



# GANNAWARRA

*Shire Council*

**Wednesday, 20 September 2017**

**7:00pm**

**Kerang Library**

## **AGENDA**

### **Ordinary Council Meeting**

**Order Of Business**

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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 - 16 August 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 AUGUST 17 2017 TO SEPTEMBER 20 2017**

**Author:** Eric Braslis, CEO

**Authoriser:** Eric Braslis, CEO

**Attachments:** 1 **Assembly of Councillors - 28 August 2017**  
2 **Assembly of Councillors - 11 September 2017**

#### **RECOMMENDATION**

**That Council notes the records of Assembly of Councillors from 17 August, 2017 to 20 September, 2017.**

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#### **EXECUTIVE SUMMARY**

To present 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 76A 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

<b>Date:</b>	Monday, 28 August 2017
<b>Time:</b>	5:30pm - 6.30pm
<b>Location:</b>	Council Chambers, Kerang
<b>In Attendance: (Councillors)</b>	Cr Brian Gibson, Cr Charlie Gillingham, Cr Mark Ariens, Cr Lorraine Learmonth, Cr Sonia Wright
<b>Apologies</b>	Cr Jodie Basile, Cr Steve Tasker
<b>In Attendance: (Officers)</b>	Eric Braslis, Mandy Hutchinson, Narelle O'Donoghue
<b>Matters Discussed:</b>	Community Grants Draft Annual Report Minister for Local Government reports <ul style="list-style-type: none"> <li>Ararat Rural City Council</li> <li>Central Goldfields</li> </ul>
<b>Conflict of Interest Disclosures (Councillors)</b>	Nil
<b>Conflict of Interest Disclosures (Officers)</b>	Nil
<b>Completed By:</b>	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)



## Assembly of Councillors Record Form

<b>Date:</b>	Monday, 11 September 2017
<b>Time:</b>	9:30am - 3.30pm
<b>Location:</b>	Agriculture Victoria Meeting Room, Kerang
<b>In Attendance: (Councillors)</b>	Cr Brian Gibson, Cr Charlie Gillingham, Cr Mark Arians, Cr Lorraine Learmonth, Cr Sonia Wright, Cr Steve Tasker
<b>Apologies</b>	Cr Jodie Basile
<b>In Attendance: (Officers)</b>	Eric Braslis, Narelle O'Donoghue, Rebecca Hollingworth, Katrina Thorne, Lisa Clue, Stephen Fullerton, Peter Bergman, Tahni Clark
<b>Matters Discussed:</b>	<p>Presentations:</p> <ul style="list-style-type: none"> <li>o NCCMA – Shaun Morgan – Floodplain Strategy, Anna Parker and Genevieve Smith – Sustainable Diversion Limits</li> <li>o Brethren Update – Keith and Jay Churnside</li> </ul> <p>2017 Annual Financial Statements                  2016/17 Annual Report – Receive and Note                  Christmas Closure 2017                  Solar Systems Update                  Waste in Gannawarra                  Council Policy Review                  Delegation Update – Council members to Council Staff                  Alteration of Committee of Governance – Council Halls                  Heavy Plant Replacement – Purchase                  Current &amp; Future Commitments for Sport, Rec &amp; Leisure Funding                  Koondrook-Barham Bridge Interpretation Strategy &amp; Landscape                  Rate Capping Exemptions                  Mallee Regional Partnership 2017/18 Priorities                  Health &amp; Wellbeing Case Studies                  Future Report Listing                  Cohuna Recreation Reserve – Public Toilets                  Cohuna Aquatics                  Kerang Council Chambers – DDA accessibility                  Sponsorship                  Kerang Airport -Subdivisional opportunities                  ECA Centre                  Hearing Loops                  Cohuna Ski Run Repairs                  Lyons Road                  One Tree Per Child                  Aligning parking in Channel Street (William to Cullen)                  MVH/Atkinson Park – VicRoads improvements</p>



<b>Conflict of Interest Disclosures (Councillors)</b>	Nil
<b>Conflict of Interest Disclosures (Officers)</b>	Nil
<b>Completed By:</b>	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 2017 ANNUAL FINANCIAL STATEMENTS**

**Author:** Sid Hutchinson, Manager Finance  
**Authoriser:** Tom O'Reilly, Director Corporate Services  
**Attachments:** Nil

#### **RECOMMENDATION**

**That Council:**

- 1. Acknowledge that the 'in principle' 2017 Financial Statements, and 'in principle' 2017 Performance Statement have been presented to and endorsed by the Audit Committee at its meeting of 29 August 2017.**
- 2. Approve the 'in principle' 2017 Financial Statements, and 'in principle' 2017 Performance Statement.**
- 3. Approve the Principal Accounting Officer to be authorised to effect any changes required by the Victorian Auditor-General's Office.**
- 4. Nominate Cr Gibson and Cr Basile to be authorised to certify on behalf of Council the 'final statement' 2017 Financial Statements, and 'final statement' 2017 Performance Statement, which are also to be signed by the Chief Executive Officer and the Principal Accounting Officer, and submit to the Minister and Auditor-General.**

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#### **EXECUTIVE SUMMARY**

Under section 132 (2) (4) (5) of the *Local Government Act 1989*, a Council cannot submit its Financial Statements or Performance Statement to the Auditor-General or the Minister unless the Council has passed a resolution giving 'in principle' approval to the Financial Statements, and Performance Statement and authorising two Councillors, on behalf of the Council, to certify the statements once amendments or changes requested by the Auditor-General have been made.

#### **BACKGROUND**

The 'in principle' statements, together with a copy of the Council resolution, are required to be given to Council's external auditor (the contractor).

The Victorian Auditor-General's Office (VAGO) then reviews the 'in principle' statements and requests changes where appropriate and notifies the contractor of such changes. Council's Principal Accounting Officer, then considers the Auditor-General's requested changes and incorporates these changes into the 'in principle' statements where appropriate.

When Council has made the appropriate changes requested by the Auditor-General's office and adequately responds to any queries, the statements are signed by the delegated Councillors, the Chief Executive Officer and Principal Accounting Officer as the 'final statements' to be forwarded to the contractor.

The Auditor-General's report is issued to Council once formally signed statements have been received and checked by his office.

The accounts have been presented and reviewed by Council's Audit Committee on 29th August 2017 with a recommendation from the Audit Committee to, "Recommend that Council approve the 'in principle' 2017 Financial Statements and 2017 Performance Statement".

### **POLICY CONTEXT**

Council Plan 2017-2021: Good Governance and a Healthy Organisation

### **DISCUSSION**

The matter for consideration in this report is a legislative requirement; there is no policy, financial or resource implications resulting from this report.

### **CONSULTATION**

As this is an internal / administrative matter there is no requirement for community consultation.

### **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 give 'in principle' approval for the 2017 Financial Statements and 2017 Performance Statement and submit them to the Auditor-General and the Minister.

Council authorise two Councillors, on behalf of Council, to certify the statements once amendments or changes requested by the Auditor-General have been made. Recommended Councillors include the Mayor and a representative from the Audit Committee.

## 8.2 2016/17 ANNUAL REPORT - RECEIVE AND NOTE

**Author:** Katrina Thorne, Community Development Officer

**Authoriser:** Narelle O'Donoghue, Manager Community Health

**Attachments:** 1 DRAFT\_2016/17 Annual Report (under separate cover)

### RECOMMENDATION

**That Council:**

1. Receive and note the 2016/17 Annual Report, including the in-principle financial statements
2. Submit the 2016/2017 Annual Report to the Minister for Local Government prior to 30 September 2017.

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### EXECUTIVE SUMMARY

To receive the Gannawarra Shire Council 2016/17 Annual Report.

### BACKGROUND

Council is required under Section 131 of the *Local Government Act 1989* to prepare an Annual Report and provide it to the Local Government Minister within three months of the end of each financial year (30 September) or a longer period as the Minister may permit in a particular case. It must contain:

- A report of its operations during the financial year
- Audited financial statements for the financial year
- Audited performance statement prepared under section 132

In 2012 the Victorian Auditor General recommended that Councils critically review the performance information in their Annual Reports. In response the Victorian Government introduced a mandatory system of performance reporting which included major changes to the *Local Government Act 1989* and the rewriting of subordinate financial regulations. The mandatory reporting framework came into operation on 1 July 2014 (with a one year transitional period).

The report of operations now includes;

- A statement of progress in relation to major initiatives identified in the Budget
- The results of Council's assessment against a governance and management checklist
- Service performance indicator results
- Any other information required by the regulations. (This includes a description of Council services and their recipients, a statement of performance against the Council plan including outcomes, economic factors which have impacted Council, major changes in the financial year, a description of operations and a summary of the number, gender and employment classification of Council staff including any details of an equal opportunity program).

**POLICY CONTEXT**

Council is required under Section 131 of the *Local Government Act 1989* to prepare an Annual Report and provide it to the Local Government Minister within three months of the end of each financial year or such longer period as the Minister may permit in a particular case.

**DISCUSSION**

The preparation of the Annual Report is a requirement of the *Local Government Act 1989*.

**CONSULTATION**

The Department of Environment Land Water and Planning has produced a Local Government Better Practice Guide for both the Report of Operations and the Performance Reporting, which has been closely followed in the production of this draft.

A range of resources have been used to gather the information in the Annual Report including the Australian Bureau of Statistics Census 2016, Council Minutes, media releases and other reporting documents for the past financial year.

Council executive and staff have been consulted as to the accuracy of the information relating to their areas of expertise.

**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 2016/17 Annual Report will be submitted to the Minister for Local Government as per Section 131 of the *Local Government Act 1989*, initially with the in-principle financial statement, then again with the final audited financial statement from Victorian Auditor General's Office. The document will be publicly available at Council's customer service centres and on our website at [www.gannawarra.vic.gov.au](http://www.gannawarra.vic.gov.au), following its adoption at the October Council meeting.

**8.3 CHRISTMAS CLOSURE 2017**

**Author:** Tom O'Reilly, Director Corporate Services  
**Authoriser:** Sid Hutchinson, Director Corporate Services (Acting)  
**Attachments:** Nil

**RECOMMENDATION**

**That Council:**

1. Acknowledge the closure of the Council offices over the Christmas/New Year period from the usual closing time on Friday 22 December, 2017 through to the usual opening time on Tuesday 2 January, 2018.
2. Advertise the office closure in the local newspapers, website and Facebook.

**EXECUTIVE SUMMARY**

To enable Council staff to enjoy the Christmas holiday period with friends and family, it is proposed that Council close its main Administration Offices, Libraries, Kerang Long Day Care Centre and Works Depot from the usual closing time on Friday 22 December, 2017 and re-open at 8:30am on Tuesday 2 January 2018.

**BACKGROUND**

This holiday season, Christmas Day and Boxing Day are on a Monday and Tuesday respectively, with both days recognised public holidays. In essence, Council will be closing services for three days (27-29 December). This is outlined on the table below:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24/12/17 (closed)	25/12/17 <b>(Public Holiday)</b>	26/12/17 <b>(Public Holiday)</b>	27/12/17 (closed)	28/12/17 (closed)	29/12/17 (closed)	30/12/17 (closed)
31/12/17 (closed)	1/1/18 <b>(Public Holiday)</b>	2/1/18 (business as usual)				

**POLICY CONTEXT**

Council Plan 2017-2021: Good Governance and a Healthy Organisation

Our community has access to information, is being kept informed and has the opportunity to participate in the decision making process.

**DISCUSSION**

Most Councils close their administration offices between Christmas and New Year. Experience from previous years indicates that few problems are encountered at this time of the year and offices are traditionally extremely quiet.

After hours contact details and emergency numbers will be well promoted through the local media prior to the closure at the end of business on Friday 22 December 2017. A skeleton staff will be required in the Works Depot to cover necessary call-out functions and within the Community Services Department who may still be required to provide essential services to the community including personal care. Local Laws staff will also be on call.

**CONSULTATION**

As this is an internal / administrative matter there is no need for community consultation.

**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**

It is believed that the opportunity should be taken to utilise the quiet period between Christmas and New Year by closing the Council offices to enable staff to take a break, enjoy spending time with their family and friends with minimal impact on Council services.

## **8.4 SOLAR SYSTEMS UPDATE**

**Author:** Adam Cooper, Project Officer  
**Authoriser:** Geoff Rollinson, Director Infrastructure Services  
**Attachments:** Nil

### **RECOMMENDATION**

**That Council note the reduction in energy usage achieved to date and continue to invest in energy saving initiatives throughout the municipality.**

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### **EXECUTIVE SUMMARY**

Council has committed to reducing its carbon footprint and subsequently operational costs. Over the last 4 years Council has completed a number of energy saving projects on many Council buildings and street lights throughout the municipality.

A recommendation of buildings for the 2017/2018 bulk solar installation is also proposed.

### **BACKGROUND**

To inform Council of energy savings undertaken at various Council buildings to date and seek the direction for future investment.

### **POLICY CONTEXT**

Energy savings and a corresponding reduction in the generation of greenhouse gases is in line with the Council Plan 2017-2021 target to reduce Council's carbon footprint by 10% over four years.

### **DISCUSSION**

Council operates and maintains a significant number of buildings across the municipality. As part of Council's ongoing commitment to the reduction of its carbon footprint and operating costs, officers have implemented a number of actions to reduce Council's carbon footprint over the last 4 years, being:

#### Patchell Plaza

- Air Conditioning control units – timers installed
- Office Lighting retrofit – fluorescent and incandescent to LED

#### Indoor Heated Pool

- Gas heating changed to Heat pump and solar heating

#### Kerang Children's Centre

- Lighting retrofit – fluorescent and incandescent to LED

#### Kerang Library

- Lighting retrofit – fluorescent and incandescent lights to LED
- 13kW Solar panel system installed



Kerang Depot

- Lighting retrofit within works bay
- 10kW Solar panel system installed

Cohuna Office/Library

- Lighting retrofit – fluorescent and incandescent lights to LED
- 10kW Solar panel system installed

Gateway Centre

- Lighting retrofit – L fluorescent and incandescent lights to LED
- 5kW Solar panel system installed

Kerang Senior Citizens

- 5kW Solar panel system installed

Cohuna Hall

- 5kW Solar panel system installed

Lighting the Regions

- All Council operated street lights – LED lights replaced all 80W Mercury Vapour

	Cohuna Hall	Gateway	Cohuna Office	Kerang Library	Kerang Senior Citizens	Kerang Works Depot
Current Average Usage kWh per quarter	5,368	6,880	3,874	10,626	806	3,439
Previous Average Usage kWh per quarter	6,920	8,498	9,225	14,803	1,179	5,998
<b>Percentage Reduction</b>	<b>22%</b>	<b>19%</b>	<b>58%</b>	<b>28%</b>	<b>32%</b>	<b>43%</b>

Table 1. Power usage at buildings with solar panel installations

The above Table 1 shows the difference in power use at the six buildings that have had solar panels installed (June 2016). The range of power usage has reduced 19% to 43% over the last 12 months. All the buildings have different levels of usage.

The power usage change is shown in Figure 1. This graph shows quarterly data for the last two years. There is a sudden drop in usage between September 2016 and December 2016. This is the period from which the first quarterly bill included the solar panel usage.

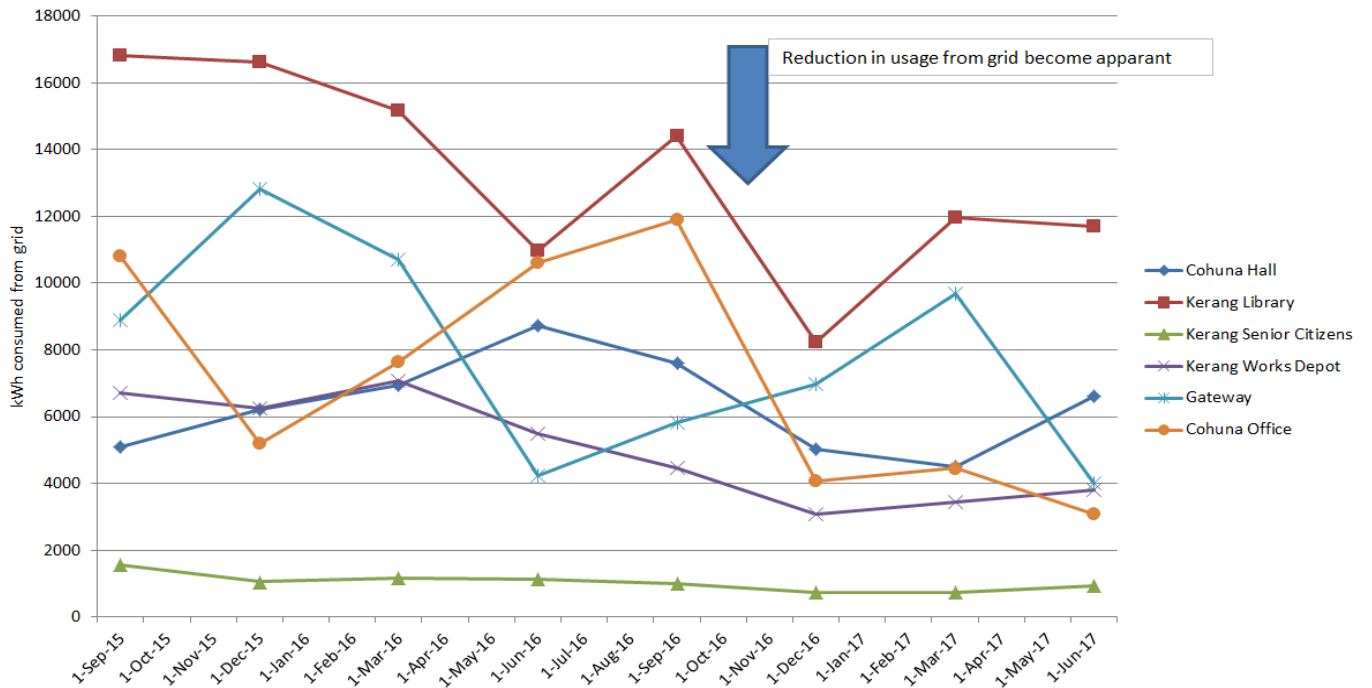


Figure 1. Power usage last 2 financial years.

Overall the last 12 months data shows an approximate saving of \$11,000 pa has been realised at the six buildings that have had solar panels installed. At this rate a payback period of less than 10 years will be realised.

The power use at the Kerang Office has been trending down over the last 4 years due to a LED light installations and the HVAC timers. As highlighted below, the point of the HVAC and LED installations shows a dramatic drop in peak usage and the 12 month average. The installations have reduced the peak Winter usage by 20% and the non-peak Summer usage by 33%.

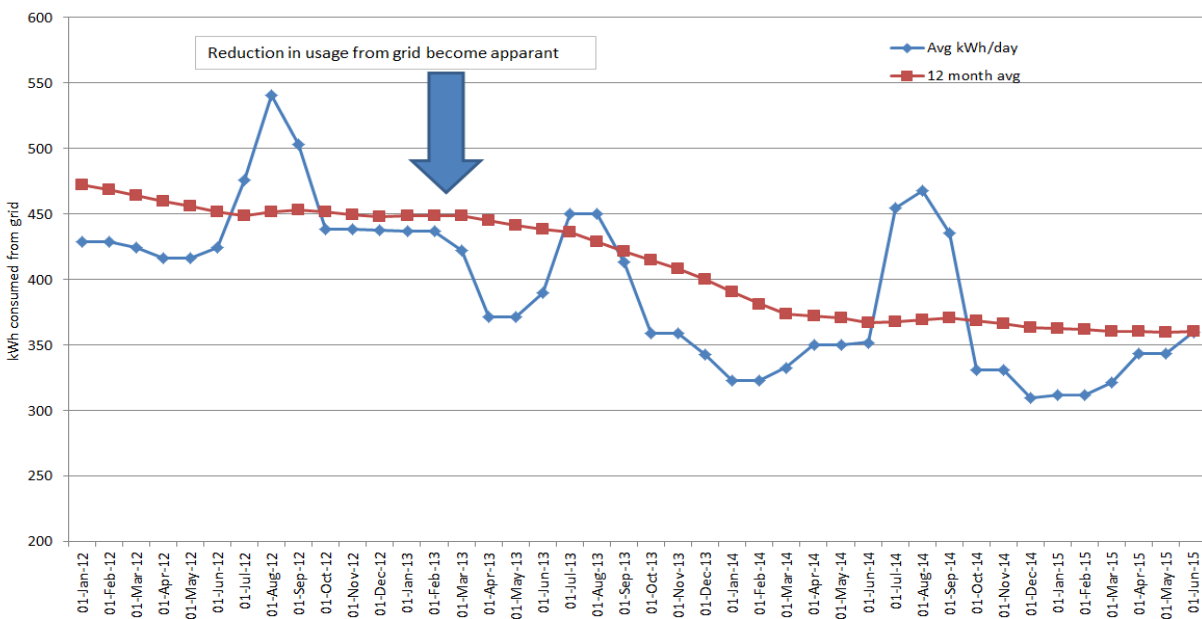


Figure 2. Kerang Office Patchell Plaza- electricity usage

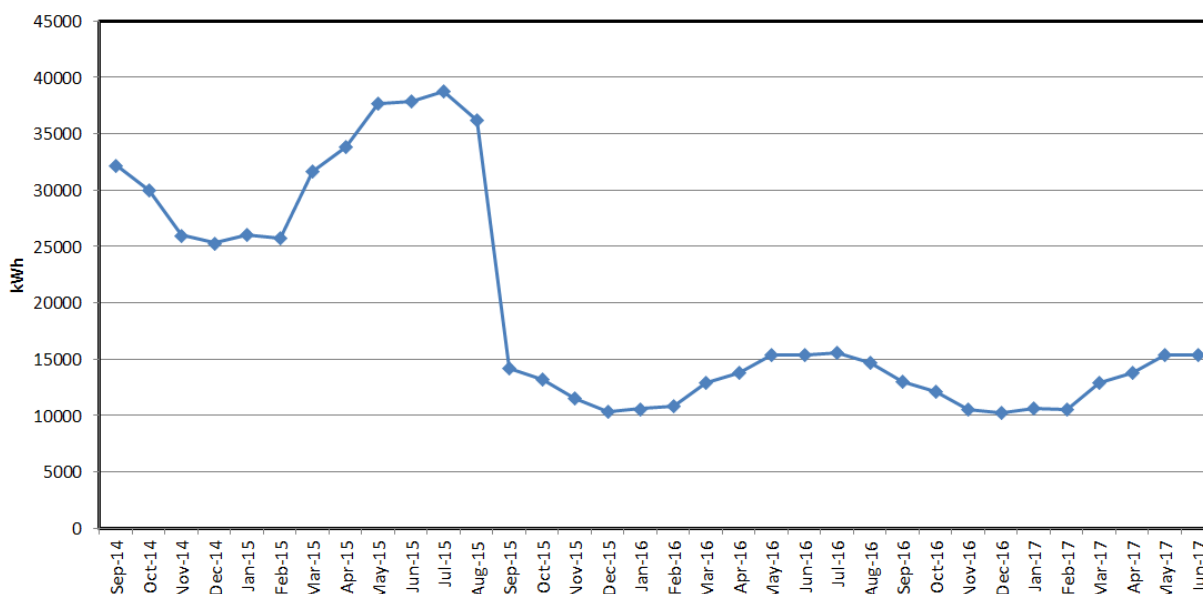


Figure 3. Street lights electricity usage

The Lighting the Regions project changed all 80W Mercury Vapour streetlights to a LED alternative, a total of 672 luminaires. As shown in Figure 3, the LED light change over took effect from September 2015. The total power consumed is now 60% lower than before the LED’s were installed. The street light changeover now saves Council over \$5,000 in electricity costs and \$15,000 in Powercor operational charges per year.

These completed projects have led to significant savings over the last 4 years, with the largest saving coming from the changeover of the street lighting from 80W Mercury Vapour to LED’s and smaller savings with other lighting retrofits and solar panels.

\$120,000 has been allocated into the 2017/2018 capital budget for the bulk installation of solar panels onto Council buildings to continuing Councils commitment to reducing its carbon footprint.

It is more cost effective to install solar panels on high electricity use buildings rather than feeding power back into the grid and provide a payback period of approximately 7 years. Buildings that have been identified for solar panel installation in 2017/18:

- Kerang Offices
- Kerang Pre-school
- Kerang Works Depot – increase number of panels
- Koondrook Senior Citizens
- Cohuna Pre-school

It is anticipated that installation at these sites would occur in early 2018.

**CONSULTATION**

This report was prepared in consultation with Council Officers.

**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**

Council's commitment to reducing its carbon footprint and subsequent operating costs has been very successful to date. Following the installation of this round of solar panels a full analysis of Council's electricity use and savings generated will be presented to Council to help determine future funding required.

**8.5 WASTE IN GANNAWARRA****Author:** Adam Cooper, Project Officer**Authoriser:** Geoff Rollinson, Director Infrastructure Services**Attachments:** Nil**RECOMMENDATION****That Council note the current recycling diversion rate of 44% and volume of waste to landfill.**

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**EXECUTIVE SUMMARY**

Recycling in Gannawarra has traditionally been well adopted with a diversion rate of 44% following the introduction of the Greenwaste service with a corresponding reduction in the volume of waste to landfill.

**BACKGROUND**

Following amalgamation Gannawarra committed to many changes in the management of waste. This report summarises these changes and provides an update to the current diversion rates.

**POLICY CONTEXT**

The current rate of recycling of 44% is in line with the Council Plan 2017-2021 target of 35% of weight of kerbside collection diverted from landfill.

**DISCUSSION**

Gannawarra waste collection has undergone major changes in the previous twenty years. The key points in history are:

Pre amalgamation

- 14 open rural unlicensed landfills around the shire
- 1 licenced landfill in Kerang

1996-1999

- 3 to 4 rural waste collection runs through Gannawarra
- 1 or 2 recycling collection runs through Gannawarra
- Works began to prepare Denyers Pit to become Denyers Rd Landfill

1999

- Denyers Rd Landfill opens in October
- Closure of all rural landfill
- Opening of 4 transfer stations in Kerang, Cohuna, Quambatook and Lalbert.
- Contribution to Wakool Shire Council operating costs for the Barham transfer station as Koondrook and Murrabit did not want a transfer station constructed

## 1999-2001

- Completion of Expression of Interest and subsequent contract for shire wide kerbside waste and recycling contract (August 2001)
- 4171 tenements

## 2004-2009

- Progressive rehabilitation of all closed rural landfill to EPA standards
- Small upgrades and improvements to Transfer station
- Small enhancements to kerbside collections (eg. Extra recyclable accepted)
- Construction of cell 2 complete

## 2008

- Cell 2 accepts first load of waste

## 2010

- Re-tender for waste and recycling collection

## 2014

- Construction of Cell 3 complete

## 2015

- Opt-in green waste kerbside collection trial in Kerang and Cohuna
- Cell 3 accepts waste for first time

## 2016

- Opt-in green waste kerbside collection made permanent in Kerang and Cohuna
- Opt-in Green waste kerbside collection added to Koondrook

## 2017

- Capping of Cell 1 and 2 effectively complete
- 5087 waste bins collected
- 5087 recycling bins collected
- Green bins 425 Kerang, 264 Cohuna, 114 Koondrook (June 2017)

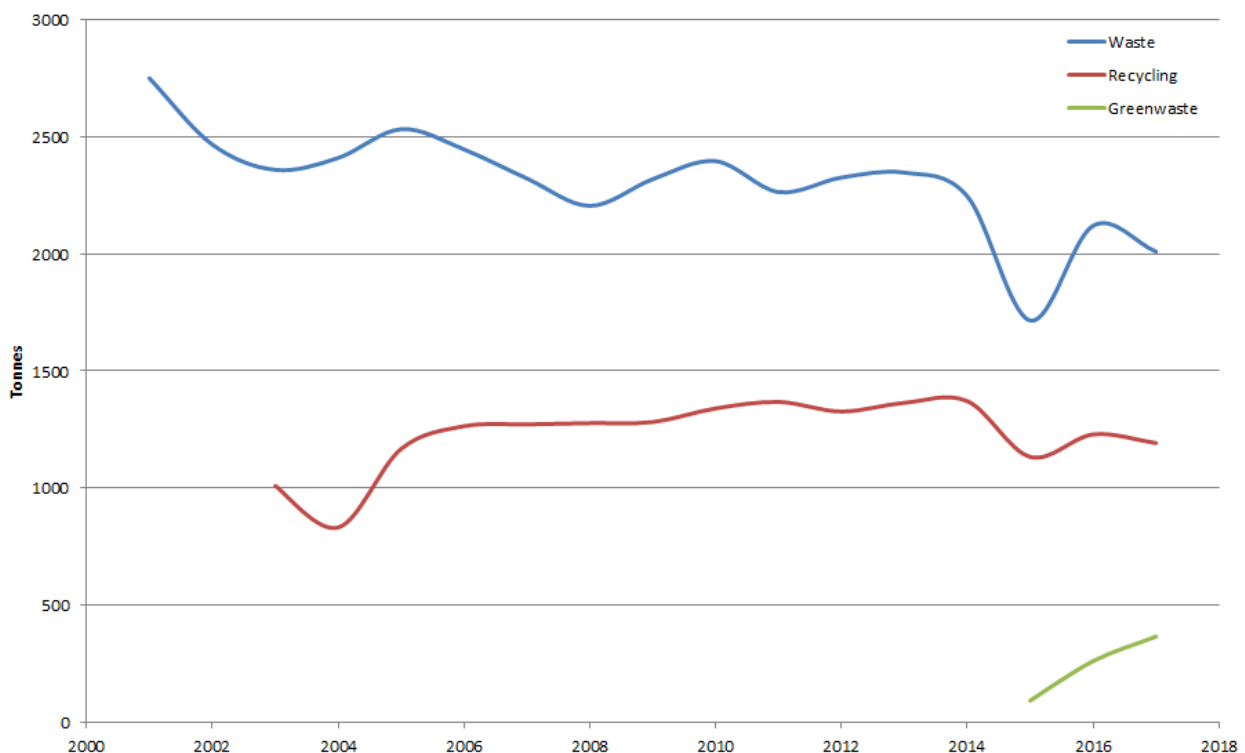
Waste and Recycling Trends

Year	Waste Tonnes	Recycling Tonnes	Greenwaste Tonnes	Recycling Rate
2001	2751	*		
2002	2468	*		
2003	2360	1009*		30%
2004	2411	831*		26%
2005	2534	1167		32%
2006	2447	1264		34%
2007	2323	1272		35%
2008	2206	1277		37%
2009	2320	1282		36%
2010	2397	1340		36%
2011	2265	1368		38%
2012	2327	1327		36%
2013	2348	1364		37%
2014	2247	1371		38%
2015	1716#	1133	91	42%
2016	2121	1229	260	41%
2017	2010	1192	365	44%

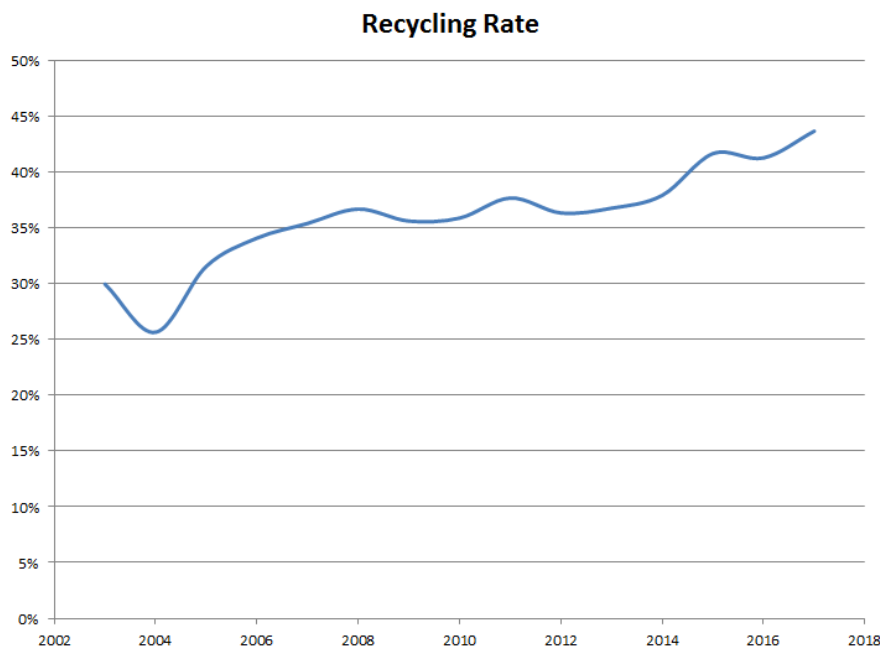
\* Total recycling data not available for these years.

# Denyers landfill did not accep waste for a couple of months in 2015.

As evident by the following graph the waste being delivered to landfill is on a downward trend. Recycling is reasonably steady however there has been a steep rise in the volume of greenwaste collected.



Prior to the introduction of a greenwaste collection the recycling rate for the previous 10 years had been relatively constant at around 37%. The greenwaste collection has enabled the diversion rate to increase to 44%.



**CONSULTATION**

This report has been prepared in consultation with relevant Council officers.

**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**

Recycling in Gannawarra has traditionally been well adopted. The introduction of the Greenwaste service has helped to increase this recycling rate.



## 8.6 COUNCIL POLICY REVIEW

**Author:** Alissa Harrower, Governance and Compliance Coordinator

**Authoriser:** Sid Hutchinson, Director Corporate Services (Acting)

**Attachments:**

- 1 Council Policy No. 043 - Library Collection Development
- 2 Council Policy No. 063 - Caravan Park Annexes
- 3 Council Policy No. 064 - Caravan Park 'Fly Over' Specifications
- 4 Council Policy No. 066 - Building Regulations 2006
- 5 Council Policy No. 071 - Building Regulations 2006 - Clause 422 (1)(2)
- 6 Council Policy No. 110 - Investments
- 7 Council Policy No. 111 - Library - Use of Services

### RECOMMENDATION

That Council endorse the following reviewed policies:

- Policy No. 063 – Caravan Park Annexes
- Policy No. 064 – Caravan Park ‘Fly Over’ Specifications
- Policy No. 066 – Building Regulations 2006
- Policy No. 071 – Building Regulations 2006 – Clause 422 (1)(2)
- Policy No. 110 - Investments

That Council repeal the following reviewed policies:

- Policy No. 043 – Library Collection Development
- Policy No. 111 – Library - Use of Services

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### 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. 043 – Library Collection Development
- Policy No. 063 – Caravan Park Annexes
- Policy No. 064 – Caravan Park ‘Fly Over’ Specifications
- Policy No. 066 – Building Regulations 2006
- Policy No. 071 – Building Regulations 2006 – Clause 422 (1)(2)
- Policy No. 110 - Investments
- Policy No. 111 – Library – Use of Services

**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
043	Library Collection Development	The Library Collection Development Policy is a document that provides guidance for how resources are purchased for use in our libraries. Library Collection Development policies are usually in-house documents – it is unusual for them to be listed as Council policies as all purchasing procedures are developed according to the Council Procurement Policy and all purchasing decisions are made by Library Staff. The Gannawarra Library Service Collection Development Guidelines have been developed to define the scope and nature of the collecting of materials for the Gannawarra Shire Council Library collection. This document provides guidance for staff, readers and the general public on the Library’s collecting activities as well as providing information on the scope and depth of the collections. The guidelines replace the need for the Library Collection Development Policy No. 043.
063	Caravan Park Annexes	Changes to Council Policy 063 relate to a change in the responsible position title.
064	Caravan Park ‘Fly Over’ Specifications	Changes to Council Policy 064 relate to a change in the responsible position title.
066	Building Regulations 2006	Changes to Council Policy 066 relate to a change in the responsible position title.
071	Building Regulations 2006 – Clause 422 (1)(2)	Changes to Council Policy 071 include the addition of a Policy Purpose and slight changes to the context of the Policy to reduce confusion. A change to the responsible position title is also reflected.
110	Investments	A change to Council Policy No. 110 – Investments relates to Section 4.4 (c) (i). It is recommended the total amount invested with any one fund manager is increased from \$1,000,000 to \$2,000,000 due to the level of surplus funds at various times of the year, for example: advance payment by the Victoria Grants Commission and rate instalment dates.

111	Library – Use of Services	The Conditions of Library Use document to be read in conjunction with Council Policy No. 111 Library - Use of Service outlines conditions and restrictions in relation to the use of library services, including public computer use and internet access. Much of the document relates to day to day processes (for example the borrowing periods of items or booking procedures for computers). Whilst the intent of the document is to ensure that both the library and library users are aware of their obligations, the tone of the document is legalistic and authoritarian. A Gannawarra Library Customer Service Charter has been developed to describe the standard of service we aim to achieve in all Gannawarra Library branches. The Library Customer Service Charter is a transparent and positive approach to library use, where the focus is on what the library will provide for the customer. The Library Customer Service Charter replaces the need for Policy No. 111.
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**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.



## Library – Collection Development – Council Policy No. 043

### 1. POLICY

The Collection Development Policy defines the scope and nature of the collecting of materials for the Gannawarra Shire Council Library's collection.

The policy provides guidance for staff, other libraries, readers and the general public on the Library's collecting activities as well as providing information on the scope and depth of the collections.

The purpose of the Collection Development Policy is to assist with the management and acquisition of library resources and to account to the public for the selection of such resources.

The reasons for preparing a Collection Development Policy include:

- To identify strengths and weaknesses of the collection and to plan the rectification of these inadequacies
- To prepare guidelines for future collection development
- To inform the public of our selection policy in all areas.

Policy No. 043 Library – Collection Development should be read in conjunction with Library Collection Development – Conditions.

#### *Collection Objective:*

The Gannawarra Shire Council Library's collection will include representative material for information, continuing education, trade and business use, cultural support and enrichment, evaluation of controversial issues, exploration of ideas, and for the enjoyment and rewarding use of leisure time for all residents of the Gannawarra Shire.

#### *Collection Responsibility:*

The Gannawarra Shire Council has appointed the Library Service Manager to be responsible for the selection of library material in accordance with this policy. The Library Service Manager in accordance with the staff structure may delegate the implementation of this policy to appropriate staff.

All staff and members of the public are encouraged to make recommendations for purchase. All material acquired by purchase or donation will be subject to the criteria outlined in this policy.

#### *General Selection Criteria:*

With the expansion in knowledge, changing social values, technological advances and increasing awareness of cultural differences, library staff will be open minded, flexible and responsible in the evaluation and re-evaluation of library materials.

If the material is legitimately circulated in this country, personal taste, moral or political viewpoints, social or ideological variance shall not be grounds for exclusion.

Each type of material shall be considered on its own merits and the audience for whom it is intended.

Within the guidelines set by this policy the experience and knowledge of staff members influences the choice of library materials, through their familiarity with the community, other resources available, the existing collection and the limits of the library's budget.

Duplicate copies of resources will be purchased for best selling titles, high demand materials, some reference books needed on a regular basis at each branch, and local history resources to preserve local history for the benefit of the public and future generations, within the limitations of the Library's resources.

Textbooks for formal education curriculum will not be purchased unless no other suitable material is readily available.

The general focus of the collection is material in English. For people who wish to read in languages other than English we will use the resources of the Swift Consortia and the State Library of Victoria to supply a changing collection of books. This will be reviewed regularly following each census.

*Donations:*

The Gannawarra Shire Council Library's gratefully accept donations on the understanding that they may not necessarily be added to the collection. Donated material not selected for inclusion in the collection may be sold, traded, gifted to local organisations, or disposed of in other ways.

*Acquisitions:*

Library resources will be acquired from suppliers with a proven ability to supply.

Library materials will not be purchased from unsolicited sources unless the item/s have a vital local significance and comply with all selection criteria.

Library resources will be ordered where possible on standing order plans to ensure a regulated supply of materials.

Library resources will be ordered where financially beneficial through the Municipal Association of Victoria procurement process.

*Discarding:*

Library material may be withdrawn from the collection if the resource is dated material, a superseded edition of non-fiction material, stock in poor physical condition, or infrequently used stock.

Local history resources are not discarded.

Items withdrawn from stock are deleted from the database and may be sold, traded, gifted to local organisations, or disposed of in other ways.

*Freedom to Read:*

The primary objective of a public library is to serve as a free and open access to the ideas and information available on all subjects in all formats.

Library staff will not censor the reading matter selected by any member of the public.

Parents are responsible for supervising the library materials chosen by their children.

The conditions and restrictions of the Collection Development Policy are detailed in the 'Gannawarra Shire Council – Collection Development Conditions' document.

## 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**

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang or Cohuna offices, each full service library within the municipality or online at [www.gannawarra.vic.gov.au](http://www.gannawarra.vic.gov.au).

Any enquiries in relation to this policy should be directed to the Library, Arts and Culture Manager on (03) 5452 1546.

*Records – Document Profile No. 14/00438*

*Originally adopted: 1995*

*Reviewed: 13/11/2002*

*Reviewed: 25/10/2006*

*Reviewed: 17/03/2010*

*Reviewed: 21/08/2013*

*To be reviewed: 2017*

*Minute Book Reference: 2455*

*Minute Book Reference: 5366*

*Minute Book Reference: 7882*

*Minute Book Reference: 10233*

Council Policy No. 043 - Page 3 of 3



# Caravan Park - Annexes

## COUNCIL POLICY NO. 063

### 1. POLICY

Council reserves the right to authorise or not authorise the placement of any van or attached annexe within any Caravan Park located in the Gannawarra Shire or at any particular site within a park.

Any person wishing to erect a rigid annexe under the definitions of the Residential Tenancies (Caravan Park and Movable Dwellings Registration & Standards) Regulations 2010, must make application in writing to the Council providing full details of the proposed structure. Erection of the Annexe shall not proceed until written approval has been obtained from the Director Infrastructure [and Development, Planning and Regulatory Services](#) or Municipal Building Surveyor.

Any Annexe erected in any Caravan Park shall comply with the requirements of the Residential Tenancies (Caravan Park and Movable Dwellings Registration & Standards) Regulations 2010.

### 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

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang and Cohuna offices or online at [www.gannawarra.vic.gov.au](http://www.gannawarra.vic.gov.au).

Any enquiries in relation to this policy should be directed to Director Infrastructure [and Development, Planning and Regulatory Services](#) on (03) 5450 9333.

#### Records – Document Profile No. 14/00442

Originally adopted: 1995

Reviewed: 13/11/2002

Reviewed: 25/10/2006

Reviewed: 27/06/2007

Reviewed: 17/03/2010

Reviewed: 17/04/2013

[Reviewed: 26/07/2017](#)

To be reviewed: 202017

Minute Book Reference: 2455

Minute Book Reference: 5366

Minute Book Reference: 5894

Minute Book Reference: 7882

Minute Book Reference: 9849



# Caravan Park – ‘Fly Over’ Specifications

COUNCIL POLICY NO. 064

## 1. POLICY

That the Specification for 'Fly-Overs' for Caravan Parks located within the Gannawarra Shire be as follows:

- 1.1 That the 'Fly-Over' support structure be constructed from lightweight steel, hollow tube or section to the requirements of the Director Infrastructure [and Development, Planning and Regulatory Services](#) or Municipal Building Surveyor.
- 1.2 That the support structure be covered with a flexible sheet material, like canvas or synthetic equivalents. Such material to be securely lashed to the support structure, stretched tight to avoid flapping in the wind.
- 1.3 The 'Fly-Over' shall have maximum dimensions as follows - Extend 500 mm beyond the rear and sides of the caravan and annexe and 500 mm beyond the pull bar on the caravan. The height of the structure should not exceed the highest point of the caravan or annexe by more than 800 mm. Notwithstanding the above, the structure must be contained wholly within the defined site occupied by the caravan and annexe.
- 1.4 No 'Fly-Over' shall be erected prior to an on-site inspection with the relevant Park Manager who will issue any special requirements in writing and define the limits of the site boundary.
- 1.5 That after consultation with the Director Infrastructure [and Development, Planning and Regulatory Services](#), the relevant Park Manager may vary the above requirements where special circumstances apply. The Park Manager has the authority to refuse permission to erect a 'Fly-Over' where such a structure would prejudice the proper functioning and amenity of the Park.
- 1.6 The Owner or Constructing Contractor must obtain a permit from Council's Municipal Building Surveyor prior to erecting the fly-over. To obtain a permit the following must be provided –
  - a completed application form and fee
  - a dimensioned sketch plan of the proposed structure including materials to be used
  - a site plan with dimensions to all boundaries
  - a structural engineer's design and certification for the fly-over that also incorporates the method to be used to anchor it to the ground. The design will show that it will be suitable for a wind speed of 42m/sec.

## 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

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang and Cohuna offices or online at [www.gannawarra.vic.gov.au](http://www.gannawarra.vic.gov.au).

Any enquiries in relation to this policy should be directed to the Director Infrastructure [and Development, Planning and Regulatory Services](#) on (03) 5450 9333.



Records – Document Profile No. 14/00443

Originally adopted: 1995

Reviewed: 13/11/2002      Minute Book Reference: 2455

Reviewed: 25/10/2006      Minute Book Reference: 5366

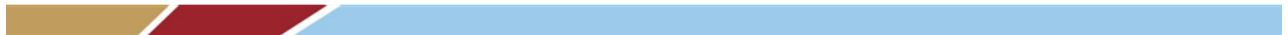
Reviewed: 27/06/2007      Minute Book Reference: 5894

Reviewed: 17/03/2010      Minute Book Reference: 7882

Reviewed: 17/04/2013      Minute Book Reference: 9849

Reviewed:

To be reviewed: 202017





# Building Regulations 2006

## COUNCIL POLICY NO. 066

### 1. POLICY

That Council not grant exemptions in relation to Clause 1804 of the Building Regulations 2006 relating to farm buildings.

### 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

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang and Cohuna offices or online at [www.gannawarra.vic.gov.au](http://www.gannawarra.vic.gov.au).

Any enquiries in relation to this policy should be directed to the Director Infrastructure ~~and Development~~ ~~Planning~~ ~~and Regulatory Services~~ on (03) 5450 9333.

Records – Document Profile No. 14/00445

Originally adopted: 1995

Reviewed: 13/11/2002

Reviewed: 25/10/2006

Reviewed: 17/03/2010

Reviewed: 17/04/2013

Reviewed:

To be reviewed: 202017

Minute Book Reference: 2455

Minute Book Reference: 5366

Minute Book Reference: 7882

Minute Book Reference: 9849



# Building Regulations 2006 – Clause 422 (1) (2) – Erection of Class 10a Buildings on Vacant Allotments

COUNCIL POLICY NO. 071

## 1. POLICY PURPOSE

The purpose of this policy is to control the erection of class 10a Buildings on vacant allotments on land other than the General Residential Zone or Residential Low Density Zone of the Gannawarra Planning Scheme. 10a Buildings on vacant allotments are prohibited in these zones.

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## 2. POLICY

- 2.1 That Council approval shall not be granted unless evidence is provided that an application has also been made for the erection of a dwelling or building of another class and that the Building Permit has been issued for the dwelling or building of another class both buildings prior to the erection of the shed or the like.
- 2.2 That the dwelling or building of another class must be commenced within 12 months of the Building Permit being issued.
- 2.3 That this policy shall have no effect on Class 10a buildings otherwise approved under the Subdivision Act 1988, or any corresponding previous enactment.
- 1.4 That conditions 1. and 2. may be varied providing a Statutory Declaration stating that the shed shall not be used for habitation is completed to the satisfaction of the Director Infrastructure, Planning and Regulatory Services.

## 3. 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.

## 4. FURTHER INFORMATION

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang and Cohuna offices or online at [www.gannawarra.vic.gov.au](http://www.gannawarra.vic.gov.au).

Any enquiries in relation to this policy should be directed to Director Infrastructure [and Development, Planning and Regulatory Services](#) on (03) 5450 9333.

Records – Document Profile No. 14/00449

Originally adopted: 1997

Reviewed: 25/10/2006

Minute Book Reference: 5366

Reviewed: 17/03/2010

Minute Book Reference: 7882

Reviewed: 17/04/2013

Minute Book Reference: 9849

Reviewed: 17/07/2017

To be reviewed: 202017



# Investments

## COUNCIL POLICY NO. 110

### 1. POLICY PURPOSE

To provide guidance of how to invest surplus funds to create the best advantage for Council, whilst managing the associated risk and maintaining appropriate levels of transparency and security.

### 2. BACKGROUND

Any funds not required to fulfil short term operational commitments are considered surplus and should be invested to generate interest revenue. Criteria must be set to achieve maximum return on investments that minimise risk and ensure the ongoing sustainability of Council funds.

The *Local Government Act 1989* sets out requirements for the investment of Council funds and compliance with these requirements is mandatory.

This policy sets out the requirements to achieve a balance between the points outlined above.

### 3. SCOPE

This policy covers the investments of any Council funds.

### 4. POLICY

#### 4.1 Authority for Investment

Section 143 *Local Government Act 1989* (as amended) sets out the guidelines in relation to the Financial Institutions with whom a Council may invest.

A Council may invest any money: -

- a) in Government Securities of the Commonwealth;
- b) in securities guaranteed by the Government of Victoria;
- c) with an authorised deposit-taking institution;
- d) with any financial institution guaranteed by the Government of Victoria;
- e) on deposit with an eligible money market dealer within the meaning of the Corporations Act; and
- f) in any other manner approved by the Minister after consultation with the Treasurer either generally or specifically, to be an authorised manner of investment for the purposes of this section.

#### 4.2 Delegation of Authority

The Manager Finance and the Senior Finance Officer have the authority to invest surplus funds, under the supervision of the Director Corporate Services and the Chief Executive Officer, in accordance with Council's policies.



4.3 Authorised Investments

**(a) The only authorised investments that council staff can invest in under this policy without prior approval are:**

i. Cash deposits which fulfil the requirements set out in section 4.1 above and falling within the rating guidelines outlined under section 4.4 of this policy. Investments are to be held in Australia and denominated in Australian Dollars.

**(b) Other than an investment under 4.3(a), council staff can only invest in the following authorised investments by first having Audit Committee approval and a council resolution passed, authorising investment in the following investment vehicles:**

Council may invest any money: -

- i. in Government Securities of the Commonwealth;
- ii. in securities guaranteed by the Government of Victoria;
- iii. with an authorised deposit-taking institution;
- iv. with any financial institution guaranteed by the Government of Victoria;
- v. on deposit with an eligible money market dealer within the meaning of the Corporations Act; and
- vi. in any other manner approved by the Minister after consultation with the Treasurer either generally or specifically, to be an authorised manner of investment for the purposes of this section.

4.4 Guidelines

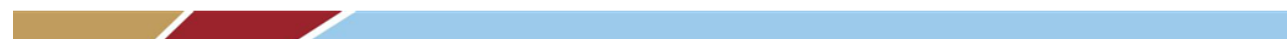
(a) Council’s investments with Fund Managers

Type of Fund	Maximum time Horizon	Maximum % of Total Investment Portfolio
Cash Funds (at Call)	24 Hours	0 – 100
Cash Funds (Term Deposits)	7 days – 12 months	0 – 95
Fixed Interest	At call – 2 years	0 – 25

The asset structure and features of the fund are to be consistent with the desired outcomes of Council’s Investment Strategy.

(b) Council’s direct investments

- (i) Quotations on Managed Fund Investments  
Not less than two (2) quotations shall be obtained from authorised institutions when an investment in a managed fund is proposed.
- (ii) Term to Maturity  
The term to maturity of any of Council’s direct investments may range from “at call” to five years, unless specifically approved by the Chief Executive Officer.
- (iii) Other Factors  
Investments which meet all other requirements of this policy but also provide indirect benefits for the Gannawarra Shire community are to be the preferred investment all other matters being equal.





(c) General Policy Guidelines

Diversification / Credit Risk

(i) Guide to Account limits

Council should generally limit the total amount invested with any one fund manager to a maximum of \$12,000,000. In instances where this is not practical, the funds must be invested with an institution which has a long term rating (Standard & Poors) of BBB+ to BBB- or higher.

(ii) Direct Investments

The Amounts shall be invested with any one of the following rated institutions:

Long Term Rating (Standard & Poor's)	Short Term Rating (Standard & Poor's)
AAA to AA-	A1+
A+ to A-	A1
BBB+ to BBB-	A2

Guide: -

- AAA – Highest credit quality – This rating indicates the lowest expectation of credit risk. They are assigned only in the case of exceptionally strong capacity for payment of financial commitments. This capacity is highly unlikely to be adversely affected by foreseeable events.
- AA – Very high credit quality – This rating indicates expectations of very low credit risk. They indicate very strong capacity for payment of financial commitments. This capacity is not significantly vulnerable to foreseeable events.
- A – High credit quality – This rating indicates expectations of low credit risk. The capacity for payment of financial commitments is considered strong. The capacity may, nevertheless, be more vulnerable to changes in circumstances or in economic conditions than is the case for higher ratings.
- BBB – Good credit quality – this rating indicates that there is currently an expectation of low credit risk. The capacity for payment of financial commitments is considered adequate, but adverse changes in circumstances and in economic conditions is more likely to impair this capacity. This is the lowest investment-grade category.
- A1+ - Extremely strong degree of safety regarding timely payment.
- A1 – A strong degree of safety.
- A2 – A satisfactory capacity for a timely payment.

(iii) Credit Ratings

If any of the Council’s investments are downgraded such that they no longer fall within these investment policy guidelines, they will be divested as soon as is practicable.

(d) Reporting

- (i) A quarterly report will be provided to Council detailing investment income versus budget year to date, for all investments which are invested as prescribed under authorised investment Section 4.3 paragraph (b).
- (ii) For Audit Purposes, certificates must be obtained from the banks/fund managers confirming the amounts of investment held on Council’s behalf at 30th June each year.





(e) Variation to Policy

The Chief Executive Officer or their delegated representative is authorised to approve variations to this policy if the investment is to Council's advantage and/or due to revised legislation.

All significant changes to this policy are to be reported to the Audit Committee within 2 months.

## 5. 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*.

## 6. FURTHER INFORMATION

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang and Cohuna Offices, or online at [www.gannawarra.vic.gov.au](http://www.gannawarra.vic.gov.au).

Any enquiries in relation to this policy should be directed to the Director Corporate Services on (03) 5450 9333.

Records – Document Profile No. 14/02213

Originally adopted: 17/09/2014 Minute Book Reference: 11022

Reviewed: ~~11/09/2017~~ Minute Book Reference: ~~7456~~

To be reviewed: 2021



## Library – Use of Services – Council Policy No. 111

### 1. POLICY

Members of the general public accessing Gannawarra Library services are bound by certain conditions and restrictions, documented in the 'Gannawarra Shire Council – Conditions of Library Use' document.

Conditions of Library Use applies to all Council library facilities including public computer and Internet access.

Breaches of library use conditions may result in disciplinary action including suspending or prohibiting a user from public access computer use or suspending a user from access to Library services and/or facilities.

### 2. POLICY REVIEW

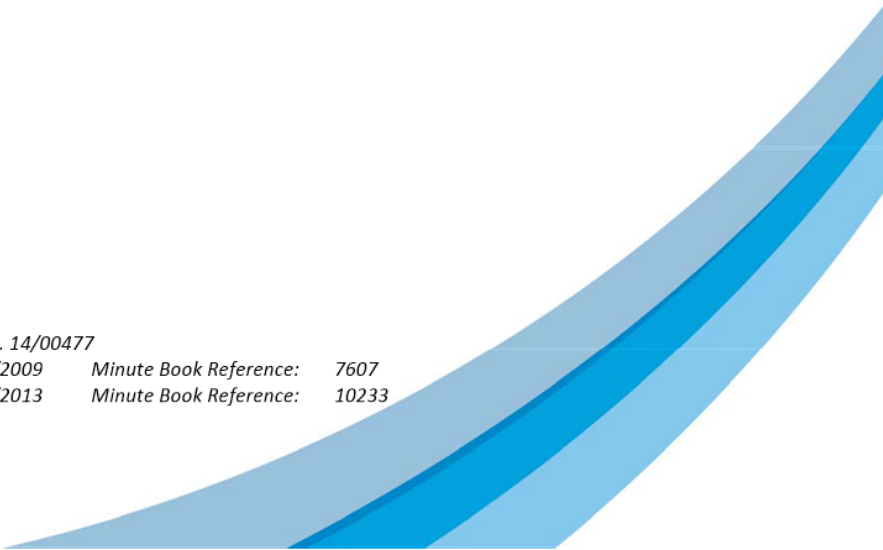
Council will review this policy as required but always within twelve months after a general election of the Council.

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

### 3. FURTHER INFORMATION

Members of the public may inspect this policy at Gannawarra Shire Council's Kerang and Cohuna office, each full service Library within the Gannawarra Shire or online at [www.gannawarra.vic.gov.au](http://www.gannawarra.vic.gov.au).

Any enquiries in relation to this policy should be directed to the Library, Arts and Culture Manager on (03) 5452 1546.



Records – Document Profile No. 14/00477  
 Originally adopted: 28/10/2009      Minute Book Reference: 7607  
 Revised: 21/08/2013      Minute Book Reference: 10233  
 To be reviewed: 2017



**8.7 DELEGATION UPDATE - COUNCIL TO MEMBERS OF COUNCIL STAFF**

**Author:** Alissa Harrower, Governance and Compliance Coordinator  
**Authoriser:** Sid Hutchinson, Director Corporate Services (Acting)  
**Attachments:** 1 Instrument of Delegation - Members of Staff (under separate cover)

**RECOMMENDATION**

**That Council:**

**In the exercise of powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of delegation to members of Council staff, resolve that;**

- (i) **There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to members of Council staff*, the powers, duties and functions set out in the instrument, subject to the conditions and limitations specified in that instrument.**
- (ii) **The instrument comes into force immediately the common seal of Council is affixed to the instrument.**
- (iii) **On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.**
- (iv) **The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

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**EXECUTIVE SUMMARY**

Gannawarra Shire Council has functions and duties which it must perform and powers which it may exercise, pursuant to the *Local Government Act 1989* ('the Act') as well as a range of other Acts. Section 98 of the Act allows for a Council to delegate certain powers, duties or functions to members of its staff rather than having all functions and duties dealt with by Council resolution.

In addition to the Act requirement for delegations to be reviewed within twelve months after a general election, delegations are regularly reviewed to reflect changes in legislation and regulations and changes to Council's organisational structure.

**BACKGROUND**

As a statutory entity, Council is only able to do those things which it is authorised by statute to do. As a legal entity and not a 'natural' person, Council can act in only one of two ways: by resolution or through others acting on its behalf. The power of Council to act by resolution is set out in section 3(5) of the Act.

"(5) Where a Council is empowered to do any act, matter or thing, the decision to do the act, matter or thing is to be made by a resolution of Council."

Alternatively, a Council can act through others. Section 98 of the Act allows for a Council to delegate to a member of its staff any power, duty or function of a Council under both the Act and any other Act, other than –

1. this power of delegation; and
2. the power to declare a rate or charge; and
3. the power to borrow money; and
4. the power to approve any expenditure not contained in a budget approved by the Council; and
5. any power, duty or function of the Council under section 223; and
6. any prescribed power

Where this is to occur, appointments are formalised through written ‘instruments of delegation’.

While under the Act, delegations must be reviewed within twelve months after a general election, Gannawarra Shire Council staff conduct reviews more regularly to reflect changes in legislation and regulations and changes to Council’s organisational structure.

### **POLICY CONTEXT**

Council Policy No. 127 - Compliance

### **DISCUSSION**

A recent review of delegations identified one addition resulting from changes in legislation and regulations.

One new provision (#167008) has been included as a result of amendments to the *Food Act 1984*.

### **CONSULTATION**

Lawyers from Maddocks provide Council with regular updates of relevant changes to legislation and regulations. Council staff with delegations and authorisations under legislation and regulations that have recently changed, and those affected by new legislation, have been involved in the delegation review process.

### **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 review of the Instrument of Delegation to Members of Council Staff has been completed, reflecting current legislation and regulations.

**8.8 ALTERATION OF COMMITTEE GOVERNANCE STRUCTURE - COUNCIL HALLS**

**Author:** Lisa Clue, Manager Governance

**Authoriser:** Sid Hutchinson, Director Corporate Services (Acting)

**Attachments:** 1 Community Halls Committee of Council - Instrument of Delegation

**RECOMMENDATION**

**That Council:**

1. **Establish a Special Committee of Council under section 86 of the *Local Government Act 1989*, being the Community Halls Committee of Council**
2. **Adopt the Community Halls Committee of Council Instrument of Delegation, as attached to this report**
3. **Abolish the following Special Committees, previously established under section 86 of the Local Government Act and revoke their respective Instruments of Delegation:**
  - (a) **Lake Charm Hall**
  - (b) **Murrabit Hall**
  - (c) **Myall Hall**
  - (d) **Dingwall Hall**
  - (e) **Koroop Hall**
  - (f) **Gannawarra Hall.**
4. **Appoint the current members of the Lake Charm, Murrabit, Myall, Dingwall, Koroop and Gannawarra Hall Committees as inaugural members of the Community Halls Committee of Council and the respective Administrative Sub-committees.**
5. **Appoint the Mayor of the day as the Councillor representative on the Community Halls Committee of Council.**

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**EXECUTIVE SUMMARY**

Following a recommendation from the September 2015 Local Government Investigations and Compliance Inspectorate Audit, Council staff gave an undertaking to review the manner with which special committees, appointed under section 86 of the *Local Government Act 1989* (the Act) are currently being managed.

The review is now complete and a management structure more suitable for management of halls on Gannawarra Shire Council land, or land of which Council is the gazetted Committee of Management has been identified. The proposed new structure requires Council to appoint a single Special Committee for management of Council halls (the *Community Halls Committee of Council*) and abolish the six hall committees previously appointed under section 86 of the Act.

Each hall committee has been consulted on the proposed changes and has agreed to the new structure.

## BACKGROUND

In September 2015 the Local Government Investigations and Compliance Inspectorate conducted an audit to assess Council's level of compliance with selected components of the Act. In relation to special committees, the Inspectorate recommended Council consider investigating alternative management structures that contain less rigour around the operational and ongoing requirements.

Following a review that included consideration of management structures adopted by other Victorian councils, an alternative structure was identified as appropriate for management of the six Gannawarra Shire halls, namely Lake Charm, Murrabit, Myall, Dingwall, Koroop and Gannawarra.

Information on the proposed new structure, including a draft Instrument of Delegation was provided to each hall committee in June 2017 and a joint meeting to further discuss the proposal was held on 18 July 2017. All hall committees were represented at that meeting and representatives have since met with their respective committees and provided verbal agreement to move to the new structure.

## POLICY CONTEXT

- Section 86 - *Local Government Act 1989*
- Council Plan 2017-2021 – Sustainable Natural and Built Environment - Managing facilities and assets now and into the future
- Council Plan 2017-2021 – Good Governance and a Healthy Organisation - Identify innovative opportunities that create improvements

## DISCUSSION

The review of management structures for Council halls focussed on the capacity of Council volunteers to manage and maintain Council halls in such a way as to meet the needs of the local community, and the requirements of Council. Past challenges have included:

- Conducting meetings in accordance with Council's Meeting Procedure Local Law (formalities etc)
- Meeting required timeframes for reporting back to Council and obtaining Council endorsement of Committee members (some committees find it hard to obtain a quorum at certain times of the year)
- Aligning budgets with Council's budget cycle, including reviewing fees and charges
- Impact of changing community demographic and difficulty attracting new members.

The new structure involves:

- Council formally establishing a new special committee; the *Community Halls Committee of Council*, and abolishing the six hall committees previously appointed under section 86 of the Act
- Two representatives from each hall committee being appointed to the *Community Halls Committee* of Council for two year terms
- Each committee previously appointed under section 86 of the Act becoming a sub-committee of the *Community Halls Committee of Council*

- A member of Council staff compiling agendas (in consultation with members) and taking Minutes and the option for a councillor to chair the *Community Halls Committee of Council* meetings
- The *Community Halls Committee of Council* meeting a minimum of twice per year with one finance focussed meeting scheduled to coincide with the lead up to Council's operating budget setting process and review of fees and charges. Another meeting would focus on insurance matters, grants, risk, OHS, facility use agreements and current and emerging issues.

Some important points to note with this structure include:

- Only the *Community Halls Committee of Council* will be required to comply with section 86 of the Act
- There will be no loss of local identify or autonomy – the re-named sub-committees will continue to hold meetings, hire their respective halls, hold bank accounts, undertake maintenance and arrange functions to meet local needs
- There is no anticipated cost to Council associated with implementing this new management structure
- Public liability insurance will be provided by Council to cover activities of both the *Community Halls Committee of Council* and the sub-committees. Building and limited contents insurance will continue to be provided by Council for each hall and ancillary buildings
- Sub-committees may continue to source grant funding.

## **CONSULTATION**

Information on the proposed new structure, including a draft Instrument of Delegation was provided to each hall committee in June 2017 and a joint meeting to further discuss the proposal was held on 18 July 2017. The Manager Governance attended the Murrabit Hall Committee meeting to further discuss the proposal on 14 August 2017.

Information on the proposed new structure was provided to Council at a Briefing Session on 11 April 2017.

## **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**

It is expected that the new management structure for Council halls will not only address Local Government Investigations and Compliance Inspectorate recommendations but also reduce the administrative burden on a large number of Council volunteers.

An appropriate level of research, communication and consultation has occurred to provide both Council and hall committee member confidence in the success of the new structure.

### GANNAWARRA SHIRE COUNCIL

### INSTRUMENT OF DELEGATION COMMUNITY HALLS COMMITTEE OF COUNCIL

Gannawarra Shire Council (Council) delegates to the special committee established by resolution of Council and known as the *Community Halls Committee of Council* the powers, duties and functions set out in the Schedule, and declares that:

- 1. this Instrument of Delegation is authorised by a resolution of Council, passed on 20 September 2017 and
- 2. the delegation
  - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.2 is subject to any conditions and limitations set out in the Schedule;
  - 2.3 is to be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.4 remains in force until Council resolves to vary or revoke it.

The Common Seal of the GANNAWARRA SHIRE COUNCIL            )  
 was hereunto affixed in accordance with Local Law No. 7         )  
 on the \_\_\_\_\_ day of \_\_\_\_\_ 2017.                             )

\_\_\_\_\_ Chief Executive Officer  
 (signature)

\_\_\_\_\_ Full name

**GANNAWARRA SHIRE COUNCIL**

**INSTRUMENT OF DELEGATION  
COMMUNITY HALLS COMMITTEE OF COUNCIL  
SCHEDULE**

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## 1. The Committee

The management and control of community halls (as defined in Section 17 of this schedule and hereinafter referred to as 'community halls', is hereby delegated to the committee of council known as the *Community Halls Committee of Council* (hereinafter referred to as the '*Committee*').

## 2. Objectives

The objectives of the *Committee*, are on behalf of the Gannawarra Shire Council (hereafter referred to as '*Council*') to:

- (a) Coordinate, manage and develop community halls as defined in Section 17 for community benefit
- (b) Raise and contribute funds for and towards the expenses required to achieve objective (a) above
- (c) Advise and liaise with *Council* in relation to the achievement of the *Committee* objectives and in the planning of related works and programs
- (d) Ensure *Council* policies and operating procedures are followed.

## 3. Powers/Functions/Duties

The *Committee* shall be empowered on behalf of *Council* to:

- a) Establish Administrative Sub-Committees (hereinafter referred to as the '*Sub-Committees*') for the purpose of managing the day to day operations and requirements of each of the community halls as defined in Section 17
- b) Establish individual bank accounts for each of the *Sub-Committees*
- c) Act as a Forum for the sharing of information, ideas and knowledge on the management of community halls
- d) Collect and collate an annual plan of desired improvements for each of the community halls and proposed usage charges, for input into Council's budget process
- e) Liaise and consult with designated Council officers and staff to provide strategic input into the usage and development of community halls.

Each *Sub-Committee* shall be empowered, on behalf of the *Committee* to:

- a) Implement *Council* or *Committee* recommendations regarding the hire, usage and maintenance of its community hall
- b) Allocate available times of hire and receive applications for the use of its community hall
- c) Adhere to *Council* policies that include but are not limited to Occupational Health and Safety, Information Privacy, Records Management, Hiring of Council Facilities and Smoke Free Zones
- d) Raise funds, receive hire fees, admission charges, donations and any other contributions and to expend same to carry out the objectives the *Committee*
- e) Prepare and distribute publicity, promotional material or guidance and advice for the improved use of its community hall
- f) Manage the finances and bank account relevant to its community hall.



**4. Use of the Halls**

- a) The halls may be used for appropriate recreation, leisure or sporting activities including exhibitions and entertainment, which are approved by the *Sub-Committee*, provided that each user pays the charges fixed pursuant to Section 9 of this Schedule
- b) Each *Sub-Committee* shall ensure there is equitable allocation of use of its hall
- c) Each *Sub-Committee* may for good cause, and following consultation with *Council*, recommend that a particular group be prohibited from using its hall.

**5. Powers Excluded**

- a) The *Committee* and *Sub-Committees* are not empowered to:
  - i) Borrow money external to *Council*;
  - ii) Incur any bank overdraft; or
  - iii) Carry out, or permit to be carried out, any act which would or would be likely to render *Council*'s insurance policies invalid.
- b) The *Committee* and *Sub-Committees* are not empowered to do any of the following things **without the written approval of *Council***:
  - i) Enter into a contract with a value exceeding \$10,000
  - ii) Make any alterations or additions to a Hall.
- c) The *Committee* and *Sub-Committees* shall not issue any media releases relating to funding announcements without the approval of *Council*, and shall not issue any media releases critical of *Council*.

**6. Committee Membership**

- a) The *Committee* shall comprise:
  - i) Up to twelve (12) community members representing each of the halls as defined in section 17 of this Schedule.
  - ii) One Councillor
  - iii) One Council Officer.

Ex-Officio: Council Officers from departments such as Building, Grants, Sport & Recreation, Community Development and Risk Management will attend meetings from time to time for information and communication purposes.

- b) Members will be appointed to the *Committee* by name and by Council resolution for a two year term. *Council* shall, in making appointments, adopt the following approach:
  - i) Expressions of interest will be sought by *Council* by way of letters to the relevant *Sub-Committees* and relevant community newsletters
  - ii) Applicants must be able to demonstrate direct involvement with the activities of a particular hall and/or the community surrounding the vicinity of a hall.
  - c) All members of the *Committee* may attend committee meetings however only one member per community hall will have voting rights.

- d) If a community hall does not have any members attending a meeting, it can request prior to the meeting in writing, that a proxy representative be entitled to vote at the meeting.
- e) *Council* may from time to time remove from the *Committee* any member and appoint another person in that member's place.
- f) *Council* shall, in filling a casual vacancy on the *Committee*, maintain the representation of interests referred to in Section 6 (a).
- g) *Council* shall appoint members to the *Committee* as soon as reasonably practicable after the date upon which the Annual Meeting referred to in Section 7 is held.
- h) *Sub-Committees* will be formed by the *Committee* and will only be comprised of members with a direct interest and involvement with the relevant hall.

## 7. Meetings

### 7.1 Committee Annual Meeting

- a) *Council* shall give notice of an annual meeting at least 10 days prior to the proposed meeting day by inserting a public notice in a newspaper circulating in the area, and on *Council's* website.
- b) The *Committee* shall hold an annual meeting between 1 July and 31 October each year on a date fixed by the *Committee*. The annual meeting shall:
  - i) Receive reports from each of the designated hall representatives on the activities conducted over the past year and activities proposed for the coming year
  - ii) Receive an annual financial summary from each of the *Sub-Committees*
  - iii) Receive the Minutes of the previous Annual Meeting
  - iv) Every second year, receive nominations for membership on the *Committee* and forward those nominations to *Council* for appointment.
- c) Office bearers:
  - i) The Councillor Representative on the *Committee* shall be the Chairperson
  - ii) The Council Officer Committee member will be the minute taker and provide administrative support to the *Committee*.

### 7.2 Committee Ordinary Meetings

- a) The *Committee* shall hold ordinary meetings during the year as deemed necessary
- b) The Council Officer will liaise with the Chairperson in the calling of meetings and will give reasonable notice of all meetings by distributing a notice of the meeting to all members at least seven clear days prior to the meeting
- c) The Council Officer will provide reasonable notice to the public of meetings of the *Committee*, by way of notices at each of the Halls, on *Council's* websites and in the local paper, within 7 days of a meeting
- d) At least one member from each *Sub-Committee* should attend each meeting. If a *Sub-Committee* is not represented at two consecutive ordinary meetings of the *Committee*, and has not tendered an apology or nominated a proxy in accordance with clause 6 (d), the *Committee* may refer to *Council* for follow-up.

### 7.3 Sub-Committee Meetings

- a) *Sub-Committee* meetings will be held as determined by the Chair of the *Sub-Committee* and at least 7 days' notice will be given to members
- b) The number of meetings to be held each year will be at the discretion of each *Sub-Committee*.

### 7.4 Meeting Procedures

- a) The quorum at any *Committee* or *Sub-Committee* meeting shall be a majority of members who are eligible to vote. No business shall be conducted by the *Committee* unless a quorum exists
- b) All other meeting procedures should follow Councils 'Meeting Procedure' as referenced in Gannawarra Shire Council Local Law No.7 – Processes of Local Government (Meetings and Common Seal), (Further Amendment) Local Law.

## 8. Finance

- a) The *Committee* shall adopt period 1 July to 30 June each year as the financial year. All accounting functions shall conform with applicable Accounting Standards, the *Local Government Act 1989* and relevant regulations made under that Act.
- b) The *Committee* shall operate individual bank accounts in the name of each of the *Sub-Committees* and in its own right if necessary, to exercise powers and functions delegated by this Instrument.
- c) The financial accounts of the *Committee* (if applicable) and each *Sub-Committee* shall be audited by *Council* annually.
- d) All monies received by the *Committee* or a *Sub-Committee* shall be promptly deposited into the *Committee's* or *Sub-Committees' Bank Account*.
- e) Payments made by the *Committee* or a *Sub-Committee* shall be authorised with a minimum of two signatories.
- f) All monies received by the *Sub-Committees* shall be used for the maintenance and operations of their respective halls and any other expenses which may be incurred by the *Sub-Committee* in its management of the hall.
- g) The *Committee* and/or the individual *Sub-Committees* may obtain an Australian Business Number (ABN), if deemed necessary.
- h) The *Committee* and/or each individual *Sub-Committee* shall determine if it wishes to register for the Goods and Services Tax (GST). The *Committee* and each *Sub-Committee* must meet its own GST obligations and shall not purchase items in the name of the Gannawarra Shire Council.
- i) The *Committee* and each individual *Sub-Committee* may use its funds in accordance with the responsibilities of the *Committee* as outlined in Appendix 1. The funds may be used for the following purposes with respect to the relevant hall:
  - i) toward the purchase of plant, equipment, fittings and furniture for the hall
  - ii) maintenance and repair of buildings, fences and other improvements associated with the hall
  - iii) to implement programs and services

- iv) general *Committee* or *Sub-Committee* administrative expenses
  - v) with the written consent of Council, structural alterations and improvements to the hall
  - vi) such other purposes as may from time to time be approved by the *Committee* or *Sub-Committee* in meeting its objectives.
- j) The *Committee* shall as required, make its Minutes and all other papers or documents available for inspection or audit by Council's auditor, or other municipal officers authorised by *Council*.
- k) The *Sub-Committees* shall ensure that a financial report is included in the Agenda of the annual meeting of the *Committee*.

## 9. Charges

The *Committee* shall at least once in each financial year recommend to *Council* a scale of charges for the use of the Halls.

## 10. Reporting to Council

The *Committee* shall be responsible for ensuring the following:

- a) A copy of the draft unsigned Minutes is forwarded to *Council* within 14 days after each meeting.
- b) A report including the annual summary of accounts is submitted at its annual meeting. The Chairperson shall be responsible for ensuring that the report is lodged with *Council* by 30 November each year.
- c) *Council* is advised in writing, as soon as possible of the resignation of any member of the *Committee*.
- d) A personal injury and loss/damage register is maintained by each *Sub-Committee* and *Council* is advised as soon as practical of any incidents which might give rise to legal proceedings.
- e) As soon as practical, a report is provided to *Council* by the relevant *Sub-Committee* detailing any accidental and/or intentional damage to their hall.
- f) As soon as practical, a report is provided to *Council* by the relevant *Sub-Committee* detailing any attempted and/or successful break-ins into their hall.

**11. Land and Buildings, Plant and Equipment**

- a) *Council* retains the right to access each designated hall.
- b) The *Committee*, through the *Sub-Committees* shall be responsible for the maintenance and operation of buildings, plant and equipment, as per Appendix 1.
- c) In the event that a hall itself or equipment is damaged, the *Committee* may recoup such reasonable costs as are necessary to replace such equipment or repair the building from the person/s or group responsible for such damage but no legal proceedings shall be issued without the written approval of *Council*.
- d) The *Committee*, in association with Council staff shall conduct annual maintenance and hazard assessments of the halls and surrounding grounds.
- e) The *Committee* will submit to *Council*, after due consideration any recommendations for alterations or additional buildings or for overall improvements to the halls generally.

**12. Insurance**

- a) Public Liability Insurance shall be provided by *Council* at Council's expense to cover activities of the *Committee* and *Sub-Committees* in managing the halls, whilst acting within the scope of their duties for and on behalf of *Council*, subject at all times to the terms and conditions of Council's liability policy.
- b) Building Insurance shall be provided by *Council* at Council's expense under Council's Industrial Special Risk insurance policy.
- c) Insurance of contents owned or provided by the *Sub-Committees*, shall be the responsibility of, and managed through the *Sub-Committees*. The *Sub-Committees* shall ensure that contents are adequately insured against fire, burglary and other perils. Hall user groups shall be responsible for insuring their own contents.
- d) *Sub-Committees* shall ensure that each hall user group completes a Facility Use Agreement detailing dates and times of use and agreeing to conditions of hire.
- e) *Sub-Committees* shall ensure casual users **not** covered under Council's casual user liability policy, provide evidence of Public Liability insurance cover.

**13. Licensing Provisions**

The sale and supply of alcoholic beverages must comply with relevant Liquor Licensing requirements, and must be in accordance with any rules laid down by the *Committee* and/or *Council*.

**14. Revocation**

- a) This Instrument of Delegation may be revoked at any time by *Council*. Factors relevant to the issue of revocation include whether, in the view of *Council* the *Committee* is managing the halls in the best interest of user groups, the community and *Council*; or if Council Policy or strategic direction alters significantly.
- b) In the event of revocation, the Chairperson shall, not later than the date upon which revocation takes effect, arrange for:
  - i) a financial statement to be prepared, audited and presented to *Council*; and
  - ii) the *Committee's* bank account (if applicable) to be closed and the balance paid to *Council*.

**15. Dissolution**

- a) The *Committee* or a *Sub-Committee* may, at any meeting agree to disband by each member advising *Council* in writing that they wish to resign and hand *Committee* or *Sub-Committee* responsibilities to *Council*.
- b) In the event of dissolution, the Chairperson shall, not later than the date upon which such dissolution would become effective, arrange for:
  - i) a financial statement to be prepared, audited and presented to *Council*;
  - ii) the *Committee or Sub-Committee's* bank account to be closed and the balance paid to *Council*; and
  - iii) all keys to the hall to be handed over to *Council*.

**16. Correspondence**

Unless otherwise stated, all correspondence with *Council* should be via the Manager Governance.

**17. The Halls**

The halls relevant to this Instrument comprise the following:

Dingwall Hall

Gannawarra Hall

Koroop Hall

Lake Charm Hall

Murrabit Hall

Myall Hall.

**APPENDIX 1 – HALL MAINTENANCE RESPONSIBILITIES**

Issue	Sub-Committee	Gannawarra Shire Council
Cleaning of hall (including toilets)	✓	
Collection of hire fees and charges	✓	
Cyclic refurbishment (major maintenance works)		✓
Electrical installations, maintenance and repairs (excluding minor work)		✓
Emptying of rubbish bins	✓	
Equipment maintenance (mowers, hoses, sprinklers etc)	✓	
Fire services (including scheduled inspection of equipment and replacement as required)		✓
Hall Bookings	✓	
Hot Water Service	✓	
Major Tree Maintenance / Lopping		✓
Management and supervision of Contractors		✓
Mowing and watering of grounds as required	✓	
Plumbing maintenance – Repairs (including toilet bowls, cisterns and tap ware)	✓	
Provision of locks and keys and maintenance of locks and door furniture		✓
Roof and spouting works		✓
Signage	✓	
Toilet bowls and cisterns (replacement)		✓
Tree Inspections/minor pruning/trimming	✓	
Undertaken minor maintenance (fly screens, tap washers, light globes and switches, tile replacement)	✓	
Utility charges	✓	
Waste management and litter removal from buildings, surrounds and placement of bins	✓	
Windows (excluding replacement of glass)		✓
Termite treatment (following notification from Sub-Committee of termite activity)		✓
Test & Tag – Portable electric equipment and leads		✓

**8.9 HEAVY PLANT REPLACEMENT CONTRACT VP81584 - PURCHASE****Author:** Steve Fullerton, Manager Operational Services**Authoriser:** Geoff Rollinson, Director Infrastructure Services**Attachments:** Nil**RECOMMENDATION**

**That Council award contract VP81584 to The Truck Specialists Isuzu Trucks for the Supply and Delivery of one 8 x 4 Twin Steer Water Cart for the lump sum payment not subject to rise and fall at the amount of \$277,926.00 (GST Inclusive).**

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**EXECUTIVE SUMMARY**

Tenders were called for the supply and delivery of one 8 x 4 Twin Steer Water Cart for the purpose of undertaking construction and maintenance works on Councils road network. A total of ten tenders were received.

A copy of the tender evaluation has previously been provided to the Councillors.

**BACKGROUND**

Heavy Plant Replacement is an item listed on the capital works program every year with funds allocated depending on the need of replacement vehicles and plant. Currently there is \$782,000 remaining in the budget for 17/18 financial year.

Council currently uses a water tanker purchased in 2002 with a legal carrying capacity of 13,000 litres. The recommended water tanker has the capacity to carry 16,000 litres and will improve efficiencies in road works due to an increased water carrying capacity which will reduce the number of times the tanker requires filling throughout the working day.

The 13,000 litre water cart will be sold with the purchase of the new water cart. It is expected Council will receive approximately \$60,000 for this old water cart, however this price is demand dependant.

**POLICY CONTEXT**

Council Plan 2017-2021: Implement Council's Capital Works Program.

**DISCUSSION**

The evaluation criteria and weighting contained in the contract conditions for VP81584 were as follows.



Criteria	Weight
1. Specification Compliance	30%
2. Price of the tender	20%
3. Standing/Reputation of equipment and tenderer within the industry	20%
4. Range of warranty services and location of tenderer's service, parts, technical and backup facilities	20%
5. Local Benefit	10%

The following table summarises the weighted score assigned to each tenderer using the evaluation criteria listed above:

Tenderer	Cost (GST Inc.)	Score	Weighted Score
Tenderer A*	\$280,000.00	77/100	16.6
The Truck Specialists	\$277,926.00	97/100	21.4
Tenderer C	\$321,000.00	82/100	17.9
Tenderer D	\$305,493.00	71/100	14.9
Tenderer E*	\$307,041.21	78/100	17.2
Tenderer F	\$346,005.47	77/100	16.5
Tenderer G	\$287,570.00	91/100	20.4
Tenderer H*	\$268,892.00	87/100	19.1
Tenderer I*	\$281,572.50	79/100	17.0
Tenderer J*	\$316,458.31	80/100	17.3

(\* These tenderers did not meet the tender requirements).

A copy of the tender evaluation has previously been provided to the Councillors.

### CONSULTATION

All relevant Council staff and external contactors were consulted 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 Truck Specialists Isuzu Trucks received the highest weighted score, and was the lowest priced tenderer to meet all the tender requirements. Being a local supplier and Council having previous dealings with Isuzu, it is considered the best value option for Council and is the preferred tenderer.

**9 INFORMATION REPORTS**

Nil

**10 URGENT ITEMS****11 NOTICES OF MOTION**

Nil

**12 DELEGATES REPORTS****12.1 DELEGATES REPORT - 17 AUGUST TO 20 SEPTEMBER, 2017****Author:** Eric Braslis, CEO**Authoriser:** Eric Braslis, CEO**Attachments:** Nil**EXECUTIVE SUMMARY**

Delegate Reports from 17 August to 20 September, 2017

Cr Brian Gibson

21 Aug	Attend Indigenous Celebration – Kerang South Primary School
25 Aug	Attend Kerang & District Schools Book Parade
28 Aug	Meeting – MAV President - Kerang
29 Aug	Meeting – Audit Committee – Kerang
	Meeting – Gannawarra Resilience Committee – Kerang
30 Aug	Attend North West Solar Energy Workshop - Kerang
31 Aug	MAV Transport and Infrastructure Committee – Melbourne
01 Sep	Meeting CEO Annual Review
	Attend Regional AFL CV Regional Strategy Launch – Eaglehawk
18 Sept	Public Meeting with the Mayor – Cohuna Gateway
	Meeting – Cohuna & District Progress Association
19 Sept	Attend Walk to School Trophy Launch – Kerang
	Attend NDCH Kickstart Afternoon Tea - Kerang
20 Sept	Meeting MDBA Information Session - Kerang
	Attend Glorious the Musical – Leitchville

Cr Mark Arians

23 Aug	Meeting – Kerang Progress Association
02 September	Attend Heritage Day – Kerang
03 September	Attend Kerang Rotary Polio Lunch

Cr Charlie Gillingham

22 Aug	Meeting – Lake Charm/Mystic Park Senior Citizens AGM – Lake Charm
28 Aug	Meeting – MAV President - Kerang

Cr Steve Tasker

- 08 Aug Meeting – Koondrook Development
- 11 Aug Meeting – Barook Seniors AGM - Koondrook

Cr Lorraine Learmonth

- 17 Aug Meeting – MAV Arts & Culture Committee – Melbourne
- 21 Aug Attend Indigenous Celebration – Kerang South Primary School
- Meeting – Cohuna & District Progress Association
- 28 Aug Meeting – Loddon Mallee Local Govt Waste Forum – Kerang
- 29 Aug Meeting – Gannawarra Resilience Committee – Kerang
- 30 Aug Attend North West Solar Energy Workshop – Kerang
- Meeting – LMRRMC Board
- 31 Aug Meeting- MAV Environment Committee – Melbourne
- 02 Sept Attend Heritage Day – Kerang
- 15 Sept Principal for the day – Kerang THS
- 18 Sept Meeting – Cohuna & District Progress Association
- 20 Sept Attend Trophy Launch Walk to School Program – Cohuna
- Attend Glorious Performance - Leitchville

Cr Sonia Wright

- 17 Aug Meeting – GVGA Board Meeting – Daylesford
- 21 Aug Meeting – Cohuna & District Progress Association
- 28 Aug Meeting – MAV President – Kerang
- 30 Aug Attend North West Solar Energy Workshop – Kerang
- 05 Sept Meeting – Leitchville Progress Association
- 18 Sept Launch – Walk to School Program – Leitchville
- Meeting – Cohuna & District Progress Association
- 20 Sept Attend Trophy Launch Walk to School Program – Cohuna
- Attend Glorious Performance - Leitchville

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 Strategic Briefing Meeting (28 August)	✓	✓	A	✓	✓	A	✓
Council CEO KPI Discussion meeting (5 September)	✓	✓	✓	✓	✓	✓	✓
Council Briefing Meeting (11 September)	✓	✓	A	✓	✓	✓	✓
Ordinary Council Meeting (20 September)	✓	✓	✓	✓	✓	✓	✓

LoA = Leave of Absence

A = Apology

**13 CONFIDENTIAL ITEMS****RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 89(2) of the Local Government Act 1989:

**13.1 Chief Executive Officer Performance Review - 2016/17**

This matter is considered to be confidential under Section 89(2)(a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters.