

minutes



CORANGAMITE
SHIRE

CORANGAMITE SHIRE

ORDINARY MEETING OF COUNCIL TUESDAY 27 AUGUST 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
27 AUGUST 2019**

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
Adam Taylor, Manager Finance

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

Nil.

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.

5. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Corangamite Shire Ordinary Council meeting held on Tuesday 23 July 2019 be confirmed.

COUNCIL RESOLUTION

MOVED: Cr Oakes
SECONDED: Cr Gstrein

That the recommendation be adopted.

CARRIED

6. DEPUTATIONS & PRESENTATIONS

Nil.

7. COMMITTEE REPORTS

7.1 Section 86 Committee Membership

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 recommends Council endorse the nominated members for the Committees of Management for each of the following Special Committees as delegated by Council under Section 86 of the *Local Government Act 1989*.

Cobden Civic Hall	Timboon Sporting Centre
Terang Civic Hall	Timboon and District Public Hall
Lake Tooliorook Reserve	Port Campbell Public Purpose Reserve

Introduction

Each of the above facilities have been appointed Special Committees of Management delegated under Section 86 of the *Local Government Act 1989*.

The role of each committee is to oversee the management of the facility on behalf of Council and in the best interests of the residents of Corangamite, including to promote use of the facility and support its development as a community asset.

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

This year there has been some considerable turnover of members on Council's committee in particular the Timboon Hall Committee and Lake Tooliorook Committee welcoming new and enthusiastic volunteers.

Issues

Each committee has recently conducted its Annual General Meeting. The role of the committee member is completely voluntary. With many committee members remaining

relatively unchanged, each should be acknowledged for their continued effort and commitment to managing and operating the facilities.

The following members have been nominated to their respective committees for Council endorsement.

Facility	Cobden Civic Hall
Term	2019-2021
Meeting Date	19 July 2019
Committee	
Eunice Dawe	Denise Robertson
Mary Holloway	Neville Robertson
Frank Martin	Garry Ross
Milton Parlour	Kate Attrill
Neil Podger	Debra Baxter
Office Bearers	
President	Garry Ross
Secretary	Heather Martin
Treasurer	Frank Martin

Table 1: Cobden Civic Hall Committee

The Cobden Civic Hall welcomed Kate Attrill to the committee.

Facility	Terang Civic Hall
Term	2019-2021
Meeting Date	6 July 2019
Committee	
Wendy Driscoll	Frank Riordan
Barry Wickham	Greg Ryan
Jim Primrose	Wayne Reicha
Office Bearers	
President	Greg Ryan
Secretary	Jim Primrose
Bookings Secretary	Wendy Driscoll
Treasurer	Frank Riordan

Table 2: Terang Civic Hall Committee

The Terang Civic Hall Committee welcomed Wayne Reicha to the committee.

Facility	Timboon and District Public Hall
Term	2019-2021
Meeting Date	24 July 2019
Committee	
John Fox	Colin Taylor
Alan Kerr	Del Taylor
Joy Kerr	Keith Whitford
Rosalie Moorfield	Patricia Whitford
Donna Ellis	Melinda Drysdale
Phil Waters	Carley Hickey
Amy Rosolin	Jeff Bedggood

Allison Gebert	
Office Bearers	
President	Keith Whitford
Secretary/Treasurer	Patricia Whitford

Table 3: Timboon and District Public Hall Committee

The Timboon and District Public Hall welcomed seven new committee members including Donna Ellis, Phil Waters, Amy Rosolin, Allison Gebert, Melinda Drysdale, Carley Hickey and Jeff Bedggood.

Facility	Lake Tooliorook Reserve
Term	2019-2021
Meeting Date	31 July 2019
Committee	
John Breen	Karren Campbell
Clive Bustard	Russell White
Geoff Campbell	Tom Alston
John Daly	Bill Alston
Bevan Deppeler	James Buccholz
Phil Scenery	Barry White
Nicole Petrass	Tom Pemberton
Office Bearers	
President	John Breen
Vice President	Russell White
Secretary	Barry White
Treasurer	John Daly

Table 4: Lake Tooliorook Reserve Committee

Lorraine Graham, Ted Hopkins, Judith Sarto, Craig Skene, Jeff Smith and Ann Dunn stepped down from the Lake Tooliorook Committee, whilst Phil Scenery, Karren Campbell, Russell White, Tom Alston, Bill Alston, James Buckles, Nicole Petrass and Tom Pemberton were welcomed to the Committee.

Facility	Port Campbell Public Purpose Reserve
Term	2019-2020
Meeting Date	31 July 2019
Committee	
Maria Gordon	Olivia Tutungi
Tracey Heeps	Cheryl Tregoe
Julie Brazier	Richard Stone
Jo Leatham	Sarah Rahles-Rahbula
Jodi Clarke	Annie Schofield
Amanda Nash	Sharon Cotton
Office Bearers	
President	Maria Gordon
Secretary	Tracey Heeps
Treasurer	Annie Schofield

Table 5: Port Campbell Public Purpose Reserve Committee

The Port Campbell Public Purpose Reserve Committee welcomed Olivia Tutungi, Cheryl Tregaea, Richard Stone, Sarah Rahles-Rahbula and Sharon Cotton.

Facility	Timboon Sporting Centre
Term	2019-2020
Meeting Date	6 August 2019
Group	Representative
Community	Jenny Ackerley
Community	Ron McMeel
School	Dean Whitehead
School	Davin Reid
Badminton Association	Julie-Ann Stewart
Squash Association	Katrina Currell
Basketball Association	Vicki Askew-Thornton
Council	Jane Hinds
Office Bearers	
Chairperson	Jenny Ackerley
Deputy Chairperson	Ron McMeel

Table 6: Timboon Sporting Centre Committee

The Timboon Sporting Centre Committee welcomed Davin Reid as a school representative to the committee.

Policy and Legislative Context

Council's committees are Special Committees of Council established pursuant to Section 86 of the *Local Government Act 1989*. Election of committee members is conducted in accordance with the Instruments 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

A notice of the Annual General Meeting was advertised two weeks prior to each of the meetings in the relevant WD News newspaper.

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 committees of management are responsible for all day to day operational costs. Council provides an annual allocation to the each of the township halls and Lake Tooliorook in accordance with the Public Halls Management and Recreation Reserves Management Policies, respectively, to assist with operational expenses.

Council also allocates funding in its annual budget for maintenance of these facilities.

Each committee is required to keep books of accounts and provide records of its financial activity for the year to Council.

The committees have reported a number of minor works completed over the past year and highlighted visions for future improvements.

Options

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

Conclusion

The proposed membership of the committees reflects interest from enthusiastic and committed residents of the local community. The committees have reported a number of minor works completed to the facilities and visions for future improvements. The committee membership should see a continuation of the effective management and operation of each of the facilities for the benefit of the community and Council.

RECOMMENDATION

That Council:

1. Endorses the proposed Committee of Management for the Cobden Civic Hall for a two year term for the period 2019 to 2021, as follows:

Facility	Cobden Civic Hall
Committee	
Eunice Dawe	Denise Robertson
Mary Holloway	Neville Robertson
Frank Martin	Garry Ross
Milton Parlour	Kate Attrill
Neil Podger	Debra Baxter
Office Bearers	
President	Garry Ross
Secretary	Heather Martin
Treasurer	Frank Martin

2. Endorses the proposed Committee of Management for the Terang Civic Hall for a two year term for the period 2019 to 2021, as follows:

Facility	Terang Civic Hall
Committee	
Wendy Driscoll	Frank Riordan
Barry Wickham	Greg Ryan
Jim Primrose	Wayne Reicha
Office Bearers	
President	Greg Ryan
Secretary	Jim Primrose
Bookings Secretary	Wendy Driscoll
Treasurer	Frank Riordan

3. Endorses the proposed Committee of Management for the Timboon and District Public Hall for a two year term for the period 2019 to 2021 as follows:

Facility	Timboon and District Public Hall
Committee	
John Fox	Colin Taylor
Alan Kerr	Del Taylor
Joy Kerr	Keith Whitford
Rosalie Moorfield	Patricia Whitford
Donna Ellis	Melinda Drysdale
Phil Waters	Carley Hickey
Amy Rosolin	Jeff Bedggood
Allison Gebert	
Office Bearers	
President	Keith Whitford
Secretary/Treasurer	Patricia Whitford

4. Endorses the proposed Committee of Management for Lake Tooliorook, for a two year term, 2019 to 2021, as follows:

Facility	Lake Tooliorook Reserve
Committee	
John Breen	Karren Campbell
Clive Bustard	Russell White
Geoff Campbell	Tom Alston
John Daly	Bill Alston
Bevan Deppeler	James Buccholz
Phil Scenery	Barry White
Nicole Petrass	Tom Pemberton
Office Bearers	
President	John Breen
Vice President	Russell White
Secretary	Barry White
Treasurer	John Daly

5. Endorses the proposed Committee of Management for Port Campbell Public Purpose Reserve, for a one year term, 2019-2020, as follows:

Facility	Port Campbell Public Purpose Reserve
Committee	
Maria Gordon	Olivia Tutungi
Tracey Heeps	Cheryl Tregoea
Julie Brazier	Richard Stone
Jo Leatham	Sarah Rahles-Rahbula
Jodi Clarke	Annie Schofield
Amanda Nash	Sharon Cotton
Office Bearers	
President	Maria Gordon
Secretary	Tracey Heeps
Treasurer	Annie Schofield

6. Endorses the proposed Committee of Management Timboon Sporting Centre, for a one year term, 2019-2020, as follows:

Facility	Timboon Sporting Centre
Group	Representative
Community	Jenny Ackerley
Community	Ron McMeel
School	Dean Whitehead
School	Davin Reid
Badminton Association	Julie-Ann Stewart
Squash Association	Katrina Currell
Basketball Association	Vicki Askew-Thornton
Council	Jane Hinds
Office Bearers	
Chairperson	Jenny Ackerley
Deputy Chairperson	Ron McMeel

COUNCIL RESOLUTION

MOVED: Cr Oakes

SECONDED: Cr Beard

That the recommendation be adopted.

CARRIED

8. PLANNING REPORTS

Nil.

9. OFFICERS' REPORTS

9.1 Finance Report - June 2019

Author: Adam Taylor, Manager Finance

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 - Adam Taylor

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

Summary

This report is to note Council's provisional 2018-2019 financial result, provisional financial position as at 30 June 2019 and to approve changes to the 2019-2020 Adopted Budget for carry forward budget items that have not been completed in 2018-2019.

Introduction

Council adopted the 2018-2019 Budget at a special Council meeting in June 2018. During the financial year a number of comprehensive reviews of the budgets were completed with changes subsequently approved by Council.

During August 2019 officers reviewed the 2018-2019 forecast budget to identify projects that are incomplete and funding that has been received in advance for future years. These carry forward amounts have been used to adjust the forecast position and provide an overview of the 2018-2019 result.

Issues

2018-2019 Provisional Result

Council's adopted 2018-2019 Budget projected a "cash" deficit of \$5,552,903. As a result of the carry forwards and budget variations approved during the year, Council's operating 'cash' result was forecast to be a deficit of \$9,394,555.

2018-2019 adopted Surplus/(Deficit)	(\$5,522,903)
2017-2018 carry forwards (net)	(\$4,367,647)
2018-2019 September quarter adjustments	(\$7,396)
2018-2019 December quarter adjustments	\$230,935
2018-2019 March budget variations	\$178,332
2018-2018 May budget variations	\$94,124
2018-2019 Forecast "cash" Surplus/(Deficit)	<u>(\$9,394,555)</u>

During July 2019 officers identified a number of incomplete projects and prepaid grant income which needs to offset against the forecast to determine the “adjusted forecast” which the actual result can be compared to. As shown below, after the adjustments have been made, Council performed \$2,487,941 better than the adjusted forecast.

2018-2019 Forecast “cash” Surplus/(Deficit)	(\$9,394,555)
2018-2019 carry forwards (net)	\$13,023,376
2018-2019 Adjusted Forecast “cash” Surplus/(Deficit)	\$3,628,821
2018-2019 Actual Result	\$6,116,762
2018-2019 Budget Variance Favourable (Unfavourable)	\$2,487,941

2018-2019 Adjusted Forecast Variations

The \$2,487,941 favourable result can be attributed to \$1,792,129 of additional revenue received and savings in expenditure of \$695,812. The following table provides some explanation of the major variations.

Item	Amount	Explanation
User fees	\$226,361	Additional fees received for landfill, NDIS programs and building inspections.
Contributions - monetary	(\$197,800)	Partially offset (\$105k) by additional operating grant funding with the balance (\$92k) offset against projects not progressing and special charge income not meeting budget.
Grants - Operating	\$1,021,567	The timing of funding received for flood and fire recovery (\$676k), funding received for recreational lighting project (\$185k) which is offset against other expenditure and some minor grants received for projects not in the budget.
Grants – Capital	\$602,938	Additional funding received for Castle Carey Bridge offset by funding not received for some budgeted projects.
Other Revenue	\$265,838	Additional interest received from investments, WorkCover reimbursements and government paid parental leave payments which are offset by wage payments.
Proceeds from sale of property, plant & equipment	(\$151,502)	The scheduled trade in for a truck did not occur as it was repurposed as a water cart for the landfill.
Employee benefits	(\$186,146)	The overall budget for fire recovery was part of the materials budget, part of this was actually for the fire recovery team wages (\$275k). This is offset by some minor favourable variances.
Materials & Services	\$586,981	There was a large number of favourable variations in materials across the organisation offset by expenditure for the 2016 flood recovery. The flood recovery expenditure will form part of a reimbursement from state government.
Other Expenses	(\$151,703)	There was a number of favourable variations offset by an unbudgeted payment (\$185k) for a recreational

		lighting project which is offset by operating grant income.
Capital Projects	\$886,520	Savings achieved on the replacement of light and heavy fleet, re-sheeting programs and some projects not progressing.
Transfer reserves	to (\$432,700)	As a result of shared services funding being received some IT projects were delayed with these saving being allocated to a reserve for future projects.
Other	\$17,587	Minor variations to budget.
	\$2,487,941	

2018-2019 Carry Forwards Projects

It is recommended Council approve all carry forwards for completion in 2019-2020. No further amendments to the budgets are proposed. The carry forwards are summarised below with a detailed listing attached to this report.

Recurrent Operations ¹	\$5,269,366
Capital Projects ²	\$3,364,433
Extraordinary events ³	\$5,510,683
	(\$1,121,106)
Total 2018-2019 Net Carry Forwards	\$13,023,376

¹ Includes \$4,228,953 of Victorian Grants Commission funding for 2019-2020 received in advance.

² Includes \$4,500,980 of funding for a multiyear shared service project across 3 South West Councils

³ Includes \$594,434 for the final claim in relation to the 2016 flood event and \$526,672 for an interim claim for the 2018 South West Complex Fires.

2019-2020 Budget.

Council adopted its 2019-2020 Budget with a projected "cash" surplus of \$431,506. Should the carry forwards be approved the deficit will be revised to \$12,591,870 as summarised below.

2019-2020 Adopted "cash" Surplus/(Deficit)	\$431,506
2018-2019 carry forwards (net)	(\$13,023,376)
2019-2020 Forecast "cash" Surplus/(Deficit)	<u>(\$12,591,870)</u>

The impact of the 2018-2019 carry forwards is not detrimental to Council's projected financial position as at 30 June 2020. As reconciled below Council will have \$5,486,927 of unrestricted "cash". This is an improvement of \$2,487,941 over the adopted 2019-2020 Budget.

2019-2020 Brought Forward "Cash" Surplus		\$23,306,297
2019-2020 Adopted Budget "Cash" Deficit	\$431,506	
2018-2019 Carried Forwards (net)	(\$13,023,376)	(\$12,591,870)
Revised "Cash" Surplus at year end		
	Target Cash Position	(\$5,227,500)
Adjusted Unrestricted Surplus/(Deficit)		\$5,486,927

The unrestricted cash will assist supporting the delivery of the carry forward projects in 2019-2020 and strengthen the starting position for the 2020-2021 budget process.

Policy and Legislative Context

The report meets Council's requirements for reporting under the *Local Government Act 1989* and is in accordance with its Council Plan 2017-2021 commitment that:

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

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

Internal / External Consultation

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

Financial and Resource Implications

The provisional financial result for 2018-2019 reflects a favourable variation of \$2,487,941 and an improved "cash" position projected for 30 June 2020. The improved financial position will assist supporting the delivery of the carry forward projects in 2019-2020 and strengthen the starting position for the 2020-2021 budget.

Conclusion

Council remains in a strong finance position. The provisional financial performance for 2018-2019 was \$2,487,941 favourable compared to the adjusted forecast budget. The carry forward projects recommended for approval can be delivered by the accumulated funds from 2018-2019. The favourable 2018-2019 result will also assist in the delivery of these projects and strengthen the starting position for the 2020-2021 budget.

RECOMMENDATION

That Council:

- 1. Receives the finance report for the period ending 30 June 2019**
- 2. Notes the provisional "cash" result for 2018-2019**
- 3. Approves 2018-2019 Carry Forward Projects as attached to this report totalling \$13,023,376.**

COUNCIL RESOLUTION

MOVED: *Cr Durant*
SECONDED: *Cr Gstrein*

That the recommendation be adopted.

CARRIED

Attachments

1. Finance Report - June 2019 Interim
2. Provisional result 2018-2019
3. Carry forward projects 2018-2019 - Under Separate Cover



**Financial Performance Report
June 2019 Interim**

Finance Report

Attestation

In my opinion the information set out in this report presents fairly the financial transactions for the period ended 30 June 2019. All statutory obligations which relate to the period of this report have been made.



Adam Taylor CPA

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1. Performance Summary
2. Cash Budget
3. Recurrent Operations
4. Projects
5. Capital Projects
6. Project Delivery
7. Investments
8. Procurement
9. Outstanding Debtors
10. Balance Sheet for the period ended 30 June 2019
11. Income Statement for the period ended 30 June 2019

Synopsis

The purpose of this report is to provide Council an update and commentary on the

Definitions

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

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

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

Variance indicator thresholds

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

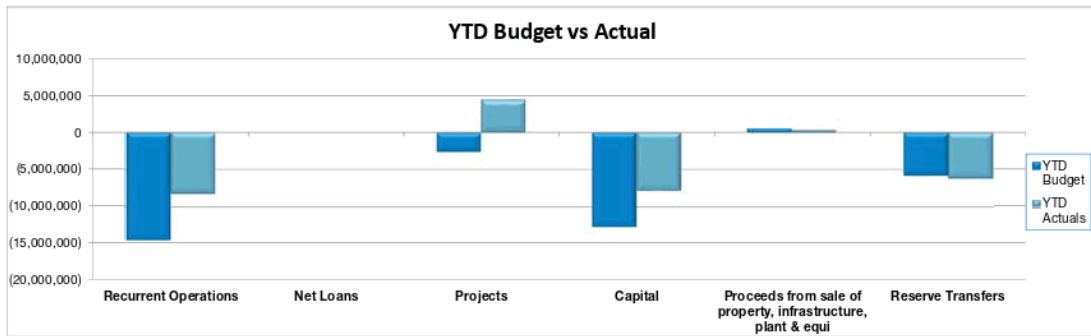


1. Performance Summary

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	%
						\$	
Recurrent Operations	(10,070,948)	(14,639,948)	(14,561,848)	(14,561,848)	(8,274,904)	6,286,944	43%
Rate Income	21,531,951	21,592,504	21,608,528	21,608,528	21,608,538	10	0%
Net Loans	0	0	0	0	0	0	0%
Projects	(2,053,148)	(2,632,065)	(2,632,065)	(2,632,065)	4,451,709	7,083,774	269%
Capital	(9,774,000)	(12,739,995)	(12,739,995)	(12,739,995)	(7,907,300)	4,832,695	38%
Proceeds from sale of property, infrastructure, plant & equi	573,000	591,278	591,278	591,278	439,776	(151,502)	(26%)
External Loan Funds	63,492	63,392	63,392	63,392	38,340	101,732	160%
Reserve Transfers	(5,793,250)	(5,799,650)	(5,799,650)	(5,799,650)	(6,216,130)	(416,480)	7%
Extraordinary Events	0	4,075,805	4,075,805	4,075,805	2,940,682	(1,135,123)	(28%)
Surplus/(Deficit)	(5,522,903)	(9,488,679)	(9,394,555)	(9,394,555)	7,080,709	16,475,264	(175%)
Surplus/(Deficit) B/forward	10,921,974	17,294,978	17,294,978				
Surplus/(Deficit) at end of year	5,399,071	7,806,299	7,900,423				

Note: Figures in brackets indicate cost to Council

Unfavourable variances shown in brackets

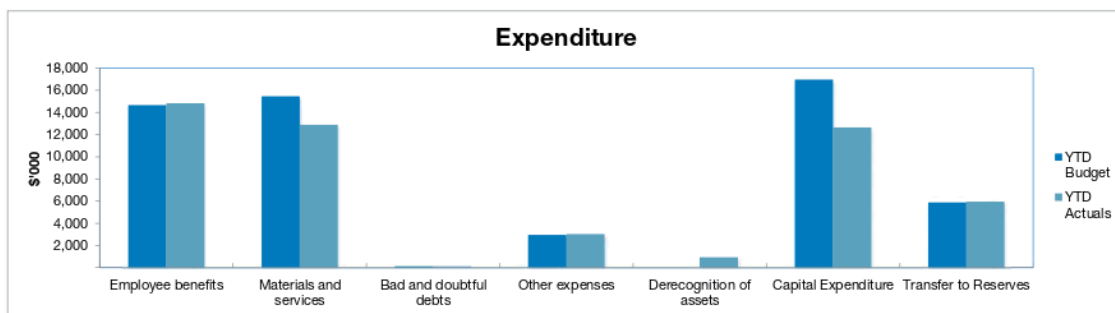
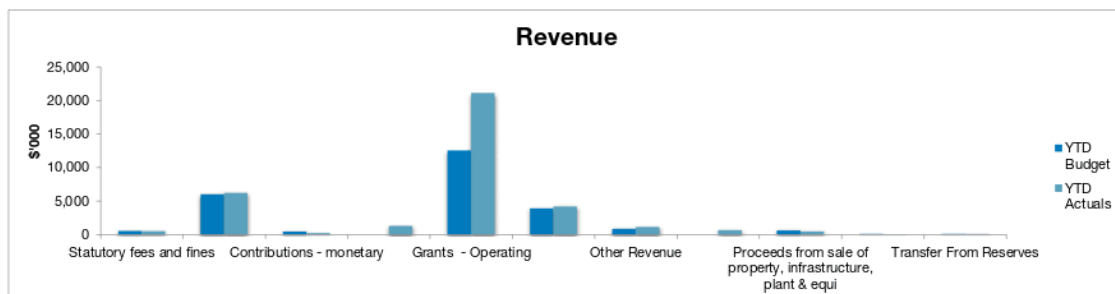


2. Cash Budget

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav) \$	%	
REVENUE								
Rates and charges	21,531,951	21,592,504	21,608,528	21,608,528	21,608,538	10	0%	●
Statutory fees and fines	385,529	497,529	497,529	497,529	486,027	(11,502)	(2%)	●
User fees	5,765,392	5,981,506	5,981,506	5,981,506	6,208,342	226,837	4%	●
Contributions - monetary	280,476	454,682	454,682	454,682	182,981	(271,700)	(60%)	●
Contributions - non monetary	0	0	0	0	1,267,000	1,267,000	0%	●
Grants - Operating	10,409,607	12,534,023	12,534,023	12,534,023	21,121,451	8,587,428	69%	●
Grants - Capital	2,894,500	3,872,272	3,872,272	3,872,272	4,187,068	314,796	8%	●
Other Revenue	660,046	812,427	849,540	849,540	1,115,378	265,838	31%	●
Assets Recognised for the first time	0	0	0	0	639,000	639,000	0%	●
Proceeds from sale of property, infrastructure, plant & equi	573,000	591,278	591,278	591,278	439,776	(151,502)	(26%)	●
External Loan Funds Received	63,492	63,392	63,392	63,392	38,340	(25,053)	(40%)	●
Transfer From Reserves	32,000	59,500	59,500	59,500	75,720	16,220	27%	●
Total Revenue	42,595,993	46,459,113	46,512,250	46,512,250	57,369,620	10,857,371	123%	●
EXPENDITURE								
Employee benefits	14,673,468	14,638,384	14,638,384	14,638,384	14,823,276	(184,892)	1%	●
Materials and services	11,870,831	15,522,772	15,431,785	15,431,785	12,869,583	2,562,202	(17%)	●
Bad and doubtful debts	2,000	97,148	97,148	97,148	104,289	(7,141)	7%	●
Other expenses	2,825,847	2,880,971	2,930,971	2,930,971	3,014,542	(83,571)	3%	●
Derecognition of assets					917,000	(917,000)	0%	●
Capital Expenditure	12,921,500	16,949,367	16,949,367	16,949,367	12,633,372	4,315,995	(25%)	●
Transfer to Reserves	5,825,250	5,859,150	5,859,150	5,859,150	5,926,850	(67,700)	1%	●
Total Expenditure	(48,118,896)	(55,947,791)	(55,906,804)	(55,906,804)	(50,288,911)	5,617,893	(90%)	●
Surplus/(Deficit)	(5,522,903)	(9,488,679)	(9,394,555)	(9,394,555)	7,080,709	16,475,264	(175%)	●

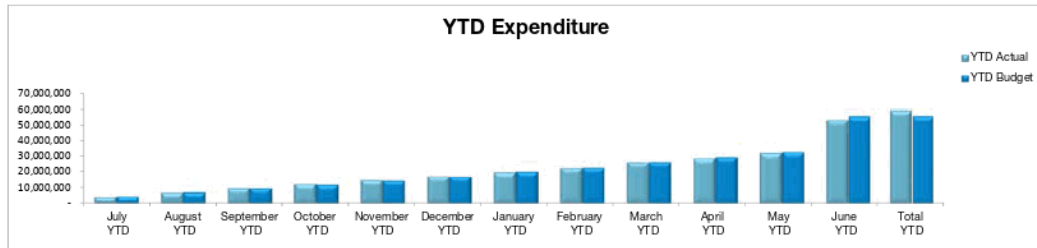
Note: Figures in brackets indicate cost to Council

Unfavourable variances shown in brackets



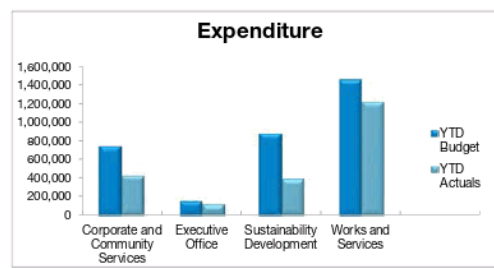
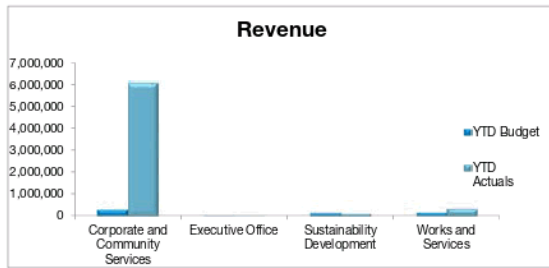
3. Recurrent Operations

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
Recurrent Operations							
Revenue							
Corporate and Community Services	13,445,435	10,128,679	10,165,792	10,165,792	15,101,880	4,936,088	(49%) ●
Executive Office	41,000	41,000	41,000	41,000	34,669	(6,331)	15% ●
Sustainability Development	4,839,339	5,149,136	5,149,136	5,149,136	5,493,753	344,617	(7%) ●
Works and Services	7,227,359	6,674,825	6,674,825	6,674,825	7,375,110	700,285	(10%) ●
Revenue Total	25,553,133	21,993,640	22,030,753	22,030,753	28,005,412	5,974,658	(27%) ●
Expenses							
Corporate and Community Services	9,337,606	9,260,655	9,260,655	9,260,655	9,734,144	(473,490)	(5%) ●
Executive Office	2,167,087	2,033,179	2,033,179	2,033,179	1,922,937	110,242	5% ●
Sustainability Development	9,173,741	10,293,374	10,252,387	10,252,387	9,474,276	778,111	8% ●
Works and Services	14,945,647	15,046,381	15,046,381	15,046,381	15,148,959	(102,578)	(1%) ●
Recurrent Operations Total	(10,070,948)	(14,639,948)	(14,561,848)	(14,561,848)	(8,274,904)	6,286,944	43% ●



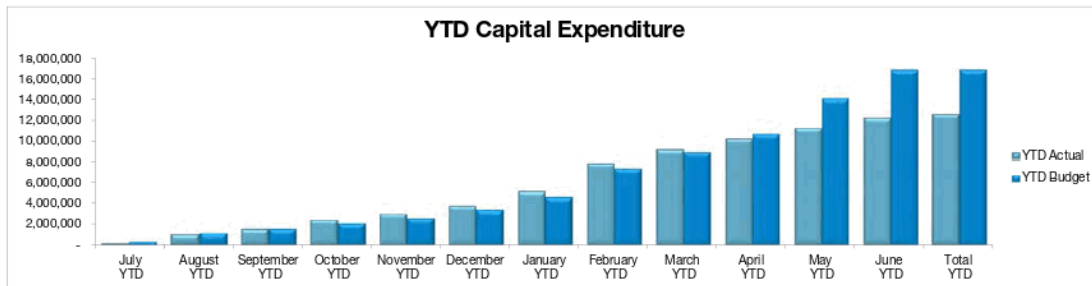
4. Projects

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
Projects							
Revenue							
Corporate and Community Services	3,720	317,864	317,864	317,864	6,117,004	5,799,140	(1824%) ●
Executive Office	0	22,500	22,500	22,500	18,250	(4,250)	19% ●
Sustainability Development	72,290	136,979	136,979	136,979	117,972	(19,007)	14% ●
Works and Services	81,700	157,873	157,873	157,873	366,336	208,463	(132%) ●
Revenue Total	157,710	635,216	635,216	635,216	6,619,561	5,984,345	(942%) ●
Expenses							
Corporate and Community Services	365,868	755,692	755,692	755,692	435,163	320,529	42% ●
Executive Office	105,000	153,959	153,959	153,959	115,237	38,722	25% ●
Sustainability Development	564,790	886,923	886,923	886,923	390,064	496,859	56% ●
Works and Services	1,175,200	1,470,707	1,470,707	1,470,707	1,227,387	243,320	17% ●
Expenses Total	(2,210,858)	(3,267,281)	(3,267,281)	(3,267,281)	(2,167,852)	1,099,429	34% ●
Projects Total	(2,053,148)	(2,662,065)	(2,662,065)	(2,662,065)	4,436,971	7,099,036	267% ●



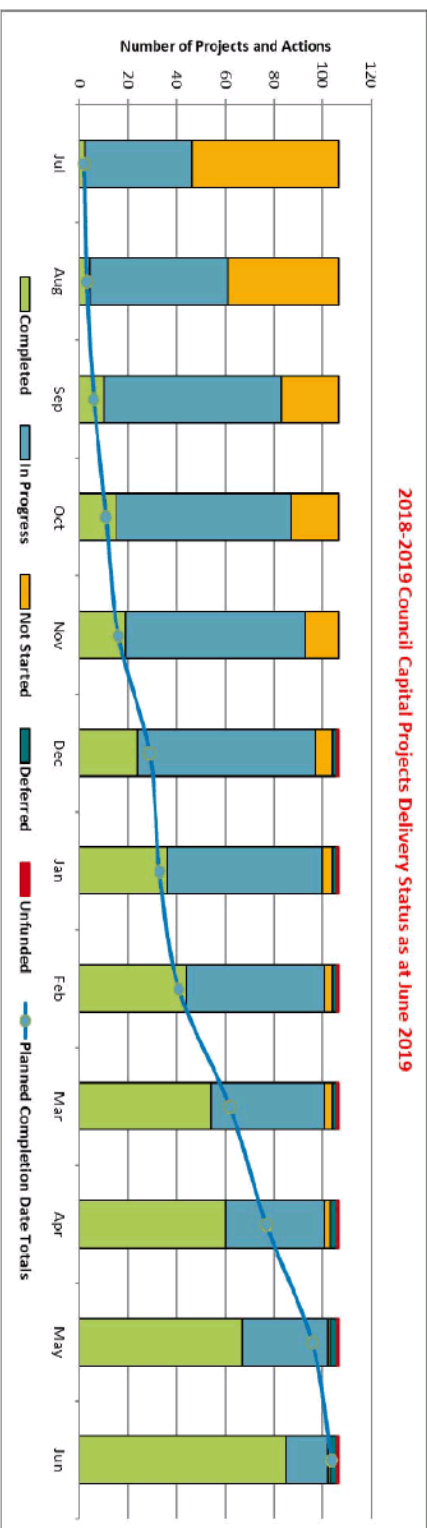
5. Capital

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
Capital							
Revenue							
Executive Office	0	176,000	176,000	176,000	104,500	(71,500)	41% ●
Sustainability Development	0	200,000	200,000	200,000	60,000	(140,000)	70% ●
Works and Services	3,167,500	3,880,872	3,880,872	3,880,872	4,224,072	343,200	(9%) ●
Revenue Total	3,167,500	4,256,872	4,256,872	4,256,872	4,388,572	131,700	(3%) ●
Expenses							
Corporate and Community Services	487,000	795,018	795,018	795,018	735,900	59,118	7% ●
Executive Office	0	236,000	236,000	236,000	108,378	127,622	54% ●
Sustainability Development	20,000	292,038	292,038	292,038	81,424	210,614	72% ●
Works and Services	12,414,500	15,626,311	15,626,311	15,626,311	11,707,670	3,918,641	25% ●
Expenses Total	(12,921,500)	(16,949,367)	(16,949,367)	(16,949,367)	(12,633,372)	4,315,995	25% ●
Capital Total	(9,754,000)	(12,692,495)	(12,692,495)	(12,692,495)	(8,244,800)	4,447,695	35% ●



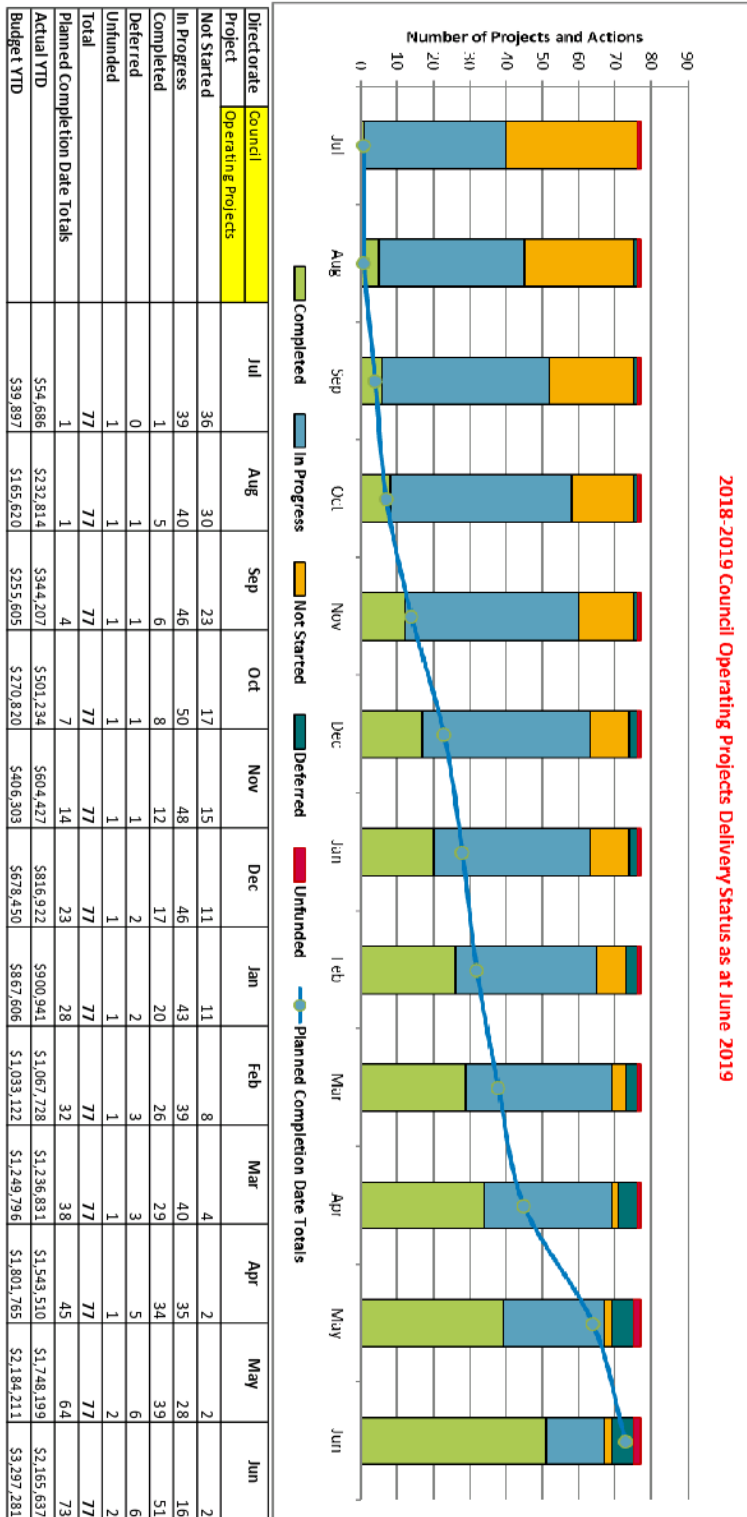
6. Project Delivery

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

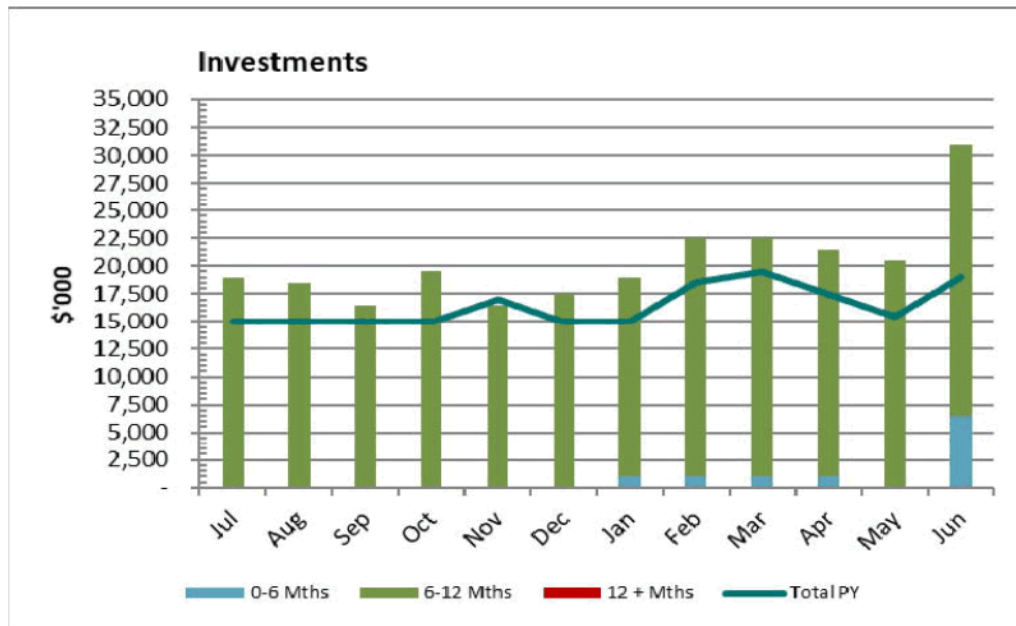


Directorate	Council	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Project	Capital Projects												
Not Started		61	46	24	20	14	7	4	3	3	2	1	1
In Progress		44	57	73	72	74	73	64	57	47	41	35	17
Completed		2	4	10	15	19	24	36	44	54	60	67	85
Deferred		0	0	0	0	0	2	2	2	2	3	3	3
Unfunded		0	0	0	0	0	1	1	1	1	1	1	1
Total		107	107	107	107	107	107	107	107	107	107	107	107
Planned Completion Date Totals		2	3	6	11	16	29	33	41	62	77	96	104
Actual YTD		\$195,287	\$1,027,450	\$1,592,233	\$2,447,667	\$3,023,231	\$3,803,163	\$5,203,900	\$7,916,789	\$9,227,611	\$10,282,510	\$11,264,826	\$12,272,031
Budget YTD		\$304,280	\$1,133,040	\$1,560,482	\$2,099,593	\$2,593,912	\$3,430,450	\$4,639,673	\$7,424,398	\$8,988,288	\$10,754,758	\$14,165,626	\$16,949,367

2018-2019 Council Operating Projects Delivery Status as at June 2019



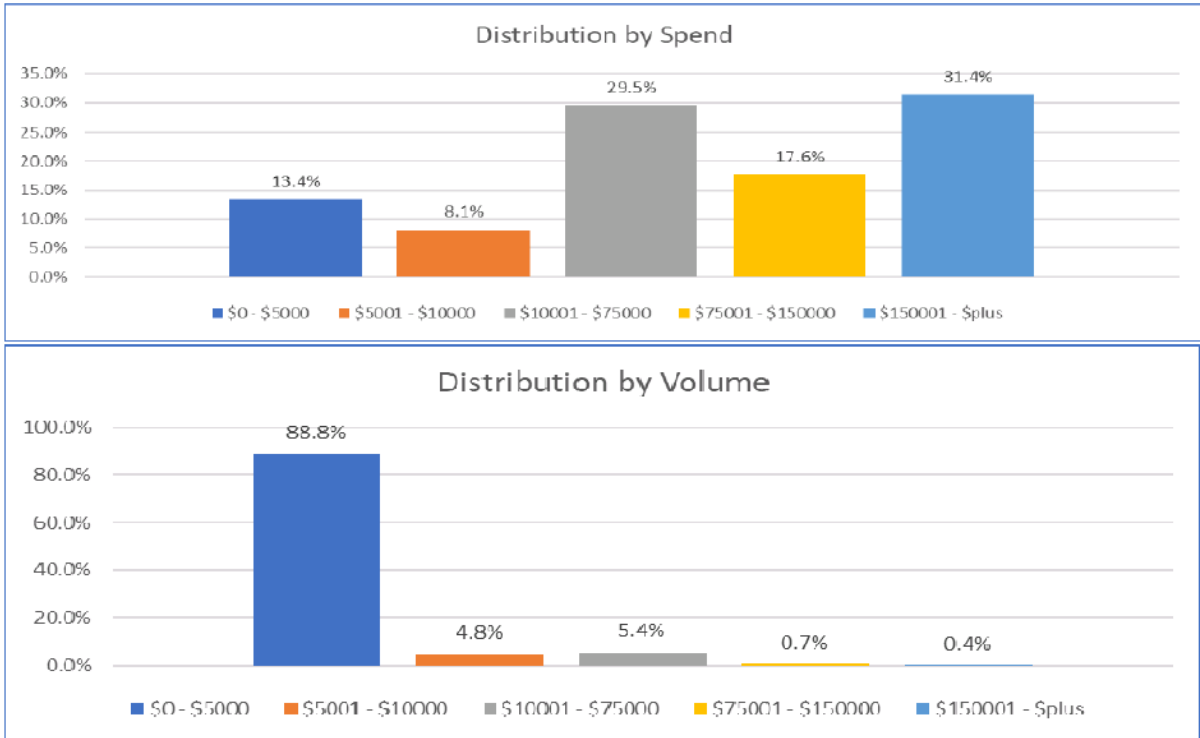
7. Investments



The above graph shows the 2018-2019 total investments as a comparative line and categorises current year investments by term. Term deposits are much higher at June 2019 due to grant income paid in advance and a large grant held on behalf of the shared service project which was funded in June 2019.

8. Purchasing and Procurement

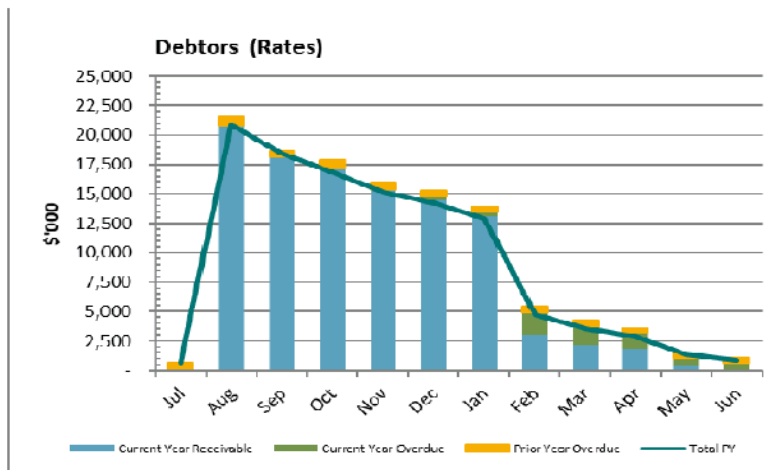
The graph below details Council's procurement activity for the reporting period by spend and volume. The top graph details the cumulative expenditure by value whilst the bottom graphs details the cumulative transactions by volume. For example 88.8% of transactions for the period were for a value of \$5,000 or less with a cumulative value representing 13.4% of total procurement.



9. Outstanding Debtors

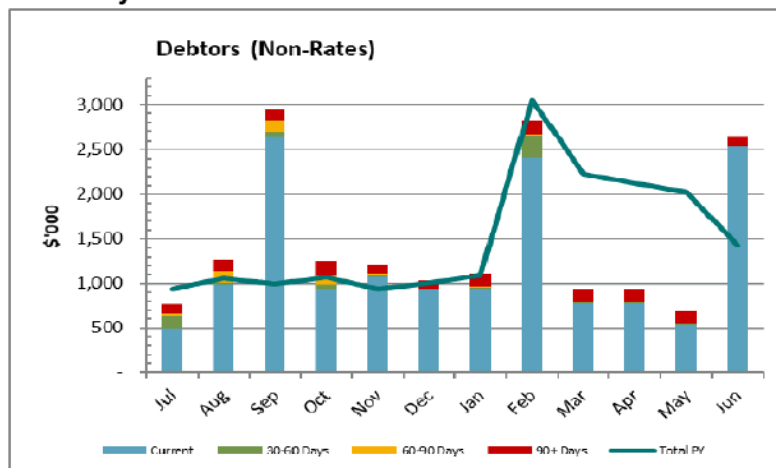
Rate Debtors

The below graph shows the total outstanding rates from the 2018-2019 financial year as a comparative line with the stacked bar graph showing the current year outstanding rates, categorised as current, current year overdue and prior year overdue.



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

Sundry Debtors



Sundry Debtors are showed a higher total amount owing in June last year due to a large invoice in relation to the finalisation of the Castle Carey Bridge project.

10. Income Statement for the period ended 30 June 2019

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance favourable/ (unfavourable)
REVENUE						
Rates and charges	21,531,951	21,592,504	21,608,528	21,608,528	21,608,538	10
Statutory fees and fines	385,529	497,529	497,529	497,529	486,027	(11,502)
User fees	5,765,392	5,981,506	5,981,506	5,981,506	6,208,342	226,837
Contributions - monetary	280,476	454,682	454,682	454,682	182,981	(271,700)
Contributions - non monetary	0	0	0	0	1,267,000	1,267,000
Grants - Operating	10,409,607	12,534,023	12,534,023	12,534,023	21,121,451	8,587,428
Grants - Capital	2,894,500	3,872,272	3,872,272	3,872,272	4,187,068	314,796
Other Revenue	660,046	812,427	849,540	849,540	1,115,378	265,838
Assets Recognised for the first time	0	0	0	0	639,000	639,000
Total Revenue	41,927,501	45,744,942	45,798,079	45,798,079	56,815,785	(11,017,706)
EXPENDITURE						
Employee benefits	14,673,468	14,638,384	14,638,384	14,638,384	14,823,276	(184,892)
Materials and services	11,870,831	15,522,772	15,431,785	15,431,785	13,062,389	2,369,395
Bad and doubtful debts	2,000	97,148	97,148	97,148	104,289	(7,141)
Depreciation	10,347,000	12,876,000	12,876,000	12,876,000	12,922,687	(46,687)
Other expenses	2,825,847	2,880,971	2,930,971	2,930,971	3,014,542	(83,571)
Derecognition of assets	0	0	0	0	917,000	(917,000)
Fair Value Adjustments	0	0	0	0	203,820	(203,820)
Total Expenditure	(39,719,146)	(46,015,275)	(45,974,288)	(45,974,288)	(45,048,002)	926,285
Surplus/(Deficit) from Operations	2,208,355	(270,332)	(176,208)	(176,208)	11,767,783	(11,943,991)
Proceeds from sale of property, infrastructure, plant & equi	573,000	591,278	591,278	591,278	439,776	151,502
Written down value property, infrastructure, plant and equip	573,000	573,000	573,000	573,000	5,023,713	(4,450,713)
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	0	18,278	18,278	18,278	(4,583,938)	4,602,216
Surplus/(Deficit) for Period	2,208,355	(252,054)	(157,930)	(157,930)	7,183,845	(7,341,775)

11. Balance Sheet for the period ended 30 June 2019

	Prior Year Balance	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals
CURRENT ASSETS					
Cash and cash equivalents	23,540,252	15,883,565	20,054,795	20,148,919	33,290,726
Financial Assets	63,392	36,497	24,522	24,522	25,359
Rate Receivables	841,287	2,500,000	2,500,000	2,500,000	942,718
Other Trade Receivables	1,777,857	0	0	0	2,823,039
Inventories	78,112	80,000	80,000	80,000	64,607
Other assets	584,546	494,170	494,170	494,170	1,037,208
Total Current Assets	26,885,447	18,994,232	23,153,486	23,247,611	38,183,658
NON CURRENT ASSETS					
Investments in associates	264,715	260,096	264,715	264,715	264,715
Financial Assets	37,733	13,211	13,211	13,211	12,374
Trade and other receivables	42,155	46,217	46,217	46,217	24,146
WIP - Capital	5,664,908	12,921,500	16,949,367	16,949,367	2,421,516
Fixed assets	454,950,607	431,460,665	447,166,514	447,166,514	452,827,678
Total Non Current Assets	460,960,118	444,701,689	464,440,024	464,440,024	455,550,428
Total Assets	487,845,565	463,695,921	487,593,511	487,687,635	493,734,086
CURRENT LIABILITIES					
Trade and other payables	3,260,796	2,300,000	3,260,796	3,260,796	2,111,041
Trust funds and deposits	235,584	203,000	235,584	235,584	226,018
Provisions - current	3,850,712	3,850,000	3,850,712	3,850,712	3,791,329
Total Current Liabilities	7,347,092	6,353,000	7,347,092	7,347,092	6,128,387
NON CURRENT LIABILITIES					
Provisions - non-current	3,559,555	5,693,780	3,559,555	3,559,555	3,967,421
Total Non Current Liabilities	3,559,555	5,693,780	3,559,555	3,559,555	3,967,421
Total Liabilities	10,906,647	12,046,780	10,906,647	10,906,647	10,095,808
Net Assets	476,938,918	451,649,141	476,686,863	476,780,988	483,638,278
EQUITY					
Operating Surplus/Deficit	7,613,938	2,208,355	(252,054)	(157,930)	7,183,845
Accumulated surplus	176,556,545	174,419,211	178,370,833	178,370,833	177,954,353
Asset revaluation reserve	290,748,590	267,201,045	290,748,590	290,748,590	290,264,105
Reserves	2,019,845	7,820,529	7,819,495	7,819,495	8,235,975
Total Equity	476,938,918	451,649,141	476,686,863	476,780,988	483,638,278

	Prudential Guideline	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals
Working capital ratio / Liquidity ratio (current assets to current liabilities)	150%	298.98%	315.14%	316.42%	623.06%
Debt servicing ratio (interest paid as % of total revenue)	5%	0.00%	0.00%	0.00%	0.00%
Debt commitment ratio (interest and loan repayments as a % of rate revenue)	15%	0.00%	0.00%	0.00%	0.00%

2018-2019 Budgeted "Cash" Result "PROVISIONAL"									
	2018-2019 Adopted	2018-2019 Reviewed	2018-2019 Forecast	2018-2019 Carry Forwards	2018-2019 Forecast Adjusted	2018-2019 Actual	Actual v Adjusted Forecast		
Revenues									
Rates and charges	21,531,951	21,592,504	21,608,528	0	21,608,528	21,608,538	10	0.0%	
Statutory fees and fines	385,529	497,529	497,529	0	497,529	486,027	(11,502)	(2.3%)	
User fees	5,765,392	5,981,506	5,981,506	(476)	5,981,982	6,208,342	226,361	3.8%	
Contributions - Monetary	280,476	454,682	454,682	173,900	280,782	82,981	(197,800)	(42.8%)	
Grants - Operating	10,409,607	12,534,023	12,534,023	(7,613,397)	20,147,420	21,168,987	1,021,567	13.9%	
Grants - Capital	2,894,500	3,872,272	3,872,272	236,142	3,636,130	4,239,068	602,938	15.6%	
Other Revenue	660,046	812,427	849,540	0	849,540	1,115,378	265,838	32.7%	
Proceeds from sale of property, infrastructure, plant & equi	573,000	591,278	591,278	0	591,278	439,776	(151,502)	(25.6%)	
External Loan Principal Received	63,492	63,392	63,392	0	63,392	63,392	0	0.0%	
Transfer from reserves	32,000	59,500	59,500	20,000	39,500	75,720	36,220	113.2%	
	42,695,993	46,459,113	46,512,250	(7,183,831)	53,696,081	55,488,209	1,792,129		4.3%
Expenses									
Employee benefits	(14,673,468)	(14,638,384)	(14,638,384)	(1,254)	(14,637,130)	(14,823,276)	(186,146)	(1.3%)	
Materials and services	(11,870,831)	(15,522,772)	(15,431,785)	(1,975,684)	(13,456,101)	(12,869,119)	586,981	4.1%	
Bad and doubtful debts	(2,000)	(97,148)	(97,148)	0	(97,148)	(104,289)	(7,141)	(7.4%)	
Finance costs	0	0	0	0	0	0	0		
Other Expenses	(2,825,847)	(2,880,971)	(2,930,971)	(68,132)	(2,862,839)	(3,014,542)	(151,703)	(5.3%)	
Capital Projects	(12,921,500)	(16,949,367)	(16,949,367)	(3,794,475)	(13,154,892)	(12,268,372)	886,520	5.2%	
Loan Redemption	0	0	0	0	0	0	0		
Transfer to reserves	(5,825,250)	(5,859,150)	(5,859,150)	0	(5,859,150)	(6,291,850)	(432,700)	(7.4%)	
	(48,118,896)	(55,947,791)	(55,906,804)	(5,839,545)	(50,067,259)	(49,371,447)	695,812		1.3%
Rate Determination Result	(5,522,903)	(9,488,679)	(9,394,555)	(13,023,376)	3,628,821	6,116,762	2,487,941		18.3%

2018-2019 Budgeted "Cash" Result Summary "PROVISIONAL"									
	2018-2019 Adopted Budget	2018-2019 Reviewed Budget	2018-2019 Forecast Budget	2018-2019 Carry Forwards	2018-2019 Forecast Adjusted	2018-2019 Actual	Actual v Adjusted Forecast		
Surplus/(Deficit) Bought Forward	10,921,974	17,189,535	17,189,535		17,189,535	17,189,535			
Recurrent Operations	(10,090,948)	(14,639,170)	(14,561,070)	5,289,366	(9,271,704)	-7,978,626	1,293,078	12.8%	
Net External Loans	63,492	63,392	63,392	0	63,392	63,392	0	0.0%	
Net Loan Funds	0	0	0	0	0	0	0		
Rate Income	21,531,951	21,592,504	21,608,528	0	21,608,528	21,608,538	10	0.0%	
Capital	(9,181,000)	(12,119,495)	(12,119,495)	3,364,433	(8,755,062)	(7,485,802)	1,269,259	13.8%	
Projects	(2,053,148)	(2,662,065)	(2,662,065)	5,510,683	2,848,618	3,184,709	336,091	16.4%	
Transfer From/(To) Reserves	(5,793,250)	(5,799,650)	(5,799,650)	(20,000)	(5,819,650)	(6,216,130)	(396,480)	(6.8%)	
Extraordinary events	0	4,075,805	4,075,805	(1,121,106)	2,954,699	2,940,682	(14,017)	(100.0%)	
Surplus/(Deficit) at year end	5,399,071	7,700,856	7,794,980	13,023,376	20,818,356	23,306,297	2,487,941	46.1%	
		Less Target Surplus (minimum)			(5,100,000)	(5,100,000)			
Surplus/(Deficit) at year end Favourable/Unfavourable					15,718,356	18,206,297		<=== Target \$0	

9.2 Local Government Performance Indicators Report for twelve-month period ending 30 June 2019 - Provisional Results

Author: David Rae, Director Corporate and Community Services

File No: D18/355

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - David Rae

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

Summary

The purpose of this report is to provide Council with a report on the Local Government Performance Reporting Framework (LGPRF) Indicator provisional results for the twelve-month period ending 30 June 2019, as required under the *Local Government (Planning and Reporting) Regulations 2014*.

Introduction

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

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

Council will be required to report performance indicator information in its 2018-2019 Annual Report with results also to be published on the 'MyCouncil' website. Council will be presented with its 2018-2019 Annual Report on 22 October 2019.

Issues

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

There are currently 83 mandatory indicators in the framework. The indicators need to be reported in the 2018-2019 Annual Report and will assist Council monitor its performance over time and benchmark performance on an annual basis with other councils. Some of the indicators will be audited by the Victorian Auditor General's Office.

The mandated indicators and measures are grouped into three areas:

- Service performance. 41 indicators across nine services.
- Financial performance. 12 finance indicators.

- Sustainability. Six indicators relating to sustainable capacity, 24 indicators relating to governance and management).

The twelve-month period provisional results, and where applicable, comparative results for the same period last year and previous financial years are reported in the attachment (under separate cover).

Council's performance for the twelve-month period ending 30 June 2019 is generally positive with respect to the service performance indicators. Some indicators have performed strongly, whereas some will require monitoring in 2019-2020. Favourable results have been recorded in financial performance and sustainability. Council continues to meet its governance requirements as reflected in the governance and management checklist.

Care should also be taken when interpreting the data provided in this report, as results are provisional and subject to audit by the Victorian Auditor General's Office. Some results are not yet available. Similarly, non-financial elements reported are not always uniform and often vary from year to year.

Policy and Legislative Context

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

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

Model contemporary standards of corporate governance and professional standards.

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

Internal / External Consultation

The reporting of results of the twelve-month performance for 2018-2019 has been coordinated by Council's Executive Services and Governance Coordinator, with data collation completed by nominated department managers. The Senior Officer Group has reviewed the results.

Provisional results have been submitted to Local Government Victoria for review. Following completion of the audit, Council's Audit Committee will consider the LGRPF Performance Statement, along with the Annual Financial Statements, on 12 September 2019. Council will be asked to give in principle approval to the statements and authorise two Councillors to sign them in their final form on 24 September 2019 prior to submission to the Minister for Local Government by 30 September 2019.

Financial and Resource Implications

It is estimated the recurrent cost, through lost productivity, associated with the LGPRF is \$10,000 per annum. Additionally, the promised reduction in the reporting burden by Local Government to State Government remains disappointingly inadequate and has not resulted in any recurrent cost or time savings. Furthermore, a recent strategic directions paper issued by the Minister for Local Government foreshadowed an expansion of the framework, including the introduction of targets, over the next several years that will ultimately result in a higher, albeit indirect, cost to Council.

Conclusion

Effective performance reporting by councils is essential for ensuring accountability to residents and ratepayers. The primary objective of the LGPRF is to provide comprehensive performance information for this purpose. The data generated by the LGPRF can also provide an incentive to improve the performance once trend data becomes available. Council's performance for the twelve-month period ending 30 June 2019 is generally comparable to the same period last year and reflects strong progress with most indicators when compared to trend data.

RECOMMENDATION

That Council notes the twelve-month provisional results for the period ending 30 June 2019 for the legislated performance indicators under the *Local Government (Planning and Reporting) Regulations 2014.*

COUNCIL RESOLUTION

MOVED: Cr Durant
SECONDED: Cr Gstrein

That the recommendation be adopted.

CARRIED

Attachments

1. LGPRF Council Report for 12 month period ending 30 June 2019 (Provisional Results) - Under Separate Cover

9.3 Council Policy - Occupational Health and Safety

Author: Michele Stephenson, Manager Human Resources/Risk

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 - Michele Stephenson

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

Summary

This report recommends that Council adopt the Occupational Health and Safety (OHS) Policy 2019. The policy is a key element of the Health and Safety Management System at Corangamite Shire. It advises those covered by the policy about their responsibilities for workplace health and safety. The policy has been reviewed in accordance with Council's Policy Development Framework, with minor amendments.

Introduction

Council has a legal obligation, as far as it is reasonably practicable, to provide and maintain a working environment that is safe and without risks to the health of its staff. The OHS Policy, as part of the Health and Safety Management System, aims to proactively manage the health and safety of all workers.

Issues

The OHS Policy commits Council to the provision of a safe workplace and continuous improvement in workplace health and safety. It guides the Corangamite Shire Health and Safety Management System, which provides the framework and tools to achieve this.

The Health & Safety Management System has been developed in accordance with Australian/New Zealand Standard AS/NZSAS/NZS 4801:2001 - Occupational Health and Safety Management Systems. The Health and Safety Management System is structured as follows:

Volume 1

- WHS - 100 Policy
- WHS - 101 Governance
- WHS - 102 Safety Management and Action Plan
- WHS – 103 Health and Safety Management System – Internal Audit Program.

Volume 2

- WHS - 200 (Series) procedures
- Safety Related Plans
- Safety Document Register.

Volume 3

- WHS – 300 – Hazard Control documentation specific to each work area
- WHS – 301 (Series) SWMS
- WHS – 302 (Series) Safety Information
- WHS – 303 (Series) Plant/Equipment Safe Operating Procedures
- WHS – 304 Health and Safety Guides.

The 2019 review of the OHS Policy identified minor administrative amendments only.

Policy and Legislative Context

The policy aligns with the objectives and strategies in the Council Plan 2017 – 2021:

Maintain a health and safety management system that is underpinned by an appropriate culture.

This policy is consistent with the provisions of the *Occupational Health and Safety Act 2004*, other related legislation and council policies and procedures.

Internal / External Consultation

The Occupational Health and Safety Policy is an existing policy that has been reviewed internally by the Human Resources/Risk team and the Occupational Health and Safety Committee members.

Financial and Resource Implications

The implementation of this policy will be through existing personnel and budgeted resources. An independent audit of the Management System is conducted every four years, with the next audit scheduled for 2021 at an approximate value of \$2,500.

Serious safety breaches impose organisational and personal fines and/or imprisonment for principle officers of an organisation.

Options

Council may adopt the Occupational Health and Safety Policy as presented, or with further amendment.

Conclusion

The reviewed Occupational Health and Safety Policy states Council's commitment to providing a safe and healthy workplace, ensures legislative compliance, and is the guiding document for the overall management of workplace health and safety at Corangamite Shire.

RECOMMENDATION

That Council:

1. Revokes the Occupational Health and Safety Policy dated September 2016.
2. Adopts the Occupational Health and Safety Policy 2019.

COUNCIL RESOLUTION

MOVED: Cr Beard

SECONDED: Cr Oakes

That the recommendation be adopted.

CARRIED

Attachments

1. Council OHS Policy 2019
2. Council OHS Policy 2019 Tracked Changes - Under Separate Cover



**CORANGAMITE
SHIRE**

Occupational Health and Safety Policy

Corangamite Shire Council
September 2019

Council Policy



Occupational Health & Safety

Introduction

Proactive management of the health and safety of all workers employed by Corangamite Shire Council is a key objective of the Council Health and Safety Management System. This policy provides the guidance for health and safety management across Council.

Purpose

The purpose of this policy is to ensure:

- that health and safety is an integral part of managing the Council and that management plans address health and safety;
- compliance with all health and safety legislative requirements;
- ‘As far as reasonably practical’¹ eliminate hazards to workers in workplaces under the control of the Council or performing Council work (including sites away from usual workplaces);
- continuous improvement of health and safety is actively encouraged and supported through consultation with all workers, information, instruction, training and supervision; and
- the condition of the workplace and the health of workers is monitored and controlled.

Scope

This policy applies to Council:

- employees;
- volunteers;
- contractors or subcontractors;
- employees of a contractor or subcontractor;
- employees of a labour hire company who has been assigned to work within workplaces;
- apprentices or trainees; and
- students gaining work experience

when they are in a workplace under Council’s control and management and/or using or handling any plant or substances and/or performing work in the conduct of Council’s business.

Definitions

- **Workplace** – “means a place, whether or not in a building or structure, where employees or self-employed persons work”.²
- **Due diligence** – to take every reasonably practicable precaution to protect the health, safety and welfare of those in the workplace.³
- **Hazard** - A source or situation with a potential to cause injury or illness, damage to property or the environment or a combination of these.

¹ Refer to “How Worksafe applies the law in relation to reasonably practical”, a guideline made under section 12 of the OHS Act 2004

² Occupational Health and Safety Act 2004

³ Adapted from *Due Diligence at Work, Workcover NSW Health and Safety Guide, 1997*

Adopted at Council on:

Agenda Item:

Responsibility: Manager Human Resources/Risk

File Number:

Directorate: Corporate & Community Services

To be reviewed by: September 2022

Policy Number: CORCOM 17.02

Page Number: 2

Corangamite Shire Council Policy – Health & Safety

- **Health & Safety Management System** - "that part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures and resources for developing, implementing, achieving, reviewing and maintaining the OHS policy and so managing the risks associated with the business of the organisation." ⁴

References

- *Occupational Health and Safety Act 2004*
- *Accident Compensation Amendment Act 2010*
- OHS Regulations 2017
- Australian Standard AS/NZS 4801:2001

Policy Detail

Corangamite Shire Council is committed to providing and continuously improving a safe and healthy workplace through:

- A proactive, embedded culture of safety where all workers have an active, ongoing role;
- Safety leadership - where senior and middle management lead from the front and 'walk the walk';
- Safety planning, including the ability to 'Report, Monitor and Control' the effectiveness of safety management throughout the organisation;
- Ongoing compliance with legislative requirements;
- Communication and Consultation on all health and safety matters;
- Everyone having the ability to readily identify and report workplace hazards and effectively and efficiently control them; and
- Effective and efficient return to work following injury.

This will be achieved through the Health and Safety Management System (HSMS) which incorporates:

- Management accountability;
- Strategic planning;
- Consultation;
- Hazard management;
- Reporting and recording;
- Supervision and training; and
- Injury management.

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

Responsibilities

Councillors are responsible for:

- Approval of the Health and Safety Policy; and
- Complying with Corangamite Shire health and safety policy when performing in their role as Councillor at all Council workplaces.

CEO and Directors are responsible for:

- Leading the organisation to continuously improve safety awareness and culture;
- Exercising due diligence to ensure compliance with Council's duty of care;

⁴ *Australian Standard AS/NZS 4801:2001*

Adopted at Council on:

Agenda Item:

Responsibility: Manager Human Resources/Risk

File Number:

Directorate: Corporate & Community Services

To be reviewed by: September 2022

Policy Number: CORCOM 17.02

Page Number: 3

Corangamite Shire Council Policy – Health & Safety

- Monitoring the overall effectiveness and implementation of the Health and Safety Management System (HSMS); and
- Providing resources to ensure that health and safety requirements are addressed in an efficient and effective manner.

Managers and Supervisors are responsible for:

- Maintaining a working environment that is safe and where all hazards are efficiently and effectively controlled through the implementation of health and safety procedures.
- Exercising due diligence to ensure compliance with Council's duty of care.
- Provision of adequate facilities for the welfare of workers.
- Provision of information, instruction, training and supervision to workers as required for the safe conduct of tasks in the workplace.
- Ensuring that persons other than workers are not exposed to health or safety hazards arising from tasks being carried out.
- Reporting, monitoring and controlling workplace conditions.

All Workers are responsible for:

- Exercising due diligence to ensure compliance with Council's duty of care.
- Taking reasonable care for their own health and safety and for those who may be affected by their actions.
- Complying with Health and safety policies, procedures and instructions.
- Taking action to identify, assess, control and review hazards.
- Reporting potential and actual hazards.
- Immediately reporting any work related injury or near miss incidents to their Manager/Supervisor and the Human Resources/Risk Management Department.

The Human Resources/Risk Management Department is responsible for:

- Developing and maintaining the Health and Safety Management System inclusive of policies and procedures which support continuous improvement of health and safety and compliance with legislation.
- Coordinating the effective operation of the Health and Safety Management System.
- Providing advice and information across Council to ensure Health and Safety requirements are met.
- Providing information and training required for workers to meet their health and safety responsibilities.
- Providing coordination of the Occupational Health and Safety Committee.

Human Rights

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

Review Date

This policy will be reviewed in 2022, or earlier as required by changed circumstances, including changes to legislation and policies.

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

Directorate: Corporate & Community Services
To be reviewed by: September 2022
Policy Number: CORCOM 17.02
Page Number: 4

9.4 Cobden Airstrip Hangar Transfer of Lease

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 a transfer of a lease from Angela Winkler to Peter Mark for the purchase of an aircraft hangar for the personal storage of general aviation aircraft located at the Cobden Airstrip. The lease is for the land that the hangar is situated on, as the hangar is privately owned.

Introduction

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

In 2000 Council entered into a lease agreement for the development of a hangar.

During the existing lease there have been many changes to the ownership of this aircraft hangar. The lease for this hangar is currently held by Angela Winkler.

Issues

Angela Winkler has advised Council that she has sold her hangar to Peter Mark on 1 June 2019.

The existing lease commenced on 6 December 2005 for a five year period, which had three periods of five year options each for a further lease term. All options have now been exercised with the lease expiring on 5 December 2020. The new owner of the hangar is aware of the short term remaining under the existing lease. It should be noted that all hangar lease agreements at the Cobden Airstrip have been aligned to renew at the same time. The proposed new transfer of lease would commence on 1 September 2019 and will continue on the same terms and conditions of the existing lease agreement.

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

Policy and Legislative Context

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

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

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

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

The proposed transfer of lease has been advertised in accordance with Section 190 of the *Local Government Act 1989*. Submissions regarding the proposed lease were sought in accordance with Section 223 of the *Local Government Act 1989*, with the submission period closing 29 July 2019. No submissions were received.

The land is zoned as Public Use and all necessary permits and approvals for any works or improvements to the site will be applicable.

Internal / External Consultation

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

The Cobden Airstrip Committee of Management have been notified that Angela Winkler has sold her hangar to Peter Mark and that the proposed transfer of lease will be required to formalise the transaction.

Financial and Resource Implications

The parties involved have mutually agreed that the transfer of lease legal fees will be reimbursed by Peter Mark. The existing lease agreement is subject to annual CPI adjustments, with the next review occurring when the renewal of lease is negotiated for commencement in December 2020.

Options

Council may choose to grant a transfer of lease or choose not to grant a transfer of lease from Angela Winkler to Peter Mark.

Conclusion

A lease agreement is in place with Council which expires 5 December 2020. Angela Winkler has advised that she has sold her hangar to Peter Mark. Peter Mark has advised that he has purchased the hangar. A transfer of lease for the remaining terms of the agreement from Angela Winkler to Peter Mark is required to complete the transaction.

RECOMMENDATION

That Council:

1. Approves the transfer of lease for a hangar located at Cobden Airstrip for the personal storage of general aviation from Angela Winkler to Peter Mark for the remaining lease term which will expire on 5 December 2020.
2. Affixes the Common Seal of Council to the Lease Agreement.

COUNCIL RESOLUTION

MOVED: Cr Beard

SECONDED: Cr Brown

That the recommendation be adopted.

CARRIED

9.5 Quick Response Grants Allocation August 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 August 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 2019-2020 Quick Response Grants Program budget allocation is \$17,500. 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	2,500.00	0.00	499.00	2,001.00
North	2,500.00	0.00	500.00	2,000.00
South Central	2,500.00	0.00	0.00	2,500.00
South West	2,500.00	478.00	1,000.00	1,022.00
Central	7,500.00	0.00	500.00	7,000.00
	17,500.00	478.00	2,499.00	14,523.00

Options

Council can consider:

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

Conclusion

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

RECOMMENDATION

That Council approves the following applications for funding from the Quick Response Grants Program for August 2019:

Applicant	Purpose	Ward	Amount
Corangamite Arts Inc.	To purchase fixtures and fittings to enable the exhibiting of finished works and assist in the workplace becoming a workable and constructive community art place.	Central	\$500.00
Loch-Ard Pony Club	Cost of venue hire costs and perpetual trophy and awards for interclub pony event.	Coastal	\$499.00
Derrinallum Yacht and Power Boat Club	Assistance with cost to extend the permanent shaded area at the Derrinallum Yacht and Power Boat Club.	North	\$500.00
Timboon and District Hall Committee of Management	Support cost of 50 year celebration of the Timboon and District Hall on the 30th November 2019	South West	\$500.00
Timboon Recreation Reserve Committee of Management	Cost of repair to grounds caused by vandals on Thursday July 18, 2019.	South West	\$500.00

COUNCIL RESOLUTION

MOVED: *Cr Illingworth*

SECONDED: *Cr Brown*

That the recommendation be adopted.

CARRIED

Attachments

1. Quick Response Grants Assessment - August 2019 Allocation - Under Separate Cover
2. Application Quick Response Grant - Corangamite Arts Inc. (Part A) - Under Separate Cover
3. Application Quick Response Grant - Corangamite Arts Inc. (Part B) - Under Separate Cover
4. Application Quick Response Grant - Loch-Ard Pony Club (Part A) - Under Separate Cover
5. Application Quick Response Grant - Loch-Ard Pony Club (Part B) - Under Separate Cover
6. Application Quick Response Grant - Derrinallum Yacht and Power Boat Club - Under Separate Cover
7. Application Quick Response Grant - Timboon and District Hall Committee of Management - Under Separate Cover
8. Application Quick Response Grant - Timboon Recreation Reserve Committee of Management - Under Separate Cover

9.6 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 23 July 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 23 July 2019
- Councillor Briefing 13 August 2019.

RECOMMENDATION

That Council accepts the attached Records of Assembly of Councillors.

COUNCIL RESOLUTION

MOVED: Cr Illingworth
SECONDED: Cr Oakes

That the recommendation be adopted.

CARRIED

Attachments

1. Record of Assembly of Councillors 23 July 2019
2. Record of Assembly of Councillors 13 August 2019

Council

Record of an Assembly of Councillors

**Councillor Briefing****Date:** 23 July 2019**Time:** 4.31 pm**Place:** Killara Centre**Present:**

Cr Beard Cr Brown Cr Durant Cr Gstrein
 Cr Illingworth Cr Oakes Cr Trotter

*Cr Beard arrived at 4.42 pm**Cr Gstrein arrived at 4.42 pm***Officers:**

Ian Gibb Brooke Love Andrew Mason David Rae

Adam Taylor (Item 1) *left at 4.56 pm.***Guests:**

Nil

Issues Discussed:

Item	Discussion Topic
1	Proposed Investment
2	Hot Topics: <i>Agenda Items, GOR Authority, Shipwreck Coast Master Plan, Regional Partnership, Road Safety Regulations Review, Councillor Requests, Related Party Disclosures, Recycling, Botanic Gardens Grant Program, Tourism Projects, Mt Elephant Hotel Drainage, Media Inquiry, LG Bill 2019 Consultation.</i>
3	Councillor Items: <i>DELWP Camperdown Timboon Rail Trail Fire Management Plan, Derrinallum Fuel Station, Derrinallum Traffic Issues, Councillor Brown Leave of Absence, Officer Contacts, Saleyards, Damaged Recreation Reserves, Female Cricket Exhibition Event Opportunity, Rural Housing, Planning Matters, Great Ocean Road Media, Pomborneit Recreation Reserve AGM, Cobden Senior Citizens AGM, Fonterra/Dairy Farming, Glenelg 2040, Blaze Aid 10 Year Reunion, LGBTIQ Roadshow, Suicide Prevention.</i>

Conflict(s) of Interest declared: Nil.**Councillor(s) left the meeting at:** NA**Councillor Conflict of Interest Form(s) Completed:** NA**Meeting close:** 6.07 pm**Note taker:** David Rae

Council

Record of an Assembly of Councillors

**Councillor Briefing****Date:** 13 August 2019**Time:** 10.00 am**Place:** Killara Centre**Present:**

Cr Beard Cr Brown Cr Durant Cr Gstrein
 Cr Illingworth Cr Oakes Cr Trotter

*Cr Brown was an apology**Cr Oakes arrived at 10.22 am**Cr Beard left at 3.45 pm**Cr Illingworth left at 4.15 pm***Officers:**

Ian Gibb Brooke Love Andrew Mason David Rae

Rory Neeson (Item 1 and 2)

Guests:

Alistair Mccosh, Deakin University and Mark Fidge, South West TAFT (Item 1), Rob Howell, Director of Operations Fonterra (Item 3) and Steve Shutt, Hanson Partnership (Item 6).

Issues Discussed:

Item	Discussion Topic
1	Education and Training Briefing
2	CEO Professional Development Update
3	Fonterra Update
4	Small Business Innovation Program Policy
5	Hot Topics: <i>Port Campbell Public Art, VCAT, LG Bill Update, Rating Review Sessions for Councils, GOR Authority, Draft Marine and Coastal Policy, Councillor Workshop, Meeting with Minister Symes, Terang Public Art Project.</i>
6	Port Campbell Town Centre Project – Draft Schematic Design
7	Councillor Items: <i>Camperdown streetscape, Street Lighting Requests, Flouridation, Access over Rail Trail Reserve, Arts in the Avenue, Advocacy update, Sheepvention, Timboon Community Plan.</i>

Conflict(s) of Interest declared: Nil.**Councillor(s) left the meeting at:** NA**Councillor Conflict of Interest Form(s) Completed:** NA**Meeting close:** 4.30 pm**Note taker:** Andrew Mason

10. OTHER BUSINESS

The Mayor, Cr N. Trotter, invited Councillors to raise items of other business.

The following item was submitted:

- Cr J. Beard spoke of her concerns regarding damaged to signs and invited the media present at the meeting to report on the issue.

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 Brad Collins, who is a participant in Leadership Great South Coast program for 2019, shared his experience of the program.

12. CONFIDENTIAL ITEMS

Nil.

Meeting Closed: 7.23 pm.

I hereby certify that these minutes have been confirmed and are a true and correct record.

CONFIRMED:

(Chairperson)

DATE: