Agenda for the Extraordinary Council Meeting

Date: 13 November 2019
Location: Bellingen Shire Council Chambers
Time: 9AM
Council's Vision

Our vision for the future must encompass all aspects of living and working in our shire, as well as ways in which we are connected beyond our borders – regionally, nationally and globally. Our vision is about protecting the pristine natural beauty of our environment and enhancing our prosperous and safe community where inclusiveness and sustainable living are embraced, so that creativity and cultural activity can flourish.

Council’s Corporate Values

★ Respect and understanding of our community’s needs
★ Fairness and equity
★ Stewardship
★ Responsible decision-making
★ Co-operative partnerships
★ Pride in our community

Council’s Guiding Principles

★ The principles of Ecologically Sustainable Development including
  • Sustainable use
  • Integration
  • Inter-generational and intra-generational equity
  • Conservation of our biodiversity and ecological integrity
  • Internalisation of environmental sustainability costs
  • Social justice principles including
    • Equity
    • Access
    • Rights
HOW MEMBERS OF THE COMMUNITY CAN ENGAGE WITH COUNCIL AND HAVE THEIR SAY AT COUNCIL MEETINGS

Council has a commitment to providing members of the community with an opportunity to have input into Council's decision making. The Council's Code of Meeting Practice provides the avenue for members of the public to address Council on issues of interest or concern at the Ordinary Council Meeting. The process for public address is listed below:

ADDRESSING COUNCIL ON AN AGENDA ITEM:

If the matter is listed in the Council Business Paper, you can request to address Council by:

• Completing the Request to Speak on an Agenda Item at a Council Meeting”, which can be obtained from Council’s front counter at 33-39 Hyde Street, Bellingen
• Or by downloading it from Council’s website.
• Or by emailing Council’s General Manager’s Office directly on councildeputations@bellingen.nsw.gov.au

PLEASE NOTE: Your request to address Council must be received by Council no later than 12.00pm on the day prior to the Council Meeting.

COUNCIL’S CODE OF MEETING PRACTICE SETS OUT THE FOLLOWING GUIDELINES FOR ADDRESSING COUNCIL:

• Addresses will be limited to 5 minutes each with the Chairperson having the option of granting an extension of time in extenuating circumstances.
• Council will permit only two (2) speakers “Supporting” and two (2) speakers “Opposing” the Recommendation contained in the Business Paper.
• The use of PowerPoint presentations and overhead projectors is permitted as part of the deputation, provided that the speaker has made prior arrangements with the General Managers office at the time of booking their deputation.

Council’s Code of Meeting Practice can be found on Council’s website: www.bellingen.nsw.gov.au
CONFLICT OF INTEREST

1 Councillors are under an obligation to disclose any interest they may have in any matter before the Council and to refrain from being involved in any consideration or to vote on any such matter.

2 Councillors must disclose any interest in any matter listed in the Business Paper fully and in writing prior to or at the opening of the meeting.

3 The nature of interest shall be included in the disclosure.

4 All declarations of interests shall be recorded by the General Manager.

5 Councillors shall immediately and during the meeting disclose any interest in respect of any matter arising during the meeting which is not referred to in the Business Paper.

6 Any Councillor having an interest shall leave the meeting room and be out of sight of the meeting and not participate in discussions or voting on the matter.

7 Senior staff are required to declare interests in a similar manner to Council.
BELLINGEN SHIRE COUNCIL

DISCLOSURE OF INTEREST AT MEETINGS

Name of Meeting:                                                                                              
Meeting Date:                                                                                                 
Item/Report Number:                                                                                           
Item/Report Title:                                                                                             

I declare the following interest:

(name)

☐ Pecuniary – must leave chamber, take no part in discussion and voting.

☐ Non Pecuniary – Significant Conflict – Recommended that Councillor/Member leaves chamber, takes no part in discussion or voting.

☐ Non-Pecuniary – Less Significant Conflict – Councillor/Member may choose to remain in Chamber and participate in discussion and voting.

*(Definitions are provided on the next page).

For the reason that -


Signed __________________________ Date __________________________

Council’s Email Address – council@bellingen.nsw.gov.au

Council’s Facsimile Number – (02) 6655 2310
DEFINITIONS

(Local Government Act and Code of Conduct)

**Pecuniary** – An interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated. *(Local Government Act, 1993 section 442 and 443)*

A Councillor or other member of a Council Committee who is present at a meeting and has a pecuniary interest in any matter which is being considered must disclose the nature of that interest to the meeting as soon as practicable.

The Council or other member must not take part in the consideration or discussion on the matter and must not vote on any question relating to that matter. *(Section 451).*

**Non-pecuniary** – A private or personal interest the council official has that does not amount to a pecuniary interest as defined in the Act (for example; a friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).

If you have declared a non-pecuniary conflict of interest you have a broad range of options for managing the conflict. The option you choose will depend on an assessment of the circumstances of the matter, the nature of your interest and the significance of the issue being dealt with. You must deal with a non-pecuniary conflict of interest in at least one of these ways.

- It may be appropriate that no action is taken where the potential for conflict is minimal. However, council officials should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (for example, participate in discussion but not in decision making or vice-versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (for example, relinquishing or divesting the personal interest that creates the conflict or reallocating the conflicting duties to another officer).
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in section 451(2) of the Act apply (particularly if you have a significant non-pecuniary conflict of interest).
## AGENDA

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    Nil
1 ACKNOWLEDGEMENT OF COUNTRY

2 APOLOGIES
Nil

3 DECLARATION OF PECUNIARY AND NON PECUNIARY INTEREST

4 PUBLIC ACCESS/PRESENTATIONS

5 MAYORAL MINUTE
Nil

6 NOTICE OF MOTION
Nil

7 RESILIENT ECONOMY
Nil

8 COMMUNITY WELLBEING
Nil
9 PLACES FOR PEOPLE

Item: 9.1
Subject: TENDER T-19-05 BELLINGEN MEMORIAL HALL TO HUB PROJECT
File/Index: T-19-05 Tender Memorial hall to Hub Project
Presented by: Caroline Szary, Operation Engineer

ALIGNMENT WITH DELIVERY PROGRAM
(PP) PLACES FOR PEOPLE
(PP.4) We have the facilities and services needed to be a healthy and active community.
(PP.4.4) Healthy lifestyles and practices are enhanced.
(PP.4.4.1) Implement the Open Space Management Plan and the Buildings Asset Management Plan.

RECOMMENDATION

That

1. Council under Section 178(1)(a) of the NSW Local Government (General) Regulation 2005 accepts the offer T-19-05 from Sibling Architecture for the detailed design and construction documentation of the Bellingen Memorial Hall refurbishment, Memorial Hall extension and Memorial Hall car park design phases 1 to 3 for the tendered Sum of $315,990.00 (exclusive of GST) plus schedule of hourly rates for construction phase support services should they be required.

2. the General Manager execute the contract/tender documents.

REPORT SUMMARY
This report provides the details and recommended outcome of a tender process which has been conducted by Council to procure the design and construction documentation for the refurbishment of the Bellingen Memorial Hall, its extension and car parking facilities. This report recommends awarding the tender to Sibling Architecture.

REPORT DETAIL
Background
Pursuant to council’s adoption of the concept designs an approval to invite tenders at its July Ordinary meeting, the Request for Tender (RFT) for the refurbishment, extension and carpark of the Memorial Hall was released resulting in eight (8) responses from architecture firms.

The project was tendered in line with Councils Procurement Guidelines and a
preferred Tenderer nominated.

**Scope of Works**

The scope of works are for the Detail Design and Construction Documentation of:
- the refurbishment of the existing Memorial Hall
- the extension of Memorial Hall
- the carpark behind Memorial Hall

In addition, tenderers were requested to provide a schedule of hourly rates for the purpose of providing support services during the projects construction phase.

**Tender Process**

Council issued a Request for Tender for Bellingen Memorial Hall Detailed Design, nominated as T-19-05.

A procurement plan was developed for the tender which covered the following areas:

1. The objectives and requirements of the tender.
2. The probity and accountability controls and measures to be used.
3. The roles and responsibilities of the various Council officers involved in the preparation, execution and evaluation of the tenders.
4. The methodology to be used in evaluation of the tenders.
5. Relevant milestones in the tender process.
6. A risk assessment and associated controls for the tender, the contract and any subsequent tenders/contracts.

Tender documentation was prepared in accordance with the procurement plan.

**Tender Period**

The Request for Tender was advertised on 27 August 2019 and the tender closed at 2:00 pm on 24 September 2019.

**Addendums Issues**

One (1) addendum was issued during the tender period. It covered an additional document indicating the location of the services buried at the rear of Memorial Hall.

**Tender Evaluation Criteria**

The following table details the evaluation criteria and the weightings for the second stage of the evaluation process. They were specified in the Request for Tender document.
The desired threshold criteria* was also specified as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Requirement</th>
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</thead>
<tbody>
<tr>
<td>Certifications:</td>
<td>Demonstrated achievement of certification</td>
</tr>
<tr>
<td>(i) ISO9001 or equivalent.</td>
<td></td>
</tr>
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<td>(ii) WHS to AS4801 or equivalent.</td>
<td></td>
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<tr>
<td>(iii) Environmental management systems &amp; procedures to AS/ISO 14001 or equivalent</td>
<td></td>
</tr>
</tbody>
</table>

*These criteria are not point scored.

The Tender Offers were assessed against the Mandatory and Threshold Criteria. Under section 7.4 (d) of the Conditions of Tendering, the Client (Council) may accept a tender which does not meet the Threshold Criteria.

**Tender evaluation panel**

The tender evaluation panel was made up of the following officers:

- Michelle McFadyen, Deputy General Manager Corporate and Community, Project Sponsor
- Caroline Szary, Project Manager
- Dean Besley, Community Engagement and Project Specialist
- John Fyfe, Maintenance Manager
- Michael Chance, Create NSW, NSW Government

Each member of the tender evaluation panel provided a conflict of interest declaration, clearly outlining that no conflicts were present.

The evaluation Panel met on 2nd and 23rd October 2018. These meetings were minuted.
Tenders Received

Eight tenders were received as follows:

<table>
<thead>
<tr>
<th>LineID</th>
<th>Organisation</th>
<th>Street</th>
<th>Suburb</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>BTB Architecture Studio Pty Ltd</td>
<td>67 Milson Rd</td>
<td>Cremorne</td>
<td>Sydney</td>
<td>NSW</td>
</tr>
<tr>
<td>7</td>
<td>CKDS Architecture Pty Limited</td>
<td>PO Box 4400</td>
<td>East Gosford</td>
<td></td>
<td>NSW</td>
</tr>
<tr>
<td>6</td>
<td>Collard Maxwell Architects</td>
<td>Level 2, 97 Pacific Hwy</td>
<td>North Sydney</td>
<td></td>
<td>NSW</td>
</tr>
<tr>
<td>5</td>
<td>Dominic Finlay-Jones Architects</td>
<td>PO BOX 431</td>
<td>Bangalow</td>
<td>Bangalow</td>
<td>NSW</td>
</tr>
<tr>
<td>4</td>
<td>GHD Pty Ltd</td>
<td>57 Orange Avenue</td>
<td>Mildura</td>
<td>Victoria</td>
<td>VIC</td>
</tr>
<tr>
<td>3</td>
<td>Nimbus Architecture and Heritage Pty Ltd</td>
<td>PO 3214</td>
<td>Parramatta</td>
<td>Sydney</td>
<td>NSW</td>
</tr>
<tr>
<td>2</td>
<td>Sibling Architecture</td>
<td>Level 04 / 252 Swanston St</td>
<td>Melbourne</td>
<td>Melbourne</td>
<td>VIC</td>
</tr>
<tr>
<td>1</td>
<td>Tricia Helyar Architect Pty Ltd</td>
<td>PO Box 6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Late Tender Assessment

No late tenders were received.

Evaluation Methodology

The assessment of the tenders was performed by the Evaluation Panel in accordance with the evaluation methodology specified in the Request for Tender. The methodology involved a five-stage process, as outlined below:

1. Assessment as to whether the tenders were received late and whether they should be considered further;
2. Assessment as to whether the tenders were conforming and whether they should be considered further;
3. Assessment against the mandatory criteria;
4. Assessment against the qualitative evaluation criteria; and
5. An assessment of Value for Money.

Tender assessment

The results of the tender evaluation are contained in the Tender Evaluation Report which is provided as a confidential attachment to this report as provided in the Attachment. This is in accordance with section 10A.2(d)(i) of the NSW Local Government Act 1993 (commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it).

A full detailed description of the tender evaluation and individual scoring can be found in the Tender Evaluation Report – (Confidential Attachment).
Refer to Appendix C of Confidential Attachment for the results as assessed by the Tender Evaluation Committee.

Please refer to Appendix D Confidential Attachment A for details of the Pricing Schedules submitted by the Tenderers.

A summary of the findings is provided in this report.

**Tender Conformance**

The Tender Offers were assessed against the Request for Tender document to determine if they were deemed to be a Conforming Tender. All tenders were considered during the evaluation, including those outlining departures.

**Non-Price Assessment**

Each member of the panel then performed a separate evaluation of all offers and scored these offers.

A summary of the non-price criteria is shown below. A score was given between 0-10 for each criteria.

The non-price scoring ranking was defined as follows.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Inadequate offer, many deficiencies, does not meet criterion</td>
</tr>
<tr>
<td>2</td>
<td>Marginal offer, some deficiencies, partly meets criterion</td>
</tr>
<tr>
<td>4</td>
<td>Fair offer, few deficiencies, almost meets criterion</td>
</tr>
<tr>
<td>6</td>
<td>Good offer, no deficiencies, meets criterion</td>
</tr>
<tr>
<td>8</td>
<td>Very good offer, exceeds criterion</td>
</tr>
<tr>
<td>10</td>
<td>Outstanding offer, greatly exceeds criterion</td>
</tr>
</tbody>
</table>

**Price Assessment**

All tenders were checked for pricing irregularities and errors. Analysis was also performed.

**Preferred Tenderer**

As a result of the evaluation, the Tender Evaluation Panel determined that the offer from Sibling Architecture represented the best value for money.

Based on the information provided in this report the Tender Evaluation Panel recommends that Council accepts the offer for the detailed design and construction documentation of Memorial Hall to Hub phases 1 to 3 from Sibling Architecture for the tendered Sum of $315,990.00 (excluding GST) plus schedule of hourly rates for construction phase support services should they be required.

The complete results for T-19-05, as assessed by the Tender Evaluation Panel, is provided in Appendix C of the Tender Evaluation report attached to this report.
**Tender Review Panel**

The Tender Review Panel met on 4 November 2019 to independently review the tender process to confirm that it had been conducted in accordance with probity principals, applicable laws and regulations, Council's policies and procedures and the procurement plan.

**BUDGETARY IMPLICATIONS**

A summary of the total expected project costs for the Detailed Design of Bellingen Memorial Hall to Hub project of which this tender forms part of the works is provided below. The figures are based on the offer from Sibling Architecture (i.e. the preferred and recommended tenderer).

<table>
<thead>
<tr>
<th>Item</th>
<th>Revised Estimated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1 - Proof of concept/schematic Design Phase</td>
<td>$101,760</td>
</tr>
<tr>
<td>Phase 2 - Development Application Phase</td>
<td>$79,120</td>
</tr>
<tr>
<td>Phase 3 - Design Development Phase and construction Documentation</td>
<td>$135,110</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$315,990</strong></td>
</tr>
<tr>
<td>Advice as required during construction phase based on an hourly rate of $150-$190 for the head architect consultant.</td>
<td></td>
</tr>
</tbody>
</table>

*Note:* all prices are exclusive of GST

The allocated budget, and for this component of the project, is sufficient to cover the tender amount.

**SUSTAINABILITY ASSESSMENT**

The project will increase the current level of service to users of Memorial Hall and allow smaller groups to rent the extension that will contain 80 seats. The project will also provide the design of a carpark for the patrons of Memorial Hall and the local community.

**ENGAGEMENT**

As this process involves a publicly advertised tender and assessment, engagement was restricted to the Deputy General Manager Operations, Procurement staff, Project Manager and the Tender Review Panel.

**ATTACHMENTS**

10 LIVING ENVIRONMENT
Nil
11 CIVIC LEADERSHIP

Item: 11.1

Subject: AUDIT RISK AND IMPROVEMENT COMMITTEE

File/Index: GOVERNANCE - RISK

Presented by: Stephen McAlister, Group Leader Governance

ALIGNMENT WITH DELIVERY PROGRAM

(CL) CIVIC LEADERSHIP

(CL.1) Council is an organisation that embraces business excellence.

(CL.1.4) Best practice, sustainability principles, accountability and good governance are incorporated in all we do.

(CL.1.4.0) Best practice, sustainability principles, accountability and good governance are incorporated in all we do. - Other Activities.

RECOMMENDATION

That Council;
1. Receive and note this report on the Bellingen Audit, Risk and Improvement Committee
2. Endorse Barry Ford, Ben Lawson and Allan Shorter as the independent external members
3. Endorse the remuneration for the independent external members of the Bellingen Audit, Risk and Improvement Committee of $600 per meeting per member.

EXECUTIVE SUMMARY

At Council’s 23 October 2019 meeting Council resolved that a further report be provided following the outcome of expressions of interest for external members of the Bellingen Audit Risk and Improvement Committee (ARIC).

This report provides the outcomes of the expression of interest process and provides recommendations for the appointment of the external members of the ARIC.

REPORT DETAIL

BACKGROUND

In August 2016 the NSW Local Government Act 1993 was amended to require each council in NSW to appoint an ARIC.

Chapter 18 part 2 schedule 8 of LOCAL GOVERNMENT ACT 1993 states:

A council is not required to establish an Audit, Risk and Improvement Committee in accordance with Part 4A of Chapter 13, as inserted by the amending Act, until 6 months after the next ordinary election of councillors following the commencement of that Part.

The requirement for an ARIC will take effect from March 2021.
The ARIC is an advisory committee of the Council pursuant to Section 355B of the NSW Local Government Act 1993 (as amended).

At Council’s 23 October 2019 meeting Council resolved to:
1. Receive and note the report on the Joint Audit, Risk and Improvement Committee
2. Endorse the cessation of the Joint Audit Risk and Improvement Committee with Nambucca Shire Council
3. Endorse the creation of the Bellingen Shire Council Audit Risk and Improvement Committee.
4. Endorse the draft Charter for the Audit, Risk and Improvement Committee
5. Note that a further report be provided following the outcome of market testing for members of the Audit Risk and Improvement Committee.
6. Endorse Cr Steve Klipin as the elected representative.
7. Resolve to prepare a submission to the Office of Local Government discussion paper, a new risk management and internal audit framework for local councils.

This report deals with part 5 of the above Resolution.

MEMBERSHIP
The ARIC will consist of four voting members – an elected member from Council (excluding the Mayor) and three external independent members, of which one is to be the Chair of the committee, as well as non-voting invitees.

Under the charter for the Bellingen Risk and Improvement Committee:

3.4 Independent Chair

An independent external member will be the Chair of the Committee.

Appointment of the independent external member Chair to the Committee will be determined by the Committee as resolved from time to time.

The Committee may resolve to appoint an independent external member as Chair for consecutive terms.

In the absence of the Chair the members present at the meeting will elect an acting Chair.

The determination of the Chair for the ARIC will occur at its first meeting.

The independent external members of the ARIC, taken collectively, are to have a broad range of skills and experience relevant to the operations of Council.

Council’s previous resolution of 23 October 2019 affirmed the Councillor representative. The Chair and independent external members shall be appointed for a maximum term of four years. Independent external members may be re-appointed at the cessation of any additional appointment following public advertisement and expression of interest process. Unless the Committee determines otherwise, the following Council officers and representatives may be invited to attend meetings of the Committee:
ADVERTISING
In accordance with the direction established for the ARIC, Council advertised for independent external members of the ARIC in the Bellingen Shire Courier Sun, the Coffs Coast Advocate and on Council’s web site.

The advertisements noted that the Council was seeking:

- External independent members of the Committee having current accounting or related strong financial management experience and an understanding of accounting and auditing in a public sector environment; or
- External independent members of the Committee having relevant appropriate analytic and strategic management skills, in particular with infrastructure and asset management.

The application period closed on 18 October 2019. Four nominations were received and comprise the following:

1. Barry Ford - Coffs Harbour - Bachelor Business, Master of Business Administration, Chartered Accountant and current Chair of both Coffs Harbour and Clarence Valley Councils Audit Committees.
2. Ben Lawson - Coffs Harbour - Bachelor Civil Engineering, Masters Local Government and Engineering, MBA Technology Management - previous experience in local councils including 3 months Acting General Manager at Coffs Harbour City Council.
3. Richard Allan Shorter – Sawtell NSW – Bachelor of Business, Graduate Certificate in Local Government. Independent external member Audit and Risk Committee Southern Downs Regional Council (QLD) - 4 Years, Tenterfield Shire Council, Director Corporate Services – 5 years, Bundaberg Regional Council (QLD), Director Finance – 4 years, Isis Shire Council (QLD) Manager Finance and Administration – 5 years, Uralla Shire Council (NSW).
4. Ian McMillian – Boambee NSW – Bachelor of Commerce, Master of Business Administration Senior Manager Corporate Finance, Cuscal Limited.

Following a comparative assessment, it is recommended that the Council endorse Barry Ford, Ben Lawson and Richard (Allan) Shorter for the position of external members of the ARIC.

Attached to this report provides details of the comparative assessment.
Council endorsed at its 23 October meeting:
- Cr Steve Klipin as the elected representative for the ARIC
- the Charter for the ARIC

**BUDGET IMPLICATIONS**

On 27 July 2019 Council endorsed that the level of remuneration be set at $600 per member per meeting. This was reflective of the current market rate. The endorsed level of remuneration at $600 per member per meeting equals $7,200 per annum. Council has allocated $12,608 for internal audit functions; this includes the operation of the Committee. The costs associated with the administration of the Committee will be met through Council’s budgeted allocation.

On 10 September 2019 the NSW Office of Local Government issued a new risk management and internal audit framework for local councils in NSW discussion paper.

The contents of the discussion paper have financial implications for the Council. Members are to be paid market rates; that are the same as those currently paid under the NSW Government’s pre-qualification scheme. For a small Council this would equate to $1,255 per meeting per member or $5,020 per annum. The chair of the committee is to be paid $12,522 per annum (this includes all travelling and preparation costs). This would equate to an annual cost of $22,592 per annum for the committee.

At a workshop with Councillors in September it was noted that the level of proposed remuneration for the members and the chair would appear to be excessive for small Councils.

The discussion paper will also be considered by the Mid North Coast Joint Organisation on 8 November. Council will be providing a submission to the Office of Local Government in regard to the discussion paper.

The submissions are to be made before 31 December 2019 and will be subject to a further report to Council at its November Ordinary meeting.

**SUSTAINABILITY ASSESSMENT**

The Bellingen Shire Council ARIC will focus on strategic outcomes for Council including internal and external audit, risk management, Council’s financial management and performance including fraud and corruption framework, governance, strategic planning and performance monitoring.

Council will continue to share best practice and risk management ideas and processes through other forums.

**ENGAGEMENT**

The Bellingen Shire Council Community Engagement Strategy was adopted by Council at its Meeting 22 February 2012. This strategy is designed to outline the approach Bellingen Shire takes towards engaging with our community.

Having regards to the Community Engagement Strategy it is considered that the actions/initiatives contained within this report are appropriately categorised as having a LEVEL 1 impact. To address the requirements of Council’s Community Engagement Strategy and the NSW Local Government Act 1993, Council carried out the following actions:
1. Public request for expressions of interest
2. Internal consultation

ATTACHMENTS
11.1.A Comparative Assessment - ARIC ↓
Comparative Assessment External Members Audit Risk and Improvement Committee

<table>
<thead>
<tr>
<th>Experience</th>
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<td>Risk management including emerging issues</td>
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<tr>
<td>Business operations applicable to Bellingen Shire Council</td>
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<td>x</td>
<td>x</td>
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The above is a self-assessment by the applicants against the core requirements of the Audit Risk and Improvement Committee.

The Audit Risk and Improvement Committee focuses on strategic outcomes for Council including internal and external audit, risk management, Council’s financial management and performance including fraud and corruption framework, governance, strategic planning and performance monitoring. To fulfill the requirements of the role the external members require a sound understanding of Council’s business operations, the legislative framework under which Council operates, enterprise risk management framework and financial accounting practices.

All applicants present a strong position for undertaking the role however, Mr McMillan has indicated that he has nil experience in business operations applicable to Bellingen Shire Council and Local Government legislation / regulations on this basis his claims against the core requirements are not as strong as the other applicants.

It is therefore recommended that Mr Barry Ford, Mr Ben Lawson and Mr Allan Shorter be endorsed by Council as the independent external members of the Audit Risk and Improvement Committee.

Attachment 11.1.A Page 22
12 CONFIDENTIAL MATTERS
Nil