



**Southern Grampians**  
SHIRE COUNCIL

# Council Meeting Minutes

Ordinary Meeting  
12 October 2016

Held at 5.30pm in the Ted Kenna  
Room, Hamilton Performing Arts Centre,  
113 Brown Street, Hamilton

## TABLE OF CONTENTS

1. Present .....	3
2. Acknowledgement of Country .....	3
3. Prayer .....	3
4. Apologies .....	3
5. Confirmation of Minutes .....	3
6. Declaration of Interest .....	4
7. Questions on Notice .....	5
8. Public Deputations .....	7
9. Records of Assemblies of Councillors .....	8
10. Management Reports .....	12
10.1 Christmas Holiday Closure .....	12
10.2 Statutory Meeting 2016 .....	14
10.3 2015/2016 Annual Report .....	16
10.4 Flood impact and recovery update .....	18
10.5 Audit Committee - Minutes and Annual Report .....	23
10.6 Review of 2015-2016 Capital Program .....	24
11. Notices of Motion .....	27
12. Delegated Reports .....	28
13. Confidential Matters .....	29
14. Close of Meeting .....	30

The Meeting opened at 5.30pm

## 1. Present

### **Councillors**

Cr Peter Dark - Mayor  
Cr Albert Calvano  
Cr Paul Battista  
Cr Dennis Dawson  
Cr Bruach Colliton  
Cr Cathy Armstrong  
Cr Katrina Rainsford

### **Officers**

Mr Michael Tudball – Chief Executive Officer  
Ms Evelyn Arnold – Director Community & Corporate Services  
Mr Michael McCarthy - Director Shire Futures  
Mr David Moloney – Director Shire Infrastructure  
Ms Megan Kruger – Governance Coordinator

## 2. Acknowledgement of Country

The Mayor, Cr Dark, read the acknowledgement of country –

*“Our meeting is being held on the traditional lands of the Gunditjmarra, Tjap Wurrung and Bunganditj people.*

*I would like to pay my respects to their Elders, past and present, and the Elders from other communities who may be here today.”*

## 3. Prayer

Cr Colliton led the meeting in a prayer.

## 4. Apologies

Nil.

## 5. Confirmation of Minutes

### **COUNCIL RESOLUTION**

**MOVED:** Cr Dawson  
**SECONDED:** Cr Battista

**That the Minutes of the Ordinary Meeting of Council held on 14 September 2016 be confirmed as a correct record of business transacted.**

**CARRIED**

## 6. Declaration of Interest

None declared.

## 7. Questions on Notice

Questions from the public must be submitted prior to the commencement of Council Meetings.

All questions must be submitted through completion of the Public Question Time form, and be forwarded to the Chief Executive Officer at 111 Brown Street, Hamilton. All questions must be received by no later than 5pm on the Monday before the Ordinary Meeting of Council.

Questions must:

1. Not pre-empt debate on any matter listed on the agenda of the Ordinary Meeting at which the question is asked
2. Not refer to matters designated as confidential under the Local Government Act 1989.
3. Be clear and unambiguous and not contain argument on the subject.
4. Not be derogatory, defamatory or embarrassing to any Councillor, member of staff, ratepayer or member of the public, nor relate to a matter beyond the power of Council.

The Mayor will read the question and provide a response. If a question cannot be answered at the meeting, a written response will be prepared and forwarded to the person raising the question.

Residents do not need to attend the meeting for a question to be answered.

2 questions on notice have been received from Peter Hocking and were listed on tonight's agenda.

### **Question 1:**

What are the Chief Executive Officer's decisions with reference to at least three submissions of complaint from parties including myself in person as an adjoining neighbour, Parks Victoria and the Hamilton Field Naturalists Club concerning the barbed wire fencing, gating and locking off Old Nigretta Road by the adjoining Landowner. Addressing these points:

- Effectively annexing the Crown Land by barring public access via the road to the Four Posts Streamside Reserve.
- The installation of a fallacious Private Property sign upon the gate.
- With the matter an issue of complaint for two months.
- A barricade to pedestrian access also erected upon Crown Land at the other end.

### **Response:**

Council was notified of the erection of a gate and fence over a sealed track at the end of Old Nigretta Road, Hensley Park which restricts the access to the Crown Land 'Four Posts' Reserve. Council had not given permission as the Road Manager for a gate or fence to be erected and investigated this matter.

Council's found that the section of the road over which a gate and fence have been erected, and the remaining road which cannot be accessed due to the gate, is not legally a road reserve. Although a physical road has been built over this section of

land, it remains Freehold Crown Land. The land is currently managed by Parks Victoria, and Council has no rights or responsibilities in relation to this land.

The Council advised Parks Victoria of its findings and referred the matter onto Parks Victoria for resolution.

**Question 2:**

The Mayor, Cr Dark, in accordance with Council's Public Participation at Council Meetings Policy, rejected the next question, concluding that it is defamatory of, and asked to embarrass, a current Councillor. Accordingly it was rejected, and not read aloud or answered.

## 8. Public Deputations

Requests to make a Public Deputation to Council must be submitted prior to the commencement of the Council Meeting.

Anyone wishing to make a deputation to Council must complete the Request to Make a Deputation form and forward it to the Chief Executive Officer at 111 Brown Street, Hamilton no later than **2 days before the Ordinary Council Meeting**.

Speaking time is limited to 3 minutes per person. Organisations may be represented at the deputation to Council by not more than 4 representatives. The names of the representatives to attend must be advised in writing to the Chief Executive Officer and 1 of the representatives to attend must be nominated as the principal spokesperson for the deputation.

Deputations wishing to make a written submission to the Council must provide 15 copies of the submission to the Chief Executive Officer prior to the Ordinary Council Meeting. One copy will be made available to the local media representative, if requested.

All members of the public addressing the Council must extend due courtesy and respect to the Council and the processes under which it operates. If a member of the public fails to do this the Chairperson can remove them from the Chambers. All members of the public must also comply with Council's Public Participation at Council Meetings policy in relation to meeting procedures and public participation at meetings.

There were no Public Deputations listed on tonight's agenda.

## 9. Records of Assemblies of Councillors

An Assembly of Councillors is defined in section 3 of the *Local Government Act 1989* to include Advisory Committees of Council if at least one Councillor is present or, a planned or scheduled meeting attended by at least half of the Councillors and one Council Officer that considers matters intended or likely to be the subject of a Council decision.

Written records of Assemblies of Councillors must be kept and include the names of all Councillors and members of Council staff attending, the matters considered, any conflict of interest disclosures made by a Councillor attending, and whether a Councillor who has disclosed a conflict of interest leaves the assembly.

Pursuant to section 80A (2) of the Act, these records must be, as soon as practicable, reported at an ordinary meeting of the Council and incorporated in the minutes of that meeting.

An Assembly of Councillors record was kept for:

- Hamilton Regional Livestock Exchange Advisory Committee Special Meeting – 5 September 2016
- Advocacy Priorities Meeting – 6 September 2016
- Community Inclusion Advisory Committee Meeting – 7 September 2016

### COUNCIL RESOLUTION

**MOVED:** Cr Dawson  
**SECONDED:** Cr Battista

**That the record of the Assembly of Councillors be noted and incorporated in the Minutes of this Meeting.**

**CARRIED**



# ASSEMBLY OF COUNCILLORS



Southern Grampians  
Shire Council

ASSEMBLY DETAILS	
<b>Title:</b>	Hamilton Regional Livestock Exchange Advisory Committee Special Meeting
<b>Date:</b>	5 September 2016
<b>Location:</b>	Market Place Meeting Room
<b>Councillors in Attendance:</b>	Cr Peter Dark
<b>Council Staff in Attendance:</b>	David Moloney, Greg Gunn, Chris Dahlenburg, Mary Irwin

The Assembly commenced at 4.00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	New National Livestock Identification System implementation.	Nil

The Assembly concluded at 5.00pm

# ASSEMBLY OF COUNCILLORS



Southern Grampians  
Shire Council

ASSEMBLY DETAILS	
<b>Title:</b>	Advocacy Priorities Working Party Meeting
<b>Date:</b>	6 September 2016
<b>Location:</b>	Market Place Meeting Room, 1 Market Place Hamilton
<b>Councillors in Attendance:</b>	Cr Dennis Dawson
<b>Council Staff in Attendance:</b>	Hugh Koch, Michael McCarthy, Sharon Clutterbuck

The Assembly commenced at 4.00pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Media	
2	Air Passenger Survey	
3	Education	
4	Intermodal Hub	
5	Passenger Rail	

The Assembly concluded at 5.00pm

## ASSEMBLY OF COUNCILLORS



Southern Grampians  
Shire Council

ASSEMBLY DETAILS	
<b>Title:</b>	Community Inclusion Advisory Committee Meeting
<b>Date:</b>	7 <sup>th</sup> September 2016
<b>Location:</b>	Frances Hewitt Community Centre
<b>Councillors in Attendance:</b>	Cr Dennis Dawson
<b>Council Staff in Attendance:</b>	Carolyn Byrne, Aten Kumar, Nola McFarlane, Jane Coshutt, Melanie Russell, Lynne Millard

The Assembly commenced at 12pm

MATTERS CONSIDERED		CONFLICTS OF INTEREST DECLARED
1	Carolyn Gatti - Diversitat - project worker aiming to improve readiness of communities for refugee integration.	Nil
2	Overview of the community planning work with rural townships	Nil
3	Revised terms of reference have been developed and circulated	Nil
4	Caretaker mode - Election timetable	Nil
5	Community engagement program to be developed	Nil
6	Bus Shelters to be installed or upgraded in Hamilton, New Hub doesn't have accessible taxi stand – being reviewed, Taxi stand still not being used, Pavement Crossing to be confirmed, Black spot funding for Dunkeld-Blackwood intersection, New bus stop at Aldi, Bus Shelter in Peshurst.	Nil
7	Discussion of the possibility of funding community grants to support a wider range of activities in the general community and rural communities	Nil
8	Seniors Week – 03/10/16	Nil
9	Coles drainage grid on the entrance from Gray St, has been corrected. HUB - foot path being closed in Gray St from crossing to laneway will be closed for 6 – 8 weeks. Fencing on Brown St to be removed.	Nil

The Assembly concluded at 1.02pm

## 10. Management Reports

### 10.1 Christmas Holiday Closure

**Directorate:** Michael Tudball, Chief Executive Office  
**Author:** Megan Kruger, Governance Coordinator  
**Attachments:** None

#### Executive Summary

Council can elect to close workplaces during the period between Christmas and New Year. Traditionally offices have been closed from Christmas Eve until 2 January, depending on what day Christmas falls on. This year Christmas Eve is a Saturday and 2 January is a public holiday so it is recommended that Council workplaces close for the Christmas/New Year break from 12 noon on Friday 23 December 2016 and reopen on Tuesday 3 January 2017.

#### Discussion

Council's Enterprise Bargaining Agreement states that if Council decides to close workplaces over the period between Christmas and New Year at least one month's notice must be provided to staff. Staff can then elect to take leave over this time, or work on the non-public holiday days with permission from their manager. Having the Christmas/New Year break from 12 noon on Friday 23 December and reopening on Tuesday 3 January means that staff who elect to take this time off are required to take three and a half days of time-in-lieu, rostered days off or annual leave. The other three days of closure are public holidays.

Some services will continue to operate during the Christmas/New Year period including:

- Council's after hours service;
- HILAC;
- Lifeguards;
- Transfer Stations;
- Art Gallery;
- Library; and
- Livestock Exchange.

#### Legislation, Council Plan and Policy Impacts

The recommendations in this Report are in accordance with Council's Enterprise Bargaining Agreement.

#### Disclosure of Interests

All Council Officers involved in the development and advice provided in this Report affirm that no direct or indirect interests need to be declared in relation to any matters in this Report.

**RECOMMENDATION**

That Council notes the Christmas Holiday Closure of Council's Offices from 12 noon on Friday 23 December 2016 and Reopening on Tuesday 3 January 2017.

**COUNCIL RESOLUTION**

**MOVED:** Cr Calvano  
**SECONDED:** Cr Rainsford

**That Council notes the Christmas Holiday Closure of Council's Offices from 12 noon on Friday 23 December 2016 and Reopening on Tuesday 3 January 2017.**

**CARRIED**

## 10.2 Statutory Meeting 2016

**Directorate:** Michael Tudball, Chief Executive Office  
**Author:** Megan Kruger, Governance Coordinator  
**Attachments:** None

### Executive Summary

At its Meeting on 4 November 2015 Council set the Council Meeting Dates for the following year, including the next Statutory Meeting to elect the Mayor on 2 November 2016.

Following the adoption of the Local Government (Electoral) Regulations 2016 the expected date for the announcement of the new Councillors for the Southern Grampians Shire Council is 2 November 2016.

Therefore it is recommended that Council change the date of the 2016 Statutory Meeting to elect the Mayor from Wednesday 2 November 2016 to Wednesday 9 November 2016.

### Discussion

The Local Government (Electoral) Regulations 2016 were fixed by Governor in Council on Tuesday 26 July 2016. These Regulations have extended the postal vote receipt period to 12 noon on Friday 28 October 2016. This had led to the date for determining the provisional results being delayed for Southern Grampians Shire Council compared to past elections.

At this stage it is anticipated that the Declaration of Councillors for the Southern Grampians Shire Council will take place on Wednesday 2 November 2016. This is also the date which the 2016 Statutory Meeting to elect the Mayor has been scheduled.

Due to this conflict, and to allow new Councillors a chance for induction before the 2016 Statutory Meeting to election the Mayor, it is recommended that the 2016 Statutory Meeting to elect the Mayor be rescheduled to from Wednesday 2 November 2016 to Wednesday 9 November 2016.

### Legislation, Council Plan and Policy Impacts

Section 71 of the Local Government Act 1989.

### Disclosure of Interests

All Council Officers involved in the development and advice provided in this Report affirm that no direct or indirect interests need to be declared in relation to any matters in this Report.

**RECOMMENDATION**

That the 2016 Statutory Meeting to elect the Mayor be rescheduled from 2 November 2016 to 9 November 2016 at 5.30pm in the Council Chambers, 3 Market Place, Hamilton.

**COUNCIL RESOLUTION**

**MOVED:** Cr Rainsford  
**SECONDED:** Cr Dawson

**That the 2016 Statutory Meeting to elect the Mayor be rescheduled from 2 November 2016 to 9 November 2016 at 5.30pm in the Council Chambers, 3 Market Place, Hamilton.**

**CARRIED**

## 10.3 2015/2016 Annual Report

**Directorate:** Michael Tudball, Chief Executive Office  
**Author:** Megan Kruger, Governance Coordinator  
**Attachments:** 2015/2016 Annual Report (link provided)

### Executive Summary

In accordance with Section 134 of the Local government Act 1989, Council is required to consider the Annual Report 2015/2016, for the year ended 30 June 2016.

### Discussion

Council is required to prepare an Annual Report in respect of each financial year containing a report on its operations, audited financial statements, performance statement and any other matters required by the regulations.

The Annual Report must be submitted to the Minister within three months of the end of the financial year or within any extended period approved by the Minister.

The Annual Report details the performance and achievements of Council and is intended as a point of reference for Council staff, residents and businesses of the Shire, community organisations and government departments.

The Annual Report reports on the five key strategic objectives outlined in the Council Plan 2013-2017 being:

- Leadership and Good Governance
- Foster Population and Economic Growth
- Enhance Wellbeing and Culture
- Help Communities feel Dynamic and Resilient
- Manage Environmental Security

The Annual Report provides a comprehensive overview of activities of Council for the period 1 July 2015 to 30 June 2016, including social, economic and environmental achievements in respect of a range of projects, services and assets managed. The Annual Report of Council is an important record of the activities of Council, including its financial performance over the year for which the Auditor-General has provided unqualified audit opinions on the Financial Statements and Performance Statement for the year ended 30 June 2016. The Report includes General Purpose Financial Statements, Standard Statements and the Performance Statement.

The provisions of the Local Government Act 1989 require that Council consider the Annual Report at a meeting open to the public within 30 days of the report being submitted to the Minister.

### Legislation, Council Plan and Policy Impacts

In accordance with the Council Plan 2013 – 2017 in the Good Governance section, Council is obliged to meet statutory requirements in regards to reporting to the Minister for Local Government on its activities.

Council has a statutory responsibility under the Local Government Act 1989 to prepare an Annual Report in respect of each financial year containing a report on its operations, audited



financial statements, performance statement and any other matter required by the Local Government (Planning and Reporting) Regulations 2014.

### **Disclosure of Interests**

All Council Officers involved in the development and advice provided in this Report affirm that no direct or indirect interests need to be declared in relation to any matters in this Report.

### **RECOMMENDATION**

That Council consider the Annual Report 2015/2016 for the year ended 30 June 2016.

### **COUNCIL RESOLUTION**

**MOVED:** Cr Calvano  
**SECONDED:** Cr Dawson

**That Council consider the Annual Report 2015/2016 for the year ended 30 June 2016.**

**CARRIED**

## 10.4 Flood impact and recovery update

**Directorate:** Chief Executive Office  
**Author:** Nola McFarlane Recovery Manager  
**Attachments:** 1. Natural Disaster Relief and Recovery Arrangements  
**Determination 2012; 2. Victorian Floods – September 2016 (AGRN728) Natural Disaster Assistance for local councils**

### Executive Summary

On 9 September 2016 the far southwest of Victoria experienced rainfalls that resulted in damaging water level rises, with Southern Grampians Shire communities being particularly hard hit. Since then the Shire has experienced another damage causing event and has had a series of threatening weather patterns predicted for the area.

Initial damage estimates indicate that these events have caused in excess of \$20 million of damage to public infrastructure alone. It is likely that the total cost will be significantly higher.

The Recovery process is led and coordinated by Council's at the local level and Southern Grampians Shire Council has been proactively managing the transition. Recovery plans are developed to inform the collaborative process of recovery including the community, local committees and groups, state agencies and Council.

A Recovery Manager has been appointed, and a recovery business unit established to manage the recovery across the Shire.

### Discussion

Over 50mm of rain was received within the Glenelg Hopkins catchment on Friday 9 September 2016. On Monday 12 September 2016 Flood Watches and Severe Weather Warnings were issued for heavy rainfall over the Barwon South West Region. Tuesday 13 September 2016 saw 20-80 mm of rain fall overnight causing riverine levels to again rise, including the Bryan Creek Coleraine, Salt Creek Dunkeld and the Grange Burn in Hamilton.

The initial rain event saw some properties and businesses experience flooding within Coleraine, which had receded by Monday and these properties were impacted again, to a lesser degree, after the rainfall Tuesday. A property in Dunkeld was inundated and a number of Hamilton properties threatened on Tuesday 13 September 2016.

Relief centres were opened at Coleraine and Hamilton to support the community, and a number of residents attended for registration.

On the 14 September 2016 Minister for Justice Michael Keenan and Victorian Minister for Emergency Services James Merlino announced the activation of disaster assistance through the Natural Disaster Relief and Recovery Arrangements (NDRRA).

Natural Disaster Financial Assistance (NDFA) for local councils in Victoria is provided by the Victorian State Government to assist in the recovery process and alleviate some of the financial burden that may be experienced following a natural disaster, in accordance with the Commonwealth-State Natural Disaster Relief and Recovery Arrangements (NDRRA).

Specifically, financial support is provided to assist municipal councils with costs associated with:

- certain counter disaster operations, including repairs to assets damaged by counter disaster operations;
- the restoration and emergency protection works to essential public assets damaged as a direct result of a natural disaster – including the repair of roads and bridges, levees, local government offices and storm water infrastructure;
- the establishment and operation of relief and recovery centres;

Activation of these arrangements for Southern Grampians Shire has enabled support to impacted individuals to be provided through Department of Health and Human Services Emergency Grants. A number of impacted residents were immediately provided with assistance to support the purchase of emergency food, clothing and temporary accommodation. Impacted residents are working with the department through an assessment and application process for grants to support the following:

- repair or replacement of essential items of furniture and personal effects;
- essential repairs to housing, including temporary repairs and repairs necessary to restore housing to a habitable condition;
- demolition or rebuilding to restore housing to a habitable condition;
- removal of debris from residential properties to make them safe and habitable;
- extraordinary counter disaster operations;
- personal and financial counselling;
- extraordinary costs associated with the delivery of any of the above forms of assistance.

These measures are considered as Category A Relief and Recovery Measures and are provided to individuals.

A category B assistance measure is one of the following:

- restoration or replacement of an essential public asset;
- betterment of an essential public asset;
- concessional interest rate loan to small businesses and primary producers whose assets have been significantly damaged;
- concessional interest rate loan to a needy individual or non-profit organisation whose assets have been significantly damaged;
- concessional interest rate loan to a small business, primary producer or a non profit organisation that has suffered a significant loss of income;
- interest rate subsidy to small businesses or primary producers whose assets have been significantly damaged;
- interest rate subsidy to a small business, primary producer or a non profit organisation that has suffered a significant loss of income;
- freight subsidy to primary producers whose assets have been significantly damaged;
- grant to a needy individual or non profit organisation whose assets have been significantly damaged; or
- counter disaster operations for the protection of the general public.

Essential public assets refers to assets identified as being essential to the ongoing viability of the community (and which may be owned by Government including local councils, or be an asset which provides community, social or economic services free of charge or at a nominal charge well below the costs of production). Examples of essential infrastructure are roads and bridge infrastructure, levees, local government offices and storm water

infrastructure. This is likely to be the largest area of activity in the Southern Grampians Shire.

Following the release of the NDRRA Determination 2012 on 18 December 2012, the repair or restoration of Community assets such as recreation reserves, football grounds, netball courts, playgrounds and walking trails are no longer eligible for reimbursement under the NDRRA. However the state can apply to the Commonwealth for Category C measures which are a community recovery package designed to support a holistic approach to the recovery of regions, communities or sectors severely affected by a disaster. Many of Council's built assets are insured and will be reinstated under a claim to that insurance, However a number of uninsured and community owned assets were seriously impacted, and this information need to be collated across the region to inform the State in an application to have one or all of the following measures activated by the Prime Minister:

- a) A community recovery fund in circumstances where a community is severely affected and needs to restore social networks, community functioning and community facilities. Expenditure from the fund is aimed at community recovery, community development and community capacity building, and is administered by the state in close collaboration with local government or other community bodies.
- b) Recovery grants for small businesses and non-profit organisations where the business sector is severely affected and the community risks losing essential businesses. Grants are aimed at covering the cost of clean-up and reinstatement, but not at providing compensation for losses.
- c) Recovery grants for primary producers where the farming sector is severely affected, with threats to viability and disruption of production likely to extend beyond the current season. Grants to primary producers are aimed at covering the cost of clean-up and reinstatement, but not at providing compensation for losses.

#### Establishment of a SGSC Recovery Business Unit

Assistance is provided for extraordinary costs incurred by Councils for normal employees or other ongoing administrative costs that would not otherwise have been incurred by Councils.

Those costs associated with normal employees or other ongoing administrative costs that would have been incurred in the ordinary course of business cannot be claimed under the Natural Disaster Relief and Recovery Arrangements (NDRRA). This is an agreed position between the Victorian and Commonwealth governments and is consistent with the terms and conditions of the Commonwealth-State NDRRA and Natural Disaster Financial Assistance (NDFFA) arrangements.

In order to provide clarity in separation of roles a Recovery Manager Role has been developed and filled with an internal secondment. This role has been established to lead the Southern Grampians Shire Council response and recovery to the September 2016 floods. The position will have a focus on addressing public health and safety risks arising from the floods, restoration of public infrastructure and facilitate the coordination of approval processes for persons seeking to rebuild their homes and businesses. The role is pivotal in facilitating communication with flood affected areas and supporting the rebuild of community resilience and capacity.

A Team Leader Recovery Works Position is in the process of being filled, and will oversee the restoration works associated with the significant damage the road networks and supporting essential public infrastructure.

Additional Flood specific roles will be created and filled as required by the unfolding recovery process, with position clearly differentiated from business as usual function for the purposes of providing unambiguous differentiation of the activities that have resulted from the impact of flood waters to support claim and audit validity.

A Flood recovery plan has been drafted and will be supported by sub-plans identifying the main areas of impact and required restoration, being:

- Infrastructure
- Recreation and Leisure
- Economic and Business (urban and rural)
- Community Resilience and Recovery

Each of these sub plans will explore the impact across the environments for recovery of: Social, Built, Economic and Natural. In this way we aim to ensure that the recovery of communities is holistic and comprehensive to the needs of those impacted communities.

An Agency Recovery committee has been formed and had an initial meeting on the 12<sup>th</sup> September. The Transition to Recovery document was executed on the 18<sup>th</sup> of September and the agency committee has commenced fortnightly meetings.

A Community Recovery Committee is in the process of receiving nominations and will commence meetings in October

### **Legislation, Council Plan and Policy Impacts**

Emergency Management Manual of Victoria part 4 State Emergency Relief and Recovery Plan

Municipal Emergency Management Plan 2014-2017  
Draft Municipal Relief and Recovery Plan 2015-2017

Council Plan 2013-2017 objectives 1 and 4

### **Disclosure of Interests**

All Council Officers involved in the development and advice provided in this Report affirm that no direct or indirect interests need to be declared in relation to any matters in this Report.

**RECOMMENDATION**

That the Flood Impact and Recovery report be received.

**COUNCIL RESOLUTION**

**MOVED:** Cr Calvano

**SECONDED:** Cr Dawson

**That the Flood Impact and Recovery report be received.**

**CARRIED**

## 10.5 Audit Committee - Minutes and Annual Report

**Directorate:** Evelyn Arnold, Director Community and Corporate Services  
**Author:** Evelyn Arnold, DCCS  
**Attachments:** 3. Minutes 20/04/2016, 4. Minutes 10/08/2016, 5. Minutes 31/08/2016, 6. Audit and Risk Committee Annual Report

### Executive Summary

The Minutes and Annual Report produced by the Audit and Risk Committee (ARC) and Chairperson are presented to Council for adoption.

### Discussion

The Audit and Risk Committee (ARC), as an Advisory Committee of Council, fulfils both a statutory and consultative function. It provides feedback, advice and direction to Council. The Minutes and Annual Report (attached) are presented to Council as part of this process for consideration and adoption.

### Legislation, Council Plan and Policy Impacts

The Local Government Act 1989 section 139.

### Disclosure of Interests

All Council Officers involved in the development and advice provided in this Report affirm that no direct or indirect interests need to be declared in relation to any matters in this Report.

### RECOMMENDATION

That the Council;

1. Adopt the Minutes for the Audit Committee meetings for; 20/04/2016, 10/08/2016 and 31/08/2016 (as attached)
2. Note and accept the ARC Annual Report 2015/16

### COUNCIL RESOLUTION

**MOVED:** Cr Rainsford

**SECONDED:** Cr Battista

That the Council;

1. Adopt the Minutes for the Audit Committee meetings for; 20/04/2016, 10/08/2016 and 31/08/2016 (as attached)
2. Note and accept the ARC Annual Report 2015/16

**CARRIED**

## 10.6 Review of 2015-2016 Capital Program

**Directorate:** David Moloney, Director Shire Infrastructure  
**Author:** David Moloney, Director Shire Infrastructure  
**Attachments:** 7. Major Deferred Projects

### Executive Summary

The capital program forms a significant proportion of Council's budget. In 2015-2016, \$13.4M was allocated to capital works projects across the Shire. The assessment of the capital program delivery is determined by two measures:

- Delivery on time of the program
- Delivery to cost/budget

This report looks at how the Southern Grampians Shire Council has delivered the 2015-2016 Capital works program.

Southern Grampians Shire Council has delivered 90% of the capital program including 12 projects which were started but not financially completed for the financial year and 12 projects deferred, while 90% of the budget was expended with \$1.2M in capital projects not delivered in the financial year.

### Discussion

The capital program forms a significant proportion of Council's budget. In 2015-2016, \$13.4M was allocated to capital works projects across the Shire. The works included:

- Road and Bridge Upgrades
- Footpaths
- Playgrounds
- Building Maintenance
- Art Gallery/PAC Maintenance
- Library
- Culverts
- Kerb and Channel
- Recreation Centres and Facilities
- Landfill
- Aerodrome Extension Project
- Livestock Exchange Project Stage 1 and 2

The aim of the capital program is to provide targeted expenditure on projects to maintain or improve Council's infrastructure, assets and services.

The review of the program is important to ensure the projects are delivered on time and budget. This report looks at the 2015-2016 performance of Council in the delivery of the Capital program.

There are two main criteria to be used in assessing the delivery of the capital program. These are:

- Delivery on time
- Delivery to cost/budget



Time is measured by the number of projects delivered over the 2015-2016 financial year while the costs are assessed by the project budget against the actual cost.

### **Time**

The 2015-2016 Budget listed 112 projects to be delivered across the range of areas listed above. These projects range from \$1,000 to \$2.5M. For the purpose of the assessment any project that was deferred or not financially or physically completed (whether started or not) by the end of the financial year was deemed to have been not completed.

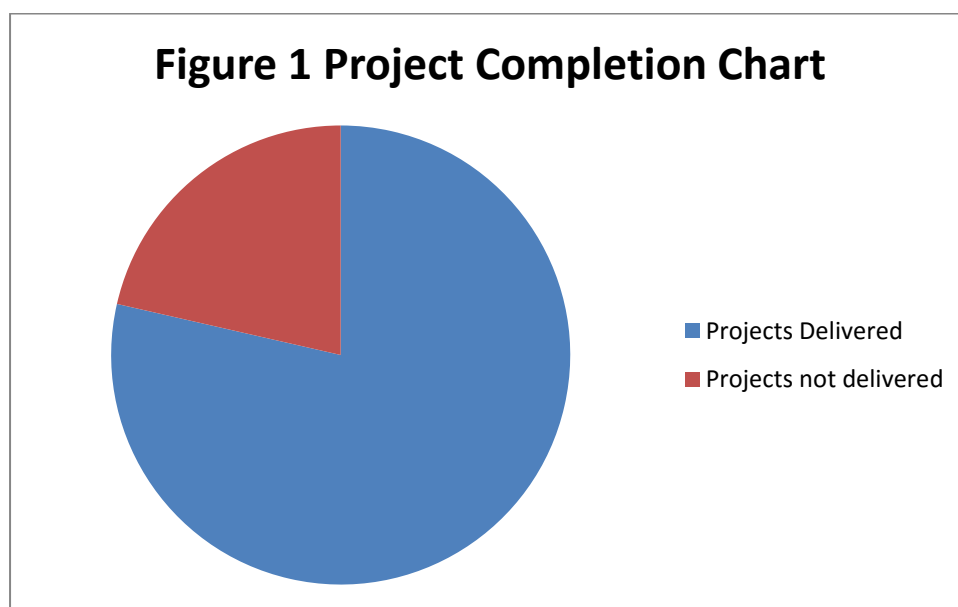


Figure 1 Project Completion Chart indicates that Council has delivered 88 (79%) of projects on time and 24 (21%) of projects have not been delivered.

There is a variety of reasons why projects have not been delivered. Of the 24 projects the main reasons for non-delivery were:

- Projects started but not completed by the end of the financial year (12 or 10.7%)
- Project deferred to be completed next financial year (4 or 3.6%)
- Project deferred due to grants not being obtained (5 or 4.5%)
- Projects deferred due to insufficient funds for works (3 or 2.7%)

If the 12 projects started in the financial year had been completed then 90% of the projects budgeted for in the 2015-2016 financial year would have been delivered.

### **Budget**

The 2015-2016 Budget allocated \$13.4M to the 112 projects to be delivered. For the purpose of this assessment any project's actual cost that was either on or under the budget allocation was deemed to be delivered on budget. Any project that was greater than the allocated budget was deemed to be over budget.

The total capital expenditure for the 2015-2016 Financial year was \$12.1M which was 90.3% of the budget allocation.

The value of the projects not delivered and listed above was estimated to be approximately \$1.2M, reducing the expected capital expenditure to \$12.2M.

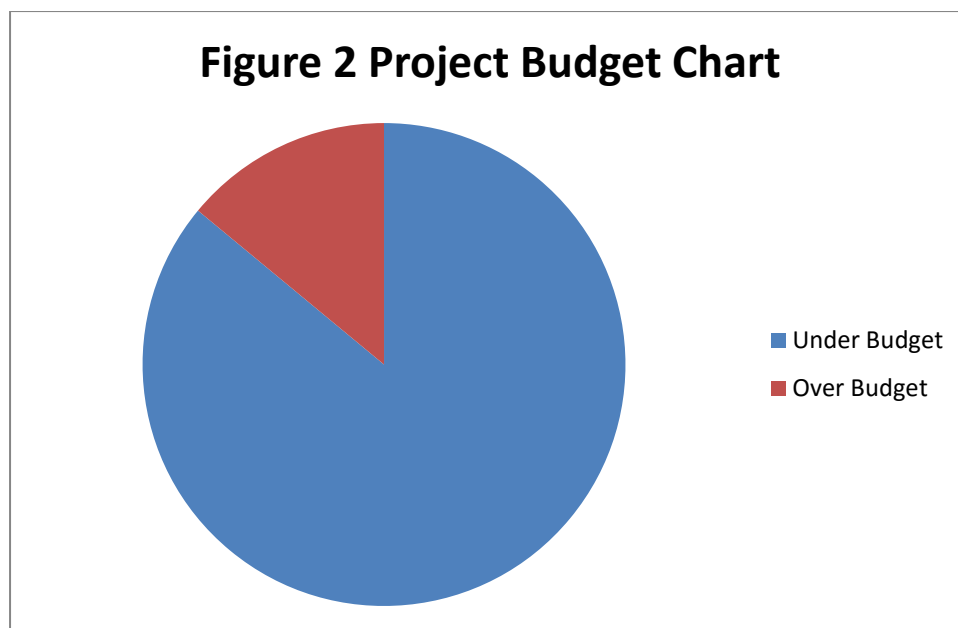


Figure 2 indicated that of the 100 projects being delivered (completed - 88 and commenced - 12) 86% of projects were delivered on budget and 14% were delivered over budget. Of those projects over budget, 9 projects were delivered within \$5,000 of the original budget of which, 6 were within \$2,000 of the original budget.

**Legislation, Council Plan and Policy Impacts**

This report relates to the:

- Southern Grampians Shire Council – 2013-2017 Council Plan and;
- 2015-2016 Southern Grampians Shire Council Budget.

**Disclosure of Interests**

All Council Officers involved in the development and advice provided in this report affirm that no direct or indirect interests need to be declared in relation to any matters in this report.

**RECOMMENDATION**

That the Review of the 2015-2016 Capital Program be received by Southern Grampians Shire Council.

**COUNCIL RESOLUTION**

**MOVED:** Cr Dawson  
**SECONDED:** Cr Battista

**That the Review of the 2015-2016 Capital Program be received by Southern Grampians Shire Council.**

**CARRIED**

## 11. Notices of Motion

There are no Notices of Motion listed on tonight's agenda.

## 12. Delegated Reports

### 12.1 HAMILTON REGIONAL LIVESTOCK EXCHANGE ADVISORY COMMITTEE

The Mayor, Cr Dark, and Cr Armstrong reported on their attendance at the Hamilton Regional Livestock Exchange Advisory Committee on 10 October 2016.

## 13. Confidential Matters

There are no Confidential Matters.

## 14. Close of Meeting

This concludes the business of the meeting.

Meeting closed at 6.17 pm.

Confirmed by resolution 30 November 2016.

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Chairman