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AGENDA

**SCHEDULED MEETING OF COUNCIL
FOR
WEDNESDAY 23 MARCH 2022
TO BE HELD AT COBRAM CIVIC CENTRE, PUNT ROAD COBRAM VIC 3644
COMMENCING AT 6.00 PM**

RECORDING

Consistent with section 12.3 of our Governance Rules, Council officers have been authorised to record the public session of this meeting using an audio recording device.

LIVE STREAMING

Council meetings will now be lived streamed to allow those interested in viewing proceedings greater access to Council decisions and debate, without attending the meeting in person.

1. WELCOME CALLING TO ORDER – CEO

2. PRAYER

Almighty God we humbly ask you to guide our deliberations for the welfare and benefit of the Moira Shire and its people whom we serve.

Amen

3. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

We, the Moira Shire Council, would like to acknowledge the traditional owners of the land upon which we meet and pay our respects to their Elders both past and present.

4. APOLOGIES / LEAVE OF ABSENCE

5. DECLARATION UNDER ACTS, REGULATIONS, CODES OR LOCAL LAWS

6. DISCLOSURE OF CONFLICTS OF INTEREST

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Recommendation: “That the minutes of the Scheduled Council Meeting held on Wednesday, 23 February 2022, as prepared, be confirmed.”

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FILE NO: VARIOUS

ITEM NO: 10

QUESTIONS FROM THE PUBLIC GALLERY

Questions of Council are an opportunity for the general public to submit a question prior to the Ordinary Meeting and receive a response from Council in the Questions of Council time.

- (1) The Council will hold Questions of Council Time for up to 30 minutes duration at the beginning of each Ordinary Meeting to allow questions of Council. Extension of time may be granted at the discretion of the Mayor.
- (2) Questions of Council are an opportunity for the general public to submit a question prior to the Ordinary Meeting and receive a response from Council in the Questions of Council time.
- (3) Council meetings are recorded and broadcasted to the public, this includes community questions and responses.
- (4) Questions of Council time will not apply during any period when the Council has resolved to close the meeting in respect of a matter under section 66 (1) of the Act.
- (5) Questions of Council may be on any matter relevant to the jurisdiction of the Council except if it:
 - (a) is considered malicious, defamatory, indecent, abusive, offensive, irrelevant, trivial, or objectionable in language or substance;
 - (b) relates to confidential information as defined under the Act;
 - (c) relates to the personal hardship of any resident or ratepayer; or
 - (d) relates to any other matter which the Council considers would prejudice the Council or any person.
 - (e) Deals with a subject matter already answered
- (6) No more than two questions will be accepted from any person at any one meeting.
- (7) Where the Chief Executive Officer does not accept a question, the submitter is to be informed of the reason or reasons for which their question was not accepted.
- (8) A question submitted in writing by a member of the public, which has been disallowed by the Chief Executive Officer will be provided to any Councillor on request.
- (9) Questions may be read by the submitter where they are present at the meeting. Where the submitter is not present they shall be read by a delegate of the Chief Executive Officer and may be abridged to get to remove unnecessary commentary and only state the question.
- (10) Questions submitted to the Council must be:
 - (a) in written form;
 - (b) contain the name, address and email or contact telephone number of the person submitting the question;
 - (c) in a form approved or permitted by the Council (Template available on Council's website);
 - (d) addressed to the Chief Executive Officer; and
 - (e) submitted no later than the day prior to the meeting by email to info@moira.vic.gov.au clearly stating is a question for the meeting.

FILE NO: F13/503
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.1
(SENIOR GOVERNANCE OFFICER,
MARGARET HINCK)
(ACTING DIRECTOR CORPORATE
GOVERNANCE AND PERFORMANCE
BRANT DOYLE)

ASSEMBLIES OF COUNCILLORS FEBRUARY 2022

RECOMMENDATION

That Council receive and note the record of Assemblies of Councillors for February 2022.

1. Executive Summary

The purpose of this report is to detail the Assemblies of Councillors held in February 2022. These records provide transparency in councils decision making process, in line with Council's commitment to the principles for public transparency and Council's Public Transparency Policy.

2. Background and Options

This report provides details of Councillor Assemblies that have been held for the month of February 2022 and whether a conflict of interest disclosure was made by a Councillor.

An Assembly of Councillors can be defined as:

- A meeting (other than a Council or special committee meeting), briefing or other activity where at least half of the Council and a member of Council staff is present; and
- Where the matters considered may be subject to a decision of Council or exercise of a function, duty or power of the Council that has been delegated to a person or committee.

No formal decisions can be made at an Assembly but rather discussion and questions on the issues that allow Councillors to be fully informed for the Council meeting.

FILE NO: F13/503
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.1

ASSEMBLIES OF COUNCILLORS FEBRUARY 2022 (cont'd)

Meeting	Present at meeting	Matters discussed	Declaration of Interest(s)
<p>Council Briefing 9 February 2022</p>	<p>Councillors: Libro Mustica John Beitzel Ed Cox Peter Elliott Judy Heather Peter Lawless Wayne Limbrick Peter Mansfield</p> <p>Staff: Chief Executive Officer, Clare Keenan Director Infrastructure Services, Joshua Lewis Director Sustainable Communities, Sally Rice Acting Director Corporate, Governance and Performance, Brant Doyle Executive Assistant Mayor and Councillors Manager Sustainability Manager Economic Development Tourism Development Coordinator Senior Communications Advisor</p>	<p>Davidsons's report Organisational Structure Numurkah Lake Tourism Memorandum of Understanding with neighbouring Local Government areas Pledge to Goulburn Broken Catchment Management Authority Draft Agenda review Management report review</p>	<p>Nil</p>

FILE NO: F13/503
 5. TRANSPARENT AND ACCOUNTABLE
 GOVERNANCE

ITEM NO: 11.1.1

ASSEMBLIES OF COUNCILLORS FEBRUARY 2022 (cont'd)

Meeting	Present at meeting	Matters discussed	Declaration of Interest(s)
<p>Council Briefing</p> <p>23 February 2022</p>	<p>Councillors: Libro Mustica John Beitzel Julie Brooks Ed Cox Peter Elliott Judy Heather Peter Lawless Wayne Limbrick Peter Mansfield</p> <p>Staff: Chief Executive Officer, Clare Keenan</p> <p>Director Infrastructure Services, Joshua Lewis</p> <p>Director Sustainable Communities, Sally Rice</p> <p>Commercial Services Coordinator, Bruce Berg von Lindhe</p>	<p>Yarrowonga Primary School Site</p> <p>Appointments on Council & Stakeholder Committees</p> <p>Agenda Review</p>	<p>Nil</p>

FILE NO: F13/503
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.1

ASSEMBLIES OF COUNCILLORS FEBRUARY 2022 (cont'd)

3. Financial Implications

There are no financial implications to consider with this report.

4. Risk Management

Preparing Assemblies of Councillors provides transparency in Council's decision-making process.

5. Internal

The Acting Director Corporate, Governance and Performance and the Executive Assistant Mayor and Councillors were consulted in preparation of this report.

6. Council Plan Strategy

Transparent and Accountable Governance.

7. Legislative / Policy Implications

This report aligns with Council's commitment to the principles for public transparency detailed in Council's Public Transparency Policy.

8. Environmental Impact

There are no environmental impacts to consider with this report.

9. Conflict of Interest Considerations

There are no council officer conflicts of interest issues to consider within this report.

10. Conclusion

The details of the Assemblies of Councillors incorporated into this report are a true and accurate record of all Assemblies of Councillors reported during February 2022.

Attachments

Nil

FILE NO: F13/493
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER, NANCY
MUSTICA)
(DIRECTOR CORPORATE GOVERNANCE
AND PERFORMANCE BRANT DOYLE)

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022

Recommendation

That Council:

1. Accepts the minutes of the Audit & Risk Committee meeting held on 10 February 2022
2. Endorse the recommendations contained within the reports.

1. Executive Summary

The Audit & Risk Committee (the Committee) is an independent advisory Committee to Council. The primary objective of the committee is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risks and maintaining a reliable system of internal controls.

In accordance with the Audit & Risk Committee Charter, the minutes of the Audit & Risk Committee held on 10 February 2022 are attached:

The following reports were considered by the committee:

- WHS Status Report – December 2021 Quarter
- Quarterly Claims Management Report - December 2021
- Quarterly Budget Review – December 2021
- Use of Council Purchasing Cards for Period 1 January 2021 to 31 December 2021
- Fraud Risk Register Report
- Risk Register Report
- Internal Audit Report – Strategic & Service Level Planning
- Internal Audit Report – Grant Management
- Internal Audit Report – Past Issues Review
- Internal Audit Action Status Report
- Audit & Risk Committee Biannual Report
- Major Projects/incidents and Legal Proceedings

The key recommendations from the Audit & Risk Committee is to refer these matters to Council for consideration and endorsement.

2. Conflict of interest declaration

There is no officer conflict of interest considerations.

3. Background & Context

The Committee is an independent advisory Committee to Council. The primary objective of the Committee is to assist Council in the effective and conduct of its responsibilities for financial reporting, management of risks, maintaining a reliable system of internal controls and facilitating the organization's ethical development.

FILE NO: F13/493
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER, NANCY
MUSTICA)
(DIRECTOR CORPORATE GOVERNANCE
AND PERFORMANCE BRANT DOYLE)

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022 (cont'd)

As part of Council's governance obligations to its community, Council has constituted the Committee to facilitate:

- The enhancement of the credibility and objectivity of internal and external financial reporting;
- Effective management of financial and other risks and protection of Council assets;
- Compliance with laws and regulations as well as use of best practice guidelines;
- The effectiveness of the internal audit function;
- The provision of an effective means of communication between external auditors, internal audit management and the Council.

4. Issues

No issues were raised with the Audit & Risk Committee Meeting agenda.

5. Strategic Alignment

Council Plan

5. Transparent and accountable governance

6. Internal & External Engagement

Internal consultation was conducted internally with the Audit & Risk Committee and Senior Management.

External consultation was not required.

7. Budget / Financial Considerations

All financial implications are considered in the Council 2021/22 Budget.

8. Risk & Mitigation

Risk

Financial

Economic (regional context or broader economic impact)

Environmental

Reputational

Legislative Compliance

Mitigation

All financial implications are considered in the Council 2021/22 Budget.

All Victorian Councils are required to have an Audit & Risk Committee.

There is no environmental impact with this report.

There is no reputational risk to consider within this report.

There are no implications within this report

9. Conclusion

That Council receive and accept the Audit & Risk Committee meeting minutes held on 10 February 2022 and endorse the recommendations contained within the reports.

Attachments

1 Audit & Risk Committee Meeting Minutes 10 February 2022

FILE NO: F13/493
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER,
NANCY MUSTICA)
(DIRECTOR CORPORATE GOVERNANCE
AND PERFORMANCE BRANT DOYLE)

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022 (cont'd)

ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 10 February 2022



MINUTES

**AUDIT & RISK COMMITTEE MEETING HELD AT
COUNCILLOR BRIEFING ROOM
44 STATION STREET COBRAM VIC 3644,
THURSDAY 10 FEBRUARY 2022**

The meeting commenced at 9.03 AM .

PRESENT Fred Douglas (Chair)
Julie Guest
Lisa Ford
Councillor Ed Cox
Councillor Wayne Limbrick

IN ATTENDANCE: Clare Keenan Chief Executive Officer
Brant Doyle Acting Director Governance & Performance
Amanda Chadwick Manager Governance & Risk
Nancy Mustica Senior Governance Officer
Brad Ead AFS Internal Auditor (left the meeting at 10.15am)

1. ACKNOWLEDGEMENT OF COUNTRY

The Moira Shire Audit & Risk Committee, would like to acknowledge the traditional owners of the land upon which we meet and pay our respects to their Elders both past and present.

2. APOLOGIES

Nil

3. DECLARATION OF ANY CONFLICT OF INTEREST

Nil

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

MOTION:

LISA FORD / JULIE GUEST

"That the minutes of the Audit & Risk Committee Meeting held on Thursday, 21 October 2021, as prepared, be confirmed."

(CARRIED)

5. BUSINESS ARISING FROM PREVIOUS MEETING

- Review of Actions Register

FILE NO: F13/493
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER,
NANCY MUSTICA)
(DIRECTOR CORPORATE GOVERNANCE
AND PERFORMANCE BRANT DOYLE)

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022 (cont'd)

ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 10 February 2022

AUDIT & RISK COMMITTEE MEETING
THURSDAY 10 FEBRUARY 2022

MOTION

FRED DOUGLAS / CR ED COX

That the items of business 5.2.6, 5.2.7, 5.2.8 be brought forward in the agenda.

(CARRIED)

FILE NO: F13/493
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER,
NANCY MUSTICA)
(DIRECTOR CORPORATE GOVERNANCE
AND PERFORMANCE BRANT DOYLE)

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022 (cont'd)

ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 10 February 2022

OFFICE OF CEO
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING
THURSDAY, 10 FEBRUARY 2022

FILE NO: 0001.
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 5.1.1
(WORKPLACE HEALTH & SAFETY
COORDINATOR, ANTHONY HICKS)
(CHIEF EXECUTIVE OFFICER, KEENAN,
CLARE)

WHS STATUS REPORT - DECEMBER 2021 QUARTER

MOTION

JULIE GUEST / CR ED COX

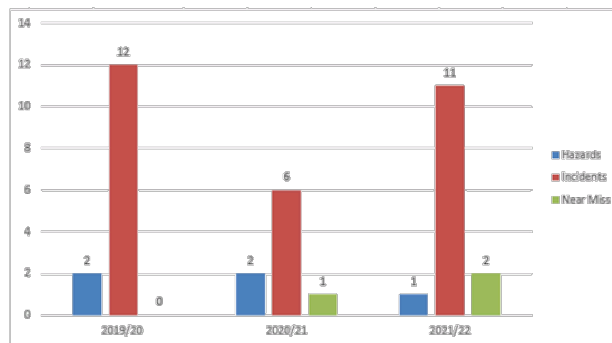
That the Audit and Risk Committee note the Workplace Health and Safety (WHS) Status Report for the December 2021 quarter and refer the report to Council for consideration.

(CARRIED)

This report provides a summary of the WHS related incidents and activities for the December 2021 quarter.

There were fourteen (14) incidents received in the December 2021 quarter compared to nine (9) in the December 2020/21 quarter and fourteen (14) in the December 2019/20 quarter.

Graph 1. WHS Incident, Hazard and Near Miss reports in the December quarter for the past three years.



Incident Type	Impact/Consequence	Risk Rating	Action / Control
Impact by object	Elbow injury	Low	Training
Stress/Anxiety	Psychological	Medium	Medical Treatment
Strain	Lower back	Low	Medical Treatment / Training
Hand / Fingers	Crush	Low	Medical Treatment / Training
Trip / Fall	Knee injury	Low	Medical treatment
Hand / Fingers	Laceration	Low	Medical Treatment / Training
Stress/Anxiety	Psychological	Medium	Medical Treatment
Trip / Fall	Elbow injury	Low	Training
Sprain	Lower back	Low	Medical Treatment / Training
Strain	Hernia	Medium	Medical Treatment / Training
Stress/Anxiety	Psychological	Medium	Medical Treatment
Equipment failure	Hazard Report	Low	Replace desk
Immunisation	Minor adverse effect	Medium	Medical treatment
Immunisation	Minor adverse effect	Medium	Medical treatment

FILE NO: F13/493
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER,
NANCY MUSTICA)
(DIRECTOR CORPORATE GOVERNANCE
AND PERFORMANCE BRANT DOYLE)

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022 (cont'd)

ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 10 February 2022

OFFICE OF CEO
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING
THURSDAY, 10 FEBRUARY 2022

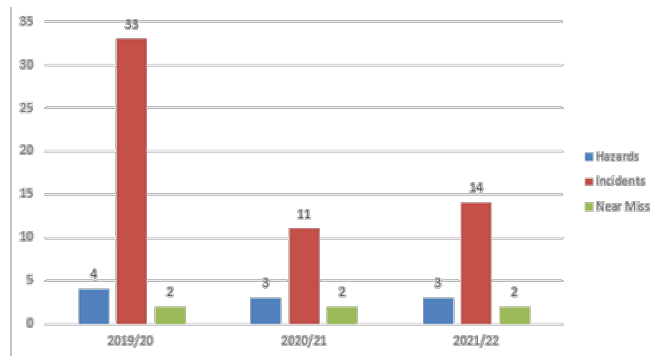
FILE NO: 0001.
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 5.1.1

WHS STATUS REPORT - DECEMBER 2021 QUARTER (cont'd)

Graph 2. WHS Incident, Hazard and Near Miss Reports for the past three years.

Graph 2 provides the number of incident, hazard and near miss reports for the 2021/2022 year to date compared with to the previous two financial years. Indications are the number of incident reports are higher than 2020/21 year and lower in the 2019/20 year for the same period.



Workers Compensation Claims

There were four new workers compensation claims accepted during the December 2021 quarter.

The following tables details the Workers Compensation Claims for the previous three years (from current to 2019/2020).

2021/2022

Injury Group	Accepted date	Premium Sensitive	Active	Premium Cost
Psychological	11/10/2021	2024/2025	Open	\$4,775
Psychological	18/10/2021	2024/2025	Open	\$16,084
Muscular stress	11/11/2021	2024/2025	Open	\$9,774
Muscular stress	02/12/2021	2024/2025	Closed	\$3,770
Muscular stress	02/12/2021	2024/2025	Open	\$1,815

2020/2021

Injury Group	Accepted date	Premium Sensitive	Active	Premium Cost
Psychological	20/08/2020	2023/2024	Open	\$454,000 (capped)
Muscular stress	31/08/2020	2023/2024	Closed	\$6,142
Muscular stress	29/10/2020	2023/2024	Open	\$256,592
Muscular stress	04/11/2020	2023/2024	Closed	\$17,570
Muscular stress	10/05/2021	2024/2025	Open	\$0
Psychological	13/05/2021	2024/2025	Open	\$90,480
Muscular stress	17/06/2021	2024/2025	Closed	\$13,612
Stepping / walking	29/06/2021	2024/2025	Closed	\$5,208

**FILE NO: F13/493
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE**

**ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER,
NANCY MUSTICA)
(DIRECTOR CORPORATE GOVERNANCE
AND PERFORMANCE BRANT DOYLE)**

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022 (cont'd)

ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 10 February 2022

OFFICE OF CEO
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING
THURSDAY, 10 FEBRUARY 2022

FILE NO: 0001.
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 5.1.1

WHS STATUS REPORT - DECEMBER 2021 QUARTER (cont'd)

2019/2020

Injury Group	Accepted date	Premium Sensitive	Active	Premium Cost
Stepping / walking	22/07/2019	2022/2023	Closed	\$55,513
Muscular stress	24/07/2020	2022/2023	Open	\$454,000 (capped)
Muscular stress	30/07/2019	2022/2023	Closed	\$2,500
Stepping / walking	05/12/2019	2022/2023	Closed	\$21,321
Slip/ Trips/ Falls	16/01/2019	2023/2024	Closed	\$16,072
Muscular stress	17/04/202	2023/2024	Open	\$198,565
Muscular stress	12/05/2020	2023/2024	Closed	\$102,724
Psychological	25/05/2020	2023/2024	Open	\$172,049

FILE NO: F13/493
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER,
NANCY MUSTICA)
(DIRECTOR CORPORATE GOVERNANCE
AND PERFORMANCE BRANT DOYLE)

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022 (cont'd)

ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 10 February 2022

CORPORATE
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING
THURSDAY, 10 FEBRUARY 2022

FILE NO: F13/493
5. DEMONSTRATING GOOD GOVERNANCE

ITEM NO: 5.2.1
(MANAGER GOVERNANCE & RISK,
AMANDA CHADWICK)
(ACTING GENERAL MANAGER
CORPORATE, DOYLE, BRANT)

QUARTERLY CLAIMS MANAGEMENT REPORT DECEMBER 2021

MOTION

JULIE GUEST / CR WAYNE LIMBRICK

That the Audit and Risk Committee;

- note the Claims Management Status Report for the December 2021 Quarter; and
- refer the report to Council for consideration.

(CARRIED)

This report provides a summary of various aspects of Council's incidents and claims activity for the December 2021 Quarter.

Council received six incident reports, which resulted in four liability claims and two 'report only' notifications this quarter.

There has been one motor vehicle claim made by Council during the quarter.

All incidents and claims have been investigated and managed in accordance with Council's procedures, and referred to Council's Claim Managers as required.

FILE NO: F13/493
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER,
NANCY MUSTICA)
(DIRECTOR CORPORATE GOVERNANCE
AND PERFORMANCE BRANT DOYLE)

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022 (cont'd)

ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 10 February 2022

CORPORATE
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING
THURSDAY, 10 FEBRUARY 2022

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 5.2.2
(FINANCIAL ACCOUNTANT, ANDREW
WILSON)
(GENERAL MANAGER CORPORATE,
RENNIE, SIMON)

QUARTERLY BUDGET REVIEW - DECEMBER 2021

MOTION

LISA FORD / CR ED COX

That the Audit and Risk Committee note:

1. The projections for the 2021/22 financial year contained in the December 2021 Quarterly Budget Review; and
2. The Environment Upgrade Agreements quarterly performance report.

(CARRIED)

Income Statement

There has been an increase in the forecast budget surplus of \$4.00 million in the Approved September 2021 forecast to a surplus of \$4.59 million in the December 2021 forecast. The variance driven by a number of factors include increased operating grants for the extended Regional Fruit Fly program and other government initiatives.

Because of timing differences in the fruit fly program in accounting for expenses and income, it is reported in this budget as increased revenue. However, over the full length of the program it has equal amount of expenses to match the income. There is no net gain in income for Council.

There is a recognition of income (under AASB 15) for grants received for capital works projects approved in prior years and completed in the 2021/22 financial year. This moves income from reserves to recognise it in the current accounting period.

While this movement increases the accounting revenue it is not new income, and should not be taken in the context that Council has received further funds for projects.

Balance Sheet

The Balance Sheet of Moira Shire continues to remain strong. The strong reserves are set aside to pay for the \$37.16 million dollars of Capital works outstanding.

Cash Flow Statement

The cash position of Moira Shire continues to remain strong.

Capital Expenditure

There is no change to the 2021/22 Adopted Budget capital works program, the capital works forecast for December 2021 remains at \$14.59 million. In addition, a further \$37.16 million in other capital works remain, these include works commenced in 2020/21, and other capital works that have been scoped but construction has not yet commenced.

Financial Performance indicators

All Financial performance indicators remain within an acceptable range.

FILE NO: F13/493
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER,
NANCY MUSTICA)
(DIRECTOR CORPORATE GOVERNANCE
AND PERFORMANCE BRANT DOYLE)

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022 (cont'd)

ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 10 February 2022

CORPORATE
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING
THURSDAY, 10 FEBRUARY 2022

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 5.2.3
(FINANCIAL ACCOUNTANT, ANDREW
WILSON)
(ACTING GENERAL MANAGER
CORPORATE, DOYLE, BRANT)

**USE OF COUNCIL PURCHASING CARDS FOR PERIOD 1 JANUARY 2021 TO 31
DECEMBER 2021**

MOTION

LISA FORD / JULIE GUEST

That the Audit and Risk Committee:

1. Note the use of Council purchasing cards for the period 1 January 2021 to 31 December 2021.

(CARRIED)

Council's Purchasing Card Policy requires:

- (a) That the Corporate Management Team receives a report on the detailed use of Council purchasing cards for the 12-month period from 1 January to 31 December.
- (b) That a report submitted to Council's Audit and Risk Committee annually.

Council purchasing cards have continued to be used in a responsible and appropriate manner.

FILE NO: F13/493
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER,
NANCY MUSTICA)
(DIRECTOR CORPORATE GOVERNANCE
AND PERFORMANCE BRANT DOYLE)

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022 (cont'd)

ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 10 February 2022

CORPORATE
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING
THURSDAY, 10 FEBRUARY 2022

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 5.2.4

FRAUD RISK REGISTER REPORT

MOTION

CR ED COX / JULIE GUEST

That the Audit and Risk Committee;

- note the Fraud Risk Register Report for the December 2021 quarter; and
- refer the report to Council for consideration.

(CARRIED)

Council maintains a Fraud Risk Register for the purpose of recording and managing the risks faced by Council at the corporate level.

Table 1 – A summary of the extreme, high, moderate and low risks:

Reporting Quarter	Extreme		High		Moderate		Low		Total
	Active	Residual	Active	Residual	Active	Residual	Active	Residual	
December 2021	0	0	0	1	3	8	0	5	17
September 2021	0	0	0	1	3	8	0	5	17

Active risks:

There are currently 3 active risks. A summary of our active risks is shown below:

- a) **Security of Council Property**
Work continues on the active fraud risk action to upgrade Councils Key Register. A contract for the key renewal project has been awarded and project is expected to shortly commence. Work is also underway on a draft policy and procedure.
- b) **Fraud Management**
Implementation of an integrated EFTPOS system is underway which will help illuminate the possibility of fraudulent transactions. There have been some delays due to minor issues with launching the system which was set up in August 2021.
- c) **Credit Card Management**
Two of the three risk actions under Credit Card Management have been completed, a summary of these actions include:
 - A review of the Purchase Card Policy which now includes a timeframe for cardholders to complete reconciliation.
 - Incorporation of a process to manage unsubstantiated transactions. This has been incorporated into Purchase Card Processing Finance Tasks process.

There are 14 residual risks on Councils Fraud Risk Register. The residual high risk relates to financial management. The 8 residual moderate risks relate to payroll, insurance claims, grant management, delegations, IT security, misuse of Council property, revenue management and theft.

FILE NO: F13/493
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER,
NANCY MUSTICA)
(DIRECTOR CORPORATE GOVERNANCE
AND PERFORMANCE BRANT DOYLE)

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022 (cont'd)

ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 10 February 2022

CORPORATE
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING
THURSDAY, 10 FEBRUARY 2022

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 5.2.5

RISK REGISTER REPORT

MOTION

LISA FORD / CR ED COX

That the Audit and Risk Committee:

- note the Risk Register Report for the December 2021 quarter; and
- refer the report to Council for consideration.

(CARRIED)

Council maintains a Risk Register to record and manage the risks faced by Council at the corporate level. Risks are identified through internal and external audits, insurance audits, self-audits and ongoing risk assessments which are conducted in consultation with responsible officers.

Table 1 – A summary of the number of risks last quarter to this quarter:

Reporting Quarter	Extreme		High		Moderate		Low		Total
	Active	Residual	Active	Residual	Active	Residual	Active	Residual	
December 2021	0	0	3	10	12	23	0	6	54
September 2021	0	0	4	9	14	21	0	6	54

For the December 2021 quarter, there were 15 active risks and 39 residual risks on Councils Risk Register. A summary of our Top 15 Risks is attached to this report.

Risk Actions completed:

The December 2021 quarter saw a total of 12 risk actions completed, as follows:

- **Property Leasing** – One risk action has been completed, with the review of the lease register completed. All existing leases have recorded into Lease Management system in Nimblex.
- **Records Management** – The final action has been completed with the review of the Records Management Policy completed during the quarter.
- **Event Management** – All six remaining risk actions have been completed. A summary of these actions include:
 - Development of an Event Management Framework, which:
 - links to the Risk Management Framework which will ensure identification of risk in relation to event planning.
 - provides guidance for community members in the process of planning for an event, provides a central point of contact and process flows for community run events.
 - A process for ensuring all community run event notifications will be accompanied by a risk assessment and will be scrutinized by a trained officer.

FILE NO: F13/493
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER,
NANCY MUSTICA)
(DIRECTOR CORPORATE GOVERNANCE
AND PERFORMANCE BRANT DOYLE)

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022 (cont'd)

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FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 5.2.5

RISK REGISTER REPORT

- Continuing to include the submission of a Safety Plan that will be reviewed by the Corporate Events Officer.
- Review of the Event Notification Form and guidance material to be included on the website.
- **Maternal Child Health** – The remaining two risk actions have been completed. A summary of these actions include:
 - Engagement of a consultant to undertake a review of Immunisation and Maternal and Child Health.
 - Development of a Clinical Incident Review Panel Procedure.
- **Waste Management** – Two of the three risk actions have been completed during the reporting period, with biannual reporting on the Waste Management and Services Strategy now implemented and underway.

With the completion of the final actions under Records Management, Event Management and Maternal Child Health, these will now be moved from 'active' risks to 'residual' risks.

Internal Audits completed during period:

During the quarter the quarter, Internal Audits have been conducted by AFS Chartered Accountants for Grant Management and Strategic & Service Level Planning.

The recommendations and proposed action plan for these audits will be presented to ELT and the Audit & Risk Committee under separate report.

The risk register will be updated to reflect any endorsed new actions as a result of these reviews.

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5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER,
NANCY MUSTICA)
(DIRECTOR CORPORATE GOVERNANCE
AND PERFORMANCE BRANT DOYLE)

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022 (cont'd)

ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 10 February 2022

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AUDIT & RISK COMMITTEE MEETING
THURSDAY, 10 FEBRUARY 2022

FILE NO: F13/855/001
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 5.2.6

INTERNAL AUDIT REPORT - STRATEGIC & SERVICE LEVEL PLANNING

MOTION

LISA FORD / CR ED COX

That the Audit & Risk Committee:

- note the Strategic & Service Level Planning Internal Audit Report; and
- refer it to Council for consideration.

(CARRIED)

In line with our Internal Audit Plan adopted by Council on 18 December 2019, AFS Chartered Accountants conducted a review to confirm systems are in place to develop, progress, monitor strategic initiatives proposed through the Council Plan and budget setting processes.

Council successfully developed and adopted their Council Plan well within the legislated time frames and met all legislative requirements in accordance with the Local Governance Act 2020 (Act).

The development of the Council Plan was well structured due to:

- external facilitation of a workshop to develop Council Plan and associated strategy initiatives
- media releases engaging community involvement to gain feedback
- structured time plans such as the 'Timeline - Community Engagement plan'
- developing Council Plan in accordance with the Act and their Community Engagement Policy.

The audit found that Council has a strong framework and makes effective use of Cascade strategy planning system to:

- Monitor Council Plan strategic initiatives
- Monitor and report performance review against Council Plan goals
- Provide regular routine reporting of performance and current state against all strategy initiatives linked to the Council Plan
- Schedule upcoming compliance deadlines such as Council Plan annual review.

The Council budget is developed linking strategic initiatives back to Council Plans. A budget timetable clearly defines the time line process to ensure the Council budget is developed within the required time frame.

The audit also identified areas that could be strengthened that include:

- Risk Management Framework by including long-term sustainability as a risk in the risk register.
- Establishing and documenting Service Level Plans for each of the identified 50 major Services.
- Regular review of existing Service Plans.

One moderate and one minor risk opportunities for improvement are recommended within the attached Strategic & Service Level Planning Internal Audit Report.

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5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER,
NANCY MUSTICA)
(DIRECTOR CORPORATE GOVERNANCE
AND PERFORMANCE BRANT DOYLE)

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022 (cont'd)

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AUDIT & RISK COMMITTEE MEETING
THURSDAY, 10 FEBRUARY 2022

FILE NO: F13/855/001
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 5.2.7

INTERNAL AUDIT REPORT - GRANT MANAGEMENT

MOTION

CR WAYNE LIMBRICK / JULIE GUEST

That the Audit and Risk Committee note the Grant Management Internal Audit Report and refer it to Council for consideration.

(CARRIED)

In line with our Internal Audit Plan adopted by Council on 18 December 2019, AFS Chartered Accountants conducted a review of the reliability and effectiveness of the internal controls over the management of grant funding.

The audit found Council has implemented good controls over the reporting and monitoring of Grant revenue and expenditure. Other strengths identified include:

- Grant applications and reporting obligations are mostly managed the Grants Officer.
- Business cases are prepared for grant applications to ensure strategic alignment, analysis of how the grant will be applied and appropriate purpose.
- Finance staff provide regular reporting to identify any discrepancies and potential unfunded expenditure overruns.

The audit also identified Grant Management could be strengthened by:

- formalising a Grant Management Policy and Procedure; and
- establishing a central Grant Management system.

Three moderate and two minor risk opportunities for improvement are recommended within the attached Grant Management Internal Audit Report.

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5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER,
NANCY MUSTICA)
(DIRECTOR CORPORATE GOVERNANCE
AND PERFORMANCE BRANT DOYLE)

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022 (cont'd)

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CORPORATE
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AUDIT & RISK COMMITTEE MEETING
THURSDAY, 10 FEBRUARY 2022

FILE NO: F15/439
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 5.2.8

INTERNAL AUDIT REPORT - PAST ISSUES REVIEW

MOTION

CR ED COX / LISA FORD

That the Audit & Risk Committee;

1. note the Internal Audit Report – Past Issues Review; and
2. Refer the report to Council for consideration.

(CARRIED)

In accordance with the Internal Audit Plan adopted by Council on 18 December 2019, AFS Chartered Accountants performed a Past Issues Review audit in December 2021.

The purpose of the audit was to review the actions taken by Moira Shire Council to address recommendations made by AFS Chartered Accountants in previous internal audits.

A total of five recommendations were reviewed as part of the audit. All recommendations were validated and confirmed to have been satisfactory addressed.

**FILE NO: F13/493
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE**

**ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER,
NANCY MUSTICA)
(DIRECTOR CORPORATE GOVERNANCE
AND PERFORMANCE BRANT DOYLE)**

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022 (cont'd)

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**CORPORATE
OFFICER REPORTS FOR DETERMINATION**

**AUDIT & RISK COMMITTEE MEETING
THURSDAY, 10 FEBRUARY 2022**

**FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE**

ITEM NO: 5.2.9

INTERNAL AUDIT ACTION STATUS REPORT

MOTION

CR ED COX / JULIE GUEST

That the Audit & Risk Committee:

1. Note the Internal Audit Status report
2. Endorse the report to be referred to Council for noting

(CARRIED)

Internal audits are conducted by AFS Chartered Accountants in accordance with the Internal Audit Plan, adopted by Council on 18 December 2019.

The purpose of the audit program is to review various internal processes to determine the reliability and effectiveness of Council's internal controls and provide recommendations for improvement in each of the areas audited.

The Grant Management and Strategic Planning audits have been completed with actions to be included into the Risk Register. The next internal audit is scheduled for April 2022 for Budgeting and Long Term Financial Planning.

The following table provides the number of outstanding actions for each audit according to the Risk Rating, as determined by the Auditor.

	Risk Rating		
	High	Moderate	Minor
Asset Management		2	2
Maternal and Child Health		2	
Tree Management		5	
Local Laws		1	2
Waste Management		2	1
Credit Card Management			3

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5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER,
NANCY MUSTICA)
(DIRECTOR CORPORATE GOVERNANCE
AND PERFORMANCE BRANT DOYLE)

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022 (cont'd)

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AUDIT & RISK COMMITTEE MEETING
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FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 5.2.10
(SENIOR GOVERNANCE OFFICER, NANCY
MUSTICA)
(ACTING GENERAL MANAGER
CORPORATE, DOYLE, BRANT)

AUDIT AND RISK COMMITTEE BIENNIAL REPORT

MOTION

LISA FORD / JULIE GUEST

That the Audit and Risk Committee;

- Note the Biannual Report; and
- Refer the Biannual Report to Council for endorsement.

(CARRIED)

The Moira Shire Council Audit and Risk Committee Charter requires the Committee to provide a biannual report of the financial years' activities to Council. This report summarises the key activities of the Audit and Risk Committee during 2020/21.

A key objective of Council is to ensure effective corporate governance through the application of strong and appropriate policies, procedures and controls. To assist Council achieve this objective the Audit and Risk Committee's key role is to provide appropriate advice and recommendations to Council on matters relevant to the Audit and Risk Committee's Charter.

These matters include:

- the effectiveness of internal and external financial reporting;
- management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of Best Practice guidelines;
- the effectiveness of the internal audit function; and
- communication between the external auditor, internal audit, Management and the Council.

Meetings

The Audit & Risk Committee will hold five meetings during the financial year in order to comply with the requirements of the Charter.

Membership

The Audit and Risk Committee consists of five as at 31/12/2021:

- Fred Douglas (Chair)
- Lisa Ford
- Julie Guest
- Cr Wayne Limbrick
- Cr Ed Cox

In accordance with the Charter, the Mayor of Moira Shire Council serves as an ex-officio member of the Audit and Risk Committee. Where a meeting of the Committee is unable to form a quorum, the Mayor may substitute for a member with full voting rights.

The Committee is supported by the attendance of the Chief Executive Officer, Acting Director Governance & Performance, Manager Governance & Risk, Senior Governance Officer, Council's Internal Auditor and representatives of the Victorian Auditor General's Office as required.

Remuneration

The remuneration for the independent Audit and Risk Committee members is \$375.00 per member and \$500.00 for the Chairperson per meeting plus travelling allowance.

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5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER,
NANCY MUSTICA)
(DIRECTOR CORPORATE GOVERNANCE
AND PERFORMANCE BRANT DOYLE)

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022 (cont'd)

ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 10 February 2022

CORPORATE
OFFICER REPORTS FOR DETERMINATION

AUDIT & RISK COMMITTEE MEETING
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FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 5.2.11
(MANAGER GOVERNANCE & RISK,
AMANDA CHADWICK)
(ACTING GENERAL MANAGER
CORPORATE, DOYLE, BRANT)

MAJOR PROJECT/INCIDENTS AND LEGAL PROCEEDINGS

MOTION

CR ED COX / JULIE GUEST

That the Audit and Risk Committee note the information provided regarding major projects, incidents and legal proceedings.

(CARRIED)

This report provides a summary of key projects, which are new or unusual or have the potential to have a high level of interest or risk.

COVID-19 Pandemic

Council continues to follow directions issued by the State Government and have ordered all staff to work from home, if they can, in an effort to reduce the risk of transmission.

Daily monitoring of staff numbers and availability has been implemented to monitor the impact of the pandemic on the workforce.

Yarrowonga Library Precinct

A Project Manager has been appointed to complete this project as well as the development of the Multisport Stadium in Yarrowonga.

The tender evaluation process is underway. The short list was interviewed on Monday 24th January 2022. After that a report with a recommendation for the appointment of the preferred candidate will be presented to Council for a decision.

The Community Hall demolition has now been completed as part of the first stage of this project.

Extraordinary Councillor Vacancies

Following the resignation of 2 Councillors in November 2021; Kevin Bourke and Marie Martin, the VEC have conducted two count backs to fill these extraordinary vacancies.

Cr Judy Heather and Cr John Beitzel were the successful candidates and both Councillors have now completed the Oath of Office and can now officially act in their new roles.

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5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.1.2
(SENIOR GOVERNANCE OFFICER,
NANCY MUSTICA)
(DIRECTOR CORPORATE GOVERNANCE
AND PERFORMANCE BRANT DOYLE)

AUDIT & RISK COMMITTEE MEETING MINUTES 10 FEBRUARY 2022 (cont'd)

ATTACHMENT No [1] - Audit & Risk Committee Meeting Minutes 10 February 2022

GENERAL BUSINESS

AUDIT & RISK COMMITTEE MEETING
THURSDAY, 10 FEBRUARY 2022

FILE NO: VARIOUS

ITEM NO:

GENERAL BUSINESS

1. CEO provided an update:
 - Organisation Restructure
 - COVID impact
 - Finance Function Effectiveness Review (confidential report)
 2. Internal audit program status update – Quarterly Industry Update
 3. Audit and Risk Committee Membership
- Fred Douglas (Chair) acknowledged and thanked Marie Martin for her time on the Audit & Risk Committee.
- Welcomed Cr Cox onto the Audit & Risk Committee as the Councillor representative.
- Acknowledged Julie Guest time and contribution on the Audit & Risk Committee and wished her well in the future.

MEETING CLOSE: 11.00 AM

FILE NO: F
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 11.2.1
(ACTING TEAM LEADER WELLBEING AND
INCLUSION, RECREATION, HEALTH AND
CULTURE, HOLLIE BARNES)
(DIRECTOR SUSTAINABLE COMMUNITIES
SALLY RICE)

DISABILITY ADVISORY COMMITTEE (DAC) REFORM

Recommendation

That Council:

1. Note the proposed changes to the Disability Advisory Committee (DAC) including the new Terms of Reference and renaming of the Committee to the All Abilities Advisory Committee (AAAC).
2. Rescind Terms of Reference and current membership of DAC.
3. Thank current DAC members for their service.
4. Delegate authority to the CEO to approve the new Terms of Reference for this Committee and manage membership as required.

1. Executive Summary

Council's Disability Advisory Committee (DAC) includes representatives from relevant disability, community and health organisations, community members, Councilors and a Council Officer.

The role of the DAC is to provide expert and personal advice on accessibility issues to ensure that appropriate consultation and participation occurs on key strategy and capital projects and that Council effectively advocates for a more accessible and inclusive community. While Council is mandated through legislation to have Disability Action Plan it is not required to have a DAC, however this Committee is integral to ensuring Council delivers on Council Plan Pillar 1: *A Welcoming and Inclusive Place*.

In preparation for the development of Council's new Disability Action Plan a wider role for the DAC in leading this work has been identified. Review of the current Terms of Reference (TOR), structure and function of the Committee determined that current operational arrangements restrict the efficacy of this Committee in a variety of ways.

In response, the TOR has been reviewed and re-drafted. This has been informed by arrangements in other municipalities and in discussion and agreement with the existing DAC membership. They are universally supportive of the changes proposed and are cognisant that implementation will mean that current membership will be spilled mid appointment term.

The new TOR provides for inclusive, flexible and accessible operational arrangements to maximise opportunity for achievement of beneficial outcomes to community. The new TOR allows for a greater scope of organisations, service providers and community members to contribute to the committee within areas of specific interest and requirements for information to be presented in clear accessible formats. The new TOR also allows for a blended meeting structure of face-to-face and virtual meetings, to ensure that transport is not a barrier for committee members.

Once the new operational arrangements are in place, nominations will be sought to form a new All Abilities Advisory Committee (AAAC).

This report recommends that Council note the proposed changes, rescind the existing DAC TOR, rescind current membership and thank these members for their service.

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ITEM NO: 11.2.1
(ACTING TEAM LEADER WELLBEING AND
INCLUSION, RECREATION, HEALTH AND
CULTURE, HOLLIE BARNES)
(DIRECTOR SUSTAINABLE COMMUNITIES
SALLY RICE)

DISABILITY ADVISORY COMMITTEE (DAC) REFORM (cont'd)

2. Conflict of interest declaration

There is no identified conflict of interest associated with the authorship of this report.

3. Background & Context

The Disability Act 2006 (Victoria) requires Councils to have a Disability Action Plan, which identified actions to remove barriers for people with a disability, increases employment opportunity and initiatives to effect change in community attitudes towards disability. The term of a disability action plan is not mandated. Council's *Disability and Inclusion Plan 2018-2021* was due for review in 2021, however due to the impacts of COVID and consequent delays in the State Government delivering the new State Disability Action Plan this work was placed on hold.

The DAC is a committee supporting Council to ensure that it is responding to the needs of people with disability throughout its operational remit, and informs need for targeted advocacy in respect of issues affecting people with disability and their carers across the Shire.

Council endorsed the current TOR for the DAC the 24th of October, 2018. Under the current TOR members are appointed for a four year term and membership is endorsed by Council resolution. The DAC consists of representatives from various relevant community services and general public where there is an interest in accessibility issues.

It has been difficult to retain high levels of attendance at DAC meetings, which occur at different locations across the Shire. The low attendance levels are often due to travel and time constraints. It has also been difficult for the DAC to fulfill a valued purpose. An increased role in driving the development of the new Disability Action Plan has been identified as a critical vehicle to addressing this however; within the existing operational arrangements and membership, it is unlikely that this will be effectively achieved.

Additionally, potential new members have made overtures to join the DAC however this is not possible within the current operational arrangements of the committee.

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(DIRECTOR SUSTAINABLE COMMUNITIES
SALLY RICE)

DISABILITY ADVISORY COMMITTEE (DAC) REFORM (cont'd)

The below table details the current DAC membership.

Membership Type	Organisation /Service Provider	Representative
Lead Agency Chair	Moira Shire Council (non-voting)	Councillor
	Moira Shire Council (non-voting)	Recreation, Health & Culture Officer
Disability Services	PALS	
Education and Training	Cobram Community House	
	Numurkah Community Learning Centre	
	Yarrawonga Neighbourhood House	
	Nathalia Community House	
	Cobram Specialist School	
Health and Cultural Services		
Employment Agencies		
Recreation and Other	Valley Sport	
Community Members		

A new TOR has been drafted with provides for flexible membership so that/to:

1. a wider membership base is ensured through flexible appointment terms;
2. members can contribute to the DAC in accordance with their professional or personal interests;
3. membership can be smoothly managed and segmented to potentially enable attendance for relevant discussion;
4. ensure information is provided in accessible formats for discussion and decision;
5. ameliorate the impact of the geographical impact of our Shire through revised meeting arrangements and remote access; and
6. provide, through Charing arrangements, valued contribution by Council and Councillors

The above changes accord with operational arrangements supporting like committees in Councils benchmarked in the review.

Advertisement for new membership will occur directly following disbandment of the existing DAC. Existing members who wish to apply for another term as a community or organisational representative will be encouraged to make an application.

Legal advice has confirmed that Councillors can take an active role in the Committee without the Committee forming a Committee of Council under the *Local Government Act 2020* and the

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(DIRECTOR SUSTAINABLE COMMUNITIES
SALLY RICE)

DISABILITY ADVISORY COMMITTEE (DAC) REFORM (cont'd)

formality this necessitates, which is prohibitive to the flexibility required to achieve desired outcomes of the proposed reforms.

As part of the re-energizing of the DAC a new identity represented through a name change has also been discussed. From research into the disability committees in other councils and the suggestions from existing members a list was compiled and sent out for a vote. The name that received the highest degree of support was "All Abilities Advisory Committee" or AAAC.

4. Strategic Alignment

Council Plan

1. A welcoming and inclusive place and in particular 103, *We will empower communities to craft their own vision and support their efforts to be more resilient.*

5. Internal & External Engagement

Engagement

Internal Consultation occurred with the Recreation, Health and Culture and Governance Departments, Councilors

External Existing and potential DAC membership and other Councils, through desktop benchmarking activity.

6. Budget / Financial Considerations

There are no additional financial impacts arising from the proposed reforms, though improved operational efficiency will have positive benefits for staff supporting this committee. There are no changes flagged to the current budget allocation.

7. Risk & Mitigation

Risk

Economic (regional context or broader economic impact)

Environmental
Reputational

Legislative Compliance

Mitigation

The DAC is able to engage with regional services and organisations to assist in promotion of cohesive and relevant responses to the needs of people with all abilities and their carers in Moira Shire.

There are no environmental impacts arising from this report.

There are no identified reputational risks associated with these recommendations.

The DAC supports Council to meet its legislative obligations under the *Disability Act 2006* (Vic) and accords with the stipulations of the *Local Government Act 2020*.

8. Conclusion

To ensure that Council has an active and dynamic DAC, reforms are proposed to clarify the role and purpose of the Committee through increased flexibility and clarity of operational provisions relating primarily to membership, information provision requirements and meetings. These have been codified in a new TOR for a newly named Committee, the AAAC. To effect this it is recommended that Council note the proposed operational reforms for the DAC including its new name, rescind the current TOR and Committee membership, thank members for their service

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1. A WELCOMING AND INCLUSIVE PLACE**

**ITEM NO: 11.2.1
(ACTING TEAM LEADER WELLBEING AND
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(DIRECTOR SUSTAINABLE COMMUNITIES
SALLY RICE)**

DISABILITY ADVISORY COMMITTEE (DAC) REFORM (cont'd)

and provide delegation to the CEO to administer the operational requirements supporting the Committee moving forward.

Attachments

- 1 Draft - All Abilities Advisory Committee ToR

FILE NO: F
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 11.2.1
(ACTING TEAM LEADER WELLBEING
AND INCLUSION, RECREATION, HEALTH
AND CULTURE, HOLLIE BARNES)
(DIRECTOR SUSTAINABLE
COMMUNITIES SALLY RICE)

DISABILITY ADVISORY COMMITTEE (DAC) REFORM (cont'd)

ATTACHMENT No [1] - Draft - All Abilities Advisory Committee ToR



Terms of Reference

for the

All Abilities Advisory Committee

2022 - 2026

Endorsed by Council

FILE NO: F
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 11.2.1
(ACTING TEAM LEADER WELLBEING
AND INCLUSION, RECREATION, HEALTH
AND CULTURE, HOLLIE BARNES)
(DIRECTOR SUSTAINABLE
COMMUNITIES SALLY RICE)

DISABILITY ADVISORY COMMITTEE (DAC) REFORM (cont'd)

ATTACHMENT No [1] - Draft - All Abilities Advisory Committee ToR

1. Purpose

Council aims to represent the community on a range of issues that are relevant to the quality of life and the vision for health and wellbeing in the Shire and which are the direct responsibility of the State and/or Federal Government and/or other agencies.

2. Objectives

The objectives of the All Abilities Advisory Committee (AAAC) are to:

- Advise Council on opportunities to improve access and inclusion for people of all abilities that reside in and visit the Moira Shire.
- Advocate for improved access and inclusion, and promote participation for people of all abilities in Moira Shire community activities.

3. Responsibilities

The responsibility of the All Abilities Advisory Committee (AAAC) will be to work with Council to:

- Provide advice to Moira Shire Council on barriers to access and improvement opportunities for people of all abilities to better access Council services, programs and infrastructure within the Shire.
- Provide input into the planning stage of Council strategies, plans and policies which relate to the access and inclusion for people of all abilities – as identified by Council.
- Participate in committees and community engagement processes of Council, which relate to access and inclusion for people of all abilities.
- Advise Council on local, regional and state-wide issues which have implications for the inclusion of people of all abilities in Moira Shire.
- Provide input into the Moira Shire Council's Access & Inclusion Plan.

4. Composition

Committee members must have a strong connection to the local community and live, work, study in, or regularly visit, Moira Shire.

The committee will comprise a maximum of 20 Council and community representatives, including:

- Up to two Councillors nominated by Council annually. Additional Councillors will be welcome to address particular issues as desired/indicated.
- Community members with disability
- Carers and families of people with disability
- Community members with an interest or work experience in access and inclusion issues
- Council's Wellbeing and Inclusion Officer(s)
- Service providers in disability, community support, employment, recreation, education and health sectors
- Representatives from agencies representing First Nations and specific or multi-cultural work
- Other Council Officers will be invited to attend particular meetings, as relevant to the agenda of the meeting.

FILE NO: F
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 11.2.1
(ACTING TEAM LEADER WELLBEING
AND INCLUSION, RECREATION, HEALTH
AND CULTURE, HOLLIE BARNES)
(DIRECTOR SUSTAINABLE
COMMUNITIES SALLY RICE)

DISABILITY ADVISORY COMMITTEE (DAC) REFORM (cont'd)

ATTACHMENT No [1] - Draft - All Abilities Advisory Committee ToR

Membership Type	Organisation /Service Provider	Representative
Lead Agency	Moira Shire Council	Councillor
	Moira Shire Council	Councillor
	Moira Shire Council	Community Services Officer
Disability Services	PALS	
Education and Training	Cobram Community House	
	Numurkah Community Learning Centre	
	Yarrawonga/Mulwala Community and Learning Centre	
	Nathalia Community House	
	Cobram Specialist School	
Health and Cultural Services		
Employment Agencies		
Recreation and Other	Valley Sport	
Community Members		

Council recognises people with varied abilities and their carers as the experts in their own lives, and therefore should be actively involved in the planning of strategies and policies where they are affected specifically or as part of our communities.

Membership priority will therefore be as follows community members with lived experience of disability and their carers.

In addition, diversity of disability, age and gender and culture will be prioritised wherever possible in the composition of the Committee, alongside representation from across the Shire.

5. Term of Appointment and Vacancies

Council will appoint representatives for a term of 4 years.

In the event of resignation and/or vacancy new members can be appointed by Council mid-term with their term concluding at the conclusion of the committee term. Section will be based on the above priority and objectives.

At the conclusion for the term a new committee will be formed which can include re-nomination from existing members through the public application process.

Agency membership will be based on agency not individual, though it is preferred that a nominated person attend the meetings.

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DISABILITY ADVISORY COMMITTEE (DAC) REFORM (cont'd)

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6. Meetings

The Committee will meet at least 4 times each year or more frequently as required.

Meetings will be held at Council in Cobram with capacity to join remotely.

Sub-committees can be set up as needed, for specific tasks, issues-based projects, or site visits for interested and available members.

Meeting Procedures

- Quorum for decision making will be 50% or more of non-Council committee members.
- All agenda items should be covered during the meeting, where possible.
- Committee members are required to send agenda items at least 10 business days prior to the meeting, to Moira Shire staff who will prepare the agenda in consultation with the Chairperson.
- Agendas will be circulated a week prior
- Urgent Business will be accommodated if it relates to or arises out of a matter, which has arisen since distribution of the agenda and cannot safely or appropriately be deferred until the next Committee meeting; and the Committee agrees by majority.
- Moira Shire staff will be responsible for the taking of minutes and the preparation and distribution of the agenda and consult with the Chairperson for approval, prior to sending out to the Committee members.
- Members are expected to attend Committee meetings and contribute to outputs of the group.
- Unexplained non-attendance of at least three consecutive meetings by a member without committee approval will deem that member's position as having become vacant.
- The committee shall allow the granting of leave of absence as required.

Accessibility

- Material and presentations etc. are in an appropriately accessible format.
- Maps should be used at meetings to aid discussion, where possible.
- Agreed terminology/language will be used by all members.

Confidentiality

On occasions, the Committee may be required to advise on a matter that has been identified as confidential in nature or is not yet in the public domain. Before a confidential matter can be dealt with any person in attendance, who is not an official member of the Committee or Council officer, must leave the meeting. Committee members are required to deal with such matters in confidence and with discretion.

7. Chairperson

At the first AAAC meeting and annually thereafter through the term, the Committee will call for nominations for the position of Chair and Deputy Chair. These positions will be held by Councillors and senior council staff, and are a non-voting position.

Should there be more than one nomination the members will elect the Chair or Deputy Chair by vote with the candidate who polls the highest number of formal vote selected for the office. Council Officers and Councillors will not participate in this voting.

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DISABILITY ADVISORY COMMITTEE (DAC) REFORM (cont'd)

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The role of the Chair, or Duty Chair in their absence, will be to:

- Liaise with the responsible Council officer in respect to agendas
- Chair the meeting and facilitate and maintain open, efficient and effective deliberations.
- Act as spokesperson for the Committee as deemed appropriate
- Engage all members in Committee activities and to bring forward issues
- Communicate primarily with the Wellbeing and Inclusion officer and other relevant Council Officers in respect to access issues and committee activities.
- The Chairperson shall have a casting vote as well as a deliberative vote to resolve deadlock.

8. Process for raising concerns

If a committee member wishes to raise an issue of concern or make a complaint relating to the Committee, the following procedures should be followed:

- All issues of concern or complaints should be made in writing and referred to the Wellbeing and Inclusion Officer in the first instance. This officer can support the complainant to put their concerns in writing if necessary.
- The Wellbeing and Inclusion officer will follow Council's complaints procedures to resolve issues and complaints raised
- Council operational matters, requests for service / information, compliments or complaints can be lodged directly online via www.moirashire.vic.gov.au

9. Council's Role

- Council will provide support as detailed in the Term of reference and if requested augment information for the purposes of clarifying the roles and responsibilities of the Committee and its relationship with Council and/or the relevant area of interest.
- The Committee will be supported by a nominated Council officer who will attend meetings of the Committee, prepare the agenda with the Chair, and arrange for circulation of agendas and minutes and other co-ordination activities. All other Council officers as required will assist the Committee with contact through the nominated officer or their manager.
- Council will provide a suitable and accessible venue for the meetings of the Committee.
- Council will give due consideration to the advice provided by the Committee.

10. Action Plan

The Disability Act 2006 (Victoria) requires all Councils to have a Disability Action Plan (DAP). The AAAC will provide input into the development and implementation of the DAP.

11. Changes to Terms of Reference

These terms of reference shall be reviewed every three years and only be amended or varied by Moira Shire Council in consultation with the AAAC.

12. Declaration of Interest

- If a member of the Committee believes they have a conflict of interest in a matter before the Committee, then that member must declare their interest and not partake in any discussion or decision on the matter.
- The declaration will be recorded in the minutes of the meeting.
- A person may have a conflict of interest if they have a personal or private interest that might compromise their ability to act in the public interest.

FILE NO: 000.000.000
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.3.1
(EXECUTIVE ASSISTANT TO CEO, ROBYN
BONADDIO)
(DIRECTOR INFRASTRUCTURE SERVICES,
JOSHUA LEWIS)

NUMURKAH FLOOD MITIGATION SCHEME

RECOMMENDATION

That Council:

1. Notes the updated flood modelling for the Numurkah flood mitigation project, along with its endorsement by the Numurkah Flood Mitigation Project Committee.
2. Notes the 3 stage implementation plan proposed by the Numurkah Flood Mitigation Project Committee.
3. Continues to support the State Government's application to the Federal Government's National Flood Mitigation Infrastructure Program for funding for Stage 1 of the Numurkah flood mitigation project,
4. Commits to delivering the project on behalf of the State Government.

1. Executive Summary

At the 15 December 2021 Scheduled Council Meeting, Council resolved to:

1. supports the State Government's application to the Federal Government's National Flood Mitigation Infrastructure Program for funding for Stage 1 of the Numurkah flood mitigation project,
2. commits to delivering the project on behalf of the State Government, and,
3. appoints Cr Wayne Limbrick to the Chair of the Numurkah Flood Mitigation Project Steering Committee.

Following this Council resolution the Numurkah Flood Mitigation Project Committee met on the 10th of March and endorsed the updated modelling Stage 1 of the Numurkah flood mitigation project.

2. Background and Options

The Australian Government is providing \$50 million toward national flood mitigation priorities in 2020-21 from the Emergency Response Fund. State Governments have been asked to submit projects for consideration of funding under this scheme.

The Victorian State Government, through DELWP, are seeking Council's support for the submission of the first state of the Numurkah Flood Mitigation project for funding under this scheme and a commitment that Council will deliver the project on the State Government's behalf should the funding be awarded.

The Numurkah Flood mitigation project is a long standing project of Council that was commenced after the 2012 floods that inundated parts of the town. The flood study that provided the model to determine the design heights of the flood mitigation infrastructure was completed in 2017 and funding was sourced to commence the detailed design. This work is continuing with the final alignment almost finalised.

There grant fund has a \$10 million cap per project and it is proposed that while the application will reference the whole project, it will only seek funding for stage 1 in this round with applications for future stages to be made in subsequent funding rounds.

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NUMURKAH FLOOD MITIGATION SCHEME (cont'd)

Stage 1 involves the construction of the levee system that runs along the northern side of the creek from the Goulburn Valley Highway through to Kinnairds Rd and then northward along Kinnairds Rd to Pine Street. The design for this section of the mitigation system is well advanced and does not include the land acquisition associated with the other sections of the levee.

The Stage 1 works will be assisted by the subdivision currently proposed for the land behind Lakeside resort where the irrigation channel is to be piped and the land is to be built up above the 1% ARI flood level for the length of the property boundary south of Wattle Drive.

The funding guidelines have a requirement that any staging of the works are to be complete in themselves and provide meaningful community benefit. Stage 1 achieves this by extending from the Goulburn Valley Highway to Pine Street.

3. Financial Implications

Council currently has existing funds allocated to the project in the budget. It is proposed that the funding bid by the State Government to the Federal Government's National Flood Mitigation Infrastructure Program will be in accordance with engineering estimates for stage 1 of the project, estimated to be between \$3 million and \$5million. The Federal funding program is restricted to applications from State Governments.

4. Risk Management

The magnitude of the project is such it will be challenging to be able to source grant funding that would allow the project to be undertaken as a single project.

Therefore, it is advised that the project be staged to allow it to be broken down into more manageable portions that would also fit within the funding guidelines that currently exist for the main source of grant funds, the Federal Government's National Flood Mitigation Infrastructure Program.

5. Internal and External Consultation

Considerable consultation has occurred with the Numurkah community with respect to the flood study and the ensuing alignment for the levee to protect the town.

The Numurkah Flood Mitigation Project Committee met on 10 March and endorsed the updated modelling of Stage 1 of the Numurkah flood mitigation project.

6. Regional Context

This is a very significant project for the Moira Shire which has implications for the community of Numurkah and for the rest of the municipality. Providing permanent flood mitigation infrastructure will allow emergency management resources to focus their attention on other areas during a flood event.

7. Council Plan Strategy

Transparent and Accountable Governance.

FILE NO: 000.000.000
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.3.1
(EXECUTIVE ASSISTANT TO CEO, ROBYN
BONADDIO)
(DIRECTOR INFRASTRUCTURE SERVICES,
JOSHUA LEWIS)

NUMURKAH FLOOD MITIGATION SCHEME (cont'd)

8. Legislative / Policy Implications

A Cultural Heritage Management Plan (CHMP) is still to be completed and there is the chance that this plan, along with the environmental management plan, may require alterations to the alignment as currently modelled and designed.

A planning permit is still to be obtained and the application can be lodged once the CHMP is completed.

9. Environmental Impact

As mentioned above, the project requires an environmental management plan to be completed to inform the planning permit application where native vegetation is to be impacted or removed for the project.

10. Conflict of Interest Considerations

The author of this report has no conflict interest.

11. Conclusion

The Numurkah Flood Mitigation Project is a significant project for the Moira Shire and one that will require considerable grant funding to allow it to be implemented.

The Federal Government's National Flood Mitigation Infrastructure Program provides an opportunity for sourcing sufficient funds to enable the first stage of the project to be constructed.

It is recommended that Council supports the State Government's application to the Federal Government's National Flood Mitigation Infrastructure Program for funding for the updated modelling for Stage 1 of the Numurkah flood mitigation project, commit to delivering the project on behalf of the State Government.

Attachments

- 1 staged implementation plan proposed by the Numurkah Flood Mitigation Steering.pdf

FILE NO: 000.000.000
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 11.3.1
(EXECUTIVE ASSISTANT TO CEO,
ROBYN BONADDIO)
(DIRECTOR INFRASTRUCTURE
SERVICES, JOSHUA LEWIS)

NUMURKAH FLOOD MITIGATION SCHEME (cont'd)

ATTACHMENT No [1] - staged implementation plan proposed by the Numurkah Flood Mitigation Steering.pdf

Numurkah Flood Mitigation Plan

Staged Implementation Plan



STAGE 1

Northern Levee from the Goulburn Valley Highway to Kinnairds Road

Including the landscaping of the Lou Hamon Rose Gardens to remove any impediment to the flood flow over Melville Street between Brennon Street and the Bridge

STAGE 2

Southern Levee

A major consideration in the building order of the Southern Levee is the possibility of a flooding event occurring at any time during the construction .and the need to minimize any negative impacts those works may create .

A. From the Melville Street bridge east through the Showgrounds, continuing on through the Golf Course to Tunnock Road at Corke street. Complete the concrete wall along Corke Street to Katamatite Road. If a flooding event were to occur at this time a temporary levee could be constructed between Corke Street Wall and the Lawn Cemetery and this would provide some protection to houses on the north side of Katamatite Road.

Consultation with the large lot owners outside of the levee in regard to plans, actions and assistance for protection of their properties.

B. Complete all required levee banks and concrete walls on the south side of Katamatite Road, all the way back to Katamatite Road west of Melville Street. Construction should ideally proceed from east to west to avoid flood water being caught on the wrong side of the wall in a flooding event during construction.

C. Finally complete from the Bridge on Melville Street going west through the Caravan Park south to the Train Park and then onto Katamatite Road to join up with the completed Hospital Depression wall. Complete the raising and associated works on Katamatite Road

STAGE 3

Complete the last section of the Northern Levee and Walls
From Kinnairds Road around Brooke Court to its completion at Pine Street

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Publication date: month/year

FILE NO: VARIOUS

ITEM NO: 17

GENERAL BUSINESS**6.4. General business**

(1) If the Agenda for a Meeting makes provision for urgent business, business cannot be admitted as Urgent Business other than by resolution of Council and only then if:

- (a) It relates to or arises out of a matter which has arisen since distribution of the Agenda; and
- (b) deferring the item until the next Meeting will mean a decision on the item will not have any effect on the matter; or
- (c) the item involves a matter of urgency as determined by the Chief Executive Officer; and
- (d) it cannot be addressed through an operational service request process.
- (e) the matter does not:
 - substantially affect the levels of Council service;
 - commit Council to significant expenditure not included in the adopted budget;
 - establish or amend Council Policy; or
 - commit Council to any contractual arrangement.

(2) A Councillor proposing a matter be admitted as urgent business must lodge it in writing to the Chief Executive Officer four (4) hours prior to the Meeting.

(3) The Chief Executive Officer will advise the Mayor of any matter he or she determines appropriate for Council to consider admitting as urgent business.