

RECORD OF ASSEMBLY OF COUNCIL MEETING

Meeting held at 5.00pm Monday 9 September 2013 at the Charlton District Office

Present:

Councillors:

Cr Tellefson, Cr Sharp, Cr Pollard, Cr Mather, Cr McLean, Cr Milne and Cr White.

Staff:

Warwick Heine (Chief Executive Officer), Gaynor Doreian (Manager Works and Corporate Services), Anthony Judd (Manager Assets and Infrastructure), Bill Ryan (Manager Finance), Judi Bird (Senior Procurement Officer), Bill Keane (Manager Community Services), Michele Bos (Senior Planner) and Paul Fernee (Recreation Officer)

Members of the Community:

Apologies:

Warwick Heine (Chief Executive Officer), Warren Hemopo (Manager Reconstruction)

Disclosure of Interests:

Cr Mather declared an indirect interest in Item 1.2 on the basis of his position as a Director of GWM Water.

Cr McLean declared an indirect interest in Item 1.4 on the basis that he was a member of the Electric Line Clearance Consultative Committee

Cr Mather took the Chair

MATTERS TO BE DISCUSSED

1. Presentations

1.1 Vanessa Healy (Public Health and Well Being Plan)

Vanessa Healy (EHPIC Consulting Group) made a presentation on development of the Draft Municipal Public Health and Wellbeing Plan

1.2 GWM Water

Managing Director (Mark Williams) and Chairman (Peter Vogel) of GWM Water presented on a range of issues that GWM Water are tackling within the Buloke Shire region.

1.3 Aquatic Strategy

Karen Evans from Insynch Consulting Group tabled the draft methodology for the development of the Aquatic Strategy and sought feedback from Councillors.

1.4 Leah Sertori - Regional Management Group - (Central Vic Solar City Outcomes)

Leah presented the outcomes as detailed in the Final Report of the Central Victorian Solar City Project.

2. Councillor Reports

3. CEO and Senior Management Team Reports

a. Legal

The Senior Management Team reported on the following:

- i) George Gould Units
- ii) Hamilton Street, Sea Lake
- iii) Alexander Street, Berriwillock

iv) Building Control Matters -

- Charlton Addition to Shop
- Charlton Shed and associated buildings
- Nandaly Storage shed
- Birchip Non-compliant house
- Birchip Storage shed
- Charlton Re-erect a dwelling
- Jill Jill Re-erection of a dwelling
- Wycheproof Addition to dwelling
- Birchip Addition to shop
- Birchip Addition to dwelling Charlton Addition to office
- Sea Lake Warehouse
- Sea Lake Dangerous veranda
- Berriwillock Dangerous veranda
- Nullawil Illegal building
- Donald Addition to dwelling
- Berriwillock Amenities building additional to shed.
- Birchip Illegal shed in township
- Donald Dangerous facade
- Charlton Addition to building.
- Birchip dwelling- Illegal works without a building permit
- Birchip Shop Dangerous facade

v) Local Laws/Planning

 Charlton – Breach of Local Law and Planning Permit - Resident in breach of Local Law Permit and Planning Permit conditions

vi) Fol Requests

No current requests.

vii) Illegal Roadside Ripping – Report – Anthony Judd

Dumosa (various roads – 31kms)

viii) Risk

The Senior Management Team reported on the following public risk incidents:

i) Public Risk Incidents

- 1) **Sea Lake (2012)** Trip
- 2) Sea Lake (2012) Trip
- 3) Donald (2012) Fallen Brance
- 4) **Buckrabanyule (2012)** Cattle on road.
- 5) Culgoa (2012) Fallen Branch
- 6) **Donald (2012)** Trip
- 7) **Charlton (March)** Dog attack.
- 8) Sea Lake (April) –Unregistered dogs
- 9) **Donald (June)** Unsightly property
- 10) Watchem (June) Unsightly property
- 11) Cope Cope (June) Unregistered dogs12) Donald (June) Dog attack/rush
- 13) Watchem (July) Unregistered dogs
- 14) *Birchip (July) Trip
- 15) **Berriwillock (August)** Dog attack
- 16) Wycheproof (August) Vehicle Damage
- 17) Wycheproof (August) Trip
- 18) Birchip (August) Vehicle Damage
- 19) **Birchip (August)** Vandalism

- 20) **Charlton (August)** Roadside Theft
- 21) Birchip (September) Vehicle Damage
- 22) Birchip (September) Attempted break-in
- 23) **Donald (September)** Trip.

ii) Risk Register

• Updated register available for review on Dashboard.

iii) Staff Incident Reports

- 1) Charlton Injured Finger
- 2) * Birchip Vehicle Damage
- 3) * Wycheproof Injured Shoulder
- 4) * Wycheproof Injured Finger
- 5) * Sea Lake Equipment Damage
- 6) * Wycheproof Injured Finger

4. WorkSafe

1) Nil.

5. Insurance

1) No matters.

6. Governance

- **Council Plan 2013-2017** Adopted in principle 25 July. Adopted at Special Meeting 28 August 2013. On public exhibition. Adopted Plan to be reviewed every six months.
- Code of Conduct for Staff Draft Staff Code prepared and currently being reviewed.
- Ordinary Meetings of Council Progress of Actions from Minutes

Meeting Reference	Item	Action	Progress
Ordinary Meeting 14 August 2013	Protected Disclosure Policy	Council adopt the Protected Disclosure Policy. 2. The Manager Works & Corporate Services make the Policy, procedures and flow charts available to all employees. 3. The Manager Works & Corporate Services publish the Policy and supporting documentation on Council's website.	Employee awareness program being developed. Material for website being prepared
	Saleyards Precinct – Local Law 14 2013/14	1.Make the Saleyards Precinct Local Law No.14 of 2013. 2. In resolving to make the Saleyards Precinct Local Law No. 14 2013, has noted the advice provided that the matters in Schedule 8 of the Local Government Act 1989 has been reviewed, including that the proposals do not create a restriction on competition, and that the proposals are not incompatible with the rights in the Charter of Human Rights and Responsibilities Act 2006. 3. Give notice in accordance with Section 119(3) of the Local Government Act 1989 that	Section 119(3) notice published Copy of Local Law sent to the Minster for Local Government

	Council has made the Saleyards Precinct Local Law No. 14 in the	
	Government Gazette and in the Buloke Times, North Central News and Sea Lake Times Ensign.	
	4. Send a copy of the Saleyards Precinct Local Law No. 14 2013 to the Minister in accordance with Section 119(4) of the Local Government Act 1989.	
Wycheproof Childcare Program - Request for Assistance from YMCA	1. Council agrees to the funding request from the YMCA of Ballarat for \$3,000 to enable it to continue to provide the Wycheproof Childcare program until the end of 2013 and that this agreement is done so on the proviso that the YMCA commits to actively research over the next four months all alternative models of providing a financially sustainable service.	YMCA advised of Council decision
	Funding for the request be derived from the D300 Pre- School Services Budget.	
Domestic Animal Plan 2013 -2017	1. Give in principle approval for the draft Domestic Animal Management Plan 2013 – 2017 for the purposes of community consultation.	DAMP placed on public exhibition
	2. The draft Domestic Animal Management Plan 2013 - 2017 is made available for community consultation for 1 month.	
	3. A further report be submitted to the September Council meeting for final Council approval of the Plan advising of submissions, including any comments received from the Department of Environment and Primary Industries and any changes proposed to be made to the Plan as a result of submissions received.	
Intent to Refuse Planning Permit 466/12 for a Four Lot Subdivision at Gunyah Flat Road, Charlton	That Council refuse planning permit 466/12 for a Four Lot Subdivision at Gunyah Flat Road, Charlton.	Applicant advised.
Amendment to Permit Fees Administered by Council Building Department	A change to several fees administered by the building department be approved for better reflection of fair outcomes	Fees adjusted in Draft Budget 2013/14
Permission to Seek Adoption from the Minister for Planning Scheme Amendment C23 - Anomolies	Council approve the request to seek adoption from the Minister for Planning for Amendment C23 – Anomalies to the Buloke Planning Scheme.	Correspondence sent to the Minister
Property Fire Services Levy	Manager Finance to provide report to Council on matters relating to implementation of the levy	
Donald Archives Building	Manager Assets and Infrastructure to keep Council	

		informed on proposed works to rectify structural problems	
Ordinary Meeting 10 July 2013	Vic Roads Agency Agreement	Council work with VicRoads over the next 6 months to find alternative auspice organisations to provide VicRoads Agency Services in the five main towns across the Shire. In the event that no suitable alternative auspice organisation/s	Correspondence sent to VicRoads Initial expressions of interest registered from businesses/community organisations in Charlton, Wycheproof, Birchip and Donald.
		can be found by 31 December 2013 in any of the main towns across the Shire, Council continue to provide VicRoads Agency Services only from the Wycheproof District Office.	
	Petition - Safety and Increased Traffic Flow in Woods Street Donald	Coordinate a joint meeting between petitioners, VicRoads and Council representatives. Staff report back to Council following the meeting.	Meeting to be convened
	Questions from Councillors	Road Management Plan - Maintenance of Roads for Businesses (Cr Ellen White) (RO/15/01)	Manager Assets and Infrastructure to report to Council.
Ordinary Meeting 12 June 2013	Call for Expressions of Interest for the Sale or Lease of 14 McCulloch Street, Donald	That Council, having determined it has no requirement for the property at 14 McCulloch Street, Donald, Volume 10415 Folio 533, Lot 1 PS 410027 ("the property"), give public notice seeking Expressions of Interest for the sale or lease of the property. 2. That Council prepare Expression of Interest documents setting out the assessment criteria against which all applications for the sale or lease of the property will be evaluated. 3. That Council convene a tender evaluation panel to assess all proposals received, upon the closing of the Expression of Interest period. 4. That the public notice be placed in the three local newspapers, namely the Buloke Times, North Central News, Sea Lake and Wycheproof Times Ensign in addition to the Wimmera Mail Times. 5. That the public notice disclose the following: (a) That the sale or lease of the property is subject to Section 189 (restriction on power to sell land) and Section 190 (restriction on power to lease land) and Section 223 (right to make submission) of the Local Government Act 1989 (Vic) ("the Act"); (b) The location of the property, including street address and Certificate of Title details; (c) The details of the property, including a description of the property and current zoning; (d) That a heritage amendment has been approved and adopted by Council and that upon Gazettal by the Department of Planning and Community Development, there will be a Heritage Overlay on the property in respect of the external facade;	Public Notice being prepared for placement in local newspapers.

	(e) The commencement and end of the Expression of Interest period; (f) That Expression of Interest documents must be lodged in the manner and form required by Council; (g) That the Expression of Interest documents will be available on Council's website or by contacting Council's Procurement Department on (03) 5478 0100; and (h) Contact details for a Council representative, if further information is required.	
Donald WorkSpace, Lot 41, Racecourse Road, Donald - Lease Renewal	Council agree in principle to enter into a further Lease Agreement with Workspace Australia Limited ("Workspace") for the premises at Lot 41, Racecourse Road, Donald Industrial Estate, Donald. Certificate of Title Volume 10413 Folio 421, Plan of Subdivision 409528C. 2. The proposed Lease be for a period of ten (10) years, from 29 August 2013 to 28 August 2023. 3. Council, in conjunction with its legal representatives, commence negotiations with Workspace in relation to the terms of the proposed Lease. 4. Units 1 to 5 of Lot 41, Racecourse Road, Donald Industrial Estate be re-valued and re-assessed as one for the purposes of rating. 5. That under the proposed lease arrangements Workspace is to meet all rates, taxes and charges applicable to all of the Premises in addition to continuing to be responsible for all maintenance of the buildings and surrounds. 6. That the current lease arrangement of \$1.00 per annum for the property be continued, conditional upon Workspace and Council entering into an agreed collaborative plan to maximise the potential of the premises and Donald Incubator Program within the Shire. 7. That upon Workspace approving a new tenant under its Licensing Scheme it advise Council of same and that notification also be provided upon that tenant vacating the premises. 8. Council give Public Notice of its intention to enter into the Lease with Workspace. 9. That the Public Notice disclose the following: (a) References to the Local Government Act 1989 (Vic) - Section 190 (restriction on power to lease land) and Section 223 (right to make a submission); (b) The location of the property, including Certificate of Title details; (c) The use of the Land (d) The rent to be paid; (e) The independent annual market rental valuation received for the land; (f) The reason the current Lease is below the independent market	1. Correspondence sent to WorkSpace. 2. Draft lease prepared and sent to WorkSpace for review 3. Public Notice prepared for placement in local newspapers. 4. Meeting held with WorlSpace to address questions from the draft lease. No outstanding matters

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	rental valuation is because: i. Of the potential for business economic development in the Shire; ii. Outgoings and other charges are to be met by the proposed Tenant; and iii. The proposed Tenant is a "not for profit organisation". (g) The commencement and end of the submission period; (h) How submissions can be made; (i) That persons making a submission are entitled to request that they be heard in support of their submission and are entitled to appear in person; and (j) Contact details for a Council representative if further information is required. 10. The date by which submissions are to be submitted, for the purposes of Section 223 of the Local Government Act 1989 be thirty (30) days from the date of the placement of the necessary advertisements. 11. The advertisements be placed in the local press, namely the North Central News, Sea Lake Wycheproof Times Ensign and the Buloke Times. Council Notes That: 12. Workspace enters into individual License Agreements with each tenant. 13. The terms of the current Lease were not wholly sufficient for the nature of the business and the terms of the proposed Lease agreement are to be negotiated and clarified with Workspace. 14. The agreed plan of collaboration to be developed with Council, in order to continue the subsidised rental model, address issues of engagement management and with a Council staff member appointed as a direct liaison contact and with defined meeting and reporting requirements.	
2013 Community Survey Results	That Council: 1. Note the report 2. Update the information package sent to all ratepayers with 2013/14 rate notices to include details of current advocacy and lobbying activities 3. Continue to publish 'Community Matters' on a regular basis 4. Include more information in 'Community Matters on service activities, advocacy and lobbying activities 5. Continue to identify additional opportunities to direct mail information to residents 6. Send a copy of this report to township Forum groups and Progress Associations with a request for comment on the findings and suggestions for improvement 7. Send a copy of this report to all staff for their information and for discussion at team meetings	1. Information package under development 2. June Mayor's Column in local newspapers dealt with the Survey Results 3. Direct mail opportunities under investigation 4. Report to be sent to Forum and progress Associations 5. Report to be sent to staff through Staff Newsletter.

	across the workplace.	
Transfer of Extractive Industry Work Authority 728 from Buloke Shire Council ("Todd's Pit")	1. Council, having determined it has no requirement for the Extractive Industry Work Authority Permit 728 ("the Work Authority") for the land referred to as "Todd's Pit", agree to enter into negotiations to transfer the Work Authority to Active Excavations. 2. If agreement can be reached with Active Excavations Council complete the transfer of extractive industry Work Authority 728 in the manner and form required by the Department of Environment and Primary Industries ("DEPI"). 3. Active Excavations be advised in writing that a condition of the Transfer will be for them to agree to all conditions of the current Work Authority and any additional and ancillary requirements of DEPI which are necessary to facilitate and complete the Transfer. 4. Council liaise with Active Excavations as necessary to facilitate and complete the Transfer, including the obtaining of signatures and consents. 5. Subject to advice from Council's legal representatives, Council enter into an agreement(s) with the landowners, John and Ellen White, for the purposes of Section 771(6) of the Mineral Resources (Sustainable Development) Act 1990 (Vic) and other relevant sections. The nature and content of that agreement is to be negotiated. 6. Council discuss with its legal representatives the requirement for any additional commercial agreements to be executed in relation to the Transfer and undertake same as required, including in relation to addressing matters relating to due diligence and disclosure. 7. Council investigate the possibility of entering into a subcontracting agreement with the proposed incoming Licensee, pending the transfer of the Work Authority and its approval by the Minister. That Council note the following: 8. Active Excavations have submitted a written proposal, dated 30 May 2013, stating they wish to enter into a subcontracting agreement with Council for the extraction of Gravel under Work Authority 728 and in relation to which: (a) Recommendation 8 relates only to Council pursuing the possibility of entering int	1. Correspondence advising the Council decision sent to Active Excavations 2. Correspondence advising Council decision sent to land owner 3. Engineer with quarry experience engaged to undertake a review of Works Approval and prepare a 'due diligence' report for consideration by Council. 4. Engineers report received and reviewed. 5. Survey of site boundaries completed and received 6. Draft landowners agreement prepared, reviewed by Maddocks and sent to landowner for review and signature. 8. Engineer currently preparing operating agreement for transfer of mining rights 9. Discussion initiated with Maddocks to prepare draft agreements for both Permanent and Temporary Access.,

		Rehabilitation Bond review of the site.	
Ordinary Meeting 12 May 2013	Wooroonook Lake Committee of Management Responsibilities	1. Council note the contents of the report and their obligations as the DSE appointed Land Manager and Transport Safety Victoria appointed Waterway Manager. 2. Council continue to work with Transport Safety Victoria and the Wooroonook Lake Foreshore Committee in improving the amenity at Wooroonook Lake with specific attention on compliance and risk management requirements. 3. Council prepare Waterway Rules in accord with the provisions of the Marine Safety Act 2010 for application at Wooroonook Lake. 4. Approve the installation of a floating pontoon on the north side of the Lake on the basis that risk signage is erected and risk mitigation works completed as approved by Council's Risk Officer and Transport Safety Victoria to mitigate the risk of injury when using the pontoon.	Waterways Rules being drafted Report from Transport Safety Victoria received and currently being reviewd Report to Council regarding Water Way rules and associated authorisations being prepared
Ordinary Meeting 13 March 2013	Review of s86 Committees	Council determine to transition all Committees established to assist with the care, maintenance and management of Council owned facilities and land, including land and facilities where Council is the appointed Committee of Management under the Crown Land Reserves Act, to Advisory Committees as set out in the Local Government Act 1989; 2. Recognising that transition of all current committees to Advisory Committee status will require working with existing committees, that this transition take place over the next 12 months; 3. Council write to all of the Committees identified in the Attachment to this report advising them of the intent to transition to Advisory Committee status and the reasons why this is considered to be important; 4. As part of the correspondence referred to in 3 above advise Committees of the support to be provided by Council in making the transition as set out in this report; and 5. The Chief Executive Officer report to Council on a quarterly basis of the progress being made in implementing this decision.	Consultant and staff preparing committee manual and associated materials Progress report submitted to July Ordinary Meeting Development of Management Manual continuing
	Impact of Flood Mitigation on Insurance	Council write to the Insurance Council of Australia seeking clarification of their position on risk ratings, property cover and premium variations of insured properties within the protection of approved levee banks.	Correspondence prepared and sent
Ordinary Meeting 12 December 2012	Notice of Motion: Police Presence in Buloke	Council write to Inspector Jamie Templeton seeking an urgent meeting in the New Year to further discuss ongoing concerns with Police presence and incident response times in Buloke.	Meeting date yet to be arranged.

Transfer of Service Approvals at the Wycheproof, Charlton and Sea Lake Kindergartens	2. The letter make specific reference to the violent incident that occurred in Watchem on 25 November 2012 and continuing problems with antisocial behaviours in Birchip and Charlton. 3. That a copy of the correspondence be sent to the Member for Swan Hill, Mr Peter Walsh MLA. 1. Authorise the Manager Community Services to commence the formal process required to facilitate the transfer of the Service Approval for both the Wycheproof and Charlton Kindergartens to the YMCA of Ballarat as the Approved Service Provider. 2. Authorise the Manager Community Services to commence the formal process required to facilitate the transfer of the Service Approval for the Service Approval for the Service Approval for the Sea Lake Kindergarten to Mallee Track Health and Community Service as the Approved Service Provider. 3. Continues to work with the individual Committees of Management and staff of the Wycheproof, Charlton, and Sea Lake Kindergartens to ensure a smooth transition of these Approved Services to the new Approved Services to the new Approved Services to develop appropriate Facility Service Agreements with the YMCA of Ballarat and Mallee Track Health and Community Service to govern operational and maintenance responsibilities at all kindergartens located in the	1Draft Facility Service Agreements with Ballarat YMCA and Mallee Track Health and Community Service to address the following matters prepared: • Governance • Operations • Maintenance • Staff transfer arrangements for the respective Kindergartens that are subject to the transfer arrangement.
Gilmour Road Land Transfer Agreement	That the Council: 1. Proceed with the exchange of land at the intersection of Gilmour Road and Swanwater North Road in lieu of the section of the road reserve provided by Gilmour's to the Council on Plan of Subdivision 444992B. 2. Transfer Crown Allotment 2002 PP2532 Parish of Donald [Volume 11025 Folio 502] to Mr CT & Mrs DJ Gilmour. 3. Gilmour's have agreed to purchase the property for \$7,000 excluding GST as determined by Council's appointed valuers A and L Harvey Valuation Services. 4. Place Public notices in local newspapers including full details of the proposed purchaser, price to be paid for the land and intended use.	1. Legal instrument prepared and sent to parties. 2. Advertising in accord with Local Government Act completed. No submissions received. 3. Solicitor arranging signing of documents.

Audit Advisory Committee – Progress of Actions

ISSUE	DATE	ACTIONS	ACTION TAKEN	RESPONSIBLE
#	REFERENCE	Actions	ACTION TAKEN	PERSON INCLUDING
#	KEFEKENCE			
				ANTICIPATED

				COMPLETION DATE
1	Nov 2011	Internal Auditors to review compliance with the new financial management compliance framework and update schedule.	Included in 2013-2105 Internal Audit Plan. Project has been scoped. (Appendix 4 – Risk Review & Proposed Internal Audit Plan.	Manager Finance: Completed
2	Nov 2011	Committee strongly recommends as a matter of urgency Buloke look at the quality of internal reporting.	Financial reporting upgrades still in progress. Quality of financial reporting has been improved. Committee has endorsed improvements to date. New templates to be ready for July 2013 Management Report	Manager Finance: Improvements to be completed by 30 June 2013.
3	May 2012 May 2013	The Committee requested an action plan be prepared based on the VAGO fraud audit report. Committee is seeking more information on specific actions such as staff training, and policy and procedure reviews	Action plan developed. Progress against the Action Plan reported to each Audit Advisory Committee meeting. Fraud awareness integrated inot revised Induction Manual. Specific fraud prevention training instigated. Cash handling procedures reviewed	Manager Finance: Completed CEO: By 30 September 2013.
4	May 2012/May 2013	Audit Committee Self Assessment to be an Agenda Item for next Committee meeting.	Self assessment questionnaire distributed. Committee members to return to Internal Auditor. Internal Auditor to table report at next meetings. Item to be included as an agenda item for September 2013 meeting.	Manager Finance: 30 September 2013.
5	Nov 2012/May 2013	Committee to be updated on Project based accounting system being developed by Geoffrey Ballard for tracking major flood related road projects.	System currently being developed. Committee to be forwarded information when it is available.	Manager Finance: 31 May 2013
6	Feb 2013/May 3103	The Committee suggested that the Risk Officer look at the Fraud Risk Register. Unfavourable comments put in brackets for comparison.	Fraud Risk Register currently being reviewed. Risk Officer meeting with LOGOV consultant in May 2013 to agree on format. For review at September Committee meeting	Risk Officer: 31 August 2013
7	May 2013	The Committee requested a likelihood table for the Internal Audit Plan.	For review at September Committee meeting	Manager Finance and Internal Auditor: 30 September 2013.
8	May 2013	The Committee requested to see a calendarisation of the balance sheet.	For review at the September Committee Meeting	Manager Finance: 31 August 2013
9	May 2013	Risk Register - The Committee requested confirmation on the rating of high re: Legislative Requirements, RM30.	For review at the September Committee meeting	CEO: 31 August 2013

7. Financial

• Management Reporting

Further revisions to the Monthly Reporting format are being discussed with Local Government Victoria Monitor.

b) Internal Audit Program

- Internal Audit Reports
 - o Draft Report on Budget Planning prepared

c) Contract C06 and C12 - NDRRA Flood Repair/Restoration

Acquittal of expenditure and grant funds received is continuing.

- A claim for the period January 2011 to end January 2012 has been lodged. .
- A claim, for the period February 2012 to end May 2012 has been lodged.
- A claim for the period June 2012 to December 2012 has been lodged.
- A claim for the period 1 January 2013 to 30 June 2013 has been lodged.
- C06 Reporting
 - Fortnightly Status Report from C12 Contractor posted to Councillor Information Board (Big Tin Can Hub)
 - Draft revised report structure tabled for discussion and feedback

8. Staff

New Appointments

Nil

Resignations/Departures

Jennifer Mead - Direct Care Worker

- 9. Major Projects (Projects with a value of over \$100,000, projects carried over from previous year or projects of special interest)
 - i) Donald Storm Water Re-use System Negotiation of end-user agreement
 - Further discussion held with GWM Water 9 August 2013, Revised draft has been agreed.

ii) Charlton Recreation Reserve - Connection to AWB Dam

- Meeting with AWB held 27th March.
- Draft MoU prepared and currently being reviewed.
- Review of construction plans being undertaken to ensure there have been no new matters to be considered since the design was completed.
- Project remains within budget

iii) Traveller's Rest, Charlton – Manager's Residence and Information Centre

- Further discussion with the Traveller's Rest Committee regarding the scope and financing of the project concluded.
- Project to be split into two tenders provision of Services and Construction of Residence/Information Centre
- Overall project costs remain a concern. Project may need to be re-scoped to meet Budget constraints.

iv) Donald Family Services Centre

- Detailed project plan being prepared
- Meeting with architects scheduled for late August.
- Project estimates remain current

v) * Charlton Park Community Building

- EOI Process completed 5 companies invited to tender
- Project Committee meetings continuing
- Estimated cost for preparation of drawings within Budget
- Quantity surveyor estimates have been obtained to guide overall project budget

vi) Berriwillock Community Centre

- Construction timeframe has fallen 3 weeks behind schedule. Practical completion for CFA fire shed met.
- Practical completion of Community building meeting scheduled 18th September
- Meeting held with Community Centre Management Committee 2nd September
- Project remains within Budget.

vii) Charlton Skate Park

- Design brief prepared and quotations to be sought
- Project to be designed to allocated budget.

viii) Birchip Bowling Club - Artificial Green

- Discussion continuing with Birchip Bowling Club
- Design and construct specification in draft form.

ix) Green Lake – Water Loss

- Green Lake Committee have advised the results of their further investigation of ground conditions. Results confirm the need for sealing of sections of the Lake.
- The Committee are liaising with DSE in regard to possible funding sources...

x) Charlton Swimming Pool – Pool liner and pipe-works.

- Preliminary designs reviewed and referred back for amendment
- Project likely to be tendered winter 2014
- Project remains within budget.

xi) Sea Lake Pool – Pool Liner and Pipe-works

- Works to be completed end of September
- Project remains within budget.

xii) Charlton Angling Club – Installation of Boat Ramp

- Permits have lapsed and new approvals are being sought
- Club has been unsuccessful with an application for funding for the Cultural Heritage Study (estimated cost \$14,000)
- The Club has been advised that no exemption will be given in regard to the need to meet Cultural Heritage requirements.
- The project being reconsidered. .

xiii) Donald Airport - Power Upgrade

- Principal works completed
- Minor works to be completed by local electrician
- Project within budget.

xiv) *Donald Scout Hall/Angling Club

- Works on site continuing
- Project funding being managed external to Council. No Council contribution.
- Meeting held to progress committee of management arrangements.

xv) Wycheproof Pool – Change Rooms (2014/15 Project)

- Funding application lodged
- Sources of other funding being researched

xvi) * Heavy Plant Replacement - Jetpatcher

- Tender let
- Jetpatcher scheduled for delivery and training of staff commencing 18 September

xvi) Rupanyup Road – Re-sheet

Re-sheet program scheduled for February 2014

xvii) Charlton Flood Study – Levee Detailed Design

Funding application submitted

xviii) Charlton Flood Study – St Arnaud Road Floodway

Funding application lodged

xix) Donald Flood Study - Levee Detailed Design and First Stage Development

Funding application lodged

10. Flood Update

i) General Update on Recovery Activities

- Community Events
 - 'Stories from the Flood' publication proceeding.
- Rural Support
 - o Fire Shed schedule for 2013 has been distributed.
 - o 'Farm Gate' visits continuing.
- Wycheproof Community Flood Mapping Meeting Meeting held on 24 April 2012. Feedback not yet received.
- Culgoa Flood Study Mallee CMA has held an initial meeting with the Culgoa community.
- **Flood Preparedness Plans -** Plans at pre-publication stage hi-resolution photographs to be added..

ii) Community Recovery Committee Activities

- Charlton Committee meeting as required
- Culgoa Committee to meet as part of Culgoa Development Group meeting
- **Donald -** Committee meeting on an as needs basis

• **Wycheproof** - Meeting with NCCMA to undertake flood mapping held on 24 April 2012. No feedback yet received.

iii) Land Subject to Inundation (Charlton and Donald) - Amendment to Planning Scheme

- Amendment to be prepared by NCCMA and forwarded to Council for review prior to authorisation
- · Council to seek authorisation and advertise
- NCCMA to convene Panel if required
- Current timetable is for the Amendment to be placed on exhibition in late January 2014

11. Council Policy and Strategy

i) Residential Land Study, Rural Living Review and Industrial Land Use Review – Ministerial authorisation to prepare an Amendment relating to Industrial Land following Council resolution at the April Ordinary Meeting received and Amendment on exhibition. Report to September or October Meeting.

ii) Domestic Waste Water Management Plan

• Project delayed until further resources available.

iii) Public Health Sub-Plan of the Municipal Emergency Management Plan (MEMP) – Consultant engaged to prepare the Plan in accord with Department of Health (DoH) requirements.

v) Pre-School Cluster Arrangements

- Discussion regarding transfer of Sea Lake operating licence to Mallee Track is continuing.
- Transfer of operating licence for Charlton and Wycheproof to YMCA completed. Draft MoU
 has been forwarded to the YMCA for final review prior to signing.

vi) Municipal Flood Plan (MFP)

- Work plan to review current Plan is still being developed.
- Flood Safe plans for Donald, Charlton, Wycheproof and Culgoa are to be developed.
- VicSES have provided a template for the development of a Municipal Flood Plan.

vii) Management Reviews

a. Road Maintenance Standards

Meetings of relevant staff are continuing.

b. Road Construction/Rehabilitation Decision Making Processes

Review has commenced using information and designs prepared as part of C06 as the base.

c. Economic Development – Review of Policies, Strategy and Approach Draft strategy being completed

d. S186 Committees of Management – Review of Governance, Risk Management and Financial Arrangements

Progress reported to the July Ordinary Meeting

e. Financial Sustainability and Affordability

- Meetings held with Monitor in July
- Information request received from Monitor and responded to
- KPMG.(Forensic Audit) have completed initial data collection and advised they will be returning in August 2013.

f. Municipal Emergency Management Plan

Meeting held with SES in July.

Recruitment of Municipal Emergency Management Planning officer proceeding

g. Maintenance of Sporting Grounds and Reserves (Anthony Judd lead Manager)

- Progress report made to July ordinary meeting
- Development of Management Manual continuing
- · Census of users/groups being considered.

h. HACC Program - Delivered Meals

Internal review has commenced and draft report provided to the CEO for comment.

i. Volunteer Support

- Presentation made to Council 11 June 2013.
- Final report and support materials being prepared.

j. Road Management Plan

Report to October Ordinary Meeting.

k. Heavy Plant Maintenance

• Quarterly meetings of Plant Group scheduled.

I. Heavy Plant Replacement Program

Review of the future of Long Haul Cartage Trucks is continuing.

m. *Municipal Public Health and Wellbeing Plan

- Review meetings held with stakeholders in June 2013
- Community consultation meetings held in Donald and Sea Lake
- Draft Plan submitted for review

n. Aquatic Strategy

- Consultant appointed
- Consultation program commenced
- Work program being developed anticipated completion March 2014

o. VicRoads Agency Arrangements

- Correspondence sent to VicRoads
- Expressions of interest received from businesses/organisations in Wycheproof, Birchip, Chalrton and Donald as a result of local press coverage
- Meting to be arranged with VicRoads to determine process for dealing with possible transfer to other providers.

p. Local Government Performance reporting Framework

- Version 1.2 of the Framework released by Local Government Victoria
- Buloke participating as a pilot Council
- Briefing of internal stakeholders held in August
- Initial surveys being undertaken

12. State Government Matters

VicRoads

Meeting held 12 April 2013. The following matters were discussed:

- Calder Highway, Dumosa Truck Stop
 - Design work for a toilet block has been completed and is likely to proceed in 2013/14 as a result of the Federal funding announcement.
 - Installation of rubbish bins to be considered in conjunction with the toilet development.

- CFA Regional Officers have met with the Dumosa Brigade and advised the Dumosa Fire Shed will need to be relocated if the toilets proceed.
- Nullawil Toilets and Wayside Stop
 - Remains a low priority by VicRoads
 - Highest priority is for Rest Areas on the Calder Highway corridor.
- Intersection of Birchip/Nullawil Road and Calder Highway Drainage Problems
 - Full survey of site has been completed and asphalt works are to be undertaken as soon as practicable in conjunction with other works in the Shire
- Calder Highway, Sea Lake Installation of Pedestrian Crossing
 - Works to occur before December 2012 pending VicRoads sourcing an available contractor.
- Re-alignment Intersection Nullawil-South Road and Birchip-Nullawil Road to 'T' Intersection
 - No funds available due to closure of the 'Grey Spot Funding' program.
- Calder Highway, Charlton Truck Parking 'Lizard' Cafe
 - VicRoads will continue to monitor truck parking arrangements. No simple solution.
- Borung Highway, Donald Entrance to Donald Recreation Reserve
 - Council and VicRoads to work together on realignment of the entrance in accord with the Donald Reserve Master Plan.
- Intersection Birchip-Wycheproof Road and Birchip-Dumosa Road
 - No funds available due to closure of the 'Grey Spot Funding' program.
- Cumming Avenue, Birchip Sand bag traffic island
 - Sand bags to be removed and replaced by line marking
- Possible Grey Spot Funding Priorities (Works identified by Council)
 - Intersection of Sunraysia Highway and Racecourse Road Donald (comes into HWY on dangerous angle) (Requires Traffic Islands)
 - Intersection of Calder Highway and Patchewollock Sea Lake Road including width of the seal and alignment of the road (undulations) (comes into HWY on dangerous angle)
 - Intersection of Birchip Sea Lake Road and Marlbed Curyo Road (comes into Birchip Sea Lake Road on dangerous angle)
 - Intersection of Sunraysia Highway and Birchip Rainbow Road (comes into Highway on dangerous angle) VicRoads report one reported vehicle accident (2006).
 - Intersection of Sunraysia Highway and Kinnabulla West Road (Tree Trimming)
 - Intersection of Sunraysia Highway and Marlbed Road (Tree Trimming)
 - Intersection of Calder Highway and Warne Road (comes into Highway on dangerous angle)
 - Intersection of Calder Highway and Birchip Nullawil Road /Nullawil Quambatook Road (comes into Highway on dangerous angle)
 - Intersection of Calder Highway and Berriwillock North Road (comes into Highway on dangerous angle)
 - Intersection of Donald Swan Hill Road and Nullawil Quambatook Road (comes into Highway on dangerous angle)
 - Intersection of Donald Swan Hill Road and Banyenong Jeffcott Road (comes into Donald Swan Hill Road on dangerous angle)
 - Intersection of Donald Swan Hill Road and Corack Wycheproof Road (comes into Donald Swan Hill Road on dangerous angle)
 - Intersection of Birchip Wycheproof Road and Dumosa Birchip Road (comes into Birchip Wycheproof Road on dangerous angle) VicRoads report one reported accident (2004).
 - Intersection of Birchip Wycheproof Road and Nullawil Birchip Road (comes into Birchip Wycheproof Road on dangerous angle) VicRoads report one reported accident (2012).
 - Intersection of Sunraysia Highway and Devon Park Road (comes into Highway on dangerous angle)
 - Intersection of Sunraysia Highway and Swan Water North Road (comes into Highway on dangerous angle)

- Intersection of Boort Charlton Road and Borung Charlton Road (comes into Boort Charlton Road on dangerous angle)
- Intersection of Boort Charlton Road and Jeruk River Road (comes into Boort Charlton Road on dangerous angle)

Culgoa-Watchupga Road Bridge

- VicRoads is to carry out independent inspection to confirm that the damage was a result of flood damage
- Onsite inspection of the intersection of the temporary bypass has been undertaken to address sight line and safety matters, including speed restrictions

• Town Entrance Signs

 Clarification sought on use of graphics on Town Entrance signs. VicRoads to provide advice.

• Charlton and Donald Flood Plans

 VicRoads confirmed they had received copies of the Plans and were currently reviewing the recommendations.

13. Federal Government Matters

Review of Status of Aerodromes – Discussion paper distributed. No follow-up action yet taken.
 Advice received from CASA of a change in requirements for small airports. Information still being reviewed.

14. Community Matters

a) Recreational Lakes

Wooroonook Lake

- Emergency management plan and operational plans for caravan and camping facilities are still being prepared.
- Staff have undertaken a further risk review in relation to signage and safety at the Lake in conjunction with Transport Safety Victoria. A number of recommendations have been made that are currently being assessed..

Green Lake

- Emergency management plan and operational plans for caravan and camping facilities are currently being prepared.
- Correspondence sent to Minister for Ports advising that Council wishes to resign as waterway manager and transfer this responsibility to DSE. Response received advising that current arrangements should remain in place until DoT can determine the administrative procedures. Transport Safety Victoria have advised they are currently investigating the need for Council to continue to be the nominated waterway manager
- Committee continuing with geotechnical assessment of measures required to prevent water loss.

Tchum Lake

- Lake Committee is continuing to seek funding for preparation of a Master Plan to facilitate the development of on-site accommodation.
- Committee has instigated discussion with staff regarding the location and construction of on-site accommodation (cabins)
- Emergency management plan and operational plans for caravan and camping facilities are currently being prepared.
- Review of Building Approvals for the 'shelter' has identified compliance problems. Action is being taken to address the identified problems. Inspection has identified that the Committee have made changes to the building which may require a Building permit. Discussion to be held with the Committee.

Watchem Lake

- o Emergency management plan and operational plans for caravan and camping facilities are currently being prepared.
- Lake Committee seeking funding for removal of trees along the walking path from the town to the Lake and for upgrade of the walking track.
- Lake Committee seeking funding assistance to upgrade access road around the lake.
 Council resolved in December for staff to assist with seeking alternative quotations.

Folletti Caravan Park Lake

- Emergency management plan and operational plans for caravan and camping facilities are currently being prepared.
- Proposal for construction of new Scout Hall/Angling Club is proceeding. Scouts/Angling Club has sought quotes for construction of the building. Council will need to meet as the Committee of Management for the reserve to consider the project. Draft landscape plan received.

15. Vandalism

Birchip (August) - Graffiti in public toilets

16. Other

a. Culgoa-Watchupga Road Bridge

The Manager Assets and Infrastructure provided an update on progress with investigations to replace the bridge and make alternative routes safer.

b. S135 Review – Cr Mather (Councillors and CEO discussion)

Cr Mather updated the Council on the progress with the S135 review.

c. Contract C6 – Flood Repair Works

The Manager Assets and Infrastructure provided a brief update on the progress with flood repair works with staff to provide an additional report over the coming week. Staff will also provide a draft media release to the community on the progress of the works.

d. Matters arising from the September Agenda

The Manager Finance explained the key points in the monthly financial reports and discussed the summary of the Audit Advisory Committee Meeting.

Cr Mather spoke to the report detailing the advocacy work following the visit from the Minister Planning.

e. Acting CEO

Cr Mather outlined the process of appointing an Acting Chief Executive Officer in the absence of Warwick Heine.

Meeting closed: 8:55pm