

# **Corangamite Shire**

## **AGENDA**

# **Ordinary Council Meeting**

*7.00 pm • Wednesday 26 April 2017*

*Killara Centre  
210-212 Manifold Street, Camperdown*

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# Order of Business

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1. PRAYER
2. APOLOGIES
3. DECLARATIONS OF CONFLICT OF INTEREST
4. CONFIRMATION OF MINUTES  
RECOMMENDATION  
That the Minutes of the Corangamite Shire Ordinary Council meeting held on Tuesday 28 March 2017 be confirmed.
5. DEPUTATIONS & PRESENTATIONS
6. MAYOR'S REPORT
7. COMMITTEE REPORTS
8. INFORMATION BULLETIN
9. PLANNING REPORTS
10. OFFICERS' REPORTS
11. OTHER BUSINESS
12. OPEN FORUM
13. CONFIDENTIAL ITEMS

**ANDREW MASON**  
**CHIEF EXECUTIVE OFFICER**

## **DISCLAIMER**

The advice and information contained herein is given by the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written enquiry should be made to the Council giving the entire reason or reasons for seeking the advice or information and how it is proposed to be used.

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## 5. DEPUTATIONS & PRESENTATIONS

1. Members of the public may address Council under this section of the Agenda of an Ordinary Meeting of the Council if:
  - a) The person is addressing the Council in respect to a submission on an issue under Section 223 of the *Local Government Act*, or
  - b) The person has requested that they address Council on an issue and the Mayor has agreed that they be heard.
2. Requests to address Council must be received by 5.00 pm on the day prior to the scheduled Ordinary Meeting of the Council.
3. Presentations made to Council in this section of the Agenda may not exceed five minutes in length, although Councillors may ask questions proceeding each presentation. If a presentation exceeds five minutes in length, the Mayor may request that the presenter ceases to address Council immediately.

## 6. MAYOR'S REPORT

### 6.1 Mayor's Report

**Author:** Jo Beard, Mayor

**File No:** D17/267

**Previous Council Reference:** Nil

#### **Declaration**

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Jo Beard

In providing this advice to Council as the Mayor, I have no interests to disclose in this report.

#### **Issues**

Safety concerns have yet again been highlighted at one of Australia's most visited landmarks, our iconic and world famous 12 Apostles. Incredible dash cam footage has been captured by a recent visitor to the site and then viewed on Facebook with more than 33,000 hits. Obviously, for all the wrong reasons!

I call on the State Government, yet again, to please support and fund this significant tourist destination with the much needed dollars it so desperately deserves. It is particularly vital given that there are 2.6 million visitors a year (and growing), and a visit to the 12 Apostles should be an experience to remember, not forget!

The Shipwreck Coast Master Plan is a strategic document developed by Parks Victoria, Tourism Victoria, Corangamite Shire and Moyne Shire. The Plan outlines sensitive and innovative treatments to protect the delicate natural environment, whilst ensuring visitors can enjoy one of the world's most iconic tourism experiences. The Plan needs to be well funded and actioned, not drip fed with minor announcements made here and there. The 12 Apostles precinct needs urgent attention and it needs it now more than ever.

The video footage on Facebook provides a great example of how a simple visit to this amazing landmark can quickly turn into a scary and dangerous experience. What experience and memories are we truly wanting visitors to our region to leave with? Surely not one that so many encountered over the recent Easter weekend?

As Corangamite Mayor, I'm embarrassed, I'm frustrated, and honestly, purely disappointed that this Council is continually lobbying the State Government to invest in much needed, let alone, well deserved upgrades to the 12 Apostle visitor experience. The visitor experience is diminished by poor quality and inadequate infrastructure and facilities. There is a need for substantial investment by both government and the private sector to ensure that a world class visitor experience is delivered. Major investment is long overdue!

The draft 2017-2021 Council Plan is currently on exhibition for public comment and I encourage residents to provide feedback by making a submission.

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The draft Council Plan is a strategic document that reflects where the Council and community will be in four years' time and how it will achieve the intended outcomes. Six major themes under the headings of Roads, Governance and Financial Sustainability, Built and Natural Environment, Vibrant Economy, Agriculture and Tourism, Safe and Healthy Communities and Organisational Performance contain a range of objectives and strategies to how this will be achieved.

Members of the community have until 5pm on 1st May 2017 to provide feedback as to whether they believe as a Council we are on the right track or not. As elected representatives on behalf of our communities, Councillors do their best to get the balance right in terms of delivery of services and the infrastructure that all rate payers expect and deserve, however this is not always the easiest to achieve.

It is important that people take the time to read the draft Council Plan and give us your thoughts, especially considering that this document influences Council's budget.

The Plan has a significant focus on the issues that Councillors believe are of importance to our communities, particularly roads, financial sustainability, economic development and efficient delivery of high quality services. In saying that, are there issues that you believe are important?

I certainly welcome and appreciate any feedback on the draft Council Plan.

**Information only.**

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## 7. COMMITTEE REPORTS

### 7.1 Mt Leura & Mt Sugarloaf Management Committee Annual Report, Budget 2017-2018 and Committee Appointments

**Author:** James Watson, Environment Project Officer

**File No:** D17/143

**Previous Council Reference:** Nil

#### **Declaration**

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - James Watson

In providing this advice to Council as the Environment Project Officer, I have no interests to disclose in this report.

#### **Summary**

The purpose of this report is to present the Mt Leura and Mt Sugarloaf Management Committee's annual report and proposed 2017-2018 budget. The report also provides advice to Council on the appointment of two community representatives to the Committee.

#### **Introduction**

The Mt Leura and Mt Sugarloaf Management Committee is a special committee of Council established in 1995 to implement the *Mt Leura and Mt Sugarloaf Landscape Master Management and Implementation Plan*. Since 2013, the Committee's role has been to implement the *Mt Leura and Mt Sugarloaf Management Plan and Risk Management Plan*. The Committee comprises six community representatives and one Council representative. Community representatives are elected to the Committee for a three year term, with two positions advertised annually.

#### **Issues**

##### ***Annual Report***

Over the past year, the Mt Leura and Mt Sugarloaf Management Committee has worked to achieve the Management Plan's vision in which the reserves are an environmental and geological asset, a place for diverse recreational and educational activities, and a regional tourist destination where people can reconnect with nature in a safe and scenic environment.

Ongoing activities and maintenance carried out by the committee, Project Officer and volunteers includes:

- planning for Nature Playspace area and activities
- maintenance of walking tracks, signage and facilities
- annual risk assessments
- fire management plan and fuel reduction planning in partnership with CFA
- weed control



- securing external funding, such as the Corangamite CMA Victorian Landcare Grant of \$9,990
- monitoring programs for local wildlife and reserve visitors
- the annual community planting day and BBQ
- events delivered in partnership with the Friends of Mt Leura including tours, presentations, propagation of native plants at community workshops and wildlife monitoring surveys.

Additional activities to be completed by the end of 2016-2017 include:

- complete designs for new Geotrail signage
- removal of pines in Old Quarry
- CFA and SES training session
- installation of new water tank at VEC
- tanks to be connected to Rotary shelter and Southern Loop shelter
- water trough to be installed to Southern Loop for wildlife
- ongoing liaison with CFA regarding fuel reduction burns, with burns planned for Autumn and Winter this year.

Other Committee achievements over the past year include:

- control of weeds such as brassicas (various), thistles, exotic grasses, sweet pea, hemlock, anagalis, salsify, blackberry, poppy
- planting of 4,000 seedlings
- tours of the reserves for school students
- upgrades to the plant nursery, watering system and storage area housed at Camperdown College
- organised activities on site with various school groups for step construction, widening and other works.

The part-time Project Officer plays a pivotal role in coordinating many of the management activities. Employment of a Project Officer provides better value for money than engaging contractors to complete works on an ad hoc basis. The officer also plays an important community engagement role by providing educational tours, information to visitors and social media updates as required.

Duties carried out by the Project Officer/s in 2016-2017 include:

- maintenance and repair of tracks, signage and facilities
- coordination and supervision of volunteers and contractors
- engagement with members of the public, research scientists, community groups, agency representatives and local primary and secondary schools
- promotion of projects through print media and social media
- implementing a monthly working bee schedule for volunteers
- assistance with delivery of community workshops and events.

Volunteers have also played an important role in the year's achievements, with Committee members contributing over 1000 volunteer hours and community members contributing approximately 600 hours to the project over the past 12 months. In 2016-2017 this labour has contributed an estimated value of \$40,000 to the project.

### ***Committee Appointments***

In accordance with the Committee's Instrument of Delegation, Council is required to advertise two vacant Committee positions annually. These positions were advertised for a period of four weeks during March 2017. Council received two nominations for the two

available positions. Four Committee members considered the nominations according to the selection criteria, in order to provide advice to Council. The recommendation of the Committee is for Francis Grundy and Garth Wesson to be appointed to the Committee.

### Policy and Legislative Context

Council's support for community-led management of the Mt Leura and Mt Sugarloaf Reserves aligns with the following commitments of the Council Plan 2013–2017:

Council will work closely with the community to address environmental issues.

Council will work to improve and enhance community health, wellbeing and connectedness.

All activities undertaken in the past 12 months are in accordance with the *Mt Leura and Mt Sugarloaf Management Plan and Risk Management Plan*. Committee appointments were conducted in accordance with the Committee's Instrument of Delegation and Section 86 of the *Local Government Act 1989*.

### Internal / External Consultation

The Mt Leura and Mt Sugarloaf Reserves are managed in accordance with the *Mt Leura and Mt Sugarloaf Management Plan and Risk Management Plan*, which was developed through extensive consultation with the community and stakeholders. Nominations for the Committee vacancies were advertised through three local newspapers and on Council's website for a period of four weeks in March.

### Financial and Resource Implications

An allocation of \$22,000 was included in the 2016-2017 Budget for implementation of the *Mt Leura and Mt Sugarloaf Management Plan*.

The proposed 2017-2018 committee budget is outlined in Table 1.

Item	Council Budget	Other Grants and Contributions	In-kind Contributions	Total
<b>Project Coordination</b>				
0.2 FTE Project Officer (inc. travel expenses)	\$14,000	\$800	\$0	\$14,800
Committee labour (1000 hrs @ \$25/hr)	\$0	\$0	\$25,000	\$25,000
<b>Management Plan Implementation</b>				
Reserve maintenance: <ul style="list-style-type: none"> <li>• track mowing/slashing</li> <li>• track and facilities maintenance</li> <li>• vandalism repairs</li> </ul>	\$3500	\$0	\$0	\$3500
Safety improvements identified through risk assessment	\$500	\$0	\$0	\$500
Weed control	\$0	\$2500	\$0	\$2500
Fire Management	\$500	\$0	\$0	\$500
Fencing materials	\$0	\$200	\$0	\$200
Geological educational signage and brochures	\$500	\$2000	\$0	\$2500

Item	Council Budget	Other Grants and Contributions	In-kind Contributions	Total
Tree thinning/view line management	\$300	\$0	\$0	\$300
Community engagement:				
• Website hosting and maintenance	\$200	\$0	\$0	\$200
• Community events and workshops	\$400	\$400	\$0	\$800
• Promotional and education materials	\$200	\$200	\$0	\$400
• Expert advice eg. Playspace delivery	\$400	\$1000	\$0	\$1400
Equipment	\$500	\$500	\$0	\$1000
Monitoring	\$0	\$1000	\$0	\$1000
Mesh seedling guards/fencing – macropod proof plus labour	\$0	\$200	\$0	\$200
1000 indigenous seedlings @ \$1 each	\$0	\$1000	\$0	\$1000
200 plant guards @ \$0.35 each	\$0	\$70	\$0	\$70
Spot spraying for revegetation (300 spots @ \$0.10 each)	\$0	\$30	\$0	\$30
Nursery upkeep and plant purchase	\$1000	\$0	\$0	\$1000
Volunteer labour and reserve management (600 hrs @ \$25/hr)	\$0	\$0	\$15,000	\$15,000
<b>Total</b>	<b>\$22,000</b>	<b>\$9,900</b>	<b>\$40,000</b>	<b>\$71,900</b>

**Table 1: Proposed Mt Leura and Mt Sugarloaf Management Committee 2017-2018 Budget**

### Options

Council may proceed with the appointment of Francis Grundy and Garth Wesson to fill the two vacant positions. Alternatively, Council may decide not to appoint the two current applicants and readvertise the vacancies.

### Conclusion

Over the past year, the Mt Leura and Mt Sugarloaf Management Committee has continued to work towards the Management Plan’s vision in which the reserves are an environmental and geological asset, a place for diverse recreational and education activities, and a regional tourist destination where people can connect with nature.

### RECOMMENDATION

**That Council:**

- 1. Receives the 2016-2017 Mt Leura and Mt Sugarloaf Management Committee Annual Report.**
- 2. Appoints Francis Grundy and Garth Wesson as community representatives on the Mt Leura and Mt Sugarloaf Management Committee for a three year term.**

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## 7.2 Audit Committee Report

**Author:** David Rae, Director Corporate and Community Services

**File No:** D17/222

**Previous Council Reference:** 24 January 2017, Item 7.1

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - David Rae

In providing this advice to Council as the Director Corporate and Community Services, I have no interests to disclose in this report.

### Summary

This report provides Council with a summary of business considered at the 9 March 2017 meeting of the Audit Committee.

### Introduction

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

### Issues

Attendees at the Committee meeting were as follows:

Councillors: Cr Bev McArthur, Cr Neil Trotter,

Independent Members: Colin Hayman (Chairperson)  
Nancy Johnson

Officers: Andrew Mason, Chief Executive Officer  
David Rae, Director Corporate and Community Services  
Adam Taylor, Manager Finance

Guests: Andrew Zavitsanos, Crowe Horwath (Internal Auditor)  
Chris Kol, Coffey Hunt (Victorian Auditor General's Office Agent)

Apologies: Andrew Jeffers

Declaration of Conflict of Interest: Nil

The Committee considered the following matters at the meeting:

- 2016-2017 External Audit Strategy
- 2015-2016 External Audit Management Letter - Outstanding Recommendations

- 
- Memorandum of Audit Planning - Procurement, Purchasing Cards and Tendering Review
  - Governance and Management Attestation as at 31 December 2016
  - Review of Finance Policies:
    - Investment Policy
    - Fees and Charges Policy
  - Fraud Prevention and Control Policy Review
  - Corporate Risk Profile Update
  - Finance Report as at 31 December 2016

### **Policy and Legislative Context**

Reporting of the Audit Committee's activities is consistent with the Council Plan 2013-2017 which includes the following commitments:

Council will demonstrate high levels of ethical behaviour and corporate governance standards. We will make budgetary decisions that are reflective of our financial circumstances. We will advocate for and with the community to achieve outcomes.

Model contemporary standards of corporate governance and professional standards.

### **Financial and Resource Implications**

There are no financial and resource implications as a consequence of this report.

### **Conclusion**

The next meeting of the Audit Committee is scheduled for June 2017 and a report on that meeting will be presented at the July 2017 Council meeting.

### **RECOMMENDATION**

**That Council receives the Audit Committee report.**

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**8. INFORMATION BULLETIN**

Nil.

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## 9. PLANNING REPORTS

### 9.1 Planning Permit Application PP2017/016 Use and Development of a Telecommunications Facility 284 Wire Lane, Chocolyn

**Author:** Stephanie Durant, Planning Officer

**File No:** D17/186

**Previous Council Reference:** Nil

#### **Declaration**

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Stephanie Durant

In providing this advice to Council as the Planning Officer, I have no interests to disclose in this report.

#### **Summary**

A planning application has been received, proposing to use and develop land for a telecommunications facility at 284 Wire Lane, Chocolyn. Two submissions have been received objecting to the application. The proposal has been assessed against the relevant provisions of the Corangamite Planning Scheme and it is recommended that a notice of decision to grant a planning permit is issued subject to conditions.

#### **Introduction**

##### ***Subject Site and Surrounds***

The subject land has a total area of 75.42 hectares and contains a dairy farm. There is a dwelling owned by the landowner located approximately 80 metres south west of the proposed tower and a dairy and associated shedding located directly west of where the proposed tower is to be located. There are established Cyprus shelterbelts along the western boundary adjoining Wire Lane and to the north of the proposed tower site. There is existing all weather access to the site from Wire Lane.

The site is located in a rural area approximately two kilometres east of Camperdown. The closest dwelling in a different ownership to the landowner is located approximately 270 metres to the north-west, with the next closest properties located approximately 550 metres and 820 metres to the north east.



Figure 1: Site Plan

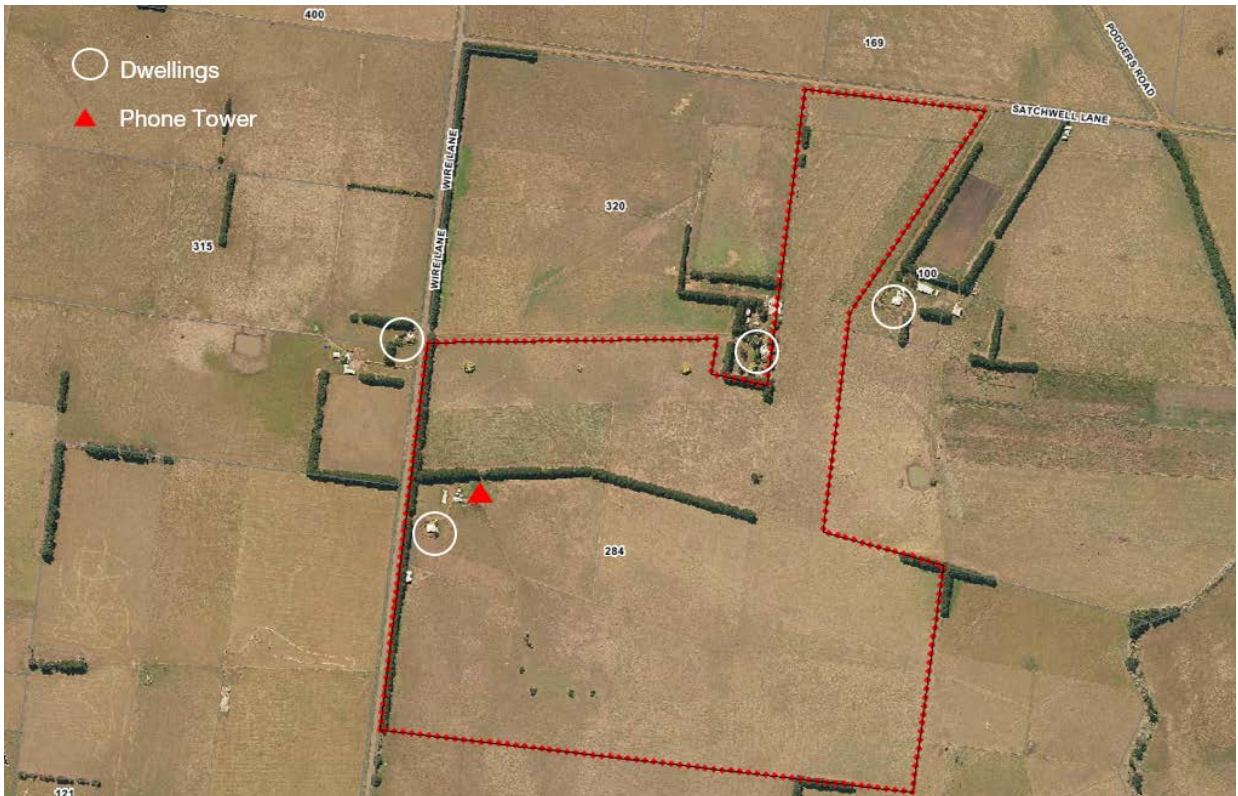


Figure 2: Site Context



Need for the facility

Optus is currently in the process of a nationwide rollout to improve their network coverage. The rollout consists of the upgrade of existing telecommunications facilities and where required, the installation of new mobile base stations. The primary objective of this proposed facility is to provide continuous coverage to the Princes Highway between Camperdown and Weerite. It also aims to meet target signal level points along Wire Lane and Wiridgil Road. Meeting these target levels will also increase the capacity of its network in Camperdown and improve the performance of the existing Optus facility at the Caravan Park on Park Road, Camperdown.

Proposal

The application proposes to construct a mobile phone base station. The proposed facility will be located approximately 120 metres east of Wire Lane and 250 metres from the northern property boundary. The base station will consist of a 50 metre lattice tower with:

- three panel antennas (2600mm x 548mm x 150mm) mounted at 49 metres
- twelve radio remote units mounted behind the antennas
- one radio communications dish 1800mm in diameter mounted at 49 metres
- one equipment shelter at 7.4m<sup>2</sup> and secure compound with security fence, access gates, cables connecting the antennas to the equipment shelter and proposed underground electrical run to existing power pole.

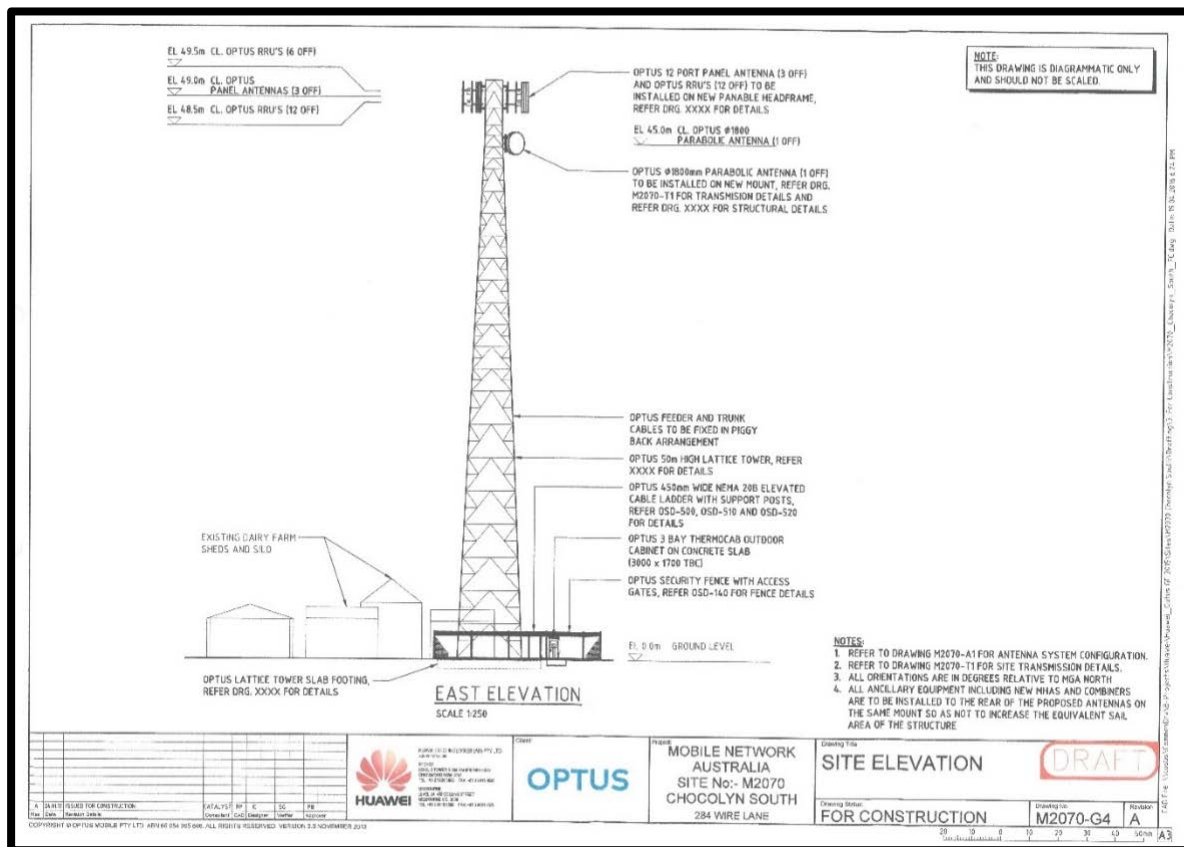


Figure 3: Elevation Plan

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## **Policy and Legislative Context**

### ***Zoning and Overlays***

The subject site is located within the Farming Zone 1 (FZ1) and not covered by any overlays. Under Clause 35.07-1 of the Farming Zone a planning permit is required to use and development land for a telecommunications facility as the buildings and works associated with the telecommunications facility.

The purpose of the Farming Zone is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To provide for the use of land for agriculture.
- To encourage the retention of productive agricultural land.
- To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.
- To encourage the retention of employment and population to support rural communities.
- To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

### ***Particular Planning Scheme Provisions***

#### **52.19 Telecommunications Facility**

Pursuant to Clause 52.19-2 a planning permit is required to construct a building or construct or carry out works for a Telecommunications Facility as the facility does not meet the requirements of a low-impact facility as described in the *Telecommunications (Low Impact) Facilities Determination 1997*.

The purpose of Clause 52.19 is:

- To ensure that telecommunications infrastructure and services are provided in an efficient and cost effective manner to meet community needs.
- To ensure the application of consistent provisions for telecommunications facilities.
- To encourage an effective statewide telecommunications network in a manner consistent with the economic, environmental and social objectives of planning in Victoria as set out in section 4 of the Planning and Environment Act 1987.
- To encourage the provision of telecommunications facilities with minimal impact on the amenity of the area.

### ***State Planning Policy Framework (SPPF)***

#### **Clause 19.03-4 Telecommunications**

The objective of Clause 19.03-4 telecommunications is to 'to facilitate the orderly development, extension and maintenance of telecommunication infrastructure.' Further strategies identified by this provision are as follows:

- Facilitate the upgrading and maintenance of telecommunications facilities.
- Ensure that modern telecommunications facilities are widely accessible to business, industry and the community.
- Ensure the communications technology needs of business, domestic, entertainment and community services are met.
- Do not prohibit the use of land for a telecommunications facility in any zone.

- In consideration proposals for telecommunication services, seek a balance between the provision of important telecommunications services and the need to protect the environment from adverse impacts arising from telecommunications infrastructure.
- Planning should have regard to national implications of a telecommunications network and the need for consistency in infrastructure design and placement.

Planning must consider as relevant *A Code of Practice for Telecommunications Facilities in Victoria, 2004*.

### ***Incorporated Documents***

#### A Code of Practice for Telecommunications Facilities in Victoria, July 2004

The following four principles of the code of practice must be applied where relevant to the design, siting, construction and operation of any telecommunications facility which is not exempt under Commonwealth legislation:

#### Principal 1

- A telecommunications facility should be sited to minimise visual impact.

#### Principal 2

- Telecommunications facilities should be co-located wherever practical.

#### Principal 3

- Health standards for exposure to radio emissions will be met.

#### Principal 4

- Disturbance and risk relating to siting and construction should be minimised.
- Construction activity and site location should comply with State environment protection policies and best practice environmental management guidelines.

Application of these principles includes:

- Equipment associated with the telecommunications facility should be screened or housed to reduce its visibility.
- Overhead lines and antennae should be attached to existing utility poles, towers or other radiocommunications equipment to minimise unnecessary clutter.
- Equipment associated with the telecommunications facility should be screened or housed to reduce its visibility.
- A telecommunications facility should be located so as to minimise any interruption to a significant view of a heritage place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land.
- A telecommunications facility must be designed and installed so that the maximum human exposure levels to radio frequency emissions comply with Radiation Protection Standard – Maximum Exposure Levels to Radiofrequency Fields – 3kHz to 300 GHz, Arpana, May 2002.

### ***General Provisions***

#### Clause 65 Decision Guidelines

The following decision guidelines are relevant to this application:

- The matters set out in Section 60 of the Act.
- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.

- The purpose of the zone, overlay or other provision.
- Any matter required to be considered in the zone, overlay or other provision.
- The orderly planning of the area.
- The effect on the amenity of the area.

**Internal / External Consultation**

***Referrals***

The application was referred internally to Councils Assets department who provided comment on access requirements.

***Advertising***

Notice of the application was provided in accordance with the *Planning and Environment Act 1987*, with all adjoining landowners and occupiers receiving notification and notice being placed on Council’s website.

***Submissions***

Two submissions objecting to the application were received. The issues raised in the objections and an officer response to each are provided below.

<b>Objection</b>	<b>Officer Response</b>
Loss of TV and phone reception	The Australian Communications and Media Authority (ACMA) is the regulatory body that deals with TV and phone reception interference. It is not within the realm of a planning application to assess the potential impacts of TV and phone reception and further a formalised regulatory body exists to manage this issue.
Health impacts on animals and humans	Optus, along with other mobile carriers must adhere to Commonwealth Legislation and regulations regarding mobile phone facilities and equipment administered by the Australian Communications and Media Authority (ACMA). The ACMA has adopted the ARPANSA standard for continuous exposure of the general public to Radio Frequency Electromagnetic Energy from Mobile Base Stations. Optus has used this methodology to undertake a compliance report that predicts the maximum levels of radiofrequency EME from the proposed installation. The maximum EME level will be 0.23% of the exposure limit under the standard and therefore complies with the ACMA mandated exposure limit. Where a facility operates within the standard, the emissions of EME is not a relevant planning consideration.

Objection	Officer Response
The facility will cause power failures in the area	There is no evidence to suggest that the facility will cause power outages.
The facility is too close to houses	In order for a phone tower to provide adequate coverage it is required to be in proximity to settlements and dwellings. It is considered that the location of the tower strikes a balance between separation from dwellings and being in proximity to settlements to allow adequate mobile phone coverage in these areas. As the tower will be operating within all National standards and does not directly affect any significant views established by the Corangamite Planning Scheme its location is considered appropriate.
Land is low lying and prone to flooding.	The site is flat and not prone to flooding.
Existing vegetation may die and no longer provide adequate screening.	A planning permit condition will require that if the existing screening vegetation is no longer sufficient then it must be replaced.
Visual impacts	<p>In order for telecommunications facilities to be effective they have to be of a height where they will be visible. The site and surrounds although visually attractive are essentially a typical rural landscape and are not considered of a significant nature to preclude the development of a telecommunications facility. Furthermore, the facilities location amongst established vegetation will minimise the visual impacts when viewed from adjoining properties to the north and west.</p> <p>Visual impacts of telecommunications facilities were considered in <i>Optus Mobile Pty Ltd v Ballarat City Council (2010) VCAT 661</i> where tribunal member Baird stated That “<i>it has to be appreciated that facilities of this sort are necessarily visible. They need to be tall enough (and consequently visible) to serve their purpose of providing telecommunications.</i>”</p>
14 days is an insufficient time to comment on the application	Notice was given in accordance with the <i>Planning and Environment Act 1987</i> which specifies a period of 14 day notice period.

**Consultation**

An onsite consultation meeting was held with the applicant, Councillors and planning officers on 4 April 2017.

**Assessment**

The decision guidelines of Clause 52.19 Telecommunications Facility are the primary planning scheme tools to assess this application. A response to the relevant decision guidelines of the Clause 52.19 are addressed below:

<b>Clause 52.19 Telecommunications Facility</b>	
<b>Decision Guideline</b>	<b>Officer Response</b>
<p>The principles for the design, siting, construction and operation of a Telecommunications facility set out in <i>A Code of Practice for Telecommunications Facilities in Victoria</i>.</p>	<p>The application is considered to comply with the principles under code of practice for the following reasons:</p> <p><i>Principle 1</i></p> <ul style="list-style-type: none"> <li>• It is not located on or in vicinity of a heritage place.</li> <li>• The equipment shelter will be screened by existing vegetation on the site.</li> <li>• The telecommunications facility does not interrupt a significant view of a heritage place, a landmark, a streetscape, vista or panorama.</li> </ul> <p><i>Principle 2</i></p> <p>Optus has considered options for co-location with other carrier facilities in the area as well as optimising existing Optus facilities.</p> <p>1. <u>Co-location on existing Telstra facility at 3 Church Street Camperdown</u></p> <p>The Telstra exchange building currently accommodates a Telstra mobile phone base station, with antennas located on the rooftop of the existing building. This building is considered unsuitable for co-location as</p> <ul style="list-style-type: none"> <li>• a similar type of installation to the Telstra’s antennas would be required and at such close proximity this would create interference.</li> <li>• Optus’ primary coverage objective of achieving continuous highway coverage between Camperdown and Weerite could not be achieved in this location.</li> </ul> <p>2. <u>Optimisation of the existing Optus site at 219 Park Road Camperdown</u></p> <p>Optus has considered the optimisation of the existing Optus site. The existing site is considered unsuitable as Optus’ primary coverage objective of achieving continuous highway coverage between Camperdown</p>

<b>Clause 52.19 Telecommunications Facility</b>	
	<p>and Weerite could not be achieved in this location due to its location west of Camperdown and its current usage is reaching capacity and can't serve additional users in the area.</p> <p>3. <u>Mount Porndon Multi carriers and NBN Pomborneit (approximately 17 km from site)</u></p> <p>4. <u>Optus Tower 380 Jancourt Road Bostocks Creek (approximately 9km from site)</u></p> <p>Both of these sites are too far from the target coverage area and are not suitable for upgrade or optimisation to meet Optus primary coverage objectives.</p> <p><i>Principle 3</i></p> <ul style="list-style-type: none"> <li>• The applicant has stated that like other telecommunications facilities, the proposed facility will operate well within the mandatory standard known as the Radio communications (Electromagnetic radiation-Human Exposure) standard 2003 which is regulated by the Australian Communications and Media Authority (ACMA). The ACMA set standards that limit human exposure to Electromagnetic Energy.</li> </ul> <p><i>Principle 4</i></p> <ul style="list-style-type: none"> <li>• The facility will be located within a security compound of area, comprising a security fence and gates.</li> <li>• All structures on the site will be certified by qualified engineers and the installation will be carried out in accordance with Australian Standards.</li> </ul>
The effect of the proposal on adjacent land.	The telecommunications facility will be visible from some nearby properties, however this has been minimised where possible by locating the facility amongst established vegetation and setback from dwellings.
If the Telecommunications facility is located in an Environmental Significance Overlay, a Vegetation Protection Overlay, a Significant Landscape Overlay, a Heritage Overlay, a Design and Development Overlay or an Erosion Management Overlay, the decision guidelines in those overlays and the schedules to those overlays.	The telecommunications facility is not located within any of these overlays.

<b>Farming Zone</b>	
<b>Decision Guideline</b>	<b>Officer Response</b>
Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.	The site is considered to be suitable for the telecommunications facility as it not located within a significant landscape and is reasonably separated from dwellings.
The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.	It is considered that the telecommunications facility won't limit the operation or expansion of adjoining and nearby agricultural uses. There is no evidence to suggest that the levels of EME will have an impact on the behaviour or health of animals.
The impact of the use or development on the flora and fauna on the site and its surrounds.	There is no evidence of any significant flora and fauna on the site or surrounds.
The impact of the siting, design, height, bulk, colours and materials to be used, on the natural environment, major roads, vistas and water features and the measures to be undertaken to minimise any adverse impacts.	The telecommunications facility will be visible due to its required height. However it has been located away from major roads and vistas to ensure that its visual impact is minimised.
The impact on the character and appearance of the area or features of architectural, historic or scientific significance or of natural scenic beauty or importance.	The telecommunications facility is not located on an area that is of architectural, historic or scientific significance and will not interrupt a significant view.
Whether the use and development will require traffic management measures.	The proposed facility may require traffic management during the construction period, however ongoing traffic management measures will not be required.

### Options

1. Issue a Notice of Decision to Grant a Planning Permit, subject to conditions as set out in the officers recommendation. **This is the preferred option.**
2. Issue a Notice of Refusal to Grant a Planning Permit.

### Conclusion

The planning application proposes to use and develop the land for a 50 metre telecommunications facility. The primary objective of this facility is to provide continuous coverage to the Princes Highway between Camperdown and Weerite. Opportunities for co-location on other nearby facilities as well as optimisation of existing facilities has been investigated by the applicant and no viable option that meets the coverage objectives of Optus is available. As the site is not located within an overly sensitive landscape, is separated from dwellings and has attempted to minimise visual impact by siting it within an area that has mature landscaping, it is recommended that a notice of decision to grant a planning permit is issued subject to conditions.



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## RECOMMENDATION

**That Council resolves to issue a Notice of Decision to grant a Planning Permit for Use and Development of a Telecommunications Facility on land described as CP154730, Parish of Purrumbete North 284 Wire Lane, Chocolyn, subject to the following conditions:**

### **Layout Not Altered**

- 1. The layout of the site and the size of any proposed buildings and works shown on the endorsed plans must not be altered or modified unless agreed to by the Responsible Authority.**

### **Maintenance**

- 2. The permitted telecommunications facility, including the lattice tower and associated equipment, must be maintained in good condition to the satisfaction of the Responsible Authority.**

### **Site Management**

- 3. During the construction of the telecommunications facility, the permit holder must use appropriate site management practices to prevent the transfer of mud, dust sand, slurry or other construction material from the site onto nearby roads or properties to the satisfaction of the responsible authority.**

### **Vegetation Screening Maintenance**

- 4. The vegetation screen shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.**

### **Removal of Facility Once Redundant**

- 5. Within three months of the date of the facility becoming redundant, all buildings and works must be removed from the site to the satisfaction of the Responsible Authority.**

### **Expiry of Permit – Use and Development**

- 6. This permit will expire if one of the following circumstances applies:**
  - (a) The use and development is not commenced within two (2) years of the date of this permit.**
  - (b) The development is not completed within four (4) years of the date of this permit.**

**The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within six (6) months afterwards.**

**Note 1: Assets Approval Required. Prior to the construction of any new vehicle crossings or modification of existing vehicle crossings the applicant must apply for and obtain appropriate assets approval from the Responsible Authority.**

**Attachments**

1. Attachment 1 Planning Application - Under Separate Cover
2. Attachment 2 Submissions - Under Separate Cover
3. Attachment 3 Nearby Facilities and Co-location - Under Separate Cover

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## 10. OFFICERS' REPORTS

### 10.1 Draft Budget Conflicts of Interest 2017-2018

**Author:** David Rae, Director Corporate and Community Services

**File No:** D17/264

**Previous Council Reference:** Nil

#### **Declaration**

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - David Rae

In providing this advice to Council as the Director Corporate and Community Services, I have no interests to disclose in this report.

#### **Summary**

The proposed 2017-2018 Budget contains items in which Councillors McArthur and Trotter have indicated they have a conflict of interest.

The items proposed for inclusion in the 2017-2018 Budget in which the Councillors have indicated they have a conflict of interest will be dealt with by separate resolution within this report. Councillors McArthur and Trotter must leave the meeting room whilst the resolution in respect of their conflict is considered.

Once the declarations have been made and the items which are the subject of the declarations are determined upon by Council, all Councillors are then able to vote on the proposed 2017-2018 Budget.

#### **Introduction**

Section 79C(2) of the *Local Government Act 1989* exempts a Councillor from a conflict of interest in circumstances when Council has previously approved the matter in which the Councillor has an interest, including funding, and the Councillor has disclosed the conflict of interest at the time the matter was approved by Council.

In developing the proposed 2017-2018 Budget, an extensive range of activities and initiatives have been considered for funding. The *Local Government Act 1989* requires a Councillor to declare any conflict of interest in relation to matters to be considered by Council and to leave the meeting for the duration of discussion and not vote on that matter.

This report provides the opportunity for any disclosures of direct and indirect interest to be documented before consideration of the Budget. For items approved in previous budgets and likely to be carried forward to 2017-2018 no further declaration is necessary.

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**Issues**

***2018 Robert Burns Festival***

Cr McArthur has declared a conflict of interest in respect of the proposed funding of the 2018 Robert Burns Festival.

***South West Sport Contribution***

Cr Trotter has declared a conflict of interest in respect of the proposed contribution of \$1,000 to South West Sport in 2017-2018.

**Policy and Legislative Context**

This report has been prepared to address requirements of the *Local Government Act 1989*, specifically Section 79C(2), which deals with conflicts of interests for the purposes of approving an annual budget. This report is also in accordance with its commitment in the Council Plan 2013-2017 that:

Council will demonstrate high levels of ethical behaviour and corporate governance standards. We will make budgetary decisions that are reflective of our financial circumstances. We will advocate for and with the community to achieve outcomes.

Model contemporary standards of corporate governance and professional standards.

**Financial and Resource Implications**

The financial implications are addressed in the proposed 2017-2018 Budget.

**Conclusion**

The proposed 2017-2018 Budget includes funding for items which Councillors McArthur and Trotter have declared a conflict of interest. A Councillor is taken to not have a conflict of interest for the purposes of approving a budget if Council approves the item and the proposed funding prior and the Councillor has disclosed the nature of the conflict in respect of the funding at that time. Council is asked to consider the items in which Councillors McArthur and Trotter have declared a conflict of interest for inclusion in the 2017-2018 Budget.

**RECOMMENDATION**

**That Council:**

- 1. Approves funding the 2018 Robert Burns Festival at a cost of \$8,000 for inclusion in the 2017-2018 Budget.**
- 2. Approves a \$1,000 contribution to South West Sport for inclusion in the 2017-2018 Budget.**

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## 10.2 Draft Budget 2017-2018

**Author:** Adam Taylor, Manager Finance

**File No:** D17/241

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Adam Taylor

In providing this advice to Council as the Manager Finance, I have no interests to disclose in this report.

### Summary

To consider the proposed 2017-2018 Budget, incorporating the 2017-2018 Fees and Charges Schedule in accordance with the *Local Government Act 1989* (the Act). The proposed 2017-2018 Budget is attached to this report under separate cover.

### Introduction

The proposed 2017-2018 Budget for the financial year commencing 1 July 2017, has been developed in consultation with Councillors and officers and with reference to asset management and community plans.

The Budget document has been prepared on the basis of the legislative requirements contained in the 'model budget' as developed by the Local Government industry taskforce and issued to all municipalities across Victoria. The proposed Budget document has been developed under the following sections:

- Overview
- Budget Reports
- Long Term Strategies
- Appendices, including fees and charges.

In accordance with the *Local Government Act 1989*, the Budget includes linkages to the Council Plan 2017-2021 and details:

- Activities and initiatives to be funded.
- How the activities and initiatives will contribute to achieving the strategic objectives.
- The service performance indicators.

### Issues

An operating surplus of \$5.24 million has been budgeted with a capital works program of \$14.998 million. Key performance indicators include delivery of a year-end unrestricted working capital ratio of 182%. Council has met the requirement of the rate cap and increased Rates and Charges by 2.0%. An additional 0.22% of rate income has been budgeted for income associated with new developments that have occurred during the

current financial year, otherwise known as supplementary rate income, and increase costs associated with kerbside waste collection.

The Budget is an essential planning and resource tool produced annually and is vital to the ongoing operational and financial viability of Council. It sets out the expected income and expenditure of both operational and capital activities for the coming year and also incorporates Council's rating and borrowing strategies. The Budget also ensures the accountability of Council's operations and forms part of the public accountability process.

The Budget has been prepared to ensure that Council continues to maintain its services and meet the objectives of Council's asset management framework and Strategic Resource Plan. The principles of sound financial management require Council to deliver recurrent operating surpluses, continue to invest in asset renewal and maintain adequate liquidity; the Budget presented delivers these outcomes.

The Budget document details the processes to be undertaken in order to adopt the Budget in accordance with the Act and the *Local Government (Planning and Reporting) Regulations 2014* (the Regulations). As required by the Regulations, the Budget also includes the prescribed performance indicators.

At the ordinary meeting in February 2017, Council resolved to prepare a draft budget taking into account the loss of approximately \$50,000 in rate income due to the rate cap announced by the Minister in December 2016. The draft budget includes various initiatives to absorb the impact.

### ***2017-2018 Budget Outcomes***

Key financial outcomes for the 2017-2018 Budget are as follows:

	<b>2017-2018 Budget</b>
<b>Operating result</b>	<b>\$5,235,283</b>
<b>Rate income</b>	<b>\$20,578,468</b>
<b>Underlying rate increase</b>	<b>2.00%</b>
Total Increase in rates & charges on 2015-2016 Forecast	2.22%
Operating expenditure	\$28,180,215
Capital expenditure	\$14,997,700
Loan redemption including interest	\$2,400,00
Transfer to reserves	\$141,500
<b>Total budget commitments</b>	<b>\$45,719,415</b>
Cash balance at year end	\$ 12,807,000
New loans	nil
Working Capital Ratio (Unrestricted)	182%

### ***Rate Income***

Rates and Charges will account for 47% of the total Council revenue in 2017-2018. An increase in rate income is required to meet Council's aspirations and community expectations for new and existing infrastructure. The Strategic Resource Plan includes rate increases equal to an estimate of CPI over the next four years.

The proposed underlying increase in total rates and charges for 2017-2018 is 2.0%. The increase in the kerbside collection charge will be 3.3% to cover the cost of providing the service. This equates to an increase in total rates and charges of 2.22% on the 2016-2017 forecast. This is detailed below.

Type of Charge	2016-2017 Forecast	2017-2018 Budget	Increase	Comments
General Rates	17,010,002	17,372,638	2.13%	
Municipal Charge	1,596,859	1,628,746	2.00%	
	<b>18,606,861</b>	<b>19,001,384</b>	<b>2.12%</b>	Increase in rates and charges including supplementary rates
Garbage Charge	1,524,023	1,577,084	3.48%	Increase cost of service
<b>TOTAL</b>	<b>20,130,884</b>	<b>20,578,468</b>	<b>2.22%</b>	Total increase in rates & charges

Council is also responsible for collecting the Victorian State Government Fire Services Property Levy. The levy appears on rate notices as a separate charge. Council does not derive any benefit and is required to remit amounts collected to the State Revenue Office quarterly.

#### *Differential Rates*

Section 7 of the Budget includes details on the differential rates contained within the adopted Rating Strategy for 2014-2017. The differential rates include a reduction in the Farm Rate from 92% to 91% in accordance with Council's Rating Strategy.

#### *User Fees and Charges*

User fees and charges are projected to increase by 0.88% or \$0.05 million to \$6.067 million. All user fees have been increased by an average of 2.5% in line with expected inflationary trends over the budget period to maintain parity between user charges and the costs of service delivery.

#### *Operating Expenditure*

Council's budgeted operating expenditure for 2017-2018 will be \$28.180 million (on a "cash" basis). This represents an increase of \$0.168 million, or 0.59% over the 2016-2017 Adopted Budget as per the following table:

	2016-2017 Adopted Budget	2017-2018 Draft Budget	2016-2017 v 2017-2018 Favourable / (Unfavourable)	
Operating Expenditure (Cash)	\$28,012,613	\$28,180,215	(\$167,602)	(0.59%)

Operating initiatives are contained within the budget and include:

• Drainage Program – Various Local Roads	\$500,000
• Accounts Payable Automation	\$100,000
• Twelve Apostles Trail – Stage 1 Technical Assessments	\$100,000
• 2017-2018 Community Grants Funding	\$50,000
• 2017-2018 Facility Grants	\$50,000
• Additional Weed Funding	\$50,000
• Rural Living Review and Strategy	\$50,000
• Waste Management Strategy	\$50,000
• Saleyards future planning	\$40,000
• Environment Support Fund	\$30,000
• Retail Area Façade Program	\$30,000
• Economic Development Strategy – Year 1 implementation	\$30,000
• Actions from the Intensive Animal Industries Initiative	\$30,000
• Food and Fibre Strategy – Value add Opportunity Investigation	\$30,000
• On-line learning management system	\$30,000

***Capital Expenditure***

The total Capital Works program will be \$15.00 million, of which \$8.70 million will come from Council operations, \$5.42 million from external grants, \$210,000 from special charge schemes and community contributions and \$670,000 million from asset sales. Details are provided in Section 3 and Section 6 of the attached Budget document. Council will continue to heavily invest in its road network through capital renewal, which is also supplemented by programmed maintenance.

The 2017-2018 Capital works program includes:

- \$7.30 million on road assets with grant income of \$2.78 million budgeted.
- \$2.17 million on bridge assets including stage 2 of Castle Carey Road Bridge realignment at a cost of \$1.60 million. The total cost of the project is \$5.20 million over three financial years.
- \$2.45 million of heavy plant and light fleet replacements.
- \$1.16 of streetscapes including \$1.14 for Port Campbell streetscape construction.
- \$1.92 of other projects including \$200,000 for Cobden lake downstream improvements, \$150,000 for Terang Civic Hall improvements and \$115,000 for Camperdown Clock tower works.

A substantial part of the capital works program is based on existing asset management plans. Other projects have been included to take advantage of external funding opportunities and to deliver community planning outcomes. Council’s asset renewal gap for 2017-2018 is projected to be 113% against a long-term target of 100%. This is higher due to the additional Roads to Recovery Funding. Council’s four year Strategic Resource Plan forecasts an average annual renewal ratio of 105%.



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### ***Borrowings***

The Budget provides for no new borrowings in 2017-2018. Council has proposed to repay all borrowings in the 2017-2018 Budget. This strategy will allow Council to absorb the impact of any future financial shocks. The funds which were allocated to repay borrowings in future years will be allocated to a reserve to help pay for future infrastructure requirements.

### ***Reserve Transfers***

The Naroghid Landfill has an estimated remaining life of 56 years. The current net present value estimate for restoration is \$4.9 million. The Budget includes the transfer of \$91,000 to reserve for future restoration costs. (This amount is reviewed annually.)

An allocation of \$30,000 is recommended to be transferred from heritage planning reserves to help pay for repairs to the Camperdown Clock Tower.

An allocation of \$1 million is also recommended to be transferred from cash reserves to help early repayment of borrowings.

### ***Statutory Disclosures***

The 2017-2018 Budget includes the disclosure requirements of the *Local Government Act 1989* and the *Local Government (Finance and Reporting) Regulations 2014*. The required statutory information pertaining to Rates and Charges is detailed within Section 7.

### **Policy and Legislative Context**

Council is required under the Act to adopt the Budget by 30 June 2017. Council is required to undertake public consultation as part of the process. The Budget is Council's annual financial strategic document and has been prepared in accordance with its commitment in the Council Plan 2013-2017 that:

Council will demonstrate high levels of ethical behaviour and corporate governance standards. We will make budgetary decisions that are reflective of our financial circumstances. We will advocate for and with the community to achieve outcomes.

Model contemporary standards of corporate governance and professional standards.

Council will recognise and make decisions that reflect our financial circumstances.

### **Internal / External Consultation**

Council will advertise the 2017-2018 Budget and call for public submissions under Section 223 of the *Local Government Act 1989*. Any person making a submission and wishing to be heard in support of their submission will have an opportunity to do so at a meeting of a Committee of the whole Council at 10.00 am on 6 June 2017. It is recommended a special Council meeting be held at 5.00 pm on 16 June 2017, to which the outcomes from those discussions and submissions will be reported and the Budget may be adopted with or without amendment.

### **Financial and Resource Implications**

The Budget has been prepared in accordance with the direction provided by Council and in accordance with Council's Long Term Financial Plan. The Budget has been prepared within the following parameters:

- A 2.22% increase in rates and charges which results from compliance with the rate cap of 2.0% plus 0.22% due to supplementary rates and costs associated with kerbside waste collection.

- An operating result of \$5.235 million.
- A capital works program of \$14.998 million.
- An unrestricted working capital ratio of 182% to maintain a solid liquidity buffer for Council to meet its short term obligations.
- A debt commitment ratio of 11.7% and total indebtedness ratio (as a percentage of own source revenue) of 20.4%.
- Capital budgets have been prepared in accordance with good asset management principles.

Contained within the 2017-2018 Budget document is:

- Detailed information on project initiatives, staffing and resources.
- Detailed capital works program included proposed future capital expenditure (Section 3 and Section 6).
- 2017-2018 Fees and Charge Schedule (Appendix A).
- 2017-2018 Strategic Resource Plan (Section 8).

### **Options**

Council may approve the 2017-2018 Budget for public exhibition, incorporating the 2017-2018 Fees and Charges Schedule, as presented with or without amendments.

### **Conclusion**

The 2017-2018 Budget maintains Council's sound financial position with a strong commitment to a high standard of services, complemented by a significant capital works program.

The 2017-2018 Budget presented to Council is balanced and has regard to the key indicators that reflect Council's financial sustainability.

The attached Budget has been prepared in accordance with the best practice "model budget" and constitutes the public document that will be subject to public review.

## **RECOMMENDATION**

**That:**

- 1. The 2017-2018 Budget, incorporating the 2017-2018 Fees and Charges Schedule (Appendix A), annexed to this resolution be the Budget prepared by Council in accordance with Section 127 of the *Local Government Act 1989*.**
- 2. Public notice and inspection:**
  - (a) Public notice of the preparation of the 2017-2018 Budget, incorporating the 2017-2018 Fees and Charges Schedule (Appendix A), in accordance with Section 129(1) of the *Local Government Act 1989* be given.**
  - (b) The 2017-2018 Budget, incorporating the 2017-2018 Fees and Charges Schedule (Appendix A) be made available for public inspection at the Camperdown Civic Centre, Camperdown Library, Cobden Library, Derrinallum Library, Terang Library, Timboon Library, Port Campbell Visitor Information Centre and on Council's website.**

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- 3. Submissions:**
- (a) Any person who lodges a written submission in respect of the 2017-2018 Budget, incorporating the 2017-2018 Fees and Charges Schedule and has requested to be heard in support of such written submission be heard by the Committee of the whole Council at a meeting commencing at 10.00 am on 6 June 2017.**
- 4. A special meeting of Council be held to adopt the 2017-2018 Budget, incorporating the 2017-2018 Fees and Charges Schedule at 5.00 pm on 13 June 2017 at the Killara Centre, 210-212 Manifold Street, Camperdown.**

**Attachments**

1. Draft Budget 2017-2018 - Under Separate Cover

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## 10.3 Private Nature Strips Maintenance Policy

**Author:** Lyle Tune, Manager Works

**File No:** D17/243

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Lyle Tune

In providing this advice to Council as the Manager Works, I have no interests to disclose in this report.

### Summary

This report recommends Council revokes the Private Nature Strips Maintenance Policy which outlines Council's responsibilities for private nature strip maintenance within town boundaries.

### Introduction

Council's Private Nature Strips Maintenance Policy has provided guidelines as to the circumstances under which Council would carry out grass cutting maintenance of private nature strips within town boundaries.

The recently adopted Use of Council Land Policy applies to all land and associated assets owned by or under the care and control of Council that occur on road reserves and/or in public places.

### Issues

It is proposed that the objectives of the Private Nature Strips Maintenance Policy have been adequately met by the Use of Council Land Policy 2017 and that this policy adequately prescribes Council and Community roles for nature strip maintenance.

Council's Private Nature Strips Maintenance Policy details a number of policy guidelines including:

That Council continue to maintain private nature strips where necessary to:

- mitigate fire hazards and nuisances; and
- maintain the integrity / aesthetics of the main approaches and thoroughfares of townships.

That householder who qualify for Home and Community Care (HACC) assistance, should be encouraged to use this program for the maintenance of their private nature strip.

That all property owners be encouraged to maintain their nature strips in a neat and tidy appearance. This request recognises:

- good citizenship values;
- a caring regard for the community; and
- a need to minimise maintenance costs by the Shire; viz lower rates.

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The Private Nature Strips Maintenance Policy also regularly referenced the Parks and Gardens Contract which is no longer relevant.

The newly adopted Use of Council Land Policy details exemptions whereby:

Council may maintain nature strips that are considered a fire risk within the township area to reduce fire hazards, with one treatment per fire season. No permit will be required by adjoining landowners for the management of private nature strips within townships on a more frequent basis than is provided by Council. Areas that are determined to be of a community benefit may be maintained more frequently at the discretion of Council.

### **Policy and Legislative Context**

Maintenance of nature strips to reduce fire hazards and provide a community benefit meets the following Council Plan 2013-2017 objectives.

Sustainability and preservation of our assets.

Continue to promote and implement a safe local road network.

Strengthen our reputation as an organisation.

### **Internal / External Consultation**

Internal review and consultation has occurred with Council's Environment Department and Senior Officer Group.

### **Financial and Resource Implications**

Any costs associated with the works carried on maintenance of private nature strips will not be recoverable and must be met by the relevant maintenance budget. Our current budgets allow for a limited amount of this work.

### **Options**

Council may revoke the Private Nature Strips Maintenance Policy as proposed, or choose to make amendments to the existing policy.

### **Conclusion**

The Private Nature Strips Maintenance Policy is adequately met by Council's Use of Council Land Policy 2017. It is recommended the Private Nature Strips Maintenance Policy be revoked.

## **RECOMMENDATION**

**That Council revokes the Private Nature Strip Maintenance Policy adopted by Council on 22 June 2004.**

### **Attachments**

1. Attachment Report Policy Council Works and Services Nature Strip Maintenance INFRA02-00 April 2017

# Council Policy



## Private Nature Strips - Maintenance

### Purpose

To identify Council's responsibilities for private nature strip maintenance

### Scope

This policy applies to all nature strips outside properties within town boundaries.

### Policy

1. That Council continue to maintain private nature strips where necessary to:
  - mitigate fire hazards and nuisances; and
  - maintain the integrity / aesthetics of the main approaches and thoroughfares of townships.
2. That the direct responsibility of Council for maintenance of nature strips is recognised in the Parks and Gardens Contract;
3. That additional works can be performed from time to time as a variation to the Parks and Gardens Contract where they relate to facilities listed below:
  - elderly citizen facilities
  - public halls
  - recreation reserves and public lands used for community purposes
  - township approaches.

A decision to perform nature strip maintenance relevant to the above situation would depend on:-

- a request from the property owner;
- an assessment of that request; and
- approval subject to Council's financial budget provision.

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Adopted by Council on: June 22, 2004

Department: Infrastructure and  
Development

Agenda Item: 9.13

The Responsibility of: Group Manager Infrastructure  
and Development

Policy Number: INFRA02-00

File Number: 57/23/1

Page Number: 1 of 2

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Corangamite Shire Council Policy - Private Nature Strips - Maintenance

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An assessment to determine whether a nature strip should be maintained by Council, should consider;-

- consistency of approach to be used throughout the Shire;
  - any inconstancy in documentation of the Parks and Gardens Contract and whether scope of works in that contract should be varied;
  - width of nature strips;
  - any special circumstances including hazardous terrain
  - significance to be given to township approaches compared to other streets in the township; and
  - service standards, and comparison to the minimum service standard adopted for safety and nuisance control.
4. That the minimum standard for maintenance of private natures strips shall be related to fire hazard, and general nuisances such as habitat for snakes and vermin. The mowing standard is therefore:-
- grass height not to exceed 300mmm over more than 25% of the area of the nature strip; and
  - grass height after cutting not to exceed 100mm .

This maintenance standard recognises:-

- that most mowing will likely be performed using a slasher instead of a fine grass mower;
  - that private nature strips maintained in that manner will have a poor appearance compared to those maintained by householders using their own mowing equipment; the intention is not to provide a benefit at no cost to the property owners compared to the property owner who maintains their nature strip.
5. That householder who qualify for Home and Community Care (HACC) assistance, should be encouraged to use this program for the maintenance of their private nature strip.
6. That all property owners be encouraged to maintain their nature strips in a neat and tidy appearance. This request recognises:-
- good citizenship values;
  - a caring regard for the community; and
  - a need to minimise maintenance costs by the Shire; viz lower rates

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Adopted at Council on: June 22, 2004

Agenda Item:9.13  
File Number: 57/23/1

Department: Infrastructure and  
Development  
Policy Number: INFRA02-00  
Page Number: 2 of 2

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## 10.4 Asset Valuation and Revaluation Policy

**Author:** Adam Taylor, Manager Finance

**File No:** D17/244

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Adam Taylor

In providing this advice to Council as the Manager Finance, I have no interests to disclose in this report.

### Summary

This report recommends Council adopt the Asset Valuation and Revaluation Policy dated April 2017 as attached.

### Introduction

This Asset Valuation and Revaluation Policy contains administrative provisions for the process of revaluation of Council's assets in accordance with Australian Accounting Standards.

### Issues

It is a legislative requirement that Council completes financial valuations of its non-current assets. A primary outcome of this requirement is that Council's Balance Sheet will reflect the Fair Value of Council's portfolio of non-current assets. Knowledge of current asset values is essential for the efficient and effective management of assets. Current asset valuation information can assist in making decisions regarding the allocation of resources to those assets.

Prior to the development of this Policy Council revalued its non-current assets on an infrequent and ad-hoc basis. The Policy seeks to standardise the process and provide guidance on how often classes of assets need to be revalued (refer Appendix A of the policy).

### Policy and Legislative Context

Consideration of this report is in accordance the following commitments in the 2013-2017 Council Plan:

Council will demonstrate high levels of ethical behaviour and corporate governance standards. We will make budgetary decisions that are reflective of our financial circumstances. We will advocate for and with the community to achieve outcomes.

The Asset Valuation and Revaluation Policy has been developed in response to recommendations from External Audits completed by the Victorian Auditor General's Office.



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**Internal / External Consultation**

The Asset Valuation and Revaluation Policy has been reviewed by the Director Corporate and Community Services and Finance Manager. The policy was also considered by Council's Audit Committee at its March 2017 meeting.

**Financial and Resource Implications**

There are no financial and resource implications as a consequence of adopting the Asset Valuation and Revaluation Policy.

**Options**

Council may choose to adopt the Asset Valuation and Revaluation Policy with or without amendment. Alternatively, Council may choose not to adopt the Asset Valuation and Revaluation Policy.

**Conclusion**

The Asset Valuation and Revaluation Policy is attached for Council's consideration and approval.

**RECOMMENDATION**

**That Council adopts the Asset Valuation and Revaluation Policy dated April 2017.**

**Attachments**

1. Asset Valuation & Revaluation Policy April 2017



**CORANGAMITE  
SHIRE**

# **Asset Valuation and Revaluation Policy**

**Corangamite Shire**  
April 2017

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# Council Policy



## Asset Valuation and Revaluation Policy

### Introduction

This policy contains administrative provisions for the process of revaluation of Council's assets in accordance with Australian Accounting Standards. It is a legislative requirement that Council completes financial valuations of its non-current assets. A primary outcome of this requirement is that Council's Balance Sheet will reflect the Fair Value of Council's portfolio of non-current assets. Knowledge of current asset values is essential for the efficient and effective management of assets. Current asset valuation information can assist in making decisions regarding the allocation of resources to those assets.

### Purpose

The purpose of this policy is to provide a framework for the efficient and effective administration of Council's assets with regard to fair value and to ensure asset values are reviewed in accordance with applicable Australian Accounting Standards.

### Scope

This policy applies to all of Council's asset classes. The Policy covers financial valuation of non-current physical assets subsequent to initial recognition, including:

- Frequency and method of valuation and revaluation; and
- Roles and responsibilities.

This Policy excludes:

- Insurance valuations; and
- 'held for sale' valuations.

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

### Definitions

*Accounting Standard AASB 116, Property, Plant & Equipment* - prescribes the accounting treatment for property, plant and equipment and provides for assets initially recognised at cost to be subsequently measured at either Fair Value or Cost. Whichever valuation basis is selected, Council shall apply that approach to an entire Asset Class.

*Accounting Standard AASB 1041, Revaluation of Non-Current Assets* - outlines the application of the Fair Value approach to valuation, prescribes the method of accounting for revaluation increments and decrements and specifies rules relating to the frequency of revaluation.

*Assets* – infrastructure such as buildings, roads, stormwater drainage and non-infrastructure such as land, plant and equipment.

*Asset Class* – a group of assets having a similar nature or function e.g. road, footpath, building. The Asset Class is the material level at which Council will prepare the annual balance sheet for reporting in the Annual Report; for example, the Roads Asset Class might include Asset Categories such as sealed roads, unsealed roads etc.

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*Asset Condition Assessment* - The process of continuous or periodic inspection, assessment, measurement and interpretation of resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.

*Depreciation Expense* - the systematic allocation of the depreciable amount of an asset over its useful life. A systematic charge against revenue made for the purpose of allocating the depreciable amount of a depreciable asset over its useful life. Also known as Annual Depreciation or Depreciation Charge.

*Fair Value* - the amount for which an asset could be exchanged, or liability settled between knowledgeable, willing parties in an arm's length transaction.

*Market Value* - The estimated amount at which an asset would be exchanged on the date of valuation between knowledgeable, willing parties in an arm's length transaction.

*Non-Current Asset* - A non-current asset is an asset that is not likely to turn to unrestricted cash within one financial year.

*Revaluation* - the act of recognising a reassessment of values of non-current assets at a particular date.

*Useful Life (UL)* - The period over which an asset is expected to be available for use by an entity. Also known as Service Life or Functional Life.

- *Remaining Useful Life (RUL)* - the time remaining until an asset ceases to provide the required service level or economic usefulness. Age plus remaining useful life is useful life. Also known as Remaining Life or Remaining Economic Life.

*Valuation* - the process of determining the worth of an asset or liability. Different valuation methods may be appropriate in different circumstances

*Written Down Value (WDV)* - The amount at which an asset is recognised after deducting any accumulated depreciation and any accumulated impairment losses. Also known as Carrying Amount, Written Down Replacement Cost or Book Value.

### **Policy Detail**

Council will undertake periodic revaluation of all non-current physical assets owned or managed by Council in accordance with relevant Australian Accounting Standards and State Government Guidelines

In implementing this Policy, Council will:

- Review annually the need for revaluation of Council owned or controlled non-current asset classes, based on the materiality of valuation movement;
- Require valuations in accordance with the Asset Valuation and Revaluation Policy, ensuring that each Asset Class is revalued in a consistent manner and with appropriate frequency.
- Require that the frequencies of condition assessments, for each Asset Class, are conducted in accordance with Appendix A: Condition and Revaluation schedule.

### **Responsibilities**

#### *Chief Executive Officer*

The Chief Executive Officer is responsible for:

- Implementation of the Policy.

#### *Directors responsible for Asset Classes*

The Directors of each Asset Class are responsible for:

- Ensuring condition assessments are completed according to the policy.

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*Finance Department*

The Finance Manager (or their delegate) is responsible for:

- Coordination of corporate financial valuation process
- Managing and keeping the corporate finance system up to date
- Reporting of fair value in the financial statements, including impairment.

*Audit Committee*

The Audit Committee is responsible for:

- Review of the Asset Valuation & Revaluation Policy as required
- Overseeing compliance with the policy.

**Review Date**

July 2019

**APPENDIX A: CONDITION & REVALUATION SCHEDULE**

Asset Class	Depreciation Method	Valuation Source	Condition Assessment Frequency (Years)	Fair Value Assessment (Years) <sup>1</sup>
Bridges & Major Culverts	Condition Based	Unit Rates	5	1
Buildings	Condition Based	Unit Rates	3	1
Car Parks	Condition Based	Unit Rates	5	1
Culverts	Condition Based	Unit Rates	5	1
Drainage	Straight Line	Unit Rates	N/A <sup>2</sup>	1
Footpaths	Condition Based	Unit Rates	5	1
Kerb & Channel	Condition Based	Unit Rates	5	1
Land	N/A	External Valuer	N/A	N/A
Roads	Condition Based	Unit Rates	3	1
Bus Shelters	Straight Line	Historic Cost	N/A	N/A
Light Fleet	Straight Line	Historic Cost	N/A	N/A
Heavy Fleet	Straight Line	Historic Cost	N/A	N/A
Play Grounds	Straight Line	Historic Cost	N/A	N/A
Street Furniture	Straight Line	Historic Cost	N/A	N/A
Computer, IT and audit visual equipment	Straight Line	Historic Cost	N/A	N/A

<sup>1</sup>Fair Value assessments will only be processed through the accounts if the amounts are material

<sup>2</sup>The cost to provide condition assessments for drainage assets is prohibitive

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## 10.5 Fees and Charges Policy

**Author:** Adam Taylor, Manager Finance

**File No:** D17/240

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Adam Taylor

In providing this advice to Council as the Manager Finance, I have no interests to disclose in this report.

### Summary

This report recommends Council adopt the revised Fees and Charges Policy dated April 2017 as attached.

### Introduction

The Fees and Charges Policy has been reviewed by Council officers and no changes have been made. The attached Policy was considered by Council's Audit Committee at its March 2017 meeting. The Committee recommends Council approve the reviewed policy.

The purpose of the policy is to give Corangamite Shire Council guidance as to the approach to take when setting fees and charges. This policy applies to all fees and charges that are listed in Council's Fees and Charges Schedule. This policy also applies to any new fee and charge that Council is eligible to charge under the *Local Government Act*, but has not previously been included in the Fees and Charges Schedule.

### Issues

The Fees and Charges Policy is an existing policy which was adopted by Council in April 2015. The policy has been reviewed by management and by the Audit Committee in accordance with its Annual Work Plan and no amendments are proposed.

### Policy and Legislative Context

Consideration of this report is in accordance with the Committee's Annual Work Plan and the following commitments in the 2013-2017 Council Plan:

Council will demonstrate high levels of ethical behaviour and corporate governance standards. We will make budgetary decisions that are reflective of our financial circumstances. We will advocate for and with the community to achieve outcomes.

Section 3C of the *Local Government Act 1989* has also been considered in the development of the Policy.

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**Internal / External Consultation**

The Fees and Charges Policy has been reviewed by the Director Corporate and Community Services and Finance Manager. The policy was also considered by Council's Audit Committee at its March 2017 meeting.

**Financial and Resource Implications**

There are no financial and resource implications as a consequence of amending the Fees and Charges Policy.

**Options**

Council may choose to adopt the Fees and Charges Policy with or without amendment. Alternatively, Council may choose not to adopt the Fees and Charges Policy.

**Conclusion**

The revised Fees and Charges Policy is attached for Council's consideration and approval.

**RECOMMENDATION**

**That Council:**

1. **Revokes the Fees and Charges Policy dated April 2015.**
2. **Adopts the Fees and Charges Policy dated April 2017.**

**Attachments**

1. Fees and Charges Policy April 2017





**CORANGAMITE  
SHIRE**

# **Fees and Charges Policy**

**Corangamite Shire**

April 2017

# Council Policy



## Fees and Charges Policy

### Introduction

Council is empowered under the *Local Government Act 1989* (the *Local Government Act*) to raise revenue in the form of rates, borrowings, grants and to impose equitable fees and charges for its services.

### Purpose

The purpose of this policy is to give Corangamite Shire Council guidance as to the approach to take when setting their fees and charges. The policy has been designed to ensure fees and charges are:

- easy to administer
- equitable
- easily understood
- affordable; and
- provide value for money.

### Scope

This policy applies to all fees and charges that are listed in the Fees and Charges Schedule which is published annually. This policy also applies to any new fee and charge that Council is eligible to charge under the *Local Government Act*, but has not previously been included in the Fees and Charges Schedule. It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

### References

#### ***Legislative Requirement***

Section 3C of the *Local Government Act* provides some guidance on the pricing of Council services and facilities. In addressing its primary objective of endeavouring to achieve the best outcomes for the local community, Council must ensure that resources are used effectively and efficiently and that services and facilities provided by the Council are accessible and equitable. In other words, Council must minimise the burden on customers or ratepayers by pricing services at a level which maximises return but also recognises their service user's ability to pay.

All fees and charges are to be set and raised in accordance with the provisions of the *Competition and Consumer Act 2010*.

#### ***Competitive Neutrality Policy***

Competitive neutrality requires that government business activities should not enjoy net competitive advantages over their private sector competitors simply by virtue of public sector ownership.

Guidance on the pricing of Council services where there are significant competitors in the market place is also provided by the State Government's Competitive Neutrality Policy. Council must consider and justify any subsidy in the case of significant services which compete with the private sector.

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**Policy Detail**

***Pricing Categories***

**Statutory**

Fees or charges falling within this category are set by legislation or regulation. The statutory pricing will be applied, except where it is varied in order to provide an enhanced service.

*Example: Fees charged for planning permits.*

**Non-Statutory**

In determining fees and charges not regulated by statute, Council will consider the following factors in selecting the pricing method to meet its objectives for the service:

- Balancing individual and community benefit
- Users' ability to pay
- Environmental factors
- Competitive Neutrality (where relevant)
- Budget implications

***Pricing Methods***

Four pricing methods are available to assist Council in meeting its objectives for an individual service. These are:

***Full Cost plus Margin Pricing***

Fees and charges are set to recover all direct and indirect costs of the service (including oncosts, overheads and depreciation of assets used to provide the service) plus a margin deemed to be an appropriate return to Council. Fees would be compared to market prices.

*Example: Council saleyards*

***Full Cost Pricing***

Fees and charges are set to recover all direct and indirect costs of the service (including oncosts, overheads and depreciation of assets used to provide the service).

*Example: Corporate entities hiring Council owned facilities.*

***Partial Cost Pricing***

Fees and charges are subsidised following the calculation of the Full Cost (as defined above).

Partial Cost Pricing may be used where there are benefits to the community, including making a service accessible to low-income or disadvantaged users.

*Example: Community transport service for the community.*

***Incentive Pricing***

Fees and charges are set at a level to deter or encourage certain behaviours following calculation of the Full Cost (as defined above). This will generally involve subsidising the desirable behaviour in the public interest.

*Example: Differential pricing for the registration of micro chipped or non-micro chipped dogs or cats.*

***Final review***

All prices are subject to a final review to ensure that the prices determined according to the factors and pricing method above are practical. Where a price determined is considered impractical, Council may amend that price subject to regulatory requirements.

***Annual review***

Non-statutory fees and charges will be reviewed as part of the annual Budget development process. The process is outlined in the flowchart provided as Appendix A.

**Good and Services Tax**

The Finance Department will perform an annual review of the fee or charge in line with *A New Tax System (Goods and Services Tax) Act 1999* and *A New Tax System (Goods and Services Tax) Regulations 1999*. The review will determine whether the fee or charge attracts GST, is input taxed, GST-free or exempt from the GST system.

**Responsibilities**

<b>Position</b>	<b>Responsibility</b>
Councillors	<ul style="list-style-type: none"> <li>To take into account the policy when considering fees and charges set by Council.</li> </ul>
Directors	<ul style="list-style-type: none"> <li>Ensure that the Fees and Charges Policy is used as part of the Budget development process to review fees and charges within their Division.</li> </ul>
Managers	<ul style="list-style-type: none"> <li>Undertaking an annual review of all fees and charges they are responsible for, in accordance with the Fees and Charges Policy</li> <li>To identify any new fees and charges that should apply and seek approval from the Senior Officer Group.</li> </ul>
Manager Finance	<ul style="list-style-type: none"> <li>Ensure that the non-statutory fees and charges are identified during the Budget development process and to ensure implementation of this policy.</li> <li>To advise and support Managers in the application of Competitive Neutrality and the determination of the full cost of services.</li> <li>To review fees and charges for any GST applicable</li> </ul>
Employees	<ul style="list-style-type: none"> <li>Administering the fees and charges as contained in the Fees and Charges Schedule</li> <li>Providing accurate information to facilitate an annual review of all fees and charges in accordance with the Fees and Charges Policy.</li> </ul>

**Review Date**

The next review of this document is scheduled for completion by the Manager Finance on or before 30 April 2019.

## Appendix A

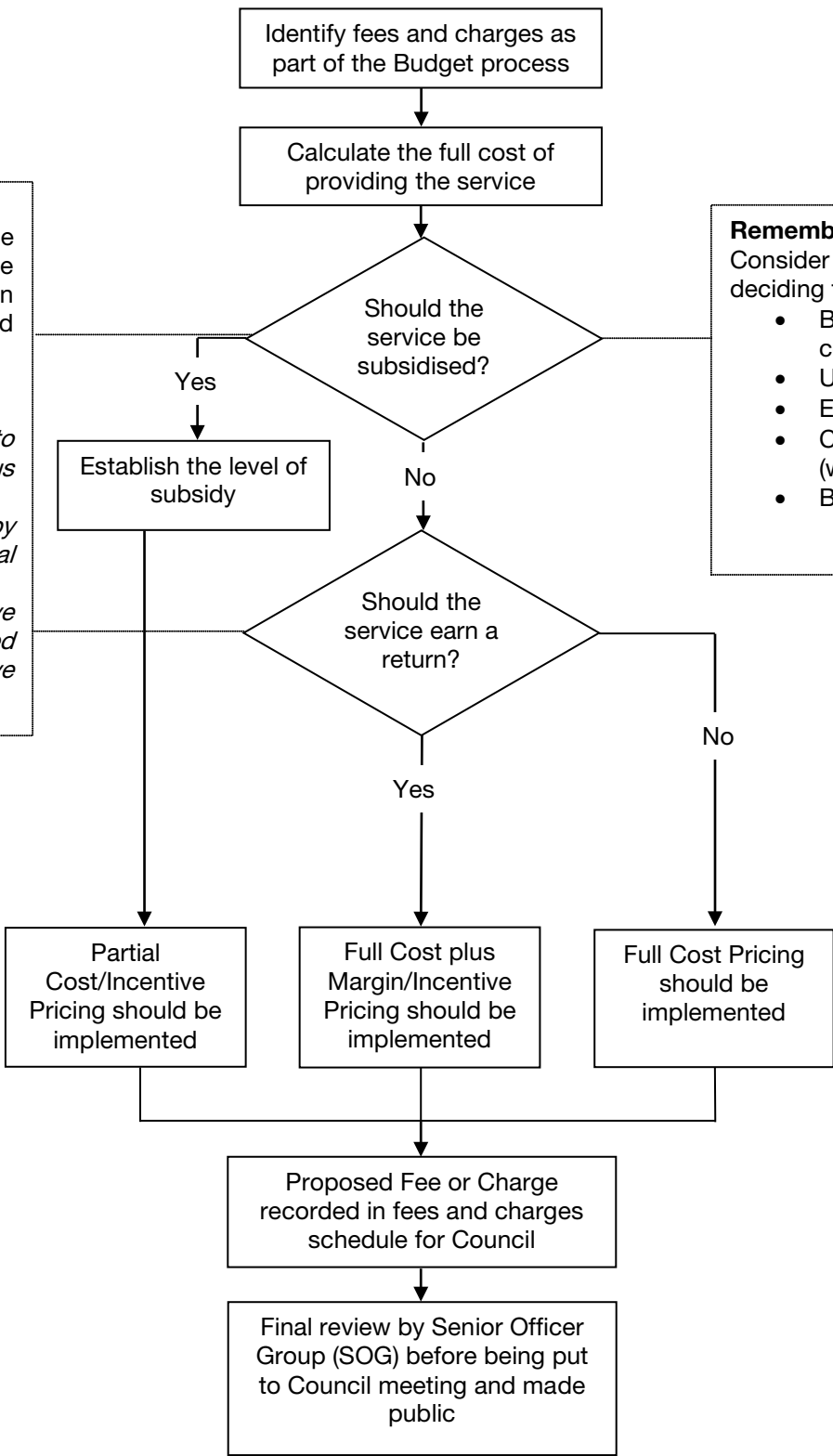
### Review of Non Statutory Fees and Charges

**Remember:**  
Ensure the reason for the subsidy or return is quite clear, as it will assist in determining the method of pricing to select.

*Example - Is the fee to:*  
 - Create a return to Council (Full cost plus Margin pricing) or  
 - Subsidise access by certain customers (Partial Cost pricing) or  
 - To provide an incentive for certain desired behaviours? (Incentive pricing)

**Remember:**  
Consider the following factors when deciding the pricing method to use:

- Balancing individual and community benefit
- User's ability to pay
- Environmental factors
- Competitive Neutrality (where relevant)
- Budget implications



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## 10.6 Investment Policy

**Author:** Adam Taylor, Manager Finance

**File No:** D17/239

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Adam Taylor

In providing this advice to Council as the Manager Finance, I have no interests to disclose in this report.

### Summary

This report recommends Council adopt the revised Investment Policy dated April 2017 as attached.

### Introduction

The current Investment Policy (the Policy) was adopted by Council in April 2016 on the recommendation of Council's Audit Committee.

Officers have reviewed the Policy and recommended changes to credit ratings and investment thresholds in order to maximise returns in a low yield market.

### Issues

The Investment Policy establishes the basis for the investment of Council's surplus funds and to optimise the balance between risk and return. The Investment Policy is an existing policy and was extensively reviewed in 2015. Amendments are proposed to credit ratings and investment thresholds for term to maturity investments in order to maximise returns in a low yield market. (Refer 6.4.2 of the Investment Policy). The proposed amendments are illustrated in the tables below.

*Current Credit Rating of Institution and Portfolio Investment Parameters*

Short Term		Long Term		Maximum % of Funds With any Financial Institution	Maximum Term to Maturity	Maximum Percentage of Total Portfolio
S&P	Moody's	S&P	Moody's			
A-1+	P-1	AAA	Aaa	25%	2 Years	100%
		AA+	Aa1			
		AA	Aa2			
		AA-	Aa3			
A-1		A+	A1	25%	1 Year	50%
		A	A2			
A-2	P-2	A-	A3	25%	180 Days	25%
		BBB+	Baa1			

*Proposed Credit Rating of Institution and Portfolio Investment Parameters*

Long Term		Short Term		Maximum Portfolio Allocations		
S&P	Moody's	S&P	Moody's	Funds With A Single ADI	Term to Maturity	Percentage of Total Portfolio
AAA	Aaa			50% <del>25%</del>	2 Years	100%
AA+	Aa1					
AA	Aa2					
AA-	Aa3					
A+	A1	A-1+	P-1	25%	1 Year	50%
A	A2	A-1				
A-	A3					
BBB+	Baa1	A-2	P-2	25%	180 Days	25%
BBB	Baa2					

The addition of BBB and Baa2 investments will allow for further diversity of Council's investments portfolio and access to higher yielding investments. BBB and Baa2 are lower-medium investment grade products. For example, P&N Bank and Auswide Bank. It is also proposed to allow investments for A- and A3 deposits up to 1 year (previously 180 days).

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### **Policy and Legislative Context**

Consideration of this report is in accordance with the following commitments in the 2013-2017 Council Plan:

Council will demonstrate high levels of ethical behaviour and corporate governance standards. We will make budgetary decisions that are reflective of our financial circumstances. We will advocate for and with the community to achieve outcomes.

The Investment Policy also complies with Section 143 of the *Local Government Act 1989*, relevant regulations and ministerial guidelines.

### **Internal / External Consultation**

The revised Investment Policy has been developed and reviewed internally. Internal audit and sector findings or recommendations have been incorporated, including the aforementioned ministerial guidelines and prudential statement. The revised Policy was considered by Council's Audit Committee in March 2017. The Committee recommends Council approve the revised policy.

### **Financial and Resource Implications**

There are no financial and resource implications as a consequence of adopting the revised Investment Policy.

### **Options**

Council may choose to adopt the Investment Policy with or without amendment. Alternatively, Council may choose not to adopt the Investment Policy.

### **Conclusion**

The revised Investment Policy is attached for Council's consideration and approval.

## **RECOMMENDATION**

### **That Council**

- 1. Revokes the previous Investment Policy dated April 2016.**
- 2. Adopts the Investment Policy dated April 2017.**

### **Attachments**

- Investment Policy April 2017





**CORANGAMITE  
SHIRE**

# Investment Policy

**Corangamite Shire**

April 2017

# Council Policy



## Investment Policy

### Introduction

This policy provides guidance on the effective and responsible utilisation of Council's surplus cash funds within the government legislative framework and will conform to applicable Federal and State regulations.

Particular emphasis is directed towards investment decisions that limit unnecessary exposure to risk and optimise return on investment whilst ensuring sufficient liquidity for Council's on-going operating commitments.

### Purpose

This policy establishes the basis for the investment of Council's surplus funds and to optimise the balance between risk and return. The purpose of Council's investment policy is to ensure that:

- All funds are invested in accordance with legislative and Council requirements.
- Effective internal controls are in place to minimise investment risk and unauthorised appropriation of Council funds.
- All investment transactions are appropriately authorised and documented.
- Investment decisions are based on the security of funds by limiting unnecessary exposure to risk.
- The financial yield is enhanced through prudent investment of funds whilst ensuring sufficient liquidity for Council's day to day operational commitments.
- Legally restricted funds are appropriately invested so as to earn a reasonable income towards their purposes (whilst limiting unnecessary exposure to risk).

### Scope

This policy applies to all Council officers (Investment Officers) who are involved in the investment of Council funds. It is considered that this Policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2006).

### Definitions

- The Act – Local Government Act 1989
- APRA – Australia Prudential Regulation Authority
- ADI – Authorised Deposit-taking Institution. It covers banks, building societies and credit unions.
- AFS – Australian Financial Services
- VFMC - Victorian Funds Management Corporation
- S&P – Standard and Poor's rating agency
- Moody's – Moody's rating agency
- Investment Officers – Director Corporate and Community Services, Manager Finance, Accountant(s).

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## References

- Local Government Act 1989 (specifically Section 143 – Investments)
- Ministerial Guidelines - Approval of Authorised Manners of Investments For The Purposes of Section 143(f) of the Local Government Act 1989 (Victorian Government Gazette 26 July 2007 Page 1733)
- Prudential Statement - Investments Powers of Councils (Department of Treasury and Finance, February 1998)
- Australia Prudential Regulation Authority

## Policy Detail

### 1. Prudent Person Standard

The standard of prudence is to be used by Investment Officers when managing the overall portfolio. Investments will be managed with the care, diligence and skills that a prudent person would exercise in managing the affairs of other persons. This includes having in place appropriate reporting requirements that ensure the investments are being reviewed and overseen regularly.

Investment Officers are to manage the investment portfolios not for speculation, but for investment in accordance with this Policy. Investment Officers are to avoid any transaction that might harm confidence in Council. Investment Officers must consider the safety of capital and income objectives when making an investment decision.

### 2. Ethics and Conflicts of Interest

Investment Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This includes activities that would impair the investment officer's ability to make impartial decisions.

The Policy requires that Investment Officers disclose to the Chief Executive Officer any conflict of interest on any investment positions that could be related to the investment portfolio.

### 3. Delegation of Authority

Authority for implementation of the Policy is delegated by the Council to the Chief Executive Officer in accordance with the Victorian Local Government Act 1989.

Authority for the day-to-day management of the Council's investment portfolio is delegated by the Chief Executive Officer to the Director Corporate and Community Services and Manager Finance. The Management Accountant and Finance Officer have the authority to review the reasonableness of an investment, initiate or redeem an investment in accordance with this policy.

#### 3.1.1. Term to Maturity of Investments

Investment Officers are only permitted to invest in term to maturity deposits or similar products with an ADI. Such investment products must have a readily available market and may include any of the following types of investments:

- At call accounts
- Fixed term deposits
- Negotiable Certificates of Deposit
- Bank bills
- Promissory notes
- Bonds

- Floating Rate Notes
- Floating Rate Certificates of Deposit

### 3.1.2. All other investments

All other investments, including investments in managed investment schemes (managed funds) or Australian equities, will need a specific Council resolution and must:

- Comply with Ministerial Guidelines - Approval of Authorised Manners of Investments For The Purposes of Section 143(f) of the Local Government Act 1989 (Victorian Government Gazette 26 July 2007 Page 1733)
- Comply with the requirements of the Prudential Statement - Investments Powers of Councils (Department of Treasury and Finance, February 1998)
- Be supported by a specified cash backed reserve in Council's balance sheet.

Investments in Managed Fund, Fixed Interest Securities of an Australian Authorised Deposit Taking Institution and Shares listed on the Australian Stock Exchange must be managed by the Victorian Funds Management Corporation. Currently, investments with the VFMC must be for a minimum value of \$2million and for a minimum term of three years.

## 4. Investment Objectives

Council's overall objective is to invest its funds at the most advantageous rate of interest/return available to it at the time, for that investment type, and in a way that it considers most appropriate given the circumstances. In priority, the order of investment priority shall be preservation of capital, liquidity, and return.

### 4.1. Preservation of Capital

Preservation of capital shall be the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security of principal of the overall portfolio. This includes managing credit and interest rate risk within given risk management parameters and avoiding any transactions that would prejudice confidence in Council. Diversification of investments assists in reducing the overall risk of the investment portfolio.

### 4.2. Maintenance of liquidity

In addition to the balances held in its bank account for routine operating requirements, the investment portfolio will maintain sufficient liquidity to meet all reasonably anticipated operating cash flow requirements of Council, as and when they fall due, without incurring significant transaction costs due to being required to sell or redeem an investment.

### 4.3. Return on Investments

The portfolio is expected to achieve a market average rate of return and take into account Council's risk tolerance and current interest rates, budget considerations, and the economic cycle.

Investment Officers should aim to maximise where possible, favourable returns that do not jeopardise the security of funds invested. It would be anticipated that returns would exceed the Bank Bill Swap Rate (BBSW).

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5. Portfolio Implementation

5.1. Authorised Personnel

The Investment Officers are authorised to invest Council's operating funds at their discretion in investments consistent with the Policy and legislation.

5.2. The Role of the Audit Committee

To ensure separation of duties, The Audit Committee will:

- Oversee the development and maintenance of the Policy and its guidelines.
- Recommend to the Council modification to the Policy.
- Monitor compliance with the Act.

The Audit Committee is not to direct investment decisions or become involved in the management of the investment portfolio. Its role is to review the policy, processes and refer investment decisions to the Council if required.

5.3. Internal Controls

The Manager Finance will establish internal controls and processes that will ensure investment objectives are met and that the investment portfolio is protected from loss, theft or inappropriate use.

The Audit Committee is responsible for reviewing the Policy and recommending amendments to Council.

To minimise the potential for investment risk and unauthorised appropriation of Council funds, the following internal controls will apply:

- All placement and redemption of investments must be authorised by any two of the Investment Officers, one of which must be Director Corporate and Community Services or Manager Finance.
- The investment authorisation process must be carried out in accordance with any other relevant policies and procedures.
- Each transaction will require written confirmation by the Financial Institution.
- Investments are to be reconciled monthly to the General Ledger

6. Investment Parameters

6.1. Prohibited Investments

This Policy prohibits any investment carried out for speculative purpose, including the following:

- Derivative based investments;
- Principal only investments or securities that provide nil or negative cash flow;
- Standalone securities issued that have underlying futures, options, forward contracts and swaps of any kind;
- Any investments or securities issued in non-Australian currency; and
- 'Enhanced cash Funds' or similar products that fall within the definition of a Collateralised Debt of Obligation (CDO).

6.2. Term to Maturity investments are required to be made with an APRA approved ADI.

6.3. Money is to be transferred using the General Bank Account

- Funds must be transferred electronically and be authorised by two officers who are authorised signatories on the general bank account.
- Interest earned on investments being rolled over may either be reinvested or redeemed to Council's general bank account at the time of maturity.
- All funds that are being redeemed, or interest being paid, must be directly credited to Council's general bank account.

6.4. Factors to consider when investing

In order to meet investment objectives, Investment Officers must take into consideration all of the following factors when carrying out investment functions:

6.4.1. Existence of Guarantee and security

Determine whether the investment is guaranteed by the Institution, or by the Government. Note the Commercial / Bank Bills guaranteed by the Institution, although guaranteed, rank as an unsecured creditor in the event of winding up.

6.4.2. Credit Rating of Institution and Portfolio Investment Parameters

a) Term to Maturity of Investments

A credit rating is used to determine the level of risk involved when investing with the ADI. All investments should not have a risk exposure greater than the minimum set out in the table below. The table also details the maximum percentage of funds that may be held by any one financial institution, the maximum term to maturity and the maximum percentage of total investment portfolio.

Long Term		Short Term		Maximum Portfolio Allocations		
S&P	Moody's	S&P	Moody's	Funds With A Single ADI	Term to Maturity	Percentage of Total Portfolio
AAA	Aaa			50%	2 Years	100%
AA+	Aa1					
AA	Aa2					
AA-	Aa3					
A+	A1	A-1+	P-1	25%	1 Year	50%
A	A2	A-1				
A-	A3					
BBB+	Baa1	A-2	P-2	25%	180 Days	25%
BBB	Baa2					

Where the aggregate of the portfolio decreases resulting in funds with an institution exceeding the limit, the Investment Officers will restructure the portfolio within a reasonable period (7 days after the existing investment matures).

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b) Managed Investment Schemes (Managed Funds)

Investments in Managed Investment Schemes must have a rating as specified by Ministerial Guidelines - Approval of Authorised Manners of Investments For The Purposes of Section 143(f) of the Local Government Act. Investments in Managed Investment Schemes must also be in accordance with 3.1.2 above.

6.4.3. Prudential requirements of investment institution

Council will only invest in ADI's that meet the APRA prudential requirements, including:

- Liquidity Coverage Ratio
- Capital Adequacy Ratio

6.4.4. Investment Term and Amount

Investments can be made at any time where excess cash is available. It is prudent to have multiple investments with varying maturity dates to maximise returns to meet Council's cash flow requirements. Investment Officers should ensure a sufficient level of funds is available to meet short term debts. However, discretion of the Director of Corporate and Community Services or Manager Finance can be used in regards to diversification for funds placed in "At-Call" type accounts.

6.4.5. Other considerations

Council's aim is to invest funds to obtain the best return possible with the least risk, however, consideration must be given to any fees applicable to transferring funds between Institutions that may erode investment returns.

6.5. Use of Licenced Broker

Term to maturity Investments can be placed directly with an ADI or through an AFS licenced broker.

6.6. Quotation on Investments

Not less than three (3) quotations shall be obtained from an ADI whenever a Term to Maturity investment is proposed. The best quote will be successful after allowing for administrative and banking costs, as well as having regard to the limits set above.

Investment Officers shall take into account the following factors:

- The level of risk against return (i.e.: credit rating vs interest rate).
- The process required to transfer cash to the institution.
- The spread of Council's existing investments.

6.7. Shared Service Arrangement

Council may enter into a shared service arrangement (or similar) for investment purposes under this Policy. However, Council must retain beneficial interest in the underlying investment. Shared service arrangements under this Policy must be with other Victorian Local Government Authorities or through a scheme managed or co-ordinated by the Municipal Association of Victoria.

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7. Investment Decision

All investments should be reviewed by another Investment Officer of which one must be either the Director Corporate and Community Services or Manager Finance. An investment decision is required to have sufficient documentation to meet the policy and audit requirements.

8. Reporting On Investments

- Investment activities and results must be reviewed on a monthly basis by the Manager Finance and reported to the Director Corporate and Community Services in the form of an Investment Activity Report.
- A register of investments will be maintained together with an investment file containing all letters of advice.
- Investment will be brought to account and valued at fair value plus transaction costs directly related to the acquisition of the financial asset in accordance with IFRS.
- Interest revenue will be recognised as it is earned.

**Legislative compliance**

All investments must comply with Section 143 of the *Local Government Act 1989*, relevant regulations and Ministerial guidelines.

**Review Date**

The Policy will be reviewed in April 2018 or as required by changed circumstances, including changes to legislation and policies.

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.



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## 10.7 Disability Discrimination Policy

**Author:** Matthew Dawson, Manager Community Services

**File No:** D17/262

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Matthew Dawson

In providing this advice to Council as the Manager Community Services, I have no interests to disclose in this report.

### Summary

This report recommends Council adopt the revised Disability Discrimination Policy dated April 2017 as attached.

### Introduction

The current Disability Discrimination Policy was adopted by Council in May 2012. Officers have reviewed the policy and have identified minor changes (as indicated on the attached version incorporating tracked changes).

### Issues

The purpose of this policy is to state Council's position in regards to the *Disability Discrimination Act 1992 (Cth)*. This policy provides guidance on how the Corangamite Shire will meet the requirements of the *Disability Discrimination Act*.

The policy also demonstrates Corangamite Shire's commitment to being responsive to the needs, interests and aspirations of individuals and groups within its communities, and to ensuring that Council resources are used fairly, effectively and efficiently.

Council recognises that people with disabilities are valued members of the community who make a variety of contributions to the social, economic and cultural life within the Shire and beyond. Council believes that a community that recognises its diversity and supports the participation of all its members makes for a richer community life.

### Policy and Legislative Context

The *Disability Discrimination Act* reinforces Council's general obligation not to treat a person with a disability less favourably than they would treat a person without a disability in similar circumstances.

The *Disability Discrimination Act* recognises that people with disabilities constitute a significant proportion of the local community and that they have a right to participate as fully as possible in the life of the community.

The *Disability Discrimination Act* holds precedence over other Commonwealth and State legislation unless exempted in writing by the Australian Attorney General. It is a legal requirement of Council to respond to issues and complaints relating to access to services under the control of Council, pursuant to the *Disability Discrimination Act*.

#### **Internal / External Consultation**

Consultation with the Rural Access Officer, Aged & Disability Services Team and Senior Officer Group was undertaken during the review of this policy.

#### **Financial and Resource Implications**

There are no financial and resource implications as a consequence of adopting the revised Disability Discrimination Policy.

#### **Options**

Council may choose to adopt the updated Disability Discrimination Policy, or it may choose not to adopt the policy.

#### **Conclusion**

The Disability Discrimination Policy supports Council in demonstrating that it is committed to promoting an inclusive and accessible community where all people, including people with a disability are active, socially connected individuals who are able to access information, activities, facilities and services within the community.

### **RECOMMENDATION**

#### **That Council:**

- 1. Revokes the Disability Discrimination Policy dated May 2012.**
- 2. Adopts the Disability Discrimination Policy dated April 2017.**

#### **Attachments**

1. Disability Discrimination Policy 2017
2. Disability Discrimination Policy 2017 with Tracked Changes - Under Separate Cover



**CORANGAMITE  
SHIRE**

# **Disability Discrimination Policy**

**Corangamite Shire**

April 2017

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# Council Policy



CORANGAMITE  
SHIRE

## Disability Discrimination Policy

### Introduction

The *Disability Discrimination Act 1992* is Commonwealth legislation that is designed to prevent discrimination on the basis of disability.

The *Disability Discrimination Act* (DDA) makes it unlawful to discriminate in the provision of goods, services or facilities, against people on the basis that they have, or may have, a disability. It also makes it unlawful to discriminate against a person on the basis that one of their associates has, or may have a disability.

The *Disability Discrimination Act* holds precedence over other Commonwealth and state legislation unless exempted in writing by the Australian Attorney General. It is a legal requirement of Council to respond to issues and complaints relating to access to services under the control of Council, pursuant to the *Disability Discrimination Act*.

The objects of the *Disability Discrimination Act* are:

- (a) to eliminate, as far as possible, discrimination against persons on the ground of disability in the areas of:
  - (i) work, accommodation, education, access to premises, clubs and sport
  - (ii) the provision of goods, facilities, services, land
  - (iii) existing laws
  - (iv) the administration of Commonwealth laws and programs.
- (b) to ensure, as far as practicable, that persons with disabilities have the same rights to equality before the law as the rest of the community, and
- (c) to promote recognition and acceptance within the community of the principle that persons with disabilities have the same fundamental rights as the rest of the community.

The *Disability Discrimination Act* reinforces Council's general obligation not to treat a person with a disability less favourably than they would treat a person without a disability in similar circumstances.

The *Disability Discrimination Act* recognises that people with disabilities constitute a significant proportion of the local community and that they have a right to participate as fully as possible in the life of the community.

### Purpose

The purpose of this policy is to state Council's position in regards to the *Disability Discrimination Act 1992*. This policy provides guidance on how the Corangamite Shire will meet the requirements of the *Disability Discrimination Act*.

The policy also ensures Corangamite Shire's adherence to the *Local Government Act 1989 Section 3C*. This section of the Act emphasises the requirement by Council to be

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responsive to the needs, interests and aspirations of individuals and groups within its community and to ensure that Council resources are used fairly, effectively and efficiently.

### Scope

This policy is of important relevance to a number of Council services including:

- Access to Council owned and/or operated facilities used by the community
- Provision of Council services
- Purchase, sale and use of Council assets
- Council employment (including volunteers)
- Council contract management
- Provision of Council information to the community
- Development of Council policies and procedures

### Definitions

The definition of disability for the purposes of the DDA is:

- Total or partial loss of the person's bodily or mental functions
- Total or partial loss of a part of the body
- The presence in the body of organisms causing disease or illness
- The presence in the body of organisms capable of causing disease or illness
- The malfunction, malformation or disfigurement of a part of the person's body
- A disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction
- A disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour

### Policy

Corangamite Shire Council is committed to promoting an inclusive and accessible community where all people, including people with a disability are active, socially connected individuals who are able to access information, activities, facilities and services within the community.

This will be achieved by providing people with disabilities with the same opportunities, rights and responsibilities enjoyed by all other people in the community.

Council recognises that people with disabilities are valued members of the community who make a variety of contributions to the social, economic and cultural life within the shire and beyond. Council believes that a community that recognises its diversity and supports the participation of all its members makes for a richer community life.

Council recognises that full compliance with the intent of the *Disability Discrimination Act* comes at a financial cost that cannot be easily achieved in the short term. Thus Council is committed to implementing the spirit and intent of the legislation by:

- Promoting a positive image of people with disabilities.

- Ensuring the needs of people with disabilities are recognised in the development, planning and delivery of Council services and facilities.
- Providing facilities, services and assets that, as far as practicable, comply with Australian Standards and Codes and the objectives of the *Disability Discrimination Act*.
- Ensuring that all Councillors, staff and volunteers are aware of and understand the needs of people with disabilities.
- Acknowledging the right of people with disabilities to contribute to the social, political, economic and cultural life of the community.
- Ensuring, as far as practicable, Council's relevant corporate documents address the needs of people with disabilities, in accordance with the principles outlined in the *Disability Discrimination Act* and this policy.
- Establishing and maintaining an Action Plan (incorporated in the Municipal Health and Wellbeing Plan) which will be reviewed and revised in line with The Council Plan review every four years.
- Reporting to Council and the community periodically about the achievements of the Municipal Health and Wellbeing Plan.

### **Feedback and/or Complaints**

A member of the public can make a complaint or provide Council with feedback in relation to its compliance with the Act. Complaints should be directed to the Council in the first instance, and if a person considers that a complaint has not been satisfactorily handled by the Council, it is open to the person to lodge a formal complaint with the Australian Human Rights Commission - [www.hreoc.gov.au](http://www.hreoc.gov.au).

### **References**

*Local Government Act 1989*

*Disability Discrimination Act 1992 (Commonwealth)*

*Disability Discrimination and Other Human Rights Legislation Amendment Act 2009*

*The Victorian Charter of Human Rights and Responsibilities Act 2006*

*The Equal Opportunity Act 2010*

### **Review Date**

This policy is to be reviewed by April 2020 unless circumstances necessitate otherwise.

### **Human Rights Compliance**

It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

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## 10.8 Fraud Prevention and Control Policy Review

**Author:** David Rae, Director Corporate and Community Services

**File No:** D17/223

**Previous Council Reference:** 26 April 2016, Item 10.6

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - David Rae

In providing this advice to Council as the Director Corporate and Community Services, I have no interests to disclose in this report.

### Summary

This report recommends Council adopt the Fraud Prevention and Control Policy dated April 2017 as attached.

### Introduction

The current Fraud Prevention and Control Policy (Policy) was adopted by Council in April 2016 on the recommendation of Council's Audit Committee.

The Policy was reviewed by Council's Audit Committee in March 2017. The Audit Committee recommends Council adopt the revised Policy. There have been some amendments to the Policy which are discussed below.

### Issues

This Policy sets the framework for the prevention, identification, management and prosecution of acts or potential acts of fraud that could be encountered by Corangamite Shire.

Policy amendments are proposed to address the recent mandatory reporting requirements introduced by the Independent Broad-based Anti-corruption Commission (IBAC) in December 2016.

Principal Officers (which include council Chief Executive Officers) are now obligated to notify IBAC when there are reasonable grounds to suspect corruption is occurring or has occurred. There is no legislative obligation for relevant Principal Officers to search out corrupt conduct, only report it when suspected. Corrupt conduct is defined in section 4 of the Act. To be considered corrupt conduct, the conduct must also constitute an indictable offence against any Act, or the common law offence of attempt to pervert the course of justice, bribery of a public official, perverting the course of justice and misconduct in public office. There must be reasonable grounds to suspect the corrupt conduct is occurring or has occurred before notifying IBAC. However, in notifying IBAC this may delay the investigative contained within the Policy.

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### **Policy and Legislative Context**

Consideration of this report is in accordance with the Audit Committee's Annual Work Plan and the following commitments in the 2013-2017 Council Plan:

Council will demonstrate high levels of ethical behaviour and corporate governance standards. We will make budgetary decisions that are reflective of our financial circumstances. We will advocate for and with the community to achieve outcomes.

The Policy is also a requirement of the Local Government Performance Reporting Framework as contained in the *Local Government (Planning and Reporting) Regulations 2014*.

### **Internal / External Consultation**

The Fraud Prevention and Control Policy has been developed and reviewed internally. Internal audit and sector findings or recommendations have been incorporated, including the VAGO report Fraud Prevention Strategies in Local Government. The Policy was considered by Council's Audit Committee in March 2017. The Committee recommends Council approve the Policy.

### **Financial and Resource Implications**

There are no financial and resource implications as a consequence of adopting the Fraud Prevention and Control Policy.

### **Options**

Council may choose to adopt the Fraud Prevention and Control Policy with or without amendment. Alternatively, Council may choose not to adopt the Fraud Prevention and Control Policy.

### **Conclusion**

The revised Fraud Prevention and Control Policy is attached for Council's consideration and approval.

## **RECOMMENDATION**

### **That Council:**

- 1. Revokes the previous Fraud Prevention and Control Policy dated April 2016.**
- 2. Adopts the Fraud Prevention and Control Policy dated April 2017.**

### **Attachments**

1. Fraud Prevention and Control Policy April 2017
2. Fraud Prevention and Control Policy April 2017 (Tracked Changes Version) - Under Separate Cover





**CORANGAMITE  
SHIRE**

# **Fraud Prevention and Control Policy**

**Corangamite Shire**

April 2017

# Council Policy



## Fraud Prevention and Control

### Introduction

This policy sets the framework for the prevention, identification, management and prosecution of acts or potential acts of fraud that could be encountered by Corangamite Shire Council (Council).

### Purpose

The purpose of the Fraud Prevention and Control Policy is to:

- Identify areas of risk in relation to fraud within the organisation.
- Protect the reputation, revenue, expenditure and property of the organisation.
- Implement fraud prevention and detection controls within the organisation to minimise losses through fraud.
- Maintain an ethical climate within the organisation which encourages all councillors and staff to be active in protecting public money and property.
- Monitor and review fraud risk areas and controls on an ongoing basis.
- Prosecute offenders following appropriate investigation.

### Scope

This policy reflects the principles contained within the Councillor Code of Conduct and The Code of Conduct for Staff and applies to all:

- councillors, employees and volunteers of Council.
- persons who interact with Council including members of the public, contractors, consultants and committee members.

Council employees are responsible for ensuring there are adequate measures to prevent and detect fraud within the areas under their control by:

- complying with legislation and Council policies and practices;
- ensuring staff understand their responsibilities through adequate supervision, acting within their delegated powers, written procedures and position descriptions;

### Definitions

- Fraud: A deception through an act, expression, omission or concealment which is deliberately practiced in order to secure unfair or unlawful advantage for personal gain while causing injury or loss to Council. Or more simply, fraud is dishonestly obtaining a benefit, or causing a loss, by deception or by other means. Fraud may include, but is not limited to, the following acts:
  - theft
  - obtaining property, a financial advantage or any other benefit by deception
  - providing false or misleading information to a statutory authority or failing to provide information where there is an obligation to do so
  - causing a loss, or avoiding or creating a liability by deception
  - creating, using or possessing forged or falsified documents
  - bribery, the acceptance of bribes, corruption or abuse of office

- unlawful (including unauthorised) use of Council resources and assets, including misuse of information technology, plant and machinery, light fleet vehicles, telephones and other property or services
- non declaration of Conflicts of Interest or receipt of gifts leading to personal or associated advantage
- disclosure of sensitive or confidential information with the discloser obtaining some benefit; and
- any offences of a like nature to those listed above.
- Fraud Control Officer: senior council officer responsible for the development and implementation of the Fraud Control Plan. The Director Corporate and Community Services assumes this function.
- Fraud Control Plan: The Fraud Control Plan is a summary of Council's fraud risks and controls in place, or being developed, to minimise and combat those risks. It is intended to clearly set out prescriptive measures to prevent and limit the effects of fraud.
- Corrupt Conduct: is that defined under section 4 of the Independent Broad-based Anti-corruption Commission Act 2011

### References

Corangamite Shire Councillor Code of Conduct  
Corangamite Shire Code of Conduct for Staff  
*Local Government Act 1989*  
*Financial Management Act 1994*  
*Independent Broad-based Anti-corruption Commission Act 2011*  
*Protected Disclosure Act 2012*  
Victorian Auditor General's Office  
Australian Standard AS 8001-2008: Fraud and Corruption Control

### Policy Detail

Council will not tolerate any act or behaviour that is illegal, will materially damage Council and or is likely to bring Council's reputation into disrepute. Council will prosecute those acting illegally and take further legal action to recover any losses.

Council's Fraud Control Officer will implement a structured and ongoing Fraud Control Plan. The Fraud Control Plan will ensure that there are procedures, guidelines, programs and subsidiary policies in place that protect Council's assets and resources, integrity, security and consequently its reputation within the community from fraudulent acts.

All administrative and management practices will support the Fraud Control Plan through the fostering of an ethical culture, transparency and accountability. Councillors and employees are to maintain a high degree of integrity and ethical behaviour at all times. Ethical behaviour in all Council dealings will also foster an external environment that encourages the prevention, detection and reporting of any fraudulent act involving or impacting on Council.

Actual or suspected fraudulent acts must be reported immediately either directly or via senior management to the Chief Executive Officer (CEO). The CEO will investigate such acts, report to Council and involve the Police where necessary. The Fraud Control Officer will report such acts to the Audit Committee. The CEO must report all suspected corrupt conduct to the Independent Anti-Corruption Commission in the first instance (section 57A).

Where the actual or suspected fraud relates to the CEO the allegation may be reported to the Director Corporate and Community Services (DC&CS). The DC&CS is then delegated CEO responsibilities for the purposes of this policy. Alternatively, the allegation may be reported to the Independent Broad-based Anti-corruption Commission (IBAC) under the *Protect Disclosure Act 2012*.

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Council's Human Resource policies and procedures will ensure that all staff are kept informed of this policy. A copy of this policy is to be made available to all staff.

Specific responsibilities

*Council:*

- demonstrate good governance and ethical behaviour in the provision of all services to the community and in the management of Council,
- ensure management has appropriate resources and measures to detect, prevent and control fraud.

*Audit & Risk Management Committee:*

- assist management to achieve sound managerial review and control over all Council activities through the use of internal and external audit functions,
- assist the Fraud Control Officer in the preparation of the Fraud Control Plan.
- monitor the effectiveness of the Fraud Control Plan
- review the Fraud Control Plan triennially

*Chief Executive Officer;*

- ensure procedures support the reporting of all fraudulent or suspected fraudulent acts,
- investigate fraudulent acts (reported or otherwise), report to Council and take legal redress when necessary, including criminal prosecution.
- report all suspected corrupt conduct to the Independent Anti-Corruption Commission

*Senior Officer Group;*

- ensure there are appropriate and adequate internal controls in place to provide reasonable assurance for the prevention and detection of fraud and corruption by;
  - promptly responding to concerns and issues raised,
  - monitoring compliance with Council policies, rules and regulations,
  - promoting staff awareness of their responsibilities supported by adequate training, supervision and documented procedures,
  - setting an example and advising employees of the acceptability or otherwise of their conduct,
  - reviewing procedures as prevailing circumstances change.

*Employees/Volunteers/Contractors/Consultants;*

- act with propriety in all Council activities,
- must NOT use their position with Council to gain personal advantage or to confer advantage, or disadvantage, on any other person,
- safeguard Council assets against theft, misuse or improper use,
- report any suspicion of fraudulent activity.

*Fraud Control Officer;*

- prepare a Fraud Control Plan in consultation with the Audit Committee
- implement the Fraud Control Plan

Fraud Control Plan

The Fraud Control Plan, as a minimum, must give consideration to:

- Fraud Risk Profiling and Assessment including:
  - Areas of fraud including related party transactions
  - Associated risks
  - Controls and measures to mitigate risk
  - Officers responsible for implementing risk mitigation measures
- Ongoing monitoring and reporting;
- Identification of "red flag" indicators to assist in fraud detection;
- Employee awareness and conduct training;
- Internal controls to be maintained to minimise fraud;
- Fraud incident investigation protocol.

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Fraud Investigation

The Chief Executive Officer, or delegate, will respond to, investigate and assess allegations of fraud. All reported acts or suspected act of fraud will be investigated by:

- thoroughly reviewing reported incident to establish the facts,
- allowing for an investigation independent of management if appropriate,
- acting quickly to preserve evidence, being mindful to not in any way compromise a possible future criminal investigation,
- presenting a case to police if evidence is sufficient
- taking remedial action eg pursue legal action to recover lost funds or assets.
- maintaining confidentiality and disclosing information only to those who need to know in order not to prejudice any disciplinary or any criminal action.

At the conclusion of any fraud investigation, systems and procedures will be reviewed to identify deficiencies with internal controls.

Disciplinary Matters: Codes of conduct and discipline procedures

Any individual, including councillors and employees, who commits a fraudulent act that impacts upon Council can expect legal action for redress. All councillors and employees (including contractors and volunteers) are subject to the respective Code of Conduct. Employees will be summarily dismissed where a fraud has been committed.

Miscellaneous

Council will keep a register of fraud related risks as part of its risk register and will, as part of its human resource practices, where the nature of the position requires: -

- verify employees references and qualifications; and
- conduct police checks before engaging employees.

**Review Date**

The policy will be reviewed in April 2019 or earlier if necessary.

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

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## 10.9 Media Relations Policy

**Author:** Rory Neeson, Manager Community Relations

**File No:** D17/233

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Rory Neeson

In providing this advice to Council as the Manager Community Relations, I have no interests to disclose in this report.

### Summary

This report recommends that Council revokes the existing Media Relations Policy and adopts the updated Media Relations Policy.

### Introduction

The media play an important role in assisting Council to communicate with our communities. Corangamite Shire enjoys very positive relationships with all local and regional media outlets. This policy ensures that these strong relationships continue and that the Council remains committed to open and honest communication.

### Issues

The key components of the policy include:

- The Mayor and the CEO are the official spokespeople for Corangamite Shire.
- The Mayor may delegate authority to a fellow Councillor to comment on matters in which they hold a delegated role, such as special committees and Ward-specific issues.
- Councillors may speak to the media, however they must portray the general position of Council or they are expected to indicate when any statement they make is their personal view and not that of the Council.
- The media are welcome at Council Meetings and can make requests for further information through the Community Relations Manager.
- Media releases are distributed to all media outlets across the region while also being sent to Councillors and posted on the Council website and social media sites.
- All meetings with the media on a particular issue are to be organised through the Community Relations Manager and approved by the CEO or a delegated Director.
- Crisis communications will be managed by the Community Relations Manager. In times of crisis or emergency, Councillors will refrain from media comment unless authorised by the Community Relations Manager or CEO.
- The Warrnambool Standard is endorsed as Council's official newspaper for public notices.

The major changes that has been made through the review of this policy is to remove all references to staff from this policy. As part of these changes, an organisational policy for

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staff around media relations has been developed and approved by the CEO which details the roles and responsibilities of staff when dealing with the media.

### **Policy and Legislative Context**

The review of this Media Relations Policy is consistent with the following Council Plan 2013-2017 objectives:

- Model contemporary standards of corporate governance and professional standards
- Strengthen our reputation as an organisation
- Deliver exceptional standards of customer service

### **Internal / External Consultation**

Consultation with the communications team and Council's Senior Officer Group has been completed regarding the review of this policy.

### **Financial and Resource Implications**

The proposed updates to this policy provide for no additional financial or resource implications for Corangamite Shire.

### **Options**

Council may choose to revoke the existing Media Relations Policy and adopt the updated Media Relations Policy or it may choose to not adopt the policy.

### **Conclusion**

Good media relations is core business for Corangamite Shire, which recognises that the media provides the most regular and trusted communications to our communities.

Informed communities have a greater opportunity to participate in decision making processes and to access and benefit from services, activities and events provided by Corangamite Shire.

Good media relation practises maximise Council's ability to effectively communicate decisions, policies, programs, services, emergencies and activities, and in doing so promote healthy and democratic governance by the Council.

## **RECOMMENDATION**

### **That Council:**

- 1. Revokes the Media Relations Policy dated March 2014.**
- 2. Adopts the Media Relations Policy dated April 2017.**

### **Attachments**

1. Policy Council Community Relations Media Relations 2017



**CORANGAMITE  
SHIRE**

# **Media Relations Policy**

**Corangamite Shire**

April 2017



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# Council Policy



CORANGAMITE  
SHIRE

## Media Relations

### Introduction

The media is critical to Corangamite Shire Council's operations, is an important source of information for our communities and provides those same communities with a public platform to advocate to Council.

News agencies have the means to convey information to readers, listeners and viewers that is independent of Corangamite Shire and therefore uncompromised in content. This provides a useful and meaningful communication tool for the Council.

Corangamite Shire releases, on average, 150 media releases annually and responds to enquiries from media outlets on a daily basis. It provides content to the print, radio and television media in addition to a number of township newsletters.

This policy seeks to ensure that Councillors, at all times, communicate openly and honestly with the media in order to maintain our commitment as an open and accountable organisation. As an organisation that is accountable to its community, effective and open communication between the Council, its residents, ratepayers and other stakeholders is a priority recognised within the Council Plan.

Through adherence to this policy, Corangamite Shire will maximise its ability to effectively communicate decisions, policies, programs, services and activities to the community by encouraging high standards, consistency and professionalism within the organisation.

### Purpose

To guide the relationship between Corangamite Shire and the media to ensure that information is provided in a consistent, timely and accurate manner.

### Scope

This policy is applicable to Councillors in all of their dealings with the media and is complimented by the Council's Social Media Policy, Councillor Code of Conduct, the Customer Service Charter, Complaints Handling Policy, Equal Opportunity Policy and other key documents governing Councillor activities.

### Definitions

- Council officer – refers to any employee of Corangamite Shire Council
- Councillor – refers to elected Corangamite Shire Councillors
- CEO – refers to the Chief Executive Officer
- Director – refers to second-level management
- Community Relations Manager – refers to the officer responsible for the policy
- Communications Officer – refers to officers delegated to liaise with the media

## Policy Detail

### Official Council Spokespersons

The Mayor and the Chief Executive Officer are the official spokespeople for Corangamite Shire and are the appropriate people to make statements to the media on Council policy, political matters, service levels and major decisions. This relates to all Council departments and teams, both at the Civic Centre in Camperdown and those that are located off site, such as children's services, depots and swimming pools.

As official spokespeople, the Mayor, CEO and approved Council officers must represent the Council (whole of organisation) view, not their personal view. Councillors may speak to the media however they must portray the general position of Council or they are expected to indicate when any statement they make is their personal view and not that of the Council.

The Mayor may also delegate authority to a fellow Councillor to comment on matters in which they hold a delegated role, such as special committees and Ward specific issues.

### Council Meetings

All media are welcome to attend Council Meetings. All media requests before and after the meetings are to be directed through the Community Relations Manager. In their absence, the CEO will take the requests and follow protocols to satisfy the enquiry.

### Media releases

Media releases are prepared and distributed by the Community Relations Manager and Communications Officers. Where appropriate, Corangamite Shire will distribute media releases to the following news outlets:

- Warrnambool Standard
- Camperdown Chronicle
- Cobden Timboon Coast Times
- Terang Express
- Colac Herald
- The Weekly Times
- Ballarat Courier
- The Age
- The Herald Sun
- ABC Ballarat
- ABC Warrnambool
- ABC Melbourne
- Mixx FM
- 3CS
- Coast FM
- 3YB
- 3BA
- Power FM
- The Pyrenees Advocate
- Prime TV
- Geelong Advertiser
- WIN TV
- Southern Cross Ten
- Western District Farmer
- Voice FM
- Hamilton Spectator
- South West Biz
- Simpson and District Newsletter
- Derrinallum News and Natter
- Skipton Community News
- Lismore News
- Port Campbell Beacon.
- What's Noo (Noorat Community News)

All media releases must be written on the Council's standard media release template. They must be filed in Records Manager, posted on the website, published on social media and emailed to all Councillors.

Before any media release is distributed it must have approval from the CEO, relevant Director, Manager Community Relations or when delegated, relevant Manager. The communications team will also look to involve Councillors in media releases via quotes and photos where relevant e.g. Ward specific issues or releases revolving around a committee of Council.

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Media conferences

In consultation with the CEO and the Community Relations Manager, the Council may decide to hold a Media Conference on an appropriate issue. The CEO, or delegate, Mayor, or delegate, and appropriate operational staff are to be present at all Media Conferences. Media kits on the issue are to be provided to all media present and every effort made to satisfy the additional requirements of the broadcast media.

Media meetings

All meetings with the media on a particular issue are to be organised through the Community Relations Manager and approved by the Mayor, CEO or a delegated Director.

Issues and/or crisis management

In the event of a crisis or unexpected issue, the Community Relations Manager will put into place appropriate crisis communication procedures to ensure Council's communication with the media is timely and well managed. In times of crisis or emergency, Councillors will refrain from media comment unless authorised by the Community Relations Manager or CEO.

Public Notices

Under the *Local Government Act 1989*, Council is required to nominate a newspaper that it will issue public notices in. Information that appears in the public notice section can include but is not limited to planning applications, Council Meetings, the sale of Council assets and the sale of Council owned land.

To ensure compliance with the Act, the Warrnambool Standard is endorsed as Council's official newspaper for public notices. Additional notices can be placed in other newspapers as Council sees fit to ensure the community is informed regarding various Council decisions and activities.

All public notices will also be uploaded to the Council website as required by the *Local Government Act 1989*.

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

**Review Date**

April 2020.

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## 10.10 Social Media Policy

**Author:** Rory Neeson, Manager Community Relations

**File No:** D17/238

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Rory Neeson

In providing this advice to Council as the Manager Community Relations, I have no interests to disclose in this report.

### Summary

This report recommends that Council revokes the existing Social Media Policy and adopts the updated Social Media Policy.

### Introduction

Corangamite Shire has developed an extensive social media presence over the past few years to complement its existing communications methods.

Social media provides Council with a simple, cost effective way to facilitate genuine two-way communication with its residents and visitors.

The review of this policy aims to ensure that our policy remains current and up to date for Councillors when using social media as part of their role at Corangamite Shire.

### Issues

This policy was originally developed in conjunction with the Municipal Association of Victoria (MAV), who assisted councils throughout Victoria by developing a social media policy template. Councils were then able to use this template to create their own personalised policy to suit their current needs and environment.

The MAV sought advice from legal practitioners when developing the policy to ensure that it met all the relevant requirements that exist for local government when using social media.

Council has now updated this policy to separate the role of Councillors and staff. As part of these changes, an organisational policy for staff use of social media has been developed and approved by the CEO.

The policy also takes into account a recent case that came before VCAT (Chapman v Greater Bendigo City Council [2017] VCAT 417). This report stated that even though Cr Chapman believed her social media account was personal and not one associated with her Council role (in the biography section she mentions all views are personal and not those of the Bendigo City Council) that as she was conducting Council business through this account so it was considered to be associated with her role as a Councillor.

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It is important that Councillors have an understanding of the implications of this report and how this may impact their ability to post their personal views on an issue versus the Council's position via social media.

The policy also references a range of other Council documents and policies as well as a variety of relevant State and Federal legislation to ensure it is able to adapt to any changes that occur in this continually evolving technology.

### **Policy and Legislative Context**

The review of this Social Media Policy is consistent with the following Council Plan 2013-2017 objectives:

- Model contemporary standards of corporate governance and professional standards.
- Strengthen our reputation as an organisation.
- Deliver exceptional standards of customer service.

This policy is also supported by Council's Media Relations Policy and the Councillor Code of Conduct.

### **Internal / External Consultation**

Consultation with the communications team and Council's Senior Officer Group has been completed during the review of this policy.

### **Financial and Resource Implications**

The proposed changes to this policy provide for no additional financial or resource implications for Corangamite Shire.

### **Options**

Council may choose to revoke the existing Social Media Policy and adopt the updated Social Media Policy or it may choose to not adopt the policy.

### **Conclusion**

As a communication tool, social media has represented a significant opportunity for Corangamite Shire.

Council needs to continue to monitor all associated risks associated with social media while still ensuring it benefits from the many positive two way communication avenues that this type of media provides.

Through the review of this policy, Council can ensure that it balances the benefits and risks of using social media and be confident that it is meeting all relevant legislation and guidelines regarding the use of social media by local government.

## **RECOMMENDATION**

### **That Council:**

- 1. Revokes the Social Media Policy dated September 2014.**
- 2. Adopts the Social Media Policy dated April 2017.**

### **Attachments**

1. Policy Council Community Relations Social Media 2017



**CORANGAMITE  
SHIRE**

# **Social Media Policy**

**Corangamite Shire**

April 2017

# Council Policy



## Social Media Policy

### Introduction

This policy provides guidelines for Councillors when using social media for work purposes at Corangamite Shire Council.

### Purpose

Corangamite Shire recognises that social media provides opportunities for dynamic and interactive two-way communications which can complement existing communication and further improve information, access and delivery of key services.

Councillors are encouraged to use social media to engage with residents and promote the wide variety of initiatives and services Council completes.

The intent of this policy is to provide understanding and guidance for the appropriate use of social media by Councillors for the purpose of conducting Council business.

### Scope

This policy applies to all Corangamite Shire Councillors who use social media as part of their role as a Councillor. This includes both personal social media accounts and accounts defined as a Councillor social media account.

The policy outlines requirements for compliance with confidentiality, governance, legal, privacy and regulatory parameters when using social media to conduct Council business. It will:

- Inform appropriate use of social media tools for Corangamite Shire Councillors
- Promote effective and productive community engagement through social media
- Minimise miscommunication or mischievous communications
- Help Corangamite Shire manage the inherent challenges of speed and immediacy for Councillors using social media

The policy applies to those digital spaces where people may comment, contribute, create, forward, post, upload and share content, including:

- Blogs
- Bulletin boards
- Citizen journalism and news sites
- Forums and discussion boards
- Instant messaging facilities
- Microblogging sites
- Online encyclopaedias
- Podcasts
- Social networking sites
- Video and photo sharing sites
- Video podcasts
- Wikis

- Any other websites that allow individuals to use simple publishing tools or new technologies emerging from the digital environment.

As it is not possible to expressly refer to or list the specific sites or kinds of social media outlets, the absence of a reference to a particular site or kind of social media activity does not limit the application of this policy.

This policy should be read in conjunction with other relevant policies and procedures of Corangamite Shire.

It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

### References

Corangamite Shire Councillors are expected to demonstrate standards of conduct and behaviour that are consistent with relevant legislation, regulations and policies. A list of relevant legislation which may be used as a guide is included in Annexure A. Council policies and guideline provisions which must be adhered to in relation to the use of social media include the following:

- Corangamite Shire acceptable use policies for email, internet, digital equipment, electronic communications
- Corangamite Shire Councillor Code of Conduct
- Corangamite Shire Equal Employment Opportunities Policy
- Corangamite Shire Media Relations Policy
- Corangamite Shire Information Privacy Policy
- Corangamite Shire Procurement Policy

### Policy Detail

When Councillors are using social media in their role as a Councillor at Corangamite Shire they are expected to:

- Adhere to Corangamite Shire codes of conduct, policies and procedures
- Behave with caution, courtesy, honesty and respect
- Comply with relevant laws and regulations
- Reinforce the integrity, reputation and values of Corangamite Shire.

The following content is not permitted under any circumstances:

- Abusive, profane or sexual language
- Content not relating to the subject matter of that blog, board, forum or site
- Content which is false or misleading
- Confidential information about Council or third parties
- Copyright or Trademark protected materials
- Discriminatory material in relation to a person or group based on age, colour, creed, disability, family status, gender, nationality, marital status, parental status, political opinion/affiliation, pregnancy or potential pregnancy, race or social origin, religious beliefs/activity, responsibilities, sex or sexual orientation
- Illegal material or materials designed to encourage law breaking
- Materials that could compromise Council, employee or system safety
- Materials which would breach applicable laws (defamation, privacy, trade practices, financial rules and regulations, fair use, trademarks)
- Material that would offend contemporary standards of taste and decency
- Material which would bring the Council into disrepute
- Personal details or references to Councillors, Council staff or third parties, which may breach privacy laws
- Spam, meaning the distribution of unsolicited bulk electronic messages



- Statements which may be considered to be bullying or harassment

If you have any doubt about applying the provisions of this policy, check with the Manager Community Relations before using social media to communicate. Depending upon the nature of the issue and potential risk, it may also be appropriate to consider seeking legal advice.

#### Expertise

Do not comment outside your area of expertise. Do not commit Council to actions or undertakings.

#### Disclosure

Only discuss publicly available information. Do not disclose confidential information, internal discussions or decisions of Council, employees or third parties. This includes publishing confidential, personal or private information where there is sufficient detail for potential identification of Councillors, Council staff or third parties.

#### Accuracy

Be accurate, constructive, helpful and informative. Correct any errors as soon as practicable. Do not publish information or make statements which you know to be false or may reasonably be taken to be misleading or deceptive.

#### Identity

Be clear about professional identity or any vested interests. Do not use fictitious names or identities that deliberately intend to deceive, mislead or lie. Do not participate anonymously or covertly via a third party or agency.

#### Opinion

Be mindful of the Councillor Code of Conduct when discussing or commenting on Council matters. In general, don't express personal opinions using Council # tags or other identifications. Only where this is not possible, consider using a formal disclaimer to separate official council positions from personal opinions and distance Council from comments made by public and other outside interests.

#### Privacy

Be sensitive to the privacy of others. Seek permission from anyone who appears in any tags, online mentions, photographs, video or other footage before sharing these via any form of social media. If asked to remove materials do so as soon as practical.

#### Intellectual Property

Seek permission from the creator or copyright owner, to use or reproduce copyright material including applications, audio tracks (speeches, songs), footage (video), graphics (graphs, charts and logos), images, artwork, photographs, publications or music. Also seek permission before publishing or uploading material in which the intellectual property rights, such as trademarks, are owned by a third party e.g. company logos. Seek permission from the website's owner wherever possible before linking to another site (including a social media application).

#### Defamation

Do not comment, contribute, create, forward, post, upload or share content that is malicious or defamatory. This includes statements which may negatively impact the reputation of another.

#### Reward

Do not publish content in exchange for reward of any kind.

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Transparency

Do not seek to buy or recompense favourable social media commentary. Encourage online publishers to be open and transparent in how they engage with, or review council personnel, services or wares.

Respect

That Councillors must treat all persons with respect and have a due regard to the opinions, beliefs, rights and responsibilities of other Councillors, Council staff and other persons. Always be courteous, patient and respectful of others' opinions, including detractors.

Discrimination

Be mindful of anti-discrimination laws and do not publish statements or information which may be discriminatory.

Language

Be mindful of language and expression.

Media

Do not issue statements or make announcements through social media channels unless authorised. Do not respond directly if approached by media for comment through social media. Refer the enquiry to the Manager Community Relations as per Council protocol.

Modification and moderation

Ensure that any social media sites created or contributed to can be readily edited, improved or removed and appropriately moderated.

Access

Be mindful of the requisite government web standards for accessibility. Information made available via non-compliant platforms should be made accessible in another form where practical.

Be responsive

Specify the type of comments and feedback that will receive a response and clearly communicate a target response time.

Personal views

If a Councillor is using a personal social media account for conducting Council business it is important to understand that any comments made via their personal account can be considered to be relating to their role as a Councillor.

**Enforcement**

Corangamite Shire actively monitors social media for relevant contributions that impact on the municipality, its operations and reputation. Corangamite Shire will be able to find – and act upon – contributions made by Councillors if deemed necessary.

This policy will be published and promoted to Corangamite Shire Councillors. Breaching this policy may result in disciplinary action in line with the Councillor Code of Conduct.

The Mayor/Council reserves the right to ask Councillors to remove, where possible, content that violates this policy or any associated policies.

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**Annexure A**

Relevant legislation

- Australian Consumer Law and Fair Trading Act 2012 (Vic)
- Australian Human Rights Commission Act 1986 (Cth)
- Copyright Act 1968 (Cth)
- Crimes Act 1958 (Vic)
- Defamation Act 2005 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Fair Work Act 2009 (Cth)
- Freedom of Information Act 1982 (Vic)
- Local Government Act 1989 (Vic)
- Privacy Act 1988 (Cth)
- Privacy and Data Protection Act 2014 (Vic)
- Public Records Act 1973 (Vic)
- Racial and Religious Tolerance Act 2001 (Vic)
- Spam Act 2003 (Cth)
- Wrongs Act 1958 (Vic).

**Review Date**

April 2020.

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## 10.11 Building Asset Management Plan 2017-2027

**Author:** Jarrod Woff, Manager Facilities and Recreation

**File No:** D17/205

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Jarrod Woff

In providing this advice to Council as the Manager Facilities and Recreation, I have no interests to disclose in this report.

### Summary

This report seeks Council endorsement of the Buildings Asset Management Plan, designed to guide and assist in maintaining a building asset portfolio that allows Council to effectively meet current and future demand for services.

### Introduction

How Council manages its assets has direct implications on our communities. The primary aim of Council's Buildings Asset Management Plan is to assist Council in maintaining a building portfolio that allows Council to effectively meet current and future demand for services.

The *Local Government Act 1989* (Sect 3E) specifies the function of a council including "planning for and providing services and facilities for local community, and providing and maintaining community infrastructure within the municipality".

Council's buildings support the delivery of core services, facilitates economic activity, and strengthens the community and pride of place.

Council's Buildings Asset Management Plan outlines the strategy for managing buildings to an agreed standard of service.

### Issues

Council's Buildings Asset Management Plan provides details of the level of service for renewal and maintenance works that will be undertaken by Council, as well as a long term assessment of the financial management requirements for these assets. The Buildings Asset Management Plan is a ten year plan that will be reviewed annually prior to Councils budget development.

Council's Buildings Asset Management Plan outlines the strategy for managing buildings to an agreed standard of service. The plan includes:

1. Current state of Council's building assets including financial and condition information.

2. Service level standards at both the strategic and operational level. Furthermore, the plan outlines the framework for intervention to ensure the buildings are maintained to a certain standard.
3. Identification of the building asset management practices and key achievements from the previous financial year.
4. Funding analysis, including details of planned works, estimated costs and long term financial forecasting.
5. Detailed financial analysis and capacity assessment.
6. Specific actions to be undertaken to improve building asset management practices.

The Buildings Asset Management Plan (BAMP) encompasses the following building types:

- public buildings (including halls, public toilets, playing field amenities, community centres)
- heritage buildings
- Council service points (e.g. transfer stations, offices and depots).

The following building types have been excluded from this plan:

- buildings and facilities on Crown land of which Council is not the Committee of Management
- buildings and facilities on private land of which Council has no management control.

The plan focuses on renewal of assets being funded before the funding of new and upgrade works. Inability to adequately fund renewal works will increase deterioration, reduce levels of service and increase financial burden in the long term

### ***Asset Management***

Council's commitment to asset management is underpinned by its Council Plan. The Council Plan 2013-2017 identifies a number of key objectives and strategies in relation to asset management under the key theme of Infrastructure.

Recent changes to the legislative framework has reinforced Council's requirement to consider financial and non-financial resource implications in all plans formally adopted, and Council must take into account services and initiatives contained in any plan when preparing the Strategic Resource Plan (*Local Government Asset Management Better Practice Guide*, 2015).

In addition, the advent of Local Government Performance Reporting Framework has seen Council reporting on its development and implementation of asset management plans.

To responsibly manage buildings, the organisation needs to know:

- the buildings it owns and controls
- the current condition and residual lives of the buildings
- the present or current replacement cost of the buildings
- the cost of maintenance, replacement or renewal
- levels of service acceptable or expected by customers.

Council maintains its buildings through a combination of in-house and contracted works.

### ***Council's Building Condition***

Council has graded its assets on a 1-6 condition rating scale as shown in Table 1 (below).

Condition Rating	Description	Useful Remaining Life
1	<b>Excellent Condition:</b> Only planned maintenance required	95%
2	<b>Good:</b> Minor maintenance required plus planned maintenance	80%
3	<b>Fair:</b> Significant maintenance required	60%
4	<b>Poor:</b> Significant renewal/upgrade required	40%
5	<b>Very Poor:</b> Unserviceable	20%
6	<b>End of Life:</b> Dispose of asset	0%

**Table 1: Condition rating scale**

The data that is collected from condition assessments continues to provide Council with direction on where funding is required to maintain the building condition at an acceptable level. Current modelling has set intervention for renewal works at Council’s buildings at Condition 5 for building structure, ceilings, walls, fitouts and services, whilst intervention is set at Condition 4 for floor coverings.

The current overall condition (OCI) of Council’s buildings is highlighted below. This indicates that the buildings are in a relatively good condition, however there are components that require intervention ongoing to ensure that this current overall level is maintained.

Condition Rating	% of Buildings	Number of Buildings
1	49%	92
2	29%	54
3	23%	43
4	0%	0
5	0%	0
6	0%	0

**Table 2: OCI Council Buildings**

***Asset Renewal***

The plan focuses on renewal of assets being funded before the funding of new and upgrade works. Inability to adequately fund renewal works will increase deterioration, reduce levels of service and increase financial burden in the long term.

Council uses an asset renewal ratio to give an approximation of the extent to which assets are being replaced as they reach the end of their useful lives. It is calculated by measuring capital expenditure on renewal or replacement of assets expenditure (i.e. expenditure on new or additional assets is excluded), relative to depreciation expense.

Whilst Council’s current rate of renewal is 52% (which is an improvement from last year at 35%), the overall objective for Council is to achieve a 100% renewal rate over the medium term.

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### **Policy and Legislative Context**

Council's Buildings Asset Management Plan is consistent with the *Local Government Act 1989* and Local Government Victoria's *Local Government Asset Management Better Practice Guide 2015*.

Council's commitment to asset management is underpinned by its Council Plan. The Council Plan 2013-2017 identifies a number of key objectives and strategies in relation to asset management under the key theme of Infrastructure:

We will maintain a focus on the importance of our assets and infrastructure to underpin service delivery. We will implement processes that ensure our infrastructure continues to meet the requirements of our community.

Sustainability and preservation of our assets.

Plan for and deliver improved asset capacity to meet future needs.

### **Internal / External Consultation**

Council's Buildings Asset Management Plan has been reviewed by Council staff involved with building asset management and senior officers.

### **Financial and Resource Implications**

Council's Buildings Asset Management Plan has been developed based on Council's building portfolio of 189 buildings, with a total replacement value of \$55,649,799.

The projected average spend over the next ten years for Council's building portfolio is \$443,000 per annum.

The cost to manage Council's building asset portfolio is reviewed on an annual basis as a part of the development of the annual budget. Funding is required for asset renewal annually and the BAMP provides appropriate direction for Council's budget development.

### **Options**

Council can adopt the Buildings Asset Management Plan as presented, or choose to amend the Buildings Asset Management Plan by increasing or decreasing service levels. Any decrease will impact on Council's ability to meet asset renewal ratios and maintain buildings at the current standard.

### **Conclusion**

The primary aim of Council's Buildings Asset Management Plan is to assist Council in maintaining a building portfolio that allows Council to effectively meet current and future demand for services.

Council's Buildings Asset Management Plan provides details of the level of service for renewal and maintenance works that will be undertaken by Council, as well as a long term assessment of the financial resources required to maintain the buildings to a certain level of condition.

## **RECOMMENDATION**

**That Council adopts the Buildings Asset Management Plan 2017-2027.**

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**Attachments**

1. Buildings Asset Management Plan Draft 2017 PDF Version - Under Separate Cover



## 10.12 Finance Report - March 2017

**Author:** Adam Taylor, Manager Finance

**File No:** D17/234

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - Adam Taylor

In providing this advice to Council as the Manager Finance, I have no interests to disclose in this report.

### Summary

To note Council's current financial position as at 31 March 2017 and to approve changes to the 2016-2017 Reviewed Budget, that have resulted from additional information.

### Introduction

Council adopted the 2016-2017 Budget at a special Council meeting in June 2016. At the October 2016 ordinary Council meeting, Council approved a number of 2015-2016 capital and non-recurrent projects that were identified as incomplete, requiring remaining budgets to be carried forward to the 2016-2017 financial year. During November 2016, Managers conducted a comprehensive review of budgets with changes approved by Council at the January 2017 ordinary Council meeting. This report notes further changes to the forecast cash position as at 30 June 2017. The changes will increase the cash position by \$192,526.

### Issues

#### *Budget Variations*

Council's target "cash position" is \$5 million or greater on an annual basis. The "cash position" as at 30 June 2016 was \$11.59 million, which was primarily due to incomplete capital works and non-recurrent projects and to a lesser extent a favourable result to the adjusted forecast. The higher than forecast "cash position" as at 30 June 2016 will fund the carry forward budget adjustments approved in October 2016. A summary of the forecast "cash position" after the inclusion of carry forward adjustments and budget reviews is as follows:

"Cash position" as at 30 June 2016	\$11.59 million
2016-2017 adopted Surplus/(Deficit)	(\$1.63) million
2015-2016 Carry forward adjustments	(\$2.51) million
2016-2017 December budget variations	\$ 0.15 million
2016-2017 March budget variations	\$ 0.19 million
<b>Forecast "cash position" as at 30 June 2017</b>	<b>\$7.79 million</b>

After carry forward and budget adjustments, the forecast “cash position” of \$7.79 million is within the target range of \$5 million or greater.

Council’s 2016-2017 adopted budget is a “cash” deficit of \$1,632,118. As a result of the carry forwards and budget reviews, Council’s operating “cash” result is forecast to be a deficit of \$3,798,956. A detailed list of the March 2017 budget variations is contained in the attached report.

2016-2017 adopted Surplus/(Deficit)	(\$1,632,118)
2015-2016 carry forwards (net)	(\$2,508,526)
2016-2017 December budget variations	\$148,240
2016-2017 March budget variations	\$193,448
<b>2016-2017 Forecast “cash” Surplus/(Deficit)</b>	<b><u>(\$3,798,956)</u></b>

### ***Financial Performance***

Council’s financial performance for 2016-2017 is on target with a year to date favourable cash variance of \$5,276,434 compared to budget. Main contributors to the better than forecast result as at 31 December are:

- Recurrent operations are \$2,700,306 favourable to budget as a result of timing and forecasting differences.
- Project expenditure is \$264,151 unfavourable as a result of timing and forecasting differences.
- Capital expenditure is \$3,360,659 favourable due to delays in purchasing of heavy plant and capital projects which are behind schedule.
- Rate Income is \$26,062 ahead of budget due to supplementary rates.
- Extraordinary Events is \$411,458 unfavourable as a result of flood recovery works which are ahead of schedule.
- The remaining variations are associated with timing differences.

### **Policy and Legislative Context**

The report meets Council’s requirements for reporting under the *Local Government Act 1989* and is in accordance with its Council Plan 2013-2017 commitment that:

Council will demonstrate high levels of ethical behaviour and corporate governance standards. We will make budgetary decisions that are reflective of our financial circumstances. We will advocate for and with the community to achieve outcomes.

### **Internal / External Consultation**

This report has been prepared in consultation with relevant department managers and has been reviewed by the Senior Officer Group. As there are no changes to rates or charges and no proposed new borrowings, the forecast budget is not required to be publically advertised.

### **Financial and Resource Implications**

This report indicates that Council’s forecast financial position at 30 June 2017 will differ from the Reviewed Budget due to the March 2017 forecast changes.

### **Options**

Council can choose to:

1. Accept the adjustments to the 2016-2017 forecast budget which include the mid-year budget variations.
2. Not accept the adjustments to the 2016-2017 forecast budget.

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**Conclusion**

Council's financial performance for 2016-2017 remains on target. The year to date cash variance of \$5,276,434 is favourable compared to budget, this is primarily due to timing issues and capital projects being behind schedule. After the proposed mid-year adjustments of \$193,448, Council's "cash position" will remain within the target range of \$5 million or greater.

**RECOMMENDATION**

**That Council receives the finance report for the period ending 31 March 2017 and notes the forecast position for 2016-2017.**

**Attachments**

1. Finance Report - March 2017



**CORANGAMITE  
SHIRE**

**Quarterly Financial Performance Report  
31 March 2017**

### Table of Contents

1. Performance Summary
2. Cash Budget
3. Recurrent Operations
4. Projects
5. Capital
6. Project Delivery
7. Investments
8. Outstanding Debtors
9. 2016-2017 Budget Variations
10. Procurement
11. Balance Sheet for the period ended 31 March 2017
12. Income Statement for the period ended 31 March 2017
13. Cash Flow Statement for the period ended 31 March 2017

### Synopsis

The purpose of this report is to provide Council an update and commentary on the financial performance of Council's operations on a quarterly basis.

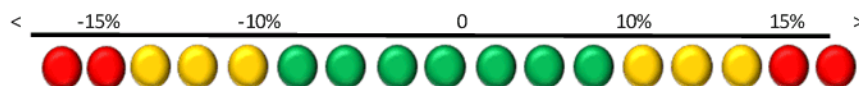
### Definitions

- Annual Budget: represents the Budget adopted by Council in June.
- Reviewed Budget: the Annual Budget adjusted for approved budget amendments through either a Carry-forward or Mid-Year Budget review.
- Forecast Budget: most recent estimated financial position including impact of proposed budget amendments.
- Positive amounts: represents income, contribution to Council or favourable variation.
- Negative amounts: represents expenditure, cost to Council or unfavourable variation.
- NB: Some sections in this report show expenditure as positive numbers. Where this occurs they are grouped as "expenditure" or "expenses".

### Notes to the report

### Variance indicator thresholds

The following tolerances are used on all reports represented by traffic light indicator

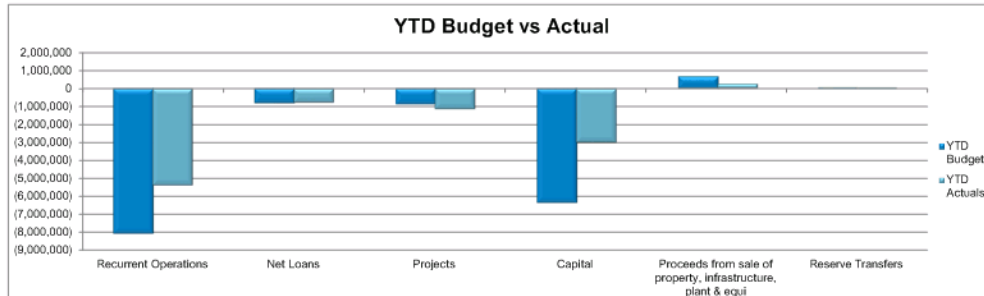


1. Performance Summary

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	%
Recurrent Operations	(9,869,374)	(10,645,663)	(10,716,378)	(8,092,488)	(5,392,181)	2,700,306	33%
Rate Income	20,062,190	20,062,190	20,130,884	20,127,890	20,154,052	26,062	0%
Net Loans	(1,097,134)	(1,097,134)	(1,106,411)	(829,808)	(787,700)	42,108	(5%)
Projects	(1,383,000)	(1,938,857)	(1,729,891)	(866,107)	(1,150,257)	(264,151)	(30%)
Capital	(8,810,100)	(9,838,460)	(10,023,480)	(6,373,751)	(3,013,092)	3,360,659	53%
Proceeds from sale of property, infrastructure, plant & equi	874,300	874,300	874,300	666,800	249,980	(416,820)	(63%)
External Loan Funds	18,972	18,972	190,379	0	239,728	239,728	0%
Reserve Transfers	(1,427,972)	(1,427,733)	(1,418,359)	47,739	47,739	0	0%
Extraordinary Events	0	0	0	(635,483)	(1,046,941)	(411,458)	(65%)
<b>Surplus/(Deficit)</b>	<b>(1,632,118)</b>	<b>(3,992,405)</b>	<b>(3,798,956)</b>	<b>4,024,893</b>	<b>9,301,327</b>	<b>5,276,434</b>	<b>131%</b>
Surplus/(Deficit) B/forward	7,645,183	11,594,000	11,594,000				
<b>Surplus/(Deficit) at end of year</b>	<b>6,013,065</b>	<b>7,601,595</b>	<b>7,795,044</b>				

Note: Figures in brackets indicate cost to Council

Unfavourable variances shown in brackets



Key Performance Indicators	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals	Trend
<b>Underlying Result (VAGO)</b> (Total operating result/Total revenue)	8.1%	5.2%	5.9%	42.5%	↑
<b>Working capital ratio</b> (current assets/Current liabilities)	211.0%	247.4%	247.4%	525.1%	↔
<b>Self-financing</b> (cash generated from operating activities/Revenue)	30.3%	27.2%	27.0%	33.8%	↓
<b>Indebtedness</b> (non-current liabilities/Own source revenue)	5.2%	4.7%	4.6%	6.6%	↔
<b>Debt commitment ratio</b> (interest and loan repayments as a % of rate revenue)	5.5%	5.5%	5.5%	3.9%	↓

2. Cash Budget

	Annual Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
<b>REVENUE</b>							
Rates and charges	20,062,190	20,062,190	20,130,884	20,127,990	20,154,052	26,062	0%
Statutory fees and fines	189,450	235,035	235,035	284,401	437,736	153,335	54%
User fees	5,356,998	5,261,953	5,113,271	3,698,648	3,688,071	(10,577)	(0%)
Contributions	49,793	269,773	294,773	36,120	132,199	96,080	266%
Reimbursements	897,361	900,578	900,578	441,946	734,036	292,090	66%
Grants - Operating	9,904,940	14,259,373	14,337,790	7,851,373	8,232,126	380,753	5%
Grants - Capital	4,730,000	5,149,000	5,312,000	3,616,108	3,320,161	(295,947)	(8%)
Other Revenue	454,193	499,193	586,525	509,671	568,619	58,948	12%
Proceeds from sale of property, infrastructure, plant & equip	874,300	874,300	874,300	666,800	249,980	(416,820)	(63%)
External Loan Funds Received	118,972	118,972	190,379	0	239,728	239,728	0%
Transfer From Reserves	175,000	177,739	68,141	47,739	47,739	0	0%
<b>Total Revenue</b>	<b>42,813,197</b>	<b>47,808,105</b>	<b>48,043,676</b>	<b>37,280,796</b>	<b>37,804,447</b>	<b>523,651</b>	<b>79%</b>
<b>EXPENDITURE</b>							
Employee benefits	(14,757,699)	(14,960,591)	(14,960,591)	(11,031,568)	(10,888,525)	143,043	1%
Materials and services	(10,596,109)	(15,645,246)	(15,309,416)	(9,100,291)	(7,555,466)	1,544,825	17%
Bad and doubtful debts	(2,000)	(2,000)	(97,147)	0	(6,752)	(6,752)	(0%)
Finance costs	(139,732)	(139,732)	(138,979)	(104,234)	(105,623)	(1,389)	(1%)
Other expenses	(3,279,902)	(3,735,502)	(3,898,002)	(2,730,799)	(2,758,626)	(27,826)	(1%)
Capital Expenditure	(13,009,500)	(14,654,565)	(14,984,565)	(9,563,436)	(6,506,051)	3,057,386	32%
External Loan Funds Paid	(100,000)	(100,000)	0	0	0	0	(0%)
Loan Redemption	(957,402)	(957,402)	(967,432)	(725,574)	(682,077)	43,497	6%
Transfer to Reserves	(1,602,972)	(1,605,472)	(1,486,500)	0	0	0	(0%)
<b>Total Expenditure</b>	<b>(44,445,316)</b>	<b>(51,800,510)</b>	<b>(51,842,632)</b>	<b>(33,255,903)</b>	<b>(28,503,120)</b>	<b>4,752,783</b>	<b>(55%)</b>
<b>Surplus/(Deficit)</b>	<b>(1,632,118)</b>	<b>(3,992,405)</b>	<b>(3,798,956)</b>	<b>4,024,893</b>	<b>9,301,327</b>	<b>5,276,434</b>	<b>131%</b>

Note: Figures in brackets indicate cost to Council

Unfavourable variances shown in brackets

3. Recurrent Operations

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
<b>Recurrent Operations</b>							
<b>Revenue</b>							
Corporate and Community Services	12,537,612	12,631,995	12,655,856	9,496,135	9,934,086	435,951	5% ●
Executive Office	31,400	31,400	31,400	9,442	6,384	(3,059)	(32%) ●
Sustainability Development	5,604,368	5,531,505	5,355,398	3,945,281	3,804,043	(141,238)	(4%) ●
Works and Services	6,908,240	6,858,240	6,858,239	4,997,544	5,676,379	678,835	14% ●
<b>Revenue Total</b>	<b>25,081,620</b>	<b>25,053,139</b>	<b>24,900,893</b>	<b>18,450,403</b>	<b>19,420,892</b>	<b>970,489</b>	<b>5%</b> ●
<b>Expenses</b>							
Corporate and Community Services	8,846,673	8,965,095	9,041,167	6,659,651	6,508,879	150,772	2% ●
Executive Office	2,326,717	2,662,614	2,662,614	1,710,511	1,653,182	57,329	3% ●
Sustainability Development	9,444,760	9,800,729	9,643,126	7,293,059	6,004,929	1,288,130	18% ●
Works and Services	14,332,845	14,270,365	14,270,365	10,879,669	10,646,083	233,587	2% ●
<b>Expenses Total</b>	<b>34,950,994</b>	<b>35,698,802</b>	<b>35,617,271</b>	<b>26,542,890</b>	<b>24,813,073</b>	<b>1,729,817</b>	<b>7%</b> ●
<b>Recurrent Operations Total</b>	<b>9,869,374</b>	<b>10,645,663</b>	<b>10,716,378</b>	<b>8,092,488</b>	<b>5,392,181</b>	<b>2,700,306</b>	<b>33%</b> ●

Comments:

**Recurrent Revenue** is \$970,489 over budget.

- Heavy Plant recovery and Internal oncosts are \$374,000 above budget due to phasing
- Mobile Childcare is \$113,000 above budget due to phasing.
- Landfill and Transfer Station revenue is \$110,000 below budget due to phasing.
- Private Works income is \$157,000 above budget which is offset by associated expenses.
- Fuel tax credits received are \$123,000 over budget.

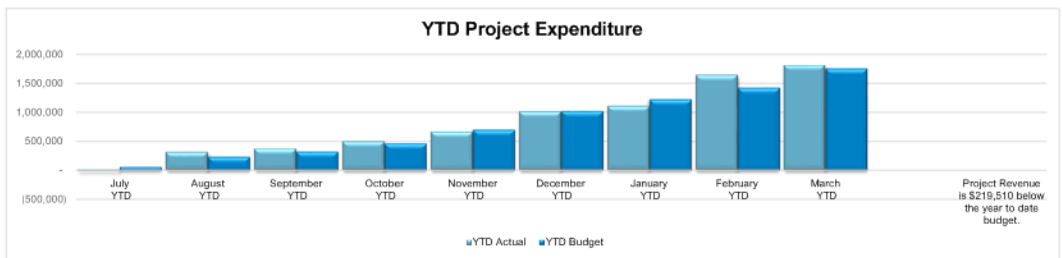
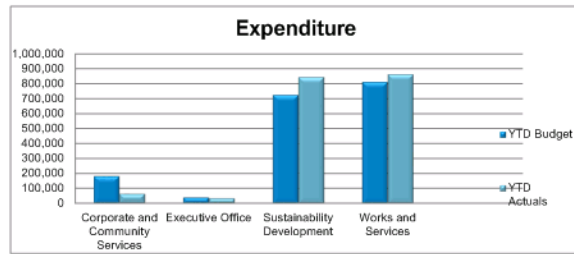
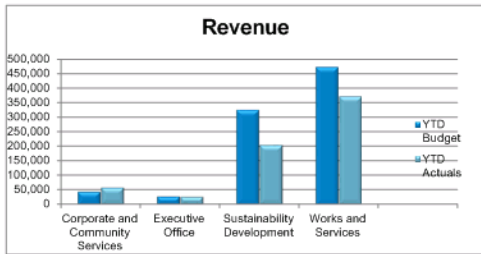
**Recurrent expenditure** is \$1,729,817 under budget.

- Landfill expenditure is \$1,080,000 below budget due to delays in construction of cells and leachate dam.
- Local Roads and drain expenditure is \$447,000 below budget due to weather delays.
- Fleet costs are currently \$124,000 under budget due to phasing.



4. Projects

	Annual Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
<b>Projects</b>							
<b>Revenue</b>							
Corporate and Community Services	0	58,500	163,500	45,000	57,000	12,000	27%
Executive Office	0	15,000	25,000	28,333	25,000	(3,333)	(12%)
Sustainability Development	157,690	576,321	351,723	327,821	203,410	(124,411)	(38%)
Works and Services	548,000	705,188	821,188	475,121	371,355	(103,766)	(22%)
<b>Revenue Total</b>	<b>705,690</b>	<b>1,355,009</b>	<b>1,361,411</b>	<b>876,275</b>	<b>656,766</b>	<b>(219,510)</b>	<b>(25%)</b>
<b>Expenses</b>							
Corporate and Community Services	197,000	304,769	409,769	182,577	63,830	118,747	65%
Executive Office	88,000	137,770	147,770	147,770	33,174	5,962	15%
Sustainability Development	653,190	1,435,232	1,011,266	726,873	845,310	(118,437)	(16%)
Works and Services	1,120,500	1,386,095	1,502,095	813,795	864,709	(50,914)	(6%)
<b>Expenses Total</b>	<b>2,058,690</b>	<b>3,263,866</b>	<b>3,070,900</b>	<b>1,762,382</b>	<b>1,807,023</b>	<b>(44,641)</b>	<b>(3%)</b>
<b>Projects Total</b>	<b>1,353,000</b>	<b>1,908,857</b>	<b>1,709,489</b>	<b>886,107</b>	<b>1,150,257</b>	<b>(264,151)</b>	<b>(30%)</b>



Comments:

Project Revenue is \$219,510 below the year to date budget.

- \$250,000 grant for Environment and Emergency services not yet received as budgeted.
- \$134,000 waste management grant received earlier than budgeted.
- \$81,000 grant relating to the Cobden fitness centre was received through council and paid to the centre.
- \$440,000 below budget for drainage program

Project Expenditure is \$44,641 above the year to date budget.

- \$118,000 under on corporate and community services expenditure due to timing of commitments including \$25,000 for organisational training and \$25,000 for the ICT Strategy review.
- \$120,000 expended earlier than budgeted for the Twelve Apostles Trail.

5. Capital

	Annual Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
<b>Capital</b>							
<b>Revenue</b>							
Corporate and Community Services	0	0	0	0	14,347	14,347	0% ●
Executive Office	0	26,000	26,000	0	0	(0)	0% ●
Works and Services	4,199,400	4,790,085	4,935,085	3,189,685	3,478,612	288,927	9% ●
<b>Revenue Total</b>	<b>4,199,400</b>	<b>4,816,085</b>	<b>4,961,085</b>	<b>3,189,685</b>	<b>3,492,959</b>	<b>303,274</b>	<b>10% ●</b>
<b>Expenses</b>							
Corporate and Community Services	107,500	293,565	293,565	235,565	103,101	132,464	56% ●
Executive Office	10,000	70,250	70,250	15,000	15,157	(157)	(1%) ●
Sustainability Development	110,500	126,427	126,427	26,427	32,201	(5,774)	(22%) ●
Works and Services	12,781,500	14,164,323	14,494,323	9,286,444	6,355,591	2,930,854	32% ●
<b>Expenses Total</b>	<b>13,009,500</b>	<b>14,654,565</b>	<b>14,984,565</b>	<b>9,563,436</b>	<b>6,506,051</b>	<b>3,057,386</b>	<b>32% ●</b>
<b>Capital Total</b>	<b>8,810,100</b>	<b>9,838,480</b>	<b>10,023,480</b>	<b>6,373,751</b>	<b>3,013,092</b>	<b>3,360,659</b>	<b>53% ●</b>

**Comments:**

**Capital Income** was over budget \$303,274

Road projects \$439,000 above budget due to earlier collection of grant income  
 Bridge projects \$230,000 below budget due to phasing

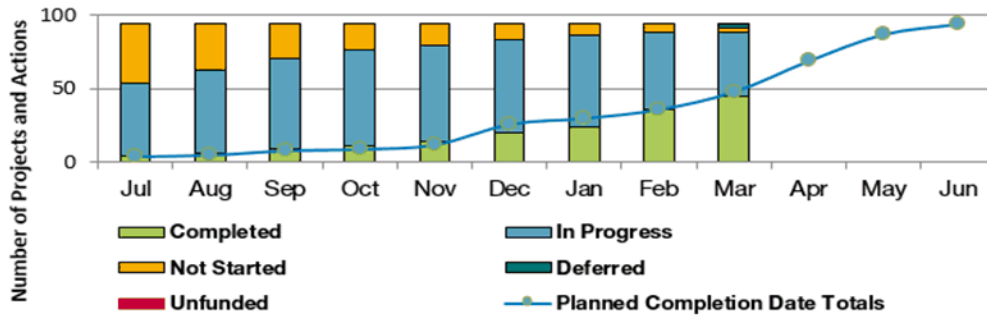
**Capital Expenditure** was under budget by \$3,057,386

IT Projects \$105,000 under budget  
 Roads expenditure \$500,000 over budget.  
 Bridges expenditure \$840,000 under budget.  
 Plant, Equipment purchases are \$2,470,000 under budget due to phasing.

**6. 2016-2017 Budget Variations**

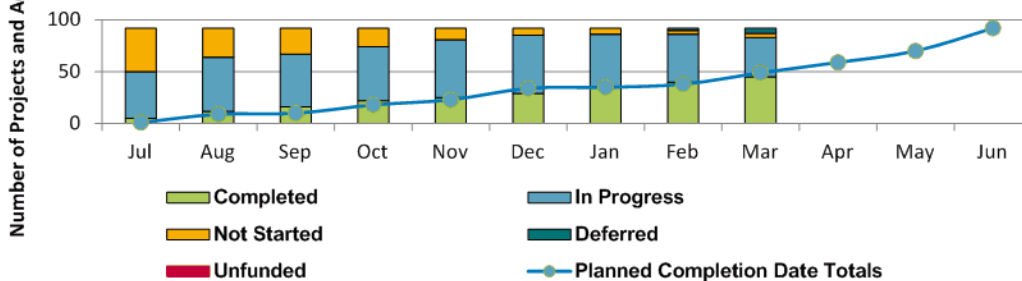
The graphs and tables below provide an overview of the status of Council’s capital and operating projects for the reporting period. As reflected in the financial reports, project delivery has fallen behind schedule at the end of March.

**2016-2017 Council Capital Projects Delivery Status as at March 2017**



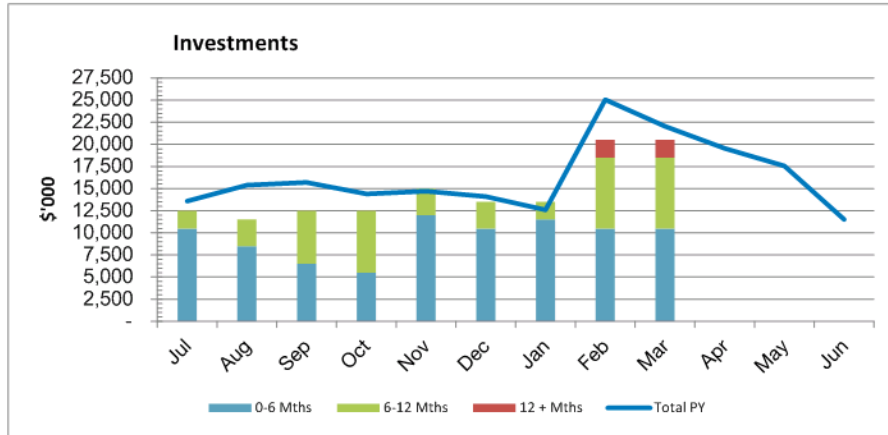
Directorate	Council	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Project	Capital Projects												
	Not Started	40	32	24	18	15	11	8	6	3	0	0	0
	In Progress	50	56	61	65	65	63	62	52	43	0	0	0
	Completed	4	6	9	11	14	20	24	36	45	0	0	0
	Deferred	0	0	0	0	0	0	0	0	3	0	0	0
	Unfunded	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total</b>	<b>94</b>	<b>94</b>	<b>94</b>	<b>94</b>	<b>94</b>	<b>94</b>	<b>94</b>	<b>94</b>	<b>94</b>	<b>48</b>	<b>0</b>	<b>0</b>
	Planned Completion Date	4	5	8	9	12	26	30	36	48	69	87	94
	Actual YTD	\$221,966	\$708,783	\$1,031,529	\$1,333,393	\$2,089,756	\$2,746,512	\$3,603,746	\$4,763,546	\$6,506,051			
	Budget YTD	\$220,373	\$531,296	\$886,571	\$1,444,128	\$2,165,999	\$4,234,558	\$5,515,641	\$7,318,541	\$9,286,441	\$12,113,746	\$13,795,132	\$14,654,565

**2016-2017 Council Operating Projects Delivery Status as at March 2017**



Directorate	Council	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Project	Operating Project												
	Not Started	42	28	25	18	11	7	6	4	4	0	0	0
	In Progress	45	52	51	52	56	56	51	46	38	0	0	0
	Completed	5	12	16	22	25	29	35	40	45	0	0	0
	Deferred	0	0	0	0	0	0	0	2	5	0	0	0
	Unfunded	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total</b>	<b>92</b>	<b>92</b>	<b>92</b>	<b>92</b>	<b>92</b>	<b>92</b>	<b>92</b>	<b>92</b>	<b>92</b>	<b>49</b>	<b>0</b>	<b>0</b>
	Planned Completion Date	1	9	10	18	23	34	35	38	49	59	70	92
	Actual YTD	(\$19,805)	\$307,231	\$361,528	\$488,426	\$655,774	\$1,006,038	\$1,099,167	\$1,635,214	\$1,807,023			
	Budget YTD	\$66,847	\$242,790	\$331,890	\$473,235	\$707,629	\$1,029,054	\$1,229,350	\$1,425,672	\$1,754,489	\$2,117,501	\$2,596,349	\$3,263,866

7. 2016-2017 Budget Variations

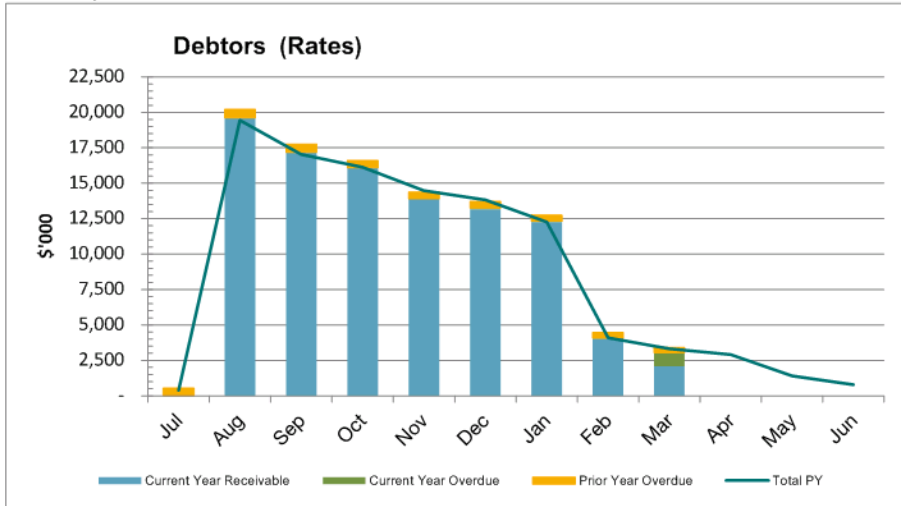


The above graph shows the 2016-2017 total investments as a comparative line and categorises current year investments by term. Term deposits are slightly lower than the level of investments at this time last year.

**8. 2016-2017 Budget Variations**

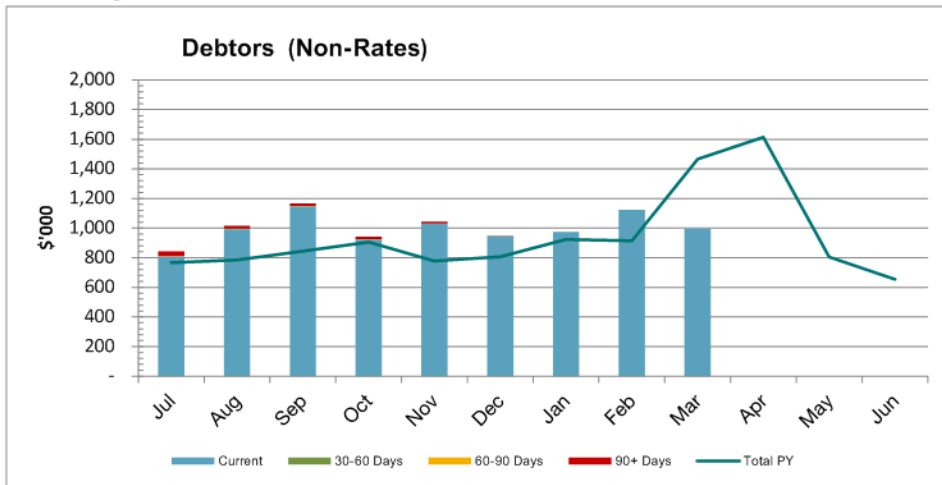
**Rate Debtors**

The below graph shows the total outstanding debt from the 2015-2016 financial year as a comparative line with the stacked bar graph showing the current year outstanding rates, categorised as current, current year overdue and prior year overdue. In this period there is no current year overdue rates.



Rates are raised in August and the first instalment is due on 30 September, the second instalment 30 November, the third instalment 15 February and the final instalment 15 May. Rates debt relating to prior years is slowly reducing as payment arrangements are followed and collection through external collection agencies pursued. The overdue debt has profiled similarly to the previous financial year.

**Sundry Debtors**



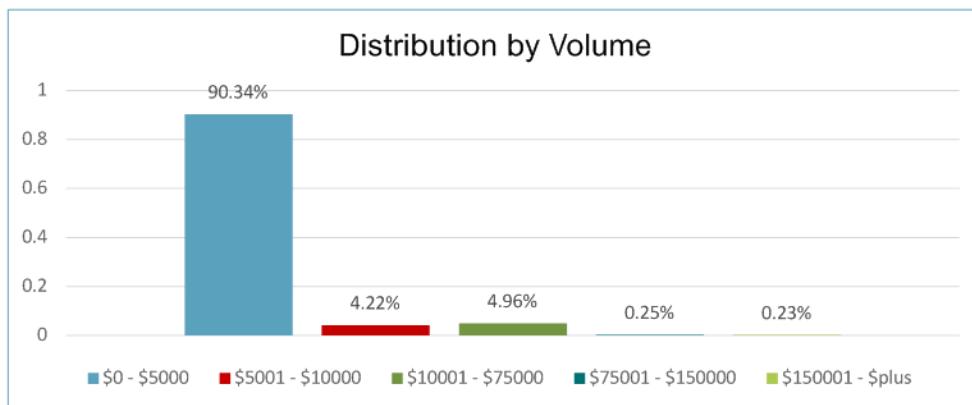
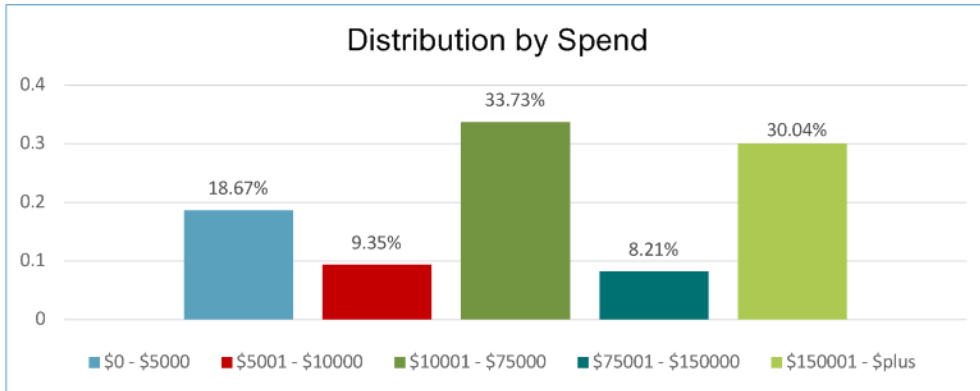
Sundry Debtors are showing a lower total amount owing than the same period last year.

9. 2016-2017 Budget Variations

Details	2016-2017 Adopted Budget	2016-2017 Reviewed Budget	2016-2017 Forecast Budget	Favourable / (Unfavourable)	Comment
Great South Coast Early Years Network	9,225	9,225	19,225	(10,000)	Carried forward income not recoverable
Elm Tree Program	160,000	160,000	110,000	50,000	Savings in Elm tree program
Infrastructure Fund Business Loans	(5,113)	(5,113)	(120,090)	114,977	Amounts transferred from reserve - program discontinued
CCMA Landcare Grant 2015/2016	0	1,823	7,857	(6,034)	Carried forward income not recoverable
Investment Interest	(300,000)	(345,000)	(422,989)	77,988	Additional Investment Income forecast
Family Day Care	2,957	2,957	23,853	(20,896)	Projected decrease in demand for the program
Corporate & Community Services Management	202,284	202,284	215,784	(13,500)	Additional professional development and travel costs
Landfill Operations - Naroghid	(1,520,685)	(1,520,685)	(1,502,181)	(18,504)	Minor reduction in tonnages YTD
Planning	424,045	383,045	433,045	(50,000)	Provision for future legal costs
Rates Income	(20,102,190)	(20,102,190)	(20,180,884)	78,694	Supplementary Rates Income received YTD
Loans Repayments	1,097,134	1,097,134	1,106,411	(9,277)	Correction to repayment schedule
<b>Total Forecast Changes</b>				<b>193,448</b>	

**10. Purchasing and Procurement**

The graph below details Council's procurement activity for the reporting period by spend and volume. The top graph details the cumulative expenditure by value whilst the bottom graphs details the cumulative transactions by volume. For example 90.03% of transactions for the period were for a value of \$5,000 or less with a cumulative value representing 18.7% of total procurement.



11. Balance Sheet for the period ended 31 March 2017

	Prior Year Balance	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals
<b>CURRENT ASSETS</b>					
Cash and cash equivalents	16,302,791	12,129,000	14,795,691	14,987,293	22,121,141
Financial Assets	107,954	142,000	142,000	(29,407)	(147,343)
Rate Receivables	685,593	700,000	700,000	700,000	3,358,411
Other Trade Receivables	1,180,402	1,800,000	1,800,000	1,800,000	1,257,927
Inventories	66,521	93,000	93,000	93,000	147,797
Other assets	1,273,588	569,000	569,000	569,000	430,339
<b>Total Current Assets</b>	<b>19,616,847</b>	<b>15,433,000</b>	<b>18,099,691</b>	<b>18,119,886</b>	<b>27,168,272</b>
<b>NON CURRENT ASSETS</b>					
Investments in associates	237,601	214,000	237,601	237,601	237,601
Financial Assets	358,972	313,000	313,000	313,000	342,869
Trade and other receivables	68,595	89,000	89,000	89,000	52,932
WIP - Capital	1,244,365	13,019,500	14,664,565	14,994,565	7,349,893
Fixed assets	409,884,013	403,951,500	399,559,713	399,559,713	410,000,173
<b>Total Non Current Assets</b>	<b>411,793,547</b>	<b>417,587,000</b>	<b>414,863,879</b>	<b>415,193,879</b>	<b>417,983,468</b>
<b>Total Assets</b>	<b>431,410,394</b>	<b>433,020,000</b>	<b>432,963,570</b>	<b>433,313,765</b>	<b>445,151,740</b>
<b>CURRENT LIABILITIES</b>					
Trade and other payables	2,436,945	2,500,000	2,500,000	2,500,000	839,340
Trust funds and deposits	132,896	205,000	205,000	205,000	153,459
Interest bearing liabilities	968,855	312,000	312,000	301,970	286,779
Provisions - current	3,725,467	3,350,000	3,350,000	3,350,000	3,884,672
<b>Total Current Liabilities</b>	<b>7,264,163</b>	<b>6,367,000</b>	<b>6,367,000</b>	<b>6,356,970</b>	<b>5,164,250</b>
<b>NON CURRENT LIABILITIES</b>					
Interest bearing liabilities - non-current	2,223,945	1,918,000	1,918,000	1,918,000	2,223,945
Provisions - non-current	5,367,741	5,420,000	5,420,000	5,420,000	5,291,376
<b>Total Non Current Liabilities</b>	<b>7,591,686</b>	<b>7,338,000</b>	<b>7,338,000</b>	<b>7,338,000</b>	<b>7,515,321</b>
<b>Total Liabilities</b>	<b>14,855,849</b>	<b>13,705,000</b>	<b>13,705,000</b>	<b>13,694,970</b>	<b>12,679,570</b>
<b>Net Assets</b>	<b>416,554,545</b>	<b>419,315,000</b>	<b>419,258,570</b>	<b>419,618,795</b>	<b>432,472,170</b>
<b>EQUITY</b>					
Operating Surplus/Deficit	10,083	3,419,484	2,704,023	3,054,874	15,917,625
Accumulated surplus	212,058,560	209,612,516	210,604,734	210,604,734	212,068,643
Asset revaluation reserve	203,161,574	203,495,000	203,161,574	203,161,574	203,161,574
Reserves	1,324,329	2,788,000	2,788,239	2,797,613	1,324,329
<b>Total Equity</b>	<b>416,554,545</b>	<b>419,315,000</b>	<b>419,258,570</b>	<b>419,618,795</b>	<b>432,472,170</b>

	Prudential Guideline	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals
Working capital ratio / Liquidity ratio (current assets to current liabilities)	150%	242.39%	284.27%	285.04%	526.08%
Debt servicing ratio (interest paid as % of total revenue)	5%	0.34%	0.30%	0.30%	0.28%
Debt commitment ratio (interest and loan repayments as a % of rate revenue)	15%	5.47%	5.47%	5.50%	0.52%



12. Income Statement for the period ended 31 March 2017

	Annual Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance favourable/ (unfavourable)
<b>REVENUE</b>						
Rates and charges	20,062,190	20,062,190	20,130,884	20,127,990	20,154,052	26,062
Statutory fees and fines	189,450	235,035	235,035	284,401	437,736	153,335
User fees	5,356,998	5,261,953	5,113,271	3,698,648	3,688,071	(10,577)
Contributions	49,793	269,773	294,773	36,120	132,199	96,080
Reimbursements	897,361	900,578	900,578	441,946	734,036	292,090
Grants - Operating	9,904,940	14,259,373	14,337,790	7,851,373	8,232,126	380,753
Grants - Capital	4,730,000	5,149,000	5,312,000	3,616,108	3,320,161	(295,947)
Other Revenue	454,193	499,193	586,525	509,671	568,619	58,948
<b>Total Revenue</b>	<b>41,644,925</b>	<b>46,637,094</b>	<b>46,910,856</b>	<b>36,566,257</b>	<b>37,266,999</b>	<b>700,743</b>
<b>EXPENDITURE</b>						
Employee benefits	14,757,699	14,960,591	14,960,591	11,031,568	10,888,525	143,043
Materials and services	10,596,109	15,645,246	15,311,262	9,100,291	7,555,466	1,544,825
Bad and doubtful debts	2,000	2,000	97,147	0	6,752	(6,752)
Depreciation	9,450,000	9,450,000	9,450,000	0	218,105	(218,105)
Finance costs	139,732	139,732	138,979	104,234	105,623	(1,389)
Other expenses	3,279,902	3,735,502	3,898,002	2,730,799	2,758,626	(27,826)
<b>Total Expenditure</b>	<b>38,225,442</b>	<b>43,933,071</b>	<b>43,855,981</b>	<b>22,966,893</b>	<b>21,533,097</b>	<b>1,433,796</b>
<b>(Surplus)/Deficit from Operations</b>	<b>3,419,484</b>	<b>2,704,023</b>	<b>3,054,875</b>	<b>13,599,364</b>	<b>15,733,902</b>	<b>2,134,538</b>
Proceeds from sale of property, infrastructure, plant & equip	874,300	874,300	874,300	666,800	249,980	416,820
Written down value property, infrastructure, plant and equip	874,300	874,300	874,300	0	66,258	(66,258)
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	0	0	0	666,800	183,722	483,078
<b>(Surplus) / deficit for period</b>	<b>3,419,484</b>	<b>2,704,023</b>	<b>3,054,875</b>	<b>14,266,164</b>	<b>15,917,625</b>	<b>1,651,461</b>

**13. Cashflow Statement for the period ended 31 March 2017**

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals
<b>Cash flows from operating activities</b>				
Rates and charges	19,748,000	20,047,783	20,116,477	17,481,233
Statutory fees and fines	189,000	235,035	235,035	437,736
User fees	5,250,000	4,994,649	4,750,820	3,603,794
Contributions	50,000	269,773	259,773	132,199
Grants - Operating	9,905,000	14,259,373	14,254,790	8,232,126
Grants - Capital	4,730,000	5,149,000	5,149,000	3,320,161
Reimbursements	897,000	900,578	900,578	734,036
Other Revenue	454,000	499,193	586,525	568,619
Payments to employees	(14,758,000)	(15,283,799)	(15,284,722)	(10,805,685)
Payments to suppliers	(14,572,000)	(19,014,283)	(18,881,501)	(11,149,725)
<b>Net cash provided by operating activities</b>	<b>11,893,000</b>	<b>12,057,302</b>	<b>12,086,775</b>	<b>12,554,494</b>
<b>Cash flows from investing activities</b>				
Payments for property, infrastructure, plant and equipment	(13,009,000)	(13,420,200)	(13,420,200)	(6,506,051)
Repayment of loans and advances from/(to) Organisations	19,000	11,926	183,333	287,063
Proceeds from sale of property, infrastructure, plant and equipment	874,000	874,300	874,300	249,980
<b>Net cash flow from investing activities</b>	<b>(12,116,000)</b>	<b>(12,533,974)</b>	<b>(12,362,567)</b>	<b>(5,969,007)</b>
<b>Cash flows from financing activities</b>				
Finance costs	(139,000)	(139,732)	(138,979)	(105,623)
Trust funds and deposits	0	72,104	72,104	20,564
Proceeds from interest bearing loans and borrowings	0	0	0	0
Repayment of interest bearing loans and borrowings	(957,000)	(962,800)	(972,830)	(682,077)
<b>Net cash from financing activities</b>	<b>(1,096,000)</b>	<b>(1,030,428)</b>	<b>(1,039,705)</b>	<b>(767,137)</b>
Net increase (decrease) in cash and cash equivalents	(1,319,000)	(1,507,100)	(1,315,497)	5,818,350
Cash and cash equivalents at beginning of the year	13,448,000	16,302,791	16,302,791	16,302,791
<b>Cash and cash equivalents at end of the year</b>	<b>12,129,000</b>	<b>14,795,691</b>	<b>14,987,294</b>	<b>22,121,141</b>

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## 10.13 Quick Response Grants - April 2017 Allocation

**Author:** David Rae, Director Corporate and Community Services

**File No:** D17/224

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

Author - David Rae

In providing this advice to Council as the Director Corporate and Community Services, I have no interests to disclose in this report.

### Summary

The purpose of this report is to approve the April 2017 allocation of funds under the Quick Response Grants Program.

### Introduction

The Quick Response Grants Program is beneficial in supporting instances of community needs that are not readily able to be considered under the Community and Facilities Grants Program or Environmental Grants Program. Applications for Quick Response Grants are considered by Council as they are received.

### Issues

The Quick Response Grants Program is a fixed budget that Council provides annually for the distribution of funds to Shire community groups. The Quick Response Grants Program has a rolling intake and this flexible approach allows Council to allocate small amounts to various community groups which results in positive outcomes.

Applications received for this allocation are attached under separate cover. Each application has been assessed against the following criteria as detailed in the Quick Response Grants Policy:

- a. Eligible recipient
- b. Council Plan alignment
- c. Community benefit
- d. Eligible expenditure.

The assessment has also been provided as a separate attachment to this report.

### Policy and Legislative Context

Consideration of applications for the Quick Response Grants Program is in accordance with the Quick Response Grants Policy and the following 2013-2017 Council Plan commitments:

Corangamite Shire's communities are welcoming and provide support and a sense of belonging. Council will work to improve and enhance community health, wellbeing and

connectedness. Council has an important role in planning to ensure townships grow in a sustainable manner.

Provide opportunities to improve and enhance the health and wellbeing of our community.

Improve the educational outcomes of our community.

Recognise the importance of Art and Culture to the community.

### Internal / External Consultation

Applications for the Quick Response Grants Program are available from Council's website or by contacting Council's Community Relations team. Applicants are encouraged to discuss their application with the respective Ward Councillor prior to submission. Applicants may also contact Council's Director Corporate and Community Services for further information. Applicants will be advised of the outcome of their application following the Council meeting. Successful applicants will also be requested to provide a grant acquittal following completion of the event or project, including return on unexpended amounts.

### Financial and Resource Implications

The 2016-2017 Quick Response Grants Program budget allocation is \$14,000. Annual allocations for each Ward shall not exceed 1/7th of the fund's annual budget in the case of North, South West, Coastal and South Central Wards, and 3/7th of the fund's annual budget in the case of Central Ward. Should the allocations be approved as recommended in this report, the remaining allocation is as follows:

Ward	Annual Allocation	Previous Allocations	This Allocation	Remaining Allocation
Coastal	\$2,000.00	\$71.43	\$0.00	\$1,928.57
North	\$2,000.00	\$1,021.43	\$978.57	\$0.00
South Central	\$2,000.00	\$941.43	\$0.00	\$1,058.57
South West	\$2,000.00	\$571.43	\$495.00	\$933.57
Central	\$6,000.00	\$3,144.28	\$1,000.00	\$1,855.72
	<b>\$14,000.00</b>	<b>\$5,750.00</b>	<b>\$2,473.57</b>	<b>\$5,776.43</b>

### Options

Council can consider:

1. Allocating the funds as requested by the applicants.
2. Allocating the funds for a reduced amount.
3. Not allocating funds as requested by the applicants.

### Conclusion

The Quick Response Grants Program provides financial assistance to community groups to undertake beneficial projects and activities. The applications recommended for funding in this allocation are in accordance with Quick Response Grants Policy and will result in positive outcomes for the community.

### RECOMMENDATION

**That Council approves the following applications for funding from the**

**Quick Response Grants Program for April 2017:**

<b>Applicant</b>	<b>Purpose</b>	<b>Ward</b>	<b>Amount</b>
<b>Advance Camperdown</b>	<b>Assistance with funding costs of Community Expo.</b>	<b>Central</b>	<b>\$500.00</b>
<b>Mercy Regional College</b>	<b>Assistance with costs for establishing special needs program</b>	<b>Central</b>	<b>\$500.00</b>
<b>Darlington Rural Fire Brigade</b>	<b>Cost of medal presentation for Darlington Brigade award recipients</b>	<b>North</b>	<b>\$155.80</b>
<b>Derrinallum Progress Association</b>	<b>Purchase of new vacuum cleaner for shared premises.</b>	<b>North</b>	<b>\$310.82</b>
<b>Skipton Historical Society</b>	<b>Cost of materials to construct shelving for the conservation of historical records.</b>	<b>North</b>	<b>\$286.05</b>
<b>Derrinallum and Lismore History Group</b>	<b>Assistance with costs to print promotional material.</b>	<b>North</b>	<b>\$225.90</b>
<b>Hampden Specialist School</b>	<b>Facility hire cost for Hampden Specialist School debutante ball.</b>	<b>South West</b>	<b>\$495.00</b>

**Attachments**

1. Quick Response Grants Assessment - April 2017 Allocation - Under Separate Cover
2. Application - Advance Camperdown - Under Separate Cover
3. Application - Mercy Regional College - Under Separate Cover
4. Application - Darlington Rural Fire Brigade - Under Separate Cover
5. Application - Derrinallum Progress Association - Under Separate Cover
6. Application - Skipton Historical Society - Under Separate Cover
7. Application - Derrinallum and Lismore History Group - Part A - Under Separate Cover
8. Application - Derrinallum and Lismore History Group - Part B - Under Separate Cover
9. Application - Hampden Specialist School - Under Separate Cover

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## 10.14 Corangamite Health Collaborative

**Author:** Andrew Mason, Chief Executive Officer

**File No:** D17/215

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

### Summary

Corangamite Shire is fortunate to be serviced by a number of health services and hospitals which provide our residents with high levels of access and quality services. A Memorandum of Understanding (MoU) recently signed by all of the health services and hospitals provides a framework for continued co-operation and collaboration. It is recommended that the Council sign the MoU.

### Introduction

The provision of health services is vital to the residents of Corangamite Shire. Quality health services contribute to the quality of life for Shire residents and in turn make the Shire an attractive place to live.

The Corangamite Health Collaborative, consisting of the Board Chair and Senior Officer of each of the Health Services, has been operating under a MoU since October 2014. The MoU, which expired in October 2016, seeks to improve the level of collaboration between the different health services while still respecting their independence. The Council has a strong interest in the delivery of health services in the Shire and has therefore been involved in the Health Collaborative. A new MoU is presented with a recommendation that Council sign and endorse the document.

### Issues

Corangamite Shire has hospital and health services located in Terang, Timboon, Skipton, Cobden and Camperdown. The location of these health services ensures that the Shire's residents have a wide range of local health services.

It is noted that the Skipton Health service has not been a party to the MoU because they relate more closely with the Ballarat region.

Corangamite Shire is directly involved in the delivery of health services such as maternal and child health service, immunisation and Home and Community Care. Council also plays a planning role through the Municipal Health and Wellbeing Plan.

The Board Chairs and CEOs of South West Healthcare, Cobden District Health Service, Timboon and District Healthcare Service, Terang and Mortlake Health Service and the Mayor and CEO of Corangamite Shire have been meeting to consider ways to improve the health outcomes of residents living in the Corangamite Shire. The Collaborative has resulted in improved relationships and sharing of information. A significant focus of the Collaborative has been improving Allied Health services in Corangamite Shire, and this has

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resulted in more hours of delivery and a project that seeks to improve clinical governance and resource sharing of allied health practitioners.

The attached Memorandum of Understanding is a multilateral agreement between the agencies involved in the Corangamite Regional Health Collaborative (CRHC). The MoU formalises and seeks to endorse the governance structure that has been operating to support the implementation and operationalisation of the Corangamite Regional Health Collaborative (CRHC).

The principle that underpins the MoU is that a cooperative and integrated approach to the delivery of health services will deliver an improved health outcome to residents of the Corangamite Shire.

The MoU is legally non-binding and is an acknowledgement that a formal document, with high level organisational support, can add value to the process of driving partnerships

### **Policy and Legislative Context**

The Health Collaborative is consistent with the following strategies in the Council Plan 2013-2017.

Support and advocate for improving cooperation with health and education providers on behalf of all of our communities.

Explore and initiate opportunities for regional collaboration and resource sharing.

Develop and implement annual action plans for the 2013-2017 Municipal Public Health and Wellbeing Plan.

Provide and advocate for services and programs that facilitate opportunities for physical activity and healthy eating.

### **Internal / External Consultation**

Extensive consultation regarding the establishment of the Health Collaborative has occurred between the Council and health service and hospital board Chairs and CEOs.

### **Financial and Resource Implications**

There are no financial implications associated with being a member of the Health Collaborative.

### **Options**

Council can either remain a member of the Corangamite Health Collaborative by signing the MoU or choose not to remain a member of the Collaborative.

### **Conclusion**

It is recommended that Council support the continuation of the Corangamite Health Collaborative by signing the MoU.

## **RECOMMENDATION**

**That Council supports the continuation of the Corangamite Health Collaborative and authorises the Mayor to sign the Memorandum of Understanding.**

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**Attachments**

1. Memorandum of Understanding Council Corangamite Health Collaborative For Signing - Under Separate Cover



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## 10.15 Records of Assembly of Councillors

**Author:** Andrew Mason, Chief Executive Officer

**File No:** D17/235

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have no interests to disclose in this report.

### Summary

This report documents the Assembly of Councillors to be reported since the last Ordinary Meeting of Council on 28 March 2017.

### Introduction

The *Local Government Act 1989* (the Act) requires that records of meetings which constitute an Assembly of Councillors be tabled at the next practicable meeting of Council and is incorporated in the minutes of the Council meeting.

### Issues

An 'Assembly of Councillors' is defined in the Act as a meeting at which matters are considered that are intended or likely to be the subject of a Council decision or subject to the exercise of a delegated authority and which is either of the following:

- A meeting of an advisory committee where at least one Councillor is present; or
- A planned or scheduled meeting that includes at least half the Councillors and at least one Council officer.

Typical meetings giving rise to an Assembly of Councillors at Corangamite Shire include Councillor briefings, advisory committees and planning site inspections. However, from time to time additional records may be reported in accordance with the Act.

Section 80A of the Act requires that a record must be kept of an Assembly of Councillors which lists:

- The Councillors and members of Council staff attending.
- The matters discussed.
- Disclosures of conflict of interest (if any are made).
- Whether a Councillor left the meeting after making a disclosure.

Records of an Assembly of Councillors are documented by a Council officer present at a meeting designated as an Assembly of Councillors. Responsibility for the maintenance of records associated with Assembly of Councillors rests with the Chief Executive Officer.

### Policy and Legislative Context

Tabling of the records of Assembly of Councillors ensures Council is compliant with the Act. In addition, this report is consistent with the Council Plan 2013-2017 strategy, "Council will demonstrate high levels of ethical behaviour and corporate governance standards".

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### **Conclusion**

The records documenting the below Assembly of Councillors are attached:

- Councillor Briefing 28 March 2017
- Planning Inspection 4 April 2017
- Planning Inspection 4 April 2017
- Councillor Briefing 11 April 2017.

### **RECOMMENDATION**

**That Council accepts the attached Records of Assembly of Councillors.**

### **Attachments**

1. Record of an Assembly of Councillors 28 March 2017
2. Record of Assembly of Councillors Planning Site Inspection 4-04-2017 PP2016/129 9643P
3. Record of Assembly of Councillors Planning Site Inspection 4-04-2017 PP2017/016 2080P
4. Record of an Assembly of Councillors 11 April 2017

# Council

## Record of an Assembly of Councillors

**Councillor Briefing****Date:** 28 March 2017**Time:** 1.00 pm**Place:** Commencing at Otway Gas Plant, then continuing at The Hub, Simpson Recreation Reserve, Simpson.**Present:**
 Cr Beard                       Cr Brown                       Cr Durant                       Cr Gstrein

 Cr Illingworth                       Cr McArthur                       Cr Trotter
*Cr Trotter arrived at 3.00 pm**Cr Illingworth arrived at 3.00 pm***Officers:**
 Ian Gibb                       Brooke Love                       Andrew Mason                       David Rae
*David Rae arrived at 3.00 pm*

Rory Neeson (Item 2)

Garry Moorfield and John Kelly (Item 5)

**Guests:**

Simpson Community Representatives (Item 5)

**Issues Discussed:**

Item	Discussion Topic
1	<b>Tour of Otway Gas Plant</b>
2	<b>Future of Community Planning</b>
3	<b>Hot Topics:</b> <i>Cancer Council Complaint, Menacing Dog, C45 Process, BISF Briefing, July Briefing, Lismore Building Issues, Glenormiston, Dump Points.</i>
4	<b>Councillor items</b> <i>Glenormiston, Maintenance issue in Lismore, Derrinallum, Youth Council, Terang Mortlake Health Service Opening, Mt Noorat Hotel, Gum Trees in Camperdown, Regional Partnership Priorities, Timboon Police, Port Campbell VicRoads Consultation, Timboon Drainage.</i>
5	<b>Inspection of Issues around Town with Simpson residents</b>

**Conflicts of Interest declared:** Nil.**Councillor left the meeting at:** NA**Councillor returned to the meeting at:** NA**Councillor Conflict of Interest Form Completed:** NA**Meeting close:** 6.00 pm**Note taker:** Andrew Mason

# Planning Inspection

## Record of an Assembly of Councillors



**Date:** 4 April 2017

**Time:** 9.45am

**Location:** 210 Timboon-Nullawarre Road Timboon

**Application No:** PP2016/129

**Present:**

Cr Beard       Cr Brown       Cr Durant       Cr Gstrein  
 Cr Illingworth       Cr McArthur       Cr Trotter

**Officers:**

Greg Hayes

**Applicant:**

- Patrick O'Keeffe

**Submitter:**

- Sean Lowell

**Observers:** Nil

**Issues Discussed:**

- Application details
- Areas for compromise
- Access
- Sensitive uses

**Conflicts of Interest declared:** Nil

**Meeting close:** 10.35 am

**Note taker:**

Greg Hayes



# Planning Inspection

## Record of an Assembly of Councillors



**Date:** 4 April 2017

**Time:** 11.15am

**Location:** 284 Wire Lane Chocolyn

**Application No:** PP2017/016

**Present:**

Cr Beard       Cr Brown       Cr Durant       Cr Gstrein  
 Cr Illingworth       Cr McArthur       Cr Trotter

**Officers:**

Greg Hayes       Steph Durant

**Applicant:**

James McIver from Catalyst applicant contact for Optus Mobile Pty Ltd  
*James arrived at the meeting at 11.35am*

**Submitters:**

Nil

**Observers:**

Nil

**Issues Discussed:**

- Opportunities for co-location with another facility
- Optus coverage
- Height of the tower
- Site selection

**Conflicts of Interest declared:** Nil

**Meeting close:** 11.57am

**Note taker:**

Steph Durant

# Council

## Record of an Assembly of Councillors

**Councillor Briefing****Date:** 11 April 2017**Time:** 10.00 am**Place:** Old Chambers, 181 Manifold St, Camperdown**Present:**

Cr Beard                       Cr Brown                       Cr Durant                       Cr Gstrein  
 Cr Illingworth                       Cr McArthur                       Cr Trotter

*Cr Durant left the meeting at 3.04 pm and returned at 3.15 pm***Officers:**

Ian Gibb                       Brooke Love                       Andrew Mason                       David Rae

*David Rae arrived at 10.30 am*

Rory Neeson (Items 3 &amp; 7)

Jarrod Woff &amp; Jane Hinds (Item 4)

Michael Emerson (Item 5)

Greg Hayes (Item 6)

**Guests:****Issues Discussed:**

Item	Discussion Topic
1	<b>Hot Topics:</b> <i>Rural Drainage, Murray Goulburn Update, July Briefing, Chinese Delegation, North-South Loop Advocacy Paper, VAGO enquiry, Harmful Effects of Alcohol, Three Phase Power.</i>
2	<b>Councillor items</b> <i>Grandstand Restoration, Gas Exploration, Mt Elephant, Commonwealth Bank Closure Terang, Additional Parking in Port Campbell, Camperdown Clocktower, Bridges Renewal Funding, Timboon Sporting Centre Damage, Gas Plant Meeting, Waste Management Group Update, Storm Damage Update, Cobden Street Stall, EmbassyVic Proposal, Local Government Act Update.</i>
3	<b>Media Relations Policy Review, Social Media Policy Review</b>
4	<b>Property Review - Property Sales and Leasing</b>
5	<b>Review of Business Infrastructure Support Fund and consideration of future options for business support – Confidential Item</b>
6	<b>Conservation Management Plan for the Camperdown Botanic Gardens and Arboretum Project Update Prior to Public Comment</b>
7	<b>Future Direction of Community Planning</b>
8	<b>Budget Wrap Up</b>

**Conflicts of Interest declared:** NA**Councillor left the meeting at:** NA**Councillor returned to the meeting at:** NA**Councillor Conflict of Interest Form Completed:** NA**Meeting close:** 6.00 pm**Note taker:** Andrew Mason

## 11. OTHER BUSINESS

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## 12. OPEN FORUM

Members of the public are very welcome to make statements or ask questions relevant to Corangamite Shire at the Open Forum section of Council meetings.

To assist with the smooth running of the meeting, we ask that you raise a maximum of two items at a meeting and please follow this procedure:

1. Wait until the Mayor asks if there are any items in Open Forum and invites you to speak.
2. Stand if you are able and introduce yourself.
3. Speak for a maximum of five minutes.

We will undertake to answer as many questions as possible at a meeting and if we cannot answer a question at the meeting we will provide a written response no later than five working days after the Council meeting.



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## **13. CONFIDENTIAL ITEMS**

### **RECOMMENDATION**

That pursuant to the provisions of Section 89(2) of the *Local Government Act* the meeting be closed to the public to enable consideration of the following reports as they relate to contractual matters.

**13.1 Contract 2017017 - Transfer Station Waste, Recycling and Scrap Metal Collection Services**

**13.2 Contract 2017013 - Supply and Delivery of One Truck, Body & Trailer**

**13.3 Contract 2017014 - Supply and Delivery of One New or Low Hour Used 4WD Articulated Front End Loader**