



CORANGAMITE  
SHIRE

# agenda

## CORANGAMITE SHIRE

### ORDINARY MEETING OF COUNCIL

**TUESDAY 23 APRIL 2019**

To be held at the Killara Centre  
210-212 Manifold Street, Camperdown  
commencing at 7.00 pm

**COUNCIL:**

Cr Neil Trotter (South West Ward)  
MAYOR

Cr Ruth Gstrein (Central Ward)  
DEPUTY MAYOR

Cr Helen Durant (Central Ward)

Cr Wayne Oakes (Central Ward)

Cr Simon Illingworth (Coastal Ward)

Cr Lesley Brown (North Ward)

Cr Jo Beard (South Central Ward)

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# Order of Business

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## 1. PRAYER

We ask for guidance and blessing on this Council. May the true needs and wellbeing of our communities be our concern. Help us, who serve as leaders, to remember that all our decisions are made in the best interests of the people, culture and the environment of the Corangamite Shire.

Amen

## 2. ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Traditional Owners of the land on which we are meeting, and pay our respects to their Elders, past and present.

## 3. APOLOGIES

## 4. DECLARATIONS OF CONFLICT OF INTEREST

## 5. CONFIRMATION OF MINUTES

### RECOMMENDATION

That the Minutes of the Corangamite Shire Ordinary Council meeting held on Tuesday 26 March 2019 be confirmed.

## 6. DEPUTATIONS & PRESENTATIONS

## 7. COMMITTEE REPORTS

## 8. PLANNING REPORTS

## 9. OFFICERS' REPORTS

## 10. OTHER BUSINESS

## 11. OPEN FORUM

## 12. CONFIDENTIAL ITEMS

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

### DISCLAIMER

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

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## 6. DEPUTATIONS & PRESENTATIONS

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

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## 7. COMMITTEE REPORTS

### 7.1 Mt Leura and Mt Sugarloaf Management Committee Annual Report, Budget 2019-2020 and Committee Appointments

**Author:** Roland Herbert, Environment Project Officer

**File No:** D19/127

**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 - Roland Herbert

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

#### **Summary**

The purpose of this report is to present the Mt Leura and Mt Sugarloaf Management Committee's annual report and proposed 2019-2020 budget. The report also provides advice to Council on the appointment of two community representatives to the Committee.

#### **Introduction**

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

#### **Issues**

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

Committee achievements over the past year include:

- Securing external funding, including the Corangamite CMA Victorian Landcare and Biodiversity Grants totalling \$19,550
- Commenced Stage 1 construction of the Nature Play Space at the Lower Shelter/Volcanic Education Centre (VEC) area, including installation of various outdoor nature play activities

- Continued development of Educational Resources Pack – this includes a series of planned activities suitable for children and students of a wide age range
- Installed solar energy at the VEC to enable lighting and access to both 24v and 240v usage (e.g. electric water pump, computer and data projector use)
- Conducted the second consecutive NAIDOC week activities
- Installation of additional pedestrian counters
- Conducted the 20<sup>th</sup> Annual Community Activity Program, including planting 700 Victorian Volcanic Plain groundcover species
- Accumulated field days and workshop activities for year-to-date with over 27 events, 450 participants, the equivalent of 25 days
- Commenced a review of the 2013-2018 Mt Leura and Mt Sugarloaf Management Plan actions.

Additional activities to be completed by the end of 2018-2019 include:

- Use of an electronic tablet for ecological and social data collection on the Reserves, its set-up has been recently completed. The tablet will now be trialled and used on the Reserves
- Fungi workshop and foray with world renowned ecologist, nature photographer and fungi expert Alison Pouliot at Mount Leura Saturday 27 April 2019
- Further weed and Reserve maintenance works
- Installation of 13 nest box kits
- Responsible dog signs to be erected and associated media campaign reminding users about local laws that apply when walking dogs on the Reserves
- Second annual 'Four Peaks Challenge' event and development of associated brochure – a fantastic tourism and visitor activity.

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

Duties carried out by the Project Officer in 2018-2019 include:

- Continued development of appropriate software to capture data relating to the management of weeds, indigenous flora, infrastructure and other reserve assets
- Maintenance and repair of tracks, signage and facilities
- Coordination and supervision of volunteers and contractors
- Engagement with members of the public, research scientists, community groups, agency representatives and local primary and secondary schools
- Assistance with promotion of projects through print media and social media
- Assistance with delivery of community workshops and events.

The Committee continues to value-add via its volunteers and partnerships. Volunteers continue to play a critical role in the year's achievements, with Committee members contributing over 1,000 volunteer hours and community members contributing in excess of an additional 1,400 hours to projects over the past 12 months. In fiscal terms, in-kind labour support for Mt Leura and Mt Sugarloaf is estimated to equate to \$60,000 for the 2018-2019 year (2400 hours x \$25 per hour).

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The Committee continues to undertake activities related to fire risk management and planning consistent with the Mount Leura and Mount Sugarloaf Risk Management Plan 2013. For the 2018-2019 year, the Committee has:

- Inspected and maintained vegetative fuel breaks on reserve boundaries
- Undertaken spraying, mowing and slashing of flammable grasses and other weed species in high risk areas
- Liaised with the CFA Vegetation Management Officer to plan fuel reduction burns on the reserves when weather conditions are suitable
- Communicated with the Emergency Services Telecommunications Authority (ESTA) and other emergency services agencies to update the reserves' profile to include the Mount Sugarloaf section of the reserve.

### ***Committee Appointments***

In accordance with the Committee's Instrument of Delegation, Council is required to advertise two vacant Committee positions annually. These positions were advertised for a period of four weeks during March 2019. Council received two nominations for the two available positions, being from Michael Emerson and Alex Gordon. One of the nominees, Alex Gordon, is currently employed by Council but is nominating for the community member committee position in a private capacity.

Five Committee members considered the nominations according to the selection criteria, in order to provide advice to Council. The recommendation of the Committee is for Michael Emerson and Alex Gordon to be appointed to the Committee.

### **Policy and Legislative Context**

Council's support for the natural environment and community-led management of the Mt Leura and Mt Sugarloaf Reserves aligns with the following commitments of the Council Plan 2017-2021:

Council is committed to improving the liveability of Corangamite Shire through the management of our facilities, town planning and environmental sustainability

Council will preserve the natural environment of Corangamite Shire

Council will engage with and listen to our communities.

Council also supports the management of the reserves via the objectives of the Environment & Sustainability Strategy 2014-2019:

Council will increase the protection and enhancement of natural assets in Corangamite Shire

Council will engage and empower the community to address environmental and sustainability concerns in Corangamite Shire.

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

### **Internal / External Consultation**

The Mt Leura and Mt Sugarloaf Reserves are managed in accordance with the Mt Leura and Mt Sugarloaf Management Plan and Risk Management Plan, which were developed through extensive consultation with the community and stakeholders. Nominations for the



Committee vacancies were advertised through local newspapers and on Council's website and Facebook page for a period of four weeks during March 2019.

Various media and publications regarding the Reserves were published during the 2018-2019 year on Committee achievements. These include a number of articles in the Camperdown Chronicle, media releases via Council, radio interviews with ABC Ballarat and OCR FM and social media posts via the Friends of Mt Leura Facebook page.

### Financial and Resource Implications

An allocation of \$22,500 was included in the 2018-2019 Budget for implementation of the Mt Leura and Mt Sugarloaf Management Plan. The proposed 2019-2020 Committee budget is outlined in Table 1.

Item	Council Budget	Other Grants and Contributions	In-kind Contributions	Total
<b>Project Coordination</b>				
0.4 FTE Project Officer (inc. all on-costs & travel expenses)	\$16,000	\$1,275	\$0*	\$17,275
Committee labour - volunteer (1000 hrs @ \$25/hr)	\$0	\$0	\$25,000	\$25,000
<b>Management Plan Implementation</b>				
Safety improvements and Reserve maintenance including: <ul style="list-style-type: none"> <li>• track mowing/slashing (7 annually@ \$400)</li> <li>• safety improvements to reserves</li> <li>• track and facilities maintenance</li> <li>• vandalism repairs</li> </ul>	\$3,200	\$0	\$0*	\$3,200
Weed control	\$500	\$2000	\$0*	\$2,500
Fire Management	\$100	\$200	\$200	\$500
Nature Play Space development - Stage 2	\$0	\$1,000	\$1,000	\$2,000
Stage 2 – Grow a Hollow Project.	\$0	\$1,000	\$500	\$1500
Stage 1: Indigenous Culture, Indigenous Landscapes Project	\$0	\$2,500	\$500	\$3,000
New Brochures and signage	\$1000	\$3,000	\$0*	\$4,000
Tree thinning/view line management	\$100	\$200	\$200	\$500
Community engagement <ul style="list-style-type: none"> <li>• Website hosting and maintenance</li> <li>• Community events and workshops</li> <li>• Promotional and education materials</li> </ul>	\$200	\$200	\$0*	\$400
	\$400	\$3000	\$0*	\$3,400
	\$200	\$800	\$0*	\$1000
Expert advice	\$250	\$1000	\$0*	1250
Equipment	\$150	\$500	\$0*	\$650
Monitoring - ecological and social, eg:	\$400	\$2000	\$0*	\$2,400

Item	Council Budget	Other Grants and Contributions	In-kind Contributions	Total
pedestrian counter				
Mesh seedling guards/fencing – macropod proof plus labour	\$0	\$200	\$0*	\$200
200 plant guards @ \$0.35 each	\$0	\$70	\$0*	\$70
Spot spraying for revegetation (300 spots @ \$0.10 each)	\$0	\$30	\$100	\$130
Nursery upkeep and plant purchase	\$500	\$900	\$0*	\$1,400
Volunteer community labour for reserve management (1000 hrs @ \$25/hr)	\$0	\$0	\$25,000	\$25,000
<b>Total</b>	<b>\$23,000</b>	<b>\$19,875</b>	<b>\$52,500</b>	<b>\$95,375</b>

\*The in-kind contributions for these items are included in the volunteer Committee and community labour.

### Options

Council could receive the 2019-2020 Mt Leura and Mt Sugarloaf Management Committee Annual Report and note its 2019-2020 draft budget includes a proposed allocation to the Committee of \$23,000.00.

In relation to committee appointments, Council could appoint Michael Emerson and Alex Gordon to fill the two vacant positions on the Mt Leura and Mt Sugarloaf Management Committee for a three year term. Alternatively, Council may decide not to appoint the two current applicants and readvertise the vacancies.

### Conclusion

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

### RECOMMENDATION

#### That Council:

1. **Receives the 2019-2020 Mt Leura and Mt Sugarloaf Management Committee Annual Report.**
2. **Notes that Council's draft 2019-2020 budget includes an allocation of \$23,000 toward implementation of the Mount Leura and Mount Sugarloaf Management Plan.**
3. **Appoints Michael Emerson and Alex Gordon as community representatives on the Mt Leura and Mt Sugarloaf Management Committee for a three year term.**

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## 7.2 Audit Committee Report - 21 March 2019 Meeting

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

**File No:** D19/188

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - David Rae

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

### Summary

This report provides Council with a summary of business considered at the 21 March 2019 meeting of the Audit Committee.

### Introduction

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

### Issues

Attendees at the Committee meeting were as follows:

Councillors: Cr Lesley Brown, Cr Helen Durant

Independent Members: Colin Hayman (Chairperson), Simon Buccheri, Andrew Jeffers

Apologies: Nil

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

Guests: Andrew Zavitsanos (Crowe Horwath)  
Narelle McLean (McLaren Hunt 0 VAGO Agent)

Declaration of Conflict of Interest: Nil

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The Committee considered the following matters at the meeting:

- 2017-2018 External Audit Management Letter - Outstanding Recommendations
- Victorian Auditor General's Office - Results of 2017-2018 Audits
- 2018-2019 External Audit Strategy
- Finance Policy Reviews
- Workcover Premium Review
- Risk Management Framework Review
- Corporate Risk Register Update
- Business Continuity Policy Review
- Internal Penetration Testing Outcomes
- Fraud Prevention and Control Policy Review
- Strategic Internal Audit Plan 2019-2020
- Governance and Management Attestation as at 31 December 2018
- Finance Report as at 31 December 2018.

### ***Strategic Internal Audit Plan 2019-2020***

In accordance with the Audit Committee's Charter and annual work plan, the Committee resolved to recommend Council approve the 2019-2020 Strategic Internal Audit Plan consisting of the following reviews:

- Food Act/Health Act Compliance
- Rates Management.

### **Policy and Legislative Context**

Reporting of the Audit Committee's activities is consistent with the Council Plan 2017-2021 which includes the following commitments:

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

Council will demonstrate high levels of ethical behaviour and governance standards

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

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

### **Financial and Resource Implications**

The proposed 2019-2020 Strategic Internal Audit Plan will be resourced in accordance with the proposed 2019-2020 budget allocation of \$21,300.

### **Internal / External Consultation**

The proposed 2019-2020 Strategic Internal Audit Plan is recommended for approval by Council's Audit Committee having considered the following matters:

- Internal audits previously completed
- Emerging issues within Local Government
- Recent legislative amendments
- Proposed reviews by Council's Internal Auditor, Crowe Horwath
- Management recommendations.

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**Options**

Council may approve the proposed 2019-2020 Strategic Internal Audit Plan, with or without amendment.

**Conclusion**

The next meeting of the Audit Committee is scheduled for June 2019 and a report on that meeting will be presented at the July 2019 Council meeting. Council is requested to approve the 2019-2020 Strategic Internal Audit Plan as recommended by its Audit Committee.

**RECOMMENDATION**

**That Council:**

1. **Receives the Audit Committee Report for the 21 March 2019 meeting.**
2. **Approves the 2019-2020 Strategic Internal Audit Plan consisting of the following reviews:**
  - a. **Food Act/Health Act Compliance**
  - b. **Rates Management.**

## **8. PLANNING REPORTS**

Nil.

## 9. OFFICERS' REPORTS

### 9.1 Draft Budget 2019-2020 Conflicts of Interest

**Author:** Adam Taylor, Manager Finance

**File No:** D19/185

**Previous Council Reference:** Nil

#### **Declaration**

Chief Executive Officer – Andrew Mason

In providing this advice to Council as the Chief Executive Officer, I have a direct interest 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**

The proposed 2019-2020 Budget contains an item in which Cr Gstrein has declared a conflict of interest.

This report proposes the item be dealt with separately. Cr Gstrein must leave the meeting room whilst the recommendation in respect of her conflict is considered.

Once the item which is the subject of the recommendation is determined by Council, all Councillors are then able to vote on the proposed 2019-2020 Budget.

#### **Introduction**

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

In developing the proposed 2019-2020 Budget, an extensive range of activities and initiatives have been considered for funding. The *Local Government Act 1989* requires a Councillor to declare any conflict of interest in relation to matters to be considered by Council and to leave the meeting for the duration of discussion and not vote on that matter.

This report provides the opportunity for any disclosures of direct and indirect interest to be documented before consideration of the Budget. For items approved in previous budgets and likely to be carried forward to 2019-2020 no further declaration is necessary.

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### Issues

Council has a 2018-2019 Budget allocation for \$200,000 (which was carried forward from 2017-2018) to undertake a design and construct project addressing the wastewater treatment system at 220 Park Road, Camperdown, in order to service users of the Camperdown Lakes and Craters Holiday Park and Camperdown Botanic Gardens and Arboretum. This allocation was for an onsite septic wastewater treatment system which has since been determined not to be suitable. The proposed 2019-2020 Budget includes an additional allocation of \$250,000 for the purposes of upgrading the wastewater treatment system to a reticulated system and connecting to existing services in Park Avenue at a total cost of \$450,000. Cr Gstrein has declared a conflict of interest in regard to the additional allocation as she owns land affected by the upgrade.

### Policy and Legislative Context

This report has been prepared to address requirements of the *Local Government Act 1989*, specifically Section 79C(2), which deals with conflicts of interests for the purposes of approving an annual budget. This report is also in accordance with its commitment in the Council Plan 2017-2019 that:

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.

### Financial and Resource Implications

The financial implications are addressed in the proposed 2019-2020 Budget.

### Conclusion

The proposed 2019-2020 Budget includes funding for an item which Cr Gstrein has declared a conflict of interest. A Councillor is taken to not have a conflict of interest for the purposes of approving a budget if Council approves the item and the proposed funding prior and the Councillor has disclosed the nature of the conflict in respect of the funding at that time. Council is asked to consider the item in which Cr Gstrein has declared a conflict of interest for inclusion in the 2019-2020 Budget.

### RECOMMENDATION

**That Council approves funding an additional allocation of \$250,000 for inclusion in the 2019-2020 Budget for the purposes of upgrading the waste water treatment system at 220 Park Road, Camperdown and connecting to existing services in Park Avenue at a total cost of \$450,000.**



## 9.2 Draft Budget 2019-2020

**Author:** Adam Taylor, Manager Finance

**File No:** D19/163

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Adam Taylor

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

### Summary

To consider the proposed 2019-2020 Budget, incorporating the 2019-2020 Fees and Charges Schedule in accordance with the *Local Government Act 1989* (the Act). The proposed 2019-2020 Budget is attached to this report under separate cover.

### Introduction

The proposed 2019-2020 Budget for the financial year commencing 1 July 2019, has been developed in consultation with Councillors and officers and with reference to asset management and community plans.

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

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

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

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

## Issues

An operating surplus of \$1.164 million has been budgeted with a capital works program of \$14.756 million. Key performance indicators include delivery of a year-end unrestricted working capital ratio of 311%. Council has met the requirement of the rate cap and increased Rates and Charges by 2.50%.

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

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

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

## 2019-2020 Budget Outcomes

Key financial outcomes for the 2019-2020 Budget are as follows:

	2019-2020 Budget
<b>Operating result</b>	<b>\$1,164,013</b>
<b>Rate income</b>	<b>\$22,029,360</b>
<b>Underlying rate increase</b>	<b>2.50%</b>
Total Increase in rates & charges on 2018-2019 Forecast	2.02%
Operating expenditure	\$31,139,937
Capital expenditure	\$14,756,400
Loan redemption including interest	nil
Transfer to reserves	\$527,480
<b>Total budget commitments</b>	<b>\$46,423,817</b>
Cash balance at year end	\$19,766,742
New loans	nil
Working Capital Ratio (Unrestricted)	311%

## Rate Income

Rates and Charges will account for 48% of the total Council revenue in 2019-2020. An increase in rate income is required to meet Council's aspirations and community expectations for new and existing infrastructure. The Strategic Resource Plan includes rate increases equal to an estimate of CPI over the next four years.

The proposed underlying increase in rates and charges subject to the rate cap for 2019-2020 is 2.60%. The decrease in the recycling collection charge will be 4.39% and includes a \$19 adjustment for amounts relating to 2018-2019. This equates to an increase in total rates and charges of 1.97% on the 2018-2019 forecast. This is detailed below.

Type of Charge	2017-2018 Forecast	2018-2019 Budget	Increase	Comments
General Rates	17,960,055	18,430,170	2.62%	Includes supplementary rates
Municipal Charge	1,676,621	1,717,403	2.43%	
	<b>19,636,676</b>	<b>20,147,573</b>	<b>2.60%</b>	Increase in rates and charges including supplementary rates
Garbage Charge	1,940,675	1,855,547	-4.39%	decreased cost of service
<b>TOTAL</b>	<b>21,577,351</b>	<b>22,003,120</b>	<b>1.97%</b>	Total increase in rates & charges

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

#### ***Differential Rates***

Section 4.1 of the Budget includes details on the differential rates contained within the adopted Rating Strategy for 2018-2021. The differential rates include a reduction in the Farm Rate from 90% to 89.5% in accordance with Council's Rating Strategy.

#### ***User Fees and Charges***

User fees and charges are projected to increase by 0.54% or \$0.19 million to \$5.76 million. All user fees have been increased by an average of 2.5% in line with expected inflationary trends over the budget period to maintain parity between user charges and the costs of service delivery.

#### ***Operating Expenditure***

Council's budgeted operating expenditure for 2019-2020 will be \$31.14 million (on a "cash" basis). This represents an increase of \$1.767 million, or 6.2% over the 2018-2019 Adopted Budget as per the following table:

	2018-2019 Adopted Budget	2019-2020 Draft Budget	2018-2019 v 2019-2020 Favourable / (Unfavourable)	
Operating Expenditure (Cash)	\$29,372,146	\$31,139,937	(\$1,767,791)	(6.20%)

The total operating initiatives are contained within the budget (refer to Section 2) and total \$3.577 million, of which \$3.095 million will come from council operations, \$397,200 from external grants and \$102,500 from community contributions.

### ***Capital Expenditure***

The total Capital Works program will be \$14.756 million, of which \$10.28 million will come from Council operations, \$4.363 million from external grants, \$0.111 million from special charge schemes and community contributions. Details are provided in Section 4.5 of the attached Budget document. Council will continue to heavily invest in its road network through capital renewal, which is also supplemented by programmed maintenance.

The 2019-2020 Capital works program includes:

- \$8.23 million on road assets with grant income of \$3.44 million budgeted
- \$1.67 million of heavy plant and light fleet replacements
- \$1.51 million of parks and gardens
- \$3.35 million of other projects including building, kerb and channel, information technology, footpaths and recreation projects.

A substantial part of the capital works program is based on existing asset management plans. Other projects have been included to take advantage of external funding opportunities and to deliver community planning outcomes. Council's asset renewal gap for 2019-2020 is projected to be 108% against a long-term target of 100%. Council's four year Strategic Resource Plan forecasts an average annual renewal ratio of 114%.

### ***Major Budget Initiatives***

Some major budget initiatives included in the 2019-2020 budget include:

<b>Project</b>	<b>Amount</b>
Foxhow Berrybank Road Widening	\$1,656,000
Twelve Apostles Trail – Stage 1 Construction	\$1,480,000
Port Campbell Toilet Block	\$500,000
Project Management and Continuous Improvement Team	\$200,000
Derrinallum Streetscape	\$200,000
Implementation actions from the fire Debriefing Report	\$165,000
Population and Migration Attraction Program	\$100,000
Simpson Strategic Planning Project	\$30,000

### ***Borrowings***

The Budget provides for no new borrowings in 2019-2020.

### ***Reserve Transfers***

The Naroghid landfill has an estimated remaining life of 53 years. The current net present value estimate for restoration and monitoring is \$5.199 million and was recently reviewed in January 2017. The draft budget includes a \$93,000 transfer to the Landfill Restoration Reserve. This additional allocation will create a reserve of \$566,816 as at 30 June 2019.

### ***Statutory Disclosures***

The 2019-2020 Budget includes the disclosure requirements of the *Local Government Act 1989* and the *Local Government (Finance and Reporting) Regulations 2014*. The required statutory information pertaining to Rates and Charges is detailed within Section 4.1.

### ***Policy and Legislative Context***

Council is required under the Act to adopt the Budget by 30 June 2019. Council is required to undertake public consultation as part of the process. The Budget is Council's annual

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financial strategic document and has been prepared in accordance with its commitment in the Council Plan 2017-2021 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

Council will advocate strongly in relation to roads, cost shifting, and other Council and community priorities.

### **Internal / External Consultation**

Council will advertise the 2019-2020 Budget and call for public submissions under Section 223 of the *Local Government Act 1989*. Any person making a submission and wishing to be heard in support of their submission will have an opportunity to do so at a meeting of a Committee of the whole Council at 10.00 am on 4 June 2019. It is recommended a special Council meeting be held at 5.00 pm on 11 June 2019, to which the outcomes from those discussions and submissions will be reported and the Budget may be adopted with or without amendment.

### **Financial and Resource Implications**

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

- A 1.97% increase in rates and charges which results from compliance with the rate cap of 2.50% offset by reduction in waste collection charge
- An operating result of \$1.164 million
- A capital works program of \$14.756 million
- An unrestricted working capital ratio of 311% to maintain a solid liquidity buffer for Council to meet its short term obligations
- Capital budgets have been prepared in accordance with good asset management principles.

Contained within the 2019-2020 Budget document is:

- Detailed information on project initiatives, staffing and resources
- Detailed capital works program included proposed future capital expenditure (Section 3)
- 2019-2020 Fees and Charge Schedule (Appendix A).

### **Options**

Council may approve the 2019-2020 Budget for public exhibition, incorporating the 2019-2020 Fees and Charges Schedule, as presented with or without amendments.

### **Conclusion**

The 2019-2020 Budget maintains Council's sound financial position with a strong commitment to a high standard of services, complemented by a significant capital works program.

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The 2019-2020 Budget presented to Council is balanced and has regard to the key indicators that reflect Council's financial sustainability.


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

## RECOMMENDATION

**That:**

1. **The 2019-2020 Budget, incorporating the 2019-2020 Fees and Charges Schedule (Appendix A), annexed to this resolution be the Budget prepared by Council in accordance with Section 127 of the *Local Government Act 1989*.**
2. **Public notice and inspection:**
  - (a) **Public notice of the preparation of the 2019-2020 Budget, incorporating the 2019-2020 Fees and Charges Schedule (Appendix A), in accordance with Section 129(1) of the *Local Government Act 1989* be given.**
  - (b) **The 2019-2020 Budget, incorporating the 2019-2020 Fees and Charges Schedule (Appendix A) be made available for public inspection at the Camperdown Civic Centre and on Council's website. Paper copies will also be available upon request.**
3. **Submissions:**
  - (a) **Any person who lodges a written submission in respect of the 2019-2020 Budget, incorporating the 2019-2020 Fees and Charges Schedule and has requested to be heard in support of such written submission be heard by the Committee of the whole Council at a meeting commencing at 10.00 am on 4 June 2019.**
4. **A special meeting of Council be held to review the 2017-2021 Council Plan and adopt the 2019-2020 Budget, incorporating the 2019-2020 Fees and Charges Schedule at 5.00 pm on 11 June 2019 at the Killara Centre, 210-212 Manifold Street, Camperdown.**

## Attachments

1. Draft Budget 2019-2020 - Under Separate Cover 

### 9.3 Federal Budget 2019-2020

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

**File No:** D19/170

**Previous Council Reference:** Nil

#### **Declaration**

Chief Executive Officer – Andrew Mason

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

Author - Penny MacDonald

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

#### **Summary**

This report provides Council with information regarding the 2019-2020 Federal Budget.

#### **Introduction**

The 2019-2020 Federal Budget was handed down in Parliament on 2 April 2019 by Treasurer Josh Frydenberg; one month early due to the upcoming Federal Election. The Government expects total revenue for 2019-2020 to be \$513.8 billion, an increase of 3.6% on estimated revenue in 2018-2019, and expects total expenses for 2019-2020 to be \$500 billion, an increase of 2.8% on estimated expenses in 2018-2019. The Government aims to return the Budget to surplus in 2019-2020, with an underlying cash surplus of \$7.1 billion. Australia's economy is predicted to grow by 2.75% in 2019-2020 and 2020-2021.

In relation to federal funding allocated to local government, the Government will continue to provide councils with Financial Assistance Grants (FAGs) for the next four years with annual indexation, and increase funding to improve local road safety and upgrades across local road networks (details of which is provided below).

Round Four of the Building Better Regions Fund will receive \$206.2 million over the next four years to support investment in community infrastructure and capacity building projects in regional areas.

#### **Issues**

Significant announcements from the Budget include tax relief for low to middle income earners, with taxes reduced by up to \$1,080 for singles and up to \$2,160 for dual income families. In relation to company tax, small and medium sized companies with an annual turnover of less than \$50 million will have the company tax rate lowered to 27.5 per cent.

Within the Health sector, the Government intends to provide \$309 million to improve access to diagnostic imaging, \$187 million to increase patient rebates for 119 GP service items on the Medicare Benefits Schedule, and \$331 million for new and amended listings on the Pharmaceutical Benefits Scheme. For older Australians, the Budget includes provision for



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an additional 10,000 home care packages across all levels, in addition to \$5.9 billion over two years from 2020-2021 to extend the Commonwealth Home Support Programme (CHSP) funding arrangements.

Other budget announcements of relevance to Corangamite Shire includes an additional \$30 million in funding for the Shipwreck Coast Master Plan through the Geelong City Deal. This funding will be delivered over three years commencing in 2020-2021 and is intended for the upgrade of tourism infrastructure at the 12 Apostles, Glenample Precinct and Gibson Steps. The Government's commitment to supporting implementation of the Shipwreck Coast Master Plan is welcome news following significant advocacy efforts by Council.

Further budget announcements of relevance include:

- \$1.275 billion in Financial Assistance Grants to local government as a prepayment this financial year.
- \$2 billion towards delivering fast rail between Melbourne and Geelong.
- \$700 million for Stages 2 and 3 of the South Geelong to Waurin Ponds Rail Upgrade, as part of the additional \$2.8 billion funding of priority regional and urban transport infrastructure in Victoria.
- \$2.2 billion from 2019-2020 to improve local road safety and provide upgrades across local road networks including:
  - \$1.1 billion for the Roads to Recovery Program.
  - \$550 million for the Black Spot Program.
  - \$275 million for the Bridges Renewal Program.
  - \$275 million for the Heavy Vehicle Safety and Productivity Program.
- \$150 million over four years from 2019-2020 for female change room facilities at sporting grounds and for community swimming facilities.
- \$453.1 million over two years from 2019-2020 to further extend the National Partnership Agreement on Universal Access to Early Childhood Education to children who will start school in 2021.
- \$62.2 million over five years from 2018-2019 to implement a medical training pathway for rural generalists and provide additional training places for General Practitioners in rural, remote and regional communities.
- \$20.2 million over two years from 2018-2019 to support farmers and farming communities in drought.
- \$8.7 million over 11 years from 2019-2020 to implement a mandatory code of conduct for the Australian dairy industry, establishing a set of rules for the conduct of business transactions between dairy farmers and larger processors.

### **Conclusion**

The 2019-2020 Federal Budget sees the continuation of key funding programs to local government including Financial Assistance Grants, Roads to Recovery (R2R), Bridges Renewal, and the Building Better Regions and Stronger Communities funds.

Pleasingly the Government committed additional funding for Shipwreck Coast Master Plan initiatives following extensive advocacy by Council for improvements to visitor infrastructure in the 12 Apostles region.



## RECOMMENDATION

**That Council:**

- 1. Receives this Federal Budget report.**
- 2. Writes to Minister Dan Tehan, Member for Wannon, in appreciation of his support in securing funding for Shipwreck Coast Master Plan initiatives.**

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## 9.4 Swimming Pool Maintenance Policy

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

**File No:** D19/112

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Jane Hinds

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

### Summary

This report recommends Council adopt the Swimming Pool Maintenance Policy which outlines maintenance responsibilities for Council, the Contractor and Swimming Pool Committees. This policy has been reviewed with only minor changes recommended.

### Introduction

It is known that participation in sport, recreation and leisure activities derives a number of physical and mental health benefits for the individual and the community in which they are undertaken, including a sense of belonging and community connectedness. Council's swimming pools provide an important hub for interaction and whilst infrastructure is ageing, it is acknowledged the Council's priority is to deliver high quality, optimally used, sustainable community facilities (Corangamite Shire Council Plan 2017-2021).

Council manages and maintains five outdoor swimming pools as the delegated Committee of Management of the Department of Environment, Land, Water and Planning (Camperdown, Cobden, Skipton, Terang and Timboon) and one as land owner (Lismore).

Minor changes to the Swimming Pool Maintenance Policy relate to updates to references to current plans and legislation including the Corangamite Shire Municipal Public Health and Wellbeing Plan 2017-2021.

### Issues

The operation and management of Council's pools involves partnerships between three parties:

1. Council as Committee of Management / landowner
2. Contractor as manager / operator
3. Swimming Pool Committee as delegated Special Committee and representative of the community.

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The maintenance of the pools is generally undertaken by Council, however the Swimming Pool Maintenance Policy reflects contributions from both the contractor, in accordance with the contract terms and conditions, and the Swimming Pool Committee as follows:

- Council undertakes essential maintenance for fixed infrastructure such as pumps, filtration and chemical treatment equipment and the swimming pool shell and concourse
- The Contractor supplies and maintains items in accordance with contractual arrangements including cleaning consumables, personal protective equipment and water testing equipment
- The Committee is responsible for minor improvements to the swimming pool areas including minor infrastructure and pool/activity equipment.

The Contractor and Committees are given the opportunity to advise Council on maintenance items and capital works items prior to budget considerations each year.

### **Policy and Legislative Context**

The Swimming Pool Maintenance Policy is a Council policy that has been reviewed in accordance with Council's Policy Development Framework.

The Swimming Pool Maintenance Policy aligns with key commitments identified in Council's Plan 2017 - 2021 as follows:

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

Improve the health and wellbeing of our community

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**

The Swimming Pool Maintenance Policy is an existing policy that has been reviewed with minor amendments. As a result there has been no external consultation undertaken, the Policy has been developed in accordance with Contract No. 2018002 Management of Corangamite Shire Recreation Facilities and the Swimming Pool Committee of Management Instrument of Delegation.

### **Financial and Resource Implications**

Council allocates an amount for swimming pool maintenance and capital renewal or upgrade projects in each budget year to address preventative and reactive maintenance items.

Capital and maintenance items are administered by Council officers in consideration of relevant condition and compliance audits, annual maintenance inspections and budget priorities.

Council considers matching funding for minor improvement projects identified by the Committee's in its annual budget deliberations.

Council officers provide assistance and advice to Committees with grant applications to relevant funding authorities.

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### **Options**

Council can opt to endorse the Swimming Pool Maintenance Policy as proposed or choose to further review the Swimming Pool Maintenance Policy.

### **Conclusion**

The Swimming Pool Maintenance Policy provides clarity on the roles and responsibilities of Council, Committees of Management and Contractors relating to the maintenance of swimming pools across the Corangamite Shire.

Council's continued implementation of the Swimming Pool Maintenance Policy will ensure that its swimming pools are maintained to a high quality standard.

### **RECOMMENDATION**

**That Council:**

- 1. Revokes the Swimming Pool Maintenance Policy dated March 2016.**
- 2. Adopts the Swimming Pool Maintenance Policy dated April 2019.**

### **Attachments**

1. Swimming Pool Maintenance 2019 
2. Swimming Pool Maintenance Policy With Mark Up 2019 - Under Separate Cover 



**CORANGAMITE  
SHIRE**

# Swimming Pool Maintenance Policy

March 2019

# Council Policy



## Swimming Pool Maintenance

### Introduction

It is known that participation in sport, recreation and leisure activities derives a number of physical and mental health benefits for the individual and the community in which they are undertaken, including a sense of belonging and community connectedness. Council's swimming pools provide an important hub for interaction and whilst infrastructure is ageing, it is acknowledged Council's priority is to deliver high quality, optimally used, sustainable community facilities (Corangamite Shire Council Plan 2017-2021).

Council is also committed to improving the liveability of Corangamite Shire through the management of our facilities (Council Plan 2017-2021).

Council manages and maintains five outdoor swimming pools as the delegated Committee of Management of the Department of Environment, Land, Water and Planning (Camperdown, Cobden, Skipton, Terang and Timboon) and one as land owner (Lismore).

### Purpose

The aim of this policy is to establish maintenance responsibilities for Council, the Contractor and Swimming Pool Committees.

### Scope

This policy applies to Council's outdoor swimming pools in the towns of Camperdown, Cobden, Lismore, Skipton, Terang and Timboon.

### Definitions

**'Contractor'** – the party with whom Council has engaged with to undertake program and service delivery at Council Swimming Pools.

**'Swimming Pool Committees'** - A committee of management delegated a Special Committee under Section 86 of the *Local Government Act 1989*. The committees are responsible for:

- monitoring and support of the management contractor
- acting as a local contact for feedback about pool operations
- providing local input into programming, and
- planning and undertaking capital improvements approved by Council.

### References

Corangamite Shire Recreation and Open Space Strategy 2016-2026  
Municipal Public Health and Wellbeing Plan 2017-2021  
Instrument of Delegation – Section 86 Pool Committees

### Policy Detail

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Adopted at Council on:  
Agenda Item:  
Responsibility: Recreation Development Officer  
File Number: D/19/214

Department: Facilities and Recreation  
To be reviewed by: March 2022  
Policy Number: INFRA31-03  
Page Number: 2

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Corangamite Shire Council Policy – Name of Policy

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1. Council will allocate an amount for swimming pool capital renewal or upgrade projects and maintenance in each budget year to address preventative and reactive maintenance items.
2. Maintenance items will be administered by Council Officers in consideration of relevant condition and compliance audits, annual maintenance inspections and budget priorities.
3. Council will consider essential maintenance for fixed infrastructure such as pumps, filtration equipment, chemical treatment equipment and the swimming pool shell and concourse, including but not necessarily limited to:
  - Chemical tanks, cylinders and fittings
  - Chlorinators
  - Circulation and chemical pumps
  - Filtration equipment
  - Major building maintenance
  - Pool shell, concourse, expansion joints and scum gutters
  - Fencing
  - Maintaining pool surrounds and lawns
  - Swimming Pool covers.
4. The Contractor will supply and maintain items in accordance with contractual arrangements including, but not necessarily limited to:
  - Chemical and Cleaning products and equipment
  - Toilet paper and paper towel
  - Personal Protective Equipment
  - Water Testing Equipment.
5. The Committee will be responsible for minor improvements to the swimming pool areas, including but not necessarily limited to:
  - Shade structures
  - Picnic Tables/BBQ areas
  - Pool toys (as approved by Council and the Contractor)
  - Activity areas and equipment (e.g. volleyball).

Council will consider matching funding for minor improvement projects in its annual budget deliberations, while Council Officers will advise and assist Committees with grant applications to relevant funding authorities.

The Contractor and Committees will be given the opportunity to advise Council on maintenance items and capital works items prior to budget considerations each year.

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

**Review Date**

March 2022

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Adopted at Council on:  
Agenda Item:  
Responsibility: Recreation Development Officer  
File Number: D/19/214

Department: Facilities and Recreation  
To be reviewed by: March 2022  
Policy Number: INFRA31-03  
Page Number: 3

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## 9.5 Memorial Policy

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

**File No:** D19/123

**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 adoption of the revised Memorial Policy, as a guide to application and installation of memorials within the Corangamite Shire. This policy has been reviewed with only minor changes recommended.

### Introduction

From time to time Council receives requests from individuals or organisations for the installation of memorial plaques, park seating or planting of trees in recognition of the contribution of family members or residents to the Corangamite Shire.

The purpose of this policy is to ensure that applications for memorials are managed on a consistent basis and in accordance with relevant legislation and guidelines.

### Issues

Council has not received a significant amount of requests for commemorative memorials in the past, however the policy provides guidance to Council on application and installation of such requests.

Council will consider the donation of park furniture and trees subject to Council's discretion with respect to appropriateness, location, standards of park furniture type and style, or tree species choice.

The memorials policy applies to:

- Any applicant wishing to apply for the placement of a memorial on Council owned or managed land whether as a monument, plaque, tree or bench seat
- All memorials existing within Corangamite Shire prior to the adoption of this policy.

All memorials placed on Council owned and managed land are Council assets and therefore are owned and under the care, control and management of Council. All memorials must be consistent with any relevant Management Plan for the proposed location.



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All applications will be considered in accordance with Council's annual budget allocation for memorials on a case by case basis and with respect to the policy criteria.

The responsibility of meeting all costs for the design, purchase, delivery and installation of the proposed memorial is to be borne by the applicant.

Council reserves the right to remove a memorial if it falls into a state of disrepair or remove a memorial at the point at which the asset requires replacement in order to maintain its amenity.

### **Policy and Legislative Context**

This policy has been developed in accordance with Council's *Policy Development Framework*.

The policy aligns with Council's Plan 2017-2021 as it supports the following commitments:

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

Improve the appearance of our towns and public spaces

Township infrastructure will contribute to safe and accessible public areas

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

### **Internal / External Consultation**

The Memorial Policy is a revision of an existing policy and has been reviewed internally by Council's Facilities and Recreation Department and the Senior Officer Group.

### **Financial and Resource Implications**

Council's recurrent budget permits conservation of the existing monuments and memorials. Council has limited budget to accommodate installation of new requests for memorials across the Shire. All proposals will be closely considered by Council's Works and Services department with particular scrutiny over projected recurrent costs associated with the maintenance of the memorial.

### **Options**

Council can adopt the Memorial Policy as presented, or choose to amend the Memorial Policy.

### **Conclusion**



Council, from time to time, receives requests from individuals or organisations for the installation of memorial plaques, park seating or planting of trees in recognition of the contribution of family members or residents to the Corangamite Shire area. This policy provides direction so that applications for memorials are managed on a consistent basis and in accordance with relevant legislation and guidelines.

## **RECOMMENDATION**

**That Council:**

- 1. Revokes the Memorial Policy dated March 2015.**
- 2. Adopts the Memorial Policy dated April 2019.**

## **Attachments**

1. Council Policy Memorials Track Changes April 2019 - Under Separate Cover 
2. Council Policy Memorials April 2019 



**CORANGAMITE  
SHIRE**

# Memorials Policy

**Corangamite Shire**

April 2019

Corangamite Shire Council Policy – Memorials Policy

# Council Policy



## Memorials Policy

### Introduction

From time to time Council receives requests from individuals or organisations for the installation of memorial plaques, park seating or planting of trees in recognition of the contribution of family members or residents to the Corangamite Shire.

The purpose of this policy is to ensure that applications for memorials are managed on a consistent basis.

### Purpose

This policy aims to

- Provide guidelines for the application and installation of memorials.
- Define conditions under which Council will accept requests for memorials.
- Provide consistency with which Council commemorates the contribution of members of the community to the social, cultural or political aspects and development of the Corangamite Shire.

### Scope

This policy applies to

- any applicant wishing to apply for the placement of a memorial on Council owned or controlled land whether as a monument, plaque, tree or bench seat.
- all memorials existing within Corangamite Shire prior to the adoption of this policy

Council will consider the donation of park furniture and trees subject to Council's discretion with respect to appropriateness, location, standards of park furniture type and style, or tree species choice.

### Definitions

Plaque - a flat metal tablet that includes text or images that commemorate an individual.

Applicant - the person or organisation submitting a proposal for the installation of a memorial.

Memorial - a monument, plaque, park furniture, tree as set out in the application form for the purpose of commemorating a group or individual.

Council Owned or Controlled Land - land that is managed or owned by Council including public land, road reserve, crown land and any other land in Council's control and management.

### References

Policy Community Initiated Projects 2018

Adopted at Council on:  
Agenda Item:  
Responsibility: Manager Facilities & Recreation  
File Number: D/19/13015

Department: Works & Services  
To be reviewed by: March 2022  
Policy Number: INFRA 43-01  
Page Number: 2

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Corangamite Shire Council Policy – Memorials Policy

Council's Liability Mutual Insurance Liability Policy  
Roads Manual – sight lines

**Policy Detail**

Applications for memorials may be considered based on the following criteria:

- A person (or persons) who has been recommended for commemoration based on
  - a) Having made a significant contribution to Corangamite Shire community; AND
  - b) being widely known and respected within the local community; OR
  - c) has a recognised historical link with the locality or is generally acknowledged as having made a significant contribution to the social, economic, sporting and/or cultural development of the community; AND
  - d) is of good repute and not likely to be the subject of controversy; AND
  - e) is not commemorated elsewhere in the Corangamite Shire (unless otherwise permitted by Council).
- A memorial in a Council road reserve subject to relevant guidelines for safe sight lines
- A tree planting subject to relevant species and Council's Urban Street Tree Management Plan
- A park seat subject to appropriateness, location, standards of park furniture type and style as confirmed by Council
- The projected recurrent cost of maintenance of the memorial

Memorials must be consistent with any relevant Management Plan for the proposed location.

All memorials placed on Council owned or controlled land are Council assets and therefore are owned and under the care, control and management of Council.

All memorials placed on Council controlled land e.g. Crown Land will be subject to relevant land owner consent and will be therefore owned by the Crown and under the care, control and management of Council or their delegated authority.

Applications

Applicants will need to provide details of the proposed memorial in writing, including:

- Name of the person to be commemorated
- A summary of the reasons for commemorating the individual e.g. outlining their service to the community, achievements, etc.
- The proposed size, text or images to be included
- The preferred location for the seat/tree/etc
- Any other pertinent information
- Name and contact details of the person/organisation proposing the memorial

All requests for memorials must be made in writing to the Manager Facilities and Recreation.

All applications will be considered in accordance with Council's annual budget allocation for memorials on a case by case basis and with respect to the criteria above.

Approval

- Approval must be sought prior to the installation of a memorial

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Adopted at Council on:  
Agenda Item:  
Responsibility: Manager Facilities & Recreation  
File Number: D/19/13015

Department: Works & Services  
To be reviewed by: March 2022  
Policy Number: INFRA 43-01  
Page Number: 3

Corangamite Shire Council Policy – Memorials Policy

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- Applications will be considered by relevant officers in Council's Works and Services Directorate
- Approval is at the discretion of Council in accordance with this Policy
- Decisions will be confirmed in writing to the applicant.

Cost

- The applicant will be required to meet all costs associated with the design, purchase and delivery of the approved memorial.
- The applicant will reimburse Council all costs for installation of the approved memorial.

Design, purchase and delivery

- Council will be required to authorise the size and design of the plaque in accordance with the type of seating on which it will be placed.
- The ordering and supply of memorial item/s and plaque will be undertaken by the applicant as approved by Council.

Installation

- Council will be responsible for the installation of the approved memorial.

Maintenance / Renewal

Park furniture, tree(s) and a memorial plaque will be subject to the same level of maintenance as other infrastructure located in the park or reserve. The donation would remain in place as long as it remained in good working condition and complied with Council standards.

Council shall accept no responsibility or obligation for repair or damage to or theft of the structure. Applicants may re-apply should the park furniture or tree(s) need to be removed or replaced.

Council reserves the right to remove a memorial if it falls into a state of disrepair or remove a memorial at the point at which the asset requires replacement in order to maintain its amenity.

Trees, park furniture and plaques have a finite life, and whilst every reasonable effort will be made to preserve the life of the item, Council cannot guarantee that the memorial will remain at the designated site indefinitely. Council envisages any change to the location of the memorial will be due to:

- The area in which the memorial is sited is to be redeveloped
- Use of the site changes significantly in character and the item is not deemed suitable for the site

Prior to any removal or change to the location of the memorial every attempt will be made to contact the applicant to discuss relocation or removal of the memorial.

A register of memorials will be kept by Council.

**Review Date**

April 2022

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Adopted at Council on:  
Agenda Item:  
Responsibility: Manager Facilities & Recreation  
File Number: D/19/13015

Department: Works & Services  
To be reviewed by: March 2022  
Policy Number: INFRA 43-01  
Page Number: 4

Corangamite Shire Council Policy – Memorials Policy

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

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Adopted at Council on:  
Agenda Item:  
Responsibility: Manager Facilities & Recreation  
File Number: D/19/13015

Department: Works & Services  
To be reviewed by: March 2022  
Policy Number: INFRA 43-01  
Page Number: 5

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## 9.6 Rating of Residential Properties used for Charitable Purposes Policy

**Author:** Adam Taylor, Manager Finance

**File No:** D19/187

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Adam Taylor

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

### Summary

This report recommends Council adopt the Rating of Residential Properties Used for Charitable Purposes Policy dated April 2019 as attached.

### Introduction

The current Rating of Residential Properties Used for Charitable Purposes Policy is due for review. Management has reviewed the attached policy and no major amendments are proposed.

### Issues

Council is empowered under the *Local Government Act 1989 (the Local Government Act)* to raise revenue in the form of rates. Section 154 of the Local Government Act states that land would be not rateable land if “any part of land, if that part is used exclusively for charitable purposes” or “vested in or held in trust for any religious body”.

The purpose of this policy is to establish guidelines to assess the rateability of a house or flat on land that is used exclusively for charitable purposes or is vested in or held in trust for any religious body.

### Policy and Legislative Context

Consideration of this report is in accordance with the Audit Committee’s Annual Work Plan and the following commitments in the 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.



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### **Internal / External Consultation**

The Rating of Residential Properties Used for Charitable Purposes Policy has been reviewed by the Finance Manager in conjunction with Director Corporate and Community Services.

### **Financial and Resource Implications**

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

### **Options**

Council has the following options:

- Adopt the policy as it is presented
- Adopt the policy with amendments
- Not adopt the policy.

### **Conclusion**

The Rating of Residential Properties Used for Charitable Purposes Policy is attached for Council's consideration and approval.

### **RECOMMENDATION**

**That Council:**

- 1. Revokes the Rating of Residential Properties Used for Charitable Purposes Policy dated September 2011.**
- 2. Adopts the Rating of Residential Properties Used for Charitable Purposes Policy dated April 2019.**

### **Attachments**

1. Policy Rating of Residential Properties Used for Charitable Purposes CORCOM 13-00 Adopted 27 September 2011 - Under Separate Cover 
2. Council Policy Rating of Residential Properties Used for Charitable Purposes April 2019 



**CORANGAMITE  
SHIRE**

# **Rating of Residential Properties used for Charitable Purposes Policy**

**Corangamite Shire**  
April 2019

Corangamite Shire Council Policy – Rating of Residential Properties Used for Charitable Purposes  
Policy

# Council Policy



CORANGAMITE  
SHIRE

## Rating of Residential Properties Used for Charitable Purposes Policy

### Introduction

Council is empowered under the *Local Government Act 1989* (the *Local Government Act*) to raise revenue in the form of rates. Section 154 of the *Local Government Act* states that Land would be not rateable land if “any part of land, if that part is used exclusively for charitable purposes” or “vested in or held in trust for any religious body”

### Purpose

The purpose of this policy is to establish guidelines to assess the rateability of a house or flat on land that is used exclusively for charitable purposes or is vested in or held in trust for any religious body.

### Scope

The policy applies to properties owned and/or operated by organisations that are registered with the Australian Charities and Not-for Profits Commission as “charitable organisations” or properties that are “vested in or held in trust for any religious body” pursuant to Section 154 of the *Local Government Act 1989*.

The organisation must directly use the property or part of it for the provision of residential accommodation.

A fee or rental for residential accommodation may be charged, but all income derived must be used to defray the costs of providing the accommodation and/or ancillary services provided by the organisation.

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

### References

#### **Legislative Requirement**

Section 154 (2)(c) of the *Local Government Act 1989* states that any part of land if that land is used exclusively for charitable purposes is to be “not rateable” land.

Provision of residential accommodation by a charitable organisation could, in itself, be a charitable purpose, provided the resident does not have exclusive occupancy of the dwelling.

Exclusive occupancy is denoted by the resident enjoying a high level of autonomy from the accommodation provider. As such, a property used to provide residential accommodation to a resident would be rateable if the resident was deemed to be in exclusive occupation of the unit.

### Policy Detail

Adopted at Council on:  
Agenda Item:  
Responsibility: Manager Finance  
File Number:

Department: Finance  
To be reviewed by: April 2022

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Corangamite Shire Council Policy – Rating of Residential Properties Used for Charitable Purposes  
Policy

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Properties used to provide residential accommodation for a fee or rental will be deemed not rateable provided the resident does not enjoy exclusive occupancy of the dwelling.

Whether or not the resident enjoys exclusive occupancy of the dwelling will be assessed using the attached criteria (attachment A). The list is not exhaustive and other relevant criteria may be considered as they become apparent. The applicant must meet a majority of the criteria before being considered non-rateable under this policy.

The subject property must be used directly for the provision of residential accommodation and must be owned or operated by an organisation that is:

- registered with the Australian Charities and Not-for Profits Commission as a “charitable organisation”; or
- a religious body.

**Review Date**

The next review of this document is scheduled for completion by the Manager Finance on or before 30 April 2022.

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Adopted at Council on:  
Agenda Item:  
Responsibility: Manager Finance  
File Number:

Department: Finance  
To be reviewed by: April 2022

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Corangamite Shire Council Policy – Rating of Residential Properties Used for Charitable Purposes  
Policy

**Appendix A**

	Aspect of Tenancy	Applicant's Response	In Exclusive Occupation
1	Are residents responsible for 'day to day' management of unit?		Yes
2	Do residents pay for services used (eg. utilities)?		Yes
3	Do residents regard units as their private home?		Yes
4	Are units completely self contained?		Yes
5	Does each unit have an entrance/exit separate from other units?		Yes
6	Are residents free to invite visitors to stay in the unit?		Yes
7	Does the accommodation provider retain right of entry at their discretion?		No
8	Does accommodation provider retain a key to units?		No
9	Are residents free to furnish flats as they wish?		Yes
10	Are residents free to paint walls or make internal structural changes to unit etc?		Yes
11	Do residents select which unit they want to live in?		Yes
12	Is permission required for certain activities (eg. keeping pets)?		No
13	Is resident required to notify accommodation provider of intended absences?		No
14	Are standards for cleanliness of units prescribed by accommodation provider?		No
15	Is building insurance provided by accommodation provider?		No
16	Is a "Superintendent" available for repairs, assistance etc?		No
17	Is the tenancy covered by a standard (REIV) tenancy agreement?		Yes
18	Is resident able to be moved to other accommodation by accommodation provider?		No
19	Is tenancy part of a staged aged care program offered by the accommodation provider?		No
20	Are other institutional services provided by the accommodation provider?		No

A majority of the criteria that denote a resident has "exclusive occupancy" means that the property will be rateable.

Adopted at Council on:  
Agenda Item:  
Responsibility: Manager Finance  
File Number:

Department: Finance  
To be reviewed by: April 2022

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## 9.7 Local Laws Use of Council Land Policy

**Author:** Lyall Bond, Manager Environment and Emergency

**File No:** D19/104

**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 - Lyall Bond

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

### Summary

This report seeks Council adoption of the revised Local Laws, Use of Private Land Policy. This policy has been reviewed and updated with minor amendments.

### Introduction

The Local Laws, Use of Private Land Policy (attached) informs Council's Local Laws and outlines to the community the types of private land usage that will not be considered acceptable within the Corangamite Shire.

The use of private land has the ability to impact adversely on a neighbourhood and visual amenity and pose a significant safety risk, not only to the occupiers of a property but also to others within the community.

Common forms of uses that impact negatively on a neighbourhood and those who live within the community include:

- Unsightly storage of materials and items
- Storage of waste and debris
- Maintenance levels of a property that may or may not be creating a fire hazard
- Living in caravans or mobile dwellings for prolonged periods
- Placement of shipping containers and temporary structures
- Use of a recreational vehicle in a residential area
- Placement of bulk rubbish containers
- Not identifying a property with an approved numbering system.

While some uses are short term and minor in nature, others may impact the wellbeing and safety of the community and create difficulties for emergency services.

A permit may be granted in accordance with the Local Laws to an individual to undertake activities on private land, if the use is considered temporary or to have limited impact on a neighbourhood and visual amenity or the safety of individuals and the wider community.

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### Issues

Council has a responsibility to limit the impact of private land use on the community. To ensure this responsibility is met, Council has developed Local Laws under the *Local Government Act 1989*. The Local Laws are supported by a range of policies which provide clarification and direction to the community and authorised officers in regard to the application of the Local Laws.

The Local Laws, Use of Private Land Policy, has been reviewed with consideration given to common issues experienced over the past four years. Minor changes are proposed which include:

- General administrative changes to improve the application of the policy
- The description of officers who are able to determine if a property may be causing a danger to health
- Clarification of the decision guidelines when considering a permit application.

The Policy provides Local Laws officers with an ability to work with our community to deal with private land use issues, where they genuinely impact on neighbourhood and visual amenity or pose a significant safety risk.

### Policy and Legislative Context

The Local Laws, Use of Private Land Policy, is consistent with the following 2017-2021 Council Plan commitments to:

Improve the appearance of our towns and public spaces

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

Engage with and listen to our communities.

The policy has been developed in accordance with Council's Policy Development Framework and the *Local Government Act 1989*.

### Internal / External Consultation

Council's Local Laws, Use of Private Land Policy has been reviewed internally by the Environment and Emergency Department and the Senior Officer Group.

### Financial and Resource Implications

The implementation of this policy will be through existing Local Laws and other related Council budget resources.

### Options

Council may adopt the reviewed Local Laws Use of Private Land Policy April 2019 as presented or with amendments.

### **Conclusion**



The reviewed Local Laws, Use of Private Land Policy provides clear and consistent guidance to the community about the use of private land within the Corangamite Shire. This will ensure that private land standards are maintained and the use of private land does not adversely impact on the wider community and public safety.

### **RECOMMENDATION**

#### **That Council:**

- 1. Revokes the previous Local Laws, Use of Private Land Policy dated November 2014.**
- 2. Adopts the Local Laws, Use of Private Land Policy dated April 2019.**

### **Attachments**

1. Council Policy Local Laws Use of Council Land April 2019 
2. Council Policy Local Laws Use of Council Land Draft Track Changes April 2019 - Under Separate Cover 





**CORANGAMITE  
SHIRE**

# **Council Policy Local Laws - Use of Private Land**

**Corangamite Shire**

April 2019

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# Council Policy



CORANGAMITE  
SHIRE

## Local Laws

## Use of Private Land

### Introduction

The use of private land has the ability to impact adversely on neighbourhood and visual amenity and pose a significant safety risk, not only to the occupiers of a property but also to others within the community.

Some common forms of uses that impact negatively on a neighbourhood and those who live within the community include:

- Unsightly storage of materials and items;
- Storage of waste and debris;
- Maintenance levels of a property that are creating a fire hazard;
- Living in caravans or mobile dwellings for prolonged periods;
- Placement of shipping containers and temporary structures;
- Use of a recreational vehicle in a residential area;
- Placement of bulk rubbish containers and
- Not correctly identifying a property.

While some uses are short term and minor in nature others may impact the wellbeing and safety of the community and create difficulties for emergency services.

### Purpose

To provide a clear and transparent policy direction for private land usage that may impact on a neighbourhood and its community, in order to actively reduce the number of occurrences and risks associated with the uses.

### Scope

This policy applies to all owners and occupiers of private land within the Corangamite Shire.

The policy does not control activities and uses that are subject to other permits and legislation.

### References

*Corangamite Shire Local Laws 2015.*

### Policy Detail

No person may use, occupy or manage private land in a manner that adversely impacts on neighbourhood and visual amenity or safety of a community.

The determination that a particular use of private land is adversely impacting on the neighbourhood and visual amenity or safety of a community will be determined by an authorised local laws officer (authorised officer), if they form the opinion or consider the land or activities on the land to be dangerous, causing a nuisance or unsightly.

Land will be considered to be causing an impact if any of the following apply:

- There are unconstrained materials and/or rubbish on the land, which may be, or may become, unsightly, a haven for vermin, unsafe or may be considered by an authorised officer as dangerous to health.
- Urban land is not being maintained regularly to ensure the growth of grass and weeds do not become a fire hazard.
- A caravan or mobile dwelling is being occupied for extended periods (more than 28 days in any 12 month period) by a person other than a family member linked to an existing dwelling on the property and the property is not currently linked to a permit to construct a dwelling.
- Shipping containers that are stored in urban areas.
- Persistent use of recreational vehicles in urban areas and extended use after dark in other areas.
- Bulk rubbish container/s placed in locations that may cause a visual or odour impact on the neighbourhood.
- Failure to correctly and clearly identify a property in accordance with a numbering system that has been approved by the municipal council and may assist emergency services to identify the property.

If the use of private land is determined by an authorised officer to be impacting on neighbourhood and visual amenity or the safety of the community, the person/s currently making use of the land will be required to immediately apply for a Local Law Permit to undertake the activity, or if deemed unacceptable by the authorised officer may be provided with a notice to comply to remove materials or improve the private land to the satisfaction of the authorised officer. The notice to comply will be issued in accordance with Council's *Local Law 2015* and may contain conditions to ensure correct management of the site into the future or provide time periods for compliance.

### **Permits**

In some instances a local law permit may be provided to an individual to undertake activities on private land if the use is considered temporary or to have limited impact on neighbourhood and visual amenity or the safety of the community. A permit will not be issued if other legislative permits are required for the use.

All permit applications must be on the prescribed form contained within the Council *Local Laws 2015* and a permit fee will apply.

### *Decision Guidelines*

In determining whether to grant a permit, Officers will take the following into account:

- amenity of the area
- visual impact
- community safety
- public liability
- possibility and cost of re-establishment at expiration of the permit
- whether the caravan or mobile dwelling is to be located on land where a permanent dwelling is located
- adequate sanitary facilities are provided
- the siting of material or use does not adversely affect the occupants of adjacent properties
- if the use is to be of a temporary nature
- whether a building permit or planning permit has been issued
- whether continuous progress towards completion and compliance with permits is undertaken.

If the use is determined to be unsuitable by an authorised officer, a permit will not be issued

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or if the use is already occurring, Officers may immediately provide direction for the use to stop and/or the site to be returned to an appropriate condition.

The consent/local law permit period operates from 1 January to 31 December unless cancelled by the permit holder or revoked by Council. All permits must be renewed annually and there will be no refund of permit fees if the permit is cancelled.

A person may be required by an authorised officer, at any time to stop the permitted use and/or remove all associated items if requested by an authorised officer.

Permits are not transferred when property ownership or management changes. A new permit must be applied for by the new owner or manager.

Council may revoke a permit should the permit holder fail to comply with any or all of the conditions contained in the permit.

Conditions of use will apply as determined by an authorised officer and will then be included as part of the consent/permit that is issued.

### **Exemptions**

Caravans and mobile dwellings in registered caravan parks and Council signed camping areas.

Council may exempt any person or class of person/s or an authority from the need for a permit or the payment of a permit fee.

### **Review Date**

April 2022.

### **Human Rights**

The policy gives regard to relevant legislation, principles of natural justice and procedural fairness, community values and Council's resource capacity.

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

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## 9.8 Investment Policy

**Author:** Adam Taylor, Manager Finance

**File No:** D19/184

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Adam Taylor

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

### Summary

This report recommends Council adopt the Investment Policy dated April 2019 as attached.

### Introduction

The current Investment Policy is due for review. Management and the Audit Committee have reviewed the attached policy and no amendments are proposed.

### Issues

The Investment Policy establishes the basis for the investment of Council's surplus funds and to optimise the balance between risk and return. The Investment Policy is an existing policy and was extensively reviewed in 2018.

### Policy and Legislative Context

Consideration of this report is in accordance with the Audit Committee's Annual Work Plan and the following commitments in the 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.

### Internal / External Consultation

The Investment Policy has been reviewed by the Finance Manager in conjunction with Director Corporate and Community Services. The policy was also considered by Council's Audit Committee at its March 2019 meeting.

### Financial and Resource Implications

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

### **Options**

Council has the following options:

- Adopt the policy as it is presented
- Adopt the policy with amendments
- Not adopt the policy.

### **Conclusion**

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

### **RECOMMENDATION**

**That Council:**

- 1. Revokes the Investment Policy dated January 2018.**
- 2. Adopts the Investment Policy dated April 2019.**

### **Attachments**

1. Policy Council Investment April 2019 



**CORANGAMITE  
SHIRE**

# Investment Policy

**Corangamite Shire**

April 2019

# Council Policy



## Investment Policy

### Introduction

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

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

### Purpose

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

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

### Scope

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

### Definitions

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

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Corangamite Shire Council Policy – Investment Policy

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**References**

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

**Policy Detail**

1. Prudent Person Standard

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

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

2. Ethics and Conflicts of Interest

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

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

3. Delegation of Authority

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

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

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Corangamite Shire Council Policy – Investment Policy

3.1.1. Term to Maturity of Investments

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

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

3.1.2. All other investments

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

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

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

4. Investment Objectives

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

4.1. Preservation of Capital

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

4.2. Maintenance of liquidity

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

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Corangamite Shire Council Policy – Investment Policy

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4.3. Return on Investments

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

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

5. Portfolio Implementation

5.1. Authorised Personnel

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

5.2. The Role of the Audit Committee

To ensure separation of duties, The Audit Committee will:

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

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

5.3. Internal Controls

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

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

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

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

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Corangamite Shire Council Policy – Investment Policy

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6. Investment Parameters

6.1. Prohibited Investments

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

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

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

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

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

6.4. Factors to consider when investing

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

6.4.1. Existence of Guarantee and security

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

6.4.2. Credit Rating of Institution and Portfolio Investment Parameters

a) Term to Maturity of Investments

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

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Corangamite Shire Council Policy – Investment Policy

Long Term		Short Term		Maximum term to maturity	Maximum Portfolio Allocations	
S&P	Moody's	S&P	Moody's		Funds with a single ADI	Percentage of total portfolio
AAA	Aaa	A-1+	P-1	2 Years	50%	100%
AA+	Aa1					
AA	Aa2					
AA-	Aa3					
A+	A1	A-1			25%	50%
A	A2					
A-	A3					
BBB+	Baa1	A-2	P-2	25%	25%	
BBB	Baa2					

Where the aggregate of the portfolio decreases resulting in funds with a single ADI or within a particular credit rating exceeding the applicable limit, the Investment Officers will work towards balancing the portfolio as future investments mature.

b) Managed Investment Schemes (Managed Funds)

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

6.4.3. Prudential requirements of investment institution

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

- Liquidity Coverage Ratio
- Capital Adequacy Ratio

6.4.4. Investment Term and Amount

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

6.4.5. Other considerations

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

6.5. Use of Licenced Broker

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Corangamite Shire Council Policy – Investment Policy

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

6.6. Quotation on Investments

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

Investment Officers shall take into account the following factors:

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

7. Investment Decision

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

8. Reporting On Investments

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

**Legislative compliance**

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

**Review Date**

The Policy will be reviewed in April 2021 or as required by changed circumstances, including changes to legislation and policies.

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

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Adopted at Council on:  
Agenda Item:  
Responsibility: Manager Finance  
File Number:

Department: Finance  
To be reviewed by : April 2021

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## 9.9 Fraud Prevention and Control Policy Review

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

**File No:** D19/189

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - David Rae

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

### Summary

This report recommends Council adopts the Fraud Prevention and Control Policy dated April 2019 as attached.

### Introduction

The current Fraud Prevention and Control Policy (Policy) was adopted by Council in April 2017 on the recommendation of Council's Audit Committee.

The Policy was reviewed by Council's Audit Committee in March 2019. The Audit Committee recommends Council adopt the revised Policy. Only minor amendments are proposed as indicated in the attached tracked changes version under separate cover.

### Issues

The Policy sets the framework for the prevention, identification, management and prosecution of acts or potential acts of fraud that could be encountered by Corangamite Shire. The Policy has been reviewed with only minor amendments proposed. The pertinent change being the requirement for Council's Audit Committee to review the fraud control plan annually rather than triennially.

In reviewing the Policy Council should note Principal Officers (which include council Chief Executive Officers) continue to be obligated to notify IBAC when there are reasonable grounds to suspect corruption is occurring or has occurred. (There is no legislative obligation for relevant Principal Officers to search out corrupt conduct, only report it when suspected. Corrupt conduct is defined in Section 4 of the *Independent Broad-based Anti-corruption Commission Act 2011*.)

To be considered corrupt conduct, the conduct must also constitute an indictable offence against any Act, or the common law offence of attempt to pervert the course of justice, bribery of a public official, perverting the course of justice or misconduct in public office. There must be reasonable grounds to suspect the corrupt conduct is occurring or has occurred before notifying IBAC.

### **Policy and Legislative Context**

Consideration of this report is in accordance with the Audit Committee's Annual Work Plan and the following commitments in the 2017-2019 Council Plan:

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

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

### **Internal / External Consultation**

The Fraud Prevention and Control Policy has been developed and reviewed internally. Internal audit and sector findings or recommendations have been incorporated, including the Victorian Auditor General's Office review *Fraud Prevention Strategies in Local Government*. The Policy was considered by Council's Audit Committee in March 2019. The Committee recommends Council approve the revised Policy.

### **Financial and Resource Implications**

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

### **Options**

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

### **Conclusion**



The revised Fraud Prevention and Control Policy dated April 2019 is attached for Council's consideration and approval.

## **RECOMMENDATION**

### **That Council:**

- 1. Revokes the Fraud Prevention and Control Policy dated April 2017.**
- 2. Adopts the Fraud Prevention and Control Policy dated April 2019.**

### **Attachments**

1. Fraud Prevention and Control Policy April 2019 (Tracked Changes Version) - Under Separate Cover 
2. Fraud Prevention and Control Policy April 2019 





**CORANGAMITE  
SHIRE**

# Fraud Prevention and Control Policy

**Corangamite Shire**

April 2019

# Council Policy



## Fraud Prevention and Control

### Introduction

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

### Purpose

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

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

### Scope

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

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

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

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

### Definitions

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

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Adopted at Council on: 23 April 2019  
Agenda Item: X.X  
Responsibility: Director Corporate & Community Services  
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Corangamite Shire Council Policy – Fraud Prevention and Control

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

**References**

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

**Policy Detail**

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

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

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

Actual or suspected fraudulent acts must be reported immediately either directly or via senior management to the Chief Executive Officer (CEO). The CEO will investigate such acts, report to Council and involve the Police where necessary. The Fraud Control Officer will report such acts to the Audit Committee. The CEO must report all suspected corrupt conduct to the Independent Anti-Corruption Commission in the first instance (section 57A *Independent Broad-based Anti-corruption Commission Act 2011*).

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Adopted at Council on: 23 April 2019  
Agenda Item: X.X  
Responsibility: Director Corporate & Community Services  
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Corangamite Shire Council Policy – Fraud Prevention and Control

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

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

Specific responsibilities

*Council:*

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

*Audit & Risk Management Committee:*

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

review the Fraud Control Plan annually *Chief Executive Officer:*

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

*Senior Officer Group;*

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

*Employees/Volunteers/Contractors/Consultants;*

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

*Fraud Control Officer;*

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

Fraud Control Plan

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

- Fraud Risk Profiling and Assessment including:
  - Areas of fraud including related party transactions
  - Associated risks
  - Controls and measures to mitigate risk

Corangamite Shire Council Policy – Fraud Prevention and Control

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- Officers responsible for implementing risk mitigation measures
- Ongoing monitoring and reporting;
- Identification of “red flag” indicators to assist in fraud detection;
- Employee awareness and conduct training;
- Internal controls to be maintained to minimise fraud;
- Fraud incident investigation protocol.

Fraud Investigation

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

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

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

Disciplinary Matters: Codes of conduct and discipline procedures

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

Miscellaneous

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

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

**Review Date**

The policy will be reviewed in April 2021 or earlier if necessary.

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



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## 9.10 Fees and Charges Policy

**Author:** Adam Taylor, Manager Finance

**File No:** D19/186

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Adam Taylor

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

### Summary

This report recommends Council adopt the Fees and Charges Policy dated April 2019 as attached.

### Introduction

The current Fees and Charges Policy is due for review. Management and the Audit Committee have reviewed the attached policy and no amendments are proposed.

### Issues

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

### Policy and Legislative Context

Consideration of this report is in accordance with the Audit Committee's Annual Work Plan and the following commitments in the 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.

### Internal / External Consultation

The Fees and Charges Policy has been reviewed by the Finance Manager in conjunction with Director Corporate and Community Services. The policy was also considered by Council's Audit Committee at its March 2019 meeting. Council was also briefed on the policy on 12 March 2019.

### Financial and Resource Implications

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

### **Options**

Council has the following options:

- Adopt the policy as it is presented
- Adopt the policy with amendments
- Not adopt the policy.

### **Conclusion**


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

### **RECOMMENDATION**

**That Council:**

- 1. Revokes the Fees and Charges Policy dated April 2017.**
- 2. Adopts the Fees and Charges Policy dated April 2019.**

### **Attachments**

1. Policy Council Fees and Charges April 2019 



**CORANGAMITE  
SHIRE**

# Fees and Charges Policy

**Corangamite Shire**

April 2019



# Council Policy



## Fees and Charges Policy

### Introduction

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

### Purpose

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

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

### Scope

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

### References

#### **Legislative Requirement**

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

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

#### **Competitive Neutrality Policy**

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

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Adopted at Council on:  
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Corangamite Shire Council Policy – Fees and Charges Policy

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

**Policy Detail**

**Pricing Categories**

**Statutory**

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

*Example: Fees charged for planning permits.*

**Non-Statutory**

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

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

**Pricing Methods**

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

***Full Cost plus Margin Pricing***

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

*Example: Private Works*

***Full Cost Pricing***

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

*Example: Corporate entities hiring Council owned facilities.*

***Partial Cost Pricing***

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

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

*Example: Community transport service for the community.*

***Incentive Pricing***

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

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

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Adopted at Council on:  
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**Final review**

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

**Annual review**

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

**Good and Services Tax**

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

**Responsibilities**

Position	Responsibility
Councillors	To take into account the policy when considering fees and charges set by Council.
Directors	Ensure that the Fees and Charges Policy is used as part of the Budget development process to review fees and charges within their Division.
Managers	Undertaking an annual review of all fees and charges they are responsible for, in accordance with the Fees and Charges Policy To identify any new fees and charges that should apply and seek approval from the Senior Officer Group.
Manager Finance	Ensure that the non-statutory fees and charges are identified during the Budget development process and to ensure implementation of this policy. To advise and support Managers in the application of Competitive Neutrality and the determination of the full cost of services. To review fees and charges for any GST applicable
Employees	Administering the fees and charges as contained in the Fees and Charges Schedule Providing accurate information to facilitate an annual review of all fees and charges in accordance with the Fees and Charges Policy.

**Review Date**

The next review of this document is scheduled for completion by the Manager Finance on or before 30 April 2021.

Adopted at Council on:  
Agenda Item:  
Responsibility: Manager Finance  
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**Appendix A**

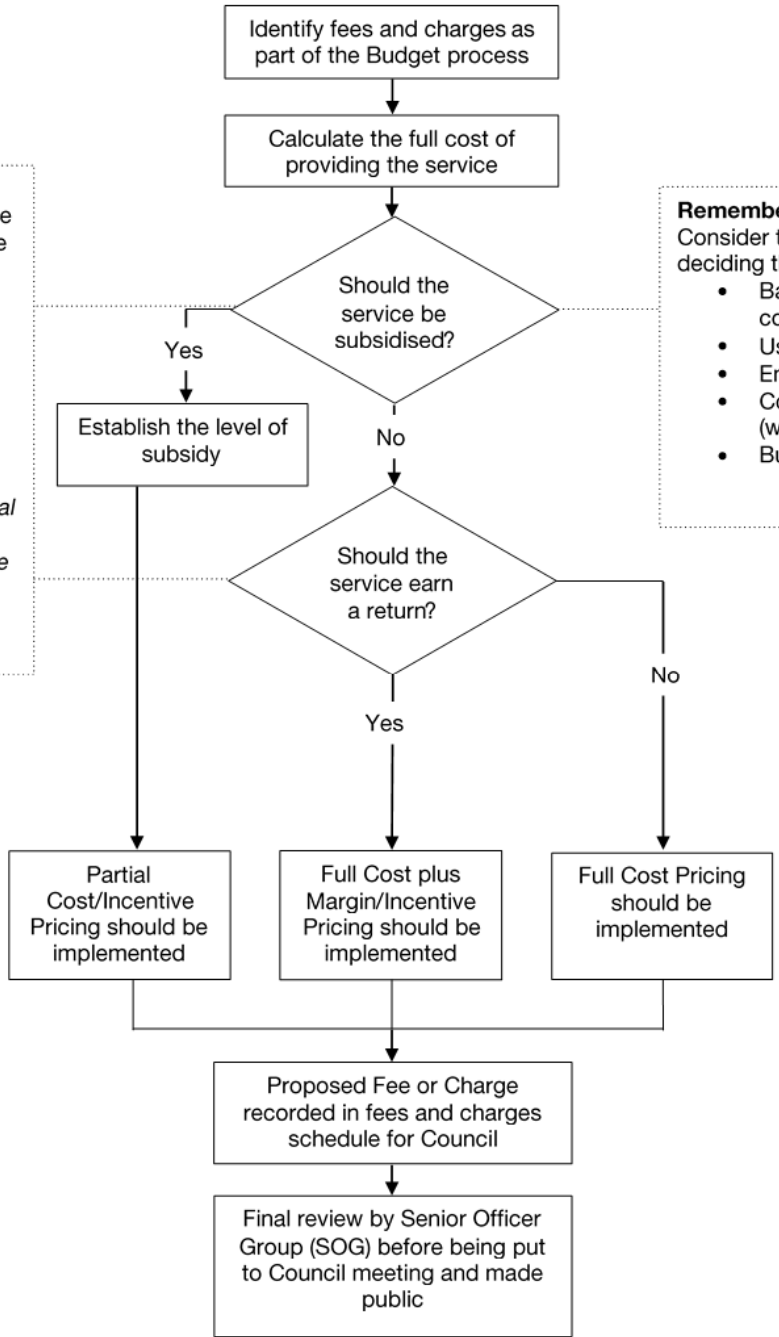
**Review of Non Statutory Fees and Charges**

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

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

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

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



Adopted at Council on:  
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Department: Finance  
 To be reviewed by: April 2021

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## 9.11 Corporate Purchase Card Policy

**Author:** Adam Taylor, Manager Finance

**File No:** D19/183

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Adam Taylor

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

### Summary

This report recommends Council adopt the Corporate Purchase Card Policy dated April 2019 as attached.

### Introduction

The current Corporate Purchase Card Policy is due for review. Management and the Audit Committee have reviewed the attached policy and no amendments are proposed.

### Issues

The Corporate Purchase Card Policy is an existing policy. The policy applies to any Councillor or Council officer who holds a corporate purchase card (credit card). It should be considered part of and should be read in conjunction with the Council Procurement Policy.

The policy details obligations of cardholders and responsibilities for card use.

The Corporate Purchase Card Policy has been reviewed by Council officers to ensure appropriate controls are in place for the use of corporate purchase cards within Council.

### Policy and Legislative Context

Consideration of this report is in accordance with the Audit Committee's Annual Work Plan and the following commitments in the 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.

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### **Internal / External Consultation**

The Corporate Purchase Card Policy has been reviewed by the Finance Manager in conjunction with Director Corporate and Community Services. The policy was also considered by Council's Audit Committee at its March 2019 meeting.

### **Financial and Resource Implications**

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

### **Options**

Council has the following options:

- Adopt the policy as it is presented
- Adopt the policy with amendments
- Not adopt the policy.

### **Conclusion**

The Corporate Purchase Card Policy is attached for Council's consideration and approval.

### **RECOMMENDATION**

**That Council:**

- 1. Revokes the Corporate Purchase Card Policy dated January 2018.**
- 2. Adopts the Corporate Purchase Card Policy dated April 2019.**

### **Attachments**

1. Policy Council Corporate Purchase Card April 2019 



**CORANGAMITE  
SHIRE**

# **Corporate Purchase Card Policy**

**Corangamite Shire**

April 2019



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Corangamite Shire Council Policy – Corporate Purchase Card Policy

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# Council Policy



## Corporate Purchase Card Policy

### Introduction

This policy sets out the guidelines and principles that need to be followed by the Mayor and Council officers who utilise a corporate purchase card.

### Purpose

The objective of introducing purchase (credit) cards is to increase efficiency by reducing the cost, paperwork and time associated with purchasing goods and services. No purchase order needs to be completed when a credit card is used for the transaction.

### Scope

This policy applies to any Councillor or Council officer who holds a corporate purchase card. It should be considered part of and should be read in conjunction with the Council Procurement Policy. It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights Act (2006)*.

### Definitions

*Council Business Expenditure* – are bona fide business transactions that are required by a cardholder undertaking normal duties in the course of their employment with Council and would otherwise be undertaken by purchase order or petty cash.

*Corporate Purchase cards* – will be a credit card identified by the words Corangamite Shire. The card will be personalised and issued to the user to provide a clear audit trail. The name of the card holder is on the card.

*Cardholder (Authorised Officers)* – is any officer of the Corangamite Shire receiving authorisation to have a corporate purchase card issued in his or her name.

*Personal Use/Personal transaction* – any purchases intended for personal benefit. Purchase of any items not normally provided to a staff member in the course of their employment with Council.

*Commbiz* – Commonwealth Bank of Australia online banking system. This system is used to manage Council's purchase cards.

### References

- Procurement Policy

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Adopted at Council on:  
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Department: Finance  
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Corangamite Shire Council Policy – Corporate Purchase Card Policy

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**Policy Detail**

**APPLICATION**

- The authorising Manager completes the application form for an employee whose position and duties require the issue of a purchase card (Attachment A). The staff member must have a financial delegation under the Procurement Policy.
- The application is to be authorised by:
  - Appropriate Director
  - Finance Manager
- The employee must complete the “Council Corporate Credit Card Acknowledgement and Undertaking” (refer Attachment B) form before the use of the Card.
- All cards will be issued to cardholders by the Finance Manager, or delegated officer and the details of that card, together with signature acknowledging receipt must be immediately entered in the register of Credit Cards.
- Card limits are at the discretion of the Chief Executive Officer and must be no more than the officer’s financial delegation under the Procurement Policy and should reflect either anticipated requirements (new cards) or current requirements (existing cards).
- Card limits are to be reviewed at least annually by Manager Finance. Amendments to limits are to be recommended to the Chief Executive Officer for approval.
- Transaction limits are not to be greater than the available card limit.

**CARD USE**

- The card must be used for **Council business expenditure** only and in accordance with the *Local Government Act 1989*, the Council’s Purchasing Card Policy, and the Procurement Policy.
- The card must not be used for personal use or a personal transaction.
- The card must not be used for gratuities (or tips)
- The card must not be used for the withdrawal of cash through any facility, whether it is a Bank, ATM or EFTPOS facility.
- The card must not be used by officers other than the card holder, unless the card holder is a Manager or Senior Officer and infrequent use is requested by the officer and granted by the card holder.
- The cardholder shall not provide the card number or card pin to another officer for the purposes of undertaking transactions.
- The card must not be used for fuel purchases unless the Fuel Card is unable to be used.
- The cardholder must retain all tax invoices and/or receipts and maintain any other records of their transactions to facilitate reconciliation and costing of transactions for that card.
- The cardholder must take strict care to maintain the security of their card, ensuring that it is kept in their possession at all times and not left in any place from which it may be taken.

The cardholder must return their card to the Finance Manager, or delegated officer, prior to periods of extended leave (any period in excess of four weeks), re-assigned to a new position where the use is not required or where their employment is terminated with the Corangamite Shire.

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Adopted at Council on:  
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Corangamite Shire Council Policy – Corporate Purchase Card Policy

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## RESPONSIBILITIES

### *Cardholders*

The individual cardholder is responsible for:

- The safe keeping of the card and the prompt reporting to their respective manager and the Finance Department if the card is mislaid or stolen.
- Ensuring that the card is only used within the approved limits attributed to that particular purchase card and within the approved budget.
- Returning the card to the Finance Manager or other person designated by the Corangamite Shire during periods of leave, upon transfer to a position not requiring a credit card or upon the termination of their employment with the Shire.
- Registering all tax invoices, dockets and other support documentation in TRIM under their respective folder and maintain these documents in accordance with Council Procedures.
- Completing the credit card allocation process within TechOne to facilitate prompt costing and authorisation of credit card transactions, with an accurate description of goods or services purchased.
- Reporting any disputed transactions to their manager and the Finance Department to allow for the prompt resolution of any errors or misuse.
- Completion of Annual Acknowledgement and Undertaking declaration.

### *Managers, Directors and CEO*

Managers, Directors and CEO are responsible for:

- The initial approval of applications for purchase cards by employees within their area of responsibility.
- Ensuring that each employee is made aware of and understands their individual responsibility associated with holding a purchase card.
- The prompt receipt, costing and authorisation of transactions for each cardholder within their area of responsibility.
- Ensuring all issues pertaining to disputed transactions are brought to the attention of the Finance Department.

### *Finance Department*

The Finance Manager (or his/her delegate) is responsible for:

- Ensuring the credit card register within Commbiz is maintained and accurate at all times.
- Safe custody of cards surrendered by employees during extended periods of leave.
- Coordination of Annual Acknowledgement and Undertaking declarations.
- Maintaining a register of purchase cards which should include the following details
  - Name of the cardholder
  - Card number
  - Date of issue
  - Card expiry
  - Delegation limit
  - Card limit
  - Transaction Limit
  - Cardholder agreement signed

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Adopted at Council on:  
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File Number:  
Responsibility: Manager Finance

Department: Finance  
  
Page Number: 3  
To be reviewed by: April 2021

Corangamite Shire Council Policy – Corporate Purchase Card Policy

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*Audit Committee*

The Audit Committee is responsible for:

- Review of the Corporate Purchase Card policy as required.

**TERMINATION OF USE**

Once it has been established that a cardholder no longer requires a card, the card, together with all supporting documentation for any outstanding transactions and other relevant documentation must be forwarded to the Finance Manager who will update the Register of Cardholders within Commbiz.

Payroll shall not release any termination payments until appropriate clearances in respect of a cardholder's card have been obtained from the Finance Manager.

**UNAUTHORISED USE**

Unauthorised use means any instance of non-compliance with this policy, whether by the cardholder or another person and can involve:

- Unauthorised or inappropriate transactions made on a card; or
- Any other non-compliance with any direction or rules for card use, including use that, from the public perspective, has the potential to cause reputational risk to Council.

Unauthorised use will be subject to disciplinary action including the requirement for reimbursement by the employee of the expense.

**Review Date**

The next review of this document is scheduled for completion by the Manager Finance on or before 30 April 2021.

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Adopted at Council on:  
Agenda Item:  
File Number:  
Responsibility: Manager Finance

Department: Finance  
Page Number: 4  
To be reviewed by: April 2021

Corangamite Shire Council Policy – Corporate Purchase Card Policy - Attachment A



### CORPORATE PURCHASE CARD REQUEST/NOMINATION FORM

[Return completed form to Finance Department]

Nominated Card Holder: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Drivers Licence Number: \_\_\_\_\_

Position: \_\_\_\_\_

Directorate: \_\_\_\_\_

Department: \_\_\_\_\_

Predominant Purpose for Requesting the Card:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Nominated Card Holder (sign)  
Name:  
Date:

\_\_\_\_\_  
Manager Approval (sign)  
Name:  
Date:

\_\_\_\_\_  
Director Approval (sign)  
Name:  
Date:

Card Limit Requested: \$500 \$1,000 \$5,000 \$10,000 \$25,000 \$50,000

**FINANCE USE ONLY**

Date Request Received: \_\_\_\_\_

Financial Delegation (per policy): \_\_\_\_\_

Date Approved by Manager Finance: \_\_\_\_\_

Card Number Allocated: \_\_\_\_\_

Date Card Issued: \_\_\_\_\_

Signature of Card Administrator: \_\_\_\_\_

Adopted at Council on:  
Agenda Item:  
File Number:  
Responsibility: Manager Finance

Department: Finance  
Page Number: 5  
To be reviewed by: April 2021

Corangamite Shire Council Policy – Corporate Purchase Card Policy - Attachment B



## CORPORATE PURCHASE CARD ANNUAL ACKNOWLEDGEMENT & UNDERTAKING

[Return completed form to Finance Department]

Nominated Card Holder: \_\_\_\_\_

Position: \_\_\_\_\_

Directorate: \_\_\_\_\_

Department: \_\_\_\_\_

### ACKNOWLEDGMENT AND UNDERTAKING

I have read and understood the Corporate Purchase Card Policy and Purchase Card procedures manual. I agree that:

- ✓ I will only purchase within my delegated purchasing limit and within the approved budget;
- ✓ I will not use the Purchase Card for cash advances, personal expenditure;
- ✓ I will only purchase fuel when use of a fuel card is not issued or available;
- ✓ I will only use the Purchase Card for Council business expenditure;
- ✓ The Purchase Card is my responsibility and I will take strict care of the Purchase Card and if lost or stolen, will report it immediately to the Commonwealth Bank’s Lost/Stolen Cards Unit and my supervisor;
- ✓ I will return the Purchase Card in the event of cessation of my employment;
- ✓ The Purchase Card remains the property of the Commonwealth Bank and can be cancelled at any time by the Commonwealth Bank;
- ✓ I will surrender the Purchase Card upon request by Council;
- ✓ I will process expenditure within TechOne MyPurchaseCards module within 7 days of receipt to facilitate prompt costing and authorisation of credit card transactions;
- ✓ I will scan and save Tax Invoices into TRIM and attach to transaction within TechOne MyPurchaseCards module for all the purchases I have made;
- ✓ Unsubstantiated expenditure may be deducted from any salary amounts owing to me.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Signature**

**Date:**    /    / \_\_\_\_\_

Adopted at Council on:  
Agenda Item:  
File Number:  
Responsibility: Manager Finance

Department: Finance  
  
Page Number: 6  
To be reviewed by: April 2021



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## 9.12 Business Continuity Policy Review

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

**File No:** D19/176

**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 recommends that Council adopt the Business Continuity Policy (the Policy), which has undergone a biennial review by the Human Resources Department and Council's Internal Audit Committee.

The Policy defines Council's approach to business continuity management, and the principles by which business continuity plans will be developed and maintained. The Policy informs the development of the Business Continuity Framework. Two minor changes to the Policy are proposed, which are shown in the draft policy attached under separate cover.

### Introduction

Business continuity management deals with undesirable events which have occurred, and the action required to maintain the provision of services. It provides consistent processes within a comprehensive framework which is integrated with Council's risk management framework. The Framework supports the Business Continuity Policy.

### Issues

A management review of the Policy was undertaken in February. In accordance with its Annual Work Plan, the Audit Committee reviewed the Policy at its March 2019 meeting. The Committee recommended that Council adopt the revised Policy without amendment. Two minor changes are proposed:

1. Planning and testing the Business Continuity Plan was previously the responsibility of the Director Corporate and Community Services. The review has assigned that responsibility to the Risk Management Coordinator, to align with actual practice
2. The statement of human rights has been updated to reflect current legislation.

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### **Policy and Legislative Context**

The review of the Business Continuity Policy is in accordance with the Audit Committee's Annual Work Plan and the following commitments in the 2013-2017 Council Plan:

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

Model contemporary standards of corporate governance and professional standards.

A current Business Continuity Plan is also a governance performance measure of the Local Government Performance Reporting Framework.

### **Internal / External Consultation**

The Business Continuity Policy has been reviewed by the Human Resources/Risk Management Department and Council's Audit Committee. A desktop test and review of the Business Continuity Plan was conducted on 14 March 2019 by HSE Management Australia, and Council's Disaster Recovery Team.

### **Financial and Resource Implications**

The review of the Business Continuity Policy has been completed using existing resources.

### **Options**

Council may adopt the revised Business Continuity Policy with or without amendment. Alternatively, Council may choose not to adopt the draft Business Continuity Policy.

### **Conclusion**

The Business Continuity Policy addresses the response, recovery and restoration of Council operations and business activities during a business disruption event. The Policy has been reviewed with two minor proposed amendments.

For effective business continuity in an organisation, support and commitment at the highest level is necessary. For this reason, Council's adoption of the revised policy is requested.

## **RECOMMENDATION**

### **That Council:**

- 1. Revokes the Business Continuity Policy dated March 2017.**
- 2. Adopts the Business Continuity Policy dated April 2019.**

### **Attachments**

1. Policy Business Continuity 2019 - tracked changes - Under Separate Cover 
2. Policy Business Continuity April 2019 



**CORANGAMITE  
SHIRE**

# Business Continuity Policy

April 2019



# Council Policy

## Business Continuity



### Introduction

Business Continuity Management (BCM) establishes cost-effective treatments within the Corangamite Shire Council Risk Management Framework to address disruptions to the delivery of services. As such, it deals with undesirable event(s) which have occurred and the action required to maintain the provision of services. To this extent, it complements the overall risk management process which deals with the possibility of occurrence of undesirable events (including outages) that may occur, and the analysis and pro-active treatment of such events.

### Purpose

This policy defines Council's approach to business continuity management and the principles by which business continuity plans will be developed and maintained. This policy is supported by the Business Continuity Framework which provides the mechanism for the development of contingent capacity and associated plans.

### Scope

This policy applies to all functions of Council. Critical functions will have a Business Continuity Disruption Response & Recovery (DRR) (BCP) Plan to enable efficient and effective resumption of services.

### Definitions

- **Risk** – The chance that an event will occur that will impact upon the Council's objectives as defined in the Council Plan. It is measured in terms of consequence and likelihood.

### References

- Local Government Act 1989
- AS/NZS ISO 31000:2009 Risk management – Principles and guidelines
- AS/NZS 5050 Business Continuity – Managing Disruption-Related Risk Standard
- Corangamite Shire Council Plan

### Policy Detail

Business Continuity Management (BCM) is an important element in Council's overall approach to risk management and deals specifically with disruption related risks. These risks are addressed through application of the Business Continuity Framework through which:

- critical functions affecting the provision of services are identified,
- realistic and EXTREME disruption scenarios are defined,
- procedures to effectively and efficiently deal with disruptions are detailed,
- key organisational positions/personnel responsible for the implementation response and recovery plans are detailed.
- high priority services and operations, which in the event of a disruption must be re-established as quickly and efficiently as possible are detailed.

Adopted at Council on:  
Agenda Item:  
Responsibility: Manager Human Resources/Risk  
File Number: D/17/12542

Directorate: Corporate & Community Services  
To be reviewed by: March 2021  
Policy Number: CORCOM 20.01  
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Corangamite Shire Council Policy – Business Continuity

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- communication procedures to ensure stakeholders (public, staff and council) receive appropriate and timely information are detailed.
- relevant resources & services required to effectively implement Disruption Response & Recovery (DRR) plans are detailed.

The Corangamite Shire Business Continuity Framework is to be based on the standard AS/NZS 5050:2010, Business Continuity- Managing disruption.

**Monitoring and Reporting**

Business Continuity Plans will be reviewed and tested regularly. Review and testing of the DRR Plan is carried out under the authority of the CEO using the Business Continuity Framework.

**Policies and Procedures.** This policy should be read in conjunction with the Corangamite Shire Council Risk Management Framework health, safety and risk related policies and procedures.

**Accountabilities and responsibilities**

- **Audit Committee.** Receive status reports and provide direction on strategic risk management processes incorporating the Disruption Response & Recovery (DRR) (BC) Plan.
- **Chief Executive Officer.** Provide overall direction for business continuity management across all areas of Council's business. Act as Chairman of the Disruption Management Committee (as defined in the BC Framework).
- **Directors.** Enact the Disruption Response & Recovery (BC) Plan when required. Facilitate and provide direction during prevention, preparedness and recovery phases (as defined in the BC Framework).
- **Director Corporate & Community Services.** Act as Disruption Management Team Leader (as defined in the BC Framework).
- **Manager HR/RM.** Develop and maintain Business Continuity framework including the BCP. Conduct BCP testing and maintain BCP records.
- **Risk Management Coordinator.** Coordinate business continuity planning and testing. Maintain the Corporate Risk Register (as defined in the Risk Management Framework) inclusive of those Business Continuity related risks.
- **Managers.** Review Business Impact Analysis findings for areas of responsibility to ensure disruption prevention and preparedness. Develop and implement the DRR (BC) Plan if required to ensure critical services are resumed efficiently and effectively following a significant disruption.

Further accountabilities and responsibilities are detailed in the Business Continuity Framework as part of the overall Risk Management Framework.

**Review Date**

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Adopted at Council on:  
Agenda Item: 10.6  
Responsibility: Manager Human Resources/Risk  
File Number: D/17/12542

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Directorate: Corporate & Community Services  
To be reviewed by: March 2021  
Policy Number: CORCOM 20.01  
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Corangamite Shire Council Policy – Business Continuity

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This policy will be reviewed in 2019, or earlier as required by changing circumstances, including changes to legislation and policies.

**Human Rights**

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

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Adopted at Council on:  
Agenda Item: 10.6  
Responsibility: Manager Human Resources/Risk  
File Number: D/17/12542

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Directorate: Corporate & Community Services  
To be reviewed by: March 2021  
Policy Number: CORCOM 20.01  
Page Number: 4

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## 9.13 Fuel Reduction Slashing on Roadsides Policy

**Author:** Lyall Bond, Manager Environment and Emergency

**File No:** D19/102

**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 - Lyall Bond

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

### Summary

This report seeks Council's adoption of the revised Fuel Reduction Slashing on Roadsides Policy. This policy has been reviewed and updated with minor amendments.

### Introduction

The Fuel Reduction Slashing on Roadsides Policy provides direction to land managers in relation to works that can be undertaken on roadsides for the slashing of fire fuels and grass reduction.

The unauthorised use of roadsides can pose a significant risk to Council and the community. Unauthorised activities may:

- create a risk to public safety
- create legal liability issues
- lead to damage of services and utilities or native vegetation.

The Policy applies to the slashing or cutting of grass for the management of fire fuel on Council owned and/or managed roadsides outside of township areas. The Policy provides guidance for roadside slashing where a permit is not required under the General Local Law 2015.

Activities that include bailing, grazing, spraying, burning and ploughing are not considered in this policy and require a permit in accordance with the Use of Council Land Policy.

### Issues

Council believes that the activity of slashing and cutting grass on roadsides can reduce fire fuel loads and, if undertaken responsibly, will not negatively impact the community, the environment or Council operations. However, these fuel reduction activities are not able to be applied uniformly across all Council managed roads. Accordingly, Council has a community responsibility to ensure roadsides continue to provide safe road infrastructure, habitat and bio-links, and are managed in a way that they can benefit the region and community into the future.

Land managers (typically adjoining landowners) will be exempt from obtaining a Local Law Permit for the slashing and cutting of grass if the fire fuels to be managed are not native vegetation (native vegetation includes native grasses) or native vegetation exempt from a planning permit for removal under the Planning Scheme and are:

1. Located on a low conservation value roadside, or
2. Located on a medium or high conservation value roadside which has been managed in this way for a period of 10 years or more prior to the date of this policy commencing (without any unauthorised native vegetation clearing undertaken in the last 10 years), or
3. Located to maintain traffic sight lines around house driveways.

Land managers are encouraged to contact Council for advice relating to any activity on Council managed roadsides and determine whether a permit is required.

If the above criteria does not apply, an application can be made to Council to obtain a permit to undertake roadside slashing or grass cutting. If a permit is required, applications are to be in writing on the prescribed form contained within General Local Law 2015 and a permit fee will apply.

Council has a responsibility to ensure the use of Council land does not impact negatively on the community. To ensure this responsibility is met, Council has developed Local Laws under the *Local Government Act 1989*. The Local Laws are supported by a range of policies which provide clarification and direction to the community and authorised officers in regard to the application of the Local Laws.

The Fuel Reduction Slashing on Roadsides Policy has been reviewed with consideration given to common issues experienced over the past two years. Minor changes are proposed which include:

- General administrative changes to improve the application of the policy
- Removal of a clause relating to medium and high conservation roadsides.

The Policy provides the community with an ability to undertake certain activities on Council managed roadsides without the need to obtain a Local Laws Permit.

### **Policy and Legislative Context**

The Fuel Reduction Slashing on Roadsides Policy is consistent with the following 2017-2021 Council Plan commitments to:

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

Preserve the natural environment of Corangamite Shire

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

Engage with and listen to our communities

Foster a partnership approach to Emergency Management and understanding risks.

The policy has been developed in accordance with Council's Policy Development Framework and the *Local Government Act 1989*.

### **Internal / External Consultation**

Council's Fuel Reduction Slashing on Roadsides Policy has been reviewed internally by the Environment and Emergency Department and the Senior Officer Group.

### **Financial and Resource Implications**

The implementation of this policy will be through existing Local Laws and other related Council budget resources.

### **Options**

Council may adopt the reviewed Fuel Reduction Slashing on Roadsides Policy April 2019 as presented or with amendments.

### **Conclusion**



The reviewed Fuel Reduction Slashing on Roadsides Policy provides clear and consistent guidance to the community about the application of the exemption from the Local Law and encourages the community to work within the guidelines to reduce fire risk.

## **RECOMMENDATION**

### **That Council:**

- 1. Revokes the previous Local Laws, Fuel Reduction Slashing on Roadsides Policy dated August 2016.**
- 2. Adopts the Local Laws, Fuel Reduction Slashing on Roadsides Policy dated April 2019.**

### **Attachments**

1. Council Policy Fuel Reduction Slashing on Roadsides Track Changes April 2019 - Under Separate Cover 
2. Council Policy Fuel Reduction Slashing on Roadsides April 2019 



**CORANGAMITE  
SHIRE**

# **Fuel Reduction Slashing on Roadsides**

**Corangamite Shire**  
April 2019

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# Council Policy



CORANGAMITE  
SHIRE

## Fuel Reduction Slashing on Roadsides

### Introduction

The unauthorised use of roadsides can pose a significant risk to Council and the community. Unauthorised activities may:

- Create a risk to public safety
- Create legal liability issues
- Lead to damage of services and utilities or native vegetation

### Purpose

To provide a policy direction to land managers in relation to activities on roadsides for the management of fire fuels and fuel reduction.

(This policy should be read in conjunction with the *Use of Council Land Policy* and *CFA Roadside Management Guidelines*.)

### Scope

This policy applies to the slashing or cutting of grass for the management of fire fuel on Council owned and/or managed roadsides outside of township areas. The policy will provide guidance for roadside slashing where a permit is not required under the *General Local Law 2015*.

Activities that include baling, grazing, spraying, burning and ploughing are not considered in this policy and require a permit in accordance with the Use of Council Land Policy.

### References

General Local Law 2015 and associated application forms  
Use of Council Land Policy  
CFA Roadside Management Guidelines

### Policy

Council believes that the activity of slashing and cutting grass on roadsides can reduce fire fuel loads and, if undertaken responsibly, will not negatively impact the community, the environment and Council operations. These fuel reduction activities however are not able to be applied uniformly across all Council managed roads. Accordingly, Council has a community responsibility to ensure roadsides continue to provide safe road infrastructure, habitat, bio-links and are managed in a way that they can benefit the region and community into the future.

Land managers (typically adjoining landowners) will be exempt from obtaining a Local Law Permit for the slashing and cutting of grass if the fire fuels to be managed are not native vegetation (native vegetation includes native grasses) or native vegetation exempt under the Planning Scheme and are:

1. Located on a low conservation value roadside; or



2. Located on a medium or high conservation value roadside which has been managed in this way for a period of 10 years or more prior to the date of this policy commencing (without any unauthorised native vegetation clearing undertaken in the last 10 years); or
3. Located to maintain traffic sight lines around house driveways.

Land managers are encouraged to contact Council for advice relating to any activity on Council managed roadsides and determine whether a permit is required.

If the above criteria do not apply an application can be made to Council to obtain a permit to undertake roadside slashing or grass cutting.

Activities relating to spraying, burning, baling, ploughing and earthworks on roadsides will be considered in accordance with Council's *Use of Council Land Policy* and permits required under *General Local Law 2015*. Ploughing or major disturbance will generally not be permitted.

### **Permits**

If a permit is required applications are to be in writing on the prescribed form contained within *General Local Law 2015*, a permit fee will apply. .

If the applicant is not the adjoining landowner written consent from the adjoining landowner must be provided as part of the application.

Permits will be issued at the discretion of the Local Laws Department.

The permit period operates from 1 January to 31 December unless cancelled by the permit holder or revoked by Council. All permits must be reviewed annually and there will be no refund of permit fees if the permit is cancelled.

Council may revoke a permit should the permit holder fail to comply with any or all of the conditions or requirements relating to this policy.

### **Decision Criteria**

The assessment of applications must consider the following -

- Municipal Fire Management Plan (MFMP)
- Rural Roadside Management Plan 2012
- General Local Law 2015
- Corangamite Planning Scheme
- And other future plans or overlays that apply to the roadside.

### **Requirements to undertake work**

1. The person undertaking the work must ensure that any vehicles or equipment used on roadsides is in a safe and roadworthy condition. The person undertaking the work will be responsible for damage to their own or any other person's vehicles and equipment as a result of undertaking the activity and must have all appropriate insurances to carry out the work.
2. Vehicles or equipment must not be stored on the roadside overnight or for prolonged periods while undertaking the slashing works.
3. The person undertaking the work must ensure that no activities will be undertaken on roadsides where soil is waterlogged, in order to prevent bogging damage to the ground surface.

4. The person undertaking the work must ensure that vehicle hygiene standards are maintained to prevent the spread of weeds and disease pathogens (such as *Phytophthora cinnamomi*). As a rule activities should be undertaken on higher quality areas first and followed by more degraded areas. Vehicles should be washed down after the activity.
5. It is the responsibility of the person undertaking the work to inspect the area for obstacles and utilities prior to commencing the activity and will be solely responsible for any damage to utilities or Council assets.
6. Activities undertaken on the roadside must not be in contradiction to other legislation and the person undertaking the activity on the roadside will be responsible for obtaining all associated permits.

#### **Exemptions**

Council may exempt any person or class of person/s or an authority from the need for a permit or the payment of a permit fee.

#### **Review Date**

April 2022

#### **Human Rights**

The policy gives regard to relevant legislation, principles of natural justice and procedural fairness, community values and Council's resource capacity.

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

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## 9.14 Domain Username and Password Policy

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

**File No:** D19/98

**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 adopt the Council Domain User Account and Password Policy dated April 2019 (as attached).

This policy was previously an organisation policy, however given its applicability to Councillors it is recommended that it be considered by Councillors and become a Council policy.

### Introduction

The Council Domain User Account and Password Policy (Policy) establishes the use of strong passwords and good password management for all users of Councils ICT systems.

### Issues

An internal penetration test was undertaken during December 2019 by Content Security to investigate any possible vulnerabilities to ICT systems. It was noted that the current password policy complexity level was not sufficient for passwords.

It was recommended to use the following as best practice:

- 12 characters for standard users (includes Councillors)
- 15 characters for administrator accounts
- 30 characters for service accounts (accounts that software use that are not accessed or changed regularly).

These recommendations have been included in the policy.

### Policy and Legislative Context

This policy has been developed in accordance with Council's *Policy Development Framework*.

The policy aligns with Council's Plan 2017-2021 as it supports the following commitments:

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

Commitment to the education and training of our employees and the provision of a safe workplace.

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

The Council Domain User Account and Password Policy content security advised is based on best practise. The policy has been reviewed by the Manager, Information Services in conjunction with the Director, Corporate and Community Services and the Senior Officers Group.

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

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

#### **Options**

Councillors may adopt the revised Council Domain User Account and Password Policy with or without amendment. Alternatively, Council may resolve not to adopt the revised Policy.

#### **Conclusion**



The revised Domain User Account and Password Policy is attached for Council's consideration and approval.

### **RECOMMENDATION**

#### **That Council:**

- 1. Adopts the Council Domain User Account and Password Policy dated April 2019.**

#### **Attachments**

1. Policy Council Domain User Account Password April 2019 Track Changes - Under Separate Cover 
2. Policy Council Domain User Account Password April 2019 



**CORANGAMITE  
SHIRE**

# Domain User Account and Password Policy

Corangamite Shire

April 2019

# Council Policy



## Domain User Account and Password Policy

### Introduction

This document defines Council's policy with respect to user accounts, passwords and password management. Sensitive and confidential Council records could be accessed by unauthorised persons if the steps outlined below are not adopted and followed at all times. All users, including contractors and vendors with access to Corangamite Shire ICT systems, are responsible for taking the appropriate steps to select and secure their passwords.

### Purpose

To establish guidelines to maintain electronic information security and restrict access to authorised users only.

To establish a standard for creation of strong passwords, the protection of those passwords and the frequency of change.

### Scope

This policy applies to Councillors, employees, and other authorised persons who have access to Council's electronic information systems.

### Definitions

**Domain** – collection of interconnected servers, computers and printers protected from unauthorised access.

**Domain user account** – user account for an individual with an associated set of privileges for access to Council information and update functionality.

**ICT** – Information and Communication Technology

### References

Legislative obligations

- *Information Privacy Act 2000*
- *Victorian Charter of Human Rights and Responsibilities Act 2006*
- *Local Government Act 1989*
- *Protected Disclosure Act 2012*
- *Freedom of Information Act 1982*

Council Policies and Guidelines

- Electronic Communications Policy
- Code of Conduct for Staff
- Councillor Code of Conduct
- E-mail Usage Guidelines (internal and external)
- Internet Usage Guidelines

Approved by Senior Officer Group on:

Responsibility: Manager Information  
File Number: D/13/XXXX

Department: Information Services  
To be reviewed by: Manager Information

Page Number: 2

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 Corangamite Shire Council Policy – Domain User Account and Password
 

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**Policy Detail**

Domain user accounts will be created for all staff members requiring access to Council's electronic systems and email facilities. Similarly, temporary domain accounts will be created for any contractor or supplier who, by the nature of their work, also require access to Council's ICT systems. Access in these cases will be limited to the task being carried out on behalf of Council and will be revoked when the task is completed.

User accounts provide an audit trail for all activities within Council's electronic information systems. Users must not allow other users to use their user account to access Council's information systems. Exceptions will be made for ICT staff to allow the resolution of reported faults. User accounts are automatically disabled after 5 unsuccessful login attempts for a period of 30 minutes. Information Services will re-enable your account on request. Information Services will disable an account when a user terminates employment with Council or at the direction of a member of the Senior Officer Group. Corporate user accounts will be automatically disabled if the account is inactive for a period greater than 60 days.

Passwords are an important aspect of computer security and form the front line of protection for user accounts. Poorly chosen passwords may potentially result in the compromise of Council's entire corporate network. As such, all Councillors, employees, and other authorised persons are responsible for taking appropriate steps, as outlined below, to secure their passwords.

There is always a trade off in password security. The stronger the password and more frequently they are changed, the greater the tendency of staff to record their passwords on paper thereby increasing the risk of unauthorised access. This policy aims to provide maximum security by reducing the likelihood of staff resorting to paper notes to remember their passwords while at the same time making them difficult to "guess". Passwords will be changed every 6 months and must conform to the requirements below. Password changes are enforced through a domain policy maintained by the Information Services Department.

*Passwords:*

**This policy requires the use of 'strong' passwords. The incorporation of strong passwords aligns Council with best practice security measures.**

Strong passwords have the following characteristics:

- Contain both upper and lower case letters (e.g. A – Z, a – z)
- Have digits (e.g. 0 – 9) and at least one punctuation character (e.g. ! @ # \$ % ^ & \* ( ) \_ + { } | : " < > ?) as well as letters
- At least 12 characters long for standard user accounts
- At least 15 characters long for administrator accounts
- At least 30 characters long for service accounts
- Are not a word in any language, slang, dialect, jargon etc.
- Are not based on personal information, names of family etc.

Poor, weak passwords have the following characteristics:

- The password contains less than 12 characters
- The password is a word found in a dictionary
- The password is a common usage word such as:
  - names of family, pets, friends, co-workers etc.
  - computer terms and names, commands, sites, companies, hardware, software
  - the words 'Corangamite Shire Council', 'Corangamite', 'Council'
  - birthdays and other personal information such as addresses
  - word or number patterns like aaabbb, qwerty, zyxwvuts, 123321 etc.
  - any of the above in reverse order

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 Approved by Senior Officer Group on:

 Department: Information Services  
 To be reviewed by: Manager Information

 Responsibility: Manager Information  
 File Number: D/13/XXXX

Page Number: 2



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Corangamite Shire Council Policy – Domain User Account and Password

- any of the above preceded or followed by a digit (e.g. secret1, 1secret)

*Password Protection Standards:*

Do not use the same password for Council accounts as for non-Council access (e.g. Personal internet account, Internet banking account etc.).

Do not share Council passwords with anyone. All passwords are to be treated as sensitive, confidential information.

*List of don'ts:*

- Don't write a password down and store them in your desk
- Don't store passwords in a file on any computer system
- Don't reveal a password over the phone to anyone
- Don't reveal a password in an email message
- Don't talk about a password in front of others
- Don't hint at the format of a password (e.g. 'my family name')
- Don't reveal a password on questionnaires or security forms
- Don't share a password with family members
- Don't use your computer password for websites, do use unique passwords for each website.

If someone demands to know your password, please refer them to your Manager or the Information Services department. If an account is suspected to have been compromised in a suspicious circumstance, please report the incident to the Information Services department and have your password changed immediately. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

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

**Review Date**

This policy will be reviewed in February 2022 or earlier if deemed necessary.

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Approved by Senior Officer Group on:

Responsibility: Manager Information  
File Number: D/13/XXXX

Department: Information Services  
To be reviewed by: Manager Information

Page Number: 2



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## 9.15 Great South Coast Regional AFL, Cricket and Netball Strategy 2019 to 2033

**Author:** Jarrod Woff, Manager Fire Recovery

**File No:** D19/144

**Previous Council Reference:** Nil

### **Declaration**

Chief Executive Officer – Andrew Mason

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

Author - Jarrod Woff

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

### **Summary**

This report provides Council with the Great South Coast Regional AFL, Cricket and Netball Strategy 2019 to 2033, which has been prepared in partnership with Glenelg Shire Council, Moyne Shire Council, Southern Grampians Shire Council, Warrnambool City Council and relevant state sporting associations.

### **Introduction**

The Great South Coast Regional AFL, Cricket and Netball Strategy provides the strategic framework to guide the future development of AFL, cricket and netball throughout the Great South Coast region. In addition, it provides key regional strategic directions and recommendations, as well as considering all aspects of sport provision, from facilities to governance, competition structure to diversity and club capacity. The strategy identifies critical priorities and actions for AFL Western District, AFL Victoria, Cricket Victoria, Netball Victoria, leagues, clubs and associations and project partner LGAs.

Projected population decline and current participation trends indicate the short-term focus is not in new venue and facility development but in supporting club sustainability. This will be achieved through maintaining and renewing fit for purpose, multi-user facilities and ensuring that existing oval surfaces, cricket wickets and netball court surfaces are of a high quality to maximise usage options.

Recommendations within the Strategy set regional level directions, while allowing emerging opportunities at the local level within Corangamite, to be identified and prioritised. This will help to inform future grant applications to State and Federal Government sport and recreation related funding programs.

### Issues

The Great South Coast Regional AFL, Cricket and Netball Draft Strategy (Strategy) aims to prioritise and plan for the future investment of AFL, cricket and netball facilities to better address identified needs for the Region. The Strategy highlights gaps in current facility provision, maintenance and renewal opportunities to meet current and projected requirements and identifies sports development initiatives to support participation sustainability.

The Strategy defines a vision and strategic framework for AFL, cricket and netball facility and club development across the Region which has been aligned with state sporting association strategic directions. Table 1 highlights the vision and four priority areas which will assist to underpin actions which can be implemented by clubs, associations and Council.

<b>Vision</b>	Through continued collaboration, plan facilities and sport development opportunities that build capacity and foster an adaptable and sustainable AFL, cricket and netball community across the Great South Coast.
<b>Priority 1: Existing facilities</b>	<u>Objective:</u> Achieve agreed facility standards and functionality and maximise the use and carrying capacity of existing facilities.
<b>Priority 2: Regional facilities &amp; Talent pathways</b>	<u>Objective:</u> Plan and develop regional facilities, considering regional needs, innovation in facility provision and support for talent pathways, programs and competitions.
<b>Priority 3 : Build capacity</b>	<u>Objective:</u> Develop the capacity of clubs, their people and their culture.
<b>Priority 4: Enhance relationships</b>	<u>Objective:</u> Continue to enhance the relationship between AFL, cricket, netball and government in the planning and provision of facilities and programs.

**Table 1: Vision and Priority Areas for the Region**

The study area included 47 venues accessed by football-netball clubs and cricket clubs, an additional 44 grounds and school venues accessed by cricket clubs and 10 netball association venues.

Venues were categorised into one of four categories following assessment against preferred minimum provision from the *AFL Preferred Facilities Guidelines*, *Netball Victoria Facilities Manual* and *Cricket Australia's Community Cricket Facility Guidelines*. Facility condition categories are:

- Local / Community Club: venue meets preferred minimum provision for Local level classification
- Regional: venue meets preferred minimum provision for Regional level classification, and
- State: venue meets preferred minimum provision for State level classification.

The facilities and related sports audited in Corangamite and their relative hierarchy are shown in Table 2.

Facility	Hierarchy Level	AFL	Netball	Cricket
Cobden Recreation Reserve	Regional	•	•	•
Leura Oval	Regional	•	•	•
Terang Recreation Reserve	Regional	•	•	•
Camperdown Community Stadium	Sub-Regional Stadium		•	
Cobden Recreation Centre	Local Stadium		•	
Derrinallum Recreation Reserve	Local	•	•	•
Lismore Recreation Reserve	Local	•	•	•
Noorat Recreation Reserve	Local	•	•	•
Princetown Recreation Reserve	Local			•
Simpson Recreation Reserve	Local	•	•	•
Skipton Recreation Reserve	Local	•	•	•
Terang and District Sport and Recreation Centre	Local Stadium		•	
Timboon P12 School	Local			•
Timboon Recreation Reserve	Local	•	•	•
Boorcan Recreation Reserve	Community Club			•
Camperdown Lakes Recreation Reserve	Community Club			•
Camperdown Showgrounds	Community Club			•
Ecklin Recreation Reserve	Community Club			•
Pomborneit Recreation Reserve	Community Club			•
Port Campbell Recreation Reserve	Community Club			•
Terang Cricket Ground	Community Club			•
Cobden Technical School	School			•

**Table 2: Corangamite AFL, Cricket and Netball facilities included in the study**

The key findings from the study are summarised below:

- Advocating to seek changes to funding streams is essential if facility renewal and sports development opportunities are to be harnessed
- Current facility demand needs to be balanced against projected population, as well as the potential for subsequent participation decline
- Provision of amenities to cater for participation diversity, including women and all abilities, needs to be addressed
- Local facilities are of equal importance to regional venues, providing social and community benefits
- Club sustainability will be impacted without strong volunteer foundations and support to clubs to address governance requirements
- A diversity of participation options, including competitive and non-competitive participation, is required to ensure sport remains viable
- Project partners face significant challenges to fund future facility renewal and improvements
- High participation in AFL, cricket and netball sitting above State and Regional averages for each sport.

Further details are in the strategy under separate cover.

## ***Participation Analysis***

### **1. Current Participation**

- 15,000 combined AFL, cricket and netball participants across the Great South Coast Region (2016-2017 data).
- Female football participation grew by 183% in season 2017 with an additional 245 females attracted to the game. Corangamite Shire had a growth rate of 58% growth (+11 participants).
- Nearly 16% of the Region's population aged 5-39 participate in AFL, well above the Victorian country average rate of 11.8%.
- Cricket participation has generally remained steady across the Region over the last three seasons. Whilst there has been a slight decline in male participation, this has been balanced against 102% growth in female participation, with 296 females now participating in cricket.
- Netball participation has continued to grow, attracting 680 plus participants (16% increase) over the last three seasons. 6.7% of the Region's population participates in netball; well above rural and regional Victorian averages of 3.2%.
- The highest male participation in netball is in Southern Grampians (53 players) followed by Corangamite Shire (28 players), Glenelg (22 players), Warrnambool (12 players) and Moyne (11 players).

### **2. Projected Participation**

To determine the potential AFL, cricket and netball market, population projections were analysed against current (2017) individual LGA penetration rates for each sport.

- Across all project partner sports and LGAs except Warrnambool, projections show potential decline in participation based on population decline. However this is a somewhat one dimensional view as the growth of female participation in AFL and cricket, and existing participation trends which show growth overall for AFL and netball and minimal fluctuation in participant numbers for cricket over the last three seasons, need to be considered.
- Future commitments are recommended to focus on club sustainability through maintaining fit for purpose, multi-user facilities and ensuring that existing playing surfaces are of a high quality to maximise usage options.

## ***Current Facility Provision***

Formal auditing of AFL, cricket and netball facilities across the Region identified that most venues had some level of improvement required to meet core amenity provision preferred minimum standard as determined by State Sporting Association facility development guidelines and according to facility classifications.

The key facility gaps identified were:

- (98%) Player and (76%) umpire amenities do not cater for female participation
- minimum level lighting is not provided for (80%) ovals and (75%) netball courts, and
- netball player amenities are lacking.

Generally the majority of facilities across the Region have been identified as requiring some improvement in order to reach the minimum standards of facility provision in their relative facility classification level.

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In Corangamite, gaps in facility provision were identified at all venues with the exception of Princetown Recreation Reserve, including the following areas:

- Change room – condition or not unisex
- Umpire Rooms – condition or not unisex
- Lighting – oval and/or netball courts
- Training Nets.

***Implications for Corangamite Shire Council***

The value of sport and recreation facilities cannot be understated. Community sport infrastructure performs many functions and provides many benefits to participants, volunteers, local business and communities.

All of the facilities in Corangamite included in the Strategy are either located on Crown Land (whose ownership falls to Department of Environment, Land, Water and Planning (DELWP) under the *Crown Land (Reserves) Act* or Education Department land. Council is delegated land manager for one venue only (Camperdown Lakes Recreation Reserve) on behalf of DELWP and Council is a partner to joint-use agreements at the two Education Department sites (Camperdown Community Stadium and Cobden Recreation Centre).

There is considerable pressure on facility managers to monitor, maintain and upkeep their facilities to achieve community expectations and meet minimum facility provision guidelines set down by the respective state sporting association, in an environment of increasing operating costs. There is no funding provided by land owners; DELWP or Education Department.

All facilities with the exception of Princetown Recreation Reserve have identified gaps in facility provision to meet minimum standards. This will come at a considerable cost. It will be imperative that whilst Council will use the *Great South Coast Regional AFL, Cricket and Netball Strategy* to identify and prioritise projects, that this is balanced with availability of external funding sources, reserve committee and/or club capacity to fund (refer Council's Recreation Facility Development Policy), and community need including participation retention.

Facility managers need to be cognisant, and incentivised, to continue to maintain existing facilities to a quality standard given:

- The extent of priority projects across the Region, many of which for Corangamite are local facilities, and
- The cost of works required to comply with existing standards.

Mechanisms to promote this occurring, include the continuation and/or implementation of lease agreements between land managers and tenant clubs (under the *Crown Land (Reserves) Act*) and opportunity for funding support through Council's Facility Grants Program and Council's annual budget process.

Advocacy to the State and Federal Governments will be required to highlight the demand for facility infrastructure upgrades and seek contributing funding.

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### **Policy and Legislative Context**

The Strategy has audited the facilities in accordance with the *AFL Preferred Facilities Guidelines* which defines the preferred minimum provision for football facilities; the *Netball Victoria Facilities Manual* which details preferred netball facility provision, minimum court run off expectations, court conditions and player facilities and amenities to a level that ensure a safe and playable environment for all users and Cricket Australia's *Community Cricket Facility Guidelines*.

This project is consistent with Council's 2017-2021 Plan commitments to:

- Provide and support a range of opportunities that support people to engage in healthy and active lifestyles, the arts, recreation and sport

- Deliver high quality, optimally used, sustainable community facilities

It is also consistent with Council's Recreation and Open Space Strategy 2016-2026 to:

- Improve the quality of existing sport and recreation facilities and spaces

- Increase participation in sport and recreation

- Provide high quality, optimally used, sustainable sport and recreation facilities.

### **Internal / External Consultation**

The preparation of the Great South Coast Regional AFL, Cricket and Netball Strategy has been a collaborative effort by a number of partner organisations including AFL Western District, Cricket Victoria, Netball Victoria and the five Local Government Authorities comprising the Great South Coast Region.

Feedback on the Strategy has been sought, reviewed and updated where appropriate from the Sport Reference Group (Associations and Leagues), Sport and Recreation Victoria and South West Sport. Council was briefed on the strategy at the draft phase of the project and feedback has been provided through the project control group.

As a part of its 2019-2020 draft Annual Action Plan and in meeting its objectives to advocate strongly in relation to roads and cost shifting and other Council and community priorities, Council has identified to *Work with DELWP for funding to maintain Crown land facilities and reserves*.

### **Financial and Resource Implications**

Funding for the project has been provided by AFL Victoria, Cricket Victoria, Netball Victoria and project partner LGAs. Council contributed \$10,000 in the 2016-2017 financial year. The project has been managed on behalf of all Stakeholders by Warrnambool City Council.

Capital works and renewal works have been estimated across the region to require \$58.6million worth of investment to address existing facility gaps to meet minimum preferred provision. The indicative estimate for facilities within Corangamite Shire is \$15.24million.

As all of the facilities in Corangamite are located on Crown Land, there will be a requirement from the State to fund upgrades to their facilities. It is the intention that Council officers will identify priority recommendations as a part of its 10 year capital and operating projects works program and consider a funding contribution by Council during budget development. Monitoring and review of project demand will be vital in maintaining the relevance of the Strategy across the 10 year period through to 2033.

### **Options**

Council may choose to receive the report as presented and undertake advocacy to the Victorian Government relating to the future management, maintenance of sport and recreation facilities on Crown land reserves.

### **Conclusion**

The Great South Coast Regional AFL, Cricket and Netball Strategy provides a strategic framework to support the future development, governance and growth of AFL, cricket and netball throughout the Great South Coast Region. It enables Council to prioritise opportunities and projects within Corangamite and will assist to inform future grant applications to State Government sport and recreation related funding programs.

Corangamite Shire has a healthy participation rate in each of the sport codes and in order to maintain, and with the hope of attracting participation, investment in community sport infrastructure will be necessary from all levels of Government into the future to meet community demand and address the gaps in meeting minimum standard facility provision requirements.

## **RECOMMENDATION**

### **That Council:**

- 1. Receives the Great South Coast Regional AFL, Cricket and Netball Strategy 2019 to 2033.**
- 2. Write to the Hon Martin Pakula MP Minister for Sport and Hon Lily D'Ambrosio, Minister for Energy, Environment & Climate Change regarding the challenges with the future management and maintenance of sport and recreation facilities on Crown land reserves.**

### **Attachments**

1. Report Great South Coast Regional AFL, Cricket and Netball Strategy 2019-2033 FINAL March 2019 - Under Separate Cover 



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## 9.16 Cobden Airstrip Hangar Transfer of Lease Williams to Muir

**Author:** Wendy Williamson, Property Officer

**File No:** D19/162

**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 - Wendy Williamson

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

### Summary

This report is for Council to consider a transfer of a lease from Simon Williams to Denise Muir for a share in an aircraft hangar for the personal storage of general aviation aircraft located at the Cobden Airstrip. The lease is for the land that the hangar is situated on, as the hangar is privately owned.

### Introduction

The Cobden Airstrip is located at the Cobden Racecourse Reserve Precinct which is owned by the Corangamite Shire and located at the corner of Hallyburtons and Grayland Roads, Cobden.

In 2002 Council adopted to enter into a lease agreement for the development of a hangar.

Over the years there have been many changes in the ownership of this aircraft hangar during the existing lease. The lease is currently held by two people for this hangar.

### Issues

Simon Williams has advised Council that he has sold his share of interest in the hangar to Denise Muir on 20 February 2019.

The existing lease commenced on 1 August 2002 for a five year period, which had three periods of five year options each for a further lease term at the Cobden Airstrip. All options have now been exercised with the lease expiring on 1 August 2022. The proposed transfer of lease would commence on 1 May 2019 and will continue on the same terms and conditions of the existing lease agreement.

Although the Cobden Airstrip is managed on behalf of Council by the Cobden Airstrip Committee of Management, the lease agreements for recreational aircraft hangars are established between Council as landowner and any respective lessee.



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The Cobden Airstrip Committee of Management have now been notified that Simon Williams has sold his share of the hangar to Denise Muir and that the proposed transfer of lease will be required to formalise the transaction.

### **Policy and Legislative Context**

Agreement to transfer a share of the lease agreement at the Cobden Airstrip is in keeping with the following commitments in the 2017-2021 Council Plan:

Council will demonstrate high levels of ethical behaviour and governance standards

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

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

The proposed transfer of lease has been advertised in accordance with Section 190 of the *Local Government Act 1989*. Submissions regarding the proposed lease were sought in accordance with Section 223 of the *Local Government Act 1989*, with the submission period closing 15 April 2019. No submissions were received.

The land is in the process of being rezoned from Farming Use to a Public Use zone. All necessary permits and approvals for any works and improvements to the site will be applicable.

### **Internal / External Consultation**

A public notice advertising Council's intention to lease the land has allowed the opportunity for community members to provide comments and make submissions regarding the lease of the facility. No submissions were received.

### **Financial and Resource Implications**

The parties involved have mutually agreed that the transfer of lease legal fees will be reimbursed by Denise Muir. The existing lease agreement is subject to annual CPI adjustments, with the next review occurring 1 August 2019.

### **Options**

Council may choose to grant a transfer of lease or choose not to grant a transfer of lease from Simon Williams to Denise Muir.

### **Conclusion**

This hanger located on Council land at the Cobden Airstrip for the personal storage of general aviation aircraft and is jointly owned. A lease agreement is in place with Council which expires 1 August 2020. Simon Williams has advised that he has sold his share of the hangar to Denise Muir. Denise Muir has advised that she has purchased a share of the hanger. A transfer of lease for the remaining terms of the agreement from Simon Williams to Denise Muir is required to complete the transaction.

## RECOMMENDATION

**That Council:**

- 1. Approves the transfer of lease for a share of a hangar located at Cobden Airstrip for the personal storage of general aviation from Simon William to Denise Muir for the remaining lease term which will expire on 1 August 2022.**
- 2. Affixes the Common Seal of Council to the Lease Agreement.**

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## 9.17 Contract 2019007 - Long Term Dozer Hire, Corangamite Regional Landfill, Corangamite Shire

**Author:** Anthony Dufty, Environmental Projects Coordinator

**File No:** D19/167

**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 - Anthony Dufty

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

### Summary

This report seeks Council's approval to award contract 2019007 – Long Term Dozer Hire, Corangamite Regional Landfill, Corangamite Shire, to Komatsu Australia Pty Ltd.

### Introduction

Tenders were sought from plant suppliers for the supply and maintenance of a dozer equipped to work in an operating landfill environment.

The D85pxi-18 Dozer to be replaced is currently used at the Corangamite Regional Landfill on a daily basis. The unit is under a dry hire agreement, has accumulated approximately 15,000 hours and is incurring frequent maintenance in order to maintain its current use.

### Issues

Tenders were advertised in the Herald Sun on 23 January 2019. The documents were also available on Council's website.

Eight tenders were received from six tenderers; two tenderers included an option for different dozer models. Three tenders were for used dozers and five tenders were for new dozers.

All tenders were considered in accordance with the *Local Government Act*, Council's Procurement Policy, and also the evaluation criteria listed in the tender specification document. A summary of the assessment is provided below. Further details are provided in the technical evaluation report attached under separate cover.

### ***Tendered Price***

The weekly rate for all tenders were compared at the estimated 2000-2250 hours per annum. The tendered rate from Komatsu Australia Pty Ltd including the supply and full maintenance package was \$215,748 per year which excludes consumables such as fuel

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and cutting tips. Komatsu Australia Pty Ltd were the cheapest tenderer for a new dozer at a usage of 2000 to 2250 hours per annum.

Two used dozers were offered at cheaper rates which were 6 and 9 years old. As these dozers were used, consideration was given to the breakdown and major component life required for each machine over the life of the contract. During the contract period each machine would achieve a number of major part replacement and service intervals which would result in significant lost operating time and cost to Council.

Consideration was also given to the opportunity for Council to purchase a dozer and provide the ongoing maintenance over the contract term in-house. This investigation identified that this arrangement would cost Council considerably more over this period than the tendered prices.

***Meets Specification***

A key feature for this Landfill Dozer is the inclusion of specific requirements related to the management of waste. Only one tenderer fully met all of the requirements. Two tenders including Komatsu Australia Pty Ltd met all the requirements excepting clearance of 480mm. These tenders had a clearance of 450mm which was considered acceptable.

***After Delivery Servicing***

The specification included a requirement that the Landfill Dozer includes maintenance and scheduled servicing. This does not provide for unscheduled breakdown repair, and Council would be required to pay for any non-scheduled servicing or repair costs.

All tenderers met the after delivery servicing requirement. Komatsu Australia Pty Ltd included in its price full maintenance which includes an allowance for non-scheduled maintenance items and a warranty for major components for the life of the contract.

It was considered that during the contract period each used machine would achieve a number of major service intervals which would be a significant cost in terms of lost operating time.

***Local Content***

Only three tenders provided clear indication that they included local content.

***Final Assessment***

At an annual usage rate of 2000 to 2250 hours per annum there is the likelihood of high maintenance cost for a used dozer and although a used dozer had the lowest tendered price, added costs would be anticipated. The lower annual hire price tendered for two of the used dozers was not sufficient to account for the lost time and financial impact of the increased maintenance associated with a used machine, when compared to the Komatsu Australia Pty Ltd tendered price for a new dozer.

It is considered in the best interest of Council to proceed with the hire of the new dozer from Komatsu Australia Pty Ltd with an annual usage of 2000 – 2250 hours.

### **Policy and Legislative Context**

The contract for the Long Term Dozer Hire, Corangamite Regional Landfill was advertised for public tender, as required by Council's Procurement Policy and the *Local Government Act*, 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:

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.

This procurement is in accordance with Council's Procurement policy.

### **Internal / External Consultation**

Tenders were advertised in the Herald Sun on 23 January 2019. The documents were also on Council's website and able to be downloaded by members of the public.

### **Financial and Resource Implications**

Budgeting for these works will continue as part of the annual budgetary process. As the Landfill operates as a cost-recovery business, all expenditure related to this contract will be funded from the facility's user fees.

Depending on the amount of hours the dozer is used, the total estimated spend for this contract will be between \$1,000,000 - \$1,100,000 over the 60-month term of the contract. This includes all servicing and consumables but does not include fuel.

### **Options**

Council may choose to:

1. Award the tender based on the tender evaluation
2. Award the tender to an alternate supplier
3. Not award the tender to any supplier at this time.

### **Conclusion**

Komatsu Australia Pty Ltd was the only tender which both satisfied the key specifications and provided Council strong value for money. The hire price of a new Komatsu D85EXi/Pxi-18 from Komatsu Australia Pty Ltd is within Council's estimated budget. Komatsu Australia Pty Ltd have a long-term involvement in the waste and earthmoving industry.

### **RECOMMENDATION**

**That Council awards Contract 2019007 – Long Term Dozer Hire, Corangamite Regional Landfill, Corangamite Shire, to Komatsu Australia Pty Ltd by Letter of Award and Hire Agreement.**

### **Attachments**

1. 2019007 Dozer Hire Tender Evaluation Report - Under Separate Cover - Confidential
2. No conflict of interest - Technical Evaluation Panel 2019007 - Under Separate Cover - Confidential

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## 9.18 Contract 2019013 - Supply and Install Sheds at Timboon Transfer Station and Naroghid Landfill Sites.

**Author:** Anthony Dufty, Environmental Projects Coordinator

**File No:** D19/168

**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 - Anthony Dufty

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

### Summary

This report seeks Council approval to award Contract 2019013 for the Supply and Installation of Sheds to Greencon Australia Pty Ltd.

### Introduction

The tendered services are for the supply and installation of sheds at Naroghid Landfill and Timboon Transfer Station and a standalone solar power system with backup generator at the Timboon Transfer Station.

The installation of the sheds is required as there will be an e-waste ban applied to all Victorian Landfills on 30 June 2019 and associated with the ban is an increased requirement for all e-waste storage to meet Australian Standard AS/NZS 5377:2013.

The Victorian Government has allocated \$100,000 to both Timboon Transfer Station and Corangamite Regional Landfill to assist Council to comply with the Australian Standards that apply to the storage of e-waste.

### Issues

Tenders were advertised in the Herald Sun on 20 February 2019, Warrnambool Standard on 23 February 2019 and Western District Newspapers on 25 February 2019.

Four tenders were received. All tenders received were above Councils \$200,000 budget.

All tenders were considered in accordance with the *Local Government Act*, Council's Procurement Policy, and also the evaluation criteria listed in the tender document. A summary of the assessment is provided below and further details are provided in the technical evaluation report attached under separate cover.

### ***Compliance with Tender***

All tenders received complied with the specification, including the supply and installation of the solar panels at the Timboon Transfer Station. One tender indicated in the tender documents that they had limited OH&S systems and experience in this field. As this tender included some OH&S documentation it was not considered non-conforming but was scored lower against the relevant assessment criteria.

### ***Financial Benefit to Council***

The tendered price from Greencon Australia and one other tender for the supply and installation of the sheds only (excluding solar power system at Timboon Transfer Station) were within the budget allocation of \$100,000 per site.

Although Greencon Australia was not the lowest tender, the evaluation panel determined that the cost savings that could be achieved by awarding to the lowest price tender did not provide the best value for money. The panel formed this opinion as the lowest priced tender was unable to evidence how compliance with the *Occupational Health and Safety Act 2004* would be achieved or to provide documented site safety procedures when requested.

### ***Timely Delivery***

The timeframe for the supply and installation of new sheds varied with each tender. Greencon Australia are able to commence 4 weeks after awarding the tender.

### ***Final Assessment***

Greencon Australia demonstrated strong experience in the supply and installation of commercial sheds. A lower priced tender was considered however due to less relevant experience and a lack of documentation about onsite OH&S systems, they were not considered to provide the best value for Council.

### **Policy and Legislative Context**

The contract for the supply and installation of sheds, is in keeping with commitments in the 2017-2021 Council Plan:

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.

### **Internal / External Consultation**

Tenders were advertised in the Herald Sun on 20 February 2019, Warrnambool Standard on 23 February 2019 and Western District Newspapers on 25 February 2019.

### **Financial and Resource Implications**

All tenderers exceeded the budget allocation of \$100,000 for sheds at Timboon Transfer Station and two tenders were within the budget allocation of \$100,000 for Corangamite Regional Landfill.

Due to the time constraints with the e-waste ban commencing 1 July 2019 and the funding timeframes from the State Government grant, it is not suitable to re-advertise the tender.

It is therefore beneficial for Council to remove the Timboon Transfer Station solar power system from the tender. Greencon Australia and one other tender were then within the budget allocation of \$100,000 for each site. Greencon Australia was approximately \$98,600

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for Corangamite Regional Landfill and \$65,500 for Timboon Transfer Station. The other tender which was within the budget allocation did not fully meet all OH&S requirements and therefore scored lower in the assessment process and is not recommended for this tender.

If this contract is awarded to Greencon Australia the total spend for this contract (with solar system removed) will be \$164,100 plus GST and is within the budget allocation.

### **Contractors**

Council may choose to:

1. Award the tender based on the tender evaluation
2. Award the tender to an alternate supplier
3. Not award the tender to any supplier at this time.

### **Conclusion**

Council advertised for tender submissions for the supply and installation of sheds to support the storage of e-waste. Council received four tender submissions. The tender evaluation panel recommend that Council accept the tender submission received from Greencon Australia but only for shed supply and installation. Whilst this tenderer is not the lowest tenderer, Greencon Australia's tender is recommended as it provides certainty for Council in regard to the management of site safety risks and compliance with requirements of the *Occupational Health and Safety Act 2004*.

### **RECOMMENDATION**

**That Council:**

1. **Excludes the requirement to install the solar power system at Timboon Transfer Station from Contract 2019013 – Supply and Installation of Sheds**
2. **Awards Contract 2019013 – Supply and Installation of Sheds to Greencon Australia Pty Ltd for supply and installation of sheds at Corangamite Regional Landfill and Timboon Transfer Station and affixes the Council seal to the Contract.**

### **Attachments**

1. 2019013 Supply and Install Sheds Tender Evaluation Report - Under Separate Cover - Confidential
2. No Conflict of Interest - Tender Evaluation Panel - Contract 2019013 - Under Separate Cover - Confidential



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## 9.19 Finance Report - March 2019

**Author:** Adam Taylor, Manager Finance

**File No:** D19/182

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Adam Taylor

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

### Summary

This report is to note Council's current financial position as at 31 March 2019 and to approve changes to the 2018-2019 Reviewed Budget, that have resulted from a quarterly review of operations.

### Introduction

Council adopted the 2017-2018 Budget at a special Council meeting in June 2018. At the August 2018 Ordinary Council meeting, Council approved a number of 2017-2018 capital and non-recurrent projects that were identified as incomplete, requiring remaining budgets to be carried forward to the 2018-2019 financial year. During September and December 2018 and March 2019, managers conducted a comprehensive review of budgets and the required funds to deliver programs and initiatives. This report is seeking approval of a quarterly budget review, and as a result, an updated 2018-2019 budget forecast position is provided. The quarterly budget adjustments will increase the cash position at the end of the financial year by \$178,333. Notwithstanding the changes to the cash position, Council's year to date financial performance for 2018-2019 remains on target.

### Issues

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

Council's target "cash position" is \$5 million or greater on an annual basis. The "cash position" as at 30 June 2018 was \$17.19 million, which was primarily due to incomplete capital works and non-recurrent projects and a favourable result to the adjusted forecast. The higher than forecast "cash position" as at 30 June 2018 will fund the carry forward budget adjustments approved in August 2018. A summary of the forecast 30 June 2019 "cash position" after the inclusion of the carry forward adjustments and the September and December quarterly reviews is detailed below.

“Cash position” as at 30 June 2018	\$17,189,535
2018-2019 adopted Surplus/(Deficit)	(\$5,522,903)
2017-2018 Carry forward adjustments	(\$4,367,647)
2018-2019 September 2018 quarter adjustments	(\$7,396)
2018-2019 December 2018 quarter adjustments	\$230,935
2018-2019 March 2019 quarter adjustments	\$178,332
<b>Forecast “cash position” as at 30 June 2019</b>	<b>\$7,700,856</b>

After carry forward and September and December quarterly budget adjustments, the forecast cash position of \$7.70 million is within the target of \$5 million or greater. A summary of the March 2019 quarter adjustments is as follows:

Recurrent operations	(\$94,030)
Operating projects	\$43,788
Capital projects	\$232,574
Reserve transfers & loan repayments	(\$4,000)
<b>Total quarterly forecast budget adjustments</b>	<b>\$178,332</b>

### **Financial Performance**

Council’s financial performance for 2018-2019 is on target with a year to date favourable cash variance of \$1,349,782 compared to budget. Main contributors to the better than forecast result as at 30 September are:

- Recurrent operations are \$1,275,193 favourable to budget as a result of timing and forecasting differences
- Operating project expenditure is \$33,487 favourable to budget as a result of minor timing and forecasting differences
- Capital expenditure is \$77,815 unfavourable to budget due to projects being completed ahead of schedule
- Fire and flood related expenditure is \$145,652 favourable to budget due to timing of expenditure. The expenditure will be recovered through government grants
- Rate income is \$17,953 favourable to budget due to supplementary rate income received however the rate income is still subject to objections
- Proceeds from sale of plant and equipment is \$27,845 unfavourable due to timing of asset sales in comparison to budget
- External loan funds is \$8,925 unfavourable to budget as a result the timing in repayments of economic development loans payable to Council.

### **Policy and Legislative Context**

The report meets Council’s requirements for reporting under the *Local Government Act 1989* and is in accordance with its Council Plan 2017-2021 commitment that:

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

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

### **Internal / External Consultation**

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

### **Financial and Resource Implications**

The report indicates that Council's forecast financial position at 30 June 2019 will differ from the Reviewed Budget due to the quarterly review of the operations of the Council.

The purpose of the quarterly review is to identify significant variances to the budget. Adjustments are made due to new information being identified.

### **Options**

Council can choose to:

1. Accept the adjustments to the 2018-2019 forecast budget which include 2018-2019 quarterly budget adjustments
2. Not accept the adjustments to the 2018-2019 forecast budget.

### **Conclusion**

Council's financial performance for 2018-2019 remains on target. The year to date cash variance of \$1,349,782 is favourable compared to budget, this is primarily due to timing issues. After the proposed quarterly adjustments of \$178,332, Council's "cash position" will remain within the target range of \$5 million or greater.

## **RECOMMENDATION**

### **That Council:**

1. **Receives the finance report.**
2. **Approves the forecast budget for 2018-2019, which includes 2018-2019 quarterly budget review adjustment items as presented.**

### **Attachments**

1. Finance Report - March 2019 



**Monthly Financial Performance Report  
31 March 2019**

## Finance Report

### Attestation

In my opinion the information set out in this report presents fairly the financial transactions for the period ended 31 March 2019. 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. March quarter forecast changes
11. Balance Sheet for the period ended 31 March 2019
12. Income Statement for the period ended 31 March 2019

### 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

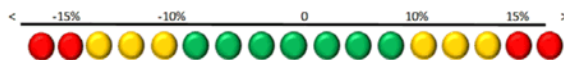
**Adopted Budget** represents the Budgeted adopted by the Council in June.

**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

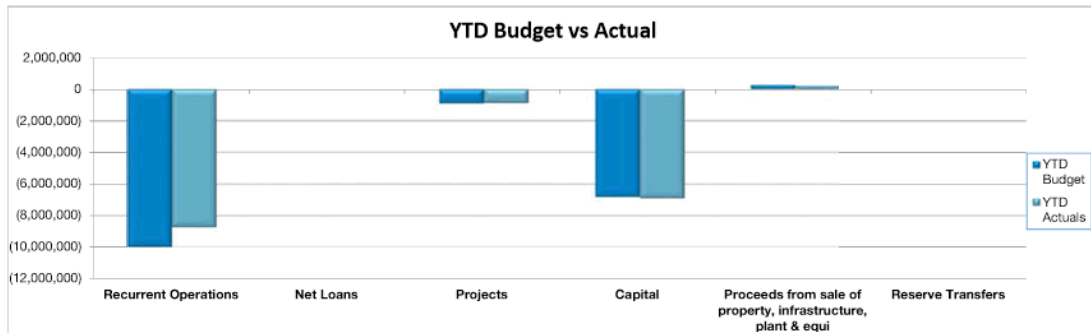


1. Performance Summary

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	%
						\$	
Recurrent Operations	(10,070,948)	(14,545,919)	(14,639,948)	(10,002,191)	(8,736,998)	1,265,193	13%
Rate Income	21,531,951	21,592,504	21,592,504	21,588,732	21,606,685	17,953	0%
Net Loans	0	0	0	0	0	0	0%
Projects	(2,053,148)	(2,675,853)	(2,632,065)	(919,402)	(885,914)	33,487	4%
Capital	(9,774,000)	(12,972,569)	(12,739,995)	(6,823,517)	(6,899,251)	(75,734)	(1%)
Proceeds from sale of property, infrastructure, plant & equi	573,000	591,278	591,278	271,976	244,130	(27,845)	(10%)
External Loan Funds	63,492	63,492	63,392	47,427	38,502	(8,925)	(19%)
Reserve Transfers	(5,793,250)	(5,795,750)	(5,799,650)	0	0	0	0%
Extraordinary Events	0	4,075,805	4,075,805	3,009,610	3,155,262	145,652	5%
<b>Surplus/(Deficit)</b>	<b>(5,522,903)</b>	<b>(9,667,011)</b>	<b>(9,488,679)</b>	<b>7,172,634</b>	<b>8,522,416</b>	<b>1,349,782</b>	<b>19%</b>
Surplus/(Deficit) B/forward	10,921,974	17,189,535	17,189,535				
<b>Surplus/(Deficit) at end of year</b>	<b>5,399,071</b>	<b>7,522,524</b>	<b>7,700,856</b>				

Note: Figures in brackets indicate cost to Council

Unfavourable variances shown in brackets

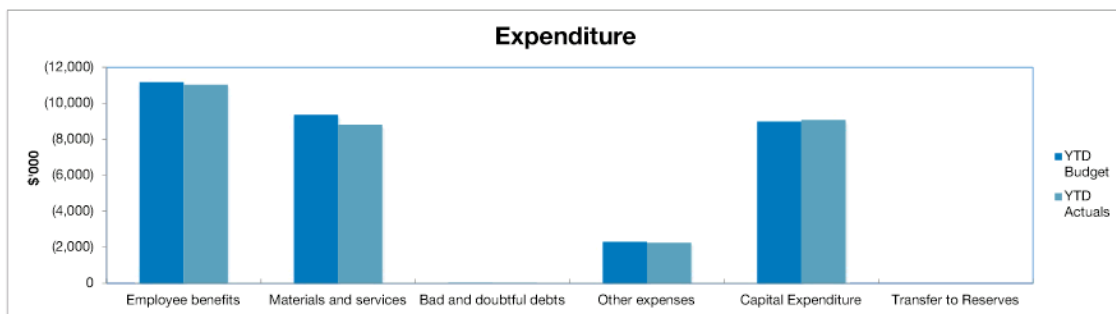
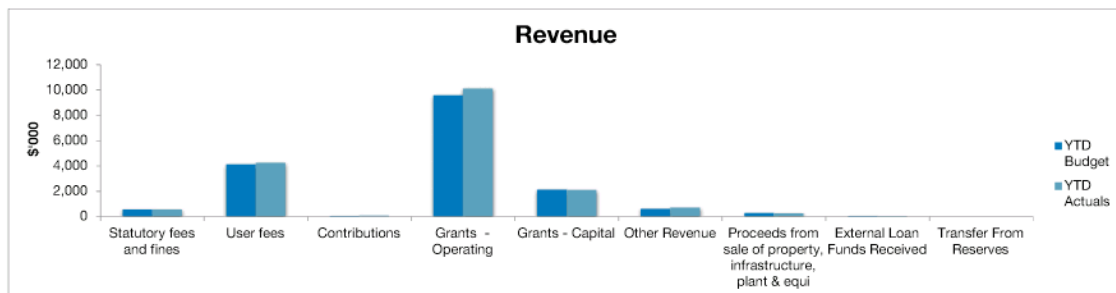


2. Cash Budget

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	%
						\$	
<b>REVENUE</b>							
Rates and charges	21,531,951	21,592,504	21,592,504	21,588,732	21,606,685	17,953	0%
Statutory fees and fines	385,529	491,529	497,529	570,186	569,534	(652)	(0%)
User fees	5,765,392	5,963,640	5,981,506	4,132,631	4,242,661	110,030	3%
Contributions	280,476	494,682	454,682	65,395	72,534	7,138	11%
Grants - Operating	10,409,607	12,338,765	12,534,023	9,581,544	10,110,020	528,476	6%
Grants - Capital	2,894,500	3,922,500	3,872,272	2,132,771	2,104,767	(28,004)	(1%)
Other Revenue	660,046	785,046	812,427	610,316	704,297	93,981	15%
Proceeds from sale of property, infrastructure, plant & equi	573,000	591,278	591,278	271,976	244,130	(27,845)	(10%)
External Loan Funds Received	63,492	63,492	63,392	47,427	38,502	(8,925)	(19%)
Transfer From Reserves	32,000	59,500	59,500	0	0	0	0%
<b>Total Revenue</b>	<b>42,595,993</b>	<b>46,302,935</b>	<b>46,459,113</b>	<b>39,000,978</b>	<b>39,693,129</b>	<b>692,151</b>	<b>86%</b>
<b>EXPENDITURE</b>							
Employee benefits	(14,673,468)	(14,592,695)	(14,638,384)	(11,172,463)	(11,033,940)	138,523	(1%)
Materials and services	(11,870,831)	(15,420,597)	(15,522,772)	(9,363,647)	(8,809,985)	553,662	(6%)
Bad and doubtful debts	(2,000)	(2,000)	(97,148)	(1,500)	(1,798)	(298)	20%
Other expenses	(2,825,847)	(2,827,236)	(2,880,971)	(2,302,445)	(2,258,886)	43,559	(2%)
Capital Expenditure	(12,921,500)	(17,272,169)	(16,949,367)	(8,988,288)	(9,066,104)	(77,815)	1%
Transfer to Reserves	(5,825,250)	(5,855,250)	(5,859,150)	0	0	0	0%
<b>Total Expenditure</b>	<b>(48,118,896)</b>	<b>(55,969,947)</b>	<b>(55,947,791)</b>	<b>(31,828,344)</b>	<b>(31,170,713)</b>	<b>657,631</b>	<b>(56%)</b>
<b>Surplus/(Deficit)</b>	<b>(5,522,903)</b>	<b>(9,667,011)</b>	<b>(9,488,679)</b>	<b>7,172,634</b>	<b>8,522,416</b>	<b>1,349,782</b>	<b>19%</b>

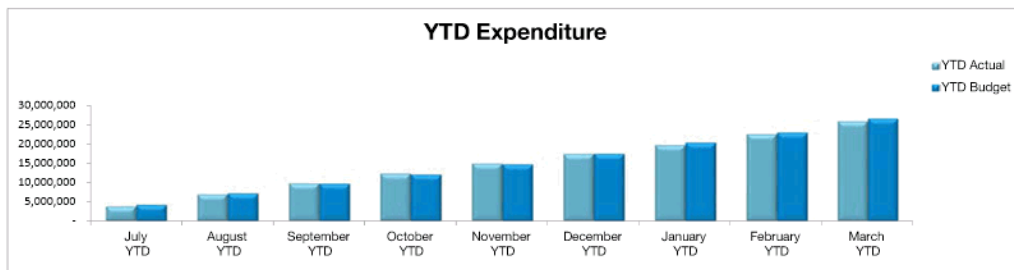
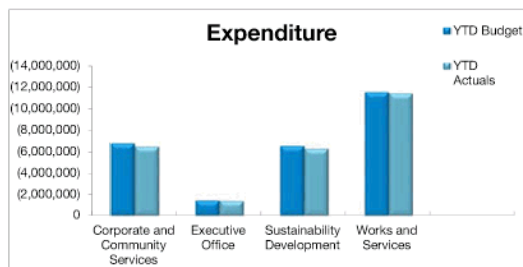
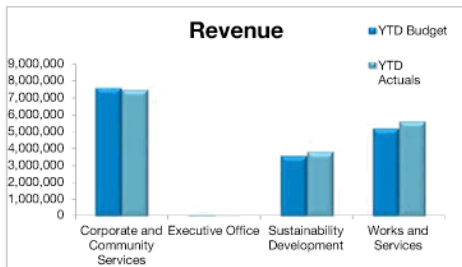
Note: Figures in brackets indicate cost to Council

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	13,445,435	10,077,718	10,128,679	7,619,447	7,515,155	(104,292)	1%
Executive Office	41,000	41,000	41,000	28,589	23,614	(4,975)	17%
Sustainability Development	4,839,339	5,142,736	5,149,136	3,643,368	3,853,973	210,606	(6%)
Works and Services	7,227,359	6,957,359	6,674,825	5,226,801	5,638,820	412,019	(8%)
<b>Revenue Total</b>	<b>25,553,133</b>	<b>22,218,813</b>	<b>21,993,640</b>	<b>16,518,204</b>	<b>17,031,562</b>	<b>513,358</b>	<b>(3%)</b>
<b>Expenses</b>							
Corporate and Community Services	(9,337,606)	(9,258,037)	(9,260,655)	(6,834,128)	(6,524,739)	309,389	5%
Executive Office	(2,167,087)	(2,038,444)	(2,033,179)	(1,517,385)	(1,454,589)	62,796	4%
Sustainability Development	(9,173,741)	(10,357,006)	(10,293,374)	(6,584,457)	(6,312,438)	272,019	4%
Works and Services	(14,945,647)	(15,111,244)	(15,046,381)	(11,594,425)	(11,476,794)	117,630	1%
<b>Expenses Total</b>	<b>(35,624,081)</b>	<b>(36,764,731)</b>	<b>(36,633,589)</b>	<b>(26,530,395)</b>	<b>(25,768,560)</b>	<b>761,835</b>	<b>(3%)</b>
<b>Recurrent Operations Total</b>	<b>(10,070,948)</b>	<b>(14,545,919)</b>	<b>(14,639,948)</b>	<b>(10,012,191)</b>	<b>(8,736,998)</b>	<b>1,275,193</b>	<b>13%</b>



Comments:

**Recurrent Revenue** is \$513,358 favourable to budget.

- Corporate and Community Services are unfavourable to budget due to timing of Kindergarten grants received
- Sustainability Development are favourable to budget due to higher than budgeted fees for Landfill and Building services
- Works and Services are favourable to budget predominately due to Heavy Fleet recovery which is offset by expenditure (mainly in Capital Projects)

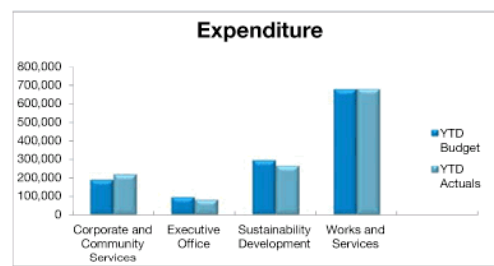
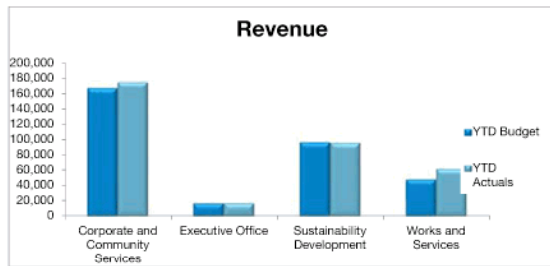
**Recurrent expenditure** is \$761,835 favourable to budget.

- Corporate and Community Services are favourable to budget due to the following factors:
  - Aged and Disabled services favourable by \$100k due to decreased demand for services
  - Information Services \$77k due to phasing of expenditure
- Sustainability Development are favourable to budget due to the following factors
  - Kerbside Collection \$95k due to timing of payments and recycling costs being lower than forecast
  - Emergency Services \$67k favourable to budget due to timing of expenditure in relation to Hazard removal and fire breaks
  - Transfer stations \$29k favourable to budget due to timing of expenditure compared to budget
- Works and Services are favourable to budget by \$117k mainly due to timing of expenditure compared to budget



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	3,720	147,914	317,864	168,108	175,596	7,488	(4%) ●
Executive Office	0	22,500	22,500	16,875	16,875	0	0% ●
Sustainability Development	72,290	144,252	136,979	97,161	96,154	(1,007)	1% ●
Works and Services	81,700	148,873	157,873	48,250	61,768	13,518	(28%) ●
<b>Revenue Total</b>	<b>157,710</b>	<b>463,539</b>	<b>635,216</b>	<b>330,394</b>	<b>350,393</b>	<b>19,999</b>	<b>(6%) ●</b>
<b>Expenses</b>							
Corporate and Community Services	365,868	611,046	755,692	187,674	217,063	(29,389)	(16%) ●
Executive Office	105,000	153,959	153,959	93,219	79,287	13,932	15% ●
Sustainability Development	564,790	902,680	886,923	292,505	263,024	29,481	10% ●
Works and Services	1,175,200	1,471,707	1,470,707	676,398	676,933	(536)	(0%) ●
<b>Expenses Total</b>	<b>(2,210,858)</b>	<b>(3,139,392)</b>	<b>(3,267,281)</b>	<b>(1,249,796)</b>	<b>(1,236,308)</b>	<b>13,488</b>	<b>1% ●</b>
<b>Projects Total</b>	<b>(2,053,148)</b>	<b>(2,705,853)</b>	<b>(2,662,065)</b>	<b>(919,402)</b>	<b>(885,914)</b>	<b>33,487</b>	<b>4% ●</b>



Comments:

**Operating projects are favourable to budget by \$33,487**

The minor variations are made of timing of expenditure in comparison to budget across a number of smaller projects

5. Capital

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
<b>Capital</b>							
<b>Revenue</b>							
Executive Office	0	176,000	176,000	55,500	50,500	(5,000)	9% ●
Sustainability Development	0	200,000	200,000	0	0	0	0% ●
Works and Services	3,167,500	3,971,100	3,880,872	2,109,271	2,116,353	7,082	(0%) ●
<b>Revenue Total</b>	<b>3,167,500</b>	<b>4,347,100</b>	<b>4,256,872</b>	<b>2,164,771</b>	<b>2,166,853</b>	<b>2,082</b>	<b>(0%) ●</b>
<b>Expenses</b>							
Corporate and Community Services	487,000	795,018	795,018	299,018	297,276	1,742	1% ●
Executive Office	0	236,000	236,000	0	2,034	(2,034)	0% ●
Sustainability Development	20,000	297,038	292,038	31,142	41,618	(10,476)	(34%) ●
Works and Services	12,414,500	15,944,113	15,626,311	8,658,128	8,725,175	(67,047)	(1%) ●
<b>Expenses Total</b>	<b>(12,921,500)</b>	<b>(17,272,169)</b>	<b>(16,949,367)</b>	<b>(8,988,288)</b>	<b>(9,066,104)</b>	<b>(77,815)</b>	<b>(1%) ●</b>
<b>Capital Total</b>	<b>(9,754,000)</b>	<b>(12,925,069)</b>	<b>(12,692,495)</b>	<b>(6,823,517)</b>	<b>(6,899,251)</b>	<b>(75,734)</b>	<b>(1%) ●</b>



Comments:

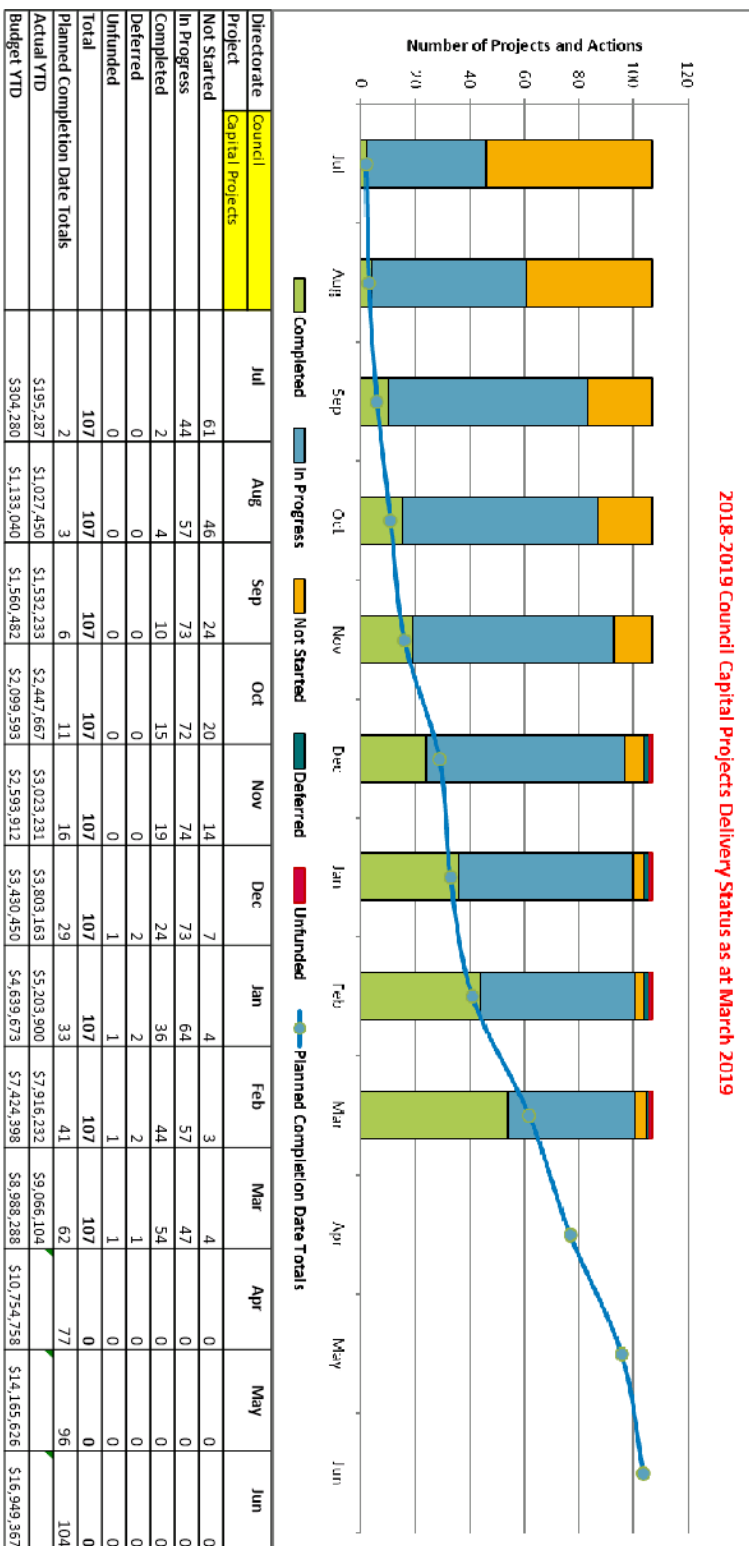
**Operating projects are unfavourable to budget by \$75,734**

Sustainability Development expenditure is \$10,476 unfavourable to budget due to two small projects being over the projected budget  
 Works and Services expenditure is \$67,047 unfavourable to budget with some road projects being delivered ahead of scheduled budget.

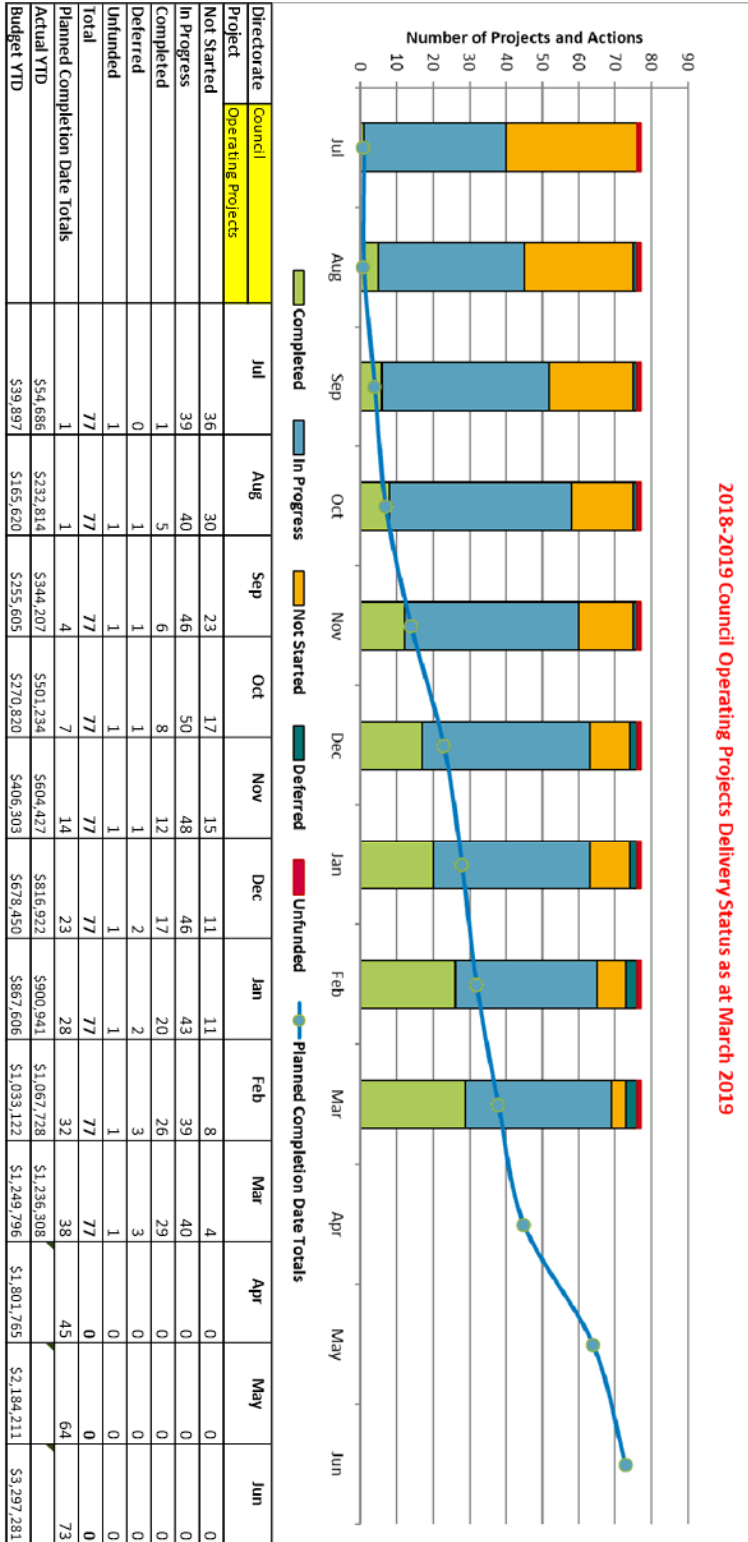
### 6. Project Delivery

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

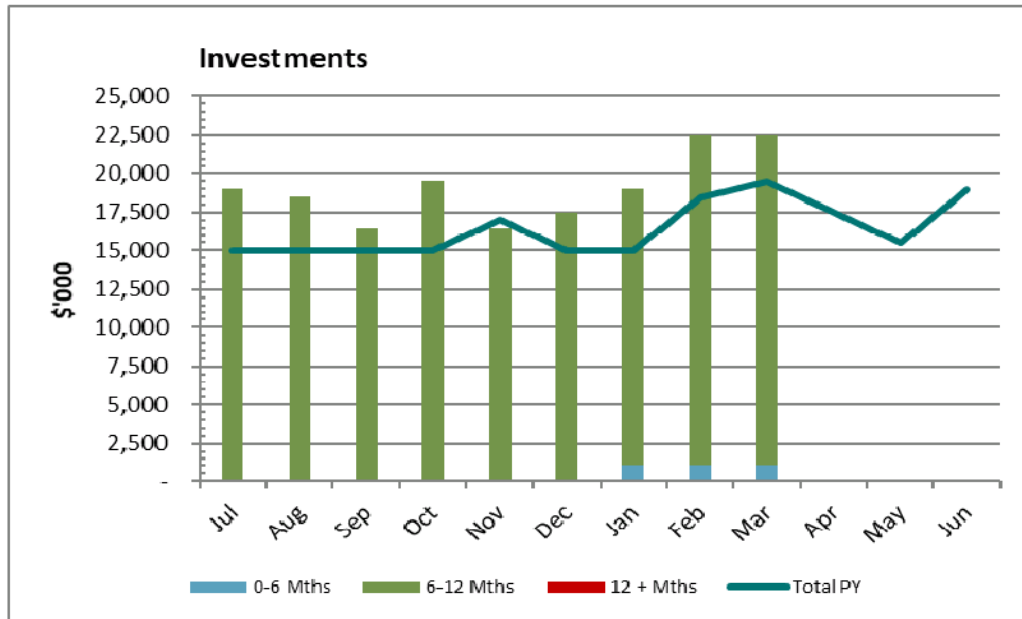
2018-2019 Council Capital Projects Delivery Status as at March 2019



2018-2019 Council Operating Projects Delivery Status as at March 2019



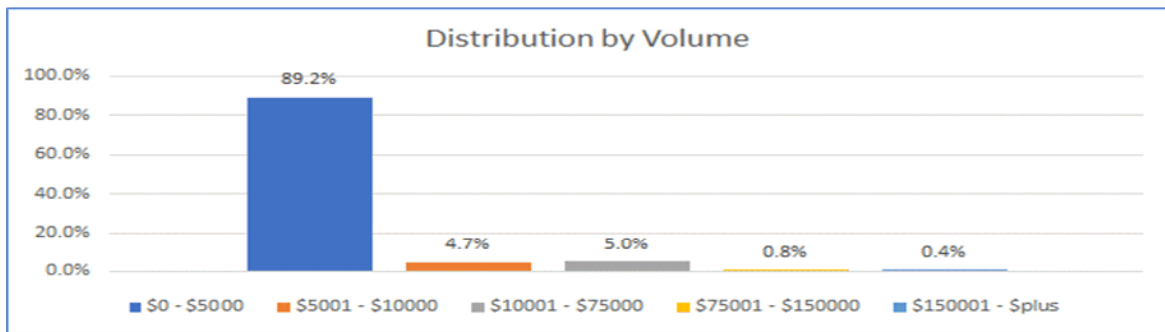
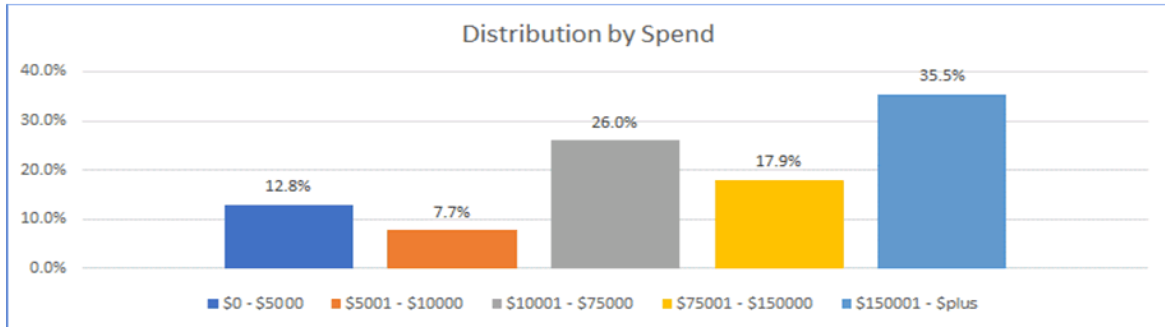
## 7. Investments



The above graph shows the 2018-2019 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.

**8. Purchasing and Procurement**

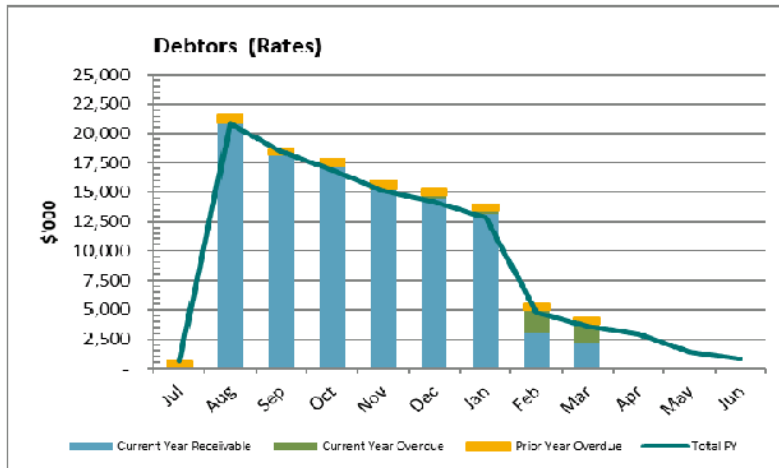
The graph below details Council's procurement activity for the reporting period by spend and volume. The top graph details the cumulative expenditure by value whilst the bottom graphs details the cumulative transactions by volume. For example 89.2% of transactions for the period were for a value of \$5,000 or less with a cumulative value representing 12.8% of total procurement.



### 9. Outstanding Debtors

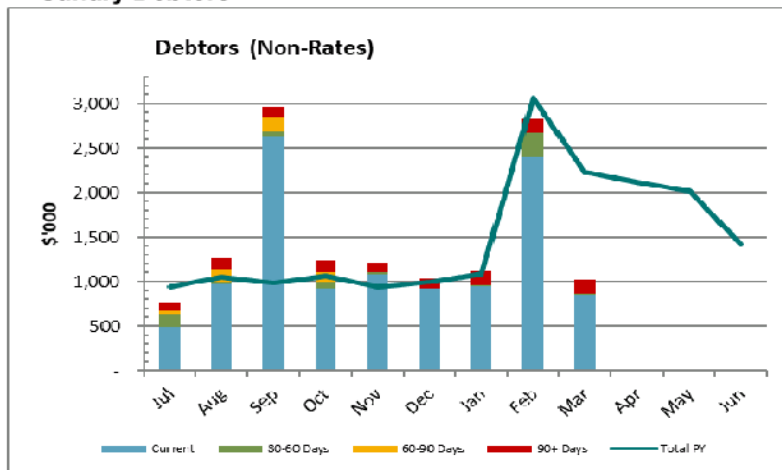
#### Rate Debtors

The below graph shows the total outstanding rates from the 2018-2019 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 are showed a higher total amount owing in September than the same period last year due to flood and fire recovery payments.

## AGENDA - ORDINARY MEETING OF COUNCIL 23 APRIL 2019

## 10. March quarter budget changes

Project	2018-2019 Reviewed Budget	2018-2019 Forecast Budget	Variation	Details
<b>Capital Projects</b>				
R&B Patching Prior to Reseal	200,000	221,095	(21,095)	Project required additional funding to complete
Dew Street, Emery Street to The Parade, Teang Widening and	172,787	7,000	165,787	Special Charge scheme not approved and scope of project reduced
Facility Audit - Renewable Energy	26,746	21,746	5,000	Project delivered less than budget
Golden Sabor Citizens - Kitchen Floor Replacement	15,000	10,000	5,000	Project delivered less than budget
Camperdown Stadium Cooling	15,000	25,000	(10,000)	Project required additional funding to complete
Social Media Management Tool	20,000	0	20,000	Project no longer required. Data captured in existing software
Oman Street, Lismore Kerb & Channel Replacement	52,585	62,732	(10,147)	Project required additional funding to complete
Vine Vine Rd (1.00km to 2.01km) Retab	307,000	215,403	91,597	Project delivered less than budget
Lorawan Pilot	0	20,000	(20,000)	Long Range Wide Area Network Hardware (For the purpose of capturing utilisation of council services within the civic centre precinct and surrounds, Partially offset by wage savings within ICT budget).
Other minor capital project budget changes			6,432	minor variations to capital projects
<b>Total capital projects amendments</b>			<b>232,574</b>	
<b>Recurrent Operations</b>				
Domestic Assistance Federal Funded	(51,349)	(83,256)	31,907	Additional growth funding received from Department of Health
Infrastructure Fund Business Loans	(64,743)	30,354	(94,997)	Provision for Doubtful Debt on Business Infrastructure Loan
Light Fleet	(345,609)	(360,609)	15,000	projected salary and wages savings
Staff Functions	13,950	20,450	(6,500)	F&T provision for entertainment costs
Executive Services	466,524	454,759	11,765	Salary and wage savings due to staff vacancies
Information Services Operations	345,240	326,740	18,500	Salary and wage savings due to staff vacancies
Aged & Disabled Administration	218,979	268,586	(49,607)	Estimated amount of funding to repay, based on not maintaining targets
Mobile Child Care	(1,136)	(71,136)	70,000	Salary and wage savings - adopted budget was incorrect
HR & Risk Management	276,015	281,515	(5,500)	Additional funds required for staff survey
Building Maintenance Administration	175,267	150,267	25,000	Salary and wage savings due to staff vacancies
Environment Management	161,148	131,148	30,000	Salary and wage savings due to staff vacancies
Planning	368,354	344,142	28,112	Additional fee income received
Environment & Emergency Management	239,671	235,671	6,000	Savings in training costs
Laws & Regulation - Admin	210,242	199,242	11,000	Additional permit income received
Emergency Management Officer	114,689	109,589	5,100	Salary and wage savings due to staff vacancies
Animal Control	(7,870)	(2,870)	5,000	Lower income due to reduced roadside grazing permits
Works Admin Recovery	(949,160)	(649,160)	(300,000)	forecast recovery from capital projects set too high in budget
Risk	655,254	631,254	24,000	Savings on insurance policy in comparison to budget
Valuations	26,000	(5,404)	31,404	Transitional funding received to enable Council to prepare for annual property valuations
Organisational Training	82,000	70,000	12,000	Savings projected in training costs
Infrastructure Assets Assessment	60,000	65,000	(5,000)	Project required additional funding to complete
Street Bins	180,428	195,428	(15,000)	Costs relating to maintenance of street bins
Parks and Gardens - Spraying	60,000	68,000	(8,000)	Additional costs for weed spraying
Local Road - Roadside Vegetation Spraying	196,876	101,294	95,582	Projected savings as at 31 March 2019 (NB this may vary by 30 June)
Local Road - Roadside Vegetation Slashing	218,265	148,680	69,585	Projected savings as at 31 March 2019 (NB this may vary by 30 June)
Local Roads - Roadside Furniture	64,472	70,472	(6,000)	Project required additional funding to complete
Local Road - Bridge Work	160,000	223,500	(63,500)	Project required additional funding to complete
Dust Suppression	7,868	29,044	(21,176)	Additional requests for dust suppression from community
Other minor department project changes			1,295	minor variations to recurrent operations
<b>Total recurrent operations amendments</b>			<b>(94,030)</b>	



Operating Projects				
Regional HiCC Strategy	10,000	0	10,000	Project no longer proceeding. Limited interested from other Councils.
Service Reviews - Year 1	25,000	10,000	15,000	Project delivered less than budget
Elim Leaf Beetle Management Plan & Treatment	20,000	0	20,000	Project not required
Rural Living Review and Strategy	33,000	45,000	(12,000)	Project required additional funding to complete
Thompson Street, Terang Poplar Works	20,000	10,000	10,000	Project delivered less than budget
Aged & Disability Services Review	25,000	20,000	5,000	Project delivered less than budget
Other minor operating project changes			(4,212)	minor variations to operating projects
		Total operating projects amendments	43,788	
<i>Reserve Transfers and external loan funds received</i>				
Planning	0	(3,900)	(3,900)	Allow for developer contributions to be transferred to reserve
Infrastructure Fund Business Loans			(4,000)	
		Total reserve transfer & external loan funds received	(4,000)	
		Total March 2019 adjustments	178,333	

11. Balance Sheet for the period ended 31 March 2019

	Prior Year Balance	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals
<b>CURRENT ASSETS</b>					
Cash and cash equivalents	23,540,252	15,883,565	19,872,562	20,054,796	26,881,812
Financial Assets	63,392	36,497	24,422	24,522	15,964
Rate Receivables	841,287	2,500,000	2,500,000	2,500,000	4,235,523
Other Trade Receivables	1,777,857	0	0	0	1,112,586
Inventories	78,112	80,000	80,000	80,000	255,049
Other assets	584,546	494,170	494,170	494,170	297,255
<b>Total Current Assets</b>	<b>26,885,447</b>	<b>18,994,232</b>	<b>22,971,154</b>	<b>23,153,487</b>	<b>32,798,188</b>
<b>NON CURRENT ASSETS</b>					
Investments in associates	264,715	260,096	264,715	264,715	264,715
Financial Assets	37,733	13,211	13,211	13,211	37,733
Trade and other receivables	42,155	46,217	46,217	46,217	31,345
WIP - Capital	5,664,908	12,921,500	17,272,169	16,949,366	14,905,319
Fixed assets	454,950,607	431,460,665	449,695,514	447,166,514	455,414,679
<b>Total Non Current Assets</b>	<b>460,960,118</b>	<b>444,701,689</b>	<b>467,291,827</b>	<b>464,440,024</b>	<b>470,653,791</b>
<b>Total Assets</b>	<b>487,845,565</b>	<b>463,695,921</b>	<b>490,262,981</b>	<b>487,593,511</b>	<b>503,451,979</b>
<b>CURRENT LIABILITIES</b>					
Trade and other payables	3,260,796	2,300,000	3,260,796	3,260,796	608,702
Trust funds and deposits	235,584	203,000	235,584	235,584	334,909
Provisions - current	3,850,712	3,850,000	3,850,712	3,850,712	3,859,907
<b>Total Current Liabilities</b>	<b>7,347,092</b>	<b>6,353,000</b>	<b>7,347,092</b>	<b>7,347,092</b>	<b>4,803,518</b>
<b>NON CURRENT LIABILITIES</b>					
Provisions - non-current	3,559,555	5,693,780	3,559,555	3,559,555	3,521,147
<b>Total Non Current Liabilities</b>	<b>3,559,555</b>	<b>5,693,780</b>	<b>3,559,555</b>	<b>3,559,555</b>	<b>3,521,147</b>
<b>Total Liabilities</b>	<b>10,906,647</b>	<b>12,046,780</b>	<b>10,906,647</b>	<b>10,906,647</b>	<b>8,324,664</b>
<b>Net Assets</b>	<b>476,938,918</b>	<b>451,649,141</b>	<b>479,356,334</b>	<b>476,686,864</b>	<b>495,127,315</b>
<b>EQUITY</b>					
Operating Surplus/Deficit	7,613,938	2,208,355	2,417,416	(252,054)	18,188,397
Accumulated surplus	176,556,545	174,419,211	178,374,733	178,370,833	184,170,483
Asset revaluation reserve	290,748,590	267,201,045	290,748,590	290,748,590	290,748,590
Reserves	2,019,845	7,820,529	7,815,595	7,819,495	2,019,845
<b>Total Equity</b>	<b>476,938,918</b>	<b>451,649,141</b>	<b>479,356,334</b>	<b>476,686,864</b>	<b>495,127,315</b>

	Prudential Guideline	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals
Working capital ratio / Liquidity ratio (current assets to current liabilities)	150%	298.98%	312.66%	315.14%	682.80%
Debt servicing ratio (interest paid as % of total revenue)	5%	0.00%	0.00%	0.00%	0.00%
Debt commitment ratio (interest and loan repayments as a % of rate revenue)	15%	0.00%	0.00%	0.00%	0.00%

12. Income Statement for the period ended 31 March 2019

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance favourable/ (unfavourable)
<b>REVENUE</b>						
Rates and charges	21,531,951	21,592,504	21,592,504	21,588,732	21,606,685	17,953
Statutory fees and fines	385,529	491,529	497,529	570,186	569,534	(652)
User fees	5,765,392	5,963,640	5,981,506	4,213,069	4,242,661	29,591
Contributions	280,476	494,682	454,682	60,395	72,534	12,138
Grants - Operating	10,409,607	12,338,765	12,525,023	9,262,573	10,110,020	847,447
Grants - Capital	2,894,500	3,922,500	3,872,272	1,424,596	2,743,147	1,318,551
Other Revenue	660,046	785,046	812,427	610,316	704,297	93,981
<b>Total Revenue</b>	<b>41,927,501</b>	<b>45,588,665</b>	<b>45,735,942</b>	<b>37,729,867</b>	<b>40,048,876</b>	<b>(2,319,009)</b>
<b>EXPENDITURE</b>						
Employee benefits	14,673,468	14,592,695	14,668,384	11,202,463	11,033,940	168,523
Materials and services	11,870,831	15,420,597	15,492,771	11,424,550	8,809,985	2,614,565
Bad and doubtful debts	2,000	2,000	97,148	1,500	1,798	(298)
Depreciation	10,347,000	10,347,000	12,876,000	0	0	0
Other expenses	2,825,847	2,827,236	2,871,971	2,293,445	2,258,886	34,559
<b>Total Expenditure</b>	<b>(39,719,146)</b>	<b>(43,189,528)</b>	<b>(46,006,274)</b>	<b>(24,921,958)</b>	<b>(22,104,609)</b>	<b>2,817,349</b>
<b>Surplus/(Deficit) from Operations</b>	<b>2,208,355</b>	<b>2,399,138</b>	<b>(270,332)</b>	<b>12,807,909</b>	<b>17,944,267</b>	<b>(5,136,358)</b>
Proceeds from sale of property, infrastructure, plant & equip	573,000	591,278	591,278	271,976	244,130	27,845
Written down value property, infrastructure, plant and equip	573,000	573,000	573,000	0	0	0
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	0	18,278	18,278	271,976	244,130	27,845
<b>Surplus/(Deficit) for Period</b>	<b>2,208,355</b>	<b>2,417,416</b>	<b>(252,054)</b>	<b>13,079,884</b>	<b>18,188,397</b>	<b>(5,108,513)</b>

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## 9.20 Records of Assembly of Councillors

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

**File No:** D19/177

**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 26 March 2019.

### 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 considered
- Disclosures of conflict of interest (if any are made)
- Whether a Councillor left the meeting after making a disclosure.

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

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### **Policy and Legislative Context**

Tabling of the records of Assembly of Councillors ensures Council is compliant with the Act. In addition, this report is consistent with the Council Plan 2017-2021 objective that “Council will demonstrate high levels of ethical behaviour and governance standards”.

### **Conclusion**




The records documenting the below Assembly of Councillors are attached:

- Councillor Briefing 26 March 2019
- Councillor Briefing 9 April 2019
- Joint Councillor Briefing with Colac Otway Shire 9 April 2019.

### **RECOMMENDATION**

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

### **Attachments**

1. Record of an Assembly of Councillors Councillor Briefing 26 March 2019 
2. Record of an Assembly of Councillors Councillor Joint Briefing Colac 9 April 2019 
3. Record of an Assembly of Councillors Councillor Briefing 9 April 2019 

# Council

## Record of an Assembly of Councillors

**Councillor Briefing****Date:** 26 March 2019**Time:** 2.00 pm**Place:** Port Campbell Surf Lifesaving Club, Port Campbell**Present:**

Cr Beard                       Cr Brown                       Cr Durant                       Cr Gstrein  
 Cr Illingworth                       Cr Oakes                       Cr Trotter

*Cr Oakes was an apology***Officers:**

Ian Gibb                       Brooke Love                       Andrew Mason                       David Rae

**Guests:**

John Kelly (Items 2 and 3)

Beau Reilly (Item 3)

**Issues Discussed:**

Item	Discussion Topic
1	Inspection Issues around Port Campbell
2	Derrinallum Streetscape
3	Higher Mass Limit Vehicles on Local Roads
4	<b>Hot Topics:</b> <i>Meeting with Dan Tehan and Deputy Prime Minister, Roads Advocacy, City Deal, Regional Roads Victoria, GSC Regional Partnership, Andy Meddick, Salt Creek Power Lines</i>
5	<b>Councillor Items:</b> <i>Dump point at Cobden Service Station, mobile towers, street tree planting, fire on Mt Elephant, crowd funding information evening, dumping at Skipton recreation Reserve, wind damage to trees in Terang, Salt Creek transmission lines, Rural Living Strategy, Arts in the Avenue, Quality of Recreation Reserves, Hampton Football Sponsorship, Terang Music Festival, fire recovery activities.</i>

**Conflict(s) of Interest declared:** Nil.**Councillor(s) left the meeting at:** NA**Councillor Conflict of Interest Form(s) Completed:** NA**Meeting close:** 5.45 pm**Note taker:** Andrew Mason

# Council

## Record of an Assembly of Councillors



**Councillor Briefing**

**Date:** 9 April 2019

**Time:** 4 pm

**Place:** COPACC, Gellibrand St, Colac

**Present:**

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

*Cr Oakes was an apology*

*Cr Durant was an apology*

**Officers:**

- Ian Gibb                       Brooke Love                       Andrew Mason                       David Rae

**Guests:**

Colac Otway Shire Council Mayor, Councillors and Executive Managers: Mayor, Cr Jason Schram, Deputy Mayor, Cr Joe McCracken, Cr Chris Potter, Cr Kate Hanson, Cr Brian Crook, Cr Stephen Hart (via phone), CEO, Peter Brown, Ian Seuren, Sarah McKew, Frank Castles.

**Issues Discussed:**

Item	Discussion Topic
1	Emergency Management
2	Princes Highway West and North South Loop
3	Train Services
4	Great Ocean Road Action Plan
5	Wind Farms
6	International Driver Safety

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

**Councillor left the meeting at:** n/a

**Councillor returned to the meeting at:** n/a

**Councillor Conflict of Interest Form(s) Completed:** n/a

**Meeting close:** 6 pm

**Note taker:** Andrew Mason

# Council

## Record of an Assembly of Councillors

**Councillor Briefing****Date:** 9 April 2019**Time:** 10.45 am**Place:** Killara Centre**Present:**

Cr Beard                       Cr Brown                       Cr Durant                       Cr Gstrein  
 Cr Illingworth                       Cr Oakes                       Cr Trotter

*Cr Oakes was an apology**Cr Durant left at 12 pm***Officers:**

Ian Gibb                       Brooke Love                       Andrew Mason                       David Rae

*Ian Gibb arrived at 12.05 pm*

Penny MacDonald (Item 1)

Jane Hinds and Wendy Williamson (Item 2 and Item 3)

Lyllal Bond (Item 4)

**Guests:**

Nil

**Issues Discussed:**

Item	Discussion Topic
1	<b>Council Plan Review 2019 and Draft Annual Action Plan 2019-2020</b>
2	<b>VICSES Agreement Tenures on Council Owned and Managed Properties</b>
3	<b>Cobden Street Stall, 19F Curdies Street, Cobden</b>
4	<b>Bushfire Place of Last Resort (NSP) Update</b>
5	<b>Hot Topics:</b> <i>Maurice Billi, Hampden League, Great Ocean Road, Minister Local Government, Local Government Bill and Government Rate Review, Insurance, City Deal Update, Princes Highway Submission, Stuart Grimely MP, Minister Jaala Pulford, Public Libraries Advocacy, Wind Farm Noise Monitoring, Road Safety Week</i>
6	<b>Councillor Items:</b> <i>Road Issues: Cobden-Lavers Hill Rd, Youth Art Exhibition, Simpson Pub, Shenfield Lane, Cobden Airstrip Committee, Princetown Power Poles, Effluent Management, Camperdown Horse Trials, Timboon Action, Community Fundraising, Skipton Issues.</i>

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

Cr Simon Illingworth declared a direct conflict of interest in Item 3 Cobden Street Stall, 19F Curdies Street, Cobden.

**Councillor left the meeting at:**

12.20 pm

**Councillor returned to the meeting at:**

12.25 pm

**Councillor Conflict of Interest Form(s) Completed:** Yes**Meeting close:** 2.59 pm**Note taker:** Andrew Mason



## 10. OTHER BUSINESS

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## 11. OPEN FORUM

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

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

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

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

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## 12. CONFIDENTIAL ITEMS

### RECOMMENDATION

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

#### 12.1 CEO Performance Review 2019