



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland

COUNCIL MEETING AGENDA ORDINARY MEETING

Meeting to be held at

Wellington Centre – Wellington Room

Foster Street, Sale and via MS Teams

Tuesday 2 July 2024, commencing at 5:00 PM

**or join Wellington on the Web:
www.wellington.vic.gov.au**

**ORDINARY MEETING OF COUNCIL
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COUNCIL MEETING INFORMATION

Members of the Public Gallery should note that the Council records and publishes Council meetings via YouTube to enhance the accessibility of Council meetings to the broader Wellington community. These recordings are also archived and may be published on Council's Website for viewing by the public or used for publicity or information purposes. At the appropriate times during the meeting, members of the gallery may address the Council at which time their image, comments or submissions will be recorded.

Members of the public who are not in attendance at the Council meeting but who wish to communicate with the Council via the online webform should lodge their questions or comments early in the meeting to ensure that their submissions can be dealt with at the end of the meeting.

Please could gallery visitors, Councillors and invited online attendees ensure that mobile phones and other electronic devices are turned off or in silent mode for the duration of the meeting.

MISSION STATEMENT

Working together to make a difference. We listen and lead to provide quality services that improve life for all.

ACKNOWLEDGEMENT OF COUNTRY

“Wellington Shire Council acknowledges our offices are located on the traditional lands of the Gunaikurnai nation. We pay our deep respects to their Elders past, present and future and acknowledge their ongoing cultural and spiritual connections to their land and waters.”

1. APOLOGIES

2. DECLARATION OF CONFLICT/S OF INTEREST

3. CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S

3.1. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETING

ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

PURPOSE

To adopt the minutes of the Ordinary Council Meeting of 18 June 2024.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of 18 June 2024.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

5. ACCEPTANCE OF LATE AND URGENT ITEMS

6. NOTICE/S OF MOTION

6.1. REVIEW OF COMMUNITY AND RECREATION FACILITIES

ACTION OFFICER: COUNCILLOR TATTERSON

I, Councillor Tattersson, hereby give notice of my intention to move the following motion at the Ordinary Meeting of Council on 2 July 2024.

Motion

That Council:

- 1. Instruct the Chief Executive Officer to appoint a professional planning consultant by 30 August 2024 to undertake a review of Council's current processes for maintenance, planning, management and support of all Council Community and Recreation services and provide a draft report to Council by April 2025.***
- 2. The review should consider current documents and processes with recommendations for changes to processes, planning management and Council support, including timelines for any changes with consideration of the below items:***
 - a. Capital planning processes and programs.***
 - b. Current Management models:***
 - i. Specifically direct management of a number of facilities in Sale;***
 - c. Who and how Facility maintenance support and Council subsidies are provided:***
 - d. Appropriateness of Hierarchies their number and role***
 - e. Council service levels for activities, maintenance, capital and management for each services including but not limited to libraries, halls, services clubs, sports, recreational, motor sports, equestrian, aquatic and children's services.***
 - f. Current levels of facility use and opportunities for facility rationalisation.***



.....
COUNCILLOR TATTERSON

Dated: 18 June 2024

BACKGROUND

ACTION OFFICER: MANAGER, COMMUNITIES, FACILITIES AND EMERGENCIES

Council has several adopted strategic documents which are used to guide decisions relating to community, sporting and recreational facilities throughout the municipality.

The core suite of these documents include:

- Community Managed Facilities Strategy 2020-2025 (adopted by Council 7 July 2020)
- Community Infrastructure Plan 2021-2031 (adopted by Council 1 February 2022)
- Sporting Infrastructure Plan 2020-2031 (adopted by Council 1 February 2022)
- Early Years Infrastructure Plan 2021-2031 (adopted by Council 1 February 2022)
- Sale and District Feasibility Study (adopted by Council 2 November 2022)
- Committees Policy (approved by Council 19 December 2023)
- Council Provision of Recreation/Community Facilities Policy (approved by Council 19 December 2023)
- Fair Access Policy (approved by Council 19 December 2023).

These documents cover a range of areas relating to community facilities including how they are managed, the support provided to volunteers committees of management, the establishment of a facilities hierarchy model, and project identification and prioritisation.

Following previous briefings with Councillors, most recently in November 2023, it was identified and agreed that a number of policy areas require further investigation and some additional detailed work in order to provide a clear and consistent Council position. Specifically, this includes:

- The review of management structures (including the direct managed facilities in Sale)
- The development of facility management plans – particularly for significant assets, and
- The further development of the Facilities Hierarchy model to include specific details around service level provision, specific to facilities.

These items form a component of the work requested in this Notice of Motion, and Councillors will be aware that in the recently approved 2024/25 Council Budget, an allocation was made to undertake these reviews. These budgeted tasks include the following:

Leisure Services Operations Review: \$24,000

This work encompasses the entire Leisure Services portfolio, including GRSC, and is due to commence in July. A draft report will be completed by the end of December 2024.

Service Level Review of Sporting and Community Facilities: \$60,000

The draft scope of this study includes a peer review of the Community Managed Facilities Strategy, and the associated Community and Sporting Infrastructure Plans that were developed in 2020-21. A particular focus will be the hierarchy and service level provision outlined in these documents.

This study will also review the management model structures and agreement types used across the shire to determine the most appropriate future management model for the direct managed facilities within Sale. It also includes the further development of a checklist tool to determine when Council should start (and to what extent) or cease supporting a facility. Facility Management Plans for eleven key facilities will also be developed.

Pending appointment of a consultant, it is planned that a draft report relating to this work would be received in April 2025.

Seasonal Outdoor Pool Operating Hours Review: In house

This work is currently undergoing community consultation and will be completed ahead of the 2024/25 summer season.

The abovementioned planned work does not cover the full breadth of requested in the Notice of Motion. Items not covered include a more detailed review of Council's aquatic facilities, including further review of the Alternate Management Model Review, library services, and children's services/early years, and the review of capital planning processes and programs.

A full review and updating of the Community Managed Facilities Strategy is due to be undertaken in 2025/26 and would be allowed within that financial year's budget.

Should the broader scope of work requested in this Notice of Motion be undertaken in 2024/25, officers anticipate an additional \$100,000 – 120,000 would be required as it would be likely to involve several independent consultancies. For example, experts in Childrens Services may not be able to review leisure services. As this broader scope is unbudgeted, a budget adjustment would need to be brought back to Council for formal consideration. This would necessitate an increase in Council's operating deficit or, more likely, the deferral of an approved project. Staff would need to schedule a further workshop and Council meeting agenda item for this to be formally considered.

As mentioned above, the broader scope of work would be required to be broken into multiple, specialist, pieces of work. Ultimately, this would add to the cost and complexity of managing the work and delivering a draft report within the specified timeframe.

Council's Project Management staff have considered the extensive breadth of the Project Brief and advised the following timeline to be appropriate:

- Develop scope and tender documentation – 4 weeks
- Procurement/out to market – 4 weeks
- Response evaluation – 2 weeks
- Negotiation with preferred consultant – 1 week
- Appointment and onboard of consultant – 2 weeks

Total 13 weeks

If the Notice of Motion was approved at our 2 July Council Meeting, late September/early October would be a reasonable and standard timeline based on the above estimates. These timeframes can be compressed, but Council should be aware that this may add significant risk/cost to the overall project.

7. RECEIVING OF PETITION OR JOINT LETTERS

7.1. OUTSTANDING PETITIONS

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

8. INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS

9. QUESTION/S ON NOTICE

9.1. OUTSTANDING QUESTION/S ON NOTICE

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

10. DELEGATES REPORT

11. GENERAL MANAGER CORPORATE SERVICES

11.1. ASSEMBLY OF COUNCILLORS REPORT

ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

OBJECTIVE

To report on all assembly of Councillor records received for the period 10 June 2024 to 23 June 2024.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council note and receive the attached Assembly of Councillor records for the period 10 June 2024 to 23 June 2024.

BACKGROUND

Section 80A of the *Local Government Act 1989* required a written record be kept of all assemblies of Councillors, stating the names of all Councillors and Council staff attending, matters considered and any conflict of interest disclosures made by a Councillor. These records were required to be reported at an ordinary meeting of the Council and recorded in the minutes. Under the new *Local Government Act 2020*, this requirement is no longer provided for however, under Council's good governance framework, Council will continue to provide records of assemblies of Councillors to ensure that the community are kept informed of Councillors activity and participation.

Following is a summary of all Assembly of Councillor records received for the period 10 June 2024 to 23 June 2024.

ATTACHMENTS

1. Assembly of Councillors 3 June 2024 Gippsland Art Gallery Advisory Group Meeting [11.1.1 - 1 page]
2. Assembly of Councillors 18 June 2024 Council Day [11.1.2 - 2 pages]

OPTIONS

Council has the following options:

1. Note and receive the attached assembly of Councillors records; or
2. Not receive the attached assembly of Councillors records.

PROPOSAL

That Council note and receive the attached assembly of Councillors records during the period 10 June 2024 to 23 June 2024.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

FINANCIAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNICATION IMPACT

This impact has been assessed and there is no effect to consider at this time.

LEGISLATIVE IMPACT

The reporting of written records of assemblies of Councillors to the Council in the prescribed format complied with Section 80A of the *Local Government Act 1989* however, without prescription under the *Local Government Act 2020*, Council will continue to provide these records as part of Council's good governance framework.

COUNCIL POLICY IMPACT

This impact has been assessed and there is no effect to consider at this time.

COUNCIL PLAN IMPACT

This impact has been assessed and while it does not meet a specific Council Plan strategic outcome, it does align with Council's good governance framework.

RESOURCES AND STAFF IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNITY IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENVIRONMENTAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENGAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

RISK MANAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

ASSEMBLY OF COUNCILLORS - MEETING ORGANISED, HOSTED OR SUPPORTED BY COUNCIL

NAME OF MEETING	Gippsland Art Gallery Advisory Group
DATE OF MEETING	Monday 3 June 2024

ASSEMBLY OF COUNCILLORS AND OFFICERS IN ATTENDANCE			
COUNCILLOR	ATTENDANCE	OFFICERS IN ATTENDANCE	
<i>Cr Ian Bye</i>	No	Simon Gregg	Director Gippsland Art Gallery
<i>Cr Gayle Maher</i>	No		
<i>Cr Carolyn Crossley</i>	YES		
<i>Cr Carmel Ripper</i>	No		
<i>Cr John Tatterson</i>	No	OTHERS IN ATTENDANCE	
<i>Cr Garry Stephens</i>	No	Art Gallery Advisory Group members: Bianca Taylor, Brian Castles, Rob Ziffer, Klara Jones, Bruce Arnup, Julie Rosewarne Foster, Jenny Noone, Robyn Aitken.	
<i>Cr Jill Wood</i>	No		
<i>Cr Marcus McKenzie</i>	No		
<i>Cr Scott Rossetti</i>	No		
MATTERS CONSIDERED IN THE MEETING			
<ul style="list-style-type: none"> Proposed art acquisitions Reports from Gallery Director and Friends of the Gallery representative Consideration of a focus on climate change for the Collection Policy Proposal for a Gippsland Triennial arts festival in 2027 			
CONFLICTS OF INTEREST NOTED*			
Cr Crossley declared an interest for two of the proposed art acquisitions, a painting by Daniel Crawshaw (for purchase) and a collection of paintings by Eleanor Louise Butt (by donation). For both items, Cr Crossley left the room while the proposals were discussed.			

* In accordance with Rule 18.5(1) of the Wellington Shire Council Governance Rules a Councillor who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or if a decision will be made by a member of staff acting under delegation.

ASSEMBLY OF COUNCILLORS AND OFFICERS IN ATTENDANCE - COUNCIL DAY

COUNCIL WORKSHOPS – 18 JUNE 2024			
COUNCILLOR	ATTENDANCE	OFFICERS IN ATTENDANCE	
Cr Ian Bye	YES	David Morcom	Chief Executive Officer
Cr John Tatterson	YES	Chris Hastie	General Manager Built & Natural Environment
Cr Carolyn Crossley	YES	Arthur Skipitaris	General Manager Corporate Services
Cr Carmel Ripper	NO <i>(leave)</i>	Clem Gillings	General Manager Community and Culture
Cr Gayle Maher	YES	Andrew Pomeroy	General Manager Development
Cr Garry Stephens	YES		
Cr Jill Wood	YES		
Cr Marcus McKenzie	YES		
Cr Scott Rossetti	NO <i>(leave)</i>		
CONFLICTS OF INTEREST NOTED*			
NIL			

* In accordance with Rule 18.5 of the Wellington Shire Council Governance Rules a Councillor who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or if a decision will be made by a member of staff acting under delegation.

WORKSHOP DETAILS – 18 JUNE 2024		
ITEM NO.	WORKSHOP TITLE	PRESENTERS
1.1	RISK MANAGEMENT UPDATE	<ul style="list-style-type: none"> Carly Bloomfield, Manager Organisational Performance and Governance <i>Conflicts of Interest: NIL</i>
1.2	COMMUNITY AND CULTURE DIVISION UPDATE	<ul style="list-style-type: none"> Sam McPherson, Manager Communities, Facilities and Emergencies Suzanne Snooks, Manager Arts and Culture Ross McWhirter, Leisure Services <i>Conflicts of Interest: NIL</i>

ASSEMBLY OF COUNCILLORS AND OFFICERS IN ATTENDANCE - COUNCIL DAY

WORKSHOP DETAILS – 18 JUNE 2024		
ITEM NO.	WORKSHOP TITLE	PRESENTERS
1.3	WEST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY REFERRAL OBJECTIONS	<ul style="list-style-type: none"> • <i>Barry Hearsey, Manager Land Use Planning</i> <i>Conflicts of Interest: NIL</i>
1.4	WORKFORCE MANAGEMENT PLAN	<ul style="list-style-type: none"> • <i>Emilie Davine, Manager People and Capability</i> • <i>Arthur Skipitaris, General Manager Corporate Services</i> <i>Conflicts of Interest: NIL</i>
1.5	SALE INTEGRATED CENTRE FOR CHILDREN AND FAMILIES (GIBSONS RD HUB) PROGRESS UPDATE	<ul style="list-style-type: none"> • <i>Sam McPherson, Manager Communities, Facilities and Emergencies</i> • <i>Mark Benfield, Coordinator Community Facilities Planning</i> • <i>Natasha French, Senior Community Facilities Projects Officer</i> • <i>Ray Weber, Acting Manager Assets and Projects</i> <i>Conflicts of Interest: NIL</i>

11.2. REVIEW OF THE RISK MANAGEMENT POLICY

ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

PURPOSE

For Council to consider the adoption of the Risk Management Policy.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council adopt the Risk Management Policy as attached.

BACKGROUND

Risk management is the coordinated activities of assessing, controlling, monitoring and reviewing risk in the pursuit of organisational objectives. Effective risk management requires integration into strategy, planning and operations.

The Risk Management Framework for Wellington Shire Council identifies why we undertake risk management and how staff are expected to do so. Our Framework was updated in June 2023 and consists of the following documents and tools:

- Risk management policy
- Risk management strategy
- Risk appetite statements
- Risk management procedure
- Risk management toolkit
- Risk Register.

The Risk Management Policy is the key strategic document of the Risk Management Framework and accordingly requires adoption from Council. The policy was last adopted in June 2023 and is subject to an annual review, which also includes feedback from the Audit and Risk Committee.

The minor amendments to the policy are highlighted in the attachment and include adding the role of 'external auditor' under the title 'Risk Management Roles and Responsibilities' to recognise the roles of the Independent Broad-based Anti-corruption Commission (IBAC), Victorian Ombudsman and Victorian Auditor-General's Office (VAGO) in promoting risk management.

ATTACHMENTS

1. Risk Management Policy [11.2.1 - 8 pages]

OPTIONS

Council has the following options available:

1. To adopt the Risk Management Policy, as attached; or
2. Not adopt the Risk Management Policy as attached and request further review of the Risk Management Framework for consideration at a future meeting of Council.

PROPOSAL

It is proposed that Council adopt the proposed Risk Management Policy.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

FINANCIAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNICATION IMPACT

The Risk Management Policy is available on the Council's website providing the community with the opportunity to access and review the policy.

LEGISLATIVE IMPACT

The Victorian Government established the Local Government Performance Reporting Framework (LGPRF) in 2014 to ensure that all Councils are measuring and reporting on their performance in a consistent way. The LGPRF contains three annual reporting obligations in relation to the requirement to have a Risk Management Framework, a Risk Policy, and undertake risk reporting.

COUNCIL POLICY IMPACT

The updated policy will be uploaded to the list of Council Policies on the Wellington Shire Council website once adopted.

COUNCIL PLAN IMPACT

This impact has been assessed and while it does not meet a specific Council Plan strategic outcome, it does align with Council's good governance framework.

RESOURCES AND STAFF IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNITY IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENVIRONMENTAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENGAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

RISK MANAGEMENT IMPACT

The Risk Management Policy is one of the core risk management documents for Council, designed to promote best practice risk management.

RISK MANAGEMENT POLICY

Policy Number:	2.4.1
Approved by:	Council
Date Approved:	
Date of Next Review:	July 2025
Applicable to Unit(s):	Whole Organisation
Responsible Officer:	Manager Organisational Performance and Governance
Related Policies:	All Council policies
Related Documents:	Risk Management Strategy Risk Appetite Statements Risk Management Procedure Risk Management Toolkit Risk Register AS ISO 31000:2018 – Risk Management – Guidelines
Statutory Reference:	<i>Local Government Act 2020</i> Local Government (Planning and Reporting) Regulations 2020

OVERVIEW

This policy will guide decisions about how to manage risks so that Council can meet our objectives. This includes decisions relating to:

- strategy, procedures and other elements of the Risk Management Framework (the Framework)
- how risk management is embedded into decision making across the organisation
- identifying the culture Council wants the organisation to have when it comes to managing risk
- governance and compliance including mandatory requirements and other obligations
- how managing risk will help Council continually improve
- how to achieve the risk maturity that is right for the organisation.

SCOPE

This policy applies to all decision makers in the organisation whether they work in the leadership team or in frontline roles.

WHAT IS RISK?

Risk is inherent in all aspects of council operations, whether managing a project, dealing with customers, making decisions about the future, or deciding not to take any action at all. Managing risks is an inherent part of operating a business. Council manages risk every day, by simply making choices – particularly where there is an element of uncertainty within that decision.

Australian Standard AS ISO 31000:2018 – Risk Management – Guidelines defines risk as “*the effect of uncertainty on objectives*”. To qualify as a risk, the three factors of effect (consequence), objectives and uncertainty must be present.

WHAT IS RISK MANAGEMENT?

Risk management is the coordinated activities of assessing, controlling, monitoring and reviewing risk in the pursuit of our objectives. To effectively manage risk is to understand and manage the uncertainties relevant to the achievement of those objectives. Good risk management sets an appropriate balance between realising opportunities and minimising losses. Effective risk management must be integrated into strategy, planning and operations.

RISK MANAGEMENT PRINCIPLES

Risk management:

- is integrated into organisational processes and decision making
- is systematic, structured, and comprehensive
- is based on the best available information
- is customised to our operating environment
- takes people and cultural factors into account
- is dynamic, ongoing and responsive to change
- is transparent and inclusive
- facilitates continual improvement.

WHERE DO WE STAND ON RISK?

Council is committed to achieving effective and responsible risk management and will ensure that its activities and assets do not place people, property or the environment at unreasonable levels of risk. An integrated and consistent approach will be adopted to ensure that significant risks are identified and addressed during planning, decision-making and everyday operations.

The aim of risk management is to minimise losses and maximise opportunities. While the focus of Council risk management processes is predominately centered on the minimisation of loss, opportunities are pursued providing risks have been adequately managed and accepted. Staff with supervisory responsibilities are accountable for ensuring that all staff manage the risks within their work areas.

Council's risk management objectives are to:

- embed risk management into all aspects of Council's corporate planning, operations and governance
- foster a culture that embraces accountability for risk management lawfully, ethically and responsibly
- promote and support best risk management practices throughout Council
- equip staff and management with the knowledge and ability to identify, analyse, report and prioritise areas of existing and emerging risk
- implement effective processes to reduce and/or manage high-level risk
- continuously improve risk assessment, monitoring and reporting standards
- undertake risk assessments for key operations, projects and strategies and maintain a

comprehensive and regularly updated risk register to identify and monitor operational and strategic risks, and response plans

- allow for the effective allocation and use of resources
- provide a basis for higher standards of accountability through the creation of effective performance objectives and measurement of performance against these objectives
- manage appropriate cover and minimise costs associated with insurance and litigation.

FRAMEWORKS AND PROCESSES

In developing a risk management framework, Council has adopted the provisions of the Victorian Government Risk Management Framework (VGRMF). The VGRMF promotes the use of AS ISO 31000:2018 – Risk Management – Guidelines which provides an internationally accepted basis for best practice risk management.

Consistent with the VGRMF, the Framework comprises of a:

- Risk Management Policy
- Risk Management Strategy
- Risk Appetite Statements
- Risk Management Procedure
- Risk Management Toolkit
- Risk Register.

This standardised approach to risk management is designed to ensure risk management is an integral part of all our decision-making processes. The Framework will be used to minimise foreseeable disruption to operations, financial loss, harm to people and damage to the environment and property. Such a program actively promotes and supports effective risk management practices throughout Council via the provision of ongoing education and instruction to managers and staff, alongside an extensive register of risks in our online risk management system.

Council recognises that our appetite for risk varies according to the activity undertaken, that acceptance of risk is always subject to ensuring that potential benefits and risks are fully understood before developments are authorised, and that sensible measures to mitigate threat risk are established.

The Council and leadership team work together to review our risk profile in accordance with agreed timeframes. The Audit & Risk Committee receives and assesses reports that provide evidence to verify we are meeting legislative and regulatory requirements. Assurance is provided by the internal audit program.

CULTURE

One of the most crucial elements of a successfully integrated Framework is having a culture that promotes and facilitates its proactive use, and to have it embedded into Council's day-to-day operations, service and processes.

The risk culture can be defined as the system of values and behaviours that exist throughout the organisation which shape our decisions around risk. Risk management is a corporate priority that requires all staff to actively participate in the risk management process. Council seeks to reinforce a

positive risk culture where everyone believes that thinking about and managing risk is part of their job.

SHARED RISK

“Shared risk” within the VGRMF are risks shared by two or more agencies that require coordinated management by more than one agency. The responsibility for managing a shared risk is shared by all the relevant agencies and benefits from a coordinated approach where one agency takes the lead role. The Corporate Management Team (CMT) will have an important role in using their influence to work with other agencies on sharing the management of risk. In respect to shared risk management, cross-agency communication will be used to promote information sharing to support the early identification and effective management of these risks.

STATE-SIGNIFICANT RISK

State significant risks are risks where the potential consequences or impacts of the risk on the community, the Government and the private sector are material at the State-wide level. They may be the extension of an existing agency risk which, beyond a certain threshold, becomes severe enough to have statewide implications or it could be the aggregation of many agency-specific risks.

Council will refer to the State Government who will identify and provide guidance in relation to state significance risks. It is recognised that climate change may exacerbate some risks and/or present emerging risks.

SUPPORTING OUR RESPONSIBLE BODY

Councillors are provided with regular risk management workshops to build their risk management skills to support them to perform their role in setting the risk appetite, including tolerances and measures.

Risk management reporting is provided to Council to support discussion and decision making.

Information provided includes the following:

- Advising on emerging risks and any variation to existing risks;
- Identifying key changes to the risk profile, as reflected in the risk register; and
- Providing an update on the implementation of the Framework and key risk management activities.

OUR MANAGEMENT OF INSURABLE RISK

Council will make best use of their available resources and assets to manage risk and minimise loss.

Insurance will be used to transfer or manage the risk of financial loss. Council will maintain a comprehensive insurance policy portfolio to address the risks that cannot be adequately mitigated. Consideration will be given to the level of risk and whether insurance cover should be increased, reduced or waived based on the risk appetite.

Insurable risk will be minimised by the following actions:

- Programmed inspection of assets and action taken to address risks.
- Reviewing insurance claims to identify trends in risk areas, annual review of specific risk strategies, and review of assessments undertaken by insurers.

RISK MANAGEMENT ROLES AND RESPONSIBILITIES

Successful implementation of the Framework requires a consistent and systematic approach at all levels of council. Managers, employees and contractors are responsible for ensuring that risk management is given high priority within all Council operations.

Council

- Defines the risk appetite, including tolerances, with the support of CMT.
- Contributes to the development of the Framework and monitors its implementation
- Provides adequate budgetary provision for the financing of risk management including approved risk mitigation activities
- Ensures that a positive risk culture is in place
- Appoints and resources the Audit & Risk Committee
- Provides leadership, oversight, guidance and direction.

Audit & Risk Committee

- Monitors and provides oversight and advice on risk management and fraud prevention systems and controls
- Oversees internal and external audit functions
- Provides oversight of the operation and implementation of the Framework.

Chief Executive Officer

- Ultimate responsibility for ensuring risk is effectively managed across the Council
- Ensures Councillors are aware of risk management objectives, their responsibilities and training requirements.

Corporate Management Team

- Responsible for monitoring the corporate implementation of the Framework
- Demonstrates a positive, risk-aware culture to the organisation
- Instils a culture of acting lawfully, ethically and responsibly
- Promotes effective management of identified risks across all operations
- Responsible for the recognition and adoption of risk management as a key function of Council, and to ensure the inclusion of risk management as a priority within Council's strategic plan, within all staff position descriptions, within the annual report and other Council documentation
- Ensures resources are appropriately allocated to meet Council's risk management requirements including identification of emerging risks.

Managers and Coordinators

- Demonstrate a positive, risk-aware culture to the organisation
- Support and encourage a risk aware culture within the organisation by endorsement of promotion of the Framework
- Responsible for the identification, review, and analysis of all risks within their division or business unit
- Responsible for the application of appropriate treatments to all risks within their division or business unit
- Ensure adequate protection of staff, assets and operations from risks through appropriate budgeting and implementation of loss control programs
- Ensure liability risks to customers are effectively managed
- Ensure all staff are conversant with and understand the role of risk management within Council operations
- Liaise with the Occupational Health and Safety Advisor to ensure provision of a safe and healthy work environment and implementation of appropriate safe work practices and control measures
- Ensure the supervision and audit of contractors to ensure risk management policies and procedures are applied
- Each Business Unit Manager is accountable for implementing the Framework through appropriate actions in their business unit. This includes ensuring that the overall risk profile entered by staff into the risk register is current, accurate and reviewed in accordance with corporate timelines.

Manager Organisational Performance and Governance

- Responsible for the Framework's design, implementation and update
- Facilitate regular risk reporting to CMT, the Audit & Risk Committee and Council.

Coordinator Governance and Risk

- Promote implementation of risk management strategies and programs designed to minimise risks and potential losses
- With guidance from the General Manager Corporate Services and Manager Organisational Performance and Governance, formulate a list of annual objectives to support the Framework
- Develop, review, and enhance risk management related policies and procedures
- Scheduling of organisational wide risk management induction and training
- Maintain and administer the risk register and co-ordinate the review of all risks by risk owners
- Support the development, maintenance, and review of Council's Business Continuity Plan
- Review and provide input into the insurance portfolio and claim procedures
- Provide advice and training on risk management principles and processes.

Employees and Contractors

- Manage risk within their area of influence
- Follow risk management policy and procedures
- Participate in a risk-aware culture

- Assess emerging risk and monitor change in known risks
- Contribute to the continuous improvement of the Framework, processes and culture.

Independent Auditor

- Provides an independent review function which provides information about the effectiveness of the Framework through the design and delivery of an internal audit.

External Auditor

- Victoria's integrity system includes the Independent Broad-based Anti-corruption Commission (IBAC), Victorian Ombudsman and Victorian Auditor-General's Office (VAGO). These three agencies promote risk management by ensuring that Council continues to operate in the best interests of Victorians and is free from fraud and corruption.

HUMAN RIGHTS

Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)* and referred to in Council's Human Rights Policy. The Human Rights Checklist has been completed and this policy accords with Council's policy commitment to uphold human rights principles.

REVISION HISTORY

VERSION	DATE	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	June 2022	Minor update	Updated Responsible Officer title No changes applicable at this review as a larger review is being undertaken and due by June 2023
2.0	June 2023	Major update	Following sections have been added to align with Victorian Government Risk Management Framework (VGRMF) Risk Management template: <ul style="list-style-type: none"> • What is risk management? • Risk management principles • Where do we stand on risk? • Frameworks and processes • Culture • Shared risk • State-significant risk • Supporting our responsible body • Our management of insurable risk Updates made to risk management roles and responsibilities. Updates made to position titles due to organisational change.

2.1	July 2024	Minor update	Addition of role of 'external auditor' under our risk management roles and responsibilities.
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12. GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT

12.1. PLANT PURCHASE GRADER AND ROLLER RURAL SOUTH

ACTION OFFICER: MANAGER BUILT ENVIRONMENT

PURPOSE

For Council to consider approval for the purchase of a Grader and Roller for the Rural South Road Maintenance team, Tender VP410907.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council:

- 1. Adopt the recommendations contained in the attached confidential Tender Evaluation Report, Tender VP410907.***
- 2. Note that the information contained in the confidential attachments 12.1.2 Tender Evaluation Report, Tender VP410907 and 12.1.3 Desktop Valuation were designated confidential by the General Manager Built and Natural Environment on 14 June 2024 because they contain confidential information as defined in section 3(1) of the Local Government Act 2020: (g)(ii) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage; except that once this recommendation has been adopted the name of the successful tenderer can be made public.***

BACKGROUND

To support the ongoing delivery of road maintenance activities, Council has implemented an annual capital program for the renewal of Council's major road maintenance plant and equipment such as heavy machinery and vehicles.

As part of the 2024-25 Plant Replacement Program, Council's existing CAT 120M motor grader (plant number 22045) and multi-tyred roller (plant number 22019) located within the Rural South Road Maintenance team, were identified as being at the end of their asset lives and requiring replacement.

Tender submissions were received from three suppliers via VendorPanel, an online procurement program. The tender assessment report which outlines the recommended supplier has been included for Council's consideration.

Of note, as the trade in offer from the recommended supplier did not meet the estimated valuation of the assets, it is recommended that the CAT grader and multi-tyred roller are sold via auction to achieve the best value for Council. Should Council endorse this proposal, it is expected that the assets would be sold in March 2025, shortly after the new grader and roller are delivered to the Yarram Depot.

ATTACHMENTS

1. Confidential Header Plant Purchase Grader and Roller Rural South [12.1.1 - 1 page]
2. CONFIDENTIAL REDACTED - Tender Evaluation Report, Tender VP410907 [12.1.2 - 5 pages]
3. CONFIDENTIAL REDACTED - Desktop Valuation [12.1.3 - 9 pages]

OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the attached confidential Tender Evaluation Report, Tender VP410907; or
2. Not enter into a contract and not proceed with purchase at this time.

PROPOSAL

That Council adopt the recommendations contained in the attached confidential Tender Evaluation Report, Tender VP410907.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

COLLABORATION

Pursuant to section 109(2) of the *Local Government Act 2020*, no collaborative opportunities have been identified for this purchase.

FINANCIAL IMPACT

Budget allowance for the purchase is contained within Council's current capital budgets.

COMMUNICATION IMPACT

This impact has been assessed and there is no effect to consider at this time.

LEGISLATIVE IMPACT

Wellington Shire Council is committed to ensuring the purchase tendering process complies with the *Local Government Act 1989*, *Local Government Act 2020* and the Victorian Local Government Code of Tendering.

COUNCIL POLICY IMPACT

These works are in line with Council's policies of maintaining and enhancing Council's infrastructure.

COUNCIL PLAN IMPACT

The Council Plan 2021-25 Theme 4 “Services and Infrastructure” states the following strategic outcome:

Strategic Outcome 4.2: *"Services deliver operating efficiencies and best value."*

This report supports the above Council Plan strategic outcome.

RESOURCES AND STAFF IMPACT

This project will be undertaken with the resources of the Built Environment unit.

COMMUNITY IMPACT

These works will have a positive community impact in that this purchase will support maintenance works to proceed in a more efficient and cost-effective manner.

ENVIRONMENTAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENGAGEMENT IMPACT

Wellington Shire Council's standard consultation practices have been implemented on this project.

RISK MANAGEMENT IMPACT

It is considered that the proposed purchase will not expose Wellington Shire Council to any significant risks. All Occupational Health and Safety risks will be discussed with the supplier and allocated to the party in the best position to manage each risk.



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland

ORDINARY COUNCIL MEETING
02 JULY 2024

I declare that the information contained in the attached documents **TENDER EVALUATION REPORT, TENDER VP410907 and DESKTOP VALUATION** relating to **PLANT PURCHASE GRADER AND ROLLER RURAL SOUTH** is confidential because it contains confidential information as defined in section 3(1) of the *Local Government Act 2020*;

(g) private commercial information, being information provided by a business, commercial or financial undertaking that - relates to trade secrets; or - if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage

.....
CHRIS HASTIE
GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT
14/06/2024

12.2. PLANT PURCHASE STREET SWEEPER URBAN

ACTION OFFICER: MANAGER BUILT ENVIRONMENT

PURPOSE

For Council to consider approval for the purchase of a Street Sweeper for the Urban Road Maintenance team, Tender VP410947.

PUBLIC QUESTIONS AND COMMENTS FROM THE GALLERY

RECOMMENDATION

That Council:

- 1. Adopt the recommendations contained in the attached confidential Tender Evaluation Report, Tender VP410947.***
- 2. Note that the information contained in the confidential attachment 12.2.2 Street Sweeper Tender Evaluation, Tender VP410947, was designated confidential by the General Manager Built and Natural Environment on 14 June 2024 because it contains confidential information as defined in section 3(1) of the Local Government Act 2020; (g)(ii) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;***
except that once this recommendation has been adopted the name of the successful tenderer can be made public.

BACKGROUND

To support the ongoing delivery of road maintenance activities, Council has implemented an annual capital program for the renewal of Council's major road maintenance plant and equipment such as heavy machinery and vehicles.

As part of the 2024-25 Plant Replacement Program, Council's existing Rosmech street sweeper (plant number 20063) located within the Urban Road Maintenance team, was identified as nearing the end of its asset life and requiring replacement.

Tender submissions were received from two suppliers via VendorPanel, an online procurement program. The tender assessment report which outlines the recommended supplier has been included for Council's consideration.

ATTACHMENTS

1. Confidential Header Plant Purchase Street Sweeper Urban [12.2.1 - 1 page]
2. CONFIDENTIAL REDACTED - Street Sweeper Tender Evaluation [12.2.2 - 5 pages]

OPTIONS

Council has the following options available:

1. Adopt the recommendations contained in the attached confidential Street Sweeper Tender Evaluation, Tender VP410947; or
2. Not enter into a contract and not proceed with purchase at this time.

PROPOSAL

That Council adopt the recommendations contained in the attached confidential Street Sweeper Tender Evaluation, Tender VP410947.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

COLLABORATION

Pursuant to section 109(2) of the *Local Government Act 2020*, no collaborative opportunities have been identified for this panel contract.

FINANCIAL IMPACT

Budget allowance for the purchase is contained within Council's current capital budgets.

COMMUNICATION IMPACT

This impact has been assessed and there is no effect to consider at this time.

LEGISLATIVE IMPACT

Wellington Shire Council is committed to ensuring the purchase tendering process complies with the *Local Government Act 1989*, *Local Government Act 2020* and the Victorian Local Government Code of Tendering.

COUNCIL POLICY IMPACT

These works are in line with Council's policies of maintaining and enhancing Council's infrastructure.

COUNCIL PLAN IMPACT

The Council Plan 2021-25 Theme 4 "Services and Infrastructure" states the following strategic outcome:

Strategic Outcome 4.2: *"Services deliver operating efficiencies and best value."*

This report supports the above Council Plan strategic outcome.

RESOURCES AND STAFF IMPACT

This project will be undertaken with the resources of the Built Environment unit.

COMMUNITY IMPACT

These works will have a positive community impact in that this purchase will support maintenance works to proceed in a more efficient and cost-effective manner.

ENVIRONMENTAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENGAGEMENT IMPACT

Wellington Shire Council's standard consultation practices have been implemented on this project.

RISK MANAGEMENT IMPACT

It is considered that the proposed purchase will not expose Wellington Shire Council to any significant risks. All Occupational Health and Safety risks will be discussed with the supplier and allocated to the party in the best position to manage each risk.



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland

ORDINARY COUNCIL MEETING
02 JULY 2024

I declare that the information contained in the attached document **STREET SWEEPER TENDER EVALUATION** relating to **PLANT PURCHASE STREET SWEEPER URBAN** is confidential because it contains confidential information as defined in section 3(1) of the *Local Government Act 2020*;

(g) private commercial information, being information provided by a business, commercial or financial undertaking that - relates to trade secrets; or - if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage

.....
CHRIS HASTIE
GENERAL MANAGER BUILT AND NATURAL ENVIRONMENT
14/06/2024

13. FURTHER GALLERY AND ONLINE COMMENTS

Gallery comments are an opportunity for members of the public to raise any particular matter they wish. This allows those in the gallery to speak directly to Councillors but is not a forum designed for open discussion or debate. We will listen respectfully to what you have to say and make the commitment that if your query requires a written response, we will advise you that a response will be forthcoming, and a copy of that response will be circulated to all Councillors.

This is not a forum for members of the public to lodge complaints against individuals, including Councillors and staff, particularly as that individual gets no public right of reply to any matter raised. We take complaints seriously, and in line with the guidance from the Victorian Ombudsman and the local Government Inspectorate, we request that any specific complaint against an individual be put in writing. This way, your concern can be properly dealt with while ensuring fairness to all parties concerned.

If you wish to speak, we remind you that this part of the meeting is being recorded and broadcast on our website. Council's official Minutes will record that you have spoken to Council and the subject you spoke to Council about but will not record specific comments. We ask you to state your name in full, where you are from, and you have three minutes.

ONLINE COMMENTS –

FURTHER GALLERY COMMENTS –

Meeting declared closed at:

The live streaming of this Council meeting will now come to a close.

14. IN CLOSED SESSION

COUNCILLOR

That the meeting be closed to the public pursuant to Section 66(2) of the Local Government Act 2020 to consider matters under Section 66(5)(b) as defined by Section 3(1) being:

- a) Council business information***
- b) Security information***
- c) Land use planning information***
- d) Law enforcement information***
- e) Legal privileged information***
- f) Personal information***
- g) Private commercial information***
- h) Confidential meeting information***
- i) Internal arbitration information***
- j) Councillor Conduct Panel confidential information***
- k) Information prescribed by the regulations to be confidential information***
- l) Information that was confidential information for the purposes of section 77 of the Local Government Act 1989***

IN CLOSED SESSION

COUNCILLOR

That Council move into open session and ratify the decision made in closed session.