

# AGENDA

FOR THE  
GREATER SHEPPARTON CITY COUNCIL

## SPECIAL COUNCIL MEETING

TO BE HELD ON  
FRIDAY 9 NOVEMBER 2012  
AT 1.00PM

IN THE COUNCIL BOARD ROOM  
90 WELSFORD STREET

**COUNCILLORS:**

Cr Jenny Houlihan  
Cr Milvan Muto  
Cr Les Oroszvary  
Cr Dennis Patterson  
Cr Michael Polan  
Cr Kevin Ryan  
Cr Fern Summer

***VISION***

***GREATER SHEPPARTON***  
AS THE FOOD BOWL OF AUSTRALIA,  
A SUSTAINABLE, INNOVATIVE  
AND DIVERSE COMMUNITY  
***GREATER FUTURE***

**A G E N D A**  
**FOR THE**  
**SPECIAL COUNCIL MEETING**  
**TO BE HELD ON**  
**FRIDAY 9 NOVEMBER 2012 AT 1.00PM**

**CHAIR**  
**GAVIN CATOR**

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## RISK LEVEL MATRIX LEGEND

**Note: A number of reports in this agenda include a section on “risk management implications”. The following table shows the legend to the codes used in the reports.**

Likelihood	Consequences				
	Negligible (5)	Minor (4)	Moderate (3)	Major (2)	Catastrophic (1) <sup>c</sup>
<b>Almost Certain (A)</b> Event expected to occur several times per year (i.e. Weekly)	Low	Moderate	High	Extreme	Extreme
<b>Likely (B)</b> Will probably occur at some stage based on evidence of previous incidents (i.e. Monthly)	Low	Moderate	Moderate	High	Extreme
<b>Possible (C)</b> Not generally expected to occur but may under specific circumstances (i.e. Yearly)	Low	Low	Moderate	High	High
<b>Unlikely (D)</b> Conceivable but not likely to occur under normal operations (i.e. 5-10 year period)	Insignificant	Low	Moderate	Moderate	High
<b>Rare (E)</b> Only ever occurs under exceptional circumstances (i.e. +10 years)	Insignificant	Insignificant	Low	Moderate	High

**Extreme** CEO’s attention immediately required. Possibly avoid undertaking the activity OR implement new controls

**High** Director’s attention required. Consider suspending or ending activity OR implement additional controls

**Moderate** Manager’s attention required. Ensure that controls are in place and operating and management responsibility is agreed

**Low** Operational, manage through usual procedures and accountabilities

**Insignificant** Operational, add treatments where appropriate

## PRESENT:

### 1. ACKNOWLEDGEMENT

“We the Greater Shepparton City Council, begin today’s meeting by acknowledging the traditional owners of the land which now comprises Greater Shepparton. We pay respect to their tribal elders, we celebrate their continuing culture, and we acknowledge the memory of their ancestors”.

### 2. APOLOGIES

### 3. MANAGEMENT REPORTS

## FROM THE OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 3.1 Allowances of Councillors and Mayor

#### **Disclosures of conflicts of interest in relation to advice provided in this report**

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest..

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

#### **Council Officers involved in producing this report**

**Author:** Acting Committees Officer

**Proof reader(s):** Team Leader Governance, Manager Corporate Performance

**Approved by:** Director Organisation

#### **Purpose**

The purpose of this report is to set the yearly allowances payable to the Councillors and the Mayor from 27 October 2012.

### RECOMMENDATION

That in accordance with the provisions of section 74 of the *Local Government Act 1989*, the Council confirm the Councillor allowance of \$22,405 and the Mayoral allowance of \$69,325.

#### **Background**

Under section 74(A)(2) of the *Local Government Act 1989* (the Act) Council is required to pay an allowance to each of its councillors (except where a councillor does not wish to receive an allowance). The allowance is in addition to any out-of-pocket expenses incurred by councillors while performing their duties as members of the Council.

The Minister for Local Government, the Hon Jeanette Powell MP, has recently reviewed the limits and ranges of the current Mayoral and Councillor allowances, and has determined under section 73B of the Act that the allowances for Category 2 Councils (which includes Greater Shepparton City Council) be increased by 2.5% from 27 October 2012 to between \$9,317 and \$22,405 per annum with Mayors being paid an allowance of up to \$69,325 per annum.

### 3. MANAGEMENT REPORTS

#### 3.1 Allowances of Councillors and Mayor (continued)

Greater Shepparton City Council has traditionally paid the maximum allowance provided for under the Act. It is therefore recommended that councillors be paid an allowance of \$22,405 and that the Mayor be paid an allowance of \$69,325.

#### Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Councillor allowances not paid in accordance with the Act.	C	3	Moderate	Setting of the Councillor allowance by resolution ensures that allowances are correctly paid in accordance with the Act.

#### Policy Considerations

There are no policy considerations arising from the payment of a Councillor Allowance. However Councillors will also be able to claim expenses incurred in the course of performing their councillor duties and these will be paid in accordance with the Councillor Expenses and Entitlements Policy.

#### Financial Implications

Council's 2012/13 Budget contains provision for the payment of Councillor and Mayoral allowances.

	2012/2013 Approved Budget for this proposal*\$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue				
Expense	\$236,300			
Net Result				

\* Amount shown in this column may equal one line item in budget or maybe a component of one budget line item.

#### Legal/Statutory Implications

Section 74(1) of the Act requires that Councils must review and determine the level of Mayoral and Councillor allowances within the period of six months after a general election or by next 30 June, whichever is later.

#### Environmental/Sustainability Impacts

There are no environmental or sustainability impacts arising from this proposal.

#### Social Implications

There are no social implications arising from this proposal.

#### Economic Impacts

There are no economic impacts arising from this proposal.

### 3. MANAGEMENT REPORTS

#### **3.1 Allowances of Councillors and Mayor (continued)**

##### **Strategic Links**

###### **a) Greater Shepparton 2030 Strategy**

There are no direct links to the *Greater Shepparton 2030 Strategy*.

###### **b) Other strategic links**

There are no other strategic links.

##### **Options for Consideration**

Councillors could choose not to receive an allowance or to receive a smaller allowance provided the amount payable remains between \$9,317 and \$22,405 per annum.

##### **Conclusion**

As Greater Shepparton City Council has traditionally paid the maximum allowance provided for under the Act it is recommended that the Mayor and Councillors continue to receive the maximum amount allowed.

##### **Attachments**

Nil.

### 3. MANAGEMENT REPORTS

#### 3.2 Mayoral Position Description

##### **Disclosures of conflicts of interest in relation to advice provided in this report**

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest..

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

##### **Council Officers involved in producing this report**

**Author:** Acting Committees Officer

**Proof reader(s):** Team Leader Governance, Manager Corporate Performance

**Approved by:** Director Organisation

##### **Purpose**

The purpose of this report is to review and adopt the Mayoral position description.

#### **RECOMMENDATION**

That the Mayor's position description dated 8 November 2012 be adopted.

##### **Background**

In previous years, a position description has been adopted for the Mayor. This document sets out the objectives and accountabilities for the position, to enable the Council and the community to assess the Mayor's performance. The position description also outlines the Mayor's overall responsibilities, key responsibility areas, skills, knowledge, qualifications and experience.

The position description is reviewed prior to each Mayoral election to ensure that it continues to reflect the legislative and other requirements of the position, as well as the expectations that the Council has of the incumbent.

##### **Council Plan/Key Strategic Activity**

This proposal supports Objective 35 of the *Council Plan 2009-2013*: "Provide best practice management and administrative systems and structures to support the delivery of Council services and programs".

##### **Risk Management**

Risks	Likelihood	Consequence	Rating	Mitigation Action
Mayor not adhering to the position description	D	2	Low	Councillor induction training is provided. Support and advice will be available from Council officers.
Elected Councillor not understanding the increased responsibility and time commitments arising from Mayoral appointment	D	4	Low	A Mayoral position description outlining the responsibilities of the Mayor will be adopted.

### **3. MANAGEMENT REPORTS**

#### **3.2 Mayoral Position Description (continued)**

##### **Policy Considerations**

There are no direct links to existing Council policies.

##### **Financial Implications**

There are no financial implications arising from this proposal.

##### **Legal/Statutory Implications**

There are no legal or statutory implications arising from this proposal.

##### **Environmental/Sustainability Impacts**

There are no environmental or sustainability impacts arising from this proposal.

##### **Social Implications**

There are no social implications arising from this proposal.

##### **Economic Impacts**

There are no economic impacts arising from this proposal.

##### **Consultation**

Councillors have been consulted in relation to the review of the Mayoral position description.

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

##### **Strategic Links**

###### **a) Greater Shepparton 2030 Strategy**

There are no direct links to the *Greater Shepparton 2030 Strategy*.

###### **b) Other strategic links**

There are no other strategic links.

##### **Options for Consideration**

Councillors could choose not to adopt an Mayoral position description or to adopt a modified version of the document.

##### **Conclusion**

As the position description outlines the Mayor's overall responsibilities, key responsibility areas, skills, knowledge, qualifications and experience and enables the Council and the community to assess the Mayor's performance, it is recommended that Council adopt the Mayoral position description.

##### **Attachments**

Mayoral Position Description



### 3. MANAGEMENT REPORTS

#### 3.3 Election of Mayor

##### Disclosures of conflicts of interest in relation to advice provided in this report

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest..

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

##### Council Officers involved in producing this report

**Author:** Acting Committees Officer

**Proof reader(s):** Team Leader Governance, Manager Corporate Performance

**Approved by:** Director Organisation

##### Purpose

The purposes of this report is to facilitate the election of a Councillor to be the Mayor of Greater Shepparton.

#### RECOMMENDATION

That the Council appoint a Councillor to the position of Mayor for a 1 year term.

The Chief Executive Officer will call for nominations to fill the position of Mayor.

##### Background

In accordance with section 71 of the *Local Government Act 1989*, Councillors must elect a Councillor to be the Mayor of the Council. Traditionally Council has appointed Mayors for one year terms. However, under section 71(2) of the Act Council may resolve to elect a Mayor for a term of two years.

##### Council Plan/Key Strategic Activity

There are no direct links to the *Council Plan 2009-2013*.

##### Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Elected Councillor not understanding the increased responsibility and time commitments arising from Mayoral appointment	D	4	Low	A Mayoral position description outlining the responsibilities of the Mayor will be adopted.

##### Policy Considerations

This proposal does not conflict with existing Council policies.

### 3. MANAGEMENT REPORTS

#### **3.3 Election of Mayor (continued)**

##### **Financial Implications**

There are no financial implications arising from this proposal. Provision has been provided for the payment of a Mayoral Allowance in the 2012/13 Budget.

##### **Legal/Statutory Implications**

Section 71 of the *Local Government Act 1989* states that the Council must elect a Councillor to be the Mayor of the Council at a meeting of the Council that is open to the public.

##### **Environmental/Sustainability Impacts**

There are no environmental or sustainability impacts arising from this proposal.

##### **Social Implications**

There are no social implications arising from this proposal.

##### **Economic Impacts**

There are no economic impacts arising from this proposal.

##### **Consultation**

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

##### **Strategic Links**

###### **a) Greater Shepparton 2030 Strategy**

There are no direct links to the *Greater Shepparton 2030 Strategy*.

###### **b) Other strategic links**

There are no other strategic links.

##### **Options for Consideration**

There are no other options for consideration as the *Local Government Act 1989* requires Council to appoint a Councillor to serve as Mayor of the Council.

##### **Conclusion**

That Councillors appoint one of their number to serve as Mayor of Greater Shepparton.

##### **Attachments**

Nil.

### 3. MANAGEMENT REPORTS

#### 3.4 Deputy Mayor

##### **Disclosures of conflicts of interest in relation to advice provided in this report**

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest..

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

##### **Council Officers involved in producing this report**

**Author:** Acting Committees Officer

**Proof reader(s):** Team Leader Governance, Manager Corporate Performance

**Approved by:** Director Organisation

##### **Purpose**

The purpose of this report is to appoint a Deputy Mayor to serve during the Mayoral term of office.

#### **RECOMMENDATION**

That the Council appoint a Deputy Mayor for the Mayoral Term, for the purpose of:

1. acting as the chair in the absence of the Mayor at Council meetings or where the Mayor is required to vacate the chair
2. receiving a pledge of commitment in accordance with subsection 27(5) if the *Australian Citizenship Act 2007*
3. to attend functions and act as Council spokesperson on such occasions as the Mayor is unavailable to do so.

The Mayor will call for nominations for a Councillor to fill the position of Deputy Mayor.

##### **Background**

There is no statutory requirement to elect a Deputy Mayor, but the Council has traditionally adopted the practice of appointing a Councillor to this role, to act as the chair in the absence of the Mayor at Council meetings or where the Mayor is required to vacate the chair. It also allows the Deputy Mayor to receive the pledge of commitment at citizenship ceremonies and to act as spokesperson in the Mayor's absence. No additional allowance is payable and the Council will need to resolve that a Deputy Mayor be appointed. There is no position description for the role of Deputy Mayor, as the Mayoral position description applies on all occasions that the Deputy Mayor acts in that role and there are no separate and distinct duties or responsibilities assigned to the position of Deputy Mayor.

In accordance with *Local Law No. 2 – Processes of Municipal Government (Meetings and Common Seal)* the election of a Deputy Mayor will follow the same procedure as that used for the election of Mayor.

### 3. MANAGEMENT REPORTS

#### 3.4 Deputy Mayor (continued)

##### Council Plan/Key Strategic Activity

There are no direct links to the *Council Plan 2009-2013*.

##### Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Councillor appointed to the role of Deputy Mayor not understanding their responsibilities when deputising for the Mayor.	D	4	Low	A Mayoral position description will be adopted. Advice and support will also be available from the Mayor and Council officers.

##### Policy Considerations

There are no conflicts with existing Council policies.

##### Financial Implications

There are no financial implications arising from this proposal as there is no additional allowance payable to the Deputy Mayor.

##### Legal/Statutory Implications

There is no statutory requirement for the Council to elect a Deputy Mayor but the Council has traditionally adopted the practice of appointing a Councillor to this role in order to receive the pledge of commitment at citizenship ceremonies and to act as spokesperson in the absence of the Mayor.

##### Environmental/Sustainability Impacts

There are no environmental or sustainability impacts arising from this proposal.

##### Social Implications

There are no social implications arising from this proposal.

##### Economic Impacts

There are no economic implications arising from this proposal.

##### Consultation

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

##### Strategic Links

###### a) Greater Shepparton 2030 Strategy

There are no direct links to the *Greater Shepparton 2030 Strategy*.

###### b) Other strategic links

There are no other strategic links.

##### Options for Consideration

Councillors could decide not to appoint an Deputy Mayor.

### **3. MANAGEMENT REPORTS**

#### **3.4 Deputy Mayor (continued)**

##### **Conclusion**

It is recommended that Councillors elect a councillor to fill the role of Deputy Mayor for the purposes of receiving a pledge of commitment at citizenship ceremonies and to attend functions and act as Council spokesperson on occasions when the Mayor is unavailable to do so.

##### **Attachments**

Nil.

### 3. MANAGEMENT REPORTS

#### 3.5 Rescheduling of Ordinary Council Meetings

##### **Disclosures of conflicts of interest in relation to advice provided in this report**

Under section 80C of the *Local Government Act 1989* officers and persons engaged under a contract providing advice to Council must disclose any conflicts of interests, including the type and nature of interest..

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

##### **Council Officers involved in producing this report**

**Author:** Acting Committees Officer

**Proof reader(s):** Team Leader Governance, Manager Corporate Performance

**Approved by:** Director Organisation

##### **Purpose**

The purposes of this report is to recommend that future Ordinary Council meetings be held at 5.30pm on the third Tuesday of the month with one meeting each year being held in Mooroopna and one meeting each year being held in Tatura. It is also recommended that no Ordinary Council Meeting be conducted in January 2013.

#### **RECOMMENDATION**

That:

1. The start time for Ordinary Council Meetings to be held on the 3rd Tuesday of the month be changed from 1.00pm to 5.30pm commencing with the Ordinary Council Meeting scheduled for 20 November 2012
2. each year, commencing in 2013, the April Ordinary Council meeting will be held in Mooroopna and the September Ordinary Council meeting be held in Tatura
3. no Ordinary Council meeting be held during January 2013.

##### **Background**

By resolution Ordinary Council meetings of the Greater Shepparton City Council are currently held in the Boardroom at 90 Welsford Street, Shepparton commencing at 1.00pm on the third Tuesday of every month. Following the election of a new Council it is recommended that these meetings be moved to 5.30pm on the third Tuesday of every month.

It is also proposed that each year, commencing in 2013, the April Council meeting be held in Mooroopna and the September Council Meeting be held in Tatura in order to facilitate greater involvement by the Mooroopna and Tatura communities.

##### **Council Plan/Key Strategic Activity**

This proposal supports objective 31 of the *Council Plan 2009-2013*: "Engage our community when making decisions".

### **3. MANAGEMENT REPORTS**

#### **3.5 Rescheduling of Ordinary Council Meetings (continued)**

##### **Risk Management**

A risk assessment has been undertaken in relation to the change of meeting time and a security firm will be employed to provide cover for the front reception area. A copy of this risk assessment is attached.

A further risk assessment will be undertaken in relation the proposed change of meeting location.

##### **Policy Considerations**

There are no conflicts with existing Council policies.

##### **Financial Implications**

There will be financial implications arising from the decision to relocate Council Meetings to Mooroopna and Tatura. However these will need to be determined as Council Officers investigate what equipment will need to be provided in order to facilitate Council meetings at these venues.

The change of meeting time to 5.30pm should have limited financial implications as Council officers will be able to take Time in Lieu of the additional hours that they will be required to work outside of regular office hours.

##### **Legal/Statutory Implications**

There are no legal or statutory implications arising from this proposal.

##### **Environmental/Sustainability Impacts**

There are no environmental or sustainability impacts arising from this proposal.

##### **Social Implications**

The proposal to change the meeting venue and start time can have positive social implications as it may help to increase a sense of community. These changes have the potential to increase stakeholder participation by allowing community members who are generally unable to attend meetings during business hours in Shepparton to attend Council Meetings.

Both venues are wheelchair accessible, however one potential negative implication arising from the change of venue for Council Meeting arises from the fact that the Council Boardroom is currently set up with a project system and hearing loop which enables participation by people who are visually and/or hearing impaired. Investigations will need to be made to determine whether these facilities will be able to be provided at the Mooroopna hub and Ballantyne Centre.

##### **Economic Impacts**

There are no economic impacts for the Greater Shepparton community and businesses arising from this proposal.

### 3. MANAGEMENT REPORTS

#### 3.5 Rescheduling of Ordinary Council Meetings (continued)

##### Consultation

Councillors and relevant Council staff have been consulted in relation to the recommendations outlined in this report.

Level of public participation	Promises to the public/stakeholders	Examples of techniques to use
Inform	Keep informed	<ul style="list-style-type: none"> <li>Public Notices will be circulated in the Shepparton News advising of the time and venue of Council Meetings.</li> <li>Meeting times and venue details will be provided on Council's website.</li> </ul>
Consult	Informed, listen, acknowledge	<ul style="list-style-type: none"> <li>Council Meetings are open to members of the public</li> <li>Members of the public have the opportunity to submit questions for answering during Question Time.</li> <li>The holding of meetings in Mooroopna and Tatura will assist Mooroopna and Tatura residents to meet the attendance requirements if they wish to submit a question to Question Time.</li> </ul>

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

##### Strategic Links

###### a) Greater Shepparton 2030 Strategy

There are no direct links to the *Greater Shepparton 2030 Strategy*.

###### b) Other strategic links

No other strategic links have been identified.

##### Options for Consideration

Councillors could choose to:

- leave the Ordinary Council meetings at 1.00pm on the third Tuesday of the Month in the Council Boardroom
- change only the time or venue of Ordinary Council meetings
- conduct Ordinary Council meetings in other locations not outlined in this report
- conduct an Ordinary Council Meeting in January 2013.



### **3. MANAGEMENT REPORTS**

#### **3.5 Rescheduling of Ordinary Council Meetings (continued)**

##### **Conclusion**

In order to encourage wider community attendance and participation at Council Meeting it is recommended that future Ordinary Council meetings are conducted at 5.30pm on the third Tuesday of each month (excluding January 2013) with once meeting being conducted at each of Mooroopna and Tatura each year.

##### **Attachments**

Nil.



**GREATER SHEPPARTON CITY COUNCIL**

**MAYOR**

<b>POSITION TITLE:</b>	<b>MAYOR</b>
<b>APPROVED BY:</b>	<b>Council</b>
<b>DATE REVIEWED:</b>	<b>? December 2011</b>
<b>CLASSIFICATION:</b>	<b>Elected position</b>

It is the prerogative of the incumbent to carry out the role of Mayor as that person sees fit having regard to legislative and other constraints impacting on the position, other commitments of the incumbent and the requirements of this Position Description.

**RESPONSIBILITY:**

The Mayor is the Chairperson of the Council and has overall responsibility for the leadership of the elected Council. The Mayor shall foster a team culture of co-operation and cohesiveness within the Council. The Mayor is the principal Council spokesperson and is responsible for effectively communicating the decisions and policies of Council, speaking on behalf of the Council and presenting and maintaining, at all times, a positive, professional public image of the Council.

**POSITION OBJECTIVES:**

The Mayor is specifically responsible for:

- providing leadership to the Council
- fairly and objectively chairing all Council meetings
- representing the Council in the community and to the wider audience outside the municipality
- promoting and marketing the identity of the Council
- providing advocacy for the Greater Shepparton City
- liaising with other levels of government
- liaising with other regional representative groups
- ensuring that a positive image and perception of Council is established, promoted and maintained at all times
- undertaking all appropriate civic, social and ceremonial functions associated with or required of the position.

In particular, the Mayor will ensure:

- the smooth operation of the Council
- the achievement of the objectives of the Corporate Plan
- that Councillors work in a cohesive manner
- that corporate rapport is achieved through the facilitation of strong working relationships with the Council management
- that confidence is built in the community by the Mayor and the Council
- that commitment is demonstrated in the current local government culture and in the aspirations of the community.

### **KEY RESPONSIBILITY AREAS:**

The Mayor is responsible to the Council for the following:

1. Overseeing the development of Council policies.
2. Establishing and maintaining the link between Councillors and the management of the Council (Chief Executive Officer [CEO], General Managers and Executive Manager Organisational Performance).
3. Effectively communicating the decisions of the Council to the media, the community and to other levels of government.
4. Maintaining regular contact with all Councillors.
5. Ensuring reasonable access for all Councillors to the CEO.
6. Being available and accessible to the community at regular and reasonable times, and ensuring that other Councillors, as appropriate, are available and accessible to the community at all reasonable times.
7. Ensuring that relevant Council policies and procedures are maintained, implemented and upheld by all Councillors.
8. Encouraging all Councillors to participate in appropriate training and development to ensure they keep up-to-date with trends and changes in the local government industry, and that Councillors are properly equipped to fulfill their roles and responsibilities.
9. Ensuring that the vehicle allocated to the Mayor is utilised in accordance with all clauses of the Council's Motor Vehicle Usage Policy, excluding clauses 3g, 10 and 11b.

## **COUNCIL VALUES**

### **Values Based Organisation:**

Greater Shepparton City Council recognises that great organisations are built on shared and demonstrated values. All council employees are expected to demonstrate commitment and act in accordance with these values.

### **Our values are:**

- Leadership - I will set an example that encourages others to strive for positive community outcomes to the best of our ability
- Integrity - I will be honest and ethically upright – I am my word
- Respect - I will show consideration and appreciation of others and seek to understand their point of view
- Innovation - I will think outside the square, challenge the status quo and seek continuous improvement through the application of new ideas and work methods
- Teamwork - I will build the understanding that we all work for the one organisation

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

The Mayor is responsible to the Council for:

1. Regularly reviewing the progress towards achievement of goals and objectives set by the Council in the Corporate Plan and other relevant policy documents.
2. The effective communication of Council decisions and policies.
3. Public awareness of the Council's policies, objectives and priorities.
4. Ensuring that the Council is represented in public forums and at other functions as required.
5. The achievement and promotion of a positive, public image of the Council.
6. The process of consultation on Council decisions and policies.

## **JUDGEMENT AND DECISION MAKING:**

Subject to any decisions of or directions from the Council, the Mayor is responsible for making decisions and exercising judgment about:

- how to communicate the Council's goals, objectives, priorities and programs to the community, business and other interest groups, and all clients;
- the level and extent of consultation on Council decisions and policies, and the involvement of other Councillors in any consultative procedures;
- the functions that are attended and the presentations made by or on behalf of the Council;
- representations made to other levels of Government made on behalf of the Council;
- the organisation of civic and other formal receptions.

## **SPECIALIST SKILLS AND KNOWLEDGE:**

The Mayor should demonstrate:

- quality communication and interpersonal skills
- a high degree of political acumen and awareness
- fairness and objectivity
- ability to work with and within a culture of change
- passion for and commitment to the municipality
- sense of perspective
- conflict resolution skills
- negotiation skills
- knowledge and understanding of the local government operating environment, including legislative requirements
- active and sympathetic listening skills

The Mayor must maintain personal skills through continuing professional development to ensure contemporary policies are adopted and implemented, and to ensure that the Council meets all its statutory obligations.

The Mayor must be able to provide leadership and direction to the Council while enabling opportunities for input and involvement of all stakeholders.

The Mayor is required to regularly consult with, and to communicate effectively, sympathetically and constructively with: Councillors; CEO, General Managers and Executive Manager Organisational Performance; business and industry representatives; community representatives; special interest groups; government departments; politicians; the media; and all residents and ratepayers.

## **QUALIFICATIONS AND EXPERIENCE:**

The Mayor must be able to gain the co-operation, trust and respect of Councillors, staff and the community and have the ability to motivate other people to achieve stated outcomes and results in a team environment.

The Mayor must be able to establish, maintain and present at all times a positive, professional and dynamic image of the Council and the community.

A commitment to ongoing professional development, especially in change management and industry trends and issues, is highly desirable and encouraged.

## **PERSONAL ATTRIBUTES:**

The Mayor should:

- be committed to and involved in the Greater Shepparton community
- be motivated to succeed
- be politically astute and possess a keen political awareness
- be an innovator and creative thinker
- enjoy and be able to meet the demands of a public profile
- be an effective communicator
- have a positive and professional presentation
- be committed to personal and professional development
- be able to work with a wide range of people from diverse backgrounds and groups
- be fair, impartial and objective

The Mayor must have a combination of skills, qualifications and experience, and personal attributes to enable him or her to provide the leadership, motivation and support to ensure the sustained and continuing development of the Greater Shepparton City Council, the staff and the Greater Shepparton community.

## **ORGANISATIONAL RELATIONSHIPS**

<b>Reports To:</b>	Council
<b>Internal Liaisons:</b>	Councillors Chief Executive Officer Executive Support Staff Executive Management Team
<b>External Liaisons:</b>	Residents, ratepayers and the general public Business and industry representatives Specific Interest and Community Groups Media State and Federal Ministers Local and other Members of Parliament Government Departments Neighbouring municipalities - Councillors Peak Industry Organisations Relevant regional organisations Others as appropriate or as requested



## **CITY OF GREATER SHEPPARTON**

### **MAYOR**

#### **PERFORMANCE CRITERIA**

The following criteria, which may be reviewed from time to time when considered necessary, are the performance criteria for the purpose of the Mayor's review and could be assessed and evaluated by the whole Council when measuring and reporting on the Mayor's performance.

The performance of the Mayor will be measured, in part, against his/her progress towards or achievements in the following:

- achievement of the objectives of the Council's Plan and on-going monitoring and review
- the performance of the Council in achieving its financial targets
- the degree of communication with all media on behalf of the Council and the Council's relationships with local and other media
- a positive media profile for the Council
- the degree to which the Mayor has represented the Council with other levels of Government
- the relationship established with local and other Members of Parliament
- the degree to which the Mayor has achieved and maintained harmony within the Council
- the effectiveness of the Chairmanship of the Council and efficiency of Council meetings and decision making procedures
- the nature and amount of training undertaken by the Mayor and other Councillors
- the effectiveness of relationships of the Mayor and Councillors with the CEO and Directors
- such other objectives and criteria as may be established and agreed, from time to time, between the Mayor and the Council.



# GREATER SHEPPARTON CITY COUNCIL

## RISK ASSESSMENT TEMPLATE

This template is designed to guide Council staff members, contractors, committees and volunteers as they identify, assess, evaluate and treat risks they identify in the course of performing their duties. It is an electronic form, designed to be completed on a computer, although it can be printed off as a guide for use with groups and then filled in electronically afterwards. It requires no formatting when completed electronically. The text boxes will accept unlimited amounts of text and the form will reformat accordingly.

The methodology applied conforms to Australian Standard **AS/NZS 4360:2004 Risk Management**. It is generic in nature and users should be prepared to modify it to meet their specific needs. In particular, the appropriateness of the Likelihood and Impact scales should be carefully considered and if appropriate, modified to suit the specific risk profile being assessed. In many circumstances, the timeframes and budgetary impacts in particular, may be inappropriate. For guidance or assistance in the conduct of Risk Assessments, or the use of this form please contact the Risk Management Officer.

### Event/Project/Activity Supervisor(s)

Helen Tricarico

### Event/Project/Activity Details

Opening Council Customer Service Foyer and access to Council Chamber afterhours for Council Meetings and using an employed security company to provide security.

Location

90 Welsford Street Shepparton

- Date(s)

1 November 2012

- Brief Description

**Foyer** – means Council Customer Service entrance, stairwell area, service area and liftwell area.

**First Floor Area** - means the area between the lift foyer and the Council Chamber and office meetings areas.

To enable the public to attend Council Public Meetings which are held each 3<sup>rd</sup> Tuesday of the month between 5.30pm and 7.30pm and leaving the public foyer unattended by either staff or security.

## Establish the Context

- *What do we want to do?* Define the desired outcomes of the Event/Project/Activity.  
Leave the foyer supervised by an employed security guard for the duration of the council meetings between 5.30pm and 7.30pm or until meeting completed.  
Ensure the foyer and first floor area is safe and accessible for the public to attend.  
Ensure the security of council assets.
- *How will we know we have been successful?* Identify the success measure or measures for each outcome.  
No report of incidents.
- *Who will be involved in or affected by what we want to do?* Identify the major stakeholders for this Event/Project/Activity.  
Grace Ganino, Fiona Sawyer, Sharlene Still, Veronica Parker
- *Do any of the Stakeholders need to be involved in the Risk Assessment?*  
Yes  No   
NB: If yes, **cease Risk Assessment** until appropriate Stakeholders can be consulted or assembled. All Stakeholders who are actively involved in the achievement of your success measures should be involved in the Risk Assessment.  
List of Stakeholders invited to attend Risk Assessment at 3.30pm on 1 November 2012.

## Identify the Risks

*What might happen to prevent us from achieving our success measures?* Risks that have not been identified cannot be assessed. Alternative methods to identify risks include:

- *Brainstorming* session with all Stakeholders.
- *Checklists* developed for this or similar events/projects/activities
- An *examination* of previous events/projects/activities of this type.

Risk areas may include, but are not limited to:

- *Management* (planning, supervision, leadership).
- *People* (competence, skills, experience, reliability, safety, training, insurance).
- **Property** (availability, suitability, damage, insurance).
- *Financial* (funding, sponsorship, salaries, budgeting, control).
- *Regulatory* (statutory requirements, committee duties and responsibilities, Duty of Care to Stakeholders).
- *Political* (community participation and support, Government policies, risk of adverse publicity).
- *Weather* (heat, cold, rain, fire ban, fog).
- *Communication* (Memorandum of Agreement/Memorandum of Understanding required, meetings, marketing, methods and frequency of contact?)
- *Anything else you can think of* (nobody knows your risks better than you!)

**Interim Risk Register – COUNCIL MEETING CUSTOMER SERVICE FOYER - SUPERVISED SECURITY FIRM**

Agreed Priority	Risk Number	Risk Description	Risk Level	Controls/Risk Action Plan Number	Revised Risk Level	Responsible Person	Acceptance
1	5	Security personnel will be left working alone after hours exposing them to the risk of abuse, threats or unacceptable behaviour.	Medium	CCTV Footage available Security firm would have staff employed with adequate training.	Low	Team Leader Governance	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	7	First Floor area and Council assets within this area will be left unsecured for the duration of the council meeting.	Medium	Security to do a walk through ½ hour after meeting commencement. Front door to be locked during walk through and sign placed up for gallery attendees to wait for security officer to come back to unlock the door.	Low	Team Leader Governance  Security Firm	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	6	Theft and/or vandalism of Council assets (computers and associated hardware, artwork, mail or documents/parcels for collection, cows, furniture)	Medium	CCTV Footage available Security firm would have staff employed with adequate training. Security to do a walk through ½ hour after meeting commencement. Front door to be locked during walk through and sign placed up for gallery attendees to wait for security officer to come back to unlock the door.	Low	Team Leader Governance  Security Firm	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	9	Customers may think the security firm can provide services and become agitated when they cannot i.e. payments, permit issuing, general enquiries	Medium	Educate the members of the public, through signage, council office only open for council meetings. Security Firm to be provided with an instruction manual (To be completed).	Low	Team Leader Governance  Security Firm	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Agreed Priority	Risk Number	Risk Description	Risk Level	Controls/Risk Action Plan Number	Revised Risk Level	Responsible Person	Acceptance
5	4	Lift malfunction	Medium	Ensure maintenance of Lift. Clear and concise information regarding emergencies is available. Information to be included in instruction manual.	Low	Team Leader Building Maintenance Team Leader Governance	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	3	In the event of an emergency evacuation no trained staff member available to ensure evacuation protocols are followed.	Medium	Ensure staff working at Council meetings are trained in emergency evacuation. Include an announcement regarding emergency evacuation procedures prior to commencement of all meetings. Details to be included in instruction manual for security firm.	Medium	Team Leader Governance OH&S Advisor	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	8	The foyer and first floor area may not be properly checked to ensure all members of the public have left the building.	Medium	Ensure procedures are in place for security firm to ensure all members of the general public have cleared the building at the conclusion of the meeting. Details to be included in instruction manual with signoff sheet.	Low	Team Leader Governance Security Firm	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	1	Secure areas being left unsecure by cleaning staff and accessible to general public.	Medium	Re-enforce the correct security procedures to cleaning contractors through the contract manager (revised risk potentially able to escalate to a medium risk level if correct security procedures are not followed). If security firm notices any doors open they will advise	Medium	Team Leader Building Maintenance Team Leader Governance	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Agreed Priority	Risk Number	Risk Description	Risk Level	Controls/Risk Action Plan Number	Revised Risk Level	Responsible Person	Acceptance
				cleaners to close them.			
9	2	Security Firm not showing up.	Medium	Phone number for Security Firm to arrange for someone to attend asap. In the interim a Council staff member available to fill in.	Medium	Manager Corporate Performance Team Leader Governance	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

**NB: If a risk is not accepted, further action needs to be taken to address that risk. No Event/Project/Activity should proceed with a risk that has been identified as unacceptable.**

**NB: Risk Assessment for Contracts/Contractors MUST have a Proactive Scheduled Planned Audit. (COGSAFE Sect 3: 10 Contract Management)**

## Analyse the Risks

*How big are the risks we have identified?* Determine how likely a risk is to occur and how large the impact would be if it did occur. **These tables are generic in nature and careful consideration should be given to their suitability for the specific risk profile being assessed.**

### Likelihood Scale

Rating	Likelihood <i>The probability that a risk will occur</i>
<b>Almost Certain</b>	1. Will probably occur, could occur several times per year 2. Event expected to occur most times during normal operations.
<b>Likely</b>	1. High Probability, likely to occur once per year 2. Will probably occur at some stage based on evidence of previous incidents
<b>Possible</b>	1. Reasonable likelihood that it could occur during a five year period 2. No generally expected to occur but may under specific circumstances.
<b>Unlikely</b>	1. Plausible, could occur in a five to ten year period 2. Conceivable but not likely to occur under normal operations, no evidence of previous incidents.
<b>Rare</b>	1. Not impossible, but unlikely at less than a ten year period 2. Only ever occurs under exceptional circumstances.

### Consequence Scale

Rating	Potential Impact <i>In terms of the success measures of the Event/Project/Activity</i>
<b>Catastrophic</b>	1. Loss of life probable and serious injury inevitable. 2. Event/ project/ activity would never be carried out again. 3. Financial impact could not be managed within corporate budget.
<b>Major</b>	1. Loss of life possible and serious injury probable. 2. Most success measures threatened or one severely affected. 3. Significant reworking of corporate budget, including cuts to items.
<b>Moderate</b>	1. Loss of life unlikely but serious injury possible. 2. Some success measures affected with considerable effort necessary to rectify. 3. Minor reworking of corporate budget or significant reworking of jurisdictional budget required.
<b>Minor</b>	1. Serious injury unlikely but minor injury probable. 2. Success measures able to be achieved with some effort. 3. Some reworking of jurisdictional budget required.
<b>Negligible</b>	1. Minor injury possible. 2. Able to be rectified using management processes. 3. Financial impact easily manageable within jurisdictional budget.

### Risk Level

Likelihood	Consequences				
	Negligible	Minor	Moderate	Major	Catastrophic
<b>Almost Certain</b>	Low	Moderate	High	Extreme	Extreme
<b>Likely</b>	Low	Moderate	Moderate	High	Extreme
<b>Possible</b>	Low	Low	Moderate	High	High
<b>Unlikely</b>	Insignificant	Low	Moderate	Moderate	High
<b>Rare</b>	Insignificant	Insignificant	Low	Moderate	High

**Determine the Risk Level for each identified risk and enter it in the Interim Risk Register.**



## Evaluate the Risks

*Are there any controls already in place?* Determine if there are any existing controls already in place to address the identified risks. Existing controls could include any policies, processes or procedures established to:

- *Eliminate* or reduce the likelihood of a risk occurring.
- *Mitigate* the impact if a risk does occur.
- *Share* or transfer the identified risk (eg: insurance and /or indemnity clauses).

Once existing controls have been identified, risks need to be re-evaluated and prioritised, to ensure that the greatest risks are addressed first. The process to follow is:

- *Note* any existing controls identified against the appropriate risks in the interim Risk Register.
- *Re-assess* the risk in light of existing controls and adjust its Risk Level accordingly.
- *Make* a recommendation as to whether the risk is considered to be acceptable or unacceptable, with the reasons why.
- Forward a copy of the completed risk assessment and recommendation to the Risk Management Officer, who will then present all information to the Risk Management Committee for confirmation or modification of the recommendation and Risk Level. If the risk is deemed unacceptable, it will then be:
  - Prioritised in relation to other registered risks (considering the confirmed Risk Level rating, the nature of the people and /or property at risk and the impact on Council's reputation and credibility, should the risk event occur).
  - Presented to the Executive Management Team for approval or modification.

## Treat the Risks

*What are we going to do about the risks we have identified?* After a risk has been entered onto the Council Risk Register, action must be taken to treat it. Actions to be taken in relation to specified Risk Levels are:

- **Extreme** – *immediate* action to be initiated and Risk Action Plans to be developed and implemented under the direct control of the Executive Management Team and Chief Executive Officer. All documentation must be retained for future reference.
- **High** – action *timeframe* to be determined by Executive Management Team, with Risk Action Plans developed by Responsible Manager/s for Executive Management Team approval.
- **Moderate** – *action* timeframe determined and Risk Action Plans developed by Responsible Manager/s, with relevant Director/s kept informed of progress.
- **Low** – *Responsible* Managers develop or modify policy or procedure to address the risk. If necessary, a simple Risk Action Plan can also be developed, using the template at Appendix 2.
- **Insignificant** – *Risk* noted and treated appropriately by those affected.

Risk Action Plans must detail:

- The *actions* to be taken to address the risk.
- The *manager* responsible for the implementation of the Risk Action Plan (Responsible Manager).
- The person or persons responsible for carrying out individual actions specified in the Risk Action Plan (Responsible Officer/s).
- The date *by* which specified actions are to be completed.

Unless actions are determined and responsibilities for them are allocated, the Risk Identification and Assessment processes will have been wasted. The outcome of any actions specified should be to (in priority order):

- Eliminate *the* possibility of a risk occurring.
- Reduce *the* likelihood of occurrence to an acceptable level.
- Mitigate (reduce) the consequences, should a risk occur.
- *Transfer* or share the risk, generally through insurance.

Remember, all risks identified as Moderate and above are to be transferred from the Interim Risk Register to the Council Risk Register and have a Risk Action Plan developed and implemented. Risks identified as low or insignificant should as a minimum, have this rating recorded as a file note, along with the reasons for that rating and any decisions/actions taken as a result of the Risk Assessment undertaken.

In a climate of constrained resources, careful consideration must be given to how resources are allocated to action plans. You may find it more valuable to reduce higher priority risks to an acceptable level, rather than eliminate them altogether and then use any resources saved to address lower priority risks.

Finally, consult your supervisor and any Stakeholders who may not have been available the Risk Assessment, to ensure that you have left nothing out.

### **Monitor and Review.**

*Have we got it right?* Registered risks will remain open until they have been reduced and accepted, or eliminated. The responsible manager and the Risk Management Committee are to monitor the implementation of Risk Action Plans to ensure that agreed actions are being taken and review the risk levels, to reflect changes made.

Whenever an action is taken against an Action Plan, the Responsible Officer is to notify the Responsible Manager, who will:

- Assess *the* effectiveness of the action taken.
- *Reassess* the Action Plan to:
  - Confirm its continued applicability; or
  - Determine any changes that may now be required.
- *Reassess* the risk rating and notify the Risk Management Officer of the new suggested rating and any recommended changes to the Action Plan.

The details of the reassessment will then be confirmed or modified by the Risk Management Committee to determine whether or not the risk rating should be adjusted.

Once all directed actions have been completed, the risk will be re-assessed by the Responsible Manager and the Risk Management Committee and a decision made as to its acceptability or otherwise. **If a risk is considered to be unacceptable, further action needs to be taken to address that risk. No activity should proceed with a risk that has been identified as unacceptable.** If in doubt, all Stakeholders involved with the original Risk Assessment are to be consulted, prior to a risk being closed off.

Throughout an event, activity or project for which a Risk Assessment has been undertaken, make notes on how effective the Action Plans have been and what (if any) changes were made to the original Plans. This will allow better planning for the same or similar activities in the future.

**All Risk Assessments and Risk Action Plans must be documented and appropriately filed for future reference: even if a risk is assessed to be insignificant and a decision is taken to do nothing, the reasoning that led to this decision must be recorded.**

### **Communicate and Consult**

*Has everybody who needs to know been informed and kept up to date?* Communication and consultation are important, to ensure that Responsible Managers and Responsible Officers are aware of and undertake the actions necessary to address individual risks. All Stakeholders must also be kept informed of the actions being taken and the reasons behind those actions. This may extend to sending a report to all Stakeholders, regarding the success or otherwise of risk controls put in place as a result of the Risk Assessment conducted.