

# minutes



CORANGAMITE  
SHIRE

## CORANGAMITE SHIRE

### MEETING OF COUNCIL TUESDAY 28 JULY 2020

Held at the Theatre Royal  
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 Geraldine Conheady (Central Ward)

Cr Simon Illingworth (Coastal Ward)

Cr Lesley Brown (North Ward)

Cr Jo Beard (South Central Ward)

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# Table of Contents

---

Item No.	Page No.
<b>PRESENT .....</b>	<b>4</b>
<b>1. PRAYER.....</b>	<b>4</b>
<b>2. ACKNOWLEDGEMENT OF COUNTRY .....</b>	<b>4</b>
<b>3. APOLOGIES.....</b>	<b>4</b>
<b>4. DECLARATIONS OF CONFLICT OF INTEREST.....</b>	<b>4</b>
<b>5. CONFIRMATION OF MINUTES.....</b>	<b>5</b>
<b>6. DEPUTATIONS &amp; PRESENTATIONS.....</b>	<b>6</b>
<b>7. COMMITTEE REPORTS.....</b>	<b>7</b>
7.1 AUDIT COMMITTEE REPORT - 11 JUNE 2020 MEETING.....	7
7.2 MT NOORAT MANAGEMENT COMMITTEE ANNUAL REPORT AND COMMITTEE APPOINTMENTS .....	9
<b>8. PLANNING REPORTS .....</b>	<b>14</b>
<b>9. OFFICERS' REPORTS.....</b>	<b>15</b>
9.1 PROCUREMENT POLICY REVIEW 2020-2021.....	15
9.2 CHILD SAFE POLICY REVIEW 2020 .....	58
9.3 LONG TERM FINANCIAL PLAN 2020-2030.....	71
9.4 POSITIONING TIMBOON AND SIMPSON - DRAFT STRATEGY AND PUBLIC CONSULTATION.....	78
9.5 CAMPERDOWN BOTANIC GARDENS AND ARBORETUM TREE MANAGEMENT AND SUCCESSION PLAN .....	86
9.6 COUNCIL GRANT PROGRAM 2020-2021.....	91
9.7 FEDERAL GOVERNMENT COVID-19 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM 2020 .....	104
9.8 CONTRACT 2021005: SUPPLY AND INSTALLATION OF CELL 15 GEOSYNTHETICS - CORANGAMITE REGIONAL LANDFILL .....	109
9.9 CONTRACT FOR THE DESIGN, SUPPLY AND INSTALLATION OF WET DECK AT LISMORE SWIMMING POOL.....	113
9.10 CONTRACT 2021004 - PROVISION OF ROADSIDE VEGETATION MANAGEMENT INCLUDING TREE SERVICES, ROADSIDE SLASHING AND SPRAYING TO THE CORANGAMITE SHIRE.....	118
9.11 CORPORATE RISK REGISTER - STRATEGIC RISK REPORT .....	123

---

# Table of Contents

---

9.12	QUICK RESPONSE GRANTS ALLOCATION JULY 2020.....	159
9.13	COUNCIL TO CHIEF EXECUTIVE OFFICER DELEGATION .....	162
9.14	OATH OF OFFICE AND CODE OF CONDUCT DECLARATION - CR GERALDINE CONHEADY .....	169
9.15	RECORDS OF ASSEMBLY OF COUNCILLORS .....	173
<b>10.</b>	<b>OTHER BUSINESS .....</b>	<b>179</b>
10.1	NOTICE OF MOTION - COASTAL RECREATION RESERVES .....	179
<b>11.</b>	<b>OPEN FORUM .....</b>	<b>182</b>
<b>12.</b>	<b>CONFIDENTIAL ITEMS .....</b>	<b>183</b>

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**MINUTES OF THE MEETING OF THE CORANGAMITE SHIRE  
COUNCIL HELD AT THE THEATRE ROYAL MANIFOLD STREET,  
CAMPERDOWN 7.00 PM ON 28 JULY 2020**

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**PRESENT**

Councillors	N. Trotter (Chairperson), J. Beard, L. Brown, G. Conheady, H. Durant, R. Gstrein, S. Illingworth
Officers	Andrew Mason, Chief Executive Officer Lyllall Bond, Acting Director Sustainable Development Brooke Love, Director Works and Services David Rae, Director Corporate and Community Services

**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 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 G. Conheady declared an indirect conflict of interest by close association in Agenda Item 7.2 and left the meeting prior to any discussion or vote on the matter.

Cr J. Beard declared an indirect conflict of interest by close association in Agenda Item 9.6 and left the meeting prior to any discussion or vote on the matter.

**DISCLAIMER**

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Council meetings are livestreamed on the Internet to provide members of the community greater access to Council decisions and debate. A recording of the meeting will be available on Council’s website after the meeting (usually within 48 hours). Visitors in the public gallery may be filmed and/or recorded during the meeting. By attending the meeting it is assumed consent is given in the event that this occurs.

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**5. CONFIRMATION OF MINUTES**

**RECOMMENDATION**

That the Minutes of the Corangamite Shire Ordinary Council meeting held on Tuesday 23 June 2020 be confirmed.

**COUNCIL RESOLUTION**

*MOVED: Cr Brown*

*SECONDED: Cr Gstrein*

That the recommendation be adopted.

**CARRIED**

## **6. DEPUTATIONS & PRESENTATIONS**

Nil.

## 7. COMMITTEE REPORTS

### 7.1 Audit Committee Report - 11 June 2020 Meeting

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

**Previous Council Reference:** Nil

#### **Declaration**

Chief Executive Officer – Andrew Mason

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

Author - David Rae

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

#### **Summary**

This report provides Council with a summary of business considered at the 11 June 2020 meeting of the Audit Committee.

#### **Introduction**

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

#### **Issues**

Attendees at the Committee meeting were as follows:

**Councillors:** Cr Lesley Brown, Cr Helen Durant, Cr Neil Trotter (Mayor)

**Independent Members:** Colin Hayman (Chairperson), Matt Makin, Phillippa Dee

**Apologies:** Nil

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

**Guests:** Andrew Zavitsanos (Crowe – Internal Auditor)  
Thivya Mahendran (Crowe – Internal Auditor)  
Narelle McLean (McLaren Hunt – VAGO Agent)

**Declaration of Conflict of Interest:** Nil

The Committee considered the following matters at the meeting:

- Mayor and CEO Credit Card Use - 1 March 2020 - 31 May 2020
- Internal Audit Review Rates Management May 2020
- Internal Audit Review Data Analytics April 2020
- Strategic Internal Audit Plan 2020-2021
- Outstanding Recommendations of Internal and Other Audits Update June 2020
- External Audit Strategy 2019-2020 (Updated)
- External Audit Interim Management Letter 2019-2020
- Finance Report as at 31 March 2020
- Landfill Operations Progress Report 2019-2020
- Procurement Policy Review 2020-2021
- Council Response to COVID-19
- Victorian Ombudsman Investigation of Alleged Improper Conduct By Executive Officers at Ballarat City Council
- Swimming Pool and Spa Registrations
- Pertinent Council Reports, Briefing Papers other relevant matters

### Policy and Legislative Context

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

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

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

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

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

### Financial and Resource Implications

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

### Conclusion

The next meeting of the Audit Committee is scheduled for September 2020 and a report on that meeting will be presented at the October 2020 Council meeting. Council is requested to receive the Audit Committee's report for its 11 June 2020.

### RECOMMENDATION

**That Council receives the Audit Committee Report for 11 June 2020.**

#### COUNCIL RESOLUTION

**MOVED:**            *Cr Brown*  
**SECONDED:**      *Cr Conheady*

**That the recommendation be adopted.**

**CARRIED**



Cr G. Conheady having declared an indirect conflict of interest by close association in Item 7.2 left the meeting at 7.04pm.

## **7.2 Mt Noorat Management Committee Annual Report and Committee Appointments**

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

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

### **Summary**

The purpose of this report is to present the Mt Noorat Management Committee's annual report and to provide advice to Council on the appointment of five community representatives to the Committee.

### **Introduction**

The Mt Noorat Management Committee (Committee) is a special committee of Council, established in 2018 under the *Local Government Act 1989*. The Committee has been delegated to implement the Mt Noorat Management Plan, which provides the responsibility to manage and develop Mt Noorat. The Committee comprises ten elected community members, one Council representative and two standing members Eve Black and Gina Black. Community representatives on the Committee are appointed for a four-year term, with nominations for five positions advertised biennially in June.

The Committees' responsibilities are mainly focused on implementing the Mt Noorat Management Plan and Risk Management Plan, which includes a 30-year vision for Mount Noorat that states 'Mt Noorat is a destination known for its geological and natural values and experiences; a place where culture past and present is understood and respected and where access is provided for all to enjoy'. Under this vision objectives and actions are set out for implementation by the Committee over the life of the plan.

### **Issues**

Over the past year, the Mt Noorat Management Committee has worked to achieve the Management Plan vision.

Committee achievements over the past year include:

- Development of the Mt Noorat Management Plan and Risk Management Plan, the first Plan developed for the site
- Upgrading the Walking Track to the Crater Viewing Platform via a \$40,000 grant, received from the State Government's 'Pick my Project' grant program
- Commencing discussions and plans with Acciona for the Committee to receive a \$50,000 community grant for a windfarm viewing area, new walking tracks and associated infrastructure
- Development of a Draft Vegetation Management Plan to assist with strategic revegetation across key locations of the site
- Control of weeds including thistles and Boxthorn, and the removal and lopping of dangerous trees adjacent the walking track
- Receipt of a financial contribution totalling \$30,000 from a local Noorat resident to assist with native vegetation projects at Mt Noorat.

Projects and activities to be completed by the end of 2020-2021 include:

- Installation of stock-exclusion fencing around the entire perimeter of the Mt Noorat crater to protect remnant native vegetation and provide opportunities for revegetation with native plants
- Finalisation of the Vegetation Management Plan and commencement of initial native plantings and rehabilitation within the Mt Noorat Crater
- Development of a funding agreement with Acciona to implement a \$50,000 community grant-funded project, inclusive of a windfarm viewing area with signage, new walking tracks and other associated infrastructure
- Creation of a 'Friends of' group to assist the Committee to implement projects and activities and to maintain community interest and involvement at Mt Noorat
- Elimination of remaining Boxthorn plants across the site and ongoing control of other weeds such as thistles.

### ***Committee Appointments***

In accordance with the Committee's Instrument of Delegation, Council is required to advertise five vacant Committee positions every two years. These positions were advertised for a period of four weeks during June 2020. Council received 15 nominations for the five available positions.

One nomination received from Mercy Regional College Noorat campus was deemed ineligible, as it does not meet the electoral requirements of the Council delegation to the Committee under *Powers and Functions*, section 2.1. The applicant on behalf of Mercy College was contacted with regards to this matter upon receipt of their nomination and were encouraged to be involved with the Committee into the future. The nomination received by Mercy Regional College is attached to this paper under Attachment 3. The Council delegation to the Committee is attached to this paper under Attachment 4.

The selection criteria and weighting for the Committee positions is as follows:

- Why are you interested in being a member of the Mt Noorat Management Committee?  
*(scored out of 10)*
- As a member, how would you contribute to the Committee?  
*(scored out of 10)*
- What skills and experience do you have to offer the Committee?  
*(scored out of 20)*

Eight Committee members considered the 14 eligible nominations according to the selection criteria, in order to provide advice to Council. The recommendation of the Committee is that the following nominees be appointed to the Committee for a four-year term:

- Dr Craig Wood (returning member)
- Tim Sargeant
- Rhett Blain
- Peter McSween (returning member)
- Susan Morrison

The 14 eligible nominations received by the Committee are attached to this paper under Attachment 1. A table of the mean combined scores of each nominee resulting from the selection process is attached to this paper under Attachment 2.

The Committee have noted the high level of interest in the Committee and Mt Noorat, which is reflected by the amount of nominations received. The Committee have also determined that the nominations received have been of a high calibre from a range of passionate community members. Due to this the Committee wish to form a 'Friends of' group for Mt Noorat within the next year, so that those nominees that are not elected to the Committee may have the opportunity to be involved in this future group and contribute to planned activities and projects at Mt Noorat. The formation of a 'Friends of' or similar group is one of the Management Plan's actions.

### **Policy and Legislative Context**

Council's involvement with the ownership of Mount Noorat and development of the Mt Noorat Management Plan is consistent with the following strategies from the Council Plan 2017-2021:

Improve the appearance of our towns and public spaces

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 Mt Noorat site is managed in accordance with the Mt Noorat Management Plan and Risk Management Plan, which were developed through extensive consultation with the community and stakeholders. Nominations for the Committee vacancies were advertised through local newspapers and on Council's website and Facebook page for a period of four weeks during June 2020.

### **Financial and Resource Implications**

The Mt Noorat land parcel is attracting income in a range of ways including grazing leases, communications tower leases, and quarry leases. Existing leases provided an income of \$69,174 for the 2019-2020 financial year. The forecast income from leasing arrangements for the 2020-2021 year are estimated to total \$58,504. The existing leases provide annual income for the site and should ensure the site is able to be managed without long term financial support from Council.

Council and the Committee have allocated funding from existing leasing arrangements and other funding sources to implement the Mt Noorat Management Plan and guide future management of the site. The Committee additionally received a contribution of \$30,000 from

local Noorat resident Pamela Knight, to be explicitly used for projects related to native vegetation and installation of stock-exclusion fencing around the perimeter of the Mt Noorat crater.

### Options

Council could receive the 2019-2020 Mt Noorat Management Committee Annual Report.

In relation to Committee appointments, Council could appoint Dr Craig Wood, Tim Sargeant, Rhett Blain, Peter McSween and Susan Morrison to fill the five vacant positions on the Mt Noorat Management Committee for a four-year term. Alternatively, Council may decide not to appoint the five current nominees and readvertise the vacancies.

### Conclusion

Over the past year, the Mt Noorat Management Committee has continued to work towards the Management Plan's vision in which Mt Noorat is a destination known for its geological and natural values and experiences; a place where culture past and present is understood and respected and where access is provided for all to enjoy.

## RECOMMENDATION

### That Council:

1. **Receives the 2019-2020 Mt Noorat Management Committee Annual Report.**
2. **Appoints the following nominees as community representatives on the Mt Noorat Management Committee for a four-year term:**
  - (a) **Dr Craig Wood**
  - (b) **Tim Sargeant**
  - (c) **Rhett Blain**
  - (d) **Peter McSween**
  - (e) **Susan Morrison**
3. **Formally recognises and offers thanks to Noorat resident Pamela Knight for the contribution of \$30,000 to the Mt Noorat Management Committee, for the purpose of native vegetation and fencing projects at Mt Noorat.**
4. **Writes to outgoing Committee members to thank them for their time and contribution to the Mt Noorat Management Committee.**

### COUNCIL RESOLUTION

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

**That the recommendation be adopted.**

**CARRIED**

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**Attachments**

1. Nominations Council Mt Noorat Management Committee 2020 - Under Separate Cover - Confidential
2. Mt Noorat Management Committee Nominations Table - Under Separate Cover - Confidential
3. Nomination Council Mt Noorat Management Committee 2020 - Mercy Regional College - Under Separate Cover - Confidential
4. Instrument of Delegation Mt Noorat Sealed 13 March 2018 - Under Separate Cover

Cr G. Conheady returned to the meeting at 7.11pm.

## **8. PLANNING REPORTS**

Nil.

## 9. OFFICERS' REPORTS

### 9.1 Procurement Policy Review 2020-2021

**Author:** Adam Taylor, Manager Finance

**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**

Under the *Local Government Act 1989* Council is required to review its Procurement Policy at least once every financial year. The policy has been reviewed and is recommended for approval.

#### **Introduction**

Council's Procurement Policy is an important control for ensuring procurement practices are delivered consistently and in a manner that demonstrates good practice and accountability. The Policy is also important for establishing the standards required for operating in an ethical manner free of conflicts of interest and is binding on Councillors, Council officers, contractors and others involved in procurement activities undertaken by Council.

#### **Issues**

Section 186A of the *Local Government Act 1989* (the Act) requires Council, at least once in each financial year, to review its procurement policy and amend it if appropriate. The Act also requires Council to comply with its Procurement Policy. The provisions with respect to procurement in the *Local Government Act 2020* come into effect from 1 July 2021. Council must comply by December 2021.

A procurement policy defines the principles, processes and procedures that will apply to all purchases of goods, services and works by Council. The purpose of Council's Procurement Policy is to:

- Provide policy and guidance to Council to allow consistency and control over procurement activities;
- Demonstrate accountability to rate payers;
- Provide guidance on ethical behaviour in public sector purchasing;
- Demonstrate the application of elements of best practice in purchasing; and
- Increase the probability of obtaining the best value outcome when purchasing goods and services.

The Policy also defines the delegation limits within which Council staff are permitted to undertake procurement activities. Delegation of procurement authority allows Council staff to approve purchases, quotation, tender and contractual processes without prior referral to Council. This enables Council to conduct procurement activities in an efficient manner whilst maintaining transparency and integrity. The Policy also provides minimum spend thresholds for obtaining quotations and reflects the relevant tender thresholds according to the *Local Government Act 1989*.

In 2017-2018 Council made significant changes to the policy after a comprehensive review by Council's internal auditor Crowe Horwath. Accordingly, there are only minor changes being proposed to the Policy document and delegations. The policy will undertake a significant review when the new Act takes effect from 1 July 2021.

### **Policy and Legislative Context**

The review of the Procurement Policy is in accordance with 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.

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.

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

Under the *Local Government Act 1989* Council is also required to review its Procurement Policy at least once every financial year. It requires approval of Council. The Audit Committee, in accordance with its Annual Work Plan, considered the draft revised policy on 11 June 2020.

### **Internal / External Consultation**

The Manager Finance and Contracts Administration Co-ordinator have reviewed the Policy. All officers based within the Civic Centre had the opportunity to contribute to the 2020 review of the policy. The draft Policy was considered by Council's Audit Committee on 11 June 2020.

### **Financial and Resource Implications**

The proposed management changes will not have any significant financial or resource implications.

### **Conclusion**

Council made significant changes to the Procurement Policy in 2017-2018 following a review from the internal auditor. There are only minor changes proposed in the updated policy. Council is required to approve the revised Policy.



## RECOMMENDATION

That Council:

1. Revokes the previous Procurement Policy dated September 2019.
2. Adopts the Procurement Policy dated July 2020.

### COUNCIL RESOLUTION

*MOVED: Cr Gstrein*

*SECONDED: Cr Beard*

That the recommendation be adopted.

**CARRIED**

### Attachments

1. Procurement Policy July 2020 - tracked changes - Under Separate Cover
2. Procurement Policy July 2020



**CORANGAMITE  
SHIRE**

# Procurement Policy

**Corangamite Shire**

July 2020

# Council Policy



## Procurement Policy

### Table of Contents

1	Principles.....	4
1.1	Background.....	4
1.2	Scope.....	4
1.3	Purpose.....	5
1.4	Treatment of GST.....	5
1.5	Definitions and Abbreviations.....	6
2	Effective Legislation and Policy Compliance and Control.....	8
2.1	Ethics and Probity.....	8
2.1.1	Requirement.....	8
2.1.2	Conduct of Councillors and Staff.....	8
2.1.3	Tender Processes.....	8
2.1.4	Conflict of Interest.....	8
2.1.5	Fair and Honest Dealing.....	9
2.1.6	Accountability and Transparency.....	9
2.1.7	Maintaining Public Trust.....	10
2.1.8	Disclosure of Information.....	10
2.2	Governance.....	11
2.2.1	Structure.....	11
2.2.2	Standards.....	11
2.2.3	Methods.....	11
2.2.4	Exemptions from purchases requiring a purchase order.....	12
2.2.5	Responsible Financial Management.....	12
2.3	Procurement Thresholds and Competition.....	13
2.3.1	Requirement.....	13
2.3.2	Minimum Spend Competition Thresholds.....	13
2.3.3	Requirement.....	17
2.3.4	Delegations.....	17
2.4	Internal Controls.....	18

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 1

Corangamite Shire Council – Procurement Policy

2.5	Commercial Information .....	18
2.6	Risk Management .....	18
2.6.1	General .....	18
2.6.2	Occupational Health and Safety .....	19
2.6.3	Supply by Contract .....	19
2.7	Contract Terms .....	19
2.8	Endorsement .....	19
2.9	Dispute Resolution .....	19
2.10	Contract Management .....	19
2.11	Purchase Order Variations .....	20
2.12	Contract Variations .....	20
2.13	CEO Additional Procurement Delegation .....	20
3	Demonstrated Sustained Value .....	21
3.1	Integration with Council Strategy .....	21
3.2	Achieving value for money .....	21
3.2.1	Requirement .....	21
3.2.2	Approach .....	22
3.2.3	Role of Specifications .....	22
3.3	Sustainability .....	22
3.3.1	General .....	22
3.3.2	Environmental Sustainability .....	22
3.3.3	Social Procurement .....	23
3.4	Diversity .....	23
3.5	Support of Local Business .....	24
4	Apply a Consistent and Sustained Approach .....	25
4.1	Standard Processes .....	25
4.2	Management Information .....	25
5	Build and Maintain Supply Relationships .....	26
5.1	Developing and Managing Suppliers .....	26
5.2	Supply Market Development .....	26
5.3	Relationship Management .....	26
6	Continual Improvement .....	27
7	Policy Owner .....	27
	Attachment 1- Procedural Exceptions Memo .....	28

Adopted by Council on:  
 Agenda Item:  
 Responsibility: Manager Finance  
 Document Number: 2253529

Department: Finance  
 To be reviewed: September 2021  
 Policy Number: CORCOM 11-08  
 Page 2

Corangamite Shire Council – Procurement Policy

---

Attachment 2 – Delegations ..... 31  
Attachment 3 – Exemptions from purchase orders requirements. .... 39

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 3

## 1 Principles

### 1.1 Background

Corangamite Shire Council recognises that developing a procurement policy and adopting appropriate best practice contracting and procurement principles, policies, processes and procedures for all goods, services and works by Council, will enhance achievement of Council objectives such as bottom-line cost savings, giving the opportunity to support local economies, achieving innovation, better services for communities and sustainable procurement.

The elements of best practice applicable to local government procurement incorporate:

- broad principles covering ethics, value for money, responsibilities and accountabilities;
- guidelines giving effect to those principles;
- a system of delegations (i.e. the authorisation of officers to approve and undertake a range of functions in the procurement process);
- procurement processes, with appropriate procedures covering minor, simple procurement to high value, more complex procurement; and,
- a professional approach.

Best practice procurement requires that Council's contracting, purchasing and contract management activities:

- support Council's corporate strategies, aims and objectives including, but not limited to those related to sustainability, protection of the environment, and corporate social responsibility;
- span the whole life cycle of an acquisition from initial concept to the end of the useful life of an asset, including its disposal, or the end of a service contract;
- achieve value for money and quality in the acquisition of goods, services and works by Council;
- can demonstrate that public money has been well spent;
- are conducted, and are seen to be conducted, in an impartial, fair and ethical manner;
- seek continual improvement including the embrace of innovative and technological initiatives such as electronic tendering processes to reduce activity cost; and,
- generate and support business in the local community.

### 1.2 Scope

This Procurement Policy is made under Section 186a of the *Local Government Act 1989*.

This section of the Act requires Council to prepare, approve and comply with a Procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by Council.

This policy applies to all contracting and procurement activities at Council and is binding upon Councillors, Council officers and temporary employees, contractors and consultants whilst engaged by Council.

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 4

Corangamite Shire Council – Procurement Policy

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This policy does not apply to investment of Council funds which are not considered to be purchases of “goods, services or works” pursuant to Section 186A of the Act. Investments are made under Council’s Investment Policy and comply with Section 143 of the Act.

Councils Procurement Policy should not be read in isolation as it has impact across a broad range of policies and practices within Council. These include but are not limited to Code of Conduct for Staff, Asset Management Policies, and Corporate Purchase Card Policy.

### 1.3 Purpose

The purpose of this Policy is to:

- provide policy and guidance to Council to allow consistency and control over procurement activities;
- demonstrate accountability to rate payers;
- provide guidance on ethical behaviour in public sector purchasing;
- demonstrate the application of elements of best practice in purchasing; and,
- increase the probability of obtaining the best value outcome when purchasing goods and services.

### 1.4 Treatment of GST

All monetary values stated in this policy include GST.

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 5

Corangamite Shire Council – Procurement Policy

### 1.5 Definitions and Abbreviations

Term	Definition
<b>Act</b>	<b><i>Local Government Act 1989.</i></b>
<b>Commercial in Confidence</b>	Information that, if released, may prejudice the business dealings of a party. For example, prices, discounts, rebates, profits, methodologies or process information.
<b>Contract Management</b>	The process that ensures both parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular to provide value for money.
<b>Council Staff</b>	Includes full-time and part-time Council officers, and temporary employees, contractors and consultants while engaged by Council.
<b>Probity</b>	A Procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
<b>Standing Offer Arrangements (SOA)</b>	A contract that sets out rates for goods and services which are available for the term of the agreement. However, no commitment is made under the agreement to purchase a specified value or quantity of goods or services.
<b>Sustainability</b>	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.

Adopted by Council on:  
 Agenda Item:  
 Responsibility: Manager Finance  
 Document Number: 2253529

Department: Finance  
 To be reviewed: September 2021  
 Policy Number: CORCOM 11-08  
 Page 6



Corangamite Shire Council – Procurement Policy

---

<b>Procurement</b>	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
<b>Tender Process</b>	The process of inviting parties to submit a quotation by tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
<b>Value for money</b>	Value for money in procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including: <ul style="list-style-type: none"><li>– contribution to the advancement of Council's priorities;</li><li>– non-cost factors such as fitness for purpose, quality, service and support; and</li><li>– cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.</li></ul>

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Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 7

## **2 Effective Legislation and Policy Compliance and Control**

### **2.1 Ethics and Probity**

#### **2.1.1 Requirement**

Council's procurement activities shall be performed with integrity and in a manner able to withstand the closest possible scrutiny.

#### **2.1.2 Conduct of Councillors and Staff**

##### **2.1.2.1 General**

Councillors and Council staff shall at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity and *will*:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
- maintain confidentiality of Commercial in Confidence information;
- present the highest standards of professionalism and probity;
- deal with suppliers in an honest and impartial manner;
- provide all suppliers and tenderers with the same information and equal opportunity;
- and,
- be able to account for all decisions.

At the commencement of employment with the Corangamite Shire, new employees shall be inducted to this Policy by either the CEO, the Director of Corporate and Community Services, or the Manager of Finance.

Council staff who are accountable for, responsible for managing or supervising contracts are prohibited from performing any works under the contract they are supervising.

##### **2.1.2.2 Members of Professional Bodies**

Councillors and Council staff belonging to professional organisations shall, in addition to the obligations detailed in this policy, ensure that they adhere to any code of ethics or professional standards required by that body.

#### **2.1.3 Tender Processes**

All tender processes shall be conducted in accordance with the requirements of this policy, applicable procedures and guidelines, relevant Australian Standards and the Act. Late tenders will not be considered and will be disqualified.

#### **2.1.4 Conflict of Interest**

Councillors and Council staff shall at all times avoid situations in which private interests conflict, or might reasonably be thought to conflict, or have the potential to conflict, with their Council duties.

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 8

Corangamite Shire Council – Procurement Policy

---

Councillors and Council staff are subject to conflict of interest provisions in:

- The Act: [Division 1A - Conduct and Interests](#);
- [Conflict of Interest in Local Government – October 2011](#) guidelines;
- Councillor Code of Conduct; and,
- Staff Code of Conduct.

Councillors and Council staff must refrain from procurement activities where they have a conflict of interest. Where a conflict exists this must be declared to the Chief Executive Officer and the Councillor and/or Council staff member must excuse themselves from participating in the associated procurement activity.

Councillors, Council staff and third party individuals involved in the evaluation of technical assessments, whether or not as part of an evaluation panel, associated with Quotations or Tenders must declare they do not have a conflict of interest. This must be certified by the Chief Executive Officer or Director Corporate and Community Services.

#### **2.1.5 Fair and Honest Dealing**

All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote.

Impartiality must be maintained throughout the procurement process so it can withstand public scrutiny.

The commercial interests of existing and potential suppliers must be protected.

Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, manufacturing and product information.

In-house bids (tenders) are not permitted for tenders.

#### **2.1.6 Accountability and Transparency**

Accountability in procurement means being able to explain and provide evidence of the process followed. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

The processes by which all procurement activities are conducted will be in accordance with Council's procurement policies and procedures as set out in this policy and related, relevant Council policies and procedures.

Additionally:

- all Council staff must be able to account for all procurement decisions made over the lifecycle of all goods, services and works purchased by Council and provide feedback on them; and,
- all procurement activities are to provide for an audit trail for monitoring and reporting purposes.

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 9

### 2.1.7 Maintaining Public Trust

- Councils are accountable to the communities they serve and those who fund their services, particularly ratepayers. To properly manage fraud and corruption risks in procurement all employees should be aware how all stakeholders may perceive their actions and expenditure of behalf of Council. Corangamite Shire has a zero tolerance to fraud, corruption and the inappropriate use of council funds. Employees must act in a manner that demonstrates they are managing fraud and corruption risks in procurement, are upholding public trust and are protecting Council's (public) resources. In doing so all staff engaged in procurement activities must:
  - identify and manage conflicts of interest and associated risks;
  - effectively manage and be prepared to report and explain all expenditure;
  - ensure fraud and corruption mitigation measures are considered; and
  - be mindful of community perceptions and ensure expenditure is ultimately of benefit to residents and ratepayers.

### 2.1.8 Disclosure of Information

Commercial in-confidence information received by Council in relation to procurement must not be disclosed and is to be stored in a secure location.

Councillors and Council staff are to protect, by refusing to release or discuss the following:

- information disclosed by organisations in tenders, quotation or during tender negotiations;
- all information that is Commercial in Confidence information relating to procurement; and
- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.
- Councillors and Council staff are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests.

Details of the winning price will be released to improve the tender and quotation process and value for money. This will be done with the following conditions:

winning price will only be disclosed to unsuccessful tenderers upon request. Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

At no stage should any discussion be entered into which could have potential contractual implications prior to the contract approval process being finalised other than authorized pre-contract negotiations.

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 10

## 2.2 Governance

### 2.2.1 Structure

The CEO is accountable for organisational procurement.

Management of the procurement policy is the responsibility of the Director of Corporate and Community Services.

Implementation of the policy throughout departments is the responsibility of the respective Director.

The Contracts Administration Officer is responsible for ensuring probity in procurement and monitoring and reporting against the procurement policy.

Council's procurement structure:

- is flexible enough to purchase in a timely manner the diverse range of material, goods, works and services required by Council;
- ensures that prospective contractors and suppliers are afforded an equal opportunity to tender/quote;
- encourages competition; and
- is communicated to and implemented by all Councillors and Council staff.

Delegated officers are responsible for application of the policy in their respective areas.

### 2.2.2 Standards

Council's procurement activities shall be carried out to the professional standards required by best practice and in compliance with:

- The *Local Government Act 1989*;
- *Council's Corporate Purchase Card Policy*;
- *Contract Management Manual*;
- Councillor Code of Conduct
- Code of Conduct for Staff; and,
- Other relevant legislative requirements such as but not limited to the *Trade Practices Act*, *Goods Act* and the *Environmental Protection Act*.

### 2.2.3 Methods

Council's standard methods for purchasing goods, services and works shall be by:

- Corporate purchase card;
- purchase order following a quotation process from suppliers for goods or services that represent best value for money under directed quotation thresholds;
- under contract following a tender process; or,
- using aggregated purchasing arrangements with other Councils, MAV Procurement, Victorian Government, or other bodies.

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 11

#### **2.2.4 Exemptions from purchases requiring a purchase order**

Some purchases do not require a purchase order to be provided. These exceptions are contained within attachment three.

Other arrangements can only be authorised by Council or the CEO under emergency circumstances, as defined in the Act.

Council may, at its discretion and based on the complexity and cost of the project, conduct one stage or multi-stage tenders.

Typically a multi-stage tender process will commence with a registration of interest stage followed by a tender process involving the organisations selected as a consequence of the registration of interest stage.

Registrations of interest (ROI) may be appropriate where:

- the requirement is complex, difficult to define, unknown or unclear;
- the requirement is capable of several technical solutions;
- Council wishes to consider ahead of a formal tender processes such issues as whether those tendering possess the necessary technical, managerial and financial resources to successfully complete the project;
- tendering costs are likely to be high and Council seeks to ensure that companies incapable of supplying the requirement don't incur unnecessary expense;
- it is necessary to pre-qualify suppliers and goods to meet defined standards; or,
- the requirement is generally known but there is still considerable analysis, evaluation and clarification required (both of the objective and the solution).

Additionally, Council may run sequential tenders, the first to solicit solutions, the second to compete to provide the solution selected by Council. Such sequential tenders may or may not be preceded by the registration of interest phase as required by Council based on the actual needs of the project.

#### **2.2.5 Responsible Financial Management**

The principle of responsible financial management shall be applied to all procurement activities.

Accordingly, to give effect to this principle, the availability of existing funds within an approved budget, or source of funds, shall be established prior to the commencement of any procurement action for the supply of goods, services or works.

This policy applies to all Council expenditure, with the exception of grant monies for and on behalf of community groups (refer to section 2.3.2.5).

Self-authorised purchase orders within delegation and to maximum value of \$5,000, including GST, is permissible. Amounts exceeding \$5,000, including GST, will need to be referred to a higher authority for authorisation.

The use of Corporate Purchase Cards must be in accordance with this policy and Council's Corporate Purchase Card Policy.

Adopted by Council on:

Agenda Item:

Responsibility: Manager Finance

Document Number: 2253529

Department: Finance

To be reviewed: September 2021

Policy Number: CORCOM 11-08

Page 12

## 2.3 Procurement Thresholds and Competition

### 2.3.1 Requirement

Council will publish in this policy clear guidelines for minimum spend competition thresholds. These will be decided by Council by analysing the historical size and complexity of the procurement activity and of proposed procurement activities.

### 2.3.2 Minimum Spend Competition Thresholds

#### 2.3.2.1 Tenders

Purchase of all goods and services for which the estimated expenditure exceeds the following amounts must be undertaken by public tender as per the thresholds contained in the Act:

- \$150,000 for all supply and delivery of goods purchases; and
- \$200,000 for building and construction works.

Should the CEO, or their delegate, consider that the nature of the requirement and the characteristics of the market are such that the public tender process would lead to a better result for Council, public tenders may be called for purchase of goods, services and works for which the estimated expenditure is below these thresholds, having regard to best value principles.

The tendering process should comprise the following:

Obtain appropriate approval to tender for Goods/Services from Director
Develop a service specification that accurately and clearly defines the service requirements. This also needs to include the criteria by which tenders will be evaluated, including weightings. A strategic procurement plan, based on the Local Government Victoria template, must be completed for procurement amounts, excluding Schedule of Rates contracts, expected to be equal to or greater than \$500,000 prior to advertisement.
Prepare tender documentation that includes: <ul style="list-style-type: none"> <li>• Invitation to tender;</li> <li>• Information to tenderers;</li> <li>• Schedules for the tenderers to complete;</li> <li>• Specification;</li> <li>• Contract Documentation, including drawings maps etc</li> </ul>
Advertise inviting tenders in newspapers circulating throughout the municipality
If necessary conduct a pre-tender briefing
Close tenders on advertised date
Arrange a meeting of the Technical Evaluation Panel (at least 3 people), with at least one independent member to the Department undertaking the procurement and preferably a representative from the Finance Department. Where the panel does not contain

Adopted by Council on:  
 Agenda Item:  
 Responsibility: Manager Finance  
 Document Number: 2253529

Department: Finance  
 To be reviewed: September 2021  
 Policy Number: CORCOM 11-08  
 Page 13

Corangamite Shire Council – Procurement Policy

---

representation from the Finance Department the technical evaluation must be independently reviewed by the Finance Department.
Assess against evaluation criteria
Prepare Technical Evaluation Report recording evaluation of tenders received; date and time of Technical Evaluation Panel Meeting. Members of the Panel should sign off on the final report. The Technical Evaluation Report is also a minuted record of the evaluation panel and should contained additional information as appropriate.
Select preferred tenderer and commence negotiations to clarify any uncertainties. Prepare appropriate Council report, attaching Technical Evaluation Report.
Formalize and award contract with service provider, once approved by Council.

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 14



Corangamite Shire Council – Procurement Policy

---

**2.3.2.2 Quotation and Tender Thresholds**

Purchase of goods, services having a total \$150,000 or less (building and construction works having a total of \$200,000 or less) may be undertaken using the procurement by quotation method as described below. A purchase order must be raised and forwarded to the supplier at the time of purchase/award and prior to receiving the works/services unless exempted by this Policy.

- **Items with a value up to \$7,500**

A quotation may be obtained before placing an order.

If more than one supplier has quoted all quotations should be documented.

- **Items with a value of \$7,501 up to \$15,000**

One written quotation must be obtained before placing an order.

Verbal quotations are not acceptable.

- **Items with a value of \$15,001 up to \$150,000 (\$200,000 building and construction works)**

Council's Officer must seek minimum of three written quotations before placing an order.

The quotation offering the best value for money must be confirmed by the supplier in writing and the order placed with that firm. If there is a difference of more than 10% between the lowest quotation and the recommended quotation, this procurement must be approved by a Director/CEO.

Once the three quotation process is undertaken, the Officer will then enter the quotation information into TechOne and then seek approval in accordance with the relevant Officer's purchasing limits under delegation.

Verbal quotations are not acceptable.

- **Items with a value of \$150,000 and over (\$200,000 and over for building and construction works).**

A full public tender must be conducted before placing an order.

Public advertising of works is required.

The use of public advertising may be applied to items with a value up to \$150,000 (\$200,000 building and construction works) at the CEO's, or delegated officer's, discretion. This may occur when a field of potential tenderers has not been established, or an innovative approach is required, or the project has broad appeal that may attract keen prices.

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 15

Corangamite Shire Council – Procurement Policy

Where Council appoints a tendering agent in accordance with Section 186 of the *Local Government Act*, when the tendering process is completed on behalf of Council, that matter needs to be awarded in accordance with this policy.

#### **2.3.2.3 Procedural Exceptions**

The situation may arise where the officer is unable to seek 3 quotations to satisfy the above requirements.

This may occur for a number of reasons. It may include where there are few suppliers for the goods, services or works being sought or the work is highly specialised or of an urgent nature.

In this case, approval from the CEO or relevant Director is required, prior to proceeding with the purchase. Records and supporting evidence must be kept for procedural exceptions.

A copy of approved procedural exceptions memos will be provided to Contracts Administration Officer for storing in Council's Enterprise Resource System.

Refer to Attachment 1 for Procedural Exceptions Memo.

#### **2.3.2.4 Determining Value of Procurement**

In order to determine whether a procurement exceeds the relevant procurement threshold, its value must be estimated at the start of the procurement process.

The value of a procurement must include:

- all forms of remuneration, including any premiums, fees, commissions, interest and other revenue streams that may be provided for in the final contract;
- all taxes and charges, including GST;
- the total maximum value of the property or services being procured, including the value of any options or extensions that may be provided for in the proposed contract; and,
- the total value of the proposed contract over the contracted term.

If it is anticipated that a procurement will be close to the relevant threshold, or if it is likely that the final value of a procurement may exceed the relevant threshold, it should be treated as if it exceeds the threshold

It is not permissible to divide a contract into separate smaller procurements to avoid the procurement thresholds. There shall be no splitting of purchase orders to avoid thresholds.

The time period for calculation of cumulative spend shall be a financial year.

#### **2.3.2.5 Dealing with Grant Monies**

Where Council is disbursing grant monies directly to a Club or Community Group:

- There is no requirement to follow Council's procurement process or delegation limits. Compliance with good governance regarding purchasing is the responsibility of the Club or Community Group.

Adopted by Council on:

Agenda Item:

Responsibility: Manager Finance

Document Number: 2253529

Department: Finance

To be reviewed: September 2021

Policy Number: CORCOM 11-08

Page 16

---

Corangamite Shire Council – Procurement Policy

- The Club or Community Group will be required to provide an acquittal to account for the funds at the completion of the project.
- If a third party organisation is providing the funds and requiring Council to manage funds on behalf of Club or Community Group they be made aware of this section of Council's procurement policy.

Where Council is paying for goods and services on behalf of a Club or Community Group:

- Council's procurement policy will apply in all circumstances.

#### **2.3.2.6 Collaborative Procurement**

Under Section 186 of the Local Government Act 1989, Council has the ability to authorise procurement agencies to act on its behalf to undertake collaborative procurement by way of public tender. There are two agencies that offer this service to Council, those being the Municipal Association of Victoria and Procurement Australia. Those agencies undertake the collaborative process to achieve the best outcomes for Councils, as its appointed agent.

The Minister for Local Government has granted an exemption to allow Councils to access all MAV and Procurement Australia contracts. When utilising Collaborative Procurement, all contracts must be awarded in accordance with Council's procurement thresholds and delegation of authority

#### **2.3.3 Requirement**

Delegations define the limitations within which Council staff are permitted to undertake procurement activities. Delegation of procurement authority allows Council staff to approve purchases, quotation, tender and contractual processes without prior referral to Council. This enables Council to conduct procurement activities in an efficient manner whilst maintaining transparency and integrity.

Procurement delegations ensure accountability and provide confidence to Council and the public that purchasing activities are dealt with at the appropriate level.

As such, Council has delegated responsibilities as detailed below relating to:

- the expenditure of funds for the purchase of goods, services and works;
- the acceptance of quotes and tenders; and,
- for Contract Management activities.

Refer to Attachment 2.

#### **2.3.4 Delegations**

##### **2.3.4.1 Council Staff**

Council shall maintain a documented scheme of procurement delegations, identifying Council staff authorised to make such procurement commitments in respect of goods, services and works on behalf of Council and their respective delegations contained in Financial Delegations policies:

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 17

---

Corangamite Shire Council – Procurement Policy

- Acceptance of tenders
- Acceptance of quotes
- Contract term extensions (within authorised budget)
- Contract amendment (non-financial)
- Contract amendment (financial)
- Register of pre-qualified suppliers
- Corporate Purchase Card purchases
- Procedural exceptions

Staff may seek reimbursement for minor out of pocket expenses, including licenses, memberships, subscriptions, material expenses and pre- approved study and travel expenses. All approvals must be by their Manager or Director.

#### **2.3.4.2 Delegations Reserved for Council**

Commitments and processes which exceed the CEO's delegation and which must be approved by Council are:

- Signing and sealing of contract documents.
- Tender recommendations and contract approval for all expenditure over \$150,000 for goods and services (\$200,000 for building and construction works and which exceeds the CEO's delegation).
- Contract term extensions requiring additional budget.

## **2.4 Internal Controls**

Delegated officers involved in procurement will adhere to a framework of internal controls over procurement processes that will ensure:

- transparency in the procurement process;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented; and,
- systems are in place for appropriate monitoring and performance measurement.

## **2.5 Commercial Information**

Procurement activities will be carried out in a way that supports Council staff in meeting their obligations - to ensure information of a commercially sensitive or confidential nature is obtained, stored, processed, published (where applicable) in an appropriate manner in accordance with the relevant Council guidelines.

## **2.6 Risk Management**

### **2.6.1 General**

Risk Management is to be appropriately applied at all stages of procurement activities which will be properly planned and carried out in a manner that will protect and enhance Council's capability to prevent, withstand and recover from interruption to the supply of goods, services and works.

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 18

### **2.6.2 Occupational Health and Safety**

Health & Safety requirements throughout the lifecycle of the product or service being purchased shall be addressed prior to procurement in accordance with the Council Health & Safety Management System. Lifecycle includes usage of the plant/equipment or substance including maintenance and disposal. Reference should also be made to Council's Health & Safety Management System for additional requirements.

### **2.6.3 Supply by Contract**

The provision of goods, services and works by contract or quotation potentially exposes Council to risk.

Council will minimise its risk exposure by measures such as:

- standardising contracts to include current, relevant clauses;
- requiring security deposits where appropriate;
- referring specifications to relevant experts;
- requiring contractual agreement before allowing the commencement of work;
- use of or reference to relevant Australian Standards (or equivalent);
- effectively managing the contract including monitoring and enforcing performance;
- undertaking relevant financial checks of companies to ensure they are viable to undertake the contract; and,
- and obtaining copies of certificates of currency for relevant insurances.

## **2.7 Contract Terms**

All contractual relationships must be documented in writing based on standard terms and conditions.

Where this is not possible, approval must be obtained from the appropriate member of Council staff listed in Council Delegations. A request for such an approval should be supported with procurement and legal advice as relevant.

Terms and conditions with a supplier must be settled in advance of any commitment being made. Any exceptions to doing this must be authorised by the appropriate member of Council staff listed in Council Delegations.

## **2.8 Endorsement**

Council staff must not endorse any products or services. Individual requests received for endorsement must be referred to CEO or relevant Director.

## **2.9 Dispute Resolution**

All Council contracts shall incorporate dispute management and alternative dispute resolution provisions, to minimise the risk to both parties of disputes leading to legal action.

## **2.10 Contract Management**

The purpose of contract management is to ensure that Council, and where applicable its clients, receive the goods, services or works provided to the required standards of quality and quantity as intended by the contract by:

Adopted by Council on:

Agenda Item:

Responsibility: Manager Finance

Document Number: 2253529

Department: Finance

To be reviewed: September 2021

Policy Number: CORCOM 11-08

Page 19

---

Corangamite Shire Council – Procurement Policy

- establishing a system monitoring and achieving the responsibilities and obligations of both parties' under the contract;
- providing a means for the early recognition of issues and performance problems and the identification of solutions; and,
- adhering to Council's Risk Management Framework and adhering to relevant Occupational Health and Safety Contractor Compliance Procedures.

All Council contracts are to include contract management requirements in accordance with the Contract Management Manual. Furthermore, contracts are to be proactively managed by the member of Council staff responsible for the delivery of the contracted goods, services or works to ensure Council receives value for money.

### **2.11 Purchase Order Variations**

Purchase order variations are permissible. However, the variation should be disclosed as a separate item on the purchase order.

### **2.12 Contract Variations**

Contract Variations should be pre-approved by Council at the time of awarding the original Contract, with CEO being authorised to approve amounts up to \$250,000. When awarding a variation, this should be approved according to officer delegation. Contract variations greater than \$250,000 will need to be approved by Council.

Where variations are awarded that are greater than 20% of the original contract sum, these will need to be reported to the Audit Committee annually.

### **2.13 CEO Additional Procurement Delegation**

The Chief Executive Officer has an additional delegation up to an amount of \$500,000 in relation to the following procurement activities:

- Payment of all Council insurances;
- Purchase of heavy fleet that has been approved through the annual budget and procured in accordance with this policy;
- Schedule of Rates contracts up to an anticipated amount not exceeding \$500,000 for the term of the contract. Prior to approving a Schedule of Rates contract the Director of Corporate and Community Services or Manager Finance must review the associated financial costings before consideration by the Chief Executive Officer.

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 20

### 3 Demonstrated Sustained Value

#### 3.1 Integration with Council Strategy

Council procurement strategy shall support the Council Plan, aims and objectives, meeting the needs of the local community in the areas of:

- governance;
- prosperity;
- environment;
- community wellbeing;
- lifestyle; and,
- infrastructure.

#### 3.2 Achieving value for money

##### 3.2.1 Requirement

Council's procurement activities will be carried out on the basis of obtaining value for money.

This means minimising the total cost of ownership over the lifetime of the requirement consistent with acceptable quality, reliability and delivery considerations.

Lowest price is not the sole determinate of value for money.

In practice this means weighing up the benefits of the purchase against the cost of the purchase. Value for money factors needs to be specifically included in evaluation criteria and may include:

- fitness for purpose;
- maintenance and running costs over the lifetime of the product;
- the advantages of buying locally:
  - shorter delivery times;
  - local backup and servicing;
  - the availability of spare parts;
  - the contribution to the achievement of other government policy objectives, such as industry development and employment creation;
  - the potential for creating strategic partnerships and cooperative product development;
- quality assurance;
- risks;
- the capacity of the supplier;
- environmental considerations;
- energy conservation;
- ability to meet specified timelines; and,
- disposal value.

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 21

### 3.2.2 Approach

This will be facilitated by:

- developing, implementing and managing procurement strategies that support the co-ordination and streamlining of activities throughout the lifecycle;
- effective use of competition;
- using aggregated contracts and SOA where appropriate;
- identifying and rectifying inefficiencies in procurement processes;
- developing cost efficient tender processes including appropriate use of e-solutions; and,
- Council staff responsible for providing procurement being acquired.

### 3.2.3 Role of Specifications

Specifications used in quotations, tenders and contracts are to support and contribute to Council's value for money objectives through being written in a manner that:

- ensures impartiality and objectivity;
- encourages the use of standard products;
- encourages sustainability;
- provides a clear understanding of the works required or goods to be supplied; and,
- eliminates unnecessarily stringent requirements.

## 3.3 Sustainability

### 3.3.1 General

Council is committed to achieving sustainability and ensuring it monitors and reports on Council activities and programs that have an impact on or contribute to the environment including but not limited to the following:

- waste management;
- recycling;
- energy management;
- emission management;
- water conservation;
- green building design; and,
- procurement.

### 3.3.2 Environmental Sustainability

Where applicable, Council Staff shall consider the following environmental principles as part of their procurement activity:

- REFUSE – Choose not to purchase a product/service.
- REDUCE – Choose to purchase less of a given product/service.
- REUSE – Purchase a product of extended life or of multiple uses.
- RECYCLE – Purchase a product that contains amounts of non-virgin materials.
- REPLACE – Choose to replace or offset the resources purchased in a product.

Adopted by Council on:

Agenda Item:

Responsibility: Manager Finance

Document Number: 2253529

Department: Finance

To be reviewed: September 2021

Policy Number: CORCOM 11-08

Page 22



Corangamite Shire Council – Procurement Policy

---

### **3.3.3 Social Procurement**

Where applicable, Council staff will be supported to use Council's procurement processes and purchasing power to general positive social and economic outcomes for our community.

### **3.4 Diversity**

Promoting equality through procurement can improve competition, value for money, the quality of public services, satisfaction among users, and community relations.

Diversity should be a consideration in every procurement project and reflect corporate commitment to diversity and equal opportunities.

The Victorian *Charter of Human Rights* will be considered as part of the procurement process. Successful suppliers will be asked to show compliance with the Charter.

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 23

Corangamite Shire Council – Procurement Policy

---

### **3.5 Support of Local Business**

Council is committed to buying from local business where such purchases may be justified on value for money grounds.

In the evaluation of all public tenders a 5% weighting shall be given to suppliers who demonstrate how they intend to support local suppliers, contractors and services.

This condition is mandatory for all public tenders. It should be considered as a criterion for quotes.

Local is defined as having its business situated within the Corangamite Shire.

#### **3.5.1 COVID-19 Economic Stimulus and Support Package**

Whilst Council's Council's Economic Stimulus and Support Package Policy remains in force, a 20% weighting shall be applied to all procurement undertaken by Council, in support of suppliers, contractors and service providers.

In support of this 20% weighting, Council should seek to procure and encourage the manufacture and/or provision of supplies and services from local suppliers and contractors that are not currently available.

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 24

## 4 Apply a Consistent and Sustained Approach

### 4.1 Standard Processes

Council will provide effective commercial arrangements covering standard products and provision of standard services across Council to enable employees to source requirements in an efficient manner.

This will be achieved via establishing the following:

- pricing where relevant;
- processes, procedures and techniques;
- tools and business systems (e.g. implementing appropriate e-tendering, e-evaluation; e-catalogue or e-sourcing arrangements);
- reporting requirements; and,
- application of standard contract terms and conditions.

### 4.2 Management Information

Council seeks to improve its' performance by capturing and analysing procurement management information in a variety of areas, including:

- volume of spend;
- number of transactions per supplier;
- supplier performance;
- user satisfaction;
- category management; and,
- green spend.

The Contracts Administration Officer will complete desktop audits of organisational purchasing. Reports will be provided to the Senior Officer Group monthly including information on:

- dollar value by supplier;
- if purchasing process is compliant, requires investigation, non-compliant or is a procedural exemption;
- purchases without purchase orders; and
- purchases from suppliers approaching tender thresholds,
- all approved procedural exemptions.

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 25

## **5 Build and Maintain Supply Relationships**

### **5.1 Developing and Managing Suppliers**

Council recognises that in order to achieve value for money, a strategic assessment of the appropriate 'channel to market' should be undertaken – whether to go to market on its own, participate in regional or sector aggregated projects or panels, access State Government panel agreements or other means.

Council will consider supply arrangements that deliver the best value outcomes in terms of time, expertise, cost, value and outcome.

Council recognises the importance of effective and open working relationships with its suppliers and is committed to:

- managing existing suppliers, via the appropriate development programmes and performance measurements;
- developing new suppliers and improving the capability of existing suppliers where appropriate.

### **5.2 Supply Market Development**

A wide range of suppliers should be encouraged to compete for Council work. The focus for new work need not always be with the larger more familiar businesses. Other types of organisations offering business diversity include:

- Local businesses
- Green suppliers
- Small to medium sized enterprises (SME's)
- Social enterprises
- Ethnic and minority business

### **5.3 Relationship Management**

Council is committed to developing constructive long-term relationships with suppliers.

It is important that Council identifies its key suppliers so that its efforts are focused to best effect. Such areas may include:

- size of spend across Council;
- criticality of goods / services, to the delivery of Council's services;
- availability of substitutes; and,
- market share and strategic share of suppliers

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 26

Corangamite Shire Council – Procurement Policy

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## **6 Continual Improvement**

Council is committed to continuous improvement and will review the procurement policy on an annual basis in line with the Act and to ensure that it continues to meet its wider strategic objectives.

## **7 Policy Owner**

Manager Finance

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

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 27

---

Corangamite Shire Council – Procurement Policy

### Attachment 1- Procedural Exceptions Memo

Part of the goals of Corangamite's procurement policy is to:

- Achieve value for money and quality in the acquisition of goods, services and works by Council;
- demonstrate that public money has been well spent;
- procurements are conducted, and are seen to be conducted, in an impartial, fair and ethical manner.

There are limited circumstances in which there may be legitimate reasons compliance with the minimum spend competition thresholds are not met. This manifests itself by negotiation directly with suppliers without the prescribed competitive quotations or tender process.

The following factors provide guidance in identifying and documenting such circumstances:

1. Emergency – applies when there is extreme urgency brought about by events unforeseen by the organisation and the property or services cannot be obtained in time through an open tender or quotation process.
2. Sole Supplier / Insufficient Quotes – when it is clear beyond doubt that there are not sufficient suppliers to provide requisite quotes. Documentation of recent market testing and well defined specifications of the goods and services sought is required.
3. Scope Change – when there is unforeseen need to alter the scope of the project in a minor way and the cost of obtaining further quotations or retendering will outweigh the potential benefits.
4. Exceptionally Advantageous Time-limited Conditions – this includes unusual disposals by suppliers, unsolicited innovative proposals, liquidation, bankruptcy, or receivership and which are not routine purchases from regular suppliers.
5. Intellectual Property – where the property or services can only be supplied by a particular business and no other reasonable alternative or substitute exists, namely for a work of art; or to protect patent, copyright, or other exclusive right, proprietary information, software as some examples.
6. Absence of Competition – for technical reasons where products are limited by patents or licences. To be supported by comprehensive market research and demonstrated organisational benefits.
7. Support From Original Supplier – for additional property or services by the original supplier or authorised representative where a change in supplier would compel the agency to procure property or services that do not meet the requirements of compatibility with existing services. For example spare parts for vehicles and plant.

The following factors are not reasons that justify seeking a procedural exception:

- Completion of projects prior to end of financial year. Projects should be well planned to avoid end of year deadlines.
- Use of the “emergency” category should not substitute for good project planning.
- Desire to include only certain suppliers because of previous relationships.
- Working with and expending Council funds through a community group.

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 28

Corangamite Shire Council – Procurement Policy



CORANGAMITE  
SHIRE

<b>To:</b>	Choose an item.
<b>From:</b>	Click here to enter Name, Title.
<b>CC:</b>	Contracts Administration Officer
<b>Date:</b>	Click here to enter a date.
<b>Topic:</b>	Click here to enter text.

### *Purpose*

To seek an exemption from the Procurement Policy on the following grounds:

- 1. Emergency
- 2. Sole Supplier / Insufficient Quotes (document market testing)
- 3. Scope Change
- 4. Exceptionally Advantageous Time-limited Conditions
- 5. Intellectual Property
- 6. Absence of Competition
- 7. Support From Original Supplier

**Supplier:** Click here to enter text.

**Value:** Click here to enter text.

Approval for this exemption must be gained prior to the procurement being undertaken.

### *Background*

### *Issue*

Adopted by Council on:  
 Agenda Item:  
 Responsibility: Manager Finance  
 Document Number: 2253529

Department: Finance  
 To be reviewed: September 2021  
 Policy Number: CORCOM 11-08  
 Page 29

Corangamite Shire Council – Procurement Policy

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*Recommendation*

Prepared by:

[Click here to enter Name, Title.](#)

[Click here to enter a date.](#)

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Signature:

Approved by:

[Choose an item.](#)

[Click here to enter a date.](#)

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Signature:

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 30



**Attachment 2 – Delegations**

Position Title	Purchasing Limit	Acceptance of Tenders	Acceptance of Quotes	Extensions Works Within Budget	Amendment - Non-financial	Amendment – Financial	Procedural Exceptions	Comments
Accountant	\$1,000	No	Yes	No	No	No	No	Term Deposits & EFT transfer authorisation up to \$2 million with a 2 <sup>nd</sup> authorisation
Accounting Officer	\$1,000	No	Yes	No	No	No	No	EFT transfer authorisation up to \$2 million with a 2nd authorisation.
Accounts Receivable Officer	\$1,000	No	Yes	No	No	No	No	Debt collection charges & EFT transfer authorisation up to \$2 million with a 2nd authorisation.
Administration Officer – Building and Planning	\$1,000	No	Yes	No	No	No	No	
Administration Officer – Community Services	\$1,000	No	Yes	No	No	No	No	
Administration Officer – Governance	\$2,000	No	Yes	No	No	No	No	
Administration Coordinator – Home and Community Care	\$5,000	No	Yes	No	No	No	No	
Administration Officer – Environment and Emergency	\$1,000	No	Yes	No	No	No	No	
Administration Coordinator – Works and Services	\$10,000	No	Yes	No	No	No	No	\$50K for works awarded under tender and relevant to works and services area

Adopted by Council on:

Department: Finance

Agenda Item:

To be reviewed: September 2021

Responsibility: Manager Finance

Policy Number: CORCOM 11-08

Document Number: 2253529

Page 31

## Corangamite Shire Council – Procurement Policy

Position Title	Purchasing Limit	Acceptance of Tenders	Acceptance of Quotes	Extensions Works Within Budget	Amendment - Non-financial	Amendment - Financial	Procedural Exceptions	Comments
Administration Officer – Works and Services	\$10,000	No	Yes	No	No	No	No	
Administration Officer – Sustainable Development	\$1,000	No	No	No	No	No	No	
Aged and Disabled Services Coordinator	\$10,000	No	Yes	No	No	No	No	
Assessment Officer	\$1,000	No	Yes	No	No	No	No	
Assets Field Officer	\$1,000	No	Yes	No	No	No	No	
Assets/GIS Officer	\$1,000	No	Yes	No	No	No	No	
Assets Officer – Works and Services	\$5,000	No	No	No	No	No	No	
Bridge Maintenance Coordinator	\$5,000	No	No	No	No	No	No	
Carpenters	\$5,000	No	No	No	No	No	No	
Chief Executive Officer	\$250,000 or \$500,000	Yes	Yes	Yes	Yes	Yes	Yes	Unlimited if approved by Council or in an emergency. Up to \$500,000 for procurement activity in accordance with clause 2.13 of this policy.
Communications Officer	\$10,000	No	Yes	No	No	No	No	

Adopted by Council on:

Agenda Item:

Responsibility: Manager Finance

Document Number: 2253529

Department: Finance

To be reviewed: September 2021

Policy Number: CORCOM 11-08

Page 32

## Corangamite Shire Council – Procurement Policy

Position Title	Purchasing Limit	Acceptance of Tenders	Acceptance of Quotes	Extensions Works Within Budget	Amendment - Non-financial	Amendment - Financial	Procedural Exceptions	Comments
Community Care Respite Worker – Respite	\$1,000	No	No	No	No	No	No	
Contracts Administration Coordinator	\$10,000	No	Yes	Yes	Yes	No	No	
Community Relations Officer	\$1,000	No	Yes	No	No	No	No	
Community Development Officer	\$10,000	No	Yes	Yes	Yes	No	No	
Director Corporate and Community Services	\$75,000	Yes	Yes	Yes	Yes	Yes	Yes	Term deposits & EFT transfer authorisations up to \$5 Million with a 2nd authorisation. Payment of Fire Services Levies for all amounts due to the State Government are permitted. Up to \$5M for the approval of contracts and purchase orders created using the Contracts Module in Techone and that have been approved by Council previously.
Director Sustainable Development	\$75,000	Yes	Yes	Yes	Yes	Yes	Yes	
Director Works and Services	\$75,000	Yes	Yes	Yes	Yes	Yes	Yes	
Early Years Coordinator	\$10,000	No	Yes	No	No	No	No	

Adopted by Council on:

Agenda Item:

Responsibility: Manager Finance

Document Number: 2253529

Department: Finance

To be reviewed: September 2021

Policy Number: CORCOM 11-08

Page 33

## Corangamite Shire Council – Procurement Policy

Position Title	Purchasing Limit	Acceptance of Tenders	Acceptance of Quotes	Extensions Works Within Budget	Amendment - Non-financial	Amendment - Financial	Procedural Exceptions	Comments
Economic Development Officer	\$5,000	No	Yes	No	No	No	No	
Emergency Management Officer	\$10,000	No	No	No	No	No	No	
Engineer – Assets and Design	\$1,000	No	Yes	No	No	No	No	
Engineer – Works	\$10,000	Yes	Yes	Yes	Yes	No	No	\$50K for works awarded under tender and relevant to Works Area
Environment Coordinator	\$10,000	No	Yes	Yes	Yes	No	No	
Environmental Health Officer	\$1,000	No	No	No	No	No	No	
Environment Officer	\$10,000	No	Yes	Yes	No	No	No	
Environment Project Officer	\$10,000	No	Yes	Yes	Yes	No	No	
Executive Services and Governance Co-ordinator	\$10,000	No	Yes	No	No	No	No	
Family Day Care Coordinator	\$5,000	No	Yes	Yes	Yes	No	No	
ICT/GIS Officer	\$10,000	No	Yes	No	No	No	No	
Human Resource Officer	\$1,000	No	Yes	No	No	No	No	
Immunisation and Maternal & Child Health Coordinator	\$10,000	No	Yes	No	No	No	No	

Adopted by Council on:

Agenda Item:

Responsibility: Manager Finance

Document Number: 2253529

Department: Finance

To be reviewed: September 2021

Policy Number: CORCOM 11-08

Page 34

## Corangamite Shire Council – Procurement Policy

Position Title	Purchasing Limit	Acceptance of Tenders	Acceptance of Quotes	Extensions Works Within Budget	Amendment - Non-financial	Amendment - Financial	Procedural Exceptions	Comments
Infrastructure Projects Officer	\$10,000	No	Yes	Yes	No	No	No	
IT Network Support Officer	\$10,000	No	Yes	Yes	Yes	No	No	
IT Officer	\$10,000	No	Yes	Yes	No	No	No	
Kindergarten Educator	\$1,000	No	Yes	No	No	No	No	
Local Laws Officer	\$1,000	No	Yes	No	No	No	No	
Manager – Assets Planning	\$25,000	Yes	Yes	Yes	Yes	Yes	No	
Manager – Growth and Engagement	\$25,000	Yes	Yes	Yes	Yes	Yes	No	
Manager – Finance	\$25,000	Yes	Yes	Yes	Yes	Yes	No	Term deposits & EFT transfer authorisations up to \$5 Million with a 2nd authorisation. Payment of Fire Services Levies for all amounts due to the State Government are permitted. Up to \$5M for the approval of contracts and purchase orders created using the Contracts Module in Techone and that have been approved by Council previously.
Manager – Human Resources and Risk	\$25,000	Yes	Yes	Yes	Yes	Yes	No	
Manager – Community Services	\$25,000	Yes	Yes	Yes	Yes	Yes	No	

Adopted by Council on:

Department: Finance

Agenda Item:

To be reviewed: September 2021

Responsibility: Manager Finance

Policy Number: CORCOM 11-08

Document Number: 2253529

Page 35

## Corangamite Shire Council – Procurement Policy

Position Title	Purchasing Limit	Acceptance of Tenders	Acceptance of Quotes	Extensions Works Within Budget	Amendment - Non-financial	Amendment - Financial	Procedural Exceptions	Comments
Manager – Information	\$25,000	Yes	Yes	Yes	Yes	Yes	No	
Manager – Environment and Emergency	\$25,000	Yes	Yes	Yes	Yes	Yes	No	
Manager – Facilities and Recreation	\$25,000	Yes	Yes	Yes	Yes	Yes	No	
Manager – Planning and Building	\$25,000	Yes	Yes	Yes	Yes	Yes	No	
Manager – Works	\$25,000	Yes	Yes	Yes	Yes	Yes	No	
Manager – Works (Vehicle Purchases Only)	\$50,000	Yes	Yes	Yes	Yes	Yes	No	Vehicle Purchases Only
Mobile Child Care Coordinator	\$10,000	No	Yes	No	No	No	No	
Municipal Building Surveyor	\$1,000	No	No	No	No	No	No	
Occupational Health and Safety Officer	\$1,000	No	Yes	No	No	No	No	
Parks and Gardens Co-ordinator	\$5,000	No	No	No	No	No	No	
Payroll Officer	\$2,000	No	Yes	Yes	Yes	No	No	Payroll related issues only & EFT transfer authorisation up to \$2 million with a 2nd authorisation

Adopted by Council on:

Agenda Item:

Responsibility: Manager Finance

Document Number: 2253529

Department: Finance

To be reviewed: September 2021

Policy Number: CORCOM 11-08

Page 36

## Corangamite Shire Council – Procurement Policy

Position Title	Purchasing Limit	Acceptance of Tenders	Acceptance of Quotes	Extensions Works Within Budget	Amendment - Non-financial	Amendment - Financial	Procedural Exceptions	Comments
Plant Maintenance Co-ordinator	\$5,000	No	Yes	No	No	No	No	
Projects Support Officer	\$1,000	No	Yes	No	No	No	No	
Property Officer	\$10,000	No	Yes	No	No	No	No	
Rates Revenue Coordinator	\$10,000	No	Yes	No	No	No	No	Payment of Fire Services Levies for all amounts due to the State Government are permitted.
Records Coordinator	\$1,000	No	Yes	No	No	No	No	
Recreation Officer – Camperdown Stadium	\$1,000	No	No	No	No	No	No	
Recreation Officer – Timboon Stadium	\$1,000	No	No	No	No	No	No	
Risk Management Coordinator	\$1,000	No	Yes	No	No	No	No	
Sport and Recreation Coordinator	\$10,000	No	Yes	Yes	Yes	No	No	
Statutory Planner	\$1,000	No	Yes	No	No	No	No	
Strategic System Analyst	\$5,000	No	Yes	No	No	No	No	
Store Clerk	\$10,000	No	Yes	Yes	Yes	No	No	
Team Leader – Building Works Officer	\$10,000	No	Yes	Yes	Yes	No	No	

Adopted by Council on:

Department: Finance

Agenda Item:

To be reviewed: September 2021

Responsibility: Manager Finance

Policy Number: CORCOM 11-08

Document Number: 2253529

Page 37

## Corangamite Shire Council – Procurement Policy

Position Title	Purchasing Limit	Acceptance of Tenders	Acceptance of Quotes	Extensions Works Within Budget	Amendment - Non-financial	Amendment - Financial	Procedural Exceptions	Comments
Team Leader – Landfill	\$10,000	No	Yes	Yes	Yes	No	No	
Team Leader – Parks and Gardens	\$10,000	No	Yes	Yes	Yes	No	No	
Team Leader – Plant Maintenance	\$10,000	No	Yes	Yes	Yes	No	No	
Team Leader – Plant Maintenance	\$50,000	No	Yes	Yes	Yes	No	No	Spare parts
Team Leader – Works	\$10,000	No	Yes	Yes	Yes	No	No	
Team Leader Assistant – Works	\$5,000	No	Yes	Yes	Yes	No	No	
Works Technical Support Officer	\$10,000	No	Yes	Yes	Yes	No	No	
Visitor Information Centre Coordinator	\$1,000	No	No	No	No	No	No	
Youth Development Officer	\$5,000	No	Yes	Yes	Yes	No	No	

Adopted by Council on:

Agenda Item:

Responsibility: Manager Finance

Document Number: 2253529

Department: Finance

To be reviewed: September 2021

Policy Number: CORCOM 11-08

Page 38



Corangamite Shire Council – Procurement Policy

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**Attachment 3 – Exemptions from purchase orders requirements.**

- Legal advice or legal services.
- Grants approved by Council.
- Sundry items for staff amenities, including water, milk and newspapers.
- Utility accounts such as power, gas and water.
- Audit services under contract
- Statutory payments such as EPA Levy and Fire Services Property Levy.
- Lease payments for equipment.
- Insurance Payments
- Fuel (on account)
- Australia Post
- Bank fees
- Annual subscriptions
- Memberships
- Waste collected from Council Landfill and to be disposed of by third parties

Adopted by Council on:  
Agenda Item:  
Responsibility: Manager Finance  
Document Number: 2253529

Department: Finance  
To be reviewed: September 2021  
Policy Number: CORCOM 11-08  
Page 39

## 9.2 Child Safe Policy Review 2020

**Author:** Katie Hearn, Manager 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 - Katie Hearn

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

### Summary

This report recommends Council adopt a revised Council Child Safe Policy dated July 2020 and revoke the Council Child Safe Policy dated September 2017.

### Introduction

The current Child Safe Policy was adopted by Council in September 2017. A review of the Policy is required to align it with the Child, Youth and Family Act 2005, which includes the Victorian mandatory reporting procedures and the requirement for a local referral pathway. The revised Policy also positions Council to transition towards compliance with the National Child Safe Standards at a future point in time if legislated by the Victorian Government. As a minimum Council is required to comply with Victorian Child Safe Standards.

### Issues

The purpose of this revised Policy is to demonstrate *“Council is committed to the safety and wellbeing of all children and young people and has a zero tolerance for child abuse”*. The Policy also details how Council complies with the Victorian Child Safe Standards and how it will operate as a Child Safe organisation.

The Child Safe Policy sets out the framework to support Council to maintain a Child Safe organisation and culture through procedures, related policies, education and services aligning with the Victorian Child Safe Standards. While the National Child Safe Principals are not yet mandatory, the Victorian Standards and National Principals are very similar. The State Government is reviewing the Victorian Standards, including considering adjustments to better align with the National Principles. In summary, Council must continue to comply with the Victorian Standards until the Victorian Government changes the law.

The Victorian standards are:

- Standard 1 Strategies to embed an organisational cultural of child safety, including through effective leadership arrangements.
- Standard 2 A child safe policy or statement of commitment to child safety.
- Standard 3 A code of conduct that establishes clear expectations for appropriate behaviour with children.
- Standard 4 Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.
- Standard 5 Processes for responding to and reporting suspected child abuse.
- Standard 6 Strategies to identify and reduce or remove the risk of child abuse.
- Standard 7 Strategies to promote the participation and empowerment of children.

The revised Policy more fully describes Corangamite Shire's commitment to being responsive to the needs, interests and aspirations of children and young people in the municipality and to ensure that Council resources are used fairly, equally, effectively and efficiently. The revised Policy now also describes Council's mandatory reporting obligations.

Council recognises being a Child Safe organisation is an important step in creating a community where all children and young people feel valued and included in community life and are treated fairly. Key areas pertinent to Council include:

- Training, policy and guidelines to support employees and volunteers comply with Child Safe Standards. The Organisational Child Safe Staff Guidelines have been drafted and will be considered and approved by the Chief Executive Officer following the adoption of the revised Child Safe Policy.
- The prevention of child abuse occurring within our services, programs and facilities.
- Growing a culture across the organisation that supports child safety.
- Providing education and training to support volunteers, relevant contractors and staff so they know their responsibilities if they suspect abuse of a child or young person.
- Making sure suspected abuse is reported and investigated fully and fairly.

### **Policy and Legislative Context**

Development and implementation of a contemporary Child Safe Policy framework 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.

The Charter of Human Rights and Responsibilities Act 2006 (the Charter) is Victorian law that sets out the basic right, freedoms and responsibilities of all people in Victoria, including children.

The Victorian Child Safe Standards are mandatory and operate in accordance with the Child Wellbeing and Safety Act 2005. Currently National Principles for Child Safe organisations also operate at a national level, however, are not yet mandatory for Victorian organisations. The Council of Australian Governments (COAG), endorsed the National Principles for Child Safe Organisations. These principles embed the child safe standards recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse.

**Internal / External Consultation**

An internal working group was formed to draft a revised Policy. This group included representatives from Human Resources, Family & Children's Services, Growth and Engagement, Facilities and Recreation and Community Services staff.

Protecting the safety and wellbeing of children and young people is everyone's responsibility regardless of position. The Child Safe policy will help support an organisational culture where protecting children and young people from abuse is part of everyday thinking and practice. To support this, further internal engagement will occur following approval of the Organisational Child Safe Staff Guidelines and department specific small group education sessions will be held to support growth of a child safe culture.

**Financial and Resource Implications**

There are no financial and resource implications as a consequence of adopting the Child Safe Policy.

**Options**

Council may choose to adopt the (revised) Child Safe Policy July 2020, with or without amendment.

**Conclusion**

The Child Safe Policy will support Council to continue to foster a child safe environment where children and young people are respected, valued and encouraged to reach their full potential and where all children and young people have a right to be safe and feel safe.

**RECOMMENDATION****That Council:**

1. **Revokes the Child Safe Policy dated September 2017.**
2. **Adopts the Child Safe Policy July 2020.**

**COUNCIL RESOLUTION**

**MOVED:** *Cr Illingworth*

**SECONDED:** *Cr Durant*

**That the recommendation be adopted.**

**CARRIED**

**Attachments**

1. Policy Council Child Safe Policy 2020 tracked changes.pdf - Under Separate Cover
2. Policy Council Child Safe Policy July 2020



**CORANGAMITE  
SHIRE**

# Child Safe Policy

Corangamite Shire

July 2020

# Council Policy

## Child Safe Policy



### Introduction (Statement of Commitment)

Corangamite Shire Council is committed to the safety and wellbeing of all children and young people and has zero tolerance for child abuse.

Corangamite Shire Council is committed to providing an environment where children and young people feel safe, protected and valued and their voices are heard about decisions that affect their lives. We recognise that the wellbeing and cultural safety of all children is paramount and that everyone is treated with dignity and respect regardless of gender identity, ethnicity, abilities, cultural and socio-economic background.

Every person has a responsibility to understand the important and specific role they play, individually and collectively, to promote the wellbeing and safety of all children and young people participating in, or in contact with Corangamite Shire Council programs and activities. We are committed to providing child safe education and training within the organisation, as well as robust policies and procedures for responding to all forms of abuse and neglect.

Corangamite Shire is committed to the following child safe aims;

- Zero tolerance policy to child abuse, harm and neglect
- Duty of care to children, to take reasonable steps to keep them safe from harm and provide a safe environment
- A commitment to the safety of children with a disability, and to the cultural safety of CALD children
- The commitment to respecting different cultural traditions and child rearing practices while keeping them safe
- Emphasis that it is everyone's responsibility to ensure a child safe environment, including staff, management, volunteers, contractors, and families of children
- The Corangamite Shire values participation of children in the development of child safe policies and procedures, and how children are to be consulted in the process of developing and updating policies and procedures relating to child safety
- Taking every concern and allegation seriously, in line with the principles of procedural fairness

All Victorian organisations that provide services or facilities to children are required by law to comply with the Child Safe Standards. The current child safe standards in Victoria are:

Approved by Council on: 28 November 2017

Responsibility: Manager HR & Risk  
Document Number: D/17/23361

Department: HR & Risk  
To be reviewed by: November 2024

Page Number: 2

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Corangamite Shire Council –Child Safe Policy

- Standard 1: Strategies to embed an organisational cultural of child safety, including through effective leadership arrangements
- Standard 2: A child safe policy or statement of commitment to child safety
- Standard 3: A code of conduct that establishes clear expectations for appropriate behaviour with children
- Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
- Standard 5: Processes for responding to and reporting suspected child abuse
- Standard 6: Strategies to identify and reduce or remove the risk of child abuse
- Standard 7: Strategies to promote the participation and empowerment of children

To comply with the Standards, Council must reflect and embed the following principles as described within this policy:

- promoting the cultural safety of Aboriginal children
- promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds
- promoting the safety of children with a disability.

These three overarching principles require organisations to pay particular attention to children at increased risk of abuse and must be considered when applying each standard.

**Believing children when they raise a concern or make an allegation**

**Purpose**

This policy provides an organisational approach to preventing and responding to child abuse and to ensure compliance with the Victorian Child Safe Standards, which aim to keep children safe from child abuse when they access services or activities provided by organisations.

**Scope**

This policy applies to all Councillors, employees, volunteers, students, contractors and specialists working in Council programs and services.

**Definitions and Key Terminology**

Key Terminology

Physical abuse	Physical abuse occurs when a child suffers, or is likely to suffer, significant harm from an injury inflicted by a child's parent or caregiver. This may be inflicted intentionally or may be the inadvertent consequence of physical punishment or physically aggressive treatment of a child.
Sexual abuse	Sexual abuse occurs when a person uses power or authority over a child to involve the child in sexual activity and the child's parent or caregiver has not protected the child. Physical force is sometimes involved. Child sexual abuse involves a wide range of sexual activity. It includes fondling of the child's genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or other object, or exposure of the child to pornography or voyeurism. All forms of sexual abuse, including grooming (see definition below) must be reported.

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Approved by Council on: 28 November 2017

Responsibility: Manager HR & Risk  
Document Number: D/17/23361

Department: HR & Risk  
To be reviewed by: November 2024

Page Number: 3

Corangamite Shire Council –Child Safe Policy

Emotional and psychological abuse	Emotional abuse occurs when a child's parent or caregiver repeatedly rejects the child or uses threats to frighten the child. This may involve name calling, put downs or continual coldness from the parent or caregiver, to the extent that it significantly damages the child's physical, social, intellectual or emotional development.
Neglect	Neglect is the failure to provide the child with the basic necessities of life such as food, clothing, shelter, medical attention or supervision, to the extent that the child's health and development is, or is likely to be, significantly harmed.
Grooming	Grooming describes predatory conduct where a person develops a relationship with a child/family of a child in order to gain their trust and establish an emotional connection with the purpose of preparing the child for sexual activity at a later stage. Grooming behaviour may look like normal 'caring' behaviour.
Online Grooming	Online grooming occurs when an adult uses electronic communication to try and lower a child's inhibitions and increase their curiosity about sex. This may lead to online child exploitation where an adult uses the internet or mobile phone to communicate sexual images with, or of, a child. All forms of sexual abuse, including grooming, must be reported.
Harm	Refers to any significant detrimental effect on a child's physical, psychological or emotional wellbeing.

Definitions

Child	A person under the age of 18 years.
Aboriginal and Torres Strait Islander Child	A person under the age of 18 years who identifies as Aboriginal and/or Torres Strait Islander.
Children from a culturally and/or linguistically diverse background	A person under the age of 18 years who identifies as having particular cultural or linguistic affiliations by virtue of their place of birth, ancestry or ethnic origin, religion, preferred language or language spoken at home or because of their parents identification on a similar basis.
Children with a disability	A person under the age of 18 years who has any physical, sensory, cognitive, neurological disability, acquired brain injury or developmental delay that affects their ability to undertake everyday activities.
Child Safety	In the context of the Child Safe Standards, child safety refers to measures to protect a child from abuse.
Child Safe Organisation	An organisation that meets the Child Safe Standards by proactively taking measures to protect children from abuse.
Cultural safety	Refers to the positive recognition and celebration of cultures. In the context of the Child Safe Standards, cultural safety encompasses the child being

Approved by Council on: 28 November 2017

Responsibility: Manager HR & Risk  
Document Number: D/17/23361

Department: HR & Risk  
To be reviewed by: November 2024

Page Number: 4



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Corangamite Shire Council –Child Safe Policy

provided with a safe, nurturing and positive environment where they are comfortable with being themselves, expressing their culture, their spiritual and belief systems, and they are supported by the adults in their lives. This relates particularly (but not exclusively) to Aboriginal and Torres Strait Islander children and children from Culturally and Linguistically Diverse backgrounds.

Child abuse

Any act committed against a child involving: Physical violence, sexual offences, serious emotional or psychological abuse and/or serious neglect

Reasonable belief

If an adult forms a reasonable belief that an incident has occurred they must report the incident.

The test is to ask yourself: would a reasonable person in the same position form the same belief on the same grounds? You don't require proof, but you must form your belief on something more than rumour or speculation.

Factors contributing to reasonable belief may be:

- A child states they or someone they know has been abused
- Physical indicators or behaviour consistent with that of an abuse victim is observed
- Someone else has raised a suspicion of abuse
- Observing suspicious behaviour
- Knowledge or suspicion of family violence, mental illness, substance misuse, or intellectual disability that is impacting on the child's safety stability or development

Risk Management:

Processes to identify, assess, and take steps to eradicate or minimise risks, which include risks posed by physical environments and online environments.

**References**

*Child Wellbeing and Safety Act 2005 (Vic)*

*Child Safe Standards*, Victorian Government Gazette G52, 31 December 2015.

Corangamite Shire Council aims to prevent child abuse through training and education, rigorous recruitment processes, and effective risk management procedures. We take all allegations seriously and have practices in place to respond quickly and thoroughly.

Instances where a response is required include:

- Witnessing an incident
- Forming a suspicion
- Receiving a disclosure.

**Identifying and managing child abuse risks**

Child safety risks are included in Corangamite Shire's risk management policy and processes. This includes risks in physical and online environments relevant to the service type/s provided by the organisation, people in contact with children, and any specific vulnerabilities of the children.

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Approved by Council on: 28 November 2017

Responsibility: Manager HR & Risk  
Document Number: D/17/23361

Department: HR & Risk  
To be reviewed by: November 2024

Page Number: 5

All staff, volunteers and managers will be trained in identifying, assessing and managing these risks, and detecting signs of abuse. Training should also include protective factors that reduce the risk of abuse, and ways to promote these protective factors in the context of the organisation.

### **Reporting, handling and investigating child abuse concerns, complaints and allegations**

Corangamite Shire takes seriously all concerns, complaints and allegations of abuse or suspected abuse against any child or young person in the service. They will be handled sensitively, investigated in a timely manner, and with the safety of the child as the primary consideration.

#### **Mandatory reporting obligations**

Mandatory reporting is the legal requirement for certain professional groups to report a reasonable belief of child physical or sexual abuse to child protection authorities.

#### **What is mandatory reporting?**

Mandatory reporting refers to the legal requirement of certain groups of people to report a reasonable belief of child physical or sexual abuse to child protection authorities.

#### **Who is mandated to report in Victoria?**

The following are mandatory reporters in Victoria:

- registered medical practitioners
- nurses
- midwives
- registered teachers and early childhood teachers
- school principals
- school counsellors
- police officers
- out of home care workers (excluding voluntary foster and kinship carers)
- early childhood workers
- youth justice workers
- registered psychologists
- people in religious ministry.
- All registered Maternal and Child Health Nurses employed in local government services, or employed by health service providers undertaking MCH services on behalf of local government, are mandatory reporters

#### **What am I required to do?**

In Victoria, under the Children, Youth and Families Act 2005, mandatory reporters must make a report to child protection, if:

- in the course of practising their profession or carrying out duties of their office, position or employment

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Approved by Council on: 28 November 2017

Responsibility: Manager HR & Risk  
Document Number: D/17/23361

Department: HR & Risk  
To be reviewed by: November 2024

Page Number: 6

Corangamite Shire Council –Child Safe Policy

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- they form a belief on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.

A child may be in need of protection if they have experienced or are at risk of significant harm, and their parents have not protected, or are unlikely to protect them from that harm. Significant harm may relate to:

- physical injury
- sexual abuse
- emotional or intellectual development
- physical development or health
- abandonment or parental incapacity.

Mandatory reporters are required to report in relation to significant harm as a result of physical injury or sexual abuse. They may choose, as can anyone, to report in relation to other types of significant harm.

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Approved by Council on: 28 November 2017

Responsibility: Manager HR & Risk  
Document Number: D/17/23361

Department: HR & Risk  
To be reviewed by: November 2024

Page Number: 7

Corangamite Shire Council –Child Safe Policy

Anyone (including employee, contractor, or volunteer) can respond, after forming a reasonable belief on reasonable grounds that a child has been abused or is at risk of being abused.

Where an employee, volunteer or contractor is involved in alleged child abuse, the CEO must be notified immediately. The CEO will make a report to the Commission for Children and Young People, liaise with relevant authorities and notify those involved of any investigation outcomes.

The organisation will conduct any necessary investigations once the Victoria Police investigation is concluded.

The 'failure to disclose' offence introduced as part of the *Crimes Amendment (Protection of Children) Act 2014* requires that any adult who holds a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child must disclose that information to police.

The criminal offence for 'failing to protect' a child imposes penalties for a person in authority within an organisation if they know of the risk of abuse, and have the power or responsibility to reduce or remove the risk, but failed to do so.

**Diversity and cultural difference**

Corangamite Shire Council respects cultural differences and variations in child rearing practices due to a family's personal, cultural or religious beliefs. We acknowledge that some children are more vulnerable to abuse namely;

- Aboriginal children
- Children from culturally and linguistically diverse backgrounds
- Children with a disability.

Corangamite Shire Council will promote culturally safe environments for all children.

**Roles and responsibilities**

Every person employed with or acting on behalf of Corangamite Shire Council has a responsibility to ensure the wellbeing and safety of all children.

All Employees	<ul style="list-style-type: none"> <li>• Where a child is in immediate danger call 000.</li> <li>• Report all concerns regarding child safety or harm to the Manager HR &amp; Risk or Manager Community Services.</li> <li>• If the source of suspected abuse is from within the organisation notify Victoria Police</li> <li>• Participate in child safe training and education programs.</li> <li>• Conduct work according to the requirements of the Corangamite Shire Child Safe Policy and Staff Code of Conduct.</li> <li>• Ensure all relevant Police Checks, Working With Children Checks and details of professional development and training are maintained and available to the organisation.</li> <li>• Ensure any indictments/convictions that impact on employment are disclosed.</li> </ul> <p>If a child is believed to be in danger which is non-immediate, that is, general concerns about wellbeing rather than knowledge of the possibility of serious harm, then the relevant Departmental hotline should be contacted: which is the Orange Door on:</p> <p style="text-align: center;"><b>Colac-Otway, Corangamite (03) 5232 5500</b></p>
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Approved by Council on: 28 November 2017

Responsibility: Manager HR & Risk  
Document Number: D/17/23361

Department: HR & Risk  
To be reviewed by: November 2024

Page Number: 8

Corangamite Shire Council –Child Safe Policy

Councillors	<ul style="list-style-type: none"> <li>Oversee the development of strategies to embed an organisational culture of child safety, including through effective leadership arrangements.</li> </ul>
Chief Executive Officer	<ul style="list-style-type: none"> <li>Ensure that the safety of children and young people is a focus in the organisation by demonstrating strong leadership in child safe practices.</li> <li>Ensure the creation of a culturally safe environment.</li> </ul>
Senior Officer Group	<ul style="list-style-type: none"> <li>Ensure child safe policies and procedures are implemented and reviewed regularly.</li> </ul>
Department Managers	<ul style="list-style-type: none"> <li>Ensure child safe policies and procedures are circulated and understood.</li> <li>Ensure a workplace culture of respect in relation to child safety and cultural safety.</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>Ensure all employees have child safe training.</li> <li>Ensure induction processes include clear guidelines for compliance with organisational child safe policies and Staff Code of Conduct.</li> <li>Maintain robust recruitment practices in line with child safe policies and related policies such as Police Checks and Working With Children Checks.</li> <li>Ensure all inductees understand their responsibilities in relation to the child safe standards.</li> <li>Ensure that all job descriptions contain statements about Council's commitment to child safe standards, and make explicit reference to legislative checks.</li> <li>Ensure that Staff Code of Conduct includes expected behaviours in relation to working with children and is signed by all employees, volunteers, and students.</li> <li>Outline explicit guidelines for reporting and dealing with breaches of the Staff Code of Conduct.</li> <li>Provide advice and support to all employees who need to make a report regarding child abuse.</li> <li>Offer support to the child, the parents, staff members, volunteers involved in an incident.</li> <li>Ensure all enquiries and reports are made to the relevant authorities, and act as liaison between the organisation and the authorities.</li> <li>Maintain records in accordance with organisational privacy policy.</li> <li>Support any investigation of child abuse and notify child, parents, staff or volunteers involved of any investigative outcomes.</li> <li>Maintain and review child safe policies, risk management plans, and allied processes.</li> </ul>
Manager Community Services and Community Services Coordinators	<ul style="list-style-type: none"> <li>Maintain networks with relevant support agencies and specialist staff.</li> </ul>
Family Day Care Coordinator	<ul style="list-style-type: none"> <li>Maintain robust contractor recruitment practices in line with child safe policies and related policies such as Police Checks and Working With Children Checks.</li> </ul>

Approved by Council on: 28 November 2017

Department: HR & Risk  
To be reviewed by: November 2024

Responsibility: Manager HR & Risk  
Document Number: D/17/23361

Page Number: 9

Corangamite Shire Council –Child Safe Policy

	<ul style="list-style-type: none"> <li>• Ensure all contracted Family Day Care educators participate in child safe training and education programs.</li> <li>• Ensure all contracted Family Day Care educators conduct their work according to the requirements of the Corangamite Shire Council Child Safe Policy and Staff Code of Conduct.</li> </ul>
Employees and contractors who work directly with children	<ul style="list-style-type: none"> <li>• Ensure curriculum development is based on the principles of empowering children to participate fully in their environment.</li> <li>• Create a culturally safe environment by creating opportunities for the voices of Aboriginal and Torres Strait Islander children and children from culturally/linguistically diverse backgrounds to be heard.</li> <li>• Ensuring a safe environment and strong inclusive practices for children of all abilities, and specialist support for children with disabilities.</li> <li>• Ensure all staff understand and comply with the child safe policy.</li> <li>• Engage with relevant cultural and educational networks and support services.</li> <li>• Ensure all staff practice strong supervision of children at all times.</li> <li>• Ensure that visitors to the service are never alone with a child. This includes students, volunteers, members of Parent Advisory Groups and contractors.</li> </ul>
Contractors	<ul style="list-style-type: none"> <li>• Must comply with the Child Safe Standards.</li> </ul>

**Reference to linked Procedure or Guidelines**

- Child Safe Procedure
- Staff Code of Conduct
- Kindergarten Policy Manual
- Family Day Care Policy Manual
- Mobile Child Care Policy Manual
- Ed Gym Manual
- Aged & Disability Services Manual
- HR Recruitment Policy Manual
- Working With Children Check Policy

**Review Date**

September 2024.

This policy will be reviewed every four years in line with current organisational procedures, or following changes in the relevant legislative processes, or if an incident has taken place.

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

Approved by Council on: 28 November 2017

Responsibility: Manager HR & Risk  
Document Number: D/17/23361

Department: HR & Risk  
To be reviewed by: November 2024

Page Number: 10

### 9.3 Long Term Financial Plan 2020-2030

**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 2020-2030, as attached under separate cover.

#### **Introduction**

The Long Term Financial Plan (or LTFP) is one of three “pillars” of reforms heralded in by the new Local Government Act that supports long-term planning by Councils. 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 (currently under development).

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 a 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.

In June 2019 Council adopted a LTFP plan following extensive input by officers and discussion with Councillors. The LTFP recommended for Council’s adoption has undergone a desktop review only in lieu of the requirement under the new *Local Government Act 2020* to develop a more extensive plan following the October 2020 Council election.

Notwithstanding the immediate financial impacts of COVID-19 on Council, the LTFP 2020-2030 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.

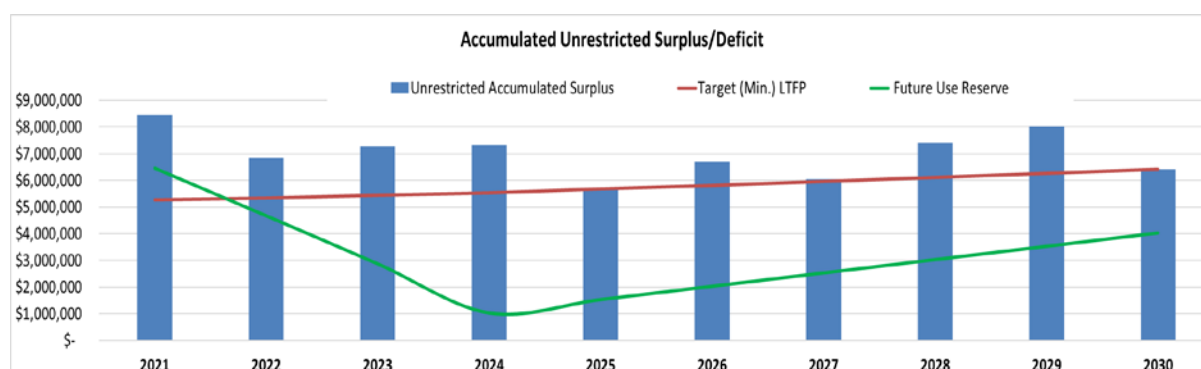
## Issues

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.

The LTFP projects Council will remain financial sustainable in the long-term, based on the assumption used. The assumptions made include some allowances for short-term financial impacts of COVID-19. The LTFP also assumes non-rate income streams are generally maintained at historical levels, rates continue to rise in accordance with the Consumer Price Index (CPI) (or rate cap), employee costs are (generally) contained within the rate cap and investment in new assets is modest unless funded through grants or reserve funds.

Council’s accumulated, unrestricted (or net cash position) over the life of the LTFP is illustrated by the graph below. The cash position is generally stable over the life of the LTFP. The Future Use Reserve (effectively cash savings) is mostly exhausted by 2024 as major initiatives are delivered. These funds are then restored incrementally from 2025. The proposed LTFP by its nature is fiscally conservative, however, does also provide opportunities for Council to invest in new initiatives and by 2030 \$4 million is available for this purpose, unless allocated prior.



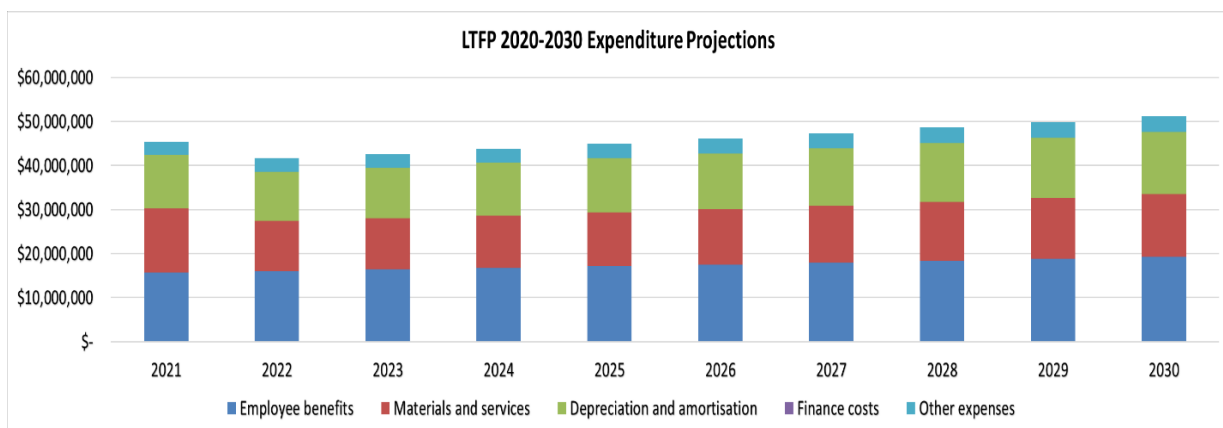
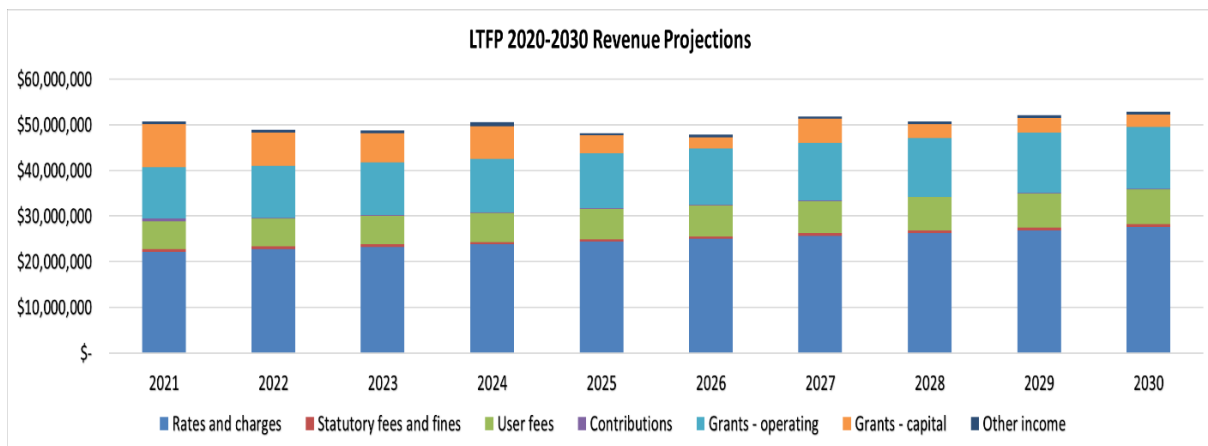
The primary long-term average Victorian Auditor General’s Office (VAGO) financial sustainability indicator results of the LTFP are provided below. The Net Underlying Result (medium risk) reflects Council’s reliance on non-recurrent capital grants to fund capital expenditure. This is not unexpected, however, does suggest Council should continue explore and 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%	1.6%
Liquidity (Unrestricted)	Ratio	<=.75	.75 - 1.0	>1.0	2.13
Renewal Gap Ratio	Ratio	<0.5	0.5-1.0	>1.0	1.06

**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. Council’s 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 becomes negative or expenditure growth cannot be contained to within the projected rate and non-rate income increases then service levels will need to be adjusted accordingly. Council’s revenue and expenditure sources across the LTFP are illustrated below.



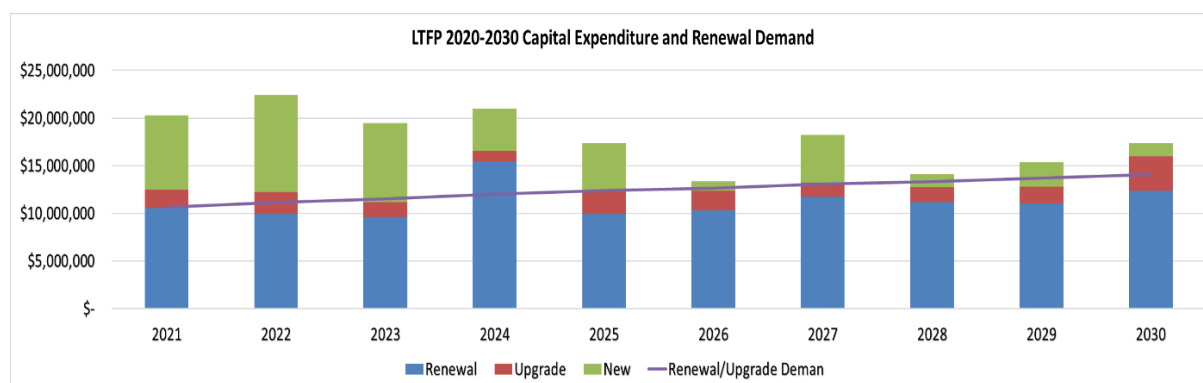
**Asset Management**

Council’s Long Term Asset Management Plan (LTAP) is an essential input to the LTFP. The LTFP is informed by service 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. The accuracy of valuations and frequency of conditions assessments used in determining the renewal demand is important as significant financial consequences can arise.

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. In the first half of the LTFP there is significant investment in new assets. These new assets include the priority opportunities Council has committed to deliver over the next several years including the 12 Apostles Trail and Port Campbell Urban Design.



**Borrowings**

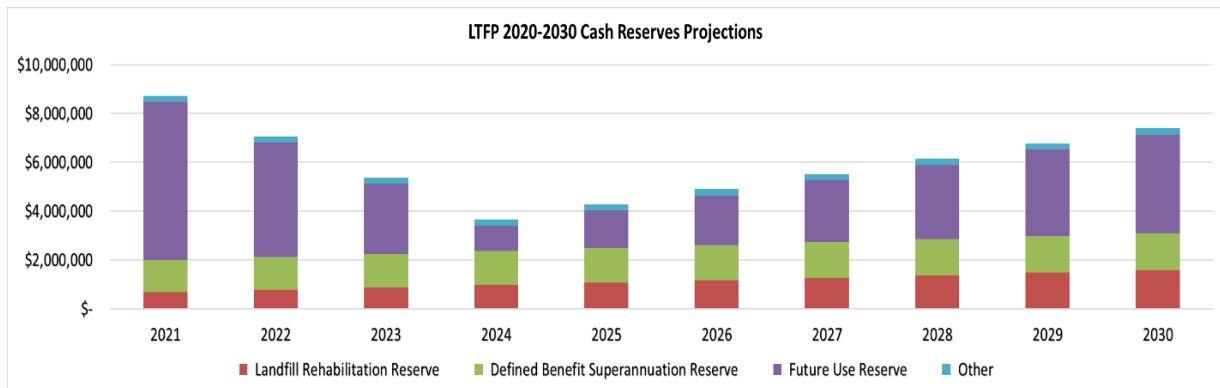
The LTFP does not propose new borrowings and maintains Council’s debt free status. However, consideration could be given to the strategic use of debt into the future. Most Councils finance some of their capital expenditure through borrowings. Generally, these are for expenditures on major infrastructure 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.

It is also uncertain what the long-term financial impacts of COVID-19 will have on the broader economy, let alone Councils financial sustainability. These impacts have the potential to be significantly adverse and will need to be addressed when they become evident or materialise. These risks will become more apparent when the Federal Government and Victorian State Government release their 2020-2021 budgets in October 2020.

**Policy and Legislative Context**

Development of the Long Term Financial Plan 2020-2030 is in accordance with the 2019-2020 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.

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. It is also a requirement of the *Local Government Act 2020*, albeit Council has until October 2021 to comply. In the absence of a LTFP it is also difficult to assess whether or not Council will be sustainable in the long-term.

This LTFP is also consistent with the financial management principles of the *Local Government Act 2020* as detailed in section 101.

### **Internal / External Consultation**

The LTFP builds upon that adopted by Council in June 2019. That plan was a culmination of significant effort undertaken by the Finance Department and Leadership Group.

Whilst the LTFP 2020-2030 is a 'desktop' review it does incorporate the Strategic Resource Plan adopted by Council in June 2020, asset renewal requirements and long-term initiatives previously identified. The next revision of the Long-term Financial Plan will be more extensive and developed with reference to the Community Vision and deliberative engagement practices.

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.

### **Financial and Resource Implications**

The financial and resource implications are discussed above and contained within the Long Term Financial Plan 2020-2030. 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 adopt the Long Term Financial Plan 2020-2030 with or without amendment. Council may also choose to not adopt the Long Term Financial Plan 2020-2030.

### **Conclusion**

The Long Term Financial Plan 2020-2030 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 2020-2030 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 having regard to its future aspirations.

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**RECOMMENDATION**

That Council adopts the Long Term Financial Plan 2020-2030.

**COUNCIL RESOLUTION**

*MOVED: Cr Gstrein*  
*SECONDED: Cr Illingworth*

**That the recommendation be adopted.**

**CARRIED**

**Attachments**

1. Long Term Financial Plan 2020-2030 - Under Separate Cover

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## 9.4 Positioning Timboon and Simpson - Draft Strategy and Public Consultation

**Author:** Aaron Moyne, Manager Planning and Building 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 - Aaron Moyne

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

### Summary

A draft Positioning Timboon and Simpson Strategy (the strategy) has been prepared.

The strategy is presented for Council to release for public consultation over a four (4) week period. Due to COVID-19, and dependent on any upcoming restrictions, public 'drop-in' sessions may not be undertaken. Consultation will be targeted through digital and on-line options.

Comments and feedback received will be considered in preparing the final version of the strategy, before it is presented to Council for adoption and implementation.

This report seeks Council's authorisation to release the strategy for public consultation.

### Introduction

Commitment to undertake strategic planning for Timboon and Simpson arises from Council's 2019-2020 Annual Action Plan, along with the 2017-2021 Council Plan which reinforces a population growth, investment attraction and visitor economy focus.

The purpose of the project is to research and analyse the capacity of Timboon and Simpson as key service centres within the Great Ocean Road region. This will help position and define the role and capability of each township to cater for future growth in the tourism and visitor economy, whilst also serving local community and industry needs.

Preparation of a Simpson Structure Plan is included within the project to provide a vision and long-term planning framework for the township, identifying land use planning recommendations to support future growth and development.

An Issues and Opportunities (IO) Report was previously prepared and presented to Council in February 2020. The IO Report identified that the challenges and opportunities for each

township were different based on their role and location. A consultation summary is included as an appendix in the strategy.

Table 1 provides an overview of key project stages and timing.

Stage	Timing
<b>1. Inception and Research</b>	Completed
<b>2. Issues and Opportunities Analysis (including consultation)</b>	Completed
<b>3. Draft Final Report (including consultation)</b>	July/August 2020
<b>4. Final Report (adoption)</b>	September 2020
<b>5. Project Implementation (including planning scheme amendment)</b>	Commence 2020-2021 Financial Year

**Table 1: Project Stages and Timing**

### Issues

The draft strategy presents a culmination of background research and analysis, IO Report findings and public consultation outcomes, to deliver future strategic direction for Timboon and Simpson. This includes a Structure Plan for Simpson providing updated land use planning framework.

Aligning with Council's strategic objective to increase the population, the strategy aims to support future regional residential decentralisation and housing opportunities within Corangamite Shire. COVID-19 has potential to advance these opportunities for Timboon and Simpson, and the Shire overall, as an attractive lifestyle residential destination.

The impacts of COVID-19 on the tourism sector and visitor economy are acknowledged and recognised to continue short-medium term. However, the strategy continues to plan for projected increase in visitation to the Shire and region as a long-term strategic context to the future of Timboon and Simpson.

Tourism is a major contributor to the Shire's economic advantage and success, with its forecast growth and visitation requiring new development and infrastructure to service future operations and the growing visitor economy.

There is a renewed focus on the role the hinterland will play in the future of Great Ocean Road settlement planning (including housing and employment) and as a significant contributor to the regional economy. This is due to development constraints, environmental risks and capacity limitations along the coast.

The strategy addresses these challenges and identifies Timboon and Simpson as key service centres within the hinterland region, positioning the towns and defining their role.

Additionally, the strategy recognises the growth and investment in the agriculture and energy sectors, which along with commercial tourism, require affordable land supply and worker housing. This is a key component of the project in identifying and designating the role Simpson can play.

The strategy is presented with a project overview before two main sections – Positioning Timboon and Positioning Simpson. Strategic directions are provided to define the priorities and role of each town, underpinned by supporting actions.

### *Timboon*

There is a significant opportunity to further develop Timboon as the tourism hub of the hinterland, capitalising on its location and existing mix of tourism product and experiences.

Timboon is well positioned to grow its role as a lifestyle residential destination and hinterland hub, being strategically located a short 15-minute drive from Port Campbell, directly connected to the Gourmet Food Trail and with the future Twelve Apostles Trail.

Timboon has the potential to provide for and encourage a mix of housing opportunities to cater for residential living, lifestyle properties and affordable housing options, along with supporting the visitor economy.

Key opportunities in Timboon include:

- Capitalising on the growing visitor economy and Timboon's growing prominence as a visitor destination.
- Potential major tourism projects, including accommodation, infrastructure and experience.
- Lifestyle amenity, natural setting and township community services as a key driver for residential growth.
- Current and projected regional skills gaps, including provision to support the accommodation and food services sectors, and an opportunity to provide housing for these workers.
- Proximity and commuter distance to Warrnambool as a location for employment, education and higher order goods and services.
- Pressure and constraints on the coastal environment for increased development, creating spin offs for Timboon.

The strategy establishes three (3) key strategic directions for Timboon, as outlined below.

#### Timboon Direction 1 – Tourism and Visitor Hub of the Hinterland

Timboon has a strong foundation of existing tourism product and features which can be further enhanced and developed to improve the region's drawcard as a multi-night stay destination. There is potential for Timboon to be developed both as a hub for overnight visitors as well as attracting touring visitors staying on the coast.

Timboon will be designated as the tourism hub of the hinterland, offering tourism product development opportunities, including:

- cycling tourism and infrastructure
- feature local produce and the Gourmet Food Trail expansion
- accommodation (building a mixed offering)
- events and integration with tourism and local product.

New accommodation offerings, including short-stay options, commercial and private accommodation, are critical to support visitor trips and cater for the growing tourism market. Timboon currently has limited accommodation opportunities and new provision needs to be prioritised as part of the vision for the town. Targeted investment around key tourism sites will be critical.

The future Twelve Apostles Trail to Timboon will create new market opportunities and synergies for growth in the development of tourism product and accommodation.



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Timboon Direction 2 – Lifestyle Residential

Timboon has a strong lifestyle residential market that should be supported through provision of appropriate land use types, community facilities and investment in services and infrastructure.

The lifestyle residential market is a key driver for Timboon. Adequate land supply and development opportunities need to be made available and facilitated for growth of the market, providing standard residential living and a diversity of housing types.

Consultation also suggests that elderly residents wish to age-in-place in smaller dwellings within Timboon, instead of moving away from the area and losing social connections.

Council owned land on Curdies River Road will play an important role in increasing the residential supply in Timboon. Opportunities also exist for Council to facilitate future residential development of the existing land supply working with landowners and developers, along with a mix of rural-residential properties in appropriate locations around the township, enhancing the lifestyle attributes of the area.

Timboon Direction 3 – Public Realm

Council has invested and committed to undertake future upgrades within the town centre to enhance the area and support pedestrianisation.

Existing and future public realm improvements will support ongoing business investment, residential attraction and visitation within Timboon. Opportunities include:

- Pathways, creek crossing and landscaping in the Powers Creek Reserve to better connect the commercial centre, providing opportunities for business to establish a frontage with the creek area and supporting improved integration.
- Upgrades to the IGA Supermarket and rear waste storage and car parking area, to improve connections and integrate with Main Street.
- New pedestrian bridge between the Whiskey Distillery and Ice Creamery to unify the tourism precinct and improve visitor and business connections.
- Centralised long vehicle parking options to increase the capacity of the town to accommodate touring visitors (internationals, grey nomads, caravans and RVs etc.).
- Cycling infrastructure and bicycle parking provided as part of upgrades and new development at key locations within the town, which may connect to the Great Ocean Road with a Shipwreck Coast theme.
- Council support for on-street dining and patronage, along with extended food service and dining business hours, adding activity and diversity to the town and catering to visitor expectations.

***Simpson***

Simpson's role as a small agricultural service town will continue to be supported, whilst capitalising on the growing regional visitor economy through realisation of tourism opportunities and future developments.

Simpson's strategic position on the inland route from the Twelve Apostles to Melbourne, connection with the Gourmet Food Trail and proximity to the coast and energy industries, presents future opportunities.

A focus to position and designate Simpson as the Shire's primary location for worker and affordable housing, catering to future commercial tourism development and gas energy projects, is a key priority.

Key opportunities in Simpson include:

- A growing regional visitor economy linked with Simpson's strategic position on the inland route from the Twelve Apostles to Melbourne.
- Simpson's alignment and position on the Gourmet Food Trail.
- Designating Simpson as the strategic location within the region for key worker and affordable housing options, in conjunction with the Housing for Key Workers Action Plan.
- Opportunities related to the future use and redevelopment of the former milk processing factory, providing economic benefits and job creation
- Addressing land supply constraints to support future business, commercial and industrial uses, associated with the agricultural, tourism and manufacturing sectors
- Pressure and constraints on coastal environments for increased development.

The strategy establishes four (4) key strategic directions for Simpson, as outlined below.

#### Simpson Direction 1 – Public Realm Investment

Simpson's strategic position on the inland travel route from the Twelve Apostles provides an opportunity to increase township visitation, visitor stopovers and future business investment through public realm improvements.

A Streetscape Masterplan has been prepared to guide future investment and improvement within the Simpson Town Centre. A schedule of proposed works, treatments and upgrades are outlined in the masterplan, to inform future Council actions.

The masterplan highlights the opportunity for a new or expanded tourism business targeting visitors through Simpson, promoting local product and the Gourmet Food Trail. This could include upgrade and expansion of the existing take away store in its current location.

#### Simpson Direction 2 – Primary Location for Worker and Affordable Housing

A shortage of key worker housing across the region and within the Shire is an opportunity for Simpson. Simpson's location and proximity to the coast means that it is well suited for worker and affordable housing, with a focus on serving the energy sector and growing commercial tourism.

Council has identified Simpson as a future location for worker and affordable housing to be constructed.

The strategy delivers a residential growth area south of the existing township, which can be serviced and has direct township connections, that can accommodate future residential development and worker housing.

#### Simpson Direction 3 – Small-Scale Short Stay Accommodation Opportunities

Simpson has many visitors who pass through the town but limited stopover and short stay and accommodation opportunities. Accommodation is generally limited to the hotel and caravan and camping sites at the Recreation Reserve.

With strategic direction to promote future short-term accommodation options, Simpson can expand its market reach and encourage overnight stays within the town, supporting business and bringing in subsequent economic benefits. Options include:

- Provision of a 'free camp' area for touring visitors.
- Promotion of farm-stay accommodation within the area, including self-contained units on farming land within the natural setting.
- Budget self-contained accommodation targeting touring visitors, backpackers and itinerant workers.

#### Simpson Direction 4 – Support New Business and Industrial Opportunities

The proposed use and redevelopment of the former milk processing factory would be a major coup for Simpson and is a significant economic development and investment opportunity.

A proposal is in its early stages for future reuse of the site for agricultural production, pharmaceutical and cosmetic product manufacturing, including ancillary group accommodation, which could provide new employment opportunities and value to the local economy.

Facilitation and realisation of this concept, with support from Council through approvals and establishment, will increase demand for new housing and business development opportunities.

Current land ownership and supply within Simpson presents a constraint on future commercial and industrial development. Two areas in the township have been identified, with capacity to be serviced, to support business growth and development opportunities:

- An area for commercial zone expansion south-east of the township between Princetown Road and Cobden-Lavers Hill Road.
- An area for industrial zone expansion north-east of the township with frontage to Cobden-Lavers Hill Road and Tomahawk Creek Road (subject to further investigation).

New commercial and industrial land will facilitate business opportunities to support the town and associated rural and tourism sectors.

#### Simpson Structure Plan

The strategy includes preparation of a Simpson Structure Plan to provide a long-term land use and development framework that can help position the town's future. The Structure Plan will guide the development of local planning policies, rezoning of land and future infrastructure and service provision.

The Structure Plan provides an assessment and review of key factors, including land supply and demand, environmental and landscape values, environmental risk, built environment, movement and transport and infrastructure.

The Structure Plan establishes a new township settlement boundary for Simpson and aligns with strategy recommendations to rezone land to provide for residential growth, commercial and industrial development and opportunities.

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

The strategy is consistent with the Council Plan 2017-2021, which includes the following commitments and objectives:

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

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

Support and facilitate the development of the visitor economy.

Increase the population of Corangamite Shire.

Improving the liveability of Corangamite Shire through the management of our facilities, town planning and environmental sustainability.

Improve the appearance of our towns and public spaces.

Ensure the Corangamite Planning Scheme provides for the fair, orderly, economic and sustainable use and development of land.

Preserve the natural environment of Corangamite Shire.

### **Internal / External Consultation**

Preparation of the draft strategy has been informed by public consultation using the IO Report and targeted engagement with Council officers, service authorities, government agencies and key local stakeholders from both towns.

Public consultation on the strategy is scheduled to be undertaken over four (4) weeks during August 2020, including:

- public release via social media and Council’s website
- letter to landowners and residents
- online survey and feedback forms
- public notices
- designated public ‘drop-in’ sessions in both Timboon and Simpson (dependent on COVID-19 restrictions)
- engagement with service authorities, government agencies and relevant internal departments.

Comments and feedback received through public consultation will be used to inform a final Positioning Timboon and Simpson Strategy, before being presented to Council for adoption.

Once adopted by Council, a planning scheme amendment would be prepared and undertaken to implement applicable recommendations. Non-planning related actions would also be scheduled for implementation.

A planning scheme amendment will provide a further opportunity for public consultation and engagement on any changes to planning policy and controls before they are finalised.

### **Financial and Resource Implications**

The strategy has been funded through Council’s 2019-2020 Budget. There are no further direct financial or resource implications for Council in progressing to public consultation.

An allocation is provided within Council’s 2020-2021 Budget for project implementation, including a planning scheme amendment and future economic development actions and capital works.

**Options**

The recommended option is for Council to release the draft strategy for public consultation.

Other options include releasing the strategy subject to changes or choosing not to progress further with the project.

**Conclusion**

A draft Positioning Timboon and Simpson Strategy has been prepared following earlier consultation on the IO Report and encompassing community feedback.

The strategy aims to position both Timboon and Simpson as key service centres and destinations within the coastal hinterland, directly linked with the Great Ocean Road.

Preparation and delivery of the strategy aligns with Council priorities and actions to support population growth, investment attraction and facilitation of the visitor economy.

A four (4) week period of public consultation is scheduled to be undertaken. This will provide an opportunity for community comment and feedback, which will be used to inform a final version of the strategy, before being presented to Council for adoption.

**RECOMMENDATION**

**That Council authorises release of the Draft Positioning Timboon and Simpson Strategy (incorporating Simpson Structure Plan) for public consultation over a four (4) week period in August 2020.**

**COUNCIL RESOLUTION**

**MOVED:**            *Cr Illingworth*  
**SECONDED:**      *Cr Beard*

**That the recommendation be adopted.**

**CARRIED**

**Attachments**

1. Positioning Timboon and Simpson - Draft Plan for Public Consultation - Under Separate Cover

## 9.5 Camperdown Botanic Gardens and Arboretum Tree Management and Succession Plan

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

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Brooke Love

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

### Summary

This report is for Council to adopt the Camperdown Botanic Gardens and Arboretum Management Report, Succession Plan and Action Plan (the Plan).

### Introduction

Council appointed Balyang Consulting to undertake a Landscaping and Planting Plan for the Camperdown Botanic Gardens and Arboretum.

The Landscaping and Planting Plan was expected to provide a guide for future tree and garden bed planting and development within the Camperdown Botanic Gardens and Arboretum.

Through the inception phase of the project the scope was resolved to provide guidance on the succession planting of notable trees of significance as identified in the Conservation Management Plan, Draft April 2017 (CMP) as a priority, to ensure that the gradual replacement of these notable trees are planned and the location secured before any garden beds, infrastructure or other elements are introduced. The project scope was defined as follows:

1. Assess, plan and detail succession planting approach for trees located in the Botanic Gardens and Arboretum (in the sections marked 1, 2, 3 & 6 in the map below) based on like for like but with consideration of climate adaptability.  
The approach will draw on the intent of Guilfoyle and Bunce but be responsive to climate adaptability, tourism opportunities and visitor experience.
2. Provide a Management Plan that defines the rationale of the collection, horticulture practice requirements, succession planting and propagation approach.
3. Provide an Action Plan with recommendations in a staged approach.



Figure 1. Study site

### Issues

The Plan considered relevant recommendations and actions within the Camperdown Botanic Gardens and Arboretum Conservation Management Plan (CMP) to provide a wholistic view of succession planting of trees and garden beds. The objective of the project was to ensure the continuation of the Guilfoyle and Bunce landscape designs are maintained for future generations.

The Succession Plan has been developed to 'locate' the trees to succeed the existing 154 notable trees within the Gardens and Arboretum. It is intended these will be planted out prior to the demise of the existing notable trees to allow the succeeding trees to become established. The criteria are based on replacing these trees with a tree from the recommended list in the CMP or from the Guilfoyle plant pallet provided in the Appendix of the report.

The Management report provides the approach to planting out the succession trees detailed on the succession plan and includes the approach to sourcing the succeeding trees from either propagation techniques or through procurement.

A survey of existing features identified the location of existing trees and infrastructure on site. A site analysis was undertaken to review topography, view sheds, soil type, climate and climate projections to inform the succession plan approach. The following points are to note from the review:

- The gardens and the arboretum are home to some of the finest examples of mature exotic tree specimens in Australia.
- The current layout of the Botanic Gardens conforms to a gardenesque style of planting where the principle is to allow the tree's individual form to be appreciated. This is achieved through a balance of open lawns to showcase individual specimens and the occasional ornamental bed.

- Given Camperdown's higher rainfall prediction in coming years, it may be reasonable to assume that the majority of the current species growing in the Gardens and Arboretum will cope with the climate change expectations, assuming consistent irrigation in the event that rainfall is sporadic.
- Currently there are few remaining barriers in place for buffering the prevailing winds (expected to become more frequent and stronger) which can have an impact on comfort levels for visitors and a drying effect on the soils.
- There are no plans that exist to show the original design or location of garden beds in the Botanic Gardens enclosure. The succession plan for the trees has been developed to mitigate the loss of the existing 14 garden beds.
- Initiating a formal propagation process will require staff to obtain cutting and or seed and a controlled environment to successfully produce plant material. This will have resource implications to provide for 154 notable trees; most of which are available to procure at a comparative price from Council's existing tree suppliers.

Recommendations arising from the review and succession plan:

- Maintain the importance of open lawns as important as mass areas (existing trees and garden beds) to provide the balance between mass and void.
- Avoid increasing the tree population beyond 1 succession tree per notable tree.
- Capture storm water runoff which can be used for sustainable irrigation by ensuring drainage lines are purposely directing water to a catchment.
- Installing additional windbreaks in Section 4 and 5 to redirect and filter the wind to assist in reducing the impact from the prevailing winds from the West and South west.
- Succession trees are procured rather than propagated.
- Mulching around those trees with a Useful Life Expectancy (ULE) of 11-19 years will assist to extend the lives of those trees.

The Action Plan provides a schedule of when the succession trees should be sourced and Planted and the method of sourcing e.g. either from procurement or propagation processes. The dates provided in the Action Plan for sourcing and planting are based on the ULE. As the ULE was established in the last arborist survey conducted in 2017, the ULE is actually from 3 years ago. There are therefore sourcing and planting activities that are required to be completed in 2020. These priorities have been highlighted in pale green in the Action Plan, although it is recommended those in Section 3 are postponed until after the concept plan has been completed for the arboretum.

It is intended that the Council is responsible for delivering the Action Plan including the sourcing and planting of the succession trees. It is recommended that these additional tasks be incorporated into Council's existing operational procedures undertaken by the Parks and Gardens team and the Trust. It should be noted that some trees have been propagated by the Trust and so some stock is already available. These have been highlighted in the Action Plan.

Further detail can be found in the Camperdown Botanic Gardens and Arboretum Management Report, Succession Plan and Action Plan which is attached to this report.

### **Policy and Legislative Context**

The Camperdown Botanic Gardens and Arboretum Tree Management and Succession Plan has been developed with reference to the Conservation Management Plan.



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The project is in keeping with Council's objectives in the 2017-2021 Council Plan as follows:

Preserve the natural environment of Corangamite Shire.

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

### **Internal / External Consultation**

Council appointed Balyang Consulting to undertake this project. Dr Jen Dearnaley, Director of Balyang Consulting has had classical horticulture and botanical training at the Royal Botanic Gardens – Kew, UK and Hampton Court Palace. Jen has completed a PhD (Deakin), Master of Landscape Architecture (Deakin), Bachelor of Business (Monash), and Diploma of Landscape Design (London).

As a part of this project, consultation occurred with key stakeholders in the pre-design phase and after the concept plan phase. Camperdown Botanic Gardens and Arboretum Trust, Heritage Victoria, Lessees, Councillors and Council staff were invited to participate and provide feedback to the project on each existing tree and the proposed succession location with on-site meetings to ensure that what was planned on paper can work in reality. Other issues with tree succession and succession species were also discussed.

### **Financial and Resource Implications**

The Camperdown Botanic Gardens and Arboretum Tree Management and Succession Plan was funded as a part of Council's 2019-2020 budget with an allocation from the Berrybank Windfarm Community Project funding (\$30,000) and the balance from Council's own budget. The total project cost was \$49,650.

The management report and succession plan detail the trees that require succession planting and the rationale and in which year these activities should be undertaken based on the useful life of the tree. This report provides a valuable reference tool for existing and future council staff, lessees and the Trust who are involved in the management and/or operations of the site.

The report also highlights a number of recommendations around operations for the site which will be considered as a part of Council's annual budget development. One such recommendation is the mulching around the base of trees that have a useful remaining life of 11-19 years in order to assist to increase their longevity. This work will be completed as a part of Council's workplan for the Working for Victoria crews.

### **Options**

Council can choose to adopt the Camperdown Botanic Gardens and Arboretum Tree Management and Succession Plan as presented, adopt the report with changes or choose not to adopt the report.

### **Conclusion**

The Camperdown Botanic Gardens and Arboretum Tree Management and Succession Plan provides a strategic framework for the preservation of notable trees within the Gardens and Arboretum for future generations.

## RECOMMENDATION

**That Council adopts the Camperdown Botanic Gardens and Arboretum Management Report, Succession Plan and Action Plan, 26 May 2020.**

### COUNCIL RESOLUTION

*MOVED: Cr Gstrein*

*SECONDED: Cr Durant*

**That the recommendation be adopted.**

**CARRIED**

### Attachments

1. Camperdown Botanic Gardens and Arboretum Tree Management Report, Succession Plan and Action Plan - Under Separate Cover

Cr J. Beard having declared an indirect conflict of interest by close association in Agenda Item 9.6 (part 2) left the meeting at 7.38 pm.

## **9.6 Council Grant Program 2020-2021**

**Author:** Jane Hinds, Sport and Recreation 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/ Assessor - Jane Hinds

In providing this advice to Council as the Sport and Recreation Coordinator, I have no interests to disclose in this report.

Author/ Assessor – Roland Herbert

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

Assessor - Lyall Bond

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

Assessor – Jacqui Heffernan

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

Assessor – Jarrod Woff

In providing this advice to Council as the Manager of Recreation and Facilities, I have a direct interest due to conflict of duty, as I hold an executive position with Great South Coast Events. I have not been involved in the development, evaluation or assessment of the grant submitted on behalf of Great South Coast Events or the Timboon Senior Citizens Evergreen Club Inc.

Assessor – Dean Finlayson

In providing this advice to Council as the Sport and Recreation Trainee, I have no interests to disclose in this report.

## Summary

The purpose of this report is for Council to approve the allocation of funds for Council's 2020-2021 Community Grants, Facility Grants and Environment Grants programs. The Events and Festivals Grants program has been postponed until later in the year.

## Introduction

Council's 2020-2021 annual funding programs include the Community Grants, Facility Grants, and Environment Grant programs.

In total, 107 grant submissions were received across all three grant programs, requesting a total of \$142,494. Following an assessment process, it is proposed to allocate funding to 92 applications at a total value of \$118,893.

A summary of all applications received are provided in Attachment 1 – Under Separate Cover.

## Issues

### *Community Grants*

The purpose of the program is to provide 'one off' financial assistance to community groups operating in the Corangamite Shire for:

- workshops or equipment purchases
- development of new community, leisure, cultural or recreational programs
- community events
- planning activities (e.g. business plans).

Funding of up to \$1,000 is provided on a matching dollar for dollar basis (matching contributions can be cash and/or in-kind).

The Community Grants program received 33 grant submissions from 30 organisations with a total application for funds of \$30,590. This is an increase from the number of grant submissions received in 2019-2020, when 28 applications were received for a total of \$23,527 in funding.

An initial review of the Community Grant applications was conducted, and a number of issues were identified as highlighted in Table 1:

Grant Application	Issues	Response
Terang RSL Sub-Branch	Referred to Facility Grants Program	Considered and evaluated under the Facility Grants Program
Camperdown and District Community House	Referred to Community recovery COVID-19 response	Considered as part of Council's community recovery funding
Extinction Rebellion SW Vic	Deemed Ineligible	Deemed ineligible based on the funding criteria – <i>Projects considered the responsibility of other authorities and projects that directly benefit a business or a small number of individuals</i>

**Table 1: Summary of initial review of Community Grant application**

### Community Events Comparison

Council officers have undertaken an analysis of the type of applications received, to identify the impact that COVID-19 may or may not have had on the number of submissions, particularly looking at community events.

In comparing the submissions that related to community events, a total of 13 submissions were received in 2020-2021, whilst 17 were received in 2019-2020. The regular annual events have submitted applications to the program, and it is noted that three new community events/workshops have been planned for this financial year in the townships of Cobden and Noorat. This shows that there is some impact of the COVID-19 pandemic on the number of community event applications submitted, albeit in relatively low numbers.

Council officers have discussed all applications with organisations who have submitted to the program, and consideration has been given to what will happen should the mass participation events not be able to proceed based on the restrictions of COVID. Council will continue to monitor the situation with organisations and should events not proceed consideration to having funds returned by event organisers will be investigated.

Applications were evaluated independently by three Council officers, based on the Community Grants assessment criteria. Results of the evaluation were then averaged, and grant applications were ranked based on these results. Funding was allocated to the highest-ranking applications and budget allocated to these projects accordingly.

The total amount of funding being recommended in the Community Grants program is \$25,517 to 30 organisations, resulting in a surplus of \$24,483 funds from the \$50,000 2020-2021 budget allocation for Community Grants.

### **Facility Grants**

The aim of the Facility Grants program is to provide financial assistance to committees of management to assist with improvements at Council's halls and recreation reserves. It is expected that applications will be submitted for:

- equipment purchases
- minor repairs
- minor works.

The Facility Grants program provides funding up to and not exceeding \$2,000 per project on a dollar for dollar funding basis.

The Facility Grants program received 50 submissions from 45 organisations, with a total application for funds of \$78,196. This was an increase from 45 submissions in 2019-2020 with a total application for funds of \$77,209.

An initial review of the Facility Grant applications was conducted, and a number of issues were identified as highlighted in Table 2:

Grant Application	Issues	Response
Glenfyne Hall - Camperdown Timboon Rail Trail Committee of Management	Referred to Community Grants Program	Considered and evaluated under the Community Grants Program

Grant Application	Issues	Response
Timboon Lions Club Inc.	Referred to Community Grants Program	Considered and evaluated under the Community Grants Program
Camperdown Golf Bowls Club	Referred to Community Grants Program	Considered and evaluated under the Community Grants Program
Boorcan Cricket Club	Referred to Community Grants Program	Considered and evaluated under the Community Grants Program
Timboon Basketball Association	Referred to Community Grants Program	Considered and evaluated under the Community Grants Program
Timboon and District Hall Committee	Referred to Fire Recovery	Considered as part of Council's fire recovery funding

**Table 2: Summary of initial review of Community Grant application**

Further review of the Facility Grant applications ruled out all second project applications received from organisations, given the facility grant funding program was oversubscribed. As such the priority project for facilities with more than one application was reviewed in the evaluation process.

These projects have been identified and are outlined in Attachment 1.

Applications were evaluated independently by three Council officers, based on the Facility Grants assessment criteria. Results of the evaluation were then averaged, and grant applications were ranked based on these results. Funding was allocated to the highest-ranking applications and budget allocated to these projects accordingly.

The project evaluation panel has identified a total funding allocation of \$48,883 to 28 Facility Grant applicants, within the budget provision.

Council's budget allocation for 2020-2021 Facility and Community Grants program was \$100,000. If Council opt to use the surplus funds from the Community Grants program, Council can fund 11 additional eligible Facility Grants applications, leaving a surplus balance in the Community Grants program of \$11,106.

With the remaining surplus funds, consideration could be given to the following options:

1. Conduct another Community Events Grants program later in the year with the surplus funds remaining from the Community Grants program. This will allow clubs and organisations to consider the current restrictions and allow for planning.
2. Fund applications which were submitted as a second project from five organisations to the value of \$6,933.

It is proposed that a portion of the surplus funds from the Community Grants program (\$13,376) be transferred to the Facility Grants program and that 39 projects be funded at a total of \$63,376. This would provide a remaining balance of \$11,106.

### ***Environment Support Grants***

The aim of the Environment Support Grants program is to provide financial assistance to incorporated community groups, organisations, and individuals to undertake environmental and sustainability projects within Corangamite Shire. It is expected that applications will be submitted for:

- weed control to protect and enhance environmental assets
- protection and enhancement of remnant native vegetation
- an increase in the extent, condition and connectivity of native vegetation
- improvements to soil health and water quality
- waste reduction and education
- increased community understanding of environmental and sustainability issues
- projects related to climate change and sustainable agriculture.

The Environment Support Grants program provides funding up to and not exceeding \$2,000 per project on a dollar for dollar funding basis, matched with cash or in-kind.

The Environment Support Grants program received 24 submissions. One of these submissions has been deemed ineligible for the grant and has been removed from the assessment process. This results in 23 eligible submissions being received with a total application for funds of \$33,708.

Partial funding is recommended for some projects due to the exclusion of ineligible items, budget restrictions, and projects achieving identical ranking. This enables Council to support a greater number of projects.

It is proposed that 19 projects be fully funded, and that a further four projects be partially funded to a total value of \$30,000. The projects recommended for funding are provided as Attachment 1 to this paper.

### **Policy and Legislative Context**

All grants programs are consistent with the following Council Plan 2017-2021 commitments and objectives:

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

Support and facilitate the development of the visitor economy.

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

Support our small towns and dispersed population.

Improve the health and wellbeing of our community.

Deliver high quality, optimally used, sustainable community facilities.

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

Preserve the natural environment of Corangamite Shire.

Council's Grants Policy provides guidance for the administration of the grant programs.

The Environment Support Grants program aligns with the following objective from the Environment and Sustainability Strategy 2014-2019:

Engage and empower the community to address environmental and sustainability concerns in Corangamite Shire.

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### **Internal / External Consultation**

Applicants for all grant programs were invited to apply through various forms of media including online and print form. The programs have been the subject of media releases and advertisements in Council's Noticeboard in newspapers, community newsletters and posts placed on the Corangamite Shire Council Facebook page.

Applicants were invited and encouraged to discuss their project with Council officers prior to applying. The grant applications were assessed by officers and funding allocations proposed in consultation with the Senior Officer Group. Councillors were briefed on the applications and proposed allocations on 14 July 2020.

### **Financial and Resource Implications**

Council has allocated \$130,000 to the Council grants programs in the 2020-2021 Budget.

Applicants were assessed for eligibility and requests for funding amounts adjusted to reflect a 50% contribution from Council. The contribution from the applicants can include financial and/or in-kind labour.

Evaluation of all applications considers funding of 30 Community Grants, 39 Facility Grants and 23 Environmental Grants. This would see a total funding allocation of \$118,893 to applicants, comprised of \$25,517 to the Community Grants program, \$63,376 to the Facility Grants program and \$30,000 to the Environment Grants program.

It is proposed to reallocate surplus funds of \$13,376 to the Facility Grants program in order to achieve the funding allocation highlighted above. This would leave a surplus of \$11,106 that could be utilised to fund an additional events program as part of the COVID recovery later in the financial year.

### **Options**

#### ***Community Grants Program***

Councillors may consider the following options for allocation of funds under the Community Grants Program 2020-2021:

1. Allocate funds of \$25,517 to Community Grant applications and fund recommended projects. This is the preferred option.
2. Consider adjusting the proposed funding allocations.

#### ***Facility Grants Program***

Councillors may consider the following options for allocation of funds under the Facility Grants Program 2020-2021:

1. Allocate funds of \$48,883 to Facility Grant applications and fund recommended projects and transfer \$13,376 of surplus funds from the Community Grants Program and fund a total of \$63,376 Facility Grant applications. Conduct another community events grants program later in the year with the surplus funds of \$11,106 remaining from the Community Grants program. This is the preferred option.
2. Allocate funds of \$48,883 to Facility Grant applications and fund recommended projects and transfer \$24,483 of surplus funds from the Community Grants Program and fund a total of \$70,309 Facility Grant applications, including applications which were submitted as a second project submission from organisations.
3. Consider adjusting the proposed funding allocations.



### ***Environment Grants Program***

Councillors may consider the following options for allocation of funds under the Environment Grants Program 2020-2021:

1. Allocate funds of \$30,000 to Environmental Grant applications and fund recommended projects. This is the preferred option.
2. Consider adjusting the proposed funding allocations.

### **Conclusion**

Council's grants programs provide financial assistance and/or in-kind support to community groups, not-for-profit organisations, committees of management, individuals with an ABN, commercial organisations and schools located in Corangamite Shire.

The Community Grants program provides funding for community groups for workshops and equipment purchases, development of new community and cultural programs, community events and planning activities.

Redevelopment, refurbishment and upgrades to the ageing infrastructure at Council's facilities are entirely reliant on the local committee's time, input and minimal financial income. The Facility Grants program reflects the nature of management of these facilities being dependent on volunteers, by allowing both cash and in-kind labour as the committees' matching contribution.

The Environmental Grants program provides funding to incorporated community groups, organisations and individuals to undertake environmental and sustainability projects within Corangamite Shire, on a dollar for dollar basis, to further enhance the environment and support sustainability projects within the community.

## **RECOMMENDATION**

### **That Council:**

1. **Allocates funds of \$25,517 to the following Community Grant applicants:**

<b>COMMUNITY GRANTS</b>	
<b>ORGANISATION</b>	<b>AMOUNT</b>
Timboon Senior Citizens Evergreen Club Inc.	\$1,000
Rotary Club of Camperdown Inc.	\$1,000
Terang Theatre Troupe	\$1,000
Great South Coast Events	\$1,000
Cobden Visitor Information Centre	\$1,000
Terang Athletic Club Inc	\$1,000
Quota International of Cobden Inc	\$600
Terang Lions Club	\$500
Derrinallum Progress Association	\$800
Timboon Basketball Association	\$616
Rotary Club of Cobden Inc	\$860
Port Campbell Boardriders	\$685
Noorat & District A & P Society	\$1,000
Derrinallum Progress Association	\$600

Cobden Business Network	\$1,000
South Western District Restoration Group Inc	\$1,000
Heytesbury Pony Club Inc	\$1,000
Simpson and District Lions Club	\$1,000
Cobden Lake Committee of Management	\$858
Camperdown Uniting Church	\$1,000
Camperdown & District Historical Society Inc	\$649
Progressing Cobden Inc	\$1,000
Rotary Club of Cobden Inc	\$550
Warrnambool and District Community Hospice	\$1,000
Boorcan Cricket Club	\$852
Timboon Lions Club Inc	\$389
Camperdown Timboon Rail Trail Committee of Management - Glenfyne Hall	\$1,000
Dixie Hall and Tennis Court Reserve Committee of Management	\$ 558
Camperdown Golf Bowls Club	\$1,000
Cobden Business Network	\$1,000

**2. Allocates funds of \$2,000 to the following Facility Grant applicant:**

<b>FACILITY GRANTS</b>	
<b>ORGANISATION</b>	<b>AMOUNT</b>
Cobden Golf Club Reserve Committee	\$2,000

**3. Allocates funds of \$61,376 (including surplus funds of \$13,376 from the Community Grants) to the following Facility Grant applicants:**

<b>FACILITY GRANTS</b>	
<b>ORGANISATION</b>	<b>AMOUNT</b>
Red Hill Public Hall Committee of Management	\$2,000
Leura Oval Committee of Management	\$2,000
South Purrumbete Recreation Reserve Committee of Management	\$1,995
Corangamite Lions Football Club	\$2,000
Terang Cricket Club Inc	\$2,000
Terang Golf Club Inc.	\$2,000
Cobrico Public Hall Committee of Management	\$421
Cobden Recreation Reserve Committee of Management	\$2,000
South West Kart Club	\$1,916
Boorcan Recreation Reserve Inc.	\$2,000
Carpentait Public Hall and Recreation Reserve	\$1,025
Cobden Cricket Club	\$2,000
Camperdown Golf Bowls Club	\$1,888
Lake Tooliorook Recreation Reserve Committee of Management	\$2,000
Terang RSL Sub-Branch	\$2,000
Lismore Golf Club	\$2,000

Derrinallum Bowling Club Inc.	\$2,000
Dixie Hall and Tennis Court Reserve Committee of Management	\$2,000
Simpson and District Lions Club	\$623
Lismore Recreation Centre	\$2,000
Ecklin Hall Committee	\$2,000
Camperdown Timboon Rail Trail Committee of Management Inc.	\$2,000
Weerite Public Hall Incorporated	\$1,000
Skipton Recreation Reserve Committee of Management	\$315
South Western District Restoration Group Inc	\$2,000
Lake Bookaar Recreation Reserve Committee	\$1,700
Heytesbury Pony Club Inc	\$2,000
Darlington Mechanics Institute and Recreation Reserve Inc	\$1,550
Rotary Club of Cobden Inc	\$1,532
Kennedys Creek Public Hall Committee	\$1,846
Camperdown Bowling Club Inc	\$1,000
Cobden Civic Hall Committee of Management	\$1,469
South Beach Committee of Management	\$299
Camperdown Theatre Company Inc	\$507
Corangamite Model Aircraft Club	\$2,000
Princetown Cricket Club	\$2,000
Cobden Bowling Club Inc	\$290
Terang & District Sports & Recreation Centre	\$2,000

**4. Allocates funds of \$30,000 to the following Environment Support Grant applicants:**

<b>ENVIRONMENT SUPPORT GRANTS</b>	
<b>ORGANISATION</b>	<b>AMOUNT</b>
Powers Creek Committee	\$2,000
Simpson & District Lions Club	\$436
Derrinallum Hall	\$113
Lismore Primary School	\$655
South Purrumbete Recreation Reserve Committee of Management	\$2,000
Dr Anna Carrucan (Individual)	\$2,000
Matt Grant (Individual)	\$2,000
JE & CM Woodward (Individual)	\$2,000
Lismore Land Protection Group	\$960
LG & ME Smith	\$2,000
Terang and District Indoor Sports and Recreation Centre Pty Ltd	\$1,660
Cindy Goulet (Individual)	\$2,000
Western Plains Mobile Pre-school - Lismore/Derrinallum	\$430
Noorat Primary School	\$476
Heytesbury District Landcare Network	\$2,000
Vincent Haberfield (Individual)	\$1,800
TE & JM Place	\$2,000

Scouts Australia Victorian Branch South-Western district	\$678
Kevin Clyde Sefton (Individual)	\$500
Port Campbell Biolinks	\$1,300
Cundare Duverney Landcare Group	\$1,000
Andrew Devlin (Individual)	\$1,000
Alkina Lodge	\$992

5. That surplus funds of \$11,106 from the Community Grants Program be retained by Council and reused in Council's COVID Recovery as an additional Community Grant.

**COUNCIL RESOLUTION**

*MOVED: Cr Gstrein*  
*SECONDED: Cr Illingworth*

That Council deal with part two of the recommendation separately.

**CARRIED**

**COUNCIL RESOLUTION**

*MOVED: Cr Gstrein*  
*SECONDED: Cr Illingworth*

That Council allocates funds of \$2,000 to the following Facility Grant applicant:

FACILITY GRANTS	
ORGANISATION	AMOUNT
Cobden Golf Club Reserve Committee	\$2,000

**CARRIED**

Cr J. Beard returned to the Meeting at 7.40pm

**COUNCIL RESOLUTION****MOVED:** *Cr Brown***SECONDED:** *Cr Conheady***That Council****1. Allocates funds of \$25,517 to the following Community Grant applicants:**

<b>COMMUNITY GRANTS</b>	
<b>ORGANISATION</b>	<b>AMOUNT</b>
Timboon Senior Citizens Evergreen Club Inc.	\$1,000
Rotary Club of Camperdown Inc.	\$1,000
Terang Theatre Troupe	\$1,000
Great South Coast Events	\$1,000
Cobden Visitor Information Centre	\$1,000
Terang Athletic Club Inc	\$1,000
Quota International of Cobden Inc	\$600
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Derrinallum Progress Association	\$600
Cobden Business Network	\$1,000
South Western District Restoration Group Inc	\$1,000
Heytesbury Pony Club Inc	\$1,000
Simpson and District Lions Club	\$1,000
Cobden Lake Committee of Management	\$858
Camperdown Uniting Church	\$1,000
Camperdown & District Historical Society Inc	\$649
Progressing Cobden Inc	\$1,000
Rotary Club of Cobden Inc	\$550
Warrnambool and District Community Hospice	\$1,000
Boorcan Cricket Club	\$852
Timboon Lions Club Inc	\$389
Camperdown Timboon Rail Trail Committee of Management - Glenfyne Hall	\$1,000
Dixie Hall and Tennis Court Reserve Committee of Management	\$ 558
Camperdown Golf Bowls Club	\$1,000
Cobden Business Network	\$1,000

**2. Allocates funds of \$61,376 (including surplus funds of \$13,376 from the Community Grants) to the following Facility Grant applicants:**

<b>FACILITY GRANTS</b>	
<b>ORGANISATION</b>	<b>AMOUNT</b>
Red Hill Public Hall Committee of Management	\$2,000
Leura Oval Committee of Management	\$2,000
South Purrumbete Recreation Reserve Committee of Management	\$1,995
Corangamite Lions Football Club	\$2,000
Terang Cricket Club Inc	\$2,000
Terang Golf Club Inc.	\$2,000
Cobrico Public Hall Committee of Management	\$421
Cobden Recreation Reserve Committee of Management	\$2,000
South West Kart Club	\$1,916
Boorcan Recreation Reserve Inc.	\$2,000
Carpendeit Public Hall and Recreation Reserve	\$1,025
Cobden Cricket Club	\$2,000
Camperdown Golf Bowls Club	\$1,888
Lake Tooliorook Recreation Reserve Committee of Management	\$2,000
Terang RSL Sub-Branch	\$2,000
Lismore Golf Club	\$2,000
Derrinallum Bowling Club Inc.	\$2,000
Dixie Hall and Tennis Court Reserve Committee of Management	\$2,000
Simpson and District Lions Club	\$623
Lismore Recreation Centre	\$2,000
Ecklin Hall Committee	\$2,000
Camperdown Timboon Rail Trail Committee of Management Inc.	\$2,000
Weerite Public Hall Incorporated	\$1,000
Skipton Recreation Reserve Committee of Management	\$315
South Western District Restoration Group Inc	\$2,000
Lake Bookaar Recreation Reserve Committee	\$1,700
Heytesbury Pony Club Inc	\$2,000
Darlington Mechanics Institute and Recreation Reserve Inc	\$1,550
Rotary Club of Cobden Inc	\$1,532
Kennedys Creek Public Hall Committee	\$1,846
Camperdown Bowling Club Inc	\$1,000
Cobden Civic Hall Committee of Management	\$1,469
South Beach Committee of Management	\$299
Camperdown Theatre Company Inc	\$507
Corangamite Model Aircraft Club	\$2,000
Princetown Cricket Club	\$2,000
Cobden Bowling Club Inc	\$290
Terang & District Sports & Recreation Centre	\$2,000

**3. Allocates funds of \$30,000 to the following Environment Support Grant applicants:**

<b>ENVIRONMENT SUPPORT GRANTS</b>	
<b>ORGANISATION</b>	<b>AMOUNT</b>
Powers Creek Committee	\$2,000
Simpson & District Lions Club	\$436
Derrinallum Hall	\$113
Lismore Primary School	\$655
South Purrumbete Recreation Reserve Committee of Management	\$2,000
Dr Anna Carrucan (Individual)	\$2,000
Matt Grant (Individual)	\$2,000
JE & CM Woodward (Individual)	\$2,000
Lismore Land Protection Group	\$960
LG & ME Smith	\$2,000
Terang and District Indoor Sports and Recreation Centre Pty Ltd	\$1,660
Cindy Goulet (Individual)	\$2,000
Western Plains Mobile Pre-school - Lismore/Derrinallum	\$430
Noorat Primary School	\$476
Heytesbury District Landcare Network	\$2,000
Vincent Haberfield (Individual)	\$1,800
TE & JM Place	\$2,000
Scouts Australia Victorian Branch South-Western district	\$678
Kevin Clyde Sefton (Individual)	\$500
Port Campbell Biolinks	\$1,300
Cundare Duverney Landcare Group	\$1,000
Andrew Devlin (Individual)	\$1,000
Alkina Lodge	\$992

**4. That surplus funds of \$11,106 from the Community Grants Program be retained by Council and reused in Council's COVID Recovery as an additional Community Grant.**

**CARRIED**

**Attachments**

1. Community, Facility and Environment Grants Program 2020-2021 - Under Separate Cover
2. Declaration of Interest Forms - Under Separate Cover

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## 9.7 Federal Government COVID-19 Local Roads and Community Infrastructure Program 2020

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

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Brooke Love

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

### Summary

This report is for Council to endorse the proposed projects to be funded under the Federal Government's COVID-19 Local Roads and Community Infrastructure Program 2020.

### Introduction

The Australian Government has committed \$500 million to the Local Road and Community Infrastructure Program (LRCI Program) to support jobs, businesses and the resilience of local economies.

Each council will receive a share of funding under the Local Roads and Community Infrastructure Program. A council's share of funding has been calculated in a similar way to how the Roads to Recovery Program and the road component of the Financial Assistance Grants works. Corangamite Shire will receive \$2,285,555.

Funding is available for local road and community infrastructure projects that involve the construction, maintenance and/or improvements to council-owned assets that are generally accessible to the public.

### Issues

The program guidelines have been released. Of note, is the following:

1. The intended outcomes of the LRCI Program are to:
  - provide stimulus to protect and create local short-term employment opportunities through funded projects following the impacts of the COVID-19, and
  - deliver benefits to communities, such as improved road safety, accessibility and visual amenity.
2. Eligible Projects are:
  - local road projects that involve the construction or maintenance of roads managed by local governments



- community infrastructure projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public, and
  - projects that involve the construction, maintenance and/or improvements to state/territory and crown owned land/assets and Commonwealth owned land/assets, where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the sites are accessible to the public (including natural assets).
3. Projects must be additional and have been brought forward from 2020-2021 work plans.
4. Construction activity must be undertaken between 1 July 2020 and 30 June 2021, subject to the following exceptions:
- Where a co-contribution is at least fifty per cent towards the total cost of a project, construction activity on a project may be undertaken until 30 June 2022 as long as the Australian Government's contribution covers the cost of construction activity to 30 June 2021, and all other Eligible Project requirements are met.
5. Grant funding cannot be used for:
- Staff salaries not connected with eligible projects funded under the program
  - Projects that receive Australian, state or territory government funding for the same purpose, unless otherwise agreed by the Department.

The list of proposed projects and the grant request is provided under separate cover. There are 15 projects identified across seven townships. These projects have been nominated following an assessment of Council's Strategic Resource Plan 2020, capital and operating project lists and those projects cut from 2020-2021 budget discussions and deferred to future years and the LRCI Program eligibility criteria.

The list of proposed projects is as follows:

- Skipton Truck Parking Area seal
- Windham Street, Skipton seal
- Skipton Skatepark Construction
- Terang Stadium Roof Renewal and Facility Upgrades
- Estcourt St, Terang Toilet replacement
- Terang Cricket Club oval works
- Derrinallum Public Toilet replacement
- Fitness Equipment Installation - Derrinallum
- Cobden Town Centre Beautification
- Cobden Recreation Reserve changeroom upgrades
- Camperdown Streetscape - War Memorial
- Camperdown Courthouse Ramp
- Camperdown Timboon Rail Trail bridges renewal (stages 2-4)
- Simpson Bowling Club clubroom upgrade
- Hennessey Street, Port Campbell Boardwalk Replacement.

### **Policy and Legislative Context**

All projects nominated have been assessed as being able to meet the program eligibility criteria and be able to be delivered in the nominated timeframe.

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Council's response to this program is in keeping with Council's Plan 2017-2021 strategies and objectives as follows:

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

Township infrastructure will contribute to safe and accessible public areas.

Deliver high quality, optimally used, sustainable community facilities.

### **Internal / External Consultation**

The proposed projects have been discussed internally with the Senior Officer Group, Leadership Group and relevant staff members. Project management and administration capacity was taken into consideration and appropriate allowances for these have been included in the total grant provision.

Councillors have discussed the proposed projects at previous Councillor briefing sessions.

Following endorsement of the project list, a Works Schedule nominating the projects for funding under the program will be submitted to the Commonwealth for approval. Once approved, the Works Schedule will form part of the Grant Agreement. The approval of the Work Schedule is a condition for release of the first instalment of grant money.

### **Financial and Resource Implications**

Council will be eligible for funding up to the value of \$2,285,555. A total of \$2,120,000 has been identified for project construction and \$165,555 has been allocated to project management costs.

Co-contributions from community groups have been confirmed.

### **Options**

Councillors can endorse the projects as recommended or can choose to make amendments to the nominated projects.

### **Conclusion**

The Australian Government has provided \$2,285,555 funding from 1 July 2020 for local roads and community infrastructure projects. The proposed list of projects addresses key projects that have been identified in Council's strategic resource plan or priority community infrastructure and are considered to provide economic stimulus and community benefit across the Shire.

**RECOMMENDATION**

That Council:

1. Endorses the list of projects for funding under the Federal Government's COVID-19 Local Roads and Community Infrastructure Program 2020 as follows:

Project	Funding Amount
Skipton Truck Parking Area seal	\$80,000
Windham Street, Skipton seal	\$50,000
Skipton Skatepark Construction	\$120,000
Terang Stadium Roof Renewal and Facility Upgrades	\$120,000
Estcourt St, Terang Toilet Replacement	\$175,000
Terang Cricket Club oval works	\$10,000
Derrinallum Public Toilet replacement	\$175,000
Fitness Equipment Installation - Derrinallum	\$20,000
Cobden Town Centre Beautification	\$300,000
Cobden Recreation Reserve Changeroom Upgrades	\$300,000
Camperdown Streetscape - War Memorial	\$200,000
Camperdown Courthouse Ramp	\$125,000
Camperdown Timboon Rail Trail Bridges Renewal (stages 2-4)	\$50,000
Simpson Bowling Club Clubroom Upgrade	\$300,000
Hennessey Street, Port Campbell Boardwalk Replacement	\$95,000

2. Writes to the Hon. Dan Tehan, Minister for Education and Federal Member for Wannon, advising of the nominated projects and noting Council's appreciation for this funding from the Federal Government.

**COUNCIL RESOLUTION**

**MOVED:** *Cr Gstrein*

**SECONDED:** *Cr Brown*

That the recommendation be adopted.

**CARRIED**

**Attachments**

1. Nominated Projects - LRCI Program

**LCRI PROJECT NOMINATION LIST**

Project Name	Total Project Cost	Funding Ask	Community Group Contribution	Council Contribution	Project Management	Total
Skipton Public Park - Skate Park - Construction	\$ 160,000	\$ 120,000	\$ 40,000	\$ -	\$ 12,800	\$ 132,800
Derrinallum Public Toilets - Replace	\$ 175,000	\$ 175,000	\$ -	\$ -	\$ 14,000	\$ 189,000
Replace Camperdown-Timboon Rail Trail Bridges (Stage 2-4)	\$ 100,000	\$ 50,000	\$ 50,000	\$ -	\$ 8,000	\$ 58,000
Cobden Recreation Reserve - Female Facilities	\$ 600,000	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ 300,000
Simpson Bowling Club - Clubroom Upgrade	\$ 400,000	\$ 300,000	\$ 100,000	\$ -	\$ 32,000	\$ 332,000
Terang Cricket Club - oval works	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 800	\$ 10,800
Upgrade Truck Parking Area - Skipton	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000
Terang Estcourt Street Toilets - Replacement	\$ 175,000	\$ 175,000	\$ -	\$ -	\$ 14,000	\$ 189,000
Camperdown Stage 3 - War Memorial	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
Cobden Town Centre Beautification	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ 48,000	\$ 348,000
Installation of Fitness Equipment - Derrinallum Township	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ 1,600	\$ 21,600
Camperdown Courthouse Ramp	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ 11,755	\$ 136,755
Terang Community Sports and Recreation Stadium - Roof Renewal and Facility Upgrades	\$ 120,000	\$ 120,000	\$ -	\$ -	\$ 9,600	\$ 129,600
Windham Street Skipton, Seal	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Hennessey Street Boardwalk Replacement	\$ 95,000	\$ 95,000	\$ -	\$ -	\$ 13,000	\$ 108,000
	<b>\$ 2,120,000</b>					
			<b>TOTAL PROJECT GRANT</b>			
			<b>LCRI FUNDING</b>		\$ 2,285,555	\$ 2,177,555
			<b>Project management (8%)</b>		\$ 165,555	
			<b>TOTAL PROJECT COST</b>		\$ 2,285,555	
			<b>variance</b>		\$ -	

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## 9.8 Contract 2021005: Supply and Installation of Cell 15 Geosynthetics - Corangamite Regional Landfill

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

**Previous Council Reference:** Nil

### Declaration

Chief Executive Officer – Andrew Mason

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

Author - Anthony Dufty

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

### Summary

The purpose of this report is for Council to consider tender submissions for Contract 2021005 for Supply and Installation of Cell 15 Geosynthetics - Corangamite Regional Landfill.

### Introduction

Council is planning a major construction project at the Corangamite Regional Landfill to build a new waste cell. This waste cell is known as Cell 15 and will be developed in two stages, creating cell 15A and 15B. These works are required to meet the Environment Protection Authority's (EPA's) requirements according to Best Practice Environmental Guidelines (BPEM) for waste management and ensure the facility can meet waste disposal requirements over the next two years.

A critical component of these construction works will be the supply and installation of geosynthetics that comprise the composite liner system required by the EPA for all new putrescible landfill waste cells.

Council tendered for the Supply and Installation of Geosynthetics for the Cell 15 waste cell at the Landfill. The geosynthetic products that will be supplied and installed under this contract include Geomembrane (plastic) liner and geotextile.

The term of this contract will be from August 2020 and will continue until construction of the new Cell 15B is completed on or before June 2024. When considering the contract completion date allowance has been made for delays due to geosynthetics supply constraints, testing of materials, and the weather dependence of liner installation.

### Issues

Council received three tender submissions for "Supply and installation of Cell 15 geosynthetics - Corangamite Regional Landfill".

All submissions were assessed by a tender evaluation panel that included Lyall Bond, Manager Environment and Emergency; Anthony Duffy, Environment Coordinator; and Adam Taylor, Manager Finance.

All tenders were assessed against the following tender evaluation criteria with the associated weightings applied:

- Value for money (40%)
- Project methodology and approach (30%)
- Technical capability and relevant experience (25%)
- Local content (5%).

The contract was advertised prior to Council resolving to increase the local content criteria for Council purchasing from 5% to 20%. The 5% Local content criteria of 5% was applied as it was consistent with the Council Purchasing Policy at the time of the tender being advertised.

The tender submission from Fabtech Australia was ranked highest in the assessment process. The assessment details for each of the three submissions is detailed in the Tender Evaluation Report attached under separate cover.

The Fabtech Australia's tender price was \$267,085.65. This price is lower than the other tenders received and includes all requirements of the specification including additional rolls of materials and independent materials sampling and testing.

The installation of geosynthetics for landfill cells is highly specialised. Fabtech Australia's submission provides Council with confidence in their ability to meet all requirements and a supporting schedule of rates for variation purposes. These aspects will minimise the cost of any potential contract variations, particularly given that the installation of geosynthetics is highly dependent on external factors including weather, foreign exchange rates, earthworks, variations to the construction design and auditor requirements.

The methodology proposed by Fabtech Australia aligns to the technical specification. The proposed timelines match Council's construction timeframes and the materials meet Council's design requirements.

Fabtech Australia demonstrated relevant experience in geosynthetic installation at landfills, including recent experience at a number of Victorian based landfills in the construction of waste cells. Council has previously engaged Fabtech Australia for geosynthetic works at the Corangamite Regional Landfill and has been satisfied with the quality of works completed.

Fabtech Australia scored highest during evaluation of submissions:

<b>Contractor</b>	<b>Score out of 100</b>
Fabtech Australia	72
Tender 2	48
Tender 3	61

Based on this assessment, the tender evaluation panel recommends that Council award Contract 2021005: Supply and Installation of Cell 15 Geosynthetics - Corangamite Regional Landfill to Fabtech Australia.

### **Policy and Legislative Context**

The Tender for the Supply and Installation of Cell 15 Geosynthetics – Corangamite Regional Landfill aligns with the following strategies within the Corangamite Shire Council Plan 2017 – 2021:

Provide cost effective and high-quality waste management services.

Preserve the natural environment of Corangamite Shire.

The requirements of Section 186 of the *Local Government Act* and Council's Procurement Policy have been complied with for this tender. There is no other policy, legal or statutory implications associated with this tender process.

### **Internal / External Consultation**

This tender was advertised between 29 April 2020 in the Herald Sun newspapers with a closing date of 28 May 2020.

### **Financial and Resource Implications**

Budgeting for these works is included as part of annual budgetary process. As the Landfill operates as a cost-recovery business, all expenditure associated with this contract will be funded through the facility's user fees.

A schedule of rates has been included in the tender process for variation purposes.

### **Options**

Council may decide to award Contract 2021005 to Fabtech Australia as recommended by the tender evaluation panel.

Alternatively, Council may decide to award the contract to another tenderer with consideration to the tender evaluation criteria.

Council may also decide to re-advertise the tender.

### **Conclusion**

Council advertised for tender submissions for Supply and Installation of Cell 15 Geosynthetics - Corangamite Regional Landfill. Council received three tender submissions. The tender evaluation panel recommends that Council award Contract 2021005 to Fabtech Australia. This contractor offers Council value for money and has extensive experience supplying and installing geosynthetics in Victorian landfills.

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## RECOMMENDATION

That Council:

1. Awards Contract 2021005: Supply and Installation of Cell 15 geosynthetics – Corangamite Regional Landfill to Fabtech Australia.
2. Affixes the Common Seal of Council to the contract.

### COUNCIL RESOLUTION

*MOVED: Cr Durant*

*SECONDED: Cr Gstrein*

That the recommendation be adopted.

**CARRIED**

### Attachments

1. Tender 2021005 No Conflict of Interest - Under Separate Cover
2. Tender 2021005 Technical Evaluation Report - Under Separate Cover - Confidential



## 9.9 Contract for the Design, Supply and Installation of Wet Deck at Lismore Swimming Pool

**Author:** Jane Hinds, Sport and Recreation Coordinator

**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 Sport and Recreation Coordinator, I have no interests to disclose in this report.

### Summary

The purpose of this report is to award the contract for the design, supply and installation of a wet deck at the Lismore Swimming Pool.

### Introduction

The Lismore Swimming Pool is situated in Cameron Street, Lismore and is located on Council owned land.

The Lismore Swimming Pool comprises a main pool and toddlers pool, change room facilities, kiosk and plant room.

The installation of a wet deck and associated interconnecting plumbing and piping as required has been identified as a priority project for the Lismore Swimming Pool. Conversion to a wet deck design is necessary to reduce any possible water loss from pipework and modernise the existing facility to ensure it can be utilised by the community for many years to come.

### Issues

Tenders were sought from suitably experienced and qualified contractors for the design supply and installation of a wet deck, as a lump sum contract. It was noted in the tender specifications that Council had applied for additional funding for completion of this project and was waiting to find out its success or not. As the outcome of the grant funding was not expected until July and considering the short timeframes for this work to be carried out (prior to November 2020) tenderers were asked to provide a lump sum cost based on completion of the works prior to November 2020 and to provide a second price for works if they were carried out between March 2021 and October 2021. This was in case timelines could not be met and the project could not proceed until the completion of the 2020-2021 pool season.

A schedule identifying the additional project elements (subject to funding) was also provided for tenderers to provide a price.

Two tenders were received from experienced contractors in the aquatic industry; one based in country Victoria and the other in South Australia.

An evaluation was undertaken, in accordance with the following evaluation criteria:

Evaluation Criteria	Percentage
Tender Price	50%
Local Content	20%
Provision of details outlining the delivery of specifications requirements (i.e. how will the work be completed) and conformation to specification	15%
Demonstrated performance of projects of similar nature and magnitude	10%
Compliance with conditions of tendering	5%

**Table 1: Evaluation Criteria**

A 20% weighting was given to contractors who demonstrate in the tender process how they intend to support local suppliers, contractors and services. Local is defined as within the Corangamite municipality.

### Tender Evaluation

An evaluation was undertaken by a panel comprising Jarrod Woff, Manager Facilities and Recreation, Adam Taylor, Manager Finance and Jane Hinds, Sport and Recreation Coordinator, in accordance with the evaluation criteria. Linda Murfitt, Contracts Administration Coordinator has reviewed the tenders from a compliance aspect.

Tenderers were asked to complete a schedule attached to the tender document outlining a lump sum figure to deliver the works as per the specifications. Submissions are shown in Table 2 below. Farley Pools Australia chose not to provide a lump sum price for the replacement of the expansion joints as they requested to inspect the pool when it is empty and assess the condition of the expansion joints. The estimate provided for the expansion joints when added to the lump sum amount would still be less than the tendered price from Tenderer 2.

It was noted that both tender submissions did not alter their pricing for completion of works based on the delivery timelines for the project. The cost to Council to award the works to a contractor would be the same for the works to be completed prior to November 2020 or if the works were carried out between March 2021 and October 2021.

Item Number	Criteria	Tender 1 Farley Pools Australia	Tender 2
1	Designs	\$29,555.00	\$15,000.00
2	Preliminaries	\$8,510.00	\$38,000.00
3	Excavator (demolition)	\$95,220.00	\$85,000.00
4	Concreting	\$70,725.00	\$160,000.00
5	Plumbing	\$53,275.00	\$100,000.00
6	Other	\$102,706.50	\$8,000.00
	<b>Total lump sum amount (exc. GST)</b>	<b>\$359,991.50</b>	<b>\$406,000.00</b>

**Table 2: Schedule 1 - List of Tenderers and lump sum submissions**

Tenderers were also asked to provide a breakdown of costs for additional items under Schedule 1A which were subject to the successful grant application, such as toddlers pool, treatment options for shell, balance tank, upgrade to safety showers and installation of rubber matting under the pool slide should the grant funding be successful. This is outlined in Table 3 below.

Item Number	Criteria	Tender 1 Farley Pools Australia	Tender 2
1	Toddlers pool	\$25,182.50	\$39,800.00
2	Treatment options for shell	\$32,029.84	\$68,000.00
3	Balance Tank	\$29,957.50	\$36,500.00
4	Upgrade to safety Showers	\$3,565.00	\$3,800.00
5	Supply & installation of rubber matting under pool slide	\$7,475.00	\$1,500.00
6	<b>Total lump sum amount (exc. GST)</b>	<b>\$98,209.84</b>	<b>\$149,600.00</b>

Table 3: Schedule 1A – Additional Items Subject to Grant Funding

Each of the evaluation criteria were scored in accordance with the relevant weighting by each panel member. A panel meeting was held to validate the evaluations, aggregate the scores and provide a recommendation of award for Council's consideration. An aggregate of the scores is provided below in Table 4.

Criteria	Weighting	Tender 1 Farley Pools Australia	Tender 2
<b>Tender Price</b>	50%	40.00	23.33
<b>Local Content</b>	20%	9.33	10.67
<b>Provision of details outlining the delivery of specification requirements (how will work be completed and conformation to specification)</b>	15%	6.00	12.00
<b>Demonstrated performance of projects of similar nature and magnitude</b>	10%	8.67	8.67
<b>Compliance with Conditions of Tendering</b>	5%	4.67	4.67
<b>Total</b>	100%	68.67	59.33

Table 4: Aggregate Submission Assessment

Both tenderers indicated they would prefer to undertake the project after the 2020-2021 pool season however Farley Pools Australia have advised they can complete the works by November 2020.

The attached technical evaluation report provides a detailed evaluation of tenders received.

It is recommended the best outcome and financial benefit for Council is achieved by awarding the contract in full to Farley Pools Australia.

### **Policy and Legislative Context**

The contract for the design, supply and installation of a wet deck at the Lismore Swimming Pool was advertised and assessed in accordance with Council's Procurement Policy and the tender evaluation criteria.

The awarding of these specialist services is in keeping with Council's Plan 2017-2021:

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

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

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

Maintain our buildings to ensure they meet current and future demand for service provision.

### **Internal / External Consultation**

The tender was publicly advertised in the Herald Sun, Council's website and in the Warrnambool Standard.

An evaluation panel was established to assess the submissions against the evaluation criteria. Each member of the panel who conducted the evaluation was considered to have appropriate experience to undertake the evaluation.

### **Financial and Resource Implications**

Council has recently received advice from Sport and Recreation Victoria that they were unsuccessful in securing funding for the project through the Local Sports Infrastructure Funding. As such the additional items identified in Schedule 1A (including toddler pool, treatment options for shell, balance tank, upgrade to safety showers and installation of rubber matting under the slide) will not proceed and may need to be considered in extra budgets.

Works under this contract are incorporated in Council's 2019-2020 and 2020-2021 capital works budget. An allocation of \$250,000 in 2019-2020 will need to be carried forward in order for this project to proceed. The recommended tenderer has submitted a tender for the design, supply and installation of wet deck at the Lismore Swimming Pool within Council's budget of \$375,000.

The evaluation panel has taken into consideration other works to be completed as part of this budget which are not a part of this tender. This includes the completion of the expansion joints at the pool which have been quoted by Farley Pools Australia at a cost per linear meter.

Any savings and variations will be considered at Council's mid-year budget review and in accordance with Council officer delegations within the Procurement Policy.

### **Options**

Council may choose to award the contract or may choose not to award the contract.

**Conclusion**

Council has invited tenders from suitably experienced and qualified contractors for the design, supply and installation of the Lismore Swimming Pool. Two submissions were received through this process.

Following an evaluation of tenders received, it is proposed the best outcome and financial benefit for Council is achieved by awarding the contract in full to Farley Pools Australia.

**RECOMMENDATION****That Council:**

1. Approves the carry forward of \$250,000 for the Lismore Swimming Pool Wetdeck from the 2019-2020 Budget to the 2020-2021 Budget.
2. Awards contract 2021006 for the Design, Supply and Installation of Wetdeck at the Lismore Swimming Pool to Farley Pools Australia for the lump sum amount of \$359,991.50.
3. Delegates any variations to the contract sum to the CEO within delegated spend limits.

**COUNCIL RESOLUTION**

*MOVED: Cr Brown*

*SECONDED: Cr Beard*

**That the recommendation be adopted.**

**CARRIED**

**Attachments**

1. Technical Evaluation Report - Lismore Wet Deck 2020 - Under Separate Cover - Confidential
2. No Conflict of Interest Panel Members Lismore Wet Deck Tender - Under Separate Cover

## **9.10 Contract 2021004 - Provision of Roadside Vegetation Management including Tree Services, Roadside Slashing and Spraying to the Corangamite Shire**

**Author:** Mikayla Hein, Manager Works

**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.

No panel members declared any conflict of interest in this Contract or the submissions.

### **Summary**

This report seeks Council approval for the award of Contract 2021004 *Provision of Roadside Vegetation Management including Tree Services, Roadside Slashing and Spraying to the Corangamite Shire* for a period of 12 months, commencing 1 August 2020 and expiring 31 July 2021.

### **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 expired on 30 June 2020.

### **Issues**

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.

The tender was advertised prior to Council's decision to implement a 20% weighting on Local Content for all tender evaluations. Therefore, the tender evaluation criteria was evaluated with the original weightings which were advertised to prospective tenderers. The evaluation criteria was:

- Tendered price 50%
- Demonstrated capability and past performance 35%

- Provision of copy of OH&S Information 10%
- Local Content 5%.

Eleven tenders were received for the Contract. An assessment of the submissions against the evaluation criteria has determined that some tenderers 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 always capacity available to deliver works at short notice, during peak periods or specific works requiring specific machinery and expertise.

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
Roadside Mowing			1
Tenderer 1	5		
South West Vermin and Weed Control		1	
Theos Gardens			2
Tree Top Tower Hire	1		
PGAB Pty Ltd	2		
Carter Tree Services	3	2	3
Aus Eco Solutions		3	
TM & LA Sloane Pty Ltd	1		
Gellibrand River Tree Fern Nursery P/L	4		4
Assassins Weed and Vermin Control		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:

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 2020*
- *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.*

### **Internal / External Consultation**

Advertisement of the tender 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. The tender was also advertised in the Herald Sun.

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 currently have 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 2020-2021 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 one submission for tree maintenance being approximately 48% higher than the lowest submission. This submission has therefore not been recommended by the Panel for inclusion in this contract. A detailed analysis is provided in Attachment 1, the Technical Evaluation Report.

All other submission rates have been determined reasonable and within current industry practice expectations. The provided rates will meet the expectations of the adopted operational budget for the 20-21 financial year.



### **Options**

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 an expectation 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 best value and still have a sufficient number of suppliers on the Contract for emergency works. These suppliers can be engaged under a range of individual evaluations made at the time of the specific works including price, location, timeframe and scope of 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 2020-2021 road vegetation management program. The assessment panel have concluded that one submission 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 2021004 – Provision of Roadside Vegetation Management including Tree Services, Roadside Slashing and Spraying, by letter of award, to:**

- (a) Tree Top Tower Hire
- (b) Carter Tree Services
- (c) PGAB Pty Ltd
- (d) Gellibrand River Tree Fern Nursery P/L
- (e) TM & LA Sloane P/L
- (f) Roadside Mowing
- (g) Theos Gardens
- (h) South West Vermin and Weed Control
- (i) Aus Eco Solutions
- (j) Assassins Weed and Vermin Control.

### COUNCIL RESOLUTION

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

**That the recommendation be adopted.**

**CARRIED**

### Attachments

1. Technical Evaluation Report - 2021004 - Under Separate Cover - Confidential
2. Schedule of Rates - 2021004 - Under Separate Cover - Confidential
3. Tender Evaluation Panel No Conflict of Interest Forms - Under Separate Cover

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## 9.11 Corporate Risk Register - Strategic Risk Report

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

**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 presents the Council's strategic risk profile six-monthly update. The Corporate Risk Register (CRR) Strategic Risk Report Executive Summary, which includes the strategic risk profile, is attached under separate cover. The report is provided in accordance with the Local Government Performance Reporting Framework requirement for 'Six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies'.

### Introduction

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

The Corangamite Shire Risk Management Framework, incorporating the Risk Policy, has been developed to provide an integrated approach to managing risk across Council. Part 2 of the Framework (Risk Strategy) deals with risk appetite and strategic risk profile, and it describes how the risk profile is managed through the CRR. The CRR documents the strategic and operating risks to Council's operations, including their likelihood and consequence of occurring and the associated risk mitigation strategies.

### Issues

Council's risk management process conforms to the international standard for risk management - AS/NZ ISO 31000:2009. Through the CRR, all risks and the implementation of the associated controls and treatments can be monitored and reported. The CRR is regularly reviewed, with operational risks adapted due to changing and emerging circumstances.

### The Risk Assessment Process

The CRR is not static, and the identification of new operational risks, controls and treatments is ongoing by 'risk owners'.

For each risk the CRR contains:

- A description of the risk
- The likelihood that the risk may occur

- The impact or consequence if the risk occurs
- Existing controls in place to mitigate the risk
- The Risk Rating (likelihood x consequence)
- Treatment plans to mitigate the risk.

From this analysis the Current Risk Level is determined.

The following Risk Matrix is used to determine the **Risk Rating** for a risk.

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

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

**Council’s Strategic Risk Profile (June 2020)**

**Current Strategic Risk Profile – All Strategic Risks**

Likelihood (Probability)	Consequence (Impact)				
	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Almost Certain</b> Is almost certain to occur in most circumstances (80% plus)					
<b>Likely</b> Will probably occur (50-80%)		<i>(Numerals indicate no. of risks)</i>			
<b>Possible</b> Might occur at some time in future (20-50%)		1	12		
<b>Unlikely</b> Could occur but doubtful (5-20%)					
<b>Rare</b> May occur but only in exceptional circumstances (<5%)					
	Low	Medium	High	Extreme	

The Strategic Risk profile is contained in the Strategic Risk Report, detailing the top ten current strategic risks (before treatment plans). The risk assessment of each risk shows current controls, and additional identified treatments to further reduce the risk. There were no outstanding treatments at the time of this report.

**COVID-19**

The merits of including COVID-19 and its impacts as a strategic risk will be discussed with the Audit Committee at its meeting in September.

**Policy and Legislative Context**

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

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

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

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

The report is also provided in accordance with the requirements of the Local Government Performance Reporting Framework and in accordance with the Council’s Risk Management Framework.

**Internal / External Consultation**

The Leadership Group and other risk owners continue to manage and monitor risks in consultation with the Senior Officer Group. After the development of each four-year Council Plan, councillors and senior officers identify the strategic risks to its objectives.

**Financial and Resource Implications**

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

**Conclusion**

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

In order to manage these risks, it is essential that consistent processes are adopted within the framework. The Corporate Risk Register is a critical element of the Risk Management Framework, and regular reporting to Council assists in the management and oversight of risk effectively and efficiently across the organisation. This report and the accompanying Corporate Risk Register Strategic Risk Report inform Council about the organisation's strategic risk profile as at 30 June 2020.

**RECOMMENDATION**

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

**COUNCIL RESOLUTION**

*MOVED: Cr Durant*

*SECONDED: Cr Brown*

**That the recommendation be adopted.**

**CARRIED**

**Attachments**

1. Corporate Risk Register Strategic Risk Report

# Risk Management Executive Summary

Date Range: All



CORANGAMITE  
SHIRE

## Table of Contents



1. Introduction
2. Likelihood Rating
3. Consequence Rating
4. Risk Assessment Matrix
5. Our top 10 risks (Current)
6. Our top 10 risks (Residual)
7. Heat Map
8. Risks by Category & Severity
9. Risk Severity Distribution
10. Risk Assessments



# 1. Introduction

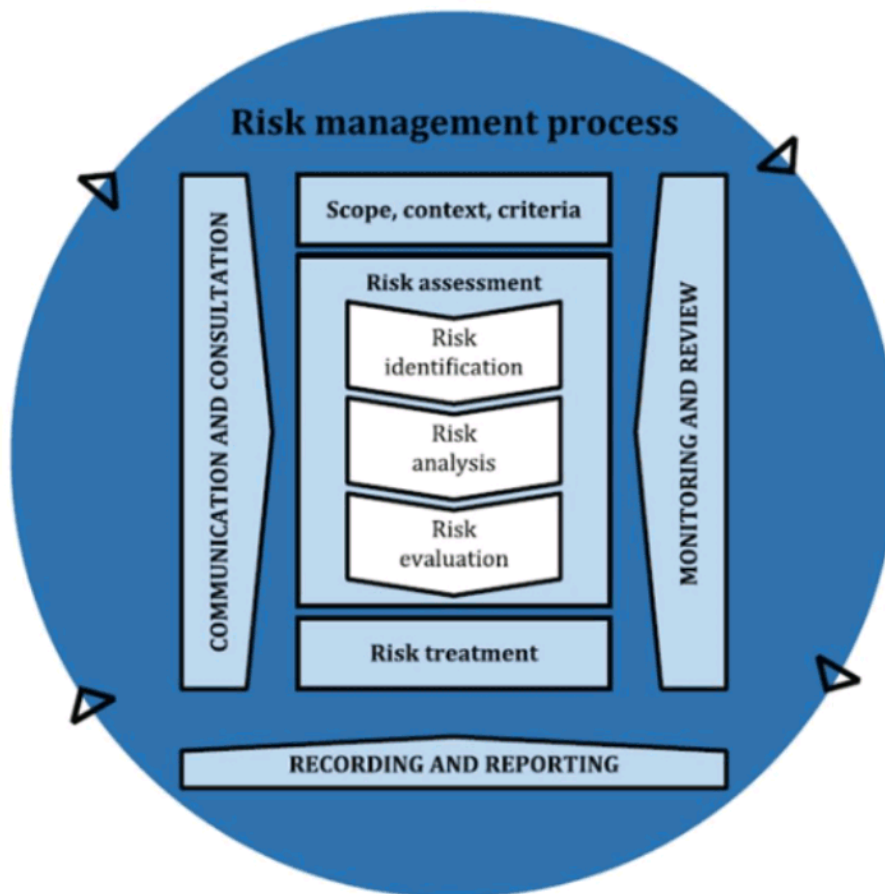


This report provides an overview of Corangamite Shire risks associated with the achievement of our business objectives.

This report is based on the identified risks, likelihood of the risk occurring, consequence should the risk occur, current controls in place, proposed treatment(s) and accountabilities which are stored in our online 'Risk Register'.

## The Risk Management process

Our process conforms to the international standard for Risk Management AS/NZ ISO 31000:2018, represented by the diagram below:



## 1. Introduction



### **The Risk Assessment process**

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

## 2. Likelihood Rating



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

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

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

### 3. Consequence Rating



Risk consequence is the outcome of an event affecting objectives (ISO: 31000).

Risks have a consequence in terms of Business Processes & systems (business interruption), Children (Childsafe), Community, Environmental, Financial, People, Regulatory and Reputation (Public Image).

The following table was used to assess the consequence of risk materialising.

Rating	Description
1	Insignificant
2	Minor
3	Moderate
4	Major
5	Catastrophic

## 4. Risk Assessment Matrix



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

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

## 5. Our Top 10 Risks (Current)



The following table depicts the top 10 risks faced by our organisation (ordered by Current rating).

Risk No	Risk Description	Risk Level (Current)	Risk Level (Residual)
104	STRATEGIC RISK - Poor governance and ethical standards results in community loss of confidence in Council, reputational damage or financial loss.	Medium	Medium
103	STRATEGIC RISK - A cyber-attack or unauthorised access compromises the integrity of Information Communication and Technology Systems, resulting in interrupted service delivery,	Medium	Medium
56	STRATEGIC RISK - A workplace health and safety incident results in harm, death or litigation.	Medium	Medium
55	STRATEGIC RISK - Due to inadequate workforce capacity or availability, services cannot be delivered.	Medium	Medium
54	STRATEGIC RISK - Council infrastructure is inadequately maintained resulting in community dissatisfaction or harm.	Medium	Medium
53	STRATEGIC RISK - Unsatisfactory community engagement in decision making results in a decline in community satisfaction.	Medium	Medium
52	STRATEGIC RISK - Community health and wellbeing services are not safely or competently delivered, resulting in harm or a fatality.	Medium	Medium
51	STRATEGIC RISK - Ineffective adaptation or response to climate variability and adverse environmental conditions results in the increased cost of service provision.	Medium	Medium
50	STRATEGIC RISK - An environmental incident occurs resulting in irreversible environmental damage and/or prosecution.	Medium	Medium
48	STRATEGIC RISK - Population and tourism decline resulting in reduced community wellbeing, economic development or financial loss.	Medium	Medium

## 6. Our Top 10 Risks (Residual)



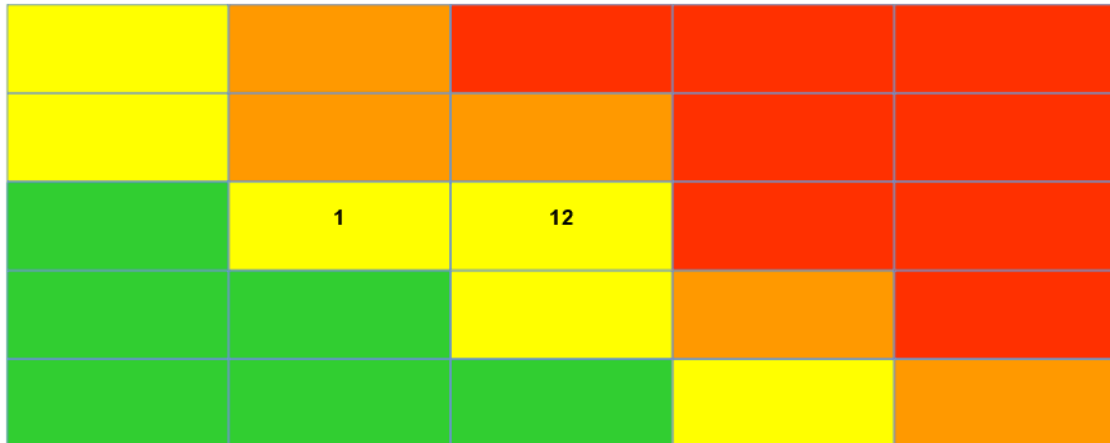
The following table depicts the top 10 risks faced by our organisation (ordered by Residual rating).

Risk No	Risk Description	Risk Level (Current)	Risk Level (Residual)
45	STRATEGIC RISK - Legislative or regulatory changes result in increased financial sustainability risk.	Medium	Medium
46	STRATEGIC RISK - A fraud or corruption event occurs resulting in financial loss or reputation damage.	Medium	Medium
48	STRATEGIC RISK - Population and tourism decline resulting in reduced community wellbeing, economic development or financial loss.	Medium	Medium
50	STRATEGIC RISK - An environmental incident occurs resulting in irreversible environmental damage and/or prosecution.	Medium	Medium
51	STRATEGIC RISK - Ineffective adaptation or response to climate variability and adverse environmental conditions results in the increased cost of service provision.	Medium	Medium
52	STRATEGIC RISK - Community health and wellbeing services are not safely or competently delivered, resulting in harm or a fatality.	Medium	Medium
53	STRATEGIC RISK - Unsatisfactory community engagement in decision making results in a decline in community satisfaction.	Medium	Medium
54	STRATEGIC RISK - Council infrastructure is inadequately maintained resulting in community dissatisfaction or harm.	Medium	Medium
55	STRATEGIC RISK - Due to inadequate workforce capacity or availability, services cannot be delivered.	Medium	Medium
56	STRATEGIC RISK - A workplace health and safety incident results in harm, death or litigation.	Medium	Medium

## 7. The Heat Map No. of Risks (Current)



The following table depicts the spread of our risks on our heat map.



### Risk Level

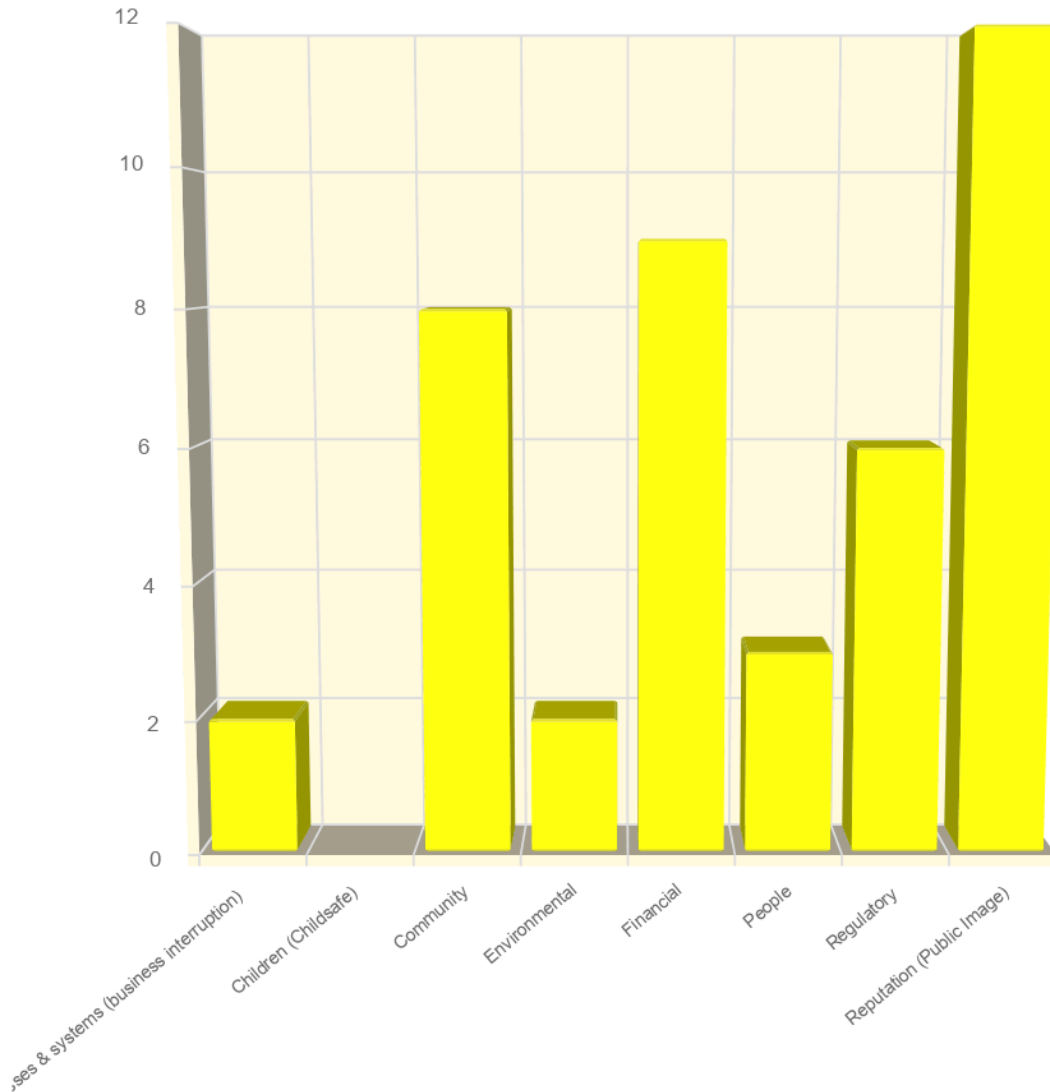
Level	Description
Low	Manage by routine procedures
Medium	Specific Management responsibility
High	Needs senior management attention
Extreme	Detailed action plan required



## 8. Risks by Category and Severity (Current)



The following graph depicts the spread of our risks by category and severity.



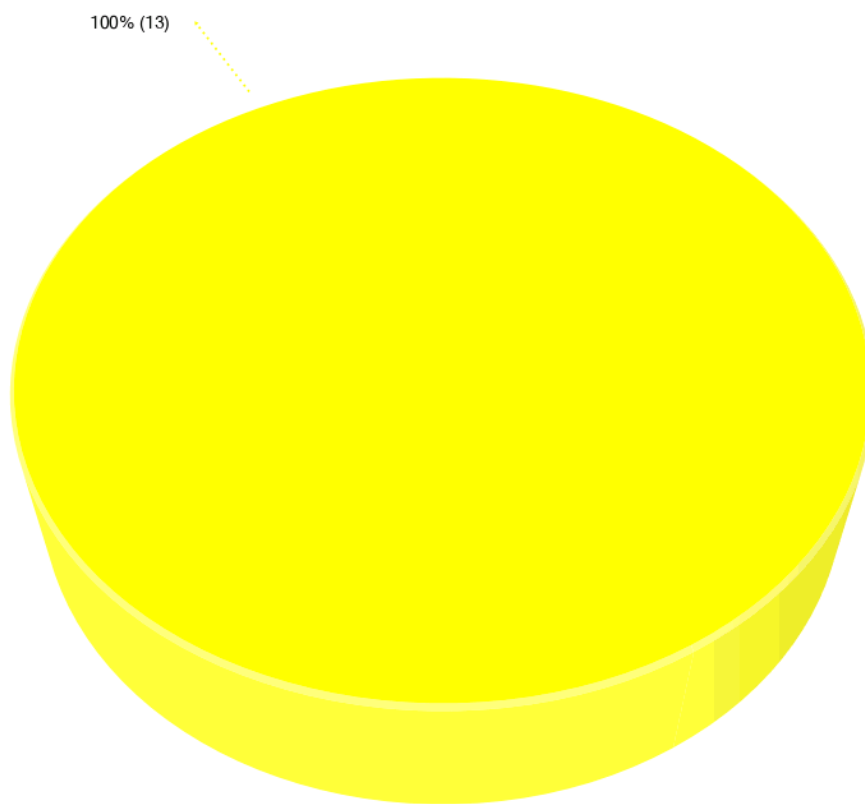
### Risk Level



## 9. Risks Severity Distribution (Current)



The following graph depicts the spread of our risks by severity.



### Risk Level



## 10. Risk Assessment (Top 10 Risks)



<b>Risk ID: 104</b>			
<b>Business Unit:</b>	Governance	<b>Business Function:</b>	Governance
<b>Category Impacted:</b>	Community, Financial, Regulatory, Reputation (Public Image)		
<b>Date Identified:</b>	29/06/2018	<b>Next Review Date:</b>	26/09/2020
<b>Risk Owner:</b>	Andrew Mason		
<b>Risk Description:</b>	STRATEGIC RISK - Poor governance and ethical standards results in community loss of confidence in Council, reputational damage or financial loss.		
<b>Consequence:</b>	Council is dismissed due to severe governance failure.		
<b>Risk Rating</b>			
<b>Current</b>		<b>Residual</b>	
Medium		Medium	
<b>Risk Likelihood</b>			
Possible		Possible	
<b>Risk Consequence</b>			
Moderate		Moderate	
<b>Assess</b>			
<b>Source/Causal</b>		<b>Existing Control</b>	
<ul style="list-style-type: none"> <li>Councillors are inadequately trained in governance and ethical standards.</li> </ul>		<ul style="list-style-type: none"> <li>Councillor governance training provided on a timely basis.</li> <li>Policies include Councillor guidance and required standards - Councillor Expenses, Code of Conduct Professional Development etc</li> <li>Regular Council briefings.</li> <li>Register of Interests are maintained on a timely basis.</li> <li>External legal advice sought when required.</li> </ul>	

## 10. Risk Assessment (Top 10 Risks)



Risk Treatment Plan			
Treatment Option:		Reduce the Risk	
Treatment	Date Due	Responsibility	% Complete
Review Policies - Code of Conduct, Councillor Expenses and Councillor Professional Development per review cycle.	29/01/2021	Penny MacDonald	0%
Governance related training to be provided to Councillors twice a year.	31/12/2020	Penny MacDonald	0%

## 10. Risk Assessment (Top 10 Risks)



<b>Risk ID: 103</b>			
<b>Business Unit:</b>	Information Services	<b>Business Function:</b>	Information Services
<b>Category Impacted:</b>	Business Processes & systems (business interruption), Community, Financial, People, Regulatory, Reputation (Public Image)		
<b>Date Identified:</b>	29/06/2018	<b>Next Review Date:</b>	4/09/2020
<b>Risk Owner:</b>	David Rae		
<b>Risk Description:</b>	STRATEGIC RISK - A cyber-attack or unauthorised access compromises the integrity of Information Communication and Technology Systems, resulting in interrupted service delivery, fraud or privacy breaches.		
<b>Consequence:</b>	Private information of individuals is obtained by unauthorized persons resulting in fraud.		
<b>Risk Rating</b>			
<b>Current</b>		<b>Residual</b>	
Medium		Medium	
<b>Risk Likelihood</b>			
Possible		Possible	
<b>Risk Consequence</b>			
Moderate		Moderate	
<b>Assess</b>			
<b>Source/Causal</b>		<b>Existing Control</b>	
<ul style="list-style-type: none"> <li>• Council firewall is ineffective in preventing an attack.</li> <li>• Individuals inadvertently facilitate an attack through use of electronic media i.e. E-mail, internet etc</li> <li>• Individuals uses third party data which releases virus into Council's ICT System.</li> <li>• Council ICT systems are not adequately</li> </ul>		<ul style="list-style-type: none"> <li>• Penetration testing.</li> <li>• Duplicate disaster recovery room located offsite.</li> <li>• Implement outcomes of internal penetration testing.</li> <li>• Ongoing awareness training for staff.</li> <li>• ICT induction for staff.</li> <li>• Regular e-mail warnings of Spam / Phishing</li> </ul>	

## 10. Risk Assessment (Top 10 Risks)



maintained. <ul style="list-style-type: none"> <li>Increased use of new technology. ( Cloud Services )</li> </ul>	attempts. <ul style="list-style-type: none"> <li>Anti virus software.</li> <li>Education of Staff regarding USB use exposures.</li> <li>Maintain / update software.</li> <li>Strengthen passwords for log-ins</li> </ul>		
<b>Risk Treatment Plan</b>			
<b>Treatment Option:</b>	<b>Reduce the Risk</b>		
<b>Treatment</b>	<b>Date Due</b>	<b>Responsibility</b>	<b>% Complete</b>
Failover test of ICT systems.	31/08/2020	Steven Welsh	65%
Additional penetrations testing to be completed along with Cloud security assessment	30/06/2021	Steven Welsh	0%
Explore options of protection from USB access exposure.	31/12/2020	Steven Welsh	10%
Complete review of Disaster Recovery Plan	31/10/2021	Steven Welsh	0%
Investigation Cloud Transition Plan as part of 2020-2021 Budget development	31/07/2021	Steven Welsh	0%

## 10. Risk Assessment (Top 10 Risks)



<b>Risk ID: 56</b>			
<b>Business Unit:</b>	Occupational Health & Safety	<b>Business Function:</b>	Occupational Health & Safety
<b>Category Impacted:</b>	Financial, People, Reputation (Public Image)		
<b>Date Identified:</b>	30/07/2014	<b>Next Review Date:</b>	15/01/2021
<b>Risk Owner:</b>	David Rae		
<b>Risk Description:</b>	STRATEGIC RISK - A workplace health and safety incident results in harm, death or litigation.		
<b>Consequence:</b>	Workplace Incident results in serious injury / fatality.		
<b>Risk Rating</b>			
<b>Current</b>		<b>Residual</b>	
Medium		Medium	
<b>Risk Likelihood</b>			
Possible		Unlikely	
<b>Risk Consequence</b>			
Moderate		Moderate	
<b>Assess</b>			
<b>Source/Causal</b>		<b>Existing Control</b>	
<ul style="list-style-type: none"> <li>Inadequate Health and Safety System.</li> <li>Poor training.</li> <li>Poor induction.</li> <li>PPE not used or used inappropriately.</li> <li>Inappropriate actions of an employee.</li> </ul>		<ul style="list-style-type: none"> <li>OHS System in place.</li> <li>OHS Committee</li> <li>Review of OHS Framework.</li> <li>Training program ongoing.</li> <li>SWMS, Policies and Procedures.</li> <li>Review OHS Policy per policy cycle.</li> <li>Monitor the progress of annual review of SWMS.</li> </ul>	

## 10. Risk Assessment (Top 10 Risks)



		<ul style="list-style-type: none"> <li>• OHS Induction for all staff.</li> <li>• Annual Review of WHS Management System</li> <li>• Code of Conduct</li> </ul>	
<b>Risk Treatment Plan</b>			
<b>Treatment Option:</b>	<b>Reduce the Risk</b>		
<b>Treatment</b>	<b>Date Due</b>	<b>Responsibility</b>	<b>% Complete</b>
External Review of WHS Management System. Include provision in 2020-2021 Budget.	30/06/2022	Michele Stephenson	0%
Review Code of Conduct	30/09/2020	Michele Stephenson	0%



## 10. Risk Assessment (Top 10 Risks)



<b>Risk ID: 55</b>			
<b>Business Unit:</b>	Human Resources	<b>Business Function:</b>	Staff Management
<b>Category Impacted:</b>	Financial, People, Reputation (Public Image)		
<b>Date Identified:</b>	30/07/2014	<b>Next Review Date:</b>	15/01/2021
<b>Risk Owner:</b>	David Rae		
<b>Risk Description:</b>	STRATEGIC RISK - Due to inadequate workforce capacity or availability, services cannot be delivered.		
<b>Consequence:</b>	Council unable to provide services.		
<b>Risk Rating</b>			
<b>Current</b>		<b>Residual</b>	
Medium		Medium	
<b>Risk Likelihood</b>			
Possible		Possible	
<b>Risk Consequence</b>			
Minor		Minor	
<b>Assess</b>			
<b>Source/Causal</b>		<b>Existing Control</b>	
<ul style="list-style-type: none"> <li>Lack of back fill capacity.</li> <li>Unable to recruit suitable staff.</li> <li>Inadequate training of workforce.</li> <li>Excess absences due to illness / injury.</li> </ul>		<ul style="list-style-type: none"> <li>Recruitment Policy and Procedure.</li> <li>Workforce Management Plan.</li> <li>Exploration of recruitment and advertising channels including development of promotional media for website and social media</li> <li>Training and Personal Development opportunities.</li> <li>Review of recruitment channels - How we recruit?</li> <li>Ongoing training for staff both mandatory and non compulsory.</li> </ul>	

## 10. Risk Assessment (Top 10 Risks)



		<ul style="list-style-type: none"> <li>OHS Procedures, SWMS etc.</li> </ul>	
<b>Risk Treatment Plan</b>			
<b>Treatment Option:</b>	<b>Reduce the Risk</b>		
<b>Treatment</b>	<b>Date Due</b>	<b>Responsibility</b>	<b>% Complete</b>
Negotiate competitive and sustainable enterprise agreement	2/07/2021	Michele Stephenson	0%

## 10. Risk Assessment (Top 10 Risks)



<b>Risk ID: 54</b>			
<b>Business Unit:</b>	Assets Management	<b>Business Function:</b>	Asset Management
<b>Category Impacted:</b>	Business Processes & systems (business interruption), Community, Financial, Regulatory, Reputation (Public Image)		
<b>Date Identified:</b>	30/07/2014	<b>Next Review Date:</b>	4/09/2020
<b>Risk Owner:</b>	Brooke Love		
<b>Risk Description:</b>	STRATEGIC RISK - Council infrastructure is inadequately maintained resulting in community dissatisfaction or harm.		
<b>Consequence:</b>	Council infrastructure causes / contributes to major incident. ie. Fatality		
<b>Risk Rating</b>			
<b>Current</b>		<b>Residual</b>	
Medium		Medium	
<b>Risk Likelihood</b>			
Possible		Unlikely	
<b>Risk Consequence</b>			
Moderate		Moderate	
<b>Assess</b>			
<b>Source/Causal</b>		<b>Existing Control</b>	
<ul style="list-style-type: none"> <li>Funding insufficient to maintain infrastructure to standard required.</li> <li>Resources are not adequate to maintain acceptable standards.</li> <li>Resources available are not skilled or experienced.</li> <li>Council unaware of damaged or deterioration of infrastructure.</li> </ul>		<ul style="list-style-type: none"> <li>Advocacy for external funding.</li> <li>Apply for Grants both at State and Federal level.</li> <li>Strategic Asset Management System</li> <li>Asset Management Plans</li> <li>Workforce planning.</li> <li>Training program.</li> <li>Inspections programs for Roads, Footpaths,</li> </ul>	

## 10. Risk Assessment (Top 10 Risks)



		Bridges, Council Buildings, Playgrounds, Trees etc.	
		<ul style="list-style-type: none"> <li>• Customer Request System.</li> <li>• Road Management Plan</li> </ul>	
<b>Risk Treatment Plan</b>			
<b>Treatment Option:</b>	Reduce the Risk		
<b>Treatment</b>	<b>Date Due</b>	<b>Responsibility</b>	<b>% Complete</b>
Annual monitoring of Assets Management Plans.	30/06/2021	Brooke Love	25%
Review of Asset Management Plans every four years.	30/06/2021	Brooke Love	50%
Annual review of workforce planning.	28/08/2020	Brooke Love	50%
Review of Road Management Plan	3/05/2021	John Kelly	0%

## 10. Risk Assessment (Top 10 Risks)



<b>Risk ID: 53</b>			
<b>Business Unit:</b>	Communications and Media	<b>Business Function:</b>	Communications and Media
<b>Category Impacted:</b>	Community, Reputation (Public Image)		
<b>Date Identified:</b>	30/07/2014	<b>Next Review Date:</b>	17/10/2020
<b>Risk Owner:</b>	Rory Neeson		
<b>Risk Description:</b>	STRATEGIC RISK - Unsatisfactory community engagement in decision making results in a decline in community satisfaction.		
<b>Consequence:</b>	Council decisions are not aligned with or responsive to Community expectation.		
<b>Risk Rating</b>			
	<b>Current</b>		<b>Residual</b>
	Medium		Medium
<b>Risk Likelihood</b>			
	Possible		Possible
<b>Risk Consequence</b>			
	Moderate		Moderate
<b>Assess</b>			
	<b>Source/Causal</b>		<b>Existing Control</b>
	<ul style="list-style-type: none"> <li>Failure to properly consult or take account of consultative outcomes.</li> </ul>		<ul style="list-style-type: none"> <li>Consultation toolkit.</li> <li>Community Engagement Framework.</li> <li>Complete a Review Community Plans.</li> </ul>
<b>Risk Treatment Plan</b>			
<b>Treatment Option:</b>	Reduce the Risk		
	<b>Treatment</b>	<b>Date Due</b>	<b>Responsibility</b>
			<b>% Complete</b>

## 10. Risk Assessment (Top 10 Risks)



Continue to undertake training and skills development in relation to community engagement.	30/12/2020	Rory Neeson	25%
Develop a Community Vision for Corangamite Shire.	30/06/2021	Rory Neeson	15%

## 10. Risk Assessment (Top 10 Risks)



<b>Risk ID: 52</b>			
<b>Business Unit:</b>	<b>Aged and Disability Services</b>	<b>Business Function:</b>	<b>Aged and Disability</b>
<b>Category Impacted:</b>	<b>Community, Reputation (Public Image)</b>		
<b>Date Identified:</b>	<b>29/07/2014</b>	<b>Next Review Date:</b>	<b>4/09/2020</b>
<b>Risk Owner:</b>	<b>David Rae</b>		
<b>Risk Description:</b>	<b>STRATEGIC RISK - Community health and wellbeing services are not safely or competently delivered, resulting in harm or a fatality.</b>		
<b>Consequence:</b>	<b>Council's fails to provide Duty of Care at one of it's facilities or events resulting in harm or a fatality.</b>		
<b>Risk Rating</b>			
<b>Current</b>		<b>Residual</b>	
<b>Medium</b>		<b>Medium</b>	
<b>Risk Likelihood</b>			
<b>Possible</b>		<b>Possible</b>	
<b>Risk Consequence</b>			
<b>Moderate</b>		<b>Moderate</b>	
<b>Assess</b>			
<b>Source/Causal</b>		<b>Existing Control</b>	
<ul style="list-style-type: none"> <li>• Unsafe work practice.</li> <li>• Poor induction and Training</li> <li>• Inadequate oversight.</li> <li>• Failure to follow procedures.</li> </ul>		<ul style="list-style-type: none"> <li>• Qualified Staff</li> <li>• Working with children checks for staff.</li> <li>• Police checks for staff involved.</li> <li>• Health and Safety Induction Process.</li> <li>• Ongoing training provided.</li> <li>• Review of Child Safe Standards Implementation via internal audit</li> <li>• Supervision and Monitoring of Staff and Services</li> </ul>	

## 10. Risk Assessment (Top 10 Risks)



		<ul style="list-style-type: none"> <li>Risk Management Plan for events.</li> </ul>	
<b>Risk Treatment Plan</b>			
<b>Treatment Option:</b>	Reduce the Risk		
<b>Treatment</b>	<b>Date Due</b>	<b>Responsibility</b>	<b>% Complete</b>
Implement outcomes of Child Safe Internal Audit	30/09/2020	David Rae	80%
Maintain Accreditation of Services	31/12/2020	Katie Hearn	80%



## 10. Risk Assessment (Top 10 Risks)



<b>Risk ID: 51</b>			
<b>Business Unit:</b>	Environment	<b>Business Function:</b>	Environment
<b>Category Impacted:</b>	Community, Environmental, Regulatory, Reputation (Public Image)		
<b>Date Identified:</b>	25/07/2014	<b>Next Review Date:</b>	8/11/2020
<b>Risk Owner:</b>	Rory Neeson		
<b>Risk Description:</b>	STRATEGIC RISK - Ineffective adaptation or response to climate variability and adverse environmental conditions results in the increased cost of service provision.		
<b>Consequence:</b>	Climate variability makes infrastructure unsuitable for use.		
<b>Risk Rating</b>			
<b>Current</b>		<b>Residual</b>	
Medium		Medium	
<b>Risk Likelihood</b>			
Possible		Unlikely	
<b>Risk Consequence</b>			
Moderate		Moderate	
<b>Assess</b>			
<b>Source/Causal</b>		<b>Existing Control</b>	
<ul style="list-style-type: none"> <li>Failure to consider long term climate variability impacts in decision making on settlement planning and Council infrastructure provision.</li> </ul>		<ul style="list-style-type: none"> <li>Implementation of Planning Scheme Policy.</li> </ul>	
<b>Risk Treatment Plan</b>			
<b>Treatment Option:</b>	Reduce the Risk		
<b>Treatment</b>	<b>Date Due</b>	<b>Responsibility</b>	<b>% Complete</b>

## 10. Risk Assessment (Top 10 Risks)



<b>Implement State Policy in relation to climate change impacts including planning for sea level rise of 0.8 metres by 2100.</b>	<b>31/08/2020</b>	<b>Rory Neeson</b>	<b>0%</b>
<b>Consider potential impacts of climate change in relation to design of infrastructure.</b>	<b>31/08/2020</b>	<b>Rory Neeson</b>	<b>0%</b>

## 10. Risk Assessment (Top 10 Risks)



<b>Risk ID: 50</b>			
<b>Business Unit:</b>	Environment	<b>Business Function:</b>	Environment
<b>Category Impacted:</b>	Environmental, Reputation (Public Image)		
<b>Date Identified:</b>	25/07/2014	<b>Next Review Date:</b>	8/11/2020
<b>Risk Owner:</b>	Rory Neeson		
<b>Risk Description:</b>	STRATEGIC RISK - An environmental incident occurs resulting in irreversible environmental damage and/or prosecution.		
<b>Consequence:</b>	Irreversible damage to land or environment.		
<b>Risk Rating</b>			
<b>Current</b>		<b>Residual</b>	
Medium		Medium	
<b>Risk Likelihood</b>			
Possible		Possible	
<b>Risk Consequence</b>			
Moderate		Moderate	
<b>Assess</b>			
<b>Source/Causal</b>		<b>Existing Control</b>	
<ul style="list-style-type: none"> <li>Illegal vegetation clearance.</li> <li>Chemical impacts.</li> </ul>		<ul style="list-style-type: none"> <li>Procedures.</li> <li>Training.</li> <li>Risk Management.</li> <li>Awareness training.</li> </ul>	
<b>Risk Treatment Plan</b>			
<b>Treatment Option:</b>	Reduce the Risk		

## 10. Risk Assessment (Top 10 Risks)



Treatment	Date Due	Responsibility	% Complete
Annual awareness training in relation to vegetation management.	22/07/2020	Lyall Bond	0%
Compliance with State planning regulations relating to native vegetation removal.	22/07/2020	Lyall Bond	10%
Review of roadside vegetation management for maintenance and fire protection works on local roads.	30/09/2020	Rory Neeson	50%
Training around General Environmental Duty in context of new EPA legislation.	22/07/2020	Lyall Bond	5%

## 10. Risk Assessment (Top 10 Risks)



<b>Risk ID: 48</b>			
<b>Business Unit:</b>	Economic Development	<b>Business Function:</b>	Economic Development
<b>Category Impacted:</b>	Community, Financial		
<b>Date Identified:</b>	25/07/2014	<b>Next Review Date:</b>	17/10/2020
<b>Risk Owner:</b>	Rory Neeson		
<b>Risk Description:</b>	STRATEGIC RISK - Population and tourism decline resulting in reduced community wellbeing, economic development or financial loss.		
<b>Consequence:</b>	Declining economy leads to Council being unviable.		
<b>Risk Rating</b>			
<b>Current</b>		<b>Residual</b>	
Medium		Medium	
<b>Risk Likelihood</b>			
Possible		Possible	
<b>Risk Consequence</b>			
Moderate		Moderate	
<b>Assess</b>			
<b>Source/Causal</b>		<b>Existing Control</b>	
<ul style="list-style-type: none"> <li>Demographic trends and a failure to attract new population and businesses.</li> </ul>		<ul style="list-style-type: none"> <li>Monitor population trends and forecast projections.</li> <li>Actions to attract economic development and population as per Council Plan.</li> </ul>	
<b>Risk Treatment Plan</b>			
<b>Treatment Option:</b>	Reduce the Risk		
<b>Treatment</b>	<b>Date Due</b>	<b>Responsibility</b>	<b>% Complete</b>

## 10. Risk Assessment (Top 10 Risks)



Completion of Council Plan actions in relation to population attraction and economic development.	1/07/2021	Rory Neeson	40%
Review Economic Development Strategy as appropriate.	1/07/2021	Rory Neeson	25%

## 9.12 Quick Response Grants Allocation July 2020

**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

The purpose of this report is to approve the July 2020 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 can also contact Council's Community Development Officer 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 any unexpended amounts.

### Financial and Resource Implications

The 2020-2021 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	0.00	2,500.00
North*	2,500.00	0.00	0.00	2,500.00
South Central	2,500.00	0.00	0.00	2,500.00
South West	2,500.00	0.00	0.00	2,500.00
Central	7,500.00	0.00	1,000.00	6,500.00
	<b>17,500.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>16,500.00</b>

### Options

Council can consider:

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

### Conclusion

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



**RECOMMENDATION**

That Council approves the following applications for funding from the Quick Response Grants Program for July 2020:

Applicant	Purpose	Ward	Amount
Terang RSL Sub-branch	Install power to ANZAC Rest	Central	\$500.00
Camperdown and District Historical Society	Purchase of Multifunction Printer	Central	\$500.00

**COUNCIL RESOLUTION**

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

**That the recommendation be adopted.**

**CARRIED**

**Attachments**

1. Quick Response Grant Fund Applications Assessments 2020 2021 - Under Separate Cover
2. Application QRG Camperdown Historical Society - Under Separate Cover
3. Application QPG Terang RSL Sub-branch - Under Separate Cover

## 9.13 Council to Chief Executive Officer Delegation

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

**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 for Council to update the Instrument of Delegation to the Chief Executive Officer, to ensure compliance with the *Local Government Act 2020*.

### Introduction

The *Local Government Act 2020* and various other pieces of legislation relevant to municipal councils, provides for the appointment of delegates to act on behalf of Council. This is because Council is a legal entity composed of individual councillors that can only act by a Council resolution, or through others acting on its behalf. Instruments of delegation enable day to day decisions to be made without the need for resolutions by Council.

Section 11 of the new *Local Government Act 2020* (the 2020 Act), which relates to delegations by Council, commenced on 1 May 2020. As such, Council is required to update its Instrument of Delegation to the Chief Executive Officer made under the *Local Government Act 1989* to reflect that delegations are now made under the 2020 Act.

### Issues

The attached Instrument of Delegation has been prepared to reflect that Council's delegation to the Chief Executive Officer (CEO) is in accordance with the 2020 Act. The update is based on a template provided as part of Council's subscription to the Maddocks Delegations and Authorisations Service. Other key changes include:

- Removal of the power of sub-delegation to the CEO to reflect the CEO's new powers of delegation in the 2020 Act.
- The ability of the CEO to make expenditure under a contract already entered into or expenditure which Council is, by or under legislation, required to make not exceeding \$250,000. This would enable the CEO to enter into contract variations, which is consistent with the Procurement Policy.
- The ability for the CEO to appoint an acting CEO for a period not exceeding 28 days.
- Removal of the inability for the CEO to appoint Councillors to external organisations. (Council retains the power to appoint members to delegated committees.)

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### **Policy and Legislative Context**

Section 11 of the Act enables Council to delegate powers through an Instrument of Delegation.

Review of the Council to Chief Executive Officer Instrument of Delegation is consistent with the Council Plan 2017-2021 commitment and objectives:

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

### **Internal / External Consultation**

The Instrument of Delegation has been prepared based on a template provided by Maddocks' Delegations and Authorisation Service.

### **Financial and Resource Implications**

The revised delegation includes a new power for the CEO to make expenditure under a contract already entered into or expenditure which Council is, by or under legislation, required to make not exceeding \$250,000. This delegation is consistent with the contract variation provision in Council's Procurement Policy.

### **Options**

Council is required to update the Instrument of Delegation to the Chief Executive Office to ensure compliance with the new *Local Government Act 2020*. In updating the instrument, Council may choose to either:

1. Endorse the Instrument of Delegation to the Chief Executive Officer as presented.
2. Make changes to the Instrument before endorsement.

### **Conclusion**

Council, as a legal entity only capable of making decisions by resolution, delegates its powers to others to enable day to day decisions to be made, without the need for Council resolutions. The Instrument of Delegation to the Chief Executive Officer has been updated to ensure compliance with the *Local Government Act 2020*.

## RECOMMENDATION

In the exercise of the powers conferred by sections 11(1)(b) of the *Local Government Act 2020* (the Act), Council resolves that:

1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer, the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in that instrument.
2. The Instrument comes into force immediately the common seal of Council is affixed to the Instrument.
3. On the coming into force of the Instrument all previous delegations to the Chief Executive Officer are revoked.
4. The duties and functions set out in the Instrument must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
5. The common seal be affixed to the instrument.

### COUNCIL RESOLUTION

*MOVED: Cr Conheady*

*SECONDED: Cr Illingworth*

That the recommendation be adopted.

**CARRIED**

### Attachments

1. S5 Instrument of Delegation, Council to Chief Executive Officer July 2020
2. S5 Instrument of Delegation, Council to Chief Executive Officer July 2020 - Tracked Changes - Under Separate Cover

*S5. Instrument of Delegation to Chief Executive Officer*



CORANGAMITE  
SHIRE

**Corangamite Shire Council**

**Instrument of Delegation**

**to**

**The Chief Executive Officer**

**Instrument of Delegation**

In exercise of the power conferred by section 11(1) of the *Local Government Act 2020 (the Act)* and all other powers enabling it, the Corangamite Shire Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

- 1. this Instrument of Delegation is authorised by a Resolution of Council passed on [date];
- 2. the delegation
  - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.2 is subject to any conditions and limitations set out in the Schedule;
  - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.4 remains in force until Council resolves to vary or revoke it.

The Common Seal of                    )  
CORANGAMITE SHIRE COUNCIL )  
was affixed in the presence of    )

.....  
Chief Executive Officer

.....  
Date

### SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

### Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

3. if the issue, action, act or thing is an issue, action, act or thing which involves
  - 3.1 entering into a contract exceeding the value of \$250,000;
    - 3.1.1 excluding the following procurement activities which are permitted but must not exceed the value of \$500,000:
      - (a) payment of all Council insurances;
      - (b) purchase of heavy fleet approved through the annual budget and procured in accordance with Council's Procurement Policy;
      - (c) Schedule of Rates contracts up to an anticipated amount not exceeding \$500,000 for the term of the contract;
    - 3.2 making any expenditure, including expenditure made under a contract already entered into, that exceeds \$250,000, (unless the expenditure which Council is, by or under legislation, required to make in which case it must not exceed \$500,000);
    - 3.3 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
    - 3.4 electing a Mayor or Deputy Mayor;
    - 3.5 granting a reasonable request for leave under section 35 of the Act;
    - 3.6 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
    - 3.7 approving or amending the Council Plan;
    - 3.8 adopting or amending any policy that Council is required to adopt under the Act;
    - 3.9 adopting or amending the Governance Rules;

- 3.10 appointing the chair or the members to a delegated committee;
- 3.11 making, amending or revoking a local law;
- 3.12 approving the Budget or a Revised Budget;
- 3.13 approving the borrowing of money;
- 3.14 subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges, and specified rates and charges;
4. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
5. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
6. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
  - 6.1 policy; or
  - 6.2 strategyadopted by Council;
7. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
8. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.
9. With the exception of instances when a State of Emergency has been declared by the State or Federal Government that relates to Corangamite Shire, and Council meetings cannot be held or a quorum cannot be achieved. In such cases, to ensure the continuation of good governance and the operations of Council in the best interests of the Corangamite Shire, the delegate may determine any issue, take any action or do any act or thing that does not require a Council decision under the *Local Government Act*, or any other Act or Regulation.



## 9.14 Oath of Office and Code of Conduct Declaration - Cr Geraldine Conheady

**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 document the Oath of Office and Councillor Code of Conduct declaration of Councillor Geraldine Conheady, newly elected Councillor of Corangamite Shire Council.

### Introduction

An extraordinary vacancy in the Central Ward of Corangamite Shire occurred following the death of Councillor Wayne Oakes. The Victorian Electoral Commission (VEC) conducted a by-election to fill the extraordinary vacancy, as required by the *Local Government Act 1989* (the Act), and declared Councillor Geraldine Conheady elected to Corangamite Shire on 6 July 2020.

Under the provisions of the Act, an elected Councillor is required to take the Oath of Office, read the Councillor Code of Conduct, and make a declaration to abide by the Code of Conduct, before being able to act as a Councillor.

### Issues

In accordance with section 63(2) of the Act, Councillor Conheady took the Oath of Office before the Chief Executive Officer on 7 July 2020. The dated and signed Oath of Office is attached to this report for inclusion in the Council minutes. As required by section 63(3) of the Act, Councillor Conheady also made a written declaration that she has read and will abide by the Councillor Code of Conduct. The signed declaration, witnessed by the CEO, is also attached to this report.

### Policy and Legislative Context

The by-election was conducted under the *Local Government Act 1989*, and the Act applied to the Oath of Office and Councillor Code of Conduct requirements.

Section 63 of *Local Government Act 1989*, and section 8 and Schedule 1 of the *Oaths and Affirmations Act 2018*, provides for the following Oath of Office:

I swear by Almighty God that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of Corangamite Shire and faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1989 or any other Act to the best of my skill and judgment.

The declaration to abide by the Code of Conduct is as follows:

I hereby declare that I have read the Councillor Code of Conduct for Corangamite Shire Council adopted on 24 January 2017, and declare that I will abide by this Code.

### **Internal / External Consultation**

Councillor Conheady was advised of her obligations regarding the Oath of Office and Councillor Code of Conduct, and was provided with the opportunity to choose between the oath or affirmation in accordance with section 7 of the *Oaths and Affirmations Act 2018*.

### **Financial and Resource Implications**

There are no financial or resource implications associated with this report.

### **Options**

Council is required to record the Oath of Office in the Council minutes.

### **Conclusion**

Councillor Conheady was declared elected to Corangamite Shire Council by the Victorian Electoral Commission on 6 July 2020, following a by-election held due to the extraordinary vacancy resulting from the death of Councillor Wayne Oakes. Councillor Conheady took the Oath of Office, read the Councillor Code of Conduct, and made a written declaration to abide by the Code of Conduct as required by the Act.

The signed Oath of Office and Code of Conduct declaration are presented to Council for incorporation into the Minutes.

## **RECOMMENDATION**

**That Council receives the signed Oath of Office and signed Code of Conduct declaration of Councillor Geraldine Conheady, made before the Chief Executive Officer on 7 July 2020, for incorporation in the Minutes of Council.**

### **COUNCIL RESOLUTION**

***MOVED:* Cr Illingworth**

***SECONDED:* Cr Beard**

**That the recommendation be adopted.**

**CARRIED**

### **Attachments**

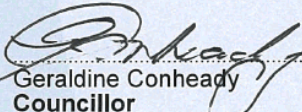
1. Oath of Office by Councillor Geraldine Conheady
2. Code of Conduct Declaration Councillor Geraldine Conheady




# Oath of Office

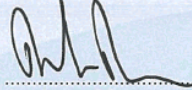
Section 63, *Local Government Act 1989*

I swear by Almighty God that I will undertake the duties of the office of Councillor in the best interests of the people in the municipal district of Corangamite Shire and faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1989* or any other Act to the best of my skill and judgment.

  
Geraldine Conheady  
Councillor

  
Date

Witnessed by

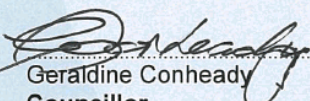
  
Andrew Mason  
Chief Executive Officer




# Code of Conduct Declaration

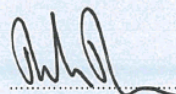
Section 63, *Local Government Act 1989*

I hereby declare that I have read the Councillor Code of Conduct for Corangamite Shire Council adopted on 24 January 2017, and declare that I will abide by this Code.

  
Geraldine Conheady  
Councillor

  
Date

Witnessed by

  
Andrew Mason  
Chief Executive Officer

## 9.15 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 June 2020.

### 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:

- 23 June 2020 Councillor Briefing Session
- 7 July 2020 Oath of Office Cr Conheady
- 14 July 2020 Councillor Briefing Session.

### **RECOMMENDATION**

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

#### **COUNCIL RESOLUTION**

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

**That the recommendation be adopted.**

**CARRIED**

### **Attachments**

1. Record of an Assembly of Councillors Councillor Briefing 23 June 2020
2. Record of an Assembly of Councillors Oath of Office Cr Conheady 7 July 2020
3. Record of an Assembly of Councillors Councillor Briefing 14 July 2020

# Council

## Record of an Assembly of Councillors



**Date:** 23 June 2020      **Time:** 3.15 pm  
**Place:** Killara Centre

**Present:**

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

**Officers:**

Brooke Love       Andrew Mason       Lyall Bond       David Rae  
John Kelly (Item 1)  
Aaron Moyne (Hot Topic – Peterborough Airfield)

**Guests:****Issues Discussed:**

Item	Discussion Topic
1	<b>Cobden Streetscape Concept Plans</b>
2	<b>Twelve Apostles Trail Functional Design</b>
3	<b>Hot Topics</b> <i>Agenda Items, COR Authority COVID Update, Working for Victoria, By-election, Peterborough Airfield, Botanic Gardens Legal Matters, New Local Government Minister.</i>
4	<b>Councillor Items</b> <i>Derrinallum footpaths, Mt Elephant Virtual Tour with Victorian Governor, COVID Impacts in Port Campbell, Leura Hotel, Elm Tree Update, Newspaper Articles, Tree Issues in Cobden, Caretaker Period.</i>

**Conflicts of Interest declared:** Cr Jo Beard declared an indirect interest in Hot Topic Item – Agenda Items - Quick Response Grants.

**Councillor left the meeting at:** 5.15 pm

**Councillor returned to the meeting at:** 5.20 pm

**Councillor Conflict of Interest Form Completed:** Yes

**Meeting close:** 6.00 pm  
**Note taker:** Andrew Mason

# Council

## Record of an Assembly of Councillors



**Date:** 7 July 2020      **Time:** 4.30 pm  
**Place:** Old Chambers

**Present:**

Cr Beard       Cr Brown       Cr Conheady       Cr Durant  
 Cr Gstrein       Cr Illingworth       Cr Trotter

*Cr Brown was an apology*

**Officers:**

Brooke Love       Andrew Mason       David Rae       Lyall Bond

**Guests:**

*Edward Conheady (Item 1)*

**Issues Discussed:**

Item	Discussion Topic
1	Oath of Office Cr Geraldine Conheady

**Conflicts of Interest declared:** Nil

**Councillor left the meeting at:**

**Councillor returned to the meeting at:**

**Councillor Conflict of Interest Form Completed:**

**Meeting close:** 4.45 pm

**Note taker:** Andrew Mason



# Council

## Record of an Assembly of Councillors



**Date:** 14 July 2020      **Time:** 10 am  
**Place:** Killara Centre

**Present:**

Cr Beard                       Cr Brown                       Cr Conheady                       Cr Durant  
 Cr Gstrein                       Cr Illingworth                       Cr Trotter

**Officers:**

Brooke Love                       Andrew Mason                       David Rae                       Lyall Bond  
 Aaron Moyne (Item 1)  
 Penny MacDonald (Item 2)  
 Roland Herbert (Item 3)  
 Jarrod Woff, Jane Hinds (Item 3 and Item 4)

**Guests:**

*Chris Renkin, Echelon Planning*

**Issues Discussed:**

Item	Discussion Topic
	<b>Welcome for Cr Geraldine Conheady</b>
<b>1</b>	<b>Positioning Timboon and Simpson – Drat Strategy Report</b>
<b>2</b>	<b>Draft Governance Rules and Draft Public Transparency Policy</b>
<b>3</b>	<b>Council Grants Programs 2020-2021</b>
<b>4</b>	<b>Recreation Facilities Management</b>
<b>5</b>	<b>Hot Topics</b> <i>Federal Government Local Roads and Community Infrastructure Program, COVID-19 Update, HR Matter, Gayle Tierney, Lake Bullen Merri Blue Green Algae, Landfill Gas Lease, Solar Farm, 12 Apostles Trail, Working for Victoria, General Election Update, Lismore Council Meeting, Planning Update, Cobden Kinder</i>
<b>6</b>	<b>Councillor Items</b> <i>Road Maintenance in the North Ward, Derrinallum Cemetery Access, Terang Drainage Issues, Building Permits, Contractor Panels, Regional Roads Victoria, Town Entrance Issues, Princes Highway Upgrades, Mt Leura Emergency Management Plan, Real Estate Agent Catch Up, Cobden Golf Course, New Restaurant, Physio Restrictions, Cobden Road Issues, Condition of Terang-Mortlake Road, Dairy Sector Signage, Gellie Street Pot Hole, Timboon Drainage Issue.</i>

**Conflicts of Interest declared:**

Cr Jo Beard declared an indirect interest by close association in Item 3 Council Grants Program.

**Councillor left the meeting at:** 1.20 pm

**Councillor returned to the meeting at:** 1.25 pm

**Councillor Conflict of Interest Form Completed:** Yes

Cr Neil Trotter declared an indirect interest by close association in Item 4 Recreational Facilities Management.

**Councillor left the meeting at:** 1.30 pm

**Councillor returned to the meeting at:** 1.33 pm

**Councillor Conflict of Interest Form Completed:** Yes

**Meeting close:** 5.00 pm

**Note taker:** Andrew Mason

## 10. OTHER BUSINESS

### 10.1 Notice of Motion - Coastal Recreation Reserves

**Author:** Simon Illingworth, Councillor

**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 - Simon Illingworth

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

#### **Notice of Motion**

I give notice that I intend to move the motion listed below at the Meeting of Council on 28 July 2020.

#### **Background**

I'm careful not to duplicate all the information relating to the Great Ocean Road Authority (the Authority), and confirm that Council and the community have been involved in a number of sessions relating to its charter and scope. Whilst these sessions were 'light on detail' the general gist of having an over-arching body managing the coastline was met with an in-principle agreement.

It is fair to say I have a good understanding of, and relationship with, the local people along the Great Ocean Road, and in particular at the 12 Apostles end.

Any independent body like the Authority must have impeccable governance, be collaborative and drive culture that is friendly and approachable. It should be receptive to issues before they become problems.

The Authority was marketed as a champion of the local people and the environment; keen and focussed on getting development and tourism, while also buffering the people from the fly-by-night speculators and environmental damage. It was 'sold' to locals as a bureaucracy that would 'take charge', avoid duplication, and be assigned leadership of issues that cross jurisdictional boundaries.

As the Authority is created, work needs to be done keeping an uneasy local population informed, focused, adaptive and comfortable with change, and comforted that the Authority will protect their community interests. The Authority must keep abreast of stakeholder expectations and understand that currently, general opinion is one of suspicion, neither negative nor positive, but is heading towards negative through communication gaps.

The Authority must empathise with and understand the grass-roots locals who are often low income earners, and that they react defensively whenever ‘their’ patch of public land or space is ear-marked for change.

First and foremost, this Authority is doomed if it doesn’t engage with, and listen to the local people and, importantly, understand the lingering problems associated with living in a ‘safe seat’ (safe political electorate). Our safe electorates are routinely overlooked for government grants, and so funds in general are extremely hard to come by. As a result, the people have funded their own recreation reserves and worked pro bono to make sure the reserves are kept in good order.

The idea that profits from that unpaid work and fundraising is now being centralised, and given to a government agency for potential re-direction (to a marginal seat) is not something that sits well at all.

The following motion relates to the management and control of local recreation reserves and outlines some of the issues that need to be answered.

### **CEO’s Comments**

At its meeting on 24 April 2018, Council considered the State Government’s *Governance of the Great Ocean Road Region Issues Paper* and resolved to make a submission which included advocacy for a single entity (authority) to manage the Great Ocean Road.

### **MOTION**

**That Council writes to the Premier, Department of Environment, Land, Water and Planning and the Great Ocean Road Authority:**

- 1. To reiterate the importance of the Princetown Recreation Reserve and Port Campbell Recreation Reserve to the local community, including but not limited to sport, recreation, community gathering and low-key, affordable camping.**
- 2. To request the statutory need for community consultation by the authority that acknowledges the work and experience of the committees and volunteers who have raised funds, made improvements and managed facilities without payment for many generations.**
- 3. To acknowledge that the Princetown site was bequeathed ceremonially, to the local community by Governor MURRAY over one hundred years ago and is not “just another parcel of crown land”. Descendants of the hand-over generation remain.**
- 4. To acknowledge that the Princetown Recreation Reserve is the home of the Princetown Cricket Club, who host teams from Camperdown and beyond, many of whom camp at the reserve side by side with local families and itinerant travellers.**
- 5. That the low cost and small eco-footprint at these reserves, with simple, basic facilities, allow farmers and low income earners to have holidays they wouldn't otherwise have. And as a result, these camping facilities have never competed with accommodation facilities offered by private enterprise, nor should they in the future.**

6. To acknowledge that the community is aghast that profits from camping fees are earmarked to be transferred into consolidated revenue of the Authority to be spent elsewhere; and that these facilities were set up, paid for, and maintained by the local community and all profits should be expended at the Reserves.

### **COUNCIL RESOLUTION**

**MOVED:** *Cr Illingworth*  
**SECONDED:** *Cr Gstrein*

**That Council writes to the Premier, Department of Environment, Land, Water and Planning and the Great Ocean Road Authority:**

1. To reiterate the importance of the Princetown Recreation Reserve and Port Campbell Recreation Reserve to the local community, including but not limited to sport, recreation, community gathering and low-key, affordable camping.
2. To request the statutory need for community consultation by the authority that acknowledges the work and experience of the committees and volunteers who have raised funds, made improvements and managed facilities without payment for many generations.
3. To acknowledge that the Princetown site was bequeathed ceremonially, to the local community by Governor MURRAY over one hundred years ago and is not "just another parcel of crown land". Descendants of the hand-over generation remain.
4. To acknowledge that the Princetown Recreation Reserve is the home of the Princetown Cricket Club, who host teams from Camperdown and beyond, many of whom camp at the reserve side by side with local families and itinerant travellers.
5. That the low cost and small eco-footprint at these reserves, with simple, basic facilities, allow farmers and low income earners to have holidays they wouldn't otherwise have. And as a result, these camping facilities have never competed with accommodation facilities offered by private enterprise, nor should they in the future.
6. To acknowledge that the community is aghast that profits from camping fees are earmarked to be transferred into consolidated revenue of the Authority to be spent elsewhere; and that these facilities were set up, paid for, and maintained by the local community and all funds held in reserve and future profits should be expended at the Reserves that have raised them, in consultation with the Reserve Committees.

**CARRIED**

## 11. OPEN FORUM

Nil.

## 12. CONFIDENTIAL ITEMS

Nil.

**Meeting Closed: 8.27pm**

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

**CONFIRMED:**

\_\_\_\_\_  
**(Chairperson)**

**DATE:**