

# **Corangamite Shire**

## **AGENDA**

# **Ordinary Council Meeting**

*7.00 pm • Tuesday 28 August 2018*

*Killara Centre  
210-212 Manifold Street, Camperdown*

---

# Order of Business

---

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 24 July 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.

---

# Table of Contents

---

Item No.		Page No.
<b>1.</b>	<b>PRAYER .....</b>	<b>1</b>
<b>2.</b>	<b>APOLOGIES .....</b>	<b>1</b>
<b>3.</b>	<b>DECLARATIONS OF CONFLICT OF INTEREST .....</b>	<b>1</b>
<b>4.</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>1</b>
<b>5.</b>	<b>DEPUTATIONS &amp; PRESENTATIONS.....</b>	<b>3</b>
<b>6.</b>	<b>COMMITTEE REPORTS.....</b>	<b>4</b>
6.1	PORT CAMPBELL PUBLIC PURPOSE RESERVE COMMITTEE 2018-2019 .....	4
6.2	TIMBOON SPORTING CENTRE COMMITTEE OF MANAGEMENT 2018-2019 .....	6
<b>7.</b>	<b>PLANNING REPORTS .....</b>	<b>9</b>
<b>8.</b>	<b>OFFICERS' REPORTS.....</b>	<b>10</b>
8.1	ROADSIDE VEGETATION .....	10
8.2	TELECOMMUNICATIONS CONTRACT 2018 .....	26
8.3	FINANCE REPORT - JUNE 2018 .....	30
8.4	CORPORATE RISK REGISTER.....	51
8.5	LOCAL GOVERNMENT PERFORMANCE INDICATORS REPORT FOR TWELVE-MONTH PERIOD ENDING 30 JUNE 2018 - PROVISIONAL RESULTS .....	56
8.6	QUICK RESPONSE GRANTS ALLOCATION AUGUST 2018 .....	59
8.7	RECORDS OF ASSEMBLY OF COUNCILLORS.....	62
<b>9.</b>	<b>OTHER BUSINESS .....</b>	<b>66</b>
<b>10.</b>	<b>OPEN FORUM .....</b>	<b>67</b>
<b>11.</b>	<b>CONFIDENTIAL ITEMS .....</b>	<b>68</b>
11.1	VARIATION TO WASTE COLLECTION SERVICES CONTRACT 2015001.....	68
11.2	CEO PERFORMANCE REVIEW 2018 .....	68

---

## 5. DEPUTATIONS & PRESENTATIONS

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

## 6. COMMITTEE REPORTS

### 6.1 Port Campbell Public Purpose Reserve Committee 2018-2019

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

**File No:** D18/348

**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 seeks Council endorsement of the nominated membership for the Port Campbell Public Purposes Reserve Committee of Management for 2018-2019.

#### Introduction

The Port Campbell Public Purpose Reserve is located on Crown Land with Corangamite Shire Council appointed as the delegated committee of management. The area is managed on behalf of Council by a special committee of management in accordance with Section 86 of the *Local Government Act 1989*.

The committee is appointed to generally oversee the Reserve on behalf of Council in the best interests of the residents of the Corangamite Shire as per the Instrument of Delegation.

#### Issues

The Port Campbell Public Purpose Reserve is located on the corner of Lord Street and Morris Street, Port Campbell. The area comprises tennis courts, skate park, barbecue shelters, park furniture, playground and most recently the Port Campbell community arts space.

The Annual General Meeting of the committee was held on Tuesday 31 July 2018. The committee sought nominations for the committee for the 2018-2019 period.

The following people were nominated for appointment:

<b>Committee</b>			
Maria Gordon	Jodi Clarke	Tracey Heeps	Annie Schofield
Amanda Nash	Jo Leatham	Julie Brazier	Olivia Tatungi
<b>Office Bearers</b>			
Chairperson	Maria Gordon	Secretary	Tracey Heeps
Treasurer	Annie Schofield		

The committee remains relatively unchanged for 2018-2019, with the committee welcoming nominations from Olivia Tatungi as a new member.

### Policy and Legislative Context

The Port Campbell Public Purpose Reserve Committee of Management is a special committee of Council in accordance with Section 86 of the *Local Government Act 1989*. Election of committee members is conducted in accordance with the Instrument of Delegation.

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

Deliver high quality, optimally used, sustainable community facilities.

We are committed to improving the liveability of Corangamite Shire through the management of our facilities, town planning and environmental sustainability.

### Internal / External Consultation

A notice of the Annual General Meeting was advertised in the Port Campbell Beacon, and the Cobden Timboon Coast Times prior to the meeting.

### Financial and Resource Implications

The Reserve operates in accordance with the budget set by Council in each financial year. The budget allocation includes any capital works prescribed in Council's capital works plan and maintenance requirements required throughout the year as a part of the open space furniture and equipment allocation. As part of the 2018-2019 budget, two capital works projects have been identified for the Reserve, this includes upgrading the playground and the public toilet. There are no admission fees or user charges for this venue.

### Options

Council can either appoint the nominated members for the forthcoming year or reject the recommendation and request an alternate committee membership.

### Conclusion

The recommended membership and appointment of the committee should see a continuation of the effective management and maintenance of the Reserve for the benefit of the community and Council.

## RECOMMENDATION

**That Council endorses the following members to the Port Campbell Public Purposes Reserve Committee of Management for 2018-2019:**

<b>Committee</b>			
Maria Gordon	Jodi Clarke	Tracey Heeps	Annie Schofield
Amanda Nash	Jo Leatham	Julie Brazier	Olivia Tatungi
<b>Office Bearers</b>			
Chairperson	Maria Gordon	Secretary	Tracey Heeps
Treasurer	Annie Schofield		

## 6.2 Timboon Sporting Centre Committee of Management 2018-2019

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

**File No:** D18/349

**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 consider approval of the membership of the Committee of Management for the Timboon Sporting Centre for 2018-2019.

### Introduction

The Timboon Sporting Centre has a committee of management delegated as a Special Committee under Section 86 of the *Local Government Act 1989*.

The Committee is responsible for overseeing the management of the facility.

### Issues

The Annual General Meeting of the Timboon Sporting Centre was held on 8 August 2018. The following members were nominated to the Committee for Council endorsement:

Group	Representative
Community	Jenny Ackerley
Community	Ron McMeel
Badminton Association	Julie-Ann Stewart
Squash Club	Katrina Currell
Basketball Association	Vicki Askew-Thornton
Timboon P-12	Dean Whitehead
Ballarat YMCA	Craig Mathieson
Ballarat YMCA	Dean Mulholland
Council	Jane Hinds

All members of the Committee expressed interest in continuing on the management committee. The Committee has operated effectively and efficiently with the current membership and has representation from a range of users of the Centre. The role of the committee member is voluntary and each member should be acknowledged for their commitment and support in managing and operating the Timboon Sporting Centre.

---

The positions of Chair and Deputy Chair were appointed by the Committee as follows:

- Chairperson: Mrs Jenny Ackerley
- Deputy Chairperson: Mr Ron McMeel
- Council's representative will continue to act as Executive Officer of the committee.

### **Policy and Legislative Context**

The Timboon Sporting Centre Committee of Management is a Special Committee of Council as delegated under Section 86 of the *Local Government Act 1989*.

Election of committee members is conducted annually and representation from all user groups of the centre is requested.

The establishment of this committee aligns with the Council Plan 2017-2021 in creating and supporting a vibrant and exciting community which has a range of services and lifestyle choices. The following key commitments are in the areas of community wellbeing and lifestyle:

We are committed to improving the liveability of Corangamite Shire through the management of our facilities, town planning and environmental sustainability.

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.

### **Internal / External Consultation**

A notice of the Annual General Meeting was advertised two weeks prior to the meeting.

### **Financial and Resource Implications**

Fees are reviewed by the Committee at its December meeting for implementation in conjunction with the calendar year. Fees are retained by the contractor in accordance with the contract.

The Timboon Sporting Centre Committee does not impact on Council's financial position. The Timboon Sporting Centre Committee holds a balance of \$5,529.09 in a term deposit account and \$1,242 in an operating account to support infrastructure and equipment requirements of the Centre.

Council provides assistance with facilitation of meetings.

### **Options**

Council can accept the Committee's recommendation to appoint the nominated members for the forthcoming year or alternatively reject the recommendation and request an alternate committee membership.

### **Conclusion**

The membership and operation of the Committee is currently operating in an efficient manner. The recommended membership of the Committee should see a continuation of the effective supervision over the operation of the facilities and continue to promote new ideas for expansion and growth within the Centre.



---

## RECOMMENDATION

That Council approves the Timboon Sporting Centre Committee of Management for 2018-2019, comprising:

<b>Group</b>	<b>Representative</b>
<b>Community</b>	<b>Jenny Ackerley (Chair)</b>
<b>Community</b>	<b>Ron McMeel (Deputy Chair)</b>
<b>Badminton Association</b>	<b>Julie-Ann Stewart</b>
<b>Squash Club</b>	<b>Katrina Currell</b>
<b>Basketball Association</b>	<b>Vicki Askew-Thornton</b>
<b>Timboon P-12</b>	<b>Dean Whitehead</b>
<b>Ballarat YMCA</b>	<b>Craig Mathieson</b>
<b>Ballarat YMCA</b>	<b>Dean Mulholland</b>
<b>Council</b>	<b>Jane Hinds</b>

## **7. PLANNING REPORTS**

Nil.

---

## 8. OFFICERS' REPORTS

### 8.1 Roadside Vegetation

**Author:** Ian Gibb, Director Sustainable Development

**File No:** D18/325

**Previous Council Reference:** 24 July 2018, Item 2

#### **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 - Ian Gibb

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

#### **Summary**

Following the 2018 South West Complex fires, further information relating to the management of roadside vegetation is provided to enable Council to further review current approaches to roadside vegetation management, and to advocate for both changes to regulations and procedures concerning road maintenance and fire protection works on roadsides, and to seek additional funding from Government to undertake roadside works.

#### **Introduction**

This report provides information on roadside vegetation management, with a particular emphasis on road maintenance and fire protection. The report has considered relevant findings of the 2009 Victorian Bushfire Royal Commission and the current legislative framework. Council operations for management of roadside vegetation (either road maintenance or fire protection) are largely regulated by Planning Scheme provisions set by the State. Consideration is given to the relevant planning permit exemptions for the removal of native vegetation, and to the DELWP guidelines and procedures for local government to access such exemptions. Information is also provided on Council's current programs.

The report also outlines options for Council. These include changes which could be made within the existing resource allocation as well as opportunities to improve roadside vegetation management using additional resources. Advocacy opportunities for Council are also identified.

#### **Background**

Corangamite Shire has a total of 2,630 km of sealed and unsealed roads. This includes 2,205 km of local roads that are managed by Council and 425 km of arterial roads that are managed by VicRoads.

The road reserve comprises the land from fence line to fence line. The road formation and the roadside are within the reserve, as indicated in Figure-1 below. Across the rural road network elements such as the drainage network will vary according to terrain and other natural environmental features.

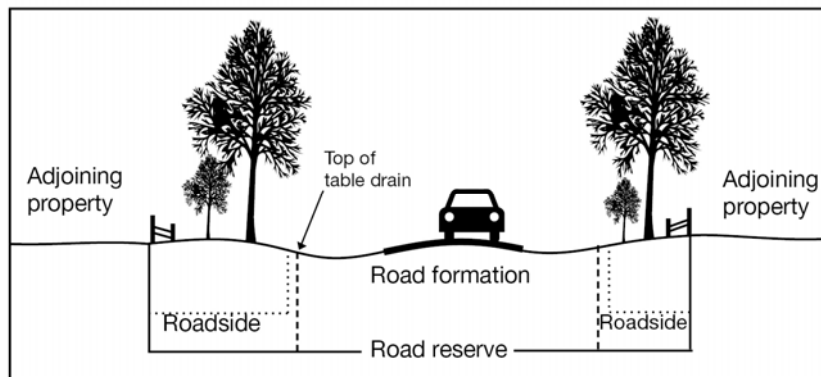


Figure-1 Illustration of the road reserve comprising the road formation and roadside

Corangamite Shire has responsibility for the management of local roads, including roadsides. Roadsides are important for safety, the provision of services and the environment including as a biodiversity resource – sometimes the only remnants of native vegetation occur within roadsides.

Roadside management involves a wide range of issues and organisations. For example, the Country Fire Authority (CFA), Department of Environment Land Water and Planning (DELWP), service providers (e.g. Telstra, Powercor) and landholders. Legislation and regulation impacting roadside management can be found at Federal, State and local level.

Management of roadside vegetation to reduce fire intensity is important. As an example, slashing or mowing grass on roadsides can reduce flame height, fire intensity and radiant heat, which is beneficial as roads are used during a fire emergency both for resident access/egress and by emergency vehicles.

***What have previous investigations found?***

Detailed expert evidence to the 2009 Victorian Bushfires Royal Commissions (VBRC2009) did not find any instances where roadside vegetation changed the overall shape or forward rate of a spread of a fire. In some instances roadside vegetation burnt more intensely than surrounding fuels and contributed to lateral, not forward spread. In summary roadside vegetation may have caused a temporary or localised change in fire behaviour by increasing flame height or spotting; may have caused fires to move faster than in surrounding pasture because roadside vegetation was a heavier fuel load and in a more continuous form than surrounding vegetation; caused increased lateral spread of fire for a period. In some instances roadside vegetation was also found to be beneficial retarding spread or speed by providing a wind break. The general conclusion was that roadside vegetation made a localised contribution to change in fire behaviour but did not affect overall fire spread, due to localised impact of the nature of such fuels.

The VBRC2009 did give consideration to roadside vegetation management. At page 15 of the Summary Report it is stated:

Managing clearing along roadsides is a particular challenge for municipal councils. The councils are responsible for bushfire prevention and mitigation and biodiversity management along local and some arterial roads; Vicroads has similar responsibilities for rural freeways and arterial roads. In some cases these roadsides contain the only remnant native vegetation in an area and offer important wildlife corridors and shelter. Consequently, differing objectives for road safety, biodiversity protection and bushfire prevention can be difficult to reconcile. In the case of bushfires, roads and roadsides can be important fuel breaks, so road managers need to reduce the fuel levels in preparation for the fire season. Roads are also essential for people seeking to escape fires and for

emergency services seeking access to fires. Since the 2009 fires land and road managers and the CFA have identified high-risk roads and are carrying out fuel-reduction work to reduce the future risks of bushfire. The Commission is aware of the unresolved tensions between mitigation of bushfire risk and environmental conservation in the approach to roadside clearing and the legislative complexities to do with road safety, biodiversity and bushfire risk mitigation that affect roadside management. These concerns would be reduced if the State's planning provisions were amended to facilitate a broad range of roadside works to reduce bushfire risk, if municipal councils received better guidance to help them resolve competing environmental and bushfire management objectives, and if Vicroads implemented a systematic statewide assessment of bushfire risk for all roads.

The key recommendations from the VBRC 2009 in relation to roadside vegetation management were as follows:

Recommendation	Actions Completed Since
<p>Recommendation 60 The State amend the exemptions in clause 52.17 of the Victorian Planning Provisions to ensure that the provisions allow for a broad range of roadside works capable of reducing fire risk and provide specifically for a new exemption where the purposes of the works is to reduce bushfire risk.</p>	<p>VC83 gazetted in November 2011, Amendment to the Planning Scheme which introduced new bushfire exemptions for private land, public land and roadsides.</p> <p>Review of the Native Vegetation Clearing Regulations, which operate as a component of land use planning schemes under the <i>Planning and Environment Act 1987</i>.</p> <p>Amendment VC138 Gazetted 12 December 2017 which includes additional exemption for removal of native vegetation for bushfire protection.</p>
<p>Recommendation 61 The State and Commonwealth provide for municipal councils adequate guidance resolving the competing tensions arising from the legislation affecting roadside clearing and, where necessary, amend environment protection legislation to facilitate annual bushfire-prevention activities by the appropriate agencies.</p>	<p>Revised Guideline for the removal destruction and lopping of native vegetation</p>
<p>Recommendation 62 VicRoads implement a systematic statewide program of bushfire risk assessment for all roads for which it is responsible, to ensure conformity with the obligations in S 43 of the <i>Country Fire Authority Act 1958</i> and with the objectives expressed in Vic Roads 1985 Code of Practice.</p>	<p>VicRoads Road Bushfire Risk Assessment Guidelines and Risk Mapping Methodology developed</p>

## Issues

### ***Permit Exemptions for Native Vegetation Removal for Road Maintenance and Fire Protection Works on Roadsides***

The key permit exemptions for removal of native vegetation at Clause 52.17 relevant to road maintenance and fire protection are discussed as follows:

#### ***Road Maintenance***

The relevant Clause 52.17 exemption relating to road maintenance is:

Native vegetation that is to be removed, destroyed or lopped to the minimum extent necessary by or on behalf of a public authority or municipal council to maintain the safe and efficient function of an existing road in accordance with the written agreement of the Secretary to the Department of Environment, Land, Water and Planning (as constituted under Part 2 of the Conservation, Forests and Lands Act 1987).

This exemption is solely for the purpose of maintaining a safe and effective road network. The type of work includes vegetation (excluding large native canopy trees) removal to:

- Maintain existing road infrastructure, road related infrastructure, and ancillary areas as defined in the *Road Management Act 2004* or *Road Safety Act 1986*.
- Maintain existing sight lines.
- Control pest animals and weeds.

The current approach to access the Road safety exemption within local planning schemes, has been under review. It has been updated following consideration of stakeholder comments raised during the review and to reflect the updated native vegetation removal policy incorporated by planning scheme Amendment VC138.

Lopping or pruning of trees is permitted, provided no more than 1/3 of the foliage of each individual tree is lopped or pruned. Vegetation removal (including the lopping of overhanging branches from trees) is also permitted from within the road maintenance envelope as shown in the below figure. The road maintenance envelope extends over the roadway and shoulder and includes a vertical clearance height of 5m on local roads and 6m on arterial roads.

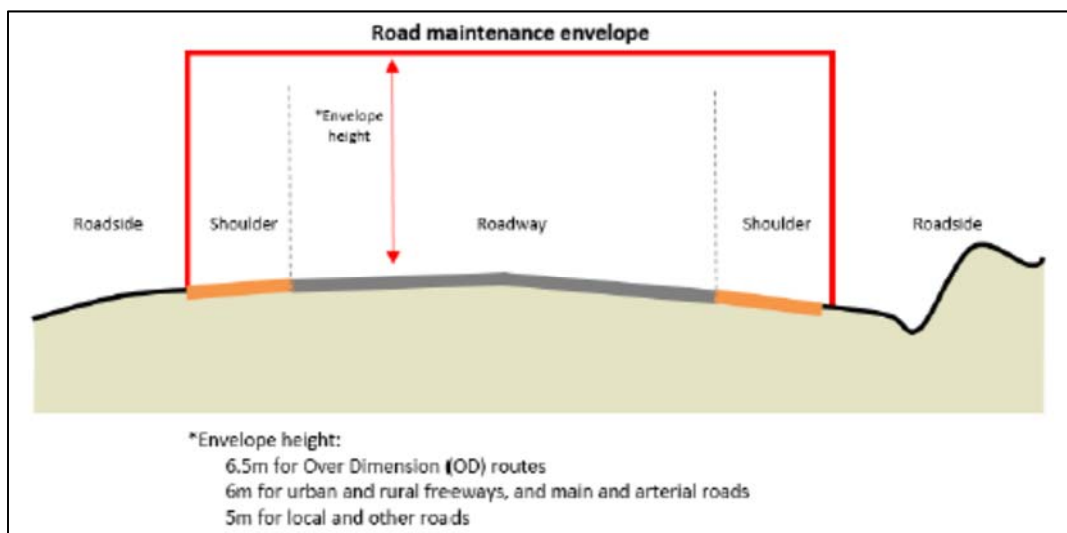


Figure 2 Illustration of road maintenance envelope

The final version of the Road Safety Exemption procedure for the removal of native vegetation (Road Safety Exemption procedure), is provided at **Attachment 1**. The updated Road Safety Exemption procedure is expected to be approved in the coming weeks. Once approved road authorities will be required to seek written agreement to access the road safety exemption, which will likely be granted subject to requirements to comply with and implement the procedure.

### ***Fire Protection on Public Roadsides***

The Clause 52.17 exemption relating to fire protection on public roadsides is as follows:

Vegetation is to be removed, destroyed or lopped to reduce fuel loads on roadsides to minimise risk to life and property from bushfire on an existing public road managed by the relevant road authority (as defined by the Road Management Act 2004) subject to the written agreement of the Secretary to the Department of Sustainability and Environment (as constituted under part 2 of the Conservation, Forests and Lands Act 1987).

The Agreement requires that:

- A risk assessment is conducted by the road authority under the Interim VicRoads Bushfire Risk Assessment Guideline (TerraMatrix2011) or an equivalent bushfire risk assessment, to identify priority roads for fire mitigation treatments.
- A treatment selection process is conducted to determine the appropriate risk mitigation treatments according to the Assessment Guideline or an equivalent selection process, including any required vegetation treatments. This process will require input from a number of agencies.
- The required vegetation treatments for high bushfire risk roads be contained or referenced in a relevant plans such as the Regional Strategic Fire Management Plan or Municipal Fire Management Plan.
- Only vegetation treatments covered by the exemption are undertaken. Treatments likely to have significant environmental impacts require a planning permit.
- A works plan is provided that describes the location of the works to be undertaken, the objective that is being managed for and the type of work proposed.

Very few councils have sought to access the Clause 52.17 exemption relating to fire protection works on roadsides. Colac Otway Shire has accessed this exemption in relation to a short section of road near to the Barwon Downs Neighbourhood Safer Place. The impediments to usage of the exemption are the cost and complexity of the Bushfire Risk Assessment and associated treatment selection process. Also, the cost of undertaking the works would likely be a financial burden for some councils were it to be widely applied.

### ***Other Agency Roadside Management for Bushfire Risk***

#### CFA

The CFA have produced roadside fire management guidelines which can be accessed via the following link:

[https://www.cfa.vic.gov.au/documents/20143/202133/roadside\\_guide.pdf/2097aff0-3050-46d3-89de-8a01c9f8d04f](https://www.cfa.vic.gov.au/documents/20143/202133/roadside_guide.pdf/2097aff0-3050-46d3-89de-8a01c9f8d04f)

Five Management objectives are identified for roadside management:

- Objective 1 Prevent fires on roadsides
- Objective 2 Contain roadside fires
- Objective 3 Manage safety of road users
- Objective 4 Provide control lines
- Objective 5 Recovery from roadside fires

Risk treatments should offer solutions to address the identified roadside management objectives. Each treatment option must be evaluated to ensure that the most effective treatments are implemented. Implementation programs should include identifying the agencies or individuals' responsible, appropriate time frames; budgets, monitoring performance and establishing review procedures.

***VicRoads Bushfire Risk Assessment Guidelines and Risk Mapping Methodology***

The 2009VBRC recommended that VicRoads implement a systematic statewide program of bushfire risk assessment for all roads for which they are responsible to ensure that VicRoads were meeting their obligations under Section 43(1) of the *CFA Act 1958*. The CFA Act requires that VicRoads "take all practical steps (including burning) to prevent the occurrence of fires on and minimise the danger of the spread of fires from any land vested in or under its control or management and any road under its care and management".

VicRoads commissioned the development of road bushfire risk mapping to assist with the assessment and prioritisation of bushfire risk on roadsides, and has produced a Guideline for Bushfire Risk Assessment.

The VicRoads guidelines can be accessed via the following link:

<https://www.vicroads.vic.gov.au/business-and-industry/design-and-management/bushfire-risk-assessment-guidelines>

(This is referred to as the VicRoads Terra Matrix Assessment process)

Four objectives are provided:

- Objectives 1 and 2 Prevent ignition and spread
- Objective 3 Manage safety of road users
- Objective 4 Provide control lines

The risk assessment work undertaken by VicRoads on VicRoads managed roads within Corangamite Shire is provided in **Attachment 2**.

This risk assessment has not been applied extensively on arterial roads within Corangamite (the focus has been on roads near townships). High risk roads (marked in red on the maps) require additional detailed assessment and may warrant additional fire risk mitigation treatments. As the risk cannot be managed on the roadside alone consideration needs to be given to broader treatments.

***Council's Management of Bushfire Risk***

Council's Municipal Emergency Management Plan outlines areas of responsibility between stakeholders, a fire prevention and mitigation works program and documents a network of strategic fire management roads throughout the Shire. The Plan articulates that 'fire prevention is a *whole of community* responsibility and no person or single organisation can expect to, or be expected to, assume full responsibility'. Fire protection works are planned in conjunction with the Municipal Fire Prevention Officer and CFA Regional Officers, and all works are carried out in accordance with the Corangamite Municipal Fire Protection Plan.

The Corangamite Shire's *Draft Fire Management Plan – Sub Plan, Landscape Management* identifies Council's approach and program for roadside management which seeks to continue and where possible refine existing roadside fire prevention works and reduce roadside risk.

These are largely categorised in two distinct approaches as detailed below.



---

### Fire Prevention

A number of roads under Council's management are designated as Strategic Fire Management Roads. These are selected on the basis of location and traffic volumes and are best served to minimise fire risk, allow for safe access and egress in an emergency event.

### Roadside maintenance

These works are to maintain the safe and efficient function of a road and include slashing and spraying of road side grass to maintain clear sight lines sight (particularly at intersections), as well as the management of canopy vegetation and roadside trees at risk of falling on the roadside. These are discussed in more detail below.

Further information on Strategic Fire Management Roads is provided at **Attachment 3**.

Council currently programs the following works to manage fuel load on roadsides of local roads:

- Spraying
- Mowing or slashing
- Fire break grading
- Grazing
- Weed control

Further information on Council's current works on roadside programs is provided at **Attachment 4**.

### ***What are the key issues for Council?***

The extent to which Council meets its obligations under the *Country Fire Authority Act 1958* are largely governed by state and federal legislation for native vegetation (as outlined above) and the works able to be undertaken without permit, the administrative impediments to applying for a permit, and the interpretation open to the application of relevant exemptions and guidelines.

There are a number of issues and limitations which Council face with the management of roadside vegetation as outlined below.

### Roadside Topography

Conditions and size of roadsides vary east to west and north to south. The topography of the roadside in the south of the Shire restricts the slashing program with machines not being able to access areas behind the guide post due to dense vegetation or slope and angle of the ground. In the central areas, volcanic rocks pose a hazard to machinery.

Across the Shire weather plays a large part in dictating the timing of delivery of slashing and spraying programs.

### Council Resources

Much of Council's road maintenance and road construction program is completed in the drier months. This places considerable strain on the resources available to Council from October to March in particular, as all programs commence or are underway during this period.

Council's management of canopy vegetation and roadside trees at risk of falling on the roadside is delivered for part of the year with staff required to operate plant in other crews and on other programs the remainder of the year. Contractors undertake works in response to inspections and immediate requests from Council. Whilst the costs for plant, elevated work platforms and crews is high, these contractors have the specialised equipment to deal with the larger sized trees.

Council's program for roadside clearing e.g. fallen trees, responds to immediate storm damage only due to budget provisions.

#### Demarcation of Responsibility

A key issue for Council is the demarcation of responsibility between VicRoads and Council with regard to maintenance at intersections where local roads meet arterial roads. Council receives many complaints about the length of grass at intersections impacting on sight lines for motorists. Whilst these issues are referred to VicRoads and discussions have been had around coinciding programs, the undertaking of works is out of Council's control.

#### Public Perception

Public perception or understanding of roles, responsibilities and best treatments is a significant issue for Council in defining and delivering the roadside management programs. There is not a clear understanding of:

- works undertaken as road maintenance as opposed to works undertaken for fire prevention. So as an example, all roadside slashing may be seen by the public as fire prevention, when the program is based on maintenance for road safety;
- Council's responsibility for sightlines at arterial road intersections resulting in complaints and comments about Council's slashing program;
- Fine fuel being a key contributor to wildfire. There is a perception that dead trees on road reserves are a major fire risk, although Council's current roadside fire prevention programs on strategic roads are largely directed at removal of fine fuel. For example slashing of roadside grass will reduce flame height and heat intensity.

The Local Government Community Satisfaction Survey for Corangamite Shire has consistently identified road maintenance and roadside slashing/weed control as areas for improvement.

#### Extent of Vegetation

The current conditions of our roadsides presents limitations to employing the normal program of spraying or slashing. In some areas an initial treatment to address the issue is required in some cases before undertaking any works as part of a recurrent program. For example some road reserves in the north have grasses to the fenceline which are high and will require a slow burn or a slow tractor slash to remove.

The dense roadside vegetation in the south of the Shire is largely protected by the legislation and regulations outlined above. This constrains Council in the extent of work it can undertake on the road reserve in particular removal of large canopy trees, extent of impact on native vegetation, that is avoid, minimise and offset are the key criteria for consideration for all vegetation removals. Council can undertake maintenance works within the road maintenance envelope only.

#### Other Agencies

The fire prevention program across the Shire is reliant on other agencies. Financial resources has been identified as a key barrier to extending the fire prevention response within the municipality by all agencies.

VicRoads' slashing program is managed by the South West Alliance and is programmed at the regional level. Under the current contract there is only one contractor for the Southwest region which has placed pressure on the frequency and timing of the program. There is also reportedly no specific budget for roadside vegetation maintenance. VicRoads are allocated a budget for road maintenance to cover all works whether road pavement or roadside vegetation maintenance.

Where Council undertake a fire break grade, it is generally to enable roadside burning. Instances have arisen in the past where the grade has been undertaken but the burning has not as CFA resources have been reallocated.

#### Legislation

Council may only maintain large and overhanging vegetation within the road maintenance envelope.

The draft road safety exemption procedure for removal of native vegetation is unclear as to what works that may be considered maintenance or construction in particular in the instance where road infrastructure such as table drains are not easily identifiable due to lack of maintenance over the years and vegetation has regenerated. The guidelines would suggest this vegetation within the road formation has potential to be considered significant and would require consultation with DELWP staff concerning the extent and purpose.

#### ***What could be done differently within existing Council resource?***

Council has reviewed its current processes and existing resources within legislative constraints and identified several initiatives which Council could implement within existing resources. These initiatives relate primarily to applying a maintenance program that builds on existing programs with regard to:

#### Minimise vegetation in table drains

- Minimise vegetation within the table drains and road reserve as a part of Council's existing road maintenance and construction programs.
- Program of drainage works to form part of the reseal program.
- Verge and drainage maintenance to form part of the re-sheeting program.
- Drainage works completed as part of the road reconstruction program to be referred to a maintenance program e.g. spraying program.
- Inspections undertaken by team leader / technical asset officer roles to include identification of vegetation under 10 years for inclusion in tree maintenance program.

#### Slashing Program

- Engage additional resources to complete the slashing program quicker particularly during November and December to assist with the second and third round of slashing which includes the strategic roads at a time when roadsides are likely to be fully dry and accessible.

#### VicRoads intersections

- With full reimbursement from VicRoads, Council could seek to undertake slashing at intersections where local roads meet arterial roads where Council's slashers are passing or completing works.

#### ***What can be done with additional Council resource?***

With additional resources, within existing legislation, a number of initiatives have been identified which could be introduced to existing programs:

---

Spraying Program

- Extend 4m strategic spray onto more priority roads.

Mowing or Slashing Program

- Remove accumulated vegetation forming a lip on the road shoulder and within the table drain
- Increase the width of slashing. To complete any wider in a lot of areas will require initial clean up to ensure no debris, rocks and other OHS and potential damage to equipment issues.

Tree Maintenance

- Dedicate a team to tree maintenance year round.
- Reinstate funding for contractors to undertake works as required.
- Arborist to undertake risk assessment Bushfire Risk Assessment Guideline (TerraMatrix2011) or an equivalent bushfire risk assessment on key strategic local roads.
- Establish a program to remove dead fallen trees and dead tree branches/removal from the road maintenance envelope. An initial and immediate clean-up program is difficult to quantify. Ongoing all call outs would be referred to a tree removal program.

**Policy and Legislative Context**

***The Current Legislative Framework***

There is a complex set of regulation, developed over a long period of time which seeks to retain biodiversity and to protect native vegetation.

The Commonwealth *Environment Protection and Biodiversity Conservation Act 1999* recognises matters of national environmental significance including nationally threatened species. Referral of road maintenance or fire protection works under the EPBC Act is not common but can be required.

The State's new Biodiversity Strategy titled 'Protecting Victoria's Environment - Biodiversity 2037' seeks to achieve biodiversity improvement. A key implementation mechanism is through the *Flora and Fauna Guarantee Amendment Bill 2018*.

A review of the *Flora and Fauna Guarantee Act 1988* has recently been completed, and a new act known as *The Flora and Fauna Guarantee Amendment Bill 2018* is currently before Parliament. The proposed FFG Act, Section 47B (2) (d) includes a new exemption for public authorities acting in accordance with an agreement with the Secretary. This might potentially mean better alignment with the agreements used for the planning scheme exemption process.

The *CFA Act 1958* in Section 43(1), states that:

43 (1) In the country area of Victoria it is the duty of every municipal council and public authority to take all practicable steps (including burning) to prevent the occurrence of fires on, and minimise the danger of the spread of fires on and from-

- (a) any land vested in it or under its control or management, and
- (b) any road under its care and management.

Section 55A of the *CFA Act 1958* states that each municipal council must prepare and maintain a Municipal Fire Prevention Plan (MFPP) in accordance with the advice and recommendation of the Municipal Fire Prevention Committee (MFPC). The Plan must identify areas which are at particular risk; specify how these are to be treated; and specify who is responsible for treating those risks.

The *Road Management Act 2004* and *Local Government Act 1989* prescribe Council's role and responsibility as road management authority for municipal roads.

The regulatory framework for managing roadside vegetation is largely set at a state level. Council operations for management of roadside vegetation (either road maintenance or fire protection) are largely regulated by Planning Scheme provisions set by the State.

### ***The Planning and Environment Act 1987***

The Victorian planning system has a variety of policies and provisions for the management and protection of native vegetation. Native vegetation is defined in planning schemes as "plants that are indigenous to Victoria, including trees, shrubs, herbs and grasses".

Clause 12.01 of the State Planning Policy Framework provides specific direction regarding protection and management of biodiversity and native vegetation. A key strategy is to ensure no net loss to biodiversity as a result of removal, destruction or lopping of native vegetation.

A three step process underpins approach:

- Avoid – Avoid removal, destruction or lopping of native vegetation.
- Minimise – Minimise impacts from the removal, destruction or lopping of native vegetation that cannot be avoided.
- Offset- Provide an offset to compensate for the biodiversity impact from the removal destruction or lopping of vegetation.

There are two concepts which are fundamental to interpreting native vegetation provisions:

- Concept of patch (area where 25% of perennial understorey plant cover is native; where there are three or more native canopy trees where drip lines intersect with one other tree/ any mapped wetland).
- Concept of a scattered tree (native canopy tree greater than 3 metres in height).

In Victoria, a permit is usually required to remove, destroy or lop native vegetation. Guideline's for removal, destruction or lopping of native vegetation outline how native vegetation removal is assessed and offset. The Guidelines are an incorporated document in all Victorian planning schemes. The guidelines can be accessed via the following link: [https://www.environment.vic.gov.au/\\_data/assets/pdf\\_file/0021/91146/Guidelines-for-the-removal,-destruction-or-lopping-of-native-vegetation,-2017.pdf](https://www.environment.vic.gov.au/_data/assets/pdf_file/0021/91146/Guidelines-for-the-removal,-destruction-or-lopping-of-native-vegetation,-2017.pdf)

The native vegetation removal provision in planning schemes has recently been reviewed and changes have been made. Amendment VC138 gazetted 12 December 2017 changed the Victoria Planning Provisions (VPP) and all planning schemes in Victoria to implement reforms relating to the Victorian Government's review of the planning provisions for native vegetation removal following the release of Protecting Victoria's Environment - Biodiversity 2037.

---

Particular Provisions relating to Native Vegetation are summarised as follows:

- Clause 52.16 Native Vegetation Precinct Plan  
Provides for incorporation of an NVPP into Schemes
- Clause 52.17 Native Vegetation  
Requirements for a permit to remove destroy or lop native vegetation including dead native vegetation.

Exemptions are included in Clauses 52.16 and 52.17 to provide for the removal of native vegetation for a range of activities, uses and development without needing a planning permit.

An extract of Clause 52.17 and more detailed information on Clause 52.17 permit exemptions for the removal of vegetation are provided at **Attachment 5**.

Additional permit exemptions for bushfire protection are provided at Clause 52.12. These do not relate to roadsides, but to defendable space around buildings used for accommodation, fence lines, community fire refuges, private bushfire shelters, and dwellings under Clause 44.06 of the Scheme.

In the Corangamite Planning Scheme, there are also two Vegetation Protection Overlays at Clause 42.02:

- VPO1 Significant and Remnant Vegetation
- VPO2 Roadside Vegetation Protection Area

The VPO 1 Overlay is predominantly on private land, and VPO2 relates to roadside vegetation. These VPOs were introduced at the time of the new format Planning Scheme in 1999.

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

No external consultation has been undertaken. Internal consultation has occurred between Council directorates of Sustainable Development and Works and Services.

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

Council allocates funding annually as a part of its budget for the fire prevention and roadside maintenance programs.

If Council wished to increase resources for roadside vegetation management it could allocate funds as a part of the 2018-2019 budget by resolution, or consider increasing resources in the development of the 2019-2020 budget.

Should Council wish to increase fire prevention and roadside maintenance programs in this current year the following initiatives are considered to be achievable:

- Extend 4m strategic spray onto priority roads.
- Establish a proactive program to remove dead fallen trees and dead tree branches/removal from the road maintenance envelope. An initial and immediate clean-up program is difficult to quantify. Ongoing call outs would be referred to a tree removal program.

The approximate cost for these initiatives is \$168,000.



---

## Options

Council can choose to:

- A. Retain the status quo managing roadsides within existing resources and the existing program.
- B. Change program within the existing resource allocations.
- C. Increase resources to fire prevention and roadside vegetation management.
- D. Advocate legislative and other changes to State Government and relevant agencies.

### ***What are the advocacy opportunities for Council?***

#### Advocacy for a broader exemption for road maintenance and fire protection works in Flora and Fauna Guarantee Amendment Bill

An immediate advocacy opportunity is around the Flora and Fauna Guarantee Amendment Bill to seek a broad exemption for road maintenance and fire protection works at Section 47B 2(d) of the *Flora and Fauna Guarantee Amendment Bill 2018*.

An amendment could achieve a broader exemption for road maintenance and fire protection works on a public road from permit/licencing requirements under the Flora and Fauna Guarantee, and to ensure councils do not need to have management agreements in place with the Secretary of DELWP to access such an exemption.

#### Advocacy around Planning Scheme Changes

Consideration could be given to:

- Broadening the exemptions relating to dead vegetation on roadsides. For example, defining dead vegetation to include all dead vegetation.
- Broaden the exemption around emergency works (remove immediate risk test and replace with concept of foreseeable risk).
- Ensure all exemptions apply within VPO.
- Seek further exemptions allowing abutting landowners to graze, cool burn and slash roadside to remove fuel load even where native vegetation is present so as to reduce bushfire risk.

However it should be noted that Planning Scheme provisions relating to native vegetation have been recently reviewed.

#### Advocate for changes to DELWP Guidelines

A key matter is the DELWP Guidelines to implement the planning scheme exemptions. Councils are required to follow these guidelines in order to access the exemption, particularly in relation to Management Agreements requiring the approval of the Secretary of DELWP for road safety and for fire protection.

The Road Safety exemption has recently been reviewed and Council has been party to discussions to this point. Whilst it is considered highly unlikely Council will be able to initiate further change, the procedures are still awaiting approval and Council could advocate for:

- changes to a road maintenance envelope – removal of the 5 metre height limit on local roads and 6m height on arterial roads to permit greater scope to clear canopy vegetation overhanging roadways.
- road maintenance to include reinstating of road related infrastructure if it is existing (but may well be undefinable) and ensures prevention of deterioration and conserves the state of an existing road to permit Council to undertake re-establishment of table drains and clearing of roadside vegetation for referral to an ongoing maintenance program.

---

There is opportunity to advocate for a simpler Management Agreement approach. Currently the fire protection exemption requires a management agreement with the Secretary of DELWP. The Agreement requires that:

- A risk assessment is conducted by the road authority under the Interim VicRoads Bushfire Risk Assessment Guideline (TerraMatrix2011) or an equivalent bushfire risk assessment, to identify priority roads for fire mitigation treatments.
- A treatment election process is conducted to determine the appropriate risk mitigation treatments according to the Assessment Guideline or an equivalent selection process, including any required vegetation treatments. This process will require input from a number of agencies.
- The required vegetation treatments for high bushfire risk roads be contained or referenced in a relevant plans such as the Regional Strategic Fire Management Plan or Municipal Fire Management Plan.
- Only vegetation treatments covered by the exemption are undertaken. Treatments likely to have significant environmental impacts require a planning permit.
- A works plan is provided that describes the location of the works to be undertaken, the objective that is being managed for and the type of work proposed.

There is a need for a simpler approach to access exemption, so as to make the current Clause 52.17 exemption for fire protection works on roadsides more achievable/less onerous/less costly for councils. This is important if the exemptions are to be effective and taken up by many rural councils in Victoria.

It is recommended that Council write to the Minister for Emergency Services requesting that the Inspector General for Emergency Management (IGEM) be asked to conduct a review of planning scheme provisions and associated procedures relating to management of native vegetation, so as to facilitate increased fire protection works on roadsides in rural locations ahead of the coming fire danger season.

#### Advocacy to VicRoads

Arterial roads are the roads most likely to be used for travel in event of a fire emergency. These are managed by VicRoads. Therefore to improve/change management arrangements in relation to roadside vegetation on arterial roads, Council can advocate to VicRoads for additional resources and program changes. This could include:

- Increased resources to undertake the roadside slashing works program.
- Increased resources to undertake the program in a more-timely manner with earlier commencement etc.
- Scheduling of the program in conjunction with council's program.
- Additional funding for allocation to roadside vegetation maintenance including removal of dead trees.
- Resources to extend the Bushfire Risk Assessment Guideline (TerraMatrix2011) or an equivalent bushfire risk assessment along access and egress roads (not just 4 km one side of a town etc.), and to complete this process for all arterial roads within Corangamite Shire.
- Resource to undertake the fire prevention works identified resulting from the risk assessment process on all arterial roads, and to enable program completion of these works in a timely manner.

#### Advocacy to CFA

Council could advocate to the CFA for:

- Increased resources to ensure all burning as a part of the Fire Management Plan is implemented.
- Cool burning on strategic fire management roads and priority local roads to assist with reduction of fine fuel on roadsides.



Council should also advocate for increased funding to undertake works on roads for maintenance and fire protection

### **Conclusion**

Council's fire prevention and roadside vegetation management involves a myriad of treatments and is contingent on a number of factors include legislation, a multi-agency approach and commitment and seasonal weather conditions. Much of the legislation around native vegetation protection has recently been reviewed by the State Government. Council has reviewed its current practices and has identified a number of areas where it can better utilise its resources. However should Council wish to expand its treatment and focus then additional resources are required. This paper has also identified a number of advocacy opportunities, including opportunities to advocate for changes to DELWP guidelines to improve access by local government to existing exemptions.






### **RECOMMENDATION**

#### **That Council:**

- 1. Writes to the Minister for Emergency Services requesting that the Inspector General for Emergency Management be asked to conduct a review of planning scheme provisions and associated procedures relating to management of native vegetation, so as to facilitate increased fire protection works on roadsides in rural locations ahead of the coming fire danger season.**
- 2. Writes to the Minister for Roads and the Minister for Emergency Services seeking an increased allocation of funding to enable both VicRoads and Council to undertake roadside fire prevention works within Corangamite Shire.**
- 3. Writes to the Minister for Planning seeking:**
  - (a) further review of the Clause 52.17 permit exemption relating to fire protection works on roadsides, including removal of any requirement to obtain the written agreement of the Secretary before fire protection works on roadsides can be undertaken by councils; and**
  - (b) amendment of the proposed road maintenance envelope to delete the proposed six metre height limit for arterial roads and five metre height limit for local and other roads within the Road Safety Exemption procedure for the removal of native vegetation.**
- 4. Writes to VicRoads seeking increased commitment to delivery of fire protection works on all arterial roads within Corangamite Shire, including the completion of risk assessments, the implementation of all works required as a result of the assessments, and the implementation of roadside slashing and intersection clearance works ahead of the coming fire danger season to ensure the safety of all road users in the event of a future emergency incident.**
- 5. Writes to the CFA seeking an increased commitment to performing roadside burning within Corangamite Shire, including completion of all programmed works ahead of the coming fire season so as to reduce fire risk and ensure the safety of the community.**

6. **Circulates copies of this correspondence to Shadow Ministers, all local members of Parliament, other councils within the Great South Coast Group, the MAV, Rural Councils Victoria and Emergency Management Victoria.**
7. **Provides an additional \$168,000 for roadside maintenance and roadside fire prevention works on local roads within Corangamite Shire, and that this matter be noted in Council's mid-year budget review.**

### **Attachments**

1. Attachment 1 Road Safety Exemption Procedure July 2018 - Under Separate Cover 
2. Attachment 2 Vicroads Fire Management Risk Map and Table - Under Separate Cover 
3. Attachment 3 Strategic Fire Management Roads - Under Separate Cover 
4. Attachment 4 Council's Current Works on Roadside Programs - Under Separate Cover 
5. Attachment 5 Planning Scheme 52.17 Notes and Ordinance - Under Separate Cover 

---

## 8.2 Telecommunications Contract 2018

**Author:** Steven Welsh, Manager Information Services

**File No:** D18/323

**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 - Steven Welsh

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

### Summary

This report recommends Council enter into a three year contract with Telstra under the MAV Telecommunications Purchasing and Management Strategy 2025 (TPAMS 2025) for the provision of Voice, Mobile, Data and internet services.

TPAMS 2025 is a state purchase contract (SPC) which provides telecommunication services to mandated departments and agencies as well as eligible entities subject to category manager discretion. There are five Service Towers relating to Data, Voice, Mobile, Internet and Unified Communications. TPAMS 2025 arrangements have been established to deliver best value and the latest technology for Data, Voice, Mobile, Internet and Unified Communications services. Council can use MAV to access the pricing structure of the TPAMS 2025 contract.

Accepting this contract will provide significant saving to Council over the term of the contract when compared to pricing outside this contract.

Attached is the technical evaluation report in this matter.

### Introduction

Council's fixed line phones and mobile phones are with Telstra as they offer the best mobile coverage. Presently the call costs are not part of a Government contract with reduced pricing.

The contract with the current ICT network provider expires in September 2018 and the firewall security contract expires in March 2019. The TPAMS 2025 contract with Telstra will provide the best solution at an acceptable price. Future costs, based on current usage, will be less than what they are currently.

The MAV TPAMS 2025 contract was chosen for the price offerings and further discounts that are available with the addition of other services. Moving the 4 services (voice, mobile, data and internet) to the MAV TPAMS 2025 contract offers the maximum discounts available with the services that Council use.

### **Issues**

Currently Council's voice and mobile services are provided by Telstra and are not on a Government contract with negotiated pricing.

Council's current contracts for data connections and firewall security are coming to an end. The quality of support provided by the firewall support service has reduced over the last two years to a level that is no longer satisfactory.

With Council requiring the use of more online services it is essential that the corporate network has backup links in the event of a hardware failure or network outage. This has been too costly to implement with the current provider. The costs below factor in backup network links for Councils infrastructure.

Kindergartens and Maternal and Child Health sites are not connected to Councils network and use standard internet connections. The new solution will connect these sites to the corporate network and provide easier access to Council resources for staff.

As the current contracts are due to expire, it is timely to review and move to a new wide area network and firewall provider, that offers savings to Council.

### **Policy and Legislative Context**

MAV have undertaken a competitive tender process in accordance with the *Local Government Act 1989* for the establishment of a new contract agreement.

This contract is consistent with Council's Procurement Policy and the *Local Government Act 1989*, as it will involve cumulative purchases greater than \$150,000.

The procurement of services under this contract aligns with the following commitments in the 2017-2021 Council Plan:

Achieve improved efficiencies through shared services, innovative practices and joint procurement.

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.

Improved customer service through improved accessibility of services through online delivery.

### **Internal / External Consultation**

There has been consultation with Telstra to ensure the best pricing available for the voice and mobile services. The data and internet services have been scoped to allow all Council sites to be connected to the Council network.

MAV have participated in a state procurement process to secure reduced pricing for Government. Council can access this contract to take advantages of the purchasing power that a state wide tender process has compared to an individual tender process.

Internally the technical evaluation and pricing has been reviewed by the Manager Information Services, Manager Finance and the Director of Corporate and Community Services.

### Financial and Resource Implications

The project average annual cost of \$173,741 is within the 2018-2019 budget allocation. Over three years the total savings to Council are projected to be \$29,111.

		Current (Average) Calls includes access	Budget	Year 1	Year2	Year3	Total	Average Annual Cost	1 Year Favourable (Unfavourable)	3 Year Favourable (Unfavourable)
Mobile (Voice/Data)		46,253	60,732	35,765	32,269	32,269	100,303	33,434	12,819	38,456
Fixed Line (Voice)	Calls	28,052	29,876	8,704	1,726	1,726	12,155	4,052	24,001	72,002
	Access			12,513	12,772	12,772	38,058	12,686	(12,686)	(38,058)
Data (Network)		109,139	108,600	124,403	123,152	123,152	370,706	123,569	(14,429)	(43,288)
	Establishment			13,810						
		<b>183,444</b>	<b>199,208</b>	<b>195,195</b>	<b>169,919</b>	<b>169,919</b>	<b>521,222</b>	<b>173,741</b>	<b>9,704</b>	<b>29,111</b>

Pricing is based on current usage patterns however is scalable.

### Options

Council may choose to award the MAV TPAMS 2025 contract for voice, mobile, data and internet services or choose not to award the MAV TPAMS 2025 contract.

Should Council no award the contract Council is likely to incur higher telephony and internet costs.

### Conclusion

Awarding the MAV TPAMS 2025 contract will provide \$9,704 in annual savings to Council through better pricing for voice and mobile, data and internet services. Using Telstra to provide data connections and internet services will enable more sites to have access to Councils corporate ICT infrastructure. The network will be more resilient and provide alternative routes in the event of a hardware or network failure at the Council Datacentre.

The contract satisfies the requirements of Council's procurement policy and is recommended council award the MAV TPAMS 2025 contract to Telstra for a three year period.

### RECOMMENDATION

**That Council awards the MAV TPAMS 2025 contract to Telstra for a period of three (3) years.**

---

**Attachments**

1. Telecommunications MAV TPAMS 2025 Technical Evaluation - Under Separate Cover - Confidential
2. Copy of Ministerial Exemption for Collaborative Procurement - Under Separate Cover - Confidential

## 8.3 Finance Report - June 2018

**Author:** Adam Taylor, Manager Finance

**File No:** D18/353

**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 provisional 2017-2018 financial result, provisional financial position as at 30 June 2018 and to approve changes to the 2018-2019 Adopted Budget for carry forward budget items that have not been completed in 2017-2018.

### 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.

During July 2018 officers reviewed the 2017-2018 forecast budget to identify projects that are incomplete and funding that has been received in advance for future years. These carry forward amounts have been used to adjust the forecast position and provide an overview of the 2017-2018 result.

### Issues

#### **2017-2018 Provisional Result**

Council’s adopted 2017-2018 Budget projected a “cash” deficit of \$234,477. As a result of the carry forwards and budget variations approved during the year, Council’s operating ‘cash’ result was forecast to be a deficit of \$4,806,971.

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>(\$4,806,971)</b>

During July 2018 officers identified a number of incomplete projects and prepaid grant income which needs to offset against the forecast to determine the “adjusted forecast” which the actual result can be compared to. As shown below, after the adjustments have been made, Council performed \$1,810,480 better than the adjusted forecast.

2017-2018 Forecast “cash” Surplus/(Deficit)	(\$4,806,971)
2017-2018 carry forwards (net)	\$4,325,647
<b>2017-2018 Adjusted Forecast “cash” Surplus/(Deficit)</b>	<b>(\$481,324)</b>
<b>2017-2018 Actual Result</b>	<b>\$1,324,535</b>
<b>2017-2018 Budget Variance Favourable (Unfavourable)</b>	<b>\$1,805,859</b>

Council’s “cash” position as at 30 June 2018, due to both the favourable result and unspent funds and income received in advance associated with the carry forwards, is \$17,189,535. This is an improvement of \$6,131,506 on the May 2018 forecast. A detailed report of the provisional “cash result” has been attached to this report.

***2017-2018 Adjusted Forecast Variations***

The \$1,805,859 favourable result can be attributed to \$1,666,457 of additional revenue received and savings in expenditure of \$139,403. The following table provides some explanation of the major variations.

Item	Amount	Explanation
Statutory fees and fines	\$147,293	Additional EPA levies and statutory building and planning fees have been received in 2017-2018.
User Fees	\$567,676	Additional fees received for landfill, preschool, aged care and building inspections as well as reimbursement for incident control expenditure incurred during the South West Complex Fires.
Grants - Operating	\$945,064	Additional Grant income received due to extraordinary events (fires and flood recovery)
Other Revenue	\$223,485	Additional interest received from investments and government paid parental leave payments which are offset by wage payments.
Proceeds from sale of property, plant & equipment	(\$195,637)	A number of plant items were sold below the expected budget and some items were sold after then end of the financial year.
Materials & Services	(\$211,591)	Whilst there was a large number of favourable variations in materials across the organisation this was offset by expenditure as a result of the March 2017 fires.
Capital Projects	\$252,126	Savings achieved on the replacement of heavy fleet and resheeting programs were almost fully offset by some additional works required on a number of road rehabilitations.
Other	(\$77,443)	Includes favourable variation of \$52,679 associated with employee costs
	<b>\$1,805,859</b>	



### **2017-2018 Carry Forwards Projects**

It is recommended Council approve all carry forwards for completion in 2018-2019. No further amendments to the budgets are proposed. The carry forwards are summarised below with a detailed listing attached to this report.

Recurrent Operations *	\$4,928,669
Capital	\$2,990,186
Projects	\$487,597
Extraordinary events *	(\$4,080,805)
<b>Total 2017-2018 Net Carry Forwards</b>	<b>\$4,325,647</b>

\* Includes \$3,853,667 of Victorian Grants Commission funding for 2018-2019 received in advance.

### **2018-2019 Budget.**

Council adopted its 2018-2019 Budget with a projected “cash” deficit of \$5,522,903. Should the carry forwards be approved the deficit will be revised to \$9,848,550 as summarised below.

2018-2019 Adopted “cash” Surplus/(Deficit)	(\$5,522,903)
2016-2017 carry forwards (net)	<u>(\$4,325,647)</u>
<b>2017-2018 Forecast “cash” Surplus/(Deficit)</b>	<b><u>(\$9,848,550)</u></b>

The impact of the 2017-2018 carry forwards is not detrimental to Council’s projected financial position as at 30 June 2019. As reconciled below Council will have \$2,130,855 of unrestricted “cash”. This is an improvement of \$1,936,534 over the adopted 2018-2019 Budget.

2018-2019 Brought Forward “Cash” Surplus		17,194,155
2018-2019 Adopted Budget “Cash” Deficit	(5,522,903)	
2017-2018 Carried Forwards (net)	(4,325,647)	(9,848,550)
<b>Revised “Cash” Surplus at year end</b>		<b>7,345,605</b>
<b>Target Cash Position</b>		<b>(5,214,750)</b>
<b>Adjusted Unrestricted Surplus/(Deficit)</b>		<b>2,130,855</b>

The unrestricted cash will assist supporting the delivery of the carry forward projects in 2018-2019 and any unfunded costs associated with the March 2018 South West Complex Fires event and September 2016 Flood event.

### **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 borrowings, the forecast budget is not required to be publicly advertised.

### **Financial and Resource Implications**

The provisional financial result for 2017-2018 reflects a favourable variation of \$1,810,480 and an improved “cash” position projected for 30 June 2019. The improved financial position will assist supporting the delivery of the carry forward projects in 2018-2019 and meeting any unfunded costs associated with the March 2018 South West Complex Fires event and September 2016 Flood event.

### **Conclusion**




Council remains in a strong finance position. The provisional financial performance for 2017-2018 was \$1,840,480 favourable compared to the adjusted forecast budget. The carry forward projects recommended for approval can be delivered by the accumulated funds from 2017-2018. The favourable 2017-2018 result will also assist in the delivery of these projects and help meet any unfunded costs associated with the March 2018 South West Complex Fires event and September 2016 Flood event.

### **RECOMMENDATION**

#### **That Council:**

- 1. Receives the finance report for the period ending 30 June 2018;**
- 2. Notes the provisional “cash” result for 2017-2018; and**
- 3. Approves 2017-2018 Carry Forward Projects as attached to this report totalling \$4,325,647.**

### **Attachments**

1. 2017-2018 Provisional Cash Result 
2. 2017-2018 Carry Forward Projects 
3. Finance Report - June 2018 

2017-2018 Budgeted "Cash" Result Summary "PROVISIONAL"									
	2017-2018 Adopted Budget	2017-2018 Revised Budget	2017-2018 Forecast	2017-2018 Carry Forwards	2017-2018 Forecast Adjusted	2017-2018 Actual	Actual v Adjusted Forecast		
Surplus/(Deficit) Bought Forward	7,867,044	15,865,000	15,865,000		15,865,000	15,865,000			
Recurrent Operations	(9,543,466)	(13,308,094)	(13,243,853)	4,928,669	(8,315,184)	(6,819,818)	1,495,366	15.7%	
Net External Loans	66,672	66,672	66,672	0	66,672	74,823	8,151	12.2%	
Net Loan Funds	(2,400,000)	(2,327,938)	(2,327,938)	0	(2,327,938)	(2,327,938)	0	0.0%	
Rate Income	20,578,468	20,736,738	20,736,738	0	20,736,738	20,747,128	10,390	0.1%	
Capital	(8,741,270)	(10,693,498)	(10,569,734)	2,990,186	(7,579,548)	(7,048,189)	531,359	6.1%	
Projects	(1,083,381)	(1,415,161)	(1,467,111)	487,597	(979,514)	(1,176,801)	(197,287)	(18.2%)	
Transfer From/(To) Reserves	888,500	700,553	700,553	0	700,553	714,011	13,458	1.5%	
Extraordinary events *	0	1,297,701	1,297,701	(4,080,805)	(2,783,104)	(2,838,681)	(55,577)	(100.0%)	
Surplus/(Deficit) at year end	7,632,567	10,921,974	11,058,029	4,325,647	15,383,676	17,189,535	1,805,859	23.7%	
Less Target Surplus (minimum)					(5,100,000)	(5,100,000)			
Surplus/(Deficit) at year end Favourable/Unfavourable					10,283,676	12,089,535			<==== Target \$0

2017-2018									
Budgeted "Cash" Result									
"PROVISIONAL"									
	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	Actual
	Adopted	Revised	Forecast	Carry	Forecast	Actual	Actual	Actual	Actual
	Budget	Budget		Forwards	Adjusted			V	
								Adjusted Forecast	
<b>Revenues</b>									
Rates and charges	20,578,468	20,736,738	20,736,738	0	20,736,738	20,747,128	10,390	0.1%	
Statutory fees and fines	237,677	270,905	270,905	0	270,905	418,198	147,293	54.4%	
User fees	5,912,924	5,964,349	5,964,349	7,000	5,957,349	6,525,025	567,676	9.5%	
Contributions	260,101	552,899	552,899	307,173	245,726	157,417	(88,309)	(16.0%)	
Grants - Operating	10,284,695	7,130,900	11,306,375	238,443	11,067,932	12,012,995	945,064	13.3%	
Grants - Capital	5,824,000	6,122,000	6,122,000	554,000	5,568,000	5,622,648	54,648	0.9%	
Other Revenue	642,522	831,242	831,242	0	831,242	1,054,727	223,485	26.9%	
Proceeds from sale of property, infrastructure, plant & equi	664,880	934,880	1,052,880	0	1,052,880	857,243	(195,637)	(20.9%)	
External Loan Principal Received	66,672	66,672	66,672	0	66,672	74,823	8,151	12.2%	
Transfer from reserves	1,030,000	1,042,000	1,042,000	0	1,042,000	1,035,696	(6,304)	(0.6%)	
	<b>45,501,940</b>	<b>43,652,586</b>	<b>47,946,061</b>	<b>1,106,616</b>	<b>46,839,445</b>	<b>48,505,901</b>	<b>1,666,457</b>	<b>3.8%</b>	
<b>Expenses</b>									
Employee benefits	(14,996,078)	(14,797,685)	(14,748,215)	(65,046)	(14,683,169)	(14,630,489)	52,679	0.4%	
Materials and services	(10,527,554)	(11,804,121)	(14,706,073)	(1,586,272)	(13,119,802)	(13,331,392)	(211,591)	(1.8%)	
Bad and doubtful debts	(2,000)	(2,000)	(2,000)	0	(2,000)	(1,844)	156	7.8%	
Finance costs	(175,889)	(103,827)	(103,827)	0	(103,827)	(103,826)	1	0.0%	
Other Expenses	(2,636,584)	(2,804,032)	(2,817,032)	(20,459)	(2,796,573)	(2,770,303)	26,270	0.9%	
Capital Projects	(15,032,700)	(17,816,091)	(17,810,327)	(3,760,486)	(14,049,841)	(13,797,715)	252,126	1.4%	
Loan Redemption	(2,224,111)	(2,224,111)	(2,224,111)	0	(2,224,111)	(2,224,112)	(1)	(0.0%)	
Transfer to reserves	(141,500)	(341,447)	(341,447)	0	(341,447)	(321,685)	19,762	5.8%	
	<b>(45,736,416)</b>	<b>(49,893,313)</b>	<b>(52,753,031)</b>	<b>(5,432,263)</b>	<b>(47,320,769)</b>	<b>(47,181,366)</b>	<b>139,403</b>	<b>0.3%</b>	
<b>Rate Determination Result</b>	<b>(234,477)</b>	<b>(6,240,727)</b>	<b>(4,806,971)</b>	<b>(4,325,647)</b>	<b>(481,324)</b>	<b>1,324,535</b>	<b>1,805,859</b>	<b>28.9%</b>	



AGENDA - ORDINARY MEETING OF COUNCIL 28 AUGUST 2018

Project Name	Expenditure	Income	Total	Details
<b>Capital Projects</b>				
Print & Equipment Purchases	30,000		30,000	Funds required for new water tanker purchases in 2018-2019
(SCS) Timbon-Cardivale Road, Timbon	60,000		60,000	Special Charge Scheme planned to be completed in 2018-2019
Comperdown Theatre - Lighting and Sound Upgrade	29,250		29,250	Funding announced in June 2018 to allow project to commence in 2018-2019
Swimming Pool Upgrade	6,300		6,300	For completion of repairs to Solar Heating panels at Tering Swimming Pool.
Bona Access Road Bridge (B084)	564,085		564,085	Works scheduled to be undertaken in second half of 2018
Corporate Information System	136,080		136,080	Technology Content Management software implementation to be completed in 2018-2019
Bicycle Strategy Implementation	7,525		7,525	Works to be finalised to refresh existing bicycle bins
Mobility Solution	8,840		8,840	Project waiting on outcome of Asset Management software tender
Castle Creek Bridge (B025) Realignment	326,625		326,625	Project to be completed in 2018-2019
Port Campbell - Design	390,024		390,024	Project to be completed in 2018-2019
Public Art - Town 5	30,000		30,000	To be completed in Port Campbell when streetscape design complete
Thornton Road, Treasury Bridge Deck Replacement	90,081		90,081	Pre-contract documents have been supplied. Construction planned for 2018-2019
Waste Treatment Review, Design and Implementation	200,000		200,000	Staging of design and treatment in progress. Works to be scheduled
Narrighid Landfill Retaining Wall Restoration	11,617		11,617	Project constructed and ready for final stage of implementation
Comperdown Streetscape - Stage 2A	21,979		21,979	Remaining bollards and seat replacement to be installed in July - August 2018
Storage Area Network Upgrade	25,000		25,000	Waiting on outcome of ECM project to determine storage requirements
(SCS) Barilly St, Comperdown Lower Stevedore St.	119,628		119,628	41,828 Special Charge Scheme to be considered by Council in September 2018
Comperdown Theatre Board Redevelopment - Planning and Design	40,000		40,000	To complete technical planning to inform Heritage Victoria permit.
Public Art - Town 5	185,500		185,500	Compendium of site. Options for improvement being finalised
(SCS) The Parade, Steves St to Dow St, Tering south side	41,589		41,589	29,468 works programmed to be undertaken in July-August 2018
Comperdown Showdown - Heritage Works	364,266		364,266	Project in progress and to be completed by September 2018
Comperdown Heritage Museum - Toilet Installation	24,101		24,101	Project in progress and to be completed by September 2018
Higgs St, Tering, The Showdown to Golf Hill South Side	34,000		34,000	Works to be undertaken in conjunction with Tering Golf Hill works which are scheduled for 2018-2019
Timbon Golfcourse Road (3.5km to 2.0km) Widening & Rehab	34,000		34,000	Remaining funding from State Grant to be received now this project is complete
Parkland Renewal - Port Campbell, Design	4,800		4,800	Briefing design of Port Campbell play space
Landfill Pump Upgrade	40,986		40,986	Power upgrade completed and alternate pump system ready to be sourced
Dow Street, Emery Street to The Parade, Tering Widening and	180,797		180,797	165,787 project to be completed in 2018-2019, contribution being sought from property owners
Mechanist Bridge Road Service Road, Road Widening and R&E	25,000		25,000	16,500 project to be completed in 2018-2019, contribution being sought from property owners
Replacement of F95 Street Lights with LED on Local Roads	110,000		110,000	Works to be undertaken in 2nd half of 2018
Terang Civic Hall - Main Entrance and Toilet Renewal	144,596		144,596	69,596 project to be completed in 2018-2019
(SCS) Robinson Street, Roadpath Connection to Hospital, Camp	12,951		12,951	Majority of works completed. Remainder to be finished in July-August 2018
Ford & Falls Road Upgrade to School Farm	15,000		15,000	Contribution to project. Continue to advocate for government funding
N Rollin Road / Timbon-Mullware Road Road Intersection	297,250		297,250	97,156 works to be undertaken in 2018-2019. Grant to be received upon completion of project
Port Campbell Public Purpose Reserve - Design and Install	50,000		50,000	To progress detailed design of public toilets and playground redevelopment
Solar Panel Installation for Killara Centre	26,746		26,746	Solar Panel installation awarded and about to be installed. Delay due to design of site.
Account Payable Automation	26,746		26,746	Project delayed due to software not being ready. Will be completed in 2018-2019
Coldan Civic Hall - Electrical Works	17,018		17,018	Contribution from Coldan Civic Hall Committee to be received in 2018-2019
<b>Total Capital Projects Carry Forward</b>	<b>3,732,296</b>		<b>3,732,296</b>	<b>2,990,188</b>
<b>Overseas</b>				
Pre School - Tering	5,848		5,848	Early Start Kindergarten funding for 2018 received in June 2018. Funding required to be spent in 2018-2019
Grants Commission	2,106,669		2,106,669	First instalment on 2018-2019 grant payment paid in 2017-2018
Local Roads Grants - Grants Comm	1,746,968		1,746,968	First instalment on 2018-2019 grant payment paid in 2017-2018
<b>Total Department Carry Forward</b>	<b>5,848</b>		<b>5,848</b>	<b>3,853,667</b>
<b>Overseas Events</b>				
2016 Road Events - Administration			(2,185,311)	(2,185,311) 13.7 Road Grants outstanding @ 30/June 2018
2018 St Patrick Day Fire - Inland Response			(1,902,439)	(1,902,439) Outstand claim for fire expenditure
Fire Event - Bazaar Holding Account			(4,088,540)	(4,088,540) Holding account for Bazaar Aid expenses - Any leftover funds to be paid to Bazaar Aid in 2018-2019
<b>Total Extraordinary Events Carry Forward</b>			<b>(7,995,790)</b>	<b>(7,995,790)</b>

Non Recurrent Projects								
Port Campbell town entry signage	9,000			9,000	Project currently being completed by the community			
Terring Recreation Reserve - oval lighting		(8,000)		(8,000)	Grant acquired to be finalise.			
Beyond the Ball Action Group	20,000			20,000	Revenue from Beyond the Ball board received in June 2018.			
Regional HACC Strategy	10,000			10,000	Project to be completed in Q2 2018-19			
Retail Area Facade Improvement Program	10,459			10,459	Project still to be completed			
COIMA Landcare Grant 2015/2016	517			517	Balance required to spent from grant allocation			
Dump Point Timboun		(4,873)		(4,873)	Contribution required now that project has been completed			
Naraghid Gas Capture Investigation	60,000			60,000	Project is delayed by EPA advice relating to gas management			
Mobile OH&A Care System	5,679			5,679	Funded activity			
Intensive Animal Husbandry - Investigation and scheme	15,580			15,580	Should now be all paid - should be zero			
Design of Corangamite action product visual merchandising	3,000			3,500	Food Group currently being engaged to complete project			
Implementation Recreation and Open Space Strategy	10,348			10,348	Aquatic Facility Study to be delivered as per Council Plan 2018-2019			
Review of Signs in Council Parks, streets & facilities	19,000			19,000	Signage audit in progress and works to be completed prior to 2019			
Roads Advocacy - Economic Impact Modelling	123,158	(35,000)		88,158				
Age-friendly communities project	0	(10,500)		(10,500)	To match project spending with grant allocation			
Let's Road energy/efficiency literacy program	10,505			10,505	Funded activity			
Rural Living Review and Strategy	33,000			33,000	Delays in brief, IT and Council briefing			
Road Tape Reduction Planning Scheme Amendment C24	5,000			5,000	CAI delivery in briefing and then by DELWP - note copies not sent and a depot Nov/18. Reduced to \$K during CF reviews with SOG			
Actions from the Intensive Animal Industries Initiative	10,000			10,000	Recommendations for prospective and lobbying - could CF and give to Rony. Reduced to 10K during CF review with SOG. move into Eco Dew			
Economic Development Strategy - Implementation	20,859			20,859	To allow annual actions to be completed from strategy			
Food and Fibre Strategy - Value Add Opportunity Investigate	30,000			30,000	Project not completed due to firm/staff changeover			
Twelve Apostles Trail - Stage 1 Technical Assessments	31,995			31,995	Technical planning to include geotechnical assessments to inform Cultural Heritage Management Plan.			
Urban Street Tree Asset Management Program	51,000			51,000	Works completed in 2017-2018 being completed in 2018-2019			
On-line learning management system	5,333			5,333				
A Factor On Safety Implementation	11,854			11,854	Finalisation of Suremart and Smotherfree Workplaces Implementation			
Roads Funding PR and Advocacy Material	9,085			9,085	To complete further advocacy with Great South Coast group in 2018-2019			
Thomson Street, Terring Poplar Works	20,000			20,000	Works being finalised in July 2018			
Redundant Roadside Signage Removal	20,000			20,000	Signage audit in progress and works to be completed in 2018-2019			
Mt Leura COIMA Grant 2017-2018	10,000	(3,500)		6,500	Awaiting final payment from grant			
Simpson Town Entry Signage	18,000			18,000	Grant funding received - project to be completed in 2018-2019			
Visitor Spending Model (FAST Grant)	42,000			42,000	Grant funding received late in 2017-2018 will project to be completed in 2018-2019			
Wier Memorial - Restoration works	25,000			25,000	Grant funding received late in 2017-2018 will project to be completed in 2018-2019			
	599,472	(111,873)		487,599				
<b>Recurrent operating projects</b>								
HACC Millner Capital Grant	35,353			35,353	Funding Received from Agrib Care Capital Projects			
Organisational Training	12,000			12,000	LG Pro online training module to be invoiced in 2018-2019			
Landfill Water Quality Monitoring	34,566			34,566	Awaiting a delayed invoice from supplier			
Dial Boreen You Dig(Kasei)	3,374			3,374	Allowance for completion of Dial Boreen You Dig Automation project			
LR33 roadside vegetation spraying	66,582			66,582	To undertake extended spraying programs per Council Native Vegetation discussion			
LR33 roadside vegetation spraying	56,585			56,585	To undertake extended spraying programs per Council Native Vegetation discussion			
LR33 roadside vegetation spraying	108,440			108,440	Further works are still required to complete side liner			
Cell Construction - Naraghid Cell 13	72,443			72,443	Delivery of side liner material delayed and installation still to be completed			
Cell Construction - Naraghid Cell 14	409,252			409,252	Cell 12 capping still to be completed after side liners are fill and			
Landfill Cell 11 & 12 Capping	159,038			159,038	Delivery in excavation and lining material not yet delivered and installed			
Cell Construction - Naraghid Cell 14b	59,053			59,053	Excavation was not completed as it needs to link with Cell 12b lining clay installation.			
Cell Construction - Naraghid Cell 15	17,000			17,000	To await funding round two of events and kerbside program			
Football and Events Funding	35,058			35,058	Income received from lease agreements to be received by committees			
Mount Noorat	1,069,154	0		1,069,154				
	5,414,566	(1,088,918)		4,325,647				



**Monthly Financial Performance Report**  
**30 June 2018**

# Finance Report

## Attestation

In my opinion the information set out in this report presents fairly the financial transactions for the period ended 30 June 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 30 June 2018
- 11. Income Statement for the period ended 30 June 2018
- 12. Cash Flow Statement for the period ended 30 June 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

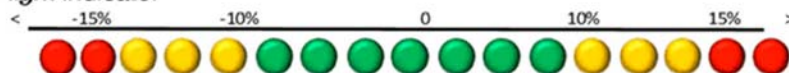
**Adopted Budget** represents the Budgeted adopted by the Council in June.

**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



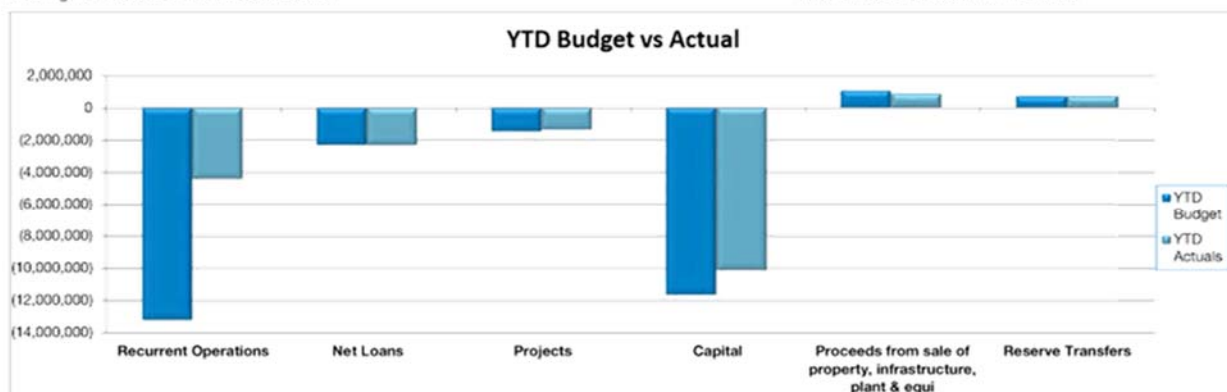


1. Performance Summary

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
Recurrent Operations	(9,513,466)	(13,278,094)	(13,213,853)	(13,213,853)	(4,420,339)	8,793,514	83% ●
Rate Income	20,578,468	20,736,738	20,736,738	20,736,738	20,747,128	10,390	0% ●
Net Loans	(2,400,000)	(2,327,938)	(2,327,938)	(2,327,938)	(2,328,296)	(358)	0% ●
Projects	(1,083,381)	(1,415,161)	(1,467,111)	(1,467,111)	(1,367,960)	99,151	7% ●
Capital	(9,436,150)	(11,658,378)	(11,652,614)	(11,652,614)	(10,113,394)	1,539,220	13% ●
Proceeds from sale of property, infrastructure, plant & equi	664,880	934,880	1,052,880	1,052,880	857,243	(195,637)	(19%) ●
External Loan Funds	66,672	66,672	66,672	66,672	74,823	141,495	212% ●
Transfer to Reserves	(141,500)	(341,447)	(341,447)	(341,447)	(321,685)	19,762	6% ●
Transfer from Reserves	1,030,000	1,042,000	1,042,000	1,042,000	1,035,696	(6,304)	(1%) ●
Reserve Transfers	888,500	700,553	700,553	700,553	714,011	(1,414,565)	(202%) ●
Extraordinary Events	0	1,297,701	1,297,701	1,297,701	(2,838,681)	(4,136,382)	(319%) ●
<b>Surplus/(Deficit)</b>	<b>(234,477)</b>	<b>(4,943,026)</b>	<b>(4,806,971)</b>	<b>(4,806,971)</b>	<b>1,324,535</b>	<b>6,131,506</b>	<b>(128%) ●</b>
Surplus/(Deficit) B/forward	15,865,000	15,865,000	15,865,000				
<b>Surplus/(Deficit) at end of year</b>	<b>15,630,523</b>	<b>10,921,974</b>	<b>11,058,029</b>				

Note: Figures in brackets indicate cost to Council

Unfavourable variances shown in brackets



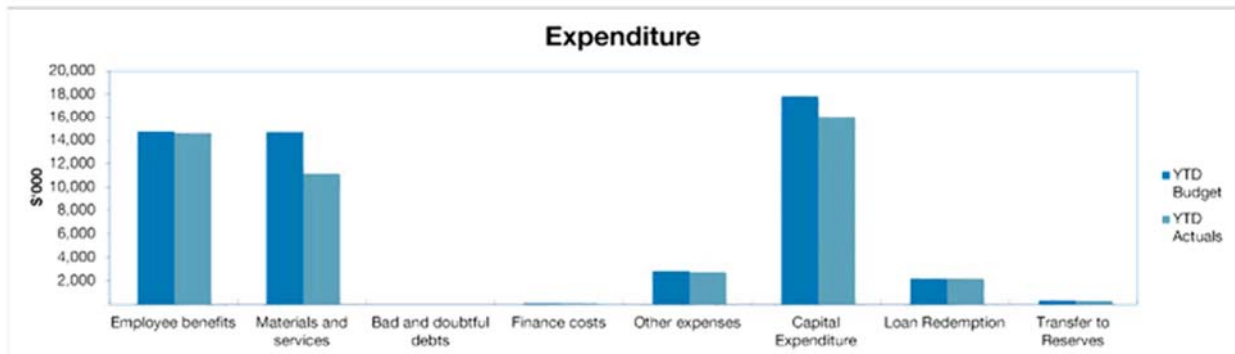
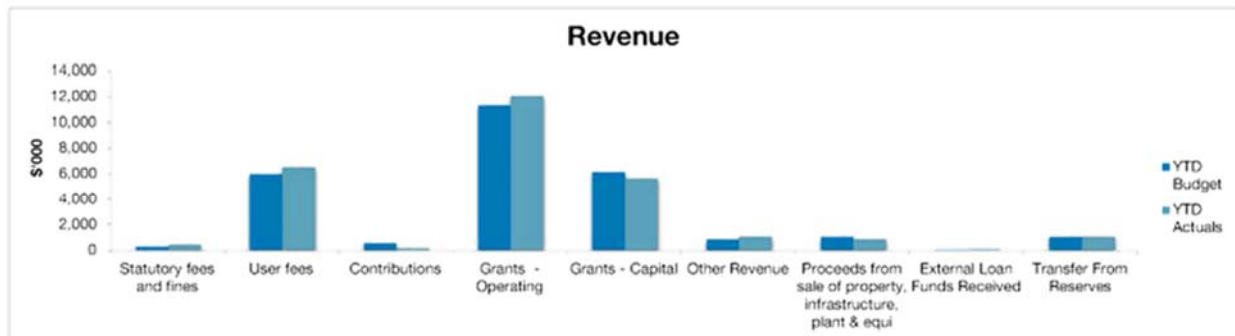
Key Performance Indicators	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals	Trend
<b>Underlying Result (VAGO)</b> (Total operating result/Total revenue)	11.5%	6.6%	6.9%	16.1%	▲
<b>Working capital ratio</b> (current assets/Current liabilities)	195.0%	222.0%	221.4%	365.9%	↔
<b>Self-financing</b> (cash generated from operating activities/Revenue)	29.0%	27.9%	27.9%	1.7%	▼
<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	20,747,128	10,390	0%
Statutory fees and fines	237,677	270,905	270,905	270,905	418,198	147,293	54%
User fees	5,912,924	5,964,349	5,964,349	5,964,349	6,525,025	560,676	9%
Contributions	260,101	552,899	552,899	552,899	157,417	(395,482)	(72%)
Grants - Operating	10,284,695	11,231,160	11,306,375	11,306,375	12,012,995	706,621	6%
Grants - Capital	5,824,000	6,122,000	6,122,000	6,122,000	5,622,648	(499,352)	(8%)
Other Revenue	642,522	831,242	831,242	831,242	1,054,727	223,485	27%
Proceeds from sale of property, infrastructure, plant & equi	664,880	934,880	1,052,880	1,052,880	857,243	(195,637)	(19%)
External Loan Funds Received	66,672	66,672	66,672	66,672	74,823	(67,264)	(101%)
Transfer From Reserves	1,030,000	1,042,000	1,042,000	1,042,000	1,035,696	(6,304)	(1%)
<b>Total Revenue</b>	<b>45,501,940</b>	<b>47,752,846</b>	<b>47,946,061</b>	<b>47,946,061</b>	<b>48,505,901</b>	<b>484,426</b>	<b>102%</b>
<b>EXPENDITURE</b>							
Employee benefits	14,996,078	14,797,685	14,748,215	14,748,215	14,630,131	118,084	(1%)
Materials and services	10,527,554	14,606,680	14,706,073	14,706,073	11,104,847	3,601,226	(24%)
Bad and doubtful debts	2,000	2,000	2,000	2,000	1,844	156	(8%)
Finance costs	175,889	103,827	103,827	103,827	104,185	(358)	0%
Other expenses	2,636,584	2,804,032	2,817,032	2,817,032	2,770,303	46,729	(2%)
Capital Expenditure	15,032,700	17,816,091	17,810,327	17,810,327	16,024,259	1,786,067	(10%)
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	341,447	321,685	19,762	(6%)
<b>Total Expenditure</b>	<b>(45,736,416)</b>	<b>(52,695,872)</b>	<b>(52,753,031)</b>	<b>(52,753,031)</b>	<b>(47,181,366)</b>	<b>5,571,665</b>	<b>(90%)</b>
<b>Surplus/(Deficit)</b>	<b>(234,477)</b>	<b>(4,943,026)</b>	<b>(4,806,971)</b>	<b>(4,806,971)</b>	<b>1,324,535</b>	<b>6,131,506</b>	<b>(128%)</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	9,690,617	13,806,635	4,116,018	(42%) ●
Executive Office	58,450	61,678	61,678	61,678	57,222	(4,456)	7% ●
Sustainability Development	5,260,779	5,198,332	5,198,332	5,198,332	5,590,735	392,403	(8%) ●
Works and Services	7,453,194	7,419,306	7,419,306	7,419,306	7,224,881	(194,425)	3% ●
<b>Revenue Total</b>	<b>25,739,147</b>	<b>22,329,718</b>	<b>22,369,933</b>	<b>22,369,933</b>	<b>26,684,092</b>	<b>4,309,539</b>	<b>(19%) ●</b>
<b>Expenses</b>							
Corporate and Community Services	9,070,615	9,094,575	9,130,548	9,130,548	8,686,746	443,803	5% ●
Executive Office	2,191,355	2,152,408	2,142,408	2,142,408	2,006,551	135,857	6% ●
Sustainability Development	9,009,228	9,207,687	9,157,687	9,157,687	5,783,565	3,374,122	60% ●
Works and Services	14,981,414	15,153,142	15,153,142	15,153,142	14,622,949	530,193	3% ●
<b>Expenses Total</b>	<b>(35,252,612)</b>	<b>(35,607,812)</b>	<b>(35,583,786)</b>	<b>(35,583,786)</b>	<b>(28,971,925)</b>	<b>4,483,975</b>	<b>19% ●</b>
<b>Recurrent Operations Total</b>	<b>(9,513,466)</b>	<b>(13,278,094)</b>	<b>(13,213,853)</b>	<b>(13,213,853)</b>	<b>(2,287,833)</b>	<b>6,793,514</b>	<b>83% ●</b>



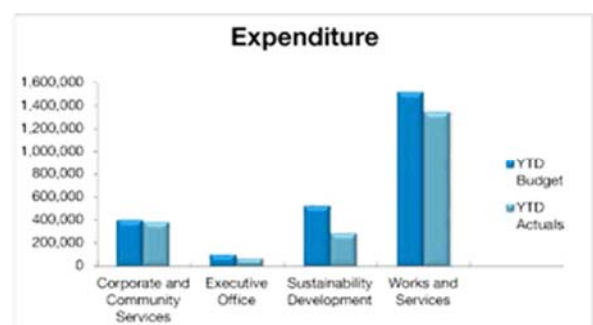
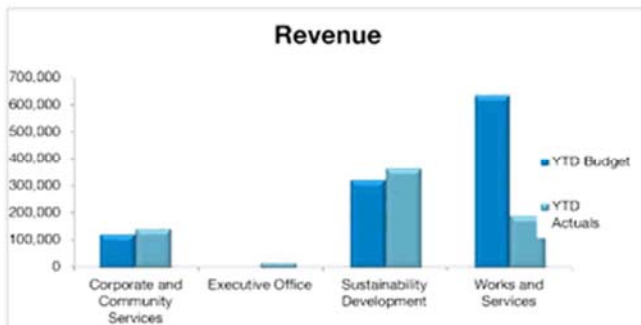
Comments:

**Recurrent Revenue** is \$4,309,539 over budget.  
The variation in revenue is due to \$3,870,000 of Financial Assistance Grants received in advance.

**Recurrent expenditure** is \$4,483,975 under budget.  
The underspend in Sustainability Development is due to landfill cell construction and cell capping falling behind schedule.

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	123,185	143,185	20,000	0% ●
Executive Office	0	0	0	0	18,000	18,000	0% ●
Sustainability Development	70,190	323,182	323,182	323,182	365,954	42,772	0% ●
Works and Services	427,500	613,500	638,500	638,500	192,435	(446,065)	0% ●
<b>Revenue Total</b>	<b>497,690</b>	<b>1,049,867</b>	<b>1,084,867</b>	<b>1,084,867</b>	<b>719,574</b>	<b>(365,293)</b>	<b>0% ●</b>
<b>Expenses</b>							
Corporate and Community Services	70,381	401,456	401,456	401,456	385,939	15,517	0% ●
Executive Office	57,500	101,753	101,753	101,753	67,700	34,053	0% ●
Sustainability Development	480,190	466,630	528,580	528,580	287,694	240,886	0% ●
Works and Services	973,000	1,495,189	1,520,189	1,520,189	1,346,202	173,987	0% ●
<b>Expenses Total</b>	<b>(1,581,071)</b>	<b>(2,465,028)</b>	<b>(2,551,978)</b>	<b>(2,551,978)</b>	<b>(2,087,534)</b>	<b>464,444</b>	<b>0% ●</b>
<b>Projects Total</b>	<b>(1,083,381)</b>	<b>(1,415,161)</b>	<b>(1,467,111)</b>	<b>(1,467,111)</b>	<b>(1,367,960)</b>	<b>99,151</b>	<b>0% ●</b>



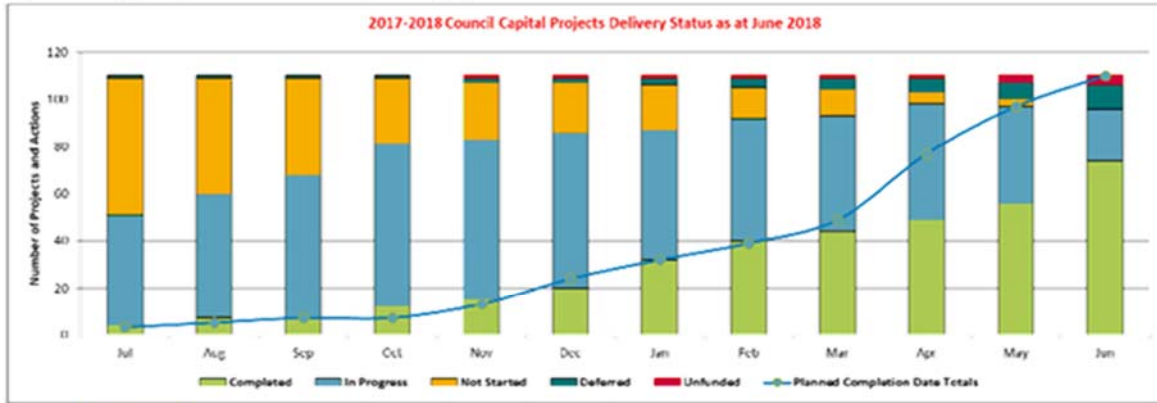
5. Capital

	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	26,000	0	(26,000)	100% ●
Sustainability Development	40,000	40,000	40,000	40,000	24,968	(15,032)	38% ●
Works and Services	5,586,550	6,112,308	6,112,308	6,112,308	5,906,493	(205,815)	3% ●
<b>Revenue Total</b>	<b>5,626,550</b>	<b>6,187,713</b>	<b>6,187,713</b>	<b>6,187,713</b>	<b>5,940,866</b>	<b>(246,847)</b>	<b>4%</b> ●
<b>Expenses</b>							
Corporate and Community Services	418,000	493,707	493,707	493,707	243,936	249,771	51% ●
Executive Office	10,000	65,250	75,250	75,250	0	75,250	100% ●
Sustainability Development	175,000	337,190	337,190	337,190	2,629,428	(2,292,238)	(680%) ●
Works and Services	14,429,700	16,919,944	16,904,180	16,904,180	13,150,895	3,753,284	22% ●
<b>Expenses Total</b>	<b>(15,032,700)</b>	<b>(17,816,091)</b>	<b>(17,810,327)</b>	<b>(17,810,327)</b>	<b>(16,024,259)</b>	<b>1,786,067</b>	<b>10%</b> ●
<b>Capital Total</b>	<b>(9,406,150)</b>	<b>(11,628,378)</b>	<b>(11,622,614)</b>	<b>(11,622,614)</b>	<b>(10,083,394)</b>	<b>1,539,220</b>	<b>13%</b> ●

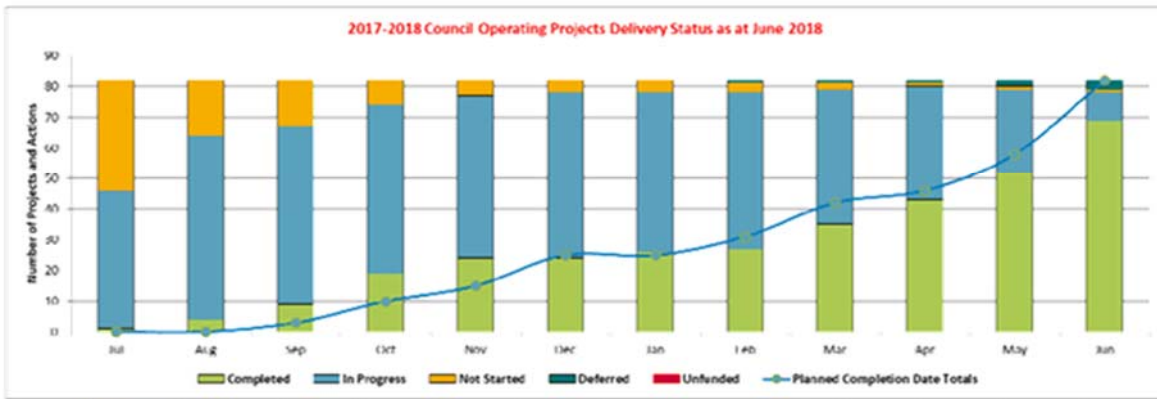


### 6. Project Delivery

The graphs and tables below provide an overview of the status of Council's capital and operating projects for the reporting period.

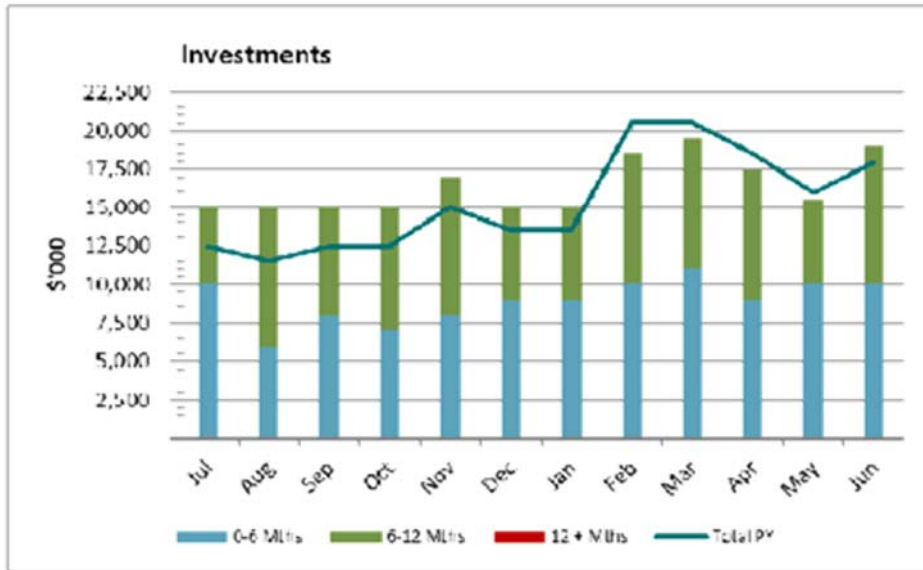


Directorate	Council	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Project	Capital Projects												
	Not Started	58	49	41	28	24	21	19	13	11	5	3	0
	In Progress	47	53	61	69	60	66	55	52	49	49	41	22
	Completed	4	7	7	12	15	20	32	40	44	49	56	74
	Deferred	1	1	1	1	2	2	3	4	5	6	7	10
	Unfunded	0	0	0	0	1	1	1	1	1	1	3	4
	<b>Total</b>	<b>110</b>	<b>110</b>	<b>110</b>	<b>110</b>	<b>110</b>	<b>110</b>	<b>110</b>	<b>110</b>	<b>110</b>	<b>110</b>	<b>110</b>	<b>110</b>
	Planned Completion Date	3	5	7	7	13	24	32	39	49	77	97	110
	Actual YTD	\$276,727	\$666,217	\$1,381,458	\$1,556,520	\$2,244,691	\$4,062,118	\$5,323,411	\$8,130,514	\$9,503,052	\$11,017,375	\$11,881,124	\$13,812,049
	Budget YTD	50	\$692,708	\$1,200,202	\$1,602,359	\$2,540,175	\$3,773,393	\$5,876,061	\$7,654,387	\$10,021,313	\$12,831,272	\$15,350,906	\$17,816,091



Directorate	Council	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Project	Operating Project												
	Not Started	36	18	15	8	5	4	4	3	2	1	1	1
	In Progress	45	60	58	55	53	54	52	51	44	37	27	9
	Completed	1	4	9	19	24	24	26	27	35	43	52	69
	Deferred	0	0	0	0	0	0	0	1	1	1	2	3
	Unfunded	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total</b>	<b>82</b>	<b>82</b>	<b>82</b>	<b>82</b>	<b>82</b>	<b>82</b>	<b>82</b>	<b>82</b>	<b>82</b>	<b>82</b>	<b>82</b>	<b>82</b>
	Planned Completion Date	0	0	3	10	15	25	25	31	42	46	58	82
	Actual YTD	\$22,947	\$187,745	\$329,540	\$377,736	\$461,094	\$727,784	\$825,680	\$1,036,632	\$1,114,028	\$1,387,551	\$1,612,545	\$1,878,719
	Budget YTD	50	\$136,133	\$171,530	\$184,257	\$326,821	\$536,822	\$606,295	\$721,179	\$866,904	\$1,005,055	\$1,071,999	\$2,485,028

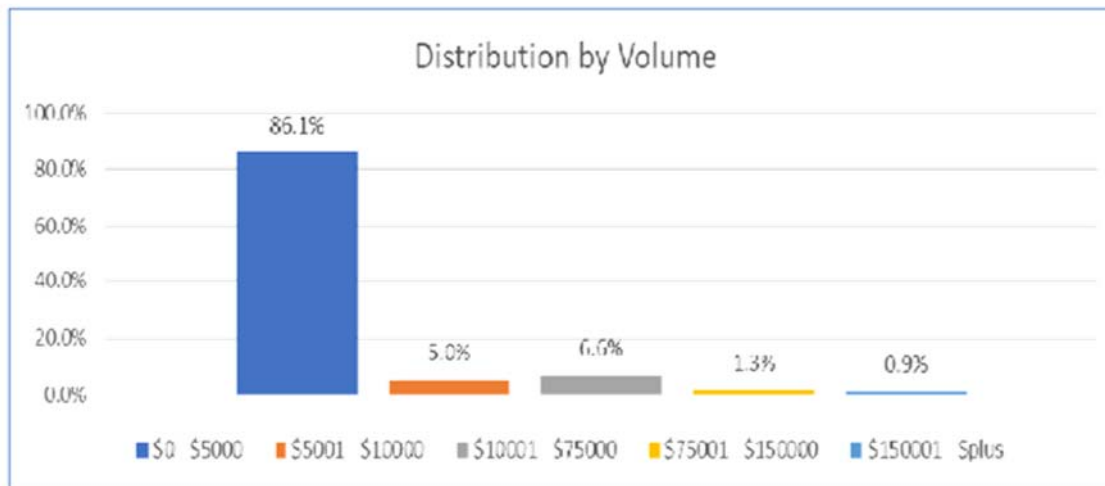
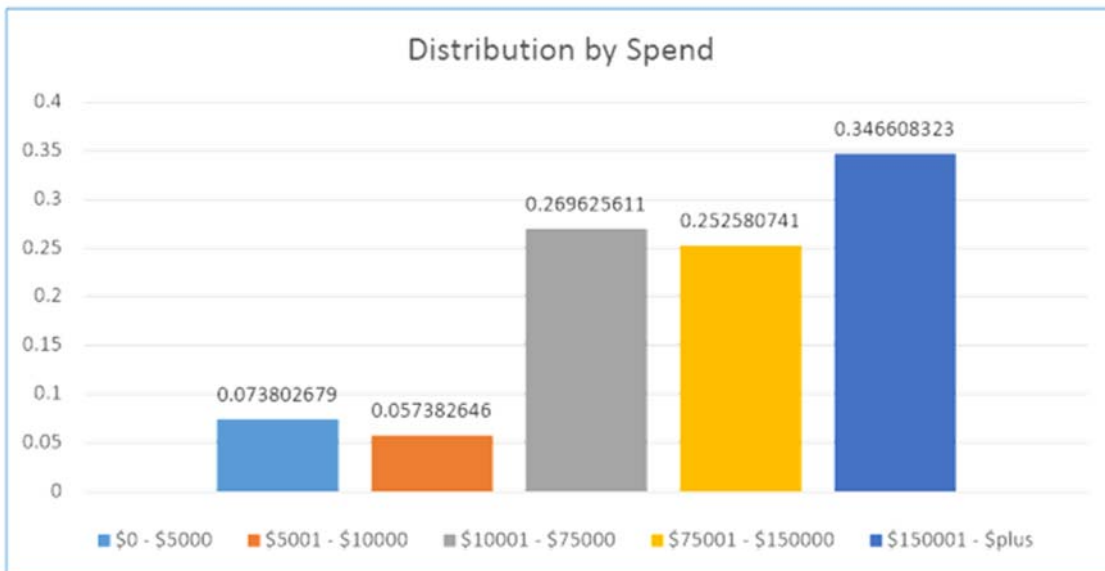
### 7. Investments



The above graph shows the 2017-2018 total investments as a comparative line and categorises current year investments by term. Term deposits are slightly higher than the level of investments at this time last year as additional cash was received from grants paid in advance.

**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 86.1% of transactions for the period were for a value of \$5,000 or less with a cumulative value representing 7.4% of total procurement.

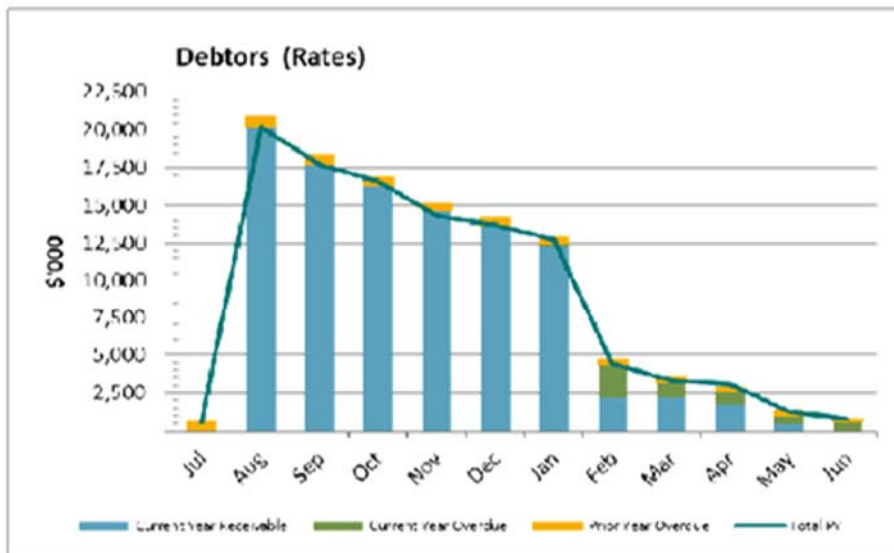




### 9. Outstanding Debtors

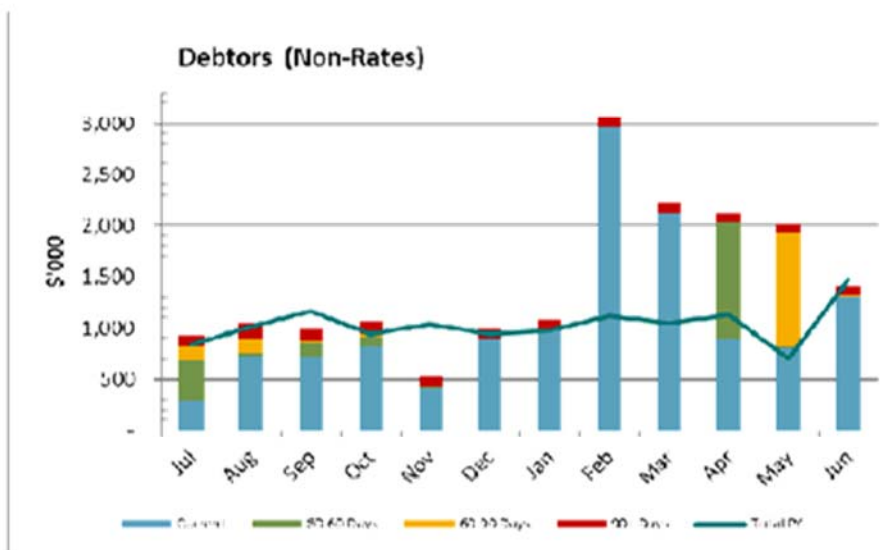
#### Rate Debtors

The below graph shows the total outstanding debt from the 2017-2018 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 30 June 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	15,630,245	23,540,252
Financial Assets	66,568	96,949	67,645	67,645	63,392
Rate Receivables	825,087	1,386,056	2,665,000	2,265,000	841,287
Other Trade Receivables	1,839,194	462,019	0	400,000	1,777,857
Inventories	82,588	67,000	80,000	80,000	78,112
Other assets	483,296	1,274,000	484,000	484,000	584,546
<b>Total Current Assets</b>	<b>25,265,103</b>	<b>16,093,128</b>	<b>18,976,195</b>	<b>18,926,890</b>	<b>26,885,447</b>
<b>NON CURRENT ASSETS</b>					
Investments in associates	260,096	237,000	260,096	260,096	264,715
Financial Assets	113,304	113,000	45,555	45,555	37,733
Trade and other receivables	45,200	68,000	45,000	45,000	42,155
WIP - Capital	1,390,953	15,032,700	17,816,091	17,810,327	5,664,908
Fixed assets	432,955,386	404,952,885	424,214,338	424,214,338	454,950,607
<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>460,960,118</b>
<b>Total Assets</b>	<b>460,030,041</b>	<b>436,496,713</b>	<b>461,357,275</b>	<b>461,302,206</b>	<b>487,845,565</b>
<b>CURRENT LIABILITIES</b>					
Trade and other payables	2,287,024	2,241,675	2,300,000	2,300,000	3,260,796
Trust funds and deposits	203,434	322,000	203,000	203,000	235,584
Interest bearing liabilities	2,224,111	0	0	0	0
Provisions - current	3,844,891	3,500,000	3,850,000	3,850,000	3,850,712
<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>7,347,092</b>
<b>NON CURRENT LIABILITIES</b>					
Provisions - non-current	5,693,155	5,593,457	5,693,780	5,693,780	3,559,555
<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>3,559,555</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>10,906,647</b>
<b>Net Assets</b>	<b>445,777,425</b>	<b>424,839,581</b>	<b>449,310,495</b>	<b>449,255,426</b>	<b>476,938,918</b>
<b>EQUITY</b>					
Operating Surplus/Deficit	5,309,832	5,270,282	3,533,070	3,478,001	7,613,938
Accumulated surplus	170,538,715	214,553,440	176,549,100	176,549,100	176,556,545
Asset revaluation reserve	267,201,045	203,162,000	267,201,045	267,201,045	290,748,590
Reserves	2,727,833	1,853,859	2,027,279	2,027,279	2,019,845
<b>Total Equity</b>	<b>445,777,425</b>	<b>424,839,581</b>	<b>449,310,495</b>	<b>449,255,426</b>	<b>476,938,918</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%	297.92%	365.93%
Debt servicing ratio (interest paid as % of total revenue)	5%	0.40%	0.23%	0.23%	0.22%
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 30 June 2018

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance favourable/ (unfavourable)
<b>REVENUE</b>						
Share of net profit/(loss) of associates	0	0	0	0	4,620	4,620
Rates and charges	20,578,468	20,736,738	20,736,738	20,736,738	20,747,128	10,390
Statutory fees and fines	237,677	270,905	270,905	270,905	418,198	147,293
User fees	5,912,924	5,964,349	5,964,349	5,964,349	6,525,025	560,676
Contributions	260,101	552,899	552,899	552,899	157,417	(395,482)
Grants - Operating	10,284,695	11,231,160	11,306,375	11,306,375	12,012,995	706,621
Grants - Capital	5,824,000	6,122,000	6,122,000	6,122,000	5,622,648	(499,352)
Other Revenue	642,522	831,242	831,242	831,242	1,054,727	223,485
<b>Total Revenue</b>	<b>43,740,388</b>	<b>45,709,294</b>	<b>45,784,509</b>	<b>45,784,509</b>	<b>46,542,759</b>	<b>(758,250)</b>
<b>EXPENDITURE</b>						
Employee benefits	14,996,078	14,797,685	14,748,215	14,748,215	14,630,131	118,084
Materials and services	10,527,554	14,606,680	14,706,073	14,706,073	11,104,847	3,601,226
Bad and doubtful debts	2,000	2,000	2,000	2,000	1,844	156
Depreciation	10,132,000	10,132,000	10,132,000	10,132,000	12,329,488	(2,197,488)
Finance costs	175,889	103,827	103,827	103,827	104,185	(358)
Other expenses	2,636,584	2,804,032	2,817,032	2,817,032	2,770,303	46,729
Fair Value Adjustments	0	0	0	0	(2,127,886)	2,127,886
<b>Total Expenditure</b>	<b>(38,470,105)</b>	<b>(42,446,223)</b>	<b>(42,509,147)</b>	<b>(42,509,147)</b>	<b>(38,812,913)</b>	<b>3,696,234</b>
<b>Surplus/(Deficit) from Operations</b>	<b>5,270,282</b>	<b>3,263,070</b>	<b>3,275,361</b>	<b>3,275,361</b>	<b>7,729,846</b>	<b>(4,454,484)</b>
Proceeds from sale of property, infrastructure, plant & equip	664,880	934,880	1,052,880	1,052,880	857,243	195,637
Written down value property, infrastructure, plant and equip	664,880	664,880	664,880	664,880	973,150	(308,270)
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	0	270,000	388,000	388,000	(115,907)	503,907
<b>Surplus/(Deficit) for Period</b>	<b>5,270,282</b>	<b>3,533,070</b>	<b>3,663,361</b>	<b>3,663,361</b>	<b>7,613,938</b>	<b>(3,950,577)</b>

---

## 8.4 Corporate Risk Register

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

**File No:** D18/354

**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 Strategic Risk Report, including the residual strategic 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.

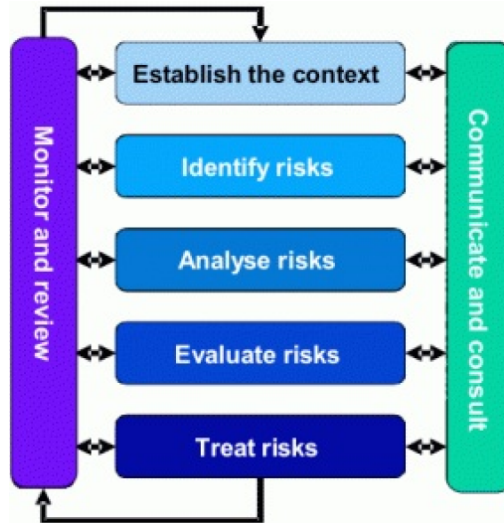
### Issues

The CRR is regularly reviewed, with operational risks adapted due to changing and emerging circumstances. The strategic risks have been reviewed by the HR/Risk Department, Senior Officer Group, Council and the Audit Committee. The CRR has been updated to reflect the newly identified or modified strategic risks, their risk profile and risk mitigations. Existing operational risks have been realigned and new ones identified where required. The CRR is not a static document and refinements and the identification of new treatments is an ongoing process. Previous reporting has focussed on the top ten operational risks to Council, however this current report and future reporting will show Council's detailed strategic risk profile. The new reporting format is more consistent with the higher level reporting described in the LGPRF.

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

**The Risk Management process**

Our process conforms to the international standard for Risk Management AS/NZ ISO 31000:2009, represented by the diagram below:



**The Risk Assessment process**

Our process examines how likely the risk is to occur (likelihood) and the possible magnitude should the risk occur (consequence). From this analysis the Current Risk Level is determined.

**Likelihood Rating**

Risk likelihood is the chance of something happening (ISO:31000).

The following table was used to assess the likelihood of a risk occurring:

Description	Likelihood of Occurrence
Almost Certain	Is almost certain to occur in most circumstances (80% plus)
Likely	Will probably occur (50-80%)
Possible	Might occur at some time in future (20-50%)
Unlikely	Could occur but doubtful (5-20%)
Rare	May occur but only in exceptional circumstances (<5%)

The following Risk Matrix was used to determine the risk rating for a risk.

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

The residual risk rating (after treatments) for Council’s Strategic Risks is shown in the table below.

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		
<b>Unlikely</b> Could occur but doubtful (5-20%)			5		
<b>Rare</b> May occur but only in exceptional circumstances (<5%)			2		
	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

### 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.

### 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 Strategic Risk Report inform Council on the organisation's strategic risk profile as at 21 August 2018.

## RECOMMENDATION

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

### Attachments

1. Strategic Risk Report 21 August 2018 - Under Separate Cover 



---

## 8.5 Local Government Performance Indicators Report for twelve-month period ending 30 June 2018 - Provisional Results

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

**File No:** D18/355

**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 provisional results for the twelve-month period ending 30 June 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.

Council will be required to report performance indicator information in its 2017-2018 Annual Report with results also to be published on the 'MyCouncil' website. Council will be presented with its 2017-2018 Annual Report on 23 October 2018.

### Issues

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

The twelve-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 twelve-month period ending 30 June 2018 is not dissimilar to the same period last year. Some indicators have performed strongly, whereas some will require monitoring in 2018-2019. Care should also be taken when interpreting the data provided in this report, as results are provisional and subject to audit by the Victorian Auditor General's Office. Similarly, non-financial elements reported are not always uniform and often vary 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. 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 twelve-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.

Provisional results have been submitted to Local Government Victoria for review. Following completion of the audit, Council's Audit Committee will consider the LGPRF Performance Statement, along with the Annual Financial Statements, on 13 September 2018. Council will be asked to authorise two Councillors to sign the Performance Statement on 25 September 2018 prior to submitting to the Minister for Local Government by 30 September 2018.

### **Financial and Resource Implications**

There are no financial 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.

### **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 twelve-month period ending 30 June 2018 is generally comparable to the same period last year and reflects strong progress with most indicators when compared to trend data.

## RECOMMENDATION

**That Council notes the twelve-month provisional results for the period ending 30 June 2018 for the legislated performance indicators under the *Local Government (Planning and Reporting) Regulations 2014*.**

### Attachments

1. LGPRF Council Report for 12 month period ending 30 June 2018 (Provisional Results) - Under Separate Cover 

---

## 8.6 Quick Response Grants Allocation August 2018

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

**File No:** D18/356

**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 August 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, Events and Festivals, Facilities or Environmental Grants Program. Applications for Quick Response Grants are considered by Council as they are received.

### **Issues**

The Quick Response Grants Program has 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 2018-2019 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	\$0.00	\$0.00	\$2,000.00
North	\$2,000.00	\$0.00	\$0.00	\$2,000.00
South Central	\$2,000.00	\$0.00	\$959.78	\$1,040.22
South West	\$2,000.00	\$500.00	\$0.00	\$1,500.00
Central	\$6,000.00	\$500.00	\$473.00	\$5,027.00
	<b>\$14,000.00</b>	<b>\$1,000.00</b>	<b>\$1,432.78</b>	<b>\$11,567.22</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 August 2018:**

Applicant	Purpose	Ward	Amount
Terang RSL	Purchase cost of display cases for RSL memorabilia.	Central	\$473.00
Bostocks Creek Hall Committee of Management	Replace faulty exterior light.	South Central	\$461.78
Cobden Historical Society	Purchase cost of display cases and stand for memorabilia.	South Central	\$498.00

### Attachments

1. Quick Response Grants Assessment - August 2018 Allocation - Under Separate Cover 
2. Application Quick Response Grants - Terang RSL - Under Separate Cover 
3. Application Quick Response Grants - Bostocks Creek Hall Committee of Management - Under Separate Cover 
4. Application Quick Response Grants - Cobden Historical Society - Under Separate Cover 

---

## 8.7 Records of Assembly of Councillors

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

**File No:** D18/327

**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 24 July 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.

---

### **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 24 July 2018
- Councillor Briefing 14 August 2018.

### **RECOMMENDATION**

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

### **Attachments**

1. Record of an Assembly of Councillors 24 July 2018 
2. Record of an Assembly of Councillors 14 August 2018 



# Council

## Record of an Assembly of Councillors

**Councillor Briefing**

**Date:** 24 July 2018

**Time:** 2.00 – 6.00 pm; 8.15 – 8.40 pm.

**Place:** Killara Centre

The Assembly was suspended for the purposes of the Ordinary Council Meeting.

**Present:**

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

*Cr Brown was an apology.*

**Officers:**

- Ian Gibb                       Brooke Love                       Andrew Mason                       David Rae
- Lyle Tune (Item 2)

**Guests:**

- Brydon King (BJK Planning) (Item 1)
- Nic Crooks, Penny Fraser (Deakin University) (Item 3)

**Issues Discussed:**

Item	Discussion Topic
1	<b>Councillor training – Planning and Environment Act and Planning Schemes</b>
2	<b>Roadside Vegetation</b>
3	<b>Preventing Childhood Obesity within the Great South Coast – Project Update</b>
4	<b>Hot Topics</b> <i>Agenda Items, Transmission Lines, Great Ocean Road Taskforce, MAV Regional Meeting, Clocktower Update, Staffing Update, Community Safety Initiatives, Skipton Land Sale, Saleyards Update, Eastern Maar Event, Recycling Contract, Port Campbell Town Centre Urban Design Review, Proposed Castle Carey Road Closure, Botanic Gardens, Visit by Federal Agriculture Minister.</i>
6	<b>Councillor Items</b> <i>Gas Plant Issues, Visit by Federal Agriculture Minister.</i>

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

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

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

**Meeting close:** 8.40 pm

**Note taker:** Andrew Mason

# Council

## Record of an Assembly of Councillors

**Councillor Briefing****Date:** 14 August 2018**Time:** 10.00 am**Place:** Old Chambers**Present:**

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

*Cr McArthur was an apology.**Cr Trotter was an apology.***Officers:**

Ian Gibb                       Brooke Love                       Andrew Mason                       David Rae

Rory Neeson (Items 3, 4 and 6)

Lyllall Bond (Item 5)

**Guests:**

Jamie Brennan, Craig Fraser (South West Healthcare) (Item 1)

Wendy Malkiewicz, Paul Robertson (Incite) (Item 2)

Hugh Fitzpatrick (Tourism Researcher – by phone) (Item 3)

Dr Helen Foard, Annie Farrow (Minerals Victoria) (Item 6)

**Issues Discussed:**

Item	Discussion Topic
1	<b>Camperdown Hospital Redevelopment</b>
2	<b>Aged and Disability Services Strategic Review</b>
3	<b>Tourism Research Presentation</b>
4	<b>Environmental Upgrade Agreements</b>
5	<b>Resource Recovery and Waste Management Strategy Background Report</b>
6	<b>Stavelly Mineral Exploration</b>
7	<b>Hot Topics</b> <i>Pick My Project, Castle Carey Road, Port Campbell Design Review, MAV Insurance, Princetown Bridge and Road Update, RCV Visit to Canberra, Priorities Documentation, Councillor Expenses and Meeting Attendance, Aerial Photography, Treasurer's Advance Process.</i>
8	<b>Councillor Items</b> <i>Hampden Specialist School, International Drivers, New Business in Lismore, New Council Staff, Library Update, Devil's Gully Guardrail, Arterial Road Failures and Potholes.</i>

**Conflict(s) of Interest declared:** Nil**Councillor(s) left the meeting at:** NA**Councillor Conflict of Interest Form(s) Completed:** NA**Meeting close:** 5.00 pm**Note taker:** Andrew Mason

## **9. OTHER BUSINESS**

---

## 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.

## **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 contractual matters and personnel matters.

#### **11.1 Variation to Waste Collection Services Contract 2015001**

#### **11.2 CEO Performance Review 2018**