

## **SPECIAL MEETING OF COUNCIL**

**Minutes** of a Special Meeting of Council held in the  
Council Chamber, 15 Stead Street, Ballan on  
Wednesday 9 September 2015 at 6:00 p.m.

### **Members:**

Cr. Paul Tatchell (Mayor)	Central Ward
Cr. Allan Comrie	East Moorabool Ward
Cr. David Edwards	East Moorabool Ward
Cr. John Spain	East Moorabool Ward
Cr. Tonia Dudzik	East Moorabool Ward
Cr. Tom Sullivan	West Moorabool Ward
Cr. Pat Toohey	Woodlands Ward

### **Officers:**

Mr. Rob Croxford	Chief Executive Officer
Mr. Phil Jeffrey	General Manager Infrastructure
Mr. Satwinder Sandhu	General Manager Growth and Development
Mr. Danny Colgan	General Manager Community Services

***Rob Croxford***  
***Chief Executive Officer***

## AGENDA

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**1. OPENING OF MEETING**

*Mayor, Cr. Tatchell, opened the meeting at 6.03pm.*

**2. ACKNOWLEDGEMENT TO COUNTRY**

*We respectfully acknowledge the traditional owners of this land, their spirits and ancestors.*

**3. PRESENT**

<i>Cr. Allan Comrie</i>	<i>East Moorabool Ward</i>
<i>Cr. David Edwards</i>	<i>East Moorabool Ward</i>
<i>Cr. John Spain</i>	<i>East Moorabool Ward</i>
<i>Cr. Tonia Dudzik</i>	<i>East Moorabool Ward</i>
<i>Cr. Paul Tatchell</i>	<i>Central Ward</i>
<i>Cr. Pat Toohey</i>	<i>Woodlands Ward</i>

*Officers:*

<i>Mr. Rob Croxford</i>	<i>Chief Executive Officer</i>
<i>Mr. Phil Jeffrey</i>	<i>General Manager Infrastructure</i>
<i>Mr. Steve Ivelja</i>	<i>Manager Finance</i>
<i>Ms. Michelle Morrow</i>	<i>Minute Taker</i>

**4. APOLOGIES**

<i>Cr. Tom Sullivan</i>	<i>West Moorabool Ward</i>
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**5. DISCLOSURE OF CONFLICT OF INTEREST**

**Nil.**

## 6. PRESENTATIONS / DEPUTATIONS

The Council has made provision in the business of the Special Meeting of the Council for the making of presentations or deputations to Council in relation to matters presented on the agenda for Council consideration.

Presentations or deputations are required to be conducted in accordance with the requirements contained within the **Presentation/Deputations Protocols and Procedural Guidelines**.

Persons wishing to make a presentation or deputation to the Council on a matter included in the agenda shall inform Council by 1pm on the Friday prior to the meeting by contacting the Chief Executive Officer's Office and registering their name and agenda item being spoken to.

At the meeting the Mayor will invite the persons wishing to make a presentation or delegation to address the Council on the agenda item.

The person making the presentation or deputation is to stand and address the Council on the item. No debate on the item is permitted between the person making the presentation or delegation and the Council.

A maximum of three minutes per presentation or delegation will be allocated. An extension of time may be granted at the discretion of the Mayor.

Councillors, through the Mayor, may ask the person making the presentation or delegation for clarification of matters presented.

The Mayor may direct that a member of the gallery ceases speaking if the above procedure is not followed.

**List of Persons making Presentations/Deputations other than in relation to a planning item listed on the agenda:**

**Nil.**

## **7. BUSINESS**

### **7.1 Adoption “in principle” of the 2014/15 Financial Statements for submission to the Victorian Auditor-General for certification**

#### **Introduction**

File No.: 02/02/002  
Author: Steven Ivelja  
General Manager: Phil Jeffrey

#### **Background**

The following report presents the 2014/15 Financial Statements for adoption “in principle” by Council for submission to the Auditor-General for certification.

The Local Government Act 1989 requires that Council complete the following at the end of each financial year with respect to producing an Annual Report.

#### **S. 131 Annual report**

- (1) A Council must prepare an annual report in respect of each financial year
- (2) An annual report must contain the following, in respect of the financial year reported on—
  - (a) a report of operations of the Council;
  - (b) an audited performance statement;
  - (c) audited financial statements;
  - (d) a copy of the auditor's report on the performance statement, prepared under section 132;
  - (e) a copy of the auditor's report on the financial statements under Part 3 of the Audit Act 1994 ;
  - (f) any other matter required by the regulations.
- (5) The financial statements in the annual report must—
  - (a) include any other information required by the regulations; and
  - (b) be prepared in accordance with the regulations.

#### **S. 132 Annual Report - Preparation**

- (1) A Council must submit the performance statement and financial statements in their finalised form to the auditor for auditing as soon as possible after the end of the financial year.
- (2) The Council, after passing a resolution giving its approval in principle to the performance statement and financial statements, must submit the statements to the auditor for reporting on the audit.

- (3) The auditor must prepare a report on the performance statement.

Note: The auditor is required under Part 3 of the Audit Act 1994 to prepare a report on the financial statements.

- (4) The auditor must not sign a report under subsection (3) or under Part 3 of the Audit Act 1994 unless the performance statement or the financial statements (as applicable) have been certified under subsection (5).
- (5) The Council must ensure that the performance statement and financial statements, in their final form after any changes recommended or agreed by the auditor have been made, are certified in accordance with the regulations by—
  - (a) 2 Councillors authorised by the Council for the purposes of this subsection; and
  - (b) any other prescribed persons.
- (6) The auditor must provide the Minister and the Council with a copy of the report on the performance statement as soon as is reasonably practicable.

### **Proposal**

The 2014/15 Financial Statements have been prepared in accordance with the requirements of the Local Government Act, Local Government (Planning and Reporting) Regulations 2014 and Australian Accounting Standards.

In accordance with Council's Governance protocols, the reports will be presented to Council's Audit Committee for review on Wednesday 9 September 2015 and recommendation to Council for adoption "in principle" and authorisation of two Councillors, being the Councillor members of the Audit Committee, to sign the audited statements.

In summary, the statements indicate the following results for 2014/15:

1. Financial Statements: reflect the comparative performance to the previous financial year.
  - Comprehensive Income Statement - the result reflects a total comprehensive gain of \$22.300 million. Included within this result are the following significant items:
    - \$14.616 million in net asset revaluation increments as a result of the revaluation of drains on 1<sup>st</sup> July 2014.
    - \$5.178 million increase in grants - operating due to the reinstatement of early payment of Financial Assistance grants as advised by Local Government Victoria in late June 2015.

- \$0.908 million increase in grants - capital as a result of increased levels of one off grant funding for local road projects.
  - \$0.829 million increase in contributions - monetary due to developer contributions received for the West Maddingley development. These funds are set aside for future capital works.
  - Net gain (loss) on disposal of property, infrastructure, plant and equipment and investment properties compares unfavourably to 2013/14 by \$2.232 million. The net loss mainly relates to the undepreciated portion of infrastructure assets replaced at the date of asset renewal or reconstruction.
  - \$0.352 million reduction in other expenses due to a reduction in operating lease expenses resulting from a change in council policies.
  - \$0.428 million increase in depreciation expense mainly due to the increase in depreciation expense for Infrastructure Assets as a result of asset growth and the impact of asset revaluations. Also contributing to the growth is an increase in depreciation on plant and machinery due to more assets being owned and a reduced reliance on leased assets.
- Balance Sheet - the movement in net assets reflects the total operating gain of \$22.300 million. Included within this result are the following significant items:
    - A \$2.598 million increase in cash which mainly relates the early payment of 50% of the 2015/16 Financial Assistance Grants allocation.
    - An increase in Property, Infrastructure, Plant and Equipment mainly due to revaluation increments in drains \$16.017 million.
    - A \$6.039 million reduction in current liabilities as a result of a \$2.481 million reduction in Trade and Other Payables, which is due to the timing of the final payment run of the 2014/15 financial year. Also contributing to the reduction is a \$3.643 million reduction in the current portion of interest bearing loans and borrowings as a result the reclassification of the MAV debt facility. In the comparative financial year, an interim funding facility was in place at balance date which resulted in the full value of 2013/14 loan borrowings being classified as current. With the finalisation of the MAV bond issuance occurring in the 2014/15 financial year, these loans have now been classified as non-current.
  - Cash Flow Statement - the movement in cash held at the end of the year reflects an increase in cash of \$2.598 million. Included within this result are the following significant items:



- Net cash flows from operating activities increased by \$4.674 million from last year to \$13.008 million. This mainly reflects the higher level of recurrent revenue received as compared to the comparative year resulting in higher levels of rates and charges, operating and capital grants and monetary contributions from developers. The early payment of 2015/16 Financial Assistance Grants has in part contributed to the higher level of net cash flows from operating activities. Partially offsetting this increase is a reduction in payables of \$2.482 million in comparison to the 2013/14 financial year. The decrease in payables has in turn resulted in a higher level of cash payments for materials and services.
- Net cash used in investing activities has decreased by \$1.541 million to \$8.966 million. This mainly reflects the completion of flood recovery projects in the 2013/14 year which resulted in a larger capital works program in comparison to the 2014/15 year.
- Net cash used for in finance activities was \$1.444 million reflecting in large part the lower level of take up in new loans and the higher level of debt redemption in 2014/15. In the comparative financial year, council took up a higher level of new loan borrowings settle the defined benefits superannuation shortfall.
- Statement of Capital Works - in comparison to the 2013/14 year, overall capital expenditure for 2014/15 is \$1.711 million lower than the previous year made up of the following items;
  - In the 2013/14 financial year, \$4.727 million in overall capital expenditure related to the finalisation of 2011 flood projects. This was made up of \$0.130 million in expenditure on bridges, \$0.245 million on Roads, \$3.130 million on footpaths and cycleways and \$1.221 million on drainage related projects. As a result of these projects, the 2013/14 Capital Works Program was comparatively larger than the 2014/15 Capital Program.
  - Capital Expenditure on road infrastructure projects in 2014/15 was \$1.626 million greater than the comparative year due to the construction of a number of larger road reconstruction and rehabilitation projects including Elaine-Morrison's Road \$0.599 million, Road Reseals \$0.947 million, Halletts Way extension \$0.448 million, Holts Lane \$0.323 million, Blakeville Road \$0.423 million, Spencer Road \$0.375 million and Spargo Creek Road \$0.578 million.
  - Capital expenditure on plant, machinery and equipment was \$0.770 million greater in 2014/15 as compared to the 2013/14 financial year due in large part to the carry-over of major plant purchases from 2013/14 into the 2014/15 year. In addition to this, Council has increase its expenditure on plant and equipment due to more assets being owned resulting in a reduced reliance on operating leases. This is offset by a reduction in 'other expenses' in the Income Statement.

As per the changes with the Local Government Reporting Framework, Council is no longer required to prepare a set of Standard Statements. A set of alternative note disclosures have now been included as part of the Financial Statements to replace the Standard Statements.

### **Policy Implications**

The 2013–2017 Council Plan provides as follows:

<b>Key Result Area</b>	Continuous Improvement in Council Services
<b>Objective</b>	Sound long term financial management
<b>Strategy</b>	Develop and maintain a long term financial planning, management and reporting system, which ensures resources to deliver services and manage Council's assets.

The 2014/15 financial statements are consistent with the 2013-2017 Council Plan.

### **Financial Implications**

The financial statements detail Council's financial performance and position for 2014/15. They demonstrate that over time Council has steadily improved its financial position, but indicates that there are still numerous financial challenges that lay ahead which will require responsible fiscal stewardship.

### **Communications Strategy**

The Annual Financial Statements and Performance Statements are reported to Council to adopt "in principle" for submission to the Auditor-General for certification. Audited Statements are then incorporated into Council's Annual Report, which is completed by Council by 30 September each year.

### **Victorian Charter of Human Rights and Responsibilities Act 2006**

In developing this report to Council the briefing officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

### **Officer's Declaration of Conflict of Interests**

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

*General Manager – Phil Jeffrey*

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

*Author – Steven Ivelja*

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

### **Conclusion**

The attached Financial Statements for 2014/15 have been prepared in accordance with the requirements of the Local Government Act.

At the time of printing this document, Council's Financial Statements were included on the Agenda for consideration at the Audit and Risk Committee Meeting on Wednesday 9 September 2015, with a recommendation that the Audit and Risk Committee recommend that Council adopts the statements "in principle".

Following a resolution, the Statements would then be submitted to the Auditor-General for certification. Council is also required to authorise two Councillors to sign the statements on behalf of Council, as required under the Local Government Act.

It is practice for the Councillor members of the Audit and Risk Committee to sign the certified statements on behalf of Council.

### **Recommendation:**

#### **That Council:**

- 1. In accordance with S. 132 of the Local Government Act (1989):**
  - (a) adopts in principle and submits the 2014/15 Financial Statements to the Auditor-General for certification; and**
  - (b) authorises the Council's Audit and Risk Committee Representatives, Cr. Spain and Cr. Dudzik, to certify the 2014/15 Financial Statements in their final form, after any changes recommended, or agreed to by the Auditor, have been made.**

**Resolution:****Crs. Dudzik/Spain*****That Council:***

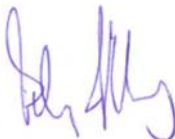
1. ***In accordance with S. 132 of the Local Government Act (1989):***
  - (a) ***adopts in principle and submits the 2014/15 Financial Statements subject to no material change to the Auditor-General for certification; and***
  - (b) ***authorises the Council's Audit and Risk Committee Representatives, Cr. Spain and Cr. Dudzik, to certify the 2014/15 Financial Statements in their final form, after any changes recommended, or agreed to by the Auditor, have been made.***

**CARRIED.**

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**Report Authorisation****Authorised by:**

**Name:** Phil Jeffrey  
**Title:** General Manager Infrastructure  
**Date:** Friday 4 September 2015



## 7.2 Adoption “in principle” of the 2014/15 Performance Statement for submission to the Victorian Auditor-General for certification

### Introduction

File No.: 02/02/002  
Author: Natalie Abbott  
General Manager: Satwinder Sandhu

### Background

The 2014/15 Performance Statement has been prepared to meet the requirements of the *Local Government Act* 1989 and the *Local Government (Planning and Reporting) Regulations* 2014 for adoption “in principle” by Council for submission to the Auditor-General for certification.

Legislation was introduced in early 2014 which set up the requirement for councils to report on their performance through their annual report to their community.

Pursuant to Section 131(4) of the *Local Government Act* 1989, the performance statement in the annual report must—

- (a) contain the following—
  - (i) for the services funded in the budget for the financial year reported on, the prescribed indicators of service performance required by the regulations to be reported against in the performance statement and the prescribed measures relating to those indicators;
  - (ii) the prescribed indicators of financial performance and the prescribed measures relating to those indicators;
  - (iii) the prescribed indicators of sustainable capacity performance and the prescribed measures relating to those indicators;
  - (iv) results achieved for that financial year in relation to those performance indicators and measures referred to in subparagraphs (i), (ii) and (iii);
  - (v) any other information required by the regulations; and
- (b) be prepared in accordance with the regulations.

### Proposal

In accordance with Council’s governance protocols, the Performance Statement will be presented to Council’s Audit and Risk Committee on Wednesday 9 September 2015 for review and recommendation to Council for adoption “in principle” and authorisation for two Councillors, being the Councillor members of the Audit Committee, and the Chief Executive Officer to sign the audited statements.

The Performance Statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results for the 2014/15 year.

Overall there are 30 performance indicators that have been mandated for an independent audit. Of these indicators six (6) relate to sustainable capacity, twelve (12) relate to service performance and twelve (12) relate to financial performance. It is important to note that an indicator pertaining to Economic development activity - "change in the number of businesses in the municipality" was revoked this year as a mandatory measure by Local Government Victoria and as such is not being reported on for 2014/15.

The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variations in the results contained in the performance statement, which have been provided where applicable as appropriate in this first year of reporting under the new Local Government Performance Reporting Framework.

Being the first year of reporting under the new framework, the performance indicator results for 2014/15 form the baseline for annual reporting going forward. As such there are no previous key performance indicator benchmarks for comparison this year to identify any material variations.

The forecast figures included in the performance statement are those adopted by Council in its Strategic Resource Plan on 3 June 2015 and which forms part of the Council Plan. The Strategic Resource Plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term.

In relation to the financial performance Indicators, some of the major trends include;

- E1 Efficiency Revenue level – in 2014/15 average residential rates per residential property assessments amounted to \$1,390. The forward outlook for future years will be impacted by the State Governments rate capping proposal and the calculation basis used for calculating rate revenue in future years.
- L1 Liquidity / Working Capital – in the 2014/15 year, Council's working capital ratio of 183.45% is high compared to previous years indicating a high level of liquidity. This has been favourably impacted by the early payment of Financial Assistance Grants in 2014/15 in addition to a decrease in Trade and other payables as compared to previous years. The forward outlook for working capital indicates that this ratio is likely to increase over the next 4 years. This is predominantly due to the MAV bond issuance, which will require council to set aside cash on an annual basis in reserve to discharge the debt facility at the end of the bond term.
- L2 Unrestricted cash – unrestricted cash levels are at 52.50% as at 30 June 2015, which indicates that council would not have enough cash to discharge all of its current liabilities if it were required to do so as at balance date. The forward outlook from the Strategic Financial Plan indicates an improvement in unrestricted cash levels in the future. This is due to an improvement in the forward outlook for financial sustainability in addition to the need to set aside cash on an annual basis to discharge its long term bond obligations.

- O1 Asset Renewal – the 4 year outlook for asset renewal expenditure indicates that assets are forecast to depreciate at a rate greater than they are being renewed in each of the 4 years in the forward outlook. This is in part impacted by the need for new Infrastructure projects in the next 4 years to cater for a growing population and also partly reflects the financial challenges the shire faces in managing a large infrastructure base with a limited financial capacity. Under a rate capping environment, the Asset renewal ratio has the potential to decline further.
- O2 Loans and Borrowings – as the 30 June 2015, loans and borrowings were 43.54% of rate revenue. Due to the need to expand and invest in Infrastructure over the next 4 years, loans and borrowings will increase over time but will not exceed 60% in any single year in the 4 year outlook. The proposed level of loan borrowings is scheduled to remain comfortably with prudential limits and external benchmarks set down by the State.
- OP1 Operating position adjusted underlying result – the adjusted underlying surplus of -0.43% represents a close to break-even result for the 2014/15 financial year. The result was favourably impacted by the early payment of 2015/16 Financial Assistance grants in the 2014/15 year and resulted in smaller deficit than would have occurred if not for the early receipt of FAD's. The forward outlook for the adjusted underlying result indicates a gradual improvement over time notwithstanding the impact of a major revaluation of Infrastructure assets forecast in 2017. Under the State Governments proposed rate capping model, future deficits have the potential to be significantly larger.
- S1 Rates Concentration - Council rates compared to adjusted underlying revenue was 66.36% in the 2014/15 financial year. The Strategic Financial plan forecast a greater reliance on council rates into the future. This has the potential to be the cause of concern for council going forward as the State Government's rate capping proposal will place a cap on the level of rate revenue that Council can generate into the future. If at the same time, Federal and State Governments withdraw or reduce financial support for councils (for e.g. as indicated by the freezing of Financial Assistance Grants) Moorabool will face a considerable restriction on its ability to generate revenue growth needed to provide services and infrastructure to the community.

### Policy Implications

The 2013 - 2017 Council Plan provides as follows:

<b>Key Result Area</b>	Representation and Leadership of our community
<b>Objective</b>	Good governance through open and transparent processes and strong accountability to the community.

**Strategy**

Ensure policies and good governance are in accordance with legislative requirements and best practice.

The proposal to present the 2014/15 Performance Statement to Council is consistent with the 2013-2017 Council Plan.

**Financial Implications**

There are no financial implications from this report. The preparation and presentation of the 2014/15 Performance Statement has been performed within the allocated budget.

**Risk & Occupational Health & Safety Issues**

<b>Risk Identifier</b>	<b>Detail of Risk</b>	<b>Risk Rating</b>	<b>Control/s</b>
Inadequate performance by Council	Inability to meet attainable levels of performance	Medium	Systems, processes and measures to provide comprehensive performance information that meets the needs of a number of audiences

**Communications Strategy**

The Performance Statement will be presented to the Victorian Auditor General's Office for review and certification. The Performance Statement will form part of the Council's Annual Report which will be lodged with the Minister for Local Government prior to 30 September 2015. The Annual Report will be made publically available on Council's website and at all office locations early in October 2015.

**Victorian Charter of Human Rights and Responsibilities Act 2006**

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.



### **Officer's Declaration of Conflict of Interests**

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

*General Manager – Satwinder Sandhu*

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

*Author – Natalie Abbott*

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

### **Conclusion**

The 2014/15 Performance Statement has been prepared to meet the requirements of the *Local Government Act* 1989 and the *Local Government (Planning and Reporting) Regulations* 2014 for adoption “in principle” by Council for submission to the Auditor-General for certification.

At the time of printing this document, Council’s Performance Statement was included on the Agenda for consideration at the Audit and Risk Committee Meeting on Wednesday 9 September 2015, with a recommendation that the Audit and Risk Committee recommend that Council adopts the statement “in principle”.

Following a resolution, the Performance Statement will then be submitted to the Auditor-General for certification. Council is also required to authorise two Councillors to sign the Performance Statement on behalf of Council, as required under the *Local Government Act* 1989.

It is practice for the Councillor members of the Audit and Risk Committee to sign the certified statements on behalf of Council.

### **Recommendation:**

**That Council, in accordance with S. 132 of the *Local Government Act* 1989:**

- 1. adopts ‘in principle’ the 2014/15 Performance Statement and submits the Performance Statement to the Victorian Auditor-General for certification; and**
- 2. authorises the Council’s Audit and Risk Committee Representatives, Cr. Spain and Cr. Dudzik, to certify the 2014/15 Performance Statement in its final form, after any changes recommended, or agreed to by the Auditor, have been made.**

**Resolution:****Crs. Spain/Dudzik**

***That Council, in accordance with S. 132 of the Local Government Act 1989:***

- 1. adopts 'in principle' the 2014/15 Performance Statement and submits the Performance Statement subject to no material change to the Victorian Auditor-General for certification; and***
- 2. authorises the Council's Audit and Risk Committee Representatives, Cr. Spain and Cr. Dudzik, to certify the 2014/15 Performance Statement in its final form, after any changes recommended, or agreed to by the Auditor, have been made.***

**CARRIED.**

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**Report Authorisation****Authorised by:**

**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Friday 2 September, 2015

## 7.3 2014/2015 Governance and Management Checklist

### Introduction

File No.: 02/06/011  
Author: Natalie Abbott  
General Manager: Satwinder Sandhu

### Background

The 2014/2015 Governance and Management Checklist (Checklist) is a component of the new Local Government Performance Reporting Framework (LGPRF) and is a requirement of Section 131(3) of the *Local Government Act* 1989 and Regulation 12 of the *Local Government (Planning and Reporting) Regulations* 2014.

Section 131(3)(ii) provides that Council must contain in its report of operations the results, in the prescribed form, of the Council's assessment against the prescribed governance and management checklist and indicators. The checklist is then certified by the Mayor and Chief Executive Officer.

### Proposal

The Governance and Management Checklist contains 24 items relating to Council plans, policies, strategies, frameworks and reporting. This checklist is reviewed by the Chief Executive Officer and presented to both the Audit and Risk Committee and Council for adoption prior to its incorporation into Council's 2014/15 Annual Report and submission to Local Government Victoria and published on the newly established 'My Council' website.

Overall, from the 24 listed items on the Checklist, 22 items are established and in operation, with the remaining 2 items in progress. These items currently in progress relate to a Business Continuity Plan and Disaster Recovery Plan with both plans expected to be finalised in December 2015.

### Policy Implications

The 2013–2017 Council Plan provides as follows:

<b>Key Result Area</b>	Representation and Leadership of Our Community
<b>Objective</b>	Good governance through open and transparent processes and strong accountability to the community.
<b>Strategy</b>	Ensure policies and good governance are in accordance with legislative requirements and best practice.

The Governance and Management Checklist is consistent with the 2013-2017 Council Plan.

## **Financial Implications**

There are no financial implications relating to the 2014/2015 Governance and Management Checklist.

## **Communications Strategy**

The Governance and Management Checklist will be published in Council's Annual Report and available for review on the Local Government Victoria "My Council" website.

## **Victorian Charter of Human Rights and Responsibilities Act 2006**

In developing this report to Council the briefing officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

## **Officer's Declaration of Conflict of Interests**

Under section 80C of the Local Government Act 1989 (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

*General Manager* – Satwinder Sandhu

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

*Author* – Natalie Abbott

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

## **Conclusion**

The Governance and Management Checklist has been prepared and certified by the Mayor and Chief Executive Officer in accordance with *Local Government Act 1989*.

Council's Audit and Risk Committee has reviewed the Checklist and recommends that Council adopts the Governance and Management Checklist, prior to its submission to the 2014/15 Annual Report and submission to Local Government Victoria for publication on the "My Council" website.

**Resolution:**

**Crs. Dudzik/Spain**

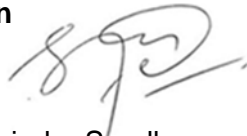
***That Council adopts the 2014/2015 Governance and Management Checklist for submission to the 2014/15 Annual Report and submission to Local Government Victoria for publication on the "My Council" website.***

**CARRIED.**

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**Report Authorisation**

**Authorised by:**



**Name:** Satwinder Sandhu  
**Title:** General Manager Growth and Development  
**Date:** Friday 2 September, 2015

**8. FURTHER BUSINESS AS ADMITTED BY UNANIMOUS RESOLUTION OF COUNCIL**

**Nil.**

**9. CLOSED SESSION OF THE MEETING TO THE PUBLIC**

**Nil.**

**10. MEETING CLOSURE**

***The meeting closed at 6.10pm.***

***Confirmed.....Mayor.***