

minutes



CORANGAMITE
SHIRE

CORANGAMITE SHIRE

ORDINARY MEETING OF COUNCIL TUESDAY 25 FEBRUARY 2020

Held at the Killara Centre
210-212 Manifold Street, Camperdown
at 7.00 pm

COUNCIL:

Cr Neil Trotter (South West Ward)
MAYOR

Cr Ruth Gstrein (Central Ward)
DEPUTY MAYOR

Cr Helen Durant (Central Ward)

Cr Wayne Oakes (Central Ward)

Cr Simon Illingworth (Coastal Ward)

Cr Lesley Brown (North Ward)

Cr Jo Beard (South Central Ward)

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**MINUTES OF THE ORDINARY MEETING OF THE CORANGAMITE
SHIRE COUNCIL HELD AT KILLARA CENTRE, 210-212 MANIFOLD
STREET, CAMPERDOWN 7.00 PM ON
25 FEBRUARY 2020**

PRESENT

Councillors	N. Trotter (Chairperson), J. Beard, L. Brown, H. Durant, R. Gstrein, S. Illingworth
Officers	Andrew Mason, Chief Executive Officer Brooke Love, Director Works and Services Rory Neeson, Acting Director Sustainable Development David Rae, Director Corporate and Community Services

1. PRAYER

The prayer was read by the Mayor, Cr N Trotter.

“We ask for guidance and blessing on this Council. May the true needs and wellbeing of our communities be our concern. Help us, who serve as leaders, to remember that all our decisions are made in the best interests of the people, culture and the environment of the Corangamite Shire.

Amen.”

2. ACKNOWLEDGEMENT OF COUNTRY

An Acknowledgement of Country was made by the Mayor, Cr N Trotter.

“We acknowledge the Traditional Owners of the land on which we are meeting, and pay our respects to their Elders, past and present.”

3. APOLOGIES

An apology was received from Cr W. Oakes.

4. DECLARATIONS OF CONFLICT OF INTEREST

Nil.

DISCLAIMER

The advice and information contained herein is given by the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written enquiry should be made to the Council giving the entire reason or reasons for seeking the advice or information and how it is proposed to be used.

5. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Corangamite Shire Ordinary Council meeting held on Tuesday 28 January 2020 be confirmed.

COUNCIL RESOLUTION

MOVED: *Cr Brown*

SECONDED: *Cr Gstrein*

That the recommendation be adopted.

CARRIED

6. DEPUTATIONS & PRESENTATIONS

Nil.

7. COMMITTEE REPORTS

7.1 Audit Committee Independent Member Appointment

Author: David Rae, Director Corporate and Community Services

File No:

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - David Rae

In providing this advice to Council as the Director Corporate and Community Services, I have no interests to disclose in this report.

Summary

The purpose of this report is to recommend the appointment of an independent member to Council's Audit Committee.

Introduction

Council's Audit Committee (the Committee) is established under Section 139 of the *Local Government Act 1989* and is an advisory committee to Council. Committee appointments can only be made by Council.

In accordance with the Committee's Charter, the Committee is comprised of five members consisting of two Councillors and three external or independent members. The three independent members are appointed with varying term expiration dates to ensure continuity and knowledge retention.

Council advertised for Expressions of Interest to fill the vacancy in January 2020. One application was received.

Issues

A panel consisting of the Councillor Durant, Councillor Brown and Adam Taylor, Manager Finance, interviewed Ms Phillippa Dee during February 2020. Ms Dee was assessed against an evaluation criterion which has been summarised and attached under separate cover.

The panel recommends the appointment of Ms Dee. Ms Dee is considered to have the necessary skills and experience to serve as an independent member, and possesses appropriate competencies, particularly in financial management. Ms Dee is a resident of Corangamite Shire and current board president of Coinda Terang. A copy of the expression of interest received from Ms Dee is also attached under separate cover.

Policy and Legislative Context

The appointment of an independent member to Council's Audit Committee is consistent with the Committee's Charter and in accordance with the following commitments in the Council Plan 2017-2021 that:

We are committed to ensuring the ethical behaviour of Councillors and staff, maintaining good governance and remaining financially sustainable.

Council will demonstrate high levels of ethical behaviour and governance standards.

Council will make budgetary decisions that ensures Council remains in a strong financial position now and into the future.

The *Local Government Act 1989* empowers Council to appoint an independent member to its Audit Committee.

Internal / External Consultation

Expressions of interest were advertised in local newspapers in January 2020. The applicant was interviewed by Council members of the Audit Committee and Manager Finance in February 2020.

Financial and Resource Implications

There are no financial or resource implications as a result of this report.

Options

Council must appoint an independent member to the Audit Committee. Council may choose to appoint Ms Dee or, having received one application, re-advertise or appoint an independent member under casual vacancy provisions.

Conclusion

The appointment of independent, external members to the Audit Committee is consistent with the *Local Government Act 1989*, Council's Audit Committee Charter and 'Audit Committees - A Good Practice Guide for Local Government'. It is recommended Council appoint Ms Phillippa Dee for a three-year period expiring 31 January 2023.

RECOMMENDATION

That Council appoints Ms Phillippa Dee as an independent (external) member of the Corangamite Shire Council Audit Committee for a three-year period expiring 31 January 2023.

COUNCIL RESOLUTION

MOVED: *Cr Brown*
SECONDED: *Cr Durant*

That the recommendation be adopted.

CARRIED

Attachments

1. Council Audit Committee Vacancy - EOI Evaluation February 2020 - Under Separate Cover - Confidential
2. Council Audit Committee Vacancy - EOI Ms Phillipa Dee - Under Separate Cover - Confidential

8. PLANNING REPORTS

Nil.

9. OFFICERS' REPORTS

9.1 Vehicle Crossings Policy

Author: John Kelly, Manager Assets Planning

File No:

Previous Council Reference: 28 March 2017, Item 10.5

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - John Kelly

In providing this advice to Council as the Manager Assets Planning, I have no interests to disclose in this report.

Summary

This report recommends Council adopt the revised Vehicle Crossings Policy which sets out the Council guidelines for approving the construction of vehicle crossings to properties from roads within Corangamite Shire for which Council is the responsible road authority.

Introduction

This policy ensures that owners of land have a properly constructed and maintained vehicle crossing at each point of vehicular access. The policy takes into account pedestrian and road traffic safety, vegetation and open spaces for streetscape planting, the character of the local residential area, stormwater drainage network and on street parking availability.

Issues

This policy provides detailed responsibilities and guidelines for the construction of vehicle crossings both in a rural and urban setting. It was last reviewed in 2017.

No person may, without a permit from Council, construct, install, remove or alter a vehicle crossing, whether temporarily or permanently.

All urban and rural vehicle crossings must meet Council's specific design requirements outlined in the policy. These design requirements are consistent with those set out in the Infrastructure Design Manual (IDM) which is a document of standards for the design and development of municipal infrastructure. The IDM was developed and is now actively maintained by a large collective of councils throughout Victoria of which Corangamite Shire is a participant.

One change recommended to the policy is the inclusion of the reference to the IDM standard drawing for a Typical B Double Vehicle Crossing for design and construction of rural vehicle crossings for trucks which supersedes the previously referenced VicRoads publication "Guidelines for Truck Access to Rural Properties" April 2006.

Policy and Legislative Context

The Vehicle Crossings Policy is a Council policy that has been reviewed in accordance with Council's Policy Development Framework.

The policy aligns with Council's Plan 2017-2021 as it supports the following objectives:

Maintain our local road network at current or improved standards.

Make budgetary decisions that ensures Council remains in a strong financial position now and into the future.

This policy is in line with Council's General Local Law 2015 (Local Law No.1) – Clause 25 Vehicle Crossings.

Internal / External Consultation

The Vehicle Crossings Policy is an existing policy that has been reviewed internally by officers from Council's Asset Planning and Works Departments.

Financial and Resource Implications

Construction and maintenance of a vehicle crossing, and any costs associated with this are the responsibility of the property owner served by the crossing.

A fee of \$110 applies to the application for a Vehicle Crossing Permit. This fee is set as a part of the fees and charges schedule set by Council during the budget development.

Options

Council can opt to adopt the Vehicle Crossings Policy as proposed or choose to make amendments to the policy.

Conclusion

The proposed policy sets out the Council guidelines for approving the construction of vehicle crossings to properties from roads within Corangamite Shire for which Council is the responsible road authority.

RECOMMENDATION

That Council:

- 1. Revokes the Vehicle Crossing Policy dated March 2017.**
- 2. Adopts the Vehicle Crossings Policy dated February 2020.**

COUNCIL RESOLUTION

MOVED: Cr Durant

SECONDED: Cr Beard

That the recommendation be adopted.

CARRIED

Attachments

1. Policy Vehicle Crossings - February 2020 with Tracked Changes - Under Separate Cover
2. Policy Vehicle Crossings - February 2020

Council Policy



Vehicle Crossings

Purpose

The purpose of this Policy is:

- To ensure that the owner of land has a properly constructed and maintained vehicle crossing at each point of vehicular access from a carriageway on a local Corangamite Shire road to the land, and
- To set out Council guidelines in relation to approving the construction of vehicle crossings to properties from roads within the Corangamite Shire for which Council is the responsible road authority.

Scope

This policy applies to all owners of land.

References

General Local Law 2015 (Local Law No.1) – Clause 25 Vehicle Crossings.
Infrastructure Design Manual - Section 12.9 and Standard Drawings

Policy Detail

This policy has been developed taking into account:

- **Pedestrian Safety:** To minimise the number of locations where a vehicle is required to cross a footpath into a street, and as such, enhance pedestrian safety.
- **Open Spaces / Vegetation:** To minimise the number of vehicle crossings so as to reduce the paved area within nature strips and private garden areas so as to provide better opportunities for streetscape planting.
- **Character of Area:** To maintain and enhance character of local residential area in terms of building setbacks, garden areas, fencing and paving materials.
- **Drainage:** To minimise the amount of stormwater run off from impervious area from within private property and to ensure unimpeded flow for existing roadside drainage.
- **On Street Parking:** To ensure that local residents, business and industry have the best possible access to limited available on street vehicle parking.
- **Traffic Safety:** To maximise traffic safety by ensuring that the new or modified crossing does not conflict with road traffic and visibility, is not a pedestrian hazard, and that the crossing is sufficient and suitable to provide safe manoeuvre of vehicles in and out of the property.

Standard Provisions Applying To Vehicle Crossings

- The owner of land must ensure that each point of vehicular access from a road to the land has a properly constructed and maintained vehicle crossing in accordance with this policy.
- No person may, without a permit from Council, construct, install, remove or alter a vehicle crossing, whether temporarily or permanently.

Adopted at Council on:
Agenda Item:
Responsibility: Manager Assets Planning
File Number:

Department: Assets Planning
To be reviewed by: February 2023
Policy Number:
Page Number:

Corangamite Shire Council Policy – Vehicle Crossings

- Applications for permits are required to be in writing on the prescribed form. A permit fee will apply.
- All crossings must meet Council's approved designs and specifications (which are available on request) and are to be constructed by a qualified contractor.
- A 1.5m spacing is to be established between a new vehicle crossing and other road assets and furniture eg. power poles, pits, trees etc. Approval must be obtained from the relevant Authority for the relocation, alteration or removal of any street tree, street furniture, power pole, drainage pit or other council and/or Public Authority asset, which is required as a result of a crossing approval. Any agreed relocation, alteration or removal will be at the applicants' cost.
- If a crossing impacts on traffic safety and warrants traffic management treatment, then any such works will be at the applicant's expense.
- Crossings shall be designed and located so as to minimise the loss of on-street parking and to avoid the creation of gaps between crossings of less than 9 metres.
- Prior to the commencement of vehicle access works the applicant is to advise Council of any existing damage to road assets eg footpath, kerb and channel. Any damage incurred as a result of the vehicle access works is to be rectified to Council's satisfaction by the applicant at his or her expense.
- The maintenance of a vehicle crossing including associated culverts shall be the responsibility and at the cost of the property owner/applicant.

Urban Vehicle Crossing Specifics

- The maximum number of vehicle crossings to a residential property is two (2) crossings.
- The maximum number of crossings to a residential property, where any crossing exceeds 3.5m width, shall be one (1) crossing with a maximum width of that crossing to be 6.0m.
- The desirable width of a crossing is 3.0m. The minimum acceptable width is 2.75m.
- Crossings to adjacent properties shall be either fully combined, and of maximum width of 6.0m, or else have a minimum separation of 9m.
- Vehicle crossings to residential corner allotments are to be located a minimum of 6m from the intersection of road reserves and 2m clear of pedestrian kerb crossings.
- Driveways in areas with existing footpaths and kerbed roadway shall be in accordance with Infrastructure Design Manual standard drawings for residential vehicle crossings.
- Culvert crossings in urban streets with kerb and channel, are not generally supported. Where such a crossing is considered the only option, an application will be considered on its individual merits and is to have regard to this policy.

Rural Vehicle Crossing Specifics

- All rural vehicle access crossings shall include a culvert unless the location of the access is at an obvious high point or is where an all weather swale crossing can be accommodated as detailed below.. All culverts shall have an endwall at each end of the pipe. Driveable endwalls shall be used wherever the culvert/endwall is located within the road safety hazard clear zone.

Adopted at Council on:
Agenda Item:
Responsibility: Manager Assets Planning
File Number:

Department: Assets Planning
To be reviewed by: February 2023
Policy No.
Page Number:

Corangamite Shire Council Policy – Vehicle Crossings

- In flat terrain the minimum size pipe is 375mm diameter in rural and rural living zones, and pipes shall be laid such that the pipe invert is 150mm lower than the invert of the table drain and is to have a minimum of 1 in 100 fall.
- In steeper terrain the minimum pipe size is 300mm diameter where steeper grades reduce the risk of silting and blockage. An all weather swale crossing can be used in lieu of a culvert where the depth of the table drain is less than 350mm and where it can be safely and conveniently negotiated by standard cars.
- The crossing shall not enter the carriageway above the existing level of the road shoulder.
- The hydraulic capacity of the culvert is to be such that at the crossing no water may encroach on the edge of the shoulder on sealed roads or the edge of gravel on gravel roads.

Truck Access to Properties

- Rural vehicle crossings to be constructed or modified for the access of semi trailers and/or B Doubles are to be designed in accordance with the IDM standard drawing for B Double Vehicle Crossings.
- Urban vehicle crossings established for truck access are to be constructed in accordance with the Infrastructure Design Manual standard drawing for industrial driveways.

Temporary Vehicle Crossings

- Temporary crossings associated with building or construction work are to be provided for protection to Council assets such as the road, kerb and channel, drains, footpath within the road reserve where there is a risk of damage to these assets.
- Temporary crossings shall be constructed to the satisfaction of Council.
- Such crossings shall be maintained in good order by the person responsible for the works and be removed when building or construction works have been completed.

Redundant Vehicle Crossings

- Where works on a property involve the relocation or closure of a point of vehicular access, any redundant part of a vehicle crossing must be removed and the kerb, drain, footpaths, nature strip or other part of the road be reinstated to the satisfaction of the Council, and is at the owner's responsibility and cost. Such works shall be completed within one (1) month of completion of the new crossing.
- The Council may require the owner or occupier of a property to remove any part of or all of a vehicle crossing for which there is no effective point of vehicle access and to reinstate the road.

Human Rights

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights Act (2006)*.

Review Date

February 2023

Adopted at Council on:
Agenda Item:
Responsibility: Manager Assets Planning
File Number:

Department: Assets Planning
To be reviewed by: February 2023
Policy No.
Page Number:

9.2 Council Plan Performance, July - December 2019

Author: Andrew Mason, Chief Executive Officer

File No:

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Summary

This report provides information on Council's progress towards the 2017-2021 Council Plan, including the 2019-2020 Annual Action Plan.

Introduction

Council is required to review its performance against the Council Plan for the first six months of each financial year. This requirement is included in the Governance and Management Checklist, which forms part of Council's Annual Report of Operations.

Issues

Established within the Council Plan are a set of indicators that have been identified to demonstrate Council's progress in achieving the overarching objectives and strategies outlined in the Plan. In addition to these indicators, specific key actions and initiatives are identified each year in an Annual Action Plan.

Council Plan Indicators

At 31 December 2019, progress towards achieving the Council Plan indicators was predominantly in progress or completed by the end of the calendar year.

Between 1 July and 31 December 2019, a number of indicators measured annually were completed, an increase on the results reported at the same time last year and again particularly evident in Council's strong focus on advocacy with State and Federal counterparts, highlighting issues key to our region and actively sourcing investment opportunities to projects such as the Twelve Apostle Trail Stages 1 and 2.

Council again performed strongly in the Vibrant Economic, Agriculture and Tourism theme, demonstrating Council's focus on supporting economic development within the Shire.

Nineteen indicators were pending at the end of 2019, as data has yet to become available. The majority of these indicators relate to the Community Satisfaction Survey, with results not available until May 2020.

The attached progress report identifies the status of all 82 Council Plan indicators. A comparison on the status of the indicators between 31 December 2018 and 31 December 2019 is provided in the table below.

Status of Indicator	2018-2019 result at 6 months	2019-2020 result at 6 months
Completed – annual measure	14	22
Completed – four-year measure	5	6
In Progress	40	31
Pending	22	19
Not Started	0	4
Deferred	1	0
Not applicable	Now marked as completed (annual measure)	0

Annual Action Plan Progress

At 31 December 2019, Council had made good progress towards achieving the initiatives identified in the 2019-2020 Annual Action Plan, with the majority of actions either completed or well underway. Actions completed on or ahead of schedule included those associated with Council's advocacy activities, funding programs, and community services-based initiatives.

Actions noted as pending in the attached report mostly relate to projects due to commence in the second half of the 2019-2020 financial year, or those contingent on changes to legislation which has yet to eventuate.

The attached report outlines the status of the 73 key actions from the Annual Action Plan as at 31 December 2019, of which:

- 26 were completed (35.62%)
- 33 were in progress (45.21%)
- 12 were pending (16.43%)
- 2 were deferred (2.74%).

Policy and Legislative Context

The *Local Government (Planning and Reporting) Regulations 2014* supports the operation of a planning and reporting framework for councils in accordance with the *Local Government Act 1989*.

The regulations require the adoption of a Council Plan report which demonstrates the performance of the Council against the Council Plan for the first six months of each financial year. This requirement is included in the Governance and Management Checklist which will form part of the Annual Report of Operations for 2019-2020.

A six-month report of Council's performance against the Council Plan is consistent with the following Council Plan commitment and objective:

We are committed to ensuring the ethical behaviour of Councillors and staff, maintaining good governance and remaining financially sustainable.

Council will demonstrate high levels of ethical behaviour and governance standards.

Internal / External Consultation

Corangamite Shire's Leadership Group has contributed to the preparation of the Council Plan and Annual Action Plan Progress Report for the period July–December 2019.

Financial and Resource Implications

Preparation of a six-month performance report is part of Council's annual reporting cycle and does not require additional resources.

Options

Council is required to receive a report on progress towards the Council Plan, including the Annual Action Plan.

Conclusion

Council is required to review its performance against the Council Plan for the first six months of each financial year. The organisation is progressing steadily towards achieving the Council Plan indicators and initiatives in the Annual Action Plan. At 31 December 2019, the majority of the work required was completed or well underway.

RECOMMENDATION

That Council receives the Council Plan and Annual Action Plan Progress Report for July–December 2019.

COUNCIL RESOLUTION

MOVED: Cr Gstrein

SECONDED: Cr Brown

That the recommendation be adopted.

CARRIED

Attachments

1. Six-Month Progress Report on Council Plan and Annual Action Plan 2019-2020 - Under Separate Cover

9.3 Local Government Performance Indicators Report for six month period ending 31 December 2019

Author: David Rae, Director Corporate and Community Services

File No:

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - David Rae

In providing this advice to Council as the Director Corporate and Community Services, I have no interests to disclose in this report.

Summary

The purpose of this report is to provide Council with results on the Local Government Performance Reporting Framework (LGPRF) Indicators for the six-month period ending 31 December 2019, as required under the *Local Government (Planning and Reporting) Regulations 2014*.

Introduction

The LGPRF is a mandatory system of reporting to ensure all councils are measuring and reporting their performance through a consistent set of indicators.

The aim of the LGPRF is to strengthen accountability and transparency across local government.

Councils are also required to report performance indicator information in their annual reports which is also published on the 'Know Your Council' website.

Issues

The *Local Government (Planning and Reporting) Regulations 2014* sets out the financial planning and reporting framework for local government, including the legislated performance indicators.

The half yearly results and, where applicable, comparative results for the same period last year and previous financial years are reported in the attachment (under separate cover). Council's performance for the six-month period ending 31 December 2019 is not dissimilar to the same period last year. Some indicators have performed strongly, whereas some require monitoring over the remainder of the financial year.

Care should also be taken when interpreting the data provided in the attached report, as it only pertains to half the financial year. Non-financial elements reported are not always

uniform throughout the year and the timing of revenue or expenditure recognition often varies from year to year.

There are currently 83 mandatory indicators in the framework. The indicators need to be reported in the 2019-2020 Annual Report and will assist Council monitor its performance over time and benchmark performance on an annual basis with other councils. Some of the indicators will be audited by the Victorian Auditor General's Office.

The mandated indicators and measures are grouped into three areas:

- Service performance
- Financial performance
- Sustainability - sustainable capacity, governance and management.

The indicators reported in the attached document are consistent with prior periods. Some indicators when reporting for the full year will change as a consequence of amendments introduced this financial year. These amended indicators may not be comparable to prior periods.

Policy and Legislative Context

Consideration of this report is in accordance with the *Local Government Act 1989*, *Local Government (Planning and Reporting) Regulations 2014* and the following 2013-2017 Council Plan commitments:

Council will demonstrate high levels of ethical behaviour and corporate governance standards. We will make budgetary decisions that are reflective of our financial circumstances. We will advocate for and with the community to achieve outcomes.

Model contemporary standards of corporate governance and professional standards.

Council will recognise and make decisions that reflect our financial circumstances.

Internal / External Consultation

The reporting of results of the half yearly performance for 2019-2020 has been coordinated by Council's Executive Services and Governance Coordinator, with data collation completed by nominated department managers. The Senior Officer Group has reviewed the results.

Financial and Resource Implications

There are no financial and resource implications as a consequence of this report. However, it is estimated the recurrent cost, through lost productivity, associated with the LGPRF is \$10,000 per annum. Additionally, the promised reduction in the reporting burden by Local Government to State Government remains disappointingly inadequate and has not resulted in any recurrent cost or time savings.

Conclusion

Effective performance reporting by councils is essential for ensuring accountability to residents and ratepayers. The primary objective of the LGPRF is to provide comprehensive performance information for this purpose. The data generated by the LGPRF can also provide an incentive to improve the performance once trend data becomes available. Council's performance for the six-month period ending 31 December 2019 is generally comparable to the same period last year and reflects strong progress with most indicators when compared to trend data.

RECOMMENDATION

That Council notes the half yearly results for the period ending 31 December 2019 for the legislated performance indicators under the *Local Government (Planning and Reporting) Regulations 2014*.

COUNCIL RESOLUTION

MOVED: Cr Durant

SECONDED: Cr Gstrein

That the recommendation be adopted.

CARRIED

Attachments

1. LGPRF Indicators - Report for 6 month period ending 31 December 2019 - Under Separate Cover

9.4 Corporate Risk Register - Strategic Risk Report

Author: Michele Stephenson, Manager Human Resources/Risk

File No:

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Michele Stephenson

In providing this advice to Council as the Manager Human Resources/Risk, I have no interests to disclose in this report.

Summary

This report presents the six-monthly update on Council's strategic risk profile. The Corporate Risk Register (CRR) Strategic Risk Report Executive Summary, which includes the strategic risk profile, is attached under separate cover. The report is provided in accordance with the Local Government Performance Reporting Framework requirement for 'Six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies'.

Introduction

It is essential that all risks are managed, communicated and considered consistently at all levels within Council.

The Corangamite Shire Risk Management Framework, incorporating the Risk Policy, has been developed to provide an integrated approach to managing risk across Council. Part 2 of the Framework (Risk Strategy) deals with risk appetite and strategic risk profile, and it describes how the risk profile is managed through the CRR. The CRR documents the strategic and operating risks to Council's operations, including their likelihood and consequence of occurring and the associated risk mitigation strategies.

Issues

Council's risk management process conforms to the international standard for risk management - AS/NZ ISO 31000:2009. Through the CRR, all risks and the implementation of the associated controls and treatments can be monitored and reported. The CRR is regularly reviewed, with operational risks adapted due to changing and emerging circumstances.

The Risk Assessment Process

The CRR is not static, and the identification of new operational risks, controls and treatments is ongoing by ‘risk owners’.

For each risk the CRR contains:

- A description of the risk
- The likelihood that the risk may occur
- The impact or consequence if the risk occurs
- Existing controls in place to mitigate the risk
- The Risk Rating (likelihood x consequence)
- Treatment plans to mitigate the risk.

From this analysis the Current Risk Level is determined.

The following Risk Matrix is used to determine the **Risk Rating** for a risk.

	Consequence / Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Is almost certain to occur in most circumstances (80% plus)	Almost Certain	Medium	High	Extreme	Extreme	Extreme
Will probably occur (50-80%)	Likely	Medium	High	High	Extreme	Extreme
Might occur at some time in future (20-50%)	Possible	Low	Medium	Medium	Extreme	Extreme
Could occur but doubtful (5-20%)	Unlikely	Low	Low	Medium	High	Extreme
May occur but only in exceptional circumstances (<5%)	Rare	Low	Low	Low	Medium	High

Level	Description
Low	Manage by routine procedures
Medium	Specific Management responsibility
High	Needs senior management attention
Extreme	Detailed action plan required

Council's Strategic Risk Profile (January 2020)

Current Strategic Risk Profile – All Strategic Risks

Likelihood (Probability)	Consequence (Impact)				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain Is almost certain to occur in most circumstances (80% plus)					
Likely Will probably occur (50-80%)		<i>(Numerals indicate no. of risks)</i>			
Possible Might occur at some time in future (20-50%)		1	12		
Unlikely Could occur but doubtful (5-20%)					
Rare May occur but only in exceptional circumstances (<5%)					
	Low	Medium	High	Extreme	

The Strategic Risk profile is contained in the Strategic Risk Report, detailing the top ten current strategic risks (before treatment plans). The risk assessment of each risk shows current controls, and additional identified treatments to further reduce the risk. There were no outstanding treatments at the time of this report.

Policy and Legislative Context

Consideration of this report is in accordance with the following objectives in the 2017-2021 Council Plan:

We are committed to ensuring the ethical behaviour of Councillors and staff, maintaining good governance and remaining financially sustainable.

Council will demonstrate high levels of ethical behaviour and governance standards.

We value our employees, their contribution and are committed to providing a safe workplace. We will ensure our organisation delivers a high level of customer service and our employees act with integrity at all times.

The report is also provided in accordance with the requirements of the Local Government Performance Reporting Framework and in accordance with the Council's Risk Management Framework.

Internal / External Consultation

The Leadership Group and other risk owners continue to manage and monitor risks in consultation with the Senior Officer Group. After the development of each four-year Council Plan, councillors and senior officers identify the strategic risks to its objectives.

Financial and Resource Implications

There are no financial or resource implications as a consequence of this report.

Conclusion

Corangamite Shire Council objectives are set out in the Council Plan, and the management of risks to the achievement of these objectives is the primary aim of the Risk Management Framework.

In order to manage these risks, it is essential that consistent processes are adopted within the framework. The Corporate Risk Register is a critical element of the Risk Management Framework, and regular reporting to Council assists in the management and oversight of risk effectively and efficiently across the organisation. This report and the accompanying Corporate Risk Register Strategic Risk Report inform Council about the organisation's strategic risk profile as at 31 January 2020.

RECOMMENDATION

That Council receives the Corporate Risk Register Strategic Risk Report.

COUNCIL RESOLUTION

MOVED: Cr Gstrein

SECONDED: Cr Beard

That the recommendation be adopted.

CARRIED

Attachments

1. Corporate Risk Register Strategic Risk Report - Under Separate Cover

9.5 Quick Response Grants Allocation February 2020

Author: David Rae, Director Corporate and Community Services

File No:

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Acting Chief Executive Officer, I have no interests to disclose in this report.

Author – David Rae

In providing this advice to Council as the Director Corporate and Community Services, I have no interests to disclose in this report.

Summary

The purpose of this report is to approve the February 2020 allocation of funds under the Quick Response Grants Program.

Introduction

The Quick Response Grants Program is beneficial in supporting instances of community need that are not readily able to be considered under the Community, Events and Festivals, Facilities or Environmental Grants Programs. Applications for Quick Response Grants are considered by Council as they are received.

Issues

The Quick Response Grants Program has a fixed budget that Council provides annually for the distribution of funds to Shire community groups. The Quick Response Grants Program has a rolling intake and this flexible approach allows Council to allocate small amounts to various community groups which results in positive outcomes.

Applications received for this allocation are attached under separate cover. Each application has been assessed against the following criteria, as detailed in the Quick Response Grants Policy:

- a. Eligible recipient
- b. Council Plan alignment
- c. Community benefit
- d. Eligible expenditure.

The assessment has also been provided as a separate attachment to this report.

Policy and Legislative Context

Consideration of applications for the Quick Response Grants Program is in accordance with the Quick Response Grants Policy and the following 2017-2021 Council Plan commitments:

We are committed to working towards ensuring the safety, health and wellbeing of our communities.

Council will continue to provide and support a range of community and social support services.

Council will provide and support a range of opportunities that support people to engage in healthy and active lifestyles, the arts, recreation and sport.

Improved educational outcomes in Corangamite Shire.

Support our small towns and dispersed population.

Improve the health and wellbeing of our community.

Internal / External Consultation

Applications for the Quick Response Grants Program are available from Council's website or by contacting Council's Community Relations team. Applicants are encouraged to discuss their application with the respective Ward Councillor prior to submission. Applicants may also contact Council's Director Corporate and Community Services for further information. Applicants will be advised of the outcome of their application following the Council meeting. Successful applicants will also be requested to provide a grant acquittal following completion of the event or project, including return of unexpended amounts.

Financial and Resource Implications

The 2019-2020 Quick Response Grants Program budget allocation is \$17,500. Annual allocations for each Ward shall not exceed 1/7th of the fund's annual budget in the case of North, South West, Coastal and South Central Wards, and 3/7th of the fund's annual budget in the case of Central Ward. Should the allocations be approved as recommended in this report, the remaining allocation is outlined in the table below.

Ward	Annual Allocation \$	Previous Allocations \$	This Allocation \$	Remaining Allocation \$
Coastal	2,500.00	999.00	479.00	1,022.00
North	2,500.00	1,500.00	0.00	1,000.00
South Central	2,500.00	360.00	0.00	2,140.00
South West	2,500.00	1,478.00	500.00	522.00
Central	7,500.00	2,877.00	499.09	4,123.91
	17,500.00	7,214.00	1,478.09	8,807.91

Options

Council can consider:

1. Allocating the funds as requested by the applicants
2. Allocating the funds for a reduced amount
3. Not allocating funds as requested by the applicants.

Conclusion

The Quick Response Grants Program provides financial assistance to community groups to undertake beneficial projects and activities. The applications recommended for funding in this allocation are in accordance with Quick Response Grants Policy and will result in positive outcomes for the community.

RECOMMENDATION

That Council approves the following applications for funding from the Quick Response Grants Program for February 2020:

Applicant	Purpose	Ward	Amount
Terang Men's Shed	Purchase cost of replacing a failed timber router.	Central	\$499.09
Simpson and District Community Centre	Purchase cost of new lawn mower to maintain the grounds at the Simpson Community Centre.	Coastal	\$479.00
Rotary Club of Cobden	Film rights and advertising costs for an outdoor movie night.	South Central	\$500.00

COUNCIL RESOLUTION

MOVED: Cr Beard
SECONDED: Cr Illingworth

That the recommendation be adopted.

CARRIED

Attachments

1. Quick Response Grants Assessment - February 2020 Allocation - Under Separate Cover
2. Application Quick Response Grant - Terang Mens Shed - Under Separate Cover
3. Application Quick Response Grant - Simpson & District Community Centre Inc Part A - Under Separate Cover
4. Application Quick Response Grant - Simpson & District Community Centre Inc Part B - Under Separate Cover
5. Application Quick Response Grant - Cobden Rotary - Under Separate Cover

9.6 Records of Assembly of Councillors

Author: Andrew Mason, Chief Executive Officer

File No:

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Summary

This report documents the Assembly of Councillors to be reported since the last Ordinary Meeting of Council on 28 January 2020.

Introduction

The *Local Government Act 1989* (the Act) requires that records of meetings which constitute an Assembly of Councillors be tabled at the next practicable meeting of Council and be incorporated in the minutes of the Council meeting.

Issues

An 'Assembly of Councillors' is defined in the Act as a meeting at which matters are considered that are intended or likely to be the subject of a Council decision or subject to the exercise of a delegated authority and which 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.

Typical meetings classed as an Assembly of Councillors at Corangamite Shire include Councillor briefings, advisory committees and planning site inspections. However, from time to time additional records may be reported in accordance with the Act.

Section 80A of the Act requires that a record must be kept of an Assembly of Councillors which lists:

- The Councillors and members of Council staff attending
- The matters considered
- Disclosures of conflict of interest (if any are made)
- Whether a Councillor left the meeting after making a disclosure.

Records of an Assembly of Councillors are documented by a Council officer present at a meeting designated as an Assembly of Councillors. Responsibility for the maintenance of records associated with Assembly of Councillors rests with the Chief Executive Officer.

Policy and Legislative Context

Tabling of the records of Assembly of Councillors ensures Council is compliant with the Act. In addition, this report is consistent with the Council Plan 2017-2021 objective that “Council will demonstrate high levels of ethical behaviour and governance standards”.

Conclusion

The record documenting the below Assembly of Councillors are attached:

- 28 January 2020 Councillor briefing
- 11 February 2020 Councillor briefing.

RECOMMENDATION

That Council accepts the attached Record of Assembly of Councillors.

COUNCIL RESOLUTION

MOVED: Cr Illingworth

SECONDED: Cr Gstrein

That the recommendation be adopted.

CARRIED

Attachments

1. Record of an Assembly of Councillors Councillor Briefing 28 January 2020
2. Record of an Assembly of Councillors Councillor Briefing 11 February 2020

Council

Record of an Assembly of Councillors



Date: 28 January 2020
Place: Killara Centre

Time: 2.00 pm

Present:

Cr Beard Cr Brown Cr Durant Cr Gstrein
 Cr Illingworth Cr Oakes Cr Trotter

Officers:

Brooke Love Andrew Mason David Rae Lyall Bond
Rory Neeson, Manager Growth and Engagement (Item 2 and Australia Day Hot Topic)

Guests:

Geoff Rollinson, Heytesbury Landcare, Jade Killoran, AGF Seeds and
Karrinjeet Singh-Mahil (Item 1)
Phil Ore, Marketing Entourage (Item 2)
Linda French, Beach Energy (Item 3)

Issues Discussed:

Item	Discussion Topic
1	Climate Emergency
2	Theatre Royal Complex Innovation Hub Study Update
3	Beach Energy Update
4	Hot Topics <i>Agenda Items, Australia Day Debrief, Fire, Christmas Debrief, Key Worker Housing Project (see paper attached), Roadside Slashing, North Beach, MAV Regional Meeting, Derrinallum Hail Storm, Ordinary Returns, Pandemic Planning</i>
5	Councillor Items <i>Pit Cover in Curdie Street, Birds in the Avenue, Public Toilet Signage, Cressy Street two-way, War Memorial sight lines, Line Marking at the rear of the Killara Centre, VCAT Update, Skipton Medical Update, Landfill and Naroghid Windfarm Timboon, Australia Day, Powell Scholarship Update.</i>

Conflicts of Interest declared:

Nil

Councillor left the meeting at:

am/pm

Councillor returned to the meeting at:

am/pm

Councillor Conflict of Interest Form Completed:

Yes/No

Meeting close: 6.10 pm

Note taker: Andrew Mason

Please note the arrival and departure time of guests, staff and Councillors, as well as any Councillors or staff who declared a conflict of interest.

Council

Record of an Assembly of Councillors



Date: 11 February 2020 **Time:** 10.00 am
Place: Killara

Present:

Cr Beard Cr Brown Cr Durant Cr Gstrein
 Cr Illingworth Cr Oakes Cr Trotter

Cr Oakes left at 11.25 am

Cr Illingworth left at 12.30 pm

Officers:

Brooke Love Andrew Mason Rory Neeson David Rae

Brooke Love and Rory Neeson left the room for Hot Topic Item HR Issue and Complaint.

Aaron Moyne (Item 2 and Item 4)

Jarrold Woff and Dean Finlayson (Item 5)

Guests:

Chris Rankin, Echelon Planning (Item 2)

Dean Johnson and Liz Sully from Cooper Energy (Item 4)

Paul Jane GOR Management Reform (Item 7)

Issues Discussed:

Item	Discussion Topic
1	Hot Topics <i>Port Campbell Costing, Corona Virus, HR Issue and Complaint, GSC Councillor Meeting, EPA Round Table, Community and Facility Guidelines, Sport Grants, Council Elections, BRICKS, Governance Office, Hydrogen</i>
2	Simpson and Timboon Strategic Placement and Simpson Structure Plan – Draft Issues and Opportunities Report
3	Theatre Tour
4	Cooper Energy Update
5	Facility Funding Allocations
6	Draft Annual Action Plan 2020-2021
7	GOR Authority Update
8	Councillor Items <i>Port Campbell Caravan Park, Cobden dump Point, Onshore Gas Update, Dairy Sector Update, Climate Emergency, Skipton Skate Park, Noorat Walking Track, Terang-Noorat Walking Track, Sisters – Noorat Road Maintenance, Glenormiston College Update, VicHealth Grants, Timboon Fire Meeting, Timboon Weeds, BRICKS, Election</i>

Conflicts of Interest declared: Nil

Councillor left the meeting at: am/pm

Councillor returned to the meeting at: am/pm

Councillor Conflict of Interest Form Completed: Yes/No

Meeting close: 5.20 pm

Note taker: Andrew Mason

Please note the arrival and departure time of guests, staff and Councillors, as well as any Councillors or staff who declared a conflict of interest.

10. OTHER BUSINESS

Nil.

11. OPEN FORUM

Nil.

COUNCIL RESOLUTION

MOVED: Cr Beard

SECONDED: Cr Gstrein

That standing orders be suspended.

CARRIED

Standing Orders were suspended at 7.13 pm.

COUNCIL RESOLUTION

MOVED: Cr Durant

SECONDED: Cr Illingworth

That standing orders be resumed.

CARRIED

Standing Orders were resumed at 7.14 pm.

12. CONFIDENTIAL ITEMS

RECOMMENDATION

That pursuant to the provisions of Section 89(2) of the *Local Government Act* the meeting be closed to the public to enable consideration of the following reports as they relate to personnel matters.

COUNCIL RESOLUTION

MOVED: Cr Durant

SECONDED: Cr Beard

That the recommendation be adopted.

CARRIED

The meeting moved into confidential items at 7.14 pm.

Andrew Mason, Rory Neeson and Brook Love departed at 7.15 pm.

12.1 Personnel Matter

COUNCIL RESOLUTION

MOVED: Cr Gstrein

SECONDED: Cr Brown

That the meeting move out of confidential items.

CARRIED

The meeting moved out of confidential items at 7.20 pm.

Meeting Closed: 7.20 pm.

I hereby certify that these minutes have been confirmed and are a true and correct record.

CONFIRMED:

(Chairperson)

DATE: