



CORANGAMITE
SHIRE

agenda

CORANGAMITE SHIRE

COUNCIL MEETING TUESDAY 24 MAY 2022

To be held at the Theatre
Manifold Street, Camperdown
commencing at 7.00 pm

COUNCIL:

Cr Ruth Gstrein (Central Ward)
MAYOR

Cr Geraldine Conheady (Central Ward)
DEPUTY MAYOR

Cr Jo Beard (South Central Ward)

Cr Laurie Hickey (Central Ward)

Cr Kate Makin (South West Ward)

Cr Jamie Vogels (Coastal Ward)

Cr Nick Cole (North Ward)

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Order of Business

1. PRAYER

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

Amen.

2. ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Traditional Owners of the land around Corangamite Shire, the Eastern Maar and Wadawurrung people.

We pay our respects to all Aboriginal Elders and peoples past and present.

3. APOLOGIES

4. DECLARATIONS OF CONFLICT OF INTEREST

5. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Corangamite Shire Council meeting held on Tuesday 26 April 2022 be confirmed.

6. DEPUTATIONS & PRESENTATIONS

7. COMMITTEE REPORTS

8. PLANNING REPORTS

9. OFFICERS' REPORTS

10. OTHER BUSINESS

11. OPEN FORUM

12. CONFIDENTIAL ITEMS

ANDREW MASON
CHIEF EXECUTIVE OFFICER

DISCLAIMER

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

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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6. DEPUTATIONS & PRESENTATIONS

1. Members of the public may address Council under this section of the agenda during a meeting of Council if:
 - a) The person is addressing the Council in respect to a submission on an issue under Section 223 of the *Local Government Act 1989*, or
 - b) The person has requested that they address Council on an issue and the Mayor has agreed that they be heard.
2. Requests to address Council must be received by 5.00 pm on the day prior to the scheduled meeting of Council.
3. Presentations made to Council in this section of the agenda may not exceed five minutes in length, although Councillors may ask questions following each presentation. If a presentation exceeds five minutes in length, the Mayor may request that the presenter ceases to address Council immediately.

7. COMMITTEE REPORTS

7.1 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 community representatives to the Committee.

Introduction

The Mt Noorat Management Committee (Committee) is a Community Asset Committee of Council, first established in 2018, with delegated responsibility for the management and development of Mt Noorat in accordance with the Mt Noorat Management Plan. The Committee comprises 10 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.

The Committee's responsibilities include implementing the Mt Noorat Management Plan, a 30-year vision for Mt 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 and despite continuing challenges faced by COVID-19, the Mt Noorat Management Committee has worked to achieve the Management Plan vision.

Committee achievements over the past year include:

- Initial development of an infrastructure design style guide for current and future infrastructure and associated interpretive information
- Control of broadleaf weeds including thistles and hemlock
- Commenced revegetation projects in the crater and adjacent to the walking track
- Further developed relationships with Traditional Owners
- Further upgrades to the Mt Noorat Walking Track to mitigate drainage issues.

Projects and activities to be completed by the end of 2022-2023 include:

- Undertake and complete projects related to the agreement with and contribution from Acciona to install a new viewing area, walking tracks and associated infrastructure
- Continue planting native species into the Mt Noorat Crater and commence plantings within the 'Dead Man's Gully' area, with assistance from community partners
- Commence the development of geological interpretive information at identified points
- Establish local partnerships to enable native species propagation at a local facility

Mt Noorat remains a popular destination for visitors. Data collected from a counter at the entrance to the walking track on the Reserve shows an average of 20 visitors a day or 610 per month. This is a decrease in visitation from the previous year, which may be attributed to an easing of COVID-19 restrictions allowing local visitors access to other areas.

The Committee has recently employed a part time project officer for 12 months. The project officer will assist the Committee to maintain the site and implement the Management Plan.

Committee Appointments

In accordance with the Committee's Instrument of Delegation, Council is required to advertise five vacant Committee positions every two years for a period of four weeks. These five positions have a term of four years. In addition to these positions, one member of the Committee has recently resigned resulting in a casual vacancy with a remaining term of two years. Council is required to advertise a casual vacancy for a period of four weeks. These combined positions were advertised during April 2022 and from this Council received five nominations for the six available positions.

Four nominations were received prior to the 5pm Friday 29 April closing date. A fifth e-mail nomination was received five days following the closing date. The Committee recommends that the late nomination be included for consideration.

The recommendation of the Committee is that the following nominees be appointed to the Committee for a four-year term:

- Bernard Conheady
- Jileena Cole
- Graham Arkinstall
- Robin Allinson
- William Conheady

The five nominations received by the Committee are attached to this paper (Attachment 1).

Policy and Legislative Context

Council's involvement with the ownership of Mt Noorat and development of the Mt Noorat Management Plan aligns with Themes 1 – 5 of the Council Plan 2021–2025:

Council will provide access to infrastructure that supports a healthy and active lifestyle for our community

Council will promote the Volcanic Lakes and Plains tourism region

Council will provide access to a range of sport and recreation opportunities

Council will protect and improve our built and natural environment

Council will work with community groups to enhance local natural features

Council will work with First Nations People

Council will work with Traditional Owners to improve knowledge of the Shire's shared history.

Internal / External Consultation

The Mt Noorat site is managed in accordance with the Mt Noorat Management Plan and Risk Management Plan, developed through extensive consultation with the community and stakeholders. Nominations for Committee vacancies were advertised through local newspapers and on Council's website and Facebook page for a period of four weeks during April 2022.

Financial and Resource Implications

The Mt Noorat land parcel is attracting income in a range of ways including grazing leases, communications tower leases and grant funding. In 2021-2022 the existing leases provided an income of \$53,780. The leases provide income for the site and allow the site to be managed without long term financial support from Council.

Council has a current agreement with Acciona Energy Australia Global Pty Ltd to expend a \$50,000 contribution for the Committee and Mt Noorat. These funds are allocated towards a new viewing area, walking tracks and associated infrastructure.

The employment of a project officer to assist the Committee to implement the Management Plan with a range of ongoing maintenance work and future site improvement projects. These will be fully funded from existing annual income.

Options

Council has the option to receive the 2021-2022 Mt Noorat Management Committee Annual Report or alternatively, Council may choose not to receive the 2021-2022 Mt Noorat Management Committee Annual Report and request further information.

With regards to the committee nominees, Council may accept the Committee's recommendation and appoint Bernard Conheady, Jileena Cole, Graham Arkinstall, Robin Allinson and William Conheady.

Alternatively Council may decline to appoint one or any of the nominated members and readvertise the vacancy(ies).

Conclusion

Over the past year and despite continued challenges faced by COVID-19, the Mt Noorat Management Committee has continued to work towards the Management Plan 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 2021-2022 Mt Noorat Management Committee Annual Report.**
- 2. Appoints the following nominees as community representatives on the Mt Noorat Management Committee for a term until June 2026:**
 - (i) Bernard Conheady**
 - (ii) Jileena Cole**
 - (iii) Graham Arkinstall**
 - (iv) Robin Allinson**
 - (v) William Conheady**
- 3. Update the Mount Noorat Committee of Management Delegation to reduce the size of the Committee by one community member, to 12 members in total.**

Attachments

- 1. Mt Noorat Management Committee Nominations 2022 - Under Separate Cover**

8. PLANNING REPORTS

Nil.

9. OFFICERS' REPORTS

9.1 Draft Budget 2022-2023

Author: Adam Taylor, Manager Finance

File No:

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Adam Taylor

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

Summary

This report is to consider the draft 2022-2023 Budget, incorporating the 2022-2023 Fees and Charges Schedule in accordance with the *Local Government Act 2020* (the Act). The draft 2022-2023 Budget is attached to this report under separate cover. The draft budget maintains Council's strong financial position and includes significant capital works.

Introduction

The draft 2022-2023 Budget for the financial year commencing 1 July 2022, has been developed in consultation with the community, Councillors and officers and with reference to the long term financial plan, asset management plans and community plans. The budget is a short term plan which specifies the resources required to fund the Council's services and initiatives over the next 12 months and subsequent three financial years.

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

- Introduction
- Link to the Council Plan
- Services and performance indicators
- Financial statements
- Notes to the financial statements
- Summary of planned capital works
- Financial performance indicators
- Appendices, including fees and charges.

In accordance with the *Local Government Act 2020*, the draft budget includes linkages to the Council Plan 2021-2025 and details:

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

Issues

An operating profit of \$1.82 million has been budgeted with a capital works program of \$16.88 million including a buffer for infrastructure cost increases to accommodate expected inflation. Key performance indicators include delivery of a year-end unrestricted working capital ratio of 165%. Council has met the requirement of the rate cap and increased Rates and Charges by 1.75%.

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

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

The Budget document details the processes to be undertaken in order to adopt the Budget in accordance with the Act and the *Local Government (Planning and Reporting) Regulations 2020* (the Regulations). As required by the Regulations, the Budget also includes the prescribed performance indicators.

2022-2023 Budget Outcomes

Key financial outcomes for the 2022-2023 Budget are as follows:

	2022-2023 Budget
Operating result	\$1,823,871
Rate income	\$23,946,837
Underlying rate increase	1.75%
Total increase in rates & charges on 2021-2022 forecast	2.92%
Operating expenditure	\$40,999,120
Capital expenditure	\$16,875,824
Loan redemption including interest	Nil
Transfer to reserves	\$135,500
Total budget commitments	\$58,010,444
Projected cash balance at year end	\$13,120,661
New loans	nil
Working Capital Ratio (Unrestricted)	165%

Rate Income

Rates and Charges will account for 43% of total Council revenue in 2022-2023. An increase in rate income is required to meet Council's aspirations and community expectations for new and existing infrastructure. The budget includes rate increases equal to an estimate of CPI over the next four years.

The proposed underlying increase in rates and charges subject to the rate cap for 2022-2023 is 1.75% year-on-year, with the impact of supplementary rates this becomes a 1.76% increase on the 2021-2022 forecast (see table below). The waste management charge per eligible household will increase by 9.18% which reflects increases in state government levies, CPI increase and significant increases in fuel costs.

The overall increase in rates and charges including the waste management charge will be 2.92% on the 2021-2022 forecast. This is detailed below:

Type of Charge	2021-2022 Forecast	2022-2023 Budget	Increase	Comments
General Rates	19,305,232	19,649,808	1.78%	Includes supplementary rates
Municipal Charge	1,769,055	1,795,333	1.49%	
	21,074,287	21,445,141	1.76%	Increase in rates and charges including supplementary rates
Waste Management Charge	1,980,208	2,183,471	10.26%	Increased levy, CPI and fuel price
Rating Agreements	211,937	318,225	50.15%	Additional income from new windfarms
TOTAL	23,266,432	23,946,837	2.92%	Total increase in rates and charges

Council is responsible for collecting the Victorian State Government Fire Services Property Levy. The levy appears on rate notices as a separate charge. Council does not derive any benefit and is required to remit amounts collected to the State Revenue Office quarterly. Council is also responsible for the collection of the Landfill Levy on behalf of the State Government. Both of these levies will increase significantly more than the rate cap.

Differential Rates

Section 4.1 of the Budget includes details on the differential rates contained within the draft Revenue and Rating Plan. The differential rates include a reduction in the Farm Rate from 88.5% to 88% and increase in vacant industrial land from 127.5% to 135% in accordance with the adopted Revenue and Rating Plan.

User Fees and Charges

User fees and charges are projected to increase by 3.75% or \$0.24 million to \$6.84 million. All user fees have been increased by an average of 2.25% to maintain parity between user charges and the costs of service delivery.

Operating Expenditure

Council's budgeted operating expenditure for 2022-2023 will be \$41 million (on a "cash" basis). This represents a decrease of \$8.06 million, or 24.47% over the 2020-2021 Adopted Budget as per the following table:

	2021-2022 Adopted Budget	2022-2023 Draft Budget	2021-2022 v 2022-2023 Favourable / (Unfavourable)
Operating Expenditure (Cash)	\$32,938,987	\$40,999,120	(\$8,060,133) (24.47%)

A number of operating initiatives are contained within the budget (refer to Section 2) and total \$8.523 million, of which \$4.295 million will come from Council operations, \$3.723 million from external grants and \$505,000 from contributions.

Salary & Wages

Salary and wage expenses are projected to increase by 12.23% in 2022-2023 and includes the average Enterprise Agreement (EA) increase of 2.30% and compulsory increase to superannuation guarantee to 10.50%.

Major variations to employee expenses relative to 2021-2022 adopted budget are detailed below

2021-2022 Adopted Budget	17,319,714	
Major Variations		
EB Increase	398,353	2.30%
Increase in workcover expenditure	218,000	1.26%
Superannuation Guarantee Increase	86,599	0.50%
Library administration (previously managed by library corporation)	303,688	1.75%
Aged care/NDIS service demand increase (offset by increased funding)	120,973	0.70%
Project management resources (fixed term)	191,969	1.11%
Mobile Child Care services (offset by increased funding)	167,527	0.97%
Additional positions	503,456	2.91%
Other	127,110	0.73%
Total Increase / (Decrease)	2,117,675	12.23%
2022-2023 Draft Budget	19,437,389	

Capital Expenditure

The total capital works program will be \$16.88 million, of which \$9.47 million will come from Council operations, \$6.17 million from external grants and the balance from contributions and trade-ins. Details are provided in Section 4.2.2 of the attached Budget document. Council will continue to heavily invest in its road network through capital renewal, which is also supplemented by programmed maintenance.

The 2022-2023 Capital works program includes:

- Roads (\$7.62 million) – including rehabilitation, roads to recovery projects, resheeting and resealing.
- Buildings (\$1.728 million) including Camperdown Saleyards Roofing Upgrade, Camperdown Day Care Upgrades, Swimming Pool Renewals and Energy and Water Savings initiatives.
- Plant and Equipment (\$1.87 million) including ongoing cyclical replacement of the plant vehicle fleet and upgrade and replacement of information technology.

A substantial part of the capital works program is based on existing asset management plans. Other projects have been included to take advantage of external funding opportunities and to deliver community planning outcomes. Council's asset renewal gap for 2022-2023 is projected to be 111% against a long-term target of 100%. Council's four-year budget forecasts an average annual renewal ratio of 97%.

The 2022-2023 budget will also have a significant amount of carry forward expenditure associated with a number of high value multiyear projects such as the Port Campbell streetscape and 12 Apostles Trail.

Borrowings

The Budget provides for no new borrowings in 2022-2023.

Reserve Transfers

Defined Benefit Fund

It is anticipated there will be future calls on Council for the Defined Benefit Fund. Council made a decision in the 2014-2015 Budget to allocate \$400,000 to a "cash backed" reserve each year until sufficient provision has been made for a future call. The projected reserve balance as at 30 June 2023 will be \$1.33 million. No additional reserve transfers are proposed in the budget, the reserve will be increased by a nominal interest amount to preserve the balance.

Landfill Restoration

The Naroghid landfill has an estimated remaining life of 52 years. The current net present value estimate for restoration and monitoring is \$2.96 million and was recently reviewed in June 2020. The draft budget includes a \$120,000 transfer to the landfill restoration reserve. This additional allocation will create a reserve of \$891,965 as at 30 June 2023.

Future Large-Scale Projects

A new reserve was created in 2018-2019 to hold funds required for future large-scale projects which have been identified by Council. There are no projects which have been funded from this reserve in 2022-2023. The project reserve balance will be \$1.17 million as at 30 June 2023 and will fund projects in future years.

Risks

The continued dynamic environment is likely to increase the risk around the budget's financial outcomes. The major risks identified include:

- Economic uncertainty – It is still unknown what the medium to long term economic impacts will be particularly in regard to tourism. Whilst some sectors of the economy have recovered strongly, particularly agriculture and construction, a protracted economic recovery in tourism, retail and hospitality may be to the detriment of some in our community.
- High inflation – Inflation costs particularly in infrastructure projects are significantly higher than previous projections, this in combination with a low rate cap are putting a significant strain on the long term financial position of the Council.
- Fuel costs – Council uses high amounts of fuel particularly in road construction projects. A sustained increase in the fuel prices will have an impact on the financial position of Council.
- Property Valuations – The recent outcome of the Supreme Court case regarding Wind Farms has altered the long-held view of 'chattels' and 'ownership' and the role these have in valuing property.
- Vision Superannuation Defined Benefit Fund – Ongoing share market volatility is likely to impact the defined benefit fund. Council may receive a call to ensure the plan is fully funded. The reserve for this purpose currently sits at \$1.33 million.
- Federal and State Government budgets – Given the high level of stimulus packages provided by both Federal and State Governments, the availability of future grants and funding opportunities is likely to be severely limited. There is also a risk future financial assistance grants may be adversely affected.
- Business as usual approach – The 2021-2022 Budget has been built using a business as usual approach. Any changes to the budget after adoption will be forecast and reported to Council during the quarterly finance reports.

Statutory Disclosures

The 2022-2023 Budget includes the disclosure requirements of the *Local Government Act 2020* and the *Local Government (Finance and Reporting) Regulations 2020*. The required statutory information pertaining to Rates and Charges is detailed within Section 4.1.1.

Other

The budget has been prepared in accordance with the Council Plan and Revenue and Rating Plan. Changes to either of those documents may require amendments to the draft budget.

Policy and Legislative Context

Council is required under the Act to adopt the Budget by 30 June 2022. Council is required to undertake community engagement as part of the process. The Budget is Council's annual financial strategic document and has been prepared in accordance with its commitment in the Council Plan 2021-2025 that:

Ensure we maintain our strong financial position

Have strong governance practices

We listen and engage with our community

Internal / External Consultation

The 2022-2023 Budget has sought and proposes additional community input as follows:

- Pre budget submission were requested via the website in November 2021.
- Councillors participated in budget workshops with officers to review budget documentation including submissions and provide direction.
- Draft Budget was prepared by officers.
- Draft Budget will be made available on Council's website following the May Council meeting for a period of 14 days calling for public feedback.
- Community engagement through local news outlets and social media.
- Following community engagement, Council's Budget will be updated with any changes in consultation with Council.
- Draft Budget (with any revisions) presented to June Council meeting for adoption.

Financial and Resource Implications

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

- A 2.92% increase in rates and charges which results from a 1.75% increase to capped rates (including municipal charge) and 9.18% increase in the waste management charge.
- An operating surplus of \$1.82 million.
- A capital works program of \$16.88 million.
- An unrestricted working capital ratio of 165% to maintain a solid liquidity buffer for Council to meet its short-term obligations.
- Capital budgets have been prepared in accordance with good asset management principles.

Contained within the 2022-2023 Budget document is:

- Detailed information on project initiatives, staffing and resources.
- Detailed capital works program including proposed future capital expenditure (Section 4.2.1 and 4.2.2).
- 2022-2023 Fees and Charge Schedule (Appendix A).

Options

Council may release the 2022-2023 draft Budget for public feedback.

Conclusion

The 2022-2023 Budget maintains Council's sound financial position with a strong commitment to a high standard of services, complemented by a significant capital works program.

The 2022-2023 Budget presented to Council is balanced and has regard to the key indicators that reflect Council's financial sustainability. The attached Budget has been prepared in accordance with the best practice "model budget" and constitutes the public document that will be subject to public review.

RECOMMENDATION

That:

1. The draft 2022-2023 Budget, incorporating the 2022-2023 Fees and Charges Schedule (Appendix A), annexed to this report, be the Budget prepared by Council in accordance with Section 94 of the *Local Government Act 2020*.
2. The draft 2022-2023 Budget, incorporating the 2022-2023 Fees and Charges Schedule (Appendix A), be made available for public feedback on Council's website, with printed copies available upon request.

Attachments

1. Budget 2022-2023 - DRAFT - Under Separate Cover

9.2 Asset Management Policy

Author: John Kelly, Manager Assets Planning

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 - John Kelly

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

Summary

The Asset Management Policy provides a clear direction for Council for management of its assets and defines the key principles by which Council will deliver it. The policy has been reviewed and updated and is recommended for adoption.

Introduction

How Council manages its assets has direct implications on our communities. The key to effective asset management is a strategic approach and preparation of an Asset Management Policy supported by Asset Management Plans. Council has developed Asset Management Plans for the following asset classes:

- Road and Road Related Infrastructure
- Buildings
- Recreation and Open Space Infrastructure
- Urban Street Trees
- Fleet

The benefits of establishing a robust and strategic approach to asset management include:

- Better allocation of limited Council resources;
- Improved alignment of assets with services and community expectations;
- Reduced demand for new Council assets through better integration of service planning and asset planning;
- More effective use and maintenance of existing Council assets;
- Improved processes and accountability for capital and recurrent works; and
- Increased use of sustainable development solutions.

In accordance with Council's Policy Development Framework a review of the Asset Management Policy has been undertaken with minimal changes proposed.

Issues

The Asset Management Policy provides a clear direction to guide Council's asset management approach in relation to:

1. Vision
2. Strategy
3. Governance
4. Roles and Responsibilities
5. Controls

The Policy also defines the key principles by which Council will deliver asset management in order to:

- provide for the core council function as a steward of infrastructure;
- provide sound asset management practices across the whole organisation; and
- integrate Council's financial and asset management practices with its corporate objectives.

The Policy applies to all Council maintained assets.

The Policy forms part of the Council's Long Term Asset Management Plan Framework which is depicted below in Figure 1.



Figure 1 Long Term Asset Management Plan Framework

The Asset Management Strategy referred to in the above framework prescribes specific actions required to improve Council's asset management capability and guidance for developing a strategic framework for sustainable asset management.

The Asset Management Plans also referred to in the above framework detail Council's approach to management of the particular asset and asset class at an agreed level of service for renewal and maintenance works as well as a long term assessment of the management and financial requirements for the assets. They specifically define:

- Policy and Legislative Context
- Levels of Service
- Community Engagement
- Current State of Council's Assets
- Future Demand
- Risk Management
- Asset Funding Levels
- Asset Management Practices

Policy and Legislative Context

Council's commitment to asset management is underpinned by its Council Plan. The Council Plan 2021-2025 identifies a number of key objectives and strategies in relation to asset management under the key themes of

Maintain the condition of our existing local road network

Undertake a Shire wide flood study to assist with future infrastructure planning and reduce the impacts of extreme weather events

Invest in sustainability infrastructure on Council buildings to lessen the resource use and cost.

Exercise responsible financial management in budgeting and long term financial planning.

Enhance our financial and infrastructure management systems

The proposed approach to asset management is consistent with the *Local Government Act 2020*, and Local Government Victoria's *Local Government Asset Management Better Practice Guide 2015* and Victorian Government's *Asset Management Accountability Framework 2017*.

The *Local Government Act 2020* has specified that an Asset Plan be developed.

How the Asset Management Policy, relates to the Asset Plan, the Council Plan and other key Council strategic plans is shown in Figure 2.

As a result of the review the revised Asset Management Policy now includes references to the *Local Government Act 2020* and the requirement to have a ten year Asset Plan.

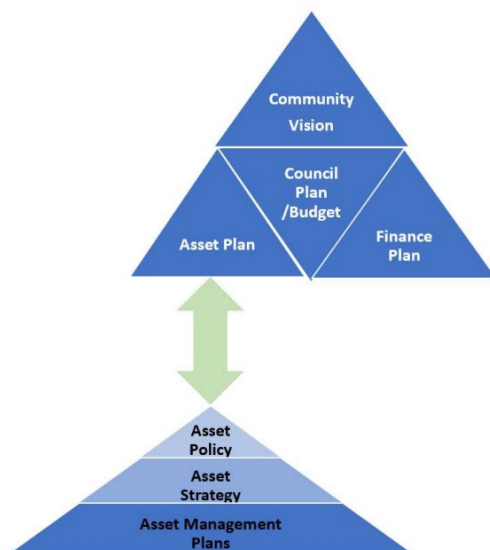


Figure 2 Council's Key Strategic Documents and relationship to Council's Asset Management documents

The Asset Management Policy has been developed in accordance with Council's Policy Development Framework.

Internal/External Consultation

The Policy has been reviewed by Council officers with primary responsibility for asset management and by senior officers.

Financial and Resource Implications

Council has an asset base with a total replacement value in excess of \$644m. This figure is for critical assets including buildings, playgrounds, street and open space infrastructure, bridges, roads, footpaths, waterways and drainage infrastructure (culverts, kerbs, stormwater pipes and stormwater pits) and excludes fleet and land.

The proportion of replacement cost is shown in Figure 3 below.

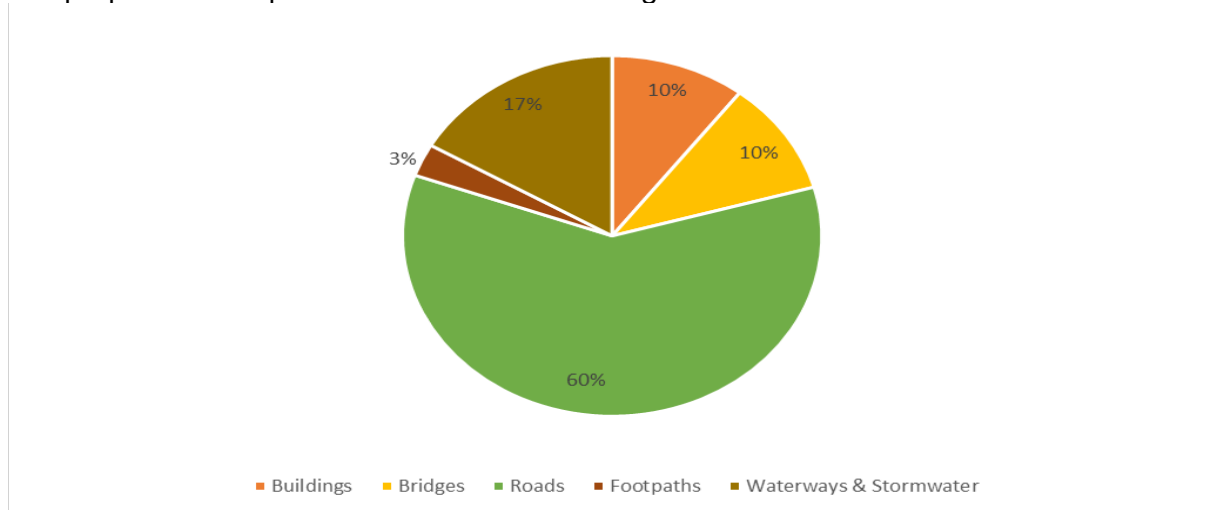


Figure 3 Council's Asset Replacement Cost breakdown

Options

Council can adopt the Asset Management Policy as proposed or choose to make amendments to the Policy.

Conclusion

Council must manage its assets effectively in order to ensure the future financial sustainability of the organisation, the assets and the service provided to its community. The Asset Management Policy provides a clear direction for Council for management of its assets and defines the key principles by which Council will deliver it.

RECOMMENDATION

That Council:

- 1. Revokes the previous Asset Management Policy 2018.**
- 2. Adopts the Asset Management Policy dated May 2022.**

Attachments

1. Asset Management Policy May 2022 with Track Changes - Under Separate Cover
2. Asset Management Policy May 2022



**CORANGAMITE
SHIRE**

Asset Management Policy

Corangamite Shire
May 2022

Corangamite Shire Council Policy – Asset Management Policy

Council Policy

Asset Management



Introduction

How Council manages its assets has direct implications for its communities. The primary aim of Council's asset management is to maintain its suite of assets in a manner that allows Council to effectively meet current and future demand for services in a financially sustainable manner.

The *Local Government Act 2020* specifies that the role of a council is to provide good governance in its municipal district for the benefit and wellbeing of the community. This is performed by promoting economic, social and environmental sustainability of the municipal district and ensuring the ongoing financial viability of the Council.

The physical assets managed by Council supports the delivery of core services, facilitates economic activity and strengthen the community and pride of place.

Asset management is the manner in which Council looks after its assets both from a day to day (recurrent) and medium to longer term (strategic) basis.

Purpose

The purpose of this Policy is to provide a clear direction for Council's asset management and to define the key principles by which Council will deliver asset management in order to:

- provide for the core council function as a steward of infrastructure.
- provide sound asset management practices across the whole organisation
- integrate Council's financial and asset management practices with its corporate objectives.

Scope

This policy applies to all Council maintained assets.

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

Definitions

Asset – all assets including infrastructure such as buildings, roads, stormwater drainage and non-infrastructure such as land, trees, plant and equipment and attractive and valuable minor assets.

Asset Class - a group of assets having a similar nature or function e.g. road, footpath, building.

Asset Renewal – the process of improving the service potential as asset deliver through replacement, rehabilitation or reconstruction

References

Local Government Act 2020

Adopted at Council on:
Agenda Item:
Responsibility: Manager Assets Planning
File Number:

Department: Works & Services
Policy Number:
To be reviewed by: May 2025
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Corangamite Shire Council Policy – Asset Management Policy

Local Government Asset Management Better Practice Guide, Local Government Victoria 2015
Asset Management and Maintenance by Councils, Victorian Auditor-General's Report 2014
Asset Valuation and Revaluation Policy
Disposal of Assets Policy
Attractive & Valuable Minor (Portable) Asset Policy
Procurement Policy

Policy Detail

Council's commitment to asset management is underpinned by its Council Plan and the sector wide approach and guidelines provided by Local Government Victoria and Victorian Auditor General's Office.

Policy Vision

To wisely allocate resources to provide a service at agreed quality, cost and time by using the optimal asset stock required to deliver our corporate objectives whilst controlling exposure to risk and loss.

Asset Management Strategy

The guiding principles to Council's asset management are:

1. To integrate asset management with Council's corporate planning
 - Asset Management outcomes will take into account the objectives and strategies of the Council Plan which incorporate the intent of the Community Vision.
 - Council's Strategic Resource Plan, Long Term Financial Plans and annual budget will take into account Asset Management plans and financial forecasts for asset renewal
 - Detailed asset registers will be maintained for all assets owned by Council or under its control
 - Asset Accounting will be applied to all asset infrastructure in accordance with AASB116 or the relevant accounting standards at any particular time
2. To ensure Council's asset management is governed by service delivery needs
 - Council will regularly monitor community or customer satisfaction through feedback from asset users to guide the recurrent or strategic approach to asset management within the budget framework.
 - Council's Asset Management Plans will be developed for individual asset classes based on transparent assumptions about service delivery needs.
 - Asset condition and related data will be considered of paramount importance to inform the development of Asset Management Plans
3. To ensure Council's asset management is supported by policy, service, risk cost and community
 - Asset Management Plans will provide ten year forecast financial impact and priority works to ensure the levels of service are maintained with available resources
 - Asset Management Plans will identify risks associated with affordable service levels and provide an alternative approach where required
 - To periodically complete full lifecycle analysis for the organisation's assets
4. To provide accountable asset management
 - To provide a level of service in accordance with the objectives set out in the Asset Management Plan

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- Council will report to the community on its service performance through its Annual Report
 - Council will report, where required, on the cost to manage assets in accordance with relevant local government frameworks
 - Council will undertake assessment of asset condition of its asset classes in accordance with Council's Asset Valuation and Revaluation Policy
5. To ensure asset management is implemented in a sustainable manner
- Ensure "Whole of Life" planning for the present and future generations
 - Planning, maintenance and renewal will reflect actual asset consumption
 - Renewal of assets will be funded before the funding of new and upgrade works
 - Actively seek external contributions and funding towards capital works
 - To ensure environmental sensitivities are considered with any renewal, upgrade or new works
 - Develop a broad capital evaluation framework that takes into account life cycle costs and for use in prioritising capital works and maintenance programs.

Strategic Linkages

This policy will provide the overarching framework to guide Council's commitment and approach to asset management in accordance with the Local Government Act

Council's Long Term Asset Management Plan will include key elements of Council's Asset Management Strategy and this Policy and the asset management plans for each of the asset classes.

1. Asset Class

Asset classes are established at the material level at which Council will prepare the annual balance sheet for reporting in the Annual Report; for example, the Roads Asset Class might include Asset Categories such as sealed roads, unsealed roads etc.

Council has defined asset classes as follows:

- Bridges & Major culverts
- Buildings
- Car Parks
- Culverts
- Drainage
- Footpaths
- Kerb & Channel
- Land
- Roads
- Bus Shelters
- Light Fleet
- Heavy Fleet
- Play Grounds
- Street Furniture
- Computer, IT and AudioVisual equipment

2. Asset Plan

Section 92 of the *Local Government Act 2020* has specified that Council is to have an Asset Plan covering a minimum of 10 years.

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The Asset Plan referred to in the Act is intended to be a strategic public facing document that informs the community on how the council-controlled (infrastructure) assets are to be managed to achieve the Community Vision and supporting Council Plan objectives.

The Asset Plan is not an Asset Management Plan which is technical in nature. The Asset Plan is a document that will show Council's assets will be managed and maintained over at least 10 financial years and how Council's stewardship of community assets will meet the community needs and interests.

3. Asset Management Plans

Asset Management Plans will be developed to:

- describe Council's current asset management status
- specific actions to be undertaken to enhance asset management
- resources required to achieve the corporate objectives
- define the services provided, and levels of service provision
- provide details of planned works and financial forecasts
- analysis of 10-year funding requirements
- financial capacity assessment
- identify asset management practice improvements

The level of detail for asset management plans will be governed by the size of the asset class or number of assets.

As a minimum asset management plans will be developed and/or maintained for Council's critical assets, in the following asset groups:

- Roads and Road Related Assets - this will include sealed and gravel local roads, kerb and channel, footpaths, bridges and major culverts, and drainage assets
- Buildings
- Fleet – this will include light and heavy fleet
- Open Space and Recreation Infrastructure – this will include street furniture, memorials and playground assets

Figure 1 on the following page provides a flow chart depicting the links between Council's strategic and operating approach to asset management

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Corangamite Shire Council Policy – Asset Management Policy

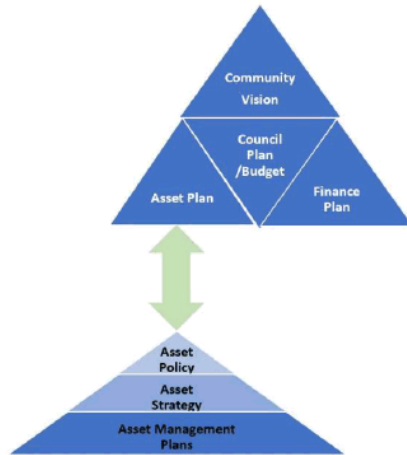


Figure 1 Council's Key Strategic Documents and relationship to Council's Asset Management documents

Asset Management Governance

Council will

- act as stewards for all assets
- approve Council Plan and monitor its outcomes
- set corporate asset management policy and vision
- determine levels of service, risk and cost standards
- ensure appropriate resources for asset management activities are made available.

1. Roles and Responsibilities

Responsibilities of Council Officers as asset managers of particular assets are defined in the table below. This does not preclude other Council staff from being responsible under this policy if they are custodian of a Council asset.

Chief Executive Officer	<ul style="list-style-type: none"> ▪ Overall responsibility for all Council assets ▪ Approval of asset procurement as per Council's Procurement Policy ▪ Approval of asset disposal as per Council's Asset Disposal Policy
Directors	<ul style="list-style-type: none"> ▪ Responsibility for Council assets assigned within their Directorate ▪ Responsible for asset manager compliance with asset procurement as per Council's Procurement Policy ▪ Responsible for asset manager compliance with asset disposal as per Council's Asset Disposal Policy

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Department Managers	<ul style="list-style-type: none"> ▪ Responsibility for Council assets assigned within their Department ▪ Responsible for asset procurement as per Council's Procurement Policy ▪ Responsible for asset disposal as per Council's Asset Disposal Policy ▪ Ensure that employees comply with relevant procurement and disposal policies within their delegations. ▪ Responsibility for complying with this policy.
Manager Assets Planning	<ul style="list-style-type: none"> ▪ Administer the policy and responsible for its interpretation and application.
Manager Finance	<ul style="list-style-type: none"> ▪ Responsible for Asset Valuation and Revaluation Policy
Plant Maintenance Team Leader	<ul style="list-style-type: none"> ▪ Manage the acquisition and disposal of vehicles and heavy fleet in accordance with this policy, Council's Procurement Policy and Disposal of Assets Policy.
Staff allocated an asset (custodian)	<ul style="list-style-type: none"> ▪ Responsible for adhering to Council's code of conduct and relevant policies with regard to the correct use, security and care of Council's asset.
Community Asset Committee or relevant Committee of Council	<ul style="list-style-type: none"> ▪ Responsible for adhering to Council's code of conduct and relevant policies with regard to the correct use, security and care of Council's asset.

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2. Asset Management Working Group

The Asset Management Working Group will comprise members of the Works and Services Directorate and Corporate and Community Service's Directorate involved in the management and administration of assets to:

- Provide refinement of the Asset Management Policy and Asset Management Plans for consideration by Senior Officer Group and Council.
- Develop Asset Management Plans in "every day language" for individual asset classes, using the *Local Government Victoria Better Practice Guide 2015* as a guide and with reference to Council's Asset Management Policy
- In consultation with the community and key stakeholders establish and deliver asset management "levels of service" to agreed risk and cost standards and within Council's budget resources.
- Integrate Asset Management Policies and Asset Management Plans into the corporate governance framework
- Develop capital investment list for review as a part of Council's annual budget and capital expenditure review process.
- Develop and implement a capital evaluation framework for use in prioritising capital works and maintenance programs.
- Review preventative maintenance programs where applicable and budget permits, to ensure the lowest life cycle cost is achieved and asset values maintained.
- Coordinate asset management planning and implement procedures that ensure the asset database is maintained and updated to provide accurate information and required reports to Council to meet their statutory and legal responsibilities.
- Develop and implement processes and procedures that allow for the "whole of life" and continued management and ownership of assets including all asset life cycle management functions.
- Promote and raise awareness of asset management to the Council, staff, users and community.

The Asset Management Working Group will meet on an as-required basis but particularly in relation to the following processes:

- Development of forecast modelling for reporting to Council (December)
- End of Financial Year Revaluation and Capitalisation process (March – July)

3. Responsible council officers

Council officers with primary responsibility for asset management will be responsible:

- To implement the Asset Management Plans with agreed resources
- To ensure that accurate and reliable information is presented to Council for decision-making
- To implement maintenance programs and capital works programs for individual asset groups in accordance with Asset Management Plan and Annual Plan.
- To deliver levels of service to agreed risk and cost standards
- To undertake asset condition inspections and risk assessments
- To capture information on asset activities undertaken to assist in the analysis of current and future works and expenditure
- To ensure that asset management skills and training needs are identified as part of the staff performance appraisal process.
- To ensure all Position Descriptions for asset management roles define asset management responsibilities.
- To promote and raise asset management awareness to the Councillors.

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Corangamite Shire Council Policy – Asset Management Policy

Asset Management Controls

1. Policy

Council Policy and Procedures are developed to provide appropriate guidance to employees. Council's asset management policy framework is as follows:

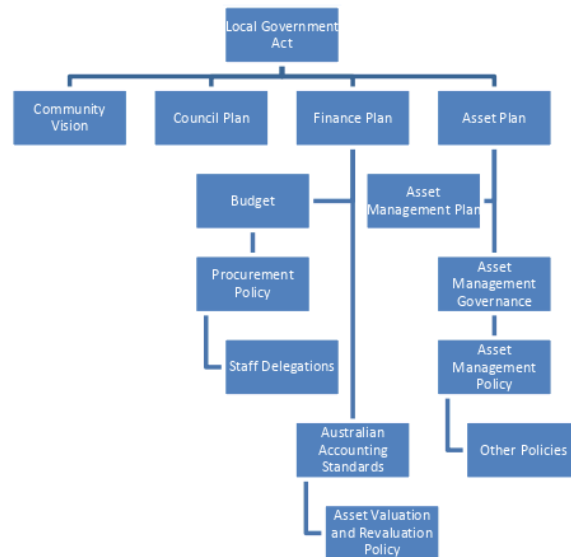


Figure 2 Asset Management Framework

Accounting

a. Valuation and Revaluation

Council will undertake periodic revaluation of all non-current physical assets owned or managed by Council in accordance with Council's Asset Valuation & Revaluation Policy, relevant Australian Accounting Standards and State Government Guidelines to ensure the efficient and effective administration of Council's assets with regard to fair value and to ensure asset values are reviewed in accordance with applicable Australian Accounting Standards.

b. Capitalisation

Costs including all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads are tallied, and the item capitalised and depreciated.

- Constructed Assets: As written
- Purchased Assets: Purchase cost including costs incidental to its purchase and commissioning
- Contributed or gifted assets: at valuation e.g. Mt Noorat / Subdivision assets
- Repairs and maintenance: As written

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Where repairs and maintenance results in the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The threshold limits for capitalisation is \$10,000 for all asset classes with the exception of land assets which are capitalised at any value.

2. Purchasing

All assets that are purchased should be in accordance with Council's Procurement Policy.

3. Recording

Council will maintain an asset register of all assets which they are responsible for, which identifies the asset, key characteristics (location, age, etc) and its condition whether by asset component or asset subcomponent.

Council will maintain a maintenance program that is linked to the inventory which provides details of all maintenance and inspections (date and details of works).

Council will record all assets purchased, lost and disposed of in its asset register and on Council's central filing system where necessary.

4. Reporting

Oversight of asset procurement and use will be supported by regular management reporting to Senior Officer Group on asset acquisitions, disposals, losses, replacement and monitoring results.

Council will consider for approval Council's Asset Management Plan.

5. Security

Council will implement appropriate controls to manage the security of its assets and to safeguard Council against loss of assets or those unable to be accounted for. This will include but not be limited to:

- Secure storage
- Identification and tagging of asset
- Global Positioning system (GPS) in vehicles / plant
- Stocktake and random audits
- Regular administration of Council's asset register
- Management Reporting

6. Monitoring

Council will maintain the integrity of its assets and asset management through appropriate monitoring controls to ensure its assets are appropriate for use and are consistent with relevant Asset Management Plans. This will include but not be limited to:

- Inspections

Council will implement periodic assessments relevant to each asset class for preventative analysis but will attend to assessments of individual assets or asset classes where required on a reactive basis.

All inspections will be documented and will be undertaken by suitably qualified, experienced, and/or accountable staff.

- Random audits

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Random audits of equipment and assets against Council's asset inventory and register will be undertaken periodically.

Reference to linked Procedure or Guidelines, if applicable

Roads Asset Management Plan 2016
Buildings Asset Management Plan 2017-2027
Urban Street Tree Asset Management Plan 2018-2028
Playground Asset Management Plan 2017-2027
Recreation and Open Space Strategy 2016-2026

Review Date

May 2025

Adopted at Council on:
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File Number:

Department: Works & Services
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To be reviewed by: May 2025
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9.3 Child Safe Policy Review 2022

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 May 2022 and revoke the Council Child Safe Policy dated July 2020. New Child Safe Standards come into effect on 1 July 2022 aligning State and Commonwealth standards. This report provides an updated policy to ensure Council complies with the new requirements. This report is provided for information and policy for approval.

Introduction

The current Child Safe Policy was adopted by Council in July 2020. Due to reforms in Victorian standards coming into effect from 1 July 2022, the revised Policy readies Council to be compliant with the updated Victorian Child Safe Standards (2022). These standards have been aligned with the National Child Safe Principles. 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 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. The State Government has reviewed the Victorian Standards, to better align with the National Principles. In summary, Council must continue to comply with the new Victorian Standards effective 1 July 2022.

The revised Victorian standards are:

- Standard 1: Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
- Standard 2: Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- Standard 3: Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
- Standard 4: Families and communities are informed and involved in promoting child safety and wellbeing.
- Standard 5: Equity is upheld and diverse needs respected in policy and practice.
- Standard 6: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- Standard 7: Processes for complaints and concerns are child focused.
- Standard 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- Standard 9: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- Standard 10: Implementation of the Child Safe Standards is regularly reviewed and improved.
- Standard 11: Policies and procedures document how the organisation is safe for children and young people.

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.

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 Council Plan 2021 -2025 that supports communities and individuals to be healthy, active and resilient.

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

It is considered that this policy does not adversely impact community members or employees of different genders and has been developed in accordance with the *Gender Equality Act 2020*.

The Victorian Child Safe Standards are mandatory and operate in accordance with the *Child Wellbeing and Safety Act 2005*.

Internal / External Consultation

Representatives from Human Resources, Family and Children's Services, and Governance worked together to draft the revised policy.

Protecting the safety and wellbeing of children and young people is everyone's responsibility regardless of position. The Child Safe policy helps to support an organisational culture where protecting children and young people from abuse is part of everyday thinking and practice.

Financial and Resource Implications

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

Options

Council may choose to adopt the (revised) Child Safe Policy May 2022, 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. The revised Child Safe Policy will ensure Council is positioned to comply with the new standards commencing 1 July 2022.

RECOMMENDATION

That Council:

1. **Revokes the Child Safe Policy dated July 2020.**
2. **Adopts the Child Safe Policy May 2022.**

Attachments

1. Attachment A Child Safe Policy 2022

Child Safe Policy

Corangamite Shire

May 2022

Council Policy



Child Safe Policy

Introduction

Corangamite Shire Council is committed to the safety, participation and empowerment of all children. Reducing and removing the risk of child abuse is at the center of decision-making concerning children in Council. Council as a Child Safe organisation has zero tolerance for child abuse.

- Council will actively listen to children, ensuring their voices are heard and considered in decisions that affect their lives.
- All disclosed, observed or suspected instances of child abuse and/or neglect must be reported.

New standards come into effect on 1 July 2022 to align State and Commonwealth Child Safe Standards. All Victorian organisations that provide services or facilities to children are required by law to comply with the Child Safe Standards. *See appendix 1 for standards with elements.*

Purpose

This policy provides an organisational approach to ensure compliance with the Victorian Child Safe Standards, which are consistent with Standards in the rest of Australia and aim to keep children and young people safe when they access services or activities provided by organisations.

Scope

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

Definitions

Key Terminology

Child Safe Standards: Victorian organisations that provide services or facilities for children are required by law to implement Child Safe Standards to protect children from harm

Culturally safe environment

an environment that is spiritually, socially and emotionally safe, as well as physically safe for people; where there is no assault challenge or denial of their identity, of who they are and what they need.

Children

Children are defined in the standards as anyone under 18 years old. In this document we refer to 'children and young people' on the understanding that this refers to all people under the age of 18 years old.

References

Child Wellbeing and Safety Act 2005 (Vic)
Child Safe Standards, 1 July 2022

Adopted at Council on: Insert date
Agenda Item:
Responsibility: Manager Community Services
Document Number: 1802706

Department: Community Services
To be reviewed by: September 2026

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Policy Detail

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

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. Council recognises 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.

Council is committed to the Victorian Child Safe Standards:

- Standard 1: Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
- Standard 2: Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- Standard 3: Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
- Standard 4: Families and communities are informed and involved in promoting child safety and wellbeing.
- Standard 5: Equity is upheld, and diverse needs respected in policy and practice.
- Standard 6: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- Standard 7: Processes for complaints and concerns are child focused.
- Standard 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- Standard 9: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- Standard 10: Implementation of the Child Safe Standards is regularly reviewed and improved.
- Standard 11: Policies and procedures document how the organisation is safe for children and young people.

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.

Corangamite Shire Council – Child Safe Policy

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

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 Council programs and activities. Council is 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.

Diversity and cultural difference

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.

Council will pay particular attention to the diverse needs of all children and young people. **Children and young people and their families** will be encouraged and supported to participate in responsive programs and initiatives that will:

- actively support and facilitate participation and inclusion within it by Aboriginal children, young people and their families; promote, encourage and support expression and enjoyment of their culture.
- inform and support knowledge of, and the ability to exercise their rights including to safety, participation, inclusive decision making, and friendship.

Governance

All Council policies, procedures, systems and processes including the Code of Conduct will support and facilitate obligations and strategies to acknowledge and embed a culture of responsive incorporation of Child Safe Standards

Council will ensure that transparency, open communication, access to relevant knowledge and inclusion of the voice of the whole community is embedded in the organisation's policies, procedures, systems and processes.

Council is committed to ensuring that recruitment, induction, supervision and people management including procurement of facilities and services is focused on child safety and wellbeing.

Organisational education shall focus on ensuring personnel are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training that covers:

- acknowledgement and understanding the importance of aboriginal culture to the safety, well-being of Aboriginal children and young people and future of our community
- building culturally safe environments.
- Child Safe Standards and behaviours.
- Protection of children and young people through training, record keeping and information sharing.

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Document Number: 1802706

Department: Community Services
To be reviewed by: September 2026

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- Benefits, risks and mitigation strategies for environments both physical and online and organisational settings.

Risk Management within the organisation will include a focus on identification, prevention and mitigation of risk as it relates to the children and young people. This includes physical and online environments and organisational settings

Roles and responsibilities

Every person employed with or acting on behalf of Council has a responsibility to ensure, champion and model the wellbeing and safety of all children. *See Appendix 2 for table of roles and responsibility.*

Reference to linked Procedure or Guidelines, if applicable

- Child Safe Guidelines
- Employee Code of Conduct
- Family and Children's Services Policy and Procedure Manual
- Ed Gym Manual
- Aged & Disability Services Manual
- HR Recruitment Policy Manual
- Working With Children Check Policy – Organisational
- Criminal History Check Policy – Organisational
- Complaint Handling Policy
- Procurement Policy – Organisational
- Equal Opportunity Policy – Organisational
- Electronic Communications Policy – Organisational
- Social Media Policy
- Social Media Policy – Organisational
- Council Volunteers – Organisational

Review Date

September 2026.

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

Appendix 1 – Child Safe Standards and elements

Child Safe Standard 1 – Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued. In complying with Child Safe Standard 1, an organisation must, at a minimum, ensure:

- 1.1 A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.
- 1.2 Strategies are embedded within the organisation which equip all members to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and young people.
- 1.3 Measures are adopted by the organisation to ensure racism within the organisation is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences.
- 1.4 The organisation actively supports and facilitates participation and inclusion within it by Aboriginal children, young people and their families.
- 1.5 All of the organisation's policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families.

Child Safe Standard 2 – Child safety and wellbeing is embedded in organisational leadership, governance and culture. In complying with Child Safe Standard 2, an organisation must, at a minimum, ensure:

- 2.1 The organisation makes a public commitment to child safety.
- 2.2 A child safe culture is championed and modelled at all levels of the organisation from the top down and bottom up.
- 2.3 Governance arrangements facilitate implementation of the child safety and wellbeing policy at all levels.
- 2.4 A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.
- 2.5 Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.
- 2.6 Staff and volunteers understand their obligations on information sharing and recordkeeping.

Child Safe Standard 3 – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously. In complying with Child Safe Standard 3, an organisation must, at a minimum, ensure:

3.1 Children and young people are informed about all of their rights, including to safety, information and participation.

3.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.

3.3 Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age appropriate way.

3.4 Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns.

3.5 Organisations have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people.

3.6 Organisations provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.

Child Safe Standard 4 – Families and communities are informed and involved in promoting child safety and wellbeing. In complying with Child Safe Standard 4, an organisation must, at a minimum, ensure:

4.1 Families participate in decisions affecting their child.

4.2 The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.

4.3 Families and communities have a say in the development and review of the organisation's policies and practices.

4.4 Families, carers and the community are informed about the organisation's operations and governance.

Child Safe Standard 5 – Equity is upheld and diverse needs respected in policy and practice. In complying with Child Safe Standard 5, an organisation must, at a minimum, ensure:

5.1 The organisation, including staff and volunteers, understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable.

5.2 Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.

5.3 The organisation pays particular attention to the needs of children and young people with disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.

5.4 The organisation pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them.

Child Safe Standard 6 – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice. In complying with Child Safe Standard 6, an organisation must, at a minimum, ensure:

6.1 Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.

6.2 Relevant staff and volunteers have current working with children checks or equivalent background checks.

6.3 All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.

6.4 Ongoing supervision and people management is focused on child safety and wellbeing.

Child Safe Standard 7 – Processes for complaints and concerns are child focused. In complying with Child Safe Standard 7, an organisation must, at a minimum, ensure:

7.1 The organisation has an accessible, child focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.

7.2 Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.

7.3 Complaints are taken seriously and responded to promptly and thoroughly.

7.4 The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.

7.5 Reporting, privacy and employment law obligations are met.

Child Safe Standard 8 – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training. In complying with Child Safe Standard 8, an organisation must, at a minimum, ensure:

8.1 Staff and volunteers are trained and supported to effectively implement the organisation's child safety and wellbeing policy.

8.2 Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.

8.3 Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.

8.4 Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.

Child Safe Standard 9 – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed. In complying with Child Safe Standard 9, an organisation must, at a minimum, ensure:

9.1 Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.

9.2 The online environment is used in accordance with the organisation's Code of Conduct and child safety and wellbeing policy and practices.

9.3 Risk management plans consider risks posed by organisational settings, activities, and the physical environment.

9.4 Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.

Child Safe Standard 10 – Implementation of the Child Safe Standards is regularly reviewed and improved. In complying with Child Safe Standard 10, an organisation must, at a minimum, ensure:

10.1 The organisation regularly reviews, evaluates and improves child safe practices.

10.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.

10.3 The organisation reports on the findings of relevant reviews to staff and volunteers, community and families and children and young people.

Child Safe Standard 11 – Policies and procedures document how the organisation is safe for children and young people. In complying with Child Safe Standard 11, an organisation must, at a minimum, ensure:

11.1 Policies and procedures address all Child Safe Standards.

11.2 Policies and procedures are documented and easy to understand.

11.3 Best practice models and stakeholder consultation informs the development of policies and procedures.

11.4 Leaders champion and model compliance with policies and procedures.

11.5 Staff and volunteers understand and implement policies and procedures.

Appendix 2 – Organisational Roles and Responsibilities

All Employees	<ul style="list-style-type: none"> • Read and acknowledge the Child Safe policy • Understand their unique responsibilities • Participate in child safe training and education programs. • Conduct work according to the requirements of the Council Child Safe Policy and Staff Code of Conduct. • Ensure all relevant Police Checks, Working With Children Checks and details of professional development and training are maintained and available to the organisation. • Ensure any indictments/convictions that impact on employment are disclosed.
Councillors	<ul style="list-style-type: none"> • Oversee the development of strategies to embed an organisational culture of child safety, including through effective leadership arrangements. • Champion Child Safe Standards

Adopted at Council on: Insert date
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 Responsibility: Manager Community Services
 Document Number: 1802706

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

Adopted at Council on: Insert date
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 Responsibility: Manager Community Services
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Corangamite Shire Council – Child Safe Policy

Manager Community Services and Community Services Coordinator s	<ul style="list-style-type: none"> • Maintain networks with relevant support agencies and specialist staff. • Maintain robust contractor recruitment practices in line with child safe policies and related policies such as Police Checks and Working With Children Checks. • Ensure all contracted Family Day Care educators participate in child safe training and education programs. • Ensure all contracted Family Day Care educators conduct their work according to the requirements of the Council Child Safe Policy and Staff Code of Conduct.
Employees and contractors who work directly with children	<ul style="list-style-type: none"> • Ensure curriculum development is based on the principles of empowering children to participate fully in their environment. • 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. • Ensuring a safe environment and strong inclusive practices for children of all abilities, and specialist support for children with disabilities. • Ensure all staff understand and comply with the child safe policy. • Engage with relevant cultural and educational networks and support services. • Ensure all staff practice strong supervision of children at all times. • Ensure that visitors to the service are never alone with a child. This includes students, volunteers, members of Parent Advisory Groups and contractors.
Contractors	<ul style="list-style-type: none"> • Must comply with the Child Safe Standards.

Adopted at Council on: Insert date
 Agenda Item:
 Responsibility: Manager Community Services
 Document Number: 1802706

Department: Community Services
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9.4 Business Continuity Framework and Policy Review

Author: Michele Stephenson, Manager Human Resources/Risk

File No:

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Michele Stephenson

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

Summary

The Business Continuity Framework (BCF) and Business Continuity Policy (Policy) were reviewed and approved by the Audit and Risk Committee at its March meeting in accordance with the Committee's Annual Work Plan. This report recommends that Council adopts the revised Business Continuity Policy, revokes the Policy adopted on 23 April 2019, and notes the revised BCF.

Introduction

The BCF deals with events that would disrupt the Council's business operations, and the actions required to maintain the provision of services. It provides consistent processes within a comprehensive framework which is integrated with Council's Risk Management Framework. The Policy has been reviewed by the HR/Risk Department to align with the review of the BCF. The BCF, including the subplans, have undergone a revision and rewrite by Global Risk Management Services, in accordance with relevant AS/NZ Standards. The VAGO report "Business Continuity during COVID-19" has also informed the review. (The revised BCF, the report reviewing the framework against the VAGO audit, and the Business Continuity Policy are attached under separate cover).

Issues

Council must ensure that critical services can resume normal operations within a reasonable timeframe in the event of a disruption to services. The goals of the BCF are to identify and deal with threats to critical functions, enable people to understand their roles in response and recovery, minimise the duration of a disruption, and facilitate an effective and coordinated recovery.

The Business Continuity Framework consists of the following elements:

- Business Continuity Plan – generic response plan covering activation process, responsibilities, incident management, checklists, communications, and team deactivation, set out as follows:
 - Section 1 – Command and Control
 - Section 2 - Communications
 - Section 3 – Reinstatement of key assets
 - Section 4 – Background

- Sub Plans – Operational level plans aimed at recovering and restoring critical services:
 - Aged & Disability Services Sub Plan
 - Landfill Sub Plan
 - ICT Subplan
 - Pandemic Sub Plan
- The Business Continuity Policy – outlines Council’s approach to business continuity management.

The BCF was reviewed with the following objectives in mind:

- A complete review of the existing documentation
- Business impact analyses and risk assessments conducted for each department
- A rewrite of the Framework to ensure:
 - It is easy to access and understand by everyone
 - It allows for flexibility of content and delivery
 - It clearly and succinctly demonstrates the business continuity requirements and expectations of the organisation
 - It is not so complex and cumbersome that it becomes ineffective.

The principles of the International Standard for business continuity ISO 22301:2019 – business continuity management systems, the international standards for risk management ISO 31000, and AS/NZS 5050:2010 – Business Continuity: Managing Disruption Related Risk underpin the writing of the Framework.

VAGO tabled a report in February 2022, examining organisations’ business continuity arrangements and capacity to continue essential services during the current pandemic. The report made several recommendations which have been assessed against our BCP. The BCP has been updated to reflect the recommendations contained in the report, where applicable. A report showing the assessment of Council’s BCP against the recommendations is attached under separate cover. The VAGO Report can be accessed here at <https://www.audit.vic.gov.au/report/business-continuity-during-covid-19>

Policy and Legislative Context

The review of the Business Continuity Framework is in accordance with the Audit and Risk Committee’s Annual Work Plan and the following commitment in the 2021-2025 Council Plan:

Having strong governance practices

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

Internal / External Consultation

Organisational business impact analyses were developed with the Leadership Group and relevant officers. The Business Recovery Team engaged with Global Risk Management in a series of workshops during the review of the framework.

Financial and Resource Implications

Council allocated \$30,000 in its 2021-2022 budget to review and test the BCF. It is anticipated that after the final payment the project will be slightly under budget. The delivery of the BCF will be within existing council resources.

Options

The Council may note the Business Continuity Framework and endorse the Business Continuity Policy, with or without amendment.

Conclusion

The BCF addresses the response, recovery and restoration of Council operations and business activities during a business disruption event. The BCF provides guidance to ensure compliance with Council's Business Continuity Policy.

An important key to the success of business continuity in any organisation is support and commitment at the highest level. For this reason, the Council's endorsement of the revised policy is required.

RECOMMENDATION

That Council:

- 1. Revokes the Business Continuity Policy dated 23 April 2019.**
- 2. Adopts the Business Continuity Policy dated May 2022.**
- 3. Notes the revised Business Continuity Framework.**

Attachments

1. Review of BCF against VAGO Report - Under Separate Cover
2. Business Continuity Plan - Under Separate Cover
3. Business Continuity Policy - tracked changes - Under Separate Cover
4. Business Continuity Policy - clean copy - Under Separate Cover

9.5 Essential Safety Measures Policy Review 2022

Author: Wendy Williamson, Property Officer

File No:

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author - Wendy Williamson

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

Summary

The Essential Safety Measures Policy aims to ensure that essential safety standards in Council owned and occupied buildings are maintained and comply with the appropriate regulation, legislation or Australian Standards. The policy has been reviewed and updated with only a minor amendment.

Introduction

The Essential Safety Measures Policy is a general policy designed to ensure that Council owned or occupied buildings meet the requirements of the National Construction Code.

The framework of Essential Safety Measures provision assists Council to reduce its exposure to risk and to provide for the safety of people in a building or place of public entertainment.

Issues

Essential safety measures are the fire, life safety and health items installed or constructed in a building to ensure adequate levels of life and fire safety over the life of the building.

There are four categories of essential safety measures which require routine inspections:

1. Fire equipment
2. Electrical fittings
3. Air conditioning/mechanical ventilation systems
4. Exit doors, paths of egress and passive fire elements

Essential safety measures include all traditional building fire services such as sprinklers, mechanical services, and also fire doors, fire rated structures and other building infrastructure items such as paths of travel to exits and exit doors.

An essential safety measure, for the purpose of the Regulation, is provided for the safety of people in a building or place of public entertainment. The primary objective of essential safety measures legislation is to ensure that every essential safety measure continues to perform at the same level of operation that existed at the time of commissioning and issue of the occupancy permit.

Maintenance involves identification of relevant passive and active safety measures as required by the National Construction Code, periodic checks and inspections in accordance with relevant Australian Standards, and proper documentation and records of annual reports. All electrical and emergency inspections and maintenance carried out at the building gets recorded in a logbook. The purpose of the log book is to keep all relevant essential safety measures records within the one location for review by the Municipal Building Surveyor or as a reference in the event of an emergency. All other documentation relating to essential safety measures will be integrated into Council's assets management and documentation management systems.

Council has the overall responsibility for the maintenance of essential safety measures to ensure that Council owned or occupied buildings meet the requirements of the National Construction Code as per Table 1 below. This table captures the essential safety measure requirements applicable to current Council owned or occupied buildings.

Essential Safety Measure	Applicable Maintenance Standard	Maintenance Frequency
Building Fire Integrity		
Fire indices for materials	Latest version BCA Volume 1 Section C	Annually
Fire rated building elements	AS 1851 2005 Section 17	Annually
Means of Egress		
Paths of travel to exits	Latest version BCA Volume 1 Section D	Every 3 months
Automatic sliding door	Latest version BCA Volume 1 Section D	Every 3 months
Exit doors	Latest version BCA Volume 1 Section D	Every 3 months
Signs		
Emergency lighting & exit signs	AS 2293.2 2019	Every 6 months
Exit signs	AS 2293.2 2019	Every 6 months
Lighting		
Emergency lighting	AS 2293.2 2019	Every 6 months
Fire Fighting Services and Equipment		
Fire hose reel systems	AS 1851 2012 Section 9	Every 6 months
Portable fire extinguishers	AS 1851 2012 Section 10	Every 6 months
Fire hydrants & mains	AS 1851 2012 Section 4	Every 6 months

Table 1: Essential Safety Measure Requirements

The policy review proposes amendments to update the reference to the current Council Plan and reference to the current *Local Government Act*. The policy is very much driven by maintenance standards. The policy has been reviewed and updated in line with the Building Code of Australia (BCA) which was updated in 2019.

Policy and Legislative Context

The Essential Safety Measures policy has been developed to ensure all Council owned and occupied buildings, other than a house or outbuilding comply with the appropriate regulation, legislation or Australian Standards.

The Essential Safety Measures policy is also in keeping with the commitments in the Council Plan 2021-2025:

Access to infrastructure that supports a healthy and active lifestyle for our community

Our community groups and clubs are engaged and supported and facilities are fit for purpose

Having strong governance practices

It is considered that this report does not adversely impact community members or employees of different genders and has been developed in accordance with the *Gender Equality Act 2020*.

Internal / External Consultation

The Essential Safety Measures Policy is an existing policy that has been reviewed internally by Council's Facility and Recreation Department, Council's Building department and Senior Officers.

Financial and Resource Implications

There will be no costs to Council associated with the implementation of the review of this policy.

Council currently allocates \$16,500 as part of its recurrent budget allocations to complete essential safety measure checks and maintenance of defective units at Council owned and occupied buildings.

Options

Council may choose to adopt the reviewed Essential Safety Measures Policy as prepared, with amendments, or choose not to adopt the policy.

Conclusion

The Essential Safety Measures policy is a necessary Council policy which reflects the need to ensure that Council owned or occupied buildings meet the requirements of the National Construction Code.

RECOMMENDATION

That Council:

- 1. Revokes the previous Essential Safety Measures Policy dated May 2018.**
- 2. Adopts the Essential Safety Measures Policy dated May 2022.**

Attachments

1. Essential Safety Measures Policy Draft May 2022
2. Essential Safety Measures Policy 2022 with track changes - Under Separate Cover

Essential Safety Measures

Corangamite Shire

May 2022

Council Policy



Essential Safety Measures Policy

Introduction

The Essential Safety Measures Policy is designed to ensure that Council owned or occupied buildings meet the requirements of the National Construction Code.

The framework of Essential Safety Measure provision should assist Council to reduce its exposure to risk and provide guidance to Council officers on how the regulation is to be administered. The Essential Safety Measures Policy is consistent with the Council Plan 2021-2025:

Having strong governance practices

Ensuring that we maintain our strong financial position

Purpose

The purpose of this policy is to establish a framework to ensure that essential safety standards in Council owned and occupied buildings is maintained and complies with the appropriate regulation, legislation or Australian Standards.

Scope

This policy is applicable to all Council owned and occupied buildings, other than a house or outbuilding.

Definitions

'Act' - The Building Act 1993 is the primary legislation relating to the construction of buildings and the enforcement of building standards in the State of Victoria.

'Essential Safety Measure'- An essential safety measure, for the purpose of the Regulation, is provided for the safety of people in a building or place of public entertainment. This definition of essential safety measure encompasses the industry practice of referring to all safety measures, essential services, safety fittings, and equipment under the one definition of essential safety measures.

'Regulations' - The Building Regulations are the statutory legislation relating to the administrative requirements for the construction of buildings in the State of Victoria. The Regulations require the building owner to maintain all safety fittings, equipment and safety features as well as those items listed as essential safety measures.

National Construction Code of Australia (NCC) – The NCC is an initiative of the Council of Australian Governments (COAG) developed to incorporate all on-site construction requirements. The NCC comprises the Building Code of Australia (BCA), Volume One and Two; and the Plumbing Code of Australia (PCA), as Volume Three.

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Building Code of Australia (BCA) - The BCA provides the technical provisions for the construction of buildings in Victoria and is adopted by law in the Building Regulations. Where referred the most current BCA is to be adopted.

'Maintenance' - This is a requirement that any Essential Safety Measure installed or built into a building be maintained in a state and to a level to fulfil the purpose of which they are provided.

References

Local Government Act 2020

The Building Act 1993

Essential Safety Measures Maintenance Manual (4th Edition) Building Commission

Victorian Building Authority, Practice Note 2016-23, February 2016

Policy Detail

Council has the overall responsibility for the maintenance of essential safety measures to ensure that Council owned or occupied buildings meet the requirements of the National Construction Code as per Table 1 below. This table captures the essential safety measure requirements applicable to current Council owned and managed buildings. To view the full list reference should be made to the Victorian Building Authority.

Essential Safety Measure	BCA Provisions for Determining Standard of Performance	Nature and/ or Frequency of Test or Inspection
Means of Egress		
Paths of travel to exits	D1.6	Inspection every three months to ensure there are no obstructions and no alterations
Discharge from exits (including paths of travel from open spaces to the public roads to which they are connected)	D1.7, D1.9 to D1.11, D2.12 G4.3, G4.6, G4.7	Inspection every three months to ensure there are no obstructions and no alterations
Signs		
Exit signs (including direction signs)	Specification D1.12	Every 6 months to AS2293.2-1995
Lighting		
Emergency lighting	E4.2, E4.4	Every 6 months to AS / NZS 2293.2-1995
Fire Fighting Services and Equipment		
Fire hose reel systems	E1.4	As per AS 1851-2012
Portable fire extinguishers	E1.6	As per AS 1851-2012
Fire hydrants system (including on-site pump set and fire service booster connection)	E1.3	As per AS 1851-2012

Table 1 Essential Safety Measure Requirements

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Corangamite Shire Council – [Name of Policy]

By conducting the required inspections this will ensure:

- That systems and procedures are implemented to ensure the monitoring and recording of essential safety measures at intervals determined by the legislative requirements
- That all essential safety measures maintenance records, logs and inspection/remedial works documentation are regularly updated and filed for easy access and be available for review by the relevant authority.
- That all reasonable and justifiable recommendations made by essential safety measures maintenance contractors are acted upon in a timely manner so as to ensure the essential services function as designed are not compromised
- That an annual essential safety measures report on the buildings essential safety measure is undertaken and a signed audit report is completed for each building owned or occupied by Council.

Council will engage suitably qualified persons to perform all required inspections and tests on the essential safety measures, strictly in accordance with the relevant Australian Standard or National Construction Code.

Review Date

This policy will be reviewed in 2026, or earlier as required by changed circumstances including changes to the legislation and policies of Corangamite Shire, the Victorian Government and its agencies or Federal Government and its agencies.

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

It is considered that this policy does not adversely impact members or employees of different genders and has been developed in accordance with the *Gender Equality Act 2020*.

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Adopted at Council on: Insert date
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Document Number:

Department:
To be reviewed by: Insert date
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9.6 Camperdown Production Precinct Servicing Masterplan

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

This report provides a project overview of the forthcoming Camperdown Production Precinct Servicing Masterplan (Masterplan).

Project planning has been finalised and the project commenced in May 2022 with an aim to deliver a final Masterplan for Council adoption in May 2023, before commencing a planning scheme amendment and other actions for implementation.

The Masterplan will provide a vision and framework to support and attract industrial expansion that will position Corangamite Shire as a State significant dairy, rural-processing, food production and industrial location.

Introduction

Council is seeking to support the growth and development of industrial operations and employment in the Shire by preparing a Masterplan for the Camperdown Production Precinct (Precinct).

The need for a Masterplan arises from the Corangamite Shire Industrial Strategy (2013), recommending the need for a high-quality Business Park in Camperdown. The Masterplan also aligns strategically within the Council Plan 2021-2025 which seeks to plan for infrastructure that will enable industry and business growth. This includes planning for emerging industries, prioritising the development of industrial precincts in strategic locations and advocating to authorities and stakeholders for infrastructure and services that support industry.

To support preparation and delivery of the Masterplan, Council has been successful in obtaining project funding through the Victorian Planning Authority (VPA) Streamlining for Growth Program 2021-2022.

The Masterplan will set a vision for the Precinct, unlock land for development and guide short and long-term actions and investment, by coordinating stakeholder interests and designating Corangamite Shire as a premier location for value-added industry, rural production and processing, along with associated industrial and employment opportunities.

The Precinct is well-positioned for a Masterplan. Camperdown Dairy have recently built a new milk processing facility within the Precinct, with an estimated project investment of \$5m and employment of between 10-15 full time equivalent (FTE) staff. Australasian Solutions (on behalf of Advanced Nutrition Services) has obtained planning approval for the development of an estimated \$30m milk product manufacturing facility with up to 10 FTE, whilst industrial subdivisions are progressing along with a recent industrial rezoning, to facilitate alternate land availability and development options.

Current interest exists in new businesses relocating to and establishing in the precinct, which will present location-specific advantages by integrating key production facilities and uses together and maximising overall value through targeted investment. A potential exists to create an industry cluster for value-add food manufacturing and other emerging industries.

A project plan has been finalised and the Masterplan commenced in May 2022, with delivery of a final plan for Council adoption and to proceed with implementation actions and a planning scheme amendment in May 2023.

Preparation of the Masterplan presents an important opportunity for Council and all other stakeholders (e.g. community, developers, agencies, authorities and Traditional Owners) to work in partnership and establish the Precinct to meet short and long-term industrial needs, positioning Corangamite Shire to capitalise on future economic development and investment opportunities.

The development of the servicing Masterplan for the Camperdown Production Precinct is part of a broader program of works to increase economic development and investment throughout the Shire. Work is also underway to examine opportunities in other towns for industrial land development with the identification of land in the recently completed town structure plans for Timboon and Simpson, and the development of a theme focusing on industrial and commercial opportunities in the draft Cobden Structure Plan, currently out for consultation.

Issues

The Masterplan will establish a vision and unlock land for industrial development and investment that meets long-term needs, whilst addressing current issues around servicing and infrastructure constraints.

The Masterplan will include:

- Provision for industrial/business growth opportunities, with a diversity of lot sizes.
- A confirmed business precinct boundary, with sufficient industrial zoned land for the next thirty (30) years, and direction for future long-term growth.
- Identification of services and infrastructure required to support future development of the precinct in an efficient and cost-effective manner, addressing existing barriers and constraints.
- Service planning for future trade waste, sewer and water needs in conjunction with Wannon Water.
- Attraction of new industries and businesses to the Precinct and leveraging future funding and capital investment by State and Federal Government and through service providers (e.g. Wannon Water and Powercor).
- Consideration of environmental constraints and values, including bushfire risk and land capability.
- Consideration of nearby sensitive land uses, such as the Ramsar Listed Lake Colongulac, waterways and cultural heritage value.
- Design guidelines that aim to ensure future development is a high-quality standard and contributes to an overall attractive public realm and precinct.

The Masterplan project scope includes the following components:

Visioning

- Development of a vision and strategic direction for the Precinct based on its role and future opportunities as a State significant precinct.
- Delivery of a long-term master and servicing plan, which provides a realistic, deliverable and serviced land supply.

Analysis

- Review and analysis of existing industrial land supply within Camperdown and the Shire and the short and long-term demands for industrial and business growth.
- Land ownership and development needs to quantify future developable and land supply requirements.
- Review of COVID-19 impacts on industry and business needs, specific to the dairy, rural processing, food and manufacturing sectors in the region.
- Consideration of existing and future servicing needs, including movement and access requirements to create a deliverable long-term plan that is market ready.
- Assessment of land capability and its constraints/opportunities for development, including hydrology, geotechnical, servicing and environmental values.
- Review existing land use conditions and sensitivity, including landscape significance, cultural heritage, bushfire risk and biodiversity values, to inform design responses and management measures.
- Review of best-practice local industrial precincts to consider lessons learned and identify innovative approaches to integrating sustainability and business attractors.
- Consideration of renewable energy and how the precinct could incorporate an energy hub to contribute to sustainable operations.
- Identification of commercial needs and market opportunities.

Planning for Development Growth

- Planning for long-term industrial opportunities beyond the current supply and short/medium-term demand by protecting current and future growth areas in the Precinct.
- Focus on servicing and infrastructure requirements, including trade waste, sewer, water and drainage, to ensure delivery of a market ready precinct.
- Preparation of design guidelines that focus on the creation of a high-quality precinct.
- A focus on sustainability and adaptability to promote best-practice sustainable outcomes, which have operational benefits to business and contribute to environmental sustainability.
- Support viable and quality business opportunities whilst reducing land use conflict and off-site impacts
- Identification of servicing and infrastructure funding opportunities, appropriate funding mechanisms and development incentives.

Planning Scheme Content

- Review of planning controls that apply to the precinct, including local planning policy and zone and overlay controls, to confirm their validity and make recommendations on any updates and changes to controls.

Implementation

- Preparation of a clear set of actions and recommendations for Council and other stakeholders to implement, alongside roles, responsibilities and timeframes. This action plan will include long-term actions for future strategic or non-planning related projects for monitoring and review.

- Preparation of a draft planning scheme amendment to implement the land use planning recommendations into the Corangamite Planning Scheme through updates to the Municipal Planning Strategy, Planning Policy Framework, zone and overlay controls.

A work program is outlined in Figure 1.

STAGE		KEY MILESTONES	TIMELINE
INCEPTION	①	Inception meeting Project Working Group 1 Engagement Plan	June 2022
BACKGROUND & TECHNICAL REPORTS	②	Background report & technical inputs Draft vision and principles Project Working Group 2 Stakeholder engagement Community Engagement Phase 1	November 2022
DRAFT MASTERPLAN	③	Draft Masterplan Final technical reports Project Working Group 3 Stakeholder engagement	February 2023
COMMUNITY ENGAGEMENT	④	Community Engagement Phase 2 Engagement Summary Report	February - April 2023
FINAL MASTERPLAN	⑤	Final Masterplan Implementation Plan Project Working Group 4	May 2023
PLANNING SCHEME AMENDMENT	⑥	Draft and final planning scheme amendment documents Project Working Group 5 Community Engagement Phase 3	August 2023 (TBC)

Figure 1. Work Program

A Project Working Group (PWG) will be established to participate in the planning and delivery of the Masterplan. The PWG will provide feedback, local insight and industry experience to help inform the project.

The PWG membership will include:

- 1 x Central Ward Councillor (Chair)
- Council officers
- Precinct landowners (including Camperdown Dairy and ANS)
- Utility providers (Wannon Water, Powercor)
- 3 x community members
- Consultant teams (as required)

In conjunction with the PWG, an Internal Working Group and Stakeholder Reference Group will be established to ensure engagement and technical planning occurs with internal departments and relevant service authorities and government agencies.

Policy and Legislative Context

Council Plan 2021-2025 establishes the vision of '*a thriving and connected community*' including an objective to:

- Deliver infrastructure that enables industry and business growth

Supporting strategies include:

- Plan for new and emerging industries and identify priority locations for industry and business development.
- Prioritise the development industrial parks/precincts in strategic locations.
- Advocate with relevant stakeholders for services and infrastructure provision to support industries.

The Masterplan also has alignment with:

Food and Fibre Great South Coast Strategic Plan, 2021

The Precinct aligns with the strategic direction to attract the capital and expertise required to enable business transition, adapt business models and new entrants to the sector. Objectives include:

- Lift regional productivity, sustainability, and prosperity by working collaboratively to attract resources and enable business transition to first-stage processing.
- Sustainably improve regional value-add and support new entrants and industries to the sector.
- Support innovation to achieve sustainable production and protect our natural resources.

Great South Coast Economic Futures Report, 2020

Identifies the most significant and practical paths to higher value, greater productivity and skilled job creation in the region.

The Precinct is a project that aligns with the delivery of modern approaches to water use, high-value food production, research and innovation.

Great South Coast Regional Growth Plan, 2014

Which identifies Camperdown as a district town with medium growth potential and being situated on a key transport corridor to Melbourne, Port of Geelong and Port of Portland. The RGP seeks to encourage growth in agricultural services and manufacturing within the region.

Internal / External Consultation

A consultation plan will be developed in accordance with IAP2 principles of inform, consult, involve and collaborate and in accordance with Council's Community Engagement Policy.

Consultation will primarily occur across two key stages of the project:

1. Issues and Opportunities/Background Report stage (October 2022)
2. Draft Masterplan stage (March 2023)

Ongoing consultation will occur with the PWG, internal and stakeholder reference groups as required, whilst project bulletins will be released and key stages of the project.

Financial and Resource Implications

Council has been successful in obtaining \$85,000 of funding and 50 hours of advisory support from the VPA, to complement Council's own budget allocation of \$100,000 for the project.

Kristen Wilkes, Strategic Planner, has been engaged to lead project management and delivery.

Options

That Council note the report and endorse the composition of the PWG and nominate a Central Ward Councillor to fill the role as Chair.

Conclusion

Preparation of the Camperdown Production Precinct Servicing Masterplan will deliver a long-term framework to coordinate future industrial investment and development opportunities, increasing local and regional economic output and supporting new employment.

The Masterplan will facilitate expansion and development of the Precinct to provide for essential servicing and enabling infrastructure, and guide future public and private sector capital investment to deliver maximum value, support investment attraction and local employment creation.

The Masterplan will cover a thirty (30) year horizon and identify a vision, strategic direction and actions to implement via a planning scheme amendment and other non-planning related measures.

RECOMMENDATION

That Council:

- 1. Notes the officer's report and endorses the composition of the Project Working Group for the Camperdown Production Precinct Servicing Masterplan.**
- 2. Nominates a Central Ward Councillor to perform the position as Chair of the Project Working Group.**

9.7 Facility Design Grants - Round Two Funding

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 - 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 approve the allocation of funds for round two of Council's Facility Design Grants Program 2021-2022.

Introduction

Council supports clubs and sporting organisations in renewing or upgrading facilities to be fit for purpose and to meet the needs of users. In recent years, there has been a focus on female participation in sport and recreation and increasing access. This has highlighted the need for continued planning, improvement, and enhancement of facilities to reduce the barriers to participation for these community members. The State Government have encouraged funding applications to address female participation in sport and provide for flexible, multi-use, shared facilities in relevant funding streams for infrastructure upgrades.

Council's Facility Design Grants funding enables sporting clubs to fund schematic designs for the redevelopment of existing facilities or for new facilities which support principles of universal design and relevant State Sporting Association facility development guidelines.

Most of the recreation facilities within Corangamite Shire are located on Crown Land and managed by a Department of Environment, Land, Water and Planning (DELWP) delegated Committee of Management. Most facilities in Corangamite are ageing and, in many cases, do not meet minimum standards for facility provision, as per State Sporting Association guidelines.

Typically, seeking funding from Sport and Recreation Victoria for facility upgrades requires schematic plans to be provided as a part of any application. Council is the only eligible applicant to these programs and works closely with the sporting organisations to ensure all relevant information and documentation is provided to the appropriate standard. The delivery of these plans through this funding program, will assist in the above process.

Issues

Facility Design Grants Program

The purpose of the program is to provide 'one off' financial assistance to organisations to fund schematic designs for redevelopment of existing facilities or for new facilities, where communities conduct, organise and participate in sport and recreation. The facilities will ultimately help to:

- Address the increasing demand for these facilities by new participation groups such as female cricket and female football.
- Support health and wellbeing outcomes for our community.
- Meet increasing community expectations on the provision of modern and contemporary facilities.
- Provide improved facilities for participants and officials which meet the principles of universal design and relevant State Sporting Association facility development guidelines.
- Improve and enhance the experience of participation.

Funding up to \$5,000 is available (GST exempt) to eligible applicants. Applications for Round Two of the grant program closed 11 April 2022.

Eligibility

To be eligible for funding under this program, applications must be:

- From sporting clubs/organisations whose primary facility is located in the Corangamite Shire.
- Providing improved facilities for participants and officials which meet the principles of universal design and relevant State Sporting Associations facility development guidelines.
- Improving and enhancing the experience of participation in sport and recreation.

Grant Criteria

Council has developed a set of grant guidelines that considers how grants will be allocated.

The criteria includes:

- Organisation's capacity to deliver the project.
- Organisations capacity to fund construction.
- Confirmation of engaged services by a qualified architect or draftsman.
- Response to the assessment criteria.

The assessment criteria have been developed so that the relevant information is consistent with requirements for applying to Sport and Recreation Victoria's Grant Programs.

Applications

In total, four grant submissions were received requesting a total of \$17,541 as shown in Table 1. This was an increase from three submissions in Round One funding released in October 2021 with a total application for funds of \$15,000.

Organisation	Description	Funding Request	Officer Comment
Camperdown Football Netball Club	Football changerooms including umpires room, new public toilets, coaches box, timekeepers and scoreboard operator rooms. Netball changerooms, traffic management plans and formalised accessible car parking bays.	\$5,000	Eligible
Lismore Recreation Reserve	Female Friendly Changerooms and toilets to existing social rooms and the installation of a new playground, including safety fence.	\$5,000	Eligible
Terang and District Indoor Sports and Recreation Centre	Accessible amenities upgrades	\$5,000	Eligible
Timboon Recreation Reserve	Netball Court Upgrades	\$2,541	Ineligible application

Table 1: Facility Design Grant Applications**Assessment**

An initial review of the facility design grant applications was conducted.

One application was identified as ineligible as a request for retrospective funding or a project which has already commenced is not supported.

The application from Camperdown Football Netball Club and Lismore Recreation Reserve were identified as a priority as part of the Recreation Reserve Master Plans, and as part of the Great South Coast AFL, Cricket and Netball Strategy and provide for improved facilities to support female participation. The application from Terang and District Indoor Sports and Recreation Centre supports access and inclusion with improvements to amenities to ensure they are accessible.

Each of the applications do not have capacity to fund construction of the project without appropriate grant funding and fundraising. Each application has been scored based on the information provided against the relevant criteria. Facility design plans are a requirement when seeking financial support for projects, this funding would position organisations more favourably when applying for funds.

Applications were evaluated independently by three Council officers in accordance with the Facility Design Grants assessment criteria. Results of the evaluation were then averaged, and grant applications were ranked based on these results. Funding is typically recommended to be allocated to the highest ranking applications and budget allocated to these projects accordingly. In this case, the project evaluation panel has identified all three eligible facility design grant applicants for funding and can be funded within the budget provision of \$15,000.

All successful applications will be required to provide satisfactory acquittal reporting to Council once their project is completed.

The detailed evaluation is provided under separate cover.

Policy and Legislative Context

This program has been developed with reference to and in accordance with the key processes outlined in Council's Grant Policy.

Establishing a funding program for upgrades to facilities to improve access and participation in sport also aligns with Council Plan 2021-2025 and a number of local and state strategic plans including:

Council Plan 2021-2025

Access to infrastructure that supports a healthy and active lifestyle for our community.

Supporting our communities to move on from COVID.

Improving the health and wellbeing of our residents.

Access and inclusion is improved.

Corangamite residents have access to a range of sport and recreation opportunities.

Our community groups and clubs are engaged and supported and facilities are fit for purpose.

Recreation and Open Space Strategy 2016-2026

- Provide high quality, optimally used, sustainable recreation facilities and open space:
 - Community has identified the need to concentrate on improving the quality of existing sport and recreation facilities and spaces.
- Increase active participation in recreation.

Municipal Public Health and Wellbeing Plan 2021-2025

- A socially and emotionally well community.
- An active community.

Great South Coast Regional AFL, Cricket and Netball Strategy 2019-2033

- The Strategy highlights gaps in current facility provision, maintenance and renewal opportunities in accordance with State Sporting Association facility guidelines and identifies sports development initiatives to support participation sustainability.

Internal / External Consultation

Applications for the grant program were invited via public notices, media releases, social media posts and on Council's website during the application period.

Public notices were included in The Warrnambool Standard, Cobden Timboon Coast Times, Terang Express, Camperdown Chronicle and community newsletters at the commencement of the funding program and again two weeks prior to the closing date. In addition, application forms, guidelines and links to Council's grants webpages were emailed directly to all committees of management, community groups, clubs and organisations.

The grant program was further promoted via Council's Facebook page during the commencement week and final week of the application period reaching a combined total of 4,359 users and prompting 210 engagements. This reach has also been reflected through the spread of applications across the shire. Applications were received from sporting organisations in Camperdown, Lismore, Terang and Timboon.

Applicants for the grant were invited to discuss their project and/or application with Council officers.

Financial and Resource Implications

Council has allocated \$30,000 to fund the Facility Design Grants program in its 2021-2022 budget. \$15,000 was allocated in Round One funding of the Facility Design Grants Program held in October 2021. The total request for grant funding in Round Two funding from three submissions is \$15,000 and is therefore within budget.

Options

Council may choose to:

1. Allocate funds of \$15,000 to each of the applicants as per the guidelines.
2. Consider adjusting the proposed funding allocations.

Conclusion

Funding has been allocated in Council's 2021-2022 budget for the purpose of supporting schematic designs for sporting facilities. The program has been developed with reference to Council's and the State Government's existing funding programs and related guidelines. This funding will fast track the development of equitable sport and recreation facilities across the Shire. This will enable those sporting groups with financial capacity and with relevant projects to be shovel ready for future applications to grant programs and will assist Council in realising some efficiency in time and effort at the time of making grant applications in the future.

RECOMMENDATION

That Council:

1. **Allocates Facility Design Grant funds to the following applications:**

ORGANISATION	AMOUNT
Camperdown Football Netball Club	\$5,000
Lismore Recreation Reserve	\$5,000
Terang & District Indoor Sports and Recreation Centre	\$5,000
	\$15,000

Attachments

1. Round Two Facility Design Grants Register 2021-2022 - Under Separate Cover

9.8 Quick Response Grants Allocation May 2022

Author: Rory Neeson, Manager Growth and Engagement

File No: D19/130

Previous Council Reference: Nil

Declaration

Chief Executive Officer – Andrew Mason

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

Author – Rory Neeson

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

Summary

The purpose of this report is to approve the May 2022 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 Berrybank Wind Farm, Community, Enabling, 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 result 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 is provided as a separate attachment to this report. Applications have been received from:

- Power Creek Reserve Committee of Management for Power Creek Reserve weed control and replanting for \$500.
- Cobden and District Pony Club Incorporated for purchase of first-aid kits for \$500.
- Noorat and District Progress Association Incorporated for purchase of materials to make Noorat Christmas decorations for \$112.

- Rotary Club of Camperdown for purchase of television set for use by community groups at the Camperdown Pastoral and Agricultural Society's Showgrounds for \$500.
- Camperdown Bridge Club for replacement of broken card tables for \$320.
- Camperdown Botanic Gardens and Arboretum Trust Incorporated for purchase and repair of garden tools and consumables for \$500.

Policy and Legislative Context

Consideration of applications for the Quick Response Grants Program is in accordance with the Quick Response Grants Policy and the 2021-2025 Council Plan commitments and objectives, including the following:

Corangamite has great communities and we want to make sure they are economically and socially vibrant.

Encourage opportunities for residents to volunteer with the Shire to support community life.

Promote diversity and inclusion including gender, age and ability.

Our community groups are engaged and supported and facilities are fit for purpose.

Protecting and improving our built and natural environment.

Work with community groups to enhance local natural features.

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 are requested to provide a grant acquittal following completion of the event or project, including the return of any unexpended amounts.

Financial and Resource Implications

The 2021-2022 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. However, the Quick Response Grants Policy also states at Section 7(d) that 'Council may choose to vary the annual Ward funding distribution so as to extend the benefits of the program to as many Community groups as possible and to fully expend the Quick Response Grants fund in any given year.'

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	2,500.00	0.00	0.00
North	2,500.00	2,639.00	0.00	-139.00
South Central	2,500.00	500.00	1,000.00	1,000.00
South West	2,500.00	969.00	500.00	1,031.00
Central	7,500.00	5,480.00	1,432.00	588.00
	17,500.00	12,088.00	2,932.00	2,480.00

Options

Council can consider:

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

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 the Quick Response Grants Policy and will result in positive outcomes for the community.

RECOMMENDATION

That Council:

1. Funds the application from Power Creek Reserve Committee of Management for Power Creek Reserve weed control and replanting for an amount of \$500.
2. Funds the application from Cobden and District Pony Club Incorporated for purchase of first-aid kits for an amount of \$500.
3. Funds the application from Noorat and District Progress Association Incorporated for purchase of materials to make Noorat Christmas decorations for an amount of \$112.
4. Funds the application from Rotary Club of Camperdown for purchase of television set for use by community groups at the Camperdown Pastoral and Agricultural Society's Showgrounds for an amount of \$500.
5. Funds the application from Camperdown Bridge Club for replacement of broken card tables for an amount of \$320.
6. Funds the application from Camperdown Botanic Gardens and Arboretum Trust Incorporated for purchase and repair of garden tools and consumables for an amount of \$500.
7. Funds the application from Cobden Historical Society for installation of flagpole for an amount of \$500.

Attachments

1. Council Quick Response Grants_Applications and assessment - Under Separate Cover
2. Application_Council Quick Response Grant_Camperdown Botanical Gardens and Arboretum Trust Incorporated - Under Separate Cover
3. Application_Council Quick Response Grant_Camperdown Bridge Club - Under Separate Cover
4. Application_Council Quick Response Grant_Cobden Historical Society - Under Separate Cover
5. Application_Council Quick Response Grant_Noorat and District Residents Association - Under Separate Cover
6. Application_Council Quick Response Grant_Power Creek COM Timboon - Under Separate Cover
7. Application_Council Quick Response Grant_Rotary Club of Camperdown - Under Separate Cover
8. Application_Council Quick Response Grant_Cobden and District Pony Club Inc. - Under Separate Cover

10. OTHER BUSINESS

11. OPEN FORUM

Members of the public are very welcome to make statements or ask questions relevant to Corangamite Shire at the Open Forum section of scheduled Council meetings.

To assist with the smooth running of the meeting, we ask that you raise a maximum of two items at a meeting and please follow this procedure:

1. Wait until the Mayor asks if there are any items in Open Forum and invites you to speak.
2. Stand if you are able and introduce yourself.
3. Speak for a maximum of five minutes.

We will undertake to answer as many questions as possible at a meeting, and if we cannot answer a question at the meeting, we will provide a written response no later than five working days after the Council meeting.

12. CONFIDENTIAL ITEMS

Nil.