

# **Corangamite Shire**

## **AGENDA**

# **Ordinary Council Meeting**

*7.00 pm • Tuesday 26 June 2018*

*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 22 May 2018 and Special Council meeting held on Tuesday 12 June 2018 be confirmed.
5. DEPUTATIONS & PRESENTATIONS
6. COMMITTEE REPORTS
7. PLANNING REPORTS
8. OFFICERS' REPORTS
9. OTHER BUSINESS
10. OPEN FORUM
11. 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.

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## 6. COMMITTEE REPORTS

### 6.1 Cobden Civic Hall Committee of Management Membership

**Author:** Jane Hinds, Acting Manager Facilities and Recreation

**File No:** D18/247

**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 - Jane Hinds

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

#### **Summary**

This report recommends Council endorse the nominated additional members for the Section 86 Committee of Management and approve the proposed fees and charges for use of the Cobden Civic Hall.

#### **Introduction**

The Cobden Civic Hall has an appointed Special Committee delegated under Section 86 of the *Local Government Act 1989*.

The role of the committee is to oversee the management of the facility on behalf of Council and in the best interest of the residents of Corangamite, including to promote use of the facility and support its development as a community asset. The committee shall also submit to Council a list of admission fees/ user charges for approval.

The Instrument of Delegation specifies that the committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer to the committee. Membership to the committee, including any additions, deletions or replacements shall be subject to approval by Council.

#### **Issues**

The Cobden Civic Hall Committee has advised Council that at committee meetings held in November 2017 and in March 2018, two new members were nominated to the committee.

The additional nominated members for Council endorsement include, Debbie Baxter and Heather Martin. Heather has also been recommended as Secretary of the committee, a role which has remained vacant since the Annual General Meeting occurred on 19 July 2017.

The Cobden Civic Hall Committee is now proposed to comprise the following members:

<b>Term</b>	2017-2019
<b>Committee</b>	
Eunice Dawe	Denise Robertson
Kerryn Guthrie	Neville Robertson
Frank Martin	Garry Ross
Milton Parlour	Harry Timmermans
Neil Podger	Debbie Baxter
Heather Martin	
<b>Office Bearers</b>	
President	Garry Ross
Secretary	Heather Martin
Treasurer	Frank Martin

**Table 1: Cobden Civic Hall Committee**

The role of the committee member is completely voluntary and each additional member should be acknowledged for their commitment and support in managing and operating the Cobden Civic Hall.

A fee increase is also sought for admission fees/ user charges at the Cobden Civic Hall. At a recent committee meeting, fees and charges were reviewed.

The Cobden Civic Hall Committee has prepared and recommended an adjustment to the fees for use of the facility as follows.

<b>COBDEN CIVIC HALL</b>		<b>Current Fee</b>	<b>Proposed Fee</b>	<b>% Increase</b>
<b>Rates for Functions</b>	Main Hall, Supper Room & Kitchen	\$275	\$280	1.82
	Main Hall & Kitchen	\$225	\$230	2.22
	Main Hall and Supper Room	\$200	\$205	2.50
	Main Hall Only	\$150	\$155	3.33
	Supper Room & Kitchen	\$125	\$125	0.00
	Bond for Alcohol (Prepaid)	\$200	\$225	12.50
<b>Rates for Meetings Only (including Funerals)</b>	Main Hall	\$80	\$85	6.25
	Supper Room	\$45	\$45	0.00
	Heytesbury Room	\$45	\$45	0.00
	Presidents Room	\$25	\$30	20.00
	Additional Fee for use of kitchen or kitchenette	\$45	\$45	0.00
<b>Community Group Use</b>	Meeting Rooms Only (per annum)	\$130	\$135	3.85
	Meeting Rooms and kitchen/ kitchenette (per annum)	\$130	\$135	3.85
<b>School &amp; Kinder Use</b>	Daytime use (rehearsals, etc) No concession for night time use	\$25	\$30	20.00

COBDEN CIVIC HALL		Current Fee	Proposed Fee	% Increase
<b>Multi-day Use (e.g. Art Show, Orchid Show)</b>	Scheduled fee x no. of days x 30% discount			
<b>Tables &amp; Chairs (Hired for use away from Hall)</b>	Wooden trestle tables only (each)	\$5	\$5	0.00
	Chairs from under the stage only (each)	\$1.50	\$1.50	0.00
<b>Special Rates</b>	Monthly Dance (each month)	\$125	\$125	0.00
	Dancestruck - Kate Attrill (per night)	\$30	\$30	0.00
	21sts, 18ths, Cobden Football Netball Club	\$375	\$410	9.33
	Line Dancing - Phyllis Lewis (per night)	\$30	\$30	0.00

Given the fees have remained unchanged at the facility for the last four years, it was proposed to increase the fees slightly to take effect from 1 July 2018.

### Policy and Legislative Context

The Cobden Civic hall is a Special Committee of Council established pursuant to Section 86 of the *Local Government Act 1989*. Election of committee members are conducted in accordance with the Instrument of Delegation.

Committees of management are supported by the Council Plan 2017-2021 as follows:

Engage with and listen to our communities.

Council will provide and support a range of opportunities that support people to engage in healthy and active lifestyles, the arts, recreation and sport.

Council will deliver value for money by ensuring that services are required and delivered efficiently and sustainably.

### Internal / External Consultation

Correspondence has been received by the Cobden Civic Hall Committee of Management for two additional members to be appointed to the committee, along with a proposal to increase the user fees and charges.

The Committee considered the proposed fees and charges for 2018 at its meeting on 30 May 2018 and agreed to recommend the proposed fee increase for approval by Council.

Benchmarking with like facilities has been undertaken recently to ensure competitive fees and charges are being provided at the facility.

### Financial and Resource Implications

Council officers assist with the facilitation of the special committees of the Council and implementation of the Public Halls Management Policy.

The Cobden Civic Hall Committee of Management is responsible for all day to day operational costs. The committee retains all fees for use of the facility and is required to keep books of accounts and provide records of its financial activity for the year to Council in accordance with the Instrument of Delegation.



Council provides an annual allocation to the Committee in accordance with the Public Halls Management Policy to assist with operational expenses. Council also allocates funding in its annual budget for hall maintenance in accordance with Council's Building Asset Condition Assessment and annual maintenance inspections.

The proposed fees have been reviewed in line with CPI adjustments and rounded for cash handling purposes. Where there has been no increase in fees, this was discussed with the Committee of Management and it was felt that it could have a detrimental effect on booking numbers. The revised fees will result in no change to the net cost to Council.

### Options

Council has the following options:

1. Accept the committee's recommendation to appoint the nominated members and the proposed fees and charges
2. Alternatively reject the recommendation and request an alternate committee membership and retain the current fees
3. Recommend alternate fees.

### Conclusion

The proposed additional new members of the Cobden Civic Hall reflects interest from enthusiastic and committed residents of the local community. Their commitment and support in volunteering for the role needs to be acknowledged. The Cobden Civic Hall Committee membership should see a continuation of the effective management and operation of the facility and for the benefit of the community and Council. The recommended fees and charges for the Cobden Civic Hall for the next financial year reflect an adjustment given fees have remained unchanged for the last four years.

## RECOMMENDATION

**That Council:**

1. **Endorses the proposed additional members to the Committee of Management for the Cobden Civic Hall, until the expiry of the term in 2019 as follows:**
  - **Debbie Baxter**
  - **Heather Martin**
2. **Approves the proposed fees and charges for admission fees/ user charges at the Cobden Civic Hall to commence 1 July 2018.**

COBDEN CIVIC HALL		Current Fee	Proposed Fee	% Increase
<b>Rates for Functions</b>	Main Hall, Supper Room & Kitchen	\$275	\$280	1.82
	Main Hall & Kitchen	\$225	\$230	2.22
	Main Hall and Supper Room	\$200	\$205	2.50
	Main Hall Only	\$150	\$155	3.33
	Supper Room & Kitchen	\$125	\$125	0.00
	Bond for Alcohol (Prepaid)	\$200	\$225	12.50
<b>Rates for Meetings Only (including Funerals)</b>	Main Hall	\$80	\$85	6.25

	Supper Room	\$45	\$45	0.00
	Heytesbury Room	\$45	\$45	0.00
	Presidents Room	\$25	\$30	20.00
	Additional Fee for use of kitchen or kitchenette	\$45	\$45	0.00
<b>Community Group Use</b>	Meeting Rooms Only (per annum)	\$130	\$135	3.85
	Meeting Rooms and kitchen/ kitchenette (per annum)	\$130	\$135	3.85
<b>School &amp; Kinder Use</b>	Daytime use (rehearsals, etc) No concession for night time use	\$25	\$30	20.00
<b>Multi-day Use (e.g. Art Show, Orchid Show)</b>	Scheduled fee x no. of days x 30% discount			
<b>Tables &amp; Chairs (Hired for use away from Hall)</b>	Wooden trestle tables only (each)	\$5	\$5	0.00
	Chairs from under the stage only (each)	\$1.50	\$1.50	0.00
<b>Special Rates</b>	Monthly Dance (each month)	\$125	\$125	0.00
	Dancestruck - Kate Attrill (per night)	\$30	\$30	0.00
	21sts, 18ths, Cobden Football Netball Club	\$375	\$410	9.33
	Line Dancing - Phyllis Lewis (per night)	\$30	\$30	0.00

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## 6.2 Cobden Recreation Centre Committee of Management 2018-2019

**Author:** Jane Hinds, Acting Manager Facilities and Recreation

**File No:** D18/248

**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 - Jane Hinds

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

### Summary

This report is presented to Council to endorse the membership of the Committee of Management for the Cobden Recreation Centre for 2018-2019.

### Introduction

The Cobden Recreation Centre is managed by a Committee of Management appointed in accordance with an agreement between the Corangamite Shire, Cobden Technical School and Cobden Recreation Centre Committee of Management (the Agreement).

The Agreement outlines that the Committee shall be responsible for the determination of matters of policy and administration of the Centre in accordance with relevant terms and guidelines.

The Committee consists of the following persons:

- up to two members appointed by Council
- up to two members appointed by School Council
- up to two members representing the student body of the Cobden Technical School
- two members elected by user organisations
- co-opted members (maximum of two) as determined by the Committee.

### Issues

The Annual General Meeting of the Cobden Recreation Centre Committee was held on 12 June 2018.

The following people were nominated for appointment by the relevant groups to the Committee of Management:

Group	Representative
Basketball Association	Brett Taylor
Basketball Association	Michelle De Bie
Cobden Technical School	Belinda Savage
Cobden Technical School	Rohan Keert
Council	Jane Hinds
Karate	Craig Davis
Manager	Geanelle Searle
Netball Association	Denise Robertson
Student Representatives (x2)	As nominated by the School Principal
Volleyball Association	Chris Brooks
Volleyball Association	Kelvin White

Mr Rohan Keert was appointed as Chairperson.

The role of the committee member is voluntary and each member should be acknowledged for their commitment and support in managing and operating the Cobden Recreation Centre.

It must also be acknowledged that Denise Robertson wished to step down from the committee should another netball representative be secured. Denise's contribution to the committee was highlighted as significant, with over 20 years contribution. Denise will remain on the committee until another representative from the Netball Association is found.

### Policy and Legislative Context

The Cobden Recreation Centre Committee complies with the Agreement established in 2001 under the *Local Government Act 1989* and *Education Act 1985*.

The establishment of this Committee aligns with the following Council Plan 2017-2021 commitments:

Deliver high quality, optimally used, sustainable community facilities.

We are committed to working towards ensuring the safety, health and wellbeing of our communities.

Council will provide and support a range of opportunities that support people to engage in healthy and active lifestyles, the arts, recreation and sport.

Improve the health and wellbeing of our community.

### Internal / External Consultation

Notification of the Annual General Meeting was provided in accordance with the Agreement.

### Financial and Resource Implications

Council has provided an annual allocation in its 2018-2019 budget of \$9,055 for maintenance items as identified in Council's building asset condition and compliance assessment and during annual maintenance inspections.

### Options

Council can endorse the Committee's recommendation to appoint the nominated members for the forthcoming year, or reject the recommendation and suggest an alternate committee membership.

### Conclusion

The Committee representatives have been proposed in accordance with the Agreement between the Corangamite Shire, Cobden Technical School and Cobden Recreation Centre Committee of Management and reflect a cross representation from each of the facility users.

### RECOMMENDATION

**That Council endorses the Committee of Management for the Cobden Recreation Centre for 2018-2019 as follows:**

<b>Group</b>	<b>Representative</b>
<b>Basketball Association</b>	<b>Brett Taylor</b>
<b>Basketball Association</b>	<b>Michelle De Bie</b>
<b>Cobden Technical School</b>	<b>Belinda Savage</b>
<b>Cobden Technical School</b>	<b>Rohan Keert</b>
<b>Council</b>	<b>Jane Hinds</b>
<b>Karate</b>	<b>Craig Davis</b>
<b>Manager</b>	<b>Geanelle Searle</b>
<b>Netball Association</b>	<b>Denise Robertson</b>
<b>Student Representatives (x2)</b>	<b>As nominated by the School Principal</b>
<b>Volleyball Association</b>	<b>Chris Brooks</b>
<b>Volleyball Association</b>	<b>Kelvin White</b>

## **7. PLANNING REPORTS**

Nil.

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## 8. OFFICERS' REPORTS

### 8.1 Lease Agreement - 179 Manifold Street, Camperdown

**Author:** Jane Hinds, Acting Manager Facilities and Recreation

**File No:** D18/264

**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 - Jane Hinds

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

#### **Summary**

This report is for Council to consider a lease agreement with The Courthouse Camperdown Incorporated for use of the Camperdown Court House located at 179 Manifold Street, Camperdown for the purpose of conducting cultural and tourism-related activities and programs.

#### **Introduction**

Corangamite Shire currently leases the Camperdown Court House to Advance Camperdown Incorporated. A sub-committee of Advance Camperdown Incorporated, in partnership with the Rotary Club of Camperdown Incorporated, have established Camperdown Court House Information and Arts (CCHIA), which operate the facility as a combined tourist information centre, art and music precinct and community hub. This community based lease agreement is for a nominal rental amount. The lease commenced 1 August 2013 and is set to expire 31 July 2018.

#### **Issues**

A review of the future potential use of the Court House has been completed and discussed with Councillors at a Council Briefing in May 2018, in the lead up to the completion of the existing lease agreement. Council informed Advance Camperdown Incorporated that officers were undertaking a review of occupancy and utilisation of Council's buildings, which is an initiative identified in the Council Plan 2017-2021, in order to maximise the use of Council's building portfolio and revenue generated by Council.

As part of the review a number of opportunities were considered when reviewing the Camperdown Court House as a fit-for-purpose facility, maximising operational efficiencies and delivering economic growth to the community. The opportunities included:

- Maintain Existing Lease Arrangement
  - Council could enter into a nominal lease agreement with CCHIA. The lease agreement would need to be in accordance with the *Local Government Act 1989* and Council's Property Leasing Policy. CCHIA would be responsible for all operating expenses, whilst Council would continue to provide building and some contents insurance, essential safety measures, reactive maintenance

and capital works. Council would therefore need to budget for annual recurrent operating and capital costs at this facility.

- This option enables the realisation of a key priority within the Imagining Camperdown township plan and supports a vision of local community members to conduct cultural and tourism related activities and programs that build social connection and inclusion, support cultural endeavour and economic wellbeing, and encourage community involvement in civic life, for the benefit of Corangamite Shire residents.
- Proceed to Sale
  - Given the Camperdown Court House is a heritage building which was built in 1886-87, the facility is ageing and requires ongoing conservation works and treatments to preserve the overall condition of the building. Consideration would need to be given to the practicalities of the sale with the public toilets being situated to the rear of the building and with joint water and electricity meters servicing the Court House and Civic Centre buildings.
- Commercial Lease
  - A commercial lease gives Council an opportunity to generate a commercial income and presents Council with a financially sustainable model for operation of this facility.
  - Under a commercial lease agreement, the tenant would be responsible for all service charges to the property, along with providing for building and contents insurance and general maintenance. Council as land manager of the building and in accordance with the *Retail Leases Act 2003* will be responsible for any capital works at the premise. This will be offset by rental income generated during the term of the lease.
  - This option was explored by Council in 2013, with consideration given to the installation of a commercial kitchen within the facility. Discussions around commercial use identified a lack of infrastructure within the facility, particularly with regards to a commercial kitchen, as a deterrent to establishing a viable business. There was a lack of interest generated from this commercial proposal at that time.
  - Should a commercial lease be considered, CCHIA operations would need to be relocated. Options for this include:
    - CCHIA operations could be rehoused in an alternate venue within Camperdown to allow for continued visitor information services and to make way for a commercial tenant within the Court House.
    - Council could consider co-locating CCHIA and the Camperdown Historical Society at the Camperdown Heritage Centre. This is an opportunity to investigate the establishment of a fit-for-purpose, multi-tenant community space that meets community needs, facilitating partnerships whilst maximising operational efficiencies.
- Expressions of Interest
  - Council could seek expressions of interest for the future use of the Camperdown Court House building. Submissions could be open to both commercial operators and community organisations. Submissions would outline their proposed future use of the facility and their suggested terms and conditions of use.

Both CCHIA and the Camperdown Historical Society have been advised of the proposal of co-location to the Historical Centre and that Council had not made a decision in relation to the matter and was seeking their input to inform Councillors. Camperdown Historical Society were open to the idea of sharing the space for the use of arts and exhibitions, but not for visitor information, whilst CCHIA benefited greatly from their current location and felt the museum was too small and had a lack of floor space.



Advance Camperdown Incorporated informed Council that the 'Transition Working Group' was working on completing a Strategic Plan for the operations of the Court House. The aim of the community motivated group is to establish an incorporated body to manage the Camperdown Court House, with the vision to conduct cultural and tourism related activities and programs that build social connection and inclusion, support cultural endeavour and economic wellbeing and encourage community involvement in civic life, for the benefit of Corangamite Shire residents. It is the intention that this incorporated body would continue the current leasing arrangements with Council when the agreement expires in July 2018.

The Imagining Camperdown Community Plan (The Plan), developed in 2012 highlighted the number one priority for the township was a tourist information centre, including specific proposals for the use of the Court House for this purpose. The priorities within The Plan were reviewed at a public meeting on 17 June 2015, with the number one priority being to maintain the tourist information centre.

In keeping with the community plan, priorities for use of the Court House and the existing arrangements of the facility, it is proposed that the new lease agreement be considered with The Courthouse Camperdown Incorporated in accordance with Council's Property Leasing Policy. Council policy classifies the rental amount for different groups that utilise Council facilities. The Courthouse Camperdown Incorporated is classified as Category A, Community Groups and therefore the subsidised rental amount of \$104 (exc. GST) would be charged annually.

It is recommended to enter into a 5 year term, with all other terms and conditions of the existing lease agreement to remain the same. This will permit the new incorporated body to establish, implement and operate the key initiatives identified by the Transition Working Group for the next five years. The lease will also include reporting arrangements and key performance indicators to be measured by the group, which will form the basis for future lease evaluations.

### **Policy and Legislative Context**

Agreement to lease the Court House to The Courthouse Camperdown Incorporated would be in keeping with the commitments in the 2017-2021 Council Plan:

Council will make budgetary decision that ensure Council remains in a strong financial position now and into the future.

Council will deliver value for money by ensuring that services are required and delivered efficiently and sustainably.

We value the importance of local business to our economy and the overall prosperity of Corangamite Shire.

Support and facilitate the development of the visitor economy.

The lease agreement will be established in accordance with Council's Property Leasing Policy and in accordance with Section 190 and Section 223 of the *Local Government Act 1989*.

### **Internal / External Consultation**

A public notice advertising Council's intention to lease the land will allow the opportunity for community members to make public comment and submissions regarding the lease of the facility. Any submissions received will be assessed by Council.

Council officers have completed a review of the Camperdown Court House facility in consultation with Advance Camperdown Incorporated, the Camperdown Historical Society and various community members. Council officers undertook consultation with key user groups of the facility, whilst undertaking the review. The need for a dedicated space for cultural and tourism related programs within the town for the benefit of the community was highlighted as one key issue.

The Courthouse Transition Working Group has undertaken numerous community workshops and attended a Council Briefing session outlining their future plans and visions for the long term use of the Court House.

**Financial and Resource Implications**

Council has a recurrent budget for operation of the Court House building which includes building and some contents insurance, essential safety measures, programmed maintenance and reactive maintenance. Council has incurred costs of \$3052, with \$104 income for 2017-2018, along with \$7,814.84 and \$11,299.62 recurrent costs in the 2015-2016 and 2016-2017 financial years respectively.

In accordance with Council’s Property Leasing Policy, the leasing classification of Category A, Community Groups, provides for a subsidised rental amount of \$104 (exc. GST) per annum.

The Courthouse Camperdown Incorporated will be responsible for all electricity costs at the venue which are based on actual usage derived from a meter box within the Court House. No supply charge fee is applied to this amount. All water service and usage charges are calculated at 5% of the total Wannon Water bill which services the Civic Centre, Court House and Manifold Street public toilets.

Council will be required to provide for capital works on the building. Council’s Building Asset Management Plan forecasts \$140,025 over the next 4 years as per the below table.

2018-2019	2019-2020	2020-2021	2021-2022
\$17,200	\$32,250	\$32,250	\$58,325

**Table 1: Projected Capital Expenditure Camperdown Court House**

Planning will be undertaken with the group to capitalise on and maximise all external available funding opportunities to be secured in the coming years. Council has been provided with an indicative budget for the next 5 years for operations of the facility by The Courthouse Camperdown Incorporated, ranging from an operating surplus of \$662 in Year 1 to \$5,842 in Year 5.

**Options**

The options available for Council in considering the future arrangements of the Camperdown Court House include:

- Maintain Existing Arrangement – Lease to The Courthouse Camperdown Incorporated;
- Proceed to Sale;
- Commercial Lease; or
- Seek Expressions of Interest.

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### **Conclusion**

Corangamite Shire currently leases the Camperdown Court House to Advance Camperdown Incorporated with the lease agreement set to expire 31 July 2018.

A review of the Camperdown Court House facility has been undertaken which has identified a number of opportunities, which could assist in generating both social and economic benefits for the Corangamite Shire.

A new governance model has been created to ensure the ongoing collaboration of the community partnership. It is their intention that they continue the current leasing arrangements with Council when the agreement expires in July 2018.

It is proposed to enter into a lease agreement with The Courthouse Camperdown Incorporated for a 5 year term for the purpose of conducting cultural and tourism-related activities and programs.

### **RECOMMENDATION**

#### **That Council:**

- 1. Enters into a lease agreement should no submissions be received, with The Courthouse Camperdown Incorporated for use of the Camperdown Court House located at 179 Manifold Street, Camperdown for the purpose of conducting cultural and tourism-related activities and programs, which expires 31 July 2023.**
- 2. Sets the lease fee in accordance with Council Policy at \$104 (exc. GST) per annum.**
- 3. Affixes the Common Seal of Council to the lease agreement.**

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## 8.2 Retail Area Façade Improvement Program Policy

**Author:** Rory Neeson, Manager Growth and Engagement

**File No:** D18/215

**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.

Author - Rory Neeson

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

### **Summary**

This report proposes to revoke the current Retail Area Façade Improvement Program (RAFIP) Policy and adopt an updated policy that has had changes made to how the program will be implemented in 2018-2019.

### **Introduction**

The RAFIP has been successful with over 70 businesses receiving funding as part of the program over the past three years.

This led to over \$400,000 being spent on improvements to business façades in the Shire with the majority of the works being completed by local tradespeople.

It is because of this success that it is proposed to complete a fourth round of the program. \$50,000 has been allocated in the 2018-2019 Budget by Council, which will allow more businesses to apply and potentially be funded through the program.

Below are some before and after photos from some of the successful projects funded under the program in 2017-2018, which demonstrates the high impact that the program has had on improving façades and the streetscapes in the Shire.

**CURLS SURFWEAR**  
**BEFORE**



**AFTER**



**THE CORNER STORE, TIMBOON**  
**BEFORE**



**AFTER**



**DUNCAN MORRIS & ASSOCIATES, COBDEN**  
**BEFORE**



**AFTER**



## Issues

The aim of the RAFIP is to have businesses located throughout the Shire to complete façade improvements.

Businesses from all towns across the Shire are eligible to apply to the program.

To apply for funding as part of the program, businesses are required to complete an application form and provide all required documentation, as well as have an understanding of the program guidelines to ensure they are aware of what is required to be completed as part of the program.

Examples of works that can be completed through the program include:

- painting of the façade
- cleaning the existing façade
- removal of redundant signage, air conditioning units and hoardings
- installation of new business signage
- installation of interior store lighting visible from the street
- minor repair, maintenance or reinstatement of missing elements
- minor repairs to existing facade tile or stone accents
- minor repairs to structural facade elements and awnings
- new, repairs or replacements of verandahs.

The program is open to any business located in the commercial area of a town in our Shire that has street frontage. Home based businesses with no street frontage will not be eligible.

The change that has been proposed to this updated policy includes increasing the maximum grant amount from \$2,000 to \$3,000. This is to encourage projects of higher value to be completed through the program, to be consistent with the first two years of the programs funding and in response to feedback from participants in last year's program favouring this level of Council contribution.

## Policy and Legislative Context

The adoption of this updated RAFIP is consistent with the following Council Plan 2017-2021 objectives as part of the Vibrant Economy, Agriculture and Tourism theme.

We value the importance of local business to our economy and the overall prosperity of Corangamite Shire.

Maintain our competitive advantage as an "investment friendly" council and a leader in local economic development.

## Internal / External Consultation

Following the implementation of the program in 2017-2018, consultation has been completed internally with all departments at Council who were involved in the program. This consultation has led to the identification of some minor improvement opportunities which are reflected in this updated policy.

If the updated policy is adopted and the program continues to receive support by Council, external promotion and consultation will be completed through local progress associations and business networks as well as extensive promotion through various Council communications channels including media releases, radio interviews, advertisements and social media posts.

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### **Financial and Resource Implications**

The RAFIP has a \$50,000 budget allocation in the 2018-2019 Budget to create a fund for businesses to apply to as part of the program.

Businesses can apply on a \$1:\$1 basis to complete improvements to their façades with the amount capped at \$3,000 (exc. GST) per business.

Planning fees are proposed to be waived by Council as part of the program to encourage participation, however, any relevant building permit fees would still apply. Buildings within heritage areas of the Shire will need to comply with relevant guidelines.

### **Options**

Council may choose to revoke the current RAFIP Policy and adopt this updated Retail Area Façade Improvement Program Policy, or may choose to not adopt the policy.

### **Conclusion**

The RAFIP will provide businesses from across the Shire with an incentive to complete works to improve the appearance of their business façades.

The program is innovative and helps address a gap that has been identified regarding the funding of improvements to businesses façades and through this third round of funding, the program will continue to improve the appearance of streetscapes in the towns throughout the Shire.

## **RECOMMENDATION**

### **That Council:**

- 1. Revokes the existing Retail Area Façade Improvement Program Policy dated June 2017.**
- 2. Adopts the Retail Area Façade Improvement Program Policy dated June 2018.**

### **Attachments**

1. Policy Council Community Relations Retail Area Façade Improvement Program Policy 2018 \_



**CORANGAMITE  
SHIRE**

# **Retail Area Façade Improvement Program Policy**

**Corangamite Shire**

June 2018



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# Council Policy



CORANGAMITE  
SHIRE

## Retail Area Façade Improvement Program Policy

### Introduction

This policy provides details on how Council will implement a fourth round of its Retail Area Façade Improvement Program.

### Purpose

The purpose of the Retail Area Façade Improvement Program is to provide an incentive for businesses from across the Corangamite Shire to complete improvements to their business facades.

### Scope

All businesses located in the commercial area of a town within the Corangamite Shire that have street frontage will be eligible to be part of this program.

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

### Definitions

Council – Corangamite Shire Council

Program – Retail Area Façade Improvement Program

### References

- Realising Terang - Community Plan
- Imagining Camperdown - Community Plan
- Blueprint for Timboon - Community Plan
- Corangamite Shire Economic Development Strategy
- Corangamite Shire Grants Policy

### Policy Detail

The aim of the Retail Area Façade Improvement Program is to have businesses located throughout the Shire to complete façade improvements.

Examples of works that could be completed as part of the program include:

- Painting of the façade
- Cleaning the existing façade
- Removal of redundant signage, air conditioning units and hoardings
- Installation of new business signage
- The minor repair, maintenance or reinstatement of missing elements
- Minor repairs to existing facade tile or stone accents
- Minor repairs to structural facade elements and awnings
- New, repairs and replacements of verandahs
- Installation of interior store lighting visible from the street

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The following restrictions apply for businesses to participate as part of the program:

- Council will not grant funds from the program retrospectively.
- Council will not provide funds for ongoing or administrative costs not directly related to the project.
- Council will not provide funds for purchasing equipment (e.g. ladders, gurneys, scaffolding, and safety barriers.) Hiring of equipment is permitted when related directly to the project.
- Applicants must be able to fund the cost of the works upfront and then Council will pay its contribution following the completion of works through an acquittal process
- Council will not grant funds for works where a planning permit has been refused.

The program is open to any business located in the commercial area of a town in Corangamite Shire that has street frontage. Home based or businesses with no street frontage are not eligible.

Businesses that have been previously funded through this program area still eligible to apply to the program to complete additional or new works however preference will be given to businesses who have not previously been funded.

To be eligible for the program applicants must:

- Complete a Retail Area Façade Improvement Program Application Form including all associated documentation and application forms
- Have the building owners consent

Businesses can apply on a \$1:\$1 basis to complete improvements to their facades with the amount capped at \$3,000 (exc. GST) per business.

An example of a business applying to the program would be:

- Business - \$3,000 (exc. GST)
- Council - \$3,000 (exc. GST)

Businesses will be able to contribute over the \$3,000 amount if they wanted to complete more significant works but would still only be eligible for \$3,000 (exc. GST) from Council.

If a business only wanted to complete minor works they could apply to the fund for an amount under \$3,000. An example of this would be:

- Business - \$1,000 (exc. GST)
- Council - \$1,000 (exc. GST)

Businesses from the following towns would be eligible to apply to the program

- Camperdown
- Cobden
- Darlington
- Derrinallum
- Lismore
- Noorat
- Port Campbell
- Princetown
- Skipton
- Simpson
- Terang
- Timboon

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To apply for funding as part of the program, businesses would be required to complete an application form and provide all required documentation as well as have understanding of the program guidelines to ensure they are aware of what is required to be completed as part of the program.

Planning fees would be waived by Council as part of the program to encourage participation however any relevant building permit fees would still apply. Buildings within heritage areas of the Shire will need to comply with relevant guidelines.

If painting is proposed to be completed as part of an application, a proposed colour palette would need to be submitted to Council as part of the application process that would be approved prior to works commencing in a meeting with Council Officers.

If new signage is proposed to be completed as part of an application, a design proposal would need to be submitted to Council as part of the application process that would need to be approved through the planning permit process prior to works commencing.

The funding that will be made available as part of the program, will only be provided to the businesses following the conclusion of the works once the acquittal process has been completed.

As part of the financial reconciliation process, businesses would be required to provide proof of all purchases and works before being able to access the funding which would be provided following the conclusion of works.

The fourth round of the program will commence with an application period running from July 2018 until August 2018. Following this period an internal committee will evaluate the applications and a report would be prepared for a Council Meeting to allow Councillors to decide which businesses would be funded as part of the program.

Once a decision has been made by Council, business would then have until 31 May 2019 to complete all proposed works and would need to forward all associated documentation including invoices and proof of works so that Council can reimburse agreed expenses. All claims must be submitted by 31 May 2019 so the grant can be acquitted in the 2018-2019 financial year.

**Reference to linked Procedure or Guidelines, if applicable**

- Retail Area Façade Improvement Program Guidelines
- Retail Area Façade Improvement Program Application Form
- Retail Area Façade Improvement Program Brochure

**Charter of 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).

**Review Date**

June 2019.

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## 8.3 Review of Quick Response Grants Policy

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

**File No:** D18/261

**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

This report recommends Council adopt the Quick Response Grants Policy dated June 2018 as attached and revoke the Quick Response Grants Policy dated February 2016.

### Introduction

The Quick Response Grants Policy establishes the framework by which Council can achieve its objectives in supporting the distribution of funds to community groups and organisations in a variety of ways and in a responsive manner. The Quick Response Grants Policy has been reviewed and updated in accordance with Council's Policy Development Framework and is attached for Council's approval.

### Issues

The Quick Response Grants Policy (Policy) was adopted by Council in February 2016. At the 13 February and 12 June Council Briefings, direction into the development of a revised Policy was provided by Councillors.

The revised Policy reflects the following amendments:

- Expanded definition of a Community Group which now includes local service clubs, committees of management and local emergency service brigades/branches but excludes schools (primary and secondary) and health services.
- Clarified assessment criteria as having been met, not met or partially/somewhat met:
  1. Eligible recipient (mandatory).
  2. Council Plan alignment.
  3. Community benefit.
  4. Eligible expenditure.
- Clarified applications will be recommended for approval where eligible recipients have either met or somewhat/partially met the criterion of 2, 3 and 4 above.
- A requirement for both grant acquittals and unspent funds to be received by / returned to Council within six months of allocation.

- Exclude events that would otherwise be able to apply for funding under the Council Events and Festivals Policy unless such events are for the celebration of religious holidays or for fundraising purposes.
- Removal of guidance material and matters dealt with elsewhere (e.g. conflict of interest).

The Policy's intent remains by ensuring it is sufficiently flexible to meet a variety of community needs whilst ensuring it remains administratively efficient to administer.

### **Policy and Legislative Context**

The review of the Quick Response Grants Policy is in accordance with the following Council Plan 2017-2021 commitments:

We are committed to ensuring the ethical behaviour of Councillors and staff, maintaining good governance and remaining financially sustainable.

Council will demonstrate high levels of ethical behaviour and governance standards.

Council will make budgetary decisions that ensures Council remains in a strong financial position now and into the future.

Council will deliver value for money by ensuring that services are required and delivered efficiently and sustainably.

We are committed to working towards ensuring the safety, health and wellbeing of our communities.

Council will continue to provide and support a range of community and social support services.

Council will provide and support a range of opportunities that support people to engage in healthy and active lifestyles, the arts, recreation and sport.

Support our small towns and dispersed population.

Improve the health and wellbeing of our community.

### **Internal / External Consultation**

Council provided input in to the revised Policy at briefings held 13 February and 12 June 2018. Council's Senior Officer Group has also reviewed the revised Policy.

### **Financial and Resource Implications**

Council's Quick Response Grants Program is reasonably efficient to administer and modest at \$14,000 per annum (2018-2019 Budget) with flexibility to amend with future budgets.

### **Options**

Councillors may adopt the revised Quick Response Grants Policy with or without amendment. Alternatively, Council may resolve to not adopt the revised Policy and revoke the Quick Response Grants Policy dated February 2016.

### **Conclusion**

The revised Quick Response Grants Policy is attached for Council's consideration and approval.

## **RECOMMENDATION**

### **That Council:**

- 1. Revokes the Quick Response Grants Policy dated February 2016.**
- 2. Adopts the Quick Response Grants Policy dated June 2018.**

### **Attachments**

1. Policy Council Quick Response Grants June 2018\_
2. Policy Council Quick Response Grants June 2018 - Tracked Changes Version - Under Separate Cover\_



**CORANGAMITE  
SHIRE**

# **Council Quick Response Grants Policy**

**Corangamite Shire**

June 2018

# Council Policy



## Quick Response Grants

### Introduction

Council, subject to the annual budget and in accordance with this Policy, will have the discretion to grant Council funds to community groups and organisations within the Shire. Grants will need to result in beneficial projects and activities for Shire communities.

### Purpose

Council supports the distribution of funds to community groups in a variety of ways. The flexibility in being able to grant small amounts to community groups in a responsive manner results in positive outcomes by enabling the delivering small scale projects and activities for the benefit of Shire communities.

### Definitions

Quick Response Grants is a fixed amount Council provides annually for the distribution of funds to Shire community groups. The granting of these funds shall be in accordance with this Policy.

A Community Group is an organisation (incorporated or unincorporated) that has social, religious, educational, recreational, environmental or other group sharing objectives, characteristics or interests whose purpose is for the provision of services for or within Corangamite Shire. A Community Group includes services clubs, committees of management and local emergency service brigades/branches but excludes schools (primary and secondary) and health services.

### References

- *Local Government Act 1989*;
- Local Government Investigations and Compliance Inspectorate – Review of Councillor Discretionary Funds (October 2013).
- Policy Events and Festivals Grant Program

### Policy Detail

1. Council will set the budget for the Quick Response Grants program when formulating the Annual Budget.
2. Funds may only be granted to a community group that will undertake beneficial projects and activities for local communities that meet the assessment criteria described in clause 8 below.
3. A maximum grant limit of \$500 will apply to any community group in any given financial year, unless otherwise approved by Council.

Adopted at Council on: XX Xxxx 2018  
Agenda Item: X.X  
Responsibility: Director Corporate & Community Services  
File Number: D/18/XXXXX

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Corangamite Shire Council Policy – Quick Response Grants

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4. A previous applicant may submit a subsequent application in any given financial year for an amount equal to the maximum allocation less the cumulative amount of all previous applications approved by Council in the same financial year.
5. An auspice body will not be considered an applicant when applying on behalf of a community group.
6. Equity:
  - a. The allocation of grants across the Shire shall be representative of the elected Council and distributed proportionately by the number of wards and councillors.
  - b. 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.
  - c. Applicants may apply for funding from one or more Wards (ie Multi-ward allocation) but for no more than the maximum grant limit in aggregate.
7. Applications:
  - a. Applications will be considered by Council monthly.
  - b. Applications must be received three weeks prior to the intended Council meeting at which it will be considered.
  - c. Grants can only be allocated by Council resolution.
  - d. Applications will be accepted until such time the annual budget is expended.
  - e. Applications must be in writing and in a form to be determined by the Chief Executive Officer, however must include:
    - i. The applicants details;
    - ii. The amount of funds requested, including quotation if relevant;
    - iii. Purpose for the funds;
    - iv. How the application meets the assessment criteria described in clause 8 below.
8. Assessment and Approval of Applications:
  - a. Council must assess each application against the following criteria as having met, partially/somewhat met or not met:
    - i. Eligible applicant being a community group as defined above.
    - ii. Alignment of initiative with Council Plan objectives.
    - iii. Derivation of community benefit.
    - iv. Eligible expenditure consistent with clause 11 below.
  - b. Applications that do not sufficiently meet the above criteria will not be funded:
    - i. Applications must be from an eligible applicant under 8(a)(i) above.
    - ii. Applications must meet or partial/somewhat meet the criteria under clause 8(a)(ii), 8(a)(iii) and 8(a)(iv) above.
  - c. Applications that meet the criteria will be eligible to receive grants up to the amount applied but no more than then maximum amount described in clause 3 above.
  - d. The Chief Executive Officer, or delegate, will advise successful and unsuccessful applicants following each Council Meeting. Successful

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Adopted at Council on: XX Xxxx 2018  
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Corangamite Shire Council Policy – Quick Response Grants

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applications will be provided details how grants can be claimed and acquitted.

9. Acquittals:

- a. Applicants in receipt of a grant must provide Council with an acquittal within six (6) months of being granted the funds.
- b. The Chief Executive Officer shall determine the nature of the acquittal.
- c. Unspent or surplus grant funds must be returned by applicants to Council within six (6) months of being granted the funds.

10. Annual Reporting:

- a. The Annual Report shall provide details of the Quick Response Grants allocated each year.
- b. The Annual Report shall disclose each of the Quick Response Grants recipient's name and how much was granted.

11. What Can Be Funded

Grants may only be allocated for a specified project or activity including but not limited to:

- a. Printing, advertising, catering and promotional costs.
- b. Costs incurred in hiring a venue that may include hire costs and public liability insurance.
- c. Materials and other items essential for a project or activity.
- d. Celebration of religious holidays to the extent the event is open to the public, widely advertised and the grant not used for expenditure on alcohol.
- e. Grants may not be allocated for:
  - i. Recurrent programs or activities which are a core service of State or Federal Government, or large non-profit organisation.
  - ii. Projects that depend on recurrent funding from Council for continuation.
  - iii. Projects completed or currently in progress at the date of application.
  - iv. Fundraising events for or by charitable causes and organisations where there is no certainty of fundraising proceeds being retained within the Shire.
  - v. Applicants with an outstanding grant acquittal or outstanding debts owed to Council.
  - vi. Events able to apply for funding under the *Events and Festivals Grants Program Policy* unless such events are for the celebration of religious holidays or for fundraising events.

12. Acknowledgement

- a. Grant recipients must acknowledge Council's contribution and provide evidence of such in the acquittal.

13. Administrative

- a. The Chief Executive Officer shall advertise and promote the Quick Response Grants Program in an appropriate manner.
- b. Funds not granted by Council in any given financial year cannot be carried forward into a subsequent financial year.

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Adopted at Council on: XX Xxxx 2018  
Agenda Item: X.X  
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Corangamite Shire Council Policy – Quick Response Grants

**Legislative compliance**

In addition to this Policy the awarding of grants must comply with the *Local Government Act 1989*, relevant regulations and Ministerial guidelines.

**Review Date**

The Policy will be reviewed in June 2021 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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Adopted at Council on: XX Xxxx 2018  
Agenda Item: X.X  
Responsibility: Director Corporate & Community Services  
File Number: D/18/XXXXX

Department: Finance  
To be reviewed by: June 2021  
Policy Number:  
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## 8.4 Public Participation at Council Meetings Policy Review

**Author:** Penny MacDonald, Executive Services and Governance Coordinator

**File No:** D18/249

**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 - Penny MacDonald

In providing this advice to Council as the Executive Services and Governance Coordinator, I have no interests to disclose in this report.

### Summary

The Public Participation at Council Meetings Policy has been reviewed and is presented for Council adoption.

### Introduction

The Public Participation at Council Meetings Policy is due for review by Council. This policy provides a framework for the ways in which members of the public may interact with Council at Council meetings.

### Issues

The attached Public Participation at Council Meetings Policy governs the process for deputations and presentations at Council meetings, as well as the Open Forum. The policy has been revised to provide residents with more information about the process for making deputations (or presentations) at Council meetings. No significant change has been made to the Open Forum section of the policy.

The *Local Government Bill 2018* has been considered in the review of this policy. The policy has been adapted to ensure a seamless transition to the new legislation, if enacted.

Significant changes to the policy include:

- a new introduction reflecting Council's commitment to listen to the community
- inclusion in the scope of deputations or presentations regarding any item listed on the agenda (current practice)
- new definitions
- the ability for a person to make separate deputations for multiple agenda items
- a new clause permitting the Mayor to specify the order of speakers making a deputation
- instruction that no general discussion is permitted during deputations, with questions from Councillors to be asked through the Mayor
- instruction for written deputations
- provision for persons arriving late to the meeting when scheduled to make a deputation

- a new clause for permitting a person to speak at the Open Forum if they have made a deputation earlier in the meeting
- updated references to the new Local Law for meeting procedures and reference to the future Governance Rules expected to replace the Local Law under the new legislation.

A section concerning inappropriate behaviour by members of the public at a Council meeting has also been included, which is consistent with the Local Law.

### **Policy and Legislative Context**

Review of the policy is consistent with the following Council Plan commitment and objective.

We are committed to ensuring the ethical behaviour of Councillors and staff, maintaining good governance and remaining financially sustainable.

Council will demonstrate high levels of ethical behaviour and governance standards.

The *Local Government Bill 2018* was considered when reviewing the Public Participation at Council Meetings Policy. The new legislation will result in Governance Rules replacing the Local Law for meeting procedures. The policy was amended to allow for a seamless transition to the new legislation which is expected to be phased in prior to the next general Council election in 2020.

### **Internal / External Consultation**

Councillors and the Senior Officer Group have been consulted during the policy review.

### **Financial and Resource Implications**

There are no financial implications anticipated as a result of the policy review.

### **Options**

Council may choose to adopt the policy as presented, or make further changes prior to adoption.

### **Conclusion**

The Public Participation at Council Meetings Policy is due for review by Council. The policy has been revised to provide residents with more information about the process for making deputations (or presentations) at Council meetings, and to ensure a seamless transition to the proposed new Local Government legislation.

## **RECOMMENDATION**

### **That Council:**

1. **Revokes the Public Participation at Council Meetings Policy dated 24 September 2013.**
2. **Adopts the Public Participation at Council Meetings Policy dated June 2018.**

### **Attachments**

1. Policy Council Public Participation at Council Meetings June 2018\_
2. Policy Council Public Participation at Council Meetings June 2018 with tracked changes - Under Separate Cover\_



**CORANGAMITE  
SHIRE**

# Public Participation at Council Meetings

**Corangamite Shire**  
June 2018

# Council Policy



CORANGAMITE  
SHIRE

## Public Participation at Council Meetings

### Introduction

Corangamite Shire is committed to listening to our communities. Council values and respects the views and opinions of residents and encourages public participation at Council meetings.

### Purpose

The purpose of this policy is to provide information for members of the public wishing to address Councillors during Council meetings, and to govern the process for Council on public participation during meetings.

### Scope

This policy applies to persons wishing to:

- 1 Make a deputation or presentation to Council in respect of an issue under the *Local Government Act*.
- 2 Make a deputation or presentation to Council on any item listed in the Agenda of the meeting.
- 3 Make a deputation or presentation to Council on a specified issue and the Mayor has agreed that they be heard.
- 4 Make a statement or ask questions of Council on any other matter relevant to Corangamite Shire and its activities or projects.

Deputations in respect of issues under the *Local Government Act* only apply where the Act specifies that a person has a right to make a submission under that provision.

### Definitions

#### References

*Local Government Act*

Meeting Procedures Local Law No.3 2016 or Governance Rules, when adopted.

### Policy Detail

Council has allocated two sections of the Agenda of a Council Meeting when members of the public may address Council; the Deputations and Presentations and Open Forum sections.

### Deputations and Presentations

Deputations and presentations are scheduled at the beginning of Council Meetings to allow members of the public to express their views on a matter listed on the Agenda prior to Council making its decision later in the meeting.

1. Members of the public may make a presentation or deputation to Council if:
  - a) The person is addressing the Council in respect to a submission on an issue under the *Local Government Act*; or
  - b) The person is addressing the Council on any item listed in the Agenda; or
  - c) The person has requested that they address Council on a specified issue and the Mayor has agreed that they be heard.

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Adopted at Council on:  
Agenda Item:  
Responsibility: Governance Coordinator  
File Number: D/17/24715

Department: Governance  
To be reviewed by: June 2022

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Corangamite Shire Council Policy – Public Participation at Council Meetings

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2. Requests to address Council must be received by 5.00 pm on the day prior to the scheduled meeting.
3. A person may make a deputation or presentation for multiple Agenda items at a single meeting.
4. The Mayor may arrange the order of the speakers at his/her discretion.
5. Presentations made to Council may not exceed five (5) minutes in length, although may be extended at the Mayor's discretion. Councillors may ask relevant questions following each presentation through the Mayor. No general discussion will be permitted.
6. If a presentation exceeds five (5) minutes in length, the Mayor may request that the presenter ceases to address Council immediately or agree to extend the time allowed.
7. A person wishing to make a written deputation must provide a copy of the submission to the Chief Executive Officer prior to the Council meeting. Copies of the written deputation may be made available to the public attending the meeting.
8. Should a person arrive late to Council Meeting at which they are scheduled to make a Deputation or Presentation regarding an Agenda item, Council may move a motion to hear the person out of turn so long as the Agenda item has not already been considered by Council. Should the person be addressing Council in relation to a submission under the *Local Government Act*, the person must be heard.
9. A person who has made a deputation may also speak during the Open Forum.

**Open Forum**

The Open Forum may be scheduled at the end of a Council Meeting, prior to any confidential items being considered.

1. After being invited to do so by the Mayor, members of the public are welcome to ask questions or make a statement at the Open Forum. A maximum of two items may be raised and prior notice is not required.
2. Questions or statements must be relevant to the Corangamite Shire.
3. Members of the public are requested to stand if they are able and advise Council of their name before they ask a question or make a statement.
4. A person addressing the Council must not speak for more than five (5) minutes unless agreed otherwise by the Mayor.
5. The Mayor may at any time request a person making a statement or asking a question, to cease speaking.
6. The Mayor may disallow any question which is considered:
  - a) To relate to a matter beyond the power or duties of Council.
  - b) To be defamatory, indecent, offensive, abusive, irrelevant, trivial or objectionable in language or nature.
  - c) To be confidential in nature or of legal significance.
  - d) To be repetitive of a question already answered.
  - e) To be aimed to embarrass any person.
  - f) To relate to the personal hardship of any resident or ratepayer.
  - g) To relate to matters affecting the security of Council property.
  - h) To relate to any other matter which Council considers would prejudice the Council or any person.
7. Where the Chief Executive Officer believes a question cannot be fully answered at a meeting, Council will provide a written response to a question no later than five working days after the Council meeting.

Adopted at Council on:  
Agenda Item:  
Responsibility: Governance Coordinator  
File Number: D/17/24715

Department: Governance  
To be reviewed by: June 2022

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Corangamite Shire Council Policy – Public Participation at Council Meetings

**Inappropriate Behaviour**

Inappropriate behaviour by members of the public attending Council meetings will be managed in accordance with Meeting Procedures Local Law No.3 2016 or Governance Rules, when adopted.

**Charter of 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)*.

**Review Date**

The policy will be reviewed in June 2022 or earlier if necessary.

Adopted at Council on:  
Agenda Item:  
Responsibility: Governance Coordinator  
File Number: D/17/24715

Department: Governance  
To be reviewed by: June 2022

Page Number: 4

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## 8.5 Policy for Councillor Candidates at Federal or State Elections

**Author:** Penny MacDonald, Executive Services and Governance Coordinator

**File No:** D18/253

**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 - Penny MacDonald

In providing this advice to Council as the Executive Services and Governance Coordinator, I have no interests to disclose in this report.

### Summary

A proposed policy for councillor candidates standing for election to Federal or State Parliament has been developed and is presented for adoption by Council.

### Introduction

Corangamite Shire does not currently have a policy to govern the process if a councillor chooses to stand for election to Federal or State Parliament. Recent benchmarking by Governance officers at various councils, and the Municipal Association of Victoria's (MAV) policy position on councillor candidature at state and federal elections, has been considered when drafting the proposed policy.

### Issues

The *Local Government Act* (The Act) contains no specific provisions in relation to sitting councillors standing for election. However, councillor conduct principles in the Act clearly preclude a councillor from personally benefiting from their position. While no sitting Councillor at Corangamite Shire has indicated that they are intending to run for Parliament, it is recommended that Council adopts the policy in order to avoid potential conflicts of interest or unintentional misuse of position should a councillor choose to stand for election.

The attached policy, which is largely based on the Municipal Association of Victoria's Candidature of Councillors State or Federal Elections policy position, includes the following provisions:

- A councillor who has been pre-selected by a political party to stand for election, or has publicly announced their intention to run as an independent, must notify the Chief Executive Officer who will inform other councillors.
- Prospective Candidates (councillors intending to stand for election) and Nominated Candidates (councillors who have registered their nomination with the relevant electoral commission) should take care to differentiate between activities related to their candidacy and their role as a councillor when making public comment.
- Prospective and Nominated Candidates should not use Council activities and resources in relation to their candidacy.

- Council officers will not undertake tasks for Prospective and Nominated Candidates in relation to their candidacy or election campaign.
- Councillors who have registered their nomination with the relevant electoral commission should apply for a leave of absence from Council from the date of their nomination to the close of voting. During the leave of absence Councillors:
  - Should not attending meetings or briefings or otherwise act as a councillor.
  - Will continue to receive information as though they were not on a leave of absence.
  - Will continue to receive their allowance.
  - Cannot claim out of pocket expenses.
  - May need to return Council equipment if required by Council.
- Council, upon receiving a request for a leave of absence must not unreasonably refuse the application.

### **Policy and Legislative Context**

Consideration of the policy is consistent with the following Council Plan commitment and objective.

We are committed to ensuring the ethical behaviour of Councillors and staff, maintaining good governance and remaining financially sustainable.

Council will demonstrate high levels of ethical behaviour and governance standards.

### **Internal / External Consultation**

Councillors and the Senior Officer Group have been consulted during the development of the policy.

### **Financial and Resource Implications**

There are no anticipated additional costs relating to the Councillor Candidates at Federal or State Elections Policy.

### **Options**

Council may choose to either:

1. Adopt the policy as presented.
2. Make changes to the policy prior to adoption.
3. Not adopt the policy.

### **Conclusion**

The proposed Councillor Candidates at Federal or State Elections Policy has been drafted following consideration of recent benchmarking by Governance officers at various councils and the MAV's policy position. It is recommended that Council adopts the policy to avoid potential conflicts of interest or unintentional misuse of position should a councillor choose to stand for election to Federal or State Parliament.

## **RECOMMENDATION**

**That Council adopts the Councillor Candidates at Federal or State Elections Policy.**

### **Attachments**

1. Council Policy Councillor Candidates at Federal or State Elections 2018\_



**CORANGAMITE  
SHIRE**

# **Councillor Candidates at Federal or State Elections**

**Corangamite Shire**  
June 2018

# Council Policy



## Councillor Candidates at Federal or State Elections

### Introduction

Council is committed to ensuring it maintains high governance standards, particularly in relation to conflict of interest, the use of Council resources and Councillor conduct.

### Purpose

This policy provides guidance for Councillors nominating as candidates for Federal or State elections.

It is anticipated that by complying with this policy, Councillors will avoid improper use of their position during a personal Federal or State election campaign.

### Scope

This policy applies to all Councillors and Council officers.

It is recognised that advocacy by Council on behalf of the Corangamite community during election campaigns is a necessary activity, and is separate to electioneering activities by candidates standing for election to Federal or State Parliament.

### Definitions

Nominate	The process by which a person nominates as a candidate in a Federal or State election with the relevant electoral commission.
Nominated Candidate	A Councillor who has nominated to stand for election to Federal or State Parliament during the nomination period prior to a Federal or State election.
Nomination Date	The date on which the Nominated Candidate lodges their nomination for election with the relevant electoral commission.
Pre-selection	The process by which a person is selected, usually by a political party, as a candidate for Federal or State election.
Prospective Candidate	A Councillor who intends to nominate for election, including a Councillor running for pre-selection or has been pre-selected by a political party.

### References

*Local Government Act 1989*

Candidature of Councillors State or Federal Elections Policy Position, Municipal Association of Victoria

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Corangamite Shire Council – Councillor Candidates at Federal or State Elections

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**Policy Detail**

***Notification of Prospective Candidacy***

A councillor who becomes an endorsed candidate of a registered political party, or publicly expresses an intention to run as an independent candidate for a Federal or State election (a Prospective Candidate), should provide written advice to the CEO as soon as practicable.

Once advice has been received, the CEO will notify all Councillors of the prospective candidacy.

A Councillor who is a Prospective Candidate should also declare his/her intended candidacy at a meeting of the Council as soon as practicable after notifying the CEO.

***Council Business***

The *Local Government Act* prohibits a councillor from misusing their position, directly or indirectly, to gain an advantage for themselves. A councillor who is a Prospective Candidate or a Nominated Candidate should take all reasonable steps to avoid the appearance that their position as a councillor is being used as a platform in their election campaign. This includes improper use of information acquired as a result of their position as a councillor, and disclosing information that is confidential information in accordance with the *Local Government Act*.

A councillor who is a Prospective Candidate or a Nominated Candidate, should take care to differentiate between his/her activities related to their candidacy and their role as a councillor when making public comment. In particular, comments made to the media in their capacity as a councillor should be limited to matters concerning Council, and not be made in a manner that furthers their platform in their election campaign.

A councillor who is a Prospective Candidate or a Nominated Candidate should not use Council activities, including committee meetings and Council-related external activities, in relation to his/her candidacy.

***Council Resources***

Council resources, including (but not limited to) equipment (e.g. iPhones and iPads), photographs, stationery, and facilities, should not be used by a councillor who is a Prospective Candidate or a Nominated Candidate in relation to his/her candidacy.

Council officers will not undertake any tasks, including research, media advice, or assistance, to a councillor who is a Prospective Candidate or a Nominated Candidate in relation to their candidacy or election campaign.

***Leave of Absence for Nominated Candidates***

A Councillor who nominates as a candidate for a Federal or State election (a Nominated Candidate), should apply for leave of absence from Council. The leave of absence should commence no later than the date of their nomination as a candidate with the relevant electoral commission for the election (Nomination Date), and conclude no earlier than the close of voting for the election.

Section 66B of the *Local Government Act 1989* will apply to a Councillor taking leave of absence to stand for Federal or State election.

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Adopted at Council on: Insert date  
Agenda Item:  
Responsibility: Governance Coordinator  
Document Number: D/18/15170

Department: Governance  
To be reviewed by: June 2022

Page Number: 3

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A Councillor who is on a leave of absence as a Nominated Candidate should not attend meetings or briefings of the Council or otherwise act as a councillor. However, they should continue to receive information from Council officers as if no leave of absence was in place.

Council, upon receiving an application for a leave of absence from a councillor who is a Nominated Candidate or who intends to become a Nominated Candidate, must not unreasonably refuse the application.

**Reference to linked Procedure or Guidelines**

Councillor Code of Conduct

**Review Date**

June 2022

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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## 8.6 Community Satisfaction Survey 2018

**Author:** Penny MacDonald, Executive Services and Governance Coordinator

**File No:** D18/213

**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 - Penny MacDonald

In providing this advice to Council as the Executive Services and Governance Coordinator, I have no interests to disclose in this report.

### Summary

The Local Government Community Satisfaction Survey is coordinated by the Department of Environment, Land, Water and Planning on behalf of Victorian councils. The survey provides results on measures which may be compared against participating councils using group averages such as the State-wide and Large Rural Shires groups.

### Introduction

Corangamite Shire Council participated in the 2018 State-wide Local Government Community Satisfaction Survey. The main objective of participating in the survey is to assess the community's satisfaction with Corangamite Shire Council across a range of performance measures, and to seek insight into ways to provide improved or more effective service delivery. The survey also supports Council's statutory reporting obligations outlined in the *Local Government (Planning and Reporting) Regulations 2014*.

A total of 400 interviews were completed in the period 1 February to 30 March 2018. Minimum gender quotas within age groups was applied, and post-survey weighting was conducted to ensure an accurate representation of the age and gender profile of Corangamite Shire.

The 2018 survey includes core measures which are compulsory for all participating councils. Corangamite Shire also selected from a range of optional questions which facilitates analysis of results over time, as well as benchmarking against State-wide and Large Rural Shires results. An additional, tailored question was included this year to identify specific concerns amongst residents regarding roadside weed control and slashing.

### Issues

#### **Core Performance Measures**

Corangamite continues to outperform the Large Rural Shires group averages, as well as the State-wide averages on all core measures, with the exception of satisfaction with Sealed Local Roads.



The results for 2018 show an increase in six of the seven core measures, with the measure, relating to the condition of sealed local roads remaining the same. This is an overall improvement on the 2017 results, which saw a slight decline across a few core measures.

The measure for the overall performance of Council is considerably higher than the Large Rural group and State-wide averages and increased three points to 66 from 63 points in 2017. This increase differed from the downward trend in overall performance experienced by the Large Rural Shires and State-wide group averages.

Customer service continues to be the highest rated core performance measure for Council, and significantly exceeds the Large Rural Shires and State-wide group averages.

In general, 65+ year olds continue to rate Council highest on the range of performance measures.

A comparison of index scores for each of the core measures is contained in Table 1.

Core Performance Measures	2014	2015	2016	2017	2018	Large Rural Shires 2018	State-wide 2018
Overall Performance	66	65	64	63	66	56	59
Community Consultation & Engagement	65	67	62	60	64	54	55
Advocacy/ Lobbying on behalf of the community	61	63	57	59	64	52	54
Making Community Decisions	64	64	61	61	64	52	54
Sealed Local Roads	38	38	36	37	37	45	53
Customer Service	76	74	77	76	77	67	70
Overall Council Direction	60	58	55	56	57	52	52

**Table 1**

***Individual Service Areas***

Most scores for the individual service areas remain significantly higher than State-wide and Large Rural Shires averages, with the exception of the following performance areas:

- Art Centres and Libraries (up two points from last year to 73 and higher than the Large Rural Shires average 71, but lower than the State-wide average 74)
- Waste Management (down two points from 2017 to 69 and higher than the Large Rural Shires average 67, but lower than the State-wide average 70)
- Community and Cultural Activities (unchanged from 2017 at 68 points and higher than the Large Rural Shires average 67, but lower than the State-wide average 69)

- Slashing and Weed Control (up one point from 2017 to 45, but lower than the State-wide average 55 and the Large Rural Shires average 51)
- Sealed Local Roads (unchanged from 2017 at 37 points, but lower than the State-wide average 53 and the Large Rural Shires average 45).

Overall, the three lowest performing areas for Council consists of Sealed Local Roads (which previous surveys have revealed may be attributed to confusion around responsibility of Council versus VicRoads roads), the condition of Unsealed Roads (which did increase five points in 2018), and Slashing and Weed Control (which increased one point in 2018). These areas will continue to be a focus for improvement for Council.

A comparison of performance scores for individual service areas is contained in Table 2.

Service Performance Measure	2014	2015	2016	2017	2018	Large Rural Shires 2017	State-wide 2017
Appearance of Public Areas	76	78	75	77	79	69	71
Emergency and Disaster Management	74	74	72	71	75	71	71
Elderly Support Services	78	78	73	74	74	67	68
Art Centres and Libraries	73	73	70	71	73	71	74
Recreational Facilities	77	76	74	73	72	66	69
Family Support Services	75	71	69	72	70	65	66
Informing the Community	70	69	67	67	69	59	59
Waste Management	72	72	69	71	69	67	70
Community and Cultural Activities	72	71	69	68	68	67	69
Enforcement of Local Laws	68	66	68	66	66	64	64
Tourism Development	69	68	66	64	65	61	63
Business and Community Development	64	63	63	62	64	58	60
Disadvantaged Support Services	72	67	63	67	63	61	61
Environmental Sustainability	67	66	64	63	63	61	63
Condition of Local Streets and Footpaths	62	65	60	57	62	54	58
General Town Planning Policy	64	63	60	61	59	54	54

Service Performance Measure	2014	2015	2016	2017	2018	Large Rural Shires 2017	State-wide 2017
Planning and Building Permits	56	57	59	58	58	49	52
Roadside Slashing and Weed Control	45	49	48	44	45	51	55
Maintenance of Unsealed Roads	40	37	39	35	40	41	43

**Table 2**

### ***Roadside Slashing and Weed Control Tailored Question***

To determine if any particular issues involving roadside slashing and weed control could be identified, additional questions were commissioned. Residents who had rated Slashing and Weed Control poorly were asked if it was slashing or weed control or both they were most concerned about. They were also asked to name the roads they were particularly concerned about. Analysis of the results indicates there are few specific roads of major concern, but rather a general poor perception about roadside slashing and weed control within the Shire. This is evident when noting 47% of residents, when asked to name a road where roadside slashing was a concern, said they were unsure, there was no specific road, or all roads in general were an issue. Similarly in relation to weed control, 45% of residents who rated Slashing and Weed Control poorly were unsure which road, there was no specific road, or all roads in general were an issue. Generally residents believe either roadside slashing is a concern, or both slashing and weed control, rather than just weed control.

The top roads of concern for slashing include:

- Cobden - Warrnambool Road 7% (VicRoads)
- Cobden-Port Campbell Road 5% (VicRoads)
- Timboon - Colac Road 4% (VicRoads)
- Cobden – South Ecklin Road 4% (Corangamite)
- Camperdown – Cobden Road 3% (VicRoads)
- Timboon – Terang Road 3% (Corangamite)
- Boorook Road 3% (Corangamite).

The top roads listed include three local roads. These roads are treated by spraying rather than slashing, with only two metres beyond the edge of the seal sprayed, which was carried out during December 2017.

The top roads of concern for weed control include:

- Cobden - Warrnambool Road 7% (VicRoads)
- Cobden-Port Campbell Road 6% (VicRoads)
- Timboon - Colac Road 5% (VicRoads)
- Cobden – South Ecklin Road 4% (Corangamite)
- Camperdown – Cobden Road 3% (VicRoads)
- Timboon – Terang Road 3% (Corangamite)
- Timboon – Port Campbell Road 3% (VicRoads)
- Timboon – Nullawarre Road 3% (VicRoads)
- Boorook Road 3% (Corangamite).

Of the roads listed above, the same three local roads were identified. These roads are treated predominantly for blackberry, however in most cases treatment was carried out in the middle of or after the survey period. The roadside weed control program is carried out

from January to May each year when weeds are at their peak to maximise the treatment success rate, with some treatments slow acting. As the survey is conducted in February and March, it is likely that roadsides will have not been treated or display little change after treatment, perhaps influencing the results.

Importantly, the results of the tailored question suggest residents in Corangamite Shire continue to be confused about which roads are the responsibility of Council or VicRoads. As with the Local Sealed Road measure, this confusion continues to negatively impact Council's performance results.

**Best Aspects and Areas for Improvement**

As part of the survey, residents were asked two open-ended questions:

1. What is the one best thing about Corangamite Shire Council?
2. What does Corangamite Shire Council most need to do to improve its performance?

Customer service was nominated as the Shire's top attribute by 18% of residents (an increase of 7% from 2017), followed by Community Engagement/Involvement/Consultation/Communication (8%, up from 5%), and Community Support Services (7%, up from 4%). Pleasingly, Road/Street Maintenance was ranked (7%) in 2018 as a best aspect for the first time since 2015.

Sealed Road Maintenance continued to be the top attribute residents believe needs improvement at 42%, an increase from 39% in 2017. Other attributes identified as areas for improvement include Community Consultation (9%, up from 8%), Medium Strips/Nature Strips (7%, up from 6%), and Unsealed Road Maintenance (7%, down from 8%). Seven percent of residents said Nothing required improvement.

Table 3 shows the best aspects of Council and those in greatest need of improvement, as identified by residents.

Best aspects	% of all respondents 2018	% of all respondents 2017	% of all respondents 2016
Customer Service	18	11	7
Community Engagement/Involvement/Consultation/Communication	8	5	Not ranked
Community Support Services	7	4	5
Road Street Maintenance	7	Not ranked	Not ranked
Parks and Gardens	6	Not ranked	Not ranked
Recreation/Sporting Facilities	6	4	6
Councillors	6	12	12
Generally Good	Not ranked	7	5
Waste Management	Not ranked	4	3
Areas for Improvement	% of all respondents 2018	% of all respondents 2017	% of all respondents 2016
Sealed Road Maintenance	42	39	42

Areas for Improvement	% of all respondents 2018	% of all respondents 2017	% of all respondents 2016
Community Consultation	9	8	6
Medium Strips/Nature Strips	7	6	4
Unsealed Road Maintenance	7	8	12
Nothing	7	12	8
Communication	6	3	6
Financial Management	5	4	4
Tourism	5	Not ranked	Not ranked
Rural/Regional Communities	Not ranked	4	5
Waste Management	Not ranked	3	Not ranked
Local/ Community Support	Not ranked	3	Not ranked
Address Issues/Keep Promises	Not ranked	3	Not ranked

**Table 3 Best Aspects and Areas for Improvement**

### Policy and Legislative Context

Participation in the Community Satisfaction Survey is consistent with the following Council Plan 2017-2021 commitment and objectives:

We are committed to working towards ensuring the safety, health and wellbeing of our communities.

Engage with and listen to our communities.

In accordance with the *Local Government (Planning and Reporting) Regulations 2014*, some of the core performance results obtained through the Community Satisfaction Survey 2018 will form part of the mandatory reporting in the Annual Report of Operations and Performance Statement which will be included in the 2017-2018 Corangamite Shire Annual Report.

Survey results for individual service areas will also be used to provide a qualitative assessment of the performance of Council against the Council Plan and will be published in the Annual Report.

### Internal / External Consultation

Results of the Community Satisfaction Survey 2018 have been previously provided to Councillors and discussed during the 12 June Councillor briefing. Results have also been provided to the senior officers and Leadership Group to assist them with the departmental planning and reporting process.

### Financial and Resource Implications

Participation in the State-wide Local Government Community Satisfaction Survey allows for more cost effective surveying than would be possible if councils commissioned surveys individually. The cost of this year's survey was \$18,030 (incl. GST).

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**Conclusion**

The 2018 Community Satisfaction Survey results demonstrate that the Council continues to perform well in terms of community perception when benchmarked against the Large Rural Shires and State-wide averages.

Maintenance of Sealed Roads, Unsealed Roads and roadside Slashing and Weed Control continue to be the lowest performing areas for Council and will continue to be focus for improvement.

**RECOMMENDATION**

**That Council publishes the results of the 2018 Community Satisfaction Survey on the Corangamite Shire website for the information of the public.**

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## 8.7 Events and Festivals Grant Program, Round One 2018-2019 Grant Allocations

**Author:** Samantha Fox, Economic Development and Tourism Coordinator

**File No:** D18/210

**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 - Samantha Fox

In providing this advice to Council as the Economic Development and Tourism Coordinator, I have no interests to disclose in this report.

### Summary

The purpose of this report is for Council to approve the allocation of funds for Round One of Council's Events and Festivals Grant Program 2018-2019.

### Introduction

Council's Events and Festivals Grant Program (EAFGP) Policy and Guidelines provide a process to manage requests for support of event and festivals and to define Council's role in supporting requests.

The objectives of the EAFGP are to:

- assist in the development and implementation of new events;
- attract new events to the region;
- increase visitation;
- promote the area as a destination;
- stimulate economic activity in the Shire;
- assist with start-up for annual events (with the aim that they transition into self-funded);
- provide support for community events; and
- provide an equitable system for determining Council's contribution towards events and festivals.

### Issues

The EAFGP is advertised biannually with two rounds. Round one was advertised in February and round two is to be advertised in August.

Grant funding is divided into categories set by Council policy and an event must fall within one category type.

- Minor Community Events: Up to \$1,000 on a dollar for dollar basis
- Small Scale Events: Up to \$2,000
- Medium Scale Events: Up to \$5,000
- Major Events: Up to \$10,000
- Hallmark events: Up to \$15,000

### ***Eligibility***

What may be considered as eligible:

- Community groups
- Incorporated not-for-profit organisations, or not-for-profit group auspiced by an incorporated organisation
- Incorporated commercial organisations, or an individual with an ABN
- Event located in the Corangamite Shire local government area
- Event to occur within the funded period
- Event to align with strategic objectives in the Council Annual Plan, Events and Festivals Strategy and the Events and Festivals Grant Program.

### ***Criteria***

The assessment criteria and weightings for the Events and Festivals Grant Program is set by policy, and is as follows:

<b>Criteria</b>	<b>Small to Hallmark Event</b>	<b>Minor Community Event</b>
Strategic Alignment	10%	10%
Community	15%	35%
Economic Benefit	45%	10%
Supporting Documentation	15%	20%
Funding	15%	25%

### ***Applications***

To apply for funding as part of the program, applicants are required to complete an application form, address assessment criteria and provide supporting documentation.

Applicants are requested to have an understanding of the program guidelines to ensure they are aware of what information is required by Council as part of the application process. Additionally, the relevant event category to apply and the process for requesting in-kind support.

Community groups and not-for-profit applicants can request in-kind support in addition to grant funding as part of the program. In-kind support is a non-monetary form of funding that assists event organisers with covering the costs of using Council resources and services. Commercial organisations and individuals with an ABN can only apply for in-kind support.

### ***February Round***

The EAFGP opened for applications on 5 February and closed on 26 March 2018.

28 applications were received requesting \$76,770 (exc. GST) grant funding and \$24,364 of in-kind support. The total budget allocation for the EAFGP in 2018-2019 is \$50,000, which is required to fund two rounds of the grant program.

The applications consisted of:

- 14 applications for Minor Community Events, requesting \$11,648 (exc. GST) grant funding and \$3,664 of in-kind support.
- 14 applications for the Small to Hallmark Event categories, requesting \$65,122 of grant funding and \$20,700 of in-kind support.

A summary of the details of all applications received are provided in Attachment 1.



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***Assessment Process***

Applications were separated into Minor Community events and Small to Hallmark events. These being the two separate groups as outlined in the assessment criteria, with different allocated weightings.

Each application was evaluated independently against the EAFGP assessment criteria by four Council officers, using the following methodology from Council's Grant Policy:

- 5 Greatly exceeds criteria
- 4 Exceeds criteria
- 3 Generally meets criteria
- 2 Meets part of the criteria
- 1 Fails to meet criteria

Each application was individually evaluated and scored for each of the criteria. The weighting as outlined in the assessment criteria was then applied to achieve a total score. Applications were then ranked in order based on the total score. As part of the evaluation process, the applications for the Small to Hallmark events were reviewed in relation to the event scale descriptors in the EAFGP policy and level of grant funding which can be applied for.

During the evaluation a number of issues were identified. These include the program receiving a large number of applications in all categories, applicants applying for higher levels of funding than relevant to the event scale, the detail of the supporting documentation and in-kind costs not being acquired prior to application submission.

Event applications recommended for funding is as follows:

- 14 Minor Community events with grant funding of \$10,448 (exc. GST) and in-kind support of \$2,702.
- 12 Small to Hallmark events with grant funding of \$25,000 (exc. GST) and in-kind support of \$23,510.

Four applications were received from groups seeking start-up support from Council for annual events, these include:

- Rock the Clock, recommended for \$5,000 (exc. GST) grant funding and \$7,000 in-kind support.
- Camperdown Car and Bike Show, recommended for \$5,000 (exc. GST) grant funding and \$2,000 in-kind support.
- Australia Day in Timboon, recommended for \$2,000 (exc. GST) grant funding and \$1,104 in-kind support.
- Camperdown Christmas Festival, recommended for \$1,000 (exc. GST) grant funding.

Four applications were received from established events seeking significant contribution from Council, these include:

- Terang Country Music Festival, recommended for \$5,000 (exc. GST) grant funding on the basis that March 2018 was disrupted by the St Patricks Day fire.
- Camperdown Horse Trials, recommended for \$2,000 (exc. GST) grant funding and \$4,500 in-kind support on the basis that that the event is established.
- Cobden Spring Festival, recommended for \$1,500 (exc. GST) grant funding and \$2,000 in-kind support on the basis that the event is established and has received previous annual funding.
- Noorat Show, recommended for \$2,000 (exc. GST) grant funding on the basis that the event is established.

Recommended funding has been allocated to the applications based on ranking, the scale of the event (as per the EAFGP descriptors) and the objectives of the EAFGP. Due to the large number of applications received in round one and applicants applying for high levels of grant funding, recommendations are less than applied for in most cases.

Waking the Giants has been referred for consideration under other funding programs. Part funding has been recommended to the An Evening of Celtic Music and The Overwintering Project. Lakes & Craters Band has not been recommended for grant funding, but has been recommended for in-kind support. Cobden Technical School 50<sup>th</sup> Anniversary has not been recommended for funding.

Details of all applications received are provided under separate cover.

### **Policy and Legislative Context**

Council adopted the Events and Festivals Grant Program Policy in September 2017. The EAFGP consists of the first round of funding under the policy, as well as meeting the requirements of Council's Grants Policy.

The program is consistent with the Council Plan 2017-2021:

We value the importance of local business to our economy and the overall prosperity of Corangamite Shire.

Support and facilitate the development of the visitor economy.

Council will provide and support a range of opportunities that support people to engage in healthy and active lifestyles, the arts, recreation and sport.

Support our small towns and dispersed population.

Improve the health and wellbeing of our community.

The EAFGP program is consistent with the Economic Development Strategy 2017-2021:

Theme 3 – Grow the Visitor Economy

Action 1.24 Encourage and promote festivals and events in Corangamite Shire.

The EAFGP program is consistent with vision of the Events and Festivals Strategy 2017:

Corangamite Shire will support, develop and foster events that contribute to our community values and provide economic and social benefits for our residents.

### **Internal / External Consultation**

Applications for the EAFGP opened 5 February and closed 26 March 2018.

Applications for the program were invited through a number of media. The program has been the subject of media releases and advertisements in Council's Noticeboard. Details have been provided to Progress Association's and posts placed on the Corangamite Shire Council Facebook page.

All applicants were invited to discuss their event project and/or application with Council's Economic Development and Events Marketing Officer.

Under the EAFGP policy, Councillors can invite applicants to attend a briefing to support their application. Two applicants being the Terang Country Music Festival and Loch Hart Music Festival were invited to present to the Councillors at the 8 May 2018 briefing.

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### **Financial and Resource Implications**

The EAFGP has a budget allocation of \$50,000, to be assigned over two rounds in the 2018-2019 financial year.

The February (round one) of the EAFGP includes the peak event season and also includes the annual community Christmas events. It is proposed to allocate an increased contribution of grant funding to Round One (\$35,448) and a reduced allocation to Round Two (\$14,052). This allows Council to fund a greater number of proposals in Round One than would be the case if equal allocations of \$25,000 were applied to the two rounds of the program. It is unlikely that demand in Round Two would be as great given that it deals with events over the winter period.

For the February (round one) the proposed recommendations for event support includes grant funding of \$35,448 (exc. GST) and in-kind support of \$23,510. This amount being a combined total for the following allocations:

- Minor Community events: Grant funding of \$10,448 (exc. GST) and in-kind support of \$2,702.
- Small to Hallmark events: Grant funding of \$25,000 (exc. GST) and in-kind support of \$23,510.

An allocation of \$14,052 would remain for Round Two (August) round of the EAFGP.

### **Options**

Council may choose to consider the following options for the allocation of funds under the Events and Festivals Grant Program:

1. Refer Waking the Giants for consideration under other funding programs.
2. Allocate grant funding of \$35,448 (exc. GST) and in-kind support of \$23,510 to Events and Festivals Grant Program – Round One applicants.
3. Allocate funds of \$14,552 to round two of the program, to be advertised in August.
4. Allocate a maximum of \$25,000 (exc. GST) grant funding, plus in-kind, for the first round of the program.
5. Re-evaluate grant applications and consider alternative funding allocations.
6. Not allocate funding through the program.

### **Conclusion**

Events add to the vitality of the Shire, activation of precincts, provide a sense of community and offer cultural, social and economic benefit to ratepayers.

Council's Events and Festivals Grants Program defines Council's role in supporting events and festivals, providing a framework for an appropriate level of Council support.

### **RECOMMENDATION**

#### **That Council:**

1. **Refers Waking the Giants for consideration under other funding programs.**
2. **Allocates funds of \$35,448 (exc. GST) and in-kind support of \$23,510 to the following applicants of the Events & Festivals Grant Program – Round One:**

<b>Event Project – Minor Community</b>	<b>Funding</b>	<b>In-Kind</b>
60th Anniversary of Weerite Hall	\$205	\$130
An Evening of Celtic Music (Timboon)	\$400	\$ -
Camperdown Carols at the Clocktower	\$825	\$ -
Camperdown Uniting Church Family Meal	\$1,000	\$ -
Carols by Candlelight Cobden	\$600	\$ -
Celebrate Simpson	\$868	\$ -
Christmas in Derrinallum	\$650	\$ -
Christmas on Curdie	\$1,000	\$364
Kennedy's Creek Music Festival	\$1,000	\$ -
Noorat Community Garage Sales	\$500	\$ -
Terang Christmas Gala	\$1,000	\$1,604
Terang Gift 2018	\$1,000	\$ -
The Overwintering Project (Port Campbell & Camperdown)	\$400	\$ -
Timboon Santa in the Street	\$1,000	\$604
	<b>\$10,448</b>	<b>\$2,702</b>
<b>Event Project – Small to Hallmark</b>	<b>Funding</b>	<b>In-Kind</b>
Australia Day in Timboon	\$2,000	\$1,104
Camperdown Car and Bike Show	\$5,000	\$2,000
Camperdown Christmas Festival	\$1,000	\$ -
Camperdown Horse Trials	\$2,000	\$4,500
Cobden Spring Festival	\$1,500	\$2,000
Dance Your Pants (Camperdown)	\$ -	\$2,000
Lakes and Craters Cabaret Ball (Camperdown)	\$ -	\$1,000
Loch Hart Music Festival (Princetown)	\$ -	\$600
Noorat Show	\$2,000	\$ -
Rock the Clock (Camperdown)	\$5,000	\$7,000
Terang Country Music Festival	\$5,000	\$ -
Trestle 10 Fun Run and Walk (Timboon)	\$1,500	\$604
	<b>\$25,000</b>	<b>\$20,808</b>
<b>Total</b>	<b>\$35,448</b>	<b>\$23,510</b>

**3. Allocates funds of \$14,552 to round two of the program, to be advertised in August.**

#### **Attachments**

1. Events & Festivals Grant Program 2018-19, February (Round One) Applications Summary
2. Events & Festivals Grant Program 2018-19, February (Round One) Applications (refer: S:\Council\Events Grant Applications - Under Separate Cover)

Events & Festivals Grant Program 2018-2019  
February (Round One) Applications

Recommended for funding

Minor Community Events	Funding Request	In-kind Request	Funding Recommended	In-kind Recommended
60th Anniversary of Weerite Hall	\$ 205	\$ 60	\$ 205	\$ 130
An Evening of Celtic Music (Timboon)	\$ 1,000	\$ -	\$ 400	\$ -
Camperdown Carols at the Clocktower	\$ 825	\$ -	\$ 825	\$ -
Camperdown Uniting Church Family Meal	\$ 1,000	\$ -	\$ 1,000	\$ -
Carols by Candlelight Cobden	\$ 600	\$ -	\$ 600	\$ -
Celebrate Simpson	\$ 868	\$ -	\$ 868	\$ -
Christmas in Derrinallum	\$ 650	\$ -	\$ 650	\$ -
Christmas on Curdie (Cobden)	\$ 1,000	\$ 1,500	\$ 1,000	\$ 364
Kennedy's Creek Music Festival	\$ 1,000	\$ -	\$ 1,000	\$ -
Noorat Community Garage Sales	\$ 500	\$ -	\$ 500	\$ -
Terang Christmas Gala	\$ 1,000	\$ 1,500	\$ 1,000	\$ 1,604
Terang Gift 2018	\$ 1,000	\$ -	\$ 1,000	\$ -
The Overwintering Project (Port Campbell & Camperdown)	\$ 1,000	\$ -	\$ 400	\$ -
Timboon Santa in the Street	\$ 1,000	\$ 604	\$ 1,000	\$ 604
<b>Total</b>	<b>\$ 11,648</b>	<b>\$ 3,664</b>	<b>\$ 10,448</b>	<b>\$ 2,702</b>

Small to Hallmark Events	Funding Request	In-kind Request	Funding Recommended	In-kind Recommended
Australia Day in Timboon	\$ 5,000	\$ -	\$ 2,000	\$ 1,104
Camperdown Car and Bike Show	\$ 10,000	\$ 2,000	\$ 5,000	\$ 2,000
Camperdown Christmas Festival	\$ 5,000	\$ -	\$ 1,000	\$ -
Camperdown Horse Trials	\$ 5,000	\$ 2,000	\$ 2,000	\$ 4,500
Cobden Spring Festival	\$ 5,000	\$ 1,500	\$ 1,500	\$ 2,000
Dance Your Pants (Camperdown)	\$ -	\$ 2,000	\$ -	\$ 2,000
Lakes and Craters Cabaret Ball (Camperdown)	\$ 3,000	\$ 700	\$ -	\$ 1,000
Loch Hart Music Festival (Princetown)	\$ -	\$ 5,000	\$ -	\$ 600
Noorat Show	\$ 5,000	\$ -	\$ 2,000	\$ -
Rock the Clock (Camperdown)	\$ 6,000	\$ 7,000	\$ 5,000	\$ 7,000
Terang Country Music Festival	\$ 5,000	\$ -	\$ 5,000	\$ -
Trestle 10 Fun Run and Walk (Timboon)	\$ 1,500	\$ 500	\$ 1,500	\$ 604
<b>Total</b>	<b>\$ 50,500</b>	<b>\$ 20,700</b>	<b>\$ 25,000</b>	<b>\$ 20,808</b>

Not recommended for funding

Project Name	Funding Request	In-kind Request
Cobden Technical School 50th Anniversary	\$ 5,000	\$ -
Waking the Giants (Derrinallum)	\$ 9,622	\$ -
<b>Total</b>	<b>\$ 14,622</b>	<b>\$ -</b>

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## 8.8 Quick Response Grants Allocation June 2018

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

**File No:** D18/262

**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 - 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 June 2018 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 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 2017-2021 Council Plan commitments:

We are committed to working towards ensuring the safety, health and wellbeing of our communities.

Council will continue to provide and support a range of community and social support services.

Council will provide and support a range of opportunities that support people to engage in healthy and active lifestyles, the arts, recreation and sport.

Improved educational outcomes in Corangamite Shire.

Support our small towns and dispersed population.

Improve the health and wellbeing of our 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 of unexpended amounts.

### Financial and Resource Implications

The 2017-2018 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	\$1,861.43	\$0.00	\$138.57
North	\$2,000.00	\$1,294.65	\$500.00	\$205.35
South Central	\$2,000.00	\$566.43	\$0.00	\$1,433.57
South West	\$2,000.00	\$571.43	\$0.00	\$1,428.57
Central	\$6,000.00	\$4,998.98	\$500.00	\$501.02
	<b>\$14,000.00</b>	<b>\$9,292.92</b>	<b>\$1,000.00</b>	<b>\$3,707.08</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 June 2018:

Applicant	Purpose	Ward	Amount
1st Noorat Scout Group	Costs associated with advertising cost to promote the "Mik Mak Show" performing in Terang on 2 July 2018.	Central	\$500.00
Lismore & District Men's Shed	Costs associated with construction of office/first aid room within the Men's Shed.	North	\$500.00

### Attachments

1. Quick Response Grants Assessment - June 2018 Allocation - Under Separate Cover\_
2. Application Quick Response Grants - 1st Noorat Scout Group (Part A) - Under Separate Cover\_
3. Application Quick Response Grants - 1st Noorat Scout Group (Part B) - Under Separate Cover\_
4. Application Quick Response Grants - Lismore Men's Shed - Under Separate Cover\_



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## 8.9 Corangamite Regional Library Corporation Library Service Level Agreement 2016-2018 Extension

**Author:** Brooke Love, Director Works and Services

**File No:** D18/229

**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 - Brooke Love

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

### Summary

This report seeks Council approval to extend the current Library Service Level Agreement between Corangamite Shire Council and the Corangamite Regional Library Corporation for a period of twelve months from 1 July 2018 to 30 June 2019.

### Introduction

The current Library Service Level Agreement between Corangamite Shire Council and Corangamite Regional Library Corporation (CRLC) is due to expire on 30 June 2018. The Service Level Agreement (SLA) details various responsibilities and obligations of the Corangamite Regional Library Corporation (CRLC) and the member councils of the Corporation (Colac -Otway Shire Council, Corangamite Shire Council, Moyne Shire Council and the Warrnambool City Council).

The SLA is an extension to the Regional Library Agreement and constitutes a legally binding contract between the parties. It specifies the base level of services and standards to apply across the region, as well as council specific arrangements for library service points and service delivery.

At its meeting on 19 April 2018 the CRLC Board recommended one-year extensions to the existing Service Level Agreements between CRLC and its member municipalities.

### Issues

This Service Level Agreement operates in conjunction with, and supports, the underlying principles and objectives of the Regional Library Agreement. The proposed SLA applies for a period of 12 months from 1 July 2018 to 30 June 2019.

The Board has recommended a single year extension to reflect the current service delivery status quo for two primary reasons:

- A new Local Government Act to replace the current Victorian Local Government Act (1989), is expected to be passed by Parliament later in 2018. It is anticipated that the sections specific to the establishment, governance, operation and reporting

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requirements of Regional Library Corporations, as unique entities in the 1989 Act, will no longer be included and that the frameworks governing formation, operation and reporting of Regional Libraries will change.

- The CRLC Chief Executive Officer is undertaking a review of Library Branches examining spread of opening hours, program delivery, staffing and operating requirements which may impact the detail within any new Service Agreements. This information will not be available prior to the expiry of the existing Agreements at the end of June 2018.

The extension of the current Agreement will enable a review into the library services provided in Corangamite, consultation with the Corangamite community and library users and the development of potentially more relevant and tailored services for consideration by Council.

If Council did not wish to extend the Agreement, it is expected the services would continue to operate under the Regional Library Agreement as per the status quo however the contractual arrangements for library service provision between Corangamite Regional Library Corporation and Council would be undefined.

A copy of the Library Service Level Agreement between Corangamite Shire Council and Corangamite Regional Library Corporation for the period 1 July 2018 to 30 June 2019 is attached.

### **Policy and Legislative Context**

The Service Level Agreement has been developed in accordance with section 196 of the *Local Government Act 1989*.

The recommendation for an extension to the current agreement and subsequent operation of Council's public libraries is supported by Council's Plan 2017-2021 through its commitment to improved educational outcomes and financial sustainability:

Maintain a financially sustainable library service which provides and complements initiatives to promote and encourage a reading culture, social connections, access to technology and literacy development

Council will deliver value for money by ensuring that services are required and delivered efficiently and sustainably.

### **Internal / External Consultation**

The Corangamite Regional Library Corporation is governed by a Board consisting of one Councillor and a senior officer appointed by each Council. The Board meet regularly to oversee the operations of the Library Corporation.

The CRLC Board have recommended a one-year extension to the existing Service Level Agreements between CRLC and its member municipalities, with the proposed Service Level Agreement adopted by the Corangamite Regional Library Corporation Board on Thursday 28 June 2018.

### **Financial and Resource Implications**

There is no impact on Council's financial or human resources associated with the extension of the Library Service Level Agreement.

The 2017-2018 forecast budget for Council's library service is \$493,729 and the proposed budget for 2018-2019 is \$495,697. This variance (0.4% increase) is represented by a 2.25% increase to the CRLC administration costs and 13% reduction in Council's building management and maintenance.

Funding for the operations of the Corangamite Regional Library Corporation is received from both State and Local Government. For 2017-2018 the State Government has offered CRLC \$766,000 from the Public Libraries Funding Program, which represents an increase of 1.1% over the allocation in 2016-2017. This allocation is 24% of the total revenue received by CRLC. Member council contributions constitute nearly 72% of the operating revenue with user fees and charges and other miscellaneous income comprising the balance.

### **Options**

The Regional Library Agreement states that each Council will enter into a Service Level Agreement with the Regional Library Corporation.

Council can endorse the proposed Service Level Agreement or choose to propose changes to the Service Level Agreement.

### **Conclusion**

The CRLC Library Service Agreement provides contractual arrangements for library service provision in Corangamite. It defines the various responsibilities and obligations of the Corangamite Regional Library Corporation and Council. The service delivery model allows Council to restructure the library service in accordance with annual budget contributions. The extension of the current Agreement will enable a review into the library services provided in Corangamite and the development of potentially more relevant and tailored services for the Corangamite community and library users.

## **RECOMMENDATION**

### **That Council:**

- 1. Endorses the Library Service Level Agreement, as attached to this report, between Corangamite Shire Council and the Corangamite Regional Library Corporation for the period 1 July 2018 to 30 June 2019.**
- 2. Authorises the Chief Executive Officer to sign the Library Service Level Agreement between Corangamite Shire Council and the Corangamite Regional Library Corporation for the period 1 July 2018 to 30 June 2019.**

### **Attachments**

1. Corangamite Regional Library Corporation and Corangamite Shire Library Service Level Agreement 2018-2019\_



## **Library Service Level Agreement**

**1 July 2018 to 30 June 2019**

**Corangamite Shire Council**

**and**

**Corangamite Regional Library Corporation**

**The Agreement:**

This Service Level Agreement is made on the between the Corangamite Shire Council and the Corangamite Regional Library Corporation (CRLC).

**1. Introduction:**

This Service and Funding Agreement details various responsibilities and obligations of the Corangamite Regional Library Corporation (CRLC) and the member councils of the Corporation (Colac Otway Shire Council, Corangamite Shire Council, Moynes Shire Council and Warrnambool City Council).

The Agreement is an extension to the Regional Library Agreement and constitutes a legally binding contract between the parties to the Agreement.

**2. Recitals:**

The member councils established CRLC in 1996 and are signatories to the Regional Library Agreement. The current Regional Library Agreement is a perpetual agreement with no end date, rather it contains provisions for withdrawal of parties and the wind up of the Corporation.

CRLC is an independent corporate entity and the Regional Library Agreement sets out the parameters within which CRLC may operate, establishes an obligation to comply with the relevant sections of the *Local Government Act 1989* and corporation law. It also prescribes a number of key reporting and operating requirements:

- Clause 6 - Equity and Operating Costs;
- Clause 7 - Strategic Planning;
- Clause 7A – Service Level Agreement;
- Clause 8 - Annual Budget;
- Clause 9 - Annual Financial Contributions; and
- Clause 11 - Annual Reporting and Accounts.

The member councils contribute funds to CRLC to provide public library services across their municipalities.

CRLC provides services from buildings provided by the member councils.

CRLC's objectives are to:

- Enable people to be informed.
- Enrich people's lives through reading.
- Engage people in their community and
- Provide sustainable and responsible governance.

**3. Scope of Service and Funding Agreement:**

This Service Level Agreement specifies the base (i.e. minimum or default) level services and standards to apply across the region, as well as council specific arrangements for added and/or modified services.

This Agreement operates in conjunction with and supports the underlying principles and objectives of the Regional Library Agreement and applies until 30 June 2019.



This Agreement contains the following Parts:

- Part A details the **General Conditions** of this agreement.
- Part B details the **Funding Arrangements**.
- Part C details CRLC's obligations with respect to **Core Services**.
- Part D specifies the **Base Level Services and Standards** which will apply to all member councils.
- Part E specifies the **Service Point Obligations** for the member councils and CRLC for design and appropriate operational standards for all service access points.
- Part F specifies the **Added / Modified Services** which apply to the individual member councils.

Signed for and on behalf of the Corangamite Shire Council

Signature .....

Position:

Date:

Witnessed by .....

Signed for and on behalf of the Corangamite Regional Library Corporation

Signature.....

Position:

Date:

Witnessed by .....

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## PART A: GENERAL CONDITIONS

This part sets out the General Conditions that apply to all member councils and CRLC in relation to the provision of public library services.

### 1. Governance:

- 1.1 The Regional Library Agreement specifies that CRLC will be governed by a Board consisting of the following members:
  - (a) One Councillor appointed by each Council; and
  - (b) One Senior Officer appointed by each Council.
- 1.2 Persons accepting a position on the Library Board will:
  - (a) Attend a Member Induction Program to acquire the understanding of library operations necessary to effectively fulfill the duties of a Board member;
  - (b) Become an active and visible supporter of the library service;
  - (c) Consider matters before the Library Board from a regional perspective, as well as from the perspective of the member council represented;
  - (d) Make full and accurate reports of Library Board and CRLC matters to the member council represented; and
  - (e) Act as an advocate for CRLC to influence the allocation of resources and service delivery in all dealings with external parties, including the member council represented.
- 1.3 The Library Board is responsible for the appointment of a Chief Executive Officer.
- 1.4 The Chief Executive Officer appointed by the Library Board will:
  - (a) Ensure compliance with financial and statutory requirements;
  - (b) Administer the delivery of library services across the region;
  - (c) Advise, assist and support the Library Board in the execution of its duties, with particular emphasis on policy development and strategic planning; and
  - (d) Perform other duties and responsibilities imposed under the *Local Government Act 1989*, Local Government Regulations and the Regional Library Agreement.

### 2. Policies and Standards:

CRLC will provide and manage library services that conform to relevant national, state and local government policies and standards, as well as those policies and standards set by the Library Board.

If, for any reason, this is not achievable, CRLC will report those areas of non-conformance to the Library Board and recommend appropriate strategies to achieve conformance. Where the non-conformance creates or may create a public or occupational health and safety risk, CRLC will take immediate action to eliminate the risk, including the temporary or permanent closure of library services if appropriate.

### 3. Advocacy:

CRLC will act as advocate for existing and prospective library users and will make representations to councils, government bodies and other organisations and individuals to influence the allocation of resources assigned to CRLC and the public library sector generally.



**4. Accountability and Reporting:**

CRLC will comply with all direct and indirect accountability and reporting requirements imposed legislatively or through agreements entered into by, or on behalf of, CRLC. These agreements and legislation include, but are not limited to:

- *Local Government Act 1989.*
- *Local Government (General) Regulations 2015*
- Regional Library Agreement.
- Funding and Service Agreement between CRLC and the Victorian State Government.
- This Service Level Agreement.

**5. Insurance:**

5.1 CRLC will ensure that adequate and current insurance cover is maintained for:

- Work Cover
- Public Liability
- Professional Indemnity
- Industrial Special Risk
- CRLC owned contents
- CRLC owned Motor Vehicles

5.2 The member councils will ensure that adequate and current insurance is maintained for

- Public Liability
- Professional Indemnity
- Director Indemnity
- Assets used by CRLC

**6. Dispute Resolution:**

6.1 If there is a dispute or difference between the parties in connection with this Agreement, the parties undertake to use all reasonable endeavours to settle the dispute or difference by negotiation.

6.2 If the parties cannot settle the dispute, the matter shall be determined as a dispute under the *Commercial Arbitration Act 2011* and the arbitrator's decision shall be final and binding on the parties.

6.3 The parties to the arbitration shall be responsible for their own costs and, unless otherwise determined by the arbitrator, share the arbitrator's costs equally.

**7. Notification of Change**

7.1 Where a member council or CRLC is planning the introduction of major changes in service delivery, programs, organisational arrangements, structure or technology that are likely to have significant effects on employees, it will notify and consult with the employees who may be affected.

7.2 It is recognised that CRLC has an obligation under its Enterprise Agreement to also consult the employees' union about such change.

7.3 "Significant effects" includes termination of employment, major changes in the composition, operation or size of the employer's workforce or in the skills required; the elimination or diminution of job opportunities, promotion opportunities or job tenure; the alteration of hours of work and the restructuring of jobs.

7.4 The Enterprise Agreement requires CRLC to provide in writing to the employees concerned and the Staff Consultative Committee (SCC) all relevant information about the changes, including the nature of the changes proposed, the expected effects of the changes on employees and any other matters likely to affect employees.

**8. Agreement Review:**

- 8.1 The term of this Agreement covers until 30 June 2019.
- 8.2 Notwithstanding, CRLC or a member council may request a review of the Base Level Services (Part D) or Specific Municipal Services (Part F) prior to the determination of the annual financial contributions to be made by the member councils.
- 8.3 Where changes to the *Local Government Act 1989* or other legislation have a significant impact on the Agreement, such changes are to be accommodated within the Agreement at the earliest opportunity.

**9. Termination of the Agreement:**

- 9.1 There are no provisions for early termination of this Agreement on the grounds of a party or parties wishing to downgrade the base level services and standards specified at Part D.
- 9.2 Parties wishing to terminate any or all of the services specified at Part C or D may only do so by approval of the Library Board and agreeing to compensate the other member councils for any costs or contingent liabilities incurred as a consequence of their action(s).
- 9.3 If the Agreement is terminated as a consequence of CRLC being dissolved, or a party or parties withdrawing from CRLC, then the relevant conditions from the Regional Library Agreement will extend to this Agreement.

**10. Performance Non-Compliance**

- 10.1 In the event of non-compliance by either party to this agreement, notification in writing must be provided within a reasonable period. If, following written notification the matter is not resolved the parties must meet within 14 days and apply their best efforts to resolve the matter. If unresolved after 56 days either party may declare the matter in dispute and subject to clause 6 of this agreement and withhold services or funds to the extent that they specifically relate to the matter in dispute.
- 10.2 No claim other than reimbursement of funds, where service has not been provided, may be made by any member against CRLC as a result of the non-compliance of CRLC.
- 10.3 No claim for damages, liability, additional costs or any other disadvantage beyond funds reimbursement may be made against CRLC in the event of non-compliance by itself or by the non-compliance of any member.

## **PART B: FUNDING ARRANGEMENTS**

To maintain the provision of library services, CRLC requires funding support from the member councils and other parties. This part expands on the Regional Library Agreement and establishes the responsibilities of the member councils with respect to funding current and future library operations.

### **1. Source of Funds:**

CRLC may fund its operations from a variety of sources, including:

- (a) Contributions by the member councils in accordance with the funding formula approved by the Library Board;
- (b) Government contributions in the form of the State Government Public Libraries Grant and other specific funding programs, which apply from time to time - such contributions will be paid directly to CRLC;
- (c) Revenues earned from product and services sales, fines and charges;
- (d) Interest on investments;
- (e) Donations in the form of bequests and contributions; and
- (f) Borrowings in accordance with the conditions imposed by section 197A of the *Local Government Act 1989*.

In addition to the above sources, funds may also be drawn down from accumulated reserves if deemed appropriate by the Library Board.

### **2. Application of Funds:**

The funds available to CRLC will be applied to:

- (a) The operating costs of the library service, which will include expenditures in relation to static branches, outreach services and headquarters;
- (b) The capital requirements of the library service which will include the amount required to maintain CRLC's materials collection in accordance with the *Collection Development Policy* and the amount required for the acquisition of other fixed assets, whether new or replacement;
- (c) Ensuring that adequate provision is made to meet CRLC's future obligations with respect to staff entitlements for sick leave, annual leave and long service leave, and that payment is made in accordance with statutory requirements to approved superannuation funds;
- (d) Investing in financial instruments authorised by the *Local Government Act 1989* and other governing agreements;
- (e) Repayment of borrowed funds; and
- (f) Retaining funds for future purposes.

**3. Specific Funding Requirements:**

In allocating funds, the following conditions will apply:

- 3.1 Government and other grants are to be applied in accordance with the terms and conditions applicable to such grants.
- 3.2 Funds will not be applied to severance payments incurred as a result of decisions made by a member council(s) to restructure branch operations. Although severance payments (as specified by the Enterprise Agreement) will be disbursed by CRLC, the member council(s) will be wholly responsible for funding such payments.

**4. Funds Management Responsibility:**

As an independent corporate entity, CRLC will manage the acquisition, application and investment of funds. It is at CRLC's discretion whether this responsibility is met internally or contracted, wholly or in part, to third parties.

**5. Funding Formula:**

Clause 6 of the Regional Library Agreement requires the Library Board to agree on a funding formula to determine the financial contributions to be made by the member councils.

- 5.1 For each static service point, the net recurrent expenditure will be wholly borne by the member council for the municipality in which the service point is located. (Recurrent expenditure is the difference between revenues earned from branch operations and operating costs, excluding depreciation and capital expenditures.)
- 5.2 The revenues and expenditures associated with any mobile or outreach service will be shared between the member councils by apportioning each item in accordance with the criteria agreed to by the Library Board for the life of the Regional Library Agreement.
- 5.3 The revenues and expenditures associated with CRLC's headquarters will be shared between the member councils by apportioning each item in accordance with the criteria agreed to by the Library Board in the annual budget. In making such apportionments, the revenues and expenditures incurred specifically in relation to non-base services will be identified and allocated to the corresponding non-base services.
- 5.4 Capital expenditures (including amounts transferred to reserves) will be apportioned between the member councils in a manner that equitably reflects the intended use of the assets acquired. This will include additions to the library collections, which will be apportioned in accordance with the allocation criteria specified in CRLC's *Collection Development Policy* (or other source if appropriate).
- 5.5 The base for the apportionment of revenues and expenditure across the member councils will be CRLC's Annual Budget, against which the principles outlined in this agreement will be applied to calculate the financial contribution to be made by each member council.
- 5.6 The financial contributions will be recalculated by 30 March of each year against the projected full-year actuals at that time. Any variance between the agreed and recalculated council contributions will be carried forward as an adjustment to the following year's budget.

**PART C: CORE PUBLIC LIBRARY SERVICES**

As the recipient of a State Government Public Libraries Grant, CRLC is required to provide a range of core services as part of its public library role. Core services are free of charge, as distinct from value added services for which charges may be imposed. The definitions of core and value added services have been developed in the context of the Australian Library and Information Association's:

- *Statement on Free Access to Information (2015)*
- *Statement on Public Library Services (2009)*.

**1. Core Services:**

Core public library services are those which:

- Provide free entrance to the library;
- Provide access to the library's information resources, regardless of the format in which material is held. Free access to networked information resources must be provided at each library branch to a level sufficient to meet a reasonable volume of demand;
- Provide assistance with the use of the collection and with reference enquiries;
- Provide training in the use of public access catalogues;
- Lend items from the collection to members of the public for specific periods of time;
- Educate the public in the effective use of public libraries;
- Provide programs such as story-telling; and
- Provide any additional service which enables access to other basic services (including housebound services).

**2. Value Added Services:**

Libraries charge for services which provide greater ease of access, convenience or private benefit, and which may attract additional costs to the library service provider. These services are distinguished from the core services listed above. Value added services include, but are not limited to:

- Use of remote online resources where access is only obtainable by payment of a specific per use charge, but excluding use of online resources which are paid for by subscriptions, site licenses or other non-use based charges;
- Providing access to loans from collections outside the public/State library network, such as academic, government or special libraries;
- Providing printed or electronic copies of materials held or accessed by the library;
- Providing for public use software, including specialist software packages;
- Requiring staff to undertake research, to write reports, or to provide other high level support; and
- Providing any service which attracts an external service charge, such as on-line database searching, speakers and theatre performances.

## PART D: BASE LEVEL SERVICES & STANDARDS

This part focuses on establishing the base level services and standards to apply to library services provided by CRLC. By establishing a base level, the opportunity is created for the member councils to negotiate specific municipal services with CRLC to customise services to the particular needs of their communities (Part F).

### 1. Accessibility:

In order to ensure that the region's library services are reasonably accessible to all members of the community, the following base level standards will apply.

- 1.1 Access to the core library resources (Part C) and assistance with their use will be free of charge.
- 1.2 Members will have access to all loan items in CRLC's collection regardless of location and may return borrowed items to any of CRLC's service points.
- 1.3 Membership is free and available to any resident of Victoria upon providing proof of identity and residence.
- 1.4 Individual membership records will remain confidential. Aggregate data may be drawn from these records, but will in no way identify or enable individuals to be identified.
- 1.5 Members are to be provided with information about library services and members' rights and responsibilities.
- 1.6 Institutional membership will be available to approved agencies and not for profit organisations.
- 1.7 Hours for all library service points are specified in Appendix B.

### 2. Circulation:

The core service provided by CRLC libraries is that of lending materials to library members for periods established by the Library Board. To ensure that an appropriate balance is maintained between customer service and operating effectiveness, the following base level standards will apply.

- 2.1 Library users will receive courteous attention and prompt service at the circulation desk.
- 2.2 Return dates for borrowed items will be provided in writing at the time of borrowing, unless the borrower requests otherwise.
- 2.3 Items may be returned to any service point in the region.
- 2.4 Returned items will be processed and returned to shelf, or available for transfer to the host branch in accordance with the agreed performance criteria.
- 2.5 Loan renewals may be made in person, via the telephone or via CRLC's web site catalogue.
- 2.6 The Library Board shall maintain a *Membership and Access Policy* detailing borrowing entitlements for members. The policy will be periodically reviewed by the Library Board to ensure that it balances socially responsible use of the collection with accessibility considerations.

**3. Collection Development:**

Building and maintaining a collection that is relevant to the community's needs in both scale and quality is fundamental to the provision of an effective library service. Managing the collection through the various stages from selection to disposal will adhere to the following base standards.

- 3.1 CRLC's *Collection Development Policy* sets out the guidelines for the selection and withdrawal of library materials and is reviewed periodically.
- 3.2 The collection will be weeded to identify and remove from display those materials that:
  - a) are irretrievably damaged;
  - b) are out of date; or
  - c) could present misleading information to readers.
- 3.3 Materials will be reviewed prior to disposal to ensure that items of value or historical significance are retained within the region.
- 3.4 The budget for the acquisition of new materials is set by the Library Board in the annual budget, and consideration will be given to the ability of the collection to meet community demand and the achievement acceptable collection turnover rates.
- 3.5 Materials selection and acquisition will be the responsibility of CRLC.

**4. Catalogue and Location Aids:**

Library users select materials and access information in a variety of ways ranging from browsing the shelves to pre-selecting items prior to their visit. To aid this process CRLC will comply with the following standards.

- 4.1 The on-line public access catalogues (OPACs) will accurately reflect the library's holdings, including the location and status of items.
- 4.2 Catalogue entries will up dated and include sufficient detail to enable users to find the required information.
- 4.3 Signage which assists users to easily locate items and facilities will be provided at all service points.

**5. Reference and Information Services:**

The following minimum standards will guide the delivery of such services:

- 5.1 Access to the reference and information resources of the region and assistance with their use will be free of charge to those eligible for membership. Where it is necessary to access external information sources and/or inter-library loans, any costs incurred may be recovered from the enquirer.
- 5.2 Reference services may be accessed in person or via CRLC's web page.
- 5.3 Staff will be trained in the use of reference resources available in the region, whether provided in print or non-print formats. Staff will also be trained in the skills of conducting reference interviews and will have knowledge of the general resources available from common referral points.
- 5.4 When an enquiry cannot be satisfied from resources at the service point, further research or referral will be undertaken and the enquirer will be advised of the expected time frame.
- 5.5 Photocopy services will be provided at all service points. Charges for photocopies provided in relation to reference enquiries will be determined by CRLC.

**6. Information Technology and Technology Support:**

Information technology (IT) based library services are a standard component of public library service.

- 6.1 The minimum provision of public access IT facilities will be:
- (a) One dedicated public access Internet terminal (PAIT) at all static service points.
  - (b) One dedicated online public access catalogue PC (OPAC) at all static service points.
- 6.2 Charges, as determined by CRLC, may be imposed for the use of public access IT facilities. Services for which charges may be imposed are:
- (a) Printing materials generated during the use of public access IT facilities.
  - (b) The provision of consumables such as storage devices.
- 6.3 All public access IT facilities (including OPACs) will be maintained in working order. PAITs and OPACs will be on-line during library opening hours except
- (a) where external causes such as power or telecommunications failures create the downtime and
  - (b) for fifteen minutes prior to closing.
- In the case of equipment failure CRLC will provide replacement or repair of the PAIT or OPAC within 10 working days.
- 6.4 All staff will be trained in the use of the Internet and PC based information technology and will facilitate basic access for the public as required.
- 6.5 Where appropriate, staff will also receive basic training in the use of public access PC software programs for word processing and spreadsheets in order to facilitate public use.

**7. Library Programs:**

- 7.1 CRLC will promote and participate in appropriate literary programs, as funding permits. This includes, but is not limited to:
- (a) A Summer Reading Program for children;
  - (b) Children's Book Week activities;
  - (c) National Simultaneous Story Time; and
  - (d) Book launches for local writers, meet the author program or participate in statewide author visit programs,
- 7.2 CRLC will take part in other events as deemed appropriate by the Library Board. These may include the provision of stands or information displays at events such as field days, local festivals and shire service days.

**8. Performance Indicators**

Performance indicators for service delivery will be maintained and monitored by CRLC. CRLC and its employees are committed to working towards continuous improvement of service delivery and the achievement of the performance indicator targets. CRLC and the member councils recognise that the full achievement of the targets will, in some instances, be dependent on the funding commitments of the member councils. Performance Indicators and targets are included in the Library Plan, the Annual Budget and the Annual Report.



## **PART E: SERVICE POINT OBLIGATIONS**

This part specifies the obligations and responsibilities for the member councils and CRLC for the design and operational standards for all service access points.

### **Branch Libraries**

The member councils are responsible for providing, maintaining and replacing buildings, shelving and furniture and fittings suitable for the delivery of library services.

#### **1. Design Standards**

Member councils determine the location of branch library facilities.

CRLC's role is to advise member councils on the provision of library facilities. CRLC will assist member councils in ensuring that the facilities meet public library standards for community access and use.

Library service points will fully comply with relevant occupational health and safety requirements to provide safe access to and use of facilities for the community.

#### **2. Maintenance Obligations**

Member councils are generally responsible for maintenance, cleaning and security of their respective branch library facilities, including associated areas, such as gardens, paths, exterior signs and parking areas. Appendix A details maintenance responsibilities.

- (a) Member councils will submit to CRLC the maintenance and cleaning schedule for their respective facilities.
- (b) CRLC will inform the member councils of the need for any maintenance or repair tasks and an annual Facilities Review will be undertaken jointly by CRLC and the member councils to develop a three year forward plan for library maintenance.

#### **3. Operational Obligations**

- (a) Member councils are responsible for the payment of service charges for their respective branch library facilities, including telephone, water and sewerage, power and heating, asset insurance.
- (b) CRLC is responsible for the operational activities of the library service and ensuring that staff members use resources in an efficient and effective manner.
- (c) Member councils will specify the opening hours for their library facilities (see Appendix B).

## **PART F: SPECIFIC MUNICIPAL SERVICES**

This part specifies the **Added / Modified Services** which apply to the individual member councils. These services include:

- Branch library locations and customer service hours;
- School based service points
- Mobile or Outreach services;
- Housebound services;
- Library programs; and
- Any other programs.

The Specific Municipal Services for each council are listed separately in Appendix B.

An annual library services review will be undertaken by CRLC. CRLC will provide member councils with a range of service enhancement options for consideration in the proposed annual budget.

**APPENDIX A**

**BUILDING MAINTENANCE RESPONSIBILITIES SCHEDULE**

**Note: Council's responsibilities herein do not apply to the Timboon Joint Use Library facility. The arrangements for the Timboon Joint Use Library is subject to an alternative agreement with DEECD**

ITEM	TASK	CRLC	COUNCIL
<b>Doors and Door Furniture</b> (including locks)	Repair		X
	Replacement		X
<b>Windows</b> - fly-wire screens - window frames and locks - window glazing	Repair & Replacement		X
	Repair & Replacement		X
			X
	Replacement		X
<b>Internal Walls &amp; Ceilings</b>	Repair & Replacement		X
<b>External Walls</b>	Repair & Cleaning		X
	Replacement		X
<b>Structural defects (major)</b> <b>Painting</b>	Repair & Replacement		X
	Internal Painting		X
	External Painting		X
<b>Floor Structure</b> - floor boards - joist, bearers, stumps - concrete slab	Repair & Replacement		X
	Repair & Replacement		X
	Repair & Replacement		X
	Repair		X
<b>Floor Coverings</b> (incl. verandas, patios) - vinyl - tiles - timber - concrete	Replacement		X
	Repair & Replacement		X
	Repair & Replacement		X
	Resurfacing		X
	Repair & Replacement		X
	Repair & Replacement		X
<b>Curtains, Blinds, Drapes</b>	Installation & Repair		X
	Replacement & Cleaning		X
<b>Roofing &amp; Storm Water</b> - Roofing & Flashings  - Gutters, downpipes & fascias	Maintenance		X
	Replacement		X
	Maintenance		X
<b>Roofing &amp; Storm Water</b> - Water Tanks  - Storm water drains & soak pits	Replacement & Cleaning		X
	Maintenance & Replacement		X
	Cleaning		X
<b>Water Supply and Fittings</b> - Taps, valves  - Pipe work	Maintenance		X
	Maintenance & Replacement		X
	Maintenance & Replacement		X
<b>Sewerage lines, Septic systems</b>	Repair & Replacement		X
	Cleaning/Pumping Out		X
<b>Cisterns</b>	Repair & Replacement		X
<b>Toilet bowls, Hand basins, Sinks</b>	Repair & Replacement		X
<b>Hot water systems</b>	Repair & Replacement		X



ITEM	TASK	CRLC	COUNCIL	
<b>Electrical</b>	- Fittings & Fixtures (Building)	Repair & Replacement Globes	X X	
	- Fittings & Fixtures (Surrounds)	Repair & Replacement Globes	X X	
	- Electrical Wiring & Mains	Repair Replacement	X X	
	- Appliances	Repair & Replacement Inspection & tagging	X X	
	- Switchboard	Maintenance & Replacement	X	
	<b>Heating/Cooling</b>	Repair		X
	<b>Air Conditioning</b>	Replacement		X
<b>Duress Alarm</b>	Repair & Replacement	X		
<b>Building Security</b>	Installation & Repair		X	
<b>Telephone lines / Equipment</b>	Installation & Repair		X	
<b>Essential Services</b>	- firefighting equipment	Inspection, testing, recording Replacement	X X	
	- emergency lighting / exit signs	Inspection, testing, recording Replacement	X X	
	- evacuation plan	Preparation Training	X X	
	- maintaining paths of travel	Inspection Implementation		X
	<b>Cooking Appliances</b>	Repair & Replacement		X
<b>Facility consumables</b>	Supply	X		
<b>Fencing</b>	Repair & Replacement		X	
<b>Pest Control</b>	Maintenance & Eradication		X	
<b>External signage</b>	Installation		X	
	Repair & Replacement		X	
<b>Surrounds</b>	- Lawns	Mowing, watering, re-sowing	X	
	- Nature Strip	Mowing, watering, re-sowing	X	
	- Gardens	Establishment		X
		Weeding/Mulching		X
		Watering & Replanting		X
		Inspections/Reporting		X
		Pruning, removal & planting		X
	- Shrubs	Pruning, removal & planting		X
	- Rubbish Bins	Installation, maintenance		X
		Replacement		X
		Emptying & Cleaning		X
	- Furniture (eg. fixed tables, seats)	Installation & maintenance Replacement		X X
	- Footpaths/Paving	Installation & maintenance		X
		Replacement		X
	- Car Parking	Maintenance		X
Reseal & Reconstruction			X	
<b>Site Specific Items (list)</b>				

**APPENDIX B**  
**COUNCIL SPECIFIC SERVICES - CORANGAMITE SHIRE**

**1. Branch Library Locations and Customer Service Hours**

Branch Library	Day	Open	Close	Hours per Session	Hours per week per Branch
Camperdown	Tuesday	11am	1pm	2.00	
		1.30pm	5.30pm	4.00	
	Thursday	12noon	1pm	1.00	
		1.30pm	5.30pm	4.00	
	Friday	12noon	1pm	1.00	
		1.30pm	5.30pm	4.00	
Saturday	10am	12noon	2.00	18.00	
Terang	Monday	2pm	5pm	3.00	
	Wednesday	10am	12.30pm	2.50	
		1pm	5pm	4.00	
	Friday	10am	12.30pm	2.50	
		1pm	5pm	4.00	
	Saturday	10am	12noon	2.00	18.00
Cobden	Wednesday	11.30am	12.30pm	1.00	
		1pm	5pm	4.00	
	Friday	11.30am	12.30pm	1.00	
		1pm	5pm	4.00	
Saturday	10am	12noon	2.00	12.00	
Derrinallum	Thursday	11am	12.30pm	1.50	
		1pm	5pm	4.00	
	Friday	11am	12.30pm	1.50	
		1pm	5pm	4.00	
Saturday	10am	12noon	2.00	13.00	
Timboon	Monday	11.30am	3.30pm	4.00	
	Tuesday	11.30am	3.30pm	4.00	
	Wednesday	11.30am	3.30pm	4.00	
	Thursday	11.30am	3.30pm	4.00	
	Friday	11.30am	3.30pm	4.00	
	Saturday	10am	12noon	2.00	22.00
<i>During School Holidays</i>	Monday	1pm	4pm	3.00	
	Wednesday	1pm	4pm	3.00	
	Friday	1pm	4pm	3.00	
	Saturday	10am	12noon	2.00	11.00
TOTAL	During School Term				83.00
	During School holidays				72.00

**Note:**

Departures from the agreed hours will be allowed for gazetted public holidays and any early closing periods at, e.g., Christmas and Easter. Notice of closures will be provided to the member councils and notices will be prominently posted at the service points at least 30 calendar days prior to closure, except in exceptional circumstances.

**2. Outreach Services**

Service Point	Day	Open	Close	Hours per Session
<b>Fortnightly</b>				
Lismore – Post Office	Friday	10am	12noon	2.00
Skipton – Anderson Street	Friday	1.30pm	4pm	2.50
<b>TOTAL</b>				<b>4.50</b>

**3. Housebound Services**

- a) Home Delivery Service - Camperdown
- b) Aged Care facility service - Camperdown & Skipton

**4. Library Programs**

- a) Children's Story times – Camperdown, Derrinallum, Terang, Cobden, Timboon
- b) Five hours per week of library programs provided across the five libraries for 40 weeks per year.

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## 8.10 Corangamite Regional Library Corporation Local Law 1 and Local Law 2

**Author:** Brooke Love, Director Works and Services

**File No:** D18/230

**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 - Brooke Love

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

### Summary

This report is for Council to ratify the Corangamite Regional Library Corporation Local Law 1 Library Services and Corangamite Regional Library Corporation Local Law 2 Meeting Procedures.

### Introduction

The existing Corangamite Regional Library Corporation (CRLC) Local Law 1 and Local Law 2 were created and gazetted in September 2008. These local laws will lapse on 26 September 2018 pursuant to S122 of the *Local Government Act 1989* which defines a sunset clause governing Local Laws.

Under S197F of the Act, a Local Law may only be made by CRLC if the proposed Local Law has been ratified by all member Councils.

### Issues

Because of the forthcoming changes to the Local Government Act and its potential consequences for the future of CRLC, the existing Local Laws have not substantially changed from their current form and content.

Detail of the CRLC Local Laws and the relevant changes are as follows:

#### ***Local Law 1 – Library Service***

The principal objective of this Local Law is to regulate the management and control of library services provided by the Corangamite Regional Library Corporation.

Changes to this Local Law include:

- Part 3 Membership replaced with Part 3 Library Services including specific clauses around membership, access, conduct etc.
- Part 4 Borrowing and Services replaced by Fees, Charges and Infringements including specific clauses on fees and charges and infringement notices.
- Removal of Part 5 Return of Items and Part 6 Fees and Charges sections as they have been consolidated in the new Parts.



These amendments deal with very specific content in the old Local Law around membership eligibility conditions which are considered operational and procedure-driven and better dealt with in Corporation Procedures which undergo regular review and update.

A copy of the Draft Local Law 1 Library Service and proposed changes is attached under separate cover.

### ***Local Law 2 - Meeting Procedures***

The principal objectives of this Local Law are to regulate and control:

- the use of the Common Seal of the Corporation;
- the election of Chair and Deputy Chair; and
- the procedures of meetings of the Corporation.

The main change to this Local Law is the addition of a clause (L4.3) to enable “Remote Participation” at Board meetings and how this would be accommodated.

A copy of the Draft Local Law 2 Meeting Procedures and proposed changes is attached under separate cover.

### **Policy and Legislative Context**

S197F of the *Local Government Act 1989* restricts the Corporation power to make local laws requiring the proposed Law(s) to be ratified by member Councils.

### **Internal / External Consultation**

At its meeting on the 19 April 2018 the Corangamite Regional Library Corporation agreed that the proposed Local Laws 1 and 2 be submitted to member Councils for ratification. The Local Laws will then be publicly advertised in newspapers and in the Victorian Government Gazette for a 28 day period. The Board will consider approving the Local Laws at its meeting in September 2018.

### **Financial and Resource Implications**

There are no financial or resource implications for Council associated with the ratification of these Local Laws.

### **Options**

Council may wish to provide feedback on the Local Laws for consideration by the Board.

### **Conclusion**

This matter is largely administrative. As a member of the Corangamite Regional Library Corporation Council is required to ratify the proposed Local Law(s) in accordance with S197F of the Local Government Act.

## **RECOMMENDATION**

**That Council ratifies the Corangamite Regional Library Corporation Local Law 1 Library Service and Corangamite Regional Library Corporation Local Law 2 Meeting Procedures and advises CRLC accordingly.**

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**Attachments**

1. Local Law 1 Library Services Proposed Amendment 2018\_marked changes - Under Separate Cover\_
2. Draft Local Law 1 Library Services 2018 - Under Separate Cover\_
3. Local Law 2 Library Meeting Procedures Proposed Amendment 2018\_marked changes - Under Separate Cover\_
4. Draft Local Law 2 Meeting Procedure 2018 - Under Separate Cover\_

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## 8.11 Corporate Risk Register

**Author:** Michele Stephenson, Manager Human Resources/Risk

**File No:** D18/254

**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 - Michele Stephenson

In providing this advice to Council as the Manager Human Resources/Risk, I have no interests to disclose in this report.

### Summary

This report is to present the Corporate Risk Register and current risk profile to Council. The report is provided in accordance with the Local Government Performance Reporting Framework.

### Introduction

It is essential that all risks are managed, communicated and considered consistently at all levels within Council.

The Corangamite Shire Risk Management Framework, incorporating the Risk Policy has been developed to provide an integrated approach to managing risk across Council. Part 4 of the Framework deals with operational risk management and it describes how risk will be managed on a day to day basis. The Corporate Risk Register (CRR) documents the strategic and operating risks to Council's operations, including their likelihood and consequence of occurring and the associated risk mitigation strategies.

Through the CRR all risks and implementation of the associated controls and treatments can be monitored and reported in accordance with the Risk Management Framework.

### Issues

The CRR is regularly reviewed, with operational risks adapted due to changing and emerging circumstances. The strategic risks have been reviewed by the 'risk owners', Council and the Audit Committee. The CRR is currently being updated to include the new strategic risks, to identify the current controls and treatment plans for them, and to realign and identify new operational risks. Future council reporting will show a detailed strategic risk profile.

Council's risk profile is determined after identifying and assessing each risk. This profile is then used to manage risk in a systemic manner, including the allocation and prioritisation of resources. Council has no high residual risks at present.

Council's top ten operational residual risks, residual risk profile and the trend of residual operating risks are detailed below. The residual risk is the risk rating adjusted for existing controls and treatments.

*Top Ten Risks ordered by residual rating (13 June 2018)*

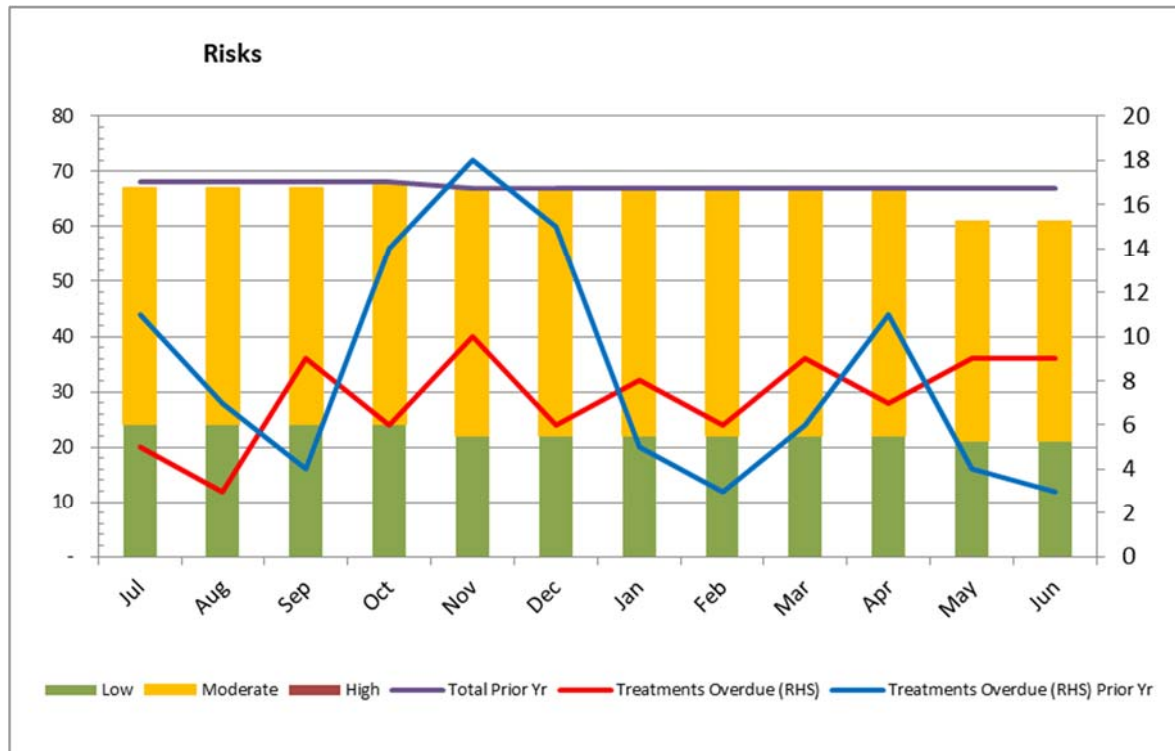
<b>Risk No.</b>	<b>Risk Description</b>	<b>Residual Risk</b>
14	As a result of road works a section of road is left unsafe for travel at the legal speed limit and contributes to an accident.	Medium
18	Due to Information Management Hardware failure Council services cannot be provided.	Medium
26	As a result of ineffective planning for increased climatic variability Corangamite Shire's operations are adversely affected.	Medium
31	Staff are not protected from threatening behaviour, leading to a detrimental effect on their health and wellbeing.	Medium
92	Due to Rate Capping Council's financial position is compromised.	Medium
101	Financial viability of landfill and Council is impacted by landfill operations or a pollution incident.	Medium
1	As a result of Government requirements not being met by a Council service area, accreditation and / or licence to provide a service is lost.	Medium
6	Due to a breach of duty of care to children/young people attending Council's services / programs, their health and wellbeing is adversely affected.	Medium
15	As a result of major fire/flood not being managed effectively, environmental damage occurs and lives are lost.	Medium
16	Leachate from Landfill is not effectively managed resulting in groundwater being contaminated	Medium

**Residual Risk Profile (operational risks) (January 2018)**

Likelihood (Probability)	Consequence (Impact)				
	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Almost Certain</b> Is almost certain to occur in most circumstances (80% plus)					
<b>Likely</b> Will probably occur (50-80%)					
<b>Possible</b> Might occur at some time in future (20-50%)		6	8		
<b>Unlikely</b> Could occur but doubtful (5-20%)		9	12		
<b>Rare</b> May occur but only in exceptional circumstances (<5%)	1	3	8	14	
	Low	Medium	High	Extreme	

Level	Description
Low	Manage by routine procedures
Medium	Specific Management responsibility
High	Needs senior management attention
Extreme	Detailed action plan required

**Residual Operating Risks Trend (2017-2018)**



Further detail on Council’s risks including the mitigation strategies, can be obtained from the Corporate Risk Register Executive Summary which is attached under separate cover.

**Policy and Legislative Context**

Consideration of this report is in accordance with the following objectives in the 2017 - 2021 Council Plan:

We are committed to ensuring the ethical behaviour of Councillors and staff, maintaining good governance and remaining financially sustainable.

Council will demonstrate high levels of ethical behaviour and governance standards.

We value our employees, their contribution and are committed to providing a safe workplace. We will ensure our organisation delivers a high level of customer service and our employees act with integrity at all times.

The report is also provided in accordance with the Local Government Performance Reporting Framework.

**Internal / External Consultation**

The Risk Management Framework and Risk Policy have been developed by Council’s Human Resource and Risk Department in consultation with the Senior Officer Group. Both documents were reviewed and approved by the Audit Committee in late 2017. The Leadership Group are involved in the development of the Corporate Risk Register and they continue to manage and monitor risks in consultation with the Senior Officer Group.

**Financial and Resource Implications**

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

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### **Conclusion**

Corangamite Shire Council objectives are set out in the Council Plan and the management of risks to the achievement of these objectives is the primary aim of the Risk Management Framework.

In order to manage these uncertainties it is essential that consistent processes are adopted within a comprehensive framework. The Corporate Risk Register is a critical element of the framework and regular reporting to Council assists in the management and oversight of risk effectively and efficiently across the organisation. This report and the accompanying Corporate Risk Register Executive Summary report inform Council on the organisation's risk profile as at 13 June 2018.

### **RECOMMENDATION**

**That Council receives the Corporate Risk Register Report.**

### **Attachments**

1. Risk Management Executive Summary June 2018 - Under Separate Cover\_

## 8.12 Finance Report - May 2018

**Author:** Adam Taylor, Manager Finance

**File No:** D18/263

**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 is to note Council's current financial position as at 31 May 2018.

### Introduction

Council adopted the 2017-2018 Budget at a special Council meeting in June 2017. At the October 2017 Ordinary Council meeting, Council approved a number of 2016-2017 capital and non-recurrent projects that were identified as incomplete, requiring remaining budgets to be carried forward to the 2017-2018 financial year. During November 2017 and March 2018 managers conducted a comprehensive review of budgets with changes subsequently approved by Council.

### Issues

#### ***Budget Variations***

Council's target "cash position" is \$5 million or greater on an annual basis. The "cash position" as at 30 June 2017 was \$15.86 million, which was primarily due to incomplete capital works and non-recurrent projects and a favourable result to the adjusted 2016-2017 forecast. The higher than forecast "cash position" as at 30 June 2017 was required to fund the carry forward budget adjustments approved in October 2017. A summary of the forecast 30 June 2018 "cash position" after the inclusion of the carry forward adjustments and subsequent budget reviews is as follows:

"Cash position" as at 30 June 2017	\$15.86 million
2017-2018 adopted Surplus/(Deficit)	(\$0.23) million
2016-2017 Carry forward adjustments	(\$5.14) million
2017-2018 December budget variations	(\$0.70) million
2017-2018 March budget variations	\$1.13 million
2017-2018 May budget variations	\$0.14 million
<b>\$Forecast "cash position" as at 30 June 2018</b>	<b><u>\$11.06 million</u></b>

After carry forward and mid-year budget adjustments, the forecast cash position of \$11.06 million is within the target of \$5 million or greater. The 2017-2018 forecast cash position is consistent with that presented in the 2018-2019 Budget which was recently adopted by Council.



Council's 2017-2018 adopted budget projected a "cash" deficit of \$234,477. As a result of the carry forwards and mid-year budget review, Council's operating 'cash' result is forecast to be a deficit of \$4,806,972. Again, this is consistent with that presented in the 2018-2019 Budget which was recently adopted by Council.

2017-2018 adopted Surplus/(Deficit)	(\$234,477)
2016-2017 carry forwards (net)	(\$5,135,898)
2017-2018 December budget variations	(\$697,783)
2017-2018 March budget variations	\$1,125,131
2017-2018 May budget variations	\$136,055
<b>2017-2018 Forecast "cash" Surplus/(Deficit)</b>	<b>(\$4,806,972)</b>

### **Financial Performance**

Council's financial performance for 2017-2018 is on target with a year to date favourable cash variance of \$6,024,893 compared to budget. Main contributors to the better than forecast result as at 31 December are:

- Recurrent operations are \$2,712,751 favourable to budget as a result of additional income being received, landfill cell construction and capping being behind schedule, savings in long service leave accrual and timing of expenditure.
- Operating project expenditure is \$563,611 unfavourable to budget due to timing of grant payments and projects being completed ahead of schedule.
- Capital expenditure is \$4,065,701 favourable to budget due to projects not yet completed and a large number of invoices not yet received.
- Extraordinary Events expenditure which includes flood and fire related expenditure is \$18,818 unfavourable to budget due to timing of expenditure. The expenditure will be recovered through disaster assistance grants.
- Rate Income is \$10,435 favourable to budget due to supplementary rate income.
- Proceeds from sale of Plant & Equipment is \$114,406 unfavourable due to timing of asset sales in comparison to budget.
- The remaining variations are associated with timing differences for loans and reserve transfers.

### **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 2017-2021 commitment that:

Council will make budgetary decisions that ensures Council remains in a strong financial position now and into the future.

Council will deliver value for money by ensuring that services are required and delivered efficiently and sustainably.

### **Internal / External Consultation**

The 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 publicly advertised.

### **Financial and Resource Implications**

This report has no alteration to the financial and resource implications for Council.

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**Conclusion**

Council's financial performance for 2017-2018 remains on target. The year to date cash variance of \$6,024,893 is favourable compared to budget, this is primarily due to timing issues and project expenditure being behind schedule. 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 May 2018.**

**Attachments**

1. Finance Report - May 2018\_



**Financial Performance Report**  
**31 May 2018**

# Finance Report

## Attestation

In my opinion the information set out in this report presents fairly the financial transactions for the period ended 31 May 2018. All statutory obligations which relate to the period of this report have been made.



Adam Taylor CPA

## Table of Contents

- 1. Performance Summary
- 2. Cash Budget
- 3. Recurrent Operations
- 4. Projects
- 5. Capital Projects
- 6. Project Delivery
- 7. Investments
- 8. Procurement
- 9. Outstanding Debtors
- 10. Balance Sheet for the period ended 31 May 2018
- 11. Income Statement for the period ended 31 May 2018
- 12. Cash Flow Statement for the period ended 31 May 2018

## 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

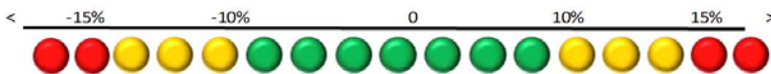
**Adopted Budget** represents the Budgeted adopted by the Council in June.

**Reviewed Budget** represents the adopted budget adjusted for approved budget amendments (such as carry forward or mid-year reviews)

**Forecast Budget** represents the most recent estimated financial position which has not been approved by Council

## Variance indicator thresholds

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

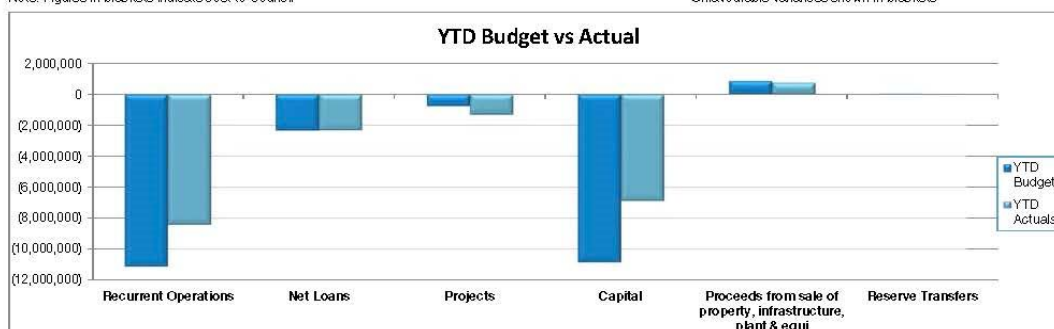


1. Performance Summary

	Adopted Budget	Reviewed Budget	Fore cast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
Recurrent Operations	(9,513,466)	(13,278,094)	(13,213,853)	(11,150,318)	(8,437,568)	2,712,751	24%
Rate Income	20,578,468	20,736,738	20,736,738	20,736,738	20,747,173	10,435	0%
Net Loans	(2,400,000)	(2,327,938)	(2,327,938)	(2,327,938)	(2,327,938)	0	(0%)
Projects	(1,083,381)	(1,415,161)	(1,467,111)	(748,524)	(1,312,135)	(563,611)	(75%)
Capital	(9,436,150)	(11,658,378)	(11,652,614)	(10,857,455)	(6,879,784)	3,977,671	37%
Proceeds from sale of property, infrastructure, plant & equi	664,880	934,880	1,052,880	876,154	761,748	(114,406)	(13%)
External Loan Funds	66,672	66,672	66,672	0	50,872	50,872	0%
Reserve Transfers	888,500	700,553	700,553	27,500	(2,500)	(30,000)	(109%)
Extraordinary Events	0	1,297,701	1,297,701	(1,046,484)	(1,065,302)	(18,818)	(2%)
<b>Surplus/(Deficit)</b>	<b>(234,477)</b>	<b>(4,943,026)</b>	<b>(4,806,971)</b>	<b>(4,490,328)</b>	<b>1,534,566</b>	<b>6,024,893</b>	<b>(134%)</b>
Surplus/(Deficit) B/forward	7,866,120	15,865,000	15,865,000				
<b>Surplus/(Deficit) at end of year</b>	<b>7,631,643</b>	<b>10,921,974</b>	<b>11,058,029</b>				

Note: Figures in brackets indicate cost to Council

Unfavourable variances shown in brackets



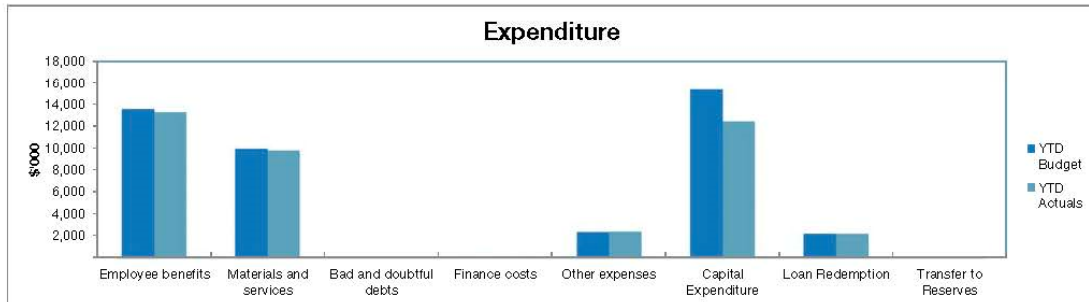
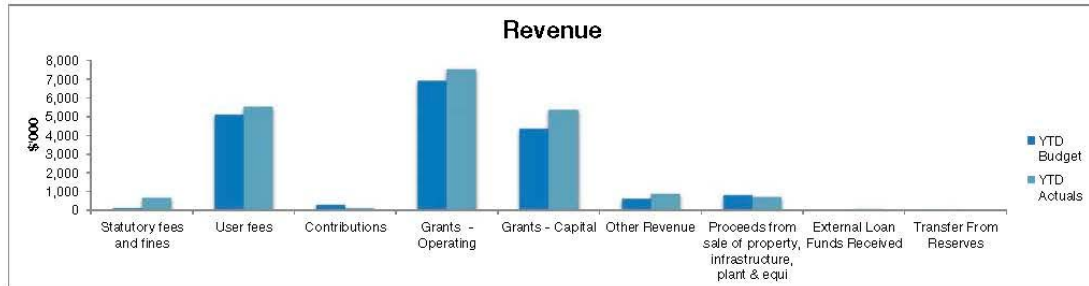
Key Performance Indicators	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals	Trend
<b>Underlying Result (VAGO)</b> (Total operating result/Total revenue)	11.5%	6.6%	6.9%	39.2%	↑
<b>Working capital ratio</b> (current assets/Current liabilities)	195.0%	222.0%	221.4%	506.4%	↔
<b>Self-financing</b> (cash generated from operating activities/Revenue)	29.0%	27.9%	27.9%	1.9%	↓
<b>Indebtedness</b> (non-current liabilities/Own source revenue)	0.0%	0.0%	0.0%	0.0%	↔
<b>Debt commitment ratio</b> (interest and loan repayments as a % of rate revenue)	11.7%	11.2%	11.2%	11.2%	↓

2. Cash Budget

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	%
<b>REVENUE</b>							
Rates and charges	20,578,468	20,736,738	20,736,738	20,736,738	20,747,173	10,435	0%
Statutory fees and fines	237,677	270,905	270,905	107,813	723,770	615,957	571%
User fees	5,912,924	5,964,349	5,964,349	5,148,171	5,598,320	450,149	9%
Contributions	260,101	552,899	552,899	332,858	114,419	(218,439)	(68%)
Grants - Operating	10,284,695	11,231,160	11,306,375	6,963,251	7,588,855	635,604	9%
Grants - Capital	5,824,000	6,122,000	6,122,000	4,410,333	5,423,152	1,012,819	23%
Other Revenue	642,522	831,242	831,242	671,012	935,241	264,229	39%
Proceeds from sale of property, infrastructure, plant & equi	664,880	934,880	1,052,880	876,154	761,748	(114,406)	(13%)
External Loan Funds Received	66,672	66,672	66,672	0	50,872	(50,872)	0%
Transfer From Reserves	1,030,000	1,042,000	1,042,000	30,000	0	(30,000)	(100%)
<b>Total Revenue</b>	<b>45,501,940</b>	<b>47,752,846</b>	<b>47,946,061</b>	<b>39,266,331</b>	<b>41,943,550</b>	<b>2,677,219</b>	<b>88%</b>
<b>EXPENDITURE</b>							
Employee benefits	14,996,078	14,797,685	14,747,685	13,616,326	13,332,640	(283,686)	(2%)
Materials and services	10,527,554	14,606,880	14,706,603	9,981,180	9,817,530	(163,650)	(2%)
Bad and doubtful debts	2,000	2,000	2,000	2,000	458	(1,542)	(77%)
Finance costs	176,889	103,827	103,827	103,827	103,827	0	(0%)
Other expenses	2,636,584	2,804,032	2,817,032	2,392,914	2,450,489	(57,575)	(2%)
Capital Expenditure	15,032,700	17,816,091	17,810,327	15,433,801	12,477,430	(2,956,371)	(19%)
Loan Redemption	2,224,111	2,224,111	2,224,111	2,224,111	2,224,111	(0)	0%
Transfer to Reserves	141,500	341,447	341,447	2,500	2,500	0	0%
<b>Total Expenditure</b>	<b>(45,736,416)</b>	<b>(62,695,872)</b>	<b>(62,753,031)</b>	<b>(43,756,659)</b>	<b>(40,408,964)</b>	<b>3,347,675</b>	<b>(77%)</b>
<b>Surplus/(Deficit)</b>	<b>(234,477)</b>	<b>(4,943,026)</b>	<b>(4,806,971)</b>	<b>(4,490,328)</b>	<b>1,534,566</b>	<b>6,024,893</b>	<b>(134%)</b>

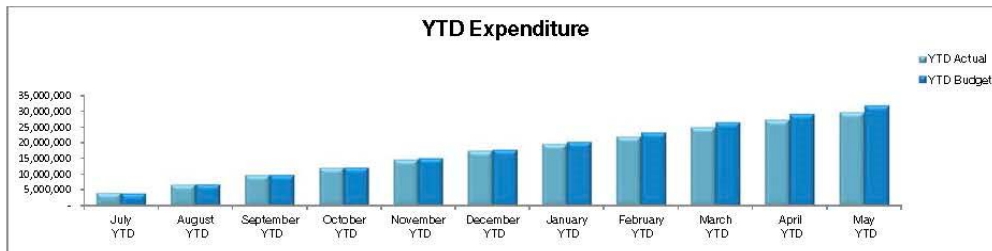
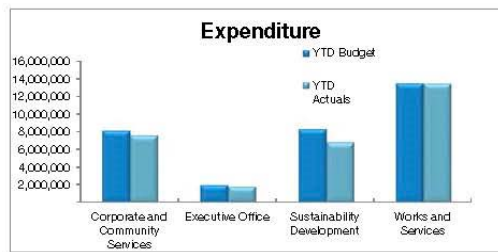
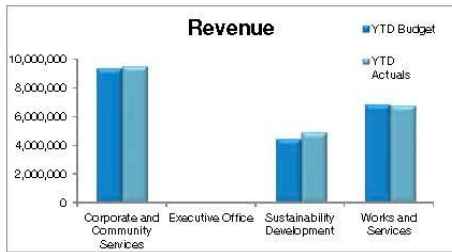
Note: Figures in brackets indicate cost to Council

Unfavourable variances shown in brackets



3. Recurrent Operations

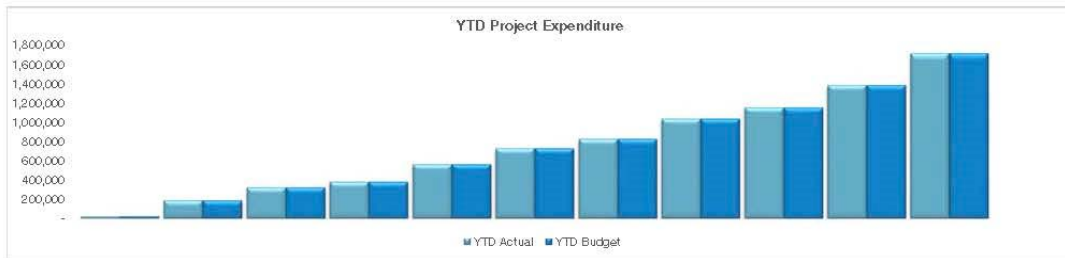
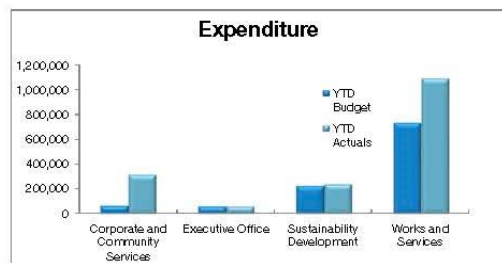
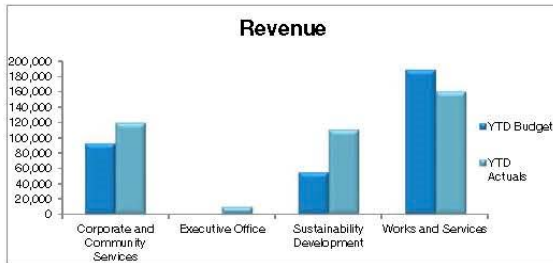
	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
<b>Recurrent Operations</b>							
<b>Revenue</b>							
Corporate and Community Services	12,966,723	9,650,402	9,690,617	9,374,401	9,519,028	144,627	(2%) ●
Executive Office	58,450	61,678	61,678	55,313	52,898	(2,416)	4% ●
Sustainability Development	5,260,779	5,198,332	5,198,332	4,471,753	4,900,156	428,403	(10%) ●
Works and Services	7,453,194	7,419,306	7,419,306	6,853,460	6,768,037	(85,422)	1% ●
<b>Revenue Total</b>	<b>25,739,147</b>	<b>22,329,718</b>	<b>22,369,933</b>	<b>20,754,927</b>	<b>21,240,119</b>	<b>485,192</b>	<b>(2%) ●</b>
<b>Expenses</b>							
Corporate and Community Services	9,070,615	9,094,575	9,130,548	8,125,317	7,588,735	536,582	7% ●
Executive Office	2,191,355	2,152,408	2,142,408	1,959,052	1,792,135	166,917	9% ●
Sustainability Development	9,009,228	9,207,687	9,157,687	8,297,004	6,802,023	1,494,981	18% ●
Works and Services	14,981,414	15,153,142	15,153,142	13,523,872	13,494,794	29,078	0% ●
<b>Expense Total</b>	<b>35,252,612</b>	<b>35,607,812</b>	<b>35,583,786</b>	<b>31,905,245</b>	<b>29,677,696</b>	<b>2,227,559</b>	<b>(2%) ●</b>
<b>Recurrent Operations Total</b>	<b>9,513,466</b>	<b>13,278,094</b>	<b>13,213,853</b>	<b>11,150,318</b>	<b>8,437,568</b>	<b>2,712,751</b>	<b>24% ●</b>



**Comments:**  
**Recurrent Operating Revenue** is \$485,192 over budget.  
 Corporate and Community Services is \$144,627 over budget by due to timing of revenue received in comparison to budget  
 Sustainability Development is \$428,403 over budgeted income due to additional landfill and building/planning fees in comparison to budget  
 Works and Services is \$85,422 under budget due to timing of materials and plant recovery which is offset by associated expenses  
**Recurrent Operating expenditure** is \$2,227,524 under budget.  
 Corporate and Community Services is \$448,924 under budget due to the following :  
 - \$209k of long service leave budgeted that has not been taken.  
 - \$213k contracts and quotes budgeted but not yet incurred.  
 Sustainability Development is under budgeted expenditure due to the following :  
 - \$495k behind budgeted expenditure on landfill Cell 11 & 12 capping.  
 - \$445k behind budgeted expenditure on Naroghid Cell Construction.  
 - \$335k behind budgeted expenditure on Naroghid landfill due to timing of government levy payments  
 - \$54k reduction in saleyards expenditure associated with a reduction in income.

4. Projects

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
<b>Projects</b>							
<b>Revenue</b>							
Corporate and Community Services	0	113,185	123,185	92,185	119,279	27,094	(29%) ●
Executive Office	0	0	0	0	9,000	9,000	0% ●
Sustainability Development	70,190	323,182	323,182	54,290	110,388	56,098	(103%) ●
Works and Services	427,500	613,500	638,500	189,000	160,428	(28,572)	15% ●
<b>Revenue Total</b>	<b>497,690</b>	<b>1,049,867</b>	<b>1,084,867</b>	<b>335,475</b>	<b>399,065</b>	<b>63,620</b>	<b>(19%) ●</b>
<b>Expenses</b>							
Corporate and Community Services	70,381	401,456	401,456	65,381	316,929	(251,548)	(385%) ●
Executive Office	57,500	101,753	101,753	58,340	59,124	(784)	(1%) ●
Sustainability Development	480,190	466,630	528,580	225,955	239,451	(13,497)	(6%) ●
Works and Services	973,000	1,495,189	1,520,189	734,324	1,095,727	(361,403)	(49%) ●
<b>Expenses Total</b>	<b>(1,581,071)</b>	<b>(2,465,028)</b>	<b>(2,551,978)</b>	<b>(1,083,999)</b>	<b>(1,711,230)</b>	<b>(627,231)</b>	<b>(58%) ●</b>
<b>Projects Total</b>	<b>(1,083,381)</b>	<b>(1,415,161)</b>	<b>(1,467,111)</b>	<b>(748,524)</b>	<b>(1,312,135)</b>	<b>(563,611)</b>	<b>(75%) ●</b>



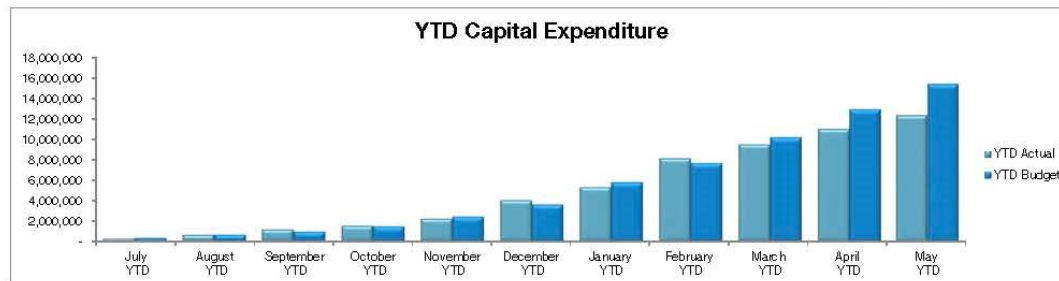
Comments:

**Project Revenue** is \$63,620 over budget.  
 Sustainability Development \$240,094 under budgeted due to grant not yet received for Flood Damage  
**Project expenditure** is \$627,231 over budget.  
 Corporate and Community Services is over budget by \$251,548 due to timing differences with expenditure incurred earlier than budgeted  
 Works and Services is over budget by \$361,403 due to works behind completed ahead of budget.



5. Capital

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
<b>Capital</b>							
<b>Revenue</b>							
Corporate and Community Services	0	9,405	9,405	9,405	9,405	0	0%
Executive Office	0	26,000	26,000	17,333	0	(17,333)	100%
Sustainability Development	40,000	40,000	40,000	0	9,091	9,091	0%
Works and Services	5,588,550	6,112,308	6,112,308	4,579,607	5,579,151	999,543	(22%)
<b>Revenue Total</b>	<b>5,628,550</b>	<b>6,187,713</b>	<b>6,187,713</b>	<b>4,606,346</b>	<b>5,597,646</b>	<b>991,301</b>	<b>(22%)</b>
<b>Expenses</b>							
Corporate and Community Services	418,000	493,707	493,707	398,311	239,838	158,473	40%
Executive Office	10,000	85,250	75,250	50,167	0	50,167	100%
Sustainability Development	175,000	337,190	337,190	215,523	139,863	75,660	35%
Works and Services	14,429,700	16,919,944	16,904,180	14,769,800	11,979,700	2,790,100	19%
<b>Expenses Total</b>	<b>(15,032,700)</b>	<b>(17,816,091)</b>	<b>(17,810,327)</b>	<b>(15,433,801)</b>	<b>(12,359,401)</b>	<b>3,074,400</b>	<b>20%</b>
<b>Capital Total</b>	<b>(9,406,150)</b>	<b>(11,628,378)</b>	<b>(11,622,614)</b>	<b>(10,827,455)</b>	<b>(6,761,754)</b>	<b>4,066,701</b>	<b>38%</b>



Comments:

Capital Revenue is \$991,301 over budget.

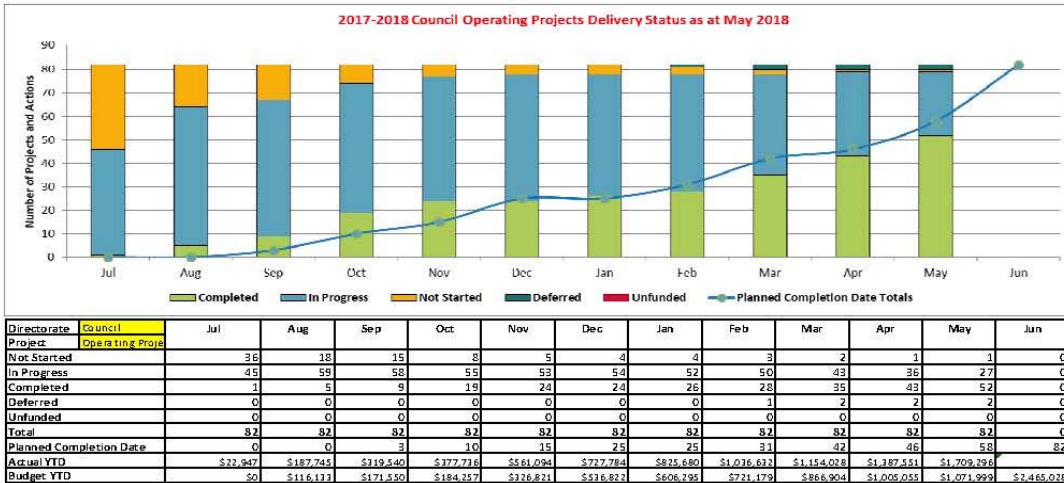
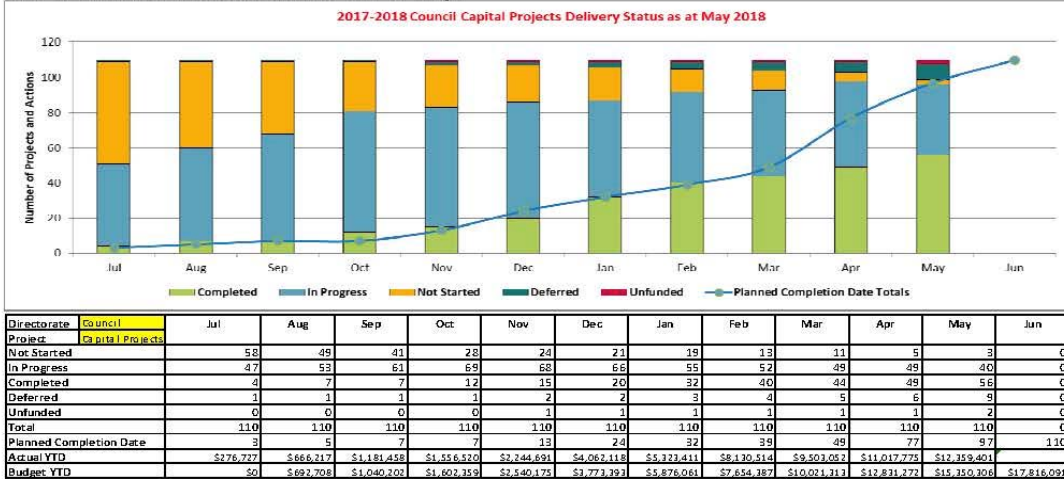
Works and Services is \$999,543 over budget due to roads to recovery grants income being received ahead of schedule

Capital expenditure is \$3,074,400 under budget.

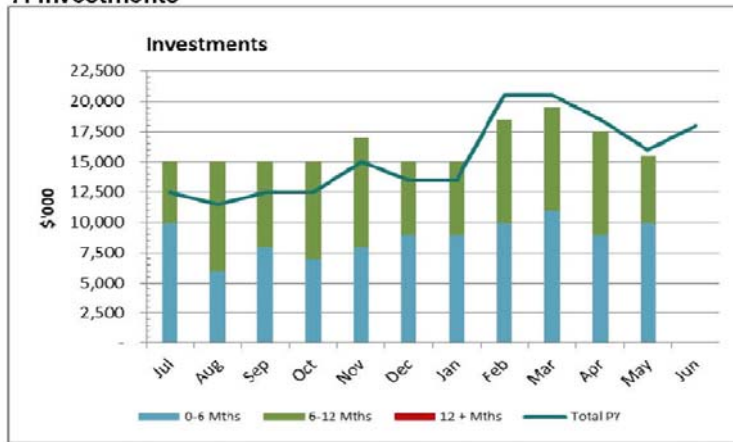
Works and Services \$2,790,100 under budget due to works not yet completed and invoices not yet received

**6. Project Delivery**

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 May.



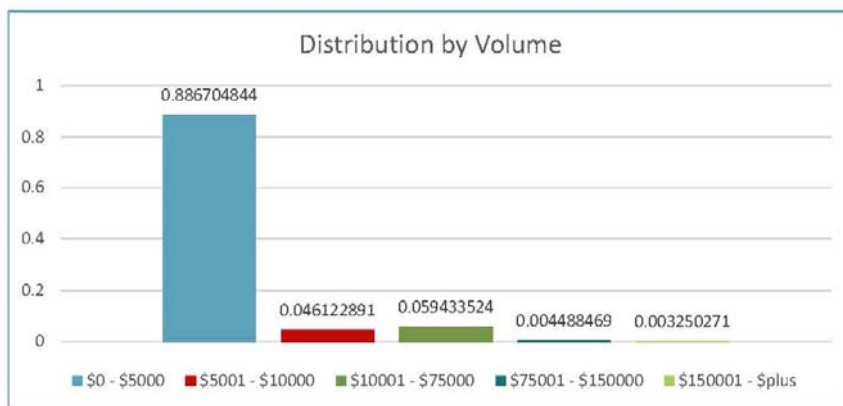
**7. Investments**



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 as additional cash was required to be available to cover South West fire related expenditure.

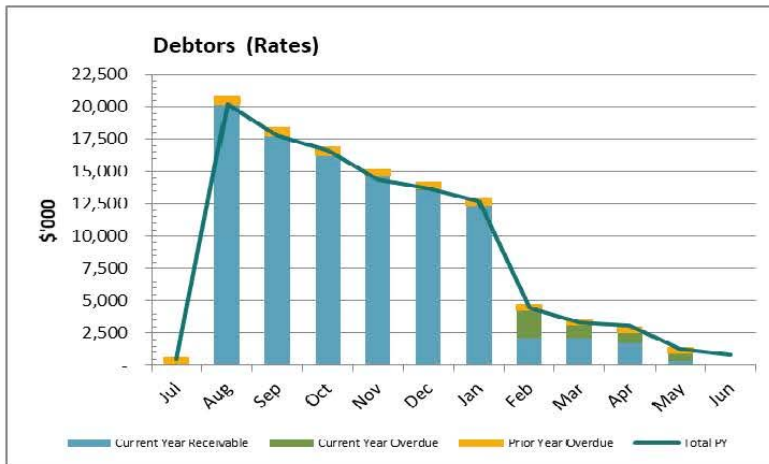
**8. Purchasing and Procurement**

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 88.7% of transactions for the period were for a value of \$5,000 or less with a cumulative value representing 12.9% of total procurement.



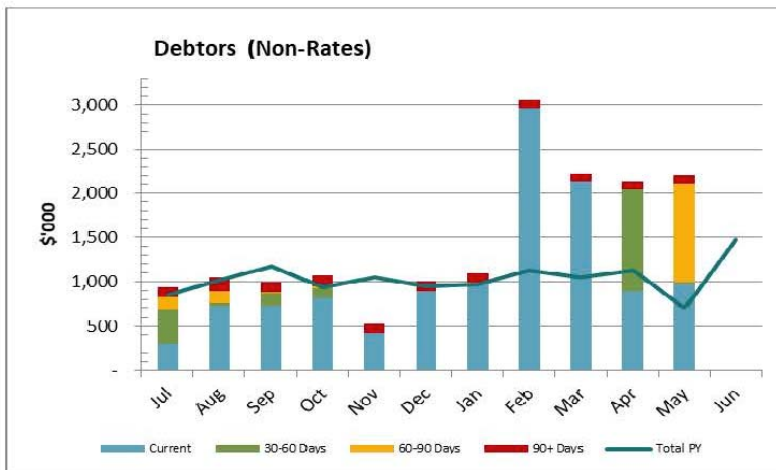
**9. Outstanding Debtors**  
**Rate Debtors**

The below graph shows the total outstanding debt from the 2016-2017 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.



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 have increased due to large outstanding invoices in relation to capital projects (\$1.1m Castle Carey Bridge)

10. Balance Sheet for the period ended 31 May 2018

	Prior Year Balance	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals
<b>CURRENT ASSETS</b>					
Cash and cash equivalents	21,968,371	12,807,104	15,679,550	15,815,605	21,362,988
Financial Assets	66,568	96,949	67,645	67,645	(12,180)
Rate Receivables	825,087	1,386,056	2,665,000	2,265,000	1,402,622
Other Trade Receivables	1,839,194	462,019	0	400,000	2,275,633
Inventories	82,588	67,000	80,000	80,000	91,413
Other assets	483,296	1,274,000	484,000	484,000	284,233
<b>Total Current Assets</b>	<b>25,265,103</b>	<b>16,093,128</b>	<b>18,976,195</b>	<b>19,112,250</b>	<b>25,404,710</b>
<b>NON CURRENT ASSETS</b>					
Investments in associates	260,096	237,000	260,096	260,096	260,096
Financial Assets	113,304	113,000	45,555	45,555	113,304
Trade and other receivables	45,200	68,000	45,000	45,000	42,001
WIP - Capital	1,390,953	15,032,700	17,816,091	17,810,327	12,721,807
Fixed assets	432,955,386	404,952,885	424,214,338	424,214,338	434,101,972
<b>Total Non Current Assets</b>	<b>434,764,938</b>	<b>420,403,585</b>	<b>442,381,080</b>	<b>442,375,316</b>	<b>447,239,180</b>
<b>Total Assets</b>	<b>460,030,041</b>	<b>436,496,713</b>	<b>461,357,275</b>	<b>461,487,566</b>	<b>472,643,890</b>
<b>CURRENT LIABILITIES</b>					
Trade and other payables	2,287,024	2,241,675	2,300,000	2,300,000	226,237
Trust funds and deposits	203,434	322,000	203,000	203,000	947,283
Interest bearing liabilities	2,224,111	0	0	0	0
Provisions - current	3,844,891	3,500,000	3,850,000	3,850,000	3,828,710
<b>Total Current Liabilities</b>	<b>8,559,461</b>	<b>6,063,675</b>	<b>6,353,000</b>	<b>6,353,000</b>	<b>5,002,230</b>
<b>NON CURRENT LIABILITIES</b>					
Provisions - non-current	5,693,155	5,593,457	5,693,780	5,693,780	5,676,489
<b>Total Non Current Liabilities</b>	<b>5,693,155</b>	<b>5,593,457</b>	<b>5,693,780</b>	<b>5,693,780</b>	<b>5,676,489</b>
<b>Total Liabilities</b>	<b>14,252,616</b>	<b>11,657,132</b>	<b>12,046,780</b>	<b>12,046,780</b>	<b>10,678,720</b>
<b>Net Assets</b>	<b>445,777,425</b>	<b>424,839,581</b>	<b>449,310,495</b>	<b>449,440,786</b>	<b>461,965,170</b>
<b>EQUITY</b>					
Operating Surplus/Deficit	5,309,832	5,270,282	3,533,070	3,663,361	16,187,735
Accumulated surplus	170,538,715	214,553,440	176,549,100	176,549,100	175,848,557
Asset revaluation reserve	267,201,045	203,162,000	267,201,045	267,201,045	267,201,045
Reserves	2,727,833	1,853,859	2,027,279	2,027,279	2,727,833
<b>Total Equity</b>	<b>445,777,425</b>	<b>424,839,581</b>	<b>449,310,495</b>	<b>449,440,786</b>	<b>461,965,170</b>

	Prudential Guideline	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals
Working capital ratio / Liquidity ratio (current assets to current liabilities)	150%	265.40%	298.70%	300.84%	507.87%
Debt servicing ratio (interest paid as % of total revenue)	5%	0.40%	0.23%	0.23%	0.25%
Debt commitment ratio (interest and loan repayments as a % of rate revenue)	15%	11.66%	11.23%	11.23%	0.50%

11. Income Statement for the period ended 31 May 2018

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance favourable/ (unfavourable)
<b>REVENUE</b>						
Rates and charges	20,576,468	20,736,738	20,736,738	20,736,738	20,747,173	10,435
Statutory fees and fines	237,677	270,905	270,905	107,813	723,770	615,957
User fees	5,912,924	5,964,349	5,964,349	5,148,171	5,598,320	450,149
Contributions	260,101	552,899	552,899	332,858	114,419	(218,439)
Grants - Operating	10,284,695	11,231,160	11,306,375	6,953,251	7,588,855	635,604
Grants - Capital	5,824,000	6,122,000	6,122,000	4,410,333	5,423,152	1,012,819
Other Revenue	642,522	831,242	831,242	671,012	835,241	264,229
<b>Total Revenue</b>	<b>43,740,388</b>	<b>45,709,294</b>	<b>45,784,509</b>	<b>38,360,177</b>	<b>41,130,930</b>	<b>(2,770,753)</b>
<b>EXPENDITURE</b>						
Employee benefits	14,996,078	14,797,685	14,747,685	13,616,326	13,332,640	283,686
Materials and services	10,527,554	14,606,680	14,706,603	9,981,180	9,817,530	163,650
Bad and doubtful debts	2,000	2,000	2,000	2,000	458	1,543
Depreciation	10,132,000	10,132,000	10,132,000	0	0	0
Finance costs	175,889	103,827	103,827	103,827	103,827	0
Other expenses	2,636,584	2,804,032	2,817,032	2,392,914	2,450,489	(57,575)
<b>Total Expenditure</b>	<b>(38,470,105)</b>	<b>(42,446,223)</b>	<b>(42,509,147)</b>	<b>(26,096,247)</b>	<b>(25,704,943)</b>	<b>391,304</b>
<b>Surplus/(Deficit) from Operations</b>	<b>5,270,282</b>	<b>3,263,070</b>	<b>3,275,361</b>	<b>12,263,930</b>	<b>15,425,987</b>	<b>(3,162,057)</b>
Proceeds from sale of property, infrastructure, plant & equip	664,880	934,880	1,052,880	876,154	761,748	114,406
Written down value property, infrastructure, plant and equip	664,880	664,880	664,880	0	0	0
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	0	270,000	388,000	876,154	761,748	114,406
<b>Surplus/(Deficit) for Period</b>	<b>5,270,282</b>	<b>3,533,070</b>	<b>3,663,361</b>	<b>13,140,084</b>	<b>16,187,735</b>	<b>(3,047,651)</b>

12. Cashflow Statement for the period ended 31 May 2018

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals
<b>Cash flows from operating activities</b>				
Rates and charges	20,545,000	20,736,019	20,736,019	20,169,637
Statutory fees and fines	238,000	270,905	270,905	723,770
User fees	5,315,000	5,369,725	5,369,725	5,161,424
Contributions	260,000	552,899	552,899	114,419
Grants - Operating	10,285,000	11,231,160	11,281,375	7,588,855
Grants - Capital	5,824,000	6,122,000	6,122,000	5,423,152
Reimbursements	750,000	847,003	847,003	0
Other Revenue	477,000	576,863	576,863	935,241
Payments to employees	(14,982,000)	(14,793,090)	(14,743,090)	(13,365,488)
Payments to suppliers	(13,123,000)	(17,395,148)	(17,245,762)	(14,138,558)
<b>Net cash provided by operating activities</b>	<b>15,589,000</b>	<b>13,518,336</b>	<b>13,767,937</b>	<b>12,612,452</b>
<b>Cash flows from investing activities</b>				
Payments for property, infrastructure, plant and equipment	(15,033,000)	(18,480,971)	(18,594,517)	(12,477,441)
Repayment of loans and advances from/(to) Organisations	67,000	934,880	934,880	81,946
Proceeds from sale of property, infrastructure, plant and equipment	665,000	66,872	66,872	761,748
<b>Net cash flow from investing activities</b>	<b>(14,301,000)</b>	<b>(17,479,219)</b>	<b>(17,592,765)</b>	<b>(11,633,747)</b>
<b>Cash flows from financing activities</b>				
Finance costs	(176,000)	(103,827)	(103,827)	(103,827)
Trust funds and deposits	0	0	0	743,849
Repayment of interest bearing loans and borrowings	(2,224,000)	(2,224,111)	(2,224,111)	(2,224,111)
<b>Net cash from financing activities</b>	<b>(2,400,000)</b>	<b>(2,327,938)</b>	<b>(2,327,938)</b>	<b>(1,584,088)</b>
Net increase (decrease) in cash and cash equivalents	(1,112,000)	(6,288,821)	(6,152,766)	(605,382)
Cash and cash equivalents at beginning of the year	13,919,104	21,968,371	21,968,371	21,968,371
<b>Cash and cash equivalents at end of the year</b>	<b>12,807,104</b>	<b>15,679,550</b>	<b>15,815,605</b>	<b>21,362,988</b>



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## 8.13 Local Government Performance Indicators Report for nine-month period ending 31 March 2018

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

**File No:** D18/260

**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 provide Council with a report on the Local Government Performance Reporting Framework (LGPRF) Indicator results for the nine-month period ending 31 March 2018, as required under the *Local Government (Planning and Reporting) Regulations 2014*.

### Introduction

The LGPRF is a mandatory system of reporting to ensure all councils are measuring and reporting their performance through a consistent set of indicators.

The aim of the LGPRF is to strengthen accountability and transparency across local government.

Councils are also required to report performance indicator information in their annual reports which is also published on the 'MyCouncil' website.

### Issues

The *Local Government (Planning and Reporting) Regulations 2014* sets out the financial planning and reporting framework for local government, including the legislated performance indicators.

The nine-month period results, and where applicable, comparative results for the same period last year and previous financial years are reported in the attachment (under separate cover). Council's performance for the nine-month period ending 31 March 2018 is not dissimilar to the same period last year. Some indicators have performed strongly, whereas some require monitoring over the remainder of the financial year. Care should also be taken when interpreting the data provided in this report, as it only pertains to nine months of the financial year. Non-financial elements reported are not always uniform throughout the year and the timing of revenue or expenditure recognition often varies from year-to-year.

There are currently 84 indicators in the framework of which 83 are mandated. The indicators need to be reported in the 2017-2018 Annual Report and will help councils to monitor their own performance over time and benchmark performance on an annual basis with other councils. Some of the indicators will be audited by the Victorian Auditor General's Office. Over time the data will become more useful, as Council will ultimately report up to four years of historical data and four years of forecast data to enable both the Council and community to observe trends.

The mandated indicators and measures are grouped into three areas:

- Service performance. 42 indicators (41 mandatory) across nine services.
- Financial performance. 12 finance indicators (all mandatory).
- Sustainability. Six indicators relating to sustainable capacity, 24 indicators relating to governance and management (all mandatory).

### **Policy and Legislative Context**

Consideration of this report is in accordance with the *Local Government Act 1989*, *Local Government (Planning and Reporting) Regulations 2014* and the following 2017-2021 Council Plan commitments:

We are committed to ensuring the ethical behaviour of Councillors and staff, maintaining good governance and remaining financially sustainable.

Model contemporary standards of corporate governance and professional standards.

Council will demonstrate high levels of ethical behaviour and governance standards.

### **Internal / External Consultation**

The reporting of results of the nine-month performance for 2017-2018 has been coordinated by Council's Executive Services and Governance Coordinator, with data collation completed by nominated department managers. The Senior Officer Group has reviewed the results.

### **Financial and Resource Implications**

There are no financial and resource implications as a consequence of this report. However, it is estimated the recurrent compliance cost, incurred through lost productivity, associated with the Local Government Performance Reporting Framework is \$10,000 per annum. Additionally, the promised reduction in the reporting burden by Local Government to State Government has disappointingly been inadequate and has not resulted in any cost or time savings.

### **Conclusion**

Effective performance reporting by councils is essential for ensuring accountability to residents and ratepayers. The primary objective of the LGPRF is to provide comprehensive performance information for this purpose. The data generated by the LGPRF can also provide an incentive to improve the performance once trend data becomes available. Council's performance for the nine-month period ending 31 March 2018 is comparable to the same period last year.

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## RECOMMENDATION

**That Council notes the nine-month results for the period ending 31 March 2018 for the legislated performance indicators under the *Local Government (Planning and Reporting) Regulations 2014*.**

### **Attachments**

1. LGPRF Indicators - Report for nine-month period ending 31 March 2018 - Under Separate Cover.

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## 8.14 Records of Assembly of Councillors

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

**File No:** D18/212

**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 22 May 2018.

### 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 be 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 classed as 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.

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### **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 2017-2021 objective that “Council will demonstrate high levels of ethical behaviour and governance standards”.

### **Conclusion**

The records documenting the below Assembly of Councillors are attached:

- Councillor Briefing 22 May 2018
- Committee of Council to hear Budget Submissions 5 June 2018
- Councillor Briefing 12 June 2018.

### **RECOMMENDATION**

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

### **Attachments**

1. Record of an Assembly of Councillors 22 May 2018\_
2. Record of an Assembly of Councillors 5 June 2018\_
3. Record of an Assembly of Councillors 12 June 2018\_

# Council

## Record of an Assembly of Councillors

### Councillor Briefing

**Date:** 22 May 2018

**Time:** 2.00 pm

**Place:** Camperdown Heritage Centre and Killara Centre

### Present:

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

*Cr McArthur was an apology.*

### Officers:

Ian Gibb       Brooke Love       Andrew Mason       David Rae

*Ian Gibb and David Rae did not attend the Heritage Centre.*

Lyle Tune

Jane Hinds (Optional Visit and Item 1)

Matthew Dawson, Jon Sedgley (Item 3)

### Guests:

Nick McClelland (Item 2)

### Issues Discussed:

Item	Discussion Topic
	<b>Optional Visit to Camperdown Heritage Centre to View Renovations</b>
<b>1</b>	<b>Camperdown Court House Review</b>
<b>2</b>	<b>Lakes and Craters Horse Trials</b>
<b>3</b>	<b>National Disability Insurance Scheme</b>
<b>4</b>	<b>Hot Topics</b> <i>Agenda Items, Fire Debrief, Dam Safety, Saleyards Transition, Burns Festival Debrief, Rural Councils Victoria, Staffing, Canberra Advocacy Trip with Great South Coast.</i>
<b>5</b>	<b>Councillor Items</b> <i>Darlington Hotel, Skipton Township Issues, VicRoads Referral of Issues Various Roads, Transmission Towers, Roadside Trees, Timboon Pool Tree Damage, MAV State Council, Young Victorian of the Year, Lake Bullen Merri Drainage, Wannon Water Road Repairs, Road Naming Process, Williams Road Tree Removal.</i>

**Conflict(s) of Interest declared:** Cr Gstrein declared an indirect conflict of interest by close association for Item 3.  
 Cr Beard declared a direct conflict of interest for Item 3.

**Councillor(s) left the meeting at:** Councillor Gstrein and Councillor Beard left the meeting at 4.25 pm and returned 5.05 pm.

**Councillor Conflict of Interest Form(s) Completed:** Yes

**Meeting close:** 5.50 pm

**Note taker:** Andrew Mason



# Council

## Record of an Assembly of Councillors



**Committee of Council to Hear Budget Submissions**

**Date:** 5 June 2018

**Time:** 10.00 am

**Place:** Old Council Chambers

**Present:**

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

*Cr McArthur was an apology.*

**Officers:**

Ian Gibb       Brooke Love       Andrew Mason       David Rae  
Adam Taylor

**Guests:**

Dr Penelope Lane  
Janet O'Hehir  
Emma Bell

**Issues Discussed:**

Item	Discussion Topic
1	Budget Submissions

**Conflict(s) of Interest declared:** Nil

**Councillor(s) left the meeting at:** NA

**Councillor Conflict of Interest Form(s) Completed:** NA

**Meeting close:** 10.30 am

**Note taker:** Andrew Mason

# Council

## Record of an Assembly of Councillors



**Councillor Briefing**

**Date:** 12 June 2018  
**Place:** Killara Centre

**Time:** 10.45 am

**Present:**

Cr Beard                       Cr Brown                       Cr Durant                       Cr Gstrein  
 Cr Illingworth                       Cr McArthur                       Cr Trotter  
*Cr McArthur was an apology.*

**Officers:**

Ian Gibb                       Brooke Love                       Andrew Mason                       David Rae  
Greg Hayes (Item 2)  
Penny MacDonald (Item 3)  
Garry Moorfield (Item 5)

**Guests:**

Nick Savvas, Ron Parker (Parks Victoria) (Item 2)  
Peter Daffy, Merrian Dennis, Rachel Donovan, Robyn Lucas, Becky McCann, Chris Maguire, Emily Mercer (Item 5)

**Issues Discussed:**

Item	Discussion Topic
1	<b>Community Satisfaction Survey</b>
2	<b>Shipwreck Coast Master Plan Implementation with Parks Victoria</b>
3	<b>Governance Policies: Review of Public Participation at Council Meetings and Proposed Councillor Candidates at State or Federal Elections Policy</b>
4	<b>Quick Response Grants Policy (Review)</b>
5	<b>Transition Working Group Camperdown Court House</b>
6	<b>Hot Topics</b> <i>Local Government Bill 2018, GSC Group Delegations, Christmas Closure, Fire Recovery Update, Agenda Items, Grants Commission Funding, Foreshadowed Capital and Operating Project Delay, Stockyard Hill Transmission Towers, VCAT decision.</i>
7	<b>Councillor Items</b> <i>Gibson Steps Lookout, Native Vegetation and Trees Near Timboon, Improvement Suggestions From Contractors, Timboon Fire Debrief, Scotts Creek Car Wrecking, Barkly Street Revised Plans, Cobden SES Defibrillators Registration Through Ambulance Victoria.</i>

**Conflict(s) of Interest declared:** Nil.

**Councillor(s) left the meeting at:** NA

**Councillor Conflict of Interest Form(s) Completed:** NA

**Meeting close:** 3.45 pm  
**Note taker:** Andrew Mason



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**9. OTHER BUSINESS**

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## 10. 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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## 11. 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 personnel matters.

#### 11.1 Proposed Variations to 2018017 Contract for the Remedial Works - Camperdown Clocktower