



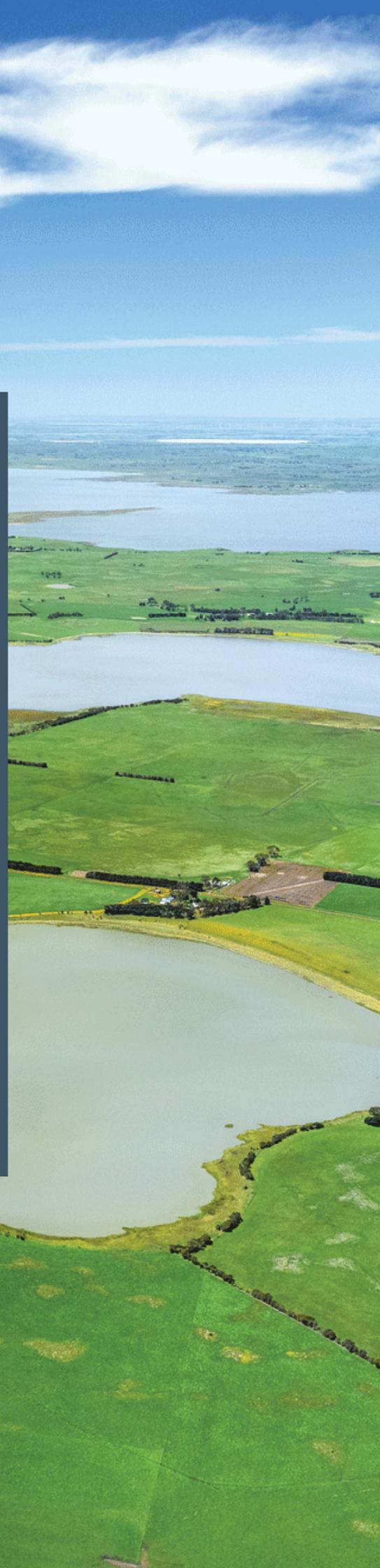
CORANGAMITE
SHIRE

Agenda

Council Meeting

**Tuesday 28 February
2023**

To be held in the Killara Centre
At the Camperdown Community
Centre
Commencing at 7:00 pm



Vision

We strive for a connected and thriving community.

Mission

We will foster opportunities, celebrate our identity and lifestyle, and provide high quality and responsive services.

Values

Teamwork

Integrity

Respect

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.

Councillors



Cr Ruth Gstrein (Mayor) Central Ward



Cr Geraldine Conheady (Deputy Mayor) Central Ward



Cr Jo Beard South Central Ward



Cr Nick Cole North Ward



Cr Laurie Hickey Central Ward



Cr Kate Makin South-West Ward



Cr Jamie Vogels Coastal 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 Acknowledgment of Country

We acknowledge the traditional custodians of the land around Corangamite Shire, the Eastern Maar and Wadawurrung people.

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

3 Apologies

4 Declarations of Conflict of Interest

In accordance with section 130 (1)(a) of the Local Government Act 2020 Councillors are required to disclose any “conflict of interest” in respect of a matter to be considered at a Council Meeting. Disclosure must occur immediately before the matter is considered or discussed.

5 Confirmation of Minutes

RECOMMENDATION

That the minutes of the Corangamite Shire Special Council meeting held on 14 February 2023 be confirmed as correct.

6 Deputations and Presentations

Members of the public may address Council under this section of the agenda during a meeting of Council if:

- 1) The person is addressing the Council in respect to a submission on an issue under Section 223 of the Local Government Act 1989; or
- 2) The person has requested that they address Council on an issue and the Mayor has agreed that they be heard.

Requests to address Council must be received by 5.00 pm on the day prior to the scheduled meeting of Council.

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

Nil

8 Planning Reports

8.1 Planning Permit Application PP2021/154 - Use and Development of Land for a Dwelling (Farm Worker Accommodation - 1510 Digneys Bridge Road Glenfyne)

Directorate: Sustainable Development

Author: Aaron Moyne, Manager Planning and Building Services

Previous Council Reference: Nil

Attachments:

1. Under Separate Cover - Combined Application Including Amendment to Application PP2021154 6539P [8.1.1 - 14 pages]
2. Under Separate Cover - Combined Objection PP2021154 6539P [8.1.2 - 2 pages]
3. Under Separate Cover - Applicant Response to Objection PP2021154 6539P [8.1.3 - 3 pages]

Declaration

Chief Executive Officer – Michael Tudball

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

Council must consider a planning permit application PP2021/154 for the use and development for a dwelling (farm worker accommodation). The proposed dwelling will be used to provide farm worker accommodation associated with an existing dairy farm.

Public notice of the application has been given and one (1) objection was received for the application.

The application has been assessed against the relevant provisions of the Corangamite Planning Scheme. The proposed use and development will provide an acceptable outcome in response strategic and policy direction and planning controls, and it is recommended that Council issue a Notice of decision to Grant a Permit.

Introduction

Planning Permit Application PP2021/154 was received by Council on 7 October 2021 and most recently amended under Section 57A of the *Planning and Environment Act 1987* on 13 October 2022. The application seeks approval to use and develop the land for a dwelling (farm worker accommodation).

Public notice of the application has been undertaken Council has received one (1) objection. Key issues raised can be summarised as:

- Loss of agricultural land
- Need for the dwelling
- Use of the existing shed
- Future use of the site and property
- Amenity impact (visual and noise)

This report provides a planning assessment of the application and addresses the key issues raised by the objection.

History

Planning Permit PP2018/010 was issued on 3 April 2018 for a two (2) lot subdivision (excision of dwelling). The subdivision was finalised and resulted in the existing dwelling on the property being separated onto its own lot – located west of the existing dairy on Ludemans Road.

The subdivision required a Section 173 Agreement to be entered into which limits any further subdivision of the property.

The landowner and family current live within an existing shed on the property without the required planning and building approval. Their plan is to build their own house on the property and a Building Permit was issued by a private building surveyor for the construction of a dwelling on 22 December 2022. The dwelling will be located on the larger part of the property and no planning permit is required.

A farm shed associated with the dairy farm and approved dwelling has recently been built on the property.

The landowner ultimately intends to move out of the shed and into their new dwelling once constructed.

Subject Site

The subject site has a total area of 27.64ha and forms part of a larger property of approximately 76.97ha comprised of two (2) lots.

The subject site contains an existing shed adjoining the property frontage at Digneys Bridge Road. The applicant currently lives within the shed without required approvals.

The larger property contains a dairy with frontage to Ludemans Road, along with an existing farm shed. The approved dwelling under the building permit will be built in the south-western corner of the farm.

Surrounding Area

The main site/locality characteristics are:

- The subject land and surrounding area are in Farming Zone – Schedule 1.
- The property is also covered in part by the Bushfire Management Overlay and Vegetation Protection Overlay (Schedule 1), which does not affect the area of the proposed dwelling.
- Digneys Bridge Road is an unsealed all-weather road managed by Council.
- The property is used as a dairy farm. Surrounding land within the area is also used in conjunction with agriculture, either associated with the dairy industry or for beef cattle production.
- Each of properties adjoining the site contain existing dwellings used in conjunction with agriculture. The property directly north of the site is a smaller rural-residential property.
- Land north-west and south-east of the property contains established remnant vegetation.
- An established limestone quarry exists along Ludemans Road which continues to operate.

The maps provided below show the 27.64ha site for the proposed dwelling (red) adjoining the balance property of 46.38ha used for the dairy farm (yellow). Total property area is approximately 76.97ha.



Figure 1. Planning Zone/Overlay Map

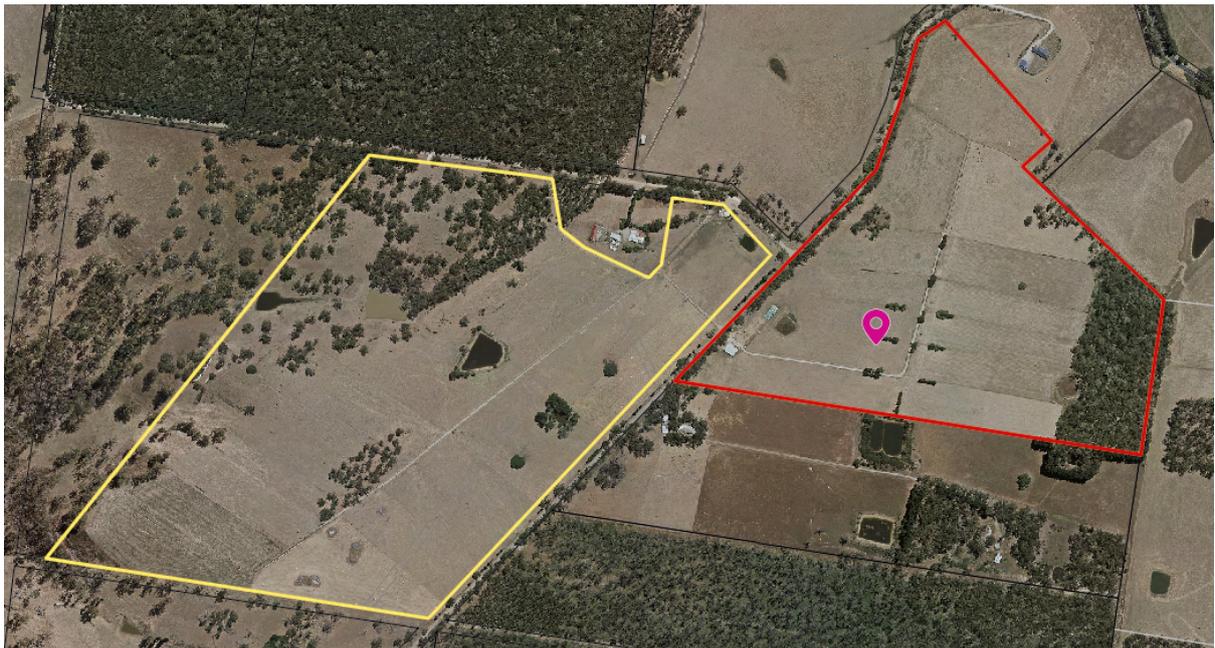


Figure 2. Aerial Map

Proposal

Use

The proposed dwelling will be used to provide on-farm worker accommodation associated with an existing dairy farm.

The landowner/applicant has previously lost a farm worker given the lack of available accommodation and is seeking to provide a dwelling to attract a new farm worker to support the continued farm operation. This may be a single person or family who will live on-farm.

As the applicant frequently works away, they need an employee on-farm to monitor and continue the operation of the farm.

Siting and Design

The proposed dwelling will be located 338m from the western property boundary of Digneys Bridge Road and 77m from the southern lot boundary.

The dwelling will be single storey and will incorporate three (3) bedrooms, kitchen and family area, lounge, bathroom and ensuite. External material used in the dwelling construction will include brick walls and a Colorbond corrugated iron roof.

Access and Services

Access is proposed to be provided utilising an existing farm access track which will be upgraded to provide all-weather access to the dwelling from Digneys Bridge Road.

A new on-site wastewater system will need to be installed to treat and retain all wastewater generated from the dwelling. Water and electricity will also be provided.

A copy of the planning permit application is provided under separate cover.

Policy and Legislative Context

Zoning

The subject site is in the Farming Zone – Schedule 1.

A planning permit is required to use and develop land for a dwelling on a lot less than 40ha in site area.

The purpose and decision guidelines of the Farming Zone must be considered in the assessment of this application.

Overlays

The subject site is also located within the Bushfire Management Overlay. No permit is required under this overlay as the dwelling is proposed to be located outside of this area.

Municipal Planning Strategy and the Planning Policy Framework

The following clauses are considered relevant to this permit application:

Clause 02 Municipal Planning Strategy

Clause 02.01 Context

Clause 02.02 Vision

Clause 02.03-3 Environmental risks and amenity (Bushfire, flooding, erosion and land slip)

Clause 02.03-4 Natural resource management (Agriculture); recognises that:

- The agricultural industry employs approximately one third of the Shire's workforce and that milk production is one largest agricultural enterprises in the Shire. The dairy industry makes a significant contribution at a state and national level.
- the protection and enhancement of the agricultural industry is linked to the Shire's environmental and economic wellbeing.

Clause 11 Settlement

Clause 11.01-1S Settlement

Clause 11.01-1R Settlement – Great South Coast

Clause 11.03-6S Planning for Places – Regional and local policies

Clause 12 Environmental and Landscape Values

Clause 12.03-1S Water Bodies and Wetlands – River corridors, waterways, lakes and wetlands

Clause 13 Environmental Risks and Amenity

Clause 13.02-1S Bushfire - Bushfire planning

Clause 13.07-1S Amenity, Human Health and Safety – Land use compatibility

Clause 14 Natural Resource Management

Clause 14.01-1S Agriculture - Protection of agricultural land, seeks to limit the loss of productive agricultural land and consider the continuation of agriculture and compatibility between land uses.

Clause 14.01-1L Agriculture - Protection of agricultural land; seeks to minimise conflict between agricultural and non-agricultural land uses in rural areas and discourages new dwellings not associated with or required for the agricultural land use.

Clause 14.01-2S Agriculture – Sustainable agricultural land use; encourages diversification and value-adding of agriculture through effective agricultural production and processing and seeks to assist genuine farming enterprises to embrace opportunities and adjust flexibly to market changes.

Clause 15 Built Environment and Heritage

Clause 15.01-6S Built Environment - Design for rural areas

Clause 17 Economic Development

Clause 17.01-1S Employment - Diversified economy

Clause 17.01-1R Employment - Diversified economy – Great South Coast; seeks to support agriculture as a primary source of economic prosperity and increase the region's contribution to the nation's food production.

Particular Provisions

There are no particular provisions relevant to this application.

Clause 65 Decisions Guidelines

Must be considered in the assessment of this application.

Internal / External Consultation

Referrals

There were no statutory referrals required to external authorities for this application.

Internal referral comments have been sought from Council's Assets Planning and Environmental Health Units.

Internal Departments	Response
Assets Planning	No comment.
Environmental Health	No objection, standard wastewater conditions.

Advertising

Notice of the application was given in accordance with Section 52 of the Planning and Environment Act 1987, including:

- Letters to landowners and occupiers of property adjoining the subject site
- Council website

One (1) objection was received to the application from an adjoining landowner. The key issues raised in the objection can be summarised as:

- Loss of agricultural land
- Need for the dwelling
- Use of existing shed
- Future use of site and property
- Amenity impact (visual and noise).

The applicant has been provided with a copy of the objection and has provided a response to the matters raised. The concerns of the objector stand, and the objection has been maintained.

Copies of the objection and applicant response are provided.

Consultation

Consultation for the application was undertaken and included:

- A request for further information and various discussions with the applicant around the need for the dwelling and justification that it is proposed to be associated with an agricultural use.
- An on-site planning site inspection was held on Tuesday, 7 February 2023, attended by Councillors, Council officers, the applicant and objector.

Assessment

Planning assessment of the application will focus on how the application responds to the relevant provisions of the Municipal Planning Strategy (MPS) and Planning Policy Framework (PPF), in conjunction with the purpose and decision guidelines of the Farming Zone.

The application seeks approval for a dwelling to provide farm worker accommodation to support the ongoing and continued operation of a dairy farm. Even whilst the dairy farm is comparably small-scale with other farms, it is still recognised that the nature of dairy farming requires a continued on-farm presence given the nature of the work and to maintain animal welfare.

The availability of accommodation is critical in key worker attraction and to support ongoing agricultural production in Corangamite Shire, maintaining a competitive position as a leading agriculture and dairy area.

Municipal Planning Strategy and Planning Policy Framework

The MPS is clear in the emphasis and strategic direction it places on agriculture, particularly the dairy industry and milk production. Agriculture is fundamental to the ongoing growth and prosperity of the Shire and is the largest component of the local economy, with direct and indirect economic benefits.

The support and growth of agriculture needs to be balanced with competing demands for rural-residential development, urban encroachment and fragmentation of productive agricultural land. The ongoing spread of dwellings and changing nature of agricultural production presents risk to the industry.

The PPF supports the MPS by establishing planning policy to protect and preserve productive farmland for agriculture that is of strategic significance. Planning for the use and development of agricultural land must consider impacts of the loss of productive land, continuation and compatibility with agricultural uses and land capability. Policy also seeks to support the adaptation and diversification of the agricultural sector by facilitating ongoing productivity, investment and response to market change.

These policies are further reinforced by local strategies at Clause 14.01-4L which seek to avoid rural-residential development where it cannot be demonstrated that it is required to support or maintain and agricultural use.

Planning policy and strategy also requires the consideration of other environmental factors, such as bushfire risk, land use compatibility and capacity of the site to treat wastewater.

The applicant operates a small dairy farm over approximately 77ha and require a dwelling for worker accommodation to support the continued operation of the farm. As the applicant frequently works away, they need an employee on-farm who will undertake tasks and responsibilities. The applicant is currently in the process of building their own dwelling on the land and they are committed to remaining within agriculture and running a dairy farm from the land.

The application must be assessed independently as a dwelling proposed on 27ha, however, the context of the farm is important to consider. The larger lot on-farm cannot be further subdivided and will remain as a 46ha lot.

The justification provided for the proposed dwelling is reasonable and it will provide a key piece of infrastructure that provides labour and supports the ongoing use of the farm. The dwelling has been sited on the property in a location removed from adjoining agricultural infrastructure, and will not cause land use conflict or constrain agricultural activity. These are outcomes strategically supported by planning policy.

It is highly unlikely any further rural-residential subdivision or development would be supported on the property, which would further fragment and undermine the productive capacity of the land, which still provides a valuable opportunity for agricultural production.

In relation to bushfire risk, the dwelling has been sited outside of the Bushfire Management Overlay but must still address Bushfire Attack Level (BAL) through any building permit in accordance with the *Building Regulations 2018*. This designates the standard of construction of the dwelling. Wastewater can also be adequately managed on the property and will be dealt with through a permit process by Council.

Overall, the proposed dwelling in conjunction with an existing dairy farm provides an acceptable response to the strategic and policy direction of the MPS and PPF. Importantly, the dwelling will support a continued agricultural use and will have limited impact on the compatibility and continuation of agriculture on adjoining land.

Farming Zone

The Farming Zone (FZ) builds upon planning policy and prioritises the use and protection of land for agriculture, along with encouraging the retention of employment and population to support rural communities.

In response to the decision guidelines of the FZ, the following comments are made:

- The dwelling will result in the loss of a small amount of land from agriculture, but this needs to be balanced against support the support and enhancement of the dairy farm through the provision of a dwelling for a farm worker/family.
- Provision of the dwelling for worker accommodation will deliver key infrastructure supporting the ongoing agricultural use of land and adaptation to market change, where an accommodation shortage exists.
- The site has capacity to support a dwelling, as a necessary component of the farm, whilst sustaining the dairy farm on the wider property.
- Residents of the dwelling will be involved in agriculture, and this will minimise any adverse or amenity impacts caused through farming activity or operations, which may occur with a dwelling not linked with agriculture.
- The proposed dwelling is not located nearby or within proximity to key agricultural infrastructure or other facilities, such as wind farms or extractive industry, which will have an adverse amenity impact or restrict those activities.
- Wastewater from the dwelling can be adequately treated on-site and there will be no adverse environmental impact.
- The dwelling has been sited with setback from Digneys Bridge Road and adjoining properties to minimise impacts on adjoining agricultural uses and will have a limited landscape impact given its single storey design.

Response to Objections

The key issues raised in the objection and an officer response are provided below.

Objection	Officer response
Loss of agricultural land	<p><u>Objection supported in part</u> The dwelling will result in the loss of a small area of the farm from agriculture, however, this must be balanced against the advantages to be achieved by supporting worker accommodation and agricultural production.</p> <p>There is nothing restricting future sale of the property and its separation from the dairy farm, but the application has been adequately justified basis that the dwelling is required for the farm. A dwelling on 27ha still has potential to support various productive agricultural uses.</p>
Need for the dwelling	<p><u>Objection not supported</u> The application has been assessed on its merits considering the need for a dwelling to provide farm worker accommodation to support continuation of a dairy farm. There is a demonstrated agricultural need for the dwelling on the property.</p>
Use of existing shed	<p><u>Objection supported</u> It is noted that the existing shed on the property is currently occupied and used for residential purposes without the required planning and building approval.</p> <p>The applicant has approval to build their own dwelling on the property and a condition of any permit granted through this application can include a condition requiring fixtures/fittings of the shed be removed and it no longer be inhabited.</p>
Future use of the site and property	<p><u>Objection not supported</u> This application must be considered on its merits as a dwelling proposed to provide farm worker accommodation to support the dairy farm. A decision must be made on the appropriateness of the dwelling on this basis.</p>

Objection	Officer response
	Council has no direct mechanism to control the future use or sale of the property, outside of any proposed development of subdivision requiring a planning permit.
Amenity impact (noise and visual)	<p><u>Objection not supported</u></p> <p>The level of amenity protection afforded to dwellings within rural areas is lower than that expected and provided in residential areas that support housing and residential development. This is due to the nature of farming and other uses which can conflict with dwellings, and to prioritise agriculture over other uses.</p> <p>The proposed dwelling will be setback approximately 550m from the objectors dwelling and will not result in amenity impact through noise or visual impact. The surrounding area is not designated as an area offering higher landscape and visual protection.</p> <p>Setback distances between the dwellings is reasonable in a rural context.</p>

Options

Council has the following options:

1. Issue a Notice of Decision to Grant a Permit subject to conditions as set out in this recommendation. **(Recommended option)**
2. Issue a Notice of Decision to Refuse to Grant a Permit.

Conclusion

The application seeks approval for the use and development of land for a dwelling to provide farm worker accommodation in conjunction with an existing dairy farm.

Whilst the outcome will result in a dwelling on a lot less than the 40ha FZ minimum, it is considered that the dwelling is required to support and associated with agricultural production, enabling the continued operation of the dairy farm. Worker accommodation and housing more broadly is in limited supply in Corangamite Shire and where a balanced outcome can be achieved which supports and protects long-term agricultural production, whilst providing a new housing opportunity, the approval of a permit would be warranted.

The application has been assessed against the relevant provisions of the Corangamite Planning Scheme and provides an acceptable response to strategic and policy direction of the MPS and PPF, and purpose and decision guidelines of the Farming Zone.

It is recommended that Council issue a Notice of Decision to Grant a Permit, subject to conditions.

RECOMMENDATION - 8.1

Notice of Decision to Grant a Permit

That Council having caused notice of Planning Application No. PP2021/154 to be given under Section 52 of the *Planning and Environment Act 1987* and/or the planning scheme and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to Grant a Notice of Decision to Grant a Permit under the provisions of the Corangamite Planning Scheme in respect of the land known and described as Lot 1 TP 619113Y, 1510 Digneys Bridge Road GLENFYNE VIC 3266, for the Use and development of land for a dwelling (farm worker accommodation) in accordance with the endorsed plans, with the application dated 7 October 2021, subject to the following conditions:

Layout Not Altered

1. The use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

Services to Dwelling

2. The dwelling must be connected to a reticulated sewerage system or if not available, the wastewater must be treated and retained within the lot in accordance with the requirements of the Environment Protection Regulations under the *Environment Protection Act 2017* for an on-site wastewater management system.

Note: A permit to Install/Alter a Wastewater Treatment System must be applied for through Council's Environmental Health Unit and the Permit obtained before a new system is installed.

3. The dwelling must be connected to a reticulated potable water supply or have an alternative potable water supply with adequate storage for domestic use as well as for fire fighting purposes.
4. The dwelling must be connected to a reticulated electricity supply or have an alternative energy source.

Stormwater Drainage

5. All stormwater and surface water discharging from the buildings and works approved by this permit must be retained on site or conveyed to the legal point of discharge to the satisfaction of the Responsible Authority.

No Polluted and/or Sediment Laden Run-Off

6. No polluted or sediment laden run-off is to be discharged directly or indirectly into drains or watercourses. Construction must follow sediment control principles outlined in *Construction Techniques for Sediment Pollution Control (EPA, 1991)*.

Decommissioning of Existing Shed Facilities

- 7. Within six (6) months of the use commencing, the fixtures and fittings in the existing shed must be removed so that is no longer used or able to be used for habitable purposes.**

Expiry of Permit

- 8. This permit will expire if one of the following circumstances applies:**
- a) The development is not started within two (2) years of the date of this permit.**
 - b) The development is not completed and the use started within four (4) years of the date of this permit.**

In accordance with section 69 of the Planning and Environment Act 1987, an application may be made to the Responsible Authority to extend the periods referred to in this condition.

8.2 Unlocking Housing Timboon Planning Scheme Amendment C58cora

Directorate: Sustainable Development

Author: Aaron Moyne, Manager Planning and Building Services

Previous Council Reference: Nil

Attachments:

1. Under Separate Cover - C58cora Timboon Amendment Documentation [8.2.1 - 33 pages]

Declaration

Chief Executive Officer – Michael Tudball

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

Council continues to work through the planning, design and delivery of the Unlocking Housing Simpson and Timboon projects. Both projects are Council strategic priorities aligned with the delivery of housing and residential subdivision to population growth in the Shire.

The Simpson project site is progressing through a planning scheme amendment process (PSA) to rezone the land through the Victorian Government's Development Facilitation and Priority Projects Program.

The Council owned Timboon project site required further technical assessment and has not followed the same pathway for PSA. The best option for Council to rezone the land is to lead its own PSA process.

This report presents a recommendation to seek authorisation from the Minister for Planning to proceed with public exhibition of Planning Scheme Amendment C58 in accordance with the *Planning and Environment Act 1987*.

Introduction

Following preparation of the Positioning Simpson and Timboon Strategy 2020 and the Key and Essential Worker Housing Action Plan 2020, Council secured project funding of \$1 million respectively (\$2 million total) through the Victorian Government's Living Regions Living Suburbs Program. The funding is in place to support post-COVID recovery and growth and enable Council to work through the planning and design for the delivery of services an enabling infrastructure to deliver residential development.

The delivery of serviced and market-ready residential land for development is critical to support business investment, economic development and township growth within Corangamite Shire particularly within the coastal hinterland where land supply is constrained and significantly limited along the coast.

Significant work has been undertaken over the past 12-18 months to prepare technical assessment and investigations to develop an evidence base to support rezoning of the land.

Community Reference Groups (CRG) have been established and concept master plans prepared to provide an indication of how each site could develop, subject to further planning and design.

Council has engaged Tomkinson and KPMG to undertake further detailed work around development delivery options, financial model and design and construction, which will be progressed and finalised in the next 3-6 months. This will then follow by planning approval for subdivision, before progressing to final civil design and delivery.

Council has progressed the Unlocking Housing Simpson site through the Victorian Government's Development Facilitation and Priority Projects Program, however, this is not a viable option for the Timboon site.

A PSA must be undertaken to rezone the land to then enable Council to move through the next stages of development design, options, approval and delivery.

Issues

The Unlocking Housing Timboon site incorporates land owned by Council, which includes the Timboon Waste Transfer Station, and a property which has been purchased at 17 Curdies Road.

PSA C58 has been prepared to introduce the relevant planning scheme controls and rezone the site. Specifically, the PSA will:

- Rezone part of land at 5 Curdies Road, Timboon adjoining the Public Use Zone from Farming Zone to Public Use Zone.
- Rezone the remaining land at 5 Curdies Road and 17 Curdies Road, Timboon from Farming Zone to Neighbourhood Residential Zone (Schedule 1).
- Apply the Neighbourhood Residential Zone (Schedule 1) to the unnamed and unmade government road.
- Applies Schedule 7 to the Design and Development Overlay, to the proposed Neighbourhood Residential Zone to support bushfire planning and subdivision design requirements.

In effect, the PSA will rezone the land to support and enable future residential development to occur, whilst concurrently enabling the continuation of the Timboon Waste Transfer Station on part of the land in the appropriate Public Use Zone. The aligns with the Timboon Waster Transfer Master Plan prepared for the site.

As it currently stands, the overall site is comprised of three (3) individual lots and an unmade road reserve. To align with the proposed rezoning extent and ensure the property does not fall within two zones, a planning permit application to subdivide the land and realign boundaries will be submitted independently and processed by Council's Planning Department. This will help formalise property title arrangements before further subdivision planning on the land occurs.

The efficient authorisation and processing of the PSA is critical to the ongoing planning and delivery of the Unlocking Housing Timboon project being led by Council and funded by the Victorian Government.

Policy and Legislative Context

This report is also in keeping with the commitments in the Council Plan 2021-2025:

Theme One - A Connected Community

Infrastructure and services that deliver population growth and new housing

Theme Two - A Thriving Community

More housing and subdivision to cater for population growth

Corangamite's townships are attractive, accessible and appealing to visitors and are presented in a way in which our residents can be proud

We retain and we grow our population

Theme Four - Improving Our Environment

Protecting and improving our built and natural environment

Theme Five - Community Leadership

We listen to and engage with our community

Council's 2022-2023 Annual Action Plan identifies the commencement of the subdivision and infrastructure work for the Unlocking Housing Simpson and Timboon projects.

Internal / External Consultation

Ongoing public consultation and engagement has been a core component of the Unlocking Housing projects in accordance with Council's Community Engagement Policy.

Multiple consultations points were undertaken in the preparation of the Positioning Simpson and Timboon Strategy 2020 with submissions received from community and both agencies and authorities.

Community Reference Groups (CRG) have been established for each Unlocking Housing project, chaired by the ward Councillors, Cr Vogels and Cr Makin. The CRG provides a valuable mechanism to share project information and updates, whilst seeking input into development design such as the concept master plan. Further CRG meetings will be scheduled as the project progresses.

Project updates and information has also been shared through media release and Council's website which contains specific information.

The PSA is a statutory process which requires public exhibition and notice. This will involve letters being sent to affected landowners and residents, newspaper advertisements and notice to relevant government departments and Ministers. Given the specific nature of the PSA, public exhibition will be confined.

Submissions received through public exhibition of the PSA must be considered by Council in accordance with the *Planning and Environment Act 1987*. Any submissions which request changes or oppose the amendment (in part or full), and can't be resolved, must be referred to a Planning Panel appointed by the Minister for review.

Financial and Resource Implications

Preparation of the PSA is being delivered within existing budget allocation and utilising funding obtained by the Victorian Government.

Rezoning of the land will result in value uplift which will have a positive financial outcome for Council and will be factored in the project delivery options.

Priority will be made to process the PSA efficiently to aim to have the land rezoned before 1 July 2023 when the Victorian Government's legislated Windfall Gains Tax (WGT). Further analysis of potential WGT implications will be undertaken.

Options

It is recommended that Council resolve to seek authorisation from the Minister for Planning and undertake public exhibition of PSA C58 in accordance with the *Planning and Environment Act 1987*.

Council may alternatively choose to not proceed with the PSA.

Conclusions

Unlocking Housing Timboon is a priority project for Council to pursue with the support of Victorian Government funding through the Living Regions Living Suburbs Program to delivery serviced, market-ready residential land.

A PSA must be undertaken to rezone the land and apply the appropriate planning controls to allow the land to be further subdivided and developed.

This report seeks to initiate a request to seeking authorisation from the Minister for Planning and undertake public exhibition of PSA C58 in accordance with the *Planning and Environment Act 1987*.

RECOMMENDATION - 8.2

That Council

- 1. Proceed to seek authorisation from the Minister for Planning for Planning Scheme Amendment C58 under Section 8A and exhibit Planning Scheme Amendment C58 in accordance with Section 19 of the *Planning and Environment Act 1987*, subject to final ordinance and mapping changes.**

8.3 Skipton Structure Plan

Directorate: Sustainable Development

Author: Aaron Moyne, Manager Planning and Building Services

Previous Council Reference: Nil

Attachments:

Nil

Declaration

Chief Executive Officer – Michael Tudball

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 Skipton Structure Plan (Structure Plan).

Project planning is being finalised and the project will commence in March 2023 with an aim to deliver a final Structure Plan for Council adoption by February 2024, before commencing a planning scheme amendment and other actions for implementation.

The Skipton Structure Plan will establish a vision, strategic direction and a long-term land use planning framework over a minimum fifteen (15) year horizon.

Introduction

Council is seeking to support the growth and development of Skipton by preparing a Structure Plan.

The Structure Plan will provide Council, community and other stakeholders with a vision and strategic direction for Skipton that supports future growth and development of the town.

The need and strategic basis for the Structure Plan arises from the Council Plan 2021-2025, which identifies the importance of delivering more housing and subdivision to cater for population growth, along with services and infrastructure enabling residential, industry and business growth.

To support preparation and delivery of the Structure, Council has been successful in obtaining \$100,000 project funding through the Victorian Planning Authority (VPA) Streamlining for Growth Program 2022-2023.

Strategic land use planning was last undertaken in Skipton in 2001 and the current planning framework is now outdated and no longer aligned with State and regional planning policy.

A key factor in planning for future growth and development in Skipton is the Mount Emu Creek which runs through town. The town has been subject to a number of past significant flood events, with consideration of flood risk, mitigation and adaption forming an important component of the project.

A project plan has been finalised and quotes have been sought from suitable planning consultants to prepare and deliver the Structure Plan. Niche Studio have been appointed by Council and will lead delivery of the project.

Preparation of the Structure Plan presents an important opportunity for Council and all other stakeholders (e.g. community, developers, agencies, authorities and Traditional Owners) to work in partnership and review the short and long-term needs of the community, positioning Skipton to capitalise on future development, investment and growth opportunities, whilst preserving and enhancing valued features and assets.

The Skipton Structure Plan is part of a broader strategic planning work program Shire to establish long-term goals and objectives, positioning Corangamite Shire to capitalise on population attraction and future growth and development opportunities.

Issues

The Structure Plan will establish a planning framework to position Skipton as a commuter and service town, that is attractive to business investment and tourism opportunities. The Plan will set a vision, strategic direction and a clear action and implementation plan, to deliver a land use planning framework to facilitate growth and support a thriving town.

Skipton is uniquely positioned in the north of the Shire and located close to Ballarat as its closest regional centre. To town has a close connection and alignment with the Central Highlands Region, with many local and regional services sourced and provided from Ballarat.

Council has received increased community interest over the past 12-18 months regarding long-term planning and future growth opportunities for the town.

Preparation of the Structure Plan will involve:

- Development of a vision and strategic direction for Skipton based on its location on key transport corridors, future role and opportunities for tourism.
- Delivery of a long-term planning framework and settlement boundary.
- Preparation of an updated township framework plan for inclusion in the Municipal Planning Strategy.
- Analysis and preparation of long-term planning strategies.
- Review and analysis of residential, commercial and industrial land supply need, including a diversity of housing supply and the delivery of key worker and affordable housing.
- A focus on supporting housing growth and the delivery of market-ready land supply.
- Planning for future commercial and industrial opportunities to support the economic viability of the town, recognising its key location on key transport routes and its links with agriculture and associated industries.
- Consideration of environmental risks, constraints and values, including flood risk and land capability, and protection of Mount Emu Creek and its environs.
- Enhancement and revitalisation of gateway entrances, public open spaces and physical environs.
- Consideration of tourism opportunities and attractors to the town, including the Ballarat-Skipton Rail Trail.
- Partnering with Wadawurrung Traditional Owners and other key stakeholders in the development of the Plan.

A work program prepared by the project consultant is outlined in Figure 1.

**Skipton Structure Plan
Work Program Outline**

A summary of the project methodology is outlined below. A more detailed work program can be provided, which will be a working document, as the project progresses.

STAGE		KEY MILESTONES	TIMELINE
INCEPTION	①	Inception meeting Project Working Group 1 Engagement Plan	February 2023
BACKGROUND & ANALYSIS	②	Background report Technical inputs Stakeholder liaison	May 2023
COMMUNITY ENGAGEMENT	③	Community focus groups Stakeholder discussions Surveys Engagement Report	July 2023
DRAFT STRUCTURE PLAN	④	Draft Structure Plan Community drop-in sessions Council briefing	November 2023
FINAL STRUCTURE PLAN	⑤	Community feedback Final Structure Plan	February 2024
IMPLEMENTATION	⑥	Actions and priorities Draft and final planning scheme amendment documents	March 2024

Figure 1. Skipton Structure Plan Work Program

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

The PWG membership will include:

- North Ward Councillor (Chair)
- Council officers
- 1 x Skipton Progress Association representative
- 1 x Emergency Services Representative
- 2 x industry/business/sporting group representatives
- 3 x community members
- Consultant team (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

This report is in keeping with the commitments in the Council Plan 2021-2025:

Theme One - A Connected Community

Infrastructure that enables industry and business growth

Infrastructure and services that deliver population growth and new housing

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

Theme Two - A Thriving Community

Facilitating and supporting economic development

More housing and subdivision to cater for population growth

We retain and we grow our population

Theme Three - A Healthy, Active and Resilient Community

Community resilience is improved to allow individuals and towns to respond and recover from emergencies

Theme Four - Improving Our Environment

Protecting and improving our built and natural environment

Theme Five - Community Leadership

We listen to and engage with our community

Working with First Nations people

Preparation of the Structure Plan also has alignment with:

- Community 2040 Vision
- Grow and Prosper Corangamite (draft)
- Great South Coast Regional Economic Development Strategy 2022
- Great South Coast Regional Growth Plan 2014

Internal / External Consultation

A consultation plan will be developed in accordance with the 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. Background Analysis/Issues and Opportunities stage
2. Draft Structure Plan stage

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

Statutory implementation of the Structure Plan via a Planning Scheme Amendment will incorporate further public exhibition and an opportunity for submissions to be made.

Financial and Resource Implications

Council has been successful in obtaining \$100,000 of funding from the VPA, to complement Council's own budget allocation of \$80,000 for the project.

Kristen Wilkes, Council's contract Strategic Planner, will lead project management in conjunction with the appointed consultant.

Options

That Council note the report and endorse the composition of the PWG and nominate Cr Cole (North Ward Councillor) as Chair.

Conclusions

Preparation of the Skipton Structure Plan will establish a vision, strategic direction and deliver a long-term land use planning framework.

The Structure Plan will cover a minimum fifteen (15) year horizon and presents an important opportunity for Council to work with community to plan future growth and development of the town.

RECOMMENDATION - 8.3

That Council:

1. **Endorses the composition of the Project Working Group for the Skipton Structure Plan; and**
2. **Nominates the North Ward Councillor to perform the position as Chair of the Project Working Group.**

9 Officer's Reports

9.1 Finance Report - January 2023

Directorate: Corporate and Community Services
Author: Simon Buccheri, Manager Financial Services
Previous Council Reference: Nil
Attachments:
1. Finance Report for January 2023 [9.1.1 - 13 pages]

Declaration

Chief Executive Officer – Michael Tudball

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

Author – Simon Buccheri

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

Summary

This report is to note Council's current financial position as at 31 January 2023 and to approve changes to the 2022-2023 reviewed budget, that have resulted from a mid year review of operations.

Introduction

Council adopted the 2022-2023 budget at the ordinary Council meeting in June 2022. At the August 2022 ordinary Council meeting, a number of 2021-2022 projects and grants paid in advance were identified as being required to be carried forward to the 2022-2023 year.

Managers have conducted a review of budgets and the required funds to deliver programs and initiatives. This report is seeking approval of the changes which will decrease the cash position at the end of the year by \$998,701 with a significant component of this being transition costs for Aged Services. Council's year to date financial performance for 2022-2023 is currently favourable to budget.

Issues

Budget Variations

Council's target cash position is \$5 million or greater on an annual basis. The cash position as at 30 June 2022 was \$48.38 million which was primarily due to incomplete projects, grant funding received in advance and a favourable result to the adjusted forecast. The higher than forecast cash position as at 30 June 2022 will fund the carry forward budget adjustments approved in August 2022 and improve the starting position for the 2023-2024 Budget.

A summary of forecast cash positions is detailed below:

Cash position as at 30 June 2022	\$48,382,441
2022-2023 adopted surplus / (deficit)	(\$651,702)
2021-2022 carry forwards (net)	(\$32,264,178)
2022-2023 September quarter adjustments	\$460,909
2022-2023 December quarter adjustments	(\$10,000)
2022-2023 Mid-Year quarter adjustments	(\$998,701)
Forecast cash position at 30 June 2023	\$14,918,769

Financial Performance

Council's financial performance for 2022-2023 is on target with a year to date favourable cash variance of \$2,008,625 compared to year to date budget. Main contributors to the higher than forecast cash result at 31 January are:

- Recurrent operations are \$2,936,845 favourable primarily due to grants paid ahead of schedule and additional landfill fees collected due to increased demand.
- Project related expenditure is \$597,730 unfavourable due to projects being completed ahead of schedule.
- Capital operations are \$490,698 favourable with some capital projects running behind schedule and grants not paid in line with forecast.
- Proceeds from sale of property are \$356,828 unfavourable to budget. This is due to the timing of the trade-ins with a number of vehicles waiting to be traded. Actual trade in values are returning higher than budgeted for the full year.
- Extraordinary events are \$539,498 unfavourable due to phasing of expenditure and flood works completed.

Policy and Legislative Context

The report meets Council's requirements for reporting under the *Local Government Act 2020* and is also in keeping with the commitments in the Council Plan 2021-2025:

Theme Five - Community Leadership
Having strong governance practices
Ensuring that we maintain our strong financial position
Council promotes best value and value for money for its ratepayers

Internal / External Consultation

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

Financial and Resource Implications

The financial performance of Council is favourable for the period ended 31 January 2023 and a "cash" surplus is projected for 30 June 2023.

Conclusions

Council's financial performance for 2022-2023 remains on target. The year to date cash variance of \$2,008,625 is favourable compared to budget. This is primarily due to timing of grants, phasing of expenditure and forecast delivery dates of projects. Council's cash position will remain within the target of \$5 million or greater.

RECOMMENDATION - 9.1

That Council:

- 1. Receives the finance report for the period ending 31 January 2023.**
- 2. Approves the adjustments to the 2022-2023 reviewed budget.**

Monthly Finance Report

January 2023



Finance Report

Attestation

In my opinion the information set out in this report presents fairly the financial transactions for the period ended 31 January. All statutory obligations which relate to the period of this report have been made.

Jacqui Thomas CPA
Manager Finance

Certification Statement

The financial position of Council has been reviewed and it has been determined that a Revised Budget under s95 of the Local Government Act 2020 is not required.

Michael Tudball
Chief Executive Officer

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Synopsis

The purpose of this report is to provide Council an update and commentary on the financial performance of Council's operations on a quarterly basis.

Definitions

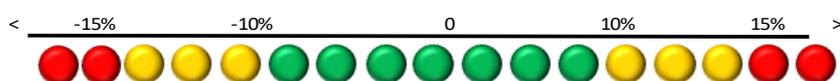
Adopted Budget represents the Budgeted adopted by the Council in June.

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

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

Variance indicator thresholds

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



Performance Summary

The performance summary provides a high level overview of the year to date (YTD) cash result against budget. The report also projects the overall cash balance available to Council at the end of the financial year, this cash balance provides a starting point for future budgets.

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav)	
						\$	%
Recurrent Operations	(11,689,386)	(18,940,998)	(17,961,425)	(11,220,015)	(8,283,170)	2,936,845	26%
Rate Income	23,946,837	23,946,837	24,024,742	23,912,924	23,988,061	75,137	0%
Net Loans	0	0	0	0	0	0	0%
Projects	(4,253,255)	(7,274,451)	(8,196,268)	(1,813,275)	(2,411,005)	(597,730)	(33%)
Capital	(9,996,439)	(37,011,018)	(38,200,380)	(8,036,800)	(7,546,101)	490,698	6%
Proceeds from sale of property, infrastructure, plant & equi	423,000	756,029	811,029	751,311	394,483	(356,828)	(47%)
External Loan Funds	0	0	0	0	0	0	0%
Reserve Transfers	917,542	6,058,630	6,058,630	0	0	0	0%
Extraordinary Events	0	0	0	500,000	(39,498)	(539,498)	(108%)
Surplus/(Deficit)	(651,702)	(32,464,971)	(33,463,672)	4,094,144	6,102,769	2,008,625	49%
Surplus/(Deficit) B/forward	11,674,040	48,382,441	48,382,441				
Surplus/(Deficit) at end of year	11,022,338	15,917,470	14,918,769				

Note: Figures in brackets indicate cost to Council

Unfavourable variances shown in brackets

Key Financial Indicators

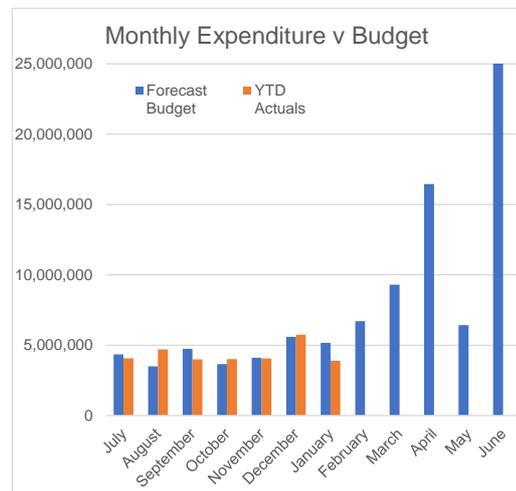
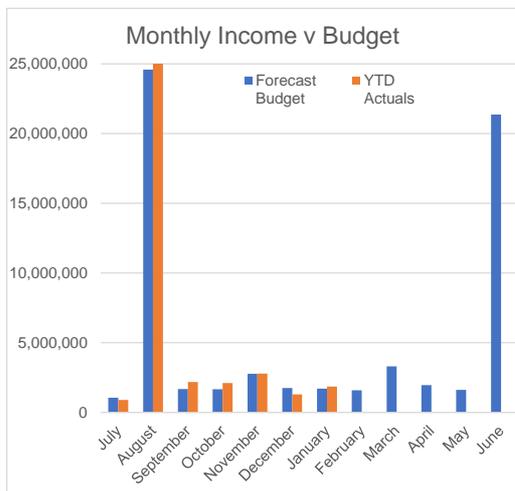
The financial and non-financial sustainability indicators are used to assess the financial sustainability risks of councils. These indicators should be considered collectively and are more useful when assessed over time as part of a trend analysis.

Key Performance Indicators	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals
Adjusted Underlying Result (Adjusted underlying surplus (or deficit) / Adjusted underlying revenue)	0.8%	-10.4%	-10.4%	39.9%
Liquidity (ratio) (Current assets/Current liabilities)	2.41	2.41	2.46	2.74
Internal financing (%) (cash generated from operating activities/Revenue)	103.7%	23.0%	22.1%	17.2%
Indebtedness % (non-current liabilities/Own source revenue)	23.2%	26.5%	24.9%	33.5%
Renewal Gap (ratio) (renewal and upgrade expenditure / Depreciation)	1.10	1.52	1.49	Only assessed at year end after depreciation

Cash Budget

The cash budget compares Council's financial plan, expressed through its annual budget, with actual performance. This report notes the cash movement of all Council activities (ignoring any accounting adjustments). Council has adopted a materiality threshold of the lower of 10 percent and at least \$100,000 where further explanation is provided. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	YTD Variance fav/(unfav) \$
REVENUE						
Rates and charges	23,946,837	23,946,837	24,024,742	23,912,924	23,988,061	75,137
Statutory fees and fines	432,562	432,562	432,562	962,734	1,310,726	347,992
User fees	6,845,629	6,855,022	7,576,575	3,709,657	4,204,793	495,136
Contributions - monetary	1,388,817	2,147,146	2,209,221	562,667	816,639	253,972
Grants - Operating	16,375,018	10,336,825	11,575,285	4,530,143	4,630,725	100,582
Grants - Capital	6,172,385	12,047,673	10,865,673	48,463	214,963	166,500
Other Revenue	721,452	721,452	1,397,952	745,953	990,312	244,358
Proceeds from sale of property, infrastructure, plant & equi	423,000	756,029	811,029	751,311	394,483	(356,828)
Transfer From Reserves	1,053,042	6,194,130	6,194,130	0	0	0
Total Revenue	57,358,742	63,437,676	65,087,169	35,223,852	36,550,701	1,326,849
EXPENDITURE						
Employee benefits	19,437,389	19,621,496	20,119,252	11,866,849	11,344,448	522,401
Materials and services	18,549,238	24,437,823	25,223,395	7,488,015	7,609,043	(121,028)
Bad and doubtful debts	1,000	1,000	1,000	0	0	0
Other expenses	3,011,492	3,228,254	3,653,254	2,796,721	2,666,008	130,713
Capital Expenditure	16,875,824	48,478,574	49,418,441	8,978,122	8,828,433	149,690
Transfer to Reserves	135,500	135,500	135,500	0	0	0
Total Expenditure	58,010,444	95,902,647	98,550,841	31,129,708	30,447,932	681,776
Surplus/(Deficit)	(651,702)	(32,464,971)	(33,463,672)	4,094,144	6,102,769	2,008,625



Summary of Capital Works

The summarised statement of capital works presents Council's performance against the forecast capital budget by category.

Capital Type	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	Variance
Property						
Buildings	1,728,000	2,373,015	2,559,829	428,370	573,950	(145,580)
Land	0	909,268	909,268	45,000	45,000	0
Total Property	1,728,000	3,282,283	3,469,097	473,370	618,950	(145,580)
Plant and Equipment						
Information Technology	0	11,140	11,140	0	377	(377)
Plant, Machinery & Equipment	1,871,000	3,677,410	3,677,410	2,269,353	1,882,106	387,247
Total Plant and Equipment	1,871,000	3,688,550	3,688,550	2,269,353	1,882,483	386,869
Infrastructure						
Bridges	850,000	2,472,276	2,482,276	821,176	756,044	65,132
Drainage	380,000	906,511	906,511	286,671	286,356	315
Footpaths & Cycleways	653,430	697,188	709,295	146,415	161,696	(30,281)
Kerb & Channel	215,000	216,879	216,879	1,879	62,075	(60,732)
Waste Management	1,423,000	1,887,872	2,970,872	110,000	298,766	(188,766)
Parks, Open Space & Streetscapes	540,000	17,154,449	17,154,449	733,769	481,201	252,568
Playgrounds	0	40,895	40,895	33,000	33,745	(745)
Roads	8,491,954	8,993,551	8,886,551	2,384,103	2,905,809	(521,038)
Other Infrastructure	200,000	200,000	200,000	0	14,868	0
Recreational, Leisure & Community Facilities	458,440	8,873,120	8,628,066	1,718,386	1,326,440	391,946
Library Collection Materials	65,000	65,000	65,000	0	0	0
Total Infrastructure	13,276,824	41,507,741	42,260,794	6,235,399	6,326,999	(91,600)
Total capital works expenditure	16,875,824	48,478,574	49,418,441	8,978,122	8,828,433	149,690
Represented by:						
New asset expenditure	2,534,870	28,754,110	29,744,271	2,672,396	2,323,579	348,817
Asset renewal expenditure	9,431,994	13,528,823	13,431,823	5,566,803	5,350,320	216,483
Asset upgrade expenditure	4,908,960	6,195,641	6,242,347	738,924	1,154,534	(415,611)
Total capital works expenditure	16,875,824	48,478,574	49,418,441	8,978,122	8,828,433	149,690

Capital Project Detail Report

Project Name	Project Status	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	Variance
PROPERTY							
Buildings							
Camperdown Civic Centre - Staff Room Kitchen upgrade	Completed	0	10,000	10,000	0	6,462	(6,462)
Camperdown MCH and 3YO kinder - Renewal	Deferred	0	44,642	44,642	0	0	0
Camperdown Saleyards Roofing Upgrade (LRCl3)	Not Started	1,000,000	1,000,000	1,000,000	0	0	0
Civic Centre - McNicol Street Building Heating and Cooling	Completed	0	25,000	25,000	0	21,474	(21,474)
Civic Centre Back Storage Shed - Replace Rotten Timber, Windows and	In Progress	0	33,442	33,442	0	0	0
Cobden Pre-School - Acoustic Panel Installation	Completed	20,000	20,000	20,000	20,000	19,760	240
Cobden Shenfield Street Toilet Block - Floor	In Progress	20,000	20,000	20,000	0	0	0
Darlington Hall roof replacement - Berrybank Windfarm community project	In Progress	0	4,439	4,439	0	0	0
Energy and Water Savings	In Progress	100,000	141,899	141,899	34,747	36,974	(2,227)
Lismore Pool wet deck - Berrybank Windfarm community project	Completed	0	48,471	133,231	1,715	133,231	(131,516)
Lismore Pre-School - Installation of shade structure	In Progress	20,000	20,000	20,000	6,667	7,277	(610)
Lismore Public Toilets Septic Upgrade	In Progress	0	5,882	5,882	5,882	0	5,882
McNicol Street Camperdown Long Day Care Upgrades (LRCl3) 15	In Progress	432,000	432,000	539,000	0	29,935	(29,935)
Mobile Child Care Sustainability Funding	In Progress	0	10,024	10,024	2,402	0	2,402
Paaratte Recreation Reserve - Unisex toilet with shelter and picnic table	Completed	0	45,631	40,685	31,394	32,353	(959)
Replace floor coverings and paint - Manifold Street Toilets	Completed	0	2,000	2,000	0	2,000	(2,000)
Simpson Bowling Clubroom Upgrade	Completed	0	235,814	235,814	235,814	214,958	20,856
Skipton Library upgrade (living libraries)	Completed	0	37,545	37,545	20,000	27,513	(7,513)
Swimming Pool Upgrades	In Progress	100,000	110,226	110,226	69,750	41,407	28,342
Tandarook Park Toilet Block - Floor	In Progress	16,000	16,000	16,000	0	0	0
Transfer Station Solar Panel Infrastructure (LRCl3)	In Progress	0	90,000	90,000	0	0	0
Universal Access to Public Buildings	In Progress	20,000	20,000	20,000	0	606	(606)
Total Buildings		1,728,000	2,373,015	2,559,829	428,370	573,950	(145,580)
Land							
Lake Bullen Merri Management Plan Implementation North Beach	In Progress	0	60,000	60,000	0	0	0
Purchase - 36 Timboon-Curdievale Road Timboon	In Progress	0	399,268	399,268	0	0	0
Timboon Land Purchase - 17 Curdies Rd	In Progress	0	450,000	450,000	45,000	45,000	0
Total Land		0	909,268	909,268	45,000	45,000	0
TOTAL PROPERTY		1,728,000	3,282,283	3,469,097	473,370	618,950	(145,580)
PLANT AND EQUIPMENT							
Information Technology							
Mobile computing initiative and development	Not Started	0	11,140	11,140	0	377	(377)
Total Information Technology		0	11,140	11,140	0	377	(377)
Plant, Machinery & Equipment							
Base station 'Rover' for GPS in Heavy Plant	Completed	55,000	55,000	55,000	0	76,912	0
EV Charging at Council Office	In Progress	100,000	100,000	100,000	0	0	0
Facilities and Recreation Equipment - Over 20k	Completed	60,000	60,000	60,000	60,000	62,900	(2,900)
Facilities team - underwater camera (plumbing)	In Progress	15,000	15,000	15,000	0	0	0
Heavy Plant Replacement Program	In Progress	1,191,000	2,997,410	2,997,410	1,999,353	1,506,701	492,651
Light Fleet Replacement Program	In Progress	420,000	420,000	420,000	210,000	223,812	(13,812)
Minor Plant Purchases	In Progress	30,000	30,000	30,000	0	11,781	(11,781)
Total Plant, Machinery & Equipment		1,871,000	3,677,410	3,677,410	2,269,353	1,882,106	464,158
TOTAL PLANT AND EQUIPMENT		1,871,000	3,688,550	3,688,550	2,269,353	1,882,483	463,781
INFRASTRUCTURE							
Bridges							
Bridge/Causeway Upgrades (LRCl3)	In Progress	0	289,000	289,000	72,250	90,787	(18,537)
Burrupa Road Bridge - Salvage and Replacement	Completed	0	604,276	604,276	604,276	604,642	(366)
Digneys Bridge Road Timber bridge replacement with concrete	In Progress	700,000	700,000	700,000	14,000	13,455	545
Eight Mile Lane Bridge Timber deck replacement	In Progress	0	402,530	402,530	0	0	0
Four Tree Road Bridge Timber deck replacement	In Progress	0	293,730	293,730	97,910	10,850	87,060
Keayang Road Culvert Crossing Guardrail	Completed	0	32,740	32,740	32,740	32,740	0
Knackery Road, Replace culvert	Not Started	150,000	150,000	150,000	0	0	0
McMinns Access Road Bridge replacement	In Progress	0	0	10,000	0	3,569	(3,569)
Total Bridges		850,000	2,472,276	2,482,276	821,176	756,044	65,132
Drainage							
Campbell Street, Camperdown Drainage	In Progress	0	45,000	45,000	0	0	0
Camperdown Drainage - Bowen Street (LRCl3)	Completed	0	151,750	151,750	26,380	26,348	32
Camperdown Drainage - Gnotuk Road (LRCl3)	In Progress	170,000	153,560	153,560	51,390	82,126	(30,736)
Camperdown Drainage - Park Avenue (LRCl3)	In Progress	210,000	210,000	210,000	92,700	28,200	64,500
Camperdown Drainage - Park Road (LRCl 3)	In Progress	0	200,000	200,000	50,000	58,751	(8,751)
Cobden Lake Downstream Improvements	In Progress	0	80,000	80,000	0	0	0
Darlington Drainage Improvements (LRCl3)	Completed	0	22,557	22,557	22,557	35,571	(13,014)
Dawson Street Camperdown Drainage Alterations	Completed	0	43,644	43,644	43,644	43,640	4
Leura Street, Camperdown	In Progress	0	0	0	0	6,006	(6,006)

Neil Avenue Drainage Improvements (LRCl3)	Completed	0	0	0	0	5,713	(5,713)
Total Drainage		380,000	906,511	906,511	286,671	286,356	315
Footpaths & Cycleways							
(SCS) High St, Brown St to golf club, Lismore, north side	Completed	0	32,508	32,508	32,508	32,508	(0)
(SCS) Seymour Street, Bolivar St to Princes Hwy	Completed	0	0	0	0	230	(230)
(SCS) Wright St - Sunnyside to Princes Hwy	Completed	0	3,500	3,500	0	2,573	(2,573)
Bowen Street Pedestrian Outstands	In Progress	25,000	25,000	25,000	0	0	0
Design & Consultation - (SCS) Dover St, Cobden	In Progress	5,000	5,000	5,000	0	0	0
Footpath - Cobden Rotunda to Circuit De Savage	Completed	10,000	10,000	13,059	13,059	13,059	0
Footpath - (LRCl3) Rands Road, Extension to Tognis	Not Started	7,000	11,000	11,000	0	0	0
Footpath - (SCS) (LRCl3) McWilliam St, Princes Highway to Cameron	Not Started	48,000	51,250	51,250	0	0	0
Footpath - (SCS) (LRCl3) Lord St, Parrott St to Mitchell St	In Progress	46,000	61,500	61,500	0	0	0
Footpath - (SCS) (LRCl3) Grey St, Estcourt St to Thompson St	In Progress	27,000	27,000	27,000	26,000	17,962	8,038
Footpath - (SCS) Heriot St, Oman St to Seymour St	Unfunded	20,000	0	0	0	0	0
Footpath - (SCS) Skipton Rokewood Rd, Scott St to Golf Club	Unfunded	30,000	0	0	0	0	0
Footpath - (SCS) Timboon Curdievale Road (LRCl3)	Not Started	247,430	247,430	247,430	0	0	0
Footpath - (SCS) Walker Street, Walls St to Brooke St	Completed	26,000	26,000	34,666	34,666	34,666	(0)
Footpath - Chatsworth St, Main St to Hodson St, Derrinallum	In Progress	40,000	40,000	40,000	0	0	0
Footpath - Main St, Chatsworth St to Hall, Derri (LRCl3)	Completed	22,000	22,000	22,382	22,382	22,382	(0)
Footpath Project Management LRCl Phase 3	In Progress	0	0	0	0	31,438	(31,438)
Lavers Hill - Cobden Road Pedestrian Median, Simpson	In Progress	0	35,000	35,000	0	0	0
Median Crossing at Thomson Street, Terang	In Progress	10,000	10,000	10,000	0	6,566	(6,566)
New Access Ramps in Camperdown Township	Not Started	10,000	10,000	10,000	2,800	310	2,490
Pram & Kerb Ramps in Townships - Review & Upgrade	In Progress	50,000	50,000	50,000	0	0	0
Total Footpaths & Cycleways		623,430	667,188	679,295	131,415	161,696	(30,281)
Kerb & Channel							
Kerb & Channel - Curdie Street, Scott to Campbell St	In Progress	45,000	45,000	45,000	0	0	0
Kerb & Channel - Estcourt Street, High St to The Promenade	In Progress	55,000	55,000	55,000	0	38,207	(38,207)
Kerb & Channel - Gray St, Cunningham St to West St	In Progress	75,000	75,000	75,000	0	21,989	(21,989)
Kerb & Channel - Leura St, Campbell St to Barkly St	In Progress	40,000	40,000	40,000	0	0	0
Ower Street, Pike St to Cressy St	Kerb Replacement Completed	0	1,879	1,879	1,879	1,879	(0)
Total Kerb & Channel		215,000	216,879	216,879	1,879	62,075	(60,196)
Waste Management							
Corangamite Landfill - Stormwater Dam Construction	Not Started	0	0	120,000	0	0	0
Infrastructure Upgrade works for Glass Recycling at transfer stations	In Progress	0	0	0	0	1,530	(1,530)
Landfill - Cell 15a Lining	In Progress	0	0	0	0	135,630	(135,630)
Landfill - Cell 13 Cap Construction	In Progress	343,000	439,872	439,872	15,000	20,215	(5,215)
Landfill - Cell 14 Capping Design	In Progress	188,000	188,000	188,000	0	0	0
Landfill - Cell 15 Haul Road Infrastructure	In Progress	132,000	132,000	132,000	0	0	0
Landfill - Cell 15B	In Progress	0	0	963,000	0	40,259	(40,259)
Landfill - Cell 16 Design	In Progress	200,000	200,000	200,000	0	0	0
Landfill - Closed Cell Re-profile	Not Started	83,000	83,000	83,000	0	500	(500)
Landfill - Compost Pad Construction	In Progress	477,000	477,000	477,000	10,000	13,056	(3,056)
Public Place Recycling in Terang	Completed	0	20,000	20,000	20,000	23,250	(3,250)
Rural Transfer Station Upgrade - Glass	In Progress	0	348,000	348,000	65,000	64,327	673
Total Waste Management		1,423,000	1,887,872	2,970,872	110,000	298,767	(188,767)
Parks, Open Space & Streetscapes							
Camperdown Streetscape Stage 3 - War Memorial	Completed	0	6,736	6,736	0	6,736	(6,736)
Cobden Streetscape - Stage 2 (LRCl3)	In Progress	520,000	520,000	520,000	0	7,535	(7,535)
Growing Victoria Grant - Botanic Garden	Completed	0	42,154	42,154	28,154	29,802	(1,648)
Port Campbell streetscape - Construction	In Progress	0	16,565,559	16,565,559	685,615	417,129	268,486
Public Place Recycling Skipton	In Progress	20,000	20,000	20,000	20,000	20,000	0
Total Parks, Open Space & Streetscapes		540,000	17,154,449	17,154,449	733,769	481,201	252,568
Playgrounds							
Playground Renewal - Simpson Playground	Completed	0	40,895	40,895	33,000	33,745	(745)
Total Playgrounds		0	40,895	40,895	33,000	33,745	(745)
Roads							
Baynes St, Terang (Escourt St to Lyons St) Rehab	In Progress	274,000	485,500	485,500	0	0	0
Blandford Street Upgrade East of Boundary Road, Cobden	Not Started	40,000	40,000	40,000	0	0	0
Blind Creek Road Ch. 1.12km to 1.91km Rehab	Completed*	16,000	62,895	62,895	1,981	13	1,968
Boundary Road, Cobden Shoulder Widening	In Progress	0	84,847	84,847	0	31,650	(31,650)
Capital cost increase buffer	In Progress	886,494	886,494	764,444	0	0	0
Carpentait Bungador Road, Ch. 0.52km to 1.43km & 1.73km to 1.95km	Completed	34,000	34,000	34,000	843	126	716
Castle Carey / Boorcan Road Intersection Asphalt Treatment	In Progress	50,000	50,000	50,000	0	0	0
Castle Carey Road Ch. 16.3km to 17.39km Rehab	In Progress	375,000	375,000	375,000	60,000	220,605	(160,605)
Chocolyn Settlement Road Ch. 1.69km to 2.37km Rehab	In Progress	423,000	211,500	211,500	0	12,998	(12,998)
Cooriemungle Road Ch 11.91km to 12.98km Rehab	In Progress	606,000	606,000	332,000	0	574	(574)
Cooriemungle Road Ch. 14.78km to 15.66km Rehab	Not Started	0	0	274,000	0	0	0
Depot Road Upgrade Extension (LRCl3)	Not Started	450,000	450,000	450,000	0	0	0
Depot Road Upgrade inc Old Geelong Road Intersection	Completed	0	0	0	0	17,854	(17,854)
Depot Road, Camperdown Ch. 0km to 1.04km Rehab & Widening	Completed	34,500	34,500	34,500	7,090	67	7,023
Design & Consultation - (SCS) Sealing of Curdies River Road	In Progress	5,000	5,000	5,000	0	0	0
Design & Geotech Investigations for Future Rehab Projects	In Progress	100,000	100,000	100,000	0	0	0
East Hill Road (9.35km to 10.74km) Rehab	Completed	37,500	37,500	37,500	0	29	(29)
Eastern Creek Road Ch. 5.49km to 6.03km Rehab	In Progress	193,000	193,000	193,000	0	17,109	(17,109)
Kilnoorat Road (Ch. 0.97km to 1.76km) Rehab	Completed	16,000	16,000	16,000	15,822	0	15,822
Linton Road Ch. 0km to 1.7km Rehab & Widening	Completed	56,000	56,000	56,000	32,255	0	32,255

N Robilliards Road (Ch 0.4km to 1.3km) Rehab	Completed	0	24,480	24,480	17,227	24,480	(7,253)
Old Ocean Road Upgrade works	In Progress	0	249,838	249,838	0	0	0
Parkers Access Road - Moonlight Head Road Upgrade and Seal	In Progress	37,500	52,500	52,500	0	0	0
Preparation Prior to Reseal	In Progress	260,000	260,000	260,000	109,423	135,576	(26,152)
Resealing Program	In Progress	1,740,000	1,768,685	1,768,685	615,778	738,436	(122,659)
Resheeting Program	In Progress	1,030,000	1,030,000	1,030,000	902,218	900,985	1,234
Road - (SCS) Neil Avenue Terang Cameron to S.W.W. Gate	In Progress	90,000	90,000	90,000	0	2,607	(2,607)
Sewerage Treatment Works Road Upgrade, Cobden	In Progress	50,000	50,000	50,000	0	11,997	(11,997)
Slurry Seal Program Trial	Completed	250,000	250,000	265,050	265,050	270,039	(4,989)
Stewarts Road Ch. 2.04km to 2.52km Rehab	Completed	12,000	12,000	12,000	11,848	0	11,848
Street light improvements	In Progress	15,000	15,000	15,000	15,000	0	15,000
Streetlight LED Replacement - Manifold Street, Camperdown	In Progress	10,000	50,000	50,000	0	0	0
Tesbury Road Ch. 1.52km to 2.46km Rehab	In Progress	326,000	326,000	326,000	153,667	104,281	49,385
Unlocking Subdivision and enabling infrastructure (LRCI3)	In Progress	247,960	247,960	247,960	0	0	0
Vite Vite Road Ch. 6.7km to 8.15km Rehab & Widening	In Progress	542,000	542,000	542,000	170,000	408,899	(238,899)
Williams Road Ch. 0km to 0.63km Rehab	In Progress	273,000	273,000	273,000	0	7,000	(7,000)
Williams Road (16.75km to 17.57km) Rehab	Completed	27,000	38,852	38,852	20,902	483	20,419
Total Roads		8,506,954	9,008,551	8,901,551	2,399,103	2,905,809	(506,706)
Other Infrastructure							
Compactus for document storage	Completed	15,000	15,000	15,000	0	14,868	(14,868)
Rehabilitation of Loading Pad and sealing of Hallyburtons Rd	In Progress	200,000	200,000	200,000	0	0	0
Total Other Infrastructure		215,000	215,000	215,000	0	14,868	(14,868)
Recreational, Leisure & Community Facilities							
Cobden Shared Path Lighting (LRCI3)	In Progress	208,440	208,440	208,440	60,110	10,732	49,378
Cobden Skatepark Upgrade	Completed	0	44,822	49,768	49,768	60,825	(11,057)
Lake Bullen Merri Ramp	Completed	0	394,687	394,687	394,687	441,382	(46,695)
Lake Tooliorook Pontoon Replacement	Funded by others	250,000	250,000	0	0	0	0
Twelve Apostles Trail - Stage 1 Timboon to Port Campbell Year 1 - Con	In Progress	0	7,975,171	7,975,171	1,213,821	813,501	400,320
Total Recreational, Leisure & Community Facilities		458,440	8,873,120	8,628,066	1,718,386	1,326,440	391,946
Library Collection Materials							
Collection Materials - Libraries	In Progress	65,000	65,000	65,000	0	0	0
Total Library Collection Materials		65,000	65,000	65,000	0	0	0
TOTAL INFRASTRUCTURE		13,276,824	41,507,741	42,260,794	6,235,399	6,327,000	(91,600)
TOTAL CAPITAL WORKS		16,875,824	48,478,574	49,418,441	8,978,122	8,828,433	226,601

* Project Status reflects the delivery status of the project, however, financially there may be invoices still to be received

Budget Variations for the period ended 31 January 2023

Project	Adopted Budget	Reviewed Budget	Forecast Budget	(Favourable)/ Unfavourable	Comment
TechOne Maintenance	\$174,000	\$174,000	\$176,156	\$2,156	Increase in license fees
Senior Citizen Centres Community	\$12,000	\$12,000	\$10,000	(\$2,000)	Savings
Smiles 4 Miles - Health Program	\$0	\$0	(\$9,100)	(\$9,100)	Grant funding
Smiles 4 Miles - Health Program	\$0	\$0	\$9,100	\$9,100	Grant funding
Various Hard-court Upgrades Cont	\$40,000	\$40,000	\$80,000	\$40,000	23-24 allocation brought forward to progress works sooner
Clock tower	(\$500)	(\$500)	(\$3,000)	(\$2,500)	Grant funding
Clock tower	\$250	\$250	\$16,000	\$15,750	Repairs to clock chimes
Power Line Clearing - Camperdown	\$37,500	\$37,500	\$25,000	(\$12,500)	Savings on contract cost
Light Fleet Replacement Program	(\$210,000)	(\$210,000)	(\$225,000)	(\$15,000)	Receiving better return on trade-ins
Heavy Plant Replacement Program	(\$213,000)	(\$546,029)	(\$586,029)	(\$40,000)	Receiving better return on trade-ins
Email Archiving	\$8,250	\$8,250	\$8,820	\$570	Increase in license fees
Kindergarten Central Enrolment Project	\$0	\$0	(\$11,922)	(\$11,922)	Grant funding
Kindergarten Central Enrolment Project	\$0	\$0	\$11,922	\$11,922	Grant funding
Veeam Backup and Replication Software Licence	\$5,500	\$5,500	\$8,571	\$3,071	Increase in license fees
Let's Read early childhood literacy program	\$0	\$0	(\$1,500)	(\$1,500)	Grant funding
Let's Read early childhood literacy program	\$0	\$0	\$1,500	\$1,500	Grant funding
Adobe Software Licences	\$12,500	\$12,500	\$14,000	\$1,500	Increase in license fees
Aged & Disability Services Review	\$0	\$25,000	\$35,000	\$10,000	Aged & Disability Services Review
GIS Software	\$21,000	\$21,000	\$25,144	\$4,144	Increase in license fees
ICT Security Enhancements - Patch management	\$6,000	\$6,000	\$7,955	\$1,955	Increase in license fees
Expand the community emergency planning program	\$0	\$42,019	\$0	(\$42,019)	Savings - still in planning phase
Expand the community emergency planning program	\$25,000	\$25,000	\$0	(\$25,000)	Savings - still in planning phase
Development of Information Asset Register (VPDSS)	\$0	\$4,000	\$6,400	\$2,400	To complete Information Asset Register
Terang Recreation Reseve - Facility Upgrade	\$0	(\$85,000)	\$0	\$85,000	Project allocation
Terang Recreation Reseve - Facility Upgrade	\$0	\$535,000	\$0	(\$535,000)	Project allocation
Terang Recreation Reseve - Facility Upgrade	\$0	\$0	\$365,000	\$365,000	Project allocation
Terang Recreation Reseve - Facility Upgrade	\$0	\$0	\$590	\$590	Project allocation
Planning for Residential Growth Implementation -	\$0	\$0	\$80,000	\$80,000	Contract about to be awarded
COVID19 Early Childhood Ventilation Support	\$0	\$0	(\$10,000)	(\$10,000)	Grant funding
COVID19 Early Childhood Ventilation Support	\$0	\$0	\$10,000	\$10,000	Grant funding
LRCI Funding - Phase 3 (LRCI3)	\$0	(\$2,285,555)	(\$1,353,555)	\$932,000	LRCI funding adjustment
Skipton Structure Plan and PS Amendment	\$0	\$0	(\$100,000)	(\$100,000)	Grant funding
Skipton Structure Plan and PS Amendment	\$80,000	\$80,000	\$180,000	\$100,000	Grant funding
VEC Representation Review	\$50,000	\$50,000	\$55,121	\$5,121	Additional VEC cost
Engage	\$0	\$0	\$45,000	\$45,000	Grant funding
Engage	\$0	\$45,000	\$0	(\$45,000)	Grant funding
Minor IT Grant - All Kinders	\$0	\$0	(\$12,753)	(\$12,753)	Grant funding
Minor IT Grant - All Kinders	\$0	\$0	\$12,753	\$12,753	Grant funding

Budget Variations for the period ended 31 January 2023

Project	Adopted Budget	Reviewed Budget	Forecast Budget	(Favourable)/ Unfavourable	Comment
CCMA Landcare Grant 2022-2023	\$0	\$0	(\$19,800)	(\$19,800)	Grant funding
CCMA Landcare Grant 2022-2023	\$0	\$0	\$19,800	\$19,800	Grant funding
Skipton Flood 2022 - State Government Flood Support Fund	\$0	\$0	(\$500,000)	(\$500,000)	Grant funding
Skipton Flood 2022 - State Government Flood Support Fund	\$0	\$0	\$500,000	\$500,000	Grant funding
Skipton Flood 2022 - State Government Kinder Funding	\$0	\$0	(\$15,000)	(\$15,000)	Grant funding
Skipton Flood 2022 - State Government Kinder Funding	\$0	\$0	\$15,000	\$15,000	Grant funding
Industrial Land Strategy Review	\$0	\$0	\$22,000	\$22,000	Required works as a result of Camperdown Structure plans
Rail trail bridge replacement B14 and B15	\$0	\$0	(\$474,885)	(\$474,885)	Grant funding
Rail trail bridge replacement B14 and B15	\$0	\$0	(\$146,570)	(\$146,570)	Grant funding
Rail trail bridge replacement B14 and B15	\$0	\$0	\$633,180	\$633,180	Grant funding
Lismore Pool wet deck	\$0	\$48,471	\$133,231	\$84,760	Rectification works due to default on contract offset by securities
McMinns Access Road Bridge replacement	\$0	\$0	\$10,000	\$10,000	Joint project with Moyne
Slurry Seal Program Trial	\$250,000	\$250,000	\$265,050	\$15,050	As per November Council meeting
Cobden Skatepark Upgrade	\$0	\$44,822	\$49,768	\$4,946	Project completion costs
(SCS) High St, Brown St to golf club, Lismore, north side	\$0	(\$14,700)	(\$15,205)	(\$505)	Actual contribution
Corangamite Landfill - Stormwater Dam Construction	\$0	\$0	\$120,000	\$120,000	Project cost
Paaratte Recreation Reserve - Unisex toilet with shelter	\$0	\$45,631	\$40,685	(\$4,946)	Project savings
Footpath - Main St, Chatsworth St to Hall, Derri (LRCl3)	\$22,000	\$22,000	\$22,382	\$382	To complete project
McNicol Street Camperdown Long Day Care Upgrades	\$432,000	\$432,000	\$539,000	\$107,000	Council approved works
Footpath - (SCS) Walker Street, Walls St to Brooke St (LRCl3)	\$0	\$0	\$8,666	\$8,666	To complete project
Cooriemungle Road Ch 11.91km to 12.98km Rehab	\$606,000	\$606,000	\$332,000	(\$274,000)	Reallocation
Lake Tooliorook Pontoon Replacement	(\$250,000)	(\$250,000)	\$0	\$250,000	Project to be delivered by Better Boating Victoria
Lake Tooliorook Pontoon Replacement	\$250,000	\$250,000	\$0	(\$250,000)	Project to be delivered by Better Boating Victoria
Foothpath - Cobden Rotunda to Circuit De Savage	\$10,000	\$10,000	\$13,059	\$3,059	Project completion costs
Capital cost increases	\$886,494	\$886,494	\$764,444	(\$122,050)	Offset against capital works
Landfill - Cell 15B	\$0	\$0	\$963,000	\$963,000	Cell 15B works
Cooriemungle Road Ch.14.78km to 15.66km Rehab	\$0	\$0	\$274,000	\$274,000	Roads allocation
Light Fleet	(\$796,500)	(\$796,500)	(\$810,000)	(\$13,500)	MERP vehicle
Light Fleet	\$2,000	\$2,000	\$57,000	\$55,000	Data fuel upgrade
Executive Services	\$35,000	\$35,000	\$5,000	(\$30,000)	Savings in projects
Executive Services	\$0	\$0	\$30,000	\$30,000	CEO recruitment costs
Executive Services	\$7,000	\$7,000	\$19,000	\$12,000	Interim CEO costs
Records Management & Archive	\$5,000	\$5,000	\$8,500	\$3,500	Scanning desk equipment
Investment Interest	(\$200,000)	(\$200,000)	(\$875,000)	(\$675,000)	Higher investment interest due to increase in interest rates
Community Services Management	\$87,000	\$87,000	\$124,000	\$37,000	Trainee costs
Aged & Disabled Administration	\$0	\$0	\$450,000	\$450,000	Aged care transition costs
Swimming Pools	\$455,000	\$455,000	\$550,000	\$95,000	Contract amount for service provision
Landfill Operations - Naroghid	(\$3,322,532)	(\$3,322,532)	(\$4,015,735)	(\$693,203)	Additional landfill volumes

Budget Variations for the period ended 31 January 2023

Project	Adopted Budget	Reviewed Budget	Forecast Budget	(Favourable)/ Unfavourable	Comment
Landfill Operations - Naroghid	(\$2,274,547)	(\$2,274,547)	(\$3,219,187)	(\$944,640)	Additional landfill volumes
Landfill Operations - Naroghid	(\$84,692)	(\$84,692)	(\$110,692)	(\$26,000)	Additional landfill volumes
Landfill Operations - Naroghid	\$36,922	\$36,922	\$50,000	\$13,078	Additional landfill volumes
Landfill Operations - Naroghid	\$2,274,547	\$2,274,547	\$3,219,187	\$944,640	Additional landfill volumes
Building	(\$5,000)	(\$5,000)	(\$25,000)	(\$20,000)	Additional fee income
Building	\$20,000	\$20,000	\$0	(\$20,000)	Savings from staff vacancies
Laws & Regulation - Admin	\$6,530	\$15,261	\$22,167	\$6,906	Increase in after hours call outs
Pound Operations	\$25,500	\$25,500	\$49,000	\$23,500	New RSPCA rehoming fees
Heavy Plant	\$300,000	\$300,000	\$30,000	(\$270,000)	Savings on heavy plant
Rates Income	(\$19,649,808)	(\$23,946,837)	(\$24,024,742)	(\$77,905)	Supplementary rates income for the year
				\$998,701	

Income Statement for the period ended 31 January 2023

	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Budget	YTD Actuals	Variance
REVENUE						
Rates and charges	23,946,837	23,946,837	24,024,742	23,912,924	23,988,061	75,137
Statutory fees and fines	432,562	432,562	432,562	962,734	1,310,726	347,992
User fees	6,845,629	6,855,022	7,576,575	3,709,657	4,204,793	495,136
Contributions - monetary	1,388,817	2,147,146	2,209,221	562,667	816,639	253,972
Grants - Operating	16,375,018	10,336,825	11,575,285	4,530,143	4,630,725	100,582
Grants - Capital	6,172,385	12,047,673	10,865,673	48,463	214,963	166,500
Other Revenue	721,452	721,452	1,397,952	745,953	990,312	244,358
Total Revenue	55,882,700	56,487,517	58,082,010	34,472,541	36,156,218	1,683,677
EXPENDITURE						
Employee benefits	19,437,389	19,621,496	20,119,252	11,866,849	11,344,448	522,401
Materials and services	18,549,238	24,437,823	25,213,395	7,488,015	7,609,043	(121,028)
Bad and doubtful debts	1,000	1,000	1,000	0	0	0
Depreciation	12,182,500	12,182,500	12,182,500	0	0	0
Ammortisation	785,184	785,184	785,184	0	0	0
Finance costs	0	0	0	0	0	0
Finance cost - leasing	92,026	92,026	92,026	0	0	0
Other expenses	3,011,492	3,228,254	3,653,254	2,796,721	2,666,008	130,713
Total Expenditure	(54,058,829)	(60,348,283)	(62,046,610)	(22,151,585)	(21,619,499)	532,086
Surplus/(Deficit) from Operations	1,823,871	(3,860,765)	(3,964,600)	12,320,956	14,536,719	1,151,590
Proceeds from sale of property, infrastructure, plant & equip	423,000	756,029	811,029	751,311	394,483	356,828
Written down value property, infrastructure, plant and equip	423,000	423,000	423,000	0	0	0
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	0	333,029	388,029	751,311	394,483	356,828
Surplus/(Deficit) for Period	1,823,871	(3,527,736)	(3,576,571)	13,072,267	14,931,202	1,508,419

Balance Sheet for the period ended 31 January 2023

	Prior Year Balance	Adopted Budget	Reviewed Budget	Forecast Budget	YTD Actuals
CURRENT ASSETS					
Cash and cash equivalents	54,989,461	14,356,724	14,807,633	13,775,415	45,982,966
Financial Assets	9,952,278	5,350,000	5,350,000	5,350,000	10,025,685
Rate Receivables	375,921	0	0	0	14,276,603
Other Trade Receivables	871,944	800,000	800,000	800,000	2,562,748
Inventories	112,028	80,000	80,000	80,000	112,336
Other assets	1,876,360	1,000,000	1,000,000	1,000,000	1,091,092
Total Current Assets	68,177,993	21,586,724	22,037,633	21,005,415	74,051,431
NON CURRENT ASSETS					
Trade and other receivables	1,671	197,000	197,000	197,000	27,620
WIP - Capital	6,726,636	16,875,824	65,354,398	66,294,265	15,555,069
Fixed assets	472,959,940	526,585,571	526,585,571	526,585,571	472,959,940
Right-of-use assets	5,663,149	5,377,965	5,377,965	5,377,965	5,663,149
Intangible assets	307,895	1,334,295	1,334,295	1,334,295	307,895
Total Non Current Assets	485,659,290	550,370,655	598,849,229	599,789,096	494,513,672
Total Assets	553,837,282	571,957,379	620,886,862	620,794,511	568,565,103
CURRENT LIABILITIES					
Trade and other payables	2,787,178	2,000,000	2,000,000	2,000,000	2,261,364
Trust funds and deposits	255,577	220,000	220,000	220,000	589,815
Provisions - current	3,879,752	3,900,000	3,900,000	3,900,000	3,854,810
Unearned Revenue	20,082,174	2,660,000	2,660,000	2,660,000	20,082,174
Lease liabilities	191,428	173,698	173,698	173,698	191,428
Total Current Liabilities	27,196,110	8,953,698	8,953,698	8,953,698	26,979,591
NON CURRENT LIABILITIES					
Provisions - non-current	5,971,846	5,631,736	5,631,736	5,631,736	5,984,983
Lease liabilities	5,783,576	5,561,710	5,561,710	5,561,710	5,783,576
Total Non Current Liabilities	11,755,421	11,193,446	11,193,446	11,193,446	11,768,559
Total Liabilities	38,951,531	20,147,144	20,147,144	20,147,144	38,748,150
Net Assets	514,885,751	551,810,235	600,739,718	600,647,367	529,816,953
EQUITY					
Operating Surplus/Deficit	6,869,977	1,823,871	(3,527,736)	(3,576,571)	14,931,202
Accumulated surplus	178,711,746	187,190,804	236,330,806	236,330,806	185,581,723
Asset revaluation reserve	316,064,572	356,006,105	356,006,105	356,006,105	316,064,572
Reserves	13,239,457	6,789,455	11,930,543	11,887,026	13,239,457
Total Equity	514,885,751	551,810,235	600,739,718	600,647,366	529,816,953

9.2 Local Government Performance Indicators Report for the six-month period ending 31 December 2022

Directorate: Corporate and Community Services

Author: David Harrington, Director Corporate and Community Services

Previous Council Reference: Nil

Attachments:

1. Under Separate Cover - LGPRF Council Report for 6 month period ending 31 December 2022 [9.2.1 - 14 pages]

Declaration

Chief Executive Officer – Michael Tudball

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

Author – David Harrington

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

Summary

The purpose of this report is to provide Council with a report on the Local Government Performance Reporting Framework (LGPRF) Indicators provisional results for the six-month period ending 31 December 2022, as required under the *Local Government (Planning and Reporting) Regulations 2020*.

Introduction

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

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

Council are also required to report performance indicator information in their annual reports and this information is also published on the 'Know Your Council' website.

The *Local Government (Planning and Reporting) Regulations 2020* set out the financial planning and reporting framework for local government, including the legislated performance indicators.

There are currently 82 mandatory indicators in the framework. The indicators need to be reported in the 2022-2023 Annual Report and will assist Council to monitor its performance over time and benchmark performance on an annual basis with other councils. Some of the indicators will be audited by the Victorian Auditor General's Office and form part of the Performance Statement.

The mandated indicators and measures are grouped into three areas:

- Service performance - 40 indicators across nine services.
- Financial performance - 11 finance indicators.
- Sustainability - Seven indicators relating to sustainable capacity, 24 indicators relating to governance and management).

Issues

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

Council's performance for the six-month period ending 31 December 2022 is generally positive with respect to the service performance indicators. Results are also generally favourable amongst financial performance and sustainability indicators. Council continues to be fully compliant with its governance requirements as reflected in the governance and management checklist.

Care should also be taken when interpreting the data provided in this report, as it only pertains to half the financial year. Non-financial elements reported are not always uniform throughout the year and the timing of revenue or expenditure recognition often varies from year to year.

Policy and Legislative Context

Consideration of this report is in accordance with the *Local Government Act 2020*, *Local Government (Planning and Reporting) Regulations 2020*.

This report is also in keeping with the commitments in the Council Plan 2021-2025:

- Theme Five - Community Leadership
- Having strong governance practices
- Ensuring that we maintain our strong financial position
- Council promotes best value and value for money for its ratepayers

Internal / External Consultation

The reporting of results of the six-month performance for 2022-2023 has been coordinated by Council's Executive Services and Governance Coordinator, with data collation completed by nominated department managers. The Senior Officer Group has reviewed the results.

Internal / External Consultation

It is estimated the recurrent, indirect costs cost associated with the LGPRF reporting is \$15,000 per annum with involvement of up to 15 staff across the organisation.

Conclusions

Effective performance reporting by councils is essential for ensuring accountability to residents and ratepayers. The primary objective of the LGPRF is to provide comprehensive performance information for this purpose. The data generated by the LGPRF can also provide an incentive to improve the performance once trend data becomes available. Council's performance for the six-month period ending 31 December 2022 is generally comparable to the same period last year and reflects strong progress with most indicators when compared to trend data.

RECOMMENDATION - 9.2

That Council notes the six-month provisional results for the period ending 31 December 2022 for the legislated performance indicators under the *Local Government (Planning and Reporting) Regulations 2020*.

9.3 Council Annual Action Plan Performance July-December 2022

Directorate: Executive Services

Author: James Plozza, Executive Services and Governance Coordinator

Previous Council Reference: Nil

Attachments:

1. Six Monthly Progress Report against Annual Action Plan 2023 [9.3.1 - 5 pages]

Declaration

Chief Executive Officer – Michael Tudball

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

Author – James Plozza

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

Summary

This report provides information on Council's progress against the 2022-2023 Annual Action Plan.

Introduction

Council is required to report on its performance against the Council Plan, including results in relation to the strategic indicators for the first six months of each financial year. This requirement is included in the Governance and Management Checklist, which forms part of Council's Annual Report of Operations. This report has the Annual Action Plan as its focus.

Issues

The Annual Action Plan is derived from the Council Plan, a strategic document which sets out the priorities and direction of the elected Council via strategic objectives, strategies to achieve the objectives, and indicators to measure Council's progress in achieving the overarching objectives and strategies. The Annual Action Plan is a collection of specific actions and initiatives identified each year to advance the Council Plan.

There are 39 actions identified in the Annual Action Plan with some positive early work being undertaken on the overwhelming majority of them. As at 31 December 2022 37 of the 39 actions were in progress or complete and the two actions identified as yet to commence are due to commence shortly.

The attached report outlines each action item in greater detail, but as of 31 December 2022:

- 32 Annual Action Items were in progress
- 6 Annual Action Items were Completed; and
- 1 Annual Action Items were yet to commence.

Policy and Legislative Context

The *Local Government (Planning and Reporting) Regulations 2020* supports the planning and reporting framework for councils in accordance with the *Local Government Act 2020*. The regulations include the Governance and Management Checklist which requires Council to report on its performance against the Council Plan.

This report is also in keeping with the commitments in the Council Plan 2021-2025:
Theme Five - Community Leadership
Having strong governance practices

Internal / External Consultation

Corangamite Shire's Leadership Group has contributed to the preparation of the Council Plan and Annual Action Plan Progress Report for the period July–December 2022.

Financial and Resource Implications

Preparation of a six-month performance report is part of Council's annual reporting cycle and was completed within existing resources.

Conclusions

The organisation has made a good start towards achieving the initiatives in the 2022-2023 Annual Action Plan. At 31 December 2022, the majority of the work required was underway with a number of actions completed.

RECOMMENDATION - 9.3

That Council receives the Annual Action Plan Progress Report for July – December 2022

Six Monthly Progress report against Annual Action Plan 2022-2023

Theme 1 A Connected Community

Council Plan Objective	Key Action	Planned Completion Date	Progress at 31 December	Comments
Roads that are fit for purpose	Advocate to the Victorian and Federal Government for Dairy Supply Chain funding and narrow arterial road improvements and widening	June 2023	In Progress	Meeting with Department of Transport representatives. Advocacy paused due to October 2022 flood event.
	Advocate for improvements by RRV for the following roads: <ul style="list-style-type: none"> Cobden Terang Road Terang Mortlake Road Darlington Road Cobden Stoneyford Road Lismore Skipton Road Township arterial road improvements in Timboon 	June 2023	In Progress	Meeting with Department of Transport representatives. Advocacy paused due to October 2022 flood event.
Improved mobile phone coverage	Advocate for funding towards a mobile phone tower at Port Campbell	June 2023	In Progress	Included in Council priorities.
Digital connectivity that meets the needs of our community	Advocate for improved NBN services in Simpson and Port Campbell	June 2023	In Progress	Simpson was removed (RN). Port Campbell included in priorities.
Infrastructure that enables industry and business growth	Advocate for State Government funding to support infrastructure improvements to the Camperdown Industrial area	June 2023	In Progress	Camperdown Production Precinct Servicing Masterplan underway and first round of advocacy completed seeking infrastructure funding from Federal and State Governments as a Corangamite Priority Project.
	Facilitate and support industrial development in all towns by working with investors and project proponents	June 2023	In Progress	Ongoing contact with business, industry and prospective investors.
Infrastructure and services that deliver population growth and new housing	Completion of all projects funded under the Local Roads and Community Infrastructure program	June 2023	In Progress	All projects underway.
Contemporary library services that are accessible to residents	Implement the Shared Library Service with Moyne Shire	August 2022	Completed	The shared library service model has been implemented with Moyne Shire.
A range of public and/or active transport options for Corangamite Shire residents	Advocate for VLocity Trains to be used on the Warrnambool rail line	June 2023	In Progress	Pending Action.

Council Plan Objective	Key Action	Planned Completion Date	Progress at 31 December	Comments
Access to infrastructure that supports a healthy and active lifestyle for our community	Finish the 12 Apostle trail and celebrate its opening	June 2023	In Progress	17km completed. Final package of works under construction.

Theme 2 A Thriving Community

Council Plan Objective	Key Action	Planned Completion Date	Progress at 31 December	Comments
Facilitating and supporting economic development	Development of the Economic Growth and Prosperity Framework	June 2023	In Progress	Engagement and community input undertaken.
More housing and subdivision to cater for population growth	Commence subdivision and infrastructure work for Simpson and Timboon new residential areas	June 2023	In Progress	Consultants engaged to deliver development delivery options and planning. Funding agreement variation required with RDV.
	Complete implementation of Cobden Structure Plan	June 2023	In Progress	Amendment C59 submitted to DTP for authorisation - further information request.
Arts and culture that is supported and accessible	Advocate for funding for stage 2 of the Theatre Royal redevelopment	June 2023	In Progress	Funding acquired for detailed designs. Advocacy to follow design development.
Engage with young people and encourage opportunities that retain young people in our Shire	Recruitment of new trainees and apprentices	June 2023	In Progress	Trainees in early years department are employed and working towards Cert III qualifications.
Our young people are encouraged and supported to engage in learning	Working with the Corangamite Education network to offer early years education as a VCAL opportunity	January 2023	Completed	Worked with Trade Training Cluster to offer ECEC as VCAL. Insufficient number of enrolments (3) to commence the course offer. Terang College will try again in 2024.
Recognising the vital role agriculture plays within the Shire	Commence a Sustainable Agriculture Industries Strategy	June 2023	In Progress	Consultants engaged and project scoping commenced.
	Work with GSC Food and Fibre Group to advocate for improvements to water licensing	June 2023	In Progress	Supported forum / roundtable initiative.
A local tourism industry that is valued and recognised for its significant role to the Shire	With GORRT advocate for funding for a signature event on the Coast	June 2023	In Progress	Event concept in development.

Corangamite's townships are attractive, accessible and appealing to visitors and are presented in a way in which our residents can be proud	Complete 2022 works on the Port Campbell Town Centre project.	June 2023	In Progress	Initial works have commenced.
	Complete Stage 2 of Cobden Streetscape.	June 2023	In Progress	Asphalting and line making of car parking in Curdie St complete. Concrete paving works underway. Prices for new street furniture being sought.
We retain and we grow our population	Implement residential land supply review outcomes for Camperdown, Cobden and Terang	June 2023	In Progress	Consultant engaged to undertake Terang DPO review in February. Work to continue.

Theme 3 A Healthy, Active & Resilient Community

Council Plan Objective	Key Action	Planned Completion Date	Progress at 31 December	Comments
Supporting our communities to move on from COVID	Work with Event organisers to see the return of festival and events across the Shire	June 2023	In Progress	Events have recommenced. Events and Festivals Grant program delivered. Ongoing support being provided.
Improving the health and wellbeing of our residents	Continue to improve and expand our footpath network	June 2023	In Progress	0.5km of new footpath has been installed to date in the Shire this financial year.
Access and inclusion is improved	Encourage business owners apply for funding under the Retail Façade Scheme Grants program to improve access to businesses	December 2022	Completed	Promotion of grant program completed, funding fully allocated.
Our community groups and clubs are engaged and supported and facilities are fit for purpose	Improve access to information about community groups and clubs	June 2023	In Progress	Community directory development underway. Due for completion in March.

Theme 4 Improving Our Environment

Council Plan Objective	Key Action	Planned Completion Date	Progress at 31 December	Comments
Protecting and improving our built and natural environment	Advocate to Regional Roads Victoria for improved management of roadside vegetation on the arterial roads network	June 2023	In Progress	Advocacy commenced following the adoption of the Roadside Management Plan.
Providing high quality waste services, including sustainable management of the regional landfill at Naroghid	Commence development a new kerbside waste contract	June 2023	In Progress	Kerbside contract to be considered by Council for award in February 2023.

Council Plan Objective	Key Action	Planned Completion Date	Progress at 31 December	Comments
Capitalising on opportunities created by new energy, and minimising impacts on key industry sectors, landscape values and natural assets	Investigate establishing a solar PV project at the Naroghid landfill	June 2023	In Progress	Contract for investigation underway and due for completion by 30 June 2023.
Reducing the carbon footprint of Council operations	Trial electric vehicles or plug in hybrid.	June 2023	In Progress	Testing of potential vehicles underway and order placed for one vehicle.
	Install electric charging infrastructure at the Civic Centre	June 2023	In Progress	Contract for installation let.
Helping our community plan and respond to climate change	With other councils explore opportunities arising from the Federal Net Zero 2050 policy	June 2023	Not Started	Regional collaboration deferred pending the development of Council's new Environment and Sustainability Strategy which is currently in development.
Piloting the implementation of the United Nations Sustainable Development Goals (SDGs) at the local level	Commence mapping the Council Plan to the Sustainable Development Goals	June 2023	Completed	Report provided to Council with Sustainable Development Goals mapped.

Theme 5 Community Leadership

Council Plan Objective	Key Action	Planned Completion Date	Progress at 31 December	Comments
Having strong governance practices	Consider and implement any recommendations of the Statewide Council Culture project	July 2022	In Progress	Report was delivered without recommendations.
Ensuring that we maintain our strong financial position	Remain Debt Free	June 2023	Completed	No borrowings in the budget & a revised budget would be required to enable borrowings.
Council advocates strongly and respectfully on issues that matter to our community	Review priorities for State election	August 2022	Completed	Priorities were reviewed and a new advocacy document was produced for the state election.
We listen to and engage with our community	Develop an Aboriginal Engagement and Participation Plan	May 2023	In Progress	Mifsud Consulting Engaged to develop the plan. Workshops held with Moyne and work ongoing.
We provide a great work environment	Implement year 1 actions of the Gender Equality plan	June 2023	In Progress	19 Actions identified in year 1, of which 16 are in progress or completed.

Council promotes best value and value for money for its ratepayers	Commence implementing the RCTP initiative	June 2023	In Progress	Public tender closed and submissions evaluated. 2 vendors have been taken through to the demonstration/clarification phase. A procurement decision with the RCTP Board has been booked in for the end of March 2023.
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9.4 Joint Venture ICT Procurement Policy

Directorate: Corporate and Community Services

Author: David Harrington, Director Corporate and Community Services

Previous Council Reference: Nil

Attachments:

1. SWICTA ICT Procurement Policy [9.4.1 - 12 pages]

Declaration

Chief Executive Officer – Michael Tudball

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

Author – David Harrington

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

Summary

The three Councils of Corangamite Shire, Moyne Shire and Warrnambool City have entered into an unincorporated joint venture for the purposes of procuring and implementing ICT shared services, namely an Enterprise Resource Planning (ERP) platform.

The attached procurement policy is a requirement of the Joint Venture Agreement. The scope of the policy commits the Lead Council to act in accordance with the Joint Venture Agreement, the Joint Venture Terms of Reference and the direction of the Joint Venture Governance Committee (JVGC).

Additionally, the proposed contractual arrangements between the preferred supplier and Joint Venture will have an impact on the Joint Venture ICT Procurement Policy. The policy has taken the proposed contractual arrangements into account and complies as per below.

“Section 108 of the LGA sets out the restrictions on Councils power to enter into contracts for the purchase of goods or services or carrying out of works and requires that Council conduct an expression of interest and/or public tender process when entering into such a contract”.

The three Councils issuing a Request for Tender collaboratively for a single supplier but with separate but common Master Services Agreements with the preferred supplier fits with the requirement of section 108.

Introduction

Corangamite Shire, Moyne Shire and Warrnambool City were successful in securing a State Government grant of \$4.5 million in June 2019 under the State Government's Rural Councils Transformation Program (RCTP) to implement a business case to transition the respective Enterprise Resource Planning (ERP) platform of each council into a shared service model.

An ERP is the corporate digital platform that delivers the core business information systems of an organisation.

The business case also considered an appropriate entity structure for the purpose of administering the shared service arrangement. An unincorporated joint venture is preferred. This structure represents the least costly and most flexible option, particularly with a 'start-up'. Legal advice was sought in determining this preferred approach.

A joint venture agreement has been executed by all 3 Councils and is active. The agreement governs the administration of the joint venture and, for all intents and purposes, are the rules of how the shared service model will operate. The agreement includes governance arrangements, contribution to costs, procurement, dispute resolution and termination. The agreement also describes the appointment of an administering council and its roles and functions. The administering council will be responsible for day-to-day functions of the joint venture arrangement.

The procurement process for the ERP commenced in 2022 with a final recommendation due to be reviewed by the JVGC in February 2023. Following this, approval will be sought from Local Government Victoria (LGV) in March 2023 to sign a contract with the preferred supplier.

Issues

The Joint Venture Governance Committee is required to adopt an ICT Procurement Policy to comply with Section 8 of the South West Councils ICT Alliance Joint Venture Agreement (JV Agreement), Section 8. Specifically, the requirements under this section are:

8.1 Alignment of Council Procurement Policies

8.1.1 The JVGC must prepare a draft Model ICT Procurement Policy consistent with:

- (a) the requirements of section 108(3) of the LGA;
- (b) the Funding Agreement;
- (c) the Purpose and Functions of the Joint Venture;
- (d) the Strategic Plan; and
- (e) the terms of any existing MSA with a Supplier.

8.1.2 Each Council must consider the draft Model ICT Procurement Policy and, if thought fit, approve it as part of the Council's procurement policy under section 108 of the LGA.

8.1.3 If a Council declines to approve the draft Model ICT Procurement Policy it must provide the JVGC with written reasons for doing so.

8.1.4 The JVGC must consider the written reasons provided under clause 8.1.3 and make any appropriate amendments to the draft Model ICT Procurement Policy arising from them, for further consideration by each Council.

8.1.5 From time to time the JVGC may of its own motion or upon request by any of the Councils, review and update the Model ICT Procurement Policy. This clause 8.1 applies to any updated draft Model ICT Procurement Policy.

8.1.6 Any dispute or difference between the Councils in relation to the preparation, adoption or modification of the Model ICT Procurement Policy may be referred for dispute resolution under clause 13.2 (and without limitation to the Councils' general obligations under clause 13.1).

8.2 Compliance with Model ICT Procurement Policy

8.2.1 Once adopted by all Councils, the JVGC and each Council must comply with the Model ICT Procurement Policy.

In addition to the above this policy has been developed in line with the Procurement Policies of the Member Councils and accordingly satisfies Section 108 of the *Local Governance Act 2020*. Section 2.14 of the policy specifically deals with Collaborative Procurement.

Policy and Legislative Context

The development of this policy is in accordance with:

- *The Local Government Act 2020*
- Procurement policy 2021
- South West Councils ICT Alliance Joint Venture Agreement

The Joint Venture ICT Procurement Policy is also in keeping with the commitments in the Council Plan 2021-2025:

Theme One - A Connected Community

Digital connectivity that meets the needs of our community

Theme Five - Community Leadership

Having strong governance practices

Ensuring that we maintain our strong financial position

Council promotes best value and value for money for its ratepayers

Internal / External Consultation

Consultation has occurred between the 3 Councils and an external legal consultant. The policy has been endorsed by Joint Venture Governance Committee.

Financial and Resource Implications

There are no direct financial implications in the adoption of this policy.

Options

Council can adopt the Joint Venture ICT Policy as presented or recommend changes to the policy.

Conclusions

Following the execution of the JV Agreement, each Council is required to adopt the Joint Venture ICT Procurement Policy.

RECOMMENDATION - 9.4

That Council approve the Joint Venture ICT Procurement Policy in accordance with the executed South West Councils ICT Alliance Joint Venture Agreement.



Moyne–Warrnambool–Corangamite

SWCICTA Joint Venture ICT Procurement Policy

POLICY TYPE: Joint Venture Governance Committee

APPROVAL DATE: 21/02/2023

REVIEW DATE: 20/20/2027 or earlier as needed

PROCUREMENT POLICY

DOCUMENT CONTROL

Document Title:	<i>Joint Venture ICT Procurement Policy</i>
Policy Type:	<i>Joint Venture Governance Committee</i>
Responsible Officer:	<i>Executive Manager – Digital Transformation and Shared Services</i>
Document Status:	<i>Approved</i>
Approved By:	<i>Joint Venture Governance Committee</i>
Adopted Date:	<i>21/02/2023</i>
Review Date:	<i>20/02/2027 or earlier as needed</i>

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Warning - Uncontrolled when printed

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Policy Type: ICT Procurement Policy| Responsible: Joint Venture Governance Committee| Approved Date: tbc | Review Date: +4years

PROCUREMENT POLICY

1. INTRODUCTION

1.1. Purpose and scope

The South West Councils ICT Alliance (SWCICTA) Joint Venture Governance Committee (JVGC) is required to adopt an ICT Procurement Policy to comply with Section 8 of the South West Councils ICT Alliance Joint Venture Agreement, Section 8.

In addition to the above this Policy has been developed in line with the procurement policies of the Member Councils and accordingly is consistent with Section 108 of the Local Government Action 2020.

The intention of the policy is provide delegation to the Joint Venture (JV) to procure ICT goods and services on behalf of the JV. Upon approval by the JVGC the procurement will be actioned by the Lead Member. Council Officers of the Member Councils don't have delegated authority under this policy. (see 2.16.1)

The policy commits the Lead Council to act in accordance with the Joint Venture Agreement, the Joint Venture Terms of Reference and the direction of the Joint Venture Governance Committee.

This Policy applies to all procurement activities undertaken by the JV and applies to Councillors, Council Officers, Committees, contractors and consultants in all circumstances while engaged by the Joint Venture via the Lead Member. The role of Councillors of individual Councils under this Policy is limited to the final assessment of a procurement in accordance with the relevant financial delegation limits.

1.2. Definitions

Term	Definition
Act	means the <i>Local Government Act 2020 (Vic)</i> or the <i>Local Government Act 1989 (Vic)</i> as applicable.
Collaborative Procurement Arrangement	a contract established by Council, government or a nominated agent, such as Procurement Australasia, Municipal Association of Victoria (MAV) or a local government entity, for the benefit of numerous state, federal and/or local government entities and others that achieves best value by leveraging combined economies of scale.
Conflict Interest of	means a Councillor, member of a delegated committee or Council Officer has: (a) a general conflict of interest in a matter if an impartial fair minded person would consider that the person's private interest could result in that person acting in a manner that is contrary to their public duty; or (b) a material conflict of interest in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter, each as defined in Division 2 of the Act.
Committee	means a duly authorised committee of Council including delegated committees and advisory committees.
Councils	means Corangamite Shire Council, Moyne Shire Council and Warrnambool City Council
Councillor	means a person who has been elected to the office of councillor on Council.
Council Officer	means a current member of Council staff as well as any contractors and consultants who have the authority to engage in activities on behalf of Council.
Emergency	means an emergency due to the actual or imminent occurrence of an event which requires immediate action including the following: (a) an earthquake, flood, wind-storm or other natural event; (b) a fire; (c) an explosion; (d) a road accident or any other accident; (e) a plague, epidemic, pandemic or contamination; (f) a warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth; (g) a hi-jack, siege or riot; and (h) a disruption to an essential service.
Goods, Services or Works	means the deliverable(s) the preferred Invitee will be required to provide to Council, when the conditions of contract have been agreed between the preferred Invitee and Council.
Invitee	means a company, person or other legal entity which submits a tender or quote; and includes, where the context permits, prospective Invitees and other recipients of the request for tender or request for quote.

PROCUREMENT POLICY

Term	Definition
Joint Venture (JV)	Means the Coastal Connect Joint Venture formerly known as South West Council ICT Alliance (SWCICTA) and includes all Councillors, Council Officers, Committees, Contractors and Consultants.
JVGC	Means Joint Venture Governance Committee
JV Member/s	Means Member Councils of the Joint Venture
Lead Member	Means the Lead Member of the Joint Venture
Local Business	means a commercial business with an operational premises that is physically located within the municipal borders of the South West Regional Councils.
Local Content	means the labour, materials, plant and supervision that is sourced from within the municipal borders of the South West Regional Councils.
South West Regional Councils	means the Councils of the South West region in Victoria including Warrnambool City Council, Moyné Shire Council, Corangamite Shire Council, Southern Grampians Shire Council and Glenelg Shire Council.

1.3. Treatment of GST

All monetary values stated in this Policy include GST, unless specifically stated otherwise.

1.4. References

The Joint Venture's procurement activities will be carried out in compliance with the following legislation and Lead Member Council policies and procedures:

<ul style="list-style-type: none"> • Act; • <i>Competition and Consumer Act 2010</i> (Cth) • <i>Freedom of Information Act 1982</i> (Vic) • <i>Independent Broad-based Anti-corruption Commission (IBAC) Act 2011</i> (Vic) • <i>Occupational Health & Safety Act 2004</i> (Vic) • <i>Privacy Act 1988</i> (Cth) • <i>Public Records Act 1973</i> (Vic) • <i>Security of Payments Act 2002</i> (Vic) • <i>Victorian Local Government Best Practice Procurement Guideline 2013</i> (or as updated) 	<ul style="list-style-type: none"> • Gender Impact Assessment Policy • Risk Management Policy • Health & Safety Policy • Corporate Card Policy • Gift and Benefits Policy • Fraud and Corruption Control Policy • Councillors Code of Conduct • Staff Code of Conduct • Instrument of Delegation • Sustainable Building Policy • Procurement Manual • Complaints Policy
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2. BEST PRACTICE PRINCIPLES

The Joint Venture is committed to effective procurement through adopting best practice principles, policies and procedures to support Council objectives regarding sustainable and socially responsible procurement, supporting local economy and obtaining Value for Money, which in turn, will lead to a better outcome for Council in the provision of services for the community. Each principle is detailed below.

2.1. Conduct of JV Members, Councillors and Council Officers

2.1.1. Ethics

JV Members, Councillors and Council Officers must at all times conduct themselves in ways that are and are seen to be, ethical with the highest integrity and will:

- (a) treat potential and existing suppliers with equality and fairness;
- (b) not seek or receive personal gain;
- (c) maintain confidentiality of 'Commercial in Confidence' information such as contract prices and other sensitive information;
- (d) present the highest standards of professionalism and probity;
- (e) deal with suppliers in an honest and impartial manner that does not allow conflicts of interest;
- (f) provide all suppliers and tenderers with the same information and equal opportunity;
- (g) comply with all legal and Policy requirements; and

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(h) be able to account for all decisions and provide feedback on them.

2.1.2. Conflict of Interest

In accordance with sections 126-131 of the Act, JV Members, Councillors and Council Officers have an overriding responsibility to act impartially and with integrity, avoiding a Conflict of Interest. JV Members, Councillors and Council Officers, must:

- (a) at all times avoid situations in which they may have or which creates a Conflict of Interest;
- (b) not participate in any action or matter associated with the arrangement of a tender or contract where that person has a Conflict of Interest; and
- (c) when becoming aware of a conflict, promptly declare the Conflict of Interest in accordance with procedures set out in Chapter 5 of the Governance Rules, or seek advice and support from the Manager Governance, Property and Projects.

Councillors cannot participate in any aspect of the procurement process unless acting in the capacity of Council at a formally constituted Council meeting to consider the awarding of a contract.

2.2. Value for money

Value for Money is the achievement of a desired procurement outcome at the best possible price, not necessarily the lowest price, based on a set list of financial and non-financial criteria relevant to the procurement. Value for Money considers the total cost of procurement including:

- (a) contribution to Council's priorities and strategic objectives;
- (b) fitness for purpose, quality, social and environmental impacts, service and support; and
- (c) cost related factors including whole of life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing the Goods, Services or Works.

Value for Money could be achieved by:

- (a) developing, implementing and managing a procurement framework that supports the coordination and streamlining of activities throughout the lifecycle;
- (b) development, implementation and management of the local procurement strategy;
- (c) undertaking competitive procurement processes;
- (d) using aggregated contracts whenever possible to group similar contracts;
- (e) identifying and rectifying inefficiencies in procurement processes;
- (f) developing cost effective tender processes including appropriate use of e-solutions; and
- (g) working with suppliers to create relationships that are professional and productive.

2.3. Fair, honest and transparent dealing

The Joint Venture is committed to providing equal opportunity for all businesses to bid for work through fair, honest, open and transparent market processes. The JV will ensure that all prospective suppliers are treated fairly in an open and transparent manner and have access to the same information.

2.4. Accountability

Accountability in procurement allows the JV to explain and provide evidence of the process followed during procurement. The JV must be able to account for all procurement decisions over the life of the Goods, Services or Works in accordance with this Policy. This could mean revisiting the original intentions of the procurement during the use of the Goods, Services or Works to ensure that the Goods, Services or Works are still providing Value for Money and achieving the JV's intentions.

2.5. Gender Impact Assessment

In accordance with the *Gender Equality Act 2020 (Vic)*, the JV is committed to ensuring a gender lens is applied to all new policies, programs and services that directly and significantly impact the public and ensure that a gender impact assessment (GIA) is conducted as needed. Records of GIA conducted must be saved in the Lead Member's records management system with the relevant procurement in accordance with the GIA Policy.

2.6. Fraud and corruption control

The Joint Venture is committed to preventing, deterring and reporting corrupt and fraudulent behaviour particularly in relation to the procurement process. The Joint Venture will comply with the Fraud and

PROCUREMENT POLICY

Corruption Control Policy of the Lead Member which provides a framework for preventing the risk of fraud and strengthening organisational integrity.

2.7. Competition and Consumer Act compliance

The JV will comply with the *Competition and Consumer Act 2010* (Cth) and other fair-trading legislation applicable to its operations and is committed to ensuring the protection of consumers and promotion of competition.

The JV needs to be informed of their obligations under competition and consumer legislation and ensure that the following does not occur:

- a) restrictive trade practices (including price fixing and exclusionary provisions relating to a interstate boundaries);
- b) market sharing (including allocation of customers), anti-competitive agreements, exclusive dealing and misuse of market power;
- c) inaccurate communication or promotion (including misleading or deceptive conduct, false claims and unsubstantiated predictions); and
- d) unconscionable or unfair business practices.

2.8. Risk management

Risk management is to be appropriately applied at all stages of procurement to ensure procurement is properly planned and carried out in a manner that will protect and enhance the Joint Venture's capability to prevent, withstand and recover from interruption to the supply of Goods, Services and Works.

The Joint Venture will minimise its risk exposure by measures that:

- a) allow sufficient planning and lead time for procurement preparation and consideration;
- b) integrate risk identification at the earliest planning stage to inform the process;
- c) use the Lead Member's standard form or Australian Standard contracts which mitigate risk to Council;
- d) require security deposits where appropriate;
- e) when required, referring specifications to relevant industry experts;
- f) ensure service providers maintain adequate insurance cover for the Goods, Services or Works;
- g) review and negotiate contract departures and non-standard contracts prior to the award of the contract;
- h) ensure agreements are executed prior to commencement of Goods, Services or Works; and
- i) ongoing and timely contract management including monitoring and enforcement performance.

2.9. Probity Plan and Auditor

The Joint Venture will consider the appointment of a probity auditor for procurement based on the nature and complexity of the proposed procurement. The completion of a review and assessment of the need for the use of an external, independent probity auditor is mandated when the value of the Goods, Services or Works exceeds \$500,000 or when requested by the JVGC.

A Probity Plan will be established for procurement where a Probity Auditor is required or on request of the JVGC.

2.10. Disclosure of information

Confidentiality of information provided by Invitees must be maintained in a safe and secure manner, particularly commercially sensitive material such as prices, discounts, rebates, profit, manufacturing, intellectual property and product information.

At no stage should the JV have discussions with Invitees about active procurements prior to the approval process being finalised, other than authorised procurement negotiations. The JV should take care that their duty to consider issues fairly and properly is not compromised by participating in discussions with suppliers where the supplier is intending to influence the outcome of the procurement. The JV must ensure that they comply with the obligations in the Lead Member's Gifts and Benefits Policy including making reasonable enquiries as to the live tender processes prior to accepting any benefit which would otherwise be in accordance with the Gifts and Benefits Policy.

PROCUREMENT POLICY

Invitees must be advised that a report on a tender process may be presented at an open meeting of Council and some information arising from the tender may be made publicly available.

2.11. Record keeping

The JV needs to ensure that all records relating to procurements are stored in the Lead Member's electronic content management system including decisions evidencing:

- (a) the processes followed and substantiated decisions made during the procurement; and
- (b) adequate records to support contract matters or disputes.

The structure and extent of records will depend on the value and complexity of the procurement.

Records will be kept in accordance with the *Public Records Act 1973 - Public Record Standard PROS 09/05 (Retention and Disposal Authority for Records of Local Government Functions)*.

2.12. Social and Sustainable procurement

The JV recognises it has an implicit role in furthering sustainability objectives, through its procurement of Goods, Services and Works. The JV will undertake procurement designed to support Value for Money and embed organisational environmental, social and economic development objectives.

The JV will consider how best to embed its sustainable procurement objectives in each procurement, whether this be as part of a specific evaluation criteria, developing a specification which reflects specific sustainable outcomes for the Goods, Services or Works or building sustainable requirements directly into the Goods, Services or Works. The JV will also consider the Victorian Government's Social Procurement Framework as best practice in social and sustainable procurement.

The JV demonstrates sustainable procurement by:

- (a) being accountable for its impacts on society, the economy and the environment including the impacts of the organisation's supply chain;
- (b) examining anticipated organisational, project and/or community needs;
- (c) continually improving sustainability specifications, practices and outcomes, and
- (d) planning and undertaking sustainability evaluations as part of contracting activities.

2.13. Support for local content

The JV can include in its evaluation criteria up to five percent for Local Content. This aims to acknowledge the suppliers whose activities contribute to the financial and social wellbeing of the region.

With the exception of contracts that are the subject of a tender, in every instance where it is reasonable to do so, the JV must seek at least one quote from a local business.

2.14. Collaborative procurement

The JV will seek to use Collaborative Procurement Arrangements with each participating JV Member and third parties when procuring Goods, Services and Works in order to take advantage of economies of scale in accordance with section 108(3)(c) of the Act. When a report for a procurement is presented to the JVGC for approval, it will include information relating to any collaborative arrangement opportunities that were explored as part of the procurement process.

When collaborating with other Councils, the Joint Venture will do so in accordance with the following:

- (a) work to develop a consolidated contract register to identify joint procurement projects on an annual basis;
- (b) JV Members must actively consider all contracts and proposed contracts to determine if the procurement would benefit from expertise, economies of scale or other strategic benefits to Council (other than projects that are unique to an individual Council (e.g. unique construction or works projects)) if it would then it must be included in the consolidated contract register for collaboration consideration;
- (c) other contracts which, due to the subject matter, nature or scope, are likely to deliver operational efficiencies if procured in collaboration with the other Councils, must be included in the consolidated contract register for consideration as a possible joint procurement opportunity;
- (d) Council Officers commit to regularly reviewing the contracts register to determine whether collaborative procurement should be considered;
- (e) where collaborative procurement is to be pursued:

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- i. pre-approval will be requested from each Council prior to commitment to collaboration, seeking authority to proceed with the collaboration and delegation of contract approval to the Lead Member;
 - ii. the JV will maintain a formal Agreement that gives authority for the Lead Member to act as each Council's agent in the Collaborative Procurement Arrangements;
 - iii. each of the JV Members who participate will be able to enter into a contract with the preferred supplier identified through the collaborative procurement process, or may choose as a group to enter into a contract;
 - iv. each participating Council must be involved in:
 - a. the initial decision to undertake the Collaborative Procurement Arrangement;
 - b. preparation of, and agreement to, the specifications;
 - c. ensuring probity for the Collaborative Procurement Arrangement; and
 - d. the acceptance of tender(s) and awarding of contract(s); and
- (f) when considering the evaluation criteria for a particular Collaborative Procurement Arrangement the JV will consider "Value for Money" for each of the participating Councils.

Furthermore, the JV may collaborate with other Councils or other bodies such as MAV Procurement or Procurement Australasia to procure Goods, Services or Works, or utilise existing Collaborative Procurement Arrangements established through a public tender process where it provides an advantageous, Value for Money outcome for the Council.

Any Federal or State Government grant funded projects may be excluded from Collaborative Procurement Arrangements.

When entering into a Collaborative Procurement Arrangement for the purpose of the procurement delegations the obligations and liabilities under the procurement will only take into account the value which Council may ultimately be liable for, this will, in most cases, not reflect the total value of the ultimate contract.

2.15. Contract Management

The JV will manage contracts in accordance with the Lead Member processes. In addition to these processes there will be reports provided to each meeting of the JVGC on open contracts or agreements. A debriefing will be provided to the JVGC on the ending or closure of any contract or agreement as soon as practicable.

2.16. Model of procurement

The JV will act as the subject matter expert for a centre-led procurement model for ICT purchases.

2.17. Procurement delegations

The JV Members delegate their purchasing authority to the JVGC. The JVGC then approves the Lead Member to act on their behalf.

2.17.1. Financial Delegations

All procurement activities require authorisation of the JVGC either via the approved Budget, approved Business Plan, approved JVGC meeting endorsement or approved Project Plan.

The JVGC provides delegation to employees of the JV to conduct procurement activities on their behalf. Individual Councils and their staff, and associated parties don't have any delegation authority under this policy.

2.17.2. Variations

Contract variations must be approved by the JVGC. A resolution can include a specific delegation amount for variations for a procurement on a case by case basis.

2.17.3. Market engagement methods

The market engagement method is determined by the nature, value and risk of the procurement. The level of risk is determined on a case by case basis by the JVGC.

PROCUREMENT POLICY

The Procurement Value below is the total estimated cost of the procurement for the initial fixed term of the procurement. The requirements listed are the minimum thresholds to be met, best practice requires that the JVGC consider if the circumstances require, or there would be benefit in, completing additional processes above the minimum requirements.

Procurement Value (excl. GST)	Risk	Minimum Market Engagement	Payment Method	Agreement Type	Documentation Requirements
<\$2,000 and with approved JV Budget	N/A	1 verbal quote	Reimbursement, purchase card or Purchase Order – refer to section 3.1	Lead Member Purchase Order Conditions	Record quote in Lead Member document management system
\$2,000 to \$10,000 and within approved JV Budget	N/A	2 verbal quotes	Purchase card or Purchase Order – refer to section 3.1	Lead Member Purchase Order Conditions	Lead Member Verbal quote form attached to purchase order in finance system.
\$10,000 to \$50,000 and within approved JV Budget	N/A	3 written quotes	Purchase Order	Lead Member Purchase Order (up to \$25,000) or Contract	Quotes attached to purchase order in Lead Member finance system.
\$50,000 to \$150,000 and as approved by the JVGC	Low	3 written quotes		Contract or agreement format approved by the JVGC	
	High	Public Process			
\$150,000 to \$300,000 and as approved by the JVGC	Low	3 written quotes			
	High	Public Process			
\$300,000 + and as approved by the JVGC	N/A	Public Process			

It is noted that any regulation introduced which impacts the market engagement methods above, the market engagement methods are automatically amended to comply with the requirements of the regulation.

2.18. Exemptions from market engagement methods

Council Officers can conduct a procurement process outside of the market engagement requirements at the discretion of the JV, in the following circumstances:

- (a) the Goods, Service or Works are of an urgent nature particularly in matters of an emergency including public health, security or safety;
- (b) only one or two suppliers could perform or supply the Goods, Service or Works due to the level of specialist expertise required (i.e. a demonstrated absence of competition for technical reasons) this also includes if a contract exists with a supplier where cumulative spend to date with that supplier means that Value for Money and risk mitigation justify continuing with the existing supplier for the new or related Goods, Service or Works;
- (c) installations where a change in supplier would necessitate the procurement of Works, Goods or Services that do not meet the requirements for interoperability or interchangeability;
- (d) the Works, Goods or Service are an extension of previously approved goods, service or works and the appropriate variation has been approved and processed;
- (e) the Works, Goods or Service are required as part of a grant, funding agreement, lease or similar arrangement specifically stating how the Goods, Service or Works are to be provided or undertaken;
- (f) where an existing contract has expired and the procurement process for the new contract has not been finalised and the existing contract needs to be temporarily extended on a rolling basis for a period of not more than six weeks;
- (g) where no quotes or tenders were submitted or no quotes or tenders were submitted that conform to the essential requirements of the specification document – in this instance direct contact with the supplier of choice may be appropriate;
- (h) where a ministerial exemption has been sought and provided;
- (i) where an existing contract is novated to a supplier to complete the Goods, Services or Works on substantially similar terms following completion of suitable due diligence;
- (j) where the acquisition is of a cultural or artistic nature i.e. a live show or art piece;
- (k) where a Council panel of providers has been established using a public process any secondary procurement process under the panel for Goods, Service or Works acquired from a panel member can be established as representing Value for Money by the Council Officer (noting that the requirements for awarding Goods, Service or Works under the panel contract must still be complied with); and
- (l) where the procurement is on the exemption list (refer to Appendix 1).

PROCUREMENT POLICY

2.19. Public process

2.19.1. Requirements

All public procurement by the JV will be published on each individual Council's electronic portal and may be advertised in the media. Information regarding current procurements may be published on Council's website.

2.19.2. Evaluation

An evaluation panel will be established to evaluate each submission against the selection criteria for the public process. Evaluation panels can include external personnel and/or subject matter experts in order to ensure the best outcome for a procurement and must comprise of representation from each JV Member.

A Procurement Plan must be developed, approved and adhered to prior to the public process beginning. The Procurement Plan must set out the evaluation criteria to determine whether a proposed contract provides Value for Money including:

- a) both price (whole of life) and non-price factors (risk, quality and contribution to Council's sustainability objectives);
- b) mandatory criteria common to all procurements include: price, capability (skills, experience), capacity, methodology (approach), sustainability (local, social, economic and environmental); and
- c) specific criteria for local, social, economic and environmental sustainability objectives are determined on a project by project basis.

2.19.3. Shortlisting and Negotiations

Council may conduct a shortlisting process during any of the public processes including EOI, tender and quotation processes. Shortlisting can be based on any criteria but only in pursuit of the most advantageous outcome for the Council. Shortlisted tenderers may be invited by the Council to submit a best and final offer in relation to all or certain aspects of their respective tenders.

Once one or more preferred tenderers are selected, negotiations can be conducted in order to obtain the optimal solution and commercial arrangements within the original scope and intent of the tender.

3. PROCUREMENT METHODS AND PROCESS

3.1. Procurement Methods

Council's standard methods for purchasing Goods, Services and Works are by:

- (a) reimbursement (for low value, low risk purchases which cannot be made with a purchase card);
 - (b) purchase cards (recommended for procurements less than \$200);
 - (c) approved purchase order; or
 - (d) other arrangements authorised by the JV as required by abnormal circumstances including emergencies.
- If petty cash or a purchase card is not used for the procurement, then an approved purchase order must be generated before committing to the procurement.

3.2. Procurement Processes Overview

Council's procurement processes are based on the principles outlined in this Policy.

In line with the Local Government Best Practice Procurement Guidelines 2013 (or as updated), Council may conduct negotiations in its tender documentation in order to better meet / achieve its value for money objectives. This negotiation process may include undertaking a Best and Final Offer (BAFO) process.

The Lead Member will maintain an appropriate contract management framework to govern and guide its contract management activities. The JV will proactively manage key contracts with nominated Council Officers from each JV Member and is responsible for the delivery of the contracted Goods, Services or Works to ensure that contract objectives are met

The JV recognises that in order to achieve sustainable value, appropriate relationships must be developed and maintained with suppliers. The JV is committed to:

- (a) managing existing suppliers, to ensure the benefits are delivered;
- (b) developing new suppliers and improving the capability of existing
- (c) suppliers where appropriate; and
- (d) communicating to potential suppliers via its website.

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4. GOVERNANCE

4.1. Owner

Coastal Connect Joint Venture Governance Committee (JVGC)

4.2. Review

The JVGC will review the policy for any necessary amendments no later than 4 years after its formulation or after the last review.

4.3. Compliance Responsibility

Party / Parties	Roles and Responsibilities
Joint Venture Governance Committee	Ensure that the policy is adopted by each of the Individual Councils. Ensure overall compliance with the policy.
Executive Manager – Digital Strategies and Shared Services	Ensure compliance with the policy by all Council Officers under their supervision or direction. Ensure policy implementation.
Executive Manager – Digital Strategies and Shared Services	Responsible for reviewing, updating and implementing policy
Council Officers	Compliance with the provisions of this policy.

4.4. Charter of Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights Act (2007)*.

The JV is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee health and safety representatives in any workplace change that may affect the health and safety of any of its employees.

PROCUREMENT POLICY

1. APPENDICES

Appendix 1 – Exemptions

The following procurements are either exempt from market engagement and/or the requirement for a Purchase Order. With the Chief Executive's approval, exemptions can be added or removed from this list at any time.

Category	Description	Exempt from market engagement	Exempt from purchase order
Inter JV Member transfers	Transfers of funding or reimbursement of expenses.	Yes	Yes
Utilities	Electricity, gas, water and telephone services. Note: market exemption where there is only a single provider e.g. Wannonwater and Powercor.	No	Yes
Insurance premiums and claims	WorkCover and other insurances.	Yes	Yes
Prescribed contracts	Legal services	Yes	No
Payroll expenses	Superannuation and PAYG.	Yes	Yes
GST	Goods and Services Tax payable.	Yes	Yes
Postage	Australia Post.	Yes	Yes
Vehicle registrations	VicRoads vehicle registrations.	Yes	Yes
Councillor expenses	Allowances and Reimbursements.	Yes	Yes
Refundable trust funds	Includes Security Bonds, Contract Retentions and other funds held in trust.	Yes	Yes
Collaborative procurement providers	Municipal Association of Victoria, Procurement Australia, State Government prequalified supplier list.	Yes	No
Levies	EPA Victoria Levy.	Yes	Yes
	Fire Services Property Levy.	Yes	Yes
State and Federal Statutory Fees	DELWP fees and charges and Regional Roads Victoria.	Yes	Yes
Other	Acquisition of Land and Buildings.	Yes	Yes
	Medical expenses.	Yes	Yes
	Venue hire.	Yes	Yes
	Fuel including Diesel (with relevant supplier).	No	Yes
	Memberships and subscriptions.	Yes	No
	External audit fees – Victorian Auditor- General's Office.	Yes	No
	Annual community grants.	Yes	Yes
	Professional workshop and conference registration fees and associated costs.	Yes	No
	Loans and investments.	Yes	Yes
	General advertising.	Yes	No
	Accommodation associated with provision of employment.	Yes	No
Recruitment advertising.	Yes	No	

9.5 Kerbside Collection Contract 2023014

Directorate: Sustainable Development

Author: Jessica Maxwell, Waste and Sustainability Officer

Previous Council Reference: Nil

Attachments:

1. CONFIDENTIAL REDACTED - Tender Evaluation Report Kerbside Collection Contract 2023014 [9.5.1 - 5 pages]
2. Under Separate Cover - Conflict of Interest Joint Procurement for Kerbside Collection Services Corangamite Shire and Southern Grampians Shire Lyall Bond [9.5.2 - 1 page]
3. Under Separate Cover - Conflict of Interest Joint Procurement for Kerbside Collection Services Corangamite Shire and Southern Grampians Shire Jess Maxwell [9.5.3 - 1 page]
4. Under Separate Cover - Conflict of Interest Joint Procurement for Kerbside Collection Services Corangamite Shire and Southern Grampians Shire Signed Form Justine Linley [9.5.4 - 1 page]

Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020* the Chief Executive Officer has designated this attachment as confidential on the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

In particular the attachment contains information regarding contractual agreements.

Declaration

Chief Executive Officer – Michael Tudball

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

Author – Jessica Maxwell

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

Assessment Panel – Justine Linley

In undertaking the Evaluation of this Tender I have no interests to disclose.

Assessment Panel – Lyall Bond

In undertaking the Evaluation of this Tender I have no interests to disclose.

Summary

This report seeks to award contract No. 2023014 for Kerbside Collection Services.

Introduction

Currently, Council provides a three-bin kerbside waste collection service to 5500 premises in most township areas across the Shire. This service includes weekly kerbside landfill collection utilising 120L wheelie bins and alternating fortnightly collection of recyclables and food organics and garden organics (FOGO), utilising 240L wheelie bins. Council also provides weekly FOGO collection between October and January and services street litter bins under this contract.

The contract also includes the transport, acceptance and processing of co-mingled recyclables received through the kerbside collections and street litter bins.

Council awarded the current Waste Collection Services – Corangamite Shire Contract 2015001 in April 2015 to Wheelie Waste, for a period of five years.

Council resolved in March 2020 to negotiate with the existing contractor to ensure recyclables continued to be collected and recycled across the municipality for the following 3 years. The current contract is due to expire on 30 June 2023.

The development of a new kerbside collection contract provided Council with an opportunity to review and improve the current waste services, to consider circular economy principles, align with legislative reform, increase waste diversion from landfill and ensure that the services continue to meet community needs. Council will also need to consider glass separation and the soon to be introduced container deposit scheme from the *Circular Economy (Waste Reduction and Recycling) Act 2021*.

Services Tendered

This contract is for the provision of the following waste collection services:

- a) Landfill collection – kerbside bin collection and acceptance and transport to Nominated Facility for disposal;
- b) Recyclables collection – kerbside bin collection and acceptance, transport and processing of these recyclables;
- c) Food Organics and Garden Organics (FOGO) collection – kerbside bin collection and acceptance and transport to Nominated Facility for processing;
- d) Street litter bin collection – collection of street litter bins including landfill and recycle bins and transport of landfill materials to the Nominated Facility for disposal and transport and processing of recyclables; and
- e) Glass collection – kerbside bin collection and acceptance, transport and processing of these recyclables

The tender for the new Kerbside Collection Contract (2023014) includes several options for changes to the current waste services, including:

- a) additional recycling collections;
- b) replacement waste bins;
- c) fitting new lids to existing waste bins;
- d) alternative costing options for recyclables processing; and
- e) a glass collection service.

Issues

Council participated in a collaborative tender process with Southern Grampians Shire Council for the development of the specification and supporting tender documents, release of tenders and receipt of tender submissions. Together Corangamite and Southern Grampians engaged Russell Kennedy Lawyers and Arc Blue Consulting to provide legal advice, probity oversight and tender process support. However evaluation and award of the contract are being managed separately.

Due to the changes required by the Victorian *Circular Economy (Waste Reduction and Recycling) Act 2021*, glass recyclables will no longer be able to be recycled through the yellow comingled recycling bin. The State Government legislation mandates that councils provide a fourth bin service to residential kerbside collection services, specifically to separate glass from other co-mingled recyclables.

Contract Timeframes

Contract 2023014 will commence on 1 July 2023. The term of the contract is five (5) years with options to extend for any period up to a maximum of five (5) years.

At the conclusion of the advertising period one tender submission was received. The tender was then assessed by the evaluation panel.

Tenderer	Tendered Price
Tenderer 1	\$1,188,641

Evaluation Panel Membership

All members of the tender evaluation panel were considered suitably qualified and experienced to undertake the evaluation of this tender. The panel included Justine Linley Director of Sustainable Development, Lyall Bond Manager of Environment and Emergency, and Jessica Maxwell Waste and Sustainability Officer.

Evaluation Methodology

The tender submission has been assessed against the following seven tender evaluation criteria.

#	Criteria	Weighting
1	Insurance Requirements	Mandatory
2	Financial Capacity	Mandatory
3	Systems and Standards	Mandatory
4	Capacity & Capability	25%
5	Methodology & Project/Service Delivery	25%
6	Social Procurement	10%
7	Tendered Price	40%

The Tender Evaluation Panel and ArcBlue Consulting assessed the tender documentation against the criteria and found that Wheelie Waste met the mandatory requirements and pricing analysis was undertaken. Assessment of the Tenderers capacity and capability together with service delivery was found to be acceptable and to meet the needs of the contract.

Social procurement included request for environmental performance and local service engagement.

A Technical Evaluation Report which provides further detail on the assessment of the tender submissions received, is attached under separate cover.

The Tender Evaluation Panel found the tenderer met the service requirements satisfactorily. Council will work with the successful contractor to ensure all documentation is compliant with the requirements of this contract.

Additional Services

Council included options for services in addition to the existing contract. A glass-only service has been investigated for implementation in this contract. Council Officers evaluated service delivery frequency and bin size, prioritising optimal resource recovery and cost effectiveness for the community. The service recommended consists of a 120L glass bin collection monthly in addition to the current services.

Council also investigated an additional collection of alternative materials through the tender process. This will allow Council to pursue circular economy opportunities for materials currently not recyclable through the kerbside services.

Infrastructure

To implement the recommended glass service it is proposed to replace the current 120L waste bin with a new bin, and the re-lidding of the existing bin to become the glass bin. This will extend the useful life of the current waste bin and reduce costs of implementing the new glass-only service.

Policy and Legislative Context

The Kerbside Collection Contract 2023014 is in keeping with the commitments in the Council Plan 2021-2025:

Theme Four - Improving Our Environment

Providing high quality waste services, including sustainable management of the regional landfill at Naroghid

Reducing the carbon footprint of Council operations

The requirements of Section 108 and Section 109 of the *Local Government Act 2020* and the Council's Procurement Policy have been complied with for this tender.

The recommendation is also in accordance with the Victorian *Circular Economy (Waste Reduction and Recycling) Act 2021*.

There are no other policy, legal or statutory implications associated with this tender process.

Internal / External Consultation

Development of the Kerbside Collection Services Contract was based on consultation and feedback from the community over the term of the existing contract. This included the "Have Your Say" glass collection survey hosted on Council's website in December 2021. Consideration was also given to legislative changes, Councilor and officer feedback and industry best practice.

Tender documents were issued via Council's e-tendering portal eProcure and released as a public tender on 26 October 2022. Advertisements were placed in the Herald Sun and Warrnambool Standard on 26 October 2022. An online briefing was conducted on 9 November 2022. Tenders closed on 7 December 2022.

The collaborative procurement process with Southern Grampians Shire Council has been supported through consultants ArcBlue Consulting and Solicitors Russel Kennedy Lawyers providing probity and legal services throughout the tender process. Council's Contract Administration Co-ordinator undertook the co-ordination of the process on behalf of both Councils.

Financial and Resource Implications

Council currently delivers its kerbside waste services at cost recovery. Costs from any new or additional waste services will need to be recovered from kerbside service entitled properties through the waste management charge or from users of the service.

The costs of providing the kerbside collection contract will therefore be considered as part of Council's annual budget process. The expected annual cost of this contract is in the order of \$1,188,641.

Options

Council may decide to award Contract 2023014 as recommended by the tender evaluation panel.

Council may also decide to award contract 2023014 to provide the same services as the current kerbside collection contract (no glass bin service) and determine that glass is to be removed from the co-mingled recycling bin and disposed of to landfill.

Alternatively, Council may choose to re-advertise the tender. Given the limited availability of suitable contractors operating in the area, it is unlikely that re-advertising will promote any further interest in this tender.

Conclusion

Tender 2023014 Kerbside Collection Services included several options for legislated changes required by the *Circular Economy (Waste Reduction and Recycling) Act 2021*, glass recyclables will no longer be able to be recycled through the yellow comingled recycling bin to Council's kerbside collection services.

The Tender Evaluation Panel recommends that Council award Contract 2023014 to Wheelie Waste at the service levels currently being provided and that in addition Council also approves the additional service of a monthly glass collection and related infrastructure upgrades, to provide four kerbside bins.

RECOMMENDATION - 9.5

That Council:

1. Award Contract 2023014 - Kerbside Collection Contract for a period of five years to Wheelie Waste for the following:
 - a) Landfill collection – Kerbside bin collection weekly and acceptance and transport to Nominated Facility for disposal;
 - b) Recyclables collection – Kerbside bin collection fortnightly and acceptance, transport and processing of these recyclables;
 - c) Food Organics and Garden Organics (FOGO) collection – Kerbside bin collection fortnightly (weekly from October to January) and acceptance and transport to Nominated Facility for processing;
 - d) Street litter bin collection – Collection of street litter bins as scheduled including landfill and recycle bins and transport of landfill materials to the Nominated Facility for disposal and transport and processing of recyclables;
 - e) Glass collection – Kerbside bin collection monthly and acceptance, transport and processing of these recyclables;
 - f) Provision of a new 120L landfill bin and associated kerbside bin infrastructure improvements for the installation of the monthly glass service;
2. Affixes the common seal the contract; and
3. Authorises the CEO to exercise the extension periods for the contract.

9.6 Environment Support Grants Round 2 2022-2023

Directorate: Sustainable Development

Author: Roland Herbert, Environment Projects Officer

Previous Council Reference: Nil

Attachments:

1. CONFIDENTIAL REDACTED - Under Separate Cover - Attachment 1 - Environment Grants Rd 2 Recommended [9.6.1 - 1 page]

Pursuant to sections 3(1) and 66(5) of the Local Government Act 2020 the Chief Executive Officer has designated this attachment as confidential on the grounds that it contains personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. In particular the attachment contains information regarding grant recipients.

Declaration

Chief Executive Officer – Michael Tudball

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 Projects Officer, I have no interests to disclose in this report.

Assessor - Lyall Bond

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

Assessor – Simon Buccheri

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

Summary

The purpose of this report is for Council to approve the allocation of funds for the 2022-2023 Environment Support Grants (Round 2) program.

Introduction

At the July 2022 Council meeting, Council determined to conduct an additional smaller Environment Support Grant round during the 2022-2023 year to preference projects that relate to sustainable agriculture, climate change and increasing energy, water and waste efficiency.

Issues

The aim of the Environment Support Grants program is to provide financial assistance to incorporated community groups, organisations, and individuals to undertake environmental and sustainability projects within Corangamite Shire. For the Round 2 grants, preference is given to projects that relate to sustainable agriculture, climate change and increasing energy, water and waste efficiency. The existing eligibility criteria for the Environment Grants Program also applies.

Applications for the Environment Support Grants Round 2 program opened 5 November 2022 and closed 17 December 2022.

The Environment Support Grants (Round 2) program received eight submissions with a total application for funds of \$18,350. Submissions received include applications for projects related to:

- Demonstrating benefits of regenerative farming practices;
- Upgrading to an energy-efficient air-conditioner at a community facility;
- Installing solar to increase energy efficiency and reduce carbon emissions at a community facility; and
- Educational workshops to increase awareness of native grasslands.

One application was marked as ineligible due to the project being undertaken outside the Shire boundary. This has resulted in seven submissions being considered under the Environment Grants (Round 2) Program, with a total application for funds of \$15,850 from the available \$10,000.

Applications were evaluated independently by three panel members and scored against the criteria listed in the application form. The weighting for each assessment criterion was applied to derive a total score and the scores of the three assessors were then averaged. Applications were then ranked in order based on the total score.

The ranking of each project proposal, comments and proposed funding allocations are included in Attachment 1 under separate cover.

Policy and Legislative Context

This report is in keeping with the commitments in the Council Plan 2021-2025:

Theme Four - Improving Our Environment

Protecting and improving our built and natural environment

Capitalising on opportunities created by new energy, and minimising impacts on key industry sectors, landscape values and natural assets

Helping our community plan and respond to climate change

Piloting the implementation of the United Nations Sustainable Development Goals (SDGs) at the local level

Internal / External Consultation

Applicants were invited to apply through various forms of media including online and print form. Previous applicants to the program were also notified, as well as key stakeholders and their networks including Landcare groups. The program has been promoted in the media and advertised in Council's newspaper Noticeboard. The grant was also promoted in the community newsletters and Corangamite Shire social media pages.

Applicants were also invited and encouraged to discuss their project with the Environment Project Officer prior to applying. Applications have been assessed and proposed funding allocations have been considered by senior officers.

A Councillor briefing session was held on February 14, 2023, to provide information to Councillors on the Environment Support Grants (Round 2) 2022-2023 applications, assessment process and proposed funding.

Financial and Resource Implications

Council has allocated \$10,000 in funding for the Environment Support Grant Round 2 program in the 2022-2023 budget.

Applicants were assessed for eligibility and requests for funding amounts adjusted to reflect a 50% contribution from Council up to \$2,500. The contribution from the applicants can include financial and/or in-kind labour.

Options

Councillors may consider the following options for allocation of funds:

1. Allocate funds of \$10,000 to Environment Support Grant (Round 2) applications, to fully fund four projects and part-fund one project as recommended.
2. Consider adjusting the proposed funding allocations.

Conclusions

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

The Environment Support Grants program provides funding to incorporated community groups, organisations and individuals to undertake environmental and sustainability projects within Corangamite Shire, on a dollar-for-dollar basis, to further enhance the environment and support sustainability projects within the community. Round 2 of this program preferences applications that relate to sustainable agriculture, climate change, and increasing energy, water and waste efficiency.

RECOMMENDATION - 9.6

That Council:

- 1. Allocates funds of \$10,000 to the following Environment Support Grant Round 2 Applications:**

ENVIRONMENT SUPPORT GRANTS ROUND 2	
ORGANISATION / APPLICANT	AMOUNT
Heytesbury District Landcare Network (Chocolyn)	\$2,500
Heytesbury District Landcare Network (Cobden Lake)	\$1,650
Murnong Indigenous Garden Inc.	\$1,100
Red Hill Public Hall Inc.	\$2,500
Timboon Golf Club Inc.	\$2,250

9.7 Quick Response Grants Allocation February 2023

Directorate: Sustainable Development

Author: Jacinta Read, Community Projects Officer

Previous Council Reference: Nil

Attachments:

1. Quick Response Grants February 2023 Applications and Assessment [9.7.1 - 1 page]
2. Under Separate Cover - Application Council Quick Response Grant Terang Swimming Club [9.7.2 - 4 pages]
3. Under Separate Cover - Application Council Quick Response Grant Tesbury Rural Fire Brigade [9.7.3 - 6 pages]
4. Under Separate Cover - Application Council Quick Response Grant Art.Comm Terang [9.7.4 - 9 pages]
5. Under Separate Cover - Application Council Quick Response Grant Simpson and District Community Centre [9.7.5 - 3 pages]

Declaration

Chief Executive Officer – Michael Tudball

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

Author – Jacinta Read

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

Summary

The purpose of this report is to approve the February 2023 allocation of funds under the Quick Response Grants Program.

Introduction

The Quick Response Grants Program is beneficial in supporting instances of community need that are not readily able to be considered under the Community, 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.

The applications received for this allocation are attached under separate cover. The applications have been assessed against the following criteria, as detailed in the Quick Response Grants Policy:

1. Eligible recipient;
2. Council Plan alignment;
3. Community benefit; and
4. Eligible expenditure.

The assessment is provided as a separate attachment to this report.

Applications have been received from:

1. Terang Swimming Club for \$440 towards the purchase of medals for the club carnival.
2. Tesbury Rural Fire Brigade for \$500 towards the purchase and installation of a new air conditioning system for the fire station.
3. Art.Comm for \$500 towards a mural at the Terang Community Information Centre.
4. Simpson and District Community Centre Inc. for \$500 to host an introduction to Philippine culture and cuisine on Harmony Day, in partnership with Philippine Nationals working in the Simpson area.

Policy and Legislative Context

Consideration of applications for the Quick Response Grants Program is in accordance with the Quick Response Grants Policy.

This report is also in keeping with the commitments in the Council Plan 2021-2025:

Theme One - A Connected Community

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

Theme Two - A Thriving Community

Corangamite's townships are attractive, accessible and appealing to visitors and are presented in a way in which our residents can be proud

Theme Three - A Healthy, Active and Resilient Community
Improving the health and wellbeing of our residents
Our community groups and clubs are engaged and supported and facilities are fit for purpose

Theme Four - Improving Our Environment
Protecting and improving our built and natural environment

Theme Five - Community Leadership
We listen to and engage with our community

Internal / External Consultation

Applications for the Quick Response Grants Program are available from Council's website or by contacting Council's Community Relations team. Applicants are encouraged to discuss their application with the respective Ward Councillor prior to submission.

Applicants can also contact Council's Community Projects 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 2022-2023 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.

The Quick Response Grants Policy 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.'

The annual allocation for South Central will be exceeded by \$400 if Council chooses to adopt the officer's recommendation. In accordance with the policy, it is therefore proposed that the remainder of the Tesbury Rural Fire Brigade grant be allocated from the Central Ward Annual Allocation.

Should the allocations be approved as recommended the remaining allocation is outlined in the table below.

Ward	Annual allocation (\$)	Previous allocation (\$)	This allocation (\$)	Remaining allocation (\$)
Coastal	2,500	1,900	500	100
North	2,500	1,350	0	1,150
South Central	2,500	2,400	100	0
South West	2,500	1945	0	555
Central	7,500	3,000	1340*	3160
Total	17,500	10,595	1940	4965

*Note: Includes \$400 to be transferred to the South Central Ward.

Options

Council can consider:

1. Allocating the funds as requested by the applicants in full.
2. Allocating the funds for a reduced amount.
3. Allocating the funds as requested and redirecting \$400 from the Central Allocation to South Central to fulfill the Tesbury Rural Fire Brigade grant request.
4. Not allocating funds.

Conclusions

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 - 9.7

That Council:

1. Funds the application from Terang Swimming Pool for \$440 towards the purchase of medals.
2. Funds the application from Tesbury Rural Fire Brigade for \$500 towards the supply and installation of a new airconditioning system.
3. Funds the application from Art.Comm for \$500 towards a mural for the Terang Community Information Centre.
4. Funds the application from Simpson and District Community Centre Inc for \$500 to host an introduction to Philippine culture and cuisine on Harmony Day in partnership with Philippine Nationals working in the Simpson area.

Quick Response Grants Program – February 2023 Applications and Assessment

Ward	Applicant	Purpose	Amount requested	Assessment				Recommended	
				Eligible recipient	Council Plan alignment	Community benefit	Eligible expenditure	Yes/ No	Amount
South Central	Tesbury Rural Fire Brigade	Purchase and installation of new airconditioning system.	\$500	Yes	Yes	Yes	Yes	Yes	\$500
Central	Terang Swimming Club	Purchase of medals for club carnival.	\$440	Yes	Yes	Yes	Yes	Yes	\$440
Central	Art.Comm	Towards painting of mural at Terang Community Information Centre	\$500	Yes	Yes	Yes	Yes	Yes	\$500
Coastal	Simpson and District Community Centre Inc	Introduction to Philippine culture and cuisine on Harmony Day	\$500	Yes	Yes	Yes	Yes	Yes	\$500
			\$1940						\$1940

*Applicants who are able to apply for funding of their initiatives under the Events and Festivals Grants Program are ineligible for funding under the Quick Response Grants Program.

*Applicants whose initiative is for the celebration of a religious holiday that is open to the public are eligible for funding under the Quick Response Grants Program.

9.8 S11A Instrument of Appointment & Authorisation (Planning and Environment Act 1987)

Directorate: Executive Services

Author: James Plozza, Executive Services and Governance Coordinator

Previous Council Reference: Nil

Attachments:

1. S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987) [9.8.1 - 2 pages]

Declaration

Chief Executive Officer – Michael Tudball

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

Author – James Plozza

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

Summary

The purpose of this report is to seek Council's endorsement for appointment of authorised officers under the *Planning and Environment Act 1987* through the updated Instrument of Authorisation and Appointment ('the instrument'). This request results from recent staff changes.

By authorising the relevant officers to perform their duties under the *Planning and Environment Act 1987*, Council will ensure these officers have the required authority to carry out their roles within legislated requirements.

Issues

Officers authorised to act under the *Planning and Environment Act 1987* have authorisation to enter sites, gather evidence or serve legal notices, etc. if required, as appropriate to their level of experience and qualifications.

The specific authorisations provided through this instrument include:

1. under section 147(4) of the *Planning and Environment Act 1987* (Vic) – appointment as an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 313 of the *Local Government Act 2020* (Vic) authorisation generally to institute proceedings for offences against the Act and/or any regulations.

If officers are not appropriately authorised, they will not have the legal authority to perform key aspects of their role which would result in a lack of enforcement across the Shire. If officers act without the correct authority, actions can also be challenged and invalidated on that basis, and the officers may be personally liable.

The attached instrument has been reviewed and updated to reflect recent staff changes and authorises the following officers:

Aaron Gerard Moyne
Andrew Gardner
Belinda Anne Bennett
Darren Stanley Frost
Gisele Couto
Justine Ruth Linley
Lyll Robert Bond
Melanie Osborne
Michael Gilbert Tudball
Raymon Michael Barber
Simon Glenister
Sofia June Myers

Policy and Legislative Context

This report is also in keeping with the commitments in the Council Plan 2021-2025:

Theme One - A Connected Community

Infrastructure and services that deliver population growth and new housing

Theme Two - A Thriving Community

Corangamite's townships are attractive, accessible and appealing to visitors and are presented in a way in which our residents can be proud

Theme Four - Improving Our Environment

Capitalising on opportunities created by new energy, and minimising impacts on key industry sectors, landscape values and natural assets

Options

Option 1 – Endorse the updated instrument

This option is recommended by officers as it will ensure the selected officers are appropriately authorised under the *Planning and Environment Act 1987*.

Option 2 – Not endorse the updated instrument

This option is not recommended by officers as it will limit the authorisations and authority of selected officers.

Conclusions

By authorising the relevant officers to act under the *Planning and Environment Act 1987* Council will ensure these officers have the required authority to carry out their roles within legislated requirements.

RECOMMENDATION - 9.8

Council resolves that:

1. The members of Council staff referred to in the instrument attached be appointed and authorised as set out in the instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke it.
3. The Instrument of Appointment and Authorisation (*Planning and Environment Act 1987* only) dated 20 December 2022 be revoked.
4. The common seal of Council be affixed to the Instrument.

S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)



**CORANGAMITE
SHIRE**

Corangamite Shire Council

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987* only)**

Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

In this instrument "**officer**" means -

Aaron Gerard Moyne
Andrew Gardner
Belinda Anne Bennett
Darren Stanley Frost
Gisele Couto
Justine Ruth Linley
Lyll Robert Bond
Melanie Osborne
Michael Gilbert Tudball
Raymon Michael Barber
Simon Glenister
Sofia June Myers

By this instrument of appointment and authorisation Corangamite Shire Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officers either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Corangamite Shire Council on 28 February. 2023

The Common Seal of)
CORANGAMITE SHIRE COUNCIL)
was affixed in the presence of :)

.....
Chief Executive Officer

.....
Date

9.9 S11B Instrument of Appointment & Authorisation and S18 Instrument of Sub Delegation (Environment Protection Act 2017)

Directorate: Executive Services

Author: James Plozza, Executive Services and Governance Coordinator

Previous Council Reference: Nil

Attachments:

1. S11B Instrument of Appointment and Authorisation (Environment Protection Act 2017) [9.9.1 - 2 pages]
2. S18 Instrument of Sub Delegation under the Environment Protection Act 2017 [9.9.2 - 5 pages]

Declaration

Chief Executive Officer – Michael Tudball

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

Author – James Plozza

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

Summary

This report ensures relevant Council officers are properly authorised and sub-delegated Environment Protection Authority (EPA) powers and functions necessary for them to undertake their roles in accordance with the EPA Instrument of Delegation and Instrument of Direction to councils.

Introduction

Council authorises a range of officers to act on its behalf in the enforcement of various State laws that are specific to their roles.

Under the new Environment Protection Act 2017, the EPA has delegated to councils certain powers and functions by way of an instrument of delegation.

Authorised officers appointed and sub-delegated EPA powers by Council in accordance with the EPA Instrument of Delegation are only authorised to exercise the powers as set out under the EPA's Instrument of Direction.

The attached Instrument of Appointment and Authorisation and Instrument of Sub-Delegation authorises and empowers staff relevant to environmental health to undertake functions delegated to Council by the EPA.

Issues

Under the Instrument of Delegation to Council by the EPA dated 4 June 2021, Council is able to directly appoint and authorise relevant members of staff and sub-delegate to them EPA powers related to on-site wastewater management systems ≤ 5000 litres on any day, and noise from construction, demolition and removal of residential premises.

The attached Instrument of Appointment and Authorisation reflects recent staffing changes and applies to the following officers:

Belinda Anne Bennett
Emily Kate Lanman
Justine Ruth Linley
Lyllal Robert Bond
Michael Gilbert Tudball
Raymon Michael Barber
Sofia June Myers
William Albert Fidler

The accompanying Instrument of Sub-Delegation is used by a council to delegate to members of its staff those powers that are contained in the Instrument of Delegation of the Environment Protection Authority under the Environment Protection Act 2017 dated 4 June 2021.

Policy and Legislative Context

This report is also in keeping with the commitments in the Council Plan 2021-2025:
Theme Five - Community Leadership
Having strong governance practices

Options

Option 1 – Endorse the updated instruments

This option is recommended by officers as it will ensure the selected officers are appropriately authorised under the *Environment Protection Act 2017*.

Option 2 – Not endorse the updated instruments

This option is not recommended by officers as it will limit the authorisations and authority of selected officers.

Conclusions

By authorising the relevant officers to act under the *Environment Protection Act 2017* Council will ensure these officers have the required authority to carry out their roles within legislated requirements.

RECOMMENDATION - 9.9

Council resolves that:

1. The members of Council staff referred to in the Instrument of Appointment and Authorisation attached be appointed and authorised as set out in the instrument.
2. The attached Instrument of Appointment and Authorisation comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke it.
3. The Instrument of Appointment and Authorisation (*Environment Protection Act 2017* only) dated 2 August 2021 be revoked.
4. The common seal of Council be affixed to the Instrument of Appointment and Authorisation.
5. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Sub-delegation to members of Council staff, the powers, duties and functions set out in that Instrument of Sub-Delegation, subject to the conditions and limitations specified in that Instrument of Sub-delegation.
6. The S18 Instrument of Sub-Delegation under the *Environment Protection Act 2017* dated 2 August 2021 be revoked.
7. The common seal of Council be affixed to the Instrument of Sub-Delegation.

*S11B Instrument of Appointment and Authorisation
(Environment Protection Act 2017)*



Corangamite Shire Council

**Instrument of Appointment and Authorisation
(*Environment Protection Act 2017* only)**

Instrument of Appointment and Authorisation (Environment Protection Act 2017)

In this instrument "officer" means -

**Belinda Anne Bennett
Emily Kate Lanman
Justine Ruth Linley
Lyll Robert Bond
Michael Gilbert Tudball
Raymon Michael Barber
Sofia June Myers
William Albert Fidler**

By this instrument of appointment and authorisation, Corangamite Shire Council -

under s 242(2) of the *Environment Protection Act 2017* ('Act') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021 - appoints the officers to be authorised officers for the purposes of exercising the powers and functions set out in the Instrument of Direction of the Environment Protection Authority under the Act dated 4 June 2021.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Corangamite Shire Council on 28 February 2023.

The Common Seal of)
CORANGAMITE SHIRE COUNCIL)
was affixed in the presence of :)

.....
Chief Executive Officer

.....
Date

***S18 Instrument of Sub-Delegation
under the Environment Protection Act 2017***



**CORANGAMITE
SHIRE**

Corangamite Shire Council

Instrument of Sub-Delegation

to

Members of Council staff

Instrument of Sub-Delegation

By this Instrument of Sub-Delegation, in exercise of the power conferred by s 437(2) of the *Environment Protection Act 2017* ('Act') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described in column 3 of the Schedule;
2. record that references in the Schedule are as follows
 - "CEO" means Chief Executive Officer**
 - "CCSR" means Coordinator Community Safety and Resilience**
 - "DSD" means Director Sustainable Development**
 - "EHO" means Environmental Health Officer**
 - "MEE" means Manager Environment and Emergency**
3. this Instrument of Sub-Delegation is authorised by a resolution of Council passed on 28 February 2023 pursuant to a power of sub-delegation conferred by the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021;
4. the delegation:
 - 4.1 comes into force immediately the common seal of Council is affixed to this Instrument of Sub-Delegation;
 - 4.2 remains in force until varied or revoked;
 - 4.3 is subject to any conditions and limitations set out in sub-paragraph 5, and the Schedule; and
 - 4.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
5. this Instrument of Sub-Delegation is subject to the following limitations:
 - 5.1 the powers, duties and functions described in column and summarised in column 2 of the Schedule are only delegated for the purpose of regulating:
 - 5.1.1 onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day; and
 - 5.1.2 noise from the construction, demolition or removal of residential premises;
6. the delegate must not determine the issue, take the action or do the act or thing:
 - 6.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 6.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy

adopted by Council;

- 6.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 6.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

The Common Seal of)
CORANGAMITE SHIRE COUNCIL)
was affixed in the presence of :

.....
Chief Executive Officer

.....
Date

SCHEDULE

ENVIRONMENT PROTECTION ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 271	Power to issue improvement notice	CEO CCSR DSD EHO MEE	
s 272	Power to issue prohibition notice	CEO CCSR DSD EHO MEE	
s 279	Power to amend a notice	CEO CCSR DSD EHO MEE	
s 358	Functions of the Environment Protection Authority	CEO CCSR DSD EHO MEE	
s 359(1)(b)	Power to do all things that are necessary or convenient to be done for or in connection with the performance of the Environment Protection Authority's functions and duties and to enable the Authority to achieve its objective.	CEO CCSR DSD EHO MEE	
s 359(2)	Power to give advice to persons with duties or obligations	CEO CCSR DSD EHO MEE	

9.10 Councillor Attendance at the 2023 Australian Local Government Association National General Assembly

Directorate: Executive Services

Author: Imogen Black, Administration Officer Governance

Previous Council Reference: Nil

Attachments:

Nil

Declaration

Chief Executive Officer – Michael Tudball

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

Author – Imogen Black

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

Summary

The purpose of this report is for Council to consider Councillor representatives for attendance to the Australian Local Government Association's National General Assembly.

Introduction

Each year the Australian Local Government Association (ALGA) organises the National General Assembly of Local Government (NGA) in Canberra. This year the NGA will be held on Tuesday 13 - Friday 16 June in Canberra. The event begins with a specialised regional cooperation and development forum on Tuesday 13 June, followed by two days of the National General Assembly and concludes with the Australian Council of Local Government on Friday 16 June.

The NGA is an important event for Corangamite Shire, as it provides Councillors with the opportunity to elevate the Shire and its priorities to the Federal level. Councillors attending the conference will also gain insight into a range of issues affecting the Local Government sector and bring crucial information back to Council.

Issues

The theme for the 2023 NGA is Our Communities, Our Future, which reflects on the important role local government plays in building stronger and more sustainable communities and highlights the willingness of Local Government to work with other governments to achieve outcomes.

Participants will have the opportunity to discuss issues of national significance and meet with members of Parliament, to advocate for our communities and promote issues of importance to Corangamite Shire.

The NGA has invited the Prime Minister, the Leader of the Opposition, and key ministers to share their vision for Australia's future and how we can work together for the benefit of our communities.

Sessions will look at the critical importance of our communities, how they are the focus of our attention, and how they are at the centre of all our work. This will include a series of panels where mayors and councillors will share their learnings and lived experience leading their communities through the increase of living pressures on individuals, families and communities due to deteriorating economic conditions, slowing growth, high inflation and higher interest rates.

Policy and Legislative Context

The Support for Councillor Professional Development Policy provides for Councillors to attend conferences, workshops, and seminars to increase their knowledge of issues affecting the local government sector. The policy requires expenditure to be approved by a decision of Council where the proposed costs of a single professional development opportunity exceeds \$2,500 per Councillor. To assist with determining the eligibility of proposed professional development activities, the policy includes criteria to assess whether the content is appropriate and related to current or likely future Council issues.

An assessment of attendance at the National General Assembly of Local Government 2022 against the criteria is provided below.

1. *Does the event provide an opportunity to receive or upgrade relevant and necessary training directly related to the Councillors' role?*

Yes, Councillors representing Corangamite Shire will be provided with the opportunity to improve their knowledge on a range of issues that influence the Local Government sector and is directly related to their role as Councillor.

2. *Does the event provide an opportunity to learn key information about an issue of public policy related to the Corangamite community?*
Yes, Councillors attending the NGA will have the opportunity to increase their understanding of issues of national significance, such as community resilience and opportunities for working collaboratively, which will be beneficial to Council's policy development.

3. *Does the event have the potential to foster broad economic development opportunities within Corangamite Shire?*
Yes, Sessions during the conferences are likely to include issues that impact economic development, providing Councillors with an opportunity to identify initiatives to improve economic development within the Shire.

4. *Does the event provide an opportunity for Councillor(s) to build their networks both within and across sectors, in a way which will be of benefit to the Corangamite community?*
Yes, Panel sessions will allow for interaction with presenters and other keynote speakers, providing maximum opportunity for delegates to increase their knowledge and bring back important information to Council. Informal networking will also occur during the conferences, which will provide Councillors with the opportunity to share ideas and gain invaluable contacts for the future.

Council Plan

This report is in keeping with the commitments in the Council Plan 2021-2025:
Theme Five - Community Leadership
Having strong governance practices

Internal / External Consultation

The Chief Executive Officer has consulted with Councillors regarding the opportunity for them to attend the 2023 NGA and whether representatives from the Council should attend the Congress.

Councillors who attend the conferences are expected to present a verbal report to Councillors on the events at the next available Councillor briefing.

Financial and Resource Implications

It is estimated that costs for attendance at the NGA in person will be approximately \$3,000 per Councillor, including conference registration, flights, and accommodation. However, this amount is dependent on accommodation and flight availability, and does not include formal dinners, additional transport, and ancillary expenses.

Councillors do not have individual training and development allocations within the budget and may participate in professional development opportunities as required within the constraints of the general training and development budget for all Councillors.

It should be noted that the timing of this report is to take advantage of early bird registration savings.

Options

Council may resolve to send one or more representatives to the conference, or not send any Councillor representatives.

Conclusions

The National General Assembly of Local Government provides Councillors with a vital opportunity to elevate the Shire and Council priorities to the Federal level. Councillors attending the conference will also gain insight into a range of issues affecting the Local Government sector and bring crucial information back to Council.

Councillor representation is recommended, as Councillors will be able to gain valuable insights into factors influencing Local Government, as well as advocate for our communities.

RECOMMENDATION - 9.10

That Council nominates one or more Councillors to attend the National General Assembly of Local Government 2022, and approves expenditure related to attendance consistent with the Councillor Professional Development Policy and Council Expenses Policy.

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

13 Close Meeting