

Council Policy

Updated: October 2016

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1. ANIMAL CONTROL

1.1 *Revoked: Keeping of Dogs*

<i>Policy Title:</i>	<i>Guidelines for the Keeping of Dogs</i>
<i>Date Adopted:</i>	<i>28/09/95</i>
<i>Date Revised:</i>	<i>25/03/99; 24/02/05; 25/11/10; 28/05/13</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>28/09/95 Item 4.3.2, page 9</i>
	<i>25/03/99 Item 4.6.5, page 18 (refer Planning Committee Minutes 12/11/98, Item 5.2, page 10)</i>
	<i>24/02/05 Item 4.10.1(b), page 60 (refer Audit and Finance Committee Minutes 10/02/05, item 4.2, page 10)</i>
	<i>25/11/10 Item 4.10.1(a), page 22 (refer Audit and Finance Committee Minutes 11/11/10, item 4.1, page 6)</i>
	<i>28/05/13 Item 4.10.5(a), page 36 (refer Governance Committee Minutes 14/05/13, item 4.1.1, pages 5-9)</i>
<i>Date Revoked:</i>	<i>28/05/13</i>

At its meeting held 28 May 2013, Council resolved:

Moved Crs Kirby/ Phelan

That Council revoke the existing dog keeping policy titled “Guidelines for the keeping of dogs”.

Carried

1.2 Revoked: Restricted Breed Dogs

<i>Policy Title:</i>	<i>Guidelines for the management of restricted breed dogs</i>
<i>Date Adopted:</i>	<i>20/12/11</i>
<i>Date Revised:</i>	<i>23/2/16</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>20/12/11 Item 3.1, page 7 (refer Council Restricted Breed Dogs Workshop 22/11/11)</i>
	<i>23/2/16 Item 4.4.2 pages 17-18</i>
<i>Date Revoked:</i>	<i>23/2/16</i>

At its meeting held 23 February 2016, Council resolved:

Moved Crs Blake/ Hansford

That Council endorse the revocation of Council Policy 1.2 Restricted Breed Dogs.

Carried

2. BUILDING CONTROL

2.1 Deleted: Building Setbacks

<i>Policy Title:</i>	<i>Building Setbacks</i>
<i>Date Adopted:</i>	<i>26/08/1999</i>
<i>Date Revised:</i>	<i>28/04/2005</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>26/08/1999 Item 4.10.4, page 19</i>
	<i>28/04/2005 Item 4.101(b) page 43 (refer Audit & Finance Committee minutes 14/04/2005, item 4.2 page 9)</i>
<i>Date Deleted:</i>	<i>28/04/2005</i>

At its meeting held 28 April 2005, Council resolved:

Moved Crs Guinane/ Knight

- 1. That Council delete policy 2.1 Building Setbacks.***
- 2. That Council prepare an amendment to the Golden Planning Scheme to include the setbacks within the schedules to the zones and subsequently use the Golden Plains Planning Scheme and the Building Regulations 1994 to prescribe the minimum setback distances for buildings in the Low Density Residential and Rural Living Zones.***

Carried

2.2 Deleted: Temporary Accommodation

<i>Policy Title:</i>	<i>Temporary Accommodation</i>
<i>Date Adopted:</i>	<i>30/06/94</i>
<i>Date Revised:</i>	<i>24/09/98; 28/10/04;26/11/09</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>30/06/94 Item 5 page 28 (refer Attachment A, page 24)</i>
	<i>24/09/98 Item 4.6.1 page 48 (refer Audit & Finance Committee minutes 16/09/98, item 5.4 pages 12, 23 & 74)</i>
	<i>28/10/04 Item 4.10.1 (c) page 29 (refer Audit & Finance Committee minutes 14/10/04, item 4.3, page 13)</i>
	<i>26/11/09 Item 4.10.1(f) page 28 (refer Audit & Finance Committee minutes 12/11/09, item 4.6, page 18)</i>
<i>Date Deleted:</i>	<i>26/11/09</i>

At its meeting held 26 November 2009, Council resolved:

Moved Crs Knight/ Kirby

That Council delete policy 2.2 – Temporary Accommodation from the Golden Plains Shire Council policy manual.

Carried

2.3 Removed: Security Deposits - Re-erected Dwellings

<i>Policy Title:</i>	<i>Security Deposits – Re-erected Dwellings</i>
<i>Date Adopted:</i>	<i>30/6/94</i>
<i>Date Revised:</i>	<i>24/9/98; 26/6/03; 26/9/08; 24/9/13</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>30/6/94 Item 5, page 28 (refer Attachment A, page 28)</i>
	<i>24/9/98 Item 4.6.1, page 48 (refer Audit and Finance Committee minutes 16/9/98, item 5.4, pages 12 and 24)</i>
	<i>26/6/03 Item 4.4.1, page 13</i>
	<i>25/9/08 Item 4.10.1(b), page 26 (refer Audit and Finance Committee minutes 11/9/08, item 4.3, page 9)</i>
	<i>24/9/13 Item 4.10.5(a), page 34 (refer Governance Committee minutes 10/9/13, item 4.1.1, pages 5-6)</i>
<i>Date Removed:</i>	<i>24/9/13</i>

At its meeting held 24 September 2013, Council resolved:

Moved Crs Kirby/ Vaughan

That Council remove Council Policy 2.3 Security Deposits: Re-erected Dwellings.

Carried

3. COMPETITIVE TENDERING

3.1 Deleted: Gain Sharing

<i>Policy Title:</i>	<i>Gain Sharing</i>
<i>Date Adopted:</i>	<i>25/7/1996</i>
<i>Date Revised:</i>	<i>24/9/98; 28/8/03; 25/9/08; 26/6/12; 25/2/16</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>25/7/96 Item 4.4.1 page 3</i>
	<i>24/9/96 Item 4.6.1 page 48 (refer Audit & Finance Committee minutes 16/9/98 pages 12, 24 & 74)</i>
	<i>28/8/03 Item 4.10.1 (a) page 30 (refer Audit & Finance Committee minutes 14/8/03 item 4.1 page 5)</i>
	<i>25/9/08 Item 4.10.1 (c), page 26 (refer Audit & Finance Committee minutes 11/9/08, item 4.4, page 10)</i>
	<i>26/6/12 Item 4.10.1 (c), page 39 (refer Audit & Finance Committee minutes 12/6/12, item 4.1.3, page 10)</i>
	<i>25/2/16 Deleted as instructed by the Chief Executive Officer</i>
<i>Date Deleted:</i>	<i>25/2/16</i>

In the CEO's email to the Executive Assistant (CEO) dated 25 February 2016, it was instructed that:

“We need to delete this policy and sop and any reference to it in our policy manual etc.”

Council Policy Manual amended by the Executive Assistant (CEO) as instructed.

3.2 Procurement

<i>Policy Title:</i>	<i>Procurement (formerly Purchasing by Council Staff)</i>
<i>Date Adopted:</i>	<i>21/12/95</i>
<i>Date Revised:</i>	<i>26/9/02; 22/11/07; 25/9/08; 22/10/09; 29/6/11; 26/6/12; 25/6/13; 27/5/14; 26/5/15; 24/5/16</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>26/9/02 Item 3.1 (Purchasing Policy Workshop minutes 22/8/02, item 3.1 page 3)</i>
	<i>22/11/07 Item 5.10.1(d), page 14 (refer Audit & Finance Committee minutes 8/11/07, item 4.4, page 11)</i>
	<i>25/9/08 Item 4.10.1(d), page 27 (refer Audit & Finance Committee minutes 11/9/08, item 4.5, page 12)</i>
	<i>22/10/09 Item 4.10.1(b), page 22 (refer Audit & Finance Committee minutes 08/10/09, item 4.2, page 7)</i>
	<i>29/6/11 Item 4.10.1(b), page 26 (refer Audit & Finance Committee minutes 14/6/11, item 4.3, page 9)</i>
	<i>26/6/12 Item 4.10.1(b), page 39 (refer Audit & Finance Committee minutes 12/6/12, item 4.1.2, page 8)</i>
	<i>25/6/13 Item 4.10.5(a), page 51 (refer Governance Committee minutes 11/6/13, item 4.1.1, pages 5-7)</i>
	<i>27/5/14 Item 4.10.5(a), page 24 (refer Governance Committee minutes 13/5/14, item 4.1.1, pages 5-6)</i>
	<i>26/5/15 Item 4.2.2, pages 16-17</i>
	<i>24/5/16 Item 4.2.3, pages 21-22</i>
<i>Next Revision Due:</i>	<i>June 2017 (once in each financial year in accordance with the LGA)</i>

1. Principles

1.1. Background

Golden Plains Shire Council recognises that:

- Developing a procurement strategy and adopting appropriate best practice contracting and procurement principles, policies, processes and procedures for all goods, services and works by Council, will enhance achievement of Council objectives such as sustainable and social procurement; bottom-line cost savings, supporting local economies; achieving innovation; and better services for communities.
- The elements of best practice applicable to local government procurement incorporate:
 - broad principles covering ethics, value for money, responsibilities and accountabilities;
 - guidelines giving effect to those principles;
 - a system of delegations (i.e. the authorisation of officers to approve and undertake a range of functions in the procurement process); and
 - procurement processes, with appropriate procedures covering minor, simple procurement to high value, more complex procurement.
- Council's contracting, purchasing and contract management activities endeavour to:
 - support the Council's corporate strategies, aims and objectives including, but not limited to those related to sustainability, protection of the environment, and corporate social responsibility;
 - take a long term strategic view of its procurement needs while continually assessing, reviewing and auditing its procedures, strategy and objectives;
 - provide a robust and transparent audit trail which ensures that procurement projects are delivered on time, within cost constraints and that the needs of end users are fully met;
 - are conducted, and are seen to be conducted, in an impartial, fair and ethical manner;
 - achieve value for money and quality in the acquisition of goods, services and works by the Council;
 - ensure that risk is identified, assessed and managed at all stages of the procurement process;

- Use strategic procurement practices and innovative procurement solutions to promote sustainability and best value, in particular making use of collaboration and partnership opportunities;
- Use social procurement to enhance sustainable and strategic procurement to effectively contribute towards building stronger communities and meeting the wider social objectives of the Council;
- Comply with legislation, corporate policies or other requirements, ensuring that all staff responsible for procurement and contract management are aware of and adhere to the legislative requirements, Council standards and best practice.

1.2. Scope

This Procurement Policy is made under Section 186a of the *Local Government Act 1989*. The Act is the key legislative framework that regulates the process of all local government procurement in Victoria. Section 186a of the Act requires the Council to prepare, approve and comply with a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the Council.

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

The Act and the Procurement Policy of the Council is the primary reference point for how all procurement should be performed.

1.3. Purpose

The purpose of this policy is to:

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

1.4. Treatment of GST

All monetary values stated in this policy include GST except, where specifically stated otherwise.

1.5. Definitions & Abbreviations

Term	Definition
Act	<i>Local Government Act 1989</i>
Best value	Best value in procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including: <ul style="list-style-type: none"> • contribution to the advancement of the Council's priorities; • non-cost factors such as fitness for purpose, quality, service and support; and • cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.
Category management	A 'category' is an area of spend determined by known market boundaries separating different products, services or industries. Category management recognises that suppliers within a certain market are likely to have similarities which enable a tailored approach to procurement.

Term	Definition
Commercial in confidence	Information that, if released, may prejudice the business dealings of a party e.g. prices, discounts, rebates, profits, methodologies and process information.
Contract management	The process that ensures both parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Corporate Social Responsibility (CSR)	Corporate Social Responsibility (CSR) is about taking positive action to demonstrate the Council's commitment to the local community and environment on which it impacts.
Council staff	Includes full-time and part-time Council staff, and temporary employees, contractors and consultants while engaged by the Council.
Expression of Interest (EOI)	An invitation for persons to submit an EOI for the provision of the goods and/or services generally set out in the overview of requirements contained in the document. This invitation is not an offer or a contract.
Local	Labour, materials, plant and supervision which are sourced from within Golden Plains Shire.
Probity	Within Local Government, the word "probity" is often used in a general sense to mean "good process". A procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
Request for Proposal (RFP)	A request for proposal is generally sent to the supplier market, designed to capture commercial information and pricing. Allows Council to assess suitability and evaluate responses against a set of pre-defined requirements.
Social procurement	Social procurement uses procurement processes and purchasing power to generate positive social outcomes in addition to the delivery of efficient goods, services and works.
Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
Tender process	The process of inviting parties to submit a quotation by tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.

POLICY

2. Effective Legislative & Policy Compliance & Control

2.1. Ethics & Probity

2.1.1. Requirement

Council's procurement activities shall be performed with integrity and in a manner able to withstand the closest possible scrutiny. Councillors and Council staff shall at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity.

2.1.2. Conduct of Councillors & Council Staff

Councillors and Council staff must abide by Golden Plains Shire Council's Councillor Code of Conduct and Officer Code of Conduct respectively. In relation to procurement, Councillors and Council staff shall at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity and will:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
- maintain confidentiality of commercial in confidence information such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest; and
- provide all suppliers and tenderers with the same information and equal opportunity; and be able to account for all decisions and provide feedback on them.

2.1.3. Tender Processes

All tender processes shall be conducted in accordance with the requirements of this policy and any associated procedures, relevant legislation, relevant Australian Standards and the *Local Government Act 1989* (the Act).

2.1.4. Conflict of Interest

With regard to conflict of interest, Councillors and Council staff must comply with:

- The *Local Government Act 1989*;
- Respective Conflict of Interest Guide's developed by Local Government Victoria; and
- Respective Golden Plains Shire Council 'Code of Conduct' policies.

This requires officers to undertake their duties in a manner which reflects high standards of good governance, professionalism and integrity. Councillors and staff of Golden Plains Shire Council are to conduct themselves in a manner which enhances public confidence in local government.

Councillors and Council staff must be aware of situations in which private interest's conflict, or might reasonably be thought to conflict, or have the potential to conflict, with their Council duties.

Councillors and Council staff involved in the procurement process, in particular preparing tender documentation, including writing tender specifications, tender opening, and tender evaluation panels, must:

- Avoid conflicts, whether actual, potential or perceived, arising between their official duties and their private interests. Private interests include the financial and other interests of Councillors and Council staff, plus their relatives and close associates
- Declare that there is no conflict of interest. Where future conflicts, or relevant private interests arise Council staff must make their manager, or the chairperson of the relevant tender assessment panel or board aware and allow them to decide whether the officer should continue to be involved in the specific procurement exercise
- Observe prevailing Best Practice Procurement Guidelines published by Local Government Victoria on how to prevent or deal with conflict of interest situations; and not take advantage of any tender related information whether or not for personal gain.

2.1.5. Fair & Honest Dealing

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

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

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

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

2.1.6. Accountability & Transparency

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

2.1.7. Gifts & Hospitality

Offers of bribes, commissions or other irregular approaches from organisations or individuals (no matter how flimsy the evidence available), must be promptly brought to the attention of the CEO.

With regard to gifts and hospitality, Councillors must comply with the Act and Council staff must comply with Council's internal policy 'Gift and Hospitality declarations – Council officers'. This policy precludes an officer participating in the decision making process that affects a gift providers organisation if they have received an aggregate of gifts that exceeds \$500 within a five year period.

2.1.8. Disclosure of Information

Unless required by legislation, Commercial in Confidence information received by Council must not be disclosed and is to be stored in a secure location.

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

- allocated Council budgets for proposed tenders;
- information disclosed by organisations in tenders, quotation or during tender negotiations;
- all information that is Commercial in Confidence information; and
- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

2.2. Governance

2.2.1. Structure

Council shall:

- establish a procurement management responsibility structure and delegations ensuring accountability, traceability and audit ability of all procurement decisions made over the lifecycle of all goods, services and works purchased by Council.
- ensure that the Councils' procurement structure:
 - is flexible enough to purchase in a timely manner the diverse range of material, goods, works and services required by Council;
 - ensures that prospective contractors and suppliers are afforded an equal opportunity to tender/quote;
 - encourages competition.

2.2.2. Standards

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

- The Act;
- Council's policies;
- Council's Code of Conduct;
- Local Government Procurement Best Practice Guidelines;
- Other relevant legislative requirements such as but not limited to the *Trade Practices Act*, *Goods Act* and the *Environmental Protection Act*.

2.2.3. Methods

The Council's standard methods for purchasing goods, services and works shall be by some or all of the following methods:

- procurement card;
- purchase order following a quotation process from suppliers for goods or services that represent best value for money under directed quotation thresholds;
- under contract following a tender process;
- using aggregated purchasing arrangements with other Councils, MAV Procurement, Victorian Government, or other bodies;
- other arrangements authorised by the Council or the CEO on a needs basis as required by abnormal circumstances such as emergencies.

The Council may, at the CEO's discretion and based on the complexity and cost of the project, conduct single stage or multi-stage tenders.

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

2.2.4. Responsible Financial Management

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

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

Council staff must not authorise the expenditure of funds in excess of their financial delegations.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this policy.

2.3. Procurement Processes & Thresholds

2.3.1. Process

Council procurement processes are based on a number of principles:

Best Value

The benefits of the purchase are weighted against the costs necessary for the optimum result for Council and local community. Council is not required to accept the lowest tender. Instead, Council is required to take into account issues of quality, cost, the accessibility of the service and other factors relevant to both the overall objectives of the *Local Government Act*.

Best value is often mistaken for meaning the lowest price, however, in terms of the contracting process, best value requires us to balance quality and price with as much transparency as is reasonably achievable. In this context price should take into account the whole life cost of the provision so far as is practicable. It follows that the delivery of Best value is dependent upon Council priorities.

Achieving best value also requires challenging the need for the procurement and the way in which the service may be reconfigured to achieve improvements in service delivery, comparing service provision options against all those available, consulting with key stakeholders and ensuring competition in the open market.

Achieving best value for money must be the basis of all procurement decisions within the Council.

Open & Fair Competition

All suppliers are treated fairly in an open and transparent manner and have access to the same information.

Third parties that have been consulted on, or assisting Council with, the development of a project scope or specification must sign a confidentiality agreement and are specifically excluded from participating in the procurement process for that particular project. This is due to the fact that they may have the ability to influence, and are privy to, confidential aspects of the project and/or specification.

Accountability

The Council maintains consistency in the approach to procurement across the whole organisation through coherent frameworks, policies and procedures. Accountability in procurement means being able to explain and provide evidence on the process followed. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

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

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

Risk Management

Strategies for managing risks associated with all procurement processes are in place and consistent.

Probity & Transparency

All Council procurement processes must be conducted in a fair, honest and open manner, with the highest levels of integrity and in the public interest.

2.3.2. Minimum Spend Thresholds

Any Council procurement under the threshold must comply with the Council's own policy and procedures.

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

Purchasing thresholds include GST and are for the total cost of the procurement over the proposed contract term. To determine the threshold for accumulated procurement a two year test is applied. For example:

1. Catering for functions/training may cost \$1,500 per month. Over two years this would accumulate to \$36,000 so three quotations would be required.
2. A consultant may be engaged twice a year for an estimated contract value each time of \$40,000. The accumulated value over two years would be \$160,000 so a tender is required.

2.3.2.1. Tenders

Purchase of all goods and services for which the estimated expenditure exceeds \$150,000 and building and construction works for which the estimated expenditure exceeds \$200,000, must be undertaken by public tender as per the thresholds contained in the Act.

Public tenders may be called for purchase of goods, services and works for which the estimated expenditure is below these thresholds at the Chief Executive Officer's discretion.

2.3.2.2. Quotations

Purchase of goods and services with a value up to \$149,999, and building and construction works having a total valuation of \$199,999, may be undertaken using the procurement by quotation method as described below:

- Petty cash purchases can be made with a value up to \$82.50 after obtaining one (1) verbal quote;
- Purchases with a value up to \$5,500 should be made after obtaining at least one (1) verbal quote;
- Purchases with a value \$5,501 to \$33,000 should be made after obtaining at least two (2) written quotes; and
- Purchases with a value \$33,001 to \$149,999 for goods and services, or \$199,999 for building and construction, should be made after obtaining at least three (3) written quotes.

Quotations returned by the nominated closing date must be evaluated and a recommendation made in favour of the supplier offering the best value for money outcome. Where purchases are made through an approved purchasing scheme, the above quotation process need not be undertaken.

2.3.2.3. Public Advertising

Quotations may be advertised at the Council staff member's discretion. This may occur when a field of potential tenderers has not been established, or an innovative approach is required, or the project has broad appeal that may attract keen prices.

2.4. Delegation of Authority

2.4.1. Requirement

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

2.4.2. Delegations

2.4.2.1. Council Staff

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

- Acceptance of tenders
- Acceptance of quotes
- Contract term extensions (within authorised budget)
- Contract amendment (non-financial)
- Contract amendment (financial)
- Appointment to register of pre-qualified suppliers
- Procurement card purchases
- Procedural exceptions

The Chief Executive Officer has the ability to set appropriate levels of delegation to Directors, Managers and staff for purchasing and entering into contracts.

2.4.2.2. Chief Executive Officer

Tender recommendations and contract approval for expenditure up to \$149,999 for goods and services, and \$199,999 for building and construction works.

2.4.3. Decisions Reserved for Council

Commitments and processes which must be approved by Council are:

- tender recommendations and contract approval for all expenditure exceeding \$150,000 for goods and services, and \$200,000 for building and construction works (or such other amounts as defined by the Act).
- contract variations on the above contracts that seek to increase the total contract sum (including provisional amounts) by greater than 15% the variance must be referred to council for approval.

2.5. Internal Controls

The Council will install and maintain a framework of internal controls over procurement processes that will ensure:

- more than one person is involved in and responsible for a transaction end to end;
- transparency in the procurement process;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented; and
- systems are in place for appropriate monitoring and performance measurement.

2.6. Commercial Information

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

2.7. Risk Management

2.7.1. General

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

2.7.2. Supply by Contract

The provision of goods, services and works by contract potentially exposes Council to risk. Council will minimise its risk exposure by measures such as:

- standardising contracts to include current, relevant clauses;
- requiring bank guarantees and or retentions where appropriate;
- referring specifications to relevant experts;
- requiring contractual agreement before allowing the commencement of work;
- use of or reference to relevant Australian Standards (or equivalent); and
- effectively managing the contract including monitoring and enforcing performance.

2.8. Contract Terms

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

Where this is not possible, approval must be obtained from the appropriate member of Council staff listed in the Council Delegations.

To protect the best interests of the Council, terms and conditions must be settled in advance of any commitment being made with a supplier. Any exceptions to doing this expose the Council to risk and thus must be authorised by the appropriate member of Council staff listed in the Council Delegations.

2.9. Endorsement

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

2.10. Dispute Resolution

All Council contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the chance of disputes getting out of hand and leading to legal action.

2.11. Category Management

The Council has a category management approach to procurement which brings together expertise from across the Council to identify the most appropriate and effective approach to deliver the Council's outcomes through sourcing and supply arrangements.

The main objective of category management is to reach a point where all or a very high percentage of the Council's spend within a category is being channelled through approved arrangements, aligned with strategic priorities such that value is maximised on every dollar of expenditure.

2.12. Contract Management

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

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

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

3. Demonstrate Sustained Value

3.1. Integration with Council Strategy

Council's procurement strategy shall support its corporate strategy, aims and objectives, including but not limited to those related to sustainability, protection of the environment, corporate social responsibility and meeting the needs of the local community such as:

- feeling safe,
- living in a clean and pleasant environment, and
- receiving good quality and well managed Council services that are value for money.

3.2. Achieving Value for Money

3.2.1. Requirement

Council's procurement activities will be carried out on the basis of obtaining value for money. This means minimising the total cost of ownership over the lifetime of the requirement consistent with acceptable quality, reliability and delivery considerations. Lowest price is not the sole determinate of value for money.

3.2.2. Approach

This will be facilitated by:

- developing, implementing and managing procurement strategies that support the co-ordination and streamlining of activities throughout the lifecycle;
- effective use of competition;
- using aggregated contracts where appropriate;
- identifying and rectifying inefficiencies in procurement processes;
- developing cost efficient tender processes including appropriate use of e-solutions;
- Council staff responsible for providing procurement services or assistance within the Council providing competent advice in terms of available products and agreements; and
- working with suppliers to create relationships that are professional and productive, and are appropriate to the value and importance of the goods, services and works being acquired.

3.2.3. Role of Specifications

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

- ensures impartiality and objectivity;
- encourages the use of standard products;
- encourages sustainability; and
- eliminates unnecessarily stringent requirements.

3.3. Performance Measures & Continuous Improvement

Appropriate performance measures are to be established and reporting systems will be used to monitor performance and compliance with procurement policies, procedures and controls.

Internal service standards will be agreed within the Council and performance against these targets will be measured and reviewed regularly to support continuous improvement.

The performance measurements developed will be used to:

- Highlight trend and exceptions where necessary to enhance performance.
- Improve the internal efficiency of the procurement process and where relevant the performance of suppliers.
- Facilitate programs to drive improvement in procurement to eliminate waste and inefficiencies across key spend categories.

3.4. Corporate Social Responsibility

Corporate Social Responsibility (CSR) is about taking positive action to demonstrate the Council's commitment to the local community and environment on which it impacts. This means the Council maximising the benefits of the services they provide across the community and minimising the negative aspects of their activities.

The Council integrates CSR into its organisational policies and practices through social procurement, sustainability and diversity.

3.4.1. Social Procurement

Social Procurement generates positive outcomes by building on initiatives already undertaken by Council in enhancing sustainable and strategic procurement practice, further enabling procurement to effectively contribute towards building stronger communities and meeting the social objectives of Council. Council is committed to Social Procurement by:

- Ensuring all procurement practices are sustainable and strategically aligned with the wider Council objectives
- Achieving greater value for money across the community through the use of effective procurement
- Ensuring all businesses have the same opportunity to tender for Council contracts
- Enhancing partnerships with other Councils, suppliers and community stakeholders
- Building and maintaining a strong community by exploring ways to generate local employment and further strengthening the local economy
- Purchasing ethical and fair trade goods to support equitable, local, national and international trade.

3.5. Sustainable Procurement

Within the context of purchasing on a value for money basis, Council is committed to adopting a sustainable procurement approach.

In addition, the Council recognises the potential impact this spend has on the environment and where applicable will integrate sustainability, environmental and social issues into the procurement process including:

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

3.6. Diversity

Promoting equality through procurement can improve competition, best value, the quality of public services, satisfaction among users, and community relations. It should be a consideration in every procurement project and reflect corporate commitment to diversity and equal opportunities wherever possible.

3.7. Support of Local Business

Where purchases can be justified within the context of value for money, Council is committed to procuring from local business.

4. Apply a Consistent & Standard Approach

Council will provide effective and efficient commercial arrangements for the acquisition of goods and services.

4.1. Standard Processes

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

This will be achieved via establishing the following:

- Pricing where relevant
- Processes, procedures and techniques
- Tools and business systems (e.g. implementing appropriate e-tendering, e-evaluation; e-catalogue or e-sourcing arrangements)
- Reporting requirements
- Application of standard contract terms and conditions

5. Build & Maintain Supply Relationships

Council recognises that in order to achieve continuous value, a strategic assessment of the appropriate 'channel to market' should be undertaken, whether to go to market on its own, participate in regional or sector aggregated projects or panels, access State Government panel agreements, or other means. Council will consider supply arrangements that deliver the best value outcomes in terms of time, expertise, cost, value and outcome.

5.1. Developing & Managing Suppliers

Developing and managing suppliers is essential to achieving a competitive market capable of delivering the Council's services and works requirements.

Council need to interact with the market and our suppliers in particular to understand their views and what enables and encourages diverse parts of the market to bid for work with the Council. At the same time Council will ensure that our relationship with strategic suppliers is mutually productive and that goals are shared. Council aims to develop a relationship with suppliers that creates mutually advantageous, flexible and long term relations based on the quality of performance and financial savings.

5.2. Supply Market Development

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

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

Whenever practicable however, Council must give effective and substantial preference to contracts for the purchase of goods, machinery or material manufactured or produced in Australia or New Zealand.

5.3. Relationship Management

The Council is committed to developing constructive long term relationships with suppliers. It is important that the Council identifies its key suppliers so that its efforts are focused to best effect. Such areas may include:

- Size of spend across the Council
- Criticality of goods / services, to the delivery of the Council's services
- Availability of substitutes

5.4. Communication

External communication is very important in ensuring a healthy interest from potential suppliers and partners to Council. The external website will be updated and provide:

- A list of existing and forthcoming contract opportunities, projected over a number of years.
- Guidelines for doing business with Council.
- Standard documentation used in the procurement process
- Links to other relevant sites.

6. Continual Improvement

Council endeavours to continually improve its procurement performance such that all relevant policies, guidance and training are continually reviewed and updated. The effectiveness of this approach will be measured and reported upon annually.

3.3 **Tender Display & Opening**

<i>Policy Title:</i>	<i>Tender Display & Opening (formerly Tender Opening Policy)</i>
<i>Date Adopted:</i>	<i>23/5/96</i>
<i>Dates Revised:</i>	<i>27/2/97; 27/3/97; 24/9/98; 24/7/03; 27/11/08; 17/12/13; 27/5/14</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>23/5/96 Item 4.1.2 page 5</i>
	<i>27/2/97 Item 4.1.4 page 15</i>
	<i>27/3/97 Item 7.1(c) page 45</i>
	<i>24/9/98 Item 4.6.1 page 48 (refer Audit & Finance Committee Minutes 16/9/98, pages 12, 29 & 74)</i>
	<i>24/7/03 Item 4.1.1 page 8</i>
	<i>27/11/08 Item 4.10.1(d) page 18 (refer Audit & Finance Committee Minutes 13/11/08, item 4.4, pages 13-17)</i>
	<i>24/9/09 Item 4.10.1(b) page 25 (refer Audit & Finance Committee Minutes 10/9/09, item 4.2, pages 7-13)</i>
	<i>17/12/13 Item 4.10.5(b) page 24 (refer Governance Committee Minutes 10/12/13, item 5.1.2, pages 7-8)</i>
	<i>27/5/14 Item 4.10.5(b) page 24 (refer Governance Committee Minutes 13/5/14, item 4.1.2, pages 7-8)</i>
<i>Next Revision Due:</i>	<i>May 2018</i>

PURPOSE

This policy is to provide a procedure for the display and advertising of tenders, opening of tenders, dealing with late tenders, ensuring the security of tenders and maintaining the integrity of the tender process.

POLICY

Tender Display & Advertising

The provision of concise, consistent and timely information is an important input into the tendering process and will facilitate healthy competition.

Tenders shall be advertised in accordance with Council Policy 4.5 – Press Statements and Public Notices.

The tender information and contact officer details shall be displayed on Council's website for the specified opening period.

Tender Opening

Tenders shall be opened in the presence of the following persons:

- Member of the Full Management Team who is independent of the tender; and
- Procurement Officer.

For tenders where an 'In-House' bid is expected, the tenders shall be opened in the presence of the following persons:

- The Chief Executive Officer or his or her nominated representative; and
- Procurement Officer.

Tender Submissions

Tenders shall only be accepted if they are placed in the tender box at the Bannockburn Customer Service Centre (Council Tender Box) or uploaded to the Electronic Tender Box that can be found at Council's Open Windows eTender site <https://etender.openwindowscontracts.com> (Electronic Tender Box) before the closing time of the tender. Tenders will be accepted if they are sent by post, although Council accepts no responsibility for the delivery of the mail. Tenders sent by post must be received at the Bannockburn Customer Service Centre and placed in the tender box by the closing time of the tender as stated in the Tender Documents.

Facsimile or e-mail (electronic mail) tenders will not be accepted unless specific reference is made in the tender documents that facsimile or e-mail tenders will be accepted. The facsimile and e-mail facility does not apply to tenders over \$200,000 (including GST) for works and \$150,000 (including GST) for goods and services.

Late Tenders

Tenders that have not been placed in the Council Tender Box or Electronic Tender Box by the date and closing time stated in the Tender Documents shall not be accepted.

Tenders that are received after the closing time and date shall not be opened (if possible), marked 'Late Tender' with the date and time received. Any late tenders will be reported in the tender report or a file note placed in the contract file. Late tenders will be returned to the tenderers sender marked 'Late Tender - Not Accepted.'

Security of Tenders

The tender box that is fastened to the front desk at the Bannockburn Customer Service Centre shall be fitted with two different locks. Access to the locks will be via a key held by the Chief Executive Officer and a key kept in the strong room.

Each tender will close at a given time on the hour, which will be verified by Telstra's time recordings. The Council Tender Box and Electronic Tender Box shall be unlocked and emptied in the presence of the tender opening panel. Each tender shall be opened and listed on the prescribed form.

The prescribed form shall detail the capacity under which the members of the tender opening panel are attending the tender opening. Once each tender is listed, the form shall be signed and dated by those persons present.

The Letter of Tender and Prices offered by the tenderer for all tenders submitted to the Council Tender Box shall be stamped with the date and time of opening and initialled by each member of the tender opening panel.

Tenders received in the Electronic Tender Box are acknowledged as being received through the time and date stamp from Council's Open Windows eTender site. These tenders will be listed on the Record of Tender.

Acknowledgment of Successful Tenderer

Once awarded, the following tender information should be displayed on Council's website for the term of the contract:

- Contract number and name;
- Date awarded;
- Commencement date, term of contract and period of extension options;
- Statement if contract is based on 'schedule of rates' or 'lump sum';
- Contract amount where it is a lump sum; and
- Successful tenderer.

3.4 Private Works

<i>Policy Title:</i>	<i>Private Works</i>
<i>Date Adopted:</i>	<i>25/7/96</i>
<i>Date Revised:</i>	<i>24/9/98; 24/7/03; 27/11/08; 26/3/09; 25/3/14; 25/2/16 (amended)</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>25/7/96 Item 4.1.1 page 4</i>
	<i>24/9/98 Item 4.6.1 page 48 (refer Audit & Finance Committee Minutes 16/9/98 pages 12, 31 & 74)</i>
	<i>24/7/03 Item 4.1.2 page 13</i>
	<i>27/11/08 Item 4.10.1(e) page 18 (refer Audit & Finance Committee Minutes 13/11/08 pages 18-22)</i>
	<i>26/3/09 Item 4.10.1(d) page 26 (refer Audit & Finance Committee Minutes 12/3/09 pages 13-18)</i>
	<i>25/3/14 Item 4.10.5(b) page 19 (refer Governance Committee Minutes 11/3/14, item 4.1.2, pages 7-8)</i>
	<i>25/2/16 Amended as instructed by the Chief Executive Officer</i>
<i>Next Revision Due:</i>	<i>March 2018</i>

PURPOSE

To clarify Council's position regarding private carried out by Council's outdoor staff.

POLICY

Private Works

1. Private Works should not interfere with Council's normal works program and shall not be undertaken outside of normal operating hours.
2. Tender parameters:

Authority to submit tenders or quotes for works	Value (including GST)
Superintendent of Works.....	Up to \$16,500
Works Manager	\$16,501 to \$50,000
Director Assets and Amenity	\$50,001 to \$100,000
Chief Executive Officer.....	\$100,001 to \$200,000
Chief Executive Officer in consultation with the Mayor	Above \$200,001

3. Any tender or quotation prepared by a Council officer must include a precise description of the works to be carried out by Council staff and the tendered or quoted amount.
4. A profit margin of 12½% shall be applied to all private works that are estimated to cost up to \$1,500. For projects with cost estimates in excess of \$1,500 a reasonable profit margin shall be applied relevant to the nature of the current market place.
5. Community organisations, not-for-profit and charitable institutions providing community services or facilities within the Shire would generally be charged at cost only.

4. COUNCIL

4.1 Council Meetings: Business Papers

<i>Policy Title:</i>	<i>Council Meetings: Business Papers</i>
<i>Date Adopted:</i>	<i>30/6/94</i>
<i>Date Revised:</i>	<i>24/9/98; 22/11/01; 22/3/07; 22/7/10; 22/3/10; 26/8/14; 16/12/14</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>30/6/94 Item 5 page 28 & Appendix A pages 1-2</i>
	<i>24/9/98 Item 4.6.1 page 48 (refer Audit & Finance Committee Minutes 16/9/98 pages 12, 33 & 74)</i>
	<i>22/11/01 Item 4.3.1 page 7-9</i>
	<i>22/3/07 Item 4.10.1(a) page 16 (refer Audit & Finance Committee Minutes 8/3/07 pages 5-8)</i>
	<i>22/7/10 Item 4.10.1(b) page 39 (refer Audit & Finance Committee Minutes 8/7/10, page 8-9)</i>
	<i>22/3/11 Item 4.10.1(d) page 15 (refer Audit & Finance Committee Minutes 8/3/11, pages 11-15)</i>
	<i>26/8/14 Item 4.10.5(b) pages 35-36</i>
	<i>16/12/14 Item 4.2.1 pages 11-12</i>
<i>Next Revision Due:</i>	<i>December 2018</i>

DEFINITIONS

For the purposes of this policy:

1. Meetings generally open to the public include Ordinary and Special meetings of Council and the S86 Planning Committee meetings, unless otherwise determined according to the *Local Government Act* or a Local Law.
2. Meetings closed to the public include Assemblies of Councillors (workshops, briefings, site inspections) and Advisory Committees (including Audit and Risk Committee).

PURPOSE

To provide:

1. An order of business for Ordinary and Special meetings of Council;
2. A process for distribution of Ordinary, Special and S86 Planning Committee meeting agendas and minutes to the media and public;
3. Instructions for managing confidential papers; and
4. Instructions on electronic recording of meetings.

POLICY

1. Order of Business

1. *Present*
2. *Apologies*
3. *Declarations, Minutes and Assemblies*
 - 3.1 *Declarations of Interest*
 - 3.2 *Confirmation of Minutes*
 - 3.3 *Assemblies of Councillors*
 - 3.4 *Planning Committee*

4. *Reports*
 - 4.1 *Key Result Area - Citizen & Customer Service*
 - 4.2 *Key Result Area - Civic Leadership*
 - 4.3 *Key Result Area - Economic Development*
 - 4.4 *Key Result Area - Environment & Land Use Planning*
 - 4.5 *Key Result Area - Financial Management*
 - 4.6 *Key Result Area - Human Support Services*
 - 4.7 *Key Result Area - Recreation & Community Development*
 - 4.8 *Key Result Area - Roads & Streets Infrastructure*
 - 4.9 *Key Result Area - Waste Management*
 - 4.10 *Audit & Risk Committee Report*
5. *Notices of Motion*
6. *Petitions*
7. *Other Business*

2. Distribution of Meeting Papers

Agendas

Agendas and attachments for meetings generally open to the public shall be made available to the media and public on Council's website by the close of business on the Friday preceding the meeting.

Minutes

The minutes of meetings generally open to the public shall be posted to Council's website following distribution to Councillors. Minutes will be posted to Council's website for a period of 2 years.

Assemblies of Councillors

Council briefings, workshops and advisory committee meetings are Assemblies of Councillors as defined by Section 3(1) of the *Local Government Act 1989*. Meeting papers for Assemblies of Councillors including the Audit and Risk Committee are not available to the media or public.

3. Confidential Items

Confidential matters shall be dealt with in accordance with Sections 77 and 89 of the *Local Government Act 1989*.

The media and public copies of agendas and minutes shall not contain confidential information.

4. Tape Recordings of Meetings

Electronic recording (including tape recording, digital recording, video recording and any other means of recording using electronic media) of any meeting of Council is not permitted unless authorised by Council.

4.2 Council Citizenship Ceremonies

<i>Policy Title:</i>	<i>Council Ceremonies</i>
<i>Date Adopted:</i>	<i>30/06/94</i>
<i>Date Revised:</i>	<i>24/09/98; 23/10/03; 26/02/09; 25/03/14</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>30/06/98 Item 5 page 28 & Appendix A page 6</i>
	<i>24/09/98 Item 4.6.1 page 48 (refer Audit & Finance Committee Minutes 16/09/98 pages 12, 35 & 74)</i>
	<i>23/10/03 Item 4.10.1 (a) page 83 (refer Audit & Finance Committee Minutes 9/10/03 page 7)</i>
	<i>26/03/09 Item 4.10.1(c) page 27 (refer Audit & Finance Committee Minutes 12/03/09 item 4.3 page 9)</i>
	<i>25/03/14 Item 4.10.5(a) page 19 (refer Governance Committee Minutes 11/03/14, item 4.1.1, pages 5-6)</i>
<i>Next Revision Due:</i>	<i>March 2018</i>

PURPOSE

To establish policy on the conduct of Citizenship Ceremonies and presentation of gifts to new Australian citizens.

POLICY

Australian Citizenship Ceremonies

- The Department of Immigration and Citizenship will provide Council officers with details of conferrals and a suitable Council meeting date will be negotiated in consultation with the applicant. The Department will provide certificates with pre-printed conferral dates.
- Invitations will be sent to candidates advising the conferral date and encouraging guests to be invited.
- The ceremony will be held on a Council meeting day followed by afternoon tea.
- The ceremony will conclude with the Australian National Anthem.
- After the conferral ceremony has been conducted, Council officers will return the pledge list to the Department of Immigration and Citizenship, and forward a copy to the Australian Electoral Commission, and local state and federal members of parliament.

Note: For procedures, refer to Standard Operating Procedure 1003.

Gifts to New Australian Citizens

As part of the ceremonial proceedings, a native tree and citizenship medallion will be presented to the new citizen.

4.3 Confidential Information

<i>Policy Title:</i>	<i>Confidential Information</i>
<i>Date Adopted:</i>	<i>24/04/97</i>
<i>Date Revised:</i>	<i>24/9/98; 22/05/97; 26/02/04; 26/02/09; 25/03/14</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>24/04/97 Item 4.1.2, Page 7</i>
	<i>22/05/97 Item 4.1.2 Page 20</i>
	<i>24/09/98 Item 4.6.1, page 48 (refer Audit & Finance Committee Minutes Item 5.4, page 36 of attachment)</i>
	<i>26/02/04 Item 4.10.1(a) page 24 (refer Audit & Finance Committee Minutes 12/02/04 item 4.1 pages 5-9)</i>
	<i>26/02/09 Item 4.10.1(c) page 30 (refer Audit & Finance Committee Minutes 12/02/09, item 4.3 page 7)</i>
	<i>25/03/14 Item 4.10.5(a) page 19 (refer Governance Committee Minutes 11/03/14, item 4.1.1, pages 5-6)</i>
<i>Next Revision Due:</i>	<i>November 2017</i>

PURPOSE

To protect confidential information.

POLICY

1. The Council operates in an environment of public accountability and scrutiny. The organisation seeks to comprehensively inform the public of issues under consideration and the nature of the decisions made by Council and its Special Committees.
2. In order to contribute to the environment of open decision making, Council aims to ensure that the number of matters which are considered by committee or Council *in camera* (closed meeting) are kept to a minimum.
3. It is necessary to balance the need for Council to consider certain matters in closed meetings against the fundamental principle of open decision making. Items classified as confidential generally relate to legal advice and commercial in confidence information, which has been provided to Council by tenderers, contractors, developers or subsidiary companies or confidential information which is confidential prior to a public announcement.

Objectives of this Policy

1. The objectives of this policy are to:
 - 1.1 Balance a Councillor's right and duty to be informed, (and to inform and consult with constituents), about the business before the Council with the interest the Council has in preventing disclosure of confidential information; and
 - 1.2 4.2 Assist the Council to make decisions under Section 89 of the *Local Government Act* 1989 (the "Act") as to which matters may be considered in camera (closed meeting).
2. This policy does not override:
 - 2.1 An individual Councillor's statutory obligations in respect of the use of information and the necessity of disclosing any direct or indirect interest in a matter under consideration by a Special Committee or by Council (sections 77 and 79 of the *Local Government Act* 1989);
 - 2.2 The Council's obligations under the *Freedom of Information Act* 1982 which gives members of the public rights of access to information in the possession of the Government and its agencies. These rights are limited to protect essential public interests and private and business affairs of persons in respect of whom information is held. (Under competitive tendering guidelines, until contracts are awarded, Council maintains confidentiality of price and other information submitted by tenderers. Unsuccessful tenderers are notified of the name of successful tenderers, a general description of the relevant contract and the price. Release of additional information regarding the successful Tender is at the discretion of

- Council and is assessed on a case by case basis. No information is released regarding unsuccessful tenders);
- 2.3 The Council's obligations under the Information *Privacy Act* 2000 and *Health Records Act* 2001; and
 - 2.4 The Council's obligations under the Local Government Regulations or any other legislation or subordinate legislation to disclose or publish information required by law to be disclosed or published.

Source and Categorisation of Confidential Information

1. "Information" includes commercially sensitive tender information, letters, reports, documents, facsimiles, email, attachments, tapes, electronic media and all other forms of information.
2. Information that may be derived from outside the Council including:
 - 2.1 Commercial in confidence information provided by contractors or tenderers and developers;
 - 2.2 Confidential information from Government Departments or Ministers;
 - 2.3 Financial and legal analyses where the disclosure of that information may prejudice the Council's position.
 - 2.4 Information pertaining to Council Service Activity Costs (including corporate overheads), personnel records, the personal hardship of any resident or ratepayer, industrial disputes, security of Council property or any other matter which the Council or a Special Committee considers would prejudice the Council.
3. Confidential information shall not be:
 - 3.1 Disclosed to any third party without the Council's consent;
 - 3.2 Incorporated in the agenda or minutes of any Council or Council Committee meeting (except by reference or in the agenda or minutes of an in camera (closed) meeting).
4. Preparation of confidential material – the following procedures will apply to the preparation of confidential material:
 - 4.1 Senior Management (Chief Executive Officer/ Directors), in conjunction with the Mayor, will make a recommendation as to the categorisation of confidential material;
 - 4.2 The material will be clearly identified as confidential;
 - 4.3 The reason for confidentiality will be set out on the front page of each document/set of documents that are categorised as confidential.
 - 4.4 Any report dealing with a matter which might become the subject of a claim against the Council shall be endorsed as follows:
"Confidential – Prepared solely for the purposes of obtaining legal advice and for submission of material to Council's insurers."
 - 4.5 Where legal proceedings have been issued against the Council or where the Council is dealing with its solicitors in proceedings in which the Council is a party, documents shall be endorsed as follows:
"Confidential – Prepared solely for the purposes of considering and obtaining legal advice or for use in the course of legal proceedings."
5. Limitations on Period of Confidentiality
 - 5.1 Confidential information shall, where possible, be subject to a sunset provision, which provides that the information is no longer subject to the restrictions set out in this policy.
 - 5.2 Where it is not possible to stipulate a date after which the information is no longer confidential it may be possible to specify a particular event, the occurrence of which removes the confidentiality restrictions.

4.4 Deputations & Petitions

<i>Policy Title:</i>	<i>Deputations and Petitions</i>
<i>Date Adopted:</i>	<i>30/6/94</i>
<i>Date Revised:</i>	<i>24/9/98; 19/12/02; 25/9/08; 24/9/13</i>
<i>Minute Book Reference:</i>	<i>Special Minutes</i>
	<i>30/6/94 Item 5, page 28 (refer page 2 of Appendix)</i>
	<i>Council Minutes</i>
	<i>24/9/98 Item 4.6.1 page 48 (refer Audit & Finance Committee minutes 16/9/98, item 5.4, pages 12, 39-40 & 74)</i>
	<i>19/12/02 Item 4.2.1, page 8</i>
	<i>25/9/08 Item 4.10.1(e), page 27 (refer Audit & Finance Committee minutes 11/9/08, item 4.6, page 14)</i>
	<i>24/9/13 Item 4.10.5(b), page 34 (refer Governance Committee minutes 10/9/13, item 4.1.2, page 7-8)</i>
<i>Next Revision Due:</i>	<i>July 2017</i>

PURPOSE

To establish a procedure for Council to deal with deputations and petitions from members of the public.

POLICY

Deputations

- A written request to address Council must be received no less than one week prior to the Council meeting. An extension of time may be granted by the Mayor.
- A request may arise as a result of an entitlement under the *Local Government Act 1989* or other legislation.
- The presenter will be allocated a maximum of five minutes to present his or her address to the Council. An extension of time may be granted by the Mayor.
- The presenter may not address questions to Councillors or officers.
- Two minutes will be allocated for Councillors to ask questions of the presenter.
- Council reserves the right to deal with the matter as it sees fit, that is, if it is in relation to an agenda item at that point in time when it is discussed within the agenda or within "other business".
- Council may request a further report on the matter from officers.
- Members of the public gallery are not allowed to communicate with Councillors whilst the meeting is in progress.

Petitions

- If Council receives a petition and the origin of the petition is not disclosed, then the Chief Executive Officer shall examine the petition and determine whether or not it is appropriate to present the petition to Council as soon as practicable in accordance with Local Law No.1 – Processes of Municipal Government.
- The Chief Executive Officer shall not be obliged to present a petition that is derogatory or defamatory.
- In the case of a petition lodged on behalf of a large number of people, Council shall notify in writing the first mentioned petitioner of Council's decision and the reasons for its decision. This provision is similar to the requirements under section 223 of the *Local Government Act 1989*.

4.5 Media Statements & Public Notices

<i>Policy Title:</i>	<i>Media Statements and Public Notices</i>
<i>Date Adopted:</i>	<i>30/6/94</i>
<i>Date Revised:</i>	<i>24/9/98; 26/2/04; 23/9/10; 26/8/14</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>30/6/94 Special Meeting, Item 5, page 28</i>
	<i>24/9/98 Item 4.6.1 page 48 (refer Audit & Finance Committee Minutes 16/9/98, item 5.4, pages 12, 41 & 74)</i>
	<i>26/2/04 Item 4.10.1(c) page 28 (refer Audit & Finance Committee Minutes 12/2/04, item 4.4, pages 11-12)</i>
	<i>27/10/05 Item 4.10.1 (a) page 18 (refer Audit & Finance Committee Minutes 13/10/05, item 4.1, page 5)</i>
	<i>23/9/10 Item 4.10.1 (d) page 22 (refer Audit & Finance Committee Minutes 9/9/10, item 4.4, page 11)</i>
	<i>26/8/14 Item 4.10.5(c) pages 37-40</i>
<i>Next Revision Due:</i>	<i>August 2018</i>

PURPOSE

To establish a policy on media communications on behalf of the Council and circulation of public notices.

POLICY

Media Statements

Media releases and media comment including social media reflecting the views of Golden Plains Shire Council are to be made by the Mayor or the CEO (or their delegates).

Councillors using personal social media platforms are responsible for ensuring that it is clear that the opinions expressed and/ or statements made are their own, and not those of Council.

Social Media Guidelines

All Golden Plains Shire social media accounts and activities shall comply with the Golden Plains Shire Social Media Manual (June 2014).

Public Notices

The 'Ballarat Courier' and 'Geelong Advertiser' are deemed to be newspapers generally circulating in the district for the purpose of publication of public notices. Public notices are to be inserted in at least one of the newspapers identified, taking into account the intended audience.

Notices given under the *Planning and Environment Act 1987* are exempt from this policy, as the *Planning and Environment Act 1987* only requires that the public notices be booked in a newspaper generally circulating in the area in which that land is situated.

4.6 Council Seal – Authority of CEO to use Common Seal

<i>Policy Title:</i>	<i>Authority of CEO to use Common Seal</i>
<i>Date Adopted:</i>	<i>27/3/97</i>
<i>Dates Revised:</i>	<i>24/9/98; 27/11/03; 22/1/04; 26/2/09; 27/9/11; 27/9/16</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>27/3/97 Item 7.1(d) page 44 (refer Delegations Special Committee Minutes 27/3/97 Item 4.1.2 page 13)</i>
	<i>24/9/98 Item 4.6.1 page 48 (refer Audit & Finance Committee Minutes 16/9/98 pages 12, 42 & 74)</i>
	<i>22/1/04 Item 4.10.1 (a) page 32 (refer Audit & Finance Committee Minutes 8/1/04 pages 5-6)</i>
	<i>26/2/09 Item 4.10.1(d) page 30 (refer Audit & Finance Committee Minutes 12/2/09, item 4.4 page 10)</i>
	<i>27/9/11 Item 4.10.1(d) page 19 (refer Audit & Finance Committee Minutes 13/9/11, item 4.2.2 pages 12-14)</i>
	<i>27/9/16 Item 4.2.1 pages 16-17</i>
<i>Next Revision Due:</i>	<i>September 2020</i>

PURPOSE

To provide the Chief Executive Officer with the authority to affix the common seal to any Council document, subject to certain limitations.

POLICY

In accordance with the *Local Government Act 1989* and clause 96 of Processes of Municipal Government (Meetings and Common Seal) Local Law No.1 (2009), the Chief Executive Officer, or in his absence any of the three Directors, is authorised to affix the common seal to any Council document:

- Being a contract provided for in the budget and not beyond the value of \$150,000 for goods and services and \$200,000 for building and construction works and any deed required to execute such contract.
- Being a letter or certificate of commendation or appreciation or like document.
- Being a contract of employment consistent with Council's budget and Council Plans.
- Being any other document which the Council has authorised the CEO to seal.

Attestation Clause

**THE COMMON SEAL of GOLDEN
PLAINS SHIRE COUNCIL was hereunto
affixed on the xxxxx day of xxxxx 20xx
In the presence of**

Chief Executive Officer

Witness

4.7 Condolences – Councillors & Former Councillors

<i>Policy Title:</i>	<i>Condolences – Councillors & Former Councillors</i>
<i>Date Adopted:</i>	<i>21/10/98</i>
<i>Date Revised:</i>	<i>22/1/04; 26/02/09; 25/03/14</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>21/10/1998 Item 4.6.1 page 43 (refer Audit & Finance Committee Minutes 14/10/98, item 5.3.1, page 15)</i>
	<i>22/01/2004 Item 4.3(c) page 34 (refer Audit & Finance Committee Minutes 08/01/04, item 4.3, page 10)</i>
	<i>26/02/09 Item 4.10.1(e) page 30 (refer Audit & Finance Committee Minutes 12/02/09, item 4.5 page 13)</i>
	<i>25/03/14 Item 4.10.5(a) page 19 (refer Governance Committee Minutes 11/03/14, item 4.1.1, pages 5-6)</i>
<i>Next Revision Due:</i>	<i>January 2018</i>

PURPOSE

To authorise the Chief Executive Officer (CEO) or his delegate to express condolences on behalf of Council to the family of recently deceased Councillors and former Councillors.

POLICY

On the death of a sitting Councillor or spouse, or former Councillor, the CEO shall arrange the following:

- Bereavement notice under the Shire's crest in a newspaper generally circulating the Shire; and
- Provision of a floral tribute.

4.8 Recognition of Service by Councillors

<i>Policy Title:</i>	<i>Recognition of Service by Councillors</i>
<i>Date Adopted:</i>	<i>21/10/98</i>
<i>Date Revised:</i>	<i>22/7/04; 18/12/08; 24/9/13</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>21/10/98 Item 4.6.1, page 44 (refer Audit & Finance Committee Minutes 14/10/98 Item 5.3, page 16)</i>
	<i>22/7/04 Item 4.10.1(c), page 38 (refer Audit & Finance Committee Minutes 8/7/04 Item 4.3, pages 12-13)</i>
	<i>18/12/08 Item 4.10.1(b), page 14 (refer Audit & Finance Committee Minutes 11/12/08 Item 5.2, pages 7-8)</i>
	<i>24/9/13 Item 4.10.5(b), page 34 (refer Governance Committee minutes 10/9/13, item 4.1.2, page 7-8)</i>
<i>Next Revision Due:</i>	<i>October 2017</i>

PURPOSE

To recognise the service of Councillors to Golden Plains Shire Council.

POLICY

On the retirement or resignation of a Councillor, the CEO shall arrange the following:

- After one (1) term in office, a framed Certificate of Service under the seal of the Council.
- After two (2) terms in office, a framed Certificate of Service under the seal of the Council and a suitably engraved gift to a value equivalent to 1% of the annual allowance for a Councillor.
- After three (3) or more terms in office, a framed Certificate of Service under the seal of the Council and a suitably engraved gift to a value equivalent to 2% of the annual allowance for a Councillor

For the purpose of this policy, only service of Councillors with Golden Plains Shire will be taken into account.

4.9 Introduction of Councillors at Municipal Offices

<i>Policy Title:</i>	<i>Recognition of Councillors at Municipal Offices</i>
<i>Date Adopted:</i>	<i>21/10/98</i>
<i>Date Revised:</i>	<i>25/11/04; 27/5/10; 26/5/15</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>21/10/98 Item 4.6.1, pg 44 (refer Audit & Finance Committee Minutes 14/10/98, Item 5.3.2, pg 16)</i>
	<i>25/11/04 Item 4.10.1(b), page 17 (refer Audit & Finance Committee Minutes 11/11/04, Item 4.2, page 7)</i>
	<i>27/5/10 Item 4.10.1(a), page 21 (refer Audit & Finance Committee Minutes 13/5/10, Item 4.1, page 6)</i>
	<i>26/5/15 Item 4.2.3, pages 18-19</i>
<i>Next Revision Due:</i>	<i>April 2019</i>

PURPOSE

To appropriately announce the arrival of the Mayor and Councillors to municipal offices of the Council.

POLICY

On the entry to a municipal office in the Shire, Councillors shall announce their entry to a Customer Service Officer who will, in turn, announce to staff the arrival of the Councillor using the Councillor's title and surname, *viz.*

"The Mayor, Councillor (or Councillor) is visiting the office should you wish to speak to him/ her."

4.10 **Mobile Devices in the Council Chamber**

<i>Policy Title:</i>	<i>Mobile Devices in the Council Chamber</i>
<i>Date Adopted:</i>	<i>26/6/03</i>
<i>Date Revised:</i>	<i>25/9/08; 24/9/13</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>26/6/203 Item 5.1 page 44</i>
	<i>25/9/08 Item 4.10.1(f), page 27 (refer Audit & Finance Committee minutes 11/9/08, item 4.7, page 16)</i>
	<i>24/9/13 Item 4.10.5(b), page 34 (refer Governance Committee minutes 10/9/13, item 4.1.2, page 7-8)</i>
<i>Next Revision Due:</i>	<i>June 2017</i>

PURPOSE

To ensure that Council meetings, Council workshops and Committee meetings are not interrupted by mobile devices.

POLICY

- Mobile devices include phones, tablets, pagers and other portable devices capable of emitting a sound.
- Mobile devices are permitted in the Council Chamber provided that they are either turned off or in silent mode during the course of a Council meeting, Council workshop or Committee meeting.
- A device in silent mode shall have all functions set to silent or turned off. This includes alerts, messages, phone calls and the like. The device shall be positioned to ensure any vibration capability is not disruptive to the Chamber.
- Any person may seek leave from the Mayor or Chairperson prior to the commencement of a meeting to be exempt from this policy, and the Mayor or Chairperson may grant the request if he or she considers that the request is reasonable.

4.11 **Display of Australian National Flag**

<i>Policy Title:</i>	<i>Display of Australian National Flag</i>
<i>Date Adopted:</i>	<i>22/01/04</i>
<i>Date Revised:</i>	<i>26/02/09; 25/03/14</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>22/01/04 Item 4.10.1(d) page 35 (refer Audit & Finance Committee Minutes 08/01/04, Item 4.4, pages 12-13)</i>
	<i>26/02/09 Item 4.10.1(f) page 30 (refer Audit and Finance Committee Minutes 12/02/09, item 4.6 page 16)</i>
	<i>25/03/14 Item 4.10.5(a) page 19 (refer Governance Committee Minutes 11/03/14, item 4.1.1, pages 5-6)</i>
<i>Next Revision Due:</i>	<i>February 2018</i>

PURPOSE

To establish policy on the display of the Australian National Flag.

POLICY

On weekdays, commemorative days, civic occasions and other special ceremonial days, the Australian National Flag is flown from flagpoles outside municipal buildings at Bannockburn and Linton.

Flags are flown at half-mast position as a sign of mourning in the case of the death of a sitting or former Councillor of Golden Plains Shire Council or when directed by the Australian Government through the Commonwealth Flag Network.

Procedures for flying the Australian National Flag can be obtained from the website:
www.itsanhonour.gov.au/symbols/flag.cfm

4.12 Use of Council's Customer Service Centres

<i>Policy Title:</i>	<i>Use of Council's Customer Service Centres</i>
<i>Date Adopted:</i>	<i>19/12/1996</i>
<i>Date Revised:</i>	<i>29/09/1998; 26/02/2004; 26/02/2004; 22/03/2007; 22/05/2012</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i> <i>26/02/2004 Item 4.10.1(b) page 27 (refer Audit & Finance Committee Minutes 12/02/2004 Item 4.2 pages 9-10)</i> <i>22/03/2007 Item 4.10.1(b) page 16 (refer Audit & Finance Committee Minutes 08/03/2007 Item 4.2 pages 8-9)</i> <i>22/05/2012 Item 4.10.1(c) page 15 (refer Audit & Finance Committee Minutes 08/05/2012 Item 4.1.3 pages 11-12)</i>
<i>Next Revision Due:</i>	<i>May 2017</i>

POLICY

That in view of the need to support the ongoing viability of local halls, clubs and other community groups, Council, as a general rule, will not make available its Customer Service Centres for non Council business meetings.

Council will encourage the use of public halls and other meeting facilities, most of which have undergone refurbishment using Council, Government and community financial and in-kind contributions.

4.13 Business Confidentiality

<i>Policy Title:</i>	<i>Policy for Officers' Management of Business Operator Requests for Confidentiality on Proposed Commercial Initiatives</i>
<i>Date Adopted:</i>	28/7/05
<i>Date Revised:</i>	23/9/10; 4/2/15
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	28/7/05 <i>Item 4.10.3(A) page 36 (refer Economic Development Committee Minutes 14/7/05, item 4.1, page 5)</i>
	23/9/10 <i>Item 4.10.1 (E) page 22 (refer Audit & Finance Committee Minutes 9/9/10, item 4.5, page 13)</i>
	4/2/15 <i>Item 4.3.1 pages 23-24</i>
<i>Next Revision Due:</i>	<i>January 2019</i>

BACKGROUND

This policy guides Council in its management of confidentiality requests around business and commercial developments. Council acknowledges the challenges imposed on officers when they are contacted by business operators who request confidentiality on proposed commercial initiatives. Council also recognises the potential problems that can result when business confidentiality is mishandled, including friction in the Councillor/ officer relationship.

OBJECTIVES

The objectives of this policy are to:

1. Allow business and industry to communicate with Council with confidence;
2. Protect officers who have been requested to retain business confidentiality; and
3. To ensure that confidential information reaches Council via the appropriate protocols.

APPLICATION

The procedure relates to instances when business initiative or development has been proposed or is likely to be proposed. This policy does not relate to general enquiries where officers are simply asked to provide information, statistics or assistance (feasibility assessments and/ or concept work) on potential projects.

PROCEDURE

1. Officers shall encourage business operators to refrain from directly briefing the Mayor and/ or Councillors on proposed business projects.
2. Officers shall inform relevant business operators about this policy, Council's Confidential Information Policy as well as Councillors' responsibility to uphold confidentiality in accordance with the *Local Government Act 1989*.
3. Where a business operator shares confidential project information and requests that officers do not disclose this information, officers shall request a written instruction for confidentiality. This request should also include a milestone event or key date after which the officer is allowed to forward the information to the Councillors.
4. Officers shall comply with the business proponent's request for confidentiality upon the receipt of the written request and the key milestone or date.
5. The officer shall explain that upon the agreed milestone or date, he/ she is able to pass on the information to the Mayor and/ or a Councillor(s).
6. Upon the agreed milestone or date, the officer shall forward the information to the Mayor and/ or appropriate Councillor(s) at his/ her earliest convenience.

4.14 Councillor Reimbursement

<i>Policy Title:</i>	<i>Councillor Reimbursement</i>
<i>Date Adopted:</i>	<i>22/7/10</i>
<i>Date Revised:</i>	<i>28/7/15</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i> <i>22/7/10</i> <i>Item 4.10.1(a) page 39 (refer Audit & Finance Committee Minutes 08/07/10, Item 4.1, pages 6-7)</i>
	<i>28/7/15</i> <i>Item 4.2.1 pages 13-14)</i>
<i>Next Revision Due:</i>	<i>July 2019</i>

PURPOSE

The purpose of this policy is to:

- Provide policy and guidance to allow consistency and control over expense reimbursements;
- Demonstrate accountability to ratepayers; and
- Provide guidance on ethical behaviour in Councillor out-of-pocket expenses.

POLICY

1. Council will reimburse each Councillor for expenses if the Councillor:
 - applies in writing to the Council for reimbursement of expenses using the appropriate reimbursement form; and
 - establishes in the application to Council that the expenses were reasonable bona fide Councillor out-of-pocket expenses incurred while performing duties as a Councillor.
2. The types of expenses eligible for reimbursement are:
 - approved conference and meeting related expenses including accommodation;
 - travel (including public transport costs and parking);
 - phone (relevant call costs);
 - internet; and
 - printing and stationery supplies.
3. Councillors will forward the claim form to the Council Support Officer for verification.

4.15 Protected Disclosure

<i>Policy Title:</i>	<i>Protected Disclosure</i>
<i>Date Adopted:</i>	<i>27/8/13</i>
<i>Date Revised:</i>	
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>27/8/13 Item 4.10.5(a) page 18 (refer Governance Committee Minutes</i>
	<i>13/08/13, item 4.1.1, pages 5-6)</i>
<i>Next Revision Due:</i>	<i>August 2017</i>

PURPOSE

To ensure that Golden Plains Shire Council, as a public body subject to the *Protected Disclosures Act* 2012 (the Act) upholds the requirements of the Act. The purpose of the Act is to encourage and facilitate the making of disclosures of improper conduct by public officers and public bodies, including Golden Plains Shire Council, its staff, employees and Councillors.

PURPOSE

Golden Plains Shire Council is committed to the aims and objectives of the Act. It recognises the value of transparency and accountability in its administrative and management practices, and supports the making of disclosures that reveal improper conduct. It does not tolerate improper conduct by the organisation, its employees, officers, or Councillors, nor the taking of reprisals against those who come forward to disclose such conduct.

What can disclosures be made about?

Disclosures may be made about “improper conduct” on the part of a public body or its staff, employees and members, including Councillors where the public body is a Council. Disclosures may also be made about “detrimental action” taken (or suspected may be taken) in reprisal against a person in connection with a disclosure made about improper conduct.

The conduct or action being disclosed may have taken place, still be occurring, or is believed will occur or be engaged in.

The Act provides definitions about improper conduct and detrimental action. For more information about what those terms mean, see the Council’s Protected Disclosure Procedures (see further below about “how to make a disclosure” about how to access or obtain a copy of those procedures). You may also find more information about protected disclosures from the website of the Independent Broad-based Anti-corruption Commission (IBAC) at: <http://www.ibac.vic.gov.au/report-corruption-or-misconduct/protected-disclosure>.

If the Council believes a disclosure may be a protected disclosure made in accordance with the Act, it will notify the disclosure to the IBAC for assessment. The IBAC will then deal with the disclosure.

Who can make a disclosure?

Any individual natural person (e.g. not an organisation or company) may make a disclosure under the Act. The individual could be a person within the organisation, or any member of the public externally. Individuals may also make a joint disclosure.

Disclosures may be made in a number of ways set out in the Act, including anonymously, in writing or orally. You need not identify the person or body about whom the disclosure is made in order to make a disclosure under the Act.

How to make a disclosure

As required under the Act, Golden Plains Shire Council has established procedures to facilitate and encourage the making of disclosures under the Act, and how the Council handles any such disclosures received by it (Protected Disclosure Procedures). The Council's Protected Disclosure Procedures are available at www.goldenplains.vic.gov.au or by inspection during normal office hours of Golden Plains Shire Council at Customer Service Centre at 2 Pope Street, Bannockburn or 68 Sussex Street, Linton. The Council's Protected Disclosure Procedures contain detailed information about who can receive disclosures, for example, the Council, the IBAC and the Ombudsman, and how you can go about making such disclosures to us or to those bodies.

If you are not able to access an online copy or would like a copy sent to you, please contact Richard Trigg, Protected Disclosure Co-ordinator at Golden Plains Shire Council, via one of the following methods:

Phone 5220 7111
Fax..... 5220 7100
Email..... enquiries@gplains.vic.gov.au
Mail PO Box 111, Bannockburn Vic 3331

so we can provide you a copy of our Protected Disclosure Procedures.

Confidentiality

Golden Plains Shire Council takes its obligations under the Act seriously. This includes the requirement to protect the identity of the discloser and the matters disclosed by a discloser. Maintaining confidentiality in relation to protected disclosure matters is crucial, among other things, in ensuring reprisals are not made against a discloser. It is a criminal offence under the Act to disclose information connected with a disclosure made in accordance with the Act, including the identity of the discloser. The penalties for breaching confidentiality obligations include financial penalties and imprisonment.

For more information

Council has appointed Richard Trigg, Director Corporate Services, to handle enquiries about its obligations under the Act. Richard Trigg may be contacted on 5220 7111 or by email enquiries@gplains.vic.gov.au if you wish to obtain further information about Council's protected disclosures policy or procedures, or if you wish to arrange a confidential meeting to discuss any matters of concern.

You can also find out more information about our general complaints handling process by accessing the Protected Disclosures Procedures on Golden Plains Shire Council website www.goldenplains.vic.gov.au.

4.16 Election Period (Caretaker)

<i>Policy Title:</i>	<i>Election Period (Caretaker)</i>
<i>Date Adopted:</i>	<i>23/2/16</i>
<i>Date Revised:</i>	
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>23/2/16 Item 4.2.1 pages 12-13</i>
<i>Next Revision Due:</i>	<i>February 2020</i>

POLICY

The intent of this policy is to avoid the use of public resources in a way that may unduly affect the election result and minimise Golden Plains Shire Council making certain types of decisions that may limit the decision making ability of the incoming Council.

Golden Plains Shire Council is committed to fair and democratic elections and therefore adopts and endorses the following practices and legislative requirements.

PURPOSE

To provide:

1. the Election Period (Caretaker) Policy which has been developed in order to ensure that all general elections for Golden Plains Shire Council are conducted in a manner that is fair and equitable and is publicly perceived as such;
2. procedures intended to prevent the Council from making inappropriate decisions or using resources inappropriately during the election period;
3. limits on public consultation and the scheduling of Council events;
4. procedures to ensure that access to information held by Golden Plains Shire Council is made equally available and accessible to all candidates during the election.

DEFINITION

Election Period	(a) period that starts on the last day on which nominations for that election can be received; and (b) ends at 6pm on Election Day
Election Day	on the fourth Saturday in October in the fourth year after the last general election of Councillors for all councils was held
Publication	includes any means of publication, including letters and information on the internet
Public consultation	means a process that involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy and includes discussion of that matter with the public
Council Resources	Includes offices, vehicles, staff, hospitality, services, property, equipment (phones, computers, etc.) and stationery

ELECTION PERIOD

The election (caretaker) period commences on Wednesday 21 September 2016 and continues until 6pm on Saturday 22 October 2016. A period of 32 days.

ROLE OF CHIEF EXECUTIVE OFFICER

In addition to the Chief Executive Officer's (CEO) statutory responsibilities, the CEO or his delegate will ensure as far as possible, that:

- All Councillors and Council Officers are informed of the application of this policy prior to the commencement of the election period; and
- Matters of Council business requiring major policy or significant decisions are scheduled for Council to enable resolution prior to the commencement of the election period or deferred, where appropriate, for determination by the incoming Council.

COUNCIL DECISION MAKING

It is an established democratic principle that elected bodies should not unnecessarily bind an incoming government during an election period. Golden Plains Shire Council therefore commits to the principle that it will make every endeavour to avoid making decisions during the election period that inappropriately bind the incoming Council. This includes a commitment to comply with the requirements of section 93A of the *Local Government Act 1989*, relating to 'Major Policy Decisions', as well as with the points specified below in relation to 'Significant Decisions'.

Major Policy Decisions

Major policy decisions are defined by the Act to be decisions:

- relating to the employment or remuneration of a Chief Executive Officer under section 94, other than a decision to appoint an acting Chief Executive Officer;
- to terminate the appointment of a Chief Executive Officer under section 94;
- to enter into a contract the total value of which exceeds whichever is the greater of \$100,000 or such higher amount as may be fixed by Order in Council under section 186(1)1 or 1% of the Council's revenue from rates and charges levied under section 158 in the preceding financial year;
- to exercise any power under section 193 if the sum assessed under section 193(5A) in respect of the proposal exceeds whichever is the greater of \$100,000 or 1% of the Council's revenue from rates and charges levied under section 158 in the preceding financial year.

If Golden Plains Shire Council considers that there are extraordinary circumstances where the municipality or the local community would be significantly disadvantaged by Council not making a particular major policy decision, Council will, by resolution, request an exemption from the Minister for Local Government, in accordance with section 93A(2).

Significant Decisions

In addition to the decisions specified in section 93A of the Act, Golden Plains Shire Council will avoid making other decisions during the election period that are of a significant nature and which would unnecessarily bind an incoming Council.

Significant decisions' include:

- irrevocable decisions that commit Council to substantial expenditure or significant actions; and
- irrevocable decisions that will have a significant impact on the municipality or the community.

Golden Plains Shire Council acknowledges that it has an ongoing responsibility to act in the best interests of the community. Therefore, where a delay in making a 'significant decision' would result in significant detriment to the local community or the broader community, Council may make an exception to this policy. In making an exception to this policy, Council will deal with the matter impartially, having regard to the long term interests of the community and as transparently as possible.

¹ CEO approval for expenditure up to \$150,000 for goods and services and \$200,000 for building and construction works as per Council Policy 3.2

COUNCIL MEETING REPORTS

In order to facilitate compliance with its commitment to ensuring appropriate decision making during elections, the following procedures apply.

Election Period Caretaker Statement

During the election period, the Chief Executive Officer will ensure that a 'Caretaker Statement' is included in reports submitted to Council or to a Special Committee of Council for a decision. The 'Caretaker Statement' should specify one of the following:

- 'The recommended decision is not a 'Major Policy Decision', as defined in section 93A of the *Local Government Act 1989*, or a 'Significant Decision' within the meaning of the Election Period (Caretaker) Policy'.
- 'The recommended decision is not a 'Major Policy Decision', within the context of the *Local Government Act 1989*. The recommended decision is a 'Significant Decision' within the meaning of the Election Period (Caretaker) Policy, but an exception should be made for the following reasons [insert reasons for making an exemption]'.
- 'The recommended decision is to seek an exemption from the Minister because the matter requires a 'Major Policy Decision' within the meaning of section 93A of the *Local Government Act 1989*'.
- 'The recommended decision is a 'Major Policy Decision', as defined in section 93A of the *Local Government Act 1989*, but an extraordinary circumstances exemption was granted by the Minister for Local Government on [insert date]'.

During the election period, Golden Plains Shire Council will not make a decision on any matter or report that does not include one of these Caretaker Statements.

COUNCIL PUBLICATIONS

Section 55D of the *Local Government Act 1989* prohibits Council from printing, publishing or distributing any advertisement, handbill, pamphlet or notice during the election period unless the advertisement, handbill, pamphlet or notice has been certified in writing by the Chief Executive Officer.

The Chief Executive Officer must not intentionally or recklessly certify an electoral advertisement, handbill, pamphlet or notice during the election period, unless it only contains information about the election process.

Despite section 98(2) of the *Local Government Act 1989*, the Chief Executive Officer must not delegate the power to certify any advertisement, handbill, pamphlet or notice under this section to a member of Council staff.

A Councillor or member of Council staff must not intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed an electoral advertisement, handbill, pamphlet or notice during the election period on behalf of, or in the name of, Golden Plains Shire Council or on behalf of, or in the name of, a Councillor using Council resources if the electoral advertisement, handbill, pamphlet or notice has not been certified by the Chief Executive Officer under this section.

Certification of Publications

Publications to be printed, published or distributed during the election period must first be certified by the Chief Executive Officer. The certification by the CEO will be in writing on or affixed to a copy of the publication and be in the following form:

"Certified by the Chief Executive Officer in accordance with Section 55D of the Local Government Act 1989".

Copies of all certified documents will be retained in a register maintained by the Executive Assistant to the CEO.

Publications requiring certification include:

- Brochures, pamphlets, handbills, flyers, magazines and books;
- Reports (other than agenda papers and minutes which do not require certification by the CEO unless they are printed or published for a wider distribution than normal);
- Advertisements and notices;
- New website material;
- Social media publications (which includes Facebook and Twitter posts);
- Emails with multiple addresses, used for broad communication with the community;
- Mass mail outs or identical letters sent to a large number of people by or on behalf of Council;
- Media releases;
- Material to publicise a function or event; and
- Any publication or distribution of Councillors' speeches.

Website

Material published on Golden Plains Shire Council's website in advance of the election period is not subject to certification, however existing material that is prominently displayed will be reviewed and consideration given to the removal of any such material that would be considered electoral matter, were it to be published during the election period.

Councillor contact information will remain available on the website during the election period, but Councillors' profiles will be removed.

Any material published on Golden Plains Shire Council's website during the election period must be certified by the CEO.

Social Media

Any publication on social media sites, including Facebook, Twitter, blogs and wiki pages during the election period, must be certified by the CEO.

Staff responsible for administering individual social media sites will monitor their respective sites during the election period and use moderation features where available to ensure no electoral matter is posted.

Annual Report

Golden Plains Shire Council is required by the *Local Government Act* 1989 to produce and put on public display a copy of its Annual Report. The 2015-16 Annual Report will be published during the election period. The Annual Report will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual Councillors.

The Annual Report does not require certification by the CEO, however any publication of an extract or summary of the Annual Report will require certification.

USE OF COUNCIL RESOURCES

It is an established democratic principle that public resources must not be used in a way that would influence the way people vote in elections, except in regard to supporting the actual election process. Golden Plains Shire Council therefore commits to the principle that Council resources will not be used inappropriately during a Council election.

All Council resources must be used exclusively for normal Council business during the election period and must not be used in connection with any election campaign or issue.

Council's resources are not to be used inappropriately in ways that may influence voting in an election or provide an undue advantage for a candidate. This includes financial, human and materiel resources.

In addition, equipment and facilities provided to Councillors for the purpose of conducting normal Council business will not be used for campaigning purposes.

Where Councillors have Council funded services, such as mobile phones, land lines, internet connections and where it is impractical for Councillors to discontinue their use of these during the election, Councillors will reimburse Council for usage of those services during the election period that exceeds normal usage levels. The CEO will issue an invoice to any Councillor who exceeds normal usage levels or it is shown that the services were used for campaigning purposes.

In applying the above principles, Golden Plains Shire Council understands that the following will be normal practice during election periods:

- public events will only be organised and run by Council administration if they are part of the normal services or operation of Council;
- speeches for Councillors will only be prepared by Council staff in relation to events that are part of the normal services or operation of Council and such speeches will not be circulated or available for publication;
- media services, including media releases, will not be provided for Councillors by the administration during the election period;
- Councillor Bulletins will not be resourced by Council in any way during the election period; and
- the Golden Plains Shire Council logo and Council stationery will not be used by Councillors in any way that relates to the election.

PUBLIC CONSULTATION

Some public consultation activities may be necessary during the election period to facilitate the day to day business of Golden Plains Shire Council and ensure matters continue to be proactively managed. Any such public consultations will avoid express or implicit links to the election.

Golden Plains Shire Council will not continue or commence public consultation on any contentious or politically sensitive matter after the commencement of the election period.

The above requirements under Public Consultation do not apply to public consultation required under the *Planning and Environment Act 1987*, or matters subject to Section 223 of the *Local Government Act 1989*.

ACCESS TO INFORMATION

All election candidates have equal rights to information relevant to their election campaigns from the Council administration. While it is important that sitting Councillors continue to receive information that is necessary to fulfil their existing roles, neither Councillors nor candidates will receive information or advice from Council officers that may improperly advantage candidates in the elections.

There will be complete transparency in the provision of all information and advice during the election period.

Information Request Register

The Executive Assistant to the CEO will maintain an Information Request Register during the election period. This Register will be a public document that records all requests relating to electoral matters and non-routine requests for information by Councillors and candidates and the response given to those requests.

Improper Use of Position

Sections 76D and 76E of the Act prohibit Councillors from misusing or inappropriately making use of their position. A breach of section 76D attracts serious penalties, including possible imprisonment.

RELEVANT SECTIONS FROM THE *LOCAL GOVERNMENT ACT 1989* APPLICABLE TO THIS POLICY (provided in Attachment 1)

- Section 55D Prohibition on Council
- Section 76B Primary principle of Councillor conduct
- Section 76BA General Councillor conduct principles
- Section 76C Councillor Code of Conduct
- Section 76D Misuse of position
- Section 76E Improper direction and improper influence
- Section 93A Conduct of Council during election period
- Section 95 Conduct principles

Section 55D Prohibition on Council

- (1) A Council must not print, publish or distribute or cause, permit or authorise to be printed, published or distributed, any advertisement, handbill, pamphlet or notice during the election period unless the advertisement, handbill, pamphlet or notice has been certified, in writing, by the Chief Executive Officer.
- (2) The Chief Executive Officer must not intentionally or recklessly certify an electoral advertisement, handbill, pamphlet or notice during the election period unless it only contains information about the election process.

Penalty: 60 penalty units.

- (3) Despite section 98(2), the Chief Executive Officer must not delegate the power to certify any advertisement, handbill, pamphlet or notice under this section to a member of Council staff.
- (4) A Councillor or member of Council staff must not intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed an electoral advertisement, handbill, pamphlet or notice during the election period on behalf of, or in the name of, the Council or on behalf of, or in the name of, a Councillor using Council resources if the electoral advertisement, handbill, pamphlet or notice has not been certified by the Chief Executive Officer under this section.

Penalty: 60 penalty units.

Section 76B Primary principle of Councillor conduct

It is a primary principle of Councillor conduct that, in performing the role of a Councillor, a Councillor must—

- (a) act with integrity; and
- (b) impartially exercise his or her responsibilities in the interests of the local community; and
- (c) not improperly seek to confer an advantage or disadvantage on any person.

Section 76BA General Councillor conduct principles

In addition to acting in accordance with the primary principle of Councillor conduct specified in section 76B, in performing the role of a Councillor, a Councillor must—

- (a) avoid conflicts between his or her public duties as a Councillor and his or her personal interests and obligations;
- (b) act honestly and avoid statements (whether oral or in writing) or actions that will or are likely to mislead or deceive a person;
- (c) treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other Councillors, Council staff and other persons;
- (d) exercise reasonable care and diligence and submit himself or herself to the lawful scrutiny that is appropriate to his or her office;
- (e) endeavour to ensure that public resources are used prudently and solely in the public interest;
- (f) act lawfully and in accordance with the trust placed in him or her as an elected representative;
- (g) support and promote these principles by leadership and example and act in a way that secures and preserves public confidence in the office of Councillor.

Section 76C Councillor Code of Conduct

- (1) A Council must develop and approve a Councillor Code of Conduct for the Council within 12 months after the commencement of section 15 of the ***Local Government Amendment (Councillor Conduct and Other Matters) Act 2008***.
- (2) A Council must review the Councillor Code of Conduct within the period of 12 months after a general election.
- (3) A Councillor Code of Conduct—
 - (a) must include the Councillor conduct principles;
 - (b) may set out processes for the purpose of resolving an internal dispute between Councillors;

* * * * *
 - (d) must include provisions in respect of any matter prescribed for the purpose of this section;
 - (e) may include any other matters relating to the conduct of Councillors which the Council considers appropriate.

* * * * *
- (5) A Councillor Code of Conduct must not be inconsistent with any Act or regulation.
- (5A) A Councillor Code of Conduct is inoperative to the extent that it is inconsistent with any Act or regulation.
- (6) A copy of the current Councillor Code of Conduct must be—
 - (a) given to each Councillor;
 - (b) available for inspection by the public at the Council office and any district offices.
- (7) On and from the commencement of section 15 of the ***Local Government Amendment (Councillor Conduct and Other Matters) Act 2008***, a Councillor Code of Conduct is taken to include the Councillor conduct principles.

Section 76D Misuse of position

- (1) A person who is, or has been, a Councillor or member of a special committee must not misuse his or her position—
 - (a) to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
 - (b) to cause, or attempt to cause, detriment to the Council or another person.

Penalty: 600 penalty units or imprisonment for 5 years or both.

- (2) For the purposes of this section, circumstances involving the misuse of a position by a person who is, or has been, a Councillor or member of a special committee include—
 - (a) making improper use of information acquired as a result of the position he or she held or holds; or
 - (b) disclosing information that is confidential information within the meaning of section 77(2); or
 - (c) directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff in contravention of section 76E; or
 - (d) exercising or performing, or purporting to exercise or perform, a power, duty or function that he or she is not authorised to exercise or perform; or
 - (e) using public funds or resources in a manner that is improper or unauthorised; or
 - (f) failing to disclose a conflict of interest as required under this Division.
- (3) This section—
 - (a) has effect in addition to, and not in derogation from, any Act or law relating to the criminal or civil liability of Councillors or members of special committees; and
 - (b) does not prevent the institution of any criminal or civil proceedings in respect of that liability.

Section 76E Improper direction and improper influence

- (1) A Councillor must not improperly direct or improperly influence, or seek to improperly direct or improperly influence, a member of Council staff in the exercise of any power or in the performance of any duty or function by the member.
- (2) A Councillor must not direct, or seek to direct, a member of Council staff—
 - (a) in the exercise of a delegated power, or the performance of a delegated duty or function of the Council; or
 - (b) in the exercise of a power or the performance of a duty or function exercised or performed by the member as an authorised officer under this Act or any other Act; or
 - (c) in the exercise of a power or the performance of a duty or function the member exercises or performs in an office or position the member holds under another Act; or
 - (d) in relation to advice provided to the Council or a special committee, including advice in a report to the Council or special committee.
- (3) This section does not apply to a decision of the Council or a special committee that is made within the powers, duties or functions conferred under this or any other Act.

Section 93A Conduct of Council during election period

- (1) Subject to this section, a Council, a special Committee or a person acting under a delegation given by the Council must not make a major policy decision during the election period for a general election.
- (2) If a Council considers that there are extraordinary circumstances which require the making of a major policy decision during the election period, the Council may apply in writing to the Minister for an exemption from the application of this section to the major policy decision specified in the application.
- (3) If the Minister is satisfied that there are extraordinary circumstances, the Minister may grant an exemption from the application of this section to the major policy decision specified in the application subject to any conditions or limitations that the Minister considers appropriate.
- (4) A major policy decision made in contravention of this section is invalid.
- (5) Any person who suffers any loss or damage as a result of acting in good faith on a major policy decision made in contravention of this section is entitled to compensation from the Council for that loss or damage.
- (6) In this section, a **major policy decision** means any decision—
 - (a) relating to the employment or remuneration of a Chief Executive Officer under section 94, other than a decision to appoint an acting Chief Executive Officer;
 - (b) to terminate the appointment of a Chief Executive Officer under section 94;
 - (c) to enter into a contract the total value of which exceeds whichever is the greater of—
 - (i) \$100,000 or such higher amount as may be fixed by Order in Council under section 186(1); or
 - (ii) 1% of the Council's revenue from rates and charges levied under section 158 in the preceding financial year;
 - (d) to exercise any power under section 193 if the sum assessed under section 193(5A) in respect of the proposal exceeds whichever is the greater of \$100,000 or 1% of the Council's revenue from rates and charges levied under section 158 in the preceding financial year.

Section 95 Conduct principles

- (1) Council staff must in the course of their employment—
 - (a) act impartially;
 - (b) act with integrity including avoiding conflicts of interest;
 - (c) accept accountability for results;
 - (d) provide responsive service.
- (2) Nothing in subsection (1)(c) affects the granting of an indemnity to a member of Council staff in respect of any liability or limits the effect of—
 - (a) any such indemnity, whether granted before or after the commencement of section 67 of the **Local Government (Democratic Reform) Act 2003**; or
 - (b) any immunity conferred on a member of Council staff by or under any Act, whether before or after that commencement.

5. RECREATION

5.1 Community Grants Program

<i>Policy Title:</i>	<i>Community Grants Program</i>
<i>Date Adopted:</i>	<i>27/06/1996</i>
<i>Date Revised:</i>	<i>24/09/1998; 27/02/2003; 23/02/2006; 16/12/2010; 20/12/2012; 17/12/2013</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>27/06/96 Item 4.1.2 page 5</i>
	<i>24/09/98 Item 4.6.1 page 48 (refer Audit & Finance Committee Minutes 16/09/98 pages 12, 43 & 74)</i>
	<i>27/02/03 Item 4.10.5(a) page 43 (refer Audit & Finance Committee Minutes 13/02/03 page 5 & Attachment 1)</i>
	<i>27/02/03 Item 4.10.7(a) page 33 (refer Recreation & Community Development Committee Minutes 09/02/06, item 4.1 page 5)</i>
	<i>16/12/10 Item 4.10.8(b) page 48 (refer Recreation & Community Development Committee Minutes 09/12/10, item 5.2 page 7)</i>
	<i>18/12/12 Item 4.10.8(a) page 27 (refer Recreation & Community Development Committee Minutes 18/12/12, item 4.1.1 pages 5-6)</i>
	<i>17/12/13 Item 4.10.8(c) page 28 (refer Recreation & Community Development Committee Minutes 10/12/13, item 5.2.2, pages 10-12)</i>
<i>Next Revision Due:</i>	<i>December 2016 (three years)</i>

PURPOSE

The Community Grants Program is a valuable tool for Golden Plains Shire, enhancing good governance and strengthening communities. This is achieved by empowering individuals and community organisations to respond collectively to community need. A strategically planned approach to developing the goals and objectives for the community grants program will enable Council to support projects that contribute to its vision for the development of the Shire. A partnership approach built on openness and inclusion will assist in ensuring that Council can fund the kind of projects it sees as adding value to the community as well as building trust and co-operation.

KEY POLICY STATEMENT

The Community Grants Program aims to enable community groups to further meet the needs of the wider community in a partnership relationship with Council.

The Community Grants Program sits within the Council's vision for the Golden Plains Shire. This vision provides the framework for the goals of the program and the priorities for funding.

The Community Grants Program is based on community development principles focusing on community building and strengthening. This is achieved by assisting community groups and organisations to deliver practical community building outcomes at the local level.

CORPORATE FRAMEWORK

The Golden Plains Shire Vision provides a framework for the Community Grants Program and use of Council's resources:

- We accept individual diversity and we welcome and encourage participation in civic and community affairs;
- We maintain and enhance the diversity and uniqueness of our communities;
- All our citizens have fair access to recreation facilities, education, employment and human support services, particularly youth and the aged;
- We respect the environment, our cultural significance and our heritage; and
- We promote community leadership and community sustainability.

The Shire provides grants to community organisations that address community needs and provide opportunities that enhance the wellbeing and quality of life of Golden Plains Shire residents. Council's Community Grants Program supports the following key objectives:

- To encourage and assist common interest groups to take an active involvement in the life of their community for the overall benefit of that community and its members.
- To help communities to help themselves to become stronger and more economically, environmentally and socially sustainable.
- To enhance leadership and other civic skills within communities so as to enhance the capacity of those communities to address local issues and challenges and to build vibrant, healthy places.
- To develop a sense of community spirit, pride, ownership and identity within communities.

PRIORITIES FOR FUNDING

The priorities for funding are shaped by Council's vision and objectives and are further identified through Council's various planning processes. Categories for funding include:

- Projects that increase opportunities for particular population groups – young people, older adults, people with disabilities.
- Projects that improve communities access to information about local and regional services, programs and events.
- Projects that improve community facilities.
- Projects that increase the range of community, recreation, sport, arts, heritage or cultural activities.
- Projects that protect and enhance the natural environment.

ELIGIBILITY

All organisations are eligible to apply for grants for activities that are inclusive of the wider community and where the responsibility for funding this activity does not rest with another level of government or body.

CONDITIONS OF FUNDING

- Individual organisations can only apply for one grant each.
- Council reserves the right to consult with the Committee of Management at multi use facilities to assist in determining the priority of projects.
- While the maximum grant will be \$5,000 Council reserves the right to consider funding larger projects.
- Projects must be inclusive for people of all abilities.
- Where applicable, projects that are included in a community plan will be given a higher priority.

5.2 Community Grants: Insurance Subsidy

<i>Policy Title:</i>	<i>Community Grants - Insurance Subsidy</i>
<i>Date Adopted:</i>	<i>24/6/99</i>
<i>Date Revised:</i>	<i>26/6/03; 25/9/08; 24/9/13</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>24/6/99 Item 4.10.1 (a)</i>
	<i>26/6/03 Item 4.7.2</i>
	<i>25/9/08 Item 4.10.1(g), page 28 (refer Audit & Finance Committee minutes 11/9/08, item 4.8, page 18)</i>
	<i>24/9/13 Item 4.10.5(b), page 34 (refer Governance Committee minutes 10/9/13, item 4.1.2, page 7-8)</i>
<i>Next Revision Due</i>	<i>September 2017</i>

PURPOSE

To assist Committees of Management in funding the costs of insuring buildings and contents under their control.

POLICY

1. Council is responsible for insuring buildings owned by Council or where Council has the delegated authority to manage, either directly or through a S86 committee.
2. Council may also insure, at its discretion, community buildings where a Department of Transport, Planning and Local Infrastructure (DTPLI) committee exists (formerly DSE).
3. Council will fund the cost of building insurance from its annual budget. The insurance cost of community managed buildings is recognised in the "Insurance Subsidy – Community Grants" budget.
4. Council is responsible for insuring its contents in buildings that Council directly manages.
5. Community groups, clubs, Committees of Management and other users are responsible for the cost of insuring their own contents.
6. Where requested, Council will arrange contents insurance through its group scheme and pass the cost onto the respective committees.
7. In the event of a claim, Committees of Management are responsible for paying the insurance excess or under-excess claims costs for buildings and contents in their charge.

5.3 **Recognition of Citizens who take part in State Level or Above Competition**

<i>Policy Title:</i>	<i>Recognition of Citizens who take part in State Level or Above Competition</i>
<i>Date Adopted:</i>	<i>25/9/97</i>
<i>Date Revised:</i>	<i>27/5/99; 27/11/03; 22/1/04; 25/6/09; 26/8/14</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>25/09/97 Item 4.6.7 page 86 (refer Recreation Steering Committee Minutes 17/09/97 Item 4.5 page 22)</i>
	<i>27/05/99 Item 4.6.5 page 43 (refer Recreation Steering Committee Minutes 13/05/99 pages 4 & 5)</i>
	<i>22/01/04 Item 4.10.1 (b) page 33 (refer Audit & Finance Committee Minutes 08/01/04 pages 7 & 8)</i>
	<i>25/06/09 Item 4.10.1 (d) page 48 (refer Audit & Finance Committee Minutes 11/06/09 pages 11-13)</i>
	<i>26/8/14 Item 4.10.5(d) pages 41-42</i>
<i>Next Revision Due:</i>	<i>August 2018</i>

PURPOSE

To recognise any citizens who achieve State team selection or above (ie National), and/ or any citizen who wins at State level or above.

POLICY

Recipients will receive:

1. A framed letter of congratulations under seal;
2. A Golden Plains Shire grant to the value of \$250 for an individual or \$500 for a team of two or more.

ELIGIBILITY CRITERIA

- Recipients must be involved in amateur competition;
- Recipients are eligible to receive assistance under this policy only once; and
- Recipients must be a resident or representing the Golden Plains Shire.

5.4 Recreation Reserves, Public Halls & Buildings Maintenance

<i>Policy Title:</i>	<i>Recreation Reserve, Public Halls & Buildings Maintenance</i>
<i>Date Adopted:</i>	<i>19/12/96</i>
<i>Date Revised:</i>	<i>24/9/98; 24/5/07; 23/10/12</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>19/12/96 Item 4.3.3, page 69</i>
	<i>24/9/98 Item 4.6.1, page 48 (refer Audit and Finance Committee Minutes 16/9/98, item 5.4, pages 12, 46 and 74)</i>
	<i>24/5/07 Item 4.10.1(a), page 36 (refer Audit and Finance Committee Minutes 26/4/07, item 4.1, page 6)</i>
	<i>23/10/12 Item 4.10.1(c), page 25 (refer Audit and Risk Committee Minutes 9/10/12, item 4.1.3, pages 10-11)</i>
<i>Next Revision Due:</i>	<i>October 2017</i>

PURPOSE

To provide a consistent approach to the maintenance of recreation reserves, public halls and buildings.

POLICY

Recreation Reserves

Council carries out maintenance works on two categories of ovals:

Category 1: Ovals used for organised sport including Bannockburn 1 and 2, Teesdale, Shelford, Inverleigh 1 and 2, Rokewood, Napoleons (not including turf wicket), Haddon, Ross Creek, Smythesdale, Linton, Cape Clear, Murgheboluc and the soon to be constructed soccer pitch at Bannockburn Sports Precinct.

Category 2: Ovals used as open space for recreation purposes including Cape Clear, Berringa, Corindhap and Dereel.

Council does not maintain the recreation reserves at Meredith and Lethbridge and instead an annual maintenance grant is provided to the respective Committee of Management.

Council no longer maintains recreation reserves at Illabarook, Newtown or the old Smythesdale oval.

The level of maintenance provided to recreation reserves will be dependent upon annual budget funding. The preferred mowing schedule for category 1 ovals is a weekly mow of the relevant playing surfaces during spring with a nominal fortnightly mow for the balance of the year or as required. The preferred mowing schedule for category 2 ovals is a monthly mow during spring and a bi-monthly mow for the duration of the year or as required.

The surrounds for category 1 ovals will be limited to a monthly mow and whipper snip or as required. The surrounds for category 2 ovals will be limited to a bi-monthly mow and whipper snip or as required.

Council maintains all sprinkler system assets to ovals and surrounds. Committees of Management are responsible for all operation and minor maintenance works.

The local Committees of Management are responsible for the relevant services costs such as power and water. Council is responsible for the costs associated with any public toilet facilities, playgrounds, car parks and public barbecues located on the reserve.

Public Halls & Buildings

There are many public halls and buildings within Golden Plains Shire. These buildings are located either on Council owned land, Crown Land where Council is the Committee of Management, or Crown Land managed by a committee appointed by the Department of Sustainability and Environment.

The following sections detail Council's responsibility for maintenance of relevant buildings and land.

1. Council Owned Buildings and Land

Unless Council has delegated the responsibility for maintenance of buildings on Council owned land, Council will be responsible for the ongoing maintenance of these buildings, including major repairs, except where the building or land is subject to a lease, in which case the following provision applies.

Where a Council owned building or land is subject to a lease, the responsibility for maintenance shall be detailed in the lease.

2. Buildings on Crown Land Where Council is the Committee of Management

Unless Council has specifically delegated the responsibility for maintenance of buildings on Crown Land where Council is the nominated Committee of Management, Council will be responsible for the costs of ongoing maintenance of these buildings, including major repairs.

3. Buildings on Crown Land Managed by a Separate Crown Appointed Committee

Council will not be responsible for the ongoing maintenance of buildings located on Crown Land managed by a separate Crown Land Committee of Management. These buildings will be the responsibility of the relevant Committee of Management. Council may assist with facility upgrade projects subject to available funding opportunities.

5.5 Citizen Recognition

<i>Policy Title:</i>	<i>Recognition of Community Involvement</i>
<i>Date Adopted:</i>	<i>27/05/99</i>
<i>Date Revised:</i>	<i>18/12/03; 22/01/04; 26/02/09; 25/03/14</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>27/05/99 Item 4.6.5, page 43 (refer Recreation Steering Committee Minutes 13/05/99, item 5.2, page 6)</i>
	<i>22/01/04 Item 4.10.1(e) page 35 (refer Audit & Finance Committee Minutes 08/01/04, item 4.5, pages 13-14)</i>
	<i>26/02/09 Item 4.10.1(g) page 30 (refer Audit & Finance Committee Minutes 12/02/09, item 4.7 page 18)</i>
	<i>25/03/14 Item 4.10.5(a) page 19 (refer Governance Committee Minutes 11/03/14, item 4.1.1, pages 5-6)</i>
<i>Next Revision Due:</i>	<i>April 2018</i>

PURPOSE

To recognise citizens who have made significant contributions to their local communities or achieved outstanding success in the broader community.

POLICY

Each Councillor may select an individual or group to receive a framed certificate of appreciation or acknowledgment from Council. The form or means of such acknowledgment will be at the discretion of the Mayor and the nominating Councillor.

5.6 Councillors Representation on Section 86 Committees

<i>Policy Title:</i>	<i>Councillors Representation on Section 86 Committees</i>
<i>Date Adopted:</i>	<i>25/02/99</i>
<i>Date Revised:</i>	<i>25/08/05; 16/12/10; 27/1/16</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>25/02/99 Item 4.6.5, page 22 (refer Recreation Steering Committee Minutes 16/02/99, Item 4.1, page 6)</i>
	<i>25/08/05 Item 4.10.1(c), page 24 (refer Audit and Finance Committee Minutes 11/08/05, item 4.4, page 13)</i>
	<i>16/12/10 Item 4.10.1(b), page 21 (refer Audit and Finance Committee Minutes 9/12/10, item 5.2, page 7)</i>
	<i>27/1/16 Item 4.7.1 pages 24-25</i>
<i>Next Revision Due:</i>	<i>January 2020</i>

PURPOSE

To provide guidelines on the involvement of Councillors on Special Committees under Section 86 of the *Local Government Act 1989*.

POLICY

- Councillors will be invited to Chair the Annual General Meeting of Section 86 Committees of Management. Staff will invite the Councillor who lives closest to the facility to Chair the meeting.
- Councillors may be appointed to special Committees that manage land and facilities on behalf of Council bearing in mind the conflict of interest legislation.
- Councillors may attend meetings of Section 86 Committees where a Councillor considers it appropriate.
- That Section 86 Committees be encouraged to provide notices of forthcoming meetings to the Community Recreation Officer who will distribute this information to Councillors via the Councillor Bulletin.

5.7 **Council Properties & Council Managed Crown Land: Usage Agreements with Committees & Incorporated Entities**

<i>Policy Title:</i>	<i>Council Properties & Council Managed Crown Land: Usage Agreements with Committees & Incorporated Entities</i>
<i>Date Adopted:</i>	<i>25/02/99</i>
<i>Date Revised:</i>	<i>22/09/05; 25/11/10; 24/11/15</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>25/02/99 Item 4.6.5 page 22 (refer Recreation Steering Committee Minutes 16/02/99 page 8 to 56)</i>
	<i>22/09/05 Item 4.10.1(d) page 17 (refer Audit & Finance Committee Minutes 08/09/05, item 4.4, page 30)</i>
	<i>25/11/10 Item 4.10.1(e) page 23 (refer Audit & Finance Committee Minutes 11/11/10, item 4.5, page 10)</i>
	<i>24/11/15 Item 4.2.2, pages 20-21</i>
<i>Next Revision Due:</i>	<i>November 2019</i>

PURPOSE

1. To determine the nature of usage agreements that will be entered into with Committees for use of Council property.
2. To determine the nature of agreements that will be entered into with incorporated entities for use of Council property for commercial operations.

POLICY

Council Properties – Multi-Use Community Purpose

Fee: no rental will be payable for properties adhering to Council's maintenance schedule. A fee may be charged by negotiation where there are changes to the maintenance schedule.

For properties maintained by S86 Committees or incorporated entities for multi-use community purposes, Council will enter into a usage agreement with the Committee covering the Council's and the Committee's responsibilities. These properties include multi-purpose recreation facilities and multi-purpose community meeting places, etc.

Council Properties – Single Use Community Purpose

Fee: nominal fee (higher fees may be charged by negotiation to reflect the levels of maintenance required).

The preferred arrangement for a single purpose, single use facility is a lease with a nominal fee. Alternative arrangements are for properties to be maintained by S86 Committees or incorporated entities for community use at a nominal fee. Council will enter into a usage agreement with the Committee covering the Council's and the Committee's responsibilities. These properties may include bowling clubs, kindergartens, tennis clubs, golf courses, fire stations, etc.

Council Properties – Commercial Operations

Fee: commercial rent will be payable.

Where Council properties are used for commercial use, Council will enter into a lease with an incorporated entity pursuant to Section 190 of the *Local Government Act 1989*. These uses will include mobile telephone towers, etc.

Crown Land (Managed on behalf of Council)

Fee: nominal fee.

Where Crown Land is managed by a S86 Special Committee or an Incorporated Committee on behalf of Council for community use, Council will enter into a usage agreement with the respective Committee setting out the responsibilities of Council and the Committee.

Crown Land – Exclusive Community or Commercial Use

Fee: rental will be payable in accordance with Council's schedule of fees.

Where the use of Crown Land by an incorporated entity deemed to be for exclusive use of the entity or of a commercial nature, then Council will enter into a Lease or Licence using an agreement approved by the Department of Environment, Land, Water and Planning (DELWP). The Lease or Licence will be made under the *Crown Land (Reserves) Act 1978* and will be co-signed by DELWP. These uses will include community houses etc. who seek exclusive use of property.

5.8 Section 86 Committees – Revenue Sources

<i>Policy Title:</i>	<i>Section 86 Committees – Revenue Sources</i>
<i>Date Adopted:</i>	<i>28/4/05</i>
<i>Date Revised:</i>	<i>27/5/10; 26/5/15</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>28/4/05 Item 4.7.2, page 22</i>
	<i>27/5/10 Item 4.10.1(b), page 21 (refer Audit & Finance Committee Minutes 13/5/10, Item 4.2, page 7)</i>
	<i>26/5/15 Item 4.2.4, pages 20-21</i>
<i>Next Revision Due:</i>	<i>May 2019</i>

PURPOSE

To provide a potential avenue of recurrent funding to Committees of Management appointed by Council in accordance with Section 86 of the *Local Government Act 1989*.

POLICY

That in situations where a Section 86 Committee of Management is able through its initiatives to attract a source of recurrent funding from the use, hire or rental of the facility managed by the Committee under its Instrument of Delegation, such funding shall be vested in the Committee to further its role of managing and maintaining the facility.

5.9 Seed Funding for Community Plan Projects

<i>Policy Title:</i>	<i>Seed Funding for Community Plan Projects</i>
<i>Date Adopted:</i>	<i>26/11/09</i>
<i>Date Revised:</i>	<i>25/11/14</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i> <i>26/11/09 Item 4.7.3 page 20</i> <i>25/11/14 Item 4.7.1 pages 31-32</i>
<i>Next Revision Due:</i>	<i>November 2018</i>

PURPOSE

To establish a policy for the provision and administration of seed funding for community projects identified as part of the Community Planning Program.

BACKGROUND

Council provides seed funding of \$5,000 per Community Plan review period for the implementation of a local project/s listed in a Community Plan.

DEFINITION

For the purpose of this Council policy, the following definitions apply:

- Local project/s: A project or projects included within a current Community Plan which has been prepared and adopted by the local community under Council's Community Planning Program.
- Seed funding: A grant or grants provided by Council for the purpose of assisting communities to commence local projects included in their Community Plan.
- Community Plan Review Period: The period of time from the adoption of a Community Plan by the community until a formal review and subsequent adoption of a 'new' Community Plan by the community (usually around 18 months to 2 years).

POLICY

Council will allocate seed funding of \$5,000 toward local projects, subject to the following:

1. Local projects for which seed funding is sought must be included within a current Community Plan which has been prepared and adopted by the local community under Council's Community Planning Program.
2. A maximum of \$5,000 of seed funding shall be provided by Council per community per Community Plan review period.
3. The \$5,000 seed funding must be applied for within six months of adoption of the community plan.
4. Seed funding may be allocated to one or more local projects.
5. A request for seed funding must be made to Council by the relevant Community Co-ordinators. In making such a request, the Community Co-ordinators will be required to satisfy Council that:
 - (a) The project/s for which seed funding is sought are included in a current Community Plan;
 - (b) That the wider community and relevant Project Teams have been consulted about and generally support seed funding being allocated to the recommended local project/s
 - (c) Appropriate financial/ legal arrangements are in place for the receipt and management of seed funding (eg. holding of funds by auspice body, direct payment by Council to contractors etc).
6. Community Co-ordinators must enter into a funding agreement with Council in order to receive the funds.

6. ROADS

6.1 Bus Shelters

<i>Policy Title:</i>	<i>Bus Shelters</i>
<i>Date Adopted:</i>	<i>27/2/97</i>
<i>Date Revised:</i>	<i>24/9/98; 28/10/04; 22/10/09; 28/10/14</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>27/2/97 Item 4.4.3, page 65</i>
	<i>24/9/98 Item 4.6.1, page 48 (refer Audit & Finance Committee Minutes 16/9/98, item 5.4, pages 12, 48 & 74)</i>
	<i>28/10/04 Item 4.10.1(b), page 29 (refer Audit & Finance Committee Minutes 14/10/04, item 4.2, page 12)</i>
	<i>22/10/09 Item 4.10.1(a), page 22, (refer Audit & Finance Committee Minutes 8/10/09, item 4.1, pages 5-6)</i>
	<i>28/10/14 Item 4.8.2, pages 24-35</i>
<i>Next Revision Due:</i>	<i>October 2018</i>

PURPOSE

This policy sets parameters for the provision of bus shelters within Golden Plains Shire.

POLICY

1. Bus shelters are normally only provided where a minimum of eight children would use the stop.
2. Bus shelters are normally only provided where Council has made allowance in the budget for either a new shelter or the relocation of an existing shelter.
3. The exact location of the bus shelter is to be determined after consultation with Public Transport Victoria, Council's engineering staff and the community.
4. Shelters are to generally comprise a rectangular, metal framed, colorbond clad shelter located on a concrete slab or compacted gravel base. Alternative designs may be considered where appropriate and subject to budget constraints.
5. Special, larger shelters may be considered where the number of children would overcrowd a standard shelter. Special shelters are to be referred to the budget process for funding.

6.2 **Vegetation on Road Reserves**

<i>Policy Title:</i>	<i>Vegetation on Road Reserves (formerly Cropping, Levelling & Planting of Trees on Road Reserves)</i>
<i>Date Adopted:</i>	<i>30/06/1994</i>
<i>Date Revised:</i>	<i>24/09/1998; 24/06/04; 24/06/2004; 23/07/2009</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>30/06/94 Special Meeting, item 5, page 28 (refer Appendix A – item 17.1, page 21, item 17.3, page 21 and item 17.7 page 22)</i>
	<i>24/09/98 Item 4.6.1, page 48 (refer Audit & Finance Committee Minutes 16/09/98, item 5.4, pages 12, 49 and 74)</i>
	<i>24/06/04 Item 4.10.1(a), page 31 (refer Audit & Finance Committee Minutes 10/06/04, item 4.1, pages 4-6)</i>
	<i>23/07/09 Item 4.10.1(b), page 34 (refer Audit & Finance Committee Minutes 9/07/09, item 4.2, page 8)</i>
<i>Next Revision Due:</i>	<i>June 2014</i>

PURPOSE

To control the cropping and levelling, and planting and removal of vegetation on road reserves.

POLICY

Cropping of Roadsides

Cropping of road reserves on local roads is not permitted.

Levelling of Road Reserves

That, where practical and subject to native vegetation controls, Council will assist landowners with the grading or levelling of road reserves and nature strips where such landowners are prepared to maintain such areas in the future. Such assistance to be limited to the constraints of the budget.

Planting of Vegetation

Residents and landholders must consult with the relevant officers on the species, number and form of vegetation, prior to the planting of such vegetation on local road reserves. No planting shall take place within 3 metres of a road or street intersection or private access to a road or street nor within 3 metres of road drains.

Removal of Native Vegetation including Non Indigenous Species

Residents and landholders must consult with the relevant officers prior to the removal, intentional disturbance or lopping of vegetation on local road reserves.

The removal or intentional disturbance of any native vegetation on a road reserve may be subject to a planning permit application. The removal, intentional disturbance or lopping of non indigenous native vegetation may be exempt from a permit. Landowners must consult with the relevant officers prior to undertaking any works.

The removal, intentional disturbance or lopping of non native vegetation is exempt from a permit. Landowners must consult with the relevant officers prior to undertaking works.

6.3 Township Maintenance

<i>Policy Title:</i>	<i>Township Maintenance</i>
<i>Date Adopted:</i>	<i>19/12/96</i>
<i>Date Revised:</i>	<i>24/9/98; 25/10/01; 23/9/04; 25/6/09; 25/3/10; 24/6/14</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>19/12/96 Item 4.3.3, page 69</i>
	<i>24/9/98 Item 4.6.1, page 48 (refer Audit & Finance Committee Minutes 16/9/98, item 5.4, pages 12, 50 & 74)</i>
	<i>25/10/01 Item 4.8.5 (Township Maintenance Policy Review), page 20 (refer Audit & Finance Committee Minutes 11/10/2001, item 4.1, page 5)</i>
	<i>23/9/04 Item 4.10.1(b), page 24 (refer Audit & Finance Committee Minutes 9/9/04, item 4.2, page 10)</i>
	<i>25/6/09 Item 4.10.1(e), page 48 (refer Audit & Finance Committee Minutes 11/6/09, item 4.5, pages 14-15)</i>
	<i>25/3/10 Item 4.8.2, pages 12-13</i>
	<i>24/6/14 Item 4.10.5(c), page 60 (refer Governance Committee Minutes 10/6/14, item 4.2.1, pages 12-15)</i>
<i>Next Revision Due:</i>	<i>June 2018</i>

PURPOSE

To provide standards on the mowing of roadsides and reserves throughout townships within the Shire.

POLICY

Council identified the extent of roadsides and reserves within townships that are maintained to a high standard at its meeting on 19 December 1996 (Minutes page 69). The policy was reviewed 24 September 1998, 25 October 2001, 23 September 2004, 25 June 2009, 25 March 2010 and 24 June 2014.

The mowing extent and service level standards adopted in townships are shown on the attached drawings.

Mowing around public halls, not included on the drawings, occurs at Barunah Park, Garibaldi, Illabarook-Rokewood Junction, Ross Creek and Scarsdale. Mowing at these locations comprises a minimum of two (2) cuts per year.

Where deemed necessary, roadsides and reserves outside these areas will be limited to a maximum of two (2) cuts per year, using a tractor and slasher. These works will generally be related to fire protection works.

Three (3) service level standards are applied across the various townships. These are as follows:

Service Level 1

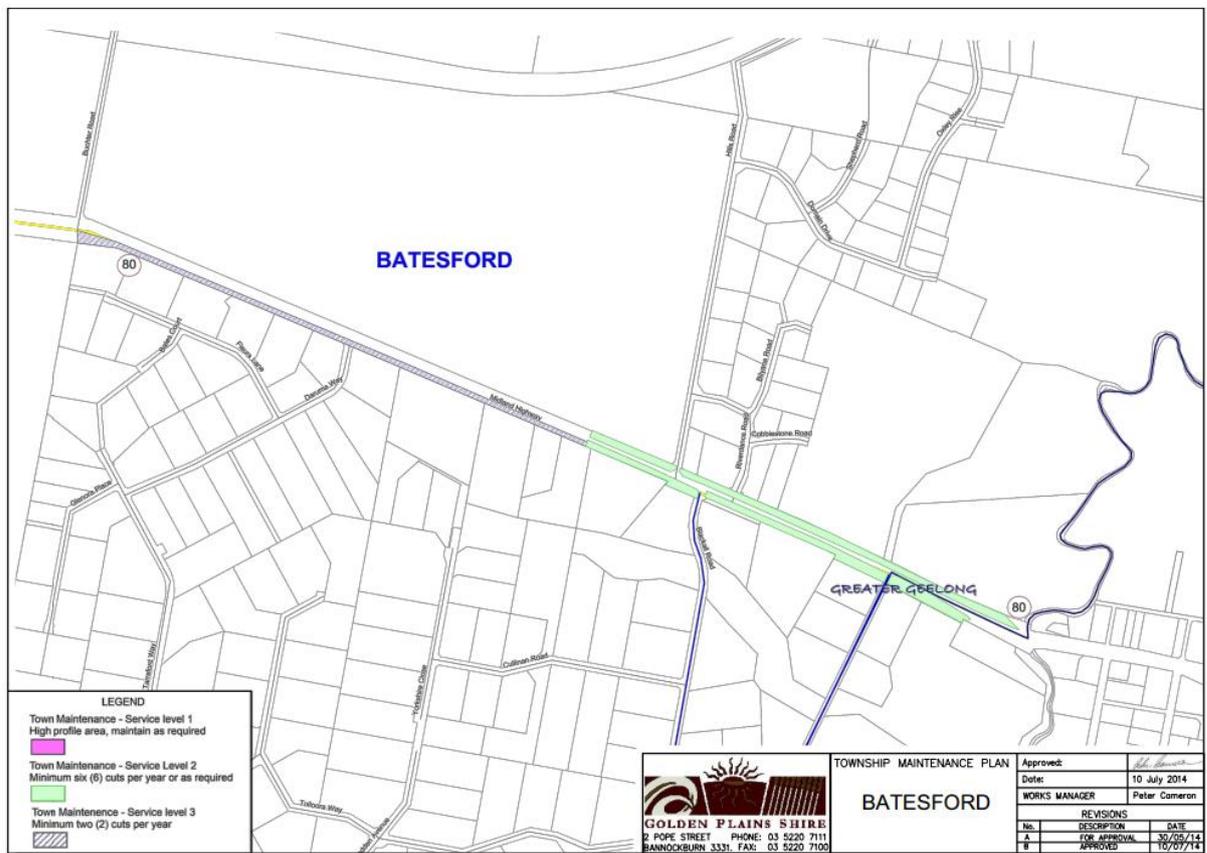
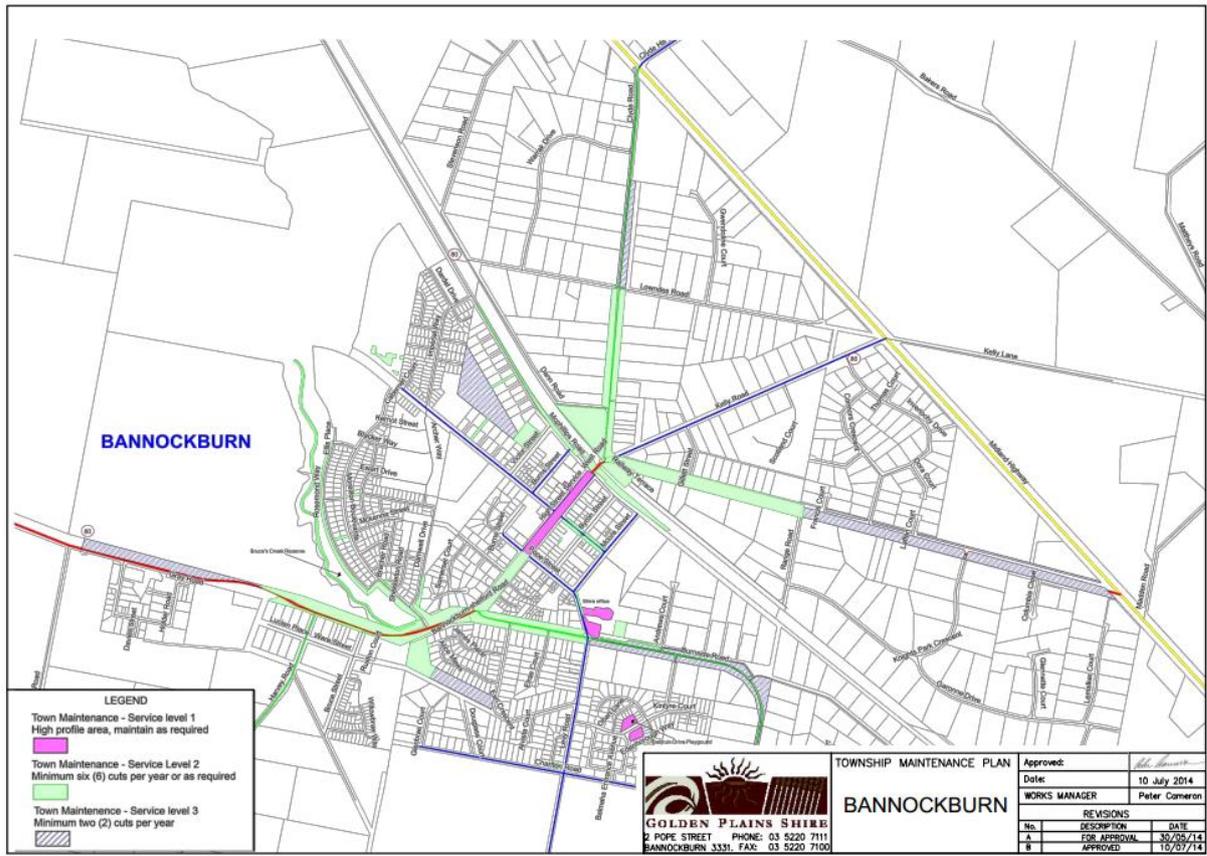
This service level applies to high profile precincts within townships. Grassed areas are typically maintained to heights between 30mm and 60mm. Garden bed areas are to be weed free and where mulch is present, it is to be monitored and maintained. Ornamental trees are to be maintained for appearance and trimmed to provide clearance to paths and trails and sight distances for traffic using adjacent roads and streets. Irrigation systems, where fitted, are to be monitored and maintained for effectiveness. Footpaths, roadsides and drainage systems are to be regularly monitored and cleared of debris and litter.

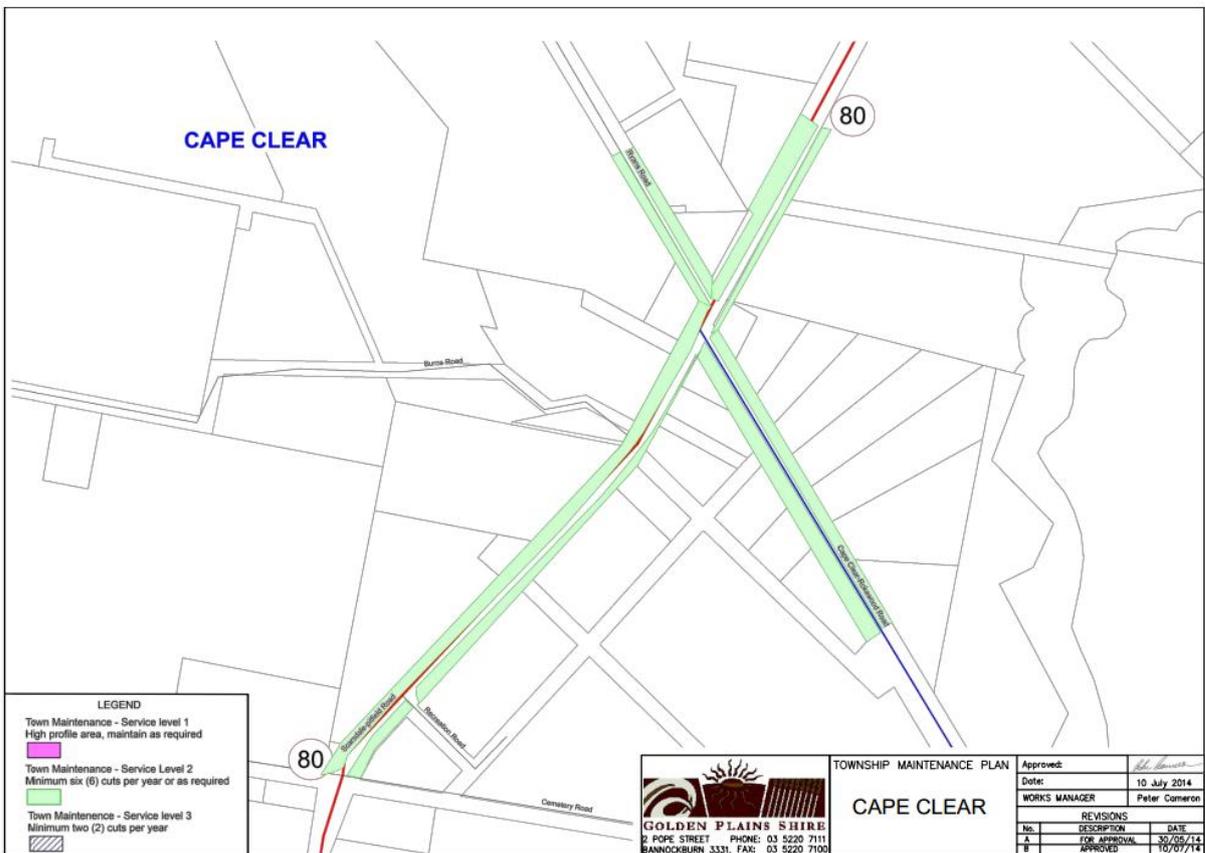
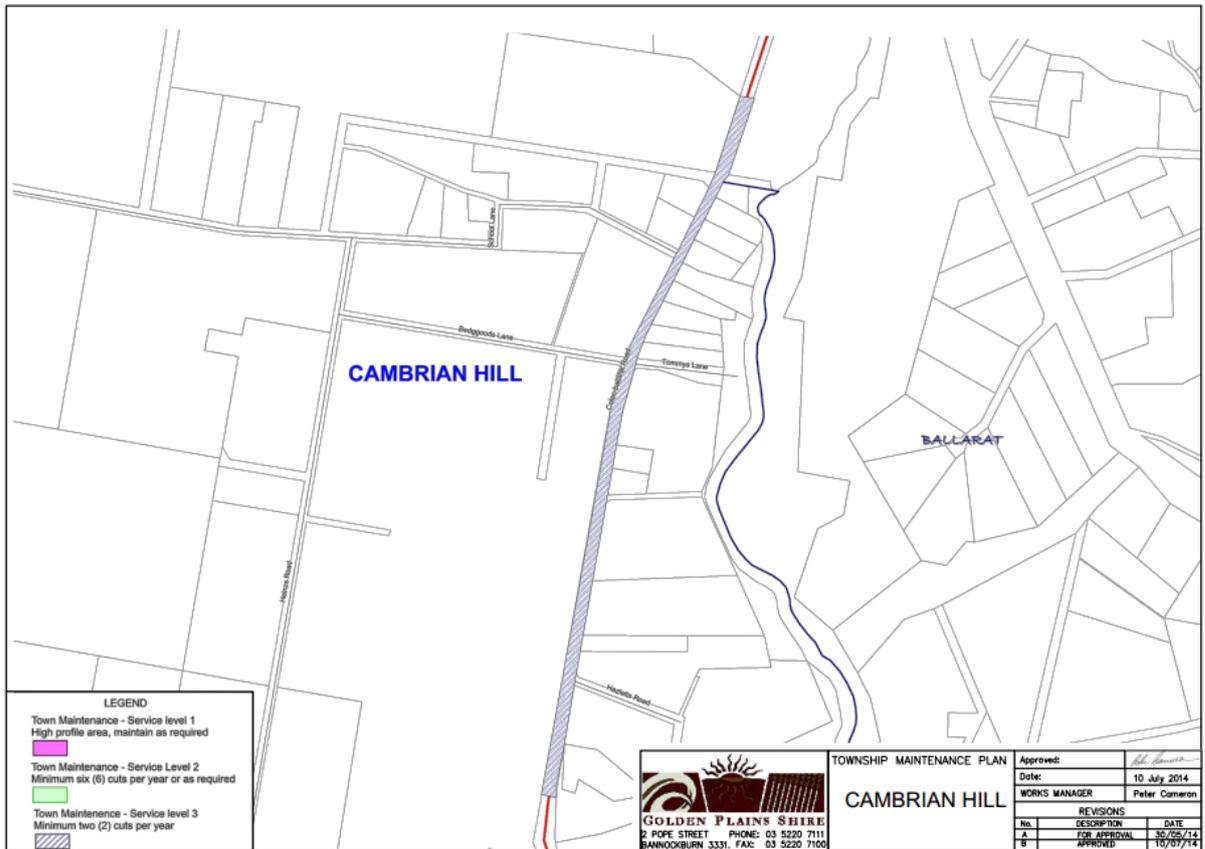
Service Level 2

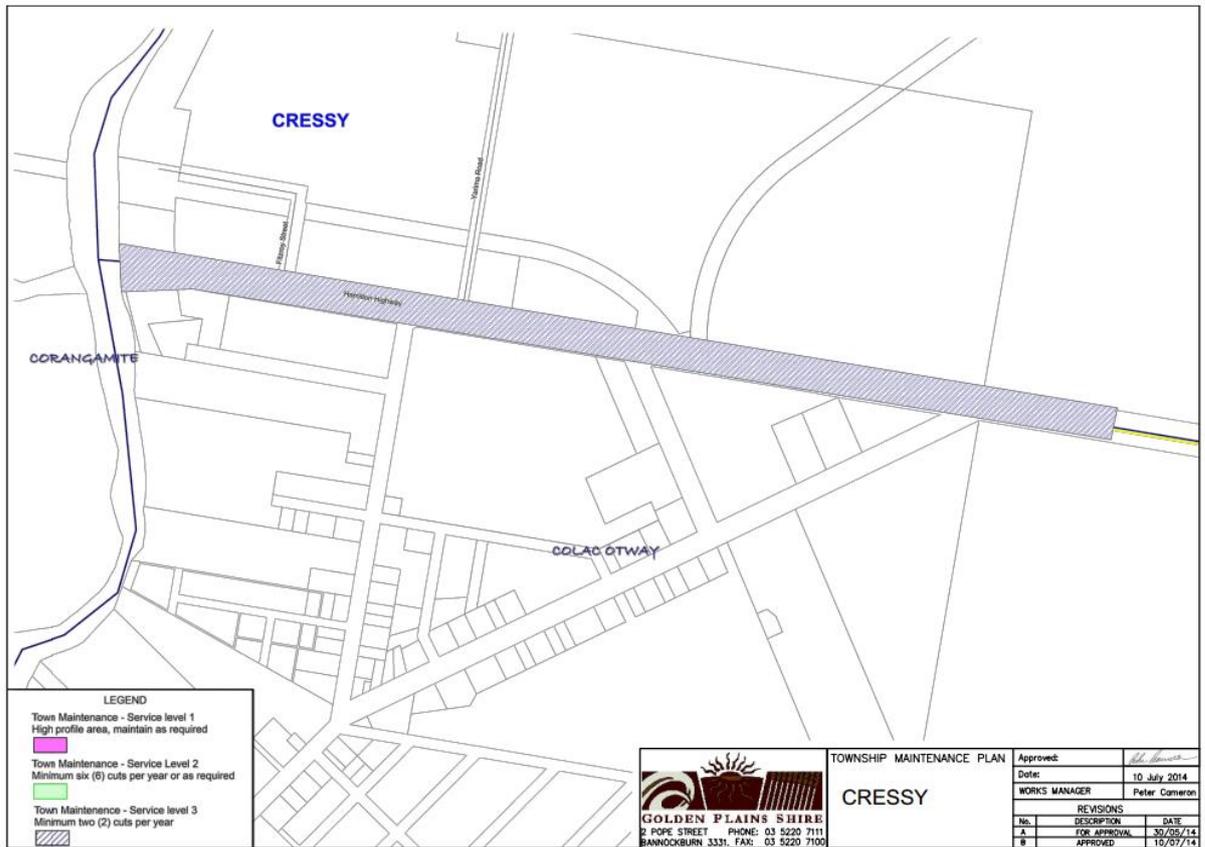
This service level applies to roadsides and reserves within townships that are to be maintained to a high standard. Grassed areas are typically maintained to heights between 30mm and 100mm. Trees and shrubs are maintained to provide clearance to paths and trails and sight distances for traffic using roads and streets. Footpaths, roadsides and drainage systems are to be regularly monitored and cleared of debris and litter.

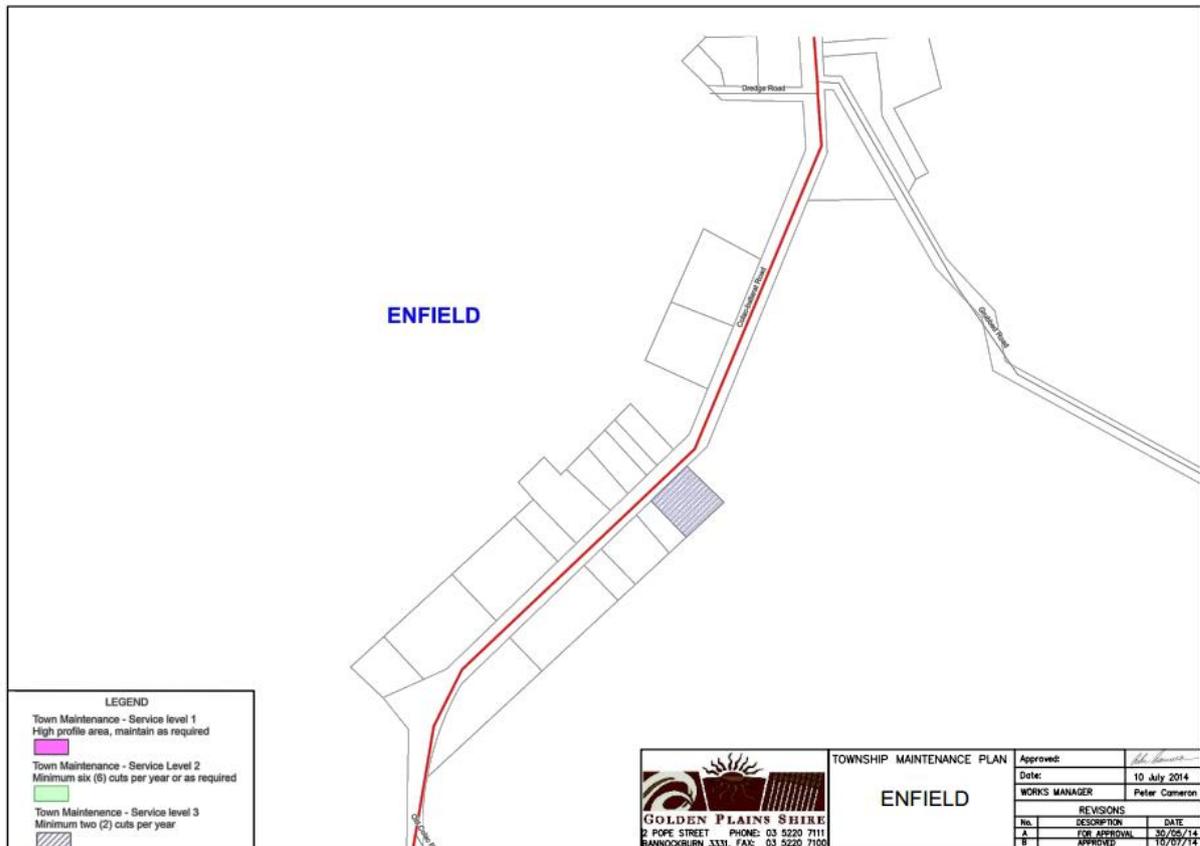
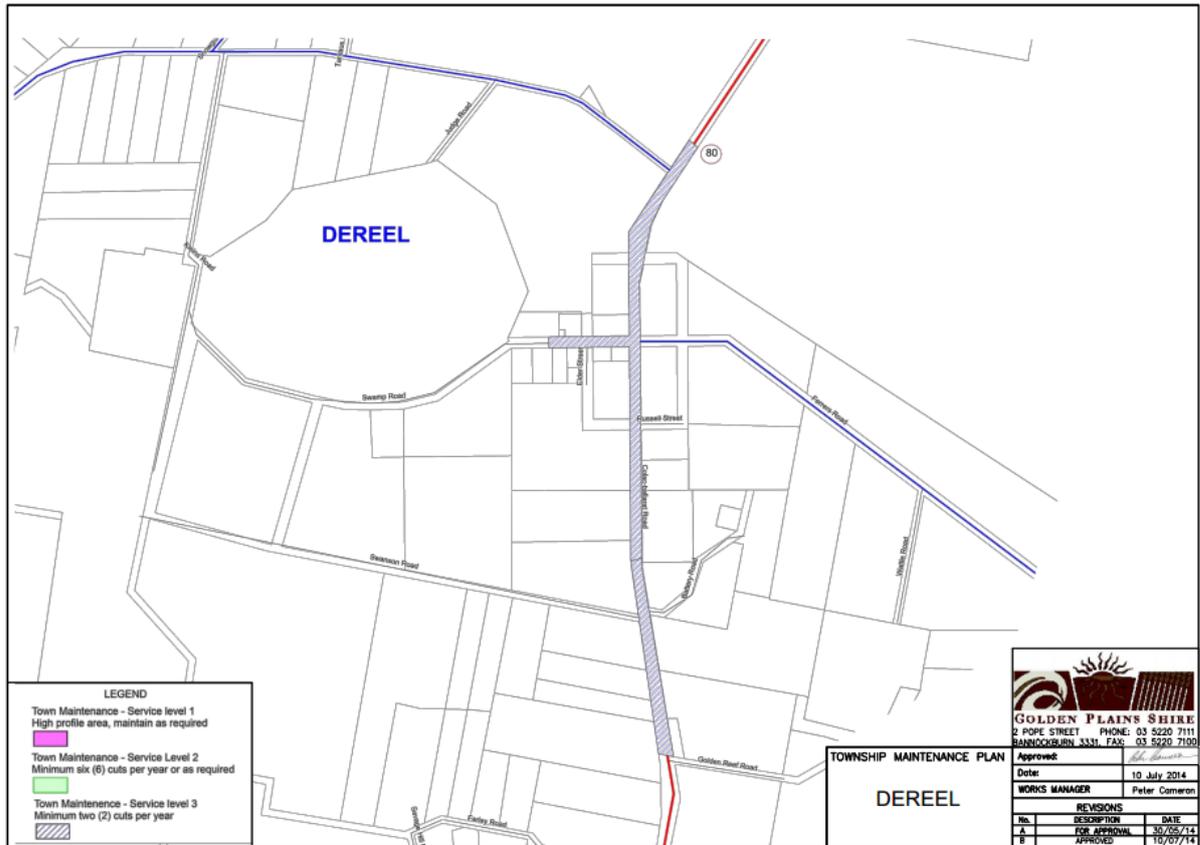
Service Level 3

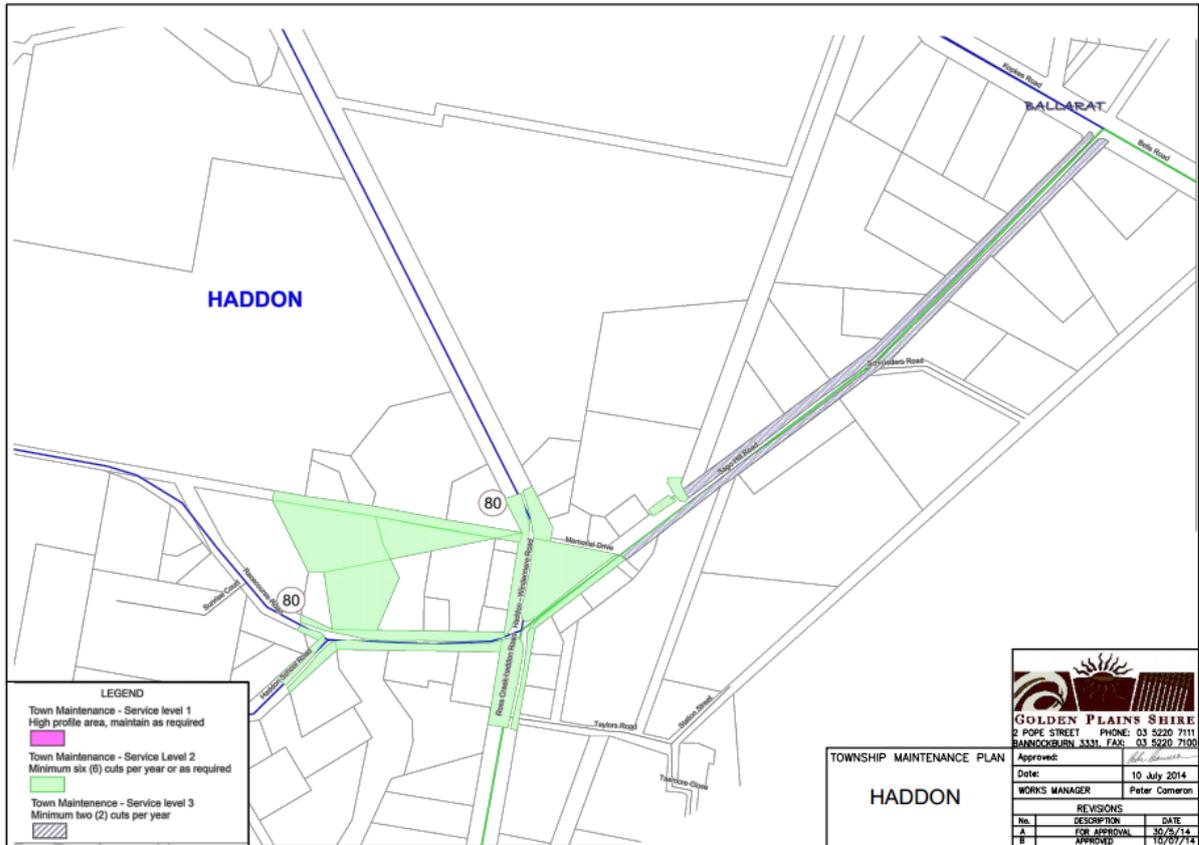
This service level applies to roadsides and reserves, usually on the approaches to townships. Grassed areas are typically maintained to heights between 30mm and 150mm. The frequency of mowing for these areas is less than for service levels 1 and 2. Trees and shrubs are maintained to provide clearance to paths and trails and sight distances for traffic using roads and streets.

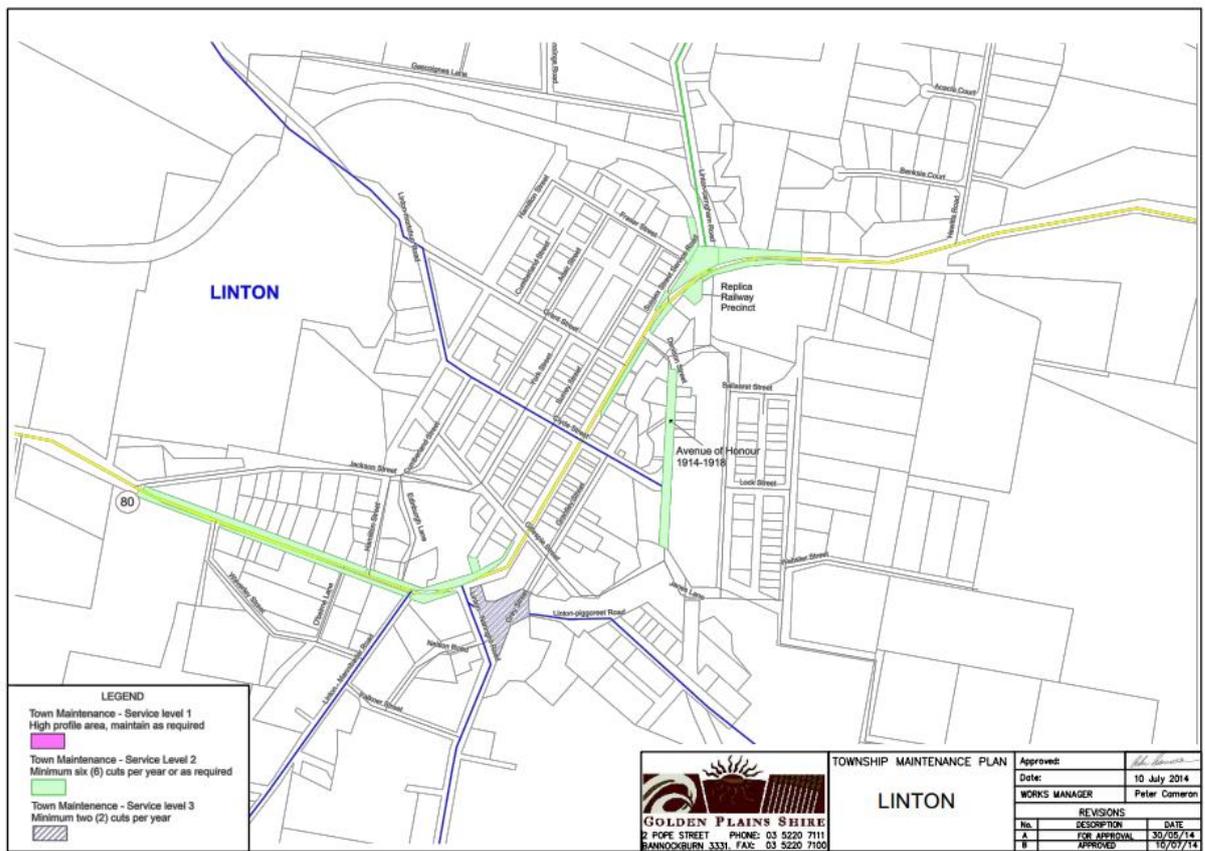
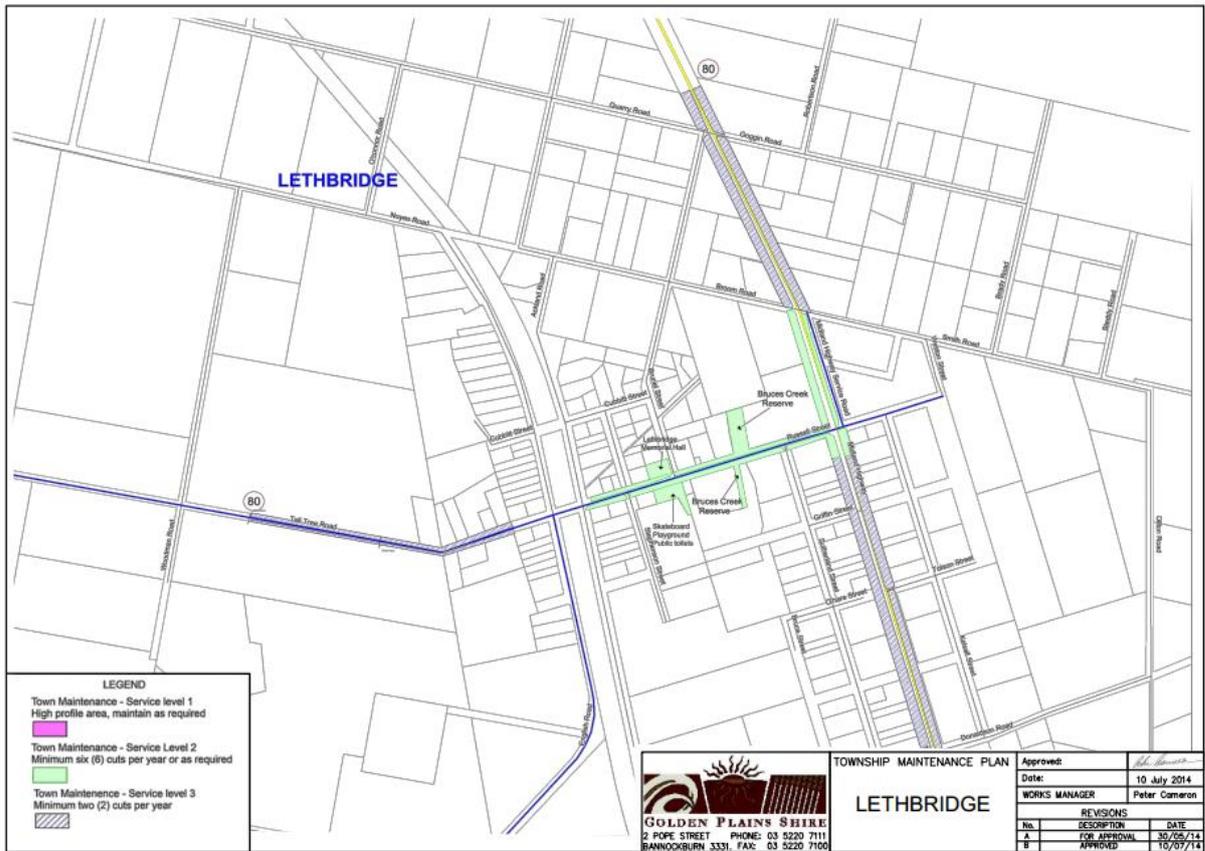


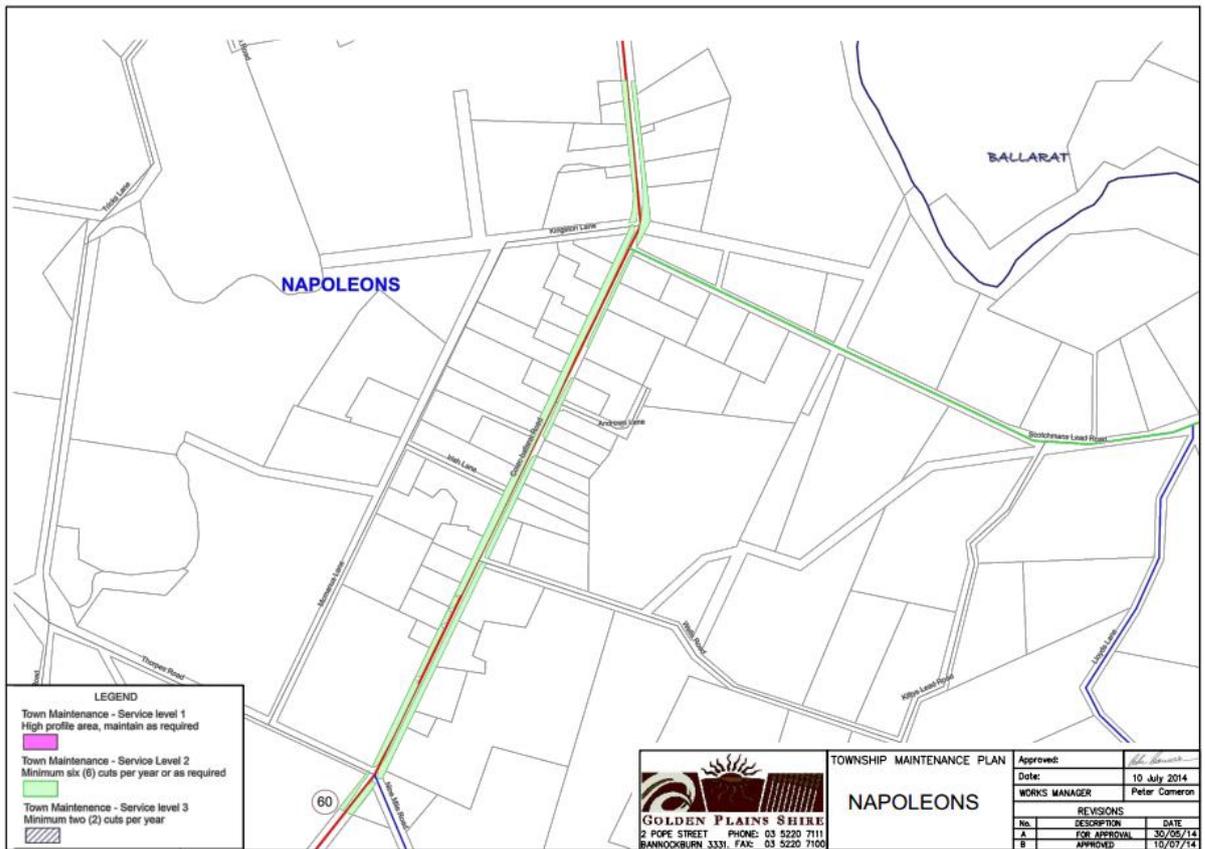


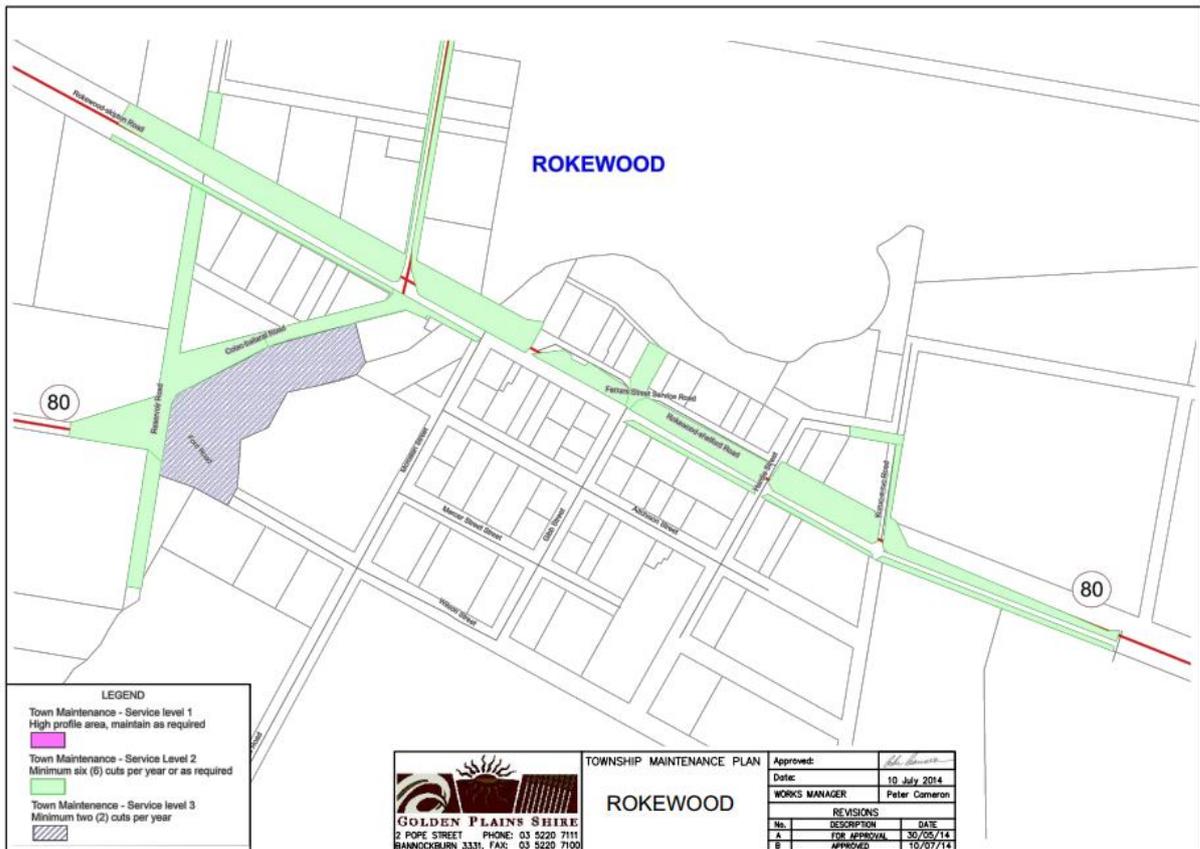
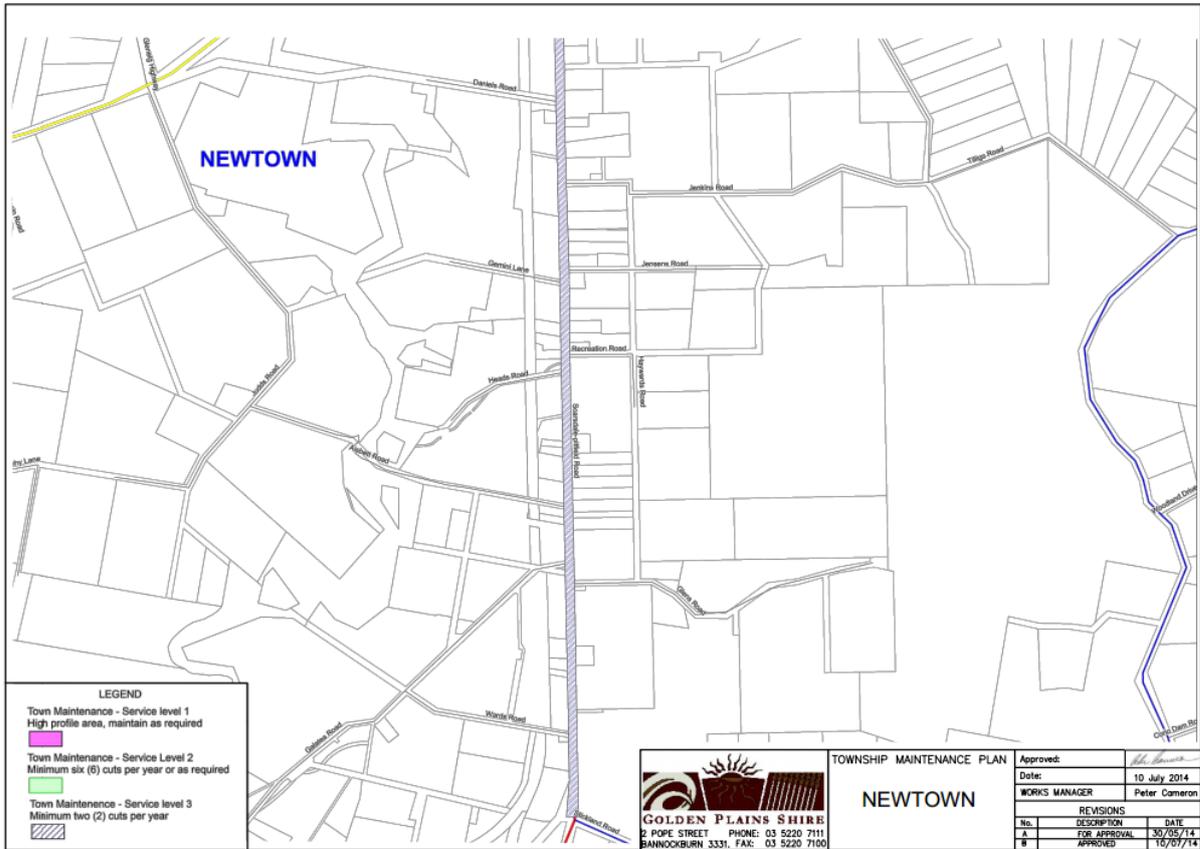


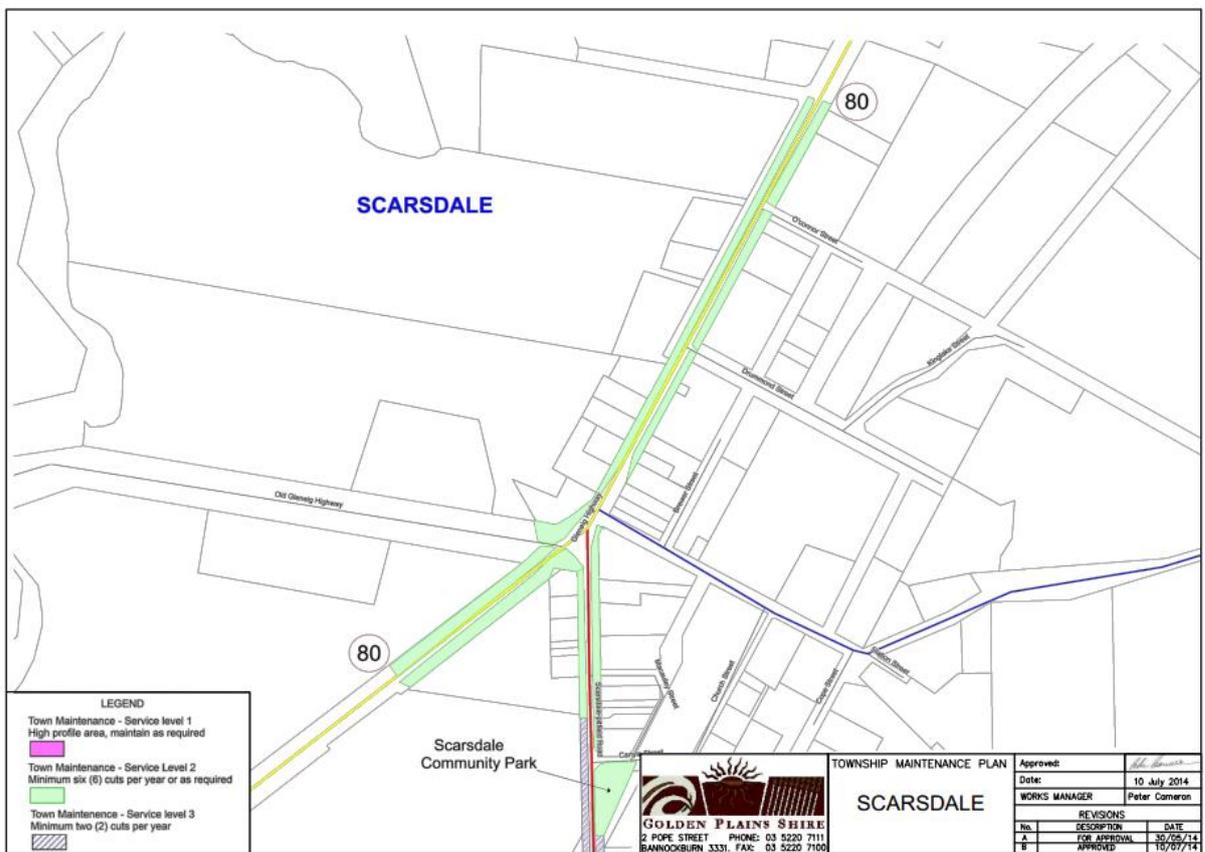
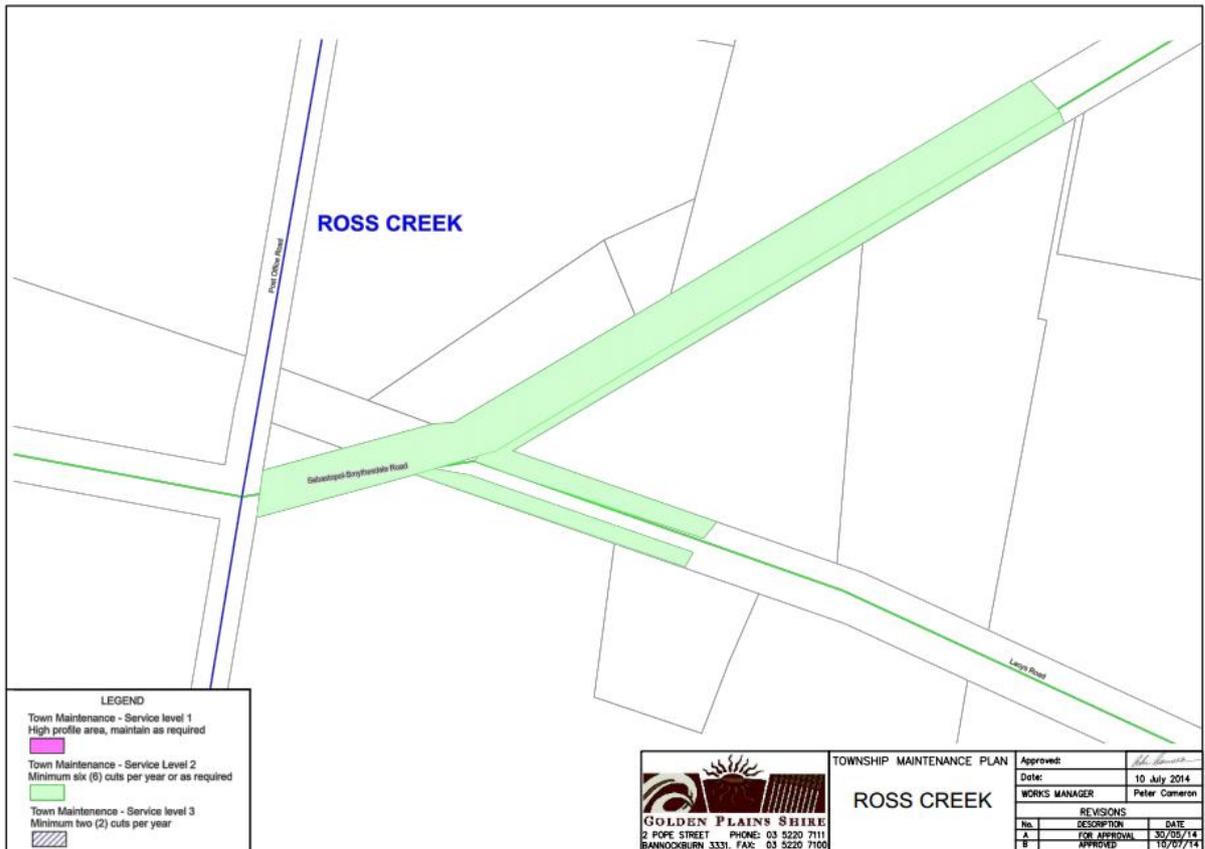


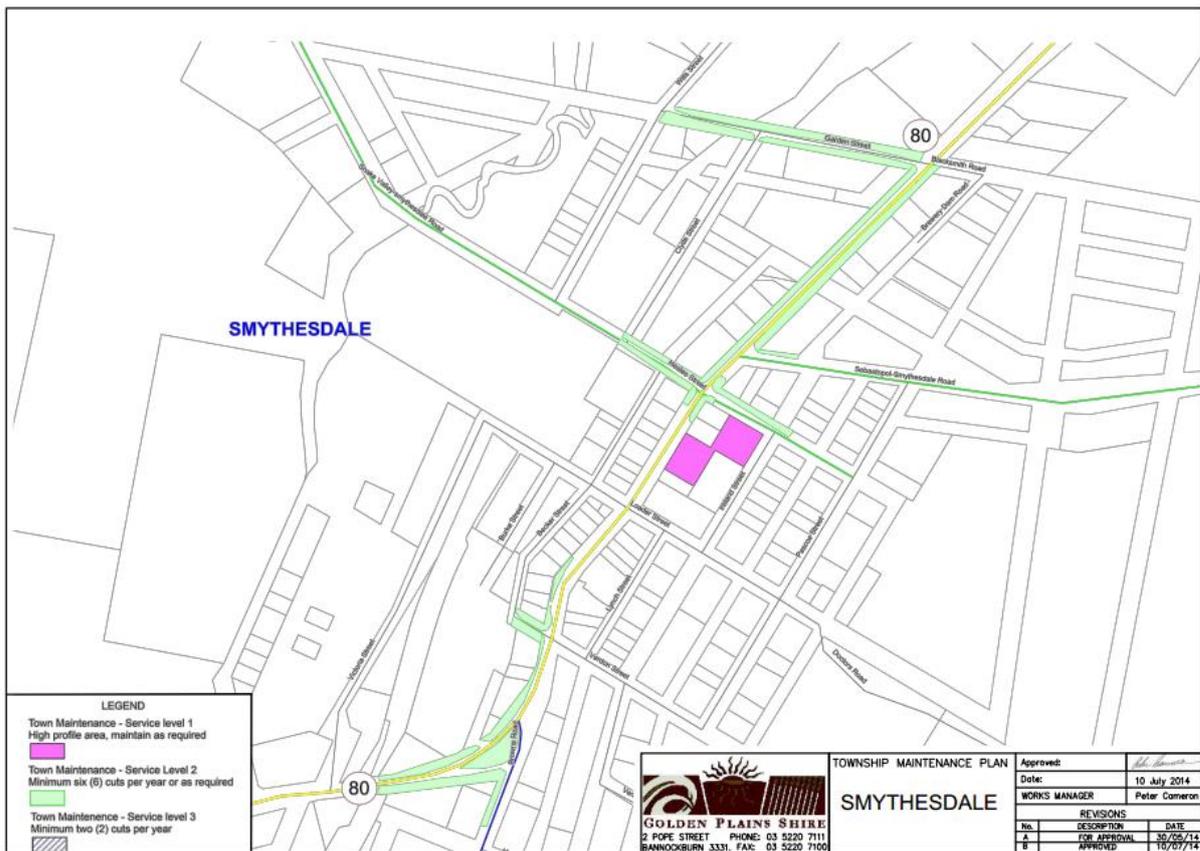
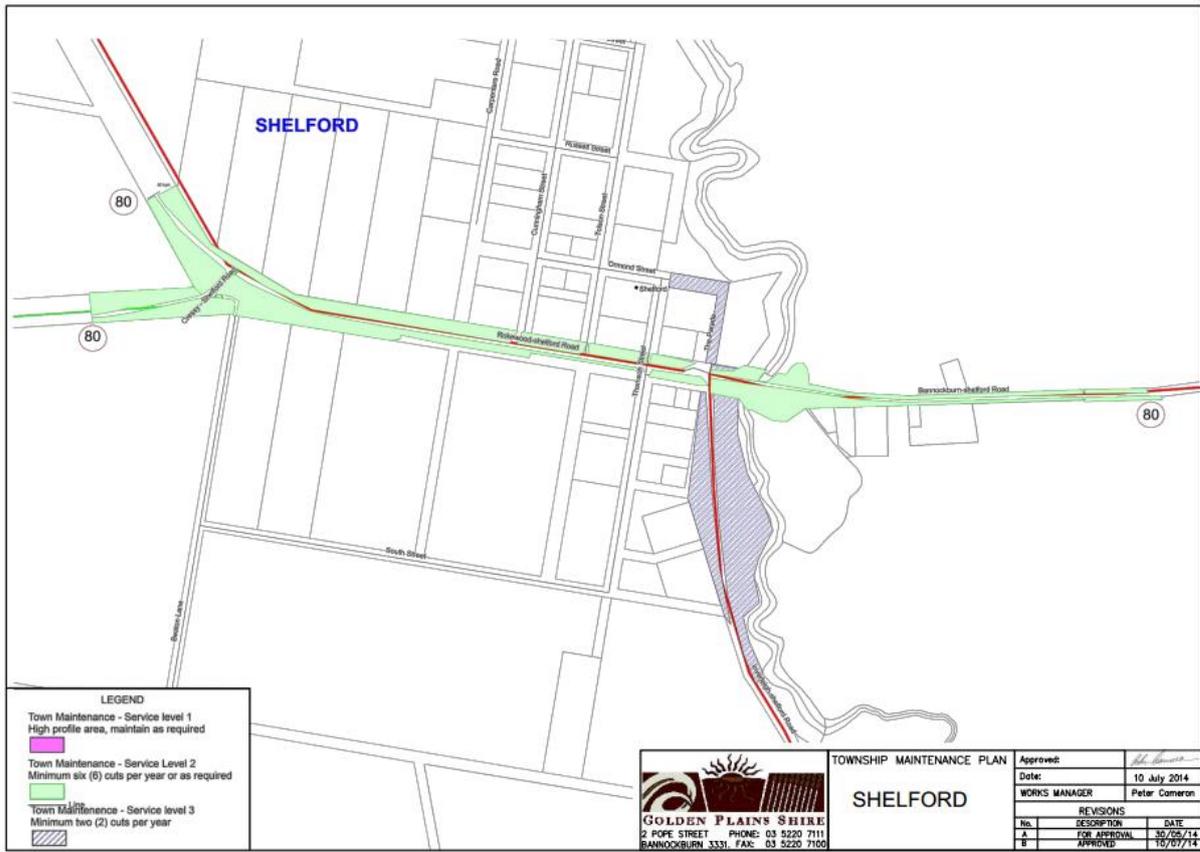


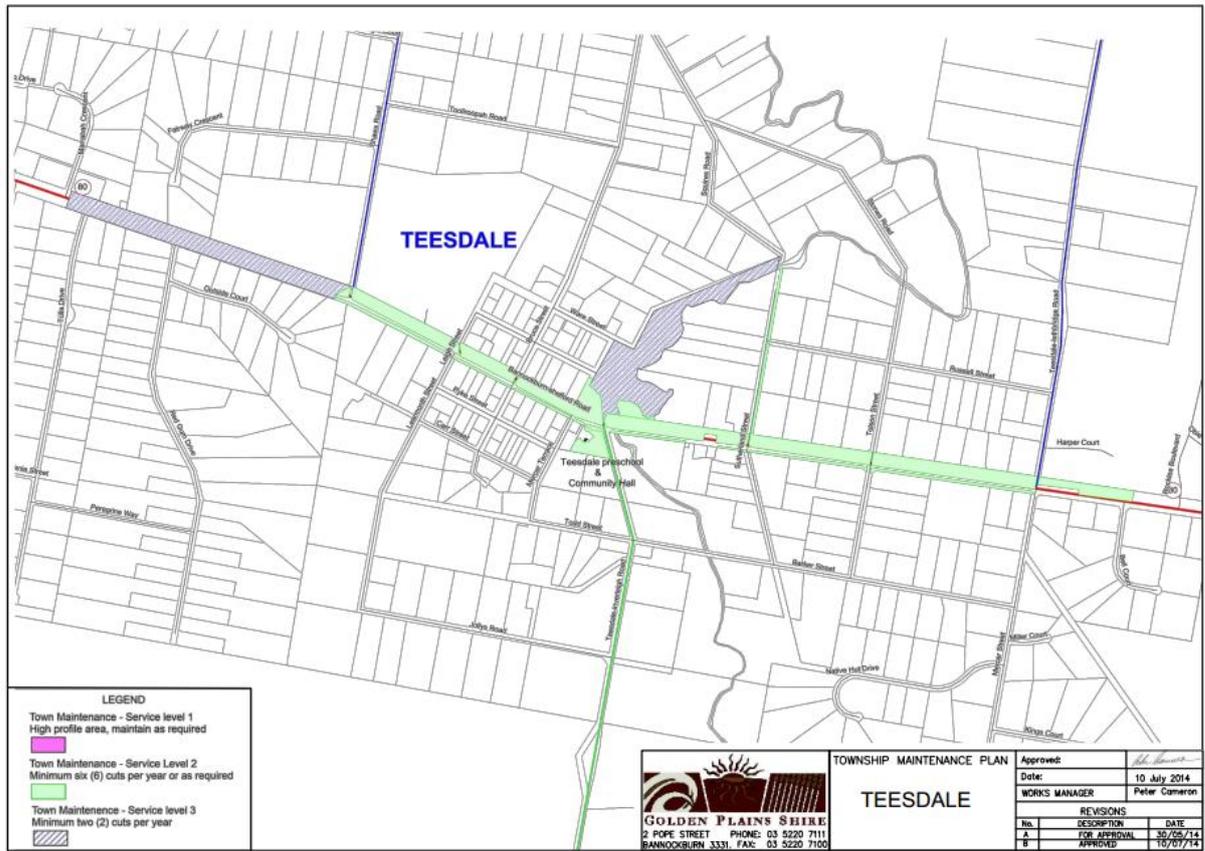












6.4 Tourism & Service Signage on Roads

<i>Policy Title:</i>	<i>Tourism and Service Signage on Roads</i>
<i>Date Adopted:</i>	<i>24/10/1996</i>
<i>Dates Revised:</i>	<i>24/09/1998; 23/10/2003; 27/11/2008; 17/12/2013</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>24/10/96 Item 4.1.1 page 4</i>
	<i>24/09/98 Item 4.6.1 page 48 (refer Audit & Finance Committee Minutes 16/09/98, pages 12, 51 & 74)</i>
	<i>23/10/03 Item 4.10.1(c) page 87 (refer Audit & Finance Committee Minutes 9/10/03, page 19)</i>
	<i>27/11/08 Item 4.10.1(c) page 17 (refer Audit & Finance Committee Minutes 13/11/08, pages 10-12)</i>
	<i>17/12/13 Item 4.10.5(d) page 25 (refer Governance Committee Minutes 10/12/13, item 5.2.1, pages 11-12)</i>
<i>Next Revision Due:</i>	<i>December 2017</i>

PURPOSE

To provide guidelines for an integrated and consistent approach to tourism and service signing on Council managed roads.

AUTHORITY

Council is the Road Authority for the purpose of managing tourism and service signing on main roads within the built up areas and local roads pursuant to Section 66 of the *Road Management Act 2004* (the Act).

POLICY

All new tourist signing including direction signs, tourist attraction signs, service signs and community facilities signs shall be in accordance with the VicRoads Tourism Signing Guidelines (February 2009).

All signs will comply with the Australian Standards AS1742 and AS2342 in relation to the use of colour, lettering, type, size and use of symbols.

Where a number of signs for a similar attraction or service already exist at one intersection, the introduction of a new sign will result in the rationalisation of signs at that intersection. This could include the removal of old or out-dated signs and the aggregation of existing signs by way of the use of generic references.

Operators of attractions and services will be responsible for the costs related to the development, installation, maintenance and removal of signs relating to their operations. Signs must be maintained to the satisfaction of Council.

FEES AND CHARGES

- Golden Plains Shire shall charge fees to cover the administrative work in determining a tourist or service sign application.
- An additional fee (no greater than actual cost) shall apply for the installation of signs by Council. The cost of manufacturing and supplying the signs is the responsibility of the applicant.
- Fees and charges shall be reviewed annually as part of the annual budget process.

6.5 Street Stalls, Appeals & Raffles

<i>Policy Title:</i>	<i>Street Stalls, Appeals and Raffles</i>
<i>Date Adopted:</i>	<i>30/06/94</i>
<i>Date Revised:</i>	<i>24/09/98; 28/10/04; 26/11/09; 25/11/14</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>30/06/94 Item 5, page 28 (refer Appendix A, Item 2, page 3)</i>
	<i>24/09/98 Item 4.6.1, page 48 (refer Audit & Finance Committee Minutes 16/09/98, Item 4.6.1, pages 12, 57 & 74)</i>
	<i>28/10/04 Item 4.10.1(a), page 28 (refer Audit & Finance Committee Minutes 14/10/04, Item 4.1, page 5)</i>
	<i>26/11/09 Item 4.10.1(e), page 28 (refer Audit & Finance Committee Minutes 12/11/09, Item 4.5, page 17)</i>
	<i>25/11/14 Item 4.2.3, pages 18-19</i>
<i>Next Revision Due:</i>	<i>November 2018</i>

PURPOSE

To provide regulation around collections and fundraising activities in public areas, while allowing legitimate charitable or not-for-profit organisations to conduct appeals, raffles, special efforts or street stalls within the municipality.

POLICY

That a permit for conducting collections within the Golden Plains Shire should be granted if the following requirements are met:

- Proof is provided that the organisation is a legitimate charity or community group.
- That all money will be collected by authorised collectors, carrying appropriate identification on their person.
- Consent is obtained from business proprietors and occupiers whose land abuts the street on which a street stall is to be conducted.
- Street stalls are not to inhibit the free movement of pedestrians and will be kept well clear of the roadway and traffic.
- Street stall sites are to be cleared of all rubbish and debris by the applicant.
- Street stalls which include handling, preparing and selling food must have a Food Registration/ Notification and comply with the *Food Act* 1984.
- No more than one charity or not-for-profit organisation is operating in any given area at any one time, unless authorised by Council for special occasions.
- Collections are limited to three days per week for each charity or not-for-profit group. Maximum number of collectors per charity group not to exceed six, unless authorised by Council for special occasions.
- That a Minor Gaming Permit is obtained from the Victorian Commission for Gambling and Liquor Regulation if the total retail value of prizes in a raffle is over \$5,000, the applicant is selling lucky envelopes or the applicant is conducting a fundraising event that has any casino type games.
- All considerations as per the relevant local laws requirements have been adequately responded to.
- Any other conditions deemed necessary.

Applications which relate to a legitimate charity or not-for-profit group will be assessed separately in accordance with Local Law 2 (eg. LL2 (38) Roadside Trading, LL2 (41) Outdoor Eating Facilities, LL2 (46) Collections, etc) and charged as per Council's schedule of fees and charges.

Any applications for permits which meet the above requirements and are to be refused must be referred to the Chief Executive Officer by the responsible officer together with the reasons for such refusal.

6.6 **Unused Road Licences**

<i>Policy Title:</i>	<i>Unused Road Licences</i>
<i>Date Adopted:</i>	<i>30/6/94</i>
<i>Date Revised:</i>	<i>24/9/98; 24/6/04; 24/9/13</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>30/6/94 Item 5, page 28 (refer Appendix A, item 17.5, page 21)</i>
	<i>24/9/98 Item 4.6.1, page 48 (refer Audit & Finance Committee Minutes 16/9/98, item 5.4, pages 12, 58 and 74)</i>
	<i>24/6/04 Item 4.10.1(d), page 33 (refer Audit & Finance Committee Minutes 10/6/04, item 4.4, page 10)</i>
	<i>23/7/09 Item 4.10.1(a), page 34 (refer Audit & Finance Committee Minutes 9/7/09, item 4.1, page 5)</i>
	<i>24/9/13 Item 4.10.5(c), page 34 (refer Governance Committee minutes 10/9/13, item 4.1.3, page 9-10)</i>
<i>Next Revision Due:</i>	<i>September 2017</i>

PURPOSE

To streamline the process of issuing unused road licences pursuant to section 400 of the *Land Act 1958*.

POLICY

Responsible officers, after consulting adjoining land owners and being satisfied that any road or part of a road which is within the municipality is not required for public traffic, may give notice to the Department of Environment and Primary Industries (DEPI) that the road or part thereof is an unused road.

6.7 **Maintenance of Cypress Tree Avenues in Meredith & Inverleigh Townships**

<i>Policy Title:</i>	<i>Maintenance of Cypress Tree Avenues in Meredith & Inverleigh Townships</i>
<i>Date Adopted:</i>	<i>27/03/2003</i>
<i>Date Revised:</i>	<i>22/05/2008; 26/03/2013</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>27/3/03 Item 4.4.1, page 8</i>
	<i>22/05/08 Item 4.10.1(d), page 44 (refer Audit & Finance Committee Minutes 8/5/08, Item 4.4, page 11)</i>
	<i>26/03/13 Item 4.10.5(b), page 31 (refer Governance Committee Minutes 12/03/13, Item 4.2.1, pages 7-8)</i>
<i>Next Revision Due:</i>	<i>March 2017</i>

PURPOSE

To provide a policy for the maintenance of Cypress Tree Avenues in the townships of Meredith and Inverleigh.

Long Term Master Plan

A long term master plan is to be developed providing for the future management of the avenues.

Maintenance Program

The trees within the avenues are to be maintained on a regular basis following assessments to determine the extent of work necessary. Assessments of the maintenance requirements for each avenue are to be undertaken on a five (5) year cycle.

POLICY

Council recognizes the significance of these tree avenues and proposes that they be maintained to preserve their amenity, serviceability and safety.

The trees within the avenues are to be maintained on a regular basis following assessments to determine the extent of work necessary.

The maintenance also includes replacement of trees determined to have reached their serviceable life.

DETAILS OF AVENUES

The details of the avenues covered by this policy are:

1. Inverleigh Township

The cypress and other species forming the avenue of trees along the Hamilton Highway extending from just west of Common Road to Phillips Road. A distance of approximately two kilometres containing approximately 150 trees. Maintenance of trees in the avenue beyond the limits of the speed zone is the responsibility of VicRoads.

2. Meredith Township

The cypress avenue which is in two sections along the Midland Highway from approximately the Golf Course to Wilson Street and from Creamery Road to the limit of the north west approach speed zone. The avenues contain approximately 120 trees. Maintenance of trees in the avenues beyond the limits of the speed zone is the responsibility of VicRoads.

6.8 Asset Management

<i>Policy Title:</i>	<i>Asset Management</i>
<i>Date Adopted:</i>	<i>28/9/2006</i>
<i>Date Revised:</i>	<i>25/11/2010</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i> <i>28/9/06 Item 4.5.1, page 11</i> <i>25/11/10 Item 4.10.1(c), page 22 (refer Audit and Finance Committee minutes 11/11/10, item 4.3, page 8)</i>
<i>Next Revision Due:</i>	<i>November 2015</i>

OBJECTIVE

This policy sets the broad framework for undertaking asset management in a structured and co-ordinated way across all asset groups of the organisation by defining responsibilities and resources to be employed to develop and enhance asset management plans to deliver the policy.

ORGANISATIONAL CONTEXT

1. Vision

Golden Plains Shire is committed to sound management of its assets to ensure the sustainability and quality of its services and infrastructure to ensure the continued advancement of economic and social development of the municipality. Council will provide for current customer needs while sustaining resources for future generations.

Asset management is the foundation for the management of infrastructure and services in areas of transport infrastructure, community facilities, recreation and leisure services, and community health and welfare services.

The policy reflects Council's vision, mission, and asset management objectives as enshrined in the Council Plan.

In order to enhance our sense of community spirit, it is essential that our services are appropriate for the communities we serve, accessible, responsive and sustainable.

2. Principles

Council will address the following key asset management principles:

- Compliance with legislative requirements.
- Represent the community as the asset owners.
- The balance between level of service and the cost to provide the service to the community.
- Ensure the asset and its service delivery is maintained for the future generations at an equitable cost.
- Manage the asset based on full life cycle costing.
- Renew the existing assets in preference to creating new assets.
- Long term financial plans and annual budgets will take into account Asset Management Plans and financial forecasts.
- Council will periodically analyse and report on current status of service delivery and future provision of the service in consultation with the community.
- Council will monitor and report on asset management expenditure in terms of operational, maintenance, renewal, new and upgrade costs.

3. Benefits

The benefits of a strategic approach in establishing an asset management policy, together with an Asset Management Strategy and Asset Management Plan, include:

- Better allocation of limited Council resources.
- Improved alignment of assets with services and community expectations.
- More effective use and maintenance of existing Council assets.
- Improved processes and accountability for capital and recurrent works.
- Use of non-asset solutions to meet service demand.
- Increase the use of sustainable development solutions.

ASSET MANAGEMENT PLANS

Asset Management Plans consistent with the Asset Management Policy provide an effective and comprehensive process to meet Council Plan objectives. These plans will be developed for Council's various asset groups.

Asset Management Plans developed will include and address the following principles:

- Council shall consult with and involve the community where appropriate in developing asset management levels of service.
- Report on the cost to manage assets in accordance with relevant local government frameworks.

ASSET MANAGEMENT RESPONSIBILITIES

1. Council

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

2. Chief Executive

- To agree the corporate asset management policy with Council.
- To implement the corporate asset management policy with agreed resources.
- To monitor, audit and review performance of Council staff in achieving the asset management policy.
- To ensure that accurate and reliable information is presented to Council for decision making.
- To promote and inform asset management awareness of the Councillors.

3. Senior Staff & Asset Managers

- To develop Asset Management Plans for individual asset groups, using the principles of life cycle analysis.
- To implement improvement plans for individual asset groups.
- To implement tactical plans (such as maintenance programs, capital works programs) in accordance with the Asset Management Plan and Council Plan.
- To deliver levels of service to agreed risk and cost standards.
- To present information to the Council and Chief Executive Officer in terms of life cycle risks and costs.
- To ensure that asset management skills and training needs are identified as part of the staff performance appraisal process.

IMPLEMENTATION & AUDIT

Asset Management Plans will be developed by a cross functional group of senior Council officers to ensure that asset management is integrated into all Shire operations.

This policy and asset management plans will be reviewed every 5 years in accordance with council procedures.

DEFINITIONS

- An asset management plan is an asset group specific plan consistent with the strategy which seeks to optimise activities and programs to meet agreed levels of service through the development of management tactics based on the collection and analysis of key information on asset condition, performance, life cycle costs, risk costs and treatment options.
- Life cycle costing is the process of including all management options such as the assets creation, operation, maintenance, and disposal costs in determining the actual cost of an asset to the organisation.

6.9 **Asset Recognition, Valuation & Revaluation**

<i>Policy Title:</i>	<i>Asset Recognition, Valuation and Revaluation</i>
<i>Date Adopted:</i>	<i>25/8/15</i>
<i>Date Revised:</i>	
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>25/8/15 Item 4.10.1(b), page 31-32</i>
<i>Next Revision Due:</i>	<i>August 2019</i>

PURPOSE

To specify Council's approach in meeting its obligations regarding recognition and financial valuations of non-current physical assets, in accordance with relevant Australian Accounting Standards and other State Government requirements.

POLICY

It is a requirement that Councils complete financial valuations of their non-current physical assets to ensure they are recognised at Fair Value. This requirement is governed by Australian Accounting Standards, legislation and the State Government framework.

To ensure the internal requirements are met and consistently applied, Council officers utilise the guidance provided in Standard Operating Procedure 3081 when accounting for non-current assets.

Accounting Standards

Council's financial reports must be prepared in a manner that comply with Australian Accounting Standards including the following that specifically address asset recognition issues:

- AASB 116 Property, Plant and Equipment
- AASB 13 Fair Value Measurement
- AASB 1041 Revaluation of Non-Current Assets
- AASB 136 Impairment of Assets
- AASB 1051 Land Under Roads
- AASB 1031 Materiality
- AASB 1049 Whole of government and General Government Sector Financial reporting

Cost of Acquisition

When acquired, non-current physical assets are measured at cost. Cost is the amount of cash paid and/ or the fair value of other assets given up in exchange for the asset. Cost of acquisition includes costs associated with activities necessary to prepare the asset for its intended use. Where assets are provided at no cost the 'deemed cost' of the asset is recognised as the fair value for the assets received.

Capitalisation Thresholds

After considering AASB 1031 – Materiality, the following capital recognition thresholds have been determined for each asset class. Any purchase below these thresholds is recognised as expenditure in the income statement.

Asset Class	Threshold	Asset Class	Threshold
Building – Specialised	\$5,000	Kerb & Channel	\$5,000
Building – Unspecialised	\$5,000	Car Parks	\$5,000
Building – Heritage	\$5,000	Parks, Open Spaces & Streetscapes	\$5,000
Footpaths	\$5,000	Recreation, Leisure & Community	\$5,000
Sealed Pavements	\$5,000	Furniture & Equipment	\$1,000
Unsealed Pavements	\$5,000	Plant & Machinery	\$1,000
Sealed Surfaces	\$5,000	Unsealed Formations	-
Bridges & Major Culverts	\$5,000	Sealed Formations	-
Underground Drainage	\$5,000	Land Under Roads [#]	-

#As of 30 June 2015, Council recognises all Land Under Roads. While not a legislative or accounting requirement, this is per guidance received from Local Government Victoria.

Depreciation

Buildings, infrastructure, plant and machinery and other assets having limited useful lives are systematically depreciated over their useful lives to the Council, in a manner which reflects consumption of the service potential embodied in those assets. Depreciation rates and methods are reviewed annually.

Frequency and Delivery of Valuation (including impairment and indexation)

Standard Operating Procedure 3081 details the frequency of formal valuations for each asset class, which ranges from 4 to 5 years.

Between formal valuations, an annual review of Council owned or controlled non-current physical asset classes is to be conducted to assess any potential movement in value, including any impairment issues.

The guiding principle for revaluation frequency is that the carrying amount at the end of the reporting period of an asset class does not differ 'materially' from the fair value of that class of assets at that same date. The standards stipulate that if any item of an asset class is revalued, then the entire class to which that item belongs must be revalued.

Council utilise a materiality threshold of 10%. Therefore, if deemed material, indexation or impairment of asset classes will be conducted.

7. SMOKING & TOBACCO ADVERTISING

7.1 Smoking: Council Owned & Controlled Buildings, Council Vehicles, Council Playgrounds, Skate Parks & Youth Facilities

<i>Policy Title:</i>	<i>Smoking: Council Owned & Controlled Buildings, Council Vehicles, Council Playgrounds, Skate Parks & Youth Facilities (formerly Smoking – Council Owned and Controlled Buildings and Vehicles)</i>
<i>Date Adopted:</i>	<i>30/06/1994</i>
<i>Dates Revised:</i>	<i>24/09/1998; 18/12/2008; 17/12/2013</i>
<i>Minute Book Reference:</i>	<i>Council Minutes 30/06/94 Item 5, page 28 & Appendix A, page 12 24/09/98 Item 4.6.1, page 48 (refer Audit & Finance Committee Minutes 16/09/98, pages 12, 59 & 74) 23/10/03 Item 4.10.1 (b), pages 85-86 (refer Audit & Finance Committee Minutes 9/10/03, page 10) 18/12/09 Item 4.10.1(c), page 14 (refer Audit & Finance Committee Minutes 11/12/08, item 5.3, pages 9-10) 17/12/13 Item 4.10.5(c), page 24 (refer Governance Committee Minutes 10/12/13, item 5.1.3, pages 9-10)</i>
<i>Next Revision Due:</i>	<i>December 2017</i>

PURPOSE

To protect individuals from passive smoking and to promote a healthy community.

POLICY

1. Smoking in Council Owned & Council Controlled Buildings

- Smoking of cigarettes and tobacco in Council owned and controlled buildings is prohibited.
- Separate smoking areas be provided more than five metres from opening windows and the entrances to all buildings occupied by Council staff.

2. Smoking in Council Owned & Council Controlled Vehicles

Smoking in Council vehicles is prohibited.

3. Smoking within 10 metres of a playground

Smoking within 10 metres of any playground, skate park, youth recreational facility (active or passive) is prohibited in accordance with the *Tobacco Act 1987* (as amended).

4. Smoking – General

Council will promote healthier communities through the distribution of the Government's anti-smoking material.

5. Tobacco advertising

The *Tobacco Advertising Prohibition Act 1992* prohibits Council from broadcasting or publishing a tobacco advertisement.

7.2 Removed: Tobacco Advertising – Council Assets

<i>Policy Title:</i>	<i>Tobacco Advertising – Council</i>
<i>Date Adopted:</i>	<i>30/6/94</i>
<i>Date Revised:</i>	<i>24/9/98; 22/7/04; 25/9/08; 24/9/13</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>30/6/94 Item 5, page 28 (refer page 12 of attachment)</i>
	<i>24/9/98 Item 4.6.1, page 48 (refer Audit & Finance Committee minutes 16/9/98, item 5.4, pages 12, 60 & 74)</i>
	<i>22/7/04 Item 4.10.1(b), page 37 (refer Audit & Finance Committee minutes 8/7/04, item 4.2, page 11)</i>
	<i>25/9/08 Item 4.10.1(h), page 28 (refer Audit & Finance Committee minutes 11/9/08, item 4.9, page 20)</i>
	<i>24/9/13 Item 4.10.5(d), page 35 (refer Governance Committee minutes 10/9/13, item 4.1.4, page 11-12)</i>
<i>Date Removed:</i>	<i>24/9/13</i>

At its meeting held 24 September 2013, Council resolved:

Moved Crs Kirby/ Vaughan

That Council remove Council Policy 7.2 Tobacco Advertising – Council Assets, acknowledging that the advertising of tobacco products is now strictly governed by legislation directed by the State of Victoria.

Carried

8. WASTE MANAGEMENT

8.1 Waste Management and Resource Recovery Services

<i>Policy Title:</i>	<i>Waste Management and Resource Recovery Services (formerly Exemptions – Garbage Service policy)</i>
<i>Date Adopted:</i>	<i>22/1/98</i>
<i>Date Revised:</i>	<i>24/9/98; 25/11/04; 26/11/09; 25/11/10; 23/6/15</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>22/1/98 Item 4.4.1, page 4</i>
	<i>24/9/98 Item 4.6.1, page 48 (refer Audit & Finance Committee Minutes 16/09/98, item 4.3, pages 12, 61 &74)</i>
	<i>25/11/04 Item 4.10.1(a), page 16 (refer Audit & Finance Committee Minutes 11/11/04, item 4.1, page 5)</i>
	<i>26/11/09 Item 4.10.1(d), page 23 (refer Audit & Finance Committee Minutes 12/11/09, item 4.4, pages 15-16)</i>
	<i>25/11/10 Item 4.10.1(d), page 23 (refer Audit & Finance Committee Minutes 11/11/10, item 4.4, page 9)</i>
	<i>23/6/15 Item 4.9.2, pages 66-67</i>
<i>Next Revision Due:</i>	<i>June 2019</i>

PURPOSE

- To state Golden Plains Shire Council's intention to improve the management and delivery of waste services for the community.
- To work with the community and businesses to cost-effectively protect and enhance the municipality's environmental and social attributes through the reduction, recovery and improved management of waste resources.
- To provide well executed and cost-effective best practice waste management services to the community using a 'user pays' and 'best value' approach.
- To ensure that all waste management services to the community are financially sustainable.
- To actively participate in and contribute to the Grampians Central West Waste and Resource Recovery Group to improve waste management services for the community.
- To ensure waste and resource recovery activities are aligned with the Victorian State Waste and Resource Recovery Infrastructure Plan and the Grampians Central West Waste and Resource Recovery Plan.

POLICY

Background

Golden Plains Shire is a growing municipality containing areas of urban development, land used for farming and intensive animal industries, lifestyle farm and bush properties, and state and national parks and reserves. The municipality has a growing population of people attracted to the area for the quality of the natural, social and built environment and its proximity to Melbourne, Geelong, Ballarat and surrounding areas. Council provides waste management and resource recovery services via kerbside collection services and litter and cleaning operations. Council also continues to operate a small scale, unlicensed landfill at Rokewood.

Key Policy Principles

The policy and strategy will adhere to the following key principles:

(a) Waste Minimisation

Council will promote the waste minimisation hierarchy of 'Avoid, Reduce, Reuse, Recycle, Recover Energy and Safe Disposal', working to promote avoidance and reduction of waste and higher forms of resource recovery where practicable.

(b) Cost-effectiveness and Best Value

In keeping with the Victorian Government's 'Getting Best Value: The Victorian Waste and Resource Recovery Policy', Council will promote waste management and resource recovery options that are cost-effective, enhance prosperity and are financially sustainable. Council will work to minimise future costs of waste management by promoting innovation, efficiency and competition.

(c) Access to Services

Council will create appropriate opportunities for the community and businesses to reduce, recover and/or safely dispose of waste. These will be provided by kerbside collection services and/or transfer station drop-off services, together with the provision of information about waste reduction and the correct use of waste and resource recovery systems within the municipality.

(d) Equity

Council will price waste disposal and resource recovery services to reflect the full costs and benefits of the services, with appropriate charging for services at point of disposal and through Council rates notices.

Council recognises that the costs of kerbside collections may vary significantly between low density rural settlements and larger urban settlements. Council will apply a universal waste management charge across the whole municipality to provide equity in service and pricing.

(e) Triple Bottom Line Accounting/Reporting

Council will consider the performance of resource recovery and waste disposal activities against financial, social and environmental 'bottom lines' and seek to optimise and improve performance against each of these.

(f) Innovation

Council will continue to investigate the latest innovations in waste management, mindful of its obligations to the community and to the environment.

(g) Continuous Improvement

Council will collect appropriate statistics and annually review progress against its objective of waste minimisation and resource recovery. Each review will consider whether objectives are being met and whether any new actions/initiatives should be implemented.

(h) Community Engagement and Communications

Council will provide the community with opportunities to contribute to the development of its waste strategy and ensure that the objectives, actions and deliverables of the strategy are widely communicated and understood.

Key Policy and Council Deliverables

(a) Kerbside Services

Council will continue to deliver kerbside garbage and recyclables collection services to all existing and new residential properties (households) throughout the whole of the municipality on a compulsory basis.

Council will also continue to provide the kerbside garbage and recyclables collection services to commercial and industrial properties on a voluntary basis.

Kerbside collection services will not be provided to vacant land.

(b) Standard Services

From 1 July 2015 the standard kerbside collection services will be as follows:

- Garbage – fortnightly collections utilising 240 litre mobile bins (green bin with maroon lid)
- Recyclables – weekly collections utilising 240 litre mobile bins (green bin with yellow lid)

(c) Provision and Ownership of Bins

During the period prior to 1 July 2015 residents were required to meet the costs of their garbage bins and the recycling bins were provided (and delivered) by Council.

From 1 July 2015 all property owners who require new bins will be required to meet the costs of having new garbage and recycling bins provided by Council.

All garbage bins remain the property of the persons who purchased them.

All recycling bins provided to property owners / occupiers prior to 1 July 2015 remain the property of Council.

All recycling bins purchased by property owners / occupiers after 1 July 2015 remain the property of the purchaser.

(d) Additional Services/Collections

Householders will be permitted to have access to one (1) additional garbage bin and/or one (1) additional recycling bin, subject to the payment of an additional service fee.

Non-residential properties (i.e. commercial and industrial) are also able to utilise additional garbage and/or recycling bins (no limits), subject to the payment of an additional service fee for each additional bin.

(e) Access to Services/Collections

(i) Residential Properties

Newly constructed residences will only have access to the services following the receipt of a Certificate of Occupancy for the dwelling and, if the dwelling is not connected to reticulated sewerage, a Certificate to Use a Septic Tank System must also have been issued.

(ii) Commercial and Industrial Properties

Commercial and Industrial properties may have voluntary access to the kerbside garbage and recyclables collection services. There is no limit to the numbers of garbage and/or recycling bins placed out for collection. Commercial and Industrial property owners who have opted voluntarily to receive any service can only "opt out" again at the end of a financial year by writing to Council.

(f) Exemptions from the Kerbside Collection Services

It is Council policy that residential properties can only be exempted from receiving (and paying for) the kerbside collection services if the collection vehicles are not able to gain access to the roadway adjacent to the property driveway.

(g) Occupational Health and Safety

For occupational health and safety (OH&S) reasons, bins found to be overfull will not be emptied. Overfull and / or overladen bins can cause waste / recycling to dislodge and injure pedestrians or damage the collection vehicles and potentially injure the contractor's staff.

Any bins that are too heavy for the mechanical arm to lift will be left uncollected and stickered accordingly by the contractor. The contractor will also not return to empty any bins that have only partially emptied.

(h) New Bins

All new bins must be sourced through and provided by Council to ensure consistency of performance, style and colour. Bins that have been sourced elsewhere may not be serviced by the contractor at the discretion of the Director Assets and Amenity.

(i) Bin Repairs

Council will replace broken lids, wheels, pins, etc on waste (garbage and recycling) bins free of charge to residents but will take no responsibility for repairs to waste bins that have become brittle with age and in need of replacement. Most bin suppliers now provide up to a ten (10) year manufacturing warranty.

It is the responsibility of residents to ensure that all bins are kept in good condition and sanitised.

(j) Replacement Bins

Bins that require replacement because of damage caused by the collection contractor will be replaced free of charge by Council if the bins are not due for replacement because of age and associated brittleness.

Bins that require replacement because they have been damaged by the contractor, but are due for replacement, will be replaced by Council at the property owner's / occupier's expense.

Bins that have been stolen will be replaced by Council at the property owner's / occupier's expense.

(k) Recreation Reserves, Halls and Community Facilities

Council provides free garbage and recyclables collections to Committees of Management for recreation reserves and halls and to community facilities that are owned and / or managed by Council or by a local committee.

These services and supply of the bins are funded by the waste management charge and, whilst there is generally no limit on the numbers of bins being placed out for collection, Council expects the Committees to proactively manage and promote waste minimisation, resulting in reduced numbers of garbage bins being serviced by the collection contractors and more use of public place recycling bins.

The only exceptions to the above will be those facilities that are required to meet their own waste management costs under their respective leases, licences or management contracts.

(l) Litter, Dumping and Public Place Recycling

In order to protect and improve the local environment, Council encourages residents and visitors to help keep the Shire clean by disposing of all litter, waste and rubbish thoughtfully. Council has the authority to issue infringement notices and enforce fines for offences under Council by-laws and under the *Litter Act* to ensure the environmental health of the municipality. Council provides public place litter bins in high traffic areas. Council will develop strategies to reduce and improve the management of litter and illegal dumping. Options for the expansion of public place litter and recycling systems will be considered on an on-going basis.

(m) Missed Bins

The contractor's vehicles will all be fitted with video surveillance and global positioning equipment that is primarily to be used for service enhancement and monitoring, and to assist with development of community education and information programs. However, this equipment also has the capacity to enable the contractor and Council to establish whether any bins were not placed out for collection at the time the contractor's vehicle arrived at the property. The Director Assets and Amenity may instruct the contractor not to return to collect missed bins in circumstances where the bins are regularly not available for collection at the appropriate time.

(n) Contamination

Under the terms of Council's contract with SKM for the receipt of recyclables, royalties will not be paid to Council for any truckloads that have contamination rates in excess of 7% by weight.

Additionally, Council pays a significant penalty charge to SKM where the contamination rate exceeds 10% by weight. This charge is used by SKM to meet the costs of disposal of the contaminated material at approved disposal facilities.

Accordingly, Council will continue to direct significant resources into community education and awareness programs in its efforts to reduce contamination of the recyclables waste stream.

(o) Waste Management Charge and Fees

It is Council policy that the schedule of waste management fees and charges will be based on full cost recovery – i.e. user pays.

(i) Waste Management Charge

Every property (residential and non-residential) that receives a kerbside collection service is required to pay a municipal waste management charge annually.

(ii) Supply and Delivery of Bins

The fee for the supply and delivery of bins is also determined each year by Council.

(iii) Additional Garbage Bin Fees

Householders wishing to utilise two (2) 240 litre mobile bins for the fortnightly garbage collection service will be required to pay the following additional fees:

- (a) the "once-off" fee for the new bin; and
- (b) an additional garbage service fee.

Commercial and Industrial property owners wishing to utilise one or more additional garbage bin(s) will be required to purchase each additional bin and to pay an extra service fee for each additional bin.

(iv) Additional Recycling Bin Fees

Householders wishing to utilise two [2] 240 litre mobile bins for the weekly recyclables collection service will be required to pay the following additional fees:

- (a) the “once-off” fee for the new bin; and
- (b) an additional recycling service fee.

Commercial and Industrial property owners wishing to utilise one [1] or more additional recycling bin/s will be required to purchase each additional bin and to pay an extra service fee for each additional bin.

Future Waste Management Initiatives

Council’s objectives in regard to waste minimisation and resource recovery also require investigations to be carried out into the feasibility of a range of other service delivery initiatives, including:

- Transfer Station development
- Green Waste collections from township areas
- Hard Waste collections
- Issue of vouchers for waste disposal

Each of the above (and other newly-identified initiatives) will be considered by Council as resources allow.

POLICY REVIEW

As a consequence of the broad range of other new waste management initiatives that are to be further considered / evaluated by Council, it is anticipated that further amendments to the policy will be required to acknowledge future Council decisions and to facilitate service implementation.

9. HEALTH & ENVIRONMENT

9.1 *Revoked: Food Safety*

<i>Policy Title:</i>	<i>Food Safety Program</i>
<i>Date Adopted:</i>	<i>26/8/99</i>
<i>Date Revised:</i>	<i>16/12/99; 22/9/05; 22/2/11; 23/2/16</i>
<i>Minute Book Reference:</i>	<i>26/8/99 Item 4.4.2, page 7</i>
	<i>16/12/99 Item 4.4.1, page 9</i>
	<i>22/9/05 Item 4.10.1(c), page 17 (refer Audit and Finance Committee Minutes 8/9/05, item 4.3, page 20)</i>
	<i>22/2/11 Item 4.10.1(a), page 10 (refer Audit and Finance Committee Minutes 8/2/11, item 4.1, pages 6-9)</i>
	<i>23/2/16 Item 4.4.1 pages 15-16</i>
<i>Date Revoked:</i>	<i>23/2/16</i>

At its meeting held 23 February 2016, Council resolved:

Moved Crs McArthur/ Cameron

That Council endorses the revocation of Council Policy 9.1 Food Safety Program.

Carried

9.2 **Permits to Burn by Private Persons (Schedule 13)**

<i>Policy Title:</i>	<i>Schedule 13 Permits to Burn by Private Persons</i>
<i>Date Adopted:</i>	<i>27/1/16</i>
<i>Date Revised:</i>	
<i>Minute Book Reference:</i>	<i>27/1/16 Item 4.4.1, pages 19-22</i>
<i>Next Revision Due:</i>	<i>January 2020</i>

PURPOSE

- To ensure permits to burn issued under the *Country Fire Authority Act 1958* (CFA Act 1958) by the MFPO, consider risks and contain conditions that may be reasonably required.
- To ensure Council resources are utilised effectively during the application, and issue of permits to burn.

INTRODUCTION

Golden Plains Shire is required under the CFA Act 1958 to appoint a Municipal Fire Prevention Officer (MFPO). The MFPO has a range of functions under the CFA Act 1958 including the ability to issue Section 38 permits to burn during the Fire Danger Period (FDP).

SCOPE

Applies to MFPOs (including deputy MFPOs as delegated) and administrative support staff.

POLICY

In rural areas a permit (permit to burn) pursuant to section 38(1) of the CFA Act 1958 must be obtained prior to burning off during the Fire Danger Period (FDP). The MFPO will only issue permits that are in accordance with the delegated responsibility of the position.

Permits to burn may be issued by the MFPO at any time throughout the FDP. The MFPO will determine if a permit to burn will be issued based on the seasonal fire conditions, the potential for the planned burn to become uncontrolled and the impact if that burn was to become uncontrolled. Based on the risk factors above, permits to burn generally will not be issued from 1 December to 1 March.

The MFPO will only consider applications for a permit to burn if all of the information required on the approved application form is provided.

Unless exceptional circumstances are given by the applicant and accepted by the MFPO, Schedule 13 permits will only be issued for the burning of grass and cropping stubble. Permits will also be issued in accordance with the Municipal Fire Management Planning Committee (MFMP) endorsed Schedule 13 conditions. The conditions have been developed to consider the risk posed by the burning activity under advice from the MFMP which is an inter-agency body chaired by the CFA as fire experts and authorities. The conditions approved by the MFMP to be used during the fire season will be attached to the permit when issued.

If the MFPO believes additional conditions are required for a specific permit, based on the level of hazard that exists for the area of the burn, this decision may be made by the MFPO after consulting with the CFA Operational Officer or Operational Manager for that given area.

If Council or the MFPO is specifically aware of specific risks or vulnerabilities in relation to issuing of a permit, Council or the MFPO will attempt to refer the matter to the CFA.

Permit holders have a responsibility under Section 38(3) of the CFA Act 1958 to 'comply with each of the conditions and restrictions contained in the permit.'

Section 38(4) of the CFA Act 1958, determines that 'compliance with the conditions of a permit does not of itself relieve the holder of a permit from liability for any damage sustained by another person as a result of any fire lit by the holder of the permit pursuant to that permit.'

Once a permit is issued, the enforcement of the conditions on that permit are the responsibility of Authorised Officers for enforcement under the CFA Act 1958. The MFPO is not an Authorised Officer for enforcement purposes and therefore will not enforce permit conditions.

Council including the MFPO, Deputy MFPOs or other Council officers will not monitor compliance with section 38 permits to determine compliance. Council does not have a responsibility to do so, and it does not have the resources to do so.

Community education programs may be undertaken from time to time in partnership with CFA if Council resources allow.

PERMITS

A person may apply to the MFPO to be issued with a permit to burn under the CFA Act 1958. Applications for permits to burn are required to be in writing on the prescribed form as determined by the MFPO.

All applicants must sign a statement on the application form that they have the appropriate authority to submit the application and to carry out the works/ undertakings allowed under the permit.

No permit fee will apply to permit applications.

Application forms will not be considered by the MFPO if information is not correct or missing from the application.

In determining if a permit should be issued for burning, the MFPO will take into account the following considerations:

- The reasons for wanting to burn.
- The potential hazards/ risk of undertaking the burn or if the burn gets away.
- Vulnerabilities of the applicant or community around them and their ability to understand the conditions of a permit.
- Other means of disposing of the material.
- The duration of burning.
- The location of the proposed burn in proximity to adjoining hazards.
- The zoning of the land on which the burn is to take place.
- Whether there are adequate means of controlling and extinguishing the spread of the fire.
- Any relevant CFA advice.

If a permit is issued, it may contain relevant conditions as determined to be reasonably required by the MFPO. Whilst the MFPO can (and should) receive and consider advice from bodies such as the MFMP and CFA (and Council if relevant), the MFPO has sole discretion in relation to the granting of permits and any associated conditions.

Once a permit is issued, it will be sent to the permit holder, the Brigade Captain and the CFA Group Communications Officer in which the burn is to take place.

The conditions contained in the permit to burn must be complied with by the permit holder. If a permit holder is unsure of the conditions contained in a permit they must contact the relevant CFA District for clarification prior to commencing the burn.

REFERENCES

Country Fire Authority Act 1958

10. PLANNING

10.1 Planning Permit Enforcement

<i>Policy Title:</i>	<i>Planning Permit Enforcement</i>
<i>Date Adopted:</i>	<i>24/08/2000</i>
<i>Date Revised:</i>	<i>23/03/2006; 22/05/2012</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>24/08/2000 Item 4.10.4(c), page 25 (refer Planning Committee Minutes 10/08/2000, item 4.3 page 10)</i>
	<i>23/03/2006 Item 4.10.1(a) page 31 (refer Audit and Finance Committee Meeting 09/03/2006, item 4.1 page 5)</i>
	<i>22/05/2012 Item 4.10.1(b) page 15 (refer Audit and Finance Committee Meeting 8/05/2012, item 4.1.2 pages 7-10)</i>
<i>Next Revision Due:</i>	<i>May 2017</i>

PURPOSE

Council acting as a responsible authority under the *Planning & Environment Act 1987* has a duty to efficiently administer and enforce the Golden Plains Planning Scheme.

This policy outlines Council's strategy for ensuring compliance with planning permit conditions. It provides a framework for undertaking a range of annual compliance inspections addressing both random compliance checks and issue focused inspections.

APPLICATION

This policy applies to planning permits issued by the Golden Plains Shire since 1995.

Focused compliance inspections are to be undertaken for the following types of planning permits:

- Intensive animal husbandry
- Accommodation permits on land covered by the Bushfire Management Overlay (BMO)
- Animal keeping
- New dwelling approvals in the Farming Zone (FZ)

An annual report is to be presented to the Golden Plains Shire Planning Committee detailing the findings of compliance inspections. The annual report shall be presented at the July Planning Committee meeting.

Compliance inspections are to be co-ordinated by the Council's Investigations Officer in consultation with the Planning Team Leader and the Development Manager.

POLICY

Random Compliance Inspections

It is policy that each year the number of permits selected for random compliance inspection shall equal 2% of the permits issued in the past five years. The randomly selected files must not include permits which have been the subject of focused compliance inspections.

Focused Compliance Inspections

Focused compliance inspections seek to ensure that those land uses which have the greatest potential to cause material detriment are inspected and reviewed on a regular basis.

1. Intensive animal husbandry

It is policy to annually inspect and review the following permits:

- All permits for intensive animal husbandry issued by the responsible authority within a five year period.
- Five select permits issued after 1995 with an issue date that is more than five years old.

2. Accommodation permits on land covered by the Bushfire Management Overlay (BMO)

It is policy to annually inspect and review the following permits:

- Twenty-five permits issued by the responsible authority within a five year period.
- Ten select permits issued after 1995 with an issue date that is more than five years old.

3. Animal keeping

It is policy to annually review no fewer than five permits for animal keeping issued by Council in the past five years.

4. New dwelling approvals in the Farming Zone (FZ)

It is policy to annually inspect and review ten new dwelling permits for properties with an area of less than 100 hectares, issued by the responsible authority within a five year period.

10.2 Deleted: Sheds in the Township, Low Density Residential & Rural Living Zones

<i>Policy Title:</i>	<i>Sheds in the Township, Low Density & Rural Living Zones</i>
<i>Date Adopted:</i>	<i>24/08/2000</i>
<i>Date Revised:</i>	<i>23/03/2006; 24/05/2011; 28/08/2012</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>24/08/2000 Item 4.10.4(d), page 25 (refer Planning Committee Minutes 10/08/2000, item 4.4 page 10)</i>
	<i>23/03/2006 Item 4.10.1(b) page 32 (refer Audit and Finance Committee Minutes 9/03/2006, item 4.2 page 7)</i>
	<i>24/05/2011 Item 4.10.1(b) page 26 (refer Audit and Finance Committee Minutes, item 4.2, pages 7-9)</i>
	<i>28/08/2012 Item 4.4.2 pages 19-22</i>
<i>Date Deleted:</i>	<i>28/08/2012</i>

At its meeting held 28 August 2012, Council resolved:

Moved Crs Knight/ Dupe

That Council:

- 1. Delete Council Policy 10.2.***
- 2. Adopt a new Council Policy titled “(a) Temporary Residency and (b) Sheds in the Low Density Residential Zone (LDRZ) and Rural Living Zone (RLZ)”.***
- 3. Pursuant to Section 119 of the Local Government Act 1989, commence the formal procedure to amend Clause 10 of Council’s Public Amenity, Roads and Streets Local Law No 2 (2007).***
- 4. Investigate options for provision of temporary low cost accommodation that meets planning and building regulations.***

Carried

Refer to Council Policy 10.5 (a) Temporary Residency and (b) Sheds in the Low Density Residential Zone (LDRZ) and Rural Living Zone (RLZ)

10.3 Timber Plantations Setback

<i>Policy Title:</i>	<i>Timber Plantations Setback</i>
<i>Date Adopted:</i>	<i>28/03/2002</i>
<i>Date Revised:</i>	<i>22/11/2007; 18/12/2012</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i> <i>28/03/2002 Item 4.3.2(a), page 15</i> <i>22/11/2007 Item 5.10.1(a), page 13 (refer Audit and Finance Committee Minutes 8/11/07, item 4.1, page 6)</i> <i>18/12/2012 Item 4.10.5(a), page 21 (refer Governance Committee Minutes 11/12/12, item 4.1.1, pages 5-66)</i>
<i>Next Revision Due:</i>	<i>December 2017</i>

PURPOSE

- To provide requirements for the assessment of planning permit applications for timber production within Golden Plains Shire.
- To protect the amenity of properties adjoining proposed timber production sites.

POLICY

Where a planning permit is required for timber production, the following setback guidelines should be considered.

The plantation must not be within 100 metres of:

- Any dwelling in separate ownership;
- Any land zoned for residential, business or industrial purposes including land in a Rural Living Zone;
- Any site specified on a permit which is in force which permits a dwelling to be constructed.

10.4 Development Contributions

<i>Policy Title:</i>	<i>Development Contributions</i>
<i>Date adopted:</i>	<i>22/9/05</i>
<i>Date Revised:</i>	<i>23/7/09 (amended); 27/4/11</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>22/09/05 Item 4.10.1(e), page 17 (refer Audit & Finance Committee Minutes 8/9/05, item 4.5, page 48)</i>
	<i>23/7/09 Item 4.7.1, page 28 (amendment – refer In Camera Minutes 23/7/09, item 2.1, pages 4-6)</i>
	<i>27/4/11 Item 4.9.1(a), page 53 (refer Audit & Finance Committee Minutes 12/4/11, item 4.1, page 6)</i>
	<i>24/5/16 Item 4.4.1, pages 24-26</i>
<i>Next Revision Due:</i>	<i>May 2020</i>

PURPOSE

To ensure that new developments in the Shire contribute to the establishment, maintenance and improvement of social and physical infrastructure within the local community where the development occurs.

POLICY

It is Council policy that:

1. In addition to public open space requirements, a requirement for a minimum cash contribution of \$4,500 per lot in Bannockburn and \$1,500 per lot throughout the rest of the Shire will be applied to each request to rezone land for residential development. The amount negotiated will not be less than \$4,500 in Bannockburn and \$1,500 throughout the rest of the Shire, and may be more in areas where it is determined that the development will create a higher demand for social and physical infrastructure;
2. At Council's discretion, requests to rezone land for other purposes may attract a contribution requirement where the outcome of the amendment will place additional load or usage on social and physical infrastructure in the local community where the development is proposed;
3. Council officers will enter into negotiations for development contributions with applicants wishing to develop land zoned residential. At Council's discretion, a contribution to this scenario may be made in forms other than cash contributions;
4. A request to rezone land for residential purposes shall not be considered until such time as the applicant/ owner/ developer has entered into an agreement to contribute the prescribed amount per lot;
5. An agreement for the developer to make contributions will usually be ratified through the use of a Section 173 Agreement and, once finalised, will be applied to the land (via the title) proposed to be developed at the developer's expense;
6. A trigger for the payment of the development contribution may be negotiated, but it will usually be paid upon the settlement of each allotment; and
7. All funds received will be deposited into an account specifically for development contributions and maintained as part of the discretionary component of Retained Earnings.

10.5 (a) Temporary Residency & (b) Sheds in the Low Density Residential Zone & Rural Living Zone

<i>Policy Title:</i>	<i>(a) Temporary Residency (b) Sheds in the Low Density Residential Zone and the Rural Living Zone</i>
<i>Date adopted:</i>	<i>28/08/2012</i>
<i>Date Revised:</i>	
<i>Minute Book Reference:</i>	<i>Council Minutes 28/08/2012 Item 4.4.2 pages 19-22</i>
<i>Next Revision Due:</i>	<i>June 2017</i>

PURPOSE

This policy seeks to assist Council to address risk and improve safety within the built environment. More specifically, this policy seeks to ensure Council is consistent in its approach to addressing temporary residency and sheds on vacant land.

POLICY

It is policy that Council does not facilitate the unlawful establishment of sheds on vacant land or the temporary accommodation of sheds while a house is being constructed.

(a) Temporary Residency

Council does not support the temporary residency and/or occupancy of any structure on private land that does not have a Certificate of Occupancy for a dwelling as set out under Section 64 of the *Building Act 1993*.

(b) Sheds in the Low Density Residential Zone (LDRZ) and the Rural Living Zone (RLZ)

- A shed in the LDRZ or RLZ is only permitted in situations where it can be clearly demonstrated that the shed is associated with the occupation of a dwelling. A shed on vacant land in these zones is prohibited if not associated with a dwelling.
- Council will only consider issuing a planning permit for a shed where construction of a dwelling has commenced. As a minimum this would entail the successful completion of a footing and/or slab inspection (ie. first stage).
- The permit applicant will be required to provide evidence of the above to the satisfaction of the responsible authority.

10.6 Gaming

<i>Policy Title:</i>	<i>Gaming</i>
<i>Date adopted:</i>	<i>28/08/2012</i>
<i>Date Revised:</i>	
<i>Minute Book Reference:</i>	<i>Council Minutes 28/08/2012 Item 4.10.1(c) page 36 (refer Audit & Finance Committee Minutes 14/8/12, item 4.3, pages 10-15)</i>
<i>Next Revision Due:</i>	<i>August 2017</i>

PURPOSE

The purpose of this policy is to articulate Council's position in relation to Electronic Gaming Machines (EGMs) proposed within, and in close proximity to, the Golden Plains municipality. The policy response will formalise Council's approach to gaming.

It will provide transparency and accountability for Council's overall policy position on gaming which aims to:

1. Acknowledge Council's role in relation to EGM gambling under the *Victorian Gambling Regulations Act 2003* and *Gambling Regulations Amendment Licensing Bill 2009* as a:
 - Responsible Authority: in accordance with the *Planning and Environment Act 1987* in assessing an application for a planning permit;
 - Referral Authority: where an application for a planning permit is made within a neighbouring municipality and is referred to Golden Plains Shire Council for comment; and
 - Key Stakeholder and Community Advocate: to effectively advocate on behalf of the community on gambling.
2. Discourage the location of gaming machines in disadvantaged areas.
3. Discourage gaming machines in highly accessible locations to minimise opportunities for convenience gambling and the incidence of problem gambling.
4. Locate gaming venues in appropriate locations within the municipality.
5. Reduce the impact of gaming machines on vulnerable communities.
6. Minimise the amenity impacts on existing uses surrounding venues containing gaming machines.

SCOPE

The Golden Plains Shire Gaming Policy has been developed to guide Council decision making in relation to gaming applications within the municipality and is based on the following principles:

- Council does not support EGMs at venues which are situated on land that is owned or managed by Council;
- Council will consider its Gaming Policy in relation to Council owned buildings, the establishment of new contract leases, legal agreements and recreation and leisure policies;
- Gaming is a legal activity within the State of Victoria in licensed venues;
- That gambling is carried out in an environment that minimises the harm gambling can cause; and
- Council will consider the social and economic impacts of any gaming application to determine whether or not it is an appropriate location.

Responsible Gaming Principles:

In line with its commitment to promoting the municipality as "offering lifestyle and opportunities that foster social, economic and environment wellbeing" and its statutory role under the *Local Government Act 1987* to limit disadvantage, the Golden Plains Shire Council will undertake an active role in promoting responsible gaming with venue operators in the municipality.

Council will adopt a primary prevention and harm minimisation approach to reducing the negative impacts of gaming on the community.

POLICY OBJECTIVES

The following policy objectives will guide Council and officers when determining an application or matters directly associated with EGMs:

- To ensure that Council owned facilities do not house EGMs;
- To avoid the risk of exacerbating problem gambling;
- To ensure that the installation or use of electronic gaming machines will not have a detrimental impact on the amenity, culture or character of a community;
- To protect the amenity of existing uses surrounding gaming venues; and
- To define how Council will respond to applications for EGMs and other gaming matters.

APPLICATION REQUIREMENTS

1. An assessment of the social and economic impacts of the proposal taking into account:
 - a. Existing and proposed distribution of electronic gaming machines in the municipality, and where appropriate adjoining municipalities.
 - b. A comprehensive impact assessment outlining the environmental, economic and social benefits and costs of the proposed gaming machines, including a description of the existing character and culture of the town and the impact on community wellbeing.
 - c. Details of the community benefits expected from the proposal and how the benefits are to be secured and distributed to the local community.
 - d. Details of existing and proposed gambling and non-gambling related entertainment and recreation facilities at the venue, the local area and within the broader 5-10km catchment.
 - e. The distance to shopping complexes and strip shopping centres, community facilities, counselling services and public transport.
 - f. A venue management plan identifying strategies to manage patron behaviour and minimise problem gambling, including the applicant's responsible gaming practices.
 - g. Assessment as to whether the proposal will have a positive, neutral or detrimental impact on the community.
2. Proposals for transfer of EGMs from one part of the municipality to another:
 - a. Details of the relative social and economic differences between the areas.
 - b. An explanation as to why the EGMs are being transferred.
3. Proposal for transfer of gaming expenditure:
 - a. Particulars as to how the level of transfer has been calculated (including, but not limited to, comparison per machine expenditure at the venue prior to and then after the additional machines, current usage levels of machines at the venue, projected usage level of machines at the venue after the additional machines).
 - b. The amount of transfer expenditure anticipated.
 - c. The resulting impact on revenue of the venue from where the expenditure is transferred.
 - d. The resulting impact on the venue from where the expenditure is transferred (such as loss of employment, loss of complementary expenditure, loss of customers, impact on ability to provide services, etc.).
4. Details of the design and layout of the premises including all proposed and existing signage and evidence of compliance with any relevant gaming regulations concerning premises layout, design and operation (neon signage).