

# minutes



CORANGAMITE  
SHIRE

## CORANGAMITE SHIRE

### ORDINARY MEETING OF COUNCIL

**TUESDAY 25 JUNE 2019**

Held at the Killara Centre  
210-212 Manifold Street, Camperdown  
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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**MINUTES OF THE ORDINARY MEETING OF THE CORANGAMITE  
SHIRE COUNCIL HELD AT KILLARA CENTRE, 210-212 MANIFOLD  
STREET, CAMPERDOWN 7.00 PM ON  
25 JUNE 2019**

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**PRESENT**

Councillors	N. Trotter (Chairperson), J. Beard, L. Brown, H. Durant, R. Gstrein, S. Illingworth, W. Oakes
Officers	Andrew Mason, Chief Executive Officer Ian Gibb, Director Sustainable Development Brooke Love, Director Works and Services David Rae, Director Corporate and Community Services Mikayla Hein, Manager Works Jane Hinds, Acting Manager Facilities and Recreation Sophia MacRae, Planning Officer Rory Neeson, Manager Growth and Engagement

**1. PRAYER**

The prayer was read by the Mayor, Cr N. Trotter.

“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**

An Acknowledgement of Country was made by the Mayor, Cr N. Trotter.

“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**

Nil.

**4. DECLARATIONS OF CONFLICT OF INTEREST**

Cr S. Illingworth declared a direct conflict of interest in Agenda Item 9.11 and left the meeting prior to any discussion or vote on the matter.

**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.

Cr W. Oakes declared an indirect conflict of interest by conflicting duty in Agenda Item 9.17 and left the meeting prior to any discussion or vote on the matter.

## **5. CONFIRMATION OF MINUTES RECOMMENDATION**

That the Minutes of the Corangamite Shire Ordinary Council meeting held on Tuesday 28 May 2019 and Special Council meeting held on Tuesday 11 June 2019 be confirmed.

### **COUNCIL RESOLUTION**

***MOVED:***            *Cr Brown*

***SECONDED:***      *Cr Oakes*

That the recommendation be adopted.

**CARRIED**

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## 6. DEPUTATIONS & PRESENTATIONS

The Mayor, Cr N. Trotter, invited members of the public who had requested to address Council to make their presentations.

The following item was submitted:

- Mr Anthony Bright, Rod Bright and Associates, regarding Item 8.1 PP2019/040 Two Lot Subdivision (Boundary Realignment), 67 County Boundary Road, Bostocks Creek.

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## 7. COMMITTEE REPORTS

### 7.1 Cobden Recreation Centre Committee of Management 2019-2021

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

**File No:**

**Previous Council Reference:** Nil

#### **Declaration**

Chief Executive Officer – Andrew Mason

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

Author - Jane Hinds

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

#### **Summary**

This report is presented to Council to endorse the membership of the Committee of Management for the Cobden Recreation Centre for 2019-2021.

#### **Introduction**

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

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

The Committee consists of the following persons:

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

#### **Issues**

The Annual General Meeting of the Cobden Recreation Centre Committee was held on 18 June 2019.

At its meeting, Council expressed a desire for Cobden Technical School and representatives to consider a two year term for appointment to the Committee of Management, which was agreed upon.

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

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

Mr Rohan Keert was appointed as Chairperson.

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

### Policy and Legislative Context

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

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

Deliver high quality, optimally used, sustainable community facilities.

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

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

Improve the health and wellbeing of our community.

### Internal / External Consultation

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

### Financial and Resource Implications

Council has provided an annual allocation in its 2019-2020 budget of \$9,066 for maintenance items as identified in Council's building asset condition and compliance assessment and during annual maintenance inspections.

### Options

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



**Conclusion**

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

**RECOMMENDATION**

**That Council endorses the Committee of Management for the Cobden Recreation Centre for 2019-2021 as follows:**

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

**COUNCIL RESOLUTION**

**MOVED:**            *Cr Beard*  
**SECONDED:**      *Cr Brown*

**That the recommendation be adopted.**

**CARRIED**

## 8. PLANNING REPORTS

### 8.1 PP2019/040 - Two Lot Subdivision (Boundary Realignment) 67 County Boundary Road, Bostocks Creek

**Author:** Sophia MacRae, Planning Officer

**File No:**

**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 - Sophia MacRae

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

#### **Summary**

Council must consider a planning permit application seeking to re-subdivide three (3) existing lots into two (2) new allotments. The subject land is located at 67 County Boundary Road West, Bostocks Creek.

Proposed Lot 1 will be 8094m<sup>2</sup> (0.8 ha), and will contain the dwelling and some cleared grazing land.

Proposed Lot 2 will be 54.98 ha and will contain the existing dairy and grazing land crossed by Bostocks Creek. Lot 2 is intended to be retained as part of the proponent's dairy enterprise.

The proposal has been assessed against the relevant provisions of the Corangamite Planning Scheme, including the Planning Policy Framework, having regard to the protection of productive agricultural land.

The creation of an isolated rural-residential lot of 0.8ha in the Farming Zone, with no connection to an agricultural use and in such close proximity to a working dairy, does not comply with the Corangamite Planning Scheme. It is recommended that Council issue a Notice of Refusal to Grant a Planning Permit.

#### **Introduction**

Planning Permit Application PP2019/040 was received by Council on 10 April 2019 and seeks approval for a *Two (2) Lot Subdivision (Boundary Realignment)* located at 67 County Boundary Road West, Bostocks Creek. A permit is required to subdivide the land under the Farming Zone.

Council has given public notice of the application and has received no objections.

Consultation has occurred with the applicant to provide an opportunity to justify or amend the application. The response is not considered to provide sufficient justification for the proposal.

This report provides a planning assessment of the application.

### ***History***

The subject land has no relevant planning permit history.

### ***Subject Land***

The subject property comprises three (3) titles south of County Boundary Road West, and one (1) title located north. The land owner also leases some adjacent lots as part of their wider dairy farm enterprise. The subject site consists of the three (3) titles south of County Boundary Road West, and has a total area of 55.79ha. The site is within the Farming Zone Schedule 1 (FZ1) - See Figure 1.

The site currently contains:

- One dwelling, with associated outbuildings, in the north-eastern corner of the site
- An operational dairy and associated agricultural buildings, also in the north-eastern corner of the site. The dairy building is approximately 75m from the dwelling
- Frontage along County Boundary Road West of approximately 604m, with dwelling and farm access
- The remainder of the site contains some windrow vegetation, grazing land and Bostocks Creek
- The topography is generally flat, increasing in gradient to the south and southern portion of the site
- A Significant Landscape Overlay Schedule 1 (SLO1) extends over Bostocks Creek.

Figure 2 provides an aerial overview of the subject land, showing the proposed subdivision.

### ***Surrounding Area***

The characteristics of the surrounding area are:

- Exclusively Farming Zone locality
- Primarily used for dairy farming
- Locality is identified as Bushfire Prone Area
- Locality is identified as being high value agricultural land in the *Corangamite CMA Regional Catchment Strategy 2013-2019* and in the Strategic Framework Plan of the Corangamite Planning Scheme
- Subject site is approximately 6km south-west of Camperdown.

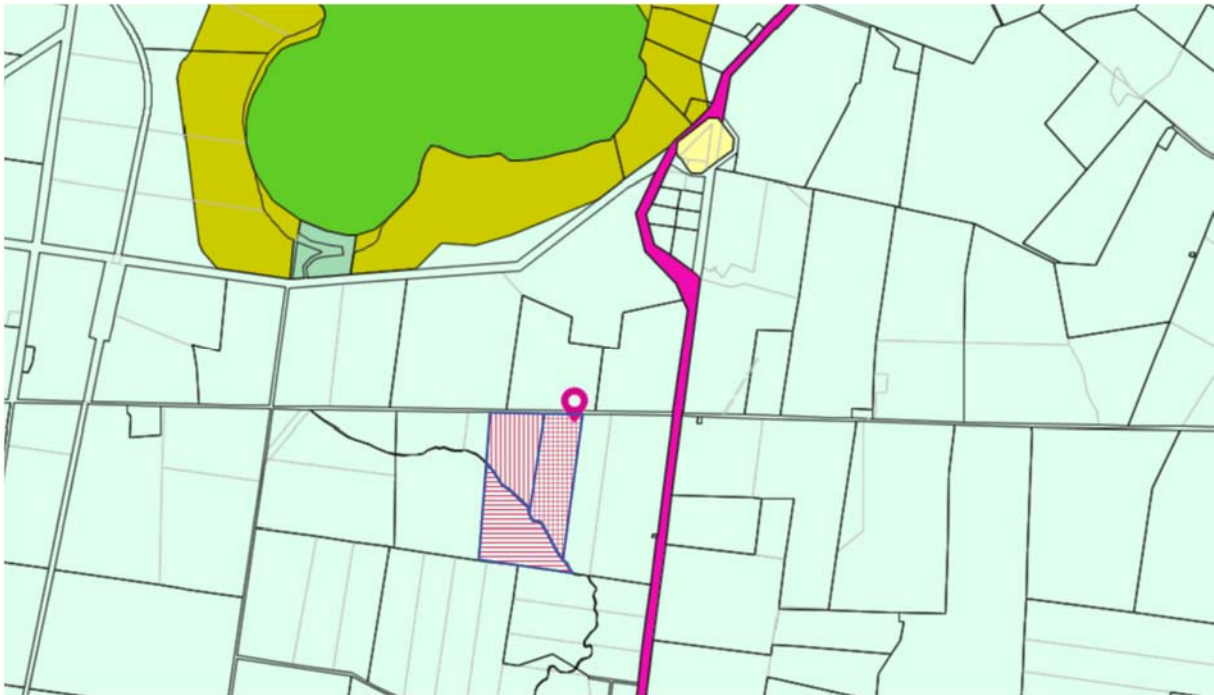


Figure 1. Planning Zone Map; subject site with 3 lots highlighted



Figure 2. Aerial Imagery showing Proposed Lot 1

**Proposal**

The applicant proposes to re-subdivide three (3) existing lots into two (2) new allotments, resulting in the creation of a small rural-residential lot with the existing dwelling. Proposed Lot 1 will be 8094m<sup>2</sup> (0.8 ha), and will contain the dwelling, associated outbuildings, garden and some cleared grazing land.

Proposed Lot 2 will be 54.98 ha and will contain the existing dairy and associated shedding, some windrow vegetation, and grazing land crossed by Bostocks Creek. Lot 2 is intended

to be retained as part of the proponent's dairy enterprise. The existing dwelling on proposed Lot 1 will be situated 75 metres from the operational dairy building. See Figure 2. A complete set of the application documents are provided under separate cover.

## **Policy and Legislative Context**

### ***Zoning***

The site is located within the Farming Zone (FZ1). A planning permit is required to subdivide land pursuant to Clause 35.07-3.

The purpose of the Farming Zone is:

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

Decision guidelines are provided within the Farming Zone which include:

- General issues
- Agricultural issues and the impacts from non-agricultural uses
- Dwelling issues
- Environmental issues
- Design and siting issues.

### ***Planning Policy Framework (including Municipal Strategic Statement and local policy)***

The following clauses from the PPF are considered relevant to this permit application:

- Clause 11 Settlement
  - Clause 11.01-1R Settlement – Great South Coast
- Clause 13 Environmental Risks and Amenity
- Clause 13.02 Bushfire
  - Clause 13.02-1S Bushfire Planning
- Clause 14 Natural Resource Management
- Clause 14.01 Agriculture
  - Clause 14.01-1S Protection of Agricultural Land
- Clause 16 Housing
- Clause 16.01 Residential Development
  - Clause 16.01-5S Rural Residential Development
  - Clause 16.01-5R Great South Coast
- Clause 17 Economic Development
- Clause 17.01 Employment
  - Clause 17.01-1R Diversified Economy – Great South Coast.

### **Clause 21 Municipal Strategic Statement**

- Clause 21.01 Introduction
  - Clause 21.01-1 Municipal Profile
  - Clause 21.01-2 Key Issues and Influences
  - Clause 21.01-3 Vision and Strategic Framework Plan

Clause 21.01 emphasises the importance of agricultural production to Corangamite Shire. Key planning issues include: 'Protecting agricultural land from developments that would reduce the contribution that agriculture makes to the local economy'. The Strategic Land Use Framework Plan states that the subject area is the premier agricultural region of Victoria, and directs that agricultural production must be protected

- Clause 21.02 Settlement, Built Form and Heritage
  - Clause 21.02-2 Rural Settlement, Subdivision and Dwellings

Objectives include 'to ensure that rural residential development is appropriately located' and 'to limit the further fragmentation of rural land.' Planning strategies include: 'Avoid rural residential development and subdivision on productive agricultural land, unless it can be demonstrated that it is required to maintain the productive agricultural use of the land', and 'discourage new dwellings not associated with or required for the agricultural use of land.'

- Clause 21.03 Environment and Natural Resources
  - Clause 21.03-3 Environmental Risks
- Clause 21.04 Economic Development
  - Clause 21.04-1 Agriculture

The objective is 'to protect agricultural land.' Strategies include avoidance of fragmentation of productive agricultural land, the avoidance of rural living and hobby farm land use and development in productive agricultural areas, and the avoidance of land use conflicts between agricultural and sensitive land uses.

#### Clause 22 Local Planning Policies

- Clause 22.01 Rural Dwellings and Subdivision

Contains policy to control the use and development of land for housing in rural zones. The policy basis states that 'the use and development of the land for dwellings is not supported where it has the ability to impact on the 'right to farm' existing rural properties or removes land from agricultural production.' The objectives include: 'To provide for the retention of productive agricultural land for farming' and 'To ensure the location and siting of dwellings does not compromise surrounding farming activities'. It is policy that 'the subdivision will enhance farm consolidation or trading of lots between farms' and 'the subdivision will not adversely impact on the ability to use the land for agriculture'.

#### ***Particular Provisions***

None.

#### ***General Provisions***

Clause 65 'Decision Guidelines'

- 65.01 Approval of an Application or Plan

Before deciding on an application or approval of a plan, the responsible authority must consider all relevant parts of the planning scheme including the purpose of the zone and any other matters required to be considered

- 65.02 Approval of an application to subdivide land

Before deciding on an application to subdivide land, the responsible authority must also consider these decision guidelines, as appropriate:

- The suitability of the land for subdivision
- The existing use and possible future development of the land and nearby land
- The availability of subdivided land in the locality, and the need for the creation of further lots
- The subdivision pattern having regard to the physical characteristics of the land including existing vegetation
- The area and dimensions of each lot in the subdivision.

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## **Internal / External Consultation**

### ***Referrals***

No mandatory external referrals are required for the application under the Corangamite Planning Scheme.

Internal referral to Environmental Health provided standard comments for rural residential wastewater management.

### ***Notification***

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

No submissions have been received to date.

### ***Consultation***

Consultation for the application was undertaken with the applicant and included a request for further information to provide justification for the proposal.

A response was received on 29 April 2019 advising that the land owner would establish a 20 metre wide tree plantation on the west side of the dwelling on proposed Lot 2, and that the old calving sheds in between the dairy and the dwelling would be removed.

The response is not considered to provide sufficient justification for the proposal. While the proposed planted vegetation will eventually provide a visual screen, the proximity of the operating dairy to the dwelling is considered likely to have an impact on the dwelling. The distance of 75 metres is not considered to be a sufficient buffer between agricultural land use and a sensitive land use.

The response does not show that the subdivision will enhance farm consolidation or trading of lots between farms, as per local policy at Clause 22.01 of the Corangamite Planning Scheme.

## **Planning Assessment**

Assessment of the planning application will address how the proposed subdivision responds to the applicable planning controls of the Corangamite Planning Scheme, including the Planning Policy Framework (PPF), zone, and decision guidelines of Clause 65.

The application raises key issues for Council to consider, including the need to protect agricultural land, avoid fragmentation of agricultural land, and avoid subdivision which may impact on the 'right to farm' due to land use conflict, particularly in the case of a dwelling being located in close proximity to an operating dairy. The Corangamite Planning Scheme discourages the creation of undersized rural-residential lots in productive agricultural areas.

### ***Planning Policy Framework***

The PPF provides support for agricultural production, and seeks to protect areas that are important for food production. Planning decisions should support agriculture as a primary economic driver for the Shire, with the subject locality identified as a highly productive agricultural area.

The PPF seeks to avoid permanent changes of land use that could undermine the long-term use of land for agriculture. The original use of the dwelling had direct association with the agricultural use of the subject site, as demonstrated by the proximity of the dwelling to the dairy. While the dwelling has not been associated with agricultural use for some time, this may not be a permanent arrangement. The proposed subdivision will result in a permanent change of land use whereby the dwelling is permanently separated from agriculture, an outcome discouraged by planning policy.

When considering a proposal to subdivide agricultural land, the PPF directs that the compatibility between the proposed use/development and the existing use of the surrounding land must be considered. Isolated rural-residential uses are considered to be a sensitive land use having the potential for conflict with established agricultural use. The planning scheme seeks to avoid potential land use conflict. Any potential expansion of the subject dairy operation and infrastructure is likely to be constrained by having a dwelling in separate ownership in such close proximity. For this reason, the PPF discourages residential land use in rural zones, and directs residential land-use to settlements. At a strategic level, rural-residential development can be supported in locations that are adjacent to towns with limited growth demand, as demonstrated by Council's Rural Living Strategy.

At a local level within the Municipal Strategic Statement and Local Planning Policy Framework (MSS and LPPF), the PPF reinforces the need to protect productive agricultural land, limit subdivision, particularly to avoid the fragmentation of productive agricultural land, and the creation of small lots that lead to rural living and hobby farm land use. Planning strategies include avoiding rural-residential development and subdivision on productive agricultural land unless it can be demonstrated that it is required to maintain the productive agricultural use of the land.

The application does not demonstrate that the proposal, and the creation of a 0.8ha rural-residential lot alongside the operating dairy, is required in order to maintain the productive agricultural use of the land. Instead the proposal will further constrain the farming use. While the proposal outlines that the existing dwelling is not currently required for the farming use, due to the current landowner residing off the property, in the future there may be a change of ownership with a new landowner/manager wishing to reside on the property or to have a farm worker living on the property.

The proposal does not align with Council's strategic direction for rural-residential living, and is not supported by state, regional and local policy in the PPF.

### ***Farming Zone***

The purpose of the zone is to provide for the use of land for agriculture, retain productive agricultural land, and ensure that dwellings and other non-agricultural uses does not adversely affect the use of land for agriculture.

The subdivision of land within the Farming Zone requires a permit and Council must give consideration to the zone's purpose and decision guidelines. Having regard to the decision guidelines of the zone, the following comments are made:

- The proposal will not enhance the agricultural productivity of the subject land by creating an isolated rural-residential lot with a high risk of land use conflict.
- The proposal will result in a permanent change of land use, permanently removing the dwelling from any association with the farm and dairy infrastructure.
- Creation of an isolated rural-residential lot, in such close proximity (75 metres) to an operational dairy, is not a good planning outcome. Residential uses are typically not



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compatible with productive agricultural use in the Farming Zone, particularly in this case adjoining an existing working dairy, unless an application can demonstrate a suitable outcome. This has not been achieved.

- The proposal will create potential for future land use conflict between the dwelling and continued farming use, which must be given priority by the zone. Any future resident is likely to be adversely affected by agricultural activities on adjacent and nearby land, by way of noise, smells and ongoing farming operations. Rural-residential lots must be located in areas which don't impact on agriculture.
- The proposal also has the potential to lead to an increase in the number of dwellings in the area. Notwithstanding that the current land owners do not reside on the property and do not intend to, in the future there may be a change of ownership. The size of Lot 2 is such that it may warrant a future dwelling for a farmer or farmworker, an outcome discouraged by the planning scheme.
- The proposal does not comply with the purpose of the zone, as it does not prioritise and ensure the continued productive agricultural use of the land.
- The existing use and possible future development of the land has been considered. The land is highly productive farming land, and orderly planning directs that isolated rural-residential lots and potential land use conflict should be avoided.

### Options

Council has the following options:

1. Issue a Notice of Refusal to Grant a Planning Permit. **(Recommended option)**
2. Issue a Notice of Decision to Grant a Planning Permit, subject to conditions.

### Conclusion

The application for the proposed subdivision to create a rural-residential lot in the Farming Zone, in close proximity to a working dairy is not supported by the relevant policy and decision guidelines of the Corangamite Planning Scheme.

The proposal does not comply with the purpose of the Farming Zone. The proposal will result in the fragmentation of productive agricultural land, creation of an isolated rural-residential lot, and will not result in the proper and orderly planning of the area.

It is recommended that Council issue a Notice of Refusal to Grant a Planning Permit.

## RECOMMENDATION

That Council, having caused notice of Planning Application No. PP2019/040 to be given under Section 52 of the Planning and Environment Act 1987 and having considered all the matters required under Section 60 of the Planning and Environment Act 1987, decides to issue a Notice of Refusal to Grant a Permit under the provisions of the Corangamite Planning Scheme in respect of the land known and described as 67 County Boundary Road West, Bostocks Creek, for Two (2) Lot Subdivision (Boundary Realignment), based on the following grounds:

1. The subdivision does not provide an acceptable outcome or net community benefit in terms of the Planning Policy Framework, and the purpose and decision guidelines of the Farming Zone.
2. The subdivision will result in a rural-residential use within an area of high quality agricultural land with no connection to agriculture.
3. The subdivision has the potential to lead to land use conflict with adjoining productive agricultural uses.
4. The subdivision will result in the fragmentation of productive agricultural land.
5. The subdivision will not result in the proper and orderly planning of the area.

### COUNCIL RESOLUTION

**MOVED:** *Cr Gstrein*

**SECONDED:** *Cr Durant*

That the recommendation be adopted.

**CARRIED**

## 9. OFFICERS' REPORTS

### 9.1 Corangamite Community Vision

**Author:** Garry Moorfield, Community Development Officer

**File No:**

**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 - Garry Moorfield

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

#### **Summary**

This paper outlines some options for consideration by Council in the formulation of a Community Vision for Corangamite Shire, and related 'actions and strategies' to deliver it. Some key considerations are highlighted to ensure this Vision is created using a community-led mechanism as proposed under the lapsed *Local Government Bill 2018*. A new Bill is expected to be introduced into State Parliament this year.

#### **Introduction**

The Victorian Government is expected to introduce a new Bill to reform the *Local Government Act* in the near future. The current exposure draft of the revised Act is the result of a three-year process of review involving commissioned research and an extensive program of public engagement and submissions. The proposed reforms seek to 'enhance democracy, diversity of representation, council transparency and responsiveness'.

Included in the draft Bill is an outline of community engagement principles, which councils will be obliged to apply in the formulation of their four-year Council Plan. This Council Plan will outline the services, infrastructure and amenity a council will prioritise over its term.

Furthermore, the Council Plan must be informed by a municipality-wide Community Vision based on a rigorous program of deliberative engagement where members of the community have the opportunity to participate and contribute. This collective Community Vision will include directions and actions that a Council and the community may want to deliver for the municipality.

While there is no requirement for Council to complete a Community Vision at this stage, Council has indicated its interest in completing this work ahead of time and has allocated funds in the 2019-2020 Budget for this purpose.

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This paper provides advice on options in the preparation of a Community Vision for Corangamite Shire to be completed over the next 12 months.

## **Issues**

### ***Purpose and scope***

The proposed changes to local government legislation are aimed at improving the transparency, responsiveness and collaborative capacity of councils, and to reinforce participatory democracy as a guiding principle of council.

The Community Vision can include any social, environmental, economic and cultural issues that community members consider important to the social cohesion, sustainability and prosperity of our 'place'.

### ***Deliberative engagement principles***

Whereas community surveys and online polling seek to aggregate values and opinions which are currently held within a given community, such methods are not capable of generating the exchange and appreciation of different views and the development of understanding of the facts, principles or reasoning that underpins them. Deliberative engagement methods are increasingly practiced to overcome the inherent weakness in relying upon conclusions derived by measuring the relative occurrence of opinions of participants who may be uninterested and/or uninformed.

There are four deliberative engagement principles set down in the proposed, reformed local government legislation:

- The community informs the engagement process
- The community is given adequate information to participate
- The scope/ remit of the consultation and areas subject to influence are clear
- Those engaged are representative of the council's demographic profile.

Additionally, the Victorian Auditor General has set out best practice guidelines for community engagement across the broad range of council planning and policy development decisions.

Best practice reports of leading councils show the use of 'Citizen's Juries' or deliberative panels as a mechanism to apply these engagement principles. Such structures highlight the essential point of deliberative engagement, and that is the 'weighing up' of different views. It is not good enough to just to collect ideas and take a vote on which are the most popular. Instead, it is essential to listen to the range of ideas, to seek out and consider relevant information, and to weigh up the reasoning underpinning competing viewpoints to arrive at a considered consensus.

There are a range of deliberative engagement methods involving community participation which are increasingly practiced by governments and public agencies. Many of these methods involve the establishment of representative groups which constitute 'mini publics'.

These carefully-constructed groups generally range in size from a minimum of 30 to maximum of 50 persons, although smaller or larger groups are assembled depending on the purpose to be achieved.

### ***Examples***

Some Councils and organisations who have commenced or completed engagement projects using a variety of the engagement techniques mentioned can be viewed by following the below links:

- Melton City Council – 2036 Plan, <https://www.melton.vic.gov.au/Council/About-the-City/Community-vision>
- Wyndham City Council – 2040 Vision, <https://www.wyndham.vic.gov.au/about-council/your-council/plans-policies-strategies/wyndham-2040>
- Warrnambool City Council – Warrnambool 2040, <http://www.w2040.com.au/>
- Colac Otway Shire Council – Colac 2050 Growth Plan, <https://www.colacotway.vic.gov.au/Planning-building/Strategic-planning/Strategic-projects/Colac-2050#section-1>
- City of Melbourne – 10-year financial plan, <https://participate.melbourne.vic.gov.au/10yearplan>
- North East Water – Water Price Review, <https://engage.vic.gov.au/water-price-review-2018>
- Barwon Water – Water Pricing, <https://www.mosaiclab.com.au/news-all-posts/2018/4/5/case-study>

It is proposed to use a combined approach which uses a variety of different engagement techniques to inform the deliberative process. This will be designed in such a way as to ensure that all members of the Corangamite community who wish to participate in the process will be able to do so across the cycle of formulation of the Community Vision.

### ***Key considerations***

Following on from previous discussions with Council it is suggested that there are six key considerations which Council may wish to assess, which include how funding budgeted for preparing the community vision will be applied.

#### Community Deliberation Panel

A successful deliberative engagement process will require the assembly of a properly-constructed group of community participants, reflective of the demographic features of the municipality. It is important to recognise that this group will be performing a deliberative function. The size of such a group needs to be considered. A larger group may be desirable to provide greater perceived legitimacy, however the deliberative engagement program would need to be more structured and potentially more resource intensive. Expert consensus is that 44 is the ‘ideal number’ but a group as small as 30 people could be envisaged.

#### Participant Selection

External, independent selection and recruitment of participants is the most important consideration of all. Engagement of an external agency to undertake this task is recommended. Council could provide some back-office support and access to its records to assist with this task.

#### Combined methods

Recent literature from New Democracy and Mosaic Lab refers to the potential of combining a variety of community engagement methods involving the wider Corangamite community using a mixture of traditional and online tools, which could contribute to the deliberations of the Community Deliberative Panel. This will broaden opportunities of community

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participation, leading the greater engagement and the contribution of different perspectives and ideas in the formation of the community vision.

#### Co-facilitation

The facilitation of the Deliberative Engagement Group is recommended to be outsourced to a facilitator experienced in the field of deliberative engagement. This is a different skill to regular community engagement, requiring careful steering of the group while remaining a 'servant of the room'. Regardless of the skill or capacity of the facilitator, their standing as an independent, non-partisan agent is crucial to acceptance of the engagement outcomes.

A combination of online deliberative engagement with three or four face-to-face weekend sessions lends itself to a co-facilitation model, where some aspects of the facilitation could be shared while maintaining the desired objectivity. Advantages would be to enhance the perceived legitimacy of the process, to manage costs, and to develop internal capacity.

#### Remuneration

The conduct of weekend/night sessions to complete the Community Vision would remove the need to pay all participants, however it may be necessary to compensate some members to enable their participation. Payment of incidental expenses associated with participation (such as provision for travel/meals) is recommended to ensure participation of under-represented or marginalised groups.

#### Role of Councillors

The role of Councillors in both parts of the engagement plan – the community engagement and deliberative engagement parts – is an important consideration. Councillors could host community engagement sessions, introduce deliberative engagement sessions, be involved in framing questions as well as attending as observers to all or part of the community visioning process. It is important that such roles serve to support the visioning process rather than to steer or influence it.

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

This proposal responds to requirements set out in the Exposure Draft of the now lapsed *Local Government Bill 2018*. A new Bill is expected to be introduced into State Parliament this year.

It also has regard for the Victorian Auditor General's best practice guidelines for community engagement principles, which should be applied across the broad range of Council planning and policy development decisions. Principles, methods and activities outlined in this proposal are also grounded in Council's Community Engagement Policy.

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

This proposal has been the subject of discussion with Council's internal Community Engagement Group, Senior Officers Group and Councillors. It has also been informed by desk research and consultation with deliberative engagement experts.

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

These options have been developed in line with funding allocated in the 2019-2020 Budget. This includes costs associated with recruitment of participants, engagement of an independent co-facilitator and the incidental costs of participants. Other costs, such as advertising and promotion, printing, catering and community engagement activities would be completed within existing resources.

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### Options

The preferred option is for Council to conduct the deliberative engagement process internally, and apply the available budget to assist with costs related to the use of some co-facilitators at various engagement sessions while also ensuring some level of remuneration for participants to be involved in the project such as meal/travel costs. Wider community engagement activities could be supported across the Shire within the forecast budget.

Council may however chose to wait until any changes are made to the *Local Government Act* and/or a new Council is elected in 2020 before completing working relating to developing a community vision for Council.

### Conclusion

The project to create a Corangamite Shire Community Vision presents an opportunity for Council to build on its credentials with local communities in supporting what they value and the future to which they aspire. It is an opportunity to widen the focus of work to date to examine broader, municipal-scale issues which lie between State, regional and local township considerations.

Corangamite Shire already enjoys strong scores in the State-wide community satisfaction survey in regard to community engagement. Apart from the soon-to-be-expected requirements for all Victorian municipalities to formulate a 'community vision' to guide future Council plans, it should be acknowledged that the process itself can contribute to other high-order long-term outcomes for Council and its communities, which include:

- Increased trust in Council
- Better understanding of issues within Council and across communities
- Better appreciation of the broader role of local government
- Strengthened community networks
- Increased participation in government
- Access to social networks and intellectual resources
- Enhanced advocacy and political impacts
- Training for Council staff in deliberative community engagement principles
- Embedding deliberate engagement principles across whole-of-Council.

Even though some foundation principles are set, there are no hard and fast rules as to how the deliberative engagement process should be conducted. Subject to the passing of legislation, this project will need to be repeated in four years' time. This project should therefore be taken up as a flexible learning opportunity which responds to the expressed beliefs, opinions, reasoning and deliberations of Corangamite Shire residents. Providing multiple opportunities for participation through a variety of channels will enable Corangamite Shire residents to inform their future Council of 'the things that matter most' to them.

## RECOMMENDATION

That Council commences the formulation of a Community Vision for Corangamite Shire within the available funding provided in the 2019-2020 Budget.

## COUNCIL RESOLUTION

**MOVED:**            *Cr Durant*

**SECONDED:**      *Cr Brown*

That the recommendation be adopted.

**CARRIED**



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## 9.2 Community Satisfaction Survey 2019

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

**File No:**

**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 the outcome of the 2019 Community Satisfaction Survey, coordinated by the Department of Environment, Land, Water and Planning on behalf of Victorian councils.

Corangamite Shire continues to outperform the Large Rural Shires group and State-wide averages on many core and individual performance measures.

### Introduction

Corangamite Shire Council participated in the 2019 State-wide Local Government Community Satisfaction Survey. The Survey provides results on the community's satisfaction with Council across a range of performance measures, which may be compared against Council's past performance, as well as the performance of participating councils via State-wide and Large Rural Shire group averages. The results identify the best performing areas of Council and areas for improvement, which may be used to identify ways to improve service delivery. Council's participation also supports its statutory reporting obligations outlined in the *Local Government (Planning and Reporting) Regulations 2014*.

A total of 401 interviews were completed in the period 1 February to 30 March 2019. Minimum gender quotas within age groups was applied, and post-survey weighting was conducted to ensure an accurate representation of the age and gender profile of Corangamite Shire.

The 2019 survey includes core measures which are compulsory for all participating councils. Corangamite Shire also selected from a range of optional questions which facilitates analysis of results over time.

## Issues

### *Core Performance Measures*

Corangamite continues to outperform the Large Rural Shires group averages, as well as the State-wide averages on all core measures, with the exception of satisfaction with Sealed Local Roads, however this measure increased significantly from an index score of 37 to 44.

The results for 2019 show an increase in five of the seven core measures, with the measure relating to Advocacy (lobbying on behalf of the community) and the Overall Council Direction remaining the same. Notably, no core performance measure recorded a decline for the second year in a row.

Customer Service continues to be the highest rated core performance measure for Council (with an index score of 79), and it significantly exceeds the Large Rural Shires and State-wide group averages. In addition this, the core measure for Community Consultation and Engagement substantially outperformed the State-wide and Large Rural Shires averages by 12 and 14 points respectively.

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

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

<b>Core Performance Measures</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Large Rural Shires 2019</b>	<b>State-wide 2019</b>
Overall Performance	65	64	63	66	<b>69</b>	56	60
Community Consultation & Engagement	67	62	60	64	<b>68</b>	54	56
Advocacy (Lobbying on behalf of the community)	63	57	59	64	<b>64</b>	52	54
Making Community Decisions	64	61	61	64	<b>65</b>	52	55
Sealed Local Roads	38	36	37	37	<b>44</b>	47	56
Customer Service	74	77	76	77	<b>79</b>	69	71
Overall Council Direction	58	55	56	57	<b>57</b>	51	53

**Table 1 Core Measure Results**

### *Individual Service Areas*

The majority of Council's scores for individual service areas remain higher than State-wide and Large Rural Shires averages. Of particular note is Council's performance in Emergency and Disaster Management, which was the highest rated measure overall with an index score of 81, up six points from 2018 and a positive reflection of Council's recovery efforts

following the St Patrick's Day fires in March 2018. Council also achieved an outstanding result for the Informing the Community measure with an index score of 71, 10 points above the Large Rural Shires average and 11 points above the State-wide average.

Performance areas that experienced a slight decline, but still remained above the Large Rural Shires and State-wide averages include:

- Appearance of Public Areas (down one point since 2018 to 78, but significantly higher than the Large Rural Shires average 70, and the State-wide average 72)
- Elderly Support Services (down one point since 2018 to 73, but higher than the Large Rural Shires average 67 and the State-wide average 68).

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

Service Performance Measure	2015	2016	2017	2018	2019	Large Rural Shires 2019	State-wide 2019
Emergency and Disaster Management	74	72	71	75	<b>81</b>	72	72
Appearance of Public Areas	78	75	77	79	<b>78</b>	70	72
Recreational Facilities	76	74	73	72	<b>75</b>	68	70
Elderly Support Services	78	73	74	74	<b>73</b>	67	68
Family Support Services	71	69	72	70	<b>73</b>	65	67
Art Centres and Libraries	73	70	71	73	<b>73</b>	73	74
Informing the Community	69	67	67	69	<b>71</b>	61	60
Community and Cultural Activities	71	69	68	68	<b>70</b>	67	69
Waste Management	72	69	71	69	<b>69</b>	64	68
Enforcement of Local Laws	66	68	66	66	<b>69</b>	64	64
Disadvantaged Support Services	67	63	67	63	<b>68</b>	61	62
Tourism Development	68	66	64	65	<b>67</b>	61	63
Environmental Sustainability	66	64	63	63	<b>66</b>	61	62
Business and Community Development	63	63	62	64	<b>65</b>	59	61
General Town Planning Policy	63	60	61	59	<b>63</b>	55	55
Condition of Local Streets and Footpaths	65	60	57	62	<b>62</b>	55	59

Service Performance Measure	2015	2016	2017	2018	2019	Large Rural Shires 2019	State-wide 2019
Planning and Building Permits	57	59	58	58	59	49	52
Roadside Slashing and Weed Control	49	48	44	45	46	52	56
Maintenance of Unsealed Roads	37	39	35	40	40	41	44

**Table 2*****Best Aspects and Areas for Improvement***

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

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

Customer service was nominated as the Shire's top best attribute by 18% of residents for the second year in a row, followed by Emergency/Disaster/Fire/Flood Management (9%, up from 4%), Community Support Services (8%, up from 7%), and Generally Good (8%, up from 4%).

Sealed Road Maintenance continued to be the top attribute identified as an area for improvement (despite the Sealed Local Roads core performance measure increasing by 7 points), along with Medium Strips/Nature Strips (9%, up from 7%), Community Consultation (7%, down from 9%), and Unsealed Road Maintenance (6%, down from 7%). Six percent of residents said Nothing required improvement.

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

Best aspects	% of all respondents 2019	% of all respondents 2018	% of all respondents 2017
Customer Service	18	18	11
Emergency/Disaster/Fire/Flood Management	9	4	Not ranked
Community Support Services	8	7	4
Generally Good	8	4	7
Community Engagement/Involvement/Consultation/Communication	6	8	5
Councillors	6	6	12
Recreation/Sporting Facilities	5	6	4
Waste Management	5	3	4
Road Street Maintenance	4	7	3

Areas for Improvement	% of all respondents 2019	% of all respondents 2018	% of all respondents 2017
Sealed Road Maintenance	36	42	39
Medium Strips/Nature Strips	9	7	6
Community Consultation	7	9	8
Unsealed Road Maintenance	6	7	8
Nothing	6	7	12
Waste Management	5	3	3
Rural/Regional Communities	4	3	4
Communication	4	6	3

**Table 3 Best Aspects and Areas for Improvement*****Communication with Residents***

This year Council included an optional measure to identify preferred methods of communication with residents. Participants were asked how they would prefer Council to get in touch with them to be informed about news, information and upcoming events. Overall, 36% of participants prefer to receive Council's newsletter via mail, with this method of communication primarily preferred by residents over 50 years of age (at 45%). For participants aged 18-34 years and 35-49 years, the preferred form of communication is social media (at 24% and 29% respectively). Interestingly, 22% of participants aged 18-34 years and 27% of participants aged 35-49 years preferred to receive communication via a newsletter in the mail.

Table 4, below, shows the full results for the best form of communication. Percentages do not add up to 100.

Method of Communication	Overall %	18-34 years %	35-49 years %	Over 50s %
Council Newsletter via Mail (Corangamite News)	36	22	27	45
Council Newsletter via Email (new Corangamite News email)	15	17	14	14
Social Media (Facebook, Instagram and Twitter)	14	24	29	4
Advertising in a Local Newspaper (Noticeboard in the Standard, WD Newspapers and community newsletters)	13	16	8	15
Text Message (provided for pet registration reminders)	5	6	8	4

Method of Communication	Overall %	18-34 years %	35-49 years %	Over 50s %
Council Website	-	-	-	1
Council Newsletter as Local Paper Insert (not currently provided)	15	16	12	15

**Table 4 Best Form of Communication**

When reviewing the results in relation to Council's website, it should be noted this question is based on the push principle of communication, where information is delivered to recipients, and not the pull principle, where recipients would be proactively retrieving information from sources such as a website. It is believed this has influenced the low score for Council's website as a preferred method of communication, particularly when internal data demonstrates website usage continues to increase each year.

### Policy and Legislative Context

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

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

Engage with and listen to our communities.

In accordance with the *Local Government (Planning and Reporting) Regulations 2014*, some of the core performance results obtained through the Community Satisfaction Survey 2019 will form part of the mandatory reporting in the Annual Report of Operations and Performance Statement which will be included in the 2018-2019 Corangamite Shire Annual Report.

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

### Internal / External Consultation

Results of the Community Satisfaction Survey 2019 have been previously provided to Councillors and discussed during the 11 June Councillor Briefing. Results have also been provided to the senior officers and Leadership Group to assist them with the departmental planning and reporting processes.

### Financial and Resource Implications

Participation in the State-wide Local Government Community Satisfaction Survey allows for more cost effective surveying than would be possible if councils commissioned surveys individually. The cost of this year's survey was \$14,490.91 (ex. GST).

### **Conclusion**

The 2019 Community Satisfaction Survey results demonstrate that the Council continues to perform well in terms of community perception when benchmarked against the Large Rural Shires and State-wide averages.

Council's performance in Emergency and Disaster Management was the highest rated measure with an index score of 81, up six points from 2018 and indicative of Council's recovery efforts following the St Patrick's Day fires in March 2018.

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

### **RECOMMENDATION**

**That Council publishes the results of the 2019 Community Satisfaction Survey on the Corangamite Shire website.**

#### **COUNCIL RESOLUTION**

***MOVED:***            *Cr Gstrein*

***SECONDED:***      *Cr Beard*

**That the recommendation be adopted.**

**CARRIED**

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### 9.3 Long Term Financial Plan 2019-2029

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

**File No:**

**Previous Council Reference:** Nil

#### **Declaration**

Chief Executive Officer – Andrew Mason

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

Author - David Rae

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

#### **Summary**

This report recommends Council adopt the Long Term Financial Plan 2019-2029, as attached under separate cover.

#### **Introduction**

During the previous term of the Victorian Labor Government the Minister for Local Government released standing directions for a new Local Government Act aimed at achieving greater transparency and capacity for councils to better plan, manage and deliver services to their communities. Whilst the *Local Government Bill 2019* lapsed, it is expected the proposed reforms will be legislated by the current Government.

One of the requirements is for councils to develop and maintain a long term financial plan (LTFP) for a minimum period of ten years that is then used to inform the development of council plans and annual budgets. The LTFP is one of three “pillars” of reform proposed, the other two being a ten year Long Term Asset Management Plan (adopted by Council on 28 May 2019) and the requirement for councils to maintain a ten year Community Vision (see separate agenda item).

A LTFP indicates a council’s long term financial sustainability (or otherwise), allows for early identification of financial issues and their longer term impacts, shows the linkages between specific plans and strategies, and enhances the transparency and accountability of the Council to the community. The LTFP is a high level document that should be read as such. It is supported by detailed information based upon assumptions, projected income and expenditure, capital work schedules, key performance indicators and scenario modelling.

The LTFP recommended for Council’s adoption projects a financially sustainable organisation over the long-term, whilst continuing to maintain the current level of services with an emphasis on asset renewal. The LTFP also foreshadows a number of major infrastructure initiatives, particularly in regards to strategic road upgrades.



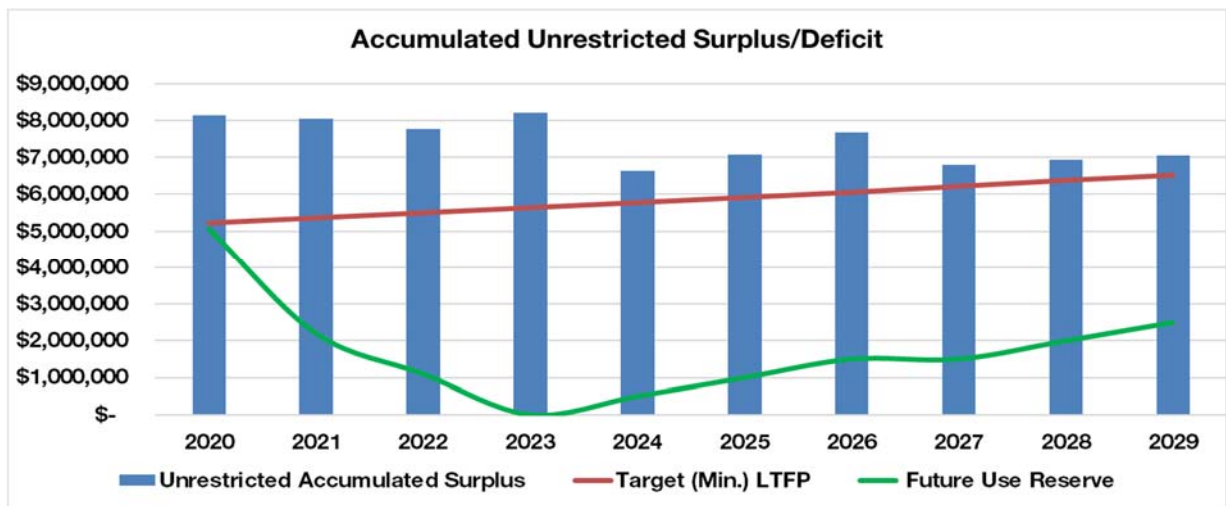
**Issues**

In developing the LTFP the following objectives have been established to ensure Council remains financial sustainable in the long term:

- Financial sustainability indicators, on average, are within the low or medium risk category as assessed by the Victorian Auditor General’s Office, with an emphasis on achieving operating surplus’, maintaining sufficient liquidity and achieving renewal targets
- Services standards are maintained at existing levels
- Growth in recurrent operating costs is contained to growth in recurrent income, particularly rate increases
- Renewal or upgrade of existing assets has priority of new assets.

As stated, the LTFP projects Council will remain financial sustainable in the long-term. The LTFP assumes non-rate income streams are generally maintained at historical levels (with some adjustment), rates continue to rise in accordance with the Consumer Price Index (CPI) (or rate cap), employee costs are contained within the rate cap and investment in new assets is modest unless funded through grants or reserve funds.

The graph below illustrates Council’s accumulated, unrestricted (or net cash position) over the life of the LTFP. The cash position deteriorates during the first half of the plan. This is a consequence of investments in significant (and planned) priority projects. During the mid-term of the LTFP, cash position flattens as capital investment tapers. The second half of the LTFP will see an increase in renewal expenditure for roads and buildings with Council’s cash position slightly above target at the end of the LTFP. Whilst some grant funding has been identified for capital investment in later years, this is conservative. The unrestricted cash position excludes discretionary reserve funds, projected to be \$2,500,000 at the end of the plan which may be allocated to unidentified projects. Similarly, this also provides some “security” against unforeseen financial shocks. The LTFP by its nature is conservative, however, does provide opportunities for Council to invest in new initiatives.



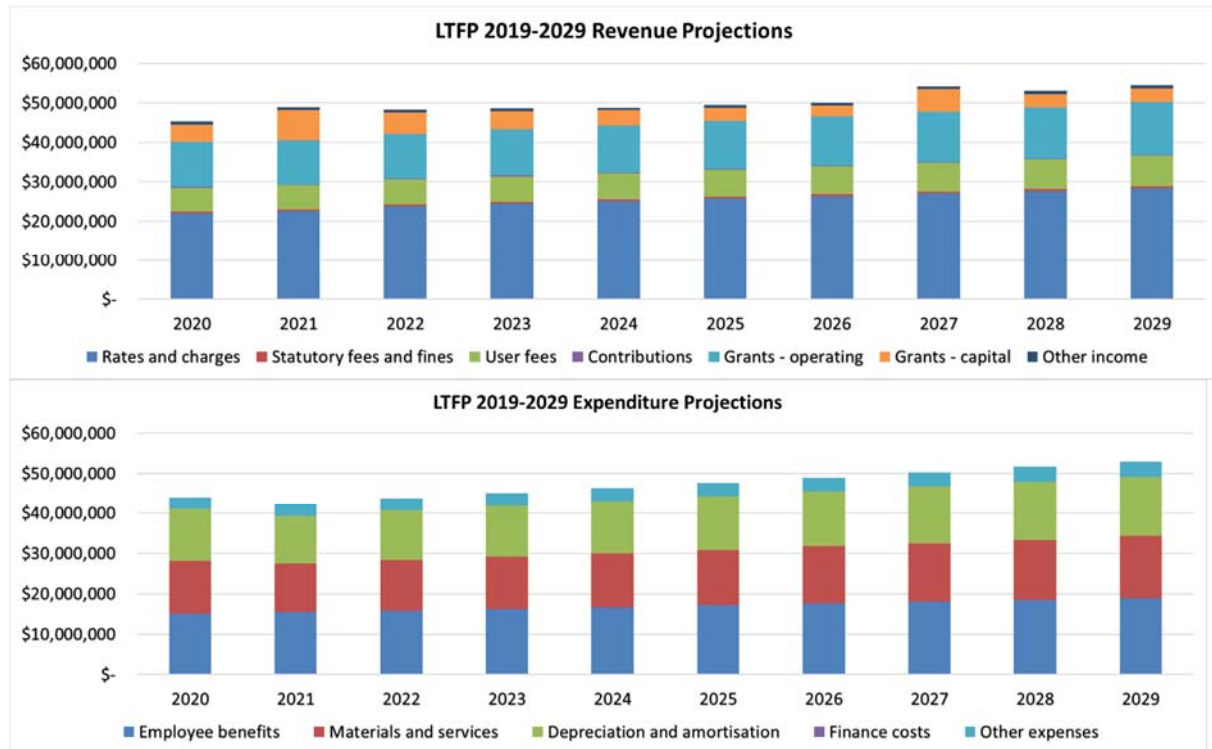
The primary long-term average Victorian Auditor General’s Office (VAGO) financial sustainability indicator results of the LTFP are provided below. The Net Underlying Result (medium risk) reflects Council’s reliance on non-recurrent capital grants to fund capital expenditure. This is not unexpected, however, does suggest Council should look to build alternate recurrent revenue streams. The Liquidity and Renewal ratios are favourable and

indicative of Council's sound financial position and commitment to economic sustainability. However, the LTFP projections are not without risk, particularly if revenue or expenses trend unfavourably. As such Council should continue to scrutinise its financial position as part of every budget cycle.

Key Metrics	Units	Risk Indicator Range			LTFP Average
		Red (High Risk)	Amber (Medium Risk)	Green (low Risk)	
Net Underlying Result	%	<-0%	0% - 5%	>5%	0.1%
Liquidity (Unrestricted)	Ratio	<=.75	.75 - 1.0	>1.0	1.81
Renewal Gap Ratio	Ratio	<0.5	0.5-1.0	>1.0	1.00

**Revenue and Expenditure**

Council will need to ensure recurrent and non-recurrent expenditure commitments arising from existing services and operations continue to be managed prudently. The recently adopted Long Term Asset Management Plans and contractual commitments need to be considered, along with capital expenditure on existing (renewal and upgrade) and new assets. Assumptions on service levels have also been made. If revenue growth flattens or expenditure growth cannot be contained within the projected rate and non-rate income increases then services levels will need to be adjusted accordingly. Council's revenue and expenditure sources across the LTFP are illustrated below.



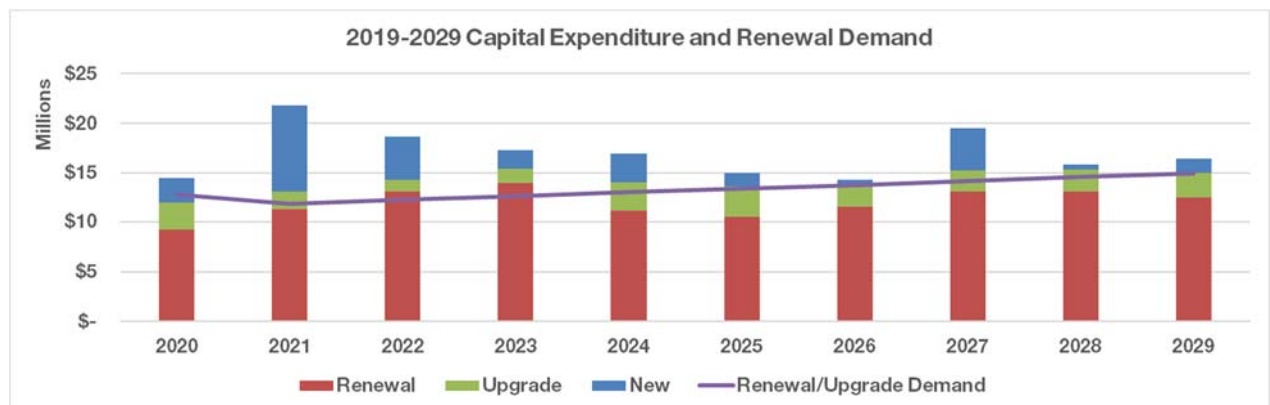
**Asset Management**

Council’s recently adopted Long Term Asset Management Plan (LTAP) is an essential input to the LTFP. The LTFP is informed by services levels and renewal demands of the LTAP. The LTFP also includes assumptions and indications of funding sources.

The baseline assumption employed in drafting the LTFP is to ensure Council can continue to meet its asset renewal targets over the medium-long term. That is, fund its depreciation expense. Notwithstanding this, there will be variability in the level of renewal expenditure from year-to-year, if Council does not maintain an average renewal ratio (renewal/upgrade expenditure relative to depreciation expense) greater than 1:1 (or 100%) in the medium to long term, Council’s asset base will begin to deteriorate. This approach also assumes Council will not be investing in new assets if it cannot maintain what it already owns.

For Council to be financially sustainable, it needs to be able to maintain the condition of its infrastructure (assets) at the agreed service levels in order to deliver services to the community over the longer term. The consumption of these assets (depreciation) should not exceed asset renewal. Therefore, the LTFP includes provision for strategic road and building upgrades not identified in LTAP to ensure the average renewal ratio of 100% is maintained. This provision is from year 5 of the LTFP and commitments to specific projects should be identified during annual budget cycles.

Council’s projected capital works and renewal demand over the life of the LTFP is summarised below.



**Borrowings**

The LTFP does not propose new borrowings and maintains Council’s debt free status. However, consideration could be given to the strategic use of debt into the future. Most Councils finance some of their capital expenditure through borrowings. Generally, these are for expenditures on major (new) infrastructure projects. Borrowing funds allows the cost of these projects to be spread over a number of years in order to facilitate inter-generational equity for these long-lived assets.

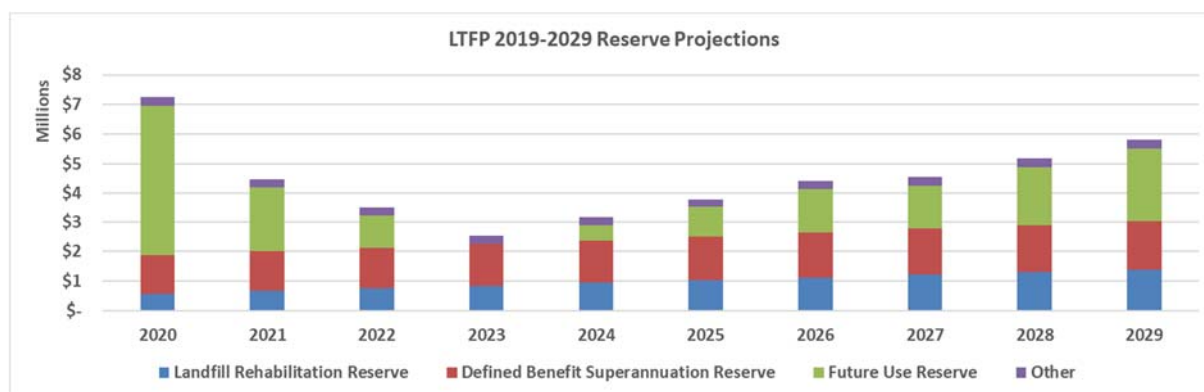
**Cash Reserves**

Over the life of the LTFP Council continues to maintain reserve funds for future use. The cash reserves are for use when required or an alternate use is resolved. The major reserves to be maintained are:

- Landfill Rehabilitation Reserve: Future landfill rehabilitation costs (discretionary)

- Defined Benefit Superannuation Reserve: Future defined benefit fund calls (discretionary)
- Future Use Reserve: Programmed and unprogrammed capital or operating expenditure (discretionary).

Projected reserve balances are illustrated below.



### **Risks**

Council's activities expose it to a variety of risks which need to be considered in the LTFP. Long term planning in a dynamic environment has to accommodate some level of uncertainty. Known risks over the life of the LTFP include:

- Unexpected increase in employment or materials and services costs
- Lower than projected rate (cap) increases or introduction of an efficiency factor by the Essential Services Commission
- Reduced available of discretionary grants
- Declining recurrent revenue streams.

These risk will need to be monitored closely and should be considered more fully during annual budget cycles.

### **Policy and Legislative Context**

Development of the Long Term Financial Plan 2019-2029 is in accordance with the 2018-2019 Council Annual Action Plan, 2017-2021 Council Plan and 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 efficiently and sustainably.

Whilst not currently required under existing legislation, developing and maintaining a Long Term Financial Plan is good practice, particularly in assessing the financial implications of Council policy and decision making long-term. In the absence of a LTFP it is also difficult to assess whether or not a Council will be sustainable in the long-term. Nevertheless, and as

foreshadowed in the lapsed Local Government Bill 2018, it is likely integrated planning and reporting framework will be legislated to position the Council Plan and Budget at the centre of strategic decision making and accountability. This integrated approach will require councils to have a financial plan with a (minimum) 10-year outlook. It will similarly apply to a LTAP and a Community Vision.

This LTFP also complies with the principles of sound financial management as detailed in section 136 of the *Local Government Act 1989*.

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

The LTFP builds upon the work that commenced in October 2017. Since that time the Finance Department and Leadership Group have completed a significant amount of work in completing the Long Term Financial Plan 2019-2029. This also occurred in conjunction with the development of the 2019-2020 Budget.

During the development of the LTFP, existing strategies and plans, including community plans, have been referenced, particularly in regard to ensuring asset renewal demand is met and proposed new assets and upgrades are in accordance with such strategies and plans.

Council was briefed on the Long Term Financial Plan 2019-2029 on 11 June 2019. Officers will review the LTFP again as part of drafting the 2020-2021 Budget.

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

The financial and resource implications as discussed above and contained within the Long Term Financial Plan 2019-2029. The LTFP has been developed to ensure long-term financial sustainability having regard to the Victorian Auditors General's Office financial sustainability risk indicators. The LTFP projects Council will remain in a sound financial position.

#### **Options**

Council may choose to not adopt the Long Term Financial Plan 2019-2029 or similarly adopt it with or without amendment.

#### **Conclusion**

The Long Term Financial Plan 2019-2029 is by its nature a forecasting document. Financial forecasting aims to quantify the future impacts of Council decisions and policy and identify the available options to close the gap between revenues and expenditure. It informs Council's decision making and priority setting and assists to manage growth or contraction.

The Long Term Financial Plan 2019-2029 does not commit Council to a course of action or to the projects and initiatives identified in the LTFP. Its adoption provides strategic guidance to the organisation to ensure Council's financial objectives are reflected appropriately within its operations and ensuring the organisation remains financially sustainable into the future.

## RECOMMENDATION

That Council adopt the Long Term Financial Plan 2019-2029.

### COUNCIL RESOLUTION


**MOVED:**            *Cr Durant*

**SECONDED:**      *Cr Oakes*

That the recommendation be adopted.

**CARRIED**

### Attachments

1. Long Term Financial Plan 2019-2029 - Under Separate Cover 

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## 9.4 Domestic Wastewater System Contribution Program Policy

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

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Rory Neeson

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

### Summary

The purpose of this report is to provide information to Councillors on how Council will implement a Domestic Wastewater System Contribution Program (DWSCP).

### Introduction

The DWSCP aims to provide a financial incentive for the development of new housing in the Shire on lots in township areas that are not serviced by a reticulated sewage system.

This includes the towns of Darlington, Derrinallum, Lismore, Noorat and Princetown.

The program has been developed in response to feedback provided to Council, that the high costs associated with wastewater treatment on small blocks in these towns is a barrier to development.

Through the creation of this program, it is hoped that Council can encourage more development in these towns, leading to increases in both population and economic activity for the Shire.

The program is unique with no other councils in the state having completed anything similar, and if successful it could be expanded or completed again in future years.

### Issues

The Corangamite Shire Council Domestic Waste Water Plan provides a risk framework of the potential ability for sustainable wastewater management for every property within the Shire.

The risk framework is based on collated information of environmental and built constraints including lot size, township zone, slope, soil type, flooding potential, as well as the proximity to surface water, groundwater and bores.

Based on a risk assessment of these constraints, there are three summary classes provided to lots when Council officers are completing an assessment – Low, Medium and High.

Through this risk assessment, constraints are identified where a greater level of investigation and design may be required to identify a sustainable domestic wastewater management system.

This investigation often includes the requirement for the completion of a Land Capability Assessment (LCA) by a suitably qualified engineer, to identify the suitable location and sizing of the proposed effluent disposal area, taking into consideration any constraints on the lot.

Conventional systems (septic tanks and trenches) are typically not appropriate for these townships and therefore properties must have an EPA approved secondary wastewater treatment system that is capable of meeting waste water requirements.

These LCA investigations and secondary systems can be costly to the property owner and are often seen as a deterrent for people developing land in non-sewered towns in the Shire.

This program aims to help address these issues by providing a financial incentive for the development of new housing in non-sewered towns in the Shire.

Under this program, the owner of a lot of land would be eligible for a one-off grant of up to \$5,000 if the completion of a Land Capability Assessment (LCA) and/or the installation of an EPA approved secondary wastewater treatment system that is capable of achieving a 20/30 standard effluent is required.

To access funding through this program the following steps would occur:

1. The applicant's lot must be located in the township zone of Darlington, Derrinallum, Lismore, Noorat or Princetown
2. The lot must not have a site value in excess of \$120,000
3. The lot must be the applicant's primary place of residence
4. The applicant must make contact with Council to have an assessment of the lot completed by Council's Environmental Health Team in accordance with the DWMP
5. The lot be assessed as requiring a LCA and/or a secondary wastewater system for the property under the DWMP
6. An application form for the funds is completed by applicant
7. A meeting of DWSCP panel is held (consisting of a member of the Environmental Health Team, Manager Environmental and Emergency and Manager Growth and Engagement), where the application is discussed and a funding recommendation is decided
8. The applicant is advised of the decision within 28 days
9. The applicant must then obtain all relevant permits and then complete works in line with permit conditions under the *Environment Protection Act 1970*
10. Proof of purchase of the relevant septic system including invoices, photos of the works provided and final 'Approval to Use' certificate issued in line with program guidelines
11. Acquittal form completed that provides relevant details for transfer of funding. Works would need to be completed within 12 months
12. Funding transferred to applicant.



Council would only make payment to the applicant once the works are completed using an acquittal process similar to other grants programs in the Shire.

The funding would be made to the applicant and not the property meaning that if the lot was to be sold the new property owner would have to reapply for the grant.

### **Policy and Legislative Context**

This new program is consistent with the following Council Plan 2017-2021 objectives:

- Increase the population of Corangamite Shire.
- Preserve the natural environment of Corangamite Shire.
- Engage with and listen to our communities.
- Support our small towns and dispersed population.

### **Internal / External Consultation**

The program has been developed in consultation with Council's Environmental Health Unit and Council's Senior Officer Group.

### **Financial and Resource Implications**

There is a \$30,000 budget allocation for the implementation of this program. Successful applicants would be eligible for a one-off contribution of up to \$5,000 to their LCA or secondary wastewater system costs.

### **Options**

Councillors may choose to adopt the DWSCP Policy, make changes to the policy or not adopt the policy.

### **Conclusion**

The DWSCP aims to provide a financial incentive for the development of housing in the Shire on lots in township areas that are not serviced by a reticulated sewage system.

If successful, Council may look to complete further rounds of the program in future years to continue to encourage development in these towns while providing economic, environmental and social benefits to the Shire.

## **RECOMMENDATION**

**That Council adopts the Domestic Wastewater Contribution Program Policy**

### **COUNCIL RESOLUTION**


**MOVED:**            *Cr Brown*  
**SECONDED:**    *Cr Gstrein*

**That the recommendation be adopted.**

**CARRIED**

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**Attachments**

1. Policy Council Growth and Engagement Domestic Wastewater System Contribution Program 



**CORANGAMITE  
SHIRE**

# **Domestic Wastewater System Contribution Program Policy**

**Corangamite Shire**  
June 2019

# Council Policy



## Domestic Wastewater System Contribution Program Policy

### Introduction

This policy provides details how Council will implement a Domestic Wastewater System Contribution Program (DWSCP).

### Purpose

The purpose of the DWSCP is to provide a financial incentive for the development of housing in the Shire on lots in township areas that are not serviced by a reticulated sewage system (Darlington, Derrinallum, Lismore, Noorat and Princetown).

This financial incentive is being offered to encourage the construction of new housing in these towns as the high costs often associated with the installation of a wastewater septic system can be seen as a barrier to new developments in some townships, also taking into account the prevailing housing market conditions.

### Scope

The program will be managed by Council's Growth and Engagement team with eligibility for funding through the DWSCP to be completed via an assessment process coordinated by Council's Environmental Health Unit in accordance with Corangamite Shire Domestic Wastewater Management Plan.

The assessment includes a variety of factors including township location, lot size, land zoning, soil type and type of wastewater system required for the property.

An internal panel would then meet to assess any applications made to the program.

Funding would only be available to new dwellings and not extensions or additions to existing dwellings.

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

### Definitions

Council – Corangamite Shire Council

Program – Domestic Wastewater System Contribution Program

Dwelling – As defined under the Building Code of Australia

### References

Corangamite Shire Council Domestic Waste Water Management Plan 2014

Corangamite Shire Planning Scheme.

### Policy Detail

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Adopted at Council on:  
Agenda Item:  
Responsibility: Manager Growth and Engagement  
Document Number:

Department: Growth and Engagement  
To be reviewed by:  
Page Number: 2

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Corangamite Shire Council – Domestic Wastewater System Contribution Program Policy

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Some of the towns in the north of the Corangamite Shire, (Darlington, Derrinallum, Lismore and Noorat) as well as Princetown in the south, do not have reticulated township sewage systems like other towns in the Shire.

This means that blocks in these towns require individual wastewater management systems which can be expensive for potential development, especially on small lot sizes.

The Corangamite Shire Council Domestic Waste Water Plan provides a risk framework of the potential ability for sustainable wastewater management for every lot within the Shire.

The risk framework is based on collated information of environmental and built constraints including lot size, township zone, slope, soil type, flooding potential as well as the proximity to surface water, groundwater and bores and identifies properties that require expensive design and/or wastewater treatment systems.

This program aims to help address these issues by providing a financial incentive for the development of new housing in non sewered towns in the Shire.

Under this program, the owner of a lot of land would be eligible for a one-off grant of up to \$5,000 if the completion of a Land Capability Assessment (LCA) and/or the installation of an EPA approved secondary wastewater treatment system that is capable of achieving a 20/30 standard effluent is required.

To access funding through this program the following steps would occur:

1. The applicant's lot must be located in the township zone of Darlington, Derrinallum, Lismore, Noorat or Princetown.
2. The lot must not have a site value in excess of \$120,000.
3. The lot must be the applicant's primary place of residence.
4. The applicant must make contact with Council to have an assessment of the lot completed by Council's Environmental Health Team in accordance with the DWMP.
5. The lot be assessed as requiring a LCA and/or a secondary wastewater system for the property under the DWMP.
6. An application form for the funds is completed by applicant.
7. A meeting of DWSCP panel is held (consisting of a member of the Environmental Health Team, Manager Environmental and Emergency and Manager Growth and Engagement), where the application is discussed and a funding recommendation is decided.
8. The applicant is advised of the decision within 28 days.
9. The applicant must then obtain all relevant permits and then complete works in line with permit conditions under the *Environment Protection Act 1970*.
10. Proof of purchase of the relevant septic system including invoices, photos of the works provided and final 'Approval to Use' certificate issued in line with program guidelines.
11. Acquittal form completed that provides relevant details for transfer of funding. Works would need to be completed within 12 months.
12. Funding transferred to applicant.

Council would only make payment to the applicant once the works are completed using an acquittal process similar to other grants programs in the Shire.

The funding would be made to the applicant and not the property meaning that if the lot was to be sold the new property owner would have to reapply for the grant.

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Adopted at Council on:  
Agenda Item:  
Responsibility: Manager Growth and Engagement  
Document Number:

Department: Growth and Engagement  
To be reviewed by:

Page Number: 3

Corangamite Shire Council – Domestic Wastewater System Contribution Program Policy

The funding would be provided on a first in basis for the 2019-2020 financial year (there is a current budget line of \$30,000 to implement the program).

If successful Council may look to complete further rounds of the program in future years to continue to encourage development in these towns while providing economic, environmental and social benefits to the Shire.

**Review Date**

June 2020.

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Adopted at Council on:  
Agenda Item:  
Responsibility: Manager Growth and Engagement  
Document Number:

Department: Growth and Engagement  
To be reviewed by:

Page Number: 4

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## 9.5 Retail Area Façade Improvement Program Policy Review

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

**File No:**

**Previous Council Reference:** Nil

### **Declaration**

Chief Executive Officer – Andrew Mason

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

Author - Rory Neeson

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

### **Summary**

This report proposes to revoke the current Retail Area Façade Improvement Program (RAFIP) Policy and adopt an updated policy to be implemented in 2019-2020.

### **Introduction**

The RAFIP has been successful with over 90 businesses receiving funding as part of the program over the past four years.

This led to over \$600,000 being spent on improvements to business façades in the Shire with the majority of the works being completed by local tradespeople.

It is because of this success that it is proposed to complete a fifth round of the program. \$50,000 has been allocated in the 2019-2020 Budget by Council, which will allow more businesses to apply and be funded through the program.

Below are some before and after photos from some of the successful projects funded under the program in 2018-2019, which demonstrates the high impact that the program continues to have on improving façades and the streetscapes in the Shire.

Little Bit of Sweet – Timboon

**BEFORE**



**AFTER**



T.L.C Tyres – Camperdown

**BEFORE**



**AFTER**



**Issues**

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

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



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

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

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

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

No changes are proposed to the policy other than extending the review period from one year to every three years in line with other Council policies and amending the dates in line with this change. If Council decided to stop funding the program in future years or further changes were required, a review of the policy could be completed ahead of the scheduled three year time period.

### **Policy and Legislative Context**

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

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

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

### **Internal / External Consultation**

Following the implementation of the program in 2018-2019, consultation has been completed internally with all departments at Council who were involved in the program.

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

### **Financial and Resource Implications**

The RAFIP has a \$50,000 budget allocation in the 2019-2020 Budget to create a fund for businesses to apply to as part of the program.

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

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

### Options

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

### Conclusion

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

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

## RECOMMENDATION

**That Council:**

- 1. Revokes the existing Retail Area Façade Improvement Program Policy dated June 2018.**
- 2. Adopts the Retail Area Façade Improvement Program Policy dated June 2019.**

### COUNCIL RESOLUTION



**MOVED:** *Cr Gstrein*

**SECONDED:** *Cr Brown*

**That the recommendation be adopted.**

**CARRIED**

### Attachments

1. Policy Council Growth and Engagement Retail Area Facade Improvement Program 2019 
2. Policy Council Growth and Engagement Retail Area Facade Improvement Program Policy 2019 - Tracked Changes - Under Separate Cover 



**CORANGAMITE  
SHIRE**

# Retail Area Façade Improvement Program Policy

Corangamite Shire  
June 2019

# Council Policy



## Retail Area Façade Improvement Program Policy

### Introduction

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

### Purpose

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

### Scope

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

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

### Definitions

Council – Corangamite Shire Council

Program – Retail Area Façade Improvement Program

### References

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

### Policy Detail

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

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

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

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Adopted at Council on: Insert date  
Agenda Item:  
Responsibility: Insert title  
File Number:

Department: Community Relations  
To be reviewed by: June 2017  
Policy Number:  
Page Number: 2

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Corangamite Shire Council Policy – Retail Area Façade Improvement Policy

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

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

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

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

To be eligible for the program applicants must:

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

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

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

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

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

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

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

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

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

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Adopted at Council on: Insert date  
Agenda Item:  
Responsibility: Insert title  
File Number:

Department:  
To be reviewed by: Insert date  
Policy Number:  
Page Number: 3

Corangamite Shire Council Policy – Retail Area Façade Improvement Policy

- **Timboon**

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

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

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

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

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

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

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

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

**Review Date**

June 2022.

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Adopted at Council on: Insert date  
Agenda Item:  
Responsibility: Insert title  
File Number:

Department:  
To be reviewed by: Insert date  
Policy Number:  
Page Number: 4

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## 9.6 Flying of Flags Policy Review

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

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Rory Neeson

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

### Summary

The purpose of this report is to provide information to Councillors about the review of the Flying of Flags Policy.

### Introduction

This policy provides guidelines for the flying of flags at the Corangamite Shire Civic Centre.

### Issues

Council currently flies two flags at the front of the Corangamite Shire Civic Centre. These flags are the Australian Flag and the Corangamite Shire Flag.

Currently Council only flies the Aboriginal Flag during NAIDOC week and National Reconciliation week.

As part of this review, Council staff have completed a quick survey with other Council's in the region which found that all other Councils in the Great South Coast are currently flying the Aboriginal Flag every day of the year in addition to the Australian Flag and their own Council Flag.

Flying the Aboriginal Flag is a mark of respect and acknowledges the important role the indigenous community has in our Shire, which is why it has been proposed to change this policy accordingly.

The policy still contains details on the flying of flags on special days, half-masting and correct Australian Flag protocol. No changes are proposed to these sections of the policy except for the addition of the Aboriginal Flag where relevant.

### Policy and Legislative Context

The review of the Flying of Flags Policy is consistent with the following Council Plan objective:

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

### **Internal / External Consultation**

The review of this policy has involved consultation with the staff responsible for flying/maintaining the flags at the Corangamite Shire Civic Centre as well as other Council's in the region.

### **Financial and Resource Implications**

The addition of a third flag pole to allow the flying of the Australian, Aboriginal and Corangamite Shire flags has been costed at \$1,000.

### **Options**

Councillors may choose to adopt the updated Flying of Flags Policy, make further changes to the policy or not adopt the policy.

### **Conclusion**

This Flying of the Flags Policy has been reviewed to allow for the flying of the Aboriginal Flag every day of the year at Corangamite Shire Civic Centre. The flag would be flown alongside the Australian and Corangamite Shire Flags through the installation of a third flag pole. No other changes are proposed to the policy.

## **RECOMMENDATION**

### **That Council:**

- 1. Revokes the existing Flying of Flags Policy dated February 2017.**
- 2. Adopts the updated Flying of Flags Policy dated June 2019.**

## **COUNCIL RESOLUTION**



***MOVED:***            ***Cr Durant***

***SECONDED:***      ***Cr Gstrein***

**That the recommendation be adopted.**

**CARRIED**

### **Attachments**

1. Policy Council Growth and Engagement Flying of Flags 2019 
2. Policy Council Growth and Engagement Flying of Flags 2019 - Tracked Changes - Under Separate Cover 





**CORANGAMITE  
SHIRE**

# Flying of Flags Policy

**Corangamite Shire**  
June 2019

# Council Policy



## Flying of Flags

### Introduction

This Policy provides guidelines for the flying of flags at the Corangamite Shire Civic Centre.

### Purpose

The purpose of this Policy is to provide direction for the flying of flags at the Corangamite Shire Council Civic Centre. It includes consideration of which flags are to be flown, the days and times when they will be flown and when flags are to be flown at half-mast.

### Scope

This Policy applies only to the flags on the flagpoles at the Corangamite Shire Civic Centre.

### Definitions

- Mayor refers to the elected Mayor of Corangamite Shire Council
- CEO refers to the Chief Executive Officer of Corangamite Shire Council

### References

- *The Flags Act 1953*
- Australian Flag Protocol - <https://www.pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>
- *Australian flags - Part 2: The protocols for the appropriate use and the flying of the flag*
- *The Local Government Act 1989*

### Policy Detail

#### Flying Days

The Australian, Aboriginal and Corangamite Shire Flags will be flown outside the Corangamite Shire Council Civic Centre at 181 Manifold Street on all days with the exception of Special Days when the following will apply.

#### Special Days

Anzac Day 25 April. The Australian, Aboriginal and Corangamite Shire Flags will be flown on Anzac Day from 8.30 am at half-mast until 12 noon then at the peak for the remainder of the day.

Remembrance Day 11 November. The Australian, Aboriginal and Corangamite Shire Flags will be flown at the peak from 8.30 am, at half-mast from 10.30 am to 11.02 am, and at the peak again from 11.02 am for the remainder of the day.

#### Flag Protocols

Date Adopted:  
Agenda Item:  
Responsibility: Manager Growth and Engagement  
File Number:

Department Growth and Engagement  
To be reviewed by: June 2022

Page Number: 2

Corangamite Shire Council Policy – Flying of Flags

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Australian Flag Protocol will be followed for the raising, lowering, storage and disposal of Australian flags.

Half Masting

Flags are flown at half-mast as a sign of mourning.

The half-mast position will be a third of the distance down from the top of the flagpole. Council will follow directions from the Australian and Victorian Government for all flags to be flown at half-mast. Council is notified of these occasions from time to time by e-mail.

When lowering the flag from a half-mast position it should be briefly raised to the peak and then lowered ceremoniously.

Flags are not to be flown at half-mast at night.

When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast.

The Australian, Aboriginal and Corangamite Shire Flags can be flown at half-mast on the death of a local citizen including former Councillors on the day, or part of the day, of their funeral. This will be undertaken on direction from the Mayor or CEO.

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

**Review Date**

June 2022.

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Date Adopted:  
Agenda Item:  
Responsibility: Manager Growth and Engagement  
File Number:

Department Growth and Engagement  
To be reviewed by: June 2022

Page Number: 3

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## 9.7 Complaints Handling Policy

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

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Rory Neeson

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

### Summary

This report proposes the adoption of a reviewed Complaint Handling Policy for Council.

### Introduction

In 2015, the Victorian Ombudsman completed a report using information it compiled from Victorian councils and key stakeholders relating to complaints and complaint handling in local government.

The report acknowledged that due to the large amount of services that are provided in the sector, councils receive many complaints from residents regarding service provision. It also discussed that the actual definition of what constitutes a complaint compared to a request for service varied across the sector and that some standard practices should be established to ensure complaints are dealt with in a consistent and efficient manner.

To assist councils improve the way they handle complaints, the Victoria Ombudsman prepared *Councils and complaints – A good practice guide*. This document provided practical and useful advice to councils to ensure their complaint handling mechanisms are effective, promote fairness and integrity and provide ways for Council to improve its services using the data it collects. The guide also recommended that all councils adopt a complaint handling policy and included a template which has been used as a basis for the development of this original policy in 2016.

This report seeks to see that policy with minor changes is adopted by Council. The report does however seek to recommend changes as to how Council records complaints following the implementation of a new record management system and then reporting these annually.

### Issues

Corangamite Shire is committed to providing the highest level of customer service. As part of this commitment, Council encourages feedback as a way to continue to improve the wide variety of services it provides to its community.

Due this commitment and in line with recommendations from Victorian Ombudsman, Council has reviewed its Complaint Handling Policy and proposes only minor updates around title changes and how complaints are recorded and reported.

The policy has been developed using the Victoria Ombudsman's *Councils and complaints – A good practice guide* aims to:

- Provide a standardised approach to managing customer complaints
- Provide a framework for the management of complaints and feedback with a view to continually improving the services Council provides
- Increase the level of customer satisfaction by resolving issues in an effective, fair, respectful and professional manner
- Ensure all statutory requirements are satisfied, and escalation options for customers are communicated clearly
- Ensure Council is collecting data regarding complaints lodged and using this data to improve the delivery of Council services.

This policy relates to all complaints made by customers in relation to Council operations with the exception of the following complaint areas which already have separate processes in place:

- complaints relating to a Council resolution
- complaints relating to a planning application decision
- complaints already reviewed by an external agency
- Freedom of Information (FOI) requests
- complaints relating to a Councillor outside their role as a Councillor
- complaints by staff (Complaints, Grievances and Disputes Procedure)
- complaints relating to legal issues
- work-related grievances from Council employees (i.e. complaints relating to their employment)
- complaints or disclosures made under the *Protected Disclosure Act 2012* including complaints made about Councillors
- complaints about the CEO which are subject to Section 105 of the *Local Government Act 1989*.

This policy relates solely to the management of complaints made to Council, and does not provide guidance for the management of customer requests for service or feedback provided to Council.

The policy seeks to provide clear definitions around what is a complaint, compared to a request for service or feedback provided to Council. It also aims to provide guidelines as to what roles and responsibilities exist within Council when handling complaints as well as making it clear as to how a resident can make a complaint.

A complaint handling procedure is included in the policy that provides guidance and clear expectations for residents around:

- frontline resolution by Council staff
- investigation
- internal reviews
- external reviews.

The procedure also discusses the process for when a complaint is received by a Councillor, how complaints regarding specific matters not included in this policy are dealt with,

remedies for when Council has made an error and the steps that will be taken to address the situation as well as what a resident can expect regarding privacy and confidentiality. The process for the recording of complaints and how Council will report on its performance is also detailed.

A section on unreasonable complaint conduct is included in the policy. While the majority of customers have legitimate concerns and genuinely seek resolution, a small proportion of customers demonstrate unreasonable concerns and unreasonable and uncooperative behaviour. To address these types of customers, a list of unreasonable complaint conduct is provided to assist staff in identifying and dealing with these types of complaints.

No significant changes are proposed as part of the review of this policy with only minor updates to titles, updating of corporate systems and the addition of ways residents can contact Council recommended.

The major change as part of this review will be the recording and reporting of complaints by Council. Following the integration of Council's customer request and document management systems, Council will now be able to record and report on complaints more accurately in an efficient manner.

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

The review of Council's Complaints Handling Policy is consistent with the following Council Plan Governance and Financial Sustainability objective:

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

The review also ensures Council is still compliant with the recommendations in the Victorian Ombudsman's *Councils and complaints – A good practice guide*.

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

This policy has been reviewed internally by Council's Senior Officer Group. Further training and consultation with staff will be completed once the policy is adopted to ensure all complaints are being recorded correctly as part of the integration of Council's document and customer request systems.

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

No additional financial resources are proposed through the adoption of this policy.

#### **Options**

Council may choose to adopt this Complaint Handling Policy, amend the policy before adoption or it may choose to not adopt the policy.

#### **Conclusion**

This Complaint Handling Policy seeks to ensure that Corangamite Shire can continue to provide the highest levels of service to its customers. It has been updated to address changes to positions and corporate systems while still addressing all of the issues raised in the report prepared by Victoria Ombudsman *Councils and complaints – A good practice guide*.

Further training will ensure that Council can better use its integrated systems to record and report complaints in a more efficient and timely manner.

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## RECOMMENDATION

That Council:

1. Revokes the existing Complaints Handling Policy dated June 2016.
2. Adopts the updated Complaints Handling Policy dated June 2019.

## COUNCIL RESOLUTION

**MOVED:**            *Cr Oakes*  
**SECONDED:**      *Cr Brown*

That the recommendation be adopted.

**CARRIED**

## Attachments

1. Policy Council Growth and Engagement Complaints Handling Policy 2019 
2. Policy Council Growth and Engagement Complaints Handling Policy 2019 - Tracked Changes - Under Separate Cover 



**CORANGAMITE  
SHIRE**

# Complaints Handling Policy

Corangamite Shire  
June 2019



# Council Policy



## Complaints Handling Policy

### Introduction

Corangamite Shire Council is committed to providing the highest level of customer service in a friendly, helpful and professional manner. As part of this commitment, Council values and encourages any feedback and will use this as a way to consistently improve the service it provides to the community.

The policy has also been developed modelling the Victorian Ombudsman "Council's and complaints – A good practice guide"

### Purpose

The purpose of this policy is to:

- provide a standardised approach to managing customer complaints;
- provide a framework for the management of complaints and feedback with a view to continually improving the services Council provides;
- increase the level of customer satisfaction by resolving issues in an effective, fair, respectful and professional manner;
- ensure all statutory requirements are satisfied, and escalation options for customers are communicated clearly;
- ensure Council is collecting data regarding complaints lodged and using this data to improve the delivery of Council services.

### Scope

This policy applies to all Council Officers and contractors carrying out work on behalf of Council. In all instances where a Council officer is the subject of a complaint, the complainant will be directed to that officer's Manager, Director or CEO.

This policy relates to all complaints made by customers in relation to Council operations with the exception of the following complaint areas which already have separate process in place:

- Complaints relating to a Council resolution;
- Complaints relating to a planning application decision;
- Complaints already reviewed by an external agency;
- Freedom of Information (FOI) requests;
- Complaints relating to a councillor outside their role as a councillor
- Complaints by staff (Complaints, Grievances and Disputes Procedure)
- Complaints relating to legal issues;
- Work-related grievances from Council employees (i.e. complaints relating to their employment);
- Complaints or disclosures made under the *Protected Disclosure Act 2012*;
- Complaints about the CEO which are subject to Section 105 of the *Local Government Act 1989*.

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This policy relates solely to the management of complaints made to Council, and does not provide guidance for the management of customer requests for service or feedback provided to Council.

**Definitions**

*Complaint*

A complaint is an expression of dissatisfaction with a service provided by Council, the behaviour of a Council employee or contractor or a delay or failure in providing a service, taking an action, or making a decision by or on behalf of Council.

*Request for service*

Contact with Council to seek assistance, to access a new service, to seek advice, or to inform or make a report about something for which Council has responsibility.

*Feedback*

Can take the form of comments, both positive and negative, about services provided by Council without necessarily requiring a corrective action, change of services or formal review of a decision.

*Complainant*

A person or organisation that makes a complaint.

*Complaint Handling System*

The way in which Council deals with complaints, including policy and procedures, electronic systems and reporting mechanisms.

**References**

- Corangamite Shire Customer Service Charter
- Corangamite Shire Councillor Code of Conduct
- Corangamite Shire Staff Code of Conduct
- Victorian Ombudsman “Councils and complaints – A good practice guide”
- *Local Government Act 1989*
- *Victorian Charter of Human Rights and Responsibilities Act 2006*
- *Protected Disclosure Act 2012*
- *Privacy and Data Protection Act 2014*
- *Information Privacy Act 2000*
- *Freedom of Information Act 1982*

**Policy Detail**

Guiding Principles

This policy is based on seven principles, as outlined in the Victorian Ombudsman’s Councils and complaints – A good practice guide.

1. Commitment

We are committed to resolving complaints that we receive. Our culture recognises people’s right to make a complaint and considers complaint handling to be part of our core business of providing customer service and improving service delivery.

2. Accessibility

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People can easily find out how to complain to us, and we actively assist them with the complaint process.

3. Transparency

The complaint handling system clearly sets out how to complain, where to complain, and how the complaint will be handled. The steps taken to respond to a complaint are recorded and will stand up to scrutiny.

4. Objectivity and fairness

Under the complaint handling system, complainants and staff are treated with respect and courtesy and complaints are judged on merit and fact.

5. Confidentiality

The complaint handling system protects the personal information of people making a complaint, and Council staff are informed only on a 'need to know' basis.

6. Accountability

We are accountable, both internally and externally, for our decision making and complaint handling performance. We provide explanations and reasons for decisions, and ensure that our decisions are subject to appropriate review processes.

7. Continuous improvement

We regularly analyse complaint data to find ways to improve how we operate and how we deliver our services. We then implement these changes.

Roles and Responsibilities

*Frontline Staff*

- Receive complaints and record into Council's Customer Request Management system, assess and where possible resolve the complaint at the point of contact, within the scope of their role.
- Where a frontline staff member requires the assistance of the supervisor, the supervisor will assist and investigate to enable the complaint to be resolved at this point of contact.
- Complaints that cannot be managed at this first point of contact are to be referred to the appropriate Manager/Director for investigation and management of the complaint.

*Managers and Directors*

- Provide training and support to staff so that they understand the complaint handling process and are empowered to manage complaints within the scope of their role.
- Receive, investigate and manage any referred complaints through to resolution at this stage.
- Where a complainant requests a review of the decision made, refer to an appropriate Director or the CEO for internal review.
- Conduct any internal reviews through to completion at this stage.

*Chief Executive Officer*

- Receives and manages any escalated complaints that cannot be resolved at the Manager and Director level.

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- Manages complaints that relate to other policies (e.g. Freedom of Information) as applicable.

How to make a Complaint

A person can make a complaint to Council in a number of different ways.

*Mail*

Complaints Management  
Corangamite Shire Council  
PO Box 84  
Camperdown Vic 3260

*Telephone*

Customer Service Team (03) 5593 7100  
National Relay Service 133 677

*Email*

Complaints Management  
[shire@corangamite.vic.gov.au](mailto:shire@corangamite.vic.gov.au)

*Website*

[www.corangamite.vic.gov.au](http://www.corangamite.vic.gov.au)  
“Contact Us”

*In person*

Corangamite Shire Council Civic Centre  
181 Manifold Street  
Camperdown  
Monday – Friday 8.30 am – 5.00 pm

*Social Media*

<http://www.facebook.com/CorangamiteShire/>  
<https://twitter.com/CorangamiteSC>  
<https://www.instagram.com/corangamiteshire/>

Accessibility

Anyone who has been affected by an action or inaction of Council can make a complaint. Council has the following services in place to assist people with specific needs to make a complaint.

- Council can be contacted through the National Relay Service (NRS)
- TTY users can phone the NRS on 13 3677 then ask for (03) 5593 7100
- Speak & Listen (speech-to-speech) users can phone NRS 1300 555 727 and ask for (03) 5593 7100
- Internet Relay users can connect to the NRS via [www.relayservice.com.au](http://www.relayservice.com.au) and ask for (03) 5593 7100
- A hearing loop located at the Corangamite Shire Council Civic Centre, 181 Manifold Street, Camperdown.

Complaint Handling Procedure

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Corangamite Shire Council Policy – Complaints Handling Policy

*Overview*

Corangamite Shire Council takes a four-tiered approach to complaint handling, as follows:

1. Frontline resolution - Frontline staff will receive the complaint and resolve it immediately, if possible. This may be with or without the assistance of a supervisor or team member.
2. Investigation, if required - If frontline staff cannot resolve the complaint, it will be referred to a council officer for investigation.
3. Internal review - If the complainant is not satisfied with the outcome of the investigation, they can request an internal review.
4. Access to external review - If the complainant is not satisfied with the process or outcome of the internal review, they will be informed of any external avenues through which they can pursue their complaint.

*Frontline Resolution*

Frontline staff will:

- Define whether the contact with the customer is considered to be a complaint or whether it should be defined as a request for service or feedback.
- Receive the complaint and register it in Council's Customer Request Management system.
- Acknowledge all complaints with seven working days.
- Clarify the complaint and the outcome the complainant is seeking.
- Assess the complaint to determine how it should be dealt with.
- If frontline staff are unsure about any of the above steps due to the nature of the complaint, discuss with Council's Growth and Engagement Manager or their Department Manager.

*Investigation*

- If frontline staff cannot resolve the complaint, it will be assigned to a council officer for investigation.
- The officer handling the complaint will advise the complainant who the contact person is and how long it will take to respond to the complaint.
- Complaint handling staff will aim to resolve all complaints within 28 days.
- If it takes longer than 28 days to resolve a complaint, the contact person will contact the complainant prior to or at this time and explain why.
- Complaints that are not resolved within 28 days will be subject to review and staff may need to escalate the complaint if necessary to ensure that a resolution is expedited.
- The officer responsible for handling the complaint will write to the complainant to advise them of the outcome. The outcome letter will contain reasons for the decision made and the contact information for the responsible officer.
- Where appropriate, the officer handling the complaint will contact the complainant via telephone to discuss the outcome of their complaint prior to sending the outcome letter.
- A complainant can withdraw a complaint at any point during its review.

*Internal Review*

- The complainant may request an internal review of their complaint if they are not satisfied that the complaint has been resolved or was handled correctly.
- When allocating a matter for internal review, the reviewing officer must not be involved in the original decision, action or investigation or be from the same work area. The allocated officer may be another Manager, Director or the CEO. The

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allocation of the review will be guided by the nature and complexity of the complaint.

- The officer reviewing the complaint is required to review the history of the matter, including any findings from any previous investigations and any responses and information provided to the complainant.
- The complainant will be provided with a written acknowledgement of their request for a review within ten business days of its receipt.
- This acknowledgement will include the contact details of the officer, how the complaint will be handled and how long it will take to resolve.
- A written outcome letter signed by the officer responsible for the internal review will be provided to the complainant at the conclusion of every internal review.
- Where available, the outcome letter will advise the complainant of any avenues of external review available in relation to the matter.

*Complaints received by Councillors*

When a Councillor receives a complaint from a member of the public, he or she will refer it to the CEO or the relevant Director.

Council staff will then respond to the complaint in accordance with this policy.

A Council officer may sign the outcome letter.

*Complaints about Contractors*

Council retains a level of responsibility for services carried out by contractors on its behalf.

This policy applies to all contractors carrying out services on Council's behalf.

Where a complaint is made regarding a contractor with Council, the contract manager will follow up with the contractor and ensure the steps outlined in this policy regarding complaint handling are followed and any appropriate action is undertaken.

*Complaints about specific matters - alternative procedures*

There are specific complaint procedures that will apply to certain types of complaints. If the complaint received would be better handled with another process outside this policy, this will be explained to the complainant at the start. This includes:

- Complaints about allegations of corrupt conduct. Where a complaint involves allegations of corrupt conduct, it will be handled in accordance with the *Protected Disclosure Procedures 2012*
- Complaints about Councillors will be dealt with in accordance with the Councillor Code of Conduct and the *Protected Disclosure Procedures 2012*
- Complaints about the Chief Executive Officer will be handled according to the *Local Government Act 2013*, the *Protected Disclosure Act 2012* or the Employee Code of Conduct and should be made in writing to the Director Corporate Services, the Personal Disclosure Coordinator or directly to IBAC of the Victorian Ombudsman.

*Remedies*

Where we have found that we have made an error, we will take steps to redress the situation. Possible remedies include, but are not limited to:

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- An explanation of why the error occurred and steps taken to prevent it from repeating
- A correction of misleading records
- A reversal of a decision
- A change to policy, procedure or practice
- Disciplinary action taken against a staff member
- Providing the means of redress requested by the complainant.

Where we identify an error, we will consider offering a genuine apology to the complainant, in addition to any other remedies offered, irrespective of whether the complainant specifically requests this.

*Privacy and Confidentiality*

When gathering information to respond to a complaint, we will only:

- Use it to deal with the complaint or to address systemic issues arising from the complaint.
- Disclose it in a de-identified format when disclosing data to the public.
- Share it with Council staff on a need to know basis.

*Recording Complaints*

All complaints are recorded within Council's Customer Request Management system and document management system where appropriate which have been integrated into the same corporate system.

We analyse our complaint data and provide reports to Council on how we can reduce complaints and improve services. Senior management is responsible for acting on the recommendations in these reports.

We record the following information for each complaint:

- The complainant's details
- How the complaint was received
- A description of the complaint
- The complainant's desired outcome (if known)
- The Council officer responsible for handling the complaint
- Any action taken, including contact with the complainant, response times and the outcome
- Any recommendations for improvement, and who is responsible for implementing them.

Any queries regarding the recording of complaints should be directed to the Manager Growth and Engagement.

*Reporting on Performance*

To measure our performance, we have the following key performance indicators:

- Complaints received
- Complaints upheld
- Complaints partially upheld
- Complaints not upheld

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We will report against our complaint handling key performance indicators monthly via the Corporate Services Reporting that is presented to Council quarterly. These results will also be made available publically via the Corangamite Shire Council Annual Report.

*Unreasonable Complainant Conduct*

While the majority of customers have legitimate concerns and genuinely seek resolution, a small proportion of customers demonstrate unreasonable concerns and unreasonable and uncooperative behaviour.

When customers behave unreasonably in their dealings with staff, their conduct can have a negative impact on Council's service delivery to other customers. Due to this, Council will take immediate action to manage customer conduct that negatively and unreasonably affects the organisation, and support staff to do the same.

Unreasonable Complainant Conduct (UCC) is any behaviour by a complainant which, because of its nature or frequency, raises substantial health, safety, resource or equity issues for the Council, staff, other service users and customers or the customer himself/herself or that is considered frivolous or vexatious in nature.

UCC can be divided into five categories of conduct:

- Unreasonable persistence
- Unreasonable demands
- Unreasonable lack of cooperation
- Unreasonable arguments
- Unreasonable behaviours

*Unreasonable Persistence*

Unreasonable persistence is continued, incessant and unrelenting conduct by a complainant that has a disproportionate and unreasonable impact on our organisation, staff, services, time and/or resources. Some examples of unreasonably persistent behaviour include:

- An unwillingness or inability to accept reasonable and logical explanations including final decisions that have been comprehensively considered and dealt with.
- Persistently demanding a review simply because it is available and without arguing or presenting a case for one.
- Pursuing and exhausting all available review options when it is not warranted and refusing to accept further action cannot or will not be taken on their complaints.
- Reframing a complaint in an effort to get it taken up again.
- Bombarding our staff/organisation with phone calls, visits, letters, and emails (including cc'd correspondence) after repeatedly being asked not to do so.
- Contacting different people within our organisation and/or externally to get a different outcome or more sympathetic response to their complaint – internal and external forum shopping.

*Unreasonable Demands*

Unreasonable demands are any demands (express or implied) that are made by a complainant that have a disproportionate and unreasonable impact on our organisation, staff, services, time and/or resources. Some examples of unreasonable demands include:

- Issuing instructions and making demands about how we have/should handle their complaint, the priority it was/should be given, or the outcome that was/should be achieved.

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- Insisting on talking to a senior manager or the (CEO / Director) personally when it is not appropriate or warranted.
- Emotional blackmail and manipulation with the intention to guilt trip, intimidate, harass, shame, seduce or portray themselves as being victimised – when this is not the case.
- Insisting on outcomes that are not possible or appropriate in the circumstances – e.g. for someone to be sacked or prosecuted, an apology and/or compensation when there is no reasonable basis for expecting this.
- Demanding services that are of a nature or scale that we cannot provide when this has been explained to them repeatedly.

*Unreasonable Lack of Cooperation*

Unreasonable lack of cooperation is an unwillingness and/or inability by a complainant to cooperate with our organisation, staff, or complaints system and processes that results in a disproportionate and unreasonable use of our services, time and/or resources. Some examples of unreasonable lack of cooperation include:

- Sending a constant stream of comprehensive and/or disorganised information without clearly defining any issues of complaint or explaining how they relate to the core issues being complained about – only where the complainant is clearly capable of doing this.
- Providing little or no detail with a complaint or presenting information in ‘drips and drabs’.
- Refusing to follow or accept our instructions, suggestions, or advice without a clear or justifiable reason for doing so.
- Arguing frequently and/or with extreme intensity that a particular solution is the correct one in the face of valid contrary arguments and explanations.
- Displaying unhelpful behaviour – such as withholding information, acting dishonestly, misquoting others, and so forth.

*Unreasonable Arguments*

Unreasonable arguments include any arguments that are not based in reason or logic, that are incomprehensible, false or inflammatory, trivial or delirious and that disproportionately and unreasonably impact upon the organisation, staff, services, time, and/or resources.

Arguments are unreasonable when they:

- Fail to follow a logical sequence
- Are not supported by any evidence and/or are based on conspiracy theories
- Lead a complainant to reject all other valid and contrary arguments
- Are trivial when compared to the amount of time, resources and attention that the complainant demands
- Are false, inflammatory or defamatory

*Unreasonable behaviours*

Unreasonable behaviour is conduct that is unreasonable in all circumstances – regardless of how stressed, angry or frustrated that a complainant is – because it unreasonably compromises the health, safety and security of our staff, other service users or the complainant himself/herself. Some examples of unreasonable behaviours include:

- Acts of aggression, verbal abuse, derogatory, racist, or grossly defamatory remarks
- Harassment, intimidation or physical violence.
- Rude, confronting and threatening correspondence.

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- Threats of harm to self or third parties, threats with a weapon or threats to damage property including bomb threats.
- Stalking (in person or online).
- Emotional manipulation.

All staff should note that Corangamite Shire Council has a zero tolerance policy towards any harm, abuse or threats directed towards Council employees. Any conduct of this kind will be dealt with under the Equal Opportunity Policy, in accordance with our duty of care and occupational health and safety responsibilities.

**Review Date**

June 2019

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

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## 9.8 Grants Policy Review

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

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Rory Neeson

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

### Summary

This report proposes the adoption of a reviewed Grants Policy for Corangamite Shire.

### Introduction

This policy aims to provide a broad framework which will guide the provision of consistent grant administration across all of Council's grant programs.

### Issues

This Grants Policy applies to the following grant programs offered by Council.

- Community Grants Program
- Facility Grants Program
- Environmental Support Fund
- Retail Area Façade Improvement Program
- Events and Festivals Program
- Facility Design Grant Program.

The policy should be followed for the introduction of any other future grant programs offered by Council.

This policy does not apply to funding that is provided to the community through other means that can include but is not limited to:

- direct budget allocations
- funding provided to halls, recreation reserves and other special committees of Council
- funding provided to facility management
- Council discretionary funding allocations
- funding provided through the Community Planning Program
- funding provided via sponsorships or donations by Council.

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The policy ensures each of Council's grant programs will adhere to the following key processes:

- documented guidelines with clearly defined criteria
- application form
- advertising process
- assessment process
- conflict of interest
- formal agreement process
- accountability requirements.

It also ensures that each program takes a consistent approach to:

- the feedback process
- conflict of interest provisions
- reallocation of grant program funding.

As part of the review of this policy no major changes are proposed other than the addition of the Events and Festivals Program and Facility Design Grants Program and some minor administrative updates.

### **Policy and Legislative Context**

This Grants Policy is consistent with the following Corangamite Shire Council Plan 2017 – 2021 objective:

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

### **Internal / External Consultation**

This policy has been reviewed internally by all the departments who complete grant programs at Council as well as by Council's Senior Officer Group.

### **Financial and Resource Implications**

No new financial or resource implications are proposed through the adoption of this policy.

### **Options**

Council may choose to adopt this Grants Policy, amend this Grants Policy before adoption or not adopt this Grants Policy.

### **Conclusion**

Council is committed to ensuring Corangamite Shire is a great place to live and assisting with strengthening the development of our local communities.

Through the administration of various grant programs, Council is able to provide funding to the community to allow them to complete various projects/programs that they may not otherwise be able to complete.

This policy will allow Council to continue to provide grants to the community while ensuring we meet our obligations around transparency and financial accountability.

## RECOMMENDATION

That Council:

1. Revokes the existing Grants Policy dated January 2016.
2. Adopts the updated Grants Policy dated June 2019.

## COUNCIL RESOLUTION



**MOVED:** *Cr Gstrein*

**SECONDED:** *Cr Oakes*

That the recommendation be adopted.

**CARRIED**

## Attachments

1. Policy Council Growth and Engagement Grants 2019 
2. Policy Council Growth and Engagement Grants 2019 - Tracked Changes - Under Separate Cover 

Rory Neeson, Manager Growth and Engagement left the meeting at 7.59 pm.



**CORANGAMITE  
SHIRE**

# Grants Policy

## Corangamite Shire

June 2019

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Corangamite Shire Council Grants Policy

# Council Policy



## Grants Policy

### Introduction

Corangamite Shire Council is committed to ensuring our Shire is a great place to live and assisting with strengthening the development of our local communities.

Each year through the budget process, Council makes funds available under various grant funding programs (see below) to help assist the community.

### Purpose

This policy provides a broad framework which will guide the provision of consistent grant administration across all of Council's grant programs.

It will ensure that all guidelines, criteria, application forms, advertising, assessment, agreement and accountability processes are presented in a transparent, consistent and equitable manner, and are understood by the community.

### Scope

This policy is applicable to the following grant programs offered by Council.

- Community Grants Program
- Facility Grants Program
- Environmental Support Fund
- Retail Area Façade Improvement Program
- Events and Festival Program

Facility Design Grants Program This policy does not apply to funding that is provided to the community through other means that can include but is not limited to:

- Direct budget allocations
- Funding provided to halls and recreation reserves
- Funding provided to facility management
- Council discretionary funding allocations
- Funding provided through the Community Planning Program.

This policy also does not include funding provided via sponsorships or donations by Council.

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

### Definitions

#### Grant

A sum of money provided to organisations or individuals for a specific purpose directed at achieving goals and objectives consistent with Council's strategic direction. The recipient is selected on merit against a set of criteria and funding is subject to entering into an agreement with Council that outlines accountability requirements.

### References

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- Corangamite Shire Council Media Relations Policy
- Corangamite Shire Retail Area Façade Improvement Program Policy
- Corangamite Shire Events and Festivals Program Policy

**Policy Detail**

This policy framework is supported by a series of detailed processes that are consistent with Council's strategic direction for the community. The Council Plan and other strategies, plans and policies have guided the development of this framework to ensure that Council provides funding to grant programs that are consistent with Council's overall direction for the Shire.

Each of Council's grant programs will adhere to the following key processes:

1. Documented guidelines with clearly defined criteria
2. Application form
3. Advertising process
4. Assessment process
5. Conflict of interest
6. Formal agreement process
7. Acquittal process

The following content and information will be included within all grant programs to ensure consistency and clear requirements of grant applicants.

**1. Guidelines and criteria**

- Description of grant program
- Eligibility, detailing any specific exclusions
- Assessment criteria
- Conditions of funding
- Acknowledgement of Council
- Timeline
- Step by step guide to the application process

**2. Application form**

- Applicant details
- Assessment criteria
- Permits required
- Budget breakdown
- Signed verification
- Generic email address [grants@corangamite.vic.gov.au](mailto:grants@corangamite.vic.gov.au) to be used
- All applications to be stored electronically in record management system

**3. Advertising process**

- Minimum six week advertising period.
- During this time, as a minimum, two of each the following should be completed:
  - Media release
  - Public notice (completed as per Council's Media Relations Policy)
  - Social media post on Facebook and Twitter
- Other forms of promotion can include:
  - Corangamite Shire News articles
  - Community newsletter articles

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- Radio advertisements

**4. Assessment process**

- Clearly defined assessment process that uses the following scoring methodology:
  - 5 – Greatly exceeds criteria
  - 4 – Exceeds criteria
  - 3 – Generally meets criteria
  - 2 – Meets part of criteria
  - 1 – Fails to meet criteria
  - This scoring methodology is to be used as part of a system where all questions in the assessment criteria are weighted with a percentage amount totalling up 100%.
  - Scoring is then completed where if a question in the assessment criteria is worth 20% and the grant application is scored 4 for a question, a score of 16 would be provided as the score for this question.
- Applications assessed against set criteria.
- Minimum of three people to form part of the grant assessment panel.
- Data inventory to compute individual and total scores for each application assessed.
- Funding recommendations to be presented as part of a Council Report for approval that rank applications in order of scoring and include a short description of the project.

**5. Conflict of interest**

- ‘Conflict of Interest’ or ‘No Conflict of Interest’ form to be completed by each member of assessment panel and saved into document management system.
- If a conflict of interest is declared, that person will not assess the relevant application and the scoring will be averaged using the other two panel member’s scores.
- If a panel member has a conflict of interest with more than three applications, that panel member will be ineligible to participate and another panel member will be required.
- If two panel members declare a conflict of interest for the same application, a new panel member must be selected and replace one of the existing members.

**6. Funding Agreement Process**

- Written documentation detailing as a minimum:
  - Funded body/business/group
  - Amount funded
  - Funding period
  - GST requirements
  - Conditions of the grant
  - Acknowledgement of Council
  - Reporting requirements

**7. Acquittal Process**

- Successful applicants to any of Council’s Grant Program will be required to:
  - Notify in writing any changes to agreed project funding/terms
  - Provide a report on the outcome of the grant that includes copies of relevant documentation as required in the conditions of the grant (e.g. photos, invoices, receipts, permits)
  - Return unexpended funds to Council or obtain written approval for extension of agreed funding

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- Acknowledge Council in all publicity/promotional/advertising material regarding the grant
- Complete a grant acquittal form and return to Council
- Funding will not be provided to a community group if they have an outstanding acquittal of over 12 months.

Feedback Process

All applicants must be informed of the outcome of their application in writing and offered the opportunity to discuss the application/selection process.

Conflict of Interest Provisions

To ensure an accountable and transparent assessment process is maintained, Councillors, Council Officers and members of the public assessing grant applications are required to declare any potential conflicts of interest. This may include, but is not limited to personal connections with any applicant. Anyone having a conflict of interest should not debate, be involved with any discussions, or vote on any matter relating to the specific applicant.

To ensure increased transparency, a declaration of 'No Conflict of Interest' is to also be completed by any Councillors, Council Officers and members of the public, assessing grant applications.

Reallocation of Grant Program Funding

As Council completes its Community, Events and Festivals, Environment and Facility Grant Programs simultaneously, if one of these grant programs is undersubscribed and the other is oversubscribed, funding may be reallocated to allow a greater number of community groups to be funded.

If this is to occur, a clear additional Officer Recommendation is required in the Council Report that states the additional groups to be funded and how much funding is required to be reallocated from one program to the other.

Grants/Funding Database

As community groups are entitled to apply to Council for various forms of funding/grants, a database that contains all forms of funding should be kept updated as grants are awarded and then also as individual grants are acquitted.

Funding will not be provided to a community group if they have an outstanding acquittal of over 12 months.

Templates

To assist Council to provide advice regarding its grant programs in a professional, consistent way, a variety of document templates have been developed for use across all of Council's grant programs which include:

- Corangamite Shire Council Successful Grants Letter Template
- Corangamite Shire Council Unsuccessful Grants Letter Template
- Corangamite Shire Council 'Conflict of Interest' Form
- Corangamite Shire Council 'No Conflict of Interest' Form

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

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

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- Retail Area Façade Improvement Program Acquittal Form
- Community Grants Program Guidelines
- Community Grants Application Form
- Community Grants Acquittal Form
- Facility Grants Program Guidelines
- Facility Grants Application Form
- Facility Grants Acquittal Form
- Environmental Support Fund Guidelines
- Environmental Support Fund Application Form
- Environmental Support Fund Acquittal Form
- Events and Festivals Program Guidelines
- Events and Festivals Program Application Form
- Events and Festivals Program Acquittal Form
- Facility Design Grant Program Guidelines
- Facility Design Grant Program Application Form
- Facility Design Grant Program Acquittal Form
- Corangamite Shire Council Successful Grants Letter Template
- Corangamite Shire Council Unsuccessful Grants Letter Template
- Corangamite Shire Council Grants Conflict of Interest Form
- Corangamite Shire Council Grants No Conflict of Interest Form

**Review Date**

June 2022.

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## 9.9 Barwon South West Regional Dairy Supply Chain Study

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

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Brooke Love

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

### Summary

This report seeks Council endorsement of the Barwon South West Regional Dairy Supply Chain Study.

### Introduction

Dairy industry representatives along with state and local government stakeholders have worked together to develop an evidence base that demonstrates the value of the dairy industry to the state and national economies and highlights the need for investment in the road network to optimise the future benefits.

The transport network investment plan for the dairy industry has been undertaken in three main stages:

- Stage 1 - freight movement data collection and supply chain mapping
- Stage 2 - road and bridge asset data collection and analysis, and
- Stage 3 - economic analysis and investment assessment.

The transport network investment plan will form the underlying evidence base for any future funding bids under various existing State and Federal programs such as the \$200 million Victorian State Government Agriculture and Infrastructure Jobs Fund. Developing a range of evidence based data associated with freight flows and the transport network provides tangible benefits to industry and government.

The project has been led by Corangamite Shire in partnership and with funding from the Victorian government and Colac Otway Shire, Moyne Shire, Southern Grampians Shire, and Warrnambool City Council.

### Issues

South West Victoria is a well-established dairying region of national significance employing nearly 7,000 people on farm but a total of more than 10,000 working in the industry. The region has approximately 1,300 farms and is home to some 392,000 cows. Milk production totals 2.050 billion litres, representing close to 24% of the national milk production and 27% of Australia's dairy exports.

The road network plays a critical role in the dairy supply chain, providing the first and last mile link between the farm gate and processor for raw milk collection. As well as road based freight movements associated with raw milk collection, delivery of cattle, hay, fertiliser and other inputs add to the overall freight task.

The study area includes Colac Otway Shire, Corangamite Shire, Moyne Shire, Southern Grampians and Warrnambool City Council municipalities, however freight volumes originating from outside of the study area contribute to the production of dairy products therefore freight inputs have been included in the study to ensure a more holistic approach.

### ***Key findings***

- There are over 1,300 farms in the study area moving 2.05 billion litres of milk
- The region is the largest dairy production area producing 24% of Australia's milk and representing 27% of dairy exports
- It is expected dairy production and processing will increase by 20% over the next 25 years, to 2.5 billion litres
- To achieve 20% increase in milk production and processing by 2045 it will require an additional 47% of additional gross tonnage to be carted across the network
- This total tonnage across the network, for both milk outbound and supply inbound will, equate to 89.8 million tonne, up from the current 61.1 million tonne
- The Princes Highway forms the network spine as the major east-west link between farms, processors and is the gateway to-market
- In order to maximise the economic benefits in which the dairy industry contributes to south-west Victoria investment in the road network should be prioritised in a staged manner based on freight volumes where:
  - Priority A is the principal network which provides access for Performance Based System (PBS) Level 2A vehicles up to 85.5 tonnes on these routes
    - Princes Highway
    - Cobden-Warrnambool Road
    - Cobden-Stonyford Road
    - Ayresford Road
    - Caramut Road
    - Mailors Flat -Koroit Road
  - Priority B is the supporting network which enhances the remainder of existing PBS Level 2A routes for vehicles up to 85.5 tonnes
  - Priority C is the local connector road network for vehicles up to 74.5 tonnes that gives merit to routes feeding into Priority A and B
- A total \$317 million is required to resurface, rehabilitate or widen roads across 646km arterial roads and 130km local roads and strengthen or replace bridges and major culverts (39 no.)
- Minimising load limitations on structures (bridges and major culverts) and increasing allowable loads will maximise the benefits to industry in the short-term
- The estimated cost of works on structures represents approximately 24% of the total works when comparing road condition upgrades
- Making the recommended \$317.5 million investment over 10 years, and assuming switching to High Productivity Freight Vehicles (HPFV) at the same rate will increase fleet capacity by 20.4% which will underpin significant positive economic outcomes for the industry and the economy more generally including:
  - Benefit Cost Ratio 2.55
  - NPV (@6.5%) of \$84.9 million
  - Reduction in haulage costs of \$4.85/tonne (\$3.27/tonne in 2018 \$)
  - Reduced haulage expenditures of around 5.5%, or 1.6% of the total industry cost base

- The proposed investment in the roads network will lower transportation and freight costs with a reduction of over \$53 million per annum by 2043 (based on fleet switching to HPFV in 10 years).

It is recommended that staging works will be required to maximise the productivity benefits in the short term. As structures (bridges and major culverts) are one of the constraining factors and have the ability to unlock large efficiency gains, the following stages have been recommended to maximise the benefits of upgrading the dairy supply chain network.

Stage 1 – Upgrade Priority A and B bridges

Stage 2 – Priority A and B road condition upgrades

Stage 3 – Upgrade the Priority C network (including structures)

### ***Summary of Individual Reports***

Key points from each of the reports is provided herein. Reports from each of the stages are attached (Stage 1 and 2 under separate cover).

### **Supply Chain Network**

In South Western Victoria the road network serving the dairy industry is dispersed over a large and diverse geographic area.

A large proportion of the freight task moves from the north into the south west region, providing inputs for farms. The majority of truck movements occur around Cobden, facilitating a number of movements between processors, farms, and depots resulting in high tonnages.

Orbital and north-south connector roads assist in joining local roads to major arterial routes, moving raw milk products to processors. The Princes Highway forms the network spine as the major east-west link between farms, processors and is the gateway to market. There are recent upgrades to the Princes Highway including the duplication from Colac to Winchelsea and the addition of new bridges and rail overpasses. This study analyses those sections of the Princes Highway from Colac to the west.

Local roads play a vital role in the supply chain, forming key connections between farms and processors and tend to be more direct when compared to arterial alternatives.

There are over 1,300 dairy farms across the south west region with dairy products constantly moved across the area. The location of farms has evolved over time, driven by rainfall patterns and accessibility to dairy processors.

The key movements in the dairy supply chain include:

- Farm inputs from outside the region to depots
- Farm inputs from outside the region direct to farms
- Depot transfers to farm
- Farm to processors, and
- Processor to market.

The volume of freight across the network varies depending on route, origin and destination. The dairy supply chain is road based which means the greatest challenge is to capture the productivity savings of using HPFVs. Capturing this productivity saving is often restricted by road network standards and road service levels.

As state and local governments regulate road standards for heavy vehicles, supply routes are limited by permitted access to specified roads. Under these requirements, vehicles are limited by length and gross mass which significantly impact the productivity savings of the

road based supply chain. Network-wide standards can tend to be variable for vehicle configuration and payload. As such, suppliers will choose routes based on:

- A less direct route that may allow for the maximum payload but increases travel distances and costs, or
- A more direct route that minimises travel time and distance but may offer lower gross vehicle mass payloads
- Route selection and heavy vehicle approval is also subject to bridge standards (load limitations), road geometry, pavement condition and intersections.

Figure 1 depicts the supply chain network and volumes across the study area:

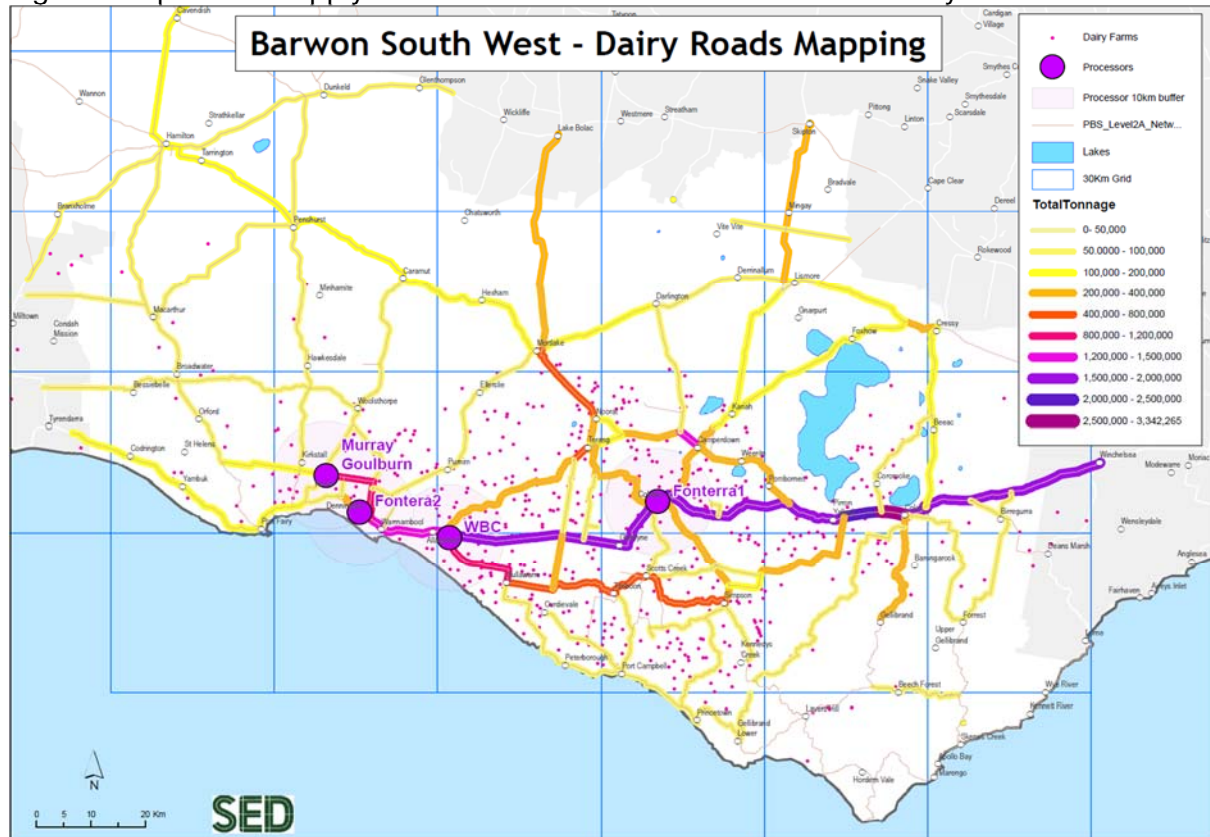


Figure 1: Dairy Supply Chain Volumes (inputs and outputs)

Infrastructure Analysis

The dairy fleet is a mixture of semi-trailer, B-double and A-double vehicles carrying varying loads for different needs. The typical 26 m A-double vehicle is the largest truck operating on the network that offers the benefits in terms of load capacity. Currently, the tanker carriers 68.5 tonnes under existing PBS 2A requirements with recent approval to carry additional loads of up to 74.5 tonnes on selected parts of the network with one-off permits.

The tankers can have a maximum gross load of 85.5 tonnes but are currently restricted by the condition of the road and bridge network. The configuration of the truck is favoured due to its ability to distribute loads across the axles and offers a favourable turning circle, thereby increasing safety. As the manoeuvrability of the vehicles perform better when compared to its semi-trailer counterpart, there are no geometric constraints across the defined network.

HPFVs across all truck classes within Australia have performed observably better in safety than their conventional counterparts. Austroads estimated that articulated HPFV trucks in Australia are 60 per cent safer in avoiding major impact crashes whilst both rigid and

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articulated classes together are delivering 46 per cent safer less major impact accidents than the existing conventional Australian trucking fleet for the same distance travelled.

In consideration of the existing higher mass limit vehicles utilising the road network, the analysis of the supply chain routes and to ensure that optimum productivity gains in the future may be achieved, the study established two key principles to guide the assessment and analysis of the road infrastructure:

1. Properly maintain the road network to increase the efficiency and safety of the transport system
2. Maximise the economic benefits in which the dairy industry contributes to south-west Victoria by prioritising investment in the road network in a staged manner based on freight volumes where:
  - Priority A is the principal network which provides access for PBS Level 2A vehicles up to 85.5 tonnes on these routes– Princes Highway, Cobden-Warrnambool Road, Cobden-Stonyford Road, Ayresford Road, Caramut Road, Mailors Flat–Koroit Road. These routes carry the highest volumes, connect processing centres and provide access to domestic and export markets
  - Priority B is the supporting network which enhances the remainder of existing PBS Level 2A routes for vehicles up to 85.5 tonnes
  - Priority C is the local connector road network for vehicles up to 74.5 tonnes that gives merit to routes feeding into Priority A and B.

The road condition assessment has considered relevant industry standards to define consistent road maintenance categories across the network (local and arterial roads) which in turn informs the relevant renewal and rehabilitation intervention criteria.

In terms of the BSW Dairy Supply Chain and according to VicRoads and local government data, the identified roads are in poor condition particularly in cracking and roughness, as shown in Figure 4. Industry has indicated that wear and tear on vehicles has resulted in frequent vehicle maintenance, increasing the costs to transport products, as more than 60 per cent of the roads are rating poor-bad for cracking and roughness.

There are numerous load limitations in the form of bridges, culverts and inadequate road pavements, which in many instances prevents milk tankers from being fully loaded and creating unnecessary detours and inefficiencies. In-turn this serves as a barrier to innovation and capitalising on new and emerging technologies such as high productivity and more fuel efficient vehicles.

As transportation costs are a large percentage of the overall export price of milk, transport inefficiencies are potentially impacting raw milk prices at the farm gate and potentially on international markets.

Infrastructure upgrades have been identified by defining the three priority networks and examining the road and structure condition data. This has allowed for the infrastructure requirements to be prioritised where higher mass allocation for vehicles driving products between processors and out to market represent the highest need in terms of existing and future volumes on the network. This desktop analysis of condition data by GHD has been reviewed by VicRoads bridges asset management team.

Structures such as bridges and culverts form one of the biggest limitations in uplifting the allowable mass on the network. A number of bridges have been recommended for VicRoads Level 2 Bridge Inspection to identify bridge components and rating the condition



of each component. This will assist in prioritising the repairs, major maintenance, rehabilitation or replacement of that given structure.

Further to this, the study has also highlighted the need to define a 'Dairy Supply Chain Gazetted Network' to reduce the regulatory inefficiencies. Currently, permits must be obtained for vehicles to access roads across different local government jurisdictions.

#### Economic Analysis and Investment Assessment

Dairy processing and cattle related industries comprise 47% of the region's workforce and 44% of the LGA's economic value added.

Dairy industry is a major driver of the remainder of the BSW economy through supply chain linkages and through providing incomes for spending in the local economy.

The region enjoys a competitive advantage in dairy related industries including production and processing. The industry increases capacity to meet expected returns driven by milk prices.

Employment in the Great South Coast is clearly correlated to milk prices, a global commodity. Agriculture is not just a major source of employment, as a sector it is also using other sectors of the economy in its supply chains, and those employed in it are also driving growth in downstream sectors such as retail trade and local services.

Based on modelling completed by Federation University as part of this project the economic contribution of dairying is:

- \$361 million of value added
- Over 7,300 direct employees
- Exports of over \$257 million per annum
- Annual taxes paid \$30 million
- Private sector investment ~ \$30 million per annum
- Annual haulage related costs - \$345 million (29% of expenditures).

The benefits of introducing HPFVs have been explored by Austroads and have been found to have direct and indirect benefits including impacts on:

- Safety
- Insurance savings
- Environmental (Co2)
- Productivity.

The biggest impact on productivity comes from *switching* to larger vehicles with larger freight carrying capacity which provide for a lower cost per tonne per kilometre. Road condition is also a contributing factor in vehicle running costs defined as vehicle operating costs, cost of time travelled and external considerations (crash savings, pollution reduction).

Industry advice is that current fleet procurement is configuring HPFV vehicles but due to road constraints, these vehicles are currently being used at less than 100% capacity, although there is support that industry will 'switch' to HPFV fleets as road network conditions are being improved.

The study has considered to what extent road improvement will impact on increased productivity (and therefore profitability) by considering the relationship between vehicle operating costs (VOC) and road roughness. Local and international reviews confirmed a varied but positive relationship between VOC (fuel consumption, repairs and maintenance,

tyre wear, and oil costs) and roughness, especially in Australian conditions at levels of 1.2 – 5.8 IRI (international roughness index).

The business case for this investment is based on the savings that will accrue to the fleet from:

1. Utilisation of HPFV vehicles
2. Improved road conditions that will lower operating costs.

Assuming the fleet switches over time to HPFV vehicles, then the average carrying capacity per vehicle will increase to 41.4 tonne from the current 34 tonne, an improvement of 20.4%. Savings rates increase over time achieving \$4.85/tonne (nominal) and \$3.27/tonne (real) over 25 years.

The investment in the supply chain network acts to benefit the entire dairy supply chain and provide a competitive outcome through lower transportation and freight costs, which total over \$53m per annum by 2025.

Annual tonnage increases from 5.4 million to over eight (8) million with expected increases in the in-bound freight task and increased milk production.

The savings rates, based on the haulage costs currently incurred by the industry (\$345 million), adjusted for expected growth rates, show that over the life of the project, savings of around 5.5% of haulage costs will be made, which represents around 1.6% of the industry cost base.

A scenario analysis to identify risks to the industry on its ability to improve economic outcomes has been undertaken considering the following:

1. Increase construction costs by 10%
2. Discount rate increases to 7.5% (15%)
3. Switching rate slows to 15 years.

The results show that in each scenario the economic outcomes remain positive (NPV +1), and importantly that the productivity outcomes are also positive (NPV productivity >1).

The slow down in the switching rate to HPFVs from 10 years to 15 years represents the highest risk to economic outcomes being delivered. There are some mitigating factors in relation to this scenario:

- Life of fleet vehicles is less than 15 years, so there will be opportunities to ‘naturally’ switch fleet
- Fleet operators are already building HPFV vehicle fleets to take advantage of the lower operating costs associated with them.

Hence, the estimated build cycle for the roads of 10 years, provides a clear signal to the market allowing time for fleets to be recalibrated to the new operating conditions. Making the recommended \$317.5m investment over 10 years, and assuming switching to HPFV vehicles at the same rate will result in significant positive economic outcomes for the industry and the economy more generally and have significant impact on the competitiveness of the dairy industry and related supply chains.

### Failure to Invest

A failure to invest in the south west road network will have the following detrimental impacts on the dairy industry:

1. Opportunity costs
  - lost productivity gains specific to the proposed investment with an economic value over 25 years of \$51 million, and
  - potential downstream and local economic growth in the local economy.
2. Employment growth not realised
  - The projected 20% growth in milk production from 2.05 billion litres per annum to 2.46 billion litres will be curtailed and with this, the associated employment creation (2,000 FTEs) and economic value (\$72million) may not be realised.
3. Loss of competitiveness
  - The worst-case scenario is that industry loses its competitiveness and moves into a phase of contraction, resulting in employment losses and downstream industry slowdowns.

The road network is a critical enabling asset that allows milk production and exports to occur at an acceptable cost. The road network will become increasingly important as farming practices modify in response to climate considerations.

### Road Priorities

#### *State Government*

The priority roads for the State Government is the Priority A or principal network which provides access for PBS Level 2A vehicles on routes which carry the highest volumes, connect processing centres and provide access to domestic and export markets. These are:

- Princes Highway
- Cobden-Warrnambool Road
- Cobden-Stonyford Road
- Ayresford Road
- Caramut Road, and
- Mailors Flat–Koroit Road.

#### *Council*

The key infrastructure upgrades for Corangamite Shire are:

<b>Stage 2 - Priority B</b>	<b>Stage 3 - Priority C</b>
Cross Forest Road Neylon Street Williams Road	Coradjil Road McLeods Road Majestic Road Timboon Terang Road Cooriemungle Road Melrose Road Curdievale Port Campbell Road N. Robilliards Road

Council has committed to upgrades to culverts on Williams Road and works to the Timboon Curdievale Road Bridge as a part of its 2018-2019 capital works project *Barwon South West Dairy Supply Chain implementation*.

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### **Policy and Legislative Context**

Council has been advocating for investment in road infrastructure to support High Productivity Freight Vehicles for improved productivity for industry. Both State and Federal Governments have funding programs targeted at enabling infrastructure to support industry given the investment in road networks to support the current and future freight task has been identified a priority. The validity of the argument is verified by this project and study outcomes.

This project is supported by Council Plan 2017-2021:

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

Council will focus on the provision of high quality roads.

Upgrade strategic local roads based on opportunities to improve economic outcomes.

Advocate on behalf of our communities for increased funding towards the main road network.

Increase the economic value of the food and fibre sector within Corangamite Shire.

### **Internal / External Consultation**

The project has been led by Corangamite Shire in partnership and with funding from the Victorian government and Colac Otway Shire, Moyne Shire, Southern Grampians Shire, and Warrnambool City Council.

A project steering committee was established comprising local government representatives from each of the participating municipalities, State government representatives (VicRoads and Transport for Victoria) and industry representations from Webber & Chivell, Warrnambool Cheese and Butter, Byford Equipment, Fonterra, Riordan Grain Services, Saputo Dairy Australia, Westvic Dairy, Reid Stockfeeds, Mt Noorat Freighters and Craven Pastoral Company.

The infrastructure assessment and analysis was reviewed by VicRoads' *Asset Services – Structures* team.

Further work has been undertaken by the Princes Highway West Action Alliance to identify key sections on the Princes Highway from Colac to Port Fairy which would assist with productivity and safety on this primary route. Advocacy with federal government has been successful with the announcement of funding to Princes Highway West. This has not been matched by the State Government.

### **Financial and Resource Implications**

This project was funded by the Great South Coast Group and participating municipalities various Victorian State Government funding programs.

The study identifies an estimated (desktop) total of \$317 million is required to resurface, rehabilitate or widen roads across 646km arterial roads and 130km local roads and strengthen or replace bridges and major culverts (39 no.).

The following stages have been recommended to maximise the benefits of upgrading the dairy supply chain network.

Stage 1 – Upgrade Priority A and B bridges **\$75 million**

Stage 2 – Priority A and B road condition upgrades **\$218 million**

Stage 3 – Upgrade the Priority C network (including structures) **\$24 million**

This can be broken down by Princes Highway, Arterial Road and Local Road as follows:

	<b>Princes Highway (\$m)</b>	<b>Other Arterial Roads (\$m)</b>	<b>Local Roads (\$m)</b>	<b>Total (\$m)</b>
Stage 1	\$47	\$28		<b>\$75</b>
Stage 2	\$101.5	\$100	\$16.5	<b>\$218</b>
Stage 3			\$24	<b>\$24</b>
<b>Total</b>	<b>\$148.5</b>	<b>\$128</b>	<b>\$40.5</b>	<b>\$317</b>
<b>% of Total</b>	47%	40%	13%	100%

The estimated cost for key infrastructure upgrades for Corangamite Shire are \$28.3million. These projects will be prioritised in Council's capital works project and for future grant applications to State and Federal Governments.

Council has committed \$250,000 as a part of its 2018-2019 budget for Barwon South West Dairy Supply Chain Implementation and to undertake works on key priority projects.

### **Options**

Council may choose to receive the report as presented and undertake advocacy to the Victorian Government relating to the importance of future investment in roads infrastructure to ensure the ongoing viability and productivity of the dairy industry in the South West.

### **Conclusion**

The Barwon South West Dairy Supply Chain study has provided a transport network investment plan which clearly defines the competitive importance of the dairy industry and the substantial advantages from investment in the road network to increase this competitiveness.

The study outcomes provides an underlying evidence base for future funding bids under various existing State and Federal programs and highlights the tangible benefits to industry and government for use when advocating for investment.

## RECOMMENDATION

**That Council:**

1. **Receives the Barwon South West Regional Dairy Supply Chain Study reports.**
2. **Writes to Hon. Minister Jaala Pulford, Minister for Roads, Roads Safety and TAC and Hon. Minister Melissa Horne, Minister for Ports and Freight regarding the importance of investment in roads infrastructure to ensure the productivity and growth of the State and Nationally significant dairy industry.**
3. **Resolves to review Higher Mass Limits on the local road network to support the regional dairy supply chain network.**

## COUNCIL RESOLUTION




**MOVED:** *Cr Beard*

**SECONDED:** *Cr Oakes*

**That the recommendation be adopted.**

**CARRIED**

## Attachments

1. BSW Dairy Supply Chain Study Final Investment Prospectus - Under Separate Cover 
2. Stage 1 BSW Dairy Supply Chain Study Supply Chain Mapping - Under Separate Cover 
3. Stage 2 BSW Dairy Supply Chain Study Infrastructure Condition Analysis - Under Separate Cover 

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## 9.10 VICSES Agreement to Tenures on Council Owned and Managed Properties

**Author:** Wendy Williamson, Property Officer

**File No:**

**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 recommending to Council the future tenure arrangements for the Victoria State Emergency Service (VICSES) Units located on Council owned and managed premises.

### Introduction

On 20 December 2017 a Memorandum of Understanding (MOU) between the State Government of Victoria, VICSES and the Municipal Association of Victoria (MAV) was entered into to support VICSES Volunteer Units in securing accommodation.

The purpose of the MOU is to establish and record formal tenure agreements with VICSES volunteer units occupying Council owned and managed premises. VICSES have provided a template lease document for this purpose. The MOU outlines that it is preferable for long term tenure's at each premises be granted and includes either a peppercorn purchase or rental.

From 1 July 2017, Municipal Councils are no longer expected to contribute to the operational costs of VICSES Units, provided that a Municipal Council enters, or has entered, into a lease or leases with VICSES for the benefit of one or more VICSES Units in the Municipal District of the Municipal Council within 12 months after the commencement date, then the State will be responsible for the funding of operational and maintenance costs of the relevant VICSES Unit for the term of the lease. However, Council are not prevented from funding a VICSES Unit, if they elect to do so.

VICSES is open to Council transferring land ownership to VICSES at a peppercorn amount through either gifting (Council owned land) or assuming Committee of Management responsibilities (Crown land) where appropriate. The MOU states that if Council has an intention to sell or has another intended use for the property that the SES currently occupy, MAV will use its best endeavours to ensure that the Municipal Council either:

- Makes available suitable Municipal Council land or premises to the SES Unit and enter into a long term (40 year) lease with that SES Unit for the land or premises, or

- Assists VICSES in finding suitable alternative land or premises within the Municipal Council district and, if possible and sought by VICSES, in the immediate vicinity of the site that the SES Unit has been required to vacate.

Currently there are no formal tenancy arrangements in place between the VICSES and Corangamite Shire Council.

### Issues

VICSES would prefer lease terms as long as possible with a maximum of 40 years and a minimum of 10 years and it is also open to negotiating any additional special conditions.

VICSES have advised that Crown land leases must be for the 10 year maximum term (including further terms) permitted under the *Crown Land (Reserves) Act 1978*. Under this Act, approval from the Minister is required for greater periods.

Under the *Local Government Act 1989* Council may not enter into a lease that exceeds 50 years. SES have advised that a maximum lease term would be more likely to attract any necessary capital funding required to carry out investment to a unit.

Provided that Council enters, or has entered into, a lease/licence agreement with VICSES for the benefit of one or more Units in accordance with the MOU agreement and in respect to freehold land and to Crown Land it manages the terms must be:

- Freehold land (Council owned land): For a term of 40 years, a peppercorn rental of \$1.00 (exc. GST) per annum for the term of the lease and substantially in the form of the SES template
- Crown land managed by Council: For a maximum term permitted under section 17D of the *Crown Land (Reserves) Act 1978*, which may include an extension to the term with the approval of the Minister, a peppercorn rental of \$1.00 (exc. GST) per annum for the term of the lease and in a form approved by the Minister.

The State would then be responsible for the funding of operation and maintenance costs of the relevant VICSES unit for the term of the lease.

### SES Standard Lease Template

The standard SES terms and conditions of the lease/licence agreement are as follows:

- SES to reimburse for repairs/maintenance
- SES responsible to reimburse for all outgoings and any legislative requirements
- Upon agreement expiry SES to reinstate property back to the original standard
- Council responsible for costs for capital structural works/repairs/maintenance the responsibility of Council.

It is noted that the SES lease template does not provide any termination clause other than upon the tenants default. It would be in Council's best interest to include a termination clause, whereby either party may give 12 months written notice to the other party. Should Council's circumstances change overtime this clause will give Council the benefit of being able to easily terminate the lease agreement.

### Corangamite SES Unit Locations

There are four properties that VICSES occupy that are on Council owned or managed land including Camperdown, Cobden, Lismore and Terang as outlined in Table 1.



Town	Tenure	Lease Term	Annual Rental	Holding Costs	Comments
Camperdown	Owned by VicTrack	18 years to 31/8/2031	\$1,458.61	\$1,458.61	Council holds the head lease and have entered into a sub-lease with the local Camperdown SES Unit.
Cobden	Council Owned	N/A	N/A	\$3,392	
Lismore	Part Council Owned/ Part Crown Land Lease	N/A	N/A	\$784 (Based on 20% of total accounts)	The SES building has been built at the Council Works Depot, which contains both Crown and Council owned land. Shared use of amenities with the Works Depot.
Terang	Council Owned	N/A	N/A	\$450	Shared land with the Terang Drill Hall. Shared use of amenities with the Terang Drill Hall. Terang Resources pay for utilities.

**Table 1: VICSES Council Owned and Managed Properties Current Arrangements**

### Options Available

The options available for Council in considering the future arrangements of each of the SES facilities is detailed below:

#### Cobden

1. To lease this property under MAV lease template which provides the VICSES with the tenure security which they require and provides both parties clear boundaries of their responsibilities to the building. Although as owner Council would continue to be liable for any required structural capital improvements.
2. The sale of this property would relieve Council of any ongoing costs and liabilities while providing some funding for the SES to purchase a new SES facility.
3. Gifting the property to VICSES for a peppercorn amount being \$1.00 (exc. GST), would relieve Council of future capital obligations. The SES would have their own building and be responsible for any ongoing building costs and liabilities. The gifting would also provide the SES with some more options; i.e. continued security of tenure in its existing accommodation. It could sell the building and use the profit from the sale to assist funding a new purpose built unit, which would provide suitable accommodation for years to come. Or renovate the building as their needs change without the involvement of Council as owner. If granted this option, Council could make the sale conditional on the VICSES repurposing the funds within the Corangamite Shire. A caveat which is registered and recorded on the land title, will then exercise this option and provide certainty that the repurposing of funds would remain within the Shire.

In accordance with section 191 of the *Local Government Act 1989*, Council is not required to advertise of its intention to gift land to the SES as they are defined as a public body, however, Council needs to ensure that the process is open and transparent. Should Council choose this option, Council will need to advertise of its intention to gift the land in accordance with section 189 and seek submissions regarding the proposal under section 223 of the *Local Government Act 1989*.

### **Lismore**

1. The SES is co-located with Council's Lismore Works Depot and the SES building has been constructed over part of the Council and Crown lands. The only option available is to enter into a licence agreement using a MAV lease template with a peppercorn rental being \$ 1.00 (exc. GST) for a term of up to 40 years.

### **Terang**

1. The SES is co-located with Terang Resources Inc. The Terang SES Unit have built a brick attachment onto the Drill Hall for use as their headquarters. The only option available is to enter into a licence agreement using MAV lease template with a peppercorn rental being \$ 1.00 (exc. GST) for a term of up to 40 years.

### **Camperdown**

Camperdown VICSES is located at, 22 Bowyer Street, Camperdown and is owned by Victorian Rail Track (VicTrack), a statutory corporation established under the *Rail Corporation Act 1996*. At the time of the establishment of the agreement VicTrack confirmed that they would only enter into a lease agreement with the Local Government Authority and not with individual SES Units.

The lease term is for 18 years for an annual rental amount of \$1,458.61 (plus GST) with 5% increases each year and a rental review every five years. The permitted use under the lease agreement is for a State Emergency Service Depot.

To eliminate risk to Council, a sub-lease agreement between Corangamite Shire Council and the Camperdown SES Unit has been established in conjunction with the VicTrack agreement and pertinent to its terms and conditions. All rental expenses are reimbursed from SES to Council. Currently Council does not have access to this facility.

Council could attempt to reassign the head lease to the Camperdown SES Unit removing any liability for Council.

The Camperdown SES Unit has a sublease agreement with Council for a term of 18 years commencing 1 May 2013 and with no further terms available. There are annual CPI increases and a rent review every five years and the Unit pays all outgoings. The sub-lease also provides that the SES is responsible for all repairs and maintenance including of a structural and capital nature. Council could look to reassign the head lease to VIC SES removing any Council involvement.

If the Minister for Police and Emergency Services and the CEO of VICSES refuse to allow Council to remove itself from the head lease for the Camperdown VICSES, then Council will remain on the lease and the SES will continue to reimburse Council for all holding costs.

## **Policy and Legislative Context**

### ***Council's Leasing Policy***

In accordance with Council's Property Leasing Policy the classification for the leasing category proposed would be Category B: Community Service. Under this categorisation the SES would be classified as Community Service with a subsidised peppercorn rental of \$104 (GST exclusive), with fire services property levy being passed onto the tenant.

<b>Category</b>	<b>Annual Rent &amp; Operating Costs</b>	<b>Eligibility</b>
<p><b>B: Community Service</b> Organisations in this category will provide a core service to the local community. The group will be reliant on funding and do not have the capacity to generate a significant amount of income. They will not engage in any type of commercial activity. E.g. kindergarten, senior citizens, community house</p>	<ul style="list-style-type: none"> <li>· Rent negotiated based on size, community benefit, terms of use, level of maintenance capacity.</li> <li>· Tenant to be responsible for all Municipal rates and charges, utilities and some maintenance</li> <li>· Council to provide for preventative maintenance and ensure compliance with essential safety measures.</li> <li>· The fire services property levy will be passed on to the tenant.</li> <li>· Subsidised rental amount minimum \$104 to maximum \$1250 / 0.05% of property value (CIV) / \$10 / sqm floor space.</li> </ul>	<ul style="list-style-type: none"> <li>· Use approved by Council and</li> <li>· Has revenue raising capacity or receives external funding assistance, e.g. Receives some State Government funding</li> </ul>

It is preferable for the SES to have long term tenure's at each premises and be granted a peppercorn rental. Given under the SES agreement, Council would be relieved of responsibility of maintenance and essential safety measures, it would seem reasonable to allow for a nominal rental in this instance of \$1 (exc. GST) per annum.

Agreement to finalising the VICSES tenure is in keeping with the commitments in the 2017-2021 Council Plan:

Foster a partnership approach to Emergency Management and understanding risks

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

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

All necessary permits and approvals for any works and improvements to the facilities will be applicable and in accordance with the zoning of the land.

**Internal / External Consultation**

In accordance with section 191 of the *Local Government Act 1989*, Council is not required to advise of its intention to enter into a lease agreement with the SES as they are defined as a public body.

Council Officers have met with the SES Regional Representatives and local members of the units, outlining the different options available at each of the sites. The SES were supportive of the options. It was noted in discussion about the Cobden site that preference for the SES would be to own the site, as opposed to leasing. The SES also agreed that the size and location suited their needs. While they were in agreeance with the gifting of the Cobden property it was mentioned that they would prefer to obtain a structural report on the building prior to any commitment of acceptance. The gifting would provide opportunities to gain funding to allow any purpose fit out as their needs arise. An onsite inspection would also be required to determine future requirements and any works which required to be undertaken.

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The SES agreed that a licence for the Lismore and Terang sites would be appropriate with the inclusion of a clause stating that the SES had shared use of the amenities.

The SES agreed that if the head lease could be reassigned to VICSES for the Camperdown SES property it would be more suitable for them removing Council's involvement and allowing them to liaise directly with the lessor, VicTrack.

### **Financial and Resource Implications**

Council is currently responsible for all service and operating charges at Cobden and Lismore SES facility, including water, electricity, insurance, and essential safety measures. Should Council enter into agreements with each of the SES Units, there is likely to be recurrent savings, however Council will absorb capital and structural works for the facilities which it hasn't taken into consideration previously as part of its Building Asset Management Plan.

Under the new arrangements SES Units will be responsible for maintenance and essential safety measures, a total annual savings of \$6,085 for Council. These savings are based on the 2017-2018 financial year.

On 11 June Council staff met with the local VIC SES unit's representatives and the SES Director Corporate Services, John Casey. The SES staff welcomed and agreed with Council's proposed tenure arrangements.

There are minimal financial implications for Council with implementation of each of the Lismore, Terang and Camperdown lease agreements.

With respect to the Cobden SES unit facility, the main concerns were the cost of possible expenditure on any necessary structural repairs. The SES also advised that they obtained their own asbestos report on the building and that it would look at obtaining funding for the removal of it when it became necessary to do so.

### **Options**

Council can consider the following options for the future arrangements for use by VICSES at the following Council owned and managed facilities:

1. Cobden:
  - a. Council may choose to lease as per the arrangements under the MAV lease template with a peppercorn rental being \$ 1.00 (exc. GST) for a term of up to 40 years.
  - b. Council may choose to sell the property, relieving Council of future capital obligations and assist VICSES in finding suitable alternative within Cobden. Any profits could be redirected back to a new SES facility within Cobden or the Corangamite Shire.
  - c. Council may choose to gift the property to VICSES for a peppercorn amount being \$1.00 (exc. GST), relieving Council of future capital obligations. A caveat registered on the land title, will outline this is conditional on the VICSES repurposing of funds remain within the Corangamite Shire.
2. Lismore:
  - a. Council may choose to enter into a licence agreement using MAV lease template with a peppercorn rental being \$ 1.00 (exc. GST) for a term of up to 40 years.

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3. Terang:
    - a. Council may choose to enter into a licence agreement using MAV lease template with a peppercorn rental being \$ 1.00 (exc. GST) for a term of up to 40 years.
  
  4. Camperdown:
    - a. Council may choose to attempt to reassign the head lease to VICSES which would remove any Council liability and administrative involvement.
    - b. Council may choose to remain on the head lease with VicTrack which would mean Council continues to be liable under the terms of the head lease and remains with its administration involvement.

### **Conclusion**

On 20 December 2017 a MOU between the State Government of Victoria, VICSES and the MAV was entered into to support VICSES volunteer units. The MOU was established to assist VICSES in securing its accommodation.

SES currently occupy four council owned or managed premises at various locations within the Shire. Currently there are no tenancy arrangements in place between the VICSES and Corangamite Shire Council. The SES have requested Council establish and record formal tenure agreements with VICSES Volunteer Units, for the purpose of securing its accommodation.

### **RECOMMENDATION**

#### **That Council:**

1. **Gives notice and seeks submissions under the *Local Government Act 1989* to gift 32 Silvester Street, Cobden being known as the Cobden SES Depot to VICSES for a peppercorn amount being \$1.00 (exc. GST) and that if the land is sold, a caveat be registered on the land title, outlining the sale will be conditional on the VICSES repurposing the funds within the Corangamite Shire.**
2. **Enters into a licence agreement for the Lismore SES Depot located at Ferrers Street, Lismore using a MAV lease template with a peppercorn rental being \$ 1.00 (exc. GST) for a term of up to 40 years.**
3. **Enters into a licence agreement for the Terang SES Depot located on the corner of Shadforth and Baynes Street, Terang using MAV lease template with a peppercorn rental being \$ 1.00 (exc. GST) for a term of up to 40 years**
4. **Seeks to reassign the head lease to VICSES for the Camperdown SES Depot located at 22 Bowyer Street, Camperdown**
5. **Affixes the Common Seal of Council to any lease or transfer of land documents.**

**COUNCIL RESOLUTION**

**MOVED:**            *Cr Beard*

**SECONDED:**      *Cr Illingworth*

**That the recommendation be adopted.**

**CARRIED**

**Attachments**

1. Council and VICSES Lease Template - Under Separate Cover 

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Cr. S Illingworth declared a direct conflict of interest in Agenda Item 9.11 and left the meeting prior to any discussion or vote on the matter at 8.18 pm

## **9.11 Cobden Street Stall, 19F Curdie Street, Cobden**

**Author:** Wendy Williamson, Property Officer

**File No:**

**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 the future use of the Cobden Street Stall located at 19F Curdie Street, Cobden, which is owned by Council.

### **Introduction**

In March 2017, Council advertised its intention to sell 19F Curdie Street, Cobden and sought public submissions regarding the proposed sale. In accordance with section 189 and section 223 of the *Local Government Act 1989*, a public submission process occurred, along with an on-site meeting, allowing community members and groups to comment on the proposed sale. One submission was received during this process.

Following the May 2017 Council Meeting, Council resolved to defer the sale of the Cobden Street Stall for 12 months in order for the community to generate increased use of the facility. For this purpose Council entered into a licence agreement with Progressing Cobden for a 12 month period and outlined key measures that would be used to identify the success rate.

After the licence expired a review of the property in line with Council's Sale of Land Policy was carried out which included an assessment of the key measures of success.

At the September 2018 Council Meeting, Council resolved to proceed with advertising for expressions of interest for commercial/community interest to lease or purchase the Cobden Street Stall.

**Issues**

***Property Overview***

History of the Land

The Cobden Street Stall was built in 1989 as part of the construction of the rest of the arcade situated in Curdie Street, Cobden. Documents outline that Council and the community had requested the Street Stall be included in the development of the complex and paid \$12,000 for its construction.



Figure 1 & 2: Property plan site 6 and photo of 19F Curdie Street, Cobden

Size and Location of the Property

The Street Stall building or small kiosk is located in a prime position, at the front of the premises, with six buildings in total making up the body corporate arrangement of this facility. The building is 20 square meters and comprises three rooms, a main counter/serving area, toilet and powder room.

The property is located within the commercial planning zone with water and power being connected. The Street Stall is included as part of the body corporate arrangement at this arcade. There appears to be no easements on the property title. If Council were to sell the land, any planning restrictions specific to that zone would apply.





**Figure 3 & 4: Internal Photo of 19F Curdie Street, Cobden**

#### Property Holding Costs

Property holding costs relate to the money spent by Council to keep and maintain the property. The ongoing property holding costs associated with the facility include the fire services property levy, body corporate fees, insurance, essential safety measures, water expenses and electricity, which is in excess of \$1,000 annually.

#### Surrounding Usage

The Street Stall building is located in the main street of Cobden at 19F Curdie Street. There are six shops located within this body corporate arrangement including the Cobden Newsagent, SLM Law (two shops), Cobden Diner (vacant) and Creating Praxis Consulting Rooms.

#### Community or Council Plans

The Building Stronger Corangamite Communities project has completed the preparation of community plans for the Shire's 12 townships. Cobden Twenty20 Vision Community Plan was prepared in March 2011 and a review of the Plan was carried out in 2014, the Street Stall was not mentioned within the Plan. Although one issue identified for most improvement, was to fill empty shops with businesses and services.

#### Access to the Property

The Street Stall is located at the front of the arcade and has direct access from the footpath.

#### Current Usage

Community rental was received last year by the former licensee Progressing Cobden of \$104 per annum (exc. GST), while Council paid the property holding costs. The Street Stall has had minimal usage since the licence agreement expired on 30 June 2018.

#### ***Expressions of Interest***

Council resolved at its September 2018 Council Meeting to proceed with advertising for expressions of interest for commercial/community interest to lease or purchase the Cobden Street Stall. Expressions of interest were advertised in November 2018, for the sale or lease of this building. Expressions of interest closed 10 December 2018.

Three expressions of interest were received by the closing date. Details have been provided under separate cover.

Applicant 1

- Proposed Rental : \$15 - \$20 per week
- Proposed Purchase: An option to purchase after 2 years depending on the business success
- Proposed use: Fresh juice bar & hot dogs, donuts & healthy snacks
- Hours of operation: 5 ½ days per week
- Further information: There is a new Gym in Cobden and the applicant intends to offer healthy foods in summer and with winter months they proposed to supplement their menu by offering hot dogs & donuts.

Applicant 2

- Proposed Rental : Not provided
- Proposed Purchase: Not provided
- Proposed use: Ongoing Community use
- Further information: The applicant was requested to provide additional information regarding his application however, no additional information has been received by Council.

Applicant 3

- This applicant withdrew their interest in their application.

***Council Officer Evaluation/Response***

Applicant 1

This proposal provides Council with a rental income, an ability to pass on property holding costs and also provides an economic benefit and investment back into the local community. Council's Economic Development and Environmental Health Departments could assist and support this business in the ongoing requirements needed for operation.

A lease arrangement of \$15 to \$20 per week will generate income of \$780 pa or \$1,040 pa respectively. Under a lease agreement, the tenant would be responsible for all repairs, maintenance and holding costs, whilst Council would be responsible for all structural and capital works to the premises.

Any maintenance or works required for the start-up of the building would be the responsibility of the tenant.

Applicant 1 has advised that they are prepared to undertake at their cost, building renovations which would enable them to operate a for-profit food business.

The Environmental Health Department advised that the site is suitable for its current purpose of having not-for-profit community groups sporadically use it for a temporary pop-up stall, however if a for-profit food business register under the *Food Act 1984* was to sell food, it would require renovations.

The Street Stall was designed for use by the community, essentially for selling goods, with the inclusion of a servery. The design of the building is limited as to what functions can be performed in order to maximise the utilisation of the building.

The option to lease to Applicant 1 would provide a rental income of \$1,040 per annum with the lessee paying all operating and maintenance costs estimated at \$1,000 per annum. Thus

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providing Council with an income of \$1,040 per annum. Although Council would be responsible for any works of a capital and structural nature.

The Council Officer view of leasing this site does not present the best option to Council as this proposal has limited certainty of usage of the building, competition with existing food businesses - some of which already provide hot food and snacks, ongoing responsibilities and liabilities for Council of a capital and structural nature and a limited rental return for Council.

#### Applicant 2

This proposal lacks information about rental fee and clarification about the proposed use of the facility. The building is currently under-utilised and attempts have been made by Progressing Cobden to grow community use.

This proposal is essentially serving the same use as the existing arrangement under Council as community use. Given the lack of information provided, Council is unable to consider this submission.

#### Property Sale

As a part of this process Council sought expressions of interest for purchase of the street stall. Whilst there was no interest forthcoming as a part of this process, Council could dispose of this asset which would realise some minor savings on recurrent operating costs.

Council may generate a financial return from the sale of the street stall. According to Council policy, all profits from the sale of land are treated as general revenue in the year in which it is received and considered as part of Council's annual budget.

There will be some costs incurred by Council should it proceed with the sale of this property. This will include legal and estate agent fees which are estimated at \$4,500. These costs can be offset by the sale proceeds, allowing Council the opportunity to capitalise from its disposal.

Council would still be responsible for maintaining property holding costs of \$1,000 per annum and responsible for expenditure on capital and structural improvements, until a sale transaction occurred, therefore, costing Council to retain the asset.

Council's assets requirements may change over time, thus all Council land and buildings should be reviewed regularly to ensure that the property is being held for a specific purpose for current or future use or identified as potential for disposal.

Council's policy for Sale of Council Land and Buildings provides criteria for identification of surplus land and building assets. The criteria includes history of the land, size and location, demonstrated past and current usage, surrounding usage, community or Council plans, strategic relevance, access to the property, demonstrated community need and future foreseeable use.

A lengthy sale review process has been undertaken in accordance with Council's Policy and the *Local Government Act 1989*, and has included a substantial property review, public consultation and expression of interest process. The expression of interest process generated no interest from prospective purchasers, although recently there has been some interest shown in this regard.

Whilst it is acknowledged that Applicant 1 has expressed an interest in leasing the Cobden Street Stall for an amount that would cover Council's property holding costs at this point in time, there is still an ongoing liability for Council with regard to building capital and structural requirements. After going through this process the Cobden Street Stall is evidently surplus to Council needs, and in turn community requirements. It is therefore recommended Council seeks to dispose of this asset in accordance with its Sale of Council Land and Building Policy.

### **Policy and Legislative Context**

The *Local Government Act 1989* must be adhered to when selling or leasing Council land.

Under section 5(2)(d) of the *Local Government Act 1989*, Council is capable of acquiring, holding, dealing with or disposing of property for the purpose of performing its functions and exercising its powers.

In accordance with section 189 of the *Local Government Act 1989*, a property valuation has been obtained for the valuation of the land which is not more than six months old prior to the sale. In the instance that Council chooses to proceed with the sale of this property, the valuation amount needs to remain confidential, as the reserve price will be set according to the valuation.

The Sale of Council Land and Building Policy and procedures outline the way in which Council administers its real estate assets in accordance with Council strategies, plans and legislative requirements.

The sale of Council land aligns with the following key themes in the Council Plan 2017-2021:

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.

Deliver high quality, optimally used, sustainable community facilities.

If the property is proposed to be leased a notice of Council's intention to lease is required to be advertised in accordance with section 190 and section 223 of the *Local Government Act 1989*.

### **Internal / External Consultation**

At the September 2018 Council Meeting, Council resolved to proceed with advertising for expressions of interest for commercial/community interest to lease or purchase the Cobden Street Stall.

Council has completed an expression of interest process for the sale or lease of the Cobden Street Stall, with two applications being received.

### **Financial and Resource Implications**

Council's Property Leasing Policy provides categorisation of tenants for use of Council owned or controlled land. The annual rate for Commercial/ Private is (Category D) based on a market valuation being carried out by a registered Valuer.

The Cobden Street Stall is a unique building with a niche market and does not provide Council with a large scope of options for rental or sale. The highest rental quoted from an

applicant was \$20 per week or \$1,040 per annum, this is a significant increase from the community rental received last year by the former licensee Progressing Cobden of \$104 per annum (exc. GST), while Council paid the property holding costs (approximately \$1000).

This proposed rental would provide Council with a modest income and alleviate any expenditure on repairs, maintenance and holding costs which would be payable by the tenant, thus providing Council with an estimated annual savings of \$2,040.

It is hard to determine the expected expenditure on capital and structural improvements to the Cobden Street Stall over the coming years, given this facility was omitted from the modelling based on the assumption that the building would be sold.

### Options

Council can consider the following options for the future use of the Cobden Street Stall:

1. Lease the building to Applicant 1
2. Proceed to sale.

### Conclusion

The Cobden Street Stall located at 19F Curdie Street, Cobden has been identified as surplus to Council's requirements and at the September 2018 Council Meeting, Council resolved to advertise for expressions of interest for the lease or sale of the property.

The purpose for which the Cobden Street Stall was designed is no longer a part of today's community culture. The property was advertised for expressions of interest in November 2018 and three expressions were received with one applicant later withdrawing their interest.

Given this land has been identified as surplus to Council's requirements, it presents Council with the opportunity to capitalise from its disposal.

### RECOMMENDATION

**That Council:**

1. **Proceeds with the sale of land located at 19F Curdie Street, Cobden, being the Cobden Street Stall.**
2. **Delegates authority to the CEO to determine the reserve price and negotiate the sale of the Cobden Street Stall located at 19F Curdie Street, Cobden.**
3. **Affixes the Common Seal of Council to documents relating to the sale of land.**

### COUNCIL RESOLUTION

***MOVED: Cr Beard***

***SECONDED: Cr Oakes***

**That the recommendation be adopted.**

**CARRIED**

Cr S. Illingworth returned to the meeting at 8.22 pm.

## 9.12 Cobden Civic Hall Committee of Management Fees and Charges

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

**File No:**

**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 approval of the proposed fees and charges for use of the Cobden Civic Hall for the period 1 July 2019 to 30 June 2020.

### Introduction

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

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

### Issues

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

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

COBDEN CIVIC HALL		Current Fee (2018-2019)	Proposed Fee (2019-2020)	% Increase
<b>Rates for Functions</b>	Main Hall, Supper Room & Kitchen	\$280	\$285	1.79%
	Main Hall & Kitchen	\$230	\$235	2.17%
	Main Hall and Supper Room	\$205	\$210	2.44%
	Main Hall Only	\$155	\$160	3.23%

	Supper Room & Kitchen	\$125	\$125	-
	Bond for Alcohol (Prepaid)	\$225	\$230	2.22%
<b>Rates for Meetings Only (including Funerals)</b>	Main Hall	\$85	\$85	-
	Supper Room	\$45	\$45	-
	Heytesbury Room	\$45	\$45	-
	Presidents Room	\$30	\$35	16.67%
	Additional Fee for use of kitchen or kitchenette	\$45	\$45	-
<b>Community Group Use</b>	Meeting Rooms Only (per annum)	\$135	\$135	-
	Meeting Rooms and kitchen/ kitchenette (per annum)	\$135	\$135	-
<b>School &amp; Kinder Use</b>	Daytime use (rehearsals, etc.) No concession for night time use	\$30	\$35	16.67%
<b>Multi-day Use (e.g. Art Show, Orchid Show)</b>	Scheduled fee x no. of days x 30% discount			-
<b>Tables &amp; Chairs (Hired for use away from Hall)</b>	Wooden trestle tables only (each)	\$5	\$5	-
	Chairs from under the stage only (each)	\$1.50	\$2.00	33.33%
<b>Special Rates</b>	Monthly Dance (each month)	\$125	\$125	-
	Dancestruck - (per night)	\$30	\$30	-
	21sts, 18ths, Cobden Football Netball Club	\$410	\$415	1.22%

It is proposed to increase the fees slightly to take effect from 1 July 2019. It is recognised by the Committee of Management that not all fees have been adjusted, but the fees provide good value for money and are rounded to ensure ease of cash handling.

### Policy and Legislative Context

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

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

Engage with and listen to our communities.

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

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



### Internal / External Consultation

The Committee considered the proposed fees and charges for the period 1 July 2019 to 30 June 2020 at its meeting on 15 May 2019 and agreed to recommend the proposed fee increase for approval by Council.

### Financial and Resource Implications

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

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

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

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

### Options

Council has the following options:

1. Accept the committee's recommendation for the proposed fees and charges
2. Alternatively reject the recommendation and retain the current fees
3. Recommend alternate fees.

### Conclusion

The recommended fees and charges for the Cobden Civic Hall for the period 1 July 2019 to 30 June 2020 reflect a CPI adjustment.

### RECOMMENDATION

**That Council approves the proposed fees and charges for admission fees/user charges at the Cobden Civic Hall to commence 1 July 2019.**

COBDEN CIVIC HALL		Current Fee (2018-2019)	Proposed Fee (2019-2020)	% Increase
<b>Rates for Functions</b>	Main Hall, Supper Room & Kitchen	\$280	\$285	1.79%
	Main Hall & Kitchen	\$230	\$235	2.17%
	Main Hall and Supper Room	\$205	\$210	2.44%
	Main Hall Only	\$155	\$160	3.23%
	Supper Room & Kitchen	\$125	\$125	-
	Bond for Alcohol (Prepaid)	\$225	\$230	2.22%

<b>Rates for Meetings Only (including Funerals)</b>	Main Hall	\$85	\$85	-
	Supper Room	\$45	\$45	-
	Heytesbury Room	\$45	\$45	-
	Presidents Room	\$30	\$35	16.67%
	Additional Fee for use of kitchen or kitchenette	\$45	\$45	-
<b>Community Group Use</b>	Meeting Rooms Only (per annum)	\$135	\$135	-
	Meeting Rooms and kitchen/ kitchenette (per annum)	\$135	\$135	-
<b>School &amp; Kinder Use</b>	Daytime use (rehearsals, etc.) No concession for night time use	\$30	\$35	16.67%
<b>Multi-day Use (e.g. Art Show, Orchid Show)</b>	Scheduled fee x no. of days x 30% discount			-
<b>Tables &amp; Chairs (Hired for use away from Hall)</b>	Wooden trestle tables only (each)	\$5	\$5	-
	Chairs from under the stage only (each)	\$1.50	\$2.00	33.33%
<b>Special Rates</b>	Monthly Dance (each month)	\$125	\$125	-
	Dancestruck - (per night)	\$30	\$30	-
	21sts, 18ths, Cobden Football Netball Club	\$410	\$415	1.22%

**COUNCIL RESOLUTION**

**MOVED:**            *Cr Beard*  
**SECONDED:**    *Cr Gstrein*

**That the recommendation be adopted.**

**CARRIED**

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## 9.13 Timboon Sporting Centre Fees and Charges 2019-2020

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

**File No:**

**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 approval of the proposed fees and charges for programs and activities conducted at the Timboon Sporting Centre for the period 1 July 2019 to 30 June 2020.

### Introduction

The Timboon Sporting Centre is managed by a Committee of Management appointed by Council as a Special Committee under the *Local Government Act 1989* and pursuant to the agreement between the Corangamite Shire, Timboon P-12 School and the Timboon Sporting Centre Management.

The Centre is currently managed and operated by the Ballarat YMCA. The contract between Council and the Ballarat YMCA specifies that the Contractor will have responsibility to recommend fees for the Centre at the December meeting of the Committee of Management for implementation from January to December of each year subject to Council approval.

The current contract agreement states that “the Contractor shall be responsible for receipt of all user fee income and shall keep daily record of all income received”. Any increase in fee income is retained by the contractor.

### Issues

In January this year Council approved a slight increase in fees to align with the consumer price index (CPI). Historically, the fees for use of the centre have applied for each calendar year in accordance with the management contract. The implementation of fees on a financial year basis will allow fees and charges to be set each financial year in accordance with budget cycles.

The Timboon Sporting Centre Committee of Management has endorsed the fees remain unchanged for the period 1 July 2019 to 30 June 2020 for programs and activities at the Timboon Sporting Centre and recommends the following for Council adoption:

<b>TIMBOON SPORTING CENTRE</b>			
	<b>February – June 2019</b>	<b>July 2019 – June 2020</b>	
<b>Program</b>	<b>Proposed Fee</b>	<b>Proposed Fee</b>	<b>% Increase</b>
Senior: Basketball	\$6.75	\$6.75	0%
Netball	\$6.75	\$6.75	0%
Badminton	\$6.75	\$6.75	0%
Volleyball	\$6.75	\$6.75	0%
Junior: Basketball	\$4.70	\$4.70	0%
Soccer	\$4.70	\$4.70	0%
Netball	\$4.70	\$4.70	0%
Squash	\$4.70	\$4.70	0%
A 10% discount will be applied to the above sports for upfront payment of a full season. Discount applied to number of games per season (finals excluded).			
Pennant squash: per game	\$7.00	\$7.00	0%
Junior training - any sport	\$4.70	\$4.70	0%
Senior training – any sport	\$6.75	\$6.75	0%
Casual squash	\$7.75	\$7.75	0%
Pennant practise	\$6.75	\$6.75	0%
<b>Group Fitness Programs</b>			
Single Session	\$11.80	\$11.80	0%
Single Session (Concession)	\$10.00	\$10.00	0%
<b>Gym Memberships</b>			
Single Session	\$11.80	\$11.80	0%
Single Session (Concession)	\$10.00	\$10.00	0%
Monthly Membership	-	\$40.00	N/A
<b>Stadium Hire (Casual one off bookings)</b>			
No Lights	N/A	N/A	N/A
Lights	\$69.00/hr	\$69.00/hr	0%

The fees provide good value for money and are rounded to ensure ease of cash handling.

### **Policy and Legislative Context**

The Timboon Sporting Centre Committee of Management is a Special Committee of Council in accordance with Section 86 of the *Local Government Act 1989*. Election of committee members is conducted in accordance with the Instrument of Delegation. Council has

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delegated special powers and functions under the instrument of delegation to the Committee, of which one is to prepare a list of fees and charges for Council approval.

This arrangement aligns with 2017-2021 Council Plan key commitments in the areas of community wellbeing and lifestyle:

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

Deliver high quality, optimally used, sustainable community facilities.

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

Improve the health and wellbeing of our community.

### **Internal / External Consultation**

The Committee considered the proposed fees and charges for the period from 1 July 2019 to 30 June 2020 at its meeting on 14 May 2019 and agreed to recommend that the fees remain unchanged for approval by Council.

### **Financial and Resource Implications**

A fee increase in line with CPI was applied in January 2019. The Committee of Management discussed the matter and felt a further increase within a six month period could have a detrimental effect on booking numbers. The revised fees will result in no change to the net cost to Council.

### **Options**

Council can opt to accept the Committee's recommendation to increase the fees and charges for programs and activities conducted at the Timboon Sporting Centre for the period to 30 June 2020.

Alternatively, Council can reject the recommendation from the Timboon Sporting Centre Committee of Management and increase the current fees or recommend alternative fees.

### **Conclusion**

The recommended fees and charges for the Timboon Sporting Centre for the period 1 July 2019 to 30 June 2020 are proposed to remain unchanged having been increased in accordance with CPI in January 2019.

## RECOMMENDATION

That Council approves the proposed fees and charges for programs and activities conducted at the Timboon Sporting Centre for 1 July 2019 to 30 June 2020.

<b>TIMBOON SPORTING CENTRE</b>	
	<b>1 July 2019 – 30 June 2020</b>
<b>Program</b>	
Senior: Basketball	\$6.75
Netball	\$6.75
Badminton	\$6.75
Volleyball	\$6.75
Junior: Basketball	\$4.70
Soccer	\$4.70
Netball	\$4.70
Squash	\$4.70
A 10% discount will be applied to the above sports for upfront payment of a full season. Discount applied to number of games per season (finals excluded).	
Pennant squash: per game	\$7.00
Junior training - any sport	\$4.70
Senior training – any sport	\$6.75
Casual squash	\$7.75
Pennant practise	\$6.75
<b>Group Fitness Programs</b>	
Single Session	\$11.80
Single Session (Concession)	\$10.00
Monthly Membership	\$40.00
<b>Gym Memberships</b>	
Single Session	\$11.80
Single Session (Concession)	\$10.00
<b>Stadium Hire (Casual one off bookings) (including lights)</b>	<b>\$69.00/hr</b>

**COUNCIL RESOLUTION**

***MOVED:***            *Cr Gstrein*

***SECONDED:***      *Cr Beard*

**That the recommendation be adopted.**

**CARRIED**

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## **9.14 Contract 2020001 Provision of Roadside Vegetation Management, including Tree Services, Roadside Slashing and Spraying to the Corangamite Shire**

**Author:** Mikayla Hein, Manager Works

**File No:**

**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 - Mikayla Hein

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

### **Summary**

This report seeks Council approval for the award of Contract 2020001 *Provision of Roadside Vegetation Management, including Tree Services, Roadside Slashing and Spraying to the Corangamite Shire* for a period of 12 months, commencing 1 July 2019 and expiring 30 June 2020.

### **Introduction**

The Corangamite Shire covers an area of 4,400 square kilometres with over 12,500 street and park trees and more than 2,100km of road network which requires road reserve vegetation maintenance and management on an ongoing basis.

The existing Contract for Provision of Roadside Vegetation Management, including tree services, roadside slashing and spraying to the Corangamite Shire is due for expiry on 30 June 2019.

### **Issues**

Council deliver routine vegetation maintenance to the urban street tree network and public open spaces with existing internal resources. Resources required to adequately maintain and manage large roadside vegetation areas which may include large trees and other vegetation are not available with internal Council resources. Therefore, external contractors are required to complete extensive vegetation management of Council's rural road reserve network.

The works are for the provision of vegetation management including tree services, roadside slashing and spraying. Specific works include extensive lengths of spraying road shoulders and strategic fire breaks, spot spraying of noxious weeds, provision for slashing road shoulders and township firebreaks and tree works from minor trimming to tree and stump removal.



This Contract will also include the use of vegetation management contractors in Council's response to emergency situations where multiple resources may be required at short notice.

Tenders were sought from providers of these services for inclusion in the Corangamite Shire's list of approved contractors.

Ten tenders were received for the Contract. An assessment of the submissions against the evaluation criteria has determined that some tenderers do not meet the criteria for all areas, and others have only submitted a tender for specific portions of the Contract.

The evaluation panel recognises it is advantageous to have multiple suppliers with the ability to complete a wide variety of work to ensure there is capacity to deliver works within specific scope and timeframes.

The following table clarifies the tender offers and their ranking against the evaluation criteria.

<b>Tenderer Company Name</b>	Tree Maintenance Services Ranking	Roadside Spraying Ranking	Roadside Slashing Ranking
TM & LA Sloane P/L	1		
Carter Tree Services	2		3
Bellarine Tree Services P/L	3		
McKinnons Tree Services	4		2
Tenderer 1	Not successful		
Tenderer 2	Not successful		
South West Vermin & Weed Control		1	
Barongarook Weed & Pest Control		2	
Theo's Gardens			1
Estate Maintenance Group			4

The Technical Evaluation Report (Attachment 1) provides a detailed analysis of the tender submissions and includes reasons for unsuccessful submissions.

### **Policy and Legislative Context**

This Contract will meet the objectives stated in the Corangamite Shire Council Plan 2017-2021.

The objectives which correspond to this Contract outlined in Theme 1, Governance and Financial Sustainability are:

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.

The objectives which correspond to this Contract outlined in Theme 4, Built and Natural Environment Objectives are:

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Improve the appearance of our towns and public spaces.

Preserve the natural environment of Corangamite Shire.

This Contract will ensure Council's obligations are met for the following policies, acts and plans:

- *Local Government Act 1989*
- *Council's Procurement Policy*
- *Emergency Management, Fire and Flood Plans*
- *Urban Street Tree Asset Management Plan 2018-2028*
- *Rural Road Management Plan 2012*
- *Road Management Plan*
- *Road Safety Strategy*
- *Environment and Sustainability Plan 2014-2019*

### **Internal / External Consultation**

External consultation was completed by way of public notification of the tender opening period. The tender was publicly advertised in local newspapers including; the Warrnambool Standard and Western District Newspapers. Suppliers were not individually contacted to submit a tender for the contract.

Internal consultation was completed via the assessment of tenders by multiple directorates with a direct interest to the Contract. The tender assessment panel consisted of members from the Works, Sustainable Development and Finance Departments. Each member of the assessment panel had relevant and extensive experience and knowledge in the requirements of contractors engaged under this Contract.

### **Financial and Resource Implications**

Council does not employ a qualified arborist as a member of staff, therefore specialist expertise in this area is required by way of external contractor.

A variety of contractors available in the tender submissions ensure that Council staff are able to select the most suitable contractor for individual works. There is a sufficient number of contractors for each portion of the contract to complete the programmed and unplanned maintenance and management of roadside vegetation in the 2019-2020 financial year. Contractors will be awarded work based on an assessment of individual project scope, budget and timeframes to ensure best value for Council is achieved.

Financial implications have been considered in the assessment of the tender submissions. An investigation into the rates provided by the tenderers concludes that there is a significant cost difference in two submissions for tree maintenance being 5%-12% higher than the next. The two higher submissions have therefore not been recommended by the Panel for inclusion in this contract. A detailed analysis is provided in Attachment 1, the Technical Evaluation Report.

### **Options**

The Council may choose to award the Contract to all, some or none of the tendered submissions.

If the Contract is awarded to all suppliers, Council will have the ability to choose from the list of suppliers for any individual works. If all tender submissions are accepted this could set a precedent for high prices for contract works which will not be engaged.

If the Contract is awarded to some suppliers, Council will have the ability to choose from a select variety of suppliers which are considered to be best value and still have a sufficient number of suppliers on the Contract for emergency works.

If the Contract is not awarded to any of the tender suppliers, Council will be at risk of no contractors for routine or emergency works, resulting in significant dissatisfaction and safety issues for relevant stakeholders including residents and rate payers in the Corangamite Shire.

### **Conclusion**

All elements of Council's Procurement Policy were adhered to in this tender process. All tender submissions were received in accordance with the tender specification criteria and offer a wide variety of services for use in the 2019-2020 road vegetation management program. The assessment panel have concluded that two submissions should not be accepted and that the remaining submissions should be accepted on a panel contract as this would offer the best solution for Council's road vegetation management program and emergency response.

### **RECOMMENDATION**

**That Council awards Contract 2020001 – Provision of Roadside Vegetation Management including Tree Services, Roadside Slashing and Spraying, by letter of award, to:**

- 1. Tree Trimming:**
  - (a) TM & LA Sloane P/L**
  - (b) Carters Tree Services**
  - (c) Bellarine Tree Services Pty Ltd**
  - (d) McKinnons Tree Service**
- 2. Roadside Spraying:**
  - (a) South West Vermin and Weed Control**
  - (b) Barongarook Weed & Pest Control**
- 3. Roadside Slashing:**
  - (a) Theo's Gardens**
  - (b) McKinnons Tree Service**
  - (c) Carters Tree Services**
  - (d) Estate Maintenance Group**

**COUNCIL RESOLUTION**

**MOVED:**            *Cr Durant*

**SECONDED:**      *Cr Oakes*

**That the recommendation be adopted.**

**CARRIED**

**Attachments**

1. Evaluation Matrix and Schedule of Rates for Contract 2020001 Provision of Roadside Vegetation Management including Tree Services, Roadside Slashing and Spraying to the Corangamite Shire - Under Separate Cover - Confidential
2. Conflict of Interest Declarations for Contract 2020001 Provision of Roadside Vegetation Management including Tree Services, Roadside Slashing and Spraying to the Corangamite Shire - Under Separate Cover - Confidential
3. Technical Evaluation Report for Contract 2020001 Provision of Roadside Vegetation Management including Tree Services, Roadside Slashing and Spraying to the Corangamite Shire - Under Separate Cover - Confidential

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## 9.15 Contract 2020002 Supply and Loading of Roadmaking Materials

**Author:** Mikayla Hein, Manager Works

**File No:**

**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 - Mikayla Hein

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

### Summary

This report seeks Council approval for the award of Contract 2020002 *Supply and Loading of Roadmaking Materials* for a period of 12 months, commencing 1 July 2019 and expiring 30 June 2020.

### Introduction

The Corangamite Shire road network consists of approximately 915km of sealed roads and 1,228km of unsealed roads across an area of 4,400 square kilometres. An extensive construction and maintenance program for the road network is developed annually and the supply of roadmaking materials from external suppliers is critical in the delivery of the annual road program across the Shire.

### Issues

The Corangamite Shire does not own or operate any quarries and therefore requires the supply of roadmaking materials from external suppliers to deliver Council's annual road program.

Tender submissions were requested for Contract 2020002 Supply and Loading of Roadmaking Materials from registered quarries. The tender was requested through public advertisement in April 2019 with a closing date of 13 May 2019.

Ten tender submissions were received for this Contract. Eight of the suppliers have previously supplied roadmaking materials to the Shire with a demonstrated capacity to supply a product satisfactory to Council's requirements. All tender submissions were assessed against the evaluation criteria and were considered to comply with the specification requirements.

As the area of the Shire is extensive, the supply of a variety of materials across multiple locations is critical to ensure cost effective, high quality delivery of projects to the designed scope and budget. Further, it is important to ensure that all suitable submissions are

accepted for this specific Contract to allow council staff the option to select a variety of suppliers and materials to be utilised across the Shire which are best suited on individual projects.

Whilst all tenderers are recommended for inclusion in the contract, it is important to note that preferred suppliers will be determined on an individual project basis to meet the material properties outlined in the design.

All tenderers have met each of the evaluation criteria and as all submissions will be recommended for inclusion in the contract without priority, a separate weighted evaluation is not required.

### **Policy and Legislative Context**

This Contract will meet the objectives stated in the Corangamite Shire Council Plan 2017-2021.

The objectives which correspond to this Contract outlined in Theme 1, Governance and Financial Sustainability are:

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.

The objectives which correspond to this Contract outlined in Theme 2, Roads are:

Maintain our local road network at current or improved standards.

Council will focus on the provision of high quality roads.

Upgrade strategic local roads based on opportunities to improve economic outcomes.

This Contract will also ensure Council's obligations are met for the following policies, acts, standards and plans:

- *Local Government Act 1989*
- *Council's Procurement Policy*
- *Council's Road Management Plan*
- *Risk Management AZ/NZS 4360:2004*
- *Road Management Act 2004.*

### **Internal / External Consultation**

External consultation was completed by way of public notification of the tender opening period. The tender was publicly advertised in local newspapers including; the Warrnambool Standard and Western District Newspapers.

Internal consultation was completed via the assessment of tenders by multiple directorates with a direct interest to the Contract. The tender assessment panel consisted of members from the Works and Finance Departments. Each member of the assessment panel had relevant and extensive experience and knowledge in the variety of materials, procurement policies and financial information provided in the submissions.

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### **Financial and Resource Implications**

Financial implications have been considered in the assessment of the tender submissions. An investigation into the rates provided by the tenderers concludes that the rates are fair and meet the budgeted requirements proposed in the 2019-2020 financial year for the annual road program. This conclusion is confirmed by a comparison of previous contract rates and consideration for relevant inflation which may have occurred. The comparison of rates for suppliers previously included in this contract produced an overall average increase in rates of 3%. However it is noted that some supply rates have also decreased. An overall increase of 3% corresponds with a relevant CPI increase in this area since the last rates were received two years ago.

Resources provided in the tender submissions ensure that Council is able to meet the scope and design requirements of road projects with the appropriate and specified material on an individual project basis. There is sufficient variety of materials in the tender submissions to complete all projects in the annual road program for the 2019-2020 financial year.

There are no additional physical or mechanical resource requirements for the Corangamite Shire as the Contract is for external supply and loading of roadmaking materials for Council's existing resources.

The existing Contract for Supply and Loading of Roadmaking Materials is due for expiry on the 30 June 2019. This Contract will replace the existing Contract.

### **Options**

The Council may choose to award the Contract to all, some or none of the tendered submissions.

If the Contract is awarded to all suppliers, Council will have the ability to choose the most suitable material and location for each individual project which will offer the highest quality delivery and best value for money.

If the Contract is awarded to some suppliers, Council will have the ability to choose from a select variety of materials and locations for each individual project. There may be restrictions posed by material availability at different suppliers' quarries.

If the Contract is not awarded to any of the tender suppliers, Council will risk the supply of any materials to complete the 2019-2020 road program, resulting in significant dissatisfaction of relevant stakeholders including residents and rate payers in the Corangamite Shire.

### **Conclusion**

All elements of Council's Procurement Policy were adhered to in this tender process. All tender submissions were received in accordance with the tender specification criteria and offer a wide variety of materials for use in the 2019-2020 road program. The assessment panel have concluded that all submissions met the financial and resource requirements of the Contract and that the acceptance of all tenders on a panel contract would offer the best solution for Council's road program for 2019-2020.

## RECOMMENDATION

That Council awards Contract 2020002 Supply and Loading of Roadmaking Materials, by letter of award, to:

1. Titan Willows t/as WA Molan and Sons Pty Ltd
2. David Eldridge Quarries
3. Holcim (Australia) Pty Limited
4. Gala Gravel P/L
5. Clifford Excavations
6. Bartletts Quarry
7. Melis & Sons
8. Green Valley Lime Co. Pty Ltd
9. Boral
10. Ercildoune Sand.

## COUNCIL RESOLUTION

**MOVED:**            *Cr Oakes*  
**SECONDED:**      *Cr Illingworth*

That the recommendation be adopted.

**CARRIED**

## Attachments

1. Technical Evaluation Report Contract 2020002 Supply and Loading of Roadmaking Materials - Under Separate Cover - Confidential
2. Schedule of Quarry Material Rates for Contract 2020002 Supply and Loading of Roadmaking Materials - Under Separate Cover - Confidential
3. Conflict of Interest Declarations for Contract 2020002 Supply and Loading of Roadmaking Materials - Under Separate Cover - Confidential



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

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

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Brooke Love

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

### Summary

This report seeks Council approval to extend the current Library Service Level Agreement between Corangamite Shire Council and the Corangamite Regional Library Corporation for a further period of twelve months from 1 July 2019 to 30 June 2020.

### Introduction

The current Library Service Level Agreement between Corangamite Shire Council and Corangamite Regional Library Corporation (CRLC) is due to expire on 30 June 2019. The Service Level Agreement (SLA) details various responsibilities and obligations of the Corangamite Regional Library Corporation (CRLC) and the member councils of the Corporation (Colac-Otway Shire Council, Corangamite Shire Council, Moyne Shire Council and the Warrnambool City Council).

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

At its meeting on 9 May 2019 the CRLC Board recommended a further one-year extensions to the existing Service Level Agreements between CRLC and its member municipalities.

### Issues

This Service Level Agreement operates in conjunction with, and supports, the underlying principles and objectives of the Regional Library Agreement. The proposed SLA applies for a period of 12 months from 1 July 2019 to 30 June 2020.

The Board has recommended an additional one year extension to reflect the current service delivery status quo for three primary reasons:

- A new Local Government Act to replace the current Victorian *Local Government Act 1989*, is still pending. It is anticipated that the sections specific to the establishment,

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

- A review of Library Branches examining spread of opening hours, program delivery, staffing and operating requirements which may impact the detail within any new Service Agreements has not yet been completed.
- The future intention of Warrnambool City Council and Colac Otway Shire for library services and their involvement in the Corangamite Regional Library Corporation is under review. Colac Otway Shire is undertaking a detailed investigation of the option to become a member of Geelong Regional Library Corporation. Warrnambool City Council is undertaking in partnership with SWTafe to build a joint library facility. The governance arrangements for this facility have not yet been confirmed.

The extension of the current Agreement will ensure that current levels are maintained and that in the short term future discussions on library services provided in Corangamite are reflective of regulatory and other external considerations.

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

There is one minor amendment to the agreement for Council consideration which pertains to the hours of operation of library services changing to reflect more effective provision of services using existing staff resources and at no additional cost to Council.

A copy of the Library Service Level Agreement between Corangamite Shire Council and Corangamite Regional Library Corporation for the period 1 July 2019 to 30 June 2020 is attached.

### **Policy and Legislative Context**

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

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

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

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

### **Internal / External Consultation**

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

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

### **Financial and Resource Implications**

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

### **Options**

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

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

### **Conclusion**

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

## **RECOMMENDATION**

**That Council:**

1. **Endorses the Library Service Level Agreement, as attached to this report, between Corangamite Shire Council and the Corangamite Regional Library Corporation for the period 1 July 2019 to 30 June 2020.**
2. **Authorises the Chief Executive Officer to sign the Library Service Level Agreement between Corangamite Shire Council and the Corangamite Regional Library Corporation for the period 1 July 2019 to 30 June 2020.**

## **COUNCIL RESOLUTION**

**MOVED:** *Cr Gstrein*

**SECONDED:** *Cr Durant*

**That the recommendation be adopted.**

**CARRIED**

### **Attachments**

1. Draft Corangamite Regional Library Corporation Library Service Level Agreement 2019-2020  – Under Separate Cover

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Cr W. Oakes declared an indirect conflict of interest by conflicting duty in Agenda Item 9.17 and left the meeting prior to any discussion or vote on the matter at 8.38 pm.

## **9.17 Quick Response Grants Allocation June 2019**

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

**File No:** D19/130

**Previous Council Reference:** Nil

### **Declaration**

Chief Executive Officer – Andrew Mason

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

Author - David Rae

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

### **Summary**

The purpose of this report is to approve the June 2019 allocation of funds under the Quick Response Grants Program.

### **Introduction**

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

### **Issues**

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

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

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

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

### Policy and Legislative Context

Consideration of applications for the Quick Response Grants Program is in accordance with the Quick Response Grants Policy and the following 2017-2021 Council Plan commitments:

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

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

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

Improved educational outcomes in Corangamite Shire.

Support our small towns and dispersed population.

Improve the health and wellbeing of our community.

### Internal / External Consultation

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

### Financial and Resource Implications

The 2018-2019 Quick Response Grants Program budget allocation is \$14,000. Annual allocations for each Ward shall not exceed 1/7th of the fund's annual budget in the case of North, South West, Coastal and South Central Wards, and 3/7th of the fund's annual budget in the case of Central Ward. Should the allocations be approved as recommended in this report, the remaining allocation is outlined in the table below.

Ward	Annual Allocation	Previous Allocations	This Allocation	Remaining Allocation
Coastal	\$2,000.00	\$1,000.00	\$490.00	\$510.00
North	\$2,000.00	\$1,500.00	\$0.00	\$500.00
South Central	\$2,000.00	\$1,573.78	\$429.00	(\$2.78)*
South West	\$2,000.00	\$1,975.00	\$0.00	\$25.00
Central	\$6,000.00	\$4,033.00	\$2,000.00	(\$33.00)*
	<b>\$14,000.00</b>	<b>\$10,081.78</b>	<b>\$2,919.00</b>	<b>\$999.22</b>

\* Given this is the final allocation for 2018-2019 it is proposed the small oversubscribed amounts for Central and South Central Wards be met by the remaining unallocated funds of the Quick Response Grants Program.

### Options

Council can consider:

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

### Conclusion

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

### RECOMMENDATION

#### That Council:

1. Approves the following applications for funding from the Quick Response Grants Program for June 2019:

Applicant	Purpose	Ward	Amount
Camperdown Community House Food Bank	Costs associated with replenishment of foodbank for distribution to members of community in need.	Central	\$500.00
Camperdown Playgroup	To part pay for expenses incurred from utilising venue where Camperdown Playgroup is conducted.	Central	\$500.00
Camperdown Toy Library	Purchase of new infant resources with co-contribution from the Toy Library.	Central	\$500.00
Camperdown Uniting Church	Funds to purchase 12 blow mould folding tables (to replace wooden trestle tables that no longer meet safety requirements). The tables are needed for the seating of Community Meal participants.	Central	\$500.00
Port Campbell Progress Group	To purchase and install retro fitted wheelie bin-style worm farms in 2 food related businesses in the tourist town of Port Campbell. Bi-products such as worm castings and worm tea will be offered locally for sale. Funds from the sale of products will be used to support future township revegetation projects and community events.	Coastal	\$490.00
Cobden and District Tennis Association Inc.	To purchase number/name signs for 9 tennis courts in Cobden.	South Central	\$429.00

2. Approves funding of oversubscribed amounts for Central and South Central Wards from the remaining unallocated funds of the Quick Response Grants Program for 2018-2019.

## COUNCIL RESOLUTION

**MOVED:** *Cr Gstrein*

**SECONDED:** *Cr Brown*

**That the recommendation be adopted.**

**CARRIED**

### Attachments

1. Quick Response Grants Assessment - June 2019 - Under Separate Cover 
2. Application Camperdown Community House Food Bank - Under Separate Cover 
3. Application Camperdown Playgroup Part A - Under Separate Cover 
4. Application Camperdown Playgroup Part B - Under Separate Cover 
5. Application Camperdown Toy Library Part A - Under Separate Cover 
6. Application Camperdown Toy Library Part B - Under Separate Cover 
7. Application Camperdown Uniting Church Community Meal Part A - Under Separate Cover 
8. Application Camperdown Uniting Church Community Meal Part B - Under Separate Cover 
9. Application Rotary Club of Camperdown Part A - Under Separate Cover 
10. Application Rotary Club of Camperdown Part B - Under Separate Cover 
11. Application Port Campbell Progress Group Part A - Under Separate Cover 
12. Application Port Campbell Progress Group Part B - Under Separate Cover 
13. Application Cobden and District Tennis Association Part A - Under Separate Cover 
14. Application Cobden and District Tennis Association Part B - Under Separate Cover 

Cr W. Oakes returned to the meeting at 8.41 pm.

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## 9.18 Local Government Bill 2019 Proposed Reforms

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

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Penny MacDonald

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

### Summary

The purpose of this report is to authorise the Chief Executive Officer to provide feedback on the State Government's proposed reforms to be included in the upcoming *Local Government Bill 2019*.

### Introduction

The State Government has conducted a comprehensive review of the *Local Government Act 1989* (the 1989 Act), in order to create new legislation that is contemporary and less prescriptive. Council provided submissions to the Government on the Discussion Paper and Directions Paper, as well as the Exposure Draft of the *Local Government Bill 2018* (the 2018 Bill). The 2018 Bill was introduced into Parliament last year, but lapsed due to the State Government elections in November 2018.

On 17 June 2019, the Government announced that it intends to introduce a new *Local Government Bill* (the 2019 Bill) into Parliament later this year. As part of the announcement, additional reforms were identified for inclusion that had not previously been considered as part of the consultation process with the local government sector. The proposed reforms are outlined in a paper entitled *Local Government Bill 2019, – A reform proposal* (attached under separate cover). Feedback on the reforms has been invited via email by 17 July 2019.

### Issues

The Government has identified the following six new reforms for inclusion in the 2019 Bill:

1. Simplified franchise. Council voter rolls are to be more closely aligned with State electoral rolls to simplify the election process for councils. This will be achieved in two stages. For the 2020 elections, new non-resident property owners not previously enrolled to vote under the current system will be required to apply for enrolment to vote. For all future council elections after 2020, all non-resident property owners will be entitled to apply for enrolment if they wish to vote.
2. Electoral structures. It is proposed that single councillor wards be compulsory across all councils (with separate arrangements for Melbourne City Council). Councils whose demographic profile makes division into wards inappropriate, such



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as rural councils with large geographic areas and small populations, may be un-subdivided following an investigation by the Electoral Representation Advisory Panel and Ministerial approval. There will be no multi-member wards.

3. Training (for candidates and elected councillors). Mandatory training will be required for all candidates standing for election. In addition to this, all councillors will be required to undertake mandatory induction training within six months of being elected. Non-compliant councillors will have their allowance withheld after the six month period until the induction training has been undertaken, at which time the allowance will be refunded.
4. Donation reform. Foreign electoral donations will be banned under the new legislation, with donors required to be an Australian citizen or resident, or a business with an Australian Business Number. Donations from a single donor will also be capped at \$1,000 for each donation period. In the 2018 Bill, the gift disclosure threshold was intended to be \$500, however the 2019 Bill will set the gift disclosure threshold at \$250. All councils will also be required to have a gift register (already in place at Corangamite Shire) and a gift policy (to be established).
5. Improved conduct. Councillor codes of conduct will need to include standards of conduct prescribed in the Regulations (rather than the Councillor Conduct Principles previously included in the 2018 Bill). The standards, which will be developed in consultation with the sector, will define specific acts and omissions of behaviour that will apply to all councillors. An internal arbitration process will become legislated and managed by the Principal Councillor Conduct Registrar, instead of councils developing their own internal resolution processes. Arbiters appointed from a pre-approved list will be empowered to impose minor disciplinary penalties, such as requiring an apology or imposing a one month suspension. The terms misconduct, serious misconduct and gross misconduct will be redefined under the 2019 Bill to reflect a finding by an arbiter, adverse finding by a Councillor Conduct Panel, and finding by VCAT that results in the disqualification of a councillor respectively.
6. Community accountability. Two new pathways to the disqualification of a councillor or council will be established. The first will apply to disqualification for repeated findings of serious misconduct, where a councillor will be automatically disqualified if a Councillor Conduct Panel makes a finding of serious misconduct against a councillor twice in eight years. Under this pathway a disqualified councillor will be unable to contest another council election for the next four years. The second pathway is a community initiated Commission of Inquiry, which will be in addition to the existing arrangement where the Minister may appoint a Commission of Inquiry into the affairs of a council. It is proposed that the Minister must appoint a Commission of Inquiry on receiving a petition signed by eligible voters totalling 25% of the number of enrolled voters at the last election. The Commission of Inquiry may find that a councillor or council should be disqualified because they have caused or contributed to a failure by the Council to provide good governance, or a failure by the council to comply with a governance direction. Under this pathway a councillor would be disqualified for four years, subject to the tabling of the report in Parliament.

In addition to these reforms, the Government recognised the ongoing review into the local government rating system, noting that the current rating system would continue under the 1989 Act until the review has been completed. However, the 2019 Bill will include provisions relating to the extension of Environment Upgrade Agreements to residential properties as previously included in the 2018 Bill.

Implementation of the new Act is expected to be carried out in various stages over a two year period.

### ***Review of proposed reforms***

The proposed reforms raise a number of issues of relevance to Corangamite Shire.

In relation to electoral structures, Corangamite would need to change to single-member wards, rather than the existing structure which includes one multi-member ward. Changing to single-member wards is not a preferred option for Council, particularly as it may negatively impact the Camperdown community. As Corangamite's largest population centre, Camperdown is likely to be divided into separate wards in some way. There is a possibility that the option of an un-subdivided municipality would be available to Council, but this would require Ministerial approval and may result in some areas of the Shire being unrepresented. Council's most recent representation review was conducted in 2015. In its submission to the review, Council stated the Shire's dispersed settlement pattern lent itself to a subdivided structure. The VEC's report also noted that "with its scattered population and separate service centres, Corangamite Shire is not a typical candidate for an un-subdivided structure". Both options proposed by the Government is problematic for Corangamite Shire, and the current structure, which includes a multi-member ward, is considered ideal.

Mandatory training for candidates standing for election to council raises several concerns. In particular, mandatory training is likely to create a barrier for less educated residents who may be reluctant to stand for election due to their lack of confidence in relation to continued learning. Council would benefit from the experience of residents and would not like the small pool of prospective candidates reduced because of this requirement. In addition to this, the Government has indicated that the training must be completed prior to nomination with the VEC, but not who will conduct the training, when it should occur, or who will pay for it. Should this reform proceed the cost must not be shifted to councils, and attention must be paid to when the training is provided, to ensure the number of candidates is not further limited by prospective candidates missing out on the training required before nomination. This is particularly concerning for rural areas, where training opportunities would be limited.

Community initiated Commissions of Inquiry is of great concern. Allowing the dismissal of elected representatives is unprecedented in other levels of government. Voters must wait until the next State or Federal election to address the actions or behaviours of their elected representatives. Whilst Council is committed to ensuring the ethical behaviour of Councillors, and appreciates that some councils may experience issues related to councillor behaviour, this proposed reform has the potential to be abused by ratepayers. It is possible that the reform could be used outside of its intended purpose, by residents dissatisfied with a council decision or policy, or residents with a political agenda. While the number of signatures required to trigger the Commission of Inquiry seems significant when reflecting on metropolitan councils, and could prevent political actions or vexatious claims, for some small rural shires with low populations, the figure is not substantial. The result of this proposed change will therefore have a disproportionate impact on rural councils. The cost of a community initiated Commission of Inquiry is also an issue if borne by councils. Financial sustainability of rural councils has been an ongoing concern for rural councils, and the burden of paying for such a Commission of Inquiry will be onerous.

### **Policy and Legislative Context**

Consideration of the proposed reforms to be included in the 2019 Bill and submitting feedback to the State Government is consistent with the following commitments and objectives in the 2017-2021 Council Plan:

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

Council will build strong and effective partnerships with key stakeholders including peak organisations and the State and Federal Governments.

### **Internal / External Consultation**

Council actively participated throughout the consultation process in the development of the 2018 Bill. However, the Government has chosen not to engage with the local government sector in relation to the development of the proposed reforms for the 2019 Bill. It is extremely disappointing and disrespectful that the sector has not been consulted in the lead up to the release of the proposed reforms, there is no formal submission process, and a short period of time (only four and a half weeks) has been provided for feedback.

### **Financial and Resource Implications**

There are no financial and resource implications associated with submitting feedback on the proposed reforms.

### **Options**

Council may choose to authorise the Chief Executive Officer to provide feedback on the proposed reforms, or choose not to submit feedback.

### **Conclusion**

The State Government announced its intention to introduce a new *Local Government Bill* into Parliament later this year. As part of the announcement, additional reforms were identified for inclusion that had not previously been considered as part of the consultation process with the local government sector. Feedback on the proposed reforms close 17 July 2019.

The proposed reforms raise a number of issues of relevance to Corangamite Shire, particularly in relation to the electoral structure, mandatory training for candidates standing for election, community initiated Commissions of Inquiry, and the lack of consultation with the local government sector in developing the proposed reforms.

## RECOMMENDATION

That Council:

1. Authorises the Chief Executive Officer to provide feedback to the State Government on the proposed reforms for the *Local Government Bill 2019*, consistent with this report.
2. Provides a copy of the feedback to the Minister for Local Government, Shadow Minister for Local Government, Member for Polwarth, and the Members for Western Victoria.

## COUNCIL RESOLUTION

**MOVED:** *Cr Illingworth*

**SECONDED:** *Cr Gstrein*

That the recommendation be adopted.

**CARRIED**

## Attachments

1. Local Government Bill Reform Proposal Paper - Under Separate Cover 

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## 9.19 Records of Assembly of Councillors

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

**File No:**

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

### Summary

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

### 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 28 May 2019
- Committee of Council to hear budget submissions 4 June 2019
- Planning Inspection 4 June 2019
- Councillor Briefing 11 June 2019.

### RECOMMENDATION

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

#### COUNCIL RESOLUTION





**MOVED:**            *Cr Illingworth*

**SECONDED:**      *Cr Beard*

**That the recommendation be adopted.**

**CARRIED**

#### Attachments

1. Record of an Assembly of Councillors Councillor Briefing 28 May 2019 
2. Record of an Assembly of Council to Hear Budget Submissions 4 June 2019 
3. Record of an Assembly of Councillors Planning Inspection 4 June 2019 
4. Record of an Assembly of Councillors Councillor Briefing 11 June 2019 

# Council

## Record of an Assembly of Councillors

**Councillor Briefing****Date:** 28 May 2019**Time:** 2:00 pm**Place:** Killara Centre**Present:** Cr Beard Cr Brown Cr Durant Cr Gstrein Cr Illingworth Cr Oakes Cr Trotter**Apologies:**

Cr Illingworth

**Officers:** Ian Gibb Brooke Love Andrew Mason David Rae

Rory Neeson and Garry Moorfield (Item 2)

**Guests:**

Gavin Ronan, Montarosa (Item 1)

**Issues Discussed:**

Item	Discussion Topic
1	Montarosa Princetown Project Update
2	Community Vision Options
3	Future Briefing Topics
4	<b>Hot Topics:</b> <i>Agenda Items, Timboon Transfer Station, Crown Land License Agreement, Lake Purrumbete, Skipton Hospital, Vite Vite Meeting, Federal Election, MAV State Council, GOR Taskforce, Coopers Energy, Fonterra, Financial Assistance Grants, State Budget.</i>
9	<b>Councillor Items:</b> <i>Pot holes, Lions Club Recognition, Fire Debrief, Western Star Butter, Container, Variable Messaging Signage, Road Safety Audit, Disability Access to V-line Trains, Domestic Violence Presentation, SW Health Lismore, Lismore Water Tower Art, Croquet Club Sale, Windfarm Shipping Container, Relocation of Races in Terang, Darlington Road – Terang Mortlake Road Intersection, Meeting with Minister Emergency Services, Timboon Land Sales, Timboon Health Update, Death of Neale Gleeson former Councillor.</i>

**Conflict(s) of Interest declared:** Nil.**Councillor(s) left the meeting at:** N/A**Councillor(s) returned to the meeting at:** N/A**Officer(s) left the meeting at:** N/A**Councillor Conflict of Interest Form(s) Completed:** N/A**Meeting close:** 6.00 pm**Note taker:** Andrew Mason

# Council

## Record of an Assembly of Councillors



**Councillor Briefing**

**Date:** 4 June 2019

**Time:** 11.00 am

**Place:** Killara Centre

**Present:**

Cr Beard                       Cr Brown                       Cr Durant                       Cr Gstrein  
 Cr Illingworth                       Cr Oakes                       Cr Trotter

**Officers:**

Ian Gibb                       Brooke Love                       Andrew Mason                       David Rae  
Adam Taylor

**Guests:**

*Lia Sarto*

**Issues Discussed:**

Item	Discussion Topic
1	Budget Submissions Hearing

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

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

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

**Meeting close:** 11.30 am

**Note taker:** Andrew Mason



# Planning Inspection

## Record of an Assembly of Councillors



**Date:** 4 June 2019

**Time:** 11.40 am

**Location:** 67 County Boundary Road West Bostocks Creek

**Application No:** PP2019/040

**Present:**

Cr Beard                       Cr Brown                       Cr Durant                       Cr Gstrein  
 Cr Illingworth                       Oakes                       Cr Trotter

**Officers:**

- Aaron Moyne
- Sophia MacRae

**Applicant:**

- Anthony Bright from Rod Bright & Associates Pty Ltd (land surveyor)
- Stephen Bateman (owner)

**Issues Discussed:**

- Application summary and overview
- Assessment criteria and policy
- Planning assessment process and reporting
- Applicant overview

**Conflicts of Interest declared:** Nil

**Meeting close:** 12.00 pm

**Note taker:** Aaron Moyne

# Council

## Record of an Assembly of Councillors

**Councillor Briefing****Date:** 11 June 2019**Time:** 10.00 am**Place:** Killara Centre**Present:**

Cr Beard                       Cr Brown                       Cr Durant                       Cr Gstrein  
 Cr Illingworth                       Cr Oakes                       Cr Trotter

*Cr Gstrein arrived at 10.15 am**Cr Beard arrived at 2 pm***Officers:**

Ian Gibb                       Brooke Love                       Andrew Mason                       David Rae

Rory Neeson, Brooke Barnewall, Chris Rodda (Item 1)

Jarrod Woff, Sharna Whitehand, Sarah Troisi, Jo Place (Item 2)

**Guests:***David Hawkins, SOCOM (Item 1)***Issues Discussed:**

Item	Discussion Topic
1	<b>Crisis Training</b>
2	<b>South West Complex Fires Recovery Report</b>
3	<b>Community Satisfaction Survey Results 2019</b>
4	<b>Long Term Financial Plan 2019 - 2029</b>
5	<b>Hot Topics:</b> <i>Fonterra, Melbourne Workshop, Glyphosate, Dan Tehan, Lisa Neville, Princetown Bridge, Killara Sound Equipment, Councillor Travel Claims (end of financial year), YMCA Contract, Bookaar Solar Farm.</i>
6	<b>Councillor Items:</b> <i>Berrybank Windfarm Community Meeting, Councillor Communications, Naroghid Windfarm, Social Media, 80 km/h speed restrictions on rural roads.</i>

**Conflict(s) of Interest declared:** Nil.**Councillor(s) left the meeting at:** NA**Councillor Conflict of Interest Form(s) Completed:** NA**Meeting close:** 4.55 pm**Note taker:** Andrew Mason

## 10. OTHER BUSINESS

Nil.

## 11. OPEN FORUM

The Mayor, Cr N. Trotter, invited members of the public to ask a question or make a statement.

The following item was submitted:

- Mr Simon Craven congratulated Brooke Love, Director Works and Services, and all involved on the Barwon South West Dairy Supply Chain Study, noting that it is now essential to get the study out to politicians. Mr Craven also referred to road quality and the effects it is having on his vehicles, which is noted as part of the study's findings.

### COUNCIL RESOLUTION

**MOVED:**            *Cr Oakes*

**SECONDED:**      *Cr Beard*

**That standing orders be suspended for supper at 8.58 pm.**

**CARRIED**

The following officers left the meeting at 8.58 pm:

- Ian Gibb, Director Sustainable Development
- Brooke Love, Director Works and Services
- Mikayla Hein, Manager Works
- Jane Hinds, Acting Manager Facilities and Recreation.

### COUNCIL RESOLUTION

**MOVED:**            *Cr Gstrein*

**SECONDED:**      *Cr Oakes*

**That standing orders be resumed at 9.15 pm.**

**CARRIED**

## 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 it relates to personnel matters and contractual matters.

#### COUNCIL RESOLUTION

**MOVED:** *Cr Gstrein*

**SECONDED:** *Cr Durant*

That the recommendation be adopted.

**CARRIED**

The meeting moved into confidential items at 9.15 pm.

Andrew Mason, Chief Executive Officer left the meeting at 9.17 pm.

### 12.1 Reappointment of Chief Executive Officer

#### COUNCIL RESOLUTION

**MOVED:** *Cr Durant*

**SECONDED:** *Cr Brown*

That the meeting move out of confidential items.

**CARRIED**

Andrew Mason, Chief Executive Officer returned to the meeting at 9.23 pm.

The meeting moved out of confidential items at 9.24 pm.

**Meeting Closed: 9.24 pm.**

I hereby certify that these minutes have been confirmed and are a true and correct record.

**CONFIRMED:**

\_\_\_\_\_  
(Chairperson)

**DATE:**