council services.	30 June 2018	This project is now moving into implementation stage and will be launching in February 2018.	In Progress (25%)
Upgrade Council's abilities to produce high quality video messaging to improve our communications processes and enhance our social media channels.	30 June 2018	Council staff attended a course administered by the MAV regarding social media and video production. First video was produced in September and released in October, regarding Federation Training. Video received good reach and feedback. Two other more organic videos have been uploaded to Facebook instead of still photographs, also with good results. Walk to School animated videos were also used during October for Walk to School month. Currently in the process of producing a video for the promotion of the new Port of Sale precinct.	In Progress (40%)

Initiatives	Completion Target	Progress Comment	Status
Develop an External Communications Strategy that will establish a shared understanding of Council's external communications framework, tools and processes.	30 June 2018	Not applicable.	Not due to start
Facilitate delivery of 2 key outcomes in the Community Engagement Strategy Action Plan	30 June 2018	35 nominations were received for the training on Introduction to Community Engagement and sessions are scheduled in February 2018.	In Progress (60%)
Implement an outdoor pool operating model (temperature forecast related) to reduce cost to council while maintaining optimum service levels.	30 June 2018	Temperature triggered operating model is in place and working well. A standardised 15-week season operates at all sites. A minimal amount of adverse feedback has been received to date. Season memberships are up by more than 34% in comparison to the same month previous year. Estimated labour cost savings across the 5 pools for the 15-week season is ~ \$50K. Evaluation and collection of feedback will be on-going for the season.	In Progress (90%)
Inform Aqua Energy's business decisions through the cost allocation model data	30 June 2018	Final version of the Cost Allocation modelling from 2016-17 data has not been finalised.	In Progress (15%)
Review Council's list of Surplus Land so that land value can be realised in accordance with policy and standards of best practice.	30 June 2018	Lots within Golden Beach have been listed and Council Reports will be scheduled early in 2018.	In Progress (50%)
Facilitate the distribution of consistent Insurance coverage information and advice for all Community Committees of Management in facilities on Council owned and/or managed land to ensure CoM and volunteers are adequately covered in case of an incident.	30 June 2018	Completed a matrix of all land management agreements that shows exactly what is covered by insurance for each type of agreement. Comprehensive feedback was given about this Insurance overview for the committees.	In Progress (45%)

Initiatives	Completion Target	Progress Comment	Status
Develop an organisational wide recruitment, selection and retention strategy for the organisation, including diversity and inclusion, to ensure recruitment aligns with Council's strategic vision, compliance with equal employment opportunity legislation and best practice recruitment methodology.	30 June 2018	Recruitment and selection process to be improved in 2018 to incorporate a new strategic direction and training for all hiring managers.	In Progress (20%)
Implement the action plan association with Wellington Shire Economic Development Strategy 2016-2022.	30 June 2018	All allocated activities are progressing and reviewed in accordance with the 2016-2022 Economic Development Strategy.	In Progress (50%)
In early 2018, prepare Economic Development Strategy Action Plan 2018-20	30 June 2018	Not applicable.	Not due to start
Develop the Wellington Age Friendly Plan.	30 June 2018	Council staff attended 'Age Friendly Communities in the New Ageing Context Local Government' which provided insight into strategic development of a strategy on positive ageing in Wellington.	In Progress (25%)
Implement the 2017/18 priorities emanating from the 2015-20 Aquatic Strategy	30 June 2018	Below is a summary of actions identified in the Aquatic Strategy that have been accepted as Capital Works or Strategic Projects for 2017-18 year. Aqua Energy 25 metre pool business case - Structural Assessment conducted, report pending. Benchmark data in final stages of review. LED Light Renewal - Orders were placed for replacement of pool vapour lamps with Induction lighting and installation will commence in mid January 2018.	In Progress (25%)

Initiatives	Completion Target	Progress Comment	Status
		<p>Outdoor Pools Solar pumps and controls - Priority is now for Aqua Energy solar hot water rectification and upgrade. Received one quote and seeking further quotes.</p> <p>Outdoor pools People Address Systems – Maffra and Stratford Completed. Yarram Ordered.</p> <p>Stratford Pool Concourse resurfacing - completed.</p> <p>Facility Painting Program – Aqua Energy (AE) Entry foyer to be repainted following storm repairs. Maffra pool change room/entry quoted. AE Gym repainted.</p> <p>Sale Outdoor Pool Plantroom - Dive pool decommissioned and fenced. Plant room design will be finalised in late January 2018.</p> <p>Wayfinding and Advisory Signage - Internal audit completed. Prioritisation of essential signage to be finalised.</p> <p>Chemical Storage Upgrade (OP's) - Safety audit information indicates less requirement than previously identified. Revised action plan adopted.</p>	

DECEMBER 2017 QUARTERLY FINANCE SUMMARY

INCORPORATED IN PERFORMANCE REPORT

OPERATING RESULT STATEMENT
For the period ending 31 December 2017

	YEAR TO DATE 2017-18			FULL YEAR 2017-18	
	Actual \$000's	Adopted Budget \$000's	Variance \$000's	Adjusted Budget \$000's	Adopted Budget \$000's
Income					
Rates and charges	58,866	55,807	3,059	59,627	56,670
Statutory fees & fines	519	490	29	729	729
User fees	2,857	2,858	(1)	6,533	6,533
Grants - operating	4,733	3,993	740	8,256	7,746
Grants - capital	3,713	1,307	2,406	16,205	15,987
Contributions - monetary	166	61	105	223	213
Contributions - non monetary	240	-	240	-	-
Net gain/loss on disposal of property, infrastructure, plant & equipment	454	108	346	241	151
Other income	2,317	879	1,438	2,892	2,909
Total Income	73,865	65,503	8,362	94,706	90,938
Expenditure					
Employee costs	12,579	13,023	444	25,853	25,928
Contractors, materials and services	12,460	14,252	1,792	31,033	29,493
Bad and doubtful debts	-	-	-	86	86
Depreciation and amortisation	12,479	10,741	(1,738)	21,676	21,676
Borrowing costs	219	217	(2)	505	505
Other expenses	423	376	(47)	672	667
Total Expenditure	38,160	38,609	449	79,825	78,355
Surplus for the period	35,705	26,894	8,811	14,881	12,583

Note: The adjusted budget figures reflect any known changes that have arisen since the adoption of the original budget. Including these changes in an adjusted budget figure enables Council to more accurately monitor financial performance during the year and predict the end of year position. Council must, however, report publicly against the original adopted budget on a quarterly basis.

YTD Actuals vs Adopted budget

The operating result for the first half of the financial year reflects a surplus of \$35.7 million against an adopted budget surplus of \$26.9 million. The favourable variance of \$8.8 million is mainly due to:

Income

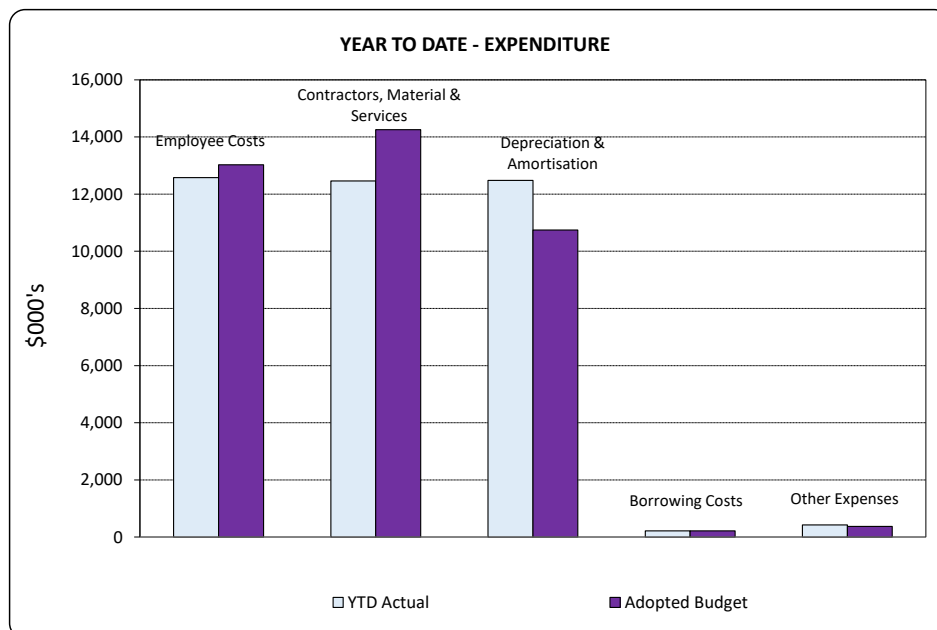
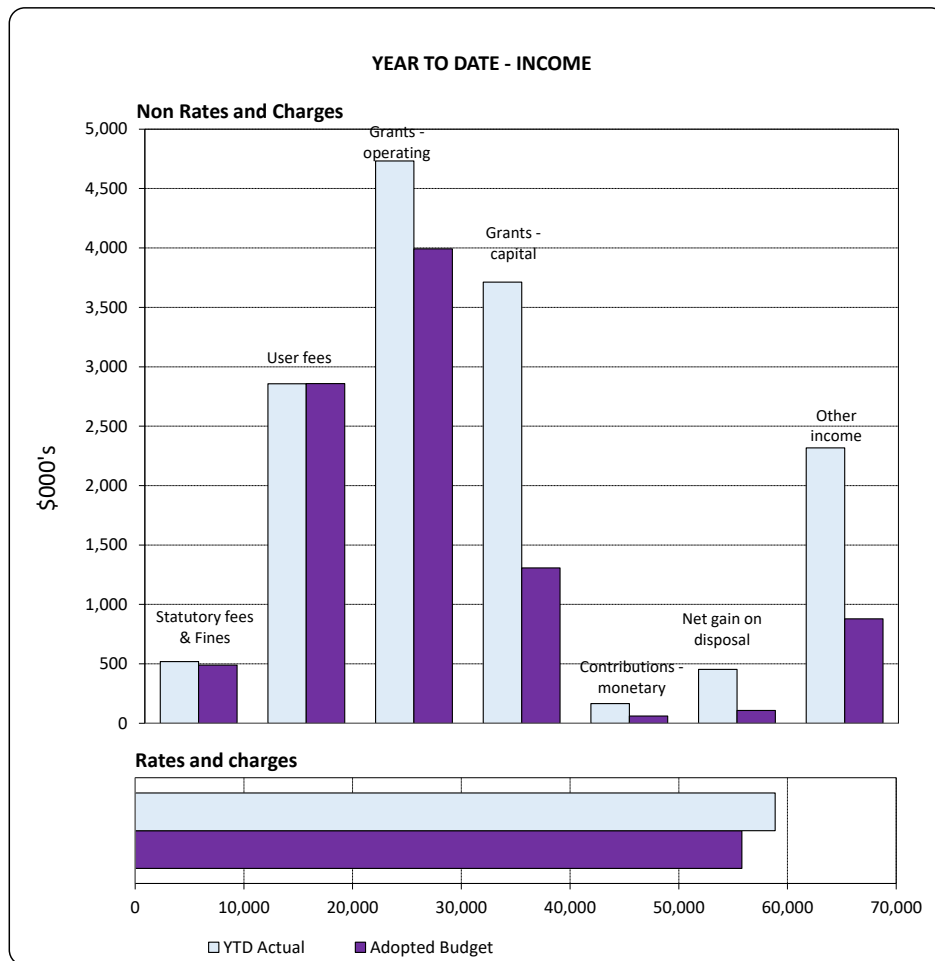
- **\$3.06 million** Additional rates and charges have been raised through supplementary valuations since the preparation of the 2017/18 budget.
- **\$0.74 million** Additional operating grant funding of \$405k has been invoiced towards the Cowwarr Recreation Reserve Clubroom Redevelopment. The first two Victoria Grant Commission instalments were \$143k higher than expected, and will result in an overall annual increase of \$286k for the year. Changes in payment schedules by government departments has resulted in Emergency management funding of \$60k, L to P program funding of \$57k, Entertainment Centre funding of \$47k and Senior Citizen funding of \$14k being received earlier than expected. The pest/ animal and plant program funding of \$70k has been delayed but expected in January 2018.

- **\$2.41 million** The majority of the capital grants funding for \$2.41 million relates to Roads to Recovery funding received in advance, which will be utilised for the upgrade of road infrastructure.
- **\$0.24 million** Asset contributions (non monetary) associated with new subdivisions recognised to date.
- **\$0.35 million** Proceeds from unbudgeted property sales have been received.
- **\$1.44 million** Other income primarily represents recognition of new assets (non cash adjustments) of \$696k. Interest on investments has exceeded the budget by \$461k mainly due to the receipt of grants in advance, the timing of expenditure and changes in the maturity of the portfolio.

Expenditure

- **\$0.44 million** Employee costs are slightly lower than budgeted mainly due to staff vacancies which have partly offset by the higher use of casual staff and also agency staff to maintain customer focused critical operations throughout the organisation. The annual WorkCover premium was lower than projected.
- **\$1.79 million** Contractors, materials and services yet to be expended are primarily for:
 - a. **\$348k** - Operating IT upgrades involving contractors and software maintenance are delayed with current priorities mainly on the completion of capital IT projects associated with Port of Sale Development.
 - b. **\$344k** - Remedial work at the Kilmany landfill site is progressing and expected to be completed by the end of March 2018.
 - c. **\$261k** - The second quarter EPA landfill levy is yet to be paid.
 - d. **\$164k** - The Cowwarr Recreation Reserve Clubroom Redevelopment has commenced and actual expenditure will lag the budget timing, but the project is likely to complete in May 2018.
 - e. **\$156k** - Expenditure relating to valuation services are lower than expended due to less objections and awaiting Valuer General sign off for Stage 3 of the 2018 general property revaluation.
 - f. **\$105k** - Costs associated with the major plant such as parts, maintenance and fuel are lower than projected.
 - g. **\$99k** - Underspends in utilities are primarily due to variation in billing cycles for various operational facilities but it is expected the majority will be spent by 30 June. There are minor savings to date of approximately of \$27k for mobile and landline phone expenditure.
- **(\$1.74 million)** Depreciation and amortisation is higher than budget mainly due to the accounting entry of (\$2.29 million) for the partial removal of written down value for Port of Sale Civic Centre as part of the valuation process for the new library/art gallery.

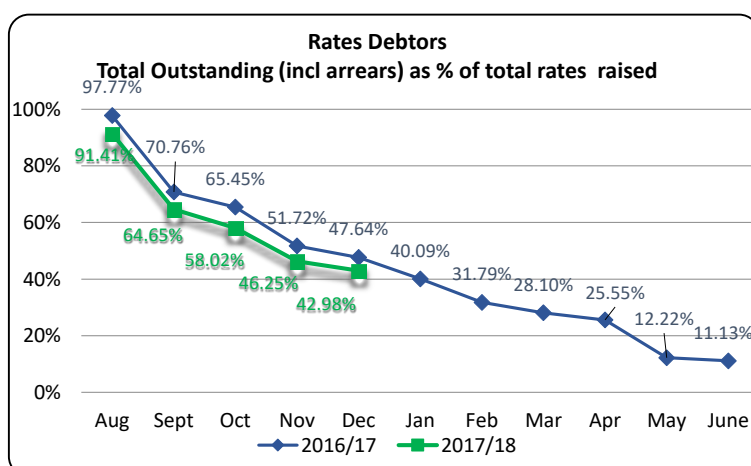
DECEMBER 2017 COMPONENTS AT A GLANCE



BALANCE SHEET

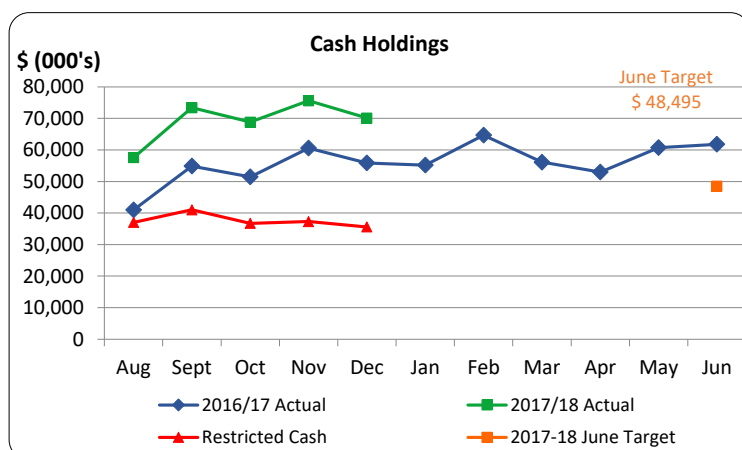
As at 31 December 2017

Actual		Actual	Adjusted Budget	Adopted Budget
December 16		December 17	June 18	June 18
\$000's		\$000's	\$000's	\$000's
Current Assets				
84,943	Total Current Assets	97,581	57,263	52,644
897,504	Total Non Current Assets	852,735	879,578	941,344
982,447	Total Assets	950,316	936,842	993,988
Current Liabilities				
10,309	Total Current Liabilities	9,525	15,782	14,560
10,153	Total Non Current Liabilities	12,449	13,243	12,638
20,462	Total Liabilities	21,974	29,025	27,198
961,985	Net Assets	928,342	907,817	966,790



The rate debtors outstanding at the end of December 2017 were \$28.3 million (42.98%) compared to December 2016 of \$28.7 million (47.64%).

Final notices for outstanding 2017/18 instalments will be issued in January 2018.



Council cash holdings at the end of December 2017 of \$70.1 million is above the December 2016 balance of \$55.9 million.

The current cash holdings includes restricted funds of \$6.1 million to reserves, \$10.5 million to cover provisions, and \$12.3 million associated with the 2016/17 operating and capital carried forwards.

The balance is generally committed working capital for ongoing operations.

Restricted cash is money that is reserved for a specific purpose and therefore not available for general business use.

CAPITAL EXPENDITURE PROGRAM

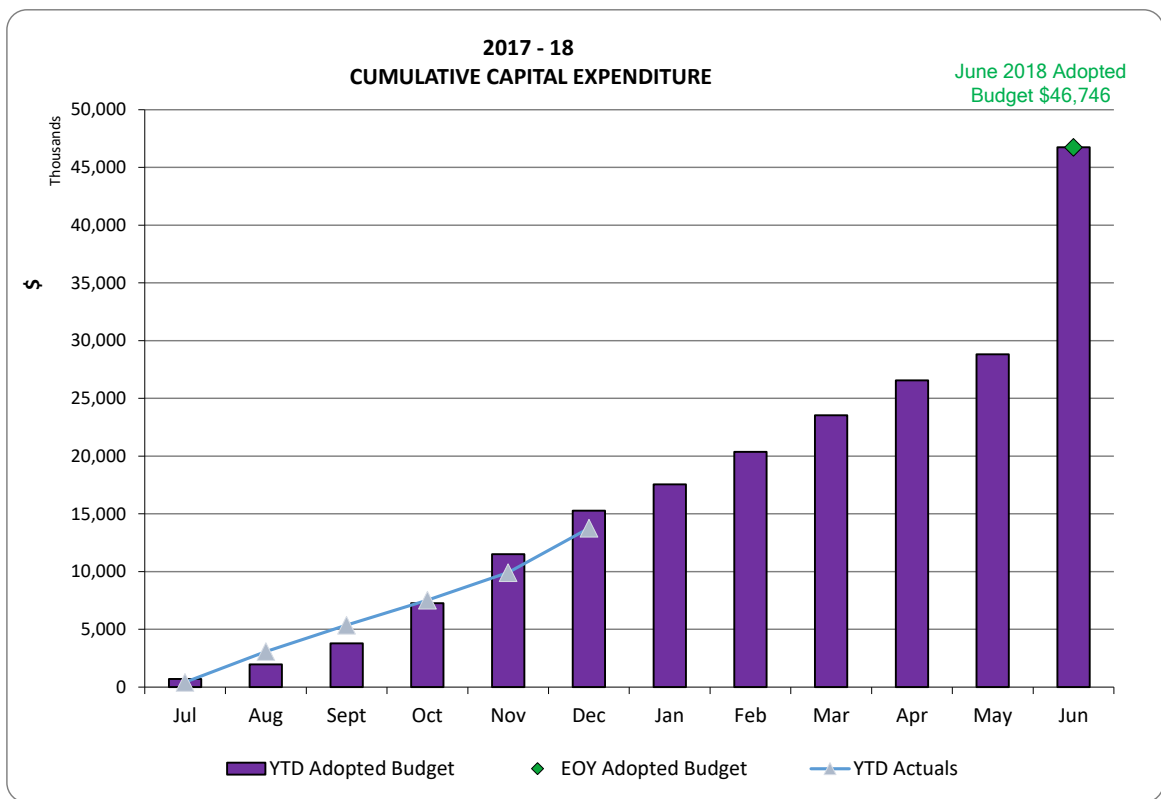
For the quarter ending 31 December 2017

	YEAR TO DATE 2017-18			FULL YEAR 2017-2018	
	Actual \$000's	Adopted Budget \$000's	Variance \$000's	Adjusted Budget \$000's	Adopted Budget \$000's
Property	7,492	6,510	(982)	8,917	8,703
Infrastructure	4,669	6,573	1,904	36,386	34,156
Plant and Equipment	1,588	2,229	641	4,112	3,862
Intangibles	7	-	(7)	25	25
Grand Total	13,756	15,312	1,556	49,440	46,746

	YEAR TO DATE 2017-18			FULL YEAR 2017-2018	
	Actual \$000's	Adopted Budget \$000's	Variance \$000's	Adjusted Budget \$000's	Adopted Budget \$000's
Renewal	9,060	10,672	1,612	31,086	28,961
Upgrade	2,730	2,395	(335)	10,747	9,940
Expansion	1,934	2,176	242	4,374	4,697
New Assets	32	70	38	3,233	3,148
Grand Total	13,756	15,312	1,556	49,440	46,746

Capital Works Summary - For the quarter ending 31 December 2017

- Progress on capital projects for the year to date is \$13.8 million and an additional \$1.8 million in commitments (purchase orders raised).
- The Port of Sale Cultural Precinct has progressed by \$6.0 million, with an additional \$404k in commitments. The Wellington Centre is on track to open in January 2018.
- \$3.7 million has been spent on roads and bridges projects so far this financial year. The Pearson Simpson street scheme is substantially complete, the reseal rural roads program is well under way, Maffra Pearson street and the Rosedale Flynns Creek road widening are complete.
- The 1/4 Basketball courts at Rutters Park and Yarram Skate Park and the resurfacing of Maffra Synthetic Grass Courts are complete.
- The plant renewal program is well underway with \$868k spent and \$76k in commitments raised.
- Charlies Street Boat Ramp and Bradys Bridge are complete.
- Overall, 51 projects are in preplanning, 5 new contracts have been awarded this month and 34 projects are underway. Thirty one projects have already reached completion including the close out of some projects continued from last year.



Since the approval of the budget several large capital projects have had their timing confirmed, reducing the discontinuity in the expected June expenditure.



C2 - REPORT

GENERAL MANAGER CORPORATE SERVICES

ITEM C2.1**ASSEMBLY OF COUNCILLORS**

DIVISION: CORPORATE SERVICES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

DATE: 6 FEBRUARY 2018

IMPACTS									
Financial	Communication	Legislative	Council Policy	Council Plan	Resources & Staff	Community	Environmental	Engagement	Risk Management

OBJECTIVE

To report on all assembly of Councillor records received for the period 12 December 2017 to 30 January 2018.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION**

That Council note and receive the attached Assembly of Councillor records for the period 12 December 2017 to 30 January 2018.

BACKGROUND

Section 80A of the *Local Government Act 1989* requires a written record be kept of all assemblies of Councillors, stating the names of all Councillors and Council staff attending, the matters considered and any conflict of interest disclosures made by a Councillor. These records must be reported, as soon as practicable, at an ordinary meeting of the Council and recorded in the minutes.

Below is a summary of all assembly of Councillor records received for the period 12 December 2017 to 30 January 2018.

Assembly of Councillors summary of reports received for the period 12 December 2017 to 30 January 2018.

Date	Matters considered	Councillors and officers in attendance
12 December 2017	SLUPP Agenda	Councillor Hole John Websdale, General Manager Development Paul Johnson, Manager Business Development Barry Hearsey, Coordinator Strategic Planning Ben Proctor, Strategic Planner Sam Pye, Coordinator Infrastructure Development Josh Clydesdale, Manager Land Use Sabine Provily, Strategic Planner
19 December 2017	IT / Diary Meeting	Councillor Bye, Councillor Crossley, Councillor Hole, Councillor McCubbin, Councillor Maher, Councillor Ripper, Councillor Rossetti, Councillor Stephens Leah Schuback, Executive Assistant Damian Norkus, ICT Operations Officer
19 December 2017	Per and Poly Fluorinated ALKYL Substances (<i>EPA – External Presenter</i>) Development Division Update Food Organics – Garden Organics Waste Service Great Southern Rail Trail Early Years Committees Gunaikurnai land and Waters Aboriginal Corporation Corporate Plan 2017-2022 Synergy Wind Farm Development	Councillor Bye, Councillor Crossley, Councillor Hall, Councillor Hole, Councillor McCubbin, Councillor Maher, Councillor Ripper, Councillor Rossetti, Councillor Stephens David Morcom, Chief Executive Officer Arthur Skipitaris, General Manager Corporate Services Chris Hastie, General Manager Built & Natural Environment Glenys Butler, General Manager Community & Culture John Websdale, General Manager Development Joshua Clydesdale, Manager Land Use Planning (Item 2 & 7) John Traa, Coordinator Statutory Planning (Item 2) Vanessa Ebsworth, Manager Municipal Services (Item 2) Barry Nicholl, Municipal Building Surveyor (Item 2) Paul Johnson, Manager Business Development (Item 2 & 4) Daniel Gall, Coordinator Commercial Facilities Management (Item 2) Tim Rowe, Manager Natural Environment & Parks (Item 3 & 4) Samantha Nock, Coordinator Waste & Sustainability (Item 3) Karen McLennan, Manager Community Wellbeing (Item 5) Bodye Darvill, Coordinator Community Committees (Item 5) Catherine Vassiliou, Coordinator Social Planning & Policy (Item 5)

OPTIONS

Council has the following options:

1. Note and receive the attached assembly of Councillors records; or
2. Not receive the attached assembly of Councillors records.

PROPOSAL

That Council note and receive the attached assembly of Councillors records during the period 12 December 2017 to 30 January 2018.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.

LEGISLATIVE IMPACT

The reporting of written records of assemblies of Councillors to the Council in the prescribed format complies with Section 80A of the *Local Government Act 1989*.

COUNCIL PLAN IMPACT

The Council Plan 2017-21 Theme 6 Organisational states the following strategic objective and related strategy:

Strategic Objective 6.3

"Maintain a well governed, transparent, high performing, ethical and accountable organisation."

Strategy 6.3.3

"Ensure sound governance processes that result in responsive, ethical, transparent and accountable decision making."

This report supports the above Council Plan strategic objective and strategy.

ASSEMBLY OF COUNCILLORS

1. DATE OF MEETING: 12 December 2017

2. ATTENDEES

Councillors

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
Cr Crossley		✓	Cr McCubbin	✓	
Cr Rossetti		✓	Cr Maher	✓	
Cr Stephens		✓	Cr Bye	✓	
Cr Hall		✓	Cr Hole		✓
Cr Mills		✓			

Officers In Attendance

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
D Morcom, CEO		✓	G Butler, GML		✓
A Skipitaris, GMCS		✓	J Websdale , GMD	✓	
C Hastie, GMB&NE		✓			

Others in attendance (list names and item in attendance for)

Name	Item No.	Name	Item No.
Dean Morahan	x	Sam Pye	1
Paul Johnson	1	Josh Clydesdale	1
Barry Hearsey	1	Sabine Provily	1
Ben Proctor	1		

3. Matters/Items considered at the meeting (list):

1. SLUPP Agenda – 12 December 2017

4. Conflict of Interest disclosures made by Councillors:

No Conflicts of Interest Declared

ASSEMBLY OF COUNCILLORS

1. **DATE OF MEETING:** 19 December 2017

2. **ATTENDEES**

Councillors:

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
Cr Crossley	✓		Cr McCubbin	✓	
Cr Hall		✓	Cr Bye	✓	
Cr Maher	✓		Cr Rossetti	✓	
Cr Stephens	✓		Cr Hole	✓	
Cr Ripper	✓				

Officers In Attendance:

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
D Morcom, CEO		✓	G Butler, GMCC		✓
C Hastie, GMB&NE		✓	J Websdale, GMD		✓
A Skipitaris, GMCS		✓			

Others in attendance: (list names and item in attendance for)

Name	Item No.
Leah Schuback	1
Damian Norkus	1

3. **Matters/Items considered at the meeting (list):**

1. **IT/Diary Meeting - Councillors**

4. **Conflict of Interest disclosures made by Councillors:**

Nil

ASSEMBLY OF COUNCILLORS

1. **DATE OF MEETING:** 19 December 2017

2. ATTENDEES

Councillors:

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
Cr Bye	✓		Cr Maher	✓	
Cr Crossley	✓		Cr Ripper	✓	
Cr Hall		✓	Cr Rossetti	✓	
Cr Hole	✓		Cr Stephens	✓	
Cr McCubbin	✓				

Name	In attendance (tick)		Name	In attendance (tick)	
	Yes	No		Yes	No
D Morcom, CEO	✓		G Butler, GMC&C	✓	
C Hastie, GMB&NE	✓		J Websdale, GMD	✓	
A Skipitaris, GMCS	✓				

Others in attendance: (list names and item in attendance for)	Item No.
Dr Andrea Hinwood (<i>External Presenter</i>)	1
Joshua Clydesdale, John Traa, Vanessa Ebsworth, Barry Nicholl, Paul Johnson, Daniel Gall.	2
Tim Rowe, Samantha Nock	3
Paul Johnson, Tim Rowe	4
Karen McLennan, Bodye Darvill, Catherine Vassiliou	5
Glenys Butler	6
Joshua Clydesdale	7

3. Matters/Items considered at the meeting (list):

1. Per and Poly Fluorinated ALKYL Substances (*EPA - External Presenter*)
2. Development Division Update
3. Food Organics – Garden Organics Waste Service
4. Great Southern Rail Trail
5. Early Years Committees
6. Gunaikurnai Land and Waters Aboriginal Corporation Corporate Plan 2017-2022
7. Synergy Wind Farm Development

4. Conflict of Interest disclosures made by Councillors:

Nil

ITEM C2.2**AUDIT & RISK COMMITTEE MINUTES**

DIVISION: CORPORATE SERVICES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

DATE: 6 FEBRUARY 2018

IMPACTS									
Financial	Communication	Legislative	Council Policy	Council Plan	Resources & Staff	Community	Environmental	Engagement	Risk Management
		✓		✓					✓

OBJECTIVE

To receive and note the minutes of the Audit & Risk Committee meeting held on 27 November 2017.

RECOMMENDATION***That:***

- 1. Council receive and note the minutes in brief (Attachment 1) and the confidential attachment at Item F1.1 Audit & Risk Committee Minutes of 27 November 2017; and***
- 2. The information contained in the confidential attachment Item F1.1 Audit & Risk Committee Minutes of 27 November 2017 of this Council meeting agenda and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the General Manager Corporate Services on 16 January 2018 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989: f) legal advice; and h) any other matter which the Council considers would prejudice the Council or any person; be designated confidential information under Section 77 Clause (2)(b) of the Local Government Act 1989.***

BACKGROUND

Council maintains an Audit & Risk Committee in accordance with Section 139 of the *Local Government Act 1989*. The Audit & Risk Committee is an independent advisory Committee to Council and its primary objective is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, maintaining a reliable system of internal controls and facilitating the organisation's ethical development. Minutes of the Audit & Risk Committee are reported direct to Council.

A copy of the minutes in brief from the Audit & Risk Committee meeting of 27 November 2017 can be found at Attachment 1 of this report and is provided for the information of Council and the public in general.

OPTIONS

Council has the following options:

1. To receive and note the minutes from the Audit & Risk Committee Meeting of 27 November 2017; or
2. To seek further information and consider the minutes at a future meeting.

PROPOSAL

To receive and note the minutes of the Audit & Risk Committee meeting held on 27 November 2017.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.

LEGISLATIVE IMPACT

The *Local Government Act 1989*, section 139(1) requires Council to establish an audit committee. Council's Audit & Risk Committee is an Advisory Committee to Council and operates within the Terms of Reference and Charter adopted by Council.

The Audit & Risk Committee Terms of Reference require the minutes of the Audit & Risk Committee to be forwarded to an ordinary meeting of the Council, including a report explaining any specific recommendations and key outcomes. The Audit & Risk Committee is also required to report annually to the Council summarising the activities of the Committee during the previous financial year.

This report complies with the legislative requirements and the Audit & Risk Committee Terms of Reference requirements.

COUNCIL PLAN IMPACT

The Council Plan 2017–2021 Theme 6 Organisational states the following strategic objective and related strategy:

Strategic Objective

"Maintain a well governed, transparent, high performing, ethical and accountable organisation."

Strategy 6.3.3

"Ensure sound governance processes that result in responsive, ethical, transparent and accountable decision making."

This report supports the above Council Plan strategic objective and strategy.

RISK MANAGEMENT IMPACT

The Audit & Risk Committee Charter identifies the management of risk as one of the primary objectives of the Audit & Risk Committee. The Audit & Risk Committee monitors the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems in place.

**MINUTES IN BRIEF OF WELLINGTON SHIRE COUNCIL AUDIT & RISK COMMITTEE
MEETING ON MONDAY 27 NOVEMBER 2017**

Present: Mr Peter Craighead
Mr Joel Churchill
Mr Chris Badger
Councillor Alan Hall

In attendance: Mr Arthur Skipitaris (General Manager Corporate Services)
Mr Ian Carroll (Manager Corporate Finance)
Mrs Sheryl Saynor (Executive Support Officer)

1. **Welcome -**

2. **Apologies -** Councillor Garry Stephens

3. **Closure of Meeting to Public:-**

Councillor Hall/Joel Churchill

That the meeting be closed to the public under Section 89(2) of the Local Government Act 1989 to discuss legal advice and any other matter which the Council or special committee considers would prejudice the Council or any person.

CARRIED

4. **Declaration of Conflict(s) of Interest:-**

5. **Adoption of Previous Minutes – 15 September 2017:-**

Joel Churchill/Councillor Hall

That the Committee adopt the minutes of the previous meeting held on 15 September 2017.

CARRIED

6. **Action Items from Previous Minutes**

Chris Badger/Joel Churchill

That the Audit & Risk Committee recommend to Council that it receive the report.

That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 20 November 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:

(h) any other matter which the Council or special committee considers would prejudice the Council or any person.

be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.

CARRIED

7. Final Management Letter – Year ending 30 June 2017

Joel Churchill/Councillor Hall

That the Audit & Risk Committee recommend to Council that it receive the report.

That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 20 November 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:

(h) any other matter which the Council or special committee considers would prejudice the Council or any person.

be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.

CARRIED

8. Internal Audit Report – Review of Procurement and Supplier Management

Joel Churchill/Chris Badger

That the Audit & Risk Committee recommend to Council that it receive the report.

That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 20 November 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:

(h) any other matter which the Council or special committee considers would prejudice the Council or any person.

be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.

CARRIED

9. Status of Audit Recommendations

Councillor Hall/Chris Badger

That the Audit & Risk Committee recommend to Council that it receive the report.

That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 20 November 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:

(h) any other matter which the Council or special committee considers would prejudice the Council or any person.

be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.

CARRIED

10. Scheduling Audit & Risk Committee Meeting Dates for 2018

Chris Badger/Joel Churchill

That the Audit & Risk Committee recommend to Council that it receive the report.

That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 20 November 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:

(h) any other matter which the Council or special committee considers would prejudice the Council or any person.

be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.

CARRIED

11. Review of Risk Strategy

Joel Churchill/Councillor Hall

That the Audit & Risk Committee recommend to Council that it receive the report.

That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 20 November 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:

(h) any other matter which the Council or special committee considers would prejudice the Council or any person.

be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.

CARRIED

12. Protecting Integrity: Central Goldfields Shire Council Investigation

Joel Churchill/Councillor Hall

That the Audit & Risk Committee recommend to Council that it receive the report.

That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 20 November 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:

(h) any other matter which the Council or special committee considers would prejudice the Council or any person.

be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.

CARRIED

13. VAGO Report: Audit Committee Governance – Recommendations

Chris Badger/Joel Churchill

That the Audit & Risk Committee recommend to Council that it receive the report.

That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 20 November 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:

(h) any other matter which the Council or special committee considers would prejudice the Council or any person.

be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.

CARRIED

14. Review of Audit & Risk Committee Charter

Joel Churchill/Chris Badger

That the Audit & Risk Committee recommend to Council that the proposed changes to the Charter be adopted.

That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 20 November 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:

(h) any other matter which the Council or special committee considers would prejudice the Council or any person.

be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.

CARRIED

15. Evaluation of Audit & Risk Committee Performance

Chris Badger/Councillor Hall

That the Audit & Risk Committee recommend to Council that it receive the report.

That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 20 November 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:

(h) any other matter which the Council or special committee considers would prejudice the Council or any person.

be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.

CARRIED

16. Introduction of new Credit Card System

Councillor Hall/Joel Churchill

That the Audit & Risk Committee recommend to Council that it receive the report.

That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 20 November 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:

(h) any other matter which the Council or special committee considers would prejudice the Council or any person.

be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.

CARRIED

17. Roads to Recovery Audit Opinion

Joel Churchill/Councillor Hall

That the Audit & Risk Committee recommend to Council that it receive the report.

That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 20 November 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:

(h) any other matter which the Council or special committee considers would prejudice the Council or any person.

be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.

CARRIED

18. Information Services Update

Chris Badger/Joel Churchill

That the Audit & Risk Committee recommend to Council that it receive the report.

That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 20

November 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:

(h) any other matter which the Council or special committee considers would prejudice the Council or any person

be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.

CARRIED

19. Financials, Council Plan Highlights and Progress of Major Initiatives and Initiatives

Councillor Hall/Joel Churchill

That the Audit & Risk Committee recommend to Council that it receive the Report.

That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 20 November 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:

(h) any other matter which the Council or special committee considers would prejudice the Council or any person

be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.

CARRIED

20. Fraud Report

Joel Churchill/Chris Badger

That the Audit & Risk Committee recommend to Council that it receive the report.

That the information contained in this document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 20 November 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:

(h) any other matter which the Council or special committee considers would prejudice the Council or any person

be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.

CARRIED

21. Excessive Staff Leave

Councillor Hall/Joel Churchill

That the Audit & Risk Committee recommend to Council that it receive the Report.

That the information, contained in the attached document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 20 November 2017 because it relates to the following grounds under Section 89(2) of the Act:

(h) any other matter which the Council or special committee considers would prejudice the Council or any person

be designated confidential information under Clause 77 (2) (b) of the Local Government Act 1989.

CARRIED

22. Current Key Risk Matters

Councillor Hall/Chris Badger

That the Audit & Risk Committee recommend to Council that it receive the report.

That the information, contained in the attached document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 20 November 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:

f) legal advice;

h) any other matter which the Council or special committee considers would prejudice the Council or any person;

be designated confidential information under Clause 77 (2) (b) of the Local Government Act 1989.

CARRIED

23. Insurance Report

Joel Churchill/Councillor Hall

That the Audit & Risk Committee recommend to Council that it receive the report.

That the information, contained in the attached document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 20 November 2017 because it relates to the following grounds under Section 89(2) of the Act:

h) any other matter which the Council or special committee considers would prejudice the Council or any person;

be designated confidential information under Clause 77 (2) (b) of the Local Government Act 1989.

CARRIED

24. Register of Commissioned Reports

Joel Churchill/Councillor Hall

That the Audit & Risk Committee recommend to Council that it receive the report.

That the information, contained in the attached document and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Chief Executive Officer on 20 November 2017 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989:

h) any other matter which the Council or special committee considers would prejudice the Council or any person;

be designated confidential information under Clause 77(2)(b) of the Local Government Act 1989.

CARRIED

25. General Business

1. Capex Reporting

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4.06PM.

ITEM C2.3**ACCEPTANCE OF MAV CONTRACT FOR SUPPLY OF FUEL CARD SERVICES, OILS AND LUBRICANTS (NPN 1.17)**

DIVISION: CORPORATE SERVICES
 ACTION OFFICER: MANAGER CORPORATE FINANCE
 DATE: 6 FEBRUARY 2018

IMPACTS									
Financial	Communication	Legislative	Council Policy	Council Plan	Resources & Staff	Community	Environmental	Engagement	Risk Management
✓		✓							

OBJECTIVE

For Council to accept the Municipal Association of Victoria (MAV) contract for the supply of Fuel Card Services, Oils and Lubricants (NPN 1.17).

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION*****That***

- 1. Council accept the Municipal Association of Victoria (MAV) contract for the supply of Fuel Card Services, Oils and Lubricants (NPN 1.17); and***
- 2. Council authorise the Chief Executive Officer to sign the Acceptance document on behalf of Council; and***
- 3. The information contained in the confidential document MAV Contract NPN 1.17 Supply of Fuel Card Services, Oils, Lubricants of the Council Meeting and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the General Manager Corporate Services on 18 January 2018 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989: d) Contractual matters be designated confidential information under Section 77 Clause (2)(b) of the Local Government Act 1989.***

BACKGROUND

In May 2013 Council entered into a contract with MAV for the supply of fuel and lubricants from a panel of providers.

In July 2017 MAV went out to tender on behalf of participating councils for fuel and associated products as the current contract was due to expire on 30 September 2017. The tender was advertised on 29 July 2017 and closed on 29 August 2017.

The tender was evaluated by a National Procurement Network (NPN) panel, which included MAV representation, in January 2018. The results of this evaluation were provided to all participating Councils in early 2018. A Council panel then considered the NPN recommendations and further evaluated successful tenders to determine suitability for Council's needs based on the criteria of:

- Price
- Suppliers' ability to supply within the Wellington Shire boundaries

- Accessibility for large plant items to obtain fuel safely.

The new MAV contract expires on 30 September 2021 with a maximum extension period of two years.

Contracts will be entered into between MAV and the successful suppliers, with Council listed as a customer within the contracts. An acceptance of the contract must be signed by Council, which is then submitted to the nominated suppliers as evidence of our intention to utilise the contract.

A copy of Council's Tender Evaluation Report is attached as a confidential document.

Council's Instrument of Delegation requires that all contracts in excess of \$400,000 (GST inclusive) must be presented to Council for a decision.

OPTIONS

Council has the following options:

1. To accept the MAV Contract for the supply of Fuel card services, Oils and Lubricants; or
2. To not accept the contract for the supply of Fuel card services, Oils and Lubricants, seek further information and report back to Council at a later date.

PROPOSAL

That Council accept the MAV contract for the supply of Fuel Card Services, Oils and Lubricants (NPN 1.17) as it provides Council with a competitive price and service for this type of contract

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.

FINANCIAL IMPACT

By utilising the MAV Procurement Contract, for the supply of Fuel card services, Oils and Lubricants, WSC are ensuring that together with improvements in fleet management, rising fuel costs are maintained within budgeted parameters.

LEGISLATIVE IMPACT

Under Section 186 of the *Local Government Act 1989* (the Act), Council is required to undertake a competitive process prior to entering into a contract. Council signed an Agency Agreement with MAV to participate in a national tender through the National Procurement Network, for supply of fuel and associated products. This Agency Agreement complies with the requirements of Section 186 of the Act.



C3 - REPORT

GENERAL MANAGER DEVELOPMENT



C4 - REPORT

GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

ITEM C4.1**CONTRACT 2018-052 POUND ROAD WEST WIDENING-ALBERTON WEST**

DIVISION: BUILT AND NATURAL ENVIRONMENT
 ACTION OFFICER: MANAGER ASSETS AND PROJECTS
 DATE: 6 FEBRUARY 2018

IMPACTS								
Financial	Legislative	Council Policy	Planning Policy	Resources & Staff	Community	Environmental	Engagement	Risk Management
✓	✓	✓		✓	✓	✓	✓	✓

OBJECTIVE

The objective of this report is for Council to consider entering into a contract for the reconstruction and widening of Pound Road West between Gelliondale Road and Deep Creek Bridge at Alberton West

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION**

That:

- 1. Council adopt the recommendations contained in the attached confidential Tender Evaluation Report at Item F1.3 of the Council Meeting Agenda for contract 2018-052 Pound Road West Widening; and***
- 2. The information contained in the confidential document Item F1.3 contract 2018-052 Pound Road West Widening of this Council Meeting and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the Acting General Manager Built & Natural Environment on 22 January 2018 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989: d) Contractual matters be designated confidential information under Section 77 Clause (2)(b) of the Local Government Act 1989, except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

BACKGROUND

Wellington Shire Council maintains approximately 1510 km of sealed roads and to achieve this a program has been instigated to renew and reconstruct roads that are failing or requiring more maintenance as they age. The selection criteria for choosing roads to reconstruct is based on condition assessments and traffic usage.

OPTIONS

Council has the following options available:

- Adopt the recommendations contained in the attached confidential Tender Evaluation Report for contract 2018-052 Pound Road West Widening; or

- Not enter into a contract and not proceed with these works at this time.

PROPOSAL

That Council adopt the recommendations contained in the attached confidential Tender Evaluation Report for contract 2018-052 Pound Road West Widening.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.

FINANCIAL IMPACT

The proposed road reconstruction works are budgeted for in the 2017/18 Capital Works Program.

LEGISLATIVE IMPACT

Wellington Shire Council is committed to ensuring the Contract tendering process complies with the *Victorian Local Government Act 1989* and the Victorian Local Government Code of Tendering.

RESOURCES AND STAFF IMPACT

This project will be undertaken with the resources of the Assets and Projects unit.

COMMUNITY IMPACT

The construction of these works will produce a positive community impact with improved serviceability of the road.

ENVIRONMENTAL IMPACT

The proposed works will have minimal environmental impact, with the contractors complying with Council's Guidelines on Environmental Management for Roadwork Projects.

ENGAGEMENT

Council's standard consultation practices will be implemented on this project.

RISK MANAGEMENT IMPACT

It is considered that the proposed contract works will not expose Wellington Shire Council to any significant risks. All OH&S risks will be discussed with the contractor and allocated to the party in the best position to manage each risk.



C5 - REPORT

GENERAL MANAGER COMMUNITY AND CULTURE

ITEM C5.1**BRIAGOLONG RECREATION RESERVE S86 COMMITTEE OF MANAGEMENT MINUTES**

DIVISION: COMMUNITY AND CULTURE
 ACTION OFFICER: MANAGER COMMUNITY WELLBEING
 DATE: 6 FEBRUARY 2018

IMPACTS									
Financial	Communication	Legislative	Council Policy	Council Plan	Resources & Staff	Community	Environmental	Engagement	Risk Management
		✓	✓	✓				✓	

OBJECTIVE

For Council to receive the minutes from the Briagolong Recreation Reserve Committee of Management's General Meetings held on 8 May 2017 including financial statements, 13 June 2017 including financial statements, 13 November 2017 including financial statements and 11 December 2017 including financial statements, as well as financial statements for July, August, September and October 2017.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION**

That Council receive the minutes from the Briagolong Recreation Reserve Committee of Management's General Meetings held on 8 May 2017 including financial statements, 13 June 2017 including financial statements, 13 November 2017 including financial statements and 11 December 2017 including financial statements, as well as financial statements for July, August, September and October 2017.

BACKGROUND

The Briagolong Recreation Reserve Committee of Management is a Special Committee of Council under Section 86 of the *Local Government Act 1989* and operates within the provisions of a Council approved Instrument of Delegation.

The objectives of the Special Committee are:

- To manage, operate and maintain the Briagolong Recreation Reserve for the community in an efficient, effective and practical manner.
- To undertake activities designed to protect, promote, utilise and develop the Briagolong Recreation Reserve for the use and enjoyment of the local community in line with Council policy and relevant Council strategic documents.
- To keep the Council informed on the operations, improvements and advancements of the Briagolong Recreation Reserve by forwarding copies of all minutes of all ordinary and extraordinary meetings and the Annual Report.
- To set, maintain and collect appropriate user charges.
- To ensure that the Briagolong Recreation Reserve's capital assets are adequately maintained.
- To provide advice to Council on matters relating to the Briagolong Recreation Reserve.

As provided under the Committee's Instrument of Delegation the minutes of all meetings are to be presented to Council and highlight the day to day activities being undertaken by the Committee.

Conflict of Interest: It was noted that conflicts of interest were called for at the commencement of the Ordinary Meetings, with no conflicts being declared.

OPTIONS

Council has the following options:

1. Receive the minutes from the Briagolong Recreation Reserve Committee of Management's General Meetings held on 8 May 2017 including financial statements, 13 June 2017 including financial statements, 13 November 2017 including financial statements, and 11 December 2017 including financial statements, as well as financial statements for July, August, September and October 2017; or
2. Seek further information to be considered at a future Council meeting.

PROPOSAL

That Council receive the minutes from the Briagolong Recreation Reserve Committee of Management's General Meetings held on 8 May 2017 including financial statements, 13 June 2017 including financial statements, 13 November 2017 including financial statements and 11 December 2017 including financial statements, as well as financial statements for July, August, September and October 2017.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.

LEGISLATIVE IMPACT

This report is in accordance with Section 91(4) of the *Local Government Act 1989*.

COUNCIL POLICY IMPACT

This report is in accordance with Council Policy 5.3.2 which establishes a framework for the guidance of Council in relation to the roles and responsibilities of Committees.

COUNCIL PLAN IMPACT

The Council Plan 2017-21 Theme 2 Services and Infrastructure states the following strategic objective and related strategy:

Strategic Objectives 2.2

Council assets are responsibly, socially, economically and sustainably managed.

Strategy 2.2.2

Ensure that community facilities within the municipality continue to meet the expectations and service needs of all current and future residents.

ENGAGEMENT

Meetings held by the Briagolong Recreation Reserve Committee of Management are open to the public.

BRIAGOLONG RECREATION RESERVE

Special Committee of Council

MINUTES

8 May 2017
Briagolong Recreation Reserve

Meeting Opened Time: 7:40pm

1. Present / Apologies

Name	Title	Representing	Present / Apology
Keith Mills	Councillor	Council	Present
Jenny Elliott	Chairperson	Pony Club	Present
Kylie Wright	Secretary	Pony Club	Apology
Vanessa Randle	Treasurer	Tennis Club	Present
Michael Pleydell		Tennis Club	Apology
Stephen Noble		Community	
Joshua Harry		Community	Present
Darren Randle		Community	Present
Vacant		Community	
Sean Padman		Cricket Club	Present
Denis Murphy		Cricket Club	Present
Jessica Fry		Junior Football	Present
Sharn Anlezark		Junior Football	Apology
Tracey Ryan	Guest	Pony Club	Present

Quorum Achieved? Yes

2. Declaration of Conflicts of Interest. NIL

3. Confirmation of Minutes of Previous Meeting (note any corrections)

Moved: Denis **Seconded:** Josh **CARRIED**

Chairperson to sign and date previous minutes to be filed by Secretary

4. Business Arising from Previous Minutes

- Discussion regarding swipe card as security access to upgraded facility
- Away coaches box stabilization complete
- Danny Waters did not require facility

5. Correspondence In

- Request for letters of support, usage data and code of conduct compliance from Clubs to assist with facility upgrade funding. Letters to Vanessa by Friday 12 May to be forwarded to Sharon McGowan.
- Building Better Organisation Seminar. Darren to forward email to committee.

6. Correspondence Out – date previous minutes sent to Council

7. Reports

7.1 Chairperson's Report

Nil

7.2 Treasurer's Report

March & April financial presented. Football Club and Tennis yet to pay 2016/17 financial year user group rent.

Seconded: Denis

CARRIED

7.3 User Group Reports

Cricket - AGM held end of March:

- President- M. Cassidy
- Sec/Treasurer- B. Padman

Football – 2 games held, club going well, new jumpers, plenty of players. Ironically Briag is often lending players to other clubs to even up numbers. Planning a movie night fund raiser. AGM held:

- President- J. Harry
- Secretary- M. Conway
- Treasurer- C. Appleton
- Coach- L. Fry

Flood lights need fixing- Darren authorized to spend up to \$500 to fix. If over contact Jenny, Kylie & Vanessa for agreement to proceed.

Pony- Rally coming up at Redgum Forest next week. Club was represented at State level with 2 teams travelling to the Pony Club of Victoria Equestrian Centre at Gladysdale. The team containing the Ryan girls came 6th in the State, well done. The team of younger riders tried hard and represented the club well, placing down the list.

The clash of events between Pony Club and Football has been overcome with the junior football club playing at Boisdale ground for that game.

Pony Club attended the ANZAC Day march. Their presence was well received and appreciated by those attended.

Kylie will be resigning as a pony club rep on the committee and applying for a vacant community rep position.

Tracey will be nominating for the pony club rep position.

Community- 2 markets to be held annually, possibly 2 other events. Comments that the Film Festival won't be held this year, possibly every two years.

Tennis- Monday Tennis 2 teams. No Tuesday night tennis during winter months. 3 of the 5 junior teams made finals, 2 made Grand Finals, Section 2 winning, Section 6 came runners up.

Council- Building Better Organisations Session is available to committee members. Draft Budget being prepared, budget submissions open same time.

8. Volunteers- No update

9. OHS / Risk / Facility Fault Report

Football oval boundary run-off's measured as over 4 meters which is well over the AFL requirements.

10. New Rules of the Committee to be endorsed by Council- No update

11. General Business

Question from previous meeting regarding Pony Club wanting to use whole of reserve including main oval for two events per year. Each club given opportunity to openly discuss their committee's views.

No vote was conducted due to the pony club not being ready to hold an event this August/September and the potential of the facility not being available in 2018 if the funding application is successful.

It was suggested the Pony Club put together a proposal including the type of activities to be conducted on the main oval and how any damage would be reinstated if it occurred.

12. Next Meeting

Monday 12 June 7:30pm

Meeting Closed Time: 9:19pm

These minutes are:

Confirmed as true and correct on

Date

Or

Corrections have been made and noted at the meeting on

Date

Chairperson Signature.....

Treasurers Report for meeting held 8th May 2017

Reconciled Statement for April 30th 2017

Cash at Bank as at 31/03/2017 21,899.48

Income:

April

Motorcycle Club (weekend rent)	300.00
WSC - GST Return	324.42

624.42

Payments:

April

Abicor - toilet rolls & hand towel	-119.74
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-119.74

Reconciled Bank Balance to date 22,404.16

unpresented chq's & deposits

closing balance of accounts to date 22,404.16

Cheques to be authorised

	0.00
Balance Remaining to date...	<u>22,404.16</u>

incoming correspondence:

Briagolong Recreation Reserve
Committee Meeting
BRR 13th June @7.30pm

Meeting open at 7.38pm

Present – Darren Randle (DR), Vanessa Randle (VR), Sharnelle Anelzark (SA), Tracey Ryan (TR),
Denis Murphy (DM), Josh Harry (JH), Cr Keith Mills (KM)

Apologies – Kylie Wright, Mick Pleydell, Jenny Elliott

Business Arising From Previous Minutes:

Email needs to go to Marcus Stone re access control in the refurbished pavilion

Repair of Floods lights obtained from Balec

Guest – Geoffrey Benton Representing the Briagolong Community House
Proposing to hold an annual motorcycle rally
Community house to coordinate with local clubs to cater

Correspondence In - Quote from Balec
Quote from Neil Bristow fencing for boundary fence
Asbestos register from WSC
Suggest it is all removed from facility during refurb

Correspondence Out - NIL
Chairperson Report - NIL
Treasurers Report - Report attached – nothing in, nothing out
Football Report - Movie Night at Hall on Friday 16th June
Relocated game at Boisdale worked ok
Pony Club - Ride through Red Gum
Next event is Heyfield trail ride
Tennis - NIL
Cricket - NIL
Community - Winter Wellness Festival 9-14th July
General Business

\$300 Rental from motorcycle club approved	Moved	DR
	Seconded	DM
Fluro security light over front door	DR to replace globe	

Meeting Closed 8.45pm

Next Meeting 10 July at 7.30pm at Briagolong Rec Reserve

Treasurers Report for meeting held June 2017

Reconciled Statement for May 31st 2017

Cash at Bank as at 31/04/2017	22,404.16
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Income:

May

0.00

Payments:

May

0.00

Reconciled Bank Balance to date	22,404.16
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unpresented cheques & deposits

closing balance of accounts to date	22,404.16
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Cheques to be authorised

Carmody Tyre Service - fuel

25.01

Brown Wigg - vacuum filter bags

61.50

86.51

Balance Remaining to date...	22,317.65
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incoming correspondence:

BRIAGOLONG RECREATION RESERVE

Special Committee of Council

MINUTES

13 NOVEMBER 2017
Briagolong Recreation Reserve

Meeting Opened Time: 7:40pm

1. Present / Apologies

Name	Title	Representing	Present / Apology
Malcolm Hole	Councilor	Wellington Shire	Present
Denis Murphy	Chairperson	Cricket Club	Present
Maree May	Secretary	Cricket Club	Present
Vanessa Randle	Treasurer	Tennis Club	Present
Michael Pleydell		Tennis Club	Present
Megan Lee		Community	Present
Joshua Harry		Community	Present
Darren Randle		Community	Present
Kylie Wright		Community	Present
Jenny Elliott		Pony Club	Present
Tracey Ryan		Pony Club	Present
Sharnelle Anlezark		Junior Football	Present
Tracey Binger	Guest	President Tennis Club	Present
Jessica Fry		Junior Football	Apology
Trevor Gartung	Guest	Community	Present
Rob Morgan	Guest	President Pony Club	Present
Kylie Cuning	Guest	Pony Club	Present
Susan Reti	Guest	Pony Club	Present

Quorum Achieved? Yes

2. Declaration of Conflicts of Interest. NIL

3. Confirmation of Minutes of Previous Meeting (note any corrections)

Moved: No minutes provided Seconded:
CARRIED

Chairperson to sign and date previous minutes to be filed by Secretary

4. Business Arising from Previous Minutes

5. Correspondence In

Letter from Tom Harms requesting a skate park go into our planning.

6. Correspondence Out – date previous minutes sent to Council

Nil

7. Reports

7.1 Chairperson's Report

Nil

7.2 Treasurer's Report

October Treasurers Report presented and tabled.

7.3 User Group Reports

Football- Nil

Cricket- Season going well, asked Rec Reserve if they could by a blower vac, tennis and Pony clubs said that they would use it. Everyone in favour of buying one.

Pony Club – 24 members, they need some new shade cloth. They have 25 kids. Christmas break-up is on 10th December at Jenny Elliott's house.

Community-

Tennis Club- have 5 junior teams. Tracie Binger requested that chairs not block entrance to clubrooms at tennis end.

Council- Waiting on grant decision. Explained the requirements of a master plan for LV funding and asked for permission to put up a \$5000 contribution on behalf of Rec Reserve. Malcolm suggested that next meeting be committee only and close the doors so the oval issue can be discussed.

8. Volunteers- No update

9. OHS / Risk / Facility Fault Report

10. New Rules of the Committee to be endorsed by Council- No update

11. General Business

Pony Club President, Rob Morgan raised concerns over the proposed new social rooms specifically about the \$5000 to be paid by all 4 clubs by June 30 2017 and also the fact that there is a second payment of \$5000 due by June 30 2018, he was unaware of this. It was explained to him that these payments were set up to meet the contribution required by the Rec Reserve for a successful application and that they had been discussed by all club delegates and agreed to at previous meetings.

Rob also felt that the Pony Club had been left on the outer and not been consulted, at this point Denis suggested a catch-up with the club to discuss their concerns.

A copy of a letter that had been sent in to the committee from Pony Club at the October meeting was then tabled.

Kylie stated that they don't feel like they (Pony Club) are given fair use of the ground,

- They would like two extra fundraising events per year where they get use of the whole Rec Reserve including the top oval.
- Sharn said that these extras must be approved by Rec Reserve committee.
- Kylie asked what would help make this work? She suggested an independent person to view the oval before and after use so the A Grade cricket is not damaged.
- Dates proposed were early April and late August/September Pony Club stated that they need 12 months notice of ground use as each Pony Club get 2 preferred dates to hold functions.
- Cr Hole said that clubs have to get ovals OH&S safety checked before they play
- Denis reinstated that after the December meeting the committee will get back to Rob Morgan and the Pony Club with the decision regarding top oval use.
- Rob Morgan said he would go out on a limb and Pony Club will pay the \$5000 due in 2017.
- Darren will finish off the Range Hood in the kitchen.
- Darren also said it might be time to spend some money at the tennis are, re- fencing, shade cloth concreting. He also requested the tennis club come up with a plan.
- Denis requested dot point lists from all clubs to put in a package on behalf of the Rec Reserve for an LV funding application.

12. Next Meeting - Monday 11th December

Meeting Closed Time: 9:43pm

These minutes are:

**Confirmed as true and correct on
Date**

Or

**Corrections have been made and noted at the meeting on
Date**

Chairperson Signature.....

Treasurers Report for meeting held November 13 2017

Reconciled Statement for October 31 2017

Cash at Bank as at 30/09/2017	19,174.68
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Income:

October

WSC - GST return	536.19	
Yvonne Dun- 21st Birthday hire	100	
		636.19

Payments:

October

Carmody's (fuel & gas bottle)	135.34	
WSC - GST Payment	497.10	

632.44

Reconciled Bank Balance to date	19,178.43
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unpresented cheq's & deposits

0.00

closing balance of accounts to date	19,178.43
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Cheques to be authorised

DMG Audit & Advisory	341.00	
Gippsland Water	145.62	
Elgas - (45kg cylinder)	124.40	
WSC - Garbage charge (and arrears)	448.17	
Southern Rural Water - Groundwater licence	390.50	

1,449.69

Balance Remaining to date...	17,728.74
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incoming correspondence:

BRIAGOLONG RECREATION RESERVE

Special Committee of Council

AGENDA

11 DECEMBER

1. Present / Apologies

Dennis Murphy, Vanessa Randle, Darren Randle, Tracey Binger, Megan Lee, Carmel Ripper, Tracey Ryan, Jenny Elliott, Josh Harry. Mark Wagstaff is a guest.

Apologies

Kylie Wright, Sharnelle Arnlezark, Mick Pleydell.

2. Declaration of Conflicts of Interest

No conflict of interest.

3. Confirmation of Minutes of Previous Meeting.

Moved by Josh Harry, 2nd by Vanessa Randle

4. Business Arising from Previous Minutes

Darren has finished off range hood so grant for kitchen upgrade can be acquitted.

Dennis has contacted sport and rec info from council will be back by mid January.

Dennis met with rep from LVA at Rec Reserve and they indicated that we should separate applications to them, Pony Club has already contacted LVA. LVA requires 30% contribution.

5. Correspondence In

Letter from Tom Harms, committee discussed pros and cons regarding Toms Request for a skate park and it was suggested that the council would not support this as we have no toilets near where this would be located. We will seek a view from council. Dennis will write a letter to council and then to Tom letting him know our progress.

Dennis has correspondence confirming Megan and Maree have been appointed to the Briagolong Rec Reserve committee.

Emails from Sam Forbes from Council with templates etc.

6. Correspondence Out

Vanessa has sent off acquittal for kitchen to Sharon Macgowan.

Vanessa also sent in all required documents to WSC so our committee can receive operating subsidy.

7. Reports

7.1 Chairperson's Report: Irrigator still being repaired and Dennis talking to council about insurance.

7.2 Treasurer's Report

Find attached, Invoices for rent for all clubs and invoices for final pavilion contribution of \$5000 forwarded to each of the 4 clubs.

7.3 User Group Report

Football: Club Fundraiser on Friday night was a success.

Cricket: season progressing well and Lauren McDonald organized a very successful fundraiser through a Christmas market.

Pony Club: rally went well and with a swim at the river and a good day with about 20 members attending, event next week in Sale that a few members attending.

Community: Darren said that the Christmas fundraising market event was good to see but next time please let committee know so there can be a discussion and also, need to have the same rules for all clubs as there were heavy vehicles on the ground, Tracy Ryan concerned with the glass on the ground from liquor license.

Tennis: Tracey Binger, Monday Ladies has finished and will recommence in February as will Tuesday night tennis. Junior tennis is coming to end and Hot Shots has finished for the year. Vanessa will recommence when school goes back. Tracey said tennis club has been given free ticket to the Australian Open and will distribute to club members.

8. Volunteers

Volunteers co-opted by the Committee must complete a Volunteer Registration Form which is to be held by the Committee.

Darren reminder that Rec Reserve volunteers are covered by Council.

9. OHS / Risk / Facility Fault Report

Darren will bring up liquid nails to fix carpet as it is a trip hazard.

Megan let Ryan know we already have a defib machine, but could we possibly arrange some training. Darren moved motion for the committee to pay the \$100 for training, Dennis 2nd and all in favor, motion carried.

Megan will arrange a date for training.

Rec Reserve Committee gives permission for the school/community to use the defib machine in cases of emergency.

10. New Rules of the Committee

These need to be endorsed by Council.

Denis suggested that any works that are carried out at the reserve permission needs to be obtained by the committee. Motioned by Denis, 2nd by Darren, all in favor and motion carried.

11. General Business

Mark concerned by the handling of the issue in regard to the use of the top oval and was worried about the viciousness around these issues.

The issue the pony club has is that the Pony Club will not have any benefit from new club rooms but Pony Club can see the benefit for community.

The Pony Club has \$10000 in bank and the problem they have is that they could become insolvent.

It has been repeated that the Pony Club does not have \$10 000 to pay their contribution to the Rec Reserve.

Darren Randle stated that he feels like the rec reserve is being blackmailed again.

Mark said the membership of pony club is not enough to cover this payment and the Pony Club cannot run the club into insolvency.

The pony club are willing to put up a portion of the money and can put up \$5000 but cannot put up the other \$5000 until next year.

Mark stated he is looking to a workable solution, for the pony club.

Denis suggested pony club pay \$5000 now and enter into a payment plan to pay off the remaining \$5000 and Mark will take this back to the pony club for discussion.

Mark stated he will work with Pony Club to help work out a payment plan.

Mark would like to enquire about the use of top oval.

Mark asked why/what conditions Malcolm Hole requested a closed door meeting. Darren explained reasons why.

Jenny has said a gymkhana will make approx. \$5000 to \$8000.

Pony club would like to run an event to help raise money for pony club.

Pony club was supposed to supply a letter regarding what events pony club would like to run in July 2017. There was a discussion for a bond to be paid, Darren suggested all clubs put up a bond for these events.

Mark has said that if the decision of the committee is for the Pony Club not to be permitted to use the top oval he will take it further to VCAT.

Cr Ripper requested a pause in the meeting to have a coffee break.

Denis suggested we hold off on a vote as there is emotion in the room, Mark said Pony Club decision on making a payment will be contingent on the decision of being able to run an event on the top oval.

Denis asked have they thought of having their main event on another venue.

Vanessa asked can we utilize some other areas within the Rec Reserve. Jenny said they can look at using the top area near the redgum.

Megan Lee stated that she also feels like the Rec Reserve Committee are being blackmailed and also asked what fundraising has been arranged over the past year to meet the Pony Clubs portion of the monies needed for the upgrade, as she stated that all other clubs have committed to extra fundraising to meet these needs. Tracey Ryan replied that there have been no extra fundraising events to cover these costs.

All clubs to take discussion back to their own club, booking for top oval come with a plan and bond of \$1500.

Suggested we need a caveat that if damage is more than \$1500 bond who pays, also if no damage get bond back.

Darren to email motion out to take to your clubs to discuss.

Cr Ripper thanked everyone for being professional and congratulated everyone on good discussion.

Mark thanked everyone.

12. Next Meeting

8th January 2018

Meeting concluded
10.27pm

Treasurers Report for meeting held December 11 2017

Reconciled Statement for November 30 2017

Cash at Bank as at 31/10/2017	19,178.43
-------------------------------	-----------

Income:

November

Pony Club Rent - 2016/17	750	
		750.00

Payments:

November

Carmody's (fuel)	49.00	
DMG - Audit	341.00	
Gippsland Water rates	145.62	
Elgas - cylinder	124.40	
Sale Water Specialist - Repair kit	420.04	
WSC - garbage charge (& arrears)	463.09	
Southern Rural Water - Groundwater licence	390.50	
D & V Randle - Reimburse for Rangehood flu cover	110.00	
		2,043.65

<u>Reconciled Bank Balance to date</u>	<u>17,884.78</u>
--	------------------

unpresented cheques & deposits

	0.00
<u>closing balance of accounts to date</u>	<u>17,884.78</u>

Cheques to be authorised

Carmodys - fuel	55.95
Energy Australia - (345.90 pump shed & 734.23 facilities)	1080.13
Bunnings - tap repair connections	34.05

	1,170.13
Balance Remaining to date...	16,714.65

correspondence:

AGM minutes, Presidents report, Draft for budget 2017/18 & all audit reports sent in to WSC so maintenance funds can be processed.

Treasurers Report for meeting held July 2017

Reconciled Statement for June 30 2017

Cash at Bank as at 31/05/2017	22,404.16
-------------------------------	-----------

Income:

June

0.00

Payments:

June

Carmody's - fuel	25.01
T Ryan - reimburse for vacuum bags	61.50

86.51

<u>Reconciled Bank Balance to date</u>	<u>22,317.65</u>
--	------------------

unpresented chq's & deposits

Balec - Tennis court light repair	671.00
Energy Australia - power bills facilities & pump shed	1204.60
Pony Club, Tennis & Footy rent (BENDIGO BANK)	-2250.00
Tennis Club new pavilion contribution (BENDIGO BANK)	-5000.00
	-5,374.40
<u>closing balance of accounts to date</u>	<u>27,692.05</u>

Cheques to be authorised

0.00

Balance Remaining to date...	<u>27,692.05</u>
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incoming correspondence:

Treasurers Report for meeting held August 2017

Reconciled Statement for July 31 2017

Cash at Bank as at 30/06/2017	22,317.65
-------------------------------	-----------

Income:

July

Motorcycle Club - Hire	300.00
	300.00

Payments:

July

Balec - Tennis Court light repair	671.00
Energy Australia - facilities & pump shed	1204.60
Gippsland Water - rates	168.59
	2,044.19

Reconciled Bank Balance to date	20,573.46
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unpresented chq's & deposits

Balec Main oval floodlight repair	708.40
-----------------------------------	--------

Bendigo new pavillion account

Junior Footy Club - new pavillion contribution	-5000.00
--	----------

	-4,291.60
closing balance of accounts to date	24,865.06

Cheques to be authorised

	0.00
Balance Remaining to date...	24,865.06

incoming correspondence:

Treasurers Report for meeting held September 11 2017

Reconciled Statement for August 31 2017

Cash at Bank as at 31/07/2017 20,573.46

Income: August

0.00

Payments:

August

Balec - Main oval light repair 708.40

708.40

Reconciled Bank Balance to date 19,865.06

unpresented chq's & deposits

Energy Australia - facilities & pump shed 731.87

CFA - new extinguishers & fire blanket etc 166.15

898.02

closing balance of accounts to date 18,967.04

Cheques to be authorised

0.00

Balance Remaining to date... 18,967.04

incoming correspondence:

Treasurers Report for meeting held October 10 2017

Reconciled Statement for September 30 2017

Cash at Bank as at 31/08/2017 19,865.06

Income:

September

WSC - GST return 207.64

207.64

Payments:

September

Energy Australia - pump shed & facilities 731.87

CFA - new extinguisher, fire blanket etc 166.15

898.02

Reconciled Bank Balance to date 19,174.68

unpresented chq's & deposits

0.00

closing balance of accounts to date 19,174.68

Cheques to be authorised

0.00

Balance Remaining to date... 19,174.68

incoming correspondence:

ITEM C5.2**BRIAGOLONG QUARRY RESERVE COMMITTEE OF MANAGEMENT MINUTES**

DIVISION: COMMUNITY AND CULTURE
ACTION OFFICER: MANAGER COMMUNITY WELLBEING
DATE: 6 FEBRUARY 2018

IMPACTS									
Financial	Communication	Legislative	Council Policy	Council Plan	Resources & Staff	Community	Environmental	Engagement	Risk Management
		✓	✓	✓				✓	

OBJECTIVE

For Council to receive the minutes from the Briagolong Quarry Reserve Committee of Management's General Meeting held on 4 September 2017.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION**

That Council receive the minutes from the Briagolong Quarry Reserve Committee of Management's General Meeting held on 4 September 2017.

BACKGROUND

The Briagolong Quarry Reserve Committee of Management is a Special Committee of Council under Section 86 of the *Local Government Act 1989* and operates within the provisions of a Council approved Instrument of Delegation.

The objectives of the Special Committee are:

- To manage, operate and maintain the Briagolong Quarry Reserve for the community in an efficient, effective and practical manner.
- To undertake activities designed to protect, promote, utilise and develop the Briagolong Quarry Reserve for the use and enjoyment of the local community.

As provided under the Committee's Instrument of Delegation the minutes of all meetings are to be presented to Council and highlight the day to day activities being undertaken by the Committee.

OPTIONS

Council has the following options:

1. Receive the minutes from the Briagolong Quarry Reserve Committee of Management's General Meeting held on 4 September 2017; or
2. Seek further information to be considered at a future Council Meeting.

PROPOSAL

That Council receive the minutes from the Briagolong Quarry Reserve Committee of Management's General Meeting held on 4 September 2017.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.

LEGISLATIVE IMPACT

This report is in accordance with Section 91(4) of the *Local Government Act 1989*.

COUNCIL POLICY IMPACT

This report is in accordance with Council Policy 5.3.2 which establishes a framework for the guidance of Council in relation to the roles and responsibilities of Committees.

COUNCIL PLAN IMPACT

The Council Plan 2017-21 Theme 2 Services and Infrastructure states the following strategic objective and related strategy:

Strategic Objectives 2.2

Council assets are responsibly, socially, economically and sustainably managed.

Strategy 2.2.2

Ensure that community facilities within the municipality continue to meet the expectations and service needs of all current and future residents.

ENGAGEMENT

Meetings held by the Briagolong Quarry Reserve Committee of Management are open to the public.

**BRIAGOLONG QUARRY RESERVE
Special Committee of Council**

MINUTES

MEETING DATE: 4.9.17 MEETING TIME: 7.30

MEETING VENUE: Briagolong Hotel.

Meeting Opened Time: 7.30

1. Present / Apologies

Name	Title	Present / Apology
Keith Mills	Councillor	Absent.
Graeme Appleton		Present
Jacob Taylor		Present
Jodie Taylor		Present.
Kaye Whitworth		Present.
Rob Christie		Present.
Wayne Benson		Absent.

Guests:

Quorum Achieved? Yes / No

2. Declaration of Conflicts of Interest NIL

3. Confirmation of Minutes of Previous Meeting (note any corrections)

Moved: Rob

Seconded: Kaye

CARRIED ✓

Chairperson to sign and date previous minutes to be filed by Secretary

4. Business Arising from Previous Minutes NIL



5. Correspondence In

- Bank Statement..
- Package From. Wellington Shire
- Bill from ABICOR.

6. Correspondence Out – date previous minutes sent to Council

- NIL
-

7. Reports

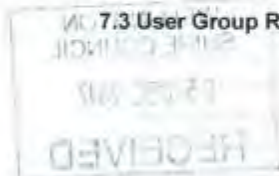
7.1 Chairperson's Report

A meeting was held at Quarry 12th Sept Jake, myself.
+ Shire representatives to discuss trees & Longdrops.
Tree pruning has been done. Working bee was held
Wayne + myself. general Clean up. Wayne organised rock
Bollards.

7.2 Treasurer's Report (Attached)

Current Balance. \$ 2522-

7.3 User Group Reports



8. Volunteers

9. OHS / Risk / Facility Fault Report

10. New Rules of the Committee to be endorsed by Council

11. General Business

Discussion was had regarding long drop toilets
organise working bee
Kaye resigned as caretaker.

12. Next Meeting 4.12.17.

Meeting Closed Time: 8.30.

These minutes are:

Confirmed as true and correct on 4.9.17
Date

Or

Corrections have been made and noted at the meeting on
Date

Chairperson Signature.....


ITEM C5.3**GIPPSLAND ART GALLERY ADVISORY GROUP MEMBERSHIP AND TERMS OF REFERENCE**

DIVISION: COMMUNITY AND CULTURE
 ACTION OFFICER: MANAGER ARTS & CULTURE
 DATE: 6 FEBRUARY 2018

IMPACTS									
Financial	Communication	Legislative	Council Policy	Council Plan	Resources & Staff	Community	Environmental	Engagement	Risk Management
✓	✓	✓	✓	✓	✓				

OBJECTIVE

For Council to:

1. Amend the current Gippsland Art Gallery Advisory Group Terms of Reference (Attachment A) to reflect a membership of up to five community representatives; and
2. Appoint the nominated community representatives as detailed in the attached confidential report (Attachment B) to the Gippsland Art Gallery Advisory Group for a three-year term.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY**RECOMMENDATION**

That:

1. ***Council amend the current Gippsland Art Gallery Advisory Group Terms of Reference (Attachment A) to reflect a membership of up to five community representatives; and***
2. ***Council appoint the nominated community representatives as detailed in the attached confidential report (Attachment B) to the Gippsland Art Gallery Advisory Group for a three-year term.***
3. ***The information contained in the confidential attachment Item F1.4. Gippsland Art Gallery Advisory Group Membership of this Council meeting agenda and designated under Section 77 Clause (2)(c) of the Local Government Act 1989 as confidential by the General Manager Community and Culture on 18 January 2018 because it relates to the following grounds under Section 89(2) of the Local Government Act 1989: (h) any other matter which the Council or special committee considers would prejudice the Council or any person; be designated confidential information under Section 77 Clause (2) (b) of the Local Government Act 1989.***

BACKGROUND

The Gippsland Art Gallery Advisory Group currently operates within the provisions of a Council endorsed Terms of Reference. The Advisory Group's three-year term of membership is currently due for renewal.

The Advisory Group membership structure consisted of nine persons, comprised as follows:

- Five Community members
- One Art Educator representative
- One Practicing Artist representative
- One Friends of the Gallery representative
- One Councillor representative
- Art Gallery Director (ex officio)

Voting rights run with all the above other than the Art Gallery Director.

The Gippsland Art Gallery Advisory Group vacancies were advertised in the 'Wellington News' through the Gippsland Times and Yarram Standard during the weeks of 21 and 28 November 2018 resulting in nine nominations being received for the various representative positions.

Given the calibre of the applicants it is proposed to extend the structure by up to one extra Community member for this, and future, terms.

OPTIONS

Council has the following options:

1. Approve the amended Terms of Reference (Attachment A) to reflect a membership of up to five community representatives; and
2. Appoint the nominated community representatives as detailed in the attached confidential report (Attachment B) to the Gippsland Art Gallery Advisory Group for a three-year term; or
3. Seek further information to be considered at a future Council Meeting.

PROPOSAL

To amend the revised Terms of Reference (Attachment A) to reflect a membership of up to five community representatives; and appoint the nominated community representatives as detailed in the attached confidential report (Attachment B) to the Gippsland Art Gallery Advisory Group.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a Conflict of Interest.

COUNCIL POLICY IMPACT

This report is in accordance with Council Policy 5.3.2 which establishes a framework for the guidance of Council in relation to the roles and responsibilities of Committees.

COUNCIL PLAN IMPACT

The Council Plan 2017-21 Theme 2 Services and Infrastructure states the following strategic objective and related strategy:

Strategic Objective 2.1

Council services and infrastructure are responsive to identified current and future community needs within budgeted parameters.

Strategy 2.1.2

Provide access to a diverse range of recreational opportunities for all sectors of the community.”

The Council Plan 2017-21 Theme 4 Lifelong Learning states the following strategic objective and related strategy:

Strategic Objective 4.1

Improve people’s access to opportunities to challenge and extend their thinking, promote independence, stimulate ideas, further develop leadership skills and lead meaningful lives.

Strategy 4.1.3

Provide accessible cultural opportunities and activities for all sectors of the community.”

This report supports the above Council Plan strategic objectives and strategies.

RESOURCES AND STAFF IMPACT

The Advisory Group is an existing group and no additional staff resources are required beyond those already allocated to the task.

Wellington Shire Council

TERMS OF REFERENCE

GIPPSLAND ART GALLERY ADVISORY GROUP

PREAMBLE

The Gippsland Art Gallery is categorised by the Wellington Shire Council as a Level 1 Recreation and Cultural Facility, catering for local, district, regional and state significant events.

The Art Gallery is directly managed by the Council, which is responsible for the day-to-day operation, maintenance and management of the facility. In managing this community facility, the Council will utilise the input, advice and feedback provided by an Advisory Group.

1. ADVISORY GROUP

The Gippsland Art Gallery Advisory Group is formed as an unincorporated Advisory Group to the Council operating under Terms of Reference covering the Art Gallery.

2. PURPOSE OF ADVISORY GROUP

The objectives of the Advisory Group shall be to provide advice to the Manager Arts & Culture or authorised delegate representing equally and fairly the views, requirements and aspirations of the community in relation to:

- 2.1 Planning and monitoring of programs, events and activities in the Art Gallery.
- 2.2 Expansion and encouraging of volunteer participation and community interest in the Art Gallery, and to assist with promoting the Art Gallery's events and facilities to visitors.
- 2.3 Proposed acquisitions to, and de-accessioning from, the collection of the Art Gallery as required for donations under the Cultural Gifts Program.
- 2.4 Cultural and artistic matters relating to the Art Gallery, including promoting cooperation between the Art Gallery and other services of Council.
- 2.5 Maintenance, augmentation and development of the permanent collection of the Art Gallery.
- 2.6 Advising Council on development of policies for the management and promotion of the Art Gallery.
- 2.7 Utilising networks to obtain support for the Art Gallery, both financial and non-financial, and to assist with philanthropic support of these activities.

3. COMPOSITION OF ADVISORY GROUP

- 3.1 The Gippsland Art Gallery Advisory Group shall consist of nine persons, ideally comprised as follows:

Community Member to act as Meeting Chair	(1)
Councillor Representative	(1)
Art Educator Representative	(1)
Practicing Artist Representative	(1)
Friends of the Gallery Representative	(1)
Additional Community Members	(up to 5)
Art Gallery Director (ex-officio).	

Voting rights run with all of the above other than the Art Gallery Director.

- 3.2 All appointments shall be for a period of three years, or until the Council deems that the Advisory Group is to be discontinued. No community member shall serve more than two consecutive terms on the Advisory Group if other suitable applicants exist. In the case of a Councillor, the appointment shall be for that particular Council year.
- 3.3 In the event of a vacancy, the vacating Member of the Advisory Group shall be replaced by a person drawn from the same membership category in clause 3.1 as the vacating member, if at all possible. In selecting membership, Council shall satisfy itself that no one interest group is over represented, and the membership has sufficient diversity to reflect the broader community needs.
- 3.4 The Advisory Group shall conduct regular quarterly meetings, unless otherwise required.
- 3.5 The selection and appointment by Council of representatives to the Advisory Group, other than Councillor representation, shall be in accordance to the following process:
 - 3.5.1 Applications from public advertisement seeking expressions of interest from suitable people.
 - 3.5.2 Response to key criteria, evaluation of skills, qualifications, experience, personal interests in visual arts, other relevant background.
 - 3.5.3 Interview process by management, with subsequent recommendations on selection of members to be presented to Council for approval.
- 3.6 Nomination to the Councillor position will be selected by Council.

4. POWERS, FUNCTIONS AND LIMITATIONS

The Advisory Group is not by virtue of this Term of Reference constituted as an agent of the Council, nor does it have the power or authority to enter into any contractual arrangements on behalf of itself or Council.

To avoid conflicts of interest, members of the Advisory Group shall not have their artworks acquired into the Gallery collection nor exhibited in the Gallery during the term of their appointment.

To further its purpose, the Committee has power to do the following:

- 4.1 To recommend for the Council's consideration policies that provide for effective and efficient Art Gallery and visual arts programs.
- 4.2 To make recommendations to the Council relevant to the Art Gallery's events and activities.
- 4.3 To liaise with the community, to make enquiries, canvas public views and prepare information for the Council regarding the Art Gallery's programs and exhibitions.

5. REPORTING & PERFORMANCE MONITORING REQUIREMENTS.

- 5.1 Proper minutes of all Advisory Group meetings and discussions will be made and maintained, copies of which shall be provided to the Council.
- 5.2 The Manager Arts & Culture or delegate shall act as Secretary to the Advisory Group.

6. CONFIDENTIALITY

Members of the Advisory Group shall be bound by the provisions of Section 77 of the *Local Government Act* 1989, in relation to confidentiality. In this regard, members are expected to maintain confidentiality of information in relation to confidential matters that may be under consideration from time to time, particularly those matters of a commercial in confidence nature.

7. INDEMNITY OF THE COUNCIL

The Council indemnifies members of the Advisory Group against any action, liability, claim or demand (whether arising during or after the term of office of the member), in respect of any act or thing done or omitted to be done in good faith, in the exercise or purported exercise of any function or power conferred on the Advisory Group or member of the Advisory Group, in accordance with this Term of Reference.



D. URGENT BUSINESS



E. FURTHER GALLERY AND CHAT ROOM COMMENTS



F. CONFIDENTIAL ATTACHMENT/S

F. CONFIDENTIAL ATTACHMENT/S



WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland

ORDINARY COUNCIL MEETING
6 FEBRUARY 2018

On this 16th day of January 2018, in accordance with Section 77 Clause (2)(c) of the *Local Government Act 1989*; I, Arthur Skipitaris (Delegate) declare that the information contained in the attached document **AUDIT & RISK COMMITTEE MINUTES 27 NOVEMBER 2017** is confidential because it relates to the following grounds under Section 89(2) of the *Local Government Act 1989*:

- f) legal advice
- h) any other matter which the Council or special committee considers would prejudice the Council or any person.

.....
General Manager Corporate Services (Delegate)

ITEM F1.2

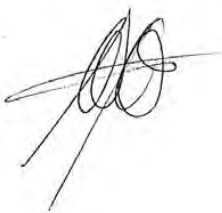
ACCEPTANCE OF MAV CONTRACT FOR SUPPLY OF FUEL CARD SERVICES,
OILS AND LUBRICANTS (NPN 1.17) (Refer to Agenda Item C2.3)



ORDINARY COUNCIL MEETING
6 FEBRUARY 2018

On this 18th day of January 2018, in accordance with Section 77 Clause (2)(c) of the *Local Government Act 1989*; I, Arthur Skipitaris declare that the information contained in the attached document **ITEM F1.2 TENDER EVALUATION REPORT: ACCEPTANCE OF MAV CONTRACT FOR SUPPLY OF FUEL CARD SERVICES, OILS AND LUBRICANTS (NPN 1.17)** is confidential because it relates to the following grounds under Section 89(2) of the *Local Government Act 1989*:

d) contractual matters



.....
General Manager Corporate Services



ORDINARY COUNCIL MEETING
6 FEBRUARY 2018

On this 22nd day of January 2018, in accordance with Section 77 Clause (2) (c) of the *Local Government Act 1989*; I, Dean Morahan Acting General Manager Built and Natural Environment declare that the information contained in the attached document **ITEM F1.3 2018-052 POUND ROAD WEST WIDENING- ALBERTON WEST** confidential because it relates to the following grounds under Section 89(2) of the *Local Government Act 1989*:

d) Contractual matters



.....
Dean Morahan Acting General Manager Built and Natural Environment



WELLINGTON
SHIRE COUNCIL
The Heart of Gippsland

ORDINARY COUNCIL MEETING
6 FEBRUARY 2018

On this 18th day of January 2018, in accordance with Section 77 Clause (2)(c) of the *Local Government Act 1989*; I, David Morcom (or delegate's name) declare that the information contained in the attached document **ITEM F1.4 GIPPSLAND ART GALLERY ADVISORY GROUP MEMBERSHIP AND TERMS OF REFERENCE** is confidential because it relates to the following grounds under Section 89(2) of the *Local Government Act 1989*:

- h) ***any other matter which the Council or special committee considers would prejudice the Council or any person;***

.....
Chief Executive Officer or title of delegate (Delegate)



G. IN CLOSED SESSION

G. IN CLOSED SESSION

COUNCILLOR

That the meeting be closed to the public pursuant to Section 89(2) of the Local Government Act 1989 to consider:

- a) personnel matters*
- b) the personal hardship of any resident or ratepayer*
- c) industrial matters*
- d) contractual matters*
- e) proposed developments*
- f) legal advice*
- g) matters affecting the security of Council property*
- h) any other matter which the Council or special committee considers would prejudice the Council or any person*

IN CLOSED SESSION

COUNCILLOR

That Council move into open session and ratify the decision made in closed session.