

Agenda

For the Ordinary Council Meeting

Location: Council Chambers, Municipal Offices
62-68 Ovens Street, Wangaratta

Date: Tuesday, 18 April 2017

Time: 6pm



RURAL CITY OF
WANGARATTA

Brendan McGrath
Chief Executive Officer

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Rural City of Wangaratta Live Stream

Clause 91(4) of the Governance and Meeting Conduct Local Law provides the following:

“This public meeting is being recorded to improve access to the meeting for our community. The recording will be published and will be retained by Council in accordance with Council’s legal obligations. As a visitor in the public gallery, your presence may be recorded.”

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

We acknowledge the traditional owners of the land on which we are meeting. We pay our respects to their Elders and to Elders from other communities who may be here today.

2. OPENING PRAYER

Almighty God, we humbly ask thee to bless and guide this council in its deliberations so that we may truly preserve the welfare of the people whom we serve. Amen

3. PRESENT

4. ABSENT

5. ACCEPTANCE OF APOLOGIES & GRANTING OF LEAVE OF ABSENCE

Nil.

ORDER OF BUSINESS

6. CITIZEN CEREMONY

7. CONFIRMATION OF MINUTES

RECOMMENDATION:

That Council read and confirm the Minutes of the Ordinary Meeting of 28 March 2017 as a true and accurate record of the proceedings of the meeting.

8. CONFLICT OF INTEREST DISCLOSURE

In accordance with sections 77A, 77B, 78 and 79 of the *Local Government Act 1989* Councillors are required to disclose a '*conflict of interest*' in a decision if they would receive, or could reasonably be perceived as receiving, a direct or indirect financial or non-financial benefit or detriment (other than as a voter, resident or ratepayer) from the decision.

Disclosure must occur immediately before the matter is considered or discussed.

9. RECEPTION OF PETITIONS**10. HEARING OF DEPUTATIONS****PRESENTATION OF REPORTS****11. COUNCILLOR REPORTS**

Nil.

OFFICERS' REPORTS**12. EXECUTIVE SERVICES**

Nil.

13. CORPORATE SERVICES

13.1 COUNCIL PLAN PROGRESS REPORT - 1 JULY 2016 - 31 MARCH 2017

Meeting Type: Ordinary Council Meeting
Date of Meeting: 18 April 2017
Author: Executive Assistant Corporate Services
File Name: Council Plan 2013-2017 2016 Revision
File No: S16/2164

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to Council to communicate Council's performance against the Council Plan for the period 1 July 2016 – 31 March 2017.

RECOMMENDATION:

That Council receives the Council Plan 2015-2017 Progress Report for the period 1 July 2016 – 31 March 2017.

Background

Part of Council's Mission is to provide the leadership necessary to maintain open communication and community engagement. Providing reports to the community on Council's progress against the outcomes will assist to achieve this mission. These results measure our progress against what is important and allow both ourselves and everyone in our community to understand the impact that we are having.

Implications

There are 19 indicators included in the progress report:

- eight indicators are favourable
- one indicator is equal to the previous period
- six indicators are unfavourable
- three indicators require annual community satisfaction survey data. This survey was undertaken in February 2017, with results due to be released in late May 2017.
- one indicator requires data that is unavailable at this time

Favourable or improved indicators include:

- participation in Council's home and community care service
- utilisation of aquatic facilities
- number of businesses
- reduction in time taken to decide planning applications
- increase in sealed local roads below the intervention level
- increased attendance at the Wangaratta Performing Arts Centre and Wangaratta Gallery
- increased number of major events attracted and staged in the municipality
- adoption of Council's long term financial plan.

The increase in the number of businesses is small but positive compared to a negative result for the 2016 year overall.

Increased attendance at the Wangaratta Performing Arts Centre is mainly due to performances but also strong conference and event activity. An improved result for events is due to the Summer in the Parks activities in the March 2017 quarter.

Unfavourable measures were:

- participation in maternal and child health service
- food safety assessments undertaken for registered class 1 and 2 food premises
- adult perception of safety survey results
- participation in business development activities
- delivery of capital works program
- risk rating for financial sustainability.

The unfavourable indicator for food safety assessments is being addressed using contract assistance and exploration of upgraded mobile technology.

Council's capital works program has been impacted by the 2016 floods. Whilst the indicator for this achievement is at 46%, commitments (purchase orders raised) of \$3.7M would take this indicator to 84% of the YTD Revised Budget.

Additionally, in relation to financial sustainability, Council achieved a low risk rating for liquidity and financial results, and a medium risk rating for internal financing.

Policy Considerations

There are no specific Council policies or strategies that relate to this report.

Financial/Economic Implications

There is no immediate financial impact related to this report; however, resourcing of some actions that are necessary to achieve our targets will require consideration in future Council budgets.

Legal/Statutory

The *Local Government Act 1989* requires Council to prepare and approve a Council Plan within the period of 6 months after each general election or by the next 30 June, whichever is later. Council is currently preparing its Council Plan titled 'Our Road Map' for its term, 2017-2020.

Social

The Council Plan 2015-2017 provides for the achievement of a number of social objectives.

Environmental/Sustainability Impacts

The Council Plan 2015-2017 provides for the achievement of a number of Environmental/Sustainability objectives.

2015 – 2017 Council Plan (2015 Revision)

This report supports the 2015-2017 Council Plan:

Goal

We are Connected.

We will plan and make decisions for the future:

developing strategies to ensure an exceptional customer experience and to enhance, communication and engagement.

The non-negotiables

We consult and engage effectively with the community and provide information that is clear, accessible and easy to understand about local decision making.

Strategic Links**a) Rural City of Wangaratta 2030 Community Vision**

The Council Plan supports the aspirations and objectives of the Rural City of Wangaratta 2030 Community Vision.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Council Plan targets not achieved leading to reputational risk	Low	High	Moderate	Identified unfavourable variances are being examined and addressed. Regular monitoring and reporting

Conclusion

This report assists Council to monitor its performance in achieving the targets prescribed within the Council Plan.

Attachments

- 1 Council Plan Reporting - July 2016/March 2017

13.2 MARCH 2017 QUARTERLY FINANCE REPORT

Meeting Type: Ordinary Council Meeting
Date of Meeting: 18 April 2017
Author: Manager Finance
File Name: Financial Management -Budgeting - Progress - 2016/17 Performance Reporting
File No: F16/2184

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to Council to provide an update of Council's year-to-date (YTD) financial performance to its Revised Budget 2016/17.

RECOMMENDATION:

That Council reviews and endorses the March 2017 Quarterly Finance Report.

Background

Council has completed its third quarter financial reporting process in order to manage and monitor its financial position against budget.

Implications**Policy Considerations****Financial Implications****Quarter 3 Year to Date Summary**

Rural City of Wangaratta

Comprehensive Income Statement for the nine months ended 31 March 2017

	YTD Actuals	Revised Budget	YTD Revised Budget	YTD Revised Budget Variance	YTD Revised Budget Variance
	2016/17	2016/17	2016/17	2016/17	2016/17
	\$'000	\$'000	\$'000	\$'000	%
Income	40,921	60,567	41,609	(688)	-2%
Expenses	38,444	55,924	40,047	1,603	4%
Surplus (deficit) for the	2,477	4,643	1,562	915	59%
Capital Works Expenditure	4,534	16,249	9,786	(5,252)	-54%

Note that commitments of \$3.7 million exist in relation to capital works expenditure at 31 March 2017.

Operating Result

Council's third quarter results are strong with a better than expected operating surplus of \$2.477 million. This represents a variance of \$915,000 from the expected revised surplus as at 31 March 2017. There are a number of favourable and unfavourable movements in this result.

Income – favourable movements

1. Council received capital grants of \$100,000 in respect of the capital works program for the construction of the shared pathway along Tone Road. This project will be included in the draft 2017/18 Budget.
2. Council received \$67,000 of additional proceeds on the planned replacement of Council's plant and equipment. Further replacements are planned for the remainder of the financial year. Approximately \$45,000 of this amount is considered to be a permanent improvement in Council's operating position.

Income – unfavourable movements

1. Council is progressing the sale of Lot 2 Shanley Street Wangaratta (previously reported at Council meetings) and expected all conditions for the sale to have been met and finalised by the end of March 2017. This has not occurred and therefore there is an unfavourable variance to the revised budget of \$515,000. It is possible that this sale will not occur before 30 June 2017 and therefore may not be realised in this financial year. If this is the case, it would be expected to complete in the 2017/18 financial year.
2. Council received \$138,000 less income from user groups for the contribution towards Council's capital works program. The variances in contributions relate to (i) City Oval tennis precinct; (ii) Moyhu tennis multiuse project; (iii) dust suppression road treatments; and (iv) tennis cluster project lighting project. It is expected that the unfavourable movement is a timing difference only and the contributions will be received at a later date.
3. Council received \$110,000 less income in user fees and grants for Family & Early Childhood Services. Due to the nature of the Federal Government childcare rebates / grants for childcare services it is difficult to predict the exact amount payable for long day care. As such, Council reviews and reports on the total income received for Family & Early Childhood Services. The unfavourable movement is due to lower than expected occupancy rates. It is expected that some of this decline in income will be recovered in the later months of this financial year, however this is subject to occupancy rates improving.

Expenses – favourable movements

1. Council's employee benefits and materials and services costs are tracking under budget. A reduction in Council's overall employee benefit and materials and services costs is expected as a result. The draft 2017/18 Budget will show the reduction expected.

2. The favourable variance in materials and services of \$1.3 million is largely driven by:
 - a. \$87,000 in delays in the progress of the Merriwa Park asbestos remediation project. This is a timing issue only and the works are expected to be completed before 30 June 2017.
 - b. \$246,000 in facilities and reactive maintenance costs not expended at 31 March 2017. It is expected that most of this amount will be expended in the lead up to 30 June 2017.
 - c. \$415,000 in waste and collection costs that have not been expended at 31 March 2017. These costs relate to items such as replacement of organic caddies, bin liners and the organics collection and processing costs as well as costs associated with the transfer stations. It is expected that the majority of these costs will be expended by 30 June 2017, however there will be a reduction in materials and services of around \$50,000 subject to the customer demands for new or replacement caddies.
 - d. \$184,000 in costs from the October 2016 election have not been expended at 31 March 2017. This is a timing issue and will not exist at 30 June 2017.

Expenses – unfavourable movements

1. The unfavourable variance in finance costs of \$40,000 is a timing issue only and is due to a recent change in Council's approach to accrued expenditure. Council accrues for the interest expense on its borrowings on a monthly basis, whereas the Revised Budget was established based on the repayment dates set by the issuer of the borrowings. All of Council's borrowings use fixed interest rates and therefore the unfavourable variance would not be expected to exist at 30 June 2017.

Capital Works

Council adopted the revised capital works program of \$16.249 million in February 2017. Progress of the revised program is behind schedule.

Council has delivered \$4.5 million of the total capital works program to the end of March 2017. Council has delivered 46% of the expected capital works program as at 31 March 2017 (based on budgeted spending of \$9.7 million at this date). However it should be noted that Council has commitments of \$3.7 million in relation to its capital works program and if those commitments are included, Council would be reporting that it had delivered almost 84% of the expected capital works program as at 31 March 2017.

Projects that are behind schedule in excess of \$100,000 are:

- Cruse Street road construction
- Docker Street road improvements
- Thompson and Harrison street road improvements
- Roads to Recovery road sealing projects
- Gravel road resheeting
- Shoulder renewal

- Road street reconstruction
- Buildings renewal
- Drainage renewal
- Bridges renewal
- Tennis Cluster Project Lighting
- Wareena Park lighting and pavilion development
- Council's plant replacement program
- Council's Electronic Document Management System upgrade

Legal/Statutory

In accordance with section 127 of the *Local Government Act 1989* (the Act), Council must prepare a budget for each financial year. Additionally, section 136 of the Act requires Council to apply principles of sound Financial Management. Section 138 of the Act requires the Chief Executive Officer, at least every three months, to prepare a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date and to present this report to Council.

Social

Social benefits of the projects will occur this financial year as outlined in the 16/17 Revised Budget.

Environmental/Sustainability Impacts

There are no environmental/sustainability impacts identified for this subject of this report.

Economic Impacts

The economic impacts associated with sound financial management are positive for Council's ratepayers, the community and future generations.

2013 – 2017 Council Plan (2015 Revision)

This report supports the 2013-2017 Council Plan:

Goal

We are Sustainable.

We will create and deliver:

our budgeted annual capital works program.

We will plan and make decisions for the future:

maintaining a responsible and transparent Long Term Financial Plan.

The non-negotiables

The best use of Council's resources.

All legislative and compliance requirements are met.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Poor performance against budget	M	M	M	Regular monitoring and reporting of budget position

Consultation/Communication

Consultation has been undertaken with Council managers and corporate management team and the matter is now ready for Council consideration.

Conclusion

The March 2017 year-to-date Operating Result is delivering a favourable result, when compared to the Revised 2016/17 year-to-date budget, due mainly to timing differences in revenue and expenses. Delivery of Council's large capital works program for 2016/17 continues to be delayed.

Attachments

- 1 March 2017 Quarterly Finance Report

14. COMMUNITY WELLBEING

Nil

15. INFRASTRUCTURE SERVICES

15.1 C1617/026 - DRAINAGE AND PARKING UPGRADE, PARK LANE

Meeting Type:	Ordinary Council Meeting
Date of Meeting:	18 April 2017
Author:	Coordinator - Technical Services
File Name:	C1617/026 - Drainage and Parking Upgrade - Park Lane Wangaratta
File No:	F17/226

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

Park Lane services residential properties and sporting facilities within Wangaratta; experiencing reasonable levels of traffic movements and informal parking during the traditional a.m. and p.m. peak periods as well as regular sporting events and training sessions.

On the eastern side of Park Lane from the HP Barr Reserve access road to the northern end of Park Lane the road shoulder is in poor condition, impacted by informal parking that occurs during sporting events at the HP Barr Reserve.

Regular ponding of stormwater occurs in the adjacent swale drain, which impacts the condition of the road subgrade. This project involves the upgrade of drainage and car parking on the eastern side of Park Lane, with the following incorporated:

- Construction of a piped drainage network to formalise the existing arrangement, minimising the extent of ponding and subsequent road subgrade deterioration.
- Construction of sixty six parking bays (at a forty five degree angle) along Park Lane with a sealed surface and kerb and channel. These will be located immediately to the north of the entrance to the HP Barr Reserve, providing overflow parking for existing internal parking at the reserve.

These works will increase the car parking capacity along Park Lane, improve road safety with the provision of a more consistent parking arrangement and reduce the long term maintenance required for the road pavement.

This report is presented to Council to provide details of the evaluation of the tender for completion of these works.

RECOMMENDATION:***That Council:***

- 1. awards Contract C1617/026 for drainage and parking upgrade works in Park Lane to Bordignon Excavations Pty Ltd;***
- 2. authorises the Chief Executive Officer to sign and seal documents for Contract C1617/026 for the upgrade of drainage and parking in Park Lane; and***
- 3. discloses the contract price for Contract C1617/026 for the upgrade of drainage and parking in Park Lane.***

Background

Tenders for the upgrade of drainage and parking in Park Lane, Wangaratta were invited through advertisements as follows:

Wangaratta Chronicle	3 March 2016
Tenderlink	3 March 2016

Tender closed at 2.00pm on Tuesday 21 March 2017.

There was no pre-tender meeting for this contract.

The tender evaluation panel comprised of Council's Technical Services Co-ordinator, Delivery & Contracts Co-ordinator, and Design Engineer.

Tenders Received

Two tenders were received as follows:

Tenderer
Bordignon Excavations Pty Ltd
Mawson Construction Pty Ltd

Both tenders were deemed by the evaluation panel to be conforming in accordance with the Conditions of Tendering.

Tender Evaluation

The tender was evaluated in accordance with evaluation criteria set out in the Conditions of Tendering. The evaluation criteria are based upon a Weighted Attribution Method as follows:

Criteria	Description	Weighting
Tender Price	Total price of the work	50%
Capacity to carry out contract works	Contractors capacity to perform contract works and experience and past performance in previous similar works	35%
Local Content	Sourcing of goods and services from within the Rural City of Wangaratta (municipal) boundary)	10%
OHS systems	Contractor's commitment to OHS	5%
	Total	100%

Panel members assigned a score (maximum 100) to each criterion (as shown below) and then weighted the average score to produce a final Weighted Attribution Method Score.

P	Evaluation Result	Criteria
100	Exceptional	Demonstrated capacity exceeds all required standards and innovations proposed.
90	Excellent	Demonstrated capacity exceeds all required standards.
70	Good	Complies with all required standards and capacity demonstrated.
50	Satisfactory	Complies with relevant standards without qualifications.
30	Marginal	Complies with relevant standards with qualifications.
0	Unsatisfactory	Fails to satisfy required standards.

Evaluation Scores

The Weighted Attribution Method Score calculation is contained in the confidential attachment.

The summary of the scores obtained by this method are as follows:

Tenderer	Score
Bordignon Excavations Pty Ltd	75
Mawson Construction Pty Ltd	57

The higher value reflects the more favourable assessment. From this method of assessment Bordignon Excavations was deemed to be the preferred tenderer.

Implications

Policy Considerations

Council's Procurement Policy.

Financial/Economic Implications

The tendered lump sum submitted by Bordignon Excavation is within the available budget allocation.

Legal/Statutory

There are no legal/statutory implications identified for the subject of this report.

Social

The construction of drainage and sealed parking along Park Lane will be more aesthetic for adjacent residents and remove the ponding issues during wet weather and the current adhoc parking during sporting events at the HP Barr Reserve.

Environmental/Sustainability Impacts

There are no environmental or sustainability impacts identified for this subject of this report.

2013 – 2017 Council Plan (2016 Revision)

This report supports the 2013-2017 Council Plan:

Goal

We are Connected

We will research and advocate:

for a local and regional transport system that is fast and reliable.
with regional partners to identify and address public and community transport gaps.

We will focus on our business:

developing and implementing management plans; incorporating rolling capital works and cyclic maintenance

The non-negotiables

There is appropriate infrastructure that enhances all townships and communities throughout the municipality.

Strategic Links**a) Rural City of Wangaratta 2030 Community Vision**

b) Other strategic links

Rural City of Wangaratta Asset Management Policy

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Contractor unable to complete works	Program not completed (Moderate)	Unlikely	Medium	Contractor
Works unsatisfactory	Program not completed (Minor)	Rare	Low	Project Manager
Injury to worker	Death or injury/WorkCover investigation (Catastrophic)	Possible	Extreme	Contractor to provide Safe work method statements to demonstrate how they are managing risks to workers.
Traffic Management	Death/injury/property damage/ Workcover investigation (Catastrophic)	Possible	Extreme	Contractor to provide traffic management plan to demonstrate how they are managing risks relating to traffic movements.

Consultation/Communication

Level of public participation	Promises to the public/stakeholders	Tools/Techniques
Inform	Prior advance notification before commencement of works	Letter drop/door knock Website and media advice
Consult	Consider construction timing with respect to requirements for day to day and event access.	Meeting with representatives from local schools and sports associations to appreciate any issues for consideration in management of the site during construction.

Appropriate consultation has occurred and the matter is now ready for Council consideration. Further consultation will take place with local schools and sporting associations regarding access prior to construction commencing.

Conclusion

The tender submitted by Bordignon Excavations Pty Ltd scored highest under the Weighted Attribution Method and therefore is the preferred tenderer.

The tender submitted by Bordignon Excavation Pty Ltd is considered to offer the best value of the bids submitted.

Attachments

- 1 C1617-026 Drainage and Parking Upgrade evaluation - Confidential

15.2 C1617/023 2016 FLOOD DAMAGE REINSTATEMENT

Meeting Type: Ordinary Council Meeting
Date of Meeting: 18 April 2017
Author: Executive Assistant - Infrastructure Services
File Name: 2016 Storm Damage Reinstatement
File No: S17/878

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

The Rural City of Wangaratta was subject to prolonged flooding during the winter of 2016 with a major flood occurring in October. Due to the nature of the flooding Council's road network sustained considerable damage from being inundated for long periods.

This report is presented to Council to provide details of the evaluation of the tender for C1617/023 2016 Flood Damage Reinstatement.

RECOMMENDATION:

That Council:

- 1. awards Contract C1617/023 for 2016 Flood Damage Reinstatement to Cooks Earthmoving Laser Landforming Pty Ltd;***
- 2. authorises the Chief Executive Officer to sign and seal documents for Contract C1617/023 for 2016 Flood Damage Reinstatement; and***
- 3. discloses the contract price for Contract C1617/023 for 2016 Flood Damage Reinstatement.***

Background

Contract Details

Tenders for 2016 Flood Damage Reinstatement were invited through advertisements as follows:

Newspaper

Date

Chronicle

10 February 2017

also electronically

Tenderlink

3 February 2017

Tenders closed at 2.00pm on Tuesday 14 March 2017.

There was a no pre-tender meeting for this contract.

Evaluation Panel

The evaluation panel for this tender comprised Council's Delivery & Contracts Coordinator and 2 Project Engineers.

Tenders Received

Three tenders were received as follows:

Tenderer
Cooks Earthmoving Laser Landforming Pty Ltd
GW & BR Crameri Pty Ltd
Quality Roads P/L

The three tenders were checked for accuracy and were found to be correct and complete.

Tender Evaluation

The tender was evaluated in accordance with evaluation criteria set out in the Conditions of Tendering.

The evaluation criteria are based upon a Weighted Attribution Method as follows:

Criteria	Description
Tender Price	Total price of the work
Capacity to carry out contract works	Contractors capability to perform contract works and experience and past performance in previous similar works
Timeliness	Ability to start and complete project within the timeframe nominated.
Local Content	The amount of local materials and labour in the tender price
OHS systems	Contractor's commitment to workplace health and safety

Panel members assigned a score (maximum 100) to each criteria (as shown below) and then weighted the average score to produce a final Weighted Attribution Method Score.

P	Evaluation	Criteria
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	Result	
100	Exceptional	Demonstrated capacity exceeds all required standards and innovations proposed.
90	Excellent	Demonstrated capacity exceeds all required standards.
70	Good	Complies with all required standards and capacity demonstrated.
50	Satisfactory	Complies with relevant standards without qualifications.
30	Marginal	Complies with relevant standards with qualifications.
0	Unsatisfactory	Fails to satisfy required standards.

Evaluation Scores

The summary of the scores obtained by this method are as follows:

Tenderer	Score
Cooks Earthmoving Laser Landforming Pty Ltd	71
GW & BR Crameri Pty Ltd	70
Quality Roads Pty Ltd	47

The higher value reflects the more favourable assessment. From this method of assessment, Cooks Earthmoving Laser Landforming Pty Ltd were deemed to be the preferred tenderer.

Implications

Policy Considerations

There are no specific Council policies or strategies that relate to this report.

Financial/Economic Implications

The estimated costs associated with this tender have been previously accepted by Department of Treasury and Finance (DTF) on behalf of the National Disaster Fund (NDF) as meeting the guidelines for NDF funding.

The preferred tender lump sum amount is below the estimated tender cost.

Legal/Statutory

There are no legal/statutory implications identified for the subject of this report.

Social

There are no social impacts identified for the subject of this report.

Environmental/Sustainability Impacts

There are no environmental/ sustainability impacts identified for this subject of this report.

2013 – 2017 Council Plan (2016 Revision)

This report supports the 2013-2017 Council Plan:

Goal

We are Connected

We will research and advocate:

for a local and regional transport system that is fast and reliable.
with regional partners to identify and address public and community transport gaps.

We will focus on our business:

developing and implementing management plans; incorporating rolling capital works and cyclic maintenance

The non-negotiables

There is appropriate infrastructure that enhances all townships and communities throughout the municipality.

Strategic Links

a) Rural City of Wangaratta 2030 Community Vision

N/A

b) Other strategic links

Rural City of Wangaratta Asset Management Policy

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Contractor unable to complete works	Program not completed (Moderate)	Unlikely	Medium	Contractor
Works	Program not	Rare	Low	Project

Risks	Likelihood	Consequence	Rating	Mitigation Action
unsatisfactory	completed (Minor)			Manager
Injury to worker	Death or injury/WorkCover investigation (Catastrophic)	Possible	Extreme	Contractor to provide Safe work method statements to demonstrate how they are managing risks to workers.

Consultation/Communication

Level of public participation	Promises to the public/stakeholders	Tools/Techniques
Inform	Prior advance notification before commencement of works	Website and media advice

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Conclusion

Cooks Earthmoving Laser Landforming Pty Ltd scored highest under the Weighted Attribution Method and had the lowest tender price. Consequently, Cooks Earthmoving Laser Landforming Pty Ltd is the recommended tenderer.

Attachments

- 1 C1617-023 2016 Flood Damage Evaluation - Confidential

16. DEVELOPMENT SERVICES

16.1 EARTHWORKS IN FARMING ZONE

Meeting Type:	Ordinary Council Meeting
Date of Meeting:	18 April 2017
Author:	Executive Assistant Development Services
File Name:	Farming Zone Earthworks
File No:	PlnApp16/178

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This Application seeks planning approval to improve the drainage and ultimately the useability of approximately 93 hectares of grazing land through the use of laser assisted grading equipment. The proposal includes levelling out the existing slight rises and depressions, and to construct a drain.

The Application has been advertised and referred to relevant agencies whose responses have been received between December 2016 and February 2017. Relevant agencies are generally supportive of the operation; however, four (4) letters of objection have been received from surrounding owners/occupants.

This report is presented to Council following receipt of four (4) letters of objection to this Application.

RECOMMENDATION:

That Council resolves to issue a Notice of Decision to Grant a Planning Permit with respect to Planning Application 16/178 for Earthworks at Plums Road, Dockers Plains, in accordance with the draft permit conditions contained within the attachment.

Background

Planning Application 16/178 was lodged on 27 October 2016. Further information has subsequently been requested on three occasions, resulting in the Application in its current form. All relevant internal and external referral authorities have now consented to the proposal; however the four submissions that raise concern remain, necessitating this report to Council.

Property Details

The subject site comprises approximately 93 hectares spread across four separate allotments. The four allotments form part of a larger farm holding made up of other allotments adjoining the subject site. The site is located on the eastern

side of Federation Way, a VicRoads Road, and is bound by Plums Road to the north, Grossman Lane to the South, and the remainder of the Applicant's holding to the east.

The site is located within a rural environment, surrounded predominantly by broad-acre grazing operations. There are no designated waterways within or within close proximity to the subject site. Instead, there is a drain that traverses the southern section of the site before flowing south-west from the site, and another along the northern boundary of the site, that continues north-west from the site. There are numerous minor drains within the site that drain into the main drainage channels.

Despite the absence of the Floodway and Land Subject to Inundation Overlays, it is common agreement between the Applicant, Submitters and Council that there are significant drainage issues that directly affect the subject site and surrounding roads and properties during a 1% AEP (Annual Exceedance Probability, or 1-in-100 year flood) flood event. Anecdotal and photographic evidence supplied suggests that the nearby road network, in particular Plums Road, is occasionally completely obstructed by floodwaters.

There are no buildings on the site itself, with the associated improvements located on the adjacent area of the holding that is unaffected by the proposal. The site is primarily grazing land, with three scattered remnant vegetation areas. The land is classified as being of high agricultural versatility.

The land is relatively flat, with the most grade being on land surrounding the drainage along the western property boundary. The highest section of the site is its northernmost third, which acts as the dividing ridge directing water either north-west or south-west from this point.

All three roadsides that bound the property have been classified as being of high conservation value and as such are protected by the Planning Scheme under the Vegetation Protection Overlay as well as the state native vegetation controls.

Land/Address	Plums Road Dockers Plains
Zones and Overlays	Farming Zone
Why is a permit required	Earthworks which change the rate of flow or the discharge point of water across a property boundary.

Proposal in Detail

This Application aims to improve the drainage of approximately 93 hectares of the site. The method uses laser assisted grading equipment to smooth out minor rises and depressions in order to minimise pooling of flows across the undulating surface.

A new north-south drain is proposed to be constructed within the centre of the site, which will direct the majority of the flows southward towards an existing dam and subsequently into the existing drain to the south-western corner of the allotment. The remainder of the flows will be into either the existing dams along

the western boundary, or otherwise will drain towards the drain within the road reserve of Plums Road to the North.

No changes to the existing use of the land or the existing access to the site are proposed. Likewise, no trees will be removed and no earthworks will occur within the Tree Retention Zone of any standing remnant vegetation.

The current slope averages 1:700 with a range from 1:300 to 1:2000. The proposal would result in a series of interconnected terraces of land from 1 to 8 hectares being formed with slopes from 1:300 to 1:1000. These terraces will closely follow the existing natural slope. The cut and fill to smooth the existing slopes is 7 centimetres or less over about 90 percent of the total area, with the greatest level of change, other than within the proposed drain, being at isolated points where the cut or fill is proposed to be as high as 17 centimetres.

Relevant Planning Provisions

The following provisions of the Wangaratta Planning Scheme are relevant to this proposal:

Section	Clause	Provision
State Planning Policy Framework	11.05-3	Rural Productivity
	11.10-2	Environmental Assets
	12.01-1	Biodiversity
	13.02-1	Floodplain Management
	14.01-1	Protection of Agricultural Land
	14.01-2	Sustainable Agricultural Land Use
	19.03-2	Water Supply, Sewer and Drainage
Local Planning Policy Framework	21.05	Rural Land Use and Agriculture
	21.08	Economic Development and Tourism
	21.10	Environmental Management and Heritage
Zones	35.07	Farming Zone
Overlays	N/A	
Particular Provisions	52.17	Native Vegetation
Decision Guidelines	65.01	Approval of an Application or a Plan

Referrals

The application was referred to the following referral authority:

Authority	Section	Response
Goulburn-Murray Water (GMW)	External Section 52 Notice	No objections, comments or conditions.

During the conciliation meeting, it was queried whether VicRoads were used as a referral authority with this Application. The query was raised on the basis that should the proposed works increase the rate or volume of flows into the Federation Way, then the functionality and safety of the Major Road may be jeopardised.

There is no statutory requirement to refer the Application to VicRoads under Clauses 52.29 or 66.03 as no access is being created or altered to, and no works are being undertaken within, the Road Zone Category 1. Furthermore, the position of Council's Environment Department and in particular, Technical Services Department is that any increase to the volume or velocity of flows into any road reserve, including Federation Way, is not supported. Therefore, any Application that satisfies this restriction (which would be a requirement of any permit if issued) will not cause detriment to the function or safety of Federation Way and referral to VicRoads was considered to not be required.

Internal Departmental Advice

Department	Response
Technical Services Department	<p>No objection – subject to conditions.</p> <p>The Conditions included requirements to maintain certain standards of earthworks, and to provide drainage plans that demonstrate that sufficient detention is provided to ensure that the peak discharge from the property into the adjacent road reserves during a 10% AEP event does not exceed the predevelopment level, and during a 1% AEP event will not increase the impacts upon any person, road reserve or natural features.</p> <p>As a point of clarification 'peak discharge' represents that rate of flow, and measures both volume and velocity in terms of cubic metres per second.</p> <p>Technical Services subsequently provided advice confirming that the Conditions are considered to be achievable within the context of the proposal, but that it would likely require the input of a qualified independent engineer to provide the relevant plans and workings.</p>

Department	Response
	Technical Services also added that some flow re-distribution is likely during a 10% AEP event, although the impact upon surrounding properties will likely be low. During a 1% AEP event, minimal change to flows is expected as a result of the proposal.
Environment Department	No objection – subject to conditions protecting the remnant vegetation within the property through the provision of Tree Retention Zones (TRZs), and roadside vegetation by ensuring no increase in impact upon the roadsides as a result of hydrological discharges from the site.

Advertising

The application was advertised to surrounding landowners and residents between the period of 08 and 26 December 2016, and submissions can be received until the Application is determined by the Council as responsible authority.

A total of four letters of objection were received from the following:

- The Owner/Occupant of **545 Federation Way**, a grazing property located north-east of the proposal, downstream of one of the existing drains.
- The Owners of **300 Back Estcourt Road** as well as another property to the north. Both properties are part of a larger agricultural holding and are downstream of the existing drains.
- The Owners of the land directly opposite the site on **Federation Way**, used for agriculture.
- The Owner/Occupant of **63 Plums Road**, A small agricultural property with agricultural related business, adjoining the Applicant's holding to the east (i.e. the opposite side of the holding from the subject site), and primarily reliant on Plums Road and Federation Way for access.

Objector locations are identified below, as represented by the green flags, with the Applicant's holding and the subject site represented by red and blue respectively:



The Objections are summarised as follows:

- Concerns that the works will increase the volume and duration of inundation for downstream properties during high rainfall and flood events, reducing production capacity.
- Concerns that the existing box culverts along Federation Way already experience issues during flood events, and that these issues would be increased by the proposal, particularly if the velocity of flows is increased.
- Concerns that any additional flows into the Plums Road reserve would exacerbate existing issues during flood events whereby the road is impassable during the event as a result of floodwaters, and after the event due to damage. The concerns specifically relate to the loss of safe function of the road and the impact it would upon businesses and livelihoods that are dependent upon the road.
- Concerns that this proposal will set a precedent for other landowners within the area to undertake similar works, the cumulative impact of which would exacerbate the above concerns.

A conciliation meeting was held on 08 March 2017 and was attended by:

- Council representatives from the Planning and Technical Services Departments;
- the Applicant;
- all of the Objectors with the exception of the Owner/Occupant of 545 Federation Way; and
- three Councillors.

During the conciliation meeting, in addition to the abovementioned discussion regarding VicRoads, it was requested by some Objectors that the conditions provided by Technical Services that require drainage plans to be submitted by permit condition be a request for further information instead. This would allow the drainage plans submitted to be re-advertised to the Objectors and a further opportunity for submissions would be afforded.

The conditions in question are relatively standard requirement conditions that are applied to a variety of Planning Permits that may have an impact upon stormwater. In including such requirements as permit conditions, the Council's Technical Services Department, has the necessary qualifications to assess the whether the drainage plan should be approved or not. The Technical Services Department has considered that the proposal should be able to comply with the permit conditions and detailed plans by a qualified independent engineers are required. If the requirements of the conditions are assessed as not being satisfied then the works cannot proceed.

To require the plans pre-decision and to advertise them to the Objectors would likely result in considerable delays for the Applicant, and with the responsibility to assess the technical plans ultimately remaining with a Technical Services, it is not considered that any benefit would come from the process. As a result the plans are recommended to remain as conditions, to be provided subsequent to the issue of any permit, prior to the commencement of works.

Wangaratta Planning Scheme

The State Planning Policy Framework (SPPF)

Clause 11.05-3 of the SPPF relates to rural productivity. The Objective of this Clause is as follows:

To manage land use change and development in rural areas to promote agriculture and rural production.

Clause 11.10-2 of the SPPF seeks to protect environmental assets, and in doing so sets out the following Objective:

To protect environmental and heritage assets, and maximise the regional benefit from them, while managing exposure to natural hazards and planning for the potential impacts of climate change.

Clause 12.01-1 of the SPPF seeks to protect biodiversity, and specifically to:

To assist the protection and conservation of Victoria's biodiversity, including important habitat for Victoria's flora and fauna and other strategically valuable biodiversity sites.

Clause 13.02-1 regulates floodplain management under its objective, which is:

*To assist the protection of:
Life, property and community infrastructure from flood hazard.*

Clause 14.01-1 of the SPPF relates to protection of agricultural land. The Objective to this clause is as follows:

To protect productive farmland which is of strategic significance in the local or regional context.

Clause 14.01-2 of the SPPF relates to sustainable agricultural land use and accordingly sets out the following Objective and Strategies:

Objective

To encourage sustainable agricultural land use.

Strategies

Ensure agricultural and productive rural land use activities are managed to maintain the long-term sustainable use and management of existing natural resources.

Encourage sustainable agricultural and associated rural land use and support and assist the development of innovative approaches to sustainable practices.

Clause 19.03-2 of the SPPF relates to water supply, sewerage and drainage. Its Objective is:

To plan for the provision of water supply, sewerage and drainage services that efficiently and effectively meet State and community needs and protect the environment.

The Local Planning Policy Framework (LPPF) - including the Municipal Strategic Statement (MSS) and Local Planning Policies

Clause 21.05 of the LPPF relates to Rural Land Use and Agriculture. Its context states that:

Agriculture is a major economic industry and employment generator in the municipality.

The agricultural sector is essential to the economic and social performance of the municipality and the region. It is an imperative that the productivity and versatility of agricultural land is maintained, particularly for higher agricultural versatility areas.

The strategies included within the Clause 21.05 include to:

Encourage the growth and development of environmentally and economically sustainable agriculture enterprises.

Maintain the productivity and versatility of agricultural land, particularly in higher agricultural productivity and versatility areas.

Clause 21.08 of the LPPF represents economic development and tourism, and includes the following Strategic Direction:

Support sustainable growth and development of existing local enterprises.

Clause 21.10 of the LPPF governs environmental management and heritage, and recognises the following issues:

The incremental loss of native vegetation makes the conservation of remaining vegetation very important. Remnant vegetation on private land mostly comprises scattered paddock trees.

Roadsides are often the only remaining areas of native vegetation in cleared farming areas.

The Rural City of Wangaratta Roadside Conservation Management Plan, 2014 identifies the conservation significance of all roadsides in the municipality.

Flooding is a major land use issue in the municipality, which has the major floodplain systems of the Ovens River and King River.

In recognition of the above-mentioned issues, Clause 21.10 establishes the following Strategic Directions:

*Recognise, protect and enhance biodiversity values, ecosystem health and remnant vegetation, including scattered trees, roadsides and native grasslands.
Recognise, protect and enhance biodiversity values and remnant vegetation on roadsides, including specific planning protection of roadsides designated as 'high' conservation significance under the Rural City of Wangaratta Roadside Conservation Management Plan, 2014.*

Ensure all land use and development proposals affecting native vegetation fully document the presence and significance of native vegetation and avoid any adverse impacts on biodiversity values, particularly the clearance of native vegetation.

Promote the responsible use of resources, particularly water and energy.

Farming Zone

The site is located in the Farming Zone, the Purpose of which is detailed at Clause 35.07 to include:

To provide for the use of land for agriculture.

To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

The Decision Guidelines of the Farming Zone are subsequently detailed at Clause 35.07-6, and include:

How the use or development relates to sustainable land management.

Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.

Whether the use or development will support and enhance agricultural production.

The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.

The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality.

The impact of the use or development on the flora and fauna on the site and its surrounds.

The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to revegetate land including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.

Particular Provisions

Clause 52.17 addresses native vegetation under the following Purpose:

To manage native vegetation to minimise land and water degradation.

Clause 65 Decision Guidelines

Clause 65.01 directs that before deciding on an application or approval of a plan, the Responsible Authority must consider the following:

The orderly planning of the area.

Factors likely to cause or contribute to land degradation, salinity or reduce water quality.

Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.

The extent and character of native vegetation and the likelihood of its destruction. Whether native vegetation is to be or can be protected, planted or allowed to regenerate.

The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.

Planning Policy Discussion

The proposal will increase the productive potential of an existing agricultural enterprise in an area of high agricultural versatility. Agricultural enterprises are recognised in Planning Policy as being major economic and employment generators for the Municipality, and thus facilitating the enhanced operation of an agricultural enterprise is considered to be consistent with both the economic and the rural production policies throughout the Wangaratta Planning Scheme.

The proposed works will alter the drainage within the subject property, and the Planning Permit Application is triggered in this instance as the works will ultimately alter the way water flows over the property boundaries. Through the referral and public consultation process, the extent of the impact that any increase in the volume or velocity of flows from the property would have upon the surrounding protected vegetation, vital transport linkages and other equally important agricultural enterprises is assessed.

Council's Technical Services Department have been involved throughout the application process. They have concluded that the works will have minimal impact on water flows across property boundaries during a 1% AEP rainfall event, as the inundation levels experienced during those events is sufficient to not be influenced by the minimal extent of either existing or proposed undulation on the land.

Moreover, the Technical Services Department also concluded that the proposed works should be able to be carried out in a manner that results in no increase in volume or velocity of flows from the property during a lesser 10% AEP flood event, which is influenced by the surface levels. Conditions recommended for any permit issued would require the Applicant to demonstrate that this will be achieved prior to undertaking the works; however the Technical Services Department maintains that this is realistically achievable by this project.

As a result, it is considered that the existing drainage issues experienced by the adjacent road reserves and downstream properties will not be exacerbated by the proposed works. Similarly, in relation to the submission that this proposal might serve as a precedent that encourages other nearby land owners to pursue similar works, there will not be a resulting cumulative impact provided that the 'no increase in volume or velocity of flows' is also maintained for any future proposals.

The proposal would not change the use of the land or how the land is accessed. Likewise compliance with permit conditions identifying Tree Retention Zones around all remnant trees within the property, within which no works can take place, should result in no loss of biodiversity from the land.

Implications

Policy Considerations

There are no additional Council policies or strategies that have not already been discussed in this report.

Financial/Economic Implications

This Proposal does not have any immediate impact on Council's financial resources. However; should the matter be referred to the Victorian Civil and Administrative Tribunal then Council may incur costs in relation to any review of its decision on the Application. As with any Permit, it is also likely that some resources will be required to ensure compliance with any Permit issued.

Legal/Statutory

All procedures associated with the lodgement and assessment of this Application have been done in accordance with the *Planning and Environment Act 1987*.

Social

There are no negative social impacts identified for the subject of this report.

Environmental/Sustainability Impacts

Environmental/sustainability impacts identified in this report will be addressed by way of permit conditions.

Economic Impacts

The Application is considered to have a positive economic impact through the enhanced productivity of the existing agricultural enterprise as a result of the works.

2013 – 2017 Council Plan (2016 Revision)

This report supports the 2013-2017 Council Plan:

We will research and advocate:

to advance regional agricultural opportunities.

The non-negotiables

All legislative and compliance requirements are met.

Strategic Links**a) Rural City of Wangaratta 2030 Community Vision**

N/A

b) Other strategic links

N/A

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
The Permit is appealed at VCAT	Med	Low	Low	This decision respects the concerns of all parties.
Noncompliance with Permit Conditions	Low	Low	Low	The Conditions applied are considered to be achievable and enforceable therefore should not result in noncompliance.

Consultation/Communication

Level of public participation	Promises to the public/stakeholders	Tools/Techniques
Inform	Notify potentially affected parties of the Application	Notice of Application sent to surrounding owners and occupants.
Consult	Provide opportunity to attend a conciliation meeting	Letters for Conciliation Meeting were sent to Objectors. All but one of the four submitters attended the scheduled meeting.
Involve	Opportunity to make submission.	Notice of Application sent to surrounding owners and occupants.
Collaborate	N/A	N/A
Empower	N/A	N/A

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Options for Consideration

1. Approve the Application, through the issue of a Notice of Decision to Grant a Permit, subject to conditions of permit (refer to Attachment 1); or
2. Refuse the Application. Grounds of refusal would need to be provided. This is not the recommended option.

Conclusion

As detailed within this report, the proposal has been found to support an appropriate use of the subject site. Subject to compliance with permit conditions,

the proposal is considered to satisfy the relevant provisions of the Wangaratta Planning Scheme by improving the productivity of the subject land without increasing the velocity or volume of storm water flows from the property and produces an acceptable outcome in terms of the decision guidelines of clause 65.

Concerns raised by Objectors throughout the Application process have been discussed and considered in detail, with recommended Permit Conditions considered to suitably address those concerns.

Attachments

- 1 Existing Plan
- 2 Proposed Plan
- 3 Draft Permit Conditions

17. SPECIAL COMMITTEE REPORTS

Nil

18. ADVISORY COMMITTEE REPORTS

18.1 ADVISORY COMMITTEE REPORTS

Meeting Type: Ordinary Council Meeting
Date of Meeting: 18 April 2017
Author: Executive Assistant Corporate Services
File Name: N/A
File No: N/A

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

Minutes of the following Advisory Committee Meetings are reported to Administrators for information (refer attachments).

1. Audit Advisory Committee
2. Agriculture & Agribusiness Advisory Committee
3. Wangaratta Economic & Tourism Advisory Committee

RECOMMENDATION:

That Council notes the minutes of these committees.

Attachments

- 1 Audit Advisory Committee - Minutes 7 March 2017
- 2 Agriculture & Agribusiness Advisory Committee - 21 March 2017
- 3 Wangaratta Economic & Tourism Advisory Committee - 4 April 2017

19. RECORDS OF ASSEMBLIES OF COUNCILLORS

19.1 RECORDS OF ASSEMBLY OF COUNCILLORS

Meeting Type: Ordinary Council Meeting
Date of Meeting: 18 April 2017
Author: Executive Assistant Corporate Services
File Name: Records of Assembly of Councillors
File No: F16/2117

Executive Summary

An “Assembly of Councillors” is a meeting at which matters are considered that are intended or likely to be the subject of a Council decision and is either of the following:

- a meeting of an advisory committee where at least one Councillor is present; or
- a planned or scheduled meeting that includes at least half the Councillors and at least one Council officer.

At an assembly of Councillors, a written record is kept of:

- a) the names of all Councillors and members of the Council staff attending;
- b) the matters considered;
- c) any conflict of interest disclosures made by a Councillor attending; and
- d) whether a Councillor who has disclosed a conflict of interest leaves the assembly.

The written record of an assembly of Councillors is, as soon as practicable:

- a) reported at an Ordinary Meeting of the Council; and
- b) incorporated in the Minutes of that Council meeting.

Date	Meeting details	Refer
20 March 2017	Councillor Briefing Forum	Attachment
27 March 2017	Councillor Briefing Forum	Attachment
3 April 2017	Councillor Briefing Forum	Attachment
10 April 2017	Councillor Briefing Forum	Attachment

RECOMMENDATION:

That Council receives the records of Assemblies of Councillors.

Attachments

- 1 Breifing Forum - 20 March 2017
- 2 Breifing Fourm - 27 March 2017
- 3 Briefing Forum - 3 April 2017
- 4 Briefing Forum - 10 April 2017

20. NOTICES OF MOTION

Nil.

21. URGENT BUSINESS

22. PUBLIC QUESTION TIME

23. CONFIDENTIAL BUSINESS

Nil

24. CLOSURE OF MEETING

ATTACHMENTS



COUNCIL PLAN 2015-17
PROGRESS REPORT
JULY 2016 - MARCH 2017



WE ARE HEALTHY	2016 Result	July – Sept 2016	Oct – Dec 2016	Jan- Mar 2017	Comments
Measures and Targets					
Participation in the Maternal and Child Health service (defined as the percentage of children enrolled who participate in the MCH service).	77%	67.2%			Average across the 2016-17 Financial year thus far.
Participation in Home and Community Care service (defined as the percentage of the municipal target population that receives a HACC service).	26%	28.4%	28.1%	28.6%	Municipal target population = 2,829
Utilisation of aquatic facilities (defined as the percentage increase in the number of visits to aquatic facilities per head of municipal population)		3.2%	1.5%	4.3%	Percentage increase from same period the previous year.
Number of food safety assessments (defined as the percentage of registered class 1 and 2 food premises that receive an annual food safety assessment).	40%	1%	14%	21%	Annually required Class 1 food sampling has already been completed and Class 2 is ahead of schedule.
Increase in the adult perception of safety (VicHealth Indicators Survey).	99%	95.8%			Survey undertaken by VicHealth and reflects reported Wangaratta residents who feel safe walking alone during the day. Above the State average of 92.5%

WE ARE GROWING	2016 Result	July – Sept 2016	Oct – Dec 2016	Jan- Mar 2017	Comments
Measures and Targets					
Increase in the number of businesses (defined as the percentage change in the number of businesses with an ABN in the municipality).	-5.5%	2.07%	.3%	.71%	Feb 2016 – 5,769 Jun 2016 – 5,782 Sep 2016 – 5,906 Dec 2016 – 5,924 Mar 2017 – 5,866 Continued small but all positive growth following two negative quarters in late 2015
Increased participation in business development activities (defined as the percentage of businesses with an ABN in the municipality that participate in at least one Council business development activity).	40.7%	Not recorded	Not recorded	10%	Participation up from 1060 in 2016 to 1165 in Jan to March 2017.
Reduction in the time taken to decide planning applications (defined as the median number of days taken between receipt of a planning application and a decision on the application).	60	52	57	46	Efforts to reduce the decision time have achieved the desired trend over the period shown. This measure can be impacted by changes to legislation, regulations and planning scheme provisions. Also affected by increased time needed for pre-application assistance to applicants, increased VicSmart application categories, and applications for amendments to permits and plans and planning scheme amendments of a statutory nature which are not counted in the measure.

WE ARE CONNECTED Measures and Targets	2016 Result	July – Sept 2016	Oct – Dec 2016	Jan- Mar 2017	Comments
Increased satisfaction with community consultation and engagement (Local Government Community Satisfaction Survey)	49	-			This is an annual survey, conducted in February. The results will be received in May 2017.
Increase in sealed local roads below the intervention level (defined as the percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal).	98%	99%	99%	99%	
Increased community satisfaction rating for overall performance with recreational facilities (Local Government Community Satisfaction Survey).	69	-			This is an annual survey, conducted in February. The results will be received in May 2017.
100% delivery of Capital Works program. (measured as YTD actual compared to YTD budget)	83%	29%	86%	46%	Commitments of \$3.7M have been raised taking this result to 86%

WE ARE CREATIVE	2016 Result	July – Sept 2016	Oct – Dec 2016	Jan- Mar 2017	Comments
Measures and Targets					
Increased attendance at the Wangaratta Performing Arts Centre and Wangaratta Gallery (defined by a percentage increase on the attendance number at arts and cultural events).	-5.15%	-15%	+7%	+20%	<p>Jul – Sept 2016 Wangaratta Contemporary Textiles Award (WCTA) takes place every 2nd year. No WCTA in 2016 – visitation to Wangaratta Art Gallery (WAG) significantly reduced. Wangaratta Performing Arts Centre (WPAC) saw significant reduction in attendance in Aug 2016 - some annual community events did not take place in 2016 affecting total attendance at venue.</p> <p>Oct – Dec 2016 – WAG had an increase in attendance in December due to Australian Tapestry Workshop exhibition and workshop activities. Strong attendance at December events in 2016 resulted in growth for 2nd quarter.</p> <p>Jan – Mar 2017 – increase overall at WPAC attendance particularly for performances but also strong conference and event activity.</p>
Increased number of major events attracted and staged in the municipality (defined by the percentage of events held during reporting quarter)	30.36%	-13%	+47%	+12%	Strong activity in Jan – March quarter with Summer in the Parks activities.
Community satisfaction rating with overall performance of arts centres and libraries (Local Government Community Satisfaction Survey).	73	-			This is an annual survey, conducted in February. The results will be received in May 2017.

WE ARE SUSTAINABLE	2016 Result	July – Sept 2016	Oct – Dec 2016	Jan- Mar 2017	Comments
Measures and Targets					
Long Term Financial Plan adopted by Council by 30 June.	Achieved	Achieved			Adopted 21 June 2016
Low Risk rating for Financial Sustainability by Victorian Audit General.	Achieved	Partly achieved			Low risk rating for liquidity and net result. Medium risk rating for internal financing, indebtedness, capital replacement and renewal gap.
100% compliance with Council's Road Management Plan.	100%	100%	N/A	N/A	Obligations with the Road Management Plan were suspended in Aug 2016 due to the moderate flood event. The RCoW Management Plan will remain suspended until flood restoration works are complete.
100% compliant with Council's Asset Management Policy.	100%	100%	100%	100%	

Rural City of Wangaratta Comprehensive Income Statement	16/17 Revised Budget	16/17 YTD Actual	16/17 YTD Revised Budget	YTD Variance	YTD Variance	Notes
31st March 2017	\$	\$	\$	\$	%	
Income						
Rates and charges	29,560,093	22,207,470	22,170,069	37,401	0%	
Statutory fees and fines	897,090	772,220	758,422	13,798	2%	
User fees	7,487,614	4,896,118	5,404,799	(508,681)	(9%)	1
Contributions - cash	626,559	400,792	539,049	(138,257)	(26%)	2
Grants - Operating	13,594,448	10,544,116	10,312,069	232,047	2%	3
Grants - Capital	5,046,607	1,370,941	1,271,996	98,945	8%	4
Reimbursements	2,175,029	227,839	214,976	12,863	6%	
Other revenue	532,992	411,055	399,856	11,199	3%	
Net gain/(loss) on sale/disposal of property, infrastuctu	646,500	90,742	537,870	(447,128)	(83%)	5
Total Income	60,566,932	40,921,294	41,609,106	(687,812)	(2%)	
Expenses						
Employee benefits	22,839,693	16,010,439	16,388,303	377,864	2%	6
Materials and services	19,064,105	11,913,346	13,183,990	1,270,644	10%	6
Depreciation and amortisation	13,435,930	10,076,945	10,072,926	(4,019)	(0%)	
Finance costs	494,059	379,601	339,325	(40,276)	(12%)	7
Other expenses	89,750	63,623	62,688	(936)	(1%)	
Total Expenses	55,923,537	38,443,955	40,047,232	1,603,278	4%	
Surplus / (deficit) for the year	4,643,395	2,477,339	1,561,874	915,465	59%	

Notes:

1. Council's received \$110,000 less income in user fees and grants for Family & Early Childhood Services. Due to the nature of the Federal Government childcare rebates / grants for childcare services it is difficult to predict the exact amount payable for long day care. As such, Council reviews and reports on the total income received for Family & Early Childhood Services. The unfavourable movement is due to lower than expected occupancy rates. It is expected that some of this decline in income will be recovered in the later months of this financial year, however this is subject to occupancy rates improving.

2. Council received \$138,000 less income from user groups for the contribution towards Council's capital works program. The variances in contributions relate to (i) City Oval tennis precinct; (ii) Moyhu tennis multiuse project; (iii) dust suppression road treatments; and (iv) tennis cluster project lighting project. It is expected that the unfavourable movement is a timing difference only and the contributions will be received at a later date.

3. Refer to comment above regarding the Family & Early Childhood Services and user fee and grant income.

4. Council received capital grants of \$100,000 in respect of the capital works program for the construction of the shared pathway along Tone Road. This project will be included in the draft 2017/18 Budget.

5. Council received \$67,000 of additional proceeds on the planned replacement of Council's plant and equipment. Further replacements are planned for the remainder of the financial year. Approximately \$45,000 of this amount is considered to be a permanent improvement in Council's operating position. Further, Council is progressing the sale of Lot 2 Shanley Street Wangaratta (previously reported at Council meetings) and expected all conditions for the sale to have been met and finalised by the end of March 2017. This has not occurred and therefore there is an unfavourable variance to the revised budget of \$515,000. It is possible that this sale will not occur before 30 June 2017 and therefore may not be realised in this financial year. If this is the case, it would be expected to complete in the 2017/18 financial year.

6. Council's employee benefits and materials and services costs are tracking under budget. A reduction in Council's overall employee benefit and materials and services costs is expected as a result. The draft 2017/18 Budget will show the reduction expected.

The favourable variance in materials and services of \$1.3 million is largely driven by:

a. \$87,000 of delays in the progress of the Merriwa Park asbestos remediation project. This is a timing issue only and the works are expected to be completed before 30 June 2017.

b. \$246,000 in facilities and reactive maintenance costs not expended at 31 March 2017. It is expected that most of this amount will be expended in the lead up to 30 June 2017.

c. \$415,000 in waste and collection costs that have not been expended at 31 March 2017. These costs relate to items such as replacement of organic caddies, bin liners and the organics collection and processing costs as well as costs associated with the transfer stations. It is expected that the majority of these costs will be expended by 30 June 2017, however there will be a reduction in materials and services of around \$50,000 subject to the customer demands for new or replacement caddies.

d. \$184,000 in costs from the October 2016 election have not been expended at 31 March 2017. This is a timing issue and will not exist at 30 June 2017.

7. The unfavourable variance in finance costs of \$40,000 is a timing issue only and is due to a recent change in Council's approach to accrued expenditure. Council accrues for the interest expense on its borrowings on a monthly basis, whereas the Revised Budget was established based on the repayment dates set by the issuer of the borrowings. All of Council's borrowings use fixed interest rates and therefore the unfavourable variance would not be expected to exist at 30 June 2017.

Rural City of Wangaratta Capital Works Expenditure	16/17 Revised Budget	Commitments	16/17 YTD Actual	16/17 YTD Revised Budget	YTD Variance	YTD Variance	Notes
31st March 2017	\$	\$	\$	\$	\$	%	
New Assets							
Plant and equipment	375,240	0	122,912	139,274	16,362	12%	
Furniture and fittings	24,000	953	6,206	10,000	3,794	38%	
Computers and telecommunications	384,968	23,956	67,196	331,426	264,230	80%	1
Artworks	5,225	0	0	3,225	3,225	100%	
WIP Land Improvements	306,729	36,292	26,503	16,729	(9,774)	(58%)	
WIP Waste management	188,702	16,351	41,863	17,766	(24,097)	(136%)	
WIP Buildings	107,243	385	26,557	41,387	14,830	36%	
WIP Sealed roads and substructure	2,182,597	133,328	379,747	795,547	415,800	52%	2
WIP Bridges	67,707	0	67,797	67,707	(90)	(0%)	
WIP Footpaths	10,611	909	9,187	10,611	1,424	13%	
WIP Bikepaths	283	0	283	283	0	0%	
WIP Parks, Open Spaces and Streetscapes	20,000	0	7,125	20,000	12,875	64%	
WIP Recreation, Leisure and Community Facilities	699,631	252,679	375,923	578,631	202,708	35%	3
Total New Assets	4,372,936	464,854	1,131,298	2,032,586	901,288	44%	
Rehabilitation							
WIP Waste management	0	6,290	8,750	0	(8,750)	(100%)	
Total Rehabilitation	0	6,290	8,750	0	(8,750)		

Rural City of Wangaratta Capital Works Expenditure	16/17 Revised Budget	Commitments	16/17 YTD Actual	16/17 YTD Revised Budget	YTD Variance	YTD Variance	Notes
31st March 2017	\$	\$	\$	\$	\$	%	
Renewal							
Plant and equipment	1,680,402	678,153	354,552	1,097,798	743,246	68%	4
Furniture and fittings	10,000	955	4,148	7,497	3,349	45%	
Computers and telecommunications	146,000	6,292	101,914	108,056	6,142	6%	
WIP Land Improvements	9,459	12,727	11,961	0	(11,961)	(100%)	
WIP Buildings	297,606	104,269	31,385	187,606	156,221	83%	5
WIP Sealed roads and substructure	2,970,775	1,346,403	867,055	2,315,333	1,448,278	63%	6
WIP Gravel Roads and substructure	802,560	144,565	570,015	752,560	182,545	24%	7
WIP Bridges	613,989	162,718	173,439	576,444	403,005	70%	8
WIP Kerbing	300,000	54,123	207,876	300,000	92,124	31%	
WIP Drainage	633,653	39,635	252,931	544,627	291,696	54%	9
WIP Footpaths	272,297	71,261	135,338	182,297	46,959	26%	
WIP Bikepaths	158,453	3,200	203	0	(203)	(100%)	
WIP Off Street Car Parks	100,000	14,700	266	100,000	99,734	100%	
WIP Parks, Open Spaces and Streetscapes	20,000	0	0	20,000	20,000	100%	
WIP Recreation, Leisure and Community Facilities	30,000	0	11,118	18,000	6,882	38%	
WIP Aerodromes	25,000	0	1,480	25,000	23,520	94%	
Total Renewal	8,070,194	2,639,000	2,723,682	6,235,218	3,511,536	56%	

Rural City of Wangaratta Capital Works Expenditure	16/17 Revised Budget	Commitments	16/17 YTD Actual	16/17 YTD Revised Budget	YTD Variance	YTD Variance	Notes
31st March 2017	\$	\$	\$	\$	\$	%	
Upgrade							
Computers and telecommunications	338,141	19,963	86,042	308,141	222,099	72%	1
WIP Land Improvements	513,139	(299)	87,984	177,217	89,233	50%	
WIP Waste management	9,778	0	9,670	9,778	108	1%	
WIP Buildings	345,892	223,802	209,607	315,892	106,285	34%	8
WIP Sealed roads and substructure	180,227	53,306	5,042	15,385	10,343	67%	
WIP Gravel Roads and substructure	100,000	81,760	0	70,000	70,000	100%	
WIP Drainage	936,889	50,820	157,631	303,433	145,802	48%	9
WIP Footpaths	0	0	357	0	(357)	(100%)	
WIP Off Street Car Parks	900,000	0	277	0	(277)	(100%)	
WIP Parks, Open Spaces and Streetscapes	3,253	0	0	0	0	0%	
WIP Recreation, Leisure and Community Facilities	478,574	197,059	114,114	318,674	204,560	64%	3
Total Upgrade	3,805,893	626,412	670,724	1,518,520	847,796	56%	
Grand Total	16,249,023	3,736,555	4,534,454	9,786,324	5,251,870	54%	

Notes:

Projects that are behind schedule in excess of \$100,000 are:

1. Council's Electronic Document Management System upgrade is largely complete and will be extended in April 2017 and will therefore be delivered in line with the Revised Budget.
2. Cruse Street road construction is behind schedule and will be reforecasted downwards as part of the 16/17 Forecast in the draft 2017/18 Budget.
3. Tennis Cluster Project Lighting and Wareena Park lighting and pavilion development projects are both behind schedule but are expected to be completed before 30 June 2017. Noting that the tenders received by Council were higher than the Revised Budget amount and therefore will in fact be completed at a higher cost to Council.
4. Council's plant replacement program is behind schedule, but has significant commitments outstanding and waiting on delivery of new plant assets.
5. Buildings renewal is behind schedule and the 2016/17 Forecast will reduce this budget area by approximately \$15,000.
6. Docker Street road improvements, Thompson and Harrison Street road improvements, Roads to Recovery road sealing projects, shoulder renewal and road street reconstruction projects are all behind schedule, however a significant number of contractors are mobilising now and expect the majority of these works to be completed before 30 June 2017.
7. Gravel road resheeting is behind schedule but expected to be delivered before 30 June 2017.
8. Bridges renewal is behind schedule but expected to be delivered before 30 June 2017.
9. Drainage renewal is behind schedule and will be reforecasted downwards as part of the 16/17 Forecast in the draft 2017/18 Budget.



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have been identified

DIAL BEFORE

YOU DIG

No underground services
during this survey
Use a professional service
to locate any underground
services before any

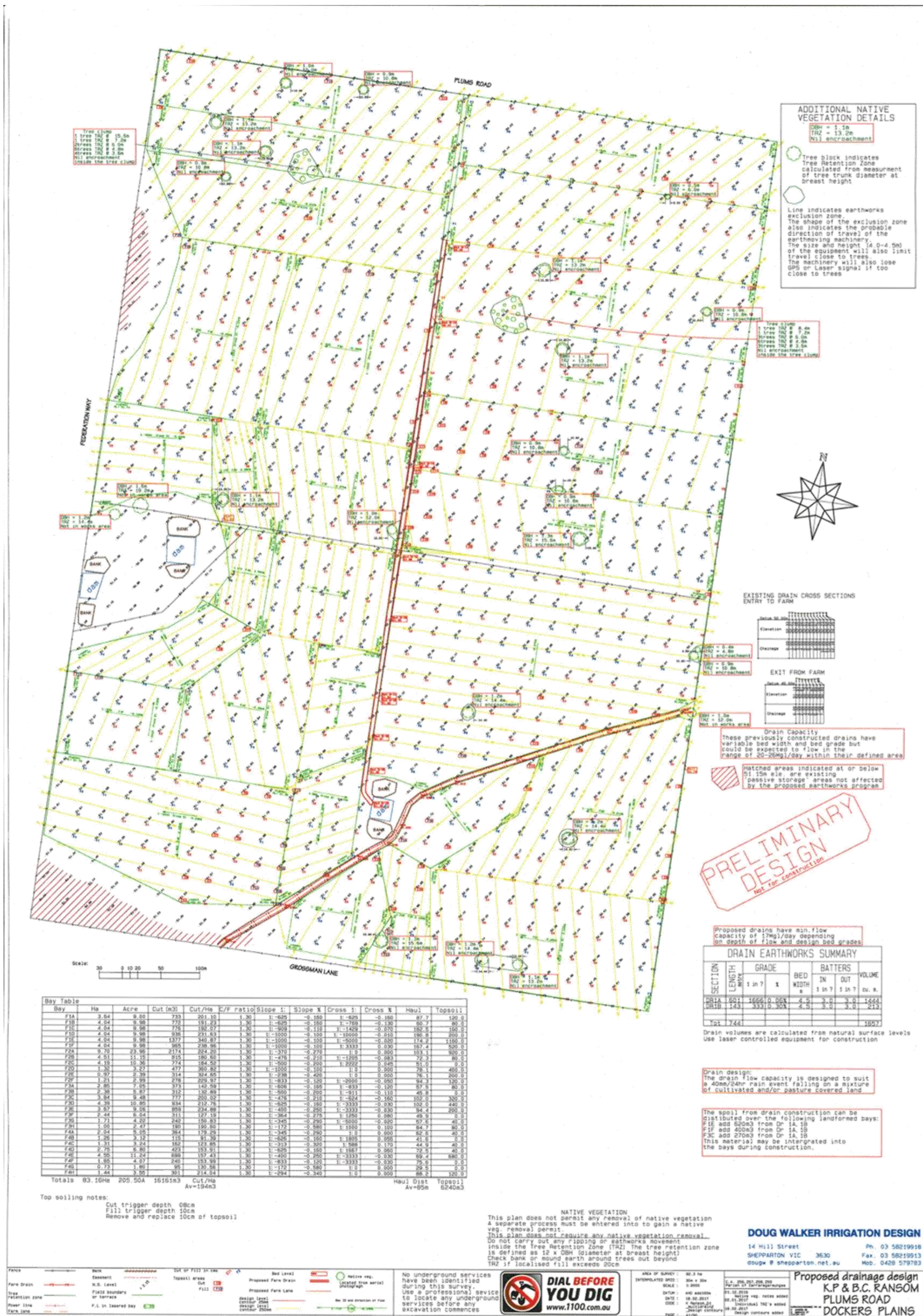
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DOUG WALKER IRRIGATION DESIGN ARCH: R. NOFF "M"

14 Hill Street
SHEPPARTON VIC 3630

PH: 03 562 199 18
Fax: 562 199 13

K.P & B.C. RANSOM
PLUMS ROAD



1. The development as shown on the Endorsed Plans must not be altered without the written consent of the Responsible Authority.
2. During construction works on the site, any remnant vegetation must be protected by appropriate Tree Retention Zones (TRZs), free of digging, trenching, excavation, stockpiles, chemical or material mixing and storage, parking or any other disturbance, and marked with a physical barrier on site. The TRZs will have a radius from the tree of at least 12 DBH (diameter of the tree at breast height) (as per Australian Standards). By default, a tree will be considered lost and require an offset if one of the above activities occurs over more than 10% of the total area of the TRZs.
3. In the event that construction works cannot be physically carried out without impacting the TRZs referred to in Condition 2 above, work must cease until such time as Planning Approval is given for their loss and an appropriate offset plan is produced.
4. The Applicant must undertake, or cause to be undertaken, full construction of all drainage, access and related infrastructure and works, to the satisfaction of the Responsible Authority. All of these works must conform to plans and specifications prepared at the expense of the Applicant by a qualified engineer, and endorsed by the Responsible Authority prior to the commencement of works. The plans and specifications must demonstrate that:
 - a) Any fill required for finished surface levels to comply with drainage and/or access requirements will be selected, placed and compacted in layers, in accordance with Infrastructure Design Manual (IDM) standards.
 - b) That sufficient on-site detention will be provided to limit the peak discharge to each of Plums Road, Federation Way, and Grossman Lane in a 10% AEP rainfall event to the corresponding pre-development level for the road reserve in question.
 - c) All stormwater runoff originating from or transferred through the subject property in a 1% AEP rainfall event will be collected and conveyed to a practical and satisfactory destination, without increasing the existing impact of such an event on any person, infrastructure or natural features in or beyond the property.
 - d) All access to and from the developed site will be achieved through the existing internal routes.

Within one month of the completion of the works, the Applicant must contact the Responsible Authority to arrange a mutually agreeable time for the Authority to enter the property to ensure works have been completed to the satisfaction of the Responsible Authority.
5. Before construction begins effective measures must be taken to:
 - a) implement effective traffic management and environmental controls;
 - b) establish and maintain safe construction vehicle access to the site;
 - c) maintain vehicle and machinery hygiene;
 - d) avoid the spread of soil-borne pathogens and weeds;
 - e) minimise erosion, sedimentation and contamination;
 - f) reduce the impact of noise, dust and other emissions during construction;

- g) prevent mud, dirt, sand, soil, clay or stones from entering the drainage system; and
 - h) avoid having such materials deposited on public land by construction vehicles.
6. During construction, no excavated or construction materials may be placed or stored outside the site area or on adjoining road reserves, except where the materials are required for any construction works in such reserves which are required as part of this Permit.
 7. As soon as practicable after construction has been completed, all areas disturbed in the course of the works must be restored to their original condition, to the satisfaction of the Responsible Authority.
 8. This Permit will expire if one of the following circumstances applies:
 - a) The development is not started within two years of the date of this Permit.
 - b) The development is not completed within four years of the date of this Permit.

The Responsible Authority may extend the date specified under part a) if a request is made in writing before the Permit expires, or within six months afterwards. The Responsible Authority may extend the date specified under b) if a request is made in writing before the Permit expires, or within twelve months afterwards.

Note: Before undertaking any works that cross onto public land or roads, the Applicant must obtain a permit from the relevant authority giving Consent to Work within a Road Reserve.

Minutes

Of the Audit Advisory Committee Meeting

Location: Ovens Room, Municipal Offices
62-68 Ovens Street, Wangaratta

Date: 7 March 2017

Time: 3.30pm



RURAL CITY OF
WANGARATTA

Brendan McGrath
Chief Executive Officer

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Rural City of Wangaratta (RCOW) Audit Advisory Committee

The attributes of an effective Audit Advisory Committee Member include:

- *Shows good judgement and is balanced in their consideration of issues and takes a whole of entity perspective;*
- *Knows the business of the entity; understands the role of the committee and the expectations of Council; takes the time to understand changes that affect how the entity operates and its risks;*
- *Brings knowledge and expertise to bear in committee deliberations;*
- *Displays a constructive and positive attitude in dealings with other committee members, committee advisors and observers;*
- *Is a good communicator, builds effective networks and relationships while maintaining necessary confidences;*
- *Devotes sufficient time to committee business; and*
- *Displays independence of mind on committee deliberations and asks the 'hard' questions when necessary.*

Recommendations for Improvement

The proposed Recommendation for Improvement for 2016/17 are:

1. Continue to utilise the new risk management software to ensure an ongoing focus on completing the outstanding recommendations from previous internal and external audits in the proposed timeframes and also monitoring and reporting to the committee the status of these outstanding recommendations.
2. Apply increased focus on ensuring an appropriate accountability framework is maintained to ensure the implementation of the internal and external audit recommendations are completed to the appropriate level and ongoing controls are established to ensure the implemented solutions remain effective going forward and do not lapse.
3. Continue to monitor the financial reports for key measures to provide early warning of any issues affecting the RCOW's financial well-being and linking these measures to the financial well-being risks in the risk register.
4. Continued focus on the achievement of the action items following meetings by

the proposed dates with communication to committee members between meetings as appropriate. Monthly communication of the status of the recommendations and action items to the Committee Chair to assist with achieving this improvement.

5. Continued focus on the aim for meeting papers to be circulated at least a week prior to the meeting being held. If papers for a certain agenda item are delayed for some uncontrollable reason then they should be distributed as soon as available and should not hold up the distribution of the other papers.
6. The Committee continue to meet in advance of the formal meeting to discuss the workings of the Committee and to meet with the internal and external auditors as appropriate to discuss specific points prior to the meeting proper.
7. The Committee continue to request that other RCoW Directors attend the relevant parts of the Committee meetings.
8. Continue to aim to keep the focus on ensuring that practices, processes and controls are in place and working effectively, rather than delving too much into the detail apart from circumstances where the Committee considers this is warranted;
9. Ensure that agenda for the Committee meetings align to the Committee's charter.
10. Ensure that the updated Finance Report (to the format previously agreed by the Committee) meets the Committees requirements.
11. Continue to ensure internal audits provide "Value Add" to the RCOW and pay close attention to audit scopes and the staff and other interviewed, surveyed, etc during the audits.

1. PRESENT

Members:

Mr Peter McNeill, Chair, Ms Gayle Lee (via teleconference), Mayor Ken Clarke.

Officers:

Ruth Kneebone - Director Corporate Services, Tony Raven – Governance and Risk Advisor, Anthea Sloan - Manager Finance, Rachael Richards - Executive Assistant Corporate Services.

Martin Thompson – Crowe Horwath (left 4.45pm)

2. ABSENT/APOLOGIES

Cr Kathie Teasdale RSD Advisors, Brendan McGrath Chief Executive Officer, Councillor Mark Currie.

3. CONFIRMATION OF MINUTES

RECOMMENDATION:

(Moved: Mayor Clarke/Independent Member Lee)

That the Committee reads and confirms the Minutes of the Ordinary Meeting of 20 December 2016 as a true and accurate record of the proceedings of the meeting.

Carried

4. CONFLICT OF INTEREST DISCLOSURE

In accordance with sections 77A, 77B, 78 and 79 of the *Local Government Act 1989* Councillors are required to disclose a '*conflict of interest*' in a decision if they would receive, or could reasonably be perceived as receiving, a direct or indirect financial or non-financial benefit or detriment (other than as a voter, resident or ratepayer) from the decision.

Disclosure must occur immediately before the matter is considered or discussed.

Nil

5. BUSINESS ARISING

L.1 COMMITTEE ACTIONS ITEM STATUS

Meeting Type: Audit Advisory Committee Meeting
Date of Meeting: 7 March 2017
Author: Governance and Risk Advisor
File Name: Audit Advisory Committee
File No: F16/2078

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to the Audit Advisory Committee to provide an update on the status of action items arising from prior meetings.

RECOMMENDATIONS:

(Moved: Independent Member Lee/Mayor Clarke)

That the Audit Advisory Committee notes the report on action items.

Carried

(Moved: Independent Member McNeill/Mayor Clarke)

That the Audit Advisory Committee receives an updated Valuations report and Asset Valuation Policy prior to the interim audit visit, with draft documents provided to the Chair to enable preliminary review and to inform the need for draft documents to be provided to the wider Committee.

Carried

Background

As at the 20 December 2016 meeting, there were two open action items. At that meeting a further ten were added (*refer attachment*).

This report describes the status of each of the open action items.

1. Cash Receipting Risk Assessment

Conduct a desk top risk assessment of cash receipting to consider the need for an internal audit review. Utilise the previous internal audit program and findings to conduct the desk top risk assessment.

Incomplete. This will have a two year time frame to complete.

2. Assets Report & Valuations

Submit assets report to RSD Advisors and follow up valuation of Art work.

Incomplete. Reports will be submitted as part of the interim audit in Q1 2017.

3. Management Reporting Framework

An update to be provided on the management reporting framework at the next meeting.

This is in progress. A draft KPI report is under development.

4. Internal and External Actions Status Reports

The Internal and External Actions Status reports to include all future actions identified.

Complete.

5. Internal and External Audit Action Status Reports

Consideration to be given to documenting continued de-committing of set dates by responsible officers.

This will be done by recording new date objectives in the comments section of the report.

6. Internal and External Audit Action Status Reports

Director sign-off name and date to be noted in the comments field.

The Director's name has been added to each action item. The process is not workflow enabled. The completion date is entered by the task owner.

7. Infrastructure Valuations

Update to be provided on the progress of the infrastructure valuations at the next meeting.

Update to be provided by the Manager Finance.

8. Non-Rateable Properties Procedure

Effort to be undertaken to sign off on the non-rateable properties procedure for review prior to interim audit.

Update to be provided by the Manager Finance.

9. Asset Valuation Policy

Asset policy to be further developed for presentation to the next Audit Advisory Committee meeting.

Update to be provided by the Manager Finance.

10. November Financial Reports

November financial reports to be sent to committee members for comment.

Update to be provided by the Manager Finance.

11. Natural Disaster Risk

Review the natural disaster risk to ensure risk trend arrow is in the right direction.

Complete.

12. Self Evaluation Improvements

Eleven improvements from the Self-Evaluation to be included at the front of each agenda.

Complete.

Implications

Policy Considerations

There are no specific Council policies or strategies that relate to this report.

Financial/Economic Implications

Reporting on actions identified by the Audit Advisory Committee provides good governance and improved financial and risk management outcomes.

Legal/Statutory

There are no legal/statutory implications identified for the subject of this report.

Social

There are no social impacts identified for the subject of this report.

Environmental/Sustainability Impacts

There are no environmental/ sustainability impacts identified for this subject of this report.

Conclusion

Action items continue to be effectively dealt with and closed.

Attachments

- 1 Audit Advisory Action Sheet 2017

Discussion

- Item 3 – Management Reporting Framework. The committee questioned what benchmarking has been done against other councils and what are the actual KPI's that the Council will be reporting against. The time-frame for this was discussed and agreed that a presentation be provided to the next Committee meeting.
- Item 5 and 6 – The de-committing of new dates and new comments section needs to be clearer.
- Item 8 - Anthea noted that the non-rateable properties procedure was not progressing and further work was still needed. There had been current TechnologyOne training which would assist more reliable and timely reporting.

Actions

- A presentation to committee of the new Management Reporting Framework to be provided at the next Committee meeting. Manager – Finance, Governance and Risk Advisor.
- A further update on the non-rateable property procedures to be provided at the next Committee meeting. Manager – Finance.
- Asset valuation policy to be completed before the external audit with the policy to be reviewed by the committee for the Interim audit.

6. REPORTS

5.1 PAYROLL INTERNAL AUDIT REPORT AND INTERNAL AUDIT PROGRESS REPORT

Meeting Type: Audit Advisory Committee Meeting
Date of Meeting: 7 March 2017
Author: Governance and Risk Advisor
File Name: Audit Advisory Committee
File No: F16/2078

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to the Audit Advisory Committee to review the internal audit report concerning Payroll.

RECOMMENDATION:

(Moved: Independent Member Lee/Mayor Clarke)

That the Audit Advisory Committee notes the:

- 1. verbal interim results of the recently completed internal audit Payroll review.***
- 2. Internal Audit Progress Report – Projects to March 2017.***

Carried

Background

In accordance with the internal audit program for 2016/17, Council's Internal Auditor, Crowe Horwath, has completed a review of Payroll (***refer attachment***).

The draft internal audit report is yet to be received.

The auditors will present their preliminary observations and findings for discussion.

Implications

Policy Considerations

There are no specific Council policies or strategies that relate to this report.

Financial/Economic Implications

The review

Legal/Statutory

There are no specific legal or statutory implications that relate to this report.

Social

There are no social impacts identified for the subject of this report.

Environmental/Sustainability Impacts

There are no environmental/ sustainability impacts identified for this subject of this report.

Risk Management

Recommendations will be rated as:

- High (H) - high risk within the audit area due to some serious control weaknesses;
- Medium (M) - moderate risk within the audit area due to existing controls that need improvement to ensure soundness; and
- Low (L) - low risk within the audit area. Some opportunities for control improvement exist.

The recommendations and ratings will be presented verbally by Crowe Horwath.

Conclusion

Council's Internal Auditors have made a number of recommendations which will be reviewed by management and added to the risk register, assigned responsibility and a timeframe.

Attachments

Nil

Discussion

Martin Thompson – Crowe Horwath, advised that they have identified three areas of concern, and initial conversations have begun with Management. The areas of concern are:

- There are IT limitations in the areas of control weakness and access control, these are relatively easy fixes.
- Clearing accounts are not being emptied on a timely basis. Errors could be sitting in clearing accounts without acknowledgement.
- Level of manual processing

Actions

- Completed Internal Audit Payroll Review report to be provided to the Committee by mid-April. Manager - Finance
- The Scope of Building and Planning review to be provided to the Committee. Governance and Risk Advisor.
- The Scope of the Organisation Risk Review project to be provided to the Committee prior to the commencement of the audit work. Governance and Risk Advisor.

5.2 2016/17 BUDGET REVIEW

Meeting Type: Audit Advisory Committee Meeting
Date of Meeting: 7 March 2017
Author: Manager Finance
File Name: FINANCIAL MANAGEMENT - Budgeting - Progress
- 2016/17 Performance Reporting
File No: F/16/2184

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to the Audit Advisory Committee to provide an update of Council's full year reforecast financial position compared to the Adopted Budget for 2016/17, and to advise that Council adopted the 2016/17 Budget Review as its budget reporting framework for the remainder of the 2016/17 financial year.

RECOMMENDATION:

(Moved: Independant Member McNeill/Mayor Clarke)

That the Audit Advisory Committee notes the report.

Carried

Background

Council officers have undertaken a thorough revision of projected income and expenditure for the 2016/17 financial year. The revised targets will become the benchmark framework for future budget reporting.

It is Council's practice to undertake a budget reassessment midway through each financial year. To this end, a comprehensive review of Council's 2016/17 financial position was undertaken having regard to the following matters:

- The requirement under the *Local Government Act 1989* to establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management
- Council's audited financial position at 2015/16 year end
- Projects and works carried forward from the 2015/16 year
- Income received in 2015/16 in relation to the 2016/17 year
- Outcomes of funding applications
- Unbudgeted works undertaken in response to opportunities
- Known adjustments to income and expenditure.

An explanation of movements since the Adopted Budget to the Budget Review are provided for the:

1. Net operating result and underlying surplus (deficit)
2. Capital expenditure

Implications

Policy Considerations

There are no specific Council policies or strategies that relate to this report.

Financial/Economic Implications

Full year 2016/17 Summary

	Adopted Budget 2016/17 \$'000	Revised Budget 2016/17 \$'000	Variance 2016/17 \$'000	Variance 2016/17 %
Total income	62,475	60,560	(1,915)	-3%
Total expenses	52,980	55,935	(2,955)	-6%
Surplus (deficit) for the year	9,495	4,625	(4,870)	-51%
Grants –non-recurrent capital	4,908	1,299	(3,610)	-74%
Proceeds on sale of land	0	635	635	100%
Reimbursements for capital assets	800	1,933	1,133	142%
Capital contributions - other sources	145	217	71	49%
Adjusted underlying surplus (deficit)	3,641	541	(3,100)	-85%

	Adopted Budget 2016/17 \$'000	Adopted Budget with Carry Overs 2016/17 \$'000	Revised Budget 2016/17 \$'000	Variance To Adopted Budget with Carry Overs 2016/17 \$'000	Variance To Adopted Budget with Carry Overs 2016/17 %
Capital works	25,276	27,231	16,249	(10,982)	-40%

Income Statement

The adopted budget surplus was \$9.495 million. The budget review surplus is \$4.625 million, representing an overall unfavourable movement of \$4.870 million. A significant portion of this unfavourable movement is due to a change in the expected timing of non-recurrent grant monies, principally from the WISAC Aquatics development and the CBD Masterplan projects. This is partly offset by favourable variances in reimbursements for flood reconstruction works and proceeds on land sales.

A comparison of the adjusted underlying surplus shows an overall unfavourable movement of \$3.1million and can be explained by the following large favourable and unfavourable movements:

Unfavourable

1. The municipality was the subject to two significant natural disaster events over the last 18 months – the floods in September/October 2016 and a storm in King Valley / Moyhu in December 2015. Council received confirmation from the Department of Treasury and Finance of the expected reimbursement of disaster response and recovery expenditures. This resulted in Council funding up to \$220,000 in net costs associated with these two events. This amount was not included in the 2016/17 Adopted Budget and therefore is an unfavourable movement in Council's income statement.
2. The 2016/17 Adopted Budget included an estimate of depreciation. Depreciation increased by \$556,930 in the Revised Budget when compared to the Adopted Budget. This represents a non-cash cost to Council.
3. Delays in securing EPA Victoria approval for the development and construction of the Organics Processing Plant resulted in Council continuing to incur costs in transporting and processing organics to a facility in Shepparton. Further, Council experienced reduced patronage of commercial operators at the Bowser landfill and as such reduced user fee income. Both of these circumstances lead to an overall unfavourable movement in net cost of Council's waste services of \$547,369. Subject to the outcome of the EPA Victoria review and approval, Council's depreciation of the landfill assets may reduce. Council will monitor this situation in the lead up to 30 June 2017.
4. Council announced a restructure in January 2016 and finalised its consultation with employees and affected stakeholders by June 2016. Much of the resulting redundancies and costs of the restructure were provided for in the income statement for the 2015/16 year, however there were some additional costs that were uncertain and could not be recognised at 30 June 2016. As such, there is an unfavourable movement in redundancy and restructure costs of \$364,675.
5. The deferral of construction works also resulted in the deferral of Roads to Recovery (R2R) grant funding of \$1.1 million. This is a timing issue only and Council will recognise this grant income in 2017/18 when the Cruse Street works are undertaken.
6. Council expected to receive \$70,000 in grant funding for works associated with the removal of Asbestos at Merriwa Park. Council since received \$35,000 and therefore there is an unfavourable movement of \$35,000.
7. Council purchased \$19,000 of equipment for the Community Compliance team. This included radios and hoods for parking machines to assist with the Christmas free parking period and with further promotions in the Central Business District.

Favourable

8. Income of \$386,782 and expenditure of \$276,543 were brought forward from 2015/16. Further details are set out in the September 2016 Council report.
9. Additional rates revenue as a result of supplementary rates notices of \$153,873.

Capital Works

The adopted budget contained capital works expenditure of \$25.276 million. In September 2016 Council resolved to carry over capital expenditure of \$2.185 million from the 2015/16 year and also resolved to reduce Council's capital expenditure in the 2016/17 budget by \$230,644. Further details of these particular changes are set out in the September 2016 Council report.

The capital works for the 2016/17 Budget Review is \$16.249 million, which results in a decrease of \$10.982 million from the adjusted capital works budget approved by Council in September 2016.

The reduction of \$10.982 million can be explained by the following large movements:

1. Deferral of \$6.067 million of expenditure for the WISAC Aquatics development due to the pending Commonwealth grant funding.
2. Deferral of \$2.2 million of expenditure for the CBD Masterplan. This will allow the newly elected Councillors to determine the short and medium term priorities for this Masterplan.
3. Deferral of \$1.5 million of expenditure for the Organics Processing Plant. Council is continuing to work with EPA Victoria to secure the necessary approvals for the construction and operation of the plant.
4. Deferral of \$1.1 million of expenditure on the Cruse Street road and bridge construction. This is necessary due to the discovery of Aboriginal artefacts and to ensure that Council supports the local indigenous community with the development in this site.
5. Deferral of drainage projects at Waldara, Appin Street, and Murrell Street with a combined value of \$690,000. The Waldara project is subject to the results of the panel hearing and subsequent decisions relating to Planning Scheme Amendment C72, the Waldara Low Density Precinct. This process has progressed but insufficient time remains to progress the project to completion this financial year. The other two projects need additional planning time to gain all necessary permits.
6. Bringing forward of capital expenditure of \$500,000 on the development of drainage works at Park Lane. This project is the number two priority (behind Waldara) for major drainage works and can commence immediately.
7. Bringing forward of capital expenditure of \$190,000 on drainage projects at Moyhu. These works are being brought forward so that stage 1 and stage 2 work can be completed at the same time in order to improve both the drainage network and aesthetics in the township of Moyhu. This project can be completed this financial year.

Borrowings

The Adopted Budget for 2016/17 included an increase in expected borrowings for the Aquatic Strategy and CBD masterplan, among others. The change to the capital works budget for the Aquatic Strategy and CBD masterplan will reduce the borrowings from \$4.263 million to \$60,000.

Legal/Statutory

In accordance with section 127 of the *Local Government Act 1989* (the Act), Council is required to prepare a budget for each financial year. Additionally, section 136 of the Act requires Council to apply principles of sound Financial Management.

Social

Social benefits of the projects will occur this financial year as outlined in the 15/16 Adopted Budget.

Environmental/Sustainability Impacts

There are no environmental/ sustainability impacts identified for this subject of this report.

Economic Impacts

The economic impacts associated with sound financial management are positive for Council's ratepayers, the community and future generations.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Inaccurate 2016/17 Reforecast	L	M	M	Regular monitoring and reporting of budget position

Conclusion

Council reviewed its 2016/17 Budget in light of its current financial position. This revision resulted in Council establishing a budget review position for 2016/17.

Attachments

- 1 Revised Budget 2016/17 Income Statement & Statement of Capital Works

Discussion

Ruth Kneebone noted that the budget process has been very stringent to ensure transparency during the budget review.

Anthea Sloan noted that asset valuation is going to continue to have some changes to the valuation process. It is understood that better information is now available to calculate depreciation using asset registers. The information in the revised budget is based on the calculations for fixed assets made at 30 June 2016.

5.3 DECEMBER 2016 QUARTERLY FINANCE REPORT

Meeting Type: Audit Advisory Committee Meeting
Date of Meeting: 7 March 2017
Author: Manager Finance
File Name: Financial Management -Budgeting - Progress -
2016/17 Performance Reporting
File No: F16/2184

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to the Audit Advisory Committee to provide an update of Council's year-to-date (YTD) financial performance to its Adopted Budget 2016/17. Comparisons to Council's proposed Revised Budget 2016/17 are also provided.

RECOMMENDATION:

(Moved: Independent Member Lee/Mayor Clarke)

That the Audit Advisory Committee notes the December 2016 Quarterly Finance Report, noting the balance sheet subsequently provided.

Carried

Background

Council has completed its second quarter financial reporting process in order to manage and monitor its financial position against budget.

Implications

Policy Considerations

There are no specific Council policies or strategies that relate to this report.

Financial Implications

Quarter 2 Year to Date Summary

	YTD Actuals	Adopted Budget	YTD Adopted Budget	YTD Adopted Budget Variance	YTD Adopted Budget Variance	Revised Budget	YTD Revised Budget	YTD Revised Budget Variance	YTD Revised Budget Variance
	2016/17 \$'000	2016/17 \$'000	2016/17 \$'000	2016/17 \$'000	2016/17 %	2016/17 \$'000	2016/17 \$'000	2016/17 \$'000	2016/17 %
Income	27,787	62,475	26,798	989	4%	60,560	27,381	406	1%
Expenses	26,134	52,980	27,620	1,486	5%	55,935	26,379	245	1%
Surplus (deficit) for the year	1,653	9,495	(822)	2,475	301%	4,625	1,002	651	65%
Capital Works Expenditure	2,496	25,276	6,351	(3,859)	-61%	16,249	2,911	(418)	-14%

Note that Commitments of \$4.386 million exist in relation to capital works expenditure at 31 December 2016.

Operating Result

Council's second quarter results are strong with a better than expected operating surplus of \$1.653 million. This outcome is largely driven by the timing of expenses and income being slightly different to what was expected at the time the 2016/17 Budget was adopted in June 2016. When compared to Council's 2016/17 Revised Budget, Council's actual income and expenditure is within 1% of the Revised Budget numbers.

The 2016/17 Budget Review Council report sets out the key reasons for changes to the Adopted Budget. To avoid repetition these reasons have not been restated as part of this report.

For further information of Council's Operating and Capital Works result year to date performance, refer to the December 2016 Financial Report. (*refer attachment*)

Capital Works

Progress of the 2016/17 capital works program has been impacted by the weather conditions from July to November. As indicated in the October 2016 Council meeting report, a review of the delivery program for capital works was undertaken and the recommended changes to the Adopted Budget are set out in the 2016/17 Budget Review Council report.

Legal/Statutory

In accordance with section 127 of the *Local Government Act 1989* (the Act), Council must prepare a budget for each financial year. Additionally, section 136 of the Act requires Council to apply principles of sound Financial Management. Section 138 of the Act requires the Chief Executive Officer, at least every three months, to prepare a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date and to present this report to Council.

Social

Social benefits of the projects will occur this financial year as outlined in the 16/17 Budget.

Environmental/Sustainability Impacts

There are no environmental/ sustainability impacts identified for this subject of this report.

Economic Impacts

The economic impacts associated with sound financial management are positive for Council's ratepayers, the community and future generations.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Poor performance against budget	M	M	M	Regular monitoring and reporting of budget position

Consultation/Communication

Consultation was undertaken with Council managers and corporate management team.

Conclusion

The December 2016 year-to-date Operating Result is delivering a favourable result, when compared to the Adopted and Revised 2016/17 year-to-date budgets, due mainly to timing differences in revenue and expenses. Delivery of Council's large capital works program for 2016/17 has been impacted by weather conditions.

Attachments

- 1 Quarterly Finance Report - December 2016

Discussions

Mayor Ken Clarke advised the he and Cr Mark Currie have asked for and are receiving a detailed finance report each month.

Actions

- A report detailing February Capital Expenditure including commitments to be provided to the Committee as soon as possible. Manager – Finance.

5.4 NEW COUNCIL POLICY - COUNCILLOR CODE OF CONDUCT 2017

Meeting Type: Audit Advisory Committee Meeting
Date of Meeting: 7 March 2017
Author: Governance and Risk Advisor
File Name: Audit Advisory Committee
File No: F16/2078

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to the Audit Advisory Committee to provide an update on the status of the Councillor Code of Conduct.

RECOMMENDATION:

(Moved: Mayor Clarke/Independent Member Lee)

That the Committee notes the report.

Carried

Background

A reviewed and amended Councillor Code of Conduct (the Code) was adopted by Council at the 6 February 2017 special meeting as prescribed by section 76C of the *Local Government Act 1989*.

A recommended Code was drafted and exhibited for public comment. One submission was received. The submission was reviewed internally with none of the submitter's requested changes being recommended for adoption.

The new Code can be found on Council's website at
<http://www.wangaratta.vic.gov.au/council/councillors/councilcode.asp>

Implications

Legal/Statutory

Section 76C of the Act required Council to review, and make any necessary amendments to the Code within four months after a general election. The general election was held on 22 October 2016. The Code was therefore required to be adopted by Council no later than 22 February 2017 in order to comply with the Act.

Section 76C of the Act required Council to call a special meeting solely for the purpose of reviewing and amending the Councillor Code of Conduct.

Following adoption of an amended Code, Section 76C(6A) of the Act required Councillors must make a declaration stating that they will abide by the Councillor Code of Conduct in writing, and witnessed by the Chief Executive Officer.

Social

There are no social impacts identified for the subject of this report.

Environmental/Sustainability Impacts

There are no environmental/ sustainability impacts identified for this subject of this report.

Risk Management

The adoption of a Councillor Code of Conduct will ensure statutory compliance and as well as mitigating the risks associated with Councillor misconduct.

It establishes a foundation element of Council's ethics regime. The Code is not designed for "bad" people, but for the persons who want to act ethically. The bad person will seldom follow a code, while most people welcome ethical guidance in difficult or unclear situations. However, the Code will have a demonstrable impact on the behaviour of bad people. When everyone clearly knows the ethical standards of Council they are more likely to recognise wrongdoing; and do something about it. Also, miscreants are often hesitant to commit an unethical act if they believe that everyone else around them knows it is wrong.

Conclusion

Council's governance framework continues to undergo review and strengthening whilst also meeting all legal compliance requirements.

Attachments

Nil

5.5 RISK MANAGEMENT PROCESSES

Meeting Type: Audit Advisory Committee Meeting
Date of Meeting: 7 March 2017
Author: Governance and Risk Advisor
File Name: Audit Advisory Committee
File No: F16/2078

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

The Audit Advisory Committee charter requires that the committee monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems.

This report is presented to the Audit Advisory Committee to update the committee in respect of risk management processes.

RECOMMENDATION:

(Moved: Independent Member Lee/Mayor Clarke)

That the Audit Advisory Committee notes the update on risk management processes.

Carried

Background

Council has had a risk management framework for many years which is being continuously improved.

Council's risk register is accommodated in the TechnologyOne Performance Planning & Risk Management software module. Council's risk reporting regime has been implemented. The regime requires management to monitor risks and report on material exceptions.

The Risk Heat Map (***refer attachment***) shows the distribution of risks included in Council's risk register.

The Risk Response Map (***refer attachment***) indicates the risk management actions required of risk owners as a result of a combination of the risk rating and controls effectiveness for each risk.

Implications

Policy Considerations

Council complies with its Risk Management Policy which was adopted on 16 September 2014.

Financial/Economic Implications

Financial and economic risks have been identified in Council's risk register.

Legal/Statutory

Council is compliant with the requirement to publicly report its performance against 24 governance and management checklist items as required by the Local Government (Planning and Reporting) Regulations 2014.

Social

There are no social impacts identified for the subject of this report.

Environmental/Sustainability Impacts

There are no environmental/ sustainability impacts identified for this subject of this report.

2013 – 2017 Council Plan (2015 Revision)

This report supports the 2013-2017 Council Plan:

Goal

We are Sustainable

The non-negotiables

All legislative and compliance requirements are met.

Conclusion

Council is continuously managing risk.

Attachments

- 1 Risk Heat Map
- 2 Risk Response Map

5.6 RISK MITIGATION ACTIONS

Meeting Type: Audit Advisory Committee Meeting
Date of Meeting: 7 March 2017
Author: Governance and Risk Advisor
File Name: Audit Advisory Committee
File No: F16/2078

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to the Audit Advisory Committee to provide an update on the status of treatments to reduce high and extreme risks.

RECOMMENDATION:

(Moved: Mayor Clarke/Independent Member Lee)

That the Audit Advisory Committee notes the update on risk mitigation actions.

Carried

Background

The Audit Advisory Committee Charter requires that the committee monitor the risk exposure of Council in relation to significant risks.

Council's Risk Register records and rates risks facing the organisation, and accommodates their controls and treatment plans. It holds 70 strategic and operational risks.

High or extreme risks are required to be reviewed by risk owners and progress on treatments to be reported quarterly to Executive Management and Council (*refer attachment*).

Implications

Policy Considerations

Council's Risk Management Policy and Risk Management framework relate to this report.

Financial/Economic Implications

Financial and economic risks have been identified in Council's risk register.

Legal/Statutory

Effective risk management reporting will support compliance with statutory obligations.

Social

There are no social impacts identified for the subject of this report.

Environmental/Sustainability Impacts

Environmental and sustainability risks have been identified in Council's risk register.

Conclusion

Council's risk exposure is under continuous management through the process of requiring explicit communication and management of treatment plans for significant risks.

Attachments

- 1 Quarterly Risk Status Report

Discussion

Gayle Lee noted the movement of the Saleyards risk controls moving from amber to red. Tony Raven explained that the Councillors have been circulated a discussion paper regarding the saleyards operations.

5.7 LEGAL AND COMPLIANCE MATTERS

Meeting Type: Audit Advisory Committee Meeting
Date of Meeting: 7 March 2017
Author: Governance and Risk Advisor
File Name: Audit Advisory Committee
File No: F16/2078

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to the Audit Advisory Committee for the committee's consideration of any current legal and compliance matters.

RECOMMENDATION:

(Moved: Independent Member Lee/Mayor Clarke)

That the Audit Advisory Committee notes the disclosures in relation to legal and compliance matters.

Carried

Background

The Audit Advisory Committee Charter requires the committee to:

- Review issues relating to national competition policy;
- Monitor the progress of any major lawsuits facing Council;
- Assess whether management has taken steps to embed a culture that promotes the proper use and management of public resources and is committed to ethical and lawful conduct.

The operations of Council are prescribed in the *Local Government Act 1989*. Further to this, as a legal entity, Council must comply with a range of legislation and regulations and is capable of being sued.

In relation to compliance matters, the following information is provided:

- There are no current Protected Disclosure issues. One reported in late 2016 was assessed by IBAC to not engage their jurisdiction. Accordingly, it was returned to Council for processing in line with our protocols;
- There are no National Competition Policy issues;
- There are no major lawsuits in which Council is the plaintiff or respondent;

- The North Wangaratta Recreation Reserve remains partially closed due to lead levels above safe soil exposure levels. The Department of Health and Human Services, the Environment protection Authority and Council continue to work closely to achieve a resolution to this issue.
- Council is compliant with statutory financial and reporting obligations under the following acts and regulations:
 - *Local Government Act 1989*;
 - *Local Government (Planning and Reporting) Regulations 2014*;
 - *Income Tax Assessment Act 1997*;
 - *A New Tax System (Goods and Services Tax) Act 1999*;
 - *Fringe Benefits Tax Assessment Act 1986*; and
 - *Superannuation Industry (Supervision) Act 1993*.

Implications

Policy Considerations

There are no specific Council policies or strategies that relate to this report.

Financial/Economic Implications

There are no financial or economic implications identified for the subject of this report.

Legal/Statutory

Council is compliant with known statutory obligations.

Social

There are no social impacts identified for the subject of this report.

Environmental/Sustainability Impacts

There are no environmental/ sustainability impacts identified for this subject of this report.

2013 – 2017 Council Plan (2015 Revision)

This report supports the 2013-2017 Council Plan:

Goal

We are Sustainable

The non-negotiables

All legislative and compliance requirements are met.

Conclusion

There is no impact on Council's financial circumstances and/or reputation from any compliance issue.

Attachments

Nil

5.8 SCOPE OF INTERNAL AUDIT PLAN

Meeting Type: Audit Advisory Committee Meeting
Date of Meeting: 7 March 2017
Author: Governance and Risk Advisor
File Name: Audit Advisory Committee
File No: F16/2078

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

Item 2(p) (ii) of the Audit Advisory Committee Charter 2015 (the charter) Committee's biennial agenda requires the Audit Advisory Committee (the Committee) to consider the scope of Council's internal audit plan (the plan). Council currently engages Crowe Horwath to provide internal audit services.

This report is presented to the Committee to review changes to the plan recommended by senior management as presented in the adjusted internal audit plan 2015 - 2018 (*refer attachment*).

RECOMMENDATION:

(Moved: Independent Member McNeill/Independent Member Lee)

That the Committee:

- 1. notes the planned internal projects; and***
- 2. asks that the plan be included for discussion and updating at the next meeting following the risk review.***

Carried

Background

The plan was last reviewed and adjusted in February 2015. It is appropriate that the plan be reviewed to ensure that it adequately covers Council's risk priorities.

The plan is required by the charter to systematically address internal controls over significant areas of risk, including non-financial management control systems; internal controls over revenue, expenditure, assets and liability processes; the efficiency, effectiveness and economy of significant Council programs; and compliance with regulations, policies, best practice guidelines, instructions and contractual arrangements.

Senior management has reviewed the remaining two years of the plan and recommends that the following changes (presented with the rationale for the change) be made:

1. Add an independent audit of the 2016/17 budget, strategic resource plan and long term financial plan with the results available prior to the 2016 Council General Election. It is intended to provide an independent, apolitical view of the fiscal situation at the time of the election. It is hoped that this will serve as a useful brake on any extravagant candidate claims and will allow for a more informed debate, enhanced credibility and help the community to better understand Council's financial position.
2. Add a forensic audit of Council's payroll system at the employee masterfile data and transaction level. This audit is a deeper examination of payroll to provide assurance as to data and transaction accuracy. Defer the higher level payroll review to the 2017/18 financial year.
3. Add a review of Council's customer request and complaints management systems and processes. Council is currently implementing improvements to these areas. It is recommended that the improvements are tested independently in the 2017/18 financial year.
4. Add an organisational risk review and internal audit planning process to the 2017/18 financial year. It is intended that this will provide the basis for an audit plan for the years 2019 to 2022.
5. Defer service contractor management and procurement audits to a future time beyond this plan to accommodate the foregoing recommended additions. Council has undergone a significant number of contract related audits in the recent past. It is likely that significant changes will be made to procurement provisions in Council's governing legislation through the current review of the Local Government Act 1989.

Implications

Policy Considerations

There are no specific Council policies or strategies that relate to this report.

Financial/Economic Implications

The changes to the plan contemplate one additional audit project in each of the 2016/17 and 2017/18 financial years. Provision will need to be made in the 2016/17 budget, strategic resource plan and long term financial plan to accommodate the changes.

Legal/Statutory

There are no legal/statutory implications identified for the subject of this report.

Social

There are no social impacts identified for the subject of this report.

Environmental/Sustainability Impacts

There are no environmental/ sustainability impacts identified for this subject of this report.

Conclusion

The review of the plan has been completed to the point where endorsement by the Committee is required.

Attachments

Nil

Action

- The internal audit plan be included for discussion and updating at the next meeting following the risk review.

5.9 DELEGATIONS

Meeting Type: Audit Advisory Committee Meeting
Date of Meeting: 7 March 2017
Author: Governance and Risk Advisor
File Name: Audit Advisory Committee
File No: F16/2078

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

To enable the effective functioning of Local Government operations, the Council has delegated various powers to the Chief Executive Officer and to other Council officers.

The necessary authorities (subject to relevant limitations and reporting requirements) are contained in a consolidated Instrument of Delegation which empowers the Chief Executive Officer (subject to limitations) to sub-delegate certain powers to members of Council staff (other than the power of delegation).

Certain powers are required to be delegated directly by Council to other Council officers.

RECOMMENDATION:

(Moved: Independant Member McNeill/Mayor Clarke)

That the Committee notes that the CEO has issued updated instruments of delegation and authorisation.

Carried

Background

Section 98 (1) of the *Local Government Act 1989* (the Act) provides that Council may, by Instrument of Delegation, delegate to a member of its staff any power, duty or function of a Council under the Act or any other Act, other than certain specified powers.

Section 98 (2) provides that the Chief Executive Officer may, by Instrument of Delegation, delegate to a member of Council staff any power, duty or function of their office, except the power of delegation itself.

Other Acts also empower a Council to delegate certain powers, duties or functions. Section 188 of the *Planning and Environment Act 1987* and Section 58A of the *Food Act 1984* empower Council to delegate its powers under those Acts directly to members of Council staff. There is a legal presumption that a power of delegation cannot be sub-delegated in the absence of an express authority to do so.

The *Planning and Environment Act 1987*, Part 9B of the *Environment Protection Act 1970*, Part III of the *Health Act 1958*, Section 41A of the *Domestic (Feral and Nuisance) Animals Act 1994* and the *Food Act 1984* contain specific powers of delegation, but do not contain an express power of sub-delegation. This means that it is necessary in these instances for the delegation to Council officers to come directly from Council and not the Chief Executive Officer. This is in contrast to the *Local Government Act 1989* and other legislation which provide general powers of sub-delegation.

The CEO has issued updated instruments of delegation and authorisation to Council staff members based on Maddocks Lawyers delegations update service recommendations. The updated instruments are made available to staff on Council's internal intranet.

Implications

Policy Considerations

There are no specific Council policies or strategies that relate to this report.

Financial/Economic Implications

Financial delegations to officers are detailed in the relevant Instruments of Delegation to the Chief Executive Officer and Members of Council staff.

Legal/Statutory

Changes have recently occurred to various Acts and Regulations necessitating required changes to be made to the Instruments of Delegation. The legislative amendments include minor amendments to the Act.

Section 98(6) of the Act provides that a Council must review within the period of 12 months after a general election all delegations which are in force and have been made by the Council. This process will commence in July 2017 with a briefing for Councillors, subsequent public exhibition and adoption of updated instruments in October 2017.

Social

There are no social impacts identified for the subject of this report.

Environmental/Sustainability Impacts

There are no environmental/ sustainability impacts identified for this subject of this report.

Conclusion

To enable the effective functioning of Local Government operations, the Council has delegated various powers to the Chief Executive Officer and to other Council officers. By ensuring Council officers have current delegated powers their actions are effective and compliant with current statutes.

Attachments

Nil

Discussion

Council must review all of its delegations within 12 months (22 October 2017) from Council to Staff and to committees of management.

5.10 PROCUREMENT PRACTICES

Meeting Type: Audit Advisory Committee Meeting
Date of Meeting: 7 March 2017
Author: Governance and Risk Advisor
File Name: Audit Advisory Committee
File No: F16/2078

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to the Audit Advisory Committee to commence the process of considering Council's procurement policy and providing any advice the committee deems required.

RECOMMENDATION:

(Moved: Mayor Clarke/Independent Member Lee)

That the Audit Advisory Committee review the procurement policy against best practice and legislation and provide any recommendations to Council.

Carried

Background

The Audit Advisory Committee Charter 2015 requires the committee to review procurement practices against best practice and legislation and advise Council.

Council adopted a Procurement Policy in 2009 (the Policy) (***refer attachment***), in compliance with section 186A(1) of the *Local Government Act 1989* (the Act). Section 186A(7) of the Act requires Council at least once in each financial year to review the Policy having regard to any guidelines made by the Minister with respect to Policy form or content. Any changes arising from that review must be adopted by Council.

The current Policy has been formulated with regard to the Victorian Local Government Best Practice Procurement Guidelines 2013, the Municipal Association of Victoria Model Procurement Policy (Updated) August 2011 and Social Procurement: A Guide for Victorian Local Government Department of Planning and Community Development October 2010.

Implications**Policy Considerations**

Council must review the Policy in this financial year ending 30 June 2017.

The guidelines have not changed since the adoption of the current Policy.

Financial/Economic Implications

There are no financial or economic implications identified for the subject of this report.

Legal/Statutory

The Act requires an annual review of Council's Procurement Policy.

Social

There are no social impacts identified for the subject of this report.

Environmental/Sustainability Impacts

There are no environmental/ sustainability impacts identified for this subject of this report.

Risk Management

The Policy mitigates risks associated with purchasing activities.

Consultation/Communication

Level of public participation	Promises to the public/stakeholders	Tools/Techniques
Inform	Community	Website Public notice
Consult	Audit Advisory Committee Community	Request advice. Request submissions.

The Policy is a deemed Major Council Policy and is subject to the provisions of the Major Council Policy Consultation Local Law No. 4 of 2015 which requires a public exhibition and submission process to be undertaken. This process is planned to commence with Council endorsement at the 21 March 2017 Ordinary Meeting of Council and conclude with adoption of the reviewed Policy at the 16 May 2017 Ordinary Meeting of Council.

Options for Consideration

The review is required by the Act and the process is governed by the Major Council Policy Consultation Local Law. There are no alternatives to the process outlined above.

Conclusion

The review process ensures compliance with the requirements of Section 186(7) of the Act which requires a review of the Policy in each financial year. It also meets the requirements of the committee's charter regarding procurement matters.

Attachments

- 1 Procurement Policy 2016

Discussion

Areas for revisitation by Council are threshold levels and where dependencies and risks are involved and also where the awarding of a contract that results in over expenditure, does not refute the tender process.

5.11 COUNCIL PLAN REVIEW

Meeting Type: Audit Advisory Committee Meeting
Date of Meeting: 7 March 2017
Author: Governance and Risk Advisor
File Name: Audit Advisory Committee
File No: F16/2078

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to the Audit Advisory Committee to provide an update on the process of reviewing the Council Plan.

RECOMMENDATION:

(Moved: Independent Member Lee/Independent Member McNeill)

That the Audit Advisory Committee notes the report.

Carried

Background

The *Local Government Act 1989* (the Act) requires councils to prepare a council plan.

Section 125 of the Act states that council must prepare and approve a council plan within six months after a general election or by 30 June (whichever is later) and submit its council plan to the Minister for Local Government.

The council plan must include the strategic objectives, strategies for achieving these for at least the next four years, strategic indicators for monitoring achievement of the strategic objectives and a strategic resource plan.

It is intended that Council's Public Health and Wellbeing Plan is incorporated into the Council Plan as provided by Section 27 of the *Public Health and Wellbeing Act 2008*.

The Local Government Victoria publication, 'Local Government Planning and Reporting Better Practice Guide 2014', provides more detailed information regarding preparation and content of a Council Plan (***refer attachment***).

Wangaratta Rural City Council has commenced the process of reviewing the Council Plan by calling on interested persons and groups to '**Come drive Our Road Map**'. That's what we want people to do as we undertake extensive community consultation for Our Road Map, otherwise known as Council Plan 2017-2021.

Initial consultation is being held at Wangaratta and will run through until 15 March. A space at the library has been filled with information on the themes We Are Healthy, We Are Growing, We Are Connected, We Are Creative and We Are Sustainable (*refer attachment*). People who come along are asked to respond to the information by answering the question: "What would you like to see happen for You; Your Family; Your Community?"

People can also contribute online: <http://oursay.org/wangaratta/ourroadmap>

Council staff are in attendance at the library from 11am – 1pm on Mondays, Wednesdays and Fridays throughout the consultation period. The space is still be active at all other times during library opening hours, with people welcome to come in and write down their thoughts.

Implications

Policy Considerations

There are no specific Council policies or strategies that relate to this report.

Financial/Economic Implications

The Council Plan and associated Strategic Resource Plan will help inform Council's long term financial plan and annual budget.

Legal/Statutory

Section 125 of the Act requires Council to review and adopt a Council Plan.

Social

There are no social impacts identified for the subject of this report.

Environmental/Sustainability Impacts

There are no environmental/ sustainability impacts identified for this subject of this report.

Consultation/Communication

Council is conducting a three phase consultation process as can be seen from the Council Plan Project Milestones (***refer attachment***).

- Phase 1 - Initial consultation
- Phase 2 - Discussion paper submissions
- Phase 3 - Exhibition draft submissions

Conclusion

The Council Plan is the key strategic plan for Council. It must be reviewed by 30 June 2017. It is appropriate that the committee understand the process and some of the challenges that will need to be considered.

Attachments

- 1 Local Government Planning and Reporting Better Practice Guide 2014
- 2 Come drive Our Road Map
- 3 Council Plan 2017-2021 key dates

Discussion

The consultation process is going well and to date there has been some great feedback from community members and a number of community groups. Rural and structured meetings to flow on from this initial stage.

Committee asked if there had been direct engagement with schools, Indigenous groups and other groups that could be approached for suggestion.

5.12 AGENDA PLAN

Meeting Type: Audit Advisory Committee Meeting
Date of Meeting: 7 March 2017
Author: Governance and Risk Advisor
File Name: Audit Advisory Committee
File No: F16/2078

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to the Audit Advisory Committee (the committee) to review and confirm the completeness of the committee's agenda plan.

RECOMMENDATION:

(Moved: Independant Member McNeill/Mayor Clarke)

That the Audit Advisory Committee:

- 1. endorse the Biannual Agenda Plan attached to this report; and***
- 2. move the Aged Debtor Report to the May meeting.***

Carried

Background

Clause 2(m) of the Audit Advisory Committee Charter 2015 (the charter) requires that an annual agenda including a schedule of meeting dates be developed and agreed to by the members of the committee.

The current agenda plan is provided for information (***refer attachment***). It has been updated to reflect changes in position titles resulting from the recent organisation restructure and confirmation of the date of this meeting.

The proposed agenda plan covers all of the subject items set out in the charter.

Implications

Policy Considerations

An updated agenda plan achieves compliance with the charter.

Financial/Economic Implications

There are no financial or economic implications identified for the subject of this report.

Legal/Statutory

There are no legal/statutory implications identified for the subject of this report.

Social

There are no social impacts identified for the subject of this report.

Environmental/Sustainability Impacts

There are no environmental/ sustainability impacts identified for this subject of this report.

Risk Management

The agenda plan mitigates the moderate risk that the committee neglects to attend to all of the committee functions set out in the charter.

Consultation/Communication

Level of public participation	Promises to the public/stakeholders	Tools/Techniques
Empower	Decide agenda plan	Committee resolution

Officers believe that appropriate consultation has occurred and the matter is now ready for Committee consideration.

Options for Consideration

The committee may wish to adjust the timing of meetings and/or the timing of consideration of business items.

Conclusion

The agenda plan has been provided to give the committee the opportunity to review it and confirm that it is satisfactory.

Attachments

- 1 Agenda Plan

5.13 STATUS OF INTERNAL AND EXTERNAL AUDIT RECOMMENDATIONS

Meeting Type: Audit Advisory Committee Meeting
Date of Meeting: 7 March 2017
Author: Governance and Risk Advisor
File Name: Audit Advisory Committee
File No: F16/2078

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

Executive Summary

This report is presented to the Audit Advisory Committee to provide an update in respect of the progress of internal and external audit recommendations and actions.

RECOMMENDATION:

(Moved: Mayor Clarke/Independent Member Lee)

That the Audit Advisory Committee notes the update on completion of internal and external audit recommendations.

Carried

Background

The Audit Advisory Committee charter requires that the committee review the extent to which Council and management react to matters raised by internal audit by monitoring the implementation of recommendations made by auditors.

In particular, this requires the committee to critically analyse and follow up any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues and any other matters relevant under the Committee's Terms of Reference.

Recommendations are made by auditors following completion of internal audit reviews by Council's internal auditor, Crowe Horwath, and from the external financial audit of Council by the Auditor General's agent, RSD Advisors.

The status of the 23 open internal audit recommendations due for completion as at the date of this meeting is summarised in the following table with detailed comments shown in the attachment (***refer attachment***). The actions from the Payroll Internal Audit review will be added in the near future.

Control risk rating	Target completed action items	Action items complete	Action items in progress
High	4	1	3
Medium	15	4	11
Low	4	1	3

The status of the 5 open external audit recommendations due for completion as at the date of this meeting is summarised in the following table with detailed comments shown in the attachment (***refer attachment***).

There are no open high or medium rated recommendations.

Control risk rating	Target completed action items	Action items complete	Action items in progress
High	-	-	-
Medium	-	-	-
Low	5	-	5

Implications

Policy Considerations

There are no specific Council policies or strategies that relate to this report.

Financial/Economic Implications

There are no financial or economic implications identified for the subject of this report.

Legal/Statutory

There are no legal/statutory implications identified for the subject of this report.

Social

There are no social impacts identified for the subject of this report.

Environmental/Sustainability Impacts

There are no environmental/ sustainability impacts identified for this subject of this report.

Conclusion

Recommendations from auditors continue to be completed or have solutions that are in the process of being implemented.

Attachments

- 1 Internal Audit Actions Status Update Report
- 2 External Audit Actions Status Update Report

Discussion

Concerns were expressed by the Committee regarding the number of Audit Actions that had passed their due date and questions were raised about the framework of accountability.

Actions

- A clear update to be provided to the Committee on the status of resolving the outstanding external audit recommendation items prior to the interim external audit commencing. Manager – Finance.
- Internal Audit Actions to be presented to the Corporate Management Team (CMT) and reported back to this committee. CMT members invited to attend the next Committee meeting to discuss action items relevant to their directorates. Suggesting Directors Corporate Infrastructure Services attend the next Committee meeting. Director Corporate Services.
- The Status of Internal and External Audit Recommendations to be presented on a regular basis to CMT. Director Corporate Services.

7. **OTHER BUSINESS**

8. **NEXT MEETING**

To occur around mid-May to early June.

9. **CLOSURE OF MEETING**

5.58pm



62-68 Ovens Street (P.O. Box 238)
 WANGARATTA VIC 3676
 Telephone: (03) 5722 0888
 Fax: (03) 5721 9526
 E-mail: council@wangaratta.vic.gov.au

Agriculture and Agribusiness Advisory Committee Meeting

Held on Tuesday 21 March, 5.00pm

At the Ovens Room, Level 1, Wangaratta Government Centre

MINUTES

File No: 25.070.006

1.	PRESENT (VOTING): Rosey Bennett, Rex Bennett, Cr Harry Bussell, Joe LaSpina, Stuart Green, Lachlan Campbell, Cr Harvey Benton, Geoff Bussell, Graeme Norman NON VOTING: Brendan McGrath, Barry Green,	
2.	Item of Urgent Business: Election of Chair for the meeting: Cr Harvey Benton assumed the role of Chair as per Council Resolution	
3.	APOLOGIES: Matt McAninly; Gary Warrener	
4.	CONFLICT OF INTEREST DECLARATIONS:	
5.	MINUTES OF PREVIOUS MEETING:	RECOMMENDATION: Moved: Graeme Seconded: Rosey <i>That the Minutes of the meeting held on Monday 12 September 2016 be accepted as a true and accurate record of the meeting.</i>
6.	BUSINESS ARISING:	Low hanging trees- Saleyards – foreshadowing a motion for March meeting Rise in rural land valuations – awaiting new budget Intensive agriculture – piggery (resolved through mediation at VCAT) Kangaroo meat scheme – for information only
5.1	Review the Advisory Committee Charter – Cr Harvey Benton	Seeking feedback from committee regarding the committee itself and the charter Action: send out a copy of the existing charter to all members and seek feedback for future AAAC agenda item
5.1.2	Education in the Ag sector – Cr Harvey Benton; Cr Harry Bussell	Seeking advocacy to tertiary institutions for Ag sector education – Rex advised that Dookie have 200 students enrolled this year – Other organisations can offer training opportunities outside of traditional education providers Brendan – advised of Mansfield project and proposal from Regional Partnerships seeking funding to roll out this type of project- interest in getting children involved at an early age in agricultural pursuits. Action: follow up with Julie Aldous for an update on Mansfield project – agenda item for future meeting

12/04/2017 9:05 AM

1 of 2



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5.1.3	Rail Trail riders interfering with farming practices –Rosey Bennett	Concern with land use conflict, stock on rail trail, moving stock- Possible increased signage for Council Local Law with phone numbers to call if any issues- Action: Brendan will raise issue at future Mayor/CEO meeting on the rail trail Farm friendly messaging / signage to be investigated Action: follow up with Paul Hansen - Do cyclists have to give way to stock on the trail when signs out – Action: interpretive signage to assist with education; report back to next meeting
6.	GENERAL BUSINESS:	
6.1	Our Road map for the Future: Council Plan – Brendan Question: "What would you like to see happen for you, for your family, for your community?"	Brendan provided a brief power point on the status of the current Council Plan process. Further details provided on the "Our Say" online platform that committee members may be interested in- Action: Ensure "Our Say" link sent to all advisory committee members (Jaime and Penny)
6.1.2	Roadside landslide: Geoff Bussell	464 Carboor Upper Road – reported 9 months ago – Action: refer to Alan Clark – is this in CRMS
6.1.3	Draft budget; Graeme	Can this come to committee meeting (23/5/17)
6.1.4	Committee membership Cr Harry Bussell	Cr Bussell is required to resign from committee as he is now a Councillor (with regret as it is a committee he advocated for) – need to consider filling position Action: advertise for new committee member for AAAC
7.	Next Meeting:	Next meeting will be held on Monday 23rd May commencing at 5.00pm
8.	Meeting Closed	There being no further business the meeting closed at 6:30pm



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Economic Development & Tourism Advisory Committee Meeting

Held on Tuesday 4 April 2017 - 5.30pm

At the Ovens Room, Level 1, Wangaratta Government Centre

MINUTES

File No: 25.070.006

1.	PRESENT: Jacqui Hoggan; Robert Floyd; Guy Wilkinson; Stephen Oxley; Martin Hogan; Michael Reid; Cr Dave Fuller; Cr Harry Bussell NON VOTING: Brendan McGrath, Gary Warrener	
2.	APOLOGIES: Robin Box; Cr Harvey Benton; Barry Green	Moved: Martin Hogan Seconded: Stephen Oxley
3.	CONFLICT OF INTEREST DECLARATIONS:	nil
4.	MINUTES OF PREVIOUS MEETING:	RECOMMENDATION: Moved: Stephen Oxley Seconded: Guy Wilkinson <i>That the Minutes of the meeting held on 7 February 2016 be accepted as a true and accurate record of the meeting.</i> CARRIED
5.	BUSINESS ARISING:	nil
5.1.1	Committee Operational Framework: assessing/endorsing opportunities and projects - Guy	Guy presented the work he has done around a proposed Operational Framework for the committee to use in the assessment/evaluation of possible projects : The committee is an appropriate body to assess existing Projects – to challenge these projects and/ or build on them; The Committee can also initiate new projects and develop and drive these projects; The idea is to have a structured approach- fact based decision making – set up projects for success; use a staged approach to assess/prioritise and activate projects PROCESS FLOW: identify opportunities; Committee review; Develop opportunities; recommend to Council; Monitor and improve GROWTH – DEVELOPMENT – RESILIENCE ECONOMIC =\$ value ;employment POPULATION= quantity/quality BRAND=equity/relevance
5.1.2	Priority areas/ opportunities – discussion Guy	Held over
5.1.3	Council Plan – discussion - Gary	Brendan outlined the Council Plan- spoke to the presentation and the consultation process Michael R: asked what type of data analysis will take place when all comments are in- housing supply in North and South Wangaratta is it sufficient; work is being done in the identified Growth Areas; tourism is a growth industry and should be a focus;

12/04/2017 9:01 AM

1 of 2



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		<p>Brendan: tourism creates significant flow on effect in the region Martin H: how representative will the expected 400 comments be Cr Dave F and Cr Harry B: jobs a priority – growth essential Robert F: as Council do we understand what Eco Dev activities support the Council Plan Eg: where is the financial base of RCoW Brendan: Eco Dev & Tourism Strategy gives info on industry sectors – possible review of Strategy by new council which will be workshopped with the committee</p>
5.1.4	Advisory Committee Name Review - Gary	After discussion name suggested – Wangaratta Economic & Tourism Advisory Committee Vote: CARRIED
6.	GENERAL BUSINESS:	
6.1.1	Trading Grand - Brendan	Brendan mentioned a current project aimed at assisting entrepreneurial start up business to get going in Wangaratta. EOI will be called in the coming months from people with a new business idea – not restricted to Wangaratta people however the business will be located in Wangaratta – a panel will select up to 10 proposals and these proponents will work through a residential program supporting them to develop their idea and a business proposal pitch to a committee appointed to judge the ideas – there will be one winner and they will receive 12 months' rent free at the Co-Store and limited fit-out of the shop. A joint project of RCoW and the Co-Store. There is a possibility that some other businesses could get off the ground as a result of the process. Could become an annual event if successful.
6.1.2	Industrial Land Strategy – Stephen Oxley	Stephen asked if the Industrial Land Strategy would be presented to the committee for feedback. It was agreed that this could happen.
6.1.3	Update on the Food Hub – Jacqui Hoggan	Jacqui asked if an update on the Food Hub Project was possible. Gary will check with who is organising the project in Council and ask them to update the next meeting
7.	Next Meeting:	<i>Next meeting will be held on 2 May 2017 commencing at 5.30pm</i>
8.	Meeting Closed	There being no further business the meeting closed at 7:15pm

File: F16/2117



Assembly of Councillors

Date: 20 March 2017

Meeting: Councillors Briefing Forum

Commenced: 3pm

Councillors:

Cr Ken Clarke - Mayor
 Cr Harvey Benton – Deputy Mayor
 Cr Harry Bussell
 Cr Ruth Amery
 Cr Dean Rees
 Cr Dave Fuller

Present

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Absent

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Officers:

Brendan McGrath – CEO
 Alan Clark – DI
 Ruth Kneebone – DCS
 Barry Green – DDS
 Jaime Carroll – DCW
 Statutory Planning Coordinator

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Apologies: Cr Ken Clarke, Cr Dean Rees

Independent Presenters:

Ovens Murray Regional Partnerships – Chairperson – Irene Grant, Executive Officer – Anita Malcolm.

Our Say – Eyal Halamish

Conflict Of Interest Disclosure: (Left the room – Returned)

1. **Cr Harvey Benton.** Cr Benton declared a conflict of interest in relation to the Management Structure of the Saleyards

Matters Considered:

1. Ovens Murray Regional Partnerships
2. Our Say Community Engagement
3. Bushfire Management Overlay State Planning Scheme Amendment
4. Place naming Committee appointments and policy amendments
5. Planning and Building Reports February 2017
6. Economic Development and Tourism Unit Report
7. Wangaratta Saleyards Future Management
8. North Wangaratta Recreation Reserve update

Meeting Closed at: 5.42pm

File: F16/2117



Assembly of Councillors

Date: 27 March 2017

Meeting: Councillor Briefing Forum

Commenced: 2.00pm

Councillors:

Cr Ken Clarke - Mayor
 Cr Harvey Benton – Deputy Mayor
 Cr Harry Bussell
 Cr Ruth Amery
 Cr Dean Rees
 Cr Dave Fuller

Present

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Absent

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Officers:

Brendan McGrath – CEO
 Alan Clark – DI
 Ruth Kneebone – DCS
 Barry Green – DDS
 Jaime Carroll – DCW
 Manager Strategy, Growth & Economics
 Manager Building Planning & Compliance
 Manager Customer & Information Services
 Manager Finance
 Manager Community, Sport & Recreation
 Manager Arts, Culture & Events

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Apologies: Nil

Independent Presenters: David Dreardon and Simon Jones – CBD Masterplan projects.

Conflict Of Interest Disclosure: Nil

Matters Considered:

1. Wangaratta Cemetery Trust meeting
2. CMD Masterplan projects
3. Hume Corridor Passenger Rail Study update
4. February Financial reports
5. Council Business Unit briefings

Meeting Closed at: 6.30pm

File: F16/2117



Assembly of Councillors

Date: 3 April 2017

Meeting: Councillor Briefing Forum

Commenced: 3pm

Councillors:

Cr Ken Clarke - Mayor
 Cr Harvey Benton – Deputy Mayor
 Cr Harry Bussell
 Cr Ruth Amery
 Cr Dean Rees
 Cr Dave Fuller

Present

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Officers:

Brendan McGrath – CEO
 Alan Clark – DI
 Ruth Kneebone – DCS
 Barry Green – DDS
 Jaime Carroll – DCW
 Manager Infrastructure, Planning & Development

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Apologies: Barry Green - DDS

Independent Presenters: Safe Streets Wangaratta – Jacqueline Smith, Victoria Mallinder, Richard Paschke, Kristen Glennister

Conflict Of Interest Disclosure: (Left the room – Returned)

1.

Matters Considered:

1. Safe Streets Wangaratta – Submission to Our Road Map (Council Plan)
2. Budget 2017/18
3. Our Road Map - Council Plan 2017-2021 update
4. Councillor Briefing Forum Actions

Meeting Closed at: 8.30pm

File: F16/2117



Assembly of Councillors

Date: 10 April 2017

Meeting: Councillor Briefing Forum

Commenced: 3pm

Councillors:

Cr Ken Clarke - Mayor
 Cr Harvey Benton – Deputy Mayor
 Cr Harry Bussell
 Cr Ruth Amery
 Cr Dean Rees
 Cr Dave Fuller

Present

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Absent

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Officers:

Brendan McGrath – CEO
 Alan Clark – DI
 Ruth Kneebone – DCS
 Barry Green – DDS
 Jaime Carroll – DCW
 Manager Finance

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Apologies:

Independent Presenters:

Aerodrome Users Group – Ian Lilley, Chris Balfour, Doug Hamilton, Terry Vaughan, Geoff Wood and 3 others.

Cathy McGowan – Independent Member for Indi

Conflict Of Interest Disclosure: (Left the room – Returned)

1.

Matters Considered:

1. Aerodrome Users Group
2. Budget 2017/18
3. Federal member discussion
4. Queen's Baton Relay
5. Internal Audit actions
6. Councillor Briefing Forum actions

Meeting Closed at: 7.35pm

