



GANNAWARRA

Shire Council

Wednesday, 19 July 2017

7:00pm

Kerang Council Chambers

AGENDA

Ordinary Council Meeting

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1 ACKNOWLEDGEMENT OF COUNTRY

I would like to take this time to acknowledge the Traditional Custodians of the land, and pay my respect to elders both past and present

2 OPENING DECLARATION

We, the Councillors of the Shire of Gannawarra, declare that we will undertake the duties of the office of Councillor, in the best interests of our community, and faithfully, and impartially, carry out the functions, powers, authorities and discretions vested in us, to the best of our skill and judgement.

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Ordinary Meeting - 28 June 2017

5 DECLARATION OF CONFLICT OF INTEREST

The Local Government Amendment (Councillor Conduct and Other Matters) Act 2008.

A Councillor, member of a special committee, or member of Council staff has a conflict of interest in a matter if he or she has a *direct interest* or an *indirect interest* in that matter.

A person has a direct interest in a matter if there is a likelihood that the benefits, obligations, opportunities or circumstances of the person would be directly altered if the matter is decided in a particular way. This includes where there is a likelihood that the person will receive a direct benefit or loss that can be measured in financial terms or that the residential amenity of the person will be directly affected if the matter is decided in a particular way.

A person has an indirect interest in a matter if the person has:

- a close association in the matter because a family member, a relative or a member of their household has a direct or indirect interest in the matter
- an indirect financial interest in the matter
- a conflicting duty – although there are circumstances where a person does not have a indirect interest because of a conflicting duty
- received an ‘applicable gift’
- become an interested party in the matter by initiating civil proceedings or becoming a party to civil proceedings in relation to the matter.

Disclosure of conflict of interest

If a Councillor or member of a special committee has a conflict of interest in a matter which is to be or is likely to be considered at a meeting of the Council or special committee, the Councillor or member must:

- if he or she will be present at the meeting, make a full disclosure of that interest by advising of the class and nature of the interest to either –
- the Council or special committee immediately before the matter is considered at the meeting, *or*

- in writing to the Chief Executive Officer (CEO). Where the disclosure is made to the CEO in writing, the Councillor or member need only disclose the class of interest to the meeting, immediately before the matter is considered.
- if he or she will not be present at the meeting, make a full disclosure to the CEO or Chairperson of the meeting, in writing, of the class and nature of the interest. If a Chairperson is given a written disclosure, he or she must give the written disclosure to the CEO.
- The CEO must keep written disclosures in a secure place for 3 years after the date the Councillor or member of the special committee who made the disclosure ceases to be a Councillor or member, and destroy the written disclosure when the 3 year period expires.
- While the matter is being considered or any vote taken, the Councillor or member of a special committee with the conflict of interest must leave the room and notify the Mayor or Chairperson of the special committee he or she is doing so. The Mayor or Chairperson must notify the Councillor or member that he or she may return to the room after consideration of the matter and all votes have been cast.
- A CEO or Chairperson of a special committee must record in the minutes of the meeting the declaration of the conflict of interest, the class of the interest and, if the Councillor or member has disclosed the nature of the interest to the meeting, the nature of the interest.
- A failure by a Councillor or member to comply with section 79 of the Act may result in a penalty of up to 100 penalty units and disqualification under section 29(2) of the Act.

6 QUESTION TIME

Question Time at Council meetings enables an opportunity for members of the public in the gallery to address questions to the Council of the Shire of Gannawarra.

QUESTIONS FROM THE GALLERY

- All questions are to be directed to the Chair.
- Members of the public may ask questions from the gallery and should provide their name (and organisation if relevant) at the beginning of their questions.
- There is a maximum number of 3 questions of up to 2 minutes each.
- Chair will respond or refer to Councillor or CEO.
- Sometimes a Councillor/officer may indicate that they require further time to research an answer. In this case, the answer will be provided in writing generally within 10 days.
- Where a question cannot be answered on the spot, the person is asked to write out their questions on a form provided to enable an accurate response to be prepared.
- Questions will be answered at the meeting, or later in writing, unless the Chairperson has determined that the relevant question relates to:
 - Personal matters
 - The personal hardship of any resident or ratepayers
 - Industrial matters
 - Contractual matters
 - Proposed developments
 - Legal advice
 - Matters affecting the security of council property
 - An issue outside the Gannawarra Shire Council core business
 - Or any other matter which the Council considers would prejudice it or any person

- A matter which may disadvantage the Council or any other person
 - Is defamatory, indecent, abusive or objectionable in language or substance
 - Is repetitive of a question already answered (whether at the same or an earlier meeting)
 - Is asked to embarrass an officer or another Councillor
-
- No debate or discussion of questions or answers shall be permitted and all questions and answers shall be as brief as possible.

7 ASSEMBLY OF COUNCILLORS

7.1 ASSEMBLY OF COUNCILLORS JUNE 29 2017 TO JULY 19 2017

Author: Eric Braslis, CEO

Authoriser: Eric Braslis, CEO

Attachments: 1 Assembly of Councillors Record Form - 10 July, 2017

RECOMMENDATION

That Council notes the records of Assembly of Councillors from 29 June, 2017 to 19 July, 2017.

EXECUTIVE SUMMARY

To report to Council written records of Assembly of Councillors in accordance with section 80A of the *Local Government Act 1989*.

DECLARATIONS OF CONFLICT OF INTEREST

In accordance with Section 80B of the *Local Government Act 1989*, the Officer preparing this report declares no conflict of interest in regards to this matter.

COUNCIL PLAN

Council Plan 2017-2021 – Good Governance and a Healthy Organisation.

BACKGROUND INFORMATION

In accordance with Section 80A of the *Local Government Act 1989* a written record of assembly of councillors must be reported at an ordinary Council meeting and minuted as soon as practicable.

The record must include:

1. The names of all Councillors and members of council staff attending
2. The matters considered
3. Any conflict of interest disclosures made by a councillor attending
4. Whether a Councillor who has disclosed a conflict of interest left the assembly.

CONSULTATION

Consultation with Councillors and staff has occurred to ensure the accuracy of the Assemblies of Councillors records.

CONCLUSION

To ensure compliance with Section 80A of the *Local Government Act 1989* it is recommended that Council note the Assemblies of Councillors records as outlined in this report.



Assembly of Councillors Record Form

Date:	Monday, 10 July 2017
Time:	9:30am - 2.00pm
Location:	Council Chambers, Kerang
In Attendance: (Councillors)	Cr Brian Gibson, Cr Charlie Gillingham, Cr Mark Arians, Cr Jodie Basile and Cr Lorraine Learmonth
Apologies / Leave of Absence (LoA)	Cr Sonia Wright (LoA), Cr Steve Tasker (LoA)
In Attendance: (Officers)	Eric Braslis, Tom O'Reilly, Mandy Hutchinson, Geoff Rollinson, Sid Hutchinson, Roger Griffiths, Stevie Pearce, Peter Bergman, Kerri Sidorow
Matters Discussed:	Tricia Currie – Women’s Health Loddon Mallee update presentation Karl Barrett – CVGA – Solar savers presentation Response to Notice of Motion 67 Audit Committee June Meeting Policy review – Policy No. 010 and Policy No. 082 Mayoral Attendance at ALGA Quarterly Grants Update 2017 Wirred into the warra Economic development, Tourism and Business Update Leitchville Library Location Gannawarra Shire Heritage Study Update – Amendment C36
Conflict of Interest Disclosures (Councillors)	Nil
Conflict of Interest Disclosures (Officers)	Nil
Completed By:	Eric Braslis – Chief Executive Officer

This form MUST be completed by the attending Council Officer and returned immediately to Manager Governance for filing (See over for Explanation/Notes)

8 BUSINESS REPORTS FOR DECISION

8.1 RESPONSE TO NOTICE OF MOTION - 67 RE BUDGET STATISTICS

Author: Sid Hutchinson, Manager Finance

Authoriser: Tom O'Reilly, Director Corporate Services

Attachments: 1 Response to Notice of Motion 67 - Budget Statistics

RECOMMENDATION

That Council note the response to Notice of Motion 67 – Budget Statistics

EXECUTIVE SUMMARY

The report is for information only and addresses the statistics requested by Notice of Motion 67 – Budget Statistics. The statistics have been calculated and derived from information contained in Council's adopted Budget documents. The report reflects statistics that place an emphasis on the number of assessments per rating category. In accordance with the Local Government Act 1989 Councils rating strategy is based on the level of rates required, the level of valuations and the adopted differential rates strategy.

BACKGROUND

A notice of Motion was provided to Council on 14 September 2016 by the then Councillor Neville Goulding that officers bring a report to Council:

1. Outlining the average CIV for the Residential, Commercial, Irrigation and Dry Land farms for 2015/16 and 2016/17.
2. Outlining the average Rate payable by Residential, Commercial, Irrigation and Dry Land farms for 2015/16, 2016/17.
3. Comparing the number of Assessments for the four categories for 2015/16 and 2016/17.
4. Documenting the Assessments as percentages for Residential, Commercial, Irrigation and Dry Land farms.
5. Documenting those percentages as percentage of average rate payable by each category for 2015/16 and 2016/17.
6. Comparing the percentage of assessments for all categories against the percentage of rates payable by each category, for 2015/16 and 2016/17.
7. Comparing the average rate for all categories using an ad valorem method, the average rate as per the budget, and the percentage of assessments calculated as a percentage of rates payable by each category, for 2015/16 and 2016/17.
8. Comparing percentage of Assessments for Residential and Commercial combined and Irrigation and Dry Land farms combined, for 2015/16 and 2016/17.
9. Comparing the percentage of rates payable by Residential and Commercial combined and Irrigation and Dry Land farms combined, for 2015/16 and 2016/17.

POLICY CONTEXT

Council Plan 2017-2021 – Pursue initiatives to achieve long term financial sustainability in line with best practice.

DISCUSSION

The statistics requested by the Notice of Motion place emphasis on the number of assessments per rating category. As part of Council's rate strategy discussions the level of valuation and the amount required to be raised are used in determining the split of the rate burden. The average amount paid per assessment is a consequence of that discussion in accordance with Section 158 and 158A of the Local Government Act 1989.

CONSULTATION

No consultation was required to occur for this matter.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter

CONCLUSION

The report is for information only and addresses the statistics required by Notice of Motion 67.

Response to Notice of Motion 67 - Budget Statistics

1	Average CIV by assessments	2015/2016	2016/2017
	Residential	173,461	176,205
	Commercial	230,603	235,479
	Irrigation	320,387	325,814
	Dry land	484,400	497,566

2	Average rates paid by assessments	2015/2016	2016/2017
	Residential	1,207.83	1,224.66
	Commercial	1,678.52	1,686.65
	Irrigation	2,107.19	2,181.82
	Dry land	2,541.22	2,605.86

3 & 4	Comparison of number of assessments	2015/2016		2016/2017	
	Residential	4,585	68.78%	4,598	68.67%
	Commercial	504	7.56%	510	7.62%
	Irrigation	1,152	17.28%	1,157	17.28%
	Dry land	425	6.38%	431	6.44%
	Total Assessments	6,666	100.00%	6,696	100.00%

5	Comparison of rates payable	2015/2016	2016/2017
	Residential	55.99%	56.93%
	Commercial	8.55%	8.70%
	Irrigation	24.54%	25.52%
	Dry land	10.92%	11.35%

6	Comparison assessments and rates payable	2015/2016		2016/2017	
		Assessments	Rates	Assessments	Rates
	Residential	68.78%	55.99%	68.67%	56.93%
	Commercial	7.56%	8.55%	7.62%	8.70%
	Irrigation	17.28%	24.54%	17.28%	25.52%
	Dry land	6.38%	10.92%	6.44%	11.35%

7 (a)	Comparison Ad valorem Vs Budget	2015/2016		2016/2017	
	Average rates payable	Ad valorem	Per Budget	Ad valorem	Per Budget
	Residential	1,154.23	1,207.83	1,174.00	1,224.66
	Commercial	1,534.47	1,678.52	1,568.93	1,686.65
	Irrigation	2,131.90	2,107.19	2,170.80	2,181.82
	Dry land	3,223.27	2,541.22	3,315.14	2,605.86

7 (b)	Comparison Ad valorem Vs Budget	2015/2016		2016/2017	
	Rates payable	Ad valorem	Per Budget	Ad valorem	Per Budget
	Residential	53.50%	55.99%	53.24%	56.93%
	Commercial	7.82%	8.55%	7.89%	8.70%
	Irrigation	24.83%	24.54%	24.77%	25.52%
	Dry land	13.85%	10.92%	14.09%	11.35%

8	Comparison of number of assessments	2015/2016		2016/2017	
	Residential & Commercial	5,089	76.34%	5,108	76.28%
	Irrigation and Dryland	1,577	23.66%	1,588	23.72%
	Total Assessments	6,666	100.00%	6,696	100.00%

9	Comparison of rates payable	2015/2016	2016/2017
	Residential & Commercial	64.54%	64.02%
	Irrigation and Dryland	35.46%	35.98%

8.2 MAYORAL ATTENDANCE - AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

Author: Eric Braslis, CEO

Authoriser: Eric Braslis, CEO

Attachments: Nil

RECOMMENDATION

That Council receive and note the Mayoral conference report in relation to the 2017 National General Assembly of Local Government.

EXECUTIVE SUMMARY

Mayor Gibson, along with the CEO, attended 2017 National General Assembly (NGA) of Australian Local Government Association in Canberra from Sunday 18 to Wednesday 21 June.

BACKGROUND

Mayor Gibson attended the conference along with in excess of 800 delegates from Councils across Australia. Many seminars were attended addressing Building Tomorrows Communities gaining insight into advances made in councils both similar in size to Gannawarra and larger councils through to the large city councils.

Mayor Gibson attended dinner in the Members Dining Room at Parliament House at the invitation of Mr Andrew Broad, Federal Member for Murray. This dinner was also attended by representatives from other councils within the Mallee electorate.

POLICY CONTEXT

Council Plan 2017-2021 – To be leaders in our community supported by a performance focused organisation that embraces innovation.

Councillor Allowances and Support Policy No. 092.

DISCUSSION

Council's attendance at this annual Assembly provides the opportunity to listen to the current challenges confronting the sector from Councils across the country and consider solutions or innovative ideas that may be relevant to Gannawarra.

There were approximately 100 motions provided to the 2017 NGA covering a vast array of issues including rate capping policies, roads, rail services, sustainable cities, NBN, housing affordability, mental health, renewable energy and the environment. Resolutions carried will be considered by the NGA Board and where appropriate, will be pursued with the Federal Government and the Opposition. These resolutions will also be drawn on as part of ongoing advocacy. The resolutions can be found at

<http://alga.asn.au/site/misc/alga/downloads/events/2017NGA/Resolutions from NGA 17.pdf>

Keynote speakers were Laura Tingle, the political editor of The Australian Financial Review, Marc-Heinrich Werner, CEO, BMW Group Australia and Leigh Sales, ABC 7.30 anchor.

Political speakers were Senator the Hon Fiona Nash, The Hon Bill Shorten MP, The Hon Michael Keenan MP, Senator the Hon Nigel Scullion and The Hon Angus Taylor MP.

CONSULTATION

No consultation was required.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter

CONCLUSION

That Council note Mayor Gibson's report.

8.3 COUNCIL POLICY REVIEW - POLICY NO. 010 AND 082

Author: Alissa Harrower, Governance and Compliance Coordinator

Authoriser: Tom O'Reilly, Director Corporate Services

Attachments: 1 Policy No. 010 - Equal Opportunity
2 Policy No. 082 - Records Management

RECOMMENDATION

That Council repeal the following reviewed policies:

- Policy No. 010 – Equal Opportunity
- Policy No. 082 – Records Management

EXECUTIVE SUMMARY

Council officers undertake regular reviews of Council policies to ensure they are up to date and reflective of current practices. This report addresses the following policies which have recently been reviewed:

- Policy No. 010 – Equal Opportunity
- Policy No. 082 – Records Management

BACKGROUND

Council officers undertake regular reviews of Council policies to ensure compliance with relevant legislation and that they are reflective of current practice. Reviewed policies are presented to Council for endorsement, or repeal if it has been determined the policy is no longer required.

POLICY CONTEXT

Council Plan 2017– 2021– Identify innovative opportunities that create improvements.

DISCUSSION

Policy No	Policy Name	Comments
010	Equal Opportunity	This policy is now incorporated into Employee Policy No. 034. Given the importance and Council’s commitment to Equal Opportunity obligations they are referenced on the recruitment page of Council’s website.
082	Records Management	A review of this policy identified its content is of an operational nature; noting the Public Records Act and Information Privacy Act provide the statutory framework for records management. A number of Employee Policies and procedures relating to Records Management are currently being developed to reflect the transition to AltusECM, Council’s new electronic document management system.

CONSULTATION

Council's Executive Leadership and Management Teams have been involved in the review of these policies.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

This report addresses recently reviewed policies for the consideration of Council to ensure compliance with relevant legislation and that they are reflective of current practice.



Equal Employment Opportunity – Council Policy No. 010

1. POLICY

Council is committed to the principles of equal employment opportunity and will ensure that all workplace employment matters reflect this. Employment matters include:

- (a) recruitment and selection of persons as members of Council staff; and
- (b) promotion and transfer of members of Council staff; and
- (c) training and staff development for members of Council staff; and
- (d) remuneration and conditions of service of members of Council staff;

All job applicants will be treated equally with employment decisions based on merit. Council will not treat anyone unfairly or unfavourable because of any of the following personal characteristics:

- Age
- Disability
- Industrial activity
- Parental status
- Pregnancy
- Sex
- Personal association with someone who has, or is assumed to have, any of these personal characteristics.
- Breastfeeding
- Employment activity
- Lawful sexual activity
- Physical features
- Religious belief or activity
- Race (including colour, nationality, ethnicity and ethnic origin)
- Carer status
- Gender identity
- Marital status
- Political belief or activity
- Sexual orientation

All Council staff, Councillors and volunteers have a legal and moral responsibility to treat each other, and anyone else whom they deal with in the course of their duties, fairly and without discrimination and are expected to fulfil these responsibilities as a condition of employment.

Breaches of this policy may be dealt with via:

- Policy No.117 – Complaint Handling (for non-staff)
- CEO Directive No. 014 – Bullying, Harassment and Discrimination (staff).

2. POLICY REVIEW

Council will review this policy as required but always within twelve months after a general election of the Council.

At the time of review, this policy was compliant with the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

3. FURTHER INFORMATION

Any enquiries in relation to this policy should be directed to the Council’s Chief Executive Officer (as Council’s Equal Employment Opportunity Officer).

Further information can be obtained from:

- Human Rights and Equal Opportunity Commission Victoria – www.humanrightscommission.vic.gov.au
- Australian Human Rights Commission – www.humanrights.gov.au
- WorkSafe – www.worksafe.vic.gov.au

Records – Document Profile No. 14/00430

Originally adopted: 1995

Reviewed: 2002

Reviewed: 2007

Reviewed: 2009

Reviewed: 2013

To be reviewed: 2017

Minute Book Reference: 2455

Minute Book Reference: 5532

Minute Book Reference: 7712

Minute Book Reference: 9849

Council Policy No. 010 - Page 2 of 2



Records Management – Council Policy No. 082

1. INTRODUCTION

Records Management is the systematic management of records during their "life cycle" including creation, maintenance, control, storage, retrieval, dissemination and disposition.

Records form the official business communication of Gannawarra Shire Council, as such are governed by legislative requirements set out under the Public Records Act 1973.

Records contain information about business activities and can therefore function as evidence of business transactions in a court of law. Any record may also be required by Royal Commissions, auditors and other people / bodies to whom they may be subject.

The documenting of information contained in Council records is required to enable efficient retrieval of information and the compilation of an accurate and permanent "memory" of all Council events and transactions.

2. POLICY STATEMENT

This policy has been adopted to meet the needs and protect the interests of Council, its clients and others affected by its actions and decisions made as official records.

All records received and generated are the property of Gannawarra Shire Council.

The Public Records Act 1973 and the Australian Standard for Records Management AS ISO 15489.1-2002 Records Management General, and AS ISO 15489.2-2002 Records Management Guidelines are the applicable codes of best practice.

3. POLICY PURPOSE

The purpose of this policy is to ensure that Council records are effectively managed in accordance with relevant legislation, and to ensure effective and efficient information retrieval by the organisation.

This policy applies to all Council employees, councillors, contractors, consultants, temporary and casual staff, and other authorised personnel of Gannawarra Shire Council.

Records that document business activity are vital for supporting informed decision making and ensuring accountability.

4. OFFICIAL RECORDS

All information received and generated by Council is classed as records. Those records which provide evidence of business activities and are required for ongoing business form official records.

Legislation requires Council to be accountable for that business and as such all official records should be documented in Council's Records Management System to provide an official record of business activities.

Records that document:

- What happened
- What was decided
- What advice was given
- Who was involved
- When it happened
- Order of events and decisions

should all be contained within Council’s paper based files in such a way as to enable effective and efficient information retrieval.

5. MANAGEMENT OF RECORDS

Council currently stores inactive and active records on site at various locations. Council’s Records Management Unit will be responsible for ensuring that records are stored in such a manner as to ensure effective and efficient retrieval of information.

The Records Unit shall also be responsible for ensuring that relevant legislation is followed in relation to the sentencing of records.

The effectiveness of the system will be judged on the ability to retrieve information when it is required in order to assist the organisation to operate efficiently and effectively.

All official records shall be recorded on Council’s Electronic Records Management System RecFind and shall remain the property of the Gannawarra Shire Council. This ensures accountability and accessibility.

Records management and information management are shared responsibilities between record creators, managers, records / information coordinators, archivist and system administrators.

Managers will be responsible for discrete functions, processes, projects or work units have responsibility for ensuring that adequate evidence of business activity is created, captured and maintained. Managers will also be responsible for the implementation and effective operation of records and information management policies, procedures and systems and for ensuring that no records are destroyed without authorisation.

Individual employees and Councillors, as record creators, will be responsible for making and keeping complete full and accurate records that adequately document Council business activities and support any decisions made.

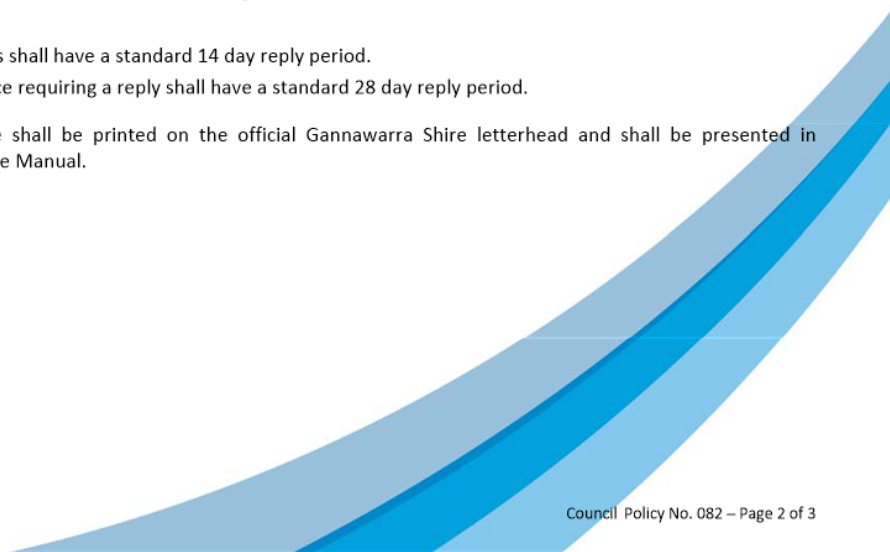
6. RECORDS GENERATED OR RECEIVED BY THE ORGANISATION

The Records Management Unit shall be responsible for registering all incoming correspondence. Each piece of correspondence shall be correctly classified to ensure prompt response / action systems are in place and followed, where appropriate.

At any one time, Council deals with a significant amount of correspondence which requires action, the following guidelines will be followed, where appropriate, to ensure that the organisation meets the needs of its constituents and others in the wider community.

- Complaints or Requests shall have a standard 14 day reply period.
- General correspondence requiring a reply shall have a standard 28 day reply period.

All outwards correspondence shall be printed on the official Gannawarra Shire letterhead and shall be presented in accordance with Council’s Style Manual.



7. DISPOSAL OF OFFICIAL RECORDS

Records will be retained for as long as they are needed or for as long as is defined in the relevant retention / disposal schedule (Local Government Records General Disposal Schedule PROS 98/01) of the Public Records Act 1973 whichever is greater.

Typically Council records will go through a 3 phase life cycle consisting of two years as active records and five years as inactive records. After seven years records will be either archived or marked for destruction.

Once Records are classified for destruction, approval to destroy must be sought from the Chief Executive Officer or relevant director.

Disposal shall be by shredding, pulping or burning.

8. INFORMATION RETENTION AND CONFIDENTIALITY

Council employees must safeguard Council information and information belonging to others such as Council customers and suppliers from unauthorised or accidental disclosure, modification, damage or destruction, consistent with Council policy and provisions of the Information Privacy Act 2000.

The storage of sensitive information will be the responsibility of the Chief Executive Officer.

No information that does not form part of the official record of Council business and that contravenes the Privacy Act 2002 shall be kept on Council files.

9. VIOLATIONS OF THE RECORDS MANAGEMENT POLICY

Council employees who disclose sensitive information or who unlawfully remove, sell, damage or destroy a public record without authority will be subject to disciplinary action.

Violations may also contravene the law or relevant legislation and subject the employee or Council to criminal or civil actions.

10. AVAILABILITY OF THE RECORDS MANAGEMENT POLICY

The availability of this Records Management Policy will be promoted to the local community and circulated to all Gannawarra Shire Council employees. The policy will then be displayed in a prominent position at the Kerang and Cohuna offices and on Council's website at www.gannawarra.vic.gov.au.

This policy is supported by a Records Management Procedure Manual which will also be displayed in a prominent position at the Kerang and Cohuna offices and on Council's website.

11. REVIEW OF THE RECORDS MANAGEMENT POLICY

This policy is issued under the authority of the Chief Executive Officer and will be reviewed and amended as required in consultation with Council's Records Management Unit.

12. FURTHER INFORMATION ON THE RECORDS MANAGEMENT POLICY

The contact officer for any further information in relation to this Records Management Policy is the Records Coordinator, Ms. Narelle Goulding.

Records – Document Profile No. 14/00455

Originally adopted: 2003

To be reviewed: May 2006

8.4 AUDIT COMMITTEE - 13 JUNE 2017 MEETING

Author: Tom O'Reilly, Director Corporate Services

Authoriser: Tom O'Reilly, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That Council note the recommendations and outcomes of the Audit Committee meeting held on Tuesday 13 June 2017.

EXECUTIVE SUMMARY

To present to Council an outline of the outcomes from the Audit Committee Meeting held on Tuesday 13 June 2017.

BACKGROUND

The Audit Committee Charter requires that the Director Corporate Services provide a report of each Audit Committee meeting to the next Ordinary Meeting of the Council.

The meeting of the Audit Committee held on 13 June 2017 was attended by the following:

- Deanne Van der Drift - Independent Member –Chair
- Alan Darbyshire - Independent Member
- Cr Brian Gibson – Councillor Representative
- Brad Ead, Internal Auditor, AFS and Associates
- Brad Bohun – VAGO Audit Service Provider via Conference Call
- Eric Braslis – CEO
- Tom O'Reilly - Director Corporate Services
- Lisa Clue – Manager Governance
- Kendall Theobald - Administration Officer, Corporate Services

- *Apologies:* John Campbell – Independent Member, Cr Jodie Basile – Councillor Representative, Sid Hutchinson – Manager Finance

POLICY CONTEXT

In accordance with Section 139 of the *Local Government Act 1989*, Council has established an Audit Committee as an Advisory Committee of Council.

This is an information report; there are no policies, financial or resource implications resulting from this report.

DISCUSSION

The following items were considered by the Committee at the 13 June 2017 meeting:

Report	Discussion	Recommendation/Outcome
Victorian Auditor-General's Office (VAGO) – Interim Management Report Letter 2016-17	Brad Bohun on behalf of Crowe Horwath, Council's VAGO appointed Audit Service Provider presented matters arising from the interim phase of the financial report audit of GSC for the year ending 30 June 2017. Two (2) current year interim findings rated as low were identified.	The Audit Committee acknowledged receipt of the VAGO Interim Management Report Letter 2016-17 along with Brad's verbal presentation.
Opportunity and Risk Management Progress Report and Corporate Risk Report presented by Lisa Clue, Manager Governance	A full review of Council's Risk Management framework. The review resulted in a new Risk Strategy and Procedure aimed at supporting Council to maximise opportunities in its service delivery whilst at the same time minimise the risk to all stakeholders.	The Audit Committee noted the information provided.
Audit Committee Member Appointment & Sitting Fee Update	Appointment of John Campbell to the vacant position of Independent Member of GSC's Audit Committee and set the annual sitting fees as adopted at the Ordinary Council Meeting on 19 April 2017.	The Audit Committee noted the update information provided.
Quarterly Financial Update	The quarterly Financial Report for the period ending 31 March 2017 as presented to the Ordinary Council Meeting of 17 May 2017 was presented for review.	The Audit Committee acknowledged receipt and presentation of the report.
AASB 124 Related Party Disclosures 2016/17	The requirements of Australian Accounting Standards Board 124 Related Party Disclosures will apply to financial statements prepared by local governments within Victoria.	The Audit Committee noted the update information provided.
Audit Committee Self-Assessment Survey presented by Brad Ead of AFS & Associates	A survey of the Audit Committee members to self-assess the Audit Committee's performance against GSC's Audit Committee Charter. The average response score from a scale of 1 to 6 was 4.81.	The Audit Committee acknowledged receipt of the Internal Auditor's report along with Brad Ead's presentation.

<p>Risk Assessment and Three (3) Year Internal Audit Program</p>	<p>Development of a proposed <i>Three Year Internal Audit Program</i> for GSC. This process incorporated surveys and discussions with key persons charged with Governance and Management and reviewing relevant documents to determine auditable risk areas.</p>	<p>The Audit Committee acknowledge the receipt of the Internal Auditor’s report.</p>
<p>Local Government Publications of Interest</p>	<p>The Audit Committee discussed the quarterly publication circulated by Council’s VAGO appointed Audit Service Provider, Crowe Horwath. The publication summarises key reports and publications which may impact on local councils.</p>	<p>The Audit Committee acknowledged receipt of the publication and noted the information provided.</p>
<p>Follow up of Previous Audit Recommendations</p>	<p>The status of all items on the register arising from previous audit recommendations was reviewed.</p>	<p>The Audit Committee approved the removal of three (3) items which they determined had been satisfactorily addressed.</p>

CONSULTATION

No consultation was required for this matter.

CONFLICT OF INTEREST

In accordance with Section 80B of the *Local Government Act 1989*, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The recommendations and outcomes of the 13 June 2017 Audit Committee meeting are presented for the information and noting of Council.

9 INFORMATION REPORTS

Nil

10 URGENT ITEMS

11 NOTICES OF MOTION

Nil

12 DELEGATES REPORTS

12.1 DELEGATES REPORT - 29 JUNE TO 19 JULY, 2017

Author: Eric Braslis, CEO

Authoriser: Eric Braslis, CEO

Attachments: Nil

EXECUTIVE SUMMARY

Delegate Reports from 29 June to 19 July, 2017

Cr Brian Gibson

29 June	Media interview – MixFM, Nine News, Triple J Meeting – 2017 Mallee Regional Partnership - Swan Hill
30 June	Dinner meeting - Rotary Changeover Dinner – Kerang
03 July	Interview – Triple J
04 July	Meeting – Tourism Minister – Koondrook Meeting – Triple J challenge – Cohuna Meeting – Cohuna U3A – Cohuna
05 July	Triple J Challenge and interview – Lake Charm and Bendigo Attend ‘Call me Dad’ screening – Cohuna
06 July	Radio interview Meeting – Gannawarra MEMPC – Kerang
11 July	Conduct Citizenship Ceremony – Kerang Meeting – Wendy Lovell MP – Kerang Meeting – Koondrook Development Committee – Koondrook
17 July	Host launch event – Story Island at Library – Kerang Meeting – Cohuna & District Progress Association – Cohuna
18 July	Meeting CEO Meeting – Lake Charm, Mystic Park Lions Club AGM – Mystic Park

Cr Mark Arians

30 June	Dinner meeting - Rotary Changeover Dinner - Kerang
05 July	Attend Winter wonderland Deb practice – Kerang
08 July	Attend – Winer wonderland Deb Ball -Kerang
13 July	Meeting – Lions Club of Kerang Changeover Dinner

Cr Jodie Basile

30 June Dinner Meeting – Rotary Changeover Dinner - Kerang
 17 July Attend launch event - Story Island at Library - Kerang

Cr Sonia Wright

30 June Attend Cohuna Deb Ball - Cohuna

Cr Lorraine Learmonth

29 June Meeting – 2017 Mallee Regional Partnership - Swan Hill
 03 July MDAS NAIDOC Event – Kerang
 04 July Meeting – Cohuna U3A – Cohuna
 05 July Attend ‘Call me Dad’ screening – Cohuna
 Meeting – Leitchville Progress Association – Leitchville
 06 July Meeting – Leitchville Seniors Annual
 07 July Board Meeting – LM WRRG - Melbourne
 11 July Attend Citizenship Ceremony – Kerang
 Meeting – Wendy Lovell MP – Kerang
 12 July Meeting – Kerang Elders Group – Kerang
 15 July Attend Winter Wonderland Deb Ball - Kerang
 17 July Meeting – Cohuna & District Progress Association - Cohuna

This table represents attendances by two or more Councillors at the following Council functions:

Function Attended	Councillor (✓)						
	Gibson	Arians	Basile	Gillingham	Learmonth	Tasker	Wright
Council Briefing Meeting (10 July)	✓	✓	✓	✓	✓	LoA	LoA
Ordinary Council Meeting (28 June)	✓	✓	✓	✓	✓	LoA	LoA

LoA = Leave of Absence

A = Apology

13 CONFIDENTIAL ITEMS

Nil